



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that a public meeting will be held to consider the following:

Date: June 18, 2024
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: May 21, 2024
- 3) REPORTS AND PRESENTATIONS
- 4) UPDATES & REPORTS
 - a) Mad Rep Update
 - b) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - c) Business Association Liaison Report
 - d) School District Liaison
- 5) OLD BUSINESS
 - a) Discussion on Downtown Master Plan
- 6) NEW BUSINESS
 - a) 333 Portland Road
 - b) Town and Country Industrial Utility Study Proposal
- 7) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Empey, O'Connell, Zimmermann, Haseleu, and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 06/13/2024.

Please note it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: May 21, 2024

Digital audio files are archived with these written minutes additionally serving as the official record.

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair O'Connell called the meeting to order at 6:00 p.m. Members present: C. Kuhl, O'Connell, Soter, Zimmermann, Haseleu, and Empey. Remote: none Absent: A. Kuhl. Others in Attendance or remote: E Butzine, T. Thomas, D. Nell, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: April 16, 2024 [Zimmermann/J. O'Connell] VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Mad Rep Update
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Reviewed
 - c. Business Association Liaison Report: Wine walk completed.
 - d. School District Liaison. None
4. OLD BUSINESS
 - a. Discussion on Downtown Master Plan No action.
 - b. BID Proposal No action.
5. NEW BUSINESS
 - a. Election of Chair and Vice Chair. Motion to Nominate Jodie Haseleu as Co-Chair [O'Connell/Soter] VOICE VOTE: Motion carried. Motion to Nominate Jennifer Zimmermann as Chair [O'Connell/Soter] VOICE VOTE: Motion carried.
 - b. Business Association Meeting – No action.
 - c. BID Survey No further activity at this time.
 - d.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [C. Kuhl/ Haseleu] VOICE VOTE: Motion carried. Time: 7:06 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer



June 17, 2024

Waterloo City Hall Attn: CDA
136 North Monroe Street
Waterloo, WI 53594

Re: June Update

Dear CDA:

Here is a list of current and ongoing projects.

1. Continued participation with ThriveED and JCEDC Board of Directors/Executive Board.
2. 333 Portland Rd.
 - a. Withdrawal letter
 - b. Reaching out to prior interested parties
3. Duquaine proposed development
4. Downtown Master Plan
5. Assessing community for suitable residential development
 - a. Steve Brown Appts.
 - i. Working on a plan for their vacant land.
 - b. St. Joshep
 - i. Still working through facility plan
6. Project forward
7. TID 5
 - a. Working through landowner communications.
8. New industrial land opportunities
 - a. Utility Study Proposal

Sincerely,

Everett Butzine

Everett Butzine

Vice President of Economic Development
Madison Region Economic Partnership, Inc.

CITY OF WATERLOO

BALANCE SHEET
MAY 31, 2024

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	597,509.83	
412-15800	DUE FROM AGENCY FUND TAXES	98,699.68	
412-17000	DUE (TO)/FROM TID 2	32,612.00	
	TOTAL ASSETS		728,821.51

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	98,699.80	
	TOTAL LIABILITIES		98,699.80

FUND EQUITY

412-34300	FUND BALANCE	637,429.46	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(7,307.75)	
	TOTAL FUND EQUITY		630,121.71
	TOTAL LIABILITIES AND EQUITY		728,821.51

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 2 FUND</u>						
412-41-4111-000	TAX INCREMENTS	.00	.00	92,488.06	92,488.06	.0
TOTAL TIF DISTRICT 2 FUND		.00	.00	92,488.06	92,488.06	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
412-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	783.21	783.21	.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	2,036.19	2,036.19	2,036.19	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		2,036.19	2,036.19	2,819.40	783.21	72.2
<u>MISCELLANEOUS REVENUES</u>						
412-48-4800-000	MISC REVENUES	.00	.00	101,000.00	101,000.00	.0
TOTAL MISCELLANEOUS REVENUES		.00	.00	101,000.00	101,000.00	.0
TOTAL FUND REVENUE		2,036.19	2,036.19	196,307.46	194,271.27	1.0

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	LEGIS SUPPORT PR & PUB	.00	.00	100.00	100.00	.0
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	300.00	150.00	(150.00)	200.0
	TOTAL LEGISLATIVE SUPPORT	.00	300.00	250.00	(50.00)	120.0
	<u>ATTORNEY</u>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	192.50	805.00	1,500.00	695.00	53.7
	TOTAL ATTORNEY	192.50	805.00	1,500.00	695.00	53.7
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	14,788.75	14,788.75	.0
	TOTAL CLERK - WAGES	.00	.00	14,788.75	14,788.75	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	518.75	1,054.16	8,400.00	7,345.84	12.6
	TOTAL SPECIAL ACCTG AND AUDITING	518.75	1,054.16	8,400.00	7,345.84	12.6
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	27,560.00	27,560.00	.0
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	.00	209.78	300.00	90.22	69.9
	TOTAL ENGINEERING AND ADMINISTRATION	.00	209.78	27,860.00	27,650.22	.8
	<u>CAPITAL PROJECT</u>					
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL CAPITAL PROJECT	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL FUND EXPENDITURES	711.25	9,343.94	52,798.75	43,454.81	17.7
	NET REVENUE OVER(UNDER) EXPENDITURES	1,324.94	(7,307.75)	143,508.71		

CITY OF WATERLOO

BALANCE SHEET
MAY 31, 2024

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	(34,353.74)	
413-15800	DUE FROM AGENCY FUND TAXES		84,752.86	
	TOTAL ASSETS			50,399.12

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE		84,752.74	
	TOTAL LIABILITIES			84,752.74

FUND EQUITY

413-34300	FUND BALANCE		62,681.03	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(97,034.65)	
	TOTAL FUND EQUITY			(34,353.62)
	TOTAL LIABILITIES AND EQUITY			50,399.12

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	.00	.00	79,419.10	79,419.10	.0
	TOTAL TAXES	.00	.00	79,419.10	79,419.10	.0
	<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	320.00	320.00	.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	220.77	220.77	221.00	.23	99.9
	TOTAL INTERGOVERNMENTAL REVENUE	220.77	220.77	541.00	320.23	40.8
	<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000	MISC REVENUES	.00	.00	25,000.00	25,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	25,000.00	25,000.00	.0
	TOTAL FUND REVENUE	220.77	220.77	104,960.10	104,739.33	.2

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
	<u>ATTORNEY</u>					
413-51-5130-211	ATTORNEY ATTORNEY FEES	1,072.50	1,072.50	.00	(1,072.50)	.0
	TOTAL ATTORNEY	1,072.50	1,072.50	.00	(1,072.50)	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	518.75	1,054.17	3,400.00	2,345.83	31.0
	TOTAL SPECIAL ACCTG AND AUDITING	518.75	1,054.17	3,400.00	2,345.83	31.0
	<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	1,000.00	1,000.00	.0
	<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	94,978.75	114,320.00	19,341.25	83.1
	TOTAL TRANSFER TO DEBT SERVICE	.00	94,978.75	114,320.00	19,341.25	83.1
	TOTAL FUND EXPENDITURES	1,591.25	97,255.42	118,870.00	21,614.58	81.8
	NET REVENUE OVER(UNDER) EXPENDITURES	(1,370.48)	(97,034.65)	(13,909.90)		

CITY OF WATERLOO

BALANCE SHEET
MAY 31, 2024

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	84,444.88	
414-15800	DUE FROM AGENCY FUND TAXES	40,592.60	
	TOTAL ASSETS		125,037.48

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	40,592.60	
	TOTAL LIABILITIES		40,592.60

FUND EQUITY

414-34300	FUND BALANCE	102,505.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(18,061.10)	
	TOTAL FUND EQUITY		84,444.88
	TOTAL LIABILITIES AND EQUITY		125,037.48

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 414 - TIF DISTRICT 4 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 4 FUND</u>						
414-41-4111-000	TAX INCREMENTS	.00	.00	38,038.00	38,038.00	.0
TOTAL TIF DISTRICT 4 FUND		.00	.00	38,038.00	38,038.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
414-43-4364-000	STATE AID COMPUTERS	.00	.00	238.03	238.03	.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	683.07	683.07	683.07	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		683.07	683.07	921.10	238.03	74.2
TOTAL FUND REVENUE		683.07	683.07	38,959.10	38,276.03	1.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 414 - TIF DISTRICT 4 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	518.75	1,054.17	1,700.00	645.83	62.0
	TOTAL SPECIAL ACCTG AND AUDITING	518.75	1,054.17	1,700.00	645.83	62.0
	<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215	ENG & ADMIN PROF FEES	3,750.00	17,540.00	22,500.00	4,960.00	78.0
	TOTAL ENGINEERING AND ADMINISTRATION	3,750.00	17,540.00	22,500.00	4,960.00	78.0
	TOTAL FUND EXPENDITURES	4,268.75	18,744.17	24,350.00	5,605.83	77.0
	NET REVENUE OVER(UNDER) EXPENDITURES	(3,585.68)	(18,061.10)	14,609.10		

CITY OF WATERLOO

BALANCE SHEET
MAY 31, 2024

415-FUND 415

ASSETS

415-11100	TREASURER'S CASH	(737.50)	
	TOTAL ASSETS		(737.50)

LIABILITIES AND EQUITY

LIABILITIES

415-27000	DUE (TO)/FROM TID 5	32,612.00	
	TOTAL LIABILITIES		32,612.00

FUND EQUITY

415-34300	TIF DISTRICT 5 FUND	(32,612.00)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(737.50)	
	TOTAL FUND EQUITY		(33,349.50)
	TOTAL LIABILITIES AND EQUITY		(737.50)

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 415 - FUND 415

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
415-51-5151-214 SPEC ACCTG & AUD PROF FEES	518.75	737.50	.00	(737.50)	.0
TOTAL DEPARTMENT 5151	518.75	737.50	.00	(737.50)	.0
TOTAL FUND EXPENDITURES	518.75	737.50	.00	(737.50)	.0
NET REVENUE OVER(UNDER) EXPENDITURES	(518.75)	(737.50)	.00		

CITY OF WATERLOO

BALANCE SHEET
MAY 31, 2024

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	41,105.29	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		43,224.89

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	(.40)	
	TOTAL LIABILITIES		(.40)

FUND EQUITY

600-34300	FUND BALANCE	18,344.55	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(119.26)	
	TOTAL FUND EQUITY		43,225.29
	TOTAL LIABILITIES AND EQUITY		43,224.89

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>						
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	.00	2,120.00	(2,120.00)	.0
	TOTAL TAXES	.00	.00	2,120.00	(2,120.00)	.0
<u>PUBLIC CHARGES FOR SERVICE</u>						
600-46-4674-000	MBC BUILDING RENTAL	310.00	1,310.00	3,000.00	(1,690.00)	43.7
	TOTAL PUBLIC CHARGES FOR SERVICE	310.00	1,310.00	3,000.00	(1,690.00)	43.7
	TOTAL FUND REVENUE	310.00	1,310.00	5,120.00	(3,810.00)	25.6

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SPECIAL ACCTG COSTS</u>						
600-51-5151-399	SPECIAL ACCTNG COSTS - MISC	.00	.00	300.00	300.00	.0
TOTAL SPECIAL ACCTG COSTS		.00	.00	300.00	300.00	.0
<u>MAUNESHA BUSINESS CENTER</u>						
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	26.16	132.86	1,000.00	867.14	13.3
600-51-5162-222	MAUNESHA BUSINESS HEAT	65.06	518.10	1,060.00	541.90	48.9
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	62.51	250.66	1,250.00	999.34	20.1
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	275.00	660.00	385.00	41.7
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	152.74	252.64	250.00	(2.64)	101.1
TOTAL MAUNESHA BUSINESS CENTER		361.47	1,429.26	4,220.00	2,790.74	33.9
TOTAL FUND EXPENDITURES		361.47	1,429.26	4,520.00	3,090.74	31.6
NET REVENUE OVER(UNDER) EXPENDITURES		(51.47)	(119.26)	600.00		

To Whom it may concern,

GoldSky Capital LLC is terminating the contract with the city of Waterloo for the land development located at 333 Portland Road. During our due diligence it was expressed to us that the projects we would be looking at completing may not be a good fit for us at this time. Our opinion is that this location is better suited for an owner-occupied business that is looking to expand that may already have a presence in the area. Without that specific consumer it is multiple brokers' opinions that it would be around a 2 year lease up period and that they would not be interested in marketing this property for us.

Thank you,

Andrew Millis

Managing Member

GoldSky Capital LLC.

SCOPE OF SERVICES MEMORANDUM

Date: June 12, 2024

To: Jeanne Ritter, Clerk – City of Waterloo

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering, Inc.

Subject: Scope of Services – Fiscer Road/Sheehy Property Utility Development Evaluation

The City of Waterloo has received interest from developers to develop an area on the southeast side of the City currently owned by Sheehy Enterprises Inc and accessed via Fisher Road. The City would like to evaluate options for sewer and water service to this area and identify the potential service area and capacity for each. The scope for the Sheehy development utility assessment will consist of the following items:

1. Field Investigations: Survey manholes along STH 89 to determine extent of service area from existing sanitary sewer.
2. Sewer Service Evaluation: Utilizing field survey of the existing manholes and topographic information from the Jefferson County GIS (2' contours), prepare maps outlining the potential service area for the existing sanitary sewers (i.e. areas that can be served without the need for a lift station) as well as the anticipated depth of sewer after STH 89 reconstruction. Estimate sewer flow capacity for the Fisher Road extension as well as remaining capacity for the STH 89 sewer.
3. Water Service Evaluation: Update the City's water model to reflect water service into Fisher Road and the Sheehy properties and run model to determine fire flow capacity and pressure for this area based upon the existing water system layout as well as following construction of the "Maple Drive Loop" and STH 89 reconstruction.
4. Cost Estimates: Prepare opinions of probable cost for water and sewer extensions approximately 1,300 feet down Fischer Road.
5. Summary Report: All information will be summarized and documented in a report format.
6. Meetings: Meetings will be attended with City and Utility staff as necessary. The scope assumes one (1) meeting to discuss the findings of the report with City Staff.

The City will be expected to provide Town and Country Engineering with the following information:

- All available development plans for the areas being considered.
- Access to manholes, etc. for survey.

Several work items may be required for design and implementation of the proposed project, but which are not included in the engineering scope of services are listed below. Town & Country Engineering can assist with these as necessary upon request.

- Evaluations not included within the scope listed above; which may include traffic analysis, roadway analysis, or analysis of other utilities.
- Funding applications
- Environmental or soils investigations

- User rate evaluations
- Design or construction administration services

The engineering cost for the above scope will be billed on an hourly basis and will not exceed \$7,500.

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the City of Waterloo and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

TOWN & COUNTRY ENGINEERING, INC.

Madison ♦ Rhinelander ♦ Kenosha
2912 Marketplace Drive, Suite 103 • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3rd Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress;(2) Grant Application Tracking

JANUARY <ul style="list-style-type: none">- evaluate CDA Progress Measures- finalize prior year Annual Report
FEBRUARY <ul style="list-style-type: none">- notify Mayor of member reappointment interest- align/modify CDA Progress Measures as needed- submit Annual Report to City Council
MARCH <ul style="list-style-type: none">- notify Mayor of member reappointment interest- Push to closeout incomplete prior year items
APRIL <ul style="list-style-type: none">- Mayoral appointments- Push to closeout incomplete prior year items
MAY <ul style="list-style-type: none">- CDA election of Chair and Vice Chair- evaluate CDA Progress Measures
JUNE <ul style="list-style-type: none">- start future year budget submittal- review of tax increment finance district progress
JULY <ul style="list-style-type: none">- review of tax increment finance district progress- future year budget planning- align CDA Progress Measures with budget planning- reaffirm or jettison all active programs and projects
AUGUST <ul style="list-style-type: none">- future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
SEPTEMBER <ul style="list-style-type: none">- evaluate CDA Progress Measures
OCTOBER <ul style="list-style-type: none">- strength, weaknesses opportunities & threats (SWOT) exercise
NOVEMBER <ul style="list-style-type: none">- community outreach
DECEMBER <ul style="list-style-type: none">- community outreach- review staff draft, Annual Report to City Council- update calendar