

Traverse City Downtown Development Authority Regular Meeting

Friday, January 17, 2020

8:00 am

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted:



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, 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 ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the board 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

Page

1. CALL TO ORDER

2. ROLL CALL

3. 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, staff or the public 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 Regular Meeting of November 22, 2019 (approval recommended) 5 - 8
[DDA November 22, 2019 Minutes PDF](#)
 - B. Consideration for approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, for November 2019 and Arts Commission and Parking Services for November and December 2019 (Approval Recommended) 9 - 23
[DDA, TIF 97, Old Town TIF, Financials. November 2019](#)
[TC Arts Commission Financials November 2019](#)
[TC Arts Commission Financials December 2019](#)
[Traverse City Parking Services Financials November 2019](#)
[Traverse City Parking Services Financials December 2019](#)
 - C. Acceptance of Rotary SEED Grant 25
[Accept Rotary SEED Grant Memo](#)
 - D. Meeting Dates for 2020 27
[2020 Meeting Dates](#)
-

4. SPECIAL ORDER OF BUSINESS

- A. Presentation Light and Power 29
[TCLP Memo](#)
-

5. CEO REPORT

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| A. | RFP for Christmas Lights | 31 |
| | RFP for Christmas Lights | |
| B. | DDA District Expansion for 8th Street | 33 - |
| | DDA District Expansion 8th Street | 47 |
| | 8th Open House Comments | |
| | DDA Expansion Boundary 8th Street Updated Map | |
| C. | DDA TIF 97 Development Area Citizens Council | 49 |
| | DDA TIF 97 Development Area Citizens Council | |
| D. | 2020/2021 Capital Improvement Plan | 51 - |
| | 2020/2021 Capital Improvement Plan | 56 |
| | TIF CIP | |
| | Parking CIP | |
| E. | Progress on Strategic Plan | 57 - |
| | Progress On Strategic Plan | 60 |
| | Strategic Plan Dashboard | |
| F. | Lower Boardman - Update of Activities | 61 - |
| | Lower Boardman - Update on Activities | 62 |
| G. | West Front Street Intersection with Hall Street and Wadsworth | 63 - |
| | West Front Street BATA/DDA Letter | 66 |
| | Draft Joint Letter To City Commission | |

6. BOARD MEMBER UPDATES

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|----|---|----|
| A. | Arts Commission (Hershey) | 67 |
| | Arts Commission (Hershey) | |
| B. | Parking Subcommittee (Hardy) | 69 |
| | Parking Subcommittee Update - PDF | |

7. STAFF REPORTS

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|----|--|------|
| A. | Community Police Officer | |
| B. | Farmers Market | 71 |
| | Farmers Market Advisory Board Memo | |
| C. | Parking Update (VanNess) | 73 - |
| | Parking Updates | 74 |

8. CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL

15.268(D) MOTION REQUIRED

9. RECEIVE AND FILE

- | | | |
|----|--|------|
| A. | DTCA Minutes December 2019 | 75 |
| | DTCA December 2019 Minutes | |
| B. | Parking Subcommittee Minutes | 77 - |
| | Parking Subcommittee December Minutes - PDF | 78 |
| C. | Lower Boardman River Leadership Team Minutes for December 2019 | 79 - |
| | Lower Boardman December Minutes | 81 |
| D. | Traverse City Arts Commission Minutes for December 2019 | 83 - |
| | Arts Commission December Minutes | 84 |
-

10. PUBLIC COMMENT

11. ADJOURNMENT

Minutes
Traverse City Downtown Development Authority
Regular Meeting
November 22, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Chair Bagdon-McCallum called the meeting to order at 8:00 a.m.

2. Roll Call

Present: Leah Bagdon-McCallum, Mayor Jim Carruthers, Collette Champagne (departed @ 9:47 a.m.), Steve Constantin (departed @ 9:47 a.m.), Scott Hardy (arrived @8:47 a.m.), Debbie Hershey, T. Michael Jackson (departed @ 9:47 a.m.), Jeff Joubran (departed @ 9:35 a.m.), Pete Kirkwood, Richard Lewis (departed @ 8:59 a.m.), Steve Nance, Gabe Schneider (arrived @ 8:13 a.m.)

Absent: N/A

3. Consent Calendar. **Motion by Constantin, seconded by Hershey that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

- A. Approval of minutes of the Annual Meeting of October 18, 2019
- B. Approval of Financial Reports and disbursements for DDA General, TIF 97, and Old Town dated October 2019
- C. Approval of Financial Reports and disbursements for September and October 2019 for Traverse City Parking Services, and October 2019 Financial Reports for the Traverse City Arts Commission.
- D. Approval that the DDA Board of Directors declare the iMac computer as surplus, and authorize staff to divest to it pursuant to the DDA's Computer Divestment Policy.

4. Special Order of Business

A. Lower Boardman History

- 1. Discussion and summary of Lower Boardman River Leadership Team initiatives with Jennifer Jay and Brett Fessell, Lower Boardman River Leadership Team members

Schneider arrived at this point in the meeting

B. BATA Presentation

- 1. Eric Linguar, Director of Communications and Development reviewed on BATA is integrating with the Transportation Demand Management Study and working with the DDA to accomplish multi-modal transportation.

5. CEO Report

- A. Consideration of DDA Expansion Boundary as outlined and present recommendation for aid expansion to the City Commission for holiday a public hearing

Hardy arrived at this time

1. **Motion by Lewis, seconded by Schneider to approve the DDA Boundary as outlined and present recommendation for said expansion to the City Commission to hold a public hearing thereof. Motion carried unanimously.**
2. Public Comment:
 - i. Lane Corbin, 323 Washington Street, commented on the expansion of the DDA District to not include the three residences along Washington Street.
 - ii. Jeanine Silverman, 245 C Lake Avenue, owner of Raduno, commented on her support of the expansion of the DDA District along Eighth Street.
 - iii. Kate Redman, 2006 Chippewa, operator of Commonplace and a part of the Commongrounds development, commented on her support of the expansion of the DDA along Eighth Street.

Lewis departed at this time

- B. Consideration of designating the DDA CEO, as the Coordinator for ICMA Retirement Program
1. **Motion by Jackson, seconded by Schneider to approve the designation of the DDA CEO, as the Coordinator for the ICMS Retirement Program. Motion carried unanimously.**
- C. Consideration that the Traverse City Downtown Development Authority appoint Ms. Cindy Winslow to the Lower Boardman River Leadership Team
1. **Motion by Kirkwood, seconded by Hershey that the Downtown Development Authority appoint Ms. Cindy Winslow to the Lower Boardman River Leadership Team. Motion carried unanimously.**
- D. Mission & Vision
1. Discussion on the Mission & Vision
 2. Preserve and support
 3. **Motion by Schneider, seconded by Nance to adopt the Mission & Vision as stated in the memo. able Motion carried 10 to 1.**
- Roll Call:
Yes: Hardy, Kirkwood, Joubran, Carruthers, Bagdon-McCallum, Schneider, Champagne, Nance, Hershey, Constantin
No: Jackson
- E. Strategic Plan
1. Review and discussion of Strategic Plan
 2. Derenzy to implement the Mission & Vision in the Strategic Plan, Goal and Vision to match on dates

3. **Motion by Schneider, seconded by Hershey to adopt the Strategic Plan as amended. Motion carried 9 to 2.**

Roll Call:

Yes: Kirkwood, Joubran, Carruthers, Bagdon-McCallum, Schneider, Champagne, Nance, Hershey, Constantin, Hardy

No: Carruthers, Jackson

- F. TIF 97 Extension Timeline
 1. Review of Extension Timeline
 2. Citizens Development Council has been identified to be adopted by City Commission in December
- G. CEO Updates
 1. Grant awarded for drinking culture
 2. Seed Grant
 - i. **Motion by Hershey, seconded by Constantin authorize submission of a Rotary SEED Grant application for \$15,000. Motion carried unanimously.**
 3. MDARD \$35,000 Grant submitted
 4. 2020 - 2021 Budget
 - i. Finance & Governance Committee to begin meeting

Joubran departed the meeting at this time

6. Board Member Reports
 - A. Arts Commission
 - B. Farmers Market
 - C. Parking Subcommittee

Constantin, Champagne, Jackson departed the meeting at this time

- D. Lower Boardman River

7. Staff Reports
 - A. Community Police Officer Report
 - B. Parking Update
 1. **Motion by Hardy, seconded Schneider to support the confirming emergency service order to replace the hot water heater for retail space leased at the Hardy Parking Garage in the amount more or less of \$9,746 with funds available in the Hardy Parking Fund. Motion carried unanimously.**
 2. **Motion by Hershey, seconded by Schneider to support the scheduled replacement of the Ford Ranger pickup truck in an amount more or less of \$27,000 as budgeted to be divided across the Parking General, Hardy Parking, and Old Town Parking Funds. Motion carried unanimously.**
 - C. Marketing/Communications
8. Old Business
 - A. Storage of Winter & Year-Round Vehicles

- 1. Motion by Schneider, seconded by Nance to approve the Parking Subcommittee's recommendation that the DDA Board of Directors approve the revised amended ordinance to prohibit vehicle storage in City parking garages. Motion carried.**

9. Receive & File

- A. Parking Subcommittee Minutes
- B. Farmers Market Advisory Board Minutes
- C. Lower Boardman River Leadership Team Minutes
- D. Arts Commission Minutes
- E. DTCA Board Minutes
- F. DDA Newsletter

10. Public Comment

- A. Hardy commented on TIF with the Government Affairs Committees supported the extension of TIF 97

11. Adjournment. The meeting officially adjourned at 10:45 a.m.

4:22 PM

01/07/20

Accrual Basis

Downtown Development Authority
Balance Sheet
 As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	2,525,535.02
Fifth Third Savings - 6740	202,222.23
Petty Cash	298.19
Total Checking/Savings	2,728,055.44
Accounts Receivable	
Accounts Receivable	134,130.44
Total Accounts Receivable	134,130.44
Other Current Assets	
Due From APS	-739.22
Due From DTCA	232.54
Payroll Advance	2,001.86
Total Other Current Assets	1,495.18
Total Current Assets	2,863,681.06
Other Assets	
Due From Other Funds	55,572.32
Pre-Paid Expense	9,729.00
Total Other Assets	65,301.32
TOTAL ASSETS	2,928,982.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,270.26
Total Accounts Payable	6,270.26
Credit Cards	
First National - 8689	384.69
First National - 8870	403.61
Total Credit Cards	788.30
Other Current Liabilities	
Accrued Payroll Liabilities	1,959.84
Accrued Salaries	14,356.00
Deposits Payable	
Double Up Food Bucks	5,268.00
EBT Bridge Card	7,062.66
Ironman	-2,180.00
NCF Reimbursements	346.00
Prescriptions for Health	-3,700.00
Project Fresh	1,876.00
Senior Project Fresh	-11,635.00
Deposits Payable - Other	4,468.00
Total Deposits Payable	1,505.66
Direct Deposit Liabilities	-66.96
Due to Other Funds	199,720.46
GRANTS	
Coastal Zone Management	-240.00
Lower Boardman	-3,239.83
MEDC (Civic Square)	1,990,000.00
Tech Incubator Fund	-13,425.00
Total GRANTS	1,973,095.17

4:22 PM

01/07/20

Accrual Basis

Downtown Development Authority

Balance Sheet

As of November 30, 2019

	Nov 30, 19
Payroll Liabilities	
Federal Income Tax Payable	2,229.00
Health Insurance Payable	1,762.58
Life Insurance Payable	1,765.39
Medicare Tax Payable	930.11
Social Security Tax Payable	3,977.16
State Income Tax Payable	3,351.41
State Unemployment Tax Payable	-568.32
Payroll Liabilities - Other	152.46
Total Payroll Liabilities	13,599.79
Total Other Current Liabilities	2,204,169.96
Total Current Liabilities	2,211,228.52
Total Liabilities	2,211,228.52
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	531,770.45
Net Income	78,377.14
Total Equity	717,753.86
TOTAL LIABILITIES & EQUITY	2,928,982.38

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01/09/20

Accrual Basis

DDA - TIF97
Balance Sheet
 As of November 1, 2019

	Nov 1, 19
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,752,716.30
Total Checking/Savings	3,752,716.30
Accounts Receivable	
Accounts Receivable	805,000.00
Total Accounts Receivable	805,000.00
Total Current Assets	4,557,716.30
Other Assets	
Due From Other Funds	11,968.65
Total Other Assets	11,968.65
TOTAL ASSETS	4,569,684.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	16,300.00
Total Accounts Payable	16,300.00
Other Current Liabilities	
Deferred Revenue	805,000.00
Due To Other Funds	18,317.94
Total Other Current Liabilities	823,317.94
Total Current Liabilities	839,617.94
Total Liabilities	839,617.94
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,908,719.11
Net Income	1,842,547.90
Total Equity	3,730,067.01
TOTAL LIABILITIES & EQUITY	4,569,684.95

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01/09/20

Accrual Basis

**DDA Old Town TIF
Balance Sheet
As of November 1, 2019**

	<u>Nov 1, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	287,681.31
Total Checking/Savings	<u>287,681.31</u>
Total Current Assets	<u>287,681.31</u>
TOTAL ASSETS	<u>287,681.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,911.86
Total Accounts Payable	<u>3,911.86</u>
Other Current Liabilities	
Due To Other Funds	3,500.00
Total Other Current Liabilities	<u>3,500.00</u>
Total Current Liabilities	<u>7,411.86</u>
Total Liabilities	<u>7,411.86</u>
Equity	
Retained Earnings	-27,183.66
Net Income	307,453.11
Total Equity	<u>280,269.45</u>
TOTAL LIABILITIES & EQUITY	<u>287,681.31</u>

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/19	YTD BALANCE 11/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	836.35	836.35	0.00	34,163.65	2.39
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	836.35	836.35	0.00	112,063.65	0.74
TOTAL REVENUES		112,900.00	836.35	836.35	0.00	112,063.65	0.74
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	3,185.73	8,648.73	3,910.73	23,140.54	35.18
282-282-970.000	CAPITAL OUTLAY	75,000.00	238.00	41,038.00	0.00	33,962.00	54.72
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	3,423.73	49,686.73	3,910.73	59,302.54	47.47
TOTAL EXPENDITURES		112,900.00	3,423.73	49,686.73	3,910.73	59,302.54	47.47
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	836.35	836.35	0.00	112,063.65	0.74
TOTAL EXPENDITURES		112,900.00	3,423.73	49,686.73	3,910.73	59,302.54	47.47
NET OF REVENUES & EXPENDITURES		0.00	(2,587.38)	(48,850.38)	(3,910.73)	52,761.11	100.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/19	YTD BALANCE 12/31/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	0.00	836.35	0.00	34,163.65	2.39
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	285.88	8,934.61	3,910.73	22,854.66	35.98
282-282-970.000	CAPITAL OUTLAY	75,000.00	12,641.14	53,679.14	0.00	21,320.86	71.57
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	12,927.02	62,613.75	3,910.73	46,375.52	58.92
TOTAL EXPENDITURES		112,900.00	12,927.02	62,613.75	3,910.73	46,375.52	58.92
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL EXPENDITURES		112,900.00	12,927.02	62,613.75	3,910.73	46,375.52	58.92
NET OF REVENUES & EXPENDITURES		0.00	(12,927.02)	(61,777.40)	(3,910.73)	65,688.13	100.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/19	YTD BALANCE 11/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,500,000.00	52,125.58	735,442.44	0.00	764,557.56	49.03
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	1,969.00	62,086.90	0.00	137,913.10	31.04
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	48.00	0.00	(48.00)	100.00
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	0.00	320.00	0.00	(320.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	40.00	120.00	0.00	(120.00)	100.00
585-000-656.010	PARKING FINES	300,000.00	6,795.37	126,343.01	0.00	173,656.99	42.11
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	25,000.00	0.00	20,736.03	0.00	4,263.97	82.94
585-000-668.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	6,136.01	6,745.97	0.00	(6,745.97)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	0.00	937.50	0.00	78,862.50	1.17
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,104,800.00	67,065.96	952,779.85	0.00	1,152,020.15	45.27
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	325,000.00	11,083.46	176,860.51	0.00	148,139.49	54.42
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	108.00	0.00	(108.00)	100.00
585-586-653.005	PERMITS-PARKING DECK	250,000.00	1,950.00	67,836.00	0.00	182,164.00	27.13
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,530.00	10,232.00	0.00	16,068.00	38.90
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	14,563.46	255,036.51	0.00	346,263.49	42.41
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	1,045.00	31,855.89	0.00	18,144.11	63.71
585-587-653.005	PERMITS-PARKING DECK	400,000.00	3,072.00	202,704.00	0.00	197,296.00	50.68
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	75.00	0.00	(75.00)	100.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		450,000.00	4,117.00	234,634.89	0.00	215,365.11	52.14

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/19	YTD BALANCE 11/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,156,100.00	85,746.42	1,442,451.25	0.00	1,713,648.75	45.70
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	23,200.00	250.58	2,167.91	0.00	21,032.09	9.34
585-585-704.000	EMPLOYEE OVERTIME	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	(0.56)	31.52	0.00	(31.52)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	18.56	406.35	0.00	1,693.65	19.35
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	10.13	50.62	0.00	49.38	50.62
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.60	12.73	0.00	87.27	12.73
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	22.38	81.88	0.00	118.12	40.94
585-585-719.000	RETIRES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-727.000	OFFICE SUPPLIES	6,000.00	504.70	1,828.60	0.00	4,171.40	30.48
585-585-740.000	OPERATION SUPPLIES	37,000.00	5,581.41	22,956.94	9,075.00	4,968.06	86.57
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	63,833.62	340,176.47	105.00	859,718.53	28.36
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-850.000	COMMUNICATIONS	41,000.00	1,224.02	7,142.19	0.00	33,857.81	17.42
585-585-854.000	CITY FEE	307,600.00	0.00	0.00	0.00	307,600.00	0.00
585-585-860.000	TRANSPORTATION	8,000.00	181.25	1,467.24	0.00	6,532.76	18.34
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	0.00	0.00	0.00	7,960.00	0.50
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	66,000.00	225.00	7,340.64	0.00	58,659.36	11.12
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	2,000.00	0.00	12,000.00	14.29
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	3,182.91	0.00	5,817.09	35.37
585-585-920.000	PUBLIC UTILITIES	30,000.00	790.07	4,437.60	0.00	25,562.40	14.79
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	214.59	6,597.59	75.00	58,327.41	10.27
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-940.000	RENTAL EXPENSE	93,000.00	6,763.32	34,513.24	0.00	58,486.76	37.11
585-585-956.000	MISCELLANEOUS	500.00	0.00	6,016.04	0.00	(5,516.04)	1,203.21
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	17,420.00	17,589.99	0.00	32,410.01	35.18
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,104,800.00	97,041.67	458,040.46	9,255.00	1,637,504.54	22.20
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	6.29	0.00	993.71	0.63
585-586-740.000	OPERATION SUPPLIES	5,000.00	721.00	4,687.59	4,300.00	(3,987.59)	179.75
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	5,507.92	13,727.43	1,770.00	128,302.57	10.78
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	1,469.11	0.00	2,030.89	41.97
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	0.00	1,854.00	0.00	5,146.00	26.49
585-586-920.000	PUBLIC UTILITIES	55,000.00	3,455.73	11,833.03	0.00	43,166.97	21.51
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	11,161.09	130,312.39	7,482.00	(87,794.39)	275.59
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	7,555.27	0.00	2,444.73	75.55
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	89,000.00	0.00	0.00	0.00	89,000.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	21,101.74	171,445.11	13,552.00	416,302.89	30.77

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/19	YTD BALANCE 11/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	721.00	2,407.38	2,780.00	(1,187.38)	129.68
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	3,837.13	7,434.34	1,770.00	90,795.66	9.20
585-587-850.000	COMMUNICATIONS	6,000.00	256.00	1,853.35	0.00	4,146.65	30.89
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	1,654.71	0.00	4,345.29	27.58
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,000.83	2,107.14	0.00	47,892.86	4.21
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	10,762.31	47,629.24	0.00	27,370.76	63.51
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	0.00	0.00	0.00	21,000.00	0.00
Total Dept 587 - OLD TOWN DECK		450,000.00	17,577.27	63,086.16	4,550.00	382,363.84	15.03
TOTAL EXPENDITURES		3,156,100.00	135,720.68	692,571.73	27,357.00	2,436,171.27	22.81
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,156,100.00	85,746.42	1,442,451.25	0.00	1,713,648.75	45.70
TOTAL EXPENDITURES		3,156,100.00	135,720.68	692,571.73	27,357.00	2,436,171.27	22.81
NET OF REVENUES & EXPENDITURES		0.00	(49,974.26)	749,879.52	(27,357.00)	(722,522.52)	100.00

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Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,500,000.00	90,991.49	881,662.36	0.00	618,337.64	58.78
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	50,360.00	117,126.90	0.00	82,873.10	58.56
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	48.00	0.00	(48.00)	100.00
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	0.00	560.00	0.00	(560.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	120.00	0.00	(120.00)	100.00
585-000-656.010	PARKING FINES	300,000.00	7,662.06	149,047.07	0.00	150,952.93	49.68
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	25,000.00	0.00	53,526.09	0.00	(28,526.09)	214.10
585-000-668.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	0.00	6,745.97	0.00	(6,745.97)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	0.00	1,005.00	0.00	78,795.00	1.26
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,104,800.00	149,013.55	1,209,841.39	0.00	894,958.61	57.48
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	325,000.00	7,881.00	192,898.05	0.00	132,101.95	59.35
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	108.00	0.00	(108.00)	100.00
585-586-653.005	PERMITS-PARKING DECK	250,000.00	43,760.00	121,028.00	0.00	128,972.00	48.41
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,530.00	11,762.00	0.00	14,538.00	44.72
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	53,171.00	325,796.05	0.00	275,503.95	54.18
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	0.00	34,512.89	0.00	15,487.11	69.03
585-587-653.005	PERMITS-PARKING DECK	400,000.00	3,696.00	210,576.00	0.00	189,424.00	52.64
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	75.00	0.00	(75.00)	100.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		450,000.00	3,696.00	245,163.89	0.00	204,836.11	54.48

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Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,156,100.00	205,880.55	1,780,801.33	0.00	1,375,298.67	56.42
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	23,200.00	219.29	2,340.63	0.00	20,859.37	10.09
585-585-704.000	EMPLOYEE OVERTIME	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	(0.56)	30.96	0.00	(30.96)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	16.31	422.66	0.00	1,677.34	20.13
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	10.12	60.74	0.00	39.26	60.74
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.60	15.33	0.00	84.67	15.33
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	0.00	81.88	0.00	118.12	40.94
585-585-719.000	RETIRES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-727.000	OFFICE SUPPLIES	6,000.00	409.17	2,237.77	0.00	3,762.23	37.30
585-585-740.000	OPERATION SUPPLIES	37,000.00	2,797.27	25,754.21	9,075.00	2,170.79	94.13
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	72,341.22	420,419.59	105.00	779,475.41	35.04
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-850.000	COMMUNICATIONS	41,000.00	816.59	7,958.78	0.00	33,041.22	19.41
585-585-854.000	CITY FEE	307,600.00	0.00	0.00	0.00	307,600.00	0.00
585-585-860.000	TRANSPORTATION	8,000.00	0.00	1,467.24	0.00	6,532.76	18.34
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	0.00	40.00	0.00	7,960.00	0.50
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	66,000.00	193.50	7,534.14	0.00	58,465.86	11.42
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	2,000.00	0.00	12,000.00	14.29
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	4,243.88	0.00	4,756.12	47.15
585-585-920.000	PUBLIC UTILITIES	30,000.00	2,233.87	6,671.47	0.00	23,328.53	22.24
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	318.75	6,916.34	75.00	58,008.66	10.76
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-940.000	RENTAL EXPENSE	93,000.00	25,154.99	59,668.23	0.00	33,331.77	64.16
585-585-956.000	MISCELLANEOUS	500.00	480.34	6,496.38	0.00	(5,996.38)	1,299.28
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	0.00	17,589.99	0.00	32,410.01	35.18
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,104,800.00	104,993.46	571,950.22	9,255.00	1,523,594.78	27.61
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	6.29	0.00	993.71	0.63
585-586-740.000	OPERATION SUPPLIES	5,000.00	2,515.14	7,202.73	4,300.00	(6,502.73)	230.05
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	4,061.05	17,843.29	1,770.00	124,186.71	13.64
585-586-850.000	COMMUNICATIONS	3,500.00	0.00	1,469.11	0.00	2,030.89	41.97
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	0.00	2,472.00	0.00	4,528.00	35.31
585-586-920.000	PUBLIC UTILITIES	55,000.00	3,488.49	15,321.52	0.00	39,678.48	27.86
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	2,726.42	133,038.81	14,982.00	(98,020.81)	296.04
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	7,555.27	0.00	2,444.73	75.55
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	89,000.00	0.00	0.00	0.00	89,000.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	12,791.10	184,909.02	21,052.00	395,338.98	34.25

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Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	1,465.44	3,872.82	5,190.00	(5,062.82)	226.57
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	2,678.17	10,112.51	1,770.00	88,117.49	11.88
585-587-850.000	COMMUNICATIONS	6,000.00	192.08	2,045.43	0.00	3,954.57	34.09
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	2,206.28	0.00	3,793.72	36.77
585-587-920.000	PUBLIC UTILITIES	50,000.00	4,166.47	6,273.61	0.00	43,726.39	12.55
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	1,370.98	49,000.22	0.00	25,999.78	65.33
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	414.06	414.06	0.00	20,585.94	1.97
Total Dept 587 - OLD TOWN DECK		450,000.00	10,287.20	73,924.93	6,960.00	369,115.07	17.97
TOTAL EXPENDITURES		3,156,100.00	128,071.76	830,784.17	37,267.00	2,288,048.83	27.50
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,156,100.00	205,880.55	1,780,801.33	0.00	1,375,298.67	56.42
TOTAL EXPENDITURES		3,156,100.00	128,071.76	830,784.17	37,267.00	2,288,048.83	27.50
NET OF REVENUES & EXPENDITURES		0.00	77,808.79	950,017.16	(37,267.00)	(912,750.16)	100.00



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 9, 2019

Re: Rotary SEEDS Grant

We submitted for, and were recently awarded, a \$15,000 Rotary SEED Grant to continue our planning and outreach efforts for the Boardman River Unified Plan. As you recall, we have contracted with the consultant group *SmithGroup* to assist in the development of the Unified Plan in the amount of \$40,000. \$10,000 of the total contract amount was funded through a previous Rotary Seed Grant, \$5,000 was funded through a Consumers Energy Grant and \$10,000 funded by TIF 97.

Grant applications for the remaining \$15,000 were submitted to the Brookby Foundation and the Oleson Foundation, but were ultimately not awarded. The new SEED grant fills our funding gap and eliminates the need to use additional TIF 97 dollars.

Recommendation: That the DDA accept the Rotary SEED Grant in support of the Boardman Unified Plan.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

**2020 MEETING DATES
DDA BOARD OF DIRECTORS
All Meetings start at 8:00am
Held in the Governmental Center
Commission Chambers**

January 17

February 21

March 20

April 17

May 15

June 19

July 17

August 21

September 18* Annual Meeting

October 16

November 20

December 18

FOR THE DDA BOARD MEETING OF DECEMBER 20, 2019



TRAVERSE CITY
LIGHT & POWER

To: DDA Board
From: Jacob Hardy – Traverse City Light & Power
Date: 12-12-19
Subject: Energy Optimization Presentation and Introduction

Traverse City Light and Power would like to present its Energy Saver program to the DDA board. I will explain why a rebate program is important to the DDA and its members, as well as the benefits to tenants and building owners. Our presentation will include a brief history of the program and a quick explanation of the applications and processes.

Daren Dixon, TCL&Ps operations manager will also be introduced and explain his role.



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 9, 2019

Re: Seasonal Lighting

This year, Traverse City Light and Power contracted with an independent service provider to install the Christmas Lights throughout downtown. In addition, due to wear-and-tear, the DDA paid for new Christmas Lights.

Looking forward to next year and beyond, Traverse City Light and Power is recommending that the DDA hold the contract and manage the service provider directly. Cost to install the seasonal lights would be shared by Light and Power, the DDA and other potential new partners.

As this is a new approach and one that will be a new expense to the DDA, I am bringing this to the Board for discussion and authorization to issue an RFP for seasonal light installation. Bids would be brought back to the Board with a recommendation and, of course, authorization.

RECOMMENDATION: Authorization to issue a Request for Proposal for Seasonal Lights instalation in Downtown.



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 7, 2020

Re: DDA District Expansion - 8th Street Update

This agenda overview is for your review, comment and input for staff. No action will be taken at our January meeting.

Work continues on exploring the expansion of the DDA District. We believe the expansion of the DDA District will provide a tremendous benefit to the businesses along Lake Avenue and Eight Street, as well as Traverse City.

Efforts to develop a vision for the 8th Street corridor have been many years in the making. In addition to the re-design of the corridor, in 2018 the North Boardman Lake Business Association asked the DDA and City to assist in developing an identity and overarching goals and objectives for the corridor. In response, the DDA partnered with the Community Foundation and Perkins-Wills (the "Team") to develop a "planning framework" for the corridor. As part of this effort, the Team identified/studied barriers and opportunities of connectivity between the businesses on the corridor, the surrounding neighborhoods and public assets within the area (e.g., TART Trail). In addition, the Team conducted significant outreach to business and property owners along the corridor, residents from the surrounding neighborhoods and key community partners (e.g., BATA, Goodwill, Chamber, Munson Healthcare, Disability Networks, and others) to identify ways to better position, promote and develop the corridor. Based on these conversations and other findings in the study, the following recommended actions - *Eight Steps to a Healthier 8th* – were developed:

1. Provide safe connections between neighborhoods and public trails and recreational amenities along 8th Street.
2. Green the 8th Street Corridor.
3. Create places and policies to attract young talent and companies to host health technology innovation on 8th.
4. Provide "missing middle" housing options to make the car-free, healthy urban lifestyle attainable.

5. Promote compact, pedestrian-oriented development with nodes of concentrated activity.
6. Provide access to affordable produce, and family-friendly, healthy dining options on 8th Street.
7. Provide access to primary/preventative care and mental health support services.
8. Empower residents to take ownership of their health and make the right decisions.

Following the completion of the study in 2019, the DDA initiated efforts to explore the potential expansion of the DDA Boundary along the corridor. We believe the DDA is uniquely positioned to help implement the vision for the corridor as well as organize, support and advocate on behalf of business owners and residents on and adjacent to the corridor.

As you recall, the DDA took action on the expansion of the District at a previous meeting. However, before any further consideration, the City Commission requested that the DDA conduct additional public outreach with the property owners of the proposed area. To that end, we have conducted the following activities:

1. Mailed a letter to every property owner (199 property owners) within the proposed expansion area informing them of the proposed expansion and inviting them to two public open-houses.
2. Notified the public of the Open Houses through a press release, advertisement in the Record Eagle and notice on our website and Facebook page.
3. Facilitated two public open houses - Monday, January 6th from 10:00 am to 12:00 pm and 5:00 pm to 7:00 pm. Materials provided at the Open Houses included a one-page summary on the proposed expansion, comments cards and a summary of what the 2-mills (1.6772 mills) would cost each property owner.
4. Request to email, call or write should individuals not be able to attend either of the open houses or have additional comments and/or questions.

Attached to this memorandum are all the comments cards submitted at the two Open Houses and a revised map of the proposed district. The revised map does not include the Safe Harbor and Homestretch properties. A similar exception was made for the Housing Commission property (corner of Pine and State Street) within the original DDA District.

Over the next month, I will be reviewing the proposed district boundaries with City staff and will bring this item back for possible action at your February meeting.

Your input on this item is appreciated and welcomed.



8th Street DDA District Expansion

Open House Comment Form

Comment

I sincerely hope the DDA
will continue to make ongoing
investment in our Downtown and
the new Wellness corridor.
I live and work on 8th Street.
I strongly support the proposed
millage for this purpose.

Comment

Comment

Comment

Name

SAM P COPELAND, DO

Address

615 E 8TH ST/12

Contact Information

sampcopeland@gmail.com

231-929-2900 (o)

" 357-4682 (c)





8th Street DDA District Expansion

Open House Comment Form

Comment

Like the necessary
expansion of the DDA in
this direction. Center
of TC makes sense to
refine & develop.

Comment

This effort will support
an overall growth strategy
to grow downtown vitality
in a positive manner.

Comment

Comment

Name

Bred Anderson

Address

733 E 8th St

Contact Information

bradley anderson 231@gmail.com





8th Street DDA District Expansion

Open House Comment Form

Comment

I am concerned about the lack of funding for basic functions like streets. I wonder if the taxes that will be levied for this expansion would be better directed to basic or core city functions

Comment

Comment

Comment

Name

Fred Anderson

Address

410 Wadsworth St TC, MI 49684

Contact Information

fred @ andersongr.com





8th Street DDA District Expansion

Open House Comment Form

Comment

Safe crossings
across 8th St
needed

Comment

limit office
buildings
↑ green space
esp N. of 8th St

Comment

consider people
who live in the
neighborhood, not
just work
in the area

Comment

Name

Bernie Rubin

Address

967 Lake Ridge Dr #17, TC 49684

Contact Information

bernierubin1@me.com





8th Street DDA District Expansion

Open House Comment Form

Comment

Excited to be considered
as part of the TC DDA

Happy to pay the additional
2 mils to be part
of the DDA.

Comment

fully support wellness
less automobile, more
green terms of transportation
& walkability.

Comment

Long overdue to see
improvements in this
corridor

Comment

Name

Matt Anderson

Address

733 E 8th St.

Contact Information

m11ander@aol.com





8th Street DDA District Expansion

Open House Comment Form

Comment

TAKE A SURVEY
OF ALL PROPERTY OWNERS
TO COMPILE DATA

Comment

CONSIDER DUE-BASED
PRICE STRUCTURE

Comment

BASED OFF SURVEY RESULTS,
CONSIDER RE-DRAWING
BOUNDARIES

Comment

Name

KEVIN VLACH

Address

510 BARLOW

Contact Information

VLACHKE @ GMAIL.COM





8th Street DDA District Expansion

Open House Comment Form

Comment

Why wasn't there
Additional lights (signals)
put in along the corridor?
we were told there would
be.

Comment

Comment

Comment

Name

Address

Contact Information





8th Street DDA District Expansion

Open House Comment Form

Comment

I think you should
send out a letter to everyone
that you are charging 2 MILS
and ask if they want to join
the DDA. (YES _____ or NO _____)

If you do not get a
majority then the DDA
should not be allowed.

Comment

DO A SURVEY !!!
- - -

Comment

I own the house
at 515 Franklin

If I am to be charged
2 MILS how is this going
to benefit me.

Comment

Name

SANDRA L. TUREK

Address

12945 S BRIAR DR

Contact Information

TRAVERSE CITY MI 49684

231-947-9736





8th Street DDA District Expansion

Open House Comment Form

Comment

Give Everyone an
opportunity to vote
who will be ~~tax~~ charged
the 2 MILS.

PLEASE SEND OUT
A SURVEY TO VOTE
YES OR NO.

Comment

Comment

Comment

Name

Jenious Times Ron Tunk

Address

602 E. 8th

Contact Information

231-947-9736





8th Street DDA District Expansion

Open House Comment Form

Comment

We need ^{survey} ~~action~~ to say yes/no about joining DDA, before all public hearings. Property owners may opt to not join & if majority doesn't want to, let it not go forward.

Comment

Why hasn't traffic light been activated? 4way stop is not working at heavy traffic times.

Comment

Dms vs. millage. Association does events. N. Beardman should do what DDA is proposing. Need to survey every property owner & get a consensus (a percentage) to see if owners really want DDA to be involved. But rely on NIB to be our voice.

Comment

Name Wendy & Craig Wares

Address 720 E. Eighth St.

Contact Information

231-218-9765





8th Street DDA District Expansion

Open House Comment Form

Comment

The request to join the DDA appears to be coming from the NBLD. It would seem that the entire neighborhood should make that decision, not a small group. A survey to every property that would be impacted by the increased millage should be conducted to see if there is support. A neighborhood assoc should not speak for the entire group who concrete support from the majority of the properties.

Comment

The Boundary for expansion only went to Woodmere originally ~~but~~ (in Nov 2019 it still ended here) When did it Δ to move to Barlow? Only to accommodate Ten Brick? Again-asking the property owners affected would be preferable.

Our property does not have frontage on 8th street - we do not see how the DDA can actually make a difference in our business planning - infrastructure is already completed. The NBLD organization can accomplish a lot of the same thing without the DDA.

Name

Address

Contact Information

Marilyn & Jan Vlach
510 Barlow
marilynvlach@gmail.com
janjvlach@gmail.com

Comment

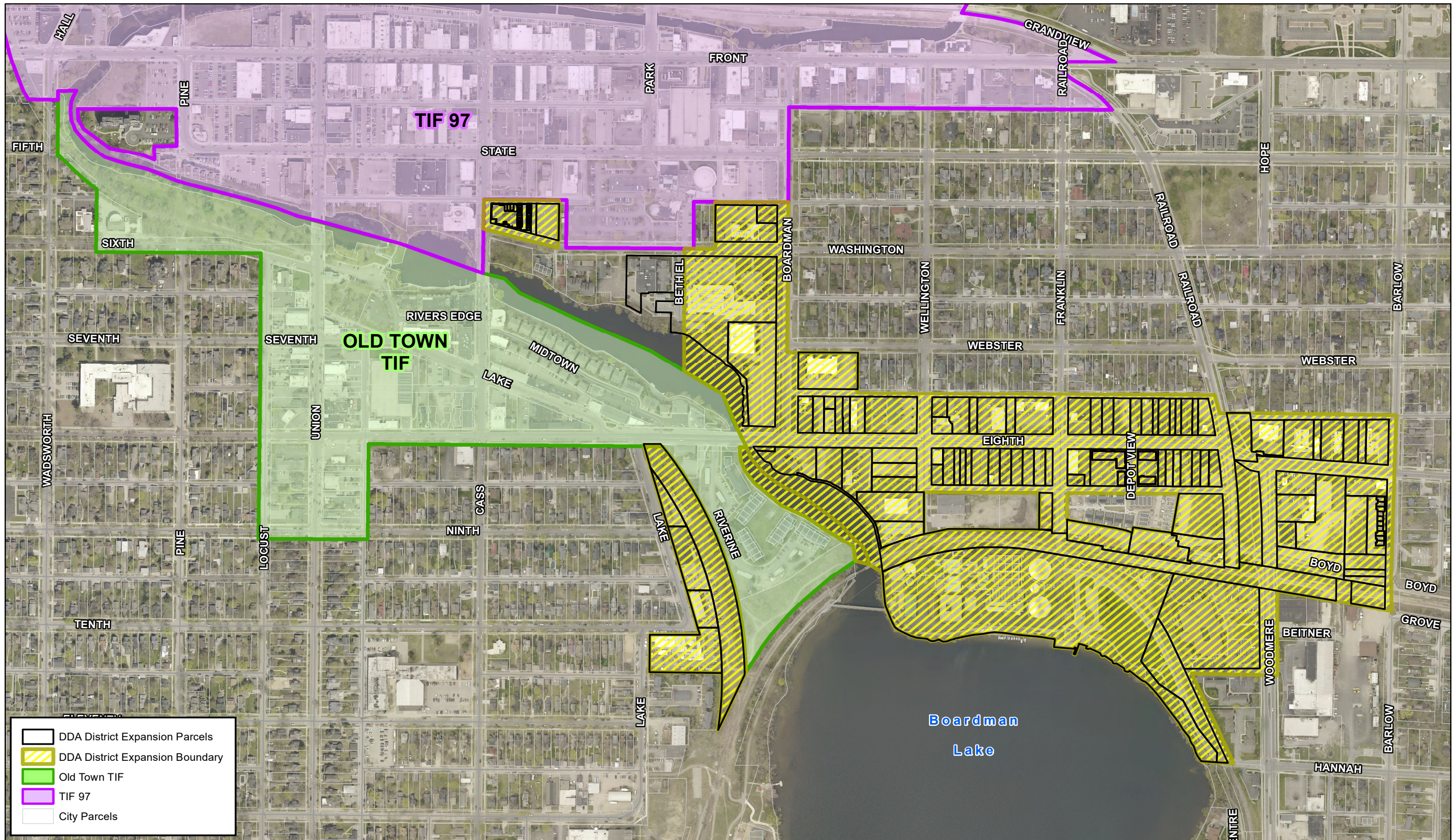
Reviewing the minutes from NBLD for 2018 and 2019 - attendance (not counting guests) of prop. owners was only an average of 10 and some of these represented the same property (for example 2 from Raduno, 2-3 from Organo). This is not a representative of the 145 properties that would be affected by inclusion of the DDA. Other types of districts appeared to be considered - as the DDA was present at almost all of the meetings, it

Comment

could appear to have had influence.

New development and new property purchases will shoulder an extremely disproportionate amount of the tax burden. I realize that is how taxes are in general - But we will not receive more benefit from this inclusion even though we will pay significantly more with the millage ↑. Property taxes are already very high in TC, limiting the types of development that can work from a numbers stand.





This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

Document Path: G:\GIS\GIS Projects\DDA\DDA_ExpansionBoundary_10252019\DDA_ExpansionBoundary.mxd

DDA Expansion Boundary and Parcels

Downtown Development Authority
City of Traverse City



1 inch = 386 feet
12/3/2019 GWS



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 9, 2019

Re: DDA TIF 97 Development Area Citizens Council

In order to move forward with the proposed TIF 97 extension, statutory rules state that if the TIF district has at least 100 residents, a *Development Area Citizens Council (DACC)* must be established at least 90 days before a public hearing on the TIF Plan and extension. The Development Area Citizens Council acts as an advisory body to the Downtown Development Authority and the City Commission on the TIF 97 Plan and extension.

According to the statute, meetings of the DACC shall be public and shall occur prior to the DDA approving/recommending the TIF 97 Plan and extension to the City Commission. The DACC shall also advise the City Commission on the TIF 97 Plan and extension prior to approval.

Appointed by the City Commission, members of the Development Area Citizens Council must live within the TIF 97 district, be at least 18 years old, be willing to meet and review the proposed plan/extension and submit comments and a recommendation to the DDA Board and City Commission.

With the help of the City Clerk's Office, we posted notice for the DACC on December 19th, with a deadline to apply of January 13th. The Clerk's Office received seven applications for the DACC. We anticipate the City Commission will consider appointment of the DACC at their January 21st meeting.

Once the DACC has been appointed, staff will hold meetings with its members to discuss the existing components in the TIF 97 Plan, discuss additional public infrastructure projects that could be included in the TIF 97 Plan and the proposed extension.



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 9, 2019

Re: Capital Improvement Plan Budget year 2020/2021

Attached is the Capital Improvement Plan (CIP) for TIF97, Old Town and Parking, which has been submitted to the City to begin the process of the 2020/2021 budget process. The CIP will be reviewed by the Finance Committee at their meeting on January 27th.

As you will note the bridges have been moved to the 2020/2021 and 2021/2022 budget years.

Input from Board members is appreciated and beneficial as the budget is being prepared.

Finance Committee members are: Bagdon-McCallum; Schneider, Hardy, Hershey.



Six Year Capital Improvement Plan
Budget Year 2020-2021 by Fund

All Projects Submitted for 2020-2021

Date/Time Printed: 1/7/2020 12:43 pm

Bold - Indicates projects occurring in the first FY of the plan. +- Indicates projects with multiple funding											
Project ID	Cat	Previous	Fiscal Year 2020-2021	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Project Cost	City Funds	Non-City Funds
TIF 97											
Bridges											
714-20-CIP	V	\$0	\$0	\$817,000	\$0	\$0	\$0	\$0	\$817,000	\$817,000	\$0
200 Block Alley Enhanced Improvements											
+ 885-20-CIP	V	\$45,000	\$201,500	\$0	\$0	\$0	\$0	\$0	\$1,115,000	\$201,500	\$913,500
North Cass Street Bridge Rehabilitation											
+ 588-20-CIP	V	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$957,500	\$150,000	\$807,500
Park Street Bridge Repair											
+ 187-20-CIP	V	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$939,500	\$132,000	\$807,500
South Cass Street Bridge Repair											
+ 186-20-CIP	V	\$0	\$0	\$93,000	\$0	\$0	\$0	\$0	\$1,318,000	\$260,500	\$1,057,500
South Union Street Bridge Repair											
+ 535-20-CIP	V	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$1,550,335	\$369,375	\$1,181,560
West Front Street Bridge Replacement											
Civic											
+ 870-20-CIP	V	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$6,000,000	\$1,000,000	\$5,000,000
Civic Square											
+ 781-20-CIP	V	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$3,300,000	\$600,000	\$2,700,000
Farmers Market											
82-20-CIP	C	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000	\$0
Lower Boardman River Universal Access											
1141-20-CIP	C	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000	\$0
Stormwater											
General Government											
Parking											
645-20-CIP	V	\$0	\$0	\$652,975	\$611,657	\$631,548	\$670,993	\$909,511	\$3,476,684	\$3,476,684	\$0
West Front St Redevelopment (BOND)											
Police											
+ 1154-20-CIP	C	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$125,000	\$25,000	\$100,000
Digital Cameras for Downtown Traverse City											
Streets											
+ 717-20-CIP	V	\$0	\$0	\$0	\$0	\$257,500	\$0	\$0	\$915,000	\$915,000	\$0
East Front St Reconstruction (400-500 blocks)											
1087-20-CIP	M	\$0	\$250,000	\$500,000	\$250,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$0
Front Street Streetscapes											
713-20-CIP	V	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000	\$500,000	\$0
Grandview Parkway Pedestrian Crossing Enhancement											
1088-20-CIP	M	\$0	\$250,000	\$500,000	\$250,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$0
State Street Streetscapes											
1089-20-CIP	M	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$0
Tree Replacement											
Walkways											
1089-20-CIP	M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0
Wellington Plaza Erosion Stabilization Project											
Total TIF 97		\$192,500	\$1,862,500	\$3,212,975	\$1,111,657	\$2,389,048	\$670,993	\$909,511	\$10,349,184	\$10,349,184	\$0



**Six Year Capital Improvement Plan
Budget Year 2020-2021 by Fund**

All Projects Submitted for 2020-2021

Date/Time Printed: 1/7/2020 12:43 pm

Bold - Indicates projects occurring in the first FY of the plan. + - Indicates projects with multiple funding											
Project ID	Cat	Previous	Fiscal Year 2020-2021	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Project Cost	City Funds	Non-City Funds
TIF Old Town											
Bridges											
+ 98-20-CIP	V	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$1,357,217	\$644,717	\$712,500
+ 187-20-CIP	V	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$939,500	\$132,000	\$807,500
+ 186-20-CIP	V	\$0	\$0	\$93,000	\$0	\$0	\$0	\$0	\$1,318,000	\$280,500	\$1,057,500
Walkways											
316-20-CIP	V	\$0	\$0	\$0	\$0	\$0	\$690,700	\$0	\$690,700	\$690,700	\$0
1025-20-CIP	M	\$0	\$106,869	\$0	\$0	\$0	\$0	\$0	\$106,869	\$106,869	\$0
Total TIF Old Town		\$0	\$322,869	\$93,000	\$0	\$0	\$690,700	\$0	\$1,106,569	\$1,106,569	\$0



TRAVERSE CITY

Six Year Capital Improvement Plan Budget Year 2020-2021 by Fund

Date/Time Printed: 1/7/2020 12:43 pm

All Projects Submitted for 2020-2021

Bold - Indicates projects occurring in the first FY of the plan. + - Indicates projects with multiple funding											
Project ID	Cat	Previous	Fiscal Year 2020-2021	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Project Cost	City Funds	Non-City Funds
Parking System											
Parking											
1133-20-CIP	V	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$100,000	\$100,000	\$0
1135-20-CIP	M	\$0	\$0	\$24,000	\$0	\$0	\$0	\$0	\$24,000	\$24,000	\$0
545-20-CIP	V	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000	\$400,000	\$0
979-20-CIP	M	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000	\$0
980-20-CIP	M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0
981-20-CIP	M	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000	\$30,000	\$0
708-20-CIP	M	\$0	\$0	\$430,000	\$0	\$0	\$0	\$0	\$430,000	\$430,000	\$0
982-20-CIP	M	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0
1134-20-CIP	V	\$0	\$15,000	\$15,000	\$10,000	\$10,000	\$0	\$0	\$50,000	\$50,000	\$0
1136-20-CIP	M	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000	\$18,000	\$0
1082-20-CIP	M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0
1138-20-CIP	C	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0
1139-20-CIP	C	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$0
1140-20-CIP	C	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000	\$15,000	\$0
1072-20-CIP	M	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000	\$80,000	\$0
1059-20-CIP	M	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$0
1083-20-CIP	M	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000	\$50,000	\$0
1137-20-CIP	M	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$30,000	\$0
1132-20-CIP	V	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$100,000	\$100,000	\$0
1131-20-CIP	C	\$0	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$300,000	\$300,000	\$0
Total Parking System		\$30,000	\$353,000	\$1,154,000	\$265,000	\$310,000	\$70,000	\$0	\$2,182,000	\$2,182,000	\$0





303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: January 9, 2019

Re: Progress on Strategic Plan

In November, you adopted the 5-year DDA Strategic Plan. The Strategic Plan includes the Mission, Vision and Values of the DDA. The Strategic Plan also outlines *goals* and *actions steps* for six unique, but interconnected focus areas: (1) Real Estate & Placemaking; (2) Mobility – Parking & Transportation; (3) Business Recruitment & Retention; (4) Leadership; (5) Marketing & Promotion; and (6) Partnership & Collaboration.

In an effort to provide a visual update on our progress with the Strategic Plan, we have created a draft *Strategic Plan Dashboard* (see attached). The Dashboard identifies the level of priority for each goal (and associated action steps) as well as its current status and progress toward completion. The attachment illustrates the draft Dashboard for the *Real Estate & Placemaking* focus area. Based on your feedback and input, we will complete the Dashboard for the remaining focus areas.

In addition to the priorities outlined in the draft Dashboard, I want the board to weigh in to ensure my top priorities match what the Board feels are the top priorities for 2020. The top priorities include:

1. Extend TIF 97
2. Adopt the Unified Plan for the Lower Boardman River.
3. Move forward on plans for a parking structure for 145 West Front Street
4. Move forward with securing the location and develop a master plan for the Civic Square.
5. Support alternative modes of transportation into downtown and examine redevelopment options for surface parking lots.
6. Develop a comprehensive responsive retail program.

Your input is appreciated on these priorities to ensure we are all working together to achieve the priorities of the Board.

Draft Downtown Development Authority 2019 - 2024 Strategic Plan Dashboard January 2020							
Real Estate and Placemaking							
Goal	Priority	Status	Year Complete	Trend	Action Steps	Status	Progress Made & Notes
A. Extend TIF 97	Top Priority	In Progress	2020	Moving Forward	<u>One.</u> Develop a strategic campaign to extend TIF 97, including the following components: a communication plan; marketing materials; presentations; fact sheet and talking points.	In Progress	We have developed a one-pager, a public meeting talking-points sheet and several presentations. We are working to develop a more comprehensive communications plan. We have also established a "friends" committee that is working to spread the word on TIF 97.
					<u>Two.</u> Work with neighborhoods and stakeholders to implement the strategic campaign and plan and recruit supporters to participate.	In Progress	The Friends Committee is actively meeting with and talking to stakeholders.
					<u>Three.</u> Continue to meet with taxing authorities, neighborhoods and stakeholders to discuss the benefit of TIF 97.	In Progress	We have (and will continue to) met with most taxing authorities.
					Extra Action Steps Not Listed in Strategic Plan		
					Formally initiate legislative process to extend TIF 97.	Just Started	Posted notice for Development Area Citizen Council.
B. Establish process to identify and acquire properties for reuse and redevelopment.	Secondary Priority	In Progress	2020	Moving Forward	<u>One.</u> Complete a process to inventory and identify key properties for acquisition and reuse or redevelopment.	Not Started	
					<u>Two.</u> Identify internal or external capacities needed to carry out the inventory and potentially find new funding to support the process.	In Progress	Working to identify data needs and internal capacity.
C. Finalize the Unified Plan for the Boardman River while complimenting the Union Street Dam work.	Top Priority	In Progress	2020	Moving Forward	<u>One.</u> Continue to support the planning efforts of the Lower Boardman Leadership Team, including extensive civic engagement activities.	In Progress	We continue to hold and facilitate monthly meetings and are making progress on the Unified Plan.
					<u>Two.</u> Continue to research and apply for external funding sources to provide needed intelligence and background information about potential physical limitations and opportunities along the Lower Boardman River.	In Progress	We were recently awarded a SEEDS grant from Rotary.
					<u>Three.</u> Continue to work with the City of Traverse City and the Fishery Commission to support and compliment the planning efforts of the Unified Plan and the Union Street Dam.	In Progress	We participated in two Open Houses for the FishPass in early January.
D. Establish design standards and guidelines for new development in the downtown district.	Priority	In Progress	2020	Moving Forward	<u>One.</u> Work with the planning commission to amend zoning ordinance language about design standards.	In Progress	We have drafted the first cut of amendment language.
					<u>Two.</u> Meet with developers and property owners to discuss goals of the zoning amendments.	Not Started	
E. Explore opportunities to develop workforce housing within Downtown Traverse City.	Secondary Priority	Not Started	2224	Moving Forward	<u>One.</u> Work with Housing North, MEDC and other stakeholders to create innovative approaches to provide for workforce housing in downtown Traverse City.	Not Started	Have met with Housing North and MEDC.
F. Explore opportunities to incorporate stormwater management.	Priority	In Progress	2021, 2222, 2223, 2224	Moving Forward	<u>One.</u> Utilize the AECOM stormwater report to guide and make strategic infrastructure improvements.	Just Started	Met with City Engineering to discuss mutual priorities and opportunities.

Goal	Priority	Status	Year Complete	Trend	Action Steps	Status	Progress Made & Notes
G. Identify process to move forward with the Farmers Market and Civic Square.	Priority	In Progress	2224	No Change	One. Continue to examine the feasibility of site locations for the Farmers Market and Civic Square.	In Progress	Made progress on site purchase.
					Two. Develop a strategic plan to implement the development of a refined Farmers Market and new Civic Square.	Not Started	



303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Harry Burkholder, DDA COO

Date: January 7, 2020

Re: Lower Boardman Update

The Lower Boardman Leadership Team continues to work diligently on the preliminary *Action Plan* for the Lower Boardman River. At our December 18th meeting the Leadership Team reviewed and discussed specific questions and/or revisions to the preliminary action plan. In addition, the Leadership Team discussed next steps and project deliverables. The Leadership Team expressed a preference to have the Unified Plan delivered as both a traditional “hard-copy” as well as an interactive web-based format that would provide opportunity for on-going community input and discussion.

In addition, the Leadership Team was asked by the City Planning Commission to provide feedback on a proposed zoning amendment related to balcony encroachments within the water setback. The Leadership Team also discussed a preliminary proposal by Innovo to realign a small portion of their Breakwater Development along the river and add a new staircase adjacent to the Union Street Bridge. DDA staff also provided a presentation to the Leadership Team regarding an up-coming art installation along the river, near the “bird-cage” at the Farmers Market.

The next Leadership Team meeting has been re-scheduled for January 29th at which time the team will be discussing their preferred vision for the most urbanized “sections” of the river – roughly from the FishPass area to the mouth of the Bay.

DDA staff provided updates on the Unified Planning effort to the City Commission, Planning Commission and Parks and Recreation Commission in late November and early December. DDA staff continues to notify/update over 200 people through email on Unified Planning efforts.

Key Points

- The Leadership Team has made progress and continues to refine the preliminary Action Plan, with additional public engagement planned for later this winter/early spring.

- The Leadership Team is aware that city planning/development activities continue to move forward even as the Unified Plan is being developed and they are being asked to provide feedback.
- The next meeting will include a detailed discussion about the preferred vision for specific sections of the river.
- Progress updates have recently been provided to City Commission, Planning Commission and Parks and Rec.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: January 13, 2020

Re: West Front Street Intersection with Hall Street and Wadsworth

At our November meeting, the Bay Area Transportation Authority (BATA) presented an overview of the unique programs they have implemented in partnership with the DDA, including the Bayline Route, the Destination Downtown Program and new bus shelters throughout downtown. These programs have worked to increase mobility and better facilitate commuters (and other riders) into downtown Traverse City.

BATA also discussed a desire to examine the intersection of Front Street and Hall Street and Wadsworth, noting that a recommendation would be forwarded to the DDA Board for their consideration. Following is an overview of that recommendation:

The DDA and BATA would like to jointly request assistance from the City Commission to install a four-way stop at the intersection of Front Street and Hall Street and Wadsworth. We believe the four-way stop would greatly improve traffic flow and pedestrian mobility in and around the Warehouse District, as well as Central Neighborhood and the west end of Front Street.

Attached to this memo is a draft letter from the DDA and BATA to the City Commission requesting the four-way stop. The letter outlines several reasons for the request, most notably streamlining activity and minimizing travel time for riders.

As noted in the draft letter, we believe the four-way stop helps fulfill some of the goals of recent Transportation Demand Management Study, which recommends that BATA seek ways to streamline its routes to help attract and retain riders. In addition, we believe the four-way stop will increase pedestrian safety and mobility throughout this emerging area of downtown. As new businesses (and employees) locate in downtown Traverse City each year, pedestrian mobility and efficient public transit are, and will continue to be, vital components in limiting automobile and parking congestion throughout downtown.

Your input on this item is appreciated and welcomed.

RECOMMENDATION: Authorization to issue the joint letter to the City Commission.



To: City of Traverse City : City Commission
From: Bay Area Transportation Authority & Traverse City Downtown Development Authority
Date: January XX, 2020
Re: West Front Street Intersection with Hall Street / Wadsworth

Improved transportation to, from and through Downtown Traverse City will continue to be a topic of discussion as our regional center of activity continues to grow. BATA and the DDA, with support from the Traverse City Commission, continue to partner on projects for transportation related to shelter and stop amenity improvements, commuter-pass programs, and marketing efforts. As our city and region continue to grow, these partnerships are vital. BATA's launch of the Bayline in June 2018, has proven that our region is ready and willing to embrace additional uses of mobility such as transit, biking and walking. The Bayline success is driven by the desire for high-frequency routes, with a streamlined path, and extended hours of operation. In October 2019, the Bayline route surpassed a quarter million riders on this single route. The Bayline is only one route out of BATA's 13 fixed-route system, with efforts underway to streamline additional routes that will continue to improve the rider experience.

The DDA and BATA would like to jointly request assistance from the City Commission to improve traffic flow in and around the Warehouse District and Front Street West End. A four-way stop is hereby requested for this intersection.

A four-way stop will facilitate increased safety and mobility across all modes of transportation. The impact to BATA is specifically identified as:

- streamlined routing saving up to 3 minutes of travel time for the transit user.
- Removes more than 233 transit trips a day from both Garland Street and Grandview Parkway between Hall Street and Union Street. Currently, to maintain safety and reliability, buses are not able to turn left from Hall Street, east into Downtown Traverse City and onward, creating the need for transit paths onto Garland Street or Grandview Parkway.

Additionally, this request assists in fulfilling goals identified in the DDA's Transportation Demand Management study which recommended that BATA seek ways to streamline and straighten its routes to help attract and retain riders, and improve flow and frequency.

The Bay Area Transportation Authority and the Traverse City Downtown Development Authority are hereby asking the City Commission to advise the City of Traverse City to implement a four-way stop at the intersection of West Front at Hall Street to better facilitate traffic flow in and around the Warehouse District and the West End of Front Street effective as soon as possible.

DRAFT

Memorandum



To: Jean Derenzy, DDA CEO
From: Colleen Paveglio, Marketing & Communications Director
CC: Debbie Hershey, Arts Commission Chair
Re: Board Member Update: Arts Commission - January 2020
Date: January 9, 2020

Pitch Night

The Traverse City Arts Commission will launch Pitch Night, a one-night event that's purpose is to engage and inform artists and the community about public art through a fun, dynamic, fast paced, democratic event wherein one artist will be selected and funded for an art installation in Lot B (Farmers Market) for a minimum of one month. Pitch Night is slated for Thursday, March 5, 2020 at the Workshop Brewing Co. The Arts Commission was awarded a \$750 MCACA grant toward this project.

Up North Pride

The Arts Commission will collaborate with Up North Pride in June 2020 on a public art project. A "Strolling Exhibition" is planned for the the Visibility March route and a "Pride by Numbers" community paint project on Union. This item will go before City Commission in the near future. The Arts Commission will receive a \$5,000 donation from Up North Pride toward this project.

Art on the TART

The Arts Commission is working with TART as they plan for the Boardman Loop to be completed in 2020. Public art installations are being planned from the trailhead near 16th Street and near 10th Street. A donation of \$20,000 from TART will go toward this project

Prioritization Exercise

A Prioritization Exercise is being done by the Arts Commission as they plan for FY 20-21 and look toward developing a public art project for the future. Determining priorities will better help with the budgeting process and plan for fund development.

Master Plan Review

A required 5 year review of the Master Plan has begun. Items being addressed are more detailed processes for collaborations, donations, and requests. The committee will also look at communications, fund development, and a review of the ordinance.

Key Points

- Community Engagement and local artist relationship building through Pitch Night
- Collaboration with Up North Pride
- Art on the TART at the Boardman Loop trailheads
- Future project development and refining processes



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
CC: Scott Hardy, Parking Subcommittee Chair
Date: December 9, 2019
Re: Board Member Update: Parking Subcommittee – December 2019

At our meeting this month, we discussed the role the DDA plays when it comes to parking. In both the City Ordinances and the DDA's Mission Statement, there are references to promoting growth. When we consider promoting growth, we must consider the best land use for developments, and that shared use optimizes parking when it services more than one type of parker. We want to steer away from overbuilding parking for one project and instead effectively manage current and new parking to provide solutions that will decrease the overall demand for parking.

We touched on how the best land use plays into economic decisions. Our zoning ordinances require developments to provide one parking space per X sq ft* or X units* if they are outside of the 500 ft radius from a public parking garage. This discussion resulted in a conversation that will be continued at a later date to determine if parking minimums should be required, and to dive deeper into our zoning.

- Is it feasible to require developers to build parking that may go unused when the area developed for parking would be better serviced by a purpose (retail, offices, condos, etc.)?
- Should we consider changes to the zoning ordinances to reduce or eliminate parking minimums to allow developers to develop for a purpose?

Lastly, we discussed accessibility. If we intend to implement park-once initiatives, we will need to make it a little easier for parkers to get to their destinations. Considerations may include: bus circulators, shuttles, eBikes or eScooters, and sidewalk snow removal.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
231-922-2050

Memorandum

To: Jean Derenzy, CEO

From: Nick Viox, Events & Projects Coordinator

For Meeting Date: January 17, 2020

SUBJECT: Farmers Market Advisory Board Update

The Farmers Market Advisory Board did not meet for November and December. The Operations Subcommittee has been meeting to review rules and processes for 2020.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Date: January 8, 2020
Re: Staff Report: Parking Services – December 2019 and January 2020

Storage Ordinance – Referred back to Parking Subcommittee

On December 2, 2019, the City Commission decided to refer the storage ordinance back to the Parking Subcommittee and took no action on the recommendation. The discussion included allowing all residents to exceed the storage time limit and increasing the fees to match other area storage rates. The subcommittee will review the proposed ordinance in the parking rate study process.

Pedestrian Roofs – Maintenance Follow-up

Over the summer, Story Roofing replaced all three pedestrian stair tower roofs. With the rain, snow, freezing and thawing, we have identified leaks. We are working with Story to repair the leaking issues.

Snowmelt Controller – Emergency Service Order

The gas bills have started for the autumn and winter months. The first bill for Hardy was three times the amount of Old Town which caused us to look into any potential issues with the newly installed boilers. We found the controller was bad, and moved forward with a replacement. This was completed on Friday, January 3, 2020.

Destination Downtown Program – Renewal

Staff is working on communicating with current Destination Downtown participants to renew for the 2020-2021 year.



DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, DECEMBER 12, 2019
8:30AM • DOWNTOWN OFFICE

DRAFT MINUTES

1. Call to order (*Neidorfler*)
 - a. Present: Blythe Skarshaug, Misha Neidorfler, Amanda Walton, Dawn Gildersleeve, Susan Fisher, & Margaret Morse
 - b. Absent: Liz Lancashire, Jake Kaberle & John McGee
2. Approval of Minutes of the [Board Meeting of November 14, 2019](#) (*Neidorfler*)
 - a. Motion to approve the minutes, **motion by Skarshaug and seconded by Fisher. Motion carried unanimously.**
3. CEO's Report (*Derenzy*)
4. [Event Report](#) (*Viox*)
 - a. Shop Your Community Day
 - b. Downtown Light Parade, Tree Lighting, & Santa's Arrival
 - c. Walking in a Window Wonderland
 - d. Downtown Cocoa Crawl
 - e. Ladies' Night & Men's Night
 - f. Chili Cook Off
5. Financial & Marketing Report (*Paveglia*)
 - a. Financial Reports
 - i. Financial Reports were approved as presented upon **motion by Morse and seconded by Gildersleeve. Motion carried unanimously.**
 - b. Marketing Report
 - i. Website Update
6. President's Report (*Neidorfler*)
 - a. Holiday Gift Certificates & Envelope Stuffing
 - b. Float Update
7. Adjourn (9:27am)

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE AGENDA
December 5, 2019, 11:00 a.m.
2nd Floor Committee Room
Governmental Center, 400 Boardman Ave, Traverse City
www.downtowntc.com**

Chair, Scott Hardy, called the meeting to order at 11:02 AM.

1. Roll Call

Present: Rick Brown, Steve Constantin, Scott Hardy, T. Michael Jackson

Absent: Debbie Hershey, Todd Knaus, and Jeff Joubran

2. Meeting Minutes: **The meeting minutes from November 7, 2019 were approved as presented by Jackson, seconded by Brown. Motion carried unanimously.**

Knaus joined at this point in the meeting 11:05 AM.

3. TDM: 3 Yr Plan

a. Rate Study

- i. Discussion included: how we manage parking, developments that have onsite parking and if the onsite parking meets the needs of the development, stigma around riding a bus vs. Uber black or a private shuttle service, and zoning.
- ii. Hardy asked if we need to redo the DDA Mission statement so we can acknowledge serving the needs that we had now and recognizing future growth.
- iii. Joubran mentioned there have been less complaints over the year. More people would be enticed to take a Uber Black than taking a bus or shuttle.
- iv. Jackson stated that “promote growth” is a broad and could be interpreted many ways.
- v. Derenzy referenced the Networks Northwest commuter data link
- vi. Knaus shared employees concerns with parking and walking in the winter months vs summer months.
- vii. Constantin suggested that guiding principles be created.
- viii. Hershey referenced that we need to consider retirees along with Millennials
- ix. Brown asked that we consider partnering with the Senior Center to provide a shuttle from their new lot to downtown for retirees.

Joubran joined at this point in the meeting 11:06 AM

Hershey joined at this point in the meeting 11:08 AM

4. Staff Report

a. Storage Winter and Year-round (referred back from City Commission)

- i. Staff provided an update. City Commission did not take action at their December 2, 2019 meeting to introduce the ordinance. Their comments are to increase the rates. This item will be reviewed at a future date in the rate study.

b. In-street Pedestrian Signs

- i. Staff provided an update. City Commission reviewed a list of recommendations to make the in-street pedestrian signs year-round at their December 2, 2019 meeting. The Traffic Committee is reviewing their feedback and will provide a recommendation back to

Commission.

c. Our next meeting has been moved to January 9, 2020.

5. Public Comment. No public comment.

6. Adjournment. The meeting officially adjourned at 12:01 PM.

Scott Hardy, Chair

DRAFT

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM**
Wednesday, December 18, 2019, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
dda.downtowntc.com
lowerboardman.downtowntc.com

Co-Chair Fessell called the meeting to order at 5:30 p.m.

Present: Christine Crissman, Jean Derenzy, Frank Dituri, Brett Fessell, Jennifer Jay, Pete Kirkwood, Rick Korndorfer, Mike Vickery, Tim Werner (departed @ 7:13 pm), Cindy Winslow

Absent: Elise Crafts, Tim Ervin, Deni Scrudato, Russ Soyering

DDA Staff: Harry Burkholder, Colleen Paveglio

Welcome Cindy Winslow to the Leadership Team

1. Meeting Minutes: **The meeting minutes from October 16, 2019 were approved as presented upon motion by Jay, seconded by Derenzy. Motion carried unanimously**
2. Brief Update on Public FishPass
 - a. Permit Process in place
 - b. Comment period extended until January 17, 2020 on the US Army Corp website
 - c. Over 200 questions asked at the LBR Forums and answered, posted on various websites
 - d. The MOU with the City of Traverse City is being reviewed and completed
 - e. January 7, 2020
 - i. Governmental Center Training Room
 - ii. Open House on the 100% design
3. Discuss Deliverables and Oversight Responsibilities
 - a. Phase 1: Building A Project Vision
 - i. Information Gathering
 - ii. Kick-Off Meeting
 - iii. Develop Products
 - iv. Public Engagement
 - b. Phase 2: Creating a Plan - Implementation
 - i. Recommendations
 - ii. Two-day Public Engagement (pulled in Phase 1)
 - iii. Final Presentation

- iv. Products (Action Plan)
 - v. Public Engagement
 - c. Guidelines, Policy, Improvements
 - d. Who is Responsible? Planning, Funding, Implementing, Managing
 - e. Recommendations: River Conditions & Habitat, Access, Open Space & Built Environment, History, Culture, & Learning, Community & Development Policies, Implementation & Management
 - f. Observations:
 - i. Recommendations touch multiple departments
 - ii. Could move forward within existing government structures,
 - iii. Missing Piece: who will hold the vision and energy to make things happen? A DDA or City Commission? A conservation group?
 - iv. How could a community volunteer organization help?
- 4. Review and Discuss Reformatted Preliminary Action Plan
 - a. What don't you understand?
 - i. Clarification on measures relating to items on Page 6 & 15
 - b. What is missing?
 - i. Infographic
 - ii. The people
 - iii. Define outcomes
 - iv. Education - Action Plan, History & Culture
 - c. What doesn't fit?
 - d. What is most important?
- 5. Project Timeline and Next Steps
 - a. Public Engagement
 - a. January 2020: Ethics & Education
 - b. February 2020: Best Management Practices, i.e. setbacks, outcomes

Werner departed at this point in the meeting

- 6. Riparian Buffer
 - a. 415 E. Front Street
 - b. No formal action taken
- 7. Arts Commission Project Update
 - a. Public Engagement Draft for next phase
 - i. Meetings with experts and key stakeholders (refining action plan)
- 8. Innovo Development
 - a. No formal action taken

9. 2020 Proposed Schedule of Meetings

- a. Public Comment added to the beginning of the agenda and agenda review
- b. Staff to notify Team of January date

10. Public Comment

- a. Thomas Lutes, 3892 Forest Lakes Drive, Conservation District commented on the future of the Unified Plan
- b. Tom White, 2150 Gibbs, commented on the United Plan process and enforcement policies and paddling forum on February 5, 2020
- c. Sean Flaherty, 2210 Orchard Court commented on setbacks with various developments in the downtown area and process of Unified Plan
- d. Mitch Treadwell, 620 W. Seventh St, commented on the idea of the “Friends of the Lower Boardman River” and in particular clean up

11. Adjournment. The meeting officially adjourned at 7:37 p.m.

Respectfully submitted,

Colleen Paveglio

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 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.



**City of Traverse City
Traverse City Arts Commission
DRAFT**

Minutes

Regular Meeting

Wednesday, December 18, 2019

Second Floor Committee Room

Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Chairperson Hershey called the meeting to order at 3:33 p.m. roll call and announcements.

Present: Roger Amundsen, Debbie Hershey, Megan Kelto, Matthew Ross, Charlotte Smith, Ashlea Walter

Absent: Chelsie Niemi

Staff: Colleen Paveglio

2. Opening Public Comment
 - a. None at this time.
3. Consideration of approving the minutes from the November 20, 2019 meeting.
 - a. **Moved by Walter, seconded by Rogers, that the minutes of the November 20, 2019 meeting as presented, be approved.**
AIF/MC
4. Project Update
 - a. Boathouse Project
 - i. Project complete and has been placed in storage
 - ii. Boathouse project to be installed in May 2020.
 - b. Pitch Night
 - i. Project Description reviewed
 - ii. \$750 MCACA minigrant awarded
 - iii. Parks and Recreation Commission: December 5, 2019
 - iv. City Commission: December 16, 2019
 - c. Up North Pride
 - i. Project Description reviewed

- ii. Smith, Ross
 - d. Art on the TART
 - i. Project Description reviewed
- 5. Financials
 - a. Budget review
 - b. November 2019.
 - i. **Motion by Walter, seconded by Amundsen to approve the financials through November 2019.**
AIF/MC
- 6. Old Business
 - a. Committee Update
 - i. Several Committees to meet in the winter months
 - ii. A committee review and update to take place at January 2020 meeting
 - b. Signage Plan
 - a. Staff to review with Smith for further discussion with Commission
- 7. New Business
 - a. 20-21 Project
 - i. Priority Exercise for the January Meeting
 - b. Miscellaneous
 - i. Donate Button and item to be placed on City Commission agenda
- 8. Public Comment
 - a. None at this time
- 9. Adjournment. The meeting officially adjourned at 4:15 p.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary
