

**City of Ypsilanti**  
**Downtown Development Authority**  
**Operations & Finance Committee Meeting**  
**Wednesday June 12, 2019 – 8:30AM**  
**SPARK East 215 W Michigan Ave**

**I. Call to Order:**

**II. Roll Call**

Andrew French

Ruth Ann Jamnick

Zachary Schultz

Danielle Milner

Patton Doyle

Jared Walfish

Jen Eastridge

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

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

**V. Audience Participation:**

**VI. Old Business:**

- DDA Officer Recompense
- Downtown Ambassadors

**VII. New Business:**

- West Cross Capital Improvement Planning
- Legal Services RFP
- Policy Review – Election of Officers

**IX. Proposed Business:**

**IX. Announcements/Comments:** N/A

**X. Audience Participation:** N/A

**XI. Adjourn**

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

Ypsilanti Downtown Development Authority

**City of Ypsilanti Downtown Development Authority  
Operations & Finance Committee Meeting  
Wednesday May 8, 2019 – 8:30AM  
SPARK East 215 W Michigan Ave**

**I. Call to Order:**

**II. Roll Call**

Andrew French	P	Ruth Ann Jamnick	A
Zachary Schultz	P	Danielle Milner	P
Patton Doyle	P	Jen Eastridge	P

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

Danielle Milner motioned to approve the agenda and Jen Eastridge supported the motion.  
Motion carried.

**IV. Approval of Minutes\*(X)** no quorum last meeting

**V. Audience Participation:** n/a

**VI. Old Business:**

- **New Committee Membership**

The committee introduced themselves to Jared Walfish. He moved to College Heights pretty recently, works at U of M, has an MBA. He is interested in serving a committee that makes an impact in Ypsilanti.

Andy french appointed Jared Walfish to the committee.

- **Landscaping Addendum**

Staff drove around with contractor and looked at spots that could have added landscaping. Landscaping will be added to W. Cross.

Tree grates around downtown will be dug out, and a weed barrier will be added/  
Garden bed by Family Fried Chicken will receive a cleanup and pollinator friendly flowers.

*Side note for financials- TIF revenue is coming in.*

**VII. New Business:**

- **Downtown Infrastructure Projects:**

Staff wants to be proactive on working on infrastructure projects or downtown will look like Rice Street in 5-10 years.

Staff wants to know what the appetite is for infrastructure project by the committee.

The DDA has 6k to spend. This would be only enough to address the trees and bike racks. There is a lot more need than resources.

Zachary Schultz asked if it would be better to take care of the danger spots (trip hazards) first and then planting trees. Jared Walfish agreed.

Andy French noted that in the past, business owners were made to fix sidewalks. The committee should be mindful of what they pay for vs. what has been forced on the property owners in the past.

Patton Doyle wanted to see a standard which identifies parties that are responsible for different hazards.

Christopher Jacobs said that Special assessments to force property owners to pay for the sidewalks beaten down because of the high taxes they already pay.

Danielle Milner added that the parking strategy spoke about upgrading streetscape. This falls into line with what we already want to do. We can not pay for a lot right now- but we can make the city more walkable.

Jared Walfish suggest that the committee word the project with a more positive spin.

“We’re going to fix the trees, so you dont have to deal with the sidewalks later” putting a positive spin on the project. “Getting at the root cause.” Pun intended.

Patton Doyle added that cutting trees could be upsetting to some community members.

Andy French would like to see a three year plan to address these issues.

Jen Eastridge asked about temporary fixes. If the DDA can’t afford put trees in where they are missing, can we put something beautiful in the spot to buy us time.

Staff is to identify hot spots.

- **Bench cost sharing application**

The committee was tasked to review one policy per month.

The payment on this cost share is pretty weighted on the DDAs portion of the cost.

Christopher Jacobs updated committee about bench issues on N. Washington St.

Jen Eastridge asked to consider a 50/50 split on items.

Patton Doyle guessed these were set on original prices and not changed in a while.

Jen Eastridge suggested that we include photos of all of items available.

Jared Walfish asked that if we raised the price, would people pay into the system and if not, would the dda end up paying for whole bench anyways?

Patton Doyle suggested including a concrete price for the cost share, not just 50%.

He also asked if trees could be included, possibly with a plaque.

Elize Jekabson mentioned that generally a check is provided with the application, what is the right of refusal if the project doesnt make sense for location.

Daniele Milner trusts staff decisions on the matter.

Andy French asked if there are public nuisance issues if we put the bench in, are we exasperating the issue? Would the DDA be able to remove benches that community is unhappy about.

Jared Walfish asked if the City will be taking out benches the DDA paid for if there are public complaints.

Danielle Milner stressed that this is a great program that helps businesses get what they might not otherwise be able to afford.

Jared Walfish stressed that he is totally for the program, he just wants to make sure that we’re thinking about all the issues.

Could ashtrays be part of this program to help clean up the streets.

Danielle Milner asked that as we approve the work can the committee celebrate the work that has been done in following meetings.

- **Rice streetscape project**

Patrick and brian approached DDA to help work on this project. The sidewalks on Rice Street are wrecked and present huge trip hazards. Most people visiting Depot Town use this entrance and it a pretty embarrassing entrance to our district .

Staff sees this as a major public health issue.

734 is working with DDA to get multiple quotes for the work, which could be upwards of \$20,000.

Patton Doyle pointed out that money has been pulled from parking for plaza lights, not leaving much for another project. Some think this would be the building owners responsibility.

Christopher Jacobs felt that this project fits totally within the parking plan. DDA could pay for parking improvements using bonding capacity, and monetizing the maple st. lot.

Christopher has had conversations with a company about monetizing the maple lot. This is a modest way to introduce paid parking in depot town.

Andy French suggests talking to other communities about their programs with this company.

Andy French is interested in monetizing that lot because Thompson block will take a while to benefit the community- this is a way to ensure revenue from the Thompson block.

Jared Walfish asked what makes the Rice Street project different? Why would we spend 20k at this location and not address the issues elsewhere? How does it look from the outside?

Staff believes that this is a benefit to the district rather than to one property owner, and the extent of damage is huge.

Danielle Milner added that 734 does not own the building. The current building owner does not seem interested in investing in the area.

Andy French asked about pressure from City to building owners to clean up their properties.

Chris Jacobs updated the committee about business inspections that were just passed by city council.

Jen Eastridge stressed to hold contractors accountable for start times and finish times for construction in a high use area.

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

**IX. Announcements/Comments:** N/A

New dumpsters are in place.

Danielle Milner asks that any official minutes reflect any reference to parking.

**XI. Adjourn**

Key: \* = items requiring Committee action (X) = documents attached in packet Ypsilanti Downtown Development Authority

## W. Cross St. Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		7,560		11,745		-4,185	155%
TIFA		105,026		87,803		17,223	84%
<u>Total</u>		112,586		99,548		13,038	88%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		8,968		7,110		1,858	79%
TIFA Expenses		112,359		13,724		98,635	12%
<u>Total</u>		121,327		20,834		100,493	17%
<u>Revenues Over (Under) Expenses</u>		-8,741		78,714			
Fund Balance as of FYE June 2018		128,904					
Projected Appropriation for FYE June 2019		(8,741)					
Projected Fund Balance June 2019		120,163					
*both TIF and Operating Reserves							

## Depot Town Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		12,342		14,381		-2,039	117%
TIFA		115,333		104,613		10,720	91%
<u>Total</u>		127,675		118,994		8,681	7%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		6,581		5,473		1,108	83%
TIFA Expenses		129,802		57,290		72,512	44%
<u>Total</u>		136,383		62,763		73,620	46%
<u>Revenues Over (Under) Expenses</u>		-8,708		56,231			
Fund Balance as of FYE June 2018		149,306					
Projected Appropriation for FYE June 2019		-11,508					
Projected Fund Balance June 2019		137,798					
*both TIF and Operating Reserves							

## Downtown Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		40,211		-5,137	115%
TIFA		570,392		268,902		301,490	47%
<u>Total</u>		605,466		309,113		296,353	51%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,804		23,322		482	98%
TIFA Expenses		566,624		144,228		422,396	25%
<u>Total</u>		590,428		167,550		422,878	28%
<u>Revenues Over (Under) Expenses</u>		15,038		141,563			
Fund Balance as of FYE June 2018		80,563					
Projected Appropriation for FYE June 2019		15,038					
Projected Fund Balance June 2019		95,601					
*both TIF and Operating Reserves							

## YDDA Revenue and Expense Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		54,976		66,337		-11,361	121%
TIFA		790,751		461,318		329,433	58%
<u>Total</u>		<u>845,727</u>		<u>527,655</u>		<u>318,072</u>	<u>62%</u>
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		39,353		35,905		3,448	91%
TIFA Expenses		808,785		215,242		593,543	27%
<u>Total</u>		<u>848,138</u>		<u>251,147</u>		<u>596,991</u>	<u>30%</u>
<u>Revenues Over (Under) Expenses</u>		<u>-2,411</u>		<u>276,508</u>			
Fund Balance as of FYE June 2018		358,773					
Projected Appropriation for FYE June 2019		-5,210					
Projected Fund Balance June 2019		353,563					
*both TIF and Operating Reserves							





CITY OF YPSILANTI  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2019

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275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINING
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DTDA W CROSS OPER - 18%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINING
275-4-7270-402-00 CURRENT PROPERTY TAXES	10,791	7,115	0.00	10,059.30 (	2,944.30)	41.38
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	20	20	0.00	14.32	5.68	28.40
275-4-7270-445-02 INTEREST ON CURRENT TAXES	10	20	0.00	4.25	15.75	78.75
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	2	0	0.00	1.16 (	1.16)	0.00
275-4-7270-664-00 INTEREST EARNINGS	727	405	23.86	1,954.79 (	1,549.79)	382.66
TOTAL REVENUES	11,550	7,560	23.86	12,033.82 (	4,473.82)	59.18

TOTAL DTDA W CROSS OPER - 18% 11,550 7,560 23.86 12,033.82 ( 4,473.82) 59.18

DTDA W CROSS TIF - 5%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINING
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	5,000	5,329	0.00	5,329.09 (	0.09)	0.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	98,511	99,697	0.00	82,474.87	17,222.13	17.27
TOTAL REVENUES	103,511	105,026	0.00	87,803.96	17,222.04	16.40

TOTAL DTDA W CROSS TIF - 5% 103,511 105,026 0.00 87,803.96 17,222.04 16.40

DTDA E CROSS OPER. - 16%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINING
275-4-7290-402-00 CURRENT PROPERTY TAXES	7,531	7,574	0.00	7,411.59	162.41	2.14
275-4-7290-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	15.04	4.96	24.80
275-4-7290-664-00 INTEREST EARNINGS	727	748	23.86	1,954.79 (	1,206.79)	161.34
275-4-7290-694-01 MISCELLANEOUS REVENUE	0	4,000	0.00	5,000.00 (	1,000.00)	25.00
TOTAL REVENUES	8,278	12,342	23.86	14,381.42 (	2,039.42)	16.52

TOTAL DTDA E CROSS OPER. - 16% 8,278 12,342 23.86 14,381.42 ( 2,039.42) 16.52

DTDA E CROSS TIF - 26%  
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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINING
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,000	0	0.00	0.00	0.00	0.00
275-4-7291-439-01 CURRENT TIFA TAXES	105,681	106,954	0.00	104,612.59	2,341.41	2.19
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	0	8,379	0.00	0.00	8,379.00	100.00
TOTAL REVENUES	109,681	115,333	0.00	104,612.59	10,720.41	9.30

TOTAL DTDA E CROSS TIF - 26% 109,681 115,333 0.00 104,612.59 10,720.41 9.30



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275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

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%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAINING
275-7-7270-728-00 OFFICE SUPPLIES	240	252	86.88	162.31	89.69	35.59
275-7-7270-730-00 POSTAGE	37	42	0.00	0.00	42.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	100	105	0.00	37.60	67.40	64.19
275-7-7270-807-00 AUDIT FEES	507	533	0.00	420.00	113.00	21.20
275-7-7270-818-00 CONTRACTUAL SERVICES	3,925	4,121	0.00	3,870.98	250.02	6.07
275-7-7270-822-10 GENERAL LIABILITY	100	1,106	0.00	816.40	289.60	26.18
275-7-7270-826-10 LEGAL SERVICES	500	525	0.00	411.70	113.30	21.58
275-7-7270-853-00 TELEPHONE	298	207	1.69	18.27	188.73	91.17
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	204	500	0.00	504.30 (	4.30)	0.86
275-7-7270-900-00 PRINTING AND PUBLISHING	500	525	4.00	74.27	450.73	85.85
275-7-7270-940-00 RENT	771	810	60.00	660.00	150.00	18.52
275-7-7270-957-00 BOOKS AND MAGAZINES	30	32	0.00	0.00	32.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	200	210	0.00	134.66	75.34	35.88
TOTAL EXPENDITURES	7,412	8,968	152.57	7,110.49	1,857.51	20.71

TOTAL DTDA W CROSS OPER - 18%	7,412	8,968	152.57	7,110.49	1,857.51	20.71
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DTDA W CROSS TIF - 5%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAINING
275-7-7271-818-01 CONTRACT WITH CITY 35%	34,486	34,894	0.00	0.00	34,894.00	100.00
275-7-7271-818-02 ADMIN CONTRACT-CITY	12,760	12,760	0.00	0.00	12,760.00	100.00
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	5,000	8,500	0.00	4,275.34	4,224.66	49.70
275-7-7271-820-02 STREETScape MAINTENANCE	3,255	3,255	1,681.74	2,915.65	339.35	10.43
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	1,000	1,000	0.00	0.00	1,000.00	100.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	1,000	1,000	0.00	833.33	166.67	16.67
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	15,000	35,600	0.00	0.00	35,600.00	100.00
275-7-7271-971-27 BUILDING REHAB	15,000	15,000	0.00	5,700.00	9,300.00	62.00
TOTAL EXPENDITURES	87,851	112,359	1,681.74	13,724.32	98,634.68	87.79

TOTAL DTDA W CROSS TIF - 5%	87,851	112,359	1,681.74	13,724.32	98,634.68	87.79
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DTDA E CROSS OPER. - 16%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAINING
275-7-7290-728-00 OFFICE SUPPLIES	180	192	65.16	128.35	63.65	33.15
275-7-7290-730-00 POSTAGE	27	32	0.00	0.00	32.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	75	80	0.00	28.20	51.80	64.75
275-7-7290-807-00 AUDIT FEES	380	432	0.00	290.00	142.00	32.87

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275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAINING
275-7-7290-818-00 CONTRACTUAL SERVICES	2,994	3,410	0.00	2,903.24	506.76	14.86
275-7-7290-822-10 GENERAL LIABILITY	75	640	0.00	624.80	15.20	2.38
275-7-7290-826-10 LEGAL SERVICES	375	400	0.00	316.21	83.79	20.95
275-7-7290-853-00 TELEPHONE	148	112	8.77	94.94	17.06	15.23
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	153	375	0.00	431.66 (	56.66)	15.11
275-7-7290-900-00 PRINTING AND PUBLISHING	375	400	3.00	55.70	344.30	86.08
275-7-7290-940-00 RENT	578	594	45.00	495.00	99.00	16.67
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	23	24	0.00	0.00	24.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	150	160	0.00	105.44	54.56	34.10
TOTAL EXPENDITURES	5,533	6,851	121.93	5,473.54	1,377.46	20.11

TOTAL DTDA E CROSS OPER. - 16% 5,533 6,851 121.93 5,473.54 1,377.46 20.11

DTDA E CROSS TIF - 26%  
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EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAINING
275-7-7291-818-01 CONTRACT WITH CITY 35%	36,996	37,434	0.00	0.00	37,434.00	100.00
275-7-7291-818-02 ADMIN CONTRACT-CITY	13,340	13,340	0.00	0.00	13,340.00	100.00
275-7-7291-820-02 STREETSCAPE MAINTENANCE	4,378	4,378	1,758.18	2,992.08	1,385.92	31.66
275-7-7291-820-04 SEASONAL PLANTING	425	900	0.00	850.27	49.73	5.53
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,500	0 (	2,800.00)	3,163.00 (	3,163.00)	0.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	1,000	1,000	0.00	758.33	241.67	24.17
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	15,000	42,750	0.00	27,760.00	14,990.00	35.06
275-7-7291-971-27 BUILDING REHAB	15,000	15,000	0.00	0.00	15,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	5,000	15,000	5,286.93	21,766.46 (	6,766.46)	45.11
TOTAL EXPENDITURES	92,639	129,802	4,245.11	57,290.14	72,511.86	55.86

TOTAL DTDA E CROSS TIF - 26% 92,639 129,802 4,245.11 57,290.14 72,511.86 55.86

TOTAL EXPENDITURES 193,435 257,980 6,201.35 83,598.49 174,381.51 67.59  
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REVENUES OVER/(UNDER) EXPENDITURES 39,585 ( 17,719)( 6,153.63) 135,233.30 ( 152,952.30) 863.21





REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2019

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 91.67

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

413-7-7230-728-00 OFFICE SUPPLIES	780	660	282.37	547.36	112.64	17.07
413-7-7230-730-00 POSTAGE	113	110	0.00	0.00	110.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	325	275	0.00	154.77	120.23	43.72
413-7-7230-807-00 AUDIT FEES	1,648	1,395	0.00	1,490.00 (	95.00)	6.81
413-7-7230-818-00 CONTRACTURAL SERVICES	12,757	10,794	0.00	12,580.69 (	1,786.69)	16.55
413-7-7230-822-10 GENERAL LIABILITY	5,095	2,899	0.00	2,690.80	208.20	7.18
413-7-7230-826-10 LEGAL SERVICES	1,625	1,375	0.00	1,281.84	93.16	6.78
413-7-7230-853-00 TELEPHONE	642	543	23.27	251.87	291.13	53.62
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	663	1,625	0.00	1,522.64	102.36	6.30
413-7-7230-900-00 PRINTING AND PUBLISHING	1,625	1,375	13.00	241.38	1,133.62	82.45
413-7-7230-940-00 RENT	2,506	2,120	195.00	2,145.00 (	25.00)	1.18
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	98	83	0.00	0.00	83.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	650	550	0.00	415.40	134.60	24.47
TOTAL EXPENDITURES	28,527	23,804	513.64	23,321.75	482.25	2.03

TOTAL DOWNTOWN DDA OPER. 66%	28,527	23,804	513.64	23,321.75	482.25	2.03
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DOWNTOWN DA TIF 69%  
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EXPENDITURES

413-7-7231-818-01 CONTRACT WITH CITY 35%	80,179	80,833	0.00	0.00	80,833.00	100.00
413-7-7231-818-02 ADMIN CONTRACT-CITY	31,900	31,900	0.00	0.00	31,900.00	100.00
413-7-7231-820-00 TIF PROJECTS	10,000	13,500	1,235.85	14,074.10 (	574.10)	4.25
413-7-7231-820-01 IRRIGATION SYSTEM	120	120	9.29	55.67	64.33	53.61
413-7-7231-820-02 STREETScape MAINTENANCE	15,000	15,000	4,277.48	9,134.73	5,865.27	39.10
413-7-7231-820-03 WASTE MANAGEMENT	24,000	24,000	2,838.93	23,347.55	652.45	2.72
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	1,000	1,000	0.00	371.24	628.76	62.88
413-7-7231-920-00 DTE ELECTRIC BILL	150	150	0.00	125.65	24.35	16.23
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	1,000	1,000	0.00	733.34	266.66	26.67
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	10,000	301,621	0.00	11,621.00	290,000.00	96.15
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	10,000	0.00	0.00	10,000.00	100.00
413-7-7231-991-00 PRINCIPAL THROUGH 5/1/14	0	85,000	0.00	0.00	85,000.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	85,000	0	0.00	84,765.00 (	84,765.00)	0.00
TOTAL EXPENDITURES	270,849	566,624	8,361.55	144,228.28	422,395.72	74.55

TOTAL DOWNTOWN DA TIF 69%	270,849	566,624	8,361.55	144,228.28	422,395.72	74.55
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TOTAL EXPENDITURES	299,376	590,428	8,875.19	167,550.03	422,877.97	71.62
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REVENUES OVER/(UNDER) EXPENDITURES	3,104	( 276,583)	( 6,835.98)	141,562.54 (	418,145.54)	151.18
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## **DDA Officer Recompense**

## Intergovernmental Agreement for Services

The City of Ypsilanti (City), a Michigan Home Rule City of 1 South Huron Street, Ypsilanti MI 48197 and the Ypsilanti Downtown Development Authority (DDA) of 1 South Huron Street, Ypsilanti, MI 48197 for the mutual promises and benefit of each enter into this Intergovernmental Agreement:

### General Recitals

The DDA is a combination of several DDAs established by the City by ordinance. The DDA established several Tax Increment Financing (TIF) Districts and City approved the several TIF Plans. The Depot Town Plan will be expiring at the end of 2015. The DDA has developed and approved a new TIF Plan (Plan), presented it to the City and has requested that the City approve the Plan. The City is interested in approving the Plan. The parties are desirous of working together for the general greater benefit of the City and its downtown districts.

The City has been providing police services and trash pick up services to the DDA for several years in the DDA districts. The parties desire to continue this service arrangement and memorialize the service and payment for the 25 year duration of the Plan.

The City and DDA are both vitally interested in securing train service for the City. To secure train service, the City will have to invest in capital train-related improvements in the Depot Town area. The City and DDA will have to raise funds to invest in the capital improvements. In order to be able have funds available in the future, the parties will need to prioritize their expenditures. The parties both understand that it is important for the parties to agree on the prioritizing and expenditure of funds, especially funds raised from DDA tax increment financing. This agreement is to document the agreement of the parties.

The parties agree:

1. City will continue to provide one sworn police officer to patrol the DDA area on a schedule that is agreeable to both parties.
  - a. The City and the City Police Department (YPD) shall have complete control over the said police officer and officer functions, including scheduling, personnel assigned, police methods, equipment used, and training.
  - b. No member, officer, or employee of the DDA shall have any authority over such police officer and shall in no case give direction or comments to said police officer.

- c. All legal responsibility for the police officer and actions of the police officer shall be maintained by City and the City shall obtain and maintain liability insurance concerning the patrol activities of the police officer and YPD.
    - d. The parties understand that all of the actual scheduling shall be at the discretion of YPD, and the officer may be assigned or called upon to different duties or patrol upon exigent circumstances.
    - e. Any prior agreements between the parties concerning the dedication of officers to the DDA area are hereby expressly revoked.
2. City will continue to provide bi-weekly pedestrian trash receptacle service of 64 trash cans in the DDA areas.
  - a. The parties entered into a Contract for Downtown Pedestrian Trash Receptacle Services effective July 1, 2010.
  - b. The parties then entered into an Extension of this Contract for Downtown Pedestrian Trash Receptacle Services effective July 1, 2015.
  - c. The terms and conditions of these agreements shall be incorporated herein by reference and remain in full force and effect except as modified herein: Particularly the contract price, payment, and term are modified by this Intergovernmental Agreement.
3. City will provide annual Holiday Lighting and Décor installation and removal throughout the DDA.
  - a. All materials will be provided by the DDA. The DDA will be responsible for the costs associated with replacing broken or worn out decorations.
  - b. City will store all materials during the remainder of the year at the DPS yard.
4. City will provide snow removal and salt for the Riverside Arts Center Parking Lot, located at 76 N. Huron.
  - a. Snow removal will be provided based on the regular schedule of priorities for the City and will be done in conjunction with other Downtown municipal parking lots.
5. DDA will compensate and pay City for the services described herein in the amount of 35% of the gross funds received by the DDA from TIF plan capture in each of the Downtown, Depot Town and Cross Street TIF.
  - a. This agreement does not apply to the Water Street TIF.
  - b. The amounts shall be adjusted in the event of the addition or deletion of any TIF district.

6. Payments under this Intergovernmental Agreement shall be made by the City deducting said amount from the budget appropriation for the DDA each year.
7. The parties will continue to coordinate on DDA bond opportunities and the Depot Town TIFA shall not expend more than \$25,000 within one fiscal year on any one project without the mutual consent of City Council and the DDA Board.
8. The DDA agrees to prioritize bond opportunities to help provide funds for the future train or rail stations and additional parking in Depot Town for not more than 35% of the total Depot Town TIF capture.
9. The term of this Intergovernmental Agreement shall be for 25 years, commencing on the date executed by both parties. Any changes, additions, or deletions shall not be effective or actionable unless they are approved by the governing body of both parties and in writing and signed by both parties.
10. Each provision of this Intergovernmental Agreement shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any portion of this contract is invalid or illegal, such decision shall not affect the rest of this contract, which shall remain in full force and effect.
11. This Intergovernmental Agreement is to be performed in the City of Ypsilanti, Washtenaw County, Michigan and all legal venue shall exclusively lie therein.
12. This Intergovernmental Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

13. This Intergovernmental Agreement shall inure to the assigns and successors of the parties.

IN WITNESS WHEREOF, the undersigned have set their hands:

**For the CITY OF YPSILANTI**

\_\_\_\_\_ Date: \_\_\_\_\_  
Amanda Edmonds, Mayor

\_\_\_\_\_ Date: \_\_\_\_\_  
Frances, McMullan, Clerk

**For the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

\_\_\_\_\_ Date: \_\_\_\_\_  
Tim Colbeck, Executive Director



## **Downtown Ambassadors**



**Job Description:** Do you love Downtown Ypsilanti and helping people? Then a position as a Downtown Ambassador is just for you! Our Ypsilanti Downtown Ambassadors work all summer long to welcome and assist visitors, assist in the enforcement of rules and regulations, provide a watchful eye, and help keep the downtown looking clean and inviting.

The Ypsilanti Downtown Ambassador positions are temporary, part-time positions in partnership with Ozone House's WorkZone program. The position requires 10 hours of availability per week for up to 10 weeks or 100 total hours. This position will be active from June 1<sup>st</sup> through September 9<sup>th</sup>. Duties and responsibilities include:

- ~ Provide visitors with maps and brochures
- ~ Help customers locate destinations and provide recommendations for their visit
- ~ Assist with promotion of key events including First Fridays, Ypsi Glow, etc.
- ~ Call for medical assistance if someone needs it
- ~ Identify and report hazards or damage to infrastructure
- ~ Report and resolve cleanliness issues
- ~ Share a smile and a watchful eye
- ~ Serve as a liaison for Youth Safety Alliance monthly meetings
- ~ Helping YDDA Staff coordinate incentive programs
- ~ Assist with YDDA Board and Committee Meetings
- ~ Engage business owners and community stakeholders to solicit feedback
- ~ Find and return lost items

**Job Qualifications:**

- ~ Must be 16 – 22 years of age
- ~ Outgoing, friendly and helpful personality
- ~ Strong communication and interpersonal skills
- ~ Physically able to walk/stand for long periods of time in warm weather, rain or shine
- ~ Willingness to wear a uniform and keep a neat professional appearance
- ~ Ability to work well with others
- ~ Self-motivated and hardworking
- ~ Ability to work as needed throughout the summer months with flexible schedule

# Ypsilanti Downtown Development Authority Legal Services RFP



Due: August 1, 2019 at 3pm



## DDA Legal Services

### RFP

The Ypsilanti Downtown Development Authority (YDDA) is governed by a board of 12 members plus the Mayor of the City of Ypsilanti. The day-to-day work of the YDDA is carried out by its Executive Director and staff.

The Mission of the YDDA is to undertake district-wide improvements that have a positive economic, physical, aesthetic, and community impact in each of our four districts, including, attracting new businesses, retaining and growing existing businesses, and attracting residents and visitors.

Our **Core Values** are:

- Safe / clean / cared for
- Community engagement / participation / ownership
- Historic Preservation
- Diverse and Accessible
- Unique / eclectic / locally owned
- Positive (messaging, communication, approach)
- Sustainability
- Integrated / partnership / collaborative

The Ypsilanti Downtown Development Authority (YDDA) was originally established in March of 1976 with the goal of executing the Washington Promenade Streetscape Project. The YDDA then became inactive by 1979. However there was renewed interest in a YDDA in 1980 that led to the City completing a downtown development study in 1981. This eventually led to the creation of the 1983 Downtown Development TIF district and development plan. The TIF district and development plan have been amended several times since then leading the 2003 Downtown TIF and development plan.

In 2000, the YDDA district was expanded to include the Water St. District. A Water Street TIF and development plan was established in 2001.

The Depot Town DDA (DTDDA) was established in June of 1984 as part of the stated goals of the City's 1976 master plan. In 1992 a DTDDA TIF and development plan was established and was amended in 2000.

As part of the 2000 amended DTDDA TIF and development plan, the DTDDA district was expanded to include the W. Cross St. District. A Cross Street Neighborhood Improvement Plan was developed in 2002 and a new TIF district established in 2003.

The City of Ypsilanti was one of the few Michigan communities to have two separate DDA's. These two DDA's were governed by separate boards. In June 2009, the Ypsilanti City Council voted to create a single DDA board to govern both DDA's as one organization, the new YDDA.

Currently, the City's Community and Economic Development Department are contracted to provide Executive Director Services to the YDDA. The current contract will run from February 15, 2018 to February 14, 2020.

The YDDA is seeking retainer legal services for their operations. The YDDA seeks to enter into a two-year retainer service agreement would be the ideal relationship. Interested parties shall submit a proposal for consideration.

## **THE PROPOSAL**

Proposals shall be submitted in the following format for consideration no later than February 9, 2018

### **I. Letter of Transmittal.**

Please provide a letter of transmittal containing the following:

1. Explanation of the legal areas for which a proposal is being submitted.
2. A commitment that should the firm/attorney be selected they will be able to provide services.
3. The names and contact information of the persons authorized to represent the respondent.

### **II. Resumes**

Please provide a copy of resumes for each person included in the submittal.

### **III. Short Answer**

Please provide a brief response to each question.

1. Name, address, telephone number, and email address of the firm/attorney. Length of time at the present location.
2. Name, email address, and telephone number of contact attorney.
3. Number of year the firm/attorney has been in practice.
4. Brief history of the firm/attorney and practice areas.
5. Experience of the firm representing municipal or other public entities.
6. Indicate continuing legal education in the past two years relevant to the public sector.
7. Public entities currently represented.
8. Public entities represented in the past.
9. Litigation experience relevant to the public sector.
10. Specific experience in relation to Public Act 197, Michigan downtown development authorities, or similar public entities.
11. Does the firm/attorney have malpractice insurance?
12. Indicate for each attorney if there has been any disciplinary actions, suspension of license to practice law, or finding of misconduct.
13. Indicate if the firm/attorney has ever brought or threatened legal action against the Ypsilanti Downtown Development Authority or City of Ypsilanti. If so, indicate what the nature of the proceedings where, when the action was brought, and what the result was.

14. Indicate if the firm/attorney currently represents any party with a contract with the Ypsilanti Downtown Development Attorney.
15. Indicate if the firm/attorney has ever worked for the Ypsilanti Downtown Development Authority or City of Ypsilanti and if so when.
16. Give the name, telephone number and email address of three references.

IV. Financial Summary.

Please fill-in the financial summary as completely as possible. If a section does not apply please mark N/A (Not Applicable), if further information is required please submit a written explanation. Do not attach an alternative fee schedule.

Fees should be provided per hour unless otherwise indicated.

	Fees	Provider
Annual Retainer (if applicable)	\$	
Contract review	\$	
Consultation	\$	
Research	\$	
Correspondence	\$	
Copying, faxing, transmissions, ect.	\$	
Litigation	\$	
Other/Misc.	\$	

V. Submission Requirements.

Responses are due no later than August 1, 2019 at 3pm.

Reponses should be submitted by email in a .pdf format to:

Christopher Jacobs, Executive Director

[Christopher@ypsilantidda.org](mailto:Christopher@ypsilantidda.org)

Email confirmation of receipt shall be sent within 48 hours or receipt or sooner.

Reponses will be reviewed in a timely manner and responders will be notified if an interview is requested.



## **Policy Review – Election of Officers**

## CITY OF YPSILANTI BOARD OF DIRECTORS NOMINATIONS & ELECTIONS POLICY

The City of Ypsilanti Downtown Development Authority Board of Directors represents a board base of business and economic development interests. As an organization it is the intent of the Downtown Development Authority to maximize the development of the Authority by promoting varied and diverse levels of leadership. To ensure that this end is achieved, the following guidelines will regulate Board of Director nominations and elections:

- As mandated in Article III Section 1 of the City of Ypsilanti Downtown Development Authority Bylaws, the officers of the Authority shall be a Chairperson, Vice-Chairperson, and Treasurer who shall be elected at each annual meeting.
- Directors shall notify the current Board Chair and Executive Director of their interest in changing Committee assignments prior to the annual meeting. This is meant to ensure that there is an equal distribution of committee member assignments.
- The term for executive offices is one year. Officers may hold the same executive office for up to two consecutive terms. Directors are encouraged to move through executive positions starting at treasurer and moving up to chair. Once a Director has served as chair s/he is required to take a year off before running for another executive office.
- Officers may serve as both an officer and committee chair concurrently.
- The term for committee chair is one year. Chairpersons may chair the same committee for up to two consecutive terms. Chairpersons may run for chair of a committee they have already chaired after one year out of office. A Chairperson may chair different committees in consecutive years.