

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director ^{RMB}
Re: October 21, 2016 Board Meeting & Miscellaneous
Date: October 19, 2016

AGENDA ITEM 2C - CONSIDERATION OF PARKING LOT LEASE FOR 145 WEST FRONT, ALSO KNOW AS LOT V

Enclosed is a memorandum from Parking Administrator Nicole VanNess explaining that, with the City's purchase of 145 West Front, we need to replace our parking area lease for that location. The property owner, Great Lakes Central Properties 145, LLC, retained ownership of the surface up (not below ground) so that they can build a "liner" building along West Front Street. Until that happens, we want to use the entire property, including this 42 feet, for a surface parking lot. I recommend that the **DDA Board of Directors authorize a parking area lease with Great Lakes Central Properties, LLC, for the north 42 feet of 145 West Front Street, for \$23 per space per month, as described in the October 18, 2016 memorandum from Parking Administrator Nicole Van Ness.**

AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Attached is this month's report from Jean.

AGENDA ITEM 3B - UPDATE ON HOUSING DISCUSSION

On September 29 I met with Sarah Lucas and Tony Lentych to discuss establishing a work force housing target rent. They suggested a survey of downtown businesses to help inform the target. Attached is a summary of the results of the survey. The next step will for the Executive Committee to meet and discuss a recommended housing strategy for the DDA. Meanwhile, Networks Northwest is hosting a [Housing Summit](#) on Monday, October 24 from 9 a.m. to 1 p.m. The DDA is a sponsor and I am presenting the DDA's analysis and discussions to date at a session.

AGENDA ITEM 4A - CONSIDERATION OF ADOPTING A RESOLUTION OF CONCEPTUAL SUPPORT FOR A HIGH SPEED DIGITAL INFRASTRUCTURE PROJECT TO DEMONSTRATE AN INTEREST IN COLLABORATION FOR HIGH SPEED INTERNET CONNECTIVITY

Enclosed is a memorandum from Jean Derenzy regarding helping position Traverse City and it's electric utility, Traverse City Light and Power, to capitalize on a state initiative to expand high speed fiber internet. Faster internet in the Downtown and corridors is a strategy recommended in our recent [market study](#) as a tool for economic development. I recommend that the **DDA Board of Directors adopt the attached Resolution of Support for High-Speed Digital Infrastructure Project.** Traverse City Light and Power Board and the City Commission have already adopted similar resolutions of support.

AGENDA ITEM 5B - UPDATE ON A NEW PLAN FOR OLD TOWN

The DDA Board went through a prioritization exercise to help guide a new plan for Old Town. I will present the results from this expertise and provide an update on the plan at the meeting.

AGENDA ITEM 5C - CONSIDERATION OF AUTHORIZING EXPENDITURE ON ASSET MANAGEMENT SYSTEM FOR THE TRAVERSE CITY PARKING SYSTEM

Enclosed is a memorandum from Parking Administrator Nicole Van Ness explaining her desire to plug in to the City's work order and asset management software system. This system, called Lucity

AGENDA ITEM 5D - CONSIDERATION OF APPOINTING A DDA BOARD MEMBER TO THE FARMERS MARKET ADVISORY COMMITTEE.

The DDA Board's current representative on the Farmers Market Advisory Board, Harry Burkholder, reported to us this week that his schedule no longer allows him to attend the Advisory Board meetings, which take place on the third Monday of the month at 9 a.m. Therefore, the DDA Board needs to appoint a new member.

MISCELLANEOUS ITEMS OF INTEREST

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

Front Street

FRONT STREET REIMAGINED CROSSWALK - Almost unbelievably, the panels are finally in and the project is done!

[RADIO CENTRE 3](#) - The contractor is taking advantage of the warm weather to finish as much of the building as possible before the snow flies.

UPTOWN RIVERWALK CONNECTION - The installation of the last piece, the stairway, is still delayed. Construction manager Mike Wills had to find an alternate fabricator for this piece.

WEST FRONT PARKING - Paving is underway and nearly complete. We are investigating options for the layout of a future parking garage.

Old Town

BRYAN J. CROUGH MEMORIAL - As you may have seen, the Traverse City Arts Commission Art Selection Panel chose artist DeWitt Godfrey to create a piece for Bryan's memorial. The piece will go in Lay Park and the City is working on finding funds to make improvements to the rest of the park to go along with the memorial. If we had an active TIF plan, this would be the kind of project it could help fund.

Bayfront/River

FARMERS MARKET UPGRADE FUNDING - We met earlier this week and reviewed feedback our consultant, Megan Olds, gathered on the proposed plans. I will be looking to hire someone to work with the committee and help refine the drawings to address some of the feedback.

CONSUMERS ENERGY SUBSTATION PARCEL - We have been in discussions with Consumers Energy regarding either leasing or purchasing their parcel at 215 South Union (see attached aerial map). This property, which formerly housed a substation, could provide extra parking and also give the City additional land for improvements to the Union Street Dam. An environmental assessment is being conducted and expected to be done by October 25, 2016.

EXPLORE THE SHORES PROGRAM - Attached is a flyer explaining this program that provides federal money for river and lake access. Thanks to Leah for making us aware of this! We are working to find a good location to add an access feature on the Boardman River.

Other

COFFEE AT THE MARKET - Chuck Korson from Blk Mrkt began serving coffee at the farmers market in September. He reports that sales were more than he expected. The Farmers Market Advisory Committee will review options for providing coffee at the market over the winter.

SHOP YOUR COMMUNITY DAY - This year's Shop Your Community Day is scheduled for November 12, 2016. Make a list for your holiday shopping and come down that day. 15% of your purchases goes to the charities of your choice.

MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE - It was great showing off downtown and particularly all of the improvements in the Warehouse District. Hotel Indigo and the Franklin were fantastic hosts! Thanks to those board members who participated and attended.

ADVANCE REFUNDING OF BONDS - We are working on an advance refunding of our Hardy Garage bond issue that could save us hundreds of thousands of dollars. Lower interest rates and an upcoming refunding window provide this opportunity to save some of our TIF 97 resources. Thanks to Warren Creamer of Baird for making us aware of this opportunity. Plan on seeing an action item on the November agenda related to this.

ECONOMICS OF LAND USE - Those of you who saw Joe Minicozzi's presentation surely appreciated how clearly he illustrated the value of downtown. We have already found two uses for his material. First is that we hope to include it in our downtown video (see below), and secondly we will share the presentation with the Michigan Downtown Association who can use it while advocating on behalf of downtowns.

DOWNTOWN VIDEO - We have been working with Cat Muncie on a downtown video to tell the story of our planning efforts including their past successes and impact on the future of downtown. Look for that to come out in the next few weeks.

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

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

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, October 21, 2016, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

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

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Joint Study Session of September 12, 2016 and the Regular Meeting of September 16, 2016 (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated September 30, 2016, and Traverse City Parking System Financial Reports for September 30, 2016 (approval recommended)
 - C. Consideration of parking lease for Lot V at 145 West Front (approval recommended)
3. Chairperson's Report
 - A. Community Development Report
 - B. Update on Housing Discussion
 - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Consideration of adopting a resolution of conceptual support for a high speed digital infrastructure project to demonstrate an interest in collaboration for high speed internet connectively
 - B. Update on a New Plan for Old Town
 - C. Consideration of recommending expenditure on asset management system for the Traverse City Parking System
 - D. Consideration of appointment to the Farmers Market Advisory Committee
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 of the
City Commission for the City of Traverse City
Joint Study Session
With Downtown Development Authority Board
September 12, 2016

A joint study session of the City Commission of the City of Traverse City and the Downtown Development Authority Board was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Present: Bagdon-McCallum, Carruthers, Constantin, DiGiacomo, Golden, Jackson, Judson

Absent: Beers, Burkholder, Joubran, Korndorfer, Schneider

The meeting was called to order at 7 p.m.

1. Discussion regarding replacing the Tax Increment Financing (TIF 2) Plan.

The following addressed the Commission:

Marty Colburn, City Manager
Rob Bacigalupi, Downtown Development Authority Executive Director
Rick Buckhalter, 932 Kelley Street
LaVern Broughton, 611 Hastings Street
Tom Mair, 612 Fifth Street
Don Coe, 211 Midtown Drive , Midtown Neighborhood Association

- 2.

Discussion regarding platform cafes.

The following addressed the Commission:

Marty Colburn, City Manager
Rob Bacigalupi, Downtown Development Authority Executive Director
Benjamin Marentette, City Clerk
Rick Buckhalter, 932 Kelley Street
Don Coe, 211 Midtown Drive

(The Downtown Development Authority Board departed at 8:27 p.m.)

There being no objection, Mayor Jim Carruthers declared a recess.

3.

Public Comment.

The following addressed the Commission:

None.

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

Minutes
Traverse City Downtown Development Authority
Regular Meeting
September 16, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Rob Bacigalupi called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Allison Beers, Harry Burkholder, Steve Constantin, Mayor Jim Carruthers, John DiGiacomo, Bill Golden, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Chuck Judson, Gabe Schneider

Absent: Leah Bagdon-McCallum

2. Election of Officers: **Motion that the Carruthers, seconded by Beers that the slate of officers, Bill Golden, Chairperson, Leah Bagdon-McCallum-Vice Chairperson, Steve Constantin, Secretary, and Gabe Schneider, Treasurer, be approved as presented. Motion carried unanimously.**

3. Consent Calendar. **Motion by Jackson, seconded by Joubran that the consent portion of the agenda be approved as amended with item 4D added to the Executive Director's Report. Motion carried 10-0, Hershey abstained.**

a. **Approval of minutes of the Regular Meeting of August 19, 2016.**

b. **Approval of Financial Reports for DDA, TIF 2 and TIF 97 dated August 31, 2016.**

c. **Approval of change tot he Sara Hardy Downtown Farmers Market Rules 2016 as described by the Executive Director.**

4. Chairperson's Report

a. Community Development Report

i. 145 W. Front St.: Closed on property

ii. Envision 8th: September 26th

iii. Boardman Lake Avenue

iv. Park Place Hotel Conference Center

v. Urban 3

i. October 10 & 11

ii. Staff to send the Board dates and locations

vi. Question regarding 5/3rd property and discussion with request for joint meeting with Planning Commission

- b. Update on Housing Discussion
 - i. Bacigalupi to provide a report at the October DDA Board Meeting
 - i. Discussion regarding available data and the need
- c. Comments or Questions regarding Written Reports
 - i. Traverse City Light & Power agenda items
 - i. Staff to notify Board of Directors on the next meeting

5. Executive Director's Report

- a. Consideration of recommending approval of a contract to reconstruct Lot D
 - a. City Engineer, Tim Lodge, reviewed the project expenses
 - b. Motion by Constantin, seconded Burkholder that the DDA Board of Directors recommend that the City Commission authorize the executive of a unit price contract with Elmer's Crane and Dozer, Inc. in the amount of \$462,744.39, more or less, with no more than \$225,000 coming from the Traverse City Parking Fund, and no more than \$50,000 coming from the TIF 97 Fund, and the balance from other sources. Motion carried unanimously.**
- b. Consideration of approval of funding for engineering services associated with the South Cass Street Bridge
 - i. Motion by Constantin, seconded by Beers that the DDA Board of Directors authorize the expenditure of up to \$41,199.60 for a consultant agreement with AECOM for technical assistance associated with bridge design with funds available in the TIF 2 and TIF 97 professional/contractual line item, on a prof-rata basis. Motion carried unanimously.**
- c. Consideration of authorizing funds for the resurfacing of Lot V (145 West Front)
 - i. Motion by Beers, seconded by Constantin that the DDA Board of Directors recommend to the City Commission a change order to the Elmer's Crane and Dozer pavement preservation contract to pave the remainder of Lot V for a cost of not-to-exceed \$100,000, more or less, with funds available in the Traverse City Parking Fund. Motion carried unanimously.**
- d. Consideration of recommending a consultant agreement to prepare a transportation demand study
 - i. Motion by Jackson, seconded by Burkholder that the DDA Board of Directors recommend to the City Commission, the execution of a contract with Nelson/Nygaard for a Transportation Demand Study, as detailed in their proposal, plus additional public engagement as directed by staff, for not-to-exceed \$93,916 with funds available in the Traverse City Parking Fund, professional/contractual line item. Motion carried unanimously.**
 - ii. Discussion regarding the seasonality of transportation

- e. Consideration of request from the Downtown Traverse City Association for financial support of Santa's Arrival
 - i. **Motion by Joubran, seconded by Constantin that the DDA Board of Directors approve the reimbursement to the Downtown Traverse City Association of not-to-exceed \$10,000 for actual costs associated with Santa's Arrival with funds available in the DDA Operational Budget Community Promotion line item. Motion carried 10-0, Beers abstained.**
 - f. Consideration of request for joint meeting with the Planning Commission
 - i. **Motion by Burkholder, seconded by Beers that the DDA Board of Directors direct the Executive Director to request a joint meeting with the Planning Commission to discuss development regulations and their impact on fulling the master plan. Motion carried unanimously.**
 - ii. Discussion on conditional rezoning
 - iii. Staff to provide feedback/concerns regarding conditional rezoning with the Planning Commission prior to the October 4, 2016 meeting
 - g. Appointment to the Traverse City Arts Commission
 - i. **Motion by Beers, seconded by DiGiacomo that the DDA Board of Directors appoint Debbie Hershey to the Traverse City Arts Commission. Motion carried unanimously.**
6. Comments from Staff and Board of Directors
- a. David Barr sculpture discussion item on City Commission agenda
 - b. Prioritization Exercise on TIF 2
 - a. Staff to send updated document to the Board of Directors and due by September 23
 - b. U of M Study: Lower Boardman River added to item D
 - c. DTCA Board of Directors to perform exercise
7. Public Comment
- a. None at this time.
8. Adjournment. The meeting officially adjourned at 9:17 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DDA Financial Report

	September 30, 2015	September 30, 2016	Budget 16-17 as Approved	Budget 16-17 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	182,471	55,808	70,000	128,000	43.6%	72,192
Interest and Dividends	272	238	200	200	119.1%	-38
Miscellaneous	0	3,423	0	0	-	-3,423
Rents and Royalties	27,590	31,845	45,000	53,000	60.1%	21,155
Administrative Services	183,946	184,120	767,377	698,652	26.4%	514,532
Prior Year Surplus	0	0	0	0	-	0
TOTAL REVENUE	\$394,279	\$275,433	\$882,577	\$879,852	31.2%	604,419
EXPENSES						
Payroll Expense	159,676	188,032	581,810	595,261	31.6%	407,229
Health Insurance	24,071	17,458	146,733	180,153	9.7%	162,695
Workers Compensation	4,476	8,815	0	0	-	-8,815
Office Supplies	2,752	1,065	9,000	10,000	10.6%	8,935
Operation Supplies	0	1,172	0	0	-	-1,172
Professional/Contractual	15,175	26,522	78,100	44,775	59.2%	18,253
Communications	797	889	4,600	4,800	18.5%	3,911
Transportation	0	0	2,000	2,000	0.0%	2,000
Lodging/Meals	1,032	948	5,000	5,000	19.0%	4,052
Training	0	930	2,000	2,000	46.5%	1,070
Community Promotion	687	250	12,500	12,500	2.0%	12,250
Printing/Publishing	1,884	395	7,500	1,500	26.4%	1,105
Insurance & Bonds	1,472	1,472	1,700	1,800	81.8%	328
Utilities	1,819	1,447	6,600	7,100	20.4%	5,653
Repairs & Maintenance	0	0	2,200	2,200	0.0%	2,200
Rentals	2,145	2,750	8,000	9,000	30.6%	6,250
Legal Expense	135	0	5,000	4,500	0.0%	4,500
Miscellaneous	0	5	400	400	1.4%	395
Equipment	1,582	0	6,000	9,000	0.0%	9,000
TOTAL EXPENSE	\$217,703	\$252,151	\$879,143	\$891,989	28.3%	639,838
					thru fiscal year ↓	
NET INCOME/(LOSS)	\$176,576	\$23,283	\$3,434	(\$12,137)	25.0%	

Payroll & Fringes

	September 30, 2015	September 30, 2016	Budget 16-17 as Approved	Budget 16-17 with Amendments	% of Budget
Payroll Expense	159,676	188,032	581,810	595,261	31.6%
Health Insurance	24,071	17,458	146,733	180,153	9.7%
Workers Compensation	4,476	8,815	0	0	-
TOTAL	188,224	214,305	728,543	775,414	27.64%

Balance Sheet

As of September 30, 2016

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	145,959.48
Fifth Third Savings - 6740	201,327.60
Petty Cash	199.35
Total Checking/Savings	347,486.43
Accounts Receivable	
Accounts Receivable	86,513.59
Total Accounts Receivable	86,513.59
Other Current Assets	
Due From DTCA	103.24
Due From APS	-22,724.39
Total Other Current Assets	-22,621.15
Total Current Assets	411,378.87
Other Assets	
Due From Other Funds	226,000.71
Total Other Assets	226,000.71
TOTAL ASSETS	637,379.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	200,002.45
Total Accounts Payable	200,002.45
Other Current Liabilities	
Due to Other Funds	8,716.00
Bumpout Project Funds Collected	1,214.68
Accrued Salaries	-20,374.35
Accrued Payroll Liabilities	-1,637.70
Deposits Payable	
Senior Project Fresh	-1,863.00
Double Up Food Bucks	15,408.00
EBT Bridge Card	16,249.55
Project Fresh	-7,694.00
Deposits Payable - Other	-18.00
Total Deposits Payable	22,082.55
Payroll Liabilities	
State Income Tax Payable	1,549.90
State Unemployment Tax Payable	1,630.64
Health Insurance Payable	240.28
Total Payroll Liabilities	3,420.82
Total Other Current Liabilities	13,422.00
Total Current Liabilities	213,424.45
Total Liabilities	213,424.45
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	293,066.18
Net Income	23,282.68
Total Equity	423,955.13
TOTAL LIABILITIES & EQUITY	637,379.58

Downtown Development Authority
Profit & Loss
September 2016

	<u>Sep 16</u>
Ordinary Income/Expense	
Income	
Administrative Services	90,341.17
Interest & Dividends	31.07
Miscellaneous Revenue	420.00
Property Taxes	2,371.68
Rents	11,635.00
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Total Income	104,798.92
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Gross Profit	104,798.92
Expense	
Communications	270.26
Health Insurance	4,069.30
Insurance & Bonds	175.00
Lodging, meals	111.33
Office Supplies	195.95
Operation Supplies	617.18
Payroll Expenses	
457 Company Matching	2,260.32
Hourly Wage Expense	18,354.24
Medicare Tax Expense	635.78
Salaries & Wages	24,209.27
Social Security Tax Expense	2,718.45
SUTA Tax Expense	406.77
Payroll Expenses - Other	56.00
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Total Payroll Expenses	48,640.83
Professional/Contractual	5,520.55
Rentals	637.00
Training	930.00
Utilities	525.97
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Total Expense	61,693.37
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Net Ordinary Income	43,105.55
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Net Income	43,105.55

Profit & Loss

July through September 2016

	<u>Jul - Sep 16</u>
Ordinary Income/Expense	
Income	
Administrative Services	184,119.51
Interest & Dividends	238.23
Miscellaneous Revenue	3,422.87
Property Taxes	55,807.87
Rents	31,845.00
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Total Income	275,433.48
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Gross Profit	275,433.48
Expense	
Communications	889.18
Community Promotion	250.00
Health Insurance	17,457.85
Insurance & Bonds	1,472.00
Lodging, meals	947.70
Miscellaneous Expense	5.41
Office Supplies	1,064.67
Operation Supplies	1,172.18
Payroll Expenses	
Direct Deposit Fee	57.75
457 Company Matching	8,208.96
Hourly Wage Expense	74,900.54
Medicare Tax Expense	2,474.22
Salaries & Wages	89,276.28
Social Security Tax Expense	10,579.49
SUTA Tax Expense	1,638.56
Payroll Expenses - Other	896.66
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Total Payroll Expenses	188,032.46
Printing & Publishing	395.33
Professional/Contractual	26,521.91
Rentals	2,750.46
Training	930.00
Utilities	1,446.65
Workers Compensation	8,815.00
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Total Expense	252,150.80
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Net Ordinary Income	23,282.68
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Net Income	<u>23,282.68</u>

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Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 09/30/2016

	<u>Sep 30, 16</u>
Beginning Balance	205,714.00
Cleared Transactions	
Checks and Payments - 48 Items	-165,695.84
Deposits and Credits - 73 Items	130,991.52
Total Cleared Transactions	<u>-34,704.32</u>
Cleared Balance	<u>171,009.68</u>
Uncleared Transactions	
Checks and Payments - 55 Items	-25,050.20
Deposits and Credits - 2 Items	0.00
Total Uncleared Transactions	<u>-25,050.20</u>
Register Balance as of 09/30/2016	<u>145,959.48</u>
New Transactions	
Checks and Payments - 69 Items	-246,647.24
Deposits and Credits - 8 Items	382,109.48
Total New Transactions	<u>135,462.24</u>
Ending Balance	<u>281,421.72</u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						205,714.00
Cleared Transactions						
Checks and Payments - 48 items						
Bill Pmt -Check	08/02/2016	12151	9 Bean Rows, LLC	X	-331.00	-331.00
Bill Pmt -Check	08/16/2016	12191	TBA ISD	X	-1,098.02	-1,429.02
Liability Check	08/23/2016	12199	City of TC - Vendor	X	-5,282.34	-6,711.36
Liability Check	08/23/2016	12198	ICMA Retirement Tr...	X	-2,088.99	-8,800.35
Bill Pmt -Check	08/23/2016	12210	Traverse City Light ...	X	-441.97	-9,242.32
Bill Pmt -Check	08/23/2016	12208	TAHRA	X	-250.00	-9,492.32
Bill Pmt -Check	08/23/2016	12209	Traverse City Light ...	X	-83.88	-9,576.20
Bill Pmt -Check	08/30/2016	12212	Bottomline Bookkee...	X	-170.00	-9,746.20
Bill Pmt -Check	09/06/2016	12215	Uptown Developme...	X	-38,772.07	-48,518.27
Bill Pmt -Check	09/06/2016	12214	AECOM	X	-10,164.00	-58,682.27
Liability Check	09/06/2016	12219	ICMA Retirement Tr...	X	-2,100.61	-60,782.88
Bill Pmt -Check	09/06/2016	12220	Bottomline Bookkee...	X	-150.00	-60,932.88
Check	09/07/2016		World Pay	X	-141.90	-61,074.78
Liability Check	09/08/2016		QuickBooks Payroll ...	X	-13,598.43	-74,673.21
Paycheck	09/09/2016	12217	Lewis, Corey D	X	-792.84	-75,466.05
Paycheck	09/09/2016	12216	Dwyer, Joseph M	X	-530.61	-75,996.66
Paycheck	09/09/2016	12218	Wood, Mark S	X	-467.70	-76,464.36
Check	09/13/2016	12246	TIF-97	X	-55,786.71	-132,251.07
Bill Pmt -Check	09/13/2016	12222	Altonen Orchards	X	-391.00	-132,642.07
Bill Pmt -Check	09/13/2016	12232	Green Rock Farms	X	-354.00	-132,996.07
Bill Pmt -Check	09/13/2016	12240	Olds Paradise Farm,...	X	-325.00	-133,321.07
Bill Pmt -Check	09/13/2016	12237	Middle Branch Farm	X	-321.00	-133,642.07
Bill Pmt -Check	09/13/2016	12231	Gallagher Centennia...	X	-257.00	-133,899.07
Bill Pmt -Check	09/13/2016	12225	Bay Bread Company...	X	-217.00	-134,116.07
Bill Pmt -Check	09/13/2016	12227	Brown's Poplar Ridg...	X	-186.00	-134,302.07
Bill Pmt -Check	09/13/2016	12223	Armstrong Farms	X	-173.00	-134,475.07
Bill Pmt -Check	09/13/2016	12245	Bottomline Bookkee...	X	-170.00	-134,645.07
Bill Pmt -Check	09/13/2016	12243	Third Coast Bakery, ...	X	-110.00	-134,755.07
Bill Pmt -Check	09/13/2016	12235	Loma Farms, LLC	X	-105.00	-134,860.07
Bill Pmt -Check	09/13/2016	12242	Shiloh's Garden	X	-87.00	-134,947.07
Bill Pmt -Check	09/13/2016	12238	Norconk Farm Aspa...	X	-79.00	-135,026.07
Bill Pmt -Check	09/13/2016	12228	Champion Hill Farm	X	-68.00	-135,094.07
Bill Pmt -Check	09/13/2016	12241	Providence Farm, LLC	X	-56.00	-135,150.07
Bill Pmt -Check	09/13/2016	12226	Boss Mouse Cheese...	X	-56.00	-135,206.07
Bill Pmt -Check	09/13/2016	12230	Dover, Ann	X	-41.00	-135,247.07
Bill Pmt -Check	09/13/2016	12233	La Casa Verde Prod...	X	-24.00	-135,271.07
Bill Pmt -Check	09/13/2016	12244	Webber Farms	X	-17.00	-135,288.07
Liability Check	09/14/2016	EFTPS	United States Treas...	X	-5,148.06	-140,436.13
Liability Check	09/20/2016	12250	ICMA Retirement Tr...	X	-2,102.07	-142,538.20
Liability Check	09/20/2016	EFTPS	State of Michigan - ...	X	-1,946.10	-144,484.30
Bill Pmt -Check	09/20/2016	12251	Bottomline Bookkee...	X	-90.00	-144,574.30
Liability Check	09/22/2016		QuickBooks Payroll ...	X	-14,207.19	-158,781.49
Paycheck	09/23/2016	12248	Lewis, Corey D	X	-686.98	-159,468.47
Paycheck	09/23/2016	12249	Wood, Mark S	X	-491.80	-159,960.27
Paycheck	09/23/2016	12247	Dwyer, Joseph M	X	-403.87	-160,364.14
Bill Pmt -Check	09/27/2016	12273	Bottomline Bookkee...	X	-150.00	-160,514.14
Liability Check	09/28/2016	EFTPS	United States Treas...	X	-5,176.40	-165,690.54
Check	09/30/2016			X	-5.30	-165,695.84
Total Checks and Payments					-165,695.84	-165,695.84
Deposits and Credits - 73 items						
Deposit	09/02/2016			X	246.00	246.00
Deposit	09/02/2016			X	101,567.72	101,813.72
Deposit	09/03/2016			X	390.00	102,203.72
Deposit	09/03/2016			X	3,300.00	105,503.72
Check	09/06/2016	12213	TIF-97	X	0.00	105,503.72
Deposit	09/07/2016			X	283.00	105,786.72
Deposit	09/07/2016			X	1,215.00	107,001.72
Paycheck	09/09/2016	DD1235	Russell, Amy K	X	0.00	107,001.72
Paycheck	09/09/2016	DD1226	Golden, McKenzie L	X	0.00	107,001.72
Paycheck	09/09/2016	DD1231	Merica, Kenneth N	X	0.00	107,001.72
Paycheck	09/09/2016	DD1230	Merica, John A	X	0.00	107,001.72
Paycheck	09/09/2016	DD1234	Posler, Marianne	X	0.00	107,001.72
Paycheck	09/09/2016	DD1237	Talarico, Nina	X	0.00	107,001.72
Paycheck	09/09/2016	DD1225	Bacigalupi, Robert M.	X	0.00	107,001.72
Paycheck	09/09/2016	DD1229	Merica, Gregory J	X	0.00	107,001.72
Paycheck	09/09/2016	DD1236	Smith, Caitlyn B	X	0.00	107,001.72
Paycheck	09/09/2016	DD1232	Nugier, Kody J	X	0.00	107,001.72

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	09/09/2016	DD1239	Wright, Krista S	X	0.00	107,001.72
Paycheck	09/09/2016	DD1233	Paveglio, Colleen M.	X	0.00	107,001.72
Paycheck	09/09/2016	DD1227	Helferich, Michael D	X	0.00	107,001.72
Paycheck	09/09/2016	DD1228	Hoekje, Patricia K	X	0.00	107,001.72
Paycheck	09/09/2016	DD1238	VanNess, Nicole	X	0.00	107,001.72
Deposit	09/10/2016			X	467.00	107,468.72
Deposit	09/10/2016			X	2,460.00	109,928.72
Deposit	09/13/2016			X	352.00	110,280.72
Deposit	09/13/2016			X	13,193.00	123,473.72
Deposit	09/14/2016			X	426.00	123,899.72
Deposit	09/14/2016			X	660.00	124,559.72
Deposit	09/17/2016			X	581.00	125,140.72
Deposit	09/19/2016			X	1,615.00	126,755.72
Deposit	09/21/2016			X	409.00	127,164.72
Deposit	09/21/2016			X	420.00	127,584.72
Deposit	09/21/2016			X	530.00	128,114.72
Paycheck	09/23/2016	DD1249	Paveglio, Colleen M.	X	0.00	128,114.72
Paycheck	09/23/2016	DD1253	Stowe, Martin C	X	0.00	128,114.72
Paycheck	09/23/2016	DD1251	Russell, Amy K	X	0.00	128,114.72
Paycheck	09/23/2016	DD1250	Posler, Marianne	X	0.00	128,114.72
Paycheck	09/23/2016	DD1255	VanNess, Nicole	X	0.00	128,114.72
Paycheck	09/23/2016	DD1248	Nugier, Kody J	X	0.00	128,114.72
Paycheck	09/23/2016	DD1246	Merica, Kenneth N	X	0.00	128,114.72
Paycheck	09/23/2016	DD1245	Merica, John A	X	0.00	128,114.72
Paycheck	09/23/2016	DD1244	Merica, Gregory J	X	0.00	128,114.72
Paycheck	09/23/2016	DD1243	Hoekje, Patricia K	X	0.00	128,114.72
Paycheck	09/23/2016	DD1241	Golden, McKenzie L	X	0.00	128,114.72
Paycheck	09/23/2016	DD1252	Smith, Caitlyn B	X	0.00	128,114.72
Paycheck	09/23/2016	DD1254	Talarico, Nina	X	0.00	128,114.72
Paycheck	09/23/2016	DD1256	Wright, Krista S	X	0.00	128,114.72
Paycheck	09/23/2016	DD1240	Bacigalupi, Robert M.	X	0.00	128,114.72
Paycheck	09/23/2016	DD1247	Miller, Katie R	X	0.00	128,114.72
Paycheck	09/23/2016	DD1242	Helferich, Michael D	X	0.00	128,114.72
Deposit	09/24/2016			X	414.00	128,528.72
Deposit	09/24/2016			X	1,390.00	129,918.72
Deposit	09/28/2016			X	270.00	130,188.72
Deposit	09/28/2016			X	334.00	130,522.72
Deposit	09/28/2016			X	465.00	130,987.72
Deposit	09/30/2016			X	3.80	130,991.52
Paycheck	10/07/2016	DD1270	Stowe, Martin C	X	0.00	130,991.52
Paycheck	10/07/2016	DD1257	Bacigalupi, Robert M.	X	0.00	130,991.52
Paycheck	10/07/2016	DD1269	Smith, Caitlyn B	X	0.00	130,991.52
Paycheck	10/07/2016	DD1272	VanNess, Nicole	X	0.00	130,991.52
Paycheck	10/07/2016	DD1266	Paveglio, Colleen M.	X	0.00	130,991.52
Paycheck	10/07/2016	DD1271	Talarico, Nina	X	0.00	130,991.52
Paycheck	10/07/2016	DD1258	Golden, McKenzie L	X	0.00	130,991.52
Paycheck	10/07/2016	DD1259	Helferich, Michael D	X	0.00	130,991.52
Paycheck	10/07/2016	DD1260	MacArthur, David J	X	0.00	130,991.52
Paycheck	10/07/2016	DD1261	Merica, Gregory J	X	0.00	130,991.52
Paycheck	10/07/2016	DD1262	Merica, John A	X	0.00	130,991.52
Paycheck	10/07/2016	DD1263	Merica, Kenneth N	X	0.00	130,991.52
Paycheck	10/07/2016	DD1264	Miller, Katie R	X	0.00	130,991.52
Paycheck	10/07/2016	DD1268	Russell, Amy K	X	0.00	130,991.52
Paycheck	10/07/2016	DD1267	Posler, Marianne	X	0.00	130,991.52
Paycheck	10/07/2016	DD1265	Nugier, Kody J	X	0.00	130,991.52
Paycheck	10/07/2016	DD1273	Wright, Krista S	X	0.00	130,991.52
Total Deposits and Credits					130,991.52	130,991.52
Total Cleared Transactions					-34,704.32	-34,704.32
Cleared Balance					-34,704.32	171,009.68
Uncleared Transactions						
Checks and Payments - 55 Items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennan		-9.00	-164.79

Downtown Development Authority

Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
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, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-5,703.20
Bill Pmt -Check	09/13/2016	12229	Cherry Connection/...		-512.00	-6,215.20
Bill Pmt -Check	09/13/2016	12221	9 Bean Rows, LLC		-334.00	-6,549.20
Bill Pmt -Check	09/13/2016	12234	Leo Ocanas Farm		-272.00	-6,821.20
Bill Pmt -Check	09/13/2016	12236	Marvin's Garden Sp...		-138.00	-6,959.20
Bill Pmt -Check	09/13/2016	12239	Olds Farm, LLC		-52.00	-7,011.20
Bill Pmt -Check	09/13/2016	12224	Bare Knuckle Farm ...		-20.00	-7,031.20
Liability Check	09/27/2016	12252	City of TC - Vendor		-5,295.42	-12,326.62
Bill Pmt -Check	09/27/2016	12255	City of TC - Vendor		-5,000.00	-17,326.62
Bill Pmt -Check	09/27/2016	12268	Seeds, Inc.		-3,231.04	-20,557.66
Bill Pmt -Check	09/27/2016	12269	Team Financial Gro...		-640.98	-21,198.64
Bill Pmt -Check	09/27/2016	12258	FileMaker, Inc.		-555.00	-21,753.64
Bill Pmt -Check	09/27/2016	12254	Charter Communica...		-540.52	-22,294.16
Bill Pmt -Check	09/27/2016	12253	Bay Supply & Marke...		-474.50	-22,768.66
Bill Pmt -Check	09/27/2016	12271	Traverse City Light ...		-429.55	-23,198.21
Bill Pmt -Check	09/27/2016	12266	Norte! Youth Cycling		-350.00	-23,548.21
Bill Pmt -Check	09/27/2016	12265	Networks Northwest		-250.00	-23,798.21
Bill Pmt -Check	09/27/2016	12260	Integrity Business S...		-234.51	-24,032.72
Bill Pmt -Check	09/27/2016	12267	Pitney Bowes Global...		-202.46	-24,235.18
Bill Pmt -Check	09/27/2016	12262	Michigan Downtown ...		-200.00	-24,435.18
Bill Pmt -Check	09/27/2016	12263	Michigan Municipal ...		-175.00	-24,610.18
Bill Pmt -Check	09/27/2016	12264	Michigan Office Solu...		-127.35	-24,737.53
Bill Pmt -Check	09/27/2016	12270	Traverse City Light ...		-96.42	-24,833.95
Bill Pmt -Check	09/27/2016	12259	Google Inc.		-58.86	-24,892.81
Bill Pmt -Check	09/27/2016	12257	Copy Central		-58.30	-24,951.11
Bill Pmt -Check	09/27/2016	12261	LIAA		-50.00	-25,001.11
Bill Pmt -Check	09/27/2016	12272	Trophy Trolley		-43.68	-25,044.79
Bill Pmt -Check	09/27/2016	12256	City of TC - Vendor		-5.41	-25,050.20
Total Checks and Payments					-25,050.20	-25,050.20
Deposits and Credits - 2 Items						
Bill Pmt -Check	08/26/2016		Ollar Consulting Lim...		0.00	0.00
Deposit	09/01/2016				0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-25,050.20	-25,050.20
Register Balance as of 09/30/2016					-59,754.52	145,959.48
New Transactions						
Checks and Payments - 69 Items						
Bill Pmt -Check	10/04/2016	12287	City of TC - Vendor		-177,253.14	-177,253.14
Liability Check	10/04/2016	12275	City of TC - Vendor		-5,295.42	-182,548.56
Liability Check	10/04/2016	12291	ICMA Retirement Tr...		-2,102.43	-184,650.99
Bill Pmt -Check	10/04/2016	12277	Britten Banners		-1,375.50	-186,026.49
Bill Pmt -Check	10/04/2016	12293	Altonen Orchards		-1,165.00	-187,191.49
Bill Pmt -Check	10/04/2016	12285	TBA ISD		-1,058.15	-188,249.64
Bill Pmt -Check	10/04/2016	12283	Morsels		-900.00	-189,149.64
Bill Pmt -Check	10/04/2016	12282	Milk and Honey		-900.00	-190,049.64
Bill Pmt -Check	10/04/2016	12280	Espresso Bay		-900.00	-190,949.64
Bill Pmt -Check	10/04/2016	12281	Great Lakes Bath & ...		-750.00	-191,699.64
Bill Pmt -Check	10/04/2016	12286	Team Financial Gro...		-640.98	-192,340.62

Downtown Development Authority

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Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	10/04/2016	12296	BMG Farms		-570.00	-192,910.62
Bill Pmt -Check	10/04/2016	12292	9 Bean Rows, LLC		-534.00	-193,444.62
Bill Pmt -Check	10/04/2016	12299	Buchans Blueberry ...		-461.00	-193,905.62
Bill Pmt -Check	10/04/2016	12305	Green Rock Farms		-402.00	-194,307.62
Bill Pmt -Check	10/04/2016	12307	Hall Farms		-373.00	-194,680.62
Bill Pmt -Check	10/04/2016	12301	Cherry Connection/...		-346.00	-195,026.62
Bill Pmt -Check	10/04/2016	12310	Leo Ocanas Farm		-320.00	-195,346.62
Bill Pmt -Check	10/04/2016	12313	Middle Branch Farm		-297.00	-195,643.62
Bill Pmt -Check	10/04/2016	12278	CDW Government		-286.01	-195,929.63
Bill Pmt -Check	10/04/2016	12284	Rotary Club of Trave...		-258.00	-196,187.63
Bill Pmt -Check	10/04/2016	12294	Armstrong Farms		-239.00	-196,426.63
Bill Pmt -Check	10/04/2016	12326	Bottomline Bookkee...		-220.00	-196,646.63
Bill Pmt -Check	10/04/2016	12276	Brickyard Towing, Inc.		-210.00	-196,856.63
Bill Pmt -Check	10/04/2016	12318	Olds Farm, LLC		-194.00	-197,050.63
Bill Pmt -Check	10/04/2016	12317	Old Hundredth Farm		-191.00	-197,241.63
Bill Pmt -Check	10/04/2016	12314	Mike Leabo		-190.00	-197,431.63
Bill Pmt -Check	10/04/2016	12304	Gallagher Centennia...		-185.00	-197,616.63
Bill Pmt -Check	10/04/2016	12312	Maple Ridge Orchards		-184.00	-197,800.63
Bill Pmt -Check	10/04/2016	12298	Brown's Poplar Ridg...		-173.00	-197,973.63
Bill Pmt -Check	10/04/2016	12279	City of TC - Vendor		-150.00	-198,123.63
Bill Pmt -Check	10/04/2016	12316	Murray, Timothy		-147.00	-198,270.63
Bill Pmt -Check	10/04/2016	12321	Pahl Farms		-135.00	-198,405.63
Bill Pmt -Check	10/04/2016	12319	Olds Paradise Farm,...		-127.00	-198,532.63
Bill Pmt -Check	10/04/2016	12311	Loma Farms, LLC		-121.00	-198,653.63
Bill Pmt -Check	10/04/2016	12295	Bay Bread Company...		-115.00	-198,768.63
Bill Pmt -Check	10/04/2016	12297	Boss Mouse Cheese...		-105.00	-198,873.63
Bill Pmt -Check	10/04/2016	12303	Duerksen Turkey Fa...		-89.00	-198,962.63
Bill Pmt -Check	10/04/2016	12322	Providence Farm, LLC		-81.00	-199,043.63
Bill Pmt -Check	10/04/2016	12320	ONA Mission Honey...		-76.00	-199,119.63
Bill Pmt -Check	10/04/2016	12309	Leelanau Piedmonte...		-63.00	-199,182.63
Bill Pmt -Check	10/04/2016	12306	Guntzville's Berry &...		-55.00	-199,237.63
Bill Pmt -Check	10/04/2016	12300	Champion Hill Farm		-41.00	-199,278.63
Bill Pmt -Check	10/04/2016	12315	Morganic Farm		-39.00	-199,317.63
Bill Pmt -Check	10/04/2016	12323	Shiloh's Garden		-32.00	-199,349.63
Bill Pmt -Check	10/04/2016	12325	Webber Farms		-30.00	-199,379.63
Bill Pmt -Check	10/04/2016	12324	Shrub Soda Co., The		-25.00	-199,404.63
Bill Pmt -Check	10/04/2016	12308	La Casa Verde Prod...		-17.00	-199,421.63
Bill Pmt -Check	10/04/2016	12302	Coleman, Joseph		-11.00	-199,432.63
Check	10/05/2016	12327	Federated Capital C...		-2,250.00	-201,682.63
Liability Check	10/06/2016		QuickBooks Payroll ...		-15,020.33	-216,702.96
Paycheck	10/07/2016	12289	Lewis, Corey D		-661.26	-217,364.22
Paycheck	10/07/2016	12288	Dwyer, Joseph M		-495.77	-217,859.99
Paycheck	10/07/2016	12290	Wood, Mark S		-467.71	-218,327.70
Check	10/11/2016	12342	TIF-97		-17,563.21	-235,890.91
Bill Pmt -Check	10/11/2016	12340	Providence Farm, LLC		-4,924.00	-240,814.91
Bill Pmt -Check	10/11/2016	12333	Seeds, Inc.		-2,714.66	-243,529.57
Bill Pmt -Check	10/11/2016	12329	First National Bank -...		-1,862.67	-245,392.24
Bill Pmt -Check	10/11/2016	12335	Altonen Orchards		-418.00	-245,810.24
Bill Pmt -Check	10/11/2016	12332	Norte! Youth Cyclng		-150.00	-245,960.24
Bill Pmt -Check	10/11/2016	12328	Brickyard Towing, Inc.		-140.00	-246,100.24
Bill Pmt -Check	10/11/2016	12337	Leo Ocanas Farm		-136.00	-246,236.24
Bill Pmt -Check	10/11/2016	12338	Loma Farms, LLC		-109.00	-246,345.24
Bill Pmt -Check	10/11/2016	12341	Third Coast Bakery, ...		-102.00	-246,447.24
Bill Pmt -Check	10/11/2016	12330	Google Inc.		-60.00	-246,507.24
Bill Pmt -Check	10/11/2016	12331	Greentown Foods		-38.00	-246,545.24
Bill Pmt -Check	10/11/2016	12336	La Casa Verde Prod...		-36.00	-246,581.24
Bill Pmt -Check	10/11/2016	12334	9 Bean Rows, LLC		-34.00	-246,615.24
Bill Pmt -Check	10/11/2016	12339	ONA Mission Honey...		-32.00	-246,647.24
Total Checks and Payments					-246,647.24	-246,647.24
Deposits and Credits - 8 Items						
Deposit	10/01/2016				254.00	254.00
Deposit	10/01/2016				1,280.00	1,534.00
Deposit	10/05/2016				190.00	1,724.00
Deposit	10/05/2016				545.00	2,269.00
Deposit	10/08/2016				368.00	2,637.00
Deposit	10/08/2016				1,250.00	3,887.00
Deposit	10/10/2016				67,960.04	71,847.04
Deposit	10/11/2016				310,262.44	382,109.48
Total Deposits and Credits					382,109.48	382,109.48

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10/11/16

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 09/30/2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					135,462.24	135,462.24
Ending Balance					75,707.72	281,421.72

DDA-TIF2
Balance Sheet
As of September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,172,160.23
Total Checking/Savings	<u>1,172,160.23</u>
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	<u>1,912,097.00</u>
Total Current Assets	<u>3,084,257.23</u>
Other Assets	
Due From Other Funds	4,471.53
Total Other Assets	<u>4,471.53</u>
TOTAL ASSETS	<u><u>3,088,728.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	21,726.00
Total Accounts Payable	<u>21,726.00</u>
Other Current Liabilities	
Deferred Income	2,437,097.00
Due To Other Funds	585.00
Total Other Current Liabilities	<u>2,437,682.00</u>
Total Current Liabilities	<u>2,459,408.00</u>
Total Liabilities	<u>2,459,408.00</u>
Equity	
Retained Earnings	648,917.26
Net Income	-19,596.50
Total Equity	<u>629,320.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,088,728.76</u></u>

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

	<u>Sep 16</u>
Income	
Interest	96.03
Total Income	<u>96.03</u>
Expense	
Adm/Eng Services	21,726.00
Total Expense	<u>21,726.00</u>
Net Income	<u><u>-21,629.97</u></u>

DDA-TIF2
Profit & Loss
July through September 2016

	<u>Jul - Sep 16</u>
Income	
Interest	294.93
Property Taxes	1,834.57
Total Income	<u>2,129.50</u>
Expense	
Adm/Eng Services	21,726.00
Total Expense	<u>21,726.00</u>
Net Income	<u><u>-19,596.50</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 09/30/2016

	<u>Sep 30, 16</u>
Beginning Balance	1,172,064.20
Cleared Transactions	
Deposits and Credits - 1 item	<u>96.03</u>
Total Cleared Transactions	<u>96.03</u>
Cleared Balance	<u>1,172,160.23</u>
Register Balance as of 09/30/2016	1,172,160.23
New Transactions	
Checks and Payments - 1 item	<u>-21,726.00</u>
Total New Transactions	<u>-21,726.00</u>
Ending Balance	<u>1,150,434.23</u>

Reconciliation Detail

Fifth Third Checking - 4378, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,172,064.20
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2016			X	96.03	96.03
Total Deposits and Credits					96.03	96.03
Total Cleared Transactions					96.03	96.03
Cleared Balance					96.03	1,172,160.23
Register Balance as of 09/30/2016					96.03	1,172,160.23
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/01/2016	1031	DDA		-21,726.00	-21,726.00
Total Checks and Payments					-21,726.00	-21,726.00
Total New Transactions					-21,726.00	-21,726.00
Ending Balance					-21,629.97	1,150,434.23

DDA - TIF97
Balance Sheet
As of September 30, 2016

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,688,344.74
Total Checking/Savings	3,688,344.74
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	5,003,344.74
TOTAL ASSETS	5,003,344.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	259,212.96
Total Accounts Payable	259,212.96
Other Current Liabilities	
Deferred Revenue	1,425,000.00
Due To Other Funds	5,056.53
Total Other Current Liabilities	1,430,056.53
Total Current Liabilities	1,689,269.49
Total Liabilities	1,689,269.49
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,325,755.78
Net Income	1,009,519.47
Total Equity	3,314,075.25
TOTAL LIABILITIES & EQUITY	5,003,344.74

DDA - TIF97
Profit & Loss
September 2016

	<u>Sep 16</u>
Income	
Interest	555.37
Property Taxes	55,533.95
	<hr/>
Total Income	56,089.32
Expense	
Capital Outlay	5,923.89
Professional/Contractual	206,042.00
	<hr/>
Total Expense	211,965.89
Net Income	<hr/> -155,876.57 <hr/>

DDA - TIF97
Profit & Loss
July through September 2016

	<u>Jul - Sep 16</u>
Income	
Interest	1,012.52
Property Taxes	1,269,245.96
Total Income	<u>1,270,258.48</u>
Expense	
Capital Outlay	5,923.89
Professional/Contractual	254,815.12
Total Expense	<u>260,739.01</u>
Net Income	<u><u>1,009,519.47</u></u>

3:17 PM

10/11/16

DDA - TIF97

Reconciliation Summary

Fifth Third Checking - 8026, Period Ending 09/30/2016

	<u>Sep 30, 16</u>
Beginning Balance	3,632,255.42
Cleared Transactions	
Deposits and Credits - 5 items	<u>56,089.32</u>
Total Cleared Transactions	<u>56,089.32</u>
Cleared Balance	<u>3,688,344.74</u>
Register Balance as of 09/30/2016	3,688,344.74
New Transactions	
Checks and Payments - 4 items	-259,287.96
Deposits and Credits - 1 item	<u>17,563.21</u>
Total New Transactions	<u>-241,724.75</u>
Ending Balance	<u><u>3,446,619.99</u></u>

3:17 PM

10/11/16

DDA - TIF97
Reconciliation Detail
 Fifth Third Checking - 8026, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,632,255.42
Cleared Transactions						
Deposits and Credits - 5 Items						
Deposit	09/07/2016			X	0.00	0.00
Deposit	09/21/2016			X	55,786.71	55,786.71
Deposit	09/30/2016			X	302.61	56,089.32
Bill Pmt -Check	10/04/2016	1128	Downtown Develop...	X	0.00	56,089.32
Bill Pmt -Check	10/04/2016	1127	Downtown Develop...	X	0.00	56,089.32
Total Deposits and Credits					<u>56,089.32</u>	<u>56,089.32</u>
Total Cleared Transactions					<u>56,089.32</u>	<u>56,089.32</u>
Cleared Balance					<u>56,089.32</u>	<u>3,688,344.74</u>
Register Balance as of 09/30/2016					56,089.32	3,688,344.74
New Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	10/01/2016	1125	Downtown Develop...		-21,726.00	-21,726.00
Bill Pmt -Check	10/04/2016	1129	Downtown Develop...		-226,075.71	-247,801.71
Bill Pmt -Check	10/04/2016	1126	Otwell Mawby, P.C.		-6,937.86	-254,739.57
Bill Pmt -Check	10/04/2016	1130	Uptown Developme...		-4,548.39	-259,287.96
Total Checks and Payments					<u>-259,287.96</u>	<u>-259,287.96</u>
Deposits and Credits - 1 item						
Deposit	10/12/2016				17,563.21	17,563.21
Total Deposits and Credits					<u>17,563.21</u>	<u>17,563.21</u>
Total New Transactions					<u>-241,724.75</u>	<u>-241,724.75</u>
Ending Balance					<u><u>-185,635.43</u></u>	<u><u>3,446,619.99</u></u>

SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 499.00 TO 699.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	16736.95	166380.78	.00	178619.22	48.23
652.00 PARKING FEES-COIN	900000.00	.00	900000.00	35457.25	300400.96	.00	599599.04	33.38
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	4522.50	15428.50	.00	224571.50	6.43
653.05 PERMITS-PARKING DECK	480000.00	.00	480000.00	1071.00	25549.50	.00	454450.50	5.32
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	18447.00	84378.00	.00	250622.00	25.19
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	.00	.00	.00	3500.00	.00
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	3516.00	10548.00	.00	15752.00	40.11
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	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	.00	.00	.00	.00	.00	.00	.00	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	952.75	2366.78	.00	2366.78-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	772800.00	.00	772800.00	.00	.00	.00	772800.00	.00
GRAND TOTALS	3102600.00	.00	3102600.00	80703.45	605052.52	.00	2497547.48	19.50

RUN DATE: 10/18/16

CITY OF TRAVERSE CITY
 LINE ITEMS AS OF 09/30/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	75000.00	.00	75000.00	1987.62	3223.63	.00	71776.37	4.30
704.00 EMPLOYEE OVERTIME	3250.00	.00	3250.00	.00	.00	.00	3250.00	.00
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	2633.16	.00	1233.16	188.08
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	131.93	450.59	.00	5249.41	7.91
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	759.73	2375.10	.00	2924.90	44.81
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	58.48	179.33	.00	520.67	25.62
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	561.16	615.21	.00	8884.79	6.48
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	.00	94.91	.00	1305.09	6.78
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	128.91	170.43	.00	6829.57	2.43
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	9362.29	12144.92	6104.88	27750.20	26.40
801.00 PROFESSIONAL AND CONTRACTUAL	1000000.00	.00	1000000.00	23336.77	141537.00	81866.03	776596.97	14.15
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	91.58	.00	2091.58	4.58
850.00 COMMUNICATIONS	49000.00	.00	49000.00	692.48	2529.03	.00	46470.97	5.16
854.00 CITY FEE	233000.00	.00	233000.00	.00	.00	.00	233000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	204.81	874.70	.00	7125.30	10.93
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	1990.00	1990.00	.00	6010.00	24.88
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	.00	.00	200.00	.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	2209.60	3813.10	.00	18186.90	17.33
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	.00	2793.56	.00	18206.44	13.30
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	1678.20	6567.14	.00	143432.86	4.38
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	3356.35	7083.61	34614.48	530301.91	1.24
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	4756.00	23610.95	.00	95389.05	19.84
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	6754.30	.00	3745.70	64.33
959.00 DEPRECIATION EXPENSE	445000.00	.00	445000.00	.00	40770.58	.00	404229.42	9.16
964.00 TRANSFERS OUT	125000.00	.00	125000.00	.00	.00	.00	125000.00	.00
977.00 EQUIPMENT	179500.00	.00	179500.00	15641.00	15641.00	.00	163859.00	8.71
GRAND TOTALS	3102600.00	.00	3102600.00	66855.33	275760.67	122585.39	2704253.94	8.89



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: October 18, 2016
Re: Lot V Lease (2016)

Now that we have closed on the property at 145 W Front, and have approved the repaving project, we need to initiate a new lease for the use of the spaces on the 42' on the north side of Lot V.

The existing lease was for 18 spaces at \$23 per space. The reconfiguration and current design of the lot has a maximum of 26 spaces. I have provided a draft agreement to the City Attorney's Office for review. The draft indicates the lease term to be a minimum of two years with a quarterly renewal, and the rate would remain the same at \$23 per space. This would increase the monthly lease payment from \$414 to \$598. We will need to wait for a final drawing before executing the agreement so we can adjust the actual number of spaces.

I recommend the DDA Board approve and execute a parking lot lease with Great Lakes Central Properties for use of the 40' on the north side of Lot V.



Memorandum

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

To: City Planning Commission / DDA Board of Directors
From: Jean Derenzy, Deputy Director Planning & Development /
Community Development
Date: October 12, 2016
Subject: Community Development Update

October Update:

Project News:

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

Urban3 Study: Joe Minicozzi presented the data generated on revenue generation of land-use on October 10 and 11. The presentation was taped and can be found on the LIAA website, <http://www.upnorthmedia.org>. Presentation information also will be placed on the City's website.

124 West Front Street: The Brownfield Authority at their October 26th meeting, will be reviewing the environmental work plan to be presented to DEQ for review and approval. This work plan is a component of the DEQ loan identified for 124 west front street.

8th Street – West Boardman Lake Area: As Board members are aware, significant work has been completed in the past 9 months on 8th street and the West Boardman Lake area. On 8th street, a charrette was completed, identifying the preferred design of the street and also providing a form base code. Work will continue on implementation components to achieve the communities preferred design. The form base code will require significant public engagement to achieve the community's vision for this corridor.

For the West Boardman Lake area, three studies have been completed being: The completion of the non-motorized trail around Boardman Lake; completing the five mile trail around the Lake. A strategy that has been identified since 1998, the community is now close to the completion of that strategy.

West Boardman Lake drive was also studied to determine the need for a new drive to connect to the current streets in this area. This study was presented with options identified to the City Commission in September.

The last piece of the work was the relocation of the railroad wye (railroad turnaround) on 14th street. This study identifies alternative locations for the wye to be relocated providing more land to the City for private development opportunities.

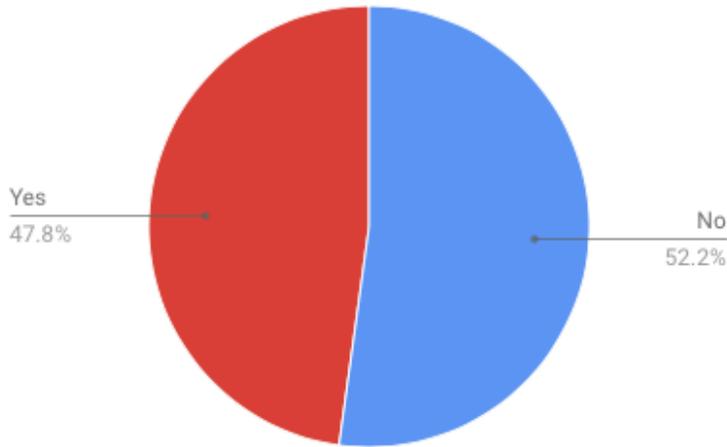
The work now begins on coordinating and prioritizing the projects. Although the 8th street is separate from the West Boardman Lake area, staff will be looking at funding for these public infrastructure projects. It is anticipated that the month of October or November the West Boardman Lake projects will be presented to the City Commission.

Park Place Conference Center: As part of the Park Place Conference Center Brownfield Plan (Plan), identification of the civic square is being considered to be part of the Plan. In addition, public infrastructure may include a new water main, and park street streetscapes.

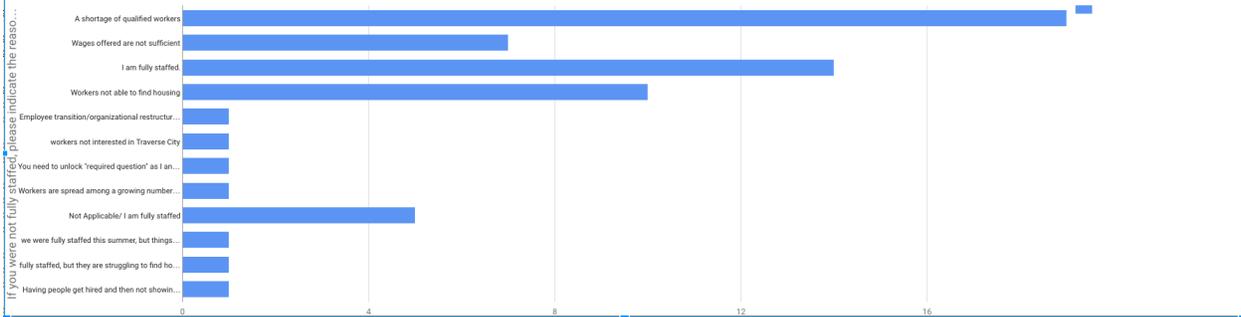
Should you have any questions feel free to call me at 922-4513, or email at jderenzy@grandtraverse.org.

Downtown Business Employment Survey - October 2016

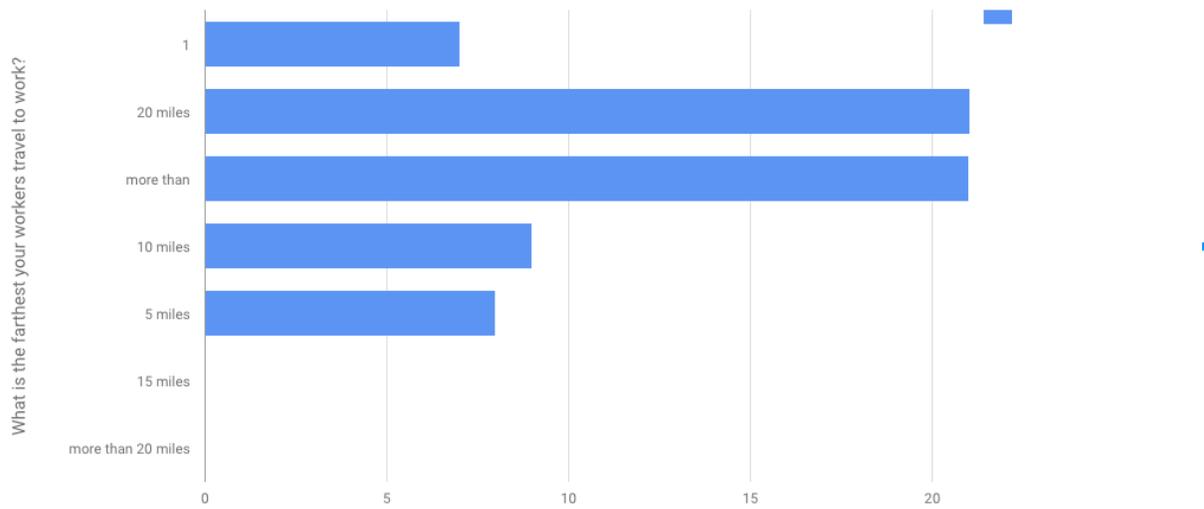
Count of Are you fully staffed this year?



Count of If you were not fully staffed, please indicate the reason or reasons for which you are unable to fill positions

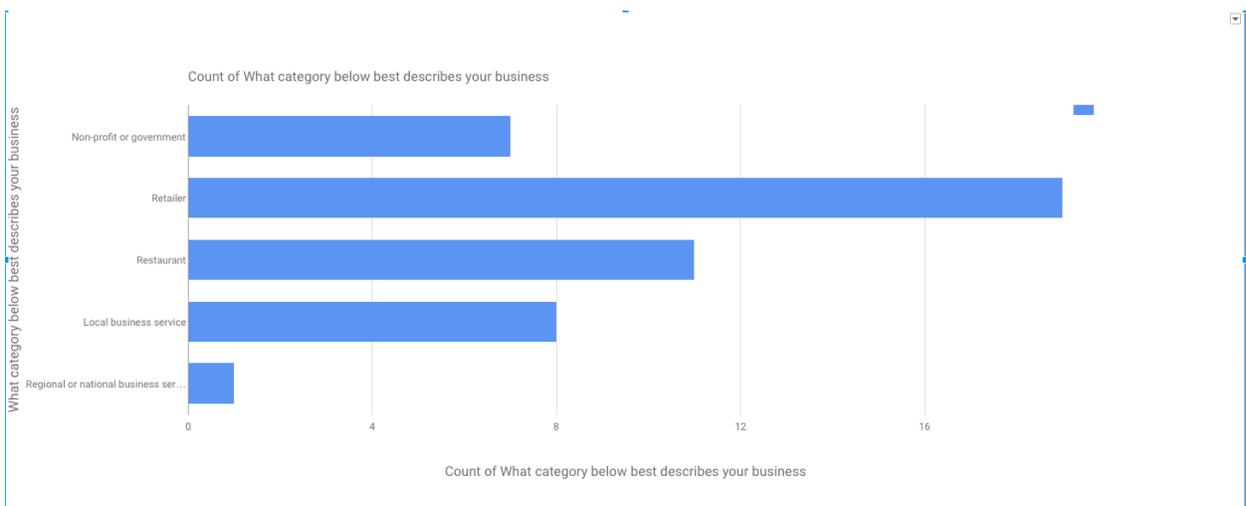
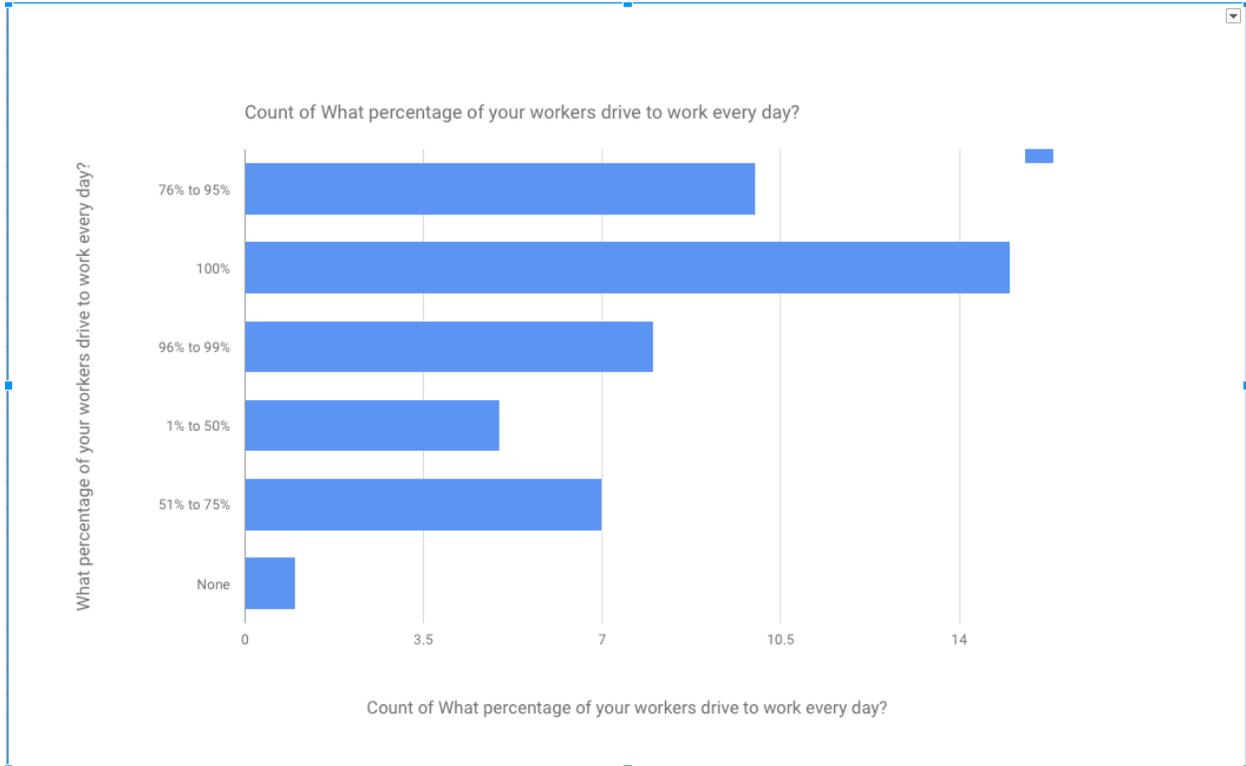


Count of What is the farthest your workers travel to work?



Count of What is the farthest your workers travel to work?

Downtown Business Employment Survey - October 2016





Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: Rob Bacigalupi, DDA Executive Director DDA

From: Jean Derenzy, Deputy Director Planning and Development & Director Community Development

Date: October 11, 2016

Subject: Conceptual Support – High-Speed Digital Infrastructure Project

As you may know, Governor Snyder created and funded the 21st Century Infrastructure Commission which is responsible for identifying strategic best practices to modernize the state's transportation, water and sewer, energy and communications infrastructure (which includes deployment of high-speed fiber internet). This infrastructure commission is comprised of state and independent industry experts. The Commission will be issuing a final report including recommendations to the Governor in November 2016 for his consideration.

To be business friendly and encourage business development, it is important to be part of the digital economy, this will positively impact the downtown. In today's digital economy people are increasingly able to choose the community in which they live and work, rather than having their employer determine this for them. This type of worker typically has one common requirement for global success; a reliable high-speed connection to the internet.

Attached is a resolution of Support for high-speed digital infrastructure project for consideration by the Downtown Development Authority at their October 21, 2016 meeting. Traverse City Light and Power approved the conceptual resolution of support at their meeting held on September 27, 2016. Request for conceptual support will be sought from the City Commission on October 17 and the County Board of Commissioners on October 19.

Adopting these resolutions from the City, County, DDA and Light and Power is to recognize the collaboration between governing agencies in working together and identifying as a community, the need for high-speed fiber internet for attracting and retaining companies in our region.

The resolution is a component step in positioning both Traverse City Light and Power and our community to be eligible for funding opportunities for the implementation of the project, should Light and Power determine to move forward. There is no commitment to complete the project, it is solely to confirm that Light and Power:

1. Has put fiber optic infrastructure in place within the community and
2. Welcomes a collaborative funding opportunity should the project move forward.
3. Recognizes the value of high-speed fiber to attract and retain companies in our region.

Please consider adopting the resolution of Support at your October 21, 2016 meeting of the Downtown Development Authority.

RESOLUTION

Support for High-Speed Digital Infrastructure Project

WHEREAS, Traverse City Light and Power has put in place fiber optic infrastructure components throughout the City; and,

WHEREAS, high-speed fiber internet connectivity is crucial to attract and retain companies, ventures, and individuals that create high-value employment; and,

WHEREAS, Economic development, especially for higher wage positions, is significantly hindered by the absence and/or limitations of fiber throughout the region; and,

WHEREAS, Implementation of a reasonably priced high-speed fiber optic system is an opportunity to benefit the City and its residents and all Traverse City Light and Power customers; and,

WHEREAS, Traverse City Light and Power is in a unique position to develop a high-speed digital infrastructure that would allow Traverse City and the Grand Traverse Region to become a “technology hub” for the digital economy which will support economic development; and

WHEREAS, Said implementation will take collaboration between local units of government, state government and private sector participation; and

WHEREAS, Traverse City Light and Power has commissioned a feasibility study for installation of a high-speed digital services; and,

NOW THEREFORE BE IT RESOLVED, That the Downtown Development Authority supports the conceptual plan to install reasonably priced, high-speed digital services to all homes and businesses in Traverse City through a collaborative funding effort.

I hereby certify that the above Resolution was adopted at the October 21, 2016 Regular Meeting of the Downtown Development Authority held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

Steve Constantin, Secretary



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: October 17, 2016
Re: Lucity Inc. Asset and Work Order Management Software

Over a year ago, the City entered into an agreement with Lucity, Inc. to provide software for asset and work order management. The existing modules were first implemented with the Sewer Department, and currently the Streets and Planning Departments are in the process of implanting.

The Lucity Inc. software has the ability to inventory devices and equipment used in the field while tracking GIS coordinates. By building these items into the database, we can track maintenance requests and issue assignments. The work order process will allow us to track expenses related to repairs and replacements of signs, single space meters, multi-space meters, posts, etc.

The end goal of implementing the Lucity system will be to obtain data related to repairs that can assist with device/hardware replacement planning. The data will also have the ability to provide information related to timing involved in repairs which will help with future maintenance scheduling.

We have been planning to implement Lucity the past two budget cycles. We chose to wait until the Sewer Department was up and running before we proceeded. Our one-time implementation investment will be \$17,575. We will only be billed for the portion of assistance that is used. Given many of our other systems use Oracle relational databases, we intend to complete as much of the implementation work as possible with our employees. The license fees total \$9,000 which includes two licenses for the work module, one license for the asset module and two licenses for the mobile module. An additional annual fee of \$1,800 will cover the cost of support and maintenance. There will be additional nominal fees billed by the Asset Management department for the servers, storage, and maintenance performed by the Grand Traverse County IT.

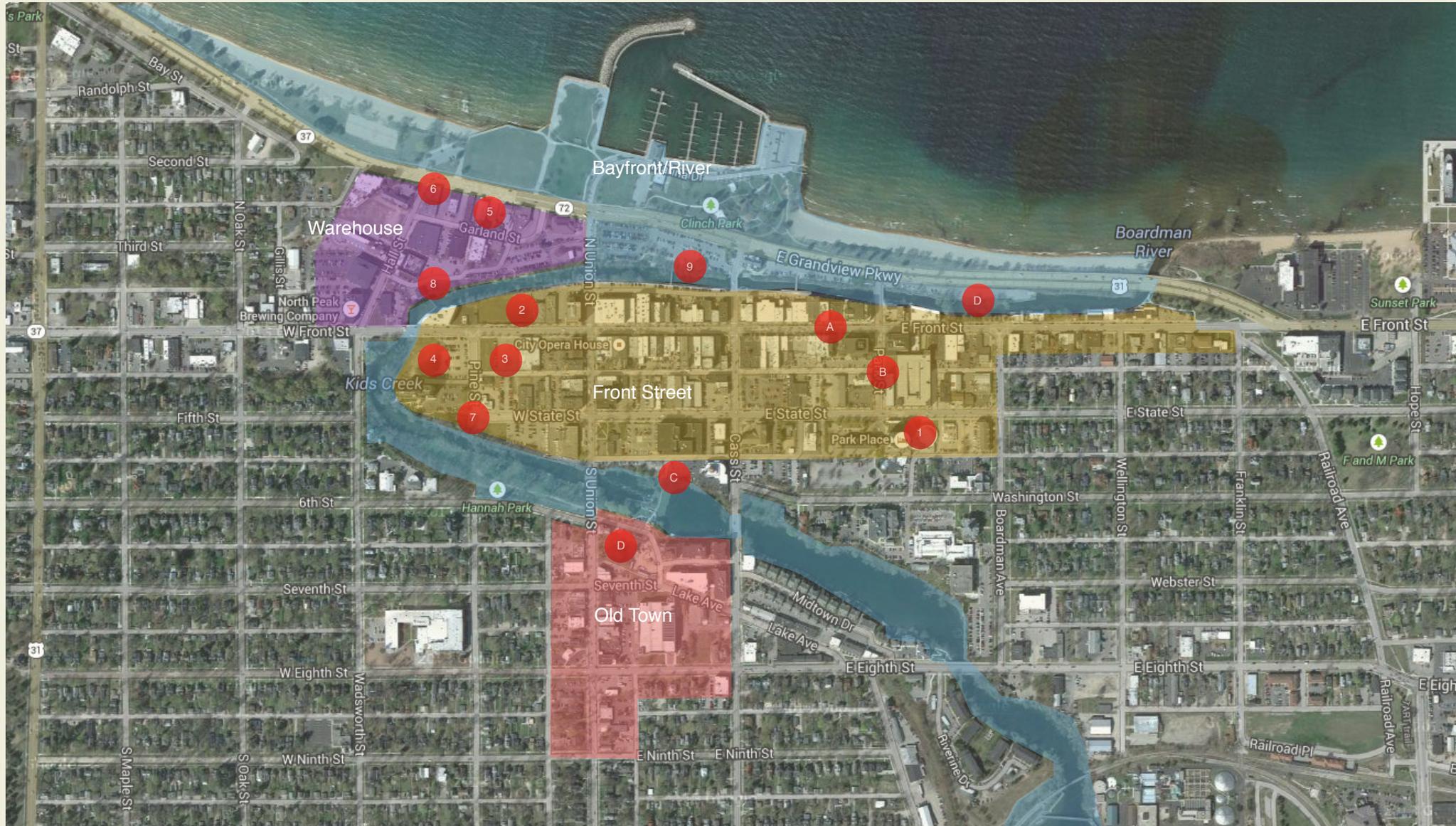
I recommend the DDA Board approve and recommend to the City Commission the approval of a Service Order for implementation of the asset and work order software subscription with Lucity, Inc. in an amount not-to-exceed \$28,375 with funds available in the Auto Parking Fund 585-585-801.00.



Memorandum

CC: Larry LaCross

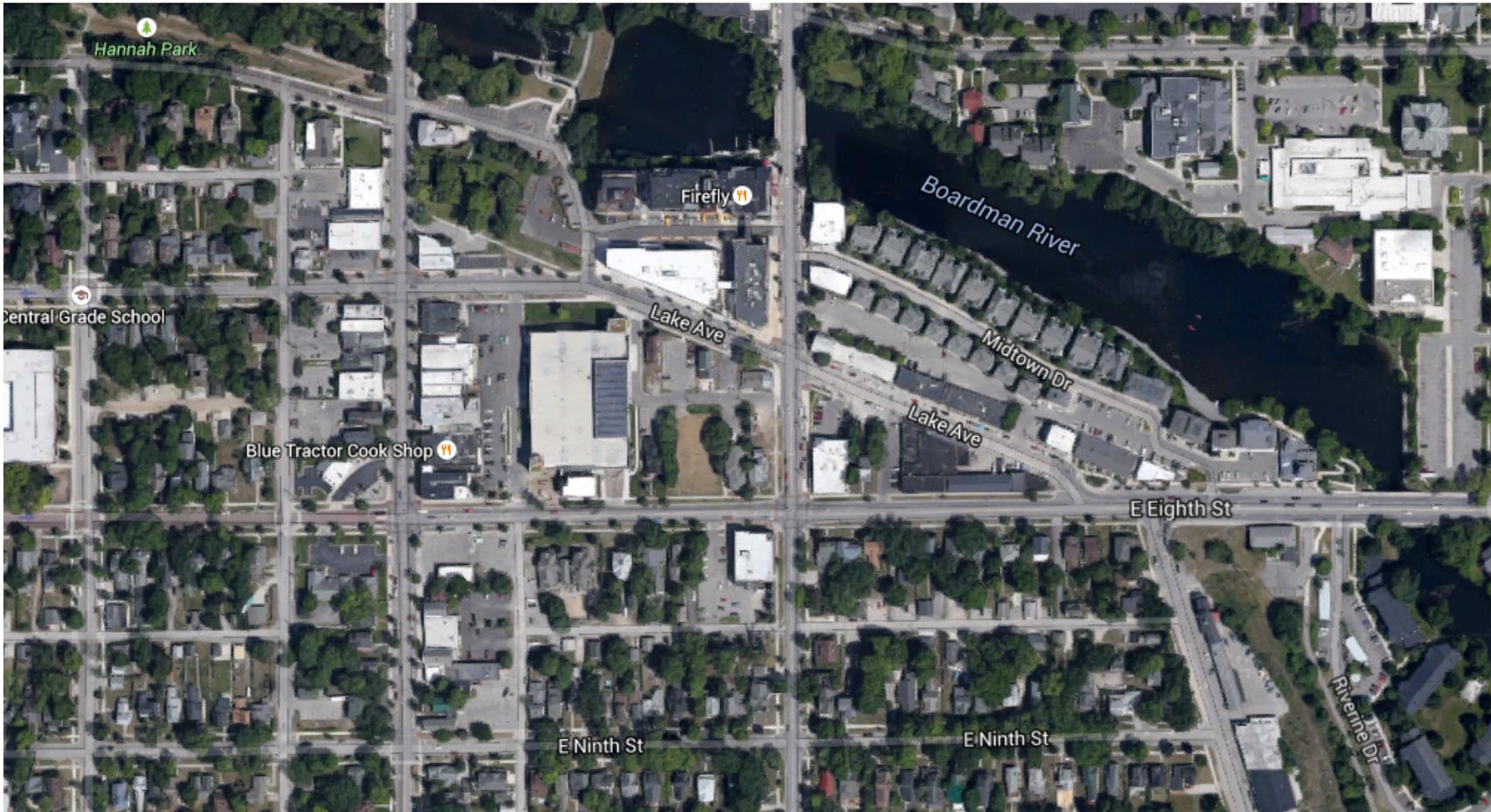
Enc: Lucity Cost Estimate



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

3

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



Explore the Shores of the Boardman River!

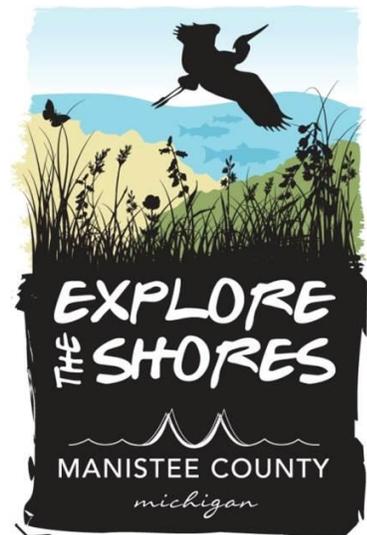
Explore the Shores connects people of all ages, needs and abilities with water – rivers, streams, inland lakes, Lake Michigan, wetlands and more!

Explore the Shores Partners

Alliance for Economic Success
Arcadia Township
City of Manistee
City of Frankfort
Easter Seals
Grand Traverse Regional Land Conservancy
Great Lakes Fishery Trust
Inland Township
Little River Band Ottawa Indians
Manistee Area Public Schools
Manistee Visitors Bureau
Manistee Charter Boat Assoc.
Manistee County
Manistee Co. Community Foundation
Manistee Co. Sport Fishing Assoc.
Mich. Dept. Environmental Quality
Mich. Dept. Natural Resources
Michigan Sea Grant
Nat'l Assoc. of Physically Handicapped
Nat'l Assoc. of Physically Handicapped-Manistee Chapter
Onkama Township
Rotary of Traverse City
U.S. Army Corps of Engineers
U. S. Fish & Wildlife Service
Village of East Lake
Village of Honor

Founded in 2008 in Manistee County in a partnership with the National and Michigan Easter Seals organizations and community members, the vision of the program was to attract 1 million more people to Manistee County by 2020 to enjoy a network of over 50 Explore the Shores destinations.

Each site features universal access to facilities and a number of recreational opportunities – ranging from outstanding fishing to simply watching nature. Every Explore the Shores site also has educational and interpretive signage that provide visitors with valuable information about the history and unique features of the site, special wildlife viewing opportunities, the importance of stewardship and universal access and information about fish and fishing. As of October 2016, over \$9 million in funding has been secured from federal and state agencies, private foundations and communities to develop 20 sites in Manistee County. The program is currently being expanded to Benzie County with two sites under development. Earlier in 2016, the Traverse City Noon Rotary Water Committee decided to support Explore the Shores as a logical next step for their ongoing involvement in the restoration of the Boardman River.



How the Program Works

1. A local unit of government must propose a site that is also included in a current Recreation Plan approved by the Dept of Natural Resources.
2. At no cost to the local government, the Spicer Group, a landscape design and engineering firm with expertise in universal design, works with the local government to develop site concepts and a final site design along with a cost estimate for the project.
3. The Alliance for Economic Success (AES) then works with the local unit to apply for funding to develop the site according to the site plan approved by the local unit at no cost to the local unit.
4. Assuming funding is secured, the Spicer Group oversees development of the site, ideally working with local contractors. The AES works with the local unit as needed to help manage grants, providing ongoing project updates and events to celebrate the kick off and completion of the project. The local unit must ensure or otherwise provide long-term maintenance.



Examples of existing Explore the Shores sites include:

Site	Location	Features
Arcadia Lake (2013)	Grebe Park	Fishing pier, restrooms, other
Bear Creek	Spirit of the Woods	Fishing Path
Lake Michigan	Bar Lake Outlet	Ramp way/beach fishing
Lake Michigan	Arcadia Beach/Sunset Station	Ramp, beach fishing, parking
Lake Michigan (2013)	Arcadia Beach	Restrooms, viewing stations
Lake Michigan (2013)	1 st Street Beach, Manistee	Fish Cleaning Center
Lake Michigan (2013)	1 st Street Beach, Manistee	Multi-Use Pavilion/walkway to beach
Lake Michigan	Fifth Street Beach, Manistee	Multi-Use Pavilion/walkway to beach
Manistee Lake	Arthur Street, Manistee	Fishing Pier and Launch
Manistee Lake	Stronach	Fishing Pier and Launch
Manistee Lake (2013)	Village of East Lake	Restrooms, launch, walkway
Manistee River	Bear Creek	Fishing Pier and Launch
Manistee River	Rainbow Bend	Fishing Pier and Launch
Manistee River	Municipal Marina	Lift Station for Wheelchair Users
Little Manistee River	DNR Weir	Viewing station, interpretive trail
Portage Lake	Village Park	Beach improvements/access





Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: October 18, 2016
Re: Parking Services Updates – October 2016

Lot D Pay-by-Plate – New Business

City Commission approved the Lot D Boat Launch Improvement project in the 300 blk of E Grandview Parkway on October 3rd. The new plans include changing the pay-by-space parking to pay-by-plate. This will be new to all of Traverse City. When paying by plate, the parker will need to remember their license plate number and will use it to pay for parking at the pay station. The license plate number will be printed on the receipt, but the receipt does not have to be displayed in the window. This will also require an ordinance change which will allow parkers to add time to their existing paid session to extend their time.

Parking Office Build Out RFP – Old Business

We had planned to submit a recommendation to the DDA Board this month for our Parking Office Build Out, but we are going to push it back until November. The mandatory pre-bid walk-through meeting took place on October 5th. Only one General Contractor attended the meeting. It was determined that the bid would be re-issued and the new due date is October 27th. The goal is to have more than one GC bid to ensure competitive quotes.

Residential Parking Planning Commission – Old Business

We had planned to present the information gathered during the public input sessions at the September meeting, but we have been rescheduled for November 15, 2016 7:30 PM. This meeting is open to the public.

Parking Services

Quarter 1

Fiscal Year 2016-2017

Our Mission Statement

Traverse City Parking Services promotes commerce and quality of life for Downtown, NMC Campus, Munson Hospital and residential neighborhoods by providing, maintaining, and developing parking, for present and for future bicyclist and motorists, through efficient and effective management.

Q1 at a Glance

145 West Front – Purchase and Paving

A year ago, City Commission approved a six month option to purchase Lot V. In the winter, a six month extension was granted to complete the due diligence phase. Our final approval was granted on August 3rd by the Grand Traverse County Commissioners when they approved the DEQ Loan for 200 River Place (124 West Front). On September 20th, City Commission approved the change order with Elmer's to construct and pave the whole lot. When the work is complete, the lot will increase from 18 to 102 spaces. The lot is expected to remain a surface parking lot for a minimum of two years.

Lot D Boat Launch

On October 3, 2016, City Commission approved the Boardman River Launch Improvement project. Parking Services is contributing up to \$250,000. The funds will go towards the reconstructing of the parking lot and remaining funds towards green space improvements.



Current Projects

Transportation Demand Management (TDM) Study

City Commission approved the contract with Nelson/Nygaard on September 19th to provide consultant services for a TDM study. The study will be broken into two phases; the first will focus on local, year-round parking and transit while the second will focus on increased parking and transit needs during peak tourist and event seasons. An additional \$10,000 was approved for public engagement.

280 Single Space Meters Replaced with Pay Stations

On September 16th, single space meters were removed from Lot G, Lot K, Lot E, Lot X, Lot N and Lot D. These locations now use pay-by-space and have the ability for payment via cash, credit, and coin.

Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 08/31/2016 which is the most current available report. Please refer to the Parking System Fund monthly report for details on all revenue and expense line items.

	INITIAL BUDGET	THIS YEAR	% EXPENDED REALIZED
651.00 DECK PROCEEDS	345,000.00	132,835.23	38.50
652.00 FEES COIN	900,000.00	236,601.01	26.29
653.00 SURFACE PERMITS	240,000.00	8,967.25	3.74
653.05 DECK PERMITS	480,000.00	21,903.00	4.56
656.10 FINES	335,000.00	50,650.00	15.12
740.00 OPERATION SUPPLIES	46,000.00	2,782.63	6.05
801.00 PROFESSIONAL AND CONTRACTUAL	1,000,000.00	109,752.83	10.98
900.00 PRINTING AND PUBLISHING	22,000.00	1,603.50	7.29
920.00 PUBLIC UTILITIES	150,000.00	4,888.94	3.26
930.00 REPAIRS AND MAINTNENACE	572,000.00	3,727.26	0.65
940.00 RENTAL EXPENSE	119,000.00	18,854.95	15.84
977.00 EQUIPMENT	179,500.00	0.00	0.00
GRAND TOTALS	6,205,200.00	660,376.29	10.64

Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.



Police Department Goes Mobile

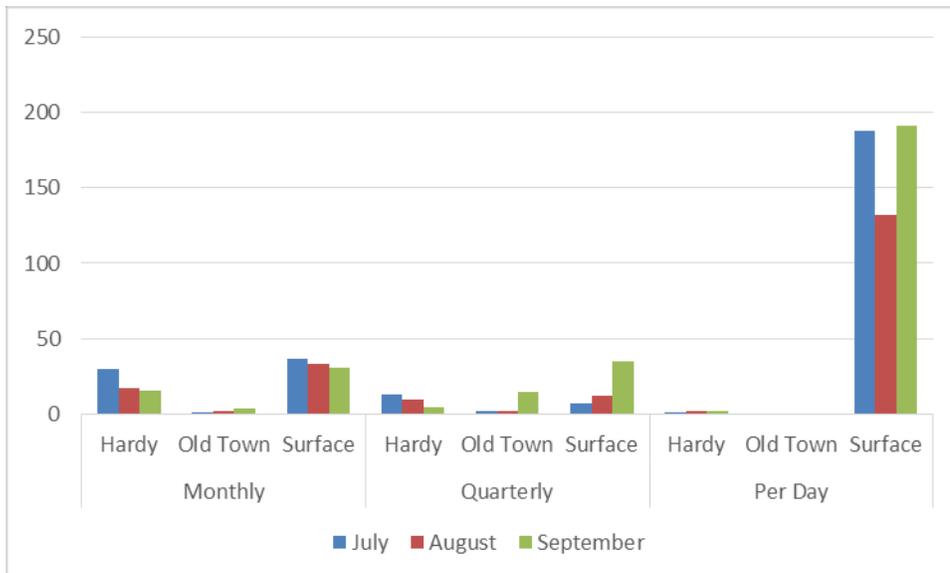
The Traverse City Police Department now has access to issue parking citations using the T2 Mobile Enforcement application. The mobile app will enable the Officers to see real-time parking data which includes parker history, parker account balance, license plate notifications, and permit information. Any citations issued will immediately be loaded into the system and available for online payment.

Lot F Closes

As of October 1, 2016, the lease of Lot F in the alley behind 250 E. Front Street (Chase Bank Bldg) has been terminated. Public parking is no longer available in this location. As you may have read from other media outlets, the owners plan to develop the parcel between the bank and the building with Cali's Cottons.

Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



Citations Issued by Violation Code

The graph provides an overview of the types of citations written. Each category is violation specific except the category Prohibited/Improper which is compiled of multiple violation codes, such as: in bus or taxicab area, in front of driveway, in alley, where prohibited by sign, obstructing traffic, for a prohibited purpose, direction parked & along curb, etc. The violations are not location specific and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas.



Upcoming Projects

Snow Removal

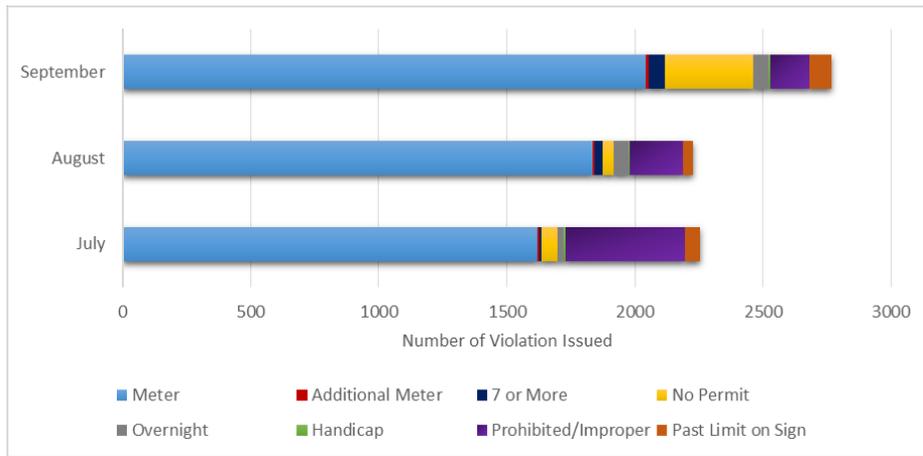
Molon Excavating was awarded the bid for snow removal services for the 2016-2017 season.

Fluctuating Inventory

This quarter, we have bagged 684 on-street and off-street metered spaces throughout Downtown and the Munson Medical Area for varying projects like Uptown Development, Garland Street Project and the Pedestrian Bridge; large events like the National Cherry Festival and the Traverse City Film Festival; and general requests for smaller events and general contractors.

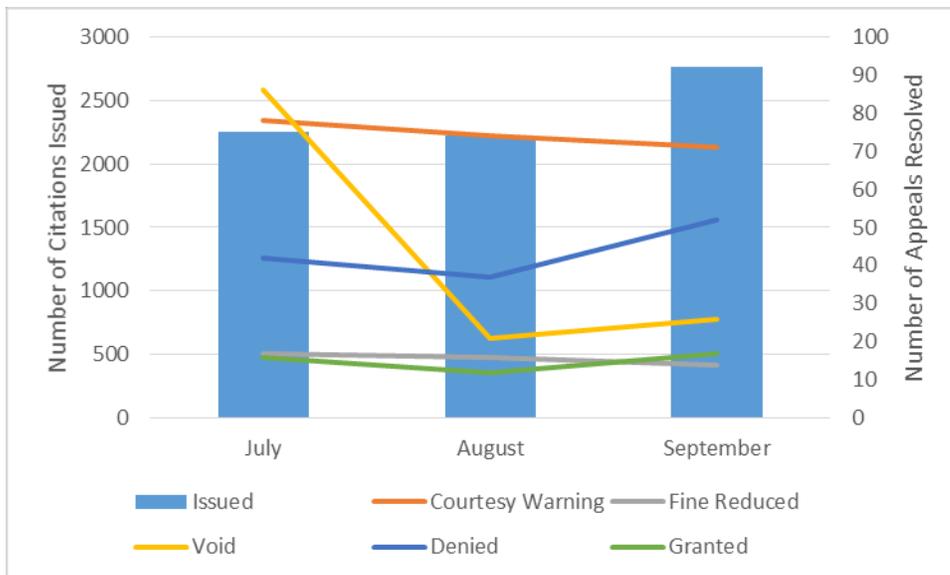
New Event Rates

In June, City Commission approved an increase of the event rates up-to \$15 per entry. This will ensure we are covering our staffing costs when we increase staff to for large events.



Citations Issued and Appeals by Result

This graph shows the total number of citations issued and appealed with a breakdown by appeal result. We continue to provide new parkers with a Courtesy Warning in an effort to address concerns and answer questions related to parking throughout Traverse City.



Pay Station Transactions by Payment Method

The graph shows the number of transactions at the 24 pay stations, and the breakdown of payment methods used. Excess payments refer to cash overpayments since the devices do not give refunds.



Current Rates

Meter Rates

- 0-4 Hour Meters \$1.00/hour
- 10 Hour Meters \$0.60/hour
- Oversized Vehicle \$2.00/hour

Garage Transient Rates

- Per Hour \$1.00
- Daily Max \$10.00

Permit Rates

Surface

- Monthly \$44.00
- Quarterly \$113.75
- Calendar Year \$390.00

Garage

- Monthly \$55.00
- Quarterly \$146.25
- Calendar Year \$520.00

Meter Bags

- With Right-of-way \$12.00
- Without Right-of-way \$15.00

Pay Station Transactions by Payment Type



Off-street Inventory Overview

The following provides an overview of the off-street parking lots that we manage. The purpose is to provide a visual on the space type breakdown (permit vs. meter), ownership breakdown (City vs Private), and the revenue breakdown (lease payments vs meter revenue). The majority of leases include snow plowing and overall lot maintenance.

Location	Description	Location Type	Capacity	Owner	Lease Start	Lease Term	Lease Payment	Per Space Annually	City Revenue	Owner Revenue
Lot A	100 E Front N Alley	M	84	City					100%	
Lot B	100 E Grandview PKWY	M	132	City					100%	
Lot C	200 E Grandview PKWY	M/P	50	City					100%	
Lot D	300 E Grandview PKWY	M	46	City					100%	
Lot E	100 W State	M/P	57	City					100%	
Lot G	100 E State	M	53	City					100%	
Lot J	300 S Union	M/P	37	City					100%	
Lot K	200 S Union	M	22	City					100%	
Lot N	200 Washington	M/P	28	City					100%	
Lot O	149 E State	M	25	City					100%	
Lot T	200 N Union	P	143	City						
Lot V	145 W Front	P	76	City						
Lot L	400 Boardman	M	28	County	1/27/1981	Annual	% Revenue		37%	63%
Lot M	Marina Lot and Marina DR	M	99	Marina					0%	100%
Lot F	100 S Park	M	29	Private	6/11/1979	Quarterly	% Revenue		27%	73%
Lot H	104 W Front	M	7	Private	7/1/1961	Quarterly	% Revenue		27%	73%
Lot I	200 E Front N Alley	M	5	Private	12/4/2012	Annual	\$1.00	\$0.20	100%	0%
Lot P	130 W State	P	36	Private	11/30/1998	Monthly	\$900.00	\$300.00		
Lot Q	300 S Cass	M	18	Private	1/27/2010	Quarterly	% Revenue		70%	30%
Lot R	100 E Front S Alley	M	11	Private	7/1/1974	Annual	% Revenue		37%	63%
Lot S	305 W Front	P	84	Private	6/5/2006	Monthly	\$2,468.00	\$336.43		
Lot V	145 W Front	P	26	Private	11/1/2016	Monthly	\$598.00	\$276.00		
Lot Z	211 N Union	P	71	Private	6/28/2012	Monthly	\$1,296.00	\$219.04		
Lot X	100 Hall	M	52	TCLP	2/11/2009	Annual	\$2,400.00	\$46.15	100%	0%



Hours of Operation

Permit Holders

Surface Lots are enforced Monday-Friday 8 AM-6 PM. 24 hour access 7 days a week at both garages.

Old Town Transients

Upper levels – Sunday–Saturday 7 AM-12 AM. Ground level is enforced Monday–Saturday 8 AM-6 PM.

Overnight parking is allowed 6 PM-8 AM.

Hardy Transients

Monday-Saturday 7 AM-12 AM and Sundays 7 AM-10 PM.

Overnight vehicles will be locked in until the next business day.

Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to nicole@downtowntc.com.

**Downtown Traverse City Association
Regular Board Meeting
September 8, 2016**

Minutes

Present: Kim Bazemore, Allison Beers, Jeffrey Libman, Dave Leonhard, Misha Neidorfler

Absent: Alyssa Bright, Jake Kaberle, John McGee, Todd McMillen

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:32 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of August 11, 2016:** Minutes from the August 11, 2016 board meeting were approved as amended upon motion by Beers and second by Bazemore. Motion carried unanimously.
3. **Marketing Report (Paveglio)**
 - a. **Friday Night Live**
 - i. August 5-August 26
 - ii. Street Artist commissioned for August 19
 1. Thank you to Todd McMillen and Jim DeWildt on volunteering their time to stretch canvases
 - iii. Chalk the Walk collaboration with Crooked Tree Arts Center on August 26
 - iv. Presenting sponsor TBA Credit Union. Media sponsors ABC 29&8 and MyNorth Media
 - b. **Downtown Art Fair**
 - i. Saturday, August 20
 - ii. Heavy rain, but good sales in the morning
 - iii. Sponsored by McMillen's. Media sponsor is WCCW/Z93
 - c. **Art Walk**
 - i. September 9
 - ii. Will gage if the Patriot Game will have an effect
 - d. **Shop Your Community Day**
 - i. November 12
 - ii. Merchant and non-profit forms have been sent. Deadlined on August 15
 - e. **Miscellaneous**
 - i. Social Media: As of September 7, 2016
 1. Facebook: 15,497
 2. Instagram: 14,000
 3. Twitter: 13,300
 - ii. Newsletter Report: August
 - iii. Window Display Request

1. Timing conflicts with holidays
2. Staff to draft policy regarding such requests
- iv. DIA Inside Out/MI Apple Crunch Day

4. Committee Reports

- a. Review & Search Committee
 - i. A three-year contract was approved in 2015 for a 3.5% increase each year. The 2015-2016 administrative fee was \$62,670, 2016-2017 administrative fee will be \$64,863.
 - ii. Bacigalupi will have a meeting with the Review & Search Committee in the near future
- b. Outdoor Cafe Committee
 - i. Study Session with City Commission on Monday, September 12
- c. Holiday & Bridal Committee
 - i. Committees to meet in the very near future
 1. Holiday Committee: Neidorfler & Bazemore
 - a. Contact TC L&P regarding the holiday light program
 2. Bridal Committee: Beers, Bazemore
 - a. Paveglio to seek interest from Bright

5. President's Report (*Neidorfler*)

- a. Shop Small Saturday
 - i. DTCA to serve as host for swag
 1. Neidorfler to contact Brilliant Books

6. DDA Report (*Bacigalupi*)

- a. Financial Report
 - i. None at this time
- b. DDA Report
 - i. 124 W. Front St.
 1. Closing on Friday, September 9
 - ii. Garland Street ribbon cutting

7. New Business

- a. Good Morning Downtown
 - i. Paveglio to send Doodle
- b. Restaurateur Meeting
 - i. Bacigalupi to set up
- c. MDA Conference
 - i. Dave Leonhard, Misha Neidorfler
- d. Holiday Letter
 - i. Contact cab companies
 - ii. Draft letter back

8. Adjournment

- 53 a. Motion to adjourn at 9:38 a.m.