



Plymouth Downtown Development Authority

Meeting Agenda

June 14, 2021 7:00 p.m.

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
Fax 734-459-5792

Meeting will be held online at zoom.us. Webinar ID: 817 5549 0218

Join Zoom Webinar <https://us02web.zoom.us/j/81755490218>

Passcode: 451602

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1) CALL TO ORDER

Kerri Pollard, Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Maura Hynes
Richard Matsu
Dan Johnson
Andre Martinelli
Patrick O'Neill

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular meeting 5-10-2021

5) BOARD COMMENTS

6) OLD BUSINESS

A. Five-year Action Plan Update

7) NEW BUSINESS

- A. 2021-22 Budget Resolution**
- B. Third Quarter Budget Amendments**
- C. Holiday Lighting Service 2021-22 contract resolution**

8) REPORTS AND CORRESPONDENCE

A. Merchant's Meeting

9) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Board, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

GOAL I - QUALITY OF LIFE
<p>OBJECTIVES</p> <p>Support the neighborhoods with high-quality customer service Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan Improve communication with the public across multiple platforms Maintain a high level of cleanliness throughout the City Support and host a diverse variety of events that foster community and placemaking</p>

ONE-YEAR TASKS 2021

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY
<p>OBJECTIVES</p> <p>Approve balanced budgets that maintain fiscal responsibility Advocate for increased revenue sharing with the State of Michigan Encourage and engage in partnerships, both public and private, to share costs of services and equipment Address the issue of legacy costs Seek out and implement efficient and effective inter-departmental collaboration Market our successes to attract new economic and investment opportunities</p>

ONE-YEAR TASKS 2021

- Find a mechanism to identify funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35th District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY
<p>OBJECTIVES</p> <p>Continue to support and improve active, vibrant downtown branding Support community and economic development projects and initiatives Support a mix of industrial, commercial and residential development Reference the Master Plan in economic decision-making</p>

ONE-YEAR TASKS 2021

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish RRC by the end of the year
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE
<p>OBJECTIVES</p> <p>Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning Support and deliver safe and responsive emergency services Maintain a sophisticated and responsive technology to communicate and manage data Continually record, maintain, update, and improve City infrastructure</p>

ONE-YEAR TASKS 2021

- Explore pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Continue to add multi-modal transportation opportunities where applicable
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, May 10, 2021 - 7:00 p.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Online Zoom Meeting

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes, Dan Johnson, Andre Martinelli, Richard Matsu

Excused: Daniel Farmer and Patrick O'Neill

Also present: DDA Director Tony Bruscato, DDA Coordinator Sam Plymale, City Commission Liaison Suzi Deal

2. CITIZENS COMMENTS

This agenda item was addressed out of order because the commenter arrived late.

Jill Marecki, 610 Blunk, said she feels the crosswalks at Main and Ann Arbor Trail are challenging and that she would like to see Plymouth close streets and form a social district.

3. APPROVAL OF THE AGENDA

Hynes offered a motion, seconded by Johnson, to approve the agenda for May 10, 2021. There was a roll call vote.

Yes: Elliott, Farmer, Hynes, Johnson, Martinelli, Matsu, Pollard, and Wolcott

MOTION PASSED 8-0

4. APPROVAL OF THE MEETING MINUTES

Wolcott offered a motion, seconded by Johnson, to approve the minutes of the April 12, 2021 meeting. There was a roll call vote.

Yes: Elliott, Farmer, Hynes, Johnson, Martinelli, Matsu, Pollard, and Wolcott

MOTION PASSED 8-0

5. BOARD COMMENTS

Matsu suggested that charging stations be added to the Saxton's Parking Lot design. Elliott said she was working on a plan to have a scout create a memorial garden in the lot the City owns on Union St. She also suggested parking be considered when the City allows patios on private property. Pollard thanked Bruscato and Plymale for putting a "help wanted" section on their website to help businesses find staff.

The group discussed their ideas about crosswalks and creating a social district in Plymouth.

6. OLD BUSINESS

a. Five-year Action Plan Update

Bruscato gave an update on pedestrian crossings, sidewalks, and the Kellogg Park Fountain.

b. DDA Events Update

Bruscato shared the results of a survey taken after the Artisan Market last month. He is working with sponsors to see if they will support Facebook Live concerts because it is unknown whether in-person concerts will be feasible again this summer.

7. NEW BUSINESS

a. Budget Preview

Bruscato provided a memo with approximations of the DDA's expected fund balance in 2022. The DDA budget is scheduled to be presented at the next meeting, after it is approved by the City Commission.

8. REPORTS AND CORRESPONDENCE

a. Bob's Soup Talk

Bruscato reminded the group that they are expected to attend City Attorney Bob Marzano's virtual training on May 17.

b. Merchant's Meeting

A date for this meeting is yet to be determined.

8. ADJOURNMENT

Hynes offered a motion, seconded by Foess, to adjourn the meeting at 8:27 p.m. There was a roll call vote.

Yes: Elliott, Farmer, Hynes, Johnson, Martinelli, Matsu, Pollard, and Wolcott

MOTION PASSED 8-0

2020 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 6/10/2021
Improve Parking	<p>**Top Priority** Improve condition, aesthetics, and/or functionality of existing parking lots by: - Resurface existing lots that are in need (such as Liberty/Penniman lot, and lot at Harvey/Wing); consider lot re-configuration to improve flow, street edge and pedestrian connections as part of projects.</p>	DDA Staff/ DDA Board	Short-term		Proceeds from the sale of the Saxton's property will be used to pave a municipal parking lot
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</p>	DDA Staff/ DDA Board	Short to Mid-term		City administration goal is to have a decision on paid parking by the end of the fiscal year
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		
Improve pedestrian safety	<p>**Top Priority** Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically: - At Penniman/Harvey, Harvey/AA Trail, and Main/Church St. intersections (coordinate with City Commission). - Increase size of waiting area at crossings. - Add alert system for cars as pedestrians enter walkways, especially at midblock crossings such as Main St. between AA Trail and Penniman, or on AA Trail @ Forest. Alerts could include pedestrian activated flashing lights; however, a system with flashing lights may not be appropriate downtown.</p>	City Commission/ DDA Board	Short-term		DDA Board on 4/12/21 passed a cost-sharing resolution with the City Commission calling for mast arm/crossing signal upgrades at Harvey/Penniman and Harvey/Ann Arbor Trail
	<p>Maintain sidewalks for safety, making them pedestrian friendly by: - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed.</p>	DDA Staff	Short-term		DMS crews have been replacing sidewalk sections downtown, with repairs to brick pavers and tree grate areas. DDA contractor to repair brick pavers in spring.
	<p>Plant trees (Also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees</p>	City Commission/ DDA Board	Mid-term		
	<p>Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)</p>	DDA Board/ DDA Staff	Mid to Long-term		Director Pat O'Neill to lead
	<p>Improve alley "ambiance" via artwork to enhance appearance. Potential locations include DDA office alley, alley around parking structure, alley between theater & gathering area, and by St. Joes (near Subway))</p>	DDA Board	Short-term		Director Pat O'Neill to lead. DDA has information on potential Consumers Energy grant for art projects
Kellogg Park	<p>Install the new fountain.</p>	DDA Staff	Short-term		Old fountain demolished. New fountain ordered.
	<p>**Top Priority** Implement Kellogg Park Master Plan by: - Prioritize action items identified in Goal Setting Session (12-14-20) - Identify potential funding sources priority short-term action items. - Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan.</p>	City Commission/ DDA Board	Short to Long-term		
	Top Priority				

2020 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 6/10/2021
Support Businesses	Rethink café/outdoor dining policy to include: - Closing some streets. - Creating woonerf on Pennimal (in front of theater). - Create semi-permanent dining extension into parallel parking spaces.* - Expand entertainment opportunities in Kellogg Park and throughout downtown. - Create "Social District" for common outdoor liquor sales. *Approved by City Commission starting in April and extending through 2021.	City Commission/ DDA Board	Short-term		Extended patios are in place for both retail and restaurants. 15-minute parking spaces strategically spread throughout downtown
	Expand use of technology	DDA Board	Short to Mid-term		Staff to investigate vehicle charging stations
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Director Pat O'Neill to lead
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\June2021
Date: 06/14/2021
Re: DDA 2021-22 Budget Resolution

The City's DDA is a separate legal incorporation and therefore has its own budget. However, unlike the past in which the DDA budget was required to be adopted by the DDA Board before being sent for inclusion in the City Commission's adopted annual budget, a new version of Public Act 57 adopted by the state legislature and signed by the governor in 2018 requires the City Commission to adopt the budget before being adopted by the board.

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT) Act 57 of 2018

***** 125.4228.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 *****

125.4228. new Budget; cost of handling and auditing funds.

Sec. 228.

- (1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this part or by the governing body of the municipality.

DDA staff, as usual, prepared the budget in February and presented it to Finance Director John Scanlon for review. The City Commission passed the DDA budget as part of the overall city budget at its June 7, 2021 meeting.

Below are explanations of major line items in the 2021-2022 DDA Budget which begins on July 1, 2021.

REVENUES– Property tax revenues (248.000.403.000) (page 166 *A) in fiscal year 2021-222 are projected to increase by approximately \$16,000. The total budget revenues of approximately \$1.135-million is up about \$46,000 from 2020-21 levels.

Estimated revenues related to concerts (248.000.620.000) (page 166 *B) are projected at \$60,000. However, with an additional major sponsor in Henry Ford Health System...joining Bank of Ann Arbor and Hines Park Lincoln...as well as individual concert sponsorships the 14-concert series is once again on a pace to be cost-neutral, as it has been for the at least a decade.

EXPENDITURES – The DDA continues to pay the Saxton’s bond payment of \$223,510 (248.965.965.315) (page 169 *C), and will for the next four years. However, the sale money will be used toward parking; which could include purchasing property for additional parking, constructing a new parking lot, such as at the Saxton’s property, or the reconstruction of current parking lots.

With the DDA Board’s vote at the November 13, 2014 meeting to support 25-percent of the cost for a downtown-based police officer (248.301) (page 167 *D), this year’s anticipated expenditure of \$33,250 is down slightly from the 2020-21 budget. Projected over 4 years, with salary, benefits and other factors going up each year, the DDA’s contribution is expected to increase to \$37,090 by 2024-25.

The three line items that pay for the DDA’s use of city services will all go up by 3 percent. DDA Operating Fund City administrative services (248.290.815.000) (page 167 *E) of \$63,300; parking system administrative services (248.443.815.000) (page 168 *F) for parking enforcement at \$43,920; and the infrastructure maintenance services to the Department of Municipal Services (248.820.815.000) (page 168 *G) of \$138,620; will increase the DDA’s total cost for those three line items by a projected \$5,310 in fiscal year 2021-22.

In the 2020-21 fiscal year, the DDA spent \$20,000 for maintenance of the tree lights throughout downtown. In 2021-22, we have budgeted \$25,000. That amount will allow us to replace and repair the remaining lights on Forest Ave. and several remaining trees throughout the downtown. Although the contractor estimated anticipated repairs for this July at \$20,000, staff added an extra \$5,000 to cover potential cost of any emergency repairs or additions the rest of the fiscal year. We are hopeful that with longer-lasting LED lights having been installed our maintenance costs will be lower the next couple of years.

Page 186 shows the DDA Capital Improvement Fund. We generally budget \$25,000 a year for repairs to the Central Parking Deck. The DDA spent \$380,000 in 2018 for an overhaul of the deck. Another \$167,000 of work was performed on the Central Parking Deck in 2020-21.

And, in 2020-21, the DDA Board voted to partner with the City and allocate \$250,000 to improve traffic and crosswalk signals at Harvey/Penniman and Harvey/Ann Arbor Trail during scheduled road construction on Harvey in the summer of 2021.

Looking ahead, the 2021-2022 fiscal year budget is on par with the current budget, and hopefully our continued efforts of being fiscally responsible will be rewarded. DDA staff has a history of being very conservative in spending, generally adding to the fund balance at the end of the fiscal year. However, expenses related new traffic and crosswalk signals, the potential additional costs for improving parking lots with money from the sale of the Saxton's property, and the possibility of having to partner with the St. Joseph Medical Center on a new stairwell (as required under a long-term easement) and as-of-yet other unknowns could have us readjusting expenditures.

In 2020-21 we had additional expenses related to COVID-19 with Takeout Tuesday restaurant and Plymouth Downtown Shopping Contest gift cards, printing of contest cards for merchants, purchasing face masks for retailers, and banner sleeves for city barricades for the downtown social district in which restaurants are using public parking spaces for outdoor dining. Because DDA staff has been conservative in spending, despite those additional expenses, and the projected quarter-of-a-million-dollar cost for traffic/crosswalk signals, the DDA is expected to end the 2021-22 fiscal year with a fund balance near the current \$765,000.

That being said, the DDA is poised to be in good financial shape.

If you have any questions regarding the budget before the Board meeting, feel free to contact the DDA office.

RECOMMENDATION: Staff recommends the DDA Board pass the attached resolution to show its support of the 2021-2022 DDA budget as presented and approved by the City Commission.

BUDGET												
Account #	Account Title	2019/20		2020/21				2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	DDA OPERATING FUND REVENUES											
	DDA Operating Revenues											
A - 248 000 408.000	CURRENT PROPERTY TAX/REAL	987,640	1,013,692	1,053,810	1,053,810	719,662	1,063,810	1,089,370	1,101,450	1,134,490	1,168,510	1,203,570
248 000 405.000	TAXES RECOVERED BY COUNTY	(3,000)	0	(3,000)	(3,000)	0	(3,000)	(3,000)	(3,030)	(3,090)	(3,180)	(3,280)
248 000 408.000	PRIOR YEAR TAX REFUNDS	0	0	0	0	0	0	0	0	0	0	0
248 000 409.000	PERSONAL PROPERTY TAX REPLACEMENT FEE	8,000	0	0	0	0	0	0	0	0	0	0
248 000 445.000	PENALTIES & INTEREST	0	0	0	0	0	0	0	0	0	0	0
248 000 531.000	STATE/FEDERAL GRANTS	0	0	0	0	0	0	0	0	0	0	0
248 000 573.000	LOCAL COMMUNITY STABILIZATION	7,500	0	7,500	7,500	7,500	7,500	7,900	7,730	7,960	8,080	8,200
248 000 532.000	FEDERAL GRANTS/CDBG	0	0	0	0	0	0	0	0	0	0	0
B - 248 000 620.000	CONCERT REVENUES	50,000	45,700	60,000	60,000	5,300	20,000	60,000	61,800	63,650	65,560	67,530
248 000 621.000	BENCH SALE REVENUES	1,000	2,000	0	0	1,000	1,000	0	0	0	0	0
248 000 665.000	INTEREST ON INVESTMENTS	11,000	11,660	50	50	274	500	50	50	50	50	50
248 000 670.000	PROGRAM FEES	0	0	0	0	0	0	0	0	0	0	0
248 000 675.000	CONTRIB FROM PRIVATE SOURCES	10,000	0	0	0	0	0	0	0	0	0	0
248 000 675.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	1,500	0	1,500	1,800	2,410	2,410	1,500	1,500	1,500	1,500	1,500
248 000 679.000	ADVERTISING REVENUE	0	0	0	0	0	0	0	0	0	0	0
248 000 680.000	OTHER INCOME	0	4,205	800	800	6,793	6,800	0	0	0	0	0
248 000 684.000	OFFICE RENTAL - DDA-587 ANN ARBOR TR	25,000	30,575	29,100	29,100	0	0	0	0	0	0	0
248 000 685.000	INSURANCE PROCEEDS	0	0	0	0	0	0	0	0	0	0	0
248 000 699.000	APPROP OF PR YR FUND BALANCE	0	0	0	0	0	0	0	0	0	0	0
	DDA OPERATING FUND REVENUE GRAND TOTAL	1,098,640	1,107,832	1,149,760	1,149,760	742,938	1,089,020	1,135,420	1,169,500	1,204,560	1,240,520	1,277,570

BUDGET

Account #	Account Title	2019/20		2020/21				2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA OPERATING FUND EXPENDITURES												
Administration Expenditures												
248 290 708.000	SALARY & WAGES/FULL TIME	112,490	109,722	114,780	114,750	56,779	114,750	116,680	120,160	123,760	127,470	131,290
248 290 708.050	SALARY & WAGES/PART TIME	0	0	0	0	0	0	0	0	0	0	0
248 290 708.100	SALARY & WAGES/SICK	4,730	1,798	4,850	4,850	0	4,850	4,900	5,050	5,200	5,360	5,520
248 290 708.300	SALARY & WAGES/LONGEVITY	800	600	550	550	550	550	550	570	590	610	630
248 290 708.600	SALARY & WAGES/VACATON PAYOFF	3,020	2,569	3,100	3,100	0	3,100	3,110	3,200	3,300	3,400	3,500
248 290 707.000	SALARY & WAGES/TEMP-SEASONAL	2,000	1,744	0	0	0	0	0	0	0	0	0
248 290 709.000	SALARY & WAGES/OVERTIME	2,000	2,017	0	0	1,048	2,000	0	0	0	0	0
248 290 721.000	FRINGE BENEFITS	60,365	29,619	62,360	62,350	26,708	62,350	60,850	62,160	64,020	65,940	67,920
248 290 721.500	POST RETIREMENT BENEFITS	17,420	15,111	21,150	21,150	9,727	21,150	23,880	27,000	30,340	33,740	37,060
248 290 727.000	OFFICE SUPPLIES	500	33	500	500	0	500	500	520	540	560	580
248 290 728.000	POSTAGE	200	50	200	200	14	200	200	210	220	230	240
248 290 740.000	OPERATING SUPPLIES	1,200	1,036	1,200	1,200	158	1,200	1,200	1,240	1,280	1,320	1,360
248 290 818.000	ADMINISTRATIVE SERVICES	59,670	59,670	61,460	61,460	30,730	61,460	63,300	65,200	67,160	69,170	71,250
248 290 818.000	CONTRACTUAL SERVICES	16,500	16,541	11,000	11,000	6,344	15,000	12,000	12,360	12,730	13,110	13,500
248 290 818.150	CONT SVCS/CITY ATTY - SPECIAL	0	0	0	0	0	0	0	0	0	0	0
248 290 850.000	COMMUNICATIONS	3,000	3,166	2,000	2,000	1,771	3,500	3,000	3,090	3,180	3,280	3,380
248 290 860.000	TRANSPORTATION	300	252	400	400	0	400	400	410	420	430	440
248 290 864.000	CONFERENCES & MEETINGS	1,500	485	1,500	1,500	75	1,500	1,500	1,560	1,600	1,650	1,700
248 290 868.000	PUBLIC RELATIONS EVENTS	300	0	300	300	0	300	300	310	320	330	340
248 290 900.000	PRINTING & PUBLISHING	200	0	200	200	241	300	300	310	320	330	340
248 290 920.000	PUBLIC UTILITIES	2,580	2,221	2,580	2,380	866	2,580	2,580	2,660	2,740	2,820	2,900
248 290 925.000	PUBLICATIONS/SUBSCRIPTIONS	100	0	100	100	0	100	100	100	100	100	100
248 290 930.000	REPAIRS & MAINTENANCE	5,000	2,155	5,000	5,000	0	5,000	2,000	2,060	2,120	2,180	2,250
248 290 938.000	EQUIPMENT LEASE EXPENSE	1,200	154	1,200	1,200	3	1,200	1,200	1,240	1,280	1,320	1,360
248 290 940.000	EQUIPMENT RENTAL - FORCE ACCT	690	600	690	690	150	690	500	520	540	560	580
248 290 942.000	OFFICE RENT	18,540	17,300	18,000	18,000	10,600	18,000	19,000	19,570	20,160	20,760	21,380
248 290 956.000	MISCELLANEOUS	0	0	0	0	41	100	0	0	0	0	0
248 290 957.000	TRAINING EXPENSE	600	66	500	500	385	500	500	520	540	560	580
248 290 958.000	MEMBERSHIPS & DUES	1,200	1,130	2,000	2,000	630	2,000	2,000	0	0	0	0
248 290 962.000	RESERVE FOR CONTINGENCY	72,140	0	123,020	123,020	0	0	118,940	176,560	190,080	197,646	205,800
248 290 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0	0
Total		387,945	267,837	438,600	438,600	146,520	323,280	438,970	506,560	532,540	552,876	574,000
Police Service Expenditures												
248 301 706.000	SALARY & WAGES/FULL TIME	20,600	19,630	20,250	20,250	10,566	20,250	20,250	21,260	21,690	22,120	22,560
248 301 706.100	SALARY & WAGES/SICK	0	309	0	0	0	0	0	0	0	0	0
248 301 706.200	SALARY & WAGES/HOLIDAY PAY	910	873	900	900	873	900	890	930	950	970	990
248 301 706.300	SALARY & WAGES/LONGEVITY	0	0	0	0	63	120	70	80	90	100	120
248 301 706.400	SALARY & WAGES/UNIFORM ALLOW	155	151	175	175	0	175	170	180	180	180	180
248 301 709.000	SALARY & WAGES/OVERTIME	1,000	499	1,775	1,775	0	1,775	1,760	1,850	1,890	1,930	1,970
248 301 721.000	FRINGE BENEFITS	10,320	5,295	10,600	10,600	5,118	10,600	10,110	10,620	10,830	11,050	11,270
248 301 721.500	POST RETIREMENT BENEFITS	0	1,318	0	0	1	0	0	0	0	0	0
248 301 723.500	MEAL ALLOWANCE	0	2	0	0	0	0	0	0	0	0	0
Total		32,985	28,077	33,700	33,700	16,610	33,820	33,250	34,920	35,630	36,350	37,090

BUDGET

Account #	Account Title	2019/20		2020/21				2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Parking System Expenditures												
F- 248 443 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 443 815.000	REIMB TO GEN FD - CITY PARKING SERVICES	39,920	39,920	41,120	41,120	20,560	41,120	39,920	41,120	42,360	43,620	44,930
248 443 818.000	CONTRACTUAL SERVICES	3,500	3,627	4,000	4,000	(1,826)	4,000	4,000	4,120	4,240	4,370	4,500
Total		43,420	43,547	45,120	45,120	18,734	45,120	43,920	45,240	46,590	47,990	49,430
Saxton Parking Facility Expenditures												
248 445 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 445 818.000	CONTRACTUAL SERVICES	20,000	16,943	2,000	2,000	7,363	15,000	0	0	0	0	0
248 448 850.000	COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0
248 448 920.000	PUBLIC UTILITIES	10,000	8,787	8,000	8,000	812	4,000	0	0	0	0	0
Total		30,000	25,711	10,000	10,000	8,175	19,000	0	0	0	0	0
DDA Marketing Expenditures												
248 811 727.000	OFFICE SUPPLIES	1,000	194	1,000	1,000	0	1,000	1,000	1,030	1,060	1,090	1,120
248 811 728.000	POSTAGE	200	0	200	200	0	500	200	210	220	230	240
248 811 740.000	OPERATING SUPPLIES	1,000	455	1,000	1,000	304	1,000	1,500	1,550	1,600	1,650	1,700
248 811 794.000	CONCERT EXPENSES	50,000	38,434	65,000	65,000	5,399	30,000	65,000	66,950	68,980	71,030	73,160
248 811 818.000	CONTRACTUAL SERVICES	12,000	11,947	14,000	14,000	11,182	14,000	14,000	14,420	14,850	15,300	15,760
248 811 900.000	PRINTING & PUBLISHING	9,800	13,982	7,000	7,000	1,485	7,000	7,000	7,210	7,430	7,650	7,880
Total		74,100	64,992	88,200	88,200	18,330	53,500	88,700	91,370	94,120	96,950	98,860
Infrastructure Maintenance Expenditures												
248 820 707.000	SALARY & WAGES/TEMP-SEASONAL	4,130	2,196	8,500	8,500	4,183	8,500	600	620	640	660	680
248 820 709.000	SALARY & WAGES/OVERTIME	0	0	0	0	0	0	0	0	0	0	0
248 820 721.000	FRINGE BENEFITS	340	83	500	500	320	500	500	520	540	560	580
248 820 721.500	POST RETIREMENT BENEFITS	0	0	0	0	0	0	0	0	0	0	0
248 820 740.000	OPERATING SUPPLIES	100	0	100	100	0	100	100	100	100	100	100
248 820 815.000	REIMB TO GEN FD - CITY MSD SERVICES	130,660	130,660	134,580	134,580	67,290	134,580	138,620	142,780	147,060	151,470	156,010
248 820 818.000	CONTRACTUAL SERVICES	60,000	71,741	60,000	60,000	15,984	60,000	60,000	15,000	15,480	29,000	40,000
248 820 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
248 820 930.000	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
248 820 931.000	REPAIRS & MAINT- SUMMER	20,000	17,475	18,000	18,000	3,375	18,000	18,000	18,540	19,100	19,670	20,260
248 820 932.000	REPAIRS & MAINT - WINTER	41,250	38,795	41,250	41,250	2,740	41,250	41,250	42,480	43,760	45,070	46,420
248 820 933.000	HOLIDAY LIGHTS MAINTENANCE	20,000	19,336	20,000	20,000	28,145	28,000	28,000	26,750	26,520	27,320	28,140
248 820 940.000	EQUIPMENT RENTAL - FORCE ACCT	0	0	0	0	0	0	0	0	0	0	0
Total		276,480	280,286	282,930	282,930	123,037	290,930	284,070	245,800	253,170	273,850	292,190
Capital Outlay												
248 900 977.811	CAP OUTLAY/ MARKETING	0	0	0	0	0	0	0	0	0	0	0
248 900 977.813	CAP OUTLAY/ PARKING	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0
DDA OPERATING FUND (OPERATING) EXPENDITURE TOTAL		844,930	710,451	898,550	898,550	331,708	765,650	886,910	923,890	962,090	1,008,016	1,052,570

BUDGET

Account #	Account Title	2019/20		2020/21				2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Transfers-Out to Other Funds												
248 968 968.310	CONTRIB TO 2010 CAP IMP DBT FD (STREETSC	0	0	0	0	0	0	0	0	0	0	0
248 968 968.315	CONTRIB TO 2015 LTGO CAP IMP DBT FD	228,710	228,710	226,210	226,210	0	226,210	223,610	220,610	217,510	207,504	200,000
248 968 968.408	CONTRIB TO DDA CAP IMP FUND	25,000	25,000	25,000	25,000	12,500	25,000	25,000	25,000	25,000	25,000	25,000
248 968 968.494	CONTRIB TO DDA CONSTRUCTION FUND	0	0	0	0	0	0	0	0	0	0	0
	Total	253,710	253,710	251,210	251,210	12,500	251,210	246,610	245,610	242,510	232,504	225,000
	DDA OPERATING FUND											
	EXPENDITURE GRAND TOTAL	1,088,640	964,161	1,149,760	1,149,760	344,206	1,016,860	1,135,420	1,169,500	1,204,560	1,240,520	1,272,570
DDA OPERATING FUND BALANCE												
	BEGINNING SURPLUS (OR DEFICIT)	309,686	309,686	327,182	327,182	453,357	453,357	525,517	642,457	819,007	1,009,087	1,206,733
	CURRENT-YEAR REVENUES	1,088,640	1,107,832	1,149,760	1,149,760	742,936	1,089,020	1,135,420	1,169,500	1,204,560	1,240,520	1,277,570
	CURRENT-YEAR EXPENDITURES	(1,088,640)	(964,161)	(1,149,760)	(1,149,760)	(344,206)	(1,016,860)	(1,135,420)	(1,169,500)	(1,204,560)	(1,240,520)	(1,277,570)
	CURR-YEAR SURPLUS (OR DEFICIT)	0	143,671	0	0	398,732	72,160	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIC	72,140	0	123,020	123,020	0	0	116,940	176,550	190,080	197,646	205,800
	ENDING SURPLUS (OR DEFICIT)	381,825	453,357	450,202	450,202	852,089	525,517	642,457	819,007	1,009,087	1,206,733	1,412,533

BUDGET												
Account #	Account Title	2019/20		2020/21				2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA CAPITAL IMPROVEMENT FUND REVENUES												
494 000 665.000	INTEREST ON INVESTMENTS	50	0	50	50	0	50	50	50	50	50	50
494 000 675.010	CONTRIBUTIONS / PUBLIC FOUNTAIN	0	0	0	0	0	0	0	0	0	0	0
494 000 675.248	CONTRIBUTION FROM DDA OPER FUND	25,000	25,000	25,000	25,000	12,500	35,000	25,000	25,000	25,000	25,000	25,000
494 000 699.000	APPROP OF PR YR FUND BALANCE	0	0	0	119,377	0	0	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND REVENUE GRAND TOTAL		25,050	25,000	25,050	144,427	12,500	35,050	25,050	25,050	25,050	25,050	25,050
DDA CAPITAL IMPROVEMENT FUND EXPENDITURES												
494 290 818.406	CONT SVCS/ENG-ARCH	0	0	0	0	0	0	0	0	0	0	0
494 290 818.450	CONT SVCS/STREET CONSTRUCTION	0	0	0	0	0	0	0	0	0	0	0
494 290 962.000	RESERVE FOR CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0
494 290 972.437	CAP OUTLAY/LAND IMP - PUBLIC FOUNTAIN	0	0	0	0	0	0	0	0	0	0	0
494 290 976.437	CAP OUTLAY/REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
494 290 977.000	CAP OUTLAY/EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0
494 290 977.813	CAP OUTLAY/DDA PARKING & DECK	25,050	8,800	25,050	144,427	120,123	120,123	25,050	25,050	25,050	25,050	25,050
494 290 977.820	CAP OUTLAY/STREETSCAPE MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND EXPENDITURE GRAND TOTAL		25,050	8,800	25,050	144,427	120,123	120,123	25,050	25,050	25,050	25,050	25,050
DDA CAPITAL IMPROVEMENT FUND												
BEGINNING SURPLUS (OR DEFICIT)		72,800	72,800	40,292	40,292	89,000	89,000	3,927	3,927	3,927	3,927	3,927
CURRENT-YEAR REVENUES		25,050	25,000	25,050	144,427	12,500	35,050	25,050	25,050	25,050	25,050	25,050
CURRENT-YEAR EXPENDITURES		(25,050)	(8,800)	(25,050)	(144,427)	(120,123)	(120,123)	(25,050)	(25,050)	(25,050)	(25,050)	(25,050)
CURRENT-YEAR SURPLUS (OR DEFICIT)		0	16,200	0	0	(107,623)	(85,073)	0	0	0	0	0
+ CONTINGENCY / - APPROPRIATION OF PRIC		0	0	0	(119,377)	0	0	0	0	0	0	0
ENDING SURPLUS (OR DEFICIT)		72,800	89,000	40,292	(79,085)	(18,624)	3,927	3,927	3,927	3,927	3,927	3,927

RESOLUTION

ADOPTION OF THE 2021-2022 BUDGET

The following was moved by Director _____ and seconded by Director _____.

WHEREAS the 2021 – 2022 DDA Budget has been presented by the DDA Director to the Plymouth City Commission for approval and adoption, and

WHEREAS the City Commission at its June 7, 2021 meeting approved of the DDA budget, in accordance with state law, as part of the overall city budget, and

WHEREAS the next step is formal approval by the DDA Board to show its support of the 2021-2022 fiscal year budget,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby adopt the budget as attached for the fiscal year beginning July 1, 2021.



Administrative Recommendation

To: DDA Board/DDA Staff
From: John Scanlon, Finance Director
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\June2021
Date: 06/14/2021
Re: Third Quarter Budget Amendments

Issue: 2020-21 Third Quarter Budget Amendments – June 8, 2021

Analysis: The City's DDA is a separate legal corporation from the City and, as such, requires the adoption of an annual budget and the authorization of any budget amendments during the fiscal year, if necessary.

Please find the attached Revenue and Expenditure reports through April 30, 2021 for the 2020-21 fiscal year for the Downtown Development Authority (248) operating fund, as well as the capital improvement fund (405). Due to the timing of these budget amendments, they reflect what is anticipated through the end of the fiscal year. Following is an explanation of significant changes.

DDA Operating Fund

The overall fiscal health of the DDA General Operating Fund is strong. The attached budget amendments, reflected in the Budget Amendment Summary, increase the original budget by \$6,000. Through the first ten months of the fiscal year, overall revenues are down 7%, however we are still in the process of settling the tax roll with Wayne County. This process is typically concluded in April, however with decreased staffing levels at the county it has taken a little longer.

Expenditures, through the first ten months, are down 2% from this time last year. The largest proposed budget amendment in the DDA Operating Fund is a transfer from the DDA Operating Fund to the DDA Capital Improvement fund of \$100,000. The transfer is required to pay for additional parking deck work not covered by fund balance and the DDA portion of the Wilcox Fountain in Kellogg Park. In order to make this transfer, we have reduced the contingency line item to \$11,595. Also included in the expenditures is a \$226,210 payment toward outstanding debt.

DDA Capital Improvement Fund

As described above, the biggest adjustment in the DDA Capital Improvement Fund is an increase of the contribution from the DDA Operating Fund in order to cover expenses occurred in from the parking deck project, as well as the Wilcox Fountain project.

Additionally, there is a correction in an fund balance appropriation from the first quarter to adjust to final audited financials.

BUDGET AMENDMENTS

The proposed budget amendments required through the end of the third quarter of the 2020-21 fiscal year, as shown on the Budget Adjustment Summary, relate to changes in budgetary patterns which were not anticipated when the budget was originally adopted in June of 2020.

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2020-21		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		04/30/2020	06/30/2020	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	04/30/2021	MONTH 04/30/21 INCR (DECR)	
		NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)		
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Revenues								
Dept 000 - GENERAL REVENUES								
248-000-403.000	CURRENT PROPERTY TAX/REAL	1,013,692.03	1,013,692.03	1,053,810.00	1,053,810.00	983,672.57	0.00	93.34
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00	100.00
248-000-620.000	CONCERT REVENUES	44,200.00	45,700.00	60,000.00	60,000.00	7,800.00	0.00	13.00
248-000-621.000	BENCH SALE REVENUES	1,000.00	2,000.00	0.00	0.00	1,000.00	0.00	100.00
248-000-665.000	INTEREST ON INVESTMENTS	5,390.88	11,659.94	50.00	50.00	273.64	0.00	547.28
248-000-679.000	ADVERTISING REVENUE	0.00	0.00	1,500.00	1,500.00	3,375.00	1,015.00	225.00
248-000-680.000	OTHER INCOME	1,325.00	4,205.00	800.00	800.00	6,792.50	0.00	849.06
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AR	26,650.00	30,574.97	29,100.00	29,100.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		1,092,257.91	1,107,831.94	1,149,760.00	1,149,760.00	1,010,413.71	1,015.00	87.88
TOTAL REVENUES		1,092,257.91	1,107,831.94	1,149,760.00	1,149,760.00	1,010,413.71	1,015.00	87.88
Expenditures								
Dept 290 - ADMINISTRATION								
248-290-706.000	SALARY & WAGES/ FULL TIME	89,902.46	109,721.94	114,750.00	114,750.00	97,348.73	12,811.51	84.84
248-290-706.100	SALARY & WAGES/SICK	0.00	1,798.16	4,850.00	4,850.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	500.00	500.00	550.00	550.00	550.00	0.00	100.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	2,568.80	2,568.80	3,100.00	3,100.00	0.00	0.00	0.00
248-290-707.000	SALARY & WAGES/TEMP-SEASONAL	1,743.75	1,743.75	0.00	0.00	0.00	0.00	0.00
248-290-709.000	SALARY & WAGES/OVERTIME	1,746.27	2,017.18	0.00	0.00	2,100.96	398.83	100.00
248-290-721.000	FRINGE BENEFITS	43,083.98	29,518.81	62,350.00	62,350.00	44,736.65	5,137.62	71.75
248-290-721.500	POST RETIREMENT BENEFITS	13,765.90	15,110.97	21,150.00	21,150.00	16,211.70	1,621.17	76.65
248-290-727.000	OFFICE SUPPLIES	32.97	32.97	500.00	500.00	7.42	0.00	1.48
248-290-728.000	POSTAGE	38.50	49.50	200.00	200.00	232.40	39.66	116.20
248-290-740.000	OPERATING SUPPLIES	954.90	1,034.89	1,200.00	1,200.00	158.48	0.00	13.21
248-290-815.000	ADMINISTRATIVE SERVICES	49,725.00	59,670.00	61,460.00	61,460.00	51,216.70	5,121.67	83.33
248-290-818.000	CONTRACTUAL SERVICES	14,612.68	16,541.36	11,000.00	11,000.00	13,626.39	560.85	123.88
248-290-850.000	COMMUNICATIONS	2,519.03	3,165.81	2,000.00	2,000.00	2,808.83	228.93	140.44
248-290-860.000	TRANSPORTATION	251.72	251.72	400.00	400.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	485.38	485.38	1,500.00	1,500.00	75.00	0.00	5.00
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	0.00	200.00	200.00	241.00	0.00	120.50
248-290-920.000	PUBLIC UTILITIES	1,810.83	2,220.90	2,580.00	2,580.00	1,851.47	220.62	71.76
248-290-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-290-930.000	REPAIRS & MAINTENANCE	2,155.04	2,155.04	5,000.00	5,000.00	0.00	0.00	0.00
248-290-938.000	EQUIPMENT LEASE EXPENSE	149.84	154.43	1,200.00	1,200.00	4.54	0.00	0.38
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	500.00	600.00	690.00	690.00	350.00	0.00	50.72
248-290-942.000	OFFICE RENT	15,850.00	17,300.00	18,000.00	18,000.00	16,800.00	1,550.00	93.33
248-290-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	366.11	0.00	100.00
248-290-957.000	TRAINING EXPENSES	65.87	65.87	500.00	500.00	385.45	0.00	77.09
248-290-958.000	MEMBERSHIPS & DUES	1,130.00	1,130.00	2,000.00	2,000.00	630.00	0.00	31.50
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	123,020.00	123,020.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		243,592.92	267,837.48	438,600.00	438,600.00	249,701.83	27,690.86	56.93
Dept 301 - POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	15,968.94	19,629.91	20,250.00	20,250.00	17,623.01	2,365.82	87.03
248-301-706.100	SALARY & WAGES/SICK	0.00	309.06	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	872.65	872.65	900.00	900.00	872.64	0.00	96.96
248-301-706.300	SALARY & WAGES/LONGEVITY	0.00	0.00	0.00	0.00	62.50	0.00	100.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	151.32	151.32	175.00	175.00	0.00	0.00	0.00

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2020-21		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		04/30/2020	06/30/2020	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	04/30/2021	MONTH 04/30/21	
		NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-709.000	SALARY & WAGES/OVERTIME	498.76	498.76	1,775.00	1,775.00	0.00	0.00	0.00
248-301-721.000	FRINGE BENEFITS	8,048.22	5,295.16	10,600.00	10,600.00	8,393.44	937.56	79.18
248-301-721.500	POST RETIREMENT BENEFITS	0.00	1,317.92	0.00	0.00	0.00	0.00	0.00
248-301-725.500	MEAL ALLOWANCE	2.20	2.20	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		25,542.09	28,076.98	33,700.00	33,700.00	26,951.59	3,303.38	79.98
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	33,266.70	39,920.04	41,120.00	41,120.00	34,266.70	3,426.67	83.33
248-443-818.000	CONTRACTUAL SERVICES	2,507.00	3,627.00	4,000.00	4,000.00	(537.00)	449.00	(13.43)
Total Dept 443 - PARKING		35,773.70	43,547.04	45,120.00	45,120.00	33,729.70	3,875.67	74.76
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	5,671.96	16,943.46	2,000.00	2,000.00	13,236.50	0.00	661.83
248-445-920.000	PUBLIC UTILITIES	6,974.18	8,767.04	8,000.00	8,000.00	812.32	0.00	10.15
Total Dept 445 - SAXTON PARKING FACILITY		12,646.14	25,710.50	10,000.00	10,000.00	14,048.82	0.00	140.49
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	193.81	193.81	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	375.00	0.00	187.50
248-811-740.000	OPERATING SUPPLIES	199.52	455.02	1,000.00	1,000.00	1,095.35	153.30	109.54
248-811-794.000	CONCERT EXPENSES	35,734.41	38,434.41	65,000.00	65,000.00	8,749.00	2,500.00	13.46
248-811-818.000	CONTRACTUAL SERVICES	8,689.48	11,947.26	14,000.00	14,000.00	11,191.69	0.00	79.94
248-811-900.000	PRINTING & PUBLISHING	3,136.30	13,961.80	7,000.00	7,000.00	3,129.55	512.25	44.71
Total Dept 811 - MARKETING		47,953.52	64,992.30	88,200.00	88,200.00	24,540.59	3,165.55	27.82
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	2,196.38	8,500.00	8,500.00	4,183.25	0.00	49.21
248-820-721.000	FRINGE BENEFITS	0.00	83.20	500.00	500.00	320.01	0.00	64.00
248-820-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-820-815.000	ADMINISTRATIVE SERVICES	108,883.30	130,659.96	134,580.00	134,580.00	112,150.00	11,215.00	83.33
248-820-818.000	CONTRACTUAL SERVICES	53,222.54	71,741.21	60,000.00	60,000.00	33,405.56	0.00	55.68
248-820-931.000	REPAIRS & MAINT/SUMMER	7,865.00	17,475.00	18,000.00	18,000.00	3,375.00	0.00	18.75
248-820-932.000	REPAIRS & MAINT/WINTER	23,350.00	38,795.00	41,250.00	41,250.00	31,864.91	0.00	77.25
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	19,335.50	19,335.50	20,000.00	20,000.00	27,237.00	0.00	136.19
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		212,656.34	280,286.25	282,930.00	282,930.00	212,535.73	11,215.00	75.12
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	228,710.00	228,710.00	226,210.00	226,210.00	226,210.00	0.00	100.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FE	20,833.34	25,000.00	25,000.00	25,000.00	20,833.30	2,083.33	83.33
Total Dept 965 - CONTRIBUTIONS		249,543.34	253,710.00	251,210.00	251,210.00	247,043.30	2,083.33	98.34
TOTAL EXPENDITURES		827,708.05	964,160.55	1,149,760.00	1,149,760.00	808,551.56	51,333.79	70.32

User: JOHN

DB: Plymouth

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2020-21		YTD BALANCE		ACTIVITY FOR MONTH 04/30/21	% BDT USED
		04/30/2020	06/30/2020	04/30/2020	06/30/2020	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	04/30/2021	04/30/2021		
		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)		INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD											
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:											
	TOTAL REVENUES	1,092,257.91	1,107,831.94	1,149,760.00	1,149,760.00	1,149,760.00	1,149,760.00	1,010,413.71		1,015.00	87.88
	TOTAL EXPENDITURES	827,708.05	964,160.55	1,149,760.00	1,149,760.00	1,149,760.00	1,149,760.00	808,551.56		51,333.79	70.32
	NET OF REVENUES & EXPENDITURES	264,549.86	143,671.39	0.00	0.00	0.00	0.00	201,862.15		(50,318.79)	100.00
	BEG. FUND BALANCE	309,685.42	309,685.42	453,356.81	453,356.81	453,356.81	453,356.81	453,356.81			
	END FUND BALANCE	574,235.28	453,356.81	453,356.81	453,356.81	453,356.81	453,356.81	655,218.96			

User: JOHN

DB: Plymouth

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2020-21		YTD BALANCE		ACTIVITY FOR MONTH 04/30/21	% BDGT USED
		04/30/2020	06/30/2020	04/30/2020	06/30/2020	ORIGINAL BUDGET	2020-21 AMENDED BUDGET	04/30/2021	04/30/2021		
		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND											
Revenues											
Dept 000 - GENERAL REVENUES											
405-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	50.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	20,833.34	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	20,833.30	2,083.33	83.33	83.33
405-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	0.00	119,377.00	0.00	119,377.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		20,833.34	25,000.00	25,050.00	144,427.00	25,050.00	144,427.00	20,833.30	2,083.33	14.42	14.42
TOTAL REVENUES		20,833.34	25,000.00	25,050.00	144,427.00	25,050.00	144,427.00	20,833.30	2,083.33	14.42	14.42
Expenditures											
Dept 290 - ADMINISTRATION											
405-290-972.437	CAP OUTLAY/LAND IMP - PUBLIC F	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	100.00	100.00
405-290-977.813	CAP OUTLAY/DDA PARKING	0.00	8,800.00	25,050.00	144,427.00	25,050.00	144,427.00	190,608.26	16,017.44	131.98	131.98
Total Dept 290 - ADMINISTRATION		0.00	8,800.00	25,050.00	144,427.00	25,050.00	144,427.00	210,608.26	16,017.44	145.82	145.82
TOTAL EXPENDITURES		0.00	8,800.00	25,050.00	144,427.00	25,050.00	144,427.00	210,608.26	16,017.44	145.82	145.82
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:											
TOTAL REVENUES		20,833.34	25,000.00	25,050.00	144,427.00	25,050.00	144,427.00	20,833.30	2,083.33	14.42	14.42
TOTAL EXPENDITURES		0.00	8,800.00	25,050.00	144,427.00	25,050.00	144,427.00	210,608.26	16,017.44	145.82	145.82
NET OF REVENUES & EXPENDITURES		20,833.34	16,200.00	0.00	0.00	0.00	0.00	(189,774.96)	(13,934.11)	100.00	100.00
BEG. FUND BALANCE		72,799.61	72,799.61	88,999.61	88,999.61	88,999.61	88,999.61	88,999.61	88,999.61		
END FUND BALANCE		93,632.95	88,999.61	88,999.61	88,999.61	88,999.61	88,999.61	(100,775.35)			
TOTAL REVENUES - ALL FUNDS											
TOTAL REVENUES - ALL FUNDS		1,113,091.25	1,132,831.94	1,174,810.00	1,294,187.00	1,174,810.00	1,294,187.00	1,031,247.01	3,098.33	79.68	79.68
TOTAL EXPENDITURES - ALL FUNDS		827,708.05	972,960.55	1,174,810.00	1,294,187.00	1,174,810.00	1,294,187.00	1,019,159.82	67,351.23	78.75	78.75
NET OF REVENUES & EXPENDITURES		285,383.20	159,871.39	0.00	0.00	0.00	0.00	12,087.19	(64,252.90)	100.00	100.00
BEG. FUND BALANCE - ALL FUNDS		382,485.03	382,485.03	542,356.42	542,356.42	542,356.42	542,356.42	542,356.42	542,356.42		
END FUND BALANCE - ALL FUNDS		667,868.23	542,356.42	542,356.42	542,356.42	542,356.42	542,356.42	554,443.61			

**BUDGET ADJUSTMENT SUMMARY
THIRD QUARTER - FY 20-21**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,058,310	-	-	-	-	-	1,058,310
Program Fees & Other	91,450	-	-	6,000	-	6,000	97,450
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	1,149,760	-	-	6,000	-	6,000	1,155,760
DDA OPER FUND EXP: #248							
Administration	315,580	-	-	4,150	-	4,150	319,730
Police Services	33,700	-	-	-	-	-	33,700
Parking System	45,120	-	-	5,000	-	5,000	50,120
Saxton Parking Facility	10,000	-	-	-	-	-	10,000
DDA Marketing	88,200	-	-	275	-	275	88,475
Streetscape Maintenance	282,930	-	-	8,000	-	8,000	290,930
Contrib to DDA Debt Funds	226,210	-	-	-	-	-	226,210
Contrib to DDA Cap Imp Fund	25,000	-	-	100,000	-	100,000	125,000
Contingency	123,020	-	-	(111,425)	-	(111,425)	11,595
TOTAL EXPENDITURES	1,149,760	-	-	6,000	-	6,000	1,155,760

**BUDGET ADJUSTMENT SUMMARY
THIRD QUARTER - FY 20-21**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV: #405							
Contrib. & Other	25,050	-	-	100,000		100,000	125,050
Appropriation of Surplus	-	119,377	-	(30,378)		88,999	88,999
TOTAL REVENUES	25,050	119,377	-	69,622	-	188,999	214,049
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,050	119,377	-	69,622		188,999	214,049
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	25,050	119,377	-	69,622	-	188,999	214,049

RESOLUTION

The following resolution was offered by Board Member _____ and Seconded by Board Member _____.

WHEREAS, actual patterns of departmental expenditures occur differently than originally projected in the 2020-2021 DDA Budget as present to the DDA Board in April of 2020 and adopted by the City Commission in June of 2020; and

WHEREAS, overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS, adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City's annual budget;

NOW THEREFORE BE IT RESOLVED, that the 2020-2021 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective June 14, 2021.

Requested Action: Approve 2020-21 Third Quarter Budget Amendments Resolution

Attachment(s): Quarterly Financial Reports and Budget Amendment Summary



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2021/June2021
Date: 6/14/2021
Re: Holiday Lighting Service 2021-22 Contract Resolution

BACKGROUND:

The City Commission has passed the DDA's 2021-22 fiscal year budget, which includes \$25,000 for repair and installation of new tree lights throughout Downtown Plymouth.

In 2020, our tree light contractor, Holiday Lighting Service of South Lyon, Michigan repaired and replaced approximately half of the tree lights on Forest. This year, our contractor plans to replace and repair the other half of the trees on Forest, as well as some additional repairs to a few trees in other areas of the downtown. This year's repairs are estimated at \$20,000.

While the \$20,000 has been budgeted and approved, any spending over \$5,000 must have the approval of the DDA Board.

RECOMMENDATION:

Staff recommends the DDA Board authorize payment of up to \$20,000 in July to Holiday Lighting Service to complete the repair and installation of tree lights on Forest Ave including some additional repairs of the existing display.

Funding for this project is authorized from account # 248.820.933.000 in the 2021-22 budget, which has already been adopted by the City Commission.

ESTIMATE

Holiday Lighting Service

P.O. Box 772
South Lyon, MI 48178
(248) 756-8915

To:
City of Plymouth DDA
831 Penniman Ave
Plymouth , MI 48170

Estimate #	1072
Estimate Date	05/26/2021
Total Amount	\$20,000.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Forest St. Rehang every other tree on both sides of street	1.0	\$16,000.00			\$16,000.00
Maintain and repair existing display	1.0	\$4,000.00			\$4,000.00

Subtotal:	\$20,000.00
Tax:	\$0.00
Past Due Amount:	\$0.00
Total Amount:	\$20,000.00

Notes

RESOLUTION

The following Resolution was offered by Director _____ and seconded by Director _____.

WHEREAS The Downtown Development Authority Board has made it a priority to improve the aesthetics of Downtown with holiday lights in the downtown trees to improve the look and feel of Downtown, and

WHEREAS The City Commission allocated \$25,000 in the 2021-22 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and

WHEREAS DDA Staff and contractor Holiday Lighting Service have identified Forest as a priority maintenance and replacement of holiday tree lights during the 2021-22 fiscal year, and

WHEREAS The Downtown Development Authority Board is required to authorize all expenditures over \$5,000,

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2020, the Downtown Development Authority Board hereby authorizes up to \$20,000 as payment to Holiday Lighting Service for the summer 2021 installation of new tree lights and maintenance of current lights along Forest and throughout downtown. Funding for this effort is authorized from account # 248.820.933.000.