

**Traverse City
Downtown Development Authority
Meeting**

May 15, 2020

8:00 am

**The Downtown Development Authority Meeting Will
Not Be Held At the Governmental Center.**

**The Downtown Development Authority Meeting Will
Be Be Conducted Remotely Via Zoom Webinar
Quick Highlights for Viewing and Participating
(Finer Details Below)**

**The Downtown Development Authority Meeting will
be broadcast live on Cable Channel 191 and
streamed at: <https://www.tacm.tv/govtvnow.asp>**

**Anyone wishing to give public comment will need to
call in and wait in a "virtual waiting room" where
their microphones will be muted until they are called
upon:**

Dial: 312-626-6799

Meeting ID: 860 2520 2326

Participant ID: # (yes just #)

Posted and Published



The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of COVID-19. The Governmental Center has been closed to walk-in traffic and will be closed during the DDA meeting on May 15, 2020, and for DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

For the foreseeable future, the DDA does not intend to convene other committees of the DDA unless there is critical action to be taken; meetings that do not need to be held will not be held. The meeting is being conducted remotely to assist in stopping the spread of COVID-19. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comments as outlined below or by calling the TDD#. Individual members of the DDA may be contacted via email. Member email addresses can found at the DDA website:

dda.downtowntc.com



DDA meetings will continue to be broadcast live on Cable Channel

191 and will be streamed live at: <https://www.tacm.tv/govtvnow.asp>.

For members of the DDA and key staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call: 312-626-6799 and enter the Meeting and Participant ID (the meeting ID for the May 15, 2020 DDA Special Meeting is 860 2520 2326 and the Participant ID is #.)

Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room" Going forward, these instructions will be included in every published agenda of the DDA. Those calling in will be able to hear the audio of the DDA meeting, yet their microphone will be muted.

When the DDA accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting online at:
<https://www.tacm.tv/govtvnow.asp> or on Cable Channel 191.

The DDA CEO 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

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting!

Agenda

1. CALL TO ORDER

2. ROLL CALL

3. DDA CHAIR COMMUNICATION

- A. Communication from DDA Board Chairperson
[Communication from Chairperson Memo](#)
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4. OPENING PUBLIC COMMENT

5. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board or staff may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.

- A. Consideration of Minutes for the Special Meeting of April 3, 2020 (approval recommended)
[Downtown Development Authority Special Meeting Minutes April 3, 2020 - PDF](#)
- B. Consideration of approving financial report and disbursements for DDA, TIF 97, Old Town TIF for April 2020, and Parking Services and Arts Commission for March and April 2020 (approval recommended)
[DDA, TIF 97 and Old Town TIF April Financials](#)
[TC Parking Services March 2020 Financials - PDF](#)
[TC Parking Services April 2020 Financials - PDF](#)
[TC Arts Commission April 2020 Financials - PDF](#)
[TC Arts Commission March 2020 Financials - PDF](#)
- C. Parkmobile Agreement Extension Amendment (approval recommended)
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[Parkmobile Agreement Extension Amendment Memo](#)
[Parkmobile Agreement Extension Amendment Attachment - PDF](#)

- D. Appointment to Lower Boardman Leadership Team (approval recommended)

[Appointment To Lower Boardman River Leadership Team Memo](#)

6. CEO REPORT

- A. COVID-19 Update and Impact
[Fiscal Impact/Projections - Memo](#)
[Fiscal Impact/Projections Numbers](#)
[Strategic Plan Progress - Memo](#)
 - B. DDA Budget Adjustment 2019/2020 (motion required to accept)
[Budget Adjustment Memo](#)
[Budget Adjustment Numbers](#)
[DDA Traverse Connect Service Offerings - PDF](#)
 - C. Review and Approval of 2018/2019 Audit (motion required to accept)
[Audit Report Summary](#)
[2018/2019 Audit Report - PDF](#)
 - D. Update on Projects and Activities
[Project Update Memo](#)
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7. PUBLIC HEARING 2020/2021 BUDGET: DDA, TIF 97, AND OLD TOWN TIF

- A. DDA General, TIF 97 and Old Town TIF budgets

The DDA Board of Directors approves of the DDA General, TIF 97 and Old Town TIF budgets as presented

[Public Hearing Budget Memo](#)
[DDA General Operating Narrative 2020-2021 - PDF](#)
[DDA General Budget 2020-2021 - PDF](#)
[DDA TIF 97 Narrative 2020-2021 - PDF](#)
[DDA TIF 97 Budget 2020-2021 - PDF](#)
[DDA Old Town TIF Narrative 2020-2021 - PDF](#)
[DDA Old Town TIF Budget 2020-2021 - PDF](#)
[Parking Budget 2020-2021](#)

8. BOARD MEMBER UPDATES

- A. Farmers Market (Hardy - Verbal)
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9. STAFF REPORTS

- A. Parking Updates (VanNess)
[Parking Updates May 2020 - Memo](#)
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10. RECEIVE AND FILE

- A. DDA Finance Committee Minutes April 3, 2020
[DDA Finance Committee Minutes April 3, 2020](#)
 - B. DTCA Board Minutes April 1, 2020
[DTCA Board Minutes April 1, 2020 - PDF](#)
 - C. Northern Express Letter to the Editor
[Northern Express - Shout Out to TC DDA - PDF](#)
 - D. DDA 2019 Annual Report
[DDA 2019 Annual Report - PDF](#)
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11. CLOSING PUBLIC COMMENT

12. ADJOURNMENT