

TO: Downtown Development Authority Board of Directors
FROM: Steven R. Deisler, Executive Director
DATE: January 18, 2017
RE: January Meeting

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, January 23, 2017 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

SD
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, January 23, 2017

TIME: 3:00 p.m.

PLACE: Community Room, City Hall

- I. CALL TO ORDER
- II. ADOPTION OF AGENDA
- III. MINUTES – December 19, 2016
- IV. FINANCIAL REPORT – 2 MILL and TIF Preliminary December 2016,
TPM November 2016
- V. ACTION ITEMS
 - A. Approval of revised line items in the TPM 2016 Budget.
 - B. Approval of Resolution 17-01 to adopt the 2017 DDA Budgets.
 - C. Approval of the recommendation of the PARCS
Equipment vendor.
- VI. DISCUSSION ITEMS
 - A. .
 - B. .
- 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

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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

December 19, 2016

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

DIRECTORS ABSENT: Bjorn Green, Carl Brown, Bobby Hopewell, Stephanie Hinman

STAFF PRESENT: Patrick Halpin, Deb Houseman, Sarah Mead

OTHER: Chuck Vlieg, Leslie Hoffman, Michael O'Connor, Chris Shook, Jim Ritsema, Sonja VanderVeen, Warren Cook, Tom Shuster, John Kneas, Jim Bridenstine, Jeff Chamberlain, Greg Ayers, Ken Nacci, Andy Wenzel

I. CALL TO ORDER

Director Escamilla called the meeting to order at 3:01pm.

II. ADOPTION OF AGENDA

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

III. MINUTES – November 21, 2016

**DIRECTOR OWENS MOVED TO APPROVE THE MINUTES FOR 11/21/16.
SUPPORTED BY DIRECTOR MILLER.**

Director Escamilla stated that the minute bullets need to be reordered.

MOTION CARRIED.

IV. FINANCIAL REPORT- 2 MILL and TIF November, TPM October.

D. Houseman reviewed the financials, and opened for questions. There were no questions.

**DIRECTOR OWENS MOVED TO APPROVE THE FINANCIAL STATEMENTS
AS PRESENTED. SUPPORTED BY DIRECTOR WISSNER. MOTION
CARRIED.**

V. ACTION ITEMS

A. ACW/DDA Parcel Sale

C. Vlieg shared that the DTI Board is making an offer to the DDA Board to purchase the two slivers of land the DDA owns in the ACW properties. The DTI Board is proposing to purchase the land at \$20 a square foot, which is twice the appraised value, making the total purchase about \$37,000. When DTI closes the sale on the ACW properties, they will then have the funds to purchase the land from the DDA.

DIRECTOR OWENS MOVED TO APPROVE THE SALE OF THE TWO PARCELS OF DDA LAND IN ACW TO DTI FOR \$20 A SQUARE FOOT. SUPPORTED BY DIRECTOR MILLER.

MOTION AMENDED TO APPROVE THE SALE CONCEPT AND REQUIRE A SALES AGREEMENT TO RETURN TO THE DDA BOARD FOR APPROVAL.

MOTION CARRIED. DIRECTOR ESCAMILLA ABSTAINED.

B. Proposed 2016 Amended and 2017 TIF Budgets

Director Wissner shared that BRRC requests \$25,000 from the DDA board to fund the existing BRIP and DKIP programs, and an additional \$55,000 to develop a new program or enhance an existing program to offer larger incentives to anchor businesses that generate high foot traffic, collaborate with existing businesses and fit UGI's direction, to come downtown.

T. Shuster shared that the administration fees to DKI are to help replace funds from previous budget cutbacks and get DKI back on track.

DIRECTOR WISSNER MOVED TO APPROVE THE 2017 TIF BUDGETS AND RESOLUTION 16-03. SUPPORTED BY DIRECTOR LINDEMANN. ROLL CALL VOTE: 6-1. MOTION CARRIED.

DIRECTOR LINDEMANN MOVED TO APPROVE THE 2016 AMENDED BUDGET. SUPPORTED BY DIRECTOR TAYLOR. ROLL CALL VOTE: 7-0. MOTION CARRIED.

C. Resolution 16-03 Approve Submission of 2017 Budgets to City Commission

See action item B.

D. Resolution 16-05 Interim Appropriation Resolution

D. Houseman shared that Resolution 16-05 is for the DDA to continue to operate until the 2017 budget is approved by the City Commission and has received final approval of the DDA Board.

DIRECTOR OWENS MOVED TO APPROVE RESOLUTION 16-05. SUPPORTED BY DIRECTOR MILLER. ROLL CALL VOTE: 7-0. MOTION CARRIED.

E. DKI/DDA Management Agreement Extension

M. O'Connor shared that the DDA leases parking from the city, and DKI is given the management responsibly as the DDA has no staff. The contract extension for 2 years will continue to allow DKI to manage the parking system.

DIRECTOR WISSNER MOVED TO APPROVE THE DKI/DAA MANAGEMENT AGREEMENT EXTENSION FOR TWO YEARS. SUPPORTED BY DIRECTOR LINDEMANN. MOTION CARRIED.

F. DKI/ABM Management Agreement Extension

This agreement is for information purposes only.

G. Sale of Ramp #4

A. Wenzel shared that Plazacorp is developing a boutique hotel in the Rose Street Market building, and would like to buy the ramp for hotel guest parking and parking for existing businesses. Owning the parking ramp will allow Plazacorp to bundle parking rates into leasing rates. Acquisition would make the property taxable. There will be an over the road connector from the second floor of the hotel to the parking ramp, and a connector from the west building to the North Arcadia building.

K. Nacci shared that the ramp is on average filled 50%. A majority of current parkers in the ramp have Plazacorp leases. An arrangement will be made with KVCC.

M. O'Connor shared that the term is to sell this ramp to Plazacorp. The City owns the ramp, but the DDA manages the parking system and has a right of first refusal. Plazacorp will purchase the ramp at \$3 million, paying half at closing and the other half spread over five years at \$25,000 a month. The DDA will receive the second half of the payment spread over five years. The City will use the proceeds they receive to pay off the debt on the ramp. 100 hourly parking spaces will be kept for eight years. Plazacorp wants DDA to be a party to the sales agreement, which is not required.

DIRECTOR MILLER MOVED TO APPROVE THE SALE OF RAMP 4 TO PLAZACORP FOR \$3 MILLION. SUPPORTED BY DIRECTOR WISSNER.

C. Shook shared that TPM recommends approval of the concept. Dollars for the new PARCS equipment will not be put into this ramp if sold. Plazacorp plans to purchase the ramp for above the appraisal.

MOTION CARRIED. DIRECTOR ESCAMILLA ABSTAINED.

VI. COMMITTEE REPORTS

A. Transportation, Parking & Mobility

No report was given.

B. Capital Improvements

P. Halpin shared that Bates Alley is a \$200,000 project. After commitments, the project is about \$50,000 short. We submitted a crowdfunding campaign to Patronicity. The DKI Board has approved the fund raising to go through their solicitation license. The kick-off for the campaign is planned to take place during Chili Cook-off in January.

C. Project Review

No report was given.

D. Citizens Council

No report was given.

B. Safety

No report was given.

VII. DIRECTOR COMMENTS

Director Fletcher asked for an update on the new DKI President. J. Bridenstine replied that the contract is being finalized and a press release will go out this week.

Director Escamilla congratulated Director Taylor regarding his meeting with MEDC this week.

VIII. PUBLIC COMMENTS

There were no public comments.

IX. ADJOURNMENT

The meeting was adjourned at 4:08pm.

APPROVED: _____

Sarah Mead

Recording Secretary

DOWNTOWN DEVELOPMENT AUTHORITY - 2 MILL
MONTHLY REVENUE AND EXPENDITURE REPORT
PRELIMINARY DECEMBER 31, 2016

		ACTUAL		ANNUAL
		MONTH	YEAR TO DATE	BUDGET
REVENUE				
#1	2016 Two Mill Levy	9,078.35	248,938.75	268,181.00
	Prior Year(s) Taxes	22.70	523.76	1,000.00
	Interest Income	3.08	143.31	100.00
#2	Miscellaneous	0.00	1,501.28	1,500.00
TOTAL REVENUE		9,104.13	251,107.10	270,781.00
EXPENDITURES				
#3	D&O Insurance	0.00	3,300.00	3,300.00
	Legal Services	0.00	285.00	5,000.00
#4	Legal Notices	74.52	698.60	750.00
	Audit	0.00	4,950.00	4,950.00
#5	Rebated Taxes	0.00	566.54	20,000.00
#6	DKI Service Agreement	18,416.63	221,000.00	221,000.00
#7	Website	5,000.00	5,000.00	5,000.00
	Miscellaneous	0.00	162.74	500.00
TOTAL EXPENDITURES		23,491.15	235,962.88	260,500.00
YTD REVENUES EXCEED EXPENDITURES		(14,387.02)	15,144.22	10,281.00

- #1 2016 2 MILL LEVY - Generally receive the majority of these funds in August from the City of Kalamazoo.
- #2 MISCELLANEOUS - Year to Date \$1,367.12 for the Skyrise Pilot and \$134.16 for the Rickman Pilot.
- #3 D&O INSURANCE - Year to Date is the annual Directors & Officers policy premium.
- #4 LEGAL NOTICES - MTD-Publish the 2017 Budget Public Hearing. YTD- Includes the 2015 TIF Summary Report.
- #5 REBATED TAXES - Year to Date is for 334 West Kalamazoo Avenue/Plaza Corp.
- #6 DKI SERVICE AGREEMENT - Monthly and Year to Date.
- #7 Website - DDA Contribution to the Website

DOWNTOWN DEVELOPMENT AUTHORITY - TIF
MONTHLY REVENUE AND EXPENDITURE REPORT
PRELIMINARY DECEMBER 31, 2016

	ACTUAL MONTH	YEAR TO DATE	ANNUAL BUDGET
REVENUE			
#1 Useable TIF Collections	0.00	677,658.67	689,501.00
#2 Debt Service TIF Collections	0.00	681,187.50	692,388.00
Festival Place Maintenance Fees	26,487.16	26,487.16	26,000.00
#3 City of Kalamazoo - Mall Maintenance	0.00	59,168.00	59,168.00
#4 Bond Refinance Savings	0.00	71,377.00	71,377.00
Interest Income	60.12	558.38	450.00
TOTAL REVENUE	26,547.28	1,516,436.71	1,538,884.00
EXPENDITURES			
#5 Administration/Svc Agreement	2,916.67	35,000.00	35,000.00
#6 Legal	500.00	20,644.77	24,000.00
Audit	0.00	6,300.00	6,300.00
#7 Brand & Engagement	4,166.65	50,000.00	50,000.00
#8 Building Revitalization	5,000.00	5,648.70	15,000.00
Mall Assessment	0.00	0.00	15,000.00
#9 Downtown Maintenance	47,031.47	258,829.60	360,000.00
Special Projects	0.00	500.00	5,000.00
SUB-TOTAL	59,614.79	376,923.07	510,300.00
DEBT SERVICE/OTHER OBLIGATIONS			
#10 Arcadia Creek Bonds	0.00	463,350.00	463,950.00
#11 Building Authority Bonds	0.00	217,837.50	228,438.00
#12 TIF Capture Ramp 3	36,414.00	36,414.00	36,414.00
#13 TIF Capture-Miller Canfield	0.00	51,688.00	51,688.00
Festival Place	0.00	128,472.46	128,473.00
Metropolitan Center	0.00	0.00	48,900.00
#14 Zoetis Tax Appeal	0.00	48,920.80	48,921.00
#15 Rebated Taxes	0.00	73,806.39	75,000.00
City of Kalamazoo Loan	0.00	76,460.00	76,460.00
SUB-TOTAL	36,414.00	1,096,949.15	1,158,244.00
TOTAL EXPENDITURES	96,028.79	1,473,872.22	1,668,544.00
YTD REVENUES EXCEED EXPENDITURES	(69,481.51)	42,564.49	(129,660.00)

#1 USEABLE TIF REVENUES - 2016 TIF Capture.

#2 DEBT SERVICE TIF COLLECTIONS- That portion of the TIF Capture used to cover Debt Service.

#3 CITY OF KALAMAZOO MALL MAINTENANCE - Annual contract with the City of Kalamazoo.

#4 BOND REFINANCE SAVINGS - Ramp #3 bond refinance savings transferred from TPM.

#5 ADMINISTRATION/SERVICE AGREEMENT - Monthly and Year to Date.

#6 LEGAL- Year to Date includes agreements for the Accelerator Project, Exchange Place, Depot, and Metropolitan Center.

#7 BRAND & ENGAGEMENT- Brand & Engagement activities for downtown.

#8 BUILDING REVITALIZATION - Month to date is for the Plaza Corp commitment for the 216/220 West Michigan rehab grant.

Year to date includes a sign grant for Cherris Chocol Art and an application fee for M. Fabi grant.

#9 DOWNTOWN MAINTENANCE - Month to Date includes the\$40,000 to CCP for maintenace staff for the mall. Year to date includes \$115,397 for the Arcadia Arcade wall repairs, \$1,600 for Creek Maintenance, and \$9,847 for a new gator.

#10 ARCADIA CREEK BOND - Year to date includes the April and November bond payments.

DOWNTOWN DEVELOPMENT AUTHORITY - TIF
MONTHLY REVENUE AND EXPENDITURE REPORT
PRELIMINARY DECEMBER 31, 2016

- #11 BUILDING AUTHORITY BOND - Year to date includes the April and November bond payments.
- #12 TIF CAPTURE for Ramp #3 - Month to date and year to date.
- #13 TIF CAPTURE MILLER CANFIELD - Year to Date is the actual capture and payment to Catalyst Development.
- #14 ZOETIS TAX APPEAL - Annual payment of principle and interest.
- #15 REBATED TAXES - Year To Date includes Plaza Corp North Rose Properties, Alamo Draft House and Catalyst Development Co.,LLC.

**TRANSPORTATION, PARKING, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
NOVEMBER 30, 2016**

	ACTUAL		BUDGET	
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL
#1 Street Meters	26,952.44	347,383.98	352,503.00	393,619.00
#2 Unattended	35,127.32	420,228.05	396,437.00	429,961.00
#3 Attended Lots	147,371.39	1,684,818.33	1,723,250.00	1,844,543.00
#4 Enforcement	33,188.59	267,694.21	307,239.00	337,043.00
Metro Transit Fee	168.90	2,061.10	2,134.00	2,330.00
Arcadia Condo Land Contract	276.67	3,043.37	3,043.37	3,320.00
TIF - Debt Service Assistance	206,418.75	217,837.50	217,837.50	228,438.00
TIF Ramp 3 Subsidy	0.00	0.00	0.00	36,414.00
TIF - Maintenance	0.00	0.00	0.00	40,000.00
Miscellaneous	0.00	0.00	0.00	0.00
Contingency (.75%)	0.00	0.00	0.00	(6,795.00)
Revenue Bond	0.00	0.00	0.00	600,000.00
Interest Income	9.03	77.62	50.42	55.00
TOTAL REVENUE	449,513.09	2,943,144.16	3,002,494.29	3,908,928.00
EXPENDITURES				
Legal Fees	1,600.00	3,050.00	3,050.00	15,000.00
Audit & Accounting Fees	0.00	11,250.00	11,250.00	12,875.00
DKI Staff Services	5,833.34	64,166.74	64,166.74	70,000.00
Liability Insurance	0.00	4,052.20	4,052.00	6,630.00
#5 Salaries & Wages	64,648.92	718,971.06	743,400.17	810,982.00
#6 Payroll Taxes	11,229.82	126,358.38	132,920.33	145,004.00
#6 Worker's Compensation	2,864.06	32,225.10	37,109.42	40,483.00
#7 Hospitalization & Benefits	9,529.73	111,977.74	114,345.00	124,740.00
Employee Relations	60.59	502.89	1,375.00	1,500.00
Personnel Selection	83.44	3,005.37	3,208.33	3,500.00
#8 Equipment Purchase/Lease	346.62	17,261.92	16,866.67	18,400.00
Liability Claims	0.00	1,042.74	2,750.00	3,000.00
#8 Auto & truck Expense	3,203.36	9,471.19	11,297.92	12,325.00
#8 Repairs & Maintenance	(411.26)	63,441.25	65,972.50	71,970.00
Utilities	6,876.87	139,274.22	139,274.00	169,000.00
Telephone	2,076.25	15,419.70	15,372.50	16,770.00
Website	866.31	1,584.60	1,879.17	2,050.00
Signage	0.00	847.70	848.00	5,000.00
Materials & Office Supplies	1,869.79	16,297.23	18,486.42	20,167.00
Customer Service Program	77.10	713.64	1,100.00	1,200.00
Postage	639.28	7,133.57	7,654.17	8,350.00
#8 Forms & Printing	2,685.51	23,619.46	26,400.00	28,800.00
Outside Contract Services	29,450.60	287,848.60	287,849.00	329,596.00
Office Lease	4,513.50	26,948.25	26,950.00	26,950.00
Ramp 3 Maintenance Reserve	0.00	0.00	0.00	37,500.00
Management Fee	15,223.70	167,460.70	167,461.25	182,685.00
Contingency (.75%)	0.00	0.00	0.00	3,263.00
OPERATING EXPENDITURES	163,267.53	1,853,924.25	1,905,038.57	2,167,740.00
DEBT SERVICE EXPENDITURES				
1998 Refunder	206,418.75	217,837.50	217,837.50	224,298.00
2005/2006 Ramp 3 Bond	536,118.25	633,180.50	633,180.50	634,166.00
TPM 5 Year Plan Bonds	4,140.00	4,140.00	4,140.00	4,140.00
TOTAL DEBT SERVICE EXPENDITURES	746,677.00	855,158.00	855,158.00	862,604.00
CONTRIBUTION TO TIF	0.00	71,377.00	71,377.00	71,377.00

**TRANSPORTATION, PARKING, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
NOVEMBER 30, 2016**

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
CAPITAL IMPROVEMENTS	0.00	14,940.00	14,940.00	464,221.00	
LOT EXPENDITURES	0.00	0.00	0.00	0.00	
FIVE YEAR TPM PLAN CONSULTANT	0.00	4,876.88	4,878.00	5,000.00	
TECHNOLOGY	0.00	0.00	0.00	0.00	
MARKETING	0.00	0.00	0.00	0.00	
ACCESS CTRL DESIGN,ENG, & BIDDING	0.00	21,900.00	21,900.00	84,085.00	
TRANSPORTATION & MOBILITY	0.00	0.00	0.00	0.00	
CONTINGENCY	0.00	0.00	0.00	41,123.00	
TOTAL EXPENDITURES	909,944.53	2,822,176.13	2,873,291.57	3,696,150.00	
YTD REVENUES EXCEED EXPENDITURES	(460,431.44)	120,968.03	129,202.71	212,778.00	Accrual Basis
		377,362.45	377,362.45	377,362.45	PY Cash Balance
		498,330.48	506,565.16	590,140.45	Cash Basis

SYSTEM CASH RESERVE	\$132,674.32
RAMP 3 MAINTENANCE RESERVE	\$307,287.49

TRANSPORTATION, PARKING, & MOBILITY NOTES: NOVEMBER 30, 2016

The following will explain significant variances in the monthly financial reports as of the end of November:

REVENUES:

- 1. Street Meters:** \$5,119 less than budgeted. Revenues were less than what was projected using the year to date utilization.
- 2. Unattended Facilities:** \$23,791 more than budgeted. Several of the unattended facilities are showing improved revenues over last year. The biggest variance is in Lot #30 which has been up 90% most of the year due to the County employees.
- 3. Attended Facilities:** \$38,432 less than budgeted. The less than expected new student enrollment at the KVCC Healthy Living Campus at the beginning of the year has affected the Attended Facilities revenues.
- 4. Enforcement:** \$39,545 less than budgeted. This is due mainly to a reduced number of handicap tickets being issued. This is a direct result of curb painting in front of the Union and Morrison Jewelers. In just those (2) spaces, we issued (377) less tickets January through September of 2016 compared to 2015 bringing in \$26,575 less in revenue based on \$50/\$75 per ticket. There are further reductions due to the closing of Farmers Alley and the Michigan Avenue handicap space being changed to a loading zone since the beginning of April. (210) less tickets have been issued with a reduction of \$14,950 in revenues.

EXPENSES:

- 5. Salaries & Wages:** \$24,429 less than budget due to a reduction in part time employees for festivals and evenings, new employees hired in a lower rates, also an employee was on medical leave.
- 6. Payroll Taxes and Workers Compensation:** Under budget due to both are based on a calculation of salaries and wages.
- 7. Hospitalization & Benefits:** \$2,367 over budget due to more employees opting for coverage.
- 8. Equipment Purchase/Lease, Auto & Truck, Repairs & Maintenance, and Forms & Printing:** Expenses do not occur evenly throughout the year. They occur as needed.

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF KALAMAZOO
RESOLUTION NO. 17-01**

A Resolution to Adopt the 2017 DDA Budgets

WHEREAS, the Downtown Development Authority Act permits the Kalamazoo Downtown Development Authority (DDA) to adopt a budget for its operating revenues and expenses; and

WHEREAS, Article VII, Section 31 of the Constitution of the State of Michigan requires the holding of a public hearing on any budget of a local unit of government empowered to prepare budgets of estimated expenditures and revenues; and

WHEREAS, the DDA has proposed 2017 TIF and Two Mill budgets and has held a public hearing on said proposed budgets pursuant to notice and publication required by law; and

WHEREAS, the City Commission of the City of Kalamazoo has given approval to the proposed budgets as required by the Downtown Development Authority Act.

NOW, THEREFORE, BE IT RESOLVED that the budgets attached to this resolution are adopted and approved as the 2017 budgets of the Downtown Development Authority of the City of Kalamazoo.

The above resolution was offered by Director _____ and supported by
Director _____

AYES, Directors:

NAYS, Directors:

ABSTENTIONS, Directors:

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Downtown Development Authority of the City of Kalamazoo at a public meeting held on January 23, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and the minutes of said meeting were kept and will be or have been made available as required by said Act.

Derek Wissner, Secretary