



Downtown Development Authority Meeting
Monday, April 26, 2021

Members of the DDA, and Residents: This shall serve as your official notification of the Regular Meeting of the Downtown Development Authority to be held Monday, April 26, 2021, immediately following the Regular Planning Commission Meeting, via teleconference as described below. 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 25, 2021.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. 2021-2022 Budget Recommendation.
6. Woodward Streetscape Plan Update.
7. City Manager’s Report.
8. Other Business.
9. Adjournment.

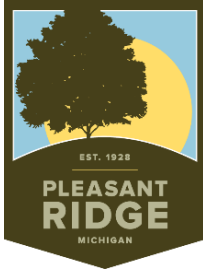
Due to the COVID-19 State of Emergency declared by the Governor’s Executive Order 2020-4, the limitation on public assemblies of Executive Order 2020-11, and the permitting of public meetings by remote participation allowed by Governor’s Executive Order 2020-15, the April 26, 2021 Pleasant Ridge Downtown Development Authority meeting will be conducted via remote participation.

<https://us02web.zoom.us/j/86051167702?pwd=aGN1NEJLeHVDZnNacEhTTiswbEkrdz09&from=addon>

Meeting ID: 860 5116 7702

Passcode: 112674

All members of the public will be permitted to participate during the public comment and public hearing portions of the meeting. There are two ways that members of the public can participate in the meeting by joining the Zoom meeting by computer videoconference. If you have any ADA questions, please call the Clerk's Office (248) 541-2901.



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

**Downtown Development Authority Meeting
January 25, 2021**

Having been duly publicized, Chairman Treuter called the meeting to order at 7:55 pm.

Present: Commissioners Corrigan, Vemula, McCoy, Bellak, Martin-Campbell, Matyas, Wilkinson, Treuter.

Also Present: City Manager Breuckman, City Commission liaison Perry.

Absent: Commissioner Stiffman

Minutes

DDA-2021-1543

Motion by Commissioner Martin-Campbell, second by Commissioner Bellak, that the minutes of the Regular Downtown Development Authority meeting held Monday, January 27, 2020, be approved.

Adopted: Yeas: Commissioners McCoy, Corrigan, Martin-Campbell, Bellak, Matyas, Vemula, Wilkinson, Treuter.

Nays: None

Budget Subcommittee

Breuckman outlined the DDA budget process. No subcommittee was formed due to lack of interest. Staff will work on the budget and present to the DDA for approval at the April 26, 2021 DDA meeting.

City Manager's Report

Breuckman updated the DDA on the Woodward Streetscape project. Design work has been completed, moving towards application.

With no further business or discussion, Chairman Treuter adjourned the meeting at 8:43pm.

Kristi McAuliffe, Secretary



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Downtown Development Authority
Date: April 22, 2021
Re: FY22 DDA Budget Review

Overview

Attached is the proposed FY22 DDA budget. Fund 260 is part of the overall City budget which will be forwarded to the City Commission at their May 11 meeting. The DDA has responsibility for approving its budget in advance of the City Commission taking up the budget for approval.

Background

The proposed DDA budget reflects the fact that the Woodward streetscape project has been moved back from FY21 to FY22. This is the primary DDA expense for coming years. The proposed FY22 budget contains \$25,000 for contractual services for design and construction management work for the streetscape project, and \$200,000 capital outlay for construction of the streetscape.

Fund 218, the City's infrastructure fund, will also be fronting up to \$500,000 towards construction of the streetscape, which is essentially an interest-free loan. The DDA fund will repay this loan from Fund 218 over future budget years. A \$75,000 reimbursement from the DDA fund 260 to Infrastructure Fund 218 is proposed for FY23 and FY24. This reimbursement is proposed to continue until Fund 218 is paid back for its up-front expense. The \$75,000 figure is for planning purposes, and the amount of reimbursement in future years can be adjusted based on actual revenues and expenses.

Requested Action

DDA consideration of adoption of the attached FY22 budget.

218. Infrastructure Improvements

Fund 218 provides for the City's infrastructure improvement program, consisting primarily of road reconstruction projects. The program is funded by a 20-year infrastructure improvement approved by the voters in 2014 as a renewal of an earlier 20-year millage. The City sold bonds with a face value of \$3,000,000 in April of 2017 to provide funding for the completion of the street reconstruction program in 2017 and 2018. The term of the bond is 15 years, and it is being repaid using the annual infrastructure millage funds.

Together with the DDA Fund 260, Fund 218 is funding the local match for the Woodward streetscape project in FY22. The DDA will repay Fund 218 for this expense over the coming years.

Account Number	Description	Actual 2019-20	Budget 2020-21	Activity to 04/21/21	Requested 2021-22	Projected 2022-23	Projected 2023-24
Fund 218 - INFRASTRUCTURE IMPROVEMENTS							
ESTIMATED REVENUES							
218-000-406.000	Infrastructure Taxes	418,975	431,208	411,802	440,737	446,907	453,164
218-000-406.500	Parks Improvement Taxes	0	0	0	0	0	0
218-000-532.000	Local Grants	0	0	0	0	0	0
218-000-573.000	Local Community Stabilization	3,332	3,000	2,144	2,000	2,000	2,000
218-000-665.000	Interest & Dividend Income	23,321	5,000	5,381	5,000	5,000	5,000
218-000-675.000	Contributions & Donations	0	0	0	0	0	0
218-000-679.000	Refunds & Rebates	0	0	0	0	0	0
218-000-698.000	Bond/Note Issuance @ Face Value	0	0	0	0	0	0
218-000-699.101	Transfers In - General Fund	0	0	0	0	0	0
218-000-699.203	Transfers In - Local Roads	0	0	0	0	0	0
218-000-699.259	Transfers In - SCAF	0	0	0	0	0	0
218-000-699.260	Transfers In - DDA	0	0	0	0	75,000	75,000
TOTAL REVENUES		445,628	439,208	419,327	447,737	528,907	535,164
APPROPRIATIONS							
Department 905 - Long-Term Debt Retirement							
218-905-816.000	Paying Agent Fees	500	0	500	500	500	500
218-905-816.001	Bond Issuance Costs	0	0	0	0	0	0
218-905-991.044	Principal: 2017 Street Bonds	155,000	160,000	160,000	170,000	175,000	185,000
218-905-995.044	Interest: 2017 Street Bonds	83,175	78,450	78,450	73,500	68,325	62,925
<i>Totals for department 910 - Long-Term Debt Retirement</i>		<i>238,675</i>	<i>238,450</i>	<i>238,950</i>	<i>244,000</i>	<i>243,825</i>	<i>248,425</i>
Department 910 - Capital Outlay							
218-910-970.003	Capital Outlay - Facilities	2,092	0	0	0	0	0
218-910-970.446	Capital Outlay - Streets & Alleys	442,504	50,000	28,950	500,000	200,000	200,000
218-910-970.750	Capital Outlay - Recreation	220,658	100,000	92,590	0	0	0
<i>Totals for department 910 - Capital Outlay</i>		<i>665,254</i>	<i>150,000</i>	<i>121,540</i>	<i>500,000</i>	<i>200,000</i>	<i>200,000</i>
Department 920 - Service Charges							
218-920-890.000	Service Charges	402	0	725	0	0	0
<i>Totals for department 910 - Capital Outlay</i>		<i>402</i>	<i>0</i>	<i>725</i>	<i>0</i>	<i>0</i>	<i>0</i>

Account Number	Description	Actual 2019-20	Budget 2020-21	Activity to 04/21/21	Requested 2021-22	Projected 2022-23	Projected 2023-24
Department 966 - Transfers Out							
218-966-999.259	Transfers Out - SCAF-RF	0	0	0	0	0	0
218-966-999.401	Transfers Out - Capital Improvement	0	0	0	0	0	0
	<i>Totals for department 966 - Transfers Out</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
TOTAL APPROPRIATIONS		904,331	388,450	361,215	744,000	443,825	448,425
NET OF REVENUES/APPROPRIATIONS - FUND 218		(458,703)	50,758	58,112	(296,263)	85,082	86,739
BEGINNING FUND BALANCE		1,174,672	715,969	715,969	766,727	470,464	555,546
ENDING FUND BALANCE		715,969	766,727	774,081	470,464	555,546	642,284

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. In FY22 the DDA will fund the reconstruction of the Woodward streetscape, including the addition of a cycle track from Sylan to I-696, a \$1.6 million project that is being funded in part by \$1 million in grants from EGLE and MDOT.

Account Number	Description	Actual 2019-20	Budget 2020-21	Activity to 04/21/21	Requested 2021-22	Projected 2022-23	Projected 2023-24
Fund 260 - DOWNTOWN DEVELOPMENT AUTHORITY							
ESTIMATED REVENUES							
260-000-405.000	T.I.F.A. Taxes	93,651	91,870	93,189	102,936	104,377	105,838
260-000-410.500	Delinquent Tax Collection	225	100	657	100	100	101
260-000-540.000	State Grant	0	0	0	0	0	0
260-000-573.000	Local Community Stabilization	3,514	2,500	3,474	2,500	2,500	2,535
260-000-665.000	Interest & Dividend Income	464	25	8	25	25	25
260-000-671.000	Miscellaneous Other Revenues	0	250	0	250	250	250
260-000-675.000	Contributions & Donations	5,000	20,000	28,481	0	0	0
TOTAL REVENUES		102,854	114,745	125,809	105,811	107,252	108,750
APPROPRIATIONS							
Department 730 - Development Activities							
260-730-731.000	Operating Supplies	0	0	0	0	0	0
260-730-740.200	Sales Tax Expense	0	30	0	0	0	0
260-730-809.000	Contractual Services	40,720	100,000	71,170	25,000	0	0
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	1,350	3,000	0	1,000	1,000	1,000
260-730-890.000	Service Charges	448	500	890	500	500	500
260-730-955.000	Miscellaneous Expenses	0	500	0	50	50	50
260-730-955.200	Concerts in the Park	0	0	0	0	0	0
260-730-955.400	Brick Paver Program	61	0	0	0	0	0
260-730-955.500	Development Grant	0	3,000	0	500	500	500
260-730-970.000	Capital Outlay	0	0	0	200,000	0	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	0	0	0	0	75,000	75,000
<i>Totals for department 730 - Development Activities</i>		<i>56,779</i>	<i>121,230</i>	<i>86,260</i>	<i>241,250</i>	<i>91,250</i>	<i>91,250</i>
TOTAL APPROPRIATIONS		56,779	121,230	86,260	241,250	91,250	91,250
NET OF REVENUES/APPROPRIATIONS - FUND 260		46,075	(6,485)	39,549	(135,439)	16,002	17,500
BEGINNING FUND BALANCE		142,292	188,367	188,367	181,882	46,443	62,445
ENDING FUND BALANCE		188,367	181,882	227,916	46,443	62,445	79,945