

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director ^{RMB}
Re: April 17, 2015 Board Meeting & Miscellaneous
Date: April 15, 2015

AGENDA ITEM 2A - FINANCIAL REPORTS

No reports for DDA and TIFs as we are waiting on bank statements.

AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Jean Derenzy will provide a verbal report at the meeting.

AGENDA ITEM 3B - EXECUTIVE DIRECTOR AGREEMENT

Enclosed is a memorandum from the DDA Executive Committee with attachment, recommending a 3% increase in compensation for the Executive Director subject to City Commission approval which is required by the DDA Act (P.A. 197 of 1975). Should you agree with their recommendation, the following motion is appropriate: **the DDA Board of Directors authorizes a change to the Executive Director Agreement to increase the compensation from \$70,320 to \$72,430 annually, as recommended by the DDA officers, subject to approval by City Commission.**

AGENDA ITEM 4A - PRESENTATION OF FARMERS MARKET DESIGN OPTIONS

Farmers Market consultant Beckett & Raeder is in town presenting design ideas to the steering committee vendors. There are five concepts being reviewed which can be [viewed on our website](#) under 'Farmers Market'. Staff will go through these concepts and summarize feedback gained so far. We look forward to hearing DDA Board feedback on Friday.

AGENDA ITEM 4B - CONSIDERATION OF REQUESTING THAT TRAVERSE CITY LIGHT & POWER INVESTIGATE PROVIDING A UNIFIED CELLULAR ANTENNA SYSTEM

I reported to you in February that telecommunications attorney Mike Watz from Kitch, Drutchas, Wagner, Valitututti and Sherbrook has advised the City on its options to better control the aesthetics of telecommunications antennas particularly in its own rights of way. State and Federal law limits what municipalities can do to legislate antennas and related equipment. Telecoms have had wide latitude in gaining approval for antenna infrastructure like the pole shown in the attached drawing. Recent Federal Communications Commission (FCC) rulings may offer additional municipal latitude, however, to manage the increasing need for cellular carriers to provide stronger signals in high traffic areas like downtown.

City Attorney Lauren Tribble-Laucht is preparing a report that will focus on two tactics Traverse City can take to avoid a proliferation of unnecessarily unattractive antennas in downtown and elsewhere. The first is to amend the City's Telecommunications Ordinance (Chapter 1050) and possibly other, related ordinances to better control where and how antennas are placed in the City. The second tactic is to create a municipal system on which all carriers could attach and use, thereby eliminating duplicate infrastructure and maintaining control of equipment appearance. Lauren will have this report for you Friday and if sooner, we will send it out in advance.

The natural entity to create a municipal system would be Traverse City Light and Power. TCLP has a fiber network throughout the City on which such a system could be built. There is likely significant rev-

enue to be gained by Traverse City Light and Power through lease agreements with carriers. The DDA has taken the lead on this issue by paying for research to develop possible solutions. The next steps - these two tactics - are the realm of the City and Traverse City Light and Power, I believe. In particular, the concept of a municipal system is one somewhat outside the base mission of Traverse City Light and Power and yet is one that offers possible revenue for its fiber infrastructure. Therefore, I recommend that the **DDA Board of Directors respectfully request that Traverse City Light and Power consider developing a municipal cellular antenna system to provide all cellular carriers a better means of providing service to their customers in downtown and elsewhere in the City, in an aesthetically attractive way.**

AGENDA ITEM 4C - CONSIDERATION OF AUTHORIZING DDA PROPOSAL TO PROVIDE STAFF SUPPORT FOR THE TRAVERSE CITY PUBLIC ARTS COMMISSION

Now that the Traverse City Public Arts Commission is being formed by the City Commission, City staff is looking to the next steps. Bylaws have to be written, guidelines developed, and a master plan created. We met with City staff and discussed the possibility of the DDA providing initial staff support to get these critical first steps accomplished. Attached is a proposal that would offer mostly Colleen's services to help get the Traverse City Arts Commission up and running. Because the Traverse City Arts Commission is a city-wide endeavor going beyond the borders of the DDA District, we propose compensation from the Arts Commission for our services. The Arts Commission is budgeted to have funding beginning on July 1, much of which would from the TIF funds. If the Board is agreeable to this concept, I recommend that the **DDA Board of Directors authorize staff to propose service to the City of Traverse City for support to the Traverse City Arts Commission based on the Traverse City Arts Commission Staffing Proposal dated April 14, 2015.**

AGENDA ITEM 4D - CONSIDERATION OF RECOMMENDING PAY-IN-LANE STATION FOR HARDY GARAGE

Enclosed is a memorandum from Parking Administrator Nicole VanNess recommending the addition of a pay in lane device for the Front Street exit at the Hardy Garage. Through this is a significant expense it will save cost in the future by reducing staff hours, will greatly increase customer convenience, and will reduce the need for police to let parkers out of the garage after hours. As you can see in the February 28, 2015 Traverse Financial Report, parking revenues are well above budget whereas expenses are largely on track with budget. There will easily be enough excess revenue to cover this cost.

Besides the pay in lane, the proposal includes replacing the Parking Systems' internal payment system server as well as our parking equipment management server up to current standards. In the case of the payment system server, this will help us meet new PCI 3 (credit card handling) requirements. These two servers have been in service since 2009.

As Nicole mentions, this purchase is part of our three year parking plan. I recommend that the **DDA Board of Directors recommend to the City Commission waive the competitive bidding process and authorize the purchase of a pay in lane from Traffic & Safety in an amount non-to-exceed \$74,200 as quoted in their April 14, 2015 proposal, and further that the Traverse City Parking System capital outlay line item be increased by that amount to accommodate the purchase.**

MISCELLANEOUS ITEMS OF INTEREST

Front Street

PARK PLACE PROJECT - Whether you attended the City Commission meeting Monday or just followed it in the media you now know the outline of the Park Place project. This four-phase project would address parking needs, provides work-force housing, includes market rate housing - both rental and for purchase, adds mixed-use to State Street and, improves and provides more access to the Boardman River. As the proposal develops, Jean and I will bring details to the DDA Board.

200 BLOCK CROSSWALK BUMPOUT - The project was re-priced by Nate based on the Board's action last month and it looks like the cost will come in just under \$50,000. Another bit of good news is that we reached our crowdfunding goal for the project. We raised over \$3,000, to that we added a \$2,000 contribution from DDA-TIF 97, and that should get us a \$5,000 match from the MEDC!

Bayfront/River

PINE STREET PEDESTRIAN WAY - Nate Elkins at IDF is working on ideas for the project. Meanwhile the Engineering Department is working on bids.

Other

FISCAL YEAR 2015-16 BUDGET PROCESS - Attached are the proposed budgets and narratives for DDA, TIF 2 and TIF 97, as well as the latest draft budget for Traverse City Parking Services. A couple of key points about the DDA and Parking budgets:

- The Traverse City Parking System fee is proposed to increase from \$410,000 to \$500,000 to reflect the tremendous growth in parking business. This would represent only 22.3% of expenses (less depreciation) which is significantly below the 30% or more some municipalities pay private parking managers. For more context, I've attached a chart that shows our fee compared to parking revenues and expenses over time.
- The DDA's health insurance expenses will increase due to a provision in the DDA Act that requires DDA employees to receive the same insurance benefits as City employees.

If the Board would like to discuss these please let me know and we can spend some time Friday going into more detail. The current budget process schedule has the City Commission reviewing our budgets at their study session scheduled for April 27.

TIF 97 PLAN AMENDMENT - A public hearing and possible action on the proposed amendment to the TIF 97 Plan, recommended by the DDA Board in January, is scheduled for April 20 City Commission meeting. As you recall, this amendment would include brownfield expenses as an eligible expense for TIF 97. This amendment will help us continue to leverage brownfield dollars with local TIF dollars for our capital projects. It matches up with Michigan Economic Development Corporation policy that seeks local match for their investment in brownfield-eligible expenses. Projects will be evaluated and approved on a case by case basis by the DDA Board and City Commission based on merit. For your information, I've included in this packet is a letter from one downtown property owner commenting on the proposal.

PARKING PAYMENT SOLUTION - For the past few years we have uses Parkmobile to provide a means of paying for parking at our meters. This program has proven popular and well used. One of the downsides of the program is the cost for credit card transactions, particularly for small transactions. We plan on bidding this service out to get an even better program that will preserve more of our meter revenue. Because this is such an important customer service element to parking, we would like a DDA

Board representative to help us review proposals once they are in. If anyone has interest in reviewing bids, let us know and we'll include you.

WEST FRONT STREET RECONSTRUCTION PROJECT - This exciting redo of West Front Street is slated to start next week. Don't let the construction dissuade you from visiting your favorite west end businesses! Vehicular and pedestrian access will be maintained during construction.

LYLE DEYOUNG AWARD - We are seeking nominations for the annual Lyle DeYoung award. This award is given to an individual, or, on occasion, individuals, who exhibit extraordinary devotion to downtown. If you would like to nominate someone, please pass it along to me in the next few weeks.

ART WALK - The Spring Art Walk takes place May 1st. This year we have more participation from West Front businesses! Again, please make an extra effort to visit those businesses impacted by construction.

GRANT OPPORTUNITY FOR TRAVERSE CITY PLACE BROWNFIELD PROJECT - Jean Derenzy mentioned that she was applying for a grant to plant trees to help remove cyanide in the Traverse City Place Brownfield Plan area, which includes parts of the Warehouse District and West Front Street. Enclosed is a letter of support I provided on behalf of the DDA.

TCPS REPORTS – The latest reports are attached.

DTCA MINUTES - Enclosed are the March DTCA Board minutes.

cc: Acting City Manager
Traverse City City Commissioners

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, April 17, 2015, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

Information and minutes are available from the DDA Director, 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 Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of March 20, 2015. (approval recommended)
 - B. Consideration of approving Financial Reports for Traverse City Parking System Financial Reports dated February 28, 2015 (approval recommended)
3. Chairperson's Report
 - A. Community Development Report
 - B. Consideration of Amending Executive Director Agreement
 - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Presentation of Farmers Market Design Options
 - B. Consideration of Requesting that Traverse City Light & Power investigate providing a unified cellular antenna system
 - C. Consideration of authorizing DDA proposal to provide staff support for the Traverse City Public Arts Commission
 - D. Consideration of recommending purchase of pay-in-lane station for Hardy Garage
5. Public Comment
6. 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 Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
March 20, 2015
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Vice-Chairperson Chuck Judson called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Jan Chapman, John DiGiacomo, Bill Golden, Mayor Michael Estes, Chuck Judson, Rick Korndorfer, Joe Winowiecki

Absent: Ross Biederman, Steve Constanin, T. Michael Jackson

2. Consent Calendar. **Motion by Estes, seconded by Korndorfer that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of February 20, 2015 as amended.**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2 and TIF 97 funds dated January 31, 2015, February 28, 2015 and Traverse City Parking System Financial Reports dated October 31, 2014, November 30, 2014, December 31, 2014, and January 31, 2015.**

3. Vice-Chairperson's Report

a. Community Development Report

i. None at this time

b. Comments or Questions Regarding Written Reports

i. None at this time

4. Executive Director's Report

a. Consideration of recommending placement of in-street bike facility at 135 East Front Street to be managed by the Traverse City Parking System.

i. **Motion by Golden, seconded by Burkholder that the DDA Board of Directors accept on behalf of the Traverse City Parking System, the donated bike rack from TART, as offered in their letter dated November 12, 2014, and further recommend to the City Manager placing the bike rack in the parking space in front of 135 East Front. Motion carried unanimously.**

b. Consideration of awarding contract to complete bumpout at the western mid block crosswalk in the 200 block of East Front.

i. **Motion by Estes, seconded by Burkholder that the DDA Board of Directors waive bidding right and allow IDF and DDA Director to work directly with fabricators, contractors, and suppliers for a total budget not to exceed \$55,000.00. Motion carried 8 to 1**

Roll Call:

Y: Leah Bagdon-McCallum, Harry Burkholder, Jan Chapman, John DiGiacomo, Bill Golden, Mayor Michael Estes, Chuck Judson, Rick Korndorfer

N: Winoweicki

- c. Consideration of authorizing a Request for Proposal to redo the Downtown Website.
 - i. Motion by Winoweicki, seconded by Golden that the authorize issuance of a request for proposal to update the Downtown Website. Motion carried 7 to 0. Burkholder abstained.**
- d. Consideration of recommending to the City Commission a DDA Board Representative to the newly formed Traverse City Arts Commission.
 - i. Motion by DiGiacomo, seconded by Bagdon-McCallum that the DDA Board of Directors recommend appointment of Rick Korndorfer as the DDA Board Representative to the City Commission to serve on the Traverse City Arts Commission. Motion carried unanimously.**

5. Public Comment

- a. Boots Wolff, 8186 Peninsula Drive, commented on the Hardy Bust at the entrance of the Hardy Parking Garage

6. Comments from Staff and Board of Directors

- i. Burkholder commented on the Board River Plan
 - 1. Staff has been directed to communicate to City Clerk's Office to use document as reference and satisfied with level of commitment from the Planning Commission.
- ii. Estes commented on parking

7. Adjournment. The meeting officially adjourned at 8:45 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

RUN DATE: 4/10/15

CITY OF TRAVERSE CITY
 LINE ITEMS AS OF 02/28/2015

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SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 400.00 TO 699.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	1019.00	.00	1019.00-	N/A
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	245000.00	.00	245000.00	12483.60	232512.61	10.00-	12497.39	94.90
652.00 PARKING FEES-COIN	650000.00	.00	650000.00	1212.46	531647.48	.00	118352.52	81.79
653.00 PERMITS-SURFACE LOTS	220000.00	.00	220000.00	6923.00	180402.00	.00	39598.00	82.00
653.05 PERMITS-PARKING DECK	370000.00	.00	370000.00	277870.00	497545.00	.00	127545.00-	134.47
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	315000.00	.00	315000.00	29159.00	251378.18	110.50-	63732.32	79.80
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	85.00	.00	85.00-	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	552.32	1378.07	.00	2121.93	39.37
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	15649.00	.00	10651.00	59.50
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	1433.93	.00	1433.93-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	1000.00	.00	1000.00	.00	3950.00	.00	2950.00-	395.00
683.00 RECOVERY OF BAD DEBTS	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
686.00 MISCELLANEOUS INCOME	1500.00	.00	1500.00	245.00	2898.99	.00	1398.99-	193.27
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	147.00	.00	147.00-	N/A
699.00 PRIOR YEARS' SURPLUS	665550.00	.00	665550.00	.00	.00	.00	665550.00	.00
GRAND TOTALS	2498850.00	.00	2498850.00	329945.38	1720046.26	120.50-	778924.24	68.83

RUN DATE: 4/10/15

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 02/28/2015

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700 00 TO 999 90
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	55000.00	.00	55000.00	5014.75	31516.06	.00	23483.94	57.30
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	936.64	3607.89	.00	2392.11	60.13
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1400.00	.00	1400.00	.00	1548.34	.00	148.34-	110.60
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	656.17	2832.92	.00	2867.08	49.70
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	955.94	4379.45	.00	920.55	82.63
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	121.98	610.98	.00	89.02	87.28
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	.00	4051.00	.00	5449.00	42.64
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	.00	82.96	67.04	.00
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	45.26	305.26	.00	1094.74	21.80
727.00 OFFICE SUPPLIES	6000.00	.00	6000.00	60.83	4176.28	73.14	1750.58	69.60
740.00 OPERATION SUPPLIES	10000.00	.00	10000.00	695.92	13238.69	2708.91	5947.60-	132.39
801.00 PROFESSIONAL AND CONTRACTUAL	635000.00	.00	635000.00	93016.81	442791.94	41106.33	151101.73	69.73
810.00 COLLECTION COSTS	1000.00	.00	1000.00	151.66-	1982.16	.00	982.16-	198.22
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1650.04	14250.99	3507.10	6241.91	59.38
854.00 CITY FEE	187000.00	.00	187000.00	.00	.00	.00	187000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	310.06	3092.73	.00	4907.27	38.66
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	3535.67	.00	4464.33	44.20
863.00 TRAINING	2000.00	.00	2000.00	.00	442.26	.00	1557.74	22.11
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	40.00	40.00	.00	160.00	20.00
900.00 PRINTING AND PUBLISHING	17000.00	.00	17000.00	376.34	5294.70	.00	11705.30	31.15
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	1945.92	16380.56	.00	4619.44	78.00
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	19270.20	78537.49	55.00	71407.51	52.36
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	1791.34	47598.52	26641.85	325759.63	11.90
930.05 RAMSDALL GATE REPAIR & MAINT	.00	.00	.00	.00	500.00	.00	500.00-	N/A
940.00 RENTAL EXPENSE	160000.00	.00	160000.00	21486.76	123532.50	.00	36467.50	77.21
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11210.80	.00	710.80-	106.77
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	280226.64	.00	148773.36	65.32
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	345000.00	.00	345000.00	12715.90	280402.33	4025.00	60572.67	81.28
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2498850.00	.00	2498850.00	195967.53	1376086.16	78200.29	1044563.55	55.07



To: DDA Board of Directors

From: Executive Committee

Re: Change in Executive Director Agreement

Date: Tuesday, April 14, 2015

The Executive Committee discussed our agreement with Rob Bacigalupi in February and believe an increase in compensation is in order. They are recommending a 3% increase effective following City Commission approval. City Commission approval of DDA Executive Director compensation is required per statute.

This would increase his compensation from \$70,320 to \$72,430 in recognition of his increasing responsibilities and service to downtown. This compensation, we believe, reflects the market and his value to the organization. The only change to his agreement (attached) would be in the compensation. Feel free to call us if you have questions.

LETTER OF AGREEMENT

FOR

EXECUTIVE DIRECTOR

ENTERED JAN 31 2014

THIS AGREEMENT made this 1st day of January, 2014, by and between the DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as the "DDA"), whose address is 303 East State Street, Suite C, Traverse City, MI, 49684, and Robert Bacigalupi (hereinafter referred to as the "Executive Director", who address is 627 Sixth St., Traverse City, MI 49684;

WITNESSETH:

WHEREAS, the DDA wishes to retain the services of Robert Bacigalupi, as Executive Director; and;

WHEREAS: Robert Bacigalupi wishes to be employed by the DDA in the capacity of Executive Director; and;

WHEREAS, it is to the advantage of both the employer and the employee to specify the conditions under which the employee is to work and to be compensated;

NOW, THEREFORE, it is mutually agreed by the parties as follows:

1. Employment.

The DDA hereby employs Robert Bacigalupi as the Executive Director, and Robert Bacigalupi hereby accepts such employment upon the terms and conditions hereinafter set forth.

2. Applicable Laws.

This agreement is subject to all applicable laws and administrative rules bearing upon the parties and the subject matter of this Agreement as such law may be in effect from time to time, including with limitation, Act 197 of 1975, as amended, and such law is incorporated herein by reference. In the event of conflict between the provisions of this Agreement and such applicable law, such applicable law shall control.

3. Term.

The Executive Director shall serve at the pleasure of the DDA. For so long as this Agreement is in effect, the DDA agrees to conduct an evaluation at the end of every year.

4. Compensation.

For all services rendered by the Executive Director under this Agreement, the DDA shall pay the Executive Director an annual salary of seventy thousand three hundred and twenty dollars (\$70,320.00) effective January 1, 2014, to be paid biweekly.

5. Termination.

Either party has the right to terminate the employment relationship at any time and in the sole discretion of the party terminating the relationship subject to the following provisions:

- (a) In the event the Executive Director resigns from the position, sixty (60) days advance notice shall be given to the Board of Directors.
- (b) In the event the DDA Board of Directors terminates the services of the Executive Director, the equivalent of one hundred (180) calendar days' advance notice of such termination shall be given to the Executive Director, or in the alternative, the equivalent of one hundred (180) calendar days pay. In addition, the DDA shall also pay for one hundred (180) days health, dental and eye premiums for policies in effect at the time of separation. The requirements of this subsection shall not apply in the event that the Executive Director is terminated because of conviction of a felony or any illegal act involving personal gain or removed by the DDA Board of Directors due to misfeasance, malfeasance or nonfeasance in the performance of his duties as Executive Director.

6. Duties.

In addition to the duties established by the DDA, the Executive Director shall be the Chief Administrative Officer for the Downtown Traverse City Association (hereinafter referred to as the "DTCA") as per the terms of the contract between the DDA and the DTCA. The attached description of the Executive Director's responsibilities, attached hereto and incorporated herein as "Attachment A", is the present determination of the DDA Board of the Executive Director's responsibilities and may be relied upon by the Executive Director. However, the DDA Board may from time to time, by resolution, alter this description of the Executive Director's responsibilities, provided that such alterations shall not be effective until a copy of such resolution shall be delivered to the Executive Director.

7. Extent of Services.

The Executive Director shall devote sufficient professional time, attention and energies to the business of the DDA. In order to discharge the functions of the office of Executive Director, early morning, luncheon and night-time meetings

and activities may occur outside regular office hours that require the Executive Director's attendance.

8. Conventions and Seminars.

The Executive Director shall be entitled to attend seminars and conventions relating to DDA affairs. The DDA shall pay for or reimburse the Executive Director for expenses in connection with such seminars and conventions as per DDA policy up to the amount authorized in the budget. The Executive Director shall take not more than fifteen (15) working days per fiscal year for attendance at seminars and conventions unless specifically authorized by the DDA. Days so expended shall be regarded as days worked.

9. Vacations.

The Executive Director shall be entitled each year to vacation of five (5) weeks. During such vacation time the Executive Director's compensation will be paid in full. The Executive Director shall be paid for any unused vacation upon the end of employment pursuant to the DDA Employment Handbook. Sick time from accrued from previous positions at the Traverse City DDA shall survive.

10. Civic Organizations.

The DDA encourages membership of the Executive Director in local civic organizations and in executing civic responsibilities. The DDA agrees to reimburse the Executive Director for dues and reasonable expenses incurred in membership in one local recognized civic organization involved in public service.

11. Sick Leave.

The Executive Director will be entitled to accrue one sick day per month of employment. Sick days accrued shall be paid to an employee at separation of employment pursuant to the DDA Employment Handbook.

12. Other Benefits.

- A. The Executive Director shall be reimbursed for travel in the conduct of business per the federal mileage reimbursement rate.
- B. The Executive Director is entitled to group health insurance, including dental & vision coverage, through the City of Traverse City Group Health Program, or its reasonable equivalent.
- C. The DDA agrees to contribute 7% of salary bi-monthly to a retirement program acceptable to the Executive Director. This contribution shall continue during any severance period.

13. Assignment.

This Agreement is not assignable by either party.

14. Waiver of Breach.

A waiver by the DDA of breach by the Executive Director of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the Executive Director.

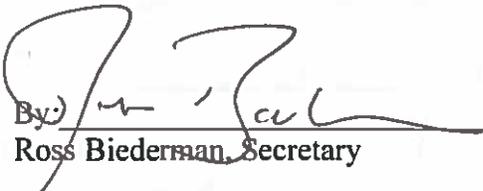
DOWNTOWN DEVELOPMENT
AUTHORITY

Dated:



Steve Constantin
Chairman

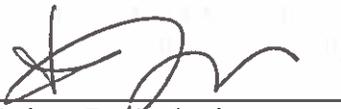
Dated:

By: 

Ross Biederman, Secretary

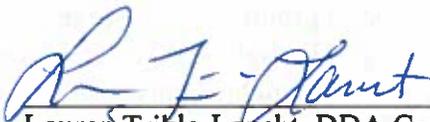
Dated:

1/17/2014



Robert Bacigalupi
Executive Director

APPROVED AS TO FORM:



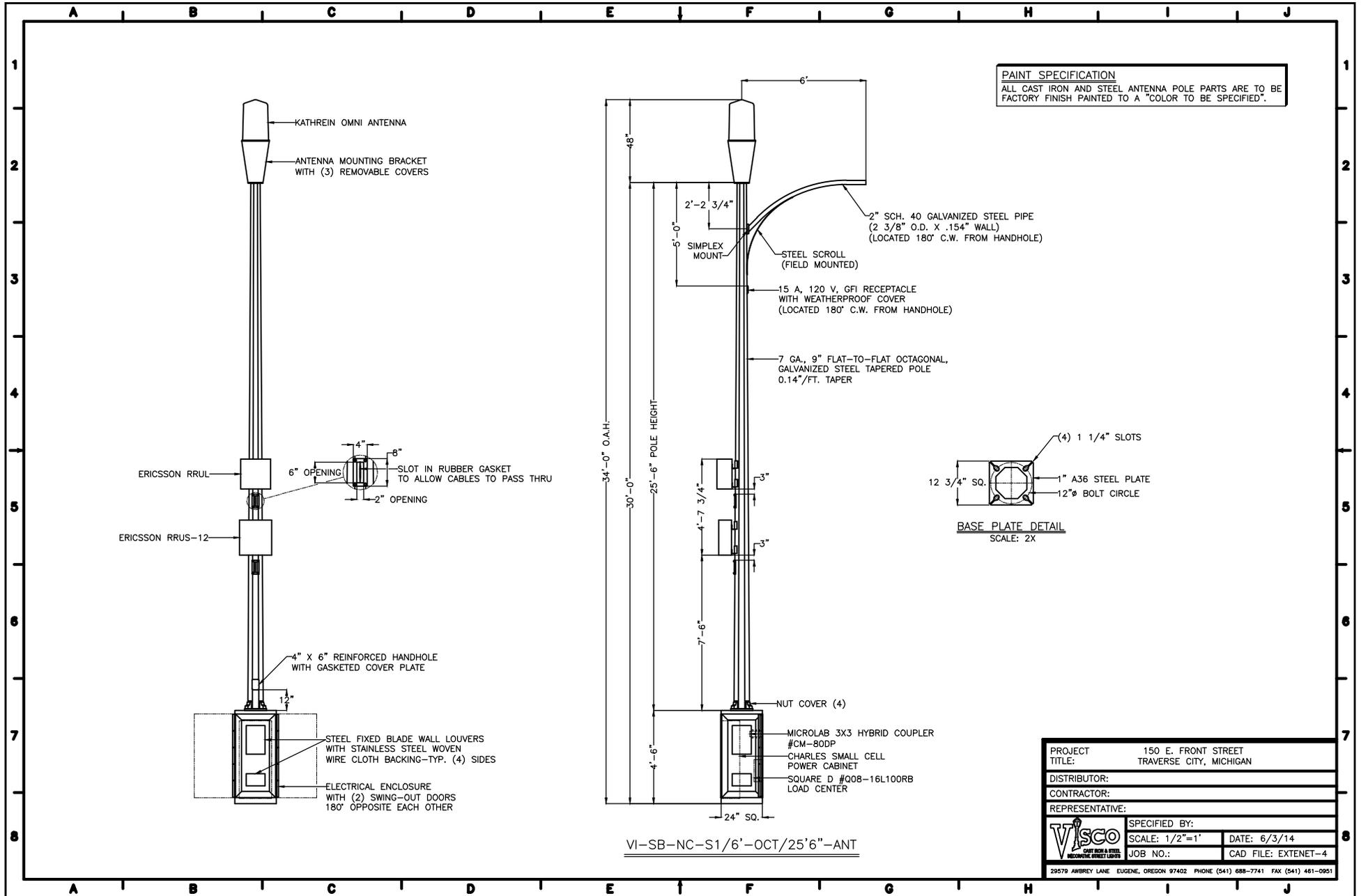
Lauren Tribble-Laucht, DDA General Counsel

Attachment A

Executive Director Job Description

Job Description – Executive Director Traverse City Downtown Development Authority

Summary	Under the general direction of the Traverse City Downtown Development Authority (DDA) Board, the Executive Director is responsible for all aspects of the
Responsibilities	<p>The Executive Director has the following responsibilities:</p> <ul style="list-style-type: none"> • Manage all the projects and budgets for the DDA in the two TIF Districts. • Work with the Board, City and County Staffs and other stakeholders in implementing projects and the Capital Improvement Plan. • Work with Developers on the concept, planning and implementation of projects in the DDA district. • Serve as Champion and spokesperson for the Downtown. • Work with all groups on issues important to downtown (space availability, festivals, events, appearance, maintenance, etc) • Provide counsel and guidance to the DTCA (Downtown Traverse City Association). • Manage the Traverse City Parking System. • Manages the Staff: organization effectiveness, hiring, deployment, development, performance, compensation, etc. • Directs Board activities and monthly meetings: communication, information, consult, decisions, etc. • Prepares and executes an Annual Work Plan.
Leads Staff	<p>The staff consists of two components:</p> <ul style="list-style-type: none"> • DDA Office Staff. Responsible for executing the mission of the DDA and honing the agreement with the DTCA. • Traverse City Parking System Office Staff. Responsible for honoring the DDA’s agreement with the City of Traverse City to operate the Traverse City Parking System.
Required knowledge, Skills, Abilities and Qualifications	<ul style="list-style-type: none"> • College degree in government, urban planning or business. • At least three years experience managing a similar organization. • Superior leadership and communications skills • Ability to use a personal computer and mobile computing devises • Knowledge of Microsoft Office program suite. • Good knowledge of the policies, procedures, and regulations governing municipal government and nonprofit functions. • Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees. • Ability to understand and follow complex oral and written instructions, and carry them out independently.
	Competed Jan, 2014



PROJECT TITLE:	150 E. FRONT STREET TRAVERSE CITY, MICHIGAN		
DISTRIBUTOR:			
CONTRACTOR:			
REPRESENTATIVE:			
	SPECIFIED BY:		
	SCALE: 1/2"=1'	DATE: 6/3/14	
	JOB NO.:	CAD FILE: EXTENET-4	
	29579 AMBREY LANE EUGENE, OREGON 97402 PHONE (541) 688-7741 FAX (541) 461-0951		



Traverse City Arts Commission Staffing Proposal

Prepared for: City of Traverse City

Prepared by: Traverse City Downtown Development Authority

April 14, 2015



Executive Summary

Objective

In 2014, the Traverse City Downtown Development Authority (DDA) took the initiative to draft a Public Art Ordinance for the City of Traverse City and propose the creation of the Traverse City Arts Commission. Upon adoption in February 2015 by the Traverse City Commission, the DDA is offering assistance with the staffing.

Goals

Professional facilitation will be required for the initial tasks for the Traverse City Arts Commission, such as the creation By-Laws and the Public Art Master Plan.

Solution

The City is embarking upon a crucial time for the Traverse City Arts Commission and the DDA is enthused to propose a professional staff liaison for the Commission. Due to the boundary of the Public Art Master Plan being outside of the DDA District, the DDA would propose an intergovernmental agreement with the City of Traverse City for reimbursement of staff time based on an hours served.



Estimated Scope of Work

Estimated Staff Time

The DDA compensation would be based on actual time and on hourly rates included in this proposal. The cost of work is based on the approach detailed below. Assistance from City staff would be required for various tasks, including but not limited to, the creation of by-laws, grant research and facilitation, financial reports, and recording of minutes.

Description	Hours	Staff Person	Unit Price	Cost
Develop By-Laws	20	DD	\$46.00	\$920.00
Assist with Grant Search	10	DD	\$46.00	\$460.00
Facilitate Development of Public Art Master Plan	40	DD	\$46.00	\$1,840.00
Preparation For and Attendance of Arts Commission Meetings	50	DD	\$46.00	\$2,300.00
Additional DDA Staff Time	20	SP	\$29.00	\$580.00
General Administration	60	DD	\$46.00	\$2,760.00
			Subtotal	\$8,860.00
				\$0.00
			Total	\$8,860.00

DD: DDA Marketing & Deputy Director

SP: DDA Special Projects Coordinator



DDA Staff Hourly Wage

Hourly Wage

The DDA Staff's hourly wages are outlined below

Job Title	Hourly Wage
Executive Director	\$55.30
Marketing & Deputy Director	\$46.00
Office Manager	\$31.20
Special Projects Coordinator	\$29.00



Schedule

Date	Task
May	Traverse City Arts Commission appointments confirmed and first meeting scheduled
June	First meeting of the Traverse City Arts Commission. Appointment of Board Chair, Vice Chair, and Executive Committee. Review of the Traverse City Arts Commission Guidelines
July	Report to Traverse City Arts Commission a draft of By-Laws and Guidelines
August	Adopt By-Laws and Guidelines. Prepare for a Rotary Capacity Grant for funding for the Public Art Master Plan
September	Apply for Rotary Capacity Building Grant
October	Appointment of Art Selection Panel
November	Receive notice on Rotary Grant
December	Prepare RFP for professional services on Public Art Master Plan
January	Enter into contract with consultant for Public Art Master Plan and begin Public Art Master Plan Process
February	Continue Public Art Master Plan Process
March	Public Art Master Plan presented to Planning Commission, Parks & Rec and City Commission
April	Propose budget to City Commission for project based on results of the Public Arts Master Plan



Traverse City Downtown Development Authority

303 East State Street, Suite C
Traverse City, Michigan 49684
T 231.922.2050
F 231.922.4863
info@downtowntc.com
www.downtowntc.com

Rob Bacigalupi

DDA Executive Director

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Colleen Paveglio

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Traverse City Parking Services

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator *NV*
Date: April 14, 2015
Re: Purchase Pay In Lane for Hardy Garage

Since the Hardy Garage was opened in June of 2003, the garage has operated as a manned facility. The office has remained open with Office Clerks staffed 7 days a week until midnight with the exception of Sunday. Depending on the day of the week and the season, vehicles remaining in the building after close have been handled in the following use cases in order to exit:

1. A small number of vehicles has resulted in customers calling TCPD to be dispatched to let them in the building doors and exit the garage.
2. A large number of vehicles has resulted in leaving the gates and some doors unlocked and open to allow customers to access their vehicles and exit the garage.

We identified adding a pay in lane (PIL) to the Hardy Garage in our Parking Plan. By converting to an automated facility, we can offer additional service and take advantage of operational benefits, such as:

1. Allow customers who need access to long term parking that have an early start time to enter and park in the garage before 7 a.m.
2. Relieve TCPD from requests to assist after-hours parkers by allowing individuals to pay and exit after midnight.
3. Option for customers to pay at PIL during high call volumes, Violation Bureau walk-up payment and appeals, and reduced staffing to allow a faster exit and reduced wait time.
4. Consideration for future evaluation of reducing staff hours on evenings where staffing is not needed; example, close at 10 PM during winter months instead of 12 AM or closing at 6 PM on Sundays instead of 10 PM during winter months.

There is only one vendor in the State of Michigan that is an authorized Amano McGann dealer. In order to meet our goal as outlined in our plan, we should purchase an Amano McGann Pay in Lane, and schedule the equipment to be installed by the start of the next fiscal year (2015/2016) so that we may evaluate the operational benefits and make operational adjustments as needed.

Therefore, we recommend the DDA Board waive the competitive bid process and authorize the purchase of an Amano McGann Pay in Lane from Traffic & Safety Control Systems in an amount not to exceed \$74,200 with funds available from the Parking System.

Enc. Traversecityamg6700.doc



Traffic & Safety Control Systems, Inc.

April 14, 2015

City of Traverse City
Ms. Nicole VanNess
Auto Parking System Department
303 East State Street
Traverse City, Michigan 49685

RE: Pay-In-Lane

Dear Nicole,

The following is our quote to provide a new exit lane device to accept payment at the Hardy Deck. Please review it and contact me with any questions regarding the quote.

In order to install the new Pay-In-Lane you will have to add Amano McGann Build 19 and your current software is Build 18; therefore, you have to upgrade your software to Build 19. In order to install Build 19 you will have to purchase a new SQL server and a new Application Server as well as SQL 2012 to run Build 19. Once this accomplished we can install the Pay-In-Lane in your exit lane by the office in the Hardy Deck.

We will have to run power, from exiting sources, to the new Pay-In-Lane. We will run a communication conduit to process credit cards and revenue transactions to the Amano McGann software.

We will provide and install the new servers. We will install the software. We will test it for proper operation. We will warranty the equipment for one year.

EQUIPMENT LIST

- 1 – Amano McGann Build 19 Software Upgrade
- 1 – Amano McGann AMG-6700 Pay-In-Lane Unit
- 1 – Amano McGann Fee Computer Upgrade from Windows XP to Windows 7
- 1 – Digi Serial to Ethernet Converter
- 1 – Dell Power Edge R320 Rack Mount Server W/Windows Server 2012
- 1 – Windows SQL 2012
- 1 – Dell Power Edge R320 Rack Mount Application Server W/Windows Server 2012

Equipment Cost	\$ 65,460.00
Installation Cost	\$ 8,740.00
Total Cost	\$ 74,200.00



Traffic & Safety Control Systems, Inc.

Please let me know if I can be of further service to you. I look forward to hearing from you in the near future.

Sincerely,

Robert Puhr
Sales Representative

Traversecityamg6700.doc



- 1. Farmers Market
- 2. Hardy Garage - Front entrance
- 3. Park Place Hotel
- 4. 200 Block Crosswalk

- 5. Pine Street Pedestrian Way
- 6. West Front Reconstruction

DOWNTOWN DEVELOPMENT AUTHORITY

The Downtown Development Authority (DDA) Board of Directors will hold a public hearing on the budget Friday, May 15, 2015 at 8 a.m. Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approved the budget on June 17, 2015.

The DDA is an arm of the City of Traverse City responsible for maintaining the vitality of the Central Business District. Working with private developers, land owners and governmental agencies, and armed with public funds to assist in re-development efforts, the DDA continues to keep downtown's environment vibrant. The DDA also directly operates the Sara Hardy Downtown Farmers Market. Through a contract with the City of Traverse City, the DDA manages the Traverse City Parking System (TCPS). The DDA has a management agreement with the Downtown Traverse City Association (DTCA) the marketing, communication and events arm of downtown. The revenues from these contracts, as well as projected reimbursements from the Tax Increment Financing funds (TIF), and are shown in the Reimbursements revenue line items of the budget. The TCPS fee is proposed to be a percentage of TCPS revenue to reflect the growth and fluctuations of that operation.

To meet the obligations of the management agreements remaining, the DDA will have seven full-time employees, and approximately eight part time employees depending on the season. Three of the full time and all but one of the part time employees are dedicated to the Traverse City Parking System. The Farmers Market is expected to be managed again by a contractor, reflected in the Professional Services line item. The DDA Board has also committed to purchasing and maintaining the flowers in the summer and that is covered under Salaries and Wages, and in the Community Promotion line item. The DDA is projected to continue to support Santa's arrival with up to \$10,000 paid to the DTCA for this event. The DDA also will continue the partnership with the City and Grand Traverse County by funding the County's economic development efforts by contributing \$10,000 out of the professional/contractual line item.

By sharing our staff members, office space, equipment and other overhead over the various functions of the TCPS, DTCA and TIF projects, we are able to keep costs to a minimum. The DDA office staff structure has evolved to better support the dynamic Traverse City Parking operation and also allow for more strategic and proactive attention to downtown and its environs. Traverse City Parking System staff has matured to better handle the tremendous business growth in downtown parking.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

		FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget (as amended)	FY 14-15 Projected	FY 15-16 Proposed
REVENUE						
Property Taxes		63,590	70,660	64,900	64,900	70,000
Reimbursements		502,018	550,534	613,100	613,100	767,377
Rental Income		48,146	50,846	46,000	46,000	45,000
Interest Revenue		426	225	200	200	200
Prior Year Surplus				20,000	20,000	0
	TOTAL REVENUE	\$614,180	\$672,264	\$744,200	\$744,200	\$882,577
EXPENSES						
Salaries and Wages		460,974	397,726	506,900	506,900	581,810
Fringe Benefits		114,731	93,933	117,800	117,800	146,733
Office Supplies/Operating Supplies		7,456	9,265	7,800	10,000	9,000
Professional/Contractual		21,455	33,033	50,000	47,000	78,100
Communications		4,852	4,657	4,000	4,600	4,600
Transportation		338	619	2,000	1,900	2,000
Lodging/Meals		3,981	4,809	5,200	4,000	5,000
Training		1,409	739	1,900	1,800	2,000
Community Promotion		9,878	10,489	11,600	11,600	12,500
Printing/Publishing		9,208	8,498	7,000	7,000	7,500
Insurance & Bonds		1,472	1,478	1,800	1,800	1,700
Utilities		5,794	6,476	6,600	6,600	6,600
Repairs & Maintenance		965	2,925	2,100	2,100	2,200
Rentals		7,896	9,667	8,000	8,000	8,000
Legal Expense		948	5,849	5,000	4,500	5,000
Miscellaneous		288	47	500	150	400
Capital Outlay		995	5,575	6,000	6,000	6,000
	TOTAL EXPENSE	\$652,639	\$595,786	\$744,200	\$741,750	\$879,143
	NET INCOME/(LOSS)	(\$38,459)	\$76,478	\$0	\$2,450	\$3,435

DDA TAX INCREMENT FINANCING FUND #2

The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Fund #2 (TIF 2) budget for 2015-16 on Friday, May 15, 2015 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 19, 2015.

TIF 2 accounts for the public activities in the area of Old Town, including River's Edge and the Midtown project. Over the remaining life of the fund, it will make payments on the Old Town Parking Deck bonds. The budgeted amount for 2015-16 is \$1,450,000 shown as a Contribution to Other Governments. Other expenses are to compensate the City of Traverse City for engineering and other costs and the DDA for administrative and operational costs. As in the past year, the City of Traverse City compensation will be based on .1% of the taxable value in the district, estimated to be \$36,600. While legal costs are still invoiced to the DDA, the City does not invoice for audit and insurance costs as in the past. Included in the Capital Improvement Plan is \$600,000 for Eighth Street Bridge Repair, Lake Street Streetscapes, Carnegie Building Improvements, and public art.

TIF 2 will make its second and last payment of \$13,246 for the Downtown WIFI Project out of the professional/contractual line item.

Repayment from the Grand Traverse County Brownfield Redevelopment Authority for infrastructure previously paid by the TIF 2 fund is expected in the coming year in the amount of \$525,000.

DOWNTOWN DEVELOPMENT AUTHORITY TIF 2 FUND

		FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget (as amended)	FY 14-15 Projected	FY 15-16 Proposed
REVENUE						
Property Taxes		771,190	951,420	985,000	985,000	1,048,000
Grants		0	0	0	0	0
Reimbursements		420,000	524,000	525,000	525,000	525,000
Interest Revenue		3,667	3,259	3,000	2,000	1,500
Prior Year Surplus						
	TOTAL REVENUE	\$1,194,857	\$1,478,679	\$1,513,000	\$1,512,000	\$1,574,500
EXPENSES						
Professional Services		168,758	164,417	418,250	418,250	175,000
Printing/Publishing		479	164	700	0	500
Contributions to other Governments		1,157,669	1,382,669	1,446,000	1,397,584	1,450,000
Capital Outlay		6,000	849	150,000	150,000	600,000
	TOTAL EXPENSE	\$1,332,906	\$1,548,099	\$2,014,950	\$1,965,834	\$2,225,500
	NET INCOME/(LOSS)	-\$138,049	-\$69,420	-\$501,950	-\$453,834	-\$651,000
	FUND BALANCE	\$1,181,023	\$1,111,603	\$609,653	\$657,769	\$6,769

DDA TAX INCREMENT FINANCING #97 FUND

The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Fund #97 (TIF97) budget for 2015-16 on Friday, May 15, 2015 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 19, 2015.

The TIF 97 Fund accounts for the public activities in the northern part of downtown. Over the next 12 years this fund will continue to make payments on the Hardy Parking Deck bonds. The budgeted amount for 2014-15 is \$790,000 shown as a Contribution to Other Governments. Other expenses are to compensate the City of Traverse City for engineering and other work and the DDA for administrative and operational costs. As in the past year, the City of Traverse City compensation will be based on .1% of the taxable value in the district, estimated to be \$87,650. While legal costs are still invoiced to the DDA, the City does not invoice for audit and insurance costs as in the past.

An ongoing cost in professional services is the Downtown WIFI project for which TIF 97 will pay \$51,755 in fiscal year 2015-16.

The largest expenditures are in capital outlay. While the Capital Improvement Plan (CIP) details as much as \$3,395,000 in expenditures, only \$1,420,000 is budgeted due to the limitations of the fund, and a realization that it is most unlikely all of the listed projects will actually be completed entirely in the coming fiscal year. They also recognized that many of the projects are tied directly with the private sector, and those are notated in the descriptions below:

EAST FRONT STREET, 300 BLOCK MIDBLOCK CROSSWALK (\$55,000) This project adds a mid block crosswalk to accommodate heavy pedestrian flow between the Hardy Garage and downtown's second largest employer across E. Front Street.

GARLAND STREET (\$1,360,000) Garland Street will be converted to a "woonerf" style street where pedestrians feel more at home than cars.

FARMERS MARKET (\$400,000) Leveraging other funds, the Sara Hardy Farmers Market space will be improved to ease congestion and provide better cover for patrons.

WEST FRONT GARAGE - TIF Funds will be combined with parking funds to pay for a bond issue to construct a parking garage on the west side of downtown.

WEST FRONT STREET BRIDGE - TIF 97 dollars (\$220,000) will combine with Michigan Department of Transportation funding to rebuild the West Front Street bridge.

PUBLIC ART CONTRIBUTION (\$13,700) Per the just approved Public Art Ordinance, 1% of capital expenditures from this fund can go toward public art.

The revenue line item "Contribution from other Governmental Entity" includes a planned \$120,000 reimbursement from the Grand Traverse County Brownfield Redevelopment Authority (BRA) for costs associated with the Hardy Parking Garage.

DOWNTOWN DEVELOPMENT AUTHORITY TIF 97 FUND

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget (as amended)	FY 14-15 Projected	FY 15-16 Proposed
REVENUE					
Property Taxes	1,307,403	1,272,032	1,270,700	1,564,133	1,580,412
Grants	0	0	0	3,000	0
Reimbursements	20,000	120,000	120,000	120,000	120,000
Interest Revenue	4,202	3,302	2,000	3,500	2,000
Prior Year Surplus	0	0	0	0	0
Loan Proceeds - Interfund Loan	0	0	0	0	500,000
TOTAL REVENUE	\$1,331,605	\$1,395,334	\$1,392,700	\$1,690,633	\$2,202,412
EXPENSES					
Professional Services	194,090	207,568	252,000	252,000	270,000
Printing/Publishing	123	438	1,000	1,000	1,000
Contributions to other Governments	703,095	735,420	763,800	764,207	823,000
Capital Outlay	799,554	40,055	1,420,000	1,426,000	1,837,000
TOTAL EXPENSE	\$1,696,862	\$983,481	\$2,436,800	\$2,443,207	\$2,931,000
NET INCOME/(LOSS)	(\$365,257)	\$411,853	(\$1,044,100)	(\$752,574)	(\$728,588)
FUND BALANCE	\$1,181,023	\$1,592,876	\$548,776	\$840,302	\$111,714

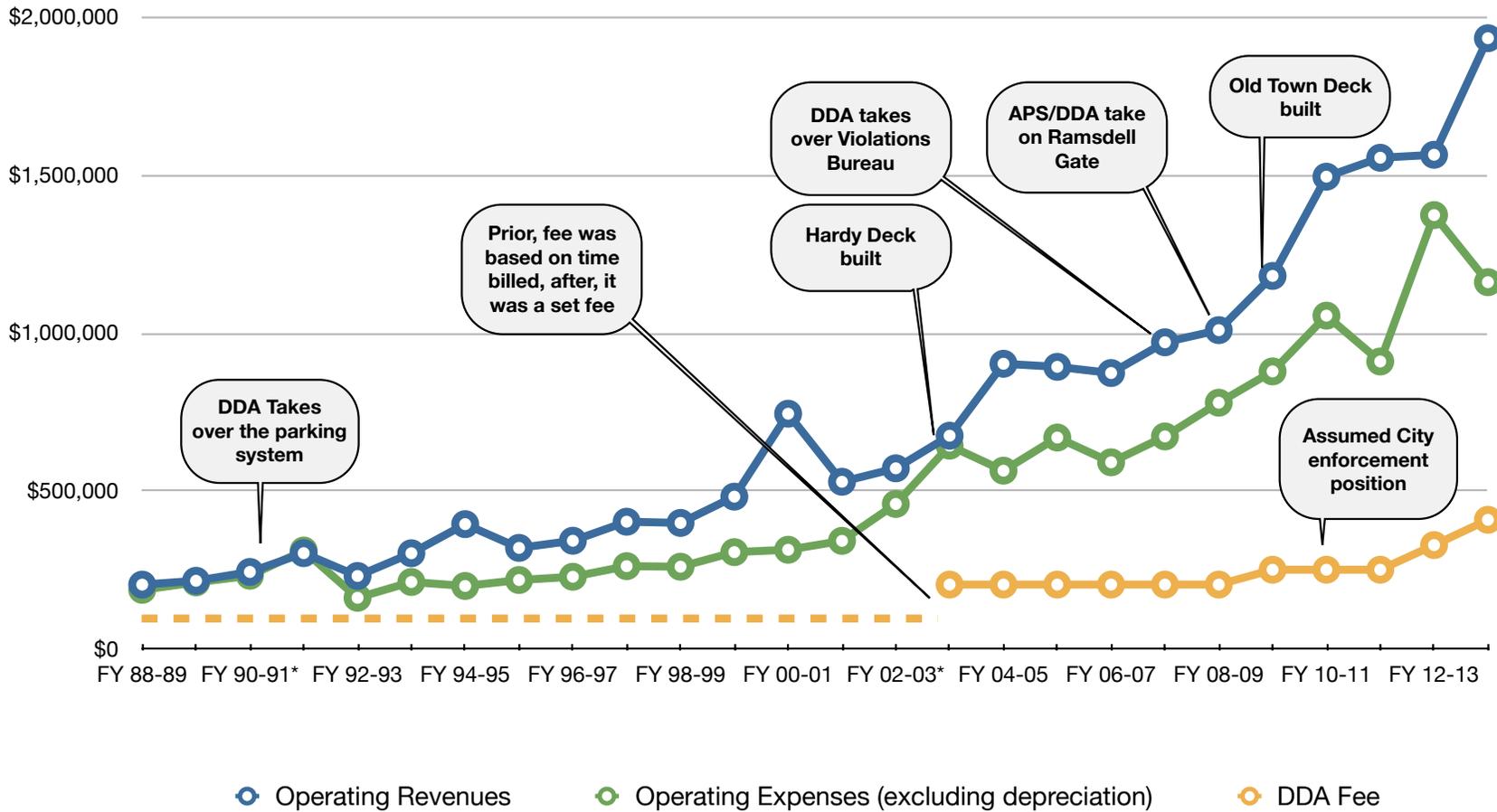
City of Traverse City, Michigan
ENTERPRISE FUND
PARKING SYSTEM FUND
For the Budget Year 2015-16

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Requested
OPERATING REVENUES					
Parking Deck Proceeds	\$ 191,050	\$ 291,938	\$ 245,000	\$ 245,000	\$ 345,000
Parking Fees-Coin	638,459	680,015	650,000	650,000	800,000
Permits - Surface Lots	221,705	210,285	220,000	220,000	240,000
Permits - Parking Deck	328,710	408,395	370,000	370,000	440,000
Proximity Card Fee	(10)	-	-	-	-
Parking Fines	223,572	305,181	315,000	315,000	335,000
Rents and Royalties	25,739	26,064	26,300	26,300	26,300
Reimbursements	23,521	10,244	1,000	1,000	-
Recovery of Bad Debts	510	508	1,000	1,000	-
Miscellaneous Income	15,830	1,558	1,500	1,500	-
TOTAL OPERATING REVENUES	1,669,086	1,934,188	1,829,800	1,829,800	2,186,300
OPERATING EXPENSES					
Salaries and Wages	57,840	54,301	61,000	61,000	75,000
Fringe Benefits	18,690	20,968	24,150	24,150	27,400
Office/Operation Supplies	7,633	34,032	16,000	16,000	53,000
Professional Services	515,258	653,285	636,200	636,200	957,200
Communications	19,752	21,924	24,000	24,000	24,000
Transportation	6,673	7,885	8,000	8,000	8,000
Professional Development	1,945	1,020	10,000	10,000	10,000
Printing and Publishing	17,355	15,463	17,000	17,000	22,000
Insurance and Bonds	18,086	20,050	21,000	21,000	21,000
Utilities	120,144	125,020	150,000	150,000	150,000
Repairs and Maintenance	144,765	53,596	400,000	400,000	573,000
Rentals	173,335	146,780	160,000	160,000	119,000
Miscellaneous	7,034	7,348	10,500	10,500	10,500
Equipment *	11,524	-	345,000	345,000	197,000
Depreciation Expense	423,700	420,341	429,000	429,000	429,000
TOTAL OPERATING EXPENSES	1,543,734	1,582,013	2,311,850	2,311,850	2,676,100
OPERATING INCOME (LOSS)	125,352	352,175	(482,050)	(482,050)	(489,800)
NON-OPERATING REVENUES					
Gain on Sale of Assets	-	239,847	-	-	-
Capital Contribution	25,000	12,500	-	-	35,000
Interest Revenue	1,802	3,362	3,500	3,500	3,500
TOTAL NON-OPERATING REVENUES	26,802	255,709	3,500	3,500	38,500
INCOME BEFORE TRANSFERS	152,154	607,884	(478,550)	(478,550)	(451,300)
Operating Transfer Out	-	-	-	-	(125,000)
Transfer Out - City Fee	(168,611)	(215,511)	(187,000)	(187,000)	(230,000)
CHANGE IN NET POSITION	(16,457)	392,373	(665,550)	(665,550)	(806,300)
Net Position, Beginning of year	19,939,546	19,923,089	20,315,462	20,315,462	19,649,912
Net Position, End of year **	\$ 19,923,089	\$ 20,315,462	\$ 19,649,912	\$ 19,649,912	\$ 18,843,612
Personnel Services % F.T.E. Employees = .9	4.96%	4.76%	3.68%	3.68%	3.83%

* Note: Equipment Expenditures of \$197,000 are reported here for budget purposes only, actual Enterprise Fund financial statement reporting will reflect this as an increase in Fixed Assets.

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities the cash balance at 6/30/14 was \$4,055,257

Operating Revenue and Expenses compared to DDA Fee



April 14, 2015

City Clerk
400 Boardman Ave
Traverse City, MI 49684

RE: Amendment to TIF #97

City Commission:

I am opposed to the amendment to the TIF plan #97. I understand the positive benefits of the Brownfield Authority, but to not agree that this is the way to fund it.

A TIF is created to combine the public sector and private sector interests to spur development and improvements in a neglected or targeted area. You pass an ordinance to define a district, and stipulate how public funds will be spent. You entice developers to spend millions of dollars in the district, with the promise that the increase in tax revenue as a result of their improvements will be spent on the infrastructure, parks, etc within that district. The developer takes a risk by developing a project, but the risk is somewhat mitigated by the promise of improvements by the public sector. Together, the targeted area gets revitalized.

Now, Traverse City plans to amend the TIF district to siphon off funds and divert them to the Brownfield Authority which has overspent its funding. That purpose is not justifiable or necessary and is breaking a deal already made to the multitude of developers and property owners who spent within the district. The accumulation of money comes from the increase in taxes which they paid. They were promised it would be spent in the district to enhance the public improvements.

There are still plenty of projects which have not been done. Public restrooms are an obvious shortcoming. Bridges and/or tunnels to help pedestrians move around, improved crosswalks, streetscapes, parking, are just a few. There is no shortage of places to spend the money as it was originally promised.

The proposed amendment is a unilateral breaking of the original deal the City made with the private sector, to tap into

the monies, which the City promised would be spent in the district.

Again, my apologies to the Brownfield Authority, but the TIF deal is to spend the captured tax dollars to enhance the public infrastructure, not to subsidize the next developer's project.

Sincerely,

Michael Anton

March 19, 2015

Mr. Kevin Sayers – UCF Program Director
DNR- Forest Resources Division
P.O. Box 30452
Lansing, MI 48909-7952

Dear Mr. Sayers:

I write to express my support for the West Bay Cyanide Groundwater Remediation Project in Traverse City, Michigan. We understand that this project will help protect the integrity of West Bay and the beach front areas, which we feel is very important to our community. We fully support the effort of trees and vegetation being planted for the purpose of phytoremediation of toxic substances, and feel that it is a unique solution to this contamination problem.

We see the phytoremediation efforts for this site as essential to the broader revitalization of contaminated properties within Grand Traverse County. In addition, we acknowledge and support the emphasis on green technology utilization showcasing innovative technology that is woven into the remediation and redevelopment plan for the site.

Please use this letter as your authorization to include the Traverse City Downtown Development Authority as a working partner in Grand Traverse County's Brownfield Redevelopment Authority phytoremediation efforts.

Sincerely,



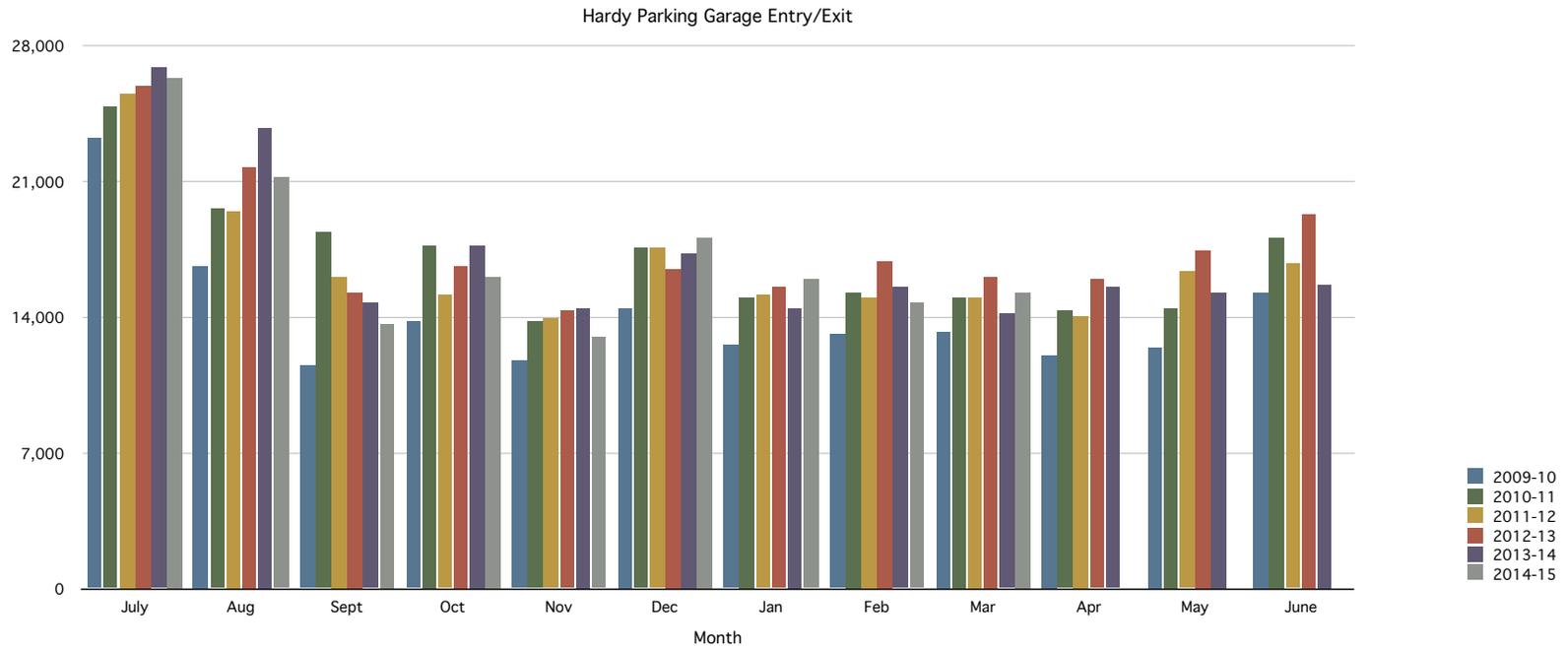
Rob Bacigalupi, Director
Downtown Development Authority

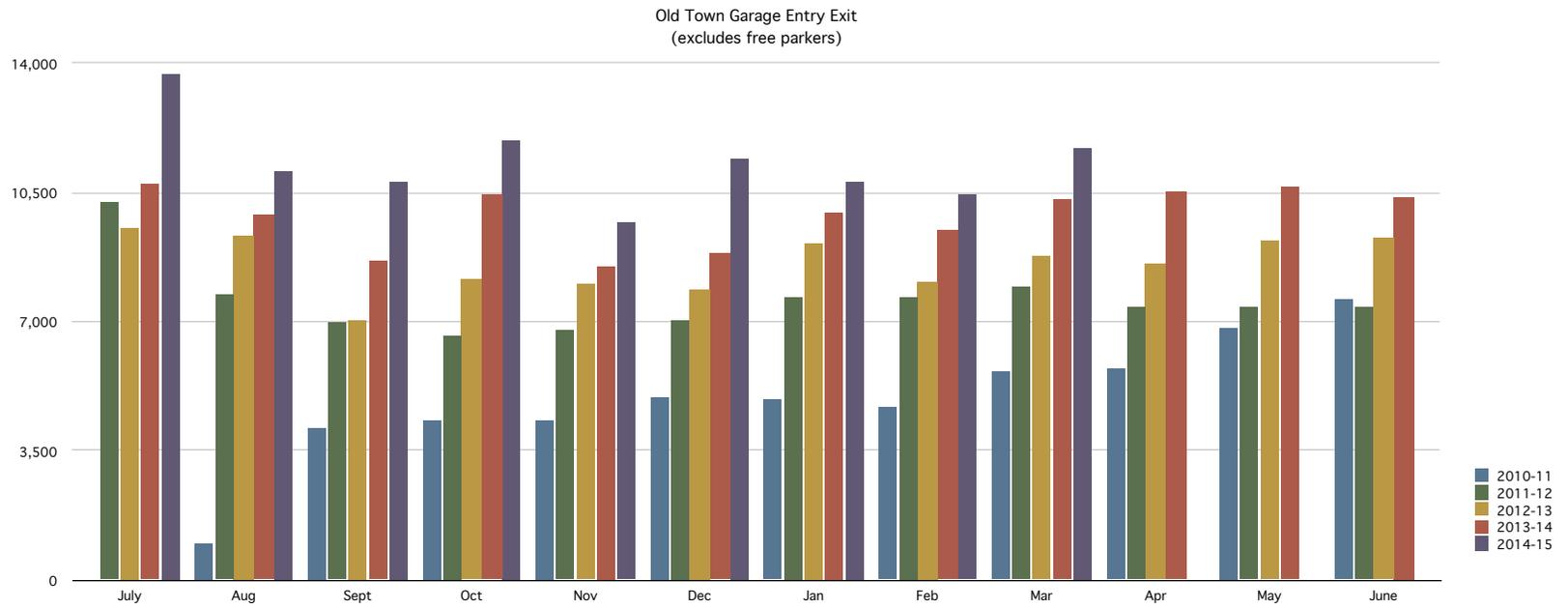
Downtown
Development
Authority

Downtown
Traverse City
Association

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Downtown Traverse City Association
Regular Board Meeting
March 12, 2015

Minutes

Present: Kim Bazemore, Allison Beers, Jeff Guntzviller, Amy Joslin, Jeff Joubran, Dave Leonhard, Misha Neidorfler

Absent: Alyssa Bright, John McGee

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:31 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of February 12, 2015:** Minutes from the February 12, 2015 board meeting were approved as presented upon **motion by Joslin and second by Neidorfler. Motion carried unanimously.**

3. Marketing Report

- a. **TC Winter Comedy Arts Festival**
 - i. No information on wrap up with organizers
- b. **Traverse City Restaurant Week**
 - i. February 22-28
 - ii. 38 participants
 - iii. Review of survey results, positive feedback
 - iv. Presenting sponsor is Great Lakes Wine & Spirits, additional sponsors include Park Place Hotel, Wineries of Old Mission Peninsula, MyNorth, WCCW/Z93 and ABC 29&8

The agenda was amended to discuss the President's Report at this point in the meeting

4. President's Report (Joubran)

- a. Sidewalk Cafes
 - i. Due to the changes in the hard barrier and 5' requirements, many cafes may be eliminated.
 - ii. Bacigalupi and Paveglio to meet with City Clerk and Nate Elkins to have platform café discussion
- b. Two Day Street Sale
 - i. No discussion at this time

Joubran departed at this point in the meeting and the agenda resumed with the Marketing Report

- c. **Celebration for Young Children**
 - i. April 25, from 11 am to 1 pm
 - ii. Hands on Activity Center at the City Opera House
 - iii. Collaboration with GTAEYC

- i. May 1 from 5 to 9 pm
- e. **Annual Dinner**
 - i. June 2015
 - ii. Lyle DeYoung Award recipient to be notified in advance
- f. **Miscellaneous**
 - i. Social Media
 - 1. Facebook: Over 11,200
 - 2. Instagram: Over 3,400
 - 3. Twitter: Over 7,600

5. Committee Reports

- a. Holiday Décor Committee
 - i. Recently met to discuss holiday décor.
 - ii. Talarico researching the design and cost of wreaths
- b. Annual Dinner Committee
 - i. Meeting soon, report at April meeting
- c. Nomination Committee
 - i. Three three-year terms up for election
 - 1. Joslin, Bright and Leonhard
 - 2. We will ask if any are seeking re-election
 - ii. Beers and Neidorfler
 - iii. Paveglio to seek a member at large for the committee
 - iv. Slate of candidates to be presented at the April meeting
- d. Lyle DeYoung Award Committee
 - i. Bacigalupi to call committee together after seeing nominations in April

6. DDA Report (*Bacigalupi*)

- a. **Financial Report**
 - i. Approval of the Financial Reports through January 2015: **Financial Reports for January 31, 2015 were approved upon motion by Leonhard and second by Beers. Motion carried unanimously.**
- b. **DDA Report (*Bacigalupi*)**
 - i. City Manager Search
 - ii. Bumpout BID Opening
 - iii. Snowmelt systems in Downtown TC
 - iv. DAS

Guntzviller departed at this point in the meeting

7. New Business

- a. Beers commented on Horse Shows by the Bay
- b. Golden Shovel Award
- c. Chili Cook-Off

8. Adjournment

- a. Motion to adjourn at 10:04 a.m.