

**TO:** Downtown Development Authority Board of Directors  
**FROM:** Steven R. Deisler, Executive Director  
**DATE:** August 10, 2015  
**RE:** August Meeting

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The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, August 17, 2015 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

SD  
Attachments

pc: Michael O'Connor  
City Clerk

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

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

**DATE:** Monday, August 17, 2015

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

**PLACE:** Community Room, City Hall

- I. CALL TO ORDER
- II. ADOPTION OF AGENDA
- III. MINUTES - July 20, 2015
- IV. FINANCIAL REPORT – 2 Mill & TIF July 31, 2015; Parking June 30, 2015
- V. DISCUSSION ITEMS
  - A. ACW Update
  - B. 5 Year Transportation, Parking, Mobility Plan Update
  - C. Peregrine South Street Streetscape Plan
  - D. PlazaCorp Depot Update
- VI. COMMITTEE REPORTS
  - A. Transportation, Parking, Mobility
  - B. Capital Improvements
  - C. Project Review
  - D. Citizens Council
  - E. Safety
- VII. DIRECTOR COMMENTS
- VIII. PUBLIC COMMENTS
- IX. ADJOURNMENT

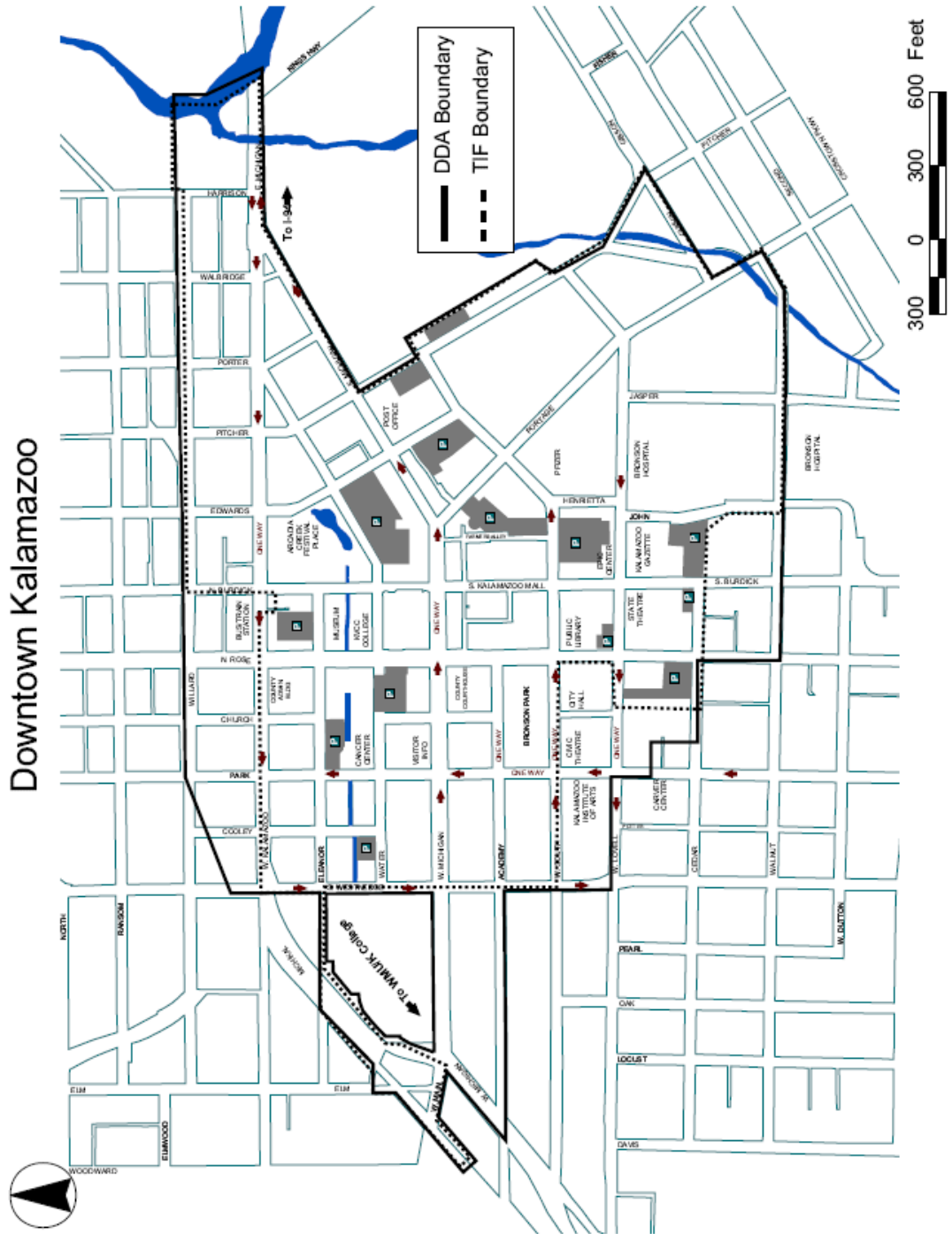
*The Promise of Downtown Kalamazoo is to be a focal point for a distinctive sense of community, forming the foundation for educational, economic and personal success for all.*

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 Kalamazoo



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*The Promise of Downtown Kalamazoo is to be a focal point for a distinctive sense of community, forming the foundation for educational, economic and personal success for all.*

**DOWNTOWN DEVELOPMENT AUTHORITY - 2 MILL**  
**MONTHLY REVENUE AND EXPENDITURE REPORT**  
**JULY 31, 2015**

		ACTUAL		
		MONTH	YEAR TO DATE	BUDGET
<b>REVENUE</b>				
	2015 Two Mill Levy	1,337.87	1,337.87	241,703.00
	Prior Year(s) Taxes	491.64	27,891.65	18,193.00
	Interest Income	6.41	434.75	100.00
	Miscellaneous	0.00	1,463.48	1,500.00
	<b>TOTAL REVENUE</b>	<b>1,835.92</b>	<b>31,127.75</b>	<b>261,496.00</b>
<b>EXPENDITURES</b>				
<b>#1</b>	D&O Insurance	3,441.50	3,441.50	3,500.00
	Legal Services	0.00	350.00	5,000.00
	Legal Notices	0.00	0.00	600.00
	Audit	0.00	4,950.00	6,000.00
<b>#2</b>	Rebated Taxes	26.39	13,149.98	20,000.00
	DKI Service Agreement	0.00	0.00	221,000.00
	Miscellaneous	0.00	131.38	500.00
	<b>TOTAL EXPENDITURES</b>	<b>3,467.89</b>	<b>22,022.86</b>	<b>256,600.00</b>
	<b>REVENUE/OVER(UNDER) EXPENSES</b>	<b>(1,631.97)</b>	<b>9,104.89</b>	<b>4,896.00</b>

**#1 D&O INSURANCE - Annual Premium**  
**#2 REBATED TAXES - Alamo Drafthouse**

**DOWNTOWN DEVELOPMENT AUTHORITY - TIF**  
**MONTHLY REVENUE AND EXPENDITURE REPORT**  
**JULY 31, 2015**

		ACTUAL		BUDGET
		MONTH	YEAR TO DATE	
<b>REVENUE</b>				
	Useable TIF Collections	0.00	340,835.54	741,607.00
	Debt Service TIF Collections	0.00	447,625.00	675,150.00
	Advance 2015 Useable TIF Collections	0.00	(150,000.00)	(150,000.00)
#1	Festival Place Maintenance Fees	19,228.16	19,228.16	30,000.00
	City of Kalamazoo - Mall Maintenance	0.00	56,810.00	56,810.00
	Liquor License Application Fees	0.00	350.00	0.00
	Interest Income	20.90	250.89	600.00
	<b>TOTAL REVENUE</b>	<b>19,249.06</b>	<b>715,099.59</b>	<b>1,354,167.00</b>
<b>EXPENDITURES</b>				
	Liquor License	0.00	157.87	0.00
	Legal	0.00	5,887.23	5,000.00
	Audit	0.00	6,300.00	7,200.00
	Building Revitalization	0.00	0.00	20,000.00
	Mall Assessment	0.00	0.00	10,000.00
	Maintenance	9,374.67	61,824.87	160,000.00
	TIF Capture-Miller Canfield	0.00	52,259.00	52,860.00
	<b>SUB-TOTAL</b>	<b>9,374.67</b>	<b>126,428.97</b>	<b>255,060.00</b>
<b>DEBT SERVICE/OTHER OBLIGATIONS</b>				
	Arcadia Creek Bonds	0.00	431,350.00	457,300.00
	Building Authority Bonds	0.00	16,275.00	217,850.00
	TIF Capture Ramp 3	0.00	0.00	45,027.00
	Festival Place	0.00	128,472.46	128,473.00
#2	Rebated Taxes	37,265.26	123,839.73	200,000.00
	City of Kalamazoo Loan	0.00	76,460.00	76,460.00
	<b>SUB-TOTAL</b>	<b>37,265.26</b>	<b>776,397.19</b>	<b>1,125,110.00</b>
	<b>METROPOLITAN CENTER</b>	<b>0.00</b>	<b>0.00</b>	<b>48,900.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>46,639.93</b>	<b>902,826.16</b>	<b>1,429,070.00</b>
	<b>REVENUE/OVER(UNDER)EXPENDITURES</b>	<b>(27,390.87)</b>	<b>(187,726.57)</b>	<b>(74,903.00)</b>

#1 FESTIVAL PLACE MAINTENANCE FEES - Partial payment of annual fees.

#2 REBATED TAXES - Alamo Drafthouse

**PARKING, TRANSPORTATION, & MOBILITY**  
**MONTHLY REVENUE AND EXPENDITURE**  
**June 30, 2015**

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
<b>#1</b> Street Meters	32,663.00	160,526.79	163,679.00	346,192.00	
<b>#2</b> Unattended	34,092.38	201,264.35	190,896.00	393,003.00	
<b>#3</b> Attended Lots	142,850.07	846,512.07	797,713.00	1,617,260.00	
<b>#4</b> Enforcement	27,107.00	149,094.17	165,349.00	366,795.00	
Metro Transit Fee	194.00	1,164.00	1,164.00	2,330.00	
Arcadia Condo Land Contract	276.67	1,660.02	1,660.00	3,320.00	
TIF - Debt Service Assistance	0.00	16,275.00	16,275.00	217,850.00	
TIF Ramp 3 Subsidy	0.00	0.00	0.00	45,027.00	
TIF - Maintenance	0.00	0.00	0.00	40,000.00	
Ramp 3 Debt Service Reserve	0.00	86,217.00	86,217.00	86,217.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Interest Income	4.07	25.33	30.00	60.00	
<b>TOTAL REVENUE</b>	<b>237,187.19</b>	<b>1,462,738.73</b>	<b>1,422,983.00</b>	<b>3,118,054.00</b>	
<b>EXPENDITURES</b>					
Legal Fees	1,700.00	2,925.00	2,925.00	10,000.00	
Audit & Accounting Fees	2,750.00	11,250.00	11,250.00	12,875.00	
DKI Staff Services	5,416.67	32,500.02	32,500.00	65,000.00	
Liability Insurance	0.00	4,581.44	4,582.00	6,630.00	
Salaries & Wages	69,117.84	393,274.42	397,957.50	795,915.00	
Payroll Taxes	12,358.37	70,318.14	71,155.00	142,310.00	
Worker's Compensation	2,968.00	17,808.00	19,866.00	39,732.00	
Hospitalization & Benefits	9,150.45	54,274.69	60,386.50	120,773.00	
Employee Relations	68.99	381.59	750.00	1,500.00	
Personnel Selection	11.46	734.47	1,250.00	2,500.00	
<b>#5</b> Equipment Purchase/Lease	2,052.96	8,856.23	7,825.00	15,650.00	
Liability Claims	97.18	583.08	1,500.00	3,000.00	
Auto & truck Expense	895.26	3,400.18	6,162.50	12,325.00	
<b>#6</b> Repairs & Maintenance	3,402.50	12,913.87	35,985.00	71,970.00	
Utilities	12,732.50	88,550.10	88,550.00	164,000.00	
Telephone	1,842.24	8,762.78	8,773.50	17,547.00	
Website	49.90	355.30	1,025.00	2,050.00	
Signage	47.70	134.50	5,350.00	10,700.00	
Materials & Office Supplies	1,943.49	6,684.42	10,083.50	20,167.00	
Customer Service Program	0.00	617.69	600.00	1,200.00	
Postage	697.95	3,843.22	4,175.00	8,350.00	
<b>#7</b> Forms & Printing	5,147.53	15,119.50	14,400.00	28,800.00	
Outside Contract Services	24,208.06	179,708.13	179,708.00	290,628.00	
Office Lease	2,212.50	15,487.50	15,488.00	30,000.00	
Ramp 3 Maintenance Reserve	0.00	0.00	0.00	37,500.00	
Management Fee	15,113.47	90,680.82	92,250.00	184,500.00	
<b>OPERATING EXPENDITURES</b>	<b>173,985.02</b>	<b>1,023,745.09</b>	<b>1,074,497.50</b>	<b>2,095,622.00</b>	
<b>DEBT SERVICE EXPENDITURES</b>					
1998 Refunder	0.00	16,275.00	16,275.00	217,850.00	
2005/2006 Ramp 3 Bond	0.00	198,741.38	198,741.38	691,667.00	
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	<b>0.00</b>	<b>215,016.38</b>	<b>215,016.38</b>	<b>909,517.00</b>	
<b>CAPITAL IMPROVEMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	
<b>FIVE YEAR PARKING PLAN</b>	<b>0.00</b>	<b>2,150.85</b>	<b>2,500.00</b>	<b>5,000.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>173,985.02</b>	<b>1,240,912.32</b>	<b>1,292,013.88</b>	<b>3,110,139.00</b>	
<b>REVENUE/OVER(UNDER) EXPENDITURES</b>	<b>63,202.17</b>	<b>221,826.41</b>	<b>130,969.12</b>	<b>7,915.00</b>	<b>Accrual Basis</b>
		<b>147,882.19</b>	<b>147,882.19</b>	<b>150,416.08</b>	<b>PY Cash Balance</b>
		<b>369,708.60</b>	<b>278,851.31</b>	<b>158,331.08</b>	<b>Cash Basis</b>

<b>SYSTEM CASH RESERVE</b>	<b>\$150,000.00</b>
<b>RAMP 3 MAINTENANCE RESERVE</b>	<b>\$269,787.49</b>

## **PARKING, TRANSPORTATION, & MOBILITY NOTES: JUNE 2015**

The following will explain significant variances in the monthly financial reports as of the end of June:

### **REVENUES:**

1. **Street Meters:** Under budget \$3,152. The extreme amount of snow in January and February prevented customers from parking at our meters.
2. **Unattended:** Over budget \$10,368. The extreme amount of snow in January and February may have caused patrons from parking in the streets and utilize these lots.
3. **Attended Facilities:** Over budget \$48,799. This is mostly attributed to monthly parker revenues. Revenues are increased by \$5,200 per month in Ramp #3 from the WMU Medical School which were not included in the original budget. Bronson also added (24) parkers in Ramp #2.
4. **Enforcement:** Under budget \$16,255 due in part to the extreme snow conditions we had in January and February and a 25% decrease in the first quarter check from 8<sup>th</sup> District Court. Overall ticket issuance is up 24% compared to this time last year.

### **EXPENSES:**

5. **Equipment Purchase/Lease:** Not expensed evenly throughout the year and is expected to remain within budget.
6. **Repairs & Maintenance:** Under budget due to projects that have not been completed yet.
7. **Forms & Printing:** Not expensed evenly throughout the year and is expected to remain within budget.