

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.
- 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.



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

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

<u>Minutes</u>

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.

Establish 2015-2016 Budget Subcommittee

Assistant Manager Pietrzak recommended that the DDA appoint three members to serve on the Budget Subcommittee. McCutcheon and Laidlaw volunteered to be on the subcommittee. Pietrzak nominated Bolach to serve as well.

DDA-2015-1506

Motion by Schlesinger, second by O'Brien, that the Pleasant Ridge Downtown Development Authority appoint McCutcheon, Bolach, and Laidlaw to serve on the DDA Budget Subcommittee.

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

Other Business

Christensen reported that she had a discussion with Pietrzak about a neighborhood party sponsored by the DDA businesses in lieu of one of the concerts in the park in order to bridge the gap between the residents and the businesses. Discussion held as to whether tickets should be sold, cash bar, or possibly having the DDA sponsor a band. Main Street would be closed off to host the event. McCutcheon suggested that the event should be free to the businesses and their employees, and residents purchase tickets. A weekend in September was suggested for the event. Pietrzak will check the city calendar and local events so there is not a conflict. McAuliffe recommended that a meeting should be held with the business owners to get feedback as to what they would like to see the event be. Pietrzak suggested that a sponsorship program may be something to consider for the businesses to participate which is a good marketing tool. Brief discussion held about including neighboring city businesses or chambers of commerce.

McAuliffe has a draft letter proposed to the businesses to introduce the DDA's goals for community involvement and the concept of creating a directory. Laidlaw recommended that communication amongst the DDA members be via email to finalize the letter to speed up the process of distribution.

With no further comments or discussion, Vice Chairman Laidlaw adjourned the meeting at 8:03 p.m.



City of Pleasant Ridge

James Breuckman, City Manager

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.

G:\Boards and Commissions\DDA\2015.05.04 - 2015-16 Budget Approval\2015.05.04 - DDA Budget Cover.docx

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	
Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY											
ESTIMATED REVENUES											
260-000-405.000	T.I.F.A. Taxes	\$	65,458	\$	73,481	\$	69,328	\$	73,481	\$	81,500
260-000-410.500	Delinguent 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
TOTAL REVENUES		\$	71,252	\$	78,491	\$	72,400	\$	78,891	\$	86,510
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APPROPRIATIONS											
Department 730 - Development Activities											
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
Totals for department 730 - Development Activities		\$	49,540	\$	122,780	\$	50,181	\$	83,131	\$	148,380
TOTAL APPROPRIATIONS		\$	49,540	\$	122,780	\$	50,181	\$	83,131	\$	148,380
NET OF REVENUES/APPROPRIATIONS - FUND 260		\$	21,712	\$	(44,289)	\$	22,219	\$	(4,240)	\$	(61,870)
BEGINNING FUND BALANCE		\$, 67,839	, \$	89,552	\$	89,551	, \$	89,551	, \$	85,311
ENDING FUND BALANCE		\$	89,551	\$	45,263	\$	111,770	\$	85,311	\$	23,441