



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, December 12, 2022 - 7:00 p.m.

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

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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Ellen Elliott, Scott Foess, Dan Johnson

Excused: Members Jack Ayoub, Brian Harris, Richard Matsu, Patrick O'Neill, Shannon Perry

Also present: Economic Development Director John Buzuvis, DDA Director Sam Plymale, Finance Director John Scanlon

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, December 12, 2022.

There was a voice vote.

MOTION PASSED 6-0

4. APPROVAL OF THE MEETING MINUTES

Johnson offered a motion, seconded by Martinelli, to approve the minutes of the November 14, 2022, meeting.

There was a voice vote.

MOTION PASSED 6-0

5. BOARD COMMENTS

There were no board comments.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. First Quarter Budget Amendments

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

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2022-2023 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2022.

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 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.

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 22-23**

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	1,135,110	-				-	1,135,110
Program Fees & Other	76,550	8,200				8,200	84,750
Appropriation of Surplus	-	48,245				48,245	48,245
TOTAL REVENUES	1,211,660	56,445	-	-	-	56,445	1,268,105
DDA OPER FUND EXP: #248							
Administration	348,125	10,000				10,000	358,125
Police Services	34,990	-				-	34,990
Parking System	54,120	-				-	54,120
Sixton Parking Facility	-	-				-	-
DDA Marketing	100,700	-				-	100,700
Streetscape Maintenance	312,220	-				-	312,220
Contrib to DDA Debt Funds	223,560	-				-	223,560
Contrib to DDA Cap Imp Fund	25,000	161,390				161,390	186,390
Contingency	114,945	(114,945)				(114,945)	-
TOTAL EXPENDITURES	1,211,660	56,445	-	-	-	56,445	1,268,105

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 22-23**

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	161,390				161,390	186,440
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	25,050	161,390	-	-	-	161,390	186,440
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,000	161,390				161,390	186,390
Contingency	50	-				-	50
TOTAL EXPENDITURES	25,050	161,390	-	-	-	161,390	186,440

There was a voice vote.

MOTION PASSED 6-0

8. REPORTS AND CORRESPONDENCE

a. 2022 Digital Media Year in Review

Plymale provided website metrics and social media analytics for this past year.

Pollard congratulated and thanked Elliott for being reappointed to the DDA Board.

9. ADJOURNMENT

Foess offered a motion, seconded by Moroz, to adjourn the meeting at 7:11 p.m.

There was a voice vote.

MOTION PASSED 6-0