

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA

Friday, July 20, 2018, 8:00 a.m.

Commission Chambers, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Roll Call

2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

- A. Consideration of minutes for the Regular Meeting of June 15, 2018 (approval recommended)**
- B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for June, 2018 and Financial Reports for Traverse City Parking Services for May 2018 and June 2018.
(approval recommended)**

3. Items Removed from Consent Calendar

4. CEO Report

- A. Consideration of Rotary Legacy Project – Civic Square**
- B. Lake Avenue Streetscape Project Consideration**
- C. Lake Avenue Pay Station**
- D. Parking Advisory Committee Overview**

5. Ad Hoc Reports

- A. By-laws Update**
- B. Appointment of Lower Boardman River Ad Hoc Leadership Team**

6. Staff Reports:

- A. Parking – TDM Parking Update**
- B. Marketing / Communications (verbal)**

7. Old Business

8. Receive and File:

- A. Written Report from CEO – Updates**
- B. DTCA Minutes**
- C. By-law Ad Hoc Committee Minutes**

9. Public Comment

10. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
June 15, 2018
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:00am.

1. Roll Call

Present: Allison Beers, Mayor Jim Carruthers, Collette Champagne (arrived at 8:02am), Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Gabe Schneider

Absent: Leah Bagdon-McCallum, Harry Burkholder

2. Consent Calendar. **Motion by Beers, seconded by Joubran that the consent portion of the agenda be approved with the removal of item D for further review under the CEO Report. Motion carried unanimously.**

- A. Consideration of minutes for the Regular Meeting of May 18, 2018 (approval recommended)
- B. Consideration of minutes-Special joint meeting with DDA and Planning Commission (approval recommended)
- C. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for May 2018 and Financial Reports for Traverse City Parking Services. (approval recommended).
- D. Destination Downtown Agreement

3. CEO Report

A. Destination Downtown Agreement

- i. Mayor Carruthers noted that the agreement did not include discrimination protection for sexual orientation. Derenzy will work with City Attorney to amend agreement. **Motion by Carruthers, seconded by Beers to support the Destination Downtown item with the added changes. Motion carried unanimously.**

B. 8th Street Request for Consideration-Discussion

- i. Derenzy presented the NBLD corridor consideration to be included in the DDA and led discussion of the options of expanding the DDA with or without a TIF expansion.
- ii. Derenzy requested permission to do the due diligence in evaluating the feasibility of expanding the DDA to include the corridor. **Motion by Constantin, seconded by Schneider to authorize the DDA CEO to start the due diligence and study of the expansion to include the North Boardman Lake District. Motion carried unanimously.**
- iii. Public Comment:
 - a. Janene Silverman, Raduno, 545 E. Eighth St. supported what Derenzy

presented.

b. Steve Nance, 609 Webster St. Thanked the Board for allowing Derenzy to investigate the expansion further.

c. Kate Redman, 2006 Chippewa St. echoed what Janene and Steve stated.

d. Richard Kushell, 500 Webster St. supported the corridor expansion.

C. Valet Pilot Project:

i. Derenzy pointed out a typo that stated 11-month, rather than the correct 11 weeks.

ii. Derenzy explained difference between a public and private valet service.

iii. Carruthers asked if the parking would include the private spaces within the Hardy Parking Garage.

Motion by Beers, seconded by Champagne that the DDA endorse the pilot valet parking project for the downtown with the public right-of-way to be in the 200 block of Front Street and the project shall be for an 11-week period Wednesday through Saturday 5:00pm to 11:00pm, starting June 20th. Motion carried unanimously.

iv. Public Comment:

a. David Denison, 724 East Orchard, 229 E. Front Street thanked the Board for their consideration of the valet program.

b. John McGee, 3341 Autumn Leaf, 120 Park Street & 250 E. Front St discussed Friday Night Live and relocating the valet location for those four summer evenings.

D. 2019/2019 Budget Approval

i. Derenzy presented the budget as well as public infrastructure projects for the two TIF districts.

ii. Jackson asked for an update on the Boardman Riverwalk project.

Motion by Jackson, seconded by Beers that the DDA Board of Directors approve the 2018/2019 budget for DDA, TIF 97 and Old Town TIF as presented. Motion carried unanimously.

E. By-Laws (Steve Constantin)

i. Golden recommended removing this item and creating a By-Laws ad-hoc committee to consisting of Constantin, Golden, Champagne.

Motion by Beers, seconded by Schneider that a special committee look at the By-Laws of Item E with Steve, Coco, and Bill. Motion carried unanimously

4. Old Business

A. TDM (Parking Update)

i. VanNess discussed implementing the LPR tool.

ii. Updating validation system

iii. Destination Downtown will be kicking off soon

iv. Additional bike racks being utilized downtown

v. Elevator issues at Old Town Parking Garage are being investigated

vi. New electric car is now in inventory

vii. Jackson discussed NCF staffing and asked if Parking staff has the ability to tow cars.

viii. Hardy asked if parking in the proposed expanded corridor would be included in the DDA/TCPS jurisdiction. Derenzy pointed out that it already

currently is.
ix. TDM was well received at City Commission

B. Marketing/Communications Update

- i. Paveglio thanked those who attended the Downtown Annual Dinner.
- ii. Strategic plan and work plan is moving forward
- iii. Destination Downtown update
- iv. Lower Boardman Leadership Team

5. Receive and File:

A. Written Report from CEO-Updates

- i. USDA Grant
- ii. Coastal Zone Management authorization to implant the water trail

B. Farmer's Market Minutes

C. DTCA Minutes

D. Parking Update

- i. Elevator is fixed at Old Town Parking Garage

6. Public Comment

- A. No public comment at this point

7. Adjournment: The meeting adjourned at 9:05.

Respectfully submitted,

Nina Talarico
Office Manager

2:16 PM
07/16/18
Accrual Basis

Downtown Development Authority
Balance Sheet
As of July 16, 2018

	<u>Jul 16, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	226,778.01
Fifth Third Savings - 6740	201,709.87
Petty Cash	298.19
Total Checking/Savings	<u>428,786.07</u>
Accounts Receivable	
Accounts Receivable	87,435.42
Total Accounts Receivable	<u>87,435.42</u>
Other Current Assets	
Due From DTCA	1,009.67
Due From APS	752.65
Total Other Current Assets	<u>1,762.32</u>
Total Current Assets	<u>517,983.81</u>
Other Assets	
Due From Other Funds	22,785.44
Pre-Paid Expense	8,020.00
Total Other Assets	<u>30,805.44</u>
TOTAL ASSETS	<u><u>548,789.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-425.98
Total Accounts Payable	<u>-425.98</u>
Other Current Liabilities	
Tech Incubator Fund	-50,000.00
Seed Grant	10,000.00
Due to Other Funds	12,868.65
Bryan Crough Memorial Fund	200.00
Accrued Salaries	12,784.90
Accrued Payroll Liabilities	1,482.77
Deposits Payable	
NCF Reimbursements	93.00
Senior Project Fresh	382.00
Double Up Food Bucks	15,275.00
EBT Bridge Card	15,886.56
Project Fresh	-7,020.00
Prescriptions for Health	10,000.00
Deposits Payable - Other	-18.00
Total Deposits Payable	<u>34,598.56</u>
Payroll Liabilities	
Federal Income Tax Payable	2,112.00
Medicare Tax Payable	857.12
Social Security Tax Payable	3,664.84
State Income Tax Payable	3,699.08
State Unemployment Tax Payable	369.44
Health Insurance Payable	2,338.28
Total Payroll Liabilities	<u>13,040.76</u>
Total Other Current Liabilities	<u>34,975.64</u>
Total Current Liabilities	<u><u>34,548.66</u></u>

2:16 PM
07/16/18
Accrual Basis

Downtown Development Authority
Balance Sheet
As of July 16, 2018

	<u>Jul 16, 18</u>
Total Liabilities	34,549.66
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	387,616.01
Net Income	19,017.31
Total Equity	514,239.59
TOTAL LIABILITIES & EQUITY	548,789.25

DDA Financial Report

	June 30, 2017	June 30, 2018	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	139,859	192,798	141,000	141,000	136.7%	-51,798
Interest and Dividends	502	561	200	200	280.3%	-361
Miscellaneous	3,016	2,183	0	0	-	-2,183
Rents and Royalties	53,185	55,015	53,000	53,000	103.8%	-2,015
Administrative Services	698,599	762,111	776,368	776,368	98.2%	14,255
Prior Year Surplus	0	0	0	0	-	0
TOTAL REVENUE	\$894,160	\$1,012,687	\$970,568	\$970,566	104.3%	-\$42,101
EXPENSES						
Payroll Expense	696,544	736,952	752,023	752,023	98.0%	15,071
Health Insurance	74,102	50,149	106,700	106,700	47.0%	56,551
Workers Compensation	13,651	11,608	0	0	-	-11,608
Office Supplies	4,577	10,658	10,000	10,000	106.6%	-658
Operation Supplies	2,275	2,128	0	0	-	-2,128
Professional/Contractual	62,152	41,792	44,775	56,775	73.6%	14,983
Communications	5,137	6,483	4,800	4,800	135.1%	-1,683
Transportation	596	2,453	2,000	2,000	122.7%	-453
Lodging/Meals	4,220	5,165	5,000	5,000	103.3%	-165
Training	1,435	1,718	2,000	2,000	85.9%	282
Community Promotion	12,916	14,268	11,500	11,500	124.1%	-2,768
Printing/Publishing	1,826	4,731	1,500	1,500	315.4%	-3,231
Insurance & Bonds	2,883	1,655	1,800	1,800	91.9%	145
Utilities	7,357	4,816	7,100	7,100	87.6%	2,284
Repairs & Maintenance	1,950	3,325	2,200	2,200	151.1%	-1,125
Rentals	8,023	8,720	9,000	9,000	96.9%	280
Legal Expense	0	0	4,500	4,500	0.0%	4,500
Miscellaneous	1,205	195	400	400	48.8%	205
Equipment	4,579	8,081	6,000	6,000	134.4%	-2,061
TOTAL EXPENSE	\$905,427	\$914,877	\$971,298	\$983,298	93.0%	\$68,421
NET INCOME/(LOSS)	(\$11,267)	\$97,790	(\$732)	(\$12,732)	100.0%	

thru fiscal year

2:09 PM
07/16/18
Accrual Basis

DDA - TIF97
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8028	1,237,282.42
Total Checking/Savings	1,237,282.42
Accounts Receivable	
Accounts Receivable	960,000.00
Total Accounts Receivable	960,000.00
Total Current Assets	2,197,282.42
Other Assets	
Due From Other Funds	11,968.65
Total Other Assets	11,968.65
TOTAL ASSETS	<u><u>2,209,251.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	38,915.00
Total Accounts Payable	38,915.00
Other Current Liabilities	
Deferred Revenue	960,000.00
Due To Other Funds	14,035.44
Total Other Current Liabilities	974,035.44
Total Current Liabilities	1,012,950.44
Total Liabilities	1,012,950.44
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	338,850.77
Net Income	878,649.86
Total Equity	1,196,300.63
TOTAL LIABILITIES & EQUITY	<u><u>2,209,251.07</u></u>

TIF 97 Financial Report

June 30, 2017 June 30, 2018 Budget 17-18 as % of Budget Budget Variance
Approved

REVENUE

Property Taxes	1,882,734	2,014,156	1,890,000	106.6%	-124,156
Grants	0	0	0	0.0%	0
Reimbursements	(616,768)	24,118	115,000	21.0%	90,882
Interest Revenue	4,619	5,438	4,500	120.8%	-936
Prior Year Surplus	0	0	0	0.0%	0
TOTAL REVENUE	\$1,070,585	\$2,043,710	\$2,009,500	101.7%	-\$34,210

EXPENSES

Professional Services	494,814	364,337	397,000	91.8%	32,663
Insurance & Bonds	-16	0			
Printing/Publishing	123	0	1,000	0.0%	1,000
Contributions to Other Governments	0	798,732	831,000	96.1%	32,268
Capital Outlay	2,780,188	1,991	1,027,500	0.2%	1,025,509
TOTAL EXPENSE	\$3,275,109	\$1,185,060	\$2,256,500	51.6%	\$1,091,440
NET INCOME/(LOSS)	(\$2,204,523)	\$878,650	(\$247,000)	100.0%	

thru fiscal year

2:13 PM
07/16/18
Accrual Basis

**DDA Old Town TIF
Balance Sheet
As of June 30, 2018**

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	184,414.13
Total Checking/Savings	<u>184,414.13</u>
Total Current Assets	<u>184,414.13</u>
TOTAL ASSETS	<u><u>184,414.13</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	1,000.00
Net Income	183,414.13
Total Equity	<u>184,414.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>184,414.13</u></u>

Old Town TIF Financial Report

	June 30, 2017	June 30, 2018	Budget 17-18 as Approved	% of Budget	Budget Variance
REVENUE					
Misc. Income	1,000	0			
Property Taxes	0	186,828	141,000	132.5%	-45,828
Reimbursements	0	0	200	0.0%	200
Interest Revenue	0	55	0	0.0%	-55
TOTAL REVENUE	\$1,000	\$186,883	\$141,200	132.4%	-\$45,883
EXPENSES					
Professional/Contractual	0	3,429	752,023	0.5%	748,594
Printing/Publishing	0	39	106,700	0.0%	106,661
Contribution to Other Governments				0.0%	0
Capital Outlay				0.0%	0
TOTAL EXPENSE	\$0	\$3,468	\$858,723	0.4%	\$855,255
NET INCOME/(LOSS)	\$1,000	\$183,414	(\$717,523)	100.0%	

thru fiscal year 17

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	100.00	.00	100.00	.00	.00	.00	100.00	.00
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	25447.15	360910.25	10.00-	9091.75	97.55
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	130901.03	1307112.44	.00	7112.44-	100.55
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	20872.00	218327.50	.00	21672.50	90.97
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	110328.00	436099.50	.00	143100.50	75.33
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	36956.00	409028.10	5.00-	74023.10-	122.10
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	4979.20	28514.03	.00	25014.03-	814.69
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	21048.00	.00	5252.00	80.03
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	1108.95	2861.30	150.00-	2711.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854900.00	.00	2854900.00	332092.33	2786600.79	165.00-	68464.21	97.61

RUN DATE: 6/28/18
 CITY OF TRAVERSE CITY
 LINE ITEM RANGE 700.00 TO 999.99
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	1730.37	13993.27	.00	56006.73	19.99
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	.00	3624.01	.00	2375.99	60.40
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	135.46	1328.44	.00	4373.56	23.27
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	345.29	4397.18	.00	902.82	82.97
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	31.26	357.92	.00	342.08	51.13
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	13.62	928.69	.00	8571.31	9.78
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	17.52	.00	167.52	11.68
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	391.50	.00	1008.50	27.96
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	209.10	3417.69	.00	3582.31	48.82
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	1856.50	22308.37	.00	23691.63	48.50
801.00 PROFESSIONAL AND CONTRACTUAL	94000.00	.00	94000.00	58721.85	836263.91	75476.85	179212.94	88.96
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	59500.00	.00	50500.00	3161.49	19381.57	.00	31118.43	38.38
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	377.24	2710.45	.00	5289.55	33.88
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
890.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	.00	4103.68	.00	17896.32	18.65
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2109.81	20038.30	.00	961.70	95.42
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	7582.99	80727.74	.00	49272.26	62.10

RUN DATE: 6/29/18
 SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.99
 DEPARTMENTS

CITY OF FRAVERSE CITY
LINE ITEMS AS OF 04/30/2018

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	10556.45	47751.66	390.00	351858.34	11.94
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	13601.05	119661.45	.00	661.45-	100.56
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11329.63	.00	829.63-	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	421873.30	.00	7126.70	98.34
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	142658.96	1622902.54	75086.85-	1307084.31	56.85

RUN DATE: 6/29/18
 CITY OF TRAVERSE CITY
 L I N E I T E M S A S O F 05/31/2018
 SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 400.00 TO 699.99
 DEPARTMENTS

PAGE 1

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	100.00	.00	100.00	.00	.00	.00	100.00	.00
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	29289.20	390207.45	10.00-	20197.45-	105.46
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	138413.82	1445526.26	.00	145526.26-	111.19
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	8347.00	226674.50	.00	13325.50	94.45
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	15504.00	452403.50	.00	127596.50	78.00
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	34457.50	443485.50	5.00-	108480.50-	132.38
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	5946.85	34460.88	.00	30960.88-	984.50
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1508.00	22548.00	.00	3752.00	85.73
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.57	.00	2091.57-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	70.00	2931.30	150.00-	2781.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854900.00	.00	2854900.00	233528.37	3020129.16	165.00-	165064.16-	105.79

RUN DATE: 6/29/18
 SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.99
 DEPARTMENTS

CITY OF TRAVERSE CITY
 LINE ITEMS AS OF 05/31/2018

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	1481.65	15474.92	.00	54525.08	22.11
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	304.29	3928.30	.00	2071.70	65.47
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	133.13	1459.57	.00	4240.43	25.61
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	340.72	4737.90	.00	567.10	89.39
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	28.84	386.76	.00	313.24	55.25
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	13.62	942.31	.00	8557.69	9.92
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	17.52	.00	167.52	11.68
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	430.65	.00	969.35	30.76
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	1856.39	5274.08	.00	1725.92	75.34
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	7858.26	30166.63	.00	15833.37	65.58
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	114852.61	551116.52	18356.45	29473.01	101.18
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	2193.17	21574.74	.00	28925.26	42.72
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	232.51	2962.96	.00	5037.04	37.04
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	178.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	.00	4103.68	.00	17896.32	18.65
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	1977.21	22015.51	.00	1015.51	104.84
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	10656.40	91384.14	.00	38615.86	70.30

RUN DATE: 6/29/18
 CITY OF TRAVERSE CITY
 L I N E I T E M S A S O F 05/31/2018
 SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.99
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	7662.16	55413.82	390.00	344196.18	13.95
930.05 RAMSWELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	-000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	9237.11	128698.56	.00	9898.56	108.32
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11329.63	.00	829.63	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	464060.63	.00	35069.63	108.17
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	201074.55	1823977.09	18746.49	1012176.42	63.89



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: July 20, 2018
Re: Civic Square – Rotary Legacy Project

The Civic Square, one of the Downtown Development Authority's original planned projects (1998) has been selected for consideration of the Rotary Legacy Project. This consideration is thanks to two of our fellow board members and Rotary members, T. Michael Jackson and Scott Hardy along with two citizens Mark Eckoff and Deb Lake, who nominated this project for consideration.

As the project is under the Downtown Development Authority and would be implemented and managed when the project becomes a reality, the Board needs to approve a resolution of support for project submission. Attached is a proposal submitted to Rotary for consideration and the Resolution of Support.

The Rotary Legacy project would be awarded dollars to allow the project to happen. In my opinion, having Rotary's approval of the Civic Square would allow the property to be secured and the square activated. This Board realizes that a Civic Square is not about having another "park", it is so much more. Cities without a positive and unique center decline over time and Traverse City is no exception. The downtown of any city should naturally be the center of gravity for the community's civic life. It should pull you in. The Downtown Development Authority has identified through their strategic plan the mission and vision:

Mission: *To collaborate with all stakeholders to provide a world class downtown that is active, thriving and inclusive.*

Vision: *Traverse City is America's most inclusive, family-friendly fresh water destination - featuring world class dining and shopping, a growing economy, entrepreneurial opportunity, and all-season recreation.*

A civic square is a component to achieve the vision of our Downtown. Civic Square provide the setting for cultural and social activities. Often public places offer free, open forums for people to encounter art, to enjoy performances and to participate in other cultural activities. A great civic square symbolizes the City's renaissance, bringing people and events to a central urban area. As the Downtown grows, leaders of our City must strategically think of the approach looking 10 to 20 years forward how can the Downtown achieve the mission and vision. Our previous leaders identified a need for the civic square to continue the vibrancy of a Downtown. It is the opportunity of this Board to help implement this 30-year vision to a reality.

This long standing identified project that continually is identified in the Capital Improvement Plan can be accomplished with the help of Rotary.

Based on the Strategic Plan and Vision of the DDA my recommendation is as follows:

RECOMMENDATION: Approval of the Resolution of Support to submit the Civic Square Project for the Rotary Club Centennial Legacy Project.

PROPOSAL FOR THE ROTARY CIVIC SQUARE IN DOWNTOWN TRAVERSE CITY

LOCATION:
201 & 213 E. STATE STREET
TRAVERSE CITY, MI 49684



INTRODUCTION



The Traverse City Downtown Development continues to strive for a world class downtown that is active, thriving and inclusive.

The question is sometimes asked, "How important is the downtown to Traverse City?" The growth of cities historically shows that they are built from a central downtown outward. Cities without a vibrant and active city center decline over time and can have negative effects on the region as a whole. Traverse City is no exception and needs a thriving downtown that focuses on smart growth and a healthy economy. The downtown of any city should naturally be the center of gravity for the community's civic life; it should pull you in. Visit any city with a vibrant downtown and you'll find the answer to what is most important to that community.

Traverse City has made an investment in its city center and, as a result, has gained a healthy economy, strong surrounding neighborhoods and schools, and a focus on the the protection and preservation of our natural resources. As our downtown grows, however, placing importance on people and the unique gathering spaces a community can provide, should be top priorities when determining what direction we want our city to head.

Vibrant cities need to compete to keep and attract resources. This competition is stiff and only gets greater every day. Cities need to attract young professionals to maintain healthy neighborhoods, community, and economic growth. Addressing our future needs as it pertains to residents and visitors, the DDA recently identified their vision statement as the following: Traverse City is America's most inclusive, family-friendly freshwater destination - featuring world class dining and shopping, a growing economy, entrepreneurial opportunity, and all-season recreation.

A Civic Square is a critical component to achieve the mission and vision of our Downtown. Places for people provide opportunity for cultural and social activities. Often, public places offer free, open forums for people to encounter art, enjoy performances, participate in cultural activities, and simply gather. Data shows that 70% of all consumer retail spending, including that of visitors, now takes place during the evening hours. Developing an organic space that can accommodate a number of activities, but also extend our busy days into evening hours, is essential to fulfilling Downtown's vision.

A Civic Square can symbolize the City's renaissance, bringing people and events to a central urban area. As the Downtown grows, leaders of our City must strategically think of the approach looking 10 to 20 years forward and how Downtown can achieve the mission and vision set before it. The Civic Square is an important component for ensuring "public space" is secured as the Downtown grows. As investment interest grows in our region, the time is now to secure property for this endeavor.



CIVIC SQUARE - WITHIN THE PLAN

The Civic Square discussion has been part of the Downtown Development Authority's Plan for 40 years (since the creation of the DDA). The project has also been identified in the TIF 97 Plan, the City's Master Plan, and the Capital Improvement Plan. For 40 years, the DDA has known the importance of having a Civic Square in the heart of the City. A high-quality, public environment can have a significant impact on the economic life of urban centers, big or small, and is therefore an essential part of any successful regeneration strategy. We, as a Downtown, understand that downtowns/cities increasingly compete with one another to attract investment, and the presence of good parks, squares, gardens and other public spaces becomes a vital business and marketing tool. Companies attracted to locations that offer well-designed, well-managed public places, walkability, and active streets, attract customers, employees and services. In Civic Squares, a pleasant and well-maintained environment increases the number of people visiting retail areas, otherwise known as footfall. For retailers, a strong public environment can improve trading by attracting more people into an area. When choosing where to locate, small businesses rank open space parks and recreation as top priorities.

The Civic Square continues to be the one community project that has eluded the Downtown Development Authority, as well as the most influential opportunity for a Downtown. Numerous studies and data identify the importance of a Civic Square. However, studies, data and plans don't create the reality. The reality takes Civic Leaders to implement public components that have 100 years of lasting impact.

TIMELINE FOR IMPLEMENTATION

Understanding that the legacy project is timely as Rotary approaches their 100 year anniversary, the DDA is ready to move forward with the identified plan for the Civic Square. The DDA has a long history of collaboration and believes that partners such as the, Traverse Area Chamber of Commerce, Rotary Charities, Groundworks, Traverse City Light & Power, Traverse City Tourism, and several area business partners, will be approached about contributing in-kind assistance, or operational funding.

TEN REASONS FOR A TOWN SQUARE

Every great downtown is built around a town square and Traverse City's time is now. Our friends at [Castro Valley Matters](#) wrote their recipe for a town square. We've adapted it here to help you design and build this successful placemaking project, either from scratch or via revitalization.

- 1. Beauty.** A well-designed Town Square will give residents and visitors a reason to enjoy your downtown and new streetscape.
- 2. Walkability.** Successful downtowns are walkable. Improved walkability helps local businesses attract more customers and achieve greater success.
- 3. Ideal Location.** The site is ideally located for a Town Square, at a T intersection, within walking distance of anchors such as the post office, banks, large restaurants, and unique local businesses
- 4. Focal Point.** The Castro Valley Boulevard's streetscape improvements cost Alameda County \$9 million, but people often still drive to park, do errands, and leave. Your neighborhood or town may find similar or higher costs for a streetscape improvement. However, towns and neighborhoods need a center and focal point to attract more shoppers, walkers, families with children, and seniors to the downtown. Your investment will not be wasted.
- 5. Pride.** Town Squares honor their unique identity as a beautiful small town that is surrounded by trees and hills and is proud of its history, location, and family-friendly atmosphere.
- 6. Community.** Community gatherings, special events, a relocated farmer's market, summer concerts and outdoor movies all can happen at a Town Square. These events bring life to the downtown and increase business for merchants. Maybe you have a few events like this that can grow bigger and better at your new town square, bringing in more income and interest in the town.
- 7. Parking.** A town square doesn't come with legal parking requirements—but the on-street parking around the square can serve the whole downtown.
- 8. Supply and Demand.** Alameda County is planning to sell a former Daughtrey's manufacturing brownfield site to a developer at a loss and add approximately 30,000 square feet of retail space on a boulevard that already has roughly 100,000 square feet of vacant retail and restaurant space for sale or lease. What hidden gems do you have that can breathe new life to your town square?
- 9. Our Voice.** Residents deserve much better solutions than vacant buildings or sprawling shopping centers. They also deserve a voice in its future. A Town Square can transform downtowns and other neglected or over-sprawled development centers.
- 10. Health.** A Town Square benefits health and safety. Shoppers and workers, children, and seniors will have more reasons to walk and get exercise. Don't count out brownfield revitalization in your plans.

PRELIMINARY BUDGET

Property Location: 201, 213 E. State Street, Traverse City, MI 49684

Property Owner: Cass and State Properties Inc.

Requested Property Purchase Price: \$1,500,000 for both lots

Lot 201 E. State Street Taxable Value Information:

Assessment Year: 2017

Total Assessed Value: \$360,800

Assessor Market Value Year: 2017

Total Assessor Market Value: \$721,665

Tax Year: 2010

Total Tax Amount: \$12,903

Lot 213 E. State Street Taxable Value Information:

Assessment Year: 2017

Total Assessed Value: \$187,300

Assessor Market Value Year: 2017

Total Assessor Market Value: \$374,614

Tax Year: 2010

Total Tax Amount: \$6,542

Availability: Off the market currently. Owner has been approached previously.

Tenant Lease Status: Private parking may be leased to outside operator.

Lease Expiration:TBD

Property Land & Building Specifics:

Lot Sizes –

201 E. State (.50 acres)

Lot Size - Square Feet: 21780 sq ft

Lot Size - Frontage Feet: 132.0 sq ft

Lot Size - Depth Feet: 165.0 sq ft

Lot Size - Acres: 0.500 ac

213 E. State (.25 acres)

Lot Size - Square Feet: 10890 sq ft

Lot Size - Frontage Feet: 66.0 sq ft

Lot Size - Depth Feet: 165.0 sq ft

Lot Size - Acres: 0.250 ac

Construction and Operation Budgets Estimates

Architectural Design:	\$15,000
Construction:	\$1,750,000
Insurance:	\$7,500
Operations & Maintenance (annual) (Includes Utilities)	\$20,000

RESOLUTION

Rotary Legacy Project Submission

- Whereas,** The Traverse City DDA oversees public improvement projects; and
- Whereas,** The DDA has identified the Civic Square in the TIF 97 Plan and the Capital Improvement Plan; and
- Whereas,** Partnerships and support for the project will assist in the making the project a reality; and
- Whereas,** Rotary Charites is seeking submissions for the Rotary Legacy Project; therefore be it
- RESOLVED,** that the Traverse City Downtown Development Authority approved the submission of the Civic Square for consideration as the Rotary Legacy Project.

I hereby certify that the above resolution was adopted by the Traverse City Downtown Development Authority Board of Directors at its Regular Meeting held July 20, 2018 in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

Jean Derenzy, Chief Executive Officer



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: July 20, 2018
Re: Lake Avenue Streetscape Project

Attached is a memorandum from City Engineer, Tim Lodge, providing the bid overview for the Lake Avenue Streetscape Project. This project was identified within the DDA Old Town TIF budget in the amount of \$470,000. Project budget sheet is attached for your information.

This streetscape project is a combination of: Special Improvement District (SID), water funds, sewer funds, Old Town TIF and Traverse City Light and Power. The cost breakdown for cost sharing is as follows:

SID	Water Fund	Sewer Fund	L&P	TIF
\$116,053.56	\$586,602.32	\$95,023.15	\$72,700.32	\$445,000

A raised intersection is being proposed as a main component for the improvement. This component would ramp the street to meet the sidewalk grade which is opposite the normal treatment where the sidewalks are ramped down to meet the street grade. This will provide a better accessibility/walkability component. This raised intersection will be borne by the DDA and not split with the SID.


The Special Improvement District pays for half of the streetscape improvements, which are: Lights, sidewalks, irrigation system, benches. I am working with the property owners (6 property owners) to gather their petition for this to occur. A public hearing on the SID will occur at City Commission on August 6. This has been a project that has been discussed for 2 years by the DDA and the City.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Jean Derenzy, DDA

FROM: Timothy J. Lodge, City Engineer 

DATE: July 6, 2018

SUBJECT: 2018 Lake Avenue Streetscape Project

Sealed bids were advertised for and were received on June 28, 2018 for the above referenced project. Plans and specifications were available to contractors through The Builders Exchange of Northwest Michigan. Contractors inquired and viewed the plans and specifications online with two bids being received for this work as follows:

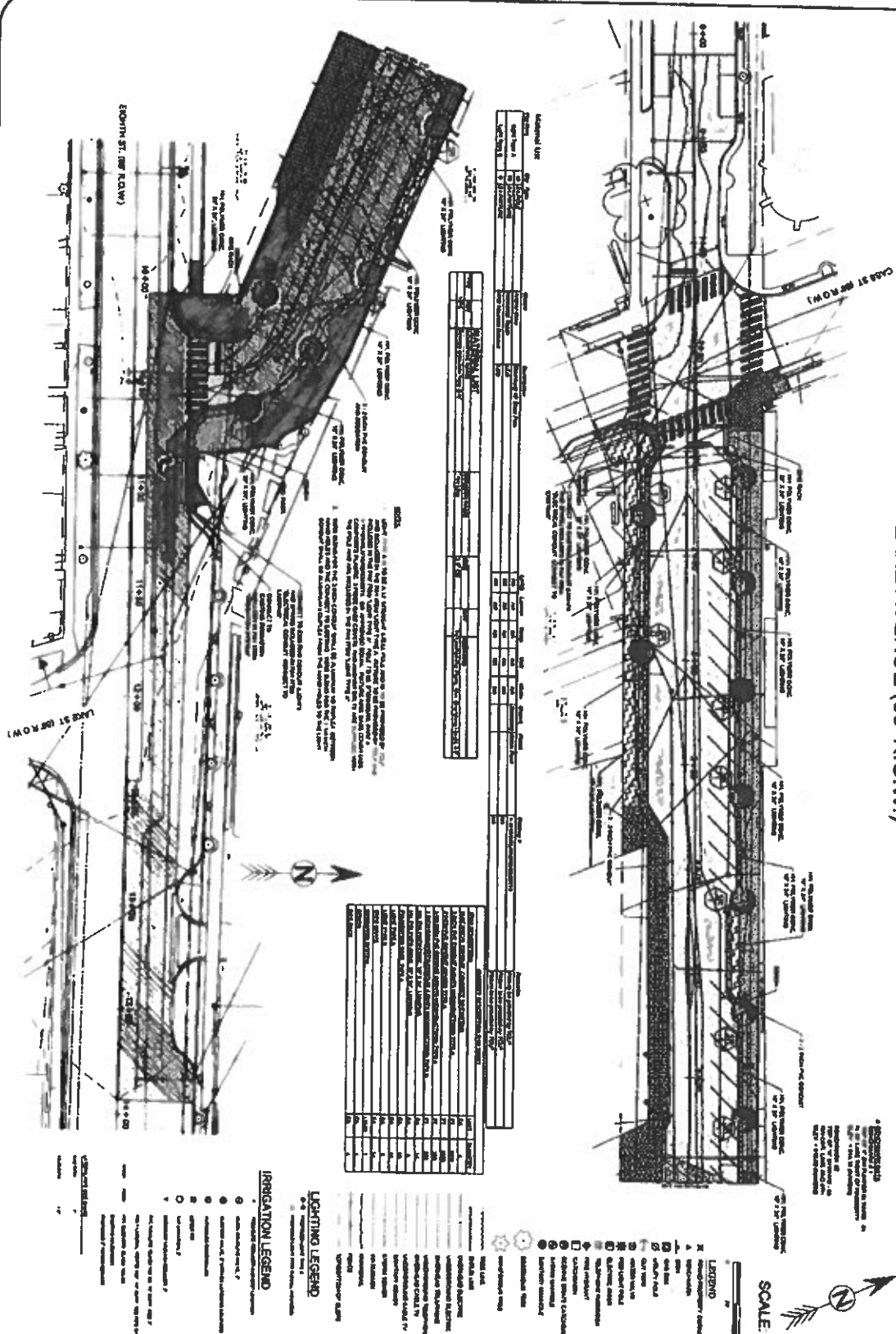
Contractor		Bid Amount
Crawford Contracting	Mt. Pleasant	\$ 1,003,594.15
Elmer's Crane and Dozer, Inc.	Traverse City	\$ 1,065,140.79

The Engineering Department's preliminary estimate for this work is \$993,600. The bid from Elmer's was conditioned on completing the work in the spring of 2019. The project is referenced as CIP# 61 (TIF) and #935 (Water) and includes street reconstruction, water transmission main, sanitary sewer, storm sewer, reverse angle parking on one side, streetscapes including sidewalks, lighting, street trees and grates. The project was reviewed and approved by the Planning Commission in 2012 and changes to the plan were approved in 2017. We also included an option for a raised intersection treatment at Cass Street which is an additional \$41,793.00 cost from the low bidder for a total bid amount of \$1,045,387.15. The raised intersection would ramp the street to meet the sidewalk grade which is opposite of the normal treatment where the sidewalks are ramped down to meet the street grade. We have attached the Landscaping and Lighting Plan for reference.

Property owners will be asked to participate in one-half of the costs of the eligible streetscape items which will be formalized in a special assessment. The SID will be presented at the August 6 meeting. We also are requesting funding from TCLP for the eligible lighting items.

We have reviewed the bids received and the low bid contractor's experience with clients on similar projects in the past and found that the low bid contractor is capable of performing the work for this project. Therefore, it is recommended that this work including the raised intersection be awarded to the low bidder, Crawford Contracting and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$1,045,387.15, more or less, with funds therefore available in the various funds of the Capital Projects Fund.

LAKE AVENUE (66' R.O.W.)



Material List

Item	Quantity	Notes
1. 18" x 18" x 12" Concrete	100	For sidewalk
2. 4" x 8" x 12" Concrete	50	For curb
3. 12" x 12" x 12" Concrete	20	For base
4. 6" x 6" x 12" Concrete	10	For base
5. 4" x 4" x 12" Concrete	5	For base
6. 2" x 2" x 12" Concrete	2	For base
7. 1" x 1" x 12" Concrete	1	For base
8. 1/2" x 1/2" x 12" Concrete	0.5	For base
9. 1/4" x 1/4" x 12" Concrete	0.25	For base
10. 1/8" x 1/8" x 12" Concrete	0.125	For base

Item	Quantity	Notes
1. 18" x 18" x 12" Concrete	100	For sidewalk
2. 4" x 8" x 12" Concrete	50	For curb
3. 12" x 12" x 12" Concrete	20	For base
4. 6" x 6" x 12" Concrete	10	For base
5. 4" x 4" x 12" Concrete	5	For base
6. 2" x 2" x 12" Concrete	2	For base
7. 1" x 1" x 12" Concrete	1	For base
8. 1/2" x 1/2" x 12" Concrete	0.5	For base
9. 1/4" x 1/4" x 12" Concrete	0.25	For base
10. 1/8" x 1/8" x 12" Concrete	0.125	For base

Item	Quantity	Notes
1. 18" x 18" x 12" Concrete	100	For sidewalk
2. 4" x 8" x 12" Concrete	50	For curb
3. 12" x 12" x 12" Concrete	20	For base
4. 6" x 6" x 12" Concrete	10	For base
5. 4" x 4" x 12" Concrete	5	For base
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8. 1/2" x 1/2" x 12" Concrete	0.5	For base
9. 1/4" x 1/4" x 12" Concrete	0.25	For base
10. 1/8" x 1/8" x 12" Concrete	0.125	For base

RESERVED FOR THE CITY OF TRAVERSE CITY. ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE CITY OF TRAVERSE CITY.



LEGEND

- 1. 18" x 18" x 12" Concrete
- 2. 4" x 8" x 12" Concrete
- 3. 12" x 12" x 12" Concrete
- 4. 6" x 6" x 12" Concrete
- 5. 4" x 4" x 12" Concrete
- 6. 2" x 2" x 12" Concrete
- 7. 1" x 1" x 12" Concrete
- 8. 1/2" x 1/2" x 12" Concrete
- 9. 1/4" x 1/4" x 12" Concrete
- 10. 1/8" x 1/8" x 12" Concrete

LIGHTING LEGEND

- 1. 18" x 18" x 12" Concrete
- 2. 4" x 8" x 12" Concrete
- 3. 12" x 12" x 12" Concrete
- 4. 6" x 6" x 12" Concrete
- 5. 4" x 4" x 12" Concrete
- 6. 2" x 2" x 12" Concrete
- 7. 1" x 1" x 12" Concrete
- 8. 1/2" x 1/2" x 12" Concrete
- 9. 1/4" x 1/4" x 12" Concrete
- 10. 1/8" x 1/8" x 12" Concrete

IRRIGATION LEGEND

- 1. 18" x 18" x 12" Concrete
- 2. 4" x 8" x 12" Concrete
- 3. 12" x 12" x 12" Concrete
- 4. 6" x 6" x 12" Concrete
- 5. 4" x 4" x 12" Concrete
- 6. 2" x 2" x 12" Concrete
- 7. 1" x 1" x 12" Concrete
- 8. 1/2" x 1/2" x 12" Concrete
- 9. 1/4" x 1/4" x 12" Concrete
- 10. 1/8" x 1/8" x 12" Concrete

CITY OF TRAVERSE CITY 2018 LAKE AVENUE STREETSCAPE PROJECT LAKE AVENUE - LANDSCAPE AND LIGHTING SHEET



Item	Quantity	Notes
1. 18" x 18" x 12" Concrete	100	For sidewalk
2. 4" x 8" x 12" Concrete	50	For curb
3. 12" x 12" x 12" Concrete	20	For base
4. 6" x 6" x 12" Concrete	10	For base
5. 4" x 4" x 12" Concrete	5	For base
6. 2" x 2" x 12" Concrete	2	For base
7. 1" x 1" x 12" Concrete	1	For base
8. 1/2" x 1/2" x 12" Concrete	0.5	For base
9. 1/4" x 1/4" x 12" Concrete	0.25	For base
10. 1/8" x 1/8" x 12" Concrete	0.125	For base

**City of Traverse City, Michigan
Downtown Development Authority
Tax Increment financings Old Town Fund
Income Statement Projections**

	FY 17/18 Projected	FY 18/19 Budget	Project Costs	Difference in Budget
REVENUES				
Property Taxes	\$ 186,827	\$ 260,509		
Reimbursements	-	-		
Interest Revenue	-	-		
TOTAL REVENUES	186,827	260,509		
EXPENDITURES				
Professional Services	16,500	166,284		
Printing and Publishing/Other	-	-		
Contribution to District Construction Projects:				
Lake Avenue Streetscape	675	470,000	445,000	25,000
Eighth Street Bridge Repair	-	147,520		
South Cass Bridge Repair	-	44,275		
Eighth Street Lake Avenue to Woodmere	-	-		
Union Street Streetscape	-	-		
South Union Street Bridge	-	-		
Rivers Edge Riverwalk Decking	-	-		
Total Contribution to District Construction Projects:	675	661,795		
TOTAL EXPENDITURES	17,175	828,079		
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	169,652	(567,570)		
OTHER FINANCING SOURCES (USES)				
Operating transfer/interfund loan	-	600,000		
NET CHANGE IN FUND BALANCE	169,652	32,430		
Beginning Fund Balance (Deficit)	1,000	170,652		
Ending Fund Balance (Deficit)	\$ 170,652	\$ 203,082		



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: July 20, 2018
Re: Lake Avenue Pay Stations

As part of the Lake Avenue Streetscape project, elimination of meter posts will occur, thereby transitioning from pay-by-space to pay-by-plate. When completing new streetscapes, the goal is to have less barriers to allow for more fluent pedestrian flow, ADA accessibility and reduced maintenance, which this will accomplish.

As identified in the attached Parking Administrator's memorandum, there will be 28 spaces on the north side (as identified in the landscaping plan) and 3 spaces on the south side of the street. The 28 spaces will be serviced by three pay stations. The 3 spaces on the south will have single space meters but also available to utilize the pay stations with cash or credit.

Request is to waive the competitive bidding process and order the pay stations through Traffic and Safety Control Systems in the amount of \$40,794.00. The reason to waive the competitive bidding process is that all previous pay stations have been purchased through Traffic and Safety Control Systems and is our current preferred vendor, and consistent with all other current pay stations.

Recommended motion:

RECOMMENDATION: Approval to waive the competitive bidding process and order three (3) multi-space pay stations in an amount not to exceed \$40,794.00.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator
Re: July 16, 2018
Date: Lake Street Pay Station Purchase

The redevelopment of Lake Street will include new and improved streetscapes. As part of the improvements to this street, we are proposing transitioning from Pay-by-Space (PBS) to Pay-by-Plate (PBP). This changeover will eliminate meter posts on this block and reduce the number of barriers which will allow for more fluent pedestrian flow, ADA accessibility, and reduced maintenance.

The new design includes 28 spaces on the north side and 3 spaces on the south side of the street. The 28 spaces will be serviced by 3 pay stations. The 3 spaces on the south will have single space meters and posts as there are not enough spaces to warrant a pay station, but parkers who would like to pay with cash or credit will have access to use the pay stations.

I recommend that the DDA Board of Directors waive the competitive bid process and approve the purchase of three (3) multi-space pay stations in an amount not-to-exceed \$40,794.00 with funds available in the Traverse City Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station. Upon final determination of placement, an additional expense of roughly \$105 per PAY HERE sign will be ordered to direct parkers where to pay.

Downtown Development Authority
Traverse City Parking Services
303 E. State Street
Traverse City MI 49684
(231) 922-0241
nicole@downtowntc.com



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: July 20, 2018
Re: Parking Advisory Committee

Attached is an overview of the role of the Parking Advisory Committee as well as the number of committee members. The Committee will be a five member board with a DDA Board representative (as well as a DDA Board member alternate). The major premise of the Advisory Committee as outlined in the 11 objectives are the components of the Transportation Demand Management recommendations.

The Parking Advisory Committee was identified in my annual work plan to help the Board prioritize parking recommendations, particularly with the TDM study. A three year implementation plan was put together by staff (attached) however the plan needs data, analysis and a work group if we are to make changes as outlined within the TDM and to in turn recommend approval from City Commission.

Should the Board decide to move forward with the establishment of the Parking Advisory Committee, advertisement will be made for citizens interested in serving on the Committee. An interview committee will need to be established to interview applicants and recommend to the DDA Board for appointment at your August or September meeting.

Based on your strategic plan of implementing the TDM and my annual work plan the following recommendation is made:

RECOMMENDATION:

1. Approval to Establish Parking Advisory Committee.
2. Establish a 3 member interview team for interviewing interested citizens to the Parking Advisory Committee.
3. Appoint 1 DDA Board member and 1 alternate to the Parking Advisory Committee

PARKING ADVISORY COMMITTEE

The Downtown Development Authority Board is establishing an Ad-hoc Parking Advisory Committee that will review strategies, advise, and provide recommendations to the Traffic Committee, DDA Board and City Commission. The primary purpose of the Committee is to establish a Parking Master Plan based on Transportation Demand Management (TDM) objectives.

While the Committee is established as an ad-hoc, there is no defined timeline established for when the Committee will cease to exist. The Committee shall include:

- ✓ one (1) DDA Board Member (and one alternate DDA Board member)
- ✓ 4 members at large who reflect diverse interests, including but not limited to, the following: retail, downtown property owners, public transit, tourism, City neighborhoods, Munson Medical Center or other medical institutions, Northwestern Michigan College or other educational institutions, and Multi-modal Advocacy Groups of which all reside in the City of Traverse City.

The Committee shall not meet less than monthly. The members shall serve one-year terms with terms extending up to three terms. Three (3) consecutive absences or less than seventy-five (75) percent attendance during any twelve-month period shall constitute resignation.

The Committee shall advise and provide recommendations for the Parking Master Plan to the Downtown Development Authority which includes the following:

1. Capital Improvement Plans to maintain and improve equipment and technology, invest in new equipment and technology to improve and provide additional services.
2. Recommendations for expanding or reducing parking allocation through private property and shared-use leases.
3. Review and recommend zoning changes related to parking requirements and park-once initiatives.
4. Review parking supply and support recommendations improve utilization.
5. Define and formalize performance-based pricing guidelines.
6. Define Parking Benefit District guidelines.
7. Define incentive guidelines for new developments.
8. Support and expand biking options and infrastructure.
9. Support transit initiatives.
10. Support and expand mobility services (i.e. Destination Downtown and Bayline programs).
11. Support incorporating TDM objective in new public and private developments.

The Parking Advisory Committee will be subject to the Open Meetings Act. The Parking Advisory Committee shall create bylaws which must be approved by the DDA Board. This Committee can be dissolved by the Authority and shall act as in an advisory role to the DDA.



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

Memorandum

To: Downtown Development Authority
From: By-laws Ad Hoc Committee:
Bill Golden, Steve Constantin, Coco Champagne,
For Meeting Date: July 20, 2018
Re: By-laws

Ad Hoc Committee met on July 2 (Minutes under receive and file) and suggested changes to by-laws. Derenzy will meet with legal counsel to review changes and bring back the Ad Hoc Committee to meet and review and changes, suggestions, comments.

The goal of the Ad Hoc is to provide overview/update of the Bylaws at the August 17th meeting.



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

Memorandum

**To: Downtown Development Authority
From: Lower Boardman River Interview Committee:
Harry Burkholder, Jeff Joubran, Mike Jackson
For Meeting Date: July 20, 2018
Re: Appointment to the Lower Boardman River Leadership Team**

Over 36 individuals applied for consideration to be on the Lower Boardman River Leadership Team. The Interview team was charged with interviewing candidates and making recommendations for 2 business property owner and 2 city residents. All applicants have a desire to be part of the future of the Boardman River and with the number of applicants, identifies the importance of the River to the community. The DDA office will engage all applicants throughout the process, as well as ALL community input and engagement.

The Interview Committee met on Wednesday July 11th and interviewed 10 individuals. The result of the interviews identified and recommended that three citizens be appointed (adding 1 additional person to the Leadership Team) and two (2) business owners.

The recommended individuals to be appointed:

Jennifer Jay, Citizen at Large
Deni Scudato, Citizen at Large
Michael Vickery, Citizen at Large
Rick Korndorfer, Property Owner
Elise Crafts, Business Owner

The charge of the Lower Boardman River Leadership Team is to: The primary purpose of the Ad Hoc TCDDA Boardman River Leadership Team is to see that a plan is completed in 2018 that protects and preserves the River while identifying facilities, amenities, programs and other considerations that should be implemented to encourage

maximum use and enjoyment of this remarkable natural resource that bi-sects our downtown.

Other team members previously appointed:

Harry Burkholder (DDA Member)

Christine Crissman, The Watershed Center

Andrew Muir, Great Lakes Fishery Commission (Advisory)

Russ Soyring, City Planner

Harry Burkholder, DDA Board Member

Tim Ervin, Rotary Charities consultant

City Commissioner (Brian Haas); also represents City Planning Commission

Frank Dituri, City of Traverse City DPS Director

Barbara Nelson Jamieson, National Parks Commission



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator
Re: July 16, 2018
Date: Parking Services Updates – July 2018

License Plate Recognition Install – Update

Due to staffing constraints we have had to place the completion of the implementation on hold. We still need to complete some software configuration and testing before we begin employee training. We anticipate being complete by the middle of August.

Parking Access and Revenue Control System Installation – Update

All lane and revenue equipment has been installed at both facilities. The vendor will be back in town the week of July 23rd to finish the upgrade of the pedestrian door readers. The festival was a challenging week for the new equipment as we had to replace six gate arms due to damage.

Destination Downtown – Update

We currently have 205 employees signed up for the program. Over the past 3 weeks, results show there are 27 unique users. Of the 27, 12 have used the pass more the 5 times. 6% in the first month is a small victory. Our goal is to maintain the 6% as our regular base and increase our ridership by 2% by the end of the pilot program.

Pilot Valet Parking – Update

We are working with the Valet Company to address resident concerns related to signage placement within the bike lane and access to the State Theatre. They have been very receptive and quick to make the necessary adjustments. They have seen a steady increase in usage over the past three weeks with a total of 175 cars taking advantage of the program.

Bike Parking - New

An additional bike rack has been installed in the NE corner of the Hardy Parking Garage. One fix-it station has been installed at each of the bike shelters

Downtown Travers City Authority
101 E. State Street
Travers City, MI 49884
616.807.6241
www.downtowntravers.com

Car Charging Stations – New and Closed

Six electric vehicle charging stations have been added to Hardy Parking Garage. The facility now has eight total, one of which will be dedicated for our new Chevy Bolt.



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: July 20, 2018
Re: Updates

Uptown Riverwalk: The Uptown Riverwalk was evaluated to determine if one of the mature elm trees provides shade to the river. Gourdie Fraser did review and provided the attached preliminary designs for the walk to go up and around the tree.

The raised elevation of the walk decreased the width of the walk to 5' in the area surrounding the tree. This was done to decrease the amount of excavation into the side hill of the bank to decrease the disturbance of the roots for all of the trees in the area. The two pilings on each side of the elm are placed as low as possible to not get into the roots any more than necessary. This design will require a short cantilevered section of the framing, with manufactured brackets to carry the load and will save three of the healthy trees on the east end of the ramp.

The added cost to change this design is \$1,200.

8th Street – Possible Expansion of DDA District: I am working on organizing meetings with property and business owners, business plan and options for encouraging economic growth on the 8th street area. Meetings are occurring with the North Boardman Lake Association as well as the marketing and communications director identifying a messaging plan for the Association. Addressing questions from the DDA Board is also an important element as we move forward. Communication and a dialog about this endeavor will be key. Please provide any questions as we continue to research the possibility.

West Front Parking Garage: Work with Rich and Associates continues on plans for the West Front Parking Garage at 145 West Front Street. The West Front Parking Committee will organize a meeting in the next three weeks to meet and identify a

communication strategy to meet with the community on the design overview, process of the parking structure and funding for the garage.

High Speed Fiber: As identified in your strategic plan and my annual work plan, supporting Light and Power to implement the high speed fiber to the premise will help with the economic development components. After meeting with Tim Arends, Light and Power Executive Director and Jason Allen State Director of Michigan for USDA, the DDA will be assisting in a grant/loan application for Light and Power to help with phase 1 implementation. Phase 1 implementation includes the Downtown area, including neighborhoods and the 8th street corridor. The opportunity to help our partner to look at funding opportunities is beneficial for the DDA.

Activities to put on Calendar:

Film Festival: July 31 to August 5

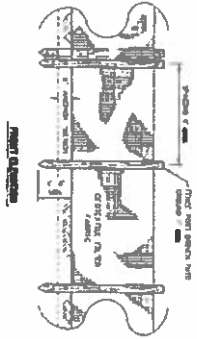
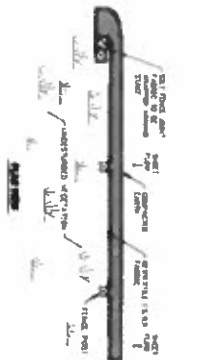
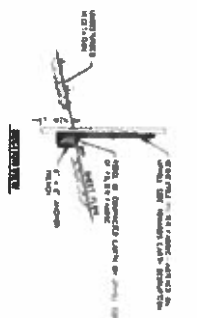
Street Sale: August 3 – 70 Years!

Friday Night Live: August 3 - 24

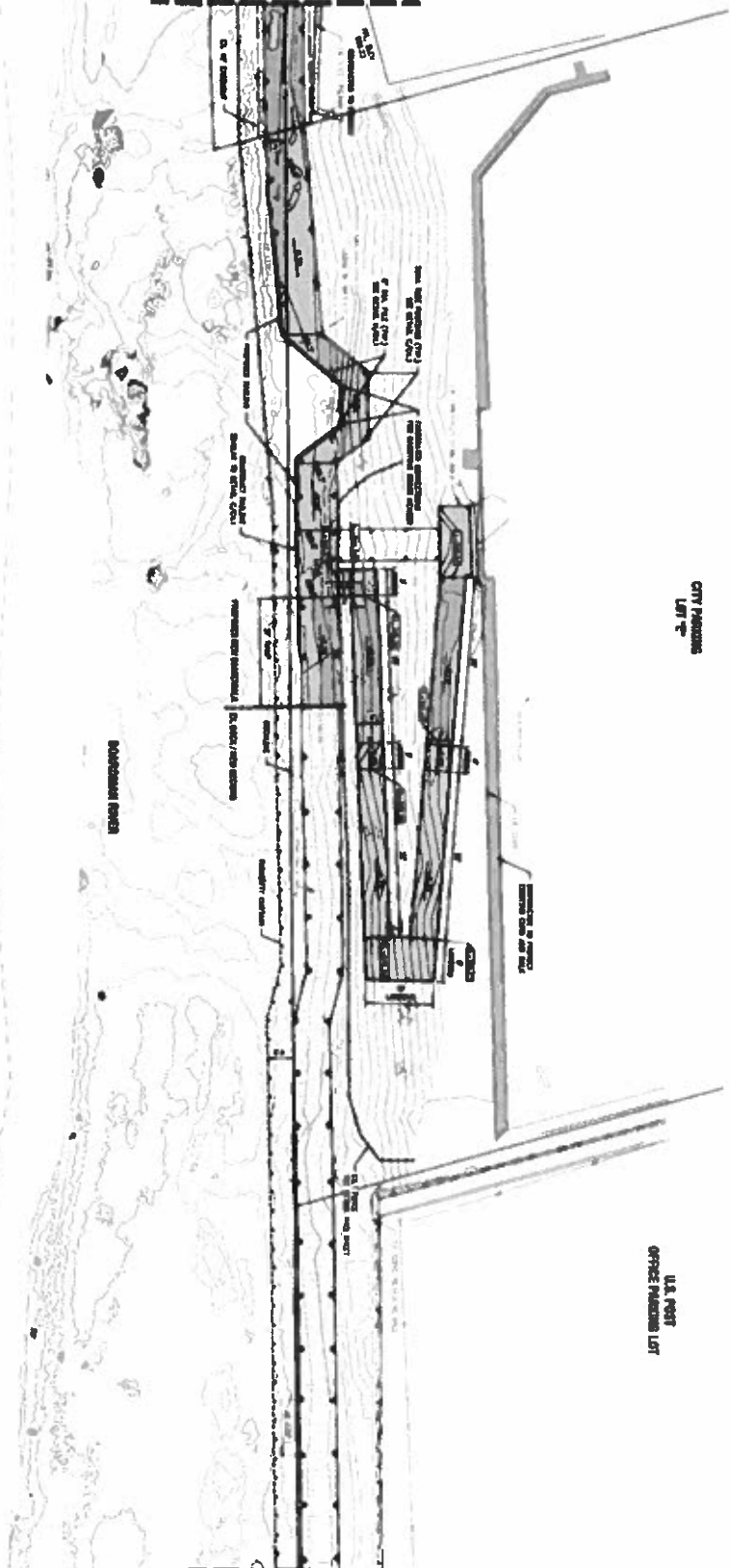
Art Fair: August 18

PROJECT NO. 17319 AND 17320
 TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY
 BOARDMAN RIVER WALK - PHASE I
 PROPOSED SITE PLAN
 SECTION 3, T.27 N., R.11 W.
 CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN

SOIL FENCE DETAILS



MATCH LINE SHEET C3.3



MATCH LINE SHEET C3.1

17319
 17320
 C3.1

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY
 BOARDMAN RIVER WALK - PHASE I
 PROPOSED SITE PLAN
 SECTION 3, T.27 N., R.11 W.
 CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN

REV	DATE	DESCRIPTION	BY
1		NO SITE VISITATION REQUIRED	
2		NO SITE VISITATION REQUIRED	
3		NO SITE VISITATION REQUIRED	
4		NO SITE VISITATION REQUIRED	
5		NO SITE VISITATION REQUIRED	
6		NO SITE VISITATION REQUIRED	
7		NO SITE VISITATION REQUIRED	
8		NO SITE VISITATION REQUIRED	
9		NO SITE VISITATION REQUIRED	
10		NO SITE VISITATION REQUIRED	

ENGINEERING
 SURVEYING
 PLANNING & OPERATIONS

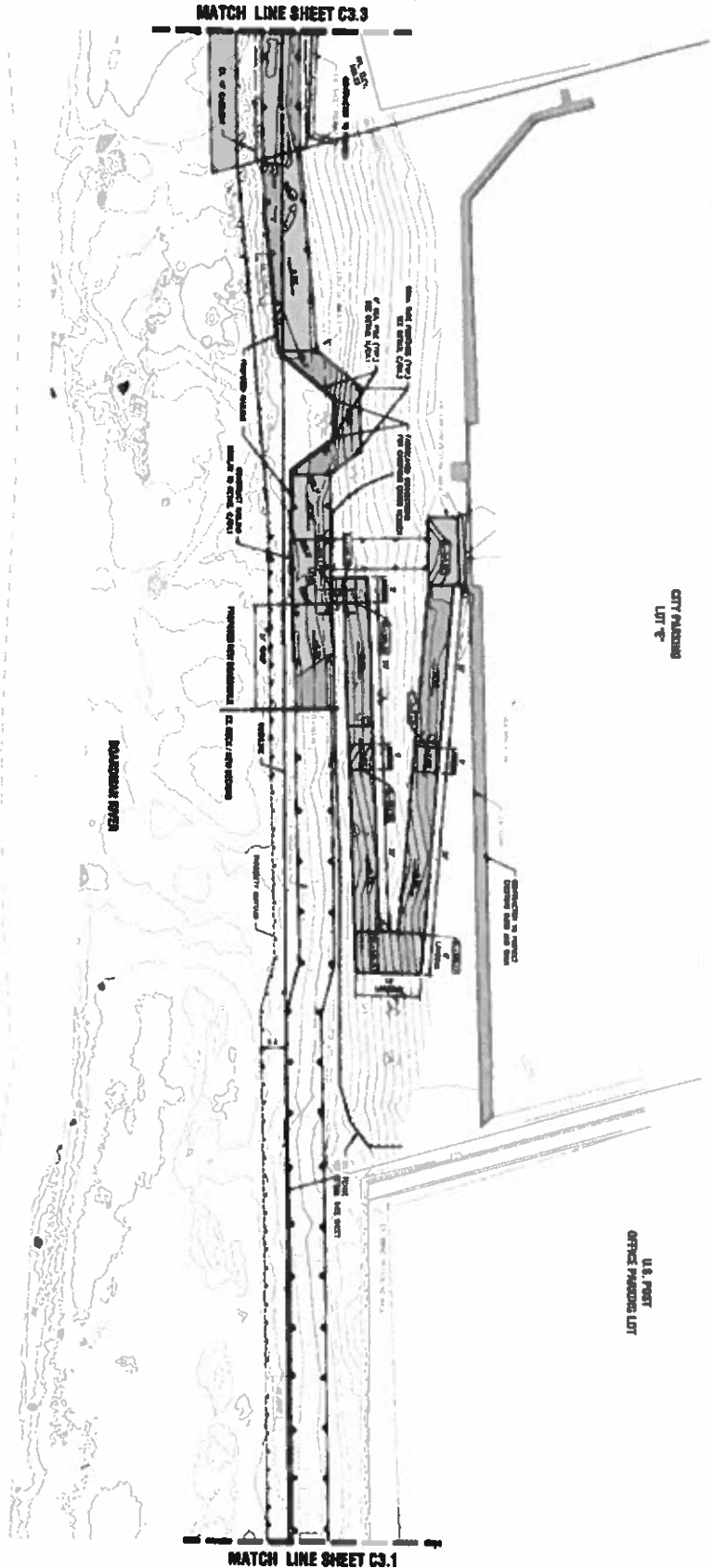
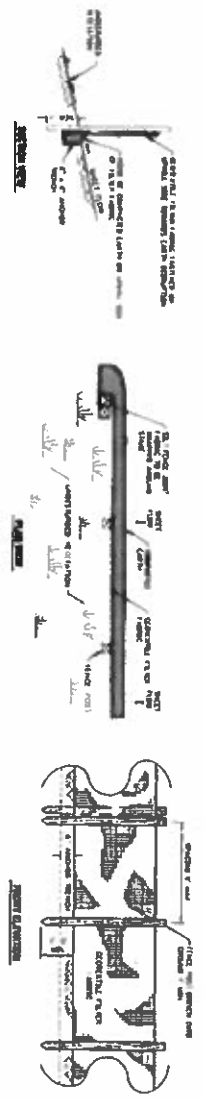
113 West 7th Street
 Traverse City, MI 49784

231 946 5674 (ext)
 231 946 5702 (ext)

These documents are prepared in accordance with the contractual terms and conditions for this project.

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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RAIL FENCE DETAILS



<p>TRaverse City Downtown Development Authority BOARDMAN RIVER WALK - PHASE I PROPOSED SITE PLAN SECTION 2, T.27 N., R.11 W. CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>1/20/10</td> <td>PRELIMINARY</td> </tr> <tr> <td>2</td> <td>2/10/10</td> <td>REVISED</td> </tr> <tr> <td>3</td> <td>3/10/10</td> <td>REVISED</td> </tr> <tr> <td>4</td> <td>4/10/10</td> <td>REVISED</td> </tr> <tr> <td>5</td> <td>5/10/10</td> <td>REVISED</td> </tr> <tr> <td>6</td> <td>6/10/10</td> <td>REVISED</td> </tr> <tr> <td>7</td> <td>7/10/10</td> <td>REVISED</td> </tr> <tr> <td>8</td> <td>8/10/10</td> <td>REVISED</td> </tr> <tr> <td>9</td> <td>9/10/10</td> <td>REVISED</td> </tr> <tr> <td>10</td> <td>10/10/10</td> <td>REVISED</td> </tr> <tr> <td>11</td> <td>11/10/10</td> <td>REVISED</td> </tr> <tr> <td>12</td> <td>12/10/10</td> <td>REVISED</td> </tr> </table>	NO.	DATE	DESCRIPTION	1	1/20/10	PRELIMINARY	2	2/10/10	REVISED	3	3/10/10	REVISED	4	4/10/10	REVISED	5	5/10/10	REVISED	6	6/10/10	REVISED	7	7/10/10	REVISED	8	8/10/10	REVISED	9	9/10/10	REVISED	10	10/10/10	REVISED	11	11/10/10	REVISED	12	12/10/10	REVISED	<p>ENGINEERING SURVEYING PLANNING & DESIGN GROUP 21 West Fourth Street Traverse City, MI 49781</p>	<p>Artis Design Inc. 231 944 3674 ext 231 944 3703 (f)</p>
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These documents are prepared in accordance with the contractual terms and conditions for this project.

**Downtown Traverse City Association
Regular Board Meeting
June 7, 2018**

Minutes

Present: Kim Bazemore, Susan Fisher, Dawn Gildersleeve, Liz Lancashire, Jeffrey Libman, Todd McMillen, Misha Neidorfler

Absent: Jake Kaberle, John McGee

Staff/Others: Colleen Paveglio

1. **Call to Order:** Derenzy called the meeting to order at 8:33 a.m.
2. **Welcome New Members:** Susan Fisher, Dawn Gildersleeve
3. **Election of Officers:** As the first meeting of the newly elected DTCA Board of Directors for 2018-2019, election of officers was the first order of business.
 - a. A motion to nominate Neidorfler to serve as President was presented by McMillen, seconded by Libman. Motion carried unanimously.
 - b. A motion to nominate McMillen to serve as Vice President was presented by Libman, seconded by Gildersleeve. Motion carried unanimously.
 - c. A motion to nominate Bazemore as Treasurer was presented by McMillen, seconded by Lancashire. Motion carried unanimously.
 - d. A motion to nominate McGee as Secretary was presented by Libman, seconded by McMillen. Motion carried unanimously.
2. **Consideration of Appointing Additional Board Members:** No action at this time
3. **Approval of DTCA Board Minutes of May 10, 2018:** Minutes were reviewed and presented upon motion by Libman and seconded by Bazemore. Motion carried unanimously.
4. **Approval of Dues Structure for the 2018-2019 fiscal year.** Motion by McMillen, seconded by Libman that the DTCA Membership Dues for the 2018-2019 fiscal year to remain the same. Motion carried unanimously.
5. **Approval of 2018-2019 Budget:** The fiscal year of July 1, 2018 through June 30, 2019 budget was presented and accepted upon motion by Libman and seconded Lancashire. Motion carried unanimously.
6. **Annual Meeting**
 - a. Raffle ticket sales were confirmed at the event.
7. **Art Fair Volunteer Sign Up**
 - a. An email to confirm will be sent to the board.

8. TCAPS Request

- a. Motion by Bazemore, seconded by Fisher to support the TCAPS Bond Proposal. Motion carried unanimously.**

9. Adjourn: The meeting was adjourned at 9:11 a.m.

**Traverse City Downtown Development Authority Ad Hoc Committee
By-Laws
Monday, July 2, 2018
8:00am
Downtown Development Authority Conference Room
303 E. State Street, Traverse City**

Bill Golden called the meeting to order at 8:12am.

Present: Steve Constantin, Coco Champagne (arrived at 8:17am), Bill Golden

Staff: Jean Derenzy, CEO & Nina Talarico, Office Manager

1. Review of Current By-Laws
 - a. Derenzy suggested removing the word "private" from the proposed procedures and simply state "accept."
 - b. Committee agreed that the Executive Committee should serve as an "advisory" rather than a "consultative group" to the CEO and Board.
 - c. It was decided that members of the Executive Committee shall be appointed on an annual basis.
 - d. The committee recognized the need to convert the emergency situation bullet to be finalized into a succession plan.
 - e. The Executive Committee shall craft a formalized analysis to present to the Mayor when appointments of board members are expiring.
 - f. Derenzy proposed a change in the By-Laws to state that the Authority shall approve the rules governing all the advisory boards.
 - g. Committee agreed that sections two (2) and three (3) should be removed from Article V: Employment of Personnel
 - h. Anywhere "Executive Director" is listed, it needs to be replaced with CEO.
2. Public Comment
 - a. No public comment at this time
3. Adjournment
 - a. The meeting adjourned at 9:18am

Respectfully submitted,

Nina Talarico
Office Manager