



EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Downtown Development Authority Meeting

11:30 AM - Thursday, June 18, 2020

<https://cityofeastlansing.civicweb.net/Portal/>

Page

1. **CALL TO ORDER**

- 1.1. Roll Call
- 1.2. Approval of the agenda
- 1.3. Approval of the minutes

2. **FINANCIAL REPORTS**

- 2.1. [May 2020 Treasurer's Report](#)

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3. **WRITTEN COMMUNICATIONS**

4. **COMMUNICATIONS FROM THE AUDIENCE**

5. **BUSINESS AGENDA**

- 5.1. Legal Representation

6. **UNFINISHED BUSINESS AGENDA**

7. **COMMITTEE REPORTS**

8. **REPORTS FROM CHAIR AND BOARD MEMBERS**

9. **ANNOUNCEMENTS / BOARD MEMBER COMMENTS**

10. **ADJOURNMENT**



DDA Budget Performance Report May 2020

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
Fund 248 - Downtown Development Authority						
REVENUE						
Department 50 - Planning, Bldg and Dev						
Division 5084 - Downtown Development						
5020	Property Taxes - DDA Special Millage	160,500.00	.00	.00	160,113.63	100
5030	TIF 1 University Place Tax Capture	159,680.00	.00	.00	159,680.00	100
5031	TIF 2 DDA Tax Capture	981,350.00	.00	.00	962,057.88	98
5121	State Capital Grants	.00	.00	.00	.00	+++
5139	TIF Shortfall Reimbursement	.00	.00	.00	.00	+++
5160	Other Operating Grants	.00	.00	.00	.00	+++
5601	Lease/Rental Income	9,000.00	750.00	.00	8,250.00	92
5650	Miscellaneous Revenue	20.00	.00	.00	.00	0
5700	Contributions and Donations	.00	.00	.00	.00	+++
5701	Restricted Donations	.00	.00	.00	.00	+++
5751	Interest Income	9,000.00	.00	.00	14,210.45	158
5803	Debt Proceeds	.00	.00	.00	.00	+++
5990	Reappropriated Equity	.00	.00	.00	.00	+++
5992	Reappropriated Equity Encumbrances	.00	.00	.00	.00	+++
Division 5084 - Downtown Development Totals		\$1,319,550.00	\$750.00	\$0.00	\$1,304,311.96	99%
Division 5090 - Evergreen Properties						
5601	Lease/Rental Income	350,000.00	.00	.00	292,099.77	83
5650	Miscellaneous Revenue	.00	.00	.00	15,000.00	+++
5720	Capital Contributions	.00	.00	.00	.00	+++
5760	Interest Income Restricted	30.00	.00	.00	58.57	195
5800	Gain (Loss) on Sale of Assets	.00	.00	.00	.00	+++
5803	Debt Proceeds	.00	.00	.00	.00	+++
5990	Reappropriated Equity	229,090.00	.00	.00	.00	0
Division 5090 - Evergreen Properties Totals		\$579,120.00	\$0.00	\$0.00	\$307,158.34	53%
Department 50 - Planning, Bldg and Dev Totals		\$1,898,670.00	\$750.00	\$0.00	\$1,611,470.30	85%
REVENUE TOTALS		\$1,898,670.00	\$750.00	\$0.00	\$1,611,470.30	85%



DDA Budget Performance Report May 2020

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
EXPENSE						
Department 50 - Planning, Bldg and Dev						
Division 5084 - Downtown Development						
6003	Wages - Contingent	.00	.00	.00	.00	+++
6071	S&W - Direct Charges	82,500.00	6,875.00	.00	75,625.00	92
6082	S&W - Project Mgmt Work Order Charges	.00	.00	.00	.00	+++
6201	Social Security	.00	.00	.00	.00	+++
6301	Workers Compensation	.00	.00	.00	.00	+++
6341	Fringe Benefits - Direct Charges	27,500.00	2,291.67	.00	25,208.37	92
6352	Fringe Benefits - Project Mgmt Work Order Charges	.00	.00	.00	.00	+++
7201	Operating Supplies	2,800.00	.00	.00	1,746.22	62
7401	Contract Services	.00	1,155.00	.00	1,155.00	+++
7415	Municipal Service Agreement	248,525.00	.00	.00	186,393.75	75
7501	Legal Services - General	7,000.00	2,712.50	.00	11,112.50	159
7510	Audit Services	4,370.00	.00	.00	4,631.25	106
7701	Communications - Telephone	1,295.00	108.00	.00	1,188.00	92
8001	Dues and Memberships	765.00	.00	.00	.00	0
8101	Employee Training & Travel	350.00	.00	.00	95.00	27
8210	Utilities - Gas	.00	.00	.00	.00	+++
8301	Building/Room Rent	.00	.00	.00	100.00	+++
8460	Project Development Fund	438,085.00	147,529.00	6,600.00	220,950.49	52
8461	Project Development Fund - Expanded Area	.00	.00	.00	.00	+++
8475	Reimbursable Developer Costs	.00	.00	.00	.00	+++
8501	Repairs and Maintenance	15,000.00	.00	.00	9,307.96	62
8820	City Computer Rental	4,000.00	333.33	.00	3,666.63	92
8890	Other Internal Charges	.00	.00	.00	.00	+++
9001	Capital Outlay	.00	.00	195,321.50	.00	+++
9701	Contribution to General Fund	.00	.00	.00	.00	+++
9715	Contribution to Debt Service Fund	327,680.00	27,306.67	.00	300,373.37	92
9721	Contribution to Parks CIP Fund	.00	.00	.00	.00	+++
9730	Contribution to Parking Fund	159,680.00	13,306.67	.00	146,373.37	92
9731	Contribution to Building Authority	.00	.00	.00	.00	+++
9996	Replenish Fund Equity	.00	.00	.00	.00	+++
Division 5084 - Downtown Development Totals		\$1,319,550.00	\$201,617.84	\$201,921.50	\$987,926.91	90%



DDA Budget Performance Report May 2020

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
Division 5090 - Evergreen Properties						
7401	Contract Services	49,325.00	233.40	8,931.00	36,978.77	93
7601	Insurance, Bonds and Claims	3,415.00	284.58	.00	3,130.38	92
8220	Utilities - Other	11,950.00	459.00	.00	11,105.61	93
8501	Repairs and Maintenance	55,000.00	.00	17,993.32	63,476.02	148
8625	Permit, License and Assessment Fees	2,260.00	.00	.00	2,500.00	111
8627	Taxes	65,000.00	.00	.00	60,876.26	94
9001	Capital Outlay	.00	.00	.00	.00	+++
9501	Principal Payment	110,000.00	.00	.00	110,000.00	100
9505	Interest Expense	282,170.00	.00	.00	221,824.89	79
9510	Paying Agent Fees	.00	.00	.00	.00	+++
9515	Bond Issuance Costs	.00	.00	.00	.00	+++
9520	Premium/Discount on Bonds	.00	.00	.00	.00	+++
9996	Replenish Fund Equity	.00	.00	.00	.00	+++
Division 5090 - Evergreen Properties Totals		\$579,120.00	\$976.98	\$26,924.32	\$509,891.93	93%
Department 50 - Planning, Bldg and Dev Totals		\$1,898,670.00	\$202,594.82	\$228,845.82	\$1,497,818.84	91%
EXPENSE TOTALS		\$1,898,670.00	\$202,594.82	\$228,845.82	\$1,497,818.84	91%
Fund 248 - Downtown Development Authority Totals						
REVENUE TOTALS		1,898,670.00	750.00	.00	1,611,470.30	85%
EXPENSE TOTALS		1,898,670.00	202,594.82	228,845.82	1,497,818.84	91%
Fund 248 - Downtown Development Authority Totals		\$0.00	(\$201,844.82)	(\$228,845.82)	\$113,651.46	
Grand Totals						
REVENUE TOTALS		1,898,670.00	750.00	.00	1,611,470.30	85%
EXPENSE TOTALS		1,898,670.00	202,594.82	228,845.82	1,497,818.84	91%
Grand Totals		\$0.00	(\$201,844.82)	(\$228,845.82)	\$113,651.46	

DDA TREASURER'S REPORT - MAY 2020
Project Development Fund

	ALLOCATED FOR FY20	MONTHLY ACTIVITY	ACTUAL YEAR TO DATE	ENCUMBERED	BUDGET
Project Development Breakout					
Primary:					\$438,085.00
Grand River Sidewalk Project (carried over from FY19)					\$210,000.00
Artist Alleys (carried over from FY18)					\$27,679.06
Harbor Bay Downtown Amenities & Engineering Invoice, 2020-30000002					\$18,627.00
Center City Merchandising Outreach and Marketing (carried over from FY18)					\$9,327.32
DRW / Convexity Park District Outreach and Marketing (FY19)					<u>\$20,000.00</u>
					<u>\$723,718.38</u>
Façade Improvement Program	\$2,000.00	\$0.00	\$1,715.62	\$947.22	
Grand River Sidewalk Project	\$210,000.00	\$0.00	\$0.00	\$210,000.00	
Downtown Sidewalk Projects	\$14,000.00	\$0.00	\$0.00	\$14,000.00	
DDA District Art Projects ⁽⁵⁾	\$3,500.00	\$0.00	\$3,500.00	\$2,500.00	
SmartZone Rent Backstop	\$20,000.00	\$0.00	\$0.00	\$20,000.00	
Projects TBD	\$0.00	\$0.00	\$0.00	\$0.00	
Business Relief Program ⁽⁶⁾	\$323,980.00	\$147,500.00	\$147,500.00	\$176,480.00	
Harbor Bay Downtown Amenities & Engineering Invoice, 2020-30000002	\$18,627.00	\$0.00	(\$18,627.00)	\$18,627.00	
Landscape Forms Planters ⁽²⁾	\$1,705.00	\$0.00	\$1,705.00	\$0.00	
100, 200 Block refuse room cameras and key fob system ⁽⁴⁾	\$12,900.00	\$0.00	\$12,900.00	\$0.00	
Artist Alleys (carried over from FY18)	\$27,679.06	\$0.00	\$541.87	\$6,506.69	
Center City Merchandising Outreach and Marketing (carried over from FY18) ⁽¹⁾	\$9,327.32	\$0.00	\$9,327.32	\$0.00	
DRW / Convexity Park District Outreach and Marketing (FY19) ⁽¹⁾	\$20,000.00	\$29.00	\$2,387.68	\$0.00	
Refund & Release Evergreen Properties HSV ParkPlace ⁽³⁾	\$60,000.00	\$0.00	\$60,000.00	\$0.00	
	<u>\$723,718.38</u>	<u>\$147,529.00</u>	<u>\$220,950.49</u>	<u>\$449,060.91</u>	<u>\$670,011.40</u>
Balance available					\$53,706.98

⁽¹⁾Approved at 7/25/19 DDA meeting to Allocate to DMB \$11,000

⁽²⁾Approved at 9/26/19 DDA meeting to Purchase Two Planters (\$1705)

⁽³⁾Approved at 10/24/19 Refund & Release Evergreen Property HSV ParkPlace

⁽⁴⁾Approved at 5/23/19 DDA meeting to install 100, 200 block refuse room cameras & fob system

⁽⁵⁾Approved at 01/25/18 DDA meeting B2 Art Lab Sponsorship (year 3 of 5)

⁽⁶⁾Approved at 04/23/20 DDA meeting to Allocate \$323,980 for BRP Activities

	ORIGINAL BUDGET	MONTHLY ACTIVITY	EXPENSES TO DATE	ENCUMBERED	BUDGET
Center City Merchandising Outreach and Marketing Budget					\$29,327.32
DMB Outreach & Marketing (FY18 Carryover)		\$0.00	\$9,327.32	\$0.00	
DMB Outreach & Marketing (FY19 Carryover)		\$29.00	\$2,387.68	\$0.00	
		\$29.00	\$11,715.00	\$0.00	\$11,715.00
Available to Spend:					\$17,612.32

	ORIGINAL BUDGET	MONTHLY ACTIVITY	EXPENSES TO DATE	ENCUMBERED	BUDGET
Artist Alley Donations					
Original Budget					\$101,026.39
Expenses from FY16, FY17, FY18 & FY19					\$73,347.33
					\$27,679.06
Speed Bumps	\$1,375.00	541.87	\$541.87	\$833.13	
Artist Alleys Maintenance Reserve		\$0.00	\$0.00	\$5,673.56	
		\$0.00	\$0.00	\$6,506.69	\$6,506.69