

Traverse City Downtown Development Authority Study Session

Friday, February 3, 2023
12:00 pm

Training Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



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

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

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

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

**Welcome to the Traverse City Downtown Development Authority
study session**

Agenda

	Page
1. CALL TO ORDER	
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2. ROLL CALL	
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3. TOPICS OF DISCUSSION	
A. Moving Downtown Forward (Jean Derenzy)	5 - 9
Moving Downtown Forward Memo (Jean Derenzy) - PDF	
Moving Downtown Forward Implementation - PDF	
Board Meeting Milestones - PDF	
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4. PUBLIC COMMENT	
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5. ADJOURNMENT	



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

Increase opportunities for more diverse housing through public and private options.



ACCESS & MOBILITY

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



ECONOMIC DEVELOPMENT

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



WATER SYSTEMS

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



CLIMATE CHANGE

Address climate within all of our City priorities, goals, policies, and actions.



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

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: January 24, 2023
Subject: Study Session – Moving Downtown Forward

Our first study session on Friday, February 3rd will focus on the *Moving Downtown Forward* Plan and the timing and actions needed for implementation.

The purpose of this memo (and timeline graphic attachments) is to provide information and a framework for our discussion about a suggested approach to public infrastructure project implementation – including future board discussion and action, the identification of funding needs and funding implications for the extension of TIF 97 and bond proposal.

As you recall, the *Moving Downtown Forward* Plan identifies priorities for downtown public infrastructure and services as well as a series of Guiding Principles that serve as the framework for DDA resource allocation and investment decisions.

Guiding Principles

1. Design a great place for all ages and for future generations.
2. Advance climate action, sustainability, renewable energy, energy efficiency, and resiliency.
3. Protect and preserve small local independent businesses.
4. Champion the development of attainable and workforce housing.
5. Support job growth and varied career opportunities.

For each project we undertake moving forward, we will be asking ourselves:

- How are we including, addressing and investing in elements related to these guiding principles?
- How are we impacting and moving forward these guiding elements?

The *Moving Downtown Forward* Plan also identifies several priority public infrastructure projects:

- Lower Boardman/Ottaway River Improvements
- West End Parking Structure
- Civic Square
- Climate Action and Resilience
- Civic Investments that Address the Guiding Principles

In addition, the plan calls for a base-level service agreement between the City and DDA that will help clarify the responsibilities for the care and maintenance of downtown.

At our first study session, we are going to discuss the process (and sequenced steps) involved for project implementation, as well as budget needs, critical benchmarks and decision points, and implications for TIF 97.

I have attached two spreadsheets to help our discussion.

Attachment A.

The first (large) spreadsheet illustrates the steps, sequence and timeline for the four projects we believe are our top priorities over the next three years. As you will see in the left-hand column, tasks marked with an asterisk (*) will depend on TIF 97 extension and bond approval.

Attachment B.

The second (smaller) spreadsheet illustrates the steps, sequence, milestones and DDA board action related to the Lower Boardman Riverwalk and West End Parking Structure (note: we will be making additional spreadsheets for other projects for future meetings).

The row at the top of the spreadsheet notes our meeting schedule for 2023 – “SS” stands for our study sessions and “RM” stands for our regular meetings. Progress on tasks and milestones for the Lower Boardman Riverwalk and West End Parking Structure are organized under board discussion (“D”), which will take place at both study sessions and regular meetings or board action (“A”), which can only take place at a regular meeting. Again, this spreadsheet is designed to illustrate the sequence of board activity/action as it relates to the tasks associated with each project - unmarked squares represent staff activity or other processes not related to board action.

Please Note: Moving forward with several of the tasks (and sequencing) will require the approval of both the DDA Board and City Commission. Therefore, timing/dates identified on each spreadsheet may need to be modified. However, the general sequencing of tasks remains consistent.

I look forward to a robust discussion at our first study session and welcome feedback on the materials presented and if other materials would be helpful.

Moving Downtown Forward Capital Improvement Implementation

Projects	2023												2024												2025												2026		
	Third Quarter			Fourth Quarter			First Quarter			Second Quarter			Third Quarter			Fourth Quarter			First Quarter			Second Quarter			Third Quarter			Fourth Quarter			First Quarter			Second Quarter			Third Quarter		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec.	Jan	Feb	Mar
Lower Boardman Riverwalk																																							
1.1	Determine Phases of Implementation																																						
1.2	Issue RFP for Design and Engineering of Phase I.																																						
1.3	Review, Select and Approve Final Proposal																																						
1.4	Complete Design and Engineering of Phase I.																																						
1.5	Determine Funding Options for Phase I.																																						
1.6	Approve Funding for Subsection of Phase I.																																						
1.7	Hire Contractor for Subsection A of Phase I.																																						
1.8	Construct Subsection A of Phase I.																																						
1.9	* Construct Remaining Components of Phase I.																																						
West End Parking Structure																																							
1.1	Complete Property Transfer																																						
1.2	Issue RFP for Design and Engineering																																						
1.3	Review, Select and Approve Final Proposal																																						
1.4	Complete Design and Engineering																																						
1.5	Determine Funding Needs for Project																																						
1.6	* Approve Funding for Construction																																						
1.7	* Hire Contractor for Construction																																						
1.8	* Construct Parking Structure																																						
Civic Square																																							
1.1	Issue RFP for Conceptual Design																																						
1.2	Issue RFP for Design and Engineering																																						
1.3	Review, Select and Approve Final Proposal																																						
1.4	Complete Design and Engineering																																						
1.5	Determine Funding Options																																						
1.6	Approve Funding																																						
1.7	Hire Contractor for Construction																																						
1.8	Construct Civic Square																																						
Base Level of Service Agreement																																							
1.1	Complete list of Mutual Services with City																																						
1.2	Develop Draft Contract Between City and DDA																																						
1.3	DDA Board Approves Conditions of Draft Contract																																						
1.4	City Comm. Approves Conditions of Draft Contract																																						
1.5	Execute Signatures of Service Agreement																																						
Other Capital Projects																																							
TIF Extension & Bond Approval																																							
* Depends of TIF Extension & Bond Approval																																							
Note: Project Tasks (and Sequencing) Will Require Approval by the DDA Board and City Commission																																							

Capital Improvement Implementation Monthly Milestones - DDA Board Action

Projects	2023																								2024			
	Jan.		Feb.		March		April		May		June		July		Aug.		Sept.		Oct.		Nov.		Dec.		Jan.		Feb.	
	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM	SS	RM
Lower Boardman Riverwalk																												
1.1 Determine Phases of Implementation			D	D	D	A																						
1.2 Issue RFP for Design and Engineering of Phase I.									D	A																		
1.3 Review, Select and Approve Final Proposal													D	A														
1.4 Complete Design and Engineering of Phase I.																												
1.5 Determine Funding Options for Phase I.																										D	D	D
1.6 Approve Funding for Subsection of Phase I.																												A
1.7 Hire Contractor for Subsection A of Phase I.																												
1.8 Construct Subsection A of Phase I.																												
1.9 * Construct Remaining Components of Phase I.																												
West End Parking Structure																												
1.1 Complete Property Transfer																												
1.2 Issue RFP for Design and Engineering									D	D	A																	
1.3 Review, Select and Approve Final Proposal												D	D	A														
1.4 Complete Design and Engineering																												
1.5 Determine Funding Needs for Project																												
1.6 * Approve Funding for Construction																												
1.7 * Hire Contractor for Construction																												
1.8 * Construct Parking Structure																												

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

* Depends on TIF Extension & Bond Approval
Note: Unmarked squares reflect staff work and other project components not related to board activity
Note: Project Tasks (and Sequencing) will Require Approval by the DDA Board and City Commission