



To: DDA Board
From: Corey Schmidt, City Manager
Date: October 20, 2020
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:

	2015-16	2016-17	2017-18	2018-19	2019-20
DDA Fund: Fund Balance	166,677	224,438	256,895	369,212	74,899

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 was 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 was constructed during the 2019-20 fiscal year at a total cost of \$320,073. This represented much of the decrease in fund balance between the 2018-19 and 2019-20 fiscal years. When possible, the DDA Board has opted to fund projects with existing cash resources to save on interest costs when bonding for projects.

(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 two downtown facades to support the aesthetic improvements of these buildings and strengthen existing businesses in the downtown.
 - Siena Investments (\$3,000)
 - Lafollete Custom Homes (\$6,625)

- Parking Lot Improvements
 - Started and completed the reconstruction of the East Middle Street parking lot project to allow proper parking lot design and traffic flow in the southeast quadrant of the downtown (\$320,073)
 - Executed an easement agreement to expand the East Middle Street public parking lot.

- 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: \$2,200)
 - Installed and removed holiday lighting and bows (replacement decorations: \$3,750)
 - 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: \$30,533 wages, \$11,936 fringes

- Marketing and Branding
 - Matched the cost of television ads for downtown business holiday commercials (\$3,300)
 - Matched the City's cost of print ad for Greater Lansing Convention and Visitor Bureau annual magazine (\$1,825)
 - Provided funds to support events and attractions that bring people to the downtown
 - Chamber Light Parade (\$500)
 - Williamston Theatre (\$3,000)
 - Chamber Alley Fest (\$500)