



# Plymouth Downtown Development Authority Meeting Agenda

June 12, 2023 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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Plymouth Downtown Development Authority  
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Plymouth, Michigan 48170

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Join Zoom Webinar: <https://us02web.zoom.us/j/81192037647>

Webinar ID: 811 9203 7647

Passcode: 468190

**1) CALL TO ORDER**

*Kerri Pollard, Chairperson  
Andre Martinelli, Vice Chair  
Nick Moroz, Mayor  
Jack Ayoub  
Ellen Elliott  
Brian Harris  
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 5-8-2023**

**5) BOARD COMMENTS**

**6) OLD BUSINESS**

**7) NEW BUSINESS**

- A. 2023-24 DDA Budget**
- B. 3<sup>rd</sup> Quarter Budget Amendments**
- C. 2023 Holiday Lights Maintenance Approval**
- D. Downtown Plymouth Outdoor Dining Discussion**

**8) REPORTS AND CORRESPONDENCE**

**9) ADJOURNMENT**

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

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

City of Plymouth Strategic Plan 2022-2026

**GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE**

**OBJECTIVES**

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

**GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION**

**OBJECTIVES**

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

**GOAL AREA THREE - COMMUNITY CONNECTIVITY**

**OBJECTIVES**

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

**GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY**

**OBJECTIVES**

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, May 8, 2023, 2023 - 7:00 p.m.

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201 S. Main  
Plymouth, Michigan 48170-1637

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#### 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 Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Richard Matsu, Patrick O'Neill, Shannon Perry

Excused: Member Dan Johnson

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

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Moroz offered a motion, seconded by Martinelli, to approve the agenda for Monday, May 8, 2023.

There was a voice vote.

MOTION PASSED

#### 4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Moroz, to approve the minutes of the April 10, 2023 meeting.

There was a voice vote.

MOTION PASSED

#### 5. BOARD COMMENTS

Elliott thanked those involved in the recent Artisan Market and Mental Health Fair. She said she asked the City to revise its special events policy to address vendor trash.

Foess said this would be his last meeting because he was resigning due to the time commitment.

#### 6. OLD BUSINESS

a. DDA Action Plan Update

Plymale provided the following updates:

- The Art Walk has been installed, except for one item at Sun and Snow.
- All of the artwork for the DIA Inside Out program has been installed.
- The design of the new website is in the final stages.

#### 7. NEW BUSINESS

a. 2023 Central Parking Deck Renovation Project Bid Award

Plymale reviewed the bid tabulation sheet and noted that RAM Construction has worked on the deck in the past.

The following motion was offered by Moroz and seconded by Martinelli.

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

WHEREAS In November of 2022, the DDA Board approved project engineering for the 2023 Central Parking Deck Renovation Project by Fishbeck at a cost of \$45,500 for what are termed high and moderate priority repairs to the Central Parking Deck, including concrete repairs, joint repairs, and sealant repairs; and

WHEREAS A bid process resulted in RAM Construction of Livonia, MI, the low bid of \$167,995 among three companies that submitted proposals for construction; and

WHEREAS RAM Construction Services has provided quality work in previous renovation projects on the Downtown Plymouth Central Parking Deck.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with RAM Construction Services of Livonia, MI, for rehabilitation work on the Central Parking Deck in the total amount of \$167,995 for construction work, with an additional \$25,200 for contingency and \$4,500 for materials testing. Total approval for construction, contingency and materials testing is up to \$197,695. Funding will come from Acct. No. 405 290 977 813.

Board members expressed frustration that the DDA must keep spending money on the 40-year-old structure instead of building a new one. Fishbeck Engineer Justin Thompson said a typical parking deck has a lifespan of 60 years. He recommended a cost-benefit analysis of continuing to repair vs. building a new deck. Moroz said the City Commission was expecting a report from the administration on paid parking, including what the revenue could do to improve parking.

There was a voice vote.

MOTION PASSED

b. Church Street Parking Spaces Recommendation

The following motion was offered by Elliott and seconded by O'Neill.

WHEREAS The Plymouth DDA has a Strategic Plan Goal to Improve Parking in the downtown district by maximizing the amount of parking spaces; and

WHEREAS There is space along eastbound Church Street just west of Main Street for the potential addition of some on-street parking spaces; and

WHEREAS The City Commission has requested input from the DDA Board before proceeding with additional due diligence on the potential project.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors recommends that the City Commission begin a due diligence process for the potential addition of on-street diagonal parking spaces on Church Street just west of Main Street.

Elliott suggested propagating some of the lilac bushes on the parcel and planting them elsewhere in the City.

Karen Sisolak, 939 Penniman, said it's a great use for the space, but there needs to be a crosswalk at the intersection of Church and Main St.

There was a voice vote.

MOTION PASSED

c. Recommendation for potential Property Acquisition – Delta Diamond Site

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

WHEREAS The Plymouth DDA has a Strategic Plan Goal to Improve Parking in the downtown district by maximizing the amount of parking spaces; and

WHEREAS The Plymouth DDA has a Strategic Plan Goal to Support Businesses by expanding entertainment opportunities in the downtown district; and

WHEREAS The property commonly known as the Delta Diamond site at 895 W. Ann Arbor Trail is available for purchase; and

WHEREAS A pocket park with public parking would satisfy two tasks on the DDA's Five-Year Strategic Plan.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors recommends that the City Commission begin a due diligence process for a potential acquisition of the site located at 895 W. Ann Arbor Trail for the addition of public parking and a potential downtown pocket park.

Several ideas were discussed, including pursuing a parks and recreation grant and creating a social district in the pocket park. The cost of the property was mentioned as a concern, in particular if the DDA were required to pay for a portion.

Karen Sisolak, 939 Penniman, said the concept is good but it would be fiscally irresponsible to undertake this until the City has a plan that addresses long term parking. She added that the assessment process has already begun.

Ron Picard, 1373 Sheridan, said the City could buy the property for parking, then develop it later.

YES: Ayoub, Foess, Harris, Matsu, Martinelli, Perry, Moroz, Pollard

NO: Elliott, O'Neill

MOTION PASSED

**8. REPORTS AND CORRESPONDENCE**

There were no reports or correspondence.

**9. ADJOURNMENT**

Martinelli offered a motion, seconded by O'Neill, to adjourn the meeting at 7:59 p.m.

There was a voice vote.

MOTION PASSED

DRAFT



## Administrative Recommendation

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023\June  
**Date:** 06/13/2023  
**Re:** DDA 2023-24 Budget Resolution

The City's DDA is a separate legal incorporation and therefore has its own budget. However, due to Public Act 57 adopted by the State Legislature and signed by the Governor in 2018, the City Commission is the entity responsible for adopting the DDA budget. Below is the excerpt from Act 57 explaining the process.

### RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

#### Act 57 of 2018

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

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

Sec. 228.

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

DDA staff, as usual, prepared the budget in February and presented it to Finance Director John Scanlon for review. The City Commission approved the 2023-24 DDA budget and the entire City budget at its June 5, 2023 regular meeting. The 2023-24 DDA budget is attached.

Finance Director John Scanlon has provided a short summary and highlighted a few changes to the 2023-24 DDA Budget. A resolution is attached for your consideration.

**MEMORANDUM**

Date: June 7, 2023  
To: DDA Board, DDA Staff  
From: John Scanlon, Finance Director  
Subject: Budget Adoption

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**Issue:** Adoption of 2023-24 Downtown Development Authority budget

**Analysis:** Please find attached the proposed Downtown Development Authority (248) operating fund, as well as the capital improvement fund (494) budgets for the 2023-24 Fiscal Year. The proposed budget was presented and adopted by the City Commission at their regular meeting on June 5, 2023. Per Michigan Public Act 57 of 2018, 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. Below is a brief synopsis of the proposed budgets:

The proposed operating budget for 2023-24 is \$1,633,150. Overall, the changes from the 2022-23 fiscal year are minor in nature. The largest revenue item remains the property tax revenue from the established TIF (Tax Increment Financing). This can be found 248-000-403.000. The budget presented is based on tax information available for the upcoming year. Any adjustment would require a budget amendment.

The largest single change in the proposed budget is an increase to the contribution line item from the operating budget to the capital improvement budget. The proposed budget has a transfer of \$300,000, an increase of \$113,610 from the 2022-23 amended budget. The next largest line item is the 2015 LTGO Capital Bond repayment of \$217,300. The last year of the bond repayment will be the 2024-25 fiscal year.

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

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

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

## BUDGET

Account #	Account Title	2021 /22		2022 /23				2023 /24	2024 /25	2025 /26	2026 /27	2027 /28
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>DDA OPERATING FUND REVENUES</b>												
<u>DDA Operating Revenues</u>												
248 000 403.000	CURRENT PROPERTY TAX/REAL	1,083,370	1,099,265	1,130,610	1,130,610	943,213	1,130,610	1,547,100	1,593,510	1,641,320	1,690,550	1,741,270
248 000 405.000	TAXES RECOVERED BY COUNTY	(3,000)	0	(3,000)	(3,000)	0	(3,000)	(3,000)	(3,030)	(3,090)	(3,180)	(3,280)
248 000 408.000	PRIOR YEAR TAX REFUNDS	0	0	0	0	0	0	0	0	0	0	0
248 000 409.000	PERSONAL PROPERTY TAX REPLACEMENT FEE	0	0	0	0	0	0	0	0	0	0	0
248 000 445.000	PENALTIES & INTEREST	0	0	0	0	0	0	0	0	0	0	0
248 000 531.000	STATE/FEDERAL GRANTS	0	0	0	0	0	0	0	0	0	0	0
248 000 573.000	LOCAL COMMUNITY STABILIZATION	15,350	15,329	7,500	7,500	8,814	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
248 000 620.000	CONCERT REVENUES	60,000	63,524	75,000	75,000	42,350	75,000	80,000	82,400	84,870	87,420	90,040
248 000 621.000	BENCH SALE REVENUES	1,000	1,000	0	5,000	1,000	5,000	0	0	0	0	0
248 000 665.000	INTEREST ON INVESTMENTS	50	972	50	1,050	0	1,050	50	50	50	50	50
248 000 670.000	PROGRAM FEES	0	0	0	0	0	0	0	0	0	0	0
248 000 675.000	CONTRIB FROM PRIVATE SOURCES	0	0	0	0	0	0	0	0	0	0	0
248 000 675.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	1,500	1,050	1,500	1,500	1,050	1,500	1,500	1,500	1,500	1,500	1,500
248 000 679.000	ADVERTISING REVENUE	3,800	3,792	0	0	2,350	0	0	0	0	0	0
248 000 680.000	OTHER INCOME	0	0	0	2,200	0	2,200	0	0	0	0	0
248 000 684.000	OFFICE RENTAL - DDA-587 ANN ARBOR TR	0	0	0	0	0	0	0	0	0	0	0
248 000 685.000	INSURANCE PROCEEDS	0	0	0	0	0	0	0	0	0	0	0
248 000 699.000	APPROP OF PR YR FUND BALANCE	150,990	0	0	48,245	0	48,245	0	0	0	0	0
<b>DDA OPERATING FUND REVENUE GRAND TOTAL</b>		<b>1,313,060</b>	<b>1,184,932</b>	<b>1,211,660</b>	<b>1,268,105</b>	<b>998,777</b>	<b>1,268,105</b>	<b>1,633,150</b>	<b>1,682,160</b>	<b>1,732,610</b>	<b>1,784,420</b>	<b>1,837,780</b>

## BUDGET

Account #	Account Title	2021 /22		2022 /23				2023 /24	2024 /25	2025 /26	2026 /27	2027 /28
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>DDA OPERATING FUND EXPENDITURES</b>												
<b>Administration Expenditures</b>												
248 290 706.000	SALARY & WAGES/FULL TIME	116,660	117,892	123,950	123,950	61,357	123,950	92,615	95,390	98,250	101,200	104,240
248 290 706.050	SALARY & WAGES/PART TIME	0	0	0	5,000	0	5,000	29,875	30,770	31,690	32,640	33,620
248 290 706.100	SALARY & WAGES/SICK	4,900	266	5,225	5,225	0	5,225	3,925	4,040	4,160	4,280	4,410
248 290 706.300	SALARY & WAGES/LONGEVITY	600	600	650	650	600	650	675	700	720	740	760
248 290 706.600	SALARY & WAGES/VACATON PAYOFF	4,635	4,627	3,275	3,275	0	3,275	1,045	1,080	1,110	1,140	1,170
248 290 707.000	SALARY & WAGES/TEMP-SEASONAL	600	1,660	0	5,000	0	5,000	0	0	0	0	0
248 290 709.000	SALARY & WAGES/OVERTIME	3,850	3,698	3,000	3,000	2,705	3,000	3,000	3,090	3,180	3,280	3,380
248 290 721.000	FRINGE BENEFITS	60,350	53,736	63,600	63,600	25,743	63,600	53,335	54,940	56,590	58,290	60,040
248 290 721.500	POST RETIREMENT BENEFITS	23,880	24,920	29,425	29,425	12,460	29,425	24,650	27,870	31,320	34,820	38,240
248 290 727.000	OFFICE SUPPLIES	500	255	500	500	97	500	500	520	540	560	580
248 290 728.000	POSTAGE	200	33	200	200	12	200	200	210	220	230	240
248 290 740.000	OPERATING SUPPLIES	1,400	1,396	1,200	1,200	59	1,200	2,000	2,060	2,120	2,180	2,250
248 290 815.000	ADMINISTRATIVE SERVICES	63,300	63,300	65,200	65,200	31,650	65,200	67,200	69,220	71,300	73,440	75,640
248 290 818.000	CONTRACTUAL SERVICES	12,000	11,525	14,000	14,000	6,305	14,000	16,000	16,480	16,970	17,480	18,000
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	3,500	3,490	3,000	3,000	1,549	3,000	3,500	3,610	3,720	3,830	3,940
248 290 860.000	TRANSPORTATION	400	122	1,000	1,000	24	1,000	1,000	1,030	1,060	1,090	1,120
248 290 864.000	CONFERENCES & MEETINGS	1,500	225	2,000	2,000	115	2,000	2,000	2,060	2,120	2,180	2,250
248 290 865.000	PUBLIC RELATIONS EVENTS	300	40	300	300	40	300	300	310	320	330	340
248 290 900.000	PRINTING & PUBLISHING	300	0	300	300	0	300	300	310	320	330	340
248 290 920.000	PUBLIC UTILITIES	2,580	2,376	2,580	2,580	748	2,580	2,660	2,740	2,820	2,900	2,990
248 290 925.000	PUBLICATIONS/SUBSCRIPTIONS	100	0	100	100	0	100	100	100	100	100	100
248 290 930.000	REPAIRS & MAINTENANCE	2,000	63	2,000	2,000	0	2,000	2,000	2,060	2,120	2,180	2,250
248 290 938.000	EQUIPMENT LEASE EXPENSE	1,200	0	1,200	1,200	0	1,200	1,200	1,240	1,280	1,320	1,360
248 290 940.000	EQUIPMENT RENTAL - FORCE ACCT	500	600	500	500	300	500	500	520	540	560	580
248 290 942.000	OFFICE RENT	19,050	19,050	19,920	19,920	9,450	19,920	21,000	21,630	22,280	22,950	23,640
248 290 956.000	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0
248 290 957.000	TRAINING EXPENSE	500	250	1,000	1,000	0	1,000	1,000	1,030	1,060	1,090	1,120
248 290 958.000	MEMBERSHIPS & DUES	2,000	840	2,000	2,000	730	2,000	2,000	0	0	0	0
248 290 962.000	RESERVE FOR CONTINGENCY	0	0	114,945	0	0	0	252,590	624,910	857,740	668,790	683,280
248 290 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>326,805</b>	<b>310,963</b>	<b>461,070</b>	<b>356,125</b>	<b>153,944</b>	<b>356,125</b>	<b>585,170</b>	<b>967,920</b>	<b>1,213,650</b>	<b>1,037,930</b>	<b>1,065,880</b>
<b>Police Service Expenditures</b>												
248 301 706.000	SALARY & WAGES/FULL TIME	20,250	15,369	21,275	21,275	9,714	21,275	21,970	23,070	23,530	24,000	24,480
248 301 706.100	SALARY & WAGES/SICK	0	0	0	0	0	0	0	0	0	0	0
248 301 706.200	SALARY & WAGES/HOLIDAY PAY	890	890	935	935	890	935	965	1,010	1,030	1,050	1,070
248 301 706.300	SALARY & WAGES/LONGEVITY	75	75	80	80	75	80	80	90	100	120	140
248 301 706.400	SALARY & WAGES/UNIFORM ALLOW	170	60	225	225	60	225	215	230	230	230	230
248 301 709.000	SALARY & WAGES/OVERTIME	1,760	0	1,825	1,825	0	1,825	1,825	1,920	1,960	2,000	2,040
248 301 721.000	FRINGE BENEFITS	10,110	7,398	10,650	10,650	4,591	10,650	10,765	11,300	11,530	11,760	12,000
248 301 721.500	POST RETIREMENT BENEFITS	0	0	0	0	0	0	0	0	0	0	0
248 301 725.500	MEAL ALLOWANCE	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>33,255</b>	<b>23,792</b>	<b>34,990</b>	<b>34,990</b>	<b>15,331</b>	<b>34,990</b>	<b>35,820</b>	<b>37,620</b>	<b>38,380</b>	<b>39,160</b>	<b>39,960</b>

# BUDGET

Account #	Account Title	2021 /22		2022 /23				2023 /24	2024 /25	2025 /26	2026 /27	2027 /28
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b><u>Parking System Expenditures</u></b>												
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	39,920	39,920	41,120	41,120	19,960	41,120	42,350	43,620	44,930	46,280	47,670
248 443 818.000	CONTRACTUAL SERVICES	11,350	10,867	13,000	13,000	9,071	13,000	13,000	13,390	13,790	14,200	14,630
<b>Total</b>		<b>51,270</b>	<b>50,787</b>	<b>54,120</b>	<b>54,120</b>	<b>29,031</b>	<b>54,120</b>	<b>55,350</b>	<b>57,010</b>	<b>58,720</b>	<b>60,480</b>	<b>62,300</b>
<b><u>Saxton Parking Facility Expenditures</u></b>												
248 445 740.000	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
248 445 818.000	CONTRACTUAL SERVICES	1,650	0	0	0	2,140	0	0	0	0	0	0
248 445 850.000	COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0
248 445 920.000	PUBLIC UTILITIES	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>1,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DDA Marketing Expenditures</u></b>												
248 811 727.000	OFFICE SUPPLIES	1,000	85	1,000	1,000	85	1,000	1,000	1,030	1,060	1,090	1,120
248 811 728.000	POSTAGE	200	179	200	200	179	200	200	210	220	230	240
248 811 740.000	OPERATING SUPPLIES	1,500	906	1,500	1,500	731	1,500	1,500	1,550	1,600	1,650	1,700
248 811 794.000	CONCERT EXPENSES	65,000	63,523	75,000	75,000	31,039	75,000	80,000	82,400	84,870	87,420	90,040
248 811 818.000	CONTRACTUAL SERVICES	14,000	10,512	16,000	16,000	10,412	16,000	24,000	24,720	25,460	26,220	27,010
248 811 900.000	PRINTING & PUBLISHING	7,000	5,674	7,000	7,000	4,140	7,000	7,000	7,210	7,430	7,650	7,880
<b>Total</b>		<b>88,700</b>	<b>80,880</b>	<b>100,700</b>	<b>100,700</b>	<b>46,587</b>	<b>100,700</b>	<b>113,700</b>	<b>117,120</b>	<b>120,640</b>	<b>124,260</b>	<b>127,990</b>
<b><u>Infrastructure Maintenance Expenditures</u></b>												
248 820 707.000	SALARY & WAGES/TEMP-SEASONAL	2,750	2,708	6,000	6,000	2,708	6,000	8,000	8,240	8,490	8,740	9,000
248 820 709.000	SALARY & WAGES/OVERTIME	0	0	0	0	0	0	0	0	0	0	0
248 820 721.000	FRINGE BENEFITS	500	207	500	500	207	500	650	670	690	710	730
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	0	100	100	0	100	100	100	100	100	100
248 820 815.000	REIMB TO GEN FD - CITY MSD SERVICES	138,620	138,620	142,780	142,780	69,310	142,780	147,060	151,470	156,010	160,690	165,510
248 820 818.000	CONTRACTUAL SERVICES	60,000	56,869	76,800	76,800	25,767	76,800	80,000	15,000	15,450	29,000	40,000
248 820 920.000	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	18,100	18,256	18,540	18,540	3,132	18,540	20,000	20,600	21,220	21,860	22,520
248 820 932.000	REPAIRS & MAINT - WINTER	41,250	33,890	42,500	42,500	6,750	42,500	45,000	46,350	47,740	49,170	50,650
248 820 933.000	HOLIDAY LIGHTS MAINTENANCE	25,000	24,100	25,000	25,000	24,100	25,000	25,000	25,750	26,520	27,320	28,140
248 820 940.000	EQUIPMENT RENTAL - FORCE ACCT	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>286,320</b>	<b>274,650</b>	<b>312,220</b>	<b>312,220</b>	<b>131,974</b>	<b>312,220</b>	<b>325,810</b>	<b>268,180</b>	<b>276,220</b>	<b>297,590</b>	<b>316,650</b>
<b><u>Capital Outlay</u></b>												
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
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DDA OPERATING FUND (OPERATING) EXPENDITURE TOTAL</b>		<b>788,000</b>	<b>741,073</b>	<b>963,100</b>	<b>858,155</b>	<b>379,006</b>	<b>858,155</b>	<b>1,115,850</b>	<b>1,447,850</b>	<b>1,707,610</b>	<b>1,559,420</b>	<b>1,612,780</b>

## BUDGET

Account #	Account Title	2021 /22		2022 /23				2023 /24	2024 /25	2025 /26	2026 /27	2027 /28
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Transfers-Out to Other Funds</b>												
248 965 965.310	CONTRIB TO 2010 CAP IMP DBT FD (STREETSCAPE)	0	0	0	0	0	0	0	0	0	0	0
248 965 965.315	CONTRIB TO 2015 LTGO CAP IMP DBT FD	223,560	223,560	223,560	223,560	0	223,560	217,300	209,310	0	200,000	200,000
248 965 965.405	CONTRIB TO DDA CAP IMP FUND	0	0	25,000	0	12,500	0	300,000	25,000	25,000	25,000	25,000
248 965 965.494	CONTRIB TO DDA CONSTRUCTION FUND	301,500	301,500	0	186,390	0	186,390	0	0	0	0	0
	<b>Total</b>	<b>525,060</b>	<b>525,060</b>	<b>248,560</b>	<b>409,950</b>	<b>12,500</b>	<b>409,950</b>	<b>517,300</b>	<b>234,310</b>	<b>25,000</b>	<b>225,000</b>	<b>225,000</b>
	<b>DDA OPERATING FUND EXPENDITURE GRAND TOTAL</b>	<b>1,313,060</b>	<b>1,266,133</b>	<b>1,211,660</b>	<b>1,268,105</b>	<b>391,506</b>	<b>1,268,105</b>	<b>1,633,150</b>	<b>1,682,160</b>	<b>1,732,610</b>	<b>1,784,420</b>	<b>1,837,780</b>
<b>DDA OPERATING FUND BALANCE</b>												
	BEGINNING SURPLUS (OR DEFICIT)	519,144	519,144	519,144	519,144	519,144	519,144	470,899	470,899	1,095,809	1,953,549	2,622,339
	CURRENT-YEAR REVENUES	1,313,060	1,184,932	1,211,660	1,268,105	998,777	1,268,105	1,633,150	1,682,160	1,732,610	1,784,420	1,837,780
	CURRENT-YEAR EXPENDITURES	(1,313,060)	(1,266,133)	(1,211,660)	(1,268,105)	(391,506)	(1,268,105)	(1,633,150)	(1,682,160)	(1,732,610)	(1,784,420)	(1,837,780)
	<b>CURR-YEAR SURPLUS (OR DEFICIT)</b>	<b>0</b>	<b>(81,201)</b>	<b>0</b>	<b>0</b>	<b>607,271</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	+ CONTINGENCY / - APPROPRIATION OF PRIOR SURPLUS	(150,990)	0	114,945	(48,245)	0	(48,245)	0	624,910	857,740	668,790	683,280
	<b>ENDING SURPLUS (OR DEFICIT)</b>	<b>368,154</b>	<b>437,943</b>	<b>634,089</b>	<b>470,899</b>	<b>1,126,415</b>	<b>470,899</b>	<b>470,899</b>	<b>1,095,809</b>	<b>1,953,549</b>	<b>2,622,339</b>	<b>3,305,619</b>

## BUDGET

Account #	Account Title	2021 /22		2022 /23				2023 /24	2024 /25	2025 /26	2026 /27	2027 /28
		Amended Budget	Audited Actual	Original Budget	Amended Budget	6 Months Actual	12 Months Projected	Adopted Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>DDA CAPITAL IMPROVEMENT FUND REVENUES</b>												
494 000 665.000	INTEREST ON INVESTMENTS	50	0	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	301,500	301,500	25,000	186,390	12,500	186,390	300,000	25,000	25,000	25,000	25,000
494 000 699.000	APPROP OF PR YR FUND BALANCE	1,585	0	0	0	0	0	0	0	0	0	0
<b>DDA CAPITAL IMPROVEMENT FUND REVENUE GRAND TOTAL</b>		<b>303,135</b>	<b>301,500</b>	<b>25,050</b>	<b>186,440</b>	<b>12,500</b>	<b>186,440</b>	<b>300,050</b>	<b>25,050</b>	<b>25,050</b>	<b>25,050</b>	<b>25,050</b>
<b>DDA CAPITAL IMPROVEMENT FUND EXPENDITURES</b>												
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	250,000	250,000	50	0	5,228	0	0	0	0	0	0
494 290 962.000	RESERVE FOR CONTINGENCY	0	0	0	50	0	50	50	0	0	0	0
494 290 972.437	CAP OUTLAY/LAND IMP - PUBLIC FOUNTAIN	1,585	1,585	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	51,550	51,550	25,050	186,390	123,266	186,390	300,000	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
<b>DDA CAPITAL IMPROVEMENT FUND EXPENDITURE GRAND TOTAL</b>		<b>303,135</b>	<b>303,135</b>	<b>25,100</b>	<b>186,440</b>	<b>128,494</b>	<b>186,440</b>	<b>300,050</b>	<b>25,050</b>	<b>25,050</b>	<b>25,050</b>	<b>25,050</b>
<b>DDA CAPITAL IMPROVEMENT FUND</b>												
	BEGINNING SURPLUS (OR DEFICIT)	3,391	3,391	3,391	3,391	3,391	3,391	3,441	3,491	3,491	3,491	3,491
	CURRENT-YEAR REVENUES	303,135	301,500	25,050	186,440	12,500	186,440	300,050	25,050	25,050	25,050	25,050
	CURRENT-YEAR EXPENDITURES	(303,135)	(303,135)	(25,100)	(186,440)	(128,494)	(186,440)	(300,050)	(25,050)	(25,050)	(25,050)	(25,050)
	<b>CURRENT-YEAR SURPLUS (OR DEFICIT)</b>	<b>0</b>	<b>(1,635)</b>	<b>(50)</b>	<b>0</b>	<b>(115,994)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	+ CONTINGENCY / - APPROPRIATION OF PRIOR SURPLUS	(1,585)	0	0	50	0	50	50	0	0	0	0
	<b>ENDING SURPLUS (OR DEFICIT)</b>	<b>1,806</b>	<b>1,756</b>	<b>3,341</b>	<b>3,441</b>	<b>(112,602)</b>	<b>3,441</b>	<b>3,491</b>	<b>3,491</b>	<b>3,491</b>	<b>3,491</b>	<b>3,491</b>

**City of Plymouth Downtown Development Authority 2023-2024 Budget**

**RESOLUTION**  
**ADOPTION OF THE 2023-2024 BUDGET**

The following was moved by Board Member \_\_\_\_\_ and seconded by Board Member \_\_\_\_\_.

WHEREAS the 2023–2024 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 5, 2023 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 2023-2024 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, 2023.

## MEMORANDUM

Date: June 6, 2023  
To: DDA Board, DDA Staff  
From: John Scanlon, Finance Director  
Subject: Third Quarter Budget Amendments

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**Issue:** 2022-23 Third Quarter Budget Amendments – June 6, 2023

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

Please find the attached Revenue and Expenditure reports through March 31, 2023, for the 2022-23 fiscal year for the Downtown Development Authority (248) operating fund, as well as the capital improvement fund (405). Additionally, you will find a Budget Adjustment Summary. An explanation of these budget adjustment is below:

### **DDA Operating Fund and Capital Improvement Fund**

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

The DDA has seen a slight increase in revenue, from \$1,154,779 through March of last year to 1,311,595. Overall, fund balance between the operating and capital fund is down about 7% compared to this time last year. This is, in large part, due to approved expenditures related to the parking deck rehabilitation projects.

### **BUDGET AMENDMENTS**

The proposed budget amendments required through the end of the third quarter of the 2022-23 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 2022.

**BUDGET ADJUSTMENT SUMMARY  
SECOND 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
<b>DDA OPER FUND REV: #248</b>							
Property Taxes-Non School	1,135,110	-	-	26,400		26,400	1,161,510
Program Fees & Other	76,550	8,200	-	4,590		12,790	89,340
Appropriation of Surplus	-	48,245	-	(28,370)		19,875	19,875
<b>TOTAL REVENUES</b>	<b>1,211,660</b>	<b>56,445</b>	<b>-</b>	<b>2,620</b>	<b>-</b>	<b>59,065</b>	<b>1,270,725</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	346,125	10,000	-	2,600		12,600	358,725
Police Services	34,990	-	-	20		20	35,010
Parking System	54,120	-	-	-		-	54,120
Saxton 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)	-
<b>TOTAL EXPENDITURES</b>	<b>1,211,660</b>	<b>56,445</b>	<b>-</b>	<b>2,620</b>	<b>-</b>	<b>59,065</b>	<b>1,270,725</b>

**BUDGET ADJUSTMENT SUMMARY  
SECOND 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
<b>DDA CAP IMP FUND REV:</b> #405							
Contrib. & Other	25,050	161,390	-	-		161,390	186,440
Appropriation of Surplus	-	-	-	-		-	-
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>161,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,390</b>	<b>186,440</b>
<b>DDA CAP IMP FUND EXP:</b> #405							
Capital Improvements	25,000	161,390	-	-		161,390	186,390
Contingency	50	-	-	-		-	50
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>161,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,390</b>	<b>186,440</b>

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2022-23		YTD BALANCE	ACTIVITY FOR	% BGD USED
		09/30/2021	06/30/2022	ORIGINAL	2022-23	09/30/2022	MONTH 09/30/22	
		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	943,213.23	1,099,264.98	1,130,610.00	1,130,610.00	984,121.08	66,121.08	87.04
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	15,328.95	7,500.00	7,500.00	0.00	0.00	0.00
248-000-620.000	CONCERT REVENUES	42,350.00	63,524.00	75,000.00	75,000.00	76,776.00	0.00	102.37
248-000-621.000	BENCH SALE REVENUES	0.00	1,000.00	0.00	0.00	5,000.00	1,000.00	100.00
248-000-665.000	INTEREST ON INVESTMENTS	0.00	972.45	50.00	50.00	(972.45)	0.00	(1,944.90)
248-000-675.095	CONTRIBUTIONS FOR LIGHT DECORA	1,050.00	1,050.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-679.000	ADVERTISING REVENUE	0.00	3,791.50	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	0.00	0.00	0.00	0.00	2,200.00	0.00	100.00
Total Dept 000 - GENERAL REVENUES		986,613.23	1,184,931.88	1,211,660.00	1,211,660.00	1,067,124.63	67,121.08	88.07
TOTAL REVENUES		986,613.23	1,184,931.88	1,211,660.00	1,211,660.00	1,067,124.63	67,121.08	88.07
Expenditures								
Dept 290 - ADMINISTRATION								
248-290-706.000	SALARY & WAGES/ FULL TIME	27,739.99	117,891.56	123,950.00	123,950.00	15,541.30	7,334.78	12.54
248-290-706.050	SALARY & WAGES/PART TIME	0.00	0.00	0.00	0.00	1,503.00	1,503.00	100.00
248-290-706.100	SALARY & WAGES/SICK	0.00	265.92	5,225.00	5,225.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/RETENTION	0.00	600.00	650.00	650.00	0.00	0.00	0.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	4,627.01	3,275.00	3,275.00	0.00	0.00	0.00
248-290-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	1,660.16	0.00	0.00	3,914.50	1,656.00	100.00
248-290-709.000	SALARY & WAGES/OVERTIME	1,507.73	3,697.50	3,000.00	3,000.00	0.00	0.00	0.00
248-290-721.000	FRINGE BENEFITS	12,366.93	53,736.40	63,600.00	63,600.00	8,523.07	3,694.75	13.40
248-290-721.500	POST RETIREMENT BENEFITS	6,230.01	24,920.04	29,425.00	29,425.00	4,327.77	1,442.59	14.71
248-290-727.000	OFFICE SUPPLIES	32.02	254.98	500.00	500.00	74.40	74.40	14.88
248-290-728.000	POSTAGE	0.00	32.94	200.00	200.00	0.00	0.00	0.00
248-290-740.000	OPERATING SUPPLIES	58.98	1,395.58	1,200.00	1,200.00	1,096.14	0.00	91.35
248-290-815.000	ADMINISTRATIVE SERVICES	15,825.00	63,300.00	65,200.00	65,200.00	16,299.99	5,433.33	25.00
248-290-818.000	CONTRACTUAL SERVICES	3,713.42	11,525.31	14,000.00	14,000.00	4,137.13	380.31	29.55
248-290-850.000	COMMUNICATIONS	771.51	3,490.11	3,000.00	3,000.00	945.96	320.82	31.53
248-290-860.000	TRANSPORTATION	0.00	121.80	1,000.00	1,000.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	0.00	225.00	2,000.00	2,000.00	223.00	223.00	11.15
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	40.00	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	0.00	300.00	300.00	213.26	71.10	71.09
248-290-920.000	PUBLIC UTILITIES	234.00	2,375.92	2,580.00	2,580.00	459.02	161.94	17.79
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	62.54	2,000.00	2,000.00	0.00	0.00	0.00
248-290-938.000	EQUIPMENT LEASE EXPENSE	0.00	0.00	1,200.00	1,200.00	55.63	0.00	4.64
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	150.00	600.00	500.00	500.00	150.00	50.00	30.00
248-290-942.000	OFFICE RENT	6,250.00	19,050.00	19,920.00	19,920.00	6,450.00	1,650.00	32.38
248-290-957.000	TRAINING EXPENSES	0.00	250.00	1,000.00	1,000.00	0.00	0.00	0.00
248-290-958.000	MEMBERSHIPS & DUES	730.00	840.00	2,000.00	2,000.00	400.00	0.00	20.00
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	114,945.00	114,945.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		75,609.59	310,962.77	461,070.00	461,070.00	64,314.17	23,996.02	13.95
Dept 301 - POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	4,925.18	15,369.24	21,275.00	21,275.00	3,766.59	2,517.74	17.70
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	889.92	935.00	935.00	0.00	0.00	0.00
248-301-706.300	SALARY & WAGES/RETENTION	0.00	75.00	80.00	80.00	0.00	0.00	0.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	60.41	225.00	225.00	0.00	0.00	0.00
248-301-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,825.00	1,825.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2022-23		YTD BALANCE	ACTIVITY FOR	% BGDG USED
		09/30/2021	06/30/2022	ORIGINAL	2022-23	09/30/2022	MONTH 09/30/22	
		NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-721.000	FRINGE BENEFITS	2,198.69	7,397.92	10,650.00	10,650.00	1,629.06	996.77	15.30
Total Dept 301 - POLICE DEPARTMENT		7,123.87	23,792.49	34,990.00	34,990.00	5,395.65	3,514.51	15.42
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	9,980.01	39,920.04	41,120.00	41,120.00	10,280.01	3,426.67	25.00
248-443-818.000	CONTRACTUAL SERVICES	7,635.00	10,867.00	13,000.00	13,000.00	449.00	0.00	3.45
Total Dept 443 - PARKING		17,615.01	50,787.04	54,120.00	54,120.00	10,729.01	3,426.67	19.82
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	1,380.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - SAXTON PARKING FACILITY		1,380.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	32.10	85.10	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	178.85	178.85	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	400.00	906.14	1,500.00	1,500.00	0.00	0.00	0.00
248-811-794.000	CONCERT EXPENSES	28,799.42	63,523.37	75,000.00	75,000.00	31,030.96	2,003.00	41.37
248-811-818.000	CONTRACTUAL SERVICES	6,937.46	10,512.46	16,000.00	16,000.00	5,315.95	0.00	33.22
248-811-900.000	PRINTING & PUBLISHING	636.80	5,674.40	7,000.00	7,000.00	113.10	0.00	1.62
Total Dept 811 - MARKETING		36,984.63	80,880.32	100,700.00	100,700.00	36,460.01	2,003.00	36.21
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	2,558.38	2,708.38	6,000.00	6,000.00	128.00	0.00	2.13
248-820-721.000	FRINGE BENEFITS	195.73	207.20	500.00	500.00	9.80	0.00	1.96
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	34,655.01	138,620.04	142,780.00	142,780.00	35,694.99	11,898.33	25.00
248-820-818.000	CONTRACTUAL SERVICES	9,997.67	56,869.14	76,800.00	76,800.00	10,615.45	0.00	13.82
248-820-931.000	REPAIRS & MAINT/SUMMER	0.00	18,255.65	18,540.00	18,540.00	0.00	0.00	0.00
248-820-932.000	REPAIRS & MAINT/WINTER	0.00	33,889.91	42,500.00	42,500.00	0.00	0.00	0.00
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	24,100.00	24,100.00	25,000.00	25,000.00	10,050.00	10,050.00	40.20
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		71,506.79	274,650.32	312,220.00	312,220.00	56,498.24	21,948.33	18.10
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	0.00	223,560.00	223,560.00	223,560.00	0.00	0.00	0.00
248-965-965.394	CONTRIBUTION TO DDA DEBT FUND	0.00	0.00	25,000.00	25,000.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FE	6,250.02	301,500.08	0.00	0.00	6,249.99	2,083.33	100.00
Total Dept 965 - CONTRIBUTIONS		6,250.02	525,060.08	248,560.00	248,560.00	6,249.99	2,083.33	2.51
TOTAL EXPENDITURES		216,469.91	1,266,133.02	1,211,660.00	1,211,660.00	179,647.07	56,971.86	14.83

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2022-23		YTD BALANCE		ACTIVITY FOR MONTH 09/30/22	% BDT USED
		09/30/2021	06/30/2022	09/30/2021	06/30/2022	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	09/30/2022	INCR (DECR)		
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD											
	TOTAL REVENUES	986,613.23	1,184,931.88	1,211,660.00	1,211,660.00	1,211,660.00	1,211,660.00	1,067,124.63	67,121.08	88.07	
	TOTAL EXPENDITURES	216,469.91	1,266,133.02	1,211,660.00	1,211,660.00	1,211,660.00	1,211,660.00	179,647.07	56,971.86	14.83	
	NET OF REVENUES & EXPENDITURES	770,143.32	(81,201.14)	0.00	0.00	0.00	0.00	887,477.56	10,149.22	100.00	
	BEG. FUND BALANCE	519,144.41	519,144.41	437,943.27	437,943.27	437,943.27	437,943.27	437,943.27			
	END FUND BALANCE	1,289,287.73	437,943.27	437,943.27	437,943.27	437,943.27	437,943.27	1,325,420.83			

User: JOHN

DB: Plymouth

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		END BALANCE		2022-23		YTD BALANCE		ACTIVITY FOR MONTH 09/30/22	% BDGT USED
		09/30/2021	06/30/2022	09/30/2021	06/30/2022	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	09/30/2022	09/30/2022		
		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	50.00	50.00	0.00	0.00	0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	6,250.02	301,500.08	25,000.00	25,000.00	25,000.00	25,000.00	6,249.99	2,083.33	25.00	
Total Dept 000 - GENERAL REVENUES		6,250.02	301,500.08	25,050.00	25,050.00	25,050.00	25,050.00	6,249.99	2,083.33	24.95	
TOTAL REVENUES		6,250.02	301,500.08	25,050.00	25,050.00	25,050.00	25,050.00	6,249.99	2,083.33	24.95	
Expenditures											
Dept 290 - ADMINISTRATION											
405-290-818.450	CONT SVCS/STREET CONSTRUCTION	0.00	250,000.00	0.00	0.00	0.00	0.00	1,975.00	1,975.00	100.00	
405-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	50.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00
405-290-972.437	CAP OUTLAY/LAND IMP - PUBLIC F	0.00	1,585.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405-290-977.813	CAP OUTLAY/DDA PARKING	0.00	51,550.00	25,000.00	25,000.00	25,000.00	25,000.00	10,745.18	1,585.18	42.98	
Total Dept 290 - ADMINISTRATION		0.00	303,135.00	25,050.00	25,050.00	25,050.00	25,050.00	12,720.18	3,560.18	50.78	
TOTAL EXPENDITURES		0.00	303,135.00	25,050.00	25,050.00	25,050.00	25,050.00	12,720.18	3,560.18	50.78	
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:											
TOTAL REVENUES		6,250.02	301,500.08	25,050.00	25,050.00	25,050.00	25,050.00	6,249.99	2,083.33	24.95	
TOTAL EXPENDITURES		0.00	303,135.00	25,050.00	25,050.00	25,050.00	25,050.00	12,720.18	3,560.18	50.78	
NET OF REVENUES & EXPENDITURES		6,250.02	(1,634.92)	0.00	0.00	0.00	0.00	(6,470.19)	(1,476.85)	100.00	
BEG. FUND BALANCE		3,391.31	3,391.31	1,756.39	1,756.39	1,756.39	1,756.39	1,756.39	1,756.39		
END FUND BALANCE		9,641.33	1,756.39	1,756.39	1,756.39	1,756.39	1,756.39	(4,713.80)			
TOTAL REVENUES - ALL FUNDS											
		992,863.25	1,486,431.96	1,236,710.00	1,236,710.00	1,236,710.00	1,236,710.00	1,073,374.62	69,204.41	86.79	
TOTAL EXPENDITURES - ALL FUNDS											
		216,469.91	1,569,268.02	1,236,710.00	1,236,710.00	1,236,710.00	1,236,710.00	192,367.25	60,532.04	15.55	
NET OF REVENUES & EXPENDITURES											
		776,393.34	(82,836.06)	0.00	0.00	0.00	0.00	881,007.37	8,672.37	100.00	
BEG. FUND BALANCE - ALL FUNDS											
		522,535.72	522,535.72	439,699.66	439,699.66	439,699.66	439,699.66	439,699.66	439,699.66		
END FUND BALANCE - ALL FUNDS											
		1,298,929.06	439,699.66	439,699.66	439,699.66	439,699.66	439,699.66	1,320,707.03			

**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 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 3rd quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

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

**Requested Action:** Approve 2022-23 Third Quarter Budget Amendments Resolution

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



## ADMINISTRATIVE RECOMMENDATION

To: DDA Board

From: DDA Staff

CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2023/June2023

Date: 6/8/2023

Re: Holiday Lighting Service 2023 Contract Resolution

### BACKGROUND:

The City Commission has passed the DDA's 2023-24 fiscal year budget, which includes \$25,000 for repair and installation of new tree lights throughout Downtown Plymouth.

Staff met with Holiday Lighting Service on June 8, 2023, to examine the lighting in the trees across the entire downtown. Over the past five years, all the tree lights have been replaced with more modern technology. Costs for maintenance and replacement ranged between \$20,000 and \$25,000 annually during that time.

Since this year there isn't the need for mass replacement of an entire corridor, the maintenance costs are a bit lower than what has been budgeted for. There are, however, many strands in trees that have been damaged over the past year by wildlife, trucks, and the severe ice storms back in March. You can see the damage locations on the contractor's estimate.

Total costs for this year's repairs, replacement and installation are estimated at \$15,065.

There have been some preliminary discussions on adding some additional trees on Main Street and Ann Arbor Trail. Traditionally, this has been done as a cost sharing between the DDA and the property owner or business adjacent to those trees. Since there are no agreements officially in place at this time, this expenditure does not include the addition of lights to new trees. Any future agreement would be an additional cost beyond this year's maintenance.

RECOMMENDATION:

Staff recommends the DDA Board authorize payment of up to \$15,065 for repairs, replacement, and installation of the downtown holiday tree light system.

Funding for this project is authorized from account # 248.820.933.000 in the 2023-24 budget, which has already been adopted by the City Commission.

# ESTIMATE

## Holiday Light Exresss

7548 Garrison Rd.  
Durand, MI 48429  
(248) 756-8915

To:  
City of Plymouth DDA  
831 Penniman Ave  
Plymouth , MI 48170

Estimate #	1263
Estimate Date	05/24/2023
<b>Total Amount</b>	<b>\$15,065.00</b>

Item	Quantity	Price	Tax1	Tax2	Line Total
Penniman	1.0	\$0.00			\$0.00
1st tree on right partial out	1.0	\$0.00			\$0.00
3rd tree on right completely out	1.0	\$0.00			\$0.00
Trees 12,13,14 on right completely out	1.0	\$0.00			\$0.00
3rd tree on left out	1.0	\$0.00			\$0.00
8th tree on left 3/4 out	1.0	\$0.00			\$0.00
2 trees by gatering parking garage grown in and super dim suggest replacing	2.0	\$620.00			\$1,240.00
Main St. "Starting at Penniman"	1.0	\$0.00			\$0.00
Trees 6 and 7 right out	1.0	\$0.00			\$0.00
tree 1,2,5 on park side 1/4-1/2 out	1.0	\$0.00			\$0.00
Main St. Ann Arbor trail	1.0	\$0.00			\$0.00
Trees 3 and 4 on right side out	1.0	\$0.00			\$0.00
Ann Arbor Trail Starting at Main	1.0	\$0.00			\$0.00
Tree 5 on right out "tough access with new outdoor seating"	1.0	\$0.00			\$0.00
Tree 7 on right out	1.0	\$0.00			\$0.00
Forest	1.0	\$0.00			\$0.00
4 tree on left out	1.0	\$0.00			\$0.00
12th tree on left out	1.0	\$0.00			\$0.00
14th tree on left out	1.0	\$0.00			\$0.00
17th tree on left out	1.0	\$0.00			\$0.00
6th tree on right out	1.0	\$0.00			\$0.00
8th tree on right out	1.0	\$0.00			\$0.00
14th tree right half out	1.0	\$0.00			\$0.00

16th tree on right no lights can add	1.0	\$425.00	\$425.00
Repair estimated total	1.0	\$13,400.00	\$13,400.00

Subtotal:	\$15,065.00
Tax:	\$0.00
Past Due Amount:	\$0.00
<b>Total Amount:</b>	<b>\$15,065.00</b>

**Notes**

**RESOLUTION**

The following Resolution was offered by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_.

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 2023-24 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and

WHEREAS DDA Staff and contractor Holiday Lighting Service have identified \$15,065 in needed repairs on lights in trees in 2023 throughout the downtown.

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2023, the Downtown Development Authority Board hereby authorizes up to \$15,065 as payment to Holiday Lighting Service for the summer 2023 tree lights and maintenance of current lights throughout downtown.

Funding for this effort is authorized from account # 248.820.933.000.



## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023\June  
**Date:** 6/12/2023  
**Re:** Outdoor Dining Discussion

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Over the past couple of years since the COVID-19 pandemic began, there have been many discussions about changes to the Outdoor Dining policy. In addition, the City Commission has approved a separate policy allowing downtown establishments the opportunity to apply for an extended platform patio on adjacent parking spaces. City and DDA administration are working toward updating the policies and merging them into one cohesive policy. Attached are the current policies and guidelines for your review.

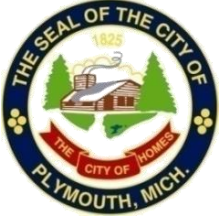
Many different potential changes to the Outdoor Dining policy have been discussed in recent years. Topics related to Outdoor Dining discussed in various recent public meetings have included adding permanent parklets through a pilot program (two downtown and one in Old Village), removal of bump out areas for uniformity, changes to user fees, creating uniformity of patios next to curb instead of against buildings, and various other items.

Due to potential costs and the early success of the temporary platform extensions, the City Commission has directed City administration to pause the process of looking at permanent parklets. Also, at the June 5, 2023 City Commission meeting, the Commission voted against moving forward with the removal of a couple of downtown bump out locations near Penn Grill and Barrio. The current pause on permanent bump-out related projects may be revisited in the future as part of a larger potential streetscape update planning process.

Other potential changes to the policy include removing the required DDA monthly power washing, approval of the platform extensions for a longer period of time (currently being approved year-to-year), charging users for the use of parking spots, changes to the sidewalk square footage fee schedule, changing the policy so that patios must be on the curb line and not against the building, and updates to security camera requirements.

Although no formal recommendation is required, the DDA Board should discuss these potential changes or any other topics relating to the Outdoor Dining Policy, patios and/or platform extensions before policy changes are finalized. The board can choose to offer a formal recommendation to the City Commission if desired on one or more of the specific topics, but a

formal recommendation is not required as City administration is still working on developing a draft of the cohesive policy to present to the City Commission. It is anticipated that this topic will be brought before the City Commission at a meeting in the near future for review.



# City of Plymouth Outdoor Dining Permit Application

Permit # 

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-189

## I. Property Owner and Contact Information

Business Address	Date of Application
------------------	---------------------

Name of Property Owner	Phone Number	Email Address (Required)		
Property Owner Address	City	State	Zip Code	

## II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	Business Owner	General Manager	Other
Applicant Name	Phone Number	Email Address (Required)	
Applicant Address	City	State	Zip Code

## III. Outdoor Dining Area

Name of Business		Business Phone Number	
Does this business have an existing liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, MLCC ID#:	Previous Permitted Area and No. of Seats	Proposed Area and Number of Seats

## IV. Hours of Operations

Are the hours of operation different from the regular business hours?	<input type="checkbox"/>	Yes. Please list changes to hours: <input type="checkbox"/> No.
Contact/Emergency Number During Hours of Operation		

## V. Attachments – Please include the following items

One copy of site plan showing the dimensions of outdoor dining area. Site plan shall also include dimensions to all trees, lights, hydrants, curbs, ramps, doors that open into outdoor area, buildings, and other obstructions.
The location and layout of the outdoor dining area in relation to the building and building entrance.
The location of security cameras, if applicable, and specifications of security camera system.
Certificate of Insurance that specifically states, "The City of Plymouth is named as an additional insured with respect to outdoor seating at (business address)."

## VI. Applicant Signature

I certify that I hold the City harmless from any claims arising out of my for-profit use of the public property defined herein.	
Signature of Applicant	Date

# City of Plymouth

## Sidewalk Café Policy

Revised and adopted by the City Commission on March 19, 2012

Sidewalk café service may be permitted when operated by an existing food and/or beverage establishment, provided the operation complies with the following conditions:

### Fees and Permits

1. All proposed sidewalk cafes shall submit an application depicting the location and layout of the café to the building department for approval. Approval of the application shall be subject to compliance with this policy and all applicable building codes.
2. Fees for sidewalk cafes shall consist of an application fee and a fee based on the square footage of area used for the café, fees shall be determined by resolution of the City Commission.
3. Before receiving a Sidewalk Café permit, the applicant shall pay all required fees.
4. Prior to issuance of a sidewalk café permit, the City's finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a sidewalk café permit. A sidewalk café permit will not be issued until all outstanding debts to the City of Plymouth are paid in full.
5. Each establishment shall comply with any and all regulations issued by the State of Michigan, County of Wayne, and the City of Plymouth.
6. All café operations shall indemnify and hold the City free, clear, and harmless from any and all claims arising out of the operation of the sidewalk café. The City shall be added as a named insured on the application/operator's general liability insurance policy and provide the City with a copy of the certificate of insurance. The operator shall carry insurance in the amount of \$500,000 per person, per incident, for general and product liability and have umbrella coverage in the amount of \$1,000,000.
7. No additional off-street parking shall be required for outdoor cafes.
8. The maximum number of outdoor dining seats in a patio café will be determined by a formula: The square footage divided by 8.5. For example: If the patio is 200-square-feet, divided by 8.5, the maximum number of seats is 24.
9. The City shall have the right to prohibit the operation of a sidewalk café because of anticipated or actual problems or conflicts in the use of the business. Some problems may arise from, but are not limited to, festivals and similar events, parades, or repairs to the street, sidewalk or utilities within the public right of way. To the maximum extent possible, the café owner will be given prior written notice of any time period during which the operating of the sidewalk café may be impacted.

### Construction

1. A minimum of six (6) unobstructed feet of sidewalk width must be maintained to permit the free flow of pedestrian traffic. Clearance of six feet will be measured from any door that opens onto the sidewalk, any tree, light pole, curb or other obstruction.
2. Café facilities shall not extend beyond the curb or in front of adjacent businesses. Provided, café facilities may extend in front of adjacent businesses if written consent is obtained from the affected adjacent property owners.
3. Sidewalk cafés shall not disrupt street or sidewalk drainage or impound water.
4. Decks for sidewalk café establishments shall be permitted with special approval of the City Commission
5. An inspection of all café facilities by the Building Department is required before opening the premises for use.

### Operation and Maintenance (Section Revised April 15, 2013)

1. The exterior of the premises shall be kept in a clean, orderly and maintained condition. Sidewalks shall be cleaned daily with water by the Café operator to prevent buildup of dirt and grease. Each establishment with an outdoor café must sweep the frontage sidewalk clear of cigarette butts and garbage during hours of operation and following the closure of the outdoor café for the evening. No remnants of cigarette butts or trash will be visible outside the establishment after closing.
2. The DDA will contract with a power washing company for cleaning of sidewalk cafes of all establishments with an outdoor café, once per month during the café season. The cost for power washing will be divided among the establishments that have an outdoor café on city property, with the bill assessed on a "per square foot" bias. The DDA will contract with the power washing company that has the successful bid to power wash sidewalks throughout

- the entire downtown, generally four times a year. There will not be a charge if the scheduled power washing for all businesses coincides with the scheduled monthly power washing for establishments with an outdoor café.
3. Cafes shall be permitted to operate for the period of April 1 to November 1 only and may be used only during operation hours of the applying establishment.
  4. For liquor serving establishments, security cameras must be mounted on private property to give adequate coverage of the outdoor café. The specifications are attached, and can be changed as technology changes. All cameras must have the approval of the Police Chief before being installed. That includes both the number of cameras needed and the specifications of the cameras to be installed. Each day's video recording must be saved for at least seven days. Upon request, establishments must make video available to the Police Department for investigations within 48 hours of the request. Failure to do so WILL result in immediate suspension of the sidewalk café, AND revocation of the sidewalk café permit for the remainder of the season.
  5. Cafés shall be allowed to continue service until 11:00 pm, Sunday through Wednesday and be closed and clear at 11:30 pm. Cafes shall be allowed to continue service until 12:00am (Midnight) on Thursday, Friday and Saturday and be closed and clear at 12:30am.
  6. All food preparation shall be performed inside the premises.
  7. Cafés shall be permitted to serve alcohol only to patrons who are seated in the establishment's designated café seating area.
  8. Containers for cigarette butts must be made available to patrons outside each establishment with an outdoor café. The containers, free standing or attached to private property, must meet the standards and be approved by the Downtown Development Authority staff. No unauthorized containers, coffee cans or other receptacles are allowed.
  9. Establishments with an outdoor café are only allowed to store and secure the number of seats allowed per establishment, tables and propane heaters each night. At the end of business, tables and chairs can be stacked against the wall, left standing in place or stored inside the establishment. Additional property, not limited to but including chair, tables, cleaning materials, are not allowed to be stored outside during or after café hours.
  10. Each establishment with an outdoor café on city property must have a 36-inch high by 24-inch wide sign attached to the fencing and/or the entrance of the patio café, noticeable to all patrons that reads:  
"Local City & State Ordinances for Outdoor Public Seating  
1. No smoking in the patio  
2. All patrons must be seated in the patio  
3. No pets allowed on the inside of the patio  
4. All alcohol must be brought across the sidewalk by an (establishment name) employee  
City Ordinances Pertaining to Hours of Operation  
Sunday-Wednesday  
Last call will be at 11 p.m. and all patrons must be inside by 11:30 p.m.  
Thursday-Saturday  
Last call will be at 12 a.m. and all patrons must be inside by 12:30 a.m."
  11. Outdoor dining areas shall abide by the City's Noise Ordinance.

## General Regulations

1. Contracts to permit sidewalk establishments shall not exceed one (1) season, (April 1 to November 1). Temporary contracts for a special event occurring between November 2 and March 31 shall be permitted but may not exceed 14 days, or more than one per year and are subject to the same conditions and fees established for non-temporary permits.
2. Failure to comply with all state, county and municipal laws and this policy shall result in the immediate revocation of the sidewalk café authority to operate by the City Manager.
3. All denials of applications and revocations of said authority to operate may be appealed to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
4. Appeals of revocations shall stay further proceedings and the applicant shall be permitted to continue the outdoor café operation pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public's health, safety, or general welfare, the City Manager or his designee may order the suspension of all outdoor café operations pending a hearing and the applicant shall cease carrying on such activities pending such hearing.
5. All applicants, prior to being issued a permit to operate a café, shall enter into a written contract whereby the City shall "permit" the operation and the owner/applicant shall acknowledge the conditions and the City's authority to revoke the permit upon failure to comply with any of the conditions set forth herein.

## Security System Requirements (Liquor Serving Establishments)

### Security System Specifications:

1. 1 terabyte or greater hard drive
  - a. Note: This hard drive sizing will give you the ability to capture more data at a higher resolution and hold that data for a longer duration.
2. "APP" for portable devices
  - a. Note: These apps give the operator the flexibility to view the system remotely from smart phones or other devices.
3. "USB" or "Flash Drive" ports.
  - a. Note: These ports give the operator the ability to transfer and capture data (ie: video) for future viewing.
4. Raid configuration ability:
  - a. Note: This feature gives the operator the option to add more hard drives for redundancy.
5. Remote "IP" address availability:
  - a. Note: This feature gives the operator the ability to view all cameras remotely through an offsite computer.
6. Balun / Cat 5 wiring:
  - a. Note: Using baluns gives the operator the ability to mount a camera anywhere regardless of location of a power source.

### Camera Specifications:

1. Outside camera no less than 600 lines of resolution.
  - a. Note: The higher the line resolution the more detailed the field will be. 700 lines are sufficient for lower "HD" quality.

### Working Example:

1. 700-1080 resolution.
  - a. Note: When scanning or searching the hard drive for an issue the higher resolution camera will make it easier to identify your target while scanning in fast forward or rewind mode.
2. 3.1 millimeter lens
  - a. Note: This will give you the widest target area while maintaining clarity.
3. Infrared "LED" is at .1 lux.
  - a. Note: This gives you your brightness level at night. The lower the "lux" value the brighter the image.
4. 60-foot Throw
  - a. Note: Throw is target depth. The longer the throw the farther out your target area.

## Fee Schedule

Adopted February 19, 2007

Amended March 19, 2012

Amended January 21, 2013

Application Fee: \$250.00 per season

Application Fee: \$100.00 per season non-liquor serving establishments with three or fewer tables

Sidewalk Usage Fee: \$1.50 per square foot per season



# City of Plymouth

## 2023 Patio Extension Program

### Outdoor Dining Platform Guidelines

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

All requirements contained herein must be completed for an outdoor dining platform to be considered for approval as part of the 2023 City of Plymouth Patio Extension Program.

This policy works in tandem with the Outdoor Dining/Sidewalk Café Policy and does not supersede any provisions contained therein.

This policy is separate from the Outdoor Dining/Sidewalk Café Policy and any request for information and/or materials requested for submission are to be submitted for each policy. Some of the information may seem redundant and that is to be expected. These are two separate policies handled administratively by two separate departments. Please submit all information requested under whichever permit you are applying for, even if you've submitted for a separate/different permit.

It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state (including Michigan Liquor Control Commission), and local regulations. The city will not accept responsibility for any damage whether direct or implied because of the construction, installation, or operation of the outdoor dining platforms.

The applicant must provide and keep in force \$500,000 general and \$500,000 liquor liability insurance with a \$1 million umbrella policy in which the city is named as additional insured as long as the permit is in effect. The applicant will file proof of endorsement of this insurance with the city as part of the permit application. The applicant shall also sign a hold harmless agreement as part of the application.

The city may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the city deems the occupation of the right-of-way is no longer desirable, or the city requires the area for any other purpose.

### **Patio Extension(s)**

On Monday, May 18, 2020, the Plymouth City Commission passed a resolution authorizing City Administration to make additional public space available for use by dining establishments to expand their service area within the scope of the rules and regulations of the State of Michigan.

In addition, the resolution designates public spaces in front of or on the side of a business as space available for use; this would include parking spaces.

During the 2021 year, the City of Plymouth once again allowed dining establishments the ability to use public spaces adjacent to their business, including parking spaces to be used for patio extensions.

Over the past two years, the city has spent considerable time, energy, and effort to assist in the installation, maintenance, and removal of patio extensions for its business community. With the health orders, restrictions, etc. changing, the City of Plymouth is still interested in helping its business communities as they rebound from the past couple of years, and it has taken the feedback from the businesses in its creation of the 2022 City of Plymouth Patio Extension Program.

While the City of Plymouth continues its discussions on potential long term “parklets,” one idea that has been discussed from the business community related to outdoor dining and patio extensions is that of dining platforms.

At the August 15, 2022 City Commission meeting, the City Commission authorized the extension of the 2022 program through the 2023 patio season.

### **Dining Platform Location and Placement**

A dining platform is defined as a platform operated by an existing restaurant, bar, or other food serving establishment which sells food and beverage for immediate consumption, located on the adjacent parking space(s), alleys, streets, or other public property areas, for patrons and other persons, subject to design guidelines.

The dining platform must only be accessible from the sidewalk area and not from the street. The platform area shall use readily removable tables, chairs, umbrellas, railings, and planters. The perimeter must be secured by a railing and open to the air, except for any coverage provided by umbrellas.

The dining platform cannot exceed the width of the applicant’s storefront or public street frontage. If the parking space in front of the applicant’s frontage exceeds the width of the building, the applicant may request the use the entire parking space, within reason.

The dining platform must leave no less than a two-foot (2’) clearance offset on each end contained within the footprint of the designated parking spaces being used for the patio extension from adjacent parking spaces. A two-foot (2’) clearance offset will apply to the side that faces the traffic.

The dining platform must be flush with the sidewalk or top of curb level. There may be no more than a ½ inch horizontal space between the curb/sidewalk and the edge of the dining platform. The platform must provide a flat surface and match the slope of the existing street or 2%, whichever is less.

The dining platform shall not interfere with any public service facility or utility, such as telephone pole, light pole, traffic signal, tree, planter, mailbox, sign pole, mailbox, bench, planter, fire hydrant, etc. These elements may be incorporated into the design element of the platform as they are permanent fixtures in the city but will not be removed or relocated.

The dining platform must be designed and constructed in such a way to allow for the flow of storm water to run adjacent to the curb unobstructed.

The dining platform cannot be anchored into the street or existing curb.

### **Operation of Dining Platform**

Permits for the 2023 City of Plymouth Patio Extension Program to include dining platforms may be issued for a seven-month period from April 1 until November 1 and must be completely removed by November 6, 2023.

The owner of the dining platform will assume full responsibility for damage to public property caused by the placement and operation of a dining platform. The owner will also repair any damage to public property at their own expense.

The maintenance of the dining platform shall be the responsibility of the business owner including, but not limited to surface treatment and cleaning, litter control, rodent control, sweeping, and snow & ice removal. The sidewalk and public property shall be kept neat and clean and free from any substance that may cause damage to the sidewalk or public property (including parking spaces) or cause pedestrian injury.

Dining platforms must remain clear of litter, food scraps, and soiled dishes at all times. This includes areas on, around, next to, or underneath the platform. In addition, the outdoor dining area must remain clear of plates, cups, utensils, accoutrements, etc. when the outdoor dining platform is outside regular business hours. Chairs, tables, umbrellas, etc. must be kept contained and secured on the outdoor dining area and organized within reason at the end of each service day.

All alcoholic beverages to be served at dining platforms shall be prepared within the existing restaurant, and alcoholic beverages shall only be served to patrons seated at tables. The operator of the dining platform shall take all necessary action to procure the appropriate license(s) or permit(s) from the MLCC to serve alcoholic beverages on the dining platform and

shall comply with all other laws and ordinances concerning the serving of alcoholic beverages in the state of Michigan.

Any establishment granted a permit by the city manager to operate a patio extension on sidewalks, parking spaces, or public property shall pay to the city treasurer a fee in the amount established by resolution of the city commission.

## **Guidelines**

To provide the most flexibility and provide options for the food servicing establishments, the outdoor dining platform may be purchased as a kit from a vendor or constructed using raw materials so long as either option conforms to the guidelines listed below. This section does not attempt to address each and every option available but provides reasonable framework for the establishment to reference while planning and submitting the plan to the city for consideration and approval.

The dining platform structure must be constructed of quality materials, such pressure treated wood, or wood composite, vinyl, metal, etc. The floor of the dining platform must be constructed out of a composite material or wood (such as Ipe) in a neutral color such as brown or grey and reflect the characteristics of the restaurant or food establishment. The floor may also be constructed out of stone or tile in the same neutral colors as exemplified above.

Dining platform railings must be constructed of a rigid material (wrought iron, cast aluminum, steel, wood, composite, etc.) and be black, neutral, or a color matching the primary color of the building. Rails must meet specifications as defined by the MLCC for liquor serving establishments and any pertinent building codes. Rails must be attached securely to the platform and cannot be loose standing.

Dining furniture must be consistent with the quality and character of current outdoor dining permit furniture or other outdoor furniture commonly found in outdoor dining areas.

Umbrellas must be constructed of canvas/synthetic canvas material and be aesthetically compatible with the color scheme of the front building façade and contain no logo or advertising. Umbrellas when open shall be fully contained within the dining platform area and shall not hang over into any traffic lane and/or sidewalk area.

Lighting in the style of tabletop or accessory lighting such as “string lights” will be allowed on the outdoor dining platform.

Each outdoor dining platform shall contain a form of planter with live planting(s) maintained through the patio season (October 31).



# City of Plymouth

## 2023 Patio Extension Program

### Outdoor Dining Platform Directions

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

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

## Directions

- 1) Read through the [City of Plymouth 2023 Patio Extension Program Outdoor Dining Platform Guidelines](#).
- 2) Complete the [City of Plymouth 2023 Patio Extension – Dining Platform Permit Application](#)

Include the following information:

- Site plan showing dimensions of outdoor dining area
- [Certificate of Insurance](#)
- [Indemnification agreement](#)
- Michigan LCC Form 204 for Additional Service Area

EMAIL completed application, site plan, insurance, indemnification, and copy of MLCC Form 204 to: [2023patios@plymouthmi.gov](mailto:2023patios@plymouthmi.gov)

- 3) Once the city receives and review the application packet, the city will produce to the business owner the **City of Plymouth Patio Extension Program Outdoor Dining Platform – Temporary Permit**, which is a temporary permit which allows the business to submit to the LCC and use the approved parking space area to take delivery and begin installation of the outdoor dining platform.
- 4) Once installation is complete, the owner will need to contact the city to schedule inspection. The city will inspect the dining platform and if found compliant, the city will produce to the business owner the **City of Plymouth 2023 Patio Extension Program Outdoor Dining Platform - FINAL PERMIT** for the 2022 season. In addition, the city will install wheel stops and any additional delineators deemed necessary.
- 5) Once the business receives the final permit from the city, they may begin outdoor food and alcohol service (pursuant to MLCC approval) on the outdoor dining platform.

Examples of patio extension layouts for reference:

[Patio Extension Parallel Space Example](#)

[Patio Extension Angled Space Example 1](#)

[Patio Extension Angled Space Example 2](#)