

To: DDA Board of Directors  
From: Colleen Paveglio, Acting Director  
Re: January 19, 2018 Board Meeting & Miscellaneous  
Date: January 16, 2018



AGENDA ITEM 2C - ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2016-2017

You were presented a copy of the audit letter and audit reports for fiscal year 2016-2017 at the December DDA Board Meeting. If you have any questions regarding the audit, please feel free to let me, or City Treasurer/Finance Director Bill Twietmeyer know. Otherwise, I recommend that the **DDA Board of Directors accept the audited financial statements for the DDA, TIF 2 , Old Town TIF, and TIF 97, for fiscal years 2016-17, as presented.**

AGENDA ITEM 3A - CONSIDERATION OF AWARDING CONTRACT WITH JEAN DERENZY AS CHIEF EXECUTIVE OFFICER OF THE TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

In November, the DDA Board selected Jean Derenzy for the position of CEO. The Executive Committee has been working on an agreement with Jean that you will see included in the packet with a cover memorandum. An appropriate motion would be that the **that Jean Derenzy be appointed as Chief Executive Officer (CEO) of the Downtown Development Authority effective February 19, 2018 and execute an Employment Agreement for CEO with Jean Derenzy which specifies the terms and conditions of employment; with the agreement subject to approval as to its form by the City Attorney; and that DDA Board recommend the salary approval to the Traverse City Commission.**

AGENDA ITEM 3B - CONSIDERATION OF AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DO BANKING ON BEHALF OF THE TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY UPON EXECUTION OF JEAN DERENZY'S EMPLOYMENT AGREEMENT

This is typically done every year to re-affirm the Board's authorization for the CEO to conduct banking for the organization. Attached is a new resolution drafted to coincide with the execution of the employment agreement for the new CEO. I recommend the **DDA Board of Directors adopt the Resolution Authorizing the Chief Executive Officer to Conduct Banking, subject to execution of Jean Derenzy's employment agreement.**

AGENDA ITEM 4A - FARMERS MARKET PRESENTATION BY NATE ELKINS, IDF

Given As you may recall, we engaged Nate Elkins, IDF, to develop renderings based no the original Beckett & Raeder plan. I have provided a memorandum relating to the enhancements and next steps. Nate will be at the meeting to present.

**Front Street**

EAST FRONT PLANNING - The final report has been completed and will have a presentation on findings at the February Board Meeting.



**UPTOWN RIVERWALK CONNECTION** - Our consultants are preparing the cost estimates and final plan for Phase 1. This will be presented at the February meeting and you will be asked for authorization to bid the project out for construction. Input on Phases 2 & 3 will continue through the winter and result in a plan, along with cost estimates in the Spring.

**WEST FRONT PARKING GARAGE** - As you may recall, we are working with Rich & Associates on the engineering design for the parking garage. A management team is being formed and we hope to have dates for a public charette in February.

**Other**

**DOWNTOWN CHILI COOK-OFF** - Thanks so much to those that were able to volunteer at the event, which is the DTCA's annual fundraiser. This event is a community favorite and we are always happy to host and welcome folks to Downtown TC on a cold wintery day!

**TRAVERSE CITY RESTAURANT WEEK**-We are finalizing participating restaurants and hearing the reservations have begun. The week will run from February 25 - March 3, 2018.

**PARKING SYSTEM UPDATE** - Nicole has provided a parking update. You will also see an item that went to the City Commission on Tuesday, January 16, 2018 regarding Boiler Replacement. Unfortunately, the boiler for snowmelt did fail at the exact time that we received the 20 inches of snow. Nicole was in need of a service order as soon as possible and we look forward to the replacement. A big thanks to our maintenance staff that worked hard on breaking up the snow pack and keeping the areas around the garage clean.

**DTCA MINUTES** - Enclosed are the minutes from the December meeting.

**FARMERS MARKET ADVISORY BOARD** - Attached are minutes from their December meeting.



## **DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**

**Friday, January 19, 2018, 8:00 a.m.**

**Commission Chambers, Second Floor**

**Governmental Center, 400 Boardman Avenue, Traverse City**

**[www.downtowntc.com](http://www.downtowntc.com)**

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
  - A. Consideration of minutes for the Regular Meeting of December 15, 2017 (approval recommended)
  - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated December 31, 2017, and Financial Reports for Traverse City Parking Services dated October 31, 2017, November 30, 2017, and December 31, 2017 (approval recommended)
  - C. Acceptance of the audited financial statements for fiscal year 2016-2017 (approval recommended)
3. Chairperson's Report
  - A. Consideration of awarding contract with Jean Derenzy as the Chief Executive Officer of the Traverse City Downtown Development Authority
  - B. Consideration of a resolution authorizing the Chief Executive Officer to do banking on behalf of the Traverse City Downtown Development Authority upon execution of the contract for employment
4. Acting Director's Report
  - A. Farmers Market Presentation by Nate Elkins of IDF - Farmers Market
  - B. Comments or Questions regarding Written Reports
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.



**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
December 15, 2017  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:00 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Collette Champagne (arrived at 8:05 a.m.), Mayor Jim Carruthers, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Gabe Schneider (arrived at 8:07 a.m.)

**Absent:** N/A

2. Consent Calendar. **Motion by Constantin, seconded by Beers that the consent portion of the agenda be approved and agenda items be amended. Motion carried unanimously.**
- a. **Approval of minutes of the minutes of the Joint Meeting (with City Commission) on November 13, 2018, and the Regular Meeting of November 17, 2017.**
  - b. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated November 30, 2017.**
  - c. **Approval that the DDA Board of Directors authorize a two-year agreement with SEEDS to manage the Sara Hardy Farmers Market, as detailed in the December 11, 2017 memorandum from Communications and Projects Coordinator Nick Viox dated November 13, 2017.**

Champagne arrived at this point in the meeting

3. Chairperson's Report

- a. Community Development Report
- b. Consideration of designating Marketing & Deputy Director Colleen Paveglio as Acting Director and authorizing her to do banking on behalf of the Downtown Development Authority.
  - i. **Motion by Bagdon-McCallum, seconded by Beers that the DDA Board of Directors to designate Colleen Paveglio, Marketing and Deputy Director as Acting Director and, further, authorizing her to do banking**



**on behalf of the Downtown Development Authority. Motion carried  
unanimously.**

Schneider arrived at this point in the meeting

4. Executive Director's Report
  - a. Presentation on the Fish Passage
  - b. Presentation by the Uptown Riverwalk by Gourdie Frasier
  - c. Strategic Planning Update by Tim Ervin
  - d. Presentation on Transportation Demand Management Study by Executive Director Rob Bacigalupi
  - e. Comments or Questions regarding Written Reports
5. Public Comment
  - a. Sarna Salzman, SEEDS, addressed the Board regarding the Sara Hardy Downtown Farmers Market
6. Adjournment. The meeting officially adjourned at 9:35 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director



DDA Financial Report

		December, 2016	December 31, 2017	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget	Budget Variance
REVENUE							
Property Taxes		67,390	295,013	141,000	141,000	209.2%	-154,013
Interest and Dividends		352	835	200	200	417.7%	-635
Miscellaneous		2,696	983	0	0	-	-983
Rents and Royalties		38,595	40,160	53,000	53,000	75.8%	12,840
Administrative Services		348,512	381,682	776,366	776,366	49.2%	394,684
Prior Year Surplus		0	0	0	0	-	0
TOTAL REVENUE		\$457,544	\$718,674	\$970,566	\$970,566	74.0%	\$251,892
EXPENSES							
Payroll Expense		365048.53	379,105	752,023	752,023	50.4%	372,918
Health Insurance		30,411	24,663	106,700	106,700	23.1%	82,037
Workers Compensation		13,651	3,534	0	0	-	-3,534
Office Supplies		1,990	2,917	10,000	10,000	29.2%	7,083
Operation Supplies		1,295	1,623	0	0	-	-1,623
Professional/Contractual		42,361	21,469	44,775	56,775	37.8%	35,306
Communications		2,454	3,007	4,800	4,800	62.7%	1,793
Transportation		183	1,700	2,000	2,000	85.0%	300
Lodging/Meals		1,584	2,702	5,000	5,000	54.0%	2,298
Training		1,280	898	2,000	2,000	44.9%	1,102
Community Promotion		582	3,995	11,500	11,500	34.7%	7,505
Printing/Publishing		470	2,080	1,500	1,500	138.7%	-580
Insurance & Bonds		1,297	0	1,800	1,800	0.0%	1,800
Utilities		3,128	1,532	7,100	7,100	21.6%	5,568
Repairs & Maintenance		975	975	2,200	2,200	44.3%	1,225
Rentals		4,872	3,705	9,000	9,000	41.2%	5,295
Legal Expense		0	0	4,500	4,500	0.0%	4,500
Miscellaneous		(77)	78	400	400	19.5%	322
Equipment		2,553	995	6,000	6,000	16.6%	5,005
TOTAL EXPENSE		\$474,058	\$454,979	\$971,298	\$983,298	46.3%	\$528,319
						thru fiscal year ↓	
NET INCOME/(LOSS)		(\$16,514)	\$263,695	(\$732)	(\$12,732)	41.7%	

Payroll & Fringes

	December, 2016	December 31, 2017	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget
Payroll Expense	365048.53	379,105	752,023	752,023	50.4%
Health Insurance	30,411	24,663	106,700	106,700	23.1%
Workers Compensation	13,651	3,534	0	0	-
TOTAL	409110.63	407,302	858,723	858,723	47.43%



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Accrual Basis

**Downtown Development Authority**  
**Balance Sheet**  
**As of December 31, 2017**

	Dec 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 3112	413,362.34
Fifth Third Savings - 6740	201,630.35
Petty Cash	298.19
<b>Total Checking/Savings</b>	<b>615,290.88</b>
Accounts Receivable	82,544.69
<b>Other Current Assets</b>	
Due From DTCA	32.46
Due From APS	-462.12
<b>Total Other Current Assets</b>	<b>-429.66</b>
<b>Total Current Assets</b>	<b>697,405.91</b>
<b>Other Assets</b>	
Due From Other Funds	26,885.44
Pre-Paid Expense	6,434.00
<b>Total Other Assets</b>	<b>33,319.44</b>
<b>TOTAL ASSETS</b>	<b>730,725.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,924.02
<b>Other Current Liabilities</b>	
Due to Other Funds	4,452.80
Bryan Crough Memorial Fund	200.00
Accrued Salaries	17,005.30
Accrued Payroll Liabilities	4,400.23
Deposits Payable	
NCF Reimbursements	108.00
Senior Project Fresh	-102.00
Double Up Food Bucks	7,941.00
EBT Bridge Card	13,664.55
Project Fresh	-8,415.00
Deposits Payable - Other	-18.00
<b>Total Deposits Payable</b>	<b>13,178.55</b>
<b>Payroll Liabilities</b>	
Federal Income Tax Payable	9,902.00
Medicare Tax Payable	1,418.66
Social Security Tax Payable	6,066.28
State Income Tax Payable	3,341.38
State Unemployment Tax Payable	-276.91
Health Insurance Payable	1,359.86
<b>Total Payroll Liabilities</b>	<b>21,811.27</b>
<b>Total Other Current Liabilities</b>	<b>61,048.15</b>
<b>Total Current Liabilities</b>	<b>64,972.17</b>
<b>Total Liabilities</b>	<b>64,972.17</b>
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	294,451.76
Net Income	263,695.15
<b>Total Equity</b>	<b>665,753.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>730,725.35</b>



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Accrual Basis

**Downtown Development Authority**  
**Profit & Loss**  
**December 2017**

	<u>Dec 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Services	85,658.34
Interest & Dividends	569.83
Property Taxes	<u>106,649.88</u>
<b>Total Income</b>	<u>192,878.05</u>
<b>Gross Profit</b>	192,878.05
<b>Expense</b>	
Communications	1,079.75
Health Insurance	4,681.84
Lodging, meals	25.14
Payroll Expenses	
457 Company Matching	4,353.72
Hourly Wage Expense	30,393.03
Medicare Tax Expense	1,396.16
Salaries & Wages	63,638.98
Social Security Tax Expense	5,969.90
SUTA Tax Expense	217.76
Payroll Expenses - Other	<u>64.75</u>
<b>Total Payroll Expenses</b>	106,034.30
Professional/Contractual	7,866.95
Transportation	<u>218.50</u>
<b>Total Expense</b>	<u>119,906.48</u>
<b>Net Ordinary Income</b>	<u>72,971.57</u>
<b>Net Income</b>	<u><u>72,971.57</u></u>



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Accrual Basis

## Downtown Development Authority

## Profit &amp; Loss

July through December 2017

	Jul - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Services	381,682.00
Interest & Dividends	835.34
Miscellaneous Revenue	983.08
Property Taxes	295,013.25
Rents	40,160.00
<b>Total Income</b>	<b>718,673.67</b>
<b>Gross Profit</b>	<b>718,673.67</b>
<b>Expense</b>	
Communications	3,007.45
Community Promotion	3,994.98
Equipment	994.93
Health Insurance	24,662.69
Lodging, meals	2,701.76
Miscellaneous Expense	78.00
Office Supplies	2,917.31
Operation Supplies	1,623.00
<b>Payroll Expenses</b>	
Direct Deposit Fee	194.25
457 Company Matching	18,305.19
Hourly Wage Expense	140,763.79
Medicare Tax Expense	5,002.46
Salaries & Wages	192,558.88
Social Security Tax Expense	21,389.94
SUTA Tax Expense	676.99
Payroll Expenses - Other	213.50
<b>Total Payroll Expenses</b>	<b>379,105.00</b>
Printing & Publishing	2,080.04
Professional/Contractual	21,469.05
Rentals	3,705.19
Repairs & Maintenance	975.00
Training	898.00
Transportation	1,699.78
Utilities	1,532.34
Workers Compensation	3,534.00
<b>Total Expense</b>	<b>454,978.52</b>
<b>Net Ordinary Income</b>	<b>263,695.15</b>
<b>Net Income</b>	<b>263,695.15</b>



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**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 12/31/2017**

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	<u>Dec 31, 17</u>
<b>Beginning Balance</b>	<b>399,093.98</b>
<b>Cleared Transactions</b>	
Checks and Payments - 45 items	-76,528.15
Deposits and Credits - 4 items	<u>120,202.13</u>
<b>Total Cleared Transactions</b>	<u>43,673.98</u>
<b>Cleared Balance</b>	<b>442,767.96</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 37 items	<u>-29,405.62</u>
<b>Total Uncleared Transactions</b>	<u>-29,405.62</u>
<b>Register Balance as of 12/31/2017</b>	<b>413,362.34</b>
<b>New Transactions</b>	
Checks and Payments - 12 items	<u>-148,684.59</u>
<b>Total New Transactions</b>	<u>-148,684.59</u>
<b>Ending Balance</b>	<b>264,677.75</b>



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**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>399,093.98</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 45 items</b>						
Bill Pmt -Check	08/08/2017	12771	Morganic Farm	X	-112.00	-112.00
Bill Pmt -Check	11/14/2017	12974	Brickyard Towing, Inc.	X	-735.00	-847.00
Bill Pmt -Check	11/14/2017	13026	Westmaas Farm	X	-436.00	-1,283.00
Bill Pmt -Check	11/14/2017	12991	Buchans Blueberry ...	X	-378.00	-1,661.00
Bill Pmt -Check	11/14/2017	12994	Cherry Connection/...	X	-310.00	-1,971.00
Bill Pmt -Check	11/14/2017	12977	Michigan Downtown ...	X	-300.00	-2,271.00
Bill Pmt -Check	11/14/2017	13024	Third Coast Farms/F...	X	-252.00	-2,523.00
Bill Pmt -Check	11/14/2017	13013	Olds Farm, LLC	X	-211.00	-2,734.00
Bill Pmt -Check	11/14/2017	13014	Olds Paradise Farm,...	X	-203.00	-2,937.00
Bill Pmt -Check	11/14/2017	13003	Leelanau Piedmonte...	X	-183.00	-3,120.00
Bill Pmt -Check	11/14/2017	13016	Pahl Farms	X	-176.00	-3,296.00
Bill Pmt -Check	11/14/2017	13018	Versnyder Orchards	X	-133.00	-3,429.00
Bill Pmt -Check	11/14/2017	13021	Shiloh's Garden Farm	X	-55.00	-3,484.00
Bill Pmt -Check	11/14/2017	13012	Old Hundredth Farm	X	-33.00	-3,517.00
Paycheck	11/17/2017	12982	Dwyer, Joseph M	X	-539.82	-4,056.82
Check	11/17/2017	13031	La Casa Verde Prod...	X	-73.00	-4,129.82
Check	11/17/2017	13030	Old Hundredth Farm	X	-25.00	-4,154.82
Liability Check	11/28/2017	13038	ICMA Retirement Tr...	X	-2,710.92	-6,865.74
Bill Pmt -Check	11/28/2017	13041	Seeds, Inc.	X	-2,541.14	-9,406.88
Bill Pmt -Check	11/28/2017	13035	Second Spring Farm	X	-2,016.00	-11,422.88
Bill Pmt -Check	11/28/2017	13039	City of TC - Vendor	X	-498.39	-11,921.27
Bill Pmt -Check	11/28/2017	13040	LIAA	X	-155.00	-12,076.27
Bill Pmt -Check	11/28/2017	13033	Murray, Timothy	X	-153.00	-12,229.27
Bill Pmt -Check	11/28/2017	13034	Popp Farms - Rich ...	X	-5.00	-12,234.27
Bill Pmt -Check	11/30/2017	13045	Versnyder Orchards	X	-4.00	-12,238.27
Paycheck	12/01/2017	13037	Dwyer, Joseph M	X	-491.77	-12,730.04
Paycheck	12/01/2017	13036	Brett, Steven J	X	-148.86	-12,878.90
Check	12/05/2017		World Pay	X	-1.25	-12,880.15
Liability Check	12/06/2017	EFTPS	United States Treas...	X	-5,367.52	-18,247.67
Liability Check	12/12/2017	13046	ICMA Retirement Tr...	X	-2,726.78	-20,974.45
Bill Pmt -Check	12/12/2017	13053	Nicole VanNess - V	X	-196.50	-21,170.95
Bill Pmt -Check	12/12/2017	13054	Nina G. Talarico - Ve...	X	-196.50	-21,367.45
Bill Pmt -Check	12/12/2017	13050	Colleen Pavaglio - V	X	-196.50	-21,563.95
Bill Pmt -Check	12/12/2017	13052	Nicholas D Viox - Ce...	X	-196.50	-21,760.45
Bill Pmt -Check	12/12/2017	13056	Colleen Pavaglio - V	X	-182.43	-21,942.88
Bill Pmt -Check	12/12/2017	13051	Greg Merica - V	X	-163.75	-22,106.63
Bill Pmt -Check	12/12/2017	13057	Bottomline Bookkee...	X	-150.00	-22,256.63
Bill Pmt -Check	12/12/2017	13055	Robert Bacigalupi - V	X	-130.00	-22,386.63
Liability Check	12/14/2017		QuickBooks Payroll ...	X	-16,063.20	-38,449.83
Paycheck	12/15/2017	13048	Dwyer, Joseph M	X	-546.49	-38,996.32
Paycheck	12/15/2017	13047	Brett, Steven J	X	-288.50	-39,284.82
Liability Check	12/20/2017	EFTPS	United States Treas...	X	-5,618.66	-44,903.48
Liability Check	12/20/2017	EFTPS	State of Michigan - ...	X	-1,671.41	-46,574.89
Liability Check	12/28/2017		QuickBooks Payroll ...	X	-14,983.59	-61,558.48
Liability Check	12/28/2017		QuickBooks Payroll ...	X	-14,969.67	-76,528.15
<b>Total Checks and Payments</b>					<b>-76,528.15</b>	<b>-76,528.15</b>
<b>Deposits and Credits - 4 items</b>						
Deposit	12/12/2017			X	29,216.90	29,216.90
Deposit	12/22/2017			X	90,978.17	120,195.07
Paycheck	12/29/2017	DD1780	Bacigalupi, Robert M.	X	0.00	120,195.07
Deposit	12/29/2017			X	7.06	120,202.13
<b>Total Deposits and Credits</b>					<b>120,202.13</b>	<b>120,202.13</b>
<b>Total Cleared Transactions</b>					<b>43,673.98</b>	<b>43,673.98</b>
<b>Cleared Balance</b>					<b>43,673.98</b>	<b>442,767.96</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-12.00
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-39.57
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-41.57
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-844.57



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**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-1,333.19
Bill Pmt -Check	11/10/2015	11759	Wunsch Farms		-151.00	-1,484.19
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-1,508.92
Bill Pmt -Check	10/04/2016	12292	9 Bean Rows, LLC		-534.00	-2,042.92
Bill Pmt -Check	11/08/2016	12389	Green Bird Organic ...		-9.00	-2,051.92
General Journal	06/13/2017	1129	Fifth Third Bank		-5,595.70	-7,647.62
Bill Pmt -Check	07/12/2017	12687	Bowman Fruitfull Ac...		-10.00	-7,657.62
Bill Pmt -Check	07/12/2017	12692	Harry's Cherries		-2.00	-7,659.62
Bill Pmt -Check	09/05/2017	12831	9 Bean Rows, LLC		-264.00	-7,923.62
Bill Pmt -Check	11/14/2017	13007	Middle Branch Farm		-162.00	-8,085.62
Bill Pmt -Check	11/14/2017	13015	ONA Mission Honey...		-135.00	-8,220.62
Liability Check	12/12/2017	13049	City of TC - Vendor		-5,890.94	-14,111.56
Bill Pmt -Check	12/22/2017	13067	Rotary Charities/Nor...		-6,840.00	-20,951.56
Bill Pmt -Check	12/22/2017	13069	Team Financial Gro...		-640.98	-21,592.54
Bill Pmt -Check	12/22/2017	13059	CDW Government		-620.01	-22,212.55
Bill Pmt -Check	12/22/2017	13060	Charter Communica...		-595.68	-22,808.23
Bill Pmt -Check	12/22/2017	13072	Wyant Computer Se...		-493.00	-23,301.23
Bill Pmt -Check	12/22/2017	13071	Trend Windows		-460.00	-23,761.23
Bill Pmt -Check	12/22/2017	13061	City of TC - Vendor		-382.70	-24,143.93
Bill Pmt -Check	12/22/2017	13070	Traverse City Light ...		-324.68	-24,468.61
Bill Pmt -Check	12/22/2017	13073	First National Bank -...		-323.07	-24,791.68
Bill Pmt -Check	12/22/2017	13065	Norte! Youth Cycling		-250.00	-25,041.68
Bill Pmt -Check	12/22/2017	13068	Rotary Club of Trave...		-247.00	-25,288.68
Check	12/22/2017	13074	First National Bank -...		-233.39	-25,522.07
Bill Pmt -Check	12/22/2017	13066	Pitney Bowes Global...		-148.08	-25,670.15
Bill Pmt -Check	12/22/2017	13063	Google Inc.		-65.00	-25,735.15
Check	12/22/2017	13058	Robert Bacigalupi - V		-61.21	-25,796.36
Bill Pmt -Check	12/22/2017	13064	LIAA		-60.00	-25,856.36
Bill Pmt -Check	12/22/2017	13062	Copy Central		-57.00	-25,913.36
Liability Check	12/27/2017	13078	ICMA Retirement Tr...		-2,208.38	-28,121.74
Paycheck	12/29/2017	13076	Dwyer, Joseph M		-567.91	-28,689.65
Paycheck	12/29/2017	13077	McArthur, Lee		-370.67	-29,060.32
Paycheck	12/29/2017	13075	Brett, Steven J		-345.30	-29,405.62
Total Checks and Payments					-29,405.62	-29,405.62
Total Uncleared Transactions					-29,405.62	-29,405.62
Register Balance as of 12/31/2017					14,268.36	413,362.34
<b>New Transactions</b>						
<b>Checks and Payments - 12 Items</b>						
Liability Check	01/03/2018	EFTPS	United States Treas...		-12,171.84	-12,171.84
Liability Check	01/03/2018	EFTPS	United States Treas...		-5,215.10	-17,386.94
Liability Check	01/10/2018	EFTPS	United States Treas...		-4,687.48	-22,074.42
Liability Check	01/11/2018		QuickBooks Payroll ...		-14,137.07	-36,211.49
Check	01/12/2018	13082	TIF-97		-100,717.73	-136,929.22
Check	01/12/2018	13081	Old Town TIF		-5,215.92	-142,145.14
Liability Check	01/12/2018	13084	ICMA Retirement Tr...		-2,212.57	-144,357.71
Paycheck	01/12/2018	13080	Dwyer, Joseph M		-529.41	-144,887.12
Bill Pmt -Check	01/12/2018	13083	Bottomline Bookkee...		-280.00	-145,167.12
Paycheck	01/12/2018	13079	Brett, Steven J		-151.09	-145,318.21
Check	01/12/2018	13085	City of TC - Vendor		-25.00	-145,343.21
Liability Check	01/22/2018	EFTPS	State of Michigan - ...		-3,341.38	-148,684.59
Total Checks and Payments					-148,684.59	-148,684.59
Total New Transactions					-148,684.59	-148,684.59
Ending Balance					-134,416.23	264,677.75



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01/15/18

Accrual Basis

**DDA-TIF2**  
**Balance Sheet**  
**As of December 31, 2017**

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 4378	208.53
<b>Total Checking/Savings</b>	208.53
<b>Total Current Assets</b>	208.53
<b>Other Assets</b>	
Accounts Receivable	1,834.57
<b>Total Other Assets</b>	1,834.57
<b>TOTAL ASSETS</b>	<b>2,043.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	821,400.14
Net Income	-819,357.04
<b>Total Equity</b>	2,043.10
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,043.10</b>



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Accrual Basis

DDA-TIF2  
Profit & Loss  
December 2017

	Dec 17
Income	
Interest	0.10
Total Income	0.10
Expense	
Professional/Contractual	13.65
Total Expense	13.65
Net Income	-13.55



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01/15/18

Accrual Basis

**DDA-TIF2**  
**Profit & Loss**  
**July through December 2017**

---

	<u>Jul - Dec 17</u>
<b>Income</b>	
Interest	669.58
Property Taxes	<u>-793,320.17</u>
<b>Total Income</b>	<u>-792,650.59</u>
<b>Expense</b>	
Printing & Publishing	123.00
Professional/Contractual	<u>26,583.45</u>
<b>Total Expense</b>	<u>26,706.45</u>
<b>Net Income</b>	<u><u>-819,357.04</u></u>



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DDA-TIF2

## Reconciliation Summary

Fifth Third Checking - 4378, Period Ending 12/31/2017

---

	Dec 31, 17
Beginning Balance	13,437.24
Cleared Transactions	
Checks and Payments - 2 Items	-13,228.81
Deposits and Credits - 1 Item	0.10
Total Cleared Transactions	-13,228.71
Cleared Balance	208.53
Register Balance as of 12/31/2017	208.53
New Transactions	
Checks and Payments - 1 Item	-208.53
Total New Transactions	-208.53
Ending Balance	0.00



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DDA-TIF2

01/15/18

**Reconciliation Detail****Fifth Third Checking - 4378, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,437.24
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	11/10/2017	1042	Joint Rec. Authority	X	-13,215.16	-13,215.16
Check	12/31/2017			X	-13.65	-13,228.81
<b>Total Checks and Payments</b>					-13,228.81	-13,228.81
<b>Deposits and Credits - 1 Item</b>						
Deposit	12/31/2017			X	0.10	0.10
<b>Total Deposits and Credits</b>					0.10	0.10
<b>Total Cleared Transactions</b>					-13,228.71	-13,228.71
<b>Cleared Balance</b>					-13,228.71	208.53
<b>Register Balance as of 12/31/2017</b>					-13,228.71	208.53
<b>New Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	01/08/2018	1043	DDA		-208.53	-208.53
<b>Total Checks and Payments</b>					-208.53	-208.53
<b>Total New Transactions</b>					-208.53	-208.53
<b>Ending Balance</b>					-13,437.24	0.00



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01/15/18

Accrual Basis

**DDA - TIF97**  
**Balance Sheet**  
**As of December 31, 2017**

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 8026	1,724,966.39
<b>Total Checking/Savings</b>	1,724,966.39
Accounts Receivable	
Accounts Receivable	1,096,777.52
<b>Total Accounts Receivable</b>	1,096,777.52
<b>Total Current Assets</b>	2,821,743.91
<b>Other Assets</b>	
Due From Other Funds	10,048.50
<b>Total Other Assets</b>	10,048.50
<b>TOTAL ASSETS</b>	<b>2,831,792.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	55,054.78
Due to City - Capital Projects	1,830,105.03
<b>Total Accounts Payable</b>	1,885,159.81
<b>Other Current Liabilities</b>	
Deferred Revenue	1,205,000.00
Due To Other Funds	27,145.44
<b>Total Other Current Liabilities</b>	1,232,145.44
<b>Total Current Liabilities</b>	3,117,305.25
<b>Total Liabilities</b>	3,117,305.25
<b>Equity</b>	
Opening Bal Equity	-21,200.00
Retained Earnings	-1,619,746.67
Net Income	1,355,433.83
<b>Total Equity</b>	-285,512.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,831,792.41</b>



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Accrual Basis

**DDA - TIF97**  
**Profit & Loss**  
**December 2017**

---

	<u>Dec 17</u>
<b>Income</b>	
Interest	291.54
Property Taxes	<u>19,680.59</u>
<b>Total Income</b>	19,972.13
<b>Expense</b>	
Professional/Contractual	<u>38,702.10</u>
<b>Total Expense</b>	<u>38,702.10</u>
<b>Net Income</b>	<u><u>-18,729.97</u></u>



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Accrual Basis

**DDA - TIF97**  
**Profit & Loss**  
**July through December 2017**

---

	<u>Jul - Dec 17</u>
<b>Income</b>	
Interest	-115,180.00
Property Taxes	<u>1,592,465.91</u>
<b>Total Income</b>	<u>1,477,285.91</u>
<b>Expense</b>	
Capital Outlay	1,990.83
Professional/Contractual	<u>119,861.25</u>
<b>Total Expense</b>	<u>121,852.08</u>
<b>Net Income</b>	<u><u>1,355,433.83</u></u>



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**DDA - TIF97**  
**Reconciliation Summary**  
**Fifth Third Checking - 8026, Period Ending 12/31/2017**

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	<u>Dec 31, 17</u>
<b>Beginning Balance</b>	1,704,996.36
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-2.10
Deposits and Credits - 2 items	<u>19,972.13</u>
<b>Total Cleared Transactions</b>	<u>19,970.03</u>
<b>Cleared Balance</b>	<u><u>1,724,966.39</u></u>
<b>Register Balance as of 12/31/2017</b>	1,724,966.39
<b>New Transactions</b>	
Checks and Payments - 3 Items	<u>-39,992.00</u>
<b>Total New Transactions</b>	<u>-39,992.00</u>
<b>Ending Balance</b>	<u><u>1,684,974.39</u></u>



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DDA - TIF97

## Reconciliation Detail

Fifth Third Checking - 8026, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,704,996.36
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/31/2017			X	-2.10	-2.10
Total Checks and Payments					-2.10	-2.10
Deposits and Credits - 2 items						
Deposit	12/12/2017			X	19,680.59	19,680.59
Deposit	12/31/2017			X	291.54	19,972.13
Total Deposits and Credits					19,972.13	19,972.13
Total Cleared Transactions					19,970.03	19,970.03
Cleared Balance					19,970.03	1,724,966.39
Register Balance as of 12/31/2017					19,970.03	1,724,966.39
New Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	01/10/2018	1172	Gourdie-Fraser, Inc.		-35,651.00	-35,651.00
Bill Pmt -Check	01/10/2018	1174	Valley City Sign		-3,291.00	-38,942.00
Bill Pmt -Check	01/10/2018	1173	IDF		-1,050.00	-39,992.00
Total Checks and Payments					-39,992.00	-39,992.00
Total New Transactions					-39,992.00	-39,992.00
Ending Balance					-20,021.97	1,684,974.39



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Accrual Basis

**DDA Old Town TIF**  
**Balance Sheet**  
**As of December 31, 2017**

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	<u>154,208.44</u>
Total Checking/Savings	<u>154,208.44</u>
Total Current Assets	<u>154,208.44</u>
<b>TOTAL ASSETS</b>	<u><u>154,208.44</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	<u>154,208.44</u>
Total Equity	<u>154,208.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>154,208.44</u></u>



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01/15/18

Accrual Basis

DDA Old Town TIF  
Profit & Loss  
December 2017

	Dec 17
Net Income	0.00



4:00 PM

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Accrual Basis

**DDA Old Town TIF**  
**Profit & Loss**  
July through December 2017

	<u>Jul - Dec 17</u>
<b>Income</b>	
Interest	31.04
Property Taxes	<u>153,216.55</u>
<b>Total Income</b>	153,247.59
<b>Expense</b>	
Office Supplies	<u>39.15</u>
<b>Total Expense</b>	<u>39.15</u>
<b>Net Income</b>	<u><u>153,208.44</u></u>



4:00 PM

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**DDA Old Town TIF**  
**Reconciliation Summary**  
**Fifth Third Checking - 0650, Period Ending 12/31/2017**

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	<u>Dec 31, 17</u>
Beginning Balance	154,208.44
Cleared Balance	154,208.44
Register Balance as of 12/31/2017	154,208.44
New Transactions	
Checks and Payments - 1 Item	<u>-992.00</u>
Total New Transactions	<u>-992.00</u>
Ending Balance	<u><u>153,216.44</u></u>



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**DDA Old Town TIF**  
**Reconciliation Detail**  
**Fifth Third Checking - 0650, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						154,208.44
Cleared Balance						154,208.44
Register Balance as of 12/31/2017						154,208.44
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	01/10/2018	1000	Valley City Sign		-992.00	-992.00
Total Checks and Payments					-992.00	-992.00
Total New Transactions					-992.00	-992.00
Ending Balance					-992.00	153,216.44



RUN DATE: 1/15/18

CITY OF TRAVERSE CITY  
LINE ITEMS AS OF 10/31/2017

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 499.00 TO 699.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	33592.55	218905.05	.00	151094.95	59.16
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	163722.77	681984.28	.00	618015.72	52.46
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	12309.00	40113.75	.00	199886.25	16.71
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	11154.05	45213.25	.00	534786.75	7.80
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	47530.20	179673.20	.00	155326.80	53.63
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	867.59	8664.79	.00	5164.79-	247.57
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	12048.00	.00	14252.00	45.81
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	120.00	853.05	.00	853.05-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	.00	2854800.00	270796.16	1189347.04	.00	1665452.96	41.66



RUN DATE: 1/15/18

CITY OF TRAVERSE CITY  
LINE ITEMS AS OF 10/31/2017

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 700.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	528.65	5148.22	.00	64851.78	7.35
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	.00	.00	.00	6000.00	.00
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41-	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	38.90	357.70	.00	5342.30	6.28
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	87.24	1817.85	.00	3482.15	34.30
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	9.35	146.69	.00	553.31	20.96
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	.00	849.53	.00	8650.47	8.94
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	95.09	.00	54.91	63.39
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	156.60	.00	1243.40	11.19
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	1246.16	1539.71	.00	5460.29	22.00
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	3490.15	11092.02	.00	34907.98	24.11
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	171003.42	257730.56	8156.80	674112.64	27.42
810.00 COLLECTION COSTS	2000.00	.00	2000.00	14.40-	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	1540.16	6132.91	.00	44367.09	12.14
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	187.19	924.29	.00	7075.71	11.55
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2698.00	.00	5302.00	33.73
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	10.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	87.50	551.14	.00	21448.86	2.51
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	1977.21	7908.84	.00	13091.16	37.66
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	3717.94	17062.41	.00	112937.59	13.12



RUN DATE: 1/15/18

CITY OF TRAVERSE CITY  
L I N E I T E M S A S O F 10/31/2017

PAGE 2

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 700.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	5500.41	13504.44	390.00	386105.56	3.38
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	6124.50	26791.57	.00	92208.43	22.51
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	3347.67	.00	7152.33	31.88
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	168749.32	.00	260250.68	39.34
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	237760.86	529655.04	8546.80	2316698.16	18.55



RUN DATE: 1/15/18

CITY OF TRAVERSE CITY  
LINE ITEMS AS OF 11/30/2017

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 499.00 TO 699.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	23333.30	242238.35	.00	127761.65	65.47
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	114187.04	796171.32	.00	503828.68	61.24
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	3336.00	43449.75	.00	196550.25	18.10
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	2604.75	47818.00	.00	532182.00	8.24
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	41980.00	221653.20	.00	113346.80	66.17
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	5894.49	14559.28	.00	11059.28-	415.98
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	13548.00	.00	12752.00	51.51
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	220.00	1073.05	.00	1073.05-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	.00	2854800.00	193055.58	1382402.62	.00	1472397.38	48.42



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CITY OF TRAVERSE CITY  
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SELECTION: FUND RANGE 585 TO 585  
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DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	769.58	5917.80	.00	64082.20	8.45
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	.00	.00	.00	6000.00	.00
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41-	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	59.57	417.27	.00	5282.73	7.32
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	.00	1817.85	.00	3482.15	34.30
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	.00	146.69	.00	553.31	20.96
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	.00	849.53	.00	8650.47	8.94
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	95.09	.00	54.91	63.39
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	.00	156.60	.00	1243.40	11.19
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	128.94	1668.65	.00	5331.35	23.84
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	3348.11	14440.13	.00	31559.87	31.39
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	75043.20	332773.76	8156.80	599069.44	35.40
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	1249.60	7382.51	.00	43117.49	14.62
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	311.75	1236.04	.00	6763.96	15.45
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	2584.82	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	87.50	638.64	.00	21361.36	2.90
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	.00	7908.84	.00	13091.16	37.66
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	5336.59	22399.00	.00	107601.00	17.23



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SELECTION: FUND RANGE 585 TO 585  
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DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	1928.65	15433.09	390.00	384176.91	3.86
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	15184.69	41976.26	.00	77023.74	35.27
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	3347.67	.00	7152.33	31.88
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	.00	168749.32	.00	260250.68	39.34
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	106033.00	635688.04	8546.80	2210665.16	22.27



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DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	11362.95	253601.30	.00	116398.70	68.54
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	29679.65	825850.97	.00	474149.03	63.53
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	9671.25	53121.00	.00	186879.00	22.13
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	19265.00	67083.00	.00	512917.00	11.57
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	18381.90	240035.10	.00	94964.90	71.65
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	.00	14559.28	.00	11059.28-	415.98
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	3000.00	16548.00	.00	9752.00	62.92
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	21.25	1094.30	.00	1094.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	.00	2854800.00	91382.00	1473784.62	.00	1381015.38	51.62



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CITY OF TRAVERSE CITY  
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SELECTION: FUND RANGE 585 TO 585  
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DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	2848.97	8766.77	.00	61233.23	12.52
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	1663.80	1663.80	.00	4336.20	27.73
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41-	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	359.53	776.80	.00	4923.20	13.63
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	296.61	2114.46	.00	3185.54	39.90
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	31.01	177.70	.00	522.30	25.39
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	24.68	874.21	.00	8625.79	9.20
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	95.09	.00	54.91	63.39
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	.00	156.60	.00	1243.40	11.19
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	38.15	1706.80	.00	5293.20	24.38
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	257.17	14697.30	.00	31302.70	31.95
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	115930.64	448704.40	8156.80	483138.80	47.73
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	918.74	8301.25	.00	42198.75	16.44
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	.00	1236.04	.00	6763.96	15.45
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	87.50	726.14	.00	21273.86	3.30
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	.00	7908.84	.00	13091.16	37.66
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	6943.86	29342.86	.00	100657.14	22.57



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	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	4344.16	19777.25	390.00	379832.75	4.94
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	28929.12	70905.38	.00	48094.62	59.58
956.00 MISCELLANEOUS	10500.00	.00	10500.00	7981.96	11329.63	.00	829.63-	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	.00	168749.32	.00	260250.68	39.34
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	170655.90	806343.94	8546.80	2040009.26	28.24





To: DDA Board of Directors

From: DDA Executive Committee  
Bill Golden, Chairperson  
Leah Bagdon McCallum, Vice Chairperson  
Gabe Schneider, Treasurer  
Steve Constantin, Secretary

Re: Proposed Employment Agreement for Chief Executive Officer with Jean Derenzy

Date: January 15, 2018

The Executive Committee has negotiated the Employment Agreement with Chief Executive Officer finalist Jean Derenzy. The Employment Agreement is recommended for approval. The following summarizes key terms of the proposed Employment Agreement:

- Annual salary of \$85,000 effective February 19, 2018 for an initial term of three years subject to satisfactory annual performance evaluations.
- Annual vacation leave of four weeks
- Professional development days of up to fifteen per fiscal year
- Sixty days advance notice shall be given for resignation
- One hundred eighty days advance notice or equivalent of one hundred eighty pay days for termination
- All other benefits afforded to DDA employees pursuant to the DDA Employee Handbook

Upon the DDA Board of Director's authorization of the Employment Agreement, the annual salary will be go before the Traverse City Commission for approval.

We recommend the following motion:

**that Jean Derenzy be appointed as Chief Executive Officer (CEO) of the Downtown Development Authority effective February 19, 2018 and execute an Employment Agreement for CEO with Jean Derenzy which specifies the terms and conditions of employment; with the agreement subject to approval as to its form by the City Attorney; and that DDA Board recommend the salary approval to the Traverse City Commission.**



LETTER OF AGREEMENT  
FOR  
CHIEF EXECUTIVE OFFICER (CEO)

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as the “DDA”), whose address is 303 East State Street, Suite C, Traverse City, MI, 49684, and Jean Derenzy (hereinafter referred to as the “CEO”), who address is \_\_\_\_\_;

WITNESSETH:

WHEREAS, for the purposes of this Agreement the term Chief Executive Officer (“CEO”) shall mean the Chief Executive of the Downtown Development Authority, also known as the “director” as described in Section 5 of the Downtown Development Authority Act (Act 197 of 1975, MCL 125.1655); and

WHEREAS, the DDA wishes to retain the services of Jean Derenzy, as CEO; and

WHEREAS, Jean Derenzy wishes to be employed by the DDA in the capacity of CEO; and

WHEREAS, it is to the advantage of both the DDA and the CEO to specify the conditions under which the CEO is to work and to be compensated.

NOW, THEREFORE, it is mutually agreed by the parties as follows:

1.     Employment.

The DDA hereby employs Jean Derenzy as the CEO, and Jean Derenzy hereby accepts such employment upon the terms and conditions hereinafter set forth.

2.     Applicable Laws.

This agreement is subject to all applicable laws and administrative rules bearing upon the parties and the subject matter of this Agreement as such law may be in effect from time to time, including with limitation, Act 197 of 1975, as amended, and such law is incorporated herein by reference. In the event of conflict between the provisions of this Agreement and such applicable law, such applicable law shall control.



3. Term.

This Agreement shall commence on February 19, 2018 and shall continue for an initial term of three (3) years subject to satisfactory annual performance evaluations pursuant to Paragraph 4 below. At the conclusion of the third year the parties shall have the opportunity to renegotiate or extend the terms of this Agreement.

4. Performance Evaluation. A formal performance evaluation shall be conducted on or before June 30 of each year but these evaluations shall not be a renegotiation of the terms of this Agreement. The performance of the CEO shall be evaluated primarily upon the duties and functions listed in the job description (Attachment A) as well as the goals and plans expressed by the DDA Board during goal setting sessions, strategic planning and/or formal performance evaluation sessions as outlined in this Agreement.

5. Compensation.

For all services rendered by the CEO under this Agreement, the DDA shall pay the CEO an annual salary of eighty-five thousand dollars (\$85,000.00) effective February 19, 2018, to be paid biweekly. Annual increases, if any, shall be based upon satisfactory performance evaluation, market conditions and ability to pay.

6. Termination.

Either party has the right to terminate the employment relationship at any time and in the sole discretion of the party terminating the relationship subject to the following provisions:

(a) In the event the CEO resigns from the position, sixty (60) days advance notice shall be given to the DDA Board of Directors.

(b) In the event the DDA Board of Directors terminates the services of the CEO, the equivalent of one hundred eighty (180) calendar days' advance notice of such termination shall be given to the CEO, or in the alternative, the equivalent of one hundred eighty (180) calendar days pay. In addition, the DDA shall also pay for one hundred eighty (180) days health, dental and eye premiums for policies in effect at the time of separation. The requirements of this subsection shall not apply in the event that the CEO is terminated because of conviction of a felony or any illegal act involving personal gain or removed by the DDA Board of Directors due to misfeasance, malfeasance or nonfeasance in the performance of her duties as CEO.



7. Duties.

In addition to the duties established or contracted by the DDA, the CEO shall be the Chief Administrative Officer for the Downtown Traverse City Association (hereinafter referred to as the "DTCA") as per the terms of the contract between the DDA and the DTCA. The attached description of the CEO's responsibilities, attached hereto and incorporated herein as "Attachment A," is the present determination of the DDA Board of the CEO's responsibilities and may be relied upon by the CEO. However, the DDA Board may from time to time, by resolution, alter this description of the CEO's responsibilities, provided that such alterations shall not be effective until a copy of such resolution shall be delivered to the CEO.

8. Extent of Services.

The CEO shall devote sufficient professional time, attention and energies to the business of the DDA. In order to discharge the functions of the office of CEO, early morning, luncheon and night-time meetings and activities may occur outside regular office hours that require the CEO's attendance. To the extent that it does not interfere with the fulfillment of her duties and responsibilities, as they may be altered from time to time, or cause a conflict of interest, the CEO may provide consulting services to other entities using her own time and resources. Prior to engaging in such consulting activities, the CEO shall notify the DDA Board of Directors in writing.

9. Professional Development.

The CEO shall be entitled to attend professional development activities relating to DDA affairs, such as seminars and conventions. The DDA shall pay for or reimburse the CEO for expenses in connection with such professional development activities as per DDA policy up to the amount authorized in the budget. The CEO shall take not more than fifteen (15) working days per fiscal year for professional development activities unless specifically authorized by the DDA. Days so expended shall be regarded as days worked.

10. Civic Organizations.

The DDA encourages membership of the CEO in local civic organizations and in executing civic responsibilities. The DDA agrees to reimburse the CEO for dues and reasonable expenses incurred in membership in one local recognized civic organization involved in public service.

11. Paid Time Off/Benefits.

a. Vacation. The CEO shall be entitled each year to vacation of four (4) weeks. During such vacation time the CEO's compensation will be paid in full.



The CEO shall be paid for any unused vacation upon the end of employment pursuant to the DDA Employment Handbook.

b. Sick Leave. The CEO will be entitled to accrue one sick day per month of employment. Sick days accrued shall be paid to an employee at separation of employment pursuant to the DDA Employment Handbook.

c. Other Benefits.

i. The CEO shall be reimbursed for travel in the conduct of business per the federal mileage reimbursement rate.

ii. The CEO is entitled to group health insurance, including dental & vision coverage, through the City of Traverse City Group Health Program, or its reasonable equivalent.

iii. The DDA offers a Section 457 Deferred Compensation Plan through ICMA Retirement Corporation. Participation in the plan is voluntary. If the CEO chooses to participate in the plan, the DDA provides a guaranteed 4% contribution (no employee contribution necessary). In addition to the guaranteed 4% contribution, the DDA will also contribute a dollar-for-dollar match up to 6% of the employee's gross pay (including regular hours, overtime, vacation pay, short term leave/sick pay and longevity). Annual benefit cash-outs and retirement cash-outs are not eligible to receive the DDA match.

12. Assignment.

This Agreement is not assignable by either party.

13. Waiver of Breach.

A waiver by the DDA of breach by the CEO of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the CEO.

DOWNTOWN DEVELOPMENT  
AUTHORITY

Dated:

\_\_\_\_\_  
Bill Golden, Chairman



Dated:

By: \_\_\_\_\_  
Steve Constantin, Secretary

Dated:

\_\_\_\_\_  
Jean Derenzy, CEO

APPROVED AS TO FORM:

\_\_\_\_\_  
Lauren Tribble-Laucht, DDA General Counsel

### **Attachment A**

CEO Job Description



# Attachment A

## TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

### Job Description

## CHIEF EXECUTIVE OFFICER (CEO)

**Supervised By:** Traverse City Downtown Development Authority (DDA)  
Board of Directors  
**Supervises:** DDA Staff  
**Job Type:** Employment Agreement

### **General Summary:**

The Chief Executive Officer (CEO) serves at the pleasure of the Traverse City Downtown Development Authority (DDA) Board of Directors. The CEO is the catalyst, promoter and keeper of the Traverse City downtown vision. CEO is responsible for the development, execution, implementation of the Downtown Development Authority (DDA) activities in the City of Traverse City. The CEO works with the Board, oversees all DDA staff to ensure successful implementation of the Board's strategic plan and annual operating plan for the DDA which may include contractual work for other entities and enjoys working with people and organizations.

### **Position Responsibilities:**

The Chief Executive Officer is a champion, cheerleader and visionary for Traverse City's downtown. The CEO is a strong leader who invites and embraces engagement with all interests in fulfilling the annual goals and priorities of the DDA. The CEO builds and sustains relationships and provides services and programs that are valued by businesses and other organizations located within the DDA district. The CEO's work is driven by the future vision for Traverse City's downtown.

### **Areas of Focus:**

1. Leadership
2. Development (Infrastructure, etc.)
3. Parking
4. Business Recruitment and Retention
5. Marketing and Promotion
6. Partnership and Collaboration



## **Chief Executive Officer (CEO)**

Job Description

Page 2

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. The CEO has the authority to hire and manage DDA staff including those who may work under contract. Beginning in 2018, all staff will participate in "360" performance evaluations.
2. Implementing the DDA's strategic and developing and implementing operating plans;
3. Implementing Tax Increment Financing plans and strategies;
4. Leading, cultivating and promoting a thriving business environment; proactive communications and engagement with stakeholders, including businesses, downtown groups and organizations, neighboring communities and governments, funding sources and others;
5. Developing and participating with partnerships to achieve strategic goals operating plan priorities;
6. Overseeing the development and management of downtown parking facilities;
7. Achieving the goals of an annual capital improvement program;
8. Fulfilling contractual obligations with other entities; and others;
9. Handling all employee transactions, including employee training and evaluation;
10. Establishing annual goals, objectives and milestone measurement with the Executive Committee;
11. Additional responsibilities as directed by the Board of Directors.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Bachelor's degree in an area of concentration related to the position.
2. At least 7 (seven) years of work experience with accomplishments that are relevant to this job description.
3. Understanding and working knowledge of purposes and roles of DDA's.
4. Successful management of community-based programs.



## **Chief Executive Officer (CEO)**

Job Description

Page 3

5. Successful in leading and participating in outreach and community engagement processes, including use and application of multiple forms of media to reach and have two-way communications with stakeholders.
6. Successful planning, development and implementation of strategies and operating plans that address community priorities.
7. Familiarity with how to attain goals in communities of similar size and nature as Traverse City.
8. Well versed in general funding sources available for communities and how to help develop funding.
9. Experience in setting and attaining personal and organizational performance measures.
10. Demonstrated leadership, communication and team building skills
11. Demonstrated ability and interest in collaboration and collective impact and in developing common agendas for addressing complex needs, issues and priorities. A "connector" between businesses, people, governments and other organizations.
12. Outstanding communicator in all respects who demonstrate through example the positive influence of inclusiveness in attaining priorities. A "modern" thinker and communicator, adept in social media and modern communication methods. Capability and experience with educating various sectors on options and implications involving government programs.
13. Forward thinker and effective planner who deals with needs and priorities proactively.
14. Enjoys and comfortable dealing with concepts and large visions of the future.
15. Successful management of and coping with stressful conditions.
16. Enjoys working with people and can readily fit with and manage small staff unit.
17. Understanding of small town dynamics.
18. Prior experience in implementing Tax Increment Financing plans.
19. Can readily prioritize in short and long-term contexts.
20. Familiarity with work and jobs that have elected officials as primary stakeholders.
21. Experience with leveraging partnerships, affiliations, volunteers and staff to maximize productivity in ways that contain or reduce operation costs as a function of output.



## **Chief Executive Officer (CEO)**

Job Description

Page 4

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is typically in an office setting where they are regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. In the course of inspecting public works projects, the employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment can range from quiet to loud.

### **Tools and Technology**

The DDA office uses a variety of software including Microsoft Office Suite, G Suite (google), Macintosh Pages, Numbers and Keynote, as well as Filemaker 15.



RESOLUTION  
Authorizing the Chief Executive Officer to Conduct Banking

under the laws of the State of Michigan, Act No. 197 of the Michigan Public Acts of 1975, as amended (MCL 125.1651 et seq), the Downtown Development Authority possess all of the powers necessary to carry out the purpose of its incorporation; and

the Downtown Development Authority Board may make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties; and subject to the approval of the Downtown Development Authority Board, the Chief Executive Officer shall be responsible for the performance of the functions of the authority in the manner authorized by the Act; and

NOW THEREFORE BE IT RESOLVED that the Downtown Development Authority Board directs Jean Derenzy, Chief Executive Officer, is authorized to enter into and execute on behalf of the Downtown Development Authority any agreements with any bank or financial institution for the safekeeping or third party custodianship of any of the Downtown Development Authority's securities or deposits, upon execution of an employment agreement with her.

RESOLVED that the above banks be designated as depositories for investment of Downtown Development Authority funds and that such funds be deposited as investments in said banks and be subject to withdrawal upon check, note, draft, bills of exchange, acceptances, undertakings of other orders for the payment of money when signed on behalf of the Downtown Development Authority.

RESOLVED that the Secretary is authorized to certify to the above banks the foregoing resolution and that the provisions thereof are in conformity with the Act and Ordinances of the City of Traverse City.

RESOLVED that the past use of these institutions as depositories is ratified.

I FURTHER CERTIFY that there is no provision in the Act or Ordinances of the City of Traverse City limiting the power of the Downtown Development Authority Board to pass the foregoing resolution and that the same is in conformity with the provisions of said Act and Ordinances. I hereby certify that the above Resolution was adopted at the December 15, 2017 Regular Meeting of the Downtown Development Authority held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

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Steve Constantin, Secretary





# Memorandum

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To: DDA Board of Directors  
From: Colleen Paveglio  
Re: Farmers Market Project  
Date: January 15, 2018

The DDA engaged Nate Elkins, IDF, in March 2017 to develop renderings of the Sara Hardy Downtown Farmers Market project based on the Beckett & Raeder plan. As the committee has met with various commissions, community stakeholders, residents, etc. we deemed it important to make some enhancements to the project based on feedback.

The Sara Hardy Downtown Farmers Market is one of the large growers market in the state of Michigan and the largest Farmers Market in the Northern Michigan. We serve nearly 100 farmers and have a direct result in providing fresh and healthy food to our local community. The DDA is proud to support a number of food assistance programs at the market as well. With the many successes at the market, we are excited to move forward on this project.

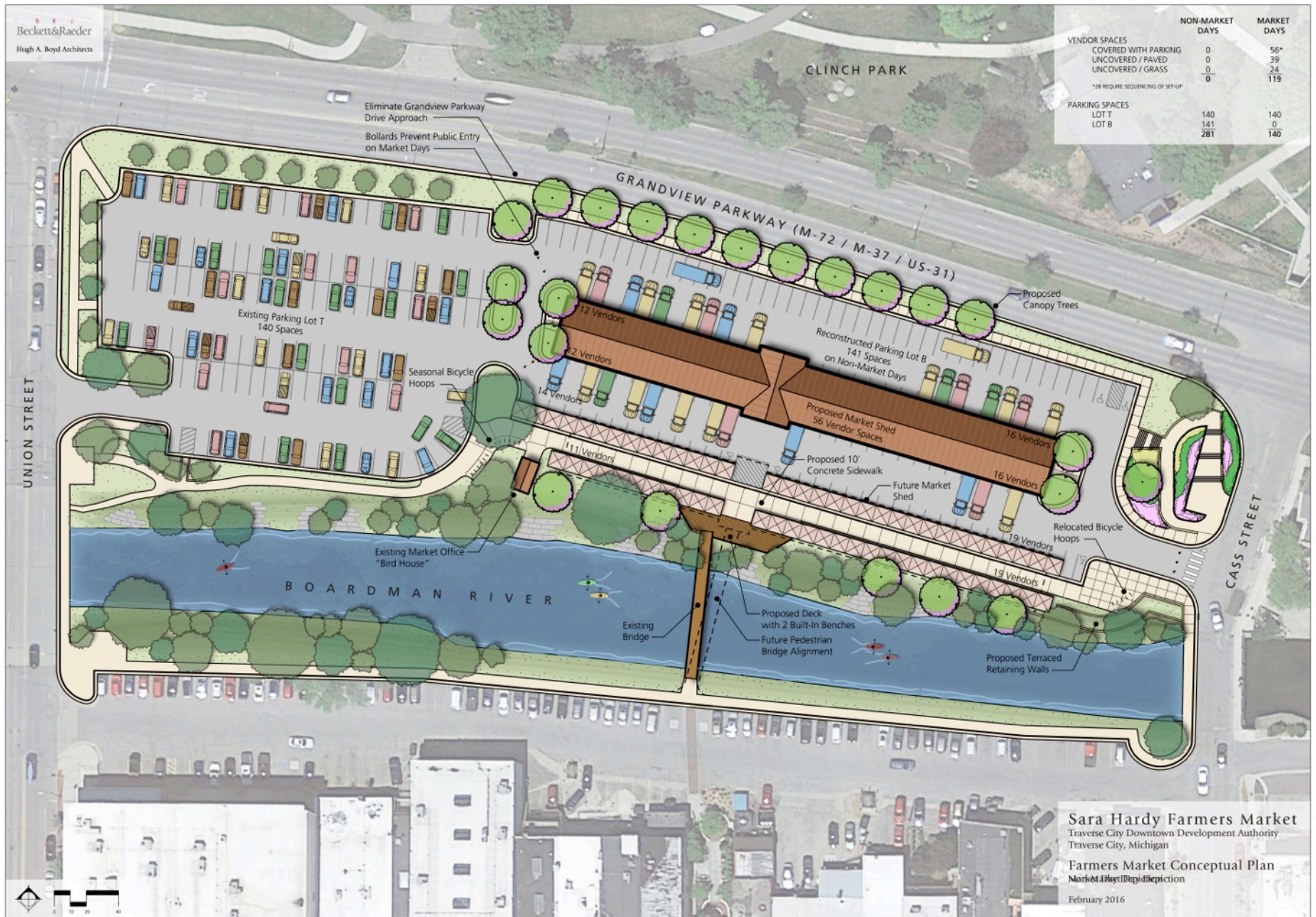
Nate Elkins from IDF will present that enhancements made to the plan. Key items are the inclusion of a demonstration kitchen, a larger box office to serve the market, a loading zone, more community spaces for people to gather, and an element that highlights and celebrates the river.

I have included cost estimates that have increased due these changes. Based on our conversations with the fundraising team, they are confident that the dollars can be raised for a such a significant project that has a positive impact on our local community.

We previously gained approval for the Farmers Market plan from the Planning Commission, Parks and Recreation Commission and City Commission. However, it is important to meet with these commissions and update them on the changes. In the meantime, we will meet with Jean to keep her up to date on the project and look forward to seeking authorization from the DDA to bid the project out for schematic and engineering in the near future.

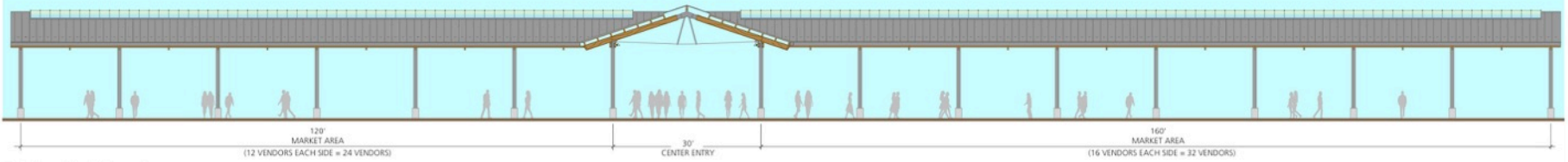


VENDOR SPACES		
COVERED WITH PARKING	0	56*
UNCOVERED / PAVED	0	39
UNCOVERED / GRASS	0	24
	0	119
*28 REQUIRE SEQUENCING OF SET-UP		
PARKING SPACES		
LOT T	140	140
LOT B	141	0
	281	140



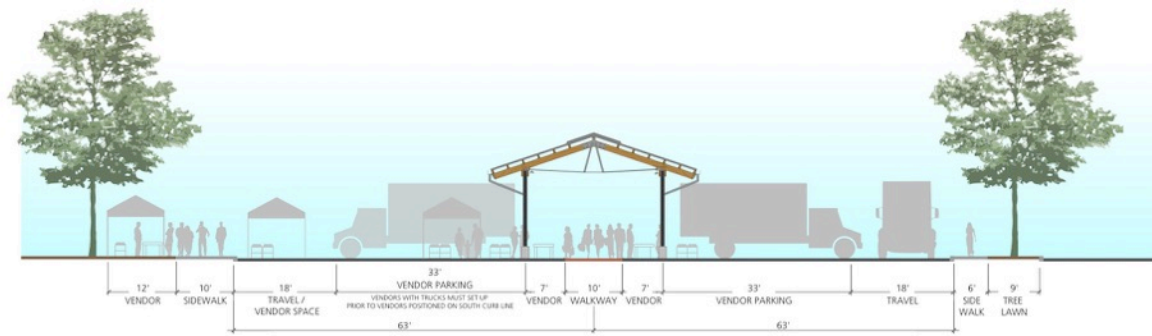


B R I  
Beckett&Raeder  
Hugh A. Boyd Architects



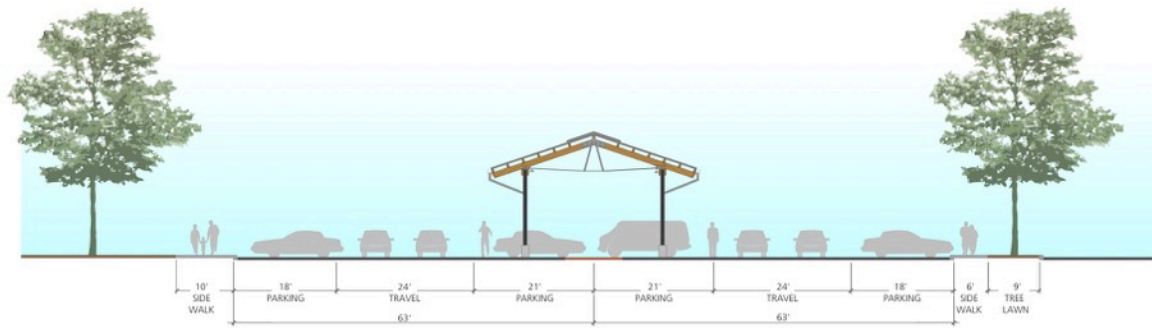
Market Shed Elevation

Scale: 1/8" = 1'-0"



Market Shed Cross Section - Market Days

Scale: 1" = 10'



Market Shed Cross Section - Non-Market Days

Scale: 1" = 10'

Sara Hardy Farmers Market  
Traverse City Downtown Development Authority  
Traverse City, Michigan

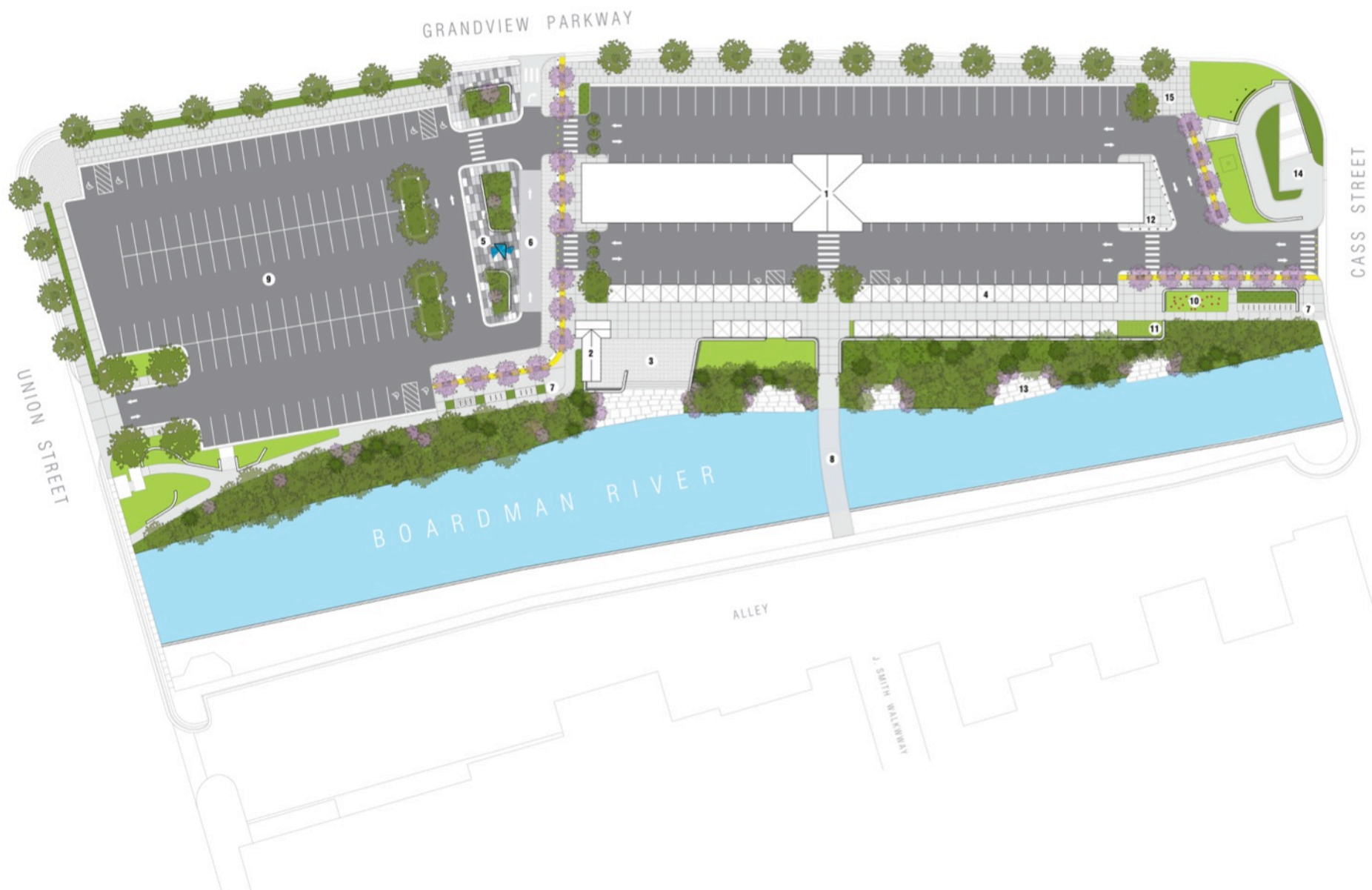
Farmers Market Conceptual Sections

January 2016

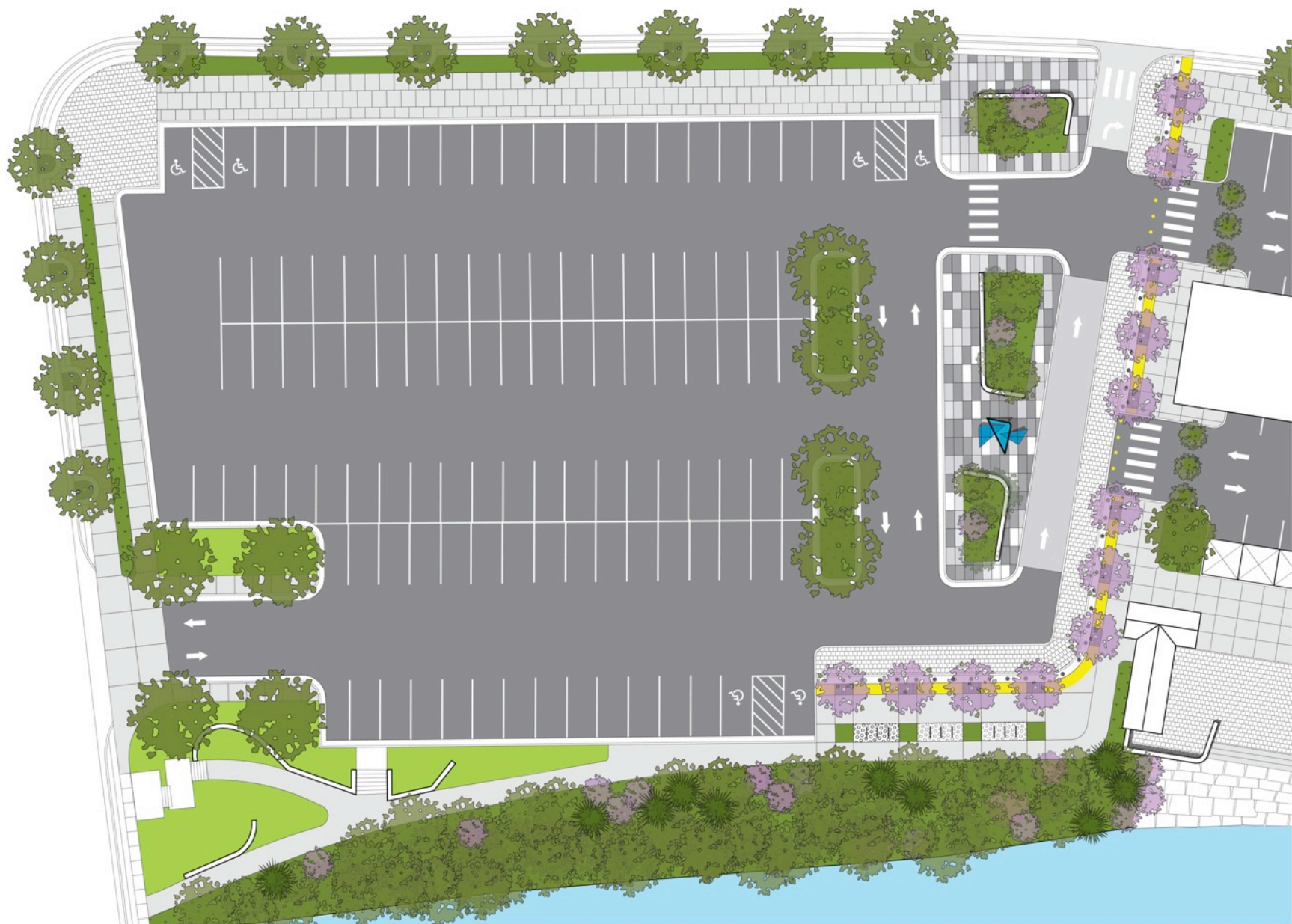
























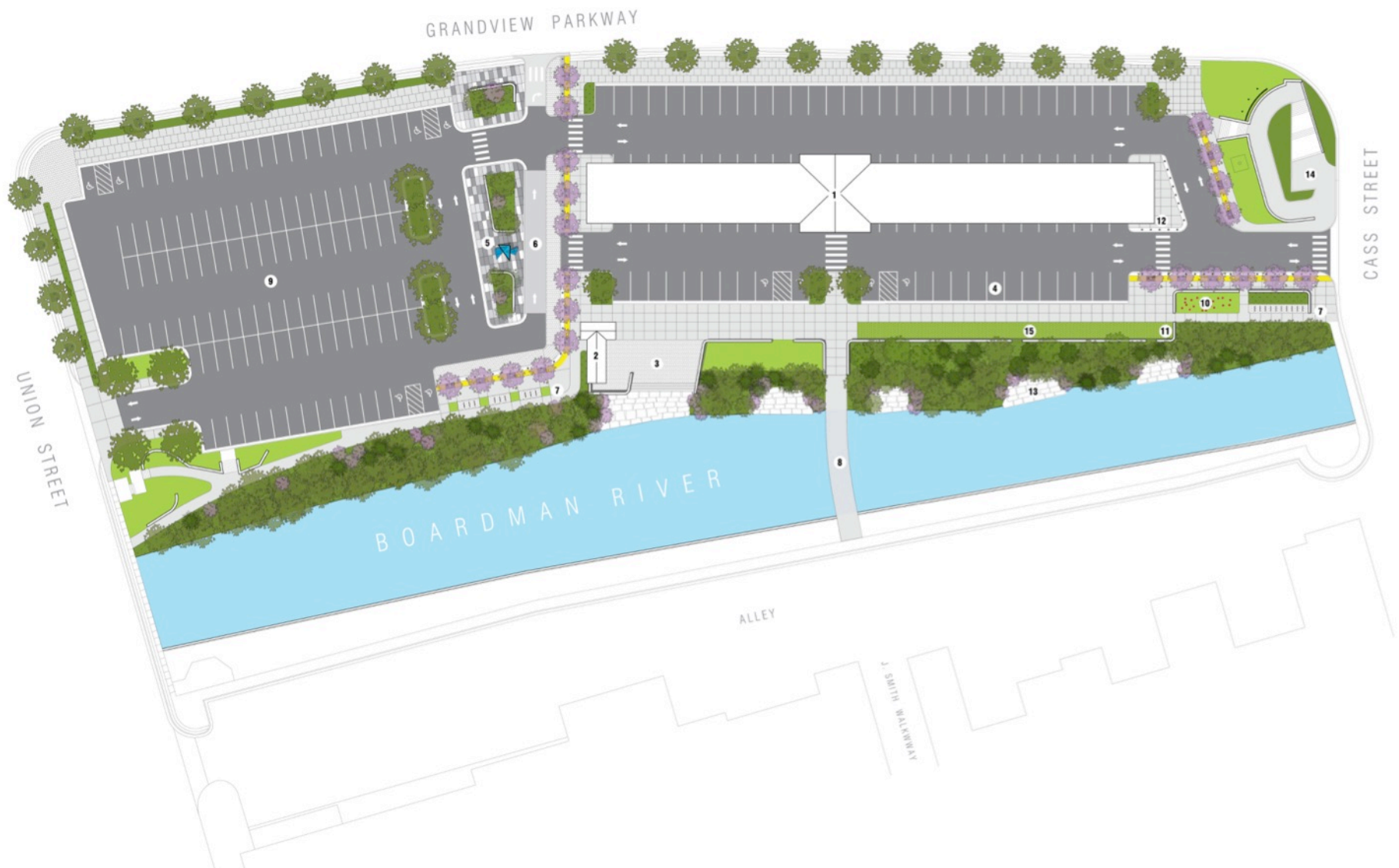






















studios

PO Box 1507  
Traverse City  
Michigan 49685  
(231) 944.4114  
influencedesignforum.com

**influence  
design  
forum  
LLC.**



PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST	
PREPARED FOR THE TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY	
PROJECT:	Sara Hardy Farmer's Market Site Plan
JOB #	2017102.01
DATE OF ISSUE:	<b>DRAFT 1-16-18</b>
REV'D:	
CATEGORY	ESTIMATED COST
<b>SITE WORK</b>	
SITE PREPARATION & REMOVALS	\$89,600.00
EARTHWORK	\$30,114.00
STORMWATER	\$140,200.00
UTILITIES	\$40,000.00
PAVING & HARDSCAPE	\$629,675.00
TRAFFIC CONTROL DEVICES: PAVEMENT MARKING	\$6,360.00
TRAFFIC CONTROL DEVICES: SIGNS	\$7,100.00
PARKING MANAGEMENT	\$4,400.00
LANDSCAPING & RESTORATION	\$158,400.00
ELECTRICAL & LIGHTING	\$97,470.00
AMENITIES, SITE FURNITURE & APPURTENANCES	\$55,550.00
<b>SUB-TOTAL SITE WORK COST</b>	<b>\$1,258,869.00</b>
<b>BUILDINGS</b>	
MARKET SHED	\$916,000.00
BIRDHOUSE IMPROVEMENTS & ADDITION	\$190,000.00
<b>SUB-TOTAL BUILDING COST</b>	<b>\$1,106,000.00</b>
<b>PROJECT CONTINGENCY</b>	<b>\$354,730.35</b>
<b>ARCHITECTURAL &amp; ENGINEERING</b>	<b>\$293,468.90</b>
<b>CONSTRUCTION ADMINISTRATION, MATERIALS TESTING &amp; QUALITY CONTROL</b>	<b>\$45,000.00</b>
<b>PRELIMINARY ESTIMATED TOTAL COST (SITE WORK &amp; BUILDINGS)</b>	<b>\$3,058,068.25</b>
<b>BRIDGE</b>	
REMOVAL OF EXISTING BRIDGE	\$10,000.00
NEW BRIDGE	\$500,000.00
<b>SUB-TOTAL BRIDGE COST</b>	<b>\$510,000.00</b>
<b>PROJECT CONTINGENCY</b>	<b>\$76,500.00</b>
<b>ARCHITECTURAL &amp; ENGINEERING</b>	<b>\$87,975.00</b>
<b>PRELIMINARY ESTIMATED TOTAL COST (BRIDGE)</b>	<b>\$674,475.00</b>

**NOTES:**

1 All costs above have been calculated from a detailed cost estimate and breakdown. Please refer to the cost estimate for further breakdown and explanation.





# Memorandum

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To: Colleen Paveglio, Acting DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: January 15, 2018  
Re: Parking Services Updates – January 2018

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## ***Hardy and Old Town Restoration Repair Project - Update***

Rich and Associates were in town the week of December 4<sup>th</sup> to re-walk both facilities and perform evaluations in order to prepare the bid documents for the repairs needed at both locations. The goal is to have the Restoration and Repair RFP ready for bid within the next month.

## ***Hardy Parking Access and Revenue Control (PARCs) Equipment Replacement – New***

The lifespan on garage equipment is 10 years. The PARCs equipment at Hardy is nearing its 15<sup>th</sup> birthday this June this is partly due to the routine maintenance that we perform in-house. Our goal was to stretch the life of the equipment until we could couple an equipment RFP with the PARCs equipment that would be needed at 145 W Front. However, with the Park Place Hotel Conference Center slated to open in June 2018, we see the need to upgrade the Hardy equipment now so we are prepared for the increase use this summer. We will be issuing a Hardy PARCs Replacement RFP in the coming months.

## ***Camera RFP – Existing***

We will be dusting off the camera RFP and re-issuing it around the time of the Hardy PARCs RFP. We decided not to move forward with selecting a vendor after the RFPs were received last spring in hopes to partner with TCLP and their camera provider. We have decided to continue housing our own camera service and will aim to have the new system up this summer.

## ***NCF Emergency Management use of Lot C – New***

The National Cherry Festival will submit a revised application to the City Clerk to include Lot C, 200 E Grandview Parkway adjacent to the Chamber Building, for Emergency Management staging for this year's festival.

## ***Vehicle Replacement and License Plate Recognition (LPR) – New***

The Ford Explorer is due for scheduled replacement. We have been working with Dave Courtad at the City Garage to find a vehicle that meets the City's green initiative, but is also compatible with LPR. LPR draws quite a bit of power to operate. We will not be able to implement LPR with





# Memorandum

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an electric vehicle, but we are hopeful we can use a hybrid. The vehicle replacement will be coming this spring, and LPR is in the planning phase.

## ***Hardy Boiler Replacement – Update***

Earlier this month, we issued a confirming service and purchase order for the replacement of one of the boilers at Hardy. The boiler is scheduled to be replaced by Friday, January 19, 2018.





The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 16, 2018

DATE: JANUARY 11, 2018

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature in blue ink, appearing to read "Penny Hill", with a checkmark to the left.

SUBJECT: EMERGENCY BOILER REPLACEMENT AT HARDY PARKING  
DECK

Attached is a memo from Nicole VanNess, Parking Administrator, requesting approval of a confirming service order for the emergency replacement of the boiler at the Hardy Parking Deck.

I recommend the following motion (5 affirmative votes required):

**that the City Manager be authorized to issue a confirming service order in the amount of \$18,250.00 to Sheren Plumbing for the emergency replacement of the boiler at the Hardy Parking Deck, with funds available in the Hardy Parking Fund.**

PH/jd

copy: Nicole VanNess, Parking Administrator





# Memorandum

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To: Colleen Paveglio, Acting DDA Director  
Martin Colburn, City Manager

From: Nicole VanNess, Parking Administrator *NV*

Date: January 9, 2018

Re: Emergency Boiler Replacement at Hardy Garage

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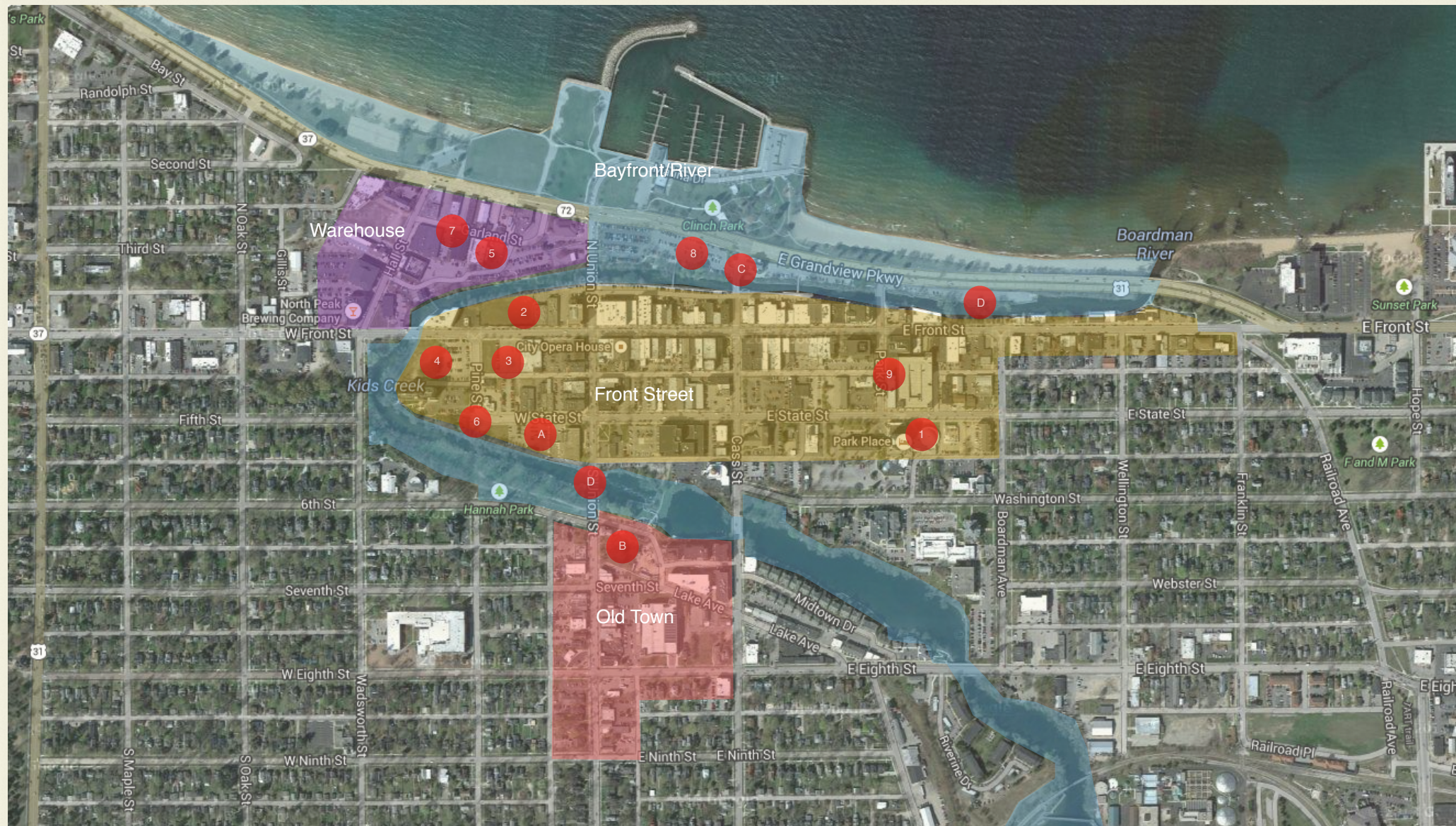
On December 30, 2017, one of the boilers at the Hardy Garage became inoperable. We called on our boiler contractor and other companies to evaluate repairs. Inspections were performed by the two companies that responded to our request. The culprit appears to be damage caused by a flame roll out.

Both companies have provided quotes for investigative repairs and full replacement of the unit. Due to the amount of damage, repairs can only be estimated at this time. Additional and actual expenses would be determined after the unit is drained, deconstructed and complete repair recommendations can be made. Life of a gas boiler is typically 10-15 years. This boiler is an original that was installed prior to the garage opening in June 2003. For this reason, we are recommending a full replacement rather than incurring repair costs that could ultimately lead to a full replacement.

Company	Cost
Hurst Mechanical	\$28,700.00
Sheren Plumbing & Heating	\$18,250.00
*Both quotes include removal of existing boiler, install new boiler equivalent of 1200 MBH, install new pump, gas piping, electrical piping, labor and provide 1 year warranty.	

The boiler is one of our main boilers that provides snowmelt for the Front Street lanes, Front Street sidewalk, State Street lanes, and State Street sidewalk. Its function is imperative as it reduces snow and ice from being tracked into the garage by tires or into the stairwells by pedestrians. By reducing the amount of slush tracked into the facility, we reduce melting strain on drains and potential slipping hazards. We have requested the emergency confirming service/purchase order for boiler replacement from Sheren Plumbing & Heating in an amount not-to-exceed \$18,250 with funds from the Hardy Parking Garage Fund.





1. Park Place
2. 124 West Front
3. 145 West Front
4. 305 West Front
5. Warehouse Flats
6. Uptown Riverwalk Connection
7. Garland Street/Pine Street Pedway

8. Farmers Market
9. Radio Centre 3/Park Street
- A. Lot E
- B. Lay Park
- C. N. Cass Street Bridge
- D. S. Union Street Bridge



# **Downtown Traverse City Association**

## **Regular Board Meeting**

**December 14, 2017**

### **Minutes**

**Present:** Alyssa Bright, Dave Leonhard, Jake Kaberle, Jeffrey Libman, Todd McMillen, John McGee, Misha Neidorfler

**Absent:** Kim Bazemore, Liz Lancashire

**Staff/Others:** Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:32 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of December 14, 2017:** Minutes from the December 14, 2017 board meeting were approved upon **motion by Libman and second by Kaberle. Motion carried unanimously.**
3. **Marketing Report** (*Paveglio*)

#### **a. Holidays**

- i. Downtown Light Parade, Santa's Arrival
  1. Large attendance and good feedback regarding the event.
    - a. Approximately 9,000 in attendance versus previous years of about 3,000
    - b. Meetings with City Police and Cherry Festival Parade Committee have been set to address crowd control, security and management for the 2018 event
    - c. Recommendation to move the event to a Saturday, one week prior to Thanksgiving or one week later
    - d. Thanks to our sponsors Cherry Republic, BATA, TC Light & Power, Elmer's and the continued support that the DTCA receives from the DDA on this event
  2. Walking in a Window Wonderland & Cocoa Crawl
    - a. Very family friendly and was a nice activity for the weekend
    - b. Plan to keep event for the weekend one week after the Thanksgiving weekend
  3. Downtown Cocoa Crawl
    - a. Large attendance
    - b. Researching an espresso cup that could be purchased, similar to Art Walk
    - c. Plan to keep event for the weekend one week after the Thanksgiving weekend
- ii. Ladies' Night & Men's Night
  1. The events are planned for December 7th and 14th

#### **b. Chili Cook-Off**



- i. Saturday, January 13th at the State Street Marketplace
  - 1. Seating inside and a heated tent in the alley behind to accommodate more seating
  - 2. Expect total seating to exceed 300
- ii. Registration has been sent to various restaurants
- iii. Sponsors are C.H. Robinson, Golden Shoes, Pepsi, MyNorth Media, BARC, and Monstrey MacDonald

**c. Traverse City Restaurant Week**

- i. February 25th - March 3rd
- ii. Two Tier option: Three course dinner for \$25 or \$35
- iii. Currently seeking sponsors

**d. Miscellaneous**

- i. Social Media: As of December 6, 2018
  - 1. Facebook: 17,737
  - 2. Instagram: 18,665
  - 3. Twitter: 17,290
- ii. Newsletter Report: December 2018
- iii. Gift Certificate Volunteer Times
  - 1. Thank you to those who have been able to sign gift certificates. The staff continues to need the help.

**4. Committee Reports**

- a. None at this time

**5. President's Report (*Neidorfler*)**

- a. Certificate of Deposit and Stabilization Fund
  - i. **Motion by Leonhard and second by Libman to establish a DTCA restricted stabilization fund. Motion carried unanimously.**

**6. DDA Report (*Paveglio*)**

**a. Financial Report**

- i. None at this time

**b. DDA Report**

- i. New CEO: Jean Derenzy
- ii. Public Restaurants
- iii. Farmers Market
- iv. West Front Parking Deck
- v. Riverwalk at Uptown

**7. New Business**

**a. Farmers Market**

- i. The Board directed staff to work with the President to draft a response.

**b. New Members**

- i. None at this time

**c. Board Vacancy**



- i. None at this time

**8. Adjournment**

- a. The meeting adjourned at 9:47 a.m.





## **a Hardy Farmers Market Advisory Committee Meeting**

December 18 2017 9:00 AM

### **I. Roll Call**

- A. Tricia Phelps, Tim Werner, Sue Kurta, Brenin Wertz-Roth, Meghan McDermott, Gary Jonas, Jeff Joubran
- B. Absent: Jan Chapman, Linda Grigg, Tom Brodhagen, Chuck Korson, Lori Buchan,

### **II. Approval of Minutes**

- A. Jeff Joubran made a motion to approve the minutes as seen, Meghan McDermott seconded the motion. (7 yays, 0 nays)

### **III. Monthly Financials**

- A. Board request for annual comparison in all future financials

### **IV. Programming Subcommittee Minutes**

- A. Focused on Wednesday Evening Markets. Colleen and Nicole VanNess (from Parking)

### **V. Operations Subcommittee Minutes**

- A. Went through the rules, piece by piece and suggested changes.
- B. The board should review these suggested changes, and expect to vote on them in January.

### **VI. Farmers Market Management RFP**

- A. SEEDS was the only organization to respond to the RFP. There has been an increase in personnel to cover data collection. SEEDS has been awarded the management.

### **VII. Influence Design Forum Presentation & Market Renovations**

- A. Colleen Pavelligo
  - 1. Theme is investing in the Community.
  - 2. High Priorities, and lower-medium priorities were discussed. Please review the presentation for details.
  - 3. The response without visuals was very beige, so DDA hired Influence Design Forum to create a rendering on feedback that was given during the community champion meetings, as well as committee discussion.
- B. Nate Elkins, Influence Design Forum
  - 1. A lot of community input went into the B&R design, so not much of the shed location or dimensions have changed. He looked at the potential to activate public spaces, and improve flow and vehicle circulation. Potential to add public restroom in the box office/test kitchen space. The test kitchen space has the possibility of being a shared/rentable space for pop-up restaurants. The east side could become a gathering place too. May be removing up to 15 parking spaces total. Stormwater treatment will be incorporated into the plans, with added costs. This portion of development could be funded from environmentally-minded companies. City Commission does have a placeholder for funds they'd like to spend on stormwater treatment. The bridge improvements are up for discussion, it could add to the fundraising components or be difficult to fundraise
    - a) Ultimately we will need to figure out the parking lot easements/expanding public park status into Lot T. It will be a conversation with the City.



## **Sara Hardy Farmers Market Advisory Committee Meeting**

December 18 2017 9:00 AM

- b) Looking at about \$3-3.5 Million fundraising for improvements
- 2. Tim Irvin, Northsky
  - a) Creating a great fundraising strategy for DDA.
  - b) Beginning Fundraising in earnest in February.
- C. Next Steps: money raised, design documents created, construction documents created.

### **VIII. Public Comment**

- A. No public comment was made.

### **IX. Adjournment**

- A. Gary Jonas moved to adjourn.