



The City of Ferndale

Agenda

VIRTUAL Monthly Meeting of the Downtown Development Authority (DDA) Board of Directors Downtown Development Authority Meeting

THURSDAY, NOVEMBER 19, 2020 @ 8:00 AM

Join Online:

**[https://us02web.zoom.us/j/82522765527?](https://us02web.zoom.us/j/82522765527?pwd=S01pRkxvRlNxdDltMDJON1hFMG8vUT09)
[pwd=S01pRkxvRlNxdDltMDJON1hFMG8vUT09](#)**

Passcode: FERNDAL

On Telephone:

Dial (301) 715 8592

Webinar ID: 825 2276 5527

Passcode: 87958135

-
- 1. Call to Order & Roll Call**
 - 2. Approval of Agenda**
 - 3. Presentations**
 - 3.a [Hallowindow Award Winners](#)
 - 3.b [DDA Executive Director Updates](#)
 - 3.c [Legal Opinion On Using Public Funds for Private Purpose](#)
 - 4. Community Reports** Reports from community organization representatives in attendance, including but not limited to: Ferndale Area Chamber of Commerce, Ferndale Area District Library, 8 Mile Boulevard Association, etc.
 - 5. Call to Audience**
 - 6. Consent Agenda**
 - 6.a [Approval of October Minutes](#)
 - 7. Regular Agenda**
 - 7.a [Budget Amendment for FY21 to Reflect Changes Related to COVID-19](#)
 - 7.b [Contract for Landscaping and Maintenance with the City of Ferndale Department of Public Works in the amount of \\$75,000 for the remainder of FY21, and \\$172,000 for FY20. Additional approval for Addendum A for Snow Removal and De-Icing Services as a pilot program with a](#)

maximum budget not to exceed \$40,000 for FY21.

8. **Call to Committee Chairs, Board Members & Staff (note more than 3 minutes)**
9. **Adjournment**



November 19, 2020

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Halloweenow Award Winners

INTRODUCTION

Report on the DDA's first Halloweenow Decorating Contest

SUMMARY & BACKGROUND

The Ferndale Downtown Development Authority (DDA) launched a new, socially-distant Halloween event this year: the Halloweenow Decorating Contest. The competition, open to all businesses in Ferndale, invited business owners to decorate their windows or storefronts in spooky, creepy, or Halloween-themed displays. Downtown visitors were urged to patronize businesses safely and vote for their favorite windows online. The DDA imagined the event as a way for businesses to come together and engage downtown visitors for the holiday in a safe and distanced way.

Awards were given during the City Council meeting on November 9, 2020 to Margaux & Max, Kandiss Ecton State Farm, Hook & Eye, Modern Natural Baby, Ferndale Project, and Brain Meets Brawn.

Feedback to the program has been overwhelmingly positive.

BUDGETARY CONTEXT

CIP#

STRATEGIC PLANNING CONTEXT

Healthy, Connected, and Invested Neighborhoods

RECOMMENDED ACTION

Review presentation of Halloweenow Award Winners

ATTACHMENTS:

[FB - MAYOR.png](#)

FB - Thanks.png
FB - Winners.png



HALLOWINDOW

Mayor's Choice

Wow!



HOOK & EYE

MODERN NATURAL BABY

FERNDAL PROJECT

BRAIN MEETS BRAWN



HALLOWINDOW

you ROCK!



**HUGE THANKS TO ALL PARTICIPANTS WHO MADE
HALLOWEEN A LITTLE MORE FUN THIS YEAR...**

BRAIN MEETS BRAUN FITNESS SOLUTIONS * CROSSFIT
INNERSTALLION * FERNDAL PROJECT * GREEN
DAFFODIL * KANDISS ECTON STATE FARM * RELAX AND
RELEASE MASSAGE * THE FIFTH WALL ESCAPE ROOMS *
NATURE'S PLAYHOUSE * BLUMZ HIGH CO. * ROUGE
ORGANIC BEAUTY * NATIVEDETROITER * AFFIRMATIONS
LGBTQ+ COMMUNITY CENTER * AR WORKSHOP *
CANDLE WICK SHOPPE * COMOS * CORDIAL
EXPRESSIONS CBD *
PARK 165 (DPW) * DETROIT BUBBLE TEA * DYE
SALON * ELAINE B JEWELRY * HOOK & EYE *
HUNGRY HOWIE'S * J'S PENALTY BOX * MARGAUX &
MAX * MODERN NATURAL BABY * ROSIE O'GRADY'S
* SAMASTAH YOGA * SNEAKERS PUB* TOAST* VIBE
CREDIT UNION * WESTERN MARKET * BOBCAT
BONNIE'S



CONGRATS

HALLOWINDOW

People's Choice



MARGAUX & MAX
&
KANDISS ECTON
STATE FARM INSURANCE





November 19, 2020

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: DDA Executive Director Updates

INTRODUCTION

DDA Executive Director November Message

SUMMARY & BACKGROUND

I am proud to report on the initiatives of the Ferndale DDA from the month of October and early November. The DDA Team, including myself, Sommer Realy, Reilly Coleman (part time staff), and Sadie Quagliotto (social media manager) have continued to develop a working environment that encourages collaboration and creative thinking. Our ability to work remotely is due in large part to the technology utilized by the City of Ferndale - Microsoft Teams, Granicus (agenda software), Zoom (virtual meetings), VPN (provides access to DDA files on the server). While remote work certainly has it's disadvantages, our team has been able to adapt and continue to grow the DDA.

We are finding that business engagement increases when we have multiple programs/offerings. As an example, one business might be particularly interested in obtaining PPE from the Marketplace, and we use that opportunity to tell them about the new egiftcard program. Alternatively, we've had businesses engage with us for the first time with the Hallowindow Decorating Contest and that created an in-road to discuss other programs.

Payment in Lieu of Parking Changes

The recommendation to eliminate off-street parking requirements for restaurants serving alcohol in the Central Business District will be considered by the Planning Commission on November 18 and the City Commission in a subsequent meeting. The proposal was led by the DDA Executive Director with support from the Community and Economic Development team.

Unbox The Holidays

This shop local campaign has been developed in collaboration with the City of Ferndale and the Ferndale Area Chamber of Commerce. The program includes paid advertising, a website including links to online shopping opportunities, a new city wide egiftcard program through Yiftee, Holiday Tree Lighting at The dot, Santa parade, and Best in Snow decorating contest. In addition to budgeted funds, \$5000 has been secured from DTE Energy to fund egiftcard promotions, and other holiday activities.

PPE Marketplace

The budget for the PPE Marketplace is \$24,000 which is entirely comprised of grants and contributions. Approximately \$17,000 has been expended on supplies to date. Sommer has begun to conduct drop-offs directly to businesses who are unable to come to the marketplace, as well as to increase awareness of the service. The drop-offs have been well received.

NOVEMBER:

- Approval of new Downtown Maintenance Contract
- Approval of mid-year budget correction for FY21
- Roll out of Unbox the Holidays Shop Local Campaign
- PPE Marketplace
- Recruit for new members to the DDA Board of Directors

DECEMBER:

- Approval of license for 165 W Nine Mile (Pop Up Park) for 2021
- Review and adoption of the Placemaking Plan for The dot (Ideation Orange)
- PA 57 compliance check and documentation

JANUARY:

- Potential strategic planning session to review Downtown Vision Plan from Hamilton Anderson
- Begin FY22 Budget process
- Begin drafting Development/TIF Plan internally with legal assistance from Miller Canfield
- Publish Annual Report

BUDGETARY CONTEXT

CIP#

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Review and discuss updates from the DDA Executive Director on activities and programs.

ATTACHMENTS:

[DDA Board of Directors Tracker_Nov 2020.pdf](#)

**Ferndale DDA
Board of Directors Actions
November 2019 - September 2020**

8-Oct-20	7. a) Motion to approve draft design and updated project budget not to exceed \$33,970 for Affirmation Bench.	Jacokes/Brown	Quroum met, motion carries.
8-Oct-20	7. b) Motion to support recommendations to City Council for temporary changes to the following policies: sidewalk cafes, outdoor seating, accessory structures, temporary use of parking areas, and mobile vending and sales	Jacokes/Scheer	All Ayes
8-Oct-20	7. c) Motion to approve budget and proposal for Unbox the Holidays - a Shop Local Campaign in partnership with the Ferndale Area Chamber of Commerce and the City of Ferndale.	Jacokes/Raska	All Ayes
8-Oct-20	7. d) Motion to authorize Executive Director to Begin Recruitment Process with City of Ferndale for DDA Board of Directors	Raska/Scheer	All Ayes
10-Sep-20	7. a) Motion for approval of contract with Sadie Quagliotto for social media management services from October 2020 - March 2021	Raska/Martin	All Ayes
27-Aug-20	7. c) Motion to approve proposal from Engagement Manager Sommer Realy to create a free PPE Marketplace for businesses using funding from the Open in Ferndale Patronicity crowdfunding campaign	Roll Call Vote	All Ayes
July 2020	*via Harassment statement		N/A
	email/phone		
	discussions		
11-Jun-20	6. a) Motion to approve the reallocation of previously budgeted funds as recommended by Executive Director Stevens Services for COVID-19 Recovery	Jacokes/Raska	All Ayes
11-Jun-20	6. b) Motion to approve license agreement by and between 165 E 9 Mile Rd LLC and the Ferndale Downtown Development Authority	Raska/Piana	All Ayes
11-Jun-20	6.c) Motion to approve new conceptual approach and budget for the bench to be located on the sidewalk in front of 290 W Nine Mile Road	Piana/Jacokes	All Ayes
11-Jun-20	6. d) Adoption of resolution in support of the City of Ferndale City Council's Declaration of Commitment to Antiracism	Raska/Semma	All Ayes
14-May-20	7. a) Motion to approve suggested updates to the Ferndale DDA By-Laws as presented, with more review planned for fall 2020	Raska/Scheer	All Ayes
14-May-20	9. Motion of Adjournment	Raska/Brown	All Ayes
9-Apr-20	8. a) Motion to recommend that Ferndale City Council approves applicant's payment in lieu of parking request at 22757 Woodward Ave. in accordance with Ordinance No. 1087, Section 24-223 (k).	Raska/Jacokes	All Ayes
9-Apr-20	8. c) Motion to authorize Executive Director to contract with Everything HR, starting with \$10,000	Jacokes/Brown	All Ayes
12-Mar-20	7. a) Appointment of Member PJ Jacokes to serve as represntative for The Dot Experience Planning Committee	Martin/Scheer	All Ayes
12-Mar-20	7. b) Motion to approve the DDA Fiscal Year 2020 Budget provided to city council for approval	Jacokes/Brown	All Ayes
12-Mar-20	10. Motion of Adjournment	Scheer/Brown	All Ayes
13-Feb-20	7. b) Motion to approve incease in Schiffer Park contribution from \$75,000 & no more than \$205,000	Jacokes/Martin	All Ayes
13-Feb-20	7. c) Motion to authorize Executive Director to enter contract with Ideation Orange for experience/art planning at The Dot not exceeding \$36,000	Johnston/Martin	All Ayes
13-Feb-20	7. d) Motion to approve contract with Charles Williams Group, not exceeding \$4000 for Spring Fever 2020.	Brown/Jacokes. Abstained by Johnston.	Quroum met, motion carries.
14-Nov-19	7. b) Motion to authorize DDA contract with Miller Canfield	Pawlica/Raska	All Ayes
14-Nov-19	7. c) Motion to move forward with Option 1: The Dot Campaign	Raska/Scheer	All Ayes

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Legal Opinion On Using Public Funds for Private Purpose

INTRODUCTION

The Ferndale DDA has received legal opinions from the City Attorney Dan Christ and Steven Mann of Miller Canfield that public funds cannot be used for private purposes (grants, loans, etc). It is critical that the DDA Board of Directors review and understand this guidance before setting future priorities.

SUMMARY & BACKGROUND

The issue of using public funds for private purpose has come up on a few occasions in our recent discussions. The attached legal opinion letter was put together in March 2020 by City Attorney Dan Christ with consenting opinion given by Steven Mann of Miller Canfield. It outlines the reference to the Michigan constitution which serves as the main objection to giving public money to private individuals (grants, loans, etc) along with the case law that reinforces the opinion.

Also attached is the Royal Oak Recovery Program Policy Context and Citations document which outlines their rationale for business support programs.

The Ferndale DDA response to this opinion has been to get creative in continuing to provide support that is in line with these restrictions:

- using the Patronity and MSOC money to run the PPE Marketplace
- obtaining funds from DTE Energy for an upcoming gift card promotion
- partnering with the City of Ferndale on the Open in Ferndale Business Promotion Pilot

Additional COVID-19 responses have been to use money for public purposes such as outdoor furniture, activation of the pop up park and other outdoor spaces, and planning for marketing/advertising Ferndale for the holiday season using www.unboxtheholidays.com.

It is important that the DDA Board of Directors review and discuss this legal opinion to understand the next steps for programs such as facade grants.

BUDGETARY CONTEXT

CIP#

STRATEGIC PLANNING CONTEXT

Organizational and Financial Excellence

RECOMMENDED ACTION

Review and discuss presentation on legal opinion regarding the use of DDA funds for private purposes

ATTACHMENTS:

[Opinion_ City and DDA Public Funds for Private Use.pdf](#)

[Royal Oak Business Recovery Program Policy Context and Citations.pdf](#)



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March 27, 2020

Mr. Joseph Gacioch, City Manager
City of Ferndale
300 E. Nine Mile Road
Ferndale, Michigan 48220

Via E-Mail Only

Ms. Lena Stevens, Executive Director
Ferndale DDA
300 E. Nine Mile Road
Ferndale, Michigan 48220

Re: *Lending of Public Credit*

Dear Joe and Lena:

This correspondence is intended to assist you regarding my comments this morning in response to Executive Director Stevens' inquiry as to whether the City of Ferndale may provide City funds to the DDA to enable the DDA to provide grants to businesses for operating costs such as rent subsidies, payroll expenses, utility payments and possibly other business costs given the adverse financial impact many businesses are experiencing as a result of the Covid-19 pandemic. I indicated the Michigan Constitution of 1963 expressly limits the ability of the City to transfer its monies and/or lend its credit for private purposes. Specifically, the Michigan Constitution of 1963, Art. 7, § 26. states:

Except as otherwise provided in this constitution, no city or village shall have the power to loan its credit for any private purpose or, except as provided by law, for any public purpose.

Consistent with the constitutional limitation, the Michigan Attorney General has issued an opinion that "In the absence of authorizing legislation, a city or village may not appropriate funds to a private, nonprofit corporation, even if the private, nonprofit corporation is performing a public purpose. Op.Atty.Gen. 1977, No. 5212, p. 199, 1977 WL 32809. The Michigan Court of Appeals, in *Kaplan v. City of Huntington Woods*, 357 Mich. 612 (1959) has, similarly, held: "A gift or donation of money or property by the city would, in our opinion, constitute a violation of both the constitutional provisions quoted above" (prohibiting the lending of credit of the State, a city or village). The Court continued to recognize that "[m]unicipalities may not give away public property without a consideration."

Mr. Joseph Gacioch, City Manager
Ms. Lena Stevens, Executive Director
March 27, 2020
Page 2

Additionally, the loaning of DDA funds, for the purposes noted above, exceeds the powers of the DDA Authority Board under the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as set forth in MCL 125.4207.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

P. Daniel Christ

PDC/bbo

cc: Mr. Jordan Twardy, Community & Economic Development Director
Mr. Steven D. Mann, Esq.

Royal Oak Business Recovery Program

Policy Context

The DDA has established a Business Recovery program for downtown businesses affected by the coronavirus outbreak and subsequent emergency declarations and emergency orders, which have halted or drastically reduced commerce, business revenues, and is threatening the economic vitality of all downtowns in Michigan.

The DDA has determined that this program is necessary and appropriate to halt deterioration, promote economic growth, and maintain property tax valuation in the downtown district, per the DDA's TIF planⁱ. Michigan public act 57 of 2018 states that certain tax increment finance authorities, such as DDAs, are organized with the intent to correct and prevent economic deterioration and promote economic growthⁱⁱ.

The DDA's core operating documents and past precedents support the creation of these programs. The DDA's past activities set a strong precedent to create programs that assist local businesses with overcoming barriers and strengthening business retention. The DDA's TIF plan, which serves as the foundational operating document for the DDA, cites a need to create tools to assist in maintaining a strong retail presenceⁱⁱⁱ. The strategic goals and objectives of the DDA include promoting downtown as a premier destination for shopping, dining, entertainment, living and working; improving the targeted business base, and purchasing a revenue-producing property to incubate businesses^{iv}.

Indeed, there is a strong case to be made for establishing programs that help downtown businesses rebuild after a national emergency and economic disaster.

Other grant programs

The DDA has operated its current façade improvement grant program for downtown buildings for the last three years^v. In that time, it has approved four applications and has seen two projects through to completion. This is consistent with public act 57 of 2018 regarding the DDA's authority to improve physical buildings for private use.

A precedent of funding operating costs to achieve policy goals

DDAs are authorized under public act 57 to market their downtowns^{vi}. To do this, many downtowns hold events to attract people and commerce to businesses in their development districts, to improve brand awareness, and to establish a narrative about their community throughout the region. Whether directly organized or as a sponsor, DDA's routinely provide funds that cover operating expenses of private event coordinating businesses in order to achieve the goal of marketing their downtown.

The Royal Oak DDA has provided development assistance in the form of reimbursements to developers for such projects as the Eimage Theatre, Hyatt Hotel, offering reduced or zero cost land to projects such as the Etkin development; all direct assistance to a private entity's bottom line.

Additionally, DDAs in other communities have funded or continue to fund the operating costs of farmers markets to assist with small business development and to market their downtowns as destinations.

One of the goals of the Royal Oak DDA's Small Business Recovery Program is to help destination small businesses recover from a devastating national emergency and economic disaster. Business retention is chief among these concerns. Businesses are dealing with unprecedented costs of reopening. To achieve this desired policy goal, just as with marketing, the DDA must be prepared to help cover operating costs to overcome this unprecedented emergency facing all downtowns across Michigan.

In light of a global pandemic, Downtown Royal Oak faces a unique and urgent situation. The DDA must employ innovative tactics to adapt to a shifting environment in order to help the city's downtown survive. This protects the economy, jobs, and the livelihoods of hundreds of small business operators and their families.

DDA supported incubator programs to subsidize business operating costs

Under public act 57 of 2018, DDAs are permitted to fund business incubator programs^{vii}. Many downtowns in Michigan have set precedents by creating their own incubator programs, which aren't fixed structures so much as they are versatile programs, public private partnerships, and funding platforms to help businesses reduce costs by providing funds equivalent to rent discounts^{viii ix}. The Royal Oak DDA can also point to its own goals, objectives, and TIF plan concerning encouraging and strengthening retailers and other destination businesses to support this.

Emerging from a global pandemic, it is clear that many of our brick-and-mortar businesses must be provided with resources and services to successfully navigate a phase of re-incubation before they can fully withstand the volatility of a recently shaken market.

In conformity with public act 57, participants in incubator programs must sign an agreement with the DDA acknowledging any financial assistance with regard to rental subsidies, engage in business support trainings as they board may decide, agree to participate in any joint operating plans that exist, such as a buy local campaign included in the recovery package, and submit a copy of their business plan.

The duration of this assistance is intended to be temporary; to help businesses recover and resume normal operations once the crisis has waned and the state of emergency and its related restrictions imposed by executive order have been lifted.

ⁱ DDA TIF Plan, Page 12: <https://www.romi.gov/DocumentCenter/View/580/Downtown-Development-and-Tax-Increment-Finance-Plan-1-Of-2-04-15-04-PDF>

ⁱⁱ Public Act 57 of 2018

[http://www.legislature.mi.gov/\(S\(jdelugodxy5llfpnqi0tj5t\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018](http://www.legislature.mi.gov/(S(jdelugodxy5llfpnqi0tj5t))/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018)

ⁱⁱⁱ DDA TIF Plan, pages 37-38 <https://www.romi.gov/DocumentCenter/View/580/Downtown-Development-and-Tax-Increment-Finance-Plan-1-Of-2-04-15-04-PDF>

^{iv} DDA Strategic Goals and Objectives, Page 248 <https://www.romi.gov/DocumentCenter/View/24707/2019--2020-Adopted-Budget-Document-PDF>

^v DDA TIF Plan, page 50 <https://www.romi.gov/DocumentCenter/View/581/Downtown-Development-and-Tax-Increment-Finance-Plan-2-Of-2-04-15-04-PDF>

^{vi} Public Act 57 of 2018- 125.4207-1-f
[http://www.legislature.mi.gov/\(S\(jdelugodxy5llfpnqi0tj5t\)\)/mileg.aspx?page=getObject&objectName=mcl-125-4207](http://www.legislature.mi.gov/(S(jdelugodxy5llfpnqi0tj5t))/mileg.aspx?page=getObject&objectName=mcl-125-4207)

^{vii} Public act 57 of 2018- 125.4207-2
[http://www.legislature.mi.gov/\(S\(jdelugodxy5llfpnqi0tj5t\)\)/mileg.aspx?page=getObject&objectName=mcl-125-4207](http://www.legislature.mi.gov/(S(jdelugodxy5llfpnqi0tj5t))/mileg.aspx?page=getObject&objectName=mcl-125-4207)

^{viii} Downtown Midland rental assistance

Program <https://cityofmidlandmi.gov/AgendaCenter/ViewFile/Item/658?fileID=763>

^{ix} Downtown Howell rental subsidy program <https://www.downtownhowell.org/rentalsubsidy>



November 19, 2020

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Approval of October Minutes

INTRODUCTION

SUMMARY & BACKGROUND

BUDGETARY CONTEXT

CIP#

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Approval of October Minutes

ATTACHMENTS:



November 19, 2020

Downtown Development Authority

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Budget Amendment for FY21 to Reflect Changes Related to COVID-19

INTRODUCTION

The DDA Executive Director has prepared an updated budget for Fiscal Year 2021 to reflect programmatic changes related to COVID-19. This mid-year revision would traditionally occur in January; however, it is being conducted earlier to ensure that the budget reflects the current priorities of the DDA Board of Directors.

SUMMARY & BACKGROUND

The DDA Board of Directors approved the budget for Fiscal Year 2021 on 3.12.20. Over the course of the COVID-19 pandemic, multiple changes have been made to reorganize budget priorities. This update reflects those changes as well as the recommendations of the Executive Director.

Revenue

Revenue for FY20 was projected to be \$614,464. The un-audited revenue has been recorded as \$683,613. This includes Interest Income and State PPT Loss Reimbursement which are both highly variable and not included in the projected revenues for the future. FY21 revenues were projected conservatively at \$584,151 and have thus not been reduced in this amendment.

Expenditures

The COVID-19 pandemic dramatically changed the operations of the DDA and thus expenditures were lower than expected in FY20. The budgeted expenditures for FY20 were \$1,175,902. Actual expenditures (un-audited) are estimated at around \$991,000 once the transfers for Schiifer Park and The dot are completed. The budget amendment for FY21 increases expenditures from \$679,972 to \$809,772 to account for some of the objectives that were not completed in the previous fiscal year, as well as new objectives related to COVID-19. Changes can be seen in the attached PDF entitled DDA Budget Amendment FY21.

Primary Objectives for the Remainder of FY21

- Purchase more outdoor furniture and activate new areas for Spring/Summer
- Construct the Affirmations Bench
- Begin funding annual debt service for The dot
- Offer downtown snow removal as a pilot project

- Use local graphic design professionals to update advertising campaigns and website
- Continue to build social media following
- Purchase more holiday lights
- Fund more public art to help activate outdoor spaces
- Finalize Downtown Vision Plan with Hamilton Anderson and internally develop a Development/TIF Plan
- Run shop local campaign during the holiday shopping season

BUDGETARY CONTEXT

If adopted, this amended budget will be submitted to the City of Ferndale to be included in the upcoming citywide budget amendment process. FY21 revenues were projected conservatively at \$584,151 and have thus not been reduced in this amendment. FY21 expenditures have been increased from \$679,972 to \$809,772 to account for some of the objectives that were not completed in the previous fiscal year, as well as new objectives related to COVID-19. Changes can be seen in the attached PDF entitled DDA Budget Amendment FY21.

CIP#

STRATEGIC PLANNING CONTEXT

Organizational and Financial Excellence

RECOMMENDED ACTION

Approve FY21 Budget Amendment as Presented by the Executive Director

ATTACHMENTS:

[DDA General Ledger Report Ending 6.30.20 \(not audited\).pdf](#)

[DDA General Ledger Report July - November 2020.pdf](#)

[DDA Budget Amendment FY21_full footnotes.pdf](#)

[DDA Budget Amendment FY21_footnotes collapsed.pdf](#)

PERIOD ENDING 06/30/2020

		2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		06/30/2020	MONTH 06/30/2020		BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - Downtown Development Authority						
Revenues						
Dept 000 - General						
248-000-402.000	Property taxes	464,207.00	523,057.27	0.00	(58,850.27)	112.68
248-000-402.001	Property Taxes - personal	0.00	0.00	0.00	0.00	0.00
248-000-402.005	Property Taxes - Loss in Change of PPT	0.00	0.00	0.00	0.00	0.00
248-000-402.200	Reimbursement for PPT Loss	0.00	0.00	0.00	0.00	0.00
248-000-403.100	Property Tax Chargebacks	0.00	5,510.38	364.47	(5,510.38)	100.00
248-000-404.000	Voted Property taxes	67,373.00	63,379.16	0.00	3,993.84	94.07
248-000-404.001	Voted Property taxes - personal	0.00	0.00	0.00	0.00	0.00
248-000-523.000	Federal grant	0.00	0.00	0.00	0.00	0.00
248-000-545.000	State grant	0.00	0.00	0.00	0.00	0.00
248-000-550.010	State PPT Loss Reimbursement	35,180.00	35,180.23	0.00	(0.23)	100.00
248-000-582.000	Local grants	30,500.00	28,000.00	20,000.00	2,500.00	91.80
248-000-610.000	Participation fees	0.00	0.00	0.00	0.00	0.00
248-000-665.000	Interest income	0.00	8,648.98	8,648.98	(8,648.98)	100.00
248-000-675.000	Contributions	17,204.00	12,045.00	0.00	5,159.00	70.01
248-000-675.248	Proceeds- DDA Special Events	0.00	25.00	0.00	(25.00)	100.00
248-000-675.500	Contributions - DDA - Public Art	0.00	4,948.85	0.00	(4,948.85)	100.00
248-000-676.101	General Fund contrb.	0.00	0.00	0.00	0.00	0.00
248-000-695.000	Miscellaneous income	0.00	207.57	0.00	(207.57)	100.00
248-000-698.000	Net unrealized gains	0.00	2,611.18	2,611.18	(2,611.18)	100.00
248-000-699.661	Transfer In from Motor Pool	0.00	0.00	0.00	0.00	0.00
248-000-699.677	Transfer In from HR Fund	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		614,464.00	683,613.62	31,624.63	(69,149.62)	111.25
TOTAL REVENUES		614,464.00	683,613.62	31,624.63	(69,149.62)	111.25
Expenditures						
Dept 000 - General						
248-000-706.000	Full Time Personnel	131,510.00	111,052.31	14,680.19	20,457.69	84.44
248-000-707.000	Part-Time Personnel	12,000.00	9,178.75	0.00	2,821.25	76.49
248-000-709.000	Overtime	0.00	0.00	0.00	0.00	0.00
248-000-714.000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
248-000-714.100	Sick Pay - Annual	0.00	5,478.00	0.00	(5,478.00)	100.00
248-000-715.000	Social Security	1,060.00	10,494.18	1,109.25	(9,434.18)	990.02
248-000-716.000	Health - premiums	0.00	0.00	0.00	0.00	0.00
248-000-716.100	Health Insurance	10,019.00	10,118.72	10,118.72	(99.72)	101.00
248-000-716.110	Health Insurance - EE Contribution	(720.00)	(137.78)	0.00	(582.22)	19.14
248-000-716.115	Health Insurance - Retiree	0.00	0.00	0.00	0.00	0.00
248-000-716.150	Health Insurance Waiver	3,000.00	3,070.41	404.76	(70.41)	102.35
248-000-716.736	Health - OPEB Funding	0.00	0.00	0.00	0.00	0.00
248-000-716.999	Health Care Clearing	0.00	0.00	0.00	0.00	0.00
248-000-717.000	Life Insurance - EE	211.00	150.21	35.20	60.79	71.19
248-000-718.000	Pension- ICMA-RC 401	9,205.00	7,667.17	986.66	1,537.83	83.29
248-000-719.000	Fringe Benefits	9,500.00	2,311.80	(7,048.84)	7,188.20	24.33
248-000-721.000	Longevity	0.00	0.00	0.00	0.00	0.00
248-000-725.000	Workers Compensation	858.00	0.00	0.00	858.00	0.00
248-000-730.000	Postage, Mail processing	500.00	0.00	0.00	500.00	0.00
248-000-740.000	Operating Supplies	7,500.00	13,566.75	9,044.34	(6,066.75)	180.89
248-000-740.248	Operating - DDA Special Projects	0.00	0.00	0.00	0.00	0.00
248-000-747.000	Grant Activity	0.00	0.00	0.00	0.00	0.00
248-000-752.000	Motor Fuel / Lubricants	0.00	0.00	0.00	0.00	0.00
248-000-775.000	Repair & Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
248-000-802.000	Audit/Actuarial Fees	1,010.00	0.00	0.00	1,010.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF FERNDAL

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			06/30/2020	MONTH 06/30/2020	BALANCE	
Fund 248 - Downtown Development Authority						
Expenditures						
248-000-818.000	Contractual Services	162,500.00	88,573.48	2,331.64	73,926.52	54.51
248-000-818.600	Contractual Services - Special	0.00	0.00	0.00	0.00	0.00
248-000-853.000	Phone/Communications	800.00	130.10	0.00	669.90	16.26
248-000-853.116	Telecom - Cell Phone EE Reimb.	1,560.00	0.00	0.00	1,560.00	0.00
248-000-873.000	Training/Education	11,000.00	5,104.89	0.00	5,895.11	46.41
248-000-885.000	Special programs	20,000.00	18,235.18	0.00	1,764.82	91.18
248-000-885.500	Special Programs- Public Art	3,000.00	300.00	0.00	2,700.00	10.00
248-000-900.000	Printing & Publishing	11,500.00	3,218.43	(172.39)	8,281.57	27.99
248-000-914.000	Liability Insurance	1,800.00	0.00	0.00	1,800.00	0.00
248-000-920.000	Utilities	10,000.00	7,190.56	1,097.45	2,809.44	71.91
248-000-931.000	Facilities Maintenance	195,000.00	126,009.82	38,066.76	68,990.18	64.62
248-000-931.441	Facilities Maintenance - DPW	0.00	0.00	0.00	0.00	0.00
248-000-940.200	Equipment Leases - Non-City owned	0.00	0.00	0.00	0.00	0.00
248-000-942.000	Building Rental	2,400.00	373.00	0.00	2,027.00	15.54
248-000-943.000	Equip Rental Alloc - General Fund	600.00	873.76	0.00	(273.76)	145.63
248-000-956.000	Miscellaneous	500.00	35,366.37	(23,506.98)	(34,866.37)	7,073.27
248-000-958.000	Memberships & Dues	2,000.00	1,845.00	0.00	155.00	92.25
248-000-961.101	General Fund Admin Allocation	16,018.00	18,863.00	18,863.00	(2,845.00)	117.76
248-000-965.101	Contrb To General Fund	205,000.00	0.00	0.00	205,000.00	0.00
248-000-965.585	Contrb to Auto Parking	250,000.00	0.00	0.00	250,000.00	0.00
248-000-968.000	Depreciation Expense	0.00	17,224.45	17,224.45	(17,224.45)	100.00
248-000-970.000	Bad Debt	0.00	0.00	0.00	0.00	0.00
248-000-974.000	Public Improvements	15,000.00	6,000.00	0.00	9,000.00	40.00
248-000-977.000	Capital Outlay	73,035.00	4,424.19	(1,579.08)	68,610.81	6.06
248-000-977.115	Printing and Scanning Devices	0.00	0.00	0.00	0.00	0.00
248-000-996.000	Interest Expense	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		1,168,366.00	506,682.75	81,655.13	661,683.25	43.37
TOTAL EXPENDITURES		1,168,366.00	506,682.75	81,655.13	661,683.25	43.37
Fund 248 - Downtown Development Authority:						
TOTAL REVENUES		614,464.00	683,613.62	31,624.63	(69,149.62)	111.25
TOTAL EXPENDITURES		1,168,366.00	506,682.75	81,655.13	661,683.25	43.37
NET OF REVENUES & EXPENDITURES		(553,902.00)	176,930.87	(50,030.50)	(730,832.87)	31.94
TOTAL REVENUES - ALL FUNDS		614,464.00	683,613.62	31,624.63	(69,149.62)	111.25
TOTAL EXPENDITURES - ALL FUNDS		1,168,366.00	506,682.75	81,655.13	661,683.25	43.37
NET OF REVENUES & EXPENDITURES		(553,902.00)	176,930.87	(50,030.50)	(730,832.87)	31.94

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2020	MONTH 11/30/2020	BALANCE	
Fund 248 - Downtown Development Authority						
Revenues						
Dept 000 - General						
248-000-402.000	Property taxes	479,483.00	450,748.63	22,342.02	28,734.37	94.01
248-000-402.001	Property Taxes - personal	0.00	0.00	0.00	0.00	0.00
248-000-402.005	Property Taxes - Loss in Change of PPT	0.00	0.00	0.00	0.00	0.00
248-000-402.200	Reimbursement for PPT Loss	0.00	0.00	0.00	0.00	0.00
248-000-403.100	Property Tax Chargebacks	0.00	0.00	0.00	0.00	0.00
248-000-404.000	Voted Property taxes	69,668.00	53,288.11	2,508.38	16,379.89	76.49
248-000-404.001	Voted Property taxes - personal	0.00	0.00	0.00	0.00	0.00
248-000-523.000	Federal grant	0.00	0.00	0.00	0.00	0.00
248-000-545.000	State grant	0.00	0.00	0.00	0.00	0.00
248-000-550.010	State PPT Loss Reimbursement	0.00	30,361.11	30,361.11	(30,361.11)	100.00
248-000-582.000	Local grants	15,000.00	4,000.00	0.00	11,000.00	26.67
248-000-610.000	Participation fees	0.00	0.00	0.00	0.00	0.00
248-000-665.000	Interest income	0.00	0.00	0.00	0.00	0.00
248-000-675.000	Contributions	20,000.00	7,133.47	0.00	12,866.53	35.67
248-000-675.248	Proceeds- DDA Special Events	0.00	0.00	0.00	0.00	0.00
248-000-675.500	Contributions - DDA - Public Art	0.00	0.00	0.00	0.00	0.00
248-000-676.101	General Fund contrb.	0.00	0.00	0.00	0.00	0.00
248-000-695.000	Miscellaneous income	0.00	0.00	0.00	0.00	0.00
248-000-698.000	Net unrealized gains	0.00	0.00	0.00	0.00	0.00
248-000-699.661	Transfer In from Motor Pool	0.00	0.00	0.00	0.00	0.00
248-000-699.677	Transfer In from HR Fund	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		584,151.00	545,531.32	55,211.51	38,619.68	93.39
TOTAL REVENUES		584,151.00	545,531.32	55,211.51	38,619.68	93.39
Expenditures						
Dept 000 - General						
248-000-706.000	Full Time Personnel	122,160.00	39,315.99	4,472.86	82,844.01	32.18
248-000-707.000	Part-Time Personnel	5,000.00	0.00	0.00	5,000.00	0.00
248-000-709.000	Overtime	0.00	0.00	0.00	0.00	0.00
248-000-714.000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
248-000-714.100	Sick Pay - Annual	0.00	0.00	0.00	0.00	0.00
248-000-715.000	Social Security	9,345.00	3,104.21	342.18	6,240.79	33.22
248-000-716.000	Health - premiums	0.00	0.00	0.00	0.00	0.00
248-000-716.100	Health Insurance	7,171.00	0.00	0.00	7,171.00	0.00
248-000-716.110	Health Insurance - EE Contribution	(360.00)	0.00	0.00	(360.00)	0.00
248-000-716.115	Health Insurance - Retiree	0.00	0.00	0.00	0.00	0.00
248-000-716.150	Health Insurance Waiver	4,000.00	1,261.89	0.00	2,738.11	31.55
248-000-716.736	Health - OPEB Funding	0.00	0.00	0.00	0.00	0.00
248-000-716.999	Health Care Clearing	0.00	0.00	0.00	0.00	0.00
248-000-717.000	Life Insurance - EE	211.00	70.40	17.60	140.60	33.36
248-000-718.000	Pension- ICMA-RC 401	8,551.00	2,752.11	313.10	5,798.89	32.18
248-000-719.000	Fringe Benefits	0.00	0.00	0.00	0.00	0.00
248-000-721.000	Longevity	0.00	0.00	0.00	0.00	0.00
248-000-725.000	Workers Compensation	862.00	0.00	0.00	862.00	0.00
248-000-730.000	Postage, Mail processing	500.00	0.00	0.00	500.00	0.00
248-000-740.000	Operating Supplies	9,000.00	5,863.33	0.00	3,136.67	65.15
248-000-740.248	Operating - DDA Special Projects	0.00	0.00	0.00	0.00	0.00
248-000-747.000	Grant Activity	0.00	0.00	0.00	0.00	0.00
248-000-752.000	Motor Fuel / Lubricants	0.00	0.00	0.00	0.00	0.00
248-000-775.000	Repair & Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
248-000-802.000	Audit/Actuarial Fees	1,200.00	0.00	0.00	1,200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF FERNDAL

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			11/30/2020	MONTH 11/30/2020	BALANCE	
Fund 248 - Downtown Development Authority						
Expenditures						
248-000-818.000	Contractual Services	112,200.00	37,694.00	0.00	74,506.00	33.60
248-000-818.600	Contractual Services - Special	0.00	0.00	0.00	0.00	0.00
248-000-853.000	Phone/Communications	800.00	0.00	0.00	800.00	0.00
248-000-853.116	Telecom - Cell Phone EE Reimb.	1,560.00	0.00	0.00	1,560.00	0.00
248-000-873.000	Training/Education	18,500.00	300.00	0.00	18,200.00	1.62
248-000-885.000	Special programs	35,000.00	17,258.32	0.00	17,741.68	49.31
248-000-885.500	Special Programs- Public Art	10,000.00	0.00	0.00	10,000.00	0.00
248-000-900.000	Printing & Publishing	11,500.00	5,054.60	0.00	6,445.40	43.95
248-000-914.000	Liability Insurance	1,800.00	0.00	0.00	1,800.00	0.00
248-000-920.000	Utilities	10,000.00	1,269.51	0.00	8,730.49	12.70
248-000-931.000	Facilities Maintenance	195,000.00	2,897.30	0.00	192,102.70	1.49
248-000-931.441	Facilities Maintenance - DPW	0.00	0.00	0.00	0.00	0.00
248-000-940.200	Equipment Leases - Non-City owned	0.00	0.00	0.00	0.00	0.00
248-000-942.000	Building Rental	2,400.00	0.00	0.00	2,400.00	0.00
248-000-943.000	Equip Rental Alloc - General Fund	600.00	0.00	0.00	600.00	0.00
248-000-956.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
248-000-958.000	Memberships & Dues	3,500.00	300.00	0.00	3,200.00	8.57
248-000-961.101	General Fund Admin Allocation	14,972.00	0.00	0.00	14,972.00	0.00
248-000-965.101	Contrb To General Fund	0.00	0.00	0.00	0.00	0.00
248-000-965.585	Contrb to Auto Parking	55,000.00	0.00	0.00	55,000.00	0.00
248-000-968.000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
248-000-970.000	Bad Debt	0.00	0.00	0.00	0.00	0.00
248-000-974.000	Public Improvements	15,000.00	0.00	0.00	15,000.00	0.00
248-000-977.000	Capital Outlay	23,500.00	5,420.83	0.00	18,079.17	23.07
248-000-977.115	Printing and Scanning Devices	0.00	0.00	0.00	0.00	0.00
248-000-996.000	Interest Expense	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		679,972.00	122,562.49	5,145.74	557,409.51	18.02
TOTAL EXPENDITURES		679,972.00	122,562.49	5,145.74	557,409.51	18.02
Fund 248 - Downtown Development Authority:						
TOTAL REVENUES		584,151.00	545,531.32	55,211.51	38,619.68	93.39
TOTAL EXPENDITURES		679,972.00	122,562.49	5,145.74	557,409.51	18.02
NET OF REVENUES & EXPENDITURES		(95,821.00)	422,968.83	50,065.77	(518,789.83)	441.42
TOTAL REVENUES - ALL FUNDS		584,151.00	545,531.32	55,211.51	38,619.68	93.39
TOTAL EXPENDITURES - ALL FUNDS		679,972.00	122,562.49	5,145.74	557,409.51	18.02
NET OF REVENUES & EXPENDITURES		(95,821.00)	422,968.83	50,065.77	(518,789.83)	441.42

Downtown Development Authority Budget

DDA Budget Workshop #1 for FY 21: 2.13.20
DDA Budget Workshop #2 for FY21: 3.12.20
Recommended to City Council: 3.12.20
DDA Budget Amendment to FY 21 Budget for COVID-19: 11.19.20

						<i>Sent to Council</i>		<i>Sent to Council</i>		<i>Updated to reflect impacts of COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>
		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-402.000	Property taxes	\$450,411	\$441,064	\$472,008	\$464,207	\$464,207	\$523,057	\$479,483	\$450,749	\$479,483	\$498,633	\$500,466	\$494,539	\$494,539
248-000-402.001	Property Taxes - personal													
248-000-402.005	Property Taxes - Loss in Change of PPT													
248-000-402.200	Reimbursement for PPT Loss		\$28,765											
	TIF REVENUE	\$450,411	\$469,829	\$472,008	\$464,207	\$464,207	\$523,057	\$479,483	\$450,749	\$479,483	\$498,633	\$500,466	\$494,539	\$494,539
248-000-403.100	Property Tax Chargebacks	\$9,607	\$2,116	\$7,099			\$5,510							
248-000-404.000	Voted Property Taxes	\$56,209	\$57,182	\$60,775		\$67,373	\$63,379	\$69,668	\$53,288	\$69,668	\$68,068	\$70,387	\$72,837	\$72,837
248-000-404.001	Voted Property taxes - personal													
248-000-523.000	Federal grant			\$10,000										
248-000-545.000	State grant			\$2,500										
248-000-550.010	State PPT Loss Reimbursement	\$0	\$2,061	\$36,773		\$35,180	\$35,180		\$30,361					
248-000-582.000	Local grants				\$0	\$30,500	\$28,000	\$15,000	\$4,000	\$15,000	\$12,500	\$12,500	\$12,500	\$12,500
248-000-610.000	Participation fees													
248-000-665.000	Interest Income	\$7,621	\$12,932	\$30,942	\$0	\$0	\$8,649							
248-000-675.000	Contributions	\$18,359	\$15,790	\$17,860	\$20,000	\$17,204	\$12,045	\$20,000	\$7,133	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
248-000-675.248	Proceeds- DDA Special Events		\$887		\$0	\$0	\$25							
248-000-675.500	Contributions - DDA - Public Art	\$4,925	\$555	\$11,604	\$3,000	\$0	\$4,949							
248-000-676.101	General Fund contrb.													
248-000-695.000	Miscellaneous income						\$208							
248-000-698.000	Net unrealized gains	-\$11,061	-\$5,249				\$2,611							
248-000-699.661	Transfer In from Motor Pool													
248-000-699.677	Transfer In from HR Fund													
	TOTAL REVENUE	\$536,071	\$556,103	\$649,561	\$487,207	\$614,464	\$683,613	\$584,151	\$545,531	\$584,151	\$599,201	\$603,353	\$599,876	\$599,876

						<i>Sent to Council</i>		<i>Sent to Council</i>		<i>Updated to reflect impacts of COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>
		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-706.000	Full Time Personnel	\$132,325	\$157,413	\$151,752	\$159,423	\$128,850	\$111,052	\$122,160	\$39,316	\$122,160	\$127,657	\$133,402	\$139,405	\$145,678
248-000-707.000	Part-Time Personnel				\$0	\$12,000	\$9,179	\$5,000	\$0	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000
248-000-709.000	Overtime													
248-000-714.000	Holiday Pay													
248-000-714.100	Sick Pay - Annual				\$0	\$5,478	\$5,478							
248-000-715.000	Social Security	\$10,004	\$11,833	\$11,401	\$12,196	\$10,775	\$10,494	\$9,345	\$3,104	\$9,345	\$9,766	\$10,205	\$10,664	\$11,144
248-000-716.000	Health - premiums	\$26,818	\$16,895											
248-000-716.100	Health Insurance			\$18,858	\$19,431	\$6,000	\$10,119	\$7,171		\$7,171	\$7,530	\$7,906	\$8,301	\$8,716
248-000-716.110	Health Insurance - EE Contribution	-\$1,676	-\$694	-\$1,023	-\$2,591	-\$288	-\$138	-\$360	\$70	-\$360	-\$378	-\$397	-\$417	-\$438
248-000-716.115	Health Insurance - Retiree													
248-000-716.150	Health Insurance Waiver					\$3,002	\$3,070	\$4,000	\$1,262	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
248-000-716.736	Health - OPEB Funding													
248-000-717.000	Life Insurance - EE	\$213	\$318	\$290	\$211	\$106	\$150	\$211		\$211	\$211	\$211	\$211	\$211
248-000-718.000	Pension- ICMA-RC 401	\$9,050	\$10,828	\$10,157	\$11,160	\$7,898	\$7,667	\$8,551	\$2,752	\$8,551	\$8,936	\$9,338	\$9,758	\$10,197
248-000-719.000	Fringe Benefits	\$12,379	-\$2,974	\$3,560	\$0	\$9,500	\$2,312							
248-000-721.000	Longevity													
248-000-725.000	Workers Compensation	\$704	\$1,857	\$1,775	\$858	\$858		\$862		\$862	\$866	\$866	\$866	\$866
	TOTAL STAFF EXPENSES	\$189,817	\$195,476	\$196,770	\$200,688	\$184,179	\$159,384	\$156,940	\$46,505	\$171,940	\$163,588	\$170,531	\$177,789	\$185,376
248-000-730.000	Postage, Mail processing	\$48	\$13		\$500	\$500		\$500		\$500	\$500	\$500	\$500	\$500
248-000-740.000	Operating Supplies	\$34,558	\$31,947	\$27,013	\$22,000	\$7,500	\$13,567	\$9,000	\$5,863	\$4,500	\$6,000	\$8,000	\$7,000	\$8,500
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) General Office Supplies					\$4,000		\$5,500		\$1,000	\$5,500	\$6,000	\$6,500	\$6,500
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Computer Equipment					\$1,500		\$1,500		\$1,500		\$1,500		\$1,500
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Office Furniture, Decor, and Organization					\$2,000		\$2,000		\$2,000	\$500	\$500	\$500	\$500
248-000-740.248	Operating - DDA Special Projects		\$245	\$245										
	(2020-21 To ?) REMOVE CATEGORY - SPECIAL EVENTS COSTS WILL BE CODED TO 248-000-885.000													
248-000-747.000	Grant Activity													
	FOOTNOTE AMOUNTS: Removed category.													
248-000-752.000	Motor Fuel / Lubricants													
248-000-775.000	Repair & Maintenance	\$495	\$1,096	\$473	\$1,000	\$1,000		\$1,000		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
248-000-802.000	Audit/Actuarial Fees	\$1,000	\$1,014	\$103	\$1,010	\$1,010		\$1,200		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200

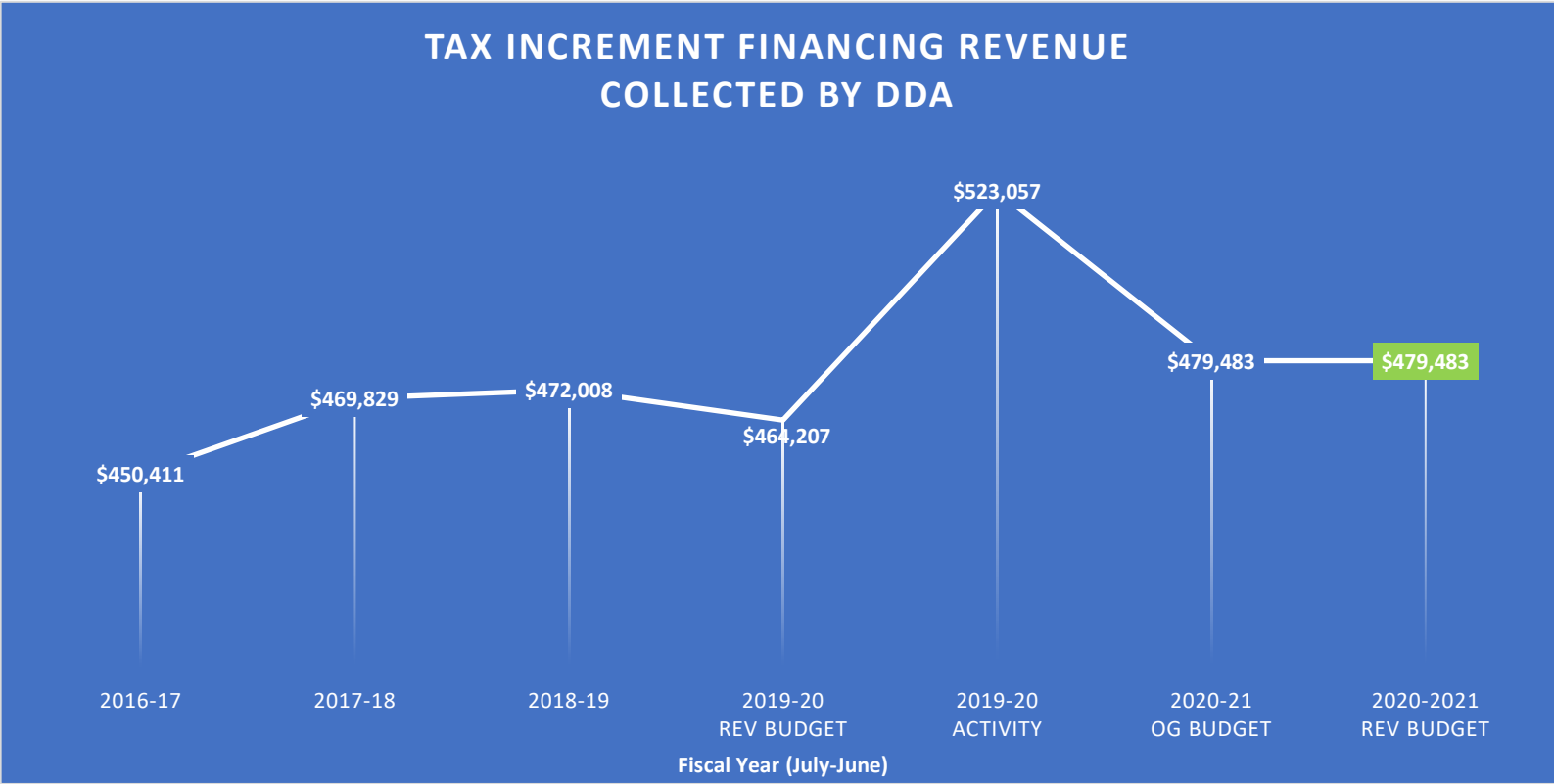
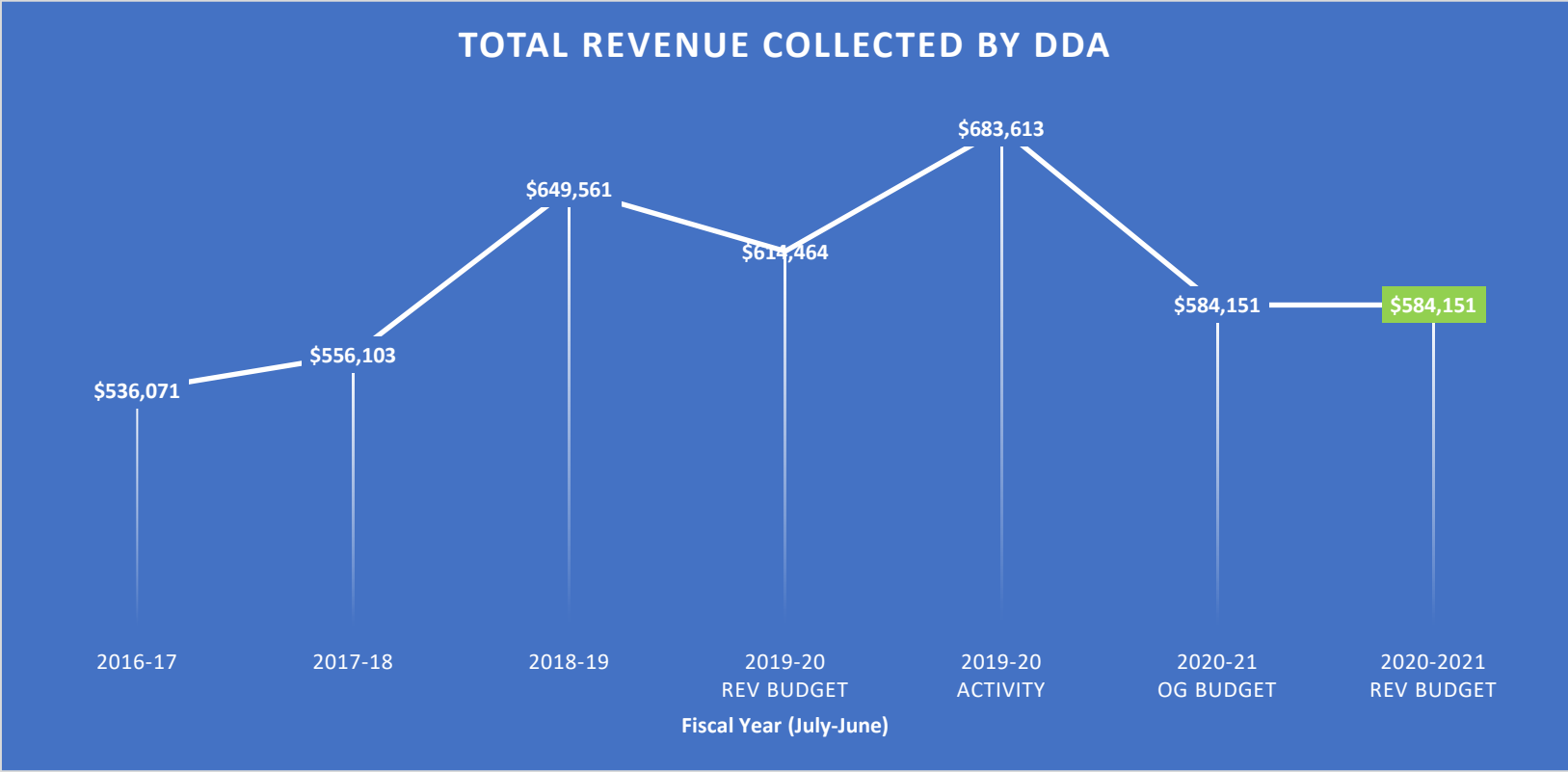
						<i>Sent to Council</i>		<i>Sent to Council</i>		<i>Updated to reflect impacts of COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>	<i>not update post COVID</i>
		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-818.000	Contractual Services	\$26,878	\$5,100	\$78,761	\$15,000	\$162,500	\$88,573	\$112,200	\$37,694	\$80,030	\$59,200	\$32,200	\$32,200	\$32,200
	NEW FOOTNOTE AMOUNTS: COVID-19 Business Support Services					\$0				\$7,500				
	FOOTNOTE AMOUNTS: (2018-19 To 2020-21) Development and CIP Plan					\$30,000								
	FOOTNOTE AMOUNTS: (2018-19 To 2020-21) Flower pots/planters (Moved to Facilities Maintenance)				\$10,000									
	FOOTNOTE AMOUNTS: (2018-19 To 2020-21) IT Services and digital media maintenance (Separated into specific line item)				\$5,000									
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Legal Services					\$6,500		\$3,500		\$6,500	\$3,500	\$3,500	\$3,500	\$3,500
	FOOTNOTE AMOUNTS: (2020-21 To 2021-22) Website Redesign							\$25,000		\$7,000				
	FOOTNOTE AMOUNTS: (2020-21 To 2021-22) Branding Services							\$20,000		\$0				
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Graphic Design Services - Digital and Print Collateral					\$2,500		\$7,500		\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Social Media Management Services					\$3,500		\$6,500		\$19,500	\$6,500	\$6,500	\$6,500	\$6,500
	FOOTNOTE AMOUNTS: (2020-21) GovHR Recruitment Services for Executive Director					\$12,500								
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Website Domain Registration and Hosting - Dotster & Newtek					\$500		\$500		\$500	\$500	\$500	\$500	\$500
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Email Hosting - AppRiver					\$600		\$600		\$600	\$600	\$600	\$600	\$600
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Subscription Services (MailChimp, Mood Media, etc)					\$500		\$500		\$3,500	\$500	\$500	\$500	\$500
	FOOTNOTE AMOUNTS: (2020-21) Experience Planning Services for The dot - Ideation Orange (10k covered by MSOC grant)					\$33,500				\$14,830				
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) CRM System - Quickbase					\$2,400		\$600		\$600	\$600	\$600	\$600	\$600

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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
	FOOTNOTE AMOUNTS: (2020-21) Business Retention Campaign - A. Victoria Mae				\$25,000	\$19,000								
	FOOTNOTE AMOUNTS: (2020-21) Parking Deck Mitigation Activities <i>Moved from Misc</i>					\$34,000		\$8,000		\$0				
	FOOTNOTE AMOUNTS: (2020-21) Frosty Ferndale Holiday Campaign <i>Moved to special programs</i>					\$12,000		\$15,000		\$0	\$15,000			
	FOOTNOTE AMOUNTS: (2020-21 To 2022-23) Marketing/Advertising					\$5,000		\$12,000		\$12,000	\$12,000			
	Main Street Oakland County Grant Expenditures							\$12,500		\$0	\$12,500	\$12,500	\$12,500	\$12,500
248-000-818.600	Contractual Services - Special													
248-000-853.000	Phone/Communications	\$951	\$555	\$772	\$0	\$800	\$130	\$800		\$800	\$800	\$800	\$800	\$800
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Phone Line Services - Ring Central					\$500		\$500		\$500	\$500	\$500	\$500	\$500
248-000-853.116	Telecom - Cell Phone EE Reimb.				\$2,340	\$1,560		\$1,560		\$1,560	\$1,650	\$1,650	\$1,650	\$1,650
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Cell Phone Reimbursements - 2 Employees					\$1,560		\$1,560		\$1,560	\$1,650	\$1,650	\$1,650	\$1,650
248-000-873.000	Training/Education	\$9,849	\$15,107	\$10,107	\$12,000	\$11,000	\$5,105	\$18,500	\$300	\$6,000	\$18,500	\$20,000	\$20,000	\$20,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Food for DDA Meetings and Activities (Not Special Events)					\$3,000		\$3,500		\$1,000	\$3,500	\$4,000	\$4,000	\$4,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Travel/Training for DDA Staff and Board of Directors					\$8,000		\$15,000		\$5,000	\$15,000	\$16,000	\$16,000	\$16,000
248-000-885.000	Special programs	\$20,018	\$22,612	\$20,984	\$25,000	\$20,000	\$18,235	\$35,000	\$17,258	\$65,000	\$35,000	\$36,500	\$36,500	\$36,500
	FOOTNOTE AMOUNTS: (2020-21) Frosty Ferndale Holiday Campaign <i>Moved from Contractual Services</i>									\$15,000				
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Special events programming					\$15,000		\$25,000		\$40,000	\$25,000	\$25,000	\$25,000	\$25,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Business Training Program					\$5,000		\$10,000		\$10,000	\$10,000	\$11,500	\$11,500	\$11,500
248-000-885.500	Special Programs- Public Art			\$1,308		\$3,000	\$300	\$10,000		\$25,000	\$10,000	\$15,000	\$15,000	\$15,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Public Art Installations					\$3,000		\$10,000		\$18,000	\$10,000	\$15,000	\$15,000	\$15,000

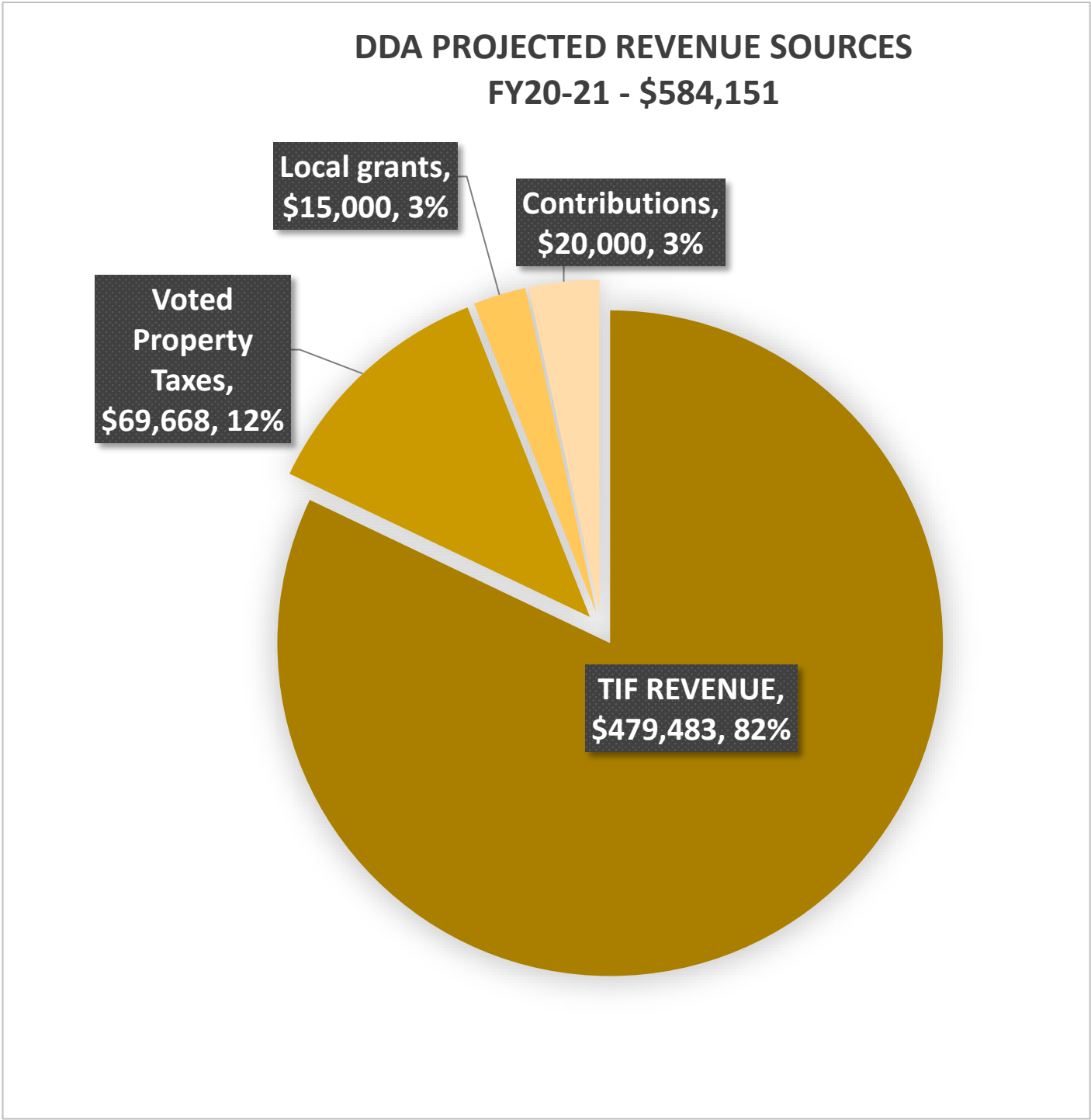
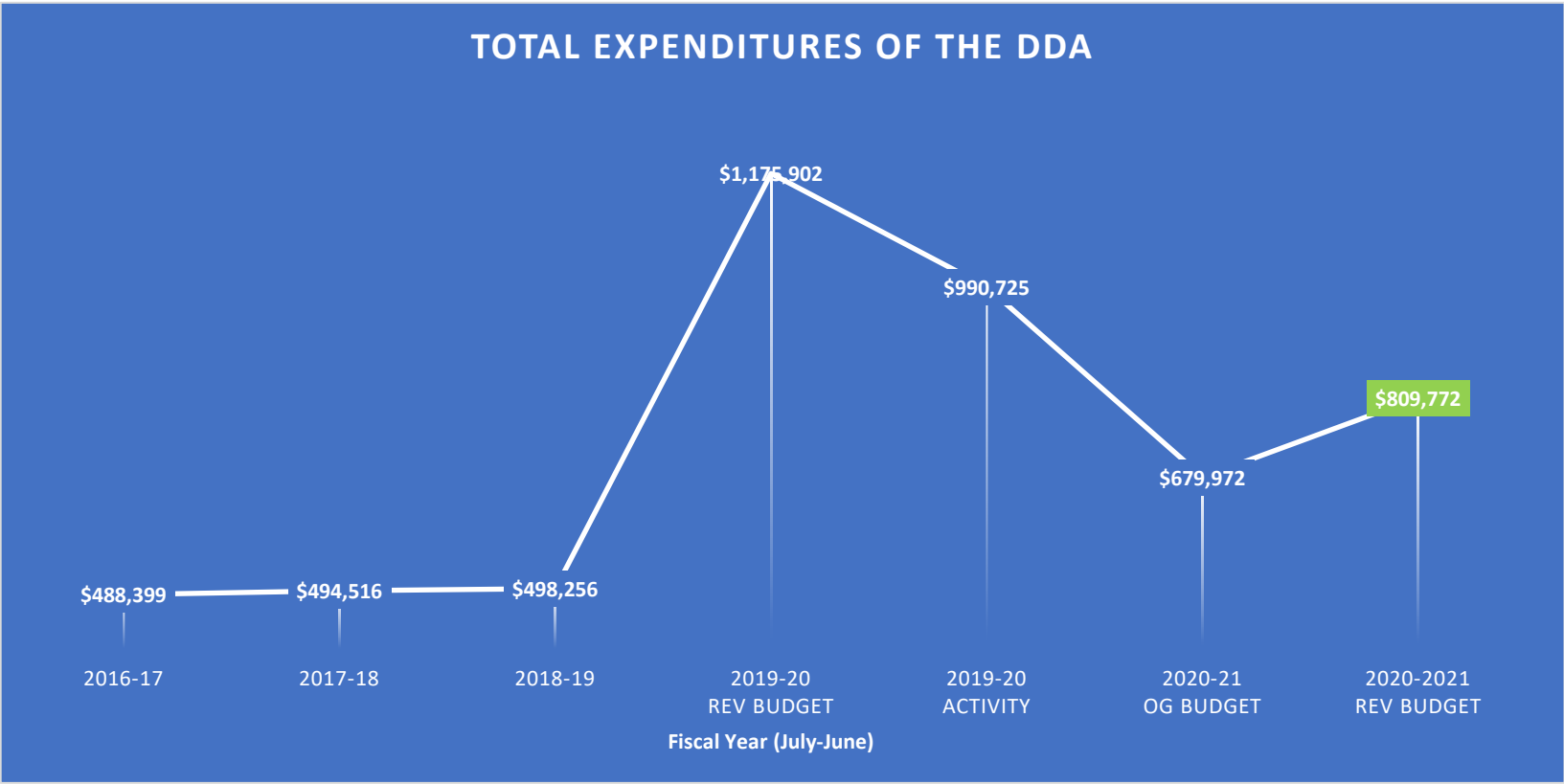
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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-900.000	Printing & Publishing	\$752	\$3,252	\$8,259	\$8,000	\$11,500	\$3,218	\$11,500	\$5,055	\$11,500	\$12,000	\$12,000	\$12,000	\$12,000
	FOOTNOTE AMOUNTS: Printed materials for events, marketing, etc					\$8,000		\$8,000		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
	FOOTNOTE AMOUNTS: Office Printer Contract - Toshiba					\$3,500		\$3,500		\$3,500	\$4,000	\$4,000	\$4,000	\$4,000
248-000-914.000	Liability Insurance	\$1,796	\$9,527		\$1,800	\$1,800		\$1,800		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
248-000-920.000	Utilities	\$10,261	\$7,064	\$13,984	\$7,200	\$10,000	\$7,191	\$10,000	\$1,270	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
248-000-931.000	Facilities Maintenance	\$137,595	\$153,107	\$78,055	\$180,000	\$195,000	\$126,010	\$195,000	\$2,897	\$240,000	\$200,000	\$210,000	\$215,000	\$215,000
	NEW FOOTNOTE AMOUNTS: Snow Removal - DPW Contract									\$40,000				
	FOOTNOTE AMOUNTS: (2019-20 To 2024-25) Downtown Facilities Maintenance - DPW Contract				\$180,000	\$165,000		\$165,000		\$165,000	\$165,000	\$175,000	\$175,000	\$175,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Downtown Planting Supplies & Maintenance Materials					\$20,000		\$20,000		\$25,000	\$25,000	\$25,000	\$30,000	\$30,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Sidewalk Repairs (Placeholder until best management strategy can be determined with City)					\$10,000		\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
248-000-931.441	Facilities Maintenance - DPW													
248-000-940.200	Equipment Leases - Non-City owned													
248-000-942.000	Building Rental	\$1,773	\$1,974	\$1,958	\$2,000	\$2,400	\$373	\$2,400		\$2,400				
	FOOTNOTE AMOUNTS: (2020-21) Storage Facility Rental - iStorage					\$2,400		\$2,400		\$2,400				
248-000-943.000	Equip Rental Alloc - General Fund	\$2,740	\$546	\$248	\$600	\$600	\$874	\$600		\$600	\$600	\$600	\$600	\$600
248-000-956.000	Miscellaneous	\$428	\$758	\$7,331	\$50,800	\$500	\$58,873	\$0		\$0	\$0	\$0	\$0	\$0
	FOOTNOTE AMOUNTS: Parking Deck Mitigation Activities. Moved to Contractual Services as a more appropriate category.				\$50,000	\$0								
	FOOTNOTE AMOUNTS: Travel. Included in Training/Education				\$800	\$0								
248-000-958.000	Memberships & Dues	\$1,148	\$722	\$1,818	\$3,500	\$2,000	\$1,845	\$3,500	\$300	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
	FOOTNOTE AMOUNTS: (2017-18 To ?) National Main Street, Michigan Downtown Association, Ferndale Area Chamber of Commerce, American Planning Association, Michigan Association of Planning					\$2,000		\$3,500		\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
248-000-961.101	General Fund Admin Allocation	\$14,422	\$16,673	\$16,508	\$16,018	\$16,018	\$18,863	\$14,972		\$14,972	\$16,261	\$16,957	\$16,957	\$16,957
248-000-965.100	Contributions to General Fund				\$0	\$205,000	\$205,000	\$0		\$0	\$0	\$0	\$0	\$0
	FOOTNOTE AMOUNTS: (2019-20 To 2020-21) Schiffer Park Construction Payment to City				\$0	\$125,000								

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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-965.585	Contributions to Auto Parking				\$0	\$250,000	<i>\$250,000</i>	\$55,000		\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
	FOOTNOTE AMOUNTS: (2019-20 To 2020-21) The dot Streetscape Payment to City				\$0	\$250,000								
	FOOTNOTE AMOUNTS: (2019-20 To 2039-40) The dot Debt Service - Funded via Voted Property Tax designated for funding the parking system							\$55,000		\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
248-000-968.000	Depreciation Expense	\$23,050	\$22,913	\$16,117			\$17,224							
248-000-970.000	Bad Debt													
248-000-974.000	Public Improvements	\$10,820	\$4,815	\$12,500	\$15,000	\$15,000	\$6,000	\$15,000		\$15,000	\$0	\$0	\$0	\$0
	FOOTNOTE AMOUNTS: (2017-18 To 2024-25) BUILD Grant					\$15,000		\$15,000		\$15,000	\$0	\$0	\$0	\$0
248-000-977.000	Capital Outlay			\$4,785	\$300,000	\$73,035	\$9,959	\$23,500	\$5,421	\$97,470	\$20,000	\$20,500	\$21,000	\$21,500
	FOOTNOTE AMOUNTS: The dot Streetscape Contribution to City. <i>Moved to Contributions to Auto Parking</i>				\$250,000	\$0								
	FOOTNOTE AMOUNTS: The dot Debt Service . <i>Moved to Contributions to Auto Parking</i>				\$0									
	FOOTNOTE AMOUNTS: Schiffer Park Construction Payment to City. <i>Moved to Contributions to General Fund</i>				\$0	\$0								
	FOOTNOTE AMOUNTS: (2017-18 To 2024-25) Holiday Lights & Decor Replacement/Update Schedule				\$50,000	\$50,000		\$5,000		<i>\$15,000</i>	\$6,500	\$6,500	\$7,000	\$7,500
	FOOTNOTE AMOUNTS: (2019-20 To 2024-25) Crosswalk Improvements				\$0	\$5,535		\$6,000		\$6,000	\$6,000	\$6,500	\$6,500	\$6,500
	FOOTNOTE AMOUNTS: (2019-20 To 2020-21) Affirmations Bench - \$2k from Community Foundation, \$2.5k pending from MSOC				\$0	\$15,000		\$0		<i>\$33,970</i>				
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Downtown Furniture							\$10,000		<i>\$40,000</i>	\$5,000	\$5,000	\$5,000	\$5,000
	FOOTNOTE AMOUNTS: (2020-21 To 2024-25) Pedestrian Alley Improvements				\$0	\$2,500		\$2,500		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
248-000-977.115	Printing and Scanning Devices			\$157										
248-000-996.000	Interest Expense													
	TOTAL NON STAFF EXPENSES	\$298,582	\$299,040	\$301,486	\$663,768	\$991,723	\$831,341	\$523,032	\$76,058	\$637,832	\$453,011	\$447,207	\$451,707	\$453,707

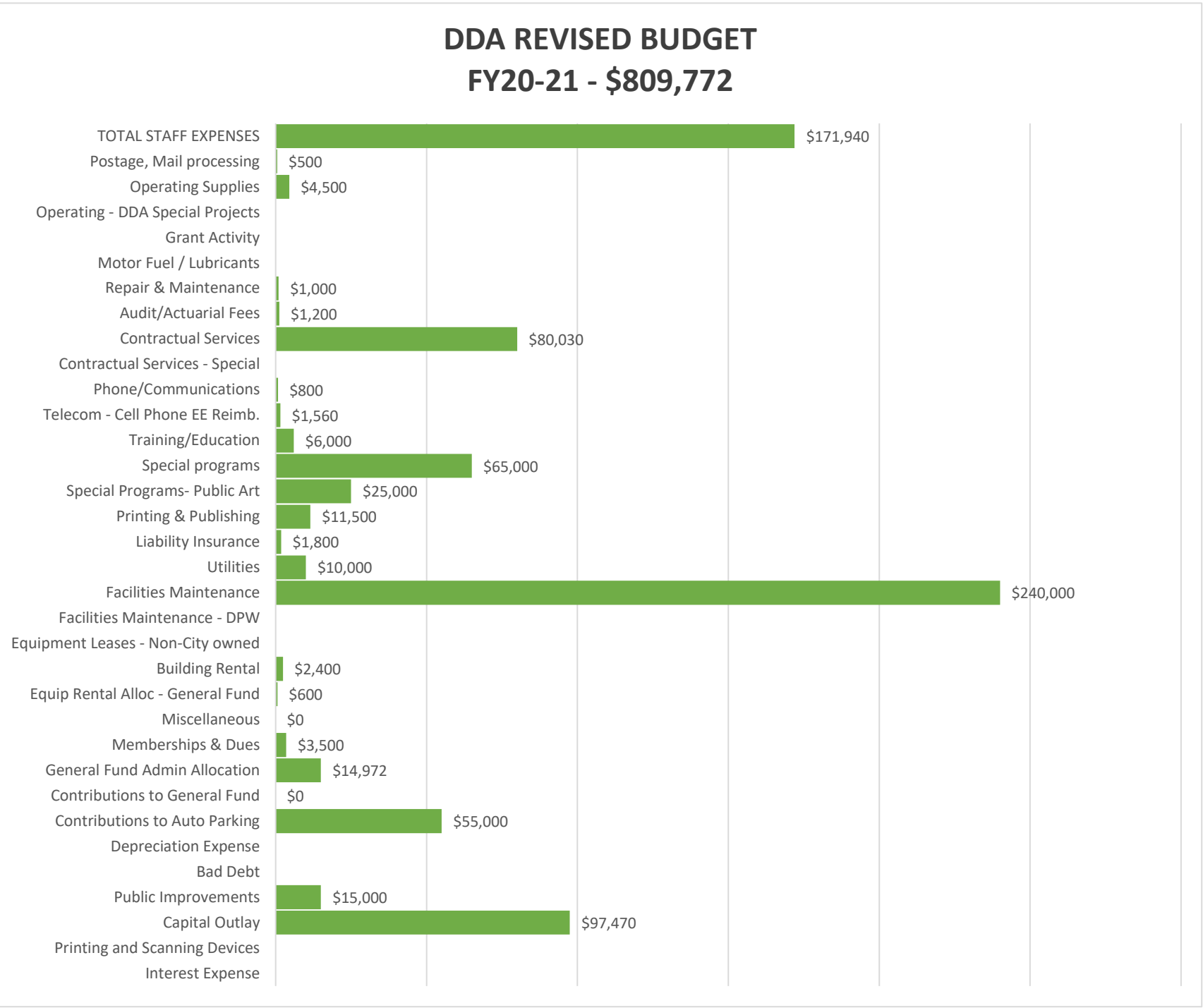
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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
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GL NUMBER	DESCRIPTION													
TOTAL APPROPRIATIONS		\$488,399	\$494,516	\$498,256	\$864,456	\$1,175,902	\$990,725	\$679,972	\$122,562	\$809,772	\$616,599	\$617,738	\$629,496	\$639,083
NET OF REVENUES - APPROPRIATIONS		\$47,672	\$61,587	\$151,305	-\$377,249	-\$561,438	-\$307,111	-\$95,821		-\$225,621	-\$17,398	-\$14,385	-\$29,620	-\$39,207
ESTIMATED REVENUES - FUND 248		\$536,071	\$556,103	\$649,561	\$487,207	\$614,464	\$683,613	\$584,151		\$584,151	\$599,201	\$603,353	\$599,876	\$599,876
APPROPRIATIONS - FUND 248		\$488,399	\$494,516	\$498,256	\$864,456	\$1,175,902	\$990,725	\$679,972		\$809,772	\$616,599	\$617,738	\$629,496	\$639,083
NET OF REVENUES/APPROPRIATIONS - FUND 248		\$47,672	\$61,587	\$151,305	-\$377,249	-\$561,438	-\$307,111	-\$95,821		-\$225,621	-\$17,398	-\$14,385	-\$29,620	-\$39,207
BEGINNING FUND BALANCE		\$797,831	\$845,505	\$907,092	\$1,058,397	\$1,058,397	\$1,058,397			\$751,286				
FUND BALANCE ADJUSTMENTS														
ENDING FUND BALANCE		\$845,503	\$907,092	\$1,058,397	\$681,148	\$496,959	\$751,286			\$525,665				
							<i>*estimated</i>			<i>*estimated</i>				



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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
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GL NUMBER	DESCRIPTION													



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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													



Downtown Development Authority Budget

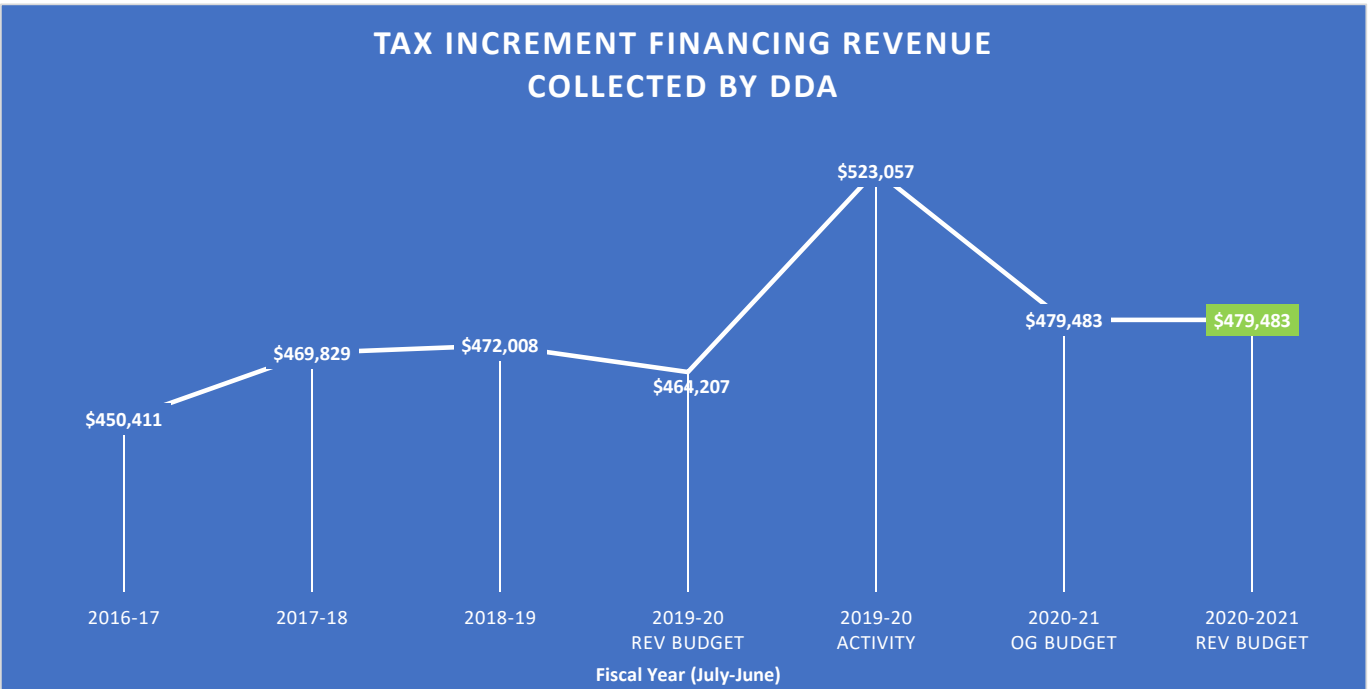
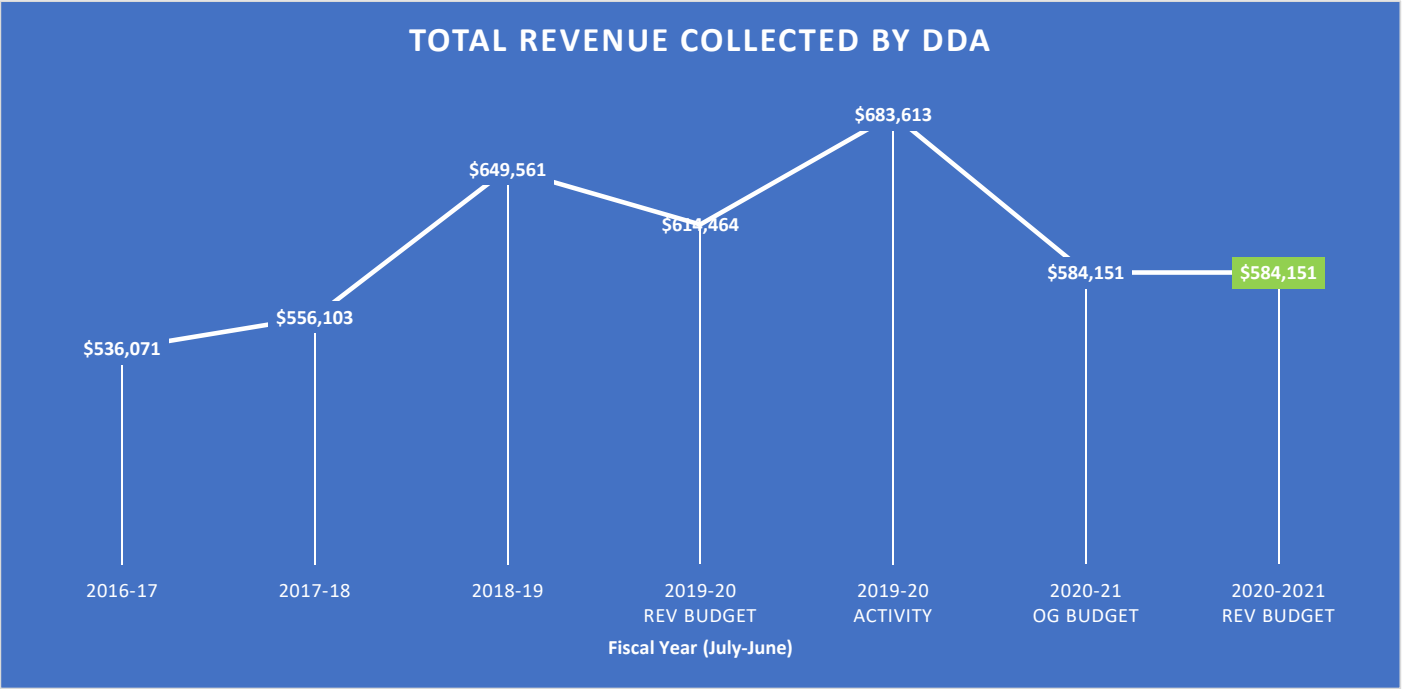
DDA Budget Workshop #1 for FY 21: 2.13.20
DDA Budget Workshop #2 for FY21: 3.12.20
Recommended to City Council: 3.12.20
DDA Budget Amendment to FY 21 Budget for COVID-19: 11.19.20

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GL NUMBER	DESCRIPTION													
248-000-402.000	Property taxes	\$450,411	\$441,064	\$472,008	\$464,207	\$464,207	\$523,057	\$479,483	\$450,749	\$479,483	\$498,633	\$500,466	\$494,539	\$494,539
248-000-402.001	Property Taxes - personal													
248-000-402.005	Property Taxes - Loss in Change of PPT													
248-000-402.200	Reimbursement for PPT Loss		\$28,765											
	<i>TIF REVENUE</i>	<i>\$450,411</i>	<i>\$469,829</i>	<i>\$472,008</i>	<i>\$464,207</i>	<i>\$464,207</i>	<i>\$523,057</i>	<i>\$479,483</i>	<i>\$450,749</i>	<i>\$479,483</i>	<i>\$498,633</i>	<i>\$500,466</i>	<i>\$494,539</i>	<i>\$494,539</i>
248-000-403.100	Property Tax Chargebacks	\$9,607	\$2,116	\$7,099			\$5,510							
248-000-404.000	Voted Property Taxes	\$56,209	\$57,182	\$60,775		\$67,373	\$63,379	\$69,668	\$53,288	\$69,668	\$68,068	\$70,387	\$72,837	\$72,837
248-000-404.001	Voted Property taxes - personal													
248-000-523.000	Federal grant			\$10,000										
248-000-545.000	State grant			\$2,500										
248-000-550.010	State PPT Loss Reimbursement	\$0	\$2,061	\$36,773		\$35,180	\$35,180		\$30,361					
248-000-582.000	Local grants				\$0	\$30,500	\$28,000	\$15,000	\$4,000	\$15,000	\$12,500	\$12,500	\$12,500	\$12,500
248-000-610.000	Participation fees													
248-000-665.000	Interest Income	\$7,621	\$12,932	\$30,942	\$0	\$0	\$8,649							
248-000-675.000	Contributions	\$18,359	\$15,790	\$17,860	\$20,000	\$17,204	\$12,045	\$20,000	\$7,133	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
248-000-675.248	Proceeds- DDA Special Events		\$887		\$0	\$0	\$25							
248-000-675.500	Contributions - DDA - Public Art	\$4,925	\$555	\$11,604	\$3,000	\$0	\$4,949							
248-000-676.101	General Fund contrb.													
248-000-695.000	Miscellaneous income						\$208							
248-000-698.000	Net unrealized gains	-\$11,061	-\$5,249				\$2,611							
248-000-699.661	Transfer In from Motor Pool													
248-000-699.677	Transfer In from HR Fund													
	TOTAL REVENUE	\$536,071	\$556,103	\$649,561	\$487,207	\$614,464	\$683,613	\$584,151	\$545,531	\$584,151	\$599,201	\$603,353	\$599,876	\$599,876

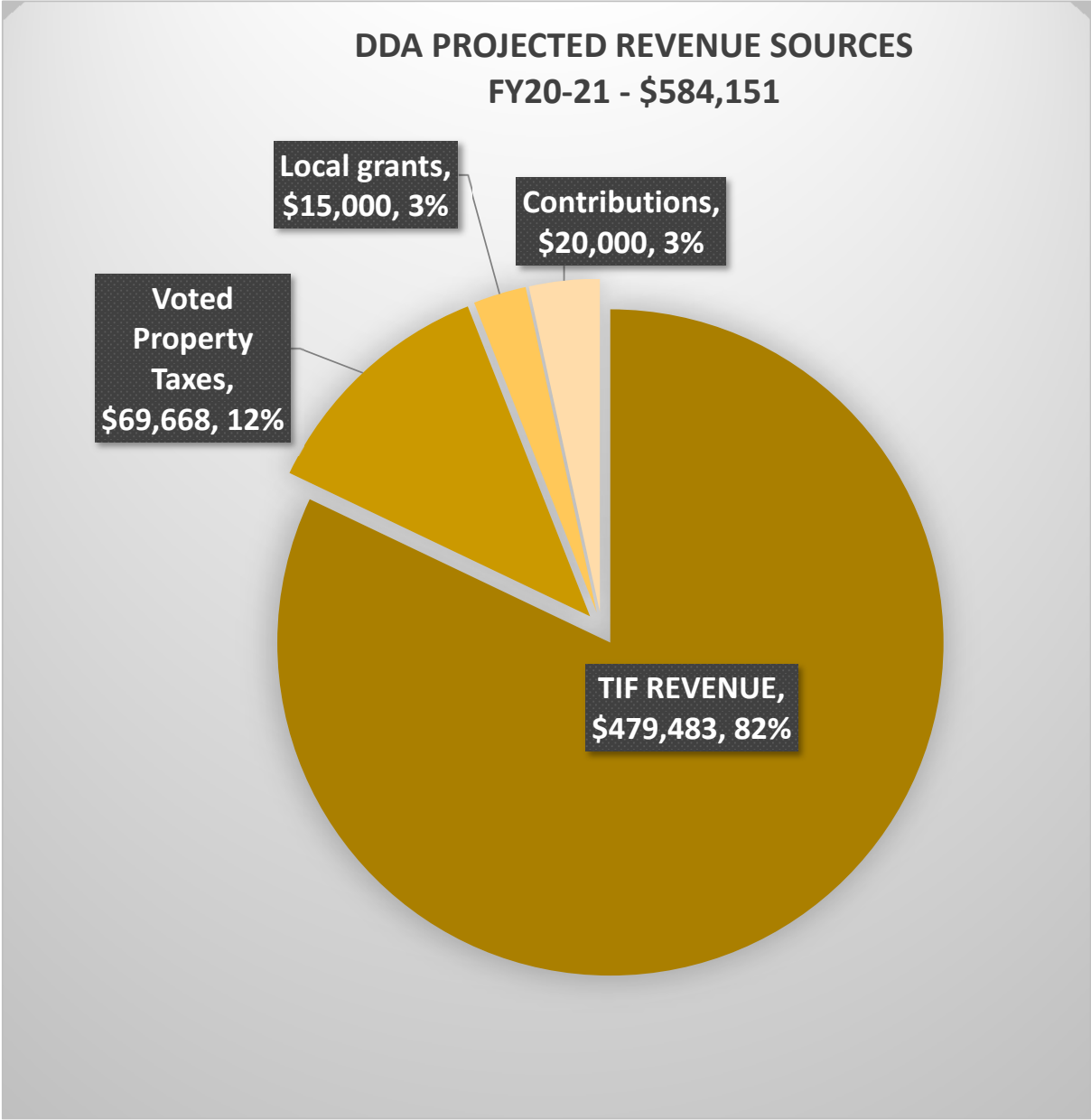
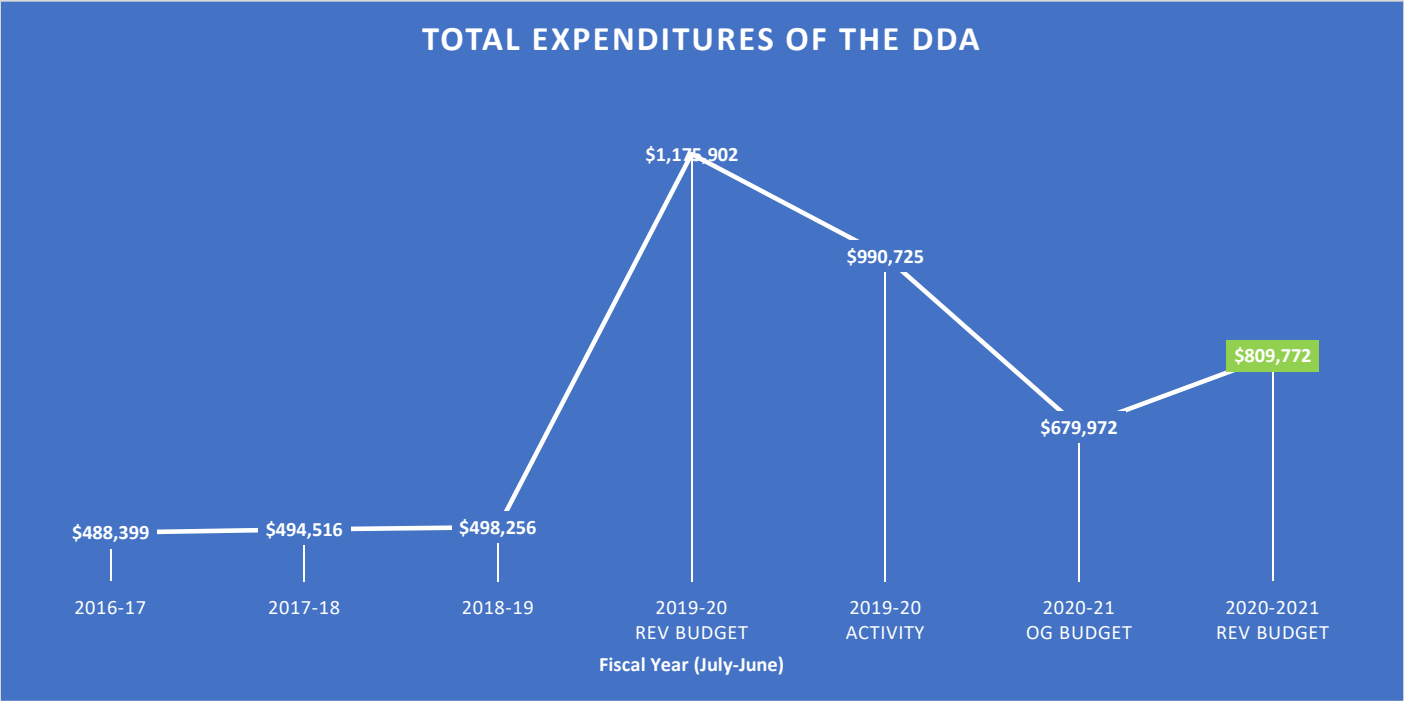
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		2016-17	2017-18	2018-19	2019-2020 BUDGETED	2019-20 REV BUDGET	2019-20 ACTIVITY	2020-21 OG BUDGET	2020-21	2020-2021 REV BUDGET	2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	REVISED BUDGET	ACTIVITY *not audited yet	BUDGET	ACTIVITY TO DATE (July-Nov 2020)	REVISED BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
GL NUMBER	DESCRIPTION													
248-000-706.000	Full Time Personnel	\$132,325	\$157,413	\$151,752	\$159,423	\$128,850	\$111,052	\$122,160	\$39,316	\$122,160	\$127,657	\$133,402	\$139,405	\$145,678
248-000-707.000	Part-Time Personnel				\$0	\$12,000	\$9,179	\$5,000	\$0	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000
248-000-709.000	Overtime													
248-000-714.000	Holiday Pay													
248-000-714.100	Sick Pay - Annual				\$0	\$5,478	\$5,478							
248-000-715.000	Social Security	\$10,004	\$11,833	\$11,401	\$12,196	\$10,775	\$10,494	\$9,345	\$3,104	\$9,345	\$9,766	\$10,205	\$10,664	\$11,144
248-000-716.000	Health - premiums	\$26,818	\$16,895											
248-000-716.100	Health Insurance			\$18,858	\$19,431	\$6,000	\$10,119	\$7,171		\$7,171	\$7,530	\$7,906	\$8,301	\$8,716
248-000-716.110	Health Insurance - EE Contribution	-\$1,676	-\$694	-\$1,023	-\$2,591	-\$288	-\$138	-\$360	\$70	-\$360	-\$378	-\$397	-\$417	-\$438
248-000-716.115	Health Insurance - Retiree													
248-000-716.150	Health Insurance Waiver					\$3,002	\$3,070	\$4,000	\$1,262	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
248-000-716.736	Health - OPEB Funding													
248-000-717.000	Life Insurance - EE	\$213	\$318	\$290	\$211	\$106	\$150	\$211		\$211	\$211	\$211	\$211	\$211
248-000-718.000	Pension- ICMA-RC 401	\$9,050	\$10,828	\$10,157	\$11,160	\$7,898	\$7,667	\$8,551	\$2,752	\$8,551	\$8,936	\$9,338	\$9,758	\$10,197
248-000-719.000	Fringe Benefits	\$12,379	-\$2,974	\$3,560	\$0	\$9,500	\$2,312							
248-000-721.000	Longevity													
248-000-725.000	Workers Compensation	\$704	\$1,857	\$1,775	\$858	\$858		\$862		\$862	\$866	\$866	\$866	\$866
	TOTAL STAFF EXPENSES	\$189,817	\$195,476	\$196,770	\$200,688	\$184,179	\$159,384	\$156,940	\$46,505	\$171,940	\$163,588	\$170,531	\$177,789	\$185,376
248-000-730.000	Postage, Mail processing	\$48	\$13		\$500	\$500		\$500		\$500	\$500	\$500	\$500	\$500
248-000-740.000	Operating Supplies	\$34,558	\$31,947	\$27,013	\$22,000	\$7,500	\$13,567	\$9,000	\$5,863	\$4,500	\$6,000	\$8,000	\$7,000	\$8,500
248-000-740.248	Operating - DDA Special Projects		\$245	\$245										
248-000-747.000	Grant Activity													
248-000-752.000	Motor Fuel / Lubricants													
248-000-775.000	Repair & Maintenance	\$495	\$1,096	\$473	\$1,000	\$1,000		\$1,000		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
248-000-802.000	Audit/Actuarial Fees	\$1,000	\$1,014	\$103	\$1,010	\$1,010		\$1,200		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
248-000-818.000	Contractual Services	\$26,878	\$5,100	\$78,761	\$15,000	\$162,500	\$88,573	\$112,200	\$37,694	\$80,030	\$59,200	\$32,200	\$32,200	\$32,200
248-000-818.600	Contractual Services - Special													
248-000-853.000	Phone/Communications	\$951	\$555	\$772	\$0	\$800	\$130	\$800		\$800	\$800	\$800	\$800	\$800
248-000-853.116	Telecom - Cell Phone EE Reimb.				\$2,340	\$1,560		\$1,560		\$1,560	\$1,650	\$1,650	\$1,650	\$1,650

						Sent to Council		Sent to Council		Updated to reflect impacts of COVID	not update post COVID	not update post COVID	not update post COVID	not update post COVID
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GL NUMBER	DESCRIPTION													
248-000-873.000	Training/Education	\$9,849	\$15,107	\$10,107	\$12,000	\$11,000	\$5,105	\$18,500	\$300	\$6,000	\$18,500	\$20,000	\$20,000	\$20,000
248-000-885.000	Special programs	\$20,018	\$22,612	\$20,984	\$25,000	\$20,000	\$18,235	\$35,000	\$17,258	\$65,000	\$35,000	\$36,500	\$36,500	\$36,500
248-000-885.500	Special Programs- Public Art			\$1,308		\$3,000	\$300	\$10,000		\$25,000	\$10,000	\$15,000	\$15,000	\$15,000
248-000-900.000	Printing & Publishing	\$752	\$3,252	\$8,259	\$8,000	\$11,500	\$3,218	\$11,500	\$5,055	\$11,500	\$12,000	\$12,000	\$12,000	\$12,000
248-000-914.000	Liability Insurance	\$1,796	\$9,527		\$1,800	\$1,800		\$1,800		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
248-000-920.000	Utilities	\$10,261	\$7,064	\$13,984	\$7,200	\$10,000	\$7,191	\$10,000	\$1,270	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
248-000-931.000	Facilities Maintenance	\$137,595	\$153,107	\$78,055	\$180,000	\$195,000	\$126,010	\$195,000	\$2,897	\$240,000	\$200,000	\$210,000	\$215,000	\$215,000
248-000-931.441	Facilities Maintenance - DPW													
248-000-940.200	Equipment Leases - Non-City owned													
248-000-942.000	Building Rental	\$1,773	\$1,974	\$1,958	\$2,000	\$2,400	\$373	\$2,400		\$2,400				
248-000-943.000	Equip Rental Alloc - General Fund	\$2,740	\$546	\$248	\$600	\$600	\$874	\$600		\$600	\$600	\$600	\$600	\$600
248-000-956.000	Miscellaneous	\$428	\$758	\$7,331	\$50,800	\$500	\$58,873	\$0		\$0	\$0	\$0	\$0	\$0
248-000-958.000	Memberships & Dues	\$1,148	\$722	\$1,818	\$3,500	\$2,000	\$1,845	\$3,500	\$300	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
248-000-961.101	General Fund Admin Allocation	\$14,422	\$16,673	\$16,508	\$16,018	\$16,018	\$18,863	\$14,972		\$14,972	\$16,261	\$16,957	\$16,957	\$16,957
248-000-965.100	Contributions to General Fund				\$0	\$205,000	\$205,000	\$0		\$0	\$0	\$0	\$0	\$0
248-000-965.585	Contributions to Auto Parking				\$0	\$250,000	\$250,000	\$55,000		\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
248-000-968.000	Depreciation Expense	\$23,050	\$22,913	\$16,117			\$17,224							
248-000-970.000	Bad Debt													
248-000-974.000	Public Improvements	\$10,820	\$4,815	\$12,500	\$15,000	\$15,000	\$6,000	\$15,000		\$15,000	\$0	\$0	\$0	\$0
248-000-977.000	Capital Outlay			\$4,785	\$300,000	\$73,035	\$9,959	\$23,500	\$5,421	\$97,470	\$20,000	\$20,500	\$21,000	\$21,500
248-000-977.115	Printing and Scanning Devices			\$157										
248-000-996.000	Interest Expense													
	TOTAL NON STAFF EXPENSES	\$298,582	\$299,040	\$301,486	\$663,768	\$991,723	\$831,341	\$523,032	\$76,058	\$637,832	\$453,011	\$447,207	\$451,707	\$453,707
TOTAL APPROPRIATIONS		\$488,399	\$494,516	\$498,256	\$864,456	\$1,175,902	\$990,725	\$679,972	\$122,562	\$809,772	\$616,599	\$617,738	\$629,496	\$639,083
NET OF REVENUES - APPROPRIATIONS		\$47,672	\$61,587	\$151,305	-\$377,249	-\$561,438	-\$307,111	-\$95,821		-\$225,621	-\$17,398	-\$14,385	-\$29,620	-\$39,207
ESTIMATED REVENUES - FUND 248		\$536,071	\$556,103	\$649,561	\$487,207	\$614,464	\$683,613	\$584,151		\$584,151	\$599,201	\$603,353	\$599,876	\$599,876
APPROPRIATIONS - FUND 248		\$488,399	\$494,516	\$498,256	\$864,456	\$1,175,902	\$990,725	\$679,972		\$809,772	\$616,599	\$617,738	\$629,496	\$639,083
NET OF REVENUES/APPROPRIATIONS - FUND 248		\$47,672	\$61,587	\$151,305	-\$377,249	-\$561,438	-\$307,111	-\$95,821		-\$225,621	-\$17,398	-\$14,385	-\$29,620	-\$39,207
BEGINNING FUND BALANCE		\$797,831	\$845,505	\$907,092	\$1,058,397	\$1,058,397	\$1,058,397			\$751,286				
FUND BALANCE ADJUSTMENTS														
ENDING FUND BALANCE		\$845,503	\$907,092	\$1,058,397	\$681,148	\$496,959	\$751,286			\$525,665				

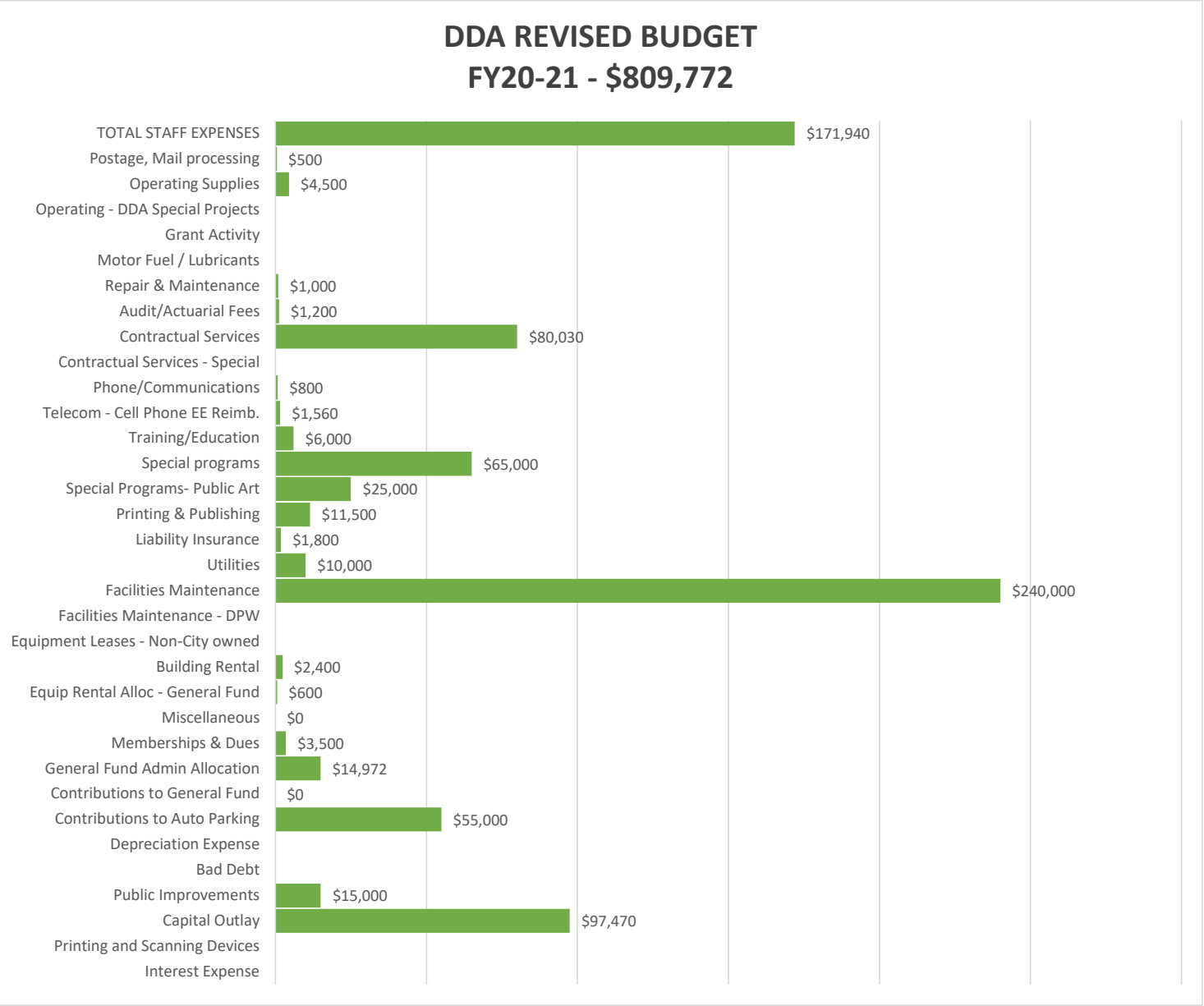
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GL NUMBER	DESCRIPTION													
							<i>*estimated</i>			<i>*estimated</i>				



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GL NUMBER	DESCRIPTION													



**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Contract for Landscaping and Maintenance with the City of Ferndale Department of Public Works in the amount of \$75,000 for the remainder of FY21, and \$172,000 for FY20. Additional approval for Addendum A for Snow Removal and De-Icing Services as a pilot program with a maximum budget not to exceed \$40,000 for FY21.

INTRODUCTION

In December 2018, the Downtown Development Authority (DDA) entered into a Landscaping and Maintenance Agreement with the Department of Public Works (DPW). Previously, responsibility for this work had been handled through private contractors. The current contract expires on December 1, 2020.

The proposed contract is 19 months in length with an option for 2 additional annual contract extensions. This will place the contract on a fiscal year schedule which facilitates proper budgeting and planning.

The scope of work remains largely unchanged, with a new emphasis placed on litter and infrastructure maintenance. Addendum A was also added to provide costs for snow removal and de-icing services. It is recommended that this service be provided as a COVID-19 response to keep downtown Ferndale attractive, as well as to hopefully provide some relief to businesses. A maximum budget of \$40,000 is anticipated to be sufficient for the season; however, the DDA and DPW will continually monitor these expenditures.

SUMMARY & BACKGROUND

The Department of Public Works is pleased to have the opportunity to partner with the Ferndale Downtown Development Authority to provide landscaping and maintenance services over the past two years. It has been a pleasure being able to serve the DDA in this capacity and strengthen our relationship during this time. The City of Ferndale, through its Department of Public Works (‐DPW‐) would like to extend the landscaping and maintenance contract.

This proposal details our Scope of Work and the proposed fees for the stated services. Over the course of the current contract period, the Department of Public Works was able to achieve a noticeable difference in the level of service provided to the DDA. Our employees showed their experience,

dedication, and their hard work shows within the DDA District..

During our initial assessment of the district, we noticed some neglected landscaping and public areas. We focused our efforts on bringing up the high traffic areas to the standard that DDA and the community of Ferndale deserve. We anticipated the first year of the contract to require additional hours and costs to bring the DDA District back up to acceptable standards. Our team was also able to do this without tapping into the additional hours approved during the first year of the contract.

An area that we truly showed innovation and a willingness to assist the DDA was within the ancillary services we were able to provide. Our team was able to assist with place making projects, signage, added lighting, PPE events, and so on. The holiday lighting received a bit of an overhaul this past year and our team was able to execute that large undertaking. The team took pride in all that we accomplished and look forward to the next chapter in our partnership. Overall, the difference in the downtown between today and a couple years ago is noticeable. We plan on focusing our future efforts on the flower beds that have not been addressed, an increased attention on litter, and working with the DDA on a schedule for infrastructure maintenance.

We would like to have the initial term of the agreement for a period of one year and seven months. The first term of this agreement will get both the DDA and DPW on track with the fiscal year. Following the initial term of the contract, upon mutual agreement, we are proposing two consecutive one-year terms. The Fee Proposal is in Exhibit B. of the Scope of Work. We are also willing to providing some level of snow removal and de-icing that you will find in Addendum A.

Sincerely,
Dan Antosik
Deputy Director
Department of Public Works
City of Ferndale
dantosik@ferndalemi.gov
248-546-2525 ex. 602

BUDGETARY CONTEXT

The original contracts were adopted on a calendar year basis, with an annual budget of \$165,000. The first year of contract expenditures totaled \$158,210, which included \$10,000 of sidewalk repairs. The second year of contract expenditures (December 2019 - current) to date total \$123,000. While this will increase with staff hours dedicated to holiday light installation in late November, it will be lower than usual due to reduced service demands as a result of COVID-19.

The FY21 Budget Amendment proposed on 11.19.20 reflects this proposal. The original amount budgeted for the contract in FY21 is \$165,000. This should be sufficient to cover costs incurred in the current fiscal year to date along with the proposed \$75,000 for the period of 12/1/2020 – 6/30/2021. An additional \$40,000 was included to cover Addendum A for Snow Removal/De-Icing. The FY22 budget will need to be increased to \$172,000.

CIP#

STRATEGIC PLANNING CONTEXT

Supported Infrastructure

RECOMMENDED ACTION

Approval of 19 Month Contract for Landscaping and Maintenance with the City of Ferndale Department of Public Works in the amount of \$75,000 for the remainder of FY21, and \$172,000 for FY20. Additional approval for Addendum A for Snow Removal and De-Icing Services as a pilot program with a maximum budget not to exceed \$40,000 for FY21.

ATTACHMENTS:

[DDA-DPW Maintenance Contract_Nov 2020.pdf](#)

11/9/2020

Lena Stevens
Executive Director
Ferndale Downtown Development Authority
300 E. 9 Mile Road
Ferndale, MI 48220

Subject: DDA Landscaping and Maintenance Contract Extension

Dear Ms. Stevens

The Department of Public Works is pleased to have the opportunity to partner with the Ferndale Downtown Development Authority to provide landscaping and maintenance services over the past two years. It has been a pleasure being able to serve the DDA in this capacity and strengthen our relationship during this time. The City of Ferndale, through its Department of Public Works ("DPW") would like to extend the landscaping and maintenance contract.

This proposal details our Scope of Work and the proposed fees for the stated services. Over the course of the current contract period, the Department of Public Works was able to achieve a noticeable difference in the level of service provided to the DDA. Our employees showed their experience, dedication, and their hard work shows within the DDA District.

During our initial assessment of the district, we noticed some neglected landscaping and public areas. We focused our efforts on bringing up the high traffic areas to the standard that DDA and the community of Ferndale deserve. We anticipated the first year of the contract to require additional hours and costs to bring the DDA District back up to acceptable standards. Our team was also able to do this without tapping into the additional hours approved during the first year of the contract.

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We would like to have the initial term of the agreement for a period of one year and seven months. The first term of this agreement will get both the DDA and DPW on track with the fiscal year. Following the initial term of the contract, upon mutual agreement, we are proposing two consecutive one-year terms. The Fee Proposal is in Exhibit B. of the Scope of Work. We are also willing to providing some level of snow removal and de-icing that you will find in Addendum A.



Department of Public Works
521 E. Cambourne
Ferndale, MI 48220
248.546.2519
www.ferndalemi.gov

We look forward to the opportunity to continue growing our partnership and providing landscaping and maintenance services to the Ferndale Downtown Development Authority.

Sincerely,

Dan Antosik
Deputy Director
Department of Public Works
City of Ferndale
dantosik@ferndalemi.gov
248-546-2525 ex. 602

Exhibit A. Scope of Work

General specifications

The work to be performed under this agreement shall include furnishing all labor, material, vehicles, and equipment to perform the following.

Scope of work

This work shall include all labor, materials, equipment, supplies and to maintain flowerpots, hanging baskets, and flower beds in an attractive, healthy and weed free condition. Water shall be available at the city yard. All work shall be performed in a professional manner, using quality methods. All equipment and material shall be operated and maintained with the highest of standards. All flower beds shall receive no less than the following:

- Beds shall be maintained in a clean, crisp condition. They shall be kept healthy-looking and above average in vigor for the specific variety.
- Only the appropriate weed control products will be allowed in landscape and flower bed areas after they are planted and established. The appropriate depth of mulch is encouraged in these areas as a form of weed control and to enhance its attractiveness.
- All flower beds and baskets shall be watered regularly and adequately to fit the nature of the plant, the type of soil, and the location and exposure. Fertilizer will be applied during the watering process as needed.
- The DDA will be notified immediately if disease, pest or lack of vigor are observed. Control of these issues will be arranged by DPW according to environmental protection and local pest-control laws.
- Dead or diseased plants shall be removed promptly from all beds and properly disposed of. Broken, damaged or unsightly flowers or sections of plants shall be properly removed promptly and replaced at cost to the DDA.
- Beds shall be maintained free of weeds. No individual weed (including Grasses) shall remain more than one week. Acceptable weed density within the above shall not exceed over two weeds per square foot over the worst half of any bed.
- Where interplanting of a permanent nature exist within the area or bounds of a given Flower bed, such interpolating's shall be protected and compatibly natured. This will include trees, shrubs, etc.
- Where removal of a plant or lack of growth detracts measurably from a planting, the DDA shall be notified.
- Trash, waste, and other unsightly matters shall be removed regularly and disposed of properly, at no additional cost to DDA.

Hours and days of maintenance service

Hours of operations shall be primarily from 5 a.m. to 3 p.m., though the city may elect to provide additional coverage as needed. Days of operation shall be Monday through Saturday. Sunday and evening work will be scheduled as needed. The number of hours required each week to perform the duties is outlined in the City of Ferndale DDA fee proposal.

New plant materials/purchase and guarantee

The Department of Public Works is responsible for labor, adequate storage, and delivery of plant materials. A list of estimated prices for materials and supplies shall be provided prior to replacement.

- **Plant materials**
Plant materials shall conform to the “Horticultural standards” of the American Association of Nurserymen regarding kind, size, age, etc.
- **Plants**
Plants shall be sound, healthy, vigorous, free from plant disease, insect pest or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters and shall be free from any noxious weeds.
- **Caliper**
Measure caliper of all trees six inches above ground surface. All new trees planted shall be a minimum of 3 inch in caliper when possible.
- **Shape and form**
Plant materials shall be symmetrical and/or typical for variety and species.
- **Quality of plants**
All plant material shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the DDA.
- **The DDA will provide additional funding for purchase of plant materials and any other required work/supplies above and beyond this agreement.** About 600-800 flats of flowers are to be planted annually. Cost of installation shall be covered in the hours outlined in The DDA fee proposal.
- **Guarantee**
All shrubs and perennials shall be purchased with a guarantee to live and remain in healthy condition for no less than one year from the date of acceptance by the DDA of the planting (job). All trees shall be purchased with a guarantee to live and remain in healthy condition for no less than two years from the date of acceptance by the DDA of the planting (job).
- **Purchasing**
The DPW is a member of multiple organizations that source from competitiveness bid contracts. We also have relationships and knowledge of vendors across industries. We will be able to assist in purchasing material. In some cases, we can realize economies of scale when purchasing material for both the DDA and DPW.

Weeding

All landscape areas – including tree grates, landscape beds, sidewalks, and parking lots on 9 Mile, Troy, Vester, Planavon, Allen and Woodward from Saratoga to Breckenridge (east & west) (outlined on map) and in the DDA walkways shall be weeded frequently so that at no time shall there be any weeds. With regards to parking lots, weeds around bumper blocks, meter, and signpost, etc., shall be controlled via use of pesticides or other cultural means. Where tree plantings exist in a parking lot, an appropriate weed control program must be utilized to eradicate the pest and ensure the health of the tree focusing on the dripline area. Tree grates outside of the DDA area will be maintained outside of this agreement by DPW.

Watering

Because water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to the sun, wind, shade and location in the individual sites. The variations in the size of the plants installed, as well as the varieties, shall be taken into considerations. To determine when watering is required, a soil probe shall be used every week in each landscape site to test the root zone of one or more plants of each variety. Water will be provided at the DPW yard.

Pruning

All pruning shall be performed as required by the DDA according to the aesthetic requirements of the City and the DDA, as follows:

Trees (DBH 10" or less)

- (1) Corrective pruning shall consist of removing dead and/or broken branches. Interfering or crossed limbs shall be removed along with any suckers. All limb removals shall be made flush to the trunk or limb from which they originate.
- (2) Aesthetic pruning shall be performed to maintain the natural shape and characteristics of the variety. Central leaders shall be maintained in those varieties normally having them. Pruning shall be performed as often as growth allows and at least once a year to have the trees appear neat and orderly. No additional compensation will be given for aesthetic pruning.
- (3) Pruning schedule and practices shall be determined in concert with the City of Ferndale's sustainability goals and processes.

Shrubs

All shrubs shall be pruned to retain their natural form and proportionate size to each other, at least 3 times/year, or as needed.

Ground cover

All ground cover shall be pruned as necessary to a neat edge along all walls and sidewalks. Any runners that start to climb any of the shrubs or trees shall be pruned.

Flower beds

Definition

Flower beds shall include all areas where six or more annual flowers or plants are grouped and planted for aesthetic purposes. The presence of other plants interplanted does not change the

flower bed classification. Bed parameters shall be defined as all areas up to 18" beyond the edge flower or at the nearest designed edging or boundary.

Sites

The grounds and areas to be maintained, include but are not limited to the areas adjacent to the metered parking lots within the district; the Henry Schiffer Memorial park; the north and south DDA District, pedestrian alleys; the streetscape plantings on Nine Mile from Paxton to Pinecrest and on West Troy from Woodward to Allen. Flower beds are located at the Woodward Avenue median from Marshall to Oakridge, 9 Mile Road (north and south sides) from Paxton to Pinecrest), West Troy from Woodward to Allen, Henry Schiffer Memorial Park, Withington from Woodward to Planavon on the south side of the street, the decorative entrance to Lot 3 at both west and northeast ends and parking lots where other beds are located, such as Loy 9 , Lot 10, Troy Street, Lot 3, Lot 2 and Lot 11. Note: The DDA has approximately 186 hanging basket and 40 free-standing pots. Additional flower beds may be added through the life of the agreement. DPW will manage start up, repairs and winterization of irrigation system in the mentioned areas of the DDA.

Flowerpots, hanging baskets and flower beds

Flowerpots, hanging baskets and flower beds need the highest standard of care. Watering shall be regular and sufficient to maintain a crisp, healthy, weed-free appearance. DPW will supply equipment, labor, and fertilizer to maintain the flowers and water supplied from the DPW yard.

Mulching

Approximately 80-200 yards of double shredded hardwood mulch is necessary for installation in landscape area in the DDA areas. Each year, a pre-determined amount of mulch will be required, and paid for by the DDA under separate billing. Installation of mulch is included in the agreement hours.

Planting

DPW is responsible for delivery and installation of materials, these materials will be stored at one of the DPW yards during the installation period. All flower bed annuals, hanging baskets and planters must be installed by Memorial Day, unless otherwise directed by the DDA. Perennials, trees, and shrubs should be planted during appropriate seasons based on species, unless replacement materials or otherwise directed by DDA. Fall removal of beds, landscape areas, hanging baskets and planters depends on the season.

Spring & fall clean up

DPW shall perform a spring and fall clean-up of all bed, landscape areas, hanging baskets and planters. Spring clean-up shall be completed by May 15th and fall clean-up shall be completed by November 1st depending on the weather.

Light pole banners & holiday decorations

Light pole banners on 9 Mile need changing throughout the year and maintenance checks that all banners are still attached. DDA will supply banners and notify DPW of what banners will be installed. DPW will supply labor, materials, and equipment to change and maintain banners. Work shall be done

during normal business hours. Banner changes will be completed in a timely manner. There are also third-party events held within the city that sometimes request banner changes for their events on behalf of their organization. All banner changes placed on City light poles must be approved, in advance, by Ferndale. All banner changes outside of the scope of the above list must be approved by the DDA and Ferndale and billed to the third-party organization. DPW will be the only contractor allowed to change banners throughout the duration of the agreement.

Holiday decorations on Ferndale light poles and landscaping on Woodward, 9 Mile, Troy street, Planavon and pedestrian alleys are required to be installed one week prior to Thanksgiving each year starting November 15th. Removal of the holiday decorations will be on or before February 1st depending on the season. DPW will supply labor, materials, and equipment to change and maintain holiday decorations (which requires a lift for the snowflake globes). Work shall be done during normal business hours.

Debris

Litter and debris shall be removed daily from all landscaped ground, sidewalks, parking lots & bays and other DDA areas, including flower and shrub beds. Removal of litter and debris from city parking lots shall be done by the DPW. All litter and debris shall be disposed of properly at no additional cost to the DDA. Periodic debris around and in the waste, containers may need removal. DPW will schedule blowing and street sweeping as needed for the district (as indicated on map). Litter and debris removal on foot will be required as needed per week in the otherwise designated areas of the DDA, called the Extended DDA Areas. See DDA area map for details and locations. Tree wells on Woodward north of Breckenridge and south of Saratoga are handled by DPW outside of this agreement.

Infrastructure Maintenance

DPW will work with DDA staff to identify maintenance needs of infrastructure items located within the district. Both parties will work together to identify a maintenance schedule of the needs. DPW will be responsible for providing the labor to address the maintenance concerns. The DDA will be responsible for any materials and equipment that may be needed to address any repairs.

Landscaping and clean-up

Grounds and areas

The grounds and areas to be maintained, include but are not limited to the areas adjacent to the metered parking lots within the district, the Henry Schiffer Memorial park, the north and south DDA District, pedestrian alleys, the streetscape plantings on Nine Mile from Paxton to Pinecrest and those on West Troy from Woodward to Allen. Flower beds are located at the Woodward Avenue median from Marshall to Oakridge, 9 Mile Road (north and south sides) from Paxton to Pinecrest), West Troy from Woodward to Allen, Henry Schiffer Memorial Park, Withington from Woodward to Planavon on the south side of the street, the decorative entrance to Lot 3 at both west and northeast ends and parking lots where other beds are located, such as Loy 9 , Lot 10, Troy Street, Lot 3, Lot 2 and Lot 11.

General cleanliness

Power washing of sidewalks and pedestrian alleys will occur twice a year in the spring and fall. This service will be scheduled during times where there will be minimal impact to the businesses and pedestrians. Power washing dumpster areas and trash receptacles in the core downtown area shall be power washed once per month or as needed to maintain a clean and safe appearance – weather permitting. The Department of Public Works will be responsible for any graffiti eradication and control to city property under this agreement, they will not be responsible for replacement cost of plant materials destroyed due to vandalism.

DDA Boundaries

Grounds and areas definitions

The areas of maintenance of the DDA are: West Nine Mile (north and south sides) from Woodward to Pinecrest; all vehicular and pedestrian alleys in the DDA; West Troy (north and south sides) from Woodward to Allen; Vester from Woodward Bermuda (north and south sides); East Breckenridge from Woodward to East Breckenridge parking lot (north and south sides) Planavon from Nine Mile to Withington including Henry Schiffer Park; Withington (north and south sides) from Woodward to Planavon; East Nine Mile (north and south sides) from Woodward to east corner properties of Paxton (north and south sides); Woodward (east and west sides) from Oakridge to south corner properties at Marshall; East Troy (north and south sides) from Woodward to Lot 11; and West Breckenridge (north and south sides) from Woodward to the Lot 2; all public lots, except City Hall.

Exceptions to maintenance areas

Medians & tree wells along Woodward Avenue, except flower beds, from Saratoga to Marshall and Breckenridge to Oakridge are not included. Flower beds along Nine Mile between Livernois and Pinecrest are not included. They are maintained by DPW outside of this agreement.

Personnel

Supervisory

DPW shall have at least one full-time Leader dedicated solely to the DDA's maintenance services program. A list of contact numbers for the leader and pertinent crew members will be provided to the DDA.

Data

DPW can collect and analyze data. DPW would need direction on what data and metrics the DDA would like to see. We will be using our data collection to increase the efficiency and effectiveness of our team.

Ancillary services

As the needs of the DDA changes, DPW would be open to providing additional services and flexible hours on a case by case basis, any modifications to this agreement must be agreed upon by both parties in writing and results documented.

Exhibit B. Fee Proposal

The Department of Public Works proposes a not to exceed structure based on an hourly rate for services provided under the Scope of Work. The initial term of the agreement will be split into the two following periods:

Initial Contract Period

12/1/2020 – 6/30/2021

Hourly Rate: \$36.84

Total Cost: \$75,000.00

Total Estimated Hours: 2,035

7/1/2020 – 6/30/2022

Hourly Rate: \$37.57

Total Cost: \$172,000.00

Total Estimated Hours: 4,578

The DDA will only be billed for hours worked providing services covered under the Scope of Work. Any service the DDA requires not covered under the Scope of Work must be agreed upon by both parties and documented. The cost of providing additional service may or may not be covered under the fee proposal.

Optional Contract Extensions

The Department of Public Works proposes a not to exceed structure based on an hourly rate for services provided under the Scope of Work. The extensions to the agreement will have a 2% cost increase per year. The extensions to the agreement will span the two following periods:

7/1/2022 – 6/30/2023

Hourly Rate: \$38.32

Total Cost: \$175,440.00

Total Estimated Hours: 4,578

7/1/2023 – 6/30/2024

Hourly Rate: \$39.08

Total Cost: \$178,948.00

Total Estimated Hours: 4,578

The DDA will only be billed for hours worked providing services covered under the Scope of Work. Any service the DDA requires not covered under the Scope of Work must be agreed upon by both parties and documented. The cost of providing additional service may or may not be covered under the fee proposal.

Addendum A.

The DPW would be willing to provide snow removal and/ or de-icing services for the DDA at an additional cost. Snow removal services would be provided for any snow event above 2 inches in snowfall. The costs for both services are below.

Snow Removal

Normal Business Hours: \$155.16/HR

Overtime at Time and a Half: \$194.76/HR

Double Time (Sunday): \$234.37/HR

Snow removal events would occur at the end of a snowfall. The DPW will not maintain the sidewalks within the DDA throughout a snowfall event. This service will only be provided following a snow event. The DPW will not be responsible for clearing snow directly in front of the entrance to a building and on private property. The DPW will only push the bulk snow on the sidewalks for pedestrian traffic. DPW estimates that each snow event may take up to 5 hours to fully clear sidewalks within the DDA. The number of occurrences is difficult to predict – possibility of 20 to 40.

De-icing

Per Event: \$200.00

De-icing will occur as needed and will cover the sidewalks in the district for pedestrian traffic. The DPW will not be responsible for clearing snow directly in front of the entrance to a building and on private property. DPW will not provide spot de-icing. When de-icing services are provided, the DPW will cover the district in one pass and return as needed. The number of occurrences is difficult to predict – possibility of 40 to 75.

AGREEMENT

This Agreement ("Agreement") is made this _____ day of _____, 2020, by and between the City of Ferndale, ("Ferndale"), a Michigan Municipal Corporation, with an address at 300 E. Nine Mile Road, Ferndale, Michigan 48220 and the Ferndale Downtown Development Authority ("DDA"), with an address at 300 E. Nine Mile Road, Ferndale, Michigan 48220;

The DDA is interested in a feasible, efficient, and economic method to provide landscaping and maintenance services within the DDA jurisdictional boundaries ("Area").

Ferndale, through its Department of Public Works ("DPW") is willing and interested in providing landscape and maintenance services to the DDA in the DDA Area,

NOW, THEREFORE, in the consideration of the mutual promises, obligations, representations, and assurances set forth in this Agreement, the parties agree to the following:

1. The specifications for the one year and seven-month Agreement between Ferndale and DDA is detailed in the Exhibit A. Scope of Work, provided by DPW, attached, and incorporated by reference as **Exhibit 1**.
2. Payment for services performed will be based upon the fee proposal as submitted and set forth in Exhibit B. Fee Proposal, which is incorporated by reference and made part of this agreement.
3. Upon the completion of this Agreement, Ferndale and DDA will have the ability to extend the agreement for two consecutive, one year terms upon written agreement of both parties and based upon the fee proposal as submitted and set forth in Exhibit B. Fee Proposal- Optional Contract Extensions section, which is incorporated by reference and made part of this agreement.
4. The Parties agree to include Addendum A within the Scope of Work for Snow removal and/or de-icing services based on the terms and conditions set forth in Addendum A which is incorporated by reference and made part of this agreement.
5. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the DDA or Ferndale.
6. Absent a written waiver, no act, failure or delay by either DDA or Ferndale to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either DDA or Ferndale shall subsequently affect its right to require strict performance of this Agreement.
7. Nothing contained herein shall be construed to make the employees of either party the employees of the other or to render either party liable for such other party's debts or obligations.

8. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
9. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
10. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the city manager or executive director of the respective party. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt, (2) the next business day when notice is sent express mail delivery services or personal delivery; (3) three days after mailing first class or certified U.S. mail.
11. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan and venue is acknowledged as proper in the court set forth above.
12. Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by both DDA and Ferndale. .
13. This agreement represents the entire Agreement and understanding between DDA and Ferndale. This Agreement shall supersede all other oral or written Agreements between DDA and Ferndale with respect to this matter. The language of this Agreement shall be construed as a whole according to its fair meaning, is a negotiated document and shall not be construed strictly for or against either party.
14. This Agreement may be executed in two or more counter parts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. The effective date shall be the date the last party has executed the Agreement.
15. The undersigned represent and warrant that they have full authority to execute this Agreement on behalf of their respective parties without the consent or joinder of any other person or party.

IN WITNESS WHEREOF, the Ferndale Downtown Development Authority and the City of Ferndale have caused this Agreement to be signed and executed on the day and year first above written.

City of Ferndale

By: _____
Melanie Piana, Mayor

By: _____
Marne McGrath, Clerk

Date: _____

**Ferndale
Authority**

Downtown

Development

By: _____

Its: _____

Date: _____