

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

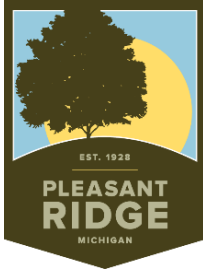
Regular Downtown Development Authority Meeting
Monday, April 22, 2019

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, April 22, 2019, 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. Minutes:
 - a. Regular Downtown Development Authority Meeting held Monday, January 28, 2019.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. 2019 – 2020 DDA Budget.
6. DDA Banner Program.
7. City Manager’s Update.
8. Other Business.
9. 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.



**Downtown Development Meeting
January 28, 2019**

Having been duly publicized, Chairman Treuter called the meeting to order at 8:17 p.m.

Present: Commissioners Martin-Campbell, McAuliffe, Treuter, Corrigan, Wilkinson, McCoy, Bellak, McCutcheon, Stiffman (8:15p).
Also Present: City Manager Breuckman, City Commission liaison Perry.
Absent: None.

Minutes

DDA-2018-1537

Motion by Commissioner Martin Campbell, second by Commissioner McCoy, that the minutes of the Regular Downtown Development Authority meeting held Monday, October 22, 2018, be approved.

Adopted: Yeas: Commissioner Martin-Campbell, McCoy, Corrigan, Bellak, Wilkinson, Stiffman, McAuliffe, Treuter.
Nays: None.

DDA Budget Subcommittee

Manager Breuckman requested volunteers for the Downtown Development Budget Subcommittee. Commissioner McCutcheon, Wilkinson and Stiffman volunteered to serve on the Committee. Chairman Treuter will also attend. A meeting date will be scheduled with the members at a later date.

City Manager's Report

Capital Improvement Plan will be submitted to Planning Commission for consideration at their April meeting. The City is waiting for estimates from the engineers regarding the Woodward Avenue Traffic Calming project, should have the estimate by the April meeting.

Other Business

Martin-Campbell discussed the Chariot program discontinuation and DDA earmarked funding. Asked about a replacement program. Breuckman indicated the City of Ferndale will be sending us a bill for the prorated portion. Façade Improvement program is ongoing, but there have been no applicants. No DDA mixer planned at this time. No movement from owners of 23675 Woodward Avenue.

With no further comments or discussion, Chairman Treuter adjourned the meeting at 8:26 p.m.

Chairman Treuter

Kristie McAuliffe, Secretary



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Downtown Development Authority
Date: April 18, 2019
Re: 2019-20 DDA Budget

Attached is the proposed 2019-20 DDA budget. This budget is part of the overall City budget which will be forwarded to the City Commission at their May 14 meeting. The DDA has responsibility for approving its budget in advance of the City Commission taking up the budget approval process.

The DDA budget subcommittee met in late March to review this draft budget. The key points in this years' budget are:

- \$50,000 in contractual services. This will cover design and engineering work for the Woodward streetscape project should we receive the MDEQ grant.
- \$4,500 in community promotions to cover banner replacement or public art costs.
- \$3,000 in the development grant line to continue that program.
- \$10,000 in the capital outlay line to cover continuing improvements. No specific projects are planned this year, that is a placeholder to cover any necessary maintenance costs.
- The \$180,000 in capital outlay shown in the projected 20-21 budget would cover the streetscape construction costs. The DDA will have to borrow money from other City funds and then repay that over time, as was done with the alley project a few years ago.
- The \$80,000 transfer out to infrastructure in 21-22 represents the first annual payment on that loan. I anticipate there being about 2-3 years of loan repayments that will be required.

The proposed budget would leave the DDA with a \$22,525 of net revenue and an anticipated ending fund balance of \$129,408.

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

Fund 260 provides for the collection of TIFA taxes and the expenditure of funds on activities in support of the Downtown Development Authority's Development Plan. The DDA paid for the alley reconstruction from 10 Mile to Devonshire during the 2015-16 through 2017-18 budget years. Other notable DDA activities include maintenance and capital improvements to the Woodward Avenue streetscape and beginning in 2016-17 the reinstatement of a development grant program to assist property owners in the DDA in making façade or property beautification improvements. In 2019-20 the DDA will continue to refine the development plans for a future project to comprehensively refresh the Woodward Avenue streetscape.

| Account Number | Description | Actual 2017-18 | Budget 2018-19 | Activity to 04/16/19 | Requested 2019-20 | Projected 2020-21 | Projected 2021-22 |
|---|--------------------------------|-------------------|-------------------|-------------------------|----------------------|----------------------|----------------------|
| Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| ESTIMATED REVENUES | | | | | | | |
| 260-000-405.000 | T.I.F.A. Taxes | 92,710 | 99,416 | 80,604 | 102,380 | 104,837 | 107,353 |
| 260-000-410.500 | Delinquent Tax Collection | 856 | 100 | 238 | 100 | 100 | 102 |
| 260-000-540.000 | State Grant | 1,233 | 0 | 0 | 0 | 0 | 0 |
| 260-000-573.000 | Local Community Stabilization | 0 | 2,500 | 2,453 | 2,500 | 2,500 | 2,560 |
| 260-000-665.000 | Interest & Dividend Income | 150 | 25 | 234 | 25 | 25 | 26 |
| 260-000-671.000 | Miscellaneous Other Revenues | 500 | 1,000 | 100 | 250 | 250 | 250 |
| 260-000-675.000 | Contributions & Donations | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL REVENUES | | 95,449 | 103,041 | 83,629 | 105,255 | 107,712 | 110,291 |
| APPROPRIATIONS | | | | | | | |
| Department 730 - Development Activities | | | | | | | |
| 260-730-731.000 | Operating Supplies | 0 | 0 | 0 | 0 | 0 | 0 |
| 260-730-740.200 | Sales Tax Expense | 1 | 30 | 1 | 30 | 30 | 30 |
| 260-730-809.000 | Contractual Services | 10,000 | 35,000 | 8,365 | 50,000 | 7,500 | 7,500 |
| 260-730-827.000 | Administrative Service Charge | 14,200 | 14,200 | 14,200 | 14,200 | 14,200 | 14,200 |
| 260-730-880.000 | Community Promotion | 1,766 | 4,500 | 790 | 4,500 | 4,500 | 4,500 |
| 260-730-890.000 | Service Charges | 0 | 500 | 12 | 500 | 500 | 500 |
| 260-730-955.000 | Miscellaneous Expenses | 55 | 1,000 | 0 | 500 | 500 | 500 |
| 260-730-955.200 | Concerts in the Park | 0 | 0 | 0 | 0 | 0 | 0 |
| 260-730-955.400 | Brick Paver Program | 0 | 0 | 190 | 0 | 0 | 0 |
| 260-730-955.500 | Development Grant | 0 | 5,500 | 0 | 3,000 | 3,000 | 3,000 |
| 260-730-970.000 | Capital Outlay | 20,000 | 10,000 | 1,679 | 10,000 | 180,000 | 0 |
| 260-730-991.100 | Principal: Governmental Debt | 0 | 0 | 0 | 0 | 0 | 0 |
| 260-730-995.100 | Interest: Governmental Debt | 0 | 0 | 0 | 0 | 0 | 0 |
| 260-730-999.218 | Transfers Out - Infrastructure | 40,000 | 0 | 0 | 0 | 0 | 80,000 |
| <i>Totals for department 730 - Development Activities</i> | | <i>86,022</i> | <i>70,730</i> | <i>25,237</i> | <i>82,730</i> | <i>210,230</i> | <i>110,230</i> |
| TOTAL APPROPRIATIONS | | 86,022 | 70,730 | 25,237 | 82,730 | 210,230 | 110,230 |
| NET OF REVENUES/APPROPRIATIONS - FUND 260 | | 9,427 | 32,311 | 58,392 | 22,525 | (102,518) | 61 |
| BEGINNING FUND BALANCE | | 65,145 | 74,572 | 74,572 | 106,883 | 129,408 | 26,890 |
| ENDING FUND BALANCE | | 74,572 | 106,883 | 132,964 | 129,408 | 26,890 | 26,951 |



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Downtown Development Authority
Date: April 18, 2019
Re: Woodward Banner Update

I spoke with Greg Solovey who runs a sign shop out of Garden City. He was recommended to me by Megan Martin Campbell as a contact to talk to. Greg will be coming out to evaluate our situation and provide me with recommendations on how to proceed with banner sizing and installation. I will forward that information once I receive it from him.

Greg did convey that banners on north-south streets suffer more from wind conditions. He also expressed that banners that carry high wind loads, as along Woodward, are difficult to secure. Even with grommets, cables, or other methods, we will lose banners during high wind periods.