



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, June 14, 2021 - 7:00 p.m.

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

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Phone 734-453-1234
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Online Zoom Meeting

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:02 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Andre Martinelli, Patrick O'Neill, Richard Matsu

Excused: Daniel Farmer, Dan Johnson, Maura Hynes

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Wolcott offered a motion, seconded by Foess, to approve the agenda for June 14, 2021. There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 7-0

4. APPROVAL OF THE MEETING MINUTES

Elliott offered a motion, seconded by Wolcott, to approve the minutes of the May 10, 2021 meeting. There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 7-0

5. BOARD COMMENTS

O'Neill said he was working on the lighting and alleyway projects, and Matsu said he was working on the car charging station project. Pollard complimented staff on the success of the Music in the Air Concerts. Elliott said she was glad planter heights had been addressed this year.

6. OLD BUSINESS

a. Five-year Action Plan Update

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

7. NEW BUSINESS

a. 2021-22 Budget Resolution

Bruscato gave an overview of the DDA 2021-22 budget that was approved by the City Commission. Wolcott offered the following motion, which was seconded by Foess.

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

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

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

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

Board members asked Scanlon for clarification on several items, including contractual services and CARES Act funding.

There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O’Neill, Pollard, and Wolcott

MOTION PASSED 7-0

b. Third Quarter Budget Amendments

Wolcott offered the following motion, seconded by O’Neill.

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

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

WHEREAS Adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City’s annual budget.

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

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLYMOUTH

06/10/2021 10:00 AM
 User: JOHN
 DB: Plymouth

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2020-21		2020-21		YTD BALANCE		ACTIVITY FOR		
		04/30/2020	06/30/2020	06/30/2020	06/30/2020	ORIGINAL	AMENDED BUDGET	04/30/2021	04/30/2021	NORM (ABNORM)	NORM (ABNORM)	MONTH 04/30/21	INCR (DECR)	% BDF
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD														
Revenues														
Dept 000 - GENERAL REVENUES														
248-000-403.000	CURRENT PROPERTY TAX/REAL	1,013,692.03	1,013,692.03	1,013,692.03	1,013,692.03	1,053,810.00	1,053,810.00	1,053,810.00	1,053,810.00	983,672.57	0.00	0.00	93.34	
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	0.00	0.00	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	0.00	
248-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	0.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00	
248-000-620.000	CONCERT REVENUES	44,200.00	45,700.00	45,700.00	45,700.00	60,000.00	60,000.00	60,000.00	60,000.00	7,800.00	0.00	0.00	13.00	
248-000-621.000	BENCH SALE REVENUES	1,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	100.00	
248-000-665.000	INTEREST ON INVESTMENTS	5,390.88	11,659.94	11,659.94	11,659.94	50.00	50.00	50.00	50.00	273.64	0.00	0.00	547.28	
248-000-679.000	ADVERTISING REVENUE	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	3,375.00	1,015.00	0.00	225.00	
248-000-680.000	OTHER INCOME	1,325.00	4,205.00	4,205.00	4,205.00	800.00	800.00	800.00	800.00	6,792.50	0.00	0.00	849.06	
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AR	26,650.00	30,574.97	30,574.97	30,574.97	29,100.00	29,100.00	29,100.00	29,100.00	0.00	0.00	0.00	0.00	
Total Dept 000 - GENERAL REVENUES		1,092,257.91	1,107,831.94	1,107,831.94	1,107,831.94	1,149,760.00	1,149,760.00	1,149,760.00	1,149,760.00	1,010,413.71	1,015.00	1,015.00	87.88	
TOTAL REVENUES														
Total Dept 000 - GENERAL REVENUES		1,092,257.91	1,107,831.94	1,107,831.94	1,107,831.94	1,149,760.00	1,149,760.00	1,149,760.00	1,149,760.00	1,010,413.71	1,015.00	1,015.00	87.88	

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2020-21		2020-21		YTD BALANCE		ACTIVITY FOR	
		04/30/2020	06/30/2020	06/30/2020	06/30/2020	ORIGINAL	AMENDED BUDGET	04/30/2021	04/30/2021	NORM (ABNORM)	NORM (ABNORM)	MONTH 04/30/21	INCR (DECR)
Expenditures													
Dept 290 - ADMINISTRATION													
248-290-706.000	SALARY & WAGES/ FULL TIME	89,902.46	109,721.94	109,721.94	109,721.94	114,750.00	114,750.00	114,750.00	114,750.00	97,348.73	12,811.51	0.00	84.84
248-290-706.100	SALARY & WAGES/SICK	0.00	1,798.16	1,798.16	1,798.16	4,850.00	4,850.00	4,850.00	4,850.00	0.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	500.00	500.00	500.00	500.00	550.00	550.00	550.00	550.00	550.00	0.00	0.00	100.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	2,568.80	2,568.80	2,568.80	2,568.80	3,100.00	3,100.00	3,100.00	3,100.00	0.00	0.00	0.00	0.00
248-290-707.000	SALARY & WAGES/TEMP-SEASONAL	1,743.75	1,743.75	1,743.75	1,743.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-290-709.000	SALARY & WAGES/OVERTIME	1,746.27	2,017.18	2,017.18	2,017.18	0.00	0.00	0.00	0.00	2,100.96	398.83	0.00	100.00
248-290-721.000	FRINGE BENEFITS	43,083.98	29,518.81	29,518.81	29,518.81	62,350.00	62,350.00	62,350.00	62,350.00	44,736.65	5,137.62	0.00	71.75
248-290-721.500	POST RETIREMENT BENEFITS	13,765.90	15,110.97	15,110.97	15,110.97	21,150.00	21,150.00	21,150.00	21,150.00	16,211.70	1,621.17	0.00	76.65
248-290-727.000	OFFICE SUPPLIES	32.97	32.97	32.97	32.97	500.00	500.00	500.00	500.00	7.42	1.48	0.00	1.48
248-290-728.000	POSTAGE	38.50	49.50	49.50	49.50	200.00	200.00	200.00	200.00	232.40	39.66	0.00	116.20
248-290-740.000	OPERATING SUPPLIES	954.90	1,034.89	1,034.89	1,034.89	1,200.00	1,200.00	1,200.00	1,200.00	158.48	0.00	0.00	13.21
248-290-815.000	ADMINISTRATIVE SERVICES	49,725.00	59,670.00	59,670.00	59,670.00	61,460.00	61,460.00	61,460.00	61,460.00	51,216.70	5,121.67	0.00	83.33
248-290-818.000	CONTRACTUAL SERVICES	14,612.68	16,541.36	16,541.36	16,541.36	11,000.00	11,000.00	11,000.00	11,000.00	13,626.39	560.85	0.00	123.88
248-290-850.000	COMMUNICATIONS	2,519.03	3,165.81	3,165.81	3,165.81	2,000.00	2,000.00	2,000.00	2,000.00	2,808.83	228.93	0.00	140.44
248-290-860.000	TRANSPORTATION	251.72	251.72	251.72	251.72	400.00	400.00	400.00	400.00	0.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	485.38	485.38	485.38	485.38	1,500.00	1,500.00	1,500.00	1,500.00	75.00	0.00	0.00	5.00
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00	300.00	300.00	0.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00	241.00	0.00	0.00	120.50
248-290-920.000	PUBLIC UTILITIES	1,810.83	2,220.90	2,220.90	2,220.90	2,580.00	2,580.00	2,580.00	2,580.00	1,851.47	220.62	0.00	71.76
248-290-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00
248-290-930.000	REPAIRS & MAINTENANCE	2,155.04	2,155.04	2,155.04	2,155.04	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00
248-290-938.000	EQUIPMENT LEASE EXPENSE	154.84	154.84	154.84	154.84	1,200.00	1,200.00	1,200.00	1,200.00	4.54	0.00	0.00	0.38
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	500.00	500.00	500.00	500.00	690.00	690.00	690.00	690.00	350.00	0.00	0.00	50.72
248-290-942.000	OFFICE RENT	15,850.00	17,300.00	17,300.00	17,300.00	18,000.00	18,000.00	18,000.00	18,000.00	16,800.00	1,550.00	0.00	93.33
248-290-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.11	0.00	0.00	100.00
248-290-957.000	TRAINING EXPENSES	65.87	65.87	65.87	65.87	500.00	500.00	500.00	500.00	385.45	0.00	0.00	77.09
248-290-958.000	MEMBERSHIPS & DUES	1,130.00	1,130.00	1,130.00	1,130.00	2,000.00	2,000.00	2,000.00	2,000.00	630.00	0.00	0.00	31.50
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	0.00	0.00	123,020.00	123,020.00	123,020.00	123,020.00	0.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		243,592.92	267,837.48	267,837.48	267,837.48	438,600.00	438,600.00	438,600.00	438,600.00	249,701.83	27,690.86	27,690.86	56.93

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2020-21		2020-21		YTD BALANCE		ACTIVITY FOR	
		04/30/2020	06/30/2020	06/30/2020	06/30/2020	ORIGINAL	AMENDED BUDGET	04/30/2021	04/30/2021	NORM (ABNORM)	NORM (ABNORM)	MONTH 04/30/21	INCR (DECR)
Dept 301 - POLICE DEPARTMENT													
248-301-706.000	SALARY & WAGES/ FULL TIME	15,968.94	19,629.91	19,629.91	19,629.91	20,250.00	20,250.00	20,250.00	20,250.00	17,623.01	2,365.82	0.00	87.03
248-301-706.100	SALARY & WAGES/SICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	872.65	872.65	872.65	872.65	900.00	900.00	900.00	900.00	872.64	0.00	0.00	96.96
248-301-706.300	SALARY & WAGES/LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.50	0.00	0.00	100.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	151.32	151.32	151.32	151.32	175.00	175.00	175.00	175.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLYMOUTH

06/10/2021 10:00 AM
 User: JOHN
 DB: Plymouth

PERIOD ENDING 04/30/2021

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

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

User: JOHN
DB: Plymouth

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2020-21		YTD BALANCE		ACTIVITY FOR	
		04/30/2020	END BALANCE	ORIGINAL	2020-21	04/30/2021	MONTH 04/30/21	INCR	DECR
		NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		% BDF
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND									
Revenues									
Dept 000 - GENERAL REVENUES									
405-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	20,833.34	25,000.00	25,000.00	25,000.00	20,833.30	2,083.33	2,083.33	83.33
405-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	119,377.00	119,377.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		20,833.34	25,000.00	144,427.00	144,427.00	20,833.30	2,083.33	2,083.33	14.42
TOTAL REVENUES		20,833.34	25,000.00	144,427.00	144,427.00	20,833.30	2,083.33	2,083.33	14.42
Expenditures									
Dept 290 - ADMINISTRATION									
405-290-972.437	CAP OUTLAY/LAND IMP - PUBLIC F	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	100.00
405-290-977.813	CAP OUTLAY/DDA PARKING	0.00	8,800.00	25,050.00	144,427.00	190,608.26	16,017.44	16,017.44	131.98
Total Dept 290 - ADMINISTRATION		0.00	8,800.00	144,427.00	144,427.00	210,608.26	16,017.44	16,017.44	145.82
TOTAL EXPENDITURES		0.00	8,800.00	144,427.00	144,427.00	210,608.26	16,017.44	16,017.44	145.82

Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:

TOTAL REVENUES	20,833.34	25,000.00	144,427.00	144,427.00	20,833.30	2,083.33	2,083.33	14.42	
TOTAL EXPENDITURES	0.00	8,800.00	25,050.00	144,427.00	210,608.26	16,017.44	145.82		
NET OF REVENUES & EXPENDITURES	20,833.34	16,200.00	0.00	0.00	(189,774.96)			100.00	
BEG. FUND BALANCE	72,799.61	72,799.61	88,999.61	88,999.61	88,999.61				
END FUND BALANCE	93,632.95	88,999.61	88,999.61	88,999.61	(100,775.35)				
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS	1,113,091.25	1,132,831.94	1,174,810.00	1,294,187.00	1,031,247.01	3,098.33	79.68		
NET OF REVENUES & EXPENDITURES	827,708.05	972,960.55	1,174,810.00	1,294,187.00	1,019,159.82	67,351.23	78.75		
BEG. FUND BALANCE - ALL FUNDS	285,383.20	159,871.39	0.00	0.00	12,087.19				
END FUND BALANCE - ALL FUNDS	382,485.03	382,485.03	542,356.42	542,356.42	542,356.42	(64,252.90)	100.00		
TOTAL BALANCE - ALL FUNDS	667,868.23	542,356.42	542,356.42	542,356.42	554,443.61				

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

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,058,310	-	-	-	-	-	1,058,310
Program Fees & Other	91,450	-	-	8,000	-	8,000	97,450
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	1,149,760	-	-	8,000	-	8,000	1,155,760
DDA OPER FUND EXP: #248							
Administration	315,580	-	-	4,150	-	4,150	319,730
Police Services	33,700	-	-	-	-	-	33,700
Parking System	45,120	-	-	5,000	-	5,000	50,120
Sixton Parking Facility	10,000	-	-	-	-	-	10,000
DDA Marketing	88,200	-	-	275	-	275	88,475
Streetscape Maintenance	282,930	-	-	8,000	-	8,000	290,930
Contrib to DDA Debt Funds	228,210	-	-	-	-	-	228,210
Contrib to DDA Cap Imp Fund	25,000	-	-	100,000	-	100,000	125,000
Contingency	123,020	-	-	(111,425)	-	(111,425)	11,595
TOTAL EXPENDITURES	1,149,760	-	-	8,000	-	8,000	1,155,760

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

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

There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 7-0

c. Holiday Lighting Service 2021-22 contract resolution

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

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

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

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

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

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

There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 7-0

8. REPORTS AND CORRESPONDENCE

a. Merchant's Meeting

Bruscato reported that 15 merchants plan to attend the meeting on June 17 at 9:00 a.m.

8. ADJOURNMENT

O'Neill offered a motion, seconded by Martinelli, to adjourn the meeting at 8:06 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 7-0