



Plymouth Downtown Development Authority Meeting Agenda

June 8, 2026 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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

Join Zoom Webinar: <https://us02web.zoom.us/j/85177190867>

Webinar ID: 851 7719 0867

Passcode: 759692

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Richard Matsu, Vice Chairperson
Linda Filipczak, Mayor
Cynthia Eckley
Ellen Elliott
Jennifer Frey
Brian Harris
Shannon Perry
Ed Saenz
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

- A. May 11, 2026 DDA Informational Meeting Minutes
- B. May 11, 2026 Regular Meeting Minutes
- C. May 20, 2026 Special Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

- A. Five-Year Strategic Action Plan Status Update
- B. DTP Forward Streetscape Project Update

7) NEW BUSINESS

- A. Holiday Tree Lights Contractor Approval
- B. 2026-2027 DDA Budget Approval
- C. 3rd Quarter Budget Amendments

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, 35th 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

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida
November 1977



Plymouth Downtown Development Authority
Informational Meeting Minutes
Monday, May 11, 2026 - 6:30 p.m.
Plymouth City Hall

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 6:30 p.m.

Present: Chair Kerri Pollard, Vice Chair Richard Matsu, Members Ellen Elliott, Jennifer Frey, Brian Harris, Paul Salloum

Absent: Mayor Linda Filipczak, Members Shannon Perry, Ed Saenz, Lynne Taylor-Kilgore

Also present: DDA Director Sam Plymale, DDA Deputy Director Reiko Misumi-Schelm, Finance Director Priya King

2. FIVE-YEAR ACTION PLAN REVIEW AND ADDITIONAL INFORMATION

DDA Director Sam Plymale provided updates on the progress of the following goals:

- Enhance DDA District Aesthetics & Function
- Improve Parking
- Improve Pedestrian Safety
- Kellogg Park
- Support Businesses

3. ADJOURNMENT

The meeting was adjourned at 6:56p.m.



**Plymouth Downtown Development Authority
Regular Meeting Minutes
Monday, May 11, 2026 - 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar**

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 Kerri Pollard, Vice Chair Richard Matsu, Mayor Linda Filipczak, Directors Ellen Elliott, Jennifer Frey, Shannon Perry, Ed Saenz, Brian Harris, Paul Salloum

Absent: Directors Shannon Perry, Ed Saenz, Lynne Taylor-Kilgore

Also present: DDA Director Sam Plymale, Economic Director John Buzuvis, Deputy DDA Director Reiko Misumi-Schelm, Finance Director Priya King

2. CITIZENS COMMENTS

No citizen comments provided.

3. APPROVAL OF AGENDA

Director Harris offered a motion, seconded by Mayor Filipczak, to approve the agenda for May 11, 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. April 13, 2026 Regular Meeting Minutes

Motion to approve the March 9, 2026 regular meeting minutes was made by Director Harris and seconded by Mayor Filipczak.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Director Elliott reported that Leading Pedestrian Intervals (LPIs) have been programmed into every signal cycle downtown, including the signal at Penniman and Main, which received positive public feedback. She also noted that brick paver repairs at Fralick and Harvey were completed and look excellent, and highlighted upcoming features at The Penn Theatre. Chair Pollard commended the success of the Spring Artisan Market, noting strong community turnout despite wet conditions, and praised the ribbon cutting for the Art Walk.

6. OLD BUSINESS

A. DTP Forward Streetscape Project Update

DDA Director Sam Plymale summarized community engagement activities from August 2025 to present. The final public open house is set for Wednesday, May 20, 2026, at the Plymouth Cultural Center, with a joint DDA and City Commission meeting commencing at 6:00 PM. Smith Group's final deliverables, expected at the June DDA meeting, include a conceptual streetscape plan, phasing plan, cost estimates, and funding strategy.

Director Plymale noted the merit of considering additional Smith Group services such as enhanced renderings and grant writing support as staff consider next steps. In response to Director Elliott, he confirmed that the May 20 presentation would cover cost breakdowns and funding strategies, likely to spark attendee interest. Director Frey inquired about more definitive recommendations. Plymale clarified some specifics, such as the side of Main Street for a multimodal pathway, remain pending until the engineering phase, viewing the presentation on May 20 as a refined draft.

Updated engagement session information and project materials are available at downtownplymouth.org/dtpforward.

7. NEW BUSINESS

A. 2nd Quarter Budget Amendments

Director Plymale reported that the Plymouth City Commission approved the second quarter budget amendments at its first February meeting. Per standard procedure, the DDA Board was asked to adopt a resolution of support. City Finance Director Priya King was present to answer questions. No questions were raised.

Director Elliott offered a motion, seconded by Director Frey, to approve the resolution of support for 2nd quarter budget amendments for fiscal year 2025-2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. REPORTS AND CORRESPONDENCE

A. 2026-27 Budget Report – No Action Needed

Director Plymale presented the draft 2026–2027 DDA budget for informational review, noting that per PA 57 of 2018, the budget must first be approved by the Plymouth City Commission before adoption by the DDA Board. The full city budget, including the DDA budget, is expected to be presented to the City Commission for approval at the June 1, 2026 meeting. The DDA Board is expected to receive the approved budget with a proposed resolution of support at the June 8, 2026 DDA meeting.

Finance Director King was present and responded to questions from Director Elliott regarding the capital improvements fund balance, noting that the flat projections in the out-years were placeholders and subject to revision. Director King stated that best practice recommends maintaining a minimum of two months of expenses in the fund balance and described the DDA's financial position as strong. She noted a contingency of approximately \$517,000 was included in the current year budget to cover potential DTP Forward cost, which, if unused, would revert to the fund balance.

Director Plymale noted that with the contingency and the existing fund balance, the DDA has roughly \$1,000,000 potentially on hand as it moves toward the engineering and eventual construction phases of the streetscape project, with the start of construction possible in the second half of 2027. Director King indicated that approximately \$500,000–\$600,000 annually would be a reasonable placeholder for a future bond payment. Director King suggested a \$500,000–\$600,000 annual placeholder for future bond payments. She noted a significant current-year revenue boost, attributed to preliminary assessor data and new developments like Saxtons Town Lofts and Mayflower Center sales. No action was needed.

B. 2026 Events Update

Deputy DDA Director Reiko Misumi-Schelm reported that the 2026 event season opened on Saturday, April 18 with the Spring Artisan Market, featuring over 50 booths of handmade goods. Placer AI data showed approximately 1,300 attendees, declining historic attendee numbers reflecting the weather-dependent nature of the spring event. The ribbon cutting for Phase 3 of the Plymouth Art Walk was also held that day, with 8 new pieces installed near the Gathering.

The Bank of Ann Arbor Music in the Air Friday Night Concerts are set to begin in approximately two weeks, opening with local band SongSmith.Band. The series features 14 weeks of concerts, two full-season food truck vendors—Burger Spot food truck and Kemnitz ice cream cart—and a rotating third spot filled by approximately 10 different vendors, including offerings such as dirty sodas, açai bowls, pizza, Kona Ice, and German sausages.

9. ADJOURNMENT

Director Harris offered a motion, seconded by Director Frey, to adjourn the meeting at 7:31 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY



**Plymouth City Commission Joint Meeting with
Plymouth Downtown Development Authority
DTPForward Open House #3 Meeting Minutes
Wednesday, May 20, 2026 – 5:30 p.m. – 8:30 p.m
Plymouth Cultural Center**

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

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

1. 5:30 P.M. – Doors Open, informal DTPForward Open House Interactive Review and Discussion

The meeting began with an informal open house period where attendees reviewed interactive displays and materials related to the DTPForward Streetscape project.

2. 6:14 P.M. – Call to Order & Roll Call – City Commission and DDA Board

Mayor Linda Filipczak called the meeting to order at 6:14 pm.

City Commission:

Present: Mayor Linda Filipczak, Mayor Pro Tem Joe Elliott, Commissioners Jennifer Kehoe, Alanna Maguire, Brock Minton, Karen Sisolak.

Excused: Commissioner Trish Hortsman

Downtown Development Authority:

Present: Chair Kerri Pollard, Members Ellen Elliott, Jennifer Frey, Ed Saenz, and Paul Salloum.

Excused: Members Brian Harris, Richard Matsu, and Shannon Perry.

Various members from administration were also present.

3. DTPForward Presentation from Smithgroup Consultants

Oliver Kylie of SmithGroup, the lead consultant on the project, delivered the third and final open house presentation for the DTPForward Streetscape project. The presentation began with a recap and overview of the project as a whole and continued with highlights from community engagement and final drafts of project recommendations, conceptual designs, cost estimates, and an implementation framework. The consultant emphasized that the recommended approach is to align streetscape improvements with already-scheduled capital projects. He stated that the plan does not contemplate raising taxes to fund these projects and noted the availability of funding mechanisms such as City/DDA funds, crowdfunding campaigns and local/state/federal grants. Pursuing major federal grants such as the BUILD Grant will require dedicated effort beginning in the near term.

17 projects were organized into 6 sets for phasing and funding purposes. Key concepts include road dieting on Main Street from four to three lanes, curbless street designs around Kellogg Park, enhanced crosswalk safety measures, tree replacement in properly sized spaces, and flexible parking configurations. An illustrative seven-year implementation schedule was presented, starting with Harvey Street improvements in 2027 and proceeding through project sets in coordinated phases. When totaling parking changes across all six project sets, implementing all recommendations is expected to yield a net increase of about 50 to 85 on-street parking spaces downtown, a significant

positive outcome. The presentation concluded by illustrating how DTPForward recommendations align with the DDA's five-year action plan and the City of Plymouth's 2022–2026 Strategic Plan.

4. Citizens Comments

Jeff Sisolak (939 Penniman) praised the engagement process and detail in the plan. He highlighted three issues: a need for separate planning for the parking deck's end-of-life, the poor conditions of downtown public restrooms, and that future surveys should show cost implications of proposed improvements.

Anna Ozarzak (580 Jenner Place) appreciated the transparent process and raised concerns about accessibility and safety at Wing and Harvey Streets. She inquired how these issues factor into project prioritization and whether there were additional forums for discussing accessibility and safety specifically.

Ron Picard (1373 Sheridan) expressed concerns about routing cyclists on a shared-use pathway on Main Street due to high pedestrian activity, suggesting Harvey Street as an alternative and urged for a citywide bicycle routing plan.

Alexandria Lawrence (609 Adams Street) commended the community engagement and stressed the need for designated loading zones due to misuse of the center turn lane, also voicing traffic impact concerns at Church and Adams Street.

Mark Opet (253 Blanche Street) acknowledged plan positives but pointed out a need for streetscape improvements toward Old Village and better connectivity to Hines Park.

Wally Janowski (561 Kellogg) expressed enthusiasm for the project and inquired about utilities management on Deer Street and questioned whether the amenity zones on Main Street near Kellogg Park need to be on both sides of the street.

5. Commission & Board Comments

Commissioner Brock Minton commended SmithGroup for their visual materials and coordination with capital planning. He inquired about survey data being cross-tabulated by residency and showed interest in comments on flexible streets. DDA Director Sam Plymale noted that survey results and analysis are available on the DDA's website, on the DTPForward project webpage.

Mayor Pro Tem Joe Elliott supported reallocating road space to prioritize pedestrian activity. He clarified that the DTPForward project is limited to the DDA's district. He emphasized the importance of integrating accessibility improvements.

Commissioner Jennifer Kehoe praised the project's community engagement and noted the role of the Corridor Improvement Authority (CIA) in funding work outside the DDA's district. She noted that the DTPForward project is expected to be completed before the parking deck needs to be replaced.

Commissioner Alana McGuire appreciated the SmithGroup's landscape proposals, community engagement and noted the potential parking space net gain.

Mayor Linda Filipczak thanked attendees, confirmed walkability and ADA compliance as priorities for the city, noted ongoing grant application efforts for the Old Village-Hines Park multi-modal pathway.

DDA Board Member Ellen Elliott expressed satisfaction with the engagement process, emphasizing the importance of community feedback, thanking SmithGroup.

6. Additional Opportunity for DTPForward Open House Interactive review and Discussion until 8:30 P.M.

The meeting transitioned back to an informal open house format allowing continued interaction with displays and project team members, commission, and administration.

7. Adjournment

Mayor Filipczak officially closed the formal meeting portion, with the open house continuing until 8:30 P.M.

LINDA FILIPCZAK
MAYOR

CHRIS PORMAN
CITY MANAGER

Goal	Task	Responsible Party	Timeframe	Status Update (6/3/2026)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enhance DDA District Aesthetics & Function</p>	<p>**Top Priority** Prepare a Streetscape Improvement Plan With the Following Goals:</p> <ol style="list-style-type: none"> 1. Use DDA Infrastructure Plan as a framework to build on. 2. Enhance aesthetics, function and activating spaces, using industry best practices. 3. Make landscaping consistent across the DDA. 4. Revamp trees, planters, brick pavers. 5. Evaluate patio/outdoor dining opportunities. 6. Review opportunities to maximize and increase sidewalk areas/pedestrian/commerce opportunities to improve pedestrian safety. 7. Resolve infrastructure/systems issues with Gathering restrooms 8. Continue Pollinator friendly and native planting areas on city properties 9. Finalize DTP Forward Streetscape upgrade design and begin plan for implementation <p>(Note: This project will overlap other DDA goals)</p>	<p>DDA Staff/ DDA Board</p>	<p>Short to Long-term</p>	<p><u>DTP Forward</u></p> <p>*Open House #3 (5/20/2026) about 50 people in attendance, project scope generally well recieved. Final deliverables expected at June 8 meeting.</p> <p>*SmithGroup presented to DDA Board at April regular meeting</p> <p>*Open House #3 scheduled for 05/20/2026</p> <p>*Second Survey closed 03/11/2026 (301 responses)</p> <p>*Open House #2 (02/25/2026) well attended, Commission & DDA Board present, productive conversations</p> <p>*SmithGroup presented at January 2026 DDA Board meeting</p> <p>*First survey open Sept/Oct 2025, 871 resposnes on survey #1</p> <p>*Stakeholder Group met on 12/09/2025</p> <p>New bike racks to be installed on north side of Central Parking Deck in summer of 2026.</p> <p>Memorial Bench Program - 2 additional benches expected in June. DDA staff to pause program in summer of 2026.</p> <p>City staff explored ideas for permanent Gathering enclosures in 2025. Multiple contractors indicated that the current structure could not support permanent enclosure.</p>
	<p>**Top Priority** Create Proactive Community Engagement Plan to educate residents and business owners about the Streetscape Improvement Plan project.</p> <ol style="list-style-type: none"> 1. Gather community input. 2. Educate downtown stakeholders of plan. 			

Red Text = DDA Related Items from City Commission 2026 City-Wide One-Year Tasks

Goal	Task	Responsible Party	Timeframe	Status Update (6/3/2026)
Improve Parking	<p>Improve the Condition of Existing Lots by:</p> <p>1. **Top Priority** Resurface the existing lots that are in need.</p> <p>2. Prepare a plan to reconstruct/replace the Central Parking Structure.</p> <p>3. Complete 2026 Central Parking Deck maintenance project</p>	City Commission/ DDA Board	Short-term	<p>2026 Central Parking Deck renovation project 99% complete. Just 1 bollard needs to be installed near southeast corner. Bollard on back order, expected to be installed in early June.</p> <p>Parking Deck Engineer presented Life Cycle Analysis Report at May 2024 DDA Meeting. Report indicates an approximate 20 year additional lifespan with regular maintenance.</p> <p>Additional lot resurfacing plans to be addressed during streetscape upgrade.</p>
	<p>Maximize the Number of Parking Spaces by:</p> <p>1. **Top Priority** Re-assess parking desires of parking patrons/users via user input, needs study, or other methods. Work with the Planning Commission and businesses.</p> <p>2. Work with property owners of private lots to optimize layout, number of spaces, and increase efficiency/capacity.</p> <p>3. Analyze more efficient parking space design (Pull-in vs. parallel vs. angled, etc.).</p> <p>4. Work with Planning Commission to review approach to businesses providing parking. Look for more collective approach.</p> <p>5. Explore public/private partnerships for flex parking</p> <p>6. Review parking policy (hours, locations)</p>	City Commission/ Planning Commission/ DDA Board/ DDA Staff	Short to Mid-term	<p>A assessment of potential parking changes will be addressed during streetscape upgrade. Potential for reconfiguration of Main Street to add more on-street parking (other areas as well).</p>
	<p>Other</p> <p>1. Incorporate electric vehicle (EV) charging stations.</p>	DDA Staff/ DDA Board	Short to Long-term	<p>Current EV charging stations at Saxton's lot are getting regular use. Potential to add more during streetscape upgrade.</p>

Red Text = DDA Related Items from City Commission 2026 City-Wide One-Year Tasks

Goal	Task	Responsible Party	Timeframe	Status Update (6/3/2026)
Improve Pedestrian Safety (Coordinate with Streetscape Improvement Plan)	**Top Priority** Create Consistent Approach to Determining Pedestrian Crossing Facilities. 1. Complete 2026 Infrastructure Program	City Commission/ DDA Board	Short-term	A direction on consistent pedestrian push button usage to be addressed during streetscape upgrade.
	Top Priority Prepare Plan to Address Tree issues, including: 1. Develop tree replacement plan. 2. Tree grates or alternative surfacing around trees.	DDA Staff	Short-term	Tree replacement and surfacing around trees to be addressed during streetscape upgrade.
	Other 1. Ensure consistent sidewalk trim/brick work throughout the DDA. 2. Implement vehicle management features that slow cars, reduce traffic, etc. 3. Address uneven sidewalk pavement. 4. Develop a plan to activate alleys and sidewalks. 5. Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.).	City Commission/ DDA Board/ DDA Staff	Short-to Long-term	Extensive sidewalk widening and traffic lane narrowing expected to be addressed during streetscape upgrade. Brick work completed for 2026. Potential for additional repairs mid-summer if needed. Adopt-A-Planter 2026 program will begin in May. Both watering laborers returning for season.
Kellogg Park (Coordinate with Streetscape Improvement Plan)	**Top Priority** Address Turf Issues by: 1. Explore natural/synthetic alternatives to turf grass. 2. Look into better turf management.	DDA Staff/ DDA Board	Short-term	DDA staff to explore hiring an agronomist or turf expert to complete study in 2027
	Create brick pathways that are consistent with the downtown in Kellogg Park.	DDA Staff/ DDA Board	Short-term	
	Other 1. Update the Kellogg Park landscape plan. 2. Evaluate health of existing trees. 3. Incorporate East Penniman, or use of this street, into Kellogg Park functions. 4. Add security cameras.	City Commission/ DDA Board	Short to Long-term	Kellogg Park holiday tree was replaced in mid April 2025. An additional tree in the park had to be removed due to safety issues. Kellogg Park security cameras are up and running as of August 2024.

Red Text = DDA Related Items from City Commission 2026 City-Wide One-Year Tasks

Goal	Task	Responsible Party	Timeframe	Status Update (6/3/2026)
Support Businesses	**Top Priority** Evaluate public Wi-Fi in DTP.	City Commission/ DDA Board	Short-term	DDA Board voted against pursuing public Wi-Fi in DTP at the November 2025 DDA Board Meeting.
	<p>Support Business Goals Through:</p> <ol style="list-style-type: none"> Continue community events. Quantify value of proposed CC & DDA improvements to businesses. Encourage business involvement in DDA programs. Use Redevelopment Ready Communities program as a guide to market vacant properties. Implement programming to create connections to other parts of the community. Address vacant commercial property concerns Pursue Redevelopment Ready Communities (RRC) requirements: Onboarding for ZBA and DDA, Marketing/branding, Flexible parking requirements, Identify local economic development tools, Complete Economic Development Strategy/Plan, Capital Improvement Planning Complete Floodwise process and present to CC/Community 	DDA Staff/ DDA Board	Short to Long-term	<p>Concerts began 5/29. 100% of needed sponsors obtained. Bank of Ann Arbor has signed a three year extension to continue as the presenting sponsor for Music in the Air.</p> <p>2026 major sponsors: Henry Ford Health (Fun Zone), Rotary Club of Plymouth (Diamond, 2025 - 2028), Ehlers Heating & Cooling (Diamond), Hines Park Lincoln (Stage)</p> <p>DDA Staff introducing DTP Deal Fridays to help advertise business offerings on concert Fridays.</p> <p>Business updates, events, available properties continue to be featured in monthly eNewsletter, print calendar, window slideshow. DDA website navigation improved, "business cards" and business directory updated, changes made as needed. DDA staff working with vendor on website refresh, results expected late 2026.</p> <p>City has moved forward with submitting a grant request to potentially address some of the downtown flooding concerns. Grant would assist in paying for design/engineering of a potential plan.</p>
Other	<p>Implement More Art Projects in the DDA, such as:</p> <ol style="list-style-type: none"> Invisible paint that appears when it rains, with messages such as "Thank you for shopping Downtown Plymouth." Add more street art/painted artwork. Install Phase III of Plymouth Art Walk 	DDA Staff/ DDA Board	Short to Long-term	<p>Installation of Phase III completed. Ribbon cutting ceremony held on 4/18/26.</p> <p>DDA Board approved funding match of \$25K with PCAC for Phase III of Plymouth Art Walk in February 2025. HDC approved Phase III in March 2025.</p>

Red Text = DDA Related Items from City Commission 2026 City-Wide One-Year Tasks



831 Penniman Ave. Plymouth MI 48170
Ph: 734.455.1453 Fax: 734.459.5792

Administrative Update

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2026\June
Date: 6/8/2026
Re: DTP Forward Streetscape Project – SmithGroup Design Documents

BACKGROUND:

Back in June of 2025, the DDA Board agreed to a contract with SmithGroup to lead a robust community engagement and design process as the DDA works toward upgrades to the Downtown Plymouth streetscape. Starting in August of 2025, DDA staff and SmithGroup met bi-weekly to plan and review. The DDA Board has requested a standing agenda item for monthly updates on the project.

The work began with analysis and investigation, including SmithGroup's review of previous City and DDA plans, data collection and other fact-finding. Numerous opportunities for community engagement were offered, and feedback was captured and synthesized to inform drafting of design concepts. Below is a chronological list of notable project happenings since August of 2025.

- August – Stakeholder Work Session #1
- September – DDA staff community outreach at Plymouth Fall Festival
- September – SmithGroup presentation to DDA Board
- September – Pop-Up Event at Downtown Day
- September through October – Community Online Survey #1
- October – Public Open House #1
- November – Community Online Survey #1 review, idea exploration & strategies development
- December – Stakeholder Work Session #2
- January – SmithGroup update to DDA Board
- January through March - Community Online Survey #2
- February – Pop Up Event at Plymouth Ice Festival
- February – Public Open House #2
- March – Community Online Survey #2 review, priorities & recommendations refinement
- April – SmithGroup Presentation to DDA Board
- May – Pop Up Event at Showcase of Plymouth event at St. John's
- May – Public Open House #3

In addition, DDA staff has engaged many community groups including the Kiwanis Club of Colonial Plymouth, P-CEP business & government classes, Plymouth Community Chamber of Commerce Board of Directors, Plymouth Garden Club of Michigan, Plymouth's Best Networking Group, and the Rotary Club of Plymouth.

The third public Open House on May 20th at the Plymouth Cultural Center had more than 50 people in attendance. Most had positive comments on the DTP Forward plan and community engagement process.

SmithGroup has provided the following final deliverables (documents with files sizes too large to be attached to agenda can be viewed/downloaded at the DDA website, please find clickable links below):

- **DTP Forward Final Report Outline** (attached to agenda)
[\[https://downtownplymouth.org/DocumentCenter/View/3911/DTP-Forward-Final-Report-Outline\]](https://downtownplymouth.org/DocumentCenter/View/3911/DTP-Forward-Final-Report-Outline)
- **DTP Forward Final Deliverable** (138 slides)
[\[https://downtownplymouth.org/DocumentCenter/View/3912/2026-0602-DTP-Final-Deliverable\]](https://downtownplymouth.org/DocumentCenter/View/3912/2026-0602-DTP-Final-Deliverable)
- **DTP Forward Plan Map** (large format plan graphic map)
[\[https://downtownplymouth.org/DocumentCenter/View/3913/2026-0602-DTP-Plan-Map\]](https://downtownplymouth.org/DocumentCenter/View/3913/2026-0602-DTP-Plan-Map)
- **DTP Forward Engagement Appendices** (813 slides, all content used for engagement)
[\[https://downtownplymouth.org/DocumentCenter/View/3914/2026-0602-Engagement-Appendices\]](https://downtownplymouth.org/DocumentCenter/View/3914/2026-0602-Engagement-Appendices)

These final deliverables, project data, presentations and summaries from community engagement, can be found at downtownplymouth.org/DTPForward.

RECOMMENDATION:

DDA staff recommends the DDA Board formally accept the final deliverables for the DTP Forward Streetscape community engagement and design project. Those deliverables are a final report that includes: a conceptual streetscape plan design, conceptual cross-sections, associated support graphics, phasing plan, opinion of probable construction costs, funding strategy, engagement summaries, plan map graphic, and appendices of content from the primary community engagement sessions. A resolution is attached for consideration.

FINAL REPORT

OUTLINE

PURPOSE

The purpose of the final report is to tell the story of the *DTPForward* process, including the extensive stakeholder and public engagement, and to draw the line from these results to the final recommendations. The document will be built in PowerPoint, using a similar template to presentations to date, with added text components for explanation.

CONTENTS

Introduction/Executive Summary

- Why *DTPForward* was initiated and what its purpose was
 - Infrastructure needs
 - Planning for future
- Guiding values
- High-level summary of analysis findings
- High-level summary of engagement findings
- Overview of recommendations
- Overview of implementation steps

Existing Conditions & Data Analysis

- Existing character
- Safety & comfort
- Downtown access
- Street reconfiguration
- Sidewalks & building frontage
- Gathering spaces
- Trees & greening

Stakeholder & Public Engagement

- **Stakeholder**

- Staff collaboration
 - Tours & work sessions
- Stakeholder committee meetings
 - Stakeholder meeting/tour 1
 - Stakeholder meeting 2
- Individual outreach
- DDA meeting presentations
 - DDA meeting 1
 - DDA meeting 2
 - DDA meeting 3
- **Public**
 - Open Houses
 - Open House 1
 - Open House 2
 - Surveys
 - Survey 1
 - Survey 2
 - Pop-ups/other
 - Fall Festival
 - Downtown Day
 - Ice Fest
 - Other – Sam will provide list
- Areas of consensus & further discussion

Recommendations

- Strategies
- Moving from strategies to scope items
- General recommendations
 - Signal accessibility & consistency
 - Signage & wayfinding
 - Landscaping & stormwater
 - Design & materials
 - Emphasis of historic, traditional character
 - What we heard from engagement section
 - Nods to the past, brick, inlays etc.
 - Maintenance considerations
 - Street lighting
- Projects & phasing
 - Costing approach & assumptions
 - Project areas
 - Capital project coordination

- Phases & work areas
 - **Set 1: Main & Kellogg Core**
 - Main north
 - Main Kellogg
 - Main south
 - Penniman Kellogg
 - Union Kellogg
 - AA Trail Kellogg
 - **Set 2: Western Edge**
 - Harvey south
 - Wing west
 - Harvey north
 - **Set 3: Southeast Edge**
 - Wing east
 - Deer
 - **Set 4: Southside Core**
 - AA Trail west
 - Forest
 - **Set 5: Northwest Side**
 - Fralick
 - Penniman west
 - **Set 6: Northern Edge**
 - Union north
 - Church

Implementation

- Funding
 - Local resources
 - State/federal grant resources
 - Costs over time
- Sequencing & coordination [guidance but acknowledgment of changing factors – coupled together with infrastructure needs]

RESOLUTION

The following resolution was offered by Director _____ and seconded by Director _____

WHEREAS In August of 2024, the DDA Board approved a Five-Year Strategic Action Plan that included the following five main goals: Enhance DDA District Aesthetics, Improve Parking, Improve Pedestrian Safety, Kellogg Park, and Support Business, and

WHEREAS The Five-Year Strategic Plan has tasks under the five goals that are directly associated with upgrades to the downtown streetscape, and

WHEREAS In March of 2025, the DDA began an RFP process to hire consultants to lead a robust community engagement and streetscape design process, with nine companies submitting proposals, and

WHEREAS In June of 2025, the DDA Board contracted with SmithGroup of Ann Arbor to lead the DTP Forward Streetscape Upgrade community engagement and design process, and

WHEREAS Over the past year, SmithGroup and DDA staff led more than 15 community engagement sessions, with community input shaping final deliverables that include: conceptual streetscape plan design, conceptual cross-section and associated support graphics, phasing plan, opinion of probable construction costs, funding strategy, and engagement summaries, and

WHEREAS SmithGroup has fulfilled all contractual obligations for the DTP Forward Streetscape Upgrade community engagement and design process outlined in the approved June 2025 agreement, and

WHEREAS The final design and associated documents will be utilized by DDA and City staff to guide implementation of the DTP Forward Streetscape Upgrade over the next many years.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors accepts and approved the final DTP Forward deliverables that include conceptual streetscape plan design, conceptual cross-section and associated support graphics, phasing plan, opinion of probable construction costs, funding strategy, and engagement summaries. These documents are to be utilized as DDA and City staff move toward implementation of the DTP Forward Streetscape Upgrades.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2026/June
Date: 6/8/2026
Re: Holiday Light Maintenance Contractor

BACKGROUND:

The City of Plymouth Downtown Development Authority has contracted with Holiday Light Express of Durand, Michigan for nearly two decades to install and maintain the holiday tree lights system in Downtown Plymouth. Earlier this year, DDA staff was informed that Holiday Light Express had gone out of business.

While much of the holiday tree lights system will likely be overhauled during the tree replacement program as part of the *DTPForward* Streetscape upgrades in the coming years, maintenance of the current system is still needed. Earlier this spring, DDA staff started looking for a contractor that would be able to conduct maintenance on the system twice a year, and address disruptions with the system after storm or wind events.

As part of the selection process, DDA staff desired a local contractor that can be responsive when the lights are damaged during storm events. While the previous contractor did solid work, they weren't local and did jobs across the entire state. At times, they wouldn't be able to schedule repairs until up to 4-6 weeks out.

DDA staff requested quotes from three companies that provide this service. Those companies included J. Averie from Plymouth, English Gardens Landscape Company from Pontiac, and Serene Landscape Group from Plymouth. Both J. Averie and English Gardens submitted quotes, but Serene declined to submit a quote. The quotes from J. Averie and English Gardens are attached for your reference.

J. Averie is a local landscape company that only does jobs in Plymouth and directly adjacent communities. Although they haven't done municipal-style holiday light jobs, they do more than 50 residential holiday light displays in Plymouth, Canton and Northville, including about

15 houses in Plymouth's Huff Park. This company was highly recommended by Dan Schact from Old Village Landscaper, the DDA's primary landscaper.

English Gardens is responsible for some of the bigger more intricate holiday lights displays across metro Detroit, including holiday displays for the City of Royal Oak, Rochester Hills, and other large malls and businesses.

At this time, DDA staff is looking to maintain the system in place and not do any major overhaul of the holiday light system until *DTPForward* Streetscape upgrades are implemented.

DDA staff believes that J. Averie has the better pricing of the two quotes. J. Averie has lower equipment costs and a \$75 hour labor rate. English Gardens has a higher equipment rate and a \$75.05 per strand replacement rate. DDA staff believes that multiple strands can be replaced in an hour, which would make the J. Averie quote more desirable.

DDA staff met with both contractors. While both contractors are capable of completing the desired work, DDA staff believes that J. Averie gave a better quote and would be a better fit to handle the holiday tree light maintenance in the short term. DDA staff also believes that J. Averie would be better suited to make quick repairs after storm or wind events. Once a majority of the tree replacement program is completed as part of the *DTPForward* program, it may make sense to revisit the choice of contractor once a major light replacement program is necessary.

RECOMMENDATION:

DDA staff recommends that the DDA Board hires J. Averie to complete holiday tree light repairs twice annually, and after needed storm or wind events. Funds for these repairs will come from budget line 248-450-933.000.



J. AVERIE

14584 Shadywood Dr
Plymouth, MI 48170
7343060792

ADDRESS

City of Plymouth DDA
831 Penniman
Plymouth, MI 48170

Landscape Estimate 2989

DATE 05/03/2026

DESCRIPTION

QTY

RATE

AMOUNT

STREET TREE LIGHT MAINTENANCE

- Evaluate all tree lighting in DDA corridor to identify malfunctioning light strands.
- Replace any malfunctioning light strands.
- Re-hang any lights not properly installed in trees.

0.00

Service to be provided
June 22-26, 2026
Nov 2-6, 2026

Invoiced man hour rate

1

75.00

75.00

Replacement Strand price

1

19.50

19.50

Man lift daily rate

1

500.00

500.00

TOTAL

\$594.50

Accepted By

Accepted Date

We look forward to servicing your property



Landscape Company
 20 Congress Street • Pontiac, MI 48341
 P: 248-874-1400 • F: 248-874-1411

City of Plymouth DDA
 Attn: Sam Plymale
 Plymouth, MI 48170

LANDSCAPE QUOTE

Plymouth DDA-Light Repairs 26

Estimate Number: 10815

Page: 1

Estimate Date: May 14, 2026

Date Expires: May 24, 2026

Designer: Valerie Tarquini

Retail Locations in Metro-Detroit
 1-800-355-GROW
www.englishgardens.com

734-455-1453 ext 2

splymale@plymouthmi.gov

Assessment of Lights for Repair

Description and Size	Size/UM	Quantity	Unit Price	Total Price
Holiday Exterior Lighting Assessment of trees in Plymouth for lighting repairs.	Each	1.00	428.77	428.77
Subtotal				\$428.77

Light Repairs

Description and Size	Size/UM	Quantity	Unit Price	Total Price
Holiday Lighting Fixing Lights Equipment and Tools	Each	1.00	2,309.92	2,309.92
Replace one set of lights Based on time and materials needed.	30-35'	1.00	75.05	75.05
Replace extension cord Based on time and materials needed.	30-35'	1.00	193.48	193.48
Subtotal				\$2,578.45
Sales Tax Total				\$6.60
Total				\$3,013.82

RESOLUTION

The following resolution was offered by Director _____ and
seconded by Director _____

*WHEREAS The Downtown Development Authority is responsible for maintenance of the
holiday tree lights in the downtown district, and*

*WHEREAS The long term contractor that handled the maintenance has gone out of
business, and*

*WHEREAS DDA Staff requested bids for holiday tree light maintenance from J. Averie,
English Gardens Landscape Company, and Serene Landscape Group, and*

WHEREAS J. Averie submitted the most competitive bid.

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development
Authority Board of Directors approves the hiring of J. Averie to handle the holiday light tree
maintenance. Funds for the work will be taken from account 248.450.933.000.*

D o w n t o w n
PLYMOUTH



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 Fax: 734.459.5792

Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2026/June2026
Date: 06/08/2026
Re: DDA 2026-27 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 prepared the budget in March and presented it to Finance Director Priya King for review. The City Commission approved the 2026-27 DDA budget and the entire City budget at its June 1, 2026 regular meeting. The 2026-27 DDA budget is attached.

Finance Director Priya King has provided a short summary and highlighted a few changes to the 2026-27 DDA Budget. A resolution is attached for your consideration.

MEMORANDUM

Date: June 2, 2026
To: DDA Board, DDA Staff
From: Priya King, Finance Director
Subject: FY 2026-2027 DDA Budget Adoption

Issue:

Adoption of FY 2026-2027 DDA Budget

Analysis:

The Downtown Development Authority (DDA) is a component unit of the City, meaning it is a separate legal entity distinct from the City. Under PA 57 Of 2018, budgets and any amendments must be approved by both the City Commission and the DDA Board if necessary.

Financial Overview:

The DDA continues to maintain strong overall financial position across both operating and capital funds:

- The proposed operating budget is \$1,840,024
- The proposed budget includes a contingency amount
- The proposed budget includes a transfer to the capital improvement fund

The proposed budget for 2026-2027 supports current operations with a forward-looking approach. The contingency will support future streetscape expenditures. The proposed budget also includes a \$230,000 transfer to the capital improvement fund. There is \$100,000 allocated for maintenance of the parking deck.

Proposed Action:

Approve the resolution to adopt 2026-2027 operating and capital budgets for the DDA.

Budget Reports attached for:

- Operating Fund (248)
- Capital Improvement Fund (494)
- Budget Adoption Resolution

The DDA Operating Fund captures taxes from all tax levies other than school related tax levies, the Detroit Zoo levy, and the Detroit Institute of Arts levy to fund operations as defined in the DDA plan adopted by both the DDA Board and the City Commission.



-248-

**DOWNTOWN DEVELOPMENT
AUTHORITY OPERATING FUND**

BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	AMENDED BUDGET FY 2025	Actual FY 2025	ORIGINAL BUDGET FY 2026	AMENDED BUDGET FY 2026	ACTUAL FY 2026 THROUGH 02/28/26	PROJECTED FY 2026	PROPOSED FY 2027	PROPOSED FY 2028	PROPOSED FY 2029	PROPOSED FY 2030	PROPOSED FY 2031
DDA FUND												
DDA FUND REVENUE												
248-000-402.000	CURRENT PROPERTY TAX/REAL	1,252,400	1,301,771	1,161,800	1,168,062	1,144,697	1,301,771	1,688,424	1,756,000	1,826,200	1,899,200	1,975,200
248-000-405.000	TAXES RECOVERED BY COUNTY	(3,000)	0	(3,000)	(3,000)	0	0	(3,000)	(3,100)	(3,200)	(3,300)	(3,400)
248-000-531.000	STATE/FEDERAL GRANTS	0	0	0	7,171	7,171	20,387	10,000	0	0	0	0
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	8,250	17,656	7,500	8,500	8,467	22,125	18,000	18,900	19,800	20,800	21,800
248-000-619.000	BENCH SALE REVENUES	12,500	12,500	0	7,500	10,000	15,000	7,500	7,800	8,100	8,400	8,700
248-000-620.000	CONCERT REVENUES	80,000	87,630	95,000	95,100	159,654	159,654	95,100	98,900	102,900	107,000	111,300
248-000-665.000	INTEREST ON INVESTMENTS	25,050	29,551	5,000	35,000	15,667	23,501	24,000	25,000	26,000	27,000	28,100
248-000-674.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	1,500	0	0	0	0	0	0	0	0	0	0
248-000-679.000	ADVERTISING REVENUE	2,130	2,065	0	0	0	0	0	0	0	0	0
248-000-680.000	OTHER INCOME	0	0	0	0	0	0	0	0	0	0	0
248-000-699.000	APPROP OF PR YR FUND BALANCE	0	0	19,675	300,387	0	32,269	0	0	0	0	0
DDA REVENUE GRAND TOTAL		1,378,830	1,451,173	1,285,975	1,618,720	1,345,656	1,574,707	1,840,024	1,903,500	1,979,800	2,059,100	2,141,700

BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	AMENDED BUDGET FY 2025	Actual FY 2025	ORIGINAL BUDGET FY 2026	AMENDED BUDGET FY 2026	ACTUAL FY 2026 THROUGH 02/28/26	PROJECTED FY 2026	PROPOSED FY 2027	PROPOSED FY 2028	PROPOSED FY 2029	PROPOSED FY 2030	PROPOSED FY 2031
DDA FUND EXPENDITURES												
	<u>Administrative Expenditures</u>											
248-261-706.000	SALARY & WAGES/ FULL TIME	101,795	109,769	107,975	161,062	102,646	153,969	195,000	201,800	208,900	216,200	223,800
248-261-706.050	SALARY & WAGES/PART TIME	42,035	39,150	42,780	55,560	28,861	43,291	0	0	0	0	0
248-261-706.100	SALARY & WAGES/SICK	4,825	0	4,580	4,000	3,919	5,878	0	0	0	0	0
248-261-706.300	SALARY & WAGES/RETENTION	750	750	425	625	625	938	0	0	0	0	0
248-261-706.600	SALARY & WAGES/VACATION PAYOFF	2,140	913	2,245	0	0	0	0	0	0	0	0
248-261-707.000	SALARY & WAGES/TEMP-SEASONAL	9,615	8,731	3,000	7,978	5,147	7,720	0	0	0	0	0
248-261-709.000	SALARY & WAGES/OVERTIME	4,000	1,515	4,000	4,000	728	1,092	0	0	0	0	0
248-261-721.000	FRINGE BENEFITS	58,960	59,196	65,410	76,479	52,161	78,242	80,000	82,800	85,700	88,700	91,800
248-261-721.500	POST RETIREMENT BENEFITS	24,560	24,883	33,825	36,952	24,635	36,952	11,032	11,400	11,800	12,200	12,600
248-261-727.000	OFFICE SUPPLIES	500	347	500	1,000	615	923	500	600	700	800	900
248-261-728.000	POSTAGE	200	0	200	200	0	0	200	200	200	200	200
248-261-740.000	OPERATING SUPPLIES	2,000	1,060	2,000	2,100	1,036	1,554	2,000	2,200	2,400	2,600	2,900
248-261-815.000	ADMINISTRATIVE SERVICES	69,220	69,220	71,300	71,300	47,533	71,300	78,400	86,200	94,800	104,300	114,700
248-261-818.000	CONTRACTUAL SERVICES	17,000	16,058	17,500	22,000	13,114	19,672	18,500	20,400	22,400	24,600	27,100
248-261-850.000	COMMUNICATIONS	4,500	3,628	5,000	3,000	1,851	2,777	5,000	5,500	6,100	6,700	7,400
248-261-860.000	TRANSPORTATION	1,000	683	1,000	1,000	232	349	1,000	1,100	1,200	1,300	1,400
248-261-864.000	CONFERENCES & MEETINGS	2,250	1,175	3,000	3,000	937	1,405	3,000	3,300	3,600	4,000	4,400
248-261-880.000	PUBLIC RELATIONS EXPENSE	300	53	300	300	0	0	300	300	300	300	300
248-261-900.000	PRINTING & PUBLISHING	300	308	300	300	113	170	300	300	300	300	300
248-261-920.000	PUBLIC UTILITIES	2,750	2,703	3,000	7,500	3,620	5,430	3,300	3,600	4,000	4,400	4,800
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	100	0	100	100	0	0	100	100	100	100	100
248-261-930.000	REPAIRS & MAINTENANCE	2,000	426	2,000	2,000	0	0	1,000	1,100	1,200	1,300	1,400
248-261-938.000	EQUIPMENT LEASE EXPENSE	1,200	0	1,200	1,200	145	218	1,000	1,100	1,200	1,300	1,400
248-261-939.000	EQUIPMENT	0	0	0	65,000	65,000	65,000	0	0	0	0	0
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	65,500	65,500	500	500	400	65,500	65,500	65,500	65,500	65,500	65,500
248-261-942.000	OFFICE RENT	22,500	21,110	23,625	23,625	14,923	22,385	24,335	26,800	29,500	32,500	35,800
248-261-957.000	TRAINING EXPENSES	1,000	442	1,000	1,000	200	300	1,000	1,100	1,200	1,300	1,400
248-261-958.000	MEMBERSHIPS & DUES	2,000	515	2,000	2,000	400	600	1,000	1,100	1,200	1,300	1,400
248-261-962.000	RESERVE FOR CONTINGENCIES	14,875	0	0	0	0	0	517,857	330,400	318,400	301,300	278,500
	Total	457,875	428,136	398,765	553,782	368,842	585,664	1,010,324	846,900	860,700	871,200	878,100
	<u>Police Services Expenditures</u>											
248-301-706.000	SALARY & WAGES/ FULL TIME	22,770	23,785	23,935	23,935	16,793	25,190	31,000	32,100	33,200	34,400	35,600
248-301-706.100	SALARY & WAGES/SICK	0	504	0	0	0	0	0	0	0	0	0
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	1,000	992	1,000	1,100	1,058	1,587	0	0	0	0	0
248-301-706.300	SALARY & WAGES/RETENTION	100	113	185	188	188	281	0	0	0	0	0
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	215	133	215	430	278	417	0	0	0	0	0
248-301-709.000	SALARY & WAGES/OVERTIME	1,225	756	2,000	3,000	1,281	1,921	0	0	0	0	0
248-301-721.000	FRINGE BENEFITS	11,625	11,029	12,100	16,821	8,794	13,191	15,000	15,500	16,000	16,600	17,200
248-301-725.500	MEAL ALLOWANCE	25	15	0	0	0	0	0	0	0	0	0
	Total	36,960	37,327	39,435	45,474	28,391	42,587	46,000	47,600	49,200	51,000	52,800

BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	AMENDED BUDGET FY 2025	Actual FY 2025	ORIGINAL BUDGET FY 2026	AMENDED BUDGET FY 2026	ACTUAL FY 2026 THROUGH 02/28/26	PROJECTED FY 2026	PROPOSED FY 2027	PROPOSED FY 2028	PROPOSED FY 2029	PROPOSED FY 2030	PROPOSED FY 2031
<u>Infrastructure Maintenance Expenditures</u>												
248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	4,060	6,016	4,060	4,060	0	0	0	0	0	0	0
248-450-709.000	SALARY & WAGES/OVERTIME	350	0	350	350	0	0	0	0	0	0	0
248-450-721.000	FRINGE BENEFITS	325	206	325	325	0	0	0	0	0	0	0
248-450-721.500	POST RETIREMENT BENEFITS	0	0	0	500	282	423	0	0	0	0	0
248-450-740.000	OPERATING SUPPLIES	100	0	100	100	0	0	100	100	100	100	100
248-450-815.000	ADMINISTRATIVE SERVICES	151,470	151,470	156,010	157,000	104,456	156,683	172,700	190,000	209,000	229,900	252,900
248-450-818.000	CONTRACTUAL SERVICES	82,000	52,155	85,000	85,000	25,130	37,696	87,550	96,300	105,900	116,500	128,200
248-450-818.407	CONT SVCS/STREETSCAPE	0	0	0	165,000	116,749	175,123	0	0	0	0	0
248-450-931.000	REPAIRS & MAINT/SUMMER	20,000	15,450	15,000	15,000	10,873	16,310	15,750	17,300	19,000	20,900	23,000
248-450-932.000	REPAIRS & MAINT/WINTER	45,000	40,350	47,000	47,000	48,730	73,095	51,700	56,900	62,600	68,900	75,800
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	9,500	9,500	25,000	25,000	7,500	11,250	15,000	16,500	18,200	20,000	22,000
Total		312,805	275,147	332,845	499,335	313,720	470,580	342,800	377,100	414,800	456,300	502,000
<u>Parking Expenditures</u>												
248-529-815.000	ADMINISTRATIVE SERVICES	43,620	44,069	44,930	44,930	29,953	44,930	49,400	54,300	59,700	65,700	72,300
248-529-818.000	CONTRACTUAL SERVICES	13,400	449	13,800	13,800	2,245	3,368	5,000	5,500	6,100	6,700	7,400
248-529-850.000	COMMUNICATIONS	0	232	0	1,200	700	1,049	1,200	1,300	1,400	1,500	1,700
Total		57,020	44,750	58,730	59,930	32,898	49,347	55,600	61,100	67,200	73,900	81,400
<u>Saxton Parking Facility</u>												
248-531-920.000	PUBLIC UTILITIES	9,660	8,916	0	4,000	0	0	0	0	0	0	0
Total		9,660	8,916	0	4,000	0	0	0	0	0	0	0
<u>DDA Marketing Expenditures</u>												
248-811-727.000	OFFICE SUPPLIES	1,000	0	1,000	1,000	0	0	1,000	1,100	1,200	1,300	1,400
248-811-728.000	POSTAGE	200	0	200	200	0	0	200	200	200	200	200
248-811-740.000	OPERATING SUPPLIES	2,000	387	2,000	2,000	126	188	1,000	1,100	1,200	1,300	1,400
248-811-794.000	CONCERT EXPENSES	90,000	83,630	95,000	95,000	38,013	57,019	95,100	104,600	115,100	126,600	139,300
248-811-818.000	CONTRACTUAL SERVICES	25,000	13,339	50,000	50,000	44,452	66,677	50,000	55,000	60,500	66,600	73,300
248-811-900.000	PRINTING & PUBLISHING	7,000	6,143	8,000	8,000	1,764	2,646	8,000	8,800	9,700	10,700	11,800
Total		125,200	103,499	156,200	156,200	84,354	126,530	155,300	170,800	187,900	206,700	227,400

BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	AMENDED BUDGET FY 2025	Actual FY 2025	ORIGINAL BUDGET FY 2026	AMENDED BUDGET FY 2026	ACTUAL FY 2026 THROUGH 02/28/26	PROJECTED FY 2026	PROPOSED FY 2027	PROPOSED FY 2028	PROPOSED FY 2029	PROPOSED FY 2030	PROPOSED FY 2031
	<u>Transfers-Out to Other Funds</u>											
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	209,310	204,753	0	0	0	0	0	0	0	0	0
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	170,000	170,000	300,000	300,000	200,000	300,000	230,000	400,000	400,000	400,000	400,000
	Total	379,310	374,753	300,000	300,000	200,000	300,000	230,000	400,000	400,000	400,000	400,000
DDA EXPENDITURE GRAND TOTAL		1,378,830	1,272,527	1,285,975	1,618,720	1,028,205	1,574,707	1,840,024	1,903,500	1,979,800	2,059,100	2,141,700
	<u>DDA FUND BALANCE</u>											
	BEGINNING SURPLUS (OR DEFICIT)	667,604	667,604	846,250	846,250	846,250	846,250	813,981	1,331,838	1,662,238	1,980,638	2,281,938
	CURRENT YEAR REVENUES	1,378,830	1,451,173	1,285,975	1,618,720	1,345,656	1,574,707	1,840,024	1,903,500	1,979,800	2,059,100	2,141,700
	CURRENT YEAR EXPENDITURES	(1,378,830)	(1,272,527)	(1,285,975)	(1,618,720)	(1,028,205)	(1,574,707)	(1,840,024)	(1,903,500)	(1,979,800)	(2,059,100)	(2,141,700)
	CURRENT YEAR SURPLUS (OR DEFICIT)	0	178,646	0	0	317,451	0	0	0	0	0	0
	+ CONTINGENCY/(APPROPRIATION)	14,875	0	(19,675)	(300,387)	0	(32,269)	517,857	330,400	318,400	301,300	278,500
	ENDING SURPLUS (DEFICIT)	682,479	846,250	826,575	545,863	1,163,701	813,981	1,331,838	1,662,238	1,980,638	2,281,938	2,560,438

The Downtown Development Authority Capital Improvement Fund was created during 1999 to accumulate funds needed to provide for future major repairs, replacements and additions to the downtown parking facilities and streetscape improvements now in place.

Based on the passage of tax Proposal A in 1994 and subsequent legislation limiting school tax capture, DDA funding for major capital projects became limited. Therefore, the DDA Capital Improvement Fund was created to set aside funds for future capital replacement needs.

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**DOWNTOWN DEVELOPMENT
AUTHORITY
CAPITAL IMPROVEMENT FUND**

BUDGET

ACCOUNT NUMBER	ACCOUNT NAME	AMENDED BUDGET FY 2025	Actual FY 2025	ORIGINAL BUDGET FY 2026	AMENDED BUDGET FY 2026	ACTUAL FY 2026 THROUGH 02/28/26	PROJECTED FY 2026	PROPOSED FY 2027	PROPOSED FY 2028	PROPOSED FY 2029	PROPOSED FY 2030	PROPOSED FY 2031
DDA CAPITAL IMPROVEMENT FUND												
DDA CAPITAL IMPROVEMENT FUND REVENUES												
494-000-665.000	INTEREST ON INVESTMENTS	50	1,511	50	50	507	760	800	800	800	800	800
494-000-674.248	CONTRIBUTION FROM DDA/OPERATE	100,000	170,000	300,000	300,000	200,000	300,000	230,000	400,000	400,000	400,000	400,000
494-000-699.000	APPROP OF PR YR FUND BALANCE	0	0	0	0	0	0	0	0	0	0	0
DDA CAP IMPROVEMENT FUND REVENUES GRAND TOTAL		100,050	171,511	300,050	300,050	200,507	300,760	230,800	400,800	400,800	400,800	400,800
DDA CAPITAL IMPROVEMENT FUND EXPENDITURES												
494-261-962.000	RESERVE FOR CONTINGENCIES	50	0	50	50	0	180,173	800	800	800	800	800
494-261-977.813	CAP OUTLAY/DDA PARKING	100,000	98,302	300,000	300,000	80,391	120,587	230,000	400,000	400,000	400,000	400,000
DDA CAP IMPROVEMENT FUND EXPEND GRAND TOTAL		100,050	98,302	300,050	300,050	80,391	300,760	230,800	400,800	400,800	400,800	400,800
DDA CAPITAL IMPROVEMENT FUND BALANCE												
	BEGINNING SURPLUS (OR DEFICIT)	81,768	81,768	154,977	154,977	154,977	154,977	335,150	335,950	336,750	337,550	338,350
	CURRENT YEAR REVENUES	100,050	171,511	300,050	300,050	200,507	300,760	230,800	400,800	400,800	400,800	400,800
	CURRENT YEAR EXPENDITURES	(100,050)	(98,302)	(300,050)	(300,050)	(80,391)	(300,760)	(230,800)	(400,800)	(400,800)	(400,800)	(400,800)
	CURRENT YEAR SURPLUS (OR DEFICIT)	0	73,209	0	0	120,116	0	0	0	0	0	0
	+ CONTINGENCY/(APPROPRIATION)	50	0	50	50	0	180,173	800	800	800	800	800
	ENDING SURPLUS (DEFICIT)	81,818	154,977	155,027	155,027	275,092	335,150	335,950	336,750	337,550	338,350	339,150

City of Plymouth Downtown Development Authority 2026-2027 Budget

**RESOLUTION
ADOPTION OF THE 2026-2027 BUDGET**

The following was moved by Board Member _____ and
seconded by Board Member _____.

WHEREAS the 2026–2027 DDA Budget has been presented by the DDA Director to
the Plymouth City Commission for approval and adoption, and

WHEREAS the City Commission at its June 1, 2026, 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 2026-2027 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, 2026.

MEMORANDUM

Date: June 2, 2026
To: DDA Board, DDA Staff
From: Priya J King, Finance Director
Subject: 2025-2026 Q3 Budget Amendments

Issue:

Consideration and approval of the FY 2025–2026 Third Quarter Budget Amendments.

Analysis:

The Downtown Development Authority (DDA) is a component unit of the City, meaning it is a separate legal entity distinct from the City. However, by statute, its budgets and any amendments must be approved by both the City Commission and the DDA Board if necessary.

Attached are Financial Reports for:

- Operating Fund (248)
- Capital Improvement Fund (494)

These reports include activity through March 31, 2026.

Financial Overview:

The DDA continues to maintain strong overall financial position across both operating and capital funds

- Revenue increased by \$204,650 in the Third Quarter. This was due to the final TIF disbursement for Tax Year 2025.

Proposed Action:

Adopt the attached resolution approving the FY 2025-2026 Third Quarter Budget Amendments. In summary the resolution will amend the DDA budget, incorporate adjustments in the Budget Amendment Summary and authorize the Finance Director to complete the necessary line-items adjustments.

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 03/31/2026

% Fiscal Year Completed: 75.07

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 03/31/2025 Norm (Abnorm)	End Balance 06/30/2025	25-26 Original Budget	25-26 Amended Budget	YTD Balance 03/31/2026 Norm (Abnorm)	Activity For 03/31/2026 Incr (Decr)	% Bdg Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
248-000-402.000	CURRENT PROPERTY TAX/REAL	1,301,771.47	1,301,771.47	1,161,800.00	1,168,062.23	1,372,739.25	204,677.02	117.52
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-531.000	STATE/FEDERAL GRANTS	0.00	0.00	0.00	7,171.01	20,387.00	13,215.99	284.30
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	8,230.30	17,655.52	7,500.00	8,500.00	8,466.71	0.00	99.61
248-000-619.000	BENCH SALE REVENUES	12,500.00	12,500.00	0.00	7,500.00	10,000.00	0.00	133.33
248-000-620.000	CONCERT REVENUES	89,934.00	87,630.00	95,000.00	95,100.00	159,654.00	0.00	167.88
248-000-665.000	INTEREST ON INVESTMENTS	24,009.40	29,551.31	5,000.00	35,000.00	19,141.99	1,769.33	54.69
248-000-679.000	ADVERTISING REVENUE	(65.00)	2,065.00	0.00	0.00	0.00	0.00	0.00
248-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	19,675.00	300,387.20	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		1,436,380.17	1,451,173.30	1,285,975.00	1,618,720.44	1,590,388.95	219,662.34	98.25
Revenues		1,436,380.17	1,451,173.30	1,285,975.00	1,618,720.44	1,590,388.95	219,662.34	98.25
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
248-261-706.000	SALARY & WAGES/ FULL TIME	89,980.27	109,769.49	107,975.00	161,061.60	115,752.00	13,105.67	71.87
248-261-706.050	SALARY & WAGES/PART TIME	32,551.45	39,149.96	42,780.00	55,560.00	29,280.85	420.00	52.70
248-261-706.100	SALARY & WAGES/SICK	3,838.27	0.00	4,580.00	4,000.00	3,918.60	0.00	97.97
248-261-706.300	SALARY & WAGES/RETENTION	750.00	750.00	425.00	625.00	625.00	0.00	100.00
248-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	913.31	2,245.00	0.00	0.00	0.00	0.00
248-261-707.000	SALARY & WAGES/TEMP-SEASONAL	6,164.95	8,730.73	3,000.00	7,978.46	5,753.25	606.38	72.11
248-261-709.000	SALARY & WAGES/OVERTIME	1,162.84	1,515.35	4,000.00	4,000.00	960.48	232.50	24.01
248-261-721.000	FRINGE BENEFITS	48,701.34	59,196.30	65,410.00	76,479.18	58,044.78	5,883.55	75.90
248-261-721.500	POST RETIREMENT BENEFITS	18,662.49	24,883.32	33,825.00	36,952.44	27,714.33	3,079.37	75.00
248-261-727.000	OFFICE SUPPLIES	139.63	347.15	500.00	1,000.00	664.58	49.58	66.46
248-261-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-261-740.000	OPERATING SUPPLIES	500.56	1,059.95	2,000.00	2,100.00	1,659.07	622.88	79.00
248-261-815.000	ADMINISTRATIVE SERVICES	51,914.97	69,219.96	71,300.00	71,300.00	53,474.94	5,941.66	75.00
248-261-818.000	CONTRACTUAL SERVICES	13,574.50	16,058.24	17,500.00	22,000.00	14,011.11	896.68	63.69
248-261-850.000	COMMUNICATIONS	2,802.63	3,628.23	5,000.00	3,000.00	2,082.93	231.50	69.43
248-261-860.000	TRANSPORTATION	338.64	683.04	1,000.00	1,000.00	436.80	204.40	43.68
248-261-864.000	CONFERENCES & MEETINGS	929.67	1,174.58	3,000.00	3,000.00	1,261.13	285.00	42.04
248-261-880.000	PUBLIC RELATIONS EXPENSE	53.00	53.00	300.00	300.00	0.00	0.00	0.00
248-261-900.000	PRINTING & PUBLISHING	205.50	307.50	300.00	300.00	113.30	0.00	37.77
248-261-920.000	PUBLIC UTILITIES	2,079.91	2,702.65	3,000.00	7,500.00	4,068.79	449.03	54.25
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-261-930.000	REPAIRS & MAINTENANCE	0.00	426.09	2,000.00	2,000.00	0.00	0.00	0.00
248-261-938.000	EQUIPMENT LEASE EXPENSE	0.00	0.00	1,200.00	1,200.00	145.26	0.00	12.11
248-261-939.000	EQUIPMENT	0.00	0.00	0.00	65,000.00	65,000.00	0.00	100.00
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	200.00	65,500.00	500.00	500.00	500.00	100.00	100.00
248-261-942.000	OFFICE RENT	17,646.00	21,110.00	23,625.00	23,625.00	16,742.00	1,819.00	70.87
248-261-957.000	TRAINING EXPENSES	291.83	441.83	1,000.00	1,000.00	307.00	0.00	30.70
248-261-958.000	MEMBERSHIPS & DUES	515.00	515.00	2,000.00	2,000.00	400.00	0.00	20.00
Total Dept 261 - ADMINISTRATION		293,003.45	428,135.68	398,765.00	553,781.68	402,916.20	33,927.20	72.76
Department: 301 POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	18,326.21	23,784.82	23,935.00	23,935.00	18,745.90	1,952.71	78.32
248-301-706.100	SALARY & WAGES/SICK	0.00	503.76	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	992.41	992.41	1,000.00	1,100.00	1,057.92	0.00	96.17

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 03/31/2026

% Fiscal Year Completed: 75.07

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 03/31/2025 Norm (Abnorm)	End Balance 06/30/2025	25-26 Original Budget	25-26 Amended Budget	YTD Balance 03/31/2026 Norm (Abnorm)	Activity For 03/31/2026 Incr (Decr)	% Bdg Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
248-301-706.300	SALARY & WAGES/RETENTION	112.50	112.50	185.00	188.00	187.51	0.00	99.74
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	132.90	132.90	215.00	430.00	304.46	26.53	70.80
248-301-709.000	SALARY & WAGES/OVERTIME	756.29	756.29	2,000.00	3,000.00	1,972.68	692.18	65.76
248-301-721.000	FRINGE BENEFITS	8,686.33	11,029.14	12,100.00	16,820.76	9,995.23	1,201.25	59.42
248-301-725.500	MEAL ALLOWANCE	15.02	15.02	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		29,021.66	37,326.84	39,435.00	45,473.76	32,263.70	3,872.67	70.95
Department: 450 INFRASTRUCTURE MAINTENANCE								
248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	6,015.50	4,060.00	4,060.00	0.00	0.00	0.00
248-450-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	350.00	350.00	0.00	0.00	0.00
248-450-721.000	FRINGE BENEFITS	0.00	206.14	325.00	325.00	0.00	0.00	0.00
248-450-721.500	POST RETIREMENT BENEFITS	0.00	0.00	0.00	500.00	317.43	35.27	63.49
248-450-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-450-815.000	ADMINISTRATIVE SERVICES	113,602.50	151,470.00	156,010.00	157,000.00	117,456.47	13,000.83	74.81
248-450-818.000	CONTRACTUAL SERVICES	42,116.97	52,154.97	85,000.00	85,000.00	50,225.41	25,095.00	59.09
248-450-818.407	CONT SVCS/STREETScape	0.00	0.00	0.00	165,000.00	149,622.37	32,873.55	90.68
248-450-931.000	REPAIRS & MAINT/SUMMER	5,275.00	15,450.00	15,000.00	15,000.00	10,873.00	0.00	72.49
248-450-932.000	REPAIRS & MAINT/WINTER	40,350.00	40,350.00	47,000.00	47,000.00	48,730.00	0.00	103.68
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	9,500.00	9,500.00	25,000.00	25,000.00	7,500.00	0.00	30.00
Total Dept 450 - INFRASTRUCTURE MAINTENANCE		210,844.47	275,146.61	332,845.00	499,335.00	384,724.68	71,004.65	77.05
Department: 529 PARKING								
248-529-815.000	ADMINISTRATIVE SERVICES	33,164.00	44,069.00	44,930.00	44,930.00	33,697.44	3,744.16	75.00
248-529-818.000	CONTRACTUAL SERVICES	449.00	449.00	13,800.00	13,800.00	2,694.00	449.00	19.52
248-529-850.000	COMMUNICATIONS	0.00	232.23	0.00	1,200.00	774.02	74.44	64.50
Total Dept 529 - PARKING		33,613.00	44,750.23	58,730.00	59,930.00	37,165.46	4,267.60	62.01
Department: 531 SAXTON PARKING FACILITY								
248-531-920.000	PUBLIC UTILITIES	6,461.29	8,915.87	0.00	4,000.00	0.00	0.00	0.00
Total Dept 531 - SAXTON PARKING FACILITY		6,461.29	8,915.87	0.00	4,000.00	0.00	0.00	0.00
Department: 811 MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	386.99	386.99	2,000.00	2,000.00	125.50	0.00	6.28
248-811-794.000	CONCERT EXPENSES	44,575.80	83,629.71	95,000.00	95,000.00	39,762.50	1,750.00	41.86
248-811-818.000	CONTRACTUAL SERVICES	10,474.16	13,339.40	50,000.00	50,000.00	45,623.38	1,171.79	91.25
248-811-900.000	PRINTING & PUBLISHING	3,773.47	6,142.87	8,000.00	8,000.00	1,848.55	84.60	23.11
Total Dept 811 - MARKETING		59,210.42	103,498.97	156,200.00	156,200.00	87,359.93	3,006.39	55.93
Department: 965 CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	209,310.00	204,753.29	0.00	0.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	74,999.97	170,000.00	300,000.00	300,000.00	225,000.00	25,000.00	75.00
Total Dept 965 - CONTRIBUTIONS		284,309.97	374,753.29	300,000.00	300,000.00	225,000.00	25,000.00	75.00
Expenditures		916,464.26	1,272,527.49	1,285,975.00	1,618,720.44	1,169,429.97	141,078.51	72.24
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:								
TOTAL REVENUES		1,436,380.17	1,451,173.30	1,285,975.00	1,618,720.44	1,590,388.95	219,662.34	98.25

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 03/31/2026

% Fiscal Year Completed: 75.07

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 03/31/2025 Norm (Abnorm)	End Balance 06/30/2025	25-26 Original Budget	25-26 Amended Budget	YTD Balance 03/31/2026 Norm (Abnorm)	Activity For 03/31/2026 Incr (Decr)	% Bdgt Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
TOTAL EXPENDITURES		916,464.26	1,272,527.49	1,285,975.00	1,618,720.44	1,169,429.97	141,078.51	72.24
NET OF REVENUES & EXPENDITURES:		<u>519,915.91</u>	<u>178,645.81</u>	<u>0.00</u>	<u>0.00</u>	<u>420,958.98</u>	<u>78,583.83</u>	
BEG. FUND BALANCE		667,603.89	667,603.89	846,249.70	846,249.70	846,249.70		
END FUND BALANCE		1,187,519.80	846,249.70	846,249.70	846,249.70	1,267,208.68		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 03/31/2026

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*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 03/31/2025 Norm (Abnorm)	End Balance 06/30/2025	25-26 Original Budget	25-26 Amended Budget	YTD Balance 03/31/2026 Norm (Abnorm)	Activity For 03/31/2026 Incr (Decr)	% Bdgt Used
Fund: 494 DOWNTOWN DEV AUTH/CAP IMP FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
494-000-665.000	INTEREST ON INVESTMENTS	1,282.41	1,511.11	50.00	50.00	784.33	178.07	1,568.66
494-000-674.248	CONTRIBUTION FROM DDA/OPERATE	74,999.97	170,000.00	300,000.00	300,000.00	225,000.00	25,000.00	75.00
Total Dept 000 - GENERAL REVENUES		<u>76,282.38</u>	<u>171,511.11</u>	<u>300,050.00</u>	<u>300,050.00</u>	<u>225,784.33</u>	<u>25,178.07</u>	<u>75.25</u>
Revenues		<u>76,282.38</u>	<u>171,511.11</u>	<u>300,050.00</u>	<u>300,050.00</u>	<u>225,784.33</u>	<u>25,178.07</u>	<u>75.25</u>
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
494-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	50.00	50.00	0.00	0.00	0.00
494-261-977.813	CAP OUTLAY/DDA PARKING	90,175.00	98,302.00	300,000.00	300,000.00	84,591.42	4,200.00	28.20
Total Dept 261 - ADMINISTRATION		<u>90,175.00</u>	<u>98,302.00</u>	<u>300,050.00</u>	<u>300,050.00</u>	<u>84,591.42</u>	<u>4,200.00</u>	<u>28.19</u>
Expenditures		<u>90,175.00</u>	<u>98,302.00</u>	<u>300,050.00</u>	<u>300,050.00</u>	<u>84,591.42</u>	<u>4,200.00</u>	<u>28.19</u>
Fund 494 - DOWNTOWN DEV AUTH/CAP IMP FUND:								
TOTAL REVENUES		76,282.38	171,511.11	300,050.00	300,050.00	225,784.33	25,178.07	75.25
TOTAL EXPENDITURES		90,175.00	98,302.00	300,050.00	300,050.00	84,591.42	4,200.00	28.19
NET OF REVENUES & EXPENDITURES:		<u>(13,892.62)</u>	<u>73,209.11</u>	<u>0.00</u>	<u>0.00</u>	<u>141,192.91</u>	<u>20,978.07</u>	
BEG. FUND BALANCE		81,767.63	81,767.63	154,976.74	154,976.74	154,976.74		
END FUND BALANCE		67,875.01	154,976.74	154,976.74	154,976.74	296,169.65		
Report Totals:								
TOTAL REVENUES - ALL FUNDS		1,512,662.55	1,622,684.41	1,586,025.00	1,918,770.44	1,816,173.28	244,840.41	94.65
TOTAL EXPENDITURES - ALL FUNDS		1,006,639.26	1,370,829.49	1,586,025.00	1,918,770.44	1,254,021.39	145,278.51	65.36
NET OF REVENUES & EXPENDITURES:		<u>506,023.29</u>	<u>251,854.92</u>	<u>0.00</u>	<u>0.00</u>	<u>562,151.89</u>	<u>99,561.90</u>	

DDA

Q3 Budget Amendments

2025-2026

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget	Current Actual	% Revenue / Expended
DDA OPER FUND REV: #248									
Property Taxes-Non School	1,166,300	-	14,433	204,650		219,083	1,385,383		0.00%
Program Fees & Other	100,000	7,500	30,100	-		37,600	137,600		
Appropriation of Surplus	19,675	39,375	241,337	(204,650)		76,062	95,737		0.00%
TOTAL REVENUES	1,285,975	46,875	285,870	-	-	332,745	1,618,720	-	0.00%
DDA OPER FUND EXP: #248									
Administration	398,765	46,875	108,142	-		155,017	553,782		0.00%
Police Services	39,435	-	6,039	-		6,039	45,474		0.00%
Streetscape Maintenance	332,845	-	166,490	-		166,490	499,335		0.00%
Parking System	58,730	-	1,200	-		1,200	59,930		0.00%
Saxton Parking Facility	-	-	4,000	-		4,000	4,000		0.00%
DDA Marketing	156,200	-	-	-		-	156,200		0.00%
Contrib to DDA Debt Funds	-	-	-	-		-	-		#DIV/0!
Contrib to DDA Cap Imp Fund	300,000	-	-	-		-	300,000		0.00%
Contingency	-	-	-	-		-	-		#DIV/0!
TOTAL EXPENDITURES	1,285,975	46,875	285,870	-	-	332,746	1,618,720	-	0.00%

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 2025-2026 City Budget, as adopted;

and

WHEREAS, revenue forecasts and expenditure patterns require modifications to
the original budgetary allocations as established in June 2025;

NOW, THEREFORE BE IT RESOLVED, that the 2025-2026 DDA Budget is hereby
amended as indicated in 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 2025-2026 Third Quarter Budget Amendments Resolution

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