

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

**FROM:** Andrew Haan, Executive Director

**DATE:** July 11, 2017

**RE:** March Meeting

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The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, July 17, 2017 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

AH  
Attachments

pc: Michael O'Connor  
City Clerk

[Type text]

**The Downtown Development Authority** exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
REGULAR MEETING AGENDA**

**DATE:** Monday, July 17, 2017

**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 – June 19, 2017

- Edits or additions
- Recommended motion: Approve

V. FINANCIAL REPORT – 2 MILL and TIF June 2017,  
TPM May 2017

- Discussion and questions
- Recommended motion: Accept

VI. ACTION ITEMS

- A. Authorization for ABM to service Ramp 4 with CCP staff
- Questions and discussion
- Recommended action: Approve

VII. DISCUSSION ITEMS

- A. Urban Growth Initiative
- B. ACW update

VIII. COMMITTEE REPORTS (Time Permitting)

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

**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.

IV. DIRECTOR COMMENTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING PROCEDURES

1. A person may speak on “Action or Discussion” items on the Downtown Development Authority’s agenda. The Chairperson will ask for people’s comments as each of these agenda items are discussed.
2. To address the Downtown Development Authority, please clearly state your name and business or home address for the record so that a response to your inquiry can be completed if necessary. Please limit your comments to four minutes.
3. Comments on non-agenda items are reserved for “Public Comments” agenda item prior to adjournment of the meeting.
4. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.

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**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

**REGULAR MEETING MINUTES  
June 19, 2017**

**DIRECTORS PRESENT:** Greg Taylor, Jeff Breneman, Bjorn Green, Bob Miller, Susan Lindemann, Stephanie Hinman, Carl Brown, Patti Owens

**DIRECTORS ABSENT:** Grant Fletcher, Bobby Hopewell, Derek Wissner

**STAFF PRESENT:** Andrew Haan, Patrick Halpin, Deb Houseman, Sue Huggett, Meghan Schulz

**OTHER:** Leslie Hoffmann, Michael O'Connor, Chris Shook

**I. CALL TO ORDER**

Director Taylor called the meeting to order at 3:03pm.

Roll call: Director Taylor, Owens, Miller, Lindeman, Hinman, Brown, Green, Breneman

**DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. SUPPORTED BY DIRECTOR BROWN. MOTION CARRIED.**

**II. ADOPTION OF AGENDA**

Ramp #4 sale and CCP contract with Plaza Corp is to be moved between action items and the Financial Report.

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

**III. MINUTES – April 17, 2017**

**DIRECTOR LINDEMANN MOVED TO APPROVE THE BOARD MINUTES. SUPPORTED BY DIRECTOR OWENS. MOTION CARRIED.**

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#### **IV. ACTION ITEMS**

##### **A. 2016 AUDIT PRESENTATION BY SARA FETKE OF BDO**

###### **Audit Wrap up Book**

Sara explained that the status of the Audit is substantially completed until approved by the Board. The Audit performed is to provide reasonable assurance of the accuracy of the DDA Financials. The results of the audit is that there were no corrected or uncorrected mistakes and that there were no deficiencies found in the course of the audit.

###### **Audit**

They issued an unmodified/clean opinion of the financial statements. The Government Wide Financials on pages 10 and 11 are a good review/snapshot of operations for the year. They also capture all current and long term assets and liabilities. The Statement of Revenues and Expenditures on pages 16-17 show the budget and actuals. Reviewing the debt on pages 24-26, the DDA is continuing to chip away at its outstanding debts.

**DIRECTOR OWENS MOTIONED TO ACCEPT THIS AUDIT. SUPPORTED BY DIRECTOR LINDEMANN. MOTION CARRIED.**

#### **V. FINANCIAL REPORT- 2 MILL and TIF May 2017, TPM April 2017**

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

###### **Board Comments**

G. Taylor stated he's seen a lot of parking meters with fail in the flashing light, more now than in the past. What revenue loss would be associated with that?

L. Hoffmann replied, the meters are getting older. They were installed in April of 2003. CCP replaces Meters as they break down, but a lot are still the original. If they fail they are fixable. Parking services are out daily resetting, fixing coin jams, and replacing meters.

**DIRECTOR OWENS MOTIONED TO APPROVE THE APRIL 2017 TMP AND THE MAY 2017 TWO MILL AND TIF FINANCIAL REPORTS. SUPPORTED BY DIRECTOR HINMAN. MOTION CARRIED.**

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**VI. RAMP#4/CCP MANAGEMENT CONTRACT WITH PLAZA CORP**

B. M. O'Connor stated ramp four is being sold, transaction was approved by the board four months ago. O'Connor asked that board reaffirm Andrew's authority to sign all documents associated with closing.

**DIRECTOR OWENS MOTIONED TO REAFFIRM AUTHORIZATION OF ANDREW TO EXECUTE CLOSING DOCUMENTS ASSOCIATED WITH CLOSING ON THE SALE OF RAMP FOUR TO PLAZA COURT. SUPPORTED BY DIRECTOR BROWN. MOTION CARRIED.**

A. Haan stated that CCP, Leslie Hoffman, and her team are seeking to maintain management of ramp 4 on a month to month basis. Confirmed that we have arrived at a contract fee and that equipment and staff of CCP that will provide services to Plaza Court.

L. Hoffmann explained that its \$4,500 a month, annual fee is \$54,000 to use office staff and office supplies, any other expenses to operate ramp are separate and paid by Plaza Corp. Plaza Corp. wants a smooth transition and wants to try a month to month contract until they have figured out whether they would like CCP to continue to do and then sign a long-term contract.

S. Hinman asked if it's contracted out are we just passing on the regular stuff to us or would it make sense to add on a little?

L. Hoffmann stated CCP needs to take closer look as we go. CCP is receiving management fee, which is separate than the parking system. We are sending out letter soon to public and those who park in ramp, with upcoming information about changes with lots and parking.

C. Brown asked in the event that this month to month contract doesn't persist, would our cost to operate be reduced or stay the same?

L. Hoffmann replied there will be a reduction in ABM's management fee. That burden will be held on Plaza Corp. It doesn't affect the price very much because we are sharing the staff.

B. Miller asked why does the DDA want to operate something that we do not own?

L. Hoffmann states CCP is paying for existing staff, there is savings for both parties. ABM is saving by not paying for new staff and we are using some of their existing staff.

B. Green asked are there instances now where the DDA is managing a third party, private lot? Also is there a timeline for when this partnership will end?

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L. Hoffmann said no, first time. We do not have a specific date, but there will be stipulation days, around three months' notice.

C. Brown had a concern of being asked to vote on an agreement with no documentation. Third month in a row this has happened. Too much grey area.

G. Taylor stated for clarity, all Leslie is asking us is to allow her to use current staff to serve a third party customer.

**DIRECTOR OWENS MOTIONED TO ALLOW CCP TO USE EXISTING STAFF AND FACILITIES TO SERVE PLAZA CORP IN EXCHANGE FOR \$4,500 FOR THE MONTH, AND WOULD LIKE TO REFER TO THE TPM COMMITTEE FOR THEIR INPUT FOR OUR NEXT MEETING. SUPPORTED BY HINMAN. MOTION CARRIED WITH A NO VOTE FROM DIRECTOR BROWN AND DIRECTOR BRENAMAN AND AN ABSTAIN FROM DIRECTOR GREE**

A. Haan stated that last minute decisions without full documentation are not preferred way of doing board business, and that this will not be occurring moving forward.

## **VII. DISCUSSION ITEMS**

### **A. 302 Academy**

A. Haan stated that the LISC Board approved the \$9,000 Recoverable Grant and that DTI will be option holder.

### **B. Bob Gibbs report**

Will discuss next month.

### **C. Urban Growth Initiative**

A. Haan stated that the Urban Growth Initiative is in draft version now. Final report will be out in July.

### **D. ACW update**

A. Haan mentioned the ACW closing is being pushed back 1 month. The Kalamazoo River Valley Trail is moving forward regardless.



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## **VIII. COMMITTEE REPORTS**

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

No report given.

### **B. Capital Improvements**

(50) Bike racks have been installed in the downtown.

### **C. Project Review**

No report given.

### **D. Citizens Council**

No report given.

### **E. Safety**

No report given.

### **F. Brand & Engagement**

The Holiday Parade and Santa's Workshop will now be handled in house with the Cities help. June Jubilee was very successful this year. A new website and rebranding for downtown is on its way. They will be doing an in-depth analysis of the festival site in preparation for 2018.

## **IX. DIRECTOR COMMENTS**

STAFFING – A. Haan stated there has been a staffing change at DKI. A new position will be posted next week.

Jim Hilboldt retired from the DTI Board a few months ago, and A. Haan wanted to acknowledge his incredible service.

Director Miller quoted a book, “board is doing good job if you rarely have anonymous decisions”- Effective Non-Profit Board Book. It means you are looking at things from every angle.

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Director Brown stated I appreciate everyone's hard work.

Director Taylor congratulated Deb on an excellent job with the Audit. He stated that it's always nice to see a clean audit come through. Also a welcome Meghan.

**X. PUBLIC COMMENTS**

There were no public comments.

**XI. ADJOURNMENT**

The meeting was adjourned at 4:46pm.

**APPROVED:** \_\_\_\_\_

Meghan Schulz  
Recording Secretary

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM					
2 MILL AND TIF - JUNE 30, 2017					
TPM - MAY 31, 2017					
TOTAL DDA					
		MONTH TO	YEAR TO DATE		DKI
		DATE	DATE	2017 BUDGET	
<b>REVENUES:</b>					
#1	2 MILL LEVY CURRENT YEAR	\$0.00	\$0.16	\$269,237.00	
#1	2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$4,320.27	\$1,000.00	
	INTEREST	\$107.31	\$765.58	\$620.00	
#2	MISC	\$0.00	\$1,530.21	\$1,500.00	
#3	USEABLE TIF COLLECTIONS	\$76,877.00	\$461,277.00	\$922,553.00	
	DEBT SERVICE TIF COLLECTIONS	\$0.00	\$474,300.00	\$730,800.00	
	FESTIVAL PLACE MAINTENANCE FEES	\$0.00	\$0.00	\$26,000.00	\$26,000.00 A.
	CITY OF KALAMAZOO MALL MAINTENANCE	\$0.00	\$55,343.00	\$55,343.00	
#4	BOND REFINANCE SAVINGS FROM TPM	\$0.00	\$63,861.26	\$63,861.00	
	LIQUOR LICENSE APPLICATION FEES	\$0.00	\$350.00	\$0.00	
#5	STREET METERS	\$33,624.01	\$142,455.58	\$449,802.00	
#6	UNATTENDED	\$38,140.71	\$179,365.15	\$433,179.00	
#7	ATTENDED	\$169,892.38	\$762,190.59	\$1,935,836.00	
#8	ENFORCEMENT	\$36,970.30	\$120,582.30	\$378,423.00	
	METRO TRANSIT FEE	\$204.00	\$927.75	\$2,447.00	
	ARCADIA LAND CONTRACT	\$553.34	\$1,383.35	\$3,320.00	
#9	TIF DEBT SERVICE ASSISTANCE	\$0.00	\$6,300.00	\$253,200.00	
	TIF RAMP 3 SUBSIDY	\$0.00	\$0.00	\$19,271.00	
	TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$0.00	\$40,000.00	
	CONTINGENCY	\$0.00	\$0.00	-\$15,298.00	
#10	REVENUE BOND	\$633,152.18	\$642,077.69	\$1,705,825.00	
<b>TOTAL DDA REVENUES</b>		<b>\$989,521.23</b>	<b>\$2,917,029.89</b>	<b>\$7,276,919.00</b>	
	BRAND AND ENGAGEMENT REVENUES FROM TIF				\$50,000.00 B.
	BUS RECRUITMENT & RETENTION REV FROM TIF				\$80,000.00 C.
	DKI DOWNTOWN MAINTENANCE GRANTS				\$60,000.00 D.
<b>TOTAL DKI REVENUES</b>					<b>\$216,000.00</b>
<b>EXPENDITURES:</b>					
<b>OPERATING EXPENDITURES:</b>					
#11	D&O INSURANCE	\$3,300.00	\$3,300.00	\$3,500.00	
	LEGAL SERVICES	\$4,579.50	\$13,370.50	\$59,000.00	
	LEGAL NOTICES	\$0.00	\$0.00	\$800.00	
	AUDIT	\$6,750.00	\$13,475.00	\$26,075.00	
	DKI SERVICE AGREEMENT	\$32,254.50	\$186,860.00	\$387,050.00	
	MISC	\$0.00	\$112.71	\$500.00	
	LIABILITY INSURANCE	\$0.00	\$3,953.80	\$6,630.00	
#12	SALARIES & WAGES	\$78,108.67	\$327,866.36	\$807,954.00	
#12	PAYROLL TAXES	\$12,273.56	\$57,565.69	\$144,462.00	
#12	WORKERS COMPENSATION	\$3,130.10	\$14,290.40	\$40,332.00	
	HOSPITALIZATION & BENEFITS	\$10,911.06	\$54,748.85	\$130,977.00	
	EMPLOYEE RELATIONS/TRAINING	\$68.73	\$68.73	\$1,500.00	
	PERSONNEL SELECTION	\$16.52	\$16.52	\$3,500.00	
	EQUIPMENT PURCHASE/LEASE	\$0.00	\$1,861.91	\$10,100.00	
	LIABILITY CLAIMS	\$319.15	\$1,373.69	\$3,000.00	
	AUTO & TRUCK EXPENSE	\$443.97	\$4,613.70	\$13,825.00	
	REPAIRS & MAINTENANCE	\$1,533.66	\$7,280.80	\$133,976.00	
	UTILITIES	\$13,502.01	\$82,199.81	\$169,000.00	
	TELEPHONE	\$1,378.74	\$6,291.54	\$16,770.00	
	WEBSITE	\$9.95	\$151.60	\$2,050.00	
	SIGNAGE	\$54.68	\$396.68	\$5,000.00	
	MATERIALS & OFFICE SUPPLIES	\$853.06	\$4,614.77	\$20,167.00	
	CUSTOMER SERVICE PROGRAM	\$0.00	\$172.26	\$1,700.00	
	POSTAGE	\$657.74	\$3,280.15	\$8,350.00	
	FORMS & PRINTING	\$0.00	\$8,495.61	\$28,800.00	
	OUTSIDE CONTRACT SERVICES	\$4,547.09	\$109,056.30	\$337,220.00	
	OFFICE LEASE	\$2,313.17	\$11,340.17	\$27,487.00	
	RAMP 3 RESERVE	\$0.00	\$0.00	\$37,500.00	
	ABM MGMT FEE	\$15,539.50	\$77,697.50	\$187,254.00	
	OPERATING CONTINGENCY	\$0.00	\$0.00	\$3,019.00	
		\$0.00	\$0.00	\$0.00	

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM					
2 MILL AND TIF - JUNE 30, 2017					
TPM - MAY 31, 2017					
TOTAL DDA					
	MONTH TO	YEAR TO DATE		DKI	
	DATE	DATE	2017 BUDGET		
<b>INITIATIVES/PROGRAMS:</b>					
	FESTIVAL SITE MAINTENANCE FEES TO TIF		\$0.00	\$26,000.00	A.
	BRAND & ENGAGEMENT	\$4,166.67	\$25,000.02	\$50,000.00	B.
	BUSINESS RECRUITMENT & RETENTION	\$0.00	\$4,992.00	\$80,000.00	C.
	LIQUOR LICENSE				
	MALL ASSESSMENT	\$0.00	\$0.00	\$15,000.00	
	BUILDING REVITALIZATION	\$0.00	\$0.00	\$15,000.00	
	DOWNTOWN MAINTENANCE	\$64,619.12	\$80,636.27	\$250,000.00	D.
	SPECIAL PROJECTS	\$3,225.00	\$3,225.00	\$10,000.00	
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>					
	ARCADIA CREEK BONDS	\$0.00	\$468,000.00	\$477,600.00	
#13	BUILDING AUTHORITY BONDS	\$0.00	\$12,600.00	\$506,400.00	
	TIF CAPTURE RAMP 3	\$0.00	\$0.00	\$19,271.00	
	MILLER CANFIELD TIF CAPTURE	\$7,095.65	\$7,095.65	\$20,793.00	
	PLAZA CORP DEPOT PROJECT	\$0.00	\$0.00	\$2,800.00	
	FESTIVAL PLACE	\$0.00	\$128,472.46	\$128,473.00	
	METROPOLITAN CENTER	\$0.00	\$0.00	\$48,900.00	
#14	ZOETIS TAX APPEAL	\$0.00	\$47,610.43	\$47,611.00	
#15	REBATED TAXES	\$0.00	\$48,430.26	\$120,000.00	
	CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	\$76,460.00	
#16	RAMP #3 DEBT SERVICE	\$0.00	\$105,221.00	\$643,253.00	
#17	TIF CONTRIBUTION	\$63,861.26	\$63,861.26	\$63,861.00	
#18	5 YEAR TPM DEBT SERVICE	\$0.00	\$35,350.00	\$50,000.00	
<b>5 YEAR PLAN EXPENDITURES:</b>					
#19	CAPITAL EXPENDITURES	\$29,727.00	\$29,727.00	\$247,298.00	
	LOT EXPENDITURES	\$0.00	\$0.00	\$50,000.00	
	5 YEAR TPM PLAN CONSULTANT SERVICES	\$0.00	\$0.00	\$25,000.00	
	TECHNOLOGY	\$0.00	\$0.00	\$50,000.00	
	MARKETING	\$21.00	\$21.00	\$20,000.00	
#20	ACCESS CONTROL EQUIPMENT	\$603,425.18	\$612,350.69	\$1,274,301.00	
	TRANSPORTATION & MOBILITY	\$0.00	\$0.00	\$30,000.00	
	5 YEAR TPM PLAN CONTINGENCY	\$0.00	\$0.00	\$29,797.00	
				\$0.00	
	<b>TOTAL EXPENDITURES</b>	<b>\$968,686.24</b>	<b>\$2,667,048.09</b>	<b>\$6,969,316.00</b>	<b>\$216,000.00</b>
	**	\$20,834.99	\$249,981.80	\$307,603.00	\$0.00
	** POSITIVE # = REVENUES EXCEED EXPENDITURES				
	** NEGATIVE # = EXPENDITURES EXCEED REVENUES				
<b>BUDGET NOTES:</b>					
A.	DKI IS FUNDING THIS REVENUE AMOUNT TO TIF TO HELP COVER MAINTENANCE OF THE FESTIVAL SITE. THE AMOUNTS SHOWING UP IN THE IN THE DKI BUDGET ARE THE USER FEES COLLECTED AND THE EXPENSE IS THE TRANSFER OF THOSE FUNDS TO TIF REFLECTED ABOVE. IT IS NOT AN ADDITIONAL MAINTENANCE EXPENSE IN DKI.				
B.	THE TIF BUDGET REFLECTS \$50,000 IN EXPENSE FOR FUNDS BEING TRANSFERRED TO DKI TO HELP FUND BRAND AND ENGAGEMENT. THE TOTAL BRAND AND ENGAGEMENT BUDGET IN DKI REFLECTS THE \$50,000 IN REVENUE RECEIVED FROM TIF AND THE \$187,000 IN EXPENSES BUDGETED. THE REMAINING \$137,000 IN EXPENSE IS FUNDED THROUGH GRANTS AND SPONSORSHIPS RECEIVED BY DKI.				
C.	THE BUSINESS RECRUITMENT AND RETENTION IS BOTH AN \$80,000 REVENUE AND EXPENSE IN DKI. THE \$80,000 IN TIF IS A CONTRIBUTION FROM TIF TO DKI TO FUND THIS ACTIVITY.				
D.	IN DKI THERE IS A LINE ITEM FOR BOTH MAINTENANCE GRANT REVENUES AND DOWNTOWN MAINTENANCE EXPENSE. THIS IS TO COVER ADDITIONAL MAINTENANCE DOWNTOWN OVER AND ABOVE THE AMOUNT BUDGETED IN TIF. IN THE PAST THESE FUNDS HAVE BEEN USED FOR FESTIVAL SITE REPAIRS, LED LIGHTING, AND WAYFINDING SIGNAGE REPAIRS.				
E.	THE BUILDING AUTHORITY BOND PAYMENT IS A BOND PAYMENT THAT RESIDES IN THE TPM BUDGET, BUT IS FUNDED BY TIF. THE TIF BUDGET REFLECTS THE MOVEMENT OF FUNDS OUT OF TIF TO TPM. TPM REFLECTS BOTH THE REVENUE RECEIVED FROM TIF AND THE ACTUAL BOND PAYMENT EXPENSE.				

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM						
2 MILL AND TIF - JUNE 30, 2017						
TPM - MAY 31, 2017						
TOTAL DDA						
MONTH TO		YEAR TO DATE		DKI		
DATE		DATE		2017 BUDGET		
<b>REVENUES NOTES:</b>						
#1	2 MILL LEVY- 2 MILL LEVY FUNDS RECEIVED. THE MAJORITY OF THE FUNDS WERE FOR PRIOR YEAR TAXES COLLECTED WITH \$.16 COLLECTED FOR THE CURRENT YEAR.					
#2	MISC - YTD IS PAYMENT IN LIEU OF TAXES FOR THE SKYRISE PILOT \$1,395.75 AND THE RICKMAN HOUSE \$134.46.					
#3	USEABLE TIF COLLECTIONS- CURRENT MONTH AND YEAR TO DATE ARE THE ACCRUED TIF TAXES FOR 2017.					
#4	BOND REFINANCE SAVINGS - YTD IS TPM REVENUE FROM THE REFINANCE OF RAMP #3 THAT IS TRANSFERRED TO TIF TO HELP WITH THE PAYMENT OF THE ZOETIS TAX APPEAL.					
#5	TPM STREET METER REVENUES - YTD IS \$24,144 LESS THAN BUDGETED. THE POKEMON CRAZE THAT TOOK PLACE LAST SUMMER INFLATED THE 2016 REVENUES THAT ARE USED FOR A BASELINE WHEN BUDGETING. ALSO A REDUCTION OF A MINIMUM OF (32) BAGGED METERS PER FESTIVAL WITH FEWER FESTIVALS TAKING PLACE.					
#6	TPM UNATTENDED REVENUES - \$8,671 MORE THAN BUDGETED DUE TO A SLIGHT INCREASE IN MONTHLY PARKING IN MOST OF THE FACILITIES.					
#7	TPM ATTENDED FACILITIES - \$10,358 MORE THAN BUDGETED.					
#8	TPM ENFORCEMENT - \$16,937 LESS THAN BUDGETED. THE PARKING SYSTEM HAS APPROXIMATELY (65) PARKING SPACES OUT OF USE DUE TO CONSTRUCTION. ALSO THE 1ST QUARTER DISTRICT COURT CHECK WAS \$8,000 LESS THAN IN 2016.					
#9	TIF DEBT SERVICE ASSISTANCE - TIF FUNDS THAT ARE TRANSFERRED TO TPM TO COVER THE BUILDING AUTHORITY BOND PAYMENT.					
#10	REVENUE BOND - BOND FUNDS USED TO PAY FOR PARCS UPGRADES AND RAMP REPIARS.					
<b>EXPENDITURE NOTES:</b>						
#11	LEGAL SERVICES - THE TIF PORTION IS \$462 REGARDING THE EXCHANGE PLACE AND THE TPM PORTION IS \$4,117.50 IS FOR THE SALE OF RAMP #4.					
#12	SALARIES & WAGES, PAYROLL TAXES, & WORKERS COMPENSATION - \$13,922.55 LESS THAN BUDGETED. THE DIFERENCE IS DUE TO LESS STAFFING FOR EVENTS AND LESS SICK TIME USEAGE. TPM IS ALSO TRANSITIONING TO ITS NEW STAFFING STRUCTURE WITH THE UPGRADED EQUIPMENT AND SOME EXISTING STAFF ARE LEAVING WITH NEW HIRES TAKING PLACE.					
#13	BUILDING AUTHORITY BONDS - THE APRIL BOND PAYMENT FOR THE BUILDING AUTHORITY BONDS.					
#14	ZOETIS TAX APPEAL - THE ANNUAL TAX APPEAL PAYMENT.					
#15	REBATED TAXES - YTD IS FOR THE RAMP #3 LLC TAX REBATE \$36,460.82 AND THE PLAZA CORP/ROSE STREET MARKET TAX REBATE \$11,969.44.					
#16	RAMP #3 DEBT SERVICE - THE RAMP #3 APRIL BOND PAYMENT.					
#17	TIF CONTRIBUTION - The Ramp # 3 Bond Refinance savings that TPM gives to TIF to help cover the Zoetis tax appeal.					
#18	5 YEAR TPM DEBT SERVICE - THE APRIL BOND PAYMENT FOR THE TPM PARCS UPGRADE.					
#19	CAPITAL EXPENDITURES - RAMP REPAIRS PAID WITH THE REVENUE BONDS.					
#20	ACCESS CONTROL EQUIPMENT - NEW ACCESS CONTROL EQUIPMENT PAID WITH THE REVENUE BONDS.					

## **Arcadia Ramp #4 – PlazaCorp Contract**

### **Background information**

- May 15<sup>th</sup> ABM provided PlazaCorp with a proposal to manage the Arcadia Ramp #4 per their request.
- June 14<sup>th</sup> ABM met with PlazaCorp representatives in regards to managing the Arcadia Ramp #4 which had a sale closing date of June 30<sup>th</sup>.
- PlazaCorp requested a month-to-month contract to allow for analysis of models for future operations.
- Due to the urgent timeline, the proposal was presented at the June 19, 2017 DDA meeting seeking approval to move forward. The DDA approved an initial 30-day management agreement to begin services. During the initial 30 days the DDA requested TPM Committee further review the proposed agreement and provide recommendation on structure and duration of a potential agreement.

### **TPM Committee review**

On June 27<sup>th</sup> the TPM Committee approved a recommendation to the DDA that would allow ABM to utilize existing Central City Parking staff to service PlazaCorp's contract. This is for existing management/office staff only that currently work for the DDA's Parking System and will be in place with or without the management of the Arcadia Ramp #4.

The TPM Committee is requesting a six month contract commitment at the proposed management fee. Alternatively the TPM Committee has offered a provision for a month-to-month contract based on a 10% premium (\$445.84/mo.) above the current requested fee.

While ABM operates the facility it will be managed at the same level of standards and with the same services available to customers consistent with all other DDA parking facilities managed by Central City Parking.

### **Contract overview**

PlazaCorp will take ownership of the Arcadia Ramp #4 on July 19, 2017. ABM Parking Services will begin managing this facility for a period of 30 days, per the direction of the DDA Board. With DDA approval, ABM will work to negotiate an extension of the contract beyond August 19, 2017.

The annual fee cost to PlazaCorp for managing this facility is \$64,000 (\$5,333.34/mo.) with \$53,500 (\$4,458.34/mo.) of these funds going directly back into the DDA's parking system budget as revenue.

The \$64,000 is based on the following cost allocations:

Wages and Payroll Burden for Management and Office Staff	\$51,579
Office / Equipment Fee	\$ 1,500
Misc. Other	\$ <u>421</u>
<b>Total DDA's Parking System Revenue</b>	<b>\$53,500</b>

Insurance	\$ 5,938
Accounting / Billing	\$ 1,500
ABM Overhead / Profit	\$ <u>3,062</u>
<b>Total ABM Portion</b>	<b>\$10,500</b>

**Benefits:**

- ✓ Our goal is to offer a smooth transition for our customers
- ✓ \$53,000 in additional revenue to the DDA's Parking System
- ✓ Create a template for future management of private facilities by ABM/CCP with a goal of providing a seamless experience for customers.