



Plymouth Downtown Development Authority

Meeting Agenda

June 16, 2020 7:30 p.m.

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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

Meeting will be held online at zoom.us. Meeting code: 852 2049 8104

Join Zoom Meeting <https://us02web.zoom.us/j/85220498104>

Password – 346875

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

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

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

1) CALL TO ORDER

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

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MINUTES 5-11-2020

5) BOARD COMMENTS

6) OLD BUSINESS

- A. Strategic Plan update
- B. DDA Master Plan—draft
- C. Fiscal 2020-21 budget—no action required

7) NEW BUSINESS

- A. Third-quarter budget amendment resolution

8) REPORTS AND CORRESPONDENCE

- A. Saxton's Expenditure Report
- B. WGI-Central Parking Deck repairs estimate

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 2017-2022

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2019-2020

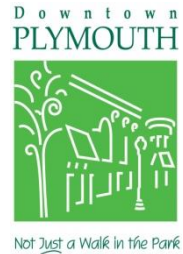
- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)

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**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>



CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY

Monday, May 11, 2020
Online via Zoom.us
Regular Meeting Minutes

Meeting called to order at 7:02 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Mayor
Adam Covington, Chairperson
Kerri Pollard, Vice Chairperson
Ellen Elliott
Scott Foess
Maura Hynes
Dan Johnson
Andre Martinelli
Patrick O'Neill
Brent Rieli

MEMBERS ABSENT:

Daniel Farmer

OTHERS PRESENT:

Paul Sincock, City Manager
Karen Sisolak, Planning Commission Chair
Tony Bruscatto, DDA Executive Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. APPROVAL OF THE AGENDA:

A motion was made by Mayor Wolcott and seconded by Director Johnson to approve the 5-11-2020 Regular Meeting Agenda.

MOTION PASSED 10-0.

4. APPROVAL OF MEETING MINUTES:

A motion was made by Vice Chair Pollard and seconded by Director Elliott to approve the 4-13-2020 Regular Meeting Minutes.

MOTION PASSED 10-0.

5. BOARD COMMENTS:

Director Elliott thanked DDA staff for their work on business update information. Elliott said that the Redevelopment Ready Community program has a Transportation Alternatives initiative that may have value and urged Board Members to visit the SEMCOG website. Elliott said that there should be full compliance with parking requirements as it pertains to rooftop seating. Elliott said she sat in a meeting with Representative Matt Koleszar and the issue of patio expansion came up. Elliott said that DDA and City should look to allow the expansion of patios into the street. Elliott said she would like to hold a Zoom meeting with downtown business owners to share strategies to help each other.

Vice Chair Pollard said she would like to help facilitate a Zoom meeting with downtown business owners. Pollard thanked DDA staff for their regular updates.

City Manager Sincock said that City administration has been working on the potential expansion of restaurant patios and is waiting on some clarification from the State relating to liquor license issues.

DDA Executive Director Bruscato said he has been in discussion with City Commissioner Tony Sebastian and Representative Koleszar about the expansion of patios.

Mayor Wolcott said he is also involved with discussion at the State level about potential patio expansion. Mayor Wolcott welcomed new DDA Board Member Andre Martinelli to the DDA Board.

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Chairman Covington said the DDA Board is committed to listening to residents and business owners about plans for Kellogg Park.

6. OLD BUSINESS

A. DDA Master Plan Update – Road Diet rendering

DDA Executive Director Bruscato gave an update on Wade Trim’s work on the DDA Master Plan.

Director Elliott said she needed clarification on why the bike lanes appear to have narrowed from between five and six feet originally, to close to four feet on the latest rendering.

Vice Chair Pollard asked if a mid-block crosswalk was still under consideration.

Mayor Wolcott said the City Commission is still looking at costs for a potential mid-block crosswalk on Main Street outside the DDA boundaries.

Director Johnson said Ann Arbor is in the process of doing a road diet and has added bollards in between the bike lane and the vehicular lane.

Director Martinelli asked for clarification on whether there would be green paths in the transition areas between a dedicated bike lane and a sharrows area.

B. Strategic Plan Update

Executive Director Bruscato gave an update on items on the DDA Strategic Plan.

Chairman Covington said that Wade Trim is looking at updates to crosswalks at Ann Arbor Tr. and Main. Chairman Covington said he is encouraged with the feedback on the latest draft of the Kellogg Park Master Plan.

Executive Director Bruscato said that Wade Trim will get a copy of all the feedback before presenting the final plan. Bruscato said he will get a timeline from Wade Trim on the development of the final version of the Kellogg Park Master Plan for June’s meeting.

Chairman Covington said that when the DDA gets the Kellogg Park report, the plan will be examined by the Board to determine potential funding and feasibility of each piece of the

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plan.

Executive Bruscato said that when the new master plans are finalized, the Board will then work with city planner Sally Elmiger to develop an update to the DDA Strategic Plan.

Mayor Wolcott said the City and Wilcox Foundation remain committed to the Kellogg Park Fountain Project for spring of 2021.

Director Elliott said she has concerns that the citizens are not being listened to and the latest draft of the Kellogg Park Master Plan did not reflect what the citizens are asking for. Elliott hopes the next version will better reflect citizen comments. Elliott said the Board must be mindful of potential costs of projects in the new master plans. Elliott said that directional parking should be uniform across the City and not changed in just one area.

Chairman Covington said that consultants are paid to stretch ideas and get people out of their comfort zone. Chairman Covington said he thinks this is happening and hopes Wade Trim's final plans will reflect the citizen feedback.

Resident David Walls is concerned that the Main Street road diet could increase traffic on Harvey.

Resident Dave Rucinski said he wanted to see the letter sent to administration by Wade Trim on citizen feedback and wanted all the citizen feedback to be released publicly.

Resident Denise Burrows said she would like to see a spreadsheet breaking down citizen feedback on items within the Kellogg Park plan. Burrows said she is worried about bike lanes at the Ann Arbor Tr. and Main intersection.

Resident Jan Dersey said she thinks the fountain construction should be done this year when events are cancelled due to COVID-19.

Chairman Covington said that many parts of the fabrication process of the new fountain are on hold due to the pandemic which has delayed construction.

Resident Bob McCausland said Kellogg Park is the essence of Plymouth and we should be cautious on making any changes.

7. NEW BUSINESS

A. Central Parking Deck - WGI Inspection Resolution

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Executive Director Bruscato explained the proposal from WGI to inspect the Central Parking Deck.

Director Johnson asked that the next round of renovations include improving lighting around the outside of the deck.

Director Elliott asked if the 2018 lighting upgrade option was completed.

Executive Director Bruscato said that the DDA did not approve that option during the 2018 repairs.

Director Elliott asked if there is a running contract for future inspections.

Executive Director Bruscato said that report is used for projections and that staff will come to the Board when administration determines an inspection may be needed.

Director Elliott asked what the lifespan is of the Central Parking Deck.

Executive Director Bruscato said the Central Parking Deck can be refurbished to last for a long time, but refurbishing costs will continue to increase.

Vice Chair Pollard said she hopes to have discussions on creating a plan for a new parking deck soon.

Executive Director Bruscato said that staff looked into cost for a new deck a few years ago and a new deck would be in the \$20 million range.

Mayor Wolcott said the DDA and City looked into several ways to potentially pay for a new deck a couple years ago, but most options were not feasible at the time. Mayor Wolcott says he is open to re-engaging the conversation in future months.

RESOLUTION

The following resolution was offered by Director Elliott and seconded by Director Johnson.

- WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority and*
- WHEREAS In the spring and fall of 2018 the DDA Board voted to spend a total of \$372,000 for construction costs, and*
- WHEREAS WGI Michigan is familiar with this parking structure, providing engineering analysis reports, construction documents, and construction administration since 1991, and*
- WHEREAS WGI Michigan has indicated in their 20-year probable construction costs for repairs and estimates report from 2018, a potential expenditure of \$158,000 in repair costs for 2020, and*
- WHEREAS There have been some areas of concrete failure in the Central Parking Deck resulting in concrete falling from the bottom of the upper level to the first level,*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with WGI Michigan in Kalamazoo, MI, for the inspection of the Central Parking Deck to determine potential repairs in 2020 in the amount of \$8,900 from Acct. No. 494 290 977 813, which currently has \$25,000 for such purposes.

YES
Chairmain Covington
Vice Chair Pollard
Mayor Wolcott
Elliott
Hynes
Martinelli
O’Neill
Rieli

NO

ABSTAINED
Foess
Johnson

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8. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

Executive Director Bruscato presented the March 2020 Saxton's Expenditure Report.

B. DMS DOWNTOWN PROJECT UPDATE

Executive Director Bruscato explained DMS projects during spring of 2020.

Chairman Covington announced he is leaving the DDA Board for personal reasons and that Vice Chair Pollard would assume the role as DDA Chair. Mayor Wolcott, City Commission Suzi Deal and other DDA Board Members thanked Covington for his service.

9. ADJOURNMENT

Director Elliott made a motion seconded by Director Rieli to adjourn the DDA Regular Meeting.

MOTION PASSED 9-0

Meeting adjourned at 9:10 p.m.

DDA 2018 Five Year Strategic Plan

City of Plymouth

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update as of 6/4/2020
Identify Alternative Funding Sources	Develop a vision/plan to explore and identify alternative funding mechanisms for capital improvement projects. Plan should include "Action Plan" that identifies steps for obtaining funding via each funding source.	DDA Board	Short Term	DDA Funding/Grants/Public-Private Partnerships	Delayed because of COVID-19. The Finance Committee consisting of DDA Board directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The assignment for each member is to bring two suggestions for potential funding. The 4/13/2020 meeting was cancelled.
	Establish a DDA Finance Committee.	DDA Board	Short Term	No Cost	The 4/13/2020 meeting cancelled because of COVID-19
Increase Parking Inventory	Create Comprehensive Parking Plan that determines existing and future parking needs, and 1-5 year vision for parking facilities, including reconstruction of parking deck. Plan should also identify, evaluate and prioritize funding and revenue sources (paid parking, assessments, private/public partnerships, advertising, etc.).	DDA Board/Parking Sub-Committee	Short Term	Paid Parking, Assessments, Public-Private Partnerships	Delayed because of COVID-19. City staff will reconvene working on plan when appropriate. DDA Staff is analyzing kiosks and quotes from two vendors to give a recommendation to the project team at the next meeting.
	Assist in moving Saxton's development project forward by hosting/participating in joint planning meeting to discuss site plan features with the City Commission and Planning Commission.	City Administration/ DDA Staff/ Planning Commission	Short Term	No Cost	The Planning Commission approved the PUD and site plan at its 4/8/2020 meeting. The PC recommendation moves to the City Commission which is expected to vote on the plan in June. Historic District Commission has already given its approvals.
Make Downtown More Pedestrian Friendly	Repair/replace tree grates; maintain existing and install where needed. Investigate tree grates made of more flexible material to avoid heaving.	DDA Staff	Short Term	DDA Funding/Public-Private partnerships	DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan.
	Create a sense of arrival/entryway into downtown by improving pedestrian crossings identified in 2017 goals (Main/Church, Harvey/Penniman, Harvey/Wing and Main/Wing)	DDA Staff	Medium Term	DDA Budget/City Budget/Grants	The passage of the street bond proposal on the 11-5-2019 ballot could have money for improvement of streets and pedestrian crossing signals downtown. This year's plan for re-striping downtown parking spaces also includes additional striping at the crosswalks with reflective paint to make them more distinctive for both pedestrians.
	Create tree lighting plan to provide full LED display on all trees within desired boundary (purchase, installation and maintenance)	DDA Staff	Short Term	DDA Budget/Partnerships with Property and Business Owners	Staff considering proposals for replacement of tree lights on Forest Ave. in the 2020-21 fiscal year.
	Increase lighting, especially in alleys	DDA Staff	Short Term	DDA Budget	New lights have been added in the Central Parking Deck walkway between Park Place Gastro Pub and The Sardine Room on 2-5-20.
Kellogg Park	Develop and implement Kellogg Park improvements (turf, preserve tree canopy, more permanent solution for bandstand) by creating a fundraising campaign (brick pavers, corporate sponsorship, donations).	City Commission/ DDA Board	Medium Term	Fundraising/Grants	Wade Trim presented alternatives for potential projects as part of the Kellogg Park Master Plan at the 4/13/2020 meeting. Preparing a final draft.
	Fountain Completion	City Commission	Short Term	Wilcox Foundation	Mayor Wolcott and The Wilcox Foundation have agreed to move the project to spring 2021. The City Commission on 3/2 approved the contract with The Wilcox Foundation to fund the Kellogg Park fountain...with a \$20,000 contribution from the DDA (previously approved by the DDA Board) and \$30,000 from the City.
Support Businesses	Support business mix by creating a clearinghouse of all requirements (i.e. site development, marketing properties to decrease vacancies, façade improvement program, Redevelopment Ready Communities (RRC) Program)	DDA Staff/ City Administration/ City Commission	Short Term	No Cost	DDA Staff has been updating website and social media with business information during COVID-19, conducted a kids' coloring contest, Takeout Tuesday contest for restaurants and Downtown Plymouth Shopping Contest for retailers. Purchasing barricade banners for downtown social district.
New Items	Develop plan for DDA future street lighting upgrade and phased implementation	DDA Staff	Long Term	No Cost	Wade Trim to give an update on DDA Master Plan at 6/8/2020 meeting.
	Complete a study of infrastructure in the DDA including electricity, plumbing, water, sidewalks, and trees	DDA Staff/City Administration	Short Term	DDA Budget	Completed by Wade Trim as part of the DDA Master Plan.



Memorandum

To: Mr. Anthony Bruscato, Executive Director
City of Plymouth Downtown Development Authority Board

From: Shawn W. Keough, PE

Date: June 4, 2020

Subject: Wade Trim Project Update

Wade Trim is pleased to present this update related to our two current project activities.

Downtown Development Authority Master Plan

We are pleased to report that we have completed a solid draft of the Final Master Plan report. The draft report is currently 71 pages total and contains a summary of the process that has been followed since the initial authorization. The Master Plan report is a large file size and will be transmitted to the DDA and City for your review and distribution to the DDA Board.

Upon your review, please provide us with a summary of any questions or comments. We will incorporate those comments into a final version. We are willing to provide printed copies of the final report in addition to digital copies that can be stored electronically and shared online for public viewing. We can work through how many copies are needed once the final version has been completed. It would be our goal to have the final version by the July 2020 DDA meeting (if not sooner).

You can view the DDA Master Plan draft here: [20200604- Draft Plymouth DDA 2020 Master Plan Report.pdf](#)

Kellogg Park Master Plan

As the DDA Board is aware, preliminary concepts for Kellogg Park were presented to the DDA and members of the public at the April 13, 2020 DDA meeting that was conducted as a Zoom meeting. Since that time, we have provided the DDA Board with a summary of the comments that we received that evening. Shortly following the April DDA meeting, our presentation materials were posted online to seek additional comments. We were provided some of those comments in mid May 2020.

Wade Trim is prepared to complete and present our recommendations for the final Kellogg Park Master Plan. This can be ready for the July DDA meeting or another meeting further out.

We trust that this brief project update is helpful. We will not be formally presenting any information at the June DDA meeting; however, we would be happy to answer any questions that may arise as you review the draft DDA Master Plan. Please feel free to contact me with questions. We appreciate the opportunity to assist the City of Plymouth Downtown Development Authority with these projects.



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\June2020
Date: 06/08/2020
Re: DDA 2020-21 budget

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

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

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

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

Sec. 228.

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

DDA staff, as usual, prepared the budget in February and presented it to Finance Director John Scanlon for review. The City Commission passed the DDA budget as part of the overall city budget at its June 1 meeting.

Below are explanations of major line items in the 2020-2021 DDA Budget which begins on July 1, 2020.

REVENUES– Property tax revenues (248.000.403.000) (page 166 *A) in fiscal year 2020-21 are projected to increase by approximately \$21,000. The total budget revenues of approximately \$1.1-million remains at 2019-20 levels.

Estimated revenues related to concerts (248.000.620.000) (page 166 *B) are projected at \$60,000, however because of COVID-19 that revenue won't be realized. Since concerts have already been postponed/cancelled for the time being, there are no expenses being accrued. If any of the concerts are held, we expect to be able to be cost-neutral with sponsorships, as has been the case for at least a decade.

EXPENDITURES – The DDA continues to pay the Saxton's bond payment of \$226,210 (248.965.965.315) (page 169 *C), and will for the next six years. However, the sale money will be used toward parking; which could include purchasing property for additional parking, constructing a new parking lot, such as at the Saxton's property, or the reconstruction of current parking lots.

With the DDA Board's vote at the November 13, 2014 meeting to support 25-percent of the cost for a downtown-based police officer (248.301) (page 167 *D), this year's anticipated expenditure of \$33,700 is up from the 2019-20 budget by about \$1,000 because of salary and pension cost increases. Projected over 4 years, with salary, benefits and other factors going up each year, the DDA's contribution is expected to increase to \$37,540 by 2024-25.

The three line items that pay for the DDA's use of city services will all go up by 3 percent. DDA Operating Fund City administrative services (248.290.815.000) (page 167 *E) of \$61,460; parking system administrative services (248.443.815.000) (page 168 *F) for parking enforcement at \$41,120; and the infrastructure maintenance services to the Department of Municipal Services (248.820.815.000) (page 168 *G) of \$134,580; will increase the DDA's total cost for those three line items by a projected \$7,410 in fiscal year 2020-21.

In the 2019-20 fiscal year, the DDA spent \$20,000 for maintenance of the tree lights throughout downtown. In 2020-21, we have budgeted \$20,000 as we've been told by our contractor we will continue to need a significant amount of maintenance to replace older and dimming lights. That amount of money will pay for about half the tree lights needing replacing on Forrest Ave, the last area where new lights need to be installed.

Another challenge will be the Saxton's property. We did not have a major expense in 2019-20, and are hopeful that trend continues as we await the pending sale of the property. The DDA is responsible for maintenance of the building and grounds. Maintenance expenses can include gas, electric and water; as well as lawn service. Unexpected expenses, in the past, have included installing two boilers, for about \$25,000...as well as several thousand dollars because of a broken water pipe.

Lately, at Saxton's, we've been able to show a surplus with the rents from tenants that is used for expected and unexpected expenses. That includes paying nearly \$20,000 in attorney fees

during the sale process. Fortunately, with no major expenses and revenue from tenants, the DDA has a surplus to draw upon.

Page 187 shows the DDA Capital Improvement Fund. We generally budget \$25,000 a year for repairs to the Central Parking Deck. The DDA spent \$380,000 in 2018 for an overhaul of the deck. The DDA Board approved an inspection of the deck in May by WGI, our general contractor for the renovation project. We are expecting a report this month on any maintenance needed in the structure.

Looking ahead, the 2020-2021 fiscal year budget is on par with the current budget, and hopefully our continued efforts of being fiscally responsible will be rewarded. DDA staff has a history of being very conservative in spending, generally adding to the fund balance at the end of the fiscal year. However, expenses related the Saxton's property and as-of-yet other unknowns could have us readjusting expenditures.

In 2019-20 we had additional expenses related to COVID-19 with Takeout Tuesday restaurant and Plymouth Downtown Shopping Contest gift cards, printing of contest cards for merchants, purchasing face masks for retailers, and banner sleeves for city barricades for the downtown social district in which restaurants are using public parking spaces for outdoor dining. Because DDA staff has been conservative in spending, despite those additional expenses, the DDA is expected to add \$72,000 to the fund balance at the end of this current fiscal year on June 30.

That being said, with the operating fund balance projected at nearly \$572,564 the DDA is poised to be in good financial shape.

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

RECOMMENDATION: Staff recommends the DDA Board pass the attached resolution to show its support of the 2020-2021 DDA budget as presented and approved by the City Commission.

BUDGET												
Account #	Account Title	2018/19		2019/20				2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	DDA OPERATING FUND REVENUES											
	<u>DDA Operating Revenues</u>											
A- 248 000 403.000	CURRENT PROPERTY TAX/REAL	920,000	919,705	987,640	987,640	847,028	1,022,483	1,053,810	1,085,420	1,117,980	1,151,510	1,186,060
248 000 405.000	TAXES RECOVERED BY COUNTY	(1,500)	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	8,000	8,000	0	8,000	0	0	0	0	0
248 000 445.000	PENALTIES & INTEREST	0	0	0	0	0	0	0	0	0	0	0
248 000 531.000	STATE/FEDERAL GRANTS	0	0	0	0	0	0	0	0	0	0	0
248 000 573.000	LOCAL COMMUNITY STABILIZATION	7,600	7,607	7,500	7,500	0	7,500	7,500	7,730	7,960	8,080	8,200
248 000 532.000	FEDERAL GRANTS/CDBG	0	0	0	0	0	0	0	0	0	0	0
B- 248 000 620.000	CONCERT REVENUES	60,100	63,500	50,000	50,000	33,200	50,000	60,000	61,800	63,650	65,560	67,530
248 000 621.000	BENCH SALE REVENUES	2,200	1,641	1,000	1,000	1,000	1,000	0	0	0	0	0
248 000 665.000	INTEREST ON INVESTMENTS	7,000	8,522	50	50	3,965	50	50	50	50	50	50
248 000 670.000	PROGRAM FEES	0	0	0	0	0	0	0	0	0	0	0
248 000 675.000	CONTRIB FROM PRIVATE SOURCES	0	0	10,000	10,000	0	10,000	0	5,000	5,000	5,000	5,000
248 000 675.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0	0	1,500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500
248 000 679.000	ADVERTISING REVENUE	0	0	0	0	0	0	0	0	0	0	0
248 000 680.000	OTHER INCOME	900	900	0	0	800	0	800	820	840	870	900
248 000 684.000	OFFICE RENTAL - DDA-587 ANN ARBOR TR	53,100	48,100	53,100	53,100	16,950	53,100	29,100	29,970	30,870	31,800	32,750
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	150,000	0	0	0	0	0	0	0	0	0	0
	DDA OPERATING FUND REVENUE GRAND TOTAL	1,199,400	1,049,975	1,115,790	1,115,790	902,943	1,150,633	1,149,760	1,189,260	1,224,760	1,261,190	1,298,710

BUDGET

Account #	Account Title	2018/19		2019/20				2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA OPERATING FUND EXPENDITURES												
Administration Expenditures												
248 290 706.000	SALARY & WAGES/FULL TIME	108,670	106,798	112,490	112,490	52,343	112,490	114,750	118,190	121,740	125,390	129,150
248 290 706.050	SALARY & WAGES/PART TIME	0	0	0	0	0	0	0	0	0	0	0
248 290 706.100	SALARY & WAGES/SICK	4,570	3,022	4,730	4,730	0	4,730	4,850	5,000	5,150	5,300	5,460
248 290 706.300	SALARY & WAGES/LONGEVITY	450	450	500	500	500	500	550	570	590	610	630
248 290 706.600	SALARY & WAGES/VACATON PAYOFF	2,940	2,518	3,020	3,020	0	3,020	3,100	3,190	3,290	3,390	3,490
248 290 707.000	SALARY & WAGES/TEMP-SEASONAL	4,400	2,866	0	0	1,744	0	0	0	0	0	0
248 290 709.000	SALARY & WAGES/OVERTIME	1,500	1,290	800	800	1,025	800	0	0	0	0	0
248 290 721.000	FRINGE BENEFITS	59,260	33,504	60,365	60,365	25,024	60,365	62,350	64,220	66,150	68,130	70,170
248 290 721.500	POST RETIREMENT BENEFITS	17,630	21,415	17,420	17,420	8,260	17,420	21,150	23,910	26,870	29,880	32,820
248 290 727.000	OFFICE SUPPLIES	500	312	500	500	33	500	500	520	540	560	580
248 290 728.000	POSTAGE	200	177	200	200	39	200	200	210	220	230	240
248 290 740.000	OPERATING SUPPLIES	1,200	1,104	1,200	1,200	896	1,200	1,200	1,240	1,280	1,320	1,360
248 290 815.000	ADMINISTRATIVE SERVICES	57,930	57,930	59,670	59,670	29,835	59,670	61,460	63,300	65,200	67,160	69,170
248 290 818.000	CONTRACTUAL SERVICES	12,000	16,898	9,000	9,000	6,101	9,000	11,000	11,330	11,670	12,020	12,380
248 290 818.150	CONT SVCS/CITY ATTY - SPECIAL	0	0	0	0	0	0	0	0	0	0	0
248 290 850.000	COMMUNICATIONS	4,000	4,687	2,000	2,000	1,511	2,000	2,000	2,060	2,120	2,180	2,250
248 290 860.000	TRANSPORTATION	300	411	300	300	252	300	400	410	420	430	440
248 290 864.000	CONFERENCES & MEETINGS	1,000	190	1,500	1,500	461	1,500	1,500	1,550	1,600	1,650	1,700
248 290 865.000	PUBLIC RELATIONS EVENTS	300	242	300	300	0	300	300	310	320	330	340
248 290 900.000	PRINTING & PUBLISHING	200	64	200	200	0	200	200	210	220	230	240
248 290 920.000	PUBLIC UTILITIES	2,580	2,226	2,580	2,580	901	2,580	2,580	2,660	2,740	2,820	2,900
248 290 925.000	PUBLICATIONS/SUBSCRIPTIONS	100	0	100	100	0	100	100	100	100	100	100
248 290 930.000	REPAIRS & MAINTENANCE	3,000	1,760	5,000	5,000	2,155	5,000	5,000	5,150	5,300	5,460	5,620
248 290 938.000	EQUIPMENT LEASE EXPENSE	1,200	33	1,200	1,200	141	1,200	1,200	1,240	1,280	1,320	1,360
248 290 940.000	EQUIPMENT RENTAL - FORCE ACCT	690	645	690	690	300	690	690	710	730	750	770
248 290 942.000	OFFICE RENT	18,540	16,700	18,540	18,540	10,050	18,540	18,000	18,540	19,100	19,670	20,260
248 290 956.000	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0
248 290 957.000	TRAINING EXPENSE	600	173	600	600	66	600	500	520	540	560	580
248 290 958.000	MEMBERSHIPS & DUES	1,500	1,030	1,200	1,200	1,030	1,200	2,000	0	0	0	0
248 290 962.000	RESERVE FOR CONTINGENCY	66,865	0	123,915	105,015	0	0	123,020	187,980	201,870	203,160	214,426
248 290 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0	0
Total		372,125	276,444	428,020	409,120	142,664	304,105	438,600	513,120	539,040	552,650	576,436
Police Service Expenditures												
248 301 706.000	SALARY & WAGES/FULL TIME	16,500	16,951	20,600	20,600	8,931	20,600	20,250	21,260	21,690	22,120	22,560
248 301 706.100	SALARY & WAGES/SICK	0	94	0	0	0	0	0	0	0	0	0
248 301 706.200	SALARY & WAGES/HOLIDAY PAY	850	653	910	910	873	910	900	950	970	990	1,010
248 301 706.400	SALARY & WAGES/UNIFORM ALLOW	130	416	130	130	151	130	175	180	180	180	180
248 301 709.000	SALARY & WAGES/OVERTIME	1,000	0	1,000	1,000	0	1,000	1,775	1,860	1,900	1,940	1,980
248 301 721.000	FRINGE BENEFITS	9,320	4,784	10,320	10,320	4,571	10,320	10,600	11,130	11,350	11,580	11,810
248 301 721.500	POST RETIREMENT BENEFITS	0	1,085	0	0	0	0	0	0	0	0	0
Total		27,800	23,984	32,960	32,960	14,528	32,960	33,700	35,380	36,090	36,810	37,540

BUDGET

Account #	Account Title	2018/19		2019/20				2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<u>Parking System Expenditures</u>												
F- 248 443 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 443 815.000	REIMB TO GEN FD - CITY PARKING SERVICES	38,760	38,760	39,920	39,920	19,960	39,920	41,120	42,350	43,620	44,930	46,280
248 443 818.000	CONTRACTUAL SERVICES	3,500	3,473	3,500	3,500	1,680	3,500	4,000	4,120	4,240	4,370	4,500
Total		42,260	42,233	43,420	43,420	21,640	43,420	45,120	46,470	47,860	49,300	50,780
<u>Saxton Parking Facility Expenditures</u>												
248 445 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 445 818.000	CONTRACTUAL SERVICES	35,000	34,788	20,000	20,000	1,042	20,000	2,000	2,060	2,120	2,180	2,250
248 445 850.000	COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0
248 445 920.000	PUBLIC UTILITIES	10,000	7,957	10,000	10,000	2,123	10,000	8,000	8,240	8,490	8,740	9,000
Total		45,000	42,744	30,000	30,000	3,165	30,000	10,000	10,300	10,610	10,920	11,250
<u>DDA Marketing Expenditures</u>												
248 811 727.000	OFFICE SUPPLIES	500	0	1,000	1,000	150	1,000	1,000	1,030	1,060	1,090	1,120
248 811 728.000	POSTAGE	200	0	200	200	0	200	200	210	220	230	240
248 811 740.000	OPERATING SUPPLIES	1,000	508	1,000	1,000	200	1,000	1,000	1,030	1,060	1,090	1,120
248 811 794.000	CONCERT EXPENSES	50,000	62,310	50,000	50,000	26,011	50,000	65,000	66,950	68,960	71,030	73,160
248 811 818.000	CONTRACTUAL SERVICES	12,000	6,006	12,000	12,000	7,689	12,000	14,000	14,420	14,850	15,300	15,760
248 811 900.000	PRINTING & PUBLISHING	9,000	3,121	9,000	9,000	1,959	9,000	7,000	7,210	7,430	7,650	7,880
Total		72,700	71,944	73,200	73,200	36,009	73,200	88,200	90,850	93,580	96,390	99,280
<u>Infrastructure Maintenance Expenditures</u>												
248 820 707.000	SALARY & WAGES/TEMP-SEASONAL	5,900	0	4,130	4,130	0	4,130	8,500	8,760	9,020	9,290	9,570
248 820 709.000	SALARY & WAGES/OVERTIME	0	0	0	0	0	0	0	0	0	0	0
248 820 721.000	FRINGE BENEFITS	460	0	340	340	0	340	500	520	540	560	580
248 820 721.500	POST RETIREMENT BENEFITS	0	0	0	0	0	0	0	0	0	0	0
248 820 740.000	OPERATING SUPPLIES	100	9	100	100	0	100	100	100	100	100	100
248 820 815.000	REIMB TO GEN FD - CITY MSD SERVICES	126,850	126,850	130,660	130,660	65,330	130,660	134,580	138,620	142,780	147,060	151,470
248 820 818.000	CONTRACTUAL SERVICES	40,000	47,802	40,000	58,900	40,997	58,900	60,000	15,000	15,450	29,000	40,000
249 820 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
248 820 930.000	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
248 820 931.000	REPAIRS & MAINT- SUMMER	18,000	13,025	18,000	18,000	4,365	18,000	18,000	18,540	19,100	19,670	20,260
248 820 932.000	REPAIRS & MAINT - WINTER	41,250	36,852	41,250	41,250	3,750	41,250	41,250	42,490	43,760	45,070	46,420
248 820 933.000	HOLIDAY LIGHTS MAINTENANCE	20,845	20,843	20,000	20,000	19,336	20,000	20,000	20,600	21,220	21,860	22,520
248 820 940.000	EQUIPMENT RENTAL - FORCE ACCT	0	0	0	0	0	0	0	0	0	0	0
Total		253,405	245,381	254,480	273,380	133,778	273,380	282,930	244,630	251,970	272,610	290,920
<u>Capital Outlay</u>												
248 900 977.811	CAP OUTLAY/ MARKETING	0	0	0	0	0	0	0	0	0	0	0
248 900 977.813	CAP OUTLAY/ PARKING	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0
DDA OPERATING FUND (OPERATING) EXPENDITURE TOTAL		813,290	702,731	862,080	862,080	351,784	757,065	898,550	940,750	979,150	1,018,680	1,066,206

BUDGET												
Account #	Account Title	2018/19		2019/20				2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Transfers-Out to Other Funds												
C- 248 965 965.310	CONTRIB TO 2010 CAP IMP DBT FD (STREETSC	0	0	0	0	0	0	0	0	0	0	0
248 965 965.315	CONTRIB TO 2015 LTGO CAP IMP DBT FD	236,110	235,900	228,710	228,710	208,600	228,710	226,210	223,510	220,610	217,510	207,504
248 965 965.405	CONTRIB TO DDA CAP IMP FUND	150,000	150,000	25,000	25,000	12,500	25,000	25,000	25,000	25,000	25,000	25,000
248 965 965.494	CONTRIB TO DDA CONSTRUCTION FUND	0	0	0	0	0	0	0	0	0	0	0
	Total	386,110	385,900	253,710	253,710	221,100	253,710	251,210	248,510	245,610	242,510	232,504
	DDA OPERATING FUND EXPENDITURE GRAND TOTAL	1,199,400	1,088,631	1,115,790	1,115,790	572,884	1,010,775	1,149,760	1,189,260	1,224,760	1,261,190	1,298,710
	DDA OPERATING FUND BALANCE											
	BEGINNING SURPLUS (OR DEFICIT)	348,342	348,342	327,182	327,182	309,685	309,685	449,544	572,564	760,544	962,414	1,165,574
	CURRENT-YEAR REVENUES	1,199,400	1,049,975	1,115,790	1,115,790	902,943	1,150,633	1,149,760	1,189,260	1,224,760	1,261,190	1,298,710
	CURRENT-YEAR EXPENDITURES	(1,199,400)	(1,088,631)	(1,115,790)	(1,115,790)	(572,884)	(1,010,775)	(1,149,760)	(1,189,260)	(1,224,760)	(1,261,190)	(1,298,710)
	CURR-YEAR SURPLUS (OR DEFICIT)	0	(38,656)	0	0	330,059	139,858	0	0	0	0	0
	+ CONTINGENCY / - APPROPRIATION OF PRIC	(83,135)	0	123,915	105,015	0	0	123,020	187,980	201,870	203,160	214,426
	ENDING SURPLUS (OR DEFICIT)	265,207	309,685	451,097	432,197	639,745	449,544	572,564	760,544	962,414	1,165,574	1,380,000

BUDGET												
Account #	Account Title	2018/19		2019/20				2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
DDA CAPITAL IMPROVEMENT FUND REVENUES												
494 000 665.000	INTEREST ON INVESTMENTS	50	1	50	50	0	50	50	50	50	50	50
494 000 675.010	CONTRIBUTIONS / PUBLIC FOUNTAIN	0	0	0	0	0	0	0	0	0	0	0
494 000 675.248	CONTRIBUTION FROM DDA OPER FUND	150,000	150,000	25,000	25,000	12,500	25,000	25,000	25,000	25,000	25,000	25,000
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		150,050	150,001	25,050	25,050	12,500	25,050	25,050	25,050	25,050	25,050	25,050
DDA CAPITAL IMPROVEMENT FUND EXPENDITURES												
494 290 818.406	CONT SVCS/ENG-ARCH	0	0	0	0	0	0	0	0	0	0	0
494 290 818.450	CONT SVCS/STREET CONSTRUCTION	0	0	0	0	0	0	0	0	0	0	0
494 290 962.000	RESERVE FOR CONTINGENCY	50	0	50	50	0	0	0	0	0	0	0
494 290 972.437	CAP OUTLAY/LAND IMP - PUBLIC FOUNTAIN	0	0	0	0	0	0	0	0	0	0	0
494 290 976.437	CAP OUTLAY/REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
494 290 977.000	CAP OUTLAY/EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0
494 290 977.813	CAP OUTLAY/DDA PARKING & DECK	150,000	117,444	25,050	25,050	0	25,050	25,050	25,050	25,050	25,050	25,050
494 290 977.820	CAP OUTLAY/STREETSCAPE MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
DDA CAPITAL IMPROVEMENT FUND EXPENDITURE GRAND TOTAL		150,050	117,444	25,100	25,100	0	25,050	25,050	25,050	25,050	25,050	25,050
DDA CAPITAL IMPROVEMENT FUND												
BEGINNING SURPLUS (OR DEFICIT)		40,242	40,242	40,292	40,292	72,800	72,800	72,800	72,800	72,800	72,800	72,800
CURRENT-YEAR REVENUES		150,050	150,001	25,050	25,050	12,500	25,050	25,050	25,050	25,050	25,050	25,050
CURRENT-YEAR EXPENDITURES		(150,050)	(117,444)	(25,100)	(25,100)	0	(25,050)	(25,050)	(25,050)	(25,050)	(25,050)	(25,050)
CURRENT-YEAR SURPLUS (OR DEFICIT)		0	32,557	(50)	(50)	12,500	0	0	0	0	0	0
+ CONTINGENCY / - APPROPRIATION OF PRIC		50	0	50	50	0	0	0	0	0	0	0
ENDING SURPLUS (OR DEFICIT)		40,292	72,800	40,292	40,292	85,300	72,800	72,800	72,800	72,800	72,800	72,800

RESOLUTION

ADOPTION OF THE 2020-2021 BUDGET

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

WHEREAS the 2020 – 2021 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 1 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 2020-2021 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, 2020.



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\June2020
Date: 06/08/2020
Re: 2019-20 Third-Quarter Budget Amendment

Date: June 3, 2020

To: DDA Board, DDA Staff

From: John Scanlon, Finance Director

Subject: Third Quarter Budget Amendments

Issue: 2019-20 Third Quarter Budget Amendments – June 3, 2020

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

Please find the attached Revenue and Expenditure reports through May 31, 2020 for the 2019-20 fiscal year for the Downtown Development Authority (248) operating fund, as well as the capital improvement fund (405). Due to the timing of these budget amendments, they reflect what is anticipated through the end of the fiscal year. Following is an explanation of significant changes.

DDA Operating Fund

The overall fiscal health of the DDA General Operating Fund is strong. The attached budget amendments, reflected in the Budget Amendment Summary, make up approximately 1.5% of the original budget. Through the first eleven months of the fiscal year, overall revenues are up 5%. The largest amendment is a reduction in the Saxton's Office Rental line item, which is due to the tenants moving out in anticipation of the sale of the property.

Expenditures, through the first eleven months, are down 8.2%. The decline in expenditures is attributable to a reduced contribution to the capital improvement fund. In the 2018-19 fiscal year, the contribution increased to \$150,000 to assist in parking deck improvements. Overall expenditures remain stable. They include a \$25,000 contribution to the capital improvement fund and paid down \$228,710 in debt.

DDA Capital Improvement Fund

There is no proposed budget amendment in the capital improvement at this time. The \$25,000 contribution from the operating fund is expensed over the twelve months of the fiscal year. There is an \$8,900 expense expected in June not reflected in the May financial reports for the parking deck. However, that will still provide a \$16,100 addition to the \$72,800 fund balance.

BUDGET AMENDMENTS

The proposed budget amendments required through the end of the third quarter of the 2019-20 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 2019.

The proposed fourth quarter budget amendments in the Budget Adjustment Summary are consistent with the uniform budgeting act's administrative budget amendments, which gives the City Manager the discretion to transfer up to 10% from one appropriation to another appropriation within a fund. We have not typically made budget amendments using this practice in the DDA Budget. However, with the passage of Public Act 57 (The Recodified Tax Increment Financing Act), the City Commission needs to approve budget amendments prior to the Downtown Development Authority Board. That has happened for the third quarter budget amendments. By using the administrative budget amendment for the fourth quarter budget amendments, it allows the administration to still make the fourth quarter budget amendments and show them to both the City Commission and DDA board prior to the end of the fiscal year. Given our quickly changing financial circumstances, we found that this was the most appropriate action to take. The resolution which follows is necessary to adopt these amendments.

BUDGET ADJUSTMENT SUMMARY

THIRD QUARTER - FY 19-20

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	1,000,140	-	-	-	-	-	1,000,140
Program Fees & Other	115,650	-	-	(5,050)	(12,100)	(17,150)	98,500
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	1,115,790	-	-	(5,050)	(12,100)	(17,150)	1,098,640
DDA OPER FUND EXP: #248							
Administration	304,105	-	-	10,200	1,500	11,700	315,805
Police Services	32,960	-	-	25	-	25	32,985
Parking System	43,420	-	-	-	-	-	43,420
Saxton Parking Facility	30,000	-	-	-	-	-	30,000
DDA Marketing	73,200	-	-	-	900	900	74,100
Streetscape Maintenance	254,480	-	18,900	-	3,100	22,000	276,480
Contrib to DDA Debt Funds	228,710	-	-	-	-	-	228,710
Contrib to DDA Cap Imp Fund	25,000	-	-	-	-	-	25,000
Contingency	123,915	-	(18,900)	(15,275)	(17,600)	(51,775)	72,140
TOTAL EXPENDITURES	1,115,790	-	-	(5,050)	(12,100)	(17,150)	1,098,640

**BUDGET ADJUSTMENT SUMMARY
THIRD QUARTER - FY 19-20**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV: #405							
Contrib. & Other	25,050	-	-	-	-	-	25,050
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	25,050	-	-	-	-	-	25,050
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,050	-	-	-	-	-	25,050
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	25,050	-	-	-	-	-	25,050

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2019-20		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		05/31/2019	06/30/2019	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	05/31/2020	MONTH 05/31/20 INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Revenues								
Dept 000 - GENERAL REVENUES								
248-000-403.000	CURRENT PROPERTY TAX/REAL	919,704.61	919,704.61	987,640.00	987,640.00	1,013,692.03	0.00	102.64
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-409.000	PERSONAL PROPERTY TAX REPL REV	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	7,606.72	7,606.72	7,500.00	7,500.00	0.00	0.00	0.00
248-000-620.000	CONCERT REVENUES	60,100.00	63,500.00	50,000.00	50,000.00	44,200.00	0.00	88.40
248-000-621.000	BENCH SALE REVENUES	1,641.41	1,641.41	1,000.00	1,000.00	1,000.00	0.00	100.00
248-000-665.000	INTEREST ON INVESTMENTS	3,279.75	8,522.38	50.00	50.00	5,390.88	0.00	1,781.76
248-000-675.000	CONT FROM PRIVATE SOURCES	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
248-000-675.095	CONTRIBUTIONS FOR LIGHT DECORA	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	900.00	900.00	0.00	0.00	1,325.00	0.00	100.00
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AF	44,475.00	48,100.00	53,100.00	53,100.00	23,575.00	(3,075.00)	44.40
Total Dept 000 - GENERAL REVENUES		1,037,707.49	1,049,975.12	1,115,790.00	1,115,790.00	1,089,182.91	(3,075.00)	97.62
TOTAL REVENUES		1,037,707.49	1,049,975.12	1,115,790.00	1,115,790.00	1,089,182.91	(3,075.00)	97.62
Expenditures								
Dept 290 - ADMINISTRATION								
248-290-706.000	SALARY & WAGES/ FULL TIME	96,482.73	106,798.10	112,490.00	112,490.00	98,339.81	8,437.35	87.42
248-290-706.100	SALARY & WAGES/SICK	0.00	3,022.08	4,730.00	4,730.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	450.00	450.00	500.00	500.00	500.00	0.00	100.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	2,518.40	2,518.40	3,020.00	3,020.00	2,568.80	0.00	85.06
248-290-707.000	SALARY & WAGES/TEMP-SEASONAL	2,307.00	2,865.75	0.00	0.00	1,743.75	0.00	100.00
248-290-709.000	SALARY & WAGES/OVERTIME	1,259.64	1,289.62	800.00	800.00	1,819.02	72.75	227.38
248-290-721.000	FRINGE BENEFITS	34,812.95	33,504.46	60,365.00	60,365.00	47,413.09	4,329.11	78.54
248-290-721.500	POST RETIREMENT BENEFITS	27,750.17	21,415.18	17,420.00	17,420.00	15,142.49	1,376.59	86.93
248-290-727.000	OFFICE SUPPLIES	312.12	312.12	500.00	500.00	32.97	0.00	6.59
248-290-728.000	POSTAGE	142.22	176.78	200.00	200.00	49.50	11.00	24.75
248-290-740.000	OPERATING SUPPLIES	891.23	1,103.52	1,200.00	1,200.00	954.90	0.00	79.58
248-290-815.000	ADMINISTRATIVE SERVICES	53,102.50	57,930.00	59,670.00	59,670.00	54,697.50	4,972.50	91.67
248-290-818.000	CONTRACTUAL SERVICES	11,087.58	16,897.65	9,000.00	9,000.00	15,511.93	899.25	172.35
248-290-850.000	COMMUNICATIONS	3,852.85	4,687.26	2,000.00	2,000.00	2,728.72	209.69	136.44
248-290-860.000	TRANSPORTATION	108.35	411.11	300.00	300.00	251.72	0.00	83.91
248-290-864.000	CONFERENCES & MEETINGS	190.00	190.00	1,500.00	1,500.00	485.38	0.00	32.36
248-290-865.000	PUBLIC RELATIONS EXPENSE	191.90	241.90	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	63.50	63.50	200.00	200.00	0.00	0.00	0.00
248-290-920.000	PUBLIC UTILITIES	2,017.57	2,225.66	2,580.00	2,580.00	1,999.55	188.72	77.50
248-290-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-290-930.000	REPAIRS & MAINTENANCE	1,760.00	1,760.00	5,000.00	5,000.00	2,155.04	0.00	43.10
248-290-938.000	EQUIPMENT LEASE EXPENSE	27.92	33.07	1,200.00	1,200.00	152.48	2.64	12.71
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	595.00	645.00	690.00	690.00	450.00	0.00	65.22
248-290-942.000	OFFICE RENT	16,700.00	16,700.00	18,540.00	18,540.00	17,300.00	1,450.00	93.31
248-290-957.000	TRAINING EXPENSES	173.17	173.17	600.00	600.00	65.87	0.00	10.98
248-290-958.000	MEMBERSHIPS & DUES	1,030.00	1,030.00	1,200.00	1,200.00	1,130.00	0.00	94.17
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	123,915.00	105,015.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		257,826.80	276,444.33	428,020.00	409,120.00	265,492.52	21,949.60	64.89
Dept 301 - POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	15,264.02	16,950.65	20,600.00	20,600.00	17,517.92	1,548.98	85.04
248-301-706.100	SALARY & WAGES/SICK	0.00	94.32	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	653.28	653.28	910.00	910.00	872.65	0.00	95.90
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	70.15	415.70	130.00	130.00	151.32	0.00	116.40

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2019-20		YTD BALANCE	ACTIVITY FOR	% BGDG USED
		05/31/2019	06/30/2019	ORIGINAL	2019-20	05/31/2020	MONTH 05/31/20	
		NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,000.00	1,000.00	498.76	0.00	49.88
248-301-721.000	FRINGE BENEFITS	3,604.66	4,784.30	10,320.00	10,320.00	8,861.12	812.90	85.86
248-301-721.500	POST RETIREMENT BENEFITS	981.29	1,085.48	0.00	0.00	0.00	0.00	0.00
248-301-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	0.00	2.20	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		20,573.40	23,983.73	32,960.00	32,960.00	27,903.97	2,361.88	84.66
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	35,530.00	38,760.00	39,920.00	39,920.00	36,593.37	3,326.67	91.67
248-443-818.000	CONTRACTUAL SERVICES	2,913.33	3,473.33	3,500.00	3,500.00	3,347.00	840.00	95.63
Total Dept 443 - PARKING		38,443.33	42,233.33	43,420.00	43,420.00	39,940.37	4,166.67	91.99
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	30,479.63	34,787.69	20,000.00	20,000.00	16,579.46	10,907.50	82.90
248-445-920.000	PUBLIC UTILITIES	7,090.83	7,956.67	10,000.00	10,000.00	7,923.63	949.45	79.24
Total Dept 445 - SAXTON PARKING FACILITY		37,570.46	42,744.36	30,000.00	30,000.00	24,503.09	11,856.95	81.68
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	193.81	0.00	19.38
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	507.99	507.99	1,000.00	1,000.00	199.52	0.00	19.95
248-811-794.000	CONCERT EXPENSES	28,988.20	62,309.79	50,000.00	50,000.00	35,734.41	0.00	71.47
248-811-818.000	CONTRACTUAL SERVICES	5,865.94	6,005.94	12,000.00	12,000.00	8,764.48	75.00	73.04
248-811-900.000	PRINTING & PUBLISHING	2,234.72	3,120.67	9,000.00	9,000.00	3,136.30	0.00	34.85
Total Dept 811 - MARKETING		37,596.85	71,944.39	73,200.00	73,200.00	48,028.52	75.00	65.61
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	4,130.00	4,130.00	0.00	0.00	0.00
248-820-721.000	FRINGE BENEFITS	(13.92)	0.00	340.00	340.00	0.00	0.00	0.00
248-820-740.000	OPERATING SUPPLIES	9.00	9.00	100.00	100.00	0.00	0.00	0.00
248-820-815.000	ADMINISTRATIVE SERVICES	116,279.13	126,849.96	130,660.00	130,660.00	119,771.63	10,888.33	91.67
248-820-818.000	CONTRACTUAL SERVICES	36,405.13	47,802.38	40,000.00	58,900.00	55,681.21	2,458.67	94.54
248-820-931.000	REPAIRS & MAINT/SUMMER	13,025.00	13,025.00	18,000.00	18,000.00	16,275.00	8,410.00	90.42
248-820-932.000	REPAIRS & MAINT/WINTER	36,852.00	36,852.00	41,250.00	41,250.00	38,795.00	15,445.00	94.05
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	20,843.00	20,843.00	20,000.00	20,000.00	19,335.50	0.00	96.68
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		223,399.34	245,381.34	254,480.00	273,380.00	249,858.34	37,202.00	91.40
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	235,900.00	235,900.00	228,710.00	228,710.00	228,710.00	0.00	100.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FE	137,500.00	150,000.00	25,000.00	25,000.00	22,916.67	2,083.33	91.67
Total Dept 965 - CONTRIBUTIONS		373,400.00	385,900.00	253,710.00	253,710.00	251,626.67	2,083.33	99.18
TOTAL EXPENDITURES		988,810.18	1,088,631.48	1,115,790.00	1,115,790.00	907,353.48	79,695.43	81.32

User: JOHN

DB: Plymouth

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2019-20		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	% BDGT USED
		05/31/2019	06/30/2019	05/31/2019	06/30/2019	ORIGINAL	2019-20	05/31/2020	05/31/2020		
		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD											
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:											
	TOTAL REVENUES	1,037,707.49	1,049,975.12	1,115,790.00	1,115,790.00	1,115,790.00	1,115,790.00	1,089,182.91		(3,075.00)	97.62
	TOTAL EXPENDITURES	988,810.18	1,088,631.48	1,115,790.00	1,115,790.00	1,115,790.00	1,115,790.00	907,353.48		79,695.43	81.32
	NET OF REVENUES & EXPENDITURES	48,897.31	(38,656.36)	0.00	0.00	0.00	0.00	181,829.43		(82,770.43)	100.00
	BEG. FUND BALANCE	348,341.78	348,341.78	309,685.42	309,685.42	309,685.42	309,685.42	309,685.42			
	END FUND BALANCE	397,239.09	309,685.42	309,685.42	309,685.42	309,685.42	309,685.42	491,514.85			

User: JOHN

DB: Plymouth

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2019-20		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	% BGDG USED
		05/31/2019	06/30/2019	05/31/2019	06/30/2019	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	05/31/2020	05/31/2020		
		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND											
Revenues											
Dept 000 - GENERAL REVENUES											
405-000-665.000	INTEREST ON INVESTMENTS	0.87	0.87	50.00	50.00			0.00		0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	137,500.00	150,000.00	25,000.00	25,000.00			22,916.67		2,083.33	91.67
Total Dept 000 - GENERAL REVENUES		137,500.87	150,000.87	25,050.00	25,050.00			22,916.67		2,083.33	91.48
TOTAL REVENUES		137,500.87	150,000.87	25,050.00	25,050.00			22,916.67		2,083.33	91.48
Expenditures											
Dept 290 - ADMINISTRATION											
405-290-977.813	CAP OUTLAY/DDA PARKING	117,443.64	117,443.64	25,050.00	25,050.00			0.00		0.00	0.00
Total Dept 290 - ADMINISTRATION		117,443.64	117,443.64	25,050.00	25,050.00			0.00		0.00	0.00
TOTAL EXPENDITURES		117,443.64	117,443.64	25,050.00	25,050.00			0.00		0.00	0.00
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:											
TOTAL REVENUES		137,500.87	150,000.87	25,050.00	25,050.00			22,916.67		2,083.33	91.48
TOTAL EXPENDITURES		117,443.64	117,443.64	25,050.00	25,050.00			0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		20,057.23	32,557.23	0.00	0.00			22,916.67		2,083.33	100.00
BEG. FUND BALANCE		40,242.38	40,242.38	72,799.61	72,799.61			72,799.61			
END FUND BALANCE		60,299.61	72,799.61	72,799.61	72,799.61			95,716.28			
TOTAL REVENUES - ALL FUNDS		1,175,208.36	1,199,975.99	1,140,840.00	1,140,840.00			1,112,099.58		(991.67)	97.48
TOTAL EXPENDITURES - ALL FUNDS		1,106,253.82	1,206,075.12	1,140,840.00	1,140,840.00			907,353.48		79,695.43	79.53
NET OF REVENUES & EXPENDITURES		68,954.54	(6,099.13)	0.00	0.00			204,746.10		(80,687.10)	100.00
BEG. FUND BALANCE - ALL FUNDS		388,584.16	388,584.16	382,485.03	382,485.03			382,485.03			
END FUND BALANCE - ALL FUNDS		457,538.70	382,485.03	382,485.03	382,485.03			587,231.13			

RESOLUTION

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

WHEREAS, actual patterns of departmental expenditures occur differently than originally projected in the 2019-2020 DDA Budget as present to the DDA Board in March of 2019 and adopted by the City Commission in June of 2019; and

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

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

NOW THEREFORE BE IT RESOLVED, that the 2019-2020 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective June 8, 2020.

Requested Action: Approve 2019-20 Third Quarter Budget Amendments Resolution

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

Saxton's Property Revenue/Expenditure Report

May-20	
ITEM	COST
Electricity	\$401.05
Gas	\$499.11
Water	\$49.29
Legal Services - Plunket Cooney	\$10,907.50
TOTAL EXPENSES:	\$11,856.95
TOTAL RENT COLLECTED:	\$0.00
MONTHLY SURPLUS/DEFICIT:	-\$11,856.95

Total Surplus/Deficit Since Property Purchase May 2015	
2015	-\$28,832.58
2016	\$9,261.73
2017	\$36,956.82
2018	\$38,218.60
2019	\$16,089.00
Jan-20	\$1,254.76
Feb-20	\$1,199.17
Mar-20	-\$1,571.10
Apr-20	-\$3,089.07
May-20	-\$11,856.95
TOTAL SURPLUS/DEFICIT:	\$57,630.38



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas2020\JUne2020
Date: 6/08/2020
Re: WGI-Central Parking Deck repair estimate

In the spring and fall of 2018, under the direction of consultants WGI Michigan of Kalamazoo (formerly Carl Walker) major renovations were completed at a cost of \$372,000 to bring the Central Parking Deck to current standards. WGI is very familiar with this parking structure, as the consulting firm has provided engineering analysis reports, construction documents, and construction administration since 1991.

The DDA prepares for additional repairs each year by budgeting \$25,000 a year for subsequent repairs. In years that money isn't spent, it is saved for future repairs as the line item increases by \$25,000 each budget year.

In its report following the major renovation in 2018, WGI projected potential repairs and costs over the next 20 years. In year two of that projection, WGI projected \$158,000 in potential repairs in 2020.

In May 2020, the DDA Board authorized WGI to conduct an inspection of the Central Parking Deck to identify areas of potential repairs. WGI has completed that assessment has given the DDA a draft cost estimate for recommended repairs to the parking structure.

WGI will have its final report, including any changes in the cost estimates, as well as a prioritization of the repairs available for the DDA Board's July meeting.

Plymouth Central Parking Structure
Preliminary Estimated Construction Costs

June 7, 2020

Work Item	Work Item Description	Units	Estimated Quantity	Unit Cost	Cost
Division 0 & 1 - General Conditions					
1.1	Contractor Mobilization (5%)	L.S.	n/a	n/a	\$ 7,400
1.2	Contractor General Requirements (10%)	L.S.	n/a	n/a	\$ 14,800
Division 3 - Concrete					
3.1	Concrete Topping Repair	S.F.	100	\$ 50.00	\$ 5,000
3.2	Full Depth Slab Repair	S.F.	50	\$ 75.00	\$ 3,750
3.3	Tee Flange (Ceiling) Repair	S.F.	40	\$ 100.00	\$ 4,000
3.4	Tee Stem Repair	S.F.	90	\$ 150.00	\$ 13,500
3.5	Beam Repair	S.F.	80	\$ 100.00	\$ 8,000
3.6	Column Repair	S.F.	180	\$ 85.00	\$ 15,300
3.7	Column Haunch Repair	S.F.	40	\$ 100.00	\$ 4,000
3.8	Wall Repair	S.F.	70	\$ 100.00	\$ 7,000
3.9	Curb Repair	S.F.	20	\$ 100.00	\$ 2,000
3.10	Grout Pocket Repair	EA.	10	\$ 80.00	\$ 800
3.11	Remove & Replace Broken Wheelstop	EA.	6	\$ 250.00	\$ 1,500
3.12	Install Galvanic Anode at Beam Repairs	EA.	60	\$ 50.00	\$ 3,000
Division 5 - Metals					
5.1	Shear Connection Repair - Weld	EA.	5	\$ 500.00	\$ 2,500
5.2	Install Steel Pipe Guards at Risers	EA.	4	\$ 500.00	\$ 2,000
Division 7 - Waterproofing					
7.1	Rout & Seal Cracks	L.F.	200	\$ 6.00	\$ 1,200
7.2	Remove & Replace Joint Sealant	L.F.	1,200	\$ 6.00	\$ 7,200
7.3	Remove & Replace Cove Sealant - Urethane	L.F.	130	\$ 6.00	\$ 780
7.4	Remove & Replace Wall Sealant - Silicone	L.F.	90	\$ 10.00	\$ 900
7.5	Expansion Joint Nosing Repair	L.F.	10	\$ 60.00	\$ 600
7.6	Remove & Replace Expansion Joint at Stair	L.F.	5	\$ 200.00	\$ 1,000
7.7	Install Deck Coating (Full System) at Concrete Repairs	S.F.	150	\$ 5.00	\$ 750
7.8	Install Deck Coating (Full System) at Ramp	S.F.	125	\$ 5.00	\$ 625
7.9	Deck Coating Repair (Debonded)	S.F.	200	\$ 5.00	\$ 1,000
7.10	Recoat Deck Coating at Turn Lanes	S.F.	3,200	\$ 3.50	\$ 11,200
7.11	Recoat Deck Coating at Joints (Strip Coating)	S.F.	3,900	\$ 3.50	\$ 13,650
Division 9 - Finishes					
9.1	Install Elastomeric Coating at Interior Wall/Column	S.F.	5,300	\$ 2.00	\$ 10,600
9.2	Clean & Paint Precast Connections at Ped. Bridge	L.S.	1	\$ 1,000.00	\$ 1,000
9.3	Clean & Paint Steel Railing at Ped. Bridge	L.S.	1	\$ 1,000.00	\$ 1,000
9.4	Touch-Up Paint Steel at East Stair	L.S.	1	\$ 1,000.00	\$ 1,000
Division 22 - Plumbing					
22.1	Remove & Replace Floor Drain	EA.	2	\$ 2,000.00	\$ 4,000
Division 26 - Electrical					
26.1	Replace Light Lens	EA.	5	\$ 50.00	\$ 250
Division 32 - Exterior Improvements					
32.1	Asphalt Repair	S.F.	1,300	\$ 10.00	\$ 13,000
32.2	Seal Asphalt Cracks	L.F.	900	\$ 3.00	\$ 2,700
32.3	Pavement Markings	L.S.	1	\$ 3,000.00	\$ 3,000
Total Estimated Construction Cost					\$ 170,005
Construction Contingency (10%)					\$ 17,100
Engineering & Material Testing (20%)					\$ 37,500
Probable Construction Cost Budget					\$ 224,605

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each