



Plymouth Downtown Development Authority Meeting Agenda

June 13, 2022 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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Join Zoom Webinar: <https://us02web.zoom.us/j/82134070577>

Webinar ID: 821 3407 0577 Passcode: 961521

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Andre Martinelli, Vice Chair
Nick Moroz, Mayor
Jack Ayoub
Ellen Elliott
Scott Foess
Brian Harris
Richard Matsuo
Dan Johnson
Patrick O'Neill
Shannon Perry*

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular Meeting 5-9-2022

5) BOARD COMMENTS

6) OLD BUSINESS

7) NEW BUSINESS

A. 2022-23 Budget

B. Holiday Tree Light Repairs

8) REPORTS AND CORRESPONDENCE

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

OBJECTIVES
 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

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

OBJECTIVES
 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

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

OBJECTIVES
 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

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

OBJECTIVES
 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

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 9, 2022 - 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

1. CALL TO ORDER

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

Present: Chair Pollard, Mayor Nick Moroz, Members Jack Ayoub, Ellen Elliott, Brian Harris, Richard Matsu, Shannon Perry

Excused: Vice Chair Andre Martinelli, Members Scott Foess, Dan Johnson, Patrick O'Neil

Also present: DDA Coordinator Sam Plymale

Plymale and several board members expressed sadness over the death of DDA Director Tony Bruscato on May 6. They shared memories and spoke about the impact he had on the City of Plymouth.

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Moroz offered a motion, seconded by Elliott, to approve the agenda for Monday, May 9, 2022.

There was a roll call vote.

Yes: Ayoub, Elliott, Harris, Matsu, Perry, Moroz, Pollard

MOTION PASSED 7-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by Perry, to approve the minutes of the March 14, 2022 meeting.

There was a roll call vote.

Yes: Ayoub, Elliott, Harris, Matsu, Perry, Moroz, Pollard

MOTION PASSED 7-0

5. BOARD COMMENTS

Elliott thanked those involved in the Artisan Market and asked that those responsible for the upkeep of the downtown planters be mindful of their height and ensure visibility for drivers and pedestrians isn't decreased.

Pollard expressed gratitude for those who worked on the Artisan Market.

Moroz said the City Commission approved the installation of five RRFB lights.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Plymale provided information about the status of the five-year plan, including the RRFB lights, the tree in front of Westborn Market and the new 15-minute parking signs.

b. Patio Platforms Update

Plymale reported that the City Commission approved removable platforms for the 2022 season and that four restaurants are planning on installing them, pending Michigan Liquor Control Commission approval. He said sidewalk cafes are already in use.

7. NEW BUSINESS

a. Central Parking Deck Repairs

Consultant Justin Thomson shared photos and described the repairs that need to be performed this year, including improved drainage and work on the eastern stairway and the pedestrian bridge. He indicated that work could begin after Fall Fest. He also informed the group that 2023 repairs would cost a projected \$545,000.

The following motion was offered by Elliott and seconded by Moroz.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS It is important for the DDA to maintain the integrity of the structure for the safety of those who use it and its long-term usefulness; and

WHEREAS At the March 2022 DDA Board Meeting, the DDA Board approved a repairs analysis report for the Central Parking Deck to be completed by Fishbeck Consulting; and

WHEREAS Fishbeck Consulting has indicated a priority need for repairs in 2022 to the eastern stairwell, pedestrian bridge and drainage with an estimated cost of up to \$107,000.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board approves the 2022 repairs to the Central Parking Deck not to exceed \$107,000. These repairs include reconstruction of the eastern stairway, updates to the pedestrian bridge support column, and fixing of drainage issues. The cost of repairs includes engineering, testing and a 10% contingency. Funding for the project will come from the DDA Operating Fund Balance.

There was a roll call vote.

Yes: Ayoub, Elliott, Harris, Matsu, Perry, Moroz, Pollard

MOTION PASSED 7-0

8. REPORTS AND CORRESPONDENCE

a. Events Update

Plymale said the Artisan Market was a success and that Music in the Air was scheduled to begin on May 27. He said sponsorships were funding both the music and the activities that will be added this year.

b. Mayors and Chairs Update

Moroz said this quarterly meeting was designed to keep all boards and commissions informed. He said parklets and paid parking were discussed at the last meeting, and that the next step in resolving these issues would be focus groups. Moroz also said the Northville -Plymouth fire contract expires this year and a decision would have to be made about how to move forward, and that the Saxton's parking was in the design phase.

9. ADJOURNMENT

Moroz offered a motion, seconded by Perry, to adjourn the meeting at 8:00 p.m.

There was a roll call vote.

Yes: Ayoub, Elliott, Harris, Matsu, Perry, Moroz, Pollard

MOTION PASSED 7-0



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\June2022
Date: 06/13/2022
Re: DDA 2022-23 Budget Resolution

The City's DDA is a separate legal incorporation and therefore has its own budget. However, due to Public Act 57 adopted by the state legislature and signed by the Governor in 2018, the City Commission is the entity responsible for adopting the DDA budget. Below is the excerpt from Act 57 explaining the process.

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 approved the 2022-23 DDA budget and the entire City budget at its June 6, 2022 regular meeting. The 2022-23 DDA budget is attached.

Below are explanations of major line items in the 2022-23 DDA Budget which begins on July 1, 2022.

REVENUES– Property tax revenues (248.000.403.000) (page 158) in fiscal year 2022-23 are projected to increase by approximately \$61,240.

Estimated revenues related to concerts (248.000.620.000) (page 158) are projected at \$75,000. DDA staff, however, has secured some additional sponsorships in 2022. Staff is working with Finance Director John Scanlon to create an account to roll over any surplus funds for the 2023 concert season.

EXPENDITURES – The DDA continues to pay the Saxton’s bond payment of \$223,560 (248.965.965.315) (page 161) which will continue for the next three fiscal years. The next fiscal year without this payment will be in 2025-26.

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 159), this year’s anticipated expenditure is \$34,990. The cost of the police officer does not include any post retirement benefits.

The line items that pay for the DDA’s use of city services will go up by 3 percent. DDA Operating Fund City administrative services (248.290.815.000) (page 159) of \$65,200; and the infrastructure maintenance services to the Department of Municipal Services (248.820.815.000) (page 160) of \$142,780.

Page 178 shows the DDA Capital Improvement Fund. We generally budget \$25,000 a year for repairs to the Central Parking Deck (494.290.977.813). Due to the approved \$107,000 repair to the stairwell and pedestrian bridge planned for the fall of 2022, you can expect to see a budget amendment sometime in the next few months that will reflect that anticipated expenditure. It is expected that money for this repair will be taken from the contingency line (248.290.962.000) (page 159), which will use up a majority of the contingency funds for next fiscal year.

In addition, we are expecting a major renovation needed to the parking deck in 2023. Although preliminary estimates of major renovation repairs in 2023 are \$545,000, DDA staff will bring a detailed report from the engineer in late 2022 or early 2023 for approval. The DDA’s fund balance is expected to be approximately \$400,000 at the beginning of the 2022-23 fiscal year, so a prioritization of the major repairs to the deck in 2023 will be necessary.

RECOMMENDATION: Staff recommends the DDA Board pass the attached resolution to show its support of the 2022-2023 DDA budget as presented and approved by the City Commission.

BUDGET												
Account #	Account Title	2020/21		2021/22				2022 / 23	2023 / 24	2024 / 25	2025 /26	2026 /27
		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											
248 000 403.000	CURRENT PROPERTY TAX/REAL	1,053,810	1,053,810	1,069,370	1,069,370	943,213	1,069,370	1,130,610	1,164,530	1,199,470	1,235,440	1,272,500
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	0	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	15,000	7,500	7,500	8,814	7,500	7,500	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
248 000 620.000	CONCERT REVENUES	60,000	34,750	60,000	60,000	42,350	60,000	75,000	77,250	79,570	81,960	84,420
248 000 621.000	BENCH SALE REVENUES	0	2,000	0	0	1,000	0	0	0	0	0	0
248 000 665.000	INTEREST ON INVESTMENTS	50	683	50	50	0	50	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	0	0	0	0	0	0	0	0	0	0	0
248 000 675.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0	0	1,500	1,500	1,050	1,500	1,500	1,500	1,500	1,500	1,500
248 000 679.000	ADVERTISING REVENUE	1,500	3,400	0	0	2,350	0	0	0	0	0	0
248 000 680.000	OTHER INCOME	6,800	7,193	0	0	0	0	0	0	0	0	0
248 000 684.000	OFFICE RENTAL - DDA-587 ANN ARBOR TR	29,100	0	0	0	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	169,710	0	169,710	0	0	0	0	0
	DDA OPERATING FUND REVENUE GRAND TOTAL	1,155,760	1,116,835	1,135,420	1,305,130	998,777	1,305,130	1,211,660	1,248,030	1,285,460	1,323,850	1,363,390

BUDGET												
Account #	Account Title	2020/21		2021/22				2022 / 23	2023 / 24	2024 / 25	2025 / 26	2026 / 27
		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												
<u>Administration Expenditures</u>												
248 290 706.000	SALARY & WAGES/FULL TIME	114,750	115,150	116,660	116,660	61,357	116,660	123,950	127,670	131,500	135,450	139,510
248 290 706.050	SALARY & WAGES/PART TIME	0	0	0	0	0	0	0	0	0	0	0
248 290 706.100	SALARY & WAGES/SICK	4,850	2,183	4,900	4,900	0	4,900	5,225	5,380	5,540	5,710	5,880
248 290 706.300	SALARY & WAGES/LONGEVITY	550	550	550	550	600	550	650	670	690	710	730
248 290 706.600	SALARY & WAGES/VACATON PAYOFF	3,100	3,853	3,110	3,110	0	3,110	3,275	3,370	3,470	3,570	3,680
248 290 707.000	SALARY & WAGES/TEMP-SEASONAL	0	0	0	0	0	0	0	0	0	0	0
248 290 709.000	SALARY & WAGES/OVERTIME	0	2,696	0	1,850	2,705	1,850	3,000	3,090	3,180	3,280	3,380
248 290 721.000	FRINGE BENEFITS	62,350	43,898	60,350	60,350	25,743	60,350	63,600	65,510	67,480	69,500	71,590
248 290 721.500	POST RETIREMENT BENEFITS	21,150	19,454	23,880	23,880	12,460	23,880	29,425	33,270	37,390	41,580	45,670
248 290 727.000	OFFICE SUPPLIES	500	75	500	500	97	500	500	520	540	560	580
248 290 728.000	POSTAGE	300	232	200	200	12	200	200	210	220	230	240
248 290 740.000	OPERATING SUPPLIES	1,200	249	1,200	1,200	59	1,200	1,200	1,240	1,280	1,320	1,360
248 290 815.000	ADMINISTRATIVE SERVICES	61,460	61,460	63,300	63,300	31,650	63,300	65,200	67,160	69,170	71,250	73,390
248 290 818.000	CONTRACTUAL SERVICES	14,000	19,794	12,000	12,000	6,305	12,000	14,000	14,420	14,850	15,300	15,760
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	3,323	3,000	3,000	1,549	3,000	3,000	3,090	3,180	3,280	3,380
248 290 860.000	TRANSPORTATION	400	0	400	400	24	400	1,000	1,030	1,060	1,090	1,120
248 290 864.000	CONFERENCES & MEETINGS	1,500	75	1,500	1,500	115	1,500	2,000	2,060	2,120	2,180	2,250
248 290 865.000	PUBLIC RELATIONS EVENTS	300	0	300	300	40	300	300	310	320	330	340
248 290 900.000	PRINTING & PUBLISHING	250	241	300	300	0	300	300	310	320	330	340
248 290 920.000	PUBLIC UTILITIES	2,580	2,251	2,580	2,580	748	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	0	2,000	2,000	0	2,000	2,000	2,060	2,120	2,180	2,250
248 290 938.000	EQUIPMENT LEASE EXPENSE	1,200	7	1,200	1,200	0	1,200	1,200	1,240	1,280	1,320	1,360
248 290 940.000	EQUIPMENT RENTAL - FORCE ACCT	690	600	500	500	300	500	500	520	540	560	580
248 290 942.000	OFFICE RENT	18,000	18,350	19,000	19,000	9,450	19,000	19,920	20,520	21,140	21,770	22,420
248 290 956.000	MISCELLANEOUS	0	366	0	0	0	0	0	0	0	0	0
248 290 957.000	TRAINING EXPENSE	500	385	500	500	0	500	1,000	1,030	1,060	1,090	1,120
248 290 958.000	MEMBERSHIPS & DUES	2,000	780	2,000	2,000	730	2,000	2,000	0	0	0	0
248 290 962.000	RESERVE FOR CONTINGENCY	11,595	0	116,940	0	0	0	114,945	194,370	212,900	219,640	220,180
248 290 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0	0
Total		331,325	295,974	436,970	321,880	153,944	321,880	461,070	551,810	584,190	605,150	620,110
<u>Police Service Expenditures</u>												
248 301 706.000	SALARY & WAGES/FULL TIME	20,250	20,887	20,250	20,250	9,714	20,250	21,275	22,340	22,790	23,250	23,720
248 301 706.100	SALARY & WAGES/SICK	0	327	0	0	0	0	0	0	0	0	0
248 301 706.200	SALARY & WAGES/HOLIDAY PAY	900	873	890	890	890	890	935	980	1,000	1,020	1,040
248 301 706.300	SALARY & WAGES/LONGEVITY	0	63	70	70	75	70	80	90	100	120	140
248 301 706.400	SALARY & WAGES/UNIFORM ALLOW	175	0	170	170	60	170	225	240	240	240	240
248 301 709.000	SALARY & WAGES/OVERTIME	1,775	0	1,760	1,760	0	1,760	1,825	1,920	1,960	2,000	2,040
248 301 721.000	FRINGE BENEFITS	10,600	8,014	10,110	10,110	4,591	10,110	10,650	11,180	11,400	11,630	11,860
248 301 721.500	POST RETIREMENT BENEFITS	0	0	0	0	0	0	0	0	0	0	0
248 301 725.500	MEAL ALLOWANCE	0	3	0	0	0	0	0	0	0	0	0
Total		33,700	30,166	33,250	33,250	15,331	33,250	34,990	36,750	37,490	38,260	39,040

BUDGET												
Account #	Account Title	2020/21		2021/22				2022 / 23	2023 / 24	2024 / 25	2025 / 26	2026 / 27
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<u>Parking System Expenditures</u>												
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	41,120	41,120	39,920	39,920	19,960	39,920	41,120	42,350	43,620	44,930	46,280
248 443 818.000	CONTRACTUAL SERVICES	4,000	(88)	4,000	8,500	9,071	8,500	13,000	13,390	13,790	14,200	14,630
Total		45,120	41,032	43,920	48,420	29,031	48,420	54,120	55,740	57,410	59,130	60,910
<u>Saxton Parking Facility Expenditures</u>												
248 445 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 445 818.000	CONTRACTUAL SERVICES	14,000	19,438	0	1,650	2,140	1,650	0	0	0	0	0
248 445 850.000	COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0
248 445 920.000	PUBLIC UTILITIES	1,000	812	0	0	0	0	0	0	0	0	0
Total		15,000	20,251	0	1,650	2,140	1,650	0	0	0	0	0
<u>DDA Marketing Expenditures</u>												
248 811 727.000	OFFICE SUPPLIES	1,000	0	1,000	1,000	85	1,000	1,000	1,030	1,060	1,090	1,120
248 811 728.000	POSTAGE	375	525	200	200	179	200	200	210	220	230	240
248 811 740.000	OPERATING SUPPLIES	1,100	1,095	1,500	1,500	731	1,500	1,500	1,550	1,600	1,650	1,700
248 811 794.000	CONCERT EXPENSES	65,000	35,649	65,000	65,000	31,039	65,000	75,000	77,250	79,570	81,960	84,420
248 811 818.000	CONTRACTUAL SERVICES	14,000	12,265	14,000	14,000	10,412	14,000	16,000	16,480	16,970	17,480	18,000
248 811 900.000	PRINTING & PUBLISHING	7,000	4,266	7,000	7,000	4,140	7,000	7,000	7,210	7,430	7,650	7,880
Total		88,475	53,800	88,700	88,700	46,587	88,700	100,700	103,730	106,850	110,060	113,360
<u>Infrastructure Maintenance Expenditures</u>												
248 820 707.000	SALARY & WAGES/TEMP-SEASONAL	8,500	5,314	600	2,750	2,708	2,750	6,000	6,180	6,370	6,560	6,760
248 820 709.000	SALARY & WAGES/OVERTIME	0	0	0	0	0	0	0	0	0	0	0
248 820 721.000	FRINGE BENEFITS	500	326	500	500	207	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	134,580	134,580	138,620	138,620	69,310	138,620	142,780	147,060	151,470	156,010	160,690
248 820 818.000	CONTRACTUAL SERVICES	60,000	45,124	60,000	60,000	25,767	60,000	76,800	15,000	15,450	29,000	40,000
249 820 920.000	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	18,000	14,170	18,000	18,000	3,132	18,000	18,540	19,100	19,670	20,260	20,870
248 820 932.000	REPAIRS & MAINT - WINTER	41,250	31,865	41,250	41,250	6,750	41,250	42,500	43,780	45,090	46,440	47,830
248 820 933.000	HOLIDAY LIGHTS MAINTENANCE	28,000	27,237	25,000	25,000	24,100	25,000	25,000	25,750	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		290,930	258,616	284,070	286,220	131,974	286,220	312,220	257,490	265,210	286,250	304,970
<u>Capital Outlay</u>												
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		804,550	699,838	886,910	780,120	379,006	780,120	963,100	1,005,520	1,051,150	1,098,850	1,138,390

BUDGET												
Account #	Account Title	2020/21		2021/22				2022 / 23	2023 / 24	2024 / 25	2025 / 26	2026 / 27
		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												
248 965 965.310	CONTRIB TO 2010 CAP IMP DBT FD (STREETSC	0	0	0	0	0	0	0	0	0	0	0
248 965 965.315	CONTRIB TO 2015 LTGO CAP IMP DBT FD	226,210	226,210	223,510	223,510	0	223,510	223,560	217,510	209,310	200,000	200,000
248 965 965.405	CONTRIB TO DDA CAP IMP FUND	125,000	125,000	25,000	301,500	12,500	301,500	25,000	25,000	25,000	25,000	25,000
248 965 965.494	CONTRIB TO DDA CONSTRUCTION FUND	0	0	0	0	0	0	0	0	0	0	0
	Total	351,210	351,210	248,510	525,010	12,500	525,010	248,560	242,510	234,310	225,000	225,000
	DDA OPERATING FUND EXPENDITURE GRAND TOTAL	1,155,760	1,051,048	1,135,420	1,305,130	391,506	1,305,130	1,211,660	1,248,030	1,285,460	1,323,850	1,363,390
	DDA OPERATING FUND BALANCE											
	BEGINNING SURPLUS (OR DEFICIT)	453,357	453,357	519,144	519,144	519,144	519,144	519,144	519,144	713,514	926,414	1,146,054
	CURRENT-YEAR REVENUES	1,155,760	1,116,835	1,135,420	1,305,130	998,777	1,305,130	1,211,660	1,248,030	1,285,460	1,323,850	1,363,390
	CURRENT-YEAR EXPENDITURES	(1,155,760)	(1,051,048)	(1,135,420)	(1,305,130)	(391,506)	(1,305,130)	(1,211,660)	(1,248,030)	(1,285,460)	(1,323,850)	(1,363,390)
	CURR-YEAR SURPLUS (OR DEFICIT)	0	65,788	0	0	607,271	0	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIC	11,595	0	116,940	(169,710)	0	0	0	194,370	212,900	219,640	220,180
	ENDING SURPLUS (OR DEFICIT)	464,952	519,144	636,084	349,434	1,126,415	519,144	519,144	713,514	926,414	1,146,054	1,366,234

BUDGET												
Account #	Account Title	2020/21		2021/22				2022 / 23	2023 / 24	2024 / 25	2025 /26	2026 /27
		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	125,000	125,000	25,000	301,500	12,500	301,500	25,000	25,000	25,000	25,000	25,000
494 000 699.000	APPROP OF PR YR FUND BALANCE	88,999	0	0	1,585	0	1,585	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND REVENUE GRAND TOTAL		214,049	125,000	25,050	303,135	12,500	303,135	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
494 290 818.480	CONT SVCS/STREET CONSTRUCTION	0	0	0	250,000	152,841	250,000	0	0	0	0	0
494 290 962.000	RESERVE FOR CONTINGENCY	0	0	0	1,585	1,585	1,585	50	0	0	0	0
494 290 972.437	CAP OUTLAY/LAND IMP - PUBLIC FOUNTAIN	20,000	20,000	0	0	0	0	0	0	0	0	0
494 290 976.437	CAP OUTLAY/REPAIRS & MAINTENANCE	0	0	0	0	1,960	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	194,049	190,608	25,050	51,550	51,647	51,550	25,000	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		214,049	210,608	25,050	303,135	208,033	303,135	25,050	25,050	25,050	25,050	25,050
DDA CAPITAL IMPROVEMENT FUND												
	BEGINNING SURPLUS (OR DEFICIT)	89,000	89,000	3,391	3,391	3,391	3,391	3,391	3,441	3,441	3,441	3,441
	CURRENT-YEAR REVENUES	214,049	125,000	25,050	303,135	12,500	303,135	25,050	25,050	25,050	25,050	25,050
	CURRENT-YEAR EXPENDITURES	(214,049)	(210,608)	(25,050)	(303,135)	(208,033)	(303,135)	(25,050)	(25,050)	(25,050)	(25,050)	(25,050)
	CURRENT-YEAR SURPLUS (OR DEFICIT)	0	(85,608)	0	0	(195,533)	0	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIC	(88,999)	0	0	0	1,585	0	50	0	0	0	0
	ENDING SURPLUS (OR DEFICIT)	1	3,391	3,391	3,391	(190,557)	3,391	3,441	3,441	3,441	3,441	3,441

RESOLUTION

ADOPTION OF THE 2022-2023 BUDGET

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

WHEREAS the 2022 – 2023 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 6, 2022 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 2022-2023 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, 2022.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2022/June2022
Date: 6/13/2022
Re: Holiday Lighting Service 2022 Contract Resolution

BACKGROUND:

The City Commission has passed the DDA's 2022-23 fiscal year budget, which includes \$25,000 for repair and installation of new tree lights throughout Downtown Plymouth.

Staff met with Holiday Lighting Service on June 6, 2022 to examine the lighting in the trees across the entire downtown. Over the past five years, all the tree lights have been replaced with more modern technology. Costs for maintenance and replacement have ranged between \$20,000 and \$25,000 annually during that time.

Since this year there isn't the need for mass replacement, the maintenance costs are significantly lower. There are, however, many strands in trees that have been damaged over the past year by wildlife, trucks and mother nature. There are an additional four trees identified that need new strands added that either are missing lights or were skipped over in last year's installation. One example is a tree next to E.G. Nick's that the crew could not access last year due to their extended outdoor patio.

Total costs for this year's repairs, replacement and installation are estimated at \$12,000.

RECOMMENDATION:

Staff recommends the DDA Board authorize payment of up to \$12,000 for repairs, replacement, and installation of the downtown holiday tree light system.

Funding for this project is authorized from account # 248.820.933.000 in the 2022-23 budget, which has already been adopted by the City Commission.

ESTIMATE

Holiday Light Expresss

7548 Garrison Rd.
Durand, MI 48429
(248) 756-8915

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

Estimate #	1218
Estimate Date	06/09/2022
Total Amount	\$12,000.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Maintenance of holiday lights on all down town trees	1.0	\$7,200.00			\$7,200.00
Instalation of 4 new trees to be determined	4.0	\$1,200.00			\$4,800.00

Subtotal:	\$12,000.00
Tax:	\$0.00
Past Due Amount:	\$0.00
Total Amount:	\$12,000.00

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 2022-23 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and

WHEREAS DDA Staff and contractor Holiday Lighting Service have identified \$12,000 in needed repairs on lights in trees in 2022 throughout the downtown.

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2022, the Downtown Development Authority Board hereby authorizes up to \$12,000 as payment to Holiday Lighting Service for the summer 2022 tree lights and maintenance of current lights throughout downtown. Funding for this effort is authorized from account # 248.820.933.000.