AGENDA
DDA BOARD OF DIRECTORS MEETING
Meeting

8:30 AM - Sunday, May 15, 2022
Back Office Studio

Page

1. CALL TO ORDER
2. ROLL CALL

PATTON DOYLE	P	A
BRYAN FOLEY	P	A
ANDY FRENCH (C)	P	A
MALISSA GILLETT	P	A
PAUL AJLOUNY	P	A

3. AGENDA APPROVAL
4. APPROVAL OF MINUTES
   - 4.1. 4-13-22 Op Fin Minutes — 3 - 5
5. PUBLIC COMMENT (3 MINUTES EACH)
6. FINANCIAL REPORT
   - 6.1. May 2022 YDDA Financials — 7 - 17
7. NEW BUSINESS
   - 7.1. Juneteenth Special Event Sponsorship Amendment
   - 7.2. Special Event Sponsorship Application - 4th of July Parade — 19 - 22
     4th of July Parade DDA Application_Redacted
   - 7.3. John E Lawrence Afterglow Proposal — 23 - 24
     Line Up and Afterglow for the 2022 John E Lawrence Jazz Festival
   - 7.4. Downtown Debt Service Schedule — 25
     Downtown Debt Service
   - 7.5. Landscaping Addendums — 27 - 29
     Family Friend Chicken Landscaping Proposal
     Landscaping Addendum
   - 7.6. Depot Town Clock Repairs — 31 - 32
     City of Ypsilanti Clock Parts Proposal
   - 7.7. 15 Minute Parking Discussion with Project Manager Bonnie Wessler
   - 7.8. Emmanuel Jones Cleaning Services Proposal — 33 - 39
     Emmanuel Jones Cleaning Services Proposal
8. PROPOSED BUSINESS
9. AUDIENCE PARTICIPATION

10. ADJOURNMENT

MINUTES
OPERATIONS AND FINANCE COMMITTEE MEETING
8:30 AM - April 13, 2022
Back Office Studios - 13 N. Washington St. - Virtual Hybrid

1. CALL TO ORDER (8:37am)

2. ROLL CALL

PATTON DOYLE	**P**
ANDY FRENCH (C)	**A**
PAUL AJLOUNY	**P**
BRYAN FOLEY	**P**
MALISSA GILLETT	**P**

3. AGENDA APPROVAL

Staff recommended removing Depot Town Clock from the agenda in the interest of time.

Paul Ajlouny motioned to approve the agenda. Malissa Gillett supported the motion. Motion Carried - unanimous.

4. APPROVAL OF MINUTES

Paul Ajlouny motioned to approve the March 9th, 2022 meeting minutes and Bryan Foley supported the motion. Motion carried - unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) - Trische Duckworth with the Juneteenth Celebration thanked the committee for the opportunity to submit for sponsorship.

6. FINANCIAL REPORT

Line items are healthy, but depleting as it is the end of the year.

7. NEW BUSINESS

7.1. TheRide 2045 Long-Range Plan

TheRide 2045 Round 3 Public Engagement informational presentation by Forest Yang.

7.2. YDL Special Event Sponsorship Request

YDL is continuing a program of storytime in the park in Riverside Park near the playground.
Event has happened in the past. It is more of an outreach effort than an event. They are hoping the DDA can sponsor the event by waiving city fees, if any, to reserve the space in the park. They are expecting around 25 attendants.
Staff stated that the YDL would not need to rent the park in order to do a public storytime, but it is recommended to coordinate with the city to ensure that everyones on the same page, and that there are no other events it would get in the way of.

Bryan Foley motioned to recommend supporting YDL by waiving any fees the City may charge for 7/9/22 and 8/13/22. Paul Ajlouny supported the motion. Motion passed - unanimous.

7.4. Juneteenth Special Event Sponsorship Application - bumped up on agenda.

Trische Duckworth attended virtually, and presented the 2nd Annual Juneteenth Celebration. It is planned to be a three day festival this year. The first night will be at the Freighthouse, the second day will be a festival behind Puffer Reds, and the third day will be a worship service also behind Puffer Reds.
Their budget is upwards of $20,000 and the City will waive any associated fees.
The event includes stipends for food truck operators.
Patton Doyle pointed out that the DDA cannot use their funds towards food trucks but asked what other expenses there are.
There will be entertainment, a kids corner, African dancers, youth stipends, vendor/small business stipend, etc.
Trische Duckworth will send a budget breakdown before the next meeting.
Patton Doyle stated that the DDA has been Intentional about capping events at $1,000 per event, but this event could be looked at as three events with a cap at $3,000.

Bryan Foley motioned to recommend that the board approve the event sponsorship for the Juneteenth Celebration at $5,000. $2,000 from Depot Town, and $3,000 from Downtown. The DDA would also help cover costs of any fees not waived by the City. Malissa Gillett supported the motion. Motion passed - unanimous.

7.3. Downtown Dumpster Murals
Staff reviewed the memo. Following the direction of the DDA board, they looked at what the cost of murals would be if the DDA chose a flat rate per square foot.
The committee believes artist RFQs should be looked at like contractor RFQs.
They asked staff to go back to the artists and ask for new quotes that include gate painting, priming, and protective layers.
The committee discussed a power washing quote associated with the project by WHCanon.
7.5. Parking Deck Feasibility Study
Parking Deck Feasibility Study Progress Update by Bonnie Wessler. She shared preliminary drawings of potential parking deck sites. One was on Rice St, the other on the DDA's Maple Lot.
7.6. YDDA Summer Movie Series
Staff is pursuing a DTE grant for the series.
TLS, who lights the water tower for us, is interested in setting up the movie nights and provided a quote. $13,500 for all six nights, movie rights included.
Patton Doyle pointed out similar prices from the previous quote. It looks as though prices for the service have shot up across the board.
Staff will take this back to the drawing board.
7.7. Depot Town Clock Repairs - tabled.
7.8. Landscaping Addendum
Additional landscaping quote for the parking lots is $10,355. Staff is hoping to split the cost with the City.
Malissa Gillett asked if recommending the powerwashing quote from item 7.3 would be helpful. It should be deep cleaned.

Malissa Gillett motioned to recommend the DDA board approve the quote for $2,400 from WHCanon for power washing the inside and outsides of all three downtown dumpster enclosures. Bryan Foley supported the motion. Motion passed - unanimous.

8. PROPOSED BUSINESS - none.
9. AUDIENCE PARTICIPATION - none.
10. ADJOURNMENT
Motion to adjourn at 10:30am by Malissa Gillett and supported by Bryan Foley. Motion passed- unanimous.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

248-DTDA W CROSS
FINANCIAL SUMMARY % OF YEAR COMPLETED: 91.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAININ
REVENUE SUMMARY						
W CROSS OPERATING	0	12,319	0.00	79,039.26	(66,720.26)	541.60
W CROSS TIF	0	131,016	0.00	119,856.15	11,159.85	8.52
TOTAL REVENUES	0	143,335	0.00	198,895.41	(55,560.41)	38.76

EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
W CROSS OPERATING	0	7,990	0.00	977.49	7,012.51	87.77
W CROSS TIF	0	98,282	0.00	24,242.28	74,039.72	75.33
TOTAL EXPENDITURES	0	106,272	0.00	25,219.77	81,052.23	76.27
REVENUES OVER/(UNDER) EXPENDITURES	0	37,063	0.00	173,675.64	(136,612.64)	368.60

248-DTDA W CROSS

% OF YEAR COMPLETED: 91.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINI
W CROSS OPERATING						
REVENUES						
248-4-7270-402-00 CURRENT PROPERTY TAXES	0	10,969	0.00	9,217.80	1,751.20	15.96
248-4-7270-420-01 DELINQUENT PROPERTY TAXES	0	20	0.00	0.00	20.00	100.00
248-4-7270-445-02 INTEREST ON CURRNET TAXES	0	20	0.00	0.00	20.00	100.00
248-4-7270-664-00 INTEREST EARNINGS	0	1,310	0.00	239.76	1,070.24	81.70
248-4-7270-699-11 TRANSFER IN 275	0	0	0.00	69,581.70	(69,581.70)	0.00
TOTAL REVENUES	0	12,319	0.00	79,039.26	(66,720.26)	541.60
TOTAL W CROSS OPERATING	0	12,319	0.00	79,039.26	(66,720.26)	541.60
W CROSS TIF						
REVENUES						
248-4-7271-410-00 TIFA REIMBURSEMENT PA86 SECT17	0	4,500	0.00	6,127.63	(1,627.63)	36.17
248-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	0	120,266	0.00	113,728.52	6,537.48	5.44
248-4-7271-699-01 TRANSFER FROM GEN.FUND	0	6,250	0.00	0.00	6,250.00	100.00
TOTAL REVENUES	0	131,016	0.00	119,856.15	11,159.85	8.52
TOTAL W CROSS TIF	0	131,016	0.00	119,856.15	11,159.85	8.52
TOTAL REVENUES	0	143,335	0.00	198,895.41	(55,560.41)	38.76

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

248-DTDA W CROSS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
W CROSS OPERATING						
EXPENDITURES						
248-7-7270-728-00 OFFICE SUPPLIES	0	210	0.00	23.59	186.41	88.77
248-7-7270-730-00 POSTAGE	0	105	0.00	0.00	105.00	100.00
248-7-7270-757-00 OPERATING SUPPLIES	0	105	0.00	165.00	(60.00)	57.14
248-7-7270-807-00 AUDIT FEES	0	155	0.00	0.00	155.00	100.00
248-7-7270-818-00 CONTRACTUAL SERVICES	0	3,792	0.00	0.00	3,792.00	100.00
248-7-7270-822-10 GENERAL LIABILITY	0	891	0.00	6.30	884.70	99.29
248-7-7270-826-10 LEGAL SERVICES	0	630	0.00	572.61	57.39	9.11
248-7-7270-853-00 TELEPHONE & INTERNET	0	105	0.00	11.52	93.48	89.03
248-7-7270-864-01 CONFERENCE AND WORKSHOPS	0	210	0.00	0.00	210.00	100.00
248-7-7270-900-00 PRINTING AND PUBLISHING	0	840	0.00	30.00	810.00	96.43
248-7-7270-940-00 RENT	0	810	0.00	0.00	810.00	100.00
248-7-7270-957-00 BOOKS AND MAGAZINES	0	32	0.00	0.00	32.00	100.00
248-7-7270-958-00 MEMBERSHIPS AND DUES	0	105	0.00	147.00	(42.00)	40.00
248-7-7270-962-55 WASH CO CHARGE BACKS	0	0	0.00	21.47	(21.47)	0.00
TOTAL EXPENDITURES	0	7,990	0.00	977.49	7,012.51	87.77
TOTAL W CROSS OPERATING	0	7,990	0.00	977.49	7,012.51	87.77
W CROSS TIF						
EXPENDITURES						
248-7-7271-818-01 CONTRACT WITH CITY 35%	0	42,093	0.00	0.00	42,093.00	100.00
248-7-7271-818-02 ADMIN CONTRACT-CITY	0	14,500	0.00	3,360.00	11,140.00	76.83
248-7-7271-820-00 TIF-WEST CROSS DEV AREA	0	15,000	0.00	962.15	14,037.85	93.59
248-7-7271-820-02 STREETSCAPE MAINTENANCE	0	6,689	0.00	4,020.13	2,668.87	39.90
248-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	5,000	0.00	5,000.00	0.00	0.00
248-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	5,000	0.00	2,500.00	2,500.00	50.00
248-7-7271-965-06 FACADE PROG.CONT TO BLD-TIF	0	5,000	0.00	8,400.00	(3,400.00)	68.00
248-7-7271-971-27 BUILDING REHAB	0	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	0	98,282	0.00	24,242.28	74,039.72	75.33
TOTAL W CROSS TIF	0	98,282	0.00	24,242.28	74,039.72	75.33
TOTAL EXPENDITURES	0	106,272	0.00	25,219.77	81,052.23	76.27
REVENUES OVER/(UNDER) EXPENDITURES	0	37,063	0.00	173,675.64	(136,612.64)	368.60

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

275-DEPOT TOWN DDA
FINANCIAL SUMMARY % OF YEAR COMPLETED: 91.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAININ
REVENUE SUMMARY						
DTDA W CROSS OPER - 18%	12,319	0	0.00	1,544.94	(1,544.54)	6,135.00
DTDA W CROSS TIF - 5%	131,016	(0)	0.00	0.00	(0.23)	100.00
DTDA E CROSS OPER. - 16%	8,644	8,644	0.00	7,210.51	1,433.89	16.59
DTDA E CROSS TIF - 26%	121,574	121,574	0.00	109,720.84	11,852.76	9.75
TOTAL REVENUES	273,553	130,218	0.00	118,476.29	11,741.88	9.02

EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
DTDA W CROSS OPER - 18%	7,990	0	0.00	70,142.98	(70,142.98)	0.00
DTDA W CROSS TIF - 5%	98,282	0	0.00	19,067.69	(19,067.69)	0.00
DTDA E CROSS OPER. - 16%	10,146	10,146	0.00	1,463.27	8,682.73	85.58
DTDA E CROSS TIF - 26%	92,293	92,293	2,400.00	18,051.36	74,241.64	80.44
TOTAL EXPENDITURES	208,711	102,439	2,400.00	108,725.30	(6,286.30)	6.14
REVENUES OVER/(UNDER) EXPENDITURES	64,842	27,779	(2,400.00)	9,750.99	18,028.18	64.90

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINI
DTDA W CROSS OPER - 18%						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	10,969	0	0.00	1,501.97	(1,501.97)	0.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	20	0	0.00	1.03	(1.03)	0.00
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	0	0.00	8.70	(8.70)	0.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.06	(0.06)	0.00
275-4-7270-664-00 INTEREST EARNINGS	1,310	0	0.00	33.18	(32.78)	8,195.00
TOTAL REVENUES	12,319	0	0.00	1,544.94	(1,544.54)	6,135.00
TOTAL DTDA W CROSS OPER - 18%	12,319	0	0.00	1,544.94	(1,544.54)	6,135.00
DTDA W CROSS TIF - 5%						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,500	0	0.00	0.00	0.00	0.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	120,266	(0)	0.00	0.00	(0.23)	100.00
275-4-7271-699-01 TRANSFER FROM GEN FUND	6,250	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	131,016	(0)	0.00	0.00	(0.23)	100.00
TOTAL DTDA W CROSS TIF - 5%	131,016	(0)	0.00	0.00	(0.23)	100.00
DTDA E CROSS OPER. - 16%						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	7,334	7,334	0.00	6,934.89	399.11	5.44
275-4-7290-445-02 INTEREST ON CURRENT TAXES	0	0	0.00	2.68	(2.68)	0.00
275-4-7290-664-00 INTEREST EARNINGS	1,310	1,310	0.00	272.94	1,037.46	79.17
TOTAL REVENUES	8,644	8,644	0.00	7,210.51	1,433.89	16.59
TOTAL DTDA E CROSS OPER. - 16%	8,644	8,644	0.00	7,210.51	1,433.89	16.59
DTDA E CROSS TIF - 26%						
REVENUES						
275-4-7291-439-01 CURRENT TIFA TAXES	115,574	115,574	0.00	109,720.84	5,852.76	5.06
275-4-7291-699-01 TRANSFER FROM GEN FUND	6,000	6,000	0.00	0.00	6,000.00	100.00
TOTAL REVENUES	121,574	121,574	0.00	109,720.84	11,852.76	9.75
TOTAL DTDA E CROSS TIF - 26%	121,574	121,574	0.00	109,720.84	11,852.76	9.75

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINI
TOTAL REVENUES	273,553	130,218	0.00	118,476.29	11,741.88	9.02

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
DTDA W CROSS OPER - 18%						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	210	0	0.00	106.78	(106.78)	0.00
275-7-7270-730-00 POSTAGE	105	0	0.00	0.00	0.00	0.00
275-7-7270-757-00 OPERATING SUPPLIES	105	0	0.00	0.00	0.00	0.00
275-7-7270-807-00 AUDIT FEES	155	0	0.00	366.00	(366.00)	0.00
275-7-7270-818-00 CONTRACTUAL SERVICES	3,792	0	0.00	60.00	(60.00)	0.00
275-7-7270-822-10 GENERAL LIABILITY	891	0	0.00	0.00	0.00	0.00
275-7-7270-826-10 LEGAL SERVICES	630	0	0.00	0.00	0.00	0.00
275-7-7270-853-00 TELEPHONE & INTERNET	105	0	0.00	28.50	(28.50)	0.00
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	210	0	0.00	0.00	0.00	0.00
275-7-7270-900-00 PRINTING AND PUBLISHING	840	0	0.00	0.00	0.00	0.00
275-7-7270-940-00 RENT	810	0	0.00	0.00	0.00	0.00
275-7-7270-957-00 BOOKS AND MAGAZINES	32	0	0.00	0.00	0.00	0.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	105	0	0.00	0.00	0.00	0.00
275-7-7270-999-11 TRANSFER OUT 248	0	0	0.00	69,581.70	(69,581.70)	0.00
TOTAL EXPENDITURES	7,990	0	0.00	70,142.98	(70,142.98)	0.00
TOTAL DTDA W CROSS OPER - 18%	7,990	0	0.00	70,142.98	(70,142.98)	0.00
DTDA W CROSS TIF - 5%						
EXPENDITURES						
275-7-7271-818-01 CONTRACT WITH CITY 35%	42,093	0	0.00	0.00	0.00	0.00
275-7-7271-818-02 ADMIN CONTRACT-CITY	14,500	0	0.00	3,880.00	(3,880.00)	0.00
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	15,000	0	0.00	232.16	(232.16)	0.00
275-7-7271-820-02 STREETSCAPE MAINTENANCE	6,689	0	0.00	955.53	(955.53)	0.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	5,000	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	5,000	0	0.00	2,000.00	(2,000.00)	0.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	0	0.00	12,000.00	(12,000.00)	0.00
275-7-7271-971-27 BUILDING REHAB	5,000	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	98,282	0	0.00	19,067.69	(19,067.69)	0.00
TOTAL DTDA W CROSS TIF - 5%	98,282	0	0.00	19,067.69	(19,067.69)	0.00
DTDA E CROSS OPER. - 16%						
EXPENDITURES						
275-7-7290-728-00 OFFICE SUPPLIES	280	280	0.00	83.09	196.91	70.33
275-7-7290-730-00 POSTAGE	140	140	0.00	0.00	140.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	140	140	0.00	186.84	(46.84)	33.46
275-7-7290-807-00 AUDIT FEES	207	207	0.00	137.00	70.00	33.82

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
275-7-7290-818-00 CONTRACTUAL SERVICES	5,055	5,055	0.00	45.00	5,010.00	99.11
275-7-7290-822-10 GENERAL LIABILITY	1,187	1,187	0.00	8.70	1,178.30	99.27
275-7-7290-826-10 LEGAL SERVICES	840	840	0.00	577.59	262.41	31.24
275-7-7290-853-00 TELEPHONE & INTERNET	140	140	0.00	206.55	(66.55)	47.54
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	280	280	0.00	0.00	280.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	1,120	1,120	0.00	22.50	1,097.50	97.99
275-7-7290-940-00 RENT	594	594	0.00	0.00	594.00	100.00
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	23	23	0.00	0.00	23.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	140	140	0.00	196.00	(56.00)	40.00
TOTAL EXPENDITURES	10,146	10,146	0.00	1,463.27	8,682.73	85.58
TOTAL DTDA E CROSS OPER. - 16%	10,146	10,146	0.00	1,463.27	8,682.73	85.58
DTDA E CROSS TIF - 26%						
EXPENDITURES						
275-7-7291-818-01 CONTRACT WITH CITY 35%	40,451	40,451	0.00	0.00	40,451.00	100.00
275-7-7291-818-02 ADMIN CONTRACT-CITY	13,920	13,920	0.00	0.00	13,920.00	100.00
275-7-7291-820-02 STREETSCAPE MAINTENANCE	6,422	6,422	0.00	5,315.48	1,106.52	17.23
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	3,000	3,000	0.00	3,000.00	0.00	0.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	7,500	7,500	0.00	5,950.00	1,550.00	20.67
275-7-7291-974-01 TIF PROJECTS	21,000	21,000	2,400.00	3,785.88	17,214.12	81.97
TOTAL EXPENDITURES	92,293	92,293	2,400.00	18,051.36	74,241.64	80.44
TOTAL DTDA E CROSS TIF - 26%	92,293	92,293	2,400.00	18,051.36	74,241.64	80.44
TOTAL EXPENDITURES	208,711	102,439	2,400.00	108,725.30	(6,286.30)	6.14
REVENUES OVER/(UNDER) EXPENDITURES	64,842	27,779	(2,400.00)	9,750.99	18,028.18	64.90

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

413-DOWNTOWN DEV AUTH
FINANCIAL SUMMARY % OF YEAR COMPLETED: 91.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAININ
REVENUE SUMMARY						
DOWNTOWN DDA OPER. 66%	29,393	29,393	0.00	39,041.28	(9,648.68)	32.83
DOWNTOWN DA TIF 69%	342,462	342,462	400.00	590,072.05	(247,610.51)	72.30
TOTAL REVENUES	371,854	371,854	400.00	629,113.33	(257,259.19)	69.18

EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
DOWNTOWN DDA OPER. 66%	19,659	19,659	0.00	4,038.13	15,620.87	79.46
DOWNTOWN DA TIF 69%	302,986	302,986	0.00	95,284.68	207,701.32	68.55
TOTAL EXPENDITURES	322,645	322,645	0.00	99,322.81	223,322.19	69.22
REVENUES OVER/(UNDER) EXPENDITURES	49,209	49,209	400.00	529,790.52	(480,581.38)	976.61

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 91.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET REMAINI
DOWNTOWN DDA OPER. 66%						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	28,328	28,328	0.00	28,787.07	(459.07)	1.62
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	100	100	0.00	7.08	92.92	92.92
413-4-7230-445-02 INTEREST ON CURRENT TAXES	50	50	0.00	25.49	24.51	49.02
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.42	4.58	91.60
413-4-7230-664-00 INTEREST EARNINGS	910	910	0.00	221.22	688.38	75.68
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	0	0.00	10,000.00	(10,000.00)	0.00
TOTAL REVENUES	29,393	29,393	0.00	39,041.28	(9,648.68)	32.83
TOTAL DOWNTOWN DDA OPER. 66%	29,393	29,393	0.00	39,041.28	(9,648.68)	32.83
DOWNTOWN DA TIF 69%						
REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	8,500	8,500	0.00	15,841.17	(7,341.17)	86.37
413-4-7231-439-01 CURRENT TIFA TAXES	281,212	281,212	0.00	268,734.69	12,476.85	4.44
413-4-7231-462-01 DOWNTOWN PARKING PERMITS	3,500	3,500	0.00	0.00	3,500.00	100.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	24,000	24,000	400.00	17,631.19	6,368.81	26.54
413-4-7231-694-01 MISCELLANEOUS REVENUE	12,500	12,500	0.00	287,865.00	(275,365.00)	2,202.92
413-4-7231-699-01 TRANSFER FROM GEN FUND	12,750	12,750	0.00	0.00	12,750.00	100.00
TOTAL REVENUES	342,462	342,462	400.00	590,072.05	(247,610.51)	72.30
TOTAL DOWNTOWN DA TIF 69%	342,462	342,462	400.00	590,072.05	(247,610.51)	72.30
TOTAL REVENUES	371,854	371,854	400.00	629,113.33	(257,259.19)	69.18

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET REMAININ
DOWNTOWN DDA OPER. 66%						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	510	510	0.00	462.55	47.45	9.30
413-7-7230-730-00 POSTAGE	255	255	0.00	154.60	100.40	39.37
413-7-7230-757-00 OPERATING SUPPLIES	255	255	0.00	194.10	60.90	23.88
413-7-7230-807-00 AUDIT FEES	476	476	0.00	771.00	(295.00)	61.97
413-7-7230-818-00 CONTRACTURAL SERVICES	9,208	9,208	0.00	195.00	9,013.00	97.88
413-7-7230-822-10 GENERAL LIABILITY	2,162	2,162	0.00	15.00	2,147.00	99.31
413-7-7230-826-10 LEGAL SERVICES	1,530	1,530	0.00	1,240.80	289.20	18.90
413-7-7230-853-00 TELEPHONE & INTERNET	255	255	0.00	550.58	(295.58)	115.91
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	510	510	0.00	0.00	510.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	2,040	2,040	0.00	97.50	1,942.50	95.22
413-7-7230-940-00 RENT	2,120	2,120	0.00	0.00	2,120.00	100.00
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	83	83	0.00	0.00	83.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	255	255	0.00	357.00	(102.00)	40.00
TOTAL EXPENDITURES	19,659	19,659	0.00	4,038.13	15,620.87	79.46
TOTAL DOWNTOWN DDA OPER. 66%	19,659	19,659	0.00	4,038.13	15,620.87	79.46
DOWNTOWN DA TIF 69%						
EXPENDITURES						
413-7-7231-818-01 CONTRACT WITH CITY 35%	81,128	81,128	0.00	0.00	81,128.00	100.00
413-7-7231-818-02 ADMIN CONTRACT-CITY	29,580	29,580	0.00	8,760.00	20,820.00	70.39
413-7-7231-820-00 TIF PROJECTS	32,750	32,750	0.00	12,288.85	20,461.15	62.48
413-7-7231-820-01 IRRIGATION SYSTEM	120	120	0.00	9.96	110.04	91.70
413-7-7231-820-02 STREETSCAPE MAINTENANCE	13,645	13,645	0.00	10,229.46	3,415.54	25.03
413-7-7231-820-03 WASTE MANAGEMENT	24,000	24,000	0.00	24,222.32	(222.32)	0.93
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	5,000	5,000	0.00	8,500.00	(3,500.00)	70.00
413-7-7231-920-00 DTE ELECTRIC BILL	150	150	0.00	121.75	28.25	18.83
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	7,500	7,500	0.00	11,070.00	(3,570.00)	47.60
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	10,000	10,000	0.00	14,677.34	(4,677.34)	46.77
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	10,000	0.00	0.00	10,000.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	86,613	86,613	0.00	5,405.00	81,208.00	93.76
TOTAL EXPENDITURES	302,986	302,986	0.00	95,284.68	207,701.32	68.55
TOTAL DOWNTOWN DA TIF 69%	302,986	302,986	0.00	95,284.68	207,701.32	68.55
TOTAL EXPENDITURES	322,645	322,645	0.00	99,322.81	223,322.19	69.22
REVENUES OVER/(UNDER) EXPENDITURES	49,209	49,209	400.00	529,790.52	(480,581.38)	976.61

DDA Special Event Sponsorship Funding Process

The Ypsilanti Downtown Development Authority (YDDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

1. When applying for funding, the applicant(s) must complete and submit the **City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application.** ***Paper copies can be found at … ***
2. Once an application is submitted, it will be reviewed by the Executive Director and applicants will be notified by email if their application is complete or additional information is required.
3. The application will be reviewed first by the Operations and Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.
4. If recommended for approval, the applicant will be notified and the YDDA Board will consider the application at its next meeting. A yes or no decision must be reached at this meeting and no applicant is allowed to go through this process more than once per fiscal year. The applicant may not provide a presentation to the full board at this time but should be present to answer questions if needed.
5. The applicant will be notified via email of the outcome reached at the YDDA Board Meeting.

City of Ypsilanti Downtown Development Authority
Special Event Sponsorship Application

Contact Information:

Organization Name: Ypsi Parade

Street Address: 224 W MIchigan Ave

City: Ypsilanti State: MI Zip Code: 48197

Phone: [redacted]

Email: [redacted]

Organization Website: NA

Organization Agent/Applicant Name: Angel Vanas

Street Address: 230 Creekside Dr

City: Belleville State: MI Zip Code: 48111

Phone: [redacted]

Email: [redacted]

Event Details

Event Name: Ypsilanti Fourth of July Parade

Event Date(s): 07/04/2022

Event Time(s): 11 am-1pm

Event Location (Proposed location): W Cross St

Event Type: (Check all that apply):
✓ Parade ____ Concert ____ Festival

____ Athletic Event (run, walk, etc.) ____Other:

Event Category: _____

Event Description/Purpose: (**Please be as detailed as possible**)
The Ypsilanti Fourth of July Parade is the longest-running parade in the state. This year is 93! It is the goal of Ypsi Parade to ensure that our parade is the most inclusive, of parades. We celebrate our history and welcome our future. We provide a place to celebrate what it is to be an Ypsi American!

Additional Note: we have a new expense this year that we have never had before, and it will continue to be a large expense for the foreseeable future. We have to rent golf carts now.

*****COVID-19 & Social Distancing Precautions***** — Please describe in detail how this event will implement and enforce current COVID-19 regulations, and social distancing measurers.

This is an outdoor event, which is currently deemed safe.

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before? Yes or No No

How will this event benefit the district and local businesses?

Approximately 10, 000 people attend the event every year, and they are all packed on West Cross Street. If they choose to be open, they can reach an audience that may not usually frequent Cross St. The parade is also a great place for businesses in other parts of the city to show off as well!

Are there any local business involved? **If yes, please list them below.**

Additional Event Details

Total number of participants: Volunteer numbers are usually around 20-25
Parade participants are usually around 100

Will the event require a pavilion and/or gazebo rental?

____ Pavilion ____ Gazebo ____ Both ___✓ None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Washtenaw County Environmental Health Department and the City of Ypsilanti** __ Yes __✓ No

Will any alcohol be served or sold at the event and by whom?

Parking— Where do you anticipate attendees will park?

Do you have a plan for signage to direct attendees where to park?

Will public lots be used? ✓ Yes ___ No

Will private lots be used? ✓ Yes ___ No

Budget Summary

Total Cost of Event	$ $6000	
Total Income Projected	$ $0	
DDA Funds Requested	$ $1000	
List Names of Additional Funding Sources	**Amount**	**Confirmed?** (Yes or No)
Hinton Realty	$1000	Yes
Oz Cannabis	$1000	Yes

City Service & Equipment

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

a) All food vendors must receive a permit and be approved by the Washtenaw County Environmental Health Department and City of Ypsilanti
b) This approval of this event may include additional requirements and/or limitations based of the YDDA's review of the application.

[redacted] 5/12/2022

Ap e Date

Angel Vanas

Printed Name of Applicant

Performance Schedule for the 2022 John E. Lawrence Summer Jazz Concert Series At Ford Lake Park

July 1: Randy Scott The Hottest Smooth Jazz Saxophonist has had Three No.1 Songs in the Nation. *The afterglow meet and greet will be at Thomson & Co.400 N. River St. Ypsilanti, MI 48198 Phone: 734-441-6200*

July 8: Lin Rountree The Hottest Smooth Jazz Trumpeter, a three time BILLBOARD #1 Contemporary Jazz Recording Artist. *The afterglow meet and greet will be at Aubree's 39 E. Cross Ypsilanti, MI 48198 Phone: 734-483-8888*

July 15: Paula Atherton Female Saxophonist from New York with her new hit single "Keep It Coming" and "Summer Song". She can be heard on Sirius XM Radio *The afterglow meet and greet will be at Sidetrack Bar & Grill 56 E. Cross St. Ypsilanti, MI 48198 Phone: 734-483-1035*

July 22: John E. Lawrence The Master Guitarist is back with a new dynamic show as only he can. Songs from his greatest hits CD as well as his new release entitled "Moving Up To The Top" *The afterglow meet and greet will be at Bone Heads BBQ 10256 Willis Rd. Willis, MI 48191 Phone: 734-461-9250*

July 29: Daryl Beebe Saxophonist/ Entertainer Extraordinaire is coming with his action packed show! His music is featured on Watercolors on Sirius XM radio *The afterglow meet and greet will be at Red Rock Downtown Barbeque 207 W. Michigan Ave. Ypsilanti, MI 48197 Phone:734-340-2381*

August 5: Yancyy Saxophonist is a proven entertainer for music enthusiasts of every generation. His styles include jazz, pop, rock, funk and hip hop. His hit single "My Joy" can be heard on Sirius XM Radio *The afterglow meet and greet will be at Ypsi Alehouse 124 Pearl St. Ypsilanti, MI 48197 Phone: 734-340-2381*

August 12: Alvin Waddles The Virtuoso Pianist will amaze the audience with ability to perform in an array of musical genres from Jazz to Classical to Gospel *The afterglow meet and greet will be at Black Stone Book Store and Cultural Center 214 W. Michigan Ave. Ypsilanti, MI 48197 Phone 734-961-7376*

August 19: Demetrius Nabors Keyboardist Extraordinaire is the Keyboardist for Randy Scott is debuting his new solo project which is gaining National Attention on Watercolors Sirius XM Radio *The afterglow meet and greet will be at Ziggy's Coffee House 206 W. Michigan Ave. Ypsilanti, MI 48197 Phone: 734-221-3961*

August 26: Dr. Jessie McGuire The Power Trumpet from Phoenix Arizona is returning to his hometown of Ypsilanti for a rare Command Performance of Jazz, Funk and Gospel. *The afterglow meet and greet will be at Aubree's Pizzeria & Grill Ypsilanti, MI 48197 Phone: 734-483-1525 Located in the Kroger Shopping Center*

September 2: Jeff Lorber Fusion Grammy Award Winning Keyboardist /Producer and Composer. The Man that started it all. He helped Invent "Smooth Jazz", will close out the Summer Jazz Series with an All-Star Band featuring: Eric Marinthal (saxophone), Jimmy Haslip (bass) and Steve Hass (drums) Get ready for some Smooth Jazz, Funk and Fusion by the man that helped usher in the Smooth Jazz Genre. *The afterglow meet and greet will be at the Ann Arbor Marriott Ypsilanti At Eagle Crest 1275 S. Huron St. Ypsilanti, MI 48197 Phone: 855-516-1090*

Fund #	ACCOUNT DETAIL	Description	Fund Activity	Type	Interest Rate	GASB 34 ACCOUNT	FY	Date of Transaction	Beginning Balance	Principal Payment	Interest Payment	Paying Agent Fee	Annual Required	Ending Balance	CY	YEND	ANNUAL PAYMENT
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds	3.40 - 4.60	998-300-00	14-15	11/1/2014	670,000.00	-	(14,473.75)	-	(14,473.75)		0		14,473.75
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	14-15	5/1/2015	-	(55,000.00)	(14,473.75)	-	(69,473.75)	615,000.00	0		69,473.75
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	15-16	11/1/2015	615,000.00	-	(13,428.75)	-	(13,428.75)	-	0		13,428.75
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	15-16	5/1/2016	-	(55,000.00)	(13,428.75)	-	(68,428.75)	560,000.00	643872		68,428.75
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	16-17	11/1/2016	560,000.00	-	(12,342.50)	-	(12,342.50)	-	643872		12,342.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	16-17	5/1/2017	-	(60,000.00)	(12,342.50)	-	(72,342.50)	500,000.00	19061		72,342.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	17-18	11/1/2017	500,000.00	-	(11,127.50)	-	(11,127.50)	-	19061		11,127.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	17-18	5/1/2018	-	(60,000.00)	(11,127.50)	-	(71,127.50)	440,000.00	649811		71,127.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	18-19	11/1/2018	440,000.00	-	(9,882.50)	-	(9,882.50)	-	649811		9,882.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	18-19	5/1/2019	-	(65,000.00)	(9,882.50)	-	(74,882.50)	375,000.00	14934		74,882.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	19-20	11/1/2019	375,000.00	-	(8,485.00)	-	(8,485.00)	-	14934		8,485.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	19-20	5/1/2020	-	(70,000.00)	(8,485.00)	-	(78,485.00)	305,000.00	660684		78,485.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	20-21	11/1/2020	305,000.00	-	(6,962.50)	-	(6,962.50)	-	660684		6,962.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	20-21	5/1/2021	-	(70,000.00)	(6,962.50)	-	(76,962.50)	235,000.00	10709		76,962.50
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	21-22	11/1/2021	235,000.00	-	(5,405.00)	-	(5,405.00)	-	10709		5,405.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	21-22	5/1/2022	-	(75,000.00)	(5,405.00)	-	(80,405.00)	160,000.00	826459		80,405.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	22-23	11/1/2022	160,000.00	-	(3,680.00)	-	(3,680.00)	-	826459		3,680.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	22-23	5/1/2023	-	(80,000.00)	(3,680.00)	-	(83,680.00)	80,000.00	5371		83,680.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	23-24	11/1/2023	80,000.00	-	(1,840.00)	-	(1,840.00)	-	5371		1,840.00
473	9000	2004-A Downtown Development Limited	Componenty Units	General Obligation Bonds		998-300-00	23-24	5/1/2024	-	(80,000.00)	(1,840.00)	-	(81,840.00)	-	826121		81,840.00

WHCanon
Landscape Company

Landscape Proposal
Job: Ypsilanti DDA

Report date: 5/11/2022

Description	Mea	Qty	Lump Sum Price
Native Flower Bed - Family Fried Chicken Bed			
Part 1			
Clean & detail bed. Re-mulch bed and define bed edge	occ	1	850.00
Part 2			
Supply labor to pick up and install native plants from the native plant nursery	occ	1	300.00

Total Base Landscape

Upon review and approval, please sign and return as soon as possible to confirm:

Signature Date

WHCanon
Landscape Company

Landscape Proposal
Job: **Ypsilanti DDA Parking Lot Enhancements**
Ypsilanti, MI

Report date: 4/4/2022

Description	Mea	Qty	Bid Unit Price	Total Bid Price
Landscape LanLandscape Enhancements 2022 Season				
S. Huron Lot				
Supply and install Viburnum shrubs along perimeter to fill in missing areas	3 gal	16		1,280.00
N. Huron Lot				
Remove existing Viburnum along entrance from Huron	ls	1		50.00
Supply and install Fountain grass along front edge of bed facing Huron	2 gal	60		2,400.00
Supply and install Oakleaf Hydrangea second row behind grasses	36"	40		3,850.00
N. Adams Lot				
Remove exisiting sumac, boxwood and junipers.	ls	1		150.00
Lobelia, Asters, Red Columbine	gal	120		2,160.00
Washington Street				
Remove existing wooden platform located on west side of sidewalk	ls	1		400.00
Level grade w/ topsoil, cover with mulch	yd	1		65.00
Total Base Landscape				**10,355.00**

LUMICHRON
COMMERCIAL CLOCKS

P R O P O S A L 4/1/22

Sally Richie
City of Ypsilanti
slr106@att.net

Clock parts and/or service for existing 4-face post clock, includes:

4 – NU-90t impulse-drive clock movements
4 – Sets of hands to replicate original (bushings are different)
1 – HN-61 fully automatic clock controller mounted in a NEMA 4X box for installation in the base
20' of 18-8 low-voltage cable for connections
1 – Special Service Tool SPA-1 pin spanner wrench

Complete parts kit	$ 2,908.00
UPS Ground packing and shipping	$ 45.00

Options:

4 LED illumination panels, 3200k warm white, mounted inside with power supply located in the base for ease of service, control by clock controller on/off dusk/dawn	$ 1,350.00

Installation:

Preliminary site visit for accurate measurements Installation of all parts, 2 men, 1 full day with scaffolding and travel	$ 2,380.00

Notes:
The automatic clock controller will reset the clocks automatically after DST changes and power interruptions
The optional LED lighting panels have a 100,000 hour rating – about 20 years

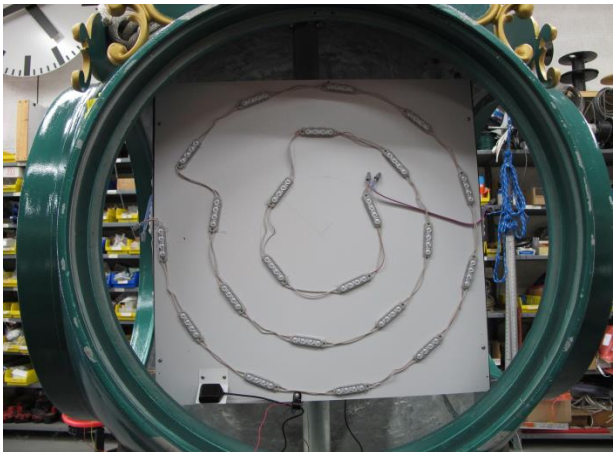
Terms and delivery:
City issued P.O., balance due at time of project completion. Allow 6 weeks for project turn-around. Quote valid for 90 days. Price excludes sales tax if applicable.

Warranty:
3 years on all parts and workmanship, excluding labor. Complete warranty details furnished with Order Confirmation.

Many thanks for this opportunity to provide you with this quote. Ian Macartney

2215 29th St. SE Suite B4
Grand Rapids, MI 49508
USA
www.Lumichron.com
ian@Lumichron.com
Ph: 616-245-8888
Fax: 616-245-1966

Above, example of a parts kit for a 4-face post clock, below LED illumination panels



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COVID-19 Proposal

City of Ypsilanti

Jones Cleaning Group
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Dear Ypsilanti DDA,

We would like to thank you for the opportunity to offer our support with janitorial services to Ypsi DDA Members. There is nothing more important than ensuring that your facilities maintain a safe and clean environment where your clients and employees gather daily. This is where Jones Cleaning Services can partner alongside the business district to achieve these goals. We understand your business operations are unique from others therefore we will take a customized approach catering towards your facility needs being flexible enough to adapt to the changing environment of your day-to-day operations amidst the uncertainty of the COVID-19 pandemic.

As a fast growing company, the reason we have yet to lose a single client since our establishment in 2016 is that we treat all our employees and clients like family. We take a personal approach while implementing a unique system ensuring that facilities are properly maintained exceeding your expectations while maintaining our high standard of quality and consistency. With experienced and qualified staff hired locally, Jones Cleaning Services offers a unique value to Ypsi DDA Members that can be difficult to find in this industry on a long-term basis.

This proposal outlines some of the highlights that we feel aligns with the needs and request of Ypsi DDA Members at this time. We look forward to working with you and are open to an interview (virtual or in person) to discuss details outlined in the proposal. If you should have any questions, please feel free to contact me directly by phone or email.

Warm regards,

Emmanuel Jones
CEO
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Our Company

Overview

Jones Cleaning is a minority-owned and operated company based in Belleville. Since 2016, we have offered our commercial cleaning services among other services recently expanding to encompass Southeastern Michigan and surrounding cities. We invest within the communities we work through partnering with local minority-owned vendors and contractors, hiring individuals from vulnerable populations (low-income, returning citizens, veterans) and giving our time and resource to support local charities.

Mission

Become an economic drive in SEMI providing upward mobility to low-income residents offering career opportunities. By doing this we will have a highly motivated workforce of professionals who will maintain a safe and clean working environment where are clients work, learn and play.

Our Values

A commitment to treating and serving our employees, clients and community like we would our own family; with care, honesty, integrity.

CUSTOMER SUCCESS

We prioritize the success of our customers providing cost-saving solutions, removing the hassle of managing several contractors.

QUALITY

Reliability. Consistency. Integrity. Embedded in the foundation of our training, cleaning systems and quality assurance program.

FAMILY

We treat our employees like family. Our care for our team goes beyond the work environment. They are people FIRST, employees SECOND.

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BY THE NUMBERS

72 Happy Clients

0 Clients Lost

5425 Office Cleans

158 Events Cleaned

610 Homes cleaned

Serving **13** Cities

13 Employees

10 years experience

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Project Scope

Overview

Due to the pandemic, local small businesses and restaurants are being impacted greatly in the Ypsilanti area. Due to CDC guidelines, many have adjusted with outdoor seating arrangements with some providing seating inside while following CDC social distancing guidelines. In speaking with local business owners, customer traffic is roughly decreased to 40-60% of the capacity it was at pre-pandemic in spite of Washtenaw County being a “green zone” at the moment. Challenges are still present for many local businesses in DDA district that did not receive loans and/or other sources of COVID-19 relief funding.

There are also many consumers whom yet feel comfortable in returning to public spaces such as restaurants, cafes, etc. due to uncertainty of knowing whether their safety and health is a top priority to all the businesses they frequent in the area. In order to reassure consumers of their health and safety by educating them on how local businesses are implementing effective practices for properly sanitizing to prevent potential spread of COVID-19, there must be a blanket process that all businesses follow.

How do we know any business we walk into is following the same guidelines as another across the street? This is why a uniform COVID-19 Prevention and Cleaning Plan for all active businesses is needed. This in turn would ensure that all businesses are abiding by the same cleaning process. This would ensure the safety and health of all employees and consumers is prioritized while also supporting business owners with simple strategies to follow CDC regulations without drastically increasing staff workload and/or expenses.

Our Cleaning Process

Our solution would be to provide our Conscious Cleaning® Sanitization method. Information for this is provided in “Attachment A” but can also be found at www.cleanitgood.com/covid-19. This is a 4-step process to ensure all touchpoint and contact surfaces are effectively cleaned to fight against SARS-CoV-2, the virus that causes COVID-19. All products utilized during the disinfecting and sanitation process are EPA approved for this purpose. Working with DDA management and board, we will devise a sanitizing plan that is adaptable to the changing circumstances of DDA business members throughout the next 12-18 months.

Expertise in COVID-19 Prevention

Jones Cleaning Services has received certifications and training/education through 360 Training, CDC and WHO in order to provide COVID-19 consultation, guidance and education around social distancing

guidelines, infection control and mapping, employee safety, facility layout, developing cleaning/disinfecting plans, operation planning, and other practices to ensure consistent measures and protocols are implemented across the company.

Proposed Plan

Jones Cleaning Services proposing providing two services to all business designated within the Ypsi DDA in addition to DDA functions (i.e. First Fridays):

1. Weekly, Bi-Weekly or Monthly COVID-19 Cleaning of member facilities
2. Consultation around mapping out COVID-19 Prevention & Operating Plan for facilities and events

Weekly COVID-19 Cleaning of Facilities

Jones Cleaning Services would offer weekly sanitizing services utilizing electrostatic sprayers to all members presently open. We would offer a scaled pricing model for business listed as follows:

1,500 sq. ft. or less: $300/mo.
3,000 sq. ft. or less: $450/mo.
5,000 sq. ft. or less: $600/mo.
5,000 sq. ft. or more: Varies

NOTE: This pricing model is based on at least 50 businesses participating in this program. The less that participate, these prices will gradually increase. If more than 50 businesses participate, prices will gradually decrease saving businesses money.

For outdoor events with seating put on by the DDA, we can provide sanitizing services during and post-event. Pricing would be quoted on a per-event basis.

Through hiring locally, Jones Cleaning Services would provide the proper staffing to set up routine cleaning schedules for all participating businesses.

COVID-19 Consultation

Jones Cleaning Services will offer consultation and guidance to all business owners whom are currently in operation and/or working towards reopening this fall in developing an operating plan that ensures safety protocols, cleaning procedures, social distancing guidelines, PPE and cleaning supply recommendations and communication procedures are implemented. While there being different types of businesses within the Ypsi DDA, our COVID-19 Prevention and Operation Plan would provide similar

protocols and practices for businesses helping to enact uniform practices for all participating businesses. Through our local network of partners, we have the ability and capacity to offer uniform PPE gear and disinfectant supplies to all participating members. This would make communicating changes and/or updates on new COVID-19 guidelines more effective while also information the Ypsi DDA how their members are ensuring measures are taken to maintain a safe and clean environment for employees and consumers. We estimate this consultation process taking 30-45 days to implement for each participating business.

Role of DDA

Our request of the DDA is based on the assumption the DDA has existing relationships with all business members in the district and there is a consistent level of communication between Ypsi DDA and its membership. We identify the DDA assisting us in implementing this project in the following ways:

1. Promoting our services to all members within the district, in turn recruiting members to participate in the program
2. Promoting the partnership between the City of Ypsilanti, Jones Cleaning Services in launching a city wide COVID-19 prevention plan. A list of those participating in the program would be shared that way consumers know which businesses are safe to visit/shop/eat
3. Assist with identifying funding/grant opportunities to support business members with implementing changes to their business operations to adhere to COVID-19 guidelines and consultation.

Payment

Depending on the set-up and structure of Ypsi DDA, we would seek two potential options for securing payment of services from DDA members:

1. DDA sets up process for business members paying DDA directly on a monthly basis and Jones Cleaning Services invoices DDA for the total amount. DDA keeps a percentage (donation) allowing for funds to be reinvested back into DDA for various improvement projects
2. Jones Cleaning Services works directly with the membership on monthly invoicing. We will offer a monthly donation (5-10% from monthly revenue gained from DDA membership) to Downtown Association of Ypsilanti (DAY) to support with reinvesting funds back into the city specifically for businesses that need the financial support during this pandemic.

Potential Benefits

Our COVID-19 Prevention and Cleaning Plan provides a potential opportunity in a few ways the City of Ypsilanti can capitalize on:

1. There is an opportunity to showcase innovation and forward thinking in supporting the business district on a macroscale that other neighboring cities in Washtenaw County are not doing. Being the “first” in implementing a plan such as this provides opportunities for advertising, branding and promotion to 1) consumers of local businesses who have been deterred from venturing to downtown Ypsi due to safety and health reasons 2) Business owners whom are vetting potential spaces to open a newly storefront office, retail shop, restaurant, etc.
2. Such a broad scale plan will need the labor in order to effectively implement the plan. In a time where unemployment has skyrocketed in Michigan, 5-20 local residents will become gainfully employed.
3. Continue to build goodwill amongst the business district in the City of Ypsilanti.

Additional Services

Aside from our focus of COVID-19 Cleaning, we have experience providing window cleaning, carpet cleaning (shampooing and spot treatment), stripping/waxing, bio-hazard cleanup, general janitorial, and paper inventory management services to meet the current cleaning and facility requirements. With our technology and network of Ypsi-based partners, we have the ability, infrastructure and qualified staff to support DDA members in a variety of meaningful ways. These services would be offered separately and individually to any DDA member at a discounted rate.

Conclusion

We are committed to supporting the City of Ypsilanti in bouncing back from the challenges that have presented itself due to COVID-19. Please do not hesitate to contact us directly at 734-999-0550 or ejones@cleanitgood.com

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