

Board of Directors Regular Meeting Agenda

June 17, 2019 3 p.m. | City Hall – Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. INTRODUCTION OF LEGAL COUNSEL
- IV. ADOPTION OF AGENDA
- V. APPROVAL OF MINUTES – May 20, 2019 Regular Meeting
- VI. FINANCIAL REPORT
 - A. 2 MILL and TIF May 2019
 - B. TPM April 2019
- VII. ACTION ITEMS
 - A. Approval of 2018 Audit
- VIII. DISCUSSION ITEMS
 - A. Parking Plan Update
 - B. Other Downtown Updates
- IX. DIRECTOR COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT

Board of Directors Regular Meeting Minutes

May 20, 2019 3 p.m. | City Hall – Community Room

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

ABSENT: Mayor Bobby Hopewell

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

OTHER: Leslie Hoffmann

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: Mayor Bobby Hopewell

DIRECTOR OWENS MOVED TO EXCUSE THE ABSENT MEMBERS. DIRECTOR HINMAN SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

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

IV. APPROVAL OF MINUTES – April 15, 2019

DIRECTOR WIEBER MOVED TO APPROVE THE APRIL 15, 2019 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

- A. 2 MILL and TIF April 2019
- B. TPM March 2019

DIRECTOR MILLER MOVED TO APPROVE THE 2 MILL AND TIF APRIL 2019 AND THE TPM MARCH 2019 FINANCIAL REPORTS. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

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VI. ACTION ITEMS

A. Legal Services –

Motion: Authorize Andrew Haan to execute agreement with legal counsel based on the recommendation of legal services committee.

Director Miller noted that it would be beneficial to have the chosen legal counsel present at the next most appropriate DDA/Kalamazoo Downtown Economic Growth Authority meeting. Director Breneman requested that the board be emailed the contract when available.

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

VII. DISCUSSION ITEMS

A. Downtown Report

Andrew Haan and Jennifer Jelenek reviewed the Downtown Report.

Director Owens requested talking points on the parking plan in order to educate their networks on parking. Andrew noted that the communications group is working on creating a rack document that outlines the parking plan.

B. Strategic Planning Session

VIII. COMMITTEE REPORTS

A. Transportation, Parking and Mobility

B. Citizen Coalitions

IX. DIRECTOR COMMENTS

Director Owens noted the meaningful effort put in by the Kalamazoo Downtown Partnership team.

Director Fletcher said that the Board should consider how much information they want to be given in the downtown report.

X. PUBLIC COMMENTS - No public comments

XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4 P.M.

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - MAY 31, 2019								
TPM - APRIL 30, 2019								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2019 BUDGET
REVENUES:			A				A	
2 MILL LEVY CURRENT YEAR	\$0.00	\$22,083.33	22,083.33		\$79,647.20	\$110,416.67	30,769.47	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$2,164.78	\$166.67	(1,998.11)		\$2,164.78	\$833.33	(1,331.45)	\$2,000.00
INTEREST	\$4,854.55	\$262.08	(4,592.47)		\$11,775.67	\$1,304.58	(10,471.04)	\$3,145.00
MISC	\$1,596.37	\$135.00	(1,461.37)		\$1,741.70	\$675.00	(1,066.70)	\$1,620.00
STREET METERS	\$36,278.81	\$32,606.33	(3,672.48)		\$138,436.77	\$130,425.33	(8,011.44)	\$391,276.00
UNATTENDED	\$17,307.40	\$13,158.50	(4,148.90)		\$62,248.61	\$52,634.00	(9,614.61)	\$157,902.00
ATTENDED	\$104,311.94	\$102,846.58	(1,465.36)		\$411,836.08	\$411,386.33	(449.75)	\$1,234,159.00
ENFORCEMENT	\$21,120.00	\$25,331.67	4,211.67		\$81,610.83	\$101,326.67	19,715.84	\$303,980.00
METRO TRANSIT FEE	\$133.05	\$203.92	70.87		\$600.95	\$815.67	214.72	\$2,447.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00		\$100,000.00	\$100,000.00	0.00	\$300,000.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	3,333.33		\$0.00	\$13,333.33	13,333.33	\$40,000.00
TOTAL DDA REVENUES	\$212,766.90	\$225,127.42	12,360.52		\$890,062.59	\$923,150.91	33,088.37	\$2,701,529.00
			A				A	
EXPENDITURES:			A				A	
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$275.00	275.00		\$0.00	\$1,375.00	1,375.00	\$3,300.00
LEGAL SERVICES	\$0.00	\$2,083.33	2,083.33		\$0.00	\$8,750.00	8,750.00	\$25,000.00
LEGAL NOTICES	\$0.00	\$66.67	66.67		\$0.00	\$333.33	333.33	\$800.00
AUDIT	\$0.00	\$1,489.58	1,489.58		\$3,240.00	\$6,375.00	3,135.00	\$17,875.00
DOWNTOWN ADMINISTRATION	\$29,333.34	\$29,333.33	(0.01)		\$137,500.03	\$137,500.00	(0.03)	\$352,000.00
MISC	\$0.00	\$41.67	41.67		\$5.22	\$208.33	203.11	\$500.00
LIABILITY INSURANCE	\$0.00	\$469.17	469.17		\$3,781.05	\$1,876.67	(1,904.38)	\$5,630.00
SALARIES & WAGES	\$48,952.43	\$53,475.17	4,522.74		\$186,358.15	\$213,900.67	27,542.52	\$641,702.00
PAYROLL TAXES	\$8,772.73	\$9,561.33	788.60		\$33,419.78	\$38,245.33	4,825.55	\$114,736.00
OPERATED EXPENDITURES CONTINUED:			A				A	
WORKERS COMPENSATION	\$2,237.41	\$2,669.42	432.01		\$8,992.91	\$10,677.67	1,684.76	\$32,033.00
HOSPITALIZATION & BENEFITS	\$9,445.55	\$10,314.83	869.28		\$39,434.10	\$41,259.33	1,825.23	\$123,778.00
EMPLOYEE RELATIONS/TRAINING	\$40.88	\$125.00	84.12		\$110.68	\$500.00	389.32	\$1,500.00
PERSONNEL SELECTION	\$172.51	\$208.33	35.82		\$276.66	\$833.33	556.67	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$372.03	\$730.00	357.97		\$2,108.12	\$2,920.00	811.88	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$222.08	0.02		\$888.24	\$888.33	0.09	\$2,665.00
AUTO & TRUCK EXPENSE	\$629.46	\$943.75	314.29		\$2,769.47	\$3,775.00	1,005.53	\$11,325.00
REPAIRS & MAINTENANCE	\$3,394.56	\$4,715.83	1,321.27		\$15,280.57	\$18,863.33	3,582.76	\$56,590.00
UTILITIES	\$7,517.96	\$10,622.42	3,104.46		\$35,496.87	\$42,489.67	6,992.80	\$127,469.00

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - MAY 31, 2019								
TPM - APRIL 30, 2019								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2019 BUDGET
TELEPHONE	\$764.31	\$1,397.50	633.19		\$4,455.79	\$5,590.00	1,134.21	\$16,770.00
WEBSITE	\$0.00	\$170.83	170.83		\$75.80	\$683.33	607.53	\$2,050.00
SIGNAGE	\$0.00	\$416.67	416.67		\$642.26	\$1,666.67	1,024.41	\$5,000.00
MATERIALS & OFFICE SUPPLIES	\$647.96	\$1,513.92	865.96		\$4,108.93	\$6,055.67	1,946.74	\$18,167.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	58.33		\$0.00	\$233.33	233.33	\$700.00
POSTAGE	\$690.30	\$695.83	5.53		\$2,648.30	\$2,783.33	135.03	\$8,350.00
FORMS & PRINTING	\$158.47	\$1,500.00	1,341.53		\$4,560.80	\$6,000.00	1,439.20	\$18,000.00
OUTSIDE CONTRACT SERVICES	\$38,171.96	\$21,444.58	(16,727.38)		\$147,039.06	\$85,778.33	(61,260.73)	\$257,335.00
OFFICE LEASE	\$2,361.06	\$2,359.42	(1.64)		\$9,444.24	\$9,437.67	(6.57)	\$28,313.00
ABM MGMT FEE	\$14,987.29	\$14,987.25	(0.04)		\$59,949.16	\$59,949.00	(0.16)	\$179,847.00
INITIATIVES/PROGRAMS:								
FUND BALANCE TO DEGA	\$0.00	\$12,500.00	12,500.00		\$150,000.00	\$62,500.00	(87,500.00)	\$150,000.00
CAPITAL IMPROVEMENTS	\$0.00	\$0.00	0.00		\$80.00	\$0.00	(80.00)	\$0.00
DEBT SERVICE/OTHER OBLIGATIONS:								
ZOETIS TAX APPEAL	\$44,989.67	\$0.00	(44,989.67)		\$44,989.67	\$0.00	(44,989.67)	\$0.00
REBATED TAXES	\$0.00	\$833.33	833.33		\$0.00	\$4,166.67	4,166.67	\$10,000.00
DEBT SERVICE/OTHER OBLIGATIONS CONTINUED:								
CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	0.00	A	\$0.00	\$0.00	0.00	\$0.00
RAMP #3 DEBT SERVICE	\$89,745.03	\$57,383.67	(32,361.36)		\$89,745.03	\$229,534.67	139,789.64	\$688,604.00
5 YEAR TPM DEBT SERVICE	\$69,250.00	\$15,658.33	(53,591.67)		\$69,250.00	\$62,633.33	(6,616.67)	\$187,900.00
TOTAL EXPENDITURES								
	\$372,856.97	\$258,266.58	(114,590.39)	A	\$1,056,650.89	\$1,067,783.00	11,132.11	\$3,099,199.00
TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES								
	(160,090.07)	(33,139.17)	(126,950.90)	B	(166,588.30)	(144,632.10)	(21,956.20)	(397,670.00)
	C	C	B		C	C	B	