



To: DDA Board
From: Corey Schmidt, City Manager
Date: April 16, 2019
Subject: Act 57 of 2018 – Updated Synopsis of Activities

Act 57 of 2018 requires each municipality that has created an authority create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of the act, including an updated annual synopsis of activities of the authority. This memorandum provides the required synopsis.

(i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:

(A) The reasons for accumulating those funds and the uses for which those funds will be expended.

(B) A time frame when the fund will be expended.

(C) If any funds have not been expended within 10 years of their receipt, both of the following:

(I) The amount of those funds.

(II) A written explanation of why those funds have not been expended.

The following table presents the audited DDA fund balance for the previous five years:

	2013-14	2014-15	2015-16	2016-17	2017-18
DDA Fund: Fund Balance	35,586	97,107	166,677	224,438	256,895

In accordance with (i)(A) above, funds have been accumulated over the past five years in anticipation of large capital improvement projects contemplated in the plan. The DDA Board's most immediate project is the reconstruction of the East Middle Street parking lot, which serves a number of businesses and amenities in the southeast quadrant of downtown. The project estimate is \$254,000; thus it will require a significant portion of the fund balance reserve. When possible, the DDA Board has opted to fund projects with existing cash resources to save on interest costs when bonding for projects. The project is expected to be completed over the 2018-19 and 2019-20 fiscal years.

(ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.

(iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.

(iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

This section will address all of (ii), (iii), and (iv) listed above, by outlining the broad goal or objective identified in the plan, and then addressing the specific investments made in subsequent bullet points:

In the immediately preceding fiscal year, the DDA accomplished the following in pursuit of the development plans goals:

- Façade Improvement Program
 - Acquired easements over three downtown facades to support the aesthetic improvements of these buildings and strengthen existing businesses in the downtown.
 - Gary Theis (\$9,687.50)
 - Keller's Plaza (\$9,000)
 - Ellie's Country Kitchen (\$9,000)
- Parking Lot Improvements
 - Acquired land to expand the East Middle Street parking lot project to allow proper parking lot design and traffic flow in the southeast quadrant of the downtown (\$19,751.30)
 - Began preliminary engineering and design for the parking lot project (\$4,553.25)
- On-going and Seasonal Maintenance of Public Improvements and Infrastructure
 - Provided funds for planting and watering of planter boxes and other public landscaped areas within the Development District (replacement flowers: \$1,129.96)
 - Installed and removed holiday lighting and bows (replacement decorations: \$1,800.80)
 - Supported winter maintenance of the downtown, including plowing and salting of sidewalks on Grand River Avenue and on-street parking lanes.
 - Total wages and fringes attributed to DDA: \$32,105.51 wages, \$14,664.04 fringes
- Marketing and Branding
 - Matched the cost of television ads for downtown business holiday commercials (\$2,302.50)
 - Matched the City's cost of print ad for Greater Lansing Convention and Visitor Bureau annual magazine (\$1,275)
 - Provided funds to support events and attractions that bring people to the downtown
 - Farmers Market (\$800)
 - Williamston Theatre (\$2,000)
 - Vietnam Traveling Wall (\$1,000)
 - ArtFest (\$1,500)