

Traverse City Downtown Development Authority Regular Meeting

Friday, September 15, 2023

9:00 am

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



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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.dda.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. ELECTION OF OFFICERS	
A. Election of Officers (Approval Recommended) (Jean Derenzy) Election of Officers & Appointment to Committees (Jean Derenzy) - PDF DDA Finance Committee roles & responsibilities - PDF DDA Governance Committee roles & responsibilities - PDF Mobility & Parking Advisory Board roles & responsibilities - PDF DDA Board roles & responsibilities - PDF	6 - 16
4. REVIEW AND APPROVAL OF AGENDA	
A. Consideration of approving the agenda as presented.	
5. PUBLIC COMMENT	
6. 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. Approval of minutes of the August 18, 2023 Downtown Development Authority Board of Directors meeting and Governance Training of September 5, 2023 (Approval Recommended) (Jean Derenzy) Downtown Development Authority Regular Meeting - 18 Aug 2023 - Minutes - PDF DDA Board Governance Training - 08 Sep 2023 - Minutes - PDF	17 - 28

- | | | |
|----|--|------------|
| B. | Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for August 023 (Approval Recommended) (Jean Derenzy)
DDA General, TIF 97, Old Town TIF Combined Financials August 2023 - PDF
DDA General, TIF 97, Old Town TIF Combined Dashboard August 2023 - PDF
TC Parking Services Financials August 2023 - PDF
TC Arts Commission Financials August 2023 - PDF | 29 -
39 |
| C. | Hardy Parking Sign Replacement Contract (Approval Recommended) (Nicole VanNess)
Hardy Sign Replacement (Nicole VanNess) - PDF | 40 |
| D. | Parking Professional Services Agreement 5 Year Conditions Assessment (Approval Recommended) (Nicole VanNess)
Conditions Assessment - Parking Structures (Nicole VanNess) - PDF | 41 -
42 |
| E. | Hardy Parking Deck Elevator Report Contract (Approval Recommended) (Nicole VanNess)
Hardy OTIS Elevator Upgrade (Nicole VanNess) - PDF | 43 |

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. SPECIAL ORDER OF BUSINESS

- | | | |
|----|---|------------|
| A. | West End Mixed Use Development Update from Consultants (Fishbeck, Jean Derenzy, Nicole VanNess)
Overview of West End Mixed Use Development (Jean Derenzy, Nicole VanNess) - PDF
Residential - Narrative - PDF
Residential - West End Pine Street - PDF
Parking - Concepts - PDF | 44 -
53 |
|----|---|------------|

9. NEW BUSINESS

- | | | |
|----|---|------------|
| A. | Award of Contract for Communications RFP (Approval Recommended) (Jean Derenzy)
Communications Recommendation Memo (Jean Derenzy) - PDF | 54 -
55 |
|----|---|------------|

10. CEO REPORT

- | | | |
|----|--|------------|
| A. | Moving Downtown Forward Financing Plan (Jean Derenzy, Scott Howard)
Moving Downtown Forward TIF Plan Update Memo (Jean Derenzy, Scott Howard) - PDF | 56 -
59 |
|----|--|------------|

[MDF Project List - PDF](#)
[MDF Timeline and Milestones - PDF](#)

- B. Project Updates (Jean Derenzy) 60 -
[Project Updates \(Jean Derenzy\) - PDF](#) 62
-

11. BOARD MEMBER REPORTS

- A. Arts Commission Update (Steve Nance) 63
[Art Commission Update \(Steve Nance\) - PDF](#)
- B. Mobility & Parking Advisory Board Update (Scott Hardy) (Verbal Update)
-

12. STAFF REPORTS

- A. COO Report (Harry Burkholder) 64
[COO Report \(Harry Burkholder\) - PDF](#)
- B. Transportation Mobility Director Report (Nicole VanNess) 65 -
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#) 69
[Paking Access and Revenue Control Systems Report \(Nicole VaneNess\) - PDF](#)
- C. Downtown Experience Coordinator Report (Abby Taylor) 70
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
-

13. RECEIVE AND FILE

- A. Arts Commission July 2023 Meeting Minutes 71 -
[July 19, 2023 Arts Commission Meeting Minutes - PDF](#) 73
- B. DTCA July 2023 Meeting Minutes 74 -
[July 13, 2023 DTCA Meeting Minutes - PDF](#) 75
-

14. PUBLIC COMMENT

15. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

Increase opportunities for more diverse housing through public and private options.



ACCESS & MOBILITY

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



ECONOMIC DEVELOPMENT

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



WATER SYSTEMS

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



CLIMATE CHANGE

Address climate within all of our City priorities, goals, policies, and actions.



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

Memorandum

To: Downtown Development Authority Board
From: Jean Derenzy, DDA CEO
Date: September 11, 2023
Subject: Election of Officers

Board Officers

Our by-laws require that the election of officers shall happen at the annual organizational meeting. The annual organizational meeting (as identified in our by-laws) shall occur in September, or no less than 90 days from September. The protocol for the nomination of officers requires that our current chair (Mr. Schneider) call the meeting to order and then ask the CEO to call for nominations of Chair. After the Chair is elected, the CEO will turn the meeting over to the Chair who will ask for the remaining nomination of officers.

Our current officers include:

Chair: Gabe Schneider

Vice-Chair: Scott Hardy

Treasurer: Jeff Joubran

Secretary: Richard Lewis

The Chair, Vice-Chair and Treasurer have indicated their willingness to serve for the 2023/2024 year. The office of Secretary will need to be filled by a new board member, as Richard Lewis is not running.

Standing Committees

As you recall, in December of 2022, noting the significant work with the implementation of the Moving Downtown Forward TIF Extension and several large infrastructure projects, the DDA Board approved to transition the two standing committees (Finance and Governance) and restructure the committees' roles and responsibilities into the new monthly study session format, beginning in February 2023.

Note: this transition was approved by adopting the 2023 meeting schedule.

Prior to the transition, the Finance Committee was charged with oversight responsibility for all assets and funds owned or administered by the DDA in accordance with DDA financial policies. The Governance Committee was charged with oversight, review and

recommendations regarding board operations to enhance the quality and future viability of the board. Attached is a more thorough overview of the roles and responsibilities of the two standing committees that the Board adopted in 2019.

Finance Committee Composition

Previous to our new study session format, the Finance Committee was comprised of four (4) board members. The Finance Committee met monthly. However, as per the roles and responsibilities, the Committee must meet minimally six times per year.

Also, as per the roles and responsibilities, the Chair of the Finance Committee must be the Treasurer of the DDA Board.

Governance Committee Composition

Previous to our new study session format, the Governance Committee was comprised of four (4) board members. The Governance Committee met quarterly.

Advisory Committees

DDA board members serve on subcommittees and advisory committees related to specific city and DDA initiatives.

Farmers Market Advisory Committee

The Farmers Market Advisory Committee has one (1) DDA Board member serve as a representative from the DDA Board. Currently, board member Michael Brodsky represents the DDA on this Board. Meetings occur quarterly.

Mobility and Parking Advisory Board

A thorough overview of the roles and responsibilities of the Mobility and Parking Advisory Board is attached. The Mobility and Parking Advisory Board is comprised of four (3) board members and (4) citizens-at-large. Note: the 4th citizen-at-large has not been appointed since the number of committee members was increased to seven in February. The Mobility and Parking Advisory Board meets the first Thursday of each month at 11:00am.

In addition the DDA has been provided a seat on the Arts Commission per the City's approved by-laws of the Arts Commission. The DDA also oversees the Arts Commission through our staff, which Harry Burkholder is assigned to oversee this Commission.

Arts Commission

The Arts Commission has one (1) DDA Board member serve as a representative from the DDA. Meetings occur on the third Wednesday of each month at 3:30pm.

Note: I have DDA Board Roles and Responsibilities that was discussed at our Governance Training for the Board's consideration to approve as well.

A motion is required from the Board for nominations for each officer or a full slate officers can be made in one motion.

In addition, a motion(s) is required from the Board for nominations for each subcommittee/advisory committee.

A motion is also required to approve the DDA Board Roles and Responsibilities, as discussed at our recent Governance Training.

Action Needed:

Nominations for Officers and Motions for appointments to above identified Committees and Advisory Committees. In addition, a motion to approve the DDA Board Roles and Responsibilities should the Board be ready to approve.

Traverse City Downtown Development Authority (TCDDA)
Board of Directors
Finance Committee – Roles & Responsibilities
Established: February 4, 2019

Pursuant to the DDA Board’s by-laws, the Finance Committee is a standing committee of the DDA Board of Directors. The Finance Committee is charged with oversight responsibility for all assets and funds owned or administered by the TCDDA in accordance with all board-adopted financial policies. The Finance Committee has the following roles and responsibilities:

1. Meet at least six times per year but preferably monthly and provide meeting minutes to the full Board of Directors.
2. Recommend the format and information contained in monthly financial reports to the Board.
3. Review monthly financial statements and clarify any outstanding questions or issues with the CEO (or designated staff member) prior to monthly board financial reports.
4. Present and lead discussion on monthly financial reports to the board as a standard agenda item.
5. Receive and review with the CEO (or designated staff member) the Annual Operating Budget in advance of it appearing before the Board for consideration and adoption.
6. Develop, lead and oversee key financial strategies to ensure the organization’s long-term health and sustainability.
7. Recommend any financial management, investment, or spending policies to the board.
8. Review and make recommendations on all insurance policies held by the board.
9. Any other periodic or regular board financial matters as desired by the Board of Directors.

Traverse City Downtown Development Authority (DDA)
Board of Directors
Governance Committee – Roles & Responsibilities
Established: February 4, 2019

Pursuant to the DDA Board’s by-laws, the Governance Committee is a standing committee of the DDA Board of Directors. The Governance Committee is charged with oversight, review and recommendations regarding board operations to enhance the quality and future viability of the Board. The Governance Committee has the following roles and responsibilities:

1. Meet at least quarterly and provide meeting minutes to the full Board of Directors.
2. Lead the board in regularly reviewing and updating its understanding of its roles, responsibilities, and expectations of individual board members.
3. Serve as the planning and review team for organizational strategic planning activities.
4. Assess on an on-going basis the current and anticipated needs for board composition.
5. Develop and recommend the following documents, practices, and policies; conduct annual review of all these items and make recommendations for any updates that may be needed.
 - a. Board Committee job descriptions;
 - b. Board Code of Conduct Policy;
 - c. Board Conflict of Interest Policy and annual statement for signing;
 - d. Qualifications & Characteristics Grid for consideration of potential new board members, including knowledge, attributes, skills, abilities, influence, background, etc.;
 - e. Board Orientation and Operating Manual;
 - f. New member on-boarding process including but not limited to an orientation session for all new board members;
 - g. Board on-going education process, including protocol, content, and schedule;
 - h. Board annual self-assessment protocol and tool;
 - i. A general Board-CEO Roles and Responsibility Policy, distinguishing the respective roles, responsibilities, and relationships;
 - j. Grievance Policy;
 - k. Board process and format for conducting an annual performance and compensation review of the CEO;
 - l. Any other board policies as needed.
6. Establish and conduct reviews of the Employee Compensation Plan, including wages and fringe benefits, every other year and make recommendations to the Board for any adjustments.

7. Review the DDA Board's by-laws annually and make recommendations for any changes if needed.
8. Assist the CEO in planning and implementing board retreats as desired.
9. Regularly review the board's practices and status regarding member participation, confidentiality, attendance and conduct, and provide any recommendations as needed to enhance board effectiveness.
10. Any other periodic or regular Board Governance matters as desired by the Board of Directors.



PARKING AND MOBILITY ADVISORY COMMITTEE

Advisory Committee reviews and considers the following:

Capital Improvement Plans to maintain and improve equipment and technology, invest in new equipment and technology to improve and provide services

Recommendations for expanding or reducing parking allocation through private property and shared-use leases

Review and recommend zoning changes related to parking requirements and park-once initiatives

Review parking supply and support recommendations that improve utilization

Define and formalize performance-based pricing guidelines

Define Parking Benefit District guidelines

Define incentive guidelines for new developments

Support and expand biking options and infrastructure

Support transit initiatives

Support and expand mobility services (i.e. Destination Downtown and Bayline programs)

Support incorporating TDM objective in new public and private developments



DDA Board Roles & Responsibilities

Assure service to the designated constituents:

1. Create, regularly review/modify, and monitor progress on the organization's Strategic Plan.
2. Establish goals, strategies, and priorities based on the mission and community needs.
3. Ensure adequate resources to accomplish the organization's mission and goals.
4. Periodically review and evaluate funding priorities and goals to ensure effectiveness and impact.
5. Be guided by the organization's values/guiding principles.
6. Promote diversity and demonstrate equity and inclusion in all matters.
7. Participate in a regular schedule of strategic planning to maintain excellence and refine the organization's future direction.

Serve as a continuous link between the organization and the community:

1. Act as the organization's ambassador to the community consistent with the organization's communications strategy and at the request of, or in coordination with, the CEO.
2. Periodically review the organization's communication plan and strategies.
3. Be an advocate for the organization consistent with the organization's advocacy/communications strategy, and at the request of, or in coordination, with the CEO.
4. Do not respond to internal or external hearsay but report it to the CEO/ED for discussion and clarification.

Hire, support, and evaluate the Chief Executive Officer (CEO)

1. Clearly identify roles, responsibilities, and accountabilities of the CEO.
2. Establish criteria to monitor and evaluate the performance of the CEO.
3. Establish channels of communication with the CEO that will provide continuous input regarding responsibilities, expectations, and performance.
4. Establish and maintain the highest possible levels of mutual trust and confidence with the CEO.
5. Conduct an annual formal performance review with the CEO.
6. Approve the CEO's annual compensation package.

Ensure legal, ethical, and fiscal integrity:

1. Establish monitoring policies and procedures, relative to the strategic plan and the organization's progress.



2. Exercise fiduciary responsibility and oversight for all assets.
3. Adopt an annual operating budget and regularly assess budget status.
4. Oversee the provision of a regular financial audit by an independent auditor.
5. Faithfully read and understand the financial statements.
6. When representing the organization, act consistently in public with its overall strategy, values, and communication plans.
7. Cause no harm to the organization; instead, pursue board member duties as an advocate for excellence.

Ensure continuing effectiveness of the Board:

1. Establish criteria to monitor the Board's performance.
2. Conduct board self-evaluations every other year (at a minimum).
3. Recruit and orient new board members.
4. Develop and implement an on-going Board Learning and Development Plan.
5. Develop and periodically assess/strengthen board policies.

Learning Expectations:

1. Steward the organization's vision, mission, goals, and objectives.
2. Embody the organization's values and guiding principles.
3. Focus on the overall strategy, policy, and integrity of the organization; respect the CEO's role in administering and operating the organization.
4. Adhere to all board policies and state and federal laws regarding avoidance of harassment and discrimination.
5. Strive to attend at least 75% of board meetings annually (either in person or electronically).
6. Serve in leadership positions or undertake committee assignments or special assignments willingly when asked.
7. Represent the organization at community events, as requested by the board Chair or CEO.
8. Keep abreast of trends in the field.
9. Prepare for and actively participate in Board and committee meetings and other organizational activities.
10. Ask timely, relevant, and substantive questions.
11. Respect and maintain confidentiality of the Board discussions.
12. Suggest agenda items periodically for Board and committee meetings, to ensure that significant strategy, policy, fiscal, and reputational matters are addressed in a timely fashion.
13. Participate in fund development activities as specified for individual board members (if applicable).
14. Adhere to federal and state laws regarding the Open Meetings Act and other public organizational legal requirements (if applicable).



Avoid Conflict:

1. Serve the mission and community as a whole, rather than special interest groups.
2. Publicly and privately support the majority-voted decisions and positions of the board.
3. Represent the entire constituency as opposed to one or more sub-sets.
4. Avoid even the appearance of a conflict of interest and disclose any possible or potential conflicts in advance.
5. Maintain independence and objectivity and do with a sense of fairness, ethics, and personal integrity dictate.
6. Never accept or offer favors or gifts from or to, anyone who may be affiliated with the organization.

Relationship with staff:

1. Counsel the CEO as appropriate and offer support.
2. Respect the distinction between your role and that of the CEO. Do not assign tasks give directions, or provide performance feedback to the CEO's staff.
3. Avoid judgements on the basis of internal hearsay and urge those with concerns to work directly with the CEO.
4. Understand that board members are largely selected on the basis of skills, background, and experience primarily for the purpose pf policy, fiscal integrity, and strategy.
5. Make a distinction between your roles as a board member vs. as a volunteer on a specific project of program.

Relationships with other Board members:

1. Bring a sense of openness, honesty, respect, patience, and good humor to the Board's deliberations.
2. Do not remain silent. Express your ideas, opinions, and questions.
3. Promote candor among Board members to create trust in each other's judgement and the acceptance of differing opinions.
4. Deal openly and honestly with difference of opinion, without personal rancor or resentment.
5. Following full consideration of issues, support the majority decision of the Board outside of the boardroom.
6. Suggest potential nominees for the Board when needed.

Acknowledgment: To be reviewed and signed by each board member annually.

I have read and reviewed the roles and responsibilities of the Board and its individual members. I



understand and accept my role, and I agree to comply with the responsibilities of this office.

Signature: _____ Date: _____

Name: _____



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 18, 2023**

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 9:00 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Board Member Ed Slosky

The following Board Members were absent: Board Member Jeff Joubran, Student Liaison Will Unger

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 9:00AM.

(b) **ROLL CALL**

Katy Bertodatto arrived at 9:05am.

(c) **REVIEW AND APPROVAL OF AGENDA**

- (1) Consideration of approving the agenda as presented.

Approval of the agenda as presented.

Moved by Scott Hardy, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran and Katy Bertodatto

CARRIED. 10-0-2 on a recorded vote

(d) **PUBLIC COMMENT**

No Public Comment.

(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, 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.

- (1) Approval of minutes of the July 21, 2023 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for July 2023 (Approval Recommended) (Jean Derenzy)
- (3) Parking Elevator Contract (Approval Recommended) (Nicole VanNess)

That the DDA Board approve the consent calendar as presented.

Moved by Richard Lewis, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran and Katy Bertodatto

CARRIED. 10-0-2 on a recorded vote

(f) **SPECIAL ORDER OF BUSINESS**

- (1) TART Trail Extension (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Shawn Winter
Julie Clark
Chris Zull
Peter Kirkwood
Pam Marsh
Gabe Schneider
Richard Lewis
Scott Hardy
Katy Bertodatto
Ed Slosky

That the DDA Board of Director approve the TART Trail Improvement and Extension Final Plan.

Moved by Ed Slosky, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(g) **OLD BUSINESS**

- (1) Update on Retail Incubator (Jean Derenzy, Harry Burkholder)

The Following Addressed the Board:

Harry Burkholder
Jean Derenzy, DDA CEO
Nick Beadleston
Gabe Schneider
Steve Nance
Scott Hardy
Katy Bertodatto

(h) **NEW BUSINESS**

- (1) EGLE Grant Award Acceptance (Approval Recommended) (Jean Dereny)

Jean Derenzy distributed a map attachment to the board.

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Gabe Schneider
Scott Hardy

That the DDA Board of Directors approve a grant agreement between the Department of Environment, Great Lakes and Energy and DDA for \$900,000 for the West End Mixed-Use Development project and authorization for the chair to execute that agreement.

Richard Lewis amended the motion:

That the DDA Board of Directors approve a grant agreement between the Department of Environment, Great Lakes and Energy and DDA for \$900,000 for the West End Mixed-Use Development project and authorization for the chair to execute that agreement, subject to approval and as to form and substance by the DDA CEO and DDA Attorney.

Moved by Richard Lewis, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

[West End Mixd-Use Development Map - PDF](#)

- (2) Mobility & Parking Advisory Board Report (Scott Hardy)

The Following Addressed the Board:

Scott Hardy
Katy Bertodatto
Gabe Schneider
Peter Kirkwood
Eric Lingaur
Jean Derenzy
Pam Marsh
Bill Clark

- (3) 2023/2024 Budget: 8th St. Intersections Increase in Costs (Approval Recommended)
(Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Pam Marsh

Katy Bertodatto
Richard Lewis
Zach Cole
Peter Kirkwood
Steve Nance
Todd McMillen
Ed Slosky
Scott Hardy

That the DDA Board of Directors approve to increase the Old Town TIF budget for 8th street intersections of Cass and Union to \$883,445.

Moved by Richard Lewis, Seconded by Todd McMillen

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy,
Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy
Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(i) **CEO REPORT**

(1) Overall Data Collection from Summer Intern (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Ava Warren
Gabe Schneider
Katy Bertodatto
Ed Slosky
Pam Marsh
Steve Nance

Todd McMillen left the meeting at 10:32am.

(2) Communications RFP (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider

(3) Moving Downtown Forward TIF Plan (Jean Derenzy, Scott Howard)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider

- (4) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider

(j) **BOARD MEMBER REPORTS**

- (1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance
Scott Hardy

(k) **STAFF REPORTS**

- (1) COO Report (Harry Burkholder)

The Following Addressed the Board:

Harry Burkholder

- (2) Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Ed Slosky
Jean Derenzy, DDA CEO

- (3) Downtown Experience Coordinator Report (Abby Taylor) (Memo Forthcoming)

Memo from Downtown Experience Coordinator distributed on tables.

The Following Addressed the Board:

Jean Derenzy, DDA CEO

[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)

(l) **RECEIVE AND FILE**

- (1) Arts Commission June 2023 Meeting Minutes
- (2) DTCA June 2023 Meeting Minutes
- (3) Mobility & Parking Advisory Board July 2023 Meeting Minutes

(m) **PUBLIC COMMENT**

The Following Addressed the Board:

Pam Marsh

(n) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting at 10:49AM.

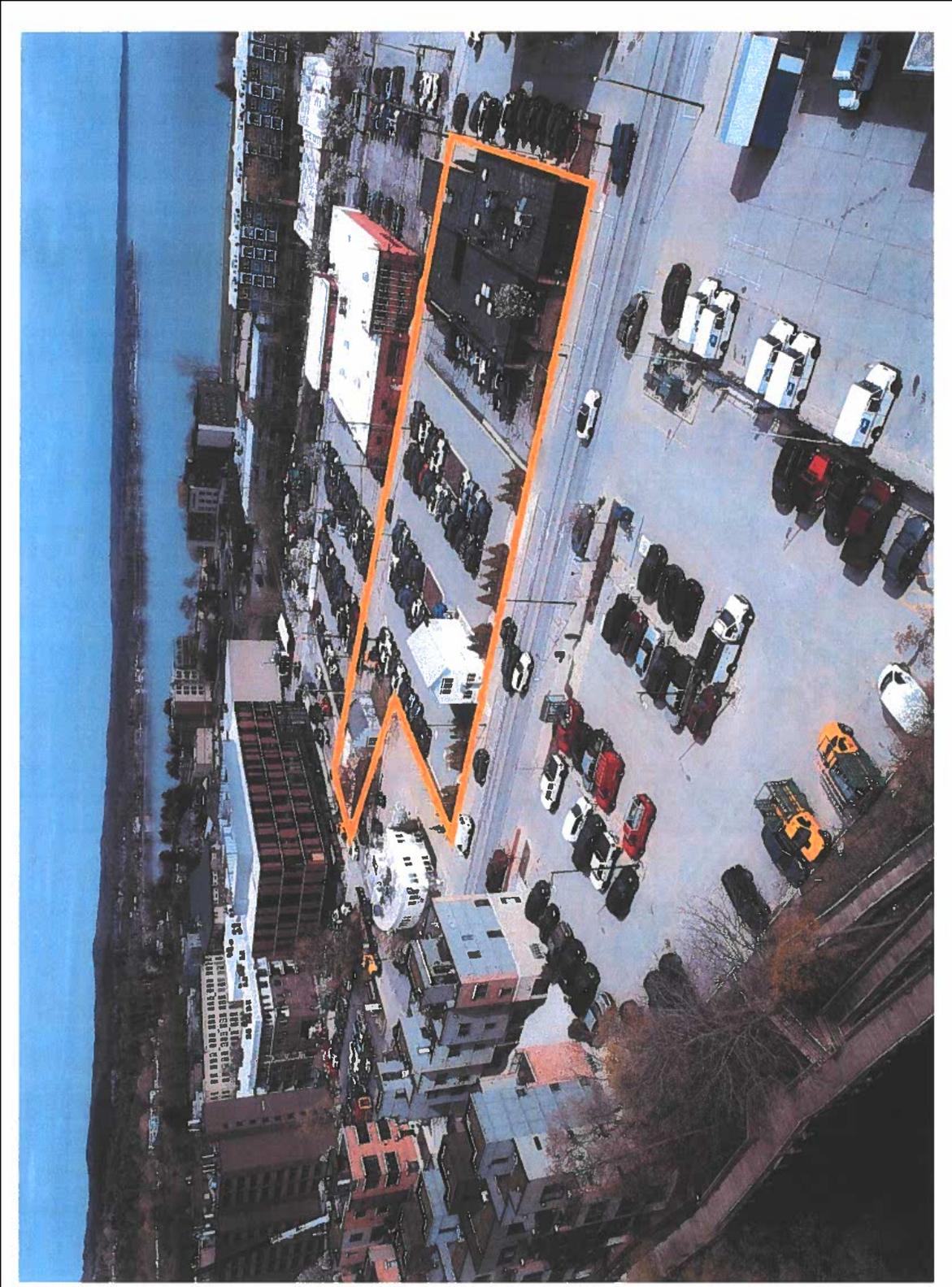
Moved by Steve Nance, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO





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

Memorandum

To: Downtown Development Authority Board
From: Abby Taylor, DDA Downtown Experience Coordinator
Date: August 18, 2023
Subject: Event Updates

Street Sale and Friday Night Live Recap

We had such an awesome day on August 4 starting with the Street Sale and ending the night with The Accidentals at the center of Front Street. There was a constant flow of people shopping and enjoying all of the activities until 9:30pm. Make sure to visit our social media platforms for photos that captured the day! We will reschedule the bands that were supposed to be performing at the August 11 Friday Night Live. This will be a pop up or future event. All of the nonprofits that were planning on this evening have been invited to have a booth at the Downtown Art Fair with their booth fee waived. We were sad to have to cancel due to the thunderstorms in the forecast all day, but summer has been fun and we love the energy around us!

Downtown Art Fair

The Downtown Art Fair will take place this Saturday, August 19 from 10:00am-5:00pm on Cass Street between Front Street and the alley behind Towne Plaza. We have over 65 artists and multiple food vendors. Come down and support our local artists and have lunch downtown all in one area!

Movies in the Square

Our event intern, Arianna Bowman has been the lead coordinator on Movies in the Square put on by the DDA. The first night at Rotary Square was a hit with the Disney movie, Moana. There were roughly 300 people in attendance. The next movie night will be Tuesday, August 22 showing Top Gun: Maverick. This movie will begin at 9:00pm. Bring a chair or blanket and tell your friends!

Popcorn and snacks will be available for purchase. Additionally, Playa Bowls and Water's Edge Sweet Tooth will have smoothies and treats for purchase to go along with the movie theme. Thank you to Traverse City Tourism for their sponsorship for this free community event.

Our Bonus Employees

Arianna Bowman has been such a huge asset to our team these last two summers and we will miss her as she goes back to Central Michigan for her final year to pursue Event Management. Ava Warren has also been such a hard worker and has helped me at events on the weekends! She will be heading back to Michigan to pursue Economics. Both of these ladies are juggling multiple jobs and still have an incredible attitude and work ethic. Even though it was an internship for both of them, I looked at them as more of a bonus employee. We are truly grateful for these two and know they will be successful!

On the Horizon

We have some fall fun on the horizon as we look forward to the Downtown Tailgate at Rotary Square on Saturday, October 21 and the Halloween Walk Saturday, October 28. Beyond the fall events, sign ups are now on our website at <https://www.downtowntc.com/annual-event-calendar/> for Shop Your Community nonprofits and Light Parade participants. Shop Your Community Day is Saturday, November 11 this year and Santa's Arrival and Light Parade are Saturday, November 18.



**Minutes of the
Downtown Development Authority for the City of Traverse
City Governance Training
Friday, September 8, 2023**

Governance Training of the Downtown Development Authority of the City of Traverse City was called to order at the Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 12 p.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Mayor Richard Lewis, Student Liaison Emillia Curet

The following Board Members were absent: Board Member Katy Bertodatto, and Board Member Michael Brodsky

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 12:00PM.

(b) **ROLL CALL**

(c) **TOPICS OF DISCUSSION**

- (1) DDA Board Governance Training (Elaine Wood)

Wood provided governance training to the board members.

Jeff Joubran left the meeting at 1:30pm.

(d) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 2:05PM.

Jean Derenzy, Traverse City DDA
CEO

Draft

Traverse City DDA - General

Adjusted Trial Balance

As of August 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	3,831,776.88				3,831,776.88	
1010 Fifth Third Savings - 6740	204,661.96				204,661.96	
1072 Bill.com Money Out Clearing	5.00				5.00	
1200 Accounts Receivable	320,830.28				320,830.28	
1104 Due From Other Funds	10,969.32				10,969.32	
1499 Undeposited Funds		68,750.00				68,750.00
2000 Accounts Payable		2,105.00				2,105.00
2100 Due to Other Funds		704.50				704.50
2110 Due to Oldtown TIF		618,776.11				618,776.11
2120 Due to TIF 97		2,811,008.04				2,811,008.04
2202 Payroll Liabilities:Accrued Payroll Liabilities		10,084.64				10,084.64
2203 Payroll Liabilities:Accrued Salaries		38,861.35				38,861.35
2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable	6,860.11				6,860.11	
2220 Payroll Liabilities:Life & Disability Insurance Payable		685.36				685.36
2301 Deposits Payable:Double Up Food Bucks		5,131.61				5,131.61
2303 Deposits Payable:NCF Reimbursements	2,055.00				2,055.00	
2304 Deposits Payable:Prescriptions for Health		4,830.64				4,830.64
2305 Deposits Payable:Project Fresh		704.00				704.00
2306 Deposits Payable:Senior Project Fresh	2,435.00				2,435.00	
2407 GRANTS:MEDC (Civic Square)		100,000.00				100,000.00
2600 Deferred Income		78,736.91				78,736.91
Suspense		950.52				950.52
3000 Opening Bal Equity		107,606.27				107,606.27
3900 Retained Earnings		353,148.94				353,148.94
4101 TAXES:Property Taxes		113,159.26				113,159.26
4204 GRANTS & CONTRIBUTIONS:Grants - EGLE cornwell		1,509.99				1,509.99
4302 REIMBURSEMENTS:Administrative Services		183,839.75				183,839.75
4303 REIMBURSEMENTS:Parking Services		137,500.00				137,500.00
4305 REIMBURSEMENTS:Farmers Market online Revenue		31,737.14				31,737.14
4501 INTEREST INCOME:Interest & Dividends		443.60				443.60
5101 SALARIES:Salaries & Wages	94,386.09				94,386.09	
5102 SALARIES:Hourly Wage Expense	69,805.81				69,805.81	
5201 FRINGE BENEFITS:Health Insurance	3,815.70				3,815.70	
5202 FRINGE BENEFITS:Disability Insurance Benefits	1,080.09				1,080.09	
5203 FRINGE BENEFITS:Life Insurance Expense	338.67				338.67	
5204 FRINGE BENEFITS:457 Company Matching	11,390.18				11,390.18	
5208 FRINGE BENEFITS:Social Security Tax Expense	10,634.02				10,634.02	
5209 FRINGE BENEFITS:Medicare Tax Expense	2,487.03				2,487.03	
5210 FRINGE BENEFITS:SUTA Tax Expense	394.87				394.87	
5301 OFFICE SUPPLIES AND UTILITIES:Office		368.47				368.47

Accrual Basis Sunday, September 10, 2023 05:59 PM GMT-04:00

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Traverse City DDA - General

Adjusted Trial Balance

As of August 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
Supplies						
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	1,100.38				1,100.38	
5303 OFFICE SUPPLIES AND UTILITIES:Operation Supplies	32.00				32.00	
5305 OFFICE SUPPLIES AND UTILITIES:Dues and Memberships	916.49				916.49	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	176.71				176.71	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	1,300.96				1,300.96	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	200.00				200.00	
5400 PROFESSIONAL SERVICES	165.00				165.00	
5402 PROFESSIONAL SERVICES:Legal	5,325.00				5,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	16,424.97				16,424.97	
5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg	312.00				312.00	
5413 PROFESSIONAL SERVICES:Grant Exp SOM Cive Square	56,086.08				56,086.08	
5415 PROFESSIONAL SERVICES:Online Farmers Market Expense	10,820.99				10,820.99	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	1,740.00				1,740.00	
5501 TRAVEL AND CONFERENCES:Lodging, meals	2,406.30				2,406.30	
9000 Ask Account				290.79		290.79
TOTAL	\$4,670,932.89	\$4,670,932.89	\$0.00	\$0.00	\$4,670,932.89	\$4,670,932.89

Traverse City DDA - TIF 97

Adjusted Trial Balance

As of August 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 8026	5,044,217.28				5,044,217.28	
1200 Accounts Receivable	127,162.43				127,162.43	
1104 OTHER CURRENT ASSETS:Due From DDA	2,811,008.04				2,811,008.04	
1300 Pre-Paid Expense	38,842.79				38,842.79	
2000 Accounts Payable		37,966.22				37,966.22
2200 Deferred Revenue		48,631.87				48,631.87
3000 Opening Bal Equity	21,200.00				21,200.00	
3900 Retained Earnings		5,416,127.89				5,416,127.89
4101 TAXES:Property Taxes		2,678,112.73				2,678,112.73
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	898.33				898.33	
5303 OFFICE SUPPLIES AND UTILITIES:Purchases	1,702.28				1,702.28	
5309 OFFICE SUPPLIES AND UTILITIES:Bank Charges	118.05				118.05	
5400 PROFESSIONAL SERVICES	90.00				90.00	
5402 PROFESSIONAL SERVICES:Legal	5,325.00				5,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	10,023.95				10,023.95	
5408 PROFESSIONAL SERVICES:Service Agreement	72,420.00				72,420.00	
5410 PROFESSIONAL SERVICES:Marketing/Communication	553.56				553.56	
5414 PROFESSIONAL SERVICES:Traverse Connect	35,000.00				35,000.00	
5500 Contributions to District Construction Projects	4,150.00				4,150.00	
5901 REPAIR & MAINTENANCE EXPENSES:Repairs and Maintenance	1,094.50				1,094.50	
6001 TAXES & TRANSFERS:Taxes Paid	7,032.50				7,032.50	
TOTAL	\$8,180,838.71	\$8,180,838.71	\$0.00	\$0.00	\$8,180,838.71	\$8,180,838.71

DDA Old Town TIF

Adjusted Trial Balance

As of August 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 1000 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 0650	1,248,528.26				1,248,528.26	
1104 OTHER CURRENT ASSETS:Due From DDA	618,776.11				618,776.11	
2000 Accounts Payable		9,258.08				9,258.08
3900 Retained Earnings		1,246,172.17				1,246,172.17
4101 TAXES:Property Taxes		618,776.11				618,776.11
5302 OFFICE SUPPLIES & UTILITIES:Utilities	164.16				164.16	
5303 OFFICE SUPPLIES & UTILITIES:Purchases	400.00				400.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	577.48				577.48	
5406 PROFESSIONAL SERVICES:Traverse Connect	5,000.00				5,000.00	
5900 Repairs and Maintenance	760.35				760.35	
TOTAL	\$1,874,206.36	\$1,874,206.36	\$0.00	\$0.00	\$1,874,206.36	\$1,874,206.36

TC Downtown Development Authority (DDA)
Board Financial Report - Dashboard

8/31/2023

Downtown Development Authority (DDA)

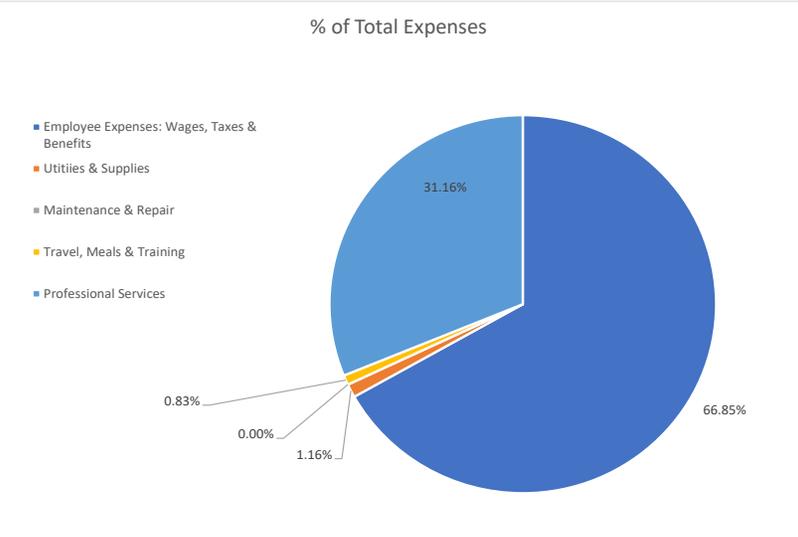
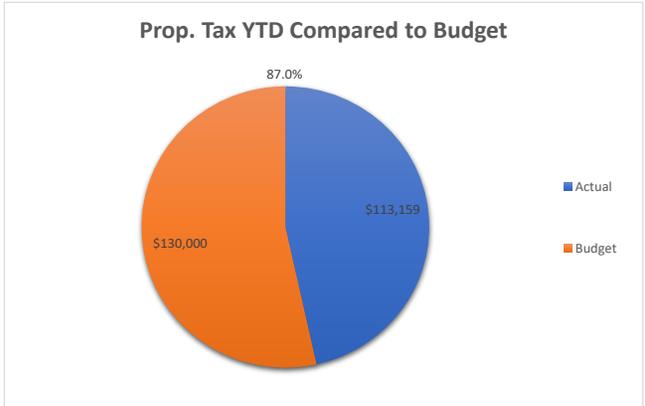
Financial Position	YTD as of 8/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 4,036,444	\$ 663,213	\$ 3,373,230
Other Assets	263,050	143,178	119,871
Total Assets	\$ 4,299,493	\$ 806,392	\$ 3,493,102
Current Liabilities	\$ 2,105	\$ 32,054	\$ (29,949)
Total Other Liabilities	3,659,124	313,583	3,345,541
Total Liabilities	3,661,229	345,637	3,315,592
Fund Balance	638,265	460,755	177,510
Total Liabilities and Fund Balance	\$ 4,299,493	\$ 806,392	\$ 3,493,102

* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 113,159	\$ 130,000	87.0%
Grants & Contributions	1,510	100,000	1.5%
Reimbursements	353,077	1,585,359	22.3%
Rental Income	-	115,000	0.0%
Interest	444	1,000	44.4%
Total Revenue	\$ 468,190	\$ 1,931,359	24%

Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 194,332	\$ 1,450,516	13%
Utilities & Supplies	3,358	63,000	5%
Maintenance & Repair	-	0	0%
Travel, Meals & Training	2,406	30,000	8%
Professional Services	90,583	360,000	25%
Total Expenses	\$ 290,680	\$ 1,903,516	15%

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements



Tax Increment Financing Bond 97 (TIF97)
Board Financial Report - Dashboard

8/31/2023

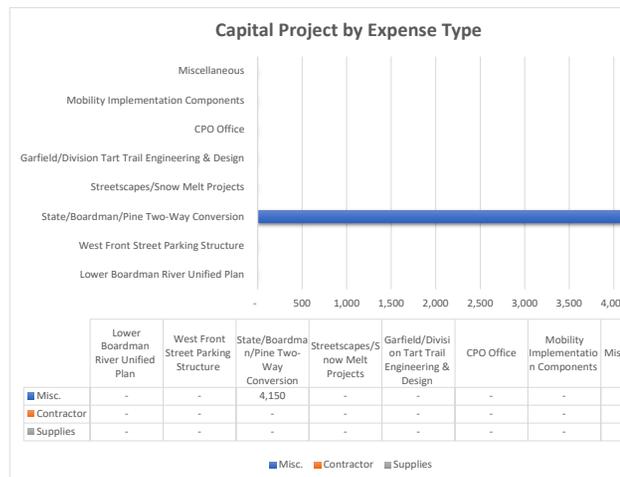
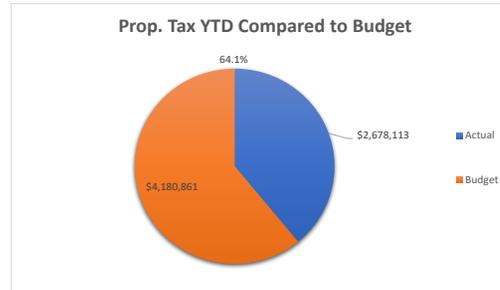
Tax Increment Financing Bond 97 (TIF97)			
Financial Position	YTD as of 8/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 5,044,217	\$ 343,231	\$ 4,700,987
Other Assets	2,977,013	5,113,905	(2,136,892)
Total Assets	\$ 8,021,231	\$ 5,457,136	\$ 2,564,095
Current Liabilities	\$ 37,966	\$ 13,576	\$ 24,390
Total Other Liabilities	48,632	48,632	-
Total Liabilities	86,598	62,208	24,390
Fund Balance	7,934,632	5,394,928	2,539,705
Total Liabilities and Fund Balance	\$ 8,021,231	\$ 5,457,136	\$ 2,564,095

* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 2,678,113	\$ 4,180,861	64.1%
Grant Revenue	-	40,000	
Reimbursements	-	130,000	0.0%
Interest	-	4,500	0.0%
Total Revenue	\$ 2,678,113	\$ 4,355,361	61%

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 2,719	\$ 20,000	0%
Professional Services	123,413	1,822,563	7%
Repair & Maintenance	1,095	250,000	0%
Capital Projects	4,150	1,975,000	0%
Debt Service	-	953,440	0%
Taxes & Transfers	7,033	-	#DIV/0!
Total Expenses	\$ 138,408	\$ 5,021,003	3%

Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman River Unified Plan	-	500,000	0%
West Front Street Parking Structure	-	500,000	0%
State/Boardman/Pine Two-Way Conversion	4,150	200,000	2%
Streetscapes/Snow Melt Projects	-	325,000	0%
Garfield/Division Tart Trail Engineering & Design	-	200,000	0%
CPO Office	-	100,000	0%
Mobility Implementation Components	-	50,000	0%
Miscellaneous	-	100,000	0%
Total Project Expenses	\$ 4,150	\$ 1,975,000	0%



No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

Old Town Tax Increment Financing
Board Financial Report - Dashboard

8/31/2023

Old Town Tax Increment Financing Bond (OT TIF)				
Financial Position	YTD as of 8/31/2023	Prior Year as of 6/30/2023 *	Change	
Total Cash and Cash Equivalents	\$ 1,248,528	\$ 1,250,369	\$	(1,840)
Other Assets	618,776	-		618,776
Total Assets	\$ 1,867,304	\$ 1,250,369	\$	616,936
Current Liabilities	\$ 9,258	\$ 4,196	\$	5,062
Total Other Liabilities	-	-		-
Total Liabilities	9,258	4,196	\$	5,062
Fund Balance	1,858,046	1,246,172		611,874
Total Liabilities and Fund Balance	\$ 1,867,304	\$ 1,250,369	\$	616,936

* Prior year balances are pre-audit and subject to change

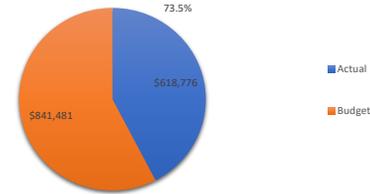
Revenue	YTD	Annual Budget	% of Budget	
Property Taxes	\$ 618,776	\$ 841,481	73.5%	
Interest	-	100	0.0%	
Total Revenue	\$ 618,776	\$ 841,581	74%	

Expenses	YTD	Annual Budget	% of Budget	
Utilities	\$ 564	\$ 600	0%	
Professional Services	5,577	252,850	0%	
Other: Printing/Publishing, Supplies	-	0	0%	
Repairs & Maintenance	760	50,000	2%	
Capital Projects	-	805,000	0%	
Total Expenses	\$ 6,902	\$ 1,108,450	1%	

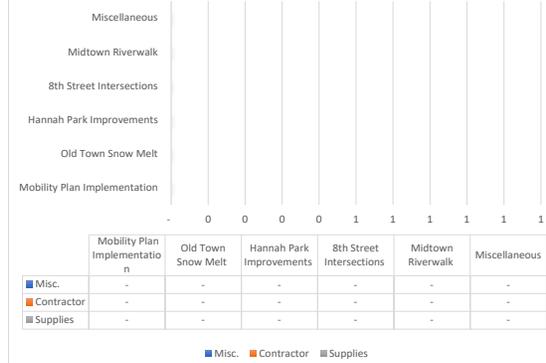
Capital Project Expenses:	YTD	Annual Budget	% of Budget	
Mobility Plan Implementation	-	25,000	0%	
Old Town Snow Melt	-	100,000	0%	
Hannah Park Improvements	-	70,000		
8th Street Intersections	-	300,000		
Midtown Riverwalk	-	300,000	0%	
Miscellaneous	-	10,000	0%	
Total Project Expenses	\$ -	\$ 805,000	0%	

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

Prop. Tax YTD Compared to Budget



Capital Project by Expense Type



GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			% BDGT USED
		NDED BUDGET	08/31/2023	MONTH ENCUMBERED	ENCUMBERED	ENCUMBERED	
				08/31/23	EAR-TO-DATE	BALANCE	
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	100.00	0.00	0.00	(100.00)	100.00
585-000-652.000	PARKING FEES-COIN	1,800,000.00	383,641.71	124,506.37	0.00	1,416,358.29	21.31
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	10,492.50	1,038.50	0.00	189,507.50	5.25
585-000-653.007	PERMITS - NEIGHBORHOOD	2,200.00	30.00	0.00	0.00	2,170.00	1.36
585-000-653.010	DESTINATION DOWNTOWN	0.00	150.00	5.00	0.00	(150.00)	100.00
585-000-656.010	PARKING FINES	225,000.00	40,331.50	6,130.50	0.00	184,668.50	17.93
585-000-664.000	INTEREST & DIVIDEND EARNIN	66,000.00	7,706.52	0.00	0.00	58,293.48	11.68
585-000-677.000	REIMBURSEMENTS	6,000.00	851.05	851.05	0.00	5,148.95	14.18
585-000-686.000	MISCELLANEOUS INCOME	1,700.00	0.00	0.00	0.00	1,700.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	(30,143.60)	30,143.60	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,300,900.00	443,303.28	132,531.42	(30,143.60)	1,887,740.32	17.96
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	250,000.00	97,207.50	12,165.00	0.00	152,792.50	38.88
585-586-653.005	PERMITS-PARKING DECK	150,000.00	15,637.00	2,355.00	0.00	134,363.00	10.42
585-586-668.000	RENTS AND ROYALTIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 586 - HARDY DECK		430,000.00	112,844.50	14,520.00	0.00	317,155.50	26.24
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	70,000.00	92,998.50	30.00	0.00	(22,998.50)	132.86
585-587-653.005	PERMITS-PARKING DECK	100,000.00	8,286.38	2,676.38	0.00	91,713.62	8.29
Total Dept 587 - OLD TOWN DECK		170,000.00	101,284.88	2,706.38	0.00	68,715.12	59.58
TOTAL REVENUES		2,900,900.00	657,432.66	149,757.80	(30,143.60)	2,273,610.94	21.62
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	10,600.00	400.42	202.78	0.00	10,199.58	3.78
585-585-704.000	EMPLOYEE OVERTIME	2,300.00	0.00	0.00	0.00	2,300.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	36.25	(0.62)	0.00	(36.25)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	29.58	14.99	0.00	170.42	14.79
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	19.04	9.52	0.00	80.96	19.04
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	4.65	2.32	0.00	(4.65)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	57.17	57.17	0.00	642.83	8.17
585-585-727.000	OFFICE SUPPLIES	6,000.00	738.36	319.05	1,282.16	3,979.48	33.68
585-585-740.000	OPERATION SUPPLIES	37,000.00	3,173.14	2,882.35	36,239.19	(2,412.33)	106.52
585-585-801.000	PROFESSIONAL AND CONTRAC'	968,000.00	196,368.24	57,384.18	1,088,105.26	(316,473.50)	132.69
585-585-802.000	INFORMATION TECHNOLOGY S	175,200.00	7,488.00	4,050.00	283,850.08	(116,138.08)	166.29
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	20,800.00	2,119.15	1,573.88	210,873.00	(192,192.15)	1,024.00
585-585-854.000	CITY FEE	141,700.00	0.00	0.00	0.00	141,700.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	763.04	305.95	0.00	4,236.96	15.26
585-585-862.000	PROFESSIONAL DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
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	15,000.00	0.00	0.00	0.00	15,000.00	0.00
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	99.90	16.00	97.94	13,802.16	1.41

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR		ENCUMBERED BALANCE	% BDGT USED
		UNDEB BUDGET	08/31/2023	08/31/23	YEAR-TO-DATE		
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-910.000	INSURANCE AND BONDS	13,900.00	1,609.85	0.00	0.00	12,290.15	11.58
585-585-920.000	PUBLIC UTILITIES	15,000.00	2,206.88	1,061.54	0.00	12,793.12	14.71
585-585-930.000	REPAIRS AND MAINTENANCE	157,100.00	2,594.62	2,268.11	42,504.38	112,001.00	28.71
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	543.76	(344.08)	0.00	456.24	54.38
585-585-940.000	RENTAL EXPENSE	48,800.00	(731.92)	385.32	54,641.03	(5,109.11)	110.47
585-585-956.000	MISCELLANEOUS	40,000.00	10,966.20	0.00	0.00	29,033.80	27.42
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-977.000	EQUIPMENT	125,000.00	66,890.00	66,890.00	46,313.00	11,797.00	90.56
585-585-977.000-22-7	EQUIPMENT	0.00	0.00	0.00	510.10	(510.10)	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,935,900.00	295,376.33	137,078.46	1,764,416.14	(123,892.47)	106.40
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	2,721.60	2,721.60	2,174.40	(3,896.00)	489.60
585-586-740.000	OPERATION SUPPLIES	9,000.00	4,397.62	4,397.62	10,791.97	(6,189.59)	168.77
585-586-801.000	PROFESSIONAL AND CONTRAC'	111,900.00	15,638.25	10,263.25	241,183.43	(144,921.68)	229.51
585-586-802.000	INFORMATION TECHNOLOGY S	8,800.00	0.00	0.00	43,403.00	(34,603.00)	493.22
585-586-850.000	COMMUNICATIONS	3,300.00	763.62	332.31	0.00	2,536.38	23.14
585-586-910.000	INSURANCE AND BONDS	8,000.00	574.21	0.00	0.00	7,425.79	7.18
585-586-920.000	PUBLIC UTILITIES	55,000.00	4,300.37	1,905.30	0.00	50,699.63	7.82
585-586-930.000	REPAIRS AND MAINTENANCE	285,600.00	14,109.55	11,151.95	66,366.44	205,124.01	28.18
585-586-940.000	RENTAL EXPENSE	22,400.00	116.00	58.00	0.00	22,284.00	0.52
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
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	5,000.00	0.00	0.00	5,569.60	(569.60)	111.39
Total Dept 586 - HARDY DECK		740,000.00	42,621.22	30,830.03	369,488.84	327,889.94	55.69
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	1,814.40	1,814.40	1,449.60	(3,264.00)	100.00
585-587-740.000	OPERATION SUPPLIES	8,000.00	3,114.35	2,838.00	10,068.46	(5,182.81)	164.79
585-587-801.000	PROFESSIONAL AND CONTRAC'	87,700.00	14,750.00	9,375.00	137,317.29	(64,367.29)	173.39
585-587-802.000	INFORMATION TECHNOLOGY S	9,000.00	220.00	220.00	37,807.00	(29,027.00)	422.52
585-587-850.000	COMMUNICATIONS	5,100.00	983.78	492.53	0.00	4,116.22	19.29
585-587-910.000	INSURANCE AND BONDS	7,000.00	512.69	0.00	0.00	6,487.31	7.32
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,347.17	1,189.44	0.00	47,652.83	4.69
585-587-930.000	REPAIRS AND MAINTENANCE	164,900.00	3,212.26	981.03	109,970.02	51,717.72	68.64
585-587-940.000	RENTAL EXPENSE	14,300.00	116.00	58.00	0.00	14,184.00	0.81
585-587-959.000	DEPRECIATION EXPENSE	183,100.00	0.00	0.00	0.00	183,100.00	0.00
585-587-977.000	EQUIPMENT	0.00	0.00	0.00	663.65	(663.65)	0.00
Total Dept 587 - OLD TOWN DECK		529,100.00	27,070.65	16,968.40	297,276.02	204,753.33	61.30
TOTAL EXPENDITURES		3,205,000.00	365,068.20	184,876.89	2,431,181.00	408,750.80	87.25
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		2,900,900.00	657,432.66	149,757.80	(30,143.60)	2,273,610.94	21.62
TOTAL EXPENDITURES		3,205,000.00	365,068.20	184,876.89	2,431,181.00	408,750.80	87.25
NET OF REVENUES & EXPENDITURES		(304,100.00)	292,364.46	(35,119.09)	(2,461,324.60)	1,864,860.14	713.24

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 08/31/2023

Page: 3/3

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR		
		ENDED BUDGET	08/31/2023	MONTH ENCUMBERED	ENCUMBERED	% BDGT USED

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		ENDED BUDGET	08/31/2023	08/31/23	EAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	697.64	97.64	9,081.28	23,221.08	29.63
282-282-930.000	REPAIRS AND MAINTENANCE	2,000.00	147.00	0.00	0.00	1,853.00	7.35
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	844.64	97.64	9,081.28	25,074.08	28.36
TOTAL EXPENDITURES		35,000.00	844.64	97.64	9,081.28	25,074.08	28.36
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL EXPENDITURES		35,000.00	844.64	97.64	9,081.28	25,074.08	28.36
NET OF REVENUES & EXPENDITURES		10,000.00	(844.64)	(97.64)	(9,081.28)	19,925.92	99.26



Memorandum

To: DDA Board
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: September 11, 2023
Re: Hardy Sign Replacement CIP-1230

Our capital improvement projects for the current budget year include complete signage replacement on levels 1-4 for the Hardy Parking Structure. The existing signs at Hardy are 20 years old and most decals are peeling with the reflective coating deteriorating.

The bid documents included signage in a blue color scheme with white reflective vinyl, tactile ADA signage where applicable, update indicators for payment, and removal of existing signs with installation of new signs.

	Aluminum Signs with Reflective Vinyl and ADA Compliance	Insallation	Total
Praise Sign	\$41,010	\$13,765	\$54,775
Pro Image Design	\$27,557	\$5,280	\$32,837
Signplicity	\$58,975	\$15,525	\$74,500
Visual Entities	\$60,918	\$31,140	\$92,058

The replacement of signage throughout has an estimated expense of \$100,000. All four proposals came in under the estimated expense. The recommendation includes the replacement of signs, installation services and contingency.

Recommended Motion:

That the DDA Board of Directors recommend the City Commission approve issuing a service order in the amount of \$60,000 to Praise Companies, Inc for the capital improvement of replacement signage at the Hardy Parking Structure with funds from the Hardy Parking Fund.



Memorandum

To: DDA Board
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: September 8, 2023
Re: Conditions Assessment – Parking Structures

Our routine maintenance to evaluate the parking structures includes a 5 year conditions assessment performed by a structural engineer. Our last assessment was completed in 2017 with restoration repairs performed over 2018/19. With the facilities aging, we have reorganized our assessment requirements. For this proposal the consultant selected will:

1. Prepare a conditions assessment report for both parking structures,
2. Assist the City Engineering department with restoration and design services documents for bidding,
3. Review construction proposals and assist with the selection of the construction firm completing the repairs,
4. Provide onsite assistance with ensuring repairs are completed as specified,
5. And provide a final condition assessment report of complete repairs.

Additionally, the conditions report will categorize the repairs into 3 categories: High priority items will be included in the bid package to be completed in the next 1-2 years, Medium priority items will be identified with an estimate that will be included as part of the capital improvement projects for completion in 3-5 years, and Low priority items will be identified with an estimate with the assumption that these items will need to be completed in the next assessment report or at a future date.

Our timeline for the assessment report and restoration:

City Commission Meeting	September 18, 2023
Assessment Period	October/November 2023
Prepare Bid Package	December 2023
Advertise and Pre-bid Conference	January 2024
Bids Due	February 8, 2024
DDA Meeting	March 15, 2024
City Commission Meeting	April 15, 2024
Contract Awarded and Notice to Proceed	May 1, 2024

Substantial Completion	October 2024
------------------------	--------------

Parking structures no longer qualify for LEED certifications. This determination has been replaced with a ParkSmart assessment where points are awarded in varying categories. Hardy has had minimal upgrades for green infrastructure and efficiency upgrades over the past 20 years. Old Town was designated with a LEED Silver certification when it opened. There are likely efficiencies that can be incorporated in the coming years to continue to keep in-line with the designation.

The following quotes were received for the Restoration Engineering Services:

	Hardy Parking Structure	Old Town Parking Structure	Report Total	Testing Allowance	Value Added: Green Initiative	Value Added: Parksmart Assistance	Value Added Total	Total
WGI, Inc.	\$25,900	\$25,900	\$51,800		\$1,400		\$ 1,400	\$53,200
Restore Consulting, LLC	\$21,949	\$21,946	\$43,895	\$8,500	\$3,880		\$ 12,380	\$56,275
Fishbeck	\$27,500	\$27,500	\$55,000	\$7,700	\$11,200	\$13,600	\$ 32,500	\$87,500

The bid tabulation identifies the expense for the report. We have required a separate line item for the allowance of testing should conditions warrant it. A value-added section was included to evaluate green initiatives. The recommendation includes the expense for the report, testing, value-added and contingency.

Recommended Motion:

That the DDA Board of Directors recommend the City Commission approve issuing a service order in the amount more-or-less of \$60,000 to Restore Consulting, LLC for consulting services related to the Conditions Assessments and Restoration for the Hardy and Old Town Parking Structures with funds from the Hardy and Old Town Parking Funds.



Memorandum

To: DDA Board
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: September 8, 2023
Re: Hardy OTIS Elevator Upgrade

We were notified by OTIS Elevator Company in July that the two elevators at Hardy have parts that are not obsolete. These elevators were installed 20 years ago and the operating boards are no longer supported. We included the upgrade kits in our Elevator Service RFP, but did not have a bidder. After speaking with Kone to whom we awarded the 3-year service contract, they indicated that elevator parts are proprietary and best sourced through the manufacturing company.

We obtained a quote from OTIS to upgrade the obsolete items which include door operators, entrance protection devices, and HydroEnhance control boards. These items would be required as part of an emergency service order if the elevators stopped working. Additionally, they included a capital repair quote to upgrade all elevator components with current supported parts which exceeded \$200,000. The additional items will be budgeted in upcoming budget cycle.

Recommended Motion:

That the DDA Board of Directors recommend the City Commission approve issuing a service order in the amount more-or-less of \$84,000 to OTIS Elevator Company for two elevator upgrade kits and repair service with funds from the Hardy Parking Fund.



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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO
Nicole VanNess, Mobility/Transportation Director

Date: September 11, 2023

Subject: Overview of West End Mixed-Use Development (Housing, Commercial and Parking)

Representatives of Fishbeck and Cornerstone will be in attendance to provide an overview/status update of approaches being considered for the West End Mixed-Use Development. The internal leadership team, consisting of representatives of City Engineering and City Planning along with Fishbeck and Cornerstone, meet every other week to move forward with the schematic design. We also meet separately to specifically discuss opportunities for public/private partnerships.

This goal of this phase of the project is to complete schematic design for commercial, housing and public parking components and to obtain the cost of the project by December, 2023. At our meeting on Friday, Fishbeck will go through two different scenarios that are being worked through to receive input and feedback from the Board.

City of Traverse City

West Side Mixed-Use Development (Commercial, Residential, Parking)

Residential Narrative

Preliminary studies for providing work-force housing options as a component of the proposed West Side Parking development offer a combination of parking and residential options.

Pine Street Structure:

The proposed Pine Street building may consist of a 60 foot tall, five level structure located at the West end of the East/ West Alley and Pine Street.

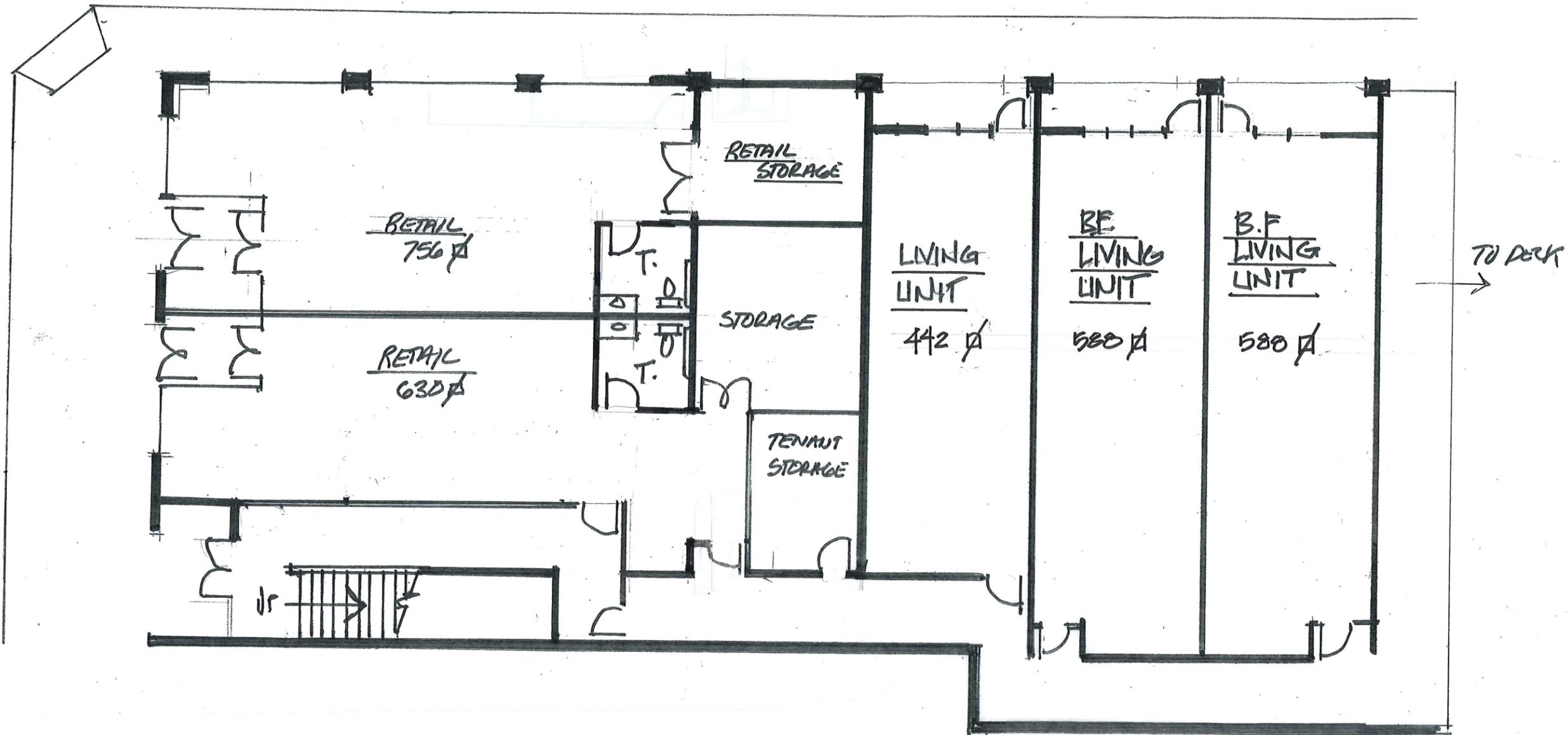
The building may include two or more retail spaces on the “at grade” sidewalk level, tenant storage, and Barrier Free residential units. Code requires two means of egress with a stair at the Pine Street entry, and a stair/elevator tower to be shared with the proposed parking structure. Retail spaces of between 630 s.f. and 750 s.f. would be possible. This structure would accommodate up to 31 individual residential rental units consisting of studio, 1-bedroom, and two bedroom options.

State Street Residential:

Along with the proposed parking ramp, the State Street residential component may accommodate a mix of unit sizes and number of bedrooms. Studio apartments of approximately 475 s.f., two bedroom “room-mate” units of approximately 612 s.f. each, and Two Bedroom small family units of approximately 816 s.f. are possible. Depending on the size and mix, the State Street residential component could accommodate between 50 and 70 units. Again, Barrier Free units would be provided on accessible levels to accommodate the needs. Access would be from parking structure elevators and stair towers to accommodate both residents and parkers, with security entrances for the residential access. The intent is to provide efficient, attractive units that incorporate sustainable concepts for utilities, operations, and maintenance. Green roof concepts, water collection, filtration, and conservation, permeable pavement, green technology (solar, etc.) are all under consideration as the project develops further.

State Street Commercial Space:

The grade level at the State Street façade, will be able to accommodate a variety of approved uses, inclusive of retail, food service, and other approved uses. The design could accommodate between 5 and seven grade level spaces of approximately 500 to 800 s.f. each.



A/B Site Grade Level Floor Plan



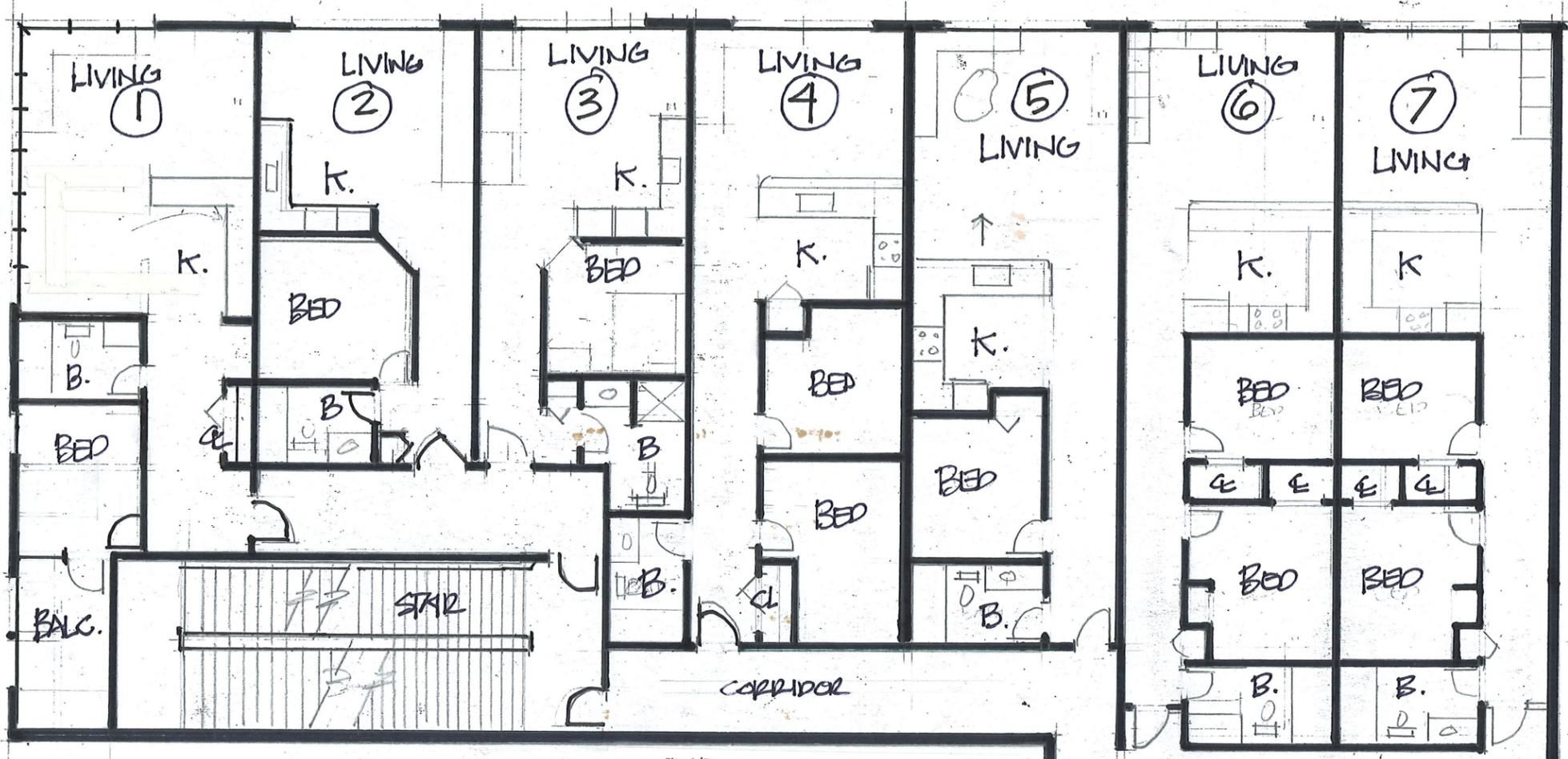
Traverse City West Parking-Housing

August 31, 2023
 Unit Study-Preliminary Design
 23-510

PRELIMINARY DESIGN

28

7-20

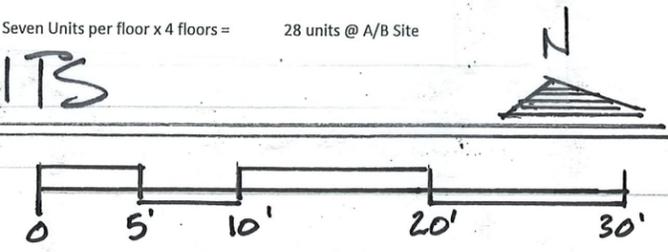


- Site A/B:
- Per floor (4)
 - Unit 1: 578 s.f. One or Two Bedroom + one bath
 - Unit 2: 378 s.f. One Bedroom/Studio + one bath
 - Unit 3: 390 s.f. One Bedroom/Studio + one bath
 - Unit 4: 460 s.f. Two Bedroom + one bath
 - Unit 5: 532 s.f. One or two Bedroom + one bath
 - Unit 6: 630 s.f. Two Bedroom + one Bath
 - Unit 7: 630 s.f. Two Bedroom + one Bath

Seven Units per floor x 4 floors = 28 units @ A/B Site

A/B SITE UNITS

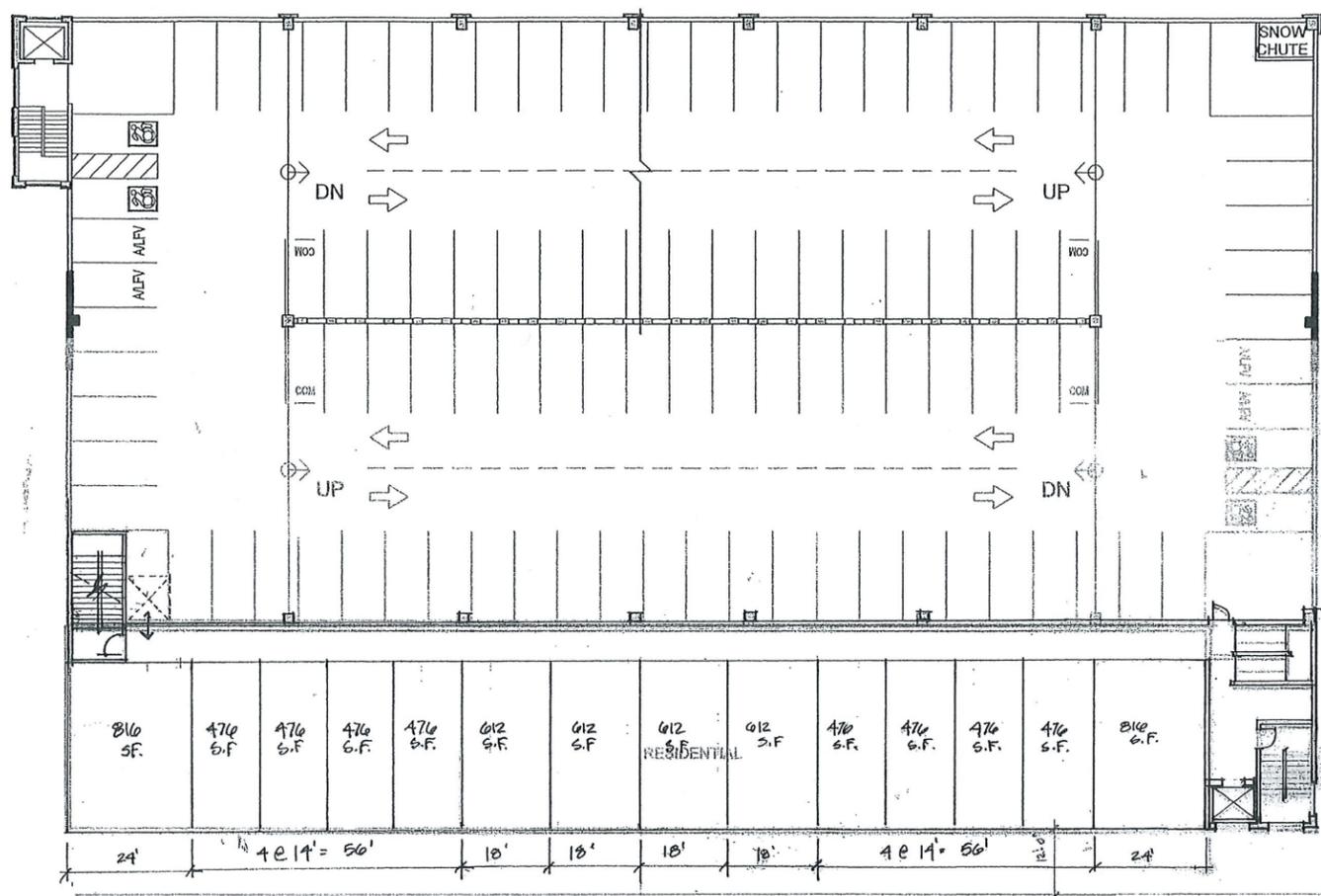
SCALE: 1/8" = 1'-0"



Traverse City West Parking-Housing

August 31, 2023
Unit Study-Preliminary Design
23-510

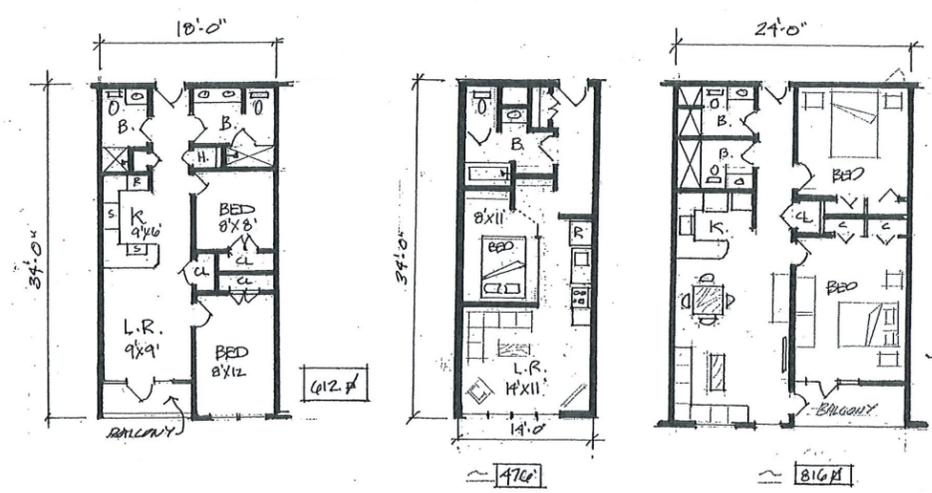
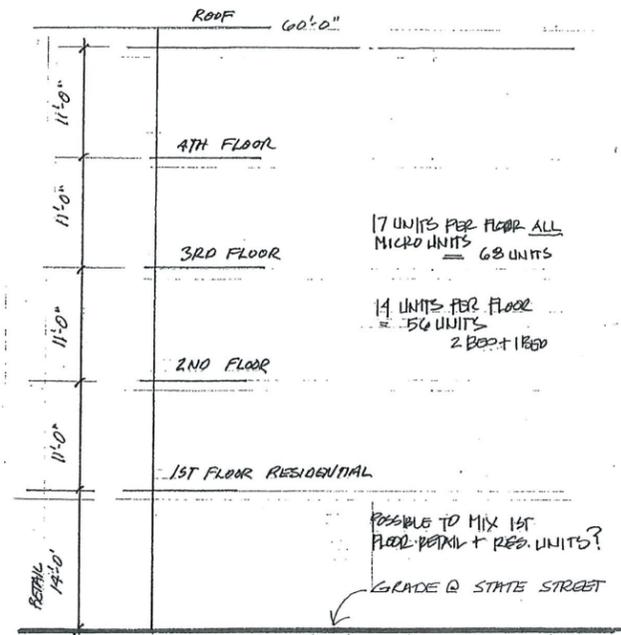
PRELIMINARY DESIGN



Concept C preliminary Unit Layout
 Traverse City West End Parking/Residential
 Scale: 1/16" at 24" x 36"
 0 4 8 12 16 20 24 28 32 36 40 44 48 52 56 60 64 68 72 76 80 84 88 92 96 100 4 8 12 16 20 24

Liner Residential At Parking structure:
 Options:

If all micro units:	17 units per floor x 4 floors = 68 units
If Mix Micro and Two Bed:	8 micro units per floor x 4 floors = 32 units 6 Two Bed Units per floor x 4 = 24 units Total: 56 units
Total possible Units:	Site A/B: 28 Units (Mix) Liner: 68 Units (all Micro) 96 Units



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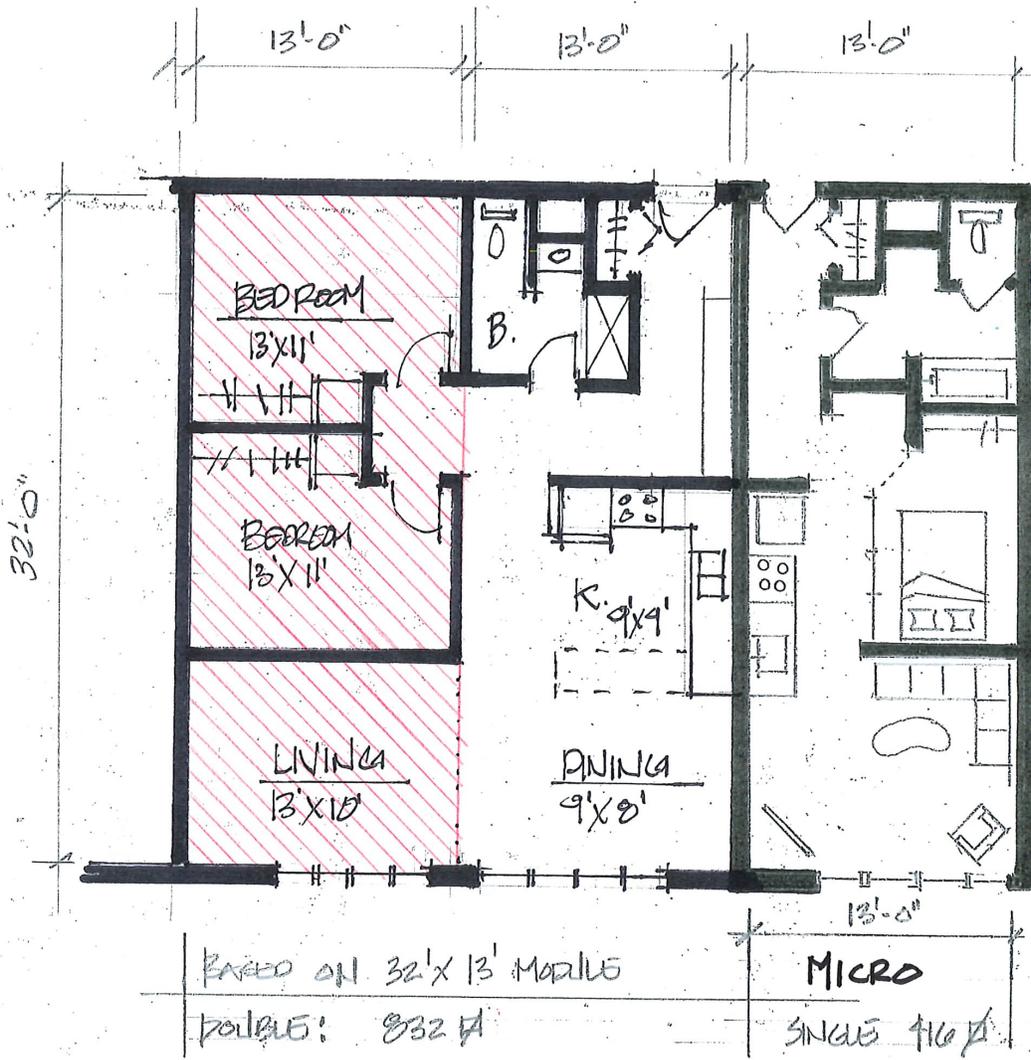
CORNERSTONE ARCHITECTS
 Architecture Interior Design Historic Preservation
 440 Bridge Street NW Grand Rapids, MI 49504
 616.774.0100 P www.cornerstone-arch.com 616.774.2995 F

fishbeck
 Engineers | Architects | Scientists | Constructors

CORNERSTONE ARCHITECTS

DATE:	ISSUED FOR:
8/14/2023	
DRAFT	
FIG:	
PM:	
DRAFTS:	
PROJECT NO.:	
SHEET TITLE:	

PRELIMINARY DESIGN



FUTURE EXPANSION OPPORTS

Modular units facilitate future expansion by removal of common wall



Traverse City West Parking-Housing

August 31, 2023

Unit Study-Preliminary Design

23-510

PRELIMINARY DESIGN

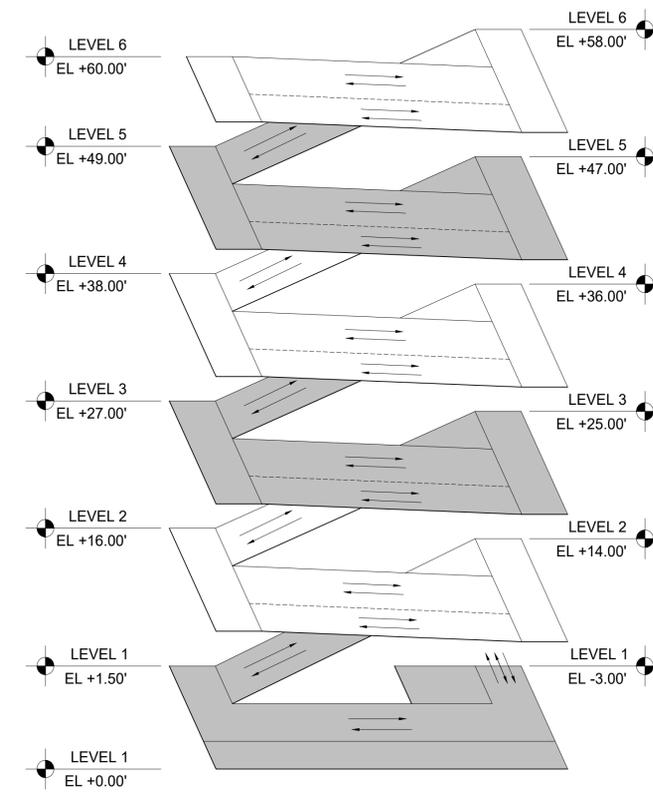


CONCEPT A
SITE & LEVEL 1 PLAN
1/16" = 1'-0"

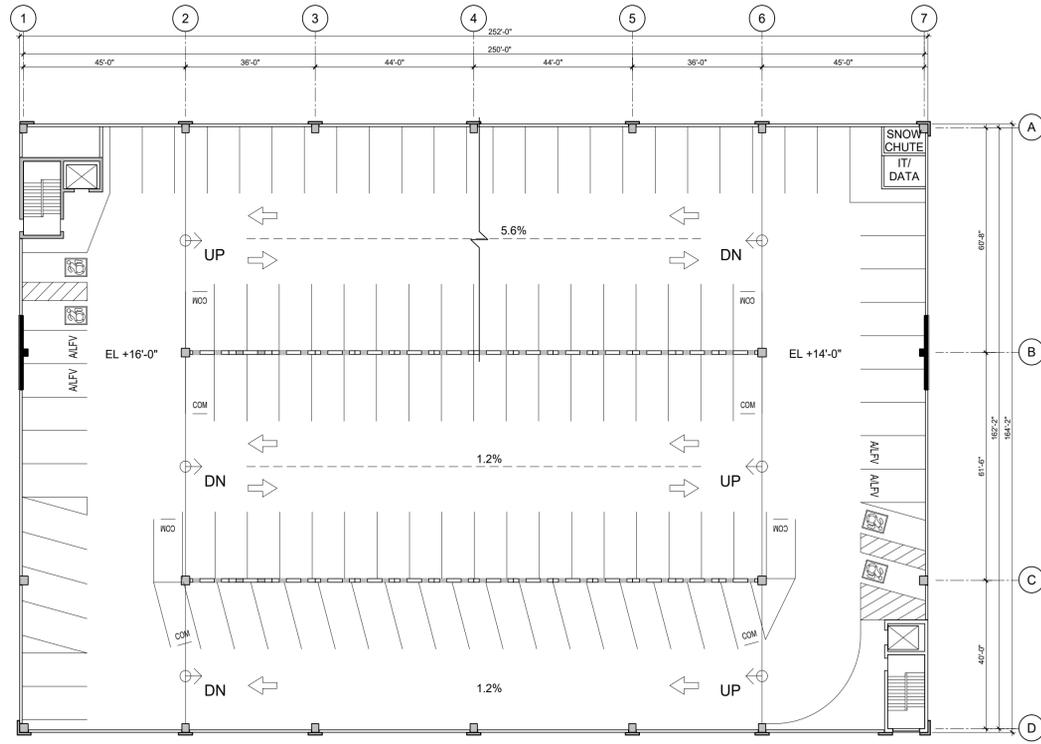


CONCEPT A SPACE TABULATION								
DESCRIPTION	STANDARD	COMPACT	ACCESSIBLE	VAN ACC	EVC SPACES	ALFV SPACES	TOTAL	AREA (S.F.)
LEVEL 6	93	8	0	0	0	0	101	36,600
LEVEL 5	113	9	0	0	0	0	122	41,400
LEVEL 4	113	9	0	0	0	0	122	41,400
LEVEL 3	105	8	4	0	0	4	121	41,400
LEVEL 2	105	8	4	0	0	4	121	41,400
LEVEL 1	33	1	2	3	7	5	51	32,000
TOTAL	562	43	10	3	7	13	638	234,200

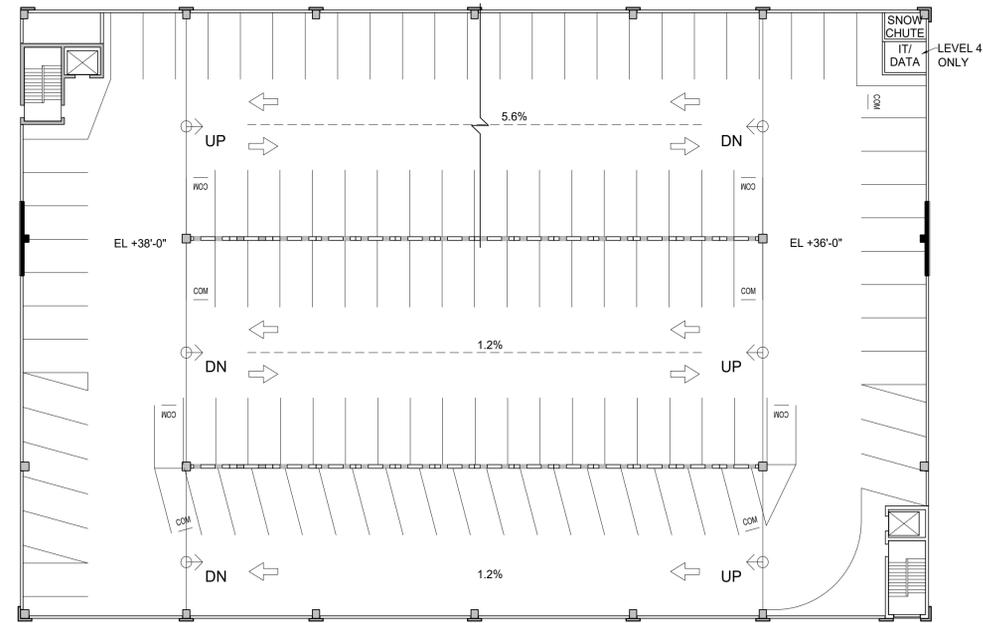
STANDARD SPACE SIZE = 9'-0" X 18'-0" AT 90° AND 75° PARKING ANGLE
 COMPACT SPACE SIZE = 8'-0" X 16'-0" AT 90° AND 75° PARKING ANGLE
 ACCESSIBLE SPACE SIZE = 8'-0" X 18'-0" AT 90° AND 75° PARKING ANGLE W/ 5'-0" ACCESS AISLE
 ACCESSIBLE VAN SPACE SIZE = 11'-0" X 18'-0" AT 90° PARKING ANGLE W/ 5'-0" ACCESS AISLE
 EVC = ELECTRIC VEHICLE CHARGING SPACES = 9'-0" X 18'-0" AT 90° PARKING ANGLE + 2'-0" SHARED ACCESS AISLE
 (NOTE - (1) ADA SPACE ALSO HAS A ELECTRIC VEHICLE CHARGING STATION)
 ALFV = ALTERNATE & LOW-EMISSIONS FUEL SPACES = 9'-0" X 18'-0" AT 90° AND 75° PARKING ANGLE
 PARKING EFFICIENCY = 367.1 SF/SPACE



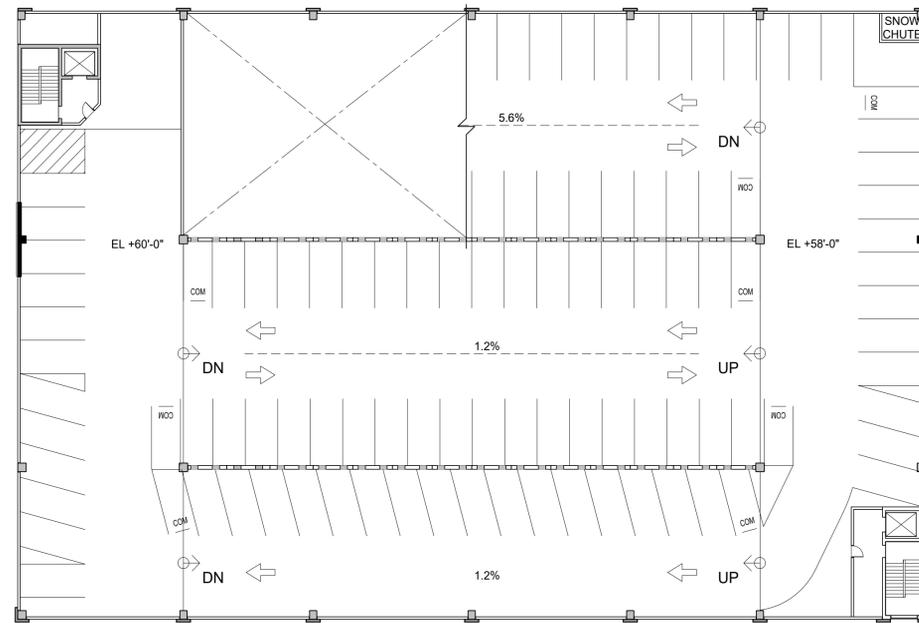
CONCEPT A
ISOMETRIC VIEW
NOT TO SCALE



CONCEPT A
LEVEL 2 & 3 PLAN
1" = 20'-0"

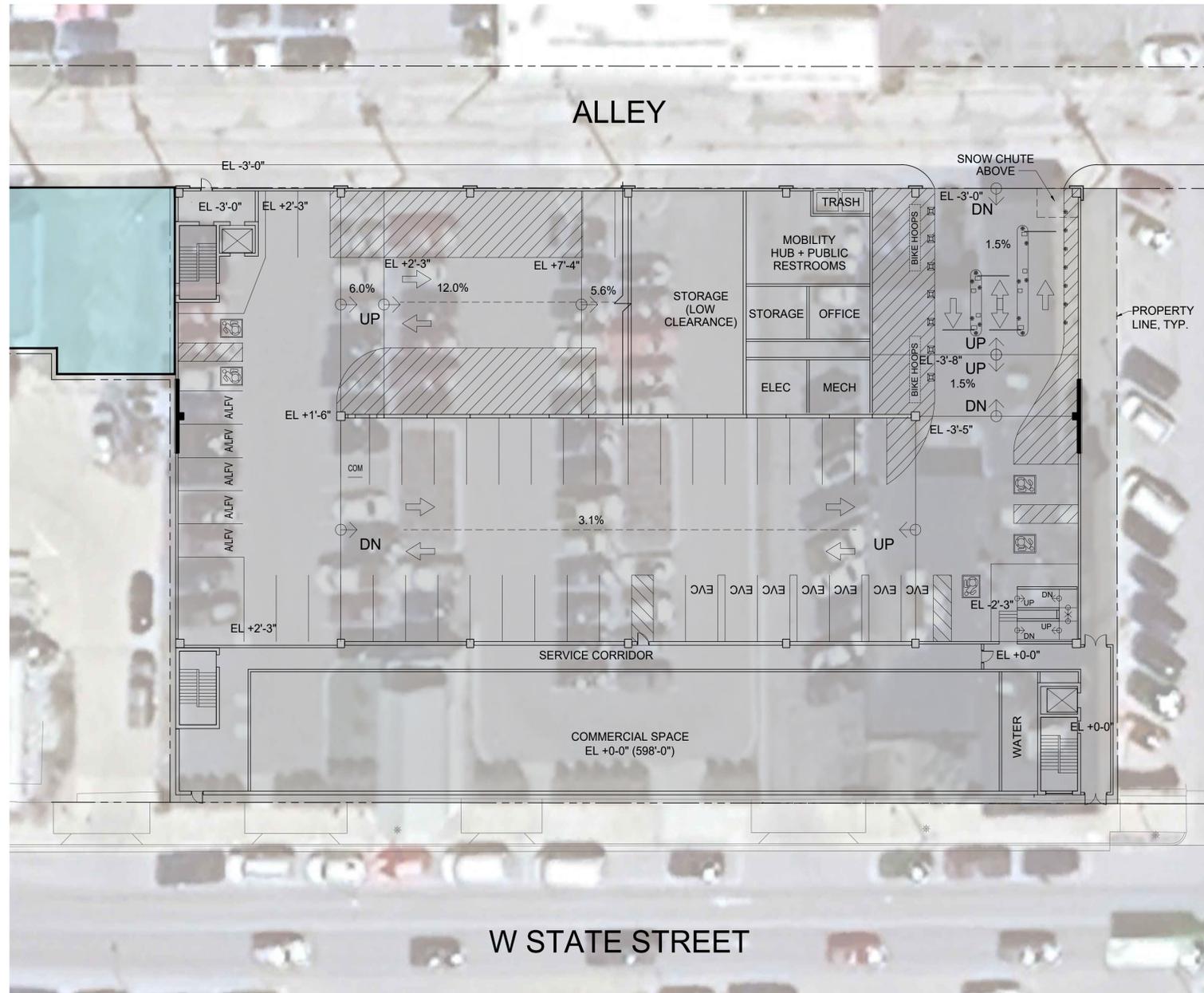


CONCEPT A
LEVEL 4 & 5 PLAN
1" = 20'-0"



CONCEPT A
LEVEL 6 PLAN
1" = 20'-0"



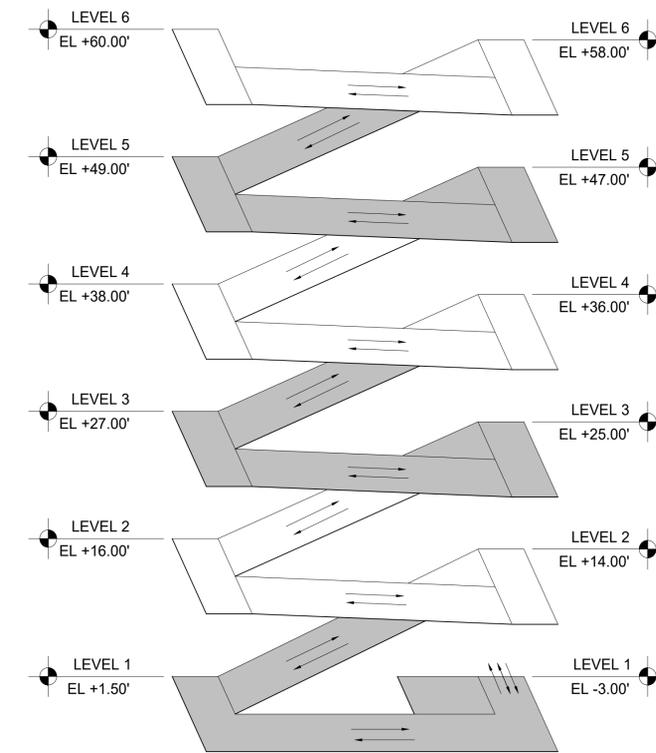


CONCEPT B
SITE & LEVEL 1 PLAN
1/16" = 1'-0"

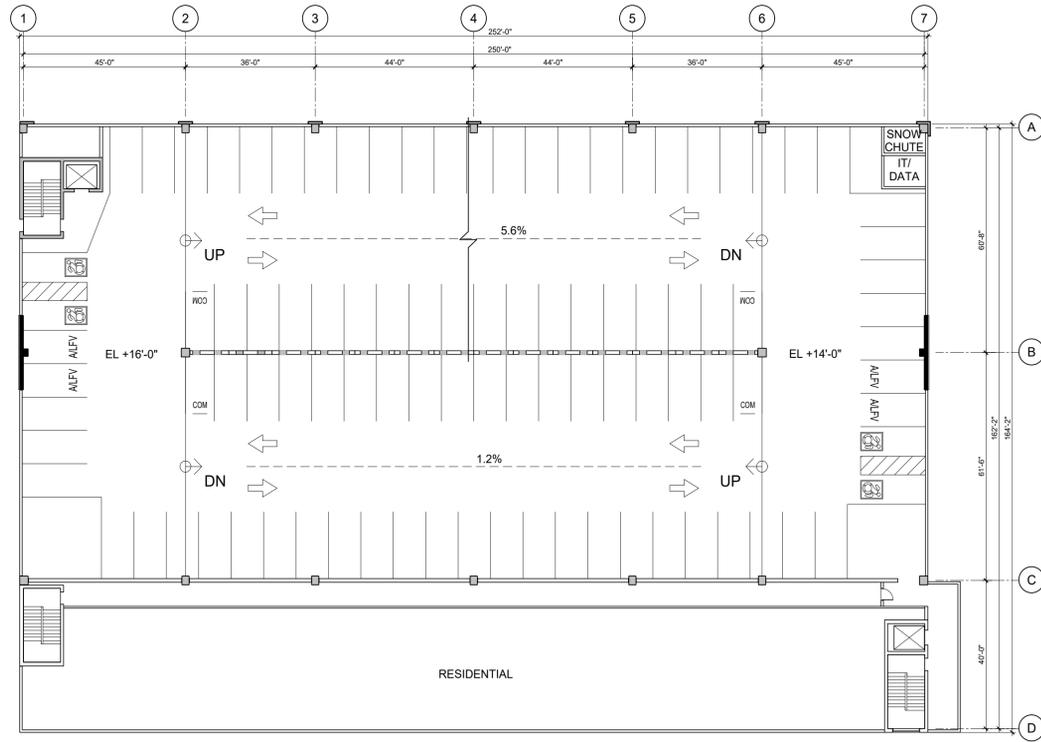


CONCEPT B SPACE TABULATION								
DESCRIPTION	STANDARD	COMPACT	ACCESSIBLE	VAN ACC	EVC SPACES	ALFV SPACES	TOTAL	AREA (S.F.)
LEVEL 6	75	3	0	0	0	0	78	27,200
LEVEL 5	95	4	0	0	0	0	99	32,000
LEVEL 4	95	4	0	0	0	0	99	32,000
LEVEL 3	88	4	2	0	0	4	98	32,000
LEVEL 2	86	4	4	0	0	4	98	32,000
LEVEL 1	33	1	2	3	7	5	51	32,000
TOTAL	472	20	8	3	7	13	523	187,200

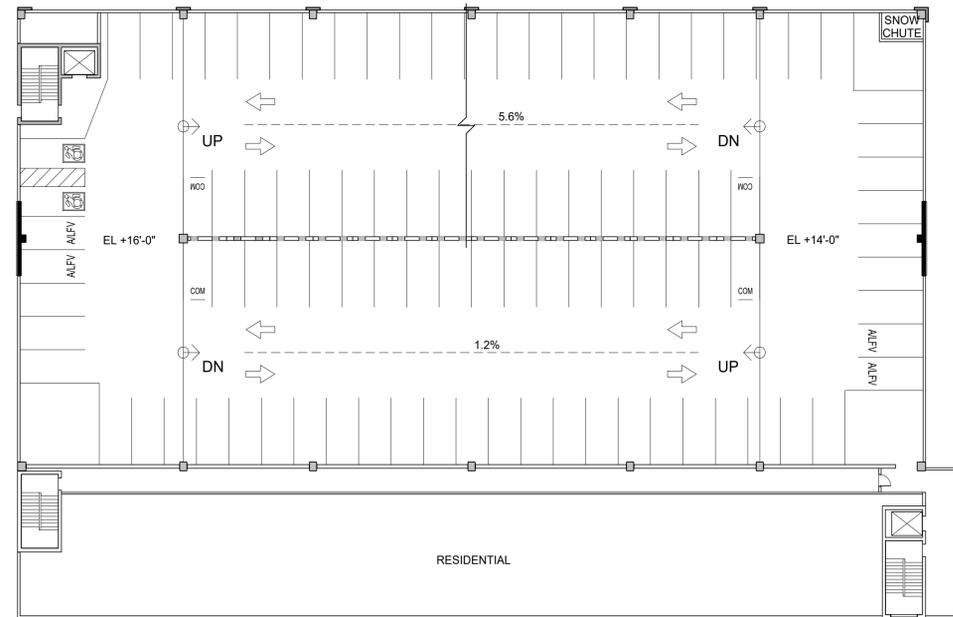
STANDARD SPACE SIZE = 9'-0" X 18'-0" AT 90° PARKING ANGLE
 COMPACT SPACE SIZE = 8'-0" X 16'-0" AT 90° PARKING ANGLE
 ACCESSIBLE SPACE SIZE = 8'-0" X 18'-0" AT 90° PARKING ANGLE W/ 5'-0" ACCESS AISLE
 ACCESSIBLE VAN SPACE SIZE = 11'-0" X 18'-0" AT 90° PARKING ANGLE W/ 5'-0" ACCESS AISLE
 EVC = ELECTRIC VEHICLE CHARGING SPACES = 9'-0" X 18'-0" AT 90° PARKING ANGLE + 2'-0" SHARED ACCESS AISLE
 (NOTE - (1) ADA SPACE ALSO HAS A ELECTRIC VEHICLE CHARGING STATION)
 ALFV = ALTERNATE & LOW-EMISSIONS FUEL SPACES = 9'-0" X 18'-0" AT 90° PARKING ANGLE
 PARKING EFFICIENCY = 357.9 SF/SPACE



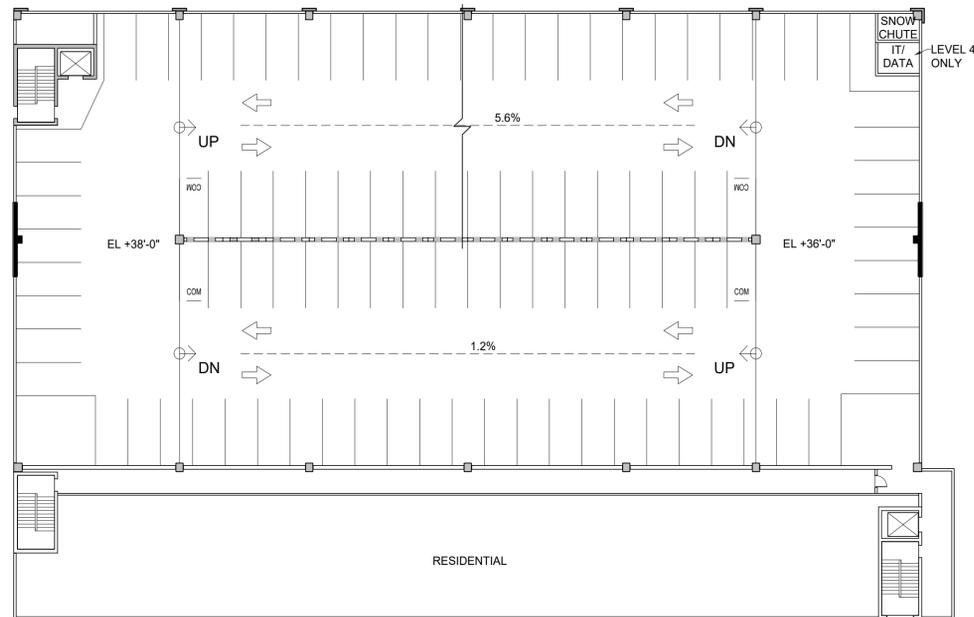
CONCEPT B
ISOMETRIC VIEW
NOT TO SCALE



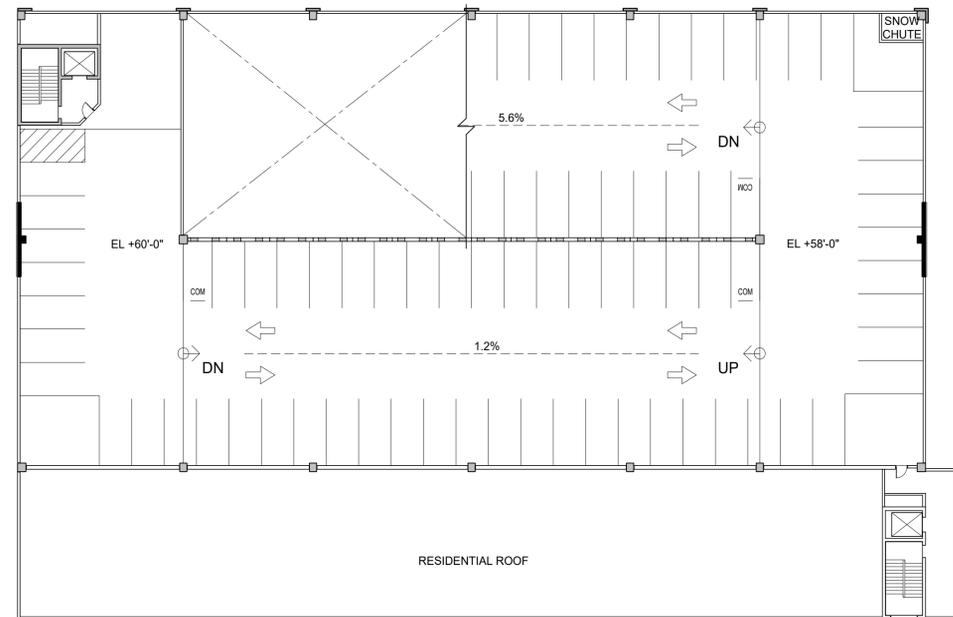
CONCEPT B
LEVEL 2 PLAN
1" = 20'-0"



CONCEPT B
LEVEL 3 PLAN
1" = 20'-0"



CONCEPT B
LEVEL 4 & 5 PLAN
1" = 20'-0"



CONCEPT B
LEVEL 6 PLAN
1" = 20'-0"



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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: September 11, 2023

Subject: Contracts for DDA Communications

Proposals have been received (proposals were due on August 21, 2023) in response to the DDA's Request for Proposals for communications assistance. The RFP requested communications assistance to support, develop and implement a comprehensive and multi-phased communications plan for the DDA.

This support will complement and build upon existing communication efforts by the DDA and is focused on two areas. The first is communication support for the DDA's projects, initiatives and other general efforts. This includes support in communicating about the DDA's efforts across multiple platforms including internal and external documents, event posters, press releases, videos, social media platforms, website, PowerPoint presentations, etc. For example, it would include support in developing an overall communication platform and messages for projects that impact downtown like the reconstruction of Grandview Parkway. It would also include support for existing efforts by the DDA to promote and change the narrative on parking, including our "park once/parking is easy" narrative.

The second focus area will be on Tax Increment Financing (TIF), including information about the history, value, and future goals of TIF. Support will include, among other things, developing materials to help educate local leaders and the public on the importance of TIF and its role in our healthy, thriving downtown. It would also include developing communication pieces about the DDA, including a one-page overview of the history, value and future goals of the DDA.

The three proposals were received from the following firms:

- Greenlight
- Bright Spark Strategies
- Martin Waymire

To be clear to the board and public, communication is one of the most critical pieces for any downtown organization. It is important to have clear and consistent messaging and information on what the DDA has accomplished, where we want to be in the future and how the board makes decisions.

Furthermore, the DDA has not had a brand that builds an identify that clearly communicates its benefits and strengths to potential investors, residents and visitors. The opportunity to focus on this brand as we work on efforts like getting people downtown during the reconstruction of Grandview Parkway and our “parking once” initiative is important to begin now.

It is also important to note the TIF communication support will be for educational purposes only and will not advocate for or against any potential future ballot initiative.

Based on a review of the three proposals, I am recommending that we split communications support into two contracts. The first is with Greenlight for a cost of \$90,000 for broad communication about the DDA. The second is with Bright Sparks Strategies for \$50,000 for TIF education.

The two contracts will be funded by \$100,000 from the DDA General Fund and \$45,000 from TIF-97.

RECOMMENDED MOTION:

That the DDA Board approve to enter into contracts with Bright Sparks Strategies for a total cost of \$45,000 for the development of education tools for TIF 97 and with Greenlight for \$90,000 for the development of communication for DDA general needs including branding initiatives, the Grandview Parkway reconstruction project and Park Once initiatives.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO
Scott Howard, DDA Attorney

Date: September 11, 2023

Subject: Moving Downtown Forward TIF Plan

Attached you will find projects recommended to be part of the Moving Downtown Forward TIF Plan (as a reminder, we are amending the TIF-97 Plan – the new name of the amended plan will be called the Moving Downtown Forward TIF Plan).

The projects identified are not the full list of potential projects, but more importantly include some of the projects that could potentially to be bonded. The bonded indebtedness must be identified in TIF Plan. Based on that requirement, we have identified the West End Mixed-Use Development Project, the Lower Boardman/Ottaway Riverwalk, and the district heating and colling system of sidewalks as potential projects that could be bonded. As you are aware, staff is working on determining the costs for these projects by December of this year. Other projects listed (including potential budgets) are not anticipated to be bonded but rather financed through TIF, grants, special assessments or other (or combination of) funding mechanisms.

The Moving Downtown Forward TIF Plan has two formal components:

The TIF Plan. The TIF Plan identifies what the tax capture will be used for. As a reminder, if a project is not contained in the TIF Plan, the project cannot be funded by TIF.

Development Plan. The Development Plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the Development District.

Both components (plans) are merged together to create the Moving Downtown Forward TIF Plan.

You will note that after the project list, I have included eligible projects/activities allowed under Public Act 57, including but not limited to a retail incubator, façade improvements, marketing, administrative, legal, maintenance and police services.

A note on housing as it relates to TIF

We recently talked with the City's Municipal Bond Counsel, Pat McGow, who has advised that the more conservative approach to housing and tax capture is for the TIF only be used in the TIF area and NOT outside the boundaries of the TIF. Although the Board has identified potentially using TIF outside its boundaries for housing, the DDA attorney and I agree that, based on our bond counsel's advice, that captured funds should only be used within the development district.

The TIF Plan can include housing projects, as long as they are located in the TIF District. As we have discussed in previous study sessions, the DDA can and should work with non-profit organizations, public housing commissions and private developers to provide for new housing opportunities downtown, including the utilization of state/local incentives approved by the city.

The attached list and outline will be part of the joint meeting between the City and DDA in October.

We look forward to walking through the projects and the components of the Moving Downtown Forward TIF Plan on Friday.

MOVING DOWNTOWN FORWARD TIF PLAN



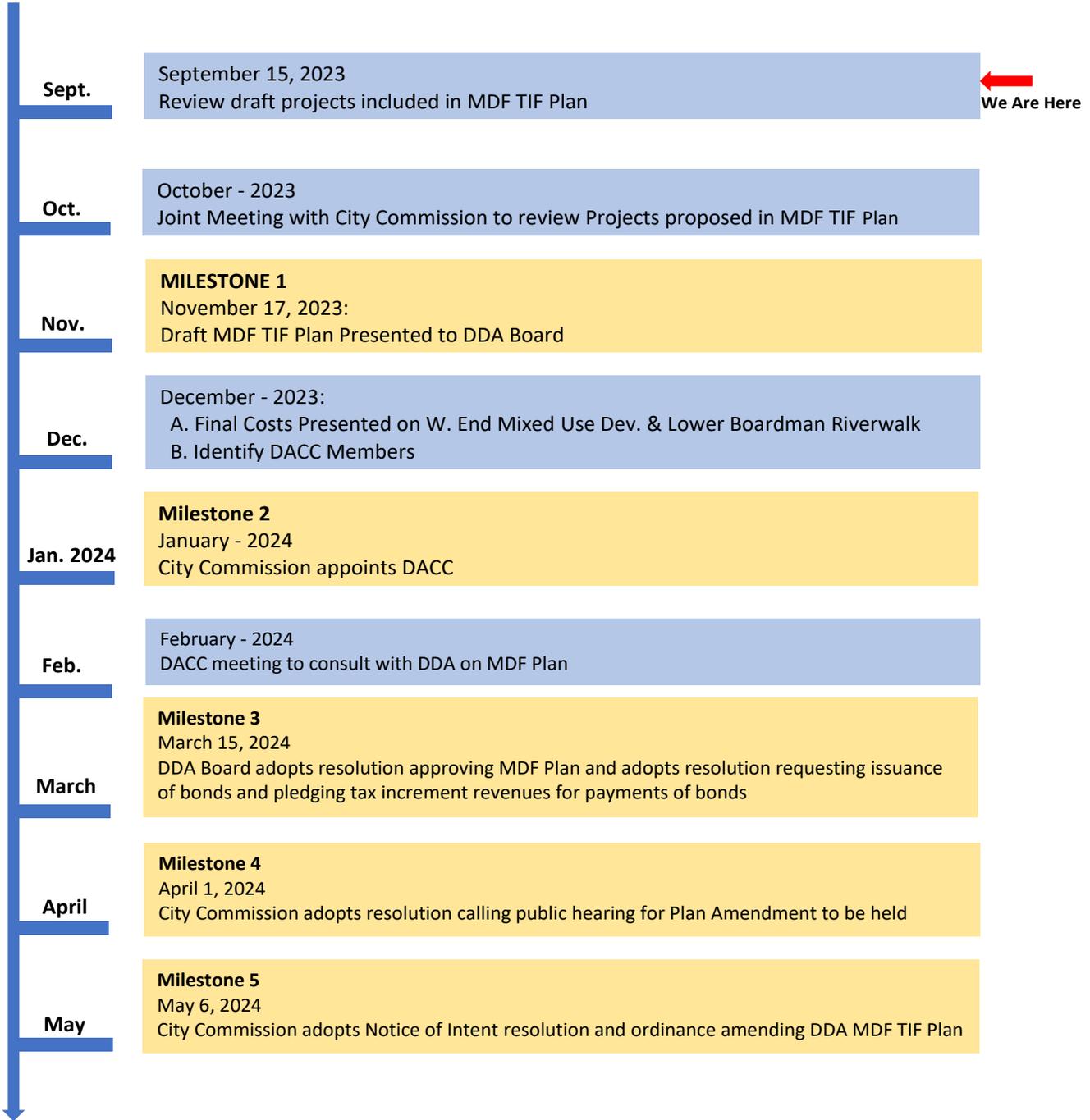
WORKING PROJECT LIST

West End Mixed – Use Development *	Cost to be identified by December 2023
Lower Boardman/Ottaway River Phase 1 *	Cost to be identified by December 2023
Lower Boardman/Ottaway River Remaining Phases	Cost still to be determined
Farmers Market	\$3,000,000
District Heating and Cooling System (snowmelt)	\$20,000,000
Rotary Square	\$5,000,000
TART Trail Improvement	
Open Space Improvements	
Lot G Redevelopment	
Crosswalks/Intersections	\$5,000,000
Sidewalk Improvements	
Street Repair / Improvements	

Additional Activities Allowed Under Act 57

- Retail incubator
- Composting Program
- Improve housing choices in Development Area by partnering with housing non-profits with capacity to provide workforce housing; partner with employers on workforce housing needs and opportunities
- Infrastructure Payments for public improvements including parking and land acquisition
- The necessary and appropriate demolition expenses as defined by the Authority
- Reasonable, necessary and appropriate administrative, legal, professional and personnel expenses, including District police services, of the Authority related specifically to the development area
- Maintenance within the District
- Utility and alley improvements
- Advance Climate Action, Sustainability, Renewable Energy, Energy Efficiency, and Resiliency
- Public Infrastructure Improvements
- Public Art Installation
- Bridge Repairs (Union, Cass, Park and West Front Street)
- Pedestrian Bridge Repairs/Replacement
- Brownfield eligible expenses reimbursed to the Grand Traverse County Redevelopment Authority

MILESTONES/TIMELINE OF ADOPTION OF MDF TIF PLAN AND PROJECT BONDING



Legend

MDF - Moving Downtown Forward

DACC - Development Area Citizens Council. 9 residents that reside in the TIF District



Downtown Development Authority
303 E. State Street
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231-922-2050

Memorandum

To: Downtown Development Authority Board
From: Jean Derenzy, DDA CEO
Date: September 11, 2023
Subject: Downtown Updates

Eighth and Cass Street & Eighth and Union Street Intersection Reconstruction

As you recall, the DDA recently approved funds for structural improvements to the intersections of Eighth and Cass and Eighth and Union. It is anticipated the reconstruction of the Eighth and Cass intersection will begin on Monday, September 18th. We are still working with city engineering to determine the detour route(s) and the timeline for completion.

Once the Eighth and Cass Street intersection is completed, reconstruction work will begin on the Eighth and Union Street intersection.

Talk A Walk – Downtown Walking Tour

DDA staff is hosting its third downtown walking tour this Wednesday at 5:30. Roughly 25 participants have signed up for the walking tour. The walking tour provides an opportunity to talk about (and see) previous DDA projects, on-going projects and future project needs. The walking tour also provides an opportunity to discuss funding mechanism like TIF.

Internal DDA Activities

I am working to develop an updated HR policy for DDA staff. I anticipate to have the HR policy completed and ready for your review and consideration at the November board meeting.

International Downtown Association (IDA) Conference

This year, the International Downtown Association conference will be held in Chicago on October 4th – 6th. IDA is the worldwide membership organization for professional place management (downtowns). Harry and I will be attending the conference (I am also speaking at this year's conference).

New Private Development

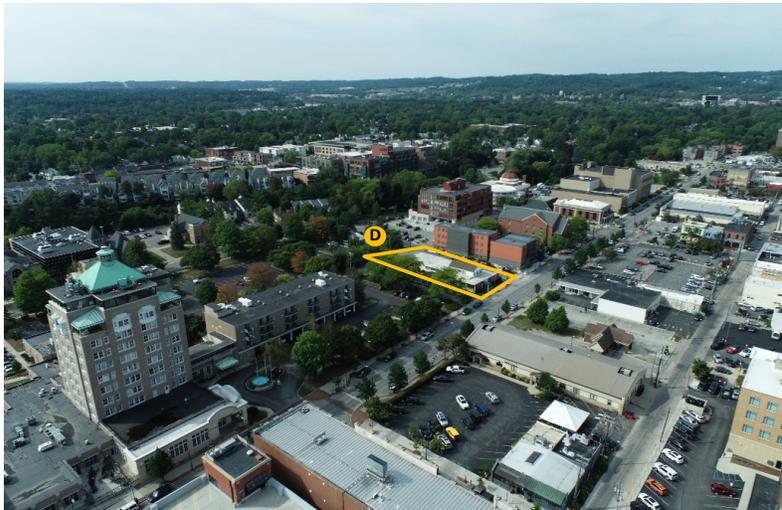
309 Pine Street (A)

The mixed-use development at 309 Pine Street, is slated to be completed by the end of the year. The new development, directed by Great Lakes Capital, includes 94 new rental apartments.

124 West Front Street (B)
Great Lakes Capital is also working to secure a project at 124 West Front Street (vacant property adjacent to Record Eagle) for another mixed-use development project.

103 Pine Street (C)
C43 (previously known as Sock Construction) has broken ground on the first of five new buildings at the corner of Front and Pine Street. I will provide an update on this project at your November meeting.

232 State Street (D)
C43 has broken ground on a 72,000 square foot development that will include retail on the ground floor and 66 residential units.



West Front Street Bridge Stairs

As part of the West Front Street Bridge work and the development at 309 Pine, the DDA (through the Lower Boardman/Ottaway Unified Plan) secured an easement to allow for a river access in front of the development. The DDA is responsible to construct the stairs and railing system down to the public easement. Working through Machin Engineering, this staircase will utilize the same decking (Brazilian wood) as well as the railing system utilized along the Boardman Lake Trail. The railing system for this staircase will also be utilized in front of the Innovo building (Union and Garland Street).

Cost estimates should be received within the next few weeks.



303 E. State Street
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231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors
From: Harry Burkholder, DDA COO & Steve Nance, DDA Board Member
Memo Date: September 11, 2023
Subject: Arts Commission Update

Bryant Park Mural Project

This past spring, the Traverse City Arts Commission, as well as the Parks and Recreation Commission and City Commission approved to issue an RFP (call for artists) for a new mural (painted) installation on the bathroom building at Bryant Park. The proposed mural project is part of the Arts Commission's "Art in the Park" initiative, an annual collaboration with the Parks and Recreation Commission to fund and install public art in city parks.

The City Commission approved Public Art Trust Fund dollars for this project at their August 21st meeting. The bathroom building has been power-washed and we hope to apply the base-primer by the end of the week (weather permitting).





Downtown Development Authority
303 E. State Street
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231-922-2050

Memorandum

To: Downtown Development Authority Board
From: Harry Burkholder, COO
Date: September 11, 2023
Subject: Downtown Activity and Initiative Updates

Downtown Composting

DDA staff released the composting survey to downtown restaurants to gauge their experience and interest in a downtown composting program on September 8th. Depending on our response, in-person follow-up with restauraners will also be conducted.

Retail Incubator

The application for potential tenants will be posted on the DDA website on Wednesday. Notice about the release of the application was shared through a press release, the DDA's social media channels and through an email to all downtown constituents. Applications are due on September 27th. Roughly 20 people have already submitted emails of interest to participate in the incubator. We expect to determine the first tenants for the incubator by October 6th. Our goal is to open the retail incubator the first full week of November.

We continue to work with Keen to demo the interior of the incubator space and finalize the buildout and furnishings of the site.

Downtown Maintenance

A big thank you to the YouthWorks Program and their staff for providing important maintenance services throughout downtown all summer. YouthWorks staff typically worked four-day-a-week, helping to water all of our planters, remove graffiti, remove trash and debris, wash trash receptacles, mow grass, remove weeds and clean public spaces (e.g., J-Smith Walkway, parking garages and parking lots).



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: September 8, 2023
Re: Staff Report: Parking Services – August 2023

Mobility Action Plan

The Mobility Action Plan (MAP) Leadership Team review draft plan comments from the team and a second draft incorporating the changes was issued. The Master Plan consultants held additional stakeholder meetings to incorporate community feedback related to mobility and transportation. The draft will go to the Master Plan Leadership Team and Planning Commission for additional review. Additional public engagement is being planned for mid-November to early December before heading to City Commission. This plan will be incorporated into the Transportation section of the Master Plan that will be adopted in 2024.

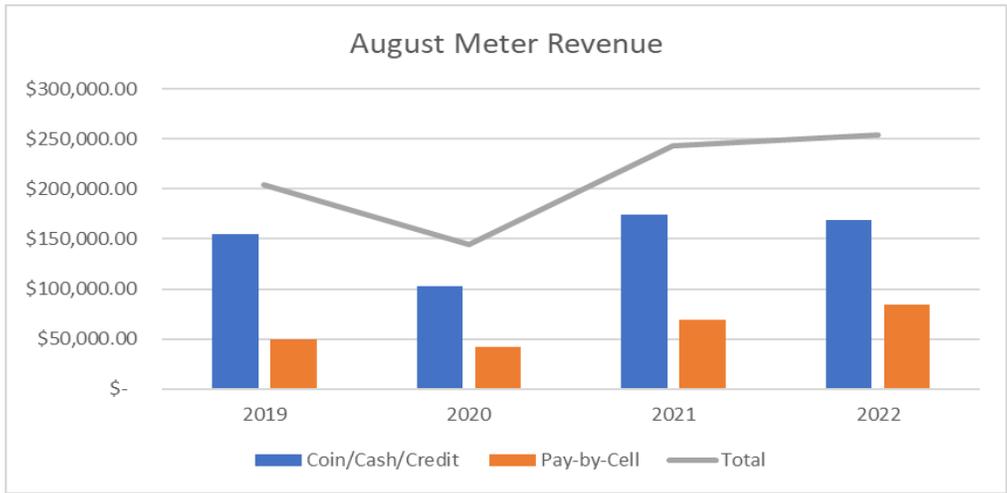
The draft plan is available for review:
<https://traversecitymi.civicweb.net/document/88952/>

August Parking Revenue

Below are the August revenues compared to August 2019. Additional charts include three years of data to show pre and post-pandemic revenues.

Meter Revenues

Project delays extended the reopening of the areas affected by the bridge project, sewer project and sheet piling project. Overall, meter revenues were up 4% compared to last year. This is the first month where Cash/Credit totals are less than previous years and pay-by-cell continues to increase.

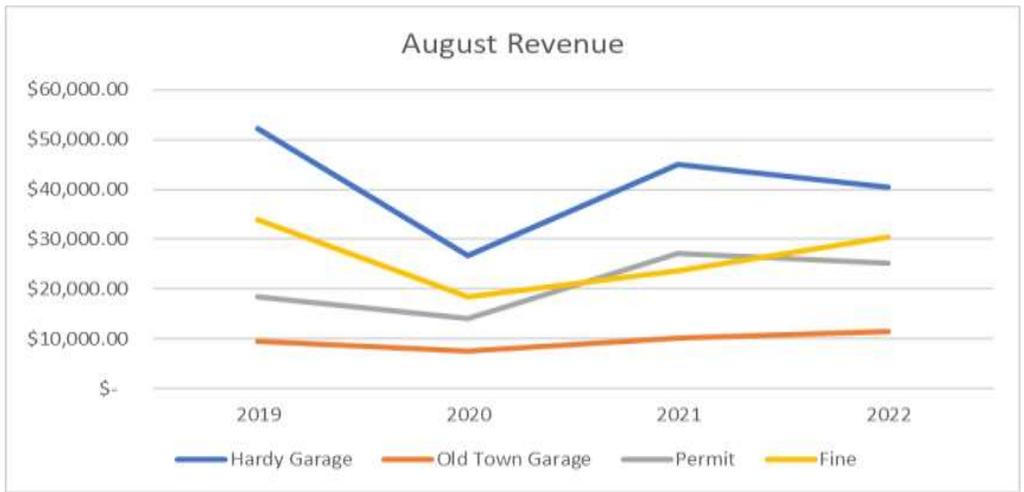


Hourly Admissions

Old Town transient revenues were down 4% compared to last year, and up 16% compared to 2019. Hardy transient revenues are up 24% compared to last year, and down 4% compared to 2019

Permits & Fines

Permit revenues are down 22% compared to last year, and up 7% from 2019. Fine revenues are down 4% compared to last year, and 15% from 2019.





Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: September 8, 2023
Re: Parking Access and Revenue Control Systems Project

Our PARCS project equipment upgrades and installation will begin Tuesday, September 12th. This project was approved in January 2023. We started rolling out incremental changes and regular monthly updates of progress since May 2023.

The equipment changes starting this week will mean operational changes almost immediately. We will send a communication to our email list. The City's Communication Specialist, Colleen Paveglio, will include an update in the Friday, September 18th Bay Brief.

Hardy State Street Entrance/Exit Shift

The exit lane will swap with the entry lane when the new equipment is installed. After the equipment is installed the ground floor will shift from clockwise circulation to counter-clockwise circulation.

No Cash Payments Accepted In-lane

Cash payments will no longer be accepted in the exit lanes. The exit lanes will only allow for credit card payments or barcodes from payments at the pay-on-foot devices. No cash in lane will be accepted.

Cash Payments at Pay-on-foot

Pay-on-Foot (POF) devices will accept cash, credit card payments, and validations. POF devices will be located: 1) NE tower on Front St at Hardy, 2) SW tower on State St at Hardy, and 3) NE tower on Lake Ave at Old Town.

No In-lane Cashier at Hardy

Customers who would like to pay in-person will need to walk into the parking office. The cashier lane at Hardy will no longer be available now that the entry lane will become the exit and the exit lane will become the entry.

Hourly Rate Calculations

- Daily Rate Schedules – Fees are setup with a rolling 24-hour period based on time of entry. The new day cutoff has been eliminated.
- Event Rate Schedules – Fees are setup with a 12-hour event rate before progressing into the daily rate schedule. Any person entering during an event rate will be subject to additional fees if they do not exit within 12 hours.

Permit Holders

- Permit Barcodes – Prox (white access cards) will no longer be used for entry. All hangtags have a barcode on the bottom of the permit. The new equipment will use the barcode as the access method to enter and exit the parking structures. This will eliminate the proximity card having to be purchased. Barcode permits may be replaced for no additional fee.
- Back-up Permit – All permit holders will have access to generate their permit number to a QR code through the online portal. This QR can be used any time they are in loaner or temporary vehicle.

Bike Locker Rental

Bike lockers rentals have transitioned to the monthly rate. All lockers are required to establish auto-renewal.

Validations

- Businesses will be able to validate a ticket directly online or print QR codes.
- Businesses will be able to pay validation invoices online.

Permit Auto-Renewals for Individuals

Individual permit holders are able to store a card on file for month-to-month billing. Those opting for auto-renewal will receive an email to remind them of the upcoming charge and a receipt after the charge is applied.

Permit Auto-Renewals for Businesses

Business may purchase permits and store a card on file month-to-month billing. Businesses will receive an email notification of the upcoming charge and a receipt after the charge is applied.

Additional Payment Methods

Our online and in-office payments now accept Discover and American Express in addition to Visa and MasterCard for all parking payments. The new equipment will allow for these same expanded payment methods for hourly parking at both facilities.

Coming Soon

Permits

- AVI Permits – Auto-renewals will be provided an AVI tag for parking structure entry/exit in exchange for their current barcode only permit. These AVI tags will allow for handsfree access. The initial exchange will be at no charge and all new AVI permits may be purchased for \$10 each.

- Auto-renewal replacement permits for parking structures – barcode permits can be replaced for at no charge and AVI tags for \$10.
- After-hours permits will be offered for hours from 3 PM-11 PM at the reduced rate.

Shared Business Accounts

Businesses will have the option to purchase parking based on their use needs. If the use is exceeded, the overage will be billed at the hourly rate. This use case is more suited for businesses that have defined morning and evening shifts or multiple part-time employees. The benefit is that each employee can have their own access permit, and the account will allow access up to their defined use before billing hourly or denying access, and eliminates purchasing a permit for each employee that may be underutilized.



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

Memorandum

To: Downtown Development Authority Board
From: Abby Taylor, DDA Downtown Experience Coordinator
Date: September 15, 2023
Subject: Event Updates

Downtown Tailgate

The second annual Downtown Tailgate at Rotary Square will take place on Saturday, October 21. This will be a viewing gathering of the MSU vs. MI football game which will include three food trucks (Ludovikos, Chubby Unicorn, and The Good Bowl), beverages from FreshCoast Beer Works, lawn games and camaraderie with friends. We will be having a local Traverse City high school drumline to kick off the festivities at 5:00pm as this is looking like a 7:30pm game. Thank you to Breakwater who will be our neighborhood sponsor for this event. If you are interested in sponsoring this popular event, please reach out to me!

Halloween Walk

The very favorite Halloween Walk will be the morning of Saturday, October 28 from 10:00am-11:30am.

Businesses will have candy set up outside their stores and families will be able to enjoy the morning dressing up and trick-or-treating. This includes the 100, 200, and 300 block of Front Street as well as participating locations on State Street. Make sure to stop by the J. Smith Walkway to see the Old Town Playhouse all dressed up!

Toast to Downtown

Please save the date for our downtown celebration on November 9 from 5:00pm-8:00pm at the City Opera House. We will have invites going out soon, but start spreading the word with your colleagues.



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
July 19, 2023**

A regular meeting of the Arts Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:45 p.m.

The following Commissioners were in attendance: Commissioners Early, Niemi, Hoisington Nance and Amundsen.

The following Commissioners were absent: Commissioners Stanley and Koebert.

Chairperson Amundsen presided at the meeting.

(a) **CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS**

- (1) Motion to amend the meeting agenda to add the Old Business memo and move the New Business Memo and Attachments under New Business

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Chelsie Niemi, Roger Amundsen, Caitlin Early, and Steve Nance

Absent: Mi Stanley, Joshua Hoisington, and Linda Koebert

CARRIED. 4-0-3 on a recorded vote

(b) **PUBLIC COMMENT**

(c) **CONSENT CALENDAR**

- (1) Consideration of Approving the June 21, 2023 Arts Commission Meeting Minutes (approval recommended)

- (2) Consideration of Approving the June Arts Commission Financials (approval recommended)

Commissioners noted the names of Commissioners Amudsen and Niemi were misspelled and that an "e" was missing from the work include under the 2nd bullet in New Business.

Motion to approve the consent calendar, as amended

Moved by Roger Amundsen, Seconded by Caitlin Early

Yes: Chelsie Niemi, Roger Amundsen, Caitlin Early, and Steve Nance
Absent: Mi Stanley, Joshua Hoisington, and Linda Koebert

CARRIED. 4-0-3 on a recorded vote

(3)

Commissioners noted Commissioners Niemi and Amundsen names were misspelled and an "e" was missing from the word include under the 2nd bullet-point of New Business

(d) **OLD BUSINESS**

(1) Old Business Memo (Burkholder) - PDF

1. Mr. Burkholder provided a summary and update of recent projects.
2. Commissioners and staff noted the new banners were placed in the wrong location and did not include the Arts Commission's website address.
3. In regards to the Bryant Park Mural, Commissioners noted:
 - We should be responsible for the application of primer
 - Will need to rent a sprayer for the primer and anti-graffiti
 - Commissioner Nance will inquire an associate about the scaffolding and primer application

(e) **NEW BUSINESS**

(1) New Business Memo

Commissioners discussed the North Boardman Creative District initiative and the proposed placement of the "rock cairns" sculpture at the future trailhead location along the TART Trail adjacent to Railroad Ave. After robust discussion, it was determined that Commissioners Early, Nance and Amundsen (and Mr. Burkholder) would meet in person with Ms. Graetz to discuss her proposal and additional opportunities for art at this location, through a more formal process of solicitation.

(f) **PUBLIC COMMENT**

(1) General

(2) Commissioners

(g) **ADJOURNMENT**

(1) Motion to adjourn

Moved by Caitlin Early, Seconded by Joshua Hoisington

Yes: Chelsie Niemi, Roger Amundsen, Caitlin Early, Joshua Hoisington, and Steve Nance

Absent: Mi Stanley and Linda Koebert

CARRIED. 5-0-2 on a recorded vote

Roger Amundsen, Chair

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, JULY 13, 2023
8:30AM • DDA Conference Room

MINUTES

1. Call to order (*Gildersleeve*) (8:39am)
 - a. Present: Dawn Gildersleeve, Jeff Joubran, Jeff Libman, Libby Hogan, Karen Hilt, Sebastian Garbsch, Amanda Walton
 - b. Absent: Gary Jonas, Liz Lancashire
2. Approval of [Minutes of the Special Board Meeting of May 11, 2023](#) (*Gildersleeve*)
 - a. Motion to approve the minutes, **motion made by Karen Hilt, seconded by Jeff Libman**
3. CEO Report (*Derenzy*)
 - Power washing by Youthworks starting next week. If there are any comments or concerns for downtown, contact Harry
 - Jeff Joubran asked what Socks would be doing with parking and they should be able to get an update to the DDA board
 - Movies in the Square and Downtown Tailgate is going to be put on by DDA and not coming out of DTCA budget
 - Overall it sounds like the new benefits are going pretty well, some members are commenting but we have given an explanation on how this works and why there were changes.
4. DTCA Invoicing Update (*Taylor*)
 - i. Molly has sent out all of the new DTCA membership invoicing at the beginning of July
5. Events Review (*Taylor*)
 - a. Street Sale Sign Up Update
 - i. The Street Sale sign up sheet will be going out 7/14 as we are waiting for all dues to be up to date
 - ii. There will be specific rules on the tent placement and making sure to keep sidewalks and fire lane clear per the fire department.

b. Friday Night Lives

i. Friday, August 4, 2023 5-9pm

ii. Friday, August 11, 2023 5-9pm

-Abby has secured \$20,000 in sponsorships for Friday Night Live

-Sponsors include Superior Exteriors, TBA Credit Union, 4 Front Credit Union, and BlueOrange Consulting

-The Accidentals will be here for after Street Sale and the first Friday Night Live since 2019

6. Communications Report (*Bukowski*)

-30,000 followers

-If businesses has anything specific that they want to highlight or events that are taking place,, reach out to Art

-Art has been responding to DTCA questions and requests

7. President's Report (*Gildersleeve*)

- We will want to set up a meeting to talk about the new elections soon

-Checking in with everyone on what platforms are used

8. Adjourn (9:25am)