



Plymouth Downtown Development Authority Meeting Agenda November 14, 2022 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
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Join Zoom Webinar: <https://us02web.zoom.us/j/85194723906>
Webinar ID851 9472 3906Passcode: 045042

1) CALL TO ORDER

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

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular Meeting 10-10-2022

5) BOARD COMMENTS

6) OLD BUSINESS

**A. Five-Year Action Plan Update
B. Paid Parking Discussion**

7) NEW BUSINESS

**A. 2023 Central Parking Deck Renovation Proposal
B. Music in the Air Concert Production Contract Extension**

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 AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, October 10, 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, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, Patrick O'Neill, and Shannon Perry

Also present: Economic Development Director John Buzuvis,

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, October 10, 2022.

MOTION PASSED 11-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by Martinelli, to approve the minutes of the September 12, 2022, meeting.

MOTION PASSED 11-0

5. BOARD COMMENTS

Moroz congratulated Detective Jon Hiemstra for being named the police officer of the year. Johnson asked about the status of the parking deck repair. Buzuvis said construction began last week and is on schedule.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Buzuvis said RRFB lights have been installed on Ann Arbor Trail and on and Main St. and that new bases for the mast arms at Ann Arbor Trail and Harvey are on order. He said staff was working with the Detroit Institute of Arts and with artist Tony Roko for projects that will be installed in the spring, and that there would be one more power washing this fall.

b. Paid Parking Discussion

Pollard referred the group to the paid parking presentation City Manager Paul Sincock gave to the City Commission and some members of the DDA on September 19. Discussion ensued. It was suggested that money collected from paid parking could be used to replace the parking deck. Bonding and a millage were also suggested as a way to pay for a new parking deck. There was also

a suggestion that revenue from paid parking could be used to fund a system of transportation within the downtown area. Some expressed concern that paid parking would be a deterrent to potential customers and staff and that there would be significant ongoing costs. There were also comments about changing driving habits that could lead to less need for parking and the impact of paid public parking on the private lots downtown. The discussion concluded with the suggestion that the DDA needs to decide what it wants to accomplish in terms of parking and then how it will be paid for.

Debora Kuptz, 997 Carol, said a rigorous study should be completed to determine whether there is a parking problem, and stated her belief that paid parking downtown would lead to more parking in the neighborhoods.

7. NEW BUSINESS

a. 2022 Liquor License Cap Recommendation

Buzuvis explained that this topic was brought up at a City Commission meeting in September when two businesses expressed interest in moving to the City if there were available liquor licenses.

Administration prepared three resolutions for consideration.

RESOLUTION A

The following motion was offered by Elliott and seconded by O'Neill.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 16 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

Several concerns about raising the cap were voiced, among them, that adding liquor licenses would lead to a business mix weighted toward restaurants, and that increasing liquor-serving establishments could lead to alcohol offenses that would take officers off the road for extended time periods. The need for more parking during the peak restaurant hours was also mentioned as a concern.

There was a roll call vote.

Yes: Elliott, Harris

No: Ayoub, Foess, Johnson, O'Neil, Perry, Martinelli, Matsu, Moroz, Pollard

MOTION FAILED 2-9

RESOLUTION B – No motion was made.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be removed in its entirety. The cap would no longer exist in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

RESOLUTION C

Moroz offered the following motion, seconded by Martinelli.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be raised by three. The cap in the downtown district as defined in the Liquor Management Ordinance would now have 19 potential licenses under this recommendation pending approval from the City Commission.

O'Neill offered an amended motion to raise the cap by two, with 18 potential licenses under the recommendation. Moroz and Martinelli accepted the amendment.

There was a roll call vote.

Yes: Ayoub, Foess, O'Neill, Perry, Martinelli, Matsu, Moroz, Pollard

No: Elliott, Harris, Johnson

MOTION PASSED 8-3

8. REPORTS AND CORRESPONDENCE

Buzuvis said preparations for the holiday season has begun. Pollard reminded the group to complete the online security training.

9. ADJOURNMENT

Foess offered a motion, seconded by Moroz to adjourn the meeting at 8:37 p.m.

MOTION PASSED 11-0

DRAFT

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 11/11/2022
Improve Parking	<p>**Top Priority**</p> <p>Improve condition, aesthetics, and/or functionality of existing parking lots by:</p> <ul style="list-style-type: none"> - 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. - Design parking lot at Saxton's site 	DDA Staff/ DDA Board	Short-term		HDC approved design of Saxton's lot at November 2022 meeting. Design does not include the Wira portion of the lot. Planning Commission approval expected over the next couple of months. No construction is expected until 2023.
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</p> <p>-Decide on a direction for paid parking</p>	DDA Staff/ DDA Board	Short to Mid-term		Parking history and potential paid parking discussed at the 11/7 City Commission meeting. DDA Board to review parking discussions again. Parking Deck 2022 construction project underway. Concrete has been acquired for parking deck project. Steel stairwell install expected in winter due to supply chain issues effecting fabrication process. Larger renovation expected in 2023.
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		15 minute parking space permanent locations approved at 7/18/22 City Commission meeting
Improve pedestrian safety	<p>**Top Priority**</p> <p>Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically:</p> <ul style="list-style-type: none"> - 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. -Identify locations for additional bike racks 	City Commission/ DDA Board	Short-term		Mast arm and pedestrian signals on Harvey completed in July. New bike racks at City Hall and Kellogg Park ordered thanks to a cost match from Ellen and Joe Elliott. Installation expected in late November. RRFB on Harvey midblock crosswalk installed in August, Installation of crosswalk RRFB signals on Main Street and Ann Arbor Trail/Forest installed first week of October.
	<p>Maintain sidewalks for safety, making them pedestrian friendly by:</p> <ul style="list-style-type: none"> - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed. 	DDA Staff	Short-term		Pedestrian Zone sidewalk decals added near all major intersections in the DDA. Many continue to be vandalized. Downtown brick repairs completed as of late April. Sidewalk improvements in SE quadrant of downtown expected in fall of 2022.
	<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		Tree trimming completed in August, some trees on Penniman and Forest to be reevaluated in the spring for potential replacement.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 11/11/2022
	Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)	DDA Board/ DDA Staff	Mid to Long-term		New LED lights were installed in June to replace the damaged lights. Lights are intended to help illuminate areas of Fleet Street alley
	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))	DDA Board	Short-term		DIA Inside/Out program to come to Downtown Plymouth in 2023. DDA staff met with DIA staff on Sept 30 to discuss locations for artwork. DDA staff working on creating private partnership to help fund Plymouth Art Walk project. Anticipate install of Phase Two by spring 2023.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	<p>**Top Priority**</p> <p>Implement Kellogg Park Master Plan by:</p> <ul style="list-style-type: none"> - 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. 	City Commission/ DDA Board	Short to Long-term		DMS completed turf repairs in April and May prior to event season. Sprinkler system repaired. Bike rack to be added in fall 2022.
Support Businesses	<p>**Top Priority**</p> <p>Rethink café/outdoor dining policy to include:</p> <ul style="list-style-type: none"> - 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. <p>*Approved by City Commission starting in April and extending through 2021.</p> <p>-Reach decision on outdoor dining plan and consider "parklets"</p>	City Commission/ DDA Board	Short-term		Outdoor patios removed for winter season. Sidealks powerwashed and cleaned. City Commission extended the platform program through 2023 dining season. City administration working on plan for a pilot program for parklet/streetscape improvements in a couple existing bumpout locations.
	Expand use of technology	DDA Board	Short to Mid-term		EV charging stations included in design of new parking lot at the Saxton's location
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Staff still gathering information on potential mural painting on garage near parking deck ramp storage, project will not be installed until after major parking deck renovation.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 11/11/2022
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		DDA staff sent out November newsletter, continuing to receive positive reviews on monthly materials



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\November2022
Date: 11/14/2022
Re: Paid Parking Discussion

A Committee of the Whole meeting on parking and paid parking was held on September 19 at the Plymouth Cultural Center with members of the City Commission and Downtown Development Authority Board in attendance. City Manager Paul Sincock conducted a presentation on the history of parking in the City, including details from previous parking committees and updates to a potential paid parking system.

A review of that meeting was presented at the October DDA Board meeting and DDA Board members discussed the topic at that time. There were varying opinions on the topic amongst DDA members, but several members discussed how paid parking could be a potential viable option to potentially fund a new parking deck and add parking spaces to the public parking system. Two tasks on the DDA's Five Year Strategic Plan include "finance parking lot maintenance and improvements via a paid parking system including demolition and reconstruction of the Central Parking Deck" and "maximizing the number of parking spaces". These are two tasks under the "Improve Parking" goal that have not yet been addressed in the DDA's Five Year Strategic Plan approved by the DDA Board in 2020.

At the November 7 City Commission meeting, the topic of paid parking was discussed once again with several options on the table. Ultimately, the discussion was tabled without a decision being made. Mayor Moroz and other City Commissioners desire more input from the DDA Board and more information from City administration before moving forward with a decision. A Committee of the Whole meeting including both the DDA Board and the City Commission will be held on November 21 at 5 p.m. at Plymouth City Hall. We have attached copies of the materials presented to the City Commission at the November 7 meeting for your reference.

City administration will be working over the next week to develop some estimated numbers on cost of maintaining the parking system for the upcoming Committee of the Whole meeting. The City Commission requests that the DDA Board continue to discuss

the topic at tonight's meeting and possibly develop a consensus on the issue. If there is some agreement amongst the DDA Board, a recommendation could be made to the City Commission. The City Commission ultimately will decide on the direction the City takes on funding the parking system.

If there is no consensus on the issue, the DDA Board may choose to proceed by not make a recommendation at tonight's meeting and wait until the topic is discussed by both the DDA Board and City Commission at the upcoming Committee of the Whole meeting.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: *S:\Manager\Sincok Files\Memorandum - Decide on direction for paid parking - 11-07-22.docx*
Date: November 3, 2022
RE: Direction on Paid Parking

Background

The City Commission adopted as a part of their Strategic Plan to decide on a direction for paid parking. The City Administration made a presentation on the history of parking to the City Commission Committee of the Whole meeting, that the DDA was invited to attend.

We are at a point where the City Administration needs some clarity as to the direction that the City Commission would like to move on regarding the parking issue. We have suggested four different options for your consideration. The City Commission can also choose to combine options or create their own options. The options are as follows:

- Option 1 – Do nothing and continue with time limited free parking
- Option 2 – Install paid parking throughout the downtown
- Option 3 – Install paid parking on all surface lot parking
- Option 4 – Install paid parking for on-street parking only

Again, the City Commission can give us direction on these options or some other variable. Due to the amount of work that needs to go into any parking concept, we would ask for some clarity on the direction that the City Commission is choosing to move towards.

We have provided a memorandum from John Buzuvis that provides additional background information on this matter.

Recommendation

Since this is a City Commission task to decide on a direction for paid parking, we would ask that the Commission select one of the options provided or combination of the options or a different option that may not be listed here.

We have provided the City Commission with four different optional Resolutions and the Commission would need to pick one of those OR provide specific direction on how they would like to proceed.

If you have any questions in advance of the meeting, please feel free to contact either John Buzuvis or myself.



Administrative Recommendation

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

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

To: Paul Sincock, City Manager

From: John Buzuvis, Economic Development Director

A handwritten signature in black ink, appearing to read "JB", written over a horizontal line.

CC: S:\Community Development\PARKING\Paid Parking Options November 2022.docx

Date: November 2, 2022

RE: Paid Parking Options

Background:

As you are aware the City Commission has included in their Strategic Plan a one-year task of deciding the direction of paid parking. As the calendar year draws to a close it may make sense for the City Commission to consider various options for moving paid parking forward, or not. Earlier this fall at the Paid Parking/History of Parking presentation to the City Commission reviewed various historical parking related items dating back to 1976. The Downtown Development Authority further discussed paid parking at their October meeting. Since 1976 the following has transpired related to parking:

- 11 separate parking committees have been formed
- 12 parking surveys, studies or reports have been produced
- 10 parking policy updates have happened since 2004
- 19 parking system changes/actions have taken place (paid parking, new deck, purchase of property to expand municipal parking supply, etc.)

As you are aware parking has been an issue in the city for decades and when its boiled down little has changed with the exception that at one point the city had paid parking. The removal of parking meters started sometime in the 1980s and the last meters were removed in the early 2000s. For the last 20-25 years the city has utilized a time limited "free" parking program.

Enclosed for your reference are meeting minutes from the most recent public discussions (City Commission and DDA) related to paid parking as well as reference pages from previous parking studies notating parking supply, locations, and revenue projections.

At this point a direction on next steps would be helpful for the administration to design the plan for implementation. Four options are outlined below to provide baseline context for the commission to consider. The four options are designed to be straightforward based on information we currently have and minimize the myriad variables that may play into this such as changes in business hours since COVID, dynamic pricing (demand-based parking fees, i.e.- charging a higher per hour cost when demand is greatest), and special events etc. The options are as follows:

- Option 1- Do nothing and continue with time limited “free” parking
- Option 2- Install paid parking throughout the entire downtown
- Option 3- Install paid parking on/at Surface Parking Lots (Central Parking Deck, Gathering, East Central Lot, Penniman Lot, Library Lot)
- Option 4- Install paid parking on-street only throughout downtown.

Additionally, each parking spot has been broken down or “monetized” monthly using Rich & Associates projected revenue figures from previous parking studies. In simple terms, each parking spot in downtown would generate approximately \$130 each month in revenue without any discounts, free time or other opt outs. For each 15 minutes per hour of “free time” monthly revenue would be decreased by approximately \$32.50. For example, if we offered the first 15 minutes of each hour for free each spot would generate approximately \$97.50 revenue per month.

Available technology allows for just about any configuration of fee, free time, increased pricing during events or peak times etc. The tables below are based on charging \$1 per hour (no discounts, free time, or waivers) for parking based on current usage and during normal parking enforcement hours from 9 am through 9 pm Monday-Saturday (excluding Sundays and holidays).

Option 1

The City Commission chooses to take no action and time limited “free” parking continues. This option would not generate any revenue and future repairs and maintenance costs for the deck and other downtown parking would be funded from the existing revenue stream (TIF financing) and/or a Special Assessment District

Option 2

The City Commission directs the administration to develop a paid parking implementation plan that includes paid parking for all municipal parking in downtown which is approximately 868 parking spaces.

Paid Parking for all Downtown Municipal Parking

Estimated Number of Kiosks	45
Estimated Total Equipment Costs (Installed)	\$585,000
Number of Parking Spaces	868
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$112,840
Net of Monthly Revenue and Operating Costs	\$77,440
Estimated Equipment Payoff	8 months*
Estimated 10-year Net Revenue (after equipment payoff/operating expenses)	\$8,673,280**

*15 minutes free would increase payoff time to approximately 12 months

**Estimated net Revenue over 10 years= \$5,316,840

Option 3

The City Commission directs the administration to develop a paid parking implementation plan that includes paid parking at the Central Parking Deck and other Municipal Surface Lots approximately 533 spaces (not including the Wing and Harvey St. parking area)

Paid Parking in Downtown Surface Parking Lots Only

Estimated Number of Kiosks	30
Estimated Total Equipment Costs (Installed)	\$390,000
Number of Parking Spaces	533
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$69,290
Net of Monthly Revenue and Operating Costs	\$47,555
Estimated Equipment Payoff	9 months*
Estimated Net Revenue (after equipment payoff/operating expenses)	\$5,278,605**

*15 minutes free would increase payoff time to approximately 13 months

**Estimated Net Revenue over 10 years=\$3,234,717

Option 4

The City Commission directs the administration to develop a paid parking implementation plan that includes on-street paid parking in downtown approximately 283 spaces

Paid Parking On-Street Only

Estimated Number of Kiosks	15
Estimated Total Equipment Costs (Installed)	\$195,000
Number of Parking Spaces	283
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$36,790
Net of Monthly Revenue and Operating Costs	\$25,249
Estimated Equipment Payoff	8 months*
Estimated Net Revenue (after equipment payoff/operating expenses)	\$2,827,888**

*15 minutes free would increase payoff time to approximately 13 months

**Estimated Net Revenue over 10 years=\$1,717,457

Please note that the estimates above are based on recent information and costs may have changed, specifically related to equipment and installation costs. Once the commission directs the administration to develop an implementation plan specific equipment, installation and operating costs and revenue projections will be developed.

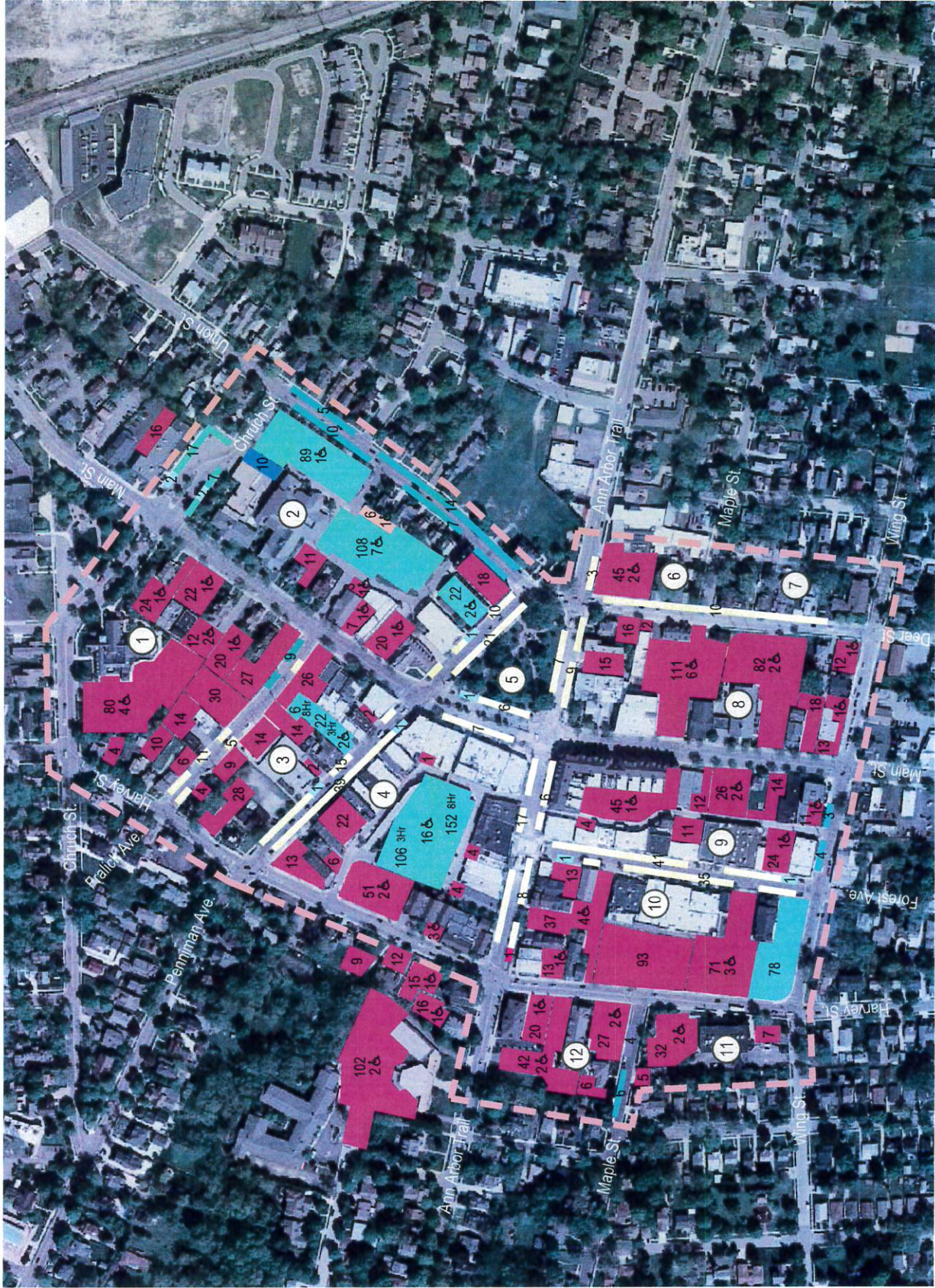
Additionally, the number of spaces available if option two or four is chosen by the commission may be reduced by 20 or so spaces due to parklets and/or on-street platform dining. The approximate cost of taking 20 parking spaces out of paid parking rotation for approximately six months each year results in a decrease of approximately \$15,600 annually at \$1/hour for paid parking.

Recommendation

The administration recommends that the City Commission choose an option from above, or some combination thereof, and direct the administration to develop a implementation plan for that option(s). There will be more decisions to be made in terms of parking policy, time limits, marketing of any changes to the parking system as well as signage. Those additional costs will be based on the option(s) chosen by the City Commission.

I am available to answer any questions you may have in advance of the meeting.

PARKING SUPPLY



PARKING STUDY
FOR
THE CITY OF PLYMOUTH
PLYMOUTH, MICHIGAN



- LEGEND:**
- (#) BLOCK NUMBER
 - STUDY AREA
 - ON STREET PARKING
 - 8 HR. PUBLIC
 - 2 HR. PUBLIC
 - BARRIER FREE
 - SCHOOL ONLY
 - UNMARKED
 - LOADING ZONE
 - OFF STREET PARKING
 - PUBLIC
 - PRIVATE
 - POLICE
 - PUBLIC RESERVED
 - BARRIER FREE

Sheet Title:
PARKING SUPPLY

Plan No.	1122
Scale	NIS
Date	07-21-2011
Checked By	AN
MAP Number:	MAP 2

ESTIMATED REVENUE AND COSTS

City of Plymouth On-Street and Off-Street Kiosks (with LPR System) Revenues vs. Expenses

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Parking Revenue										
On-Street Spaces	261	261	261	261	261	261	261	261	261	261
2.0%										
x Average Hours of Use / Day	6.00	6.12	6.24	6.37	6.49	6.62	6.76	6.89	7.03	7.17
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	488,592	498,364	508,331	518,498	528,868	539,445	550,234	561,239	572,463	583,913
Parking Rate Per Hour	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00	\$2.00	\$2.50
Parking Revenue										
Off-Street Spaces	607	607	607	607	607	607	607	607	607	607
2.0%										
x Average Hours of Use / Day	4.00	4.08	4.16	4.24	4.33	4.42	4.50	4.59	4.69	4.78
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	757,536	772,687	788,140	803,903	819,981	836,381	853,109	870,171	887,574	905,326
Parking Rate Per Hour	\$0.50	\$0.50	\$0.50	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00
Annual Revenue	\$867,360	\$884,707	\$902,401	\$1,581,650	\$1,613,283	\$1,645,549	\$2,380,131	\$2,427,733	\$2,476,288	\$3,270,433
Inflation Factor	3.0%									
Operating Expenses										
On-Street Kiosk	38	38	38	38	38	38	38	38	38	38
Off-Street Kiosk	17	17	17	17	17	17	17	17	17	17
Annual Debt Service (See Below)	\$151,715	\$151,715	\$151,715	\$151,715	\$151,715	\$0	\$0	\$0	\$0	\$0
Other Operating Expenses (See Below)	\$33,285	\$34,284	\$35,312	\$36,371	\$37,463	\$38,586	\$39,744	\$40,936	\$42,164	\$43,429
100.0%										
Extended Warranty	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176	\$7,392
Enforcement (See Detail Below)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Labor (Maintenance - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Labor (Collection - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Total Operating Expenses	\$304,223	\$308,799	\$313,511	\$318,365	\$323,365	\$328,516	\$333,810	\$339,256	\$344,854	\$350,505
Net Surplus / (Deficit)	\$563,137	\$575,909	\$588,890	\$1,263,285	\$1,289,918	\$1,468,749	\$2,198,027	\$2,240,167	\$2,283,095	\$3,071,444
Surplus as % of Revenues	64.9%	65.1%	65.3%	79.9%	80.0%	89.3%	92.3%	92.3%	92.2%	93.9%
Enforcement Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	13	13	13	13	13	13	13	13	13	13
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056
FTE's	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$81,120	\$83,554	\$86,060	\$88,642	\$91,301	\$94,040	\$96,862	\$99,767	\$102,760	\$105,843
20%										
7.65%										
Fringes & Benefits (FT Only)	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
Payroll Taxes	\$6,206	\$6,392	\$6,584	\$6,781	\$6,985	\$7,194	\$7,410	\$7,632	\$7,861	\$8,097
Total Enforcement Costs (Labor)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Maintenance Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	4	4	4	4	4	4	4	4	4	4
Days / Week	2	2	2	2	2	2	2	2	2	2
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0%										
7.65%										
Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Collection Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	8	8	8	8	8	8	8	8	8	8
Days / Week	1	1	1	1	1	1	1	1	1	1
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0%										
7.65%										
Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Financing Costs										
Cost / Unit	\$11,000									
# Units	55									
LPR System	\$80,000									
Total Amount Financed	\$685,000									
Interest Rate	3.50%									
Term of Financing (Years)	5									
Annual Debt Service	\$151,715									
Other Operating Expenses										
On-Street Sinking Fund	\$2,610									
Off-Street Sinking Fund	\$15,175									
Off-Street Electrical	\$3,000									
Insurance	\$7,500									
Miscellaneous	\$5,000									
TOTAL Other Operating Expenses	\$33,285									

PARKING PRESENTATION SEPT 2022



Plymouth City Commission

Parking Study Session

September 19, 2022 5:30 p.m.

Plymouth Cultural Center, 525 Farmer Plymouth, MI

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

Mayor Nick Moroz called the meeting to order at 5:30 p.m.

PRESENT: Mayor Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

ALSO PRESENT: City Manager Paul Sincock, Director of Public Safety Al Cox, and Attorney Bob Marzano

2. PARKING PRESENTATION

Moroz welcomed the group, then Sincock shared a presentation on the history of parking issues in the City. Topics included the various parking committees from 1976 to the present and each committee's focus and outcomes. Commissioners and audience members asked questions and commented about enforcement of timed parking, a resident survey, the impact of paid parking on employees and volunteers and the cost of maintaining the parking deck. The group was reminded that this meeting was informational in nature, and that no decisions had been made.

3. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

DDA DRAFT MEETING MINUTES



Plymouth Downtown Development Authority Regular Meeting Minutes Monday, October 10, 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, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, Patrick O'Neill, and Shannon Perry

Also present: Economic Development Director John Buzuvis,

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, October 10, 2022.

MOTION PASSED 11-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by Martinelli, to approve the minutes of the September 12, 2022, meeting.

MOTION PASSED 11-0

5. BOARD COMMENTS

Moroz congratulated Detective Jon Hiemstra for being named the police officer of the year. Johnson asked about the status of the parking deck repair. Buzuvis said construction began last week and is on schedule.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Buzuvis said RRFB lights have been installed on Ann Arbor Trail and on and Main St. and that new bases for the mast arms at Ann Arbor Trail and Harvey are on order. He said staff was working with the Detroit Institute of Arts and with artist Tony Roko for projects that will be installed in the spring, and that there would be one more power washing this fall.

b. Paid Parking Discussion

Pollard referred the group to the paid parking presentation City Manager Paul Sincock gave to the City Commission and some members of the DDA on September 19. Discussion ensued. It was suggested that money collected from paid parking could be used to replace the parking deck. Bonding and a millage were also suggested as a way to pay for a new parking deck. There was also

a suggestion that revenue from paid parking could be used to fund a system of transportation within the downtown area. Some expressed concern that paid parking would be a deterrent to potential customers and staff and that there would be significant ongoing costs. There were also comments about changing driving habits that could lead to less need for parking and the impact of paid public parking on the private lots downtown. The discussion concluded with the suggestion that the DDA needs to decide what it wants to accomplish in terms of parking and then how it will be paid for.

Debora Kuptz, 997 Carol, said a rigorous study should be completed to determine whether there is a parking problem, and stated her belief that paid parking downtown would lead to more parking in the neighborhoods.

7. NEW BUSINESS

a. 2022 Liquor License Cap Recommendation

Buzuvis explained that this topic was brought up at a City Commission meeting in September when two businesses expressed interest in moving to the City if there were available liquor licenses.

Administration prepared three resolutions for consideration.

RESOLUTION A

The following motion was offered by Elliott and seconded by O'Neill.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 16 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

Several concerns about raising the cap were voiced, among them, that adding liquor licenses would lead to a business mix weighted toward restaurants, and that increasing liquor-serving establishments could lead to alcohol offenses that would take officers off the road for extended time periods. The need for more parking during the peak restaurant hours was also mentioned as a concern.

There was a roll call vote.

Yes: Elliott, Harris

No: Ayoub, Foess, Johnson, O'Neil, Perry, Martinelli, Matsu, Moroz, Pollard

MOTION FAILED 2-9

RESOLUTION B – No motion was made.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be removed in its entirety. The cap would no longer exist in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

RESOLUTION C

Moroz offered the following motion, seconded by Martinelli.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be raised by three. The cap in the downtown district as defined in the Liquor Management Ordinance would now have 19 potential licenses under this recommendation pending approval from the City Commission.

O'Neill offered an amended motion to raise the cap by two, with 18 potential licenses under the recommendation. Moroz and Martinelli accepted the amendment.

There was a roll call vote.

Yes: Ayoub, Foess, O'Neill, Perry, Martinelli, Matsu, Moroz, Pollard

No: Elliott, Harris, Johnson

MOTION PASSED 8-3

8. REPORTS AND CORRESPONDENCE

Buzuvis said preparations for the holiday season has begun. Pollard reminded the group to complete the online security training.

9. ADJOURNMENT

Foess offered a motion, seconded by Moroz to adjourn the meeting at 8:37 p.m.

MOTION PASSED 11-0

SAMPLE RESOLUTION (Option 1)

WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the city and taken public comment on the concept of paid parking in downtown, and

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking program,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 1 as presented above to not move forward with a paid parking system in downtown at this time

Option 1 : Do Nothing

SAMPLE RESOLUTION (Option 2)

WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the city and taken public comment on the concept of paid parking in downtown, and

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking program,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 2 and directs the administration to develop a paid parking implementation plan for all municipally controlled parking in downtown with the exception of the Wing and Harvey parking lot

Option 2: Paid Parking throughout downtown

SAMPLE RESOLUTION (Option 3)

WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the city and taken public comment on the concept of paid parking in downtown, and

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking program,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 3 and directs the administration to develop a paid parking implementation plan for the Central Parking Deck and all municipal surface parking lots in downtown with the exception of the Wing and Harvey St. parking lot

Option 3: Paid Parking in City owned lots & deck

SAMPLE RESOLUTION (Option 4)

WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the city and taken public comment on the concept of paid parking in downtown, and

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking program,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 4 and directs the administration to develop a paid parking implementation plan to include only municipal on-street parking in the downtown

Option 4: Paid Parking On Street Only



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\November2022
Date: 11/11/2022
Re: 2023 Central Parking Deck Maintenance

BACKGROUND:

The Downtown Development Authority is responsible for the annual and long-term maintenance of the Central Parking Deck, which includes all scheduled and emergency repairs. Every five to eight years, a significant restoration project is usually needed to ensure the deck is in exceptional condition for the longevity of the structure and the safety of our visitors, merchants, and their employees.

In the spring and fall of 2018, under the direction of Justin Thomson (formerly of Carl Walker and WGI, now with Fishbeck) major renovations were completed at a cost of \$372,000. In addition to the renovations, Justin Thomson prepared a report that included projected potential repairs and costs over the next 20 years. Justin Thomson updated that report in 2020 and it is attached for your review. It should be noted that the costs in the attached report are estimates from 2020, and due to recent inflation and increases in construction costs, the numbers in this report are likely well below current standards.

As you can see in the report, projected needed repairs were estimated at \$489,400 for the 2023 renovation project. Some of those costs included the updates that are currently including updates to the pedestrian bridge, drainage areas and eastern stairs. The DDA currently has approximately \$400,000 in the fund balance.

After the engineer review in early 2022, it was noted that the some of the scheduled five-year restoration would be needed in 2023. Justin Thomson has indicated that he is confident that the scheduled 2023 maintenance can be scaled back as there were no other high-priority items needed during the 2022 inspection other than the needed repairs to the pedestrian bridge, stairwell and drainage areas that are part of the current project.

DDA staff has worked with Thomson to develop a proposal that would keep estimated repairs in 2023 in the \$300,000 range. Ultimately, the inspection and bidding of the project will determine the actual

costs, but Thomson has been instructed to develop a plan that highlights maintenance of the “high-priority” areas in the deck due to the DDA budgetary concerns.

Attached is the 2023 Central Parking Deck maintenance proposal from Fishbeck. The professional services agreement includes project design development, construction documents, bidding, construction administration and field observations at a total cost not to exceed \$45,500.

If the DDA is to approve this agreement, Fishbeck would begin inspections and design development this month, complete construction documents by February of 2023 and begin the bidding process in March of 2023. Staff would anticipate the project to be awarded in April with construction beginning in May of 2023, with an estimated completion date of June 26, 2023. This schedule is subject to change due to many factors including weather, product availability, staffing and other factors.

RECOMMENDATION:

DDA staff is recommending approving a \$45,500 contract with Fishbeck of Kalamazoo, Michigan to review the existing condition of the parking structure, prioritize needed repairs and maintenance, prepare bid documents, execute the bidding process, and provide construction administration to address the prioritized repairs for 2023.

Staff has had a good relationship with Mr. Thomson through previous inspections and repairs of the Central Parking Deck, as he has first-hand knowledge of more than a decade of repairs on the structure.

Table 3 – 20 Year Estimate of Probable Construction Costs for Repairs & Maintenance

Work Item	Work Item Description	TOTAL COST	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
CONCRETE REPAIRS																							
C1	Concrete Topping Repair	\$ 77,000	\$ 5,000			\$ 6,500			\$ 8,000			\$ 10,000			\$ 12,500			\$ 15,500			\$ 19,500		
C2	Full Depth Repair	\$ 58,550	\$ 3,750			\$ 4,500			\$ 6,000			\$ 7,500			\$ 9,800			\$ 12,000			\$ 15,000		
C3	Tee Flange Repair	\$ 62,000	\$ 4,000			\$ 5,000			\$ 6,000			\$ 8,000			\$ 10,000			\$ 13,000			\$ 16,000		
C4	Tee Stem Repair	\$ 328,500	\$ 18,000			\$ 27,000			\$ 34,500			\$ 43,500			\$ 54,000			\$ 67,500			\$ 84,000		
C5	Wall Repair	\$ 138,000	\$ 7,000			\$ 11,000			\$ 14,000			\$ 18,000			\$ 23,000			\$ 29,000			\$ 36,000		
C6	Column Repair	\$ 235,600	\$ 15,300			\$ 19,600			\$ 24,700			\$ 30,600			\$ 38,300			\$ 47,600			\$ 59,500		
C7	Column Haunch Repair	\$ 62,000	\$ 4,000			\$ 5,000			\$ 6,000			\$ 8,000			\$ 10,000			\$ 13,000			\$ 16,000		
C8	Beam Repair	\$ 123,000	\$ 8,000			\$ 10,000			\$ 13,000			\$ 16,000			\$ 20,000			\$ 25,000			\$ 31,000		
C9	Curb Repair	\$ 38,000	\$ 2,000			\$ 3,000			\$ 4,000			\$ 5,000			\$ 6,000			\$ 8,000			\$ 10,000		
C10	Asphalt Repair	\$ 33,000	\$ 13,000			\$ 10,000												\$ 5,000			\$ 5,000		
C11	Tee-to-Tee Connector Repair	\$ 17,500	\$ 2,500			\$ 2,500			\$ 2,500			\$ 2,500			\$ 2,500			\$ 2,500			\$ 2,500		
C12	Grout Pocket Repair	\$ 3,200	\$ 800			\$ 400			\$ 400			\$ 400			\$ 400			\$ 400			\$ 400		
C13	Install Galvanic Anodes at Concrete Repairs	\$ 35,000	\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000		
C14	Remove & Re-install Bird Barriers	\$ 35,000	\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000		
WATERPROOFING REPAIRS*																							
W1	Rout and Seal Cracks	\$ 8,400	\$ 1,200			\$ 1,200			\$ 1,200			\$ 1,200			\$ 1,200			\$ 1,200			\$ 1,200		
W2	Seal Asphalt Cracks	\$ 7,200	\$ 2,700			\$ 900			\$ 900			\$ 900			\$ 900			\$ 900			\$ 900		
W3	Remove & Replace Joint Sealant	\$ 69,000	\$ 7,200			\$ 6,000			\$ 6,000			\$ 37,800			\$ 6,000			\$ 6,000			\$ 6,000		
W4	Remove & Replace Cove Sealant - Silicone	\$ 7,000	\$ 900			\$ 1,700			\$ 1,700			\$ 1,000			\$ 1,700			\$ 1,700			\$ 1,700		
W5	Remove & Replace Cove Sealant - Urethane	\$ 13,380	\$ 780			\$ 900			\$ 900			\$ 9,000			\$ 900			\$ 900			\$ 900		
W6	Repair Expansion Joint Nosing	\$ 2,100	\$ 600			\$ 300			\$ 300						\$ 300			\$ 300			\$ 300		
W7	Remove & Replace Precompressed Foam Expansion Joint	\$ 2,600	\$ 1,000									\$ 1,600											
W7a	Remove & Replace Winged Expansion Joint	\$ 18,000										\$ 18,000											
W8	Deck Coating Base Coat at Concrete Repairs and Worn Areas	\$ 22,500				\$ 7,500						\$ 7,500						\$ 7,500					
W8a	Deck Coating Repair (Full System)	\$ 7,375	\$ 2,375						\$ 2,500						\$ 2,500								
W9	Deck Coating Recoat	\$ 602,350	\$ 24,850			\$ 168,000			\$ 24,500			\$ 168,000			\$ 24,500			\$ 168,000			\$ 24,500		
W9	Install Elastomeric Coating at Interior Wall/Column	\$ 106,600	\$ 10,600															\$ 96,000					
STAIRS																							
S1	Clean and Paint Steel Stairs - East Stair	\$ 10,000	\$ 1,000			\$ 1,500			\$ 1,500			\$ 1,500			\$ 1,500			\$ 1,500			\$ 1,500		
S2	Miscellaneous Steel Repairs	\$ 4,500				\$ 1,500						\$ 1,500						\$ 1,500					
ELECTRICAL																							
E1	Replace Light Lens	\$ 250	\$ 250																				
E2	Miscellaneous Electrical Repairs	\$ 12,000				\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000		
MECHANICAL																							
M1	Unplug Drain	\$ -																					
M2	Miscellaneous Mechanical Repairs	\$ 18,000	\$ 6,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000		
MISCELLANEOUS																							
MI1	Clean and Paint Shear Transfer Angles	\$ 22,800				\$ 7,600						\$ 7,600						\$ 7,600					
MI2	Clean and Paint Miscellaneous Precast Connections	\$ 7,800				\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300		
MI3	Replace Broken Wheelstops	\$ 9,300	\$ 1,500			\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300			\$ 1,300		
MI4	Pavement Markings	\$ 21,000	\$ 3,000			\$ 3,000			\$ 3,000			\$ 3,000			\$ 3,000			\$ 3,000			\$ 3,000		
MI5	Clean & Paint Steel Railing at Ped Bridge	\$ 7,000	\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000		
MI6	Clean & Paint Underside of Ped. Bridge	\$ 12,000	\$ 3,000						\$ 3,000						\$ 3,000						\$ 3,000		
OPTIONAL																							
O1	Lighting System Upgrade	\$ 96,000			\$ 96,000																		
O2	Remove & Replace Asphalt at Level 1	\$ 135,000							\$ 135,000														
CONSTRUCTION COST SUBTOTAL		\$ 2,468,505	\$ 161,305	\$ -	\$ 96,000	\$ 322,200	\$ -	\$ -	\$ 314,600	\$ -	\$ -	\$ 425,700	\$ -	\$ -	\$ 241,000	\$ -	\$ -	\$ 552,200	\$ -	\$ -	\$ 355,500	\$ -	\$ -
CONTRACTOR MOBILIZATION AND GENERAL CONDITIONS (15%)		\$ 371,000	\$ 24,300	\$ -	\$ 14,400	\$ 48,500	\$ -	\$ -	\$ 47,300	\$ -	\$ -	\$ 63,900	\$ -	\$ -	\$ 36,200	\$ -	\$ -	\$ 83,000	\$ -	\$ -	\$ 53,400	\$ -	\$ -
TOTAL ESTIMATED CONSTRUCTION COST		\$ 2,839,505	\$ 185,605	\$ -	\$ 110,400	\$ 370,700	\$ -	\$ -	\$ 361,900	\$ -	\$ -	\$ 489,600	\$ -	\$ -	\$ 277,200	\$ -	\$ -	\$ 635,200	\$ -	\$ -	\$ 408,900	\$ -	\$ -
CONSTRUCTION CONTINGENCY (10%)		\$ 283,951	\$ 18,600	\$ -	\$ 11,100	\$ 37,100	\$ -	\$ -	\$ 36,200	\$ -	\$ -	\$ 49,000	\$ -	\$ -	\$ 27,800	\$ -	\$ -	\$ 63,600	\$ -	\$ -	\$ 40,900	\$ -	\$ -
SOFT COSTS (20%)		\$ 28,395	\$ 40,900	\$ -	\$ 24,300	\$ 81,600	\$ -	\$ -	\$ 79,700	\$ -	\$ -	\$ 107,800	\$ -	\$ -	\$ 61,000	\$ -	\$ -	\$ 139,800	\$ -	\$ -	\$ 90,000	\$ -	\$ -
PROBABLE CONSTRUCTION COST BUDGET		\$ 3,123,456	\$ 245,105	\$ -	\$ 145,800	\$ 489,400	\$ -	\$ -	\$ 477,800	\$ -	\$ -	\$ 646,400	\$ -	\$ -	\$ 366,000	\$ -	\$ -	\$ 838,600	\$ -	\$ -	\$ 539,800	\$ -	\$ -

NOTES:
 1. Totals in 2020 dollars (no increase for inflation)
 2. Costs do not include soft costs for engineering or testing

October 28, 2022
Project No. 220597

Sam Plymale
City of Plymouth
Downtown Development Authority
831 Penniman Avenue
Plymouth, MI 48170

**Proposal for Professional Engineering Services
City of Plymouth Central Parking Structure Restoration – 2023 Repairs**

Dear Mr. Plymale:

Fishbeck is pleased to provide this proposal to perform design, bidding, and construction administration services for the City of Plymouth Central Parking Structure Restoration 2023 project. Below is our understanding of the project and scope of work.

Project Understanding

The two-level parking structure was constructed in 1983 and is located on Fleet Street in downtown Plymouth, Michigan. The structure consists of a slab-on-grade, one supported level of approximately 48,000 square feet, and a vehicular speed ramp. The structure utilizes a precast concrete structural system with a cast-in-place topping slab at the supported level. The structure features two stair towers and a pedestrian bridge with direct access to Main Street from the supported level.

Plymouth Downtown Development Authority (DDA) has requested a proposal from Fishbeck to 1) review the existing condition of the parking structure and prioritize repairs identified in the 20-Year Repair & Maintenance Plan prepared in July 2020 to align with a project budget of \$300,000, and 2) prepare bid documents, obtain competitive bids from multiple contractors, and perform construction administration to address the recommended prioritized repairs in 2023.

We understand that the project budget is to include construction, engineering, and material testing costs plus an owner’s contingency. Our proposal is based on the anticipated project budget breakdown as shown below.

Description	Cost
Construction Cost (estimate)	\$225,000
Engineering (proposed)	\$45,500
Material Testing (estimate)	\$4,500
Owner’s Contingency	\$25,000
TOTAL PROJECT BUDGET	\$300,000

Scope of Services

We propose to provide our engineering services in five tasks, with the following breakdown of services.

Task 1 – Design Development (Review)

1. Review existing parking structure documentation, including original design drawings, previous engineering reports and 20-year plans, previous repair documents, etc.
2. Perform a visual review of structural concrete elements to locate and quantify areas of deterioration.
3. Perform a chain drag (mechanical sounding) of representative areas at the supported slab to identify deterioration due to corrosion of steel reinforcement and to estimate the quantity of slab repairs required.
4. Review the effectiveness and remaining service life of joint sealants, expansion joints, traffic coatings, and other waterproofing elements.
5. Provide a visual review of other components and systems to identify the general condition, including:
 - a. Architectural systems, hardware, and components, such as railings, paint, doors, etc.
 - b. Stair tower and pedestrian bridge for signs of deterioration.
 - c. Plumbing to determine the condition of floor drains and piping.
 - d. Floor slab drainage, including slope and ponding within the facility.
 - e. Electrical components and systems, such as exposed electrical conduit and light fixtures.
 - f. Asphalt pavement for signs of deterioration.
6. Review the performance of previous repairs, including waterproofing items still under warranty.
7. Prepare an itemized probable construction cost table summarizing our findings, analysis, and recommendations based on our research and field investigation. The cost table will include estimated quantities and unit rates for each recommended repair, preventative maintenance, and optional item.
8. Meet with the Plymouth DDA to review findings, recommendations, and prioritized repair work scope.
9. Fishbeck will notify the Plymouth DDA of any critical findings that present a safety concern or require immediate attention.

Task 2 – Construction Documents

1. Provide plan drawings that identify the scope of work and locate specific repair types.
2. Provide details for each specific type of repair.
3. Provide specifications to complete the work, including front end (Divisions 0 and 1) and technical specifications (recommended materials, preparation requirements, and installation requirements). We anticipate using Standard AIA General Conditions.
4. Provide a Bid Form with itemized work items.
5. Review appropriate construction controls with the Plymouth DDA, including phasing, work hours, etc.
6. Update the probable construction cost budget based on our construction documents, and re-prioritize repairs as required to maintain the Plymouth DDA budget.
7. Review the bid package with the Plymouth DDA before issuing to contractors.

Task 3 – Bidding

1. Provide electronic PDF format files of bid documents to the Plymouth DDA.
2. Distribute electronic PDF format files of bid documents to potential bidders. Our proposal does not include the cost of printing and distributing paper copies of bid documents to contractors.
3. Schedule, attend, and chair a pre-bid conference.
4. Be available to respond to contractors' questions, and if necessary, issue project addenda.
5. Evaluate contractor bids.
6. Provide our comments and recommendations for the award of the contract, and attend (virtually) Plymouth DDA meeting for contractor approval if necessary.

Task 4 – Construction Administration (Office)

1. Review contractor submittals and pay requests.
2. Prepare change orders as necessary to document changes in the work based on field conditions.
3. Prepare, distribute, and update punch list for construction contract.
4. General construction administrative services.

Task 5 – Construction Observation (Field)

1. Schedule, attend, and chair a pre-construction meeting and progress meetings as required.
2. Visit the construction site at intervals appropriate to the stage of construction to monitor the progress and verify that, in general, the work complies with the intent of the documents. For each site visit, a report will be prepared and submitted. We anticipate ten site visits during construction (including the preconstruction meeting and punch list) based upon an 8-week construction schedule. Additional site visits may be performed on a time and expense basis.
3. Prepare a final punch list with the Plymouth DDA and contractor.

Schedule

Our proposal is based on the anticipated project schedule as shown below.

Task/Description	Start Date	End Date
DDA Board Meeting	14-Nov-22	14-Nov-22
Design Development	21-Nov-22	16-Dec-22
Construction Documents	19-Dec-22	17-Feb-23
Owner Review	20-Feb-23	1-Mar-23
Bidding	7-Mar-23	23-Mar-23
DDA Board Meeting	10-Apr-23	10-Apr-23
Contract Award	11-Apr-23	14-Apr-23
Construction	1-May-23	26-Jun-23

Professional Services Fees

Our proposal for engineering services is based on a lump sum fee, plus reimbursable expenses, for the Design Development (Review), Construction Document, and Bidding tasks. The Construction Administration/Observation tasks will be performed on an hourly fee plus reimbursable expenses basis. The following table summarizes our proposed fees and anticipated expenses:

Task	Description	Fishbeck Fees	Estimated Expenses
1	Design Development (Review)	\$7,800	\$250
2	Construction Documents	\$15,800	\$250
3	Bidding	\$2,400	\$250
4	Construction Administration (Office)	\$8,600	\$0
5	Construction Observations (Field)	\$8,600	\$1,550
TOTAL		\$43,200	\$2,300

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Kristi Kelly (kkelly@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 269.888.5549 or jthomson@fishbeck.com.

Sincerely,



Justin Thomson, P.Eng.

Project Manager – Parking and Restoration

Attachments

By email

Professional Services Agreement

PROJECT NAME City of Plymouth Central Parking Structure – 2023 Repairs
FISHBECK CONTACT Justin Thomson, P.Eng.
CLIENT Plymouth Downtown Development Authority
CLIENT CONTACT Sam Plymale
ADDRESS 831 Penniman Avenue, Plymouth, MI 48170

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Engineering Services for DD through CA phases.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services, attached.
- Proposal dated October 28, 2022
- Other:

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses (*Construction Administration Services Only*)
- Other:

Budget for Above Scope of Services: Forty-Five Thousand Five Hundred Dollars (\$45,500)

ADDITIONAL PROVISIONS (IF ANY):

APPROVED FOR:

Plymouth Downtown Development Authority

BY: _____

TITLE: _____

DATE: _____

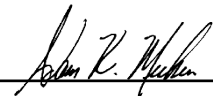
ACCEPTED FOR:

Fishbeck

BY: _____

TITLE: _____

DATE: _____



Vice President

October 28, 2022

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method used, these Terms and Conditions shall prevail as the basis of Client's authorization to Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all criteria and full information as to requirements for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include full-time construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Those costs incurred on or directly for Client's Project. Reimbursement shall be at Fishbeck's current rate for mileage for service vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions of probable construction cost and/or total project cost provided by Fishbeck will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, Fishbeck cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates.
6. **PROFESSIONAL STANDARDS; WARRANTY.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of Fishbeck's profession practicing under similar circumstances at the same time and in the same locality. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a termination charge to cover finalization work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every four weeks, payable upon receipt, unless otherwise agreed. Interest of 1 percent per four-week period will be payable on all amounts not paid within 28 days from date of invoice, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers’ compensation insurance for Client’s employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.
14. **INDEMNIFICATION.** Fishbeck will defend, indemnify, and hold Client harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures to the extent caused by Fishbeck’s negligence or willful misconduct. Client agrees to defend, indemnify, and hold Fishbeck harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by Fishbeck’s performance of services hereunder, except for injury or loss to the extent caused by the negligence or willful misconduct of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** Client and Fishbeck waive consequential damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney’s fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck’s reasonable collection expenses including attorney fees.
17. **OWNERSHIP OF WORK PRODUCT.** Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client’s risk and full legal responsibility, without liability to Fishbeck. Client shall defend, indemnify, and hold harmless Fishbeck from all claims, damages, losses, and expenses, including attorney’s fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables may be transmitted to Client in either hard copy, digital, or both formats. If transmitted electronically, and a discrepancy or conflict with the electronically transmitted version occurs, the hard copy in Fishbeck’s files used to create the digital version shall govern. If a hard copy does not exist, the version of the material or document residing on Fishbeck’s computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** Client and Fishbeck each are hereby bound and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck shall assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck’s reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed by the law of the principal place of business of Fishbeck.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services

RESOLUTION

*The following resolution was offered by Director _____ and
seconded by Director _____*

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

*WHEREAS Every five to eight years significant restoration is needed to maintain a safe
Central Parking Deck for visitors, employees and business owners, and*

*WHEREAS Justin Thomson and his team at Fishbeck are familiar with this parking
structure, providing engineering analysis reports and construction
documents for more than a decade, and*

WHEREAS The Central Parking Deck is scheduled for a major renovation project in 2023.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with Fishbeck of Grand Rapids, MI, for inspection, design development, creation of construction documents, bidding, and construction administration of the 2023 Central Parking Deck Renovation Project in an amount not to exceed \$45,500 from Acct. No. 405.290.977.813.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas
2022\November
Date: 11/11/2022
Re: Contract for Concert Production Services

BACKGROUND:

The Plymouth DDA has contracted with JAG Entertainment since 2013 for production of the Friday night Music in the Air concert series. Services provided include sound production, emcee during the show, the booking of bands, concert scheduling, planning services, insurance, and most recently video streaming of the concerts on the DDA's YouTube channel.

Over the past three years, JAG Entertainment has not been under a long-term contract and has essentially been going year-to-year, with the recent addition of the live streaming service as the only price increase during that time. In 2022, the cost of production for the concert series (including the cost of the bands) was \$51,328. This cost and the cost of all related City Services was covered in total with sponsorship dollars. In fact, the concert series has been paid for exclusively with sponsorship dollars for more than a decade. Prior to this, concerts were paid for out of the DDA's budget.

In planning for the upcoming concert season, DDA administration and JAG Entertainment leadership agreed that a long-term contract would be appropriate with pricing increases to account for inflation and increased costs. After some negotiations, JAG Entertainment has submitted a proposal that DDA Staff believes is fair and works for both parties. That proposal is attached.

DDA Staff and JAG Entertainment have agreed in principle to a three-year agreement with a 10-percent increase (or a \$5,132 raise) in 2023, with a two-percent increase in 2024 and again in 2025. The agreement would also give an option for a two-year extension in 2026 and 2027 with an evaluation of cost changes at that time.

DDA Staff believes that this increase is fair to keep JAG Entertainment as the producers of the Music in the Air concert series through 2025 and potentially through 2027. JAG has been instrumental in developing our Friday night concert series as the premier local concert series in Michigan. James Gietzen and his staff have routinely gone above and beyond with their work and have been a pleasure to work with over the past nine years.

DDA Staff already has a three-year sponsorship agreement in place with Bank of Ann Arbor for the presenting sponsorship and is in year two of a three-year major sponsorship agreement with the Rotary Club of Plymouth. Staff anticipates no issues in getting these proposed increases covered by sponsorships in 2023 and beyond.

RECOMMENDATION:

Based on the exemplary work done by JAG Entertainment, DDA Staff recommends that the DDA Board approve a contract with JAG Entertainment through 2025 with a potential two-year extension through 2027 for production of the Music in the Air concert series. A 10-percent increase would bring the proposed cost for production services and entertainment to \$56,460 in 2023 with a two-percent increase each of the next two years.

DDA Staff anticipates current and potential new sponsorships will cover the cost increase.

DDA Staff has prepared a resolution for your consideration. Funding for this effort is budgeted from account # 248.811.794.000.



Plymouth Downtown Development Authority,

JAG Entertainment has been working continuously with the Plymouth DDA on the Music in the Air program since 2013. Over the past nine years we have seen tremendous growth and interest in the concerts. The Music in the Air concerts are generally viewed as the largest and best free community concert series in southeast Michigan. Many surrounding communities try to replicate for themselves, as they see the positive impacts it brings to Downtown Plymouth.

The concert budget has not had a significant change, other than the addition of “Live Streaming”, in the past nine years. We have worked diligently to procure quality entertainment and make upgrades to equipment as the event has grown. However, this has become increasingly difficult with increasing cost, especially in the last two years. Labor, and the cost of talent, being the largest cost factors.

Adjusting for these increases will allow JAG to continue the same level of entertainment and service. The necessary increase to the budget will be 10% for the 2023 concert series and a 2% annual increase following. It is our goal to secure a 3-year agreement, beginning with 2023, with a possible 2-year extension.

Below is a list of services JAG has been providing, and will continue to provide, should the DDA move forward with an agreement

We have greatly enjoyed working with the DDA, their Sponsors and the City, and look forward to a continuing partnership, in the future.

A new agreement would look like this

- Schedule creation
- Artist booking and contracting
- Equipment rental – Sound and Live stream video
- On site labor - Setup/operation/teardown of equipment
- On site artist management.
- Artist payment services
- Insurance
- Prepare and deliver IRS 1099-NEC forms
- Work with DDA staff to create and support new and continued sponsorship opportunity's

2022 contract production and artist fees: \$51,328

Proposed: 2023 = \$56,460 / 2024 = \$57,589 / 2025 = \$58,740

RESOLUTION

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

- WHEREAS The Downtown Development Authority Board of Directors desires to continue the Friday Night Music in the Air concert series, and
- WHEREAS JAG Entertainment has provided turn-key services from talent booking, sound and stage management and emcee services for other local municipalities and special events, and
- WHEREAS JAG Entertainment has provided excellent production service for the Music in the Air concert series in Downtown Plymouth and has also provided, as a sub-contractor, sound equipment, engineering and stage management services, and live streaming services on the DDA’s YouTube channel, and
- WHEREAS the DDA wishes to enter into a long-term agreement with JAG Entertainment through 2025 with the ability to extend the contract through 2027.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority extends the Concert Production Services and entertainment contract for the Friday Night Music in the Air concert series with JAG Entertainment through 2025 with the potential for a two-year extension through 2027. The cost for the services in 2023 is \$56,460, in 2024 is \$57,589, and in 2025 is \$58,740. Funding for this effort is authorized from account # 248.811.794.000.