

# **Traverse City Downtown Development Authority Regular Meeting**

**June 19, 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: 873 3748 2312

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](http://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 June 19, 2020 DDA Special Meeting is 873 3748  
2312 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 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 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](http://www.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting!

## Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. OPENING PUBLIC COMMENT	
4. CONSENT CALENDAR	
<i>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.</i>	
A. Consideration of Minutes for the Regular Meeting of May 15, 2020 (approval recommended)	7 - 11
<a href="#">Downtown Development Authority Regular Meeting May 15, 2020 - Minutes - PDF</a>	
B. Approval of Budget Amendment	13 - 14
<a href="#">Budget Amendment Memo</a>	
C. Consideration of approving the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for May 2020 (approval recommended)	15 - 23
<a href="#">DDA, TIF 97 and Old Town TIF Financials May 2020 - PDF</a>	
<a href="#">TC Parking Services Financials May 2020 - PDF</a>	
<a href="#">TC Arts Commission Financials May 2020 - PDF</a>	
D. Transfer Ownership of Golf Cart	25
<a href="#">Transfer Ownership from TCPS to DDA - Memo</a>	
E. Christmas Lights Display	27 - 29
<a href="#">Christmas Light Displays Memo</a>	
F. Employee Handbook Update	31 - 49

[Employee Handbook Memo](#)

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**5. CEO REPORT**

- |    |  |      |
|----|--|------|
| A. | Acceptance of the 2020/2021 Budget                             | 51 - |
|    | <u><a href="#">Approval of Budget CEO Report Memo</a></u>      | 59   |
|    | <u><a href="#">2020 - 2021 Budget</a></u>                      |      |
| B. | Parking Budget 2020/2021                                       | 61 - |
|    | <u><a href="#">Revised 20-21 Parking Budget - Memo</a></u>     | 67   |
|    | <u><a href="#">Revised 20-21 Parking Budget - PDF</a></u>      |      |
| C. | Recreational Marijuana Request to Review by City Commission    | 69 - |
|    | <u><a href="#">Recreational Marijuana CEO Report Memo</a></u>  | 73   |
| D. | Pine Street Streetscapes                                       | 75 - |
|    | <u><a href="#">Pine Street Streetscape CEO Report Memo</a></u> | 76   |
- 

**6. BOARD MEMBER UPDATES**

- |    |   |      |
|----|---|------|
| A. | Farmers Market (Hardy)                              | 77 - |
|    | <u><a href="#">Farmers Market Update - Memo</a></u> | 79   |
- 

**7. STAFF REPORTS**

- |    |  |      |
|----|--|------|
| A. | Community Police Update (Officer Culver)                           |      |
| B. | Parking Services Update (VanNess)                                  | 81 - |
|    | <u><a href="#">TC Parking Services Update June 2020 - Memo</a></u> | 82   |
- 

**8. RECEIVE AND FILE**

- |    |   |      |
|----|---|------|
| A. | DTCA April and May 2020 Minutes                               | 83 - |
|    | <u><a href="#">DTCA Board Minutes April 9, 2020 - PDF</a></u> | 86   |
|    | <u><a href="#">DTCA Board Minutes May 14, 2020 - PDF</a></u>  |      |
| B. | Update on Closing Front Street                                | 87 - |
|    | <u><a href="#">Front Street Update Memo</a></u>               | 93   |
| C. | Update of Projects/Dashboard                                  | 95 - |
|    | <u><a href="#">Project Updates/Dashboard</a></u>              | 97   |
- 

**9. CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D) (MOTION REQUIRED)**

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**10. POSSIBLE ACTION TO APPROVE PROPERTY PURCHASE**

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**11. PUBLIC COMMENT**

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## 12. ADJOURNMENT



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, May 15, 2020**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 8 a.m.

The following Board Members were in attendance: Mayor Jim Carruthers, Board Vice Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Secretary Stephen Constantin, Board Treasurer Scott Hardy, Board Member Debbie Hershey, Board Member T. Michael Jackson, Board Chair Leah Bagdon-McCallum, Board Member Jeff Joubran, and Board Member Richard Lewis

The following Board Members were absent: Board Member Collette Champagne

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **DDA CHAIR COMMUNICATION**

**(1)** Communication from DDA Board Chairperson

Comments from the Board

- Carruthers would like to information and meet with the Board
- Jackson would like to be provided information

Motion to approve the Chair and Vice Chair to meet for the CEO's annual review.

Moved by Richard Lewis, Seconded by Gabe Schneider

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**No:** Jim Carruthers

**Absent:** Collette Champagne

**CARRIED. 10-1-1 on a recorded vote**

(d) **OPENING PUBLIC COMMENT**

**(1)** Public Comment

- Judy Nelson, commented on the DDA Budget increase and allocation to Traverse Connect
- Barb Susin, 207 7th Street, commented on the DDA Budget increase and allocation to Traverse Connect

(e) **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.*

- (1)** The DDA Board approves the of Minutes for the Special Meeting of April 3, 2020
- (2)** The DDA Board approves the 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
- (3)** The DDA Board of Directors recommends the City Commission wave the competitive bidding process and amend the Parkmobile agreement to extend the term three years.  
The DDA Board of Directors recommends the City Commission wave the competitive bidding process and amend the Parkmobile agreement to extend the term three years.

Moved by Gabe Schneider, Seconded by Debbie Hershey

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** Collette Champagne

**CARRIED. 11-0-1 on a recorded vote**

- (4)** Appointment of Sammie Dayl to the Lower Boardman Leadership Team  
Approval of the Consent Calendar as presented.

Moved by Gabe Schneider, Seconded by Debbie Hershey

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis



**Absent:** Collette Champagne

**CARRIED. 11-0-1 on a recorded vote**

(f) **CEO REPORT**

**(1)** COVID-19 Update and Impact

Fiscal Impact Review

- Schneider commented on the the budget
- Kirkwood commented on the budget
- Hardy commented on the budget
- Carruthers commented on the budget
- Nance commented on the budget

At this point Nance departed the meeting (8:48 am)

Strategic Plan Update

**(2)** DDA Budget Adjustment 2019/2020 (motion required to accept)

Public Comment

- None at this time

Approval of the budget adjustment to increase grant revenue and expenditure line item.

Moved by Richard Lewis, Seconded by Scott Hardy

**Yes:** Jim Carruthers, Gabe Schneider, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** Steve Nance and Collette Champagne

**CARRIED. 10-0-2 on a recorded vote**

**(3)** Review and Consideration to Approve the 2018/2019 Audit  
Motion to accept the 2018/2019 audit report be approved as presented

Moved by Richard Lewis, Seconded by Stephen Constantin

**Yes:** Jim Carruthers, Gabe Schneider, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** Steve Nance and Collette Champagne

**CARRIED. 10-0-2 on a recorded vote**

**(4)** Update on Projects and Activities

Front Street Closure

- Carruthers requested a spreadsheet on who has been spoken to and who is in support of the concept and also commented on two way traffic, bridge work, parking, handicap parking, and safety
- Hardy commented on his support of the closure and potential impact on others areas of Downtown, support of Garland consideration, and safety
- Jackson commented on the closure and bicycle use, police enforcement, and efforts by the Elk Rapids DDA
- Joubran commented on support of the closure concept and
- Hershey commented on support of the closure concept
- Kirkwood commented on the potential closure of Garland for consideration

Recovery Team Review

Buy Local Give Local Fund

Resignation of Marketing & Communications Director, Colleen Paveglio

(g) **PUBLIC HEARING 2020/2021 Budget: DDA, TIF 97, and Old Town TIF**

Called to order at 9:29 am

**(1) DDA General, TIF 97, Old Town TIF, Parking, Arts Commission Budgets**

Public Comment

- Barb Zupan, commented on the DDA General Budget and TIF
- Judy Nelson, commented on the increase of the DDA General Budget, Arts Commission, and agreement with Traverse Connect

Comments from City Staff

- Marty Colburn, City Manager, commented on staff operations and relationship with Traverse Connect during the COVID-19 pandemic

Close Public Hearing: 10:07 am

Comments from the Board

- Hardy commented support on the relationship with Traverse Connect and the resource they will offer to small businesses
- Jackson commented on concern the dollar allocation to Traverse Connect and inquired on process
- Carruthers commented on economic development services and Traverse Connect
- Kirkwood inquired on economic development regionally versus Downtown
- Schneider commented on the budget and support as it relates to the allocation to Traverse Connect
- Lewis commented on the budget and process

(h) **BOARD MEMBER UPDATES**

(1) Farmers Market (Hardy - Verbal)

(i) **STAFF REPORTS**

(1) Parking Updates (VanNess)

(j) **RECEIVE AND FILE**

(1) DDA Finance Committee Minutes April 3, 2020

(2) DTCA Board Minutes April 1, 2020

(3) Northern Express Letter to the Editor

(4) DDA 2019 Annual Report

(k) **CLOSING PUBLIC COMMENT**

(1) Bill Golden commented on his support for the allocation with Traverse Connect

(l) **ADJOURNMENT**

(1) Motion to adjourn

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Benjamin Marentette, City Clerk





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

## Memorandum

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To: Downtown Development Authority  
From: Jean Derenzy, DDA CEO  
Date: May 8, 2020  
Subject: Budget Adjustment 2019/2020

Attached is a budget adjustment for this fiscal year which reflects new revenue and expenditure. This specifically reflects new revenue related to the online Farmer's Market that impacts our overall revenue and expenditure for this fiscal year.

**RECOMMENDATION:** Approval of budget adjustment to increase grant revenue and expenditure line item.

DDA BUDGET ADJUSTMENT

Increase Revenue

Farmer's Market On-line \$ 100,000

TOTAL \$ 100,000

Increase Expenditure

Farmer's Market Farmer's Market \$ 100,000

TOTAL \$ 100,000

4:46 PM

06/07/20

Accrual Basis

# Downtown Development Authority Balance Sheet

As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	2,796,478.03
Fifth Third Savings - 6740	202,369.33
Petty Cash	548.19
Total Checking/Savings	2,999,395.55
Accounts Receivable	
Accounts Receivable	70,036.66
Total Accounts Receivable	70,036.66
Other Current Assets	
Due From APS	-477.00
Due From Arts Council	352.00
Due From DTCA	891.78
Payroll Advance	2,001.86
Total Other Current Assets	2,768.64
Total Current Assets	3,072,200.85
Other Assets	
Due From Other Funds	55,572.32
Pre-Paid Expense	9,729.00
Total Other Assets	65,301.32
<b>TOTAL ASSETS</b>	<b>3,137,502.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,568.05
Total Accounts Payable	8,568.05
Other Current Liabilities	
Buy Local Give Local Campaign	1,201.71
Accrued Payroll Liabilities	1,659.84
Accrued Salaries	14,356.00
Deposits Payable	
Double Up Food Bucks	5,268.00
EBT Bridge Card	8,299.90
Ironman	-2,180.00
NCF Reimbursements	346.00
Prescriptions for Health	2,700.00
Project Fresh	4,826.00
Senior Project Fresh	-6,847.00
Deposits Payable - Other	4,468.00
Total Deposits Payable	17,180.90
Direct Deposit Liabilities	-66.96
Due to Other Funds	199,720.46
GRANTS	
Rotary Charities	-2,600.00
EGLE -- Cornwell Development	517.50
Coastal Zone Management	-240.00
Lower Boardman	5,510.17
MEDC (Civic Square)	1,990,000.00
Professional Development	4,000.00
Seed Grant	-1,325.06
Tech Incubator Fund	22,200.00
Total GRANTS	2,018,062.61
Payroll Liabilities	
457k Payable	-3,564.36
Federal Income Tax Payable	1,446.00
Health Insurance Payable	1,513.73
Life Insurance Payable	2,356.31
Medicare Tax Payable	713.09
Social Security Tax Payable	3,049.22
State Income Tax Payable	2,430.80
State Unemployment Tax Payable	-897.14
Total Payroll Liabilities	7,247.65
Total Other Current Liabilities	2,259,662.21
Total Current Liabilities	2,268,230.26
Total Liabilities	2,268,230.26
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	531,743.57
Net Income	229,921.77
Total Equity	869,271.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,137,502.17</b>

4:44 PM

06/07/20

Accrual Basis

**DDA Old Town TIF  
Balance Sheet  
As of May 31, 2020**

	<u>May 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	168,919.54
Total Checking/Savings	168,919.54
Total Current Assets	168,919.54
<b>TOTAL ASSETS</b>	<b>168,919.54</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To Other Funds	3,500.00
Total Other Current Liabilities	3,500.00
Total Current Liabilities	3,500.00
<b>Total Liabilities</b>	<b>3,500.00</b>
Equity	
Retained Earnings	-27,183.66
Net Income	192,603.20
Total Equity	165,419.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>168,919.54</b>



4:39 PM

06/07/20

Accrual Basis

**DDA - TIF97**  
**Balance Sheet**  
 As of May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,908,526.21
Total Checking/Savings	2,908,526.21
Accounts Receivable	
Accounts Receivable	860,000.00
Total Accounts Receivable	860,000.00
Total Current Assets	3,768,526.21
Fixed Assets	
Land	5,000.00
Total Fixed Assets	5,000.00
Other Assets	
Due From Other Funds	11,968.65
Total Other Assets	11,968.65
<b>TOTAL ASSETS</b>	<b>3,785,494.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,241.68
Total Accounts Payable	2,241.68
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	825,559.62
Total Liabilities	825,559.62
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,908,719.11
Net Income	1,072,416.13
Total Equity	2,959,935.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,785,494.86</b>



06/11/2020 04:49 PM  
 User: nvanness  
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 05/31/2020

Page 1/3

TRAVERSE CITY		ACTIVITY FOR					
GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	MONTH 05/31/20	YTD BALANCE 05/31/2020	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	16,461.80	1,200,701.44	0.00	299,298.56	80.05
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	8,426.00	224,526.90	0.00	(24,526.90)	112.26
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	80.00	880.00	0.00	(880.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	415.00	0.00	(415.00)	100.00
585-000-656.010	PARKING FINES	300,000.00	5,375.00	243,983.01	0.00	56,016.99	81.33
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	84,409.17	0.00	(59,409.17)	337.64
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	1,265.10	8,011.07	0.00	(8,011.07)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	349.00	0.00	(349.00)	100.00
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	0.00	1,922.38	0.00	77,877.62	2.41
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	31,607.90	1,765,245.97	0.00	339,554.03	83.87
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	1,145.00	252,100.50	0.00	72,899.50	77.57
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	324.00	0.00	(324.00)	100.00
585-586-653.005	PERMITS-PARKING DECK	250,000.00	5,208.00	254,316.00	0.00	(4,316.00)	101.73
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,530.00	19,412.00	0.00	6,888.00	73.81
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	7,883.00	526,152.50	0.00	75,147.50	87.50
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	481.50	48,703.46	0.00	1,296.54	97.41
585-587-653.005	PERMITS-PARKING DECK	400,000.00	2,016.00	467,748.00	0.00	(67,748.00)	116.94
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	2,497.50	516,526.46	0.00	(66,526.46)	114.78
TOTAL REVENUES		3,156,100.00	41,988.40	2,807,924.93	0.00	348,175.07	88.97

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 05/31/2020

Page 2/3

TRAVERSE CITY		ACTIVITY FOR		YTD BALANCE 05/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	MONTH 05/31/20				
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	23,200.00	250.59	13,502.97	0.00	9,697.03	58.20
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)	27.59	0.00	(27.59)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	18.56	490.39	0.00	1,609.61	23.35
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	10.12	111.37	0.00	(11.37)	111.37
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.61	28.36	0.00	71.64	28.36
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	0.00	161.14	0.00	38.86	80.57
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	398.54	3,860.64	0.00	2,139.36	64.34
585-585-740.000	OPERATION SUPPLIES	37,000.00	3,410.49	40,970.19	11,612.72	(15,582.91)	142.12
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	3,934.23	1,027,814.48	37,137.55	135,047.97	88.75
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	1,024.14	16,258.65	0.00	24,741.35	39.66
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	50.04	2,563.68	0.00	5,436.32	32.05
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	3,050.00	23,670.62	0.00	42,329.38	35.86
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	175.00	5,083.34	0.00	8,916.66	36.31
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	10,609.70	0.00	(1,609.70)	117.89
585-585-920.000	PUBLIC UTILITIES	30,000.00	711.66	10,631.76	0.00	19,368.24	35.44
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	366.70	12,385.37	372.50	52,242.13	19.63
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	6,988.32	107,300.23	0.00	(14,300.23)	115.38
585-585-956.000	MISCELLANEOUS	500.00	0.00	6,541.53	0.00	(6,041.53)	1,308.31
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	2,513.00	29,897.01	40.21
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	20,390.44	1,299,642.00	51,635.77	753,522.23	64.20
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	86.24	9,552.46	5,156.00	(9,708.46)	294.17
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	505.18	48,386.97	11,433.00	83,980.03	41.60
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	3,005.11	0.00	494.89	85.86
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	6,180.00	0.00	820.00	88.29
585-586-920.000	PUBLIC UTILITIES	55,000.00	1,988.32	53,818.00	0.00	1,182.00	97.85
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	1,685.06	149,315.67	6,849.33	(106,165.00)	312.33
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	8,198.06	0.00	1,801.94	81.98
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	4,520.80	278,462.56	23,438.33	299,399.11	50.21
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	846.14	12,276.04	3,923.40	(12,199.44)	404.99
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	4,899.80	32,929.62	12,640.00	54,430.38	45.57
585-587-850.000	COMMUNICATIONS	6,000.00	445.86	4,736.04	0.00	1,263.96	78.93

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 05/31/2020

Page 3/3

DB: TRAVERSE CITY

GL NUMBER	DESCRIPTION	2019-20	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT
		AMENDED BUDGET	MONTH 05/31/20	05/31/2020	YEAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
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	5,515.70	0.00	484.30	91.93
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,365.46	25,719.90	0.00	24,280.10	51.44
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	154.44	52,731.07	7,349.84	14,919.09	80.11
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	414.06	0.00	20,585.94	1.97
Total Dept 587 - OLD TOWN DECK		450,000.00	8,711.70	134,322.43	23,913.24	291,764.33	35.16
TOTAL EXPENDITURES		3,156,100.00	33,622.94	1,712,426.99	98,987.34	1,344,685.67	57.39
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,156,100.00	41,988.40	2,807,924.93	0.00	348,175.07	88.97
TOTAL EXPENDITURES		3,156,100.00	33,622.94	1,712,426.99	98,987.34	1,344,685.67	57.39
NET OF REVENUES & EXPENDITURES		0.00	8,365.46	1,095,497.94	(98,987.34)	(996,510.60)	100.00



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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 05/31/2020

Page 1/1

DB: TRAVERSE CITY

GL NUMBER	DESCRIPTION	2019-20	ACTIVITY FOR	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT
		AMENDED BUDGET	MONTH 05/31/20	05/31/2020	YEAR-TO-DATE	BALANCE	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	1,086.35	0.00	33,913.65	3.10
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	1,086.35	0.00	111,813.65	0.96
TOTAL REVENUES		112,900.00	0.00	1,086.35	0.00	111,813.65	0.96
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	164.00	0.00	2,036.00	7.45
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	0.00	8,934.61	7,689.50	19,075.89	46.57
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
282-282-970.000	CAPITAL OUTLAY	75,000.00	0.00	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	0.00	62,777.75	7,689.50	42,432.75	62.42
TOTAL EXPENDITURES		112,900.00	0.00	62,777.75	7,689.50	42,432.75	62.42
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	0.00	1,086.35	0.00	111,813.65	0.96
TOTAL EXPENDITURES		112,900.00	0.00	62,777.75	7,689.50	42,432.75	62.42
NET OF REVENUES & EXPENDITURES		0.00	0.00	(61,691.40)	(7,689.50)	69,380.90	100.00







## Memorandum

---

To: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Parking Director  
Date: June 9, 2020  
Re: Transfer ownership of golf cart from TCPS to the DDA

The Traverse City Parking Services purchased a used Club Car golf cart for the purpose of assisting parkers finding vehicles, obtaining opening/closing counts in the garage, and general maintenance tasks. In 2016, TCPS purchased a utility vehicle to replace the golf cart. The golf cart remained operable so we repurposed it into a watering cart. Since then, the DDA has been the sole user to water hanging flower baskets, in-street planters, and various event tasks.

The golf cart is aging and requiring some repairs. At this time, we would like to move forward with the transfer of ownership to the DDA so they may assume responsibility for all repairs and maintenance needed to keep it operable.

**RECOMMENDATION: The DDA Board of Directors approves the recommendation to accept the transfer of ownership of the surplus Club Cart golf cart from the Traverse City Parking Services.**





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

## Memorandum

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To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: June 15, 2020

Re: Seasonal Lighting

In January, the DDA Board authorized staff to issue a Request for Proposals for the installation of seasonal lights in Downtown. However, due to the COVID-19 pandemic and the lack of available vendors, we were unable to release the RFP in such a time that would allow us to reasonably secure a vendor (in general, we need about a year lead-time). In an effort to move this forward, we reached out to Christmas Décor last month to secure a proposal for the installation of seasonal lights. Christmas Décor installed the seasonal lights last year. Their bid of \$33,500 is attached to this memo.

As you may recall, last year, Traverse City Light and Power contracted with Christmas Décor to install the seasonal lights throughout downtown and the DDA agreed to purchase new lights.

Traverse City Light and Power has since recommended 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.

**RECOMMENDATION:** That the DDA contact with Christmas Décor to install seasonal lights throughout Downtown for a cost of \$33,500.



## Holiday Lighting Proposal

Christmas Décor 142 Saratoga Avenue Battle Creek, MI 49037  
of NW MI  
269-275-0197 ron@christmasdecor.orguys.com

### CUSTOMER

Traverse City DDA

### ESTIMATE NO

M-208

### DATE

5/8/2020

### ADDRESS

303 East State Street  
Traverse City, MI 49684

### PHONE

(231) 922-2050

### E-MAIL

harry@downtowntc.com

### SALESPERSON

Ron Pierson

### PROJECT

Traverse City DDA  
Holiday Lights

### PREPARED BY:

Ron Pierson

### ATTENTION

Harry Burkholder

### PAYMENT TERMS

Net 30

### DUE DATE

6/7/2020

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Traditional base area as defined in attachment (A)	\$33,500.00	\$33,500.00
	<u>Additional Line Item Suggestions (These items would be leased)</u>		
Per strand	Trunk wrapping of trees in base area (approx 8 per tree) x custom number should you choose	\$18.00	tbd
	<u>Proposed additional areas - East Front to Mini Park</u>		
2 pcs	Animated Victorian Horse & Carriage Display (Mini Park)	\$2,800.00	tbd
	Wireframe Silhouettes traditional white lights		
4 pcs	Victorian Skaters (Mini Park)	\$2,800.00	tbd
6 pcs	Victorian Carriage and Skaters Package	\$5,000.00	
linear ft	Rooftop Lighting of Businesses from Boardman to Railroad/Franklin	\$5.00	tbd
	Planters (suggest 20-30)		
	Planters would be decorated with greenery and branches etc for the season		
Per pot	Clay Pots @ 30" tall 20" dia	\$175.00	tbd
Per pot	Wine Barrels (Half)	\$150.00	tbd
	The Rooftop lighting and planters ideas could also be utilized in the Warehouse district and NOBO district		tbd
Per pole	NOBO District pole decorations price varies on selection	\$200.00	tbd
SUBTOTAL			\$33,500.00

### THIS PROPOSAL INCLUDES THE CONDITIONS NOTED (SOME NEGOTIATION ACCEPTABLE)

This proposal is valid for 30 days from 5/9/2020. We would suggest this be a minimum 3 year contract with (2) 1 year extensions available. If this is agreeable we would also require a deposit of 20% paid within 30 days of acceptance and 30% prior to commencement of work. The remaining 50% would be paid 20% at completion of install and 30% at removal. Finally we would like to begin work as early as September 15 but no later than October 1 each year.

OTHER

TOTAL \$33,500.00

Sign Below to Accept Quote:

Authorized Rep

Date

## **Attachment A**

Trees canopy wrapped (as in previous years)

Front street from Pine to Boardman (plus the front of Lake Michigan Credit Union)

State street from Union to Boardman

Union street from Boardman River (north section) to Ninth street

Cass street from Boardman River (north section) to Eighth street

Park street from Boardman River (north section) to State street

Boardman from Front to State street

Seventh street (becoming Lake street) to Cass street

Trees that are either dead or not mature will not be completed as in the past

As per our conversation regarding Front street from Boardman to Grandview I feel the best bet would be to decorate the rooftops and perhaps do some silhouettes and lighting in some trees.

Another alternative would be to install concrete planters with various potted greens and or winter birch/dogwood branches etc.

Finally, if the NOBO area becomes part of the DDA district I would suggest some type of pole mount hanging to allow the trees to mature thru that area.





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

## Memorandum

---

To: DDA Board  
From: Jean Derenzy – DDA, CEO  
Date: June 15, 2020  
Subject: Employee Handbook

The employee Handbook has been updated to reflect and bring best practices to the DDA. Attached is a two-page summary of the changes proposed, along with policy.

This policy would be effective July 1, 2020.

**RECOMMENDATION:** Approval of Employee Handbook to be put into effect July 1, 2020.

## **Downtown Development Authority Employment Handbook**

### **Welcome!**

Welcome to the Traverse City Downtown Development Authority (DDA). We are excited to have you join our team. The work of the DDA has a great impact on the culture of our community through the work that we do by providing infrastructure support to the downtown districts, supporting our merchants through our work with the Downtown Traverse City Association (DTCA), and providing parking enforcement in the city.

This Employee Handbook is provided as a guide and is not to be considered a contract. The Handbook will help you understand what you can expect from the DDA and what we expect from you.

The DDA reserves the right to make changes to the policies, procedures, and other statements made in this Employee Handbook. Business conditions, federal and state laws, and DDA needs change and may require that portions of the handbook be amended as necessary to successfully provide the appropriate employment relationship and to obtain the goals of the DDA.

### **I. Employment Policies**

#### **Employment At-Will**

The DDA is an “At-will” employer and operates under the provision that employees have the right to resign their position with or without notice and with or without cause at any time. The DDA has similar rights to terminate the employment relationship with or without notice and with or without cause at any time.

#### **Equal Employment Opportunity**

Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees. This will be in compliance with applicable local, state and federal laws. This will be done without regard to non-work related factors such as to race, color, religion, sex, national origin, age, disability, genetic information, marital status, height, weight, familial status, sexual orientation, status as a covered veteran, or any other status protected by applicable law. This equal opportunity policy applies to all terms and conditions of employment, including, but not limited to recruiting, hiring, training, transfers, compensation, leave of absence, promotions and benefits.



### **Disability Accommodation**

The DDA is committed to complying fully with all applicable provisions of the Americans with Disabilities Act (ADA) and related state law. Those laws prohibit discrimination against a qualified employee or applicant with a disability who can perform the essential functions of his or her job, with or without a reasonable accommodation.

An employee requiring an accommodation must notify the as soon as the need for accommodation becomes known. The DDA will engage in the interactive process with the employee in good faith in order to determine what, if any, reasonable accommodation would allow the employee to perform the essential functions of his or her job. Documentation from a medical provider may be necessary to verify the presence of a disability or to assist in developing a reasonable accommodation. The DDA will accommodate the disabilities of qualified employees and applicants who are able to perform the essential functions of their position with or without a reasonable accommodation unless undue hardship or a direct threat to safety of the employee, co-workers, or others would result.

Under state law, an employee must notify the employer in writing of the need for an accommodation within 182 days of when the employee knew or reasonably should have known that an accommodation was needed.

### **Anti-Harassment Policy**

The DDA is committed to a work environment in which all individuals, including employees, vendors, consultants, clients and the general public in our work areas are treated with respect and dignity. DDA expects that all relationships among individuals in the workplace will be professional and free of bias, prejudice and harassment. Each employee has the right to work in an environment free from harassment and discrimination. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting including events outside the workplace, such as during business trips, business meetings and business-related social events.

Conduct or communications based on an individual's race, color, religion, sex, national origin, age, disability, genetic information, marital status, height, weight, familial status, sexual orientation, status as a covered veteran, or any other status protected by applicable law will not be tolerated.

Harassment is any unwelcome or unsolicited verbal, non-verbal, physical or sexual conduct that has the purpose or effect of unreasonably interfering with an employee's job performance or creating an intimidating, hostile or offensive work environment. Discriminating or harassing conduct is not allowed in the workplace, on Organization time, and using Organization equipment like phones, computers, via e-mail, text and voice messages, tweets, blogs, social networking sites or other means.

Examples of harassing conduct include but are not limited to:

- Negative stereotyping;
- Threatening, intimidating or hostile acts;

Deleted:

- Denigrating jokes, disparaging remarks, and the use of degrading nicknames and slurs;
- Unwelcome or unsolicited touches or threats of physical harm;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group

Sexual harassment is defined as unwanted verbal or non-verbal sexual conduct or communications that are intended to or do in fact substantially interfere with an employee's employment or create and intimidating, hostile, or offensive work environment. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Examples of conduct or communications that constitute sexual harassment include but are not limited to, unwanted sexual advances, offering employment benefits in exchange for sexual favors, threatening reprisals after a negative response to sexual advances, leering, making sexual gestures, displaying sexually suggestive objects, pictures, or cartoons, derogatory comments or jokes, use of sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations, sexual touching or assaults, and the impeding or blocking of movements.

Unwelcome sexual conduct or communications constitute sexual harassment when: submission to the conduct is made either implicitly or explicitly a condition of an individual's employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the employee; or the harassment has the purpose or effect of substantially interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

#### **Discrimination / Harassment Complaint Process**

If an employee experiences or is a witness to sexual or other unlawful discrimination or harassment in the workplace, they should immediately report it to [your supervisor or the CEO of the DDA](#).

**Deleted:** the office manager or the CEO of DDA

**Deleted:** .

DDA will promptly and thoroughly investigate all reports of discrimination and/or harassment and appropriate remedial action will be taken on a timely basis. Complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. When the investigation is completed the individual making the complaint will be informed of the outcome of the investigation. Any employee found to be engaging in unlawful discrimination or harassment will be subject to disciplinary action up to and including termination of employment.

Supervisors and members of management shall be responsible for the enforcement of this policy. Any manager or supervisor who becomes aware of possible illegal harassment or discrimination must immediately report such conduct so it can be properly investigated, and appropriate remedial action can be taken.

### **Retaliation**

DDA prohibits retaliation against any employee who, in good faith, reports discrimination or harassment, files a complaint, or who participates in a complaint investigation. Any employee who, after investigation, has been determined to have retaliated against any employee will be subject to disciplinary action up to and including termination of employment.

An employee who believes they have been retaliated against should immediately notify **your supervisor or** the CEO. Employees who make false and malicious complaints of harassment, discrimination or retaliation that are not made in good faith will be subject to disciplinary action up to and including termination of employment.

Deleted: office manager or

### **Workplace Violence/Bullying**

It is expected that all employees will always be treated with respect and courtesy. Behavior that is dangerous, intimidating or offensive to others is not allowed.

In addition, weapons, firearms, explosives or other hazardous substances or devices are not allowed on Organization property including the parking lot.

Conduct that may reasonably be perceived as threatening, intimidating, bullying or which coerces another employee, a customer, or any person, including during work and/or non-work time, will not be tolerated and will be subject to Performance Improvement up to and including termination of employment.

### **Health Information Privacy (HIPAA) Compliance**

It is our intent to protect the privacy of your health information. While the organization's exposure to your health information is limited, we have implemented a Privacy Program to protect our employee's private health information that is in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

- The Organization will not release Protected Health Information (PHI) without your authorization.
- Employees should respect the privacy of others and refrain from discussing or asking other employees about their health. (don't ask/don't tell).
- Employees who choose to share their health information should do it on a need to know basis (for example, letting a supervisor know why you are absent).

If you have any questions or feel your privacy has been compromised, please contact the CEO.

### **Tobacco and Vape-free Workplace**

Tobacco use and vaping on organization premises or in organization owned vehicles is prohibited. Use of these products is permitted during unpaid breaks (lunch) while off premises and not in organization vehicles.

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## Attendance

Your attendance is important. The organization recognizes that employees are ill from time to time and need time away from work. If you must be absent from work because of an illness, injury or emergency, please notify your manager as soon as possible.

Full time employees who are absent are required to use available Paid Time Off (see the PTO Policy) while they are absent. If you are absent for more than three (3) days or your injury or illness was serious, a written statement from your physician and/or evaluation by the organization's physician may be required before you return to work.

It is important that you are at your work space promptly at the start of your scheduled shift. Frequent tardiness and excessive time away from work that is not scheduled is harmful to the business.

Excessive absenteeism is defined as more than four (4) unscheduled absences in a 12-month period. Consecutive days of absence would be treated as one occurrence (counted as one absence only). An unscheduled absence is an absence with less than 24 hours' notice. This does not include Military or other qualifying leaves.

Each situation will be evaluated, but with general attendance issues, the following steps may be taken by supervisors.

No. of Absences (unscheduled)	Action
4	Supervisor brings to employee's attention
5	Counseling discussion with documentation
6	Written Warning
7	Termination

Note: There may be other instances of absenteeism or tardiness which may require disciplinary action up to and including termination. This guideline does not alter the "at-will" status of employment.

## Dress Code

Although no formal dress code exists employees are asked to wear articles of clothing suitable to the type of work they do and the environment in which they work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard. Interpretation of this code will be left to the DDA CEO.

## Traverse City Parking Services (TCPS) Uniforms

The employer shall furnish at no expense to employees, short-sleeved and long-sleeved shirts that have the TCPS logo. Employees in all TCPS operational areas shall wear them

during their scheduled shifts. Employees are not permitted to wear open-toed footwear in any of the operational areas. In addition, to shirts, overalls and winter coats may be provided based on job functions. All furnished uniforms shall remain the property of the employer. Some employees will be provided uniform reimbursement up to a maximum of one hundred fifty dollars (\$150.00) per fiscal year toward the purchase of approved safety shoes or footwear that is used as work-related clothing. Reimbursable uniform items shall remain the property of the employee.

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### **Gifts**

Employees and administrators are prohibited from accepting gifts of a value in excess of \$25, or gratuities from individuals and firms with which the employer does business. We believe that acceptance of such gifts is unprofessional, unbusinesslike, and places administrators and employees in compromising positions which are not in the best interests of the employer, its employees, or the citizens. It is also against policy to give gifts to those with whom the employer does business.

### **Drug-Free Workplace Policy**

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-Free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Organization or customer premises or surrounding areas including the parking lot, or in any vehicle used for DDA business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia. "Illegal drug" includes a drug not legally obtained and a drug not being used for its intended purpose or in its prescribed quantity.
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol or marijuana.
- Being under the influence of alcohol having a detectable amount of an illegal or controlled substance in the blood or urine without a valid medical explanation ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).
- Possession or use of marijuana during work hours is not permitted.

The DDA reserves the right to require any employee to immediately submit to a drug and/or alcohol screen upon reasonable suspicion that the employee is under the influence or has otherwise violated this policy. Employees involved in a work-related injury or accident or safety violation may be required to submit to a drug and/or alcohol test provided there is a reasonable possibility that drug or alcohol use by the employee could have been a contributing factor to the injury, accident, or violation. Employees who test positive for drugs shall be offered the opportunity to take a second confirmatory test.

Any employee who refuses to comply with the DDA's requirements for drug testing, who tampers with a test sample, or otherwise violates this policy shall be subject to discipline up to and including termination of employment. Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Organization or customer premises, in a Organization vehicle at any time, or in any vehicle used for Organization business must notify the DDA no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty. Employees with such convictions will be subject to Performance Improvement up to and including termination of employment, regardless of whether they happened during working hours or on an employee's own time.

#### **Personal and Company Property**

Your personal property is your responsibility. Because many people enter, and leave work areas daily, do not leave valuables where they could be easily picked up. The DDA assumes no responsibility/liability for your personal belongings.

The DDA reserves its right of access to organization property, equipment, facilities (including desks) and Organization vehicles at all times. Any search of Organization facilities or vehicles does not have to be based on reasonable suspicion.

#### **Social Security Privacy**

It is the policy of the DDA to protect the confidentiality of social security numbers obtained in the ordinary course of business from employees, clients, vendors, contractors, or others. No employee shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that the DDA obtains or possesses except in accordance with the Social Security Number Privacy Act and this policy.

Social security numbers obtained in the ordinary course of business must be held confidential to the extent practical and will be maintained in a secure location. Access to social security numbers will be limited to those with a legitimate business "need to know." Any employee accessing the social security number of another individual without the express authorization of the CEO will be subject to discipline and could be subject to criminal prosecution.

#### **Social Media**

For the purposes of this policy social media includes blogs, podcasts, social networks (like Facebook and Instagram), feeds, discussions and chat rooms and any other form of online activity which displays text and images. This policy applies to the use of social media while at work and when not at work.

Rude or unprofessional behavior toward a customer or anyone in contact with the DDA is not allowed. Employees must be courteous and respectful to customers and any member of the public while in the course and scope of the DDA's business. Employees may not

disclose any confidential information related to DDA or its vendors, customers or business partners.

Employees are expected to work in a professional manner with management, customers, and vendors. This includes abiding by our policies that prohibit harassment and discrimination both at work and away from work.

Employees are required to use good judgment when posting on-line and be mindful that on-line activity leaves a digital “footprint” which can be retrieved, even if it is deleted later. Social media can only be used if it is part of your duties while at work or the employee is on lunch or break. Improper use of social media according to this policy may result in disciplinary action.

### **Performance Evaluation/Goal Setting**

All DDA personnel will be appraised periodically, no less than annually, at the anniversary date of hire on their job performance. This evaluation is deemed necessary for goal setting purposes and all evaluations are confidential and performed for information and goal-setting purposes between supervisors and employee. The appraisals may be utilized when determining job performance or assessing personnel problems.

### **Separation of Employment**

If you decide to resign your position, the DDA requests you provide a minimum of two weeks’ notice in writing. This helps with scheduling and enables the employee to be eligible for rehire. Employees are required to return all keys, proximity cards, uniforms (other than those items purchased under the uniform allowance policy), and parking permits to CEO.

## **II. Wage and Salary Policies**

### **Anniversary Date**

The first date of your employment for which you are paid is your anniversary date. Certain benefits are based upon this date.

### **Employment Classifications**

All employees are classified as full-time, part-time or temporary. Unless otherwise specified, the employee benefits described in this manual only apply to full time employees. All other policies apply to all employees. Also, all employees are classified as either non-exempt or exempt.

**Full-time Employee.** Any employee who is regularly scheduled to work at least 38 hours per week is considered a full-time employee.

**Part-time Employee.** An employee who is normally scheduled to work less than 29 hours per week on a continuing basis is considered a part-time employee. Part-time employees

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are not eligible for the benefits provided in this manual, unless indicated or except as granted on occasion or to the extent required by state or federal law.

**Temporary Employee.** The Organization may hire short-term employees for specific tasks or for summer employment. Temporary employees are not eligible for the benefits provided in this manual, except as granted on occasion or to the extent required by state or federal law.

**Non-exempt or Exempt Employees.** By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of certain limits. These employees are referred to as “non-exempt”. This means they are not exempt from the overtime pay law. See Overtime Policies for a full explanation of overtime payment policies. If your position meets the rules for “Exempt status, your position is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

### Pay Period

The normal pay period begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

### Payday and Paychecks

Employees are responsible for recording their time worked and will be trained how to record time worked by their supervisor. If an employee makes an error in recording time, they need to alert their supervisor immediately so the error can be corrected.

Time sheets must be submitted every other Monday and payday is every other Friday.

Any deductions to your pay, including required taxes will be itemized on your paystub. Employees should review this information carefully each payday. If at anytime you have questions about the amount or calculations, or notice a potential error, please contact the CEO immediately.

### Overtime Pay

Occasionally, overtime may be required to meet the needs of the organization. Non-exempt employees who work more than 40 hours in a work week shall be compensated at a rate of one and one half (1.5) their hourly rate. Paid Time Off and Paid Holidays will not be counted toward hours worked for the purpose of calculating overtime.

Overtime must be approved by your supervisor in writing prior to working overtime. Employees who fail to obtain approval prior to working overtime hours, will be subject to disciplinary action.

### Direct Deposit

Full time and part-time regular employees are required to have their pay deposited directly into their account at a participating financial institution. Direct deposit should be established within 10 days of their start date.

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### Travel Time

Travel time is considered work time when the following conditions are met:

- When an employee who normally works at one location is sent out of town on a single-day trip, time which is spent traveling is work time;
- an employee who travels away from home overnight is not working when they are a passenger on an airplane, train, boat, bus or automobile outside of the employee's regular work hours, however any time which the employee spends traveling as a passenger on a weekend will be counted as work time if the travel cuts across the hours which the employee would normally work during the week.

### Work Schedule

The DDA Offices are typically open from Monday through Friday from 8am to 5pm. Hours in Parking operations vary depending on your position. Please check with your supervisor for schedules.

If you are unable to report to work at your scheduled time, you are required to contact your supervisor promptly. Please leave a voicemail if you are unable to reach them.

### Breaks and Lunches

Non-exempt employees are required to punch out for a half hour (30 minute) lunch break.

### On -Call Schedule and Call-In Pay

Some positions require employees to be "on-call" and ready to report to work at a time other than the regular schedule. This is usually in response to an emergency, maintenance request or unexpected situation. Employees who are scheduled "on call" must:

- 1) be reachable by phone
- 2) be available to report to work within 30 minutes of a request
- 3) refrain from activities that might impair their ability to perform any assigned duties.

Employees who are scheduled to be "on-call" will receive a \$100 stipend for any weekend they are scheduled. Non-exempt employees who report to work for a call-in shall receive a minimum of two (2) hours' pay. Call-in Pay does not apply to picking up a shift for an ill employee.

### Remote Support Pay

Remote support is a phone call that is taken when an employee is in need of assistance for an emergency or unexpected situation and the solution may be handled over the phone. Non-exempt employees who respond to remote support shall receive their current rate of pay. The call shall be rounded up in increments of five (5) minutes.

## III. Benefits

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## Insurance

The DDA [offers a benefit package for full-time employees, which are outlined below.](#)

### Medical Insurance

*Eligibility: Full time employees, first of the month after date of hire*

Every employee is encouraged to have medical insurance coverage either by participating in the DDA's plan or having coverage under another plan. The DDA offers medical insurance plans, which may change from time to time. Employees must pay part of the monthly premium, which is determined each year. These plans are described in their respective Summary Plan Descriptions.

Generally, if an employee does not elect Organization coverage upon employment, coverage cannot be started until the next policy renewal date. If there is a valid reason for a coverage change, such as family status change, a change in coverage can be accomplished without waiting until the anniversary date. Employees are required to contact the City HR Department within 20 days of a status change during the plan year.

The employee contribution is made by payroll deduction through a Cafeteria Plan. This plan deducts the contribution from taxable income, thereby saving taxes and reducing your net cost of coverage.

### Opt-out Compensation

The DDA agrees to compensate employees who have other health insurance coverage, three thousand six hundred dollars (\$3,600.00) per year. Opt-out compensation will be payable in the last pay in June for eligible employees. Eligible employees will be required to sign a Payment In Lieu of Insurance Waiver and Release form annually.

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### Dental Insurance

*Eligibility: Full time employees, first of the month after date of hire*

The DDA provides dental insurance to the employee, spouse and dependents (up to age 26), at no cost to the employee.

### Vision Insurance (optional)

*Eligibility: Full time employees, first of the month after date of hire*

Employees have the option to purchase Vision Insurance through the group vision plan.

### Short-term Disability Insurance (STD)

*Eligibility: Full time employees, two months following the date of hire*

STD insurance provides for partial wage continuation for periods which eligible employees are unable to work in the event of a non-duty related disability. The DDA provides this coverage to employees at no cost to the employee.

Key benefits include:

- Up to 26 weeks of coverage

- Effective on the first day of an accident and the eighth day of illness
- A weekly benefit of up to 66 2/3% of the employee's wage.

### Long Term Disability Insurance (LTD)

*Eligibility: Full time employees, two months following the date of hire*

This benefit begins after the 180 day waiting period, and pays 60% of the first \$6,667 of monthly pre-disability earnings, reduced by deductible income, with a maximum of \$4,000 before reduction by deductible income. The DDA provides this coverage to employees at no cost to the employee.

### Life Insurance

*Eligibility: Full time employees, two months following the date of hire*

The benefit is two (2) times annual earnings, rounded to the next higher multiple of \$500, if not already a multiple of \$500. The maximum benefit amount is \$100,000. The DDA provides this coverage to employees at no cost to the employee.

***Life insurance amounts in excess of \$50,000 are subject to Federal tax. Tax deductions for life insurance are taken on the final paycheck at the end of the calendar year.***

### Retirement Benefits

The DDA will assist employees in saving for retirement and offers a 457 Deferred Compensation plan.

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The DDA automatically contributes 4% of the employee's gross wages each pay period. The 457 Plan allows employees to make their own contributions pre or post-tax (Roth). If employees choose to participate via payroll deduction, the DDA will match the employee's deferral up to 6%. Employees can individually choose investment options offered through this program.

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For more details, please consult the Summary Plan Description.

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### Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible regular full-time employees to use for vacation, illness or injury, and personal business. It combines traditional vacation, sick leave, and personal plans into one, flexible, paid time off policy.

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Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover vacation, illness or disability, appointments, emergencies or other personal business according to their own personal and family needs.

PTO is used to receive pay for absences that are either "scheduled" or "unscheduled." Please see the Attendance Policy for more information.

An employee is eligible to earn PTO as described in this policy if they are a regular full-time or part-time employee.

The chart below illustrates the rates at which PTO is accrued based on the years of service. PTO is accrued at the rate per hour worked. Employees can begin to use PTO after they have completed ninety (90) days of employment.

All regular full-time employees shall accrue PTO each pay period as follows:

Years of Service	Accrual rate
Zero to four years	0.06 hours/ regular hour worked
Five to fourteen years	0.08 hours/ regular hour worked
Fifteen years +	0.10 hours/ regular hour worked

For example, a full-time employee who works a regular 40 hour work schedule, will receive 15 (8-hour) days for the first four years, 20 (8-hour) days from years five to fourteen, and 25 (8-hour) days for 15 years or more.

Employees will be required to use available PTO in conjunction with “Unscheduled” absences and/or an FMLA and/or Leave of Absence. The Attendance Policy standards of “scheduled” and “unscheduled” absences apply to the use of PTO.

PTO can be used in minimum increments of one (1) hour. If an employee has an unexpected need to be absent from work, they should notify their supervisor before the scheduled start of the workday. The supervisor must also be contacted on each additional day of unscheduled absence.

To schedule planned PTO, please use the online request system for advance approval from your supervisor. Scheduled PTO must be requested at least 24 hours in advance. Requests will be reviewed based on several factors, including organization needs and staffing requirements and approval of time off is at the discretion of the supervisor.

PTO is paid at your base rate of pay at the time of absence. It does not include overtime or any special forms of compensation. PTO is also not considered “time worked” for overtime premium calculations.

The organization believes that using PTO is important to the health of the employee and the organization. It’s important that employees take occasional breaks from work for recreation and rest and employees do not come to work with an illness that can pass to other employees and customers. DDA encourages employees to use their PTO by the end of their anniversary date.

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If PTO is not used before the anniversary date, a maximum of 40 hours are eligible for rollover into the next work year and accumulation in the PTO “bucket.” Unused PTO above 40 hours that remains on the anniversary date will be forfeited. Upon resignation, employees in good standing will receive payout of any unused balance of their PTO.

An employee who has exhausted the paid leave available to them under the provision of this policy may apply for STD, LTD, or leave of absence without pay.

#### **Paid Sick Time (Legacy)**

Employees hired before June 30, 2020 may have accumulated Sick Leave time. As of July 1, 2020, Sick Leave time will no longer accumulate. Sick Leave balances will be accessible up to 480 hours until June 30, 2022. After 2022, Sick Leave pay banks and balances will be eliminated. The balance of Sick Leave time can be used for personal sick or to care for and care for a sick family member.

Upon resignation, employees in good standing will receive up to 480 hours of the balance of their sick pay, based on the rate of pay in the 2019/2020 budget.

#### **Flex Time**

In certain positions, some non-exempt employees, during their normal workday, may be able to schedule time away from work to attend occasional, planned events without using Paid Time Off. (PTO)

Scheduling Flex Time needs to be clearly defined and all Flex Time must be communicated with co-workers and approved in advance by a supervisor. Flex time may not result in overtime in the workweek.

Flex Time off can be requested in no less than 30 minutes and no more than 4 hours. Flex Time cannot be consistently requested in a pattern or permanently change the employee’s regular hours of work.

Requested Flex Time off must be made up within the defined work week of Sunday through Saturday and cannot be made up in the next work week. If it is not possible to make up the Flex Time off in the same work week the employee must use PTO for the time off work. If PTO is not available, the time off will be unpaid.

A request for use of Flex Time should include the hours being moved and indicate where the hours will be made up within the same workweek. Flexible scheduling may not result in additional overtime.

In the event you schedule Flex Time with co-workers and then need to cancel or revise, you may be required to keep the approved Flex Time schedule if others are affected.

#### **Leave of Absence**

All regular full-time team members employed for a minimum of ninety (90) days are eligible to apply for a Leave of Absence (LOA).

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Kate: I would like this to be accumulated sick leave would be frozen as of 6.30.20 and will be utilized when needed. Frozen sick leave will be paid out at the hourly rate of pay for the 2019/2020 budget. ¶

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A Leave of Absence can be used to request an extended period of time away from work, usually for reasons such as the employee's own medical condition, to care for a dependent, or following the birth, adoption or placement of an employee's child.

A leave of absence (LOA) will be approved on a case-by-case basis taking the needs to the business into consideration. The DDA will not approve a leave for a personal reason such as travel. The employee must request the LOA in writing and submit it to their direct supervisor or the CEO. When foreseeable, employees should submit their request at least thirty (30) days in advance of the need of the leave.

A leave of absence may be approved in increments of up to thirty (30) days and the employee will be asked to provide documentation that verifies their need to be off work. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Leaves may be extended or renewed with certification from a qualified health professional and at the discretion of the CEO.

Employees must use any available/accumulated PTO (or unused sick time if applicable) while on an LOA. The employee is responsible for their portion of the benefits while out on a leave and time off work will not count towards benefit accruals and seniority. The DDA will make every attempt to hold the employee's job but cannot guarantee that the employee will be restored to their original position under this policy, unless otherwise required by law.

You will be asked to provide a Fitness for Duty from your health care provider before returning to work if your leave is for your own serious medical condition. You must return to work on the scheduled return date or the DDA will consider you to have voluntarily resigned from your employment. Extensions of leave will only be considered on a case-by-case basis. Please contact the CEO for more information on request procedures.

Employees who need leave as a reasonable accommodation for a disability that is longer than the 30 days of Leave under this policy will have their request addressed under the Disability Accommodation policy.

### **Bereavement Leave**

Bereavement leave shall be granted in case of the death of any relative living within the household of the employee, of for the death of a spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, grandparents, or grandchildren. Leave will be granted from the date of death to the date of the funeral not-to-exceed three (3) working days. Employees may use PTO or request a leave of absence if additional time away is needed.

### **Holidays**

The DDA observes the following Holidays:

- [New Year's Eve](#)

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Employees who work their last scheduled shift prior to the holiday and their first scheduled shift after the holiday are eligible for Holiday Pay. Full time employees will receive eight (8) hours, and regular part-time employees will receive four (4) hours of Holiday Pay for the Holidays above. Employees on a Leave of Absense are not eligible for Holiday Pay.

Due to the needs of the orgnaization, employees may be scheduled to work during the above holidays. Employees who work on the holidays listed above will receive their regular pay plus eight (8) hours of Holiday Pay. If they work on the Holiday they get 1.5 times the regular rate.

#### Jury Duty

When an employee is absent from work because of being summoned, and/or serves on a jury, or because of being subpoenaed as a witness at court, the employee shall be paid the difference between his/her regular salary and the fees received as a juror or as a witness for time lost from the employee's regular scheduled workdays.

#### Parking Benefit

Employees of the DDA have the option of receiving a parking permit at no cost. Employees should park at the Old Town Deck or Hardy Deck during the winter months, and Old Town Deck in the summer.

#### Cell Phone Reimbursement

Depending on the needs of your position, you may be eligible for cell phone reimbursement. Your Supervisor and the CEO will make that determination.

### IV. Information Security

#### General

Employees and contractors/agents of the DDA are able to access customers' personal information only in the course of conducting business for the DDA and Traverse City Parking Services (TCPS). Any employee or contractor/agent found in violation of this policy is subject to disciplinary action up to and including termination and legal action.

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### **Credit Card Data Handling**

Only employees and contractors/agents of the DDA explicitly authorized are permitted to process credit and debit cards provided it is done in compliance with this policy. Card numbers, security codes and other related data may be used only to run charges requested by the cardholder. Once the charge has been processed, all account numbers and security codes must be destroyed immediately, or must be fully blacked out on both sides of the page on retained forms. No credit card data are allowed to be transmitted via end-user messaging technologies. Employees and contractors/agents of the DDA may not use this data for any other purpose.

### **Driver, Vehicle and/or Related Data**

Driver, vehicle and/or related information obtained from the Michigan Secretary of State may only be used by employees in the conduct of enforcing or processing parking violations. Only employees explicitly authorized by the Parking Director may access this information.

## **V. Equipment, Accidents, Injury and Reports**

### **Department Vehicles**

All Traverse City Parking Services motorized vehicles (maintenance equipment, enforcement vehicles, golf cart, etc.) require the employee to maintain a valid state issued driver's license. The employee shall notify the employer if their driver's license validity has lapsed or been suspended. Motorized vehicles may be assigned to any employee as needed to complete job tasks, and may not be operated by non-employees.

### **Accident Reports**

Any employee involved in an accident shall report the accident, and the damage to their supervisor. The supervisor may assess the accident and request the employee to contact the Traverse City Police Department. When required by the Employer, the employee shall complete an accident report in writing to include available names and addresses of witnesses, and description of the accident and supporting details. The written report shall be submitted to the employer prior to the beginning of the employee's next shift following the accident.

### **Injury Reports**

Any employee involved in an injury shall report the injury to their supervisor. The supervisor may assess the severity of the injury and request the employee seek medical attention. If medical care is refused by employee, a form of refusal must be submitted and filed. For non-threatening injuries, the employee shall make the employer aware of their intent to seek medical attention. Employees are required to complete specific injury forms and seek medical attention at Munson Community Health Center at 550 Munson Avenue. For accidents that occur after regular business hours, employees should report to the Munson Emergency room. For any and all injuries, the Employer requires the employee complete an accident report in writing to include available names and

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addresses of witnesses, and description of the accident and supporting details. The written report shall be submitted to the employer prior to seeking medical treatment and no later than the beginning of the employee's next shift following the injury.

**Employee Handbook Acknowledgment Form**

I, \_\_\_\_\_, acknowledge that I have received the Traverse City Downtown Development Authority (DDA) Employment Handbook. I also understand it is my responsibility to read and understand the policies as outlined in the Employment Handbook.

I agree to conform to the rules and regulations of the DDA as described in the handbook which is intended as a guide to human resource policies and procedures. I understand that the DDA has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between the DDA and me, and the either I or the DDA may terminate our employment relationship at any time, with or without cause. I understand that no supervisor or representative of the DDA, other than the CEO of the DDA, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I shall return this acknowledgment form within five (5) working days.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

Upon return of this acknowledgment form to your supervisor.

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

## Memorandum

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To: DDA Board  
From: Jean Derenzy – DDA, CEO  
Date: June 15, 2020  
Subject: 2020/2021 Budget

Attached are the three budgets for the DDA's consideration for approval. The difference from your review in May (during the public hearing) is noted within the general fund, with the funding for Traverse Connect coming from general fund instead of the two TIF accounts. In looking at the year ahead (and subsequent years), we have carefully considered the potential economic impact of COVID-19 on the Downtown. While it's hard to predict what will happen, in the short term, it is likely that several businesses will not be able to reopen. However, we remain optimistic that by working together, ongoing projects will move forward, businesses will return, new development opportunities will arise and Downtown Traverse City will remain vibrant and strong.

To that end, I believe this draft budget positions the DDA to be able continue its efforts to develop, construct and maintain critical public infrastructure and public spaces that supports and promotes economic development within the Downtown.

An overview of the budgets are outlined below for your review and consideration.

### DDA General Fund

Within the DDA's General Fund, I have noted a significant increase (\$3,450,000) because of the anticipated use of grants that we have recently received from the State of Michigan, Rotary, USDA, and EGLE. The Rotary and the State of Michigan grant funds (\$3 million in total) was secured for the Civic Square project. The grant dollars are recognized in the revenue line item under "grants" and the expenditures are split out one for Civic Square of \$3,000,000 and the remaining grant activities under "capital outlay".

There is also a new line-item within the General Fund for the Farmer's Market. Farmers Market revenue is identified as "rent". The expenditures for the online market will not be disbursed from this account, rather from a liability account where (where all revenue and expenditures are disbursed from). The Farmer's Market line item therefore will only be used relating the physical market expenditures.

The Traverse Connect contract is proposed to be listed under the Professional Services line item. If approved by the DDA, I will work with Traverse Connect to bring forward a contract for review and consideration. This would be a sole source contract as Traverse Connect is the only economic development organization in the region - the other organizations are Northern Lakes Alliance who services Antrim, Emmet; Alliance for Economic Success serving Manistee, Benzie and Wexford; and then the Right Place that serves the greater Grand Rapids area. Traverse Connect is the only local EDO to complete this service to allow our community to start a retention, expansion service for our region locally.

As a reminder of what the contract would do:

Approaches for Retention Visits:

- Initial surveys/site visits to assess needs
- Convert information into specific actionable tactics and recommendations
- Process that allows businesses and other interested parties to review business survey findings

Brainstorm ideas and prioritize and choose strategies examples:

- Forming cooperative purchasing alliances
- Launching group advertising initiatives
- Downtown marketing plan to attract more customers/motivate existing customers.

Amidst the aftermath of COVID-19, special consideration must be paid to retaining businesses with acute struggles – an important warning sign that merits direct attention is a business owner who plans to sell, close, or retire (we already know of four). In working with these businesses, it is important to develop strategies consistent with district activities already under way:

- Opening a complementary new business or identifying new markets for current products
- Adding new product lines or services to capture a wider market range
- Repositioning the business by changing its product mix or relocating within the district
- Opening under one-ownership companion shops that support each other
- Serving as a liaison between the business owner and potential buyers or brokers
- Identifying potential internal buyers or providing resources on succession planning
- Developing a financial incentive package for buyers or an employee buy-in program

- Assisting business owners with public relations support to market their business

A matrix of success will be developed together with Traverse Connect. Approaches that I have developed that would start that discussion include:

- Factoring job creation, business growth, retention rates, net job growth, customer satisfaction. Putting various emphasis on qualitative versus quantitative measurement methods.
- Also Traverse Connect would build a data dashboard that will track job growth and business development --- which will be public and transparent accountability metrics.

**Customer Satisfaction Measurement:** When measuring satisfaction with business retention expansion services, qualitative approaches such as surveys and interviews can provide deeper feedback and broader responses than quantitative studies or ratings. These methods give businesses the opportunity to tell EDOs which aspects of their services worked well and which have not.

**Measuring linkages and outcomes:** A piece that the DDA and City would value (I believe) is we need to measure business community relationships, supply chains, sector growth and interconnected networks.

The budgetary change in the DDA General Fund for the contract with Traverse Connect will require \$17,000 from fund balance. However, that may be reduced based on several factors within the budget, however it will not exceed \$17,000 and will keep our fund balance at a healthy level.

*DDA Parking Management Agreement Fee:* The management fee will be increasing to cover the full costs of the employee's assigned specifically to parking. The fee for this year will be \$772,099 (a 3% increase from last year). This represents a wage increase for parking employees as well as the increased cost of health benefits. This fee has always been billed monthly. We will move forward with billing based on actual employee costs in the new budget year.

The purpose for this change is that we, like many employers, are faced with laying off/furloughing employees and may have difficulty getting back to being fully staffed due to reduced operations. We also anticipate that summer positions may not be filled due to the decrease in need. However, we may reposition duties of current employees to help in other areas of the parking system. It is important to identify that there are no costs for this contract that is paid to the DDA general administrative operation.

### **TIF 97 Budget**

The TIF 97 budget highlights the public infrastructure projects we plan to accomplish in 2020/2021. Several of the infrastructure project are not only critical to the Downtown, but also the region.

#### **Infrastructure Projects:**

- Park Street Bridge Repair
- South Cass Street Bridge Repair
- West Front Street Bridge Replacement
- Opera House Improvement (Replace Boiler)
- Opera House Improvement (Retrofit Incandescent Lighting)
- Opera House Improvement (Retrofit T8 Fixtures)
- Front Street Streetscapes
- State Street Streetscapes
- Tree Replacement: \$50,000

The streetscape projects will include a partnership with private developers to install streetscape elements (e.g., brick pavers, tress, sidewalk) and a snowmelt system at 309 and 305 West Front Street and 160 and 109 East Front Street. Under the partnership, the DDA and the developer will split the costs of the streetscape improvements. This type of partnership is consistent with previous streetscape/snowmelt projects throughout Downtown (e.g., 101 West Front, Park Street, and Old Town Corners). In regards to the snowmelt system, the DDA will pay of half of the system coming in. However, the continued operation and maintenance will be provided by the private owners.

Staff will also work on developing formal streetscaping plans for the first two blocks of East Front Street (our entrance into Downtown). The DDA will hire a consultant to develop a complete schematic design for East Front Street. This effort will require significant engagement with the City and property owners along this stretch of Front Street. Funding for this planning and design effort will not come from TIF 97, but rather proceeds from the Hardy Parking Deck Bond.

Implementation of any streetscaping plans will be coordinated with Art Krueger (Sewer and Water Director) City Engineering and MDOT and their infrastructure and realignment plans on Grandview Parkway. Those two projects are scheduled for 2022/2023.

The Opera House work is a carry-over from last year's budget as implementation did not occur. However, these improvements are still needed and we will work with SEEDS and Light and Power on the energy efficiency component for this publicly owned building. We will continue to make this a priority for implementation.

On the administrative side of TIF 97, the budget remains consistent with administrative fees going to the City of Traverse City for *General* and *City Engineering* costs, *DDA*

*Administrative fee*, one-half cost for the community police officer, downtown WIFI and an increase to the Arts Commission of \$20,000 for work on murals on Union Street. Continuation of the restroom stipend to businesses that open their restrooms for public use is recommended for the upcoming budget year.

A new line item was added for maintenance. This is minimal (\$15,000) but absolutely critical to the long-term functionality and appearance of infrastructure in the Downtown. I anticipate this will be an annual line item moving forward.

### **Old Town TIF**

The Old Town TIF budget highlights the public infrastructure projects we plan to accomplish in 2020/2021.

#### **Infrastructure Projects:**

- Eighth Street Bridge Project
- South Cass Street Bridge Project
- River's Edge Riverwalk Deck Replacement

At this time, the River's Edge Riverwalk Deck may not be needed as this will be covered under the comprehensive Fishpass Project. However, I have included it in this budget as a "place holder" should the costs not be covered under the Fishpass Project.

On the administrative side of Old Town TIF, the budget remains consistent, with the City of Traverse City for *General* and *City Engineering* costs (10% of the public projects), and *DDA administrative fee*.

### **RECOMMENDATION:**

**Approval of the DDA General fund budget for 2020/2021 as presented, Revenues of \$5,005,500, expenditures of \$5,002,271.**

**Approval of DDA TIF 97 fund for 2020/2021 as presented, Revenues of \$3,007,038, expenditures of \$2,972,000.**

**Approval of DDA Old Town TIF for 2020/2021 as presented, Revenues of \$547,900, expenditures of \$531,900.**





City of Traverse City, Michigan  
DDA COMPONENT UNIT  
DDA GENERAL FUND  
For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Requested
<b>REVENUES</b>				
Property Taxes	\$ 192,798	\$ 134,996	\$ 137,500	\$ 137,500
Grants and Reimbursements (Civic Sq./EGLE/USDA)	10,000	117,200	-	3,450,000
Reimbursements	767,999	957,343	1,195,400	1,358,204
Rental Income	55,015	56,175	53,000	42,000
Interest Income	563	732	200	500
Use of Fund Balance	-	-	-	17,296
<b>TOTAL REVENUES</b>	<b>1,026,375</b>	<b>1,266,446</b>	<b>1,386,100</b>	<b>5,005,500</b>
<b>EXPENDITURES</b>				
Salaries and Wages	683,488	695,358	892,000	917,593
Fringe Benefits	115,630	242,177	269,000	308,878
Office/Operating Supplies	12,818	10,000	13,000	13,000
Professional Services	46,729	158,905	87,000	110,000
Contract Services		31,000	-	31,000
Communications	6,483	4,800	6,000	50,000
Transportation	2,453	5,000	4,000	5,000
Lodging/Meals	5,211	10,000	10,000	10,000
Training	1,718	10,000	10,000	10,000
<b>Farmer's Market</b>				<b>53,000</b>
Community Promotions	14,930	11,500	20,000	20,000
Printing and Publishing	5,104	1,500	5,000	6,000
Insurance and Bonds	1,586	1,800	1,800	1,800
Utilities	4,816	8,000	9,000	9,000
Repairs and Maintenance	3,325	3,011	2,200	3,000
Rentals	8,083	8,626	9,000	9,000
Legal Services	-	5,000	5,000	5,000
Miscellaneous	195	400	2,000	2,000
Capital Outlay	8,061		9,000	438,000
Rotary Square		-		3,000,000
<b>TOTAL EXPENDITURES</b>	<b>920,630</b>	<b>1,207,077</b>	<b>1,354,000</b>	<b>5,002,271</b>
<b>USE OF FUND BALANCE</b>				
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>105,745</b>	<b>59,369</b>	<b>32,100</b>	<b>3,229</b>
<b>Beginning Fund Balance</b>	<b>397,510</b>	<b>503,255</b>	<b>562,624</b>	<b>594,724</b>
<b>Ending Fund Balance</b>	<b>\$ 503,255</b>	<b>\$ 562,624</b>	<b>\$ 594,724</b>	<b>\$ 597,953</b>

City of Traverse City, Michigan  
DDA COMPONENT UNIT  
TAX INCREMENT FINANCING 97 FUND  
For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Requested
<b>REVENUES</b>				
Property Taxes	\$ 2,014,156	\$ 2,224,531	\$ 2,589,100	\$ 2,872,538
Grant and Reimbursements	-	-	-	-
Reimbursements	130,000	182,877	130,000	130,000
Interest Income	5,436	7,832	4,500	4,500
<b>TOTAL REVENUES</b>	<b>2,149,592</b>	<b>2,415,240</b>	<b>2,723,600</b>	<b>3,007,038</b>
<b>EXPENDITURES</b>				
Professional Services	476,686	488,583	596,900	725,863
Printing and Publishing	-	184	200	200
Repair & Maintenance	-	-	-	15,000
Contribution to District Construction Project	-	420,671	805,800	1,275,601
Contribution to City - Debt Service	807,599	828,719	859,500	893,586
Capital Outlay/City Engineering Costs for Public Projects	-	120,756	-	61,750
<b>TOTAL EXPENDITURES</b>	<b>1,284,285</b>	<b>1,858,913</b>	<b>2,262,400</b>	<b>2,972,000</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>865,307</b>	<b>556,327</b>	<b>461,200</b>	<b>35,038</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfer	-	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>	<b>865,307</b>	<b>556,327</b>	<b>461,200</b>	<b>35,038</b>
Beginning Fund Balance	317,651	1,182,958	1,739,285	2,903,310
<b>Ending Fund Balance</b>	<b>\$ 1,182,958</b>	<b>\$ 1,739,285</b>	<b>\$ 2,200,485</b>	<b>\$ 2,938,348</b>

Note:

City of Traverse City, Michigan  
DDA COMPONENT UNIT  
OLD TOWN TAX INCREMENT FINANCING FUND  
For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Requested
<b>REVENUES</b>				
Property Taxes	\$ 186,828	\$ 260,732	\$ 434,900	\$ 447,800
Reimbursements	-	-	-	-
Use of Fund Balance				100,000
Interest Income	54	186	100	100
<b>TOTAL REVENUES</b>	<b>186,882</b>	<b>260,918</b>	<b>435,000</b>	<b>547,900</b>
<b>EXPENDITURES</b>				
Professional Services	8,276	83,784	232,100	238,973
Printing and Publishing	-	-	-	100
Contribution to District Construction Project	675	356,065		282,900
Capital Outlay - City Engineering Costs for Public Projects	-	-	-	9,927
<b>TOTAL EXPENDITURES</b>	<b>8,951</b>	<b>439,849</b>	<b>232,100</b>	<b>531,900</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>177,931</b>	<b>(178,931)</b>	<b>202,900</b>	<b>16,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfer	-	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>	<b>177,931</b>	<b>(178,931)</b>	<b>202,900</b>	<b>16,000</b>
Beginning Fund Balance	1,000	178,931	-	227,750
Ending Fund Balance	\$ 178,931	\$ -	\$ 202,900	\$ 243,750

Note:





## Memorandum

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To: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Parking Director  
Date: June 14, 2020  
Re: 2020-2021 Parking Budget

The City Commission approved the Parking Budget at their June 1, 2020 City Commission meeting with the understanding that it would be brought back to them at their July 6, 2020 meeting for an amendment to include reducing expenses.

When putting together the 2020-2021 Parking Budget, the budget was put together similar to all other budgets: not knowing the full impact of the COVID-19 relating to both revenue as well as expenditures relating to staffing.

Due to the significant unknown of how much staffing will be needed over the coming fiscal year, we approached the staffing with the recommendation of changing the contract to have a not-to-exceed contract amount and to charge actual wage and benefits costs. The DDA does not bill an administrative fee or charges under this contract. At this time, we are uncertain if or when the parking garages will return to operating hours ending at midnight. In lieu of seasonal workers, overtime pay may be required by the current staff.

Wages and Salaries, along with worker's compensation line items relate to City employees in the Streets Department and Parks and Recreation Department for work completed in parking lots for snow removal and mowing using equipment or tools that are otherwise unavailable to our staff.

### **Capital Improvements**

For capital improvement projects, staff looked at not reducing any projects relating to the two parking garages and eliminated services to surface lots.

#### **Old Town Parking Garage:**

Our remaining CIP items include replacements of the ADA door openers, two boilers, and battery backup system, all of which are at the Old Town Parking Garage. We do not recommend removing these items from the budget. While they are still functioning, we have already stretched these items beyond their useful life.

#### **Hardy Parking Garage:**

General maintenance is the only maintenance being proposed for this infrastructure.

**General Parking:**

We will continue with plans to issue an RFP for a new smart meter purchase as this equipment will make future rate increases identified in the TDM easier to implement and provide reporting.

**Resurfacing of Surface Parking Lots C and J:**

When these projects were first submitted to City Planning Commission they were estimated at \$130,000. We have reduced Repairs and Maintenance by \$100,000 to eliminate these lots from the budget.

- Remove CIP-979 Parking Lot C
- Remove CIP-980 Parking Lot J

**Non-Mobility Projects:**

Parking continues to support Destination Downtown, bike racks, and bus shelters as part of our TDM objectives. The DDA continues to believe that promoting and encouraging employees to utilize public transportation, as well as provide amenities such as bike racks remains, in some instances higher, during COVID-19. In reviewing other capital improvement areas where we can reduce our expenses, we have allocated funds for two projects to increase non-mobility initiatives. Removing these items from the budget would save \$35,000 in the Equipment line item.

- Remove CIP-1133 Bike Infrastructure
- Remove CIP-1134 Mobility Amenities

All capital expenditures will be approved by the DDA Board before they are recommended to the City Commission for approval.

**Professional and Contractual**

There is a potential of \$50,000 of savings in contracted snow removal costs if the snow fall in the winter of 2021 is similar to the snow fall in winter 2020. We are not reflecting this reduction in the budget as this expense is difficult to predict.

**Transportation/Professional Development/Training**

We anticipate there may be some transportation costs for the purpose of meeting with other Michigan communities to see their smart meter implementations and operations. Professional Development and Training opportunities will be provided to the staff to continue certifications or provide specialized training. There is a potential to reduce these expenses up to \$10,000.

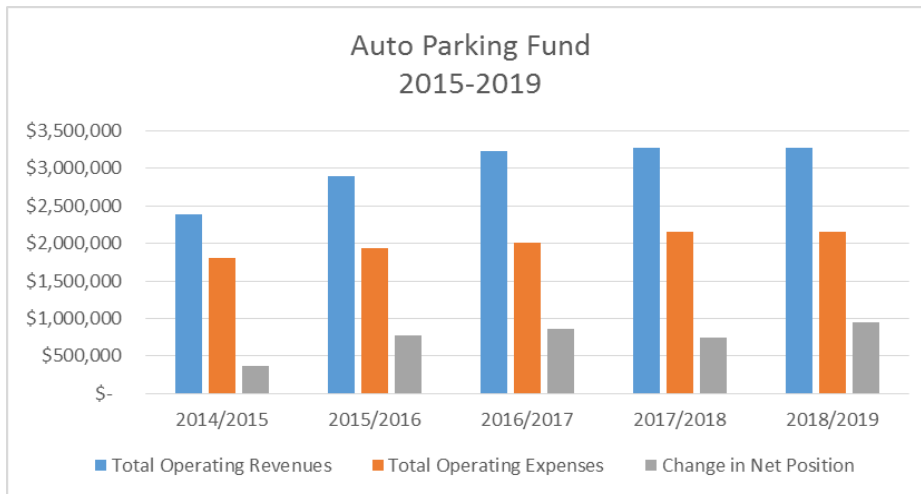
**Utilities**

We have reduced our utility expenses by \$30,000. This reduction assumes that we will maintain our current trend of consumption.

**Revenue**

The approach that has always been taken with the Parking Budget is to protect the infrastructure that we have by setting aside in fund reserves. The attached chart, shows that revenues exceed expenditures for the past five years which have provided nearly \$3.5 million in reserves. The

2020/2021 budget anticipates a \$1.3 million deficit. These figures do not include Depreciation Expenses for major repairs or future garage replacement which in turn end up to be revenue and are included in the overall fund balance for the Auto Parking Enterprise Fund.



As indicated in previous meetings, parking rates have not been increased since 2015. Parking rates are not just about meters and parking garages. Rates should include overnight parking, storage of cars in the garage, permitting for neighborhood residential parking and expanding to additional locations for meters. The DDA has worked over the past 8 months reviewing the entire parking system and the subcommittee has been unable to meet for four (4) months, and at this point we are not sure when the subcommittee will be able to meet. Staff is recommending to move forward with recommendations to the full DDA Board without the subcommittee approach. The tentative timeline would be for the DDA Board to review recommendations in July, City Committee Study Session in August, DDA Board approval in August and City Commission approval in September.





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 User: nvanness  
 DB: TRAVERSE CITY

BUDGET REPORT FOR TRAVERSE CITY  
 Fund: 585 AUTOMOBILE PARKING SYSTEM FUND  
 Calculations as of 06/30/2020

Page 1/3

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 DEPT REQUESTED BUDGET	2020-21 FINAL ADOPTED BUDGET
ESTIMATED REVENUES						
585-000-451.073	RAMSDELL GATE FEES					
585-000-502.000	FEDERAL GRANTS					
585-000-651.000	PARKING DECK PROCEEDS					
585-000-652.000	PARKING FEES-COIN	1,500,000.00	1,206,056.44	1,250,000.00	800,000.00	
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	226,012.90	225,000.00	150,000.00	
585-000-653.005	PERMITS-PARKING DECK		48.00			
585-000-653.007	PERMITS - NEIGHBORHOOD		880.00	800.00		
585-000-653.010	DESTINATION DOWNTOWN		415.00	400.00	200.00	
585-000-656.010	PARKING FINES	300,000.00	244,163.01	240,000.00	50,000.00	
585-000-656.020	PARKING FINES-AIRPORT					
585-000-656.030	PARKING FINES-COLLEGE					
585-000-664.000	INTEREST & DIVIDEND EARNINGS	25,000.00	84,409.17	95,000.00	40,000.00	
585-000-668.000	RENTS AND ROYALTIES					
585-000-673.000	SALE OF FIXED ASSETS					
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES					
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES					
585-000-677.000	REIMBURSEMENTS		8,011.07	6,800.00		
585-000-683.000	RECOVERY OF BAD DEBTS		349.00			
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	1,922.38	1,500.00		
585-000-687.000	REFUNDS AND REBATES					
585-000-694.000	OTHER INCOME					
585-000-699.000	PRIOR YEARS' SURPLUS				1,305,800.00	
585-585-653.005	PERMITS-PARKING DECK					
585-586-651.000	PARKING DECK PROCEEDS	325,000.00	252,117.50	260,000.00	100,000.00	
585-586-653.000	PERMITS-SURFACE LOTS		324.00	100.00		
585-586-653.005	PERMITS-PARKING DECK	250,000.00	254,562.00	255,000.00	175,000.00	
585-586-668.000	RENTS AND ROYALTIES	26,300.00	22,998.00	26,300.00	26,300.00	
585-586-677.000	REIMBURSEMENTS					
585-586-686.000	MISCELLANEOUS INCOME					
585-586-687.000	REFUNDS AND REBATES					
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	48,781.46	60,000.00	25,000.00	
585-587-653.005	PERMITS-PARKING DECK	400,000.00	467,748.00	465,000.00	325,000.00	
585-587-677.000	REIMBURSEMENTS					
585-587-686.000	MISCELLANEOUS INCOME		75.00	100.00		
585-587-694.000	OTHER INCOME					
TOTAL ESTIMATED REVENUES		3,156,100.00	2,818,872.93	2,886,000.00	2,997,300.00	

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BUDGET REPORT FOR TRAVERSE CITY  
 Fund: 585 AUTOMOBILE PARKING SYSTEM FUND  
 Calculations as of 06/30/2020

Page 2/3

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 DEPT REQUESTED BUDGET	2020-21 FINAL ADOPTED BUDGET
APPROPRIATIONS						
585-585-702.000	SALARIES AND WAGES	23,200.00	13,586.49	15,000.00	17,800.00	
585-585-704.000	EMPLOYEE OVERTIME	4,000.00				
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE		27.02			
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	496.43	500.00	1,400.00	
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	120.64	100.00	200.00	
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	28.36		100.00	
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	183.52	200.00	200.00	
585-585-719.000	RETIREEES HOSPITALIZATION INS					
585-585-720.000	UNEMPLOYMENT COMPENSATION					
585-585-721.000	WORKERS COMPENSATION INS					
585-585-727.000	OFFICE SUPPLIES	6,000.00	3,970.14	4,000.00	6,000.00	
585-585-740.000	OPERATION SUPPLIES	37,000.00	43,524.09	40,000.00	37,000.00	
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	1,030,288.96	1,200,000.00	1,232,500.00	
585-585-810.000	COLLECTION COSTS	2,000.00			2,000.00	
585-585-850.000	COMMUNICATIONS	41,000.00	16,411.15	20,000.00	25,000.00	
585-585-854.000	CITY FEE	307,600.00		288,600.00	169,200.00	
585-585-860.000	TRANSPORTATION	8,000.00	2,563.68	4,000.00	5,000.00	
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	40.00	100.00	8,000.00	
585-585-863.000	TRAINING	2,000.00			2,000.00	
585-585-880.000	COMMUNITY PROMOTION	66,000.00	23,670.62	20,000.00	66,000.00	
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	5,083.34	3,300.00	14,000.00	
585-585-910.000	INSURANCE AND BONDS	9,000.00	10,609.70	8,500.00	9,000.00	
585-585-920.000	PUBLIC UTILITIES	30,000.00	10,631.76	15,000.00	15,000.00	
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	12,364.19	18,000.00	21,000.00	
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00			1,000.00	
585-585-940.000	RENTAL EXPENSE	93,000.00	107,300.23	115,000.00	90,000.00	
585-585-956.000	MISCELLANEOUS	500.00	6,541.53	6,600.00	600.00	
585-585-959.000	DEPRECIATION EXPENSE	135,000.00		130,000.00	135,000.00	
585-585-964.000	TRANSFERS OUT					
585-585-977.000	EQUIPMENT	50,000.00	17,589.99	50,000.00	149,000.00	
585-585-988.000	UNALLOCATED FUNDS					
585-586-727.000	OFFICE SUPPLIES	1,000.00	6.29	100.00	1,000.00	
585-586-740.000	OPERATION SUPPLIES	5,000.00	10,640.81	9,000.00	9,000.00	
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	48,966.97	50,000.00	89,000.00	
585-586-850.000	COMMUNICATIONS	3,500.00	3,005.11	3,500.00	3,500.00	
585-586-900.000	PRINTING AND PUBLISHING	4,000.00				
585-586-910.000	INSURANCE AND BONDS	7,000.00	6,180.00	7,400.00	7,000.00	
585-586-920.000	PUBLIC UTILITIES	55,000.00	53,818.00	50,000.00	45,000.00	
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	155,916.92	150,000.00	117,000.00	
585-586-940.000	RENTAL EXPENSE	13,000.00			13,000.00	
585-586-956.000	MISCELLANEOUS	10,000.00	8,198.06	10,000.00	10,000.00	
585-586-959.000	DEPRECIATION EXPENSE	220,000.00		200,000.00	220,000.00	
585-586-977.000	EQUIPMENT	89,000.00			5,000.00	
585-587-727.000	OFFICE SUPPLIES					
585-587-740.000	OPERATION SUPPLIES	4,000.00	12,285.28	8,000.00	8,000.00	
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	33,619.62	30,000.00	69,500.00	
585-587-850.000	COMMUNICATIONS	6,000.00	4,736.04	4,000.00	6,000.00	
585-587-863.000	TRAINING					
585-587-900.000	PRINTING AND PUBLISHING	4,000.00				
585-587-910.000	INSURANCE AND BONDS	6,000.00	5,515.70	6,000.00	6,000.00	
585-587-920.000	PUBLIC UTILITIES	50,000.00	25,757.38	25,000.00	35,000.00	
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	52,983.65	75,000.00	167,000.00	
585-587-940.000	RENTAL EXPENSE	13,000.00			13,000.00	
585-587-956.000	MISCELLANEOUS					
585-587-959.000	DEPRECIATION EXPENSE	171,000.00		174,800.00	181,000.00	
585-587-977.000	EQUIPMENT	21,000.00	414.06	500.00	5,000.00	

06/14/2020 05:07 PM  
User: nvanness  
DB: TRAVERSE CITY

BUDGET REPORT FOR TRAVERSE CITY  
Fund: 585 AUTOMOBILE PARKING SYSTEM FUND  
Calculations as of 06/30/2020

Page 3/3

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 DEPT REQUESTED BUDGET	2020-21 FINAL ADOPTED BUDGET
APPROPRIATIONS						
TOTAL APPROPRIATIONS		3,156,100.00	1,727,075.73	2,742,200.00	3,017,000.00	
NET OF REVENUES/APPROPRIATIONS - FUND 585			1,091,797.20	143,800.00	(19,700.00)	
BEGINNING FUND BALANCE		23,920,959.08	23,920,959.08	23,920,959.08	24,066,091.89	24,066,091.89
FUND BALANCE ADJUSTMENTS		1,332.81	1,332.81	1,332.81		
ENDING FUND BALANCE		23,922,291.89	25,014,089.09	24,066,091.89	24,046,391.89	24,066,091.89





Downtown Development Authority  
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: June 15, 2020

SUBJECT: Adult Use Marihuana Facilities

The DDA and the City Planning Commission received a formal request from the City Commission to discuss, comment and provide recommends on Adult Use Marihuana Facilities (AUMF). In their request, the City Commission asked the DDA two specific questions:

1. How many adult use marijuana retail facilities should be allowed in the DDA District?
2. Should there be a buffer/distance requirement between adult use marijuana facilities located within the DDA District?

For context:

- The draft ordinance does **not** allow for on-site consumption (i.e., marijuana lounges).
- The City Commission has indicated a preliminary desire to limit the total number of retail facilities to six throughout the entire city.
- This item was discussed at the City Planning Commission on May 19<sup>th</sup> with approval to allow AUMF in all areas of the City except The Village at the Commons, Hospital District, and the Mixed-Use PUD (see attached map & City Planner's Memorandum Attachment A).

When the use of Medical Marijuana was previously discussed in 2018, the DDA expressed a concern that too many facilities clustered in a small geographic area would create both real and perceived safety concerns and negatively impact the property values of nearby retail establishments.

In addition, the DDA expressed concerns that the cash-heavy industry would begin to either purchase downtown properties, as a place to invest their money (most banks will not do business with Marijuana establishments and therefore investing in real estate has become a more prevalent option) or drive up the rent of existing properties so dramatically that it would out-price the traditional retail establishments that make

Traverse City so unique and create an unhealthy balance of retail establishments in downtown. After several discussions, the DDA requested that the ordinance include a buffer requirement. Ultimately, that provision was not included in the draft ordinance. As a result, the DDA recommended that no medical marijuana facilities be allowed in the Downtown District.

I believe these fears could be realized more quickly if we have numerous vacancies as a result of the COVID-19 pandemic.

Over the past year, the DDA has been asked by the DDA Board and City Commission to examine and consider a number of issues, including:

- Establishing a more cohesive and responsible culture and attitude regarding drinking (we are about to address this through a *Better Drinking Culture* grant/program in partnership with the City).
- Additional housing; we are working diligently with a new developer to bring 154 new rental apartment units to downtown - as well as infill development on City owned parking lots.
- A retail study that will focus on how downtown Traverse City can maintain its existing retail market while not allowing restaurants and bars to overtake and over saturate the market.
- Maintaining and attract new businesses during and post the COVID-19 pandemic, including business retention visits.
- Protecting historical neighborhoods from perceived negative activities emanating from Downtown, including parking and rowdy behavior from nearby bars.

In regards to AUMF's, I recommend that we take a conservative approach. I am recommending that:

- The City limit the number of AUMF's in Traverse City to two (2)
- If no limit is included in the ordinance, that there should be a 1,500 ft. buffer between establishments; and
- AUMF's should not be permitted in the C-4b Regional Center District.  
**Note:** the C-4b Regional Center District includes Front Street between Union and Wellington

There will always be a struggle to maintain a healthy balance between retail establishments and restaurants in the downtown. The zoning ordinance can be a helpful tool to help maintain that balance. In regards to the marijuana establishments, the most important aspect is the strict buffer. After discussion and deliberations, the board may determine if the following motion is appropriate:

**MOTION:** That the DDA Board recommends to the City Commission that only two (2) Adult Use Marijuana Facilities be allowed in the city but, if there is not a limit on the number of facilities allowed that a 1,500-foot buffer be included in the zoning ordinance and that no such facility is located in the C-4b Regional Center District.



## Memorandum

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**TO:** City Planning Commission

**COPY:**

**FROM:** Russell Soyring, Planning Director

**MEMO DATE:** May 28, 2020

**SUBJECT:** Adult Use Marihuana Facilities for introduction and to set a Public hearing for July 7, 2020.

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**EXECUTIVE SUMMARY:**

A formal request was received from the City Commission for the Planning Commission to discuss Adult Use Marihuana Facilities at their May 19, 2020 Special Meeting, and to provide a recommendation back to the City Commission. The Planning Commission reviewed and discussed the information that was received from the City Commission's Adult Use Marihuana Ad Hoc Committee and from City staff. The City Attorney, Lauren Tribble-Laucht was also present at this meeting to answer questions from the Planning Commission.

During discussion, the Planning Commission deliberated several components regarding Adult Use Marihuana Facilities. The are as follows:

- Medical Marijuana and Adult Use Marihuana in the Hospital District
- Spacing restrictions for Microbusiness Marihuana Facilities in the Industrial Zoning District
- Adult Use Marihuana Event Organizer as an allowed use
- Co-location of Adult Use Marihuana Facilities and Medical Marihuana Facilities
- Graduated allowance of Adult Use Marihuana Facility permits

Provided to you in this packet are draft ordinance changes to the Definitions Chapter and to the HR, C-1, C-2, C-4, D-1, D-2, D-3, H and I zoning districts based on discussion at the May 19, 2020 Special Meeting.

After review and discussion the following motion would be appropriate:

That the Adult Use Marihuana Facilities amendment to the Traverse City Code of Ordinances, Chapter 1320 General Provisions and Definitions, Section 1320.07 Definitions, Chapter 1338 Hotel Resort District, Section 1338.01 Uses Allowed,

Chapter 1340 Office Service District, Section 1340.01 Uses Allowed, Chapter 1342 Neighborhood Center District, Section 1342.01 Uses Allowed, Chapter 1347 Development Districts, Section 1347.01 Uses Allowed, Chapter 1354 Industrial District, Section 1354.01 Uses Allowed and Chapter 1358 Hospital District, Section 1358.01 Uses Allowed be introduced and set for public hearing on July 7, 2020.









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

## Memorandum

---

To: DDA Board  
From: Jean Derenzy – DDA, CEO  
Date: June 15, 2020  
Subject: Pine Street Streetscape Agreement

Staff is requesting authorization from the Board to sign an agreement with Traverse City Light and Power for the installation of five (5) new decorative street light poles (8 total fixtures) that will replace 3 existing non-decorative high-level poles at the intersection of West Front and Pine Street.

This project is in conjunction streetscape needs related to the private development at 305 West Front Street. There will be two agreements: one with TCL&P, and one with Pine Street Development One.

The street lights will provide improvements to the pedestrian experience along the perimeter of the property. The lighting will be a mix of high level and pedestrian scale lighting using the new standard 'candy cane' fixtures that were installed on the Eighth Street project in 2019. It has been designed to meet the requirements of the City's lighting ordinance; utilizing energy-efficient LED full-cutoff lighting fixtures.

Under the current Decorative Lighting Policy, the DDA as requester, is responsible for the cost of poles and fixtures. TCL&P is responsible for the costs of the underground installation and the ongoing energy and maintenance costs. TCL&P will purchase and install the standard poles and fixtures, wire and controller. The contractor for the developer will install pole bases and remaining conduit work and bill the DDA. The cost breakdown of the proposed agreement between the DDA is as follows (prices are firm):

TCL&P Purchase Cost of poles & Fixtures (Paid for by DDA)	\$13,796.00
TCL&P Installation Cost of poles & Fixtures	\$ 1,957.68
Less civil work (pole bases) by developer	<u>\$(13,084.00)</u>
Net DDA payment to TCL&P	<u>\$ 2,669.68</u>

For the streetscape, an agreement would be entered into between Pine Street Development One and DDA for one-half of the streetscapes which include:

- Pavers, concrete for sidewalks, snowmelt system, tabletop for crosswalks.  
Cost not to exceed \$248,000.
- Trees and Tree grates will be utilized for a  
Cost not to exceed \$18,504.

This project has been identified within the capital improvement plan and the TIF 97 budget. If, after the Board discussion, you agree with staff's recommendation, the following motion would be appropriate.

**RECOMMENDATION:** That the DDA Board authorizes the Chair and Secretary to execute an Agreement with Traverse City Light and Power for the purchase and installation of decorative Lights for a cost not to exceed \$2,669.68, subject to review as to substance by the CEO and as to form by DDA Attorney.

Further, that the DDA Board authorizes the Chair and Secretary to execute and Agreement with Pine Street Development One for one-half of the cost for streetscapes for a cost not to exceed \$266,504, subject to review as to substance by the CEO and as to form by DDA Attorney.



## Memorandum

---

To: Jean Derenzy  
CC: Scott Hardy  
From: Nick Viox  
Re: Farmers Market Advisory Board, May Update  
Date: June 14, 2020

As the Farmers Market continually evolves, the demand for a physical market has become more and more demanded from our vendors and customers. With the addition of the Online Marketplace and the additional logistics involved with that, the ever-changing landscape of public events, the DDA Office, along with our partners at SEEDS and Taste the Local Difference, have been working diligently to find solutions.

After reviewing the needs of both the physical market and the online market, it was determined that if both were to exist, they could not happen on the same day. Not only would staffing and logistics be very troublesome, but the customer needs and wants are vastly different for the two. Separating the two into two days was the only feasible option. To determine which would fall on Wednesdays and which would fall on Saturdays, we reached out to every single vendor to get their feedback. Their responses varied, but the majority wanted a physical market on Saturday and an online market on Wednesday evenings. The evening time seemed more appropriate for the newly curated audience-base.

Our staff then began working hard on plans to host a market that abides by State and local Health Department requirements. We consulted other Michigan Markets and took our lead from the Michigan Farmers Market Association on how best to conduct an in-person market. These guidelines we will continually adjust and communicate with our vendors and customers. I've attached some images regarding these changes to the market for your review.



# ONLINE MARKET

Wednesday Pickup **ONLY**  
5pm - 8pm  
**LOT B**  
(the Farmers Market Lot)

The next order period starts  
**THIS THURSDAY AT 10AM**  
and will go until Monday at 10am.

The first pickup will be on **JUNE 17TH.**

Visit [dda.downtowntc.com](http://dda.downtowntc.com) for more information.

# PHYSICAL MARKET

Saturday **ONLY**  
7:30am - Noon  
**LOT B**  
(the Farmers Market Lot)

## WE ASK THAT YOU...

**WEAR A MASK** and stand 6 ft apart.

**PLAN AHEAD** for longer lines and maybe some waiting.

There is a **MAXIMUM OF 300** customers at any given time due to State recommendations for markets. Plan accordingly!

You will not be shopping in vendors booths but, rather, they'll be shopping for you! **COME WITH A LIST** and be efficient.

All the tables in front of you will be clean and clear so they can easily be sanitized.

Vendors will be wearing masks, but we assure you, they are smiling under them.

**BE KIND.**







## JUNE LAYOUT & VENDORS

1. -	10. -	19. Guntzville's (June 20th)	28. Modern Bird	37. Leelanau Gourmet
2. Second Spring Farms	11. Old Hundredth Farm	20. Northern Growin'	29. Greenrock Farm	38. ONA Mission Honey Farm
3. Ken's Farm (June 20th)	12. Boss Mouse Cheese	21. -	30. Heartwood Forest Farm	39. -
4. Bear Earth Herbals	13. Gray's Fruit	22. Treaty Fish Co.	31. Harbor View Lavender	40. TLC Farms
5. Flying Cranes Farm	14. -	23. One Love Garden	32. Bramble Bee Gardens	41. Leelanau Savory's
6. Bardenhagen Berries	15. Nicholas Farms	24. Bee Joyful	33. Silver Star Goods	42. Norconk
7. Lakeview Hills Farm	16. BMG Enterprises	25. La Casa Verde	34. -	43. Leo Ocanas Farm
8. Northern Lavender	17. Altonen Orchards	26. Saltless Sea Creamery	35. Great Lakes Treats	44. Spring Hollow Farm
9. Providence Organic Farm	18. Bellaire Blooms	27. Gallagher's Centennial Farm	36. Old Mission Farms	45. 9 Bean Rows

We anticipate space restrictions in the coming months, as more vendors have their product become available. After entertaining the idea of the Open Space, vendor feedback had determined that this was an unfavorable solution amongst many of our vendors. In addition, the current state of one of Downtown's most treasured parks would make customer and vendor traffic incredibly detrimental to the very moist ground. The DDA is currently working on solutions that would utilize parts of the nearby Lot T to allow for spacing requirements.







## Memorandum

---

To: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Parking Director  
Date: June 9, 2020  
Re: Staff Report: Parking Services – June 2020

### **Courtesy Warnings and Parking Enforcement**

On May 26, 2020, we implemented a courtesy warning program. For each meter violation issued, we reduced to a warning and inserted a courtesy warning card notifying parkers that parking was being reinstated. The purpose of the courtesy warning was to remind parkers to be neighborly and mindful of the on-street use. This was a great communication tool as we have many positive comments. Effective June 15, 2020, Parking Enforcement will resume enforcement of meter violations and we are discontinuing courtesy warning program.

### **Increasing Time Limits**

We will be increasing the 2 hour time limit in surface lots A, B, G and O to 4 hour time limit. This increase of time will be in conjunction with the Front St closure to allow more time for patrons to eat and shop at the downtown businesses. These changes will reflect and be available to those using Parkmobile.

### **Scheduled Sweeper Replacement**

The City Garage will be placing the scheduled replacement of the ride-on sweeper on the City Commission agenda for their July 6, 2020 meeting. This is a budgeted replacement. The sweeper will be a one-to-one equivalent. The only exception is that we have added a cab so the staff is protected in the shoulder seasons when the temperatures vary as the sweeper work is always performed in the early morning hours.

### **Parkmobile Agreement**

As a follow-up, last month the DDA Board and City Commission approved the extension of the Parkmobile agreement. I am following trends in the parking industry following COVID-19, and many are predicting that there will be a shift towards more contactless payments. I am pleased that we have positioned ourselves to continue to offer mobile payments to our parkers.

### **Parking Garage Hours**

Permit parking available 24 hours a day, seven days a week

Sunday-Saturday

Entries permitted 5 AM-10 PM

Exits 24 hours a day via automated pay-in-lane\*

\*Payment required for hourly parking

**Parking Office Hours**

Sunday 10 AM-4 PM

Monday-Friday 7 AM-8 PM

Saturday 9 AM-8 PM

Office hours will be extended to 10 PM Monday-Saturday and 6 PM on Sundays beginning Monday, June 22, 2020. We will continue to monitor and adjust our operations as necessary.

# DOWNTOWN TRAVERSE CITY ASSOCIATION

## BOARD MEETING

THURSDAY, APRIL 9, 2020  
10AM • [ZOOM MEETING](#)

---

### MINUTES

1. Call to order (*Neidorfler*)
  - a. Present: Susan Fisher, Liz Lancashire, John McGee, Amanda Walton, Dawn Gildersleeve, Blythe Skarshaug, Margaret Morse, & Misha Neidorfler
2. Approval of Minutes of the Board Meeting of [March 12, 2020](#) (Neidorfler)
  - a. Motion to approve the minutes, **motion by Fisher and seconded by Morse. Motion carried unanimously.**
3. Approval of Minutes of the Special Board Meeting of [April 1, 2020](#) (Neidorfler)
  - a. Motion to approve the minutes, **motion by Walton and seconded by Morse. Lancashire carried unanimously.**
4. CEO's Report (*Derenzy*)
  - a. DDA's Admin fee will be lowered
5. Financial & Marketing Report (*Paveglio*)
  - a. Financial Reports
    - i. Motion to approve the financials as presented, **motion by McGee and seconded by Lancashire. Motion carried unanimously.**
  - b. Revenue Discussion
    - i. Budget
      1. Utilize a combination of different funds (Holiday Lights, Gift Certificates, etc.) to recoup some lost revenue
      2. To be reviewed regularly to get the most up to date information
    - ii. Dues
      1. Would like to work with businesses of Downtown to offer payment plans/leniency per business
      2. Would not like to utilize the Gift Certificate fund to cover dues
  - c. Marketing Report
    - i. Patronicity & Other campaigns
6. New Business (*Paveglio*)
  - a. DTCA Operations

- i. Motion that the DTCA Board of Directors approve the nominating committee and DTCA Board Election outlined in Article VI, Annual Meeting as outlined in Article V, and Terms of Officers as outlined in Article VII be postponed to a later date due to the circumstances surrounding the COVID-19 global pandemic. **Motion by Gildersleeve and seconded by Fisher. Motion carried unanimously.**
- ii. Motion that the DTCA Board of Directors appoint Susan Fisher as President and Misha Neidorfler as Vice President until the Annual Election of Officers is scheduled. **Motion by Lancashire and seconded by Skarshaug. Motion carried unanimously.**

7. President's Report

8. Adjourn

# DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, MAY 14, 2020  
10AM • [ZOOM MEETING](#)

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## MINUTES

1. Call to order (*Fisher*)
  - a. Present: Susan Fisher, Liz Lancashire, John McGee, Amanda Walton, Dawn Gildersleeve, Blythe Skarshaug, Margaret Morse, & Misha Neidorfler
  - b. Absent: Jake Kaberle
2. Approval of Minutes of the Board Meeting of [April 9, 2020](#) (*Fisher*)
  - a. Motion to approve the minutes, **motion by Neidorfler and seconded by Lancashire. Motion carried unanimously.**
3. [Events Update](#) (*Viox*)
  - a. Old Town & National Cherry Festival Arts & Crafts Fair
  - b. Downtown Art Fair
    - i. Would add about \$7,000 to our deficit if cancelled.
    - ii. Motion to cancel the Downtown Art Fair, Spring Art Walk, & Friday Night Live 2020 for 2020 **motion by Lancashire and seconded by Skarshaug. Motion carried unanimously.**
  - c. Art Walk
    - i. (motion to cancel above)
  - d. Farmers Market Update
  - e. Friday Night Live & Street Sale
    - i. (motion to cancel Friday Night Live above)
    - ii. Street Sale to be postponed
4. Financial & Marketing Report (*Paveglia*)
  - a. Financial Reports
    - i. Motion to approve the financials as presented, **motion by McGee and seconded by Gildersleeve. Motion carried unanimously.**
  - b. Budget Discussions
    - i. Dues invoices going out in June, but offering payment options (quarterly, monthly, etc.)
  - c. Marketing Report
    - i. Buy Local, Give Local Fund
    - ii. Gift Certificate Incentive Program
    - iii. Window Display Competition

5. CEO Report (*Derenzy*)

- a. Consumers Energy Grant
  - i. Gave the Buy Local, Give Local Fund \$1,000
  - ii. Gave Venture North \$2,000 for their fund
  - iii. Links for this grant is in the Daily Update
- b. DDA Administration Fee
  - i. Starting at the contracted rate, but does expect to reduce it as we move forward this year
- c. The Recovery Team
  - i. Met with 8 to 9 businesses to help assist businesses through this time
  - ii. Working with the Health Department for best practices on reopening
  - iii. Face coverings from the DDA office to be distributed soon. 15 per business.
- d. Economic Development Program - Traverse Connect
  - i. DDA has a recommendation to enter into a contract with Traverse Connect to conduct site/retention visit and connect those businesses with resources to allow them to reopen and stay open
- e. The Front Street Closure
  - i. Working with City Departments to have this in place for July
  - ii. Concern about limiting Downtown to just two blocks
  - iii. How does curbside service work with this?

6. President's Report (*Fisher*)

7. Adjourn (10:11am)



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

## Memorandum

To: Downtown Development Authority

From: Harry Burkholder, DDA COO  
Nicole VanNess, Parking Director

Date: June 14, 2020

SUBJECT: Opening Front Street Update

We continue to move forward with efforts to open the 100 and 200 blocks of Front Street to pedestrians for the summer. This project has been a true team effort and I want to thank the DDA and City staff for all their hard work, consideration and collaboration.

We are targeting Friday, June 26<sup>th</sup> as the official “opening day” of the pedestrian only Front Street. However, Front Street will be closed on the 22<sup>nd</sup> to allow for the installation of barricades and time to paint an “emergency” lane (which will also serve as a pedestrian zone) in the middle of the street. We also want to be sure we provide enough time to the restaurateurs to set up their outdoor cafes.

A parallel effort to change State Street – between Park and Union Streets – into a two-way street is slated to begin on June 17<sup>th</sup>. Both streets will be converted back to their original orientation after Labor Day.

### **Timeline:**

Wednesday, June 17<sup>th</sup> - Convert State Street to two-way  
Monday, June 22<sup>nd</sup> – Close Front Street  
Tuesday June 23<sup>rd</sup> – Thursday 25<sup>th</sup> – Make modifications and paint street  
Friday, June 26<sup>th</sup> - Opening Day

Following is a summary of the components related to the opening of Front Street to pedestrians:

### **Barricades**

Barricades will be placed at the intersections of Park/Front, Cass/Front (2), and Union/Front. Cass Street will remain open for the duration of the summer. The barricades will include a double “gate-system” (similar to the gates at the parking garages) at the Park/Front and the Cass/Front (west) intersections and a single gate-

system at the Cass/Front (east) and Union/Front intersections. The gates will be supplemented with water-barricades (wrapped with the *stay safe, stay open* graphic) through a partnership with the National Cherry Festival and a handful of our downtown planters. The gates will be manipulated by remote control, which we are distributing to all our partners who need street access (e.g., fire, first-responders, trash, etc.).

### **Signage**

We are working with Britten Inc. to install additional banners in strategic locations along Front Street to direct people to other parts of Downtown, specifically; Park, Cass and Union Streets, the Old Town and Warehouse Districts and East and West Front Street. In addition, we are planning to place matching QR codes at these locations that will direct customers to a digital list of businesses on that specific block. The additional signage will address concerns from business owners on side streets throughout Downtown that the pedestrian only Front Street will severely impact their business.

### **Painting and Markings**

In cooperation with city public safety officials, we will be marking an “emergency lane” that will stretch down the middle of the entire street. The 20-foot emergency lane will be open for pedestrians and allow space for emergency vehicles if needed. The lane will also serve as a visual cue for the physical extend of outdoor cafes.

Up North Pride has agreed to fund and coordinate with local designers to mark and paint the emergency lane. Slogans, like “We are Downtown Together”, a phrase that we created through the Buy Local Give Local Campaign, might also be incorporated in prominent locations.

In addition to the emergency/pedestrian lane indicator, DDA staff plans to place visual markers (colored dots) every six feet on the sidewalk, that lead (like bread crumbs) to art pieces (created in partnership with community organizations) in other areas of Downtown. This will, staff hopes, indicate where people may wait for a table (while maintaining social distancing standards) and encourage pedestrian traffic throughout our DDA District.

We are still in the planning stages, but we are anticipating the visual markers will lead to six locations throughout Downtown. The locations and partner organization include:

- Red - National Cherry Festival - National Cherry Festival Office
- Orange - Norte - The Little Fleet
- Yellow - Arts for All - The Cheese Lady
- Green - TART (TBD) - Rare Bird Brewpub
- Blue - Hotel Indigo - FLOW
- Violet - Crooked Tree Arts Center - Crooked Tree Arts Center

### **Outdoor Cafes**

We are currently working with restaurateurs to place outdoor seating (cafes) on the street. While we want to provide each restaurant with as much space as possible, we need to be sure they do not block the entry (visually and physically) of neighboring retail



establishments. Outdoor seating will occupy about an 11' x 40' space (roughly the length of two parking spaces). Restaurateurs will need to secure a sidewalk permit from the City to be able to place tables in the street. We have made a formal request to the City Commission to consider allowing café tables to be left in the street over night if the restaurateur agrees to maintain and clean the street in and around their establishment.

### **Public Amenities**

DDA staff is working with SEEDS to establish an "adopt a parklet" program, in which local non-profits would volunteer to create and maintain parklets throughout downtown. A parklet is a designated public space within the street for passive uses. We hope the parklets will provide an inviting place for people to relax Downtown.

Bikers will be required to walk their bikes along the 100 and 200 blocks of Front Street. However, we are working to place existing bike racks at strategic locations along Front Street

### **Parking**

To accommodate the loss of parking on Front Street, we will redistribute handicap parking spaces to Park, Cass, and Union streets. 30 minute curb-side spaces will also be placed on Park, Cass, and Union streets for deliveries, pick-up orders or carry-out.

We are working to update the pay station and Parkmobile configurations of the surrounding surface lots to increase time limits and allow for longer durations of parking. The following surface lots will increase from 2 hour parking to 4 hour parking (Front Street currently has 3-hour parking limits):

- Lot A – North alley of 100 E Front
- Lot B – Along river – Farmers Market
- Lot G – 100 E State – Mode's Bum Steer
- Lot O – 100 E State – Omelette Shoppe

We foresee having additional hourly parking availability in the Hardy Parking Garage this summer, as businesses continue to offer remote work options for their employees and our permit holder occupancy is down. The proximity of Hardy to Park Street will be a convenient parking option.

### **Communication**

The DDA is taking active measures to make sure the public is aware of the street projects. Here is a list of our recent activities:

- Emailed our downtown business owners
- Emailed everyone who participated in our three Zoom meetings
- Developed and sent out a formal press release
- Posted on social media
- Placed information on our website
- Conducted radio interviews (e.g., WTCM, IPR)
- Provided direct notice to TC Tourism

In support of our communication efforts, we have developed user friendly maps depicting the new traffic patterns for downtown and the location of the new handicap and curbside parking spaces. We have also developed a timeline graphic for implementation (see all three attached).

Given the significance of the project, we will host at least two more Zoom meetings with business owners, property owners and residents in July and August to get feedback on how the street opening is working and how we can make adjustments.



UNION ST.

CASS ST.



PARK ST.

FRONT ST.



STATE ST.





UNION ST.

CASS ST.



PARK ST.

FRONT ST.



STATE ST.





UNION ST.

CASS ST.



PARK ST.

FRONT ST.



STATE ST.







Downtown Development Authority  
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## Memorandum

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To: DDA Board

From: Jean Derenzy – DDA, CEO

Date: June 15, 2020

Subject: Development Project Updates

### 124 West Front

Great Lakes Capital (GLC) is proposing to develop a mixed-use development on 1.25 acres along the Boardman River at 124 West Front Street. This is the last vacant parcel on Front Street in Downtown. The parcel is considered a brownfield site. The new development (“Tru-Blue Lofts”) will consist of 82 market-rate apartments and over 10,00 square feet of ground floor retail space. GLC is working with the city and MEDC to facilitate the project. The new development will have underground parking and a focus on health-oriented retail tenants. The project will have shared amenities with its sister project across the street (309 Pine). Current housing studies have shown demand for over 500 market rate units in Traverse City and help validate this dynamic project. GLC expects to break ground in October of this year.

### Relationship to Strategic Plan

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **Yes**

- (a) Decrease vacant land by 30%.
- (b) Attract \$200 million in new investment in the downtown District
- (c) Increase connectivity and enhance the relationship with the Boardman River
- (d) Increase workforce housing stock in the downtown

**Area of Focus:** Real Estate and Placemaking

**Goal B:** Establish process to identify and acquire properties for reuse and redevelopment

### 309 West Front

Great Lakes Capital is proposing to also develop a one-acre site on Front and Pine Street in downtown Traverse City. The proposed site is also considered a brownfield site and borders the Boardman River. GLC is planning a mixed use development (“West

End Lofts”), consisting of 90 apartments and over 5,000 square feet of retail. GLC is working with Traverse city and the MEDC to help facilitate the market rate project. . GLC expects to break ground in September of this year.

#### **Relationship to Strategic Plan**

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **Yes**

- (a) Decrease vacant land by 30%.
- (b) Attract \$200 million in new investment in the downtown District
- (c) Increase connectivity and enhance the relationship with the Boardman River
- (d) Increase workforce housing stock in the downtown

**Area of Focus:** Real Estate and Placemaking

**Goal B:** Establish process to identify and acquire properties for reuse and redevelopment

#### **Streetscapes for 160 E. State (Ladies Library Building)**

I am working with the property owner and anticipate having a streetscape participation plan for you in July. This will likely include the replacement of several missing trees, which we are working to diversify throughout downtown (from the blooming pear) to make our entire urban canopy more resilient.

#### **Relationship to Strategic Plan**

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **Yes**

- (a) Increase the quality/rating of our sidewalks/roads
- (b) Attract \$200 million in new investment in the downtown district
- (c) Increase public/green space by 10%
- (d) Continue to manage and maintain critical infrastructure investments

**Area of Focus:** Real Estate and Placemaking

**Goal (B):** Establish process to identify and acquire properties for reuse and redevelopment

#### **Corner of Cass & Front**

As you may have read, the Franklin restaurant will not be re-opening. This leaves a substantial vacancy in one of the busiest corners on Downtown Traverse City. I have reached out to the owners of the building to learn about the possibilities for the property and offer any assistance to bring new ideas, new vibrancy to this very important corner. Although the Franklin is closing, we wish the owners much success and will continue to say hello to them at Stella's.

#### **Relationship to Strategic Plan**

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **Yes**

- (a) Attract \$200 million in new investment in the downtown District



**Area of Focus:** Real Estate and Placemaking & Business Recruitment and Retention

**Goal (B):** Establish process to identify and acquire properties for reuse and redevelopment

**Goal (D):** Assess all the commercial properties within the downtown district

**Action Step (4)** Continue to work with downtown business owners and merchants to study needs and opportunities

### **Financial Projections**

As requested at our May meeting, I will have an overview of the financial projections, meaning the impact that COVID-19 will have on our budgets to the Finance Committee in July. I anticipate having a report made by the finance committee back to the full board in July or August.

### **Relationship to Strategic Plan**

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **No**

**Area of Focus: None**

### **Staffing**

Currently, I have posted a position to replace our Marketing and Communications position with a Community Development Director. Applications are open until June 22<sup>nd</sup>. I am hoping to have a new individual onboard by late August or first part of September. Additional changes in staffing and responsibilities will be an ongoing process, with more shifting of responsibilities based on strengths of individuals and capacity levels.

### **Relationship to Strategic Plan**

Supports Our Mission: **Yes**

Supports Our Vision: **Yes**

In-line with our Values: **Yes**

Addresses a Benchmark: **No**

**Area of Focus: None**