



Plymouth Downtown Development Authority

Meeting Agenda

November 8, 2021 7:00 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. Webinar ID: 830 0212 2479

Join Zoom Webinar: <https://us02web.zoom.us/j/83002122479>

Passcode: 978350

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
Andre Martinelli, Vice Chair
Ellen Elliott
Scott Foess
Maura Hynes
Richard Matsu
Dan Johnson
Patrick O'Neill
Shannon Perry

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES **A. Regular meeting 10-11-2021**

5) BOARD COMMENTS

6) OLD BUSINESS

7) NEW BUSINESS

- A. 1st Quarter Budget Amendments**
- B. New Bike Racks Discussion**

8) REPORTS AND CORRESPONDENCE

- A. Patio Update**

9) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Board, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

GOAL I - QUALITY OF LIFE
<p>OBJECTIVES</p> <p>Support the neighborhoods with high-quality customer service Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan Improve communication with the public across multiple platforms Maintain a high level of cleanliness throughout the City Support and host a diverse variety of events that foster community and placemaking</p>

ONE-YEAR TASKS 2021

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY
<p>OBJECTIVES</p> <p>Approve balanced budgets that maintain fiscal responsibility Advocate for increased revenue sharing with the State of Michigan Encourage and engage in partnerships, both public and private, to share costs of services and equipment Address the issue of legacy costs Seek out and implement efficient and effective inter-departmental collaboration Market our successes to attract new economic and investment opportunities</p>

ONE-YEAR TASKS 2021

- Find a mechanism to identify funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35th District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY
<p>OBJECTIVES</p> <p>Continue to support and improve active, vibrant downtown branding Support community and economic development projects and initiatives Support a mix of industrial, commercial and residential development Reference the Master Plan in economic decision-making</p>

ONE-YEAR TASKS 2021

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish RRC by the end of the year
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE
<p>OBJECTIVES</p> <p>Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning Support and deliver safe and responsive emergency services Maintain a sophisticated and responsive technology to communicate and manage data Continually record, maintain, update, and improve City infrastructure</p>

ONE-YEAR TASKS 2021

- Explore pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Continue to add multi-modal transportation opportunities where applicable
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, October 11, 2021 - 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

Online Zoom Meeting

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:05 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes, Dan Johnson, Andre Martinelli, Patrick O'Neill, Shannon Perry, Richard Matsu

Also present: City Commission Liaison Suzi Deal, City Manager Paul Sincock, DDA Coordinator Sam Plymale

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for October 11, 2021.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Johnson, Martinelli, Matsu, O'Neill, Perry, Pollard, and Wolcott
MOTION PASSED 10-0

4. APPROVAL OF THE MEETING MINUTES

Wolcott offered a motion, seconded by Johnson, to approve the minutes of the September 13, 2021 meeting.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Johnson, Martinelli, Matsu, O'Neill, Perry, Pollard, and Wolcott
MOTION PASSED 10-0

5. BOARD COMMENTS

Foess said he recently visited Grand Rapids and Petoskey and noted that streets were not closed in either of their social districts.

Elliott thanked Wolcott for his service to the City.

Wolcott said it would be his last DDA meeting because he chose not to run for reelection to the City Commission. He wished DDA Director Tony Bruscato the best in his absence.

6. OLD BUSINESS

a. Five-year Action Plan Update

Plymale gave updates on Harvey St, construction, a scheduled spring replacement of a tree that was hit by a truck, the Wilcox Fountain completion and the retail restaurant guide that was delivered last week.

7. NEW BUSINESS

a. Central Parking Deck Stairwell Additional Work

The following motion was offered by Wolcott and seconded by Johnson.

WHEREAS The Downtown Development Authority Board of Directors has in the past put a priority in keeping the Central Parking Deck up to date with annual maintenance work; and

WHEREAS The City of Plymouth and St. Joseph Mercy Hospital share a stairwell that connects the Arbor Health Building with the Central Parking Deck; and

WHEREAS A 1992 easement agreement indicates any capital repairs to the stairwell will be shared evenly between the two entities; and

WHEREAS In July 2021 the DDA Board approved \$44,171 with an additional \$5,000 in contingency for the repairs; and

WHEREAS A mid-project analysis by City engineer Wade Trim indicated the need for four additional repairs.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board agrees to pay for an additional \$3,249 for additional needed repairs to the stairwell at the St. Joseph Mercy near the Central Parking Deck. This approval brings the total DDA costs to \$52,420 for the stairwell improvement project.

Project Engineer Tom Plagens answered questions from board members. He said work was slated to be finished by the end of November, and that the additional repairs would not impact work already completed.

There was a roll call vote.

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

MOTION PASSED 10-0

b. Sidewalk Patio Extension Recommendation

The following resolution was offered by O'Neill and seconded by Wolcott.

WHEREAS Outdoor dining in Downtown Plymouth adds to the vibrancy and success of the downtown; and

WHEREAS The current Outdoor Dining Policy allows downtown restaurants to apply for patios on the sidewalks adjacent to their restaurants between April 1 and November 1; and

WHEREAS Many downtown establishments had success with extending the outdoor dining season between November 1, 2020 and March 31, 2021; and

WHEREAS Some restaurants have indicated a desire to expand patio season through January 1.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority recommends to the Plymouth City Commission that the current outdoor dining season on public areas be extended through January 1, 2022. This extension will only be available to sidewalk patios outlined in the City's Outdoor Dining Policy and does not apply to current on-street extended patios.

Citizen Comments

Karen Sisolak, 939 Penniman, said she wanted to make sure the recommendation excluded patios that extend into parking spaces.

Mike Collins, co-owner of Bigalora and Arbor Brewing Company asked whether the recommendation would include private spaces. Plymale said if the private spaces included parking spaces, the owner would have to go before the Planning Commission.

Ryan Yaquinto, co-owner of Comparis, Fiamma and Sardine Room said he was in support of extending patios through the end of the year, and that he would like to get more permanency so they could make needed infrastructure changes.

John Townsend, 1312 Penniman, reminded the group that any exterior changes would need to go before the Historic District Commission.

Wes Graff, Plymouth Chamber of Commerce, suggested extending the patio season through Ice Fest in February.

Board Member Comments

Board members discussed the recommendation and agreed that they wanted to extend the outdoor dining season beyond the first of the year because it would be helpful to the businesses and to their customers. They also discussed the potential cost for businesses and for the DDA, such as snow removal and power washing, and the impact on parking. It was noted that all patios would need to be ADA compliant.

O'Neill amended his motion to extend the season to March 31, and to include the statement that restaurants would be responsible for snow removal and power washing within the interior footage of their patio area. Wolcott agreed to the amendment.

There was a roll call vote.

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

MOTION PASSED 10-0

8. REPORTS AND CORRESPONDENCE

Wolcott said the new Wilcox Fountain would be dedicated on Saturday, October 16 at 11:00 a.m.

8. ADJOURNMENT

Foess offered a motion, seconded by Johnson, to adjourn the meeting at 8:18 p.m.

There was a roll call vote.

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

MOTION PASSED 10-0

DRAFT



MEMORANDUM

Date: November 3, 2021
To: DDA Board, DDA Staff
From: John Scanlon, Finance Director
Subject: Third Quarter Budget Amendments

Issue: 2021-22 First Quarter Budget Amendments – November 3, 2021

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 September 30, 2021, for the 2021-22 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. They are currently reflecting a combined fund balance of \$439,451 at the end of fiscal year 2020-21. There is a proposed budget amendment of \$169,710. This will allow for additional transfer of \$276,500 to the DDA Capital Improvement Fund. The additional transfer amount will support the approved \$250,000 pedestrian crossing signal related the Harvey Street construction project and approved \$52,420 St. Joseph Mercy stairwell project. Consistent with Public Act 57 of 2018, these amendments were approved by the City Commission at their November 1st regular meeting.

BUDGET AMENDMENTS

The proposed budget amendments required through the end of the third quarter of the 2021-22 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 2021.

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 21-22

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	1,073,870	-				-	1,073,870
Program Fees & Other	61,550	-				-	61,550
Appropriation of Surplus	-	169,710				169,710	169,710
TOTAL REVENUES	1,135,420	169,710	-	-	-	169,710	1,305,130
DDA OPER FUND EXP: #248							
Administration	320,030	1,850				1,850	321,880
Police Services	33,250	-				-	33,250
Parking System	43,920	4,500				4,500	48,420
Saxton Parking Facility	-	1,650				1,650	1,650
DDA Marketing	88,700	-				-	88,700
Streetscape Maintenance	284,070	2,150				2,150	286,220
Contrib to DDA Debt Funds	223,510	-				-	223,510
Contrib to DDA Cap Imp Fund	25,000	276,500				276,500	301,500
Contingency	116,940	(116,940)				(116,940)	-
TOTAL EXPENDITURES	1,135,420	169,710	-	-	-	169,710	1,305,130

BUDGET ADJUSTMENT SUMMARY

FIRST QUARTER - FY 21-22

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	276,500				276,500	301,550
Appropriation of Surplus	-	1,585				1,585	1,585
TOTAL REVENUES	25,050	278,085	-	-	-	278,085	303,135
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,050	278,085				278,085	303,135
Contingency	-	-				-	-
TOTAL EXPENDITURES	25,050	278,085	-	-	-	278,085	303,135

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BGD USED
		09/30/2020	06/30/2021	ORIGINAL	2021-22	09/30/2021	MONTH 09/30/21	
		NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Revenues								
Dept 000 - GENERAL REVENUES								
248-000-403.000	CURRENT PROPERTY TAX/REAL	566,388.00	983,672.57	1,069,370.00	1,069,370.00	943,213.23	48,213.23	88.20
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	0.00	15,000.00	7,500.00	7,500.00	0.00	0.00	0.00
248-000-620.000	CONCERT REVENUES	5,300.00	34,750.00	60,000.00	60,000.00	42,350.00	14,500.00	70.58
248-000-621.000	BENCH SALE REVENUES	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST ON INVESTMENTS	161.01	682.91	50.00	50.00	0.00	0.00	0.00
248-000-675.095	CONTRIBUTIONS FOR LIGHT DECORA	0.00	0.00	1,500.00	1,500.00	1,050.00	0.00	70.00
248-000-679.000	ADVERTISING REVENUE	360.00	3,400.00	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	2,820.00	7,192.50	0.00	0.00	0.00	0.00	0.00
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AF	(680.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
TOTAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
Expenditures								
Dept 290 - ADMINISTRATION								
248-290-706.000	SALARY & WAGES/ FULL TIME	22,099.45	115,149.92	116,660.00	116,660.00	27,739.99	13,411.49	23.78
248-290-706.100	SALARY & WAGES/SICK	0.00	2,183.48	4,900.00	4,900.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	0.00	550.00	550.00	550.00	0.00	0.00	0.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	3,853.20	3,110.00	3,110.00	0.00	0.00	0.00
248-290-709.000	SALARY & WAGES/OVERTIME	440.55	2,696.13	0.00	0.00	1,507.73	650.16	100.00
248-290-721.000	FRINGE BENEFITS	11,213.99	54,778.76	60,350.00	60,350.00	12,366.93	5,291.83	20.49
248-290-721.500	POST RETIREMENT BENEFITS	4,863.51	19,454.04	23,880.00	23,880.00	6,230.01	2,076.67	26.09
248-290-727.000	OFFICE SUPPLIES	0.00	75.35	500.00	500.00	32.02	10.02	6.40
248-290-728.000	POSTAGE	0.00	232.40	200.00	200.00	0.00	0.00	0.00
248-290-740.000	OPERATING SUPPLIES	89.02	249.04	1,200.00	1,200.00	58.98	0.00	4.92
248-290-815.000	ADMINISTRATIVE SERVICES	15,365.01	61,460.04	63,300.00	63,300.00	15,825.00	5,275.00	25.00
248-290-818.000	CONTRACTUAL SERVICES	2,491.33	19,793.55	12,000.00	12,000.00	3,713.42	1,123.30	30.95
248-290-850.000	COMMUNICATIONS	1,087.85	3,323.33	3,000.00	3,000.00	771.51	257.05	25.72
248-290-860.000	TRANSPORTATION	0.00	0.00	400.00	400.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	0.00	75.00	1,500.00	1,500.00	0.00	0.00	0.00
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	241.00	300.00	300.00	0.00	0.00	0.00
248-290-920.000	PUBLIC UTILITIES	386.57	2,250.67	2,580.00	2,580.00	234.00	69.00	9.07
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	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
248-290-938.000	EQUIPMENT LEASE EXPENSE	0.71	6.92	1,200.00	1,200.00	0.00	0.00	0.00
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	150.00	600.00	500.00	500.00	50.00	0.00	10.00
248-290-942.000	OFFICE RENT	5,950.00	18,350.00	19,000.00	19,000.00	6,250.00	1,600.00	32.89
248-290-956.000	MISCELLANEOUS	41.11	366.11	0.00	0.00	0.00	0.00	0.00
248-290-957.000	TRAINING EXPENSES	0.00	385.45	500.00	500.00	0.00	0.00	0.00
248-290-958.000	MEMBERSHIPS & DUES	630.00	780.00	2,000.00	2,000.00	730.00	0.00	36.50
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	116,940.00	116,940.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		64,809.10	306,854.39	436,970.00	436,970.00	75,509.59	29,764.52	17.28
Dept 301 - POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	4,440.11	20,887.00	20,250.00	20,250.00	4,925.18	2,380.55	24.32
248-301-706.100	SALARY & WAGES/SICK	0.00	327.25	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	872.64	890.00	890.00	0.00	0.00	0.00
248-301-706.300	SALARY & WAGES/LONGEVITY	0.00	62.50	70.00	70.00	0.00	0.00	0.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	0.00	170.00	170.00	0.00	0.00	0.00

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		09/30/2020	06/30/2021	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	09/30/2021	MONTH 09/30/21 INCR (DECR)	
		NORM (ABNORM)	NORM (ABNORM)			NORM (ABNORM)		
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,760.00	1,760.00	0.00	0.00	0.00
248-301-721.000	FRINGE BENEFITS	2,179.92	9,999.89	10,110.00	10,110.00	2,198.69	940.44	21.75
248-301-725.500	MEAL ALLOWANCE	0.00	2.50	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		6,620.03	32,151.78	33,250.00	33,250.00	7,123.87	3,320.99	21.43
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	10,280.01	41,120.04	39,920.00	39,920.00	9,980.01	3,326.67	25.00
248-443-818.000	CONTRACTUAL SERVICES	0.00	(88.00)	4,000.00	4,000.00	7,635.00	6,737.00	190.88
Total Dept 443 - PARKING		10,280.01	41,032.04	43,920.00	43,920.00	17,615.01	10,063.67	40.11
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	7,018.00	19,438.25	0.00	0.00	1,380.00	1,380.00	100.00
248-445-920.000	PUBLIC UTILITIES	79.43	812.32	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - SAXTON PARKING FACILITY		7,097.43	20,250.57	0.00	0.00	1,380.00	1,380.00	100.00
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	32.10	0.00	3.21
248-811-728.000	POSTAGE	0.00	525.00	200.00	200.00	178.85	178.85	89.43
248-811-740.000	OPERATING SUPPLIES	76.65	1,095.35	1,500.00	1,500.00	400.00	150.00	26.67
248-811-794.000	CONCERT EXPENSES	2,399.00	35,648.56	65,000.00	65,000.00	28,799.42	28,739.42	44.31
248-811-818.000	CONTRACTUAL SERVICES	5,226.74	12,264.89	14,000.00	14,000.00	6,937.46	0.00	49.55
248-811-900.000	PRINTING & PUBLISHING	0.00	4,266.05	7,000.00	7,000.00	636.80	611.80	9.10
Total Dept 811 - MARKETING		7,702.39	53,799.85	88,700.00	88,700.00	36,984.63	29,680.07	41.70
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	2,911.12	5,314.08	600.00	600.00	2,558.38	952.10	426.40
248-820-721.000	FRINGE BENEFITS	222.71	406.52	500.00	500.00	195.73	72.84	39.15
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	33,645.00	134,580.00	138,620.00	138,620.00	34,655.01	11,551.67	25.00
248-820-818.000	CONTRACTUAL SERVICES	4,203.86	45,124.40	60,000.00	60,000.00	9,997.67	2,400.00	16.66
248-820-931.000	REPAIRS & MAINT/SUMMER	1,000.00	14,170.00	18,000.00	18,000.00	0.00	0.00	0.00
248-820-932.000	REPAIRS & MAINT/WINTER	0.00	31,864.91	41,250.00	41,250.00	0.00	0.00	0.00
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	26,145.00	27,237.00	25,000.00	25,000.00	24,100.00	24,100.00	96.40
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		68,127.69	258,696.91	284,070.00	284,070.00	71,506.79	39,076.61	25.17
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	0.00	226,210.00	223,510.00	223,510.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FL	6,249.99	124,999.96	25,000.00	25,000.00	6,250.02	2,083.34	25.00
Total Dept 965 - CONTRIBUTIONS		6,249.99	351,209.96	248,510.00	248,510.00	6,250.02	2,083.34	2.51
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	216,369.91	115,369.20	19.06

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2021-22		YTD BALANCE		ACTIVITY FOR MONTH 09/30/21	% BDGT USED
		09/30/2020	06/30/2021	09/30/2021	06/30/2021	ORIGINAL	2021-22	09/30/2021	09/30/2021		
		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		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	1,135,420.00	1,135,420.00	986,613.23	986,613.23	62,713.23	86.89
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	1,135,420.00	1,135,420.00	216,369.91	216,369.91	115,369.20	19.06
NET OF REVENUES & EXPENDITURES		404,462.37	(17,297.52)	0.00	0.00	0.00	0.00	770,243.32	770,243.32	(52,655.97)	100.00
BEG. FUND BALANCE		453,356.81	453,356.81	453,356.81	453,356.81	453,356.81	453,356.81	453,356.81	453,356.81		
NET OF REVENUES/EXPENDITURES - 2020-21								(17,297.52)	(17,297.52)		
END FUND BALANCE		857,819.18	436,059.29	453,356.81	453,356.81	453,356.81	453,356.81	1,206,302.61	1,206,302.61		

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2021-22		YTD BALANCE		ACTIVITY FOR MONTH 09/30/21	% BGDG USED
		09/30/2020	06/30/2021	09/30/2020	06/30/2021	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	09/30/2021	09/30/2021		
		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	0.00	0.00	50.00	50.00			0.00		0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	6,249.99	124,999.96	25,000.00	25,000.00			6,250.02		2,083.34	25.00
Total Dept 000 - GENERAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00			6,250.02		2,083.34	24.95
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00			6,250.02		2,083.34	24.95
Expenditures											
Dept 290 - ADMINISTRATION											
405-290-972.437	CAP OUTLAY/LAND IMP - PUBLIC F	0.00	20,000.00	0.00	0.00			0.00		0.00	0.00
405-290-977.813	CAP OUTLAY/DDA PARKING	9,731.73	190,608.26	25,050.00	25,050.00			0.00		0.00	0.00
Total Dept 290 - ADMINISTRATION		9,731.73	210,608.26	25,050.00	25,050.00			0.00		0.00	0.00
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00			0.00		0.00	0.00
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:											
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00			6,250.02		2,083.34	24.95
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00			0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		(3,481.74)	(85,608.30)	0.00	0.00			6,250.02		2,083.34	100.00
BEG. FUND BALANCE		88,999.61	88,999.61	88,999.61	88,999.61			88,999.61			
NET OF REVENUES/EXPENDITURES - 2020-21								(85,608.30)			
END FUND BALANCE		85,517.87	3,391.31	88,999.61	88,999.61			9,641.33			
TOTAL REVENUES - ALL FUNDS											
TOTAL REVENUES - ALL FUNDS		581,599.00	1,171,697.94	1,160,470.00	1,160,470.00			992,863.25		64,796.57	85.56
TOTAL EXPENDITURES - ALL FUNDS		180,618.37	1,274,603.76	1,160,470.00	1,160,470.00			216,369.91		115,369.20	18.65
NET OF REVENUES & EXPENDITURES		400,980.63	(102,905.82)	0.00	0.00			776,493.34		(50,572.63)	100.00
BEG. FUND BALANCE - ALL FUNDS		542,356.42	542,356.42	542,356.42	542,356.42			542,356.42			
END FUND BALANCE - ALL FUNDS		943,337.05	439,450.60	542,356.42	542,356.42			1,215,943.94			

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 2021-2022 City Budget, as adopted; and

WHEREAS, revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2021;

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 DDA Budget is hereby amended as indicated in the 1st 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 2021-22 First Quarter Budget Amendments Resolution

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



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\November2021
Date: 11/8/2021
Re: Bike Racks Discussion

With the recent addition of dedicated bike lanes in Downtown Plymouth, and as Plymouth moves to become more of a bicycle-friendly community, DDA staff has recognized the need to add more bike racks in the downtown area. DDA staff has engaged in discussions with the Department of Municipal Services on the potential of adding some additional bike parking in 2022.

Back in 2016, The Wilcox Foundation helped fund the addition of bike racks in four locations in the DDA district that nearly doubled the available bike parking. Currently, there is available parking for approximately 70 bikes on bike racks in public spaces at the following locations:

- Penniman near the Post Office
- Ann Arbor Trail and Harvey
- Wing and Harvey
- Wing and Forest
- Central Parking Deck
- Main and Ann Arbor Trail near old Panera site
- Library (for public use, but this is on Library property)
- Penniman between the Penn Theatre and The Gathering

DDA staff is looking at three additional locations to add bike racks in 2022 that would add spaces for approximately 15-20 additional bikes to park. The locations include:

- City Hall
- Kellogg Park (south end)

- Harvey Street (mid-block crosswalk near Tonquish Nature Trail/St. Joe's Medical Center)

Staff has identified a couple other possible locations for additional racks in the future, including near the Saxton's municipal lot. There are long term plans for a renovation of that lot, so bike parking would likely be a part of that future plan. There have also been some preliminary discussions with property owners about bike racks on some private areas.

DDA staff has started the process of seeking grants or other funding for the new bike rack locations. DMS has provided an estimate for the City Hall location that is attached. The other identified locations would likely need concrete pads but not as much landscaping, so DDA staff does not anticipate the costs to be quite as high as the attached estimate at the other two locations. After some additional conversation with DMS, it currently appears that approximately \$15,000 in grants would be sufficient to cover the cost of the project for the three identified locations.

There is no DDA Board action needed at this time. If funding for the project is secured, DDA staff would bring the subject back to the DDA Board for a formal vote unless otherwise directed by the board.

City Hall Bike Rack with capacity for 6 bikes

Install ADA accessible bike rack on concrete pad adjacent to Church St entrance

Contractor installed concrete flatwork:

121 SF @ \$15.00/SF	\$1,815.00
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Surface mounted bike racks:

3 ea @ \$229.00/ea	\$ 687.00
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Freight @ +/- \$500	\$ 500.00
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DMS Labor to install bike racks:

2 FTE @ \$65.00/HR	\$ 780.00
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Approx 2 HR/Rack

DMS Labor to relandscape:

2 FTE @ \$65.00/HR	\$ 2,080.00
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Approx 16 HR

Misc landscape materials:

Mulch 4 CY	\$ 100.00
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Plants 1 Dozen	\$ 150.00
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Option 1 Cost	\$6,112.00
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Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\November2021
Date: 11/8/2021
Re: Patio Update

Over the past few months, several downtown restaurant owners have expressed a desire to extend the outdoor dining season on public sidewalks to accommodate customers who wish to dine and drink outdoors again this fall and winter.

After a robust discussion at the October 11 DDA meeting and the October 18 City Commission meeting, the City Commission approved a temporary extension of the sidewalk patio season from November 1 until December 31, 2021. Although the DDA Board had approved a recommendation to extend the outdoor dining season through March 31, 2022 at the October 11 DDA Board meeting, the City Commission opted to approve an extension of the season through December 31, 2021. The Commission cited several factors from the attached report from City Manager Paul Sincock as the reasoning behind their decision. Commissioners also commented about the possibility of revisiting it in the future.

After the extension approval on October 18, DDA staff and City administration contacted restaurants detailing the process of applying for the extension by an October 26 deadline. Due to an initial lack of response from the restaurant community, the Community Development department extended the deadline to October 29. As of October 29, only four restaurants applied for the extension, three of which reside in the DDA district.

Due to the lack of the overall interest in the extension program and the potential legal and administrative issues that a year-round program may present, DDA staff recommends that the DDA Board not seek further extensions this year. Some restaurant owners and DDA Board members originally desired an extension through mid-February to accommodate an influx on potential diners during the Plymouth Ice Festival. DDA staff suggests that restaurant owners contact the event organizer to have patios be part of the festival's activities the weekend of February 11-13. A special event could also be organized by restaurant owners interested in having patios open during St. Patrick's Day.

In addition, the extended patios and barricades within on street parking locations were removed early last week. At this time there are no plans to allow temporary patios in on-street public

parking spaces. City administration, however, has reengaged with City Engineer Wade Trim to create concepts for some potential permanent bump outs that would allow for extended dining areas in some locations. Those concepts will be presented to both the DDA Board and City Commission once they are available.

Please see the attached report from City Manager Paul Sincock and the resolution that was passed unanimously by the City Commission on October 18.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Outdoor Patio extended season 10-18-21.docx
Date: October 15, 2021
RE: Outdoor Patio Extended Season Authorization

Background

During the pandemic we faced a number of issues, not only as a municipality, but also how we could assist our local retailers and restaurants. The State of Michigan started with the “two weeks to lower the curve,” followed by the “stay home, stay safe,” to ultimately the closure of indoor dining to a myriad of other orders from the Governor and the various state and county agencies. In response to the ever-changing environment, the DDA developed a number of programs from the weekly drawings for our restaurants, where patrons who were supporting our restaurants by ordering take out or delivery could be entered into a drawing for a \$25.00 Chamber Gift card. This program was extended to the retailers as well. The retail program has been very successful.

The DDA also coordinated a program with the local Rotary Club to put \$10,000 into the downtown business economy through the Shamrock Program. This program got people out of the house to find the shamrocks in downtown Plymouth, once complete you received a downtown gift card for a retailer or a restaurant. The Rotary Club funded the marketing and purchase of gift cards from participating establishments. That program put \$10,000 in cash directly into the hands of retailers and restaurants.

Due to the health emergency the City Commission worked in May of 2020 to allow restaurants and retailers to expand into the parking areas on the streets. This action was ahead of the State catching up and making changes at the Liquor Control Commission to start issuing special permits for on-street expansions. There was also consideration of closing several downtown streets to accommodate “commons areas” for alcohol service that would have been allowed until 2:00 a.m. on the streets. This program was not accepted.

November of 2020, continued to bring more orders from the Governor and State Health Department, which either prohibited or severely limited indoor seating. As a result of a number of emergency orders from State, the City Commission authorized continued use of outdoor patios on the sidewalks through December 31, 2020. The City Commission also created 15-minute parking zones throughout the DDA to

accommodate an increase in take out service. Further, the City Commission authorized a temporary suspension of City Ordinances related to the Special Land Use Requirement (78-102) for the expansion of liquor service on private property and parking requirements related to this expanded use. This authorization for private property was valid through March 31, 2021.

In December of 2020, there were still a number of emergency orders related to and severely limiting restaurant operations. As a result of the continued state emergency orders the City Commission authorized the continued use of outdoor patios on public property to help assist with the emergency orders from the state. The City Commission's authorization for continued patio use on public property through March 31, 2021. Then on April 1, 2021, the regular temporary patio program would start up again.

In addition, the Commission continued the authorization of patios on private property through March 31, 2021, to allow those restaurants time to begin the process of compliance with City Ordinances related to expansion square footage of liquor service at their establishments.

Those with extended patios on private property continued to receive extensions to comply with City Ordinances and over the past few months some of them have received or are currently going through the Planning Commission and other approvals for their expanded areas. They either have completed or are completing this approval process at significant cost to their business. All patios on private property who are not going through the approval process are expected to clear the expanded areas on or before November 1, 2021.

Over this past winter the City Commission authorized expanded patio seating into the streets for a second spring/summer as a result of additional orders that were still coming down from the state at that time. It was unknown "what the rules would be" in the spring and summer of 2021 and based on the emergency orders from the state, the City Commission again allowed extended patios on the street.

During approximately this same time frame the DDA was involved in a Master Planning process and there was some draft concept discussion or expanding seating or permanent public areas on the street that would be used by the restaurants during "the season" and by others during the rest of the year. The city has re-engaged Wade Trim to further develop some concepts in a little more detail for future review by the DDA and City Commission.

Now there is a request by some downtown restaurants and supported by the DDA Board to authorize sidewalk patios until March 31, 2022. This in effect takes the temporary outdoor dining program to a year-round program due to the fact that we would continue with the program on April 1, 2022. There may be unintended consequences with this expansion to year-round service. There may be issues related to special land use requirements, historical and parking requirements that the City Commission/Planning Commission/Historic District Commission may have to address. Since there are no emergency orders coming down from the state or the county health departments at this time and neither group seems willing to enact previous type orders at this time. As a result, we may be hard

pressed to violate our own Ordinances and potentially state law to create these year-round patios. There may be a number of legal or unintended consequences of the year-round expansion of private use of public property. City Attorney Marzano and I have had preliminary discussions related to this issue.

Another issue is related to weather, as you know the City and the DDA have a fairly aggressive program for snow and ice control in the DDA. Using a private contractor for the sidewalks and the DMS for streets, as well as stockpiling and hauling snow out of the DDA. Those participating with outdoor winter patios on public property would be responsible for snow and ice control on their patio areas. The question becomes what do they do with the snow after the contractor and city have completed their work? If they push it to the street across the public areas, does this create a need for additional removal or ice control? In addition, we anticipate that the restaurants will need to include and name both the City and the city's private contractor on their insurance policy to indemnify, defend, and hold harmless both the City and the contractor.

During the discussion on the DDA Board motion related to this topic on October 11th, there was an initial discussion related to extending the sidewalk patios through December 31st, that discussion then expanded the timeline through January, then through the Ice Festival and finally through March 31, 2022. The DDA Board ultimately supported extending the sidewalk patios through March 31, 2022, which would allow the "new" patio season to start on April 1, 2022. There was also brief discussion related to the letter from the U.S. Department of Justice, Eastern District of Michigan related to ADA compliance to *"ensure that all dining areas and routes to such areas are accessible."* This would most likely limit the number of patio seats available, when you consider the tables, chairs, and patio heaters, as well as existing streetscape features.

There are vast differences between the winter of 2020 and the upcoming winter of 2021. The biggest difference is the lack of orders closing restaurant indoor service. The fall and early winter of 2020 had people starting to re-engage restaurants, but through outside service and take out service.

Realistically, during the winter, patio use is fairly limited with the exception of perhaps Friday and Saturday nights. When patios are vacant it presents a visual of our overall business community. This visual may also be affected by delayed snow removal on patios when restaurants are closed.

Creating what will effectively be a year-round patio program that may or may not conflict with other Ordinances of the City could present a number of legal issues. This is especially the case when you have establishments who have gone through or are going through approval processes as required by Ordinance. Before creating a year-round program, it would be prudent to have an extensive legal and administrative review of Ordinances and policies to clarify issues and to make what could be necessary Ordinance changes.

In addition, there is a need to again confirm the end date of private patios on private property. The City Commission is aware that the City has sent monthly letters to business owners with patios on private property indicating that they will have to be removed on or prior to November 1, 2021. We would

suggest that if a business has started the process to gain approvals for that patio, that they be allowed to continue the use of the patio pending the outcome of “their” process.

As additional background, we have attached a copy of a memorandum from Sam Plymale of the DDA related to this matter, which includes a copy of the motion that the DDA Board approved on October 11, 2021. In addition, we have attached a letter received in August from the U.S. Department of Justice related to ADA compliance on patios and in restaurants.

Recommendation

The DDA Board has recommended allowing outdoor patios on the public sidewalks through March 31, 2022, with the new patio program starting April 1, 2022. However, for a number of legal issues as well as a lack of emergency orders from the state, the City Administration recommends that the City Commission extend the availability of sidewalk patios through December 31, 2021. Further, if restaurants want to use outdoor patios during the Ice Festival, they should meet with the organizers of the event to become a part of the event and develop the plan for that particular event.

There are no current emergency orders that severely limit indoor service at restaurants this winter. The extension of public sidewalk patios through December 31, 2021, allows for a clear break in the patio season and it allows the patios to remain temporary under the terms of our Ordinances. We would still need to complete some “behind the scenes” administrative work to include, but not be limited to completing insurance processing, ADA compliance, fees, snow agreements and to document all of this in our files.

Related to the patios located on private property, the City has been regularly notifying establishments on a monthly basis they would be required to stop use of private property patios on or before November 1, 2021. We would recommend that any establishment that has already started the process for the Ordinance required approvals, that they be allowed to continue pending the outcome of “their” approval process.

R E S O L U T I O N

The following Resolution was offered by Commissioner Thomey and seconded by Mayor Pro Tem Moroz.

WHEREAS The City of Plymouth has several outdoor patios for local restaurants.
These spaces are immensely popular in the spring and summer months, and

WHEREAS The State of Michigan has previously issued numerous emergency orders
Related to Covid-19 and those orders have been expiring, and

WHEREAS The City Commission is aware that some restaurants would like to
Continue outdoor patio service, and

WHEREAS The City Commission has previously authorized regular temporary
Outdoor Patio service as matter of policy, and

WHEREAS When the State of Michigan was issuing a number of emergency orders
Which closed or severely limited indoor dining options the city
Commission authorized an emergency extended patio season, and

WHEREAS There is a desire to continue to allow the temporary restaurant patios
To continue to operate beyond the normal season end date of
October 31, 2021.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration to allow the use of outdoor patios, with no temporary structures or coverings on public property through December 31, 2021. Under this temporary extension of the seasonal patios the regulations shall clearly state and require that the restaurants be responsible for snow/ice removal in and outside of the patio areas, including the public walkways. Further, that the City and its contractors shall be identified, and held harmless for incidents on public property and shall be named as an additional insured on the establishment's insurance policy.

BE IT STILL FURTHER RESOLVED THAT the City Commission has previously authorized temporary approval for outdoor patio use for restaurants on private property through November 1, 2021. For any establishment that has applied and is in process of a permanent approval for outdoor patio use on private property, will be allowed to

continue under the temporary approval pending the final outcome of the city's process. All others must vacate their private property outdoor space on or by November 1, 2021.

MOTION PASSED 6-0