

**City of Ypsilanti**  
**Downtown Development Authority**  
**Board of Directors Meeting**  
**Thursday, September 20th, 2018 – 8:30 a.m.**

**Agenda**

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

**1. Call to Order**

**2. Roll Call**

Amanda Edmonds	P	A	Danielle Milner	P	A
Kayia Robinson	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Ylondia Portis	P	A
Ben Harrington	P	A	Dieter Otto	P	A
Andrew French	P	A	Janette Rook	P	A

**3. Introductions**

**4. Approval of Agenda (X)\***

**5. Approval of August 16<sup>th</sup>, 2018 Minutes (X)\***

**6. Audience Participation (3 minutes each)**

**7. Staff Report/Financial Report (X) -**

**8. Standing Committee Reports**

Operations and Finance Committee-

Ypsi Glow Sponsorship (X)\*

Maple Street Lot Policy(X)\*

Depot Town Signage Discussion\*

**9. Old Business**

**10. New Business**

**a. Annual Meeting Discussion**

**11. Proposed Business**

**12. Staff Updates:**

**13. Announcements/Comments**

**14. Public Participation**

**Next Meeting: September 20th, 2018 8:30am SPARK EAST**

Key: (\*) = items requiring Board action (X) = documents attached in board packet

**City of Ypsilanti**  
**Downtown Development Authority**

**Board of Directors Meeting**

**Thursday, August 16th, 2018 – 8:30 a.m.**

**Minutes**

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

**1. Call to Order**

**2. Roll Call**

Amanda Edmonds	P	Danielle Milner	P
Kayia Robinson	P	Andrew O’Neal	P
Adam Gainsley	A	Ylondia Portis	P
Ben Harrington	P	Dieter Otto	P

**3. Introductions**

Current Board members introduced themselves to the newly appointed board members.

Ylondia Portis- Brandhrt (located at spark)

Danielle Milner- Do Better (branding firm- W. Cross)

Kayia Robinson- Hinton Real Estate

All three are sworn into the DDA board positions.

**4. Election of officers.**

- Amanda Edmonds explained the nomination process to the group.  
Joe Meyers explained rolls and time commitment of each position.

*Nomination of YDDA Chair*

- Dieter Otto - motioned to nominate Ben Harrington for the position of Chair of the Ypsilanti Downtown Development Authority. Andrew O’Neal supported the motion.
- Andrew O’Neal closed the nomination, Dieter Otto supported the motion.
- The board approved the nomination. Motion Carried.

*Nomination of YDDA Vice Chair*

- Amanda Edmonds motioned to nominate Ylondia Portis for the position of Vice Chair of the Ypsilanti Downtown Development Authority. Dieter Otto supported the motion.
- The board approved the nomination. Motion carried.

**5. Approval of Agenda (X)\***

Dieter Otto motioned to approve the agenda and Amanda Edmonds supported the motion. Motion passed.

**6. Approval of June 21st, 2018 Minutes (X)\***

Dieter Otto motioned to approve the June 21st, 2018 meeting notes and Andrew O'Neal supported the motion. Motion carried.

**7. Audience Participation (3 minutes each)**

Emanuel Jones mentor2youth - October 20th Taste of Ypsi at Freighthouse to raise money to launch second location.

**8. Staff Report/Financial Report (X) - will be discussed at the end.**

**9. Standing Committee Reports n/a**

**10. Old Business**

**RAC Lot-**

- Requested letters from RAC were handed to DDA board: see attached
- Emily Tuesday (RAC Director) talked about increasing activity during the day at RAC and claimed that the vehicles that do not own permits are in fact using RAC facilities. RAC has developed staff parking in the back of the building.
- DDA makes about \$7,200 a year on this lot and staff estimates costs of maintaining this lot \$3500 a year over the next ten years.
- Amanda Edmonds suggested renting the southern half of lot to RAC at a reduced rate.
- Andrew O'Neal suggested the DDA sell the whole lot for \$3000 a year to RAC and get out of parking business. RAC would then manage the space and do what they want with it.
- Barry Larue (secretary of RAC board) speaks about the history of the lot and concept of the lot.
- Amanda Edmonds was interested in Andrews's proposal, but stressed that there is a cost doing business. RAC has paid no rent on a giant facility since its inception, which is a generous gift from DDA. DDA should be looking at parking strategy around all three districts before making a big move.
- Danielle Milner states that parking is something that is an issue for more than RAC- the DDA must serve the business community as well. She suggested donating three spots, but to keep the rest of permits for businesses under DDA's control.
- Staff updates board about what has been found in RAC/ DDA minutes pertaining to purchasing masonic building and where the founders (according to the minutes) planned to use parking for events (Riverside Lot).
- Ben Harrington asked about rates and cycles, asked about when parking study will start.
- Ylondia Portis stated that the DDA has a responsibility to the businesses in the community. She doesn't think we should pull ourselves out of the parking game. We need to pause and look at the strategy and see how these spots are factored in the overall parking strategy for the city.
- Amanda Edmonds motioned to create a pilot program where the DDA would continue to permit and delineate spaces on north side, but rent out the south side to RAC at a reduced rate for 8 months. After eight months, the DDA board

would reevaluate the situation. RAC will have right of first refusal for up to the total amount of spaces on the south side. Danielle Milner supported the motion. Roll call vote. Motion passed- unanimous.

- Emily Tuesday asks about who will be responsible for plowing the sidewalk. Staff informed her that this will be looked into.

## **11. New Business**

### *Committee Appointments*

- Ylondia Portis will sit on Operations and Finance Committee for the next meeting but not committed to all meetings.
- Danielle Milner was appointed to the Operations and Finance Committee.

### *Grant application review-*

- The decision on the MEDC facade grant the DDA applied for will be made on the 20th. There are four projects in queue, and receiving this grant would change these applications. Staff asks for new grant application- to be ready for when and if we receive this grant.
- Dieter Otto explain to new board members how we hand out grants to storefront businesses.

### *First Fridays Discussion-*

- Staff has been meeting with Spark to forge a relationship between the DDA, Spark, and First Fridays Ypsilanti. The DDA is having conversations about combining tech and art.
- DDA is interested in financial sponsorship for First Fridays Ypsilanti along with the in-kind sponsorship we have been providing.
- Ylondia Portis requested the mission, vision, and values of First Fridays Ypsilanti and to have access to information to learn more about the organization.

### *Octoberfest-*

- Depot town was planning for a homecoming event block party but EMU cut out much of the funding. To replace, the event, Depot Town wants to throw a Octoberfest in partnership with the DDA. There will be a Cross Street closure- October 20th. More details to come.

## **12. Proposed Business**

## **13. Staff Updates:**

New website is live!

## **14. Announcements/Comments**

## **15. Public Participation**

**Next Meeting: September 20th, 2018 8:30am SPARK EAST**

Key: (\*) = items requiring Board action (X) = documents attached in board packet

August 2018 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Flywheel WordPress Hosting	\$165.00	\$33.00	\$24.75	\$107.25	operating Supplies	Website Host
Hadroun Advertising and Web	\$23.00	\$4.60	\$3.45	\$14.95	operating Supplies	Website Host
Congdons Ace Hardware	\$4.59			\$4.59	Operating Supplies	Gloves for dumpster cleanup
Michigan Downtown Association	\$300.00	\$60	\$45.00	\$195.00	Memberships	Annual membership
Crawford Door Sales	\$1,290.00			\$1,290.00	TIF Projects	Dumpster door repair
WHCanon	\$250.00			\$250.00	Waste Management	Dumpster Corral Clean out
WHCanon	\$1,958.57	\$274.20	\$332.96	\$1,351.41	Streetscape Maintenance	Streetscape maintenance
Republic Services	\$3,841.39			\$3,841.39	Waste Management	Dumpster Pickup 8/01-8/31
Concentrate Media	\$2,500.00	\$125.00	\$650.00	\$1,725.00	TIF Projects	On The Ground
Invisible Engines	\$3,480.00	\$1,160.00	\$1,160.00	\$1,160.00	TIF Projects	Website Host
A2Y Chamber	\$100.00	33.33	33.33	\$33.34	Marketing Promo Grant	Ypsi/Tasty
<b>Total</b>	<b>\$13,912.55</b>	<b>\$1,690.13</b>	<b>\$2,249.49</b>	<b>\$9,972.93</b>		

**W. Cross St. Revenue Expenses Report**

<b>9/20/18</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	
						<u>% Collected</u>	
Operating Millage (1.8282)		11,550		1,690		9,860	15%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		1,690		113,371	1%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	
						<u>% Incurred</u>	
Operating Costs		7,412		221		7,191	3%
TIFA Expenses		87,851		1,690		86,161	2%
<u>Total</u>		95,263		1,911		93,352	2%
<u>Revenues Over (Under) Expenses</u>		19,798		-221			
Fund Balance as of FYE June 2017*		129,793					
Projected Appropriation for FYE June 2018		19,798					
Projected Fund Balance June 2018		149,591					
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance		0					

### Depot Town Revenue Expenses Report

<b>9/20/18</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		3,395		8,155	29%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		3,395		111,666	97%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		5,533		180		5,353	3%
TIFA Expenses		92,639		3,027		89,612	3%
<u>Total</u>		98,172		3,206		94,966	3%
<u>Revenues Over (Under) Expenses</u>		16,889		188			
Fund Balance as of FYE June 2017*		125,065					
Projected Appropriation for FYE June 2018		16,889					
Projected Fund Balance June 2018		141,954					
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance		5,000					
Ypsi Food Coop Rehab		5,000					

### Downtown Revenue Expenses Report

<b>9/20/18</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		34,244		12,178		22,066	36%
TIFA		268,236		7,150		261,086	3%
<u>Total</u>		302,480		19,328		283,152	6%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		28,527		856		27,671	3%
TIFA Expenses		270,849		11,303		259,546	4%
<u>Total</u>		299,376		12,159		287,217	4%
<u>Revenues Over (Under) Expenses</u>		3,104		7,169			
Fund Balance as of FYE June 2017*		93,040					
Projected Appropriation for FYE June 2018		3,104					
Projected Fund Balance June 2018		96,144					
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance		0					





CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

275-DEPOT TOWN DDA  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DTDA W CROSS OPER - 18%	7,560	11,550	0.00	1,690.31	9,859.69	85.37
DTDA W CROSS TIF - 5%	18,636	103,511	0.00	0.00	103,511.00	100.00
DTDA E CROSS OPER. - 16%	7,135	8,278	0.00	3,394.89	4,883.11	58.99
DTDA E CROSS TIF - 26%	<u>92,743</u>	<u>109,681</u>	<u>0.00</u>	<u>0.00</u>	<u>109,681.00</u>	<u>100.00</u>
TOTAL REVENUES	126,074	233,020	0.00	5,085.20	227,934.80	97.82
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EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPER - 18%	6,313	7,412	0.00	220.82	7,191.18	97.02
DTDA W CROSS TIF - 5%	18,636	87,851	0.00	1,690.46	86,160.54	98.08
DTDA E CROSS OPER. - 16%	6,632	5,533	0.00	179.91	5,353.09	96.75
DTDA E CROSS TIF - 26%	<u>66,320</u>	<u>92,639</u>	<u>0.00</u>	<u>3,026.56</u>	<u>89,612.44</u>	<u>96.73</u>
TOTAL EXPENDITURES	97,901	193,435	0.00	5,117.75	188,317.25	97.35
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REVENUES OVER/ (UNDER) EXPENDITURES	28,173	39,585	0.00 (	32.55)	39,617.55	100.08
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CITY OF YPSILANTI  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2018

275-DEPOT TOWN DDA

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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	126,074	233,020	0.00	5,085.20	227,934.80	97.82

CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
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DTDA W CROSS OPER - 18%

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7270-728-00 OFFICE SUPPLIES	223	240	0.00	0.00	240.00	100.00
275-7-7270-730-00 POSTAGE	36	37	0.00	0.00	37.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	86	100	0.00	37.60	62.40	62.40
275-7-7270-807-00 AUDIT FEES	442	507	0.00	30.00	477.00	94.08
275-7-7270-818-00 CONTRACTUAL SERVICES	3,533	3,925	0.00	0.00	3,925.00	100.00
275-7-7270-822-10 GENERAL LIABILITY	90	100	0.00	90.00	10.00	10.00
275-7-7270-826-10 LEGAL SERVICES	738	500	0.00	0.00	500.00	100.00
275-7-7270-853-00 TELEPHONE	165	298	0.00	3.22	294.78	98.92
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	184	204	0.00	0.00	204.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	440	500	0.00	0.00	500.00	100.00
275-7-7270-940-00 RENT	180	771	0.00	0.00	771.00	100.00
275-7-7270-957-00 BOOKS AND MAGAZINES	27	30	0.00	0.00	30.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	169	200	0.00	60.00	140.00	70.00
TOTAL EXPENDITURES	6,313	7,412	0.00	220.82	7,191.18	97.02

TOTAL DTDA W CROSS OPER - 18%	6,313	7,412	0.00	220.82	7,191.18	97.02
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DTDA W CROSS TIF - 5%

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-818-01 CONTRACT WITH CITY 35%	3,731	34,486	0.00	0.00	34,486.00	100.00
275-7-7271-818-02 ADMIN CONTRACT-CITY	2,900	12,760	0.00	0.00	12,760.00	100.00
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	3,000	5,000	0.00	1,285.00	3,715.00	74.30
275-7-7271-820-02 STREETScape MAINTENANCE	3,255	3,255	0.00	372.13	2,882.87	88.57
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	1,000	0.00	0.00	1,000.00	100.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	400	1,000	0.00	33.33	966.67	96.67
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	0	15,000	0.00	0.00	15,000.00	100.00
275-7-7271-971-27 BUILDING REHAB	5,000	15,000	0.00	0.00	15,000.00	100.00
TOTAL EXPENDITURES	18,636	87,851	0.00	1,690.46	86,160.54	98.08

TOTAL DTDA W CROSS TIF - 5%	18,636	87,851	0.00	1,690.46	86,160.54	98.08
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DTDA E CROSS OPER. - 16%

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7290-728-00 OFFICE SUPPLIES	198	180	0.00	0.00	180.00	100.00
275-7-7290-730-00 POSTAGE	32	27	0.00	0.00	27.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	75	0.00	28.20	46.80	62.40
275-7-7290-807-00 AUDIT FEES	640	380	0.00	10.00	370.00	97.37

CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7290-818-00 CONTRACTUAL SERVICES	3,140	2,994	0.00	0.00	2,994.00	100.00
275-7-7290-822-10 GENERAL LIABILITY	80	75	0.00	80.00 (	5.00)	6.67-
275-7-7290-826-10 LEGAL SERVICES	656	375	0.00	0.00	375.00	100.00
275-7-7290-853-00 TELEPHONE	146	148	0.00	16.71	131.29	88.71
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	163	153	0.00	0.00	153.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	391	375	0.00	0.00	375.00	100.00
275-7-7290-940-00 RENT	936	578	0.00	0.00	578.00	100.00
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	23	0.00	0.00	23.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	<u>150</u>	<u>150</u>	<u>0.00</u>	<u>45.00</u>	<u>105.00</u>	<u>70.00</u>
TOTAL EXPENDITURES	6,632	5,533	0.00	179.91	5,353.09	96.75

TOTAL DTDA E CROSS OPER. - 16% 6,632 5,533 0.00 179.91 5,353.09 96.75

DTDA E CROSS TIF - 26%

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EXPENDITURES

275-7-7291-818-01 CONTRACT WITH CITY 35%	30,137	36,996	0.00	0.00	36,996.00	100.00
275-7-7291-818-02 ADMIN CONTRACT-CITY	15,080	13,340	0.00	0.00	13,340.00	100.00
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	332.96	4,045.04	92.39
275-7-7291-820-04 SEASONAL PLANTING	425	425	0.00	850.27 (	425.27)	100.06-
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	900	1,500	0.00	0.00	1,500.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	400	1,000	0.00	33.33	966.67	96.67
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	15,000	0.00	0.00	15,000.00	100.00
275-7-7291-971-27 BUILDING REHAB	5,000	15,000	0.00	0.00	15,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	<u>5,000</u>	<u>5,000</u>	<u>0.00</u>	<u>1,810.00</u>	<u>3,190.00</u>	<u>63.80</u>
TOTAL EXPENDITURES	66,320	92,639	0.00	3,026.56	89,612.44	96.73

TOTAL DTDA E CROSS TIF - 26% 66,320 92,639 0.00 3,026.56 89,612.44 96.73

TOTAL EXPENDITURES 97,901 193,435 0.00 5,117.75 188,317.25 97.35  
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REVENUES OVER/(UNDER) EXPENDITURES 28,173 39,585 0.00 ( 32.55) 39,617.55 100.08

CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

413-DOWNTOWN DEV AUTH  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DOWNTOWN DDA OPER. 66%	34,374	34,244	1,200.00	12,178.04	22,065.96	64.44
DOWNTOWN DA TIF 69%	<u>283,173</u>	<u>268,236</u>	<u>0.00</u>	<u>7,150.00</u>	<u>261,086.00</u>	<u>97.33</u>
TOTAL REVENUES	317,547	302,480	1,200.00	19,328.04	283,151.96	93.61
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EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DDA OPER. 66%	30,242	28,527	0.00	856.12	27,670.88	97.00
DOWNTOWN DA TIF 69%	<u>261,647</u>	<u>270,849</u>	<u>0.00</u>	<u>11,302.55</u>	<u>259,546.45</u>	<u>95.83</u>
TOTAL EXPENDITURES	291,889	299,376	0.00	12,158.67	287,217.33	95.94
	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	25,658	3,104	1,200.00	7,169.37	( 4,065.37)	130.97-
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
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DOWNTOWN DDA OPER. 66%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7230-402-00 CURRENT PROPERTY TAXES	27,719	27,489	0.00	10,583.53	16,905.47	61.50
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	100	100	0.00	15.61	84.39	84.39
413-4-7230-445-02 INTEREST ON CURRENT TAXES	50	50	0.00	0.00	50.00	100.00
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	1.10	3.90	78.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	0	0	1,200.00	1,500.00	( 1,500.00)	0.00
413-4-7230-664-00 INTEREST EARNINGS	1,000	600	0.00	77.80	522.20	87.03
413-4-7230-694-01 MISCELLANEOUS REVENUE	<u>5,500</u>	<u>6,000</u>	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>100.00</u>
TOTAL REVENUES	34,374	34,244	1,200.00	12,178.04	22,065.96	64.44

TOTAL DOWNTOWN DDA OPER. 66%	34,374	34,244	1,200.00	12,178.04	22,065.96	64.44
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DOWNTOWN DA TIF 69%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	22,405	8,000	0.00	0.00	8,000.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	232,568	229,036	0.00	0.00	229,036.00	100.00
413-4-7231-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	0.00	7,200.00	100.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	21,000	24,000	0.00	7,050.00	16,950.00	70.63
413-4-7231-694-01 MISCELLANEOUS REVENUE	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>100.00</u>	<u>( 100.00)</u>	<u>0.00</u>
TOTAL REVENUES	283,173	268,236	0.00	7,150.00	261,086.00	97.33

TOTAL DOWNTOWN DA TIF 69%	283,173	268,236	0.00	7,150.00	261,086.00	97.33
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TOTAL REVENUES	<u>317,547</u>	<u>302,480</u>	<u>1,200.00</u>	<u>19,328.04</u>	<u>283,151.96</u>	<u>93.61</u>
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CITY OF YPSILANTI  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
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DOWNTOWN DDA OPER. 66%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7230-728-00 OFFICE SUPPLIES	817	780	0.00	0.00	780.00	100.00
413-7-7230-730-00 POSTAGE	132	113	0.00	0.00	113.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	314	325	0.00	126.79	198.21	60.99
413-7-7230-807-00 AUDIT FEES	1,618	1,648	0.00	160.00	1,488.00	90.29
413-7-7230-818-00 CONTRACTURAL SERVICES	12,954	12,757	0.00	0.00	12,757.00	100.00
413-7-7230-822-10 GENERAL LIABILITY	5,495	5,095	0.00	330.00	4,765.00	93.52
413-7-7230-826-10 LEGAL SERVICES	2,707	1,625	0.00	0.00	1,625.00	100.00
413-7-7230-853-00 TELEPHONE	604	642	0.00	44.33	597.67	93.10
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	673	663	0.00	0.00	663.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,614	1,625	0.00	0.00	1,625.00	100.00
413-7-7230-940-00 RENT	2,594	2,506	0.00	0.00	2,506.00	100.00
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	100	98	0.00	0.00	98.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	<u>620</u>	<u>650</u>	<u>0.00</u>	<u>195.00</u>	<u>455.00</u>	<u>70.00</u>
TOTAL EXPENDITURES	30,242	28,527	0.00	856.12	27,670.88	97.00

TOTAL DOWNTOWN DDA OPER. 66%	30,242	28,527	0.00	856.12	27,670.88	97.00
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DOWNTOWN DA TIF 69%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-818-01 CONTRACT WITH CITY 35%	81,399	80,179	0.00	0.00	80,179.00	100.00
413-7-7231-818-02 ADMIN CONTRACT-CITY	40,020	31,900	0.00	0.00	31,900.00	100.00
413-7-7231-820-00 TIF PROJECTS	10,000	10,000	0.00	4,175.00	5,825.00	58.25
413-7-7231-820-01 IRRIGATION SYSTEM	120	120	0.00	0.00	120.00	100.00
413-7-7231-820-02 STREETScape MAINTENANCE	15,000	15,000	0.00	2,702.82	12,297.18	81.98
413-7-7231-820-03 WASTE MANAGEMENT	24,000	24,000	0.00	4,391.39	19,608.61	81.70
413-7-7231-820-04 SEASONAL PLANTING	2,500	2,500	0.00	0.00	2,500.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	1,000	0.00	0.00	1,000.00	100.00
413-7-7231-920-00 DTE ELECTRIC BILL	150	150	0.00	0.00	150.00	100.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	400	1,000	0.00	33.34	966.66	96.67
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	10,000	0.00	0.00	10,000.00	100.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	0	10,000	0.00	0.00	10,000.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	<u>83,058</u>	<u>85,000</u>	<u>0.00</u>	<u>0.00</u>	<u>85,000.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	261,647	270,849	0.00	11,302.55	259,546.45	95.83

TOTAL DOWNTOWN DA TIF 69%	261,647	270,849	0.00	11,302.55	259,546.45	95.83
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TOTAL EXPENDITURES	291,889	299,376	0.00	12,158.67	287,217.33	95.94
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REVENUES OVER/(UNDER) EXPENDITURES	25,658	3,104	1,200.00	7,169.37 (	4,065.37)	130.97-
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## **City of Ypsilanti DDA Staff Report August 2018**

**Website:** Staff continues to update business directory and available properties. The website was fully launched and are working to add new pictures

**Community Outreach and Partnerships:** Met with most business owners to discuss their needs and to inform them on DDA updates. Staff routinely meets with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership.

**Downtown Dumpster Management:** Staff has collected dumpster payment for the next 4 month cycle and is promoting the system and conducting weekly maintenance on the enclosures. Staff has sent out clear user guidelines, and working to get the computer systems updated.

**Press/Communications:** We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff continues to work with Concentrate Media on the On The Ground Program.

**YDDA Bookkeeping and Budget:** Staff continues to monitor the budget and make recommendations to the Operations and Finance Committee as necessary. The City is implementing a Purchase Order system.

**Streetscape Maintenance:** Maintenance of flower pots and hanging baskets continues. Staff working on holiday lighting for the winter.

**Grants:** Staff has updated the grant application, and raised the cap for facade work. All DDA businesses have been notified and the next grant deadline is Friday, October 5th.

**New Businesses:** n/a

**Businesses Closing:** n/a

**Additional:** Staff is coordinating and planning a Celebration in Depot Town, an event that is taking place on Saturday, October 20th.

### **Staff Hours for August**

Joe – Business attraction, meeting coordination, DDA Outreach, Travel to Lansing request for Façade Grant, partner meetings, marketing, website, Budget preparation, meeting coordination, DDA outreach, DDA board and committee meetings, business attraction - 50 Hours

Elize – Business check-ins, DDA dumpster maintenance, website site content creation, distribution, collection and processing of dumpster invoice, DDA board and committee meetings, First Fridays support and mapping, promote DDA news and businesses via social media, special projects- 116 Hours

Bonnie –social media support, mapping and website help – 12 Hours

Cindy – Available properties and social media support – 20 Hours

Nan – Budget – 15 Hours

**City of Ypsilanti  
Downtown Development Authority  
Operations and Finance Committee Meeting  
Wednesday September 12th, 2018 – 8:30 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Adam Gainsley	A	Ben Harrington (C)	A
Andy French	P	Ruth Ann Jamnick	P
Danielle Milner	P	Ylondia Portis	P

Andy French to serve as Chair for this meeting.

**III. Introductions:**

**IV. Approval of Agenda (X)\***

- Danielle Milner motioned to approve the agenda and Andy French supported the motion. The committee approved the agenda. Motion Carried.

**V. Approval March 12, 2018 Minutes (X)\***

- Ylondia Portis motioned to approve the June 13, 2018 meeting notes and Danielle Milner supported the motion. Motion carried.

**VI. Audience Participation:**

- Mark Teachout ( Ollie/Cream & Crumb) - Encouraged DDA board and sub-committees to consider a new policy for the rental of the Maple Street Lot. He stated that the mission of DDA is to focus on parking for the districts.
- Linda French (Sidetrack)- Gave a brief history of the lot, and how the rental of the lot affects business in Depot Town.

**VII. Old Business: N/A**

● **Maple Street Parking Lot Policy Discussion**

Joe Meyers explained that events want to be able to rent the lot. In the past it's been used as a fundraiser for the Depot town Merchants or the Boy Scouts have just used the lot during Heritage Fest sometimes without the City's consent. In the past, usage of the lot has spurred disagreements with organizations like the Farmers market. These were reasons why there was a need for the policy initially.

The policy passed in 2017, and the DDA has utilized the parking lot rental policy twice so far, both in the same month. When this policy was actually used, Depot Town Merchants were not happy asked for policy to be addressed.

Currently the DDA has no rentals until a decision is made about changing the policy.

Joe Meyers gave an explanation of the funding of the lot. Funds for lot came from the TIF fund, which is not direct payment from the business owners. The businesses pay a millage that can only be used for operating expenses. There was a misunderstanding of how the lot got paid for, but ultimately the millage funds pay into the implementation of lot rental.

The committee read over the policy.

Andy French recommended to make a motion to amend the current parking policy to halt any future rental of the lot.

Mark Teachout stated that with the coming of Thompson Block, parking will get worse He would like the committee to include valet parking for weddings at the Freighthouse as something that would be barred as well.

Joe Meyers informed the committee that monitoring valet would have to come from the police department, as most of these sorts of events fall on nights and weekends. What the DDA can do is to inform the Freighthouse they cannot block spaces for valet because that would fall under rental of the lot.

Ylondia Portis made a motion to recommend the YDDA Board amend the current parking policy to halt any future rental of the lot. Danielle Milner supported the motion. Motion passed- unanimous.

- **Depot town signage Proposal**

In June 2018, the DDA board talked about changing the off green signage in Depot Town. It is outdated and muted.

The committee is handed design concepts.

The cost for refreshing these signs is roughly \$8,000, but staff is still working on getting some competing quotes.

Ylondia Portis stated that she wants to see the bigger picture. What is the overall image or perspective that depot town is trying to convey?

Andy French would like to see a broader branding effort.

Danielle Milner stated that this seems to be about dividing the districts. Sub-branding the districts weakens the community as a whole.

Ylondia Portis stated that this project is not ready yet, and the DDA needs to take a step back, and look for a connectivity as a whole. She suggested that the DDA gets all the branding pieces together

Andy French suggested matching fonts and color palate to be utilized throughout the districts.

Danielle Milner suggested that the DDA identify some objectives, or what we want to accomplish.

Linda French spoke about the CVB project that already did citywide wayfinding.

Committee agreed that the DDA to go to CVB and start a discussion.

Mark Teachout pointed out that the issue is that Depot Town already has signs that need attention. Creating a rebranding will just slow down the process for what needs to be addressed.

Ylondia Portis made a motion that the Chair of the DDA appoints a sub-committee that includes members of the DDA, and looks at what CVB and wayfinding project did and come back in 2 month time limit with a more concrete plan. The DDA must be mindful of district needs and time limits. Danielle Milner supported the motion. Motion passes- unanimous.

- **Ypsi Glow funding request-**

Joe Meyers reminded the committee that the DDA is revamping its support of Ypsi events.

Joe Meyers gave a brief description of the event and discussed the proposal that was in the packet.

Ypsi Glow has requested \$2,100 in sponsorship.

Danielle Milner motioned to recommend the Board approve the Ypsi Glow Funding Request in the amount of 2,100 to be split between the three DDA Districts. Ylondia Portis supported the motion. Motion passed- unanimous.

## **VII. New Business: N/A**

**VIII. Proposed Business:** N/A

**IX. Announcements/Comments:**

Joe Meyers has been promoted to Economic Development Director for the City of Ypsilanti. We are in the process of backfilling current position.

**X. Public Participation:**

**XI. Next Meeting:** October 10th, 8:30 am at SPARK East

Key: (\*) = items requiring Board action (X) = documents attached in board packet



**PO BOX 7616  
Ann Arbor, MI 48107**

[wonderfoolproductions@gmail.com](mailto:wonderfoolproductions@gmail.com)

[ypsiGLOW.org](http://ypsiGLOW.org)

[wonderfoolproductions.org](http://wonderfoolproductions.org)

### **About ypsiGLOW**

For the third year, WonderFool Productions (WFP), the producers of FestiFools and FoolMoon, is teaming up with the Ypsilanti community to propose a month-long project of artist and community creative workshops that culminate at [ypsiGLOW](http://ypsiGLOW.org), a light-filled celebration in Downtown Ypsilanti on Friday evening, October 26th.

Artists are hired to lead creative workshops that are community-wide or within an organization. At the community workshops, local artists educate and empower people of all ages and backgrounds to make glowing art, like papier-mâché luminaries and light-up costumes. WFP also partners with local organizations to host creative workshops for their members. All workshop participants are invited to share and celebrate their creations at ypsiGLOW on October 26th. In 2017, WFP hosted 21 workshops with 22 hired artists, 16 organizational partners, and over 507 workshop attendees.

WFP commissions artists to create pieces for the event. Local artists activate downtown storefronts with installations, showing how vibrant downtown Ypsilanti can be. Several of these windows come to life during the event. Additional artists are commissioned to make elaborate, giant luminaries and original work, including video projections, performance art, live painting, shadow puppets. The grant proposal will support the window installation and event commissioned artists.

The month long activity culminates at sunset on Friday October 26<sup>th</sup> when downtown Ypsilanti will glow brightly with hundreds of community and artist creations, for a night of dancing, interactive art activities, black-lit stations, street performances, glowing window displays, and more!

### **Project Importance and Desired Outcomes**

ypsiGLOW connects an underserved community through shared experiences and has a ripple effect on Ypsilanti, building a positive brand and investing in the local economy. In 2016, WFP was invited by the Washtenaw County Convention & Visitors Bureau (WCVB), the Ypsilanti District Library and the Downtown Association of Ypsilanti (DAY) to apply their successful community-arts model to the underserved community of Ypsilanti. ypsiGLOW is supported by cultural economic development grants from the Ann Arbor Area Community Foundation (AAACF), WCVB, and Washtenaw County Mini-Grant (program discontinued in 2017) as well as business partnerships and donations.

At the first ypsiGLOW, with the help of [58 community partners and creatives](#), over 1,200 people of all ages and backgrounds danced, delighted, and celebrated their community. In 2017, ypsiGLOW received a mini-grant from the Michigan Council for the Arts and Cultural Affairs grant, matched with a successful KickStarter campaign, to develop an innovative window program, matching businesses, artists and community organizations (awaiting response for the 2018 submission). A local business owner remarked, "I have been to a lot of events, and a lot of first time events and you should be VERY proud of what you were able to accomplish. I also feel like it was the most integrated event I've been to in Ypsi (or anywhere really) and that made me happier than anything."

WonderFool Productions received additional funding for ypsiGLOW 2017 from the WCVB and AAACF (the Washtenaw County Mini-grant program ended in 2016), where participation expanded. ypsiGLOW's desired outcomes are to foster an inclusive event that generates cultural + economic impact downtown to become an Ypsi signature event, built by and for the community.

### **Artist Description**

There are three ways artists participate: facilitating a creative workshop, activating a business storefront, and creating a light-centric piece for the event. WFP Artist Committee collects proposals and hires artists to build aesthetic and engaging components for the event - a unique model that sets the stage for energy between art, artists, and community. In 2016, 19 artists (including musicians) were compensated a total of \$7,800. Additionally, 10 local art and school groups participated.

### **Resource Request**

The success of engagement depends largely on the spectacle of our window and streetscapes. Prior to and during the event, ypsiGLOW relies heavily on the innovation and execution of high-quality art installations to market the event and delight viewers. As an organization, it is important that we offer our artists a stipend. The average amount per artist/group is \$300.

We invite the Ypsilanti Downtown Development Association (DDA) to support ypsiGLOW's artist initiative with a \$2,100 grant. Funding will go toward paying artists for supplies, transportation, logistics planning and other areas associated with production.

We would like to offer your organization the following marketing placements and goodies:

- GLOW VIP activities
- GLOW Swag Bag
- DDA Featured in Thank you Video
- DDA Recognition on a GLOWindow at event
- DDA Recognition on wonderfoolproductions.org and ypsiGLOW.org

## **MAPLE ST. PARKING LOT SPECIAL EVENT USAGE POLICY CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

The purpose of establishing an Maple St. Lot Special Event Usage Policy is to assure that the Ypsilanti Downtown Development Authority (YDDA) maintain a transparent, effective and consistent method to consider requests for exclusive rights to use the Maple St. Lot by third parties during special events.

### **Objectives**

- Ensure that the Depot Town parking infrastructure is used in an equitable way during special events to meet the needs of both the event attendees and the local businesses and residents.
- Promote the Maple St. Lot as a viable parking option during special events in or near Depot Town.
- Create a process that event coordinators and/or community organizations have an opportunity to reserve the use of the Maple St. Lot during special events.
- Ensure that the usage policy is open to a variety of events and community organizations and that each have a fair opportunity to reserve the use of the lot.
- Review the requests in an open manner that potential users of Maple St. Lot will recognize the fairness of the system.
- To establish and build good relations with event coordinators and the greater community.

### **Authority**

The Ypsilanti Downtown Development Authority Board reserves the right to waive all or any part of this policy as determined by a simple majority (51%) of the Board.

### **Reservation of the Maple St. Lot**

The YDDA may approve exclusive use of the Maple St. parking lot during special events to either the event coordinator/organization or non-profit organization. The use of the lot may include parking to support the specific event in an appropriate capacity or be used as a fundraiser for the event or organization.

Requests for the use of the lot should be directed to the YDDA Executive Director and will be reviewed by the Operations & Finance or other appropriate committee for recommendation to the YDDA board for approval. A formal request should be made in writing no less than 30 days prior to the specific event being considered. This request should include the intended use of the lot, the specific time period that the use is requested for, and if being used as a fundraiser, what the potential funds generated will be used for.

Requests will be considered on a first-come first-served basis. If the use is approved, the applicant/requestor will be required to pay a fee of \$250 per day for Class 1 and 2 Events and \$350 per day for Class 3 and 4 events as determined by the special events coordinator. The YDDA board may waive the lot fee if they deem it necessary or supportive of the event. Requests will only be considered for use during special events. At all other times the Maple St. lot will remain open to the general public with all applicable parking restrictions.