

TO: Kalamazoo Downtown Development Authority Board Members
FROM: Andrew Haan, President
DATE: January 21, 2019
RE: January 2019 Meeting

The regular meeting of the Kalamazoo Downtown Development Authority Board of Directors is scheduled to take place on Monday, January 21, 2018 at 3:00 p.m. in the City Hall Community Room.



Board of Directors Regular Meeting Agenda

January 21, 2019 3 p.m. | City Hall – Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES
- V. FINANCIAL REPORT
- VI. ACTION ITEMS
 - A. Transfer of funds for Sign Grant Program
Motion- Authorize transfer of \$10,000 to Kalamazoo Downtown Partnership to fund updated sign grant program
 - B. Legal Services RFP
Motion- Authorize Executive Director to prepare Legal Services RFP
 - C. Resolution 19-01 – Interim Budget
 - D. Resolution 19-02 – Set the date for public hearing for DDA liquor license for 329 South Park Street
Motion – Approve setting date for public hearing
 - E. Resolution 19-03 – Set the date for public hearing for DDA liquor license for 315 West Michigan
Motion – Approve setting date for public hearing
- VII. DISCUSSION ITEMS
 - A. Downtown Report
 - B. DEGA Establishment Update
 - C. Citizen Coalition Report
- VIII. COMMITTEE REPORTS
 - A. Transportation, Parking and Mobility
- IX. DIRECTOR COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT



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

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

ABSENT: Jeff Breneman

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

OTHER: Michael O'Connor

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: Jeff Breneman, Carl Brown

DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

Andrew Haan added Action Item C – Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction

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

IV. APPROVAL OF MINUTES – November 19, 2018

DIRECTOR GREEN MOVED TO APPROVE THE NOVEMBER 19 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

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



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Patti Owens said she appreciates the continued work Deb Houseman has done over the last few years in developing the format of the financial report.

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE 2 MILL AND TIF NOVEMBER 2018 FINANCIAL REPORT AND THE TPM OCTOBER 2018 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

VI. ACTION ITEMS

A. Budget Amendment 2018

Leslie Hoffmann reviewed the 2018 TPM Budget Revision. No director questions or comments.

DIRECTOR OWENS MOVED TO APPROVE THE 2018 TPM BUDGET REVISION. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

Deb Houseman reviewed the 2018 DDA Proposed Revised Budget.

DIRECTOR WIEBER MOVED TO APPROVE THE 2018 DDA PROPOSED REVISED BUDGET. DIRECTOR OWENS SECONDED. MOTION CARRIED.

Deb Houseman noted that there will be adjustments to the 2019 budget next month – which includes the costs associated with the DDA TIF dissolution and the DDA fund balance contribution to the Kalamazoo Downtown Economic Growth Authority.

Deb Houseman noted that an adjustment will need to be made in the future on the TPM budget when the cost of the parking study is finalized.

B. Kalamazoo Downtown Partnership Service Agreement

Andrew Haan briefly reviewed the Service Agreement between the Kalamazoo Downtown Partnership and the Downtown Development Authority.

Director Miller asked if this service agreement will go to City Commission. Andrew Haan said no.

Director Owens noted a typo in paragraph six the service agreement. The service agreement reads “Kalamazoo Downtown Economic Growth Authority” at the bottom when it should read “Downtown Development Authority.”

DIRECTOR OWENS MOVED TO APPROVED THE KALAMAZOO



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DOWNTOWN PARTNERSHIP SERVICE AGREEMENT WITH THE PROPOSED AMENDMENT. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

C. **Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction**

Andrew Haan reviewed Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction. Director Fletcher noted a typo of “jurisdictional” in the top line.

Director Mayor Hopewell said that the jurisdictional transfer has been a long journey with the City team. He said the transfer allows to make changes in the future along those streets.

Director Owens asked if the City currently maintains the roads. Director Mayor Hopewell said the City plows the roads in winter months.

Director Taylor asked for a map of the streets to be attached to the resolution. Andrew Haan said a map will be added.

Director Owens and Miller noted that the transfer will bring the streets into local control and allow for the changes and recommendations in the master plan and other downtown studies to be implemented.

DIRECTOR MILLER MOVED TO APPROVE RESOLUTION 18-08: SUPPORT TRANSFER OF MDOT STREETS IN CITY OF KALAMAZOO FROM STATE OF MICHIGAN TO CITY OF KALAMAZOO JURISDICTION. DIRECTOR BROWN SECONDED. ROLL CALL VOTE 10-0. MOTION CARRIED.

ROLL CALL

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

NAY: None

ABSTENTION: None

VII. DISCUSSION ITEMS

A. **Downtown Report**

Andrew Haan reviewed the December 2018 Downtown Report.



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VIII. COMMITTEE REPORTS

A. Transportation, Parking and Mobility

In November, parking counts and focus groups took place. Andrew Haan thanked the coordination between Bob Miller, Christina Anderson and Luis Pena for their efforts in performing parking counts

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 Brown commended Andrew Haan for the work done this year. He noted the vast number of media articles centered around downtown and the Kalamazoo Downtown Partnership.

Director Wieber commended Andrew Haan and Kalamazoo Downtown Partnership staff for the work accomplished this year.

Director Owens said she is proud to be a member of this Board.

Director Taylor asked Director Mayor Hopewell if there is any update to Foundation for Excellence. Director Mayor Hopewell noted the annual report was released, but further updates will be provided next month. Director Hopewell noted that the FFE Board does not set the priorities (this responsibility lies with the Commission), they determine if the proposals align with the set guidelines for use.

Director Taylor asked for a round of applause for Kalamazoo Downtown Partnership staff.

X. PUBLIC COMMENTS

No public comments.

XI. ADJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 3:41 P.M.

Approved: _____

Bob Miller, Secretary

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - DECEMBER 31, 2018								
TPM - NOVEMBER 30, 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	\$27,115.09	\$22,083.33	(5,031.76)		\$260,328.76	\$265,000.00	4,671.24	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	166.67		\$1,964.47	\$2,000.00	35.53	\$2,000.00
#1 INTEREST	\$729.92	\$70.42	(659.50)		\$2,043.96	\$839.17	(1,204.74)	\$845.00
#2 MISC	\$0.00	\$134.83	134.83		\$1,617.64	\$1,618.00	0.36	\$1,618.00
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	\$20,753.08	20,753.08		\$249,037.50	\$249,037.00	(0.50)	\$249,037.00
#3 CITY OF KALAMAZOO MALL MAINTENANCE	\$0.00	\$4,934.17	4,934.17		\$59,210.00	\$59,210.00	0.00	\$59,210.00
CITY ADMINISTRATION LOAN	\$0.00	\$38,300.00	38,300.00		\$0.00	\$459,600.00	459,600.00	\$459,600.00
#4 STREET METERS	\$32,031.75	\$32,606.33	574.58		\$383,066.61	\$358,669.67	(24,396.94)	\$391,276.00
#5 UNATTENDED	\$13,911.45	\$24,707.58	10,796.13		\$283,930.03	\$271,783.42	(12,146.61)	\$296,491.00
#6 ATTENDED	\$105,948.16	\$101,793.67	(4,154.49)		\$1,133,667.15	\$1,119,730.33	(13,936.82)	\$1,221,524.00
#7 ENFORCEMENT	\$23,676.78	\$24,337.67	660.89		\$271,301.99	\$267,714.33	(3,587.66)	\$292,052.00
METRO TRANSIT FEE	\$204.00	\$203.92	(0.08)		\$2,000.84	\$2,243.08	242.24	\$2,447.00
ARCADIA LAND CONTRACT	\$276.67	\$276.67	(0.00)		\$3,043.37	\$3,043.33	(0.04)	\$3,320.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00		\$275,000.00	\$275,000.00	0.00	\$300,000.00
#8 LOT #9 SALES PROCEEDS	\$0.00	\$59,126.58	59,126.58		\$709,519.00	\$650,392.42	(59,126.58)	\$709,519.00
#9 LOT #2 SALES PROCEEDS	\$0.00	\$57,200.25	57,200.25		\$686,403.00	\$629,202.75	(57,200.25)	\$686,403.00
#10 TIF CONTRACTED DOWNTOWN MAINTENANCE	\$40,000.00	\$3,333.33	(36,666.67)		\$40,000.00	\$36,666.67	(3,333.33)	\$40,000.00
MISC	\$0.00	\$0.00	0.00		\$4,000.00	\$0.00	(4,000.00)	\$0.00
TOTAL DDA REVENUES	\$268,893.82	\$415,028.50	146,134.68		\$4,366,559.32	\$4,651,750.17	285,190.90	\$4,980,342.00
			A				A	
BRAND AND ENGAGEMENT REVENUES FROM TIF								\$100,000.00 #15
BUS RECRUITMENT & RETENTION REV FROM TIF								\$165,973.00 #16
TOTAL DKI REVENUES								
EXPENDITURES:			A				A	
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$275.00	275.00		\$3,300.00	\$3,300.00	0.00	\$3,300.00
#11 LEGAL SERVICES	\$17,990.00	\$8,935.83	(9,054.17)		\$93,769.75	\$104,730.00	10,960.25	\$107,230.00
LEGAL NOTICES	\$167.42	\$58.33	(109.09)		\$524.68	\$700.00	175.32	\$700.00
AUDIT	\$6,020.00	\$2,354.17	(3,665.83)		\$28,230.00	\$27,333.33	(896.67)	\$28,250.00
#12 DOWNTOWN ADMINISTRATION	\$26,004.17	\$26,004.17	(0.00)		\$305,383.37	\$305,383.33	(0.04)	\$312,050.00
DEGA	\$0.00	\$41.67	41.67		\$70.67	\$500.00	429.33	\$500.00
LIABILITY INSURANCE	\$0.00	\$345.83	345.83		\$4,130.04	\$3,804.17	(325.87)	\$4,150.00
#13 SALARIES & WAGES	\$50,671.21	\$55,967.83	5,296.62		\$607,577.71	\$615,646.17	8,068.46	\$671,614.00
#13 PAYROLL TAXES	\$9,079.30	\$10,007.08	927.78		\$108,610.55	\$110,077.92	1,467.37	\$120,085.00

		2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM												
		2 MILL AND TIF - DECEMBER 31, 2018												
		TPM - NOVEMBER 30, 2018												
		TOTAL DDA												
		MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD					DKI	
		DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET					
OPERATED EXPENDITURES CONTINUED:				A				A						
#13	WORKERS COMPENSATION	\$2,315.63	\$2,793.83	478.20		\$27,700.01	\$30,732.17	3,032.16	\$33,526.00					
#13	HOSPITALIZATION & BENEFITS	\$9,173.96	\$9,823.67	649.71		\$106,971.96	\$108,060.33	1,088.37	\$117,884.00					
	EMPLOYEE RELATIONS/TRAINING	\$0.00	\$125.00	125.00		\$884.59	\$1,375.00	490.41	\$1,500.00					
	PERSONNEL SELECTION	\$151.60	\$166.67	15.07		\$1,840.15	\$1,833.33	(6.82)	\$2,000.00					
	EQUIPMENT PURCHASE/LEASE	\$372.90	\$600.83	227.93		\$5,871.68	\$6,609.17	737.49	\$7,210.00					
	LIABILITY CLAIMS	\$319.15	\$319.17	0.02		\$3,510.65	\$3,510.83	0.18	\$3,830.00					
	AUTO & TRUCK EXPENSE	\$629.00	\$1,105.42	476.42		\$12,330.20	\$12,159.58	(170.62)	\$13,265.00					
	REPAIRS & MAINTENANCE	\$5,846.60	\$3,790.33	(2,056.27)		\$41,821.58	\$41,693.67	(127.91)	\$45,484.00					
	UTILITIES	\$8,945.07	\$11,250.33	2,305.26		\$120,398.85	\$123,753.67	3,354.82	\$135,004.00					
	TELEPHONE	\$926.58	\$1,397.50	470.92		\$15,810.79	\$15,372.50	(438.29)	\$16,770.00					
	WEBSITE	\$0.00	\$50.00	50.00		\$534.55	\$550.00	15.45	\$600.00					
	SIGNAGE	\$0.00	\$416.67	416.67		\$5,000.02	\$4,583.33	(416.69)	\$5,000.00					
	MATERIALS & OFFICE SUPPLIES	\$1,955.90	\$1,513.92	(441.98)		\$16,667.11	\$16,653.08	(14.03)	\$18,167.00					
	CUSTOMER SERVICE PROGRAM	\$0.00	\$16.67	16.67		\$93.03	\$183.33	90.30	\$200.00					
	POSTAGE	\$675.00	\$695.83	20.83		\$7,554.95	\$7,654.17	99.22	\$8,350.00					
	FORMS & PRINTING	\$1,016.08	\$1,500.00	483.92		\$14,525.38	\$16,500.00	1,974.62	\$18,000.00					
	OUTSIDE CONTRACT SERVICES	\$10,077.64	\$22,635.50	12,557.86		\$245,220.11	\$248,990.50	3,770.39	\$271,626.00					
	OFFICE LEASE	\$2,361.06	\$2,359.42	(1.64)		\$25,780.10	\$25,953.58	173.48	\$28,313.00					
	ABM MGMT FEE	\$14,987.29	\$15,174.83	187.54		\$167,110.19	\$166,923.17	(187.02)	\$182,098.00					
#14	LOT #9 & LOT #2 SALES PROCEEDS	\$0.00	\$103,834.75	103,834.75		\$1,246,017.00	\$1,142,182.25	(103,834.75)	\$1,246,017.00					
INITIATIVES/PROGRAMS:														
#15	BRAND & ENGAGEMENT	\$8,333.26	\$8,333.33	0.07		\$100,000.00	\$100,000.00	0.00	\$100,000.00			\$100,000.00	#19	
#16	BUSINESS RECRUITMENT & RETENTION	\$15,927.38	\$13,831.00	(2,096.38)		\$85,753.44	\$165,972.00	80,218.56	\$165,973.00			\$165,973.00	#20	
	LIQUOR LICENSE	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00					
	DOWNTOWN MAINTENANCE	\$7,428.81	\$7,850.83	422.02		\$84,455.48	\$94,210.00	9,754.52	\$94,210.00					
	ACFP TASK FORCE	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00					
	CAPITAL IMPROVEMENTS PLANNING & DESIGN	\$923.62	\$2,500.00	1,576.38		\$24,418.65	\$30,000.00	5,581.35	\$30,000.00					
	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	\$459,600.00	459,100.00	\$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	\$46,300.00	(0.05)	\$46,300.00					
	REBATED TAXES	\$0.00	\$2,696.42	2,696.42		\$95.81	\$32,357.00	32,261.19	\$32,357.00					

2018 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM									
2 MILL AND TIF - DECEMBER 31, 2018									
TPM - NOVEMBER 30, 2018									
TOTAL DDA									
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD		DKI
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2018 BUDGET	
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	
#17 RAMP #3 DEBT SERVICE	\$0.00	\$57,388.25	57,388.25		\$688,658.48	\$631,270.75	(57,387.73)	\$688,659.00	
#17 5 YEAR TPM DEBT SERVICE	\$0.00	\$15,229.17	15,229.17		\$182,750.00	\$167,520.83	(15,229.17)	\$182,750.00	
TOTAL EXPENDITURES	\$202,298.63	\$433,547.59	231,248.96		\$4,430,171.58	\$4,873,979.16	443,807.58	\$5,202,573.00	\$265,973.00
			A				A		
TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES	66,595.19	(18,519.09)	85,114.28		(63,612.26)	(222,229.00)	158,616.74	(222,231.00)	\$0.00
	C	C	B		C	C	B	\$222,231.00	#18
								\$0.00	

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: DECEMBER 2018 & NOVEMBER 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 - \$24,397 MORE THAN YTD BUDGET. THIS IS PRIMARILY DUE TO THE LARGE CONSTRUCTION PROJECTS UTILIZING ON-STREET PARKING AND PAYING FOR METER BAGS.
- #5 UNATTENDED - \$12,147 MORE THAN YTD BUDGET. WITH THE SALE OF LOTS #2 & #9 THIS SHOULD BALANCE BY YEAREND.
- #6 ATTENDED - \$13,937 MORE THAN YTD BUDGET. DUE PARTLY TO (70) NEW PARKERS IN THE EPIC RAMP.
- #7 ENFORCEMENT - \$3,588 MORE THAN YTD BUDGET.
- #8 LOT #9 SALES PROCEEDS
- #9 LOT #2 SALES PROCEEDS
- #10 TIF CONTRACTED DOWNTOWN MAINTENANCE - THE ANNUAL PAYMENT TO CENTRAL CITY PARKING TO COVER THE STAFFING FOR DOWNTOWN MAINTENANCE.
- #11 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.
- #12 DOWNTOWN ADMINISTRATION - MONTHLY ALLOCATION
- #13 SALARY & WAGE/PAYROLL TAXES/WORKERS COMP/HOSPITALIZATION - PAYROLL COSTS VARY BASED ON TIME OF YEAR
- #14 THE REMOVAL OF THE SALES PROCEEDS FROM LOTS #2 AND #9 NOT USED IN CURRENT YEAR TO A RESERVE ACCOUNT.
- #15 BRAND & ENGAGEMENT - MONTHLY ALLOCATION FOR FUNDING EVENTS & ACTIVITIES
- #16 BUSINESS RECRUITMENT RETENTION - MTD INCLUDES HOLIDAY SUPPORT ACTIVITIES AND THE ACCRUAL OF COMMITTED GRANT PAYMENTS TO BE MADE IN 2019. YTD ALSO INCLUDES THE BUSINESS DEVELOPMENT WORKSHOP SERIES, CONSTRUCTION MEETINGS & COMMUNICATIONS, AND GRANT PAYMENTS TO FINAL GRAVITY, KELVIN & CO., AARON SHAFER, ADRIANNE'S BOUTIQUE, ROCKET FIZZ, THE STAMPED ROBIN, AND KALAMAZOO CANDLE COMPANY.
- #17 TPM OCTOBER BOND PAYMENTS.
- #18 THE TIF RESERVE CONTRIBUTION TO THE 2018 BUDGET.
- #19 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.
- #20 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 DEVELOPMENT AUTHORITY
CITY OF KALAMAZOO, MICHIGAN
RESOLUTION 19-01**

INTERIM APPROPRIATION RESOLUTION.

WHEREAS, the 2019 budget appropriation resolution is not ready for adoption; and

WHEREAS, the Kalamazoo Downtown Development Authority should be authorized to continue normal operations, including contracted services and operating expense disbursements.

NOW, THEREFORE, BE IT RESOLVED that the Downtown Development Authority is hereby authorized and directed to continue processing and issuing checks for normal services, expenses or commitments which have been approved by the Board of Directors for the operations of the Downtown Development Authority and in accordance with the practices prevailing at the end of 2018.

BE IT FURTHER RESOLVED that such sums as may be needed for the above purposes are hereby appropriated.

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

AYES, Directors:

NAYS, Directors:

ABSTENTIONS, Directors:

RESOLUTION DECLARED ADOPTED, _____.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on January 21, 2019, and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

Bob Miller, Secretary

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO
RESOLUTION NO. 19-02**

**A RESOLUTION TO CALL A PUBLIC HEARING
ON THE ISSUANCE OF A NEW CLASS C LIQUOR LICENSE**

WHEREAS, the Downtown Development Authority (DDA) Board of the City of Kalamazoo must review requests for new Downtown District (Redevelopment) Class C liquor licenses to include Sunday sales and outdoor service permits under P.A. 2006, No. 501, MLC 436.1521 a(l)(b); and

WHEREAS, the DDA requires the holding of a public hearing on any new Class C liquor license application per the criteria set forth within aforementioned application; and

NOW, THEREFORE, BE IT RESOLVED that a public hearing be held on a new Downtown District (Redevelopment) Class C liquor license by the Downtown Development Authority of the City of Kalamazoo at the City Hall Community Room, 241 West South Street at 3:00 o'clock p.m. local time on Monday, February 18, 2019.

BE IT FURTHER RESOLVED, that the Secretary publish a Notice of said hearing once in the Kalamazoo Gazette at least six (6) days prior to such hearing in the following form:

DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF KALAMAZOO, MICHIGAN

NOTICE OF HEARING

Notice is hereby given that the Downtown Development Authority of the City of Kalamazoo will conduct a public hearing on said application in the City Hall Community Room, City Hall, 241 West South Street, on Monday, February 18, 2019 at 3:00 o'clock p.m. local time. A copy of said application is available for inspection at the DDA office, 162 E. Michigan Ave.

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 Downtown Development Authority of the City of Kalamazoo at a regular meeting held on January 21, 2019 and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

Bob Miller, Secretary

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO
RESOLUTION NO. 19-03**

**A RESOLUTION TO CALL A PUBLIC HEARING
ON THE ISSUANCE OF A NEW CLASS C LIQUOR LICENSE**

WHEREAS, the Downtown Development Authority (DDA) Board of the City of Kalamazoo must review requests for new Downtown District (Redevelopment) Class C liquor licenses to include Sunday sales and outdoor service permits under P.A. 2006, No. 501, MLC 436.1521 a(l)(b); and

WHEREAS, the DDA requires the holding of a public hearing on any new Class C liquor license application per the criteria set forth within aforementioned application; and

NOW, THEREFORE, BE IT RESOLVED that a public hearing be held on a new Downtown District (Redevelopment) Class C liquor license by the Downtown Development Authority of the City of Kalamazoo at the City Hall Community Room, 241 West South Street at 3:00 o'clock p.m. local time on Monday, February 18, 2019.

BE IT FURTHER RESOLVED, that the Secretary publish a Notice of said hearing once in the Kalamazoo Gazette at least six (6) days prior to such hearing in the following form:

DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF KALAMAZOO, MICHIGAN

NOTICE OF HEARING

Notice is hereby given that the Downtown Development Authority of the City of Kalamazoo will conduct a public hearing on said application in the City Hall Community Room, City Hall, 241 West South Street, on Monday, February 18, 2019 at 3:00 o'clock p.m. local time. A copy of said application is available for inspection at the DDA office, 162 E. Michigan Ave.

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 Downtown Development Authority of the City of Kalamazoo at a regular meeting held on January 21, 2019 and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

Bob Miller, Secretary

DOWNTOWN REPORT

An overview of Downtown Kalamazoo

January 2019

Planning and Re-Organization

Downtown Economic Growth Authority – 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. Leadership from Kalamazoo Downtown Partnership and the City of Kalamazoo will be presenting at the Michigan Strategic Fund Board meeting on January 22 to secure this commitment.

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

Community engagement model/Citizen Coalitions – Citizen Coalition membership was approved by the Kalamazoo Downtown Partnership Board in December, with members notified January 7. Planning underway, and first meetings scheduled for February.

DTI Board – Meeting quarterly as reorganization progresses.

Infrastructure Projects

Construction – The Exchange Building, along with the mixed-projects at 400 S. Rose, and Water/Edwards Streets continue to move forward with construction. Work is expected to begin on the Hilton Hotel at the former Rose Street Market in the coming months.

City of Kalamazoo and the Downtown Partnership are working on project coordination and communication for the upcoming street/utility construction season. Though disruption will be significantly less than in 2018, there are several major projects coming to downtown to upgrade utilities, both to repairing aging infrastructure, and to support new development. Stakeholder communication and engagement will begin in February.

Jurisdictional Transfer of downtown streets – The State of Michigan signed final approvals of the jurisdictional transfer of streets in December. The transfer was before City Commission on January 7. Kalamazoo Downtown Partnership coordinated advocacy efforts at the Commission meeting, with partners including Discover Kalamazoo, Kalamazoo College, WMU, KVCC, downtown businesses, and residents speaking in support. Commission approved the transfer 6-1. 2019 will see intensive planning and design efforts conducted by the City and Downtown Partnership, with major changes in coming years. Discussions are already underway, looking at modest interventions that can be made this year.

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

Santa's Workshop – Santa's Workshop continued to be busy this holiday season. Santa and Mrs. Claus greeted 7,600 visitors, answered about 1,000 letters, donated 2,000 books, and hosted three musical groups.

Chili Cook Off – Chili Cook-Off is scheduled for January 26, and will be hosted throughout downtown Kalamazoo. As in previous years, the Downtown Kalamazoo Retail and Restaurant Association is hosting the event. Kalamazoo Downtown Partnership will be opening our doors and serving chili this year.

Business Updates

Downtown Kalamazoo Holiday Pop-Up Shop – Seizing a last-minute opportunity, Kalamazoo Downtown Partnership worked with Peregrine Company to secure the space at the southeast corner of Michigan Avenue and the Kalamazoo Mall for a holiday pop-up store. Handmade Kalamazoo assisted with bringing local makers Farmhouse Moon, Whiskey Ginger, Grayling Ceramics, and Elsie Q to offer their wares in the space. The shop was open daily from November 27 to December 24, hosting multiple special events.

Business Development Series – Programming for 2019 series underway.

Media Coverage

Downtown Kalamazoo in the news:

- Vegan-friendly coffee shop looks to be a welcoming place in downtown Kalamazoo- <https://tinyurl.com/y7djungl>
 - Kalamazoo church proposes new "natural playscape"- <https://tinyurl.com/ycu894fj>
 - 23 last-minute gift ideas in downtown Kalamazoo- <https://tinyurl.com/yars96ls>
 - Santa still accepting last-minute wish lists in downtown Kalamazoo- <https://tinyurl.com/yc272r78>
 - Its a holiday tradition in Kalamazoo- <https://tinyurl.com/ybkr94qw>
 - Blue Dolphin continues tradition of serving free Christmas day meal- <https://tinyurl.com/y958c6z7>
 - Irving's Deli and Market announces move to new downtown location- <https://tinyurl.com/ydehmn8x>
 - Kalamazoo New Year's Fest to ring in 2019 with fireworks, ball drop- <https://tinyurl.com/y7b3thak>
 - Discover Kalamazoo moves visitor information headquarters- <https://tinyurl.com/y7fe86vg>
 - Entrepreneurial trio to open downtown Kalamazoo micro-grocer and deli in March <https://tinyurl.com/ybrawt4g>
 - Historic Kalamazoo Fifth Third building purchased by Portage-based company- <https://tinyurl.com/ycbufblt>
 - Adult Prom in Kalamazoo February 2019- <https://tinyurl.com/y7wjmf9>
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- New Kalamazoo market to open, aims to improve downtown grocery offerings- <https://tinyurl.com/ycw3aeec>
 - Agreement would turn over MDOT streets to city of Kalamazoo- <https://tinyurl.com/y9x86bjc>
 - Kalamazoo accepts control of state trunklines spanning city- <https://tinyurl.com/y7oaopbs>
 - Happy Birthday Elvis Presley, thanks for the Kalamazoo memories- <https://tinyurl.com/yaafky9x>
 - MDOT streets could be turned over to Kalamazoo following Monday vote- <https://tinyurl.com/y6w9e5kb>
 - New micro-grocery opens inside Bronson Hospital in Kalamazoo- <https://tinyurl.com/y8grtxop>
 - Kalamazoo City Commission to vote on control of downtown roads, redevelopment plans- <https://tinyurl.com/y6vaoska>
 - Downtown Kalamazoo Partnership sees bright future for urban core- <https://tinyurl.com/ydyxexw5>
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