

TO: Kalamazoo Downtown Development Authority Board Members
FROM: Andrew Haan, President
DATE: December 10, 2018
RE: December 2018 Meeting

The regular meeting of the Kalamazoo Downtown Development Authority Board of Directors is scheduled to take place on Monday, December 17, 2018 at 3:00 p.m. in the City Hall Community Room.



Board of Directors Regular Meeting Agenda

December 17, 2018 3 p.m. | City Hall – Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES – November 19, 2018
- V. FINANCIAL REPORT
 - A. 2 MILL and TIF November 2018
 - B. TPM October 2018
- VI. ACTION ITEMS
 - A. Kalamazoo Downtown Partnership Service Agreement
- VII. DISCUSSION ITEMS
 - A. Downtown Report
- VIII. COMMITTEE REPORTS
 - A. Transportation, Parking and Mobility
 - B. Capital Improvements
 - C. Project Review
 - D. Citizens Council
 - E. Safety
- IX. DIRECTOR COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT



Board of Directors Regular Meeting Minutes

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

ABSENT: Mayor Bobby Hopewell

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

OTHER: Andrew Vorbrich

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: Mayor Bobby Hopewell

DIRECTOR OWENS MOVED TO EXCUSE ABSENT MEMBERS. DIRECTOR GREEN SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR MILLER MOVED TO ADOPT THE AGENDA. DIRECTOR BRENEMAN SECONDED. MOTION CARRIED.

IV. APPROVAL OF MINUTES – Oct. 15 Regular Meeting and Oct. 22 Special Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE OCTOBER 15 REGULAR MEETING MINUTES. DIRECTOR OWENS SECONDED. MOTION CARRIED.

DIRECTOR BRENEMAN MOVED TO APPROVE THE OCTOBER 22 SPECIAL MEETING MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

Deb Houseman reviewed the 2 MILL and TIF October 2018 financial report and the TPM September 2018 financial report.



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DIRECTOR OWENS MOVED TO APPROVE THE 2 MILL AND TIF OCTOBER 2018 AND TPM SEPTEMBER 2018 FINANCIAL REPORTS. DIRECTOR HINMAN SECONDED. MOTION CARRIED.

VI. PUBLIC HEARING/ACTION ITEMS

A. Amend number of resolution setting public hearing

DIRECTOR BROWN MOVED TO AMEND THE NUMBER OF THE RESOLUTION SETTING THE PUBLIC HEARING TO RESOLUTION 18-05. DIRECTOR FLETCHER SECONDED. MOTION CARRIED.

B. Open public hearing on 2019 budgets

Director Taylor opened the public hearing on the 2019 budgets at 3:08 p.m.

i. Review and Discuss

a. DDA 2 mill

Andrew Haan reviewed the DDA 2 mill budget. He reviewed the Kalamazoo Downtown Partnership projected budget to provide further context to budgeting for downtown, including DDA contributions.

b. TPM

Leslie Hoffmann reviewed the TPM budget, including budget line item surpluses and deficits, as well as budget reductions made this year to better align approved 2018 budget and actual 2018 budget.

Discussion centered around the effects of construction on downtown parking numbers, parking rates, and monthly parkers.

ii. Public Comments – No public comments

iii. Board Comments

Director Brown said that the budget presented demonstrates a high level of transparency.

iv. Close Public Hearing

a. Resolution 18-06 – Resolution to Approve Submission of 2019 Budgets to City Commission

DIRECTOR OWENS MOVED TO APPROVE RESOLUTION 18-06 – RESOLUTION TO APPROVE SUBMISSION OF 2019



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BUDGETS TO CITY COMMISSION. DIRECTOR MILLER SECONDED. ROLL CALL VOTE 10-0. MOTION CARRIED.

ROLL CALL VOTE

YAY: Jeff Breneman, Stephanie Hinman, Patti Owens, Carl Brown, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller

NAY: None

ABSTAIN: None

- b. Resolution 18-07 – Resolution Requesting The City Of Kalamazoo To Levy Not More Than Two Mills Of Tax On All Real And Tangible Personal Property Not Exempt By Law And As Finally Equalized In The Downtown Development District Pursuant To Act No. 197 Of The Public Acts Of 1975.

DIRECTOR FLETCHER MOVED TO APPROVE RESOLUTION 18-07 – RESOLUTION REQUESTING THE CITY OF KALAMAZOO TO LEVY NOT MORE THAN TWO MILLS OF TAX ON ALL REAL AND TANGIBLE PERSONAL PROPERTY NOT EXEMPT BY LAW AND AS FINALLY EQUALIZED IN THE DOWNTOWN DEVELOPMENT DISTRICT PURSUANT TO ACT NO. 197 OF THE PUBLIC ACTS OF 1975. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

ROLL CALL VOTE

YAY: Jeff Breneman, Stephanie Hinman, Patti Owens, Carl Brown, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller

NAY: None

ABSTAIN: None

Director Taylor closed the public hearing on the 2019 budget at 4 p.m.



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VII. DISCUSSION ITEMS

A. Downtown Report

Andrew Haan noted the following from the Downtown Report:

- 129 applications were received for the Kalamazoo Downtown Partnership Citizen Coalitions
- Jurisdictional transfer work continues

Director Taylor asked about the diversity within the applicant pool. Andrew Haan said staff has not yet gone through the applications to be able to comment on the level of diversity represented among the applicant pool.

Conversation centered around implementation and formation of Citizen Coalitions beyond the initial call for membership. Directors complimented staff on how the budget was presented.

VIII. COMMITTEE REPORTS

- A. **Transportation, Parking and Mobility** – Andrew Haan noted that the parking study continues, with parking counts to take place at the end of November.
- 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 Hinman noted that she was excluded from the list of Downtown Economic Growth Authority members on the Downtown Report.

Director Owens said that Food Dance is reopening on November 29 – Grand Reopening is \$25. Regular business hours begin November 30.

Director Taylor said that Exchange is putting last piece of vertical concrete. Crane will come down in early December. Director Taylor asked Andrew Haan what level of participation he would like for the December 3 City Commission meeting which will have a public hearing on the Kalamazoo Downtown Economic Growth Authority Development and TIF Plan. Haan said that those who can attend are encouraged to do so. He said that the plan will go before the Michigan Strategic Fund in January.

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



CITY OF KALAMAZOO
**DOWNTOWN
DEVELOPMENT
AUTHORITY**

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XI. ADJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 4:28 P.M.

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - NOVEMBER 30, 2018								
TPM - OCTOBER 31, 2018								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY	YTD	YEAR TO	YTD	2018 BUDGET	DKI
	DATE ACTUAL	BUDGET	VARIANCE	ACTUAL	DATE BUDGET	VARIANCE		
REVENUES:			A			A		
2 MILL LEVY CURRENT YEAR	\$30,121.04	\$22,103.08	(8,017.96)	\$233,213.67	\$243,133.92	9,920.25	\$265,237.00	
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$416.67	416.67	\$1,964.47	\$4,583.33	2,618.86	\$5,000.00	
#1 INTEREST	\$565.84	\$93.33	(472.51)	\$1,314.04	\$1,020.80	(293.19)	\$1,120.00	
#2 MISC	\$0.00	\$127.50	127.50	\$1,617.64	\$1,402.50	(215.14)	\$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	\$249,037.50	\$225,022.42	(24,015.08)	\$245,479.00	
#3 CITY OF KALAMAZOO MALL MAINTENANCE	\$0.00	\$4,934.17	4,934.17	\$59,210.00	\$54,275.83	(4,934.17)	\$59,210.00	
CITY ADMINISTRATION LOAN	\$0.00	\$45,718.92	45,718.92	\$0.00	\$502,908.08	502,908.08	\$548,627.00	
#4 STREET METERS	\$50,302.87	\$31,782.83	(18,520.04)	\$351,034.86	\$317,828.33	(33,206.53)	\$381,394.00	
#5 UNATTENDED	\$18,378.81	\$32,510.17	14,131.36	\$270,018.58	\$325,101.67	55,083.09	\$390,122.00	
#6 ATTENDED	\$101,591.87	\$105,449.92	3,858.05	\$1,027,718.99	\$1,054,499.17	26,780.18	\$1,265,399.00	
#7 ENFORCEMENT	\$40,420.37	\$25,331.67	(15,088.70)	\$247,625.21	\$253,316.67	5,691.46	\$303,980.00	
METRO TRANSIT FEE	\$117.70	\$203.92	86.22	\$1,796.84	\$2,039.17	242.33	\$2,447.00	
ARCADIA LAND CONTRACT	\$276.67	\$276.67	(0.00)	\$2,766.70	\$2,766.67	(0.03)	\$3,320.00	
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00	\$250,000.00	\$250,000.00	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	
#9 LOT #2 SALES PROCEEDS	\$0.00	\$0.00	0.00	\$686,403.00	\$0.00	(686,403.00)	\$0.00	
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	3,333.33	\$0.00	\$33,333.33	33,333.33	\$40,000.00	
MISC	\$4,000.00	\$0.00	(4,000.00)	\$4,000.00	\$0.00	(4,000.00)	\$0.00	
CONTINGENCY	\$0.00	-\$643.75	(643.75)	\$0.00	-\$6,437.50	(6,437.50)	-\$7,725.00	
TOTAL DDA REVENUES	\$270,775.17	\$317,095.00	46,319.83	\$4,097,665.50	\$3,264,794.39	(832,871.06)	\$3,805,140.00	
			A			A		
BRAND AND ENGAGEMENT REVENUES FROM TIF								\$100,000.00 #16
BUS RECRUITMENT & RETENTION REV FROM TIF								\$165,973.00 #17
TOTAL DKI REVENUES								
EXPENDITURES:			A			A		
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$291.67	291.67	\$3,300.00	\$3,208.33	(91.67)	\$3,500.00	
#10 LEGAL SERVICES	\$695.00	\$5,416.67	4,721.67	\$75,779.75	\$57,916.67	(17,863.08)	\$65,000.00	
LEGAL NOTICES	\$272.88	\$66.67	(206.21)	\$357.26	\$733.33	376.07	\$800.00	
AUDIT	\$0.00	\$2,172.92	2,172.92	\$22,210.00	\$22,829.17	619.17	\$26,075.00	
#11 DOWNTOWN ADMINISTRATION	\$26,004.17	\$26,004.17	(0.00)	\$279,379.20	\$279,379.17	(0.03)	\$312,050.00	
DEGA	\$22,987.50	\$41.67	(22,945.83)	\$23,565.70	\$458.33	(23,107.37)	\$500.00	
LIABILITY INSURANCE	\$1,098.01	\$552.50	(545.51)	\$4,130.04	\$5,525.00	1,394.96	\$6,630.00	
#12 SALARIES & WAGES	\$51,998.92	\$59,374.83	7,375.91	\$556,906.50	\$593,748.33	36,841.83	\$712,498.00	

		2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM												
		2 MILL AND TIF - NOVEMBER 30, 2018												
		TPM - OCTOBER 31, 2018												
		TOTAL DDA												
		MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD					DKI	
		DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET					
#12	PAYROLL TAXES	\$9,297.36	\$10,616.25	1,318.89		\$99,531.25	\$106,162.50	6,631.25	\$127,395.00					
	OPERATED EXPENDITURES CONTINUED:			A				A						
#12	WORKERS COMPENSATION	\$2,371.25	\$2,963.92	592.67		\$25,384.38	\$29,639.17	4,254.79	\$35,567.00					
#12	HOSPITALIZATION & BENEFITS	\$6,965.10	\$10,073.67	3,108.57		\$97,798.00	\$100,736.67	2,938.67	\$120,884.00					
	EMPLOYEE RELATIONS/TRAINING	\$11.93	\$125.00	113.07		\$884.59	\$1,250.00	365.41	\$1,500.00					
	PERSONNEL SELECTION	\$357.15	\$291.67	(65.48)		\$1,688.55	\$2,916.67	1,228.12	\$3,500.00					
	EQUIPMENT PURCHASE/LEASE	\$373.07	\$813.33	440.26		\$5,498.78	\$8,133.33	2,634.55	\$9,760.00					
	LIABILITY CLAIMS	\$319.15	\$300.00	(19.15)		\$3,191.50	\$3,000.00	(191.50)	\$3,600.00					
	AUTO & TRUCK EXPENSE	\$959.13	\$943.75	(15.38)		\$11,701.20	\$9,437.50	(2,263.70)	\$11,325.00					
	REPAIRS & MAINTENANCE	\$4,945.68	\$5,914.17	968.49		\$35,974.98	\$59,141.67	23,166.69	\$70,970.00					
	UTILITIES	\$6,609.34	\$11,002.75	4,393.41		\$111,453.78	\$110,027.50	(1,426.28)	\$132,033.00					
	TELEPHONE	\$1,829.65	\$1,397.50	(432.15)		\$14,884.21	\$13,975.00	(909.21)	\$16,770.00					
	WEBSITE	\$213.20	\$170.83	(42.37)		\$534.55	\$1,708.33	1,173.78	\$2,050.00					
	SIGNAGE	\$1,557.70	\$416.67	(1,141.03)		\$5,000.02	\$4,166.67	(833.35)	\$5,000.00					
	MATERIALS & OFFICE SUPPLIES	\$2,073.55	\$1,680.58	(392.97)		\$14,711.21	\$16,805.83	2,094.62	\$20,167.00					
	CUSTOMER SERVICE PROGRAM	\$36.86	\$141.67	104.81		\$93.03	\$1,416.67	1,323.64	\$1,700.00					
	POSTAGE	\$680.45	\$695.83	15.38		\$6,879.95	\$6,958.33	78.38	\$8,350.00					
	FORMS & PRINTING	\$1,756.00	\$1,500.00	(256.00)		\$13,509.30	\$15,000.00	1,490.70	\$18,000.00					
	OUTSIDE CONTRACT SERVICES	\$26,647.94	\$23,568.25	(3,079.69)		\$235,142.47	\$235,682.50	540.03	\$282,819.00					
	OFFICE LEASE	\$2,361.06	\$2,359.42	(1.64)		\$23,419.04	\$23,594.17	175.13	\$28,313.00					
	ABM MGMT FEE	\$14,987.29	\$15,295.58	308.29		\$152,122.90	\$152,955.83	832.93	\$183,547.00					
#13	LOT #9 & LOT #2 SALES PROCEEDS	\$1,246,017.00	\$0.00	(1,246,017.00)		\$1,246,017.00	\$0.00	(1,246,017.00)	\$0.00					
	OPERATING CONTINGENCY	\$0.00	\$6.25	6.25		\$0.00	\$62.50	62.50	\$75.00					
	INITIATIVES/PROGRAMS:													
#14	BRAND & ENGAGEMENT	\$8,333.34	\$8,333.33	(0.01)		\$91,666.74	\$91,666.67	(0.07)	\$100,000.00			\$100,000.00	#18	
#15	BUSINESS RECRUITMENT & RETENTION	\$11,597.48	\$13,831.00	2,233.52		\$69,826.06	\$152,141.00	82,314.94	\$165,973.00			\$165,973.00	#19	
	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	\$44,236.15	\$7,850.83	(36,385.32)		\$77,026.67	\$86,359.17	9,332.50	\$94,210.00					
	ACFP TASK FORCE	\$0.00	\$2,500.00	2,500.00		\$0.00	\$27,500.00	27,500.00	\$30,000.00					
	CAPITAL IMPROVEMENTS PLANNING & DESIGN	\$0.00	\$8,333.33	8,333.33		\$0.00	\$91,666.67	91,666.67	\$100,000.00					
	SPECIAL PROJECTS	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00					
	DEBT SERVICE/OTHER OBLIGATIONS:													
	ARCADIA CREEK BONDS	\$0.00	\$38,300.00	38,300.00		\$500.00	\$421,300.00	420,800.00	\$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	\$42,441.67	(3,858.38)	\$46,300.00					

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM									
2 MILL AND TIF - NOVEMBER 30, 2018									
TPM - OCTOBER 31, 2018									
TOTAL DDA									
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD		DKI
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET	
REBATED TAXES	\$95.81	\$2,916.67	2,820.86		\$95.81	\$32,083.33	31,987.52	\$35,000.00	
DEBT SERVICE/OTHER OBLIGATIONS CONTINUED:			A				A		
CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00	
#16 RAMP #3 DEBT SERVICE	\$588,744.52	\$56,503.33	(532,241.19)		\$688,658.48	\$565,033.33	(123,625.15)	\$678,040.00	
#16 5 YEAR TPM DEBT SERVICE	\$116,125.00	\$15,229.17	(100,895.83)		\$182,750.00	\$152,291.67	(30,458.33)	\$182,750.00	
TOTAL EXPENDITURES	\$2,202,558.64	\$341,854.17	(1,860,704.47)		\$4,227,872.95	\$3,529,052.68	(698,820.27)	\$4,102,252.00	\$265,973.00
			A				A		
TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES	(1,931,783.47)	(24,759.17)	(1,907,024.30)		(130,207.45)	(264,258.29)	134,050.84	(297,112.00)	\$0.00
	C	C	B		C	C	B	\$200,000.00	#17
								(\$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: NOVEMBER 30, 2018 & OCTOBER 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 - \$33,207 MORE THAN YTD BUDGET.
- #5 UNATTENDED - \$55,083 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 - \$26,780 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 - \$5,692 LESS THAN YTD BUDGET.
- #8 LOT #9 SALES PROCEEDS
- #9 LOT #2 SALES PROCEEDS
- #10 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, KRVT MAINTENANCE, METROPOLITAN CENTER, & CREEK VACATION.
- #11 DOWNTOWN ADMINISTRATION - MONTHLY ALLOCATION
- #12 SALARY & WAGE/PAYROLL TAXES/WORKERS COMP/HOSPITALIZATION - PAYROLL COSTS VARY BASED ON TIME OF YEAR MAINLY DUE TO FESTIVALS.
- #13 THE REMOVAL OF THE SALES PROCEEDS FROM LOTS #2 AND #9 NOT USED IN CURRENT YEAR TO A RESERVE ACCOUNT.
- #14 BRAND & ENGAGEMENT - MONTHLY ALLOCATION FOR FUNDING EVENTS & ACTIVITIES
- #15 BUSINESS RECRUITMENT RETENTION - EXPENSES INCLUDE THE BUSINESS DEVELOPMENT WORKSHOP SERIES, CONSTRUCTION MEETINGS & COMMUNICATIONS, AND GRANT PAYMENTS TO FINAL GRAVITY, AARON SHAFER, ADRIANNE'S BOUTIQUE, ROCKET FIZZ, THE STAMPED ROBIN, AND KALAMAZOO CANDLE COMPANY.
- #16 TPM OCTOBER BOND PAYMENTS.
- #17 THE TIF RESERVE CONTRIBUTION TO THE 2018 BUDGET.
- #18 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.
- #19 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.

2018 TPM BUDGET REVISION

REVENUE	2018 Approved	2018 Proposed Amendment	Variance
Street Meters	\$381,394	\$391,276	\$9,882
Unattended	\$390,122	\$296,491	(\$93,631)
Attended Lots/Ramps	\$1,265,399	\$1,221,524	(\$43,875)
Enforcement	\$303,980	\$292,052	(\$11,928)
Metro Transit Fee	\$2,447	\$2,447	\$0
PlazaCorp Monthly Fee	\$0	\$0	\$0
Arcadia Condo Land Contract	\$3,320	\$3,320	\$0
TIF Debt Service Assistance	\$0	\$0	\$0
TIF Ramp 3 Subsidy	\$0	\$0	\$0
Contracted Downtown Maintenance	\$40,000	\$40,000	\$0
Ramp 4 Proceeds	\$300,000	\$300,000	\$0
Lot #9 Proceeds	\$0	\$709,519	\$709,519
Lot #2 Proceeds	\$0	\$686,403	\$686,403
Interest Income	\$70	\$70	\$0
Contingency (7.5%)	(\$7,725)	\$0	\$7,725
TOTAL REVENUES	\$2,679,007	\$3,943,102	\$1,264,095
OPERATING EXPENSES			
Legal Fees	\$20,000	\$30,000	\$10,000
Audit	\$12,875	\$11,000	(\$1,875)
Kalamazoo Downtown Partnership Staff Services	\$80,000	\$80,000	\$0
Liability Insurance	\$6,630	\$4,150	(\$2,480)
Forms & Printing	\$712,498	\$671,614	(\$40,884)
Payroll Taxes	\$127,395	\$120,085	(\$7,310)
Worker's Compensation	\$35,567	\$33,526	(\$2,041)
Hospitalization & Benefits	\$120,884	\$117,884	(\$3,000)
Employee Relations / Training	\$1,500	\$1,500	\$0
Personnel Selection	\$3,500	\$2,000	(\$1,500)
Equipment Purchase / Lease	\$9,760	\$7,210	(\$2,550)
Liability Claims	\$3,600	\$3,830	\$230
Auto & Truck Expenses	\$11,325	\$13,265	\$1,940
Repairs & Maintenance	\$70,970	\$45,484	(\$25,486)
Utilities	\$132,033	\$135,004	\$2,971
Telephone	\$16,770	\$17,770	\$1,000
Website	\$2,050	\$600	(\$1,450)
Signage	\$5,000	\$5,000	\$0
Materials & Office Supplies	\$20,167	\$18,167	(\$2,000)
Customer Service Program	\$1,700	\$200	(\$1,500)
Postage	\$8,350	\$8,350	\$0
Forms & Printing	\$18,000	\$15,785	(\$2,215)
Outside Contract Services	\$282,819	\$272,841	(\$9,978)
Office Lease	\$28,313	\$28,313	\$0
Lot #9 and Lot #2 Sale Proceeds Reserve	\$0	\$1,246,017	\$1,246,017
Management Fee	\$183,547	\$182,098	(\$1,449)
Contingency (7.5%)	\$75	\$0	(\$75)
TOTAL OPERATING EXP.	\$1,915,328	\$3,071,693	\$1,156,365
DEBT SERVICE			
RAMP #3 DEBT SERVICE	\$678,040	\$688,659	\$10,619
5 YEAR TPM PLAN DEBT SERVICE	\$182,750	\$182,750	\$0
TOTAL EXPENSES	\$2,776,118	\$3,943,102	\$1,166,984
REV. OVER/(UNDER) EXP. W/O FUND BALANCE	(\$97,111)	\$0	\$97,111
PRIOR YEAR FUND BALANCE	\$596,275	\$596,275	
REV OVER/(UNDER) WITH FUND BALANCE	\$499,164	\$596,275	
RESERVE BALANCES AT THE END OF THE YEAR			
SYSTEM CASH RESERVE	\$132,674		
ESTIMATED RAMP #3 RESERVE	\$344,787		
LOT #9 AND LOT #2 SALE PROCEEDS RESERVE	\$1,246,017		
12/11/2018			

**DOWNTOWN DEVELOPMENT AUTHORITY
2018 APPROVED BUDGETS AND
PROPOSED REVISED BUDGET #2**

	2018 APPROVED BUDGET	2018 APPROVED REVISED BUDGET		2018 PROPOSED REVISED BUDGET #2
REVENUES:				
CITY ADMINISTRATION LOAN	\$551,127.00	\$548,627.00	#1	\$459,600.00
PERSONAL PROPERTY TAX REIMBURSEMENT PA86	\$245,479.00	\$245,479.00	#2	\$249,037.00
CITY OF KALAMAZOO MALL MAINTENANCE CONTRACT	\$59,210.00	\$59,210.00		\$59,210.00
TWO MILL LEVY	\$270,237.00	\$270,237.00	#6	\$267,000.00
INTEREST INCOME	\$1,050.00	\$1,050.00	#6	\$775.00
MISC	\$1,530.00	\$1,530.00		\$1,618.00
TIF RESERVES CONTRIBUTION	\$200,000.00	\$200,000.00		\$222,230.00
TOTAL REVENUES	\$1,328,633.00	\$1,326,133.00		\$1,259,470.00
EXPENDITURES:				
COMBINED ACCOUNTING & AUDIT	\$13,200.00	\$13,200.00	#6	\$17,250.00
BUSINESS DEVELOPMENT	\$100,000.00	\$165,973.00		\$165,973.00
BRAND & ENGAGEMENT	\$100,000.00	\$100,000.00		\$100,000.00
DOWNTOWN ADMINISTRATION	\$232,050.00	\$232,050.00		\$232,050.00
LEGAL	\$20,000.00	\$45,000.00	#3	\$77,230.00
CITY CONTRACT FOR MALL MAINTENANCE	\$59,210.00	\$59,210.00		\$59,210.00
FESTIVAL PLACE & ASSORTED MAINTENANCE	\$0.00	\$35,000.00		\$35,000.00
CAPITAL IMPROVEMENTS PLANNING & DESIGN	\$100,000.00	\$100,000.00	#4	\$30,000.00
DDA ACFP TASK FORCE	\$30,000.00	\$30,000.00	#5	\$0.00
DEBT SERVICE/OTHER OBLIGATIONS:				
ARCADIA CREEK BONDS	\$459,600.00	\$459,600.00		\$459,600.00
TIF CAPTURE RAMP 3	\$0.00	\$0.00		\$0.00
MILLER CANFIELD TIF CAPTURE	\$0.00	\$0.00		\$0.00
PLAZA CORP DEPOT PROJECT (10) YEARS	\$0.00	\$0.00		\$0.00
FESTIVAL PLACE KCF LOAN (6) YEARS 2015-2020	\$128,473.00	\$0.00		\$0.00
METROPOLITAN CENTER	\$0.00	\$0.00		\$0.00
REBATED TAXES	\$35,000.00	\$35,000.00		\$32,357.00
FIRST ZOETIS TAX APPEAL (5) YEARS 2015-2019	\$46,300.00	\$46,300.00		\$46,300.00
CITY OF KALAMAZOO LOAN (\$76,460/YEAR (DEFERRED)	\$0.00	\$0.00		\$0.00
D&O INSURANCE - 2 MILL	\$3,500.00	\$3,500.00	#6	\$3,300.00
LEGAL NOTICES	\$800.00	\$800.00	#6	\$700.00
MISC	\$500.00	\$500.00		\$500.00
TOTAL EXPENDITURES	\$1,328,633.00	\$1,326,133.00		\$1,259,470.00
BALANCED 2018 BUDGET	\$0.00	\$0.00		\$0.00

#1 Reduction of the City Administration Loan. Loan to cover final Arcadia Creek bond payment.

#2 Increase for actual Personal Tax PA86 reimbursement received.

#3 Increase for DEGA legal fees.

#4 Reduce to cover cost of plan development.

#5 Remove cost from 2018. The ACFP Task force will be resumed in 2019.

#6 To bring 2 Mill Levy and Interest Revenues and various expenditures closer to actual.

DOWNTOWN REPORT

An overview of Downtown Kalamazoo

December 2018

Planning and Re-Organization

Downtown Economic Growth Authority – On December 3, 2018, Kalamazoo City Commission held a public hearing to receive comment on the proposed Downtown Economic Growth Development and TIF Plan. This plan outlines the way in which revenues will be generated to support the work of the authority, and outlines the priority investment areas for which the funds will be invested over the next 30 years. No public comments were offered. Commissioner Anderson commended the Downtown Kalamazoo Partnership and City Administration and staff for the work that has gone in to bringing this authority and plan forward. The plan was adopted unanimously.

Kalamazoo Downtown Partnership has worked with Michigan Economic Development Corporation staff to develop the plan for State participation in the Downtown Economic Growth Authority Development and TIF Plan. This portion of the plan calls for a state contribution of approximately \$11 million over the first 15 years, with an opportunity to request additional support.

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

Community engagement model/Citizen Coalitions – The Citizen Coalition application deadline ended November 16. In total, over 130 applications were received. Kalamazoo Downtown Partnership staff is reviewing applications and will bring forward a recommended slate of members to the Board at the December 2018 meeting.

DTI Board – Meeting quarterly as reorganization progresses.

Downtown Parking Plan – The downtown parking and mobility planning process is ramping up. Parking counts took place on November 28-29, and parking focus groups took place December 6. Parking survey is online at <https://www.surveymonkey.com/r/KZOOparkingplus>

Organizational branding – DKI's new name and brand, Kalamazoo Downtown Partnership was launched October 1. A phased roll-out continues. Storefront signage was installed December 4.

Infrastructure Projects

Construction – Construction continues on multiple fronts downtown, with the crane at the Exchange Building being removed December 10-14. The Rose/Lovell project has built the subsurface parking, and will be moving vertical soon. The tower crane supporting the Water/Edwards project has been installed.

Kalamazoo Downtown Partnership is working with the City of Kalamazoo, MDOT, utilities, and other partners on communication and coordination of these efforts to minimize disruption.

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 after moving through approvals at the State of Michigan.

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.

Alley Activation –\$40,000 in grants for the next phase of Alley Activation, to stretch from Bates to Rose Street along Exchange Place have been secured, with an additional \$60,000 anticipated. Call for proposals to be made public in coming months.

Events

Kalamazoo Holiday Parade 2018 – The 2018 Kalamazoo Holiday Parade took place on Saturday, November 10th, which was also the first snow storm of the season! The parade route was filled with cold spectators. The grand stand/announcers stage was relocated from Bronson Park to Michigan Ave and the Kalamazoo Mall and VIP bleacher seating was also added to the area; these changes allowed for a more concentrated focus to the downtown Business District and allowed broadcasting/filming more diverse views.

After Parade – The holiday fun continued after the parade with the Holiday Parade Post Party presented by WOODTV8. Two-hundred children visited with Santa, Mrs. Claus and their Reindeer at WOODTV8's Downtown Kalamazoo studio. Other Post Parade activities included a Touch-A-Truck event on the Kalamazoo Mall, a variety of deals at downtown businesses and shows/performances throughout downtown.

Santa's Workshop – Santa's Workshop at the Epic Center is open and busy. It is anticipated that attendance will meet, if not exceed the approximately 5,000 visitors in 2017. New this season, musical performances will be offered on the main floor each Friday in December, cookie decorating offered all day Saturday and crafts on Sundays.

Bronson Tree Lighting Ceremony – As part of the Tree Lighting Ceremony event, the Kalamazoo Downtown Partnership provides free visits with Santa at the Santa tent. This year, the Santa tent had approximately 1,000 visitors, including moms, dads, and grandparents.

Business Updates

Business Development Series – Programming for 2019 series underway.

Media Coverage

Downtown Kalamazoo was in the news plenty throughout November and early December.

- Exclusive look 300 feet above Kalamazoo from inside the new Exchange building - <https://bit.ly/2EbsylP>
- New affordable housing complex coming to Kalamazoo - <https://bit.ly/2Pv6dlq>
- Christmas season in Kalamazoo begins Saturday with Parade - <https://bit.ly/2PpwEc9>
- Downtown Kalamazoo will stay snow-free with more heated sidewalks - <https://bit.ly/2QOzYIE>
- Your guide to the Kalamazoo Holiday Parade - <https://bit.ly/2qCzkcg>
- Kalamazoo getting into the holiday spirit at Saturday's parade - <https://bit.ly/2RQeSRi>
- Help support local businesses – buy local this year - <https://bit.ly/2QJhh2S>
- Snowy Kalamazoo Holiday Parade kicks off season of celebration - <https://bit.ly/2Er4KLM>
- Parade goes bundle up for Kalamazoo Holiday Parade - <https://bit.ly/2C1TEu4>
- Could Michigan Ave. become a two-way street? - <https://bit.ly/2Pnj3XD>
- Retro gaming bar opens Friday in downtown Kalamazoo - <https://bit.ly/2C10j8b>
- KalamaTopia returns downtown, offers holiday shopping, beer and wine - <https://bit.ly/2L6fBew>
- PlazaCorp plans \$42M Hilton Garden Inn redevelopment in Kalamazoo - <https://bit.ly/2C0GNZo>
- KalamaTopia brings holiday cheer, shopping, spirits and food - <https://bit.ly/2SBGtFK>
- Grand Opening held for unique retro gaming bar in Kalamazoo - <https://bit.ly/2EIQDaH>
- Construction on Kzoo's 'The Exchange' hits milestone - <https://bit.ly/2ScXOEL>
- Holly Jolly Trolley provides free rides in downtown Kalamazoo - <https://bit.ly/2SFYGCg>
- Thousands gather for Bronson Park Tree Lighting Ceremony - <https://bit.ly/2C1ULKg>
- Fun holiday activities bring shoppers to downtown Kalamazoo - <https://bit.ly/2RTFwsl>

- Small Business Saturday all about keeping it local - <https://bit.ly/2Eo2Sn6>
- Food Dance will reopen more than two months after fire - <https://bit.ly/2A0STAR>
- Downtown Kalamazoo holiday window displays will win you money - <https://bit.ly/2B7E4vy>
- State approves incentives for \$70M downtown Kalamazoo project - <https://bit.ly/2Pv5ikL>
- Theo and Stacy's Portage Road location closes after 34 years - <https://bit.ly/2B9piEo>
- Stores in downtown Kzoo going all out for 1st ever holiday window display contest - <https://bit.ly/2Ga33UI>
- Food Dance to hold grand reopening event Thursday - <https://bit.ly/2zQcHWW>
- Kalamazoo's Food Dance to reopen months after fire - <https://bit.ly/2RNqvPD>
- Food Dance owner calls community 'phenomenal' at reopening event after fire - <https://bit.ly/2zQpk4u>
- Dueling piano bar in Kalamazoo to close for rebranding - <https://bit.ly/2zQk4hb>
- Holiday pop-up shop opens for business - <https://bit.ly/2EalLci>
- Offices and market-rate apartments planned west of downtown Kalamazoo - <https://bit.ly/2SBw2IF>
- Downtown Kalamazoo plans to reinvest \$66M in tax revenue by 2048 - <https://bit.ly/2SyjXOa>
- Kalamazoo to boom; plan to reinvest \$66M for downtown in taxes - <https://bit.ly/2RPO1F8>
- Kalamazoo's Prevention Works announces plans to expand services - <https://bit.ly/2Ebv8Z3>
- Epic Center Christmas display has historic Kalamazoo ties - <https://bit.ly/2PudEsM>
- Kalamazoo greenlights Downtown Economic Growth Authority - <https://bit.ly/2zPSY9M>
- Don't like the parking in Kalamazoo? Here's how you can change that - <https://bit.ly/2EfGTOo>