

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, November 16, 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 October 19, 2017 Minutes (X)\***

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**VII. Staff Report/Financial Report (X)**

**VIII. Standing Committee Reports**

- A. Operations and Finance Committee

**IX. Old Business**

**X. New Business**

- A. City of Ypsilanti Police Department Update – Chief DeGusti
- B. Riverside Arts Center Update – Emily Tuesday
- C. City of Ypsilanti/YDDA Contractual Services Agreement (X)\*

**XI. Proposed Business**

**XII. Staff Updates**

**XIII. Announcements/Comments**

**XIV. Public Participation**

**XV. Next Meeting: December 21, 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, October 19, 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	Jelani McGadney	P
Jessica French	P	Andrew O’Neal	P
Adam Gainsley	P	Diana Wong	A
Martha Cleary	P	Mark Teachout (C)	P
Ben Harrington	P	Dieter Otto	P
RayVon Williams	A		

**III. Introductions**

- N/A

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

- Mark Teachout motioned to add board attendance to new business. Jessica French motioned to approve the amended agenda and Martha Cleary supported the motion and the minutes were approved.

**V. Approval of August 17, 2017 Minutes (X)\***

- Martha Cleary motioned to approve the September 21<sup>st</sup> meeting minutes. Jessica French supported the motion and the minutes were approved.

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

- N/A

**VII. Staff Report/Financial Report (X)**

- Joe Meyers presented the staff and financial report while updating the board on DDA news.

### **VIII. Standing Committee Reports**

- N/A

### **IX. Old Business**

- Adam Gainsley asked staff to research legislation on regulating business hours and days of operation.

### **X. New Business**

#### **A. Election of Officers\***

- Chair, Vice-Chair, and Treasurer Positions were voted upon by board members.
  - Jessica French nominated Mark Teachout as DDA Board Chair.
  - There were no other nominations
  - Jessica French motioned to close nomination and host roll call vote for Mark Teachout as chair. Mark Teachout was elected as DDA Board Chair.
- Adam Gainsley nominated Jessica French as Vice-Chair of the DDA Board
  - There were no other nominations.
  - Adam Gainsley motioned to close nomination and host roll call ballot for Jessica as vice-chair. Jessica French was elected DDA Board Vice-Chair
- Jessica French nominated Adam Gainsley as treasurer.
  - There were no other nominations
- Jessica French motioned to close nominations and conduct a roll call ballot for Adam as Treasurer. Adam Gainsley was elected as Treasurer of the DDA Board

#### **B. Ypsi Glow Grant(X)\***

- Joe Meyers gave a background of Ypsi Glow and detailed what their Grant is for
- Andrew O'Neal motioned to grant Ypsi Glow the \$300 grant and Adam Gainsley supported the motion. The board approved the \$300 Grant Request
- Adam Gainsley recommended that we increase the grant amount for our Marketing Grant going forward.

#### **C. Annual Meeting Discussion**

- Joe Meyers discussed the annual meeting and opened the floor for discussion
- Mark Teachout expressed his desire to have the conversation centered more on the DDA board instead of the city at the annual meeting.

#### **D. Board Member Attendance**

- Mark Teachout recommended giving everyone a clean slate on attendance and sending an email to board members about attendance protocol and enforcement going forward.
- Amanda Edmonds suggested creating committee descriptions to recruit business owners to join a committee.

### **XI. Proposed Business**

- Amanda discussed Pitch Ypsi and encouraged everyone to advertise and come to the event.

### **XII. Staff Updates**

- Next Monday the 23<sup>rd</sup> at EMU there will be an open discussion on the Transit Center
- Mark requested a YPD officer to come to the next DDA meeting to address parking in Depot Town

### **XIII. Announcements/Comments:**

- N/A

### **XIV. Public Participation**

- Amanda Edmonds moved from a board to public seat, becoming a public participant.
- Amanda Edmonds informed the board that Growing Hope was awarded a 3 year, 20,000 grant from USDA.

XV. Next Meeting: November 16, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

- Meeting adjourned at 9:54am

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

**City of Ypsilanti**  
**Downtown Development Authority**  
**Operations & Finance Committee Meeting**

Friday November 10, 2017 – 12:30 p.m.

SPARK East

215 W. Michigan Avenue

**I. Call to Order:** 12:30 pm

**II. Roll Call**

Adam Gainsley	P	Ruth Ann Jannick	P
Ben Harrington (C)	P	Diana Wong	P
Steve La Chance	P		

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

- Adam Gainsley motioned to approve the agenda. Steve LaChance supported the motion and the agenda was approved.

**IV. Approval of September 14, 2017 Minutes \*(X)**

- Ruth Ann Jannick motioned to approve the minute's as amended. Steve La Chance supported the motion and the minutes were approved.

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

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

**VII. New Business**

1. DDA Budget
  - a. Discussion ensued over the budget and the committee inquired if the true percentage break down of 69% Downtown, 26% Depot Town and 5% W. Cross was still accurate. Joe let the committee know he would get the numbers to the committee prior to the next meeting.
  - b. The committee also requested the results of the board retreat and the “burn rate of each district.
  - c. Joe informed the committee that he would like to start presenting the budget information by district instead of as a whole. The committee would like to see the numbers by district to get a better picture of the finances.
2. DDA Dumpster Program

- a. Joe informed the committee of the dumpster program since its creation and presented a memo from Rasheed Atwater (attached).

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

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

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

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

**XI. Adjourn**

Next Meeting– Wednesday, December 14, 2017, SPARK East, 215 W. Michigan Ave.

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

Ypsilanti Downtown Development Authority

---

---

**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

---

---

**TO:** OPERATIONS AND FINANCE COMMITTEE  
**FROM:** RASHEED J. ATWATER, YPSILANTI DDA  
**SUBJECT:** BUILDING FAÇADE GRANT APPLICATION RIVERSIDE ARTS CENTER  
**DATE:** 11/14/2017  
**CC:**

---

To date, the Ypsilanti DDA Dumpster program has accumulated \$25,330 in 16 months of activity. Currently we have 29 participants, with more promising to support with the filling of our downtown district. So far, 7 participants have discontinued service, primarily due to residents moving and more businesses making use of the city trash service. There is still much opportunity in the program for building owners to join; we project that as the downtown district fills, more business and building owners will be inclined to join the program.

Revenue

\$1,017 IN FY 2015/16  
\$17,738 IN FY 2016/17  
\$6,575 IN FY 2017/18

Expense

\$27,862 FY 2015/16  
\$22,501 IN FY 2016/17  
\$7,144 IN FY 2017/18



## **City of Ypsilanti DDA Staff Report November 2017**

---

Website: Staff continues to update the available properties and business directory sections. We are also working with our designers for the new website.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to inform them on DDA updates. Staff routinely meets with new businesses to discuss where to locate.

Downtown Dumpster Management: Staff is working on collecting dumpster payments, promoting the system and conducting weekly maintenance on the enclosures.

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

YDDA Bookkeeping and Budget: Staff continues to monitor the budget and make recommendations to the Operations and Finance Committee as necessary.

Streetscape Maintenance: Plants have been removed and staff is working on holiday greenery

Grants: Staff has passed out and collected Façade and Building Rehab Grants.

New Businesses: Downtown: Sizzles; W. Cross: Veg-O-Rama

Businesses Closing: Downtown: Madd Gear

### **Staff Hours for November**

Joe – Budget preparation, meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach - 45 Hours

Rasheed – Business check-ins, DDA dumpster maintenance, invoice distribution, collect and process dumpster invoice, DDA board and committee meetings, updated website and business directory, First Fridays support, promote DDA news and businesses via social media- 63 hours

Bonnie –Mapping and social media support – 3 Hours

Cindy – Available Properties and social media support– 3 Hours

Nan – Budget – 3 Hours

Beth – DDA oversight and guidance – 15 Hours

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

275-DEPOT TOWN DDA  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
REVENUE SUMMARY						
DTDA W CROSS OPER - 18%	7,560	7,560	0.00	7,071.06	488.94	6.47
DTDA W CROSS TIF - 5%	18,636	18,636	0.00	0.00	18,636.00	100.00
DTDA E CROSS OPER. - 16%	7,135	7,135	0.00	5,690.56	1,444.44	20.24
DTDA E CROSS TIF - 26%	92,743	92,743	0.00	0.00	92,743.00	100.00
TOTAL REVENUES	126,074	126,074	0.00	12,761.62	113,312.38	89.88
=====						
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
EXPENDITURE SUMMARY						
DTDA W CROSS OPER - 18%	6,313	6,313	109.60	1,376.79	4,936.21	78.19
DTDA W CROSS TIF - 5%	18,636	18,636	0.00	4,620.04	14,015.96	75.21
DTDA E CROSS OPER. - 16%	6,632	6,632	320.20	989.09	5,642.91	85.09
DTDA E CROSS TIF - 26%	66,320	66,320	0.00	8,857.32	57,463.13	86.64
TOTAL EXPENDITURES	97,901	97,901	429.80	15,843.24	82,058.21	83.82
=====						
REVENUES OVER/ (UNDER) EXPENDITURES	28,173	28,173	( 429.80)	( 3,081.62)	31,254.17	110.94
=====						

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

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 41.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPER - 18%						
=====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,115	7,115	0.00	6,848.69	266.31	3.74
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	14.30	5.70	28.50
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.60	19.40	97.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.69 (	0.69)	0.00
275-4-7270-664-00 INTEREST EARNINGS	405	405	0.00	206.78	198.22	48.94
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	7,560	7,560	0.00	7,071.06	488.94	6.47
<hr/>						
TOTAL DTDA W CROSS OPER - 18%	7,560	7,560	0.00	7,071.06	488.94	6.47
DTDA W CROSS TIF - 5%						
=====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,943	4,943	0.00	0.00	4,943.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	10,661	10,661	0.00	0.00	10,661.00	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	3,032	3,032	0.00	0.00	3,032.00	100.00
TOTAL REVENUES	18,636	18,636	0.00	0.00	18,636.00	100.00
<hr/>						
TOTAL DTDA W CROSS TIF - 5%	18,636	18,636	0.00	0.00	18,636.00	100.00
DTDA E CROSS OPER. - 16%						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,710	6,710	0.00	5,479.85	1,230.15	18.33
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	3.93	16.07	80.35
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	405	405	0.00	206.78	198.22	48.94
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	0	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	7,135	7,135	0.00	5,690.56	1,444.44	20.24
<hr/>						
TOTAL DTDA E CROSS OPER. - 16%	7,135	7,135	0.00	5,690.56	1,444.44	20.24



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

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPER - 18%						
=====						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	223	223	0.00	0.00	223.00	100.00
275-7-7270-730-00 POSTAGE	36	36	0.00	0.00	36.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	86	86	0.00	25.00	61.00	70.93
275-7-7270-775-01 REPAIR AND MAINTENANCE SUPPLY	0	0	0.00	0.00	0.00	0.00
275-7-7270-807-00 AUDIT FEES	442	442	52.00	52.00	390.00	88.24
275-7-7270-818-00 CONTRACTUAL SERVICES	3,533	3,533	0.00	0.00	3,533.00	100.00
275-7-7270-822-10 GENERAL LIABILITY	90	90	0.00	926.90 (	836.90)	929.89-
275-7-7270-826-10 LEGAL SERVICES	738	738	0.00	0.00	738.00	100.00
275-7-7270-853-00 TELEPHONE	165	165	0.00	6.35	158.65	96.15
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	184	184	0.00	28.14	155.86	84.71
275-7-7270-900-00 PRINTING AND PUBLISHING	440	440	3.60	18.00	422.00	95.91
275-7-7270-940-00 RENT	180	180	54.00	270.00 (	90.00)	50.00-
275-7-7270-957-00 BOOKS AND MAGAZINES	27	27	0.00	0.00	27.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	169	169	0.00	50.40	118.60	70.18
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	0.00	0.00	0.00
TOTAL EXPENDITURES	6,313	6,313	109.60	1,376.79	4,936.21	78.19
<hr/>						
TOTAL DTDA W CROSS OPER - 18%	6,313	6,313	109.60	1,376.79	4,936.21	78.19

DTDA W CROSS TIF - 5%

=====

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	0.00	0.00	0.00
275-7-7271-714-02 WORKERS 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	0.00	0.00	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

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

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-714-18 OPTICAL	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-19 LIFE INSURANCE	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-22 LONG TERM DISABILITY	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-23 TELEPHONE REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	0	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	0	0.00	725.01 (	725.01)	0.00
275-7-7271-818-01 CONTRACT WITH CITY 35%	3,731	3,731	0.00	0.00	3,731.00	100.00
275-7-7271-818-02 ADMIN CONTRACT-CITY	2,900	2,900	0.00	0.00	2,900.00	100.00
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	3,000	3,000	0.00	1,608.50	1,391.50	46.38
275-7-7271-820-02 STREETScape MAINTENANCE	3,255	3,255	0.00	2,286.53	968.47	29.75
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	0	0	0.00	0.00	0.00	0.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	0	0	0.00	0.00	0.00	0.00
275-7-7271-820-07 PUBLIC RELATION CAMPAIGN	0	0	0.00	0.00	0.00	0.00
275-7-7271-820-08 WAYFINDING CITYWIDE	0	0	0.00	0.00	0.00	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	0	0	0.00	0.00	0.00	0.00
275-7-7271-920-01 DTE LIGHT FIXTURE STOCKING	0	0	0.00	0.00	0.00	0.00
275-7-7271-965-04 LIBRARY PARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	400	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	0	0	0.00	0.00	0.00	0.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	0.00	0.00	0.00
275-7-7271-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-999-03 TRANSFER OUT(202)CROSS ST	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	18,636	18,636	0.00	4,620.04	14,015.96	75.21

TOTAL DTDA W CROSS TIF - 5%	18,636	18,636	0.00	4,620.04	14,015.96	75.21
-----------------------------	--------	--------	------	----------	-----------	-------

DTDA E CROSS OPER. - 16%

=====

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7290-728-00 OFFICE SUPPLIES	198	198	0.00	0.00	198.00	100.00
275-7-7290-730-00 POSTAGE	32	32	0.00	0.00	32.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	76	0.00	130.00 (	54.00)	71.05-
275-7-7290-775-01 REPAIR AND MAINTENANCE SUPPLY	0	0	0.00	0.00	0.00	0.00
275-7-7290-807-00 AUDIT FEES	640	640	269.00	269.00	371.00	57.97
275-7-7290-818-00 CONTRACTUAL SERVICES	3,140	3,140	0.00	0.00	3,140.00	100.00
275-7-7290-822-10 GENERAL LIABILITY	80	80	0.00	178.25 (	98.25)	122.81-
275-7-7290-826-10 LEGAL SERVICES	656	656	0.00	0.00	656.00	100.00
275-7-7290-853-00 TELEPHONE	146	146	0.00	33.04	112.96	77.37
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	163	163	0.00	25.00	138.00	84.66
275-7-7290-900-00 PRINTING AND PUBLISHING	391	391	3.20	69.00	322.00	82.35
275-7-7290-940-00 RENT	936	936	48.00	240.00	696.00	74.36
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	24	0.00	0.00	24.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	150	150	0.00	44.80	105.20	70.13
275-7-7290-962-55 WASHTENAW COUNTY CHARGE BACK	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	6,632	6,632	320.20	989.09	5,642.91	85.09

TOTAL DTDA E CROSS OPER. - 16%	6,632	6,632	320.20	989.09	5,642.91	85.09
--------------------------------	-------	-------	--------	--------	----------	-------

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

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF - 26%						
=====						
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	0.00	0.00	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	0.00	0.00	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	0	0	0.00	3,770.01	( 3,770.01)	0.00
275-7-7291-818-01 CONTRACT WITH CITY 35%	30,137	30,137	0.00	0.00	30,137.45	100.00
275-7-7291-818-02 ADMIN CONTRACT-CITY	15,080	15,080	0.00	0.00	15,080.00	100.00
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	1,224.32	3,153.68	72.03
275-7-7291-820-04 SEASONAL PLANTING	425	425	0.00	183.99	241.01	56.71
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	900	900	0.00	0.00	900.00	100.00
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	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	2,350.00	2,650.00	53.00
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	1,329.00	3,671.00	73.42
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

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

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-999-03 TRANSFER OUT(202)CROSS ST ENH	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	66,320	66,320	0.00	8,857.32	57,463.13	86.64
<hr/>						
TOTAL DTDA E CROSS TIF - 26%	66,320	66,320	0.00	8,857.32	57,463.13	86.64
<hr/>						
TOTAL EXPENDITURES	97,901	97,901	429.80	15,843.24	82,058.21	83.82
	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	28,173	28,173 (	429.80) (	3,081.62)	31,254.17	110.94





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

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 41.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DDA OPER. 66%						
=====						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	27,719	27,719	0.00	22,581.49	5,137.51	18.53
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	0.00	5.85	94.15	94.15
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	4.83	45.17	90.34
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.57	4.43	88.60
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	0	0	0.00	0.00	0.00	0.00
413-4-7230-664-00 INTEREST EARNINGS	1,000	1,000	0.00	134.33	865.67	86.57
413-4-7230-694-01 MISCELLANEOUS REVENUE	5,500	5,500	0.00	0.00	5,500.00	100.00
413-4-7230-699-00 TRANSFER FROM DEPOT TOWN	0	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	34,374	34,374	0.00	22,727.07	11,646.93	33.88
<hr/>						
TOTAL DOWNTOWN DDA OPER. 66%	34,374	34,374	0.00	22,727.07	11,646.93	33.88
DOWNTOWN DA TIF 69%						
=====						
REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	22,405	22,405	0.00	0.00	22,405.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	232,568	232,568	0.00	0.00	232,568.00	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	7,200	7,200	0.00	1,525.00	5,675.00	78.82
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	21,000	21,000	0.00	7,550.00	13,450.00	64.05
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	0	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	283,173	283,173	0.00	9,075.00	274,098.00	96.80
<hr/>						
TOTAL DOWNTOWN DA TIF 69%	283,173	283,173	0.00	9,075.00	274,098.00	96.80
DOWNTOWN DA OTHER						
=====						
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
<hr/>						
TOTAL DOWNTOWN DA OTHER	0	0	0.00	0.00	0.00	0.00



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

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DDA OPER. 66%						
=====						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	817	817	0.00	59.96	757.04	92.66
413-7-7230-730-00 POSTAGE	132	132	0.00	0.00	132.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	314	314	0.00	345.00 (	31.00)	9.87-
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	1,618	1,618	714.00	714.00	904.00	55.87
413-7-7230-818-00 CONTRACTURAL SERVICES	12,954	12,954	0.00	0.00	12,954.00	100.00
413-7-7230-822-10 GENERAL LIABILITY	5,495	5,495	0.00	2,459.85	3,035.15	55.23
413-7-7230-826-10 LEGAL SERVICES	2,707	2,707	0.00	0.00	2,707.00	100.00
413-7-7230-853-00 TELEPHONE	604	604	0.00	87.67	516.33	85.49
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	673	673	0.00	103.16	569.84	84.67
413-7-7230-900-00 PRINTING AND PUBLISHING	1,614	1,614	13.20	66.00	1,548.00	95.91
413-7-7230-940-00 RENT	2,594	2,594	198.00	990.00	1,604.00	61.84
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	100	100	0.00	0.00	100.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	620	620	0.00	184.80	435.20	70.19
413-7-7230-962-55 WASH CO. CHARGEBACKS	0	0	0.00	260.38 (	260.38)	0.00
413-7-7230-965-00 MARKETING	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	30,242	30,242	925.20	5,270.82	24,971.18	82.57
<hr/>						
TOTAL DOWNTOWN DDA OPER. 66%	30,242	30,242	925.20	5,270.82	24,971.18	82.57

DOWNTOWN DA TIF 69%

=====

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	0.00	0.00	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	0.00	0.00	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: NOVEMBER 30TH, 2017

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 41.67

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	0	0	0.00	10,005.00 (	10,005.00)	0.00
413-7-7231-818-01 CONTRACT WITH CITY 35%	81,399	81,399	0.00	0.00	81,399.00	100.00
413-7-7231-818-02 ADMIN CONTRACT-CITY	40,020	40,020	0.00	0.00	40,020.00	100.00
413-7-7231-820-00 TIF PROJECTS	10,000	10,000	0.00	1,192.50	8,807.50	88.08
413-7-7231-820-01 IRRIGATION SYSTEM	120	120	0.00	91.80	28.20	23.50
413-7-7231-820-02 STREETScape MAINTENANCE	15,000	15,000	0.00	4,323.43	10,676.57	71.18
413-7-7231-820-03 WASTE MANAGEMENT	24,000	24,000	0.00	7,394.16	16,605.84	69.19
413-7-7231-820-04 SEASONAL PLANTING	2,500	2,500	0.00	0.00	2,500.00	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	150	150	0.00	54.72	95.28	63.52
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	12,700.50 (	12,300.50)	3,075.13-
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	0.00	5,000.00	100.00
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	0.00	0.00	0.00	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	0	0	0.00	0.00	0.00	0.00
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	83,058	83,058	0.00	0.00	83,058.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>261,647</b>	<b>261,647</b>	<b>0.00</b>	<b>35,762.11</b>	<b>225,884.89</b>	<b>86.33</b>
<hr/>						
TOTAL DOWNTOWN DA TIF 69%	261,647	261,647	0.00	35,762.11	225,884.89	86.33
 DOWNTOWN DA OTHER =====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	0	0	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<hr/>						
TOTAL DOWNTOWN DA OTHER	0	0	0.00	0.00	0.00	0.00
 DOWNTOWN WATER ST =====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
TOTAL DOWNTOWN WATER ST	0	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	291,889	291,889	925.20	41,032.93	250,856.07	85.94
REVENUES OVER/ (UNDER) EXPENDITURES	25,658	25,658 (	925.20) (	9,230.86)	34,888.86	135.98

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

<b>November 16 2017</b>					
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>	
Operating Millage (1.8282)	7,560	7,071	489	94%	
TIFA	15,604	0	15,604	0%	
<u>Total</u>	23,164	7,071	16,093	31%	
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>	
Operating Costs	6,313	1,377	4,936	22%	
TIFA Expenses	18,636	4,620	14,016	25%	
<u>Total</u>	24,949	5,997	18,952	24%	
<u>Revenues Over (Under) Expenses</u>	-1,785	1,074			
Fund Balance as of FYE June 2017*	135,359				
Projected Appropriation for FYE June 2018	-1,785				
Projected Fund Balance June 2018	133,574				
*both TIF and Operating Reserves					
Unpaid Liabilities Not In Fund Balance	2,500				
511 W. Cross Façade	2,500				

November 2017 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN
Benchmark	\$53.00		\$53.00
ypsiGLOW	\$300.00		
WH Canon	\$250.00		
Ozone House	\$650.00	\$32.50	\$169.00

Total	\$1,253.00	\$32.50	\$169.00
-------	------------	---------	----------



DOWNTOWN	LINE ITEM	DESCRIPTION
	Printing and Publishing	Design Layott
\$300.00	Marketing and Promotion Grant	Marketing Grant
\$250.00	Waste Management	Dumpster Cleanup
\$448.50	TIF Project	Presentation Expense

\$1,051.50		
------------	--	--

CONTRACTUAL SERVICES AGREEMENT

BETWEEN THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY AND  
CITY OF YPSILANTI COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

This agreement is made between the **Ypsilanti Downtown Development Authority (“YDDA”)** and the City of Ypsilanti **Department of Community and Economic Development Department (“DEPARTMENT”)**. The parties have negotiated certain terms of a contractual services agreement in which the Department will provide DDA Executive Director and support services to the YDDA.

In consideration of the premises and of the benefits to be derived from the mutual observance of the covenants in this Agreement, the parties agree as follows:

1. **EFFECTIVE DATE.** The parties acknowledge and agree that, the Department’s start date shall be February 18, 2018
2. **DUTIES.** The YDDA agrees to employ the Department to carry out the duties of the YDDA Executive Director and support staff to carry out the will, mission, vision, and business set forth by the YDDA Board. The Contractor will be assigned duties and tasks by the YDDA Board and will act in an efficient and conscientious manner, and will exercise discretion and judgment in the best interest of the YDDA at all time in performance of duties. The Department will regularly attend YDDA Board meetings and sub-committee meetings as requested. The Department will prepare annual budgets and reports as required by statute and law for the approval of the YDDA Board.
3. **SCOPE OF WORK.** The YDDA will annually create and adopt a scope of work for the Department. Upon mutually acceptance, the YDDA will review and evaluate the Department on its performance based on the scope of work.
4. **LENGTH OF EMPLOYMENT AND TERMINATION OF EMPLOYMENT.** The Department shall be an “Employee-at-will” and nothing in this agreement shall prevent, limit or otherwise interfere with the right of the YDDA to terminate the employment of the Department at any time without penalty.
  - a. The parties agree that this Contractual Services Agreement shall remain in effect for **24 months** from the starting date of this agreement, unless this agreement is terminated prior to that date as provided herein.
  - b. This agreement may be terminated at any time during the term, upon the mutual agreement of the parties.
  - c. In the event the Department resigns employment, Department shall give 120 days prior written notice to the YDDA.
  - d. In the event the YDDA terminates employment of the Contractor, the YDDA shall pay for the entire month in which services were provided.
5. **SALARY.** The YDDA shall pay a salary not less than \$58,000 per year, payable in even monthly installments to the City of Ypsilanti, Department of Community and Economic Development.

- 6. REPORTING REQUIREMENTS.** The Department shall provide an accounting of time spent on YDDA activities by Department staff by the last day of each month.
- 7. ASSIGNMENT OF PERSONNEL.** The Director of Community and Economic Development shall be responsible for the assignment of personnel to staff the YDDA Executive Director and support staff. The Director of Community and Economic Development shall provide written notice to the YDDA of any personnel changes within thirty (30) days or sooner if possible. In consideration of salary and staffing requirements the Contractor agrees to provide dedicated staff time not less than 30 hours a week.
- 8. TRAINING EXPENSES.** The YDDA shall pay all expenses associated with training or professional development associated directly to the YDDA.
- 9. YDDA OFFICE AND PUBLIC ACCESS.** The Department agrees to maintain and staff the YDDA office, dedicated email address, dedicated phone numbers, YDDA website, and to have public office hours and accessibility.
- 10. IDEMNIFICATION.** The YDDA shall purchase and maintain insurance to defend, save harmless and indemnify the Department against any tort, professional liability claim, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties/responsibilities as YDDA Director and support services, provided the Director acted both in good faith and within the scope of duties as Executive Director and support services.
- 11. INTERPRETATION OF CONTRACT.**
  - a. This Agreement constitutes the entire understanding between the YDDA and the Director. There are no oral understandings, terms or conditions and no party has relied on any representation, express or implied, not contained in this Agreement.
  - b. This Agreement may be changed only by a written amendment signed by both parties.
  - c. If any provision or any portion of this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement shall not be affected and shall remain in full force and effect.