

Carnegie Building/City Assets Ad Hoc Committee



Tuesday, January 13, 2015

10:00 a.m.

Governmental Center - 400 Boardman Avenue

Second Floor Committee Room

Traverse City, MI 49684

Posted and Published: January 9, 2014

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

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400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
Email: phill@traversecitymi.gov
Web: www.traversecitymi.gov

Agenda

1. Roll Call
2. Consider Approval of Minutes from December 17, 2014 meeting
3. Discussion regarding Crooked Tree site visit
4. Discussion regarding proposed lease agreements and terms
5. Discussion regarding future of Con Foster Collection
6. Discussion regarding developing a process for property disposal that may be applied to other City-owned properties
7. Discussion regarding Ad Hoc expiration and upcoming meeting schedule
8. Public Comment
9. Adjournment

**City Commission Ad Hoc Committee
Carnegie Building/City Asset Discussion
Minutes
Meeting of December 17, 2014**

A meeting of the City Commission Ad Hoc Committee: Carnegie Building/City Asset Discussion was called to order on Wednesday, December 17, 2014 at 8:30 a.m. in the 2nd Floor Committee Room, Governmental Center, Traverse City, Michigan.

The following Commissioners were present, constituting a quorum: Commissioner Easterday, Commissioner Richardson, and Commissioner Howe.

The following Commissioners were absent: None.

Staff in attendance: Jered Ottenwess and Penny Hill

1. The first item being: "Consideration of approving the minutes from the meeting of November 19, 2014."

It was moved by Richardson, seconded by Howe, to approve the minutes from the meeting of November 19, 2014."

CARRIED unanimously.

2. Next item being, "Discussion regarding proposed lease terms with Crooked Tree Arts Center and the History Center."

General updates were given by City Manager Jered Ottenwess regarding future occupancy of the History Center/Carnegie Building.

3. Next item, "Public Comment."

The following people addressed the Committee:

Maddie Lundy, Executive Director of the History Center
Amy Barritt

The Committee recessed at 9:19 a.m. for travel to Crooked Tree Arts Center, Petoskey.

Commissioner Richardson departed at 9:05 a.m. and did not travel to Petoskey.

The Committee reconvened at 11:05 a.m. upon arrival at Crooked Tree Arts Center, Petoskey.

4. Next item being "Site visit to Crooked Tree Arts Center, Petoskey."

Crooked Tree Arts Center Director Liz Ahrens led a tour of their facility.

There being no objection, Commissioner Easterday declared the meeting adjourned at 12:40 p.m.

Commissioner Gary Howe
Designated Secretary

Next meetings to be determined.

All meetings are held in the 2nd Floor Committee Room of the Governmental Center unless otherwise stated.

If interested in being on the outreach list for this ad hoc, please email:
kstroven@traversecitymi.gov.

Memorandum

The City of Traverse City

Office of the City Manager



TO: CARNEGIE BUILDING/CITY ASSETS AD HOC COMMITTEE

FROM: ^{JO} JERED OTTENWESS, CITY MANAGER

DATE: JANUARY 9, 2014

SUBJECT: JANUARY 13, 2014 AD HOC COMMITTEE MEETING

1. Discussion regarding Crooked Tree site visit

At the December 17, 2014 Ad Hoc Committee meeting, the Committee visited the Crooked Tree campus in Petoskey, which includes the City of Petoskey-owned Carnegie Building. After further discussion with Ad Committee Members, I believe the most relevant and important issues that came out of the site visit are as follows:

- Event Management – Crooked Tree has full control over event management at their Petoskey campus. After considering the logistics of event management at the Traverse City Carnegie Building, I believe any potential lease with Crooked Tree should include event management as part of their responsibilities/services. Crooked Tree Executive Director, Liz Ahrens, has indicated that Crooked Tree is open to this possibility with some mechanism for compensation, for example, at their staff hourly rate.
- Access Control – Crooked Tree maintains control over access to their entire Petoskey campus. The current iteration of our lease discussions separates the Traverse City Carnegie Building into three distinct areas: City, History Center, and Crooked Tree.
- Programming – Liz Ahrens has provided information (attached) about the range of events and activities held at the Petoskey campus. Crooked Tree offers a broad range of services at their Petoskey campus, including catered events, pottery, dance, and others. Crooked Tree representatives have stated that their focus in Traverse City is on visual arts at this time, not the broad range they offer in Petoskey.
- Business Plan – Crooked Tree is completing a business plan for their planned operations at the Traverse City Carnegie Building. However, Liz Ahrens has informed me that it is a draft working document at this time and I have not received it.
- Building Use Policy – Liz Ahrens has provided their Rental Information document (attached) for the Petoskey Campus, which includes basic regulations and a fee schedule. The City of Traverse City will need to prepare a building use policy for the Carnegie. Staff has prepared a draft policy (attached). Several key issues with the draft building use policy still need to be addressed and include fees and restrictions on type of use and by which entities.

2. Discussion regarding proposed lease agreements and terms

Please refer to the attached memo from the December 17, 2014 Ad Hoc meeting, which describes proposed lease terms with both History Center and Crooked Tree that were more or

less supported with some comments and questions from the meeting. Note the following clarifications below:

- Terms of leases would be three years.
- Hours of operation for Crooked Tree and History Center will be included in leases and allow for some flexibility based on their operations and coordination with the City.
- Routine cleaning responsibility for bathroom facilities to be included with leases, for example, ensuring adequate supplies and cleanliness. City to provide high level cleaning services at least weekly.
- Crooked Tree cannot accommodate space for Rock and Mineral Club that would have access to the Cornwell Addition to the building. Liz Ahrens has pointed out liability concerns related to access in areas with artwork and events open to the public. Crooked Tree has to maintain a certain level of control over access to leased areas. The Ad Hoc Committee may consider offering leased space to the Rock and Mineral Club in the lower level boardroom, which is currently identified as City-controlled/common area.
- The History Center has indicated that they are interested in leased space regardless of the status of any agreement between the City and History Center to manage the Con Foster Collection. The lease and management agreements are not contingent.
- At \$9,000 and \$25,000 per year, History Center and Crooked Tree would be paying approximately \$0.72/square foot/month and \$0.48/square foot/month respectively for 1,040 square feet and 4,300 square feet.

Liz Ahrens has indicated that Crooked Tree needs to have a lease agreement in place in the near future, for example, by early February, so they can begin implementing their expansion plans in Traverse City. I suggest that the Ad Hoc Committee provide an indication as to whether or not there is support for moving forward quickly with a recommendation to the City Commission. Otherwise please keep in mind that this could impact Crooked Tree's interest in continuing lease discussions.

3. Discussion regarding future of Con Foster Collection

Assistant City Manager Penny Hill has worked with the Michigan Museum Association to identify an expert in deaccession to assist the City with evaluating the Collection and possibly moving forward with deaccession. We plan to schedule a site visit with the identified expert in order to evaluate the collection and discuss the process moving forward. I ask that the Ad Hoc Committee consider making a recommendation to the full City Commission committing to move forward with the deaccession process. The timing of this is such that costs for deaccession should be included with upcoming budget discussions.

4. Discussion regarding developing a process for property disposal that may be applied to other City-owned properties

Chairman Easterday has included in the packet an excerpt from a report produced for the City of San Diego entitled "Best Practices Methodology for Real Estate Assets Department" for discussion related to this item.

5. Discussion regarding Ad Hoc expiration and upcoming meeting schedule

The Carnegie Building Ad Hoc expires on February 18, 2015. The two regular City Commission meetings in February are February 2 and 14. Please consider the upcoming Ad Hoc Committee

meeting schedule in light of this and provide direction with respect to requesting that the City Commission reauthorize the Ad Hoc.

RENTAL RATES (effective May, 2011)



461 East Mitchell Street
Petoskey, Michigan 49770
(231) 347-4337
www.crookedtree.org

- **Deposits- all spaces**
 - 50% of total rental rate due upon booking
 - Balance due day of event
 - Cancellation policy: 25% deposit refund if cancelled 31+ days prior to date of event; 0% refund if cancelled 30 days or less from dates of event
- **Galleries (only booked together)**
 - \$500 (6 hours or less)
 - \$900 (12 hours, out of 24)
 - \$75- Private guided Docent Tour
- **Theatre**
 - \$500 (6 hours or less)
 - \$900 (12 hours, out of 24)
 - \$350 Wedding Ceremony (1 hour for rehearsal/ 2 hours for ceremony. Includes dressing room, stage and lobby. Rehearsal must be scheduled during Business Hours. No food, etc. See Sound/Lights Stipulation for technician, pg. 1.)
- **Box Office**
 - 15% of all box office proceeds (includes basic general admission ticket printing; ticket sales with credit cards and online ticket sales; event listed on CTAC website)
- **Youth Art Parties (VA Room/Kitchen)**
 - \$125- *for first 8 children* 2 hrs.: ½ hour party setup, 50 min instruction, 45 min. reception, cleanup, etc. Renter provides own food, beverage, decorations, dishware, flatware, cups, etc. Food only served in kitchen. List of preferred instructors will be provided at time of booking. Renter responsible for contracting artist for 50 minutes of instruction. Parties must be held during regular CTAC business hours
 - \$10 per child exceeding 8. Max. capacity 15.

Rental Information 2014

Basic Regulations



461 East Mitchell Street
Petoskey, Michigan 49770
(231) 347-4337
www.crookedtree.org

- **Eligibility:**
 - Crooked Tree Arts Center members
 - Non-profit organizations (fundraising events *not* allowed)
 - For profit organizations

- **Stipulations:**
 - Alcohol service permitted for *private, non-ticketed events only*
 - Non-profit organizations may not hold fundraising events on CTAC grounds
 - All rental rates listed are for basic rental: additional fees may apply based upon size of event, staffing and additional resources required
 - Food/beverage rental events:
 - CTAC Preferred Vendors list available
 - CTAC does not provide, nor contract, with caterers for rental events
 - All rental rates include, if not in use by CTAC:
 - basic linens (*not flatware, serving ware, glassware or dishware*)
 - limited number of round and banquet tables
 - basic wire frame chairs
 - projector and screen available upon request for additional fee
 - Rental rates **do not** include:
 - Food service
 - Decorations
 - Decorative linens
 - flatware, serving ware, glassware or dishware
 - Sound/lighting for rental events:
 - Renters must independently contract with CTAC approved technician for events requiring sound and/or lights
 - List of CTAC approved technicians available upon request

- **Spaces UNAVAILABLE for rental, public or private:**
 - Visual Arts (VA) Room*
 - Pottery Studio
 - Dance Studio
 - Kitchen*

*Exception: Youth Art Parties, pg. 2

RENTAL RATES (effective May, 2011)

○ **Carnegie (1 floor- Upper or Lower)**

Non-profit

- \$100.00 (4 hours or less)
- \$150.00 (4 hours or less with food)
- \$200.00 (4.01-8 hours)
- \$300.00 (4.01-8 hours with food)

Standard

- \$200.00 (4 hours or less)
- \$300.00 (4 hours or less with food)
- \$400.00 (4.01-8 hours)
- \$600.00 (4.01-8 hours with food)

○ **Carnegie (Whole Bldg)**

Non-profit

- \$200.00 (4 hours or less)
- \$300.00 (4 hours or less with food)
- \$400.00 (4.01-8 hours)
- \$600.00 (4.01-8 hours with food)

Standard

- \$400.00 (4 hours or less)
- \$600.00 (4 hours or less with food)
- \$800.00 (4.01-8 hours)
- \$1,200.00 (4.01-8 hours with food)



461 East Mitchell Street
Plymouth, Michigan 48170
(231) 347-4337
www.crookedtree.org

Carengie Stats Jan. 2013-Dec. 2013

Library Use		
	Movies	80+
	Friends	8
	Board Meetings	8
	Summer Children's Program	4
	Reading Awards night	1
	Dec. Open House	1
	Chess Gang	8
	Early On/Costume Sale events	2
	Spring Open House	1
Rentals		
	Northwest Michigan Works Youth Build Graduation	1
	Blissfest Music Organization	5
	Private Events	2
	Petoskey Robotics Party	1
	Film Screenings	2
CTAC		
	Classes/Camps/Workshops	160+
	Farm to Frame opening reception	1
	Youth Orchestra Every Monday and Wednesday	160+
	Paint Out and show	3 days
	other events/activities/rehearsals/mtngs/etc.	75+
	Art in the Park Children's area	2 days
	LTCT rehearsal and auditions	10+
	Film Screening	1

Events Calendar

Sunday, November 09, 2014 – Saturday, November 15, 2014

Time zone: (UTC-05:00) Eastern Time (US & Canada)

(Adjusted for Daylight Saving Time)

November 2014

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

▲ Atrium Gallery	Sun, Nov 09to Sat, Nov 15	
Farm to Frame		
Galleries	Sun, Nov 09to Sat, Nov 15	12:00 AM – 4:00 PM
GLAPA/JFA		
Kitchen	Sun, Nov 09	3:00 PM – 4:00 PM
LTCT artistic committee		
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▲ Galleries/VA Room	Mon, Nov 10	9:30 AM – 11:00 AM
Docent Tour		
Upper Carnegie FP		10:30 AM – 12:30 PM
Dev TC Liz cindy		
Upper Carnegie Mural Room		12:00 PM – 5:30 PM
Heidi Marshall		
418 E Mitchell		2:00 PM – 3:30 PM
Pre Pro Variations		
CTAC Dance Studio		3:30 PM – 4:10 PM
Beginning Ballet		
Petoskey Middle School		3:30 PM – 5:30 PM
Animation- Anne Morningstar		
Pottery Studio		3:45 PM – 4:45 PM
Handbuilding- Stephen Stuchell		
Lower Carnegie Studio		3:45 PM – 5:00 PM
After School Theatre: Laughter Club- tahtinen		
VA Room		3:45 PM – 5:00 PM
Step by Step Painting- Martina Hahn		
418 E Mitchell		4:00 PM – 5:30 PM

Int./Adv. Ballet		
CTAC Dance Studio		4:00 PM – 5:30 PM
Snow Queen rehearsal		
CTAC Kitchen		6:00 PM – 7:00 PM
Ukulele- Robin Lee Berry		
418 E Mitchell		6:00 PM – 8:00 PM
Pre-Pro		
Lower Carnegie Studio		6:00 PM – 8:00 PM
Figure Drawing- Anne Morningstar		
VA Room		6:30 PM – 9:30 PM
BLOOM Workshop		

▲ Galleries/VA Room	Tue, Nov 11	9:30 AM – 11:00 AM
Docent Tour		
Kitchen		9:30 AM – 12:30 PM
Culinary Clean Out		
Lower Carnegie Studio		10:00 AM – 10:30 AM
Music & Me- Emily Stuchell		
VA Room		11:00 AM – 11:45 AM
Adventures in Art		
Kitchen		1:00 PM – 2:00 PM
VA Meeting		
CTAC Dance Studio		3:30 PM – 4:30 PM
Beg./Int Ballet		
Upper Carnegie		3:45 PM – 4:45 PM
Let's Play Theater- Emily Stuchell		
418 E Mitchell		4:00 PM – 5:15 PM
Intermediate Ballet		
CTAC Dance Studio		4:30 PM – 5:30 PM
Beg./Int. Ballet		
Lower Carnegie Studio		4:30 PM – 5:30 PM
Martial Arts- Joe North		
418 E. Mitchell		5:15 PM – 6:45 PM
Int./Adv. Ballet		
CTAC Dance Studio		5:45 PM – 7:00 PM
Adult Ballet- Karrie Benedict		
ON HOLD Upper Carnegie		6:00 PM – 8:30 PM
Jazz Band rehearsal		
Pottery Studio		6:00 PM – 9:00 PM
Clay Club and Pottery		
VA Room		6:15 PM – 7:30 PM
Drawing Boot Camp- Susan Glass		
418 E Mitchell		7:00 PM – 8:30 PM
Pre-Pro		

▲ Galleries/VA Room	Wed, Nov 12	9:30 AM – 11:00 AM
Docent Tour		

Upper Carnegie/Studio Concert Orchestra		3:30 PM – 4:30 PM
VA Room Kids Cre8- Renee Golovich		3:45 PM – 4:45 PM
Pottery Studio Pottery Wheel- Stephen Stuchell		3:45 PM – 5:45 PM
418 E Mitchell Int./Adv. Ballet		4:00 PM – 5:30 PM
CTAC Dance studio Dance Fusion I		4:15 PM – 4:55 PM
Upper Carnegie/Studios Chamber/Symphony		4:30 PM – 5:30 PM
CTAC Dance Studio Fusion II		5:00 PM – 6:00 PM
Upper Carnegie Petoskey Film Theatre		5:30 PM – 10:00 PM
CTAC Dance Studio Fusion III		6:00 PM – 7:00 PM
418 E Mitchell Pre-Pro		6:00 PM – 8:00 PM
RST LTCT-Annie		6:30 PM – 8:30 PM

▲ RST/Dressing Rooms/KITCHEN Concord	Thu, Nov 13	8:30 AM – 3:30 PM
Upper Carnegie- Mural Room Heidi Marshall		9:00 AM – 2:00 PM
Galleries/VA Room Docent Tour		9:30 AM – 11:00 AM
Kitchen VA Meeting		1:00 PM – 2:30 PM
Upper Carnegie Pre School Movement- Nicole Betx		3:30 PM – 4:00 PM
Lower Carnegie Green Tile Room Get Buggy- Sarah Mann		3:45 PM – 4:45 PM
VA Room Art Passport: Mexico & South America		3:45 PM – 5:15 PM
418 E Mitchell Intermediate Ballet		4:00 PM – 5:15 PM
Dance Studio Hip Hop I		4:15 PM – 5:00 PM
Dance Studio Hip Hop II & Teens- Julianne Richey		5:00 PM – 6:00 PM
418 E. Mitchell Int./Adv. Ballet		5:15 PM – 6:45 PM
Lower Carnegie Studio Adult Ballroom- Zoe MR		6:00 PM – 7:00 PM

VA Room		6:00 PM – 8:00 PM
Watercolor- Kubovchick		
Pottery Studio		6:00 PM – 9:00 PM
Clay Club and Pottery		
418 E Mitchell		7:00 PM – 8:30 PM
Pre-Pro		
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▲ RST	Fri, Nov 14	8:30 AM – 3:30 PM
Concord		
Galleries/VA Room		9:30 AM – 11:00 AM
Docent Tour		
418 E Mitchell		2:00 PM – 3:30 PM
Pre Pro Variations		
418 E Mitchell		4:00 PM – 5:30 PM
Pre Pro Ballet		
CTAC Dance Studio		4:00 PM – 5:30 PM
Snow & Snow Queen rehearsal		
Upper Carnegie		5:30 PM – 10:00 PM
Petoskey Film Theatre		
418 E. Mitchell St.		5:45 PM – 7:45 PM
Chinese & Spanish Rehearsal		
RST		6:00 PM – 9:00 PM
Concord Performance- 7p		
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▲ 418 E Mitchell	Sat, Nov 15	10:00 AM – 12:00 PM
Pre Pro Ballet		
CTAC Dance Studio		10:20 AM – 11:00 AM
Beginning Ballet		
CTAC Kitchen		10:30 AM – 12:30 PM
Just Us- Gobble, Gobble!		
CTAC Dance Studio		11:00 AM – 12:00 PM
Beg./Int. Ballet		
418 E. Mitchell St.		12:30 PM – 2:30 PM
Flower rehearsal		
Lower Carnegie		2:00 PM – 5:00 PM
LTCT- Annie		
Upper Carnegie		2:00 PM – 7:30 PM
Blissfest GMM		
RST		4:00 PM – 10:00 PM
Blissfest		

Details

Sunday, November 09, 2014

▲ **Time** 11/9/2014 12:00 AM – 11/15/2014 4:00 PM

Subject Galleries

Location GLAPA/JFA

▲ **Time** 11/9/2014 12:00 AM – 11/16/2014 12:00 AM
Subject Atrium Gallery
Location Farm to Frame

▲ **Time** 3:00 PM – 4:00 PM
Subject Kitchen
Location LTCT artistic committee

Monday, November 10, 2014

▲ **Time** 9:30 AM – 11:00 AM
Subject Galleries/VA Room
Location Docent Tour
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 11/10/2014 until 11/14/2014 from 9:30 AM to 11:00 AM

▲ **Time** 10:30 AM – 12:30 PM
Subject Upper Carnegie FP
Location Dev TC Liz cindy

▲ **Time** 12:00 PM – 5:30 PM
Subject Upper Carnegie Mural Room
Location Heidi Marshall

▲ **Time** 2:00 PM – 3:30 PM
Subject 418 E Mitchell
Location Pre Pro Variations
Recurrence Occurs every Monday and Friday effective 11/10/2014 until 11/14/2014 from 2:00 PM to 3:30 PM

▲ **Time** 3:30 PM – 4:10 PM
Subject CTAC Dance Studio
Location Beginning Ballet
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 3:30 PM to 4:10 PM

▲ **Time** 3:30 PM – 5:30 PM
Subject Petoskey Middle School
Location Animation- Anne Morningstar
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 3:30 PM to 5:30 PM

▲ **Time** 3:45 PM – 4:45 PM
Subject Pottery Studio
Location Handbuilding- Stephen Stuchell
Recurrence Occurs every Monday effective 11/10/2014 until

11/10/2014 from 3:45 PM to 4:45 PM

▲ **Time** 3:45 PM – 5:00 PM
Subject Lower Carnegie Studio
Location After School Theatre: Laughter Club- tahtinen
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 3:45 PM to 5:00 PM

▲ **Time** 3:45 PM – 5:00 PM
Subject VA Room
Location Step by Step Painting- Martina Hahn
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 3:45 PM to 5:00 PM

▲ **Time** 4:00 PM – 5:30 PM
Subject 418 E Mitchell
Location Int./Adv. Ballet
Recurrence Occurs every Monday and Wednesday effective 11/10/2014 until 11/12/2014 from 4:00 PM to 5:30 PM

▲ **Time** 4:00 PM – 5:30 PM
Subject CTAC Dance Studio
Location Snow Queen rehearsal
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 4:00 PM to 5:30 PM

▲ **Time** 6:00 PM – 7:00 PM
Subject CTAC Kitchen
Location Ukulele- Robin Lee Berry
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 6:00 PM to 7:00 PM

▲ **Time** 6:00 PM – 8:00 PM
Subject 418 E Mitchell
Location Pre-Pro
Recurrence Occurs every Monday and Wednesday effective 11/10/2014 until 11/12/2014 from 6:00 PM to 8:00 PM

▲ **Time** 6:00 PM – 8:00 PM
Subject Lower Carnegie Studio
Location Figure Drawing- Anne Morningstar
Recurrence Occurs every Monday effective 11/10/2014 until 11/10/2014 from 6:00 PM to 8:00 PM

▲ **Time** 6:30 PM – 9:30 PM
Subject VA Room
Location BLOOM Workshop
Recurrence Occurs every 2 weeks on Monday effective 11/10/2014 until 11/10/2014 from 6:30 PM to 9:30 PM

Tuesday, November 11, 2014

▲ **Time** 9:30 AM – 11:00 AM
Subject Galleries/VA Room
Location Docent Tour
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 11/10/2014 until 11/14/2014 from 9:30 AM to 11:00 AM

▲ **Time** 9:30 AM – 12:30 PM
Subject Kitchen
Location Culinary Clean Out

▲ **Time** 10:00 AM – 10:30 AM
Subject Lower Carnegie Studio
Location Music & Me- Emily Stuchell
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 10:00 AM to 10:30 AM

▲ **Time** 11:00 AM – 11:45 AM
Subject VA Room
Location Adventures in Art
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 11:00 AM to 11:45 AM

▲ **Time** 1:00 PM – 2:00 PM
Subject Kitchen
Location VA Meeting
Recurrence Occurs the second Tuesday of every 1 month effective 11/11/2014 until 11/11/2014 from 1:00 PM to 2:00 PM
Categories Yellow Kitchen

▲ **Time** 3:30 PM – 4:30 PM
Subject CTAC Dance Studio
Location Beg/Int Ballet
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 3:30 PM to 4:30 PM

▲ **Time** 3:45 PM – 4:45 PM
Subject Upper Carnegie
Location Let's Play Theater- Emily Stuchell
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 3:45 PM to 4:45 PM

▲ **Time** 4:00 PM – 5:15 PM
Subject 418 E Mitchell
Location Intermediate Ballet
Recurrence Occurs every Tuesday and Thursday effective

11/11/2014 until 11/13/2014 from 4:00 PM to 5:15 PM

▲ **Time** 4:30 PM – 5:30 PM
Subject CTAC Dance Studio
Location Beg./Int. Ballet
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 4:30 PM to 5:30 PM

▲ **Time** 4:30 PM – 5:30 PM
Subject Lower Carnegie Studio
Location Martial Arts- Joe North
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 4:30 PM to 5:30 PM

▲ **Time** 5:15 PM – 6:45 PM
Subject 418 E. Mitchell
Location Int./Adv. Ballet
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 5:15 PM to 6:45 PM

▲ **Time** 5:45 PM – 7:00 PM
Subject CTAC Dance Studio
Location Adult Ballet- Karrie Benedict
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 5:45 PM to 7:00 PM

▲ **Time** 6:00 PM – 8:30 PM
Subject ON HOLD Upper Carnegie
Location Jazz Band rehearsal
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 6:00 PM to 8:30 PM

▲ **Time** 6:00 PM – 9:00 PM
Subject Pottery Studio
Location Clay Club and Pottery
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 6:00 PM to 9:00 PM

▲ **Time** 6:15 PM – 7:30 PM
Subject VA Room
Location Drawing Boot Camp- Susan Glass
Recurrence Occurs every Tuesday effective 11/11/2014 until 11/11/2014 from 6:15 PM to 7:30 PM

▲ **Time** 7:00 PM – 8:30 PM
Subject 418 E Mitchell
Location Pre-Pro
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 7:00 PM to 8:30 PM

Wednesday, November 12, 2014

▲ **Time** 9:30 AM – 11:00 AM
Subject Galleries/VA Room
Location Docent Tour
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 11/10/2014 until 11/14/2014 from 9:30 AM to 11:00 AM

▲ **Time** 3:30 PM – 4:30 PM
Subject Upper Carnegie/Studio
Location Concert Orchestra
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 3:30 PM to 4:30 PM

▲ **Time** 3:45 PM – 4:45 PM
Subject VA Room
Location Kids Cre8- Renee Golovich
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 3:45 PM to 4:45 PM

▲ **Time** 3:45 PM – 5:45 PM
Subject Pottery Studio
Location Pottery Wheel- Stephen Stuchell
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 3:45 PM to 5:45 PM

▲ **Time** 4:00 PM – 5:30 PM
Subject 418 E Mitchell
Location Int./Adv. Ballet
Recurrence Occurs every Monday and Wednesday effective 11/10/2014 until 11/12/2014 from 4:00 PM to 5:30 PM

▲ **Time** 4:15 PM – 4:55 PM
Subject CTAC Dance studio
Location Dance Fusion I
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 4:15 PM to 4:55 PM

▲ **Time** 4:30 PM – 5:30 PM
Subject Upper Carnegie/Studios
Location Chamber/Symphony
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 4:30 PM to 5:30 PM

▲ **Time** 5:00 PM – 6:00 PM
Subject CTAC Dance Studio
Location Fusion II

Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 5:00 PM to 6:00 PM

▲ **Time** 5:30 PM – 10:00 PM
Subject Upper Carnegie
Location Petoskey Film Theatre
Recurrence Occurs every Wednesday and Friday effective 11/12/2014 until 11/14/2014 from 5:30 PM to 10:00 PM
Outside through Mid-August- Fridays

▲ **Time** 6:00 PM – 7:00 PM
Subject CTAC Dance Studio
Location Fusion III
Recurrence Occurs every Wednesday effective 11/12/2014 until 11/12/2014 from 6:00 PM to 7:00 PM

▲ **Time** 6:00 PM – 8:00 PM
Subject 418 E Mitchell
Location Pre-Pro
Recurrence Occurs every Monday and Wednesday effective 11/10/2014 until 11/12/2014 from 6:00 PM to 8:00 PM

▲ **Time** 6:30 PM – 8:30 PM
Subject RST
Location LTCT-Annie

Thursday, November 13, 2014

▲ **Time** 8:30 AM – 3:30 PM
Subject RST/Dressing Rooms/KITCHEN
Location Concord

▲ **Time** 9:00 AM – 2:00 PM
Subject Upper Carnegie- Mural Room
Location Heidi Marshall

▲ **Time** 9:30 AM – 11:00 AM
Subject Galleries/VA Room
Location Docent Tour
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 11/10/2014 until 11/14/2014 from 9:30 AM to 11:00 AM

▲ **Time** 1:00 PM – 2:30 PM
Subject Kitchen
Location VA Meeting

▲ **Time** 3:30 PM – 4:00 PM

Subject Upper Carnegie
Location Pre School Movement- Nicole Betx
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 3:30 PM to 4:00 PM

▲ **Time** 3:45 PM – 4:45 PM
Subject Lower Carnegie Green Tile Room
Location Get Buggy- Sarah Mann
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 3:45 PM to 4:45 PM

▲ **Time** 3:45 PM – 5:15 PM
Subject VA Room
Location Art Passport: Mexico & South America
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 3:45 PM to 5:15 PM

▲ **Time** 4:00 PM – 5:15 PM
Subject 418 E Mitchell
Location Intermediate Ballet
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 4:00 PM to 5:15 PM

▲ **Time** 4:15 PM – 5:00 PM
Subject Dance Studio
Location Hip Hop I
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 4:15 PM to 5:00 PM

▲ **Time** 5:00 PM – 6:00 PM
Subject Dance Studio
Location Hip Hop II & Teens- Julianne Richey
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 5:00 PM to 6:00 PM

▲ **Time** 5:15 PM – 6:45 PM
Subject 418 E. Mitchell
Location Int./Adv. Ballet
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 5:15 PM to 6:45 PM

▲ **Time** 6:00 PM – 7:00 PM
Subject Lower Carnegie Studio
Location Adult Ballroom- Zoe MR
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 6:00 PM to 7:00 PM

▲ **Time** 6:00 PM – 8:00 PM
Subject VA Room

Location Watercolor- Kubovchick
Recurrence Occurs every Thursday effective 11/13/2014 until 11/13/2014 from 6:00 PM to 8:00 PM

▲ **Time** 6:00 PM – 9:00 PM
Subject Pottery Studio
Location Clay Club and Pottery
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 6:00 PM to 9:00 PM

▲ **Time** 7:00 PM – 8:30 PM
Subject 418 E Mitchell
Location Pre-Pro
Recurrence Occurs every Tuesday and Thursday effective 11/11/2014 until 11/13/2014 from 7:00 PM to 8:30 PM

Friday, November 14, 2014

▲ **Time** 8:30 AM – 3:30 PM
Subject RST
Location Concord
10:30 High School show
1:00 Middle School show

▲ **Time** 9:30 AM – 11:00 AM
Subject Galleries/VA Room
Location Docent Tour
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 11/10/2014 until 11/14/2014 from 9:30 AM to 11:00 AM

▲ **Time** 2:00 PM – 3:30 PM
Subject 418 E Mitchell
Location Pre Pro Variations
Recurrence Occurs every Monday and Friday effective 11/10/2014 until 11/14/2014 from 2:00 PM to 3:30 PM

▲ **Time** 4:00 PM – 5:30 PM
Subject 418 E Mitchell
Location Pre Pro Ballet
Recurrence Occurs every Friday effective 11/14/2014 until 11/14/2014 from 4:00 PM to 5:30 PM

▲ **Time** 4:00 PM – 5:30 PM
Subject CTAC Dance Studio
Location Snow & Snow Queen rehearsal

▲ **Time** 5:30 PM – 10:00 PM

Subject Upper Carnegie
Location Petoskey Film Theatre
Recurrence Occurs every Wednesday and Friday effective
11/12/2014 until 11/14/2014 from 5:30 PM to 10:00
PM
Outside through Mid-August- Fridays

▲ **Time** 5:45 PM – 7:45 PM
Subject 418 E. Mitchell St.
Location Chinese & Spanish Rehearsal

▲ **Time** 6:00 PM – 9:00 PM
Subject RST
Location Concord Performance- 7p
Recurrence Occurs every Thursday and Friday effective 11/13/2014
until 11/14/2014 from 6:00 PM to 9:00 PM

Saturday, November 15, 2014

▲ **Time** 10:00 AM – 12:00 PM
Subject 418 E Mitchell
Location Pre Pro Ballet
Recurrence Occurs every Saturday effective 11/15/2014 until
11/15/2014 from 10:00 AM to 12:00 PM

▲ **Time** 10:20 AM – 11:00 AM
Subject CTAC Dance Studio
Location Beginning Ballet
Recurrence Occurs every Saturday effective 11/15/2014 until
11/15/2014 from 10:20 AM to 11:00 AM

▲ **Time** 10:30 AM – 12:30 PM
Subject CTAC Kitchen
Location Just Us- Gobble, Gobble!

▲ **Time** 11:00 AM – 12:00 PM
Subject CTAC Dance Studio
Location Beg./Int. Ballet
Recurrence Occurs every Saturday effective 11/15/2014 until
11/15/2014 from 11:00 AM to 12:00 PM

▲ **Time** 12:30 PM – 2:30 PM
Subject 418 E. Mitchell St.
Location Flower rehearsal

▲ **Time** 2:00 PM – 5:00 PM
Subject Lower Carnegie
Location LTCT- Annie

▲ **Time** 2:00 PM – 7:30 PM
Subject Upper Carnegie
Location Blissfest GMM

▲ **Time** 4:00 PM – 10:00 PM
Subject RST
Location Blissfest

The City of Traverse City

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traverscitymi.gov

Office of the City Clerk

**CITY OF TRAVERSE CITY
CARNEGIE BUILDING ROOM USE POLICY**

The following policy applies to all room users of the Carnegie Building and its related facilities located at 322 Sixth Street, Traverse City, MI 49684.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Assistant City Manager 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.

I. PURPOSE

The purpose and intent of this Policy are as follows:

- (a) The purpose of the Carnegie Building Policy is to manage and regulate room uses at the Carnegie Building.
- (b) It is intended to regulate room uses as to time, place, and manner and not as to content.
- (c) It is acknowledged that the City is charged with the responsibility to manage its assets, including City owned buildings, responsibly and equitably so that they may be enjoyed by all without overuse of City owned buildings, which could result in damage, preventing future use.
- (d) The primary purpose of meeting rooms in the Carnegie Building is for City-related activities.

II. DEFINITIONS

The following words and phrases shall have the corresponding definitions:

- (a) "Applicant" means the person signing and submitting the Application on behalf of the sponsoring organization.
- (b) "Carnegie Building" means the City-owned building at 322 Sixth Street, Traverse City, Michigan.

- (c) "City Clerk" means the person acting as City Clerk of the City of Traverse City or his or her designee.
- (d) "City Manager" means the person acting as City Manager of the City of Traverse City or his or her designee.
- (e) "Room use" means the use of a room within the Carnegie Building.

III. PERMIT REQUIRED

Any person or group desiring permission for room use of the Carnegie Building must submit a Permit Application for Facility Use to the City Clerk. A room use that is announced as going to be held at the Carnegie Building prior to the issuance of a permit is at the sole risk of the applicant.

IV. PERMIT APPLICATION

Permit applications must be completed by a representative of the sponsoring organization who will be the Permit Holder and submitted to the City Clerk's Office. Such applications and the submittal of the applications shall comply with the following:

- (a) Time. Applications shall be submitted in advance of the requested room use to allow time for processing.
- (b) Signature. The application shall be signed under oath or affirmation by the adult person who will attend and be in charge of the room use and activity or who can bind the organization requesting the permit.
- (c) Permit Holder. The application shall specify the name, address, and telephone number, cell phone number, e-mail address of the Permit Holder who shall be the sponsoring organization or individual and other information deemed relevant or necessary.
- (d) Fee. All applications shall be accompanied by a security deposit at the discretion of the City Clerk. The City Commission shall establish use fees by resolution; all fees are due to the City of Traverse City in advance of the room use.
- (e) Insurance. Unless waived by the City Clerk or City Commission, all Permit Holders shall provide insurance as follows:
 - 1. Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance coverage forms as determined by the City Clerk for special activities. The policy shall name the City of Traverse City as an additional insured in the policy coverage and shall include an endorsement to the policy naming the City of Traverse City as additional insured. Any amendment to or cancellation of such insurance shall require no less than

thirty (30) days written notice provided to the City Clerk of such cancellation and/or amendment.

2. The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the duration of the room use, whichever is longer.
3. Suitable proof of insurance shall be submitted to the City Clerk prior to the room use taking place. In addition, the Applicant and Permit Holder shall execute a hold harmless and indemnification provision agreeing to hold the City and its officials, employees and volunteers harmless and to indemnify the City in the event of a claim resulting solely or partially from the room use or activity applied for.
4. Those selling and/or serving alcohol shall furnish to the City Clerk's Office proof of insurance in the amount and form determined by the City Clerk.

(f) Description of room use. A detailed narrative explaining the nature of the room use, including all activities planned, shall accompany the application.

V. GENERAL CONDITIONS

The following general conditions apply to all room uses. Additional special conditions may be imposed in the Permit. All terms and representations specified in the permit application are automatically special conditions to the Permit unless changed or superseded by the general conditions or an additional condition.

- (a) Users are responsible for seeing that the building, its equipment, furnishings and related facilities are left as they were found. Users shall ensure set up and removal occur promptly and within the time allowed in the permit. Users agree to indemnify the City for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with the use of the Carnegie Building. The City bears no responsibility for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City. This agreement to indemnify applies to the building and to all other City property in proximity, such as sidewalks, parking lots, and outdoor equipment. Any damage to the Carnegie Building, its equipment, furnishings, and related facilities shall be the responsibility of the user. User agrees to reimburse the City for related expense incurred for maintenance and repair after the function.
- (b) Requests from room users will be addressed and processed on a first-come, first-serve basis. All City committees, commissions and boards, departments and other groups under control of the City shall be given priority in scheduling. The City reserves the right to regulate the time and location of room uses in order to avoid schedule conflicts and to ensure proper protection of the facility. The City may deny a request if deemed in the best interest of the public's health, safety and welfare, including for reasons such as prior experience with an applicant.

- (c) No equipment or furnishing of the Carnegie Building shall be used unless pre-approved by the City of Traverse City. Equipment and furnishings utilized by the user must be cleaned immediately following the room use and returned to a condition approximately the same as when beginning use.
- (d) No smoking is allowed in the building or within fifteen (15) feet of any entrance of the building.
- (e) Permission must be obtained to fasten anything to the wall and tables. No staples, large nails or screws, etc. are allowed.
- (f) The applicant shall provide sufficient supervision so that the room use will remain orderly and to prevent damage to the facility.
- (g) No flames or pyrotechnics or other flammable or combustible activities are allowed.

VI. REVOCATION OF USE

A permit may be revoked in writing at any time by the City Manager if it is determined to be in the best interest of the public health, safety and welfare, or if there has been a misrepresentation by the applicant, or there has been a failure to follow this Policy, or other City ordinance, State law, or condition attached to a permit.

The applicant or permit holder whose permit is revoked by the City Manager may appeal to the City Commission in writing within three (3) days. All activities under the permit shall be suspended pending such appeal. Anyone acting pursuant to a permit that has been revoked or suspended shall be deemed to be trespassing, may be removed by law enforcement, and may, at the discretion of the City Manager, be charged with criminal trespass. In the event that a Permit has been revoked pursuant to provisions of this policy, the Applicant or Permit Holder shall not be granted a Permit under this policy for two years following revocation.

VII. APPEAL.

Any applicant who is denied a Permit by the City Clerk may appeal such decision within three (3) days to the City Manager. No room use which is denied by the City Clerk shall be allowed pending such appeal. The City Manager may overturn or sustain the decision of the City Clerk in the denial of a Permit. The decision of the City Manager may be appealed by the applicant to the City Commission within three (3) days; the City Commission may overturn or sustain the decision of the City Manager.

I certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of _____, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk

DRAFT

Memorandum

The City of Traverse City

Office of the City Manager



TO: CARNEGIE BUILDING/CITY ASSETS AD HOC COMMITTEE

FROM: JERED OTTENWESS, CITY MANAGER

DATE: DECEMBER 8, 2014

SUBJECT: OUTLINE OF LEASE TERMS WITH HISTORY CENTER AND CROOKED TREE

The City Commission passed a motion on December 1, 2014 to authorize me to move forward with developing non-exclusive lease agreements for use of the Carnegie Building with the History Center and Crooked Tree based on my proposal that was reviewed and forwarded to the City Commission by the Ad Hoc.

City staff met recently with representatives from the History Center and Crooked Tree, Maddie Lundy and Liz Ahrens, to discuss these terms. We agreed to several primary points that I would like the Ad Hoc to discuss and provide feedback:

- The use of the building would be split into three areas as depicted on the attached floor plan: (1) City-controlled and common areas, (2) History Center, and (3) Crooked Tree.
- City would maintain control of the upper level of the older, Carnegie portion of building with uses yet to be determined. Special events or exhibits could be held by the History Center, Crooked Tree, or other third parties in the City-controlled portion of the building, which would be governed by separate agreements. The City should consider an event management agreement and policy for use of the space moving forward. Specific functions or events that could be held in the City-controlled portion of the building are still open questions.
- Annual lease payments would be \$25,000 for Crooked Tree and \$9,000 for the History Center, totaling \$34,000 annually to the City. Utilities would be included in the lease amount. These lease payments represent the maximum amount that History Center and Crooked Tree would agree to pay.
- City to pay for all utilities and building maintenance including HVAC and other building systems (i.e. utilities would remain in City's name). City would be responsible for cleaning common areas only.
- History Center and Crooked Tree would pay for all improvements to the building such as signage, painting, special lighting, etc. which may be required to serve their specific use of the building.

- Deaccession and/or management of the Con Foster Collection for the purposes of historical exhibits would be handled through separate agreements. The History Center has proposed (in their June 2014 proposal) a \$26,000 fee for management of the Con Foster collection to inventory, accession, and display. The History Center recently submitted a proposal to deaccession and manage the collection for a cost of \$62,500 per contracted year.
- The building would no longer be able to accommodate organizations that have previously had leases with the History Center: Railroad Historical Society, Rock and Mineral Club, Women's History Project, University Women. The areas leased by these organizations would be under lease with Crooked Tree.
- Carnegie Building will still serve as polling location for Precinct 3.
- Festival of Trains would still be held in their current location in 2015 and the City would work with FOT to hold the event in the Carnegie portion of the building in future years pursuant to an agreement between the FOT and the City, with a portion of revenue from the event accruing to the City.

Staff has been exploring the possibility of entering into separate agreements for event and facility management. Those efforts are preliminary, but represent the opportunity to generate additional revenue through special events as well as provide professional facilities management where staff does not currently have the time or expertise for that function.

Once the Carnegie Ad Hoc Committee has discussed the proposed lease terms and comes to a consensus regarding the proposed terms, I suggest the next step would be to bring the concepts forward to the City Commission for its review and discussion. After the City Commission comes to a consensus regarding the proposed terms, a lease incorporating those terms would be drafted by City staff for final approval by the City Commission, the Crooked Tree Arts Center Board of Directors, and the History Center Board of Directors.

2 - Acquisition / relocation portfolio plan

Portfolio review

- Review of holdings in process
- Review of upcoming projects scheduled
- Departures from schedule and holdings greater than one year
- Calls for action as needed

3 - Public service portfolio plan

Changes in the composition of this portfolio are not likely to be initiated in READ, and will likely to be dictated by departments outside of READ.

- Review of current holdings
- Summary of changes since the prior year
- Proposed changes to the portfolio (summarizing requests from other departments)
- Market research and estimated pricing parameters for executing those changes
- Request for authority to execute transactions in line with those parameters

4 - Corporate portfolio plan

This portfolio consists primarily of office space.

Portfolio review

This is a review, building by building, of every space occupied by this function.

- Condition
- Cost, total and per square foot
- Upcoming events (lease expirations, renewal options)

Demand review

- Occupancy, by building and floor
- Stacking plan, by building and floor, with key data for utilization by employee
- Anticipated demand, by department and floor

Portfolio response

- Market Research - Market and actual cost for any building with an upcoming event
- Recommended actions - Expansions, contractions, new development

Request for action

- Request for authority to execute leases within parameters set based on market research

5 - Surplus / Investment portfolio

Portfolio review

- Broken down by property type (farmland, telecommunications tower, hotel)
- With performance data for each major property or group of properties

Upcoming events

- Leases approaching expiration
- Leases requiring action
- Properties identified as surplus

Portfolio RESPONSE

- Market research
- Recommendation of monetization strategy (sale or lease)
- Recommended pricing

Request for action

Request for authority to execute within described terms

- Sale of surplus property
- Execution of leases within terms (authority within a box)
- Designation of properties as surplus

6 - Not-for-profit portfolio plan (subset of surplus / investment portfolio)

Portfolio review

Summarizing several areas:

- Aggregate value of properties leased to not-for-profits
- Aggregate rent collected on those properties
- Cost of providing landlord services to tenants
- Aggregate value of City costs alleviated by tenants
- Change over the last year

Upcoming events

- Review of leases with upcoming expirations, holdovers, month-to-month tenants
- Historic rent, subsidy, and value of services for each

Portfolio response

- Proposed renewal / non-renewal action
 - Measure of proposed subsidy for each new deal
 - Summary of business case for each new deal
- Proposed re-characterization from Not-for-profit to surplus

- Revisions, if any, to the guidelines for eligibility to lease City property under subsidy

Request for action

- Adjustment of eligibility criteria as needed
- Authority to execute leases that comply with parameters