



Memorandum

To: Mayor Schreiber and City Council Members

From: _____
Ralph A. Lange, City Manager

Date: May 23, 2013

Subject: Council Information Letter

***CITY MANAGER -**

OHM Proposal regarding Paser Street Condition Survey and Other Services- The survey and associated services is the critical next step prior to the City Council study session. The study session's purpose will be to update the city's streets and bridges capital improvement program. Please see the attached proposal. City Council action is not necessary.

City Employee Retiree Health Insurance Review- The cost of retiree health insurance is a major concern of City Council and administration. There are not many options available to reduce these costs; however, administration is working with our agent and representatives from BCBSM to develop a plan that will provide current retirees with the same or better health care benefits at a significant savings to the city. We hope to put forward a plan for both retirees and City Council within the next 30 to 60 days.

Streetlight Conversion- As you know, the city is planning on converting 500 more streetlights. DTE has confirmed that if City Council approves a contract by June 2013, these conversions will be completed by November 2013. The balance of the streetlights that we wish to have converted (approximately 720) will be included in another contract with DTE. This would be completed by November 2014. This will leave only 200 Grandville lights to be converted at some point in the future.

Railroad Siding Upgrade in Depot Town- There are three tracks located east of the Freighthouse. One is the current, active track for the Wolverine line. The second is a mainline track currently not available for use. And the third track is a siding currently not available for use because it is in disrepair. In order for static real train displays to be able to come to the area of the Freighthouse, this siding must be upgraded. A crew from Great Lakes Central Railroad will be completing the upgrades.

MDOT Cross Street Streetscape Project- Members of City Council have expressed concern regarding the delay in getting punch list items attended to and the project completed. Staff met with MDOT representatives who will receive our concerns and agreed to complete the unfinished project and punch list items as soon as possible after they receive our information.

Rutherford Pool Update- Please see the attached email.

Fiscal Year 2013-2014 Budget Process- City Council conducted three budget sessions on May 7, May 14 and May 21, in preparation of amending the FY 2013-2014 budget. The first reading of the budget ordinance is scheduled to take place on June 4. The second reading of the budget ordinance is scheduled for final adoption on June 18.

HUMAN RESOURCES DEPARTMENT -

Kim Jones, member of AFSCME, has been nominated to attend the MERS Conference in October, which will be held at the Grand Traverse Resort in Traverse City. David Blakley will be the alternate representative should Kim Jones not be able to attend. The City Manager will also appoint a non-union representative to attend.

DEPARTMENT OF PUBLIC SERVICES -

Work was completed on the Tridge recently with the assistance of Washtenaw Community College. Materials were paid out of the Capital Improvement Fund. Mr. Kirton is out of the office this week attending the annual American Public works Association Conference.

PLANNING DEPARTMENT -

MotorCities Sign installation on Water Street

As you recall, the City has a MOU with SHPO that requires installation of historical signage on Water Street in exchange for approval of the 2010 demolition. The signs, which were mocked up for approval last fall, have finally entered production. Bill Nickels, former council member, researched the history and worked with Brian Yopp of Motorcities on design and production of the signs. Three signs will be produced, the Convention and Visitors' Bureau is paying for one of the signs, and the City is responsible for the other two (\$750) as well as installation costs. As this is related to demolition and compliance, it will be paid for out of the Water Street line item of the general fund.

Redevelopment Ready Communities Recertification – Site marketing materials development assistance

As part of the program, Teresa Gillotti spoke at the recent MSHDA conference on a panel with other communities and infill developers. Additionally, Ypsilanti sites were selected (former Boys and Girls Club, City Hall) for market feasibility and marketing packet materials through a partnership between MEDC, Peter Allen & Associates (with U of M student support) and the City. Staff will share information related to this process when available later this month.

3rd Annual Tax Foreclosure Open House

This year, there are 32 tax foreclosure properties in the City of Ypsilanti. It includes more of a combination of properties, some we've been expecting to see for several years now.

- 7 vacant lots
- 2 commercial properties
- 3 duplex
- 1 triplex
- 20 single families

Staff has begun initial inspections, and will be coordinating with the County on approximately 12-15 properties available for the open house tentatively scheduled for June 29 from 9 a.m. to noon. More details will follow including which housings

Walk-Friendly Communities Application

After several years of completing the PAC, City staff is applying for Walk-Friendly Community sponsored by FedEx and the U.S. Department of Transportation Federal Highway Administration. The application is due June 15, 2013 and we should be notified of our status later this summer. More information can be found here: <http://www.walkfriendly.org/>

Thompson Block update

The property owner will be submitting a formal request to City Council to open the consent agreement to propose a different series of deadlines related to the redevelopment of the Thompson Block. Staff is expecting to process the request at council during one of the upcoming June Council meetings. More details to come.

Live Ypsi Program

The LiveYpsi Program closed its fifth deal this week. A full-time lecturer in our History & Philosophy Department moved from Chelsea to a home on Gregory Street near Fletcher School. Another deal is near closure for an EMU Library Assistant. The good news continues!

***FINANCE DEPARTMENT -**

We completed and filed EVIP Category III report to the State of Michigan – Department of Treasury. Water Street devalued by \$1,995,335.55 based upon the current asking price (see attached spreadsheet for details).

Tim Sullivan, Interim General Accountant, is becoming comfortable with the routine aspects of the General Accountant responsibilities, which he will be taking over after Sallea Tisch retires at the end of June. We increased the number of bank accounts an employee can have their check direct deposited to & the number of employees participating increased. Once again, we would encourage everyone who is not taking advantage of this opportunity to do so.

Following are upcoming items that the Finance Department will be working on:

Audit meetings scheduled with Abraham & Gaffney, Rehmann Robson & staff to plan FY 2012 – 2013 audit; updating MUNETRIX data based on their new algorithm to reflect the new & improved indicators developed by MUNETRIX; tracking amendments to the budget to be incorporated into the RFL & budget resolutions, preparing the RFL & budget resolutions for council approval in June.

The Assessor is mailing denial letters to those who have applied for a principal residence exemption (PRE's) but have a different mailing address listed. The Building Department will be inspecting properties that are found to be rentals as a result of this process.

CLERK'S OFFICE -

Ms. McMullan, City Clerk, attended MML Training Week May 15-17 in Mackinaw City. She received a certificate for completion of educational programs for Parliamentary Procedure and Finance for the Non-Finance Municipal Official. She also attended a superb seminar on Engaging Your Citizen Change Makers.

***FIRE DEPARTMENT -**

See attached reports from Chief Anthouard for March and April, 2013.

POLICE DEPARTMENT -

This past week, the Police Department participated in several events in the City, one of which was the managing of the 15,000 participants in the Color Run. We also co-hosted with Eastern Michigan University on Wednesday, May 15th, the Washtenaw 100 Park Memorial Service at Cross and Ballard in remembrance of our fallen police officers in the line of duty, which is National Law Enforcement Memorial Day. The Ypsilanti Police Department honored fallen Officer Douglas Downing, who was fatally shot during a bank robbery at Michigan and Park on July 11, 1975. We are reminded of the dangers of the job to protect and serve each day from the national fatality statistics.

The national fatality statistics for May 20, 2013 vs. May 20, 2012

Total Fatalities	2013	2012	% Change
	44	36	+22%

Ypsilanti Pride was also very successful this past Saturday, May 18, 2013. Members from the Police Department volunteered their time to come in and clean up and landscape the outside area of the Police Department. This coming Monday, May 27th, Police Officers will be working the Memorial Parade for the holiday.

RAL/ns

* Attachment

City of Ypsilanti Fire Department



Ice rescue training with Ypsilanti Township Fire Dept.



Mutual Aid fire at Mike's Book Store in Ypsilanti

March and April 2013 Report



City of Ypsilanti Fire Department Bimonthly Report

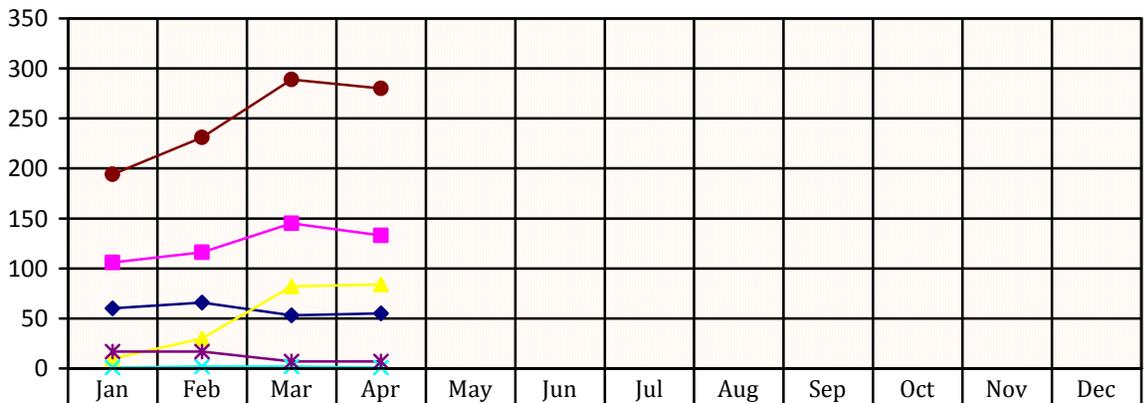


March / April 2013

OPERATIONS:

Responses:

- In March we responded to 198 emergency calls, and 14 non-emergency requests.
- In April we responded to 186 emergency calls and 8 non-emergency requests.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
◆ Fire Calls	60	66	53	55								
■ EMS	106	116	145	133								
▲ Inspections	10	30	82	84								
✕ Investigations	1	2	2	1								
* Non Emergencies	17	17	7	7								
● Total	194	231	289	280								

Significant Fires:

- Mar 15: 314 Pearl, Ypsilanti. Apartment fire.
- Mar 29: 7334 Spy Glass, Ypsilanti Twp. House fire.
- Apr 18: 901 Washtenaw, Ypsilanti. Store-front fire
- Apr 19: 804 Dwight, Ypsilanti. Basement fire in a home.
- Apr 23: 516 Hudson, Ypsilanti Twp. House fire.

Mutual Aids and Box Alarms:

3 Given 2 Received

Cardiac Arrests:

- Mar 12: 84 year-old man found pulseless and not breathing. Pronounced at the scene.
- Mar 20: 42 year-old man found pulsless and not breathing. Pronounced at the scene.
- Mar 31: 46 year-old man victim of an assault Patient was treated and transported: no return of a pulse.
- Apr 5: 24 year-old found in cardiac arrest due to heroin OD. Patient was revived.
- Apr 13: 35 year-ole female found rigor mortis, possible homicide, no resuscitation attempt, police matter.

Hazardous Materials:

- Mar 3: County Hazmat Team response to St. Joseph Hospital for toxic condition.
- Apr 13: Active natural gas leak, 729 Ford Rd. Ypsilanti. Area evacuated.

Extrications:

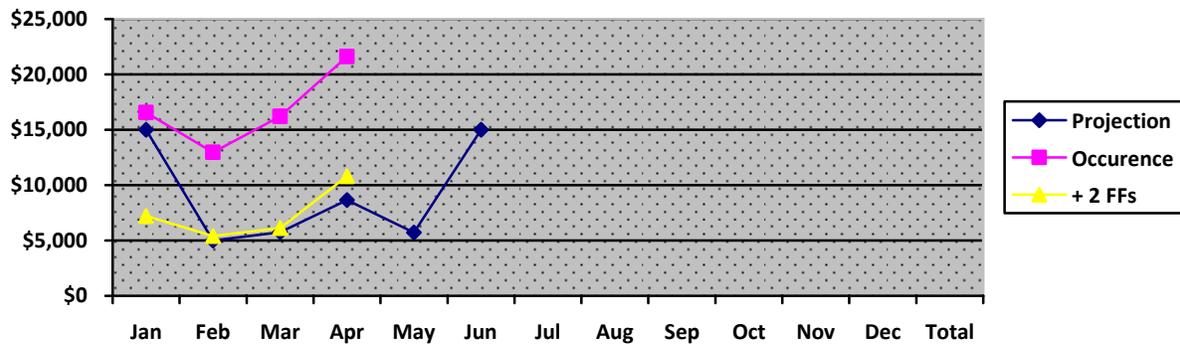
- Mar 11: County Technical Rescue Team response to US 23 for heavy rescue truck rolled over car.
- Apr 25: Fatal crash East Bound I-94. Extrication and landing zone for helicopter performed.

Rescues:

- Mar 23: Water rescue, Hypothermic face down man rescued out of the Huron River. The patient was revived.

EXTRA DUTY DAYS AND OVERTIME:

2013 Overtime Projection and Occurrence



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Projection	\$15,000	\$5,000	\$5,760	\$8,640	\$5,730	\$15,000							\$55,130
Occurrence	\$16,560	\$12,960	\$16,200	\$21,600									\$67,320
+ 2 FFs	\$7,200	\$5,400	\$6,120	\$10,800									\$29,520
Savings	\$9,360	\$7,560	\$10,080	\$10,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,800

+ 2 FFs shows what will be the overtime cost with two additional firefighters

FIRE MARSHALL ACTIVITIES:

- We had a significant increase in fire prevention activities over the last two months. Unfortunately, our current inspector will be off for approximately two months starting May 8th. We will do our best to complete Certificates of Occupancy ourselves. In some instances, we may have to subcontract the Ypsilanti Township Fire Marshall.
- Firefighter Schroeder will be conducting monthly dangerous building inspections.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Inspections	4	83	82	84									253
Discovered Violations	4	87	196	151									438
Corrected Violations	6	1	16	54									77
Certificate of Occ.	0	0	4	2									6
Dangerous Buildings	0	9	16	14									39
Others	2	2	2	0									6
Total	16	182	316	305	0	819							

WORK IN PROGRESS:

- The Fire Department is registered with the Conference of Western Wayne as a Fire Agency to establish an eligibility list for new hires. We should be able to hire in July if we advertize soon.
- We will be contracting McGlynn's Lawn Care & Landscaping, the same contractor used by the Police Department to do our lawn care.
- We are working on repainting the Fire Station.
- I was planning to subcontract the maintenance of our vehicles. Firefighters proudly expressed the desire to continue the preventive maintenance and small repairs of our engines and tower truck.



COST RECOVERY:

- Cost recovery is still below target but is improving slightly.

3/18/2013 Revenue Rescue	\$360.00	1 Cost recovery	\$360.00
3/18/2013 Fire Report	\$12.00	1 712 Pearl	\$12.00
3/21/2013 Dangerous Buildings	\$75.00	15 Dangerous buildings	\$1,125.00
13-Mar C of O	\$55.00	4	\$220.00
3/26/2013 Red Concert	\$150.00	1 Fire watch EMU concert	\$150.00
3/26/2013 Fire Report	\$12.00	1 312 Pearl	\$12.00
4/5/2013 Investigation report	\$29.50	1 712 Pearl (DTE)	\$29.50
4/19/2013 Fire Report	\$10	1 804 Dwight	\$10.00
		Total	\$1,918.50

CONGRATULATIONS:

- Congratulations to Captain Maddison, Firefighters Loria, Knasiak, and Williams for rescuing an unresponsive and hypothermic man found face down in the Huron River.
- Congratulations to Richard Barnabo and Scott Maddison for their promotion to the rank of Lieutenant and Captain, respectively.

Respectfully Submitted,

Max Anthouard,
Fire Chief

Friends of the Rutherford Pool proposed finance plan

From: weissjk555@gmail.com [mailto:weissjk555@gmail.com] **On Behalf Of** John Weiss
Sent: Thursday, May 23, 2013 9:22 AM
To: Ralph Lange; Teresa Gillotti
Cc: Brian Tell; dferrissalt@aol.com
Subject: Cash Outlay/Plan for Payment

Hi Ralph & Teresa

Per our earlier discussion, I am providing this email that outlines the cash outlays that will get us up to the budgeted expenses and to meet the provisions in our agreement.

The pool cost is \$842,000 and the contingency agreed upon is 7% (\$58,940) - giving us a total of \$900,940. Given these costs in phase I, we will be securing a check from our Community Foundation funds for \$425,940. And the balance of the funds will be as follows:

\$300,000 - State DNR Grant

\$150,000 - County Parks and Recreation

\$ 25,000 - City of Ypsilanti

I hope to meet with Bob Tetens today or Tuesday and learn exactly how their grant will be coming to the project.

Phase II costs, the fence + the balance of the architectural fees will come from other pledges expected to come in over the next month and possibly any balance from the contingency that is not being used for Phase I.

As far as our provision to have an operating reserve to open the pool, much of that money will be raised in the first quarter of 2014, when we beginning selling pool passes.

Please let me know if you need anything else at this point. We are excited to break ground, and thanks for all of your help and support.

- John

ARCHITECTS. ENGINEERS. PLANNERS.



May 13, 2013

City of Ypsilanti
One South Huron
Ypsilanti, Michigan 48197

Attention: Mr. Stan Kirton, DPS Director

Regarding: **City of Ypsilanti**
PASER Street Condition Survey
Pavement Asset Management Plan
Proposal for Engineering Services

Dear Mr. Kirton:

Orchard, Hiltz & McCliment, Inc. (OHM) is pleased to submit this proposal for engineering services for a street condition survey and pavement asset management plan preparation for the City of Ypsilanti.

PROJECT UNDERSTANDING

Pavement Asset Management Plans are necessary to most effectively utilize the limited funds available for road preservation and reconstruction. MCL 247.659a(7) requires the collection of road surface condition data for all roads and streets. The Michigan Department of Transportation (MDOT) and the Asset Management Council recommends this be done using the RoadSoft GIS software, and the Pavement Surface Evaluation and Rating (PASER) rating system. In addition to meeting the Federal requirements to receive funding, an asset management plan allows for the optimal use of road maintenance funds. Regular street condition inspections allow the City to verify that maintenance procedures completed are performing as expected, and to identify locations that need repair. Further, Senate Bill 1182 requires a City or Village to adopt an asset management plan in order to transfer more than 50% of Major street funding to the Local system.

SCOPE OF SERVICE

Street Condition Data Collection

OHM will assist the City in collection of the pavement condition data using the Laptop Data Collection module of the RoadSoft GIS program.

OHM will provide the laptop equipped with the Laptop Data Collection Software, the GPS unit, and a rater trained in the PASER rating method.

The field data collected will consist of the road surface condition, pavement type, and number of lanes. Other features that could be collected, which are not part of this proposal, include culvert information,

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pavement marking information, sign information, and guardrail information.

Pavement Asset Management Plan

OHM will create an asset management plan meeting the requirements of the Asset Management Council from the data collected and the federal aid road information gathered from WATS and SEMCOG. The plan will consist of the following:

1. Descriptions of different maintenance alternatives and approximate costs.
2. Details of the means and methods used to collect the data.
3. The equipment used to gather and analyze the data.
4. The staff involved in the project, and their experience/training.
5. Evaluation of the data.
6. Description of the funding available to dedicate towards maintenance procedures.
7. A five-year plan, recommending specific maintenance operations, and the expected benefit to the road network. Recommendations for specific road segments will be identified based on direction from City Council. One session with City Council to discuss the model results is included.
8. Maps identifying scheduled capital improvement projects, road reconstructions, and proposed maintenance activities.

FEE SCHEDULE

OHM proposes to provide the above outlined professional services on a lump sum basis.

Collection of the field data, coordination with SEMCOG and WATS, and data verification: [REDACTED]

Preliminary Model Results, Discussion with Council, and Pavement Asset Management Plan: [REDACTED]

Total Project: [REDACTED]

FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above fee is based upon the following assumptions:

1. The City of Ypsilanti will provide the vehicle and one employee to assist with the data collection.
2. WATS/SEMCOG will provide the survey data for the Federal Aid eligible roads.
3. Services not included:
 - a. Field data collection activities beyond the pavement type, number of lanes, and conditions.
 - b. Capital improvement plan. The asset management plan will include all known upcoming projects, however, the focus of the plan will be to outline maintenance, rehabilitation, and reconstruction procedures necessary to maintain the road network in optimal condition. Other utility infrastructure will not be analyzed as part of the plan.

DELIVERABLES

OHM will provide the City with the data for the entire City network in PASER form, compatible with the RoadSoft GIS software. OHM will provide the City with 10 copies of the draft model results, for staff and official review and use at a City Council Study Session. OHM will incorporate comments from staff and Council, and provide the City with 15 bound copies of the final asset management plan.

BASIS OF PAYMENT

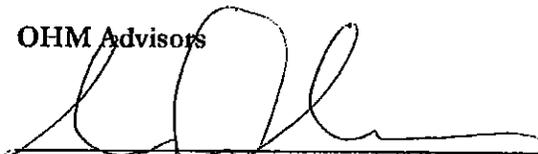
OHM will invoice the City on a monthly basis in accordance with the continuing services agreement between OHM and the City.

We thank you for this opportunity to provide professional engineering services. Should there be any questions, please contact us.

Should you find our proposal acceptable, please execute both copies of the agreement and return one copy to us for our files.

Sincerely,

OHM Advisors



Marcus J. McNamara

STREET CONDITION SURVEY AND 5-YEAR PAVEMENT ASSET MANAGEMENT PLAN

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

WATER STREET REDEVELOPMENT AREA

ASSET ID	DESCRIPTION	ACQUISITION DATE	COST	UNREALIZED LOSS	CURRENT ASKING PRICE
2636	14, 30, 31 WATER STREET	6/13/2002	134,812.27	(33,689.59)	101,122.68
2637	23 WATER & 20 E MICHIGAN	1/25/2002	392,733.40	(98,144.08)	294,589.32
2638	32 WATER	12/4/2001	12,750.78	(3,186.42)	9,564.36
2639	2 E MICHIGAN	9/13/2003	79,056.36	(19,756.18)	59,300.18
2640	35,37,41,47 WATER	1/22/2003	136,504.61	(34,112.50)	102,392.11
2641	6-8 E MICHIGAN	2/18/2002	96,908.33	(24,217.39)	72,690.94
2642	33 WATER STREET	12/17/2002	15,301.37	(3,823.81)	11,477.56
2643	160 E MICHIGAN	7/12/2002	48,453.61	(12,108.56)	36,345.05
2644	170 E MICHIGAN AVE	7/12/2002	38,253.43	(9,559.53)	28,693.90
2645	10 E MICHIGAN	10/10/2003	51,788.70	(12,942.00)	38,846.70
2646	19 WATER STREET	10/10/2003	198,132.27	(49,513.25)	148,619.02
2647	14 E MICHIGAN	10/10/2003	81,606.96	(20,393.58)	61,213.38
2648	40 E. MICHIGAN	10/10/2003	40,802.94	(10,196.65)	30,606.29
2649	102 E. MICHIGAN	10/10/2003	71,405.68	(17,844.28)	53,561.40
2650	2-4 WATER STREET	10/28/2003	61,205.50	(15,295.25)	45,910.25
2651	14 S. RIVER STREET	3/31/2004	63,754.97	(15,932.37)	47,822.60
2652	32-34 E. MICHIGAN	3/31/2004	1,264,196.73	(315,922.76)	948,273.97
2653	144 E. MICHIGAN	2/27/2004	104,559.01	(26,129.30)	78,429.71
2654	216 E MICHIGAN	9/4/2002	48,453.61	(12,108.56)	36,345.05
2655	27 WATER STREET	7/16/2003	76,506.86	(19,119.06)	57,387.80
2656	101-103 S. RIVER	4/8/2004	1,492,429.19	(372,958.05)	1,119,471.14
2657	102 PARSONS	2/27/2004	436,086.92	(108,978.12)	327,108.80
2658	109 PARSONS	2/27/2004	45,904.12	(11,471.44)	34,432.68
2659	17 S. RIVER	2/27/2004	25,502.65	(6,373.11)	19,129.54
2660	202 S. RIVER STREET	3/19/2004	665,606.41	(166,335.04)	499,271.37
2661	34-38 E. MICHIGAN	3/31/2004	377,432.02	(94,320.26)	283,111.76
2662	RR RIGHT OF WAY - WATER STREET	4/21/2005	126,484.89	(31,608.57)	94,876.32
2663	200-214 E. MICHIGAN -	3/11/2004	1,601,536.33	(400,223.93)	1,201,312.40
2664	34, 36 & 40 WATER STREET	7/12/2002	196,366.15	(49,071.90)	147,294.25

7,984,536.08

5,989,200.53

UNREALIZED LOSS ON LAND HELD FOR SALE

1,995,335.55