

DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
Friday, March 15, 2019
8 a.m.
Governmental Center, 400 Boardman Avenue, Traverse City
Commission Chambers, Second Floor
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.

Administration:

- A. Consideration of minutes for the Regular Meeting of January 18, 2019 (approval recommended) *(Pages 1-4)*
- B. Consideration for Approval of Claims *(Page 5-8)*
- C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for February 2019 and Financial Reports for Traverse City Parking Services. *(Pages 9-20)*
- D. Restroom Stipends for Public Restrooms: *(Page 21)*

Parking (Reviewed and Recommended Parking Subcommittee)

- A. Elimination of \$5.00 Meter Violation *(Pages 22-23)*
- B. Purchase of Six (6) Bus Shelters for Downtown Locations *(Page 24)*
- C. Event Rates for Metered Lots *(Pages 25-26)*
- D. High and Low Impact Event Lot Rental Rates *(Pages 27-28)*
- E. Right-of-way & Land Use Contractor Parking Permit Fees *(Page 29)*

3. Review of 2018 Audit *(Pages 30-66)*

4. CEO Report

- A. Approval of Contract for SmithGroup -- Lower Boardman River *(Pages 67-68)*
- B. Approval of Forming 2 Committees: Finance Committee & Governance (overview of Roles & responsibilities) *(Pages 69-72)*
- C. Consideration to expand Review Responsibilities of Lot O (which is 159 E. State Street) Subcommittee *(Page 73)*
- D. Approval of Parking Area Lease Agreement at 305 West Front Street *(Page 74)*
- E. Approval of Light Pole Agreement for Then and Now Signs *(Page 75)*
- F. Three Year Elevator Service/Maintenance Contract *(Pages 76-78)*
- G. Website for Parking with OneUpWeb *(Pages 79-80)*
- H. Update on Projects *(Pages 81-82)*

5. Board Member Reports

- A. Chair: Appointment to Farmer's Market Advisory Committee *(Page 83)*
- B. Arts Commission (Verbal)

- C. Farmers Market (*Pages 84-85*)
- D. Parking Subcommittee (Verbal)
- E. Lower Boardman River (Verbal)

6. Staff Reports:

- A. Parking (*Pages 86-87*)
- B. Communications (*Pages 88-89*)

7. Receive and File:

- A. Parking Subcommittee Minutes (January and February) (*Pages 90-91*)
- B. Lower Boardman River Leadership Team Minutes (*Pages 92-93*)
- C. DTCA Minutes (*Pages 94-95*)
- D. Farmers Market Advisory Board Minutes (*Pages 96-97*)
- E. 2018 Annual Report (*Pages 98-144*)

8. Public Comment

9. 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
January 18, 2019
Training Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Steve Constantin, Bill Golden, Debbie Hershey, Scott Hardy, T. Michael Jackson, Gabe Schneider

Absent: Leah Bagdon-McCallum, Collette Champagne, Jeff Joubran

Gabe Schneider called the meeting to order at 8:01am and read DDA Mission Statement.

2. Consent Calendar

Motion by Beers seconded by Burkholder that the consent portion of the agenda be approved. Motion carried unanimously.

A. Consideration of minutes for the Regular Meeting of December 14, 2018 (approval recommended)

B. Consideration of approval of claims

C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for November 2018 and Financial Reports for Traverse City Parking Services.

3. CEO Report

A. Contract with DTCA

i. Motion by Beers, seconded by Hershey that the DDA Board of Directors approve of the agreement for Management Services between the DDA and Traverse City Merchant Association for a three-year contract ending 2020/2021. Motion carried unanimously.

B. Establishment of TIF Ad Hoc Committee

i. Motion by Beers, seconded by Constantin that the DDA Board of Directors form a TIF 97 Ad Hoc Committee to investigate remaining projects within the TIF 97 Plan and the feasibility of extending TIF 97. Further, the City Commission appoint three members to the TIF Ad Hoc Committee and three members of the DDA, including Golden, Hardy, and Schneider will be appointed to the TIF 97 AD Hoc Committee. Motion carried unanimously.

C. TART Recycle-A-Bicycle program Request

i. Motion by Jackson, seconded by Hershey that the DDA Board of Directors approve the Ninth Annual Recycling-A-Bicycle event to utilize the ground level of the Old Town Parking Garage on May 31, 2019 from 6:00pm, for set-up and use on June 1, 2019 from 8:00-4:00pm for the official event. Further, TART shall work with parking staff on set-up on May 31 requiring no towing of vehicles. Further, restroom cleaning charge be billed according to costs incurred at the rate of \$36.38 per hour. Further, TART shall provide proof of insurance naming the City of Traverse City and the DDA as additional insured and hold harmless signed. Event is subject to final approval by the City Clerk's Office. Motion carried unanimously.

D. Cancelling of February 15, 2019 Meeting

i. Board agreed to cancel the Regular DDA Board of Directors Regular meeting for the month of February 2019.

E. Update of Projects

i. Consumers Power Property

a. In the process of closing on the property.

b. Consumers did their own environmental report and submitted to the City.

ii. Boiler System in Parking Lot O

a. System is broken and it needs to be investigated how the partnership continues long term.

iii. Lower Boardman River Leadership Team

iv. Leadership

v. Development

vi. Infrastructure

vii. Follow-Up from Leadership Meeting

viii. Board asked about adding a camera to the Public Restroom walkway as a follow-up to damager

4. Board Member Reports

A. Arts Commission (Hershey)

i. Awarded \$43,500 towards the Clinch Park mural tunnel project. An unveiling date is anticipated for July

ii. Boathouse sculpture project moving ahead.

iii. Then and Now project will be an agreement between the DDA and Traverse City Light & Power.

iv. Ashlea Walter has been recommended to be on commission.

B. Farmers Market (Hardy)

i. Committee is working on forming a budget to bring to the Board.

C. Lower Boardman River Leadership Team (Burkholder)

i. Received a grant from Consumers and Derenzy is speaking with Smith Group to engage with the public.

D. Parking Subcommittee (Hardy)

i. Both the Destination Downtown and Bayline programs are accomplishing their goals and the Board has continued its support of each program.

- ii. Discussing the residential parking program
- iii. Nicole VanNess addressed the board to discuss residential parking.

5. Closed Session-Possible Property Purchase MCL 15.268(d)

i. Motion by Beers, seconded by Hershey to enter into closed session to discuss possible property purchase MCL 15.268. Motion carried unanimously.

Burkholder left before closed the board entered into closed session.

Carruthers left following closed session.

6. Staff Reports

A. Marketing/Communications

- i. Website
 - a. New Traverse City DDA website has launched and gone live.
- ii. Annual Report
 - a. Report will be available in February
- iii. Facebook
 - a. Page has grown in likes
- iv. Lower Boardman River Leadership Team
- v. Destination Downtown
 - a. It is anticipated that the program will transition from a pilot to a new launch on March 1, 2019.
- vi. DTCA Update
 - a. Gift Certificate program ended the year with \$683,000 in sales
 - b. Chili Cook Off served over 1,500 people in four hours
 - c. Traverse City Restaurant Week starts February 24th

B. Parking Update

- i. Seasonal \$2 Daily Permits-Lots D and Lots M Only
- ii. Lake Avenue Pay Stations
 - a. Three pay stations have been installed on Lake Avenue
- iii. Park Street Public Restrooms
- iv. Holiday Parking at Hardy Parking Garage Ended January 15th
- v. Construction Updates
 - a. Lot P
 - b. Garage Restoration
- vi. VanNess will share Hardy's concern about signs stating one-way traffic in alleys with the City Streets Department.

Old Business

7. Receive and File

A. Parking Subcommittee

- B. Farmer's Market
- C. DTCA Minutes

Public Comment

- A. No public comment at this time.

Adjournment

- A. The meeting officially adjourned at 9:25am

DRAFT

Downtown Development Authority
Claims January and February 2019

Date	Vendor	Amount	Description
2-Jan	Quickbooks	\$ 5,795.94	Payroll
3-Jan	ICMA	\$ 2,971.04	Payroll
8-Jan	Bottomline Bookkeeping	\$ 230.00	Bookkeeping Services
9-Jan	Bay Supply & Marketing	\$ 747.00	
9-Jan	City of TC	\$ 742.50	Health Insurance
9-Jan	OneUpWeb	\$ 450.00	Website Services
9-Jan	City Opera House	\$ 30.00	Meeting
9-Jan	Ollar Consulting	\$ 125.00	Computer Services for DDA
9-Jan	OneUpWeb	\$ 1,500.00	Website Services
9-Jan	Light and Power	\$ 483.72	Utilities
10-Jan	Quickbooks	\$ 16,583.90	Payroll
11-Jan	First National Bank	\$ 355.07	credit card payment
11-Jan	First National Bank	\$ 738.46	Credit Card Payment
14-Jan	Pitney Bowes	\$ 500.00	Equipment lease payment
16-Jan	United States Treasury	\$ 5,369.52	Payroll
16-Jan	City of Traverse City	\$ 10,132.58	Health Insurance
16-Jan	Old Town TIF	\$ 15,023.01	Transfer out for check received -- TIF Payment
16-Jan	TIF 97	\$ 191,510.14	Transfer out for check received -- TIF Payment
16-Jan	Bottomline Bookkeeping	\$ 227.00	Bookkeeping Services
18-Jan	Pitney Bowes	\$ 500.00	Equipment lease payment
22-Jan	State of Michigan	\$ 1,808.91	Payroll
22-Jan	ICMA	\$ 2,989.88	Payroll
22-Jan	Bottomline Bookkeeping	\$ 118.00	Bookkeeping Services
24-Jan	Charter Communications	\$ 597.93	Cable
24-Jan	Google	\$ 103.70	Professional/contractual
24-Jan	Integrity Business Solutions	\$ 288.89	Office supplies
24-Jan	Ollar Consulting	\$ 30.00	Computer Services for DDA
24-Jan	Taste the Local Difference	\$ 600.00	Food Truck during Farmer's Market
24-Jan	Traverse City Light & Power	\$ 483.70	Utilities
24-Jan	Wyant Computer Services	\$ 2,180.00	Computer Services for DDA (last payment for contract ending 10/01/2018)
24-Jan	Xerox Financial Services	\$ 1,369.38	Lease payment for copier
24-Jan	Quickbooks	\$ 16,999.63	Payroll
25-Jan	MESC	\$ 390.61	Payroll
25-Jan	United States Treasury	\$ 14,771.35	Payroll
30-Jan	United States Treasury	\$ 5,599.40	Payroll
5-Feb	ICMA Retirement	\$ 2,974.53	Retirement contribution
5-Feb	TIF 97	\$ 70,671.74	Transfer out for check received -- TIF Payment

Downtown Development Authority
Claims January and February 2019

5-Feb	Old Town TIF	\$ 3,360.33	Transfer out for check received -- TIF Payment
5-Feb	City of Traverse City	\$ 10,829.24	Health Insurance
5-Feb	Bottomline Bookkeeping	\$ 250.00	Bookkeeping Services
7-Feb	Quickbooks	\$ 17,775.37	Payroll
13-Feb	United States Treasury	\$ 5,697.38	Payroll
19-Feb	ICMA Retirement	\$ 2,970.09	Retirement contribution
19-Feb	City of Traverse City	\$ 1,125.00	
19-Feb	Old Town TIF	\$ 1,511.72	Transfer out for check received -- TIF Payment
19-Feb	TIF 97	\$ 30,798.89	Transfer out for check received -- TIF Payment
19-Feb	Bottomline Bookkeeping	\$ 140.00	Bookkeeping Services
20-Feb	State of Michigan	\$ 1,643.89	Payroll
21-Feb	First National Bank	\$ 53.52	Credit Card payment
21-Feb	Quickbooks	\$ 18,817.12	Payroll
25-Feb	First National Bank	\$ 501.04	Credit card payment
26-Feb	Tim Ervin	\$ 3,000.00	For services rendered in strategic plan
27-Feb	United States Treasury	\$ 6,108.42	Payroll

TIF 97 Claims
January and February 2019

Date	Vendor	Amount	Description		
5-Feb	City of Traverse City	\$ 1,287.46	Reimbursement for Engineering Services		
2/5/2019	DDA	\$ 56,512.75	Administrative Fee		

Old Town TIF
Claims for January February 2019

Date	Vendor	Amount	Description	
5-Feb	City of Traverse City	\$ 237,771.66	Reimbursement of Lake Avenue Costs	
2/5/2019	DDA	\$ 27,630.75	Administrative Fee	

DDA Financial Report

	February 2018	February 2019	Budget 18-19 as Approved	Budget 18-19 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	317,134	132,680	137,464	137,464	96.5%	4,784
Interest and Dividends	416	409	200	200	204.3%	-209
Miscellaneous	983	2,527	0	0	-	-2,527
Rents and Royalties	40,160	38,595	53,000	53,000	72.8%	14,405
Administrative Services	486,377	643,133	1,000,706	1,000,706	64.3%	357,573
Prior Year Surplus	0	0	0	0	-	0
TOTAL REVENUE	\$845,070	\$817,344	\$1,191,370	\$1,191,370	68.6%	\$374,026
EXPENSES						
Payroll Expense	477,585	518,073	740,772	740,772	69.9%	222,699
Health Insurance	32,316	75,339	200,074	200,074	37.7%	124,735
Workers Compensation	3,534	(1,717)	0	0	-	1,717
Office Supplies	7,981	4,108	10,000	10,000	41.1%	5,892
Operation Supplies	1,638	365	0	0	-	-365
Professional/Contractual	34,919	43,753	80,000	80,000	54.7%	36,247
Communications	3,976	2,965	4,800	4,800	61.8%	1,835
Transportation	2,405	54	2,000	2,000	2.7%	1,946
Lodging/Meals	3,028	1,848	10,000	10,000	18.5%	8,152
Training	1,368	472	7,000	7,000	6.7%	6,528
Community Promotion	3,995	1,060	11,500	11,500	9.2%	10,440
Printing/Publishing	2,270	677	1,500	1,500	45.1%	823
Insurance & Bonds	0	175	1,800	1,800	9.7%	1,625
Utilities	3,344	3,106	7,100	7,100	43.7%	3,994
Repairs & Maintenance	975	1,901	2,200	2,200	86.4%	299
Rentals	5,641	4,404	9,000	9,000	48.9%	4,596
Legal Expense	0	0	4,500	4,500	0.0%	4,500
Miscellaneous	156	0	400	400	0.0%	400
Equipment	3,551	4,534	6,000	6,000	75.6%	1,466
TOTAL EXPENSE	\$588,681	\$661,118	\$1,098,646	\$1,098,646	60.2%	\$437,528
NET INCOME/(LOSS)	\$256,389	\$156,226	\$92,724	\$92,724	66.7%	

thru fiscal year 1

TIF 97 Financial Report

	February 2018	February 2019	Budget 18-19 as Approved	% of Budget	Budget Variance
REVENUE					
Property Taxes	1,795,874	1,942,526	2,194,975	88.5%	252,449
Grants	0	0	0	0.0%	0
Reimbursements	-	0	130,000	0.0%	130,000
Interest Revenue	(113,994)	4,876	4,500	108.4%	-376
Prior Year Surplus	0	-	0	0.0%	0
TOTAL REVENUE	\$1,681,881	\$1,947,402	\$2,329,475	83.6%	\$382,073
EXPENSES					
Public Restrooms (Stipend)	-	8,200	20,000	41.0%	11,800
Bank Charges	-	4	20	21.0%	16
Interest Expense	-	89,006	-	-	-
Insurance & Bonds	-	180	0	-	-
Printing/Publishing	-	0	1,000	0.0%	1,000
Administrative Services	-	113,026	226,051	50.0%	113,026
Professional/Contractual	158,953	1,334	-	-	-
Legal	-	2,125	-	-	-
Public Construction Projects	-	36,898	906,578	-	-
Capital Outlay	1,991	(33,926)	-	-	-
Bond Payment -- Hardy Parking Deck	-	739,714	829,400	89.2%	89,686
TOTAL EXPENSE	\$160,944	\$956,560	\$1,983,049	48.2%	\$1,026,489
NET INCOME/(LOSS)	\$1,520,936	\$990,842	\$346,426	66.7%	\$1,026,489

thru fiscal year

Old Town TIF Financial Report

	February 2018	February 2019	Budget 18-19 as Approved	% of Budget	Budget Variance
REVENUE					
Property Taxes	168,565	231,591	260,509	88.9%	28,918
Reimbursements	0	0	0	0.0%	0
Interest Revenue	55	186	0	0.0%	-186
TOTAL REVENUE	\$168,619	\$231,777	\$260,509	89.0%	\$28,732
EXPENSES					
Office Supplies	39				
Professional/Contractual	992	444.65			
Admin/Engineering Services	0	55,261	110,523	50.0%	55,262
Construction	0	229,972	166,284	138.3%	-63,688
Printing/Publishing	0	0	0	0.0%	0
Contribution to District Construction Projects			863,330	0.0%	863,330
TOTAL EXPENSE	\$1,031	\$285,677	\$1,029,614	27.7%	\$743,937
NET INCOME/(LOSS)	\$167,588	(\$53,901)	(\$769,105)	66.7%	

thru fiscal year

GL NUMBER	DESCRIPTION	2018-19		2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/18	12/31/2018					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND										
Revenues										
Dept 000 - NON-DEPARTMENTAL										
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,400,000.00	1,400,000.00	99,070.59	921,700.09	478,299.91	65.84	0.00	0.00	0.00
585-000-653.005	PERMITS-SURFACE LOTS	240,000.00	240,000.00	49,084.00	89,312.00	150,688.00	37.21	0.00	0.00	0.00
585-000-653.010	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.010	DESTINATION DOWNTOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.020	PARKING FINES	400,000.00	400,000.00	25,517.26	207,568.19	192,431.81	51.89	0.00	0.00	0.00
585-000-656.030	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-666.000	INTEREST & DIVIDEND EARNINGS	12,000.00	12,000.00	1,074.12	29,512.90	(17,512.90)	245.94	0.00	0.00	0.00
585-000-673.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-683.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	RECOVERY OF BAD DEBTS	0.00	0.00	1,276.20	1,211.58	(1,211.58)	100.00	0.00	0.00	0.00
585-000-687.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	200.00	1,407.50	100.00	0.00	0.00	0.00
585-000-694.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,052,000.00	2,052,000.00	176,222.19	1,250,712.26	801,287.74	60.95	0.00	0.00	0.00
Dept 585 - AUTOMOBILE PARKING SYSTEM										
585-585-653.005	PARKING SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK										
585-586-651.000	PARKING DECK PROCEEDS	350,000.00	350,000.00	17,179.00	201,808.60	148,191.40	57.66	0.00	0.00	0.00
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	240,000.00	240,000.00	46,932.00	116,520.00	123,480.00	48.55	0.00	0.00	0.00
585-586-668.000	RENTS AND ROYALTIES	26,300.00	26,300.00	1,500.00	15,048.00	11,252.00	57.22	0.00	0.00	0.00
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		616,300.00	616,300.00	65,611.00	333,376.60	282,923.40	54.09	0.00	0.00	0.00
Dept 587 - OLD TOWN DECK										
585-587-651.000	PARKING DECK PROCEEDS	65,000.00	65,000.00	2,266.00	38,353.32	26,646.68	59.01	0.00	0.00	0.00
585-587-653.005	PERMITS-PARKING DECK	370,000.00	370,000.00	7,632.00	200,268.00	169,732.00	54.13	0.00	0.00	0.00
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	9,898.00	238,621.32	196,378.68	54.86	0.00	0.00	0.00
TOTAL REVENUES		3,103,300.00	3,103,300.00	251,731.19	1,822,710.18	1,280,589.82	58.73	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2018-19		2019-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	YEAR-TO-DATE	UNENCUMBERED	BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET	ORIGINAL BUDGET	AMENDED BUDGET							
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND												
Expenditures												
Dept 585 - AUTOMOBILE PARKING SYSTEM												
585-585-702.000	SALARIES AND WAGES	18,000.00	18,000.00	1,222.79	3,459.32	0.00	14,540.68	0.00	14,540.68	19.22		
585-585-704.000	EMPLOYEE OVERTIME	3,500.00	3,500.00	102.96	102.96	0.00	3,397.04	0.00	3,397.04	2.94		
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	100.00	100.00	0.00	200.94	0.00	(100.94)	0.00	200.94	2.00		
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,600.00	1,600.00	101.25	274.36	0.00	1,325.64	0.00	1,325.64	17.15		
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	100.00	12.58	82.28	0.00	17.72	0.00	17.72	82.28		
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	200.00	0.00	0.00	0.00	200.00	0.00	200.00	0.00		
585-585-718.000	RETIREMENT FUND CONTRIBUTION	100.00	100.00	18.19	94.41	0.00	5.59	0.00	94.41	0.00		
585-585-719.000	RETIRES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	13.34	80.04	0.00	(80.04)	0.00	100.00	0.00		
585-585-727.000	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	1,012.76	0.00	4,987.24	0.00	4,987.24	16.88		
585-585-740.000	OPERATION SUPPLIES	37,000.00	37,000.00	3,147.21	22,653.44	0.00	14,346.56	0.00	14,346.56	61.23		
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,013,200.00	1,013,200.00	177,586.60	462,938.01	0.00	547,761.99	0.00	547,761.99	45.94		
585-585-810.000	COLLECTION COSTS	2,000.00	2,000.00	50.00	34.00	0.00	1,966.00	0.00	1,966.00	1.70		
585-585-850.000	COMMUNICATIONS	41,000.00	41,000.00	2,176.12	8,314.30	0.00	32,685.70	0.00	32,685.70	20.28		
585-585-854.000	CITY FEE	310,000.00	310,000.00	0.00	0.00	0.00	310,000.00	0.00	310,000.00	0.00		
585-585-860.000	TRANSPORTATION	8,000.00	8,000.00	420.58	2,075.03	0.00	5,924.97	0.00	5,924.97	25.94		
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	8,000.00	28.00	28.00	0.00	7,972.00	0.00	7,972.00	0.35		
585-585-863.000	TRAINING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00		
585-585-880.000	COMMUNITY PROMOTION	36,000.00	36,000.00	0.00	10,123.27	0.00	11,502.23	0.00	11,502.23	68.05		
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	14,000.00	602.00	6,787.12	0.00	7,212.88	0.00	7,212.88	48.48		
585-585-910.000	INSURANCE AND BONDS	9,000.00	9,000.00	998.88	5,993.28	0.00	3,006.72	0.00	3,006.72	66.59		
585-585-920.000	PUBLIC UTILITIES	20,000.00	20,000.00	2,775.86	5,325.34	0.00	14,674.66	0.00	14,674.66	26.63		
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	65,000.00	2,712.09	6,728.63	0.00	58,271.37	0.00	58,271.37	10.35		
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00		
585-585-940.000	RENTAL EXPENSE	93,000.00	93,000.00	35,396.13	81,215.66	0.00	11,784.34	0.00	11,784.34	87.33		
585-585-956.000	MISCELLANEOUS	500.00	500.00	3,175.80	6,061.89	0.00	(5,561.89)	0.00	1,212.38	0.00		
585-585-959.000	DEPRECIATION EXPENSE	130,000.00	130,000.00	(55,988.35)	0.00	0.00	130,000.00	0.00	130,000.00	0.00		
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
585-585-977.000	EQUIPMENT	50,000.00	50,000.00	40,794.00	40,794.00	0.00	9,206.00	0.00	9,206.00	81.59		
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,869,300.00	1,869,300.00	215,346.03	664,379.04	0.00	1,188,046.46	0.00	1,188,046.46	36.44		

Dept 586 - HARDY DECK												
585-586-727.000	OFFICE SUPPLIES	1,000.00	1,000.00	84.35	616.70	0.00	383.30	0.00	383.30	61.67		
585-586-740.000	OPERATION SUPPLIES	5,000.00	5,000.00	1,559.25	4,720.40	0.00	279.60	0.00	279.60	94.41		
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000.00	108,000.00	28,323.99	79,468.48	0.00	27,091.52	0.00	27,091.52	74.92		
585-586-850.000	COMMUNICATIONS	3,500.00	3,500.00	256.00	1,536.00	0.00	1,964.00	0.00	1,964.00	43.89		
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00		
585-586-910.000	INSURANCE AND BONDS	7,000.00	7,000.00	616.39	3,698.34	0.00	3,301.66	0.00	3,301.66	52.83		
585-586-920.000	PUBLIC UTILITIES	55,000.00	55,000.00	2,538.01	8,992.05	0.00	46,007.95	0.00	46,007.95	16.35		
585-586-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	815.80	18,545.80	0.00	81,454.20	0.00	81,454.20	18.55		
585-586-940.000	RENTAL EXPENSE	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	13,000.00	0.00		
585-586-956.000	MISCELLANEOUS	10,000.00	10,000.00	0.00	7,391.74	0.00	2,608.26	0.00	2,608.26	73.92		
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	220,000.00	(88,211.25)	0.00	0.00	220,000.00	0.00	220,000.00	0.00		
585-586-977.000	EQUIPMENT	89,000.00	89,000.00	0.00	78,891.67	0.00	10,108.33	0.00	10,108.33	88.64		
Total Dept 586 - HARDY DECK		615,500.00	615,500.00	(54,017.46)	203,861.18	0.00	410,198.82	0.00	410,198.82	33.36		

Dept 587 - OLD TOWN DECK												
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
585-587-740.000	OPERATION SUPPLIES	4,000.00	4,000.00	1,296.17	2,834.81	0.00	1,165.19	0.00	1,165.19	70.87		

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
585-587-801.000	PROFESSIONAL AND CONTRACTUAL COMMUNICATIONS	60,000.00	60,000.00	57,072.92	84,758.98	1,320.00	(26,078.98)	143.46
585-587-850.000	TRAINING	6,000.00	6,000.00	499.07	2,260.68	0.00	3,739.32	37.68
585-587-863.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	INSURANCE AND BONDS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-920.000	PUBLIC UTILITIES	6,000.00	6,000.00	550.09	3,300.54	0.00	2,699.46	55.01
585-587-930.000	REPAIRS AND MAINTENANCE	50,000.00	50,000.00	5,302.05	14,168.57	0.00	35,831.43	28.34
585-587-940.000	RENTAL EXPENSE	100,000.00	100,000.00	1,392.44	4,602.48	0.00	95,397.52	4.60
585-587-956.000	MISCELLANEOUS	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-977.000	EQUIPMENT	171,000.00	171,000.00	(71,060.85)	69,932.47	0.00	171,000.00	0.00
		21,000.00	21,000.00	0.00			(48,932.47)	333.01
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	(4,948.11)	181,858.53	1,320.00	251,821.47	42.11
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	156,380.46	1,050,098.75	19,634.50	1,850,066.75	36.64

Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:								
TOTAL REVENUES		3,103,300.00	3,103,300.00	251,731.19	1,822,710.18	0.00	1,280,589.82	58.73
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	156,380.46	1,050,098.75	19,634.50	1,850,066.75	36.64
NET OF REVENUES & EXPENDITURES		183,500.00	183,500.00	95,350.73	772,611.43	(19,634.50)	(569,476.93)	410.34

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/19	YTD BALANCE 01/31/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Revenues								
Dept 000 - NON-DEPARTMENTAL								
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,400,000.00	1,400,000.00	178,666.11	1,100,366.20	0.00	299,633.80	78.60
585-000-653.000	PERMITS-SURFACE LOTS	240,000.00	240,000.00	65,532.00	154,844.00	0.00	85,156.00	64.52
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.010	PARKING FINES	400,000.00	400,000.00	10,452.25	218,020.44	0.00	181,979.56	54.51
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	12,000.00	12,000.00	944.63	30,457.53	0.00	(18,457.53)	253.81
585-000-668.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	1,211.58	0.00	(1,211.58)	100.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	0.00	10.00	1,417.50	0.00	(1,417.50)	100.00
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,052,000.00	2,052,000.00	255,604.99	1,506,317.25	0.00	545,682.75	73.41
Dept 585 - AUTOMOBILE PARKING SYSTEM								
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK								
585-586-651.000	PARKING DECK PROCEEDS	350,000.00	350,000.00	20,161.10	221,969.70	0.00	128,030.30	63.42
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	240,000.00	240,000.00	63,148.00	179,668.00	0.00	60,332.00	74.86
585-586-668.000	RENTS AND ROYALTIES	26,300.00	26,300.00	1,500.00	16,548.00	0.00	9,752.00	62.92
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		616,300.00	616,300.00	84,809.10	418,185.70	0.00	198,114.30	67.85
Dept 587 - OLD TOWN DECK								
585-587-651.000	PARKING DECK PROCEEDS	65,000.00	65,000.00	3,220.95	41,574.27	0.00	23,425.73	63.96
585-587-653.005	PERMITS-PARKING DECK	370,000.00	370,000.00	100,710.00	300,978.00	0.00	69,022.00	81.35
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	103,930.95	342,552.27	0.00	92,447.73	78.75
TOTAL REVENUES		3,103,300.00	3,103,300.00	444,345.04	2,267,055.22	0.00	836,244.78	73.05

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDCI USED
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
Dept 585 - AUTOMOBILE PARKING SYSTEM								
585-585-702.000	SALARIES AND WAGES	18,000.00	18,000.00	3,550.00	7,009.32	0.00	10,990.68	38.94
585-585-704.000	EMPLOYEE OVERTIME	3,500.00	3,500.00	603.78	706.74	0.00	2,793.26	20.19
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	100.00	100.00	0.00	200.94	0.00	(100.94)	200.94
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,600.00	1,600.00	111.75	386.11	0.00	1,213.89	24.13
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	100.00	3.37	85.65	0.00	14.35	85.65
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	200.00	2.50	2.50	0.00	197.50	1.25
585-585-718.000	RETIREMENT FUND CONTRIBUTION	100.00	100.00	13.86	108.27	0.00	(8.27)	108.27
585-585-719.000	RETIREES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	(80.04)	100.00
585-585-727.000	OFFICE SUPPLIES	6,000.00	6,000.00	313.88	80.04	0.00	4,673.36	22.11
585-585-740.000	OPERATION SUPPLIES	37,000.00	37,000.00	3,154.29	1,326.64	0.00	11,192.27	69.75
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,013,200.00	1,013,200.00	143,157.98	25,807.73	0.00	404,604.01	60.07
585-585-810.000	COLLECTION COSTS	2,000.00	2,000.00	27.60	61.60	0.00	1,938.40	3.08
585-585-850.000	COMMUNICATIONS	41,000.00	41,000.00	1,601.69	9,915.99	0.00	31,084.01	24.19
585-585-854.000	CITY FEE	310,000.00	310,000.00	0.00	0.00	0.00	310,000.00	0.00
585-585-860.000	TRANSPORTATION	8,000.00	8,000.00	209.02	2,284.05	0.00	5,715.95	28.55
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	8,000.00	0.00	28.00	0.00	7,972.00	0.35
585-585-863.000	TRAINING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	36,000.00	36,000.00	0.00	10,123.27	0.00	11,502.23	68.05
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	14,000.00	0.00	6,787.12	0.00	7,212.88	48.48
585-585-910.000	INSURANCE AND BONDS	9,000.00	9,000.00	0.00	5,993.28	0.00	3,006.72	66.59
585-585-920.000	PUBLIC UTILITIES	20,000.00	20,000.00	4,613.24	9,938.58	0.00	10,061.42	49.69
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	65,000.00	1,352.08	8,080.71	0.00	56,919.29	12.43
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-940.000	RENTAL EXPENSE	93,000.00	93,000.00	14,613.62	95,829.28	0.00	(2,829.28)	103.04
585-585-956.000	MISCELLANEOUS	500.00	500.00	0.00	6,061.89	0.00	(5,561.89)	1,212.38
585-585-959.000	DEPRECIATION EXPENSE	130,000.00	130,000.00	0.00	0.00	0.00	130,000.00	0.00
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	50,000.00	0.00	40,794.00	0.00	9,206.00	81.59
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,869,300.00	1,869,300.00	173,328.66	837,707.70	16,874.50	1,014,717.80	45.72
Dept 586 - HARDY DECK								
585-586-727.000	OFFICE SUPPLIES	1,000.00	1,000.00	40.98	657.68	0.00	342.32	65.77
585-586-740.000	OPERATION SUPPLIES	5,000.00	5,000.00	0.00	4,720.40	0.00	279.60	94.41
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000.00	108,000.00	2,030.99	81,499.47	0.00	25,060.53	76.80
585-586-850.000	COMMUNICATIONS	3,500.00	3,500.00	819.39	2,355.39	0.00	1,144.61	67.30
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	7,000.00	0.00	3,698.34	0.00	3,301.66	52.83
585-586-920.000	PUBLIC UTILITIES	55,000.00	55,000.00	6,994.13	15,986.18	0.00	39,013.82	29.07
585-586-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	900.98	19,446.78	0.00	80,553.22	19.45
585-586-940.000	RENTAL EXPENSE	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	10,000.00	637.04	8,028.78	0.00	1,971.22	80.29
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	89,000.00	89,000.00	0.00	78,891.67	0.00	10,108.33	88.64
Total Dept 586 - HARDY DECK		615,500.00	615,500.00	11,423.51	215,284.69	1,440.00	398,775.31	35.21
Dept 587 - OLD TOWN DECK								
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	64.55	64.55	0.00	(64.55)	100.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	4,000.00	793.80	3,628.61	0.00	371.39	90.72

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDC
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	60,000.00	60,000.00	1,616.83	86,375.81	1,320.00	(27,695.81)	146.16
585-587-850.000	COMMUNICATIONS	6,000.00	6,000.00	256.00	2,516.68	0.00	3,483.32	41.94
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	6,000.00	0.00	3,300.54	0.00	2,699.46	55.01
585-587-920.000	PUBLIC UTILITIES	50,000.00	50,000.00	4,474.15	18,642.72	0.00	31,357.28	37.29
585-587-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	1,740.23	6,342.71	0.00	93,657.29	6.34
585-587-940.000	RENTAL EXPENSE	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	21,000.00	0.00	69,932.47	0.00	(48,932.47)	333.01
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	8,945.56	190,804.09	1,320.00	242,875.91	44.17
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	193,697.73	1,243,796.48	19,634.50	1,656,369.02	43.27

Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:								
TOTAL REVENUES		3,103,300.00	3,103,300.00	444,345.04	2,267,055.22	0.00	836,244.78	73.05
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	193,697.73	1,243,796.48	19,634.50	1,656,369.02	43.27
NET OF REVENUES & EXPENDITURES		183,500.00	183,500.00	250,647.31	1,023,258.74	(19,634.50)	(820,124.24)	546.93

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Revenues								
Dept 000 - NON-DEPARTMENTAL								
585-000-451.073	RAMSDALL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-653.000	PARKING FEES-COIN	1,400,000.00	1,400,000.00	32,149.50	1,132,515.70	0.00	267,484.30	80.89
585-000-653.005	PERMITS-PARKING LOTS	240,000.00	240,000.00	1,484.00	156,328.00	0.00	83,672.00	65.14
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.010	PARKING FINES	400,000.00	400,000.00	200.00	200.00	0.00	(200.00)	100.00
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	6,947.00	224,967.44	0.00	175,032.56	56.24
585-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-668.000	RENTS AND ROYALTIES	12,000.00	12,000.00	0.00	30,457.53	0.00	(18,457.53)	253.81
585-000-673.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	0.00	3,598.96	4,810.54	0.00	(4,810.54)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,417.50	0.00	(1,417.50)	100.00
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,052,000.00	2,052,000.00	44,379.46	1,550,696.71	0.00	501,303.29	75.57
Dept 585 - AUTOMOBILE PARKING SYSTEM								
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK								
585-586-651.000	PARKING DECK PROCEEDS	350,000.00	350,000.00	9,325.00	231,294.70	0.00	118,705.30	66.08
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	240,000.00	240,000.00	20,134.00	199,802.00	0.00	40,198.00	83.25
585-586-668.000	RENTS AND ROYALTIES	26,300.00	26,300.00	1,500.00	18,048.00	0.00	8,252.00	68.62
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		616,300.00	616,300.00	30,959.00	449,144.70	0.00	167,155.30	72.88
Dept 587 - OLD TOWN DECK								
585-587-651.000	PARKING DECK PROCEEDS	65,000.00	65,000.00	1,481.75	43,056.02	0.00	21,943.98	66.24
585-587-653.005	PERMITS-PARKING DECK	370,000.00	370,000.00	4,992.00	305,970.00	0.00	64,030.00	82.69
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	6,473.75	349,026.02	0.00	85,973.98	80.24
TOTAL REVENUES		3,103,300.00	3,103,300.00	81,812.21	2,348,867.43	0.00	754,432.57	75.69

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 02/28/19	YTD BALANCE 02/28/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
Dept 585 - AUTOMOBILE PARKING SYSTEM								
585-585-702.000	PARKING SYSTEM	18,000.00	18,000.00	158.91	7,168.23	0.00	10,831.77	39.82
585-585-704.000	SALARIES AND WAGES	3,500.00	3,500.00	0.00	706.74	0.00	2,793.26	20.19
585-585-714.000	EMPLOYEE OVERTIME	100.00	100.00	0.00	200.94	0.00	1,000.94	200.94
585-585-715.000	HEALTH SAVINGS ACCT EXPENSE	1,600.00	1,600.00	11.69	397.80	0.00	1,202.20	24.86
585-585-716.000	EMPLOYER'S SOCIAL SECURITY	100.00	100.00	10.09	95.74	0.00	4.26	95.74
585-585-717.000	EMPLOYEE HEALTH INSURANCE	200.00	200.00	2.50	5.00	0.00	195.00	2.50
585-585-718.000	EMPLOYEE LIFE/DISABILITY INS	100.00	100.00	0.00	108.27	0.00	(8.27)	108.27
585-585-719.000	RETIREMENT FUND CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	RETIREES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-585-722.000	WORKERS COMPENSATION INS	6,000.00	6,000.00	0.00	80.04	0.00	(80.04)	100.00
585-585-740.000	OFFICE SUPPLIES	37,000.00	37,000.00	640.00	1,966.64	0.00	4,033.36	32.78
585-585-801.000	OPERATION SUPPLIES	1,013,200.00	1,013,200.00	5,283.33	31,091.06	1,593.00	4,315.94	88.34
585-585-810.000	PROFESSIONAL AND CONTRACTUAL	2,000.00	2,000.00	122,849.30	728,945.29	2,500.00	281,754.71	72.19
585-585-850.000	COLLECTION COSTS	41,000.00	41,000.00	0.00	61.60	0.00	1,938.40	3.08
585-585-854.000	COMMUNICATIONS	310,000.00	310,000.00	802.59	10,718.58	0.00	30,281.42	26.14
585-585-862.000	CITY FEE	8,000.00	8,000.00	0.00	0.00	0.00	310,000.00	0.00
585-585-863.000	TRANSPORTATION	8,000.00	8,000.00	0.00	2,284.05	0.00	5,715.95	28.55
585-585-864.000	PROFESSIONAL DEVELOPMENT	2,000.00	2,000.00	0.00	28.00	0.00	7,972.00	0.35
585-585-880.000	TRAINING	36,000.00	36,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-900.000	COMMUNITY PROMOTION	14,000.00	14,000.00	1,480.73	11,604.00	14,374.50	10,021.50	72.16
585-585-910.000	INSURANCE AND BONDS	9,000.00	9,000.00	41.00	6,828.12	0.00	7,171.88	48.77
585-585-930.000	PUBLIC UTILITIES	20,000.00	20,000.00	0.00	5,993.28	0.00	3,006.72	66.59
585-585-930.005	REPAIRS AND MAINTENANCE	65,000.00	65,000.00	559.28	10,497.86	0.00	9,502.14	52.49
585-585-940.000	RAMSDEN GATE REPAIR & MAINT	1,000.00	1,000.00	1,177.71	9,257.71	0.00	55,742.29	14.24
585-585-956.000	RENTAL EXPENSE	93,000.00	93,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-959.000	MISCELLANEOUS	500.00	500.00	5,122.00	100,951.28	4,226.40	(12,177.68)	113.00
585-585-964.000	DEPRECIATION EXPENSE	130,000.00	130,000.00	0.00	6,061.89	0.00	(5,561.89)	1,212.38
585-585-977.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	130,000.00	0.00
585-585-988.000	EQUIPMENT	50,000.00	50,000.00	0.00	40,794.00	0.00	9,206.00	81.59
	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,869,300.00	1,869,300.00	138,138.42	975,846.12	22,693.90	870,759.98	53.42
Dept 586 - HARDY DECK								
585-586-727.000	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	657.68	0.00	342.32	65.77
585-586-740.000	OPERATION SUPPLIES	5,000.00	5,000.00	42.08	4,762.48	0.00	237.52	95.25
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000.00	108,000.00	4,259.45	85,768.92	1,441.00	20,790.08	80.75
585-586-850.000	COMMUNICATIONS	3,500.00	3,500.00	0.00	2,355.39	0.00	1,144.61	67.30
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	7,000.00	0.00	3,698.34	0.00	3,301.66	52.83
585-586-920.000	PUBLIC UTILITIES	55,000.00	55,000.00	10,355.76	26,341.94	0.00	28,658.06	47.89
585-586-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	0.00	19,446.76	9,244.50	71,308.72	28.69
585-586-940.000	RENTAL EXPENSE	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	10,000.00	101.27	8,130.05	0.00	1,869.95	81.30
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	89,000.00	89,000.00	0.00	78,891.67	0.00	10,108.33	88.64
Total Dept 586 - HARDY DECK		615,500.00	615,500.00	14,768.56	230,053.25	10,685.50	374,761.25	39.11
Dept 587 - OLD TOWN DECK								
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	64.55	0.00	(64.55)	100.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	4,000.00	979.17	4,607.78	0.00	(607.78)	115.19

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	60,000.00	60,000.00	3,621.77	89,997.58	6,159.00	(36,156.58)	160.26
585-587-850.000	COMMUNICATIONS	6,000.00	6,000.00	141.96	2,658.64	0.00	3,341.36	44.31
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	6,000.00	0.00	3,300.54	0.00	2,699.46	55.01
585-587-920.000	PUBLIC UTILITIES	50,000.00	50,000.00	5,216.81	23,859.53	0.00	26,140.47	47.72
585-587-930.000	REPAIRS AND MAINTENANCE	100,000.00	100,000.00	403.80	6,746.51	0.00	93,253.49	6.75
585-587-940.000	RENTAL EXPENSE	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	21,000.00	0.00	69,932.47	0.00	(48,932.47)	333.01
Total Dept 587 - OLD TOWN DECK		435,000.00	435,000.00	10,363.51	201,167.60	6,159.00	227,673.40	47.66
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	163,270.49	1,407,066.97	39,538.40	1,473,194.63	49.54

Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:								
TOTAL REVENUES		3,103,300.00	3,103,300.00	81,812.21	2,348,867.43	0.00	754,432.57	75.69
TOTAL EXPENDITURES		2,919,800.00	2,919,800.00	163,270.49	1,407,066.97	39,538.40	1,473,194.63	49.54
NET OF REVENUES & EXPENDITURES		183,500.00	183,500.00	(81,458.28)	941,800.46	(39,538.40)	(718,762.06)	491.70



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

Memorandum

To: Jean Derenzy, DDA CEO
From: Colleen Paveglio, Communications & Marketing Director
For Meeting Date: March 15, 2019
SUBJECT: Public Restroom Agreements with Downtown Businesses

Since 2012, the DDA has participated in a program with downtown businesses to provide stipends to the businesses that offer public restrooms within their stores. Partners currently include Brew, Espresso Bay, Great Lakes Bath & Body, Milk & Honey and Morsel Espresso + Edibles. All five locations would like to continue with the program and enter into an agreement through June 30, 2020. Requirements include extended operational hours and being open on Sundays. The monthly stipend provided is \$250 per restroom and \$50 for each additional.

The DDA promotes all public restroom locations throughout Downtown Traverse City on our maps, merchant directories, signage distributed to each of the stores, and website.

Based on the success of the program, recommendation is to continue with this program and that contracts be approved with each business owner.

Should the DDA Board agree, the following motion is recommended:

RECOMMENDED MOTION: Approval to enter into partnership Agreements for the downtown restroom program at a cost of \$250 per restroom and \$50 for each additional restroom with Brew, Espresso Bay, Great Lakes Bath & Body, Milk & Honey, and Morsels through June 30, 2020, subject to substance by DDA CEO and form by DDA Attorney.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: January 14, 2019
Date: \$5 Meter Violation

In July of 2017, we made a recommendation to reduce a discount of 50% to the base amount of all meter violations that are issued if the payment is made the same day in-person or online only. The purpose of the discount was to incentivize anyone who promptly paid their citations, and increase our collection rate with the goal to decrease the number of second notices generated with meter citations that would include maximum escalations for non-payment.

The ordinance changes became effective January 1, 2018. Second notices are generated no less than 45 days from citation issuance date. Our first batch of second notices that included partially paid meter violations was in March. Of the 329 notices, 30% or 98 notices were due to a \$5 payment on the \$10 balance. The notices were sent and upon receiving phone calls the escalation amounts (\$20) were appealed to be reduced to the base amount if the additional \$5 payment was received in our office. Our appeal call times average between 3-8 minutes per call. Based on the increase call volume, we implemented a pre-appeal process in April after 31% of the notices were due to \$5 partial payments.

The pre-appeal process automatically placed the citations on open appeal, provided a courtesy letter communicating the new ordinance change, a copy of the ordinance language, and the offer to reduce escalation amounts after paying the remaining base amount. This process reduced the number of calls, but increased the call time as many were upset and verbally wanted to express their displeasure with the process. Placing citations on appeal increased staff time on notices to by 6-10 hours per month. Our checks and balances processes allow for two designated employees to have access to reduce fine amounts through the appeal process. This process increase our back-office staff time to review the open appeals, verify payments, and apply reductions by 3-6 hours per month.

We have continued to follow the pre-appeal process through the end of the year. As of today, we have issued 25,947 meter violations. We have generated and mailed 3,241 second notices. 871 or 27% of the second notices that have been mailed are the result the \$5 partially paid meter violations, and 3% of the total meter violations issued year-to-date.

Nearly a year since implementing the change, the same day discount overall has increased our collection rate. Even with 27% of second notices for same day meter violations, our second notices decreased by 12% from the prior year. However, each month we have increased staff time for calls by 135-360 minutes, back-office processes by 9-16 hours, and printing and postage in order to collect the additional \$5 balance and waive \$20 of escalations. Based on this information, we would like to reconsider offering the same discount.

The Parking Subcommittee unanimously supported removing the same day discount from the meter violation schedule of fines.

RECOMMENDED MOTION: The DDA Board concur with the Parking Subcommittee recommendation to approve an ordinance change to Section 488.06 (33) schedule of fines to remove the \$5 if paid same date as date issued by midnight for online or in-office payments only from the meter violation fine schedule subject to content approval by the City Attorney.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 6, 2019
Date: Bus Shelter Purchase

BATA has approached us to purchase bus stop shelters to be installed throughout downtown. This request aligns with our TDM objectives to integrate commuter amenities in the downtown area, and to support transit initiatives. We are excited for this partnership, and are committed to sharing in 50% of the cost to purchase and installed the shelters.

We recently approved the annual contract for the Destination Downtown program and the additional contribution to the Bayline route. These commitments further establish our transit partnership. Incorporating shelters downtown will help commuters identify with bus stop locations and provide shelter from the elements. The shelters will also serve as an information station where we can display upcoming events or highlight downtown businesses.

Our CIP budget in the current fiscal year included funds for restructuring Lot B in connection with the Farmers Market project. As this project is not moving forward this year, we have funds in the budget to support this request. Given the size of downtown, we feel as though four shelters will increase visibility and increase awareness of commuting options.

The lead time is 16+ weeks. With this in mind, the shelters will not be installed prior to the start of summer. We have had our initial meeting with BATA to discuss locations, but need more time to explore locations. The order lead time gives us plenty of time to review locations and execute the permit or easement agreements needed prior to installation. At this time, we are planning for the shelters to become assets and property of BATA. They will assume responsibility of maintenance and overall upkeep once the shelters are installed. We will work with City Engineering and the City Attorney on any permits or agreements needed to install the shelters on City property.

RECOMMENDED MOTION: The DDA Board concur with the Parking Subcommittee to approve an amendment to the Auto Parking Budget to include an expenditure up-to \$26,000 to purchase six bus stop shelters to be installed downtown and on 8th Street with installation locations to be approved by the DDA CEO.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 7, 2019
Date: Event Rate Metered Lots

In the summer months, we have festivals where attendee stays vary in length. The parking garages offer the ability to pay by the hour for actual hours parked, and they often reach capacity during these times. Some of our surface lots offer 4 and 10 hour spaces, and there are times when all spaces are at full utilization.

We would like to offer an event rate during high impact event weeks; such as, the National Cherry Festival, Traverse City Film Festival, Ironman and day events like the Annual Street Sale that will allow us to offer up-to 10 hours of parking in our current 2 and 4 hour metered spaces for those willing to pay for extended periods of time to avoid being ticketed. We do understand that this may reduce the turnover in these lots, but feel as though it may also benefit those who are intending to be downtown for a longer period time.

For parking lot A (100 E Front/north alley), part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), lot G (100 E State), and lot O (Corner of S Cass & 100 E State); the first two hours remain the current rate of \$1 per hour for those who do not need to park past the 2 limit.

For part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), part of lot C Corner of N Cass & 200 E Grandview Pkwy), lot N (200 Washington), lot RB (100 W Grandview Pkwy/west of Open Space), and lot X (Hall Street/Fish Weir), and ground level of Old Town Garage the first four hours remain the current rate of \$1 per hour for those who do not need to park past the 4 limit.

For part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), part of lot C Corner of N Cass & 200 E Grandview Pkwy), Lot D (300 E Grandview Pkwy/Boat Launch), Lot E (100 W State), and lot K (Corner of 200 S Union & 100 E State/SE alley); each hour would increase from \$0.60 per hour to \$1.00 per hour for the 10 hour limit.

The proposed rates in the tables below use a varying incremental rate over the course of 10 hours with the maximum amount that is the same as all day event parking. The event rates for both the 2 hour and 4 hour spaces will align on hour 6 and carry through hour 10.

Event Rate Metered Lots

2 Hour Meter Event Rate			4 Hour Meter Event Rate			10 Hour Meter Event Rate		
Hour	Rate	Total	Hour	Rate	Total	Hour	Rate	Total
1 hour	\$1.00	\$1.00	1 hour	\$1.00	\$1.00	1 hour	\$1.00	\$1.00
2 hour	\$1.00	\$2.00	2 hour	\$1.00	\$2.00	2 hour	\$1.00	\$2.00
3 hour	\$1.50	\$3.50	3 hour	\$1.00	\$3.00	3 hour	\$1.00	\$3.00
4 hour	\$1.50	\$5.00	4 hour	\$1.00	\$4.00	4 hour	\$1.00	\$4.00
5 hour	\$2.00	\$7.00	5 hour	\$2.50	\$6.50	5 hour	\$1.00	\$5.00
6 hour	\$2.00	\$9.00	6 hour	\$2.50	\$9.00	6 hour	\$1.00	\$6.00
7 hour	\$2.00	\$11.00	7 hour	\$2.00	\$11.00	7 hour	\$1.00	\$7.00
8 hour	\$1.50	\$12.50	8 hour	\$1.50	\$12.50	8 hour	\$1.00	\$8.00
9 hour	\$1.50	\$14.00	9 hour	\$1.50	\$14.00	9 hour	\$1.00	\$9.00
10 hour	\$1.00	\$15.00	10 hour	\$1.00	\$15.00	10 hour	\$1.00	\$10.00

All locations identified currently have pay stations which allow for rate changes to be scheduled. We are not required to purchase additional hardware or software to make this adjustment. The single space meters are capable of having a similar rate change programmed, but this process is quite extensive for staff time, therefore, cost prohibitive.

RECOMMENDED MOTION: The DDA Board concur the Parking Subcommittee recommendation to approve Event Rates for Metered Lots as presented.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 6, 2019
Date: High and Low Impact Event Lot Rental Rates

Every other year, the City Clerk's Office reviews the schedule of fees and makes adjustments as needed. We review and provide the information needed to adjust the High and Low Impact Event fees for the Parking Lot Rental Rates. It is important that we continue to review and evaluate the rates no less than every other year. This fee is applied to any event that that will operate in a parking lot. Each time an event requires the use of a parking lot, we have to communicate the closure to the public and permit holders. Our permit lots are around 95% capacity and displacing a permit holder during the workweek usually results in frustration.

The fees currently only apply to high impact events. The last event that was charged a fee was the Traverse City Winter Microbrew and Music Festival for their utilization of Lots T (corner of Grandview and Union) and B (corner of Grandview and Cass). This is the first year Boats on the Boardwalk qualifies as a high impact event, and they are the only event currently subject to a fee this year. They will be charged the current rate, and they would be subject to the increased rate next year. The National Cherry Festival is exempt from paying the fee. The Traverse City Film Festival does not utilize any of the parking lots in their programming, and they too are approved to be exempt.

Low Impact Events have not been subject to parking lot usage fees in the past. While the impact of the duration of events or size may be less, any time a lot is unavailable for use causes fatigue on permit holders and the public by reducing space availability. We would like to have a fee established for low impact events since any space that is removed from use typically has an effect on the rest of the system.

The Parking Subcommittee has reviewed and discussed the recommendation to increase the High Impact Event rental rates. The current rates which were increased in May 2016 are \$2.37 per metered space and \$2.40 per non-metered space. The Subcommittee asked for consideration of a simplified formula and further review as to whether the rate accurately reflected a reasonable rental rate for reducing inventory during high demand time periods.

Previous recommendations in year's past were based on formulas using actual annual revenue divided by enforceable days. In determining a recommendation, we reviewed revenue in our six

High and Low Impact Event Lot Rental Rates

Page | 2

peak months (May-October) as most events are likely to occur during these months. Based on this exercise, the actuals resulted in a rate slightly higher than ½ of the meter bag rate which is currently \$15.00 per space per day. To simplify the rate, we are proposing a \$7.50 per space per day fee for the use of spaces in both permit and metered lots regardless of event type. The full fee would be applicable to for profit events, and a reduced for non-profit events. Using ½ of the meter bag rate or \$7.50 is reasonable, and this rate would apply to both high and low impact events. This rate is less than paying the daily hourly rate (8 AM-6 PM at \$1.00 per hour), and supports demonstrating the impact on downtown parking inventory.

The chart below shows the difference in total per day cost of lot rental for the previous recommended rate and revised recommended rate.

Lot	Spaces	½ Meter Bag Rate (For Profit Events)	Parking Lot Rental Per Day Total	¼ Meter Bag Rate (Non- Profit Events)	Parking Lot Rental Per Day Total
T – Grandview/Union	102	\$7.50	\$765.00	\$3.25	\$331.50
J – Sixth St Dam	37	\$7.50	\$277.50	\$3.25	\$120.25
B – Grandview/Cass	135	\$7.50	\$1,012.50	\$3.25	\$438.75

We would like to propose incrementally implementing this rate over the next five years. The phased increase will also align with increased demand for inventory as we reduce surface parking spaces. The schedule is based on the current meter bag rate, but may be adjusted if the meter bag rate were to increase within the next 5 years. The proposed schedule would be as follows:

2019-2020	2021	2022	2023
\$3.00	\$4.50	\$6.25	\$7.50

RECOMMENDED MOTION: The Parking Subcommittee recommend the DDA Board approve the increase of the parking lot event usage rates For Profit Events to one-half the meter bag rate or whichever is higher per space per day for all lots within the Auto Parking System with the increase to be implemented over the next five years as presented.

As we have changed the previous process from charging only High Impact Events to charging all events, we are recommending a reduced rate for non-profit events. The proposed schedule would be as follows:

2019-2020	2021	2022	2023
\$2.50	\$2.75	\$3.00	\$3.25

RECOMMENDED MOTION: The Parking Subcommittee recommend the DDA Board approve establishing parking lot event usage rates for Non-Profits or 501(c)(3) organizations to one-half the For Profit rate or whichever is higher per space per day for all lots within the Auto Parking System with an annual increase to be implemented over the next five years as presented.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 6, 2019
Date: Right-of-way and Land Use Contractor Parking Permits

The Clerk's Office is preparing the fee schedule review. This process occurs every other year. I met with the Engineering Department last week to discuss the upcoming requests for Right-of-Way and Land-use permits. All construction projects require a Land-use permit, and the ones that will impact the public right-of-way that include waste dumpsters or storage of building materials require a Right-of-way permit.

We do not currently have a fee in place to coordinate with these permits. In the past, we have added plate notifications for a specified amount of vehicles as specified in the permit for the full duration of the permit which could be up to 6 months or more. In some cases, construction was not completed and permits along with plate notifications were extended. Any citations issued to vehicles with plate notifications, are voided based on having the valid permit. There is no charge for the notifications.

As part of the schedule of fee review this year, we would like to establish a fee of \$40 per license plate per month or \$5 per day for any vehicle needing on-street parking access so long as the applicant has obtained a Right-of-Way or Land-use permit through the Planning and Zoning or Engineering, and the permit indicates the need for on-street parking. Permits will not be issued without the proper permit or if the permit does not indicate the on-street parking need. This fee is a reasonable fee and will hopefully limit the amount of use as permits may only be needed for one month of the six month permit duration.

RECOMMENDED MOTION: The DDA Board concur with the Parking Subcommittee recommendation to approve the request to establish Contractor Parking Permits tied to Right-of-Way and Land-use Permits for \$40 per month or \$5 per day per license plate in the schedule of fees.



Downtown Development Authority
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Traverse City, MI 49684
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231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: March 15, 2019

SUBJECT: Audited Financials

Attached is the Audited Financials for year ending June 30, 2018. Brian Postma from City Treasurer's Office will be in attendance to go through the Audit for the Board's information.



Vredeveld Haefner LLC

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December 17, 2018

To the Board of Directors
City of Traverse City Downtown Development Authority
Traverse City, Michigan

We have audited the financial statements of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority (the DDA) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 16, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the DDA are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the committed tax increment is based on various construction projects within the district. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not detect any misstatements as a result of audit procedures the required correction by management that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 17, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We also noted the following item:

During our review of the bank reconciliation process we noted the DDA internal control process includes preparation of the monthly bank reconciliations by a contracted accountant and review of the bank statements and reconciliations by a Board member. The preparation and review are not evidenced in writing. We recommend the contracted accountant and the designated Board member document their preparation, review and approval of the monthly bank reconciliations by initialing and dating the reconciliations and retaining copies in the DDA's records.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI), as itemized in the table of contents, that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the DDA Board of Directors and the City Commission of the City of Traverse City and management of the DDA and the City of Traverse City and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Orstedevold Hoefner LLC



**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City)**

**Annual Audited Financial Statements
For the Year Ended June 30, 2018**

**Prepared by City Treasurer's Office
Vredeveld Haefner LLC - Auditors**

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the
City of Traverse City, Michigan)**

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INDEPENDENT AUDITORS' REPORT

December 17, 2018

Members of the Board
City of Traverse City Downtown Development Authority
Traverse City, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority (the Authority), a Component Unit of the City of Traverse City, Michigan, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and the information on pages 20 through 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2018 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Authority's internal control over financial reporting and compliance.

Bradford Hoefner LLC

**MANAGEMENT'S DISCUSSION
AND ANALYSIS**

Management's Discussion and Analysis

As management of the *Downtown Development Authority* (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2018.

Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$2,769,927 (*net position*).
- The Authority's total net position increased by \$244,667.
- As of the close of the current fiscal year, the Authority's governmental funds reported combined ending fund balances of \$1,865,224 an increase of \$356,067 in comparison with the prior year.
- The TIF 2 plan expired as of June 30, 2016 and the Authority used the remaining captured funds for projects that were plan eligible and returned the remaining amount to the appropriate taxing authorities during the year ended June 20, 2018. The Authority established a new TIF plan "Old Town TIF" that will cover a similar district as that covered by the original TIF 2 plan.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The Authority's governmental activity is economic development. The Authority has no business-type activities.

The government-wide financial statements include only the Authority itself. The Authority has no legally separate component units for which the Authority is financially accountable.

The government-wide financial statements can be found on pages 7-8 of this report.

Fund Financial Statements

A *fund* is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Authority only has governmental funds. The Authority does not maintain enterprise or fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority maintains four individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for all four funds; the General Fund, TIF 2, TIF 97 and Old Town TIF Special Revenue Funds, each of which are considered to be major funds. The governmental funds financial statements can be found on pages 9-12 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-19 of this report.

Other Information

The Authority adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison schedules have been provided as required supplementary information to demonstrate compliance with those budgets.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$2,766,927 at the close of the most recent fiscal year.

Downtown Development Authority's Net Position

	<u>June 30</u>	
	<u>2018</u>	<u>2017</u>
Governmental activities		
Current assets	\$ 2,945,118	\$ 4,034,346
Long-term liabilities	46,028	49,869
Other liabilities	<u>132,163</u>	<u>1,462,217</u>
Total liabilities	<u>178,191</u>	<u>1,512,086</u>
Net position		
Restricted	2,321,889	2,200,647
Unrestricted	<u>445,038</u>	<u>321,613</u>
Total net position	<u>\$ 2,766,927</u>	<u>\$ 2,522,260</u>

The Authority's net position reflects its restricted net position for future expenditures within the guidelines of the tax increment finance district plans and unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Authority is able to report positive balances in both categories of net position.

The Authority's net position increased by \$244,667, key highlights are as follows:

- The increase in net position for 2018 compared to a decrease in 2017 of \$733,627. Charges for services increased by approximately \$65,000 and property taxes increased by approximately \$587,000 due in large part to a significant increase in the captured value of the TIF 97 plan and 2018 being the first year of capture for the Old Town TIF plan. Total expenses decreased by approximately \$317,000, due in large part to the decrease in contributions to City construction projects made by the TIF 97 fund during 2018.

Downtown Development Authority's Changes in Net Position

	<u>June 30</u>	
	<u>2018</u>	<u>2017</u>
Governmental activities		
Program revenues		
Charges for services	\$ 691,091	\$ 626,396
Operating grants	10,000	1,000
General revenues		
Property taxes	2,419,792	1,832,686
Unrestricted investment earnings	<u>563</u>	<u>346</u>
Total revenue	3,121,446	2,460,428
Expenses		
Economic development	<u>2,876,779</u>	<u>3,194,055</u>
Change in net position	244,667	(733,627)
Net position – beginning of year	<u>2,522,260</u>	<u>3,255,887</u>
Net position – end of year	<u>\$ 2,766,927</u>	<u>\$ 2,522,260</u>

Financial Analysis of the Government's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Authority's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Authority's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Authority's governmental funds reported combined ending fund balances of \$1,865,224, an increase of \$356,067, in comparison with the prior year. \$1,361,889 is restricted and available only for spending for the benefit of the applicable district.

The General Fund is the chief operating fund of the Authority. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$493,606. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 54 percent of total General Fund expenditures. During the current fiscal year, the fund balance of the Authority's General Fund increased by \$105,825 although anticipated to decrease \$288. The change in fund balance was attributed to actual expenditures being under the amended budget by approximately \$50,300, and actual revenues received being more than the budget by approximately \$55,800.

The TIF 2 Special Revenue Fund's fund balance was decreased to zero when final plan eligible expenses were incurred and final distribution of unused funds were made to the appropriate taxing units.

The TIF 97 Special Revenue Fund has a fund balance of \$1,182,958, which increased \$865,307 although anticipated to decrease \$247,000. This difference was attributed to larger than anticipated increase in captured taxes and actual expenditures being under budget because of the timing of construction projects the district has committed funding to.

The Old Town TIF Special Revenue Fund has a fund balance of \$178,931 an increase of \$177,931 slightly higher than the anticipated \$156,000 increase, this was due in most part to projected expenditures not being incurred by year end.

Economic Factors and Next Year's Budgets and Rates

The following factors were considered in preparing the Authority's budget for the 2018-19 fiscal year:

- Through a contract with the City of Traverse City, the Authority manages the Traverse City Parking Services. For fiscal year end June 30, 2018, the Authority and the City of Traverse City agreed to an increase in the administrative fee from \$500,000 to \$563,000 to support parking system staff.
- Various capital improvements are planned in the TIF 97 Funds for the 2018-19 fiscal year including Uptown/West Front Riverwalk, West Front Street parking Garage and West Front Bridge Replacement.
- A \$65,000 payment to the Downtown WiFi project will be made by TIF 97 annually through 2024.
- The Old Town TIF captured taxes for the first time during fiscal year end June 30, 2018. Future projects being considered for Old Town TIF contributions include Cass and Lake Streetscape, South Cass Street Bridge, Eighth Street Bridge, Eight Street reconstruction and Union Street Dam improvements.

Requests for Information

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Authority's Executive Director, 303 State Street, Traverse City, Michigan.

FINANCIAL STATEMENTS

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Statement of Net Position
June 30, 2018**

	Governmental Activities
Assets	
Cash and cash equivalents	\$ 1,939,647
Due from other governments	995,742
Prepaid items	<u>9,729</u>
Total assets	<u>2,945,118</u>
Liabilities	
Accounts payable	60,862
Accrued liabilities	59,032
Accrued compensated absences	
Due within one year	12,269
Due in more than one year	<u>46,028</u>
Total liabilities	<u>178,191</u>
Net position	
Restricted for tax increment finance district	2,321,889
Unrestricted (deficit)	<u>445,038</u>
Total net position	<u>\$ 2,766,927</u>

The accompanying notes are an integral part of these financial statement

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Statement of Activities
For the Year Ended June 30, 2018**

<u>Functions/ Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:	<u>\$ 2,876,779</u>	<u>\$ 691,091</u>	<u>\$ 10,000</u>	<u>\$ (2,175,688)</u>
	General revenues			
	Unrestricted property taxes			192,798
	Restricted property taxes for tax incremen finance districts			2,226,994
	Unrestricted investment income			<u>563</u>
	Total general revenues			<u>2,420,355</u>
	Change in net positior			244,667
	Net position, beginning of year			<u>2,522,260</u>
	Net position, end of year			<u>\$ 2,766,927</u>

The accompanying notes are an integral part of these financial statement

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Balance Sheet
Governmental Funds
June 30, 2018**

	<u>General Fund</u>	<u>Special Revenue Funds</u>			<u>Total Governmental Funds</u>
		<u>TIF 2 Fund</u>	<u>TIF 97 Fund</u>	<u>Old Town TIF Fund</u>	
Assets					
Cash and cash equivalents	\$ 517,951	\$ -	\$ 1,237,282	\$ 184,414	\$ 1,939,647
Due from other governments	35,742	-	960,000	-	995,742
Due from other funds	26,168	-	11,969	-	38,137
Prepaid expenditures	9,729	-	-	-	9,729
Total assets	\$ 589,590	\$ -	\$ 2,209,251	\$ 184,414	\$ 2,983,255
Liabilities, deferred inflows, and fund balances					
Liabilities					
Accounts payable	15,254	-	43,625	1,983	\$ 60,862
Accrued liabilities	59,032	-	-	-	59,032
Due to other funds	11,969	-	22,668	3,500	38,137
Total liabilities	86,255	-	66,293	5,483	158,031
Deferred inflows					
Unavailable revenue	-	-	960,000	-	960,000
Fund balances					
Nonspendable - prepaid expenditures	9,729	-	-	-	9,729
Restricted - tax increment finance districts	-	-	1,182,958	178,931	1,361,889
Unassigned	493,606	-	-	-	493,606
Total fund balances	503,335	-	1,182,958	178,931	1,865,224
Total liabilities, deferred inflows and fund balances	\$ 589,590	\$ -	\$ 2,209,251	\$ 184,414	\$ 2,983,255

The accompanying notes are an integral part of these financial statements.

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Reconciliation of Fund Balances on the Balance Sheet for Governmental
Funds to Net Position of Governmental Activities on the
Statement of Net Position
June 30, 2018**

Fund balances - total governmental fund	\$ 1,865,224
Amounts reported for <i>governmental activities</i> in the statement of net position are different because:	
Other noncurrent assets are not available to pay for current period expenditures and, therefore, are deferred in the fund	
Add - unavailable revenue	960,000
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds	
Deduct - accrued compensated absences	<u>(58,297)</u>
Net position of governmental activities	<u>\$ 2,766,927</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Special Revenue Funds</u>			<u>Total Governmental Funds</u>
		<u>TIF 2 Fund</u>	<u>TIF 97 Fund</u>	<u>Old Town TIF Fund</u>	
Revenues					
Taxes	\$ 192,798	\$ 26,010	\$ 2,014,156	\$ 186,828	\$ 2,419,792
Grants and contributions	10,000	-	-	-	10,000
Reimbursements	767,999	-	130,000	-	897,999
Rental income	55,015	-	-	-	55,015
Interest income	563	670	5,436	54	6,723
Total revenues	<u>1,026,375</u>	<u>26,680</u>	<u>2,149,592</u>	<u>186,882</u>	<u>3,389,529</u>
Expenditures					
Economic development					
Salaries	646,799	-	-	-	646,799
Fringe benefits	152,085	-	-	-	152,085
Office supplies and utilities	39,217	123	-	-	39,340
Professional services	61,659	819,553	476,686	8,276	1,366,174
Travel and conferences	9,382	-	-	-	9,382
Repairs and maintenance	3,325	-	-	-	3,325
Rentals	8,083	-	-	-	8,083
Contributions to district construction projects	-	-	8,867	675	9,542
Contributions to other governments - debt service	-	-	798,732	-	798,732
Total expenditures	<u>920,550</u>	<u>819,676</u>	<u>1,284,285</u>	<u>8,951</u>	<u>3,033,462</u>
Net change in fund balance	105,825	(792,996)	865,307	177,931	356,067
Fund balance, beginning of year	<u>397,510</u>	<u>792,996</u>	<u>317,651</u>	<u>1,000</u>	<u>1,509,157</u>
Fund balance, end of year	<u>\$ 503,335</u>	<u>\$ -</u>	<u>\$ 1,182,958</u>	<u>\$ 178,931</u>	<u>\$ 1,865,224</u>

The accompanying notes are an integral part of these financial statements

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds to the
Statement of Activities
For the Year Ended June 30, 2018**

Net changes in fund balances - total governmental funds	\$ 356,067
Amounts reported for <i>governmental activities</i> in the statement of activities: are different because:	
Noncurrent assets recorded on the fund statements are not available to fund current year operations and are unavailable in the funds	
Deduct - payments received on long-term receivables due from other governmental entities	(130,000)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the fund	
Add - decrease in compensated absences	<u>18,600</u>
Change in net position of governmental activities	<u>\$ 244,667</u>

The accompanying notes are an integral part of these financial statements

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements
For the Year Ended June 30, 2018**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity - The Downtown Development Authority (the "Authority"), a discrete component unit of the City of Traverse City (the "City"), was created in September 1978 by the City Commission pursuant to Act No. 197 of the Public Acts of 1975 of the State of Michigan. It operates through a Board of Trustees (the "Board") consisting of the Mayor of the City of Traverse City and eleven members approved by the City Commission. The purpose of the Authority is to correct and prevent deterioration of the Downtown Development District, encourage historic preservation, create and implement development plans, and promote economic growth.

The Authority is a component unit of the City because the City appoints the Authority's Board of Directors, it has the ability to significantly influence the Authority's operations and it is financially accountable for the Authority as defined under GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39 and No. 61. Accordingly, the Authority is presented as a discretely presented component unit in the City's financial statements.

Government-wide and Fund Financial Statements - The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Authority. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for services. The Authority has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation - The government-wide financial information is reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
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**Notes to Financial Statements
For the Year Ended June 30, 2018**

cash flows. Property taxes are recognized as revenues in the years for which they are levied. Governmental fund financial information is reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectable within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service and compensated absences expenditures are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Authority reports the following major governmental funds:

The *General Fund* is the Authority's primary operating fund. It accounts for all financial resources of the Authority, except those required to be accounted for in another fund.

The *TIF 2, TIF 97 and Old Town TIF Special Revenue Funds* account for financial resources that are legally restricted for activities within specific districts of the Downtown Development Authority.

Capital Assets – The Authority has no capital assets for which it holds legal ownership. Infrastructure assets (e.g., roads, bridges, curbs, sidewalks, storm sewers and similar items), along with water and wastewater subsystems, constructed by the Authority are not recorded as the Authority's capital assets, even though the Authority may be obligated to repay the debt issued to finance the related projects. Such capital assets become the property of the City when they are placed into service and, accordingly, are then reported as the City's capital assets.

Deferred outflows/inflows of resources – In addition to assets, the statement of net position and the governmental funds balance sheet, when applicable, will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position/fund balance that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Authority does not report deferred outflows of resources.

In addition to liabilities, the statement of net position when applicable will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position/fund balance that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then. Currently, the

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
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**Notes to Financial Statements
For the Year Ended June 30, 2018**

Authority reports deferred inflow of resources for unavailable revenue related to a long-term commitment from the Grand Traverse County Brownfield Authority.

Accrued compensated absences - Employees are granted vacation and sick leave in varying amounts based on length of service. Annually unused vacation is reduced to a maximum of five weeks. Sick leave accumulates and is paid to employees at the time of retirement at one-half of total days accumulated up to a maximum of 120 days (60 paid days). The estimated amount due to employees as of June 30, 2018 is accrued in the government-wide financial statements.

Fund Balance – In the fund financial statements, governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of the resource by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the Authority’s highest level of decision making authority, the Authority’s Board of Directors. A formal resolution by the Authority’s Board of Directors is required to establish, modify or rescind a fund balance commitment. Assigned fund balance is reported for amounts intended for specific purposes expressed and assigned by the governing body. Unassigned fund balance is the residual classification for the General Fund.

Net Position and Fund Balance Flow Assumptions – Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position/fund balance and unrestricted – net position/fund balance, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to use restricted resources first, then unrestricted resource as they are needed. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

2. CASH AND CASH EQUIVALENTS

Michigan Compiled Laws, Section 129.91 authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Authority is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers’ acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements
For the Year Ended June 30, 2018**

investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.
The Authority's deposit and investment policy is in accordance with statutory authority.

The Authority's cash and cash equivalents are cash on hand and demand deposits with a bank. The Authority's cash and cash equivalents are comprised of bank deposits with a balance of \$1,939,349 and petty cash of \$298 at June 30, 2018.

Custodial credit risk - deposits

Custodial risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. The State does not require and the Authority has not adopted a policy regarding custodial credit risk. The above deposits were reflected in the accounts of the bank (without recognition of checks written but not yet cleared, or of deposits in transit) at \$2,067,900. The Federal Deposit Insurance Corporation insured \$250,000 and the remainder of \$1,817,900 is uninsured and not collateralized.

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable are related to vendors and construction projects and includes \$9,542 due to the City of Traverse City related to contributions the DDA has committed for TIF eligible construction projects. Accrued liabilities in the governmental activities consist of 45 percent accrued payroll liabilities, and 55 percent deposits payable.

4. RECEIVABLES / UNAVAILABLE REVENUE

The General Fund reports \$33,635 of receivables from the City of Traverse City related to administrative services provided to the City Parking Enterprise Fund. Governmental funds reported unavailable revenue in connection with receivables that are not considered to be available to liquidate liabilities of the current period. This unavailable revenue consists of taxes that will be captured in the future by the Brownfield tax districts to reimburse for costs incurred in this and past fiscal years for economic development. At the end of the current fiscal year, the various components of unavailable revenue amounted to \$960,000.

5. INTERFUND PAYABLES AND RECEIVABLES

Administrative related expenses payable from the TIF 97 special revenue funds to the General Fund at June 30, 2018 netted to \$22,668. In addition, \$3,500 is due from the Old Town TIF fund to the General Fund for reimbursement of vendor payments made by the General Fund. The General Fund also reports \$11,969 as due to TIF 97 to correct posting errors.

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements
For the Year Ended June 30, 2018**

6. ACCRUED COMPENSATED ABSENCES

Changes in accrued compensated absences consist of the following:

	<u>Balance</u> <u>07/01/17</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>06/30/18</u>	<u>Due</u> <u>Within</u> <u>One Year</u>
Accrued compensated absences	\$76,897	\$ 13,527	\$ 32,127	\$58,297	\$ 12,269

Compensated absences are liquidated by the General Fund.

7. COMMITMENTS

The 2018 City of Traverse City Downtown Development Tax Exempt Refunding Bonds are reported on the City of Traverse City financial statements. The Authority has pledged future tax increment revenues for the payment of these bonds. The City has pledged its limited tax full faith and credit for the payment of the principal and interest on the bonds. The following are the obligations, including interest, expected to be paid from the collection of tax increment revenues in the Tax Increment Financing and Development Plan No. 97.

<u>Fiscal Year</u> <u>End</u>	<u>Amount</u>
2019	\$ 829,427
2020	859,523
2021	893,586
2022	931,504
2023	973,160
2024	953,440
2025-28	<u>3,396,376</u>
Total	<u>\$ 8,837,016</u>

The Authority has agreed to assist in the funding of various City construction projects in the DDA district that were still in progress as of June 30, 2018. Accounts payable has been recorded for eligible construction costs that were incurred through June 30, 2018. Additional commitments include approximately \$50,000 for the West Front Street signal purchase using TIF 97 captured funds, \$675,000 for the Cass and Lake Streetscape project using Old Town TIF funds, \$252,000 for East Front Streetscape – Boardman to Grandview by TIF 97, \$148,000 for Park Street Bridge repair by TIF 97, \$147,000 for Eighth Street Bridge repair by Old Town TIF, \$209,000 for West Front Bridge replacement by TIF 97, \$374,000 for Uptown/West Front River Walk from TIF 97 and \$50,000 for Wellington Plaza Erosion from TIF 97. Many of these projects are in the initial planning stages and will likely take multiple

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements
For the Year Ended June 30, 2018**

years to complete with the TIF funds being used to reimburse eligible costs as they become available.

8. PROPERTY TAXES

The Authority's property taxes are levied each July 1 on the taxable valuation of applicable property located in the Districts of the Authority as of the preceding December 31, the lien date. Property taxes are payable without penalty and interest through July 31 and unpaid taxes become delinquent if not paid by March 1 of the succeeding year. Assessed values as established annually by the City, and subject to acceptance by the County, are equalized by the State at an estimated 50 percent of the assessed value. The taxable value for real and personal property for the Authority for the 2017 levy is \$158,604,272. The Authority's general operating tax rate for fiscal year 2017-18 was 1.7424 mills.

Property tax revenue for the TIF's, which are included in the Downtown Development Authority, is derived pursuant to the tax increment financing development plans. The Old Town TIF tax increment financing development plan captured its first taxes during the fiscal year end June 30, 2018. The TIF II tax increment financing development plan was closed during year end June 30, 2018 and all excess funds were returned to local taxing units. Real and personal property taxes are levied and attach as an enforceable lien on properties located within the boundaries of the tax increment financing districts. The City bills and collects the taxes on behalf of the Authority. Delinquent taxes on ad valorem real property at March 1 are purchased and collected by Grand Traverse County. Collection of delinquent personal property tax remains the responsibility of the City of Traverse City. Property tax revenue is recognized when levied in the government-wide financial statements and in the fund financial statements to the extent that it results in current receivables.

Except for property taxes captured from local schools that exceed contractual obligations, the Authority is entitled to all taxes levied on property within the tax increment financing authority districts to the extent that the current taxable value exceeds the base year taxable value. The base year of initial properties was 1997 for TIF 97 (\$32,860,088). The base year on other properties is determined by the date of entry into the district. The fiscal year 2017-18 captured taxable values for TIF 97 was \$105,573,963. The base year of initial properties was 2017 (fye 6/30/18) for Old Town TIF the captured taxable values was \$52,447,251.

9. ADMINISTRATIVE SERVICES REVENUE

The Authority entered into two contracts, one from September 1, 2016 to August 31, 2017 and another from September 1, 2017 to August 31, 2018 with the Downtown Traverse City Association (a non-for-profit organization). The Authority provides office space and administrative services to the association for an annual fee of \$63,500.

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Notes to Financial Statements
For the Year Ended June 30, 2018**

The Authority entered into a contract on June 19, 2003 with the City of Traverse City in which the Authority will operate and manage the Traverse City Parking Services for an annual fee. Beginning in July 2017, the agreement was adjusted to \$563,000 payable in equal monthly installments of \$46,917.

The Authority's General Fund is reimbursed an administrative fee for indirect cost from the TIF 97 Fund as approved in the budget. The fee assessed is fifteen percent of General Fund expenditures. The revenue recorded in the General Fund and expenditures in the TIF Fund are eliminated in the government wide financial statements. Income from the administrative fee for the year ended June 30, 2018 was \$138,083.

10. RISK OF LOSS

The Authority is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority is covered for these risks via the Michigan Municipal Liability and Property Pool, Michigan Municipal Workers Compensation Insurance Fund and commercial health insurance. There has been no significant reduction in insurance coverage from the prior year and settlements have not exceeded insurance coverage for the past three fiscal years.

11. DEFERRED COMPENSATION PLAN

The Authority sponsors the Traverse City Downtown Development Authority Deferred Compensation Plan created in accordance with the Internal Revenue Code Section 457. The administrator of the plan is ICMA Retirement Corporation. The plan is available to all employees. Participants may contribute any amount and the employer will match up to 7% percent based on the employee's employment contract. Plan provision and contribution requirements can only be amended by authorization of the Board of Directors. In fiscal year 2018 the Authority contributed \$36,649 and the employees contributed \$29,804 to this plan.

12. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

Michigan law provides that a local unit shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Authority's actual expenditures and budgeted expenditures for the budgeted funds have been shown at the object level. The approved budgets of the Authority for these budgeted funds were adopted at the activity level.

During the year ended June 30, 2018, the Authority incurred expenditures in excess of amounts appropriated of \$819,676 in the TIF 2 special revenue fund.

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**REQUIRED SUPPLEMENTARY
INFORMATION**

CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)

Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget to Actual
General Fund
For the Year Ended June 30, 2018

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 141,000	\$ 141,000	\$ 192,798	\$ 51,798
Grants and contributions	-	-	10,000	10,000
Reimbursements	776,366	776,366	767,999	(8,367)
Rental income	53,000	53,000	55,015	2,015
Interest income	200	200	563	363
Total revenues	<u>970,566</u>	<u>970,566</u>	<u>1,026,375</u>	<u>55,809</u>
Expenditures				
Economic development				
Salaries	645,745	645,745	646,799	(1,054)
Fringe benefits	212,534	212,534	152,085	60,449
Office supplies and utilities	31,600	31,600	39,217	(7,617)
Professional services	60,775	60,775	61,659	(884)
Travel and conferences	9,000	9,000	9,382	(382)
Repairs and maintenance	2,200	2,200	3,325	(1,125)
Rentals	9,000	9,000	8,083	917
Total expenditures	<u>970,854</u>	<u>970,854</u>	<u>920,550</u>	<u>50,304</u>
Net change in fund balance	(288)	(288)	105,825	106,113
Fund balance, beginning of year	<u>397,510</u>	<u>397,510</u>	<u>397,510</u>	<u>-</u>
Fund balance, end of year	<u>\$ 397,222</u>	<u>\$ 397,222</u>	<u>\$ 503,335</u>	<u>\$ 106,113</u>

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget to Actual
Special Revenue Fund - TIF 2
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ -	\$ -	\$ 26,010	\$ 26,010
Interest income	-	-	670	670
Total revenues	<u>-</u>	<u>-</u>	<u>26,680</u>	<u>26,680</u>
Expenditures				
Economic development				
Office supplies and utilities	-	-	123	(123)
Professional services	-	-	819,553	(819,553)
Total expenditures	<u>-</u>	<u>-</u>	<u>819,676</u>	<u>(819,676)</u>
Net change in fund balance	-	-	(792,996)	(792,996)
Fund balance, beginning of year	<u>792,996</u>	<u>792,996</u>	<u>792,996</u>	<u>-</u>
Fund balance, end of year	<u>\$ 792,996</u>	<u>\$ 792,996</u>	<u>\$ -</u>	<u>\$ (792,996)</u>

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget to Actual
Special Revenue Fund - TIF 97
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 1,890,000	\$ 1,890,000	\$ 2,014,156	\$ 124,156
Reimbursements	115,000	115,000	130,000	15,000
Interest income	4,500	4,500	5,436	936
Total revenues	<u>2,009,500</u>	<u>2,009,500</u>	<u>2,149,592</u>	<u>140,092</u>
Expenditures				
Economic development				
Office supplies and utilities	1,000	1,000	-	1,000
Professional services	397,000	397,000	476,686	(79,686)
Contributions to district construction project	1,027,500	1,027,500	8,867	1,018,633
Contributions to other governments - debt service	831,000	831,000	798,732	32,268
Total expenditures	<u>2,256,500</u>	<u>2,256,500</u>	<u>1,284,285</u>	<u>972,215</u>
Net change in fund balance	(247,000)	(247,000)	865,307	1,112,307
Fund balance, beginning of year	<u>317,651</u>	<u>317,651</u>	<u>317,651</u>	<u>-</u>
Fund balance, end of year	<u>\$ 70,651</u>	<u>\$ 70,651</u>	<u>\$ 1,182,958</u>	<u>\$ 1,112,307</u>

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget to Actual
Special Revenue Fund - Old Town TIF
For the Year Ended June 30, 2018**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 185,000	\$ 185,000	\$ 186,828	\$ 1,828
Interest income	-	-	54	54
Total revenues	<u>185,000</u>	<u>185,000</u>	<u>186,882</u>	<u>1,882</u>
Expenditures				
Economic development				
Professional services	28,500	28,500	8,276	20,224
Contributions to district construction project	-	-	675	(675)
Total expenditures	<u>28,500</u>	<u>28,500</u>	<u>8,951</u>	<u>19,549</u>
Net change in fund balance	156,500	156,500	177,931	21,431
Fund balance, beginning of year	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Fund balance, end of year	<u>\$ 157,500</u>	<u>\$ 157,500</u>	<u>\$ 178,931</u>	<u>\$ 21,431</u>

**CITY OF TRAVERSE CITY
DOWNTOWN DEVELOPMENT AUTHORITY
(A Component Unit of the City of Traverse City, Michigan)**

Notes to Required Supplementary Information

1. BUDGETARY INFORMATION

The general and special revenue funds are under formal budgetary control and their budgets are prepared on the same modified accrual basis of accounting used to reflect actual results. The Authority follows the City's budget process in establishing the budgetary data reflected in the financial statements:

- The Authority submits a proposed budget to the City Manager. After review and approval, the City Manager submits a recommended operating budget to the City Commission. Public hearings are held to obtain taxpayer comments. The budget is legally adopted through a City Commission resolution prior to the beginning of the budgetary year for the Authority's funds. The budget is then adopted by the Authority's Board.
- The budget is adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts are as originally adopted or amended by the City Commission during the year.
- The budget document presents information by fund, function and activity. The legal level of budgetary control adopted by the governing board is the fund level, which is the level at which expenditures may not legally exceed appropriations.

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INTERNAL CONTROL AND COMPLIANCE



Vredeveld Haefner LLC

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

December 17, 2018

Members of the Board
City of Traverse City Downtown Development Authority
Traverse City, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the City of Traverse City Downtown Development Authority (the Authority), a Component Unit of the City of Traverse City, Michigan, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 17, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Orlando Haefner LLC



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: March 15, 2019
SUBJECT: Lower Boardman River – Consultant Contract (SmithGroup)

At the December 2018 meeting, the DDA approved awarding the consultant bid to SmithGroup to work with the Lower Boardman River Leadership Team to complete a Unified Plan. Further, it was understood that funding would be multiple sources of \$10,000 from DDA, \$30,000 from grants. At this time, \$15,000 in grants have been secured (\$5,000 from Consumers and \$10,000 from Rotary) with another \$15,000 applied for through the Brookby Foundation.

With the understanding that the full amount has not yet been secured, the contract with SmithGroup will be developed into a phased approach being:

With the contract identifying that the first phase

PHASE ONE: BUILDING A PROJECT VISION (\$15,000)

- SmithGroup will gather information and build a working knowledge of the use and condition of the river corridor and downtown.
- Collaborate with the community to establish a vision and set of priorities.

PLANNING PROCESS

- Policy
 - Review and Assess local zoning and master plan documents as they relate to riverfront concerns, views, density, land uses, setbacks, development orientation to the river, parking location, and related issues.
- Guidelines
 - Review existing community practices for physical improvements and development, such as stormwater management approaches, accessibility standards, green building standards, and landscape requirements.

- River Corridor Improvements
 - Based on a site tour and available documents, prepare a base map that illustrates existing streets, utilities, land uses, recreation facilities, hydromorphic features, river and riparian habitat conditions, and accessibility opportunities.
 - Review and engage with the FishPass Project

Phase Two: Authorized by DDA CEO upon receipt of last grant (\$25,000):
Creating a Plan + Implementation

- In collaboration with the community and key stakeholders, SmithGroup will explore a range of creative ideas and test their validity and appropriateness for the Lower Boardman River corridor.
- Results of the study will include a plan and report document for the river corridor incorporating public input while providing specific goals, objectives and recommendations for each of the three areas of study.

Leadership Team will have regular reports to the DDA, City Planning Commission, City Parks Commission and City Commission.

The Contract will be between the DDA and SmithGroup. Should the DDA determine the phased contract is appropriate the following motion is recommended:

RECOMMEDED MOTION: Approval to enter into contract with SmithGroup for the Lower Boardman River Unified Plan with authorization for the Chair and Secretary to sign the agreement subject to approval as to subject by the CEO and as to form by the DDA Attorney.



Downtown Development Authority
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Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: March 15, 2019

SUBJECT: Formation of Two Committees: Finance Committee & Governance Committee

At the DDA Board Leadership Development Session that occurred on December 14th, there were two suggested committees to help the DDA in both the Finance and Governance. I have attached a Description for both Committee's for the Board's understanding and information.

I am suggesting/recommending that the DDA Approve the roles and responsibilities for both the Finance Committee and Governance Committee. Further that four members be appointed to each Committee.

The following motions are recommended:

RECOMMENDED MOTIONS:

1. Approval of Finance Committee Roles and Responsibilities.
2. Approval to appoint four members to the Finance Committee (Board members to be identified in motion).
3. Approval of Governance Committee Roles and Responsibilities
4. Approval to appoint four members to the Governance Committee (Board members to be identified in motion).

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

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

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

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

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

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

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



Downtown Development Authority
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Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: March 15, 2019

SUBJECT: Expand Review & Responsibilities of Lot O Subcommittee

The first meeting of the Lot O Subcommittee (Committee members, Bill Golden, Scott Hardy, Leah Bagdon-McCallum, Allison Beers and Debbie Hershey) occurred on Friday, March 8. The initial meeting looked at the approach of determining why 159 E. State Street rose as the top surface parking lot to redevelop, along with process of determining best use of the property as well as preparing a public engagement plan.

Upon reviewing the perimeter's, the Committee needed to look at all surface parking lots to determine why, and if, Lot O is the first lot to be looked at, as well as determine priority lots to redevelop. To do this, the DDA Board needs to broaden the scope of the review by the Committee to look at all surface parking lots and identify priority lots to redevelop based on criteria set by Committee.

This criteria and redevelopment would be part of the overview parking garage discussion at 145 West Front Street. Should a parking garage be built at 145, then the DDA should have an identified list based on the criteria set to repurpose/redevelop publicly held surface parking lots.

The subcommittee made a motion, which was supported and approved unanimously, that the DDA broaden the scope of the Lot O subcommittee to review all surface parking lots to determine priority lots for redevelopment as well as process for said redevelopment.

Should the DDA approve this broadening of scope the following motion is suggested:

RECOMMENDED MOTION: Approval to broaden the scope of the DDA Committee titled Lot O to include the review of all surface parking lots within the DDA boundaries to determine priority lots for redevelopment. Further, the Committee's name will be called "Surface Parking Lot Redevelopment Committee".



Downtown Development Authority
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Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: March 15, 2019
SUBJECT: Approval of Lease Agreement for Parking Lot S (305 West Front)

This agenda item is for a contract with the DDA and Pine Street One for leasing of parking at 305 West Front Street. The Contract is to clarify the area to be leased and maintenance components.

- Lease shall only be on paved parking area (anticipated to be 99 spaces)
- Maintenance shall only be on the paved area at a cost of \$28.04 per space
- Tree trimming along with western edge shall be the responsibility of land owner
- Term of the lease is one month, and for additional successive one-month term thereafter.
- Termination can occur with 60-day written notification.
- Cost of space

Agreement is recommended to be approved with the following motion to be made:

RECOMMENDED MOTION: Approval to enter into Lease Agreement with Pine Street One for property located at 305 West Front Street, subject to substance by DDA CEO and City Manager and form by DDA Attorney.



Downtown Development Authority
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231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: March 15, 2019
SUBJECT: Light Pole Agreement – Then and Now Project

The Traverse City Arts Commission has made a request to attach up to ten (10) signs containing historic photographs to existing Traverse City Light & Power streetlight poles in downtown along Front and State Streets as part of a temporary art exhibit titled 'Then and Now'. The size and location of the signs which will be located in the pedestrian way has been approved by Light and Power.

While there are no DDA costs related to this request, and the project is an Arts Commission project, the utility pole agreement is between the DDA and TCL&P. The Agreement requires installation be consistent with the requirements from the Michigan Manual on Uniform Traffic Control Devices. Further, costs to remove the signs would be the responsibility of the DDA.

Based on this requirement, the DDA will enter into an agreement with Arts Commission that any costs associated with the removal will be billed to Arts Commission.

This project was presented to the DDA in November and has been approved by the Arts Commission. Based on approvals, the following motion is recommended:

RECOMMENDED MOTION: Approval to enter into Agreement with Traverse City Light and Power to attach Then and Now Signs on Poles inside the DDA District, subject to approval as to substance by the DDA CEO and as to form by DDA Attorney.



Downtown Development Authority
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Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: March 15, 2019
SUBJECT: Three Year Elevator Service/Maintenance Contract

The DDA as part of the operation and management agreement with the City, completes the required contracts, which include the elevators at both the Hardy and Old Town Parking garages. As outlined on the attached memorandum from Parking Director, Nicole VanNess, the current three-year elevator contract expired on 2/28/19. Request for Proposals were sought with three companies responding. An outline of all three proposals are part of Ms. VanNess' memorandum, along with her recommendation to continue with the current vendor KONE.

Our current contractor, KONE, has responded in a timely manner to emergency calls and does not charge for emergency visits during work hours and has the lowest per hour rates for afterhours, holiday and Sunday calls.

Cost for the contract will come from the Old town and Hardy Parking Garage funds.

Based on the response for bids, the following motion is recommended:

RECOMMENDED MOTION: Approval to award three-year elevator contract and service order with KONE, which will include maintenance, examination, lubrication and safety testing at the Hardy and Old Town Parking Garages for a base rate not to exceed \$20,770 and emergency for afterhours, holidays and Sundays to be charged an additional hourly rate as outlined in their bid package submitted. Further, recommendation be forwarded to City Commission to approve contract.



Memorandum

To: Jean Derenzy, DDA CEO
 From: Nicole VanNess, Parking Director
 Re: March 5, 2019
 Date: 3 Year Elevator Service/Maintenance Contract

Our 3 Year Elevator Service & Maintenance Contract expired on February 28, 2019. We have completed the bidding process in order to execute new 3 year agreement.

Facilities Supervisor, Greg Sherred and I reviewed bid proposals from three bidders. I have attached the bid tabulation results for the elevator maintenance and service RFP below. We are recommending full maintenance instead of limited maintenance. Full maintenance includes parts and fluids in addition to the periodic inspections that are provided with the examination, lube and safety testing. This will reduce risk to the City and provides a predictable cost for elevator parts. This would be executed in contract with a service order for a three year period from April 2019-March 2021.

	EXAMINATION, LUBE, SAFETY TEST			FULL MAINTENANCE		
	1ST YEAR	2ND YEAR	3RD YEAR	1ST YEAR	2ND YEAR	3RD YEAR
KONE						
ANNUAL COST	\$ 3,360.00	\$ 3,460.00	\$ 3,565.00	\$ 6,720.00	\$ 6,921.00	\$ 7,129.00
EMERGENCY DURING WORK HOURS	\$ 145.00	\$ 149.00	\$ 154.00	\$ -	\$ -	\$ -
EMERGENCY AFTER WORK HOURS	\$ 246.00	\$ 253.00	\$ 261.00	\$ 170.00	\$ 175.00	\$ 180.00
HOLIDAY & SUNDAYS	\$ 290.00	\$ 299.00	\$ 308.00	\$ 200.00	\$ 206.00	\$ 212.00
OTIS ELEVATOR						
ANNUAL COST	\$ 2,351.00	\$ 2,400.00	\$ 2,500.00	\$ 5,232.00	\$ 5,495.00	\$ 5,770.00
EMERGENCY DURING WORK HOURS	\$ 360.00	\$ 380.00	\$ 400.00	\$ -	\$ -	\$ -
EMERGENCY AFTER WORK HOURS	\$ 360.00	\$ 380.00	\$ 400.00	\$ 295.00	\$ 315.00	\$ 340.00
HOLIDAY & SUNDAYS	\$ 360.00	\$ 380.00	\$ 400.00	\$ 295.00	\$ 315.00	\$ 340.00
SCHINDLER						
ANNUAL COST	\$ 3,360.00	\$ 3,360.00	\$ 3,360.00	\$ 5,520.00	\$ 5,520.00	\$ 5,520.00
EMERGENCY DURING WORK HOURS	\$ 445.00	\$ -	\$ -	\$ 445.00	\$ -	\$ -
EMERGENCY AFTER WORK HOURS	\$ 758.00	\$ -	\$ -	\$ 758.00	\$ -	\$ -
HOLIDAY & SUNDAYS	\$ 891.00	\$ -	\$ -	\$ 891.00	\$ -	\$ -

KONE is our current provider, and their local service technician has responded in a timely manner with each call over the past 3 years. Quicker response time is important to us on evenings and busy weekends, especially if someone were stuck in an elevator. Though KONE

has the highest annual fee of all bidders, they do not charge for emergency visits during work hours, and have the lowest per hour rates for afterhours, holiday and Sunday calls. In the past three years, we have had a handful of non-work hour and Sunday calls. Their lower hourly rates will save money over the duration of the agreement based on our experience with emergency calls.

RECOMMENDED MOTION: The DDA Board approves and recommends the City Commission approve the execution of a three-year contract and service order with KONE for full elevator maintenance, examination, lubrication and safety testing at the Hardy and Old Town Parking Garages, in the three year base total amount of \$20,770 with emergencies for afterhours, holidays, and Sundays to be charged an additional hourly rate for as outlined in the bid tabulation with funds available in both the Hardy Parking Garage and Old Town Parking Garage Funds.



Downtown Development Authority
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231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: March 15, 2019
SUBJECT: Website for Parking

As reported previously, the DDA has separated out from the DTCA (merchant retail side) website to have a better user experience to easily find the projects which the DDA works on. The DDA website is now up and running and the time is now to move Parking on a similar platform that provides the user an easier/friendly ability to access information. At the same time the website would convert to WordPress which can be worked on and maintained.

Recommendation is to utilize OneUpWeb for this work, which completed the DDA website and has worked previously with the DDA. For the parking website, the cost would come out of the parking enterprise fund.

Should the DDA Board agree with staff, the following motion is recommended.

RECOMMENDED MOTION: Approval to waive the competitive bidding process and execute an agreement with OneUpWeb for the parking website design, development and content migration in an amount not to exceed \$10,300.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 7, 2019
Date: Parking Website

For months, there have been discussions on separating the DDA, DTCA, and Parking webpages to provide a better user experience. The pages would reside one main/parent site with each department having a subsite.

The DDA launched their subsite over the winter. We feel the site is stable, and the work is complete. We are ready to begin migrating the Parking pages into a subsite to continue to create a user friendly experience when finding information related to parking and address parking inquiries. The migration will include converting the site to WordPress and transferring content.

RECOMMENDED MOTION: The DDA Board recommend the City Commission waive the competitive bidding process and execute an agreement with OneUpWeb for the Parking website design, development, and content migration in an amount more-or-less than \$10,300 with funds available in the Auto Parking Fund.



Downtown Development Authority
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Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: January 18, 2018
SUBJECT: Update on Projects

Lower Boardman River Leadership Team:

- Working with Smith Group on a phased-in contract. As reported via a memorandum, the DDA was awarded a \$5,000 grant from the Consumers Foundation for the Lower Boardman, with the \$10,000 DDA contribution allowing a negotiation on such a phased-in approach.
- Coastal Zone Management Grant for River Trail. Receiving proposal from Gene Ullery-Smith to complete signage design for the River Trail, consistent with the approved water trail plan. Work will be in conjunction with the Lower Boardman River Team.

Leadership:

- Business Retention/Recruitment: Working on the feasibility of application through the USDA associated with business retention in Downtown.
- Application is being investigated for façade improvements.

Development:

- Meetings have occurred with potential development on East Front and in the Warehouse District. Additional information will be provided to keep Board members apprised of new investment within the District.

Infrastructure:

- Bridge Repairs: Presentation will be made at our March meeting on the West End Bridge. I have worked with Traverse City Light and Power to identify a new type of lights for the bridges which brings more of an entrance. Cost of the lights will be presented to the Board as soon as same is available.

Follow-up from Leadership Meeting:

- Working on responsibilities/duties of Governance Committee and Finance Committee for the DDA Board. At the March meeting, I would recommend that four board members be appointed to each of these Boards to start the work

identified within the leadership meeting. If any members are interested, please let me know and I will put interested names on the March cover memorandum.

RECOMMENDATION: Information only.



Downtown Development Authority
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Memorandum

To: Downtown Development Authority
From: Leah Bagdon-McCallum, Chair
For Meeting Date: March 15, 2019
SUBJECT: Appointment to Farmers Market Advisory Board 2019 Slate

Terms for three positions on the Farmers Market Advisory Board have come up as of February 2019. Two of our current Board Members would like to re-up their terms. After discussing the applications with Nick Viox, Events & Programming Coordinator, I would like to recommend the following slate to the DDA Board:

Tricia Phelps - she is our current chair and we are going through a few changes (in particular with programming which she is on the subcommittee of). We would like her to remain on the Board so she can champion those changes through.

Gary Jonas - He is the other leading voice on the programming committee and is our only Downtown business representative on the Board. We believe his voice is an incredibly beneficial one.

Joann Brown - She owns Interwater farms, is there both Wednesdays and Saturdays and her family has been dedicated to the market for years. Furthermore, the Advisory Board is hoping to increase our variety of vendors. We currently do not have a lack of fruit vendors and no apple vendors on our Board. We believe she will be a welcomed voice and presence.

We had other strong applicants, but we believe the variety that Joann will bring with her farm location and growing experience with fruit will be incredibly helpful with our current audit process. We also believe that the other two on the slate will provide some consistency and history for the Board going forward. We would like to approach the other qualified applicants in future years.

RECOMMENDED MOTION: Approval to Appoint Tricia Phelps, Gary Jonas and Joann Brown to the Farmer's Market Advisory Committee for three-year term.



Downtown Development Authority
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jean@downtowntc.com
231-922-2050

Memorandum

To: Jean Derenzy, DDA CEO
From: Nick Viox, Events & Projects Coordinator
For Meeting Date: March 15, 2019
SUBJECT: Farmers Market Recommendations

The Farmers Market Advisory Board has been working on several issues to help promote and enhance the overall Market.

TASTE THE LOCAL DIFFERENCE AGREEMENT

Last year we entered into an agreement with Taste the Local Difference to provide food trucks. This year we would like to expand their offerings to create more programming (i.e. cooking demonstrations, canning demonstrations, community partnerships, etc.) within the WEDNESDAY MARKETS. This would cost \$3500, or \$350 per market, total of 10 markets/2 per month. A formal proposal will be presented to the Advisory Board and then to the CEO for final approval. We are hoping to cover this cost mostly through sponsorship.

We would also like to create a printed brochure that describes these classes/programs to the customer and potential customers of the market.

SIGNAGE

The Advisory Board is working to identify signage to promote and have a consistent message. Quotes are being sought to allow the signage to be implemented for this Market year.

LAYOUT

Wednesday markets are looking at a new layout that puts a focus on the customer, which has been approved by the Farmers Market Advisory Board and vetted by all vendors.

BUDGET

The Advisory Committee appreciates your work in identifying the Revenue and Expenditure approach for the Farmer's Market (being a component budget within the DDA Budget). This accomplishes the following:

- Clarity of expenses for the Board & Vendors
- Clarity for planning parameters
- Knowing the actual profit/benefit of the Farmers Market for the DDA
- Year to Year Comparisons

We are hoping this budget can include a sponsorship line item, as well, as we think that will be crucial

RULES UPDATES

The Farmers Market Advisory Board has recommended some updates to the 2019 Farmers Market Rules. These include some grammar issues, changing of the "Vendor Audit Process" to the "Vendor Visit", and a \$5 increase to Saturday Booth payments. We are requesting that this \$5 increase go exclusively to marketing/signage at the market space. Therefore, **we recommend that the DDA Board of Directors adopt the rule changes for the 2019 Sara Hardy Downtown Farmers Market as proposed by the Farmers Market Advisory Board in the memorandum provided by Nick Viox.**



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: March 6, 2019
Date: Parking Services Updates – February/March 2019

Lot P – Temporary Use

Our Attorney prepared a summary of the losses to review with Elmer's since the parking lot construction was not completed prior to winter. Upon meeting with Elmer's, it was determined that we would be permitted to park temporarily on the gravel lot until it can be paved in the late spring. Elmer's will plow the lot to ensure there is no damage to the lot, and we will not be billed for the charges. Since the lot has reopened, we have seen usage between 20+ vehicles daily.

Park Street Public Restrooms

In January, we reported damage to the sink in the family restroom which resulted in the restroom being out-of-order. Shortly after, the men's restroom had damage to the sink and became a place to congregate and provide shelter from the colder February temperatures. We have locked all three restrooms and removed from public use so the repairs could be completed. We will reopen in April.

Hardy - Elevator Travel Cable

During our quarterly inspection, our service provider reported a fraying travel cable in the NE elevator at Hardy. We obtained three quotes, and awarded the work to our current service provider. We do not have a date for the repair, but it will involve the elevator being taken out of service for 1-2 days.

Old Town – Elevator Replacement

The NE elevator is out-of-order. We do not have a timeline for repairs. As you may recall, we have struggled with many expensive repairs over the last 5 years, and recurring packing issues. At this time, we are going to work with an engineering consultant to draft proposal requests for the full replacement of the elevator. We will compare the past expenses and quotes for the needed repair to the elevator replacement bids. It may be more cost effective in the long run to do a full replacement versus the repairs.

Retail Parking Concerns

We have reserved the City Opera House the evening of Wednesday, April 24th to meet with merchants on their parking concerns. We are working to schedule a morning meet and will update you next month.



Memorandum

To: Jean Derenzy
From: Colleen Paveglio
Re: Communication Update
Date: March 8, 2019

Website

The new website for the DDA launched in early January, www.dda.downtowntc.com. We will be embarking on the development of a new parking website and downtown website this Spring. The DDA and Parking sites will serve as micro sites of downtowntc.com, dda.downtowntc.com and parking.downtowntc.com. This way, each site can function individually, but can all be on the same platform, have search-ability between one another, and an easy and seamless user experience when navigating through all three sites.

Facebook

We continue to share projects and meetings and will also be incorporating interesting planning initiatives, blogs, and articles that can be applied to the Traverse DDA and the region as a whole. Please give us like and share anything you feel is interesting! Each like and share can increase our engagement.

Lower Boardman River Leadership Team

Jean and I will be working with the Lower Boardman River Leadership Team and SmithGroup on the community engagement process. The first meeting will take place on Monday, March 18th and we are excited to approach this endeavor with a progressive community engagement plan.

Destination Downtown

The Destination Downtown Page grew out of the pilot phase and is now an official program on March 1, 2019! Our initial approach to the program was to provide cards to as many employees

interested in hopes that they would expose transit. We now have a better tracking system, Business Coordinators, and an organized program that should run efficiently and easily for the pass holders. Currently, we have six businesses that have registered and a total of 25 employee pass holders. Also, we are pleased that Destination Downtown saw it's highest week of ridership in February!

DTCA Update

The DTCA just wrapped Traverse City Restaurant Week and we are working on the planning of Spring and Summer events in the month of March.

Annual Report

The 2018 Downtown Annual Report was completed and published on February 15, 2019. This report is a comprehensive summary of accomplishments from the DDA and its entities such as the Sara Hardy Downtown Farmers Market, the Downtown Traverse City Association, and Traverse City Parking Services. We want to thank you for your leadership throughout the past the year and guiding staff to accomplish goals and we are looking forward to an exciting 2019!

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE MINUTES
Thursday, November 29, 2018, 11:00 AM
400 Boardman Avenue, 2nd Floor Committee Room
Traverse City, MI 49684
www.downtowntc.com**

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

1) Roll Call

Present: Steve Constantin (departed at 12:20 PM), T. Michael Jackson, Scott Hardy, Todd Knaus, Rick Brown, Debbie Hershey, Jeff Joubran

Absent:

2) Meeting Minutes: **The meeting minutes from November 28, 2018 were approved as presented upon motion by Jackson, seconded by Brown. Motion carried unanimously.**

3) Destination Downtown

A. Destination Downtown Agreement (TDM 3 Yr. Plan)

a. Constantin requested additional information on cost analysis to operate program versus construction costs to demonstrate benefits to public and employers.

b. **Motion by Constantin, seconded by Hershey that the Parking Subcommittee recommends the DDA Board approve the Destination Downtown Agreement with Bay Area Transportation Authority to be effective March 1, 2019-February 29, 2020 subject to content approval by the City Attorney. Motion carried unanimously.**

B. Establish Destination Downtown Program Fees

a. Brown suggested revisiting program fees if the participation and utilization of the program decreases.

b. **Motion by Knaus, seconded by Constantin that the Parking Subcommittee recommends the DDA Board approve and establish the recommended Employer Participation Fees and Pass Fees as presented. Motion carried unanimously.**

C. Bayline Contribution

a. Derenzy explained the need to obtain a report from BATA for current sponsorship and program success in order to consider the DDA's contribution in the coming year(s).

b. Hershey requested information on feasibility and long-term plans for the route to remain fare-free.

c. **Motion by Brown, seconded by Joubran that the Parking Subcommittee recommends the DDA Board approve an additional contribution to the Bay Area Transportation Authority in the amount of \$5,000 for the Bayline Route. Motion carried unanimously.**

4) High and Low Impact Event Lot Rental Rates

A. Discussion on NCF and TCFF exempt status from paying rental fees, and recovering billable staffing expenses.

B. Constantin suggested the fee to be based on a formula rather than actuals.

C. Joubran suggested the rates align more with event and bagged meter rates.

D. Constantin requested this item be removed and placed on the February agenda.

5) Committee Review of Transportation Demand Management 3 Year Plan

A. Residential Parking (TDM)

- a. Discussion on moving forward by breaking residential parking into subtopics and accomplishing one subtopic at a time, and move forward with residential permits for the purpose of residents obtaining permits to park past the post hour limit signs only at this time.

6) Merchant Citation Fund

- A. Discussion on suggested fund and how other solutions should be explored to see if this is the right direction for parking and its impact on businesses.

7) Parking Violation and Fine Amounts

A. \$5 Meter Violation/Same Day Discount

- a. **Motion by Jackson, seconded by Constantin that the Parking Subcommittee recommends the DDA Board approve an ordinance change to Section 488.06 (33) schedule of fines to remove the \$5 if paid same date as date issued by midnight for online or in-office payment only from the meter violation fine schedule subject to content approval by the City Attorney. Motion carried unanimously.**

B. Review/Compare Violation Fine Amounts (TDM)

- a. Derenzy requesting moving this item to the February agenda.

Constantin departed at this point in the meeting

8) Valet Parking Ordinance (TDM 3 Yr. Plan)

- A. Discussion on valet locations fixed vs. requested, and how limiting the location could impact other businesses or the overall operation of a valet.

9) Traffic Committee Update

- A. Overnight Parking Pilot

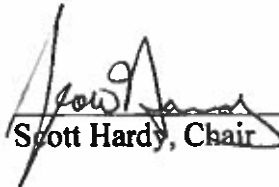
10) Introduction to February Agenda

- A. Parking Contract and Budget
B. Meter Bag Policy
C. Event Rate for Metered Lots
D. Metered Beach Lots
E. Bay Street Parking

11) Public Comment

- A. Tyler Bevier, BATA, congratulated the DDA on receiving \$2 Million from State of MI for Civic Square project.

12) Adjournment. The meeting officially adjourned at 12:34 PM.


Scott Hardy, Chair

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, February 13, 2018, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.downtowntc.com**

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

Present: Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Michele Howard, Jennifer Jay, Rick Korndorfer, Russ Soyring, Mike Vickery (via phone)

Absent: Harry Burkholder, Tim Ervin, Brett Fessell, Deni Scudato

DDA Staff: Colleen Paveglio

1. **Meeting Minutes: The meeting minutes from December 5, 2018 were approved as presented upon motion by Crafts, seconded by Soyring. Motion carried unanimously.**
2. **Introductions SmithGroup and Board Members**
3. **Planning Process & Schedule**
 - a. **Phase 1: Building & Project Visions**
 - i. **February - April 2018**
 - ii. **Information Gathering**
 - iii. **Public Engagement Plan**
 - b. **Phase 2: Creating A Plan - Implementation**
 - i. **May - September 2018**
 - ii. **Public Engagement**
 - iii. **Recommendations**
 - iv. **Final Report**
 - v. **Strategy for Implementation**
 - c. **Project Organization**
 - d. **Roles & Responsibilities**
 - i. **Leadership Team/Subcommittee**
 - ii. **Collaboration**
4. **Visioning Exercise**
 - a. **Stated Objectives - introduce to the public and gain feedback**
 - i. **Shifting the cultural and environmental approach of the river**
 - ii. **Finding balance**

- iii. Restoring and protecting
- b. I will consider this effort a success when.....
 - c. If this plan only does one thing, what should it be?
 - d. Short-term wins?
 - e. What have been the greatest challenges to implementation?
5. Identifying Stakeholders
 - a. Who & How
 6. Appointment of Public Engagement Subcommittee
 - a. Burkholder
 - b. Fessell
 - c. Jay
 - d. Vickery
 - e. Crafts
 - f. Derenzy
 7. Next Steps
 - a. 2019 meeting schedule
 - b. DDA to review contract at March meeting
 - c. SEED Grant
 8. Public Comment
 - a. Sue Torgerson, 967 Lake Ridge Drive, commented on public engagement
 - b. John Nelson (via letter read by Christine Crissman), 4022 Incochee Court, referred to public engagement
 9. Adjournment. The meeting officially adjourned at 6:48 p.m.

Respectfully submitted,

Colleen Paveglio

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

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, JANUARY 10, 2019
8:30AM • DOWNTOWN OFFICE

MINUTES

1. Call to order (*McMillen*)
 - a. Present: Todd McMillen, Jeff Libman, Dawn Gildersleeve, Susan Fisher, Liz Lancashire, Jake Kaberle, John McGee
 - b. Absent: Misha Neidorfler, Kim Bazemore

2. Approval of Minutes of the Board Meeting of December 13, 2018 (*McMillen*) *Minutes from the December 13, 2018 board meeting were approved upon with a motion by Libman and seconded by Gildersleeve. Motion carried unanimously.*

3. Event Report (*Viox*)
 - a. Downtown Art Walk - Wine Coast Traverse City
 - i. Grand Traverse Wine Coast
 - ii. Focus on Art
 - b. Downtown Chili Cook Off
 - c. Traverse City Restaurant Week
 - d. Downtown Art Fairs

4. Financial & Marketing Report (*Paveglia*)
 - a. Financial Reports *Financial Reports were approved as presented upon motion by McGee and seconded by Fisher. Motion carried unanimously.*
 - b. Marketing Report
 - i. Website
 - ii. Calendar
 - iii. Social Media & Newsletter Report

5. Committee Report
 - a. Review & Search Committee
 - i. Recommended changes of the contract presented

6. President's Report (*McMillen*)
 - a. Bylaw Review & Subcommittee
 - b. Gift Certificate Extravaganza Winner

7. New Business (*Paveglia*)
 - a. Then & Now Project Update
 - i. Waiting on a memo confirming the height change of the sign
 - b. Shoveling on Businesses that are closed

- i. McGee will reach out to the two property owners on the 100 Block that are closed for the winter to remind them of the ordinance requirements

8. CEO's Report (*Paveglia*)

- a. Website - New DDA Website will be launching this week
- b. Parking Subcommittee created
- c. Lower Boardman River Plan - will have community engagement sessions to discuss the plan
- d. TIF 97 Renewal Support

9. Adjourn

FARMERS MARKET ADVISORY BOARD

REGULAR MEETING DRAFT MINUTES

Monday, February 4, 2019, 9:00 am
Training Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

1. Roll Call
 - a. Present - Scott Hardy, Tricia Phelps, Nic Welty, Linda Grigg, Courtney Lorenz, Sue Kurta & Gary Jonas
 - b. Abent - Meghan McDermott, Brenin Wertz-Roth, Tim Werner, & Lori Buchan
2. Approval of Minutes
 - a. Motion to approve the December 17, 2018 minutes as presented by Lorenz
 - b. Seconded by Grigg
 - c. Approved Unanimously
3. Budget Update
 - a. Budget will be formalized within the DDA Budget and presented in July
4. Programming Committee Update
 - a. Wednesday Market Layout Feedback
 - i. Emails to Nick was in favor it
 1. In favor of the move, on the whole
 2. Would require the increased funds for Saturday to go toward Marketing, as mentioned in our November meeting
 3. Vendors complained about congestion in particular
 - ii. Proposed Wednesday Programming Update
 1. **OPTION 1: 10 Cooking Demos, 2 Wednesdays per month (June-October) - provided by Taste the Local Difference**
 - a. Set-up by 8:00 am, programming and samples available between 8:30 -12:00

TLD will:

- ensure required licensing is complete for demos
- set up a tent and table for each demo
- organize guest chefs and demo leaders
- encourage additional promotion from those guests to their audiences
- spend \$50 per demo day on ingredients at SHFM
- provide marketing and promotion of the demos to TLD's audience
- have basic programming details outlined by May 1st to include in SHFM's print materials

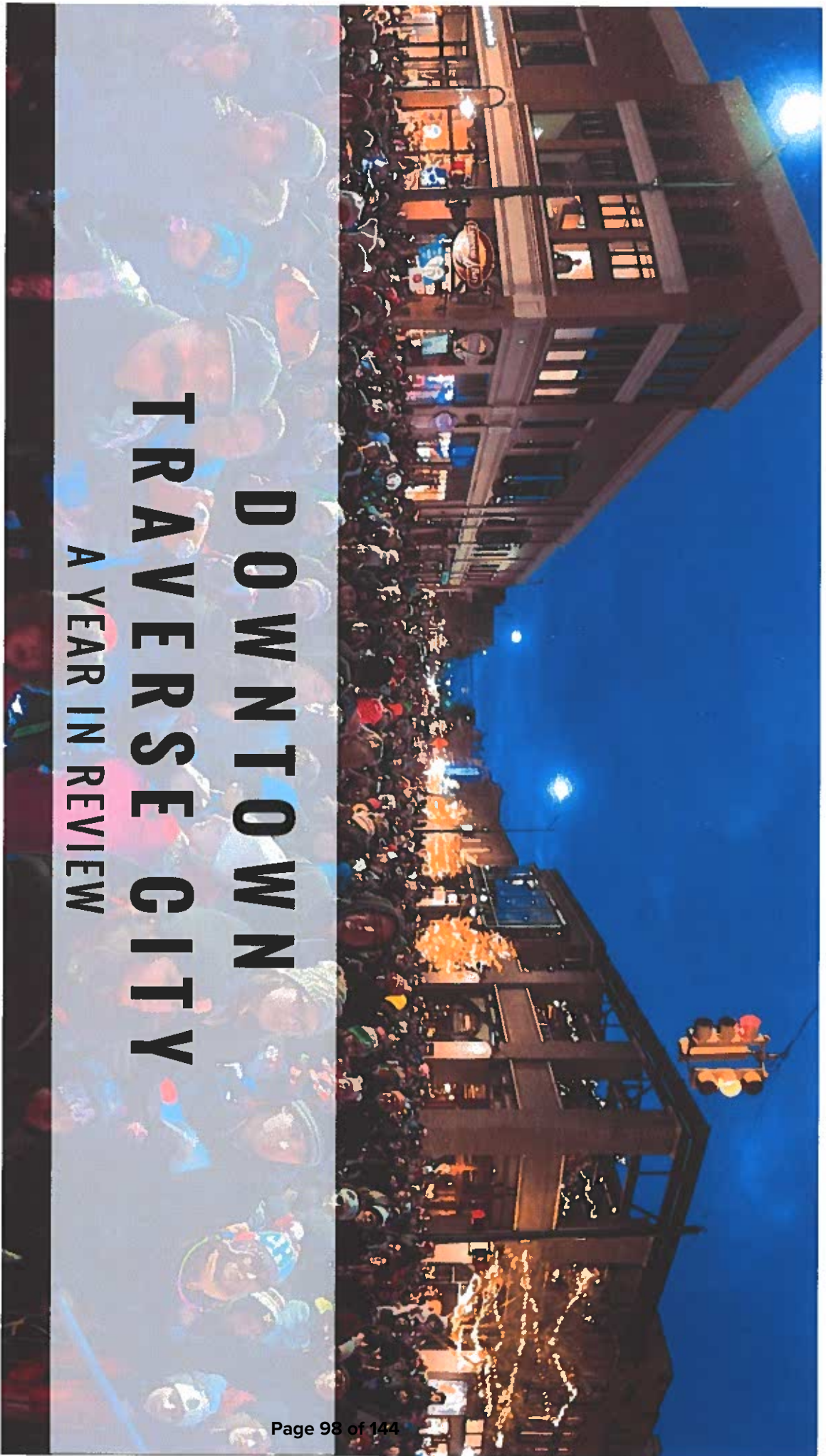
SHFM will:

- provide a consistent location for demos
- design and print promotional materials
- make available chairs or picnic tables for audience
- purchase bulk order of compostable sampling cups/napkins
- include TLD's name and logo in promotions

Cost: \$3,500, \$350 per market demo, \$1500 for printing and signage

5. Operations Committee Meeting Set Up
 - a. Meeting for Wednesday, 2/6
6. Public Comment
7. Adjournment

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DOWNTOWN TRAVERSE CITY A YEAR IN REVIEW

THE 2018 ANNUAL REPORT FOR THE DOWNTOWN DEVELOPMENT AUTHORITY



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Downtown Annual Report

A word from our Leaders

Welcome to the 2018 Annual Report for the Traverse City Downtown Development Authority. The DDA is a component unit of the City of Traverse City and serves as Downtown Traverse City's steward. As we both entered our first year leading the DDA as Board Chair and CEO, we anticipate a bright future for our beloved Downtown. Adopting a Strategic Plan, a living document that will serve as a guide for the next three - five years, was a top priority for our Board of Directors. Before being formally adopted, we sought public input. The plan now serves as a roadmap for how we approach, prioritize and implement public improvement projects. Utilizing our core strength to accomplish our Strategic Goals, and strengthening relationships with governmental agencies, the private sector, and local non-profits have contributed to increased engagement, productivity, and innovative ideas.

The past year had its accomplishments, but more importantly, it is critical to look to the future of Downtown Traverse City as it serves as the regional hub for northern lower Michigan. How do we continue the momentum? Paying attention to national trends, continuing to utilize funding tools such as Tax Increment Financing (TIF) in a responsible and efficient manner, and engaging the community in our efforts, will result in a sustainable Downtown that will serve generations to come.

The DDA strives to serve our community through thoughtful planning that will result in a vibrant city center that is walkable, economically healthy, and most of all, enjoyed by our residents. We appreciate your continued support and encourage you to be a part of the conversation as it pertains to Downtown Traverse City. Like us on Facebook, check out the new DDA website, attend our meetings, or simply reach out to us any time. We hope you enjoy looking through the hard work and dedication the DDA has provided to the Traverse City community this past year and we look forward to seeing you Downtown!

Best Regards,

Leah Bagdon-McCallum
DDA Board Chairperson

Jean Derenzy
DDA CEO



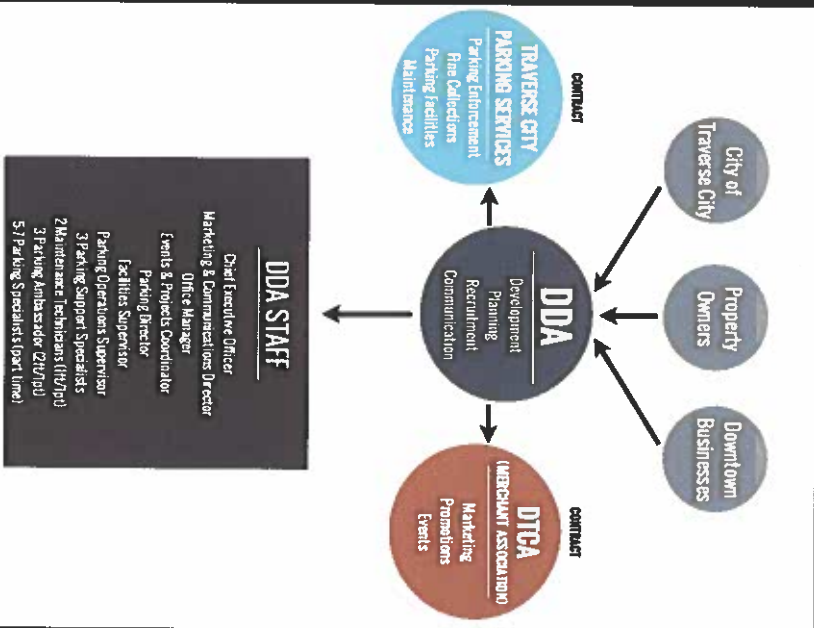


Downtown Development Authority

The Traverse City Downtown Development Authority was established in 1978.

DDA BOARD OF DIRECTORS

- Leah Bagdon McCallum
Chairperson
- Gabe Schneider
Vice-Chairperson
- Steve Constantin
Secretary
- Bill Golden
Treasurer
- Mayor Jim Carruthers
- Allison Beers
- Harry Burkholder
- Collette Champagne
- Scott Hardy
- Debbie Hershey
- T. Michael Jackson
- Jeff Joubran



MISSION

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.



Strategic Plan

Preparing for the future of Downtown Traverse City and public projects associated with the District, the DDA adopted a three year Strategic Plan. Strategic Goals will be accomplished through the Core Strengths.

STRATEGIC GOALS

REAL ESTATE DEVELOPMENT
PARKING & TRANSPORTATION
BUSINESS RECRUITMENT & RETENTION

GOAL: Real Estate Development & Place Making

- Continue existing TIF Plans, begin process to update TIF Plans
- Establish process to identify and acquire properties for reuse and redevelopment.
- Develop & implement universal access system so people of all ages, needs and abilities can enjoy the lower Boardman River, complementing Union St. Dam work
- Finalize site plan and design and initiate funding campaign for Farmers Market

GOAL: Parking & Transportation

- Update definitive parking strategy and develop parking business plan using results of Transportation Demand Management Study
- Proceed with West Front Parking Garage when financially feasible
- Prepare and implement strategy for Transportation Demand Management Study
- Provide leadership for regional commuting strategy

GOAL: Business Recruitment & Retention

- Expand Redevelopment Ready Certification and attain true development readiness
- Work with appropriate interests to develop a one-stop development response program

CORE STRENGTH
LEADERSHIP

CORE STRENGTH
MARKETING & PROMOTION

CORE STRENGTH
PARTNERSHIP & COLLABORATION



Annual Work Plan

The Annual Work Plan is the guiding document to reach yearly goals of the Board detailed in the Strategic Plan.

WORK PLAN

1

REAL ESTATE DEVELOPMENT & PLACE MAKING

PROJECT 1: Lower Boardman River Unified Plan

PROJECT 3: Farmers Market

PROJECT 2: Redevelopment of Parking Lot D

PROJECT 4: Building Standards

2

PARKING & TRANSPORTATION

PROJECT 1: West Front Parking Garage

PROJECT 2: Develop the Implementation for Transportation Demand Management Study

3

LEADERSHIP

PROJECT 1: Implement Board Orientation

PROJECT 3: Develop Leadership Opportunities for Corridors

PROJECT 2: Write Grants

PROJECT 4: Assist in Implementation of High Fiber



Your Dollars At Work

The DDA has an Operational Budget and two Tax Increment Financing Budgets (TIF 97 and Old Town TIF) to accomplish goals.

Operational Budget

The Traverse City DDA Operational Budget is funded through a 2 mill levy on property owners within the DDA District. Additional funding comes from intergovernmental contracts, fees, and the Downtown Traverse City Association. The DDA Operational Budget supports administration, professional services, office supplies/rentals, and professional development.

Parking Administrative Fee

The DDA has an intergovernmental agreement with the City of Traverse City to manage Traverse City Parking Services (TCPS). The administrative fee to manage parking is taken straight from the Parking Enterprise Fund and covers the cost of administration for the employees working within the parking department. Therefore, TCPS is self sustaining. No City General Fund dollars are provided to the DDA for staffing of the organization or the parking department.

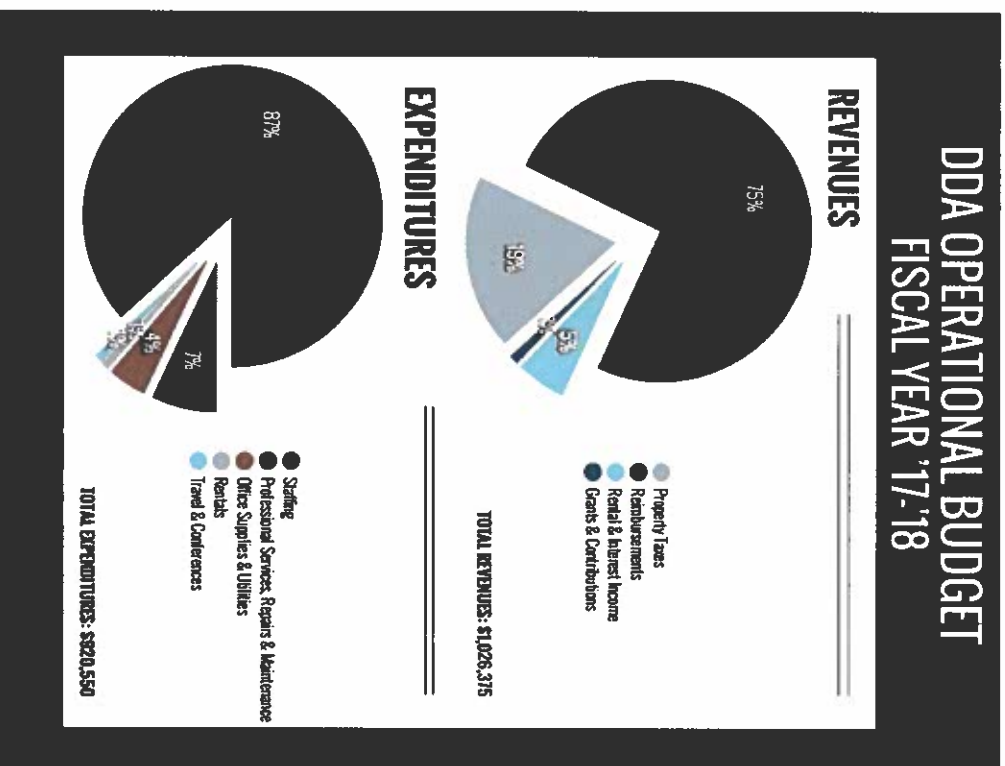
TCPS then operates with a separate annual budget that is generated through parking revenues. The City of Traverse City General fund receives 10% of parking revenues annually.

Tax Increment Financing

The DDA has two Tax Increment Financing (TIF) plans, TIF 97 and Old Town TIF. TIF is used to fund public infrastructure projects in the DDA District. The two TIFs are charged an administrative fee that serves as revenue for the Operational Budget. Annually, the City of Traverse City General Fund receives a percentage of TIF revenues from TIF 97 and Old Town TIF.

Downtown Traverse City Association Administrative Fee

The DDA has an agreement to manage the Downtown Traverse City Association (DTCA), a non-profit organization that is responsible for the marketing and promotion of Downtown Traverse City. The DTCA is funded through merchant dues, program revenues, and sponsorships. Special events, the Downtown Gift Certificate Program, and the overall promotion of Downtown is funded by the DTCA budget. The DTCA provides nearly \$70,000 annually to the DDA for administration.





Tax Increment Financing

The Downtown Development Authority Act, Act 197 of 1975 provides several methods for Downtown Development Authorities to work in partnership with municipalities and property owners to finance public infrastructure. One of these methods is Tax Increment Financing (TIF).

The DDA has two Tax Increment Financing Districts, Old Town and TIF 97. The Old Town TIF plan was adopted in 2016 and the TIF 97 plan was adopted in 1997.

What is TIF?

Tax Increment Financing (TIF) is a funding tool for DDA's to promote economic development by earmarking property tax revenue from increases on the private sector's assessed values within a designated TIF district. A "plan" is put in place to develop strategies for growth in the local economies. Strategies focus on job creation, increased economic activity, and ultimately a broader economic base that can support needed government services.

How Does it Work?

TIF is a capture on taxes in the defined district after the tax base has been set. For example, TIF 97 was set in 1997 and any increase in property values resulted in an increase in the tax base. Private investment results in increased taxes that are captured by the DDA and utilized for public infrastructure projects in the defined district.

Who Participates in TIF?

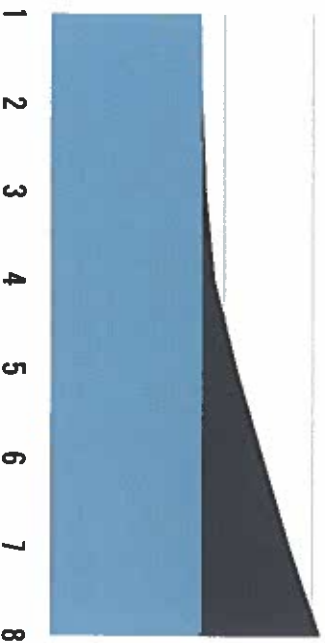
TIF is a regional collaboration with local taxing jurisdictions. Without the participation of the City of Traverse City, Grand Traverse County, BATF, Library, NMG, and local millages, TIF would not be a successful tool toward a healthy regional hub. As illustrated in the graph, when the tax base grows, the DDA captures the increased amount.

So... think tax revenue sharing. When TIF is used to repair a bridge in Downtown Traverse City, that bridge is used by residents and visitors from all over the region and beyond. TIF is a unique tool that supports such projects. The unique funding mechanism provided opportunity to invest publicly without having the City of Traverse residents bear the financial burden solely to invest in the economic epicenter of our region.

TIF uses increased tax revenue spurred by private investment to pay for public investment. The graph below illustrates a hypothetical TIF district established in year 2.

Tax Base

Tax Capture





TIF Benefits

Traverse City, along with other communities in the state of Michigan (such as Ann Arbor and Grand Rapids), has been credited for effectively and responsibly using TIF as an economic development tool with sound financial management that promotes economic growth and contributes toward a vibrant and authentic Downtown that serves our region.

How is TIF Funding Spent?

Major projects include the Hardy and Old Town Parking Garages, Pine Street Pedestrian Bridge, Streetscapes (sidewalks and street trees), bridge replacement/repairs (all bridges in Traverse City are in the DDA District), and Riverwalks. TIF has also funded park improvements at Ginch Park, the Jay Smith Walkway, and Lay Park.

What are the Benefits of TIF?

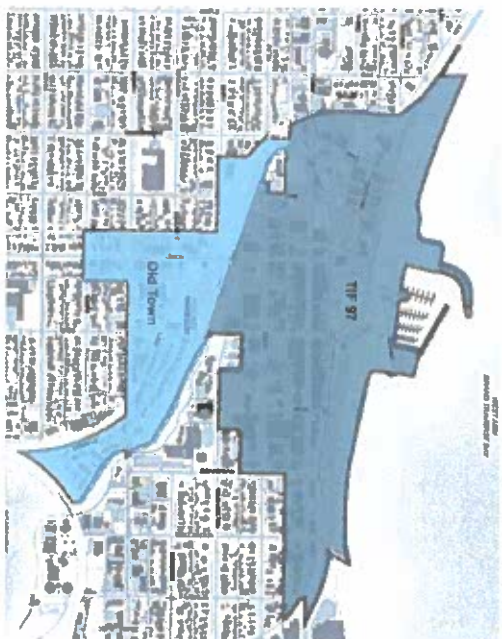
Investing in the city center and utilizing tools such as TIF increases the tax base and increases rural prosperity. In fact, Downtown TC generates three times more taxes per acre than the rest of the City. A vibrant Downtown increases property values not only in the district, but beyond. **Ultimately, Downtown TC serves as a revenue generator for the City and the County.**

TIF dollars are utilized to leverage other funds. For example, when bridge work takes place, TIF is used as the required match for MDOT and federal funding.

TIF is also used to increase the tax base, levy funds for environmental clean up, and serve as a catalyst for private investment. The Iron Works property in the Old Town District was one of the first TIF projects. TIF dollars were utilized for public infrastructure (riverwalk) while a private investment was made to redevelop the property.

Interesting Fact!

Large infrastructure projects such as the Hardy and Old Town Parking Garages would not have been possible without TIF as a funding tool. The City General Fund would not be able to support such projects of this magnitude on its own had TIF not been utilized. No City General Fund dollars were used for several DDA projects, such as the bond repayment for the Old Town and Hardy Parking Garages, bridge repair, Pine Street Pedestrian Bridge, Park Street reconstruction, Garland Street, etc.



The objectives of the DDA legislation, which allows for the creation of TIFs, are to help cities accomplish the following:

- Correct and prevent deterioration of their business districts
- Encourage historic preservation
- Promote the economic growth of the designated downtown area for downtowns



Past TIF Accomplishments

The DDA has utilized TIF to implement a number of public infrastructure projects that have had a significant impact on our local economy and provided walkability in our City Center. Public improvements have also resulted in significant private investment and job growth.



**HARDY & OLD TOWN
PARKING GARAGES**



STREETSCAPES



**PINE STREET
PEDESTRIAN BRIDGE**



**CLINCH PARK &
PEDESTRIAN
TUNNEL**



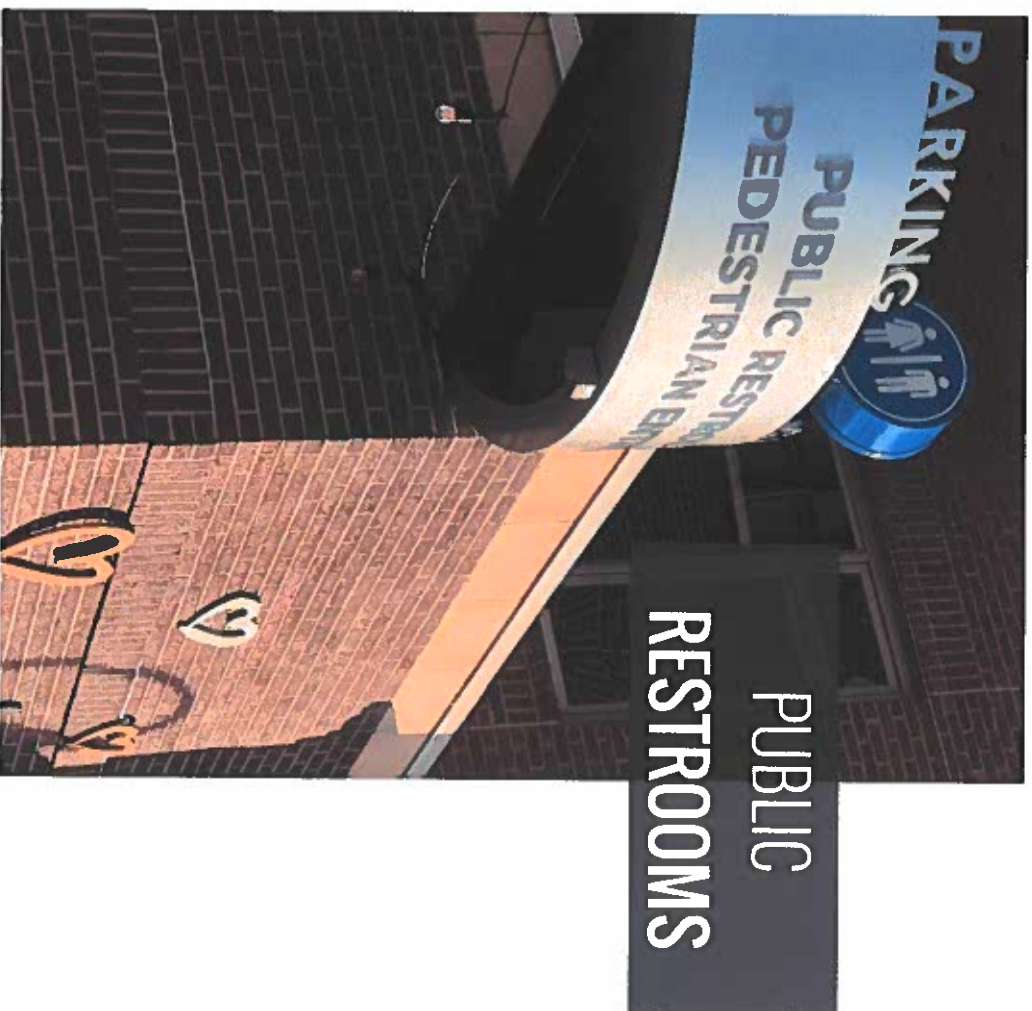
PUBLIC WIFI



**PUBLIC
RESTROOMS**



Public Improvements



PUBLIC RESTROOMS

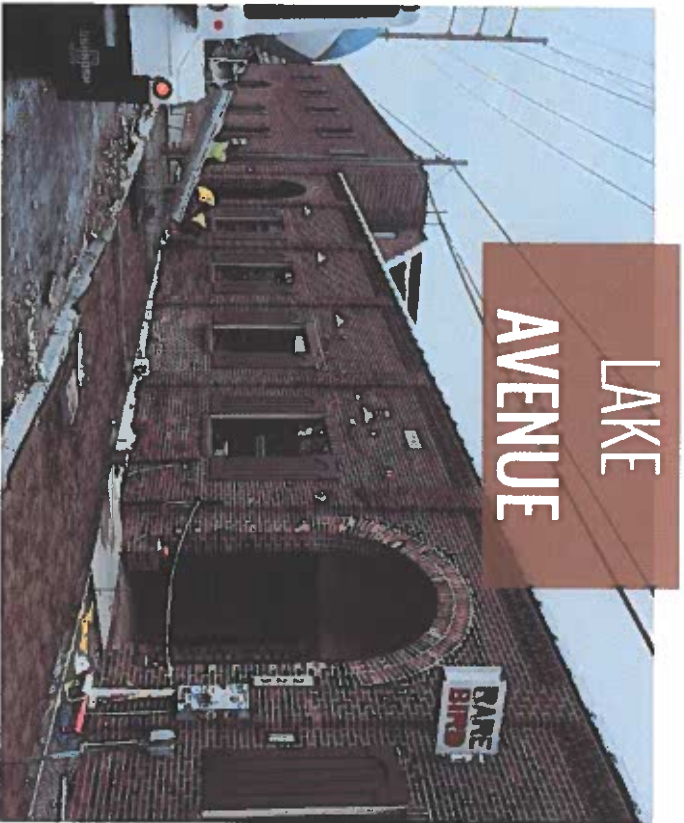
The DDA bonded for the Hardy Parking Garage in 2002. Included in the project was the construction of public restrooms at the Park Street pedestrian entrance to the Garage. In an effort create efficiencies in construction, the project was dependent upon a private developer at the Radio Centre III site. Socks Construction broke ground in 2016 and the public restrooms were constructed at the same time. The DDA was able to officially open the Park Street Public Restrooms in May 2018. This project serves as an amenity to the Downtown community and provides a more family friendly atmosphere. The cost to maintain and clean the restrooms are paid for by Traverse City Parking funds.

The Public Restroom construction project was funded by TIF 97.

The DDA also participates in a unique program where a stipend is provided to business owners to provide public restrooms. Locations include Morsels Espresso + Edibles, Milk & Honey, Espresso Bay, Great Lakes Bath & Body, and Brew. This program is supported through funds from TIF 97.



Public Improvements



The reconstruction of Lake Avenue and the addition of streetscapes has been a long planned project. We are pleased the project was completed in November 2018 and will serve as the impetus for the Envision Eighth Street reconstruction project, which the City of Traverse City has slated for Spring 2019.

The DDA's goal for this project was to maintain the special character in the Old Town District, while still developing unique elements for the businesses in the immediate area, improving the function and safety of the street and sidewalks, and upgrading the utilities.

The Lake Avenue project was funded by Old Town TIF. Private property owners along the corridor participated in half of the cost of streetscapes.

STREET RECONSTRUCTION WITH INTERSECTION IMPROVEMENTS AT 8TH AND CASS

RAISED CROSSWALKS AT CASS STREET FOR A SAFE PEDESTRIAN EXPERIENCE

SIDEWALKS ON NORTH AND SOUTH SIDE OF THE STREET WITH STREET TREES

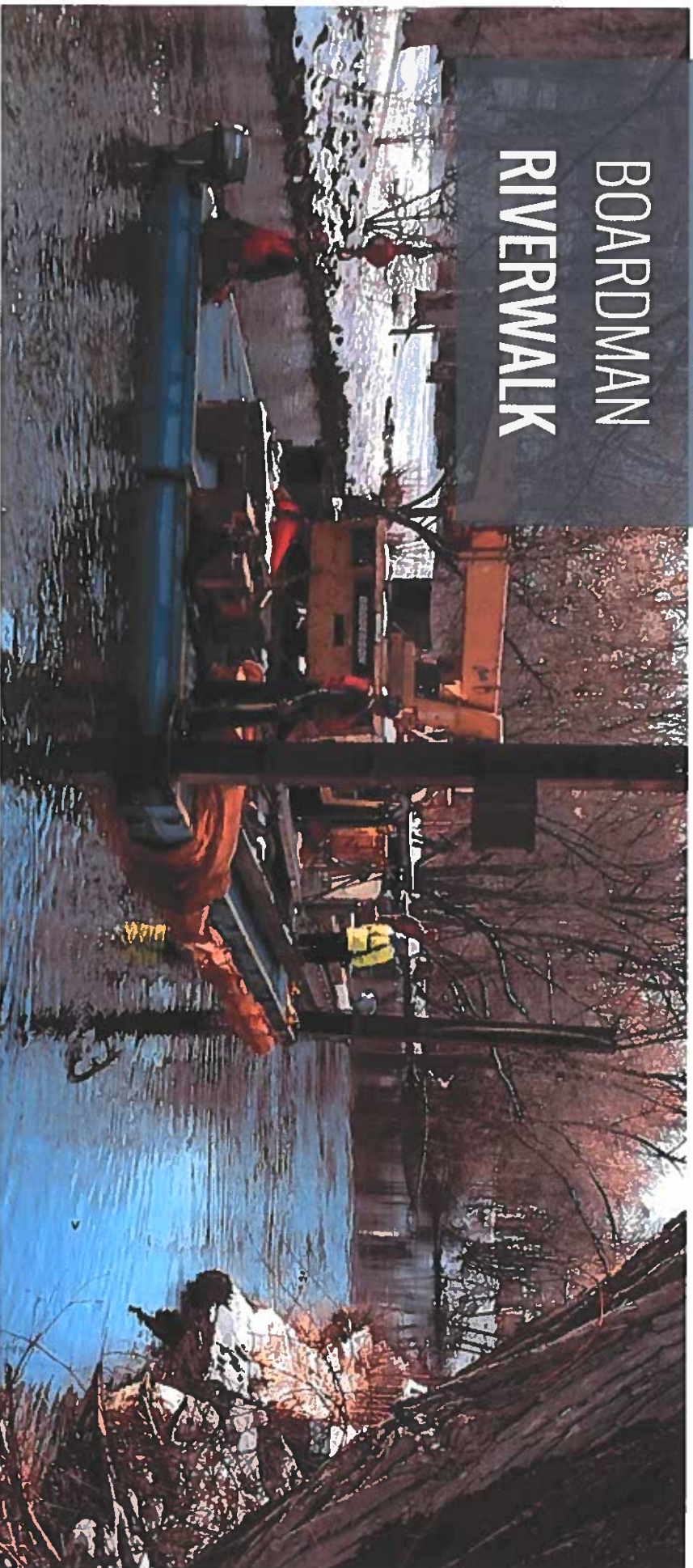
AMENITIES SUCH AS BENCHES AND BIKE RACKS

UPGRADES AND REPLACEMENTS TO SANITARY SEWER, WATER, AND STORMWATER

IMPROVED PARKING AND STREET LIGHTS



Public Improvements



Construction began in the Fall of 2018 on a public riverwalk near the Uptown development on the Boardman River. Included in the project will be the replacement of stairs and the wooden riverwalk near the Union Street bridge. The construction of an ADA ramp to increase river accessibility will also be included at Lot E. Celebrating this natural asset and creating better access to the public will enhance our urban core.

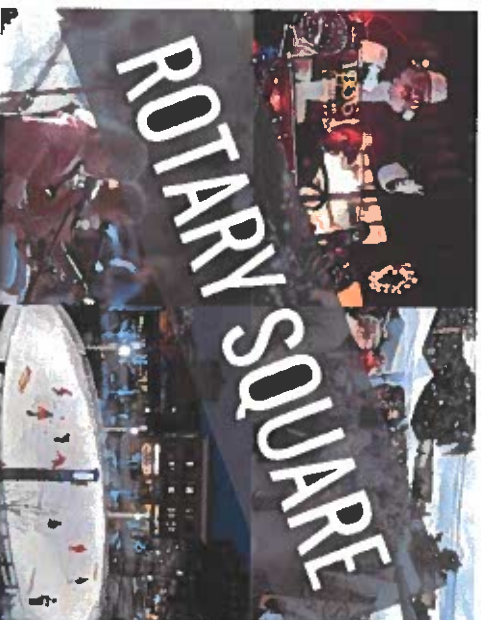
The Riverwalk project is funded by TIF 97.

* Photo courtesy of Team Eimers, Josh Schaub



Awarded Grants

The DDA is leveraging dollars to apply for grants to better fund public initiatives and projects that benefit the community.



1
\$92,000

USDA Rural Development grant toward development of the tech incubator, 20Fattoms.

2
\$1 Million

Traverse City Rotary Club grant toward the planning and development of a Civic Square in Downtown Traverse City.

3
\$10,000

Coastal Zone Management grant for a water trail signage system along the Boardman River. The grant required a match that will be provided by TRF 97.

4
\$10,000

Rotary Charities SEED grant for the marketing and implementation of the Destination Downtown Program.

5
\$5,000

Consumers Energy Foundation grant for the Boardman River Unified Plan.

6
\$2 Million

State of Michigan appropriation toward the planning and development of a Civic Square in Downtown Traverse City.



Community Engagement

In an effort to reach a larger audience and create better access to DDA projects and initiatives, a new website and Facebook page for the DDA were developed in 2018.



Page 112 of 144

DDA Website

Developing a website, dda.downtowntc.com, that was solely dedicated to the projects and initiatives for the DDA was a priority in 2018. Providing top navigation for the many functions of the DDA organization will help the user better navigate the site. The site is structured on the organization of the DDA, how the DDA is funded, current and past projects, and meeting dates.

The downtowntc.com site will continue to operate and focus as the marketing tool for Downtown, i.e. events, shopping, dining, and gift certificates.



DDA Facebook Page

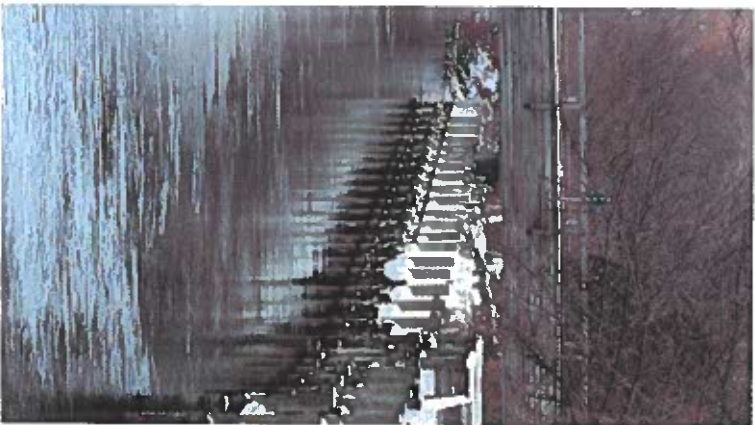
The DDA launched a Facebook Page, (Traverse City DDA), in August 2018. Joining social media to target a more expanded audience and engaging them in all things DDA was the goal. The DDA Facebook Page will post meeting dates and links to the packets, updates on current projects and various planning initiatives, and any other information that may be useful for our constituency.

The Downtown TC (Official) Facebook Page will still serve as the marketing outlet for downtown, i.e. events, shopping, and dining.



Community Participation

The DDA launched two additional committees to address on going planning efforts for the Lower Boardman River and Parking. Meetings are open to the public and the DDA encourages attendance and public engagement. Meeting dates and packets are at dda.downtownc.com.



LOWER BOARDMAN RIVER LEADERSHIP TEAM

The primary purpose of the Leadership Team is to have a Unified Plan for the Lower Boardman River from the mouth at Boardman Lake to the mouth at the bay. The plan shall protect and preserve the river while identifying facilities, amenities, programs, and other considerations that should be implemented to encourage maximum use and enjoyment of this natural resource.

The Leadership Team meetings take place on the third Wednesday of each month at 5:30 pm at the Governmental Center.

Lower Boardman River Leadership Team Members

Harry Burkholder (Co-Chair) • Jennifer Jay (Co-Chair) • Elise Crafts
Christine Crissman • Jean Derenzy • Frank Dituri • Tim Ervin
Brett Fessell • Michele Howard • Rick Korndorfer • Deni Scrudato
Russ Soyring • Mike Vickers



DDA PARKING SUBCOMMITTEE

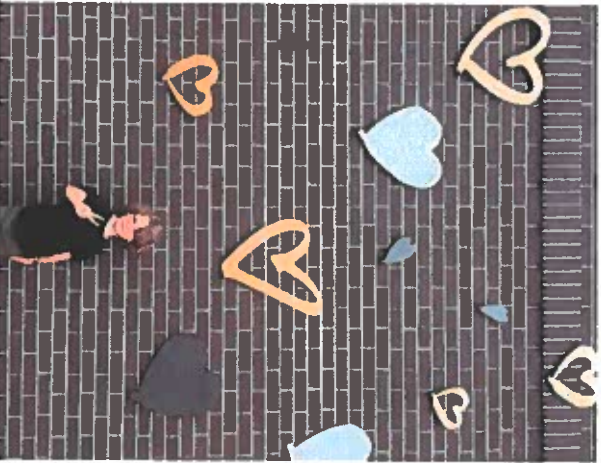
The DDA Parking Subcommittee is comprised of five DDA Board Members and two members at large. The primary purpose of the Committee is to establish a Parking Master Plan based on the Transportation Demand Management objectives by reviewing strategies and providing recommendations to the DDA Board of Directors for adoption.

DDA Parking Subcommittee meetings take place on the first Thursday of each month at 11 am at the Governmental Center.

DDA Parking Subcommittee Members

Rick Brown • Steve Constantin • Scott Hardy • Debbie Hershey
T. Michael Jackson • Jeff Joubiran • Todd Kraus

Public Art



Heart Wall

Paying homage to the beloved heart wall that once stood on the 200 block of E. Front Street, the DDA facilitated approval of the hearts to be installed on the front of the Public Restrooms. The hearts were funded through a donation from John Socks, Socks Construction.



Guardian Sculpture

A tribute to the men and women of the United States Coast Guard, Guardian, was installed in Triangle Park in September 2018.



Wear Your Wings

Each year the DTCA funds a public art project that is created at Friday Night Live. In 2018, an interactive wing project was created at the event by Heather Spooner, Ampersand Lettering. The wings were installed on the 300 block of E. Front Street. #wearyourwings

The City of Traverse City Public Art Fund is funded by contributions from the City and DDA.

The DDAs 17/18 budget allocated \$20,000 toward the Public Art Fund.



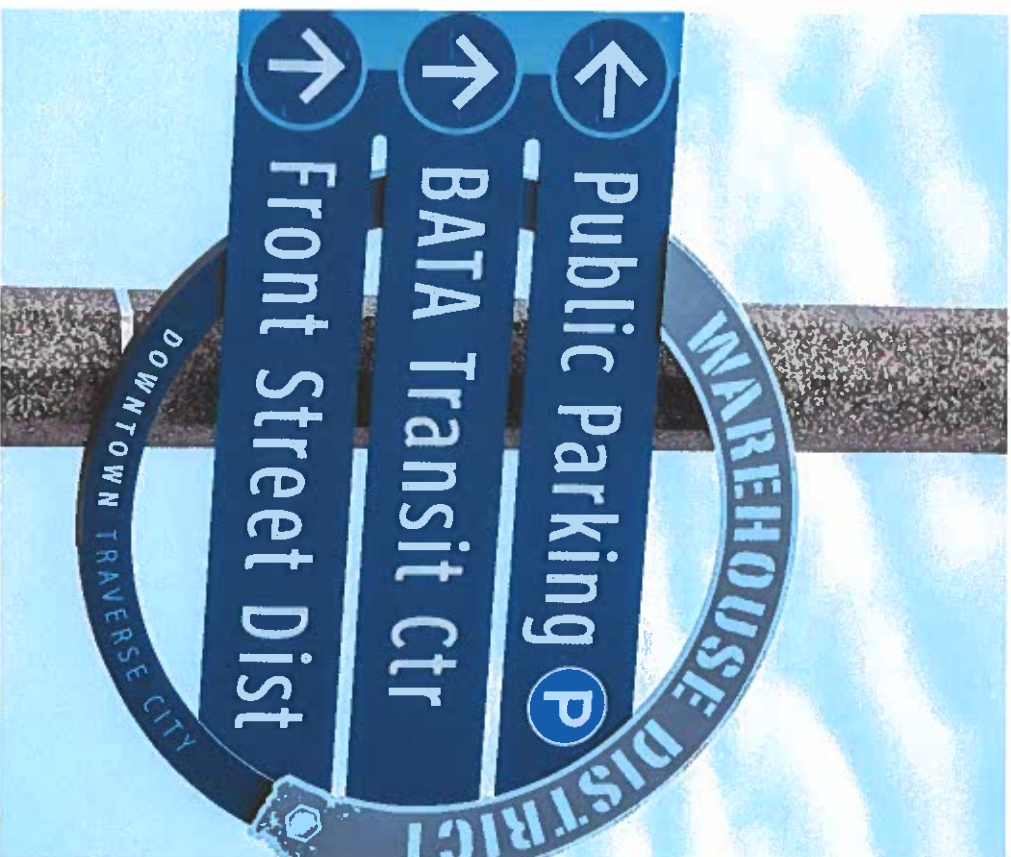


Transportation Demand Management Study

Traverse City Parking Services had a Transportation Demand Management Study (TDM) conducted in 2017. With nearly 5,000 employees, 3.2 million visitors, and 3,500 public/private parking spaces in Downtown Traverse City, TCPS is looking at ways to address not only parking, but transportation in general and multi-modal amenities. The TDM Study will shape further planning for TCPS and serve as the roadmap for the DDA Parking Subcommittee.

So, what is Transportation Demand Management, and how can the suggested tools be applied to Traverse City? Transportation Demand Management is a general term for strategies that increase the efficiency and effectiveness of transportation infrastructure and resources by encouraging traveler-choice patterns that:

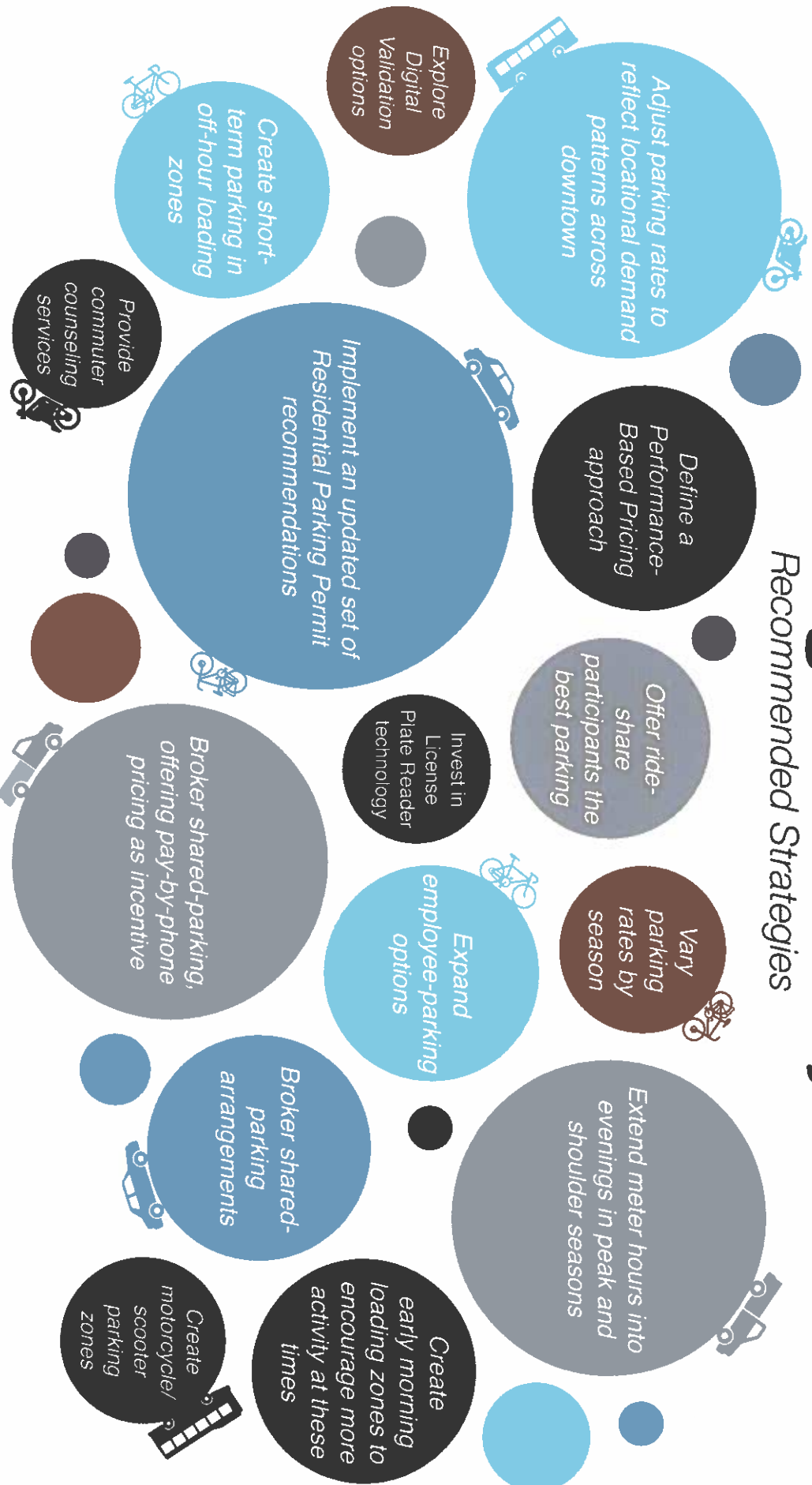
- Redistribute demand away from the constrained times, days and season
- Redistribute demand away from constrained location and facilities
- Reduce demand by increasing use of high-occupancy or high-efficiency transportation modes, such as:
 - Transit and ride-sharing modes that accommodate more travelers in fewer vehicles
 - Ride services and car-sharing, which accommodate more travel relative to parking needs
 - Bikes, scooters, and motorcycles, which take up less right-of-way and parking spaces
 - Walking, which requires no parking and needs minimal right-of-way space





Transportation Demand Management Study

Recommended Strategies



The full report for the Transportation Demand Management Study may be found at downtowntc.com.



Parking By Comparison

The DDA manages the City's Parking System which results in more efficiencies by sharing staff and administration, thereby reducing the cost to the Traverse City Parking System Fund. Parking is critical to economic development, which makes the DDA a logical organization for management.

By The Numbers

TCPs managed nearly **1,700 metered spaces** and issued **28,022 permits** for the Hardy & Old Town Parking Garages and surface lots, averaging **2,335 monthly permit holders**.

The Traverse City Parking System is responsible for approximately \$20,000,000 in parking facilities, including two parking garages, surface parking lots, parking equipment and infrastructure, bike racks and bike shelters.

The Traverse City Parking fund pays for operations, maintenance and infrastructure improvements. The system runs as an enterprise account, meaning it is self-sustaining and does not require City General Fund tax dollars. In fact, TCPs contributed **\$330,888** to the City's General Fund in Fiscal Year '17-'18.

Mobile Payment

ParkMobile, a mobile payment option at meter parking, has increased 700% since inception in 2014.

	Metered Parking (Per Hour)		Garage Permits	Surface Permits
	Short Term/ High Demand	Long Term/ Low Demand	Month	Month
Ann Arbor	\$1.70	\$0.85	\$170 - \$240	\$105 - \$130
Birmingham	\$1.50	\$1.00	\$50 - \$70	\$35 - \$70
Ferrisdale	\$0.50	\$0.50	N/A	\$20
Flint	\$1.00	\$1.00	\$60	\$60
Grand Rapids	\$1.75	\$1.00	\$48 - \$154	\$48 - \$154
Kalamazoo	\$3.50	\$0.75	\$30 - \$94	\$30 - \$94
Lansing	\$1.50	\$0.75	\$90 - \$170	\$30 - \$85
Midland	\$0.20	\$0.20	\$28	\$20
Mount Clemens	\$1.00	\$0.50	N/A	\$22 - \$30
Royal Oak	\$1.50	\$0.75	\$40 - \$60	\$45
Traverse City	\$1.00	\$0.60	\$48	\$36



Parking Updates

Traverse City Parking Services funds several projects throughout the year related to parking improvements, maintenance, and bicycle infrastructure.

Maintenance

Paying close attention to maintaining one of the City's major assets is the the responsibility of TCPS. The two parking garages are scheduled for a preventative maintenance and restoration every five years. In 2018, both the Hardy and Old Town Parking Garages were completed. This critical project will not only maintains the parking garages, but ensures the life of the garages are extended. A boiler in the Hardy Parking Garage was also replaced in 2018.

Parking Access and Revenue Control Systems (PARCS) equipment was replaced in the Hardy and Old Town Parking Garages. The lifespan of this type of equipment is 10 years and was installed in 2003 & 2009 when the garages opened. The new equipment has functionality that will better serve parking customers and provide expanded options for validated parking.

Parking Utilization and Efficiencies

Based on the Transportation Demand Management Study findings on parking utilization, free parking was resumed in permit lots after 4 pm (previously 6 pm.) The change provided an opportunity to employees who work in the evenings to have additional choices for complimentary parking.

Parking permits were offered on a monthly basis for purchase. Previously, permits could only be purchased annually or quarterly. Monthly permits provide the opportunity to purchase a permit at any time throughout the year.

Paystations were installed on Lake Avenue and will provide more options for payment, including coin, cash, credit, and ParkMobile.

License Plate Recognition software was purchased in 2018. The software will help better provide true parking inventory numbers and assist in better planning as it pertains to parking infrastructure and performance based pricing for the future.



Traverse City Parking Services...

...spent over **\$172,263 ON PLOWING** the parking lots and sidewalks in Downtown Traverse City during 17/18.

...provides over **170 BIKE RACKS** in Downtown Traverse City.

...manages and maintains **3,122 PARKING SPACES**.



Destination Downtown



The DDA partnered with BATA to develop a new program utilizing funds from Traverse City Parking Services toward providing commuter passes for employees within the DDA District that launched on June 25, 2018. The Destination Downtown program allows pass holders to utilize existing BATA City and Village routes to commute to and from work. Fees from BATA are covered by ICPS funds, so the employee has no out of pocket expense.

Benefits of Commuting on Public Transit

Reduce Your Carbon Footprint • No Stress Commute That Is Good For Your Health • No Parking Expense

Interested in Participating?

downtowntraversecity.com/destinationdowntown





TCPS Green Initiatives

The City of Traverse City and Traverse City Light & Power have adopted resolutions to aim toward 100% renewables. Over the years, the DDA has implemented many solutions towards a greener way to approach their business.



Solar panels on the roof of the LEED Certified Old Town Parking Garage

Electric Vehicle Charging Stations

Four additional electric vehicle charging stations were installed in the Hardy Parking Garage, two on the lower level and two on level two. The Hardy Garage now has six EV charging stations and the Old Town Parking Garage has four for a total of 10 offered to the public.

Green Car

A 100% green car, a Chevy Bolt, was added to the fleet in 2018.

Bike Parking

A covered bike shelter was installed on the 400 block of E. Front Street. TCPS also installed two bike fix-it stations at the new covered shelter and at the covered shelter at the Old Town Parking Garage.

TCPS manages the seasonal on-street bike rack systems and added to the inventory by placing racks on-street on Union and State Streets. Permanent bike racks were also added to Lake Avenue.

Destination Downtown & Bayline Support

In addition to launching Destination Downtown, TCPS partnered with BATA and provided \$10,000 in support for BATA's Bayline. The free bus service runs east to west in 12-15 minute increments and provided an alternative to single occupancy vehicles traveling into the Downtown area. Park and Ride lots were designated at Meijer and Woodland Creek.



SARA HARDY
DOWNTOWN
FARMERS MARKET
A YEAR IN REVIEW



Sara Hardy

Downtown Farmers Market

The Sara Hardy Downtown Farmers Market (the Market) is operated by the Traverse City Downtown Development Authority (DDA) and is managed on-site by SEEDS (The Market Manager).



MARKET MISSION

The purpose of the Market is to create a sales venue for local area farmers, provide opportunity for consumers to purchase quality farm-grown goods, to provide a community gathering place, and to promote and stimulate economic development and create traffic in the Downtown area.



Farmers Market Advisory Board Members

Tricia Phelps (Chair) • Lori Buchan (Vice-Chair) • Meghan McDermott (Secretary) • Linda Grigg
Scott Hardy • Gary Jonas • Sue Kurta • Courtney Lorenz • Brenin Wertz-Roth • Tim Werner



Sara Hardy

Downtown Farmers Market

Fresh Food Access Food Assistance Programs & More

\$48,307

\$9,813

EST

Double Up
Food Bucks

\$9,652

\$7,544

Project Fresh

Munson Medical Center
Fruit & Vegetable
Prescription Program

\$15,445

\$4,390

Senior Project Fresh

National Cherry Festival
Market Dollars

\$1,463

Vibrant Markets Strengthen Local Identity
Food and agriculture play an important role in Traverse City's culture, so the placement of the Sara Hardy Downtown Farmers Market in the city center is a perfect fit! The Market supports our agriculturally rich region, connects our community to the local food system, and creates a sense of place for the community to gather. Markets catalyze healthy neighborhoods physically and economically.

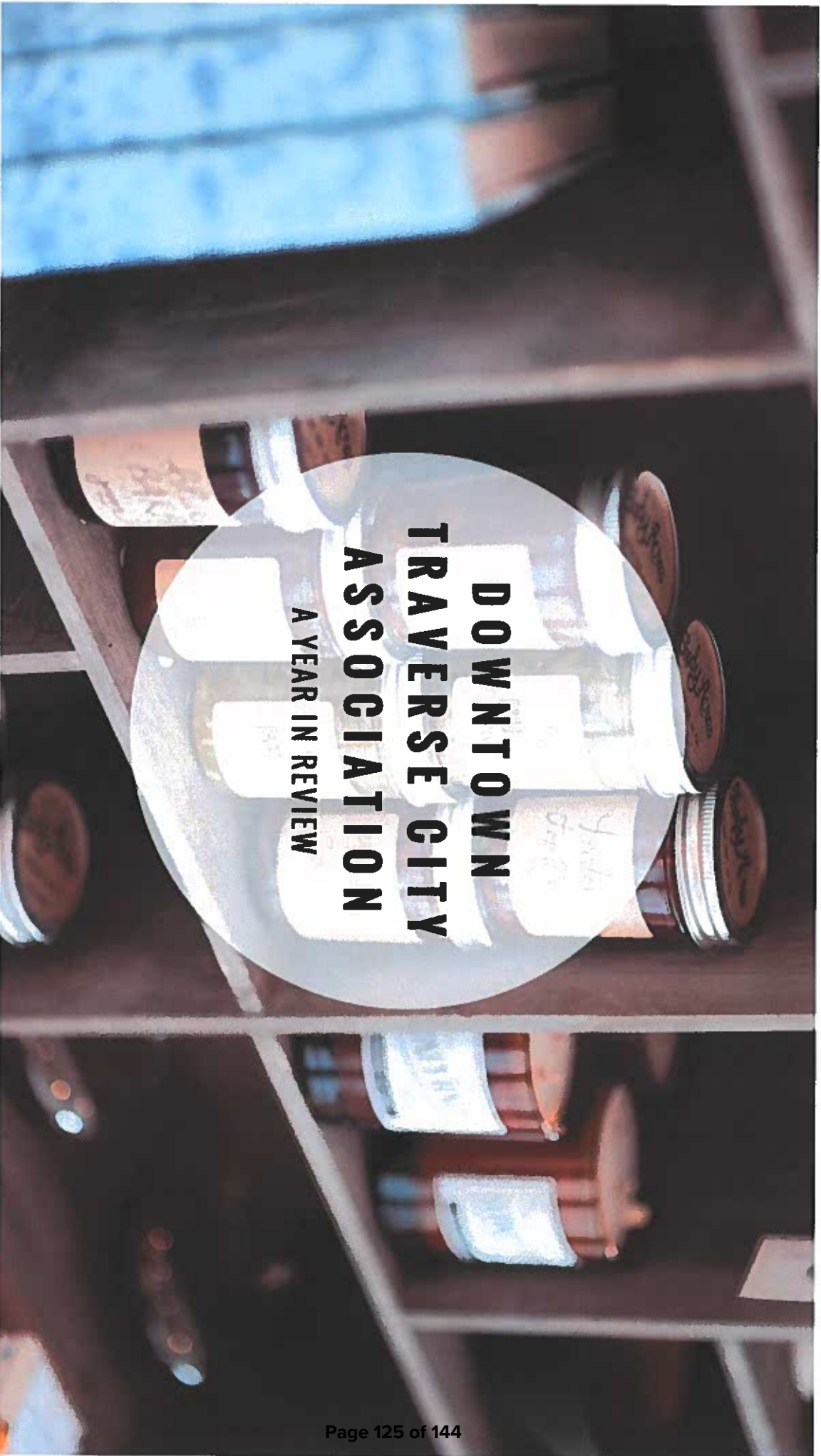
New This Year

The DDA worked with Munson Medical Center to implement the Fruit & Vegetable Prescription Program. The goal of the program is to increase community/clinical linkages in addressing food access and chronic disease. Participants receive vouchers to spend at The Market to purchase fresh, local fruits and vegetables.

The DDA also welcomed food trucks at the Wednesday Market. A Coffee Food Truck and Kombucha Truck were serving up their best throughout the season.

By the Numbers

As one of the largest growers markets in the state, the Sara Hardy Downtown Farmers Market continues to be an asset to Downtown Traverse City. The market is an economic driver not only for regional farmers, but for Downtown as well. In 2018, The Market served **119 vendors** with **7,000+ acres of diversified farmland.**



**DOWNTOWN
TRAVERSE CITY
ASSOCIATION**
A YEAR IN REVIEW



Downtown Traverse City Association

A Membership Organization

The DDA has a contractual agreement to manage the Downtown Traverse City Association (DTCA), resulting in a seamless relationship between staff and Downtown.

The DTCA is a voluntary membership organization for the businesses that reside in Downtown and promotes the Downtown district as the top shopping, dining and entertainment venue in the north! The West End, Warehouse, Old Town and Front Street Districts are within the DTCA. The mission and goals of the organization could not be met without the nearly 200 members that choose to support the organization through annual dues. Over 90% of the restaurants and retailers are members of the DTCA and put their hard earned dollars toward programs that support the district. A robust website, gift certificate program, brochures, merchant directory wayfinding signage, social media, and community events that drive traffic and sales, are just a few of the programs that are funded by the DTCA.



DTCA Board of Directors

- Misha Neidorfler (President) - Morsels Espresso + Edibles • Todd McMillen (Vice-President) - McMillen's Custom Framing
- John McGee (Secretary) - State & Sorellina • Kim Bazemore (Treasurer) - Eleven • Susan Fisher - Traverse City Film Festival
- Dawn Gildersleeve - Cherry Republic • Jake Kaberle - Burritt's Fresh Markets • Liz Lancashire - Fustini's Oils & Vinegars
- Jeffrey Libman - Amical



Community Events

Community events not only create memories, but have an economic impact on the area. The DTCA hosts a year round calendar of community events and collaborate with many area non-profits, artists, and organizations. Take a look at the impact these events had on our region in 2018.



DOWNTOWN CHILI COOK-OFF

The DTCA's annual fundraiser to help fund the many local events on the calendar. 16 local restaurants featured 22 chilies in 8 categories. Over 80 volunteers helped serve over 1,200 attendees, which resulted in only 1 bag of trash.



PRESIDENTS' DAY WEEKEND SALE

The Presidents' Day Weekend Sale takes place on the holiday weekend and supports retail in the district.



TC RESTAURANT WEEK

Highlighting our culinary region, Traverse City Restaurant Week featured 40 restaurants that offered pre-fixe menus at \$25 & \$35 per person.

ART WALK SERIES

The Downtown Art Walks are hosted in May and September and are a great way to promote the arts. The event featured 48 exhibits with nearly 100 regional artists.



DOWNTOWN ART FAIR SERIES

Nearly 350 art vendors were on display during the Old Town Arts & Crafts Fair, National Cherry Festival Arts & Crafts Fair, and the Downtown Art Fair in June, July and August.



FRIDAY NIGHT LIVE

Friday Night Live turned 25 in 2018! A combination of 40 non-profits, 40 local artists/performers, and 20 food vendors made this four week community favorite a success!



HOLIDAY EVENTS

The holidays are a critical time to support retail and shop local. Several events such as Ladies' Night and Men's Night drive traffic into the Downtown area. Walking in a Window Wonderland and the Downtown Cocoa Crawl have provided fun for all ages.



FALL EVENTS

Happy Apple Day, the Fall Sale event, and the Downtown Halloween Walk round out fall in the most festive of ways in Downtown Traverse City.



SHOP YOUR COMMUNITY DAY

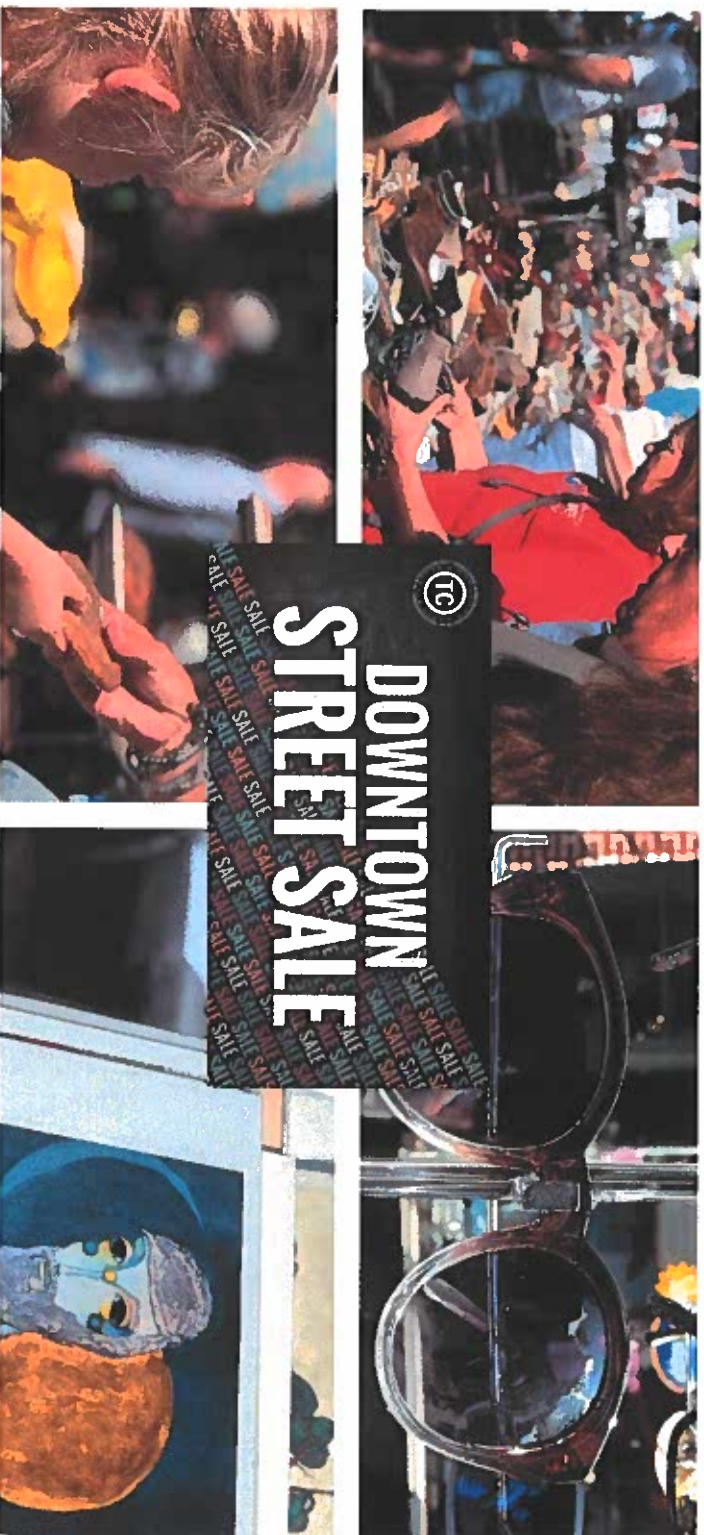
A day of giving back! In 2018, merchants donated over \$23,000 to 40 area nonprofits as a result of one day of shopping.





Street Sale Turns 60!

Starting in 1958 and running on the first Friday in August, the DTCA's longest running event and beloved community tradition, turned 60 in 2018! While other city centers struggle to support a strong retail sector, the Downtown Street Sale has promoted shopping local and highlights our strong locally owned businesses.





Downtown Light Parade

A new holiday tradition in Downtown Traverse City, the Downtown Light Parade entered its second year with a holiday film theme. The Grinch, A Christmas Story, Frosty the Snowman, and The Nutcracker were just some of the highlights.





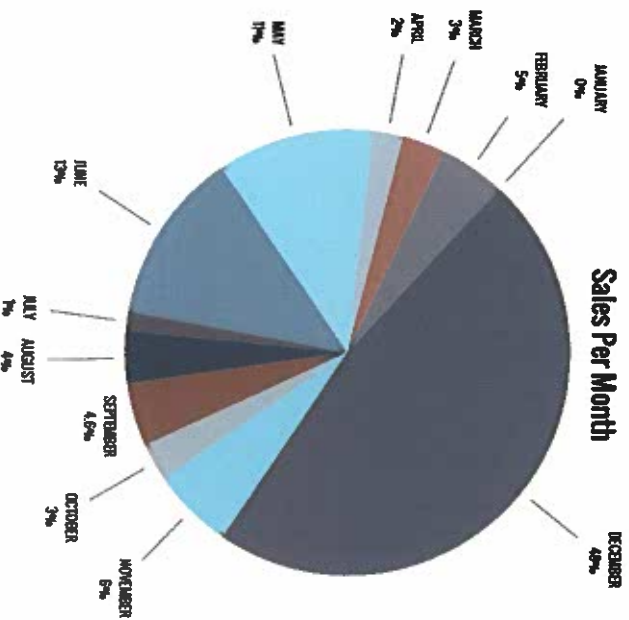
Downtown Gift Certificates

Make the Perfect Gift!

Record Year in 2018

The holiday shopping season generated huge sales in Downtown Gift Certificates! The DTCA reached a new record and sold over **\$683,000** in gift certificates in 2018, an increase from the \$623,000 in 2017! The month of December generated 48% of the sales, with over \$324,000 in a three week time period!

The Downtown Gift Certificate Program is a direct benefit to our local economy and support "bricks and mortars" in our Downtown.





Thank You DTGA Members

4Front Credit Union • 123 W. Front St. • 2nd Level Goods • 7 Monks Taproom • Acoustic Brewing Co. • Allure Salon • American Spoon Foods • Amical • Art & Soul Gallery • Backcountry Outfitters • BAIA • Bay West Precious Metal Exchange • Becly Thatcher • Bishop & Heintz • Blue Tractor Cook Shop • Bookie Joint • Boyne Country Sports • Brenton Law Group • Brilliant Books • Bubba's • Burritt's Fresh Markets • Call's Wardrobe & Home • Captain's Quarters • Central United Methodist Church • Chemical Bank • Cherry Hill Boutique • Cherry Republic • Children's World • City Opera House • Copy Central • Carbin Design • Covell Funeral Home • Crepes & Co. • Critters • Crooked Tree Arts Center • Daisy Jane • Dingenan & Dancer • Diversions • Eleven • Ella's • Espresso Bay • Events North • Fifth Third Bank • FIM Group • Firefly • First Community Bank • Flea • Flight Path Creative • Front Row Centre, LLC • Front Street Ventures • Fusion Fine Art Framing & Gallery • Fustini's Oil & Vinegar • Gaijin • Gilk's • Gritz & Spurs • Golden Shoes • Gourdie Fraser • Grand Traverse Distillery • Grand Traverse Pre Co. • Great Lakes Bath & Body • Greenhouse Cafe • Green Island • Groundwork • Hagerty • Handz on Art • Harbor View Farm • Harvest • Haystacks • Higher Art Gallery • Higher Self Book Store • Horizon Books • Hotel Indigo • Identity Resort Wear • Independent Bank • James C. Smith Fine Jewelers • Kayak Bike & Brew • Kiwin's Chocolate Shoppe • Liana's • Lilies of the Alley • Little Bohemia • Living Light Massage & Wellness Center • Livn Fresh • Low Bar • Lularoe Gatherine Schripsema • M22 • Mackinaw Brewing Co. • Mama Lu's • Mammoth Distilling • Mary's Kitchen Port • Max's • McMillen's • Metal Arts & Home Decor • Melpomeni Kavadella • Mi Happy Place • Michigan Artists Gallery • Michigan Retailers Association • Midland Burger Company • Midwestern Broadcasting Co. • Millie & Pepper • Miner's North Jewelers • Mode's Bum Steer • Momentum • MoneyFit • Monkey Fist Brewing Co. • Morgan Stanley Smith Barney • Morsels Espresso • Edibles • Mr. Bill's Shirt Co. • My Secret Stash • National Cherry Festival • Nada's Gourmet Deli • Nest of Grand Traverse • Nitty Things! • Nolan's Tobacco & Lounge • North Peak Brewing Co. • Northern Lights Home Decor • Northern Title Agency • Old Town Playhouse • Olson, Bzdok, & Howard PC • Omelette Shoppe & Bakery • On the Rocks • One Oak Bride • Orvis Streamside • Ovatt House • Paddle TC • Park Place Hotel • Patisserie Amie & Brasserie Bobo • Pavlova European Salon & Spa • Peace, Love & Little Donuts • Peppercorn • Petertyl Drug & Gift • Piche DDS • Pine Street Development • Pink Anchor • Plamondon Shoes • Popkies • Popycock's • Posh • Priority Health • Rare Bird Brewpub • Red Ginger • Rehnann • Reynolds Jonkhoff Funeral Home • Robert Frost Fine Footwear • Roth Shirt Co. • Running Fit • Scalawags Whitefish & Chips • Schmidt Rogers Management • SEEDS • Shawn Schmidt Smith • Sincerely Betty • Slate • Sondee, Racine, & Doren et al. • Sorellina • Sparks BBQ • State Savings Bank • State Theatre & Bijou by the Bay • Suga Suga • Sugarkissed • Suhm-thing • Sunglass Shoppe • Sweet Home Traverse City • Sweet Pea • Sweet Tartlette • SZ Ventures • Taproot • TART Trails • TBA Credit Union • TC Lofts • The Camera Shop • The Cheese Lady • The Coin Slot • The Cooks' House • The Corner Loft • The Dist Cafe • The Exchange • The Franklin • The Good Bowl • The Hair Code Salon • The Little Fleet • The Towne Plaza • The Travel Authority • Altour • The Wooden Gallery • Toy Harbor • Trains & Things Hobbies • Transnation • Traverse Area Chamber of Commerce • Traverse City Business News • Traverse City Development • Traverse City Record Eagle • Traverse City Tourism • Traverse Vision • Traverse, Northern Michigan's Magazine • U&I Lounge • Unparalleled Apparel • Votrubra Leather Goods • West Bay Beach, A Holiday Inn Resort • What to Wear • Wilson Antique Mall • Wood • Cloth • Workshop Brewing Company • Yana Dee • Yen Yoga & Fitness



2018 Sponsors

Thank you to our many sponsors for our community events. Their support is critical in providing an annual portfolio of events.





Partners & Volunteers

Thank You

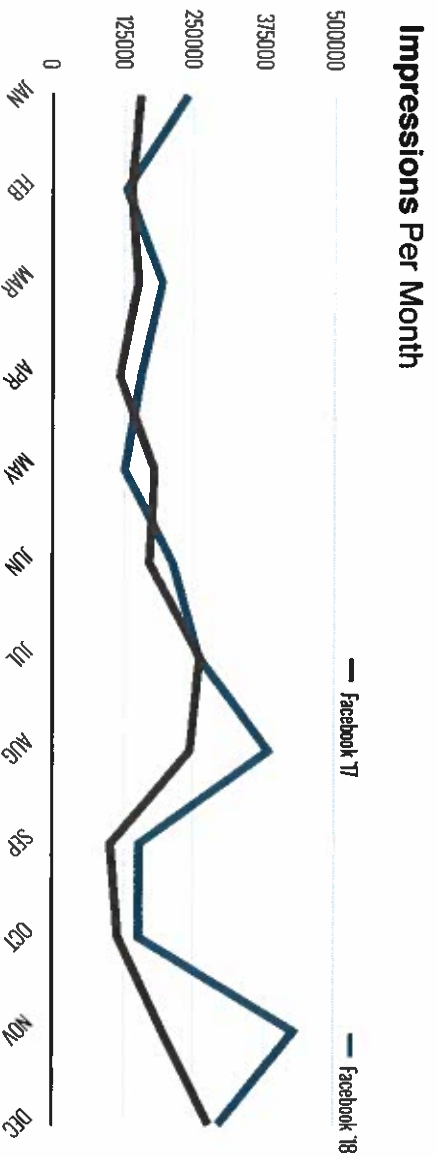
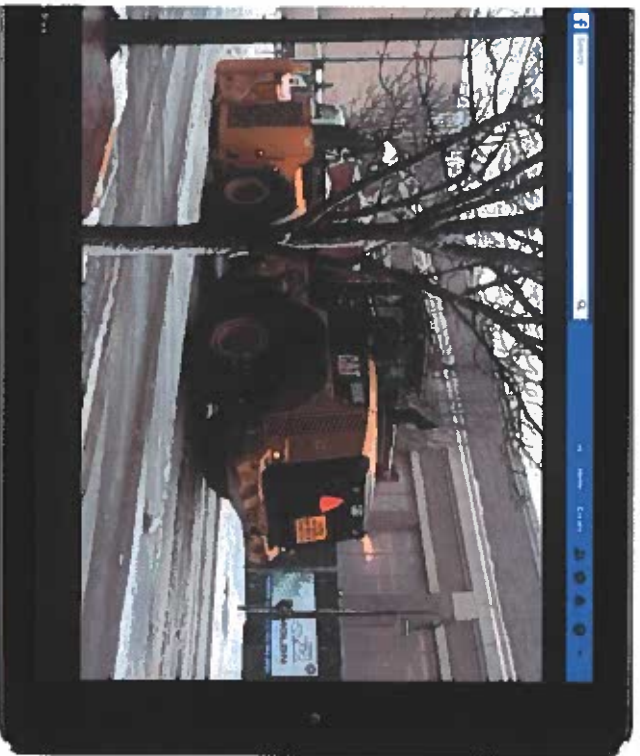
Many thanks to those that donated time and product and services to making our year of community events a success.

7 Monks • Abigail Jean • Aerie • Alena Fritch • Alissa DeMoupiéd • Alyssa Bright • Amanda Jorgensen • American Spoon • Arelle Jean • Ashley Thorrington • Audrey B. • Ballet Etc. Dance Institute • BATA • Bayside Market • Benjamin Marentette • Betty's Hot Dish • Bill Garman • Bill Stott • Blue Heron 2 • Bob Colman • Bob Knaack • Brenda Knaack • Brenda Majestic • Brew • Brian Patenaude • Bryn Davis • Burritt's Fresh Markets • Central High School Drumline • Cherry Hill Boutique • Cherry Republic • Christie Minervini • Cindy Milook • Cindy Weaver • Colleen Lewis • Collette Champagne • Company Dance Traverse • Connor Miller • Connor Sweeney • Daniel Stackpoole • Dave Richard • David Girdley • Dawn Gildersleeve • Debbi Waisanen • Debbie May • Deep Blue Water Samba School • Design Dance Company • Don Eastway • Donna Stein-Harris • Doug Weaver • DTE Energy • Elizabeth Dunham • Emil Braunlich • Emily Arbut • Emily Eickenroth • Espresso Bay • Fox • Fern Events • Fran Valentage • Francisco's Market • Fustini's Oils & Vinegars • Georgie Viox • Grand Traverse Pie Co. • Hannah Sweeney • Harry Burkholder • Higher Art Gallery • Higher Self Bookstore • Hopscotch Brick Oven Tap Room • Jake Kaberle • James Behne • Jan Warren • Jean Sarasin • Jeffrey Libman • Jeffrey Walker • Jill Noland • Joan Franklin • John Herbst • John McGee • John Wells • Jordan Byron • BARG • Judith MacFachem • Kara • Karen Wells • Kathy Ballard • Kathy Tuckerman • Katie Carman • Katie Miller • Katy Mork • Kelly Brown • Kenneth MacFachem • Kilwins • Kirsten Harrier • Kristen Jansens • Kyle Konas • Lauren Browning • Leah McCallum • Lilies of the Alley • Lily & Stephanie Gastra • Lisa Pointe • Liz Lancashire • Maggie Laurento • Marion Colman • Mary Turner • Matt Turner • Maureen Ruddy • Meaghan, Dan & Daisy Kenny • Meg Weichman • Metal Arts & Home Decor • MI Happy Place • Micha Bancroft • Micheal Vickery • Michele Richard • Michelle Kitts • Michelle Zastawny • Mike Joyce • Millie & Pepper • Misha Neidorfler • Morsels Espresso • Edibles • Munson Medical Center • My Secret Stash • Myra Schaub • Natalie Martin • Nathan Fegan • National Cherry Festival • Norte • Pat Herbst • Patty Williamson • Peace, Love, and Little Donuts • Peppercorn • Pets that Pull • Pink Anchor • Rachel Iorio • Raduno • A Rare Bird • Red Mesa Grill • Renee Dean • Richard Lewis • Rick Ballard • Robbin Stott • Rose Garman • Roth Shirt Co. • S2S Sugar 2 Salt • Scalawags Whitefish & Chips • Scott Hardy • Scott Holmes • Senator Wayne Schmidt • Sonya Girdley • Stand out Stinking • State Street Market • Stephanie Gastra • Susan Fisher • Suzanne Hendry • Tes Crowley • The Cheese Lady • The Coin Slot • The Franklin • Tina Zimm • Todd McMullen • Tom Olman • Toni I Sober • Traverse Area District Library • Traverse City Firefighters Local 646 • Traverse City Light & Power • Traverse City West Senior High Drumline • Trevor Tkach • Troy Gahn • Tyler Bevier • United Way • Valarie Handy • Wayne Schmidt • Ziatun Gate

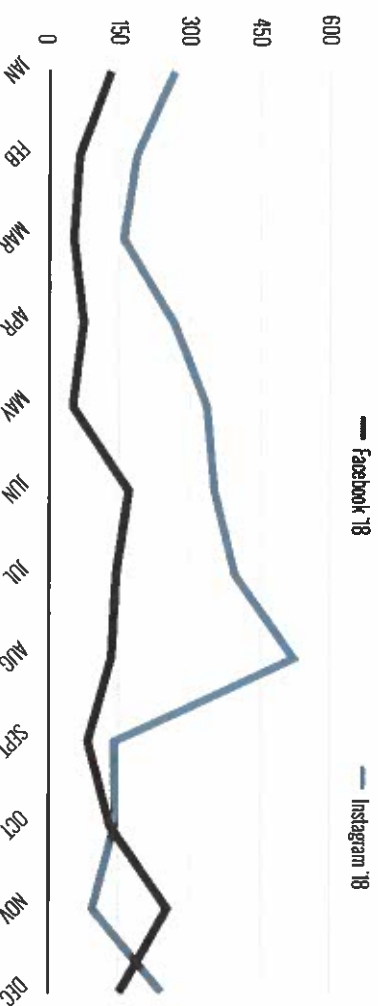


Social Media #downtowntc

Downtown TC continues to focus on our digital platforms to promote engagement.



Page Likes Per Month



What can we say? Our community embraces the snow and got a kick out of seeing the snow removal process after a heavy snow storm in Downtown Traverse City. The snow removal post had the most **REACH** (unique profile views) for Facebook (above).

Our community mourned the loss of Airport K-9 Piper in 2018. Downtown TC paid honor to Piper and many shared in our sentiments. The Instagram post (right) totaled a reach of **52,959** people! #RIPpiper



#MerchantMonday



Cherry Republic

The Cherry Festival may have ended, but all things cherry are always in season in Traverse City! #MerchantMonday this week goes to Cherry Republic of Traverse City. Meet Dawn, she is the GM at Cherry Republic. Dawn embodies passion in the workplace. "I love my job! I love seeing all our customers and putting smiles on their faces when they see our cherry products!" With such a wide assortment of cherry related products, you're bound to have a "cherry" good time!

#downtowntc #traversecity #shoplocal #eatlocal #tcn



Northern Lights Decor

#MerchantMonday - Northern Lights Decor When you walk in, you will be captured by the unique items in the store! Almost all items are handmade, now that is sure unique in itself! Check out the store to see what we're talking' about!

#downtowntc #traversecity #shoplocal #eatlocal #tcn



Glitz & Spurs

#MerchantMonday - Meet Kaye, she is the owner of Glitz & Spurs, a "shabby chic meets country" boutique! And with so much to offer, you're likely to find something you can't live without!

#downtowntc #traversecity #shoplocal #eatlocal #tcn

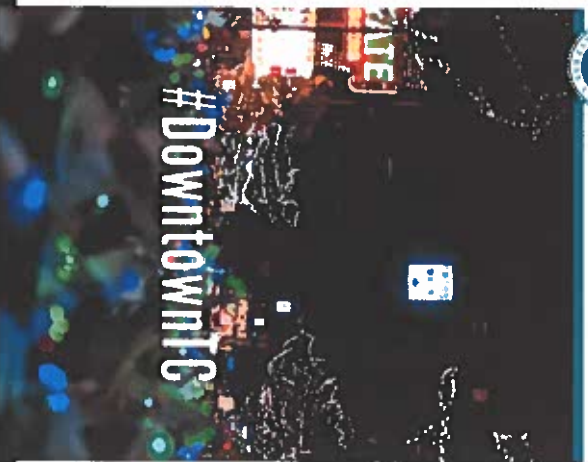


Mama Lu's

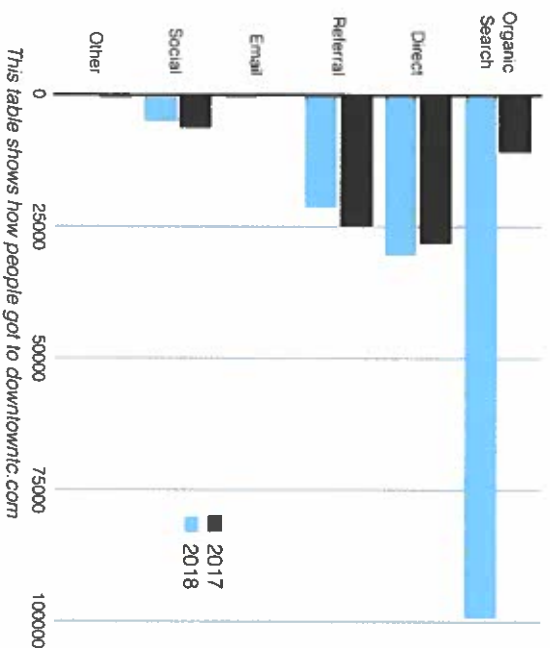
#MerchantMonday - This week, we have Mama Lu's! Inspired by authentic Mexican street food, Mama Lu's presents to you a modern day taco shop you can't pass up. The food is FULL of flavor and is bound to give you something to -taco- bout!

#downtowntc #traversecity #shoplocal #eatlocal #tcn

The retailers and restaurants serve as the pulse of Downtown Traverse City. In 2018, the Downtown TC (Official) Facebook page launched a campaign to highlight the Downtown merchants and their products. Check out the Downtown TC Official Facebook page to learn more about happenings in Downtown TC.



Accessing DowntownTC.com



This table shows how people got to downtowntc.com

Website Analytics

downtowntc.com

- ▶ Nearly **1,000,000** page views annually
- ▶ Users span from **128 countries**
- ▶ Almost **300,000** separate sessions
- ▶ **80.8%** of the audience are new viewers

Social Followers

2018 noticed a boom of followers on all social media platforms.

Our social media platforms include Facebook, Instagram, and Twitter.

1,442 (more followers on Facebook)



3,097 (more followers on Instagram)



893 (more followers on Twitter)





And The Honor Goes To

Downtown Traverse City is special to due many extraordinary individuals!



Golden Shovel

Clean winter sidewalks are a priority in Downtown TC! The DTCA honored Kim Fish, from The Cheese Lady, with the Golden Shovel Award in 2018.



Star Dancer

Downtown TC extends a congratulations and gratitude to Maurie Allen, who competed in Dancing with the Stars, and in partnership with Tom's Food Markets, raised \$51,730 for the City Opera House.



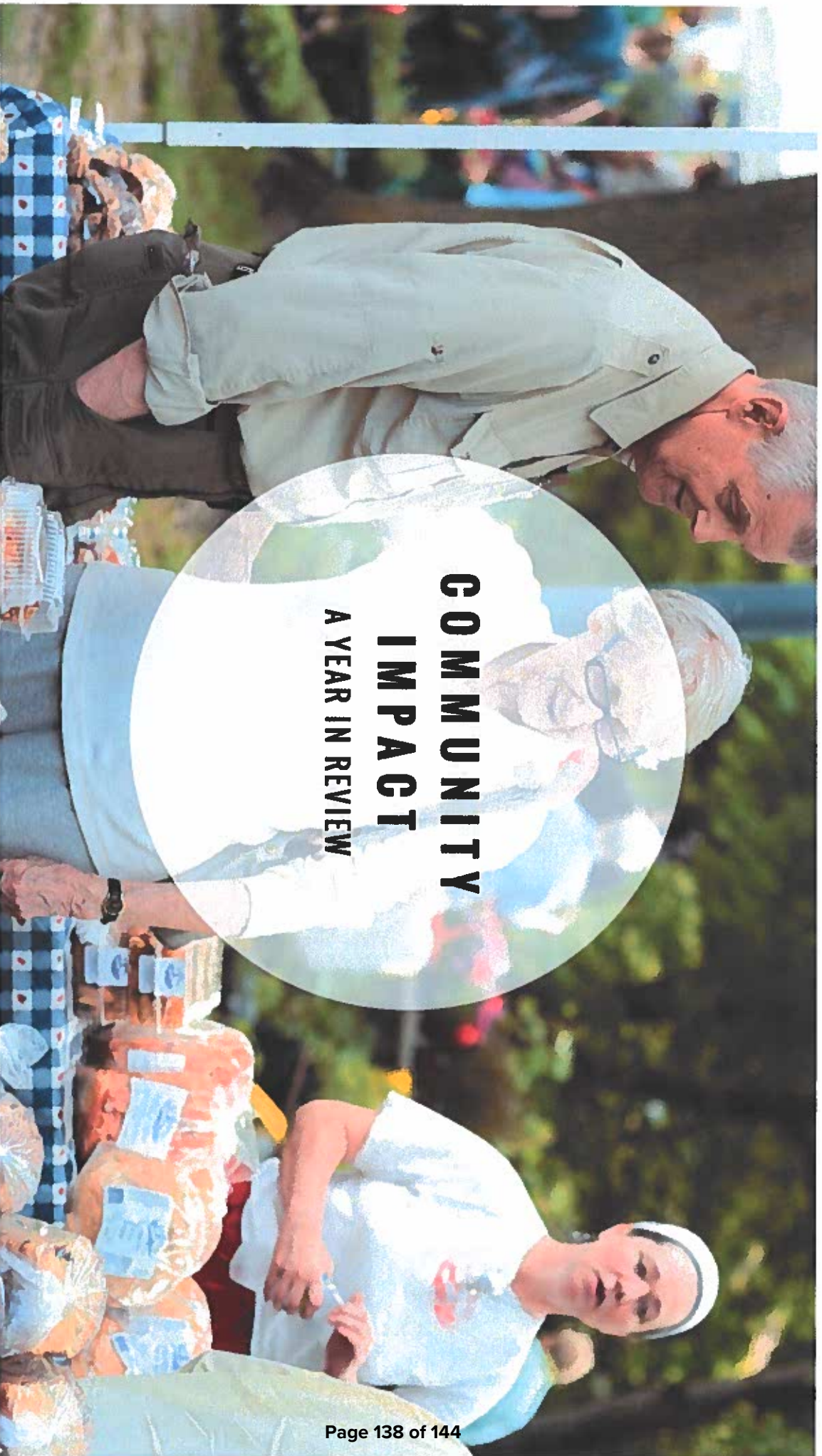
Lyle DeYoung Award

Each year, the DTCA awards an extraordinary individual with the Lyle DeYoung Award. Terry Beia was the deserving honoree 2018. Way to go, Terry! We appreciate all you do for Downtown TC!



Superstar Students

The DDA, DTCA, and TCPS partnered with TBAISD on their summer work program where students maintained Downtown facilities. These three were Downtown Superstars.





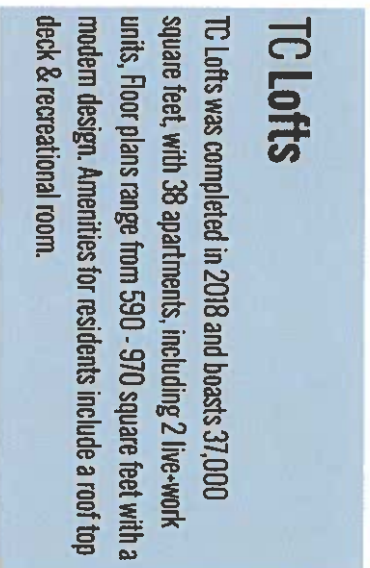
Private Investment

A healthy downtown and public improvements serve as catalysts for private development. In addition to a new state of the art conference center constructed at the Park Place Hotel, major developments were completed in 2018.



Radio Centre III

Radio Centre III added to the inventory of residential units in Downtown Traverse City. Amenities include balconies and high-end finishes. Retail spaces reside on the ground floor, including Metal Arts & Home Decor and Northern Lights.



TC Lofts

TC Lofts was completed in 2018 and boasts 37,000 square feet, with 38 apartments, including 2 live-work units. Floor plans range from 590 - 970 square feet with a modern design. Amenities for residents include a roof top deck & recreational room.



250 East Front Street

An infill building was constructed on East Front Street and fits in perfectly amongst the old architecture. The four story, mixed-use building has approximately 28,000 square feet. Hagerly has moved into the office space and restaurants, Sorellina and State, reside on the ground floor.





Business Roundup

Downtown boasts a diverse mix of businesses.

Downtown Traverse City has nearly 400 businesses that take up more than 1,600,000 square feet of space. Nearly half of the square footage is occupied by offices and the other half is occupied by retail and restaurants. 2018 proved to be a strong year with very little turnover.

Each year brings a number of new businesses and changes to Downtown Traverse City. The opening of several restaurants brought attention to our strong food and beverage scene. Crepes & Co., The Good Bowl, Harvest (new location on Front), Midland Burger Co., Millie & Pepper (creperie), Petoskey Pretzel Co., Slate, Sorellina (expanded to new location), Sparks BBQ (expanded to new location), and Uptown Dogs.

Maintaining a strong retail sector is vital to a vibrant Downtown. The openings of Catherine Schripsema Lulaboe, Grand Traverse Vapor, Metal Arts & Home Decor, The Nail Bar, Northern Lights, and Union Beau, were welcomed additions.

Our favorite part of being part of the Downtown TC community is the great interactions we get from both our local community and our seasonal visitors the come to enjoy the unique area that surrounds Traverse City. Many people stop in our downtown location looking for suggestions on places to hike and paddle, things to see, and where to go in the outdoors. Being near the bay is a perfect spot to talk about local adventures and our two favorite places to paddle are right outside our back door! And, in the summer months, our staff gets together and paddles to work.



- Cory Smith,
Backcountry North, Owner





Live & Play

Downtown may be the urban core of the area, but it is a playground for all lovers of the outdoors! Because of this diversity, the Downtown District has also become popular for those seeking to live an urban lifestyle.

Efforts by the DDA have enhanced the experience for bikers, walkers, kayakers and more!



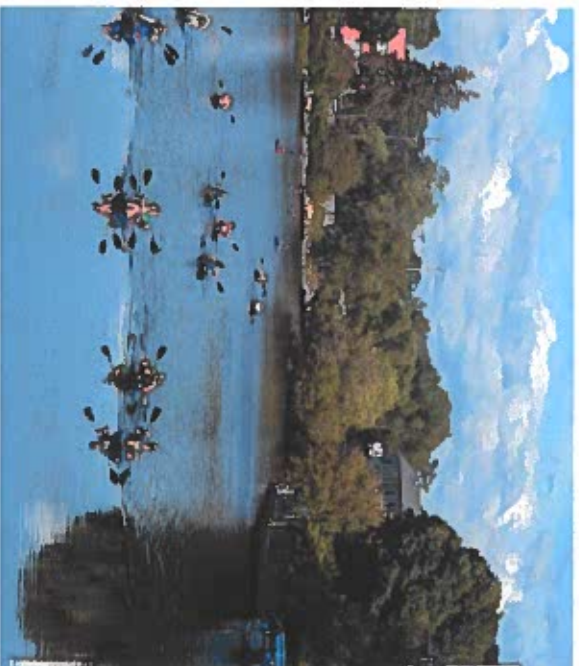
"Moving to Traverse City after living in NY and LA, living Downtown was the only place I wanted to be. And it's been the perfect blend of lifestyles - I love being able to walk to work and be part of this vibrant community as well as enjoy all the great restaurants and entertainment options available right in my backyard."

**Meg Weichman
Downtown Resident**



"Norte loves Traverse City's walkable, bikeable downtown. Whether it's exploring for treasures during Adventurama or going on a #winterwalk or biking to the Farmers Market, opting outside in our amazing downtown is so much fun. Thanks for supporting a happy, healthy, strong Traverse City, Downtown TC!"

**Ty Schmidt
Executive Director, Norte**



"I adore a year-round lifestyle and walking to everything in Downtown TC! Watching fisherman and kayakers, being close to my favorite stores, walking to church, and enjoying evening strolls on date night at our favorite restaurant. Taking in the crowd in the summer and the quiet of winter are just a few of the reasons why I love living in Downtown."

**Sheri Constantin
Downtown Resident**





Traverse City Scores

Traverse City has some impressive walk and bike scores... but we can do better!



WALK SCORE
83
VERY WALKABLE

90-100
Walker's Paradise

70-89
Very Walkable: Most errands accomplished on foot

50-69
Somewhat Walkable: Some errands can be accomplished on foot

25-49
Car-Dependent: Most errands require car

0-24
Car-Dependent: Almost all errands require a car



BIKE SCORE
91
BIKER'S PARADISE

90-100
Biker's Paradise

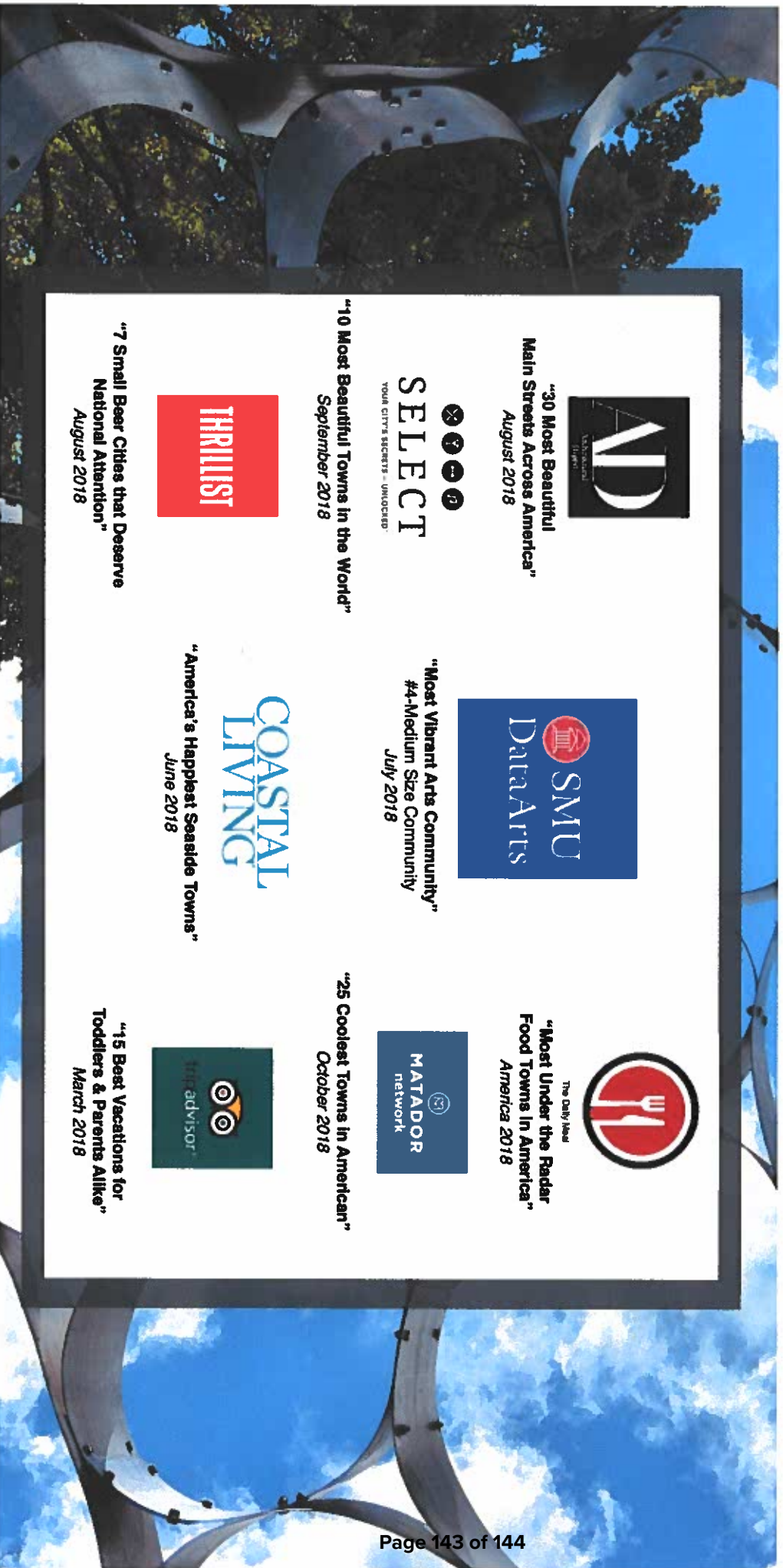
70-89
Very Bikeable: Biking is convenient for most trips

50-69
Bikeable: Some bike infrastructure

0-49
Somewhat Bikeable: Minimal bike infrastructure



Downtown Accolades



"30 Most Beautiful Main Streets Across America"
August 2018



SELECT

YOUR CITY'S SECRETS - UNLOCKED

"10 Most Beautiful Towns in the World"
September 2018



"7 Small Beer Cities that Deserve National Attention"
August 2018



"Most Vibrant Arts Community"
#4-Medium Size Community
July 2018



"America's Happiest Seaside Towns"
June 2018



The Daily Meal
"Most Under the Radar Food Towns in America"
America 2018



"25 Coolest Towns in American"
October 2018



"15 Best Vacations for Toddlers & Parents Alike"
March 2018



THANK YOU

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