



City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

Regular Downtown Development Authority Meeting  
Monday, May 4, 2015

Members of the Downtown Development Authority and Residents: This shall serve as your official notification of the Regular Downtown Development Authority Meeting to be held Monday, May 4, 2015, immediately following the Regular Planning Commission Meeting, in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

### **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
  - a. Regular Downtown Development Authority Meeting held Monday, March 23, 2015.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. Consideration of the 2015-2016 Budget.
6. Other Business.
7. Adjournment.

**In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.**



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**Regular Downtown Development Authority Meeting**  
**Monday, March 23, 2015**

Having been duly publicized, Vice Chairman Laidlaw called the meeting to order at 7:00 p.m.

Present: Christensen, Decoster (Arrived at 7:15p), Laidlaw, McAuliffe, McCutcheon, O'Brien, Schlesinger  
Also Present: Assistant City Manager Scott Pietrzak; Commissioner Ann Perry  
Absent: Bolach, Lenko

**Minutes**

**DDA-2015-1505**

Motion by O'Brien, second by McAuliffe that the minutes of the Regular Downtown Development Authority Meeting on Monday, January 26, 2015 be approved.

Adopted: Yeas: O'Brien, McAuliffe, Christensen, Laidlaw, McCutcheon, Schlesinger.  
Nays: None.

**Public Discussion**

(None).

**2015 Board Alley Improvement Project update**

Assistant City Manager Pietrzak reported that concrete prices have skyrocketed over the past year. Bids have been submitted for the alley project from Devonshire to Eastbound 10 Mile Road, an alternate to the Oxford Boulevard bid, and costs are higher than previous estimates at \$197,221, which includes underground sewer structure. Discussion held. The City is going to look into alternatives in order to reduce the overall costs and should have a better idea in April, and will then bring a proposal to the DDA with a funding request.

Vice Chairman Laidlaw inquired as to how this will affect the 2014-2015 budget, and Pietrzak explained that this alley project would be part of the 2015-2016 budget. Alleys existed before the DDA was established in 1992. The costs may be allocated between the City and DDA. Commissioner Perry added that concrete costs are affecting the entire state as explained in MML's presentation on Proposal 1. Discussion held. McAuliffe asked to have some of the line items in the budget explained and Pietrzak complied.





# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: Downtown Development Authority  
Date: April 30, 2015  
Re: DDA 2015-16 Budget

Attached to this memo is the proposed 2015-16 DDA budget. This budget is part of the City budget which will be forwarded to the City Commission for public hearing and approval in June. The DDA has responsibility for also approving its own budget.

I have reviewed the attached budget with the DDA budget subcommittee. The key points in this budget are:

- \$100,000 capital outlay transfer to the infrastructure fund to pay a portion of the \$260,000 total cost to reconstruct the 10 Mile-Devonshire and Amherst-Sylvan alleys. The DDA would also transfer \$40,000 in the two subsequent budget years towards the alley construction cost, making the DDA's total contribution towards the alley work \$180,000 and the City's share at \$80,000 – roughly a 2/3-1/3 split.
- \$20,000 in the capital outlay line for Woodward and Main Street complete streets pilot projects as recommended in the Gibbs complete streets study.
- \$8,000 in a community promotions line item. \$5,000 of this would be used towards the banner project and \$3,000 would be set aside for communications and promotions.

The proposed budget would leave the DDA with a \$23,000 fund balance. The DDA begins with about \$60,000 of unallocated revenue each budget year, so the two \$40,000 infrastructure fund transfers in the next two budget years will still leave the DDA with money to complete other projects in the future.

A simple resolution of adoption for the budget is all that is required. I look forward to discussing this with you next Monday evening.

## 260. Downtown Development Authority

Account Number	Description	Actual 2013-2014	Amended Budget 2014-2015	Actual 9 Months 3/31/15	Estimated Actual 2014-2015	Requested Budget 2015-2016
<b>Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>ESTIMATED REVENUES</b>						
260-000-405.000	T.I.F.A. Taxes	\$ 65,458	\$ 73,481	\$ 69,328	\$ 73,481	\$ 81,500
260-000-410.500	Delinquent Tax Collection	4,925	-	1,399	1,400	-
260-000-540.001	Smart Revenue	-	-	-	-	-
260-000-665.000	Interest Income	12	10	5	10	10
260-000-671.000	Miscellaneous Other Revenues	857	3,000	1,668	2,000	3,000
260-000-675.000	Contributions & Donations	-	2,000	-	2,000	2,000
<b>TOTAL REVENUES</b>		<b>\$ 71,252</b>	<b>\$ 78,491</b>	<b>\$ 72,400</b>	<b>\$ 78,891</b>	<b>\$ 86,510</b>
<b>APPROPRIATIONS</b>						
<b>Department 730 - Development Activities</b>						
260-730-731.000	Operating Supplies	\$ -	\$ 100	\$ 17	\$ 100	\$ 100
260-730-740.200	Sales Tax Expense	18	30	14	30	30
260-730-809.000	Contractual Services	-	10,000	-	-	-
260-730-827.000	Administrative Service Charge	22,500	22,500	15,000	22,500	15,000
260-730-880.000	Community Promotions	-	-	-	-	8,000
260-730-890.000	Service Charges	522	250	241	250	250
260-730-955.000	Miscellaneous Expenses	625	500	3,351	3,351	500
260-730-955.200	Concerts in the Park	3,907	7,500	5,053	7,500	3,500
260-730-955.300	Trolley	-	-	-	-	-
260-730-955.400	Brick Paver Program	168	1,000	-	1,000	1,000
260-730-955.500	Development Grant	-	-	-	-	-
260-730-970.000	Capital Outlay	-	60,000	26,505	27,500	20,000
260-730-991.100	PRIN:Debt - Govt'l	20,000	20,000	-	20,000	-
260-730-995.100	INTR:Debt - Govt'l	1,800	900	-	900	-
260-730-999.218	Transfers Out - Infrastructure	-	-	-	-	100,000
<i>Totals for department 730 - Development Activities</i>		<i>\$ 49,540</i>	<i>\$ 122,780</i>	<i>\$ 50,181</i>	<i>\$ 83,131</i>	<i>\$ 148,380</i>
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 49,540</b>	<b>\$ 122,780</b>	<b>\$ 50,181</b>	<b>\$ 83,131</b>	<b>\$ 148,380</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 260</b>		<b>\$ 21,712</b>	<b>\$ (44,289)</b>	<b>\$ 22,219</b>	<b>\$ (4,240)</b>	<b>\$ (61,870)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 67,839</b>	<b>\$ 89,552</b>	<b>\$ 89,551</b>	<b>\$ 89,551</b>	<b>\$ 85,311</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 89,551</b>	<b>\$ 45,263</b>	<b>\$ 111,770</b>	<b>\$ 85,311</b>	<b>\$ 23,441</b>