



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
PLYMOUTH CITY HALL
Thursday, August 11, 2016, 7 p.m.**

1. Roll Call –

*Oliver Wolcott, Chairperson
Lindsey Lebovitz, Vice Chair
Dan Dwyer, Mayor
Dan Amos
Paul DePalma
Penny Flury
Jim Frisbie
Dan Johnson
Robert Parent
Kerri Pollard
Michele Potter
Jason Smith
Frank Yaquinto*

2. Citizens Comments

3. Board Comments

4. Approval of Agenda

5. Approval of Minutes—7-14-2016 regular meeting

6. Old Business

- a. DDA 2016 goals update
- b. Paid Parking Resolution

7. New Business-NONE

8. Reports and Correspondence

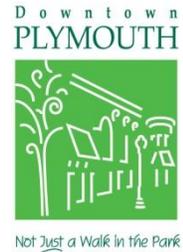
- a. Saxton's Expenditure Tab
- b. Wilcox Foundation fountain grant

9. Adjournment



CITY OF PLYMOUTH GOALS

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>



The city of Plymouth Downtown Development Authority and the Plymouth City Commission both develop yearly goals. Below are the goals generated for 2016.

City of Plymouth Downtown Development Authority 2016 Goals:

- Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
- Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
- Parking lot and alley improvements.
- Kellogg Park fountain upgrades.

Plymouth City Commission 2016 Goals:

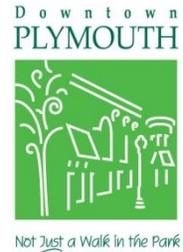
- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
- Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.
- Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.
- Develop funding plan for future capital improvements
- Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.

Thursday, July 14, 2016 Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES**

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>



CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, July 14, 2016
Regular Meeting Minutes

Meeting called to order at 7:02 p.m. by Chairperson Oliver Wolcott.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Chairperson
Lindsey Lebovitz, Vice Chair
Dan Dwyer, Mayor
Dan Amos
Paul DePalma
Jim Frisbie
Penny Flury
Dan Johnson
Robert Parent
Kerri Pollard
Michele Potter

MEMBERS ABSENT:

Jason Smith
Frank Yaquinto

OTHERS PRESENT:

Mike Wright, Plymouth City Commissioner
Paul Sincock, Plymouth City Manager
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator
Wes Graff, Plymouth Community Chamber of Commerce

Thursday, July 14, 2016 Meeting Minutes

Annaka Norris, Rich & Associates
Cristina Sheppard Decius, POW! Strategies
Mark Wira, property owner
Ellen Elliot, Penn Theatre

2. CITIZEN COMMENTS:

Mark Wira, owner of a parcel of property adjacent to the Saxton's Municipal Parking Lot, said that his property is available for purchase. Wira asked if the DDA Board or the City of Plymouth has discussed making an offer for his property.

City Manager Paul Sincock said that the city would not make an offer for the property at this time.

Ellen Elliot, Penn Theatre, said that having Westborn Market in town is fantastic and that the town is hopping since its opening. Elliot said that she believes that the issue with parking is that there isn't a lack of parking, only a lack of convenient parking spaces. Elliot said that the DDA should begin to create a plan to renovate and/or add to the Central Parking Deck. Elliot said that paid parking will hurt Plymouth and its customers.

3. BOARD COMMENTS:

Chairperson Wolcott said that he is happy with the new window decals on the windows of what is commonly known as the Saxton's property.

4. APPROVAL OF AGENDA:

A motion was made by Vice Chair Lebovitz and seconded by Director DePalma to approve the July 14, 2016 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

Thursday, July 14, 2016 Meeting Minutes

- a. A motion was made by Mayor Dwyer and seconded by Director DePalma to approve the June 9, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

Staff Director Bruscato gave an update on the 2016 DDA Goals.

Saxton's Property - Bruscato said that there is a new tenant at 583 W. Ann Arbor Tr. Bruscato also said the RFP for potential development of the property is due in mid August and that several people have expressed interest.

Bruscato said that DDA Staff gathered two quotes on replacement boilers. Staff will also gather information on other heating solutions before a decision is made.

Tree Lights – Bruscato said that there is nothing new with tree lighting.

Parking Lot/Alley Improvements – Bruscato said that the construction schedule for the alley commonly known as Fleet St. should be available over the next few weeks.

Chairperson Wolcott asked about Consumers Energy's work schedule on the project.

City Manager Sincock said that Consumers Energy would begin their work at the start of construction shortly after Fall Festival.

Bruscato said the eight new wayfinding signs for parking have been added to the downtown district.

Bruscato said a new parking enforcement officer would be on duty starting in the next couple of weeks. The handheld devices are still in use by the officers.

Bruscato said that the St. Joseph Medical Center is adding approximately 25 employees that would likely be parking in the Central Parking Deck. Medical Center staff has inquired about leasing the Central Parking Deck. Bruscato said that DDA Staff is looking at having downtown employees potentially use the Christian Science parking lot in the future.

Thursday, July 14, 2016 Meeting Minutes

Kellogg Park Fountain Upgrades – Bruscato said that Marc Russell from Russell Designs has indicated that final Kellogg Park upgrade designs would be completed by mid August.

Chairperson Wolcott said the committee is crafting a timeline for Plymouth's 150th anniversary celebration.

b. Paid Parking Study

Annaka Norris from Rich & Associates and Cristina Sheppard-Decius from POW! Strategies gave a presentation on developing a plan for paid parking.

Director Frisbie asked about the income generated from a paid parking system.

Norris said that the system should pay for itself and the goal is to have a self-sufficient system. At minimum, the system should provide funds towards paying down bond debt.

Director Johnson asked about the cash/credit ratio on machines.

Sheppard-Decius said that it varies between communities, but people use credit much more than cash.

Director DePalma asked about who provides maintenance to the machines.

Norris said that communities generally hire maintenance crews and have people in-house that can handle maintenance duties.

City Manager Sincock said that the main goal is to increase compliance.

Ellen Elliot, Penn Theatre, said that a paid parking system would be too complicated and that increased compliance can be obtained through other methods.

7. NEW BUSINESS

a. DDA Office Lease

RESOLUTION

The following Resolution was offered by Director Frisbie and seconded by Vice Chair Lebovitz.

WHEREAS The Downtown Development Authority Board of Directors has indicated its desire and willingness to keep the DDA office downtown, and

WHEREAS Keeping the DDA office downtown would give better service to merchants, property owners and visitors, and

WHEREAS Having the DDA office downtown would give staff close proximity to events, activities and happenings downtown,

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby instruct DDA staff to sign a 2-year lease agreement with property owner Vince Mucci for office space at 831 Penniman for \$1,300 per month from 9/1/16 to 8/31/17 and \$1,350 per month from 9/1/17-8/31/18.

MOTION PASSED UNANIMOUSLY

Thursday, July 14, 2016 Meeting Minutes

8. Reports and Correspondence

a. Saxton's Expenditure Tab

Staff Director Bruscato gave an updated expenditure report on the Saxton's property.

Director Frisbie indicated that future expenditure reports should be month to month instead of a running tab.

9. Adjournment

Director Frisbie made a motion to adjourn the meeting, seconded by Mayor Dwyer.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:30 p.m.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\July
Date: 07/14/2016
Re: DDA 2016 goals update

Chairman Wolcott would like to have a standing agenda item in Old Business to give an update on what progress has been made on the 2016 goals, which were adopted by the DDA Board in January 2016.

City of Plymouth Downtown Development Authority 2016 Goals:

- Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
- Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
- Parking lot and alley improvements.
- Kellogg Park fountain upgrades.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\August2016
Date: 08/09/2016
Re: Paid Parking Discussion

The DDA Board has contracted with Rich & Associates of Southfield, MI, to develop a paid parking study and strategies should the Parking Committee and DDA Board decide to move forward with paid parking downtown.

Following a presentation by Rich & Associates to the Parking Committee on July 12, Rich & Associates presented the Parking Committee and DDA Board with several questions to be answered before we can move forward.

DDA staff did some research in an attempt to answer those questions.

Are policies in place to charge for parking? The city's parking policy already has a provision that will allow for paid parking.

Who will manage the parking system, will it be in house or contracted out? Staff considered what it would take to manage the parking system internally. With the limited number of staff people working in the city, that would involve hiring additional employees who would need to be available to handle collecting money, changing receipt paper, correct malfunction of machines, and be prepared for any other problems in the system, 24 hours a day.

Staff has begun research with neighboring communities which have paid parking, most of which have parking management companies. Most management companies have a flat monthly fee, plus operating expenses. Some also pay to install the parking system, but may take a percentage of the revenue.

How much will you charge for parking? Rich and Associates has recommended that we charge no less than one-dollar per hour for prime parking spaces, and possibly 50-cents per hour for less desirable parking.

Staff researched several communities which have paid parking and found most charge one-dollar or more, with some areas 50-cents. Attached is a table of the communities and what they charge.

Also attached is a chart designed by Rich & Associates which indicates revenues of one-dollar/hour for prime parking space and 50-cents for outer parking spaces; plus expected expenditures, over a 10-year period. It indicates that we should be able to pay for the parking program and have money in reserves.

Which option do you want for parking meters? While Rich & Associates gave us information and revenues/expenditures for on-street single head meters, staff is recommending we plan for on-street and off-street kiosks. Technology is quickly fading for the single head meters, there is more labor associated with maintaining the machines and collecting money, and having them at each parking space is aesthetically unpleasing.

The kiosks are used in most communities with paid parking, have the latest technology, have become easy to use, and allow for customers to pay via a phone app without having to go back to a pay station.

The Parking Committee met on Tuesday, August 9, and passed a resolution in support of the DDA Board moving forward with acquiring additional information as we move to determine if paid parking is an option for Plymouth.

RECOMMENDATION: DDA staff recommends that the DDA Board move forward with the paid parking study by directing staff to consult with parking management companies to administer paid public parking; use one-dollar/hour for prime parking spaces and 50-cents/hour for less convenient parking as guidelines moving forward; and consider the use of kiosks as the parking meter of choice.

City of Plymouth
On-Street and Off-Street Kiosks (with LPR System)
Revenues vs. Expenses

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Parking Revenue										
On-Street Spaces	261	261	261	261	261	261	261	261	261	261
2.0% x Average Hours of Use / Day	6.00	6.12	6.24	6.37	6.49	6.62	6.76	6.89	7.03	7.17
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	488,592	498,364	508,331	518,498	528,868	539,445	550,234	561,239	572,463	583,913
Parking Rate Per Hour	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00	\$2.00	\$2.50
Parking Revenue										
Off-Street Spaces	607	607	607	607	607	607	607	607	607	607
2.0% x Average Hours of Use / Day	4.00	4.08	4.16	4.24	4.33	4.42	4.50	4.59	4.69	4.78
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	757,536	772,687	788,140	803,903	819,981	836,381	853,109	870,171	887,574	905,326
Parking Rate Per Hour	\$0.50	\$0.50	\$0.50	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00
Annual Revenue	\$867,360	\$884,707	\$902,401	\$1,581,650	\$1,613,283	\$1,645,549	\$2,380,131	\$2,427,733	\$2,476,288	\$3,270,433
Inflation Factor	3.0%									
Operating Expenses										
On-Street Kiosk	38	38	38	38	38	38	38	38	38	38
Off-Street Kiosk	17	17	17	17	17	17	17	17	17	17
Annual Debt Service (See Below)	\$151,715	\$151,715	\$151,715	\$151,715	\$151,715	\$0	\$0	\$0	\$0	\$0
2.0% Other Operating Expenses (See Below)	\$33,285	\$34,284	\$35,312	\$36,371	\$37,463	\$38,586	\$39,744	\$40,936	\$42,164	\$43,429
7.65% Extended Warranty	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176	\$7,392
Enforcement (See Detail Below)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Labor (Maintenance - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Labor (Collection - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Total Operating Expenses	\$304,223	\$308,799	\$313,511	\$318,365	\$323,365	\$176,799	\$182,103	\$187,566	\$193,193	\$198,989
Net Surplus / (Deficit)	\$563,137	\$575,909	\$588,890	\$1,263,285	\$1,289,918	\$1,468,749	\$2,198,027	\$2,240,167	\$2,283,095	\$3,071,444
Surplus as % of Revenues	64.9%	65.1%	65.3%	79.9%	80.0%	89.3%	92.3%	92.3%	92.2%	93.9%
Enforcement Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	13	13	13	13	13	13	13	13	13	13
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056
FTE's	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$81,120	\$83,554	\$86,060	\$88,642	\$91,301	\$94,040	\$96,862	\$99,767	\$102,760	\$105,843
20% Fringes & Benefits (FT Only)	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
7.65% Payroll Taxes	\$6,206	\$6,392	\$6,584	\$6,781	\$6,985	\$7,194	\$7,410	\$7,632	\$7,861	\$8,097
Total Enforcement Costs (Labor)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Maintenance Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	4	4	4	4	4	4	4	4	4	4
Days / Week	2	2	2	2	2	2	2	2	2	2
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0% Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.65% Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Collection Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	8	8	8	8	8	8	8	8	8	8
Days / Week	1	1	1	1	1	1	1	1	1	1
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0% Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.65% Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Financing Costs										
Cost / Unit	\$11,000									
# Units	55									
LPR System	\$80,000									
Total Amount Financed	\$685,000									
Interest Rate	3.50%									
Term of Financing (Years)	5									
Annual Debt Service	\$151,715									
Other Operating Expenses										
\$10.00 On-Street Sinking Fund	\$2,610									
\$25.00 Off-Street Sinking Fund	\$15,175									
Off-Street Electrical	\$3,000									
Insurance	\$7,500									
Miscellaneous	\$5,000									
TOTAL Other Operating Expenses	\$33,285									

	Street Parking	Hours for Street Parking	Parking Lots/Garages	Hours for Lot/Garage parking	Decks	Free Parking Days?
Ann Arbor	\$1.60 an hour	8:00AM - 6:00PM; Free after 6:00PM	\$1.20 an hour	24/7	Cashiered Lots: \$1.50/hour for the first 3 hours then changes to \$1.70/hour	Sundays, Civic Holidays
Ferndale	\$.50 an hour	8:00AM - 9:00PM; Free after 9:00PM	\$.50 an hour	8:00AM - 9:00PM		Sundays, Civic Holidays, Election Days
Royal Oak	High Demand Meters: \$1.00 an hour; Low Demand Meters: \$.50 an hour	Free before 11:00AM; Enforced 11:00AM - 12:00AM (Two-hour limit on all meters)	First 2 Hours Free; \$.50 an hour from 8:00AM - 5:00PM; \$.75 an hour after 5:00PM for Parking Lots; \$3.00-\$5.00 flat rate after 5:00PM for Parking Garages	8:00AM - 12:00AM		Sundays, Civic Holidays, Certain Lots during the Farmers Market
Birmingham	High Demand Meters: \$1.00 an hour; Low Demand Meters: \$.50 an hour	9:00AM - 9:00PM; Free after 9:00PM	First 2 hours free; Less than 3 hours \$2.00; Less than 4 hours \$4.00; Less than 5 hours \$6.00; Less than 6 hours \$8.00; More than 6 hours \$10.00	24/7		Sundays, Civic Holidays
Rochester	\$1.00 an hour (3 hour meters)	9:00AM - 9:00PM; Free after 9:00PM	\$1.00 an hour; 12 hour meters		Platform parking: \$1.00 an hour	Sundays, Civic Holidays, Free Parking Lots Available

RESOLUTION

*The following resolution was offered by Director _____ and
Seconded by Director _____.*

WHEREAS Downtown parking has become a significant problem in the district which continues to grow, and

WHEREAS The Downtown Development Authority has indicated that alleviating downtown parking problems is a high priority to keep downtown vibrant, and

WHEREAS One of the possibilities to improve the availability of downtown parking could be the implementation of paid parking, and

WHEREAS The DDA Board of Directors has contracted with Rich & Associates of Southfield, MI, to conduct a paid parking study,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board authorize staff to move forward with the paid parking study by directing staff to consult with parking management companies to gather more information; use one-dollar/hour for prime parking spaces and 50-cents/hour for less convenient parking as guidelines moving forward; and consider the use of kiosks as the parking meter of choice.

All information will be forwarded to the Parking Committee and DDA Board to discuss before any decisions on paid parking are finalized.

Saxton's Property Monthly Costs
July 2016

ITEM		COST
Electricity	\$	132.26
Gas	\$	46.56
Window/Decal Repair	\$	440.00
Lawn Maintenance	\$	120.00

TOTAL EXPENSES:

\$	738.82
----	--------

TOTAL RENT COLLECTED:

\$	4,425.00
----	----------

MONTHLY SURPLUS/DEFICIT:

\$	3,686.18
----	----------



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\August2016
Date: 09/11/2016
Re: Wilcox Foundation grant

City Manager Paul Sincock advised the City Commission this week that a contract agreement with the Wilcox Foundation for a grant to support the Kellogg Park fountain project will be on the commission's Monday, August 15, 2016 agenda.

"As you are aware the Foundation has committed up to \$700,000 for the fountain project. They have a simple two page agreement between the City and the Wilcox Foundation that basically says; the City will name the fountain the Wilcox Fountain, put a plaque on it, maintain the fountain, insure the fountain and gives the Foundation the right to review the final plans once they are completed.

This is the formalization of the grant commitment from the Wilcox Foundation and this will be on your next agenda. There is still a significant amount of money that is needed to be raised for the rest of the park improvements and the DDA has hired a fund raising consultant to assist in that effort.

Plans are continuing to move forward and the final drawings should be available soon as they are being completed at this time by Russell Design in Northville.

Should you have any questions in advance of the City Commission meeting on the grant agreement please feel free to contact me."

PJS