



## Memorandum

To: Mayor Schreiber and City Council Members

From: *Ralph A. Lange*  
Ralph A. Lange, City Manager

Date: January 24, 2014

Subject: Council Information Letter

**\*CITY MANAGER**

**Action & Request Center Report:**

The following is an update of the Action Center support tickets:

- ✓ 50 online support tickets were opened since the last CIL (November 27, 2013)

Animal Control	0	
Criminal Activity (Non Emergency)	2	
Graffiti	5	
Other Violations	7	✓ 29 Closed
Parking Complaints	0	✓ 5 In Progress
Public Facilities	5	
Rental Housing	0	✓ 16 Open
Sidewalks	3	
Snow Removal	15	
Street Conditions	6	
Streetlights	1	
Trash Pick Up	1	
Trash/Litter	5	
Weeds	0	
<b>Total</b>	<b>50</b>	

**DEPARTMENT OF PUBLIC SERVICES**

- Energy Revolving Loan Fund: Received the direct buy quote from Cree for the LED retro-fit kits and the other fixtures required for this project (attached). Staff will bring the quote to council for approval to purchase at the first council meeting in February. While waiting for delivery of the LED retro-fit kits and other fixtures, staff will issue a RFP for electrical services to install the LED retro-fit its, fixtures occupancy switches.

- Sidewalk Ramp Replacement Program: Staff is working with OHM to issue an RFP for the 2014 Sidewalk Ramp Replacement Program.
- Pavement Maintenance Program: In-house crack sealing is on hold due to the weather.
- Penn Dam: The city will address the recommendations from the State Dam Inspection in the spring of 2014. The city accepted the proposal from OHM for a detailed condition assessment. Dive inspection report is complete and attached. The detailed assessment is approximately 50% complete, the remaining detailed condition assessment of the spillway and structures will be completed in 2014.
- CDBG: The construction drawings for the CDBG Senior Center kitchen and electrical improvement project are finished. The drawings will be forwarded to the County Health Department for their review and comments.
- 2015 Prospect Road Project: The STP-U program application has been submitted for the Prospect Road project and the amendments to the TIP to move this project to 2015 have also been submitted to WATS and SEMCOG.
- Surplus Equipment: DPS staff will begin posting surplus equipment on MITIN in late January 2014 as discussed in the motor pool upgrade plan. We are waiting for purchase cost estimates for the single axle dump trucks and other equipment scheduled to be replaced.
- Charles Street Tot Lot: Staff has been directed to secure replacement cost quotes for a new climber structure and a new swing set for the Charles Street Tot Lot. Installation of the new play equipment is scheduled for the spring of 2014.

## **FINANCE DEPARTMENT**

### **Completed Projects:**

- Completed the FYE 2013 Comprehensive Annual Financial Statement.
- Completed and filed the F-65 report with the State of Michigan. This report combines all the City's funds into one financial statement. Failure to submit timely may result in the loss of state revenue sharing under PA 140 Of 1971.
- Completed the Act-51 Report. This report combines the Major and Local Street funds Balance Sheet, Statement of Revenues, expenditures and changes in fund balance, and asset management reports. Failure to submit this report will cause Act 51 funds to be withheld.
- Completed the Annual Disclosure Report. This report was filed with the Municipal Securities Rulemaking Board. The report includes statistical data such as several years of City's' taxable and state equalized value of all real and personal properties, tax rates, tax levies and collections, labor force, revenues from State of Michigan, other Post Employment benefits, General Fund fund balance, all general obligation debts, and all water sewer debts.
- Completed and filed the Certificate of Achievement for Excellence in Financial Reporting (CAFR) – this application has been submitted for certification. If successful, this will be our fifth consecutive year of achieving this prestigious award.
- Completed and filed the annual qualifying statement with State of Michigan.
- Updated the 5-year financial projection for the annual Council goal setting.
- Interviewed, replaced, and trained the General Accountant position
- 2013 W2s issued to employees before City Hall closed for holidays.

### **Projects to be completed**

- Review the WCA contract for possible extension.
- Meeting with John Waugh, MERS, regarding F & P Pension investment analysis
- Biennial budget preparation
- Hire and train Accounts Payable Staff.

## **FIRE DEPARTMENT**

- Finalization of the SAFER requirements and hiring of five new personnel. All is on schedule.
- Cooperation with surrounding fire departments to upgrade our box alarm mutual aid to an automatic aid response.

## **HUMAN RESOURCES DEPARTMENT**

### **New Hires/Separations/Status Changes:**

- Gregory Bergland was hired on December 9, 2013, as a Police Officer.
- Rose Peterson was hired on January 13, 2014, as a Police Officer.
- Rheagan Basibica was hired on January 16 as a General Accountant I.
- Vincent Badalamenti, was hired on January 21, 2014 as a Temporary Clerk in the Clerk/Treasurer's Department.
- Nicole Sumpter was separated from employment on January 8, 2014.
- Timothy Sullivan was separated from employment on January 9, 2014.

### **Job Postings:**

The following jobs have been posted:

- Deputy Police Chief
- Deputy Clerk I
- Sr. Center Administrative Assistant

### **Miscellaneous:**

The Living Wage Report was completed and sent to Council

## **PLANNING DEPARTMENT**

### **Riverside Manor apartments sale**

Council has requested information about this property transfer, as this property receives a PILOT from the City. Staff contacted MSHDA and confirmed that MSHDA did foreclose on a loan to the previous owner, and held an auction in 2013 that transferred ownerships. Erie, the new owner, no longer has a PILOT and pays regular taxes on the property. They are no longer required to accept qualified Section 8 renters. Those tenants using Section 8 are subject to their lease requirements. At the end of the lease they may need to seek other housing.

### **Speed bump policy**

Staff is finalizing changes to this document and will have police and DPS review next week. An update is expected at the second Feb. council meeting

### **East Side Recreation Center development agreement**

Staff is working with WCPRC and attorneys to finalize this document. The public hearing and presentation on this will be moved to the Feb. 18<sup>th</sup> council meeting.

### **Ainsley Street Residential Parking**

Signage should be installed by the end of next week. Staff sent postcards to residents explaining how to obtain a residential parking permit and there will be a delay in enforcement to allow residents to obtain parking permits. Enforcement is expected to begin mid-February.

Also, staff has been in contact with EMU to let them know the details of the parking programs so that inform the students and visitors to autism center of the changes in parking restrictions on Ainsley.

**Parking changes on Perrin Street**

The DDA parking study identified Perrin Street as a location that might need a change in parking timing. Staff is coordinating the change from 90 minutes parking to 2 hour metered parking adjacent to campus in order to improve enforcement and create revenue in a high-demand area next to EMU campus. Meter installation is expected in the next 3 months.

**Traffic Control Orders to Council**

At the second meeting in February, council will review the 2013 Traffic Control Orders to make them permanent. Staff apologizes for the delay and will make certain that 2014 orders are brought to council in the appropriate 90 day window.

**POLICE DEPARTMENT**

**Activity Report:**

Statistics for the current period reflected by the past three months with ten days left in January:

<u>January Reporting Period</u>	<u>December Reporting Period</u>	<u>November Reporting Period</u>
717 Calls for Service	1127 Calls for Service	1166 Calls for Service
67 Arrests	95 Arrests	16 Arrests
130 Tickets Issued	242 Tickets Issued	243 Tickets Issued
270 Case Reports Written	494 Case Reports Written	521 Case Reports Written

Note: The above "Tickets Issued" statistics reflects the total number of actual charges from each ticket issued - which includes traffic and non-traffic tickets, ordinance tickets, and warning notices.

- Interim Police Chief DeGiusti is pleased to report that Officers Harrison and Anderson are doing very well in the Field Training Program. They are expected to be certified for solo patrol by mid-February. Officer Bergland is moving into his second phase of the FTO program and is progressing well. The fourth officer we hired, Rose Peterson, was sworn in on January 13<sup>th</sup> and has completed her orientation and ready to start phase one of the FTO program. We will be posting again for the next three positions that need to be filled.
- The Deputy Chief's position has been posted and will remain so until January 30, 2014. Once the applications have been screened, the top applicants will be scheduled for interviews.
- Leforge Road Area Detail: Discussions regarding long term sustainability and strategic planning for the area have resulted in the creation of a Community Action Team (CAT). This unit will be assigned personnel from YPD, EMUPD, WCSD and ATF. It will operate out of the Ypsilanti Police Building and be directed jointly by YPD and EMUPD to address issues throughout the City, but with a concentration on densely student populated areas including the Campus. EMU is still in the process of hiring officers for routine off-campus patrols. Community outreach has begun in the area and there are current attempts being made to form Neighborhood Associations. So far, the meetings have not been well attended by students, but the property owners and other stakeholders are committed and attending.
- The License Plate Reader Project has finally been resolved. The last issue regarding Washtenaw IT has been worked out and the LPRs are fully operational. We are not currently capturing and storing data. The LPRs are uploaded with a "hot list" and the LPRs search out those plates.

RAL/ns

Attachments:



Michigan Lighting Systems East  
 1389 Wheaton Avenue, Suite 500  
 Troy MI 48083  
 Phone: (248) 542-2200  
 Fax: (248) 519-2700  
**From: Pete Walters**  
**Quoter Ph:**  
**email:**

**Project** Ypsilanti City Buildings - Copied Bid  
**Location** Ypsilanti MI  
**Quote** EL14-40199-1

**To:** Chris Simmons  
 City of Ypsilanti DPW  
 One South Huron Street  
 Ypsilanti MI 48197  
 Phone: (734) 483-1421  
 Fax: (734) 483-1018  
 EMail: csimmons@cityofypsilanti.com

**For**  
**Bid Date** Jan 17, 2014  
**Expires** Feb 16, 2014  
 Lighting Designer: Pete Walters

**Remarks:**

Quote updated 1-21-14. Contractor to verify mounting. Designed to 0.2 min footcandles per Chris

QTY	Type	MFG	Part	Price	UQ	ExtPrice
EXTERIOR FIRE & POLICE STATION						
1	A	CREE	ARE-SLM66-2MB-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture with back light control, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$325.00		\$325.00
1	B	CREE	STR-SLM66-3M-DA-04-D-UL-ZE-1000 CREE 40 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$425.00		\$425.00
2	D	CREE	ARE-SLM66-4M-DA-04-D-UL-ZE-1000 CREE 40 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$425.00		\$850.00
19	E	CREE	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture with back light control, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$325.00		\$6,175.00
1	F	CREE	ARE-SLM66-4M-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$315.00		\$315.00
CITY HALL PARKING LOT						



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QTY	Type	MFG	Part	Price	UQ	ExtPrice
5	Single	CREE	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000 Cree 20 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze 5700K, 10 yr warranty	\$325.00		\$1,625.00
PUBLIC SERVICES						
20		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen,4000K with step dimming, 7 yr warranty	\$90.00		\$1,800.00
19		CREE	WS4-63L-50K-10V-FD CREE WS4 4' Linear Wash Down fixture, 6300 lumen, 5000K, 0-10v dimming std, 10 yr warranty	\$195.00		\$3,705.00
1	Mounting	CREE	WS4MBK Mounting Bracket Kit (includes two stainless steel surface mount brackets) if required	\$25.00		\$25.00
1	Mounting	CREE	WS4CSK Cable Suspension Kit (includes two stainless steel brackets with 5' aircraft cable if required)	\$40.00		\$40.00
POLICE						
53		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen,4000K with step dimming, 7 yr warranty	\$90.00		\$4,770.00
4		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$400.00
1		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$85.00
FIRE						
136		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen,4000K with step dimming, 7 yr warranty	\$90.00		\$12,240.00
8		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$800.00



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QTY	Type	MFG	Part	Price	UQ	ExtPrice
2		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$170.00
			CITY HALL			
130		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen,4000K with step dimming, 7 yr warranty	\$90.00		\$11,700.00
2		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$200.00
2		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$170.00
25		CREE	UR3-24-36L-40K-S-FD CREE UR3 Retrofit Kit, 24" 3 Lightbar, 3600lm, 4000K, Step Dimming	\$105.00		\$2,625.00
<b>Total:</b>						<b>\$48,445.00</b>

### Terms and conditions of sale:

- Pricing is firm for 30 days from date of quotation, and release of order within 60 days from date of quotation.
- Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted.
- Prices DO NOT include lamps, spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted.
- Pricing is based on an order for the complete bill of material; any changes will result in a requote
- Electronic Fluorescent Ballasts shall be supplied as industry standard "IS" Instant Start <20% THD unless otherwise noted.
- The purchaser is responsible for verifying voltage, quantities, and if multiple ballasts are required for multi-level switching. Final Ballast Type, Configuration, and Switching shall be coordinated with Electrical Contractor prior to release of order if there are differences between the fixture schedule and Electrical Plan Drawings. MLS East is NOT responsible for errors due to a different type of ballast used with occupancy sensors noted on Electrical Plan Drawings.
- Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
- Unless otherwise noted, Poles quoted are provided for the Fixture EPA's ONLY. Michigan Lighting Systems will not be responsible for alterations to poles such as adding Banner Arms or Speakers after the poles are calculated without written consent by each pole manufacturer.
- This quote may contain separately invoiced drawings, documentation, and field service fees.



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10. Michigan Lighting Systems and our Manufacturers are not responsible for lost or damaged material that shows up to a job site or electrical distributors location. All material should be inspected for damage and accounted for before the freight company leaves the site. Freight Claims are too be filed immediately with the freight company by the distributor or contractor. MLS-East should be notified

<b>Mfg Terms:</b>	Freight	Minimum
CREE Cree	Allowance	Order
	Freight Allowed	
Freight Allowed: \$3000.00.		
Preshipment of anchor bolts incurs freight charges.		

# INSPECTION REPORT

PENINSULAR DAM  
YPSILANTI, MICHIGAN  
DECEMBER 2, 2013

PREPARED FOR:

G. JOHN TANNER, PE  
2520 S. UNIVERSITY PARK DRIVE  
SUITE D-200  
MT. PLEASANT, MICHIGAN 48858

BY:

DANIEL FELSKÉ  
ABLE DIVING CO. GERACE DIVING SERVICE  
448 E. MUNGER RD.  
MUNGER, MI. 48747

INSPECTION REPORT  
PENINSULAR DAM

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  - 3.3 NORTH & SOUTH DRAFT TUBES & DIVIDER PIERS
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## 1.0 INTRODUCTION

An underwater video inspection was conducted at the Peninsular Dam on December 2, 2013. The purpose was to determine the existing concrete conditions of the Dam structure as well as any undermining of the Dam.

Descriptions of the involved structures at Loud Dam are referred to with North-South, and upstream/downstream designations given for reference during this inspection. (See 4.0 Rough Drawing)

Surface supplied diving equipment, rigged with two way communication was used for the inspection. The diver utilized a helmet mounted Deep Sea model 2050 underwater video camera. Also attached to the helmet was an adjustable intensity video light.

The Audio/Video record of the inspection was recorded on standard VHS tape then was converted to DVD.

Total tape length	21 min. 05 secs.
Water temp	34 degrees F (approx.)
Air temp	40 degrees F (approx.)
Water depth	0-12 ft
Water visibility	0-10 ft.

Diving crew	Daniel Felske	Supervisor/Diver
	Cade Schafer	Diver
	Jim Hostutler	Tender

**2.0**

VIDEO INSPECTION LOG  
PENINSULAR DAM  
DECEMBER 2, 2013

**TAILRACE NORTH RETAINING WALL**

TIME	LOCATION	OBSERVATION
11:14:38	120 ft. downstream of powerhouse	No defects, No undermining
11:15:25	81-120 ft. downstream of powerhouse	3 ft. wide horizontal concrete apron, no defects
11:17:29	0-81 ft. downstream of powerhouse	3 ft. wide apron buried by river bottom
11:22:07	0-40 ft. downstream of powerhouse	Bottom debris No undermining
11:23:40	Stop Block Channel 2 ft. below surface	Concrete spall 6 ft. long, 2 ft. wide, 1 ft. deep Re-bar visible

**NORTH & SOUTH DRAFT TUBES & DIVIDER PIERS**

TIME	LOCATION	OBSERVATION
11:25:30	North draft tube	Debris in tube No undermining or defects 12 ft. deep
11:27:57	Divider pier between draft tubes	No defects, 6 ft. wide
11:29:50	South draft tube	Debris in tube No undermining or defects 12 ft. deep
11:32:50	Divider pier between powerhouse & spillway	No undermining or defects
11:36:04	End inspection	

### **3.0 FIELD INSPECTION SUMMARY**

One diver was utilized for the dive inspection.

Diver Cade Schafer first inspected the upstream spillway & powerhouse structure. This part of the inspection was performed with the diver using a scuba bottle instead of the usual commercial setup because the umbilical hose kept going over the top of the spillway into the tumble bay creating a hazard for the diver.

The inspection was performed without the video system which was attached to the umbilical hose.

The diver performed the inspection from the South upstream concrete wing wall, North across the spillway to the powerhouse and exited on the North upstream river bank.

Inspected next was the downstream tailrace North concrete retaining wall.

Starting at the downstream end of the North retaining wall the diver moved upstream to the powerhouse where the North and South draft tubes were inspected.

Also inspected were the concrete divider piers between the draft tubes and the powerhouse and spillway.

The inspection ended at the downstream end of the concrete divider pier between the powerhouse and spillway, as the current from the water in the spillway prevented any further inspection.

All inspection results are of the structure underwater only.

Visibility was approximately 10 feet and did not hamper the inspection.

Zebra mussel infestation was not an issue as the diver was able to clearly see all the related structure.

All geographical references used by the diver and topside personal were given North-South, and upstream downstream designations.

The rough sketch at the end of the report (4.0) is for location purposes only and is not drawn to scale.

### **3.1**

### **UPSTREAM SPILLWAY & POWERHOUSE**

As stated in the summary, the upstream inspection does not have video included.

The upstream section of the Dam was inspected and no underwater defects were observed in the concrete structure.

No undermining of the structure was observed. The river bottom consisted of mostly sand and small rock.

The depth of the water in front of the spillway section of the Dam was from 0-8 ft. deep.

The water depth in front of the powerhouse was approximately 0-2 ft. deep.

### **3.2**

### **TAILRACE NORTH RETAINING WALL**

The water depth at the downstream end of the North concrete retaining was approximately 1 ft. deep. The water level at the powerhouse is 12 ft. deep.

There is a 3 ft. wide horizontal concrete apron on the river bottom that extends out to the South from the North retaining wall.

No defects were observed in the 3 ft. wide concrete apron. The apron is no longer visible and is covered by debris and river bottom 81 ft. downstream from the powerhouse.

On concrete spall was observed in the North retaining wall.

Location: Stop Block Channel 2 ft. below surface

Observation: Concrete spall  
6 ft. long, 2 ft. wide, 1 ft. deep  
Re-bar visible

No undermining of the North concrete retaining wall was observed.

### **3.3**

### **NORTH & SOUTH DRAFT TUBES & DIVIDER PIERS**

The water depth at the bottom of the North and South draft tubes was 12 ft. deep.  
No concrete defects were observed.  
No undermining was observed.  
No concrete scour slab was observed downstream of the draft tubes as the river sediment and debris is even with the bottom of the draft tubes.

The concrete divider piers were observed with no underwater concrete defects.

**GERACE CONSTRUCTION CO., INC.**

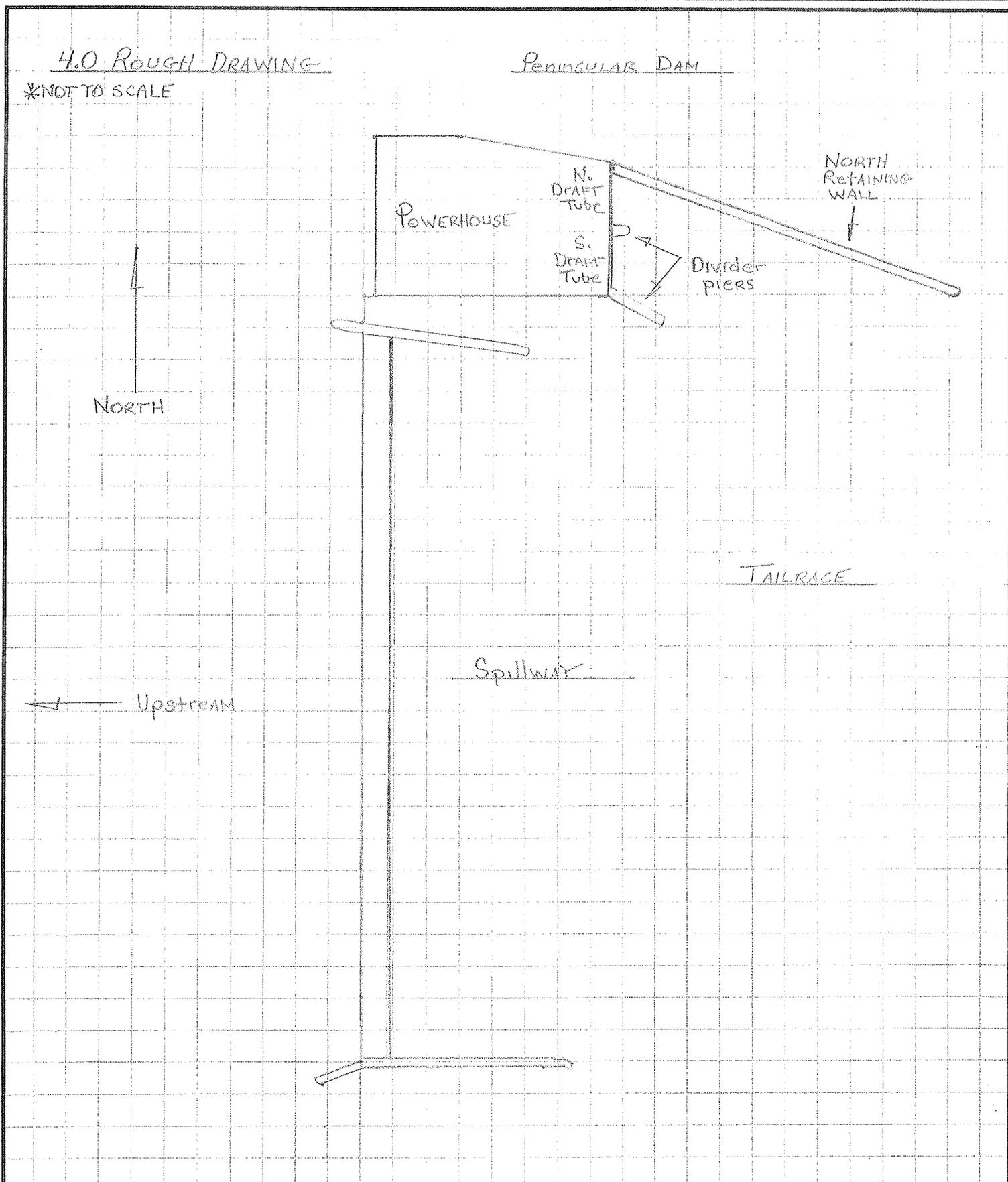
4055 South Saginaw Road  
Midland, Michigan 48640  
TEL (989) 496-2440  
FAX (989) 496-2465

JOB \_\_\_\_\_  
SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_  
CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE \_\_\_\_\_

4.0. Rough Drawing

Peninsular Dam

\*NOT TO SCALE



NORTH

Upstream

POWERHOUSE

N.  
DRAFT  
Tube

S.  
DRAFT  
Tube

Divider  
piers

NORTH  
Retaining  
WALL

Spillway

TAILRACE