

TO: Downtown Development Authority Board of Directors
FROM: Andrew Haan, Executive Director
DATE: March 13, 2017
RE: March Meeting

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, March 20, 2017 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

AH
Attachments

pc: Michael O'Connor
City Clerk

[Type text]

The Downtown Development Authority exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

DATE: Monday, March 20, 2017

TIME: 3:00 p.m.

PLACE: Community Room, City Hall

- I. CALL TO ORDER
- II. ADOPTION OF AGENDA
- III. MINUTES – February 20, 2017
- IV. FINANCIAL REPORT – 2 MILL and TIF February 2017,
TPM January 2017
- V. ACTION ITEMS
 - A. Appointment of new board members and officers
 - B. Sale of DDA parcels to DTI
- VI. DISCUSSION ITEMS
 - A. Urban Growth Initiative
 - B. Arcadia Commons West update
- VII. COMMITTEE REPORTS (Time Permitting)
 - A. Transportation, Parking, & Mobility
 - B. Capital Improvements
 - C. Project Review
 - D. Citizens Council
 - E. Safety
- VIII. DIRECTOR COMMENTS
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT

The Downtown Development Authority exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

DOWNTOWN DEVELOPMENT AUTHORITY
MEETING PROCEDURES

1. A person may speak on “Action or Discussion” items on the Downtown Development Authority’s agenda. The Chairperson will ask for people’s comments as each of these agenda items are discussed.
2. To address the Downtown Development Authority, please clearly state your name and business or home address for the record so that a response to your inquiry can be completed if necessary. Please limit your comments to four minutes.
3. Comments on non-agenda items are reserved for “Public Comments” agenda item prior to adjournment of the meeting.
4. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.

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**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

REGULAR MEETING MINUTES

February 20, 2017

DIRECTORS PRESENT: Jim Escamilla, Greg Taylor, Bob Miller, Grant Fletcher, Susan Lindemann, Stephanie Hinman, Derek Wissner

DIRECTORS ABSENT: Bjorn Green, Patti Owens, Carl Brown, Bobby Hopewell

STAFF PRESENT: Andrew Haan, Patrick Halpin, Deb Houseman, Sarah Mead, Sue Huggett

OTHER: Chris Shook, Jack Urban, Greg Ayers, Chuck Vliek, Ryan Simpson, Mike O'Connor

I. CALL TO ORDER

Director Escamilla called the meeting to order at 3:03pm.

II. ADOPTION OF AGENDA

Board Position Openings will be added as discussion item C., and Imagine Kalamazoo Workshop will be added as discussion item D.

**DIRECTOR MILLER MOVED TO ADOPT THE AGENDA AS PRESENTED.
SUPPORTED BY DIRECTOR WISSNER. MOTION CARRIED.**

III. MINUTES – January 23, 2017

**DIRECTOR FLETCHER MOVED TO APPROVE THE MINUTES FOR 12/19/16.
SUPPORTED BY DIRECTOR HINMAN. MOTION CARRIED.**

IV. FINANCIAL REPORT- 2 MILL and TIF January 2017, TPM December 2016

D. Houseman reviewed the financials, and opened for questions. The TPM financial report is first reviewed by CCP, and will be available at next month's DDA Board meeting.

**DIRECTOR FLETCHER MOVED TO APPROVE THE FINANCIAL
STATEMENTS AS PRESENTED. SUPPORTED BY DIRECTOR LINDEMANN.
MOTION CARRIED.**

V. DISCUSSION ITEMS

A. Urban Growth Initiative

A. Haan shared that the UGI top six priorities include: meet residential demand, BRRC strategy, coordinate downtown activity management, transformative mixed-use development, create (support) a healthy living district, and improve mobility. Bob Gibbs was selected to complete the retail analysis and strategy for downtown.

Director Hinman asked how UGI ties in with Imagine Kalamazoo. A. Haan replied that there will be an Imagine Kalamazoo downtown workshop on April 11th and 12th. The workshop will include the general public and UGI participants.

B. ACW Update

M. O'Connor reviewed the sales agreement.

DIRECTOR MILLER MOVED THAT THE AGREEMENT BE FINALIZED BY DIRECTOR HAAN AND THE EXECUTIVE COMMITTEE. SUPPORTED BY DIRECTOR LINDEMANN.

Director Miller would like an effort will be made to advance the concerns of the board when sale was first approved. The Executive Committee will return to the Board if a consensus is not made. M. O'Connor suggested not to give this responsibility to the Executive Committee.

MOTION WAS WITHDRAWN.

Director Escamilla stated that the sales agreement will be brought to next month's meeting. A special meeting will be called if necessary.

C. Board Position Openings

A. Haan shared that there are two board openings this year. Encourage candidates to apply; the Mayor makes the final selection. One board member must be a resident of the downtown area.

D. Imagine Kalamazoo Workshop

See Urban Growth Initiative update.

VI. COMMITTEE REPORTS

A. Transportation, Parking & Mobility

No report was given.

B. Capital Improvements

P. Halpin shared that the committee is meeting tomorrow to review the 2017 budget, request quotes on ACFP upgrades, and approve design work for Bates Alley. A Bates Alley task force was created to discuss next steps, including creating a potential donor list and promotional materials.

C. Project Review

No report was given.

D. Citizens Council

No report was given.

B. Safety

P. Halpin shared that he completed a light out survey in downtown and reported 23 burnt out lights to the City and to Consumers Energy.

A workshop was held with Intersect and businesses in the “bar hop” district to discuss the pedestrian safety issue crossing Kalamazoo Ave.

A. Haan shared that written committee reports will now be included in the board packets.

VII. DIRECTOR COMMENTS

Director Miller shared that community advocate, Martha Parfet, passed away this morning.

Director Fletcher offered his help to accelerate the City’s work regarding the easements.

A. Haan is grateful for this opportunity to lead DKI and help grow downtown.

VIII. PUBLIC COMMENTS

There were no public comments.

IX. ADJOURNMENT

The meeting was adjourned at 4:21pm.

APPROVED: _____

Sarah Mead

Recording Secretary

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM																								
FEBRUARY 28, 1017																								
2 MILL			TIF			TPM			TOTAL DDA			DKI												
MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET										
REVENUES:																								
2 MILL LEVY CURRENT YEAR	\$0.00	\$0.00	\$269,237.00									\$0.00	\$0.00	\$269,237.00										
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$0.00	\$1,000.00									\$0.00	\$0.00	\$1,000.00										
INTEREST	\$0.30	\$0.61	\$100.00	\$54.57	115.8	\$450.00	\$7.35	\$7.35	\$70.00	\$62.22	\$123.76	\$620.00	\$0.00	\$0.00										
MISC	\$0.00	\$0.00	\$1,500.00									\$0.00	\$0.00	\$1,500.00										
USEABLE TIF COLLECTIONS				\$0.00		\$922,553.00						\$0.00	\$0.00	\$922,553.00										
DEBT SERVICE TIF COLLECTIONS				\$0.00		\$730,800.00						\$0.00	\$0.00	\$730,800.00										
FESTIVAL PLACE MAINTENANCE FEES				\$0.00		\$26,000.00 #1						\$0.00	\$0.00	\$26,000.00										
CITY OF KALAMAZOO MALL MAINTENANCE				\$0.00		\$55,343.00						\$0.00	\$0.00	\$55,343.00										
BOND REFINANCE SAVINGS FROM TPM				\$0.00		\$63,861.00						\$0.00	\$0.00	\$63,861.00										
STREET METERS							\$28,133.16	\$28,133.16	\$449,802.00	\$28,133.16	\$28,133.16	\$449,802.00												
UNATTENDED							\$32,593.60	\$32,593.60	\$433,179.00	\$32,593.60	\$32,593.60	\$433,179.00												
ATTENDED							\$148,651.54	\$148,651.54	\$1,935,836.00	\$148,651.54	\$148,651.54	\$1,935,836.00												
ENFORCEMENT							\$23,145.00	\$23,145.00	\$378,423.00	\$23,145.00	\$23,145.00	\$378,423.00												
METRO TRANSIT FEE							\$160.15	\$160.15	\$2,447.00	\$160.15	\$160.15	\$2,447.00												
ARCADIA LAND CONTRACT							\$276.67	\$276.67	\$3,320.00	\$276.67	\$276.67	\$3,320.00												
TIF DEBT SERVICE ASSISTANCE									\$253,200.00 #5	\$0.00	\$0.00	\$253,200.00												
TIF RAMP 3 SUBSIDY									\$19,271.00	\$0.00	\$0.00	\$19,271.00												
TIF CONTRACTED DOWNTOWN MAINTENANCE									\$40,000.00	\$0.00	\$0.00	\$40,000.00												
CONTINGENCY									-\$15,298.00	\$0.00	\$0.00	-\$15,298.00												
REVENUE BOND							\$8,925.51	\$8,925.51	\$1,705,825.00	\$8,925.51	\$8,925.51	\$1,705,825.00												
TOTAL DDA REVENUES	\$0.30	\$0.61	\$271,837.00	\$54.57	\$115.80	\$1,799,007.00	\$241,892.98	\$241,892.98	\$5,206,076.00	\$241,947.85	\$242,009.39	\$7,276,919.00												
BRAND AND ENGAGEMENT REVENUES FROM TIF														\$50,000.00 #2										
BUS RECRUITMENT & RETENTION REV FROM TIF														\$80,000.00 #3										
DKI DOWNTOWN MAINTENANCE GRANTS														\$60,000.00 #4										
TOTAL DKI REVENUES														\$216,000.00										
EXPENDITURES:																								
OPERATING EXPENDITURES:																								
D&O INSURANCE	\$0.00	\$0.00	\$3,500.00									\$0.00	\$0.00	\$3,500.00										
LEGAL SERVICES	\$0.00	\$0.00	\$5,000.00			\$24,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$59,000.00												
LEGAL NOTICES	\$0.00	\$0.00	\$800.00									\$0.00	\$0.00	\$800.00										
AUDIT	\$0.00	\$440.00	\$6,000.00	\$0.00	\$560.00	\$7,200.00	\$0.00	\$0.00	\$12,875.00	\$440.00	\$1,000.00	\$26,075.00												
REBATED TAXES	\$0.00	\$0.00	\$20,000.00			\$100,000.00				\$0.00	\$0.00	\$120,000.00												
DKI SERVICE AGREEMENT	\$19,337.50	\$38,675.00	\$232,050.00	\$6,250.00	\$12,500.00	\$75,000.00	\$6,667.00	\$6,667.00	\$80,000.00	\$51,592.00	\$57,842.00	\$387,050.00												
MISC	\$52.21	\$52.21	\$500.00							\$52.21	\$52.21	\$500.00												
LIABILITY INSURANCE							\$4,181.35	\$4,181.35	\$6,630.00	\$4,181.35	\$4,181.35	\$6,630.00												
SALARIES & WAGES							\$65,045.70	\$65,045.70	\$807,954.00	\$65,045.70	\$65,045.70	\$807,954.00												

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM													
FEBRUARY 28, 1017													
2 MILL			TIF			TPM			TOTAL DDA			DKI	
MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET		
PAYROLL TAXES						\$11,630.28	\$11,630.28	\$144,462.00	\$11,630.28	\$11,630.28	\$144,462.00		
WORKERS COMPENSATION						\$2,966.14	\$2,966.14	\$40,332.00	\$2,966.14	\$2,966.14	\$40,332.00		
HOSPITALIZATION & BENEFITS						\$10,065.99	\$10,065.99	\$130,977.00	\$10,065.99	\$10,065.99	\$130,977.00		
EMPLOYEE RELATIONS/TRAINING								\$1,500.00	\$0.00	\$0.00	\$1,500.00		
PERSONNEL SELECTION								\$3,500.00	\$0.00	\$0.00	\$3,500.00		
EQUIPMENT PURCHASE/LEASE						\$255.00	\$255.00	\$10,100.00	\$255.00	\$255.00	\$10,100.00		
LIABILITY CLAIMS						\$97.09	\$97.09	\$3,000.00	\$97.09	\$97.09	\$3,000.00		
AUTO & TRUCK EXPENSE						\$966.31	\$966.31	\$13,825.00	\$966.31	\$966.31	\$13,825.00		
REPAIRS & MAINTENANCE								\$133,976.00	\$0.00	\$0.00	\$133,976.00		
UTILITIES						\$18,153.40	\$18,153.40	\$169,000.00	\$18,153.40	\$18,153.40	\$169,000.00		
TELEPHONE						\$426.93	\$426.93	\$16,770.00	\$426.93	\$426.93	\$16,770.00		
WEBSITE						\$0.00	\$0.00	\$2,050.00	\$0.00	\$0.00	\$2,050.00		
SIGNAGE								\$5,000.00	\$0.00	\$0.00	\$5,000.00		
MATERIALS & OFFICE SUPPLIES						\$239.20	\$239.20	\$20,167.00	\$239.20	\$239.20	\$20,167.00		
CUSTOMER SERVICE PROGRAM								\$1,700.00	\$0.00	\$0.00	\$1,700.00		
POSTAGE						\$600.00	\$600.00	\$8,350.00	\$600.00	\$600.00	\$8,350.00		
FORMS & PRINTING						\$2,206.14	\$2,206.14	\$28,800.00	\$2,206.14	\$2,206.14	\$28,800.00		
OUTSIDE CONTRACT SERVICES						\$5,297.45	\$5,297.45	\$337,220.00	\$5,297.45	\$5,297.45	\$337,220.00		
OFFICE LEASE						\$2,256.75	\$2,256.75	\$27,487.00	\$2,256.75	\$2,256.75	\$27,487.00		
RAMP 3 RESERVE								\$37,500.00	\$0.00	\$0.00	\$37,500.00		
ABM MGMT FEE						\$15,539.50	\$15,539.50	\$187,254.00	\$15,539.50	\$15,539.50	\$187,254.00		
OPERATING CONTINGENCY								\$3,019.00	\$0.00	\$0.00	\$3,019.00		
12% CASH RESERVE					\$35,544.00				\$0.00	\$0.00	\$35,544.00		
INITIATIVES/PROGRAMS:													
FESTIVAL SITE MAINTENANCE FEES TO TIF											\$0.00	\$26,000.00	#1
BRAND & ENGAGEMENT						\$50,000.00	#2		\$0.00	\$0.00	\$50,000.00	\$50,000.00	#2
BUSINESS RECRUITMENT & RETENTION			\$8,333.34	\$8,333.34	\$80,000.00	#3			\$8,333.34	\$8,333.34	\$80,000.00	\$80,000.00	#3
MALL ASSESSMENT					\$15,000.00				\$0.00	\$0.00	\$15,000.00		
BUILDING REVITALIZATION					\$15,000.00				\$0.00	\$0.00	\$15,000.00		
DOWNTOWN MAINTENANCE			\$2,895.32	\$4,117.10	\$250,000.00				\$2,895.32	\$4,117.10	\$250,000.00	\$60,000.00	#4
SPECIAL PROJECTS					\$10,000.00				\$0.00	\$0.00	\$10,000.00		
DEBT SERVICE/OTHER OBLIGATIONS:													
ARCADIA CREEK BONDS					\$477,600.00				\$0.00	\$0.00	\$477,600.00		
BUILDING AUTHORITY BONDS					\$253,200.00	#5		\$253,200.00	#5	\$0.00	\$0.00	\$506,400.00	
TIF CAPTURE RAMP 3					\$19,271.00				\$0.00	\$0.00	\$19,271.00		
MILLER CANFIELD TIF CAPTURE					\$20,793.00				\$0.00	\$0.00	\$20,793.00		
PLAZA CORP DEPOT PROJECT					\$2,800.00				\$0.00	\$0.00	\$2,800.00		
FESTIVAL PLACE					\$128,473.00				\$0.00	\$0.00	\$128,473.00		
METROPOLITAN CENTER					\$48,900.00				\$0.00	\$0.00	\$48,900.00		
ZOETIS TAX APPEAL					\$47,611.00				\$0.00	\$0.00	\$47,611.00		
CITY OF KALAMAZOO LOAN					\$76,460.00				\$0.00	\$0.00	\$76,460.00		
RAMP #3 DEBT SERVICE								\$643,253.00	\$0.00	\$0.00	\$643,253.00		
TIF CONTRIBUTION								\$63,861.00	\$0.00	\$0.00	\$63,861.00		

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM													
FEBRUARY 28, 1017													
2 MILL			TIF				TPM			TOTAL DDA			
MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	MONTH TO DATE	YEAR TO DATE DATE	2017 BUDGET	DKI	
5 YEAR TPM DEBT SERVICE								\$50,000.00	\$0.00	\$0.00	\$50,000.00		
5 YEAR PLAN EXPENDITURES:													
CAPITAL EXPENDITURES								\$247,298.00	\$0.00	\$0.00	\$247,298.00		
LOT EXPENDITURES								\$50,000.00	\$0.00	\$0.00	\$50,000.00		
5 YEAR TPM PLAN CONSULTANT SERVICES								\$25,000.00	\$0.00	\$0.00	\$25,000.00		
TECHNOLOGY								\$50,000.00	\$0.00	\$0.00	\$50,000.00		
MARKETING								\$20,000.00	\$0.00	\$0.00	\$20,000.00		
ACCESS CONTROL EQUIPMENT							\$8,925.51	\$8,925.51	\$1,274,301.00	\$8,925.51	\$8,925.51	\$1,274,301.00	
TRANSPORTATION & MOBILITY								\$30,000.00	\$0.00	\$0.00	\$30,000.00		
5 YEAR TPM PLAN CONTINGENCY								\$29,797.00	\$0.00	\$0.00	\$29,797.00		
											\$0.00		
TOTAL EXPENDITURES	\$19,389.71	\$39,167.21	\$267,850.00	\$17,478.66	\$25,510.44	\$1,736,852.00	\$155,519.74	\$155,519.74	\$5,000,159.00	\$212,165.61	\$220,197.39	\$7,004,860.00	\$216,000.00
**	-\$19,389.41	-\$39,166.60	\$3,987.00	-\$17,424.09	-\$25,394.64	\$62,155.00	\$86,373.24	\$86,373.24	\$205,917.00	\$29,782.24	\$21,812.00	\$272,059.00	\$0.00
** POSITIVE # = REVENUES EXCEED EXPENDITURES													
** NEGATIVE # = EXPENDITURES EXCEED REVENUES													
BUDGET NOTES:													
#1 DKI IS FUNDING THIS REVENUE AMOUNT TO TIF TO HELP COVER MAINTENANCE OF THE FESTIVAL SITE. THE AMOUNTS SHOWING UP IN THE IN THE DKI BUDGET ARE THE USER FEES COLLECTED AND THE EXPENSE IS THE TRANSFER OF THOSE FUNDS TO TIF REFLECTED ABOVE. IT IS NOT AN ADDITIONAL MAINTENANCE EXPENSE IN DKI.													
#2 THE TIF BUDGET REFLECTS \$50,000 IN EXPENSE FOR FUNDS BEING TRANSFERRED TO DKI TO HELP FUND BRAND AND ENGAGEMENT. THE TOTAL BRAND AND ENGAGEMENT BUDGET IN DKI REFLECTS THE \$50,000 IN REVENUE RECEIVED FROM TIF AND THE \$187,000 IN EXPENSES BUDGETED. THE REMAINING \$137,000 IN EXPENSE IS FUNDED THROUGH GRANTS AND SPONSORSHIPS RECEIVED BY DKI.													
#3 THE BUSINESS RECRUITMENT AND RETENTION IS BOTH AN \$80,000 REVENUE AND EXPENSE IN DKI. THE \$80,000 IN TIF IS A CONTRIBUTION FROM TIF TO DKI TO FUND THIS ACTIVITY.													
#4 IN DKI THERE IS A LINE ITEM FOR BOTH MAINTENANCE GRANT REVENUES AND DOWNTOWN MAINTENANCE EXPENSE. THIS IS TO COVER ADDITIONAL MAINTENANCE DOWNTOWN OVER AND ABOVE THE AMOUNT BUDGETED IN TIF. IN THE PAST THESE FUNDS HAVE BEEN USED FOR FESTIVAL SITE REPAIRS, LED LIGHTING, AND WAYFINDING SIGNAGE REPAIRS.													
#5 THE 98 REFUNDER BOND IS A BOND PAYMENT THAT RESIDES IN THE TPM BUDGET, BUT IS FUNDED BY TIF. THE TIF BUDGET REFLECTS THE MOVEMENT OF FUNDS OUT OF TIF TO TPM. TPM REFLECTS BOTH THE REVENUE RECEIVED FROM TIF AND THE ACTUAL BOND PAYMENT EXPENSE.													