



CITY OF YPSILANTI
DDA OPERATIONS AND FINANCE COMMITTEE
Wednesday, March 13, 2024 @ 8:30 AM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)

1. CALL TO ORDER

2. ROLL CALL

A.	ANDY FRENCH	PATTON DOYLE
	PAUL AJLOUNY	MALISSA GILLETT
	BRYAN FOLEY	GERRY KREINER
	EMMY MAURER (C)	

3. AGENDA APPROVAL

4. APPROVAL OF MINUTES

A. 2-9-24 Minutes

5. PUBLIC COMMENT (3 MINUTES)

6. FINANCIAL REPORT

A. Financial Report

7. NEW BUSINESS

A. Depot Town RFQ Review

8. PROPOSED BUSINESS

9. PUBLIC COMMENT (3 MINUTES)

10. ADJOURNMENT



MINUTES
OPERATIONS AND FINANCE COMMITTEE MEETING
8:30 AM - January 10, 2023
City Council Chambers - 1 S. Huron St.

1. CALL TO ORDER

2. ROLL CALL

PATTON DOYLE	P	ANDY FRENCH (C)	P
PAUL AJLOUNY	P	BRYAN FOLEY	P
MALISSA GILLETT	P	GERRY KREINER (8:50a)	P
EMMY MAURER	P		

3. AGENDA APPROVAL

Andy French motioned to approve the agenda. Paul Ajlouny supported the motion. Motion Carried - unanimous.

4. APPROVAL OF MINUTES

Bryan Foley motioned to approve the January 10, 2024 meeting minutes and Patton Doyle supported the motion. Motion carried - unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) - none.

6. FINANCIAL REPORT

A. Financial Report

Staff provided a quick financial report. A big change was that staff has finally been able to pay the landscaping contractor in full. It is not reflected in the report, as the payment is in process.

7. NEW BUSINESS

A. FY 2024/25 Budget Amendments

Staff pointed out that the budget increase for Downtown Waste Management increased to account for cleaning services. Staff has concerns, as the program is operating at a rather heavy loss, but does not think that increasing prices for businesses is the answer. Removing the cleanup services is also not the answer. Usership needs to increase and staff needs to follow up on businesses who are using the enclosures without paying. Another option would be a special assessment to cover the cost.

Malissa Gillett asked about increase of holiday light increase for Downtown and West Cross. Staff would like to put out an RFP or have room to create a holiday lighting plan.

Andy asked about solar grants in Downtown. Staff stated that these were a carryover from the last fiscal year. The previous director had earmarked the funds to applicants, and staff would like to give these applicants a chance to finish out their projects. Staff would put a deadline to use the funds by the end of FY 24/25. There are not good records of who the former director had earmarked, and staff will need to do further digging.

There should be only 25k for community health Downtown. Staff agreed, will check in on why this line item was not used for the overnight warming shelter. This will be changed to 25k.

Andy French suggested that the amended budget have footnotes or an executive summary explaining line items that are carried over.

Depot town:

Depot Town expressed an interest in closing the community health line item. The police refund is ending, and they have fulfilled the agreement for supporting the daytime warming shelter.

Patton Doyle believes the account should still have a budget, even if the DDA does not support the warming shelter, for other community health items. At least \$5,000 from Depot Town, and amounts carried over from last year in the other districts.

Patton Doyle motioned to recommend the Community Health Line item stand at \$5,000 in Depot Town, \$25,000 in West Cross, and \$50,000 Downtown. Malissa Gillett supported the motion. Yes: 5 (Ajlouny, Gillett, Kreiner, Doyle) No: (Maurer, French, Foley). Motion passed.

Andy French left the meeting at 9:55am. He had another meeting at 10am.

Staff explained that Andy French was comfortable at \$15,000 for TIF Capital line item. Staff described the line item. Patton Doyle believes that there should be more flexibility with that account. He suggested we leave that at \$30,000.

W. Cross

The committee discussed extending the solar grant fund in W. Cross. There has not been very much interest. Is it worth budgeting these dollars into the next FY? Patton Doyle suggested removing the Solar Grant budget, but to allow solar projects through the Facade and Rehab grants. If the interest exceeds the budget, we can take another look at it.

Patton Doyle motioned to recommend the Budget Amendments for fiscal year 2024/25 with the discussed changes. Paul Ajlouny supported the motion. Motion passed - unanimous.

B. West Cross Hanging Baskets

Patton Doyle motioned to recommend approval of the West Cross hanging baskets. Gerry Kreiner supported the motion. Motion passed - unanimous.

C. N. Huron Lot Billboard

Staff needs to update the billboard. Provided costs of reinstallation of an old billboard, and cost of reprint.

Malissa Gillett proposed that First Fridays have a billboard, whether its a cost share or not TBD.

Patton Doyle motioned to recommend recovering the existing Ypsi billboard, or up to \$1360 to print and install a new billboard. Malissa Gillett supported the motion. Motion passed - unanimous.

8. PROPOSED BUSINESS

Staff informed the committee that we are planning to have a request for a brownfield at the next meeting for 136 N. Washington Street.

9. PUBLIC COMMENT (3 MINUTES) -none.**10. ADJOURNMENT - Meeting adjourned at 10:37am.**

Downtown Development Authority

DOWNTOWN	ACTUAL	PROJECTED	ACTUAL TD
Fiscal Year	2022/23	2023/24	2023/24
Revenues			
Operating	\$ 42,731	\$ 31,036	\$ 59,122
TIF	374,046	420,750	70,571
Revenue Subtotal	<u>\$ 416,777</u>	<u>\$ 451,786</u>	<u>\$ 129,693</u>
Expenditures			
Operating	\$ 4,156	\$ 6,655	\$ 3,934
TIF	\$ 406,407	\$ 366,392	\$ 238,158
Expenditure Subtotal	<u>\$ 410,563</u>	<u>\$ 373,047</u>	<u>\$ 242,092</u>
Surplus/(Loss)	\$ 6,214	\$ 78,739	\$ (112,399)

Memo: General Fund Balances			
Starting Fund Balance	\$ 352,734	\$ 358,948	\$ 358,948
Current Year Surplus/(Loss)	<u>6,214</u>	<u>78,739</u>	<u>(112,399)</u>
Ending Fund Balance	\$ 358,948	\$ 437,687	\$ 246,549
Unpaid Grants			

DOWNTOWN REVENUE		413	ACTUAL	PROJECTED	ACTUAL YTD	
FISCAL YEAR			2022/23	2023/24	2023/24	
TOTAL REVENUE			\$ 416,777	\$ 451,786	\$ 129,693	\$ -
OPERATING REVENUE (1.8282 mils)						
CURRENT PROPERTY TAXES	413-4-7230-402-00		26,974	30,000	31,723	
DELINQUENT PROPERTY	413-4-7230-420-01		11	10		
INTEREST ON CURRENT TAXES	413-4-7230-445-02		19	25	160	
INTEREST ON DELINQUENT TAXES	413-4-7230-445-05		1	1		
INTEREST EARNINGS	413-4-7230-664-00		11,383	1,000	7,239	
MISCELLANEOUS REVENUE	413-4-7230-694-01		4,344	-		
COUNTY GRANT					20,000	
			\$ 42,731	\$ 31,036	\$ 59,122	\$ -
TIF REVENUE						
TIFA REIMB PA 86 S17	413-4-7231-410-00		18,732	15,000		
CURRENT TIFA TAXES	413-4-7231-439-01		292,293	375,000		
DDA OFFICER REFUND			12,750	12,750		
DOWNTOWN GARBAGE COLLECTION			19,866	18,000	12,332	
LOCAL COMMUNITY STABILIZATION					18,239	
MISCELLANEOUS REVENUE			30,405		40,000	
			\$ 374,046	\$ 420,750	\$ 70,571	\$ -

note: county reimbursement - 20k

DOWNTOWN EXPENDITURES		ACTUAL	PROJECTED	ACTUAL YTD	REMAINING
FISCAL YEAR		2022/23	2023/24	2023/24	BUDGETED
TOTAL EXPENDITURES		\$ 410,563	\$ 373,047	\$ 242,092	
OPERATING EXPENDITURES					
OFFICE SUPPLIES	413-7-7230-728-00	684	600	132	468
POSTAGE	413-7-7230-730-00		200	-	200
OPERATING SUPPLIES	413-7-7230-757-00	79	300	237	63
AUDIT FEES	413-7-7230-807-00	508	600	490	110
CONTRACTUAL SERVICES	413-7-7230-818-00	931	200	-	200
GENERAL LIABILITY	413-7-7230-822-10	-	300	798	(498)
LEGAL SERVICES	413-7-7230-826-10	413	1,000	1,069	(69)
TELEPHONE/INTERNET	413-7-7230-853-00	777	650	506	144
CONFERENCES AND WORKSHOPS	413-7-7230-864-01	263	510	447	63
PRINTING AND PUBLISHING	413-7-7230-900-00	450	2,040	255	1,785
MEMBERSHIPS AND DUES	413-7-7230-958-00	53	255		255
		\$ 4,156	\$ 6,655	\$ 3,934	\$ 2,721
TIF EXPENDITURES					
IGA 20%		71,039	62,962		62,962
ADMIN CONTRACT		38,760	29,580		29,580
TIF/CAPITAL IMPROV	413-7-7231-820-00	35,178	30,000	56,823	(26,823)
IRRIGATION SYSTEM		199	200	43	157
STREETSCAPE MAINTENANCE	413-7-7231-820-02	12,506	20,000	38,231	(18,231)
WASTE MANAGEMENT	413-7-7231-820-03	33,835	22,000	21,059	941
DTE ELECTRIC BILL		182	150	46	104
HOLIDAY LIGHTING & MAINTENANCE*	413-7-7231-820-06	4,516	7,500	9,639	(2,139)
SPECIAL EVENT CONTRIBUTION	413-7-7231-965-05	9,500	15,000	13,450	1,550
FAÇADE GRANT	413-7-7231-965-06	38,000	20,000	10,000	10,000
SOLAR GRANT		-	10,000	10,000	-
COMMUNITY HEALTH		-	50,000		50,000
BUILDING REHABILITATION GRANT	413-7-7231-971-27	-	20,000	25,000	(5,000)
MISCELLANEOUS WAGES		-	9,000		9,000
BUSINESS RELIEF FUND		-	70,000	\$53,867	16,133
CONTRACTUAL SERVICES		227			-
BOND PAYMENT	413-7-7231-999-20	162,465		-	
		\$ 406,407	\$ 366,392	\$ 238,158	\$ 128,234
Surplus or deficit		\$ 6,214	\$ 78,739	\$ (112,399)	

Items not reflected in YTD:

\$19480 to be reimbursed from County for Holiday lights

Yiftee reimbursement from GameAbove Yet to be calculated

photographer

Other Notes:

Downtown Development Authority

DEPOT TOWN	ACTUAL	PROJECTED	ACTUAL YTD	
Fiscal Year	2022/23	2023/24	2023/24	
Revenues				
Operating	\$ 9,530	\$ 8,510	\$ 8,392	\$ -
TIF	120,350	121,574	1,236	-
Revenue Subtotal	<u>\$ 129,879</u>	<u>\$ 130,084</u>	<u>\$ 9,628</u>	<u>\$ -</u>
Expenditures				
Operating	\$ 2,143	\$ 2,670	\$ 2,351	\$ -
TIF	\$ 90,607	\$ 204,717	\$ 91,979	\$ -
Expenditure Subtotal	<u>\$ 92,750</u>	<u>\$ 207,387</u>	<u>\$ 94,330</u>	<u>\$ -</u>
Surplus/(Loss)	\$ 37,129	\$ (77,303)	\$ (84,702)	\$ -

Memo: General Fund Balances				
Starting Fund Balance	\$ 219,068	\$ 256,197	\$ 256,197	
Current Year Surplus/(Loss)	<u>\$ 37,129</u>	<u>\$ (77,303)</u>	<u>\$ (84,702)</u>	
Ending Fund Balance	\$ 256,197	\$ 178,894	\$ 171,495	
Unpaid Grants				

DEPOT TOWN REVENUE		275	ACTUAL	PROJECTED	ACTUAL YTD	
FISCAL YEAR			2022/23	2023/24	2023/24	
TOTAL REVENUE			\$ 129,879	\$ 130,084	\$ 9,628	\$ -
OPERATING REVENUE (1.8282 mils)						
CURRENT PROPERTY TAXES	275-4-7290-402-00		3,773	8,000	6,467	
INTEREST ON CURRENT TAXES	275-4-7290-445-02			10	7	
INTEREST EARNINGS	275-4-7290-664-01		5,756	500	1,918	
MISCELLANEOUS REVENUE	275-4-7270-694-01					
			\$ 9,530	\$ 8,510	\$ 8,392	\$ -
TIF REVENUE						
DDA OFFICER REFUND			6,000	6,000	0	
MISCELLANEOUS REVENUE	275-4-7291-410-00		0			
TIFA REIMBURSE PA 86 S17					1,236	
CURRENT TIFA TAXES	275-4-7291-674-43		114,350	115,574	0	
			\$ 120,350	\$ 121,574	\$ 1,236	\$ -

DEPOT TOWN EXPENDITURES		ACTUAL	PROJECTED	ACTUAL YTD	REMAINING
FISCAL YEAR		2022/23	2023/24	2023/24	BUDGETED
TOTAL EXPENDITURES		\$ 92,750.10	\$ 207,387.00	\$ 94,330.24	
OPERATING EXPENDITURES					
OFFICE SUPPLIES	275-7-7290-728-00	124	280	53	227
POSTAGE	275-7-7290-730-00	-	140		140
OPERATING SUPPLIES	275-7-7290-757-00	41	140	229	(89)
AUDIT FEES	275-7-7290-807-00	260	250	270	(20)
CONTRACTUAL SERVICES	275-7-7290-818-00	806	200	-	200
GENERAL LIABILITY	275-7-7290-822-10		100	438	(338)
LEGAL SERVICES	275-7-7290-826-10	198	500	785	(285)
TELEPHONE	275-7-7290-853-00	293	140	191	(51)
CONFERENCES AND WORKSHOPS	275-7-7290-864-01	121	280	245	35
PRINTING AND PUBLISHING	275-7-7290-900-00	217	500	140	360
MEMBERSHIPS AND DUES	275-7-7290-958-00	84	140	-	140
		\$ 2,143	\$ 2,670	\$ 2,351	\$ 319
TIF EXPENDITURES					
IGA 20%		21,670	22,797		22,797
ADMIN CONTRACT	275-7-7291-818-00	21,143	13,920		13,920
STREETSCAPE MAINTENANCE	275-7-7291-820-02	5,881	15,000	30,563	(15,563)
HOLIDAY LIGHTING & MAINTENANCE	275-7-7291-820-06	1,016	5,000	10,605	(5,605)
SPECIAL EVENT CONTRIBUTION		6,300	7,500	6,500	1,000
COMMUNITY HEALTH		-	6,000		6,000
FAÇADE GRANT	275-7-7291-965-06	-	5,000		5,000
BUILDING REHABILITATION GRANT	275-7-7291-971-27	-	-		-
MISCELLANEOUS WAGES		-	4,500		4,500
TIF/CAPITAL IMPROV	275-7-7291-974-01	34,354	25,000	19,234	5,766
INFRASTRUCTURE CAPITAL PROJECTS	275-7-7291-991-00		100,000	25,015	74,985
CONTRACTUAL SERVICES		125			-
MISCELLANEOUS EXPENSE		118			-
DTE BILL				62	
		\$ 90,607	\$ 204,717	\$ 91,979	\$ 112,800
Surplus or Deficit		\$ 37,129	\$ (77,303)	\$ (84,702)	

Items not reflected in YTD:

\$5300 to be reimbursed from County for Holiday lights

Yiftee reimbursement from GameAbove Yet to be calculated

Downtown Development Authority

General Fund Balances and Operating Details

WEST CROSS	ACTUAL	PROJECTED	ACTUAL YTD	
Fiscal Year	2022/23	2023/24	2023/24	
Revenues				
Operating	\$ 20,599	\$ 11,322	\$ 20,335	\$ -
TIF	143,100	131,016	1,236	-
Revenue Subtotal	<u>\$ 163,699</u>	<u>\$ 142,338</u>	<u>\$ 21,571</u>	<u>\$ -</u>
Expenditures				
Operating	1,043	3,326	1,449	-
TIF	97,251	188,016	25,657	-
Expenditure Subtotal	<u>\$ 98,294</u>	<u>\$ 191,342</u>	<u>\$ 27,106</u>	<u>\$ -</u>
Surplus/(Loss)	<u>\$ 65,404</u>	<u>\$ (49,004)</u>	<u>\$ (5,535)</u>	<u>\$ -</u>

Memo: General Fund Balances				
Starting Fund Balance	\$ 295,656	\$ 361,060	\$ 361,060	
Current Year Surplus/(Loss)	65,404	(49,004)	(5,535)	
Ending Fund Balance	<u>\$ 361,060</u>	<u>\$ 312,056</u>	<u>\$ 355,525</u>	<u>\$ -</u>
Memo: Accrued Liabilities				
Unpaid Grants	<u>\$ -</u>			

WEST CROSS REVENUE		275	ACTUAL	PROJECTED	ACTUAL YTD	
FISCAL YEAR			2022/23	2023/24	2023/24	
TOTAL REVENUE			\$ 163,699	\$ 142,338	\$ 21,571	\$ -
OPERATING REVENUE (1.8282 mils)						
CURRENT PROPERTY TAXES	275-4-7270-402-00		14,814	11,282	11,173	
PERSONAL PROP TAX REIMBURSE	275-4-7270-402-05		0	20		
DELINQUENT PERSONAL PROPERTY	275-4-7270-420-01		18	20	5	
INTEREST ON CURRENT TAXES	275-4-7270-445-02		9		6	
INTEREST ON DELINQUENT TAXES	275-4-7270-445-05		1		1	
INTEREST EARNINGS	275-4-7270-664-00		5,756		1,744	
MISCELLANEOUS REVENUE	275-4-7270-694-01				7,406	
			\$ 20,599	\$ 11,322	\$ 20,335	\$ -
TIF REVENUE						
TIFA REIMB PA 86 S17	275-4-7271-410-00		6,994	4,500	1,236	
YDDA OFFICER REFUND			8,192	6,250	0	
CURRENT TIFA TAXES	275-4-7271-439-02		127,914	120,266	0	
			\$ 143,100	\$ 131,016	\$ 1,236	\$ -

WEST CROSS EXPENDITURES		ACTUAL	PROJECTED	ACTUAL YTD	REMAINING
FISCAL YEAR		2022/23	2023/24	2023/24	
TOTAL EXPENDITURES		\$ 98,294	\$ 191,342	\$ 27,106	
OPERATING EXPENDITURES					
OFFICE SUPPLIES	275-7-7270-728-00	92	210	55	155
POSTAGE	275-7-7270-730-00	-	105		105
OPERATING SUPPLIES	275-7-7270-757-00	31	105	98	7
AUDIT FEES	275-7-7270-807-00	130	155	202	(47)
CONTRACTUAL SERVICES	275-7-7270-818-00	385	100		100
GENERAL LIABILITY	275-7-7270-822-10	-	891	328	563
LEGAL SERVICES	275-7-7270-826-10	-	500	440	60
TELEPHONE	275-7-7270-853-00	57	105	37	68
CONFERENCES AND WORKSHOPS	275-7-7270-864-01	109	210	184	26
PRINTING AND PUBLISHING	275-7-7270-900-00	177	840	105	735
MEMBERSHIPS AND DUES	275-7-7270-958-00	63	105	-	105
		\$ 1,043	\$ 3,326	\$ 1,449	\$ 1,877
TIF EXPENDITURES					
IGA 20%		22,649	24,016	-	24,016
ADMIN CONTRACT	275-7-7271-818-00	22,871	14,500	-	14,500
STREETSCAPE MAINTENANCE	275-7-7271-820-02	6,116	10,000	7,641	2,359
HOLIDAY LIGHTING & MAINTENANCE*	275-7-7271-820-06	1,000	5,000	1,400	3,600
SPECIAL EVENT CONTRIBUTION	275-7-7271-965-05	5,000	5,000	3,000	2,000
SOLAR		10,000	20,000	-	20,000
FAÇADE GRANT		8,661	15,000	-	15,000
BUILDING REHABILITATION GRANT	275-7-7271-971-27	5,000	15,000	-	15,000
MISCELLANEOUS WAGES		-	4,500	-	4,500
TIF/CAPITAL IMPROV	275-7-7271-820-00	15,954	25,000	13,616	11,384
INFRASTRUCTURE CAPITAL IMPROVEMENTS			50,000	-	50,000
		\$ 97,251	\$ 188,016	\$ 25,657	\$ 162,359

Items not reflected in YTD:

Yiftee reimbursement from GameAbove Yet to be calculated

