



Plymouth Downtown Development Authority Meeting Agenda

June 10, 2024 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
Fax 734-459-5792

Join Zoom Webinar: <https://us02web.zoom.us/j/89144006210>

Webinar ID: 891 4400 6210

Passcode: 580457

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Richard Matsu, Vice Chairperson
Suzi Deal, Mayor
Ellen Elliott
Jennifer Frey
Brian Harris
Dan Johnson
Shannon Perry
Ed Saenz
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

A. May 13, 2024 Regular Meeting Minutes

5) BOARD COMMENTS

6) NEW BUSINESS

**A. 2024-25 DDA Budget Resolution
B. 3rd Quarter Budget Amendments**

7) OLD BUSINESS

A. DDA Five Year Strategic Planning Session – Sally Elmiger

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.

City of Plymouth Strategic Plan 2022-2026

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

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida
November 1977



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, May 13, 2024 - 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

Vice Chair Richard Matsu called the meeting to order at 7:00 p.m.

Present: Vice Chair Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Ed Saenz, Paul Salloum

Excused: Chair Kerri Pollard, Members Dan Johnson, and Shannon Perry

Also present: Economic Development Director John Buzuvis and DDA Director Sam Plymale

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF AGENDA

Elliott offered a motion, seconded by Harris, to approve the agenda for Monday, May 13, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

Deal offered a motion, seconded by Harris, to approve the meeting minutes for April 8, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Harris thanked Plymale for providing a walking tour for the DDA board.

Elliott said the planter boxes downtown were being replanted and noted that the spring and summer event season had begun.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Plymale reported that Sally Elmiger was preparing a document from the strategic planning session and the group would discuss it at the June DDA meeting. He said that the boxwood bushes in town were being replaced, and that staff were working on new walking maps and kiosks.

7. NEW BUSINESS

a. Central Parking Deck Engineer Life Cycle Report

Fishbeck Engineer Jeannette Grzeskowiak reviewed her report, providing estimates for maintenance and potential replacement of the Central Parking Deck in ten to twenty years, when

the deck will likely reach its lifespan. She said the estimates were in today's dollars, making it easier to compare different scenarios, but noted that it is impossible to know what the costs will be that many years out. She was asked for photos of the current issues, and she said she would provide them. There was a discussion about how changing driving habits might impact the need for parking in the future.

b. 2024 Central Parking Deck Restoration Project

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

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

WHEREAS The annual inspection of the Central Parking Deck revealed needed repairs in 2024; and

WHEREAS Jeannette Grzeskowiak and her team at Fishbeck are familiar with this parking structure, providing engineering analysis reports and construction documents for more than a decade.

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 creation of construction documents, management of the bidding process, construction administration and observation, and general project management for the 2024 Central Parking Deck Renovation Project in an amount not to exceed \$38,500 from Acct. No. 494.261.977.813.

Plymale said the project was expected to take place between Art in the Park and Fall Festival.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. REPORTS AND CORRESPONDENCE

a. Music in the Air Concert Schedule

Plymale provided the schedule for this summer.

9. ADJOURNMENT

Harris offered a motion, seconded by Deal, to adjourn the meeting at 7:12 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

D o w n t o w n
PLYMOUTH



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 Fax: 734.459.5792

Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2024/June2024
Date: 06/10/2024
Re: DDA 2024-25 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 2024-25 DDA budget and the entire City budget at its June 3, 2024 regular meeting. The 2024-25 DDA budget is attached.

Finance Director John Scanlon has provided a short summary and highlighted a few changes to the 2024-25 DDA Budget. A resolution is attached for your consideration.

MEMORANDUM

Date: June 6, 2024
To: DDA Board, DDA Staff
From: John Scanlon, Finance Director
Subject: Budget Adoption

Issue: Adoption of 2024-25 Downtown Development Authority budget

Analysis: Please find attached the proposed budgets for the Downtown Development Authority (248) operating fund and the capital improvement fund (494) for the 2024-25 fiscal year. The proposed budget was presented to and adopted by the City Commission at their regular meeting on June 3, 2024. According to Michigan Public Act 57 of 2018, the budget must be approved by the municipality's governing body before it can be adopted by the board. Only funds authorized by this part or by the governing body of the municipality may be included in the authority's budget. The proposed budget was also presented to the DDA board at their April 8th meeting, and no changes have been made since then. Below is a brief synopsis of the proposed budgets:

The proposed operating budget for 2024-25 is \$1,338,450. Overall, the changes from the 2023-24 fiscal year are minor. The largest revenue item remains the property tax revenue from the established Tax Increment Financing (TIF), which is listed under account 248-000-402.000. The budget is based on the available tax information for the upcoming year. Any adjustments will require a budget amendment.

The most significant change in the proposed budget is a decrease in the contribution line item from the operating budget to the capital improvement budget. The proposed budget includes a transfer of \$100,000, which is a decrease of \$200,000 from the 2023-24 amended budget, aligning more closely with average expenditure levels. The next largest line item is the repayment of the 2015 LTGO Capital Bond, totaling \$209,310. The 2024-25 fiscal year marks the final year of the bond repayment. With the bond payment completing, the Plymouth District Library is no longer required to remain part of the TIF. This decrease in revenue will be reflected in the 2025-26 budget.

Since the Downtown Development Authority is a separate legal entity from the City, it is required to adopt an annual budget. Attached is a budget resolution for your consideration.

Requested Action: Approve the resolution to adopt the DDA Operating and DDA Capital Improvement Budgets

Attachment(s): Proposed DDA Operating and DDA Capital Improvement Budgets Resolution

BUDGET												
Account #	Account Title	2022 /23		2023 /24			2024 /25	2025 /26	2026 /27	2027 /28	2028 /29	
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	DDA OPERATING FUND REVENUES											
	<u>DDA Operating Revenues</u>											
248 000 402.000	CURRENT PROPERTY TAX/REAL	1,130,610	1,146,946	1,547,100	1,224,265	1,210,607	1,224,265	1,252,400	1,289,970	1,328,670	1,368,520	1,409,580
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	33,900	33,896	7,500	13,600	13,510	13,600	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
248 000 619.000	BENCH SALE REVENUES	6,000	12,000	0	0	10,000	0	0	0	0	0	0
248 000 620.000	CONCERT REVENUES	75,000	140,326	80,000	80,000	23,950	80,000	80,000	82,400	84,870	87,420	90,040
248 000 665.000	INTEREST ON INVESTMENTS	3,050	23,747	50	25,050	9,353	25,050	50	50	50	50	50
248 000 670.000	PROGRAM FEES	0	0	0	0	0	0	0	0	0	0	0
248 000 674.000	CONTRIB FROM PRIVATE SOURCES	0	0	0	0	0	0	0	0	0	0	0
248 000 674.085	CONTRIBUTIONS FOR LIGHT DECORATIONS	1,500	0	1,500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500
248 000 679.000	ADVERTISING REVENUE	1,590	1,590	0	0	15	0	0	0	0	0	0
248 000 680.000	OTHER INCOME	2,200	2,200	0	450	450	450	0	0	0	0	0
248 000 684.000	OFFICE RENTAL - DDA-587 ANN ARBOR TR	0	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	38,845	0	0	41,740	0	41,740	0	0	0	0	0
	DDA OPERATING FUND REVENUE GRAND TOTAL	1,289,695	1,360,705	1,633,150	1,383,605	1,267,885	1,383,605	1,338,450	1,378,620	1,419,960	1,462,390	1,506,090

BUDGET												
Account #	Account Title	2022 /23		2023 /24			2024 /25	2025 /26	2026 /27	2027 /28	2028 /29	
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA OPERATING FUND EXPENDITURES												
Administration Expenditures												
248 261 706.000	SALARY & WAGES/FULL TIME	85,550	78,818	92,615	92,615	62,578	92,615	101,795	104,850	108,000	111,240	114,580
248 261 706.050	SALARY & WAGES/PART TIME	21,000	22,536	29,875	29,875	13,405	29,875	30,090	30,993	31,920	32,880	33,870
248 261 706.100	SALARY & WAGES/SICK	3,225	0	3,925	3,925	83	3,925	4,825	4,970	5,120	5,270	5,430
248 261 706.300	SALARY & WAGES/RETENTION	650	0	675	675	450	675	675	695	720	740	760
248 261 706.600	SALARY & WAGES/VACATON PAYOFF	3,275	0	1,045	1,645	1,625	1,645	2,140	2,204	2,270	2,340	2,410
248 261 707.000	SALARY & WAGES/TEMP-SEASONAL	5,500	5,158	0	800	715	800	3,365	3,466	3,570	3,680	3,790
248 261 709.000	SALARY & WAGES/OVERTIME	3,000	467	3,000	3,000	743	3,000	4,000	4,120	4,240	4,370	4,500
248 261 721.000	FRINGE BENEFITS	63,600	44,563	53,335	53,335	33,572	53,335	58,960	60,730	62,550	64,430	66,360
248 261 721.500	POST RETIREMENT BENEFITS	29,425	17,311	24,650	24,650	0	24,650	24,560	25,297	26,430	27,640	28,870
248 261 727.000	OFFICE SUPPLIES	500	439	500	500	214	500	500	515	530	550	570
248 261 728.000	POSTAGE	200	29	200	200	0	200	200	206	210	220	230
248 261 740.000	OPERATING SUPPLIES	2,200	2,026	2,000	2,000	581	2,000	2,060	2,060	2,120	2,180	2,250
248 261 815.000	ADMINISTRATIVE SERVICES	65,200	65,200	67,200	67,200	0	67,200	69,220	71,300	73,440	75,640	77,910
248 261 818.000	CONTRACTUAL SERVICES	15,400	16,834	16,000	16,000	5,905	16,000	17,000	17,510	18,040	18,580	19,140
248 261 818.150	CONT SVCS/CITY ATTY - SPECIAL	0	0	0	0	0	0	0	0	0	0	0
248 261 850.000	COMMUNICATIONS	4,000	3,946	3,500	3,500	2,220	3,500	4,500	4,635	4,770	4,910	5,060
248 261 860.000	TRANSPORTATION	1,000	922	1,000	1,000	112	1,000	1,000	1,030	1,060	1,090	1,120
248 261 864.000	CONFERENCES & MEETINGS	3,000	2,358	2,000	2,000	655	2,000	2,250	2,318	2,390	2,460	2,530
248 261 865.000	PUBLIC RELATIONS EVENTS	300	0	300	300	106	300	300	309	320	330	340
248 261 900.000	PRINTING & PUBLISHING	400	373	300	300	116	300	300	309	320	330	340
248 261 920.000	PUBLIC UTILITIES	2,580	2,456	2,660	2,660	1,589	2,660	2,750	2,833	2,920	3,010	3,100
248 261 925.000	PUBLICATIONS/SUBSCRIPTIONS	100	0	100	100	0	100	100	103	110	110	110
248 261 930.000	REPAIRS & MAINTENANCE	2,000	985	2,000	2,000	575	2,000	2,000	2,060	2,120	2,180	2,250
248 261 938.000	EQUIPMENT LEASE EXPENSE	1,200	56	1,200	1,200	145	1,200	1,236	1,236	1,270	1,310	1,350
248 261 940.000	EQUIPMENT RENTAL - FORCE ACCT	500	450	500	500	0	500	500	515	530	550	570
248 261 942.000	OFFICE RENT	19,920	19,650	21,000	21,000	15,755	21,000	22,500	23,175	23,870	24,590	25,330
248 261 956.000	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0
248 261 957.000	TRAINING EXPENSE	1,000	192	1,000	1,000	287	1,000	1,000	1,030	1,060	1,090	1,120
248 261 958.000	MEMBERSHIPS & DUES	2,000	400	2,000	2,000	730	2,000	2,000	2,060	2,120	2,180	2,250
248 261 962.000	RESERVE FOR CONTINGENCY	0	0	252,590	0	0	0	121,975	344,231	155,530	227,670	231,380
248 261 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0	0
Total		336,725	285,168	585,170	333,980	142,162	333,980	481,705	714,760	539,550	625,540	643,370
Police Service Expenditures												
248 301 706.000	SALARY & WAGES/FULL TIME	21,275	20,839	21,970	21,970	15,140	21,970	22,745	23,428	23,900	24,380	24,870
248 301 706.100	SALARY & WAGES/SICK	0	0	0	0	0	0	0	0	0	0	0
248 301 706.200	SALARY & WAGES/HOLIDAY PAY	935	926	965	965	959	965	1,000	1,030	1,050	1,070	1,090
248 301 706.300	SALARY & WAGES/RETENTION	100	88	80	100	100	100	100	103	120	140	160
248 301 706.400	SALARY & WAGES/UNIFORM ALLOW	225	324	215	215	159	215	215	221	230	230	230
248 301 709.000	SALARY & WAGES/OVERTIME	1,825	456	1,825	1,825	193	1,825	1,225	1,262	1,290	1,320	1,350
248 301 721.000	FRINGE BENEFITS	10,650	9,902	10,765	10,765	7,059	10,765	11,625	11,974	12,210	12,450	12,700
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	0	0	25	4	25	0	0	0	0	0
Total		35,010	32,534	35,820	35,865	23,613	35,865	36,910	38,018	38,800	39,590	40,400

BUDGET												
Account #	Account Title	2022 /23		2023 /24			2024 /25	2025 /26	2026 /27	2027 /28	2028 /29	
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Infrastructure Maintenance Expenditures												
248 450 707.000	SALARY & WAGES/TEMP-SEASONAL	6,000	2,176	8,000	8,000	4,336	8,000	4,060	4,182	4,310	4,440	4,570
248 450 709.000	SALARY & WAGES/OVERTIME	120	114	0	1,600	513	1,600	350	361	370	380	390
248 450 721.000	FRINGE BENEFITS	500	175	650	650	371	650	325	335	340	350	360
248 450 721.500	POST RETIREMENT BENEFITS	100	0	0	0	0	0	0	0	0	0	0
248 450 740.000	OPERATING SUPPLIES	0	0	100	100	0	100	100	103	110	110	110
248 450 815.000	REIMB TO GEN FD - CITY MSD SERVICES	142,780	142,780	147,060	147,060	0	147,060	151,470	156,010	160,690	165,510	170,480
248 450 818.000	CONTRACTUAL SERVICES	76,650	75,215	80,000	80,000	19,231	80,000	82,000	84,461	86,990	29,000	40,000
249 450 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
248 450 930.000	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
248 450 931.000	REPAIRS & MAINT- SUMMER	18,540	12,318	20,000	20,000	4,235	20,000	20,000	20,600	21,220	21,860	22,520
248 450 932.000	REPAIRS & MAINT - WINTER	35,000	21,809	45,000	45,000	30,845	45,000	45,000	46,351	47,740	49,170	50,650
248 450 933.000	HOLIDAY LIGHTS MAINTENANCE	25,000	10,050	25,000	25,000	17,280	25,000	25,000	25,750	26,520	27,320	28,140
248 450 940.000	EQUIPMENT RENTAL - FORCE ACCT	0	0	0	0	0	0	0	0	0	0	0
Total		304,690	264,637	325,810	327,410	76,811	327,410	328,305	338,152	348,290	298,140	317,220
Parking System Expenditures												
248 529 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 529 815.000	REIMB TO GEN FD - CITY PARKING SERVICES	41,120	41,120	42,350	42,350	0	42,350	43,620	44,930	46,280	47,670	49,100
248 529 818.000	CONTRACTUAL SERVICES	13,000	13,021	13,000	13,000	3,143	13,000	13,400	13,802	14,220	14,650	15,090
248 529 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
248 529 930.000	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
Total		54,120	54,141	55,350	55,350	3,143	55,350	57,020	58,732	60,500	62,320	64,190
Saxton Parking Facility Expenditures												
248 531 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 531 818.000	CONTRACTUAL SERVICES	0	0	0	0	1,418	0	0	0	0	0	0
248 531 850.000	COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0
248 531 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	1,418	0	0	0	0	0	0
DDA Marketing Expenditures												
248 811 727.000	OFFICE SUPPLIES	1,000	0	1,000	1,000	0	1,000	1,000	1,030	1,060	1,090	1,120
248 811 728.000	POSTAGE	200	0	200	200	0	200	200	206	210	220	230
248 811 740.000	OPERATING SUPPLIES	1,500	648	1,500	1,500	1,034	1,500	2,000	2,060	2,120	2,180	2,250
248 811 794.000	CONCERT EXPENSES	75,000	71,457	80,000	80,000	37,184	80,000	90,000	92,701	95,480	98,340	101,290
248 811 818.000	CONTRACTUAL SERVICES	16,000	10,460	24,000	24,000	14,116	24,000	25,000	25,750	26,520	27,320	28,140
248 811 818.410	CONT SVCS/ADVERTISING PROMO	0	0	0	0	0	0	0	0	0	0	0
248 811 818.415	CONT SVCS/PSD MARKETING	0	0	0	0	0	0	0	0	0	0	0
248 811 864.000	CONFERENCES & MEETINGS	0	0	0	0	0	0	0	0	0	0	0
248 811 900.000	PRINTING & PUBLISHING	7,000	4,189	7,000	7,000	2,937	7,000	7,000	7,210	7,430	7,650	7,880
Total		100,700	86,755	113,700	113,700	55,271	113,700	125,200	128,958	132,820	136,800	140,910
Capital Outlay												
248 900 977.290	CAP OUTLAY/ DDA ADMIN	0	0	0	0	0	0	0	0	0	0	0
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
248 900 977.820	CAP OUTLAY/ STSCAPE PHASE 1	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		831,245	723,235	1,115,850	866,305	302,418	866,305	1,029,140	1,278,620	1,119,960	1,162,390	1,206,090

BUDGET												
Account #	Account Title	2022 /23		2023 /24			2024 /25	2025 /26	2026 /27	2027 /28	2028 /29	
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Proposed 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 (STREETSCA	0	0	0	0	0	0	0	0	0	0	0
248 965 965.315	CONTRIB TO 2015 LTGO CAP IMP DBT FD	223,560	220,610	217,300	217,300	0	217,300	209,310	0	200,000	200,000	200,000
248 965 965.405	CONTRIB TO DDA CAP IMP FUND	234,890	186,390	300,000	300,000	0	300,000	100,000	100,000	100,000	100,000	100,000
248 965 965.494	CONTRIB TO DDA CONSTRUCTION FUND	0	0	0	0	0	0	0	0	0	0	0
	Total	458,450	407,000	517,300	517,300	0	517,300	309,310	100,000	300,000	300,000	300,000
	DDA OPERATING FUND EXPENDITURE GRAND TOTAL	1,289,695	1,130,235	1,633,150	1,383,605	302,418	1,383,605	1,338,450	1,378,620	1,419,960	1,462,390	1,506,090
	DDA OPERATING FUND BALANCE											
	BEGINNING SURPLUS (OR DEFICIT)	437,943	437,943	668,413	668,413	668,413	668,413	626,673	626,673	970,905	1,126,435	1,354,105
	CURRENT-YEAR REVENUES	1,289,695	1,360,705	1,633,150	1,383,605	1,267,885	1,383,605	1,338,450	1,378,620	1,419,960	1,462,390	1,506,090
	CURRENT-YEAR EXPENDITURES	(1,289,695)	(1,130,235)	(1,633,150)	(1,383,605)	(302,418)	(1,383,605)	(1,338,450)	(1,378,620)	(1,419,960)	(1,462,390)	(1,506,090)
	CURR-YEAR SURPLUS (OR DEFICIT)	0	230,470	0	0	965,467	0	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIOR	(38,845)	0	252,590	(41,740)	0	(41,740)	0	344,231	155,530	227,670	231,380
	ENDING SURPLUS (OR DEFICIT)	399,098	668,413	921,003	626,673	1,633,880	626,673	626,673	970,905	1,126,435	1,354,105	1,585,485

BUDGET												
Account #	Account Title	2022 /23		2023 /24				2024 /25	2025 /26	2026 /27	2027 /28	2028 /29
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA CAPITAL IMPROVEMENT FUND REVENUES												
494 000 665.000	INTEREST ON INVESTMENTS	48,550	0	50	50	483	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	186,390	186,390	300,000	300,000	0	300,000	100,000	100,000	100,000	100,000	100,000
494 000 699.000	APPROP OF PR YR FUND BALANCE	0	0	0	0	0	0	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND REVENUE GRAND TOTAL		234,940	186,390	300,050	300,050	483	300,050	100,050	100,050	100,050	100,050	100,050
DDA CAPITAL IMPROVEMENT FUND EXPENDITURES												
494 261 818.406	CONT SVCS/ENG-ARCH	0	0	0	0	0	0	0	0	0	0	0
494 261 818.450	CONT SVCS/STREET CONSTRUCTION	0	5,228	0	0	0	0	0	0	0	0	0
494 261 962.000	RESERVE FOR CONTINGENCY	0	0	50	50	0	50	50	50	50	50	50
494 261 972.437	CAP OUTLAY/LAND IMP - PUBLIC FOUNTAIN	0	0	0	0	0	0	0	0	0	0	0
494 261 976.437	CAP OUTLAY/REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
494 261 977.000	CAP OUTLAY/EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0
494 261 977.813	CAP OUTLAY/DDA PARKING & DECK	234,890	182,918	300,000	300,000	219,725	300,000	100,000	100,000	100,000	100,000	100,000
494 261 977.820	CAP OUTLAY/STREETSCAPE MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND EXPENDITURE GRAND TOTAL		234,890	188,146	300,050	300,050	219,725	300,050	100,050	100,050	100,050	100,050	100,050
DDA CAPITAL IMPROVEMENT FUND												
	BEGINNING SURPLUS (OR DEFICIT)	1,756	1,756	0	0	0	0	50	100	150	200	250
	CURRENT-YEAR REVENUES	234,940	186,390	300,050	300,050	483	300,050	100,050	100,050	100,050	100,050	100,050
	CURRENT-YEAR EXPENDITURES	(234,890)	(188,146)	(300,050)	(300,050)	(219,725)	(300,050)	(100,050)	(100,050)	(100,050)	(100,050)	(100,050)
	CURRENT-YEAR SURPLUS (OR DEFICIT)	50	(1,756)	0	0	(219,242)	0	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIOR YEAR	0	0	50	50	0	50	50	50	50	50	50
	ENDING SURPLUS (OR DEFICIT)	1,806	(0)	50	50	(219,242)	50	100	150	200	250	300

City of Plymouth Downtown Development Authority 2024-2025 Budget

**RESOLUTION
ADOPTION OF THE 2024-2025 BUDGET**

The following was moved by Board Member _____ and seconded by Board Member _____.

WHEREAS the 2024–2025 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 3, 2024, 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 2024-2025 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, 2024.

MEMORANDUM

Date: June 6, 2024
To: DDA Board, DDA Staff
From: John Scanlon, Finance Director
Subject: Third Quarter Budget Amendments

Issue: 2023-24 Third Quarter Budget Amendments – June 6, 2024

Analysis: The DDA is a component unit of the City, meaning they are a separate legal corporation distinct from the City but, by statute, are required to have budgets and amendments approved by the City Commission as well as their own board, if necessary.

Please find the attached Revenue and Expenditure reports through April 30, 2024, for the 2023-24 fiscal year for the Downtown Development Authority (248) operating fund, as well as the capital improvement fund (405). Additionally, you will find a Budget Adjustment Summary. An explanation of these budget adjustment is below:

DDA Operating Fund and Capital Improvement Fund

The overall fiscal health of the DDA Operating Fund and associated Capital Improvement Fund is strong. The amendments pertaining to this fund, 248 were adopted by the City Commission at their regular meeting on May 1, 2023, as required by Public Act 57 (Recodified Tax Increment Financing Act).

The DDA has seen a slight increase in revenue, from \$1,322,088.43 through March of last year to 1,332,295.17. Overall, fund balance between the operating and capital fund is up about 17% compared to the final fund balance last year.

BUDGET AMENDMENTS

The proposed budget amendments required through the end of the third quarter of the 2023-24 fiscal year, as shown on the Budget Adjustment Summary, relate to changes in budgetary patterns which were not anticipated when the budget was originally adopted in June of 2023.

BUDGET ADJUSTMENT SUMMARY

FOURTH QUARTER - FY 23-24

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,233,865	-	-	-		-	1,233,865
Program Fees & Other	108,000	-	-	12,110		12,110	120,110
Appropriation of Surplus	41,740	-	-	(2,710)		(2,710)	39,030
				-			
TOTAL REVENUES	1,383,605	-	-	9,400	-	9,400	1,393,005
DDA OPER FUND EXP: #248							
Administration	333,980	-	-	800		800	334,780
Police Services	35,865	-	-	100		100	35,965
Streetscape Maintenance	326,410	-	-	6,500		6,500	332,910
Parking System	55,350	-	-	-		-	55,350
Saxton Parking Facility	1,000	-	-	2,000		2,000	3,000
DDA Marketing	113,700	-	-	-		-	113,700
Contrib to DDA Debt Funds	217,300	-	-	-		-	217,300
Contrib to DDA Cap Imp Fund	300,000	-	-	-		-	300,000
Contingency	-	-	-	-		-	-
				-		-	
TOTAL EXPENDITURES	1,383,605	-	-	9,400	-	9,400	1,393,005

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 04/30/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgt Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
248-000-402.000	CURRENT PROPERTY TAX/REAL	1,146,945.78	1,146,945.78	1,547,100.00	1,224,265.00	1,210,022.10	0.00	98.84
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	33,896.47	33,896.47	7,500.00	13,600.00	13,510.37	0.00	99.34
248-000-619.000	BENCH SALE REVENUES	6,000.00	12,000.00	0.00	0.00	10,000.00	0.00	100.00
248-000-620.000	CONCERT REVENUES	125,926.00	140,326.00	80,000.00	80,000.00	86,950.00	66,600.00	108.69
248-000-665.000	INTEREST ON INVESTMENTS	5,530.18	23,746.51	50.00	25,050.00	9,352.70	0.00	37.34
248-000-674.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-679.000	ADVERTISING REVENUE	1,590.00	1,590.00	0.00	0.00	2,110.00	2,095.00	100.00
248-000-680.000	OTHER INCOME	2,200.00	2,200.00	0.00	450.00	450.00	0.00	100.00
248-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	0.00	41,740.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		1,322,088.43	1,360,704.76	1,633,150.00	1,383,605.00	1,332,395.17	68,695.00	96.30
Revenues		1,322,088.43	1,360,704.76	1,633,150.00	1,383,605.00	1,332,395.17	68,695.00	96.30
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
248-261-706.000	SALARY & WAGES/ FULL TIME	61,523.54	78,818.12	92,615.00	92,615.00	80,016.63	9,781.63	86.40
248-261-706.050	SALARY & WAGES/PART TIME	16,725.87	22,535.99	29,875.00	29,875.00	17,095.08	1,790.19	57.22
248-261-706.100	SALARY & WAGES/SICK	0.00	0.00	3,925.00	3,925.00	260.60	177.68	6.64
248-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	675.00	675.00	450.00	0.00	66.67
248-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,045.00	1,645.00	1,625.40	0.00	98.81
248-261-707.000	SALARY & WAGES/TEMP-SEASONAL	4,666.50	5,157.86	0.00	800.00	1,517.30	525.00	189.66
248-261-709.000	SALARY & WAGES/OVERTIME	0.00	466.74	3,000.00	3,000.00	797.51	54.81	26.58
248-261-721.000	FRINGE BENEFITS	34,378.17	44,562.64	53,335.00	53,335.00	42,704.29	4,846.29	80.07
248-261-721.500	POST RETIREMENT BENEFITS	14,425.90	17,311.08	24,650.00	24,650.00	20,545.40	2,054.54	83.35
248-261-727.000	OFFICE SUPPLIES	249.24	439.29	500.00	500.00	214.41	0.00	42.88
248-261-728.000	POSTAGE	28.73	28.73	200.00	200.00	0.00	0.00	0.00
248-261-740.000	OPERATING SUPPLIES	1,854.45	2,025.69	2,000.00	2,000.00	1,550.87	969.61	77.54
248-261-815.000	ADMINISTRATIVE SERVICES	54,333.30	65,199.96	67,200.00	67,200.00	54,333.30	5,433.33	80.85
248-261-818.000	CONTRACTUAL SERVICES	12,100.04	16,834.39	16,000.00	16,000.00	9,592.34	2,093.77	59.95
248-261-850.000	COMMUNICATIONS	3,180.36	3,945.99	3,500.00	3,500.00	2,861.80	321.01	81.77
248-261-860.000	TRANSPORTATION	606.15	921.86	1,000.00	1,000.00	211.39	0.00	21.14
248-261-864.000	CONFERENCES & MEETINGS	2,070.48	2,358.28	2,000.00	2,000.00	655.02	0.00	32.75
248-261-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	106.27	0.00	35.42
248-261-900.000	PRINTING & PUBLISHING	372.76	372.76	300.00	300.00	154.74	0.00	51.58
248-261-920.000	PUBLIC UTILITIES	2,224.74	2,455.61	2,660.00	2,660.00	2,230.77	235.13	83.86
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-261-930.000	REPAIRS & MAINTENANCE	985.00	985.00	2,000.00	2,000.00	575.00	0.00	28.75
248-261-938.000	EQUIPMENT LEASE EXPENSE	55.63	55.63	1,200.00	1,200.00	145.26	0.00	12.11
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	450.00	450.00	500.00	500.00	0.00	0.00	0.00
248-261-942.000	OFFICE RENT	18,000.00	19,650.00	21,000.00	21,000.00	19,155.00	1,700.00	91.21
248-261-957.000	TRAINING EXPENSES	138.40	191.91	1,000.00	1,000.00	595.24	308.73	59.52
248-261-958.000	MEMBERSHIPS & DUES	400.00	400.00	2,000.00	2,000.00	730.00	0.00	36.50
248-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	252,590.00	0.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		228,769.26	285,167.53	585,170.00	333,980.00	258,123.62	30,291.72	77.29
Department: 301 POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	16,559.19	20,838.96	21,970.00	21,970.00	18,704.77	1,820.62	85.14
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	925.92	925.92	965.00	965.00	958.57	0.00	99.33

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 04/30/2024

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GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgt Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
248-301-706.300	SALARY & WAGES/RETENTION	87.51	87.51	80.00	100.00	100.00	0.00	100.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	34.44	323.91	215.00	215.00	293.10	134.36	136.33
248-301-709.000	SALARY & WAGES/OVERTIME	456.00	456.00	1,825.00	1,825.00	193.28	0.00	10.59
248-301-721.000	FRINGE BENEFITS	7,768.64	9,902.13	10,765.00	10,765.00	8,881.54	919.00	82.50
248-301-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	25.00	7.50	3.75	30.00
Total Dept 301 - POLICE DEPARTMENT		25,831.70	32,534.43	35,820.00	35,865.00	29,138.76	2,877.73	81.25
Department: 450 INFRASTRUCTURE MAINTENANCE								
248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	128.00	2,175.70	8,000.00	8,000.00	4,335.82	0.00	54.20
248-450-709.000	SALARY & WAGES/OVERTIME	0.00	113.68	0.00	1,600.00	513.36	0.00	32.09
248-450-721.000	FRINGE BENEFITS	9.80	175.15	650.00	650.00	370.97	0.00	57.07
248-450-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-450-815.000	ADMINISTRATIVE SERVICES	118,983.30	142,779.96	147,060.00	147,060.00	118,983.30	11,898.33	80.91
248-450-818.000	CONTRACTUAL SERVICES	74,721.90	75,215.49	80,000.00	80,000.00	25,544.65	6,313.40	31.93
248-450-931.000	REPAIRS & MAINT/SUMMER	9,568.00	12,318.00	20,000.00	20,000.00	26,110.00	11,280.00	130.55
248-450-932.000	REPAIRS & MAINT/WINTER	21,809.00	21,809.00	45,000.00	45,000.00	35,944.91	2,700.00	79.88
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	10,050.00	10,050.00	25,000.00	25,000.00	17,280.00	0.00	69.12
Total Dept 450 - INFRASTRUCTURE MAINTENANCE		235,270.00	264,636.98	325,810.00	327,410.00	229,083.01	32,191.73	69.97
Department: 529 PARKING								
248-529-815.000	ADMINISTRATIVE SERVICES	34,266.70	41,120.04	42,350.00	42,350.00	34,266.70	3,426.67	80.91
248-529-818.000	CONTRACTUAL SERVICES	6,480.25	13,021.25	13,000.00	13,000.00	3,592.00	0.00	27.63
Total Dept 529 - PARKING		40,746.95	54,141.29	55,350.00	55,350.00	37,858.70	3,426.67	68.40
Department: 531 SAXTON PARKING FACILITY								
248-531-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	2,366.01	464.86	100.00
Total Dept 531 - SAXTON PARKING FACILITY		0.00	0.00	0.00	0.00	2,366.01	464.86	100.00
Department: 811 MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	648.25	648.25	1,500.00	1,500.00	1,034.00	0.00	68.93
248-811-794.000	CONCERT EXPENSES	36,695.65	71,457.15	80,000.00	80,000.00	37,184.00	0.00	46.48
248-811-818.000	CONTRACTUAL SERVICES	8,433.96	10,460.04	24,000.00	24,000.00	15,401.68	1,110.74	64.17
248-811-900.000	PRINTING & PUBLISHING	2,200.70	4,189.20	7,000.00	7,000.00	3,160.24	84.60	45.15
Total Dept 811 - MARKETING		47,978.56	86,754.64	113,700.00	113,700.00	56,779.92	1,195.34	49.94
Department: 965 CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	220,610.00	220,610.00	217,300.00	217,300.00	217,300.00	0.00	100.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	182,223.30	186,389.96	300,000.00	300,000.00	295,833.34	277,083.37	98.61
Total Dept 965 - CONTRIBUTIONS		402,833.30	406,999.96	517,300.00	517,300.00	513,133.34	277,083.37	99.19
Expenditures		981,429.77	1,130,234.83	1,633,150.00	1,383,605.00	1,126,483.36	347,531.42	81.42
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:								
TOTAL REVENUES		1,322,088.43	1,360,704.76	1,633,150.00	1,383,605.00	1,332,395.17	68,695.00	
TOTAL EXPENDITURES		981,429.77	1,130,234.83	1,633,150.00	1,383,605.00	1,126,483.36	347,531.42	
NET OF REVENUES & EXPENDITURES:		340,658.66	230,469.93	0.00	0.00	205,911.81	(278,836.42)	
BEG. FUND BALANCE		437,943.27	668,413.20	668,413.20	668,413.20	668,413.20		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 04/30/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgt Used
Fund: 248	DOWNTOWN DEV AUTH/OPERATING FD							
END FUND	BALANCE	778,601.93	898,883.13	668,413.20	668,413.20	874,325.01		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 04/30/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgt Used
Fund: 494 DOWNTOWN DEV AUTH/CAP IMP FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
494-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	50.00	50.00	482.57	0.00	965.14
494-000-674.248	CONTRIBUTION FROM DDA/OPERATE	182,223.30	186,389.96	300,000.00	300,000.00	295,833.34	277,083.37	98.61
Total Dept 000 - GENERAL REVENUES		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	98.76
Revenues		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	98.76
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
494-261-818.450	CONT SVCS/STREET CONSTRUCTION	5,228.00	5,228.00	0.00	0.00	0.00	0.00	0.00
494-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	50.00	50.00	0.00	0.00	0.00
494-261-977.813	CAP OUTLAY/DDA PARKING	181,747.21	182,918.35	300,000.00	300,000.00	219,724.70	0.00	73.24
Total Dept 261 - ADMINISTRATION		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	73.23
Expenditures		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	73.23
Fund 494 - DOWNTOWN DEV AUTH/CAP IMP FUND:								
TOTAL REVENUES		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	
TOTAL EXPENDITURES		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	
NET OF REVENUES & EXPENDITURES:		(4,751.91)	(1,756.39)	0.00	0.00	76,591.21	277,083.37	
BEG. FUND BALANCE		1,756.39	0.00	0.00	0.00	0.00		
END FUND BALANCE		(2,995.52)	(1,756.39)	0.00	0.00	76,591.21		
Report Totals:								
TOTAL REVENUES - ALL FUNDS		1,504,311.73	1,547,094.72	1,933,200.00	1,683,655.00	1,628,711.08	345,778.37	
TOTAL EXPENDITURES - ALL FUNDS		1,168,404.98	1,318,381.18	1,933,200.00	1,683,655.00	1,346,208.06	347,531.42	
NET OF REVENUES & EXPENDITURES:		335,906.75	228,713.54	0.00	0.00	282,503.02	(1,753.05)	

RESOLUTION

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

WHEREAS, certain expenditures require allocation to departments differently than originally projected in the 2023-2024 City Budget, as adopted; and

WHEREAS, revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2023;

NOW, THEREFORE BE IT RESOLVED, that the 2023-2024 DDA Budget is hereby amended as indicated in the 3rd quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

Requested Action: Approve 2023-24 Third Quarter Budget Amendments Resolution

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

D o w n t o w n
PLYMOUTH

Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 Fax: 734.459.5792

Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2024\June2024
Date: 06/10/2024
Re: DDA Five-Year Strategic Planning Session

At the April 8 DDA Board Meeting, Carlisle/Wortman planner Sally Elmiger lead the initial phase of the 2024 DDA Five-Year Strategic Planning Session. DDA Board Members were asked to prioritize potential goals and tasks. Sally has summarized the results of the previous meeting. Please see the attached memo and report.

Sally is expected to lead the second phase of the strategic planning process at the June 10 meeting. The DDA Board should work toward refining ideas from April's meeting and work toward finalizing the new action plan that will guide the DDA through the next five years.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

MEMORANDUM

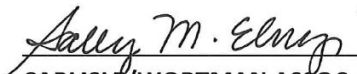
TO: City of Plymouth Downtown Development Authority Board
FROM: Sally M. Elmiger, AICP
DATE: May 31, 2024
RE: DDA Board Goal Setting Session - Results

Attached is a report outlining the results of the April 8, 2024 DDA Board goal-setting session.

The report describes the goal-setting exercise, and summarizes the results (into themes) of the discussion for each of the five questions presented to the Board. Each theme was further described by potential action items identified by the members. We also listed the top priorities established by the members from the results to each question.

I look forward to discussing this information with you and the Board at the upcoming June meeting, where we will work to refine the ideas, and establish possible timeframes for implementation.

Please let me know if you have any questions or would like to discuss further.



CARLISLE/WORTMAN ASSOC., INC.
Sally M. Elmiger, AICP, LEED AP
Principal

April, 2024 Goal Setting Exercise Results

Plymouth Downtown Development Authority

In 2020, Plymouth's Downtown Development Authority (DDA) Board developed goals to direct decision-making on improvements to the downtown over the next five years. The DDA accomplished a number of these goals within this time period. Per their regular practice, the five-year implementation period is almost over, and the DDA is now considering new goals for the future. To this end, Board members recently participated in a goal-setting session to review and update their goals. The goal-setting session was held at a regularly-scheduled DDA Board meeting on the evening of April 8, 2024. This report summarizes the results of the goal-setting session, and includes verbatim results in the Appendix.

Goal Setting Exercise

Preparation materials were distributed to Board Members about one month before the goal-setting session. They received a background presentation that summarized the 2024 one-year tasks for the City Commission, the goals in the City Master Plan, and the 2020 goals of the DDA Board. Worksheets listing the exercise topics, along with space to record thoughts and ideas, were also distributed. Members were asked to review the information and complete the worksheets before the meeting.

The April 8, 2024 DDA Board meeting was dedicated to establishing goals for the DDA District for the next five years. The meeting was held at City Hall with an opportunity for the public to attend in-person or via Zoom. These various formats allowed a broad array of residents, visitors, and business owners to attend and participate in the meeting.

A Planning Consultant (facilitator) from Carlisle/Wortman Associates started the meeting with a short presentation summarizing the completed and incomplete 2020 DDA goals, and the goals of other city boards. This information was meant to enable the DDA Board to coordinate its efforts with the efforts of these other boards.

Next, the Planning Consultant facilitated a "Gallery Walk" goal-setting exercise. Topics were written on flip charts arranged around the meeting room, based on topic areas identified by the Board in 2020. (The topic areas are listed in the results below.) One additional flip chart that contained an "Other" category was also prepared so that new topics could be introduced. The Board Members were invited to write one goal for each topic on a sticky note, and apply the note to the relevant flip chart. Board members were asked to provide one goal for each topic in the first round. Then, a second round of responses was conducted, and so on, until all goals had been posted to the flip charts.

Once participants had posted their goals to all the topics, the facilitator organized the goals supplied into "like" categories (if possible). After this step, participants engaged in a group discussion of the responses. The facilitator recorded additional comments and refinements to the ideas on the flip charts. Once the Board's discussion was complete, the audiences in the room and online were asked to share their ideas with the Board.

The last step in the exercise established priorities. To do this, the "dot voting method" was used. Board Members were given five sticky dots and were asked to apply them as "votes" next to the ideas on the flip charts that represented their top priorities. They could use the dots in any way, from one dot (vote) per idea, or using all five dots to vote for one idea.

Summary Results of Goal Setting Exercise

This section of the report provides a summary of the themes that emerged during the goal-setting session. The questions presented during the goal-setting session were based on incomplete 2020 DDA goals, key initiatives in the DDA Infrastructure Plan, improvements described in the Kellogg Park Plan, and city-wide issues. (Priorities for each question are shown with “☞” symbol, and in underlined/italicized text.)

Note that during discussion of the background presentation, the timeframe for the future goal implementation was understood to be five-years (vs. two-years, as indicated in the background presentation). The Board’s comments were based on a five-year implementation timeframe.

Question 1. For the next five years, what are your top priorities for the following issues related to PARKING?

Themes:

1. **Improve the condition of existing lots.**
 - ☞ Resurface existing lots that are in need (specifically the library lot).
 - Prepare a plan to reconstruct/replace the Parking Structure.
2. **Maximize Number of Spaces**
 - ☞ Re-assess City residents’ parking desires.
 - Increase the height of the Parking Structure to obtain more spaces.
 - Work with property owners of private lots on east side of Harvey (behind Forest St. businesses) to optimize layout, # of spaces & increase efficiency/capacity.
3. **Other Comments:**
 - Remove parking (move curb) on the west side of Main St. between Ann Arbor Rd. & Penniman.
 - Inventory parking spaces – parallel vs. pull-in design. Would different design result in more parking spaces?
 - Review approach to businesses providing parking. Look for more collective approach.

Question 2. For the next five years, what are your top priorities for the following issues related to PEDESTRIAN SAFETY?

Themes:


1. ☞ Create common approach to pedestrian crossing facilities, including
 - Push button crossing equipment
 - Decorative pedestrian crossing features
2. ☞ Prepare plan to address tree issues, including
 - Tree replacement criteria/schedule
 - Tree grates or alternative surfacing around trees
3. Ensure **consistent sidewalk trim/brick work** throughout the DDA.
4. **Implement vehicle management features** that slow cars, reduce traffic, etc.

5. **Other Comments:**

- Address uneven pavement.
- Develop a plan to activate alleys and sidewalks.
- Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.)



Question 3. For the next five years, what are your top priorities for the following issues related to KELLOGG PARK?

Themes:

1.  ***Address turf issues.*** Ways to do this include:
 - Explore natural/synthetic alternatives to turf grass
 - Look into better turf management
2. **Create brick pathways that are consistent with the downtown in Kellogg Park.**
3. **Other comments:**
 - Update the Kellogg Park landscape plan.
 - Evaluate health of existing trees.
 - Eliminate obstructions during concerts.
 - Programming.
 - Incorporate East Penniman, or use of this street, into Kellogg Park functions.
 - Add security cameras.


Question 4. For the next five years, what are your top priorities for the following issues related to SUPPORTING BUSINESSES?


Themes:

1.  ***Work with Old Village in recruiting new businesses.***
2.  ***Provide free DTP Wi-Fi.***
3. **Make dining platforms a permanent part of the streetscape.**
4. **Support business goals.**
5. **Other Comments:**
 - Continue community events.
 - Quantify business value contribution of CC & DDA proposed improvements.
 - Encourage involvement.
 - Use Redevelopment Ready Communities program as a guide to market vacant properties.

Question 5. Do you have OTHER top priorities for the next five years?

Themes:

1.  **Prepare a Streetscape Improvement Plan** with the following goals:
 - Emphasize aesthetics, function and activating spaces, using industry best practices.
 - Use “DDA Infrastructure Plan” as a framework to build on.
 - Make landscaping consistent across the DDA.
 - Revamp trees, planters, bricks.

2.  **Create proactive community engagement process** to educate residents and business owners about the streetscape project.

3. **Implement more art projects** in the downtown, such as:
 - Invisible paint that appears when it rains, with messages such as “Thank you for shopping Downtown Plymouth”
 - Learn/distribute history of the street compass at S. Main/Ann Arbor Trail intersection
 - Add more street art/painted artwork

APPENDIX

Goal-Setting Session Verbatim Responses

Question 1. For the next five years, what are your top priorities for the following issues related to PARKING? (Number in parenthesis represents number of “votes” received)

Responses:

A. Number of Spaces (1):

- Re-assess parking desires in 2024 for city residents. (4)
- Seek more parking further from downtown.
 - In neighborhoods
 - Encourage more walking into downtown
- Add 50% more spaces in DTP.

B. Condition of Existing Lots:

- Develop plan to reconstruct parking structure. (1)
- STRUCTURE PLAN. Constant investment – we need a total!
- Maximize number of spaces in parking deck/central location. (Increase height of current structure). (2)
- Replace the deck.
- Repave remaining lots i.e., library.
- Library lot resurface!
- Continue to look to improve parking lots – resurface. (1)
- Condition of existing lots. (1)
- Pavement condition. (1)

C. Other:

- Abundant free parking. (1)
- Work with property owners of private lots on east side of Harvey (behind Forest St. businesses) to optimize layout, # of spaces & increase efficiency/capacity. (1)
- No parking west side Main St. between A2 Rd. & Penniman. Move curb.
- Inventory of parking spaces – parallel vs. pull-in parking. Could we get more parking if it were different?
- Review approach for determining pkg/businesses to provide – look at more collective approach.

Question 2. For the next five years, what are your top priorities for the following issues related to PEDESTRIAN SAFETY? (Number in parenthesis represents number of “votes” received)

Responses: (Note: Lots of these ideas overlap with a streetscape plan)

A. Crossings:

- Use common approach to push-button crossing throughout DDA area. (3)
- Decorative & consistent treatment for pedestrian crossings.

B. Pavement Condition:

- Consistent sidewalk trim/brick work. (1)
- Uneven pavement.

C. Trees:

- Tree planning – larger streetscape plan. (3)
- Tree replacement schedule
- Tree grate issues.
- Replace tree grates – possible use of cohesive grated rubber.

D. Street/Alley Lighting:

- (No comments provided)

E. Alleys:

- Develop a plan to activate all alleys and sidewalks.

F. Other:

- Public awareness campaigns. Encourage safe driving behavior in DDA areas.
- Vehicle management (i.e., slow cars and reduce the number of cars). (1)
- Eliminate obstacles on sidewalks & at pedestrian crossings (light poles, planters, etc.)

Question 3. For the next five years, what are your top priorities for the following issues related to KELLOGG PARK? (Number in parenthesis represents number of “votes” received)

Responses:

A. Funding to implement the Kellogg Park Master Plan:

- Update landscape plan – eliminate vision obstructions during concerts.

B. Other:

- Turf alternative/grass solution/explore alternatives to natural turf (impossible to grow & maintain)/ groundcovers. (4)
- Brick pathway consistent with downtown/Kellogg park walk ways. (1)
- Look at trees – need replacing.
- Programming.
- Make east Penniman part of/utilized with Kellogg Park.
- Security cameras.

Question 4. For the next five years, what are your top priorities for the following issues related to SUPPORTING BUSINESSES? (Number in parenthesis represents number of “votes” received)

Responses:

A. Entertainment:

- Continue community events.

B. Parklets:

- Make dining platforms permanent - streetscape. (1)
 - Definition of “permanent” = bump outs with expanded amenities (electricity, water, seat wall & other amenities that could be use year-round.
 - Platform patios are temporary. In place to 2028.

C. Technology:

- Free DTP Wi-Fi. (3)

D. Recruit New Businesses:

- Work with Old Village. (3)
- Quantify business value contribution of CC & DDA proposed improvements.

E. Other:

- Support business goals. (1)
- Encourage involvement.
- Marketing vacant properties – use RRC (Redevelopment Ready Communities program) to guide.

Question 5. Do you have OTHER top priorities for the next five years? (Number in parenthesis represents number of “votes” received)

Responses:

- Streetscape improvements. (9)
 - Street landscaping/planters/more consistent
 - Revamp trees, planters, bricks.
 - Master plan for streetscape
 - Develop new Streetscape Design Plan – emphasis on aesthetics, function & activating spaces best practices.
 - Look at previous streetscape project to see where the City spent money.
 - Use DDA Infrastructure Plan framework, and build on that.
 - Proactive community engagement to educate about project. (4)
- Invisible paint – appears when it rains, such as “Thank you for shopping Plymouth,” and other
- Compass – what’s the history?
- Painted artwork/street art.