

**DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE
Monday, January 4, 2021
9:30 am**

The Downtown Development Authority Finance Committee Meeting will not be held at the Governmental Center. The Downtown Development Authority Finance Committee Meeting will be conducted remotely via Zoom.

The Downtown Development Authority Finance Committee Meeting can be viewed at:

<https://us02web.zoom.us/j/88485562273>

Anyone wishing to listen and give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon:

Dial: 1 646 558 8656
Meeting ID: 884-8556 2273
Participant ID: # (yes just #)
Posted and Published
Wednesday, December 30, 2020

The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of the coronavirus. The Governmental Center has been closed to walk-in traffic and will be closed for all DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

This meeting is being conducted remotely to assist in stopping the spread of the coronavirus. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comment as outlined below or by calling the TDD#.

For members of the DDA and key DDA staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call the number outlined in the header as well as enter the Meeting ID and Passcode as outlined in the header.

Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room." These instructions will be included in every official published agenda of the DDA. Those calling in will be able to hear the audio of the DDA Finance Committee, yet their microphone will be muted.

When the DDA Finance Committee accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last

four digits of their telephone number and ask them if they would like to make a comment.

While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting.

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.

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

The DDA is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the DDA honor these values.

DDA:

c/o Jean Derenzy, CEO

(231) 922-2050

Email: jean@downtowntc.com

Web: www.downtowntc.com

303 East State Street, Suite C.

Traverse City, MI 49684

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. Any interested person or group may address the DDA Board on any agenda item when recognized by the presiding officer or upon request of any DDA Board member. Also, any interested person or group may address the DDA Board on any matter concerning the DDA not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the DDA Board.

Downtown Development Authority Finance Committee

1. Opening Public Comment
2. Approval of December 8, 2020 Minutes
3. Review of DDA Financials
4. Request for consideration to go into Closed Session to discuss potential property purchase pursuant to MCL 15.268(d)
5. 2021 Meeting Schedule
6. Other Business
7. Closing Public Comment
8. Adjournment

Minutes
Traverse City Downtown Development Authority
Finance Committee
9:30am
December 8, 2020
Virtual Zoom Meeting

Scott Hardy called the meeting to order at 9:30am

Present: Scott Hardy, Debbie Hershey, Steve Constantin, Richard Lewis, Gabe Schneider

Absent: None

Attendees: Jean Derenzy, Harry Burkholder

Opening Public Comment: None

Review of 2021/2022 CIP Projects

2020/2021 Budget

Derenzy provided a review of the updated CIP Projects as well as revenue projections for TIF 97 and Old Town TIF. Constantin noted the rather large and unknown costs associated the enhanced pedestrian crossings CIP at Grandview Parkway. Hardy noted that these costs might already be assumed in MDOT's budget/project and we may be obligated to uphold such costs. Derenzy noted she will talk with Tim Lodge and MDOT regarding the details of that project. Derenzy noted the updated CIP plan will be on the December 18th DDA agenda.

MOVED by Lewis seconded by Schneider to approve the CIP with amendment to the full DDA Board for consideration and approval the the December 18, 2020 DDA meeting. **APPROVED unanimously.**

Closed Session

MOVED by Schneider and seconded by Lewis to move into Closed Session. **APPROVED unanimously.**

Calendar for 2021/2022 Budget: Derenzy will provide for the October meeting.

Back from closed session at 11:13

Other Business: None.

Closing Public Comment: None

MOVED by Lewis and seconded by Hardy to adjourn meeting. **APPROVED unanimously.**

Meeting adjourned at 10:17

Scott Hardy, Chair



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

Memorandum

To: Finance Committee
From: Jean Derenzy, DDA CEO
Date: January 1, 2021
SUBJECT: January 4th Meeting

Attached are the budgets for TIF 97 and Old Town, along with the State annual report was submitted. We are on track for all the capital improvements for the 20/21 budget (minus the bridges). I have also worked with the auditors on our fiscal year ending 6/30/2020 which was completed last week. I anticipate having the audit to you in February and presented in February or March to the DDA Board.

We will also be presenting the parking budget to the Finance Committee as the Committee of the DDA responsible for all finances under DDA. I will also in addition be working with the City Treasurer's Office relating to the liabilities and equities.

To begin building from our meeting last month, Chair Hardy and I discussed how to work to complete a strategic planning session when the Board can meet together (possibly June 2021). The Finance Committee will need to work on scenarios to present to the full Board.

The Finance Committee and Governance Committee, along with our new legal counsel, will work together to have a successful strategic planning discussion.

Neighborhood Enterprise Zone (NEZ): As reported previously, an NEZ is being looked into for the new development at 124 West Front and 309 West Front. Redevelopment will be a mixed-use with first floor commercial and rental apartments above --- with the rental units being year-round living units. I will provide an overview of the NEZ to the Committee on Monday.

Closed Session: Request is made that the Finance Committee enter into closed session to discuss a potential property purchase pursuant to MCL 15.268(d)."

Roll call of motion is required.

4:05 PM

12/29/20

Accrual Basis

DDA - TIF97
Profit & Loss Budget vs. Actual - 20/21
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Contribution from Other Governm	0.00	130,000.00	-130,000.00	0.0%
Interest	688.55	4,500.00	-3,811.45	15.3%
Property Taxes	2,150,197.58	2,872,538.00	-722,340.44	74.9%
Total Income	<u>2,150,886.11</u>	<u>3,007,038.00</u>	<u>-856,151.89</u>	<u>71.5%</u>
Expense				
Administrative	146,971.50	254,229.00	-107,257.50	57.8%
Capital Outlay	450.00	61,750.00	-61,300.00	0.7%
Construction	4,768.51			
District Construction Project	279,588.00	1,275,801.00	-996,013.00	21.9%
Printing & Publishing	0.00	200.00	-200.00	0.0%
Professional/Contractual	81,328.57	774,569.00	-693,240.43	10.5%
Public Restrooms	900.00			
Repairs and Maintenance	2,745.00	15,000.00	-12,255.00	18.3%
Transfer Out to Bond Fund	0.00	893,586.00	-893,586.00	0.0%
Total Expense	<u>516,751.58</u>	<u>3,274,935.00</u>	<u>-2,758,183.42</u>	<u>15.8%</u>
Net Ordinary Income	<u>1,634,134.53</u>	<u>-267,897.00</u>	<u>1,902,031.53</u>	<u>-610.0%</u>
Other Income/Expense				
Other Expense				
Ask Jean	0.00			
Total Other Expense	<u>0.00</u>			
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>1,634,134.53</u></u>	<u><u>-267,897.00</u></u>	<u><u>1,902,031.53</u></u>	<u><u>-610.0%</u></u>

4:07 PM

12/29/20

Accrual Basis

DDA Old Town TIF
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Interest	35.74	100.00	-64.26	35.7%
Property Taxes	419,506.47	447,800.00	-28,293.53	93.7%
Use of Fund Balance	0.00	100,000.00	-100,000.00	0.0%
Total Income	419,542.21	547,900.00	-128,357.79	76.6%
Expense				
Adm/Eng Services	63,521.50	121,995.00	-58,473.50	52.1%
Capital Outlay	0.00	9,927.00	-9,927.00	0.0%
District Construction Project	0.00	282,900.00	-282,900.00	0.0%
Printing & Publishing	0.00	100.00	-100.00	0.0%
Professional/Contractual	0.00	106,977.96	-106,977.96	0.0%
Total Expense	63,521.50	521,899.96	-458,378.46	12.2%
Net Income	356,020.71	26,000.04	330,020.67	1,369.3%

**Downtown Development Authority
Finance Committee
1st Monday of Month @ 9:30am**

January 4

February 1

March 1

April 5

May 3

June 7

July 5

August 2

September 6

October 4

November 1

December 6

**Downtown
Development
Authority**

**Downtown
Traverse City
Association**

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