

DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
Friday, April 12, 2019
8:00 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 March 15, 2019 (approval recommended) (*Pages 1-6*)
 - B. Consideration for Approval of Claims (*Page 7-9*)
 - C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for March 2019 and Financial Reports for Traverse City Parking Services. (*Pages 10-15*)
3. CEO Report
 - A. Fiscal Year 2019/2020 Proposed Budget (*Pages 16-26*)
 - B. Elevator Repair – Old Town Parking Deck (*Pages 27-28*)
 - C. Update on Possible Extension of DDA District Boundaries (*Page 29*)
 - D. Overview of 2018 Annual Report (*Page 30*)
 - E. Project Updates (*Pages 31-32*)
 4. Board Member Reports
 - A. Arts Commission (Hershey Verbal)
 - B. Farmers Market (Hardy Verbal)
 - C. Parking Subcommittee (Hardy Verbal)
 - D. Lower Boardman River (Burkholder)
 1. Public Participation Plan (*Pages 33-42*)
 - E. TIF Ad Hoc Committee (Schneider Verbal)
 5. Closed Session for 2 Items Motion Required:
 - a. Possible Property Purchase MCL 15.268(d)
 - b. Closed session to consider the yearly periodic personnel evaluation of the DDA CEO as requested by Ms. Derenzy pursuant to MCL 15.268(a)
 6. Staff Report:
 - A. Parking (*Page 43*)
 - B. Communications (*Pages 44-45*)

7. Receive and File:
 - A. Parking Subcommittee Minutes (March) (Pages 46-48)
 - B. Lower Boardman River Leadership Team March Minutes (Pages 49-50)
 - C. Lower Boardman River Public Outreach Subcommittee March Minutes (Pages 51-52)
 - D. DTCA March Minutes (Pages 53-54)
 - E. Farmers Market Advisory Board March Minutes (Pages 55-56)
 - F. Arts Commission March Minutes (Pages 57-58)
 - G. Celebration for Young Children Event – April 27, 2019 (Page 59)
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
March 15, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Major Jim Carruthers, Collette Champagne, Steve Constantin, Bill Golden, Scott Hardy, T. Michael Jackson, Gabe Schneider

Absent: Allison Beers, Debbie Hershey, Jeff Joubran

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)
- B. Consideration for Approval of Claims
- 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.
- D. Restroom Stipends for Public Restrooms

Parking (Reviewed and Recommended Parking Subcommittee)

- A. Elimination of \$5.00 Meter Violation
- B. Purchase of Six(6) Bus Shelters for Downtown Locations
- C. Event Rates for Metered Lots
- D. High and Low Impact Event Lot Rental Rates
- E. Right-of-way & Land Use Contractor Parking Permit Fees

Jackson discussed High and Low Impact Event Lot Rental Rates for the National Cherry Festival.

Carruthers requested Item D under Administration and Item A under Parking be removed for discussion under the CEO Report.

Motion by Schneider, seconded by Burkholder that the consent calendar be approved as amended. Motion carried unanimously.

3. Review of 2018 Audit

A. Brian Postma reviewed the audit with the board.

4. CEO Report

Items Removed From Consent Calendar

A. Restroom Stipends for Public Restrooms

- i. Carruthers inquired if participating businesses display a public restroom placard so it is clear to the public what businesses are participating.
- ii. **Motion by Carruthers, seconded by Constantin that the DDA Board of Directors 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. Motion carried unanimously.**

B. Elimination of \$5.00 Meter Violation

- i. Carruthers asked for clarification on the reasoning to eliminate the \$5.00 meter violation same day payment program.
- ii. Hardy suggested the Parking Sub-Committee relook at eliminating the \$5.00 same day fee.
- iii. **Motion by Hardy, seconded by Jackson, that the DDA Board of Directors refer the \$5.00 Meter Violation back to the Parking Sub-Committee for further investigation. Motion carried unanimously.**

C. Approval of Contract for SmithGroup -- Lower Boardman River

- i. **Motion Burkholder, seconded by Jackson, that the DDA Board of Directors 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. Motion by Burkholder, seconded by Jackson. Motion carried unanimously.**

D. Approval of Forming 2 Committees: Finance Committee & Governance (overview of Roles & responsibilities)

- i. **Motion by Constantin, seconded by Schneider that the DDA form a Finance committee consisting of Schneider, Hardy,**

Bagdon-McCallum, and Hershey and a Governance committee consisting of Burkholder, Jackson, Constantin and Champagne. Motion carried unanimously.

E. Consideration to expand Review Responsibilities of Lot O (which is 159 E. State Street) Subcommittee

- i. **Motion by Schneider, seconded by Golden that the DDA Board of Directors approve 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." Motion carried unanimously.**

F. Approval of Parking Area Lease Agreement at 305 West Front Street

- i. **Motion by Constantin, seconded by Schneider, that the DDA Board of Directors approve 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. Motion carried unanimously.**

G. Approval of Light Pole Agreement for Then and Now Signs

- i. **Motion by Burkholder, seconded by Jackson, that the DDA Board of Directors approve 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. Motion carried unanimously.**

H. Three Year Elevator Service/Maintenance Contract

- i. Nicole VanNess addressed the board on the current relationship with KONE and the hourly rate differences between the bidders.
- ii. **Motion by Golden, seconded by Constantin, that the DDA Board of Directors approve to award three-year elevation contract and service order with KONE, which will include full 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 after hours, 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. Motion carried unanimously.**

I. Website for Parking with OneUpWeb

i. Carruthers asked for clarification as to why the bidding process should be waived when looking to new website development.

ii. Motion by Burkholder, seconded by Champagne, that the DDA Board of Directors approve 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. Motion carried unanimously.

J. Update on Projects

i. Derenzy updated Board on Lower Boardman River Leadership Team, Leadership, Development, and Infrastructure.

ii. Motion by Golden, seconded by Constantin, that the DDA Board of Directors authorize the CEO to apply for three USDA Grants: two rural development grants and one intermediary relending grant. Motion carried unanimously.

iii. First TIF Ad-Hoc meeting will take place Friday, March 22nd.

iv. Infrastructure bridge repair updates will be at the April Regular DDA Board Meeting.

5. Board Member Reports

A. Chair: Appointment to Farmer's Market Advisory Committee

i. Motion by Champagne, seconded by Hardy that that DDA Board Of Directors approve to appoint Tricia Phelps, Gary Jonas, and Joann Brown to the Farmer's Market Advisory Committee for three-year term. Motion carried unanimously.

B. Arts Commission (Verbal)

i. Minutes will be added to packet from now on, starting next month.

C. Farmers Market

i. Hardy updated the board on the Taste the Local Difference Agreement, Signage, and setting up a budget for the Farmers Market.

ii. Motion by Constantin, seconded by Schneider, that the DDA Board of Directors adopt the rules changes for the 2019 Sara Hardy Downtown Farmers Market as proposed by the Farmers Market Advisory Board in the memorandum provided by Nick Viox. Motion carried unanimously.

D. Parking Subcommittee (Verbal)

E. Lower Boardman River (Verbal)

- i. Burkholder updated the board on SmithGroup agreement.
- ii. Grant from Coastal Zone Management

6. Staff Reports

A. Parking

i. Lot P

- a. Lot P being heavily utilized
- b. Lot will recluse first week of May to complete lot updates.

ii. Park Street Public Restrooms

- a. Restrooms will reopen in April
- b. Hours of winter operations will be discussed over the next few months.

iii. Hardy-Elevator Travel Cable

- a. Cable is starting to fray and the elevator will be closed for a day or two for repair.

iv. Old Town-Elevator Replacement

v. Retail Parking Concerns

- a. Two meetings for parking concerns among merchants will take place at the City Opera House. A morning meeting will take place on April 17th and an afternoon meeting will be on April 18th.

vi. Residential Parking

- a. Two public meetings and Central Neighborhood have taken place already and an additional meeting will take place on March 20th at the Governmental Center.

B. Communications

i. Website

- a. Redeveloping the Parking and downtowntc websites so that all platforms will be on Wordpress.

ii. Facebook

- a. The DDA Facebook page is growing.

iii. Lower Boardman River Leadership Team

- a. Public Engagement process will begin at the next meeting.

iv. Destination Downtown

a. The Pilot program has transitioned into a full program.

v. DTCA Update

- a. Traverse City Restaurant Week wrapped up
- b. Summer program planning

vi. Annual Report

- a. Annual Report was published in February. An overview of the report will be given at the April DDA Regular Board Meeting.

7. Receive and File:

- A. Parking Subcommittee Minutes (January and February)
- B. Lower Boardman River Leadership Team Minutes
- C. DTCA Minutes
- D. Farmers Market Advisory Board Minutes
- E. 2018 Annual Report

8. Public Comment

- a. Tyler Bevier, 1210 Santo Street, addressed and thanked the DDA Board for its support of the Bayline.
- b. Nancy Duke, 213 6th Street, addressed the Board about Parking Lot O and Commonground development at 8th and Boardman.
- c. Carruthers thanked staff for providing stainless steel straws.
- d. Carruthers stated the City Commission will be furthering discussion about 8th Street redevelopment.

9. Adjournment

- i. The meeting officially adjourned at 9:40am.

TIF 97 Claims March 2019

Date	Vendor	Amount	Description
7-Mar	Brew	\$1,800.00	Bathroom Stipend
7-Mar	City of TC	\$739,713.62	Parking Deck Bond Payment
7-Mar	Espresso Bay	\$2,050.00	Bathroom Stipend
7-Mar	Gourdie-Fraser	\$7,492.62	Uptown Riverwalk
7-Mar	Great Lakes Bath & Body	\$1,500.00	Bathroom Stipend
7-Mar	Morsels	\$1,800.00	Bathroom Stipend
7-Mar	Valley City Sign	\$1,333.95	Professional/Contractual
7-Mar	Milk & Honey	\$1,800.00	Bathroom Stipend

Old Town TIF Claims March 2019

Date	Vendor	Amount	Description
7-Mar	Valley City Sign	444.65	Professional/Contractual

Downtown Development Authority Claims March 2019

Date	Vendor	Amount	Description
4-Mar	Merchant Services	\$29.95	
5-Mar	ICMA	\$3,853.69	Payroll
5-Mar	City of TC	\$10,123.58	Health Insurance
5-Mar	Bottomline Bookkeeping	\$220.00	Bookkeeping Services
7-Mar	First National Bank	\$24.08	Credit Card Payment
7-Mar	First National Bank	\$746.11	Credit Card Payment
7-Mar	Carl Ferguson	\$350.00	Grant Technical Support
7-Mar	Copy Central	\$299.37	Printing
7-Mar	Google	\$210.00	Professional/Contractual
7-Mar	McDonough ICS, LLC	\$750.00	Professional/Contractual
7-Mar	OneUpWeb	\$900.00	Website Services
7-Mar	Rotary Club of TC	\$402.00	Membership
7-Mar	SEEDS	\$2,722.50	Farmers Market Contract Work
7-Mar	Light & Power	\$44.33	Utilities
7-Mar	Woodside Strategies	\$1,100.00	Strategic Leadership Training
7-Mar	Quickbooks	\$19,911.17	Payroll
8-Mar	City of TC	\$11,700.00	Health Insurance
13-Mar	US Treasury	\$6,306.57	Payroll
14-Mar	Ashlea Walter	\$1,240.00	Communications
18-Mar	City of TC	\$4,500.00	Legal Services
18-Mar	Ollar Consulting	\$30.00	Computer Services
18-Mar	OneUpWeb	\$1,300.00	Website Services
18-Mar	Rotary Club of TC	\$677.00	Membership & Rotary Ad.
18-Mar	Traverse City Record Eagle	\$510.00	TCPS Meeting Notices
18-Mar	Xerox	\$1,369.38	Copier Machine Lease
19-Mar	ICMA	\$3,258.50	Payroll
19-Mar	City of TC	\$11,171.13	Health Insurance
19-Mar	City of TC	\$9.00	Health Insurance
19-Mar	Old Town TIF	\$420.83	Property Taxes
19-Mar	TIF 97	\$2,047.22	Property Taxes
19-Mar	Old Town TIF	\$17,501.35	Property Taxes
19-Mar	TIF 97	\$120,846.60	Property Taxes
19-Mar	Bottomline Bookkeeping	\$190.00	Bookkeeping Services
20-Mar	State of Michigan	\$1,793.27	Payroll
21-Mar	Quickbooks	\$19,352.23	Payroll
22-Mar	Bottomline Bookkeeping	\$120.00	Bookkeeping Services
27-Mar	United States Treasury	\$6,233.11	Payroll

DDA Financial Report

	March 2018	March 2019	Budget 18-19 as Approved	Budget 18-19 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	241,376	133,040	137,464	137,464	96.8%	4,424
Interest and Dividends	1,451	508	200	200	254.1%	-308
Miscellaneous	983	2,527	0	0	-	-2,527
Rents and Royalties	40,160	38,845	53,000	53,000	73.3%	14,155
Administrative Services	572,036	784,735	1,000,708	1,000,708	78.4%	215,971
Prior Year Surplus	0	0	0	0	-	0
TOTAL REVENUE	\$856,006	\$959,656	\$1,191,370	\$1,191,370	80.6%	\$231,714
EXPENSES						
Payroll Expense	533,137	581,561	740,772	740,772	78.5%	159,211
Health Insurance	33,398	104,681	200,074	200,074	52.3%	95,393
Workers Compensation	3,534	(1,717)	0	0	-	1,717
Office Supplies	8,705	4,524	10,000	10,000	45.2%	5,476
Operation Supplies	1,638	365	0	0	-	-365
Professional/Contractual	38,035	45,703	80,000	80,000	57.1%	34,297
Communications	4,362	3,405	4,800	4,800	70.9%	1,395
Transportation	2,405	54	2,000	2,000	2.7%	1,946
Lodging/Meals	3,889	1,873	10,000	10,000	18.7%	8,127
Training	1,368	874	7,000	7,000	12.5%	6,126
Community Promotion	4,060	1,060	11,500	11,500	9.2%	10,440
Printing/Publishing	2,648	970	1,500	1,500	64.7%	530
Insurance & Bonds	0	175	1,800	1,800	9.7%	1,625
Utilities	3,614	3,532	7,100	7,100	49.7%	3,568
Repairs & Maintenance	975	1,901	2,200	2,200	86.4%	299
Rentals	6,278	5,774	9,000	9,000	84.2%	3,226
Legal Expense	0	4,500	4,500	4,500	100.0%	0
Miscellaneous	156	0	400	400	0.0%	400
Equipment	4,791	4,534	6,000	6,000	75.6%	1,466
TOTAL EXPENSE	\$652,993	\$763,768	\$1,098,646	\$1,098,646	69.5%	\$334,878
NET INCOME/(LOSS)	\$203,013	\$195,888	\$92,724	\$92,724	75.0%	

TIF 97 Financial Report

		March 2018	March 2019	Budget 18-19 as Approved	% of Budget	Budget Variance
REVENUE						
Property Taxes		1,906,167	2,134,817	2,194,975	97.3%	60,158
Grants		0	0	0	0.0%	0
Reimbursements		-	0	130,000	0.0%	130,000
Interest Revenue		133,571	6,633	4,500	147.4%	-2,133
Prior Year Surplus		0		0	0.0%	0
	TOTAL REVENUE	\$2,039,738	\$2,141,450	\$2,329,475	91.9%	\$188,025
EXPENSES						
Public Restrooms (Stipend)			13,050	20,000	65.3%	6,950
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		243,945	57,847			
Legal			2,125			
Public Construction Projects			36,898	906,578		
Capital Outlay		1,991	(33,926)			
Bond Payment -- Hardy Parking Deck		798,732	739,714	829,400	89.2%	89,686
	TOTAL EXPENSE	\$1,044,668	\$1,017,923	\$1,983,049	51.3%	\$965,126
					thru fiscal year <input type="checkbox"/> <input type="checkbox"/>	
	NET INCOME/(LOSS)	\$995,070	\$1,123,527	\$346,426	75.0%	

Old Town TIF Financial Report

		March 2018	March 2019	Budget 18-19 as Approved	% of Budget	Budget Variance
REVENUE						
Property Taxes		184,976	249,513	260,509	95.8%	10,996
Reimbursements		0	0	0	0.0%	0
Interest Revenue		55	186	0	0.0%	-186
	TOTAL REVENUE	\$185,031	\$249,699	\$260,509	95.9%	\$10,810
EXPENSES						
Office Supplies		39				
Professional/Contractual		3,429	444.65			
Admin/Engineering Services		0	82,892	110,523	75.0%	27,631
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	\$3,468	\$313,309	\$1,029,614	30.4%	\$716,305
					thru fiscal year <input checked="" type="checkbox"/> <input type="checkbox"/>	
	NET INCOME/(LOSS)	\$181,562	(\$63,610)	(\$769,105)	75.0%	

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/19	YTD BALANCE 03/31/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	BDDT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDOLL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,400,000.00	35,373.30	1,213,671.56	0.00	186,328.44	86.69
585-000-653.000	PERMITS-SURFACE LOTS	240,000.00	2,300.00	163,708.00	0.00	76,292.00	68.21
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	80.00	0.00	0.00	0.00	0.00
585-000-656.010	PARKING FINES	400,000.00	8,193.00	325.00	0.00	1325.00	100.00
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	249,729.11	0.00	151,670.56	62.08
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-668.000	RENTS AND ROYALTIES	12,000.00	0.00	11,874.14	0.00	19,814.14	265.62
585-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	9,005.20	0.00	9,005.20	100.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	1,517.50	0.00	1,517.50	100.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,052,000.00	44,666.30	1,668,434.84	0.00	383,565.16	81.31
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	350,000.00	11,319.95	292,250.80	0.00	37,749.20	72.07
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	240,000.00	2,574.00	210,416.00	0.00	29,584.00	87.67
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,500.00	18,348.00	0.00	6,752.00	74.33
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		616,300.00	15,423.95	482,214.80	0.00	134,285.20	78.24
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	65,000.00	3,883.05	17,688.65	0.00	17,311.34	73.37
585-587-653.005	PERMITS-PARKING DECK	370,000.00	10,175.00	317,346.00	0.00	52,654.00	85.77
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	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
Total Dept 587 - OLD TOWN DECK		435,000.00	14,075.05	365,034.66	0.00	69,965.34	83.92
TOTAL REVENUES		3,103,300.00	74,934.10	2,515,684.30	0.00	587,615.70	81.06

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/19	YTD BALANCE 03/31/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDDT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	18,000.00	148.35	12,365.40	0.00	5,634.60	68.70
585-585-704.000	EMPLOYEE OVERTIME	3,500.00	0.00	706.74	0.00	2,793.26	20.19
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	100.00	0.00	200.94	0.00	(100.94)	200.94
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,600.00	11.67	409.47	0.00	1,190.53	25.59
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	10.09	105.32	0.00	(5.82)	105.82
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	2.52	7.52	0.00	192.48	3.76
585-585-718.000	RETIREMENT FUND CONTRIBUTION	100.00	0.00	122.13	0.00	(22.13)	122.13
585-585-719.000	RETIRES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	93.38	0.00	(93.38)	100.00
585-585-727.000	OFFICE SUPPLIES	6,000.00	158.64	2,125.28	0.00	3,874.72	35.42
585-585-801.000	OPERATION SUPPLIES	37,000.00	4,933.38	35,870.20	496.00	633.80	99.29
585-585-810.000	PROFESSIONAL AND CONTRACTUAL	1,013,200.00	4,312.76	746,974.06	3,500.00	263,725.94	73.97
585-585-850.000	COLLECTION COSTS	2,000.00	0.00	131.80	0.00	1,868.40	6.58
585-585-854.000	COMMUNICATIONS	41,000.00	1,667.13	12,386.01	0.00	28,613.99	30.21
585-585-860.000	CITY FEE	310,000.00	0.00	0.00	0.00	310,000.00	0.00
585-585-862.000	TRANSPORTATION	8,000.00	234.89	2,518.74	0.00	5,481.26	31.48
585-585-862.000	PROFESSIONAL DEVELOPMENT	2,000.00	0.00	25.00	0.00	7,972.00	0.35
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	36,000.00	663.00	17,267.00	9,374.50	9,358.50	74.00
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	5,823.12	0.00	6,898.11	77.69
585-585-910.000	INSURANCE AND BONDS	3,000.00	0.00	6,932.16	0.00	7,171.89	49.77
585-585-920.000	PUBLIC UTILITIES	20,000.00	604.03	11,101.89	0.00	2,007.84	77.69
585-585-930.005	REPAIRS AND MAINTENANCE	65,000.00	675.52	10,642.13	68.75	6,898.11	55.51
585-585-940.000	RAMSDALL GATE REPAIR & MAINT	1,000.00	0.00	0.00	0.00	54,289.12	16.48
585-585-956.000	RENTAL EXPENSE	93,000.00	9,365.00	113,661.83	4,226.30	1,000.00	0.00
585-585-956.000	MISCELLANEOUS	300.00	0.00	6,051.89	0.00	(24,888.23)	126.76
585-585-959.000	DEPRECIATION EXPENSE	130,000.00	0.00	0.00	0.00	(5,561.89)	1,212.38
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	130,000.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	0.00	0.00	0.00	0.00	0.00
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	49,794.00	0.00	9,206.00	81.59
				0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,969,100.00	24,697.67	3,027,394.31	16,665.65	825,240.04	55.85
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	657.69	0.00	342.32	65.77
585-586-740.000	OPERATION SUPPLIES	5,000.00	740.67	3,550.46	0.00	(580.46)	111.61
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000.00	77,794.27	263,365.19	1,440.00	(57,005.19)	152.78
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	2,611.39	0.00	888.61	74.61
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	0.00	4,314.73	0.00	2,685.27	61.64
585-586-930.000	PUBLIC UTILITIES	55,000.00	10,631.45	17,275.39	0.00	17,724.61	67.77
585-586-940.000	REPAIRS AND MAINTENANCE	100,000.00	3,915.89	27,361.57	17,335.20	59,501.93	40.50
585-586-956.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	9,130.05	0.00	1,869.95	81.30
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	69,000.00	0.00	1,891.67	0.00	10,109.33	89.64
Total Dept 586 - HARDY DECK		615,500.00	91,641.88	374,384.42	16,576.20	272,535.37	55.72
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	64.55	0.00	164.55	100.00
585-587-740.000	OPERATION SUPPLIES	4,933.00	3,107.26	9,462.04	0.00	14,632.54	215.56

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/19	YTD BALANCE 03/31/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDDT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	60,000.00	14,411.11	104,408.71	1,720.00	(45,728.71)	178.21
585-587-850.000	COMMUNICATIONS	6,000.00	256.00	3,109.95	0.00	2,890.05	51.83
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	3,950.53	0.00	2,149.37	61.19
585-587-920.000	PUBLIC UTILITIES	50,000.00	5,823.25	29,482.78	0.00	20,517.22	38.97
585-587-930.000	REPAIRS AND MAINTENANCE	100,000.00	2,520.36	10,696.00	10,385.00	78,919.00	21.08
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	0.00	69,932.47	0.00	(48,932.47)	333.01
Total Dept. 587 - OLD TOWN DECK		435,000.00	26,911.50	230,167.63	11,705.00	193,127.37	55.60
TOTAL EXPENDITURES		2,919,800.00	144,752.65	1,581,950.37	46,946.85	1,290,902.78	55.79
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,103,300.00	74,908.30	2,515,684.30	0.00	587,615.70	81.06
TOTAL EXPENDITURES		2,919,800.00	144,252.65	1,581,950.37	46,946.85	1,290,902.78	55.79
NET OF REVENUES & EXPENDITURES		183,500.00	(69,344.35)	933,733.93	(46,946.85)	(703,287.08)	(83.26)



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: April 12, 2019
SUBJECT: 2019/2020 Budget

Attached are the proposed budgets for 2019/2020 which will be reviewed at our meeting. Public Hearing for the budgets will be held at our May 17th meeting.

For the DDA general fund budget:

Revenue: Property taxes of \$137,475 is the millage rate for all property owners. Reimbursement comprises of administrative fees from both TIF 97 and Old Town (.02%), DTCA Management Agreement and Parking Management Agreement. Rental Income is from the Farmer's Market, with expenses contained within the contract services, communications and training line items.

I am proposing that the Farmer's Market Advisory Board review a line item budget to help identify costs associated with running the market and staff time associated with same.

Expenditures:

The general budget has remained relatively consistent with a few highlights:

Under community promotions: I am recommending that the DDA contribute \$5,000 towards the Bayline program with BATA. This program has been successful in seeing ridership increase, ease of coming into downtown on public transit and assisting both employees in alternative transportation, and reducing parking demand. The program has been successful for some of our businesses to offer alternative transportation for our downtown businesses. This same line item will be used for the DDA's contribution towards the holiday event in December for the Light Parade.

I am proposing to add a Chief Operations position for the DDA with a strong strategic and financial background that will work with me on board goals, policies, procedures, as well as, help implement the strategies. The other increases are related to parking staff. My proposal, as indicated last year, was to identify best practices and coverage

for an operation that runs from 7:00 am to midnight Monday through Saturday and 7:00 am to 11:00 pm on Sunday, and includes a fluctuating event component. My proposal for this year includes:

- Increasing one part-time maintenance to full-time maintenance
- Increasing one part-time office to full-time office

Part-time positions will decrease from 8 to 6, and full-time seasonal will remain 2 for office and 1 for parking enforcement. Increase salary for part-time to \$13.00/hour which puts us in a more competitive approach to hiring. It has been a struggle to hire and retain part-time, and will attempt in lieu of hiring full-time to attract with a higher per hour wage. The total number of employees under parking would be 11 full-time, 6 part-time and 3 seasonal full-time.

I have identified the full-wage analysis for parking of \$750,000, (health, 401K, workers comp, etc.) which is an increase for the contract from \$596,000 to \$750,000 for completing all things parking related within the City. It is noted, that this is only the cost for parking, **there are absolutely no costs** that come to the DDA for parking. The administrative oversight remains as in-kind, as well as, all bookkeeping services. These are only the actual costs of parking employees through a self-sustaining parking fund.

The revenue for the City remains at 10% to the City general fund, with no revenue coming to the DDA out of parking.

TIF 97

Revenue: The taxable value for TIF 97 has increased allowing the substantial capital projects identified. Reimbursement identified of \$130,000 is reimbursement from the Park Street Brownfield Project towards the Hardy Parking Deck Bond.

Expenditures: For professional services line item, this line item has increased based on 2 items:

- 1) I am recommending that the DDA approve payment to the City of Traverse City for a police sector/community police officer for the downtown area. This amount is for \$50,000 and will be tied to a five-year agreement with the City.
- 2) Project soft costs; which have risen based on the number of projects identified within TIF 97. The Administrative fee remains at .01% to the City and .02% to the DDA.

The remaining projects under professional services are restroom stipends of \$20,000, and WIFI contract of \$65,000.

Capital Improvement Projects include:

- Bridge Repairs:
 - West Front Street
 - South Cass
 - Park Street
 - North Cass

- **Traffic Signal Arm Mast (2):** The mast arm will be installed at Grandview and Front and Grandview and Union.
- **Lower Boardman River Access:** I am recommending that \$150,000 be put into this new line item to help with possible implementation opportunities that come from an approved unified plan.
- **City Opera House:** There are upgrades to the City Opera House which include replacing the boiler, upgrading lights. Both projects will be in conjunction with the Green Team to ensure the public facility provides the upgrades according to Green standards.

You will note below in Old Town TIF that I am recommending an interfund loan of \$270,000 to Old Town, this will be paid back over a period of time from Old Town. This is due to the number of TIF projects in Old Town and trying to cover the costs based on the projected budget.

Future Capital Projects: I would suggest that the DDA Board provide this to the Finance Committee to evaluate with CEO future capital projects to be brought before the Board for consideration and timing of same.

Old Town TIF

Revenue: This TIF District has increased in the two short years the District has been reset, with the taxable value increasing from \$55,000,000 in 2018/2019 budget to \$60,000,000 for the 2019/2020 budget, which assists in our CIP projects.

Expenditures: For professional services line item, the administrative fee remains at .01% to the City and .02% to the DDA with project soft costs relating to the projects which will be implemented in this fiscal year.

Capital Improvement Projects for this fiscal year include:

- Remaining Payment for the Lake Avenue Streetscape Project
- Eighth Street Bridge Repair
- South Cass Bridge Repair

The total capital improvements are anticipated to be \$405,521, which is approximately \$166,917 short of the revenue projected. As indicated under TIF 97, an interlocal fund of \$270,000 from TIF 97 to Old Town would be recommended to cover the short-fall and paid back over a period of 1 or 2 years.

Future Capital Projects: Similar to what was identified under TIF 97, I would suggest that the Finance Committee evaluate CIP projects with the CEO with same to be brought back to the DDA for consideration.

Parking Budget:

The parking budget will be part of the newly formed Finance Committee and will help identify capital improvement projects along with the Parking Subcommittee.

Revenue: The revenue line item has been reduced in 2019/2020 based on the anticipated loss both surface and garage parking permit revenue due to increase of long-term parking and reduced turnover, as well as, the reduced parking ticket fine from \$10.00 to \$5.00 if paid within a 24-hour period.

Expenditure: Capital Improvements included for each Parking Garage:

Hardy Parking Structure:

- Boiler Replacement
- Hardy PTAC Units
- Tower Roof Replacement
- Cameras, including conduit
- Truck Replacement (scheduled)

For Old Town Structure:

- Elevator Engineer Services (which could include replacement of Elevator)

Additional funding has also been included in 585-585-808.00 Community Promotions which include \$25,000 for Bayline and \$45,000 for Destination Downtown.

The Downtown Development Authority will be holding a public hearing at your May 17th meeting for adoption of the budget. Your input is appreciated on the proposed budget.

**City of Traverse City, Michigan
Downtown Development Authority
DDA General Fund**

	FY 17/18 Actual	FY 18/19 Projection	FY 19/20 Proposed
REVENUES			
Property Taxes	\$ 192,798	\$ 137,464	\$ 137,475
Grants and contributions	10,000	-	-
Reimbursements	767,999	996,706	1,195,371
Rental Income	55,015	53,000	53,000
Interest Revenue	563	200	200
TOTAL REVENUES	1,026,375	1,187,370	1,386,046
EXPENDITURES			
Salaries and Wages	646,799	740,772	892,000
Fringe Benefits	152,085	200,074	261,395
Office/Operating Supplies	13,012	10,000	13,000
Professional Services	46,729	54,000	46,000
Contract Services	-	26,000	41,000
Communications	6,483	4,800	6,000
Transportation	2,453	2,000	4,000
Lodging/Meals	5,211	10,000	10,000
Training	1,718	7,000	10,000
Community Promotion	14,930	11,500	20,000
Printing and Publishing	5,064	1,500	5,000
Insurance and Bonds	1,586	1,800	1,800
Utilities	4,816	7,100	9,000
Repairs and Maintenance	3,325	2,200	2,200
Rentals	8,083	9,000	9,000
Legal Services	-	4,500	5,000
Miscellaneous	195	400	2,000
Equipment	8,061	6,000	9,000
TOTAL EXPENDITURES	920,550	1,098,646	1,346,395
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	105,825	88,724	39,651
Beginning Fund Balance (Deficit)	397,510	503,335	592,059
Ending Fund Balance (Deficit)	\$ 503,335	\$ 592,059	\$ 631,710

**City of Traverse City, Michigan
Downtown Development Authority
Tax Increment Financing 97 Fund**

	FY 17/18 Actual	FY 18/19 Budget	FY 19/20 Proposed	FY 20/21 Projection	FY 21/22 Projection	FY 22/23 Projection	FY 23/24 Projection
REVENUES							
Property Taxes	\$ 2,014,156	\$ 2,568,096	\$ 2,589,110	\$ 2,502,418	\$ 2,522,657	\$ 2,542,955	\$ 2,563,313
Grants	-	-	-	-	-	-	-
Reimbursements	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Interest Revenue	5,436	4,500	4,500	4,500	4,500	4,500	4,500
TOTAL REVENUES	2,149,592	2,702,596	2,723,610	2,636,918	2,657,157	2,677,455	2,697,813
EXPENDITURES							
Professional Services	476,563	469,750	666,853	453,951	539,340	612,967	565,130
Printing and Publishing/Other	123	1,000	200	200	200	200	200
Contribution to District Construction Projects:							
West Front Street Bridge Replacement	8,867	-	218,320	-	-	-	-
Garland Street Repair	-	27,020	-	-	-	-	-
West Front Reconstruction - Signals	49,895	-	-	-	-	-	-
South Cass Bridge Repair	-	-	66,001	-	-	-	-
Park Street Bridge Repair	-	-	150,000	-	-	-	-
Uptown Riverwalk from Union St Dam	-	454,350	-	-	-	-	-
Wellington Plaza Erosion	-	-	-	-	-	-	-
Farmers Market	-	-	-	-	-	-	-
Traffic Signal Arm Mast	-	-	140,000	-	-	-	-
East Front Reconstruction (Park to Grandview)	-	-	-	-	252,700	-	-
200 Block Alley Enhanced Improvements	-	-	-	-	817,000	-	-
South Union Street Bridge	-	-	-	-	63,000	-	-
Lower Boardman River Access	-	-	150,000	600,000	-	-	-
North Cass Street Bridge	-	-	45,000	-	-	100,000	-
Lower Boardman River Access	-	-	-	-	-	700,000	-
Surface Parking Lot Redevelopment	-	-	-	316,000	-	316,000	-
Grandview Pedestrian Crossing	-	-	-	-	-	500,000	-
City Opera House	-	-	36,500	-	-	-	-
Civic Square	-	-	-	-	-	-	1,000,000
Property Purchase -- 215 Union	-	120,000	-	-	-	-	-
Total Contribution to District Construction Projects	58,762	601,370	805,821	916,000	1,132,700	1,616,000	1,000,000
Contribution to City - Debt service	798,732	829,400	859,500	893,600	931,500	973,200	953,400
CONTRIBUTION FROM 2018/2019 BUDGET	1,334,180	1,901,520	2,332,374	2,263,751	2,603,740	3,202,367	2,518,730
TOTAL EXPENDITURES	1,334,180	1,901,520	2,332,374	2,263,751	2,603,740	3,202,367	2,518,730
ADDED COSTS		153,772					
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	815,412	647,304.14	391,236	373,168	53,417	(524,911)	179,083
OTHER FINANCING SOURCES (USES)							
Operating transfer/interfund loan	-	-	(270,000)	-	-	-	-
NET CHANGE IN FUND BALANCE	815,412	647,304	121,236	373,168	53,417	(524,911)	179,083
Beginning Fund Balance	317,651	1,133,063	1,780,367	1,901,603	2,274,770	2,328,187	1,803,276
Ending Fund Balance	\$ 1,133,063	\$ 1,780,367	\$ 1,901,603	\$ 2,274,770	\$ 2,328,187	\$ 1,803,276	\$ 1,982,359

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

	FY 18/19 Budget	FY 19/20 Projection	FY 20/21 Projection	FY 21/22 Projection	FY 22/23 Projection	FY 23/24 Projection
REVENUES						
Property Taxes	\$ 412,414	\$ 434,924	\$ 430,244	\$ 443,679	\$ 457,123	\$ 470,577
Reimbursements	-	-	-	-	-	-
Interest Revenue	-	100	100	100	100	100
TOTAL REVENUES	412,414	435,024	430,344	443,779	457,223	470,677
EXPENDITURES						
Professional Services	166,284	196,320	209,756	240,378	173,016	174,741
Printing and Publishing/Other	-	100	100	100	100	100
Contribution to District Construction Projects:						
Lake Avenue Streetscape	237,772	192,000	-	-	-	-
Eighth Street Bridge Repair	-	147,520	-	-	-	-
South Cass Bridge Repair	-	66,001	-	-	-	-
Eighth Street Lake Avenue to Woodmere	-	-	-	-	-	-
Union Street Streetscape	-	-	334,530	-	-	-
South Union Street Bridge	-	-	-	63,000	-	-
Rivers Edge Riverwalk Decking	-	-	106,869	690,700	-	-
Total Contribution to District Construction Projects:	237,772	405,521	441,399	753,700	-	-
Total Contribution for Debt Service	-	-	-	-	-	-
TOTAL EXPENDITURES	404,056	601,941.32	651,255	994,178	173,116	174,841
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	8,358	(166,917)	(220,911)	(550,399)	284,107	295,836
OTHER FINANCING SOURCES (USES)						
Operating transfer/interfund loan	-	270,000	-	-	-	-
NET CHANGE IN FUND BALANCE	8,358	103,083	(220,911)	(550,399)	284,107	295,836
Beginning Fund Balance (Deficit)	178,931	187,289	290,372	69,460	(480,939)	(196,832)
Ending Fund Balance (Deficit)	\$ 187,289	\$ 290,372	\$ 69,460	\$ (480,939)	\$ (196,832)	\$ 99,005

BUDGET REPORT FOR TRAVERSE CITY
 Fund: 585 AUTOMOBILE PARKING SYSTEM FUND
 Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 DEPT REQUESTED BUDGET	2019-20 DEPT REQUESTED % CHANGE	2019-20 FINAL ADOPTED/DAGER BUDGET
ESTIMATED REVENUES							
585-000-451.073	RAMSDALL GATE FEES			100			
585-000-652.000	PARKING FEES-COIN	1,400,000	1,217,800	1,400,000	1,500,000	7.14	
585-000-653.000	PERMITS-SURFACE LOTS	240,000	164,700	240,000	200,000	(16.67)	
585-000-653.010	DESTINATION DOWNTOWN						
585-000-656.010	PARKING FINES	400,000	249,400	400,000	300,000	(25.00)	
585-000-664.000	INTEREST & DIVIDEND EARNINGS	12,000	31,900	12,000	25,000	108.33	
585-000-677.000	REIMBURSEMENTS		9,000	4,800			
585-000-686.000	MISCELLANEOUS INCOME		1,600	1,400			
585-586-651.000	PARKING DECK PROCEEDS	350,000	255,400	350,000	325,000	(7.14)	
585-586-653.005	PERMITS-PARKING DECK	240,000	210,500	240,000	250,000	4.17	
585-585-668.000	RENTS AND ROYALTIES	26,300	19,500	26,300	26,300		
585-587-651.000	PARKING DECK PROCEEDS	65,000	47,700	65,000	50,000	(23.08)	
585-587-653.005	PERMITS-PARKING DECK	370,000	413,400	370,000	400,000	8.11	
TOTAL ESTIMATED REVENUES		3,103,300	2,621,300	3,109,600	3,076,300	(0.87)	

BUDGET REPORT FOR TRAVERSE CITY
 Fund: 585 AUTOMOBILE PARKING SYSTEM FUND
 Calculations as of 06/30/2019

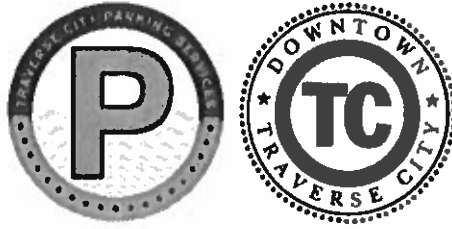
GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 DEPT REQUESTED BUDGET	2019-20 DEPT REQUESTED % CHANGE	2019-20 FINAL ADOPTED BUDGET
APPROPRIATIONS							
585-585-702.000	SALARIES AND WAGES	18,000	12,400	8,500	23,200	28.89	
585-585-704.000	EMPLOYEE OVERTIME	3,500	700	800	4,000	14.29	
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	100	200	200		(100.00)	
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,600	400	500	2,100	31.25	
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100	100	100	100		
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	200	100	100	100	(50.00)	
585-585-718.000	RETIREMENT FUND CONTRIBUTION	100	100	100	200	100.00	
585-585-721.000	WORKERS COMPENSATION INS						
585-585-727.000	OFFICE SUPPLIES	6,000	2,100	6,000	6,000		
585-585-740.000	OPERATION SUPPLIES	37,000	35,900	17,500	37,000		
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,013,200	747,000	1,013,100	1,200,000	18.44	
585-585-810.000	COLLECTION COSTS	2,000	100	2,000	2,000		
585-585-850.000	COMMUNICATIONS	41,000	12,400	41,000	41,000		
585-585-854.000	CITY FEE	310,000		330,000	219,000	(29.35)	
585-585-860.000	TRANSPORTATION	8,000	2,500	8,000	8,000		
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000		8,000	8,000		
585-585-863.000	TRAINING	2,000		2,000	2,000		
585-585-880.000	COMMUNITY PROMOTION	36,000	17,300	36,000	66,000	83.33	
585-585-900.000	PRINTING AND PUBLISHING	14,000	6,800	14,000	14,000		
585-585-910.000	INSURANCE AND BONDS	9,000	7,000	9,000	9,000		
585-585-920.000	PUBLIC UTILITIES	20,000	11,100	20,000	30,000	50.00	
585-585-930.000	REPAIRS AND MAINTENANCE	65,000	10,600	65,000	65,000		
585-585-930.005	RAMSDALE GATE REPAIR & MAINT	1,000		1,000	1,000		
585-585-940.000	RENTAL EXPENSE	93,000	113,700	93,000	93,000		
585-585-956.000	MISCELLANEOUS	500	6,100	500	500		
585-585-959.000	DEPRECIATION EXPENSE	130,000		130,000	135,000	3.85	
585-585-964.000	TRANSFERS OUT						
585-585-977.000	EQUIPMENT	50,000	40,800	50,000	50,000		
585-586-727.000	OFFICE SUPPLIES	1,000	700	1,000	1,000		
585-586-740.000	OPERATION SUPPLIES	5,000	5,600	5,000	5,000		
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000	163,600	108,800	143,800	33.15	
585-586-850.000	COMMUNICATIONS	3,500	2,600	3,500	3,500		
585-586-900.000	PRINTING AND PUBLISHING	4,000	4,000	4,000	4,000		
585-586-910.000	INSURANCE AND BONDS	7,000	4,300	7,000	7,000		
585-586-920.000	PUBLIC UTILITIES	55,000	37,300	55,000	55,000		
585-586-930.000	REPAIRS AND MAINTENANCE	100,000	23,400	100,000	50,000	(50.00)	
585-586-940.000	RENTAL EXPENSE	13,000		13,000	13,000		
585-586-956.000	MISCELLANEOUS	10,000	8,100	10,000	10,000		
585-586-959.000	DEPRECIATION EXPENSE	220,000		220,000	220,000		
585-586-977.000	EQUIPMENT	89,000	78,900	89,000	89,000		
585-587-727.000	OFFICE SUPPLIES		100				
585-587-740.000	OPERATION SUPPLIES	4,000	8,600	4,000	4,000		
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	60,000	104,400	60,000	100,000	66.67	
585-587-850.000	COMMUNICATIONS	6,000	3,100	6,000	6,000		
585-587-900.000	PRINTING AND PUBLISHING	4,000		4,000	4,000		
585-587-910.000	INSURANCE AND BONDS	6,000	3,900	6,000	6,000		
585-587-920.000	PUBLIC UTILITIES	50,000	29,500	55,000	50,000		
585-587-930.000	REPAIRS AND MAINTENANCE	100,000	10,700	100,000	75,000	(25.00)	
585-587-940.000	RENTAL EXPENSE	13,000		13,000	13,000		
585-587-959.000	DEPRECIATION EXPENSE	171,000		171,000	171,000		
585-587-977.000	EQUIPMENT	21,000	69,900	21,000	21,000		
TOTAL APPROPRIATIONS		2,919,800	1,582,100	3,037,800	3,067,500	5.06	
NET OF REVENUES/APPROPRIATIONS - FUND 585		183,500	1,039,200	71,800	8,800	(95.20)	
BEGINNING FUND BALANCE		22,974,800	22,974,800	22,974,800	23,045,700	0.31	23,045,700

BUDGET REPORT FOR TRAVERSE CITY
 Fund: 231 COLLEGE PARKING FUND
 Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 DEPT REQUESTED BUDGET	2019-20 DEPT REQUESTED & CHANGE	2019-20 FINAL ADOPTED BUDGET
ESTIMATED REVENUES							
231-000-652.000	PARKING FEES-COIN	7,000	4,000	7,000	4,000	(42.86)	
231-000-656.030	PARKING FINES-COLLEGE	20,000	6,600	20,000	10,000	(50.00)	
231-000-683.000	RECOVERY OF BAD DEBTS	500		500		(100.00)	
TOTAL ESTIMATED REVENUES		27,500	10,600	27,500	14,000	(49.09)	

BUDGET REPORT FOR TRAVERSE CITY
 Fund: 231 COLLEGE PARKING FUND
 Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 DEPT REQUESTED BUDGET	2019-20 DEPT REQUESTED % CHANGE	2019-20 FINAL ADOPTED/DIAGER BUDGET
APPROPRIATIONS							
231-231-801.000	PROFESSIONAL AND CONTRACTUAL	26,300	2,800	26,300	12,000	(54.37)	
231-231-940.000	RENTAL EXPENSE	1,200		1,200	2,000	66.67	
	TOTAL APPROPRIATIONS	27,500	2,800	27,500	14,000	(49.09)	
NET OF REVENUES/APPROPRIATIONS - FUND 231			7,800				
BEGINNING FUND BALANCE							
ENDING FUND BALANCE			7,800				



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: April 4, 2019
Date: Old Town Elevator Repair (NE Tower)

Last month, we reported our intent to hire an engineering firm to review and evaluate the elevator in the NE Tower at the Old Town Parking Garage.

The elevator was taken out of service at the end of February when a relenting cable snapped. At the time of evaluating the repair needed to the relenting cable, it was identified that the packing on the hydraulic jacks had once again began to fail and oil was collecting in the pit. Vendors had provided quotes to fix both the relenting cable and replace the packings.

We have replaced the packings on the hydraulic jacks twice within the past two years using two different vendors. Claims have been made that the wrong hydraulic fluid has been used causing impurities in the oil essentially creating abrasions on the jacks. Vendors have also claimed that our issues are caused by not having an ample heat source in the elevator shaft. Given the dollar amount of the repairs needed and these claims, we decided to hold off on moving forward in order to investigate further. Unfortunately, we have changed service providers three times since the opening of the facility, and we are unable to confirm or refute the claims that our issues are the cause of a vendor using the wrong hydraulic fluid. Our current vendor has attested that they are using the oil specified by the manufacturer. We are also unable to determine if the lack of a heat source is the culprit as our assumption is that the original general contractor would have selected the appropriate elevator for the development.

Our goal in holding off on the repairs was to obtain an engineering evaluation as to whether we should proceed with the repairs or consider full replacement of the elevator. In addition, obtain an opinion on why we are having recurring issues with the same elevator. We have reached out to engineering firms. Our best case to have a firm begin an evaluation would start in June with the potential of having a report by the end of July or sometime in August. This timeline will not work for us. The elevator has been out of service for nearly six weeks, and we need the elevator to be operational by the summer.

We have obtained quotes from vendors to replace (2) hydraulic jacks complete with new packings, flush and replace the hydraulic oil to meet manufacturer specifications and replace the

relenting cables. All vendors were provided the same requirements and asked to provide a bid that included all requirements. We received 3 bids that ranged from \$28,000-\$30,000.

We are recommending moving forward with the repairs. This will ensure we repair any damage to the hydraulic jacks and the hydraulic fluid meets the manufacturer's specification. Additionally, we will select an engineering firm to evaluate the towers, and determine if they have a sufficient heat source for the elevator to operate. The engineering report will allow us evaluate if we need to modify the tower in which we can incorporate into our maintenance plans. The quotes are summarized in the table below:

RECOMMENDED MOTION: The DDA Board recommend the City Commission approve an emergency confirming service order with Schindler Elevator in an amount not-to-exceed \$28,477 for repairs to the NE Elevator at the Old Town Parking Garage with funds from the Old Town Parking Fund.



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

Memorandum

To: DDA Board

From: Jean Derenzy, CEO

For Meeting Date: April 12, 2019

SUBJECT: Update on Extension of DDA District Boundaries

As you are aware, the DDA Board provided authorization to investigate the viability of extending the DDA District Boundaries (with no TIF attached) from Oryana to Barlow. My initial thought was a Wellness District for this area. The Community Foundation suggested a partnership to investigate this opportunity and has led a contract with Perkins-Wills, a company with extension expertise in branding wellness corridors.

I will present an overview of some of the findings of the work completed by Perkins-Wills at our Friday meeting. The full report will be presented to the DDA Board at our May meeting.



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: April 12, 2019
SUBJECT: Overview of 2018 Annual Report

Within the April packet was the 2018 annual report. Highlights of the report will be provided to the Board for your information and identification of a busy 2018/2019 budget year.



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: April 12, 2019
SUBJECT: Project Updates:

Coastal Zone Grant:

This grant was to have a unified approach for logos/signage for the Lower Boardman. Gene Ullery-Smith, Contractor under the Coastal Zone Grant, has provided examples of logos/overviews on the approach for signage on the River. Although this is intended to be throughout the Boardman River, the focus at this time is only within the area from the mouth of the Lake to the mouth of the Bay. The Lower Boardman Leadership Team will be weighing in on the design standards and recommendation will be brought back to the DDA Board for approval. Examples of the designs are attached for your information.

Projects that are proposed within the Downtown include:

109 East Front Street: There is a potential new project for downtown on Front Street at 109 E. Front which is the Hannah Lay Building. The Historic Commission gave approval on their plans at their March 28th meeting. There is additional work relating to underground parking which will be needed from City Engineering. The project will keep the first-floor retail, second floor office/commercial and third floor residential units.

415 East Front Street: Property has been sold and will be the location of Honor State Bank. This property is on the Boardman River and a 4-story building.

222 State Street (next to Covell Funeral Home): Property has been sold and anticipated to be a 3.5-story housing development (similar to what was built at the Old Town Parking Deck).

160 East State Street: (Corner of State and Cass). Renovations have occurred with inter demolition completed. This will be the new location of Green Leaf Trust and additional businesses. Development is anticipating to install heated sidewalks as well as eliminating the curb cut off of State.

305 West Front: We did receive a letter from 305 West Front that effective 06/28 that public parking will no longer be available due to development plans this summer on the site. I will be working on two fronts on this 1) working with Developer on the new development and 2) working with Nicole to find additional parking opportunities to fill this loss of 85 parking spaces.



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: April 12, 2019
SUBJECT: Draft Public Outreach Plan

Attached is a draft public outreach plan that the Lower Boardman River Leadership Team is working on and anticipated to edit and modify over the next few weeks, with recommendation to be brought before the DDA at your May meeting for approval.

The kick-off meeting for the public engagement is anticipated to be the second week in June and as identified in the Public Plan numerous approaches to gain public input. I will be going both to the Planning Commission and City Commission to get their input and feedback into the Public Participation Plan.

This really is a bit different than what has been done previously and follows the City's Redevelopment Ready Process to identify 1) Importance, 2) Impact and 3) Approach. I anticipate that this will be the approach (meaning a public participation plan created) for the TIF 97 extension process.

Input from Board members is appreciated with the final plan to be presented in May.



LOWER BOARDMAN RIVER

**DRAFT 2019 PUBLIC
PARTICIPATION PLAN**

March 28, 2019

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CHAPTER 1: INTRODUCTION

The Lower Boardman River Leadership Team (LBR Leadership Team), under the direction of the Traverse City Downtown Development Authority (DDA), has prepared a DRAFT public participation plan to guide the engagement strategy for the Lower Boardman River Unified Plan.

WHAT IS A PUBLIC PARTICIPATION PLAN?

A public participation plan outlines how the public will be engaged throughout the planning process. The plan provides a guide for the project steering committee, defining the who, what, when, where, why and how for the community will be engaged during each phase of the process. It acts as a tool for accountability and transparency.

EVALUATING THE EFFECTIVENESS OF OUR EFFORTS

The framework for this public participation plan was developed by the LBR Leadership Team with the support of a consultant who specializes in downtown and waterfront planning and design. The public will be given the opportunity to provide feedback on the engagement strategy prior to the adoption of the public participation plan online and during an open house format project kick-off meeting in June 2019.

During this meeting and through the distribution of this DRAFT plan, the public will be introduced to the methods for outreach and engagement identified for this particularly planning effort. They will be asked to provide feedback and given the opportunity to self-select their level of engagement moving forward.

The DDA and Lower Boardman River Leadership Team feel deeply that community and stakeholder buy-in is critical for not only the development of a Unified Plan but also its successful implementation.

Throughout the life of the project, the public will be given the opportunity to weigh-in on the process and help adjust the course as needed.

GETTING BUY-IN FROM THE BEGINNING

The public is invited to attend the project kick-off meeting in early June 2019 to provide feedback on the public engagement strategy and sign-up to be part of the planning process.

QUICK CHECK-IN METHODS

At each event, the LBR Leadership Team will provide the public with an opportunity to provide feedback. The community is also encouraged to share the project website with others in the community who may have been missed through traditional outreach methods.

The LBR Leadership Team will also follow-up after each public engagement event with an internal evaluation to discuss adjustments that can be made to the engagement strategy, information that needs to be added to the website or additional voices that need to be brought into the conversation.

INCORPORATION OF FEEDBACK

Feedback regarding the engagement strategy will be reported to LBR Leadership Team, DDA board and the consultant team. The best effort will be made to incorporate recommendations into the process moving forward. The community is welcome and highly encouraged to take an active role in the planning effort to ensure all perspectives are incorporated into the final plan.

WHAT IS THE PROJECT?

The Traverse City DDA established the LBR Leadership Team as an ad hoc committee with the primary purpose of developing a Unified Plan that protects and preserves the downtown section of Boardman River. This includes identifying facilities, amenities, programs, and other considerations that should be implemented to encourage maximum use and enjoyment of this natural resource in Downtown Traverse City.

[Map]

This plan is to be developed with the involvement and participation of all interests and take advantage of concepts, designs, tools and programs already underway as well as those that have been identified in the previously completed plans identified below. Just as the plan will identify recreational and river access opportunities, so must it identify projects and programs for stormwater management and control, habitat protection and enhancement.

The Unified Plan will provide policy recommendations, guidelines and a list of priority projects.

EXISTING PLANS

For over ten years, downtown Traverse City has been part of a precedent setting initiative that has garnered national and even international attention, the restoration of the Boardman River, including the removal or modification of four dams on the river.

During this period, there have been several initiatives taken to develop concepts for use and protection of the river and watershed in the stretch that passes through Traverse City, including:

- "Your Bay, Your Say" (2007)
- "Boardman River Plan - A Comprehensive Vision for the Future of Traverse City's River" University of Michigan Student Project, 2013 (approved in concept by DDA Board, Approval by Planning Commission as a general guide, but not approved by the City Commission)
- Boardman Water Trail Development Plan (October 2016)
- Boardman River Prosperity Plan (2016)

VISION AND VALUES

[To be provided by the subcommittee]

WHY IS PUBLIC PARTICIPATION IMPORTANT?

The DDA and LBR Leadership team believe that the Lower Boardman River is an important physical, ecological, recreational, economic and cultural asset to downtown Traverse City and the greater community.

Given the high potential impact to the community and high potential for community input to benefit the final plan, inclusive public engagement is essential to the development of this Unified Plan

PUBLIC PARTICIPATION GOALS

The following goals provide the framework for this strategy's intent:

- Seek broad identification and representative involvement from the community
- Align committee goals with community goals
- Ensure a transparent and clear planning process
- Provide educational and information opportunities
- Reach a broad constituency, diverse stakeholders

PLAN IMPLEMENTATION

Our work does not end with the completion of the plan, the DDA and LBR Leadership Team recognize that the community is critical to the implementation of the Unified Plan. As such, the plan will identify potential opportunities for volunteerism and collaboration with students, schools and other educational interests to promote and encourage learning and understanding throughout the implementation of the project.

CHAPTER 2: STAKEHOLDER OUTREACH

The DDA and Lower Boardman River Leadership Team feel deeply that community and stakeholder buy-in is critical for not only the development of a Unified Plan but also its successful implementation. The following chapter provides a framework for identifying stakeholders, as well as methods for outreach and communicating results.

TYPES OF STAKEHOLDERS

Different types of stakeholders will need different levels of engagement that should be identified with the following categories:

- Affected
- Impacted
- Interested
- Aware

AFFECTED

Audiences the Team will most frequently communicate with, consult, involve or collaborate with during the process. These individuals include affected residents and property owners, as well as the DDA board, City Planning Commission, and City Commission.

IMPACTED

Audiences surrounding the project area whom the Team will consult or involve. Examples include downtown property owners, neighborhood associations, utilities, government officials with jurisdiction like road and drain commissions.

INTERESTED

Audiences interested in the project but not necessarily directly affected or impacted, whom the Team will inform or consult. Individuals include those expressing interest as well as various community and advocacy groups.

AWARE

Audiences the Team wants to keep informed about the project. Examples include various media groups.

OUTREACH METHODS

The LBR Leadership Team will employ the following outreach methods to inform and educate the community throughout the planning process.

- Website
- E-mail distribution
- Press releases
- Social media
- Farmers' Market pop-up
- Public meetings/events

WEBSITE

All information will be made available at:

www.dda.downtowntc.com/projects/lower-boardman-river-unified-plan/

E-MAIL DISTRIBUTION

Interested individuals may sign up to receive e-mails regarding upcoming events and updates to the website.

PRESS RELEASES

Traditional press releases will be utilized to promote the kick-off meeting in June 2019 as well as future public meetings.

SOCIAL MEDIA

Social media will remain an important outreach tool throughout the process.

Facebook: @DowntownTCOfficial

Twitter: @DowntownTC

Instagram: downtown_tc

FARMERS MARKET POP-UP

To meet people where they are, volunteers will be reaching out to the community at the Downtown Farmers Market beginning in May 2019.

PUBLIC MEETINGS/EVENTS

The LBR Leadership Team will utilize public meetings (DDA, City Planning Commission and City Commission) to update the community and advertise upcoming engagement events.

WHO IS INVOLVED IN THE PROCESS?

The following groups are responsible for the process:

- City Commission
- City Planning Commission
- Traverse City Downtown Development Authority (DDA)

General roles and responsibilities are noted below:

CITY COMMISSION

- Approval of plan and recommendations
- Capital improvement budgets

CITY PLANNING COMMISSION

- Approval of plan and recommendations
- Master Plan
- Capital Improvement Plan

DDA / DOWNTOWN TRAVERSE CITY

- Approval of plan and recommendations

LOWER BOARDMAN RIVER LEADERSHIP TEAM AND ENGAGEMENT SUBCOMMITTEE

- Responsible for the overseeing the development of the Unified Plan
- Identify outreach methods

CONSULTANT: SMITHGROUP WAS HIRED AS THE CONSULTANT TEAM

- Support the development of the public participation plan
- Lead kick-off meeting
- Development of the Unified Plan

CHAPTER 3: ENGAGEMENT STRATEGY

A successful planning process requires targeted engagement strategies that fits needs of the community. The LBR Leadership Team is committed to an inclusive process.

ENGAGEMENT METHODS

The following engagement methods are described in further detail below:

- Public meetings
- Public kick-off meeting
- Online story map
- Online survey
- Focus group meetings
- Pop-up workshops
- Public townhall

PUBLIC MEETINGS

The goal is the development of a Unified Plan. Therefore, input and support from local boards and commissions is critical. Public meetings will provide opportunities to inform and consult.

KICK-OFF MEETING

A kick-off meeting is planned for early June 2019. This interactive meeting will provide an opportunity to not only educate the public on the process and project goals, but also to involve the community through conversations and activities.

Intent:

- Introduce the community to the Unified Plan project and engagement strategy
- Encourage active engagement in the process
- Seek feedback on the public participation plan
- Engage community through a Preserve, Enhance, Transform exercise

Format:

- 30 minute – soft start
- 15 minute – presentation
- 60 minute – engagement
- 15 minute – wrap-up

Topics/Content:

- Why & What
- Public Engagement
- History and Culture
- Access and Open Space
- Zoning and Development
- River Conditions and Habitat
- What have we missed?

WEBSITE AND ONLINE STORY MAP

In addition to the project website, the LBR Leadership Team will utilize Esri Story Maps to provide a map-based platform for information sharing and input gathering.

ONLINE SURVEY

Surveys are useful for identifying specific areas of interest or concern.

How do you engage with the Lower Boardman River?

Tell us [HERE](#).

FOCUS GROUP MEETINGS

The LBR Leadership Team will meet with a series of focus groups to dive deeper into the opportunities and challenges of the river corridor. While additional themes may be added, the following provide a baseline for the development of these focus groups:

- History and Culture
- Access and Open Space
- Zoning and Development
- River Condition and Habitat

Standing committees are focus groups that meet repeatedly over the course of a project.

POP-UP WORKSHOPS

Pop-up workshops function both as an outreach and an engagement method. Pop-ups are currently planned for the Downtown Farmers Market. The Leadership Team is open to other potential venues. Pop-up workshops are designed to meet stakeholders where they are and create opportunity for simple, quick engagement.

PROJECT SCHEDULE

A DRAFT project schedule is provided on the following page. Specific dates, times and locations of engagement events will be provided on the project website and advertised through the identified outreach methods.

PUBLIC TOWNHALL

Towards the end of the planning process, the Leadership Team will hold a public townhall. This meeting will include a presentation of recommendations for public comment.

PROPOSED PROJECT SCHEDULE

	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT
DEFINING THE PROJECT								
Summarize values and vision	x							
Develop branding and marketing	x	x						
Develop the narrative	x	x						
Summarize existing projects	x	x	x					
Develop a framework for public input	x	x	x					
Develop the story map		x	x	x	x			
STAKEHOLDER OUTREACH								
Identify stakeholders	x							
Refine stakeholder list		x						
Determine outreach methods		x						
Assign roles and responsibilities		x						
Direct outreach to stakeholders			x	x	x	x	x	
Social media campaign			x	x	x	x	x	
Establish focus groups				x	x			
PUBLIC PARTICIPATION METHODS								
DDA/PC/CC meetings		x		x			x	
Public kick-off meeting				x				
Online story map				x	x	x	x	x
Online survey					x			
Focus group meetings					x	x		
Pop-up workshops					x	x		
Public townhall							x	
EFFECTIVE COMMUNICATION								
Event feedback form				x	x	x		
Internal evaluation form				x	x	x	x	
Monthly updates to LBR/DDA			x	x	x	x	x	x
Website / online story map					x	x	x	x



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: April 5, 2019
Date: Parking Services Updates – April 2019

Lot P – Update

Construction to complete Lot P is tentatively planned to start the first week of May. We will communicate the dates with parkers who are using the temporary lot to move to a temporary location until the lot can open permanently.

Park Street Public Restrooms

The public restrooms will reopen at the end of the month. The restrooms will have a shortened hours with the exception of events.

Downtown Parking Meeting

We are holding a meeting for downtown businesses to discuss parking. The meeting dates will be Wednesday, April 17th 8:30 AM-10:00 AM and Thursday, April 18th 5:30 PM-7:00 PM.

HVAC Maintenance Agreement

We have published the 3 year HVAC maintenance agreement. Our current agreement terminates at the end of May. A recommendation will come to the Board for approval in May.



Memorandum

To: Jean Derenzy
From: Colleen Paveglio
Re: Communication Update
Date: April 5, 2019

Website

parking.downtowntc.com will be developed and we are targeting finishing the project by fiscal year end. downtowntc.com will have a refresh and we hope to stick to the same timeline.

dda.downtowntc.com continues to host our current projects and also the minutes and meeting packets for the DDA, DDA Parking Subcommittee, Surface Lot Redevelopment Committee, TIF 97 Ad Hoc Committee, and the Lower Boardman River Leadership Team.

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

The Lower Boardman River Leadership Team has developed a subcommittee to focus on public engagement. The draft plan was included in your packet and we look forward to a June kick off.

Parking Meetings

The DDA Parking Subcommittee will host a parking meeting with merchants on April 17 & 18. We have indicated the meeting in our newsletter, will go door to door, and also utilize email and social media. We hope to have the merchants up to date and engaged on current and future parking initiatives.

Destination Downtown

We continue to seek interest in Destination Downtown and will do another push before the summer crew begins in Downtown TC. Having Business Coordinators has helped us keep better track of those who are riding and utilizing the program specifically for commuting.

DTCA Update

The DTCA will host the Celebration for Young Children on April 27th and the Downtown Art Walk on May 3rd.

Sara Hardy Downtown Farmers Market

Mark your calendars, the market will launch on Saturday, May 4th.

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE AGENDA
March 7, 2019, 11:00 a.m.
2nd Floor Committee Room
Governmental Center, 400 Boardman Ave, Traverse City
www.downtowntc.com**

Chair, Scott Hardy, called the meeting to order at 11:04 AM

1. Roll Call

Present: T. Michael Jackson, Scott Hardy, Rick Brown, Jeff Joubran

Phone-in: Debbie Hershey

Absent: Steve Constantin, Todd Knaus

2. Amended Agenda: The amended agenda was approved as presented upon a motion by Jackson, seconded by Joubran. Motion carried unanimously.

3. Meeting Minutes: The meeting minutes from February 7, 2019 were approved as presented upon motion by Joubran, seconded by Brown. Motion carried unanimously.

4. Old Business

a. Bus Shelters

- i. Hardy requested we work with BATA to consider moving the bus stop at Cass & Lake.
- ii. Kelly Dunham, BATA, explained that creating places for commuters to gather will provide a place for them to congregate rather than wandering into nearby businesses.

b. Additional Bus Shelter Purchase

- i. Jackson asked for clarification on why the previous motion was not in full support. VanNess explained it was due to Parking providing 100% of the funds rather than matching funds.
- ii. Motion by Jackson, seconded by Brown that the Parking Subcommittee amend the previous recommendation to recommend the DDA Board 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 . Motion carried unanimously.

5. Right-of-way and Land-use Contractor Parking Permits

- a. Joubran asked to review any loopholes to ensure individuals with ROW permits would not be allowed to purchase permits to park in the neighborhood without having an active project.
- b. Jackson requested consideration to notify residents that a permit has been approved and parking could be permitted for the project, and the notification should include who to contact with concerns.
- c. Motion by Jackson, seconded by Joubran that the Parking Subcommittee recommends the DDA Board 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. Motion carried unanimously.

6. Event Rate for Metered Lots

- a. Joubran and Hardy requested the parking lot per space rental fees be reviewed for the National Cherry Festival.
- b. Derenzy will inquire to see if consideration can be given to the already approved 2020-2021 permit.
- c. **Motion by Brown, seconded by Joubran that the Parking Subcommittee recommends the DDA Board approve Event Rates for Metered Lots as presented. Motion carried unanimously.**

7. Bay Street Parking

- a. Establish Seasonal Meter District
 - i. Discussion on Bay Street Parking and general overview of the operation implementation.
 - ii. Brown asked that property owners be contacted following the discussion with the Traffic Committee.
 - iii. **Motion by Brown, seconded by Joubran that the Parking Subcommittee recommends moving forward with requesting a Traffic Control Order from the Traffic Committee to establish a meter district on Bay Street. Motion carried unanimously.**
- b. Metered Parking Considerations
 - i. Details on operations to be included at a later date.
- c. Daily Permits
 - i. Details on daily permits to be included at a later date.

8. Old Business

- a. Valet Parking
 - i. Discussion on Valet Parking will be included in the Retail Parking Concerns Merchant meeting.
- b. Retail Parking Concerns
 - i. Jackson suggested moving the proposed meeting date as it falls on the opening of the Rotary Show.
- c. Parking Benefit District – Metered Beach Lots
 - i. VanNess to provide an update in April.

9. TDM 3 Yr Plan

- a. Residential Parking – Update
 - i. Discussion on overview of meetings. Current feedback and input seems to be positive.
- b. Residential Parking Permit FAQ
 - i. Discussion of an updated FAQ to be provided in the April recommendation to remove surveying existing restricted blocks.


10. Meter Bag Policy

- a. Parking Services Bagged Meter Policy
 - i. Discussion to consider not allowing meter bags on Front Street, Cass, or Union and partial day or evening only bags.

11. Public Comment

- a. Derenzy thanked Kelly Dunham and BATA for being a partner as we work towards implementing our TDM objectives.

12. Adjournment. The meeting officially adjourned at 12:52 PM



Scott Hardy, Chair

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, March 20, 2018, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
dda.downtowntc.com**

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

Present: Harry Burkholder, Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Brett Fessell (via phone @5:46 p.m.), Jennifer Jay, Rick Korndorfer, Mike Vickery

Absent: Tim Ervin, Michele Howard, Deni Scrudato, Russ Soyring

DDA Staff: Colleen Paveglio

1. **Meeting Minutes: The meeting minutes from February 13, 2019 were approved as presented upon motion by Derenzy, seconded by Vickery. Motion carried unanimously.**
2. **Overview of River Trail Signage**
 - a. **DDA awarded a Coastal Zone Management Grant**
 - i. **Burkholder reviewed**
 - b. **Leadership Team Feedback**
 - i. **Option 2 is more natural and blend and more timeless**
 - ii. **Rock cairns are a concern, some prefer a more organic**
 - iii. **Image that reflects the geometry of trees that were grown for wayfinding purposes**
 - iv. **Historical, cultural, stewardship should be reflected**
 - v. **Additional feedback may be sent to Paveglio to gather and bring back to the Leadership Team**
3. **Update from Public Engagement Committee**
 - a. **Minutes provided for review**
 - i. **SmithGroup to provide outline with timeline and process by April 1**
 - ii. **Subcommittee to meet on April 8**
 - iii. **Public Engagement spreadsheet edits to be completed by April 8**
4. **Next Steps**
 - a. **Next Lower Boardman River Leadership Team on April 17**
 - i. **Approval of Public Participation Plan by SmithGroup**
 - b. **Telling a Story: Fessell**
 - c. **Mission Statement: Burkholder & Crafts**

5. **Public Comment**
 - a. **Tom White, 2150 Gibbs Rd., commented on signage and the ability to add elements in the future and inquired on the Great Lakes Fisheries Commission**
 - b. **John Nelson, 4022 Incochee Court, commented on inclusion of The Band early on with the process as it relates to the story telling and name change**
6. **Adjournment. The meeting officially adjourned at 6:10 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 DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER PUBLIC ENGAGEMENT SUBCOMMITTEE
Monday, March 18, 4:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.dda.downtowntc.com**

Co-Chair Burkholder called the meeting to order at 4:34 p.m.

Present: Harry Burkholder, Elise Crafts, Jean Derenzy, Frank Dituri, Jennifer Jay, Mike Vickery

Absent: N/A

DDA Staff: Colleen Paveglio

Other: SmithGroup (via phone)

1. City of Traverse City Public Participation Policy Review
2. Stakeholder Engagement Review
 - a. Two examples from Middle Huron River Subwatershed (Washtenaw County) and City of Petoskey
3. Discussion
 - a. End Result: SmithGroup to provide recommendation of overall policy, design guidelines of how to implement policies and a mapping of river corridor projects
 - b. How do we reach out and how do we identify key issues?
 - c. Public kick off event in mid June
 - i. Engage stakeholders prior to kick off seeking feedback and support
 - ii. Determine if subcommittees to be developed with stakeholder groups to refine goals around each issue and what key strategies would be accomplished
 - iii. Outcome: Have individuals self select on how they want to be engaged
 - d. Develop a story about where we are, why we are here, including historical character and legacy
 - e. Providing a project description UofM environmental design, landscape architecture,
 - i. Providing a project description to seek assistance from the UofM program: Vickery
4. Next Steps
 - a. SmithGroup to develop at timeline by April 1
 - i. Outreach steps to stakeholder groups prior to June kick off and process following
 - b. Next Public Engagement Subcommittee Meeting: April 8

- c. Draft Public Engagement Plan to be presented to DDA Board on April 12 and Planning Commission and City Commission follow
 - d. Action Items
 - i. Develop a mission statement and talking points: Burkholder and Crafts
 - ii. Continue to populate the Stakeholder document and self assign contacts if a relationship exist
 - iii. Develop a name: The Boardman River, Mouth to Mouth
 - 1. Suggested tagline relating to life, breathing now life
 - iv.
5. Public Comment
- a. Norman Fred, 10042 Peninsula Drive, would like to be included on the stakeholder list
 - b. Tom White, Gibbs Road, would like to be commented on Brook Trout Coalition on the stakeholder list
 - c. Jackie Daley, commented on water and health and suggested speakers
6. Adjournment. The meeting officially adjourned at 5:45 p.m.

Respectfully submitted,

Colleen Paveglio

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DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, MARCH 14, 2019
8:30AM • DOWNTOWN OFFICE

DRAFT MINUTES

1. Call to order (*Neidorfler*)
 - a. Present: Misha Neidorfler, John McGee (phone), Liz Lancashire, Jake Kaberle, & Kim Bazemore
 - b. Absent: Todd McMillen, Jeff Libman, Dawn Gildersleeve & Susan Fisher
2. Approval of Minutes of the Board Meeting of February 14, 2019 (Neidorfler) Minutes from the February 14, 2019 board meeting were approved upon with a motion by Lancashire and seconded by Bazemore. Motion carried unanimously.
3. DDA Report (*Derenzy*)
 - a. TIF 97 Extension
 - i. Ends in 2027
 1. Coffee Hour/Happy Hour w/ Jean to convey the message
 - ii. Snow melt
 1. Tough year for snow. By 2026 all will be in snow melt system
 2. We need to find a new system as boiler system is too expensive
 3. New policy to address cost share
 4. Jean still calling other likened Cities with the snow melt
 - iii. DDA District Down 8th Street
 1. Not TIF expansion, just boundary expansion
 2. Health & Wellness District - businesses there for Healthy Lifestyles
 3. DDA Benefit - 2 mills that come from the property ownership
 - iv. Parking
 1. Announcements in the next agenda
4. Event Report (Viox)
 - a. Downtown Chili Cook Off
 - b. Traverse City Restaurant Week
 - c. Downtown Art Fairs
 - d. Celebration for Young Children
 - i. Is there a new name for this?
 - ii. Hands on activity center at COH
 - e. Art Walk
5. Marketing & Communications Director Report (*Paveglio*)
 - a. Projected Year End
 - b. Marketing Report

- i. Website
- ii. Social Media & Newsletter Report

6. President's Report (*Neidorfler*)

- a. Window Display & Sponsorship Committee
- b. Nominating Committee

- i. Motion to select the slate of Misha Neidorfler, Susan Fisher, with a member at large. ***Motion by Kaberle, and seconded by Lancashire. Motion carried unanimously.***
- ii. State of candidates should be brought to the Board in April.

7. Adjourn

FARMERS MARKET ADVISORY BOARD

DRAFT MEETING MINUTES

Monday, March 18, 2019, 9:00 am
Training Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

1. Roll Call
 - a. Present: Tim Werner, Nic Welty, Tricia Phelps, Meghan McDermott, Scott Hardy, Lori Buchan, Courtney Lorenz, Linda Grigg, Sue Kurta, Gary Jonas (9:05)
2. Approval of Minutes
 - a. Motion to approve minutes as presented: Scott Hardy
 - b. Second: Meghan McDermott
 - c. Motion passed unanimously.
3. Appointment of New Board Members
 - a. Joann Brown, Interwater Farms
 - b. Executive Committee Nominations
 - i. Motion: Motion to appoint Executive Slate as proposed: Tricia Phelps (chair), Lori Buchan (vice chair), & Meghan McDermott (Secretary)
 1. Motion: Tim Werner, Second: Nic Welty
 2. Motion passed unanimously.
4. Programming Committee Update
 - a. Taste the Local Difference Cooking Demo Proposal
 - i. Suggestion to add evaluation (# samples distributed, social media engagement, new visitors to Wednesday market, etc) to TLD obligations under the agreement
 - ii. Suggestion for clustering cooking demos to avoid customer confusion, demonstrate consistency
 - iii. General support for additional organizations/activities after Cherry Festival, programming committee to revisit, and determine final dates with Taste the Local Difference
 - iv. Motion: Motion to recommend proposal as presented by Taste the Local Difference
 1. Motion: Gary Jonas
 2. Second: Lori Buchan
 3. Motion passed unanimously.
 - b. Signage
 - i. Could DDA be willing to have the market spend additional funds (more than amount generated by the \$5 per booth vendor fee increase this year) and have the market pay it down over time?
 - c. Printing
 - d. Food Trucks
 - e. Coffee Vendor

5. Operations Committee Update
 - a. Audit & Rule Updates
 - i. Vendor Audit renamed to Vendor Visit
 - ii. Rule Updates
 1. Small grammar issues
 2. \$5 increase for Saturday Market Booths
 - b. Applications Available and due April 8th
 - c. New market manager: Elizabeth
 - d. Vendor meeting: week of May 22
6. Public Comment
7. Adjournment
 - a. Motion: Tricia
 - b. Second: Lori

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CITY OF TRAVERSE CITY

Traverse City Arts Commission

**Minutes
Special Meeting
February 25, 2019**

A Special Meeting of the Traverse City Arts Commission was called to order in the Second Floor Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:02 am.

The following were present, constituting a quorum: Jason Dake, Debbie Hershey, Matt Ross, Ashlea Walter and Charlotte Smith

Also present: Director Nate Elkins, Deputy City Clerk Katie Zeits.

The following was absent: Any Shamroe and Megan Kelto

1. Call to order, attendance and announcements.

2. Opening Public Comment.

None.

3. First item being Old Business

a. Consideration of approving the minutes of the Arts Commission Regular Meeting of January 16, 2019.

Moved by Dake, seconded by Ross, that the minutes of the January 16, 2019 Regular Meeting be approved.

AIF/MC (Walter abstained)

b. Consideration of recommendation on appointments to the Art Selection Panel.

No action was taken.

c. Consideration of Public Art Signage – update from Commissioner Smith.

Commissioner Smith asked the Commission as a whole additional clarifying questions regarding the signage. By the March meeting, Commissioner Smith will have a final proposal for Arts Commission signage for the Public Art Collection.

4. Next item being New Business

- a. **Consideration of the 2019-2020 Public Art Program Budget,**

Moved by Ross, seconded by Walter, that Director Nate Elkins present budget requests to the City Commission and Downtown Development Authority in the same amount as the previous fiscal year - \$30,000 to the City Commission and \$15,000 to the Downtown Development Authority.

AIF/MC

- b. **Discussion regarding the 2019 Up North Pride project.**

No action was taken.

- c. **Discussion regarding Art Walk Pop-up.**

By consensus, the Commission will participate in the Art Walk. Commissioners will work together to brainstorm ideas for participating.

- d. **Consideration of selecting a date for a Pitch Night.**

By consensus, the Commission will hold a Pitch Night on either June 18 and 19, 2019 at 7:00 pm. Further details to be determined by the Commission.

5. **Next item being, "Public Comment"**

None.

There being no objection, Chair Debbie Hershey declared the meeting adjourned at 10:30 am.

Katelyn Zeits, Deputy City Clerk
Designated Secretary

DOWNTOWN TRAVERSE CITY'S 

CELEBRATION FOR YOUNG CHILDREN

APRIL 27 • 11 AM - 1PM

CITY OPERA HOUSE

11 AM - 1PM
HANDS ON ACTIVITY CENTER
HOSTED BY MIAEYC

HORIZON BOOKS

12:00 PM
AUTHOR SIGNING WITH HEATHER SHUMAKER
"THE GRIFFINS OF CASTLE CARY"

STATE THEATRE

10 AM
25¢ KIDS MATINEE
"THE KID WHO WOULD BE KING"

ACTIVITIES IN DOWNTOWN SHOPS

ACOUSTIC TAP ROOM | SODA TASTING & INTRODUCTION TO PERCUSSION INSTRUMENTS
BURRITT'S FRESH MARKETS | COLORING & FRET COOKIES
THE CHEESE LADY | BUTTON MAKING ACTIVITY & CHEESE STICKERS
CRITTERS | SWELLS & BEACH TATTOOS
ESPRESSO BAY | SIDEWALK CHALK ART
GLIKS | THUMBPRINTS & SMALL TREATS
HARBORVIEW LAVENDAR FARM | FRET COOKIES
HIGHER SELF BOOKSTORE | COLORING & FACE PAINTING
KILWINS | CHALK ART
LIANA'S | CHILDREN'S STORY READING
LILIES OF THE ALLEY | PLANTING FLOWER SEED PROJECT
LITTLE BOHEMIA | COLORING ACTIVITY & COOKIES
METAL ARTS & HOME DECOR | FACE PAINTING
MI HAPPY PLACE BY TEE SEE TEE | BUBBLE GUM BLOWING CONTEST
MORSELS | BUBBLE & SIDEWALK CHALK
MY SECRET STASH | SIDEWALK CHALK
PAINTING WITH A TWIST | FACE PAINTING & ROCK PAINTING
STATE STREET MARKET | INTERACTIVE STORYTELLING WORKSHOP WITH PARENTS & CHILDREN
TAPROOT CIDER HOUSE | FLOWER POT PAINTING
TOY HARBOR | COLORING & STICKER FUN
YANA DEE | ORGANIC FABRIC YARN CRAFTS

CHILDREN'S ART WORK DISPLAYS

ACOUSTIC TAP ROOM • AMERICAN SPOON • BURRITT'S FRESH MARKET • CAPTAIN'S QUARTERS •
THE CHEESE LADY • CRITTERS • ESPRESSO BAY • GLIKS • HARBORVIEW LAVENDAR FARM •
HIGHER SELF BOOKSTORE • HORIZON BOOKS • KILWINS • LIANA'S • LILIES OF THE ALLEY •
LITTLE BOHEMIA • METAL ARTS & HOME DECOR • MI HAPPY PLACE BY TEE SEE TEE •
MINER'S NORTH JEWELERS • MORSELS • MR. BILL'S SHIRT CO. • MY SECRET STASH •
PAINTING WITH A TWIST • PEPPERCORN • STATE SAVINGS BANK • STATE STREET MARKET •
SOMETHING • SWEET PEA • TAPROOT CIDER HOUSE • TOY HARBOR • YANA DEE •

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