

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director *RMB*
Re: June 17, 2016 Board Meeting & Miscellaneous
Date: June 14, 2016

AGENDA ITEM 2C - CONSIDERATION OF APPROVING A TEMPORARY PARKING LEASE FOR PERMIT PARKING DURING THE NATIONAL CHERRY FESTIVAL

Enclosed is a memorandum from Parking Administrator Nicole VanNess regarding our annual temporary parking lease in Lot V for the National Cherry Festival. We do this every year to replace parking lost in Lots B and T to the National Cherry Festival midway. We lease an additional 54 spaces in Lot V, at 145 West Front, and charge the National Cherry Festival for the cost. With City Commission authorizing a purchase agreement for 145 West Front earlier this month, we hope to close on that property by July 15, just after the term of this temporary lease. I recommend that the **DDA Board of Directors authorize the execution of a temporary parking lease at 145 West Front as described in the June 10, 2016 memorandum from Parking Administrator Nicole VanNess.**

AGENDA ITEM 2D - CONSIDERATION OF APPROVING END OF YEAR BUDGET AMENDMENTS

City policy is to handle any budget amendments for the fiscal year before its end on June 30. Enclosed is a memorandum from me to City Treasurer Bill Twietmeyer with recommended amendments to the TIF 97 Fund. As indicated in the memo, the changes are the result of actual costs for Pine Street Bridge and Garland Street, as well as the Hotel Indigo streetscapes, which was a new project. I recommend that the **DDA Board of Directors recommend to the City Commission the budget amendments for the TIF 97 Fund for fiscal year 2015-16 as described in the related memorandum from the DDA Executive Director to the City Treasurer dated June 14, 2016.**

AGENDA ITEM 3C - COMMUNITY DEVELOPMENT REPORT

Attached is the latest report from Jean.

AGENDA ITEM 4A - APPROVAL OF FISCAL YEAR 2016-17 BUDGETS FOR THE DDA, TIF 2 AND TIF 97

In May, the DDA Board held a public hearing on the budgets, for which there was no comment. The City Commission approved these budgets at their June 6, 2016 meeting as shown in the attached resolution. Also attached are the proposed budgets. One item that came up last month is that the operating budget is showing a small drawdown of \$12,137 from our fund balance. The process laid out in State law has the DDA Board approve the budgets after the City Commission and therefore, I recommend that the **DDA Board of Directors approve the fiscal year 2016-17 budgets for the Downtown Development Authority, TIF 2 and TIF 97 as presented.**

AGENDA ITEM 4B - CONSIDERATION OF RECOMMENDING AN ENTRY FEATURE/PLAZA AT THE NORTHEAST CORNER OF GARLAND AND HALL STREETS

Enclosed is a memorandum from City Engineer Tim Lodge outlining this request. The original design envisioned an entry feature at both ends in the form of arches. As this project and the neighborhood evolved, an opportunity at the corner of the Hotel Indigo property for an entry feature in the form of a plaza and entry sign became apparent. The proposed plaza will add \$16,400 to the Elmer's agreement, and will involve the direct purchase of \$28,320 bringing the project total to \$44,720.

You recall at your April 1 meeting the DDA Board authorized \$1,880,379.15 for the Garland Street project. \$1,639,379.15 of these funds are for the Elmer's construction contract. Since then Traverse City Light and Power agreed to pay for all underground construction related to lighting, installation of the lights, relocation of other existing facilities, electric service and equipment, and related engineering. This results in reduced cost as does the light pole purchase, which is saving the project \$80,000. On Friday, City Engineer Tim Lodge and I will go through an accounting of the project in more detail but the bottom line is that adding this plaza expenditure to the project will not exceed the aforementioned approved project budget. I recommend that the **DDA Board of Directors recommend to the City Commission an amendment to the Elmer's contract for Garland Street Construction for an additional \$16,400, more or less, to construct an entry plaza at the northeast corner of Hall and Garland, with funds available in the already approved project budget funded in part by TIF 97, and further that a service order be issued for not-to-exceed \$28,320 to purchase furniture for the plaza as described in City Engineer Tim Lodge's June 13, 2016 memorandum, subject to the Hotel Indigo property owner granting an easement on their property for this purpose.**

AGENDA ITEM 4C - CONSIDERATION OF AN AMENDMENT TO THE PARKING LEASE FOR LOT Q

Enclosed is a memo from Parking Administrator Nicole VanNess regarding a minor amendment to our lease for Lot Q, which is River's Edge Drive. We find this a very reasonable request with virtually no impact on revenue, therefore, I recommend that **DDA Board of Directors recommend to the City Commission approval of the first amendment to the Parking Area Lease for Lot Q.**

AGENDA ITEM 4D - CONSIDERATION OF AMENDING EVENT PARKING RATES FOR THE GARAGES

Enclosed is another memorandum from Nicole regarding adjusting rates for event parking. Nicole explains how event parking works, the history of rates and what we are proposing. By increasing these rates, we hope to accomplish two goals: covering the cost of staffing event parking, and being more in line with private parking rates, so as not to undercut lot owners.

When go into event parking mode, we must add an employee at each parking garage entrance. With two entrances at the Hardy Garage and one at Old Town, we add as many as three additional staff during events. The rate should otherwise be designed to account for the average length of the parker's stay, which may vary based on the length of event.

As we work toward our goal of market-based pricing, we seek to address complaints from private lot owners, and the non-profits who take them over during the National Cherry Festival, that we are undercutting them. Having market-aware pricing also help us maintain optimal occupancy and encourages better customer decisions about how they get downtown. Because we currently have artificially low rates, we have to charge back additional event staffing costs to the larger festivals. We could avoid this additional paperwork and impact on these festivals with better pricing.

I recommend that the **DDA Board of Directors recommend to the City Commission flexible pay-on-entry flat rates to be based on individual event dates, event duration, and parking supply, based on the guidelines included in the June 9, 2016 memorandum from Parking Administrator Nicole VanNess for an amount not-to-exceed \$15 per entry.**

AGENDA ITEM 4E - DISCUSSION REGARDING PROPOSES CHANGES TO OUTDOOR CAFE REGULATIONS

Finally, enclosed is a memorandum from Marketing and Deputy Director Colleen Paveglio discussing committee efforts to draft an ordinance amendment to allow platform cafes in downtown and elsewhere. We would like to present this to you at the meeting and get your feedback but we are not looking for action at this time.

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as others of current interest.

Front Street

FRONT STREET REIMAGINED CROSSWALK - Panels are on order and we have also ordered replacement dune grass. It's become apparent that the grass did not make it through the winter.

Warehouse District

GARLAND STREET - There have been some delays due to utility conflicts though Engineering reports work should be done up to the Visitor's Center by the National Cherry Festival.

Old Town District

TIF 2 REPLACEMENT - Our first neighborhood meeting will be with Slabtown this Thursday. Please feel free to join me at 7 p.m. at the Traverse Bay Methodist Church at 1200 Ramsdell Road. Still working on scheduling meetings with the other neighborhoods.

LADIES LIBRARY - At long last, the property owner of the Ladies Library at 216 Cass Street got approval from the State of Michigan to replace the stolen historical marker in front of this building. See attached correspondence. We offered to split the cost given that it was originally put in as part of a streetscapes project.

Bayfront/River

PINE STREET PEDESTRIAN WAY - We are planning a ribbon cutting on Wednesday, June 29 at 3 p.m. Mark your calendars!

Other

ANNUAL DINNER/LYLE DEYONG AWARD - Last week we had a great time celebrating downtown at the City Opera House. Congratulations to James C. Smith, the 2016 Lyle DeYoung award winner. Congratulations also to Tim Lodge who won the Municipal Employee award for his hard work on the Pine Street Bridge and Garland Street. And last but not least, felicitations to Shea O'Brien who won the coveted Golden Shovel Award! Major kudos to Colleen, Nick, Nina, and intern Riley who knocked another one out of the park!

"THE GREATEST MIDWEST TOWN" - another accolade and this is a great one! Midwest Living magazine, who is conferring this honor, along with Traverse City Tourism, is holding a special town event on Saturday, June 18 from noon to 4 p.m., at the Open Space with food, music and more.

FARMERS MARKET UPGRADE FUNDING - Last month I brought forth the idea of approaching the City Commission for Brown Bridge dollars for the farmers market project. The Board suggested meeting with the Mayor and City Manager to discuss this which I did last week. The outcome of the meeting was the idea of scheduling a joint study session with the DDA Board and City Commission some time in

August, where we could talk about the Farmers Market project and possible Brown Bridge funding, and also our efforts with a new TIF plan for Old Town.

COFFEE AT THE MARKET - The Farmers Market Advisory Committee, at their May meeting, discussed promoting the idea of providing coffee at the market. As the attached June 1, 2016 memo from Special Projects Coordinator Nick Viox explains, the lack of coffee at the market is a major customer complaint. This issue went before the Downtown Traverse City Association Board this month, who questioned coffee at the market given its non-local origins, but offered to help direct market customers to the downtown coffee shops. At the suggestion of one of our wise DDA Board Members, I will convene a meeting with DTCA Board representatives and downtown coffee purveyors and seek a compromise.

MIFMA FOOD ASSISTANCE TRAINING - As a shining example of how to offer food assistance programs, we are going to host a Michigan Farmers Market Association training session at the market on Wednesday, June 29. Folks from other markets will come here to learn how its done from the best. The DDA will get a \$100 stipend for our time.

TBAISD WORKERS - Once again, TBAISD will be providing student workers to help with downtown tasks, while they get job training. In the past, these students worked at no cost to the DDA. TBAISD is now requirement payment to help with their costs. We've worked out that the DTCA will split the cost with the DDA. This will equate to no more than \$1,300 a piece.

BOOM BOOM CLUB - Once again, the DDA, along with the DTCA, will donate toward Fourth of July fireworks put on by the Boom Boom Club. Each organization will chip in \$250.

PARKING SYSTEM UPDATES - Attached is the latest monthly report from Nicole.

DTCA BOARD MINUTES - Enclosed are the minutes from the May DTCA meeting.

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, June 17, 2016, 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 May 20, 2016 (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated May 31, 2016, and Financial Reports for Traverse City Parking Services dated April 30, 2016 (approval recommended)
 - C. Consideration of approving a temporary parking lease for the permit parking during the National Cherry Festival (approval recommended)
 - D. Consideration of approving end of year budget amendments (approval recommended)
3. Chairperson's Report
 - A. Community Development Report
 - B. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Approval of Fiscal Year 2016-17 budgets for DDA, TIF 2 and TIF 97
 - B. Consideration of recommending an amendment to the City's contract with Elmer's for the Garland Street Reconstruction Project, and a purchase order for construction, to construct an entry feature/plaza at the northeast corner of Garland and Hall Streets
 - C. Consideration of recommending an amendment to the parking lease for Lot Q
 - D. Consideration of recommending event parking rates for the garages
 - E. Discussion regarding proposed changes to outdoor cafe regulations
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
May 20, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Steve Constantin, Mayor Jim Carruthers, John DiGiacomo, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer

Absent: Allison Beers, Gabe Schneider

2. Consent Calendar. **Motion by Jackson, seconded by Korndorfer that the consent portion of the agenda be approved as amended with item 4F removed. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of April 15, 2016 and the Study Session Meeting of May 6, 2016.**

b. **Approval of Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated March 31, 2016 and April 30, 2016, and Financial Reports for Traverse City Parking Services dated February 29, 2016 and March 31, 2016.**

3. Chairperson's Report

a. Public Hearing on the proposed Fiscal Year 2016-17 Budgets for the DDA, TIF 2, and TIF 97

i. Open Public Hearing: 8:15 a.m.

ii. Public Comment

a. None at this time

iii. Closed Public Hearing: 8:15 a.m.

b. Report on the May 5, 2016 Executive Committee meeting to discuss Farmers Marketing Donor and Naming Policy and TIF Education.

i. Bacigalupi and Judson reviewed the meeting

c. Community Development Report

i. Derenzy reviewed report

a. Project News

b. Envision 8th Street

c. West Boardman Lake

- d. Boardman Lake Trail
- e. North Boardman Lake Adventure Event
- f. Considerations - TIF Education/Outreach/Public Input
- g. Park Place Conference Center
- h. 145 West Front Property
 - i. Possible meeting by the DDA on May 26 at 8 am
 - ii. An overview of project and funding to be developed

- d. Comments and Questions regarding Written Reports
 - i. Bacigalupi reviewed memorandum
 - ii. DIA Inside Out Program
 - iii. Congratulation to DiGiacomo
 - iv. Market Analysis
 - a. Draft presentation sent to the Board and final version to be placed on website

- 4. Executive Director's Report
 - a. Consideration of Farmers Market Project Naming and Donor policy
 - i. **Motion by Constantin, seconded by Burkholder that the DDA Board of Directors recommend the Sara Hardy Downtown Farmers Market Project Donor Recognition and Naming Policy to the City Commission for approval. Motion carried unanimously.**

 - b. Consideration of requesting a donation toward the Farmers Market Project from the Brown Bridge Fund.
 - i. Staff to provide information detailing park components of the project, the funding model for a match and meet with City Staff

 - c. Consideration of renewing agreement with Fair Food Network for Double Up Food Bucks.
 - i. **Motion by McCallum, seconded by DiGiacomo that the DDA Board of Directors authorize approval of an agreement with the Fair Food Network for the 2016 farmers market season. Motion carried unanimously.**

 - d. Consideration of annual transfer of funds to the Traverse City Arts Commission
 - i. **Motion by Golden, seconded by Jackson that the DDA Board of Directors authorize the transfer of \$13,700 out of the TIF 97 fund to the public art fund for use toward public art in the TIF 97 district. Motion carried unanimously.**

 - e. Consideration of consideration of amending trailer parking rate.
 - i. **Motion by McCallum, seconded by Burkholder that the DDA Board of Directors recommend a \$2 per hour meter rate for oversized vehicle or vehicle with trailer parking. Motion carried unanimously.**

5. Public Comment
 - a. No Public Comment at this time

6. Comments from Staff and Board of Directors
 - a. None at this time

7. Adjournment. The meeting officially adjourned at 8:59 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DRAFT

DDA Financial Report

	May 31 2015	May 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	68,530	86,640	70,000	70,000	123.8%	-16,640
Interest and Dividends	336	1,752	200	200	876.2%	-1,552
Miscellaneous	5,196	750	0	0	-	-750
Rents and Royalties	38,715	41,670	45,000	45,000	92.6%	3,330
Administrative Services	551,614	669,570	767,377	767,377	87.3%	97,807
Prior Year Surplus	20,000	0	0	0	-	0
TOTAL REVENUE	\$684,391	\$800,383	\$882,577	\$882,577	90.7%	82,194
EXPENSES						
Payroll Expense	537,277	567,692	581,810	596,810	95.1%	29,118
Health Insurance	34,635	55,128	146,733	146,733	37.6%	91,605
Workers Compensation	6,955	7,134	0	0	-	-7,134
Office Supplies	10,118	7,743	9,000	9,000	86.0%	1,257
Operation Supplies	904	371	0	0	-	-371
Professional/Contractual	49,054	49,376	78,100	66,534	74.2%	17,158
Communications	3,733	3,707	4,600	4,600	80.6%	893
Transportation	1,391	315	2,000	2,000	15.7%	1,685
Lodging/Meals	4,106	3,749	5,000	5,000	75.0%	1,251
Training	1,350	250	2,000	2,000	12.5%	1,750
Community Promotion	9,540	1,471	12,500	12,500	11.8%	11,029
Printing/Publishing	6,029	4,808	7,500	7,500	64.1%	2,692
Insurance & Bonds	1,553	1,730	1,700	1,700	101.8%	-30
Utilities	6,587	6,423	6,600	6,600	97.3%	177
Repairs & Maintenance	1,950	1,950	2,200	2,200	88.6%	250
Rentals	8,030	7,027	8,000	8,000	87.8%	973
Legal Expense	3,324	135	5,000	5,000	2.7%	4,865
Miscellaneous	25	0	400	400	0.0%	400
Equipment	4,454	3,009	6,000	6,000	50.1%	2,991
TOTAL EXPENSE	\$691,014	\$722,018	\$879,143	\$882,577	81.8%	160,559
					thru fiscal year ↓	
NET INCOME/(LOSS)	(\$6,624)	\$78,364	\$3,434	\$0	91.7%	

Payroll & Fringes

	May 31 2015	May 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget
Payroll Expense	537,277	567,692	581,810	596,810	95.1%
Health Insurance	34,635	55,128	146,733	146,733	37.6%
Workers Compensation	6,955	7,134	0	0	-
TOTAL	578,867	629,954	728,543	743,543	84.72%

Downtown Development Authority

Balance Sheet

As of May 31, 2016

06/14/16

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	233,307.66
Fifth Third Savings - 6740	201,260.54
Petty Cash	107.10
Total Checking/Savings	<u>434,675.30</u>
Accounts Receivable	
Accounts Receivable	5,912.10
Total Accounts Receivable	<u>5,912.10</u>
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	59.34
Due From APS	-23,381.07
Total Other Current Assets	<u>-23,215.73</u>
Total Current Assets	<u>417,371.67</u>
Other Assets	
Pre-Paid Expense	10,112.00
Total Other Assets	<u>10,112.00</u>
TOTAL ASSETS	<u><u>427,483.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,058.37
Total Accounts Payable	<u>2,058.37</u>
Other Current Liabilities	
Due to Other Funds	9,886.00
Bumpout Project Funds Collected	7,860.54
Bryan Crough Memorial Fund	25,680.00
Deposits Payable	
Senior Project Fresh	-85.00
Double Up Food Bucks	7,128.00
EBT Bridge Card	12,763.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
Total Deposits Payable	<u>13,459.55</u>
Payroll Liabilities	
457k Payable	-2,230.59
State Income Tax Payable	1,501.54
State Unemployment Tax Payable	1,543.20
Health Insurance Payable	1,054.36
Total Payroll Liabilities	<u>1,868.51</u>
Total Other Current Liabilities	<u>58,754.60</u>
Total Current Liabilities	<u>60,812.97</u>
Total Liabilities	<u>60,812.97</u>
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	180,700.03
Net Income	78,364.40
Total Equity	<u>366,670.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>427,483.67</u></u>

Downtown Development Authority

Profit & Loss

May 2016

06/14/16

	<u>May 16</u>
Ordinary Income/Expense	
Income	
Administrative Services	46,889.17
Interest & Dividends	21.02
Property Taxes	22,403.77
Rents	6,540.00
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Total Income	75,853.96
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Gross Profit	75,853.96
Expense	
Communications	223.98
Health Insurance	3,948.03
Lodging, meals	422.99
Office Supplies	926.06
Payroll Expenses	
457 Company Matching	2,388.80
Hourly Wage Expense	17,939.67
Medicare Tax Expense	622.69
Salaries & Wages	23,668.66
Social Security Tax Expense	2,662.44
SUTA Tax Expense	711.48
Payroll Expenses - Other	46.40
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Total Payroll Expenses	48,040.14
Printing & Publishing	440.42
Professional/Contractual	837.24
Repairs & Maintenance	975.00
Utilities	442.19
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Total Expense	56,256.05
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Net Ordinary Income	19,597.91
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Net Income	<u>19,597.91</u>

Downtown Development Authority

Profit & Loss

July 2015 through May 2016

06/14/16

	<u>Jul '15 - May 16</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	669,569.64
Interest & Dividends	1,752.45
Miscellaneous	750.00
Property Taxes	86,640.42
Rents	41,670.00
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Total Income	800,382.51
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Gross Profit	800,382.51
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Expense	
Communications	3,706.63
Community Promotion	1,471.15
Equipment	3,008.88
Health Insurance	55,128.33
Insurance & Bonds	1,730.00
Legal	135.00
Lodging, meals	3,749.14
Miscellaneous Expense	0.01
Office Supplies	7,742.95
Operation Supplies	371.12
Payroll Expenses	
Direct Deposit Fee	471.25
457 Company Matching	27,280.51
Hourly Wage Expense	216,314.72
Medicare Tax Expense	7,350.40
Salaries & Wages	275,946.48
Social Security Tax Expense	31,429.34
SUTA Tax Expense	8,852.61
Payroll Expenses - Other	46.40
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Total Payroll Expenses	567,691.71
Printing & Publishing	4,807.69
Professional/Contractual	49,376.19
Rentals	7,027.34
Repairs & Maintenance	1,950.00
Training	250.00
Transportation	314.61
Utilities	6,423.36
Workers Compensation	7,134.00
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Total Expense	722,018.11
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Net Ordinary Income	78,364.40
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Net Income	78,364.40
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Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 05/31/2016

	May 31, 16
Beginning Balance	<u>220,735.64</u>
Cleared Transactions	
Checks and Payments - 45 items	-152,132.69
Deposits and Credits - 13 items	182,292.12
Total Cleared Transactions	<u>30,159.43</u>
Cleared Balance	<u>250,895.07</u>
Uncleared Transactions	
Checks and Payments - 38 items	-18,672.41
Deposits and Credits - 18 items	1,085.00
Total Uncleared Transactions	<u>-17,587.41</u>
Register Balance as of 05/31/2016	<u>233,307.66</u>
New Transactions	
Checks and Payments - 18 items	-52,375.70
Deposits and Credits - 25 items	2,990.00
Total New Transactions	<u>-49,385.70</u>
Ending Balance	<u>183,921.96</u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						220,735.64
Cleared Transactions						
Checks and Payments - 45 Items						
Bill Pmt -Check	04/12/2016	11963	Espresso Bay	X	-900.00	-900.00
Bill Pmt -Check	04/12/2016	11966	Seeds, Inc	X	-120.00	-1,020.00
Bill Pmt -Check	04/19/2016	11978	West Bend Mutual I...	X	-1,555.00	-2,575.00
Bill Pmt -Check	04/19/2016	11980	Fleis & Vandenbrink	X	-600.00	-3,175.00
Bill Pmt -Check	04/19/2016	11979	City of TC - Vendor	X	-525.36	-3,700.36
Bill Pmt -Check	04/19/2016	11976	Traverse City Light ...	X	-157.76	-3,858.12
Bill Pmt -Check	04/19/2016	11973	Michigan Associatio...	X	-150.00	-4,008.12
Bill Pmt -Check	04/19/2016	11974	Ollar Consulting Lim...	X	-110.00	-4,118.12
Bill Pmt -Check	04/26/2016	11984	City of TC - Vendor	X	-750.00	-4,868.12
Bill Pmt -Check	04/26/2016	11983	Charter Communica...	X	-552.36	-5,420.48
Bill Pmt -Check	04/26/2016	11989	Traverse City Light ...	X	-404.92	-5,825.40
Bill Pmt -Check	04/26/2016	11987	Nina G Talarico - Ve...	X	-100.00	-5,925.40
Bill Pmt -Check	04/26/2016	11985	LIAA	X	-40.00	-5,965.40
Liability Check	05/03/2016	EFTPS	United States Treas...	X	-4,887.20	-10,852.60
Liability Check	05/03/2016	11994	ICMA Retirement Tr...	X	-2,218.36	-13,070.96
Bill Pmt -Check	05/03/2016	11995	First National Bank ...	X	-1,944.47	-15,015.43
Bill Pmt -Check	05/03/2016	11998	Team Financial Gro...	X	-1,281.96	-16,297.39
Bill Pmt -Check	05/03/2016	11997	Seeds, Inc.	X	-270.00	-16,567.39
Bill Pmt -Check	05/03/2016	11999	Traverse City Area ...	X	-175.00	-16,742.39
Bill Pmt -Check	05/03/2016	12001	Bottomline Bookkee...	X	-70.00	-16,812.39
Bill Pmt -Check	05/03/2016	11996	Google Inc.	X	-55.00	-16,867.39
Check	05/04/2016		World Pay	X	-14.95	-16,882.34
Liability Check	05/05/2016		QuickBooks Payroll ...	X	-13,626.37	-30,508.71
Paycheck	05/06/2016	11991	Dwyer, Joseph M	X	-561.73	-31,070.44
Paycheck	05/06/2016	11993	Wood, Mark S	X	-463.10	-31,533.54
Paycheck	05/06/2016	11992	Smith, Daniel R	X	-318.74	-31,852.28
Check	05/06/2016	12003	US Postmaster	X	-207.92	-32,060.20
Bill Pmt -Check	05/10/2016	12005	AECOM	X	-9,075.00	-41,135.20
Liability Check	05/10/2016	12004	City of TC - Vendor	X	-5,002.39	-46,137.59
Bill Pmt -Check	05/10/2016	12008	Traverse City Light ...	X	-91.07	-46,228.66
Bill Pmt -Check	05/10/2016	12007	LIAA	X	-80.00	-46,308.66
Bill Pmt -Check	05/10/2016	12009	Bottomline Bookkee...	X	-80.00	-46,388.66
Bill Pmt -Check	05/10/2016	12006	City of TC - Vendor	X	-75.00	-46,463.66
Bill Pmt -Check	05/17/2016	12016	City of TC - Vendor	X	-65,000.00	-111,463.66
Bill Pmt -Check	05/17/2016	12017	Michigan Municipal ...	X	-8,815.00	-120,278.66
Bill Pmt -Check	05/17/2016	12015	Artizan Construction ...	X	-7,996.76	-128,275.42
Liability Check	05/17/2016	12014	ICMA Retirement Tr...	X	-2,246.76	-130,522.18
Bill Pmt -Check	05/17/2016	12018	Bottomline Bookkee...	X	-90.00	-130,612.18
Liability Check	05/19/2016		QuickBooks Payroll ...	X	-13,793.49	-144,405.67
Liability Check	05/20/2016	EFTPS	State of Michigan - ...	X	-1,479.99	-145,884.67
Paycheck	05/20/2016	12010	Day, Matthew J	X	-454.60	-146,339.27
Paycheck	05/20/2016	12011	Dwyer, Joseph M	X	-427.77	-146,767.04
Paycheck	05/20/2016	12012	Lewis, Corey D	X	-282.59	-147,049.63
Bill Pmt -Check	05/24/2016	12019	Bottomline Bookkee...	X	-80.00	-147,129.63
Liability Check	05/25/2016	EFTPS	United States Treas...	X	-5,003.06	-152,132.69
Total Checks and Payments					-152,132.69	-152,132.69
Deposits and Credits - 13 items						
Deposit	05/04/2016			X	22,871.00	22,871.00
Deposit	05/06/2016			X	40.00	22,911.00
Deposit	05/06/2016			X	1,405.00	24,316.00
Deposit	05/06/2016			X	22,403.77	46,719.77
Deposit	05/07/2016			X	80.00	46,799.77
Deposit	05/07/2016			X	252.00	47,051.77
Deposit	05/07/2016			X	3,148.00	50,199.77
Deposit	05/21/2016			X	130.00	50,329.77
Deposit	05/21/2016			X	860.00	51,189.77
Deposit	05/24/2016			X	53,375.25	104,565.02
Deposit	05/27/2016			X	1.00	104,566.02
Deposit	05/27/2016			X	77,722.12	182,288.14
Deposit	05/31/2016			X	3.98	182,292.12
Total Deposits and Credits					182,292.12	182,292.12
Total Cleared Transactions					30,159.43	30,159.43
Cleared Balance					30,159.43	250,895.07
Uncleared Transactions						

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Checks and Payments - 38 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennan		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennan		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo ...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee ...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Paycheck	02/25/2016	11902	Merica, John A		-12.12	-5,690.59
Bill Pmt -Check	04/26/2016	11988	Novum Productions,....		-8,000.00	-13,690.59
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-13,715.32
Paycheck	05/20/2016	12013	Wood, Mark S		-488.99	-14,204.31
Liability Check	05/31/2016	12024	ICMA Retirement Tr...		-2,230.59	-16,434.90
Bill Pmt -Check	05/31/2016	12028	Michigan Office Solu...		-612.74	-17,047.64
Bill Pmt -Check	05/31/2016	12025	Charter Communica ...		-539.75	-17,587.39
Bill Pmt -Check	05/31/2016	12026	Edible Grand Traverse		-440.00	-18,027.39
Bill Pmt -Check	05/31/2016	12029	Traverse City Light ...		-351.12	-18,378.51
Bill Pmt -Check	05/31/2016	12027	Integrity Business S ...		-203.90	-18,582.41
Bill Pmt -Check	05/31/2016	12030	Bottomline Bookkee ...		-90.00	-18,672.41
Total Checks and Payments					-18,672.41	-18,672.41
Deposits and Credits - 18 items						
Paycheck	05/20/2016	DD1097	Posler, Marianne		0.00	0.00
Paycheck	05/20/2016	DD1094	Miller, Katie R		0.00	0.00
Paycheck	05/20/2016	DD1096	Paveglio, Colleen M.		0.00	0.00
Paycheck	05/20/2016	DD1086	Bacigalupi, Robert M.		0.00	0.00
Paycheck	05/20/2016	DD1088	Golden, McKenzie L		0.00	0.00
Paycheck	05/20/2016	DD1090	MacArthur, David J		0.00	0.00
Paycheck	05/20/2016	DD1101	Viox, Nicholas D		0.00	0.00
Paycheck	05/20/2016	DD1089	Helferich, Michael D		0.00	0.00
Paycheck	05/20/2016	DD1100	VanNess, Nicole		0.00	0.00
Paycheck	05/20/2016	DD1087	Bacigalupi, Robert M.		0.00	0.00
Paycheck	05/20/2016	DD1099	Talarico, Nina		0.00	0.00
Paycheck	05/20/2016	DD1091	Merica, Gregory J		0.00	0.00
Paycheck	05/20/2016	DD1098	Russell, Amy K		0.00	0.00
Paycheck	05/20/2016	DD1095	Nugier, Kody J		0.00	0.00
Paycheck	05/20/2016	DD1092	Merica, John A		0.00	0.00
Paycheck	05/20/2016	DD1093	Merica, Kenneth N		0.00	0.00
Deposit	05/28/2016				210.00	210.00
Deposit	05/28/2016				875.00	1,085.00
Total Deposits and Credits					1,085.00	1,085.00
Total Uncleared Transactions					-17,587.41	-17,587.41
Register Balance as of 05/31/2016					12,572.02	233,307.66
New Transactions						
Checks and Payments - 18 items						
Liability Check	06/02/2016		QuickBooks Payroll ...		-13,353.17	-13,353.17
Paycheck	06/03/2016	12022	Lewis, Corey D		-680.04	-14,033.21
Paycheck	06/03/2016	12021	Dwyer, Joseph M		-531.05	-14,564.26

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	06/03/2016	12023	Wood, Mark S		-301.56	-14,865.82
Paycheck	06/03/2016	12020	Day, Matthew J		-296.02	-15,161.84
Check	06/07/2016	12037	TIF-2		-28,436.32	-43,598.16
Bill Pmt -Check	06/07/2016	12036	Seeds, Inc.		-1,785.76	-45,383.92
Bill Pmt -Check	06/07/2016	12034	Nina G.Talarico - Ve...		-196.50	-45,580.42
Bill Pmt -Check	06/07/2016	12031	Colleen Paveglio - V		-196.50	-45,776.92
Bill Pmt -Check	06/07/2016	12035	Robert Bacigalupi - V		-196.50	-45,973.42
Bill Pmt -Check	06/07/2016	12033	Nicholas D Viox - Ce...		-196.50	-46,169.92
Bill Pmt -Check	06/07/2016	12038	Bottomline Bookkee...		-60.00	-46,229.92
Bill Pmt -Check	06/07/2016	12032	Google Inc.		-55.00	-46,284.92
Liability Check	06/08/2016	EFTPS	United States Treas...		-4,926.70	-51,211.62
Liability Check	06/09/2016		QuickBooks Payroll ...		-33.03	-51,244.65
Bill Pmt -Check	06/14/2016	12040	Advanced, Inc.		-975.00	-52,219.65
Bill Pmt -Check	06/14/2016	12041	McMillen's Instant Fr...		-150.63	-52,370.28
Liability Check	06/15/2016	EFTPS	United States Treas...		-5.42	-52,375.70
Total Checks and Payments					-52,375.70	-52,375.70
Deposits and Credits - 25 items						
Deposit	06/01/2016				20.00	20.00
Deposit	06/01/2016				515.00	535.00
Paycheck	06/03/2016	DD1108	Merica, Kenneth N		0.00	535.00
Paycheck	06/03/2016	DD1107	Merica, John A		0.00	535.00
Paycheck	06/03/2016	DD1109	Miller, Katie R		0.00	535.00
Paycheck	06/03/2016	DD1110	Nugier, Kody J		0.00	535.00
Paycheck	06/03/2016	DD1112	Posler, Marianne		0.00	535.00
Paycheck	06/03/2016	DD1113	Russell, Amy K		0.00	535.00
Paycheck	06/03/2016	DD1114	Talarico, Nina		0.00	535.00
Paycheck	06/03/2016	DD1115	VanNess, Nicole		0.00	535.00
Paycheck	06/03/2016	DD1102	Bacigalupi, Robert M.		0.00	535.00
Paycheck	06/03/2016	DD1105	MacArthur, David J		0.00	535.00
Paycheck	06/03/2016	DD1111	Paveglio, Colleen M.		0.00	535.00
Paycheck	06/03/2016	DD1116	Viox, Nicholas D		0.00	535.00
Paycheck	06/03/2016	DD1106	Merica, Gregory J		0.00	535.00
Paycheck	06/03/2016	DD1104	Helferich, Michael D		0.00	535.00
Paycheck	06/03/2016	DD1103	Golden, McKenzie L		0.00	535.00
Deposit	06/04/2016				223.00	758.00
Deposit	06/04/2016				890.00	1,648.00
Paycheck	06/08/2016		Nugier, Kody J		0.00	1,648.00
Check	06/08/2016	12039	Nugier, Kody J		0.00	1,648.00
Deposit	06/08/2016				82.00	1,730.00
Deposit	06/08/2016				355.00	2,085.00
Deposit	06/14/2016				905.00	2,990.00
Paycheck	06/16/2016	DD1118	Posler, Marianne		0.00	2,990.00
Total Deposits and Credits					2,990.00	2,990.00
Total New Transactions					-49,385.70	-49,385.70
Ending Balance					-36,813.68	183,921.96

DDA-TIF2
Balance Sheet
As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,163,384.24
Total Checking/Savings	1,163,384.24
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,075,481.24
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
TOTAL ASSETS	6,467,660.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	3,917,097.00
Total Other Current Liabilities	3,917,097.00
Total Current Liabilities	3,917,097.00
Total Liabilities	3,917,097.00
Equity	
Retained Earnings	3,078,071.56
Net Income	-527,507.58
Total Equity	2,550,563.98
TOTAL LIABILITIES & EQUITY	6,467,660.98

**DDA-TIF2
Profit & Loss
May 2016**

	<u>May 16</u>
Income	
Interest	<u>98.49</u>
Total Income	<u>98.49</u>
Expense	<u>0.00</u>
Net Income	<u><u>98.49</u></u>

DDA-TIF2
Profit & Loss
July 2015 through May 2016

	<u>Jul '15 - May 16</u>
Income	
Interest	2,052.18
Property Taxes	1,045,637.42
Total Income	<u>1,047,689.60</u>
Expense	
Adm/Eng Services	65,178.00
Capital Outlay	74.96
Interest Expense	51,293.76
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Professional/Contractual	43,500.53
Total Expense	<u>1,575,197.18</u>
Net Income	<u><u>-527,507.58</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 05/31/2016

	<u>May 31, 16</u>
Beginning Balance	1,163,285.75
Cleared Transactions	
Deposits and Credits - 1 item	<u>98.49</u>
Total Cleared Transactions	<u>98.49</u>
Cleared Balance	<u>1,163,384.24</u>
Register Balance as of 05/31/2016	1,163,384.24
Ending Balance	1,163,384.24

**DDA-TIF2
Reconciliation Detail**

Fifth Third Checking - 4378, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,163,285.75
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2016			X	98.49	98.49
Total Deposits and Credits					98.49	98.49
Total Cleared Transactions					98.49	98.49
Cleared Balance					98.49	1,163,384.24
Register Balance as of 05/31/2016					98.49	1,163,384.24
Ending Balance					98.49	1,163,384.24

DDA - TIF97
Balance Sheet
As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,479,200.52
Total Checking/Savings	2,479,200.52
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	3,794,200.52
TOTAL ASSETS	3,794,200.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,284.90
Total Accounts Payable	9,284.90
Other Current Liabilities	
Deferred Revenue	1,680,000.00
Total Other Current Liabilities	1,680,000.00
Total Current Liabilities	1,689,284.90
Total Liabilities	1,689,284.90
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	288,691.93
Total Equity	2,104,915.62
TOTAL LIABILITIES & EQUITY	3,794,200.52

DDA - TIF97
Profit & Loss
May 2016

	<u>May 16</u>
Income	
Interest	216.12
Total Income	<u>216.12</u>
Expense	
Capital Outlay	2,544.00
Professional/Contractual	7,693.75
Total Expense	<u>10,237.75</u>
Net Income	<u><u>-10,021.63</u></u>

DDA - TIF97
Profit & Loss
July 2015 through May 2016

	<u>Jul '15 - May 16</u>
Income	
Interest	4,868.32
Property Taxes	1,532,101.01
Total Income	<u>1,536,969.33</u>
Expense	
Capital Outlay	131,282.18
Interest Expense	700.18
Professional/Contractual	491,991.90
Transfer Out to Bond Fund	624,303.14
Total Expense	<u>1,248,277.40</u>
Net Income	<u><u>288,691.93</u></u>

Reconciliation SummaryFifth Third Checking - 8026, Period Ending 05/31/2016

	May 31, 16
Beginning Balance	2,588,221.52
Cleared Transactions	
Checks and Payments - 4 Items	-109,237.12
Deposits and Credits - 2 Items	216.12
Total Cleared Transactions	-109,021.00
Cleared Balance	<u>2,479,200.52</u>
Register Balance as of 05/31/2016	2,479,200.52
New Transactions	
Checks and Payments - 3 Items	-17,543.54
Total New Transactions	-17,543.54
Ending Balance	<u><u>2,461,656.98</u></u>

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,588,221.52
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	04/19/2016	1110	Downtown Develop...	X	-22,871.00	-22,871.00
Bill Pmt -Check	05/03/2016	1112	Jamie Nowicki	X	-2,544.00	-25,415.00
Bill Pmt -Check	05/24/2016	1113	Downtown Develop...	X	-77,722.12	-103,137.12
Bill Pmt -Check	05/24/2016	1114	Prince-Lund Engine...	X	-6,100.00	-109,237.12
Total Checks and Payments					-109,237.12	-109,237.12
Deposits and Credits - 2 items						
Bill Pmt -Check	05/03/2016	1111	Nowicki Masonry	X	0.00	0.00
Deposit	05/31/2016			X	216.12	216.12
Total Deposits and Credits					216.12	216.12
Total Cleared Transactions					-109,021.00	-109,021.00
Cleared Balance					-109,021.00	2,479,200.52
Register Balance as of 05/31/2016					-109,021.00	2,479,200.52
New Transactions						
Checks and Payments - 3 items						
Check	06/07/2016	1117	Downtown Develop...		-9,008.64	-9,008.64
Bill Pmt -Check	06/07/2016	1116	Jamie Ward		-6,363.65	-15,372.29
Bill Pmt -Check	06/07/2016	1115	IDF		-2,171.25	-17,543.54
Total Checks and Payments					-17,543.54	-17,543.54
Total New Transactions					-17,543.54	-17,543.54
Ending Balance					-126,564.54	2,461,656.98

RUN DATE: 6/06/16

CITY OF TRAVERSE CITY
 LINE ITEMS AS OF 04/30/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 400.00 TO 699.99
 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	100.00	.00	100.00-	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	16190.15	293524.00	.00	51476.00	85.08
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	91805.97	1106172.91	.00	306172.91-	138.27
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	9213.25	201938.17	.00	38061.63	84.14
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	19340.75	559217.90	.00	119217.90-	127.09
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	335000.00	.00	335000.00	30446.50	307350.16	.00	27649.84	91.75
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	198.01	1774.95	.00	1925.05	47.97
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	20322.00	.00	5978.00	77.27
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	91298.44	.00	91298.44-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	.00	350.00	.00	350.00-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	40.00	2463.94	.00	2463.94-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	168734.63	2585412.47	.00	310687.53	89.27

RUN DATE: 6/06/16

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 04/30/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.99
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	4322.57	35413.87	.00	34586.13	50.59
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	569.48	3950.81	.00	1049.19	79.02
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	362.07	3130.55	.00	2669.45	53.98
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	588.31	4898.85	.00	1.15	99.98
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	81.36	700.60	.00	.60	100.09
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	969.63	6472.24	.00	6327.76	50.56
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	.00	.00	.00	200.00	.00
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	72.39	747.70	.00	752.30	49.85
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	209.99	3974.14	158.64	2867.22	56.77
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	3958.34	27766.71	.00	18233.29	60.36
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	75111.10	720807.80	38840.08	273032.28	75.48
810.00 COLLECTION COSTS	2000.00	.00	2000.00	76.82	229.80	.00	1770.20	11.49
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1505.16	15755.95	276.18	7967.87	65.65
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	342.27	3904.40	.00	4095.60	48.81
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	4076.65	9438.81	73.70	12487.49	42.90
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2008.79	20947.10	.00	52.90	99.75
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	13115.75	76738.66	.00	73261.34	51.16
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	7634.94	129608.18	14190.47	428201.35	22.66
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	5375.95	130072.29	.00	11072.29	109.30
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	350283.30	.00	78716.70	81.65
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	320.00	89408.00	2825.00	104767.00	45.38
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	155156.28	1647136.85	21316.09	1270279.24	56.87



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: June 10, 2016
Re: Execute Temporary Lease of Property Adjacent to Lot V during NCF

It's that time of year! The National Cherry Festival has entered into an agreement with the City to use permit parking lot B (Farmers Market, corner of Cass and Grandview Parkway), lot T (corner of Union and Grandview Parkway) and lot Z (Garland Street). In years past, we have entered into a temporary parking lease agreement with Great Lakes Central Properties to provide additional permit spaces adjacent to Lot V in the 100 Block of West Front Street in an effort to accommodate our permit parking community during the festival. The additional spaces would be available June 29-July 13 this year.

I recommend the DDA Board approve and execute a temporary lease with Great Lakes Central Properties for the property adjacent to Lot V during the National Cherry Festival.

PARKING AREA LEASE

IT IS HEREBY AGREED by GREAT LAKES CENTRAL PROPERTIES 145, LLC, a Michigan limited liability corporation, whose address, is 30955 Northwestern Highway, Farmington Hills, Michigan, 48834, hereafter called "OWNER", and the CITY OF TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan Public Body Corporate, whose address is 303 East State Street, Suite C, Traverse City, Michigan, 49684, hereafter called "DDA", as follows:

1. The Owner, in consideration of rents and covenants, does hereby let for short term use to the DDA the premises in the City of Traverse City, Grand Traverse County, Michigan, known as:

CITY ADDRESS: 145 W. Front Street; Lots, 1, 2 and 3
Block 2, Original Plat as shown on Attachment A

For a term of 15 days, from 12:01 a.m. June 29, 2016 to 11:59 p.m. July 13, 2016, to be occupied for permit parking of vehicles only.

2. The DDA may, at its own expense, install suitable parking fixtures to control said parking.

3. The DDA shall maintain and operate the rental premises for parking of vehicles and shall keep the premises in a neat and clean condition.

4. The DDA shall operate and maintain the parking requirements. All revenues received from the operation of the parking lot on the leased premises (including fines, court costs, and similar enforcement charges) shall be the property of City of Traverse City Parking Services.

5. The Owner shall receive a rental payment of two thousand, two hundred and fifty dollars and no cents (\$2,250.00).

6. The DDA shall not place meters on said premises unless prior consent is obtained from owners.

7. The DDA shall name the OWNER as additional insured on the City's insurance policy for the term of this Lease. Nothing in this agreement is intended to waive the governmental immunity of the City, or DDA as manager of Traverse City Parking Services, for any liabilities to third persons or the Owner.

8. The Owner does covenant that the DDA on paying the aforesaid sums and performing all the covenants hereof, shall and may peacefully and quietly have, hold and enjoy premises.

9. The covenants, conditions and agreements made and entered into by the several parties hereto are declared binding on their respective successors and assigns.

10. There are no third party beneficiaries intended by the parties to this agreement.

Dated: _____, 2016 GREAT LAKES CENTRAL PROPERTIES 145,
LLC

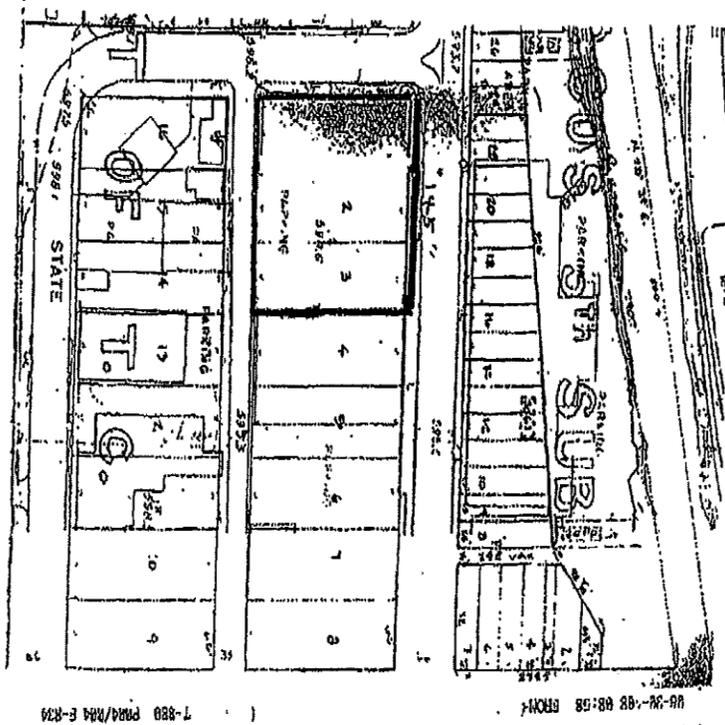
By: Gregory S. Pierce
Its: Authorized Agent – Chief General Counsel

Dated: _____, 2016 DOWNTOWN DEVELOPMENT AUTHORITY

By: Rob Bacigalupi
Its: Executive Director

Attachment A

Parcel Area: the paved portion of parcel number 28-51-794-008-50 covering all of lots 2, 3 and a small portion of 1 of Block 2 of Original Flat except the identity 10 parking spaces on the eastmost row of spaces. The Lease Area contains a total of 72





To: Bill Twietmeyer, City Treasurer

From: Rob Bacigalupi, Executive Director

Re: End of Year Budget Amendments for the Downtown Development Authority

Date: Tuesday, June 14, 2016

Below are the end of year budget amendments for the DDA, specifically for the TIF 97 Fund:

Revenues

Prior Year Surplus should reflect \$2,130,000

Expenditures

Increase Professional Services from \$270,000 to \$350,000

Increase Capital Outlay from \$1,837,000 to \$2,575,000

These changes reflect actual design/engineering and construction costs for the two large projects planned for TIF 97, Pine Street Pedestrian Bridge and Garland Street, which were bid out and are underway. Specifically, I am planning on 100% of the Pine Street Bridge construction cost and about 70% of the Garland Street construction cost to be billed by the end of the fiscal year. The Capital Outlay change also reflects the Hotel Indigo streetscape reimbursement, which was not anticipated this fiscal year.

These budget amendments are on the June 17, 2016 DDA Board of Directors for their consideration.

cc: DDA Board of Directors



Memorandum

Grand Traverse County
Planning and Development
231.922.4513 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: City Planning Commission / DDA Board of Directors
From: Jean Derenzy, Deputy Director Planning & Development /
Community Development
Date: June 14, 2016
Subject: Community Development Update

June Update:

Project News:

The following is an update on some of the Community Development activities throughout the City and County:

145 West Front Street: After years of planning, the City Commission has exercised their option at 145 West Front Street. As Board members are aware, substantial work was completed both through a parking committee and staff to negotiate the best property purchase package for the City/DDA. There still remains steps to complete before closing in July being:

- \$700,000 DEQ loan for 124 West Front. I am currently putting together application and working with DEQ.
- Amend Local Work Plan for non-environmental activities at 124 West Front Street to be approved by Brownfield Authority.

Approval to exercise option occurred on June 6, with closing to occur within 30 days.

Envision 8th – Charrette: The 8th Street Charrette is continuing with discussion on form-based code. Additional components are needed in order to help with the writing of the code. I am working with City Planner, Russ Soyering and the Consultant Farr and Associates on the calendaring of public events and hope to have firm dates by your meeting on Friday.

West Boardman Lake: Consultants were in Traverse City to show the three preferred designs. There is a survey which will be opened until July 8, 2016. The survey can be found at this link:

https://docs.google.com/forms/d/1_o-hXjuxPyWiZJGh62ul4I7j3vhZoVZ_yYhH9zaso0k/formResponse

Input is needed and I ask DDA members to share this link and encourage people to have provide their comments.

Park Place Conference Center: Discussions with the Park Place focus right now solely on the conference center. The impact to Downtown with the conference center have a significant return on investment and therefore my focus will be on this component of the redevelopment. Components relating to the public infrastructure around the conference center will be part of the Brownfield Plan to be considered. I will be working with Tim Lodge, City Engineering and Rob Bacigalupi, DDA Director to determine public infrastructure needs within this area of the DDA.

Traverse City Place Brownfield Plan – 5/3 Third Property: Both Rob and I met with Thom and Nick Darga on Monday, June 13 to review possible partnership with the redevelopment of the 5/3rd parking lot. This property is currently contained in the Traverse City Place Brownfield Plan (map attached). Staff will be working with the Darga's over the next 90 days on this new development potential.

Should you have any questions feel free to call me at 922-4513, or email at jderenzy@grandtraverse.org.



**Resolution Adopting the Downtown Development Authority Budget
for Fiscal Year 2016-2017**

Resolved, that to defray the cost of appropriations contained in the Downtown Development Authority budget portion of said document, the estimated sum of \$128,000 based on Resolution Adopting Budget on a rate of 1.8038 mills shall be raised by taxation within the area of the Traverse City Downtown Development Authority District as described in Chapter 298.04 of the Traverse City Code of Ordinances, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it

Resolved further, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2016.

DOWNTOWN DEVELOPMENT AUTHORITY FUND	891,989
TAX INCREMENT FINANCING DISTRICT 97 FUND	1,859,000
TAX INCREMENT FINANCING DISTRICT 2 FUND	458,025

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin Marentette, MMC, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY

The Downtown Development Authority (DDA) Board of Directors will hold a public hearing on the budget Friday, May 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2016.

The DDA is an arm of the City of Traverse 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 vibrant environment. The DDA also directly operates the Sara Hardy Downtown Farmer's 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), 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 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 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 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 the 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. The Traverse City Parking System staff has matured to better handle the tremendous growth in downtown parking.

City of Traverse City, Michigan
 COMPONENT UNIT
 DOWNTOWN DEVELOPMENT AUTHORITY FUND
 For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
REVENUES					
Property Taxes	\$ 70,660	\$ 68,578	\$ 70,000	\$ 70,000	\$ 128,000
Reimbursements	540,652	659,937	767,377	783,314	698,652
Rental Income	50,846	45,770	45,000	46,000	53,000
Interest Revenue	225	355	200	200	200
TOTAL REVENUES	662,383	774,640	882,577	899,514	879,852
EXPENDITURES					
Salaries and Wages	423,410	490,612	581,810	685,000	595,261
Fringe Benefits	97,320	120,901	146,733	74,569	180,153
Office/Operating Supplies	9,670	10,122	9,000	9,000	10,000
Professional Services	33,033	51,655	78,100	66,000	44,775
Communications	4,657	4,761	4,600	4,800	4,800
Transportation	619	1,584	2,000	1,900	2,000
Lodging/Meals	4,809	4,352	5,000	4,000	5,000
Training	739	1,350	2,000	2,000	2,000
Community Promotion	10,489	10,827	12,500	11,600	12,500
Printing and Publishing	8,498	5,774	7,500	7,000	1,500
Insurance and Bonds	1,478	1,528	1,700	1,800	1,800
Utilities	6,476	6,984	6,600	6,600	7,100
Repairs and Maintenance	2,925	1,950	2,200	2,100	2,200
Rentals	9,262	8,870	8,000	8,000	9,000
Legal Services	5,849	3,324	5,000	4,500	4,500
Miscellaneous	99	26	400	150	400
Capital Outlay	5,575	4,454	6,000	6,000	9,000
TOTAL EXPENDITURES	624,908	729,074	879,143	895,019	891,989
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	37,475	45,566	3,434	4,495	(12,137)
<hr/>					
Beginning Fund Balance	216,776	254,251	299,817	299,817	304,312
Ending Fund Balance	\$ 254,251	\$ 299,817	\$ 303,251	\$ 304,312	\$ 292,175
<hr/>					
Personnel Services %	83.33%	83.88%	82.87%	84.87%	86.93%

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 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2015.

The TIF 97 Fund accounts for the public activities in the northern part of downtown. Over the next 11 years this fund will continue to make payments on the Hardy Parking Deck bonds. The budgeted amount for 2015-16 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 years past, the City of Traverse City compensation will be based on .1% of the taxable value in the district, estimated to be \$87,650. This fee covers insurance, and audit fees but not legal fees, which are billed on an hourly basis.

An ongoing cost in professional services is the Downtown WIFI project for which TIF 97 will pay \$65,000 in fiscal year 2016-17.

The largest expenditures are in capital outlay. While the Capital Improvement Plan (CIP) details \$372,500 in expenditures including the following projects:

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 one of downtown's largest employer across E. Front Street.

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

PUBLIC ART CONTRIBUTION (\$4,000) 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.

City of Traverse City, Michigan
COMPONENT UNIT
TAX INCREMENT FINANCING 97 FUND
For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
REVENUES					
Property Taxes	\$ 1,272,032	\$ 1,510,768	\$ 1,580,412	\$ 1,532,400	\$ 1,737,000
Grants	-	-	-	-	-
Reimbursements	120,000	115,000	120,000	120,000	120,000
Interest Revenue	3,302	4,195	2,000	4,600	2,000
TOTAL REVENUES	1,395,334	1,629,963	1,702,412	1,657,000	1,859,000
EXPENDITURES					
Professional Services	207,568	361,680	270,000	252,000	278,000
Printing and Publishing	438	128	1,000	1,000	1,000
Contribution To Other Governments	735,420	764,111	823,000	801,400	831,000
Capital Outlay	40,055	15,597	1,837,000	2,495,000	400,000
TOTAL EXPENDITURES	983,481	1,141,516	2,931,000	3,549,400	1,510,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	411,853	488,447	(1,228,588)	(1,892,400)	349,000
OTHER FINANCING SOURCES (USES)					
Operating transfer/interfund loan	-	-	500,000	-	-
NET CHANGE IN FUND BALANCE	411,853	488,447	(728,588)	(1,892,400)	349,000
Beginning Fund Balance	1,181,023	1,592,876	2,081,323	2,081,323	188,923
Ending Fund Balance	\$ 1,592,876	\$ 2,081,323	\$ 1,352,735	\$ 188,923	\$ 537,923

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 2016-17 on Friday, May 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2016.

TIF 2 accounts for the public activities in the area of Old Town, including River's Edge and the Midtown project. The TIF Plan that supports the fund has expired and we are in the process of completing remaining projects. These projects, estimated to cost a total of \$340,000, include the Lake Street streetscapes project and the South Cass Street bridge repair.

City of Traverse City, Michigan
 COMPONENT UNIT
 TAX INCREMENT FINANCING 2 FUND
 For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
REVENUES					
Property Taxes	\$ 951,420	\$ 1,045,009	\$ 1,048,000	\$ 1,078,000	\$ -
Reimbursements	524,000	536,000	525,000	525,000	-
Interest Revenue	3,259	2,623	1,500	2,000	300
TOTAL REVENUES	1,478,679	1,583,632	1,574,500	1,605,000	300
EXPENDITURES					
Professional Services	164,417	355,212	175,000	149,875	68,000
Printing and Publishing	164	26	500	-	25
Contribution To Other Governments	1,382,669	1,397,582	1,450,000	1,500,000	-
Capital Outlay	849	52,304	600,000	150,000	390,000
TOTAL EXPENDITURES	1,548,099	1,805,124	2,225,500	1,799,875	458,025
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(69,420)	(221,492)	(651,000)	(194,875)	(457,725)
Beginning Fund Balance	1,466,314	1,396,894	1,175,402	1,175,402	980,527
Ending Fund Balance	\$ 1,396,894	\$ 1,175,402	\$ 524,402	\$ 980,527	\$ 522,802

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer

A handwritten signature in blue ink, appearing to read "T. Lodge", written over the printed name.

DATE: June 13, 2016

SUBJECT: Garland Street Concrete Planter and Entry Sign for Urban Plaza

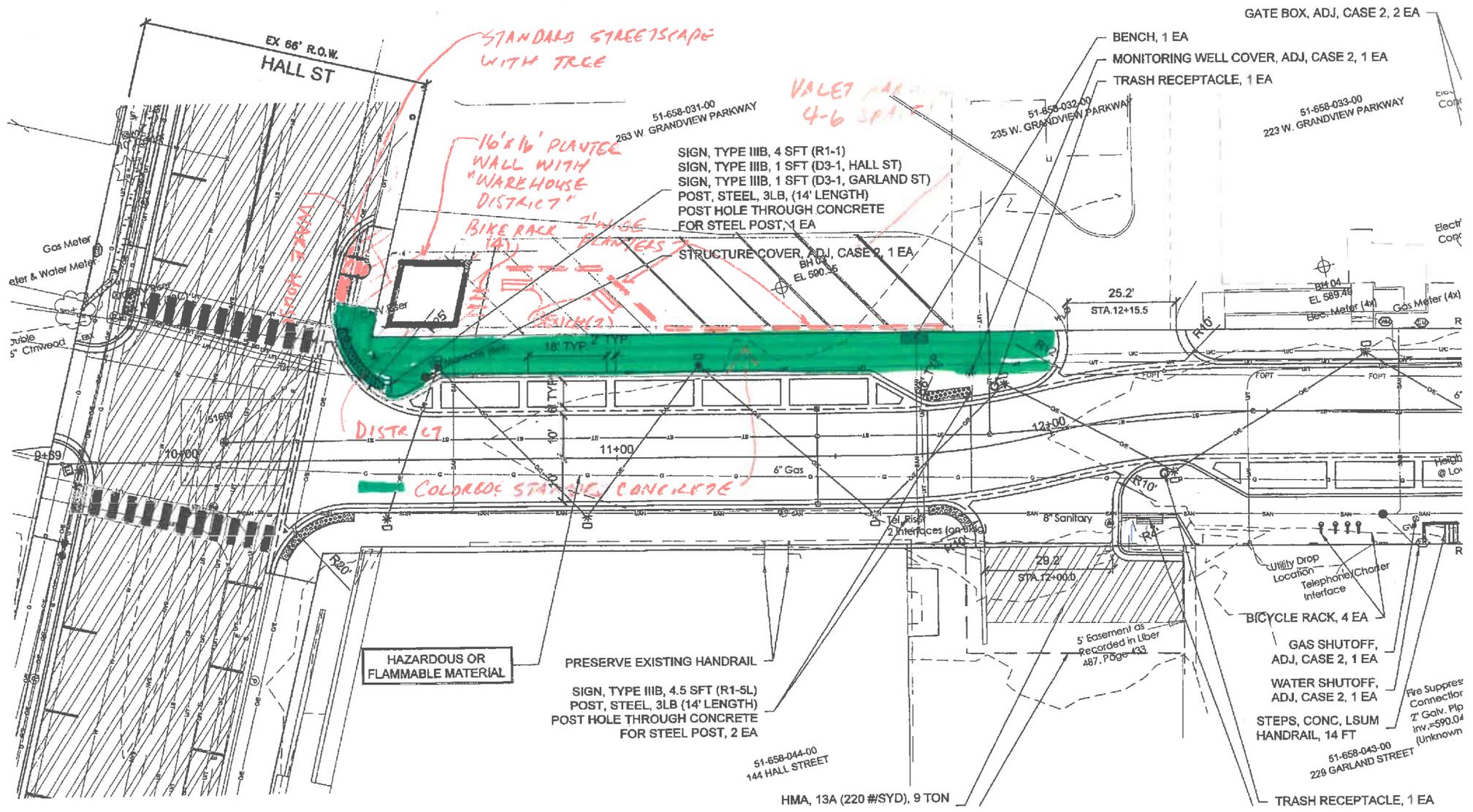
During the development of the plans for Garland Street the concept of an urban plaza along the street frontage adjacent to Hotel Indigo was discussed. To anchor the urban plaza a concrete planter was suggested. The planter will also serve as a neighborhood entry sign with the "Warehouse District" label placed on the walls. The planter, as designed, is a four sided concrete wall with a wood plank finish similar to walls at the "Marketplace" entrance. Attached are some rough sketches for the concept. We obtained pricing for the urban planter and entry feature sign from the low bid contractor for the project, Elmer's in the amount of \$16,400.

By copy of this memorandum, we are requesting the consideration of this change to the project by the DDA at their June 17, 2016 meeting. Additional items like the planter boxes along the sidewalk edge, benches and bike racks will be added under a separate purchase order with a budgeted amount of \$12,000 for 8 planters and \$3,800 for 2 benches and 4 bike racks. Also, other incidental items such as the sidewalk will be included under existing contract items. Hotel Indigo has agreed to plant, water and tend to the planter and planter boxes in the urban plaza.

Pending a favorable response from the DDA, we are recommending that this work be added to our existing contract with Elmer's and that the proper City officials be authorized to execute a Change Order to our Contract with the above-mentioned Contractor, in the amount of \$16,400.00, more or less, with funds therefore available in TIF 97 of the DDA.

Also, we recommend a purchase order with Maglin Site Furniture be authorized in the amount of \$ 28,320.00, more or less, which includes the aforementioned furniture and an additional 4 benches, 4 trash receptacles and 8 bike racks to be placed throughout the project, with funds therefore available in TIF 97 of the DDA. Maglin Site Furniture is the vendor recommended by staff to expedite the arrival of the street furnishings. We have worked with Maglin Site Furniture on the Jay Smith Walkway, Perry Hannah Plaza, West Boardman Lake Trail, Historic Barns Trail, and West End Beach Access and Trail Projects and request that the competitive bidding process be waived.

These cost changes to the project totaling \$44,720 are offset with savings from the direct purchase by TCLP of the street lights (\$80,000) and a change order with Elmer's to eliminate the benches, bike racks and trash receptacles from their contract at a savings of \$29,280 to purchase and install the street furniture separately.



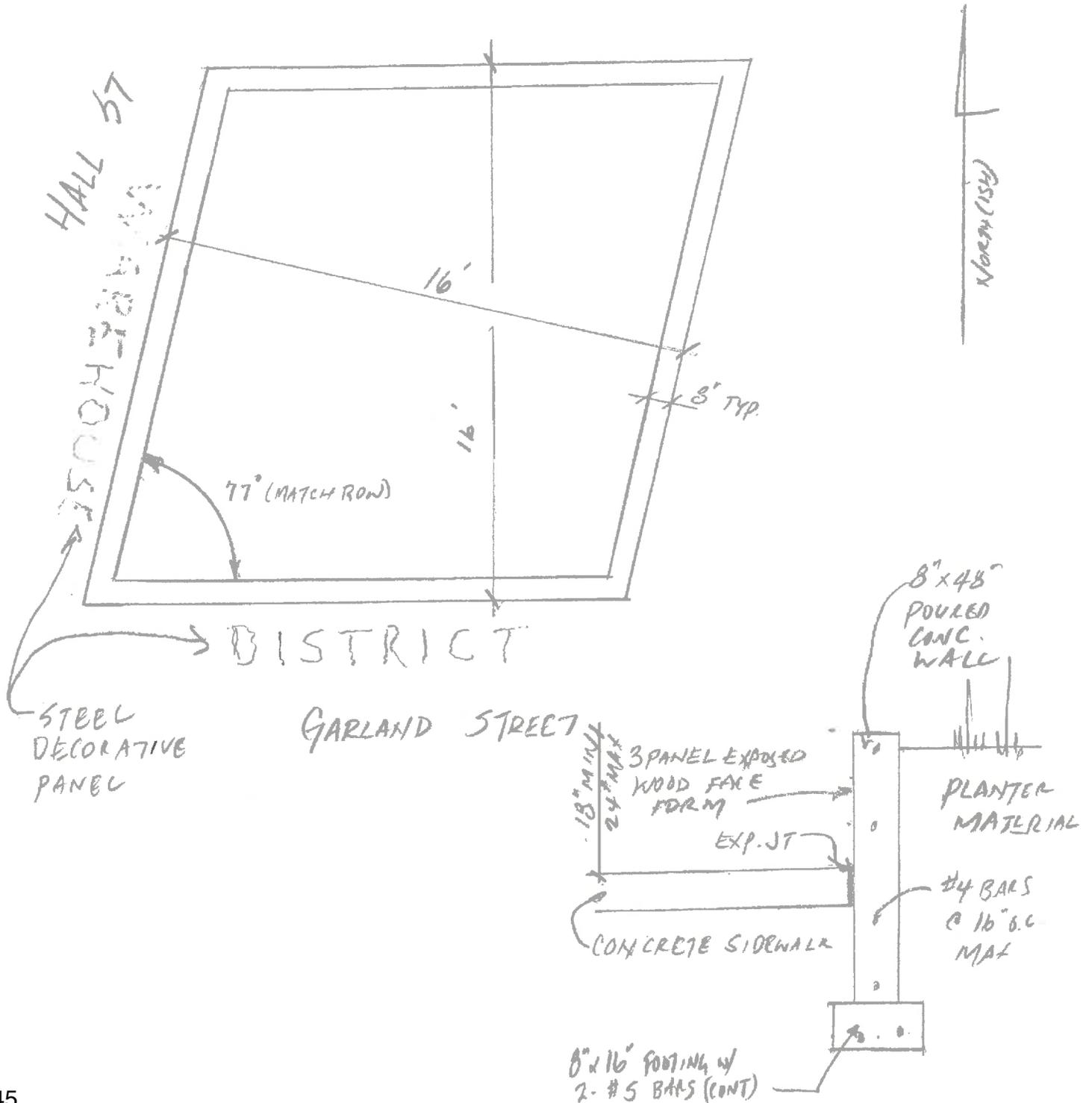


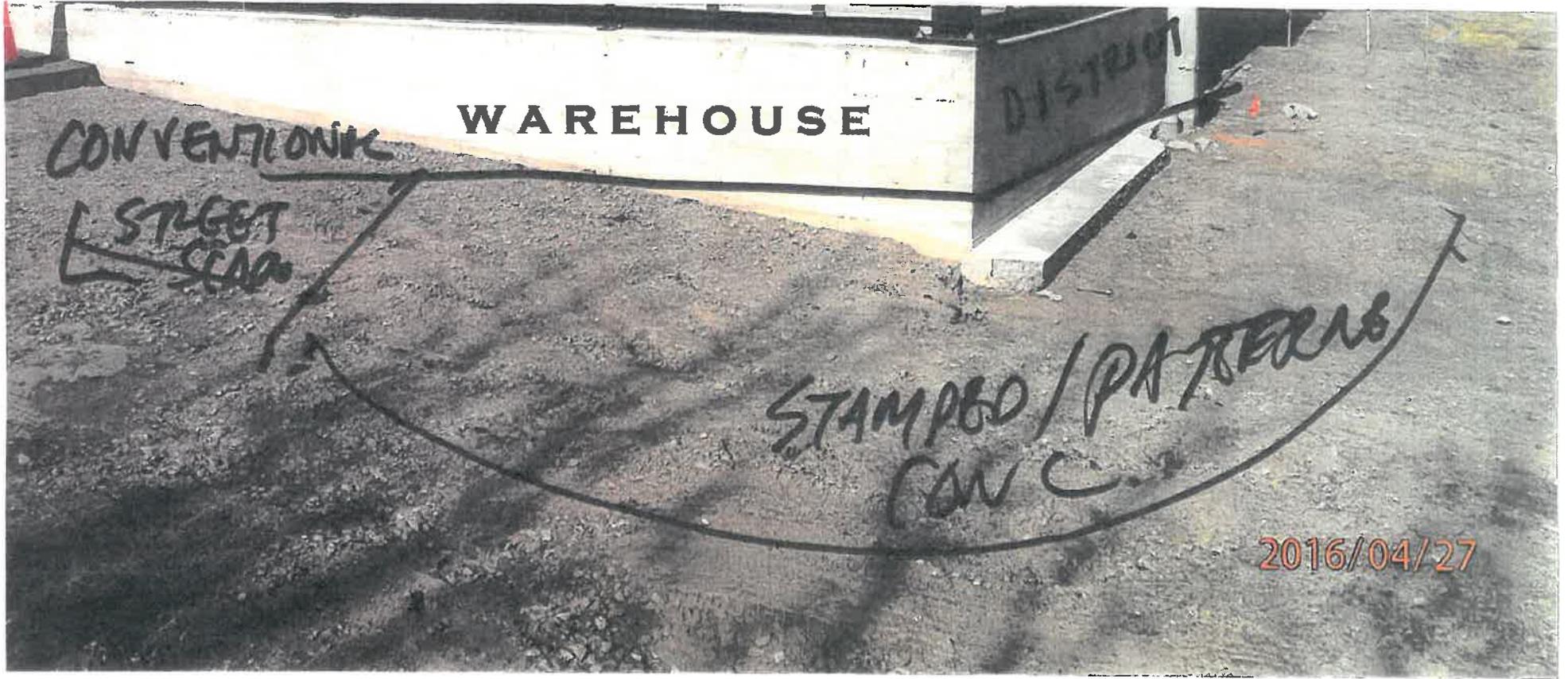
Job GARLAND STREET
Description PLANTER BOX

Project No. _____
Computed by TJL
Checked by _____

File _____
Date 5/17/14
Date _____

Reference





$\frac{1\frac{1}{2} \times}{\text{LETTER HEIGHT}}$

LENGTH VARIES BY LETTERING

16"



$\frac{1\frac{1}{2} \text{ TIMES}}{\text{LETTER HEIGHT}}$

LENGTH VARIES BY LETTERING

16"



↖ BARE STEEL
PLATE
(RUST COLORED)

↖ OUTLINE LETTERS
CUT OUT OR
STEEL PLATE (TYP.)

↖ COPPER PLATE GOTHIC
BOLD FONT WITH
SPACE BETWEEN LETTERS
12" LETTER HEIGHT



MAGLIN™*

T 800-716-5506
 F 877-260-9393
 WWW.MAGLIN.COM
 SALES@MAGLIN.COM

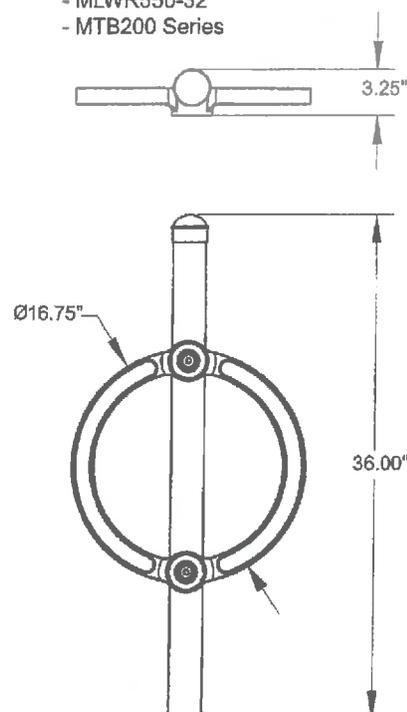
MBR200 SERIES

- MATERIALS:** The bike rack is constructed using galvanized H.S. steel tube and an aluminum casting. Custom raised lettering is available.
- FINISH:** The bike rack uses a galvanized post with a natural finish on the aluminum ring casting. The Maglin Powdercoat finish is also available.
- INSTALLATION:** The bike rack is delivered pre-assembled. It is available with either a surface mount or direct burial installation option.
- TO SPECIFY:** Select MBR200 Series
 Choose: Finish and Base Type
- Powdercoat Color
 - Direct Burial (MBR201)
 - Surface Mount (MBR202)
 - Natural Aluminum/Galvanized Finish
 - Direct Burial (MBR201G)
 - Surface Mount (MBR202G)
- OPTIONS:** - Personalization

- COMPLEMENTARY PRODUCTS:**
- MLB320W
 - MLWR550-32
 - MTB200 Series



*MBR201 direct burial model shown.



DIMENSIONS:

Height:	36.00" (91.44 cm)
Diameter:	16.75" (42.5 cm)
Direct Burial:	18.00" (45.7 cm) Below Grade
Weight:	19.0lbs (8.6kg)

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MLB590M

MATERIALS: Bench ends are made from solid cast aluminum. The seat employs flat bar straps and H.S. steel tube.

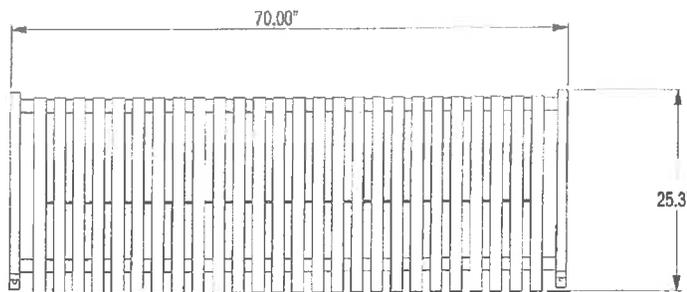
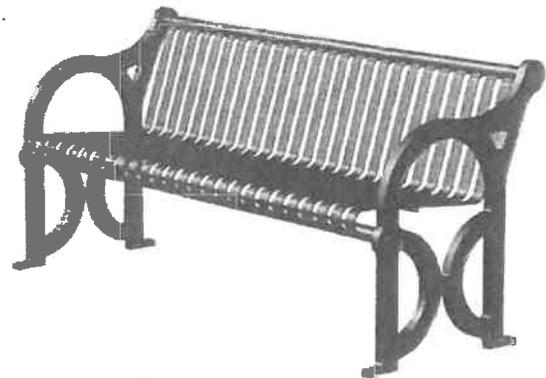
FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The bench is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.

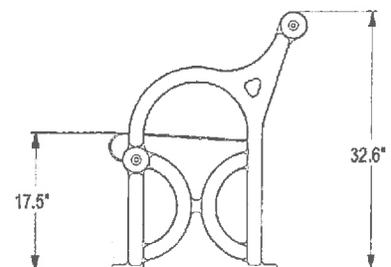
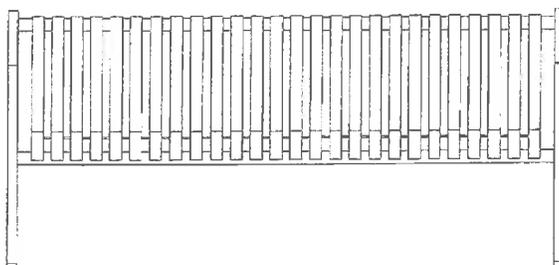
TO SPECIFY: Select MLB590M
 Choose:
 - Powdercoat Color

OPTIONS: - Center Arm (MCA590)
 - Personalization

COMPLEMENTARY PRODUCTS:
 - MLB590BM
 - MLWR550-32
 - MLAU550



DIMENSIONS:
 Height: 32.6" (82.8 cm)
 Length: 70.00" (177.8 cm)
 Depth: 25.3" (64.3 cm)
 Seat: 17.50" (44.5 cm)
 Weight: 120lbs (55kg)



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MLWR250-32

MATERIALS: The trash container frame is constructed using heavy duty steel flat bar and H.S. steel tube. A 32 imperial gallon commercial grade plastic liner and spun metal lid are provided.

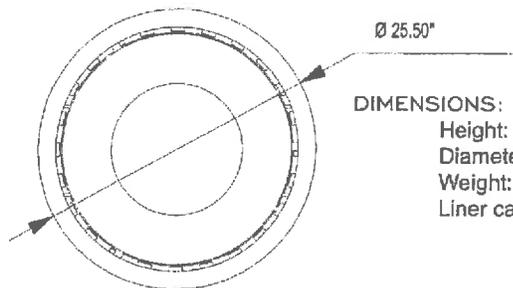
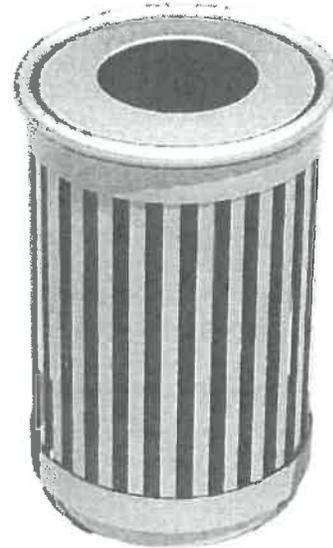
FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The trash container is delivered pre-assembled. Holes (0.5") are provided in each mounting foot for securing to base.

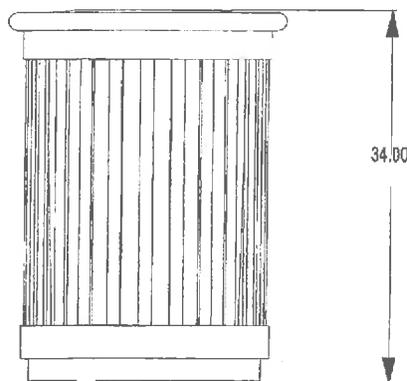
TO SPECIFY: Select MLWR250-32
 Choose:
 - Powdercoat Color

OPTIONS:

- Dome Lid (MDL-32)
- Ash Tray - Side Mount (MAT100)
- Ash Receptacle - Side Mount (MLAU101)
- Dome with self closing door (MDLD-32)
- Side Opening (MLWR250S-32)



DIMENSIONS:
 Height: 34.00" (86.4 cm)
 Diameter: 25.50" (63.5 cm)
 Weight: 200lbs (90kg)
 Liner capacity: 38.5 US Gallons
 32.0 Imperial Gallons
 145.5 Litres



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1500 SERIES

MLP1500-MPR-R4

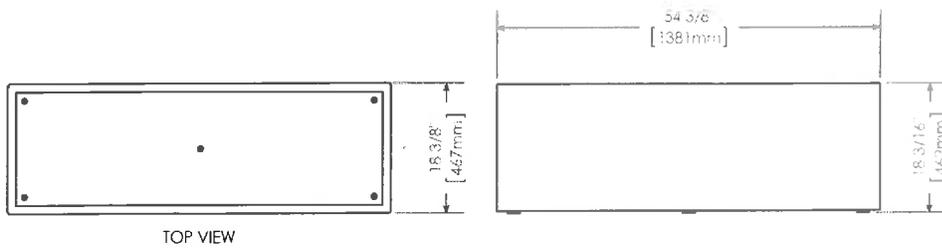


MATERIALS: Planters are made from steel. Tops employ laser cut steel.

FINISH: All steel components are protected with E-Coat rust proofing.
The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: Individual components come pre-assembled;
Reference the LEXICON-INSTALLATION-INST_LXM1500 document for onsite assembly and installation.

TO SPECIFY: Select MLP1500-MPR-R4 (Rectangle- 18"L x 54"W x 18"H)
Choose:
- Powdercoat Color



DIMENSIONS:

Height: 18.19" (46.2cm)
Length: 54.38" (138.1cm)
Depth: 18.38" (46.7cm)
Weight: 167.36lbs (75.9kg)



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Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: June 10, 2016
Re: Lot Q Lease - Amendment

Hagerty Insurance recently made a request to utilize Lot Q, a metered lot on the south side of the River's Edge building in the 300 block of South Cass, on Friday mornings from 7 AM-9 AM for their Cars and Coffee event. This event is open to anyone who wishes to bring their antique car down and share in the comradery of other car enthusiasts.

Under our current lease, this lot is subject to and managed per the ordinances which requires meter activation between 8 AM-6 PM. Given the short duration of the event, it is cost prohibitive to require these spaces be bagged. The most efficient way to address this request is to amend the lease and allow Hagerty to request use of the lot from the owner. In some of our existing leases, we do allow the owner to provide written consent any time they plan to use their lot or allow others to use their lot.

River's Edge West Condominium Association has requested a lease amendment which would allow them to approve requests to use their lot. They will provide us with written consent no less than 15 days prior to the event so we may notify parkers.

I recommend the DDA Board approve and execute Amendment 1 to the Lot Q Lease subject to content approval by the City Attorney.

CITY OF TRAVERSE CITY
PARKING AREA LEASE

FIRST AMENDMENT TO PARKING AREA LEASE

This Parking Area Lease entered into on the 27th day of January 2010, between RIVER’S EDGE WEST CONDOMINIUM ASSOCIATION, a Michigan not-for-profit corporation, of 120 Lake Avenue, Traverse City, Michigan, 49684 hereinafter called “OWNER”, and CITY OF TRAVERSE CITY, MICHIGAN, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan, 49684 hereinafter called “CITY”, is hereby amended as follows:

1. 9. Assignment and Subletting. Owner acknowledges that the City will be placing this property in its Traverse City Parking Services and may delegate operation of the parking lot on the premises to the Traverse City Downtown Development Authority or whatever entity operates the Traverse City Parking Services. Other than this and normal parking space leases and arrangements, the City shall not assign this lease without prior written consent of the Owner. Written consent to the City by the Owner shall be no less than 15 days from request effective date so the City may seek alternative parking options and/or notify parkers if necessary. No consent by Owner to an assignment or subletting shall be construed to relieve the City from its obligations hereunder or from obtaining Owner’s written consent to any further assignment.

IN WITNESS WHEREOF, the undersigned have executed this Lease Amendment as of the date first written above.

Dated: _____, 2016 Owner:

River’s Edge West Condominium Association

By: _____
Its: President

Dated: _____, 2016

Lake Street Properties, LLC

By: _____

Its: Member

Dated: _____, 2016 City of Traverse City

Dated: _____, 2016

Traverse City Mayor, Jim Carruthers

City Manager, Marty Colburn

DRAFT



Memorandum

To: Rob Bacigalupi, DDA Executive Director
 From: Nicole VanNess, Parking Administrator
 Date: June 9, 2016
 Re: Event Flat Rate Increase

In June of 2006, we implemented a pay-at-entry flat rate for parkers utilizing the Hardy Parking Garage. Our regular transactions are based on parkers pulling a timed ticket at the either Front or State Street ticket dispensers, and paying at the pay-in-lane or cashier station upon exit at State Street only. The purpose of using a flat rate, which is collected at the time of entry, gives staff the opportunity to raise both the Front and State Street exit gates during peak exit times in order to get parkers out of the garage more quickly.

The initial flat rate process started as a way to alleviate major queuing when high occupancy events; such as the airshow during the National Cherry Festival would end, and parkers would exit within the same time frame. Over the past ten years, the pay-on-entry flat rate has been expanded to include the Traverse City Film Festival, Friday Night Live, Art Walk, and Street Sale.

	2006-2008	2009-2011	2013-2015	2016 Proposed
NCF – All Day	\$4.00	\$4.00	\$6.00	\$15.00
NCF – Entry after 5 p.m.	\$3.00	\$4.00	\$6.00	\$5.00
NCF – Fireworks (entry after 8 p.m.)	\$2.00	\$3.00	\$6.00	\$5.00
NCF - Parades (entry after 6 p.m.)	\$3.00	\$4.00	\$4.00	\$5.00
TC Film Festival – Per Entry	\$3.00	\$4.00	\$4.00	\$5.00
Friday Night Live – Entry after 5 p.m.	\$3.00	\$3.00	\$3.00	\$5.00
Art Walk	\$3.00	\$3.00	\$3.00	\$5.00
Street Sale	\$3.00	\$4.00	\$4.00	\$15.00

We understand the importance of residents, visitors, and employees having access to businesses, offices, and restaurants during events. The fee schedule will be configured to allow parkers to pull a ticket at entry when they are intending to transact short-term business. The timed ticket will charge the regular hourly rate of \$1.00 per hour for the first two hours before increasing to the festival rate.

Many of us have traveled to concerts, sporting events, state fairs, and festivals throughout Michigan and other states. We are familiar with a pay-on-entry process at parking garages and surface lots. We also acknowledge waiting five minutes or more to exit can seem more like you’ve been waiting hours. As we continue to become a destination for events and festivals, we



Memorandum

continue to monitor occupancy, plan, and schedule for the attendees we anticipate will arrive by car. We all know, “parking should be a non-event.”

I recommend the DDA Board of Directors approve the recommendation to determine flexible pay-on-entry flat rates to be based on individual event dates, event duration, and parking supply in an amount not to exceed \$15.00 per entry.



Memorandum

To: DDA Board of Directors
From: Colleen Paveglio, DDA Marketing & Deputy Director
Subject: Outdoor Cafes
Date: June 14, 2016

As you may recall, the Downtown Traverse City Association recently formed a committee to revisit the Outdoor Cafe ordinance that was drafted in 2014 that specifically addressed Platform Cafes. Enclosed you will find the draft ordinance, license agreement, and visual examples of Platform Cafes.

Placed into effect in 2015, the Sidewalk Cafe Ordinance was changed to include a 5' walkway versus the previous 4' walkway and also requires a hard edged barrier. The 5' walkway cannot include tree grates, therefore there was a change in how many outdoor dining options were being offered from 2014 to 2015. Twenty six permits were issued for sidewalk cafes in 2014 and nineteen permits were issued in 2015, with five requiring waivers.

Outdoor dining is a true indicator of street life and enhances the vibrancy of city centers. Challenged with narrow and crowded sidewalks, Platform Cafes can create safe and comfortable pathways and also increase outdoor dining options.

The committee sought feedback from DDA Board Members, Harry Burkholder and Jeff Joubran, and City Commissioners, Gary Howe and Richard Lewis. I have provided a list with items of interest that were highlighted during discussions and suggestions moving forward.

As you will see, most items are consistent with the 2014 draft, with a couple exceptions. I have reviewed with the City Clerk's Office and will plan to meet again based on feedback. We are seeking feedback from the DDA Board to review with the Committee in the near future. We then will bring this item back to the DDA Board in July for action.

Outdoor Cafe Items of Interest

Location:

- City of Traverse City, excluding the 100 and 200 block of E. Front St.
- Limit to 4 per year in the DDA District, maximum use of 2 parking spaces per location
- Unlimited outside the DDA District

Hours, Dates, & Fees:

- Hours - Consistent with Sidewalk Cafe Ordinance
- Dates - May 1 through October 1
- Fees - Application fee will be approximately \$360, Meter Bagging fees will apply, currently \$15 per space daily

The Physical Space:

- Located in front of business
- If parking space encroaches upon neighboring business, a required percentage must in front of the permit holder
- Platforms are not to encroach upon adjacent parking spaces
- Platform Cafes may include the brick ribbon along the streetscape when applicable
- If a Sidewalk Cafe and Platform Cafe permit is issued, the Sidewalk Cafe must be adjacent to the Platform Cafe and not against the building

Public Versus Private:

- Platform dining would be operated for private use by the restaurant due to the private investment made

Aesthetics:

- Review and approval by Planning Commission/City Planner, City Engineer and comply with Zoning
- Materials - Wood, metal, wrought iron, cast iron, steel
- Requirement of planters to soften the edges
- Lighting - Restrictions apply
- Branded items, such as umbrellas, would not be permitted

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: OUTDOOR CAFÉS IN DESIGNATED ON-STREET PARKING AREAS

THE CITY OF TRAVERSE CITY ORDAINS:

That Sections 1020.09, *Outdoor Cafes in Designated On-Street Parking Areas*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

1020.09. OUTDOOR CAFES IN DESIGNATED ON-STREET PARKING AREAS.

(a) Permit Conditions. The City Clerk may issue to a food service establishment an Outdoor Café Permit authorizing the placement of the outdoor café in on-street parking areas on streets where the posted speed is 25 miles per hour or less, pursuant to Section 1020.07 or 1020.08 of this Code of Ordinances. For Outdoor Café Permits where alcohol is not served, the provisions of Section 1020.07 of this Code of Ordinances shall apply in all respects; provided, however, if there is a conflict between this section and Section 1020.07, the provisions of this section shall survive. For Outdoor Café Permits where alcohol is served, the provisions of Section 1020.08 of this Code of Ordinances shall apply in all respects; provided, however, if there is a conflict between this section and Section 1020.08, the provisions of this section shall survive. Such permits shall be subject to the following terms and conditions:

(1) General conditions.

- A. The Café shall be located within designated street parking areas where the majority of the parking space is in front of the food service establishment applicant.
- B. The Café shall be established upon a removable platform approved by the City Planning Director placed in the designated on-street parking area; the platform shall be placed in such a manner to not create trip hazards.
- C. The Café shall be protected from vehicular traffic and surrounded by a barrier generally 36" in height and be approved by the City Planning Director, which will remain in place at all times when the café is in operation, and shall include markings or other devices or decorations to make the barrier clearly visible at all times.
- D. The platform shall not be placed in the designated on-street parking spaces sooner than May 1 each year and shall be removed no later than October 1 each year.
- E. The Café shall conform to the site plan which shall be incorporated as part of the permit. Such site plan shall show the following: the design, relevant details and location of all temporary structures, including the dimensions of the removable platform, planters.

- landscaping, railings, tables, chairs and lighting.
 - F. If the use of a musical instrument and/or sound reproduction system is planned, such use shall be governed by this Code of Ordinances and there shall be no amplification of live music.
 - G. The City Manager may adopt rules and regulations regarding the construction, use and removal of outdoor cafes within designated street parking areas. Outdoor Cafes within designated street parking areas shall be operated in accordance with the rules and regulations as they may be adopted or amended. An Outdoor Café within a designated on-street parking area which is operated in violation of the rules and regulations shall be removed within 24 hours of written notice.
 - H. The owner of the Outdoor Café shall enter into an Outdoor Café License Agreement with the City further specifying the terms and conditions of the permit which allows a Café to be placed within designated street parking areas. The City Clerk is authorized to execute such agreements on behalf of the City.
 - I. The Outdoor Café shall be open to the general public, including non-patrons of the Outdoor Café.
 - J. Smoking shall be prohibited; and a sign shall be posted within the platform indicating smoking is prohibited.
 - K. Other conditions established by the City Clerk in the permit.
- (2) Prohibitions. The occupancy must not:
- A. Violate any provisions of Section 1020.07 or 1020.08 of this Code of Ordinances; provided, however, that if there is a conflict between this section and Section 1020.07 or 1020.08 of this Code of Ordinances, the provisions of this section shall survive.
 - B. Extend more than seven feet from the curb line.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record

Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk

OUTDOOR CAFÉ LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this ____ day of ____, 201____, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation of 400 Boardman Avenue, Traverse City, Michigan, hereinafter called “the City” and _____, a _____, of _____, Traverse City, Michigan, hereinafter called “Licensee.”

BECAUSE, Licensee occupies property located at _____, described as Parcel # _____; and

BECAUSE, Licensee wishes to place tables and chairs near its leased/owned premises on property owned by the City; and

Benjamin Marentette 6/8/15 8:42 AM
Deleted: and/or a platform

BECAUSE, the City Clerk has reviewed and approved a site plan from Licensee permitting the placement of ____ tables and ____ chairs pursuant to Section ____ of the City of Traverse City Code of Ordinances;

BECAUSE, the City has determined that tables and chairs will not interfere with the general public use of public property; and

Benjamin Marentette 6/8/15 8:44 AM
Deleted: _____

BECAUSE, the City has determined that it is in the public interest to close [INSERT IDENTIFICATION OF DESIGNATED ON STREET PARKING AREA] to the general public to be used as an Outdoor Café area; and

Benjamin Marentette 6/8/15 8:44 AM
Deleted: _____

kazeit 2/14/14 2:53 PM
Comment: To be used only for Platform Outdoor Cafes.

BECAUSE, the parties intend by this License Agreement to license the placement of tables and chairs and/or platform on public property under the terms and conditions provided herein.

IT IS THEREFORE AGREED as follows:

1. The term of this agreement is from ____ to ____.
2. The City licenses and authorizes Licensee to place ____ tables and ____ chairs and/or platform in the ____ [SIDEWALK OR DESIGNATED ON STREET PARKING AREA]____, specified in a site plan stamped as received by the City Clerk on _____, which plan was approved by the City Clerk and is incorporated herein by reference.
3. It is mutually acknowledged that this License Agreement is intended as a license to use public property regulated and controlled by the City, and Licensee must comply in all respects to the terms and conditions of the site plan stamped as received by the City Clerk on _____, and with all conditions and other items as set forth in the ordinances of the City.

Benjamin Marentette 6/8/15 8:43 AM
Comment: Have this coincide with term of permit

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4. To the fullest extent permitted by law, the Licensee agrees to indemnify, defend, pay on behalf of, and hold harmless the City of Traverse City, its elected and appointed officials, all employees and volunteers working on behalf of the City of Traverse City, its boards, commissions, or authorities thereof, by reason of personal injury, including bodily injury and death; or property damage, including loss of use thereof, which arises out of or is in any way connected with this Agreement or the use of the public property, including the operations, acts, errors or omissions of the Licensee in performing this License Agreement and any acts, errors or omissions by its officers, agents, employees, workmen or independent contractors, whether arising in whole or in part from such acts or omissions. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the City in an action against it. The Licensee expressly acknowledges and agrees that this indemnification provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This indemnity shall survive the expiration or termination of this Agreement.

5. At a minimum, the Licensee, and each of its independent contractors, shall procure and maintain at all times during the duration of the License Agreement, the following insurance coverage subject to the conditions indicated. All coverages shall be issued by companies licensed to do business in the state of Michigan. All coverages shall be with insurance carriers acceptable to the City Clerk and list the City Clerk of Traverse City as certificate holder:
 - A. Commercial General Liability Insurance: Commercial General Liability Insurance on an occurrence basis with the limits of liability not less than \$1,000,000 per occurrence and aggregate of \$2,000,000 for Combined Single Limit Personal Injury and Property Damage. Such policy shall contain an endorsement stating the City of Traverse City is listed as additional insured

 - B. Liquor Liability Insurance (if liquor is to be served): Liquor Liability Insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence. Such policy shall include an endorsement stating that it extends coverage to include service outside of the licensed premises to all areas where alcohol is to be served or consumed and that the City of Traverse City is listed as additional insured.

 - C. Workers' Compensation Insurance: Workers' Compensation Insurance, including Employer's Liability Insurance, in accordance with all acceptable statutes of the State of Michigan.

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- D. Other coverage required: Licensee shall provide other insurance coverage types or other insurance coverage amounts as required by the City Clerk.
 - E. Cancellation Notice: Thirty (30) days advance written notice of cancellation, non-renewal, reduction of material change in coverage, shall be provided to the City Clerk by the insurance carrier.
6. Licensee shall pay to the City a license fee of \$_____ for each year during the term of the Agreement for which it places the tables and chairs or platform on public property. Such fee shall be pro-rated on a monthly basis.
 7. Licensee shall be responsible for the upkeep and maintenance of all licensed areas. Should any property of the City be damaged as a result of Licensee's outdoor cafe activities, Licensee shall promptly make all necessary repairs at Licensee's sole expense. Licensee acknowledges that any private use of the public property not specifically authorized by this License Agreement is prohibited.
 8. Outdoor dining activities shall be only during the hours allowed by ordinances of the City.
 9. The Licensee shall comply with all federal, state, or local laws, rules or regulations.
 10. If Licensee is seeking to install a platform at least partially located on a street or sidewalk of the City, the following additional terms and conditions apply:
 - A. The Licensee acknowledges that the platform to be installed will disrupt the normal path of the City street sweeper. The street sweeper will not be able to reach the street and gutter pan upstream and downstream for a certain area on both sides of the platform. The Licensee will be responsible for sweeping this area by hand on a regular basis to match the upkeep of the rest of the street.
 - B. The Licensee acknowledges that the platform will make a portion of the gutter drainage system for the street inaccessible. The Licensee shall ensure drainage is provided underneath the platform. Should the Licensee fail to do so, the City shall notify the Licensee of its need to address this matter within 24 hours in writing. If Licensee does not respond or if Licensee fails to correct the issue, the City shall have the right to direct the City's labor and equipment needed to resolve the matter, with out-of-pocket costs (plus 15% administration fee) being invoiced to the Licensee.
 - C. The Outdoor Platform Café shall at all times be closed to the general public and only accessible by patrons of the Licensee.

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- D. The Licensee acknowledges that the platform will be partially placed on a City street. At some time in the future, the City may need to schedule the street for repaving. In order to get competitive bids for this work, the City must allow its contractor the option to schedule the work over a period of as much as three months. The City Engineer agrees to notify the Licensee prior to the paving season (which coincides with the period of time the platform will be in place) when such work is planned on the relevant street. The Licensee agrees to defer installation of the platform or remove the platform until after the street paving is complete, and authorization to install the platform has been received from the City Engineer. All costs associated with removal shall be at the Licensee's own expense.
 - E. The Licensee acknowledges that the City is responsible for maintenance of the existing utility system that is under or adjacent to the platform area. It is possible that an emergency may arise that will require excavation under or near the area of the platform with short notice. Removal may also be necessitated if an excavation will cause nearby lanes of the road to be closed, which would then require the diversion of traffic in the area of the platform. The Licensee must be prepared to remove all or portions of the platform with 24 hours notice, or less
 - F. In case of an emergency, the City retains the authority to remove the platform at any time and Licensee agrees that City shall not have any liability or responsibility for damage or complete destruction of the platform or Licensee's cost to replace the platform.
 - G. The Licensee must be prepared to remove all or portions of the platform as may be determined necessary from time to time by the City with 24 hours' notice, or less at its sole cost and expense.
 - H. Upon removal of the Licensee's platform, Licensee shall repair any City property damaged as a result of the installation, use or removal of the platform. All repairs shall be made at Licensee's sole expense and pursuant to the direction of the City Engineer.
11. In addition to any remedies set forth above, the City may revoke this License Agreement and remove the tables, chairs or platform if any, at Licensee's cost, for failure to abide by the terms and conditions of this License Agreement pursuant to the Outdoor Café Ordinance. The City hereby authorizes the City Manager or designee to exercise this power to revoke this License Agreement without further action by the City Commission. Any and all costs incurred by the City, including, but not limited to the removal of the tables, chairs or platform, disposal, repair cost, staff time and actual attorney fees, shall be paid by the Licensee.

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12. This License Agreement is not assignable by the Licensee.

IN WITNESS WHEREOF, the parties execute this Agreement.

CITY OF TRAVERSE CITY

LICENSEE:

Print name and title below:

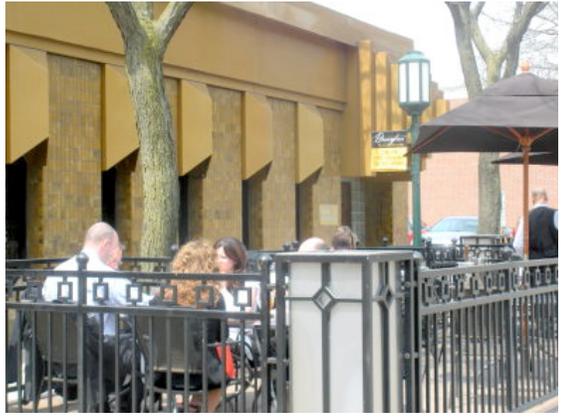
Benjamin C. Marentette, City Clerk

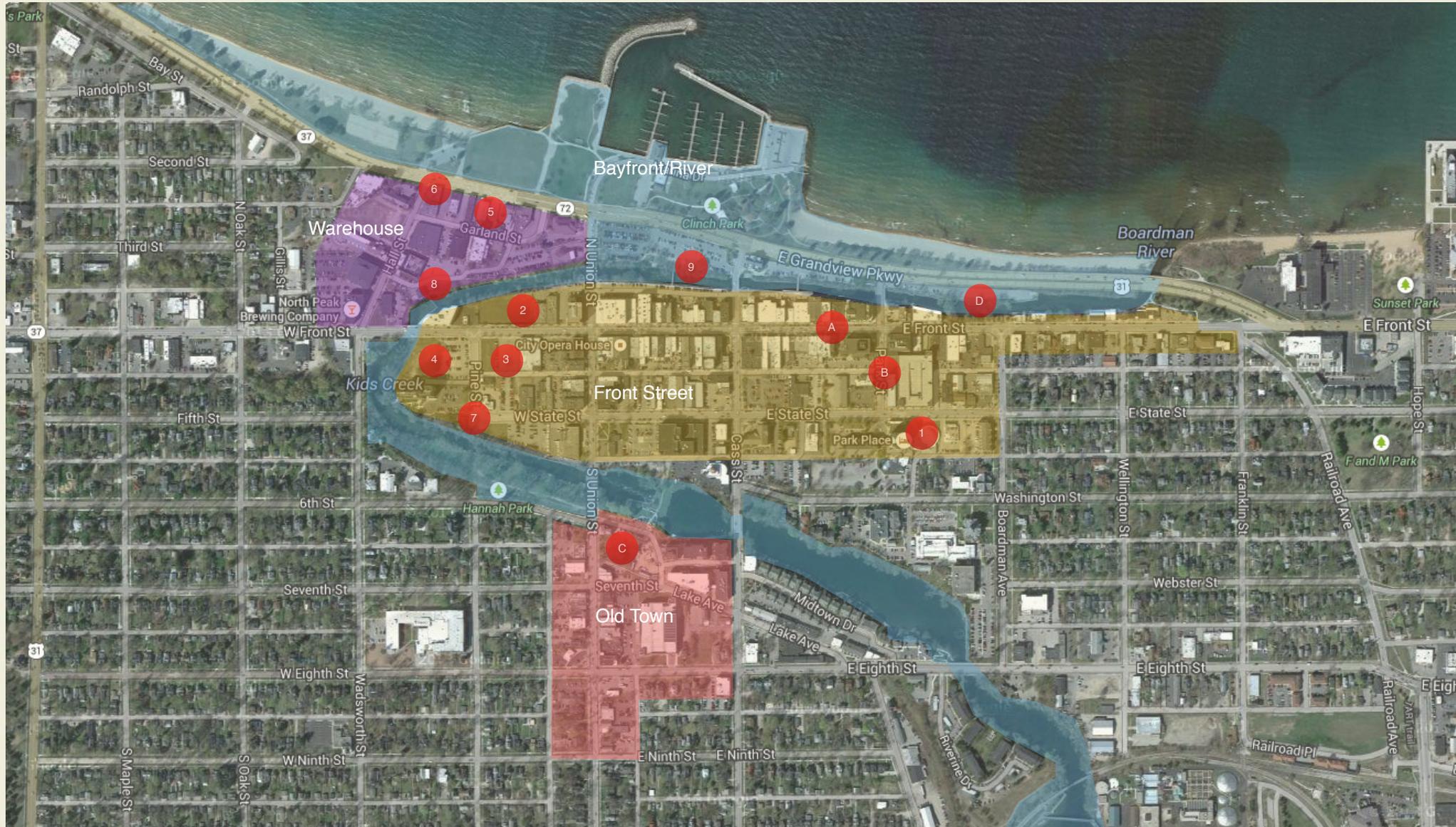
Name

Title

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Platform Cafe Examples





- 1. Park Place
- 2. 124 West Front
- 3. 145 West Front
- 4. 305 West Front
- 5. Grandview Place
- 6. Hotel Indigo

3

- 7. Uptown Riverwalk Connection
- 8. Garland Street/Pine Street Pedway
- 9. Farmers Market
- A. Reimagined Crosswalk
- B. Radio Centre 3
- C. Lay Park
- D. Lot D

From: Nick Viox nick@downtowntc.com
Subject: Fwd: Ladies Library Building - Local Site No. 1309
Date: June 14, 2016 at 1:11 PM
To: Rob Bacigalupi rob@downtowntc.com



Just so you know!

Thanks,

NICK VIOX
SPECIAL PROJECTS COORDINATOR

P: (231) 922 - 2050
F: (231) 922 - 4863
NICK@DOWNTOWNTC.COM

303 E. STATE ST., STE. C
P.O. BOX 42
TRAVERSE CITY, MI 49685

#DOWNTOWNTC WWW.DOWNTOWNTC.COM

Begin forwarded message:

From: Kent Walton <kw Walton@wspd law.com>
Subject: RE: Ladies Library Building - Local Site No. 1309
Date: June 14, 2016 at 12:55:06 PM EDT
To: Nick Viox <nick@downtowntc.com>, Pam Galla <pjgalla@wspd law.com>
Cc: "PatrickM@michigan.gov" <PatrickM@michigan.gov>

Nick

I so appreciate your enthusiastic endorsement. If I understand correctly, I must first wait for approval from the State for the revised text before I can order the new sign from Sewah. I suppose that I could ask for a price from Sewah for a sign with the requested text in order to anticipate the cost of completing the sign as soon as it is approved.

Also, do you have any idea of the names of installers of such signs around downtown. As I mentioned, I think that the City had our previous sign installed because we coordinated its installation with Brian Crough, the DDA, and Dave Green, all as part of the streetscape project in the mid-1990's.

Again, thank you for your assistance and support.

Kent

L. Kent Walton
Walton, Smith, Phillips & Dixon, P.C.
216 Cass Street
Traverse City, MI 49684
(231) 947-7410

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From: Nick Viox [<mailto:nick@downtowntc.com>]
Sent: Tuesday, June 14, 2016 11:54 AM
To: Pam Galla <pjgalla@wspdlaw.com>
Cc: PatrickM@michigan.gov; Kent Walton <kw Walton@wspdlaw.com>
Subject: Re: Ladies Library Building - Local Site No. 1309

Hi Pam,

Thank you so much for all of this information and for all of your hard work. What is the final dollar amount associated with this? I will take this request to the DDA Board this Friday!

Cheers,

NICK VIOX
SPECIAL PROJECTS COORDINATOR

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On Jun 14, 2016, at 11:31 AM, Pam Galla <pjgalla@wspdlaw.com> wrote:

WALTON, SMITH, PHILLIPS & DIXON, P.C.

Attorneys and Counselors at Law
216 CASS STREET
TRAVERSE CITY, MICHIGAN 49684

L. KENT WALTON

231/947-7410
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THOMAS L. PHILLIPS,
GEOFF G. SMITH
Retired

June 10, 2016

via e-mail only

Nick Viox nick@downtowntc.com

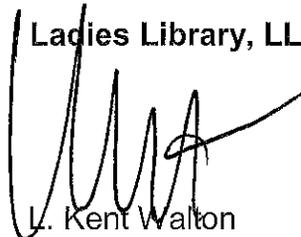
Re: Ladies Library Building – Local Site No. 1309

Dear Nick:

As mentioned in the letter to you and Mary Patrick, I appreciate all of your efforts on this. If still available from the DDA, Nancy and I would certainly appreciate a reimbursement of a portion of the cost of replacement. Once approved, I will get a quote from Sewah and let you know the total amount. If the DDA is willing to contribute half, that would be fantastic, but we probably won't know that total amount until after the revised text is approved and I can get a quote from Sewah. Also, I think that the installation in the past was completed by the City and/or DDA, as I have come across old correspondence with Bryan Crough that confirms that it was installed in conjunction with the "streetscape" project back in the 1993-1994 timeframe. I would be interested in your thoughts on who or how it might be installed, as it would also include having to remove the bottom portion of the old sign which remained on the post after the text portion broke off.

I look forward to moving ahead with this and appreciate your past and present assistance!

Very truly yours,

Ladies Library, LLC

L. Kent Walton

MEMORANDUM



TO: DTCA Board
FROM: Nick Viox, Special Projects Coordinator
DATE: June 1, 2016
SUBJECT: Coffee at Market

The DDA manages only one event throughout the entire year, but it is arguably one of the largest events in Traverse City. The Sara Hardy Downtown Farmers Market serves an average of 110 farmers, reaches 160,000 customers, and generates over \$50,000 in food assistance programs in one season. We have one of the largest markets in the state and it still continues to grow in size and variety!

With all of these great accomplishments, our customers still have some hopes and suggestions for the market. Outside of the complaints of parking and a widened aisle-way, the most prevalent suggestion is to have coffee at our market.

The Farmers Market Advisory Board brought this issue to the DTCA Board in August, along with Food Trucks at the Market. At this meeting, the DTCA discussed both issues in depth, but ultimately decided not to support either. The DTCA Board believed that with the current proximity of all available coffee shops & dining establishments within downtown, that coffee at market is an unnecessary addition to a market with limited space. The DTCA Board also denied support for this issue in an effort to support its constituents and promote economic activity within the district. This decision was taken to the Farmers Market Advisory Board and, at that time, put to bed.

At the May Farmers Market Advisory Board meeting, Gary Jonas (owner of The Little Fleet) wanted to revisit the idea of having coffee at market. The Farmers Market Advisory Board discussed the pressing requests from customers, the growing interest from downtown businesses to be at the market (i.e. BLK/MRKT), and the need for support from the merchant association to make this happen.

The Farmers Market Advisory Board is therefore requesting the support of the DTCA Board to establish a program where we could have coffee vendors at the Sara Hardy Downtown Farmers Market. This program is just in the conceptual phases, but we do have a space for at least one vendor. The Advisory Board is very interested in making sure that DTCA members are the preferred coffee vendors.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: June 9, 2016
Re: Parking Services Updates – June 2016

Bike Shelter at Old Town Garage – Closed

As you may recall, we lost the vegetation on the west side of the building due to a water main break in the spring of 2015. Since the water main was not replaced until late August, we were not able to salvage the plants which created an opportunity to install a bike shelter. Over the winter, Mike designed the shelter to fit the location, and had it manufactured locally. Next time you are near the Old Town Garage, check it out. Kudos to Mike, Mark, and Dave for getting the shelter installed and ready for our summer season.

Pay Station Installation – Existing Business

On June 6th, City Commission approved the purchase of our single space signage. Our pay stations have arrived at the distributor's warehouse downstate. There is a four week minimum lead time for the manufacture and delivery of the signs. We are going to move forward with the installation of the pay stations while we wait for the signs to be delivered. This will allow the public to identify the new pay station lots. Parkers will have the option to pay the coin only meters or to pay with cash or credit card at the pay station. Our hope is that this approach may ease the transition. The following lots will be converting to pay stations: Lot G on 100 E State Street west of Mode's Bum Steer; Lot K located in the alley across from the Post Office; Lot E located on 100 W State Street west of the Post Office; Lot X located off of Hall Street south of Inside Out Gallery; Lot N located on 200 Washington, and Lot D located on 300 E Grandview Parkway.

Meter Housing Replacement – Existing Business

We are grateful to the TCPD and other law enforcement agencies throughout the State. Their efforts have resulted in the arrest of an individual who is believe to be the manufacturer of our old meter housing keys and meter coin theft. We have struggled the past few months with being patient and holding off on meter housing replacement or to move forward with the purchase. New meter housings were not budgeted in 2015-2016, and the expense is fairly significant. Now that an arrest has been made, we are more comfortable with holding off until fiscal 2016-2017 for the purchase of new housings.

#mycivicsquare – CLOSED



Memorandum

Big thank you to Colleen and Nick for taking all of the Committee ideas and organizing them into another great event. It was great to see a parking lot transformed into a park like setting complete with bike-in movie, parking space chalk art, picnic and yard games, and a children's sing-a-long. We are hoping the information City Planning was able to gather over the weekend may be used to update the vision of the civic square in the master plan. Please send any feedback that you wish to share that may be helpful in considering whether to not to continue turning the parking lot into a park annually.

Downtown Traverse City Association
Regular Board Meeting
May 12, 2016
Minutes

Present: Kim Bazemore, Allison Beers, Jeff Joubran, Dave Leonhard, John McGee, Misha Neidorfler

Absent: Alyssa Bright, Jeff Guntzviller, Jake Kaberle

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:35 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of April 14, 2016:** Minutes from the April 14, 2016 board meeting were approved as amended upon **motion by Leonhard and second by Beers**
Motion carried unanimously.
3. **Marketing Report (Paveglio)**
 - a. **Job Fair**
 - i. Friday, April 29: 17 Participants
 - ii. Keep a committee for 2017
 - iii. Review of Survey
 - b. **Celebration for Young Children**
 - i. April 30, 2016
 - ii. Hands on activity center to take place at ECCO this year
 - iii. Children's artwork throughout Downtown TC
 - c. **Art Walk**
 - i. May 6, 2016: 28 Participants
 - ii. Wine glass sales increased
 - d. **2016 Art Fair Series**
 - i. Due April 1 and notifications were sent by May 1, 2016
 - e. **Annual Dinner**
 - i. City Opera House: June 9
 - ii. Catered by Bistro Fougou
 - iii. Hard copy invite and email invite to Board
 - iv. Raffle Prizes
 1. 200 Block: Leonhard/Guntzviller
 2. 300 & 400 Block: Neidorfler
 3. 100 Block: Bazemore & Joubran
 4. Cass, Lake, Union: McGee
 5. West Front & Warehouse: Kaberle

6. Bright: Union

f. 2016 Art Fair Series

- i. Old Town Arts & Crafts Fair
 - 1. June 26, 2016
- ii. National Cherry Festival Arts & Crafts Fair
 - 1. July 3, 2016
- iii. Downtown Art Fair
 - 1. August 20, 2016

g. Miscellaneous

- i. Social Media: As of April 12, 2016
 - 1. Facebook: 13,923
 - 2. Instagram: 10,509
 - 3. Twitter: 11,895
- ii. Newsletter Report: May
- iii. DIA Inside Out
 - 1. Program will be installed on May 18 and run through October
 - a. Miss Digg has been called
 - b. Program will be 12 works of art: Locations provided
 - 2. Planning a meeting with Norte! to do an Art Bike
- iv. #MyCivicSquare
 - 1. June 3-5
- v. Princess Monica
 - 1. Send signage and flyers to merchants, TCAPS and St. Francis
 - a. Include start location in email

4. Committee Reports

- a. Outdoor Cafe Committee
 - i. Reviewing information with City Clerk
- b. Lyle DeYoung Committee
 - i. Lyle DeYoung Award and Golden Shovel nominations due May 13
 - ii. Bacigalupi to set up meeting with committee
- c. Marketing Committee
 - i. Meeting in May
- d. Membership Committee
 - i. Review of Letter
 - 1. Make the letter more brief and add bullet points
 - ii. Recruitment and invoices sent in June

5. President's Report (*Joubran*)

- a. Joubran expressed his support for Downtown Traverse City
- b. DTCA Board discussed recent survey distributed to Downtown Traverse City

- c. DTCA Dues Structure

6. DDA Report (*Bacigalupi*)

a. Financial Report

- i. Approval of the Financial Report through March 31, 2016: **Financial Report for March 31, 2016 was approved upon motion by Beers and seconded by Neidorfler. Motion carried unanimously.**

b. DDA Report

- i. Market Analysis
 - 1. May 17 at City Opera House at 8:30 am
- ii. 8th Street Charente
 - 1. Three public events, May 16-18
- iii. Downtown Donor Neighborhood
 - 1. DDA and Downtown contributing to General Fund
- iv. TIF 2: New Plan
- v. Garland Street
 - 1. DTCA Efforts
- vi. Garland Street
 - 1. DTCA Efforts
- vii. 200 Block Snowmelt
- viii. Meter Theft

7. New Business

- a. National Cherry Festival
 - i. Blue Angels
 - ii. New Street Closing

- b. Food Cooking Demonstrations at Farmers Market
 - i. Board reviewed and supported the program

8. Adjournment

- a. Motion to adjourn at 9:50 a.m.