

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director ^{RMB}
Re: May 15, 2015 Board Meeting & Miscellaneous
Date: May 12, 2015

AGENDA ITEM 2A - FINANCIAL REPORTS

Enclosed are reports for the DDA and TIFs for March and April, as well as the March report for the Parking System.

AGENDA 3A -PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2015-16 BUDGETS FOR THE DDA, TIF 2 & TIF 97

We have advertised for a Public Hearing on Friday for the proposed 2015-16 Budgets. The City Commission is scheduled to consider approval of the budgets Monday night. You are only required to hold the Public Hearing at this point. Formal approval is to occur at your June 19, 2015 meeting.

AGENDA ITEM 3B - COMMUNITY DEVELOPMENT REPORT

Enclosed is the most recent report from Jean.

AGENDA ITEM 4A - CONSIDERATION OF AUTHORIZING CONSULTANT AGREEMENT WITH NOVUM PRODUCTIONS TO REDO THE DOWNTOWN WEBSITE

We sought bids to redo our website last month. As we reported to you earlier, we want to upgrade our site to make it responsive to all devices, i.e. smart phones and tablets, as well as make it more user-friendly. The process proved difficult since, as you can see in the attached bid tabulation sheet, we received 14 bids!

Because we received so many bids and because of the importance of this project, we decided to narrow the field down and interview the top five. A committee made up of DDA Board Member John DiGiacomo, DTCA President Jeff Joubran, Colleen Paveglio, Nick Viox, Nicole VanNess and I deliberated after the interviews and selected Traverse City firm [Novum Productions](#). Novum wowed us with their ideas about branding and with their creativity. We are confident that they also have the technical background to make the site work the way we need it. Therefore, I recommend that the **DDA Board of Directors authorize a consultant agreement with Novum Productions for the redesign of the downtown website, subject to approval of \$5,000 of funding in the fiscal year 2015-16 DDA operational budget, and with another \$5,000 coming from DTCA and \$6,500 coming from the Traverse City Parking System.** The Traverse City Parking System is contributing a slightly higher amount due to some data integration and mapping they require.

AGENDA ITEM 4B - CONSIDERATION OF PURCHASING COIN COUNTER FOR PARKING OFFICE

Attached is a memorandum from Nicole VanNess describing the need for a coin counter at the parking office. New processes have created more need to count coins which has been wearing down our daytime staff. In order to expedite the purchase, I recommend that the **DDA Board of Directors recommends to the City Commission, the purchase of a coin counter, for an amount of not-to-exceed \$16,000, subject to bidding, with funds available in the Traverse City Parking System fund capital outlay line item.**

AGENDA ITEM 4C - CONSIDERATION OF INSTALLING SHELTERED BIKE FACILITY

Enclosed is another memorandum from Parking Administrator Nicole VanNess detailing her efforts with the Bike Facilities Subcommittee of the Parking & Access Committee to install a sheltered bike parking facility at the Front Street entrance of the Larry C. Hardy Parking garage. Before we launched into the details of locating the facilities and bidding this work out, I'd like to make sure we are heading in the right direction.

AGENDA ITEM 4D - CONSIDERATION OF RENEWING AGREEMENT WITH FAIR FOOD NETWORK FOR DOUBLE UP FOOD BUCKS, WITHOUT AN ADMINISTRATIVE FEE

We have been offering Double Up Food Bucks at the Farmers Market for four years. This program allows EBT card users to double their money at farmers markets, such as ours, to encourage healthier eating. Through last year, Fair Food Network paid an administrative fee to help offset our costs of administering the program. They are, unfortunately, no longer offering the administrative fee. Nonetheless, we want to continue this popular food assistance program at the Sara Hardy Downtown Farmers Market, and are recommending renewal of the agreement, with this one change.

As a refresher, Fair Food Network provides funds up front to the DDA that we use to reimburse vendors who redeem double food bucks tokens from customers. Last year we processed over \$20,000 of DUFEB tokens. This program would remain the only one that upfront dollars to the DDA for reimbursement. The other food assistance programs (Project Fresh, Senior Project Fresh, and EBT) all reimburse after the fact. Enclosed is a memorandum from Special Projects Coordinator Nick Viox regarding this matter, along with last year's agreement. I recommend that the **DDA Board of Directors authorize the Executive Director to renew the agreement with Fair Food Network for the 2015 farmers market season, except that they will no longer provide an administrative fee.**

AGENDA ITEM 4E - PRESENTATION AND DISCUSSION ON TIF 2 PLAN

TIF 2 was approved in 1985 with the goal of redeveloping the Traverse City Ironworks site as well as the areas around it. After a modest start, the area has seen explosive growth and is now home to downtown's largest employer. No one could call TIF 2 anything other than a success. I'd like to provide a brief presentation on TIF 2 celebrating this incredible economic development effort, and discuss options the City has going forward.

MISCELLANEOUS ITEMS OF INTEREST

Front Street

200 BLOCK CROSSWALK BUMPOUT - Contractors have been engaged and have begun work offsite. Work is expected to be completed in time for the National Cherry Festival.

UPTOWN RIVERWALK CONNECTION - Consultant Pat Machin is finishing up designs for the connection, which is expected to be constructed yet this year. I plan on copies of the plan to hand out at Friday's meeting.

305 WEST FRONT - The Planning Commission, at their meeting on May 19 will be reviewing a request for a 'taller building' in conjunction with an affordable housing project at 305 West Front

Warehouse District

REDEVELOPMENT ASSISTANCE THROUGH MEDC - As part of the Redevelopment Ready Communities process (see below under *other*) the City is able to utilize real estate experts [Peter Allen & Associates](#) to assist with properties seeking redevelopment. We are meeting with them this week to discuss

some land in the Warehouse District that might be a good fit for this program. Look for more information on this real soon!

Bayfront/River

PINE STREET PEDESTRIAN WAY - The Engineering Department is wrapping up bid documents which are expected to go out next week.

FARMERS MARKET PLAN - Our consultant has provided revised plans of the options for the farmers market space along with cost estimates. We are working with them to provide a range of cost options for the DDA Board to consider at the June meeting.

Other

DTCA ANNUAL MEETING/DINNER - The Annual Dinner will take place on June 11th at the City Opera House this year. Save the date!

HARDY GARAGE PAY-IN-LANE - The City Commission approved the purchase of the pay-in-lane the DDA Board recommended in April. We've ordered the device and expect installation in a month or two.

TBAISD STUDENTS BACK - We are pleased to report that we will again be partnering with TBAISD who will provide students to help with downtown projects this summer. The students get on the job experience and downtown benefits by having these great kids help with cleanup and other needed projects.

REDEVELOPMENT READY COMMUNITIES REPORT - Attached is a Report of Findings providing by the Michigan Economic Development Corporation (MEDC) as part of their Redevelopment Ready Communities program. This program seeks to move communities toward best practices for accommodating redevelopment. You can see in the report that Traverse City rates high on a number of categories but also has some work to do on others. We will be working with the Planning Department and Jean to address the shortcomings in the report.

TCPS REPORTS – The latest reports are attached.

DTCA MINUTES - Enclosed are the April DTCA Board minutes.

cc: Acting City Manager
Traverse City City Commissioners

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, May 15, 2015, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of April 17, 2015. (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 2 and TIF 97 funds dated March 31, 2015 and April 31, 2015 and Traverse City Parking System Financial Reports dated March 31, 2015 (approval recommended)
3. Chairperson's Report
 - A. Public Hearing on the proposed Fiscal Year 2015-16 Budgets for the DDA, TIF 2, and TIF 97
 - B. Community Development Report
 - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Consideration of authorizing consultant agreement with Novum Productions to redo the downtown website
 - B. Consideration of purchasing coin counter for parking violations bureau
 - C. Consideration of installing sheltered bike facility
 - D. Consideration of renewing agreement with Fair Food Network for Double Up Food Bucks, without an administrative fee
 - E. Presentation and discussion on TIF 2 Plan
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
April 17, 2015
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chairperson Steve Constantin called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Harry Burkholder, Jan Chapman, Steve Constantin, John DiGiacomo, Bill Golden, Mayor Michael Estes (departed @ 9:02 a.m.), T. Michael Jackson, Chuck Judson, Rick Korndorfer, Joe Winowiecki

Absent: Leah Bagdon McCallum, Ross Biederman

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

- a. **Approval of minutes of the Regular Meeting of March 20, 2015 as presented.**
- b. **Approval of Financial Reports for Traverse City Parking System dated February 28, 2015.**

3. Chairperson's Report

- a. Community Development Report
 - i. Jean Derenzy
- b. Consideration of Amending Executive Director Agreement
 - i. **Motion by Jackson, seconded by DiGiacomo that the DDA Board of Directors authorize changes to the Executive Director Agreement to increase compensation from \$70,320 to \$72,430 annually, as recommended by the DDA Officers, subject to approval by City Commission. Motion carried unanimously.**
- c. Comments or Questions Regarding Written Reports
 - i. On-street bike rack placement
 - ii. Mobile Payment RFP
 1. DiGiacomo volunteered to assist with review

4. Executive Director's Report

- a. Presentation of Farmers Market Design Options
 - i. Additional photos to be sent by staff with shed examples and cross section sketches

Mayor Estes departed at this point in the meeting

- b. Consideration of Requesting that Traverse City Light & Power investigate providing a unified cellular antenna system.
 - i. **Motion by DiGiacomo, seconded by Jackson that the DDA Board of Directors respectfully request that Traverse City Light & Power consider developing a municipal cellular antenna system to provide all cellular carriers a better means of providing service to their customers in downtown and elsewhere in the City, in an aesthetically attractive way. Motion carried unanimously.**
- c. Consideration of authorizing DDA proposal to provide staff support for the Traverse City Public Arts Commission.
 - i. **Motion by DiGiacomo, seconded by Burkholder that the DDA Board of Directors authorize staff to propose service to the City of Traverse City for support to the Traverse City Arts Commission based on the Traverse City Arts Commission Staffing Proposal dated April 14, 2015. Motion carried unanimously.**
- d. Consideration of recommending purchase of pay-in-lane station for Hardy Garage.
 - i. **Motion by Golden, seconded by Chapman that the DDA Board of Directors recommend to the City Commission to waive the bidding process and authorize the purchase of a pay in lane from Traffic & Safety in an amount not to-exceed \$74,200 as quoted in their April 14, 2015 proposal, and further that the Traverse City Parking System capital outlay line item be increased by that amount to accommodate the purchase. Motion carried unanimously.**

5. Public Comment

- a. None at this time

6. Comments from Staff and Board of Directors

- i. Paveglio announced upcoming events in Downtown Traverse City
- ii. Bacigalupi announced budget discussions with City Commission on May 4, 2015
- iii. Golden commented on the Park Place Hotel project
- iv. Korndorfer commented on the Park Place Hotel project, pedestrian bridge, and Warehouse District
- v. Constantin commented on the Old Town Playhouse studio theatre play and Korndorfer's performance

7. Adjournment. The meeting officially adjourned at 9:17 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DDA Financial Report

	April 30, 2014	April 30, 2015	Budget 14-15 as Approved	Budget 14-15 with Amendments	% of Budget
REVENUE					
Property Taxes	60,501	65,528	64,900	64,900	101.0%
Interest and Dividends	186	317	200	200	158.3%
Miscellaneous	(59)	5,196	0	0	
Rents and Royalties	38,321	33,430	46,000	46,000	72.7%
Administrative Services	440,727	512,401	613,100	613,100	83.6%
Prior Year Surplus		20,000	0	20,000	100.0%
TOTAL REVENUE	\$539,675	\$636,872	\$724,200	\$744,200	87.9%
EXPENSES					
Payroll Expense	367,513	493,800	506,900	506,900	97.4%
Health Insurance	33,059	32,562	117,800	117,800	27.6%
Worker's Compensation	3,607	6,955	0	0	-
Office Supplies	7,374	9,126	7,000	7,000	130.4%
Operation Supplies	52	957	800	800	119.6%
Professional/Contractual	29,419	47,749	30,000	50,000	95.5%
Communications	3,191	3,483	4,000	4,000	87.1%
Transportation	297	1,391	2,000	2,000	69.5%
Lodging/Meals	3,638	3,648	5,200	5,200	70.1%
Training	739	1,350	1,900	1,900	71.1%
Community Promotion	10,796	9,836	11,600	11,600	84.8%
Printing/Publishing	5,803	4,973	7,000	7,000	71.0%
Insurance & Bonds	1,478	1,553	1,800	1,800	86.3%
Utilities	5,789	6,168	6,600	6,600	93.5%
Repairs & Maintenance	2,925	975	2,100	2,100	46.4%
Rentals	8,190	6,756	8,000	8,000	84.5%
Legal Expense	5,884	2,217	5,000	5,000	44.3%
Miscellaneous	47	25	500	500	5.0%
Equipment	5,509	4,300	6,000	6,000	71.7%
TOTAL EXPENSE	\$495,308	\$637,823	\$724,200	\$744,200	85.7%
					thru fiscal year ↓
NET INCOME/(LOSS)	\$44,367	(\$951)	\$0	\$0	83.3%

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 Accrual Basis

Downtown Development Authority
Balance Sheet
 As of March 31, 2015

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	99,883.78
Fifth Third Savings - 6740	201,025.58
Petty Cash	113.81
Total Checking/Savings	<u>301,023.17</u>
Accounts Receivable	
Accounts Receivable	34,481.19
Total Accounts Receivable	<u>34,481.19</u>
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	178.67
Due From APS	-1,972.96
Total Other Current Assets	<u>-1,688.29</u>
Total Current Assets	<u>333,816.07</u>
Other Assets	
Pre-Paid Expense	803.03
Total Other Assets	<u>803.03</u>
TOTAL ASSETS	<u><u>334,619.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,467.88
Total Accounts Payable	<u>11,467.88</u>
Credit Cards	
First National - 2189	-521.73
Total Credit Cards	<u>-521.73</u>
Other Current Liabilities	
Bumpout Project Funds Collected	455.00
Bryan Crough Memorial Fund	20,530.00
Accrued Salaries	56,341.24
Deposits Payable	5,840.55
Payroll Liabilities	12,754.53
Total Other Current Liabilities	<u>95,921.32</u>
Total Current Liabilities	<u>106,867.47</u>
Total Liabilities	<u>106,867.47</u>
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	129,258.98
Net Income	-9,113.62
Total Equity	<u>227,751.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>334,619.10</u></u>

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05/11/15

Accrual Basis

Downtown Development Authority
Profit & Loss
March 2015

	<u>Mar 15</u>
Income	
Administrative Services	82,664.92
Interest & Dividends	-16.48
Property Taxes	<u>-80,900.20</u>
Total Income	<u>1,748.24</u>
Gross Profit	1,748.24
Expense	
Communications	243.79
Community Promotion	8,479.07
Health Insurance	1,726.92
Insurance & Bonds	-1,250.00
Lodging, meals	201.16
Office Supplies	1,157.50
Payroll Expenses	44,353.92
Printing & Publishing	433.40
Professional/Contractual	662.44
Rentals	831.63
Utilities	<u>1,058.76</u>
Total Expense	<u>57,898.59</u>
Net Income	<u><u>-56,150.35</u></u>

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05/11/15
Accrual Basis

Downtown Development Authority
Profit & Loss
July 2014 through March 2015

	<u>Jul '14 - Mar 15</u>
Income	
Administrative Services	473,188.43
Interest & Dividends	297.64
Miscellaneous	92.10
Miscellaneous Revenue	5,103.80
Property Taxes	65,500.53
Rents	33,430.00
Total Income	<u>577,612.50</u>
Gross Profit	577,612.50
Expense	
Communications	3,236.41
Community Promotion	9,836.27
Equipment	4,299.68
Health Insurance	30,517.59
Insurance & Bonds	45.00
Legal	2,217.00
Lodging, meals	3,337.00
Miscellaneous Expense	25.00
Office Supplies	8,952.74
Operation Supplies	956.66
Payroll Expenses	449,765.89
Printing & Publishing	4,956.12
Professional/Contractual	45,572.38
Rentals	6,756.12
Repairs & Maintenance	975.00
Training	1,350.00
Transportation	1,390.57
Utilities	5,581.69
Workers Compensation	6,955.00
Total Expense	<u>586,726.12</u>
Net Income	<u><u>-9,113.62</u></u>

11:21 AM

04/17/15

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	348,699.65
Cleared Transactions	
Checks and Payments - 84 Items	-201,519.95
Deposits and Credits - 5 Items	47,035.01
Total Cleared Transactions	<u>-154,484.94</u>
Cleared Balance	<u>194,214.71</u>
Uncleared Transactions	
Checks and Payments - 39 Items	-94,331.54
Total Uncleared Transactions	<u>-94,331.54</u>
Register Balance as of 03/31/2015	<u>99,883.17</u>
New Transactions	
Checks and Payments - 32 Items	-36,330.60
Deposits and Credits - 1 Item	1,611.19
Total New Transactions	<u>-34,719.41</u>
Ending Balance	<u><u>65,163.76</u></u>

Downtown Development Authority

04/17/15

Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						348,699.65
Cleared Transactions						
Checks and Payments - 84 items						
Paycheck	01/02/2015	10820	Sandy, Jamie S	X	-40.74	-40.74
Bill Pmt -Check	02/20/2015	10936	First National Bank ...	X	-1,312.18	-1,352.92
Bill Pmt -Check	02/20/2015	10938	Pitney Bowes - Pur...	X	-600.00	-1,952.92
Check	02/27/2015	10971	TIF-97	X	-88,462.41	-90,415.33
Check	02/27/2015	10970	TIF-2	X	-38,599.42	-129,014.75
Bill Pmt -Check	02/27/2015	10969	Priority Health	X	-2,297.10	-131,311.85
Paycheck	02/27/2015	10941	Bacigalupi, Robert M.	X	-1,895.02	-133,206.87
Liability Check	02/27/2015	10959	ICMA Retirement Tr...	X	-1,580.99	-134,787.86
Paycheck	02/27/2015	10948	Pavglio, Colleen M.	X	-1,574.46	-136,362.32
Paycheck	02/27/2015	10945	Helferich, Michael D	X	-1,295.05	-137,657.37
Paycheck	02/27/2015	10955	Talarico, Nina	X	-1,083.19	-138,740.56
Bill Pmt -Check	02/27/2015	10963	CDW Government	X	-1,060.57	-139,801.13
Liability Check	02/27/2015	10962	Shelley A. Kester	X	-780.18	-140,581.31
Paycheck	02/27/2015	10952	Russell, Amy K	X	-756.25	-141,337.56
Paycheck	02/27/2015	10943	Cardwell, Michael B	X	-654.60	-141,992.16
Paycheck	02/27/2015	10944	Golden, McKenzie L	X	-634.57	-142,626.73
Paycheck	02/27/2015	10946	Merica, Gregory J	X	-612.32	-143,239.05
Paycheck	02/27/2015	10958	Wood, Mark S	X	-519.32	-143,758.37
Bill Pmt -Check	02/27/2015	10964	Charter Communic...	X	-501.97	-144,260.34
Bill Pmt -Check	02/27/2015	10968	Traverse City Light ...	X	-498.67	-144,759.01
Paycheck	02/27/2015	10953	Shumway, Jill S	X	-432.34	-145,191.35
Bill Pmt -Check	02/27/2015	10967	Traverse City Light ...	X	-412.40	-145,603.75
Bill Pmt -Check	02/27/2015	10965	Copy Central	X	-341.00	-145,944.75
Paycheck	02/27/2015	10947	O'Dell, Dana M	X	-256.71	-146,201.46
Bill Pmt -Check	02/27/2015	10966	Michigan Office Sol...	X	-218.29	-146,419.75
Paycheck	02/27/2015	10942	Bevier, Tyler E	X	-187.85	-146,607.60
Check	02/27/2015	10961	US Postmaster	X	-171.98	-146,779.58
Bill Pmt -Check	02/27/2015	10973	Bottomline Bookkee...	X	-170.00	-146,949.58
Check	03/02/2015		Central Payment M...	X	-63.90	-147,013.48
Liability Check	03/04/2015	EFTPS	United States Treas...	X	-7,313.52	-154,327.00
Check	03/05/2015		World Pay	X	-4.95	-154,331.95
Check	03/06/2015	10974	Nina G.Talarico - V...	X	-100.00	-154,431.95
Bill Pmt -Check	03/13/2015	11008	DTCA - Vendor	X	-9,293.93	-163,725.88
Paycheck	03/13/2015	10976	Bacigalupi, Robert M.	X	-1,895.01	-165,620.89
Bill Pmt -Check	03/13/2015	10999	First National Bank ...	X	-1,668.30	-167,289.19
Paycheck	03/13/2015	10983	Pavglio, Colleen M.	X	-1,574.44	-168,863.63
Paycheck	03/13/2015	10990	VanNess, Nicole	X	-1,510.65	-170,374.28
Liability Check	03/13/2015	10993	ICMA Retirement Tr...	X	-1,456.19	-171,830.47
Paycheck	03/13/2015	10980	Helferich, Michael D	X	-1,295.04	-173,125.51
Paycheck	03/13/2015	10989	Talarico, Nina	X	-1,083.20	-174,208.71
Bill Pmt -Check	03/13/2015	10996	Advanced, Inc.	X	-975.00	-175,183.71
Paycheck	03/13/2015	10984	Posler, Marianne	X	-918.49	-176,102.20
Paycheck	03/13/2015	10991	Viox, Nicholas D	X	-830.33	-176,932.53
Paycheck	03/13/2015	10988	Smith, Daniel R	X	-746.96	-177,679.49
Paycheck	03/13/2015	10986	Russell, Amy K	X	-706.73	-178,386.22
Paycheck	03/13/2015	10978	Cardwell, Michael B	X	-698.83	-179,085.05
Bill Pmt -Check	03/13/2015	11004	Team Financial Gro...	X	-640.98	-179,726.03
Paycheck	03/13/2015	10979	Golden, McKenzie L	X	-636.87	-180,362.90
Paycheck	03/13/2015	10981	Merica, Gregory J	X	-617.92	-180,980.82
Paycheck	03/13/2015	10985	Rockwell, Daniel P	X	-536.01	-181,516.83
Paycheck	03/13/2015	10992	Wood, Mark S	X	-483.15	-181,999.98
Paycheck	03/13/2015	10987	Shumway, Jill S	X	-411.95	-182,411.93
Bill Pmt -Check	03/13/2015	11005	Traverse City Light ...	X	-405.35	-182,817.28
Paycheck	03/13/2015	10975	Aylsworth, Ashley E	X	-325.63	-183,142.91
Paycheck	03/13/2015	10982	O'Dell, Dana M	X	-298.48	-183,441.39
Bill Pmt -Check	03/13/2015	11007	Bottomline Bookkee...	X	-230.00	-183,671.39
Bill Pmt -Check	03/13/2015	10998	City of TC - Vendor	X	-195.12	-183,866.51
Bill Pmt -Check	03/13/2015	11002	Pitney Bowes Glob...	X	-194.63	-184,061.14
Paycheck	03/13/2015	10977	Bevier, Tyler E	X	-153.23	-184,214.37
Bill Pmt -Check	03/13/2015	11000	Integrity Business S...	X	-94.19	-184,308.56
Bill Pmt -Check	03/13/2015	11003	TC Telecom	X	-75.00	-184,383.56
Bill Pmt -Check	03/13/2015	11001	LIAA	X	-40.00	-184,423.56
Bill Pmt -Check	03/13/2015	10997	CDW Government	X	-37.50	-184,461.06
Bill Pmt -Check	03/13/2015	11006	Nicholas D Viox - C...	X	-14.70	-184,475.76
Liability Check	03/16/2015	EFTPS	United States Treas...	X	-4,546.98	-189,022.74
Check	03/16/2015	11009	Nina G.Talarico - V...	X	-100.00	-189,122.74
Bill Pmt -Check	03/20/2015	11013	Copy Central	X	-397.00	-189,519.74

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/20/2015	11015	Bottomline Bookkee...	X	-70.00	-189,589.74
Paycheck	03/27/2015	11017	Bacigalupi, Robert M.	X	-1,895.02	-191,484.76
Paycheck	03/27/2015	11032	VanNess, Nicole	X	-1,510.67	-192,995.43
Paycheck	03/27/2015	11021	Helferich, Michael D	X	-1,295.05	-194,290.48
Paycheck	03/27/2015	11031	Talarico, Nina	X	-1,083.18	-195,373.66
Paycheck	03/27/2015	11026	Posler, Marianne	X	-918.50	-196,292.16
Paycheck	03/27/2015	11033	Viox, Nicholas D	X	-830.32	-197,122.48
Paycheck	03/27/2015	11030	Smith, Daniel R	X	-746.97	-197,869.45
Paycheck	03/27/2015	11028	Russell, Amy K	X	-709.33	-198,578.78
Paycheck	03/27/2015	11022	Merica, Gregory J	X	-592.85	-199,171.63
Paycheck	03/27/2015	11027	Rockwell, Daniel P	X	-487.98	-199,659.61
Paycheck	03/27/2015	11034	Wood, Mark S	X	-449.57	-200,109.18
Paycheck	03/27/2015	11029	Shumway, Jill S	X	-393.63	-200,502.81
Paycheck	03/27/2015	11016	Aylsworth, Ashley E	X	-389.96	-200,892.77
Paycheck	03/27/2015	11024	O'Dell, Dana M	X	-228.18	-201,120.95
Paycheck	03/27/2015	11018	Bevier, Tyler E	X	-202.12	-201,323.07
Paycheck	03/27/2015	11023	Merica, Kenneth N	X	-196.88	-201,519.95
Total Checks and Payments					-201,519.95	-201,519.95
Deposits and Credits - 5 Items						
Deposit	03/10/2015			X	1,000.00	1,000.00
Deposit	03/13/2015			X	45,376.34	46,376.34
Deposit	03/16/2015			X	620.00	46,996.34
Deposit	03/19/2015			X	35.00	47,031.34
Deposit	03/31/2015			X	3.67	47,035.01
Total Deposits and Credits					47,035.01	47,035.01
Total Cleared Transactions					-154,484.94	-154,484.94
Cleared Balance					-154,484.94	194,214.71
Uncleared Transactions						
Checks and Payments - 39 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, Brennin		-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, Brennin		-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		-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		-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	Third Coast Fruit		-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
Liability Check	03/13/2015	10995	State of Michigan - ...		-1,723.84	-5,957.69
Check	03/20/2015	11010	TIF-2		-64,687.41	-70,645.10
Check	03/20/2015	11011	TIF-97		-16,250.61	-86,895.71
Bill Pmt -Check	03/20/2015	11014	Seeds, Inc.		-120.00	-87,015.71
Check	03/20/2015	11012	Nina G Talarico - V...		-100.00	-87,115.71
Paycheck	03/27/2015	11025	Pavglio, Colleen M.		-1,574.46	-88,690.17
Bill Pmt -Check	03/27/2015	11039	Priority Health		-1,531.80	-90,221.97
Liability Check	03/27/2015	11035	ICMA Retirement Tr...		-1,456.19	-91,678.16
Paycheck	03/27/2015	11019	Cardwell, Michael B		-762.18	-92,440.34
Paycheck	03/27/2015	11020	Golden, McKenzie L		-637.03	-93,077.37
Bill Pmt -Check	03/27/2015	11036	Charter Communic...		-487.57	-93,564.94
Bill Pmt -Check	03/27/2015	11040	Traverse City Light ...		-453.41	-94,018.35
Bill Pmt -Check	03/27/2015	11038	Michigan Office Sol...		-72.49	-94,090.84
Bill Pmt -Check	03/27/2015	11041	Bottomline Bookkee...		-40.00	-94,130.84

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/27/2015	11037	Grand Traverse Co...		-31.67	-94,162.51
Check	03/31/2015	11042	US Postmaster		-169.03	-94,331.54
Total Checks and Payments					-94,331.54	-94,331.54
Total Uncleared Transactions					-94,331.54	-94,331.54
Register Balance as of 03/31/2015					-248,816.48	99,883.17
New Transactions						
Checks and Payments - 32 Items						
Liability Check	04/01/2015	EFTPS	United States Treas...		-4,613.40	-4,613.40
Check	04/07/2015	11043	TIF-97		-1,250.00	-5,863.40
Paycheck	04/10/2015	11045	Bacigalupi, Robert M.		-1,895.01	-7,758.41
Paycheck	04/10/2015	11053	Paveglio, Colleen M.		-1,574.45	-9,332.86
Paycheck	04/10/2015	11060	VanNess, Nicole		-1,510.66	-10,843.52
Liability Check	04/10/2015	11063	ICMA Retirement Tr...		-1,456.19	-12,299.71
Liability Check	04/10/2015	11065	State of Michigan - ...		-1,418.58	-13,718.29
Paycheck	04/10/2015	11049	Helferich, Michael D		-1,295.05	-15,013.34
Paycheck	04/10/2015	11059	Talarico, Nina		-1,083.19	-16,096.53
Paycheck	04/10/2015	11054	Posler, Marianne		-918.49	-17,015.02
Paycheck	04/10/2015	11061	Viox, Nicholas D		-830.32	-17,845.34
Paycheck	04/10/2015	11058	Smith, Daniel R		-735.77	-18,581.11
Paycheck	04/10/2015	11056	Russell, Amy K		-734.37	-19,315.48
Paycheck	04/10/2015	11050	Merica, Gregory J		-715.86	-20,031.34
Paycheck	04/10/2015	11047	Cardwell, Michael B		-694.54	-20,725.88
Bill Pmt -Check	04/10/2015	11067	Team Financial Gro...		-640.98	-21,366.86
Paycheck	04/10/2015	11048	Golden, McKenzie L		-535.48	-21,902.34
Paycheck	04/10/2015	11044	Aylsworth, Ashley E		-453.28	-22,355.62
Paycheck	04/10/2015	11062	Wood, Mark S		-430.98	-22,786.60
Paycheck	04/10/2015	11052	O'Dell, Dana M		-399.58	-23,186.18
Paycheck	04/10/2015	11055	Rockwell, Daniel P		-373.63	-23,559.81
Paycheck	04/10/2015	11051	Merica, Kenneth N		-307.15	-23,866.96
Paycheck	04/10/2015	11057	Shumway, Jill S		-234.72	-24,101.68
Bill Pmt -Check	04/10/2015	11068	Traverse City Light ...		-200.00	-24,301.68
Paycheck	04/10/2015	11046	Bevier, Tyler E		-193.97	-24,495.65
Bill Pmt -Check	04/10/2015	11064	City of TC - Vendor		-130.08	-24,625.73
Bill Pmt -Check	04/10/2015	11070	Bottomline Bookkee...		-130.00	-24,755.73
Bill Pmt -Check	04/10/2015	11069	Traverse City Recor...		-92.40	-24,848.13
Bill Pmt -Check	04/10/2015	11066	Grand Traverse Co...		-15.24	-24,863.37
Liability Check	04/15/2015	EFTPS	United States Treas...		-4,636.76	-29,500.13
Check	04/17/2015	11071	Nina G.Talarico - V...		-100.00	-29,600.13
Liability Check	04/25/2015	EFTPS	MESC		-6,730.47	-36,330.60
Total Checks and Payments					-36,330.60	-36,330.60
Deposits and Credits - 1 item						
Deposit	04/08/2015				1,611.19	1,611.19
Total Deposits and Credits					1,611.19	1,611.19
Total New Transactions					-34,719.41	-34,719.41
Ending Balance					-283,535.89	65,163.76

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 05/11/15
 Accrual Basis

Downtown Development Authority
Balance Sheet
 As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	73,018.92
Fifth Third Savings - 6740	201,042.10
Petty Cash	110.32
Total Checking/Savings	<u>274,171.34</u>
Accounts Receivable	
Accounts Receivable	34,560.22
Total Accounts Receivable	<u>34,560.22</u>
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	201.62
Due From APS	-1,231.38
Total Other Current Assets	<u>-923.76</u>
Total Current Assets	307,807.80
Other Assets	
Pre-Paid Expense	2,100.03
Total Other Assets	<u>2,100.03</u>
TOTAL ASSETS	<u>309,907.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,267.72
Total Accounts Payable	<u>3,267.72</u>
Other Current Liabilities	
Bumpout Project Funds Collected	1,279.13
Bryan Crough Memorial Fund	24,994.68
Accrued Salaries	56,341.24
Deposits Payable	5,840.55
Payroll Liabilities	2,270.44
Total Other Current Liabilities	<u>90,726.04</u>
Total Current Liabilities	<u>93,993.76</u>
Total Liabilities	93,993.76
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	129,258.98
Net Income	-20,951.18
Total Equity	<u>215,914.07</u>
TOTAL LIABILITIES & EQUITY	<u>309,907.83</u>

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Accrual Basis

Downtown Development Authority
Profit & Loss
April 2015

	<u>Apr 15</u>
Income	
Administrative Services	39,212.92
Interest & Dividends	18.93
Property Taxes	27.42
Total Income	<u>39,259.27</u>
Gross Profit	39,259.27
Expense	
Communications	246.25
Health Insurance	2,044.53
Insurance & Bonds	1,508.00
Lodging, meals	310.75
Office Supplies	173.07
Payroll Expenses	44,033.97
Printing & Publishing	16.99
Professional/Contractual	2,176.54
Utilities	586.73
Total Expense	<u>51,096.83</u>
Net Income	<u><u>-11,837.56</u></u>

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05/11/15

Accrual Basis

Downtown Development Authority
Profit & Loss
July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>
Income	
Administrative Services	512,401.35
Interest & Dividends	316.57
Miscellaneous	92.10
Miscellaneous Revenue	5,103.80
Property Taxes	65,527.95
Rents	33,430.00
Total Income	<u>616,871.77</u>
Gross Profit	616,871.77
Expense	
Communications	3,482.66
Community Promotion	9,836.27
Equipment	4,299.68
Health Insurance	32,562.12
Insurance & Bonds	1,553.00
Legal	2,217.00
Lodging, meals	3,647.75
Miscellaneous Expense	25.00
Office Supplies	9,125.81
Operation Supplies	956.66
Payroll Expenses	493,799.86
Printing & Publishing	4,973.11
Professional/Contractual	47,748.92
Rentals	6,756.12
Repairs & Maintenance	975.00
Training	1,350.00
Transportation	1,390.57
Utilities	6,168.42
Workers Compensation	6,955.00
Total Expense	<u>637,822.95</u>
Net Income	<u><u>-20,951.18</u></u>

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 04/30/2015

	<u>Apr 30, 15</u>
Beginning Balance	194,214.71
Cleared Transactions	
Checks and Payments - 78 items	-156,885.27
Deposits and Credits - 6 items	45,442.77
Total Cleared Transactions	<u>-111,442.50</u>
Cleared Balance	<u>82,772.21</u>
Uncleared Transactions	
Checks and Payments - 29 items	-9,753.29
Total Uncleared Transactions	<u>-9,753.29</u>
Register Balance as of 04/30/2015	<u>73,018.92</u>
New Transactions	
Checks and Payments - 34 items	-75,782.13
Deposits and Credits - 1 item	87,703.04
Total New Transactions	<u>11,920.91</u>
Ending Balance	<u>84,939.83</u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						194,214.71
Cleared Transactions						
Checks and Payments - 78 items						
Liability Check	03/13/2015	10995	State of Michigan - ...	X	-1,723.84	-1,723.84
Check	03/20/2015	11010	TIF-2	X	-64,687.41	-66,411.25
Check	03/20/2015	11011	TIF-97	X	-16,250.00	-82,661.25
Bill Pmt -Check	03/20/2015	11014	Seeds, Inc.	X	-120.00	-82,781.25
Check	03/20/2015	11012	Nina G.Talarico - V...	X	-100.00	-82,881.25
Paycheck	03/27/2015	11025	Paveglio, Colleen M.	X	-1,574.46	-84,455.71
Bill Pmt -Check	03/27/2015	11039	Priority Health	X	-1,531.80	-85,987.51
Liability Check	03/27/2015	11035	ICMA Retirement Tr...	X	-1,456.19	-87,443.70
Paycheck	03/27/2015	11019	Cardwell, Michael B	X	-762.18	-88,205.88
Paycheck	03/27/2015	11020	Golden, McKenzie L	X	-637.03	-88,842.91
Bill Pmt -Check	03/27/2015	11036	Charter Communic...	X	-487.57	-89,330.48
Bill Pmt -Check	03/27/2015	11040	Traverse City Light ...	X	-453.41	-89,783.89
Bill Pmt -Check	03/27/2015	11038	Michigan Office Sol...	X	-72.49	-89,856.38
Bill Pmt -Check	03/27/2015	11041	Bottomline Bookkee...	X	-40.00	-89,896.38
Bill Pmt -Check	03/27/2015	11037	Grand Traverse Co...	X	-31.67	-89,928.05
Check	03/31/2015	11042	US Postmaster	X	-169.03	-90,097.08
Liability Check	04/01/2015	EFTPS	United States Treas...	X	-4,613.40	-94,710.48
Check	04/02/2015		Central Payment M...	X	-63.90	-94,774.38
Check	04/06/2015		World Pay	X	-6.28	-94,780.66
Check	04/07/2015	11043	TIF-97	X	-1,250.00	-96,030.66
Paycheck	04/10/2015	11045	Bacigalupi, Robert M.	X	-1,895.01	-97,925.67
Paycheck	04/10/2015	11053	Paveglio, Colleen M.	X	-1,574.45	-99,500.12
Paycheck	04/10/2015	11060	VanNess, Nicole	X	-1,510.66	-101,010.78
Liability Check	04/10/2015	11063	ICMA Retirement Tr...	X	-1,456.19	-102,466.97
Liability Check	04/10/2015	11065	State of Michigan - ...	X	-1,418.58	-103,885.55
Paycheck	04/10/2015	11049	Helferich, Michael D	X	-1,295.05	-105,180.60
Paycheck	04/10/2015	11059	Talarico, Nina	X	-1,083.19	-106,263.79
Paycheck	04/10/2015	11054	Posler, Marianne	X	-918.49	-107,182.28
Paycheck	04/10/2015	11061	Viox, Nicholas D	X	-830.32	-108,012.60
Paycheck	04/10/2015	11058	Smith, Daniel R	X	-735.77	-108,748.37
Paycheck	04/10/2015	11056	Russell, Amy K	X	-734.37	-109,482.74
Paycheck	04/10/2015	11050	Merica, Gregory J	X	-715.86	-110,198.60
Paycheck	04/10/2015	11047	Cardwell, Michael B	X	-694.54	-110,893.14
Bill Pmt -Check	04/10/2015	11067	Team Financial Gro...	X	-640.98	-111,534.12
Paycheck	04/10/2015	11048	Golden, McKenzie L	X	-535.48	-112,069.60
Paycheck	04/10/2015	11044	Aylsworth, Ashley E	X	-453.28	-112,522.88
Paycheck	04/10/2015	11062	Wood, Mark S	X	-430.98	-112,953.86
Paycheck	04/10/2015	11052	O'Dell, Dana M	X	-399.58	-113,353.44
Paycheck	04/10/2015	11055	Rockwell, Daniel P	X	-373.63	-113,727.07
Paycheck	04/10/2015	11051	Merica, Kenneth N	X	-307.15	-114,034.22
Paycheck	04/10/2015	11057	Shumway, Jill S	X	-234.72	-114,268.94
Bill Pmt -Check	04/10/2015	11068	Traverse City Light ...	X	-200.00	-114,468.94
Paycheck	04/10/2015	11046	Bevier, Tyler E	X	-193.97	-114,662.91
Bill Pmt -Check	04/10/2015	11064	City of TC - Vendor	X	-130.08	-114,792.99
Bill Pmt -Check	04/10/2015	11070	Bottomline Bookkee...	X	-130.00	-114,922.99
Bill Pmt -Check	04/10/2015	11069	Traverse City Recor...	X	-92.40	-115,015.39
Bill Pmt -Check	04/10/2015	11066	Grand Traverse Co...	X	-15.24	-115,030.63
Check	04/10/2015			X	-0.36	-115,030.99
Liability Check	04/15/2015	EFTPS	United States Treas...	X	-4,636.76	-119,667.75
Bill Pmt -Check	04/17/2015	11078	Kitch Drutchas Wag...	X	-10,000.00	-129,667.75
Bill Pmt -Check	04/17/2015	11076	Copy Central	X	-341.00	-130,008.75
Bill Pmt -Check	04/17/2015	11075	Rotary Club of Trav...	X	-232.50	-130,241.25
Bill Pmt -Check	04/17/2015	11077	Integrity Business S...	X	-204.66	-130,445.91
Bill Pmt -Check	04/17/2015	11074	Traverse City Light ...	X	-178.92	-130,624.83
Bill Pmt -Check	04/17/2015	11079	Bottomline Bookkee...	X	-100.00	-130,724.83
Check	04/17/2015	11071	Nina G.Talarico - V...	X	-100.00	-130,824.83
Bill Pmt -Check	04/17/2015	11072	LIAA	X	-40.00	-130,864.83
Paycheck	04/24/2015	11081	Bacigalupi, Robert M.	X	-1,895.01	-132,759.84
Paycheck	04/24/2015	11089	Paveglio, Colleen M.	X	-1,574.46	-134,334.30
Paycheck	04/24/2015	11096	VanNess, Nicole	X	-1,510.67	-135,844.97
Paycheck	04/24/2015	11085	Helferich, Michael D	X	-1,295.05	-137,140.02
Paycheck	04/24/2015	11095	Talarico, Nina	X	-1,083.19	-138,223.21
Paycheck	04/24/2015	11090	Posler, Marianne	X	-930.38	-139,153.59
Paycheck	04/24/2015	11097	Viox, Nicholas D	X	-830.33	-139,983.92
Paycheck	04/24/2015	11083	Cardwell, Michael B	X	-760.55	-140,744.47
Paycheck	04/24/2015	11094	Smith, Daniel R	X	-733.12	-141,477.59
Paycheck	04/24/2015	11086	Merica, Gregory J	X	-635.74	-142,113.33

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	04/24/2015	11092	Russell, Amy K	X	-632.16	-142,745.49
Paycheck	04/24/2015	11084	Golden, McKenzie L	X	-608.36	-143,353.85
Paycheck	04/24/2015	11087	Merica, Kenneth N	X	-452.29	-143,806.14
Paycheck	04/24/2015	11098	Wood, Mark S	X	-449.58	-144,255.72
Paycheck	04/24/2015	11080	Aylsworth, Ashley E	X	-361.36	-144,617.08
Paycheck	04/24/2015	11091	Rockwell, Daniel P	X	-359.33	-144,976.41
Paycheck	04/24/2015	11088	O'Dell, Dana M	X	-275.03	-145,251.44
Paycheck	04/24/2015	11082	Bevier, Tyler E	X	-202.11	-145,453.55
Paycheck	04/24/2015	11093	Shumway, Jill S	X	-115.33	-145,568.88
Liability Check	04/25/2015	EFTPS	MESC	X	-6,730.47	-152,299.35
Liability Check	04/29/2015	EFTPS	United States Treas...	X	-4,585.92	-156,885.27
Total Checks and Payments					-156,885.27	-156,885.27
Deposits and Credits - 6 Items						
Deposit	04/08/2015			X	1,611.19	1,611.19
Deposit	04/21/2015			X	43,829.64	45,440.83
Deposit	04/30/2015			X	1.94	45,442.77
Bill Pmt -Check	05/01/2015	11109	Smith Haughey Ric...	X	0.00	45,442.77
Bill Pmt -Check	05/05/2015		Smith Haughey Ric...	X	0.00	45,442.77
Paycheck	05/08/2015	11131	Shumway, Jill S	X	0.00	45,442.77
Total Deposits and Credits					45,442.77	45,442.77
Total Cleared Transactions					-111,442.50	-111,442.50
Cleared Balance					-111,442.50	82,772.21
Uncleared Transactions						
Checks and Payments - 29 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, Brennin		-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, Brennin		-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		-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		-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	Third Coast Fruit		-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	04/24/2015	11103	Priority Health		-1,914.45	-6,148.30
Liability Check	04/24/2015	11099	ICMA Retirement Tr...		-1,456.19	-7,604.49
Bill Pmt -Check	04/24/2015	11102	Leelanau Technical ...		-1,382.50	-8,986.99
Check	04/24/2015	11101	TIF-97		-533.80	-9,520.79
Check	04/24/2015	11100	TIF-2		-63.22	-9,584.01
Check	04/30/2015	11104	US Postmaster		-169.28	-9,753.29
Total Checks and Payments					-9,753.29	-9,753.29
Total Uncleared Transactions					-9,753.29	-9,753.29
Register Balance as of 04/30/2015					-121,195.79	73,018.92
New Transactions						
Checks and Payments - 34 items						
Check	05/01/2015	11114	TIF-97		-27,347.83	-27,347.83
Check	05/01/2015	11113	TIF-2		-22,740.30	-50,088.13
Bill Pmt -Check	05/01/2015	11105	Charter Communic...		-492.51	-50,580.64
Bill Pmt -Check	05/01/2015	11111	Traverse City Light ...		-407.81	-50,988.45
Bill Pmt -Check	05/01/2015	11108	Seeds, Inc.		-195.00	-51,183.45

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/01/2015	11110	Traverse City Area ...		-175.00	-51,358.45
Bill Pmt -Check	05/01/2015	11115	Bottomline Bookkee...		-100.00	-51,458.45
Bill Pmt -Check	05/01/2015	11112	DTCA - Vendor		-100.00	-51,558.45
Bill Pmt -Check	05/01/2015	11107	Nicole VanNess - V		-26.75	-51,585.20
Bill Pmt -Check	05/01/2015	11106	Nicholas D Viox - C...		-7.63	-51,592.83
Bill Pmt -Check	05/05/2015	11117	Smith Haughey Ric...		-36.00	-51,628.83
Paycheck	05/08/2015	11118	Bacigalupi, Robert M.		-1,895.02	-53,523.85
Paycheck	05/08/2015	11127	Paveglio, Colleen M.		-1,574.45	-55,098.30
Bill Pmt -Check	05/08/2015	11139	West Bend Mutual I...		-1,555.00	-56,653.30
Paycheck	05/08/2015	11134	VanNess, Nicole		-1,510.66	-58,163.96
Liability Check	05/08/2015	11137	ICMA Retirement Tr...		-1,456.19	-59,620.15
Paycheck	05/08/2015	11123	Helferich, Michael D		-1,295.05	-60,915.20
Paycheck	05/08/2015	11133	Talarico, Nina		-1,083.19	-61,998.39
Paycheck	05/08/2015	11128	Posler, Marianne		-951.72	-62,950.11
Paycheck	05/08/2015	11135	Viox, Nicholas D		-830.32	-63,780.43
Paycheck	05/08/2015	11132	Smith, Daniel R		-753.90	-64,534.33
Paycheck	05/08/2015	11130	Russell, Amy K		-729.91	-65,264.24
Paycheck	05/08/2015	11122	Golden, McKenzie L		-702.66	-65,966.90
Paycheck	05/08/2015	11124	Merica, Gregory J		-651.22	-66,618.12
Paycheck	05/08/2015	11121	Cardwell, Michael B		-624.24	-67,242.36
Paycheck	05/08/2015	11125	Merica, Kenneth N		-571.96	-67,814.32
Paycheck	05/08/2015	11129	Rockwell, Daniel P		-474.72	-68,289.04
Paycheck	05/08/2015	11136	Wood, Mark S		-470.84	-68,759.88
Bill Pmt -Check	05/08/2015	11138	First National Bank ...		-413.02	-69,172.90
Paycheck	05/08/2015	11119	Aylsworth, Ashley E		-232.73	-69,405.63
Paycheck	05/08/2015	11120	Bevier, Tyler E		-153.23	-69,558.86
Paycheck	05/08/2015	11126	O'Dell, Dana M		-152.81	-69,711.67
Liability Check	05/13/2015	EFTPS	United States Treas...		-4,648.32	-74,359.99
Liability Check	05/20/2015	EFTPS	State of Michigan - ...		-1,422.14	-75,782.13
Total Checks and Payments					-75,782.13	-75,782.13
Deposits and Credits - 1 item						
Deposit	05/01/2015				87,703.04	87,703.04
Total Deposits and Credits					87,703.04	87,703.04
Total New Transactions					11,920.91	11,920.91
Ending Balance					<u>-109,274.88</u>	<u>84,939.83</u>

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05/11/15
Accrual Basis

DDA - TIF97
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,341,583.68
Total Checking/Savings	2,341,583.68
Accounts Receivable	1,315,000.00
Total Current Assets	<u>3,656,583.68</u>
TOTAL ASSETS	<u>3,656,583.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	29,696.00
Total Accounts Payable	29,696.00
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	<u>1,570,000.00</u>
Total Current Liabilities	<u>1,599,696.00</u>
Total Liabilities	1,599,696.00
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,461,364.48
Net Income	616,723.20
Total Equity	<u>2,056,887.68</u>
TOTAL LIABILITIES & EQUITY	<u>3,656,583.68</u>

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05/11/15

Accrual Basis

DDA - TIF97
Profit & Loss
March 2015

	<u>Mar 15</u>
Income	
Interest	202.00
Property Taxes	88,458.80
Total Income	<u>88,660.80</u>
Expense	
Printing & Publishing	92.40
Professional/Contractual	30,422.65
Total Expense	<u>30,515.05</u>
Net Income	<u><u>58,145.75</u></u>

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05/11/15

Accrual Basis

DDA - TIF97
Profit & Loss
July 2014 through March 2015

	<u>Jul '14 - Mar 15</u>
Income	
Interest	3,623.81
Property Taxes	<u>1,472,513.53</u>
Total Income	1,476,137.34
Expense	
Capital Outlay	764,206.76
Printing & Publishing	92.40
Professional/Contractual	<u>95,114.98</u>
Total Expense	<u>859,414.14</u>
Net Income	<u><u>616,723.20</u></u>

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04/17/15

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	2,256,322.33
Cleared Transactions	
Checks and Payments - 3 items	-3,399.45
Deposits and Credits - 2 items	88,660.80
Total Cleared Transactions	<u>85,261.35</u>
Cleared Balance	<u>2,341,583.68</u>
Register Balance as of 03/31/2015	2,341,583.68
New Transactions	
Checks and Payments - 7 items	-27,221.00
Deposits and Credits - 1 item	17,500.61
Total New Transactions	<u>-9,720.39</u>
Ending Balance	<u><u>2,331,863.29</u></u>

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04/17/15

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,256,322.33
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	02/27/2015	1048	Beckett & Raeder	X	-2,398.40	-2,398.40
Bill Pmt -Check	02/27/2015	1049	Otwell Mawby, P.C.	X	-1,000.00	-3,398.40
Check	03/31/2015			X	-1.05	-3,399.45
Total Checks and Payments					-3,399.45	-3,399.45
Deposits and Credits - 2 items						
Deposit	03/03/2015			X	88,462.41	88,462.41
Deposit	03/31/2015			X	198.39	88,660.80
Total Deposits and Credits					88,660.80	88,660.80
Total Cleared Transactions					85,261.35	85,261.35
Cleared Balance					85,261.35	2,341,583.68
Register Balance as of 03/31/2015					85,261.35	2,341,583.68
New Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	04/10/2015	1050	Downtown Develop...		-16,783.00	-16,783.00
Bill Pmt -Check	04/10/2015	1051	Beckett & Raeder		-6,595.60	-23,378.60
Bill Pmt -Check	04/10/2015	1056	TW Management		-1,200.00	-24,578.60
Bill Pmt -Check	04/10/2015	1053	Espresso Bay		-900.00	-25,478.60
Bill Pmt -Check	04/10/2015	1052	Cherry Cone		-900.00	-26,378.60
Bill Pmt -Check	04/10/2015	1054	Great Lakes Bath &...		-750.00	-27,128.60
Bill Pmt -Check	04/10/2015	1055	Traverse City Recor...		-92.40	-27,221.00
Total Checks and Payments					-27,221.00	-27,221.00
Deposits and Credits - 1 item						
Deposit	04/08/2015				17,500.61	17,500.61
Total Deposits and Credits					17,500.61	17,500.61
Total New Transactions					-9,720.39	-9,720.39
Ending Balance					75,540.96	2,331,863.29

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05/11/15
Accrual Basis

DDA - TIF97
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,332,055.36
Total Checking/Savings	2,332,055.36
Accounts Receivable	1,315,000.00
Total Current Assets	<u>3,647,055.36</u>
TOTAL ASSETS	<u><u>3,647,055.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,125.00
Total Accounts Payable	4,125.00
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	<u>1,570,000.00</u>
Total Current Liabilities	<u>1,574,125.00</u>
Total Liabilities	1,574,125.00
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,461,364.48
Net Income	632,765.88
Total Equity	<u>2,072,930.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,647,055.36</u></u>

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05/11/15
Accrual Basis

**DDA - TIF97
Profit & Loss
April 2015**

	<u>Apr 15</u>
Income	
Interest	192.68
Property Taxes	16,250.00
Total Income	<u>16,442.68</u>
Expense	
Capital Outlay	-1,250.00
Professional/Contractual	1,650.00
Total Expense	<u>400.00</u>
Net Income	<u><u>16,042.68</u></u>

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05/11/15

Accrual Basis

DDA - TIF97
Profit & Loss
July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>
Income	
Interest	3,816.49
Property Taxes	<u>1,488,763.53</u>
Total Income	<u>1,492,580.02</u>
Expense	
Capital Outlay	762,956.76
Printing & Publishing	92.40
Professional/Contractual	<u>96,764.98</u>
Total Expense	<u>859,814.14</u>
Net Income	<u><u>632,765.88</u></u>

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 04/30/2015

	<u>Apr 30, 15</u>
Beginning Balance	2,341,583.68
Cleared Transactions	
Checks and Payments - 6 Items	-26,321.00
Deposits and Credits - 2 Items	17,692.68
Total Cleared Transactions	<u>-8,628.32</u>
Cleared Balance	<u><u>2,332,955.36</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-900.00
Total Uncleared Transactions	<u>-900.00</u>
Register Balance as of 04/30/2015	<u><u>2,332,055.36</u></u>
New Transactions	
Checks and Payments - 1 item	-4,125.00
Deposits and Credits - 1 item	533.80
Total New Transactions	<u>-3,591.20</u>
Ending Balance	<u><u>2,328,464.16</u></u>

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,341,583.68
Cleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	04/10/2015	1050	Downtown Develop...	X	-16,783.00	-16,783.00
Bill Pmt -Check	04/10/2015	1051	Beckett & Raeder	X	-6,595.60	-23,378.60
Bill Pmt -Check	04/10/2015	1056	TW Management	X	-1,200.00	-24,578.60
Bill Pmt -Check	04/10/2015	1052	Cherry Cone	X	-900.00	-25,478.60
Bill Pmt -Check	04/10/2015	1054	Great Lakes Bath &...	X	-750.00	-26,228.60
Bill Pmt -Check	04/10/2015	1055	Traverse City Recor...	X	-92.40	-26,321.00
Total Checks and Payments					-26,321.00	-26,321.00
Deposits and Credits - 2 items						
Deposit	04/08/2015			X	17,500.00	17,500.00
Deposit	04/30/2015			X	192.68	17,692.68
Total Deposits and Credits					17,692.68	17,692.68
Total Cleared Transactions					-8,628.32	-8,628.32
Cleared Balance					-8,628.32	2,332,955.36
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/10/2015	1053	Espresso Bay		-900.00	-900.00
Total Checks and Payments					-900.00	-900.00
Total Uncleared Transactions					-900.00	-900.00
Register Balance as of 04/30/2015					-9,528.32	2,332,055.36
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	05/01/2015	1057	IDF		-4,125.00	-4,125.00
Total Checks and Payments					-4,125.00	-4,125.00
Deposits and Credits - 1 item						
Deposit	05/01/2015				533.80	533.80
Total Deposits and Credits					533.80	533.80
Total New Transactions					-3,591.20	-3,591.20
Ending Balance					-13,119.52	2,328,464.16

4:33 PM
05/11/15
Accrual Basis

DDA-TIF2
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,387,369.79
Total Checking/Savings	<u>1,387,369.79</u>
Accounts Receivable	1,912,097.00
Total Current Assets	<u>3,299,466.79</u>
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	<u>3,392,179.74</u>
TOTAL ASSETS	<u><u>6,691,646.53</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	21,503.00
Total Accounts Payable	<u>21,503.00</u>
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	<u>3,392,097.00</u>
Total Current Liabilities	<u>3,413,600.00</u>
Total Liabilities	3,413,600.00
Equity	
Retained Earnings	3,840,130.92
Net Income	-562,084.39
Total Equity	<u>3,278,046.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,691,646.53</u></u>

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05/11/15
Accrual Basis

DDA-TIF2
Profit & Loss
March 2015

	<u>Mar 15</u>
Income	
Interest	117.56
Property Taxes	38,599.42
Total Income	<u>38,716.98</u>
Expense	
Adm/Eng Services	21,726.00
Capital Outlay	4,720.00
Total Expense	<u>26,446.00</u>
Net Income	<u><u>12,270.98</u></u>

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05/11/15
Accrual Basis

DDA-TIF2
Profit & Loss
July 2014 through March 2015

	<u>Jul '14 - Mar 15</u>
Income	
Interest	2,229.72
Property Taxes	947,442.32
Total Income	<u>949,672.04</u>
Expense	
Adm/Eng Services	60,235.00
Capital Outlay	52,304.38
Interest Expense	47,584.38
Office Supplies	25.75
Parking Deck Principal	1,350,000.00
Professional/Contractual	1,606.92
Total Expense	<u>1,511,756.43</u>
Net Income	<u><u>-562,084.39</u></u>

11:34 AM

04/17/15

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	1,348,652.81
Cleared Transactions	
Deposits and Credits - 2 items	38,716.98
Total Cleared Transactions	<u>38,716.98</u>
Cleared Balance	<u>1,387,369.79</u>
Register Balance as of 03/31/2015	1,387,369.79
New Transactions	
Checks and Payments - 2 items	-21,503.00
Deposits and Credits - 1 item	64,687.41
Total New Transactions	<u>43,184.41</u>
Ending Balance	<u><u>1,430,554.20</u></u>

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,348,652.81
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	03/02/2015			X	38,599.42	38,599.42
Deposit	03/31/2015			X	117.56	38,716.98
Total Deposits and Credits					<u>38,716.98</u>	<u>38,716.98</u>
Total Cleared Transactions					<u>38,716.98</u>	<u>38,716.98</u>
Cleared Balance					<u>38,716.98</u>	<u>1,387,369.79</u>
Register Balance as of 03/31/2015					38,716.98	1,387,369.79
New Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	04/10/2015	1013	DDA		-16,783.00	-16,783.00
Bill Pmt -Check	04/10/2015	1014	City of Traverse City		-4,720.00	-21,503.00
Total Checks and Payments					<u>-21,503.00</u>	<u>-21,503.00</u>
Deposits and Credits - 1 item						
Deposit	04/08/2015				64,687.41	64,687.41
Total Deposits and Credits					<u>64,687.41</u>	<u>64,687.41</u>
Total New Transactions					<u>43,184.41</u>	<u>43,184.41</u>
Ending Balance					<u><u>81,901.39</u></u>	<u><u>1,430,554.20</u></u>

4:33 PM
05/11/15
Accrual Basis

DDA-TIF2
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,430,671.59
Total Checking/Savings	<u>1,430,671.59</u>
Accounts Receivable	1,912,097.00
Total Current Assets	<u>3,342,768.59</u>
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	<u>3,392,179.74</u>
TOTAL ASSETS	<u><u>6,734,948.33</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	<u>3,392,097.00</u>
Total Current Liabilities	<u>3,392,097.00</u>
Total Liabilities	3,392,097.00
Equity	
Retained Earnings	3,840,130.92
Net Income	-497,279.59
Total Equity	<u>3,342,851.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,734,948.33</u></u>

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05/11/15
Accrual Basis

DDA-TIF2
Profit & Loss
April 2015

	<u>Apr 15</u>
Income	
Interest	154.60
Property Taxes	<u>64,650.20</u>
Total Income	64,804.80
Expense	<u>0.00</u>
Net Income	<u><u>64,804.80</u></u>

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05/11/15
Accrual Basis

DDA-TIF2
Profit & Loss
July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>
Income	
Interest	2,384.32
Property Taxes	1,012,092.52
Total Income	<u>1,014,476.84</u>
Expense	
Adm/Eng Services	60,235.00
Capital Outlay	52,304.38
Interest Expense	47,584.38
Office Supplies	25.75
Parking Deck Principal	1,350,000.00
Professional/Contractual	1,606.92
Total Expense	<u>1,511,756.43</u>
Net Income	<u><u>-497,279.59</u></u>

1:05 PM

05/08/15

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 04/30/2015

	<u>Apr 30, 15</u>
Beginning Balance	1,387,369.79
Cleared Transactions	
Checks and Payments - 2 items	-21,503.00
Deposits and Credits - 2 items	64,804.80
	<u>43,301.80</u>
Total Cleared Transactions	
	<u>43,301.80</u>
Cleared Balance	<u>1,430,671.59</u>
Register Balance as of 04/30/2015	1,430,671.59
New Transactions	
Deposits and Credits - 1 item	63.22
	<u>63.22</u>
Total New Transactions	
	<u>63.22</u>
Ending Balance	<u><u>1,430,734.81</u></u>

1:05 PM

05/08/15

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,387,369.79
Cleared Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	04/10/2015	1013	DDA	X	-16,783.00	-16,783.00
Bill Pmt -Check	04/10/2015	1014	City of Traverse City	X	-4,720.00	-21,503.00
Total Checks and Payments					-21,503.00	-21,503.00
Deposits and Credits - 2 items						
Deposit	04/08/2015			X	64,687.41	64,687.41
Deposit	04/30/2015			X	117.39	64,804.80
Total Deposits and Credits					64,804.80	64,804.80
Total Cleared Transactions					43,301.80	43,301.80
Cleared Balance					43,301.80	1,430,671.59
Register Balance as of 04/30/2015					43,301.80	1,430,671.59
New Transactions						
Deposits and Credits - 1 item						
Deposit	05/01/2015				63.22	63.22
Total Deposits and Credits					63.22	63.22
Total New Transactions					63.22	63.22
Ending Balance					43,365.02	1,430,734.81

RUN DATE: 4/30/15

CITY OF TRAVERSE CITY
 L I N E I T E M S A S O F 03/31/2015

PAGE 1

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

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	1019.00	.00	1019.00-	N/A
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	245000.00	.00	245000.00	14917.80	247430.41	.00	2430.41-	100.99
652.00 PARKING FEES-COIN	650000.00	.00	650000.00	49080.90	580728.38	.00	69271.62	89.34
653.00 PERMITS-SURFACE LOTS	220000.00	.00	220000.00	12888.00	193290.00	.00	26710.00	87.86
653.05 PERMITS-PARKING DECK	370000.00	.00	370000.00	11713.25	509258.25	.00	139258.25-	137.64
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	315000.00	.00	315000.00	41406.50	292784.68	.00	22215.32	92.95
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	85.00	.00	85.00-	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	95.05	1473.12	.00	2026.88	42.09
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	17149.00	.00	9151.00	65.21
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	1433.93	.00	1433.93-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	1000.00	.00	1000.00	150.00-	3800.00	.00	2800.00-	380.00
683.00 RECOVERY OF BAD DEBTS	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
686.00 MISCELLANEOUS INCOME	1500.00	.00	1500.00	460.00	3358.99	.00	1858.99-	223.93
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	147.00	.00	147.00-	N/A
699.00 PRIOR YEARS' SURPLUS	665550.00	.00	665550.00	.00	.00	.00	665550.00	.00
GRAND TOTALS	2498850.00	.00	2498850.00	131911.50	1851957.76	.00	646892.24	74.11

RUN DATE: 4/30/15

CITY OF TRAVERSE CITY
 L I N E I T E M S A S O F 03/31/2015

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	55000.00	.00	55000.00	5203.22	36719.28	.00	18280.72	66.76
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	600.35	4208.24	.00	1791.76	70.14
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1400.00	.00	1400.00	.00	1548.34	.00	148.34-	110.60
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	523.03	3355.95	.00	2344.05	58.88
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	713.57	5093.02	.00	206.98	96.09
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	94.59	705.57	.00	5.57-	100.80
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	668.92	4719.92	.00	4780.08	49.68
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	.00	.00	150.00	.00
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	45.26	350.52	.00	1049.48	25.04
727.00 OFFICE SUPPLIES	6000.00	.00	6000.00	1361.54	5537.82	.00	462.18	92.30
740.00 OPERATION SUPPLIES	10000.00	.00	10000.00	856.90	14095.59	.00	4095.59-	140.96
801.00 PROFESSIONAL AND CONTRACTUAL	635000.00	.00	635000.00	73202.21	515994.15	37138.48	81867.37	81.26
810.00 COLLECTION COSTS	1000.00	.00	1000.00	17.60	1999.76	.00	999.76-	199.98
850.00 COMMUNICATIONS	24000.00	.00	24000.00	2599.95	16850.94	2880.00	4269.06	70.21
854.00 CITY FEE	187000.00	.00	187000.00	.00	.00	.00	187000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	399.79	3492.52	.00	4507.48	43.66
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	3535.67	.00	4464.33	44.20
863.00 TRAINING	2000.00	.00	2000.00	.00	442.26	.00	1557.74	22.11
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	40.00	.00	160.00	20.00
900.00 PRINTING AND PUBLISHING	17000.00	.00	17000.00	691.07	5985.77	.00	11014.23	35.21
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	1945.92	18326.48	.00	2673.52	87.27
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	25463.30	104000.79	.00	45999.21	69.33
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	4376.27	51974.79	23661.01	324364.20	12.99
930.05 RAMSDELL GATE REPAIR & MAINT	.00	.00	.00	.00	500.00	.00	500.00-	N/A
940.00 RENTAL EXPENSE	160000.00	.00	160000.00	10549.26	134081.76	.00	25918.24	83.80
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11210.80	.00	710.80-	106.77
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	315254.97	.00	113745.03	73.49
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	345000.00	.00	345000.00	8702.00	289104.33	4025.00	51870.67	83.80
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2498850.00	.00	2498850.00	173043.08	1549129.24	67704.49	882016.27	61.99



Memorandum

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

To: DDA Board of Directors
From: Jean Derenzy, Deputy Director Planning & Development
For Meeting Date: May 15, 2015
Subject: Community Development Update

May Update:

Project News:

The following is an update on some of the sites being worked on through the DDA TIF 97 District:

Park Place Project: The Brownfield Redevelopment Authority will be considering the redevelopment of the Park Place Project site at their meeting on May 27, 2015. I have been working with the Project Team, Ramkota, owner of Park Place Hotel, and Bender Midwest, developer considering building rental units within the Park Place property. The immediate adjacent property, 326 E. State Street will also be under consideration as a component of the Park Place project.

The added component of adding a public parking garage to be financed and built by the private developer (Bender); with the garage to be built in the current Park Place parking lot will also be discussed. I am still investigating opportunities to help relieve the parking pressure within the Governmental Center complex and within the neighborhoods.

As you are aware, this Project is being considered as a brownfield project. The project would be considered under the new DDA TIF components; whereby the **new** incremental taxes realized on this project site would be captured for brownfield eligible reimbursement (which includes public infrastructure).

West Front Parking: Work continues with the parking committee to identify opportunities for a west front parking garage.

Traverse City Place Brownfield Plan: The Brownfield Authority approved the amendment to the Brownfield Plan of \$7,482,209; which includes \$137,257 of environmental costs for the Garland Street improvements. This amendment will be discussed at the County Board meeting on May 27th, City Commission on June 1st. The attached map identifies the parcels (23) that are included within this Brownfield Plan.

DDA Board

Crowd Funding – Bumpout Project: Matching funds were provided to the City providing \$8,000 of outside funding for this project.

River walk: Working with 305 owners, and 124 owners currently on securing necessary easements.

Civic Square: Leah McCallum-Bagdon, Harry Burkholder and I have met and will continue to investigate opportunities.

Other: Reminder that the North Boardman Lake Adventure will be held on Saturday, May 16th from 10:00 – 4:00pm at Hull Park. The annual event is to bring the community to this District to discover the incredible businesses, and enjoy the beautiful assets we have in this District. The video created can be found here: Scavenger hunt, try out a paddle board, kayak, sail boat, or rent a bike, and of course there will be food. Bike, walk, jog or drive over and enjoy a few hours with your neighbors.

Downtown Traverse City Website Design & Content Development

Bid Tabulation

VENDOR	PROPOSED COST
Archetype SC	\$15,940
Civic Live	\$15,000
Civic Plus	\$8,750
Civica	\$31,875
Concilio Labs	\$46,384
EZ Site	\$14,800
Flightpath Creative	\$15,000
FutureNet Group	\$9,750
Gravity Works	\$15,120
LIAA	\$13,190
Novum Productions	\$16,500
Quack Media	\$17,000
Revize LLC	\$14,934
Succeed Digital	\$84,000

memo



Traverse City Parking Services

To: Rob Bacigalupi, Executive Director DDA
From: Nicole VanNess, Parking Administrator
Date: May 11, 2015
Re: Request to purchase Coin Counter/Sorter

The Parking Services Department has been working to revise, document and update the cash handling and deposit processes. In October, we rolled out a new Key Policy and Meter Collections/Deposit process. We had anticipated making a few changes in the upcoming fiscal year, 2015-2016, but now feel there is a need to address the need to purchase a coin counter/sorter sooner than later.

Our current process flow for single space meter collections is as follows: coins are collected from the meters by the enforcement staff; enforcement staff places the coins in bank sealed bags with a location specific deposit slip under the supervision of the Parking Support Specialist; enforcement staff delivers the sealed bags to 5/3 bank; 5/3 bank has an agreement with Brinks who picks up the sealed bags and delivers them to Grand Rapids for counting; 5/3 deposits coin revenue into the City's account; the City Treasurer's Office and the Parking Office reconcile the number of bags with the deposit records on the end of month report.

Our current process flow for multi-space meter collections is as follows: cash and coins are collected from the meters by the enforcement staff; enforcement staff places the cash and coins in bank sealed bags with the audit report under the supervision of the Parking Support Specialist; the Parking Support Specialist counts the cash and rolls the coin when preparing the Daily Reconciliation Report, cash and coin are deposited to the City Treasurer's Office.

In an effort to implement a redundant cash handling/counting process, we have reviewed coin sorters, coin counters, and currency counters. We have found that most models count coins while sorting; can be configured to print an audit slip after counting, and allow for programming thresholds for the number of coins per bag. These features will offer the ability to cross-reference the coin revenue sent to the bank prior to 5/3 sending the coins to Grand Rapids for counting. The preset limits will mean fewer bags for the staff to handle and deliver to the bank, as well as, fewer bags for 5/3 to have

memo



to track and count. The counting function will eliminate the employee labor needed for the multi-space pay station coin to be counted and rolled in-house.

We recommend the DDA Board of Directors authorize the purchase and delivery of a Coin Sorter/Counter and Currency Counter along with an annual service contract in an amount not to exceed \$16,000 with funds available from the Traverse City Parking System capital outlay line item.

memo



Traverse City Parking Services

To: Rob Bacigalupi, Executive Director DDA

From: Nicole VanNess, Parking Administrator

Date: May 11, 2015

Re: Request to purchase bike shelter for Hardy Garage

The DDA Board created a Bike Parking Facilities Subcommittee. The Committee began meeting monthly in February. The goal of the Committee is to identify areas where bike parking can be improved by adding facilities, such as; shelters, racks, inverted Us, decorative racks, or decorative meter post/sign pole attachments.

The Committee has been very successful in its first few months by discussing and agreeing on the following objectives: plan to purchase and install one bike shelter in current fiscal year; plan to purchase up to three bike shelters in the next fiscal year; plan to purchase racks, inverted Us, and pole attachments in the next fiscal year; and identify high visibility installation locations within each district that have limited bike parking options.

Our goal for the current fiscal year is to install a bike shelter near the pedestrian tower on the northeast side of the Hardy Parking Garage. We recommend the DDA Board of Directors authorize the purchase of a Bike Shelter, and the construction and labor costs associated with installing a concrete pad and the shelter in an amount not to exceed \$18,000 with funds available from the Traverse City Parking System capital outlay line item.



Memorandum

Traverse City DDA



TO: Rob Bacigalupi, DDA Executive Director
FROM: Nick Viox, DDA Special Project Coordinator
DATE: May 12, 2015
SUBJECT: Double Up Food Bucks Agreement

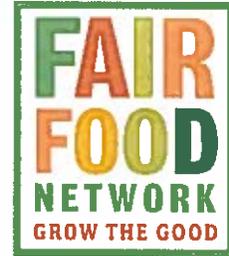
Double Up Food Bucks is one of the many food assistance programs that we have at the Sara Hardy Downtown Farmers Market. The program assists all SNAP/EBT users by doubling their purchase of fresh, local foods for up to \$20 per market. Last year, this program had generated \$20,252 worth of revenue in our local agricultural system.

The program is slated to begin June 1st. In order to accept Double Up Food Bucks, the Market Manager (the DDA) must sign a Market Manager Agreement. In the past, the Fair Food Network, who administers the Double Up Food Bucks Program, provided a \$1,500 administration fee within this agreement. In order to expand the program to more markets in and outside of the state of Michigan, the 2015 agreement may no longer be offering this administration fee. Other than that, the agreement with Fair Food Network should be looking the same.

We should be receiving this agreement as late as next week. In order to capture the revenue from this program in early June, I recommend that the DDA Board approve the revision of no administration fee to the Double Up Food Bucks Program. This would look more like the agreements we currently hold with our other food assistance programs that do not offer any administration fee whatsoever.

April 10, 2014

Traverse City DDA
P.O. Box 42
Traverse City, MI 49685



Reference Number: FFN-14-DU-031

Dear Nick Viox,

I am pleased to inform you that Fair Food Network (FFN) has approved a grant in the amount of \$18,150.00 to Traverse City DDA for the *Double Up Food Bucks Program* at the Sara Hardy Downtown Farmers Market. This letter serves as the grant agreement.

Grantee: Traverse City DDA	Date Authorized: April 10, 2014
--------------------------------------	---

Grant Number: FFN-14-DU-031	Amount Granted: \$18,150.00
---------------------------------------	---------------------------------------

Grant Period Start Date: June 1, 2014	Grant Period End Date: December 31, 2014
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A one-time payment of \$18,150.00 will be made in May 2014 once Fair Food Network receives the signed original letter acknowledging that you accept the grant terms and conditions as outlined below. Fair Food Network must have a copy of the Organization's IRS Determination Document (for nonprofits) or Form W-9 (for other entities) on file in order to release funds.

Grant Terms and Conditions

Traverse City DDA, hereafter called "the Organization," will receive a grant from Fair Food Network (FFN) to administer the Double Up Food Bucks program at the Sara Hardy Downtown Farmers Market, hereafter called "the Market". The grant is subject to the following terms and conditions:

Grant Amount

The Organization will receive the following amounts for token reimbursement and administrative costs:

- **\$16,500 for Double Up Food Bucks Incentives.** This funding is intended to reimburse vendors for DUFB tokens/credits customers spend.
- **\$1,650 for administrative costs.** This funding is intended to offset some of the costs of adding Double Up Food Bucks to the Market's existing SNAP administration, including items described below.

Terms and Conditions, Continued

I. Project Timeframe

Double Up Food Bucks distribution will begin at the Market on the first market day in June 2014. Double Up Food Bucks distribution will end on October 31, 2014 or the closing day of the Market, whichever is earlier.

II. Administration

The Organization and the Market agree to administer the Double Up Food Bucks program as directed by FFN, and will complete the following tasks:

1. *Vendor and Customer Education.* The Market will assist FFN in educating vendors and customers about DUFB and its restrictions. Vendors who accept the Double Up Food Bucks tokens will have a Double Up Food Bucks sign displayed at their stands and have a signed DUFB contract on file with the market.
2. *Distribution of DUFB Incentive.* The Organization will oversee distribution of the DUFB incentive to customers using SNAP (Food Stamps) benefits at the Market. A customer will receive a value of DUFB tokens or credits equal to the amount of SNAP dollars spent, up to \$20 per market day. DUFB tokens/credits may only be spent on fresh, unprocessed, Michigan-grown fruits and vegetables.
 - a. *If SNAP benefits are accepted electronically by each vendor,* the Organization will monitor vendors' SNAP and DUFB transactions to ensure SNAP sales are always greater than or equal to DUFB credits awarded.
 - b. *If SNAP benefits are accepted at a central terminal and distributed via a token system,* the Organization will maintain paper records of weekly distribution of tokens using a standardized report form provided by FFN or a similar form with FFN permission. This form must provide a record of DUFB and SNAP use. The Organization will submit these records at the end of the market season, *along with a copy of the batch report from the market's point of sale device for each market day or other approved form of 3rd party EBT verification.*
 - i. The Organization will maintain an online record of program activity using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
 - c. The Organization will return the correct number of DUFB tokens to FFN at the end of the season. Expected token return at the end of the season is equal to the total amount of tokens distributed to the market at the start of the season, minus the amount distributed to customers, plus the amount reimbursed to vendors.
3. *Reimbursement of Vendors.* The Organization will monitor reports from the DUFB application (if accepting benefits electronically) and/or collect DUFB tokens from vendors (if accepting via a token based system), and reimburse vendors in a timely manner.
 - a. The Organization will maintain records of token payments to vendors using a standardized report form provided by FFN or a similar form with FFN permission. This form must provide a record of DUFB and SNAP reimbursements. The Organization will submit these records to FFN.
 - b. The Organization will maintain an online record of reimbursements to vendors using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
 - c. The Organization will maintain an online record of program activity using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
4. *Evaluation.* The Organization will participate in evaluation activities as required by the FFN evaluation team, including completion of a year-end report.

III. Reporting

The Organization will submit full and complete final reports by the schedule below documenting in detail how Double Up Food Bucks reimbursement funds have been expended, and stating the amount, if any, of funds received but unexpended.

1. *Final Year-End Report.* A form for the final report will be provided by FFN no later than October 1st, 2014. Information needed for final report will include expenditures of administrative funds. Receipts are not required, but the final report form will request information about the amount of funds expended in the categories of personnel, outreach, materials, and other expenses.
2. *Final Reporting Binder.* Must include:
 - a. Weekly written records of SNAP and DUFEB transactions at market, including distribution to customers and redemption by vendors. *Market must attach a copy of daily batch receipt from the market's point of sale device to each market day's customer record sheet or provide another approved form of 3rd party EBT verification such as a monthly statement from Merchant Processor.*
 - b. All signed DUFEB vendor agreements from participating vendors.

IV. Report Schedule

Due Date	Type of Report	Report Format
Monthly, by 1 st Wednesday of month for previous month	SNAP and DUFEB use data, as described in section II, 2c and 3c	Online
December 1 st	Final Year-End Report, as described in section III, 1	Online or hard copy
December 1 st	Final Reporting Binder with data, as described in section III, 2a and 2b	Hard copy

V. Use and Handling of Funds

- a. Any portion of the grant funds not used within the grant period or not used for the purposes stated above must be returned to FFN unless the Organization receives express written consent from FFN extending the grant period. Such written request must be received before the end of the grant period.
- b. The Organization will provide FFN with immediate notification of any relevant development or change of circumstances during the term of the grant or if the Organization is unable to expend the grant funds for the purposes described above.
- c. The Organization must seek written approval from FFN prior to the expenditure of grant funds for any purpose other than those for which the grant was intended.
- d. Grant funds shall be kept separately on the Organization's books of account; and accurate records of the funds received and expenses incurred under the grant should be kept in accordance with generally accepted accounting principles.
- e. Records of all expenditures (including receipts, if any) must be maintained in a way that they can be monitored.
- f. Financial and program based records related to the grant will be retained for at least four years after the completion of your use of the grant funds.
- g. Permission will be granted to FFN, at its request, to have reasonable access to the Organization's and/or the Market's files, records, personnel and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the grant.
- h. No part of the grant funds will be used to carry on propaganda, or otherwise attempt to influence legislation, or to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive.
- i. All formal written correspondence with FFN related to this grant should reference the grant number found above.

Any violation of the conditions set forth above could require a refund to FFN of the amount giving rise to the violation. FFN reserves the right to discontinue, modify or withhold any payment due under the grant, to require repayment of expended grant funds, or a refund of unexpended grant funds, if, in its judgment, such action is necessary to comply with the requirements of any law or regulations affecting its responsibility with respect to the grant. If any of the conditions of the grant are violated, in addition to requiring a refund of the amount giving rise to the violation, Fair Food Network will have no further obligation to continue to fund the grant.

The foregoing conditions comply with our obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the grant funds are spent solely for the purposes for which they have been granted and to obtain full and complete records on how the grant funds have been expended. Changes in the U.S. laws or regulations may require us to ask that more detailed reports be submitted or other steps be taken. We will inform you of any such changes.

If you accept the above stated conditions please have a duly authorized officer of your organization sign below, make a copy for your files and return the original copy of this letter to Fair Food Network. Send all documentation to:

Fair Food Network
Attn: Rachel Chadderdon Bair
205 E. Washington St., Suite B
Ann Arbor, MI 48104

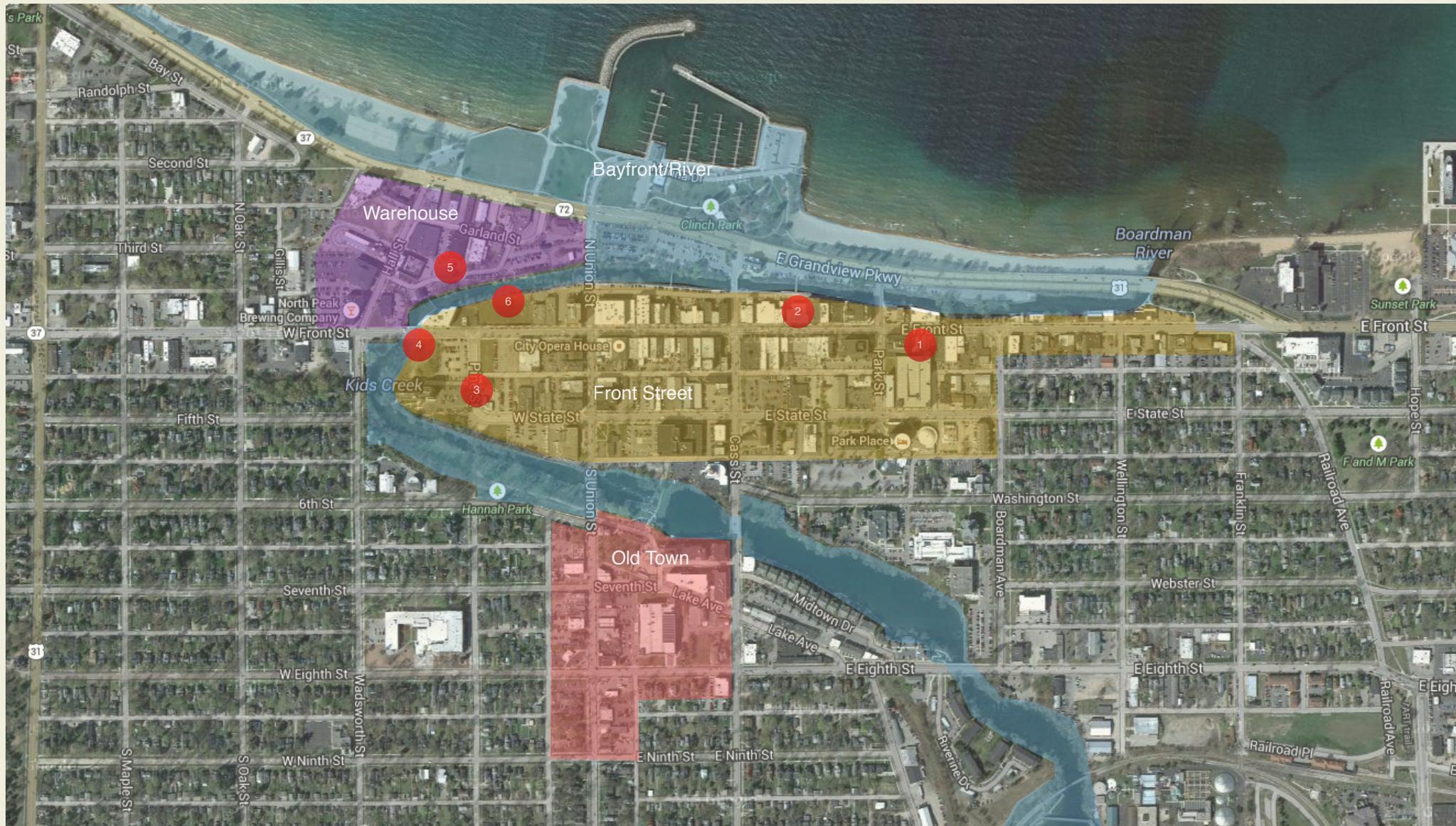
Once FFN has received this signed document, the grant payment will be sent.

On behalf of Fair Food Network, I want to extend our best wishes for success in your work.

Sincerely,



Dr. Oran B. Hesterman
President and CEO



- 1. Proposed Bike Shelter
- 2. 200 Block Crosswalk
- 3. Uptown Riverwalk Connection
- 4. 305 West Front

- 5. Pine Street Pedestrian Way
- 6. 124 West Front

redevelopment ready
communities



Redevelopment Ready Communities®
Report of Findings



City of Traverse City

March 2015

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

In January 2014, the Michigan Economic Development Corporation (MEDC) announced the second open application round for communities interested in achieving RRC certification. MEDC received submissions from over forty communities across the state. Traverse City's application scored in the top tier and was selected to receive a full RRC assessment. We applaud the city's efforts in working to achieve RRC certification. The foundation of the evaluation is the RRC best practices. Developed by experts in the public and private sector, the best practices are the standard to achieve certification and designed to create a predictable experience for investors, businesses and residents working within a community. Communities must demonstrate that all best practice evaluation criteria have been met to receive

RRC certification. While the report of findings outlines recommended actions to meet each best practice criteria, each community may choose its own path of alternate strategies as long as the required criteria is being accomplished.

Traverse City is the 19th community to be evaluated under the statewide RRC program and is on its way to becoming redevelopment ready. With a strong history of proactive planning, the city has positioned itself to strengthen local quality of life. Despite solid support for redevelopment projects, proactive planning efforts and community engagement, our evaluation found Traverse City still has work to do in order to receive RRC certification. In a time when businesses can locate anywhere in the world, a community that is dedicated to a proactive approach for redevelopment and straightforward procedures will stand out. While a spirit for redevelopment exists, a public participation plan documenting the community engagement process must be finalized and priority redevelopment sites need to be packaged and marketed. The RRC certification is a statement to the private sector that Traverse City's development process is streamlined, predictable and user-friendly and these steps will help ensure the city's competitiveness and secure RRC certification.

The basic assessment tool for evaluation is the RRC best practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community's development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community's governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the Traverse City's redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, capital improvements plan, downtown development plan and corridor plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local and city-wide plans can provide key stakeholders with a road map for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan at least once every five years after adoption. The Act also requires communities to adopt a six-year capital improvements plan (CIP) for public structures or improvements, in general order of their priority.

Traverse City’s master plan was adopted in 2009; the city has indicated that an update to the master plan will occur in 2015. Goals identified in the current master plan include; the need to enforce compatible intensities within, among and between neighborhoods; seamlessly link neighborhoods while allowing each neighborhood’s unique character and culture to evolve; become more pedestrian friendly; develop neighborhoods through consensus; stabilize neighborhood economies; and locate services near users. Building on those goals, the city undertook a planning effort aimed at improving the appearance, function, and vitality of strategic

corridors throughout the city. The “Corridors Master Plan” identifies goals, actions, implementation steps, tools and priority redevelopment sites along five corridors. The Plan focuses on restoring economic activity by identifying opportunities for housing, commercial activity and improvements to public infrastructure, including both the vehicular and pedestrian networks. A master plan was developed for an additional redevelopment area, the Grand Traverse Commons. It outlines a comprehensive vision for the development and redevelopment of this site, including a series of objectives, strategies and action policies. Planning staff provides annual reports that outline progress on achieving the goals and objectives outlined in each of these redevelopment strategies.

An adopted capital improvements plan (CIP) provides a consensus document for city staff to coordinate and implement public improvements. Traverse City has an adopted capital improvements plan that details six years of prioritized projects and improvements. The plan is available online and is updated annually; projects included in the CIP are a reflection of the goals and objectives of the master plan and redevelopment plans.

Downtown is often viewed as the heart of a community; it is an indicator of economic health and serves as a gathering place. Traverse City has two downtown strategies, one for each of the two Tax Increment Financing (TIF) districts: TIF Plan No. 97 and TIF Plan No. 2. Both TIF plans identify district boundaries, projects and estimated project costs; both contain mixed-use and pedestrian oriented development elements and both plans are accessible online.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	9 months
	The master plan identifies a strategy for redevelopment or the governing body has adopted a redevelopment plan.	✓	
	The governing body has adopted a capital improvements plan.	✓	
	The governing body has adopted a downtown plan, if applicable.	✓	
	The governing body has adopted a corridor plan, if applicable.	✓	



Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Traverse City conducts exceptional public engagement and sharing of outcomes using a variety of methods. Through interviews, workshops, social media, surveys, an open house and an interactive website, stakeholders provided input in

to both the “Corridors Master Plan” and the “Grand Traverse Commons Plan.” Results and outcomes were shared through social media posts, meetings and minutes posted online, and in the body of the planning document. These efforts to engage stakeholders and share the outcomes should be documented in a public participation plan to ensure that appropriate levels of public outreach occur on a continual basis.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Create public participation plan in compliance with Best Practice 1.2	6 months
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of public participation processes.	✓	

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city's zoning ordinance to determine how well it regulates and implements for the goals of the master plan. Zoning is a key tool to implement plans in a community. Inflexible or obsolete zoning regulations can discourage redevelopment and investment.

Traverse City's zoning ordinance is accessible online, allowing developers and other interested parties access to codes and regulations at any time of day or night. To improve user-friendliness and improve understanding amongst all parties involved, the city should incorporate ways to easily view often-referenced data that is currently spread throughout the document, such as permitted and special land uses.

As the legal tool to implement the master plan, it is critical that zoning ordinance intent statements and districts align with the master plan land use recommendations. The zoning element described in Traverse City's master plan provides a framework to translate the vision and goals of the master plan into the zoning ordinance. Once the planned master plan update has been adopted, the city should review the zoning ordinance to ensure the two are in alignment.

Zoning is an essential tool for shaping inviting, walkable communities, and changed demographics and consumer preferences signal the need for a variety of housing options in a community. The city provides for areas of mixed use concentrated development in appropriate locations by right, specifically the downtown. Residential units above non-residential uses, accessory dwelling units and mixed-income housing are all provided for in the ordinance, including an Accessory Dwelling Units Overlay District. Traverse City has discussed using form based codes along strategic city corridors as a method for addressing building heights and massing. Form based codes emphasize building form with the goal of creating a "place" and primarily manage physical form with a lesser focus on land use than traditional zoning.

Flexible zoning tools can provide the community appropriate latitude in accommodating and encouraging development activity. The zoning ordinance includes; procedures for conditional zoning, the need to maintain

and reinforce the context of historic buildings and land, and provisions to preserve environmental features. Flexible parking standards in the city zoning ordinance can provide relief where appropriate. To that end, the ordinance considers the availability of on-street and public parking, interconnected vehicle passage between lots, and bicycle parking. The planning director has the authority to grant a parking exception which reduces parking space location or requirements if a practical difficulty is demonstrated.

Non-motorized transportation and its many benefits are important to a community's health and economy. Traverse City understands the benefits of connectivity by requiring pedestrian access in internal and external site design. The city also has an ordinance that requires drivers to stop for pedestrians in marked and posted crosswalks, and development of a non-motorized plan is underway. The "Corridors Master Plan" includes street cross sections with suggested improvements to enhance the mobility and safety for all modes of travel. Bicycle parking and pedestrian travel provisions are included in the zoning ordinance.

Stormwater runoff is a major cause of water pollution in developed areas. Traverse City's zoning ordinance includes regulations requiring street tree plantings for every site involving new development or redevelopment. To ensure long-term health, all landscape plant materials must be healthy and compatible with local climate and site soils, and must be selected from the region-specific list provided in the ordinance. The city provides credits toward required plantings if a development preserves existing quality and mature trees. When the zoning ordinance is updated, inclusion of standards for green infrastructure such as rain gardens, green roofs and bioswales should be considered, as they help mitigate the effects of stormwater runoff. Many green infrastructure elements can be integrated into parking lot designs. Permeable pavements can be installed in sections and rain gardens and bioswales can be included in medians and along a parking lot perimeter. Benefits include urban heat island mitigation and a more walkable built environment.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	✓	
	The zoning ordinance is user-friendly and accessible online.	<input type="checkbox"/> Add a use-matrix or other element to improve the user-friendliness	9 months
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
	The zoning ordinance includes flexible parking requirements.	✓	
	The zoning ordinance includes standards for green infrastructure.	✓	



Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city's site plan review policies and procedures, project tracking and internal/external communications. The purpose of the site plan review process is to ensure that plans for specific types of development comply with the zoning ordinance. An efficient site plan review process is integral to becoming redevelopment ready and can assist a community in attracting investment dollars. Site plan review procedures and timelines should be communicated in a clear and concise manner to prospective developers and business owners. To do this, sound internal procedures need to be in place and followed. The framework for Traverse City's site plan review process is clearly documented in the zoning ordinance. If the site plan accompanies a request for planning commission special land use permit, planned unit development or change of use that generates more than 500 trip ends per day, the plan requires planning commission approval. Otherwise, the planning director can review and approve the site plan administratively.

The planning director serves as the point person on development projects and coordinates the review of site plans. Developers and consultants can meet with staff involved with the site plan review process to review the proposed project and the city code of ordinances, free of charge. Pre-application meetings can facilitate a smooth and efficient review process and also provide an opportunity to discuss community objectives. The availability of pre-application meetings are outlined in the zoning ordinance and noted on the site plan review application available online.

Documenting internal processes helps to ensure consistency over time, regardless of staffing. Streamlined, well documented site plan policies ensure a smooth and predictable experience when working with a community. The zoning ordinance outlines the site plan review process including standards for administrative and planning commission review. A visual depiction of the site plan review process, including timelines, would improve communication and understanding amongst all parties involved. An internal team comprised of planning,

inspections and engineering (P.I.E.) and other city staff meets weekly to review new permit applications and is available to meet with developers and the general public to discuss proposed projects. Once a site plan is received, the planning director circulates it to the appropriate P.I.E. team members for review. Tracking development projects allows for increased transparency and efficiency, keeps staff well informed, provides clarification as to the status of a project and can assist in measuring the results of the approval process. A software application is used to track development projects from initial application to certificate of occupancy.

Significant public opposition or concern can slow down the review and approval of a project and ultimately cost a developer time and money. Often, public concern arises out of limited or incorrect understanding of a project. By soliciting public input early in the process, well before required public meetings and hearings, neighbors can make their concerns known to the developer and decision makers. Traverse City encourages developers to follow the "good neighbor plan," whereby if there is known interest in a particular development, the developer will hold an informal meeting in a casual environment (restaurant, coffeehouse, church) to explain the proposed project and provide an opportunity for questions. The city facilitates this process by providing mailing labels for adjacent property owners, above and beyond standard legal requirements.

Overall, stakeholder interviews provided positive feedback, particularly with the exceptional, personalized customer service provided by city staff. However, while the city exhibits great customer service and responsiveness, there are opportunities for improvement. Traverse City should review the site plan review process at planning commission meetings and at P.I.E. team meetings and obtain formal customer feedback to capture lessons learned. The city should develop a customer feedback mechanism to determine the success of or issues with the site plan review process, and amend the process accordingly.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The community has a qualified intake professional.	✓	
	The community defines and offers conceptual site plan review meetings for applicants.	✓	
	The community has a clearly documented internal staff review policy.	✓	
	The appropriate departments engage in joint site plan reviews.	✓	
	The community has a method to track development projects.	✓	
	The community promptly acts on development requests.	<input type="checkbox"/> Create visual depiction of the site plan review process, including timelines	6 months
	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	<input type="checkbox"/> Incorporate the "good neighbor plan" into the public participation plan	6 months
	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Develop a customer feedback mechanism	6 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Land use planning and development is a process that involves a wide range of stakeholders. For the process to work effectively, everyone involved must know their roles and responsibilities. Development materials should be assembled to help citizens, developers and public officials gain a better understanding of how the development process works. Contact information, meeting schedules, minutes and packets, application forms and submittal requirements are available on Traverse City’s website. The city has also developed a “Guide to Development”

to assist with navigating through the permitting process. The guide is missing a number of documents that are referenced, including historic district maps and permit application forms. The guide could be further enhanced by providing web links to referenced information and flowcharts to explain timelines and steps to approval.

It is important that developers understand review and permitting costs at the start of the process, so there are no surprises later. The city reviews the fee schedule annually as part of the budgeting process, to ensure that fees and costs are fair to applicants and affordable by the community.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Add missing documents to “Guide to Development”	3 months
	The community annually reviews the fee schedule.	✓	

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members. Numerous boards, commissions and committees advise city leaders on key policy decisions. An online application for open commission and committee seats has been developed and vacancies are posted on the city’s website. A brief overview of the role and responsibilities of each board, commission and committee and desired skill sets should be added to the application. Planning commission members should be recruited based on requirements

articulated in Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act.

Assisting newly elected officials and appointees with learning basic information about the structure and processes of government and community and economic development is vital to them playing a part in the city achieving its goals and objectives. New zoning board of appeals and planning commissioners meet individually with the planning director and receive orientation packets that include the zoning ordinance, rules of procedure and the Michigan Planning Enabling Act.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for board and commission positions.	<input type="checkbox"/> Add a description of each board and commission and desired skill sets for open seats to the boards and commissions application	3 months
	The community provides orientation packets to all appointed and elected members of development related boards and commissions.	✓	



Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks training needs for appointed and elected officials, board members and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Training needs are reviewed as part of the annual budget process and training is covered in each department's budget. During the annual goal setting session, staff and officials discuss needed and upcoming educational opportunities. The city coordinates registration for commissioners who wish to attend training. The city also arranges for topic specific training when the need arises.

Tracking training is a useful way to identify future training needs by documenting education received, identifying gaps and determining what training should be focused on in the future. Traverse City does not formally track individual training needs and attendance. A simple tracking mechanism should be developed to log training information. Turnover in officials and staff can create

gaps in knowledge about development, which makes ongoing training essential.

Ongoing communication between the governing body, boards, commissions and staff provides an opportunity to share new and relevant information resulting in more consistent land use processes and decisions. Traverse City has held project-specific collaborative work sessions on the master plan, the Bayfront plan and to discuss downtown planning. Further collaboration takes place with regional partners, including with Grand Traverse County when developing the county-wide master plan. The Grand Traverse Commons site falls under the jurisdiction of a joint planning commission which is comprised of members from both the city and Garfield Township planning commissions. Joint work sessions between boards and commissions are essential to foster communication and effectively address development issues. Representatives from each of the governing bodies regularly attend each other's' meetings to provide project updates.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
Green	The community has a dedicated source of funding for training.	✓	
Yellow	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Develop a simple mechanism to track training needs and log attendance	6 months
Green	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
Green	The community shares information between the governing body, boards, commissions, and staff.	✓	

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties, and investments should be targeted in areas and properties that have the potential for positive future redevelopment. Focusing on the redevelopment and reuse of a single property can catalyze further development around it. Restoring buildings without a vision for the surrounding area is often insufficient to generate lasting change.

The Traverse City master plan identifies strategic corridors as target areas for redevelopment; the Corridors Master Plan provides further details on the economic opportunities within those corridors. Grand Traverse Commons is also a targeted area for redevelopment; a master plan and zoning ordinance have been developed for that area. Finally, the city has also identified the downtown as a priority redevelopment

area. Extensive planning and community visioning has already occurred for each of these areas.

Grand Traverse County provides economic development services to the city, including meetings with developers to discuss prospective projects and sites. Within identified redevelopment areas, the city and county must collaborate to identify and prioritize specific site(s) for redevelopment, and then package and market to prospective developers. The city must identify information that a developer would need to pursue a project on each site and assemble the materials in a property information package. The property information package should include available financial incentives or resources, if any. Asserting what the city is willing to negotiate for specific sites will entice developers to spend their time and financial resources pursuing a project in Traverse City. Property information package(s) should be linked to on the city website.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes individual redevelopment sites.	<input type="checkbox"/> Prioritize redevelopment sites	6 months
	The community gathers preliminary development research for prioritized redevelopment sites.	<input type="checkbox"/> Gather preliminary background information for priority sites	6 months
	The community has development a vision for the priority redevelopment sites.	✓	
	The community identifies available resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/> Identify resources available for priority sites	12 months
	A property information package for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Develop a property information package for one priority redevelopment site	12 months
	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Market the property information package online	12 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates what goals and actions a community has identified to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. Traverse City’s economic development strategy is incorporated into the master plan. Goals of the strategy include: enhancing the city’s role in coordinating the regional economy, specifically, working with local and regional institutions to represent and support the needs of Traverse City’s citizens; facilitating regulatory functions to ensure proportional and appropriate processes to safeguard the community’s

economic stability and success; developing a system of prioritization that supports economic goals of other master plan elements; encouraging development that protects and promotes the distinctive character of neighborhoods; and after financial and economic analysis, prioritizing capital improvements and private development projects that require public funding. The strategy provides implementation steps to achieve the stated goals and is available online as a sub-plan of the master plan document. The city should annually review the strategy and its implementation steps, and amend as needed.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has approved an economic development strategy.	✓	
	The governing body annually reviews the economic development strategy.	<input type="checkbox"/> Annually report on benchmarks, and amend strategy as needed	12 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. Traverse City does not currently have a community marketing strategy that identifies specific goals and strategies for attracting businesses, talent and real estate development. The marketing strategy should also include specific approaches to promoting prioritized redevelopment sites. The marketing strategy should serve as a means to implement the vision and goals identified in the master plan, Corridors Master Plan, economic element sub area

plan and other city planning documents.

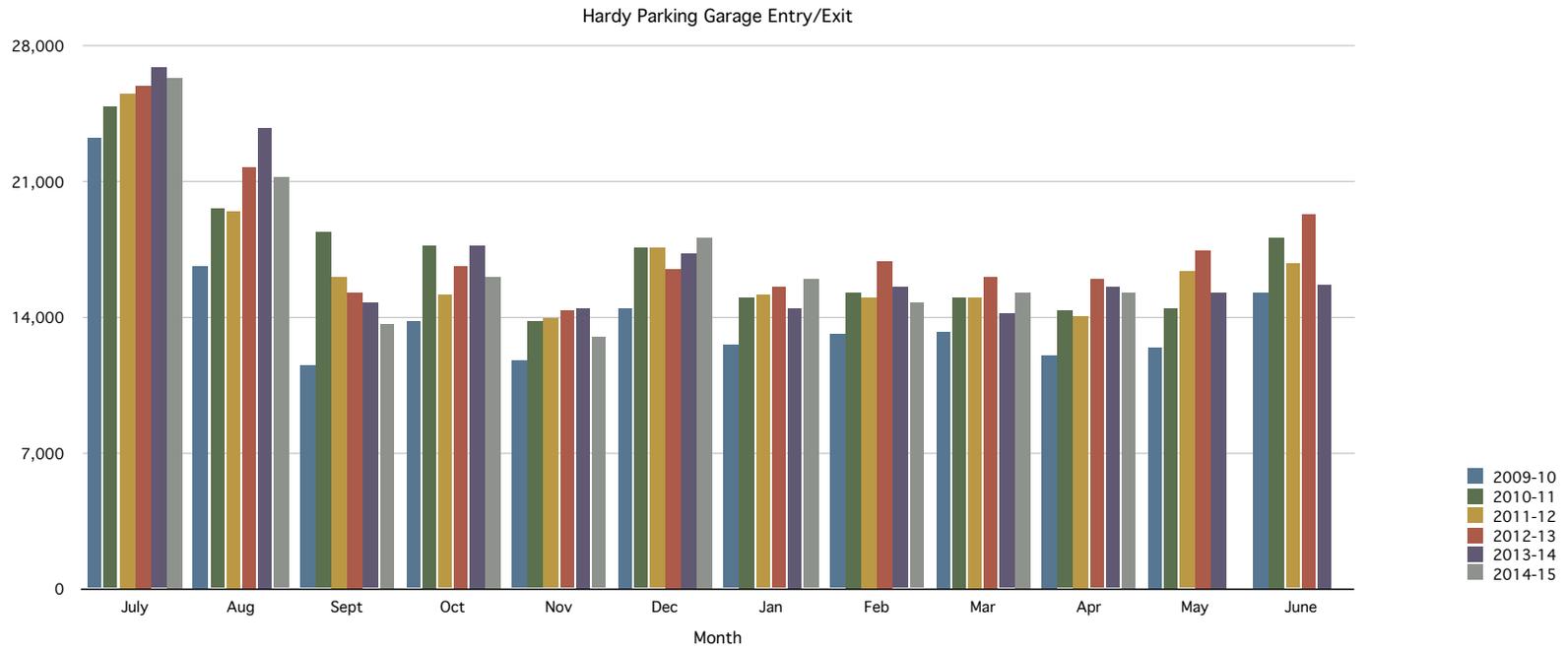
Visitors to a community’s website need to be able to find accurate information quickly and the importance of a user-friendly website cannot be overstated. Traverse City’s website is updated and easy to navigate, with pertinent planning, zoning and economic development information easy to find. City commission and board/ commission meeting packets, agendas and minutes are posted on the website and are up to date. Links to property information packages should be added when available. Traverse City has several social media pages that are updated on a regular basis with various announcements and events.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a unified marketing strategy as outlined in RRC Best Practice 6.2	12 months
	The community has an updated, user-friendly municipal website.	✓	

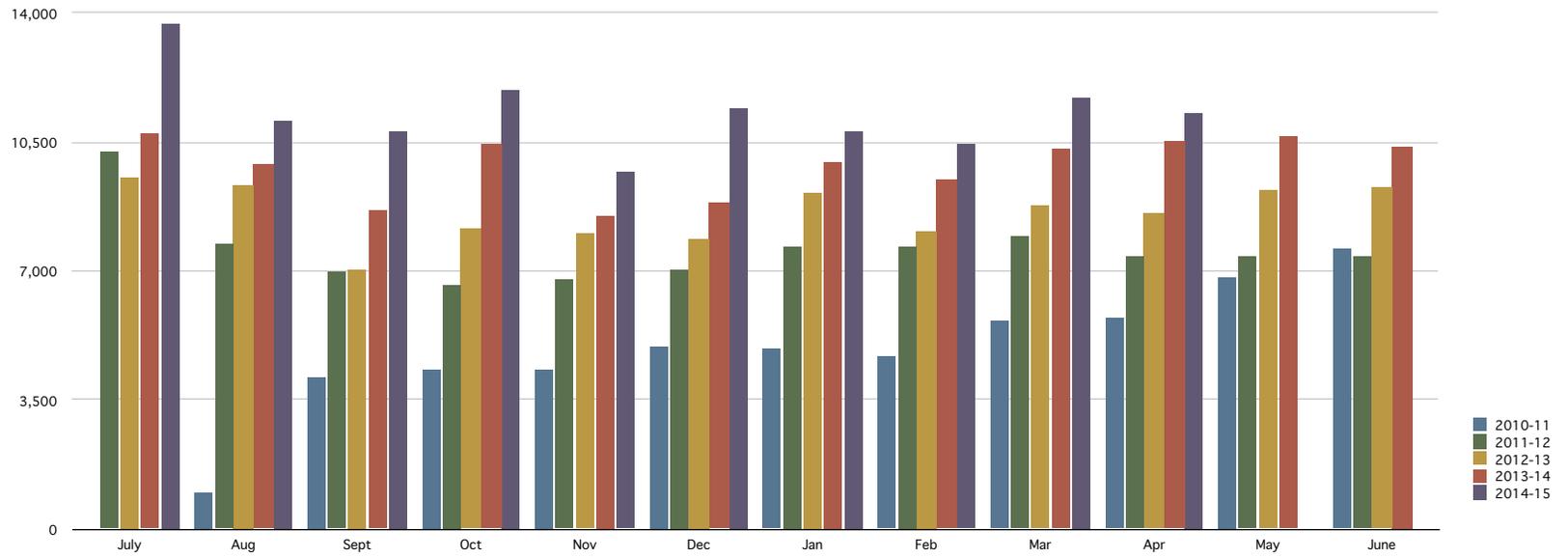
The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. The city must find a balance between removing unnecessary delays and hurdles, while preserving the integrity of the community's vision and goals, positioning the city for success. Traverse City has exhibited a strong commitment to improving their redevelopment readiness and is working diligently to meet the best practice criteria and achieve the Redevelopment Ready Certified Community designation. Next steps for the city include the governing body

adopting a resolution of support to proceed with the RRC program. Traverse City will need to continue to implement actions toward achieving certification. Staff has attended the RRC best practice trainings and is required to submit quarterly progress reports to inform the RRC team of progress made in terms of implementing the necessary steps to meet the RRC best practices. Once Traverse City has met all of the best practice criteria, the city will be a certified Redevelopment Ready Community.





Old Town Garage Entry Exit
(excludes free parkers)



Minutes
Traverse City Downtown Development Authority
Regular Meeting
April 17, 2015
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chairperson Steve Constantin called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Harry Burkholder, Jan Chapman, Steve Constantin, John DiGiacomo, Bill Golden, Mayor Michael Estes (departed @ 9:02 a.m.), T. Michael Jackson, Chuck Judson, Rick Korndorfer, Joe Winowiecki

Absent: Leah Bagdon McCallum, Ross Biederman

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

a. **Approval of minutes of the Regular Meeting of March 20, 2015 as presented.**

b. **Approval of Financial Reports for Traverse City Parking System dated February 28, 2015.**

3. Chairperson's Report

a. Community Development Report

i. Jean Derenzy

b. Consideration of Amending Executive Director Agreement

i. **Motion by Jackson, seconded by DiGiacomo that the DDA Board of Directors authorize changes to the Executive Director Agreement to increase compensation from \$70,320 to \$72,430 annually, as recommended by the DDA Officers, subject to approval by City Commission. Motion carried unanimously.**

c. Comments or Questions Regarding Written Reports

i. On-street bike rack placement

ii. Mobile Payment RFP

1. DiGiacomo volunteered to assist with review

4. Executive Director's Report

a. Presentation of Farmers Market Design Options

i. Additional photos to be sent by staff with shed examples and cross section sketches

Mayor Estes departed at this point in the meeting

- b. Consideration of Requesting that Traverse City Light & Power investigate providing a unified cellular antenna system.
 - i. **Motion by DiGiacomo, seconded by Jackson that the DDA Board of Directors respectfully request that Traverse City Light & Power consider developing a municipal cellular antenna system to provide all cellular carriers a better means of providing service to their customers in downtown and elsewhere in the City, in an aesthetically attractive way. Motion carried unanimously.**
 - c. Consideration of authorizing DDA proposal to provide staff support for the Traverse City Public Arts Commission.
 - i. **Motion by DiGiacomo, seconded by Burkholder that the DDA Board of Directors authorize staff to propose service to the City of Traverse City for support to the Traverse City Arts Commission based on the Traverse City Arts Commission Staffing Proposal dated April 14, 2015. Motion carried unanimously.**
 - d. Consideration of recommending purchase of pay-in-lane station for Hardy Garage.
 - i. **Motion by Golden, seconded by Chapman that the DDA Board of Directors recommend to the City Commission to waive the bidding process and authorize the purchase of a pay in lane from Traffic & Safety in an amount not to-exceed \$74,200 as quoted in their April 14, 2015 proposal, and further that the Traverse City Parking System capital outlay line item be increased by that amount to accommodate the purchase. Motion carried unanimously.**
5. Public Comment
- a. None at this time
6. Comments from Staff and Board of Directors
- i. Paveglio announced upcoming events in Downtown Traverse City
 - ii. Bacigalupi announced budget discussions with City Commission on May 4, 2015
 - iii. Golden commented on the Park Place Hotel project
 - iv. Korndorfer commented on the Park Place Hotel project, pedestrian bridge, and Warehouse District
 - v. Constantin commented on the Old Town Playhouse studio theatre play and Korndorfer's performance
7. Adjournment. The meeting officially adjourned at 9:17 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director