



To: DDA Board
From: Corey Schmidt, City Manager
Date: August 17, 2021
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 DDA’s cash and investment balances for the previous five years:

	2016-17	2017-18	2018-19	2019-20	2020-21
DDA Fund: Fund Balance	224,438	256,895	369,212	74,899	151,383

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. Fund balance grew in 2020-21 due to the receipt of grand funds that were not yet expended at the end of the fiscal year. Funds are being accumulated to support two capital improvement projects in 2021, including renovation of the old wooden boardwalk in Old Mill Park and the installation of a canoe/kayak launch and parking lot on the west side of downtown.

(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:

- Red Cedar Riverwalk Redevelopment District Program
 - Completed design and bidding of the replacement of the boardwalk at Old Mill Park with a new paved pathway system, connecting Old Mill Park to McCormick Park. Project was slated for construction in the new fiscal year.
- Parking Lot Improvements
 - Completed design of new parking lot at 400 West Grand River Avenue, which will also include a canoe and kayak launch into the Red Cedar River.
- On-going and Seasonal Maintenance of Public Improvements and Infrastructure
 - Provided watering of concrete flower planter areas and gardens
 - Installed and removed holiday lighting and bows
 - 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: \$27,642 wages, \$11,724 fringes
- Marketing and Branding
 - Matched the cost of television ads for downtown business commercials on Fox 47 (\$1,000)
 - Supported the creation of a video advertisement for the downtown area (\$500)
 - Provided funds to support events and attractions that bring people to the downtown
 - Eastern Ingham Farmers Market (\$1,250)