

**TO:** Downtown Development Authority Board of Directors

**FROM:** Andrew Haan, Executive Director

**DATE:** October 8, 2018

**RE:** October 2018 Meeting

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The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, October 15, 2018 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

AH  
Attachments

pc: Michael O'Connor  
City Clerk

*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:** October 15, 2018

**TIME:** 3:00 p.m.

**PLACE:** Community Room, City Hall

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ADOPTION OF AGENDA**

- Changes or additions
- Recommended motion: Adopt

**IV. MINUTES – September 17, 2018**

- Edits or additions
- Recommended motion: Approve

**V. FINANCIAL REPORT –**

- 2 MILL and TIF September 2018
- TPM August 2018
- Discussion and questions
- Recommended motion: Accept

**VII. ACTION ITEMS**

**VII. DISCUSSION ITEMS**

- A. Downtown Report

**VIII. COMMITTEE REPORTS (Time Permitting)**

- A. Transportation, Parking, & Mobility
- B. Capital Improvements
- C. Project Review
- D. Citizens Council
- E. Safety

**IX. DIRECTOR COMMENTS**

**X. PUBLIC COMMENTS**

**XI. 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.

**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 MINUTES  
SEPTEMBER 17, 2018**

**PRESENT:** Jeff Breneman, Patti Owens, Carl Brown, Greg Taylor, Ryan Wieber, Susan Lindemann, Bob Miller, Grant Fletcher, Bjorn Green, Mayor Bobby Hopewell, Stephanie Hinman

**ABSENT:** None

**STAFF:** Deb Houseman, Andrew Haan, Meghan Behymer, Sue Huggett, Patrick Halpin, Jennifer Jelenek

**OTHER:** Andrew Vorbrich, Mark Smutek

**I. CALL TO ORDER**

**DIRECTOR TAYLOR CALLED THE MEETING TO ORDER AT 3 P.M.**

**II. ROLL CALL**

**PRESENT:** Jeff Breneman, Patti Owens, Carl Brown, Greg Taylor, Ryan Wieber, Susan Lindemann, Bob Miller, Grant Fletcher, Bjorn Green, Mayor Bobby Hopewell, Stephanie Hinman

**ABSENT:** None

**III. ADOPTION OF AGENDA**

**DIRECTOR OWENS MOTIONED TO ADOPT THE SEPTEMBER 17, 2018 AGENDA. DIRECTOR HINMAN SECONDED. MOTION CARRIED.**

**IV. MINUTES – August 20, 2018**

Director Taylor noted the date for the public hearing was incorrect. The date should be September 17, 2018.

**DIRECTOR LINDEMANN MOTIONED TO APPROVE THE AUGUST 20, 2018 MINUTES WITH THE PUBLIC HEARING DATE CHANGE. DIRECTOR OWENS SECONDED. MOTION CARRIED.**

**V. FINANCIAL REPORT –**

Deb Houseman provided an overview of the newly formatted financial report. She noted changes to the presentation of the financial report included the addition of the Monthly Budget, Monthly Variance, Year to Date Budget and YTD Variance columns.

Director Mayor Hopewell asked if there is an expected loss of revenue in parking

due to the construction. Leslie Hoffmann said that meter revenue is up right now due to many of the construction projects paying for meter spots. She noted that it may decrease the enforcement revenue.

**DIRECTOR MAYOR HOPEWELL MOTIONED TO APPROVE THE 2 MILL AND TIF AUGUST 2018 FINANCIAL REPORT AND THE TPM JULY 2018 FINANCIAL REPORT. DIRECTOR OWENS SECONDED. MOTION CARRIED.**

Director Owens thanked Deb Houseman for her efforts in creating the new format of the financial report.

**VII. PUBLIC HEARING – DDA Redevelopment Liquor License Request for Water Street Coffee Joint, 315 E. Water Street**

Mark Smutek, the owner of Water Street Coffee Joint, provided a brief overview of the request for a liquor license. He noted that his other locations have liquor licenses. With the liquor license, Water Street Coffee Joint wants to provide cocktails that will pair with their menu.

**DIRECTOR TAYLOR OPENED THE PUBLIC HEARING AT 3:19 P.M.**

No comments from the public were received.

**DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE WATER STREET COFFEE JOINT REQUEST FOR A LIQUOR LICENSE. DIRECTOR FLETCHER SECONDED. ROLL CALL VOTE 11-0. MOTION CARRIED.**

**ROLL CALL VOTE**

**YAY** - Jeff Breneman, Patti Owens, Carl Brown, Greg Taylor, Ryan Wieber, Susan Lindemann, Bob Miller, Grant Fletcher, Bjorn Green, Mayor Bobby Hopewell, Stephanie Hinman

**NAY** – None

**ABSTAIN** - None

**VII. DISCUSSION ITEMS**  
**A. Downtown Report**

Andrew Haan provided an overview of the proposed Downtown Economic Growth Authority to be voted on at the City Commission meeting on October 15, 2018. Public and partner outreach continues up until the vote. He noted that work is ongoing on developing a TIF plan for the proposed DEGA. DKI is coordinating with the City on board structure of the DEGA.

October 1 there will be an open call for the Citizen Coalitions along with the rebranding of Downtown Kalamazoo Incorporated.

Director Owens asked what happens to the DDA Board if the new DEGA is established. Andrew Haan said that more information on this is forthcoming at the next DDA Board meeting.

Andrew Haan asked all DDA Board members to attend the City Commission vote at the October 15 meeting. Director Taylor thanked Andrew for his work. Andrew thanked City staff for their work.

#### **VIII. COMMITTEE REPORTS (Time Permitting)**

##### **A. Transportation, Parking, & Mobility**

Andrew Haan noted that the parking plan process is still underway and will continue throughout the fall.

##### **B. Capital Improvements – No report given.**

##### **C. Project Review - No report given.**

##### **D. Citizens Council - No report given.**

##### **E. Safety - No report given.**

#### **IX. DIRECTOR COMMENTS**

Director Miller noted WMU Homecoming is Oct. 5-7. Students will be giving away flags to downtown businesses the week before. 20x25 foot flag on the Exchange building. Public input sessions on new buildings on Stadium – student housing, student village, restaurant, retail, potentially a hotel.

Director Hinman noted three shows this weekend. She noted with development projects coming into downtown, it is important to keep environmental impact at the forefront.

Director Mayor Hopewell noted that Davis Park skate park opens today.

Director Wieber noted the welcomed sight of development in downtown.

Director Owens said that following a BRA executive committee meeting, she sent an email to CEO of Consumers Energy regarding the construction in downtown Kalamazoo. She noted the lack of communication regarding construction in downtown. Andrew Haan noted the weekly construction newsletter sent out by DKI.

#### **X. PUBLIC COMMENTS – No public comments**

#### **XI. ADJOURNMENT**

**DIRECTOR TAYLOR ADJOURNED THE MEETING AT 4:15 P.M.**

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - SEPTEMBER 30, 2018								
TPM - AUGUST 31, 2018								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET
			A				A	
REVENUES:								
2 MILL LEVY CURRENT YEAR	\$6,569.72	\$22,103.08	15,533.36		\$201,124.81	\$198,927.75	(2,197.06)	\$265,237.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$416.67	416.67		\$1,964.47	\$3,750.00	1,785.53	\$5,000.00
#1 INTEREST	\$71.54	\$93.33	21.79		\$680.75	\$834.22	153.47	\$1,120.00
#2 MISC	\$0.00	\$127.50	127.50		\$1,617.64	\$1,147.50	(470.14)	\$1,530.00
LIQUOR LICENSE FEES	\$0.00	\$0.00	0.00		\$425.00	\$0.00	(425.00)	\$0.00
STATE OF MICH. PERSONAL PROPERTY TAX REIMB.	\$0.00	\$20,456.58	20,456.58		\$0.00	\$184,109.25	184,109.25	\$245,479.00
#3 CITY OF KALAMAZOO MALL MAINTENANCE	\$0.00	\$4,934.17	4,934.17		\$59,210.00	\$44,407.50	(14,802.50)	\$59,210.00
CITY ADMINISTRATION LOAN	\$0.00	\$45,718.92	45,718.92		\$0.00	\$411,470.25	411,470.25	\$548,627.00
#4 STREET METERS	\$34,649.64	\$31,782.83	(2,866.81)		\$264,605.71	\$254,262.67	(10,343.04)	\$381,394.00
#5 UNATTENDED	\$28,809.20	\$32,510.17	3,700.97		\$237,924.10	\$260,081.33	22,157.23	\$390,122.00
#6 ATTENDED	\$115,770.84	\$105,449.92	(10,320.92)		\$841,976.57	\$843,599.33	1,622.76	\$1,265,399.00
#7 ENFORCEMENT	\$23,880.45	\$25,331.67	1,451.22		\$184,219.01	\$202,653.33	18,434.32	\$303,980.00
METRO TRANSIT FEE	\$234.50	\$203.92	(30.58)		\$1,528.05	\$1,631.33	103.28	\$2,447.00
ARCADIA LAND CONTRACT	\$276.67	\$276.67	(0.00)		\$2,213.36	\$2,213.33	(0.03)	\$3,320.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00		\$200,000.00	\$200,000.00	0.00	\$300,000.00
#8 LOT #9 SALES PROCEEDS	\$0.00	\$0.00	0.00		\$709,519.00	\$0.00	(709,519.00)	\$0.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	3,333.33		\$0.00	\$26,666.67	26,666.67	\$40,000.00
CONTINGENCY	\$0.00	-\$643.75	(643.75)		\$0.00	-\$5,150.00	(5,150.00)	-\$7,725.00
<b>TOTAL DDA REVENUES</b>	<b>\$235,262.56</b>	<b>\$317,095.00</b>	<b>81,832.44</b>		<b>\$2,707,008.47</b>	<b>\$2,630,604.47</b>	<b>(76,404.00)</b>	<b>\$3,805,140.00</b>
			A				A	
BRAND AND ENGAGEMENT REVENUES FROM TIF								\$100,000.00 #15
BUS RECRUITMENT & RETENTION REV FROM TIF								\$165,973.00 #16
<b>TOTAL DKI REVENUES</b>								
<b>EXPENDITURES:</b>			A				A	
<b>OPERATING EXPENDITURES:</b>								
D&O INSURANCE	\$0.00	\$291.67	291.67		\$3,300.00	\$2,625.00	(675.00)	\$3,500.00
#9 LEGAL SERVICES	\$11,800.00	\$5,416.67	(6,383.33)		\$44,732.00	\$47,083.33	2,351.33	\$65,000.00
LEGAL NOTICES	\$0.00	\$66.67	66.67		\$0.00	\$600.00	600.00	\$800.00
AUDIT	\$0.00	\$2,172.92	2,172.92		\$22,210.00	\$18,483.33	(3,726.67)	\$26,075.00
#10 DOWNTOWN ADMINISTRATION	\$26,004.17	\$26,004.17	(0.00)		\$227,370.86	\$227,370.83	(0.03)	\$312,050.00
DEGA	\$0.00	\$41.67	41.67		\$497.00	\$375.00	(122.00)	\$500.00
LIABILITY INSURANCE	\$0.00	\$552.50	552.50		\$3,032.03	\$4,420.00	1,387.97	\$6,630.00
#11 SALARIES & WAGES	\$56,388.76	\$59,374.83	2,986.07		\$451,707.08	\$474,998.67	23,291.59	\$712,498.00
#11 PAYROLL TAXES	\$10,101.89	\$10,616.25	514.36		\$80,803.98	\$84,930.00	4,126.02	\$127,395.00



		2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM										
		2 MILL AND TIF - SEPTEMBER 30, 2018										
		TPM - AUGUST 31, 2018										
		TOTAL DDA										
		MONTH TO	MONTHLY	MONTHLY	YTD	YEAR TO	YTD				DKI	
		DATE ACTUAL	BUDGET	VARIANCE	ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET				
<b>OPERATED EXPENDITURES CONTINUED:</b>				A			A					
#11	WORKERS COMPENSATION	\$2,576.19	\$2,963.92	387.73	\$20,608.14	\$23,711.33	3,103.19	\$35,567.00				
#11	HOSPITALIZATION & BENEFITS	\$9,952.11	\$10,073.67	121.56	\$81,542.63	\$80,589.33	(953.30)	\$120,884.00				
	EMPLOYEE RELATIONS/TRAINING	\$704.12	\$125.00	(579.12)	\$818.10	\$1,000.00	181.90	\$1,500.00				
	PERSONNEL SELECTION	\$119.35	\$291.67	172.32	\$1,041.65	\$2,333.33	1,291.68	\$3,500.00				
	EQUIPMENT PURCHASE/LEASE	\$473.42	\$813.33	339.91	\$4,388.52	\$6,506.67	2,118.15	\$9,760.00				
	LIABILITY CLAIMS	\$319.15	\$300.00	(19.15)	\$2,553.20	\$2,400.00	(153.20)	\$3,600.00				
	AUTO & TRUCK EXPENSE	\$1,064.99	\$943.75	(121.24)	\$9,617.29	\$7,550.00	(2,067.29)	\$11,325.00				
	REPAIRS & MAINTENANCE	\$2,355.40	\$5,914.17	3,558.77	\$27,962.54	\$47,313.33	19,350.79	\$70,970.00				
	UTILITIES	\$9,060.25	\$11,002.75	1,942.50	\$96,354.57	\$88,022.00	(8,332.57)	\$132,033.00				
	TELEPHONE	\$2,473.57	\$1,397.50	(1,076.07)	\$11,317.62	\$11,180.00	(137.62)	\$16,770.00				
	WEBSITE	\$0.00	\$170.83	170.83	\$271.45	\$1,366.67	1,095.22	\$2,050.00				
	SIGNAGE	\$127.20	\$416.67	289.47	\$3,442.32	\$3,333.33	(108.99)	\$5,000.00				
	MATERIALS & OFFICE SUPPLIES	\$1,701.27	\$1,680.58	(20.69)	\$11,706.20	\$13,444.67	1,738.47	\$20,167.00				
	CUSTOMER SERVICE PROGRAM	\$0.00	\$141.67	141.67	\$56.17	\$1,133.33	1,077.16	\$1,700.00				
	POSTAGE	\$750.00	\$695.83	(54.17)	\$5,599.50	\$5,566.67	(32.83)	\$8,350.00				
	FORMS & PRINTING	\$0.00	\$1,500.00	1,500.00	\$11,747.73	\$12,000.00	252.27	\$18,000.00				
	OUTSIDE CONTRACT SERVICES	\$24,808.41	\$23,568.25	(1,240.16)	\$196,327.11	\$188,546.00	(7,781.11)	\$282,819.00				
	OFFICE LEASE	\$2,361.06	\$2,359.42	(1.64)	\$18,696.92	\$18,875.33	178.41	\$28,313.00				
	RAMP 3 RESERVE	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
	ABM MGMT FEE	\$15,237.29	\$15,295.58	58.29	\$121,898.32	\$122,364.67	466.35	\$183,547.00				
	OPERATING CONTINGENCY	\$0.00	\$6.25	6.25	\$0.00	\$50.00	50.00	\$75.00				
<b>INITIATIVES/PROGRAMS:</b>												
#12	BRAND & ENGAGEMENT	\$8,333.34	\$8,333.33	(0.01)	\$75,000.06	\$75,000.00	(0.06)	\$100,000.00	\$100,000.00	#15		
#13	BUSINESS RECRUITMENT & RETENTION	\$5,000.00	\$13,831.00	8,831.00	\$43,228.58	\$124,479.00	81,250.42	\$165,973.00	\$165,973.00	#16		
	LIQUOR LICENSE	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
	BUILDING REVITALIZATION	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
	DOWNTOWN MAINTENANCE	\$1,378.05	\$7,850.83	6,472.78	\$25,723.23	\$70,657.50	44,934.27	\$94,210.00				
	ACFP TASK FORCE	\$0.00	\$2,500.00	2,500.00	\$0.00	\$22,500.00	22,500.00	\$30,000.00				
	CAPITAL IMPROVEMENTS PLANNING & DESIGN	\$0.00	\$8,333.33	8,333.33	\$0.00	\$75,000.00	75,000.00	\$100,000.00				
	SPECIAL PROJECTS	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>												
	ARCADIA CREEK BONDS	\$0.00	\$38,300.00	38,300.00	\$500.00	\$344,700.00	344,200.00	\$459,600.00				
	FESTIVAL PLACE	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
	METROPOLITAN CENTER	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00				
	ZOETIS TAX APPEAL	\$0.00	\$3,858.33	3,858.33	\$46,300.05	\$34,725.00	(11,575.05)	\$46,300.00				
	REBATED TAXES	\$0.00	\$2,916.67	2,916.67	\$0.00	\$26,250.00	26,250.00	\$35,000.00				

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM									
2 MILL AND TIF - SEPTEMBER 30, 2018									
TPM - AUGUST 31, 2018									
TOTAL DDA									
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD		DKI
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET	
<b>DEBT SERVICE/OTHER OBLIGATIONS CONTINUED:</b>			A				A		
CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00	
RAMP #3 DEBT SERVICE	\$0.00	\$56,503.33	56,503.33		\$99,913.96	\$452,026.67	352,112.71	\$678,040.00	
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,229.17	15,229.17		\$66,625.00	\$121,833.33	55,208.33	\$182,750.00	
<b>TOTAL EXPENDITURES</b>	<b>\$193,089.99</b>	<b>\$341,854.17</b>	<b>148,764.18</b>		<b>\$1,816,893.81</b>	<b>\$2,845,344.32</b>	<b>1,028,450.51</b>	<b>\$4,102,252.00</b>	<b>\$265,973.00</b>
			A				A		
<b>TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES</b>	<b>42,172.57</b>	<b>(24,759.17)</b>	<b>66,931.74</b>		<b>890,114.66</b>	<b>(214,739.85)</b>	<b>1,104,854.51</b>	<b>(297,112.00)</b>	<b>\$0.00</b>
	C	C	B		C	C	B	\$200,000.00	#14
								(\$97,112.00)	

**FINANCIAL STATEMENT FORMAT AND FOOTNOTES:**

**EXPLANATION OF NUMBER FORMATTING:**

**A MONTHLY AND YTD VARIANCE COLUMNS THAT INCLUDE VARIANCES FOR EACH LINE ITEM AS WELL AS VARIANCES FOR BOTH THE REVENUE AND EXPENDITURE TOTALS:**

- \*A POSITIVE LINE ITEM AMOUNT FOR EITHER A REVENUE OR EXPENDITURE MEANS THAT LINE ITEM IS UNDER THE BUDGETED AMOUNT.**
- \*A NEGATIVE LINE ITEM AMOUNT NOTED BY ( ) FOR EITHER A REVENUE OR EXPENDITURE MEANS THAT THE LINE ITEM IS OVER THE BUDGETED AMOUNT.**
- \*A POSITIVE REVENUE OR EXPENSE TOTAL MEANS THAT THE REVENUE OR EXPENSE TOTAL IS UNDER THE BUDGET AMOUNT.**
- \*A NEGATIVE REVENUE OR EXPENSE TOTAL NOTED BY ( ) MEANS THAT THE REVENUE OR EXPENSE TOTAL IS OVER THE BUDGETED AMOUNT.**

**B THE TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURE LINE CONTAINING TOTALS FOR THE MONTHLY AND YEAR TO DATE VARIANCES THAT NET THE REVENUES WITH THE EXPENDITURES:**

- \*A POSITIVE COLUMN TOTAL MEANS THAT THE NET OF BOTH REVENUES & EXPENDITURES IS UNDER BUDGET.**
- \*A NEGATIVE COLUMN TOTAL NOTED BY ( ) MEANS THAT THE NET OF BOTH REVENUES & EXPENDITURES IS OVER BUDGET.**

**C THE TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURE LINE CONTAINING TOTALS FOR MONTH TO DATE ACTUAL, MONTHLY BUDGET, YEAR TO DATE ACTUAL AND YEAR TO DATE BUDGET:**

- \*A POSITIVE COLUMN TOTAL AMOUNT MEANS REVENUES EXCEED EXPENDITURES.**
- \*A NEGATIVE COLUMN TOTAL AMOUNT NOTED BY ( ) MEANS EXPENDITURES EXCEED REVENUES.**

**EXPLANATION OF FINANCIAL STATEMENT BUDGET FIGURES:**

**THE FINANCIAL STATEMENT IS A COMPILATION OF 2 MILL, TIF, AND TPM. THE 2 MILL AND TIF FINANCIALS ARE ALWAYS (1) MONTH AHEAD OF TPM FINANCIALS DUE TO THE TIMING OF COMPLETION OF ACCOUNTING. THEREFORE, THE BUDGET FIGURES USED IN THE FINANCIAL STATEMENT WILL INCLUDE (1) ADDITIONAL MONTH FOR 2 MILL AND TIF OVER TPM. ALSO, MOST REVENUES AND EXPENDITURES DO NOT FLOW THROUGH 1/12 EACH MONTH, THEREFORE THERE WILL LIKELY ALWAYS BE VARIANCES IN MOST LINE ITEMS.**

**FINANCIAL STATEMENT FOOTNOTES: SEPTEMBER 30, 2018 & AUGUST 31, 2018**

- #1 BANK INTEREST
- #2 YTD INCLUDES THE RICKMAN HOUSE AND SKYRISE PAYMENTS IN LIEU OF TAXES.
- #3 CITY OF KALAMAZOO MALL MAINTENANCE - ANNUAL CONTRACT PAYMENT TO MAINTAIN THE MALL.
- #4 STREET METERS - \$10,343 MORE THAN YTD BUDGET.
- #5 UNATTENDED - \$22,157 LESS THAN YTD BUDGET. LOT #1 HAS A (20) SPACE LOSS DUE TO CHANGES IN PREPARATION FOR BATES ALLEY. LOT #6 HAS A LOSS OF (14) PARKERS DUE TO REVERENCE LOCATING OUTSIDE OF DOWNTOWN. LOTS #13, #19, AND #20 ARE ALL UNDER LAST YEARS REVENUES.
- #6 ATTENDED - \$1,622 LESS THAN YTD BUDGET. BRONSON HEALTHCARE GROUP HAS RELOCATED A TOTAL OF (71) PARKERS THIS YEAR RESULTING IN A MONTHLY REVENUE LOSS OF \$5,337.
- #7 ENFORCEMENT - \$18,434 LESS THAN YTD BUDGET.
- #8 LOT #9 SALES PROCEEDS
- #9 LEGAL - LEGAL EXPENSES INCLUDE THE SALE OF LOT #9, RAMP #3 REPAIRS, THE WMU MEDICAL SCHOOL PARKING, DEGA, SALE OF 400 ROSE STREET, DDA BOARD MATTERS, KVRT MAINTENANCE, METROPOLITAN CENTER, & CREEK VACATION.
- #10 DOWNTOWN ADMINISTRATION - MONTHLY ALLOCATION
- #11 SALARY & WAGE/PAYROLL TAXES/WORKERS COMP/HOSPITALIZATION - PAYROLL COSTS VARY BASED ON TIME OF YEAR MAINLY DUE TO FESTIVALS.
- #12 BRAND & ENGAGEMENT - MONTHLY ALLOCATION FOR FUNDING EVENTS & ACTIVITIES
- #13 BUSINESS RECRUITMENT RETENTION - EXPENSES INCLUDE THE BUSINESS DEVELOPMENT WORKSHOP SERIES AND GRANT PAYMENTS TO FINAL GRAVITY, AARON SHAFER, ADRIANES'S BOUTIQUE, ROCKET FIZZ, THE STAMPED ROBIN, AND KALAMAZOO CANDLE COMPANY.
- #14 THE TIF RESERVE CONTRIBUTION TO THE 2018 BUDGET.
- #15 THE TIF BUDGET REFLECTS \$100,000 IN EXPENSE FOR FUNDS BEING TRANSFERRED TO DKI TO HELP FUND BRAND AND ENGAGEMENT. THE TOTAL BRAND AND ENGAGEMENT BUDGET IN DKI REFLECTS THE \$100,000 IN REVENUE RECEIVED FROM TIF AND THE \$100,000 IN EXPENSES BUDGETED.
- #16 THE BUSINESS RECRUITMENT AND RETENTION IS BOTH A \$165,973 REVENUE AND EXPENSE IN DKI. THE \$165,973 IN TIF IS A CONTRIBUTION FROM TIF TO DKI TO FUND THIS ACTIVITY. THIS LINE ITEM INCLUDES \$65,973 IN CARRYOVER FUNDS FROM 2017.

# DOWNTOWN REPORT

An overview of Downtown Kalamazoo

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October 2018

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## Planning and Re-Organization

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**Downtown Economic Growth Authority** – Consistent with recommendations put forth in the Urban Growth Initiative, and approved by the boards of Kalamazoo Downtown Partnership and DDA, City Commission approved a resolution of intent to create a new Downtown Economic Growth Authority (DEGA) and held a public hearing on August 6<sup>th</sup>. Dozens of businesses, community partners and local residents attended to testify in support of the proposal. The proposed DEGA would replace, and function very similarly to how the DDA has since 1989, serving a largely consistent geography.

Extensive outreach efforts continue in advance of the October 15 City Commission vote on the proposed DEGA. Work continues on DEGA and TIF plans.

The public approval process for the proposed authority stretches into December, with multiple opportunities for official public comment at City Commission.

**Organizational structure** – Kalamazoo Downtown Partnership staff, board continue to build out changes to organizational structure.

**Community engagement model/Citizen Coalitions** – A call for applications for the four Citizen Coalitions focused on People, Place, Growth, and Experience was put out at the start of the month. More information and the application can be found at <https://downtownkalamazoo.org/citizen-coalitions>

**DTI Board** – Meeting quarterly as reorganization progresses.

**Downtown Parking Plan** – New York-based firm [Nelson Nygaard](#) selected to lead planning process for future of downtown parking, to include transportation demand management, enforcement hours, technology, facilities, programming, rates etc. Nelson-Nygaard held kick-off meeting in Kalamazoo August 17. They will return in the Fall to do counts when traffic is more reflective of normal conditions.

**Organizational branding** – The Kalamazoo Downtown Partnership, formerly Downtown Kalamazoo Inc. (DKI), was introduced at the start of the month, along with the call for applications for the citizen coalitions.

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## Infrastructure Projects

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**Construction** – Construction continues on multiple fronts downtown, with Consumers Energy replacing gas lines throughout downtown, MDOT resurfacing streets, and City of Kalamazoo reconstructing Rose Street and the Pitcher/Water intersection. Consumers' work on the Mall has been completed, with the remainder of their project scheduled to be complete Nov.1

**Jurisdictional Transfer of downtown streets** – Kalamazoo Downtown Partnership continuing to participate in discussions with City of Kalamazoo, MDOT on jurisdictional transfer of streets to City, with goal of completing transfer by November.

**Foundation for Excellence funds** – Kalamazoo Downtown Partnership working with COK staff to prioritize investment of funds allocated for downtown improvements, using UGI, Imagine Kalamazoo, and previously identified priorities as guidance.

**Bates Alley** – Bates Alley Project completed in time for October 5 Art Hop. Overhead lights, restaurant parklets and painting among completed tasks. Grand opening was well attended despite poor weather. Planning for 2019 to begin soon.

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## Business Updates

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**Professional Development Series** – The fifth workshop of the 2018 Business Recruitment Series, Financial Management with Profit Mastery, was held September 18 & 19. Nineteen participated in the two-day workshop including eighteen downtown business owners and community leaders and one business owner from Petoskey, Michigan. When asked about the workshop, one well-known business owner said, “It was kind of amazing, I learned so much, and think it will change the trajectory of my finances!” The Profit Mastery will most likely be offered again in a future Business Development Series.

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## Media Coverage

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- Construction elevators going pink - <https://bit.ly/2NvXE8N>
- Proposal would demolish Kalamazoo restaurant for affordable housing space downtown - <https://bit.ly/2CzwEnZ>
- Pfizer holds job fair in downtown Kalamazoo, expects 650 hires over next several years - <https://bit.ly/2C5JfOt>
- Audiotree: Two guys from Portage bring the fruits of their successful business back home again - <https://bit.ly/2PnbmMY>
- Kalamazoo Valley Museum to display American Chemical Society’s National Historical Landmark Plaque - <https://bit.ly/2EaRoUE>
- Community comes together for fifth annual Suicide Prevention Walk - <https://bit.ly/2pJ5ker>
- Downtown Kalamazoo Inc. changes name to Kalamazoo Downtown Partnership - <https://bit.ly/2IKWVjt>
- Kalamazoo’s Bates Alley to open to public Friday after community-funded renovation - <https://bit.ly/2IMidxc>
- Bates Alley brought to life with grand opening in downtown Kalamazoo - <https://bit.ly/2RDEOjs>