

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, April 20, 2017 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

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.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Jelani McGadney	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	Dieter Otto	P	A
RayVon Williams	P	A			

III. Introductions

IV. Approval of Agenda (X)*

V. Approval of March 16, 2017 Minutes (X)*

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X)

VIII. Standing Committee Reports

- **Operations and Finance Committee (X)**
 - Ziggys Redevelopment Liquor License

IX. Old Business

X. Proposed Business

- **Freighthouse MOU and Maple Street Lot Discussion**

XI. Staff Updates

XII. Announcements/Comments

XIII. Public Participation

XIV. Next Meeting: April 20, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

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

**City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting
Thursday, March 16, 2017 – 8:30 a.m.
SPARK East
215 W. Michigan
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.

I. Call to Order: 8:37am

II. Roll Call

Jessica French		A	Andrew O’Neal	P
Adam Gainsley	P		Diana Wong	P
Martha Cleary	P		Mark Teachout(C)	P
Ben Harrington		A	RayVon Williams	P
Jelani McGadney	P		Amanda Edmonds	P

Others in Attendance:

Beth Ernat, Ypsilanti Economic Dev.
Joe Meyers, DDA
Rasheed J. Atwater, DDA
Alex , Hyperion Coffee
Joe Jeffries, Ziggy’s
Patrick Edwin, 734 Brewery
Mark Maynard, Landline

III. Introductions:

IV. Approval of Agenda (X)*:

- Adam Gainsley motioned to approve the agenda and Jelani McGadney supported the motion. The board unanimously approved and the agenda.

V. Approval of January 19, 2016 Minutes (X)*:

Rayvon Williams motioned to approve the agenda and Martha Cleary supported the motion. The board unanimously approved and the agenda.

VI. Audience Participation (3 Minutes each)

- Joe Jeffries introduced herself and discussed plans for Ziggy’s
- Alex introduced himself and discussed plans for Hyperion
- Patrick Edwin introduced himself and discussed plans for 734 Brewery

VII. Staff Report/ Financial Report (X):

- Joe discussed the staff report and businesses openings and closings to the board, then fielded questions.

VIII. Standing Committee Reports:

- Grants Committee (X)* p. 20-22

- Rehab Grant
 - a) 734 Brewing Company
 - Patrick Edwin informed the board of his plans with 734 Brewing Co. and fielded questions from the board.
 - b) Landline Creative Labs
 - Mark Maynard informed the board of his plans with Landline Creative labs and fielded questions from the board.
 - c) Ziggy's
 - Joe Jeffries informed the board of her plans with Ziggy's and fielded questions from the board.
- Adam Gainsley motioned to approve the three resolutions for each building rehabilitation grant. Martha Cleary supported the motion and all three applicants were awarded a \$5,000 rehabilitation grant.
- Façade Grant
 - a) 734 Brewing
 - Patrick Edwin informed the board of his plans with 734 Brewing Co. and fielded questions from the board.
 - Adam Gainsley motioned to approve a resolution approving the façade application and RayVon Williams supported the motion. The recipients was awarded a \$2,500 grant.
 - b) 306X Cross
 - Joe Meyers informed the board of the plans for 306X and fielded questions from the board.
 - Martha Cleary motioned to approve a resolution approving the façade application and Andrew O'Neal supported the motion. The recipient was awarded \$2,302.00 façade grant.
 - c) Hyperion
 - Alex informed the board of the plans for Hyperion Coffee and fielded questions from the board.
 - Martha Cleary motioned to approve a resolution approving the façade application and Andrew O'Neal supported the motion. The recipient was awarded \$1,000.00 façade grant.
 - d) Akasha Yoga
 - Rasheed Atwater informed the board of the plans for Akasha Yoga and fielded questions from the board
 - Jelani McGadney motioned to approve a resolution approving the façade application and Martha Cleary supported the motion. The recipient was awarded 2,500
- Operations and Finance Committee: N/A

IX. Old Business:

- N/A

X. Proposed Business:

- Budget Adjustments, Breakdown and Transfers
 - Discussion ensued over the budget. Joe presented a resolution to change the division of expenses between accounts for operating expenses.
 - Motion by Martha Cleary to approve a resolution to reset the division of universal expenses based on revenues for operating expenses. Adam Gainsley supported the motion and it was carried unanimously.
 - Joe presented a resolution to transfer ELG funds between the Depot Town DDA to the Downtown DDA for the grant to the Thompson Block.

- Motion by Adam Gainsley to approve a resolution transferring \$15,000 from fund 275 to fund 413. Jelani McGadney supported the motion and it was approved unanimously.

XI. Staff Updates

- N/A

XII. Announcements/Comments: N/A

XIII. Public Participation: N/A

XIV. Adjourned:

- RayVon Williams motioned to adjourn the meeting and Jelani McGadney supported the motion. The motion was unanimously approved and the meeting was adjourned at 10:24 am.

XV. Next Meeting: April 20, 2017, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

YDDA Revenue and Expense Report

January 2016							
							75% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		241,739		56,163		185,576	23%
Operating Millage (1.8282)		52,378		53,721		-1,343	103%
<u>Total</u>		294,117		109,884		184,233	37%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,113		32,645		7,468	81%
TIFA Expenses		218,448		114,570		103,878	52%
<u>Total</u>		258,561		147,215		111,346	57%
<u>Revenues Over (Under) Expenses</u>		35,556					
Fund Balance as of FYE June 2016*		311,273					
Appropriated for FYE June 2016		35,556					
Projected Fund Balance June 2017		346,829					
*both TIF and Operating Reserves							
Unpaid Liabilities		30,702					
Downtown		12,500					
Depot Town		13,400					
West Cross		4,802					

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPER - 18%						
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REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,017	7,017	0.00	6,608.22	408.78	5.83
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	0	0	0.00	0.00	0.00	0.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	20	20	0.00	10.93	9.07	45.35
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	8.11	11.89	59.45
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.33 (0.33)	0.00
275-4-7270-664-00 INTEREST EARNINGS	447	447	0.00	284.80	162.20	36.29
275-4-7270-694-01 MISCELLANEOUS REVENUE	0	0	0.00	0.00	0.00	0.00
275-4-7270-699-94 APPROPRIATION FUND BALANCE	0	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	7,504	7,504	0.00	6,912.39	591.61	7.88
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TOTAL DTDA W CROSS OPER - 18%	7,504	7,504	0.00	6,912.39	591.61	7.88
DTDA W CROSS TIF - 26%						
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REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,943	4,943	0.00	5,789.48 (846.48)	17.12-
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	3,288	3,288	0.00	0.00	3,288.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	0	0	0.00	0.00	0.00	0.00
275-4-7271-573-00 LOCAL COMMUNITY STABILIZATION	0	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	0	0	0.00	0.00	0.00	0.00
275-4-7271-699-91 APPROP.-FB	0	0	0.00	0.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	7,831	7,831	0.00	0.00	7,831.00	100.00
TOTAL REVENUES	16,062	16,062	0.00	5,789.48	10,272.52	63.96
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TOTAL DTDA W CROSS TIF - 26%	16,062	16,062	0.00	5,789.48	10,272.52	63.96
DTDA E CROSS OPER. - 16%						
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REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,524	6,524	0.00	5,797.59	726.41	11.13
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	0	0	0.00	0.00	0.00	0.00
275-4-7290-420-01 DELINQUENT PROPERTY TAXES	0	0	0.00	0.00	0.00	0.00
275-4-7290-440-02 OPRA REIMBURSEMENT-DEPOT TOWN	0	0	0.00	0.00	0.00	0.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	17.22	2.78	13.90
275-4-7290-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.00	0.00	0.00
275-4-7290-664-00 INTEREST EARNINGS	314	314	0.00	284.80	29.20	9.30
275-4-7290-694-01 MISCELLANEOUS REVENUE	0	0	0.00	0.00	0.00	0.00
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	3,557	3,557	0.00	0.00	3,557.00	100.00
TOTAL REVENUES	10,415	10,415	0.00	6,099.61	4,315.39	41.43
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TOTAL DTDA E CROSS OPER. - 16%	10,415	10,415	0.00	6,099.61	4,315.39	41.43

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPER - 18%						
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EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	63	63	0.00	6.55	56.45	89.60
275-7-7270-730-00 POSTAGE	10	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	24	24	0.00	0.00	24.00	100.00
275-7-7270-775-01 REPAIR AND MAINTENANCE SUPPLY	123	123	0.00	0.00	123.00	100.00
275-7-7270-807-00 AUDIT FEES	116	116	0.00	117.00 (1.00)	0.86-
275-7-7270-818-00 CONTRACTUAL SERVICES	933	933	0.00	3,532.91 (2,599.91)	278.66-
275-7-7270-822-10 GENERAL LIABILITY	183	183	0.00	30.00	153.00	83.61
275-7-7270-826-10 LEGAL SERVICES	193	193	0.00	7.49	185.51	96.12
275-7-7270-853-00 TELEPHONE	56	56	0.00	13.85	42.15	75.27
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	50	50	0.00	61.72 (11.72)	23.44-
275-7-7270-900-00 PRINTING AND PUBLISHING	125	125	1.00	10.00	115.00	92.00
275-7-7270-940-00 RENT	197	197	15.00	150.00	47.00	23.86
275-7-7270-957-00 BOOKS AND MAGAZINES	8	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	46	46	0.00	10.00	36.00	78.26
275-7-7270-962-53 MTT - SETTLEMENT	0	0	0.00	0.00	0.00	0.00
275-7-7270-999-00 TRANSFER OUT 413	0	0	0.00	15,000.00 (15,000.00)	0.00
TOTAL EXPENDITURES	2,127	2,127	16.00	18,939.52 (16,812.52)	790.43-
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TOTAL DTDA W CROSS OPER - 18%	2,127	2,127	16.00	18,939.52 (16,812.52)	790.43-

DTDA W CROSS TIF - 26%

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EXPENDITURES						
275-7-7271-706-00 PERMANENT WAGES-SALARIES	0	0	0.00	0.00	0.00	0.00
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	0	0	0.00	0.00	0.00	0.00
275-7-7271-706-10 PART TIME WAGES	0	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-01 UNEMPLOYMENT	0	0	0.00	358.45 (358.45)	0.00
275-7-7271-714-02 WORKER'S COMPENSATION	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-06 SELF INSURED HEALTHCARE TAX	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-07 20% HEALTH CARE PREMIUM	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-09 2% OF BASE SALARY DEDUCTIONS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-10 BASIC CLAIMS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-11 VACATION AND SICK LIABILITY	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-12 BASIC FEES	0	0	0.00	2.15 (2.15)	0.00
275-7-7271-714-13 EHIM WRAP CLAIMS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-14 EHIM WRAP FEES	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-15 EHIM SCRIPTS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-17 DENTAL	0	0	0.00	0.00	0.00	0.00

AS OF: APRIL 30TH, 2017

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF - 5%						
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EXPENDITURES						
275-7-7291-706-00 PERMANENT WAGES - SALARIES	0	0	0.00	0.00	0.00	0.00
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	0	0	0.00	0.00	0.00	0.00
275-7-7291-706-10 PART TIME WAGES	0	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-01 UNEMPLOYMENT	0	0	0.00	1,667.83 (1,667.83)	0.00
275-7-7291-714-02 WORKER'S COMPENSATION	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-06 SELF INSURED HEALTHCARE TAX	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-07 20% HEALTH CARE PREMIUM	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-09 2% OF BASE SALARY DEDUCTIONS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-10 BASIC CLAIMS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-11 VACATION AND SICK LIABILITY	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-12 BASIC FEES	0	0	0.00	2.46 (2.46)	0.00
275-7-7291-714-13 EHIM WRAP CLAIMS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-14 EHIM WRAP FEES	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-15 EHIM SCRIPTS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-17 DENTAL	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-18 OPTICAL	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-19 LIFE INSURANCE	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-22 LONG TERM DISABILITY	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-23 TELEPHONE REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	0	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	13,929	13,929	1,256.67	12,566.70	1,362.30	9.78
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.49	2,218.51	50.67
275-7-7291-820-04 SEASONAL PLANTING	425	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	0	0	0.00	0.00	0.00	0.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	0	0.00	450.00 (450.00)	0.00
275-7-7291-820-07 PUBLIC RELATIONS CAMPAIGN	0	0	0.00	0.00	0.00	0.00
275-7-7291-820-08 WAYFINDING CITYWIDE	0	0	0.00	0.00	0.00	0.00
275-7-7291-920-00 UTILITIES-DTE ELECTRIC BILL	0	0	0.00	0.00	0.00	0.00
275-7-7291-940-01 RAIL FENCE LEASE	0	0	0.00	0.00	0.00	0.00
275-7-7291-955-00 MISCELLANEOUS EXPENSE	0	0	0.00	0.00	0.00	0.00
275-7-7291-965-04 LIBRARY PARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	400	400	0.00	100.00	300.00	75.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	1,600.00	3,400.00	68.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
275-7-7291-965-26 E CROSS REPAVING	0	0	0.00	0.00	0.00	0.00
275-7-7291-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	5,000	5,000	0.00	260.00	4,740.00	94.80
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	0	0	0.00	0.00	0.00	0.00
275-7-7291-995-00 INTEREST	0	0	0.00	0.00	0.00	0.00
275-7-7291-999-03 TRANSFER OUT(202)CROSS ST ENH	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	34,132	34,132	1,256.67	18,806.48	15,325.52	44.90

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
TOTAL DTDA E CROSS TIF - 5%	34,132	34,132	1,256.67	18,806.48	15,325.52	44.90
TOTAL EXPENDITURES	62,736	62,736	1,597.54	47,470.24	15,265.76	24.33
REVENUES OVER/(UNDER) EXPENDITURES	28,668	28,668	(1,597.54)	(26,605.99)	55,273.99	192.81

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

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						
413-4-7230-402-00 CURRENT PROPERTY TAXES	26,104	26,104	0.00	22,612.44	3,491.56	13.38
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	0	0	0.00	0.00	0.00	0.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	100	100	0.39	87.75	12.25	12.25
413-4-7230-440-01 OPRA REIMB-200,206 MI AVE	0	0	0.00	0.00	0.00	0.00
413-4-7230-440-03 OPRA REIMB-211, 213, 215 MI AV	0	0	0.00	0.00	0.00	0.00
413-4-7230-445-02 INTEREST ON CURRENT TAXES	50	50	0.00	20.42	29.58	59.16
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.02	3.45	1.55	31.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	0.00	7,200.00	100.00
413-4-7230-664-00 INTEREST EARNINGS	1,000	1,000	0.00	246.45	753.55	75.36
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	0	0.00	17,738.14 (17,738.14)	0.00
413-4-7230-699-00 TRANSFER FROM DEPOT TOWN	0	0	0.00	15,000.00 (15,000.00)	0.00
TOTAL REVENUES	34,459	34,459	0.41	55,708.65 (21,249.65)	61.67-

TOTAL DOWNTOWN DDA OPER. 66%	34,459	34,459	0.41	55,708.65 (21,249.65)	61.67-
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DOWNTOWN DA TIF 69%
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REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	22,405	22,405	0.00	25,055.78 (2,650.78)	11.83-
413-4-7231-439-01 CURRENT TIFA TAXES	117,574	117,574	0.00	0.00	117,574.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	0	0	0.00	0.00	0.00	0.00
413-4-7231-439-05 DELIQUENT TIFA TAXES	0	0	0.00	0.00	0.00	0.00
413-4-7231-462-01 DOWNTOWN PARKING PERMITS	0	0	0.00	6,200.00 (6,200.00)	0.00
413-4-7231-573-00 LOCAL COMMUNITY STABILIZATION	0	0	0.00	0.00	0.00	0.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	0	0	825.00	17,055.00 (17,055.00)	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	28,275	28,275	0.00	0.00	28,275.00	100.00
TOTAL REVENUES	168,254	168,254	825.00	48,310.78	119,943.22	71.29

TOTAL DOWNTOWN DA TIF 69%	168,254	168,254	825.00	48,310.78	119,943.22	71.29
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DOWNTOWN DA OTHER
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REVENUES						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	0	0	0.00	0.00	0.00	0.00
413-4-7232-676-00 CONTRIBUTION WATER ST DEV	0	0	0.00	0.00	0.00	0.00
413-4-7232-699-91 APPROP.-FB	0	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00

TOTAL DOWNTOWN DA OTHER	0	0	0.00	0.00	0.00	0.00
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CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DDA OPER. 66%						
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EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	850	850	0.00	90.39	759.61	89.37
413-7-7230-730-00 POSTAGE	138	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	328	328	0.00	85.00	243.00	74.09
413-7-7230-775-01 REPAIR AND MAINTENANCE SUPPLY	0	0	0.00	0.00	0.00	0.00
413-7-7230-807-00 AUDIT FEES	1,697	1,697	0.00	1,606.00	91.00	5.36
413-7-7230-818-00 CONTRACTURAL SERVICES	12,882	12,882	0.00	12,953.99 (71.99)	0.56-
413-7-7230-822-10 GENERAL LIABILITY	2,530	2,530	0.00	5,510.00 (2,980.00)	117.79-
413-7-7230-826-10 LEGAL SERVICES	2,657	2,657	0.00	103.51	2,553.49	96.10
413-7-7230-853-00 TELEPHONE	624	624	0.00	191.13	432.87	69.37
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	690	690	0.00	402.58	287.42	41.66
413-7-7230-900-00 PRINTING AND PUBLISHING	1,725	1,725	142.40	266.60	1,458.40	84.54
413-7-7230-940-00 RENT	2,712	2,712	207.00	2,070.00	642.00	23.67
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	104	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	634	634	0.00	408.00	226.00	35.65
413-7-7230-962-55 WASH CO. CHARGEBACKS	0	0	0.00	0.00	0.00	0.00
413-7-7230-965-00 MARKETING	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	27,571	27,571	349.40	23,687.20	3,883.80	14.09
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TOTAL DOWNTOWN DDA OPER. 66%	27,571	27,571	349.40	23,687.20	3,883.80	14.09

DOWNTOWN DA TIF 69%

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EXPENDITURES						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	0	0	0.00	0.00	0.00	0.00
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	0	0	0.00	0.00	0.00	0.00
413-7-7231-706-10 PART TIME WAGES	0	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	0	0.00	0.00	0.00	0.00
413-7-7231-709-00 OVERTIME	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-01 UNEMPLOYMENT	0	0	0.00	3,898.52 (3,898.52)	0.00
413-7-7231-714-02 WORKER'S COMPENSATION	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-06 SELF INSURED HEALTHCARE TAX	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-07 20% HEALTH CARE PREMIUM	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-09 2% OF BASE DEDUCTIONS	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-10 BASIC CLAIMS	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-11 VACATION AND SICK LIABILITY	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-12 BASIC FEES	0	0	0.00	10.79 (10.79)	0.00
413-7-7231-714-13 EHIM WRAP CLAIMS	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-14 EHIM WRAP FEES	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-15 EHIM SCRIPTS	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	0	0	0.00	0.00	0.00	0.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2017

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-714-17 DENTAL	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-18 OPTICAL	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-19 LIFE INSURANCE	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-22 LONG TERM DISABILITY	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-23 TELEPHONE REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00
413-7-7231-714-24 HEALTH CARE SAVINGS PLAN	0	0	0.00	0.00	0.00	0.00
413-7-7231-818-00 CONTRACTUAL SERVICES	40,761	40,761	3,335.00	33,350.00	7,411.00	18.18
413-7-7231-820-00 TIF PROJECTS	10,000	10,000	0.00	5,484.33	4,515.67	45.16
413-7-7231-820-01 IRRIGATION SYSTEM	40	40	0.00	43.11 (3.11)	7.78-
413-7-7231-820-02 STREETScape MAINTENANCE	17,768	17,768	0.00	9,504.98	8,263.02	46.51
413-7-7231-820-03 WASTE MANAGEMENT	5,000	5,000	1,722.85	15,921.73 (10,921.73)	218.43-
413-7-7231-820-04 SEASONAL PLANTING	3,450	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	0	0	0.00	0.00	0.00	0.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	0	0.00	0.00	0.00	0.00
413-7-7231-820-07 PUBLIC RELATIONS CAMPAIGN	0	0	0.00	0.00	0.00	0.00
413-7-7231-820-08 WAY FINDING CITY WIDE	0	0	0.00	0.00	0.00	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	0	0	0.00	114.18 (114.18)	0.00
413-7-7231-965-04 LIBRARY PARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	400	400	0.00	100.00	300.00	75.00
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	5,000.00	0.00	0.00
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	0	0	5,000.00	5,000.00 (5,000.00)	0.00
413-7-7231-991-00 PRINCIPAL THROUGH 5/1/14	0	0	0.00	0.00	0.00	0.00
413-7-7231-995-00 INTEREST	0	0	0.00	0.00	0.00	0.00
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-02 TRANSFER OUT (202) MAJOR STREET	0	0	0.00	0.00	0.00	0.00
413-7-7231-999-20 TRANSFER OUT (473) 2004A	85,435	85,435	0.00	13,145.00	72,290.00	84.61
TOTAL EXPENDITURES	168,254	168,254	10,057.85	91,572.64	76,681.36	45.57
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TOTAL DOWNTOWN DA TIF 69%	168,254	168,254	10,057.85	91,572.64	76,681.36	45.57
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DOWNTOWN DA OTHER						
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EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00
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TOTAL DOWNTOWN DA OTHER	0	0	0.00	0.00	0.00	0.00
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DOWNTOWN WATER ST						
=====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00
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TOTAL DOWNTOWN WATER ST	0	0	0.00	0.00	0.00	0.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2017

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
TOTAL EXPENDITURES	195,825	195,825	10,407.25	115,259.84	80,565.16	41.14
REVENUES OVER/(UNDER) EXPENDITURES	6,888	6,888	(9,581.84)	(11,240.41)	18,128.41	263.19

City of Ypsilanti DDA Staff Report March 2017

Website: Staff continues to update the available properties and business directory sections.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to distribute information about the upcoming dumpster invoice.

Downtown Dumpster Management: Staff has begun collecting payment for the next quarter of the dumpster program.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff created a throwback Thursday feature of the Facebook page which has been extremely popular and is working to schedule out stories to keep a more up to date page.

YDDA Bookkeeping and Budget: Staff is working with to finalize the 16/17 & 17/18 budget adjustments.

Streetscape Maintenance: Staff is working to get everything setup for the planters to get planted in May.

Grants: Staff is working with Façade and Rehabilitation Grant recipients to get the required documentation and payouts. Staff is also gearing up for another round of grant applications.

New Businesses: Panderia La Bendicion, 3D Nutrition, Love at First Try

Businesses Closing: N/A

Staff Hours for February

Joe – Budget preparation, meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings, new business counseling/outreach, grant outreach, downtown tours, marketing - 45 Hours

Rasheed – Business check-ins, DDA dumpster maintenance, invoice distribution, collect and process dumpster invoice, DDA board and committee meetings, façade & rehabilitation grant distribution, updated website and business directory, create signage for DDA grants, check and secure business licenses, promote DDA news and businesses via social media – 96 Hours

Bonnie –First Fridays and social media – 6 Hours

Cindy – Available Properties– 2 Hours

Nan – Budget – 13.5 Hours

Beth – DDA oversight and guidance – 15 Hours

Ypsilanti Downtown Development Authority

W. Cross Community Meeting

Wednesday, April 12, 2017

La Fiesta Mexicana

529 W. Cross St,

Ypsilanti MI 48197

- I. Introduction
 - a. Andrew O'Neal- DDA W. Cross Representative
 - b. Joe Meyers- DDA Executive Director
 - c. Rasheed Atwater- DDA Coordinator
 - d. Julie Depowski- Sweetwaters Coffee & Tea
 - e. Melody Rye- Cross St Coffee
 - f. Crossroads and La Fiesta Mexicana Representative
- II. What is the DDA
 - a. Joe informed the business owners what the DDA is and how the DDA has historically worked with the W. Cross st district.
- III. Questions and Concerns
 - a. Each business owner listed concerns in the W. Cross st district which included: Parking, parking lot safety, recycling, business partnerships, DDA meeting schedule, grants, and more W. Cross business collaboration
 - b. Joe informed the group that we would be holding more forums in the district and would encourage them to invite their neighboring business owners to attend future meetings.

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday April 12, 2017 – 8:30 a.m.
SPARK East
215 W. Michigan

I. Call to Order: 8:43am

II. Roll Call

Ben Harrington	P	Ruth Ann Jamnick	P
Adam Gainsley	A	Diana Wong	P

III. Approval of Agenda (X)*:

- Ruth Ann Jamnick motioned to approve the agenda and Diana Wong supported the motion. The committee unanimously approved the agenda.

IV. Approval of March 8, 2017 Minutes (X)*:

- Ruth Ann Jamnick motioned to approve the agenda and Diana Wong supported the motion. The board unanimously approved the agenda.

V. Audience Participation (3 Minutes each): N/A

VI. Old Business: N/A

VII. New Business:

1. Ziggy's Redevelopment Liquor License

- a) Joe presented a memo regarding a redevelopment liquor license (RLL) for Ziggy's located at 206 W. Michigan Avenue. Joe went through the policy on how to approve these special licenses and gave background on what a RLL was. Joe also informed the committee he would like to update the policy in the future
- b) Motion by Diana Wong to recommend the YDDA Board pass a resolution approving a redevelopment liquor license for Ziggy's at 206 W. Michigan Avenue. Ruth Ann Jamnick supported the Motion and it was approved unanimously.

2. Maple Street Parking Lot

- a) Discussion ensued over charging for the Maple Street lot in Depot Town. Joe informed the committee that there was a policy for renting the lot but it was never approved. Discussion ensued over the long term plans to solve the parking problem in Depot Town. The board would like to continue the discussion due to the complexities of the subject.

VIII. Proposed Business: N/A

IX. Announcements/ Comments: N/A

X. Audience Participation: N/A

XI. Adjourned – Wednesday, May 10, 2017, SPARK East, 215 W. Michigan Ave.

- Adam Gainsley motioned to adjourn the meeting and Ruth Ann Jamnick supported the motion. The meeting was adjourned at 9:41 am.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS
SUBJECT: REDEVELOPMENT LIQUOR LICENSE APPLICATION – 206 W.
MICHIGAN AVE/ZIGGYS
DATE: 4/17/2017
CC:

Ziggys has turned in an application for a Redevelopment Liquor License (RLL) from the State of Michigan.

The review process as approved by the DDA states that when an application for an RLL is turned in to the City Clerk's office, that it be directed to the DDA to review. The DDA will review the application at the appropriate committee level and make a recommendation to the full DDA board. If the recommendation is to approve/support the application, the YDDA board will review and formally vote on. If this is approved by the full board, it will be directed to the City Clerk and appropriate departments to forward to City Council for their consideration when deliberating a request to the Liquor Control Commission (LCC).

Per the approved DDA policy I have reviewed the submitted materials and created a bullet point list of what was provided. The applicant has responded to staff on all inquiries and provided as much information as they could.

1. Evidence that the applicant has the right to possess the premises.
 - The applicant has provided a copy of the signed lease.
2. The applicant must meet all the requirement of PA 501 which include that it is engaged in dining, entertainment, or recreation, is open to the general public not less than 10 hours a day, 5 days per week, and has a seating capacity of not less than 25 persons.
 - The applicant has indicated that they will provide seating for more than 25 persons.
 - We generally know to be true that the business is a restaurant that is open at least 10 hours a day, 5 days per week, but this is not explicitly stated in the application.
3. For a proposed business, the applicant must demonstrate how the issuance of a license would prevent further deterioration in the DDA and promote economic growth.
 - Creating new employment opportunities – owner plus 5 full and part-time jobs plus

additional jobs as the business grows

- Adding tax value through the purchase of new equipment – the law has changed on how personal property tax is generated so it is hard to judge this one.
4. The location is in compliance with the Zoning Ordinance.
 - The building is zoned Center for which a restaurant is a by-right use.
 5. Supply Certificate of Occupancy.
 - The applicant has provided a copy of the C of O from the City of Ypsilanti's Building Department.
 6. Supply evidence that all taxes are current.
 - The applicant has provided proof that the taxes have been paid on the building.
 7. Supply a written statement that the applicant will not violate any laws of the State of Michigan or ordinances of the City of Ypsilanti.
 - This was provided in the application.
 8. Supply a written statement that the applicant understands the City of Ypsilanti ordinance prohibiting public nudity.
 - This was provided in the application.
 9. Supply documentation that there has been an investment of at least \$75,000 for the rehabilitation or restoration of the building. This may include furniture, fixtures, and equipment.
 - The applicant provided estimates of \$46,650 of work to be completed making the total project investment \$85,276.81 well above the \$75,000 threshold.
 10. Supply documentation that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the applicant.
 - The applicant has provided the necessary documentation in the application.
 11. The applicant must acknowledge that the business will remain at the existing location while possessing the RLL and acknowledge the license is not transferable to another location.
 - This was acknowledged in the application packet.