

# Traverse City Downtown Development Authority Regular Meeting

Friday, May 19, 2023

**9:00 am**

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



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

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

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

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

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# Welcome to the Traverse City Downtown Development Authority meeting

## Agenda

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1. **CALL TO ORDER**

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2. **ROLL CALL**

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3. **REVIEW AND APPROVAL OF AGENDA**

- A. Consideration of approving the agenda as presented.

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4. **PUBLIC COMMENT**

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5. **CONSENT CALENDAR**

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

- A. Approval of the minutes of April 21, 2023 and May 5, 2023 Downtown Development Authority Board of Directors meetings (Approval Recommended) (Jean Derenzy) 6 - 21

[Downtown Development Authority Regular Meeting - 21 Apr 2023 - Minutes - PDF](#)

[Downtown Development Authority Study Session - 05 May 2023 - Minutes - PDF](#)

- B. Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for April 2023 (Approval Recommended) (Jean Derenzy) 22 - 29

[DDA General, TIF 97, Old Town TIF Combined Financials April 2023 - PDF](#)

[TC Parking Services Financials April 2023 - PDF](#)

[TC Arts Commission Financials April 2023 - PDF](#)

|            |  |            |
|------------|--|------------|
| <b>6.</b>  | <b>ITEMS REMOVED FROM CONSENT CALENDAR</b>   |            |
| <b>7.</b>  | <b>SPECIAL ORDER OF BUSINESS</b>   |            |
| A.         | Public Hearing: 2023/2023 Annual Budget (Jean Derenzy)<br><a href="#">2023-2024 Proposed Budget Public Hearing Memo (Jean Derenzy) - PDF</a><br><a href="#">DDA General, TIF 97 &amp; Old Town TIF 2023-2024 Proposed Budget - PDF</a><br><a href="#">Arts Commission &amp; Parking Services 2023-2024 Proposed Budget - PDF</a> | 30 -<br>40 |
| <b>8.</b>  | <b>OLD BUSINESS</b>  |            |
| A.         | Two-Way Update (Chris Zull, Jean Derenzy)<br><a href="#">Two Way Circulation Memo (Jean Derenzy) - PDF</a><br><a href="#">Downtown Circulation Traffic Analysis Memo (Chris Zull) - PDF</a><br><a href="#">Two Way Implementation Presentation - PDF</a>   | 41 -<br>63 |
| <b>9.</b>  | <b>NEW BUSINESS</b>  |            |
| A.         | 2022/2023 Budget Adjustment (Approval Recommended) (Jean Derenzy)<br><a href="#">Budget Adjustment Memo (Approval Recommended) (Jean Derenzy) - PDF</a><br><a href="#">Budget Adjustments - PDF</a>  | 64 -<br>65 |
| B.         | Moving Downtown Forward Timeline (Jean Derenzy)<br><a href="#">Timeline for Moving Downtown Forward Memo (Jean Derenzy) - PDF</a><br><a href="#">Moving Downtown Forward Board Meeting Milestones - PDF</a>  | 66 -<br>67 |
| <b>10.</b> | <b>CEO REPORT</b>  |            |
| A.         | Project Updates (Jean Derenzy)<br><a href="#">Project Updates Memo (Jean Derenzy) - PDF</a>  | 68 -<br>69 |
| <b>11.</b> | <b>BOARD MEMBER REPORTS</b>  |            |
| A.         | Arts Commission Update (Steve Nance, Harry Burkholder)<br><a href="#">Art Commission Update (Steve Nance, Harry Burkholder) - PDF</a>  | 70         |
| <b>12.</b> | <b>STAFF REPORTS</b>   |            |
| A.         | Transportation Mobility Director Report (Nicole VanNess)<br><a href="#">Transportation &amp; Mobility Director Report (Nicole VanNess) - PDF</a>   | 71 -<br>72 |
| B.         | Communications & Outreach Director Report (Art Bukowski)   | 73 -<br>74 |

[Communications & Outreach Director Report \(Art Bukowski\) - PDF](#)

- C. Downtown Experience Coordinator Report (Abby Taylor) 75 -  
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#) 76
- 

**13. RECEIVE AND FILE**

- A. DTCA April 2023 Meeting Minutes 77 -  
[April 13, 2023 DTCA Board Meeting Minutes - PDF](#) 79
- B. Arts Commission March 2023 Meeting Minutes 80 -  
[March 15, 2023 Arts Commission Meeting Minutes - PDF](#) 82
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**14. PUBLIC COMMENT**

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**15. ADJOURNMENT**



# CITY COMMISSION

## GOALS & OBJECTIVES

### 2022-2023

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#### **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.



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, April 21, 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, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Katy Bertodatto, and Board Member Michael Brodsky

The following Board Members were absent: Board Member Todd McMillen

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

(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 Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Katy Bertodatto, and Michael Brodsky

**Absent:** Todd McMillen

**CARRIED. 10-0-1 on a recorded vote**

(d) **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 March 17, 2023 and April 14, 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 March 2023 (Approval Recommended) (Jean Derenzy)
- (3) Consideration of approving a 3 year renewal term with Parkmobile (Approval Recommended) (Nicole VanNess, Jean Derenzy)
- (4) Consideration of approving the year ending June 30, 2022 Downtown Development Authority Audit (Approval Recommended) (Jean Derenzy)

That the DDA Board approve the consent calendar as presented.

Moved by Jeff Joubran, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Katy Bertodatto, and Michael Brodsky

**Absent:** Todd McMillen

**CARRIED. 10-0-1 on a recorded vote**

(e) **ITEMS REMOVED FROM CONSENT CALENDAR**

(f) **OLD BUSINESS**

- (1) Retail Incubator (Approval Recommended) (Jean Derenzy, Jeff Joubran)

The Following Addressed the Board:

Jeff Joubran  
Jean Derenzy, DDA CEO  
Steve Nance  
Scott Hardy  
Scott Howard  
Katy Bertodatto  
Gabe Schneider

Pam DeMerle  
Peter Kirkwood

That the DDA Board approve the proposed buildout costs and lease terms for the downtown retail incubator, subject to approval and as to form and substance of the DDA CEO and DDA Attorney.

Bertodatto recommended an amended motion:  
That the DDA Board approve the proposed buildout costs pending lease terms and review by the the building owner, the DDA Chair, DDA CEO and DDA Attorney for the downtown retail incubator.

Moved by Katy Bertodatto, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Pam Marsh, Pam DeMerle, Katy Bertodatto, and Michael Brodsky  
**No:** Richard Lewis  
**Absent:** Todd McMillen

**CARRIED. 9-1-1 on a recorded vote**

(g) **NEW BUSINESS**

- (1) 2023/2024 Budget (Scheduling of a Public Hearing Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Steve Nance  
Pam Marsh  
Pete Kirkwood  
Gabe Schneider  
Michael Brodsky  
Katy Bertodatto  
Will Unger  
Scott Hardy  
Richard Lewis  
Tim Werner, City Commissioner  
Jim Curruthers, 218 W Eleventh St

That the DDA Board set a public hearing for the 2023/2024 DDA Budget for Friday, May 19, 2023 at 9:00am at the Governmental Center Commission Chambers.

Moved by Richard Lewis, Seconded by Michael Brodsky

**Yes:**

**Absent:** Todd McMillen

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

(h) **CEO REPORT**

- (1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider  
Pam Marsh

(i) **BOARD MEMBER REPORTS**

- (1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

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

The Following Addressed the Board:

Scott Hardy

(j) **STAFF REPORTS**

- (1) Transportation & Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess, Transportation Mobility Director

- (2) Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor, Downtown Experience Coordinator

- (3) Communications & Outreach Director Report (Art Bukowski)

(k) **RECEIVE AND FILE**

- (1) Arts Commission February 2023 Meeting Minutes
- (2) DTCA Board March 2023 Meeting Minutes
- (3) Mobility & Parking Advisory Board March 2023 Meeting Minutes
- (4) Farmers Market Advisory Board January 2023 Meeting Minutes

(l) **PUBLIC COMMENT**

Steve Nance  
Jim Curruthers, 218 W Eleventh  
Katy Bertodatto  
Pam Marsh  
Scott Hardy  
Pete Kirkwood  
Michael Brodsky

- (1) Attached emails were received on April 20, 2023 regarding the 2023/2024 Budget.
- [Anna Rupard Budget Email - PDF](#)
  - [Ashlen Hill Budget Email - PDF](#)
  - [Elizabeth Phillips Budget Email - PDF](#)
  - [Ella Neuhardt Budget Email - PDF](#)
  - [Lucille Phillips Budget Email - PDF](#)
  - [Mae Madion Budget Email - PDF](#)
  - [McKeiley Buron Budget Email - PDF](#)
  - [Mia Tursman Budget Email - PDF](#)
  - [Sienna Cobb Budget Email - PDF](#)

(m) **ADJOURNMENT**

(1)

Motion to Adjourn the meeting.

That the DDA Board adjourn the meeting at 10:58 AM.

Moved by Peter Kirkwood, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Katy Bertodatto, and Michael Brodsky

**Absent:** Todd McMillen

**CARRIED. 10-0-1 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO

**From:** [Anna Rupard](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Climate Change Action - Budget  
**Date:** Thursday, April 20, 2023 7:50:46 AM

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Good Morning,

Please take climate change into consideration when creating your budget tomorrow.

Thank you!  
- Anna Rupard

**From:** [Ashlen Hill](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Environmental Action  
**Date:** Thursday, April 20, 2023 7:44:22 AM

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Regarding the dda budget, we would like you to include more environmental policy addressing climate change. Climate change is real and needs action now.

- Thank you for your consideration.

**From:** [Elizabeth Phillips](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Budget Plan  
**Date:** Thursday, April 20, 2023 7:45:14 AM

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Hello,

Please include a plan to help climate change in your budget.

**From:** [Ella Neuhardt](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] climate change  
**Date:** Thursday, April 20, 2023 7:45:18 AM

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Please increase your budget for climate change problems because it is very important to this area.

Thanks,Ella Neuhardt

**From:** [Lucille Phillips](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Environmental Policy  
**Date:** Thursday, April 20, 2023 7:45:01 AM

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Hello.

Please include environmental policy that addresses climate change in the budget.

Thank you

**From:** [Mae Madion](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Climate Change  
**Date:** Thursday, April 20, 2023 8:05:46 AM

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Please incorporate a budget towards climate change. It is very important for this community to try and limit climate change.

**From:** [McKeiley Buron](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Climate Change in Budget  
**Date:** Thursday, April 20, 2023 7:50:52 AM

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Good morning,

Please take climate change into consideration when making your budget.

Thank you!

**From:** [Mia Tursman](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Policy  
**Date:** Thursday, April 20, 2023 7:47:27 AM

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Hi!  
I am from Traverse City Central Students for Environmental Advocacy Club, and we just wanted to urge you to include the environment in your board budget policy!!

Thank You!!

**From:** [Sienna Cobb](#)  
**To:** [info@downtowntc.com](mailto:info@downtowntc.com)  
**Subject:** [INFO] Budget  
**Date:** Thursday, April 20, 2023 7:42:45 AM

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Please include room in the budget for Climate Change.



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Study Session  
Friday, May 5, 2023**

A study session 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 12 p.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Todd McMillen, Board Member Katy Bertodatto, and Board Member Michael Brodsky, Student Liaison Will Unger

The following Board Members were absent: Board Member Peter Kirkwood (unexcused) and Board Member Pam DeMerle

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 12:01PM

(b) **ROLL CALL**

Steve Nance arrived at 12:10pm.

(c) **PUBLIC COMMENT**

No Public Comment.

(d) **TOPICS OF DISCUSSION**

(1) Housing Discussion (Scott Howard, Jean Derenzy)

The Following Addressed the Board:

Scott Hardy  
Jean Derenzy, DDA CEO  
Gabe Schneider  
Scott Hardy  
Michael Brodsky  
Steve Nance  
Pam Marsh  
Katy Bertodatto  
Richard Lewis  
Will Unger

(e) **PUBLIC COMMENT**

The Following Addressed the Board:

Jackie Anderson  
Ed Slosky

(f) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 1:09PM.

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Jean Derenzy, Traverse City DDA  
CEO

# Traverse City DDA - General

## Adjusted Trial Balance

As of April 30, 2023

|   | UNADJUSTED BALANCE |            | ADJUSTMENTS |        | ADJUSTED BALANCE |            |
|---|--------------------|------------|-------------|--------|------------------|------------|
|   | DEBIT              | CREDIT     | DEBIT       | CREDIT | DEBIT            | CREDIT     |
| 1000 Fifth Third Checking - 3112                                  | 531,793.26         |            |             |        | 531,793.26       |            |
| 1072 Bill.com Money Out Clearing                                  | 25,000.00          |            |             |        | 25,000.00        |            |
| Fifth Third Savings - 6740  | 203,906.98         |            |             |        | 203,906.98       |            |
| 1200 Accounts Receivable  | 246,594.66         |            |             |        | 246,594.66       |            |
| 1220 Grants Receivable  | 7,766.25           |            |             |        | 7,766.25         |            |
| Due From Other Funds  | 43.30              |            |             |        | 43.30            |            |
| 2000 Accounts Payable   |                    | 248,349.72 |             |        |                  | 248,349.72 |
| 2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable | 30,530.79          |            |             |        | 30,530.79        |            |
| 2220 Payroll Liabilities:Life & Disability Insurance Payable      | 2,646.88           |            |             |        | 2,646.88         |            |
| 2245 Payroll Liabilities:Wage Garnishment Payable                 |                    | 305.98     |             |        |                  | 305.98     |
| 2407 GRANTS:MEDC (Civic Square)                                   |                    | 99,119.92  |             |        |                  | 99,119.92  |
| Accrued Payroll Liabilities                                       |                    | 8,206.78   |             |        |                  | 8,206.78   |
| Accrued Salaries  |                    | 32,327.61  |             |        |                  | 32,327.61  |
| Deferred Income   |                    | 86,468.61  |             |        |                  | 86,468.61  |
| Deposits Payable:Double Up Food Bucks                             | 10,560.39          |            |             |        | 10,560.39        |            |
| Deposits Payable:NCF Reimbursements                               | 480.00             |            |             |        | 480.00           |            |
| Deposits Payable:Prescriptions for Health                         |                    | 820.64     |             |        |                  | 820.64     |
| Deposits Payable:Project Fresh                                    |                    | 689.00     |             |        |                  | 689.00     |
| Deposits Payable:Senior Project Fresh                             | 2,185.00           |            |             |        | 2,185.00         |            |
| Due to Other Funds  |                    | 2,375.22   |             |        |                  | 2,375.22   |
| 3000 Opening Bal Equity   |                    | 107,606.27 |             |        |                  | 107,606.27 |
| 3900 Retained Earnings  |                    | 628,579.53 |             |        |                  | 628,579.53 |
| 4101 TAXES:Property Taxes   |                    | 121,992.34 |             |        |                  | 121,992.34 |
| 4202 GRANTS & CONTRIBUTIONS:Grants income                         |                    | 400,000.00 |             |        |                  | 400,000.00 |
| 4204 GRANTS & CONTRIBUTIONS:Grants - EGLE cornwell                |                    | 201,958.77 |             |        |                  | 201,958.77 |
| 4209 GRANTS & CONTRIBUTIONS:MEDC Civic Square                     |                    | 127,347.36 |             |        |                  | 127,347.36 |
| 4301 REIMBURSEMENTS:Reimbursed Wages/Bonus                        |                    | 8,500.00   |             |        |                  | 8,500.00   |
| 4302 REIMBURSEMENTS:Administrative Services                       |                    | 408,098.40 |             |        |                  | 408,098.40 |
| 4303 REIMBURSEMENTS:Parking Services                              |                    | 680,000.00 |             |        |                  | 680,000.00 |
| 4305 REIMBURSEMENTS:Farmers Market online Revenue                 |                    | 57,035.23  |             |        |                  | 57,035.23  |
| 4307 REIMBURSEMENTS:SNAP Food Assistance Revenue                  |                    | 11,695.69  |             |        |                  | 11,695.69  |
| 4501 Interest & Dividends   |                    | 1,768.64   |             |        |                  | 1,768.64   |
| 4600 Miscellaneous Revenue  |                    | 0.05       |             |        |                  | 0.05       |
| 5101 SALARIES:Salaries & Wages                                    | 525,239.06         |            |             |        | 525,239.06       |            |
| 5102 SALARIES:Hourly Wage Expense                                 | 300,414.44         |            |             |        | 300,414.44       |            |
| 5201 FRINGE BENEFITS:Health Insurance                             | 98,365.21          |            |             |        | 98,365.21        |            |
| 5202 FRINGE BENEFITS:Disability Insurance Benefits                | 4,743.23           |            |             |        | 4,743.23         |            |

# Traverse City DDA - General

## Adjusted Trial Balance

As of April 30, 2023

|  | UNADJUSTED BALANCE    |                       | ADJUSTMENTS   |               | ADJUSTED BALANCE      |                       |
|--|-----------------------|-----------------------|---------------|---------------|-----------------------|-----------------------|
|  | DEBIT                 | CREDIT                | DEBIT         | CREDIT        | DEBIT                 | CREDIT                |
| 5203 FRINGE BENEFITS:Life Insurance Expense              | 2,348.80              |                       |               |               | 2,348.80              |                       |
| 5204 FRINGE BENEFITS:457 Company Matching                | 64,357.49             |                       |               |               | 64,357.49             |                       |
| 5208 FRINGE BENEFITS:Social Security Tax Expense         | 53,646.87             |                       |               |               | 53,646.87             |                       |
| 5209 FRINGE BENEFITS:Medicare Tax Expense                | 12,546.51             |                       |               |               | 12,546.51             |                       |
| 5210 FRINGE BENEFITS:SUTA Tax Expense                    | 3,933.59              |                       |               |               | 3,933.59              |                       |
| 5211 FRINGE BENEFITS:Workers Compensation                | 3,310.00              |                       |               |               | 3,310.00              |                       |
| 5213 FRINGE BENEFITS:Payroll Expenses                    |                       | 67.03                 |               |               |                       | 67.03                 |
| 5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies       | 15,391.04             |                       |               |               | 15,391.04             |                       |
| 5302 OFFICE SUPPLIES AND UTILITIES:Utilities             | 8,292.45              |                       |               |               | 8,292.45              |                       |
| 5305 OFFICE SUPPLIES AND UTILITIES:Dues and Memberships  | 10,911.47             |                       |               |               | 10,911.47             |                       |
| 5307 OFFICE SUPPLIES AND UTILITIES:Communications        | 7,977.37              |                       |               |               | 7,977.37              |                       |
| 5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense | 3,927.50              |                       |               |               | 3,927.50              |                       |
| 5309 OFFICE SUPPLIES AND UTILITIES:Civic Square          | 8,246.50              |                       |               |               | 8,246.50              |                       |
| 5401 PROFESSIONAL SERVICES:Contract Services             | 425,000.00            |                       |               |               | 425,000.00            |                       |
| 5402 PROFESSIONAL SERVICES:Legal                         | 31,950.00             |                       |               |               | 31,950.00             |                       |
| 5403 PROFESSIONAL SERVICES:Professional/Contractual      | 171,567.10            |                       |               |               | 171,567.10            |                       |
| 5405 PROFESSIONAL SERVICES:Community Promotion           | 9,633.36              |                       |               |               | 9,633.36              |                       |
| 5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg  | 202,579.27            |                       |               |               | 202,579.27            |                       |
| 5413 PROFESSIONAL SERVICES:Grant Exp SOM Cinc Square     | 119,100.86            |                       |               |               | 119,100.86            |                       |
| 5415 PROFESSIONAL SERVICES:Online Farmers Market Expense | 47,991.19             |                       |               |               | 47,991.19             |                       |
| 5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense  | 36,606.91             |                       |               |               | 36,606.91             |                       |
| 5501 TRAVEL AND CONFERENCES:Lodging, meals               | 1,566.76              |                       |               |               | 1,566.76              |                       |
| 5503 TRAVEL AND CONFERENCES:Training                     | 2,000.00              |                       |               |               | 2,000.00              |                       |
| 5701 RENTAL EXPENSE:Rentals                              | 215.30                |                       |               |               | 215.30                |                       |
| 9000 Ask Account   |                       | 57.00                 |               |               |                       | 57.00                 |
| <b>TOTAL</b>   | <b>\$3,233,369.79</b> | <b>\$3,233,369.79</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$3,233,369.79</b> | <b>\$3,233,369.79</b> |

# Traverse City DDA - TIF 97

## Adjusted Trial Balance

As of April 30, 2023

|  | UNADJUSTED BALANCE    |                       | ADJUSTMENTS   |               | ADJUSTED BALANCE      |                       |
|--|-----------------------|-----------------------|---------------|---------------|-----------------------|-----------------------|
|  | DEBIT                 | CREDIT                | DEBIT         | CREDIT        | DEBIT                 | CREDIT                |
| 1000 CASH AND CASH EQUIVALENTS:1001 Fifth Third Checking - 8026  | 1,535,966.16          |                       |               |               | 1,535,966.16          |                       |
| 1200 ACCOUNTS RECEIVABLE   | 311,213.39            |                       |               |               | 311,213.39            |                       |
| 2000 ACCOUNTS PAYABLE  |                       | 915,979.77            |               |               |                       | 915,979.77            |
| 2200 DEFERRED REVENUE  |                       | 48,631.87             |               |               |                       | 48,631.87             |
| Opening Bal Equity   | 21,200.00             |                       |               |               | 21,200.00             |                       |
| Retained Earnings  |                       | 4,833,620.97          |               |               |                       | 4,833,620.97          |
| 4100 TAXES:4101 Property Taxes                                   |                       | 3,605,564.70          |               |               |                       | 3,605,564.70          |
| 4300 REIMBURSEMENTS  |                       | 196,606.82            |               |               |                       | 196,606.82            |
| 4500 INTEREST INCOME:4501 Interest & Dividends                   |                       | 4,207.87              |               |               |                       | 4,207.87              |
| 5300 OFFICE SUPPLIES AND UTILITIES:5301 Office Supplies          | 3,534.69              |                       |               |               | 3,534.69              |                       |
| 5300 OFFICE SUPPLIES AND UTILITIES:5302 Utilities                | 1,500.00              |                       |               |               | 1,500.00              |                       |
| 5400 PROFESSIONAL SERVICES                                       | 158,599.90            |                       |               |               | 158,599.90            |                       |
| 5400 PROFESSIONAL SERVICES:5401 Contract Services                | 62,005.41             |                       |               |               | 62,005.41             |                       |
| 5400 PROFESSIONAL SERVICES:5402 Legal                            | 10,650.00             |                       |               |               | 10,650.00             |                       |
| 5400 PROFESSIONAL SERVICES:5403 Professional/Contractual         | 23,376.87             |                       |               |               | 23,376.87             |                       |
| 5400 PROFESSIONAL SERVICES:5405 Administrative                   | 289,779.50            |                       |               |               | 289,779.50            |                       |
| 5400 PROFESSIONAL SERVICES:5406 Public Restrooms                 | 13,200.00             |                       |               |               | 13,200.00             |                       |
| 5400 PROFESSIONAL SERVICES:5407 Grant Expense MEDC Match on Main | 20,000.00             |                       |               |               | 20,000.00             |                       |
| 5500 CONTRIBUTIONS TO DISTRICT CONSTRUCTION PROJECTS             | 6,103,474.37          |                       |               |               | 6,103,474.37          |                       |
| 5600 CONTRIBUTIONS TO OTHER GOVERNMENTS- DEBT SERVICE            | 972,955.73            |                       |               |               | 972,955.73            |                       |
| Bank Charges   | 2,343.80              |                       |               |               | 2,343.80              |                       |
| Capital Outlay   | 22,473.50             |                       |               |               | 22,473.50             |                       |
| Printing & Publishing  | 2,562.22              |                       |               |               | 2,562.22              |                       |
| Purchases  | 25.00                 |                       |               |               | 25.00                 |                       |
| Repairs and Maintenance  | 750.08                |                       |               |               | 750.08                |                       |
| Taxes Paid   | 49,001.38             |                       |               |               | 49,001.38             |                       |
| <b>TOTAL</b>   | <b>\$9,604,612.00</b> | <b>\$9,604,612.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$9,604,612.00</b> | <b>\$9,604,612.00</b> |

# DDA Old Town TIF

## Adjusted Trial Balance

As of April 30, 2023

|   | UNADJUSTED BALANCE    |                       | ADJUSTMENTS   |               | ADJUSTED BALANCE      |                       |
|---|-----------------------|-----------------------|---------------|---------------|-----------------------|-----------------------|
|   | DEBIT                 | CREDIT                | DEBIT         | CREDIT        | DEBIT                 | CREDIT                |
| 1000 CASH AND CASH EQUIVILENTS:1001 Fifth Third Checking - 0650 | 1,229,829.74          |                       |               |               | 1,229,829.74          |                       |
| 1200 ACCOUNTS RECEIVABLE  | 96,108.86             |                       |               |               | 96,108.86             |                       |
| Retained Earnings   |                       | 714,386.80            |               |               |                       | 714,386.80            |
| 4100 TAXES:4101 Property Taxes                                  |                       | 683,111.97            |               |               |                       | 683,111.97            |
| 4500 INTEREST INCOME:4501 INTEREST & DIVIDENDS                  |                       | 292.87                |               |               |                       | 292.87                |
| 5300 UTILITIES  | 654.98                |                       |               |               | 654.98                |                       |
| 5400 PROFESSIONAL SERVICES                                      | 6,546.20              |                       |               |               | 6,546.20              |                       |
| 5400 PROFESSIONAL SERVICES:5402 Legal                           | 5,325.00              |                       |               |               | 5,325.00              |                       |
| 5400 PROFESSIONAL SERVICES:5403 Professional/Contractual        | 57,707.00             |                       |               |               | 57,707.00             |                       |
| 5400 PROFESSIONAL SERVICES:5405 Office Supplies                 | 1,538.98              |                       |               |               | 1,538.98              |                       |
| Purchases   | 80.88                 |                       |               |               | 80.88                 |                       |
| <b>TOTAL</b>  | <b>\$1,397,791.64</b> | <b>\$1,397,791.64</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,397,791.64</b> | <b>\$1,397,791.64</b> |

| GL NUMBER                                 | DESCRIPTION                 | 2022-23YTD BALANCE |                  | ACTIVITY FOR |             |              |        |
|---|-----------------------------|--------------------|------------------|--------------|-------------|--------------|--------|
|   |                             | 2022-23YTD BALANCE | MONTH ENCUMBERED | ENCUMBERED   | % BDGT      |              |        |
|   |                             | NDED BUDGET        | 04/30/2023       | 04/30/23     | EAR-TO-DATE | BALANCE      | USED   |
| Fund 585 - AUTOMOBILE PARKING SYSTEM FUND |                             |                    |                  |              |             |              |        |
| Revenues                                  |                             |                    |                  |              |             |              |        |
| Dept 000 - NON-DEPARTMENTAL               |                             |                    |                  |              |             |              |        |
| 585-000-528.000                           | OTHER FEDERAL GRANTS        | 0.00               | 13.47            | 0.00         | 0.00        | (13.47)      | 100.00 |
| 585-000-652.000                           | PARKING FEES-COIN           | 1,700,000.00       | 1,530,352.00     | 57,054.80    | 0.00        | 169,648.00   | 90.02  |
| 585-000-653.000                           | PERMITS-SURFACE LOTS        | 200,000.00         | 209,008.00       | 1,292.00     | 0.00        | (9,008.00)   | 104.50 |
| 585-000-653.007                           | PERMITS - NEIGHBORHOOD      | 0.00               | 1,965.00         | 5.00         | 0.00        | (1,965.00)   | 100.00 |
| 585-000-653.010                           | DESTINATION DOWNTOWN        | 0.00               | 25.00            | 5.00         | 0.00        | (25.00)      | 100.00 |
| 585-000-656.010                           | PARKING FINES               | 200,000.00         | 234,855.81       | 5,190.96     | 0.00        | (34,855.81)  | 117.43 |
| 585-000-664.000                           | INTEREST & DIVIDEND EARNIN  | 66,000.00          | 41,706.93        | 0.00         | 0.00        | 24,293.07    | 63.19  |
| 585-000-677.000                           | REIMBURSEMENTS              | 4,700.00           | 9,148.01         | 3,896.97     | 0.00        | (4,448.01)   | 194.64 |
| 585-000-686.000                           | MISCELLANEOUS INCOME        | 0.00               | 955.00           | 0.00         | 0.00        | (955.00)     | 100.00 |
| 585-000-699.000                           | PRIOR YEARS' SURPLUS        | 0.00               | (8,515.00)       | 0.00         | (30,143.60) | 38,658.60    | 100.00 |
| Total Dept 000 - NON-DEPARTMENTAL         |                             | 2,170,700.00       | 2,019,514.22     | 67,444.73    | (30,143.60) | 181,329.38   | 91.65  |
| Dept 586 - HARDY DECK                     |                             |                    |                  |              |             |              |        |
| 585-586-651.000                           | PARKING DECK PROCEEDS       | 250,000.00         | 259,169.63       | 5,842.50     | 0.00        | (9,169.63)   | 103.67 |
| 585-586-653.005                           | PERMITS-PARKING DECK        | 180,000.00         | 160,816.00       | 4,712.00     | 0.00        | 19,184.00    | 89.34  |
| Total Dept 586 - HARDY DECK               |                             | 430,000.00         | 419,985.63       | 10,554.50    | 0.00        | 10,014.37    | 97.67  |
| Dept 587 - OLD TOWN DECK                  |                             |                    |                  |              |             |              |        |
| 585-587-651.000                           | PARKING DECK PROCEEDS       | 70,000.00          | 70,395.15        | 1,183.35     | 0.00        | (395.15)     | 100.56 |
| 585-587-653.005                           | PERMITS-PARKING DECK        | 100,000.00         | 85,534.00        | 1,274.00     | 0.00        | 14,466.00    | 85.53  |
| 585-587-686.000                           | MISCELLANEOUS INCOME        | 0.00               | 1,250.00         | 0.00         | 0.00        | (1,250.00)   | 100.00 |
| Total Dept 587 - OLD TOWN DECK            |                             | 170,000.00         | 157,179.15       | 2,457.35     | 0.00        | 12,820.85    | 92.46  |
| TOTAL REVENUES                            |                             | 2,770,700.00       | 2,596,679.00     | 80,456.58    | (30,143.60) | 204,164.60   | 92.63  |
| Expenditures                              |                             |                    |                  |              |             |              |        |
| Dept 585 - AUTOMOBILE PARKING SYSTEM      |                             |                    |                  |              |             |              |        |
| 585-585-702.000                           | SALARIES AND WAGES          | 9,700.00           | 7,963.46         | 193.15       | 0.00        | 1,736.54     | 82.10  |
| 585-585-704.000                           | EMPLOYEE OVERTIME           | 2,000.00           | 916.80           | 0.00         | 0.00        | 1,083.20     | 45.84  |
| 585-585-714.000                           | HEALTH SAVINGS ACCT EXPEN   | 0.00               | 29.15            | (0.58)       | 0.00        | (29.15)      | 100.00 |
| 585-585-715.000                           | EMPLOYER'S SOCIAL SECURITY  | 200.00             | 152.36           | 14.26        | 0.00        | 47.64        | 76.18  |
| 585-585-716.000                           | EMPLOYEE HEALTH INSURANC    | 100.00             | 97.91            | 9.79         | 0.00        | 2.09         | 97.91  |
| 585-585-717.000                           | EMPLOYEE LIFE/DISABILITY IN | 0.00               | 23.23            | 2.33         | 0.00        | (23.23)      | 100.00 |
| 585-585-718.000                           | RETIREMENT FUND CONTRIBU    | 700.00             | 524.24           | 65.17        | 0.00        | 175.76       | 74.89  |
| 585-585-727.000                           | OFFICE SUPPLIES             | 6,000.00           | 4,561.59         | 538.22       | 282.16      | 1,156.25     | 80.73  |
| 585-585-740.000                           | OPERATION SUPPLIES          | 37,000.00          | 35,205.42        | 2,701.74     | 35,509.75   | (33,715.17)  | 191.12 |
| 585-585-801.000                           | PROFESSIONAL AND CONTRAC'   | 1,006,000.00       | 682,371.25       | 170,489.95   | 672,477.60  | (348,848.85) | 134.68 |
| 585-585-802.000                           | INFORMATION TECHNOLOGY S    | 197,550.00         | 68,561.16        | 2,025.00     | 285,821.23  | (156,832.39) | 179.39 |
| 585-585-810.000                           | COLLECTION COSTS            | 500.00             | 0.00             | 0.00         | 0.00        | 500.00       | 0.00   |
| 585-585-850.000                           | COMMUNICATIONS              | 24,000.00          | 12,347.40        | 1,337.64     | 195,873.00  | (184,220.40) | 867.59 |
| 585-585-854.000                           | CITY FEE                    | 278,100.00         | 0.00             | 0.00         | 0.00        | 278,100.00   | 0.00   |
| 585-585-860.000                           | TRANSPORTATION              | 5,000.00           | 4,042.66         | 334.84       | 0.00        | 957.34       | 80.85  |
| 585-585-862.000                           | PROFESSIONAL DEVELOPMENT    | 2,000.00           | 1,250.00         | 0.00         | 0.00        | 750.00       | 62.50  |
| 585-585-863.000                           | TRAINING                    | 2,000.00           | 0.00             | 0.00         | 0.00        | 2,000.00     | 0.00   |
| 585-585-880.000                           | COMMUNITY PROMOTION         | 65,000.00          | 0.00             | 0.00         | 0.00        | 65,000.00    | 0.00   |
| 585-585-900.000                           | PRINTING AND PUBLISHING     | 14,000.00          | 302.51           | 0.00         | 97.94       | 13,599.55    | 2.86   |

| GL NUMBER                                  | DESCRIPTION               | 2022-23YTD BALANCE |              | ACTIVITY FOR |                | ENCUMBERED BALANCE | % BDGT USED |
|--|---------------------------|--------------------|--------------|--------------|----------------|--------------------|-------------|
|  |                           | UNDEB BUDGET       | 04/30/2023   | 04/30/23     | YEAR-TO-DATE   |                    |             |
| Fund 585 - AUTOMOBILE PARKING SYSTEM FUND  |                           |                    |              |              |                |                    |             |
| Expenditures                               |                           |                    |              |              |                |                    |             |
| 585-585-910.000                            | INSURANCE AND BONDS       | 13,000.00          | 11,006.30    | 1,036.03     | 0.00           | 1,993.70           | 84.66       |
| 585-585-920.000                            | PUBLIC UTILITIES          | 15,000.00          | 9,061.91     | 954.98       | 0.00           | 5,938.09           | 60.41       |
| 585-585-930.000                            | REPAIRS AND MAINTENANCE   | 519,800.00         | 36,589.02    | 3,338.47     | 43,142.48      | 440,068.50         | 15.34       |
| 585-585-930.005                            | RAMSDELL GATE REPAIR & MA | 1,000.00           | 7.64         | 0.00         | 0.00           | 992.36             | 0.76        |
| 585-585-940.000                            | RENTAL EXPENSE            | 80,900.00          | 37,557.11    | 2,685.81     | 69,533.60      | (26,190.71)        | 132.37      |
| 585-585-956.000                            | MISCELLANEOUS             | 3,800.00           | 13,864.20    | 70.00        | 0.00           | (10,064.20)        | 364.85      |
| 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                 | 165,000.00         | 47,500.00    | 0.00         | 113,203.00     | 4,297.00           | 97.40       |
| 585-585-977.000-22-7                       | EQUIPMENT                 | 0.00               | 0.00         | 0.00         | 295.98         | (295.98)           | 0.00        |
| 585-585-977.000-22-7                       | EQUIPMENT                 | 0.00               | 3,699.90     | 0.00         | 3,699.90       | (7,399.80)         | 100.00      |
| Total Dept 585 - AUTOMOBILE PARKING SYSTEM |                           | 2,583,350.00       | 977,635.22   | 185,796.80   | 1,419,936.64   | 185,778.14         | 92.81       |
| Dept 586 - HARDY DECK                      |                           |                    |              |              |                |                    |             |
| 585-586-727.000                            | OFFICE SUPPLIES           | 1,000.00           | 98.76        | 0.00         | 0.00           | 901.24             | 9.88        |
| 585-586-740.000                            | OPERATION SUPPLIES        | 7,000.00           | 4,029.17     | 169.31       | 9,263.57       | (6,292.74)         | 189.90      |
| 585-586-801.000                            | PROFESSIONAL AND CONTRAC' | 131,000.00         | 172,576.01   | 2,219.34     | 274,003.98     | (315,579.99)       | 340.90      |
| 585-586-802.000                            | INFORMATION TECHNOLOGY S  | 0.00               | 0.00         | 0.00         | 43,403.00      | (43,403.00)        | 0.00        |
| 585-586-850.000                            | COMMUNICATIONS            | 6,300.00           | 2,414.70     | 311.35       | 0.00           | 3,885.30           | 38.33       |
| 585-586-910.000                            | INSURANCE AND BONDS       | 8,000.00           | 6,305.30     | 630.53       | 0.00           | 1,694.70           | 78.82       |
| 585-586-920.000                            | PUBLIC UTILITIES          | 55,000.00          | 61,077.10    | 4,935.77     | 0.00           | (6,077.10)         | 111.05      |
| 585-586-930.000                            | REPAIRS AND MAINTENANCE   | 581,000.00         | 44,873.61    | 5,139.19     | 65,359.44      | 470,766.95         | 18.97       |
| 585-586-940.000                            | RENTAL EXPENSE            | 21,800.00          | 12,774.70    | 1,277.47     | 0.00           | 9,025.30           | 58.60       |
| 585-586-956.000                            | MISCELLANEOUS             | 10,000.00          | 7,918.48     | 0.00         | 0.00           | 2,081.52           | 79.18       |
| 585-586-959.000                            | DEPRECIATION EXPENSE      | 207,200.00         | 0.00         | 0.00         | 0.00           | 207,200.00         | 0.00        |
| 585-586-977.000                            | EQUIPMENT                 | 5,000.00           | 0.00         | 0.00         | 184,411.39     | (179,411.39)       | 3,688.23    |
| Total Dept 586 - HARDY DECK                |                           | 1,033,300.00       | 312,067.83   | 14,682.96    | 576,441.38     | 144,790.79         | 85.99       |
| Dept 587 - OLD TOWN DECK                   |                           |                    |              |              |                |                    |             |
| 585-587-740.000                            | OPERATION SUPPLIES        | 4,000.00           | 4,234.17     | 111.71       | 9,340.73       | (9,574.90)         | 339.37      |
| 585-587-801.000                            | PROFESSIONAL AND CONTRAC' | 90,500.00          | 32,686.63    | 2,722.18     | 102,650.61     | (44,837.24)        | 149.54      |
| 585-587-802.000                            | INFORMATION TECHNOLOGY S  | 1,600.00           | 990.00       | 110.00       | 37,897.35      | (37,287.35)        | 2,430.46    |
| 585-587-850.000                            | COMMUNICATIONS            | 5,800.00           | 4,048.04     | 460.39       | 62.90          | 1,689.06           | 70.88       |
| 585-587-910.000                            | INSURANCE AND BONDS       | 900.00             | 5,614.60     | 561.46       | 0.00           | (4,714.60)         | 623.84      |
| 585-587-920.000                            | PUBLIC UTILITIES          | 50,000.00          | 24,402.32    | 1,686.96     | 0.00           | 25,597.68          | 48.80       |
| 585-587-930.000                            | REPAIRS AND MAINTENANCE   | 55,000.00          | 247,448.52   | 449.10       | 98,709.06      | (291,157.58)       | 629.38      |
| 585-587-940.000                            | RENTAL EXPENSE            | 16,250.00          | 11,150.70    | 1,115.07     | 0.00           | 5,099.30           | 68.62       |
| 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                 | 5,000.00           | 0.00         | 0.00         | 91,321.59      | (86,321.59)        | 1,826.43    |
| Total Dept 587 - OLD TOWN DECK             |                           | 412,150.00         | 330,574.98   | 7,216.87     | 339,982.24     | (258,407.22)       | 162.70      |
| TOTAL EXPENDITURES                         |                           | 4,028,800.00       | 1,620,278.03 | 207,696.63   | 2,336,360.26   | 72,161.71          | 98.21       |
| Fund 585 - AUTOMOBILE PARKING SYSTEM FUND: |                           |                    |              |              |                |                    |             |
| TOTAL REVENUES                             |                           | 2,770,700.00       | 2,596,679.00 | 80,456.58    | (30,143.60)    | 204,164.60         | 92.63       |
| TOTAL EXPENDITURES                         |                           | 4,028,800.00       | 1,620,278.03 | 207,696.63   | 2,336,360.26   | 72,161.71          | 98.21       |
| NET OF REVENUES & EXPENDITURES             |                           | (1,258,100.00)     | 976,400.97   | (127,240.05) | (2,366,503.86) | 132,002.89         | 110.49      |

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DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
PERIOD ENDING 04/30/2023

Page: 3/3

| GL NUMBER | DESCRIPTION | 2022-23YTD BALANCE |            | ACTIVITY FOR     |            |             |
|-----------|-------------|--------------------|------------|------------------|------------|-------------|
|           |             | ENDED BUDGET       | 04/30/2023 | MONTH ENCUMBERED | ENCUMBERED | % BDGT USED |

| GL NUMBER                               | DESCRIPTION               | 2022-23YTD BALANCE |            | ACTIVITY FOR   |              | ENCUMBERED BALANCE | % BDGT USED |
|---|---------------------------|--------------------|------------|----------------|--------------|--------------------|-------------|
|   |                           | UNDEB BUDGET       | 04/30/2023 | MONTH 04/30/23 | YEAR-TO-DATE |                    |             |
| Fund 282 - PUBLIC ARTS COMMISSION FUND  |                           |                    |            |                |              |                    |             |
| Revenues                                |                           |                    |            |                |              |                    |             |
| Dept 000 - NON-DEPARTMENTAL             |                           |                    |            |                |              |                    |             |
| 282-000-674.000                         | CONTRIBUTIONS-PUBLIC SOUR | 5,000.00           | 0.00       | 0.00           | 0.00         | 5,000.00           | 0.00        |
| 282-000-695.000                         | TRANSFERS IN              | 30,000.00          | 30,000.00  | 0.00           | 0.00         | 0.00               | 100.00      |
| Total Dept 000 - NON-DEPARTMENTAL       |                           | 35,000.00          | 30,000.00  | 0.00           | 0.00         | 5,000.00           | 85.71       |
| TOTAL REVENUES                          |                           | 35,000.00          | 30,000.00  | 0.00           | 0.00         | 5,000.00           | 85.71       |
| Expenditures                            |                           |                    |            |                |              |                    |             |
| Dept 282 - PUBLIC ARTS COMMISSION       |                           |                    |            |                |              |                    |             |
| 282-282-801.000                         | PROFESSIONAL AND CONTRAC' | 35,000.00          | 18,400.00  | 0.00           | 21,181.28    | (4,581.28)         | 113.09      |
| 282-282-930.000                         | REPAIRS AND MAINTENANCE   | 0.00               | 2,038.67   | 0.00           | 0.00         | (2,038.67)         | 100.00      |
| Total Dept 282 - PUBLIC ARTS COMMISSION |                           | 35,000.00          | 20,438.67  | 0.00           | 21,181.28    | (6,619.95)         | 118.91      |
| TOTAL EXPENDITURES                      |                           | 35,000.00          | 20,438.67  | 0.00           | 21,181.28    | (6,619.95)         | 118.91      |
| Fund 282 - PUBLIC ARTS COMMISSION FUND: |                           |                    |            |                |              |                    |             |
| TOTAL REVENUES                          |                           | 35,000.00          | 30,000.00  | 0.00           | 0.00         | 5,000.00           | 85.71       |
| TOTAL EXPENDITURES                      |                           | 35,000.00          | 20,438.67  | 0.00           | 21,181.28    | (6,619.95)         | 118.91      |
| NET OF REVENUES & EXPENDITURES          |                           | 0.00               | 9,561.33   | 0.00           | (21,181.28)  | 11,619.95          | 100.00      |



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

## **MEMORANDUM**

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To: DDA Board of Directors  
From: Jean Derenzy, CEO  
Date: May 16, 2023  
Re: 2023/2024 Budget

The proposed 2023/2024 budget is attached and a description is presented below. As well as a presentation will be made on the recommended budget.

***Public hearing has been published for Friday, May 19, 2023 at 9:00am***

The budget presented includes projects and initiatives that advance the capital improvement and programmatic priorities listed in the Moving Downtown Forward Plan and align with the *Guiding Principles* of the Moving Downtown Forward Plan, as well as the *Goals and Objectives* of the City Commission.

### **Overview of Budgets**

For both the Old Town and the '97 Financing Plans (TIF), the primary focus for the coming year will be key public infrastructure projects, as well as a newly structured Service Agreement with the City, a full-time Community Policing Officer, stormwater management, the implementation of mobility initiatives and the purchase of equipment to begin establishing an in-house maintenance program (as identified within the Service Agreement). The in-house maintenance program will likely be contracted in 2023/2024.

In addition, for studies and plans that the DDA financially participates in, I am recommending that we set aside dollars for implementation (if the study is approved). This approach requires that the study, as well as its implementation, remains a focus and not just a study that sits on a shelf.

### **Old Town Financing Plan**

The Old Town District continues to see steady growth and private investment. The captured taxable value is projected to be \$33,011,175, bringing in \$841,481 of projected revenue to the district.

As we discussed through the Moving Downtown Forward Plan, a service agreement with the city will clarify roles and responsibilities regarding services for the district and

articulate the funding needed for such services. Therefore, a new line item will be included into the Old Town financing plan (and '97 financing plan) called "service agreement/city". For Old Town, the service agreement would be \$50,000/year with a 2% increase per year.

### **Professional Services**

A. TraverseConnect \$5,000

I am recommending that we continue our partnership with TraverseConnect through a service agreement for business retention and attraction. As we continue to come out of the pandemic, the need for business attraction and retention remains critical.

B. Maintenance and Operation \$50,000

This line item remains important as we continue to focus on maintaining public infrastructure investments. This line item will be used for side-walk cleaning, summer assistance through our YouthCore partnership and the purchase of needed tools (e.g., purchase of a sidewalk cleaner). I am also looking at purchasing a truck that has already been identified by the city as "surplus". This truck would be the first piece of large equipment (along with a sidewalk cleaner) that would be purchased by the DDA and is needed to properly maintain and clean our downtown public infrastructure.

C. Marketing and Communication \$10,000

This is a new line item within this budget, as we coordinate marketing and communication efforts with the DTCA. The focus for these efforts will be on the residents of the city as well as the region.

### **Public Infrastructure Projects**

A. Midtown Riverwalk Upgrade/Replacement \$300,000

The Midtown Riverwalk, which was put in over 20 years ago, is due for replacement. Replacement of the Midtown Riverwalk will take two years. Our design and aesthetic (e.g., materials) template will be consistent with the themes outlined in the Lower Boardman Unified Plan and the Conceptual Plan for the 100/200 Block Riverwalk as well as the design of the Boardman Lake Loop.

B. Hannah Park Improvement \$70,000

This project is related to the current reconstruction of the Union Street Bridge, including additional infrastructure (at the street level) to maintain and enhance the pedestrian overlook of the river (and Hannah Park) as well as improvements to the staircase leading from the overlook to the riverbank.

C. Eighth Street Intersection Improvements at Cass and Union \$300,000

The intersections of Eighth Street, at Cass and Union, are in poor condition. The DDA will be working with the city's streets and engineering departments to replace both intersections. The new intersections will utilize a design similar to the intersection of Union and State, which has proven to hold up better over time.

D. Mobility Implementation \$25,000

The DDA financed half of the Mobility Action Plan, which is currently working its ways through the planning process. For this upcoming budget year, I am recommending we set aside dollars to implement the anticipated recommendations of the Plan.

E. Streetscapes/Snowmelt \$100,000

Property owners have asked for a partnership with the DDA to implement a snowmelt system within Old Town. Snowmelt helps to provide for a safe and connected network of sidewalks throughout downtown. As we look at how to better connect the two districts, improvements to pedestrian infrastructure will be key.

**'97 Financing Plan**

There has been steady growth within this district, highlighted by significant public infrastructure projects. The captured taxable value within the '97 District is projected to be \$162,805,778, bringing in \$4,355,361 of revenue.

As a reminder, '97 advanced \$5,555,900 to the city for the purchase of several properties along State Street for the future West End Parking Structure. The '97 Fund will be repaid \$4,947,900 by June 30<sup>th</sup> (this current fiscal year), leaving a balance due of \$608,000. The City, through the auto-parking fund, will be repaying the '97 Fund over the course of the next three years. \$40,000 will be repaid for the upcoming fiscal year.

The focus for this District over the next year will be to advance the two transformational infrastructure projects the Board has identified in the Moving Downtown Forward Plan: Lower Boardman/Ottaway Downtown Riverwalk and the West End Parking Structure. The DDA will continue to work with private developers to improve and install new sidewalk and streetscape infrastructure, including snowmelt systems.

In addition, the previously mentioned service agreement with the city will clarify roles and responsibilities regarding services for the district and articulate the funding needed for such services. A new line item will be included into the '97 financing plan called "service agreement/city". For '97, the service agreement would be \$677,743 with a 2% increase per year.

**Professional Services**

A. Traverse Connect \$35,000

I am recommending that we continue our partnership with Traverse Connect, through a service agreement for business retention and attraction.

B. Community Police Officer \$120,000

Continuing with our community police officer is critical for Downtown. This year, I am recommending to increase our contribution to pay for a full-time (previously,

we paid for a part-time officer) officer. The full-time officer has been approved by Chief O'Brien, who supports the Community Police Officer (CPO) position in downtown. We will also be working to re-purpose 200 square-feet of the former restaurant space adjacent to the DDA office for the Community Police Officer.

C. WiFi \$65,000

This is our last year of payment to Traverse City Light and Power for WiFi.

D. Maintenance and Operation \$250,000

Continuing with this line item remains important as we focus on maintaining public infrastructure investments. This line item will be used for side-walk cleaning, summer assistance through our YouthCore partnership and the purchase of needed tools (e.g., purchase of a sidewalk cleaner). I am also looking at purchasing a truck that has already been identified by the city as "surplus". This truck would be the first piece of large equipment (along with a sidewalk cleaner) that would be purchased by the DDA and is needed to properly maintain and clean our downtown public infrastructure.

E. Marketing and Communication \$60,000

This is a new line item within this budget, as we coordinate marketing and communication efforts with the DTCA. The focus for these efforts will be on the residents of the city as well as the region.

**Public Infrastructure**

A. Design and Engineering Services \$1,000,000

As we have discussed at our previous study session, we plan to move forward with final design and engineering services for the for the Lower Boardman/Ottaway Downtown Riverwalk and the West End Parking Structure.

B. Two-Way Pilot Project (State Street) \$200,000

The two-way pilot project, including State Street, Boardman Avenue and Pine Street will remain a line-item in the budget for the duration of the pilot project. Funding will be utilized for data gathering (and analysis) costs and other change elements that will be required as the pilot moves into the first full-year.

C. Streetscapes/Snowmelt \$325,000

Streetscapes will remain important as new development continues throughout the district, leading to a connected network of sidewalks (which is paramount for walkability) throughout the district and beyond.

D. Mobility Implementation \$50,000

As identified in the Old Town budget, the DDA financed half of the Mobility Action Plan, which is currently working its ways through the planning process. For this upcoming budget year, I am recommending we set aside dollars to implement the anticipated recommendations of the Plan.

E. TART Trail Extension \$200,000

The TART Trail Extension project is currently underway, with the DDA paying for a third of this study. I am recommending to put dollars aside for possible implementation, or minimally a cost-share for grants (e.g., match)

F. Composting \$100,000

Cities around the country are implementing downtown composting programs to help divert organic waste from landfills. This movement was noted during the Moving Downtown Forward planning process and then included as a potential DDA service to address climate action and resilience in the final Moving Downtown Forward Plan.

Sustainability and Climate Resilience

The DDA will be making every effort to incorporate sustainability principles and climate resilience practices into future infrastructure projects as well as programmatic and maintenance initiatives and practices. This effort will address, among other things, best practices related to energy consumption, stormwater management, waste management, building practices (and materials) and landscape management. As part of this effort, the DDA should be prepared to demonstrate and measure the savings and benefits associated with the sustainability principles and climate resilient practices incorporated into future project and initiatives.

Housing

Creating additional housing (especially affordable housing) has been discussed by the DDA for quite some time, as well as the City Commission. In fact, efforts to “champion the development of attainable and workforce housing” is one of the Guiding Principles listed in the Moving Downtown Forward Plan. As part of the guiding principle staff will be working with the Board on various opportunities through partnerships as discussed at our study session on May 5.

**DDA General Fund**

The DDA General Fund is where all staffing costs are included, from administrative staff to parking staff. Contracts with the City for Parking as well as the DTCA for marketing and communication continues through the general fund budget.

**Traverse City Parking Services**

The Parking System has always taken a conservative approach to budgeting. This is reflected in the past budget cycles. We do not move forward with planned projects unless we have the right resources and information to do so, and we do as much as we can in-house before contracting out work. Over the past three budgets, the use of surplus funds was included in the budget in order to complete projects and navigate system-wide usage changes caused by the pandemic. This is the first budget cycle where we have reduced expenses in order to eliminate the use of surplus funds. Additionally, this budget is reflective of the new use patterns that have been consistent throughout the pandemic, and will likely continue as office environments have shifted to hybrid options.

There are four revenue sources for the enterprise fund: 1) parking permit revenue, 2) hourly meter revenue, 3) hourly parking structure revenue, and 4) parking citations. Pre-pandemic parking revenues were near \$3.5 M. The past three budget cycles revenues have been near \$2.5 M, and the projection for the coming 2023-24 budget is estimated to remain the same as 1) surface permit sales will be reduced due to the sale of 145 W Front and 103 Pine, 2) reduced metered spaces in Lots J south of the Boardman River and Lot K north of the Boardman River for FishPass construction, 3) consistent seasonal transient use.

### **Parking Capital Improvements**

#### Hardy Parking Deck

1. Pedestrian stair tower window maintenance, paint handrails and repair walls

#### Old Town Parking Structure

1. Pedestrian stair tower window maintenance, paint handrails and repair walls

#### General Parking Fund

1. Lot C Resurfacing (surface lot near Traverse Connect) – carried over from 2020-2021 budget
2. Cut and patch work in parking lot T (corner of Union and Grandview Parkway)
3. Curb cut in-fill for parking lot G (next to Mode's)

#### Professional and Contractual and Information Technology

The city added an Information Technology line item. The purpose of this item is to separate contractual expenses from recurring software and technology expenses. The decrease from Professional and Contractual is reflected in Information Technology along with additional expenses for recent software agreements.

#### City Fee

The City Fee was changed near 2010 to 10% of all enterprise revenues from Parking General, Hardy and Old Town funds. This year, the City Fee will be reduced from a 10% administrative fee to align with the 5% fee applied to all other enterprise funds.

### **Arts Commission**

The Arts Commission budget for the coming year will focus on a handful of art installations along the TART Trail and Boardman Loop Trail, a mural festival (planned for 2024), a mini-grant program, a collaboration with Parks and Recreation to bring art into city parks and painted bump-outs at Front and Pine/Boardman as part of the two-way pilot project. In addition, the Arts Commission will be working to complete a series of administrative activities outlined in the strategic plan work plan.

### **Recommended Motion**

No Motion is needed. Final budget will be presented to the DDA at your June 16<sup>th</sup> meeting.

City of Traverse City, Michigan  
**DDA COMPONENT UNIT**  
**DDA GENERAL FUND**  
For the Budget Year 2023-24

|   | FY 21/22<br><u>Audited</u> | FY 22/23<br><u>Budgeted</u> | FY 22/23<br><u>Projected</u> | FY 23/24<br><u>Requested</u> |
|---|----------------------------|-----------------------------|------------------------------|------------------------------|
| <b>REVENUES</b>                                   |                            |                             |                              |                              |
| Taxes   | \$ 129,683                 | \$ 129,000                  | \$ 129,000                   | \$ 130,000                   |
| Grants and Reimbursements                         | 1,947,124                  | 1,200,000                   | 1,200,000                    | \$ 100,000                   |
| Reimbursements                                    | 1,465,333                  | 1,236,600                   | 1,236,600                    | 1,585,359                    |
| Rental Income                                     | 0                          | 90,000                      | 90,000                       | 115,000                      |
| Interest Income                                   | 915                        | 600                         | 600                          | 1,000                        |
| Miscellaneous                                     | 0                          | 0                           | 0                            | 0                            |
| <b>TOTAL REVENUES</b>                             | <u>3,543,055</u>           | <u>2,656,200</u>            | <u>2,656,200</u>             | <u>1,931,359</u>             |
| <b>EXPENDITURES</b>                               |                            |                             |                              |                              |
| Salaries and Wages                                | 874,456                    | 955,400                     | 998,709                      | 1,060,134                    |
| Fringe Benefits                                   | 273,587                    | 320,000                     | 296,151                      | 390,382                      |
| Office Supplies and Utilities                     | 104,960                    | 64,000                      | 45,800                       | 63,000                       |
| Professional Services                             | 677,286                    | 306,800                     | 325,000                      | 265,000                      |
| Travel and Conferences                            | 13,415                     | 25,000                      | 25,000                       | 30,000                       |
| Repairs and Maintenance                           | 0                          | 0                           | 0                            | 0                            |
| Grants  | 1,672                      | 96,000                      | 96,000                       | 45,000                       |
| Civic Square                                      | 1,758,802                  | 1,050,000                   | 1,050,000                    | 50,000                       |
| <b>TOTAL EXPENDITURES</b>                         | <u>3,704,178</u>           | <u>2,817,200</u>            | <u>2,836,660</u>             | <u>1,903,516</u>             |
| <b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b> | <b>(161,123)</b>           | <b>(161,000)</b>            | <b>(180,460)</b>             | 27,843                       |
| Beginning Fund Balance                            | 897,307                    | 736,184                     | 736,184                      | 555,724                      |
| Ending Fund Balance                               | <u>\$ 736,184</u>          | <u>\$ 575,184</u>           | <u>\$ 555,724</u>            | <u>\$ 583,567</u>            |

City of Traverse City, Michigan  
 DDA COMPONENT UNIT  
 OLD TOWN FINANCING  
 For the Budget Year 2023-24

|   | FY 21/22<br><u>Actual</u> | FY 22/23<br><u>Budgeted</u> | FY 22/23<br><u>Projected</u> | FY 23/24<br><u>Requestd</u> |
|---|---------------------------|-----------------------------|------------------------------|-----------------------------|
| <b>REVENUES</b>                                   |                           |                             |                              |                             |
| Property Taxes                                    | \$593,951                 | \$702,800                   | \$ 717,791                   | \$ 841,481                  |
| Reimbursements                                    | -                         | -                           | -                            | -                           |
| Interest Income                                   | <u>113</u>                | <u>200</u>                  | <u>200</u>                   | <u>100</u>                  |
| <b>TOTAL REVENUES</b>                             | <b>594,064</b>            | <b>703,000</b>              | <b>717,991</b>               | <b>841,581</b>              |
| <b>EXPENDITURES</b>                               |                           |                             |                              |                             |
| Professional Services                             | 210,587                   | 118,800                     | 118,810                      | 303,350                     |
| Printing and Publishing                           | 0                         | 100                         | 100                          | 100                         |
| Contribution to District Construction Project     | <u>191,558</u>            | <u>917,000</u>              | <u>245,000</u>               | <u>805,000</u>              |
| <b>TOTAL EXPENDITURES</b>                         | <b>402,145</b>            | <b>1,035,900</b>            | <b>363,910</b>               | <b>1,108,450</b>            |
| <b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b> | <b>191,919</b>            | <b>(332,900)</b>            | <b>354,081</b>               | <b>(266,869)</b>            |
| <b>OTHER FINANCING SOURCES (USES)</b>             |                           |                             |                              |                             |
| Operating Transfer                                | -                         | -                           | -                            | -                           |
| <b>NET CHANGE IN FUND BALANCE</b>                 | <b>191,919</b>            | <b>(332,900)</b>            | <b>354,081</b>               | <b>(266,869)</b>            |
| Beginning Fund Balance                            | <u>522,468</u>            | <u>714,387</u>              | <u>714,387</u>               | <u>1,068,468</u>            |
| <b>Ending Fund Balance</b>                        | <b>\$714,387</b>          | <b>\$381,487</b>            | <b>\$1,068,468</b>           | <b>\$ 801,599</b>           |

City of Traverse City, Michigan  
**DDA COMPONENT UNIT**  
**97 FINANCING FUND**  
For the Budget Year 2023-24

|   | FY 21/22<br>Audited | FY 22/23<br>Budgeted | FY 22/23<br>Projected | FY 23/24<br>Requested |
|---|---------------------|----------------------|-----------------------|-----------------------|
| <b>REVENUES</b>                                   |                     |                      |                       |                       |
| Property Taxes                                    | \$ 3,154,318        | \$ 3,778,000         | \$3,736,501           | \$ 4,180,861          |
| Grant and Reimbursements                          | 0                   | 0                    | 4,947,900             | 40,000                |
| Reimbursements                                    | 433,721             | 200,000              | 130,000               | 130,000               |
| Interest Income                                   | 4,690               | 2,000                | 4,500                 | 4,500                 |
| <b>TOTAL REVENUES</b>                             | <u>3,592,729</u>    | <u>3,980,000</u>     | <u>8,818,901</u>      | <u>4,355,361</u>      |
| <b>EXPENDITURES</b>                               |                     |                      |                       |                       |
| Professional Services                             | 1,121,094           | 732,000              | 732,797               | 1,672,563             |
| Printing and Publishing                           | 66,035              | 200                  | 200                   | 20,000                |
| Repair & Maintenance                              | 0                   | 250,000              | 250,000               | 250,000               |
| Contribution to District Construction Project     | 515,888             | 2,271,500            | 2,272,000             | 2,125,000             |
| Contribution to City - Debt Service               | 930,697             | 973,200              | 973,160               | 953,440               |
|   | <u>\$ 13,206.00</u> | <u>\$ -</u>          | <u>\$ -</u>           |                       |
| <b>TOTAL EXPENDITURES</b>                         | <u>2,646,920</u>    | <u>4,226,900</u>     | <u>4,228,157</u>      | <u>5,021,003</u>      |
| <b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b> | 945,809             | (246,900)            | 4,590,744             | (665,643)             |
| <b>OTHER FINANCING SOURCES (USES)</b>             |                     |                      |                       |                       |
| Operating Transfer                                | 0                   | 0                    | 0                     | 0                     |
| <b>NET CHANGE IN FUND BALANCE</b>                 | 945,809             | (246,900)            | 4,590,744             | (665,643)             |
| Beginning Fund Balance                            | <u>3,866,612</u>    | <u>4,812,421</u>     | <u>4,812,421</u>      | <u>9,403,165</u>      |
| Ending Fund Balance                               | <u>\$4,812,421</u>  | <u>\$4,565,521</u>   | <u>\$9,403,165</u>    | <u>\$8,737,523</u>    |

**City of Traverse City, Michigan  
SPECIAL REVENUE FUND  
PUBLIC ARTS COMMISSION FUND  
For the Budget Year 2023-24**

|  | FY 21/22<br>Actual | FY 22/23<br>Budget | FY 22/23<br>Projected | FY 23/24<br>Requested |
|--|--------------------|--------------------|-----------------------|-----------------------|
| <b>REVENUES</b>  |                    |                    |                       |                       |
| Contributions-Public                                     | \$ 15,000          | \$ 5,000           | \$ 5,000              | \$ 15,000             |
| Contributions-Private                                    | 1,500              | -                  | -                     | -                     |
| <b>TOTAL REVENUES</b>                                    | <b>16,500</b>      | <b>5,000</b>       | <b>5,000</b>          | <b>15,000</b>         |
| <b>EXPENDITURES</b>                                      |                    |                    |                       |                       |
| Office Supplies  | -                  | -                  | -                     | -                     |
| Professional and Contractual                             | 23,700             | 35,000             | 18,400                | 33,000                |
| Repair and Maintenance                                   | -                  | -                  | 2,000                 | 2,000                 |
| Capital Outlay   | 11,600             | -                  | -                     | -                     |
| <b>TOTAL EXPENDITURES</b>                                | <b>35,300</b>      | <b>35,000</b>      | <b>20,400</b>         | <b>35,000</b>         |
| <b>EXCESS OF REVENUES OVER/<br/>(UNDER) EXPENDITURES</b> | <b>(18,800)</b>    | <b>(30,000)</b>    | <b>(15,400)</b>       | <b>(20,000)</b>       |
| <b>OTHER FINANCING SOURCES</b>                           |                    |                    |                       |                       |
| Transfer In - General Fund                               | 30,000             | 30,000             | 30,000                | 30,000                |
| <b>NET CHANGE IN FUND BALANCE</b>                        | <b>11,200</b>      | <b>-</b>           | <b>14,600</b>         | <b>10,000</b>         |
| <b>Beginning Fund Balance</b>                            | <b>120,600</b>     | <b>131,800</b>     | <b>131,800</b>        | <b>146,400</b>        |
| <b>Ending Fund Balance</b>                               | <b>\$ 131,800</b>  | <b>\$ 131,800</b>  | <b>\$ 146,400</b>     | <b>\$ 156,400</b>     |

This fund is used to account for amounts from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art .

City of Traverse City, Michigan  
**ENTERPRISE FUND**  
**PARKING SYSTEM FUND**  
For the Budget Year 2023-24

|                                     | FY 21/22<br>Actual   | FY 22/23<br>Budget   | FY 22/23<br>Projected | FY 23/24<br>Requested |
|-------------------------------------|----------------------|----------------------|-----------------------|-----------------------|
| <b>OPERATING REVENUES</b>           |                      |                      |                       |                       |
| Parking Deck Proceeds               | \$ 384,900           | \$ 320,000           | \$ 411,800            | \$ 320,000            |
| Parking Fees-Meters                 | 2,002,000            | 1,700,000            | 2,030,000             | 1,800,000             |
| Permits - Surface Lots              | 242,800              | 200,000              | 260,200               | 202,200               |
| Permits - Parking Deck              | 349,200              | 280,000              | 348,000               | 250,000               |
| Parking Fines                       | 285,200              | 200,000              | 335,000               | 225,000               |
| Rents and Royalties                 | 7,300                | -                    | -                     | 30,000                |
| Reimbursements                      | 16,700               | 4,700                | 9,100                 | 6,000                 |
| Miscellaneous Income                | 7,500                | -                    | 2,900                 | 1,700                 |
| <b>TOTAL OPERATING REVENUES</b>     | <b>3,295,600</b>     | <b>2,704,700</b>     | <b>3,397,000</b>      | <b>2,834,900</b>      |
| <b>OPERATING EXPENSES</b>           |                      |                      |                       |                       |
| Salaries and Wages                  | 13,000               | 11,700               | 11,400                | 12,900                |
| Fringe Benefits                     | 1,000                | 1,000                | 1,100                 | 1,000                 |
| Office/Operation Supplies           | 50,400               | 55,000               | 56,000                | 61,000                |
| Professional Services               | 1,234,100            | 1,492,100            | 1,548,800             | 1,367,300             |
| Communications                      | 32,000               | 36,100               | 29,200                | 29,200                |
| Transportation                      | 3,200                | 5,000                | 4,600                 | 5,000                 |
| Professional Development            | -                    | 4,000                | 2,200                 | 3,000                 |
| Printing and Publishing             | 2,500                | 14,000               | 2,000                 | 14,000                |
| Insurance and Bonds                 | 25,800               | 21,900               | 27,500                | 28,900                |
| Utilities                           | 90,900               | 120,000              | 112,000               | 120,000               |
| Repairs and Maintenance             | 188,100              | 1,156,800            | 404,500               | 650,600               |
| Rentals                             | 131,000              | 118,900              | 113,200               | 85,500                |
| Miscellaneous                       | 11,900               | 13,800               | 22,500                | 50,000                |
| Equipment                           | 2,200                | 175,000              | 128,700               | 130,000               |
| Depreciation Expense                | 468,000              | 525,300              | 470,300               | 538,100               |
| <b>TOTAL OPERATING EXPENSES</b>     | <b>2,254,100</b>     | <b>3,750,600</b>     | <b>2,934,000</b>      | <b>3,096,500</b>      |
| <b>OPERATING INCOME (LOSS)</b>      | <b>1,041,500</b>     | <b>(1,045,900)</b>   | <b>463,000</b>        | <b>(261,600)</b>      |
| <b>NON-OPERATING REVENUES</b>       |                      |                      |                       |                       |
| Interest Revenue                    | 63,900               | 66,000               | 66,000                | 66,000                |
| Change in Fair Value of Investments | (812,800)            | -                    | -                     | -                     |
| <b>TOTAL NON-OPERATING REVENUES</b> | <b>(748,900)</b>     | <b>66,000</b>        | <b>66,000</b>         | <b>66,000</b>         |
| <b>INCOME BEFORE TRANSFERS</b>      | <b>292,600</b>       | <b>(979,900)</b>     | <b>529,000</b>        | <b>(195,600)</b>      |
| Transfer Out - City Fee             | (329,500)            | (278,100)            | (339,400)             | (114,500)             |
| <b>TOTAL TRANSFERS OUT</b>          | <b>(329,500)</b>     | <b>(278,100)</b>     | <b>(339,400)</b>      | <b>(114,500)</b>      |
| <b>CHANGE IN NET POSITION</b>       | <b>(36,900)</b>      | <b>(1,258,000)</b>   | <b>189,600</b>        | <b>(310,100)</b>      |
| Net Position, Beginning of year     | 24,272,800           | 24,235,900           | 24,235,900            | 24,425,500            |
| <b>Net Position, End of year **</b> | <b>\$ 24,235,900</b> | <b>\$ 22,977,900</b> | <b>\$ 24,425,500</b>  | <b>\$ 24,115,400</b>  |

\*\* Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities.  
The cash and investment balance at 6/30/22 was \$8,600,900.



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

## Memorandum

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To: Downtown Development Authority Board of Directors

From: Jean Derenzy, DDA CEO

Memo Date: May 15, 2023

Subject: Two-Way Pilot Project Update

As you recall, traffic on State Street, Pine Street and Boardman Avenue was converted from one-way traffic to two-way traffic in November of 2022. The pilot traffic conversion project is part of our continued effort to: reinforce a “to” mobility strategy for downtown (versus a “though” strategy); slow traffic on State Street and support pedestrian movement (which was materialized during the “pandemic” conversion during the summer of 2019); encourage better circulation through a more connected grid-system of streets; and efforts to encourage private investment and increase the vitality of commercial areas throughout downtown.

As part of the conversion effort, we facilitated several modifications to the signals, signage, public-transit stops and paint-markings along State, Pine and Boardman. Since that initial conversion, based on observations and concurrence from DDA and City staff (as well and comments we received from the community), we have made a handful of small modifications, including adding additional signage and bagging a handful of parking spots at key locations along State Street.

To date, we’ve received roughly 23 comments/suggestions regarding the pilot conversion project, but only a handful since the initial conversion in November. In general, the comments have been positive, with suggestions for minor tweaks.

In February, we initiated efforts with the city engineering office and Progressive AE to formally monitor, track and evaluate the two-way conversion. This effort included tracking pedestrian movement as well as vehicular movement and speed over a multi-day period. Similar tracking and evaluation efforts will be duplicated in May, July and October and repeated again during those months in 2024.

Chris Zull from Progressive AE, will be at (remotely) our meeting on Friday to discuss in greater detail some of the modifications that have been made to date, the modifications

that are still planned to be employed this spring (and into the summer) and the preliminary data trends collected from the first round of data collection/evaluation.

To that end, included in your packet is a memo from Mr. Zull and his power-point presentation.

**To:** City of Traverse City (City) – Kyle Kobylski PE  
**From:** Progressive AE (PAE) – Chris Zull PE; Nick LaCroix PE, PTOE; Sia Lyimo  
**Date:** May 15, 2023  
**Re:** Downtown Circulation Traffic Analysis – Restaurant Week Data Collection  
**Project No:** 91370006

**INTRODUCTION**

**1. Data Collection Plan**

A reference is made to the Memo dated March 10, 2023, in which a detailed plan of the traffic data collection schedule, the type of traffic data to be collected, the location from which traffic data should be collected, and the duration during which traffic data are to be collected were reported and documented. The first round of traffic data scheduled to be collected during Restaurant Week (February 26, 2023 – March 4, 2023) was conducted successfully. The observation of the collected data is documented in this Memo.

**2. Existing Conditions (March 2023)**

Speed data were collected at the identified locations on March 2, 2023 (12:00 A.M.) through March 4, 2023 (11:59 P.M.). Table 1 is the summary of the data collected.

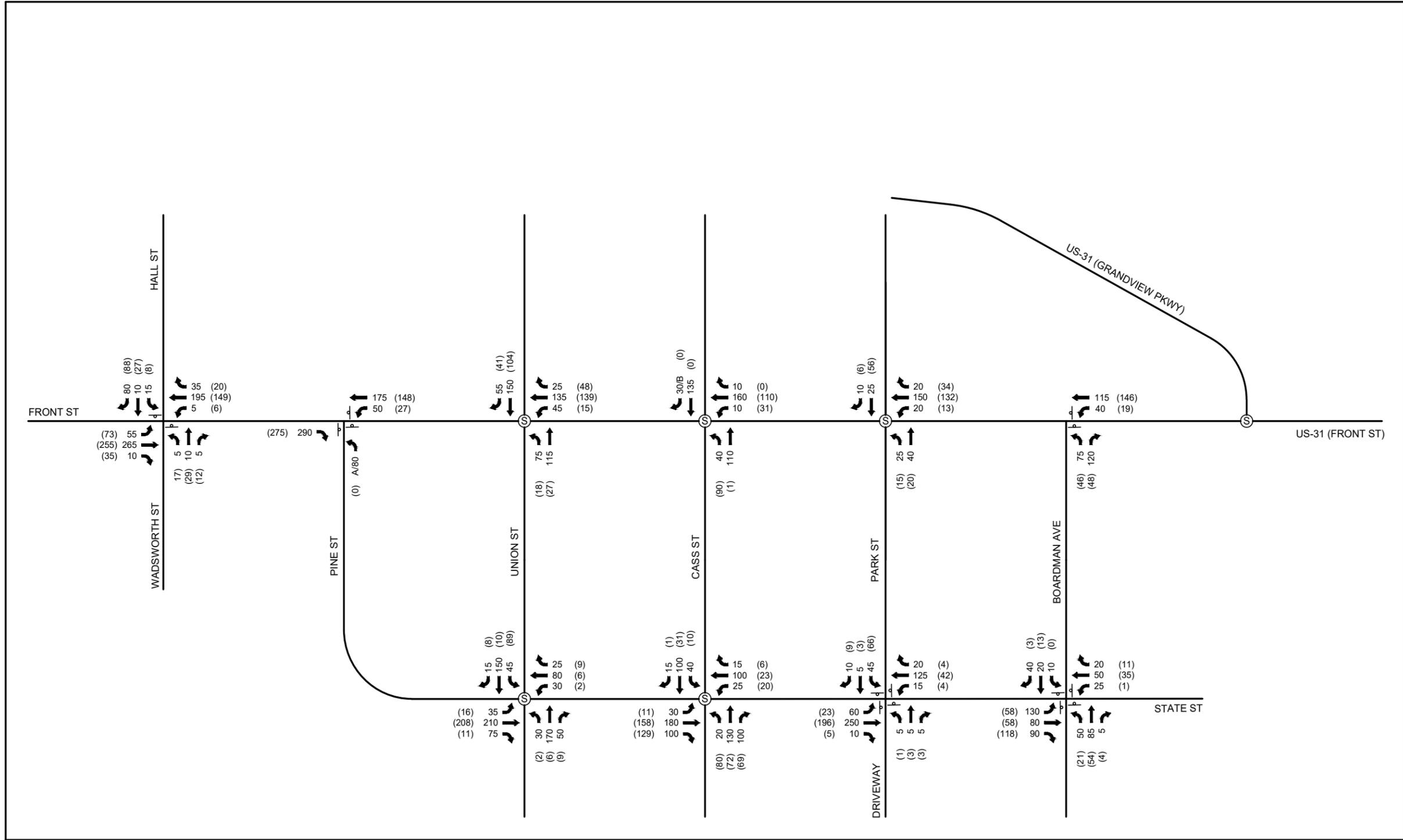
*Table 1. Speed Study Summary*

| Location               | Eastbound |               |            | Westbound |               |            | Combined |               |            |
|------------------------|-----------|---------------|------------|-----------|---------------|------------|----------|---------------|------------|
|                        | Counts*   | Average (mph) | 85th (mph) | Counts*   | Average (mph) | 85th (mph) | Counts*  | Average (mph) | 85th (mph) |
| Between Pine and Union | 3992      | 20.4          | 25         | 1150      | 22.9          | 27         | 5142     | 21            | 25         |
| Between Union and Cass | 4657      | 20.8          | 25         | 1339      | 19.6          | 24         | 5996     | 20.5          | 25         |
| Between Cass and Park  | 4039      | 21.8          | 26         | 954       | 20.6          | 25         | 4993     | 21.6          | 26         |
| East of Boardman       | 1188      | 21.5          | 25         | 489       | 20.2          | 25         | 1677     | 21.2          | 25         |

\*Average traffic counts per day expressed as total traffic count during the count period divided by three days.

From the table above, it can be seen that the Eastbound is operating at a traffic level approximately three times more than what is served by the Westbound. However, the observed 85th percentile speed is 25 mph ± 2 mph.

In addition, turning movements data were collected on Friday, March 3, 2023, as planned. Figures 1 and 2 (attached) are the turning movement counts at the study intersections for A.M. and P.M. peak hours, respectively. Each A.M. and P.M. count is compared to anticipated/modeled traffic counts for Alternative 2. Observed data at most intersections were lower than the projected at both A.M. and P.M. counts. The lower observed data will result in a better intersection performance than what was projected, hence a green light to the adaptation of Alternative 2.



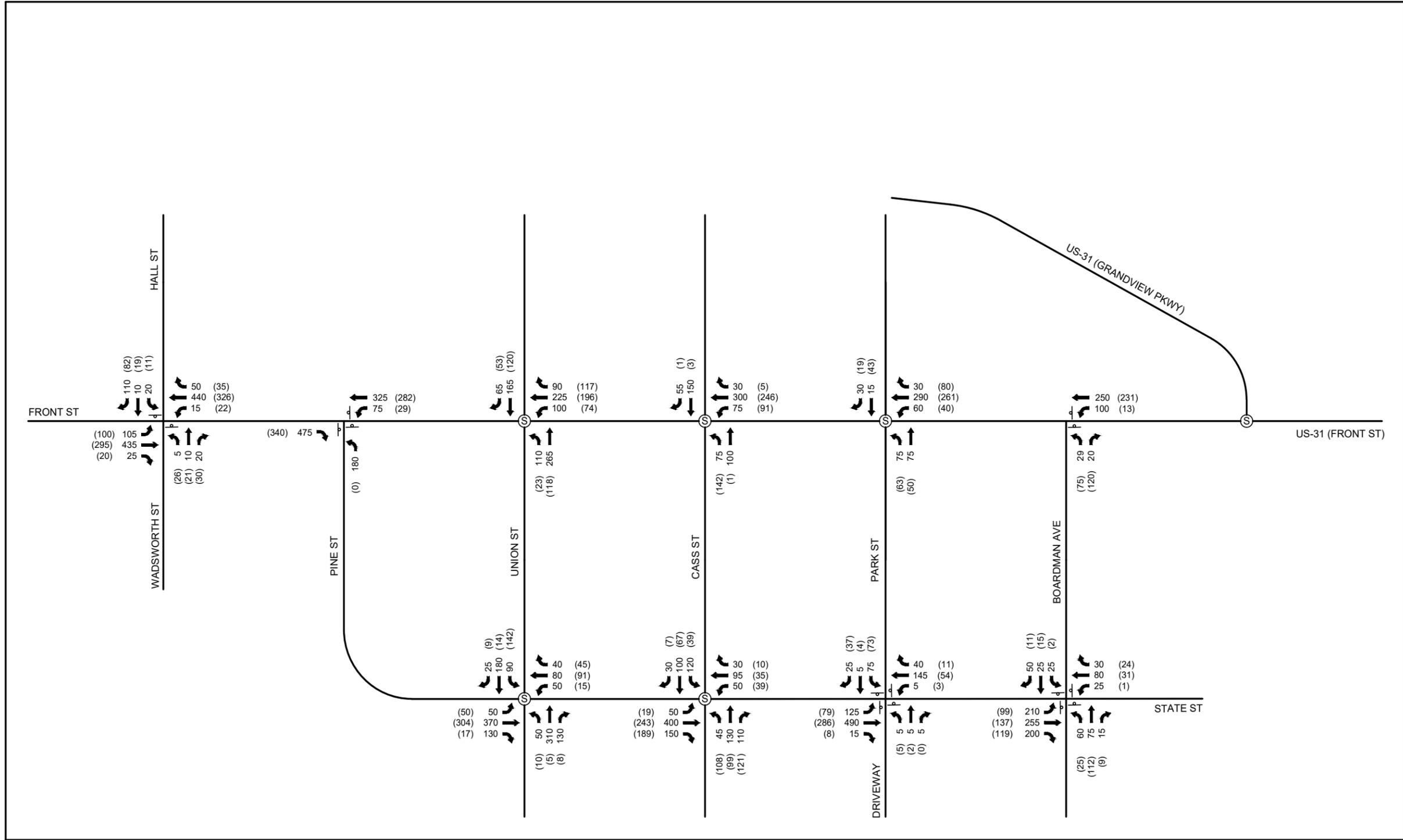
DOWNTOWN CIRCULATION TRAFFIC ANALYSIS - TRAVERSE CITY, MICHIGAN

PROPOSED AM PEAK-HOUR VOLUMES +  
OBSERVED AM PEAK-HOUR VOLUMES  
TWO-WAY TRAFFIC  
ALTERNATIVE 2

| LEGEND  |                           |
|---------|---------------------------|
| XX (XX) | = PROJECTED (OBSERVED)    |
| Ⓢ       | = SIGNALIZED INTERSECTION |
| Ⓟ       | = STOP-CONTROLLED         |



FIGURE  
1



DOWNTOWN CIRCULATION TRAFFIC ANALYSIS - TRAVERSE CITY, MICHIGAN

PROPOSED PM PEAK-HOUR VOLUMES +  
OBSERVED PM PEAK-HOUR VOLUMES  
TWO-WAY TRAFFIC  
ALTERNATIVE 2

| LEGEND  |                           |
|---------|---------------------------|
| XX (XX) | = PROJECTED (OBSERVED)    |
| Ⓢ       | = SIGNALIZED INTERSECTION |
| Ⓣ       | = STOP-CONTROLLED         |



FIGURE  
2

**Next Scheduled Data Collection**

Turning movement data collection is scheduled for May 15-19, 2023. As it was for March 2023, these data will be analyzed and results compared to establish any substantial changes to the anticipated performance of the study intersections.

SML/ecy  
P:\91370006\01 ADMIN\A2 CORRESPONDENCE\Owner\2023 05 15 Downtown Circulation Traffic Analysis Data Collection  
Memo.docx

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com  
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

# Two-Way Implementation

Downtown Development Authority

MAY 19, 2023

# AGENDA

1. Project Background
2. Ongoing Traffic Data Collection
3. Initial Observations
4. Improvements Made Following Implementation
5. Initial Data Observations
6. Upcoming Improvements

# PROJECT BACKGROUND

## PROJECT BACKGROUND

- **October 2022** - Initiated engineering of two-way conversion of State Street
- **November 2022** – State Street converted to two-way
- **March 2023 – October 2024** – Periodic traffic data collection



# ONGOING TRAFFIC DATA COLLECTION

## ONGOING TRAFFIC DATA COLLECTION

*Propose collecting traffic data at ten (10) locations along Front Street and State Street*

*Data collected using radar units and Miovision cameras*

*Data to be collected during the following timeframe:*

### **2023**

- March 2023
- May 2023
- July 2023
- October 2023

### **2024**

- March 2024
- May 2024
- July 2024
- October 2024

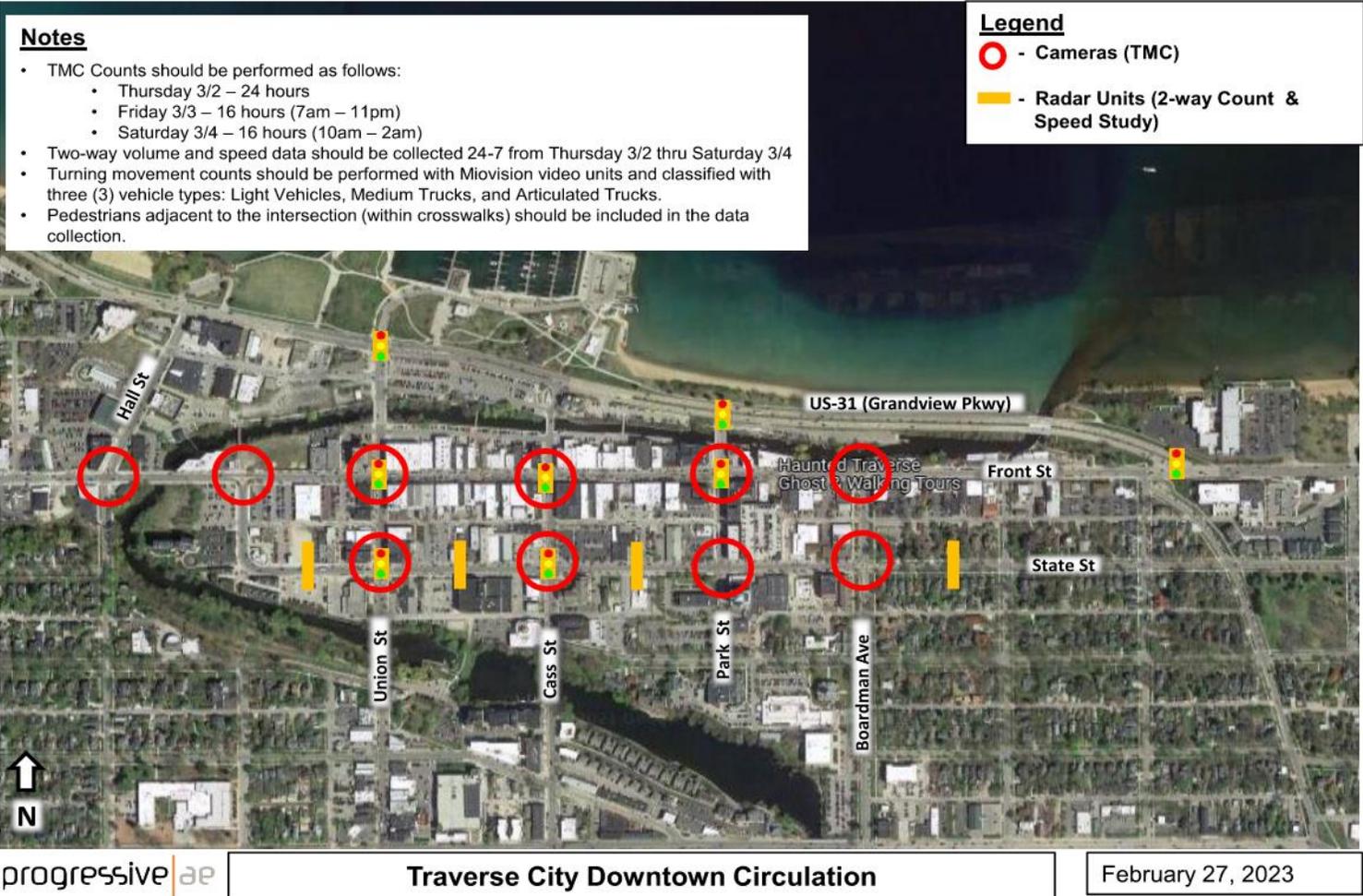


## TRAFFIC DATA COLLECTION LOCATIONS

Ten (10) locations selected for traffic data collection:

- Front Street – Hall Street
- Front Street – Pine Street
- Front Street – Union Street
- Front Street – Cass Street
- Front Street – Park Street
- Front Street – Boardman Avenue
- State Street – Union Street
- State Street – Cass Street
- State Street – Park Street
- State Street – Boardman Avenue

**FIGURE 1. MARCH (RESTAURANT WEEK) DATA COLLECTION**



# INITIAL OBSERVATIONS

## INITIAL OBSERVATIONS

- **Northbound Pine Street Curve**  
Northbound curve narrows, resulting in removal of parking spaces
- **Eastbound State Street – Cass Street Intersection**  
*Lane assignments at intersection are misinterpreted between through/turn lanes*
- **Painted Bulb-Outs**  
*Implementation of bulb-outs with flexible posts at Front Street – Boardman Avenue and Front Street – Pine Street*
- **Front Street – Pine Street Sign Relocation**  
*Sign relocated from center median to side of street*



# IMPROVEMENTS MADE FOLLOWING IMPLEMENTATION

## IMPROVEMENTS MADE FOLLOWING IMPLEMENTATION

- *Temporary Message Board Installed at State Street – Cass Street*
- *Eastbound lane assignment signs installed*
- *Parking westbound bagged per the Fire Department on curve to NB Pine*
- *Parking westbound bagged just west of Cass per the request of a local business*



# INITIAL DATA OBSERVATIONS



## INITIAL DATA OBSERVATIONS

- *Restaurant Week 2023 speed data shows 85% speed of 25 MPH, Average speed of 22 MPH*
- *Westbound traffic speeds are <> 2 MPH faster than Eastbound traffic speeds*
- *Eastbound volumes are approximately three times the volume of Westbound*



## INITIAL ANECDOTAL OBSERVATIONS

- *The conversion has been generally well received by the public.*
- *Winter maintenance concerns were less pronounced than expected. Winter season did not have an abundance of significant snowfall events.*
- *Eastbound volumes are approximately three times the volume of Westbound.*
- *Engineering and project team continue to monitor: State Street and Cass Intersection, State Street and Union Intersection, Pine Street and Front Street Intersection.*

# UPCOMING IMPROVEMENTS

## STATE AND CASS INTERSECTION

- Eastbound traffic at Cass aligns with the left turn lane
- Pavement marking adjustments as shown to the right are proposed to be implemented
- Additional changeable message board use may be needed



progressive|ae



Downtown Development Authority  
303 E. State Street  
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jean@downtowntc.com  
231-922-2050

## Memorandum

---

To: Downtown Development Authority Board  
From: Jean Derenzy, DDA CEO  
Date: May 19, 2023  
Subject: Budget Adjustment 2022/2023

Attached is a budget adjustment for the current fiscal year which reflects new revenue and expenditure, which increases the overall expenditures for 2022/2023. This adjustment is for DDA General and TIF 97.

DDA General Adjustment: Required to reflect grant dollars from EGLE and MEDC.

EGLE grant received in 2020 for the clean-up of the redevelopment of the new development at 401 East Front Street (Cornwell Redevelopment Project).

MEDC: Two grants totaling \$425,000.

TIF 97: Required to reflect property purchase and professional development

Property Purchase for west end parking structure: \$5,555,900  
Professional Development \$200,000

The budget adjustment will require approval from the City Commission.

### **Recommended Motion**

That the DDA Board of Directors approve a budget adjustment for DDA General of \$1,010,000 and TIF 97 of \$5,755,900.

DDA BUDGET ADJUSTMENT

**TIF 97**

Increase Revenue

Property Purchase \$4,947,400

TOTAL \$4,947,400

Increase Expenditure

Property Purchase \$5,555,900

Professional Fees \$ 200,000

TOTAL \$5,755,900

**DDA GENERAL:**

Increase Revenue

Grants \$1,010,000

TOTAL \$1,010,000

Increase Expenditure

Professional Services \$1,010,000

TOTAL \$1,010,000



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231-922-2050

## Memorandum

---

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: May 16, 2023

Subject: Moving Downtown Forward (TIF) Financing Plan Development

The attached timeline provides an overview for both RFP processes for the two capital projects that the DDA and City are working on, as well as the process (timeline) for building upon a new Moving Downtown Forward (TIF) Financing Plan for Downtown. As identified in previous meetings, downtown is a work-in-progress. We collectively move forward into this new century with a vision for Downtown that is based on our *Guiding Principles*.

- Design a Great Place All Ages and for Future Generations
- Advance Environmental Sustainability and Stewardship
- Protect and Preserve Small Local Independent Businesses
- Champion the Development of Attainable and Workforce Housing
- Support Job Growth and Varied Career Opportunities

Based on the Guiding Principles, DDA staff and the Board will identify projects that will be included in the new Moving Downtown Financing Plan. Each project will align with and support the Guiding Principles and include an evaluation matrix to track and measure change and/or improvements over time.

I have included a working timetable that builds upon the “milestone” timetable that was first presented at your February study session. In addition to planning and development work already underway for the Lower Boardman/Ottaway Riverwalk and West End Parking Structure, I have included preliminary steps (and a timeline) for identifying other capital improvement projects that could be included in the Moving Downtown Forward (TIF) Financing Plan as well as creating and approving the new Financing Plan.

I look forward to working with the Board and community as we move Downtown forward together.

| Moving Downtown Forward (TIF) Financing Plan Development Monthly Milestones - DDA Board Action |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
|--|------|----|------|----|-------|----|-------|----|-----|----|------|----|------|----|------|----|-------|----|------|----|------|----|------|----|------|----|------|----|----|
| Project Work Already Underway Related to the Moving Downtown Forward (TIF) Plan                | 2023 |    |      |    |       |    |       |    |     |    |      |    |      |    | 2024 |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
|  | Jan. |    | Feb. |    | March |    | April |    | May |    | June |    | July |    | Aug. |    | Sept. |    | Oct. |    | Nov. |    | Dec. |    | Jan. |    | Feb. |    |    |
|  | SS   | RM | SS   | RM | SS    | RM | SS    | RM | SS  | RM | SS   | RM | SS   | RM | SS   | RM | SS    | RM | SS   | RM | SS   | RM | SS   | RM | SS   | RM | SS   | RM | SS |
| <b>Lower Boardman Riverwalk</b>  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.1  |      |    |      |    | D     | D  | D     | A  |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.2  |      |    |      |    |       |    |       |    | D   | A  |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.3  |      |    |      |    |       |    |       |    |     |    |      |    | D    | A  |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.4  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.5  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.6  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.7  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.8  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.9  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| <b>West End Parking Structure</b>  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.1  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.2  |      |    |      |    |       |    |       |    |     | D  | D    | A  |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.3  |      |    |      |    |       |    |       |    |     |    |      | D  | D    | A  |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.4  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.5  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.6  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.7  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |
| 1.8  |      |    |      |    |       |    |       |    |     |    |      |    |      |    |      |    |       |    |      |    |      |    |      |    |      |    |      |    |    |

| Concurrent Steps to develop the Moving Downtown Forward (TIF) Plan  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|--|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DDA Staff Prepares List of Potential Capital Improvement Projects (Moving Downtown Forward - TIF) For Discussion by DDA Board |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DDA Board Discusses Potential Capital Improvement Projects for Moving Downtown Forward TIF                                    |  |  |  |  |  |  |  |  |  | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D |
| DDA Board Makes Recommendation on Moving Downtown Forward Plan Capital Projects   |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | A |
| DDA staff prepares cost estimates for recommended capital projects  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   | D | D | D | D | D | D | D | D | D | D | D | D |
| DDA and City Establish Development Area Citizens Council (formally kicking off the TIF extension process)                     |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   | D | D | D | A |   |   |   |   |   |   |   |   |
| DDA staff develops Moving Downtown Forward (TIF) Plan   |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   | D | D | D | D | D | D | D | D | D | D | D | D |

**Legend**  
 SS = Study Session  
 RM = Regular Meeting  
 D = Discussion  
 A = Action

**Note:** Unmarked squares reflect staff work and other project components not related to board activity  
**Note:** Project tasks (and sequencing) will require approval by the DDA Board and City Commission



Downtown Development Authority  
303 E. State Street  
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jean@downtowntc.com  
231-922-2050

## Memorandum

---

To: Downtown Development Authority Board  
From: Jean Derenzy, DDA CEO  
Date: May 15, 2023  
Subject: Project Updates

The following memo is intended to provide a summary of on-going and anticipated projects throughout downtown.

### **South Union Street Bridge**

Due to longer than expected lead times on materials and additional utility work, the reconstruction of the South Union Street Bridge is now expected to be open to traffic by July 24<sup>th</sup>.

### **North Cass Street Bridge**

Reconstruction work on the North Cass Street Bridge remains on schedule and is expected to be completed by the end of June.

As a reminder, a portion of these two bridge reconstruction projects (as well as the three bridge reconstruction projects last year) were funded by TIF.

### **200 Block Alley of Front Street – Boardman River Wall Stabilization**

The last phase of work to stabilize the river wall with sheet-piling along the 200-block alley of Front Street remains on schedule and should be completed by the end of the month. Over the next couple of weeks, crews will be placing conduit along the alley, pouring concrete (for curbing) and completing any final asphalt patching. The new railing along the alley will be installed once it arrives, which could be after the alley is completed and re-opened.

### **100 Block Alley of Front Street – Sewer Realignment**

Work to realign the sanitary sewer main along the river (as well as new leads to the existing businesses) remains on schedule and is expected to be completed by mid-June. As a reminder, the entire parking lot ("Lot A") will be resurfaced as part of this project.

### **TART Expansion Design and Engineering**

As you recall, in February, we officially kicked off activities with Progressive AE for design and engineering services related to improvements and an extension of the TART Trail along Grandview Parkway. This is a three-party initiative between the City of Traverse City, TART and the DDA. Last week, we received 60% of the final design and engineering for this project – efforts to refine the final design and engineering cost will continue into June and July. A third round of discussion to review and discuss draft plans for the extension along Peninsula Drive is scheduled for May 30<sup>th</sup>.

### **Community Planning Initiatives - Mobility Action Plan and City Master Plan**

This fall, the DDA (in partnership with the city) kicked off a comprehensive planning process to develop a Mobility Action Plan for the city. This planning effort is linked to the Master Planning effort for the city. The Master Plan Leadership Committee is currently reviewing draft chapters of the Master Plan. As you may be aware, the city has been hosting a series of meetings centered around potential changes to the zoning ordinance related to housing.

The DDA, in cooperation with the consultant for the Mobility Action Plan hosted focus group meetings with downtown stakeholders on May 15<sup>th</sup> to review and discuss the preliminary recommendations for pedestrian and bicycle facilities in the downtown district. We plan to have the consultants facilitate a similar conversation with the DDA Board in June.

**Master Plan Project Website:** <https://tcmasterplan-bria2.hub.arcgis.com/>

**Mobility Action Plan Project Website:** <https://tcmobility-pae.hub.arcgis.com/>

### **EGLE Grant**

I am coordinating a grant from the Department of Environment, Great Lakes and Energy (EGLE) to facilitate the demolition of the existing buildings within the footprint of the proposed west-end parking structure. Review of the application will be this week with EGLE and determination made in July.

### **Downtown Maintenance**

We are excited to kick-off another year of collaboration with YouthWorks to help clean and maintain our downtown district. The YouthWorks team is expected to begin on May 16<sup>th</sup> and will be working with us four days a week through August.

### **Downtown Planters**

We are currently solidifying efforts, in cooperation with MSU Extension, to plant the 46 planter boxes (and roughly 900 plants) that get placed throughout downtown for the summer. Our “plant day” is scheduled for May 26<sup>th</sup> for any board members who would like to volunteer.



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: May 15, 2023  
Subject: Arts Commission Update

### **Bryant Park Mural**

The RFP for the mural project at Bryant Park has been published and (to date) we have received 3 proposals. The deadline for proposals is set for May 23<sup>rd</sup>. The Arts Commission is working to set a special meeting on May 25<sup>th</sup> to approve/select the artist.

### **Banner Project**

The Arts Commission is still working with Britten Banner to replace the current banners and add the banner artwork from Justin Shull along West Front Street. We hope to be ready to install banners by early June.

### **Two-Way Bump-Out Project**

The paint has been ordered for the bump-out project (two-way pilot). The Arts Commission is working to determine a few days in which it will be available to paint the intersections.

### **Eighth Street Art Corridor**

The Arts Commission has received informal interest regarding the placement of art along Eighth Street, perhaps even an "art corridor". Particular interest around placing art near the Eighth Street and Railroad intersection was also passed along. The Arts Commission will be discussion this topic at their May meeting.

### **Waste Water Treatment Plant Mural**

The Arts Commission received an email from city staff regarding interest in painting murals on their west sludge storage tanks that are adjacent to the TART Trail. The Arts Commission will be discussion this topic at their May meeting.



## Memorandum

---

To: DDA Board of Directors  
CC: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Transportation Mobility Director  
Date: May 15, 2023  
Re: Staff Report: Parking Services – May 2023

### **PARCS Project**

May

We are progressing on the PARCS project. This project will include changing our credit card processor which will transition at the end of the month. Moving to Chase will increase our payment options for citations and permits to accept AMEX and Discover in addition to the Visa and MasterCard we currently accept.

June

Individual surface permit holders will be able to store a card on file for month-to-month billing. This permit type will be offered the transition first as they are required to renew prior to expiration in order to stay permit eligible. Connecting with these individuals will allow the opportunity to review other parking options in Hardy and Old Town parking structures in anticipation of the sale of parking Lot V at the corner of Pine/W Front.

July

Offer all permit holders the ability to store a card on file for month-to-month billing.

### **Terminate and Reinstate Parking Lot Lease**

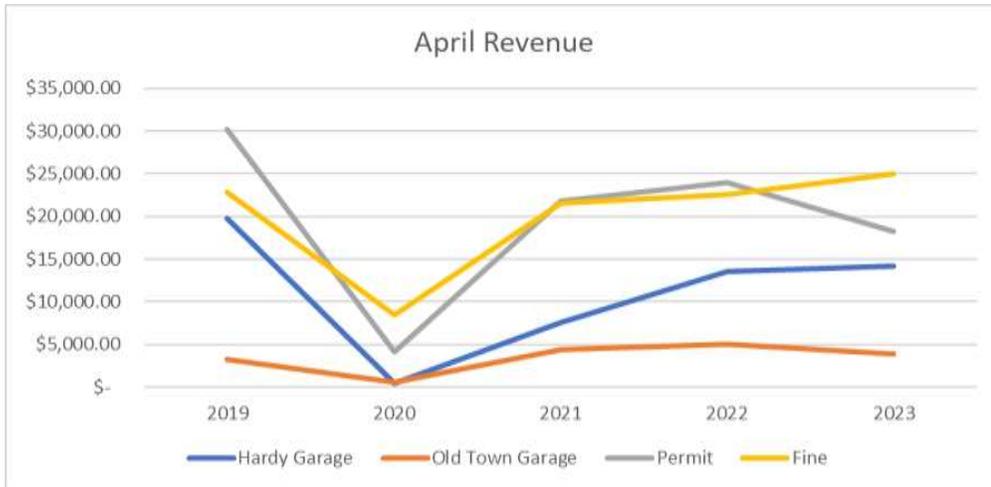
We are working out the details to terminate a current parking meter lease which will increase reinstate a new lease with fewer property owners. This item should come back to you in June.

### **April Parking Revenue**

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

#### Meter Revenues

April meter revenues will be reported in June.



Hourly Admissions

Old Town transient revenues are up 19% compared to 2019 and are down 24% compared to last year. Hardy transient revenues are up 5% compared to last year, but are still down 28% compared to 2019

Permits & Fines

Fine revenues were up 11% from last year up slightly from pre-pandemic revenues with an increase of 9% compared to 2019. Permit revenues are down 24% compared to last year, and down 39% from 2019.



**303 E. State Street  
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231-922-2050**

## **Memorandum**

---

To: Downtown Development Authority Board of Directors  
Jean Derenzy, DDA CEO

From: Art Bukowski, Communications, Marketing and Outreach Director

Date: May 15, 2022

Re: Communications

### **Farmers Market**

Despite some constraints with space lost due to construction staging and reserved parking spaces, we've had a fantastic start to the Sara Hardy Downtown Farmers Market, with great attendance and mostly happy farmers. We should be getting our lost space back just in time for the busiest months of the market. We will be looking for more advisory board member soon. I will provide more information next month on this matter.

### **General Downtown Marketing**

Jean has approved a comprehensive plan for marketing downtown in the general sense (as opposed to the event-specific marketing we also undertake every year). The goal is to drive both locals and visitors to downtown throughout the year. Considering ongoing concerns about construction and other issues, we feel a strong desire to support our downtown merchants with an aggressive marketing push. Many elements of the plan are designed to be measurable as well as impactful, so we can adjust as necessary going forward.

### **Website Updates**

I am working to improve the way visitors interact with our website. Considering how many eyes will be on our organization in the coming months, this will be of paramount importance. Included in these updates will be project-specific language regarding our upcoming planned capital projects.

**General Communications and Advertising Design**

As always, a large part of my time is spent with regular communications, including sourcing and posting social media content across multiple platforms (Facebook and Instagram) and multiple brands (DTCA/DDA/Arts Commission/Farmers Market, etc.), as well as crafting and sending emails, press releases, regular newsletters and other communications as needed. I also design and submit ads to multiple outlets for DDA and DTCA events.



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

### **Memorandum**

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To: Downtown Development Authority Board of Directors  
Jean Derenzy, DDA CEO

From: Abby Taylor, DDA Downtown Experience Coordinator

Date: May 12, 2023

Subject: DTCA Events Update

#### **Musician Spotlights**

The Art Walk was held on the first Friday of May. We had a great turnout and there were over 23 artists participating in downtown businesses. Thank you for those businesses that did participate! We look forward to having musicians at the J. Smith Walkway on the last two Friday's in May. Our goal is to keep the energy going downtown and put a spotlight on our local musicians. This Friday we will have The Lunchables perform from 5:00-8:00pm. This rock band is made up of high school student from TC St. Francis.

#### **Downtown Employee BBQ**

The DDA is hosting a free BBQ lunch at Rotary Square as an appreciation for our downtown employees. This is a small way to celebrate the hard work put in throughout the year. All employees (from office and restaurant workers to retail sales staff and everyone else in between) throughout the entire district are invited. This will take place from 12:00pm-2:00pm on Wednesday, June 7<sup>th</sup>. There will be lunch, music, and a raffle! To receive lunch on this day, there is a RSVP link to sign up that has been sent out to downtown merchants. A huge thank you to the following community organizations for donating food, drinks and their time: Maxbauer's, Oryana, Water's Edge Sweet Tooth, and Great Lakes Chips.

#### **Rotary Square Ribbon Cutting/ TSO Summer Concert Series**

The official Rotary Square ribbon cutting will take place on Friday, June 9 at 6:30pm with a small reception following. After the ribbon cutting will be the first Traverse

Symphony Orchestra “Swing into Summer” starting at 7:30pm. Tickets for all of the concerts are available on their website at <http://traversesymphony.org/>.

**Old Town Arts and Crafts Fair**

Our first art fair is just around the corner and will be held on June 17 from 10:00am-5:00pm. We have over 100 vendors for this show with McMillen’s Custom Framing and I’m Planty and Fancy as the sponsors.

**Outside Events**

Just a reminder- if you or a downtown business that you hear of is having an event, please sign up and let us know! Let’s promote everything in between our established events! This link to sign up can be found at our website:  
<https://www.downtowntc.com/submit-event/>

# DOWNTOWN TRAVERSE CITY ASSOCIATION

## BOARD MEETING

THURSDAY, APRIL 13, 2023  
8:30AM • Hotel Indigo

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### MEETING MINUTES

1. Call to order (*Gildersleeve*) 8:33am
  - a. Present: Dawn Gildersleeve, Jeff Joubran, Amanda Walton, Gary Jonas, Karen Roofe, Sebastian Garbsch
  - b. Absent: Jeff Libman, Libby Hogan, Liz Lancashire
  
2. [Approval of Minutes of the Board Meeting of March](#) (*Gildersleeve*)  
Minutes approval by: Karen Roofe and Seconded by Jeff Joubran
  
3. Communications Report (*Bukowski*)
  - All DTCA members are in the calendar that was created
  - Art will be at all meetings
  - Specific ideas to support local on signage, shop your downtown- Sebastian Garbsch
  - Communicate with Ann Arbor's downtown because their whole road is out right now, social district, scratch offs- Dawn Gildersleeve
  - INCENTIVES
  - Are there people downtown? -Jeff Joubran
  - Tapping into other cities nearby and focusing on local- Karen Roofe
  - Specific GEO fencing Chicago, GR, and Glen Arbor
  - Locals are not coming downtown: nowhere to park, construction etc. -Jeff Joubran
  - EXPRESS feature- where do you get your clothes from? Highlights on local businesses and why people would want to stay here
  - Perception of how people are feeling "I'm coming down before June" -Amanda Walton
  - Free parking for locals, what are other businesses doing event wise? Meet with all business owners to see who has what going on -Gary Jonas
  - Shop local needs to come back as the main goal
  - Lots of shops and restaurants closed on Monday's, need consistent hours to help the entire block
  - Block captains?

- Use the businesses to start marketing and having the one on ones
- Exciting time to be on this board with table health, restructuring dues, and finding solutions on parking
- Have a pitch and new dues before going door to door with each person -Jeff Joubran

4. CEO/ DDA Report (*Derenzy*)

a. *Benefits for members*

- We will have a separate meeting to talk about rates, parking pass, dues, and table health
- Let's look at the pros and cons of buying multiple parking passes
- Jean wants to give a little bit more thought to dues as it was talked about for about 20 minutes
- Do we want to have a special meeting or package up the benefits?
- At the office doing it in two weeks before May 1 (last week in April)
- Wednesday, 26 at 8:00am

b. *Good Morning Downtown*

- Hosted by downtown members and don't have to be a member to be there?
- Dawn Gildersleeve
- It can still be a member benefit -Karen Roofe
- Why was it well attended in the past? -Art Bukowski
- Agendas were put in place and groups like TCLP, Officer Culver, firemen, and Michigan Works -Jeff Joubran
- Networking and some kind of highlight during the time allotted -Sebastian Garbsch
- There was value to have a presenter to then pass along information -Amanda Walton
- Potentially do a joint meeting with TCT to get hard numbers and information -Jeff Joubran

Other notes:

- Get more events on the calendar, is there a way to reach out to

5. [Event Report \(Taylor\)](#)

- Art Walk
- Downtown Art Fair Series
- Sponsorships

- Ribbon Cutting for Lululemon tomorrow 4/14 at 9:45am if any DTCA board member can be there at 8:30am to start the new support and recognition of new businesses and welcoming
- Downtown employee luncheon at Rotary Square will take place on Wednesday, June 7

-Arianna is starting May 15 and will be helping through the summer for 13 weeks for events as she did last year

-An event page will be created on our website for businesses to send in their information on any event that they have and want to promote.

6. Adjourn (*Gildersleeve*) 9:36am



**Minutes of the  
Arts Commission for the City of Traverse City  
Regular Meeting  
March 17, 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 3:30 p.m.

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

The following Commissioners were absent: Commissioner Stanley

Chairperson Amundsen presided at the meeting.

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

(b) **CONSENT CALENDAR**

- (1) Consideration of Approving the February 15, 2023 Arts Commission Meeting Minutes (approval recommended)
- (2) Consideration of Approving the February 2023 Arts Commission Financials Motion to approve the Consent Calendar

Moved by Caitlin Early, Seconded by Chelsie Niemi

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

**Absent:** Mi Stanley

**CARRIED. 6-0-1 on a recorded vote**

(c) **OLD BUSINESS**

- (1) Liaison Report

Mr. Burkholder noted he was seek guidance from Mr. Petrokovitz on removing the sculpture and paying for a new powder-coat.

Commissioners Amundsen and Early agreed to serve on a sub-committee to organize the timing/administration of the Paint It Forward program.

Commissioners agreed to fund the plaques and release funds for the translation of the new plaque.

Mr. Burkholder provided an update on the banner project and is working to see this to fruition.

**(2) Strategic Planning**

Ms. Motil facilitated a discussion on the strategic plan and made notes for revisions to be presented at the April meeting.

**(d) NEW BUSINESS**

**(1) New Business Update**

Mr. Burkholder noted the Mazzaadin sign should get approved by the City Commission on the 20th.

Mr. Burkholder noted plans continue to move forward for the MISILIC project, with a target of July.

Commissioners Early and Amundsen agreed to spearhead the design of the two-way bump-outs (painting), that will be a group project of the Commission this spring.

Commissioners discussed the details for the Bryant Park Mural, noted the fee should be \$6,000 and it should be completed by the end of the fiscal year.

**(2) Arts Commission Budget Discussion**

Commissioners discussed the remaining needs for this fiscal year and Mr. Burkholder noted he would bring a draft budget for consideration to the April meeting.

**(e) PUBLIC COMMENT**

**(1) General**

**(2) Commissioners  
Motion to Adjourn**

Moved by Caitlin Early, Seconded by Roger Amundsen

**Yes:** Chelsie Niemi, Roger Amundsen, Caitlin Early, Joshua Hoisington,  
and Linda Koebert

**Absent:** Mi Stanley and Steve Nance

**CARRIED. 5-0-2 on a recorded vote**

(f) **ADJOURNMENT**

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Roger Amundsen