



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, February 18, 2020 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

Page

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- A. I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

V. AGENDA APPROVAL

VI. INTRODUCTIONS

VII. PRESENTATIONS

VIII. PUBLIC COMMENT (3 MINUTES)

IX. ORDINANCES FIRST READING

4 - 32

- A. *Ordinance 1356* - approving Traffic Control Orders and adopting an Ordinance entitled 2019 Winter Traffic Control Orders.
1. Resolution No. 2020-036, determination.
 2. Public Hearing
 3. Resolution No. 2020-037, Close the Public Hearing
- [Supporting Documents - Pdf](#)

X. ORDINANCE SECOND READING

33 - 49

- A. *Ordinance No. 1355* - To amend Chapter 99, Ordinance 1345, to allow utility pole height depending on conditions.
1. Resolution No. 2020-038, determination.
 2. Public Hearing
 3. Resolution No. 2020-039, Close the Public Hearing
- [Supporting Documents - Pdf](#)

XI. PUBLIC HEARING

50

- A. Public Hearing for input regarding adoption of the Parks and Recreation Five

Year Plan

1. Resolution No. 2020-, close the public hearing.

[2020-040 - Pdf](#)

XII. CONSENT AGENDA

- 51** A. Resolution No. 2020-041, approving the Consent Agenda.
[2020-041 - Pdf](#)
- 52 - 62** B. Resolution No. 2020-042, approving the minutes of February 4, 2020.
[2020-042 - Pdf](#)
- 63 - 64** C. Resolution No. 2020-043, approving appointments to boards and commissions.
[2020-043 - Pdf](#)
- 65** D. Resolution No. 2020-044, approving the use of Receiving Boards during the 2020 Election Season.
[2020-044 - Pdf](#)

XIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- 66 - 221** A. Resolution No. 2020-045, approving the Parks and Recreation Master Plan.
[2020-045 - Pdf](#)
- 222 - 257** B. Resolution No. 2020-046, accepting grants and enter into a Memorandum of Understanding with the Michigan Recreation and Park Association.
[2020-046 - Pdf](#)
- 258 - 422** C. Resolution No. 2020-047, approving a contract between the City and Passport Inc for parking software.
[2020-047 - Pdf](#)
- 423 - 429** D. Resolution No. 2020-048, approving the Administrative Services Contract between the City and the Downtown Development Authority.
[2020-048 - Pdf](#)

XIV. LIAISON REPORTS

1. SEMCOG Update
2. Washtenaw Area Transportation Study
3. Urban County
4. Ypsilanti Downtown Development Authority
5. Friends of Rutherford Pool
6. Housing Equity Leadership Team
7. Youth Community Connection

XV. COUNCIL PROPOSED BUSINESS

XVI. COMMUNICATIONS FROM THE MAYOR

XVII. COMMUNICATIONS FROM THE CITY MANAGER

XVIII. COMMUNICATIONS

430 - 432

A. **NOMINATION**

Planning Commission - Exp. 5/1/2023

Eric Bettis - **New Member**

303 N. Wallace Blvd.

Ypsilanti, MI 48197

[Application](#)

433 - 438

B. 2019 Historic District Commission Annual Report.

[Report](#)

439 - 443

C. 2019 Fire and Police Retirement System Annual Report.

[Report](#)

D. Ypsilanti will not hold an Election on May 5th. The May 7th Council Meeting should be canceled.

XIX. PUBLIC COMMENT (3 MINUTES)

XX. REMARKS FROM THE MAYOR

XXI. ADJOURNMENT

444

A. Resolution No. 2020-049, adjourning the City Council Meeting.

[2020-049 - Pdf](#)

B. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: February 18, 2020
SUBJECT: Traffic Control Orders

DESCRIPTION:

Traffic Control Orders

SUMMARY:

Per the Uniform Traffic Code (R28.1153) and City Code (§10-32), the City Manager has the authority to regulate traffic via issuance of Traffic Control Orders. Those orders are temporary for a period of 90 days until they are approved by City Council and filed with the Clerk. Residential Permit Parking program TCOs automatically become permanent under §102-101.

Attached are Traffic Control Orders 2019-20 through 2019-30 for Council's consideration and approval. TCOs 20, 22, 23, and 26 are incomplete due to lead times on signage and staffing/weather; 25 is partially complete; 21, 28, and 30 have been completed.

RECOMMENDED ACTION: Approval

ATTACHMENTS: TCO 2019-20, add handicap placard parking in Downtown, 10/22/2019
TCO 2019-21, add handicap placard parking in Depot Town, 10/22/2019
TCO 2019-22, add handicap placard parking in West Cross, 10/22/2019
TCO 2019-23, change to on-street parking timing in Depot Town, 11/21/2019
TCO 2019-24, work order for painting no parking zones (per state law) in Depot Town, 11/21/2019
TCO 2019-25, addition of fire lane at Freighthouse, 11/21/2019
TCO 2019-26, change to Freighthouse lot parking lot timing, 11/21/2019
TCO 2019-28, change to Ballard Parking Lot timing/restrictions, 11/21/2019
TCO 2019-30, remove 2-hour parking on Woodward between Adams & Hamilton, 11/27/2019

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Ordinance No. 1356

An Ordinance Entitled "2019 WINTER TRAFFIC CONTROL ORDERS"

THE CITY OF YPSILANTI ORDAINS:

That the following Traffic Control Orders be made permanent:

- 2019-20, add 8 on-street handicap placard parking spaces in Downtown
- 2019-21, add 4 on-street handicap placard parking spaces in Depot Town
- 2019-22, add 3 on-street handicap placard parking spaces in West Cross
- 2019-23, change to on-street parking timing in Depot Town to a uniform 2 hour parking, 10a-7p, Mon-Sat.
- 2019-24, work order for painting no parking zones (per state law) in Depot Town
- 2019-25, addition of fire lane and loading zones at the Freighthouse lot
- 2019-26, change to Freighthouse lot parking lot timing to 3-hour parking, 10a-7p, Mon-Sat
- 2019-28, change to Ballard Parking Lot timing/restrictions
- 2019-30, remove 2-hour parking on Woodward between Adams & Hamilton

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2020

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal News on the ____ day of _____, 2020.

Andrew Hellenga, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the ____ day of _____, 2020.

Andrew Hellenga, City Clerk

Notice Published: _____
First Reading: _____
Second Reading: _____
Published: _____
Effective Date: _____



**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: October 22, 2019

ORDER NO: 2019-020

LOCATION: Downtown; West Michigan Ave & Pearl St

ORDER: Sign and stripe 8 on-street handicap spaces in the Downtown Central Business District as follows/on attached map:

- One on each side (N/S) of each of the 100, 200, and 300 blocks of West Michigan, each shall be the "first" spot in the parking aisle (total: 6 spaces)
- One on each side (N/S) of the 100 block of Pearl, to be located as close as practical to sidewalk access. (total: two spaces)

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by:

Prepared by:

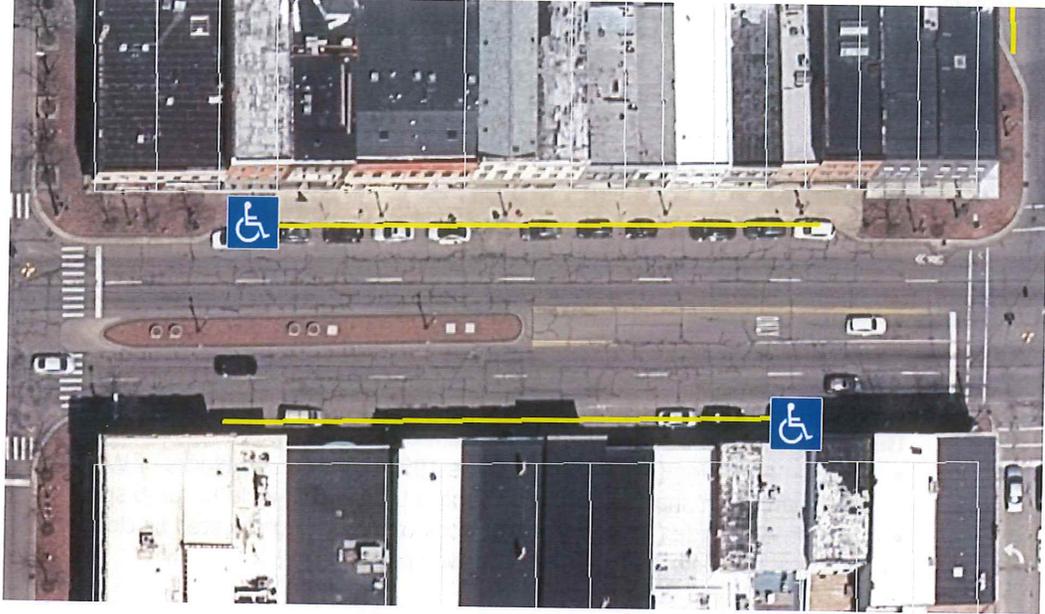
Bonnie Wessler

Date Completed: _____

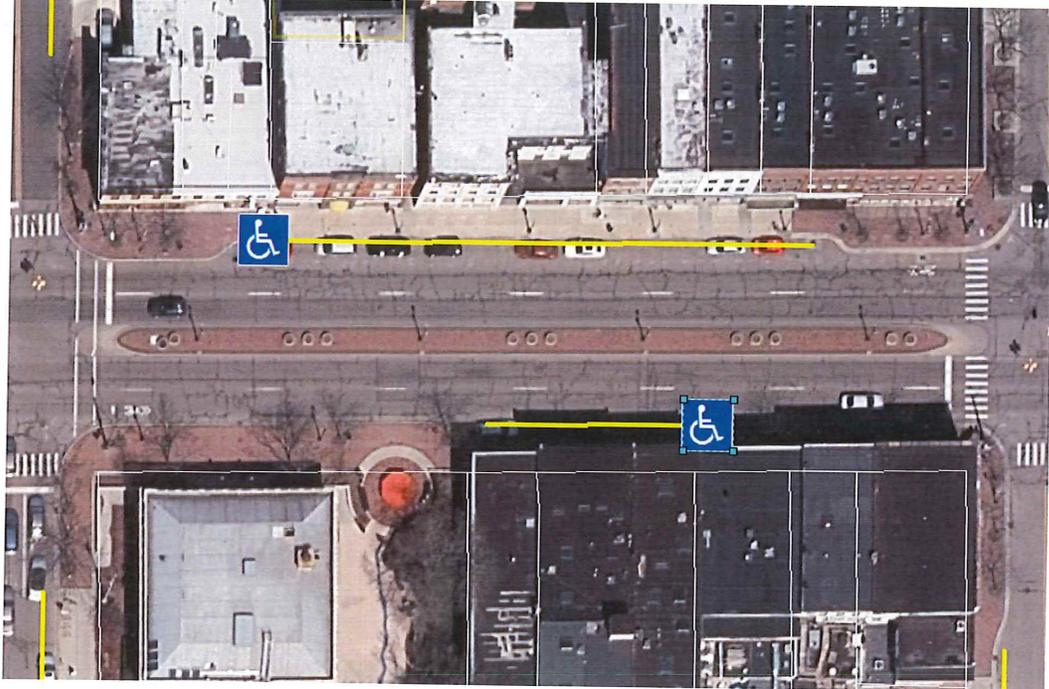
By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk/Treasurer
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA

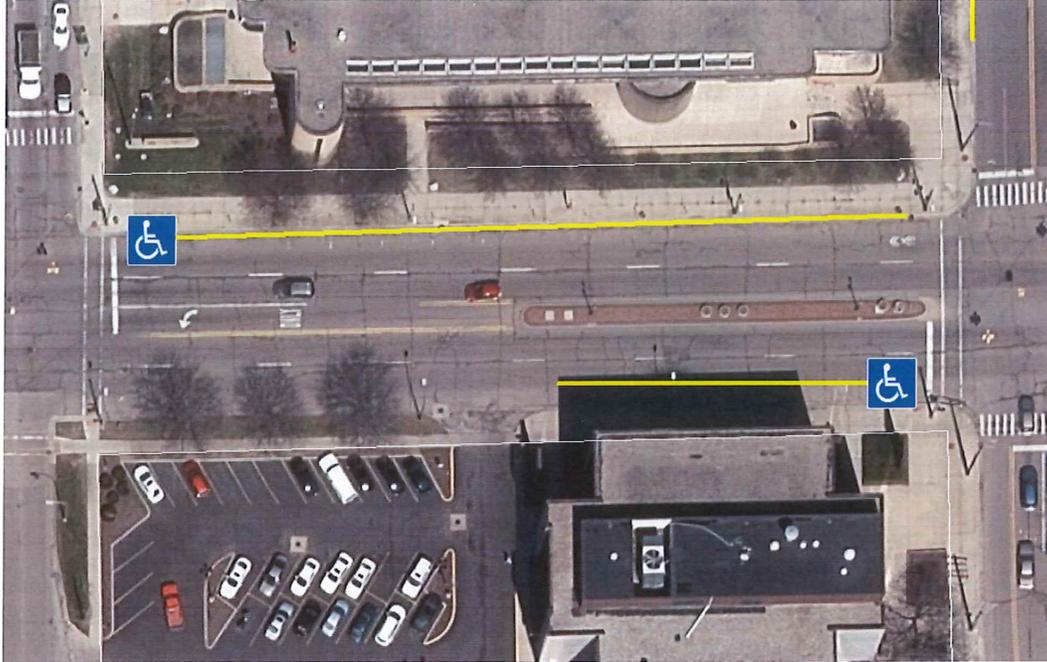
100 block of West Michigan:



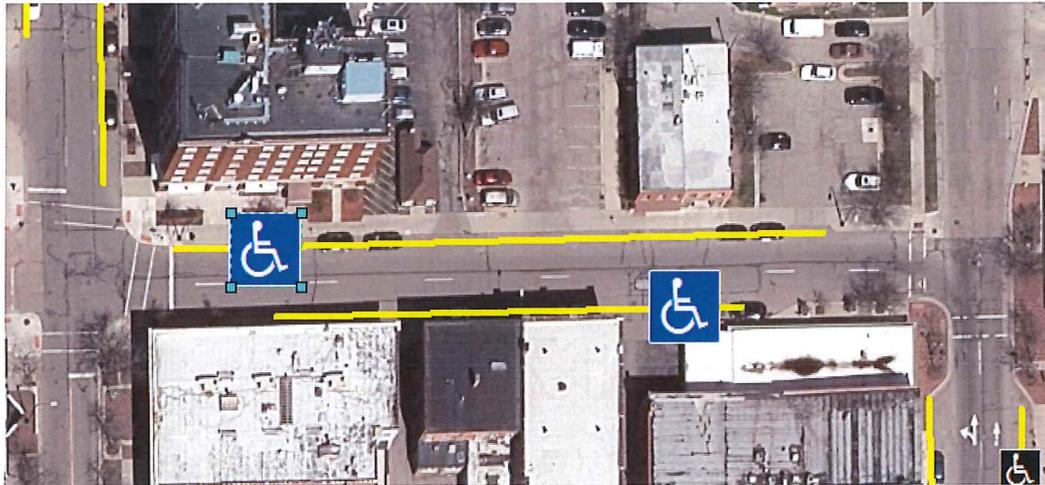
200 block West Michigan



300 block West Michigan



100 block Pearl





**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: October 22, 2019

ORDER NO: 2019-021

LOCATION: Depot Town: Maple, River, E Cross

ORDER: **Sign and stripe 4 on-street handicap spaces in the Depot Town Central Business District as follows/on attached map:**

- One on E Cross, on the north side of the street between Ninde and the clocktower
- One on the east side of North River, north of the Photo St crosswalk
- One on the west side of North River, south of Photo St;
- One on E Cross, in front of 100 E Cross, as close as practicable to sidewalk access

Remove signage for two existing on-street handicap spaces on Maple west of River.

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by

Prepared by

Bonnie Wessler

Date Completed: _____

By: _____

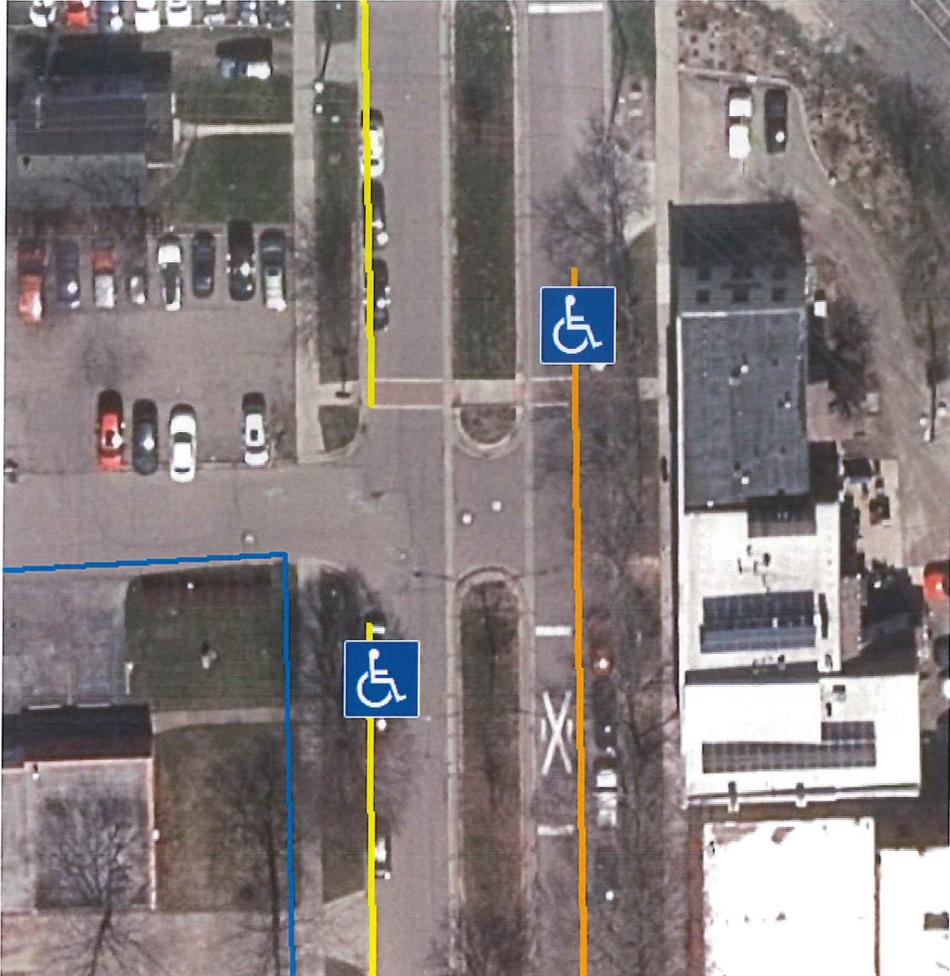
cc: Ron Akers, DPS
Andrew Hellenga, Clerk/Treasurer
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA

Maple west of River

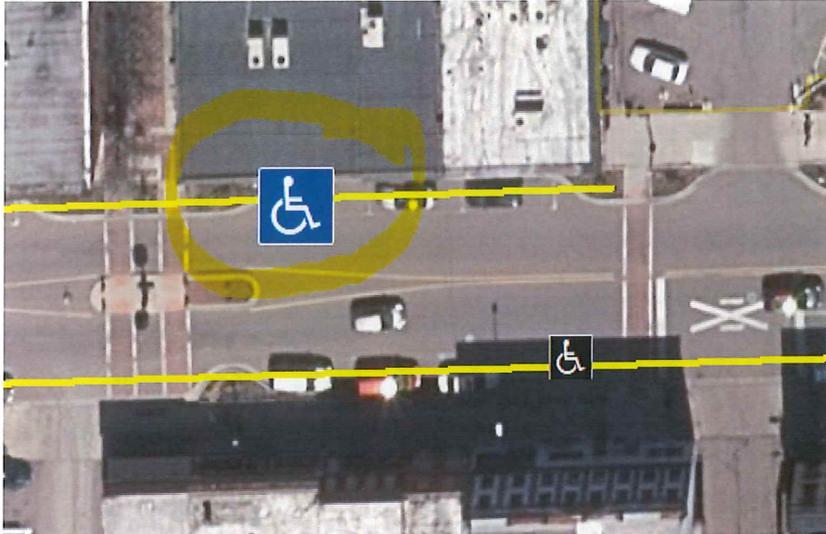


Handwritten notes in pencil, including the name "D. J. [unclear]" and other illegible scribbles.

300 block of North River:



50 block of East Cross



100 block of E Cross





CITY OF YPSILANTI TRAFFIC CONTROL ORDER

DATE: October 22, 2019

ORDER NO: 2019-022

LOCATION: West Cross Business District: College Place

ORDER: **Sign and stripe 3 on-street handicap spaces in the West Cross Central Business District as follows/on attached map:**

- One on West Cross, just east of the midblock driveway, approximately in front of 717 W Cross
- One on College Place south of West Cross, just north of the alley
- One on the west side of College Place north of West Cross, just north of West Cross

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by:

Prepared by:

Bonnie Wessler

Date Completed: _____

By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk/Treasurer
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA





**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 21, 2019

ORDER NO: 2019-023

LOCATION: Depot Town Business District: E Cross, N River

ORDER: Replace 5 "2-hour parking" signs on East Cross from the Huron River to River St with "2 hour parking, 10a-7p, Mon-Sat" signage.

Replace 2 "2-hour parking" signs on west side of 300 block N River with "2 hour parking, 10a-7p, Mon-Sat" signage.

See attached list for approximate locations.

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by


Frances McMullan, City Manager

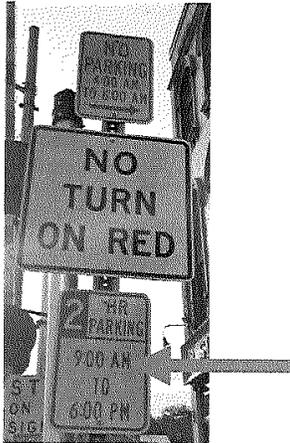
Prepared by: Bonnie Wessler

Date Completed: _____

By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA

South Side E Cross



52 E Cross



West of Ninde



Clocktower Crosswalk



4 E Cross

North Side E Cross



17 E Cross St

N River



311 N River / North of Photo



South of RR crossing, north of Sidetrack parking entrance



**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 21, 2019

ORDER NO: 2019-024

LOCATION: Depot Town Business District: West side of 300 block N River

ORDER: **Paint curb red within 15' of fire hydrant north of 315 N River, indicating no parking.**

Paint curb red along south-west corner of River/Cross/railroad intersection, indicating no parking, within 50' of the railroad, currently painted yellow

See attached list for approximate locations.

REASON: **See Council Resolution 2019-240 & accompanying documentation**

Approved by:

[Redacted Signature]

Frances McMullan, City Manager

Prepared by: Bonnie Wessler

Date Completed: _____

By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA





**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 21, 2019

ORDER NO: 2019-025

LOCATION: Depot Town Business District: Freighthouse lot

ORDER: Place "no parking, fire lane" signage with "tow-away" graphic placards adjacent to Freighthouse deck.

Paint curb red adjacent to Freighthouse deck, indicating no parking, as weather allows.

Place "no parking, loading dock" signage with "tow-away" graphic placards adjacent to Freighthouse loading dock.

Stripe area in front of loading dock with yellow stripes, as weather allows.

Remove or paint over with grey the yellow curb paint across Market St from Freighthouse

See attached map for approximate locations.

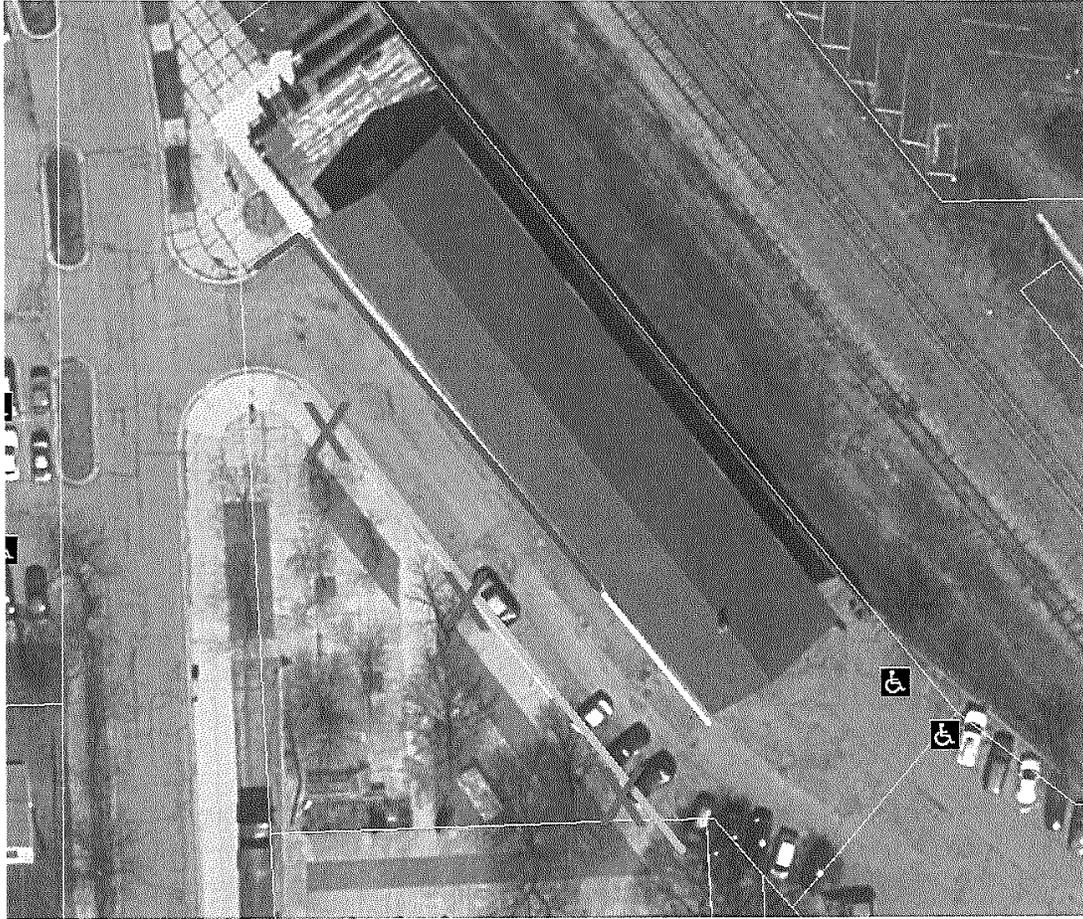
REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by: 
Frances McMullan, City Manager

Prepared by: Bonnie Wessler

Date Completed: _____ By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk/Treasurer
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA





**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 21, 2019

ORDER NO: 2019-026

LOCATION: Depot Town Business District: Freighthouse lot new hours and new signage

ORDER: Replace existing 2-hour parking signage in the Market St/Freighthouse Lot with 3 hour parking, 10a-7p, Mon-Sat parking signage, for those signs with posts within the lot/fenced area (5 signs)

Remove parking signage and posts that are adjacent to and outside the lot/fenced area; replace with similarly-located 3-hour signage as above, mounted to fence (match existing) (1 sign)

Remove "no parking anytime" with right arrow sign & post adjacent to Aubree's building; relocate one space north (1 sign)

Remove "Parking (right arrow)" directional sign from lightpole (1 sign)

See attached map for approximate locations.

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by: 
Frances McMullan, City Manager

Prepared by: Bonnie Wessler

Date Completed: _____ By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk/Treasurer
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA

Signage to replace (examples)



Signage to Relocate



Signage to Remove





**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 21, 2019

ORDER NO: 2019-028

LOCATION: West Cross Business District: Meter removal Ballard lot

ORDER: Remove meters and posts from Ballard Street Lot.

Remove "employee permit parking only" signs (approx. 3)

Install "Free Public Parking" and "Permit Parking Only 2a-6a" signs at entrance, facing Ballard.

REASON: See Council Resolution 2019-240 & accompanying documentation

Approved by:

Frances McMullan, City Manager

Prepared by: Bonnie Wessler

Date Completed: _____

By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA



**CITY OF YPSILANTI
TRAFFIC CONTROL ORDER**

DATE: November 27, 2019

ORDER NO: 2019-030

LOCATION: Woodward between Adams and Hamilton

ORDER: Remove "2-hour parking" signage on north and south side of street

REASON: 2-hour parking signage was associated with business at the corner of Woodward & Hamilton that has been closed since 2008.

Approved by: 
Frances McMullan, City Manager

Prepared by: Bonnie Wessler

Date Completed: _____

By: _____

cc: Ron Akers, DPS
Andrew Hellenga, Clerk
Tony DeGuisti, YPD
Ken Hobbs, YFD
Bonnie Wessler, DPS
Chris Jacobs, YDDA



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: February 18, 2020
SUBJECT: Small Cell Wireless Facilities Ordinance Amendment

DESCRIPTION:
Small Cell Wireless Facilities Ordinance Amendment

SUMMARY:

The Small Cell Wireless Facility Ordinance limits utility poles to 33 or 40 feet. Staff now finds that a better solution is to allow utility pole height depending on conditions. Existing poles differ in configuration and one size does not fit all. Staff recommends that the ordinance be changed to allow utility height depending on existing conditions.

ATTACHMENTS: Proposed Ordinance amendment

RECOMMENDED ACTION: Adoption of the ordinance amendment

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1355**

**An Ordinance to amend Ordinance 1345 to allow utility pole
height depending on conditions**

1. THE CITY OF YPSILANTI HEREBY ORDAINS That the Ypsilanti City Code is hereby amended by amending Chapter 99 to read as follows:

CHAPTER 99. - SMALL CELL WIRELESS FACILITIES

Sec. 99-1. - Definitions.

Act means the Small Wireless Communications Facilities Deployment Act, Act 365 of 2018.

Authorization means permission from the city to do work in the public rights-of-way, maintain facilities in the public rights-of-way, or deploy a small cell wireless facility in the city, and includes but is not limited to a franchise, a license, a permit, a letter, or construction drawing approval. Multiple authorizations may be required for certain activities.

Colocate means to install, mount, maintain, modify, operate, or replace wireless facilities on or adjacent to a wireless support structure or utility pole. Colocate does not include make-ready work or the installation of a new utility pole or new wireless support structure.

Contractor means and includes any of the following licensed entities performing work on an owner's behalf: contractor; subcontractor; or any employee or agent of a contractor, subcontractor, or owner.

Department means the city department of public service.

Emergency means a condition that poses a clear and immediate danger to life or health, or a significant loss of property, or requires immediate repair to restore service to a group of users of a utility service.

Emergency work means the replacement or repair of damage to active facilities, including main lines and services, where all 811 dig requirements are met.

Excavate means without limitation any cutting, digging, grading, tunneling, boring, or other alteration of the surface or subsurface material or earth in the public way.

Facilities means poles, pipes, culverts, conduits, ducts, cables, wires, fiber, amplifiers, pedestals, antennas, transmission or receiving equipment, other electronic equipment, electrical conductors, manholes, appliances, signs, pavement structures, irrigation systems, landscaping, monument signs, monument mailboxes and any other similar equipment, for public or private use.

Owner means any property owner, company owner, or any entity by which work within the public rights-of-way has been ordered, or any entity on behalf of which any work within the public rights-of-way is caused to be performed, or any agent thereof.

Person means an individual, association, firm, partnership, limited liability company, joint venture, corporation, government, utility, or other organized entity able to contract for the activities described in this ordinance, whether for profit or not for profit. The term does not include the city.

Public rights-of-way means the area on, below, or above a public roadway, highway, street, alley, easement or waterway. The term "public rights-of-way" does not include a federal, state, or private rights-of-way.

Small cell wireless facility means a wireless facility that meets both of the following requirements:

- (i) Each antenna is located inside an enclosure of not more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements would fit within an imaginary enclosure of not more than six cubic feet.
- (ii) All other wireless equipment associated with the facility is cumulatively not more than 25 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

Utility pole means a pole or similar structure that is or may be used in whole or in part for cable or wireline communications service, electric distribution, lighting, traffic control, signage, or a similar function, or a pole or similar structure that meets the height requirements in section 13(5) of the Act and is designed to support small cell wireless facilities. Utility pole does not include a sign pole less than 15 feet in height above ground.

Wireless facility means equipment at a fixed location that enables the provision of wireless services between user equipment and a communications network, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. Wireless facility includes a small cell wireless facility. Wireless facility does not include (i) the structure or improvements on, under, or within which the equipment is collocated, (ii) a wireline backhaul facility, or (iii) coaxial or fiber-optic cable between utility poles or wireless support structures or that otherwise is not immediately adjacent to or directly associated with a particular antenna.

Wireless infrastructure provider : Any person, including a person authorized to provide telecommunications services in this state but not including a wireless services provider, that builds or installs wireless communication transmission equipment, wireless facilities, or small cell wireless support structures and who, when filing an application with the city under the Small Wireless Facilities Deployment Act, Act 365 of 2018, provides written authorization to perform the work on behalf of a wireless services provider.

Wireless provider means a wireless infrastructure provider or a wireless services provider. Wireless provider does not include an investor-owned utility whose rates are regulated by the Michigan Public Service Commission ("MPSC").

Wireless services means any services, provided using licensed or unlicensed spectrum, including the use of Wi-Fi, whether at a fixed location or mobile location.

Wireless services provider means a person that provides wireless services.

Wireless support structure means a freestanding structure designed to support, or capable of supporting, small cell wireless facilities. Wireless support structure does not include a utility pole.

Sec. 99-2. - General requirements.

- (a) No wireless providers shall occupy, wholly or in part, the streets, alleys, or public rights-of-way within the city without first receiving a franchise and consent and permit for that purpose. No wireless provider shall install, collocate, or construct a facility outside the streets, alleys or public rights-of-way within the city without receiving a franchise and permit for that purpose.

- (b) No wireless providers shall attach, alter, or modify a city-owned pole or wireless support structure without entering into a license agreement with the city.
- (c) The city may establish appropriate requirements for new franchises, licenses, and ordinance requirements consistent with state and federal law, and may modify the requirements of this article from time to time to reflect changes in the industry. The city further retains the right to make any modifications based on court rules, injunctions, or statutory amendments addressing the federal and state law mandates requiring the city to provide this process under its current regulations. The city further reserves any constitutional or statutory challenges it may have under federal and state law to the process mandated by the Act and federal law, despite its efforts to comply with the law. If any changes to state or federal law allows the city to take a more restrictive approach, the city reserves the right to alter current franchises, consent, permits and licenses.
- (d) Notwithstanding any other provisions of this article to the contrary, a wireless provider shall at all times comply with all laws and regulations of the state and federal government or any administrative agencies thereof. Provided, however, if any such state or federal law or regulation shall require a wireless provider to perform any service, or shall permit a provider to perform any service, or shall prohibit a wireless provider from performing any service, in conflict with the terms of this article or resulting franchise or of any law or regulation of the city, then as soon as possible following knowledge thereof, a wireless provider shall notify the city of the point of conflict believed to exist between such regulation or law and the laws or regulations of the city or any applicable franchise. If after review by the city, or notice of such conflict, the city council may waive the requirements of this article for any individual franchising consent, permit, or license during review and approval of an application for a permit.
- (e) Subject to this article, wireless providers may occupy and use the public rights-of-way to collocate small cell wireless facilities to provide wireless services upon, along, over and under the public rights-of-way in the city such that such collocations do not inhibit other utility installations within the public rights-of-way.
- (f) The city retains its right to impose fees and compensation consistent with federal and state law.
- (g) Wireless providers shall pay taxes for telecommunications services that are subject to taxation.
- (h) Use of the public rights-of-way is allowed only to the extent the City itself possesses such rights.
- (i) Wireless providers shall obtain approvals legally necessary to use the public rights-of-way from owners, other than the city, of property interests in the public rights-of-way or adjacent to the roadway system located within the city. To the extent any wireless provider obtains approval through a statutory authorization, as opposed to review and approval by the city, the wireless provider's placement or location of any small cell wireless facility, wireless facility, and utility pole within the city's public rights-of-way shall comply with the general and specific design and location requirements of this article, or any relevant zoning requirements.
- (j) No wireless provider shall have the exclusive right or privilege to occupy or use the public rights-of-way for delivery of wireless services or any other purpose.
- (k) The city reserves all rights to use the public rights-of-way for any purpose not prohibited by law, including the provision of wireless services, and all rights to grant authorizations to any other person(s), including any wireless provider, to use the public rights-of-way.
- (l) Wireless providers shall have no right, title, or interest in the public rights-of-way, and any franchise, consent, permit, or license provided by the city provides no right, title or interest to occupy any space outside of the public rights-of-way or any private property not owned by the city.
- (m) Wireless providers' use of the public rights-of-way shall not divest the city of any interest in the public rights-of-way.
- (n) The city does not warrant its legal interest in the public rights-of-way.
- (o) Nothing in this section shall be deemed or construed to stop or limit the city from exercising any regulatory, police, governmental, or legislative function pursuant to applicable law, which powers include, but are not limited to, the authority to enact regulations, ordinances, rules, and orders not

prohibited by state or federal law that affect the public rights-of-way or a wireless provider's use of the public rights-of-way.

- (p) The terms of this section do not permit the wireless provider to operate a cable system or to provide cable service, as those terms are defined by Section 602 of the Cable Communications Policy Act of 1984, as amended (47 U.S.C. Section 522), or install any wires or facilities that are required to be permitted under the METRO Act, Public Act 48 of 2002, MCL 484.310, without satisfying any additional legal requirements.
- (q) This article only permits the wireless provider, upon obtaining required approvals and permits, to place its small cell wireless facilities in those portions of the public rights-of-way, or in other locations outside the public rights-of-way, approved by the city.
- (r) Under no circumstances shall any wireless provider be permitted to place small cell wireless facilities on any building that is on the National Register of Historic Places, pursuant to 47 C.F.R. § 1.1307(a)(4) without a permit from the Ypsilanti Historic Commission.
- (s) Collocation of small cell wireless facilities shall commence within six months of permit issuance and shall be activated for use no later than one year from the permit issuance date. Failure to commence collocation within six months of permit issuance shall void said permit. A small cell wireless facility located in the public rights-of-way that is not activated within one year of permit issuance shall be considered abandoned and shall be removed from the public rights-of-way at the wireless provider's sole expense.
- (t) A wireless provider shall notify the city in writing of the location and date that any wireless facility located in the city whose use will be discontinued. If the use of the facility is discontinued for 180 days without notice from the owner/operator or the owner of the property or other information indicates that the facility is not in use, the city may declare the facility abandoned. The city will provide notice and provide the wireless provider an opportunity to show cause before the city manager as to why the wireless facility should not be removed. Following determination of the city manager, the city may take the necessary steps to remove the facilities from the city's public rights-of-way.

Sec. 99-3. - Permit required.

- (a) *Permit requirement* . Except as otherwise provided in the Act, a wireless provider seeking to use public rights-of-way in the city for its small cell wireless facilities (including collocation, or installing or replace a utility pole), to colocate small cell wireless facilities outside the public rights-of-way, or to install new wireless support structures or modify existing wireless support structures shall apply for and obtain a permit pursuant to this article.
- (b) *Limitations on facilities in application*. No more than 20 small cell wireless facilities may be included in a single permit application.
- (c) *Application* . A wireless provider shall apply for a permit on an application form made available by the Department of Public Service. A wireless provider shall file four copies of the application with the Director of Public Services, who shall distribute one copy to the city manager, one copy to the City Planner, and one copy to the City Attorney. Applications shall be complete and include all required information. An application is not considered complete until all required materials have been submitted and accepted by the city. At a minimum, the applications shall require submission of the following:
 - (1) Applicant's contact information, including an address, phone contact, twenty-four-hour emergency contact information, e-mail address (which shall be used to receive application updates from the city), and any applicable license numbers;
 - (2) Applicant's contractor and subcontractor information, including the names, addresses, phone contact, e-mail addresses, emergency contact numbers, and name of the supervisor(s) assigned to any facility project of all contractors or subcontractors that will work within the city's public rights-of-way under a permit;
 - (3) Number of wireless facilities that will be deployed;

- (4) The scope of the deployment, including whether the deployment is modification of a current facility or utility pole, collocation on an existing utility pole or wireless support structure, or installation of a new or replacement wireless support structure or utility pole;
- (5) GIS maps and coordinates detailing locations for each proposed small cell wireless facility and related facilities associated with each facility;
- (6) Site plan at a scale not smaller than one-inch equals twenty feet with dimensions showing the following:
 - a. Proposed location, including nearest cross street intersection;
 - b. Parcel identification number and property ownership for parcels where the small cell wireless facility is located and parcels located within 75 feet of the proposed facility;
 - c. Height of the proposed facility;
 - d. The distance of the proposed facilities and the nearest property line, roadways, rights-of-way, and utilities within the rights-of-way; and
 - e. Any other proposed improvements that are part of the deployment;
- (7) An application fee as established by the city council;
- (8) Executed franchise, license and consent agreement for access to and use of the city's public rights-of-way, if applicable;
- (9) Specification sheets for all attachments and equipment that will be located within the city, including the dimensional size of the small cell wireless facility and all other wireless equipment;
- (10) Attachment drawings and demonstrations of each type of installation, including photograph simulations showing collocations, new or replacement utility poles, wireless support structures and concealment and design characteristics satisfying this article;
- (11) Pole loading analysis if being collocated on a city utility pole or wireless support structure;
- (12) Attestation that the small cell wireless facilities will be operational for use by a wireless services provider within one year after the permit issuance date;
- (13) Work plan describing the location of the proposed work, the work to be performed, the limits of disturbance to the public rights-of-way and the method and materials to be used;
- (14) Landscape plans for ground-mounted facilities, if applicable;
- (15) Site/structure remediation plans for restoring any public property after removal of the wireless facilities, if applicable;
- (16) Certificate of compliance with FCC radio frequency emission regulations;
- (17) For all new utility poles, replacement utility poles, and wireless support structures, demonstration of compliance with ANSI/TIA 222-G-2 standards;
- (18) For all new utility poles, replacement utility poles, and wireless support structures, a certification by the wireless provider and a structural analysis sealed by a licensed engineer attesting that the utility poles and wireless support structures will accommodate collocation of additional antennas, including the extent of such collocation space;
- (19) For all new utility poles, replacement utility poles, and wireless support structures, a statement from a licensed engineer why no current existing utility poles or wireless support structures are adequate to provide the services planned with the wireless facility;
- (20) An inventory of any existing and approved small cell wireless facilities, utility poles, and wireless support structures that are within the jurisdiction of the city;
- (21) Copy of all other permits related to the deployment, including any applicable METRO Act application and permit;

- (22) For deployments in downtown or residential districts, documentation of compliance with design and location requirements;
 - (23) For deployments in the public rights-of-way, documentation showing adequate insurance, including the city named as an additional insured;
 - (24) A performance bond meeting the requirements of this article; and
 - (25) Any additional information requested by the city.
- (d) *Confidential information*. If a wireless provider claims that any portion of the information submitted by it as part of its application contains trade secret, proprietary, or confidential information, which is exempt from the Freedom of Information Act (MCL 15.231 et seq.), the wireless provider shall prominently so indicate on the application.
- (e) *Application fee*. Except as otherwise provided by the Act, the application shall be accompanied by a one-time nonrefundable application fee in the amount as established by city council.
- (f) *Permit approval process*. Permit applications shall comply with the following process.
- (1) *Pre-meeting*. Prior to submission of an application, the city strongly prefers a wireless provider meet with the city to discuss the application process, a wireless provider's intended deployment, and the requirements of this article.
 - (2) *Submission*. After the pre-meeting is conducted, the wireless provider may file the application, including all required documents, fees and information.
 - (3) *Initial review for completeness*. Submitted applications will first be reviewed for completeness to ensure that all required information is included. If an application is deemed incomplete, the city will provide written notice to the wireless provider which clearly delineates all missing documents or information. Any applicable statutory review times will be tolled from the time the wireless provider receives notice from the city that the application is incomplete until the city receives a supplemental submission.
 - (4) *Review by city staff*. Once an application is deemed complete, it will be reviewed by the city manager, the city department of public works, the city building official, the DDA director, the city attorney and any other designees of the city manager.
 - (5) *Post-application meeting*. If review by the city raises any issues or concerns, meetings with the wireless provider and relevant members of the city staff may be requested.
 - (6) *Final approval*. Upon the conclusion of the city's review, the city council will review the application and any recommendations from city staff. If the city council is satisfied that all the requirements of this article are satisfied, it will approve the application. The wireless provider is requested to attend this meeting.
 - (7) *Issuance of permit*. Once an application is approved by the city council, the city department of public works shall issue a permit granting the wireless provider authority to deploy the small cell wireless facility, utility pole, or relocated wireless support structures within the city, including use of the public rights-of-way, if applicable.
 - (8) *Notice of completion*. Wireless provider will notify the city within 48 hours after completing the work allowed by the permit.
 - (9) *Final inspection*. Within 30 days after receiving notice that the wireless provider has completed the work under the permit, the city will inspect the wireless provider's facilities and make a written report as to the satisfaction of the permit, the City Code, any applicable agreements and state and federal law.
- (g) *Timeline for review*. Applications will be processed consistent with the following timelines:
- (1) *Collocation requests*. Applications requesting to collocate small cell wireless facilities on utility poles or wireless support structures located within the public rights-of-way will be approved or denied within 60 days after the date the application is submitted, subject to the following:

- a. The city will determine whether the application is complete within 25 days after the application is submitted. The city will provide written notice to the wireless provider if the application is deemed incomplete and a supplemental response is required.
 - b. If a supplemental response is required, the city's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the city after receiving notice that the wireless provider's application was incomplete. The city will notify the wireless provider whether the application remains incomplete within ten days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days from when the wireless provider receives notice of incompleteness from the city to when the city receives a supplemental submission from the wireless provider.
 - c. The city may add 15 days to the deadline for approving or denying the application if another wireless provider also submitted an application within seven days of the date of the submission of the application in question.
 - d. The city may extend the deadline for approving or denying the application by an additional 15 days if the city notifies the wireless provider in writing that an extension is needed and the reasons for the extension.
 - e. If the city denies a completed application, it will provide written notice explaining the reason for denial. The wireless provider may cure the identified deficiencies and resubmit its application within 30 days after the denial without paying an additional fee. The city will approve or deny the revised application within 30 days after receiving the revised application.
 - f. The deadline for approving or denying the application may be extended by mutual agreement between the city and the wireless provider.
- (2) *Requests to install a new or replacement utility pole* : Applications requesting to install a new or replacement utility pole and associated small cell wireless facility within the public right of way will be approved or denied within 90 days after the date the application is submitted. The city will determine whether the application is complete, deny the application, and review and consider a revised application as provided for collocation requests.
- (3) *Requests to install facilities outside the ROW or to modify wireless support structures* . Applications to install or modify small cell wireless facilities outside of the public rights-of-way and applications to modify wireless support structures to be used for small cell wireless facilities will be approved or denied within 90 days after the date the application is submitted, subject to the following:
- a. The city will determine whether the application is complete within 30 days after the application is submitted. The city will provide written notice to the wireless provider if the application is deemed incomplete and a supplemental response is required.
 - b. If a supplemental response is required, the city's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the city after receiving notice that the wireless provider's application was incomplete. The city will notify the wireless provider whether the application remains incomplete within ten days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days from when the wireless provider receives notice of incompleteness from the city to when the city receives a supplemental submission from the wireless provider.
 - c. The deadline for approving or denying the application may be extended by mutual agreement between the city and the wireless provider.

- (4) *Requests to install new wireless support structures* . Applications to install or construct new wireless support structures to be used for small cell wireless facilities will be approved or denied within 150 days after the date the application is submitted, subject to the following:
 - a. The city will determine whether the application is complete within 30 days after the application is submitted. The city will provide written notice to the wireless provider if the application is deemed incomplete and a supplemental response is required.
 - b. If a supplemental response is required, the city's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the city after receiving notice that the wireless provider's application was incomplete. The city will notify the wireless provider whether the application remains incomplete within ten days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days from when the wireless provider receives notice of incompleteness from the city to when the city receives a supplemental submission from the wireless provider.
 - c. The deadline for approving or denying the application may be extended by mutual agreement between the city and the wireless provider.
- (h) *Standards for review for deployments within the public rights-of-way* . The city may grant or deny the location and installation of any small cell wireless facility, utility pole, or wireless support structure to be installed within the public rights-of-way, if installation would:
 - (1) Materially interfere with the safe operation of traffic control equipment.
 - (2) Materially interfere with sight lines or clear zones for transportation or pedestrians.
 - (3) Materially interfere with compliance with the Americans with Disabilities Act of 1990, Public Law 101-336, or similar federal, state, or local standards regarding pedestrian access or movement.
 - (4) Materially interfere with or endanger the use of city bike paths, walkways, parks, or recreational areas used by city residents.
 - (5) Materially interfere with maintenance or full unobstructed use of the city's public utility infrastructure.
 - (6) Materially interfere with maintenance or full unobstructed use of the city's drainage infrastructure as it was originally designed, or not be located a reasonable distance from the drainage infrastructure to ensure maintenance.
 - (7) Fail to comply with spacing requirements as set forth in this article.
 - (8) Fail to comply with applicable codes.
 - (9) Fail to comply with design and concealment requirements as set forth in this article.
- (i) *Standards of review for collocations outside the public rights-of-way* . The city may grant or deny the collocation of any small cell wireless facility outside the public rights-of-way, if installation would:
 - (1) Be conducted without the consent of the legal owner of the property upon which the small cell wireless facility is to be collocated.
 - (2) Materially interfere with or endanger the use of city bike paths, walkways, parks, or recreational areas used by city residents.
 - (3) Fail to comply with spacing requirements as set forth in this article.
 - (4) Fail to comply with applicable codes.
 - (5) Fail to comply with design and concealment requirements as set forth in this article.
 - (6) Fail to meet zoning requirements.

Sec. 99-4. - General design and location requirements.

Small cell wireless facilities, related equipment and accessories, utility poles and wireless support structures shall comply with the following design and concealment standards:

- (a) *Compatible design* . All small cell wireless facilities and related equipment must use materials, colors, textures, and screening so as to be aesthetically and architecturally compatible with the surrounding environment, including:
 - (1) Be compatible in design to match existing street lights, traffic control devices, utility poles, infrastructure, outside furniture, garbage receptacles, and adjacent buildings.
 - (2) Be aesthetically pleasing based on review and comparison of existing utility poles.
 - (3) Be similar in color to existing architecture and adjacent infrastructure.
- (b) *Lighting*. Facilities, utility poles or wireless support structures shall not be artificially lighted. If lighting is required, the lighting fixtures and installation must cause the least disturbance to surrounding properties and comply with Ypsilanti City Code section 122-609(b).
- (c) *Collocation* . Unless physically or technically infeasible, all wireless facilities shall be constructed to accommodate two or more users. Any wireless provider must openly allow another provider to collocate upon its wireless facility under rates and conditions that are acceptable within the industry to promote collocation. Collocation of small cell wireless facilities is strongly encouraged.
- (d) *Ancillary Facility Equipment* . All other wireless equipment with the facility shall be designed and painted to satisfy this section. The equipment will be required by the city to be located underground in any locations where the equipment will be visible from adjacent roadways and lots and public electrical utility lines are already placed underground. Where underground placement of equipment is not required or would impair service, aboveground placement is permitted upon the city's approval. Ground-mounted equipment shall comply with the following requirements:
 - (1) All equipment shall be completely concealed from view within an enclosed cabinet. Cabinets must be compatible in color and design to match existing infrastructure and architecture.
 - (2) So as not to impede or impair public safety or the legal use of the public rights-of-way by the traveling public, in no case shall ground-mounted equipment be located closer than two feet from the public rights-of-way, edge line, face of curb, sidewalk, bike lane or shared-use path.
 - (3) Ground-mounted equipment shall be located a minimum of 12 feet from any permanent object or existing lawful encroachment in the public rights-of-way to allow for access.
 - (4) Ground-mounted equipment must be secured to a concrete foundation or slab with a breakaway design in the event of collisions.
 - (5) Ground-mounted equipment must either be screened with plant material that is consistent with the characteristics of the surrounding area, be integrated into the base of an existing utility pole, wireless support structure or other infrastructure, or be otherwise camouflaged so as to be aesthetically and architecturally compatible with surrounding environment, without detracting from the streetscape. The City and the wireless provider shall agree on mutually acceptable design criteria prior to any aboveground deployment.
- (e) *Separation distances* . New utility poles, wireless support structures and ground-mounted equipment shall be installed at least 300 feet from any existing or proposed utility pole, wireless support structures or ground-mounted equipment. Any wireless provider desiring to install utility poles less than 300 feet apart shall demonstrate to the City's satisfaction that the wireless provider could not serve a location without the desired placement.
- (f) *Marking and signage* . No small cell wireless facility, utility pole, wireless support structure or any portion thereof shall have any signage except as expressly permitted by this article or as required by state or federal law. Aerial portions of small cell wireless facilities shall be marked

with a marker which shall state wireless provider's name and provide a toll-free number to call for assistance. Underground portions of small cell wireless facilities shall have a stake or other appropriate above ground markers with wireless provider's name and a toll-free number indicating that there is buried equipment below. Any marking required by this section shall not be used for advertising purposes and shall not exceed one square foot in area unless approved by the city.

Sec. 99-5. - Design and location requirements for deployments on existing poles.

Small cell wireless facilities installed on existing utility, street light, traffic signal poles, or wireless support structures located in residential and downtown districts shall comply with the following design and concealment standards:

- (a) They shall be aesthetically pleasing, similar in design to existing infrastructure and architecture, consistent with the local character of the area and shall not detract from the streetscape.
- (b) To the extent practicable, all accessory cables and equipment shall be installed underground.
 - (1) If any equipment cannot be installed underground, then it shall be installed at the base of the pole and concealed with skirting compatible in design and color to the pole.
- (c) Antennae shall be installed within the utility pole and not visible. If any antenna cannot be installed within the utility pole and made not visible, then it shall extend vertically from the utility pole or be flush-mounted to the side of the utility pole and shall be designed to be an architecturally compatible extension of the utility pole. The diameter of the antenna shall be consistent with the diameter of the utility pole, not including other appurtenances or extensions from the utility pole, or the base to which the utility pole is mounted. The antenna shall not extend more than ten feet above the top of the utility pole.

Sec. 99-6. - Design and location requirements for deployments requiring new utility poles or wireless support structures.

Small cell wireless facilities requiring the installation of a new utility pole or wireless support structure in residential, historic, and downtown districts shall comply with the following design and concealment standards:

- (a) If possible, utility poles and wireless support structures shall be designed to accommodate small cell wireless facilities for multiple wireless services providers.
- (b) Utility poles shall be located a minimum of 15 feet from any tree, measured to the tree-trunk center. Additionally, 80 percent of the root protection zone shall remain undisturbed. The root protection zone shall either be a six-foot radius around the tree or a one-foot radius for every inch of tree diameter at breast height, whichever is greater. This minimum separation shall not apply for a new utility pole that replaces an existing utility pole, where the new utility pole is installed in the same place as, or immediate vicinity of, the existing utility pole.
- (c) Utility poles shall be designed pursuant to city standards or the applicable utility's standard, and function as street light poles, utility poles, or traffic signal poles in consultation with the city or the applicable utility and shall be incorporated into the applicable utility or signaling system.
- (d) Utility poles or wireless support structures shall comply with the following height regulations:
 - (1) In residential districts, the height shall not exceed 40 feet in height from ground level.
 - (2) In downtown districts, the height shall not exceed ten percent of an adjacent building or exceed 40 feet in height from ground level, whichever is less.
 - (3) In all other districts, the height shall not exceed 40 feet in height from ground level.
 - (4) If the applicant proposes to replace an existing utility pole in the exact same location, in order to accommodate a small cell wireless facility, the height of the replacement pole may exceed 40 feet in height in the event all of the following criteria apply:

- a. The utility pole shall not exceed the minimum height required to avoid conflicts with existing overhead utilities.
- b. The applicant shall provide documentation which demonstrates the minimum separation distance required by the overhead utility.
- (e) Utility poles shall be designed and installed with materials and appearance consistent with existing utility poles in the adjacent public way, unless materials and appearance are prescribed by other ordinance, law, or city requirements. Utility poles shall be aesthetically pleasing, consistent with the local character of the area and shall not detract from the streetscape.
- (f) Antennae shall be installed within the utility pole and not visible. If any antenna cannot be installed within the utility pole and made not visible, then it shall extend vertically from the utility pole or be flush-mounted to the side of the utility pole and shall be designed to be an architecturally compatible extension of the utility pole. The diameter of the antenna shall be consistent with the diameter of the utility pole, not including other appurtenances or extensions from the utility pole, or the base to which the utility pole is mounted. The antenna shall not extend more than five feet above the top of the utility pole.
- (g) To the extent practicable, all accessory cables and equipment shall be installed within the pole or placed underground as required by this article, unless waived by city council.

Sec. 99-7. - Insurance and bonding requirements for deployments in the public rights-of-way.

- (a) *Insurance* . For deployments in the public rights-of-way, the wireless provider shall furnish proof of insurance in an amount and form satisfactory to the city, naming the city as an additional insured. Such insurance shall cover a period of not less than the term of this permit and shall provide that it cannot be cancelled without 30 days advance written notice to the city.
- (b) *Bonding*. Before any work in the public rights-of-way under a permit issued pursuant to this article may commence, a wireless provider shall furnish to the city a performance bond in the form of an irrevocable bank letter of credit form or surety bond form approved by city, in the amount of \$1,000.00 per small cell wireless facility included in the application for a permit, to provide for the reasonable costs of removal of abandoned or improperly maintained small cell wireless facilities, to repair the ROW or to recoup unpaid rates or fees.

Sec. 99-8. - Assignment; speculation.

- (a) *Assignment; transfer* . No permit may be transferred or assigned by a wireless provider without the city's express written permission until the construction and installation of all permitted small cell wireless facilities is completed. After completion of such construction, a wireless provider must provide notice to the city no later than thirty days after any assignment or transfer, provided that the transferee or assignee:
 - (1) Is qualified to perform under the terms of this article, the permit issued by the city and any applicable agreement with the city, and shall be subject to the obligations set forth in the same;
 - (2) Supplies the city with all relevant information required by this Article, the permit issued by the city and any applicable agreement with the city; and
 - (3) Complies with any updated insurance and bond requirements deemed reasonably necessary by the city.
- (b) *Speculation* . Any permit obtained pursuant to this article shall not be held for speculative purposes.

Sec. 99-9. - Revocation of permit; removal.

- (a) *Revocation of permit* . A permit to install small cell wireless facilities issued pursuant to this article shall be revoked upon the occurrence of any of the following events:
 - (1) The wireless provider does not commence construction of the permitted small cell wireless facilities six months after the date of issuance;

- (2) The permitted small cell wireless facilities are not operational within one year after the date of issuance;
- (3) The wireless provider or the permitted small cell wireless facilities violate the terms or conditions of this article, any applicable agreement with the city, any permit issued by the city, applicable codes or any relevant provision of state or federal law, and such violations are not corrected within 30 days after receiving written notice from the city;
- (4) After the permitted small cell wireless facilities become operational, the wireless provider discontinues the use of the small cell wireless facilities for a period of 180 consecutive days;
- (5) The wireless provider fails to renew the permit, or the permit otherwise expires by its own terms; or
- (6) The wireless provider voluntarily requests that a permit be terminated.

These deadlines may be extended only with express written permission from the city. If small cell wireless facilities, utility poles or wireless support structures are installed prior to the revocation of a permit, the wireless provider shall comply with the procedures for removal in the following section.

(b) *Removal of facilities; restoration .*

- (1) A wireless provider shall remove all small cell wireless facilities, utility poles and wireless support structures, and shall restore the site to its preinstallation condition within forty-five (45) days after receiving written notice from the city that a permit issued pursuant to this article has been revoked.
- (2) If the wireless provider does not complete removal and restoration within 45 days after receiving such notice, the city shall have the right, but not the obligation, to complete the removal and restoration and assess the costs and expenses against the wireless provider, including, without limitation, any administrative costs.
- (3) If the city exercises its right to effectuate removal and restoration, the wireless provider shall pay to the city the costs and expenses incurred by the city in performing any removal work and any storage of the wireless provider's property after removal (including any portion of the small cell wireless facilities) within 15 business days of the date of a written demand for this payment from the city. The city may, in its discretion, obtain reimbursement for the above by making a claim under the wireless provider's performance bond. After the city receives the reimbursement payment from the wireless provider for the removal work performed by the city, the wireless provider may obtain the property belonging to the wireless provider and removed by the city pursuant to this section at no liability to the city within ten business days at the City Hall. If the city does not receive the reimbursement payment from the wireless provider within such 15 business days, or if city does not elect to remove such items at the city's cost after the wireless provider's failure to so remove prior to forty-five (45) days subsequent to the issuance of notice pursuant to this section, any items of the wireless provider's property, including without limitation the small cell wireless facilities, remaining on or about the public rights-of-way or stored by the city after the city's removal thereof may, at the city's option, be deemed abandoned and the city may dispose of such property in any manner allowed by law, and in accordance with any legal rights of persons other than the city who own utility poles located in the public rights-of-way and used by the wireless provider. Alternatively, the city may elect to take title to such abandoned property, regardless of whether the city is provided an instrument satisfactory to the city transferring to the city the ownership of such property.
- (4) The deadline for removal and restoration may be extended only with express written permission from the city.

2. Severability. If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to

be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not have been included in this Ordinance.

3. Repeal. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

5. Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours. A complete copy of the ordinance is also available for inspection on the City's website, www.cityofypsilanti.com.

6. Publication and Effective Date. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published by printing the same in the publication of record. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS ____ DAY OF _____, 2020.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1355 was published in The Washtenaw Legal News on the _____ day of _____, 2020.

Andrew Hellenga, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the ____ day of _____, 2020.

Andrew Hellenga, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____



**Resolution No. 2020-042
February 18, 2020**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of February 4, 2020 be approved.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 18 day of February 2020

#Resolution No. 2020-042



MINUTES REGULAR COUNCIL Meeting

7:00 PM - Tuesday, February 4, 2020
Council Chambers

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Tuesday, February 4, 2020, at 7:00 PM, in the Council Chambers, with the following members present:

PRESENT: Mayor Beth Bashert, Council Member Jennifer Symanns, Council Member Steven Wilcoxon, Council Member Nicole Brown, Mayor Pro-Tem Lois Richardson, Council Member Anthony Morgan, and Council Member Annie Somerville

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- a) I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

V. AGENDA APPROVAL

Mayor Pro-Tem Richardson moved to remove Resolution No. 2020-031.

Motion failed.

VI. INTRODUCTIONS

Mayor Bashert introduced the following individuals; YCUA Board Member Michael Bodary, Parking and Project Manager Bonnie Wessler, DPS Director Ron Akers, Economic Development Director Joe Meyers, Assistant City Attorney Karl Barr, City Manager Frances McMullan, City Clerk Andrew Hellenga, Deputy City Clerk Sarah Stachnik

VII. PRESENTATIONS

- a) Proclamation in honor of Marcy Davy Haywood.

Council Member Somerville read a proclamation honoring Marcy Davy Haywood.

- b) Truck Route Practices Synopsis - R and L Carriers. (added)

No one to present.

VIII. PUBLIC COMMENT (3 MINUTES)

Twelve people spoke.

IX. ORDINANCES FIRST READING

- a) *Ordinance No. 1355* - To amend Chapter 99, Ordinance 1345, to allow utility pole height depending on conditions.
1. Resolution No. 2020-025, determination.

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that: an ordinance entitled: "ORDINANCE TO AMEND CHAPTER 99 TO ALLOW UTILITY POLE HEIGHT DEPENDING ON CONDITIONS " be adopted on first reading.

DPS Director Akers explained the amendments to the Ordinance.

Council Member Nicole Brown moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2020-025.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Jennifer Symanns
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

X. CONSENT AGENDA

- a) Resolution No. 2020-026, approving the Consent Agenda.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. **Resolution No. 2020-027, approving the minutes of January 21, 2020.**
1. **Resolution No. 2020-028, approving appointments to Boards and Commissions.**

Council Member Nicole Brown moved, seconded by Council Member Annie Somerville, to approve Resolution No. 2020-026.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Annie Somerville
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

- b) Resolution No. 2020-027, approving the minutes of January 21, 2020.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of January 21, 2020 be approved.

- c) Resolution No. 2020-028, approving appointments to boards and commissions.

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Brian Jones-Chance New Member 107 Ferris St. Ypsilanti, MI 48197	YDDA	7/1/2023
Michael Borellino New Member 200 W. Michigan Ave #2EF Ypsilanti, MI 48197	Planning	5/1/2023

XI. RESOLUTIONS/MOTIONS/DISCUSSIONS

- a) Resolution No. 2020-029, celebrating Black History Month.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, in 1926 President Woodrow Wilson and the Association for the Study of African American Life and History, or ASALH launched "Negro History Week"; and

WHEREAS, President Wilson chose the second week in February, as it encompassed both the Birthdays of Frederick Douglas and Abraham Lincoln; and

WHEREAS, President Gerald Ford decreed Black History Month a national observance in 1976, on both the fiftieth anniversary of the first iteration and America's bicentennial year; and

WHEREAS, the intent of Black History month, at its inception, was to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history; and

WHEREAS, The City of Ypsilanti has a rich African American History; and

WHEREAS, Ypsilanti held safe houses along the Underground Railroad, is the resting place of African American Civil War veterans from the 102nd Troop of the Union Army, and home to Elijah McCoy's, or "The Real McCoy" machine shop, where he developed the Improvement in Lubrications for Stream-Engines, also known as the "lubricating cup".

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council implore residents of the City of Ypsilanti, Washtenaw County, the State of Michigan, and Country as a whole to celebrate the contribution of African Americans to the fabric of the American Experience, not just in February, but throughout the year.

BE IT FURTHER RESOLVED THAT the Ypsilanti City Council encourage all people to educate themselves on the vast contributions of African Americans to the advancement of this country and all its people.

Council Member Nicole Brown moved, seconded by Mayor Pro-Tem Lois Richardson, to approve Resolution No. 2019-029.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Mayor Pro-Tem Lois Richardson
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

- b) Resolution No. 2020-030, approving letter initiation the sixty day termination of the Freighthouse Operation and Management Agreement.

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

The City Manager is authorized and directed to execute the 60 day termination clause in the Operation and Management Agreement dated October 6, 2015 with the Friends of the Ypsilanti Freighthouse.

City Manager McMullan provided a brief update on the process.

Council Member Annie Somerville moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-030.

RESULT:	CARRIED.
MOVER:	Council Member Annie Somerville
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Anthony Morgan, and Annie Somerville
NAYS:	Steven Wilcoxon and Lois Richardson

- c) Resolution No. 2020-031, approving the Freighthouse Transition Committee and Plan.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, during the January 21, 2020 City Council Meeting staff was directed to form a Freighthouse Transition Committee; and

WHEREAS, it was established the Committee would exist for a maximum of sixty days and include members from each Ward and the Mayor; and

WHEREAS, the City Manager, Economic Development Director, and Community Development Manager met Friday, January 24, 2020 to formulate a list of members, as outlined in the memo. Committee members were then contacted and confirmed their willingness to participate; and

WHEREAS, the intent of the Committee is to facilitate healing with the current Friends of the Freighthouse Group, and implement the transition plan developed by the City Manager; and

WHEREAS, the Committee will seek to lay the ground work for the long term operation of the Freighthouse as a community space, and determine the role and membership of the Friends of the Freighthouse; and

WHEREAS; The Committee will be facilitated by a third party moderator and meet three times during the sixty day timeframe.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council approve the membership provided in the attached memo, and direct the City Manager to hire a facilitator to moderate the process.

BE IT FURTHER RESOLVED THAT the Ypsilanti City Council direct the City Manager to determine location of the meetings and establish the meeting schedule. Also, to direct the City Clerk to notice the meetings in accordance with the Open Meetings Act.

Council Member Jennifer Symanns moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-031.

RESULT:	CARRIED.
MOVER:	Council Member Jennifer Symanns
SECONDER:	Council Member Nicole Brown
AYES:	Jennifer Symanns, Nicole Brown, Beth Bashert, Steven Wilcoxon, Anthony Morgan, and Annie Somerville
NAYS:	Lois Richardson

- d) Resolution No. 2020-032, directing the City Attorney and City Clerk to prepare ballot language for Charter Amendments to be placed on the August 4, 2020 Primary Election.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Human Relations Commission has passed Resolution No. 2019-014 on November 13, 2019, requesting Charter Amendments be submitted to the electorate; and

WHEREAS, three Charter Amendments were proposed, that would expand nomination power for boards and commission members from the Mayor or two members of Council.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the recommendation, and direct the City Clerk and City Attorney to develop ballot language for all three Charter Amendments for Council approval.

BE IT FURTHER RESOLVED THAT once approved, the ballot language be submitted to the electorate during the August Primary to be held on August 4, 2020.

Council Member Nicole Brown moved, seconded by Council Member Annie Somerville, to amend the resolution to allow the Mayor or two Council Members to nominate a person to a board or commission.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Annie Somerville
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

Council Member Annie Somerville moved, seconded by Mayor Pro-Tem Lois Richardson, to expand the amendment to allow two members of a board and commission to nominate a person for appointment.

RESULT:	DEFEATED.
MOVER:	Council Member Annie Somerville
SECONDER:	Mayor Pro-Tem Lois Richardson
AYES:	Annie Somerville
NAYS:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, and Anthony Morgan

Mayor Pro-Tem Lois Richardson moved, seconded by Council Member Annie Somerville, to allow boards or commissions to nominate members for reappointment.

RESULT:	DEFEATED.
MOVER:	Mayor Pro-Tem Lois Richardson
SECONDER:	Council Member Annie Somerville
AYES:	Lois Richardson and Annie Somerville
NAYS:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, and Anthony Morgan

Mayor Pro-Tem Lois Richardson moved, seconded by Council Member Anthony Morgan, to approve Resolution No. 2020-032 as amended.

RESULT:	CARRIED.
MOVER:	Mayor Pro-Tem Lois Richardson
SECONDER:	Council Member Anthony Morgan
AYES:	Lois Richardson, Anthony Morgan, Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, and Annie Somerville

e) Resolution No. 2020-033, approving public participation plan.

RESOLVED, that the City of Ypsilanti, Michigan, does hereby adopt the Public Participation Plan as amended in order to better engage residents in the decision making process and satisfy best practice 1.2.1 of the Redevelopment Ready Communities Program for which we seek renewal.

Economic Development Director Meyers provided a brief update of the changes to the plan from the last presentation.

Mayor Pro-Tem Lois Richardson moved, seconded by Council Member Anthony Morgan, to add that the plan will be reviewed annually.

RESULT:	CARRIED.
MOVER:	Mayor Pro-Tem Lois Richardson
SECONDER:	Council Member Anthony Morgan
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

Council Member Steven Wilcoxon moved, seconded by Council Member Anthony Morgan, to approve Resolution No. 2020-033.

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Anthony Morgan
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

f) Resolution No. 2020-034, approving City Council 2020 Goals.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, during December of 2019, the city council engaged in goal setting and budget prioritization exercises with the valuable assistance from facilitator Dr. Morgan Milner and city administration; and

WHEREAS, Dr. Milner prepared a report titled Ypsilanti City Council 2020 + Goal-Setting Report which outlines the results of the city council's goal setting sessions; and

WHEREAS, the City Manager has reviewed the presented report, and with City Council direction, developed four umbrella goals that incorporate priorities set during goal session process. The goals are as follows:

- 1. Focus on Community Engagement**
 - a. Communication and Engagement**
 - i. Develop and implement comprehensive communication plan including updated website.**
 - ii. Provide community entertainment – Amphitheater in Frog Island**
 - iii. Utilize Freighthouse as community asset.**
 - b. Public Safety**
 - i. Implement Community Policing Philosophy to enhance safety of all residents, business, and visitors.**
 - ii. Create Mental Health Response Team which includes the addition of a YPD social worker to provide support and crisis intervention.**
- 2. Become a Sustainable City**
 - a. Increase recycling efforts.**
 - b. Elimination or reduction of Iron Mountain usage.**
 - c. Digitize financial records.**
 - d. Utilize alternative fuel vehicles where possible and reduce greenhouse gas emissions.**
 - e. Redevelop vacant sites (i.e. Water St.) and buildings (i.e. Angstrom), etc.**
 - f. Attain Carbon Neutrality status.**
- 3. Improve Internal and External Workflow**
- 4. Promote Diversity and Inclusion in policies, staffing and recruitment.**

WHEREAS, pursuant to Section 5.02 of the Ypsilanti city charter, the city council desires to adopt goals, objectives, and budget priorities for 2020-2021 to provide the necessary direction to the City Manager for allocation of resources for the FY 2020-2021 and FY 2021-2022 proposed budgets.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council does hereby adopt the Ypsilanti City Council 2020-2021 Goal-Setting Report as the city council’s goals, objectives, and budget priorities for FY 2020-2021.

BE IT FURTHER RESOLVED THAT the Ypsilanti city council does hereby direct the City Manager to consider these adopted goals, objectives, and budget priorities during the preparation of the FY 2020-2021 and FY 20201-2022 proposed budgets in accordance with Section 5.02 of the Ypsilanti city charter.

Council Member Anthony Morgan moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-034.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Nicole Brown
AYES:	Anthony Morgan, Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, and Annie Somerville

- g) Discussion regarding a revised snow removal plan.

DPS Director Akers presented the proposed changes to the snow removal policy.

- h) Discussion regarding road construction prioritization.

DPS Director Akers provided an overview of the road construction prioritization. Council prioritized the following projects for the 2021-2024 County Millage:

- S Adams between Michigan and Catherine
- N Washington between W Cross and Emmet
- Oakwood between Sherman and Congress.

Council Member Steven Wilcoxon moved, seconded by Council Member Anthony Morgan, to extend the meeting until 10:30 p.m.

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Anthony Morgan
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

XII. BOARDS AND COMMISSION - REAPPOINTMENT - ADDED

- a) **Police Advisory Commission - EXP 2/1/2023**

Gail Wolkoff - **Reappointment**
1728 Whittier Rd
Ypsilanti, MI 48197

- b) **Police Advisory Commission - EXP 2/1/2023**

Heather Berkovitz - **Reappointment**
422 S Huron St.
Ypsilanti, MI 48197

c) **Ypsilanti Community Utility Authority - EXP 2/16/2025**

Michael Bodary - **Reappointment**

1206 Westmoorland St.

Ypsilanti, MI 48197

d) **Board of Review - EXP 12/31/2021**

Roberta Wojcik-Andrews - **Reappointment**

7 N Normal St.

Ypsilanti, MI 48197

XIII. LIAISON REPORTS

1. SEMCOG Update - attended training about the Census. Suggested forming a Collective Community Committee and work with the County to have Census events in each Ward.
2. Washtenaw Area Transportation Study
3. Urban County
4. Ypsilanti Downtown Development Authority
5. Friends of Rutherford Pool - build is going well, but heating elements were stolen from the ceiling. There are some staffing issues.
6. Housing Equity Leadership Team
7. Youth Community Connection - committee is going well, identifying needs for youth and resources available.

XIV. COUNCIL PROPOSED BUSINESS

Wilcoxon

- Penn Damn committee meeting began to discuss the public engagement process and effort to get the committee to be representative of the City.
- Spoke with director of the HRWC about public engagement and the representation on the Board of Directors.

Richardson

- Planning a Black history program for former black Council Members, staff, and commissioners.
- Issue with brush removal and abatement costs.
- Open lot on First and Harriet needs to be addressed.

XV. COMMUNICATIONS FROM THE MAYOR

- Mayor Bashert asked why OHM items are at the end of the agenda. Clerk Hellenga stated that discussion items are typically at the end of the agenda.
- First Art Commission meeting will be in March.
- Challenged Council to bring forward commission nominations.

XVI. COMMUNICATIONS FROM THE CITY MANAGER

- Updates on the parking study and traffic control orders at the next meeting.
- Attended the Michigan Municipal Executives Winter Institute. Thanked Council for the educational opportunity.
- Appointed to the MML board as a trustee.

- Scheduling collaborative budgeting sessions with staff.
- Youth grant is waiting for determination.
- Sheriff Clayton will be in the first meeting in March asking for support on the jail project.

Council Member Anthony Morgan moved, seconded by Council Member Steven Wilcoxon, to extend the meeting until 10:43 p.m.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Steven Wilcoxon
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

XVII. COMMUNICATIONS

XVIII. PUBLIC COMMENT (3 MINUTES)

Three people spoke.

XIX. REMARKS FROM THE MAYOR

XX. ADJOURNMENT

- a) Resolution No. 2020-035, adjourning the City Council Meeting.

The meeting was adjourned at 10:34 p.m.

Council Member Nicole Brown moved, seconded by Council Member Steven Wilcoxon, to approve Resolution No. 2020-035

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Steven Wilcoxon
AYES:	Beth Bashert, Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville

- b) Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
18 day of February 2020

#Resolution No. 2020-043



Resolution No. 2020-044
February 18, 2020

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Receiving Boards of Election Inspectors help increase efficiency and accuracy while processing election results and materials as they are returned to the City Clerk's office on election night; and

WHEREAS, City Council has the authority to provide for the use of Receiving Boards of Election Inspectors and the City Election Commission has the authority to appoint members to such Boards prior to each election.

NOW, THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council provides that one or more Receiving Boards of Election Inspectors be appointed for the March 10, August 4, and November 3, 2020 elections.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 18 day of February 2020

#Resolution No. 2020-044



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: February 18, 2020
SUBJECT: Parks and Recreation Master Plan update for 2020-2025

DESCRIPTION:

Parks and Recreation Master Plan update for 2020-2025

SUMMARY:

The City of Ypsilanti last updated their Parks and Recreation Master Plan in late 2013. In order to be eligible for certain State grants, our plan must be no more than five years old and meet certain Michigan Department of Recreation standards for both content and process. Staff and the Parks and Recreation Commission have been working on the technical aspects of the plan since mid-2019, including opening up an online survey, and held a public input meeting/visioning session on January 8th of this year. On January 10th, a draft was released via the City website (cityofypsilanti.com/parksplan). An updated draft was released on February 7th. The Parks and Recreation Commission held a public hearing at their regular meeting on 2/11/2020, at which they recommended approval.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Parks and Recreation Master Plan (no appendices)
Parks and Recreation Commission Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2020-001
February 11, 2020

RESOLVED BY THE PARKS AND RECREATION COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS, The City of Ypsilanti has prepared a Five Year Parks and Recreation Plan which describes the community's physical and demographic characteristics, existing recreation facilities, and desired actions to be taken to improve and maintain recreation facilities during the period between 2020 and 2025;

WHEREAS, The draft plan was made available to the community between January 10th and February 11th; and

WHEREAS, The City of Ypsilanti has developed the plan for the benefit of the entire community and intends that the plan be adopted as a document to assist in meeting the recreation needs of the community;

NOW THEREFORE BE IT RESOLVED, That the Parks and Recreation Commission recommends to the Council of the City of Ypsilanti adopt the City of Ypsilanti 2020-2025 Parks and Recreation Master Plan as a guideline for improving recreation for the residents of the City of Ypsilanti.

OFFERED BY: Connor-Barrie

SUPPORTED BY: Dillon

YES: 6 NO: ABSENT: 2 VOTE: PASSED



Parks and Recreation Master Plan Update 2020

CITY OF YPSILANTI, MI
FEBRUARY 2020

Plan Basics



- **Policy document**

- Identifies the recreation needs and goals of residents and visitors
- Proposes means to address those needs

- **Guide future choices in capital improvements and policy decisions**

- **Can act as a project management document**

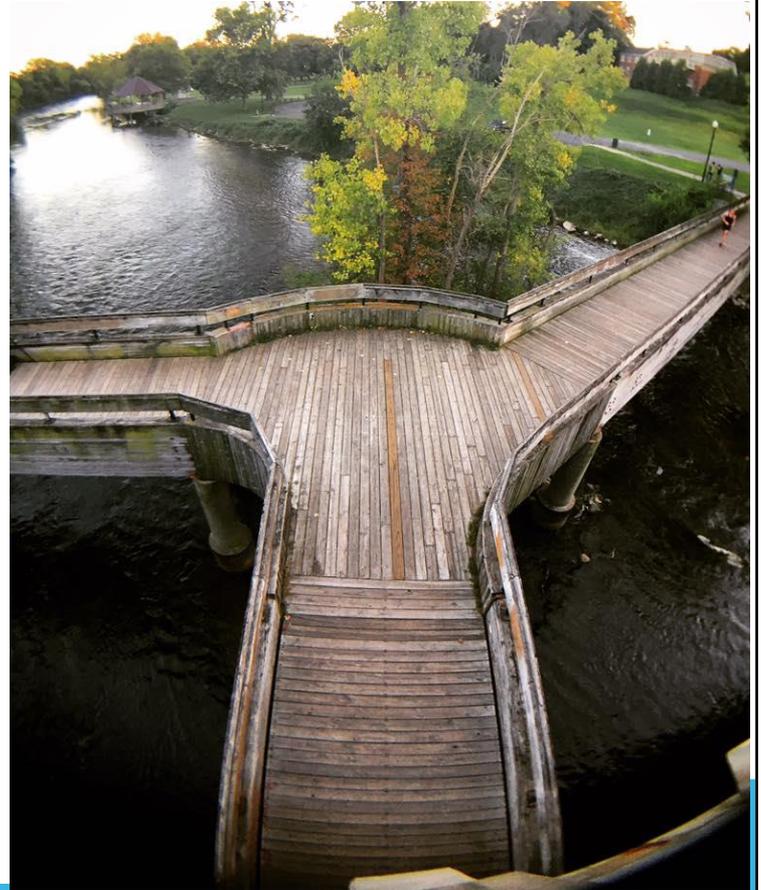
- Identifies community goals, and the rationale behind them
- Makes prioritized implementation recommendations based on community input
- Identifies potential funding sources to support goals and recommendations
- Can describe a rough "timeline to completion" for individual projects

- **Supports institutional memory.**

- **Helps provide foundation & background info for grant and funding applications.**

Financial Incentives

- **A current adopted Parks and Recreation Master Plan is required to apply for the State of Michigan Department of Natural Resources grants**
 - Recreation Passport Grant (new in 2011)
 - Natural Resources Trust Fund Grants
 - Land and Water Conservation Fund Grants
 - Other DNR grants
- **Acts as support materials when identifying and applying for other grants by providing demographic information, existing conditions, and goals for recreation facilities**
 - Great Lakes Restoration Initiative (EPA)
 - Building Healthy Communities (State)
 - Connecting Communities (County)



Process

- Recreation Commission determination to update the plan
- Review existing plan & progress
- Update portions of existing plan
- Tour the parks with community members & volunteers
- Distribute survey & collect responses
- Develop goals and objectives
- Invite public input on draft plan
- Make revisions based on feedback
- Plan adoption by Recreation Commission
- Present adopted plan to City Council and hold public hearing
- Plan final adoption by City Council
- Submit adopted plan to DNR for acceptance



Goals and Objectives

1. Ensure parks are attractive and accessible

2. Provide parks that meet Ypsilanti's recreation needs

3. Work with volunteers and organizations to continue to provide recreation opportunities to city residents



Goals and Objectives: 1

ENSURE PARKS ARE ATTRACTIVE AND ACCESSIBLE

- A. Ensure *safe routes to parks and recreation facilities* from neighborhoods, schools, and business districts, for people of all ability levels.**
 - Ensures that people can get to the parks.
 - Focuses on gaps in the sidewalk network at/near parks, such as Rice Street (Frog Island/Market Plaza), Oak (Prospect), and Catherine (Water Works)

- B. Ensure each park has a *visible* presence, entrance, and sign on adjacent rights-of-way.**
 - Ensures that people can find the parks, and know that they are City-owned and operated.
 - Includes improving or providing signage at all parks, wayfinding for community parks, and making entrances visible.

- C. Ensure that each park presents a well-maintained and clean image.**
 - Helps to attract users into the parks.
 - Includes recommendations regarding maintenance and scheduling, to better incorporate volunteer effort as well as improving overall maintenance.

- D. Ensure all parks, park shelters, trails, and other facilities are physically accessible to people of all ages and ability levels.**
 - Ensures that users of all ability levels can use City-provided facilities. Accessible facilities also help non-disabled users, such as groups, families, and events.
 - Includes recommendations to improve specific deficient entrances, trails, parking lots, & other facilities.

Goals and Objectives: 2

PROVIDE PARKS THAT MEET YPSILANTI'S RECREATION NEEDS.

- A. Ensure existing facilities can continue to meet the needs of park users.**
 - Helps to retain the existing parks users.
 - Incorporate all needed improvements into the Capital Improvements Plan, and continue to monitor parks and facilities regularly.
 - Includes specific recommendations regarding shifting demographics/needs

- B. Ensure that parks are safe and appear to be safe.**
 - Helps to attract more users to the parks.
 - Includes recommendations for lighting upgrades and improved sightlines

- C. Provide upgrades to the parks that increase their long-term durability and reduce operation costs.**
 - Aim to reduce both operating costs and to amortize capital improvements costs over a longer period.
 - Includes recommendations for more durable facilities when technology is available, and to use landscaping solutions rather than engineered for stormwater when practical.

- D. Provide upgrades to the parks that increase recreation opportunities.**
 - Helps to attract more users to the parks.
 - Improvements include adding minor amenities, such as benches and tables, and major improvements, such as trails and playground equipment.

Goals and Objectives: 3

WORK WITH VOLUNTEERS AND ORGANIZATIONS TO CONTINUE TO PROVIDE RECREATION OPPORTUNITIES TO CITY RESIDENTS

- A. Improve relationships with entities that provide recreation opportunities within the City.**
 - Helps to ensure that recreation programming continues to be offered within the City, despite lack of recreation department/coordinating staff.
 - Includes recommendations to formalize relationships with such groups as the Friends of the Senior Center and Little League, and to continue to work with others, such as Parkridge Community Center.

- B. Encourage volunteerism.**
 - Helps to both improve the function and appearance of the parks and to engage residents and visitors, leading to more usage.
 - Includes recommendations to continue to work with existing groups, remove or reduce barriers for entry for new volunteers, and to help provide consistency and recognition for all volunteers and volunteer groups.

- C. Continue to improve the Special Events and park reservations program.**
 - Helps to positively promote the City and to engage residents and visitors.
 - Includes recommendations to improve the resources on the website, to publicize the program itself, and to continue work with partners that attract events and use the special events program.

Action Plan

Prioritization

- Improve recreation accessibility to children
- Improve recreation accessibility to people with disabilities
- Connect areas that lack access to amenities to parks that have amenities

Funding

Ongoing funding sources

- General fund
- Taxation
- User fees

Project funding sources

- Federal, State, County, and private grants
- Donations
- Special assessments



Implementation:

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Continue to expand the network of shared use paths and connectors.	\$\$	★	()
Objective 2: Ensure that parks are safe and appear to be safe.			
Lighting should be consistently provided in parks.			
Community Parks			
Provide lighting under pavilions, at entrances, and along paths at Riverside, Frog Island, Recreation, and Parkridge Parks.	\$\$\$	★★	✓ ✓ ✓

Next Steps

Public Hearing (tonight)

Adoption by City Council (as a separate item on the agenda)

Submission to the Department of Natural Resources



CITY OF YPSILANTI
PARKS AND RECREATION
MASTER PLAN
2020-2025

DRAFT

NOTE:
ITEMS THAT ARE HIGHLIGHTED ARE YET TO BE UPDATED, PARTICULARLY
DATE OR NUMBER REFERENCES.

DRAFT 2-12-2020

Acknowledgements

PLAN ADOPTION

The City of Ypsilanti Parks and Recreation Master Plan was adopted on XXXXX by Resolution No. 2020-XXXX of the City Council of the City of Ypsilanti, Washtenaw County, Michigan.

The plan was approved by the Michigan Department of Natural Resources on XXXX.

CITY COUNCIL

Beth Bashert, Mayor
Lois Richardson, Mayor Pro-Tem
Nicole Brown
Anthony Morgan
Annie Somerville
Jennifer Symanns
Steve Wilcoxon

PLAN PREPARATION

The plan was prepared by the City of Ypsilanti Recreation Commission with support from the Department of Public Services and Planning and Development Department.

PARKS & RECREATION COMMISSION

Evan Sweet, Chair	Kurt Kohlmann
Cathy Thoburn, Secretary	Amanda Marshall
Julia Collins	Ashanti Harris
Ben Connor-Barrie	Dillon Navarre

STAFF

Bonnie Wessler, Project Manager	Andy Aamodt, City Planner
Ron Akers, Director, Public Services	Christopher Jacobs, Community Development Manager
Chris Simmons, Public Services	

PARK ADOPTERS & VOLUNTEERS

A special thank you to the City's devoted volunteers and neighborhood associations who have provided countless hours of effort to improve Ypsilanti's parks system.

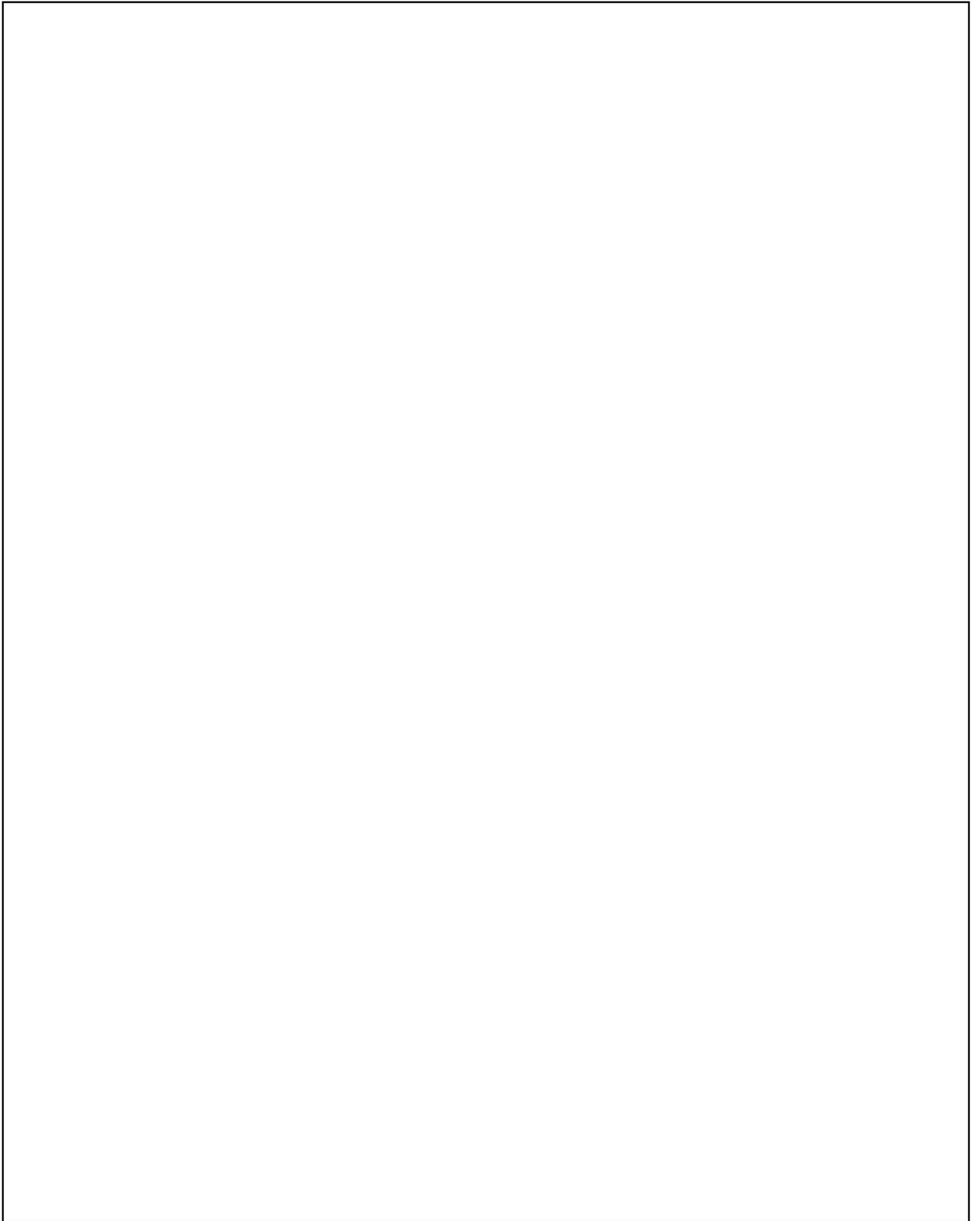
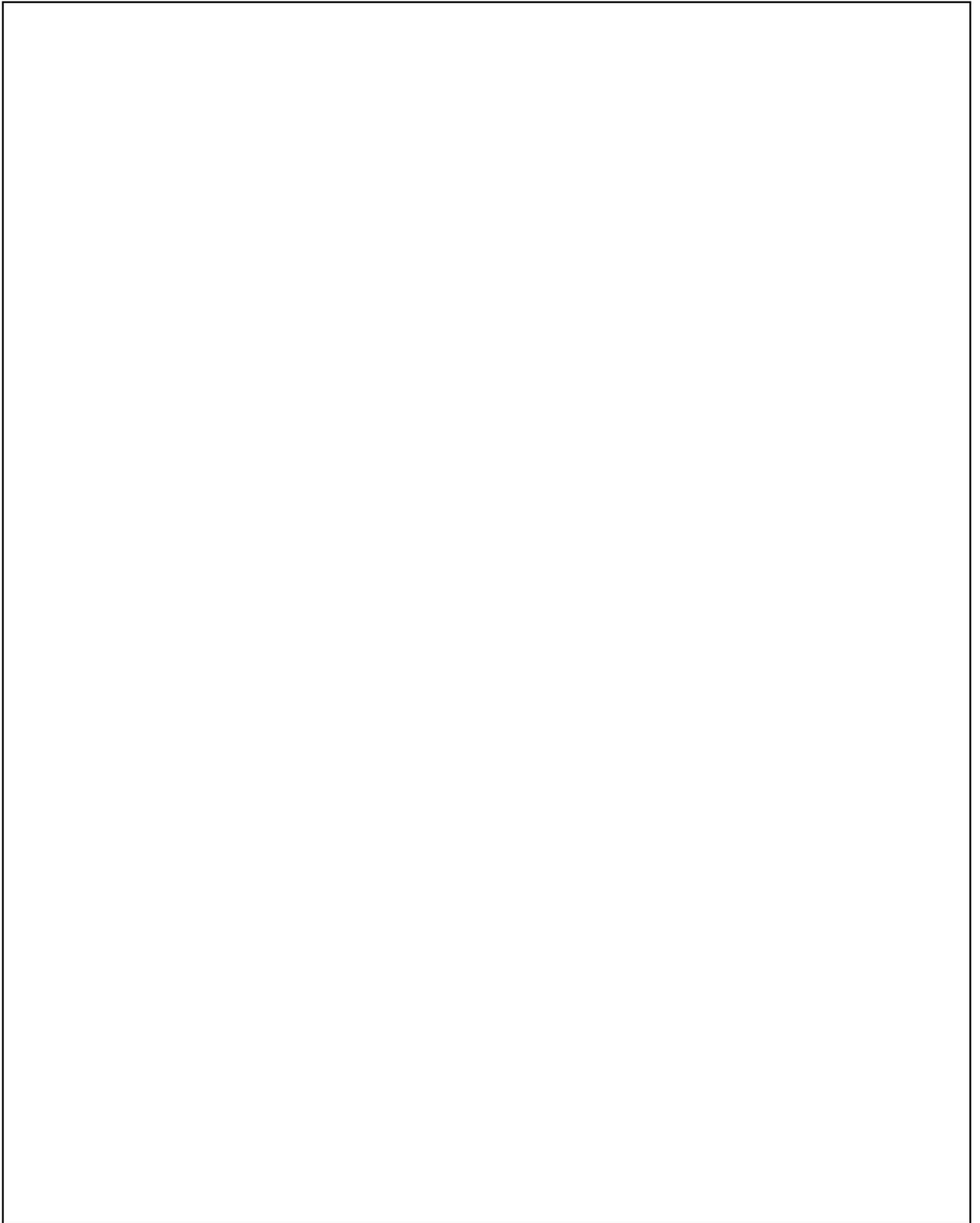


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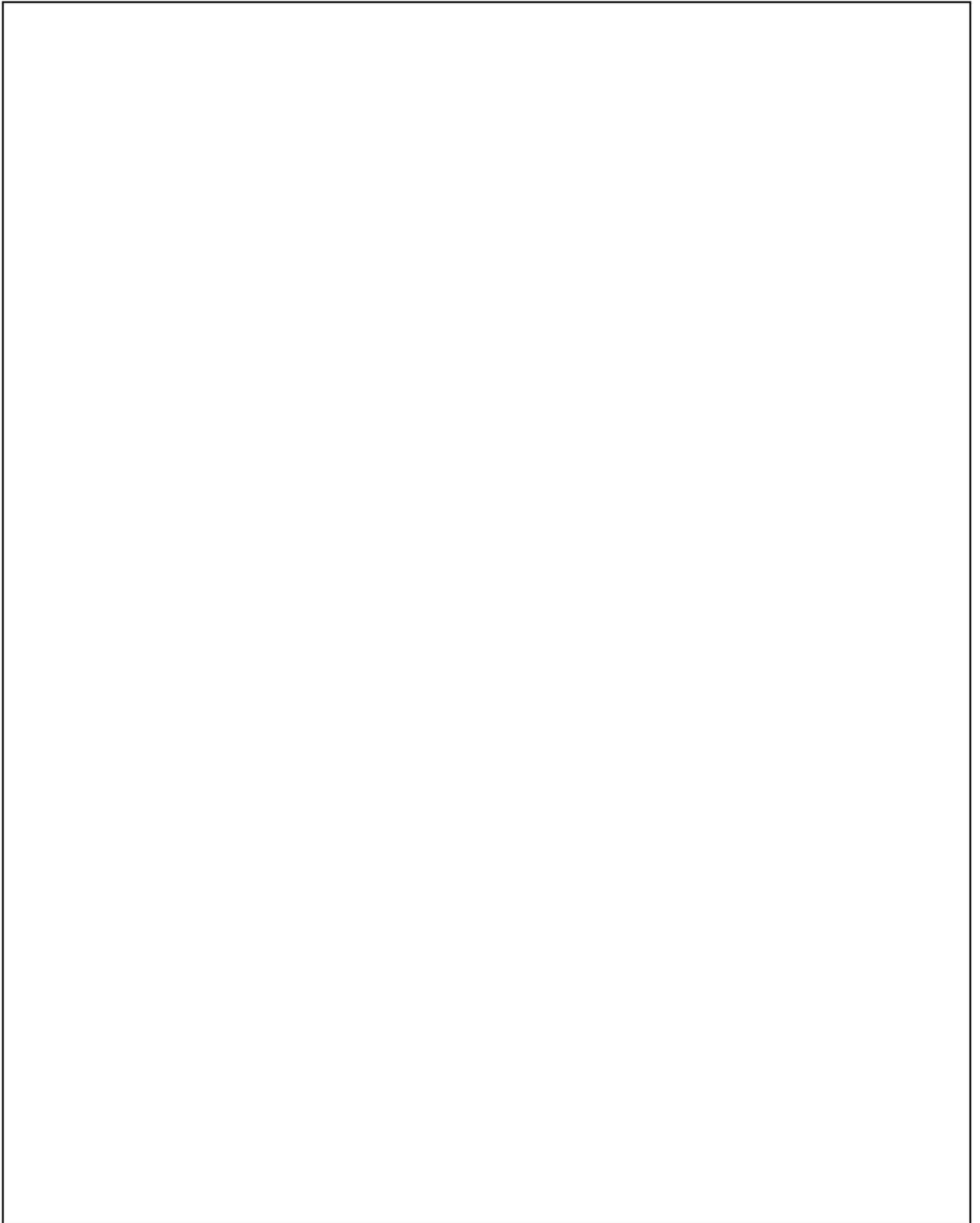


Executive Summary

The City aims to provide a high quality parks system and ample recreational opportunities, but is restricted by a lack of resources and capacity. This plan therefore envisions that the City will play a custodial and facilitating role, focusing limited resources on oversight and maintenance of the parkland and facilities, yet poised to take advantage of opportunities as they arise. A key strategy to reach that goal is to develop and foster partnerships with potential partners, from regional entities to Ypsilanti's many talented residents and committed businesses. As implementation of projects will rely on the involvement of these partners and volunteers, the prioritization of projects presented in this plan is a guide, recognizing that opportunity will dictate which projects come to fruition.

This plan addresses the parkland and recreation facilities controlled by the City of Ypsilanti. Together, physical facilities and programming comprise Ypsilanti's recreation system. The system relies upon the participation of and cooperation with a variety of local and regional entities, ranging from local volunteers, volunteer groups, and nonprofits, to neighboring municipalities, universities, and school districts. Some of these partners coordinate formally with the City on recreation provision, while others are historically partners in fact, without active coordination or formal long-term agreements. Considering Ypsilanti's comparatively small physical area, limited fiscal capacity, and close geographic integration with surrounding communities, nurturing and developing working relationships with all of the area's recreation partners is an important part of the City's recreation system.

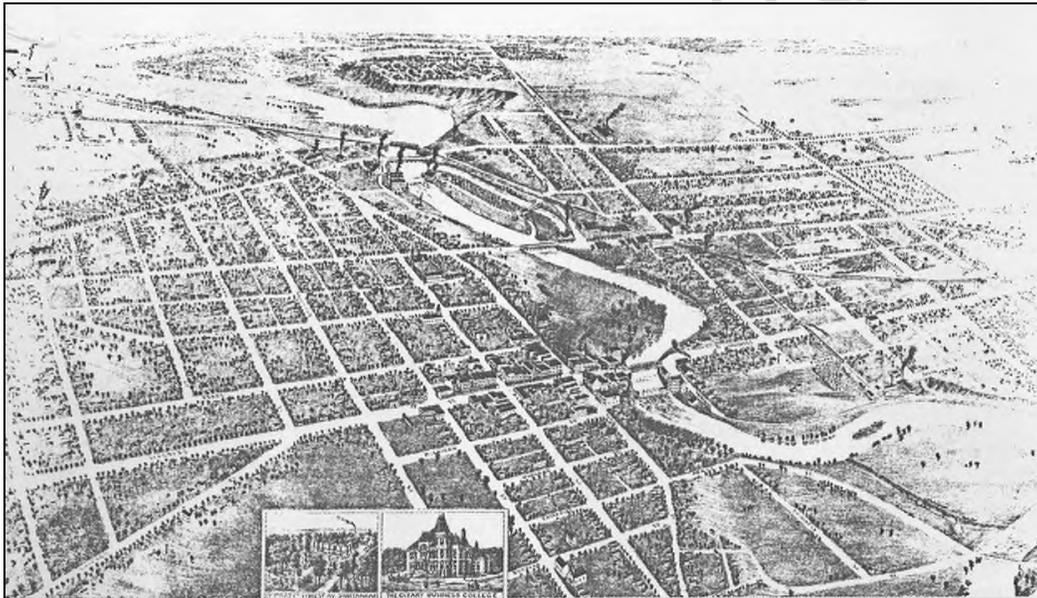
The Parks and Recreation Commission can take the lead in pursuing many of the objectives laid out in this plan. As many of the projects involve prioritization of limited maintenance dollars, involvement of volunteers, or raising funds to pay for needed capital improvements, and active, involved Parks and Recreation Commission could devote time to these projects. The City Council makes final decisions on budget and legislation, but the Parks and Recreation Commission may choose to make recommendations to them for budget priorities, policies, and legislation.



Chapter 1: Community Description

This plan addresses the parkland and recreation facilities controlled by the City of Ypsilanti. It focuses primarily on physical facilities; programming is offered by partners and volunteer organizations. Together, physical facilities and programming comprise Ypsilanti's recreation system. The system relies upon the participation of and cooperation with a variety of local and regional entities, ranging from local volunteer groups to neighboring municipalities, universities, and school districts. Some of these partners coordinate formally with the City on recreation provision, while others are historically partners in fact, without active coordination or formal long-term agreements. Considering Ypsilanti's comparatively small physical area, limited fiscal capacity, and close geographic integration with surrounding communities, nurturing and developing working relationships with all of the area's recreation partners is an important part of the City's recreation system.

HISTORY



The Ypsilanti area was settled in 1823, developing around the intersection between the Great Sauk Trail, now Michigan Avenue, and the Huron River. Ypsilanti is the second village to be incorporated in Michigan, in 1832, and later incorporated as a city in 1858. Like many older cities founded on rivers, Ypsilanti used the Huron River for both power and commerce, fostering a thriving community.

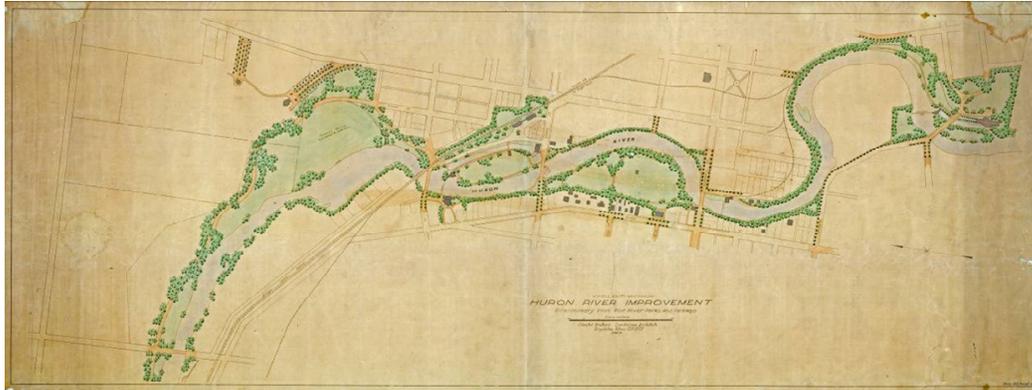


Figure 1.1: 1913 Olmsted Brothers Huron River Improvement Draft Plan

Ypsilanti's history of supporting outdoor recreation stretches nearly as far back as its founding. Ypsilanti established its first public park in the 1890s, and then formed a Parks and Recreation Commission shortly thereafter in the early 1900s. In 1905, the city employed the renowned Olmsted Brothers landscape architecture firm to form a master plan for the Huron River corridor. In the General City Plan of 1913, also written by the Olmsted Brothers, the city was advised to acquire land along the riverfront to "preserve for posterity natural features of great beauty, such as the steep wooded hillsides and gorges that make the charm of the valley..." At the time, the City began acquiring riverfront land for public use, starting in the 1920s with what is now Riverside Park. Later acquisitions along the river include Waterworks Park, formerly called Tourist Park; Frog Island Park, the former Ypsilanti High School athletic fields; and Peninsular Park, where the Peninsular Paper Company once operated their mill. The City recently developed River's Edge Park, a linear park and trail linking Riverside to Grove Road along the banks of the Huron, completing a key segment of the Border to Border Trail, a project led by the Washtenaw County Parks and Recreation Commission to link the communities of Washtenaw County along the Huron. Although the precise details of the Olmsted plan may never be developed, the City has been faithful to the plan's larger goals of creating a river-linked parks system for the City's residents and visitors to enjoy.

Due in large part to Ypsilanti's history, it is also a relatively compact and walkable community with a substantial sidewalk network that places many residents within an easy walk of City parks. The majority of Ypsilanti's housing stock is within a quarter-mile of a park. The City's age and context in a fairly urbanized region also means that its boundaries are fixed, and little undeveloped land is available for additional parks, therefore any new recreational amenities will likely involve refinements or minor expansions of existing resources.

PHYSICAL CHARACTERISTICS

NATURAL FEATURES

Although Ypsilanti is urbanized, natural features play an important role in the lives of its residents and visitors, in parks and recreation planning, and in land use planning. These include its climate, flora and fauna; the general topography of the city; and its water resources.

Climate

Southeast Michigan's climate includes both hot, humid summers and frigid winters, and includes a full range of precipitation. This provides many opportunities for different means of recreation throughout the four seasons, ranging from canoeing, fishing, swimming, and outdoor fairs and festivals in the summer, to snowshoeing, sledding, cross-country skiing, and indoor recreational activities in the winter.

Wildlife

Although the City is urbanized, it provides valuable year-round and migratory habitat for many species. Its diverse urban tree canopy and the Huron River provide habitat for birds, small mammals, insects, and many aquatic species. Although there is little year-round habitat for deer, they are often seen in the north of the City and near Ford Lake in late winter and early spring, as forage becomes scarce elsewhere. Hunting is not permitted in City parks or on City-owned property; however, fishing is both permitted and popular. Fish species found in the Huron include bluegill, sunfish, black crappie, smallmouth bass, bullhead, white perch, yellow perch, carp, white sucker, hog sucker, and the occasional channel catfish.

Woodlands

Due to its developed state, the City of Ypsilanti has few areas of natural woodlands, most on private property not open to the public. However, extensive woodlands and publicly-accessible natural areas can be found in the surrounding area. A number of regional bodies, such as Washtenaw County, the Southeast Michigan Land Conservancy, and the Legacy Land Conservancy are working to preserve these assets, some of which are open to the public.

The City does have a significant urban forest of street and park trees. In 2011, the City used a Great Lakes Restoration Initiative grant to develop the eight-year Urban Forestry Management Plan¹. Unfortunately, due to funding issues and other unforeseen problems, the replanting called for in the plan was unable to be executed. In 2019, the City lost its Arbor Day Tree City USA designation, and is working to earn it back.

Topography

The majority of the City of Ypsilanti is a gently rolling landscape, with slopes rarely exceeding 6 percent. However, areas adjacent to the Huron River or its floodplain frequently reach slopes upwards of 12 percent. This is moderately steep, yet will support most types of development. Slopes greater than twenty percent are considered steep, and are susceptible to erosion and gully formation. Per 2009 LiDAR data, areas in Parkridge Park, Riverside Park, Frog Island Park, and Peninsular Park have steep slopes, generally at their perimeters.



Soils

Most of the soils present in the City of Ypsilanti are of the St. Clair Series. This series consists primarily of well- to moderately well-drained soils formed in clayey textured glacial till. A great deal of the soil east of the Huron River, as well as areas in the northwest portion of the City, is of the Boyer Series—well-drained, nearly level soils formed in loamy and sandy deposits underlain by gravelly, coarse sand. Other soils include the Sloan Series, primarily along the

¹ The Urban Forestry Plan is available on the City website at cityofypsilanti.com/trees.

Huron River; the Blount Series, found in small deposits along the city's northern boundaries; the Morley Series, in the southwest portion of the City; and areas of fill. Notably, Peninsular Park and portions of the Water Street redevelopment area are largely on fill soils, requiring investigation before construction of recreation facilities. The Michigan Department of Natural Resources currently owns mineral rights in an area of the City bounded by Marion, Ecorse, and Towner on the east.

Water Resources (see map 1.1)

The Huron River

Ypsilanti's most prominent natural feature is the Huron River. An upstream portion of the Huron River is the only state-designated Natural River in southeast Michigan, and the river as a whole is one of only two federally-designated Water Trails in Michigan. It provides water for approximately 150,000 people, and supports one of Michigan's finest smallmouth bass fisheries. The main stem of the river originates at Big Lake and the Huron Swamp in Springfield Township, Oakland County, meanders through Ingham, Jackson, Livingston, Monroe, Oakland, Washtenaw, and Wayne Counties for approximately 136 miles, then joins Lake Erie.² The Huron River Watershed Council has created a Huron River Watershed Management Plan, recently updated in late 2011; an update of the lower middle Huron River Watershed Management Plan is planned for the near future.



Looking downstream from the gazebo in Riverside Park (Courtesy Evan Sweet)

Within Ypsilanti, the river flows from the Peninsular impoundment to Eastern Michigan University, Depot Town, the Water Street redevelopment area, and downtown before flowing into Ford Lake. Several parks lie along the river: upstream, Peninsular Park provides a secluded, natural setting in which to picnic, fish, or set off in a canoe. In the heart of Ypsilanti, Frog Island and Riverside Parks provide venues for entertainment, sports, and festivals. South of Riverside Park, River's Edge Linear Park and Trail follows the river from Michigan Avenue to Grove Road. The Huron curls around the ballfield and disc golf course of Waterworks Park before flowing through a channelized stretch adjacent to the former Ford plant and under I-94, finally entering the dam-controlled Ford Lake at Ypsilanti's southern boundary.

There is one dam within the City, at Peninsular Park, constructed in 1920 to power the former Peninsular Paper Company, but decommissioned by the time of the City's acquisition in 1984. There is a canoe/kayak portage around the dam; novices may need assistance at this point. This portage may be particularly difficult to paddlers of all skill levels during times of particularly high or low water levels. The City is actively working with the Huron River

² Huron River Watershed Council, "Watershed Management Plan for the Huron River in the Ann Arbor-Ypsilanti Metropolitan Area (Middle Huron)," Oct 2011.

Watershed Council (HRWC) to remove this dam, and jointly performed a removal feasibility study in 2018 with Princeton Hydro. The removal will not only eliminate a difficult portage and the ongoing need to maintain this aged dam, but also improve habitat for several native species.

The Huron River Watershed Council has partnered with the City to maintain the Huron River Watershed. The Huron River Watershed Council has also developed a Middle Huron River Watershed Management Plan (2011), approved by the Department of Environmental Quality. This plan contains detailed technical and narrative information about the River, its watershed, and its impoundments, and outlines management goals. The Middle Huron Watershed Management Plan is a valuable resource, and has helped guide many of the recommendations found in this plan.

The City has taken steps to protect the watershed. In 2011, the City, DDA, and volunteers worked to upgrade stormwater handling in the Depot Town area, installing three rain gardens alongside Cross Street and adjacent to the Freighthouse. In 2009, the City passed an ordinance limiting the use of phosphorus-containing fertilizers to minimize nonpoint source nutrient loading of both the Huron and Ford Lake. In 2017, the City received an EGLE Stormwater, Assent Management, and Wastewater grant to inventory the City's stormwater infrastructure; that inventory is currently underway.

Ford Lake

Only a small portion of Ford Lake is within the City of Ypsilanti bounds, but as the Huron River flows through it, is affected by City of Ypsilanti development patterns. In 1996, the Michigan Department of Environmental Quality (MDEQ) listed the Middle Huron Watershed, consisting of the Ann Arbor/Ypsilanti metropolitan area, as significantly contributing phosphorus to Ford Lake. MDEQ then placed the lake on the State's 303(d) list of impaired waters, meaning that the water quality is poor enough to warrant establishing a Total Maximum Daily Load (TMDL) for certain pollutants. In the case of Ford Lake, the pollutant in question is phosphorus, which comes from both point and non-point sources within the watershed. Since that time, both Ann Arbor and Ypsilanti have passed fertilizer ordinances to help reduce nonpoint pollution sources.

Other Waterways

Two minor waterways run through the City: Paint Creek, in the south-west, and Owen Drain in the north-east.

Paint Creek, part of the Stony Creek Watershed,³ collects water from South Hewitt south of Cross/Packard. It is an enclosed drain from Hewitt to Michigan Avenue, and unenclosed from Michigan Avenue to the City boundary at I-94. Paint Creek is a state-designated coldwater trout stream.⁴ Recreation Park is located on the border of this watershed depending on the maps used.⁵

Owen Drain is an enclosed drain that is part of the Huron River Watershed. Its headwaters are in the College Heights neighborhood, around Candy Cane Park; and in the Normal Park neighborhood, along Owendale Street north of South Congress Street.⁶ A relief drain flows

³ Stony Creek Watershed Management Plan (2005): https://www.michigan.gov/documents/deq/ess-nps-wmp-stony-creek_208933_7.pdf

⁴ Coldwater Trout Streams (2010): https://www.michigan.gov/documents/dnr/FO-210-07_182400_7.pdf

⁵ Stony Creek Watershed: https://www.michigan.gov/documents/dnr/2014-170_454563_7.pdf

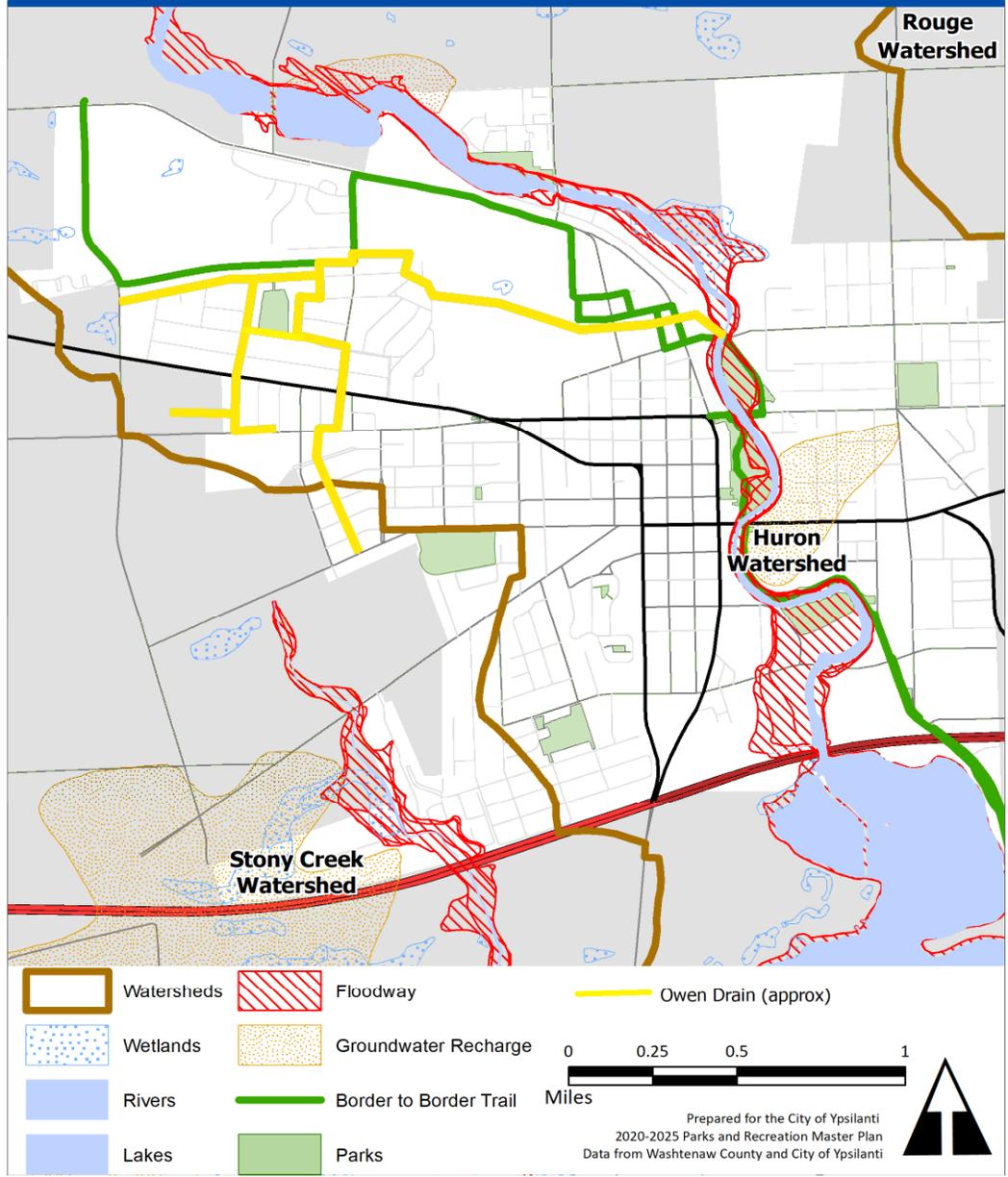
⁶ Washtenaw County Drain Map, Ypsilanti Township (2017): <https://www.washtenaw.org/DocumentCenter/View/148/Ypsilanti-Township-Drain-Map-PDF>

north along Cornell into the Huron River. The main branch of the Owen Drain travels eastward through EMU campus and empties into the Huron River just north of Forest Street. Candy Cane Park and portions of the Border-to-Border Trail are within this drainshed.⁷

⁷ Huron River – Ann Arbor-Ypsilanti Watershed: http://www.michigan.gov/deq/0,1607,7-135-3313_3682_3714_31581-127715--,00.html

Water Resources

map 1.1



Wetlands

By definition, wetland areas hold water at least part of the time, have hydrolic soils, and sustain vegetative species partial to this type of environment. These regions are primarily associated with Paint Creek in the South Mansfield Avenue area of the City, and west of the Highland Cemetery along the Huron River basin. Both areas are heavily wooded.

Groundwater Recharge Areas

Groundwater recharge areas permit water to move into an aquifer. There are two significant examples of this land type in Ypsilanti: the larger one occurs east of the Huron River around the intersection of River Street and Michigan Avenue; the other is in the southern portion of the West Commerce Park area, and spreads into Ypsilanti Township. Groundwater is not a source of Ypsilanti's water, aside from a small and decreasing number of personal wells, but proper treatment of this resource is important both as a matter of long-range stewardship and for the interconnectedness of groundwater resources with surface water, such as the Huron River. Soil contamination, management of road runoff, use of fertilizer and pesticides, and soil erosion can all affect groundwater quality.

Floodplains and Floodways

Due to the presence of both the Huron River and Paint Creek, there are several areas that are part of the Federal Emergency Management Agency (FEMA) flood hazard areas, both floodways and floodplains. Floodways are shown in Map 1.1, Water Resources, and defined as an area which must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Development is regulated to ensure that there are no increases in upstream flood elevations.⁸ The entirety of Frog Island Park, approximately half of the City-owned property on Railroad Street, significant portions of Riverside Park, and the entirety of Waterworks Park and the adjacent mulch yard are within the regulatory floodway or floodplain.⁹ Development in floodplains carries less restriction than in floodways. These FEMA maps have not been updated since the early 1970s; since that time, the alignment of Spring/Factory Street has significantly changed. FEMA floodway and floodplain maps should be updated after any change to the Peninsular Dam or within the next ten years, whichever comes first.

BUILT ENVIRONMENT

Existing Land Use

The City hosts a wide array of land uses. The core of the city is typical of older communities, with a fine-grained mixture of uses around the commercial districts of downtown, Depot Town, and the West Cross/Eastern Michigan campus area, in addition to industrial uses along the rail corridor and the Huron River. Much of the area of these central business districts and neighborhoods make up the Ypsilanti Historic District, which is listed in the National Register of Historic Places and is one of the largest local districts in Michigan, encompassing more than 300 acres and more than 800 properties.

Further from this core are more contemporary land uses: uniform neighborhoods of single-family use; commercial bands along major road corridors, major apartment complexes, and an

⁸ FEMA. (2013, August 16). *Floodway*. Retrieved from <http://www.fema.gov/floodplain-management/floodway>

⁹ FEMA Flood Map Service Center: <https://msc.fema.gov/portal/home>

industrial park. This pattern of land use is fairly stable, as changes of the established use typically occur only on a parcel-to-parcel basis over time. The Water Street Redevelopment Area, adjacent to Depot Town and Downtown, represents the largest potential change. Currently more than 35 acres of vacant space bordered by the River's Edge Park & Trail, the 2013 Master Plan, as well as previous visioning, calls for it to be largely commercial along Michigan Avenue with dense housing to the south, following traditional development patterns.

Transportation

The City of Ypsilanti benefits from a location convenient to both a major north/south highway (US-23) and a major east/west expressway (I-94), providing residents with easy access to amenities around the region and carrying visitors to Ypsilanti and Eastern Michigan University. Washtenaw Avenue (Business Route US-23 and M-17) and Michigan Avenue (Business Route US-12) also run east and west through the heart of downtown. The traditional, highly-connected grid pattern generally followed by Ypsilanti's streets lends itself to easy navigability by users of both motorized and non-motorized forms of travel, despite having been split into one-way pairs in the historic core. Portions of the trunklines present significant challenges to non-motorized users, due to high volumes of fast-moving traffic, sidewalk gaps, lack of signed &/or signalized crossings, and lack of bike lanes. The City adopted the Non-Motorized Transportation Plan in 2010 and passed a Complete Streets ordinance in 2011 to help improve nonmotorized transportation for both utility and recreation.

Transit also plays a major role in transportation throughout the City. The Ride, the area public bus transit service, provides transit and paratransit service both to and from Ann Arbor and within the City of Ypsilanti itself. Four routes connect the cities, all terminating at the Ypsilanti Transit Center at Pearl and Adams downtown. The buses run seven days a week, with limited service on Sundays and no overnight service. Six local routes serve Ypsilanti on a more limited schedule, and the A-Ride, a call-ahead program that offers door-to-door service, serves Ypsilanti residents with disabilities. Many routes serve the City's recreation facilities and parks; information about specific routes and their relationship to the parks can be found in the park inventories.

The City is also pursuing rail options, both intercity and commuter. The City has recently applied for federal grants to construct an Amtrak stop in Depot Town, with a hoped-for construction date in 2022. In addition, the City is part of the southeast Michigan Regional Transit Authority, which is working to develop a coordinated regional transit system that may include commuter rail, bus rapid transit, or coordinated express bus service. These systems could allow for greater regional attendance of Ypsilanti's events and parks systems; conversely, these regional systems allow Ypsilanti's residents easier access to regional resources.

SOCIAL CHARACTERISTICS

After a decline from its peak in the 1970s, Ypsilanti's total population is expected to remain constant at around 20,000 residents in coming years, including resident EMU students. As a dense, well-established urban area with a stable population, the City does not need to plan for new parkland to serve future population, but demographic characteristics help identify neighborhood needs and focus limited resources. Several of these factors are identified below, including overall population distribution, age, income level, and disability status.

Population Size

The City of Ypsilanti's population has fluctuated over the years, from a high near 30,000 in the 1970 Census to 19,435 in the 2010 Census. Current Southeast Michigan Council of Governments (SEMCOG) projections indicate that the overall size of the population will grow slightly to around 25,000 by 2045.¹⁰

Eastern Michigan University has a significant influence upon City demographics and recreation. EMU population remained fairly stable around 19,000 students from 1970 to 1980, and has increased to about 23,000 students today. Per a 2008 EMU report¹¹, less than 15 percent of students reside near the campus, with up to 35% residing within six miles in 2013. This number has likely continued to fall due to the increasing popularity of online classes. Events and amenities draw some of these students, and as well as visitors and guests, into the parks system.

¹⁰ Southeast Michigan Council of Governments. (2019 December 23). *Community Profile – Ypsilanti*. Retrieved from <https://semcog.org/community-profiles/communities/4130>.

¹¹ Eastern Michigan University. (2020 January 02). *Systems appraisal feedback report: Understanding Students' and Other Stakeholders' Needs*. Retrieved from <https://www.emich.edu/assessment/pdf/CAT3.pdf>

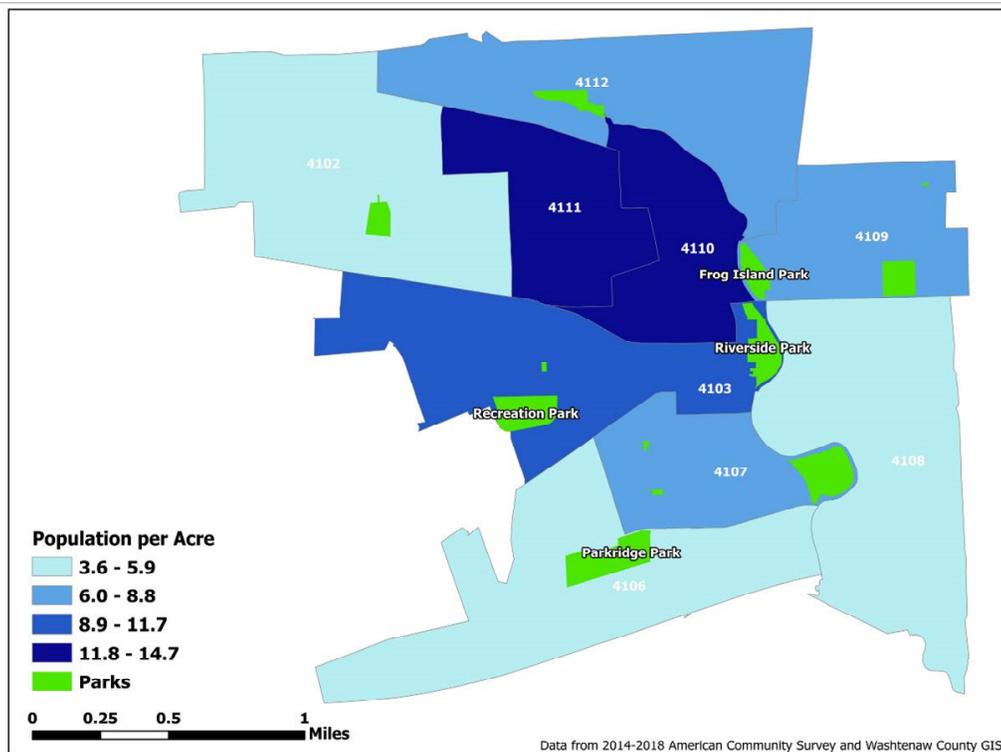


Figure 1.2: Residents per Acre by Census Tract

Density

Knowing the density of population near parks can help predict usage volume. If more people live near a park, we should see increased usage of that park, provided people know that the park exists, can access it, and it has safe facilities that interest them.

Near Riverside and Frog Island, there is a dense residential area concentrated in the neighborhoods between downtown and the EMU campus area. The neighborhood has smaller lots and large houses divided into multiple apartments, as well as small purpose-built multifamily structures. Near Peninsular, the neighborhood to the north of the EMU campus has several large apartment complexes, and just to the south on campus, there are traditional dormitories. Near Parkridge, in the southwest portion of the city, the neighborhoods feature dense single family homes, with several larger housing complexes consisting largely of duplexes and townhomes.

The remainder of the City's residential areas are predominantly single-family housing on lots of less than a quarter of an acre. Population density per Census tract, using 2014-2018 ACS data, is shown in Figure 1.2. Note, however, that tracts 4102, 4106, 4108, and 4112 skew low due to the presence of EMU's athletic campus (4102); the industrial park, the former Ford plant, and Ford Lake (4106); the Water Street Redevelopment Area (4108); Highland Cemetery and undeveloped land (4112), respectively.

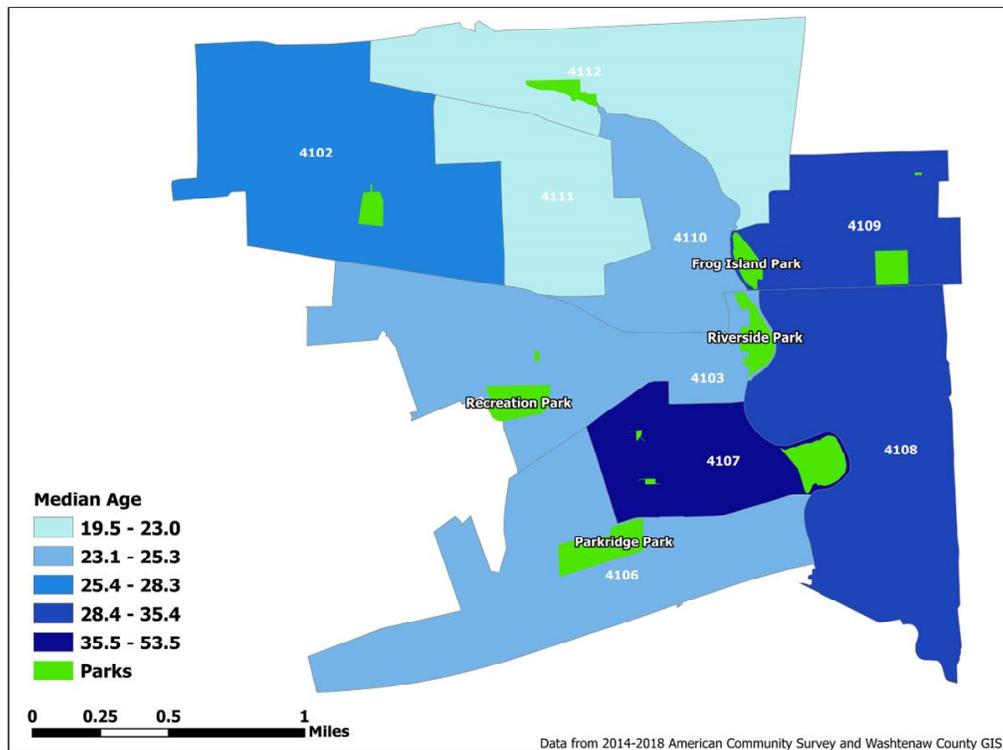


Figure 1.3: Median Age of Residents by Census Tract

Age

Age can also help guide decisions regarding parks. If an area has a high proportion of children, it is likely to need playground equipment; if elderly, then accessible facilities and opportunities for low-impact exercise. Children and older residents are traditionally considered important in recreation planning, as these residents typically have more time in which to use recreation facilities, are more limited in their mobility, and have a higher sensitivity for accessible facilities. To safely access recreation facilities, these populations require few or no obstacles to a path of travel, such as steps, irregularities in a path, or even long distances between resting places.

Census tracts 4107 and 4108 contain housing developments specifically for senior citizens, including two smaller Ypsilanti Housing Commission properties that are predominantly communities of seniors. The City as a whole, however, skews noticeably young due to the presence of EMU and young families.

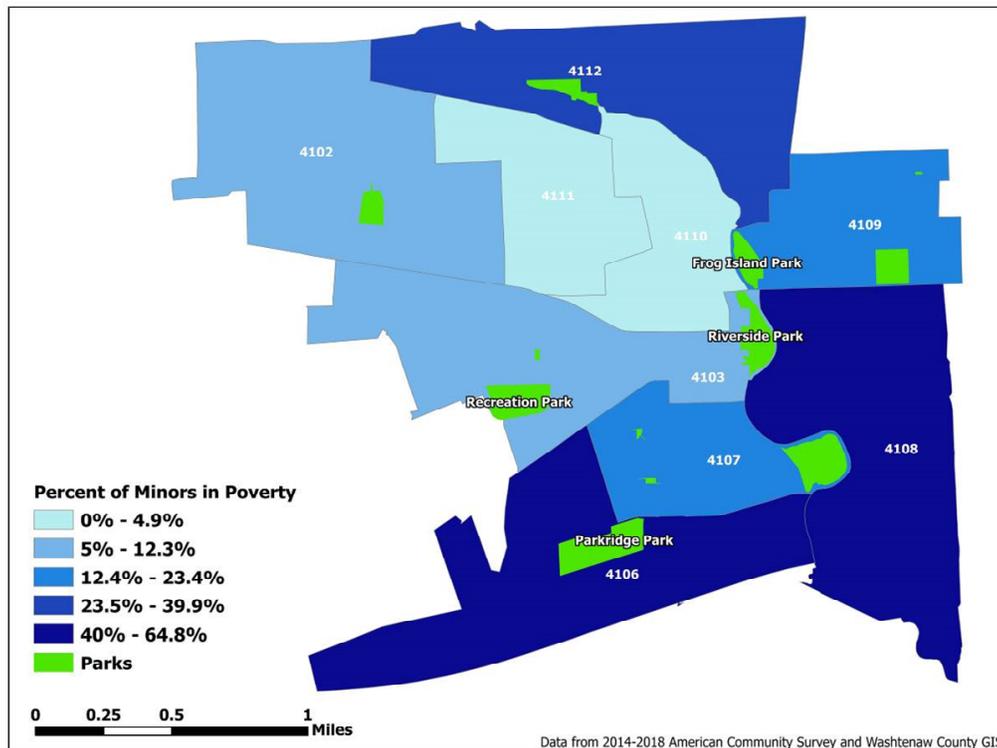


Figure 1.4: Percentage of Minors in Poverty per Census Tract

Income and Poverty

Household income and poverty levels are also useful predictors of park usage. In areas with lower incomes and high poverty, we can expect to see increased levels of local resident usage, as other recreation opportunities may be too expensive. These data also help determine if charging for parks access or programming would pose equity issues.

Household budgets for recreation in Ypsilanti are small, with many survey respondents listing a monthly expenditure of nothing for recreation. Ensuring that access to parks and greenspace is preserved for these users is a continuing priority. The areas around Parkridge Park, Waterworks Park, Frog Island & Riverside, and Peninsular Park have the highest percentages of minors in poverty, the lowest per capita incomes, and the highest percentages of persons in poverty, particularly 4106. Per HUD CDBG/HOME/ADDI funding guidelines, the majority of the City is considered low to moderate income.

The City of Ypsilanti has a lower median income and higher level of poverty than many communities in the area. Per the most recent (2014-2018) American Community Survey (ACS) statistics, the City had a median household income of \$36,982, 67% of the State-wide median of \$54,938, and 53% of the County-wide median of \$69,434. On a per capita basis, the City again

¹² United States Census Bureau. U.S. Department of Commerce, United States Census Bureau. (2020). State and county QuickFacts: Ypsilanti (city), Michigan. Retrieved from website: <http://www.census.gov/quickfacts/fact/table/MI,US/PST045219>

ranks the lowest at \$24,562, the County much higher at \$39,486, and the State per capita income between the two at \$30,336.

Approximately 32.2% of the residents of Ypsilanti were in poverty compared to the statewide 15%, per the ACS, and 37.3% of the residents under 18 years old were in poverty, significantly higher than Michigan as a whole at 20.8%. Geographically within Ypsilanti, Census tracts 4106 and 4108, in the southeast and south area of the City, contain the highest rates of minors in poverty, at 64.8% and 52.3% respectively (Figure 1.4). Overall, 54.4% of all residents of Census tract 4106 are in poverty, and 61.6% of all residents of Census tract 4111 are in poverty (Figure 1.5). Parkridge Park, classified as a community park, is the only park within tract 4106. Persons over 65 in Ypsilanti are also more likely to be in poverty compared to state levels, at 10.4% versus 8.3%.

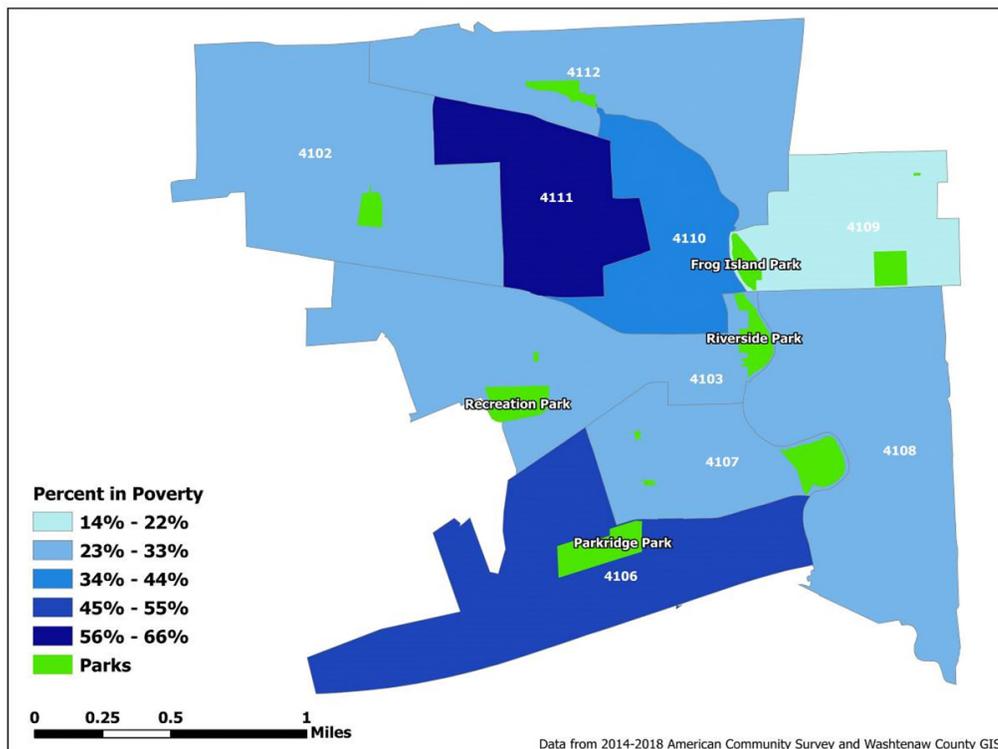


Figure 1.5: Percentage of Residents in Poverty by Census Tract

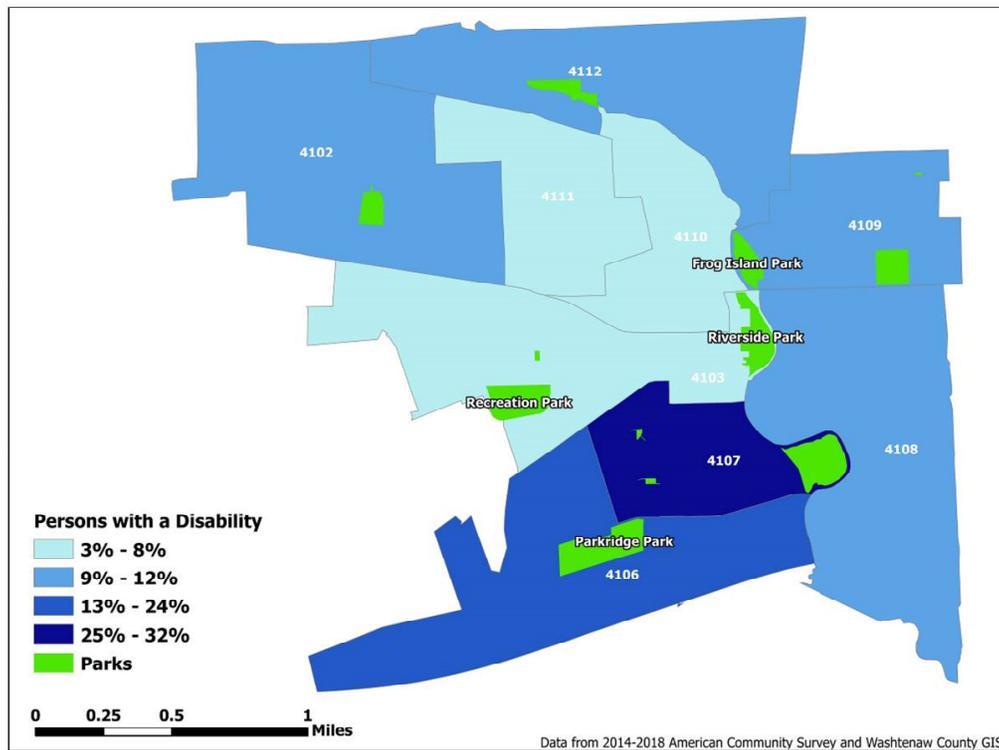


Figure 1.6: Percentage of Persons with a Disability by Census Tract

Persons with Disabilities

Accessibility is important in park design and redesign. By ensuring parks are accessible, cities can ensure that all residents and visitors have the opportunity to enjoy the parks. People with accessibility needs include people with disabilities, but also includes people who use the park with small children, such as families or daycares, and friends and family of people with accessibility needs. Inaccessible facilities restrict access to the parks to a much smaller segment of the population than just those who are able-bodied.

Persons with disabilities comprise a significant portion of Ypsilanti’s population. According to the 2000 Census, nearly 32% of Ypsilanti’s residents had some disability. Disability was no longer enumerated in the 2010 Census. According to the 2018 5-year ACS, 8.9% of Ypsilanti’s residents had some disability. This compares to 14.3% of state residents, and 9.1% of county residents. Notably, 20.1% of all residents of Census tract 4107 have ambulatory difficulty. Figure 1.6 shows the distribution of persons with a disability throughout the City as of the 2018 ACS.

The American Community Survey is generally less accurate than the Census due to their use of sampling. In Figure 1.7, below, are the statistics used in the preceding as well as their margins of error.

TRACT	Percent below poverty level		Percent below poverty under 18		Percent with a disability	Median Household Income		Per Capita Income (Mean Income)		Ambulatory Difficulty	Independent Living Difficulty
		MOE		MOE			MOE		MOE		
State	15	0.10	20.8	0.30	14.3	54938	166	30336	121	7.8	6.6
County	14.2	0.60	12.2	1.40	9.1	69434	1194	39486	566	4.6	3.9
4102	27.5	7.70	11.4	12.10	9.7	50545	14988	36664	8110	2.4	3.9
4103	25.2	7.80	5.3	8.10	7.1	44122	5555	29916	4418	2.9	2.6
4106	54.4	8.20	64.8	12.40	13.5	21769	5743	12026	3320	7.6	7.5
4107	28.2	8.00	15.9	26.90	26.5	20492	5740	23979	4635	20.1	15.4
4108	31.4	8.80	52.3	20.60	11.3	33839	6072	21582	3106	7.5	6.4
4109	14.2	11.50	16.4	21.50	9.8	67656	6580	29308	4469	3.4	2.2
4110	35.5	6.00	0	17.40	5.5	31492	3368	21107	2971	3	0.8
(EMU)											
4111	61.6	17.20	0	78.00	3.4	12361	5585	22879	2068	1.3	2
4112	32.5	5.60	35.1	15.70	9.1	34487	4536	17402	1968	3.4	1
City	32.2	2.60	37.3	6.40	8.9	36982	2631	24562	1457	4.4	3.6

Figure 1.7: ACS 2014-2018 data with margins of error, where known

Chapter 2: Administrative Structure

MAYOR AND CITY COUNCIL

The City of Ypsilanti employs a council-manager form of government that combines the political leadership of elected officials with the non-political management of an appointed local government manager. The Ypsilanti City Council is comprised of a Mayor, elected by voters in the City at-large, and six Council Members, two elected from each of the City's three voting wards. The Mayor nominates individuals to the City's boards and commissions, and the Council appoints members from those nominations. The City Council has policy-setting, budgeting, programming, operation, and capital improvements power; the Parks and Recreation Commission makes recommendations to City Council on these topics. The City Manager oversees City staff to execute Council's direction.

PARKS AND RECREATION COMMISSION

Parks and Recreation Commission (PRC) members are appointed by the City Council to ensure recreational programs and opportunities are afforded all citizens by seeking sustainable partnerships and encouraging volunteerism. This Commission was established in 2003, after having been an advisory committee to the Recreation Department since 1990. In 2007, the Recreation Commission was expanded from a six-member body to between nine and eleven members, up to three of whom may be youth members. City Council changed the Recreation Commission's name from "Recreation Commission" effective early 2014 to "Parks and Recreation Commission" to more accurately reflect the scope of the Commission's work. The PRC meets monthly to advise City Council and to work with community partners; it has no budgeting, programming, operating, or capital improvements powers. City Council may choose to delegate a portion or all of these powers to the PRC under PA 156 of 1917 and per the City Charter.

STAFF

Many departments share responsibility for parks and recreation. The Department of Public Services oversees the physical facilities, including maintenance and capital improvements, as well as day-to-day relationships with park users, residents, and volunteers. The Police Department coordinates events and facility rentals, and the City's Community & Economic Development Department coordinates grant applications and long-range planning. The Public Services and Community & Economic Development departments coordinate work on specific parks and recreation-related projects, such as grant applications and management, coordination with volunteer groups, and administrative oversight. See Figure 2.1 for details. At the recent annual goal-setting session of Council, several Councilmembers brought up the idea of re-instating the parks and recreation department. That conversation has not yet progressed beyond the theoretical, but may be a discussion that progresses in the coming years.

Non-profit and volunteer organizations help to fund operations, capital improvements, and staff at the Parkridge Community Center, Senior Center, Freighthouse, and Rutherford Municipal Pool.

VOLUNTEERS AND PARTNER ORGANIZATIONS

The City has several long-term relationships with committed recreation partners. Several facilities, such as the Senior Center, Rutherford Pool, Parkridge Community Center, and the

Freighthouse have programming and operations managed by volunteer groups, nonprofits, or other agencies; those relationships are expounded upon below, and Memoranda of Understanding or lease agreements are included in Appendix X. The Washtenaw County Convention and Visitors Bureau partners to attract and promote events that have a regional draw, such as the Michigan Brewer's Guild Summer Beer Festival and the Color Run, as part of their mission. The Ann Arbor-Ypsilanti Chamber of Commerce sponsors an annual spring community-wide cleanup event that includes cleanup and minor maintenance of City parks. The YMCA runs summer camps annually in Parkridge Park. The Ypsilanti Little League has hosted youth baseball leagues in our parks since 1953, and does a significant amount of work to maintain the fields they use, primarily in Candy Cane Park and Recreation Park. A wide array of groups sponsor and organize the annual parades and other celebrations. Individual volunteers also play an integral role in the operation and maintenance of the parks system.

The City has explored other arrangements in the past, such as a contract with the Depot Town Community Development Corporation to manage and improve Frog Island and Riverside parks, or a proposed partnership with Washtenaw County Parks and Recreation and the YMCA to build and operate an indoor recreation facility. Although these arrangements never fulfilled their full potential or never came to fruition, the City recognizes the value and passion for recreation that both individual and organizational partners can bring to the parks system.

FREIGHTHOUSE

The Friends of the Freighthouse, a 501(c)(3) tax-exempt non-profit, currently operates under a Memorandum of Understanding (MOU) with the City to operate the Freighthouse; they currently oversee its use as an event venue. The agreement concludes in October 2020.

PARKRIDGE COMMUNITY CENTER

The City of Ypsilanti has an operating agreement with Washtenaw Community College to provide programming at Parkridge Community Center. The Parkridge Advisory Board, a group of concerned local citizens, continues to provide outreach support and advise the City on long-term goals for the facility. This agreement expires in June 2020.

RUTHERFORD MUNICIPAL POOL

The Rutherford Pool had to close its doors in late 2011 to rebuild the pool, but the 501(c)(3) Friends of the Rutherford Pool and the City secured grant monies, donations, and loans and reopened in May 2014. However, the bath-house was not able to be included in those renovations; the pool closed at the end of the season in 2019 and the bathhouse is currently undergoing extensive renovations with grant aid from the LWCF. An MOU was enacted in 2012 and expires in 2022.

SENIOR CENTER

The Friends of the Senior Center, a volunteer organization that has recently attained 501(c)(3) status, oversees the daily operations of the Senior Center. It also conducts fundraising, plans capital improvements, and seeks out programming partners. An MOU has yet to be completed.

SPECIAL EVENTS AND PARK RESERVATIONS

Currently, City special events and park/facility reservations for those facilities not mentioned above are coordinated by staff in the Ypsilanti Police Department (YPD). This work includes taking registrations for events, reserving space, and working with the YPD, Ypsilanti Fire Department, and Department of Public Services to ensure safety and staffing at events.

Special event administration has been in flux prior to 2012, but has stabilized and improved with its transfer to the Police Department. Prior to 2005, the City's Recreation Department oversaw special events. From 2005 to 2010, the Ypsilanti Jaycees worked to coordinate events, with the Depot Town Community Development Corporation briefly taking over the reservations for Frog Island and Riverside parks in 2008 and 2009. From 2010 to mid-2012, a part-time City employee, overseen by the Assistant City Manager, administered special events. This shifting distribution of responsibility proved challenging for event organizers on both sides of the table. The settling of responsibility upon the YPD in mid-2012 has proven to be a significant improvement, and provides an opportunity to improve the process further.



Fall River Day 2019 in Riverside Park (Courtesy Evan Sweet)

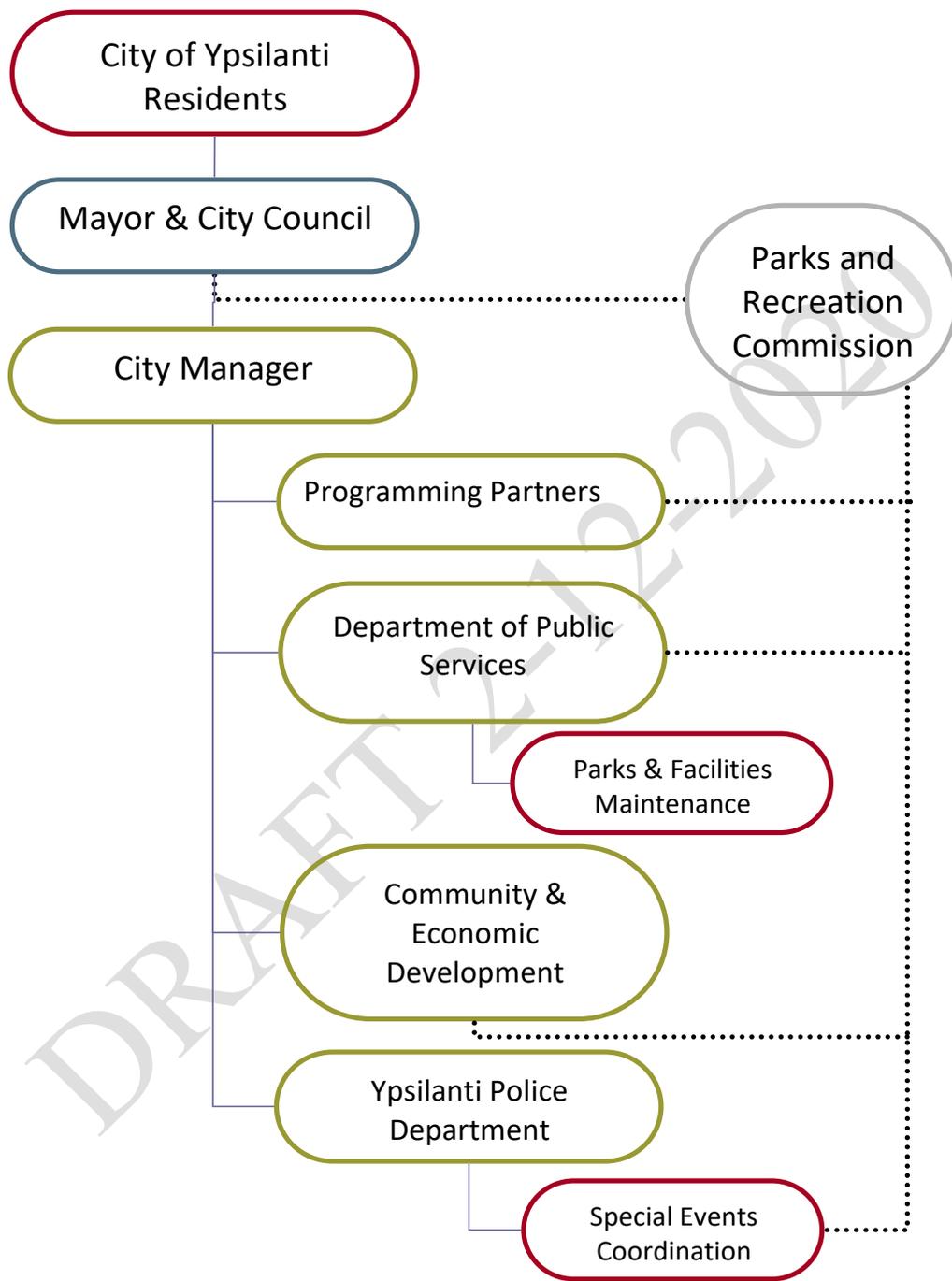


Figure 2.1: Administrative Structure

BUDGET AND FUNDING

	FY 2010-2011 ¹	FY 2011-2012 ²	FY 2012-2013 ³	FY 2013-2014 ⁴	FY 2014-2015 ⁵	FY 2015-2016 ⁶	FY 2016-2017 ⁷	FY 2017-2018 ⁸	FY 2018-2019 ⁸	FY 2019-2020 ⁸
Maintenance Revenue (101-4-7170)	\$9,000	\$0	\$10,466	\$9,000	\$17,750	\$5,250	\$23,995	\$18,091	\$168,602	\$9,250
Maintenance Expenditure (101-7-7170)	\$134,439	\$137,065	\$147,118	\$115,010	\$128,039	\$218,806	\$249,322	\$245,063	\$394,052	\$234,500
Special Events Revenue (101-4-4420)	\$28,145	\$22,294	\$28,773	\$41,605	\$32,649	\$29,637	\$31,886	\$29,562	\$30,750	\$30,750
Special Events Expenditure (101-7-4420)	\$46,414	\$40,681	\$56,634	\$50,971	\$41,721	\$37,642	\$43,537	\$38,715	\$41,541	\$41,748
	(1) Using actual 2010/2011 revenues/expenditures as reported in the Amended FY11/12 and Approved FY12/13 & FY13/14 budget, https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/252 (2) Using actual 2011/2012 revenues/expenditures as reported in the Amended FY12/13 & FY13/14 budget, https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/253 (3) Using actual 2012/2013 revenues/expenditures as reported in the Amended FY13/14 and Adopted FY14/15 & FY15/16 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/254 (4) Using actual 2013/2014 revenues/expenditures as reported in the Amended FY14/15 and Adopted FY15/16 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/255 (5) Using actual 2014/2015 revenues/expenditures as reported in the Amended FY15/16 and Adopted FY16/17 and FY17/18 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/404 (6) Using actual 2015/2016 revenues/expenditures as reported in the Amended FY17/18 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/490 (7) Using actual 2016/2017 revenues/expenditures as reported in the Amended FY17/18 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/603 (8) Using actual 2017/2018 revenues/expenditures, and amended 18/19 and adopted 19/20 as reported in the Amended FY18/19 & 19/20 budget: https://cityofypsilanti.com/ArchiveCenter/ViewFile/Item/603									

Figure 2.2: Budget

The Department of Public Services 2019-2020 budget shows expenses that significantly outstrip revenue for both Maintenance and Special Events. Maintenance Revenue includes some revenue for minor capital expenditures, such as CDBG funds for play equipment replacement, that falls below the capital expenditure threshold. The 18/19 Maintenance Expenditure budget of \$394,052 reflects an additional \$125,000 that was allocated from a portion of refund to the City's General Fund from a County-wide Public Safety and Mental Health Millage. An additional \$125,000 is budgeted in 19/20, but not guaranteed in 20/21 and beyond. The 2003 Parks & Recreation Master Plan was the last plan completed while the City had a Recreation Department and provided some programming; the total for Maintenance and Recreation Administration listed for FY03/04 was \$740,109; maintenance alone was \$222,778.

The City does not fund recreation programming. Programming is provided through the efforts of nonprofits, educational institutions, volunteers, or other partners, often coordinated by staff or the PRC. Capital improvements and significant repair or maintenance work are undertaken as specific funding, such as grants, can be obtained for them.

CURRENT FUNDING SOURCES

The primary source of funding for parks and recreation maintenance is the City's general fund. As the City of Ypsilanti's budget has tightened over the past decades, general fund expenditures on recreation improvements, operations, and maintenance have been significantly reduced; programming has been eliminated. While alternative funding has been found for some improvements, via grants and partnerships, none of these are dedicated, consistent, or guaranteed funding sources.

General Fund

The General Fund supports parks maintenance, which includes mowing the grass, collecting trash, repairing benches, and removing broken items such as benches beyond repair, playground equipment, and fallen trees or limbs. It does not support capital improvements, renovations, or replacements for broken park items. Such activities are usually funded by one-time grants or private fundraising. In 18/19 and 19/20, the City allocated \$125,000 per year from a refund of a County-wide millage to address deferred maintenance issues. Although this is an eight-year millage, this is not a guaranteed funding stream for the parks.

User Fees

Some recreational activities lend themselves well to support through user fees, such as regular programming, facility use, and special events. The City does not provide recreation programming, and its facilities, such as the Rutherford Pool and Parkridge Community Center, are managed by partners. However, the City does have a Special Events program through which people can reserve the parks, pavilions, fields, and courts for everything from small family reunions to large, regional, multi-day festivals. The fees for park reservations vary depending upon the scale of the event and additional services requested or required. There are currently no rate reductions available for this program, however, celebrants of golden wedding anniversaries or 90th or more birthdays are eligible for a fee waiver if those individuals have been residents of the city for at least ten years (§78-121).

Private Donations and Grants

Businesses, corporations, private clubs, community organizations, and individuals have contributed to parks, recreation, and other improvement programs. A number of projects, ranging from the annual spring community clean-up day to the River's Edge Trail construction, have been funded in whole or in part by donations or grants made either directly to the City or to its volunteer organizations. The Friends groups attached to various facilities often are supported in this way, and a number of one-time projects and capital improvements have been completed through grant funding.

State and Federal Grants and Funding Sources

The City has been awarded several grants administered by the Michigan Department of Natural Resources over the years. The City has been the recipient of Michigan Natural Resources Trust Fund grants, Land & Water Conservation Fund grants, Recreation Bond Fund grants, and an Iron Belle Trail Mini-grant. The City has also received grant funds administered by the State Historic Preservation Office for projects such as the Riverside Arts Center renovation and the Freighthouse renovation.

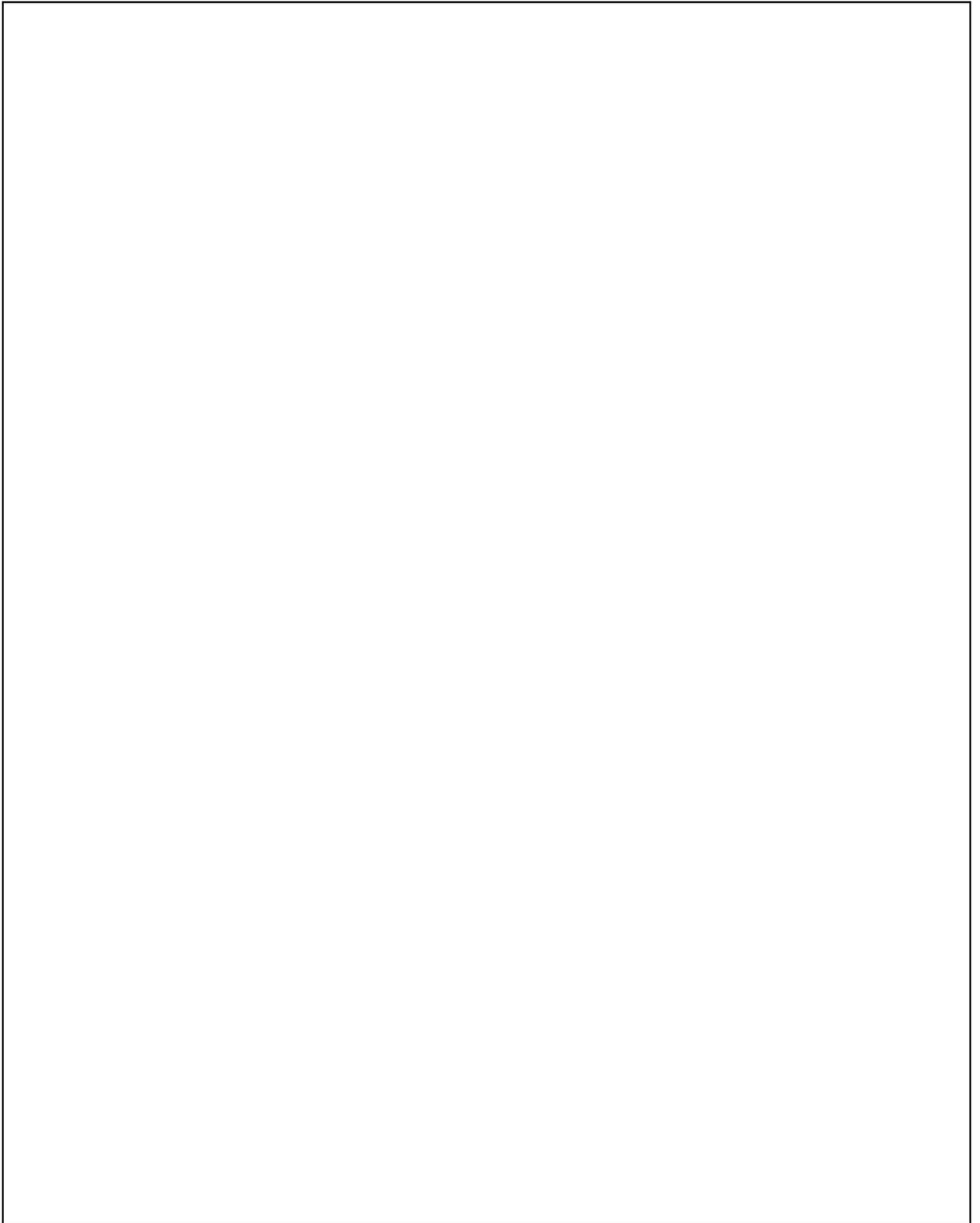
In the past five years, Ypsilanti has used Community Development Block Grant (CDBG) funds for replacement play equipment in its tot lots as well as extensive sidewalk ramp updates. Other federal funding sources have been used for recreation and natural areas purposes, such as Congestion Mitigation and Air Quality (CMAQ) and Great Lakes Restoration Initiatives (GLRI) funds for bicycle lane installation and reforestation initiatives, respectively.

DNR Recreation Grant Inventory

Ypsilanti has received several DNR recreation grants for park development, listed in Figure 2.3, below. These grants come from the Land and Water Conservation Fund (26), Michigan Natural Resources Trust Fund (TF), and the 1988 Recreation Bond Fund (BF). Site inspection reports for each grant-assisted area can be found in [Appendix A](#).

Figure 2.3: Past grants received from the State of Michigan Department of Natural Resources

Grant	Park Name	Type	Status	Amount	Scope
26-01802 2018	Rutherford Pool Bathhouse Renovation	Development	In Progress	\$300,000	Renovate bathhouse.
TF12-120 2012	River's Edge Linear Park and Trail	Development	Closed	\$300,000	Construct trail, river overlook, fishing pier.
TF11-120 2011	Ypsilanti Heritage Bridge	Development	Closed	\$289,400	Build a bridge across the Huron River to connect the Water Street Redevelopment Area to Riverside Park.
TF11-083 2011	Rutherford Pool Renovation	Development	Closed, 2014	\$300,000	Demolish and rebuild pool and deck of the Rutherford Pool.
TF05-054 2005	Riverside Park Capital Improvement Program	Development	Closed, 2011	\$80,300	Lighting and electrical Gazebo construction Landscaping
BF93-352 1993	Prospect Park Improvement	Development	Closed, 1999	\$250,000	Play structures / equipment Court renovations Luna Lake renovations Softball field renovations Parking lot improvements Park structure renovation Landscape / earthwork General construction
26-01542 1993	Rutherford Municipal Pool	Development	Closed, 1999	\$159,850	Pool repairs Site upgrades Facilities building repairs
BF91-383 1991	Parkridge Park Renovation	Development	Closed, 1999	\$279,000	Ballfield, path, flag pole, play equipment, tennis & basketball courts, lighting.
26-01393 1985	Peninsular Park	Acquisition / Development	Closed, 1992	\$100,000	Shelter construction Parking lot construction Septic system Lighting
26-01269 1983	Frog Island Park Development	Development	Closed, 1990	\$68,901	Lighting Amphitheater construction Bike/walk path Tridge
26-01243 1981	Riverside Park Phases I & II	Development	Closed, 1985	\$98,250	Utility relocation Walking path Dock Landscaping
26-01060 Y2 1978	Parkridge Park	Development	Closed	\$28,000	Softball fields, landscaping, picnic area, tot lot.
26-00393 1972	Ypsilanti Swimming Pool	Development	Closed, 1977	\$150,000	Construct outdoor pool & bathhouse



Chapter 3: Parks and Recreation Facilities

The City's park, recreation, and open space inventory includes City-owned parks and recreational facilities. In addition to City-owned parks and open space, Ypsilanti residents have access to parks and facilities owned by the Ypsilanti Community Schools, Eastern Michigan University, neighboring townships, and Washtenaw County Parks and Recreation. Some of these facilities are located within the City's boundaries; others are located throughout Washtenaw County. Non-City-owned park and recreational resources accessible to the greater Ypsilanti community are important to understanding the extent of park and recreational opportunities for residents; therefore, they are listed as separate inventories within this chapter.

CITY PARKS AND RECREATION FACILITIES

The City of Ypsilanti owns or controls 95 acres of parkland in 15 parks and four facilities, for a total of about 4.75 acres of parkland per 1,000 residents. When including Eastern Michigan University's open space, that number jumps to almost 20 acres per 1,000 residents. The National Park and Recreation Association standard for park acreage is approximately 10 acres per 1,000 people; by way of local comparison, Ann Arbor has approximately 18 acres of City parkland for 1,000 people. Map 3.1 shows the City's parks and recreation facilities. Figure 3.1 identifies an inventory of recreation facilities and amenities currently available at those locations. Map 3.2 identifies the parks "coverage," those portions of the City that are within one-eighth, one-fourth, and one-half of a mile of a park. This can help determine which neighborhoods have the best access to parks; where accessibility, walkability, and bikability could be improved; and, when read in concert with Census data, help determine where new facilities could be placed.

Although national standards can be helpful in developing new parks and facilities, Ypsilanti is largely built-out, so community interests and needs will take a higher priority than national standards, and extensive parkland acquisition is unlikely. This inventory, however, can be helpful in understanding what is currently available within the community.

Park classifications as used in this plan are as follows: **Community**, where the draw for these parks or facilities regularly includes visitors from throughout the whole City as well as from outside it; **Neighborhood**, where the draw is primarily from surrounding neighborhoods within an approximate one-mile radius; **mini-parks or tot lots**, which draw primarily from areas within walking distance; and **connectors/trails**.

A thorough Americans with Disabilities Act (ADA) compliance assessment of the City's park system was conducted in 2002, and can be found in the 2003, 2008, and 2014 Parks & Recreation Master Plans' appendices. The grading scale for accessibility used in this document draws from that inventory and updates it based on projects that have occurred since. Any future capital improvement planning or projects must address accessibility issues.

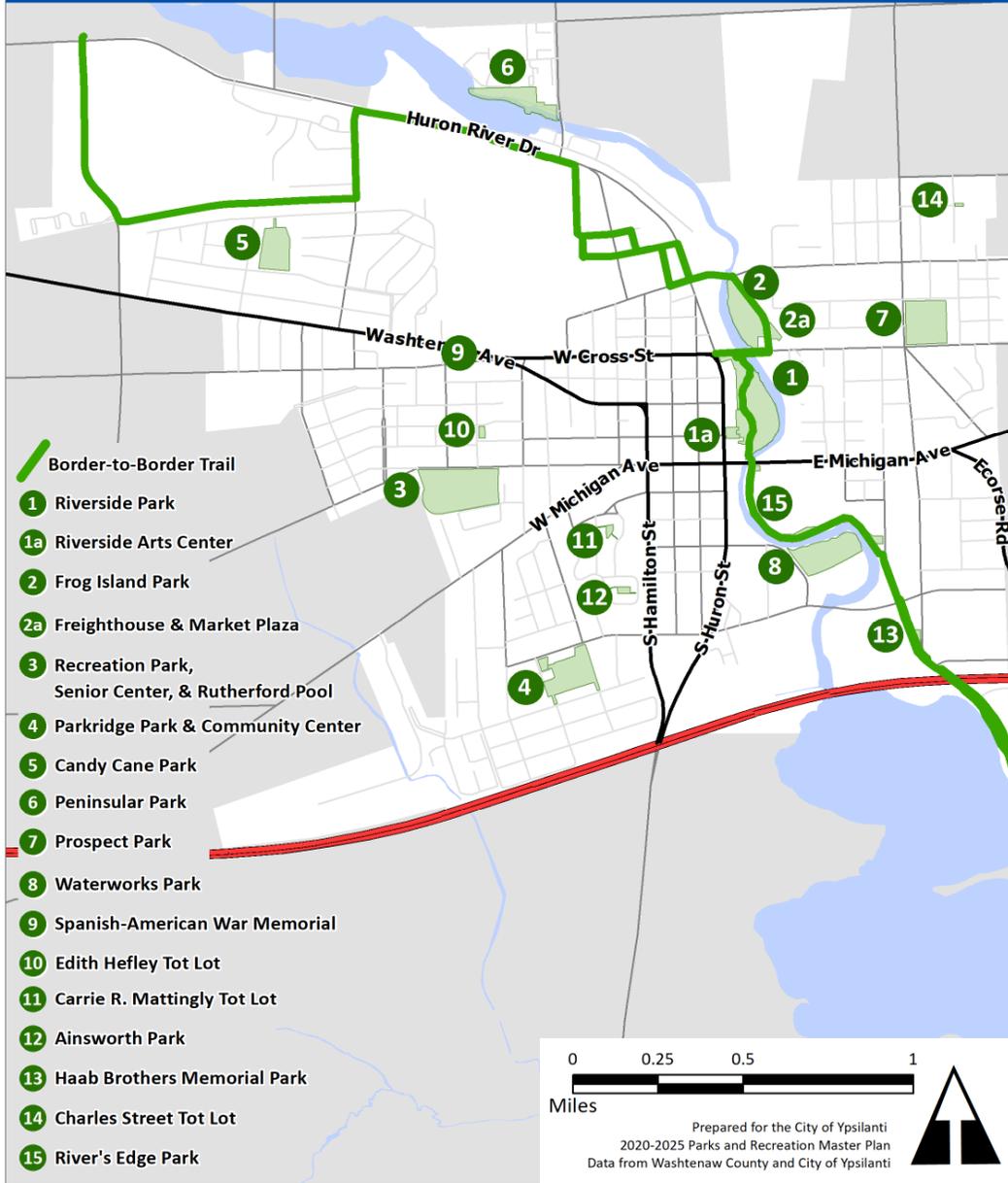
This inventory was constructed using past plans, as well as site visits conducted throughout 2018, 2019, and 2020 by both Parks & Recreation Commissioners and staff.

ADA Accessibility Scale

- 1 - None of the site elements meet 2010 ADA Standards for Accessible Design.
- 2 - Some of the site elements meet 2010 ADA Standards for Accessible Design.
- 3 - Most of the site elements meet 2010 ADA Standards for Accessible Design.
- 4 - The entire facility/park meets 2010 ADA Standards for Accessible Design.
- 5 - The entire facility/park meets the principles of universal design.

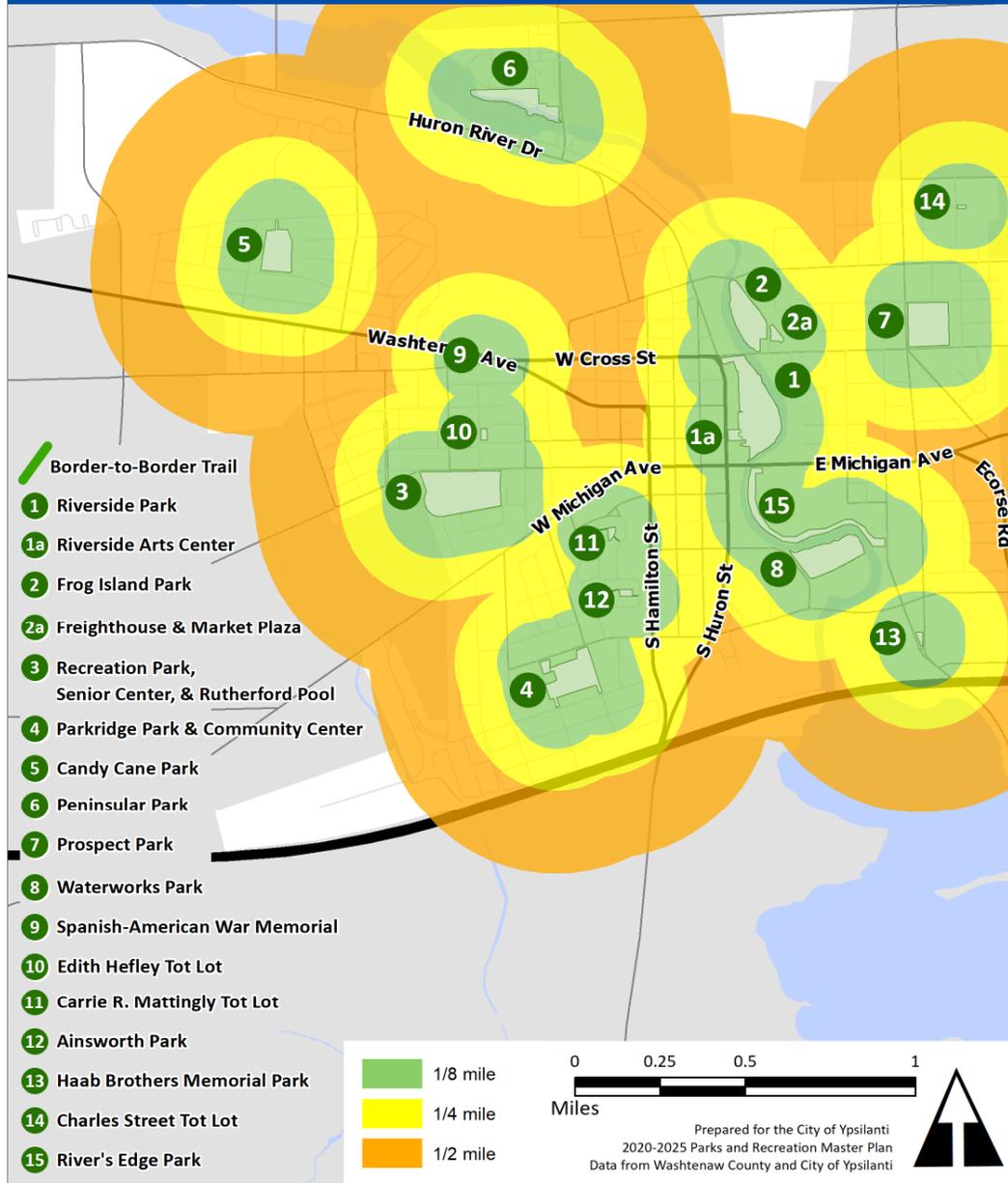
City Parks and Recreation Facilities

map 3.1



Distance From Parks

map 3.2



COMMUNITY PARKS AND FACILITIES

Ypsilanti has four parks and five facilities classified as community-wide assets, hosting events and facilities that draw their audience from the entire city and surrounding area. These parks generally offer active and passive recreation activities and are large relative to other Ypsilanti parks. Car and bike parking is available on-site, but access can be from a variety of modes. They contain larger-scale or unique amenities such as fields for soccer, football, or baseball; tracks or trails; a swimming pool; or community gathering and event spaces. Community parks also contain the everyday amenities found in smaller parks, such as play and picnic areas, and can see regular daily use by the immediate neighborhood; several have river access. Within Ypsilanti, Riverside Park, Frog Island Park, and Recreation Park have the strongest community-wide draw. Several facilities also draw on the entire community for their audiences, including the Senior Center, Rutherford Pool, Parkridge Community Center, Freighthouse, and Market Plaza. Parkridge Park and Recreation Park, although smaller, are in this category due to their unique assets.



1 Riverside Park

Riverside Park has a long history in Ypsilanti. The parcels that make up the park were acquired by the City from the early 1900s to the 1990s, as a result of recommendations from the Olmsted Brothers landscape design firm, who also wrote the first development plan for the park. It was originally known as Quirk Park, after the original owners, or colloquially as “the river flats,” but today is simply Riverside. It currently serves as a nonmotorized transportation link locally between downtown and Depot Town, and regionally as part of the Border to Border & Iron Belle trail network. It also serves as outdoor recreation space for adjacent neighborhoods and is the City’s primary outdoor event and gathering space, and the gazebo and dock by the river are together a popular site for weddings. The Liz Dahl MacGregor Playground, completed in 2018 with grant aid from Washtenaw County, is the first accessible playground in the City and has been extremely popular with residents and visitors alike. The Ypsilanti Heritage Bridge, constructed in 2015 with grant aid from the Michigan DNR, is not only the only accessible pedestrian entrance into the park, but also has become an iconic and photogenic part of

Riverside Park At A Glance

- 17 acres
- Known for the Huron River, paved paths, events space, the Tridge, and the Heritage Bridge
- Accessibility ranking: 2
- Owned and operated by the City
- Adjacent to Huron River, downtown, Depot Town, and US-12
- Part of Border-to-Border Trail, which is part of the Iron Belle Trail
- Prioritized projects include stormwater control, accessibility upgrades, and completion of deferred maintenance projects.

Ypsilanti's downtown. The park hosts major annual regional events, such as the Brewer's Guild of Michigan Summer Beer Festival; car and motorcycle shows such as the Orphan Car Show; and kicks off run/walk events, such as the Color Run.

As a result of the 2008 - 2010 partnership with the Depot Town CDC, Frog Island Park and Riverside Park have had extensive charette-driven development plans created. The recommendations for Riverside Park aim to enhance its role both as a recreation resource for residents and as a versatile setting for community events. Appendix B contains further detail on each of these items, as well as the full conceptual site plans. With the construction of the accessible Liz Dahl MacGregor Playground in late 2018 and the Ypsilanti Heritage Bridge in 2015 changing the landscape of the park, this development plan remains a vision and inspiration.



In 2009, work was completed on Natural Resources Trust Fund grant-funded improvements to the park, including lighting and electrical systems upgrades and construction of a gazebo on the existing dock, which itself had been constructed as part of a 1981 DNR Land & Water Conservation Fund grant (LWCF). In 2015, a pedestrian bridge connection from the

south side of Riverside Park across the river to the north side of Michigan Ave was constructed, courtesy of a 2011 Natural Resources Trust Fund Grant, with match generously provided by the Washtenaw County Parks and Recreation Commission. This enables pedestrians to cross from Riverside Park, across Michigan Ave via a HAWK crossing, and onwards to the River's Edge Linear Park and Trail. This is the only entrance that is ADA-accessible without a motor vehicle, and also increases the park's visibility from US-12. This bridge complements the pedestrian bridge known as the Tridge on the north side of the park, linking it to Frog Island. Also in 2015, the HRWC placed a rock vane in the river adjacent to the dock, as part of a larger project that also included felling and anchoring trees at the riverbank to improve fish habitat. In December 2018, the Liz Dahl MacGregor Playground was completed, following three years of fundraising effort by a dedicated group of residents, including Liz Dahl MacGregor, who passed away suddenly in June 2018. This is the City's only accessible playground, and hopefully the first of several.

During this plan's public engagement, people remarked that they particularly enjoyed Riverside's connection to the river, its peacefulness, and the trees, as well as the sledding in winter. Many also remarked that the park needed better stormwater control and bank

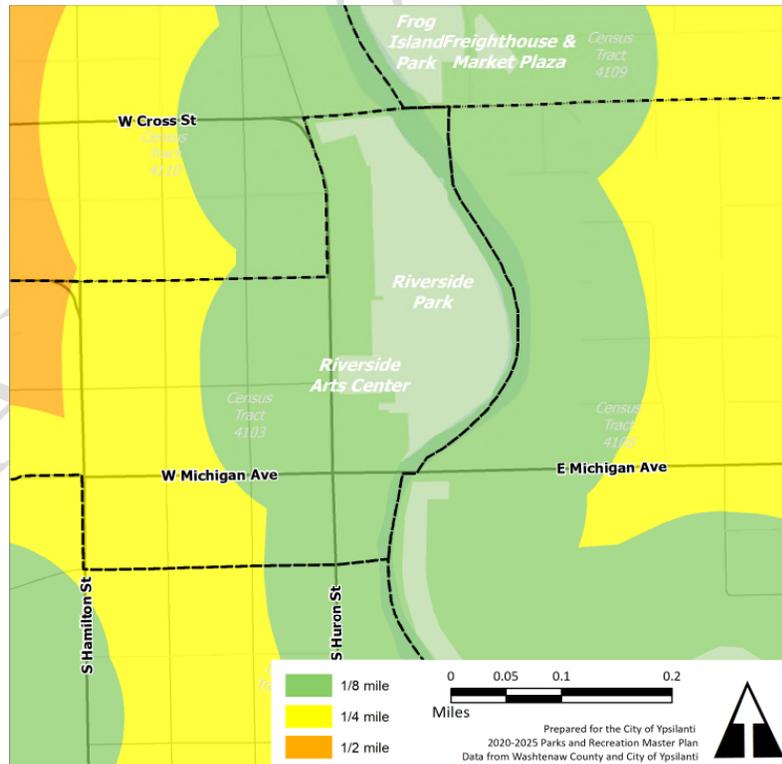




stabilization, trail repair, restrooms, and maintenance, including dog waste bag stations, as well as additional seating. In particular need of maintenance and consideration were the steps to the Riverside Arts Center (RAC), which were seen as unsafe due to their seclusion, lack of lighting, and lack of visibility from the RAC at the top. There was also concern expressed regarding the age of the trees, and a desire to plant more.

Riverside Park is within Census Tract 4103, adjacent to tracts 4110 and 4108, and is within 1/8 mile of Census Tracts 4109 and 4107. 4110 and 4103 in particular have a high population

density, due in part to their proximity to EMU, downtown, and a dense existing housing stock. The median age in 4110 & 4103 is less than 25 years; but 4107, 4108, and 4109 have a higher median age with 4107 the eldest. Between 40 and 65% of the minors in 4108 live in poverty, and between 12 and 23% of the minors in 4107 & 4109 live in poverty. Overall poverty levels in tracts 4103, 4107, and 4108 are between 23-33%. In tract 4103 & 4110 fewer than 8% of residents have a disability; east of the park, between 9-12% of the population has a disability. Availability, affordability, and accessibility should be prioritized concerns here for long-term improvements.



Priority Projects

- Install signage at Riverside Arts Center entrance to the park, and work with the DDA and RAC to redesign the plaza to improve visibility.
- Provide barrier-free access at north and west entrances.
- Link pavilion and gazebo to trails.
- Provide additional barrier-free spaces in parking areas.
- Address ongoing stormwater issues.
- When reconstructing trails, bring to current barrier-free standards.
- Investigate slope stabilization plantings to prevent riverbank and hillside erosion.
- Plant new trees to keep up with the attrition of older trees.
- Install small signs or notices advertising the reservation system at reservable areas, such as the gazebo and pavilion.
- Provide lighting under pavilion and gazebo.
- Provide accessible public drinking fountain.
- Provide accessible public toileting facilities.
- Provide additional seating opportunities.

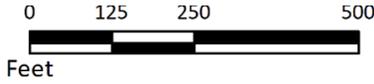


Riverside Park

map 3.3



- Path/Sidewalk
- Future Path
- Park
- Easement
- Entrance
- Parking
- Structure



Prepared for the City of Ypsilanti
2020-2025 Parks and Recreation Master Plan
Data from Washtenaw County and City of Ypsilanti

1a Riverside Arts Center

The Riverside Arts Center (RAC) is owned by the Ypsilanti Downtown Development Authority (YDDA) and operated by the Riverside Arts Center nonprofit under a lease that concludes in March 2021. The YDDA purchased and renovated this former Masonic Temple in the early 1990s, with grant aid from a number of organizations including the Michigan State Historic Preservation Office and the Michigan Economic Development Corporation, to provide not only a local public art facility, but also a west link into Riverside Park. The RAC is connected to the park via a landscaped plaza and terraced stairway, providing access from North Huron Street. The Riverside Arts Center is a 501(c)(3) group that operates the center, providing exhibit, studio, and reception space for artists and art cultural organizations. The City neither owns nor controls this facility, but it is an important part of the cultural and recreational landscape of the City.



2 Frog Island Park

Frog Island is another park with extensive history located along the Huron River, and envisioned by the Olmsted Brothers in 1905 as a public greenspace. Originally a true island, bordered on the east by a millrace and used by a neighboring mill for storage, it was acquired and used by the Ypsilanti High School from 1933 to 1975 as their sports field, having tennis courts, a football field, and a track. The City acquired it in 1975, and with assistance from a DNR LWCF grant in 1983, built the amphitheater, pathway, and the three-terminus bridge known as the Tridge. The millrace was culverted and the channel filled with concrete debris sometime before 1980. In 2007, a neighborhood group established the Frog Island Community Garden at the north end of the park.

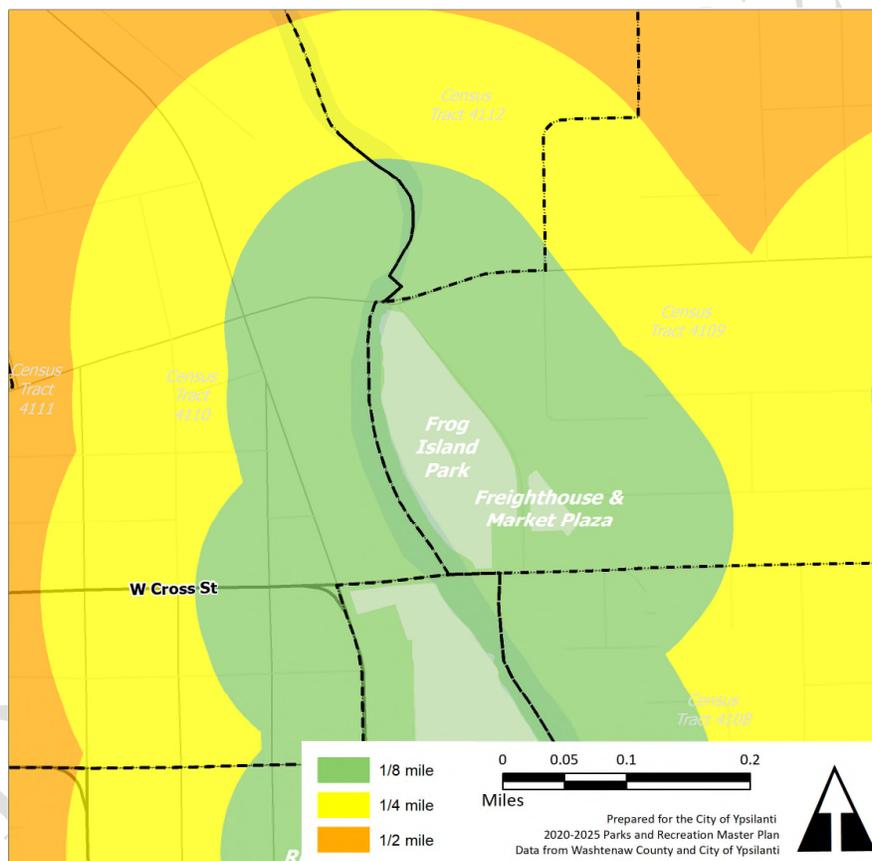
Frog Island hosts more sports uses than Riverside, in addition to serving as an overflow area for events occurring in Riverside. At the north end of the park is a set of steps and unpaved path leading down to the Huron River and a canoe/kayak takeout adopted by the Huron River Watershed Council, as well as the aforementioned community garden. The soccer field and running track in the center of the park are well-used, with organized groups or pick-up games on most days with good weather. The running track in particular is unique to the area due to its “cinder” surfacing and true quarter-mile length. The amphitheater at the southern end of the park is underutilized despite having electrical power available by reservation, but has the potential to host events. A paved path runs the length of the park along the berm that separates the park from the Huron; this path and the berm are scheduled to be reconstructed, and lighting installed, in early 2020 with assistance from the Washtenaw County Parks and Recreation

Frog Island At A Glance

- 5 acres
- Known for its sports field and track, the Tridge, canoe/kayak launch, community garden and amphitheater
- Accessibility ranking: 2
- Owned and operated by the City
- Adjacent to Huron River and Depot Town; shares parking with Freighthouse and Market Plaza
- Part of Border-to-Border Trail
- Prioritized projects include stormwater control, accessibility and entryway improvements, and trail reconstruction.

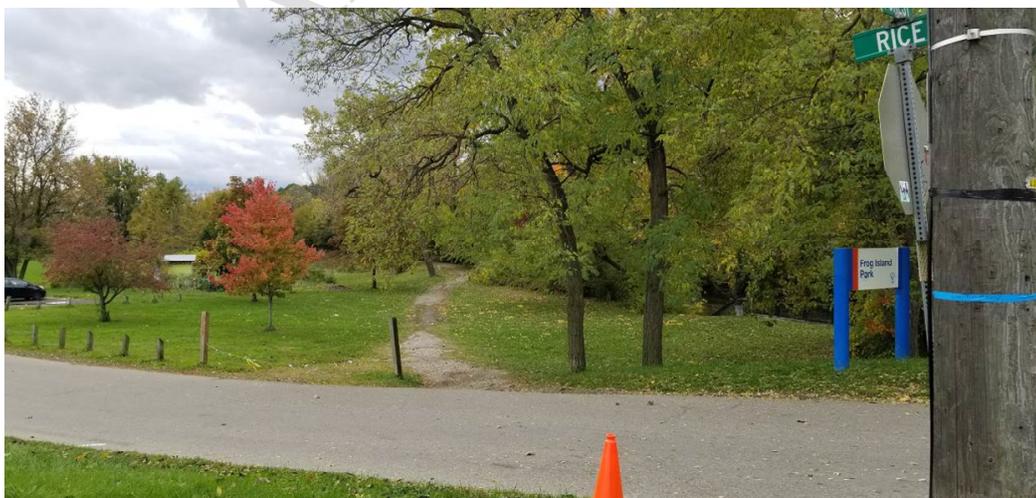
Commission. As part of this project, a trailhead and accessible connection to Forest will be constructed at the north end of the park. At the far south end of the park, Frog Island is connected to Riverside via the Tridge, and to Depot Town through both a paved path leading to a parking area and a small concrete bridge, originally constructed by the Works Progress Administration (WPA). The Recycling Center, located near the east entrance of the park, presented a grant conversion issue and was demolished in 2018.

Demographics in the neighborhoods surrounding Frog Island are substantially similar to those surrounding Riverside. Frog Island is slightly further away from Census Tract 4107, however, and closer to Census Tract 4112. Tract 4112 has a relatively high population density, a low median age, high poverty levels both overall and for minors, and a disability rate of 23-33%.



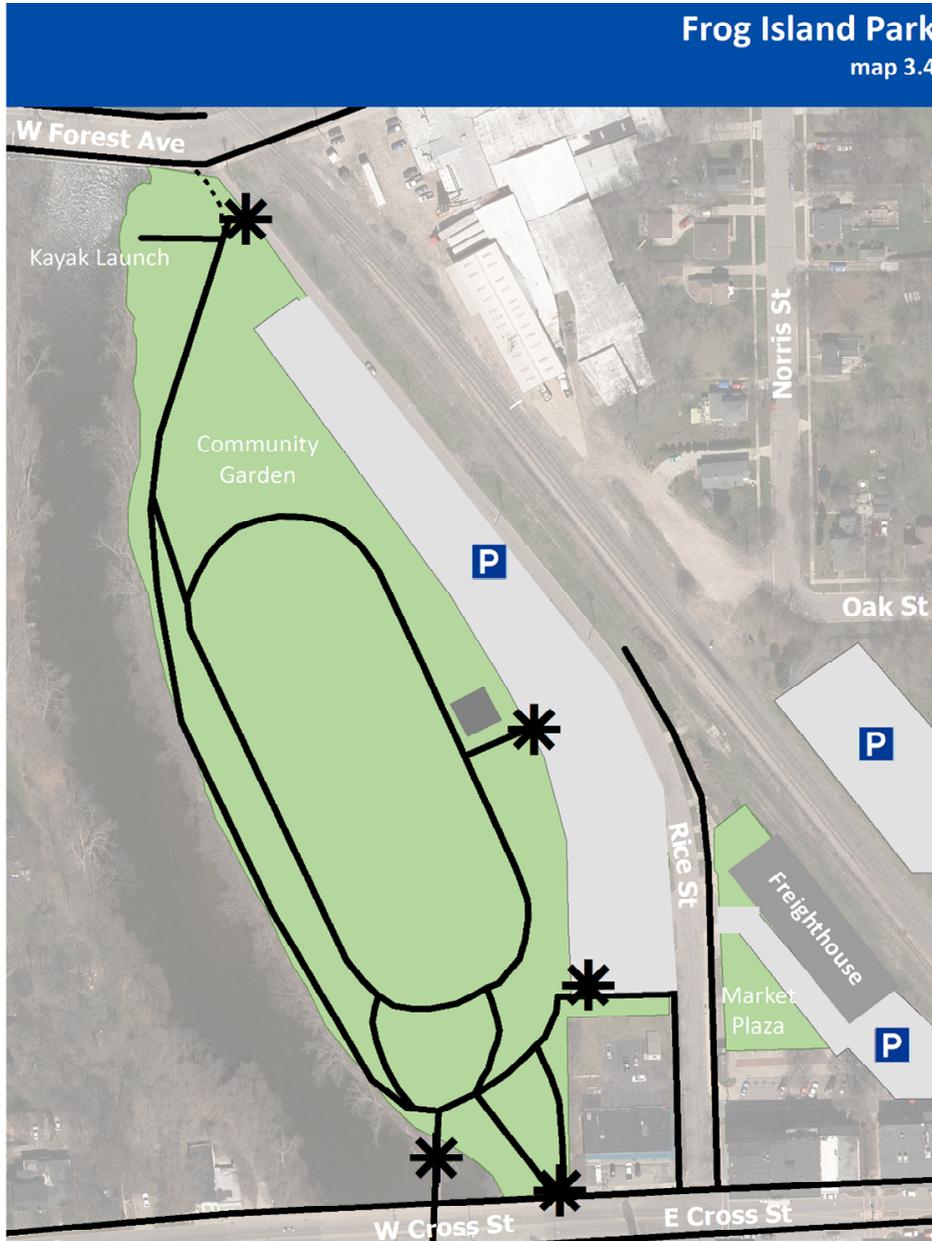
Priority projects:

- Provide signage at center parking lot entrance.
- When reconstructing the parking area, consider a pedestrian pathway along the east side of the park or parking area for neighborhood connectivity. Construct pedestrian crossing from Frog Island parking to Freighthouse at Market Street.
- Provide barrier-free access at north, east (center) and south entrances.
- Install small signs or notices advertising the reservation system at reservable areas, such as Market Plaza and the amphitheater.
- Work with Friends groups, volunteers, and regular event-holders to help ensure the ongoing maintenance of facilities such as the Freighthouse and community garden areas.
- Address ongoing stormwater issues.
- Provide lighting at entrances and along paths.
- Resurface cinder walking/running track.
- Create standards for amplified sound to ensure compatibility with surrounding neighborhoods.
- Pursue slope stabilization plantings to prevent erosion of riverbank.



Frog Island Park

map 3.4



Path/Sidewalk	Entrance	0	125	250	500
Future Path	Parking	Feet			
Park	Structure				
Easement					

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Data from Washtenaw County and City of Ypsilanti



2a Freighthouse and Market Plaza

The Michigan Central Railroad (MCRR) came to Ypsilanti in 1838, spurring the area economy. The Freighthouse, built in 1878, increased the freight-handling capacity of the MCRR's Ypsilanti station. The City acquired the building in 1979 and opened it as a community center and farmers' market the following year. Due to deferred maintenance, however, it was closed in 2004. The nonprofit Friends of the Ypsilanti Freighthouse (FOYF) worked diligently with the City since its closure to raise funds to restore and re-open it; the Freighthouse was once more open to the public in mid-2017. The City's current MOU with the FOYF expires in October of 2020.

The Market Plaza, a paved open space owned and operated by the City, lies between the Freighthouse and the southern parking area for Frog Island Park; it is used for the seasonal outdoor Depot Town Farmers' Market and other civic events. The Plaza contains a decorative caboose, owned by the Depot Town Association.



3 Recreation Park

Recreation Park, known as the Ypsilanti Fairgrounds until approximately 1905 and used by the Normal College (now Eastern Michigan University) in the early 1900s as their track & field facility, today serves a wide array of recreational purposes. Recreation Park houses play equipment, two ballfields, an unimproved walking path, the outdoor Rutherford Pool, a basketball court, a picnic pavilion, the Senior Center, and a community garden. Located next to the former Chappelle Elementary School, it also adjoins a school playground.

Recreation Park's mix of facilities and activities is popular throughout the community and for a broad range of ages. The Senior Center attracts users from both the City and the neighboring townships, and the Rutherford Pool has an even wider service area, being one of the few public swimming pools on the east side of Washtenaw County. The two ballfields are heavily used in the spring and early summer by participants in the Ypsilanti American Little League, which serves western Ypsilanti and eastern Ann Arbor, including parts of Ypsilanti and Pittsfield Townships. The park is surrounded by residential neighborhoods with many children, and is within walking distance of daycares, Washtenaw International High School & Middle Academy, Estabrook Elementary School, and Ypsilanti High School. The current tenants of the

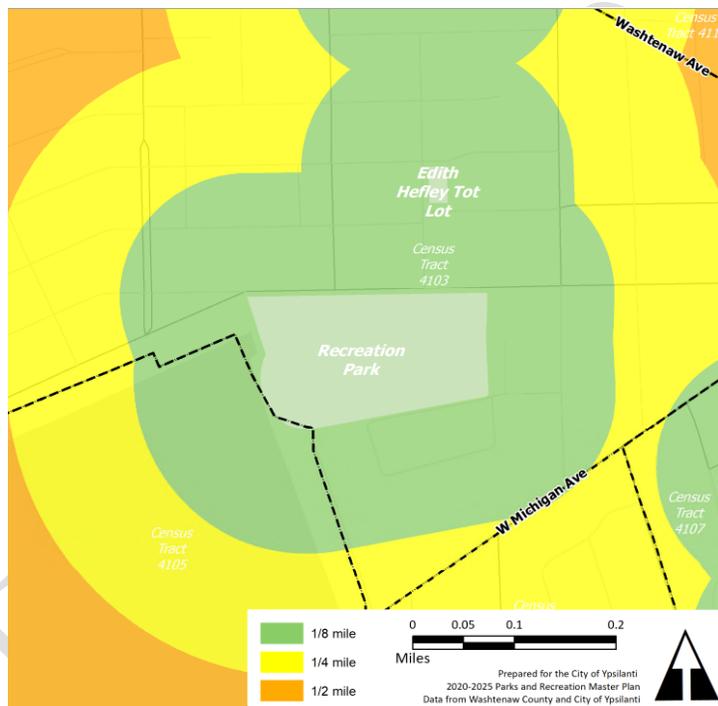
Recreation Park At A Glance

- 17.3 acres
- Known for Rutherford Pool and the Senior Center, as well as its ballfields
- Accessibility ranking: 2
- Owned and operated by the City; Rutherford Pool and Senior Center operated by Friends groups
- Within walking distance of downtown, located within a residential neighborhood
- Prioritized projects include accessibility and entryway improvements as well as completion of deferred maintenance projects.

Chappelle school building consist of several daycare and nonprofit facilities; they do not currently use the park in their programming.

Due to Recreation Park's broad appeal, stakeholders have suggested that it be prioritized for accessibility updates, including a paved trail, and further expressed a desire to pursue intergenerational play opportunities. Stormwater control, dog waste, and tree succession issues were also brought up frequently in both surveys and during visioning sessions. The Little League has expressed interest in pursuing further playing field improvements, including reconfiguring and adding a field.

Recreation Park is located within Census Tract 4103, and is quite close to Census Tracts 4110 and 4106 within the City, and 4105 within Ypsilanti Township. Tract 4103 has a relatively high population density, a median age in the low twenties, and low disability rates. The tract has a relatively high percentage of minors in poverty (12-23%) and overall residents in poverty (23-33%). Tracts to the south, 4107 and 4106, have significantly higher rates of poverty and disability.



Priority Projects:

- Provide barrier-free walking path surfacing and improve connections to sidewalks.
- Improve barrier-free parking spaces near facilities, such as playgrounds, Senior Center, and the Rutherford Pool.
- Upgrade play area and surfacing to barrier-free standards at the end of the current play equipment's lifecycle.
- Provide lighting under pavilions, at entrances, and along paths.
- Resurface basketball courts; evaluate possibility of installing tennis courts.
- Work to improve stormwater drainage, particularly in the open fields to the south of the Rutherford Pool and baseball fields.
- Add picnic benches and dog waste stations.
- Pursue opportunities for intergenerational play.
- Work with the Little League to continue to provide opportunities for youth baseball, including but not limited to maintaining and improving the ballfields.
- Work with the Senior Center to continue to provide programming and support for area seniors.

Rutherford Municipal Pool

The Rutherford Municipal Pool was built in 1972 with a Land and Water Conservation Fund grant. The bathhouse underwent minor renovations in 1993 with the aid of another Land and Water Conservation Fund Grant, and the pool itself was reconstructed in 2013 thanks to a 2011 Natural Resources Trust Fund Grant and significant fundraising done by the Friends of the Rutherford Pool (FORP), reopening in May 2014. The bathhouse, however, was still in need of significant repair; the City and the FORP have been awarded an additional LWCF grant for its reconstruction, which began at the close of the 2019 season. It is anticipated to re-open in 2020. FORP will continue to provide for utilities, maintenance, staffing, and other costs through pool fees and additional fundraising, under the terms of the 2012 MOU.

The pool has hosted open swimming, lap swimming, swim lessons, CPR and lifeguard training, water aerobics, water polo, and could be rented for activities ranging from birthday parties to fundraisers. Upon reopening, it shall resume these offerings. A fee is charged for admission; discounted rates are available for season passes, punch cards, and for those who meet income guidelines, as well as a limited number of full scholarships. The accessibility rating for the pool is significantly higher than that of the park as a whole; the current renovations have been planned with Universal Design standards in mind.

Senior Center

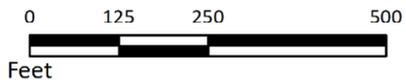
Originally built as a Girl Scout house, the Senior Center has been an integral part of the City for many years. It was expanded from its original footprint approximately 50 years ago, at the time it became the Senior Center. Run by the City for many years until the dissolution of the City's recreation department, the volunteer-led Friends of the Senior Center formed in 2003 to operate the Center. They provide for operating costs through fundraising, and help to oversee staffing, allowing the Center to be open daily for fitness activities, crafts, cooking classes, meals, and social events. The Senior Center also provides hot lunches to area senior citizens through Washtenaw County's Department of Human Services. A fee is charged for admission to some events and for rental of the facility. The Center hosts meetings and events for various neighborhood and community groups. As the area population ages, the Senior Center is working to expand its offerings, and has expressed interest in renovations or additions to the facility. The Friends recently incorporated as a 501(c)3.

Recreation Park

map 3.5



- Path/Sidewalk
- Unpaved Path
- Park
- Easement
- Entrance
- Parking
- Structure



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4 Parkridge Park

Adjacent to over 300 units of affordable housing controlled by the Ypsilanti Housing Commission, the pre-school to first grade Perry Early Learning Center, the Parkridge Community Center, and near the intersection of Huron Street and I-94 (and planned bike lanes and nonmotorized crossing), this park has a wide potential user base. It contains basketball and tennis courts, a softball field, jogging and walking track, playground equipment, an educational garden, and a picnic pavilion.

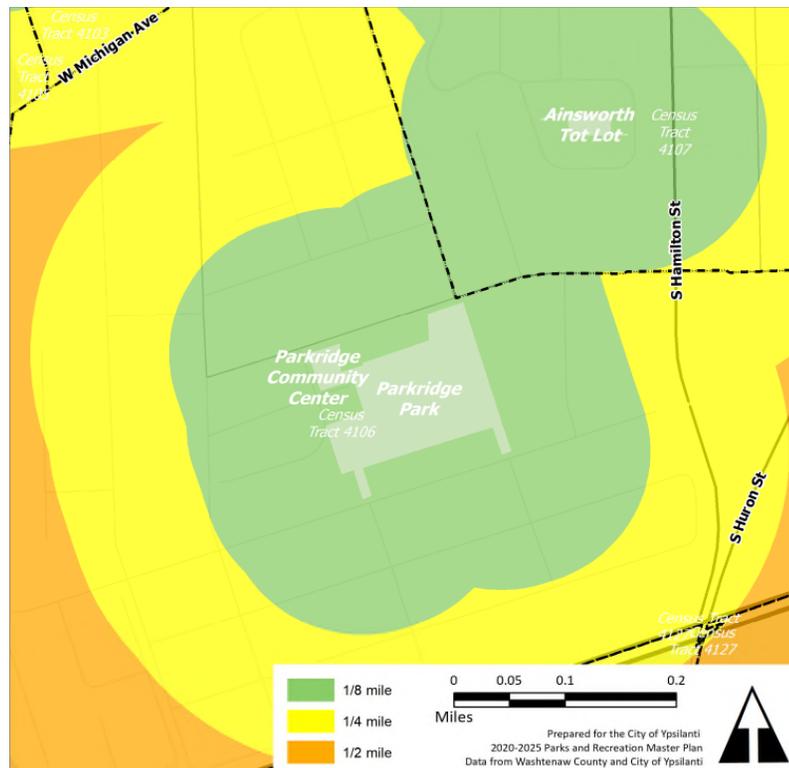
Perry ELC borders the park directly to the east, and some facilities- such as parking, a small “tot lot” playground, community garden, and paths, are freely accessible to the public and appear part of the park, but were installed by YCS, who currently maintains those grounds. West of there- with the easternmost north-south pathway being the approximate boundary line- ownership is clearly the City’s. On paper, however, records are less clear, and put the boundary further west. The City and YCS are currently working together to ensure boundaries and responsibilities are clear going forward.

Although relatively few survey respondents identified Parkridge as their primary park, this is likely a product of low response rates from that neighborhood rather than a lack of use. The area immediately around Parkridge ranks highly in demographic demand factors, including total number of residents, concentration of children, seniors, children in poverty, households without access to a car, and residents with disabilities; limited access to other parks is also a concern.

Parkridge Park At A Glance

- 11.7 acres
- Known for Parkridge Community Center, playground area, basketball courts, and picnic pavilion.
- Accessibility ranking: 2
- Owned by the City and Ypsilanti Community Schools; YCS portions leased to and operated by the City; Parkridge Community Center is owned by the City and operated by Washtenaw County Community College with advising from the Parkridge Advisory Board.
- Less than a mile walk to downtown, located within a residential neighborhood, near I-94 access
- Prioritized projects include accessibility and entryway improvements as well as completion of deferred maintenance projects.

During site visits, we found significantly more use of Parkridge than other parks; there were consistently other users in the park no matter the time of day or day of week. This heavy use, demographic indicators, and location demonstrate that maintenance of Parkridge's existing facilities should be a high priority for the City, and that development of any new facilities or significant changes to existing facilities should be done with public input. Emblematic of this need for public input is the disused sand volleyball court, which was installed with grant aid.



Aware of the need for public input, the City has been working with Washtenaw County Office of Community & Economic Development to identify community priorities for expenditure of CDBG program income in the neighborhood surrounding Parkridge. Community conversations regarding the project have concluded, and plans to replace the current small and inaccessible play equipment with a more expansive accessible play equipment set are underway.

Priority Projects:

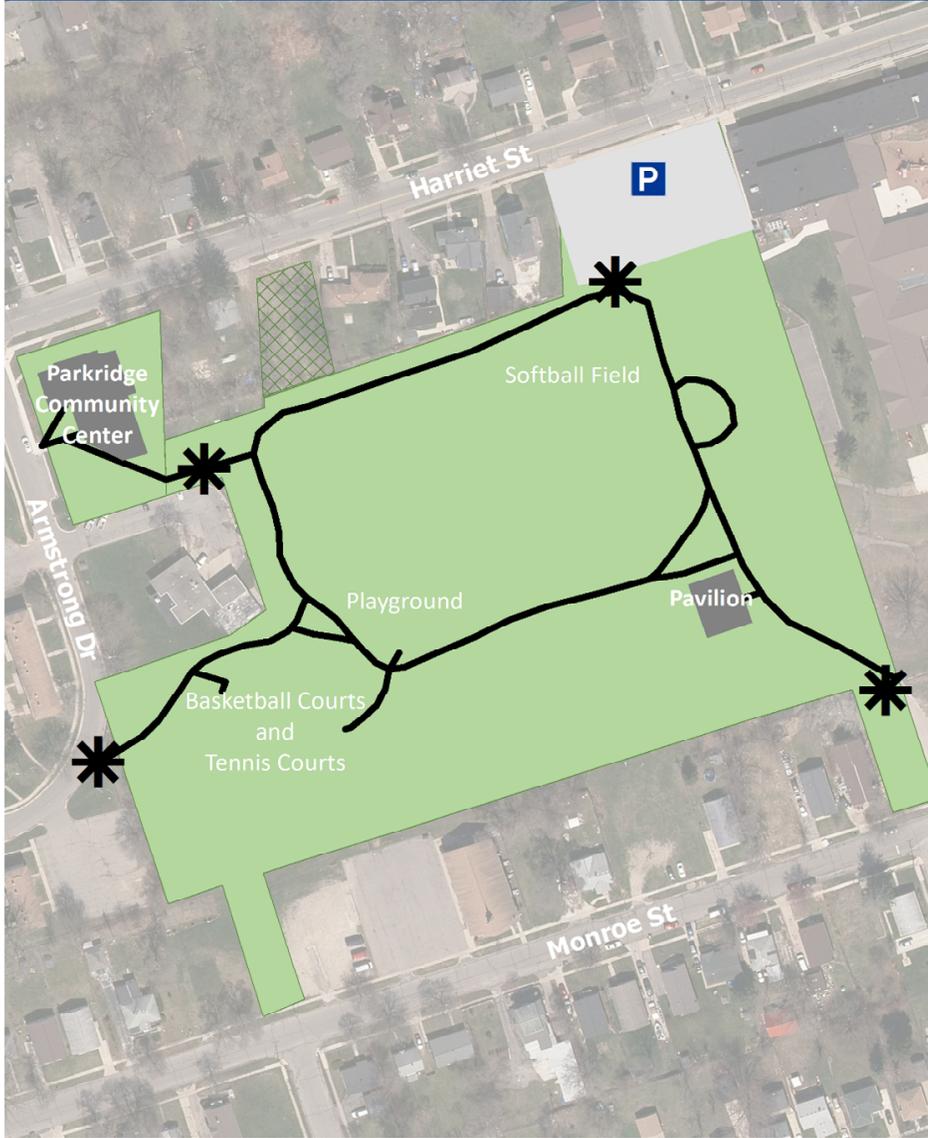
- Update the Hawkins/Monroe Street entrance to include a barrier-free entrance and signage; consider paving the parking area.
- Link picnic pavilion to trails.
- When reconstructing trails, bring to current barrier-free standards.
- Upgrade playground, access, and surfacing to barrier-free standards.
- Provide lighting under pavilions.
- Install additional picnic tables &/or benches and shade trees near the play area in southwest area of the park.
- Ensure play area includes play equipment suitable for children of all ages.
- Remove disused sand volleyball court.
- Provide needed repairs to the basketball and tennis courts, as well as the pavilion and other equipment as needed.

- Work with the Parkridge Community Center and WCC to ensure the park and the community center continue to complement each other and meet the needs of the community.

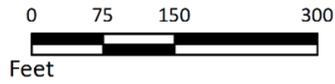
Parkridge Community Center

Built in 1943 and expanded in 1981, the Parkridge Community Center offers recreational and educational programs, with a focus on after-school and summer activities and education. Washtenaw Community College (WCC) provides day-to-day administration of Parkridge. A broad variety of community organizations such as the YMCA help WCC to provide programming at Parkridge. Volunteers work to help raise funds, secure teachers, and propose programming. Programming is diverse, serving a wide array of interests, including health and fitness classes, cooking courses, job and literacy training, senior citizen activities, youth camps, social and neighborhood events, and even sewing and cooking classes. Programming at the Parkridge Community Center, especially summer youth programming, often incorporates play in the park. It has served as major institution for the City's predominantly African-American south side for almost seventy years, and the partnership with Washtenaw Community College's helps to expand the Center's reach and impact. A vacant lot at 761 Harriet Street was donated to the City in 2014, to aid in the eventual, as yet unplanned, expansion of the Parkridge Community Center. Programming at the building is currently limited due to the facilities; a renovation of the kitchen is planned for the near future, and the community is exploring options for expansion.

Parkridge Park
map 3.6



- Path/Sidewalk
- ⋯ Unpaved Path
- Park
- ▨ Easement
- * Entrance
- P Parking
- Structure



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NEIGHBORHOOD PARKS

In addition to these city-wide parks, Ypsilanti has a number of parks that are smaller in scale. Typically, the most frequent users come from the adjoining residential neighborhoods, distances of a quarter- to a half-mile, although unique or very popular features within these parks may attract users from the City as a whole.



5 Candy Cane Park

Candy Cane Park, acquired at the initial plat of the land and originally called College Heights Park, is 6.7 acres in size and is used primarily for active recreation. The Ypsilanti American Little League maintains the scoreboard and ballfield, and the neighborhood is active in parks maintenance projects. There is a small picnic pavilion on the site, which groups can reserve for events. The Border-to-Border Trail passes within 50 yards of the northern entrance, but the park itself is relatively secluded and known primarily to nearby residents or those seeking it out for Little League or for its play equipment. There are no paved pathways within the park, rendering it largely inaccessible, in part due to the grade difference between the north and south ends.

Little League games have been held at Candy Cane in spring and early summer for over seventy years, and was the setting for a historic struggle for gender equity in sports. In 1973, Ypsilanti resident Carolyn King tried out for a place on the Ypsilanti Orioles, having been granted special permission by the league president, as girls were not allowed to try out or play. She outperformed many boys, and was placed on the roster. When Little League International officials learned that King had been placed on the team, they threatened to revoke YALL's charter unless she was removed. Begrudgingly, YALL removed Carolyn; however, Ypsilanti City Council responded by saying that if King was not allowed to play, YALL was not permitted to use City fields. YALL relented, and King played in May of 1973. Little League International officials then revoked the YALL charter, and the City joined a suit with King against Little League International alleging discrimination. Although Little League International won the suit,

Candy Cane

- 6.7 acres
- Accessibility ranking: 1
- Prioritized projects include sidewalk construction and accessibility improvements.

they dropped the prohibition on girls beginning with the 1975 season. A documentary about this event was released in 2011 called *The Girl in Centerfield*.

The demographic analysis showed low residential density in the immediate neighborhood around Candy Cane Park, a median age in the late twenties, and relatively low levels of poverty and disability. A large proportion of survey respondents identified it as their primary park, but a similarly large proportion of survey respondents were residents of the adjacent neighborhood.

Priority Projects:

- Provide barrier-free access and trails at south and north entrances, linking the playground area, ballfield, tennis courts, and pavilion.
- Provide parking areas with barrier-free spaces or eliminate small paved areas and sign on-street barrier-free spaces.
- Upgrade play area and surfacing to barrier-free standards; provide barrier-free access.
- Replace play equipment.
- Provide lighting under pavilions, at entrances, and along paths; these lights can be motion-sensitive, photocell, on a timer, or a combination.
- Work with the Ypsilanti Historical Society and/or other resources to provide interpretive signage at Candy Cane regarding Carolyn King and the YALL.
- Work with the Little League to continue to provide opportunities for youth baseball and field improvements.





6 Peninsular Park

Peninsular Park, acquired in 1986 from the Peninsular Paper Company, is a 7 acre wooded area on the shore of the Huron River, anchoring the northern end of the riverfront park system. This park is largely undeveloped, having a fishing pier, canoe dock and picnic pavilion. It is relatively secluded, being separated from most of Ypsilanti by the river, railroad tracks, and major roadways; and from nearby multifamily residential developments by significant grade changes.

Peninsular Park serves a wide array of regional users due to its location on the river and scenic overlooks. The decommissioned dam requires that canoe and kayakers portage around it, using a floating dock on the upstream side of the dam and a concrete dock on the downstream side. The concrete dock also serves as a popular fishing pier, although lately fishing has been diminished due to concerns surrounding PFAS.

An empty powerhouse remains on the site, a legacy of the Peninsular Paper Company, connected to a deteriorated dam, built in 1920 to power the Peninsular Paper mill across the river. The 2,500 square foot Powerhouse and the sign atop it together are a historic landmark, reflecting Ypsilanti's industrial past, although not officially designated or protected as such. Although the mill site across the river was demolished and redeveloped in the early 2000s as student housing, the dam and Powerhouse remain. The dam is considered a high-hazard dam by the State, and the City is legally obligated to make repairs or to remove it. A feasibility study was completed in 2018 by Princeton Hydro with support from the Huron River Watershed Council. This feasibility study is contained in [Appendix X](#). In May 2019 City Council resolved to

Peninsular Park

- 7 acres
- Accessibility ranking: 1
- Prioritized projects include accessibility improvements and completion of deferred maintenance projects, particularly at the kayak/canoe portage.

remove the dam, and to pursue grants to do so; efforts to that end are currently underway. Restoration of the exposed impoundment area will be part of any dam removal project.

Demographic analysis shows a very high potential user base in the immediate area surrounding Peninsular Park. The neighborhood is dominated by large apartment complexes, many of which were built in the 1970s to accommodate EMU students during Ypsilanti's population peak. This is reflected in the area's high overall population density; there are also a high number of children, households in poverty, and households without access to an automobile – all factors that indicate demand for accessible and affordable neighborhood park space.

Priority Projects:

- Consider reorienting the LeForge Street signage to be legible to vehicular traffic.
- Provide barrier-free access from LeForge as well as at canoe/kayak portage.
- When constructing or reconstructing trails, bring to current barrier-free standards.
- Link pavilion to trails.
- Improve parking area; provide barrier-free spaces.
- Provide lighting under pavilions, at entrances, and along paths; these lights can be motion-sensitive, photocell, on a timer, or a combination.
- Create a barrier-free walking path along the Huron River.
- Work with local stakeholders such as volunteer groups to install functional plantings, such as butterfly/pollinator gardens and raingardens or slope-stabilizing plantings, as well as interpretive and educational signage.
- Continue to work with MDEQ and the HRWC to remove the dam and plan restoration of the exposed impoundment area. Consider Powerhouse preservation as part of dam removal, if feasible.
- Improve fencing around the Powerhouse to prevent additional vandalism.
- Consider installation of play equipment.



7 Prospect Park

Prospect Park is the City's oldest park. Originally a privately-owned graveyard, it was acquired by the Park Improvement Society in 1892, a women's charity organization. Over the next two years, they moved the graves to Highland Cemetery, performed significant work, including installation of Luna Lake, fed by the City water system, and deeded it to the City in 1894. A historic cannon, a former coast defense gun from Fort McClery in Kittery, Maine, was placed on the west side of the park in 1902 and remains there to this day as a memorial to the mayor who placed it there, Oliver E. Thompson.

Today, this 10-acre expanse is a popular destination for neighborhood residents. Within this park are a skate park, two picnic shelters, basketball courts, the Luna Lake native plant garden installed and cared for by the neighborhood associations, a baseball diamond, and a play area shared with the neighboring Ypsilanti International Elementary School (PK-5).

Priority Projects

- Install signage at the Prospect/Cross corner as well as the Oak/Prospect corner, consistent with signage at other locations, to distinguish this location as a public park.
- Install secondary park identification signage at the parking lot on the southeast corner of the park, near the parking lot.
- Provide barrier-free access from entrances to south pavilion.
- Improve parking area at south-east corner; provide barrier-free spaces.
- Work with YCS to upgrade the play area and its surfacing to barrier-free standards, and to maintain, replace, and upgrade play equipment as needed.
- Provide lighting under pavilions, at entrances, and along paths; these lights can be motion-sensitive, photocell, on a timer, or a combination.
- Work with the skate park volunteer group on maintenance and improvement projects.
- Repair the existing basketball courts.
- Install sidewalk along the Oak Street frontage.
- Continue to work with YCS to ensure that the park can meet student needs as well as community needs.

Prospect Park

- 10 acres
- Accessibility ranking: 3
- Prioritized projects include accessibility improvements and completion of deferred maintenance projects.



8 Waterworks Park

Waterworks is located on the Huron River at the southern end of the river's course through the City. It is secluded, separated from the nearest major thoroughfare, Factory Street, by the compost/mulch yard for the City where once a water treatment plant operated. Sidewalk connectivity in the immediate area is poor, due to a history of industrial use to the east and south, steep slopes to the west, and the Huron River to the north. The park is linked to River's Edge Trail by an existing steel truss pedestrian bridge. The park has a disused baseball field, a picnic shelter and a disc golf course built in 2007 by volunteers. This course draws players from around the Ann Arbor and eastern Washtenaw County area.

Waterworks Park

- 9.3 acres
- Accessibility ranking: 1
- Prioritized projects include accessibility improvements and completion of deferred maintenance projects.

Several groups have expressed interest in constructing a dog park in Ypsilanti. Currently it appears that Waterworks may be an ideal location, due to its relative isolation and a relatively large, vacant, grassy space. Should a dog park be developed, careful attention must be paid to preserving existing uses; the disc golf course is unique in Ypsilanti's parks, as is the existing forested area. This and any other proposals for future uses must also consider that this park is entirely within the floodway of the Huron River.

Priority Projects:

- Construct sidewalk along Catherine Street frontage; continue to Factory Street.
- Improve parking area; provide barrier-free spaces.
- Continue to work with the Ann Arbor Area Disc Induced Sports Club (A3 Disc) and other stakeholders to restore and maintain the disc golf course.
- Work with area stakeholders and potential partners to explore the need for, design of, and potential fundraising mechanisms for a dog park.
- Remove disused ball diamond.

MINI-PARKS

In Ypsilanti, mini-parks and tot lots are small parks, generally less than an acre. Mini-parks may be simply greenspace or single-feature; others, called tot lots, have playgrounds meant to serve young children in the population within an eighth to a quarter mile.

9 The Spanish-American War Memorial, known as “The Hiker,” stands on a 0.3 acre parcel at the intersection of Cross and Washtenaw. It was gifted in 1940 by veterans of the Spanish-American War to memorialize its veterans. One such veteran, Walter Pierce, was a member of Ypsilanti’s first police force. The plaque describing the memorial is worn, and the bronze statue itself is falling victim to corrosion brought about by outdoor pollution. There is minimal signage, but sidewalks are present on both sides; it has an accessibility ranking of 3.



10 Edith Hefley Tot Lot, a 0.4-acre parcel on Elm Street, is heavily used by neighbors. It has play equipment, including a swing set and a slide, as well as a Peace Pole. The play equipment was replaced in 2017. Sidewalks are present on the three street sides of the parcel, and signage exists on the north-west corner. There are no paths internal to the park. It has an accessibility ranking of 1.

11 Carrie R. Mattingly Tot Lot is a 0.4-acre play area in the center of a residential block in the Ainsworth Street neighborhood. Its play equipment was replaced in 2017. There is almost no visibility or access from the street. There are two access points; one has been encroached upon by a driveway and garage; the other is poorly maintained and overgrown. Maintenance equipment can only access the park via the entrance encroached upon by the driveway, due to guy wire placement at the west entrance. Signage is minimal; it has an accessibility ranking of 1.

12 Ainsworth Park is a 0.55-acre center-block parcel similar in layout to and one block south of Carrie R. Mattingly. There are two access points, but neither is signed; there is nothing to indicate from the street that there is a park nearby. This park appears to generally be used by adjacent homeowners as an extension of lawn or garden space. This park should be assessed whether it can continue to or begin to serve a recreation need in the neighborhood. There is no play equipment or other park amenities. It has an accessibility ranking of 1.

13 Haab Brothers Memorial Park is a 0.3 acre triangular parcel at the intersection of Grove and Prospect. Previously a gas station, the site was deeded to the City in 1996, with the condition that it be used as a public green space or city park, named in memory of the Haab Brothers, Otto and Oscar. There are no sidewalks on either side of this park, nor is there signage in place or a place to park a vehicle or a bicycle. It has an accessibility ranking of 1. Priority projects include sidewalks and signage.

14 Charles Street Tot Lot, a 0.16-acre parcel to the east of the intersection of Charles and Thomas streets, was deeded to the City in 1979. It has a prominent sign, is connected to the

street network via a sidewalk, and has play equipment that was mostly replaced in 2017. Some equipment, such as the rockers and climbing letters, should be removed due to the lack of fall surfacing and other updated safety standards. It has an accessibility ranking of 1.

TRAILS, BIKEWAYS, AND LINEAR PARKS

Ypsilanti's parks are generally well-connected to both their surrounding neighborhoods and each other.

Overall, the city is very walkable and bikeable, due in part to its age, the long-term efforts to create a river-connected park system, and partnerships with Washtenaw County Parks and Recreation and neighboring jurisdictions to create the County-wide Border-to-Border (B2B) Trail. The City has adopted a non-motorized transportation plan and a Complete Streets ordinance, reflected in its relatively complete sidewalk network, several shared-use paths both in the parks and as part of the Border-to-Border Trail, an ever-expanding network of on-road bicycle lanes, and permanent bicycle repair stations at convenient locations, such as at the bus station and along the B2B.



15 River's Edge Linear Park and Trail

River's Edge Linear Park and Trail, opened in 2018 with grant aid from the DNR's NRTF and several other partners. It connects on the north to Riverside Park via a HAWK crossing of Michigan Avenue, and to the south it connects to Grove Road. This shared-use path also connects to Waterworks Park via a pedestrian bridge at about its midpoint. There are two accessible fishing piers along its length, as well as a small plaza with a bench at the Waterworks bridge. This trail was created to move several miles of Border-to-Border Trail from a mixed bike-lane and sidewalk experience to a shorter, more scenic shared-use path.

Border-to-Border Trail

The B2B Trail runs through the City from the north-west to the south-east. In the north-west and through EMU, it's predominantly an off-road asphalt shared use path. As it leaves EMU campus, near the intersection of Huron River Drive and LeForge, it becomes reliant upon the sidewalk and bicycle lane network. Work was recently completed on the River's Edge Park, which connects Riverside to Frog Island following the Huron River; this took over a mile of mixed sidewalk and on-street Border to Border Trail to a shorter and more scenic shared-use path. The Washtenaw County Parks and Recreation Commission's planned work to reconstruct the Frog Island trail and to construct a shared-use path along Grove Road will be a further significant improvement to the experience of trail users. As the B2B exits the City to the south, it connects to a shared-use path south of I-94 alongside Ford Lake. This is a priority project for the region.

Bike Lanes

Ypsilanti is working to expand its options for safe and accessible nonmotorized transportation. Accommodations for bicyclists and pedestrians – as well as all legal road users – are considered during the design phase of any road reconstruction project, per the requirements of the City's

Complete Streets ordinance. The City currently has more than 4 miles of on-street bike lanes and expects to add more as road reconstruction and reconfiguration projects occur. Most significantly, the City is working with partners to complete a non-motorized crossing of I-94 at Huron Street. As I-94 follows the boundary between the City of Ypsilanti and Ypsilanti Charter Township, it poses a significant barrier for those who need or want to reach recreational or other resources on one side of the freeway, but live on the other. This crossing would connect to planned bike lanes on the north along Huron and Hamilton that connect directly to Riverside Park and the Border to Border Trail and enable easy connections to Parkridge Park and Eastern Michigan University. To the south, this crossing would directly connect to North Bay Park, which spans Ford Lake to connect to the south end of the Border to Border Trail, and Eagle Crest golf course; it would also connect to a planned route along Huron River Drive that would connect to Ford Heritage Park. This is a priority project for the region.

CULTURAL RESOURCES

Ypsilanti embraces its history. There are many privately-erected historic markers throughout the community, from State Historic Preservation Office “green plaques” to markers placed by the Ypsilanti Historical Society (YHS) dating specific buildings. The YHS has an inventory of many of these markers, current through 2012, available on their website.¹³



Since that time, the City has supported or installed several additional historic markers, including Ypsilanti Black Heritage’s Project signage erected in 2019, which celebrates Ypsilanti’s strong Black history.

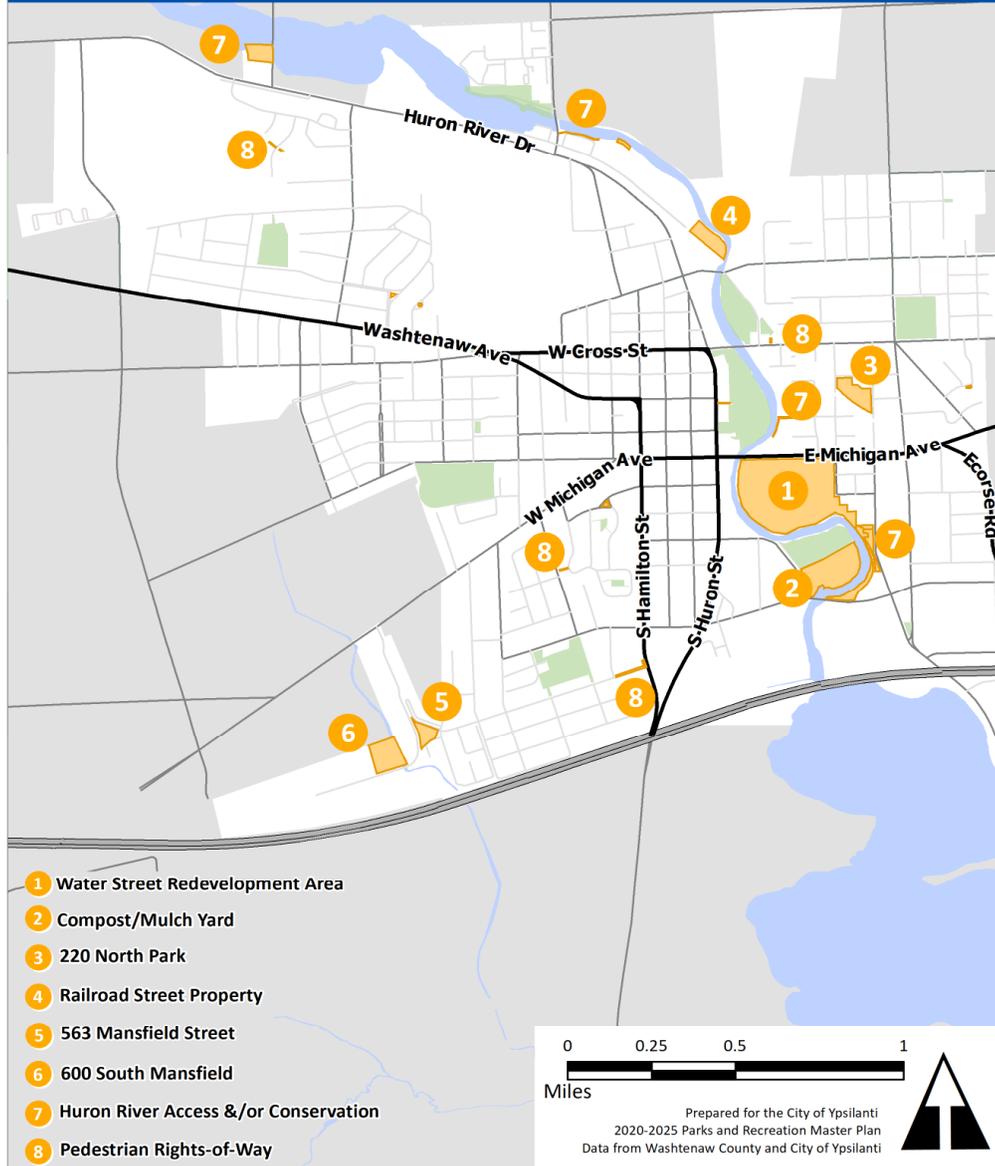
SPECIAL EVENTS

Special events are held throughout the year, both in the City parks and recreation facilities and elsewhere. Riverside and Frog Island Parks host large events, such as the Ypsilanti Heritage Fest, ElvisFest, Michigan Brewer’s Guild Summer Festival, car and motorcycle shows, music performances, and fun runs. Partners such as the YMCA, Boys and Girls Club, and the Ypsilanti American Little League hold regular reoccurring events for youth, such as summer camps and baseball series, in Candy Cane, Parkridge, Prospect, and Recreation Parks, amongst others. Two farmers’ markets currently operate; one in the City’s Market Plaza, and the other on the downtown Ferris Street.

¹³ Ypsilanti Historical Society. (2020 February 5). *Historical Markers & Statues - Ypsilanti, Michigan*. Retrieved from <http://ypsilantihistoricalsociety.org/markers/tableofcontents.html>

City-Owned Related Lands

map 3.7



CITY-OWNED RELATED LANDS

A few publicly-owned properties around Ypsilanti serve recreational functions, have served recreational functions in the past, or have significant natural features, but are not currently considered parkland. These properties are noted for completeness; some have potential for formal inclusion in the parks system in the future. Locations are noted in Map 3.7.

1 Water Street Redevelopment Area

The City's Water Street Redevelopment Area, along the Huron River consists of more than 36 acres and includes nearly a half mile of frontage on the Huron River, now the River's Edge Trail, and 1,500 feet of frontage on Michigan Avenue. The site, with the exception of the trail, is planned to be redeveloped.

2 Compost/Mulch Yard

The City runs its minor composting, woodchipping, and mulching operations from the southern half of the parcel that contains Waterworks Park. The space the compost yard occupies was formerly occupied by a water treatment plant. This area would be a natural expansion of Waterworks Park and expand parkland frontage along the river. However, the City would have to relocate the facility or make other arrangements for composting, chipping, and mulching.

3 220 North Park

The 4.3-acre vacant site at 220 N. Park Street once hosted the area Boys and Girls Club, now defunct, which provided recreational programming for area youth. The building was demolished in 2016. It is planned for sale for private redevelopment.

4 Railroad Street Property

This 2.5-acre, heavily forested property was acquired by the City of Ypsilanti Economic Development Corporation in 1994 from the Michigan Department of Natural Resources, who at the time handled tax-foreclosed land. Two key deed restrictions were included in the sale: that the property must be put to a public purpose, which includes economic development, and that "the people of the State of Michigan (have) the rights of ingress or egress over and across" it. This land has been referenced as a "future park" in parks plans since 1991, but has not been developed. It is listed as a "protected land" per provisions laid out by the City Charter; an explanation of protected lands is contained in [Appendix C](#).

5 563 Mansfield Street

The City of Ypsilanti Economic Development Corporation, a subsidiary of the City of Ypsilanti, owns a 1.8-acre parcel at 563 South Mansfield Street. This parcel is wooded, undeveloped, and near Paint Creek, Arbor Manor, and Forrest Knoll. It is currently zoned Production, Manufacturing, and Distribution, located at the south-east of the Mansfield Industrial Park adjacent to both industrial and multifamily uses, and currently walled off from Mansfield, but accessible from Mansfield, Manor, and Monroe Streets. Currently, the adjacent 80-unit Arbor Manor provides a small park for the use of its residents, and the adjacent 231-unit Forrest Knoll provides ample open space but few recreation opportunities. Both are within a half-mile of Parkridge Park.

6 600 Mansfield Street

The West Commerce Park Owners Association, a second-tier subsidiary of the City of Ypsilanti, owns a 5-acre parcel on the north side of Mansfield between 580 and 612 Mansfield. The Upper

Paint Creek runs through the east side of this parcel, and the remainder consists of undeveloped, vegetated space, with minimal development potential. It is currently zoned Production, Manufacturing, and Distribution, located in the middle of the Mansfield Industrial Park, adjacent to industrial uses, and accessible from Mansfield Street. Consider partnering with WCPRC or a nonprofit, such as a land conservancy, to preserve this area as a public natural area, as it could help to protect the limited undeveloped natural resources within the City as well as the Stony Creek watershed.

7 Huron River Access and Conservation Easements

A long-standing goal of both the City's recreation master plans and overall master plans has been to preserve and protect the beauty of the Huron River and to provide access when possible. In recent years, the City has assembled various access and conservation easements, in addition to the parks, to this purpose. In the north end of the City, the City worked with two separate property owners to secure access easements along the Huron. Further south, at the intersection of Forest Street and the Huron River, the City owns a conservation easement on the high banks opposite Frog Island. Across the river from Riverside Park, the City has reserved an easement to provide access and conservation along the west bank from the vacated North Street to approximately 300 feet south. The City is currently working with other property owners along the Huron River to ensure that it is protected and accessible.

The City itself owns a fee-simple parcel along the Huron River at Grove Road. The Grove Road property includes a former railbed along the Huron River, which will be preserved for future public use.

8 Pedestrian Rights-of-Way

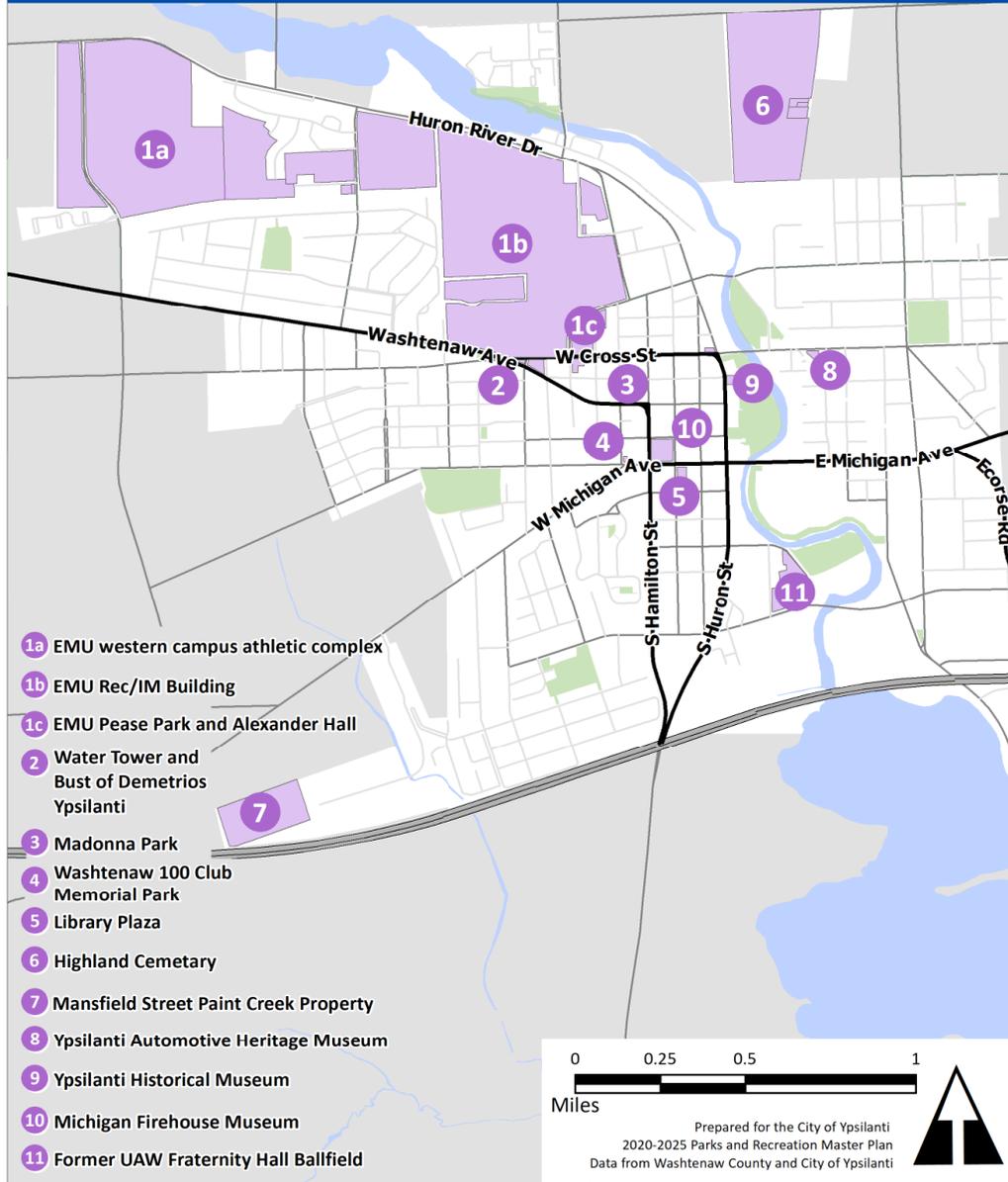
The City owns parcels, easements, and rights-of-way throughout the City that are unconnected to the Huron River. These were often granted to the City to ensure pedestrian connectivity was maintained, despite a lack of street network connectivity. Some of these serve or could serve a valuable purpose and should be maintained; others, such as those in the Gerganoff subdivision, should be re-evaluated and likely vacated.

Traffic Islands and Medians (*not mapped*)

There are many traffic islands and medians within the City of Ypsilanti. As these are often part of the transportation right-of-way, they will likely remain in public ownership for the long term. Some are small, grassy spaces; others are extensively landscaped with mature trees. Still others serve as mini-parks for the adjacent neighbors. These are important pieces of the City's open space and transportation networks.

Related Lands Under Other Ownership

map 3.8



RELATED LANDS UNDER OTHER OWNERSHIP

Eastern Michigan University, other public institutions, and private organizations own and control several properties in the City that are popular landmarks, open space, or recreation areas. As the City has no control over these spaces or plans to acquire them, they are described for completeness' sake. The locations of these resources are shown in Map 3.8.

1 Eastern Michigan University

Eastern Michigan University (EMU) owns more than 395 acres within the City. Significant portions of that land, such as the **western campus athletic complex**, are set aside for recreation. The west campus facilities include a football stadium and track; an indoor football training facility; no less than six full-size baseball diamonds; an indoor basketball facility and convocation center, a disc golf course, and a fitness circuit adjacent to the B2B Trail;. On central campus there is the **Rec/IM building**, an indoor gym and recreation facility that includes an indoor track, an indoor pool, and racquetball; two outdoor basketball courts; a sand volleyball court; and University Park. Off West Cross at College Place is **Pease Park**, a passive outdoor park that contains a tribute to the first responders at 9/11, and **Alexander Hall**, a music performance venue. EMU's campus also contains many miles of walking and jogging paths, including almost 2 miles of the B2B Trail. Several of their facilities are available for rent, such as the outdoor University Park adjacent to the Student Center, and the Rec/IM offers for sale annual memberships to community members. For all facilities, University-scheduled events and classes take precedence over community use.

2 Water Tower and Bust of Demetrios Ypsilanti

This Ypsilanti Community Utilities Authority-owned 0.13-acre area at the intersection of Cross, Summit, and Washtenaw hosts two of the most memorable landmarks in Ypsilanti: the historic water tower and a bust of the City's namesake, Demetrios Ypsilanti. The tower was constructed in 1890, and a state historic marker on its south side describes its history. The bust, to the west of the tower, commemorates both the naming of the City and Demetrios Ypsilanti's role in the Greek War of Independence (1821-1832). The grounds are open to the public.



3 Madonna Park

Madonna Park is a 0.14-acre park at the south-west corner of Hamilton and West Cross. Owned and maintained by the Saint John the Baptist Catholic Church across the street, the park prominently features a statue of the Madonna and provides a place of peaceful contemplation. It is open to the public.

4 Washtenaw 100 Club Memorial Park

This 4,500 square foot garden and memorial wall at the north-east corner of Michigan, Ballard, and Congress was developed in 2005 to memorialize police officers and firefighters who lost their lives in the line of duty. It provides a place of contemplation and hosts memorial services. It is open to the public.

5 Library Plaza

Adjacent to and owned by the downtown branch of the Ypsilanti Public Library, this 4,000 square foot plaza contains benches and tables, a fountain, and a space for a children's story hour. In addition, it features a life-size bronze statue of Harriet Tubman, memorializing Ypsilanti's role in the Underground Railroad, and a historical marker commemorating Elijah McCoy, a local man whose lubrication inventions kept the trains running and were the origin of the phrase "the real McCoy." The Plaza is open to the public, but library-scheduled events take precedence over community use.

6 Highland Cemetery

Highland Cemetery is a garden-style cemetery, designed by Colonel James Lewis Glen in the 1860s. It is well-landscaped with an array of native species, well-maintained, and as one of the highest points in the City, overlooks the Huron River and the city. As a peaceful low-traffic area, it attracts runners, bicyclists, and others in search of contemplative space. The Starkweather Chapel, a centerpiece of the cemetery, was constructed in 1888 and is currently undergoing extensive restoration. The Cemetery was nominated to the National Register of Historic Places in 2019; that nomination is pending. It is open to the public seven days a week, from 8 am to dusk, and does not charge an admission fee.

7 Mansfield Street Paint Creek Property

The Ypsilanti Free Methodist Church owns a 20-acre parcel located at the southern terminus of Mansfield Street. This property is largely wooded wetlands, rendering the site difficult to develop. The City may consider working with the property owner and WCPRC to preserve this relatively undisturbed natural area in the long term. It is not open to the public; it is zoned Production, Manufacturing, and Distribution.

8 Ypsilanti Automotive Heritage Museum

The Ypsilanti Automotive Heritage Museum, located at the south-east corner of East Cross and River tells the story of the birth of the auto industry in Michigan, with an Ypsilanti focus. It also includes Miller Motors, a fully preserved pre-war automobile dealership, which still sells and assists with the service of vintage Hudson Motors vehicles. The museum preserves and exhibits a rotating inventory of classic vehicles, and helps organize automobile-related events such as the Orphan Car show in Riverside Park and the weekly Cruise Night in Depot Town. It is open to the public seven days a week and charges an admission fee.

9 Ypsilanti Historical Museum

The Ypsilanti Historical Museum, located at 220 North Huron Street, is dedicated to local history. The Museum presents a snapshot of daily life in the 1860s, and the Fletcher-White Archives contain an extensive collection of atlases, newspapers, government documents, and other ephemera. The museum is operated by the all-volunteer Ypsilanti Historical Society, and is open to the public.

10 Michigan Firehouse Museum and Education Center

The 26,000 square foot Michigan Firehouse Museum and Education Center is located at the north-west corner of Cross and Huron and incorporates the City's original 1898 firehouse. The museum's mission is to enhance the appreciation of firefighting history through engaging and informative exhibits, as well as teaching and promoting fire safety and prevention. It is open to the public.

11 Former United Auto Workers Baseball Field

This property was owned by the United Auto Workers (UAW) and operated as outdoor recreation space in conjunction with the neighboring UAW hall when the

Ford/Visteon/Automated Components Holdings (ACH) factory was in operation. The former UAW hall is now a church, and the ballfield is currently owned by Angstrom Holdings, also the owner of the former factory. It is not now nor is it anticipated to be open to the public. It is included in this plan for reference only; due to its location and due to mistaken online mapping services, it is often mistaken for Waterworks Park or even the long-defunct Gilbert Park.

REGIONAL RECREATION RESOURCES

In addition to the City's parks and facilities, a number of regional recreational opportunities maintained by Washtenaw County, the Huron-Clinton Metroparks Authority, the State of Michigan, or area colleges and universities are available to Ypsilanti residents.

YPSILANTI COMMUNITY SCHOOLS

The Ypsilanti and Willow Run School Districts combined in 2013 and are now known as Ypsilanti Community Schools. Their properties provide more than 100 additional acres of public grounds, all within a five-minute drive of the City. The outdoor play areas and facilities, such as tracks, ballfields, and tennis courts, are available for public use when school is not in session and when no other official school event, such as a practice or game, is scheduled.

BORDER TO BORDER (B2B) TRAIL

Within Washtenaw County, the WCPARC and the Washtenaw County Greenways Advisory Committee (GAC) have been trailblazers working to create the Border to Border Trail, a regional trail that runs along the Huron River through Washtenaw County and connects to the statewide Iron Belle Trail. Although gaps remain, the trail is largely complete and progress is being made to bridge the remaining gaps and improve the overall trail experience. Area trails that connect to the B2B offer access to significant area recreational resources, such as the Matthaei Botanical Gardens. A map of the B2B Trail is provided in [Appendix D-1](#).

HURON RIVER WATER TRAIL

The Huron River Watershed Council (HRWC) has spearheaded efforts to develop and promote tourism along the Huron River, in addition to their commitment to river stewardship and public education. These efforts have led to the creation of the Huron River Water Trail (HRWT), a 104-mile inland paddling trail connecting people to the river's natural environment, its history, and the communities it touches in Michigan's Lower Peninsula.

Development of this water trail helps to improve recreational access to the river, and includes projects such as adding interpretive, way-finding, and historical signage; creating linkages between the City, its attractions, and other municipalities and tourist attractions along the river; and creating economic development opportunities related to river tourism. The trail helps to reconnect communities in Oakland, Livingston, Washtenaw, and Wayne Counties to the Huron River and its recreational, economic, historic, and cultural values, as well as each other. A map of the trail is in [Appendix D-2](#).

YPSILANTI TOWNSHIP PARKS

The Charter Township of Ypsilanti, which surrounds the City on three sides, maintains 30 parks totaling over 900 acres. As in the City, parks along the Huron River and Ford Lake make up the core of the Township's park system, including North Bay, Ford Lake, Loonfeather Point, North and South Hydro, and Lakeside Parks; portions of North Bay Park and Ford Lake are within the City boundaries. Several additional Township parks are located in the northern, more heavily populated portion of the Township, including the Community Center at 2025 E. Clark Road and the planned skatepark. The Township's Recreation Department offers activities for children, adults, and seniors, including sports, fitness classes, and educational and social activities. Township parks and programs are open to City residents, though some parks require vehicle entry fees, and programming also typically requires registration fees. Notably, entry fees for

City of Ypsilanti residents are the same as those for Ypsilanti Township residents at certain parks surrounding Ford Lake, including North Bay, Loonfeather, and North Hydro. Maps of the Ypsilanti Township park system are included in [Appendix D-3](#).

SOUTHEAST MICHIGAN LAND CONSERVANCY

The Southeast Michigan Land Conservancy protects more than 3,400 acres in southeast Michigan. A significant concentration of these lands is in Superior Township, just to the north of Ypsilanti, as part of their Superior Greenway efforts. These lands include the Conservancy Farm, a 99 acre historic farmstead, much of which is still being farmed; the Smiley Nature Preserve, a 100-acre nature preserve and farm; LeFurge Woods Nature Preserve, 325 acres of farmland and nature area, including woodlands, wetlands, and meadows; and Springhill Nature Preserve, 30 acres that contain cattail and buttonbrush swamp. The Superior Greenway project is a collaborative effort to protect high-quality natural areas and farmland in the area between Ann Arbor and Detroit. A brochure and map describing the Superior Greenway project is in [Appendix D-4](#).

WASHTENAW COUNTY PARKS, FACILITIES, AND NATURAL AREAS

The Washtenaw County Parks and Recreation Commission (WCPRC) and Natural Areas Preservation Program (NAPP) maintain many recreational amenities that are accessible to Ypsilanti residents. Some of these facilities require annual or daily entry fees. WCPRC and NAPP facilities within one mile of Ypsilanti include the Rolling Hills County Park, which contains both nature trails and a recently improved and extensively renovated water park; Parker Mill County Park, which includes nature trails and seasonal tours of a functioning grist mill. Also easily accessible from Ypsilanti are County Farm Park, containing many nature trails, and the Meri Lou Murray Recreation Center, which provides fitness equipment and classes, both off of Washtenaw Ave and a major bus route. WCPRC recently acquired a large nature preserve just north of the City's Highland Cemetery that is planned to be incorporated into the Superior Greenway; the City, Highland Cemetery, and Washtenaw County Road Commission may wish to work together to provide a link from the Greenway to the Border to Border Trail through the City. A map of these facilities is included in [Appendix D-5](#).

HURON-CLINTON METROPARKS

The Huron-Clinton Metropolitan Authority is a regional special parks district that maintains 13 parks around the Detroit region. The Metroparks system includes 24,000 acres of parkland, funded by a regional millage, annual and daily vehicle entry fees, and user fees for some facilities. These parks supplement local parks by offering a diverse range of activities that most local governments cannot provide, though are typically smaller and less wilderness-oriented than the DNR's recreation areas. Within a half-hour drive from the City of Ypsilanti, this system includes the Delhi, Dexter-Huron, Hudson Mills, and Lower Huron Metroparks; notably, the Lower Huron Metropark offers camping. Washtenaw County's Border to Border Trail and a trail along the Huron in Wayne County provide hiking and biking connections from Ypsilanti to these Metroparks; the Huron River Water Trail runs through these parks as well.

STATE RECREATION AREAS

Within and near Washtenaw County the Michigan Department of Natural Resources (DNR) provides large natural areas for activities such as hunting, fishing, hiking, snowmobiling, and camping—activities that cannot be accommodated well in an urban setting such as Ypsilanti.

These DNR facilities typically require entrance fees, which are available daily or annually, and fees for some amenities, such as camping.

The Waterloo Recreation Area, about a half-hour drive away, near Chelsea on the western side of Washtenaw County, is the largest park in Michigan's Lower Peninsula. The park's 20,000 acres include campgrounds, rustic cabins, and group use camping; picnic areas and playgrounds; multiple lakes for swimming, fishing, and boating; and more than 40 miles of interpretive nature, equestrian, mountain biking, cross-country skiing, and general hiking trails. Waterloo also includes the Gerald E. Eddy Discovery Center, a year-round facility offering geology and natural history exhibits, as well as educational programming by the Waterloo Natural History Association.

The Pinckney Recreation Area spans 11,000 acres north of Chelsea in western Washtenaw and Livingston Counties, also about a half-hour drive away. Like Waterloo, Pinckney includes numerous lakes, campgrounds, and trails to accommodate a variety of users. The Pinckney and Waterloo Recreation Areas are connected via the 35-mile-long Waterloo-Pinckney Trail.

A number of smaller DNR parks are located north of Ypsilanti: the Brighton and Island Lake Recreation Areas, in Livingston County near Brighton, and Maybury State Park, near Northville in Wayne County. These state facilities also offer a range of activities, from swimming and fishing to hiking and picnic areas. Maybury, as a smaller, more "suburban" recreation area, does not provide space for hunting or camping.

Chapter 4: Planning and Public Input Process

The Parks & Recreation Master Plan was developed from March 2012 to December 2013 by the Recreation Commission and aided by Planning & Development staff and the Public Service Department.

INITIAL ANALYSIS

The Recreation Commission and staff began with a review of the City's 2014 Parks & Recreation Master Plan, and with a summer/fall 2019 tour of the City's existing parkland and recreation facilities. The Commission and staff also reviewed other related City and regional plans, such as the *Watershed Management Plan for the Huron River in the Ann Arbor-Ypsilanti Metropolitan Area (Middle Huron)*, recreation plans of neighboring jurisdictions, past City recreation plans, the City's *Non-Motorized Transportation Plan (2010)* and the 2013 *Shape Ypsilanti Master Plan*. In light of the budgetary constraints facing the City, the planning process focused heavily on existing facilities and amenities, current relationships with volunteer organizations, and on maintaining and improving both in the future.

PUBLIC SURVEY

Over the course of June, July, and August of 2019, the Commission and staff surveyed Ypsilanti residents and other users of the recreation system. The survey was designed gain insight into public perception and use of City parks, as well as to collect resident feedback on the Adopt-a-Park program, alternative funding models, and other ideas for future recreation provision.

The survey was available to participants online, and in paper format upon request. The survey was distributed through City Hall and on the City's website, the Senior Center, via e-mail to families of Ypsilanti Community Schools attendees, via the City's general announcement e-mail, through Facebook, and via NextDoor.

SURVEY REPRESENTATION

In total, over 500 quarter-sheets with online survey information were distributed, via placement in City Hall at the Clerk's window (the general customer service point of entry) and at various City events and meetings throughout the summer and fall; online, with heavy promotion by City Councilmembers; via the Mayor's popular email newsletter; via paper copies at the Senior Center; and via a Ypsilanti Community Schools email blast to YCS families. 347 people completed the survey. The majority of respondents noted that they received the survey via Facebook; following distantly was the YCS email. Responses, however, predominantly seemed to be from neighborhood associations which have strong presences on Facebook or e-mail, suggesting a survey bias to households which not only have internet access, but those who choose to engage in their neighborhood association online. This survey's distribution methods relied heavily upon residents being engaged to some degree in the community at large, either through their neighborhood or local institutions, rather than simply being parks users. As many who use the parks may not otherwise be engaged with the community, or not engaged through the institutions used, perhaps other survey distribution and/or publicization methods should be explored, such as survey-takers positioned in the parks themselves or going door-to-door, or an expanded partnership with YCS, and other community facilities. Demographic information was not collected by the survey, as many residents have expressed discomfort with and reluctance to complete a survey that requests it.

RESULTS

A discussion of the survey results as they apply to park usage and priorities is provided in Chapter 5, under the discussion of individual parks; the complete survey form is provided in [Appendix E](#).

PUBLIC MEETING

A public meeting was held on Wednesday, January 8th 2020. It was publicized via the City's email general announcement list, Facebook, and NextDoor. Attendance was objectively low, but high compared to the previous plan's turnout. Eleven people attended, as well as two Councilmembers. Staff gave a brief overview of the current plan process, then solicited feedback on existing goals and parks and how they might be improved. Participants expressed interest in recent talks regarding re-establishment of the Recreation Department; maintaining and improving relationships with volunteer organizations, particularly those who manage City facilities; improving walkability and connectivity to and through the parks; improving safety, cleanliness, and accessibility; improving provision of toileting facilities; and establishing a talk park. They all reaffirmed the overall goals from the 2014 plan as well as its objectives, and were proud of the work that had been accomplished since that time, with significant pride in the Rutherford Pool, River's Edge Trail, and Liz Dahl MacGregor Playground.

PLAN CREATION

This plan was largely based upon the 2014 Parks and Recreation Master Plan, drawing also information from other local and regional plans and public input as described above. Geographic Information Systems (GIS) analysis and inspections of the parks were also performed on countless occasions, both with staff and with commissioners, in part due to the capital allocation for FY 2018/19 and 19/20. Visioning sessions were held with the Parks and Recreation Commissioners during the September and October meetings to determine the vision and overarching goals of the 2020 plan; the vision, goals, and objectives were reaffirmed with slight changes to the language to be more inclusive.

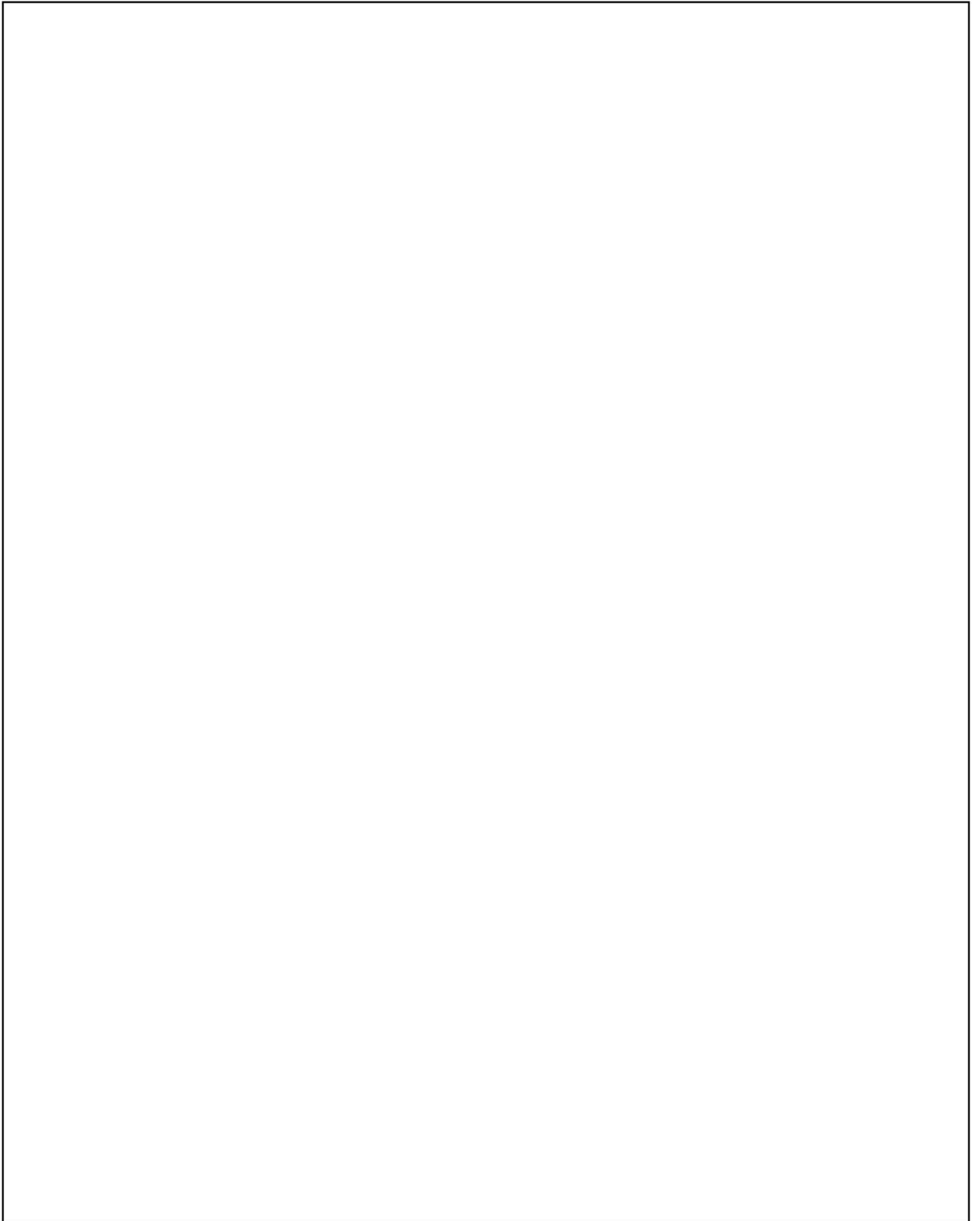
REVIEW AND ADOPTION

The draft plan was released for comment on January 10, 2020. An electronic copy was posted on the City website, and electronic copies of the draft were provided to members of the Parks and Recreation Commission, Planning Commission, and City Council. Notice of the plan's availability for public comment and review was sent to those signed up on the City listserv and via Facebook and NextDoor. The plan was also sent to regional entities for review, including Washtenaw County, Ypsilanti Community Schools, Eastern Michigan University, and the Planning Departments of Ypsilanti and Superior Charter Townships.

The Parks and Recreation Commission reviewed the draft, held a public hearing, and made a recommendation to City Council to approve it at its February 11, 2020. At this meeting, comments were heard from community members, and a summary of written comments received was read to the Commission and the five community members in attendance. As a result of comments received on the draft plan, the Commission recommended including more information about the Frog Island Track and slope stabilization. The Commission recommended adoption of the plan to City Council.

On February 18, 2020, the final draft of the plan was presented to the City Council along with the Parks and Recreation Commission's recommendation of adoption, and additional comments received from the public. The Council adopted the plan with Resolution Number 2020-XX

The notices, resolutions, and minutes for the meetings mentioned above are included in Appendix G for reference.



Chapter 5: Vision, Goals, and Objectives

The City aims to provide a high quality parks system and recreational opportunities, but is restricted by its current lack of resources and capacity. The plan therefore envisions that the City will play a custodial and facilitating role, focusing limited resources on oversight and maintenance of the underlying parkland, yet poised to take advantage of opportunities as they arise.

A keystone strategy of this plan is to develop and foster shared interests with regional partners and the energy and talents of Ypsilanti residents. As implementation of projects from the Action Plan will rely on the involvement of these partners and volunteers, the prioritization of projects presented in this plan is only a rough guide, recognizing that opportunity will dictate which projects come to fruition.

VISION

Residents and visitors to the City can enjoy the plentiful recreation opportunities the City and its partners provide, regardless of age, gender, socio-economic status, ethnicity, or abilities.

MISSION

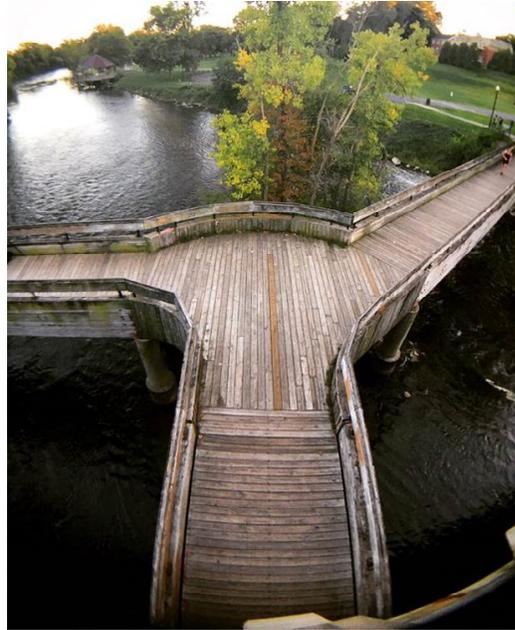
The City of Ypsilanti is committed to preserve, maintain, and enhance the existing parks, while pursuing partnerships to provide necessary capital improvements and recreation programming. The City ensures that recreation opportunities will be provided to residents and visitors, and offered to all regardless of age, gender, socio-economic status, ethnicity, or abilities. This is achieved through cooperative efforts between the City and Ypsilanti Community Schools, Eastern Michigan University, other governments and community institutions, volunteers, the private sector, and the general public.

GOAL 1: ENSURE PARKS ARE ATTRACTIVE AND ACCESSIBLE

Objective 1: Ensure safe routes to parks and recreation facilities from neighborhoods, schools, and business districts, for people of all ability levels. The City's road network can be considered complete with the likely exception of the Water Street Redevelopment Area; however, gaps exist in the sidewalk network, often at park frontages. These gaps can discourage potential park users from using these parks entirely, or may encourage nearby residents to only access them via motor vehicle. Even access via motor vehicle or bicycle can be challenging at several parks, due to lack of facilities, poor condition of pavement, lack of signage, or a combination of those factors.

- *Frog Island, Freighthouse & Market Plaza:* Frog Island's large parking lot is bordered to the east by Rice Street, which is currently part of the Border to Border Trail, anticipated to be shifted to Frog Island in 2020. On the opposite side of Rice Street are the railway, Market Plaza, and the Freighthouse. There are no sidewalks connecting Frog Island's main entrance on Rice Street north to Forest Street, anticipated to be remedied with 2020's planned work. The only crossing to Market Plaza and the Freighthouse is at the park's south end. This should be addressed with the reconstruction of the parking area, not yet programmed.
- *Riverside Park:* There are several access points to this park that serve a variety of modes. To the south, access is via metal steps west of the Michigan Avenue Bridge (able-bodied pedestrians), via a small alleyway meant for motor vehicle traffic (able-bodied pedestrians,

bicyclists, or motorists), or via the newly constructed and accessible Ypsilanti Heritage Bridge (pedestrians of all abilities and bicyclists). From the west, access is only available via steps at the Riverside Arts Center or an unmarked entrance's grassy slope behind a private parking lot; neither entrance is accessible or signed. From the north, pedestrians can access the park via the Tridge, from a set of steps on the west end of the Cross Street bridge, or from a steep trail just west of those steps. Vehicle access from the north is via a drive at the west end of the Cross Street bridge, west of both the trail and the steps. This gate is closed during winter, as the driveway isn't plowed or salted. Accessibility improvements at the north end of the park could be paired with the upcoming Cross Street Bridge replacement, likely taking place after 2023.



- *Recreation Park:* The southern boundary of the park, parallel to Woods Road and perpendicular to Warner Street, does not have a traditional sidewalk. Part of the unpaved walking path runs for much of this length, along top of a berm. Paving this path, or a parallel path, and connecting it to the existing sidewalk to the east of the park on Woods Road and paving a small connector path to Warner Street would provide a significant increase in accessibility from the south side, as well as an increase in visibility.
- *Parkridge Park and Parkridge Community Center:* Currently, there is no accessible sidewalk connection between New Parkridge Homes and the Parkridge Community Center at Hilyard Robinson Way; residents currently have to travel up to the Harriet intersection to cross. One is scheduled to be designed and installed in FY20/21. There are no accessible entrances from the south end of the park.
- *Prospect Park:* The sidewalk along the north side of the park, along Oak Street, is complete from Prospect halfway to Vought Street. There is no sidewalk along the south side of Oak, the north side of Prospect Park, from this point to Charles. This creates a barrier to access from the neighborhood, and also can make travel to/from Ypsilanti International Elementary School challenging.
- *Waterworks:* Although Waterworks is connected to River's Edge Park, part of the Border to Border Trail, via the bridge over the Huron River, it is inaccessible to pedestrians from the south and west. It lacks sidewalks along its Catherine Street frontage, as does the compost yard to the south, thus blocking access from Factory/Spring Street. There are also significant gaps in the sidewalk westward along Catherine linking the park to Huron Street.
- *Haab Brothers Memorial Park:* Situated at the "Y" intersection of Grove and Prospect Streets and adjacent to the Border to Border Trail, access to this park is challenging at best. For those approaching the park by motor vehicle from Prospect Street, there is a place to pull off and park for a single compact car. There is no other public parking available

nearby, nor access from South Grove. Furthermore, there are no sidewalks along either side of the park north almost to Factory Street.

- *North Bay Park:* Although North Bay Park is owned and operated by Ypsilanti Township, west portions lie within the City boundaries. Furthermore, it is an important connection to the Border to Border Trail along South Grove. However, access to this park by City residents is limited by a gap in the sidewalk along the west side of South Grove Road, just north of the I-94 bridge; City residents are also unable to access it from the west off Huron Street due to the lack of a crossing of I-94 for pedestrians. These gaps also restrict access to the City by Township residents.

Objective 2: Ensure each park has a visible presence, entrance, and sign on adjacent rights-of-way. Many parks have understated entrance points or lack signage. All parks should have consistent, well-maintained identifying signage at each entrance. Each entrance should also be signed with standardized information about the parks, including hours of operation, rules, and contact information; parks that have specific rentable spaces should be signed to promote those programs as well.

- *Community Parks:* Updated signage for Riverside, Frog Island, Parkridge, and Recreation parks, as well as many smaller parks, was provided in 2019. However, many parks still lack important information about hours of operation, rules, and other important information.
 - *Riverside Park:* Riverside Park has many public access points: Cross Street on both sides of the bridge near the river, an access easement at 130 N Huron St, the Riverside Arts Center stairway, Michigan Avenue on the west side of the river, and via the Ypsilanti Heritage Bridge. There is no signage on Huron Street nor east of the Cross Street Bridge. Although the 120 N Huron entrance could remain understated, the Riverside Arts Center entrance should be signed and redesigned to help improve the connectivity to the park from the RAC, and improve use and safety of the entrance steps.
 - *Frog Island:* Although many visitors to Depot Town are familiar with the Frog Island parking lot, far fewer are familiar with Frog Island Park. Frog Island is most visible from the intersection of Rice Street and Forest, but signage at this entrance is minimal and obscured. The center and south entrances are less visible due to trees; only one is signed. Signing all three entrances off Rice Street to an equal level will help improve the park's visibility. These signs should be updated as part of parking lot updates or the north entrance updates.
 - *Parkridge:* Visitors to Parkridge Park from outside the neighborhood have access to two parking lots at the park's perimeter: to the south of Perry Early Learning Center on Perry Street; and off Harriet, west of Perry Early Learning Center. Neighborhood residents and visitors can also access the park from off Armstrong Drive in the New Parkridge Homes, and from the point at the intersection of Hawkins and Monroe. There is no signage at the Hawkins entrance, and only a dirt lot in which to park. The Hawkins/Monroe entrance should be signed and made accessible, and accessible parking provided.
- *Prospect:* Prospect has only one identifying sign: a historic plaque at the Cross, Prospect, and Miles intersection. Signage in a similar style to that at other parks, such as Riverside, should be installed at this intersection as well as at the Prospect & Oak intersection. As it is used by the nearby Ypsilanti International Elementary School as a playground, and its

picnic area is adjacent to a church, some form of signage indicating that it is a public City park is strongly recommended.

- *The Spanish-American War Memorial, Ainsworth Park, Carrie R Mattingly Tot Lot, and Haab Brothers Memorial Park:* All of these parks lack adequate signage; some have no signage at all. These parks should be signed.
- *Pavilions, gazebos, and other park facilities available for rent:* Currently, the City does not publicize facility rental information anywhere but the website, although it is a long-standing program. Facility and park rental information is spread through either the Convention & Visitors Bureau for large events, or via word-of-mouth for smaller or private events. By placing signs with rental and reservation information in relevant locations, the City can raise awareness of this service.
- *Nonmotorized connections.* In several subdivisions within the City, such as Gerganoff and Ainsworth, the original developer deeded small lots to the City for use as nonmotorized connections to other neighborhoods. Some of these small lots have been neglected by the City and encroached upon by neighbors, others have simply been forgotten, still others are used for their original purpose. None are signed. Each should be evaluated to see if it still can provide a valuable connection; if not, disposition or vacation options should be explored.

Objective 3: Ensure that each park presents a well-maintained and clean image. Each park should have adequate waste collection facilities and pickup, and all facilities should be kept free of graffiti, well-maintained, and in good operating condition. Research has shown that well-maintained parks and open spaces have a net positive impact upon neighboring properties. Generally speaking, large natural areas have the greatest net positive impact, and smaller playgrounds have the smallest impact. In all cases, poorly maintained parks had a negative impact on property values. Beautifying the parks, then, has a net positive impact upon property values, as well as contributing to overall quality of life.

- *Improve maintenance, either through engaging additional volunteers, adding staff time, or a combination of both.* The majority of the City's parks contain picnic pavilions, playgrounds, or other structures, as well as some landscaping or plantings. Many of the structures are in need of repair or replacement, which will be addressed elsewhere. Engaging volunteers for beautification projects, such as those below, could help both maintain the facilities and increase the sense of community ownership around these facilities.
 - Peeling/rusting paint on signage and structures is addressed in annual maintenance schedules, but is often de-prioritized as other projects take precedence. Regular scraping and repainting of structures and facilities, perhaps as part of annual cleanup events, should be encouraged.
 - Landscaping maintenance, including weeding, planting, and invasive species removal, are also regular maintenance tasks that are often de-prioritized for other concerns. These are often part of annual spring cleanup events, but often entirely volunteer-initiated and guided, with little or no oversight or direction from the City, or follow-up engagement to ensure the landscaping's success. Working to integrate these volunteer efforts into longer-term or broader landscaping plans should help to alleviate potential conflicts and improve the overall appearance of the parks.
 - Regular annual or seasonal inspections should be performed with an eye for these and other issues that can be addressed by volunteers. The results of these inspections

should guide both volunteer and staff workplans and budgets for the year, and include the beautification issues described above.

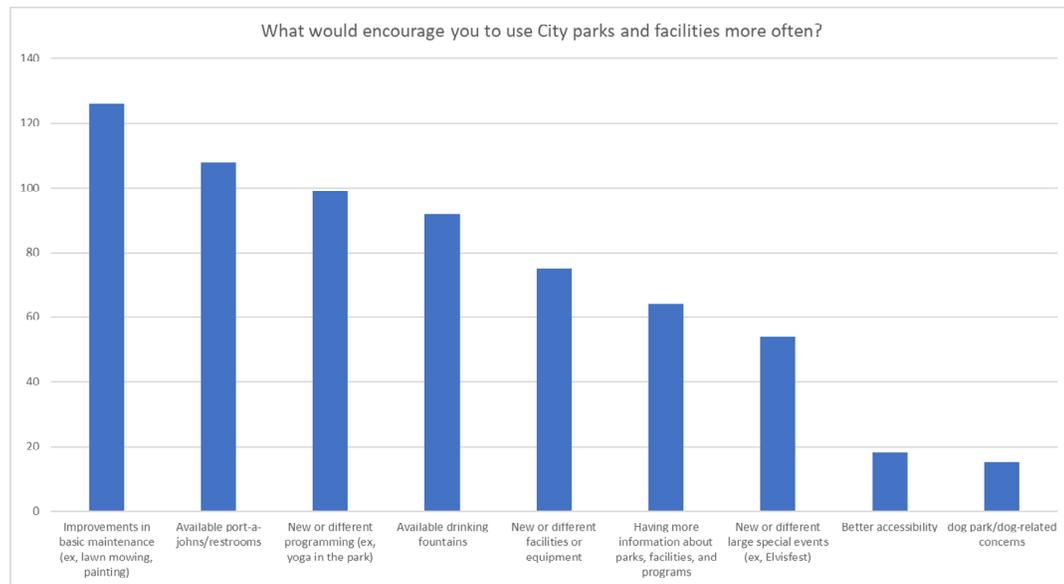
- *Improve waste collection in all parks.* Community Parks, such as Riverside, could benefit from additional, strategically placed waste cans. Recycling options could also be explored in these parks. Neighborhood Parks, such as Prospect, could benefit from optimizing trashcan placement, adding waste cans, and possibly adding recycling options. Placement of waste cans in mini-parks should be evaluated on a case-by case basis. Placement of waste cans in all parks should be evaluated on two major criteria: where waste is generated (picnic areas, parking areas, entrances/exits, trail midpoints), and where those waste cans will be accessible to staff for removal. Inaccessible waste cans will have a tendency to overfill or be vandalized; waste cans not located near waste generation areas will be underutilized. Waste generation areas without adequate waste cans will contribute to litter issues.
 - Volunteers could be engaged for periodic litter cleanup days. However, if litter cleanup days need to be scheduled more frequently than every month, this could be taken as an indicator that there could be more waste cans or that the existing waste cans are placed suboptimally.
 - Special events could be encouraged to make use of outside organizations in clean-up efforts as well. Various service organizations and/or non-profits will often be willing to field volunteers in exchange for a donation; this amount may reduce the monetary cost of cleanup to the special event and the time cost of cleanup to the City. Alternately, events could coordinate with ZeroWaste Washtenaw to reduce overall waste generation and to compost or recycle what waste is generated, a project of the Washtenaw County Solid Waste Division.

Objective 4: Ensure all parks, park shelters, trails, and other facilities are physically accessible to people of all ages and ability levels. As more people are able to use the parks, more people will use the parks. Each park in Ypsilanti needs at least some level of accessibility upgrades. The City could focus on improving one park at a time, thus ensuring, for instance, that an accessible play structure is not obstructed by a lack of an accessible trail, sidewalk, or ramp. Alternately, many parks could be significantly improved by relatively small updates, such as adding or repairing a short length of asphalt trail, and it may be worthwhile to batch these smaller jobs into one contract/project.

The City has recently begun providing port-a-potties in many of its parks, and these port-a-potties are generally themselves ADA-compliant. However, not all of them have been located such that there is an accessible path to the port-a-potties. In all cases, care should be taken to place the port-a-potties such that they are accessible, potentially creating a long-term accessible space for each.

Accessibility Improvements Needed, by Park.					
Park Name	Entrance	Pavilion	Parking lot	Trails	Play Areas
Riverside	north and west accessibility improvements required	link pavilion and gazebo to trails	Add to existing barrier-free spaces	Need to be reconstructed	Currently accessible
Frog Island	north, east, and south, + sidewalk along Rice	n/a	Parking lot needs reconstructed; barrier free spaces at both north and south entrances	ensure even surface and slopes within acceptable ADA limits	n/a
Recreation	south	Accessible from trail	ensure barrier-free spaces are maintained	Need paved/resurfaced	upgrade to accessible play equipment and surfacing
Parkridge	southern entrance (Hawkins)	link to trails	provide accessible parking at all entrances that are adjacent to parking	ensure even surface and slopes within acceptable ADA limits	upgrade to accessible play equipment and surfacing
Candy Cane	Construct accessible entrances/trails	link to trails	No parking lot; sign barrier-free space at each entrance	create a trail system, link to north entrance and create entrances at south-east and south-west	upgrade to accessible play equipment and surfacing
Peninsular	Pave trail from LeForge Remove portage; install accessible dock for kayaks/canoes upon dam removal	link to trail	ensure barrier-free spaces marked, surface barrier-free	install trails, link to waterfront + water trail.	n/a
Prospect	Provide access from south/parking lot entrance; provide sidewalk along full north frontage to Charles	link to trails and parking area	link to trails/sidewalk; repave and ensure accessible/barrier-free	Continue maintenance with cracksealing and patch repairs as needed	Upgrade to accessible play equipment and surfacing
Waterworks	create sidewalk along Catherine	Connected to internal trail, no upgrades necessary	Repave and ensure barrier-free spaces and even surface provided	Connect trail (west of parking area) to any resources added (ex, dog park)	n/a

GOAL 2: PROVIDE PARKS THAT MEET YPSILANTI'S RECREATION NEEDS.



Source: 2019 Survey

Objective 1: Ensure existing facilities can continue to meet the needs of park users.

- Continue to perform regular, scheduled safety inspections of playground and sports equipment, repairing, removing, or replacing equipment as necessary and as resources permit.* Playgrounds are heavily used, and are evaluated annually by staff to ensure that they are safe to use. However, several playground facilities are more than 10 years old, are inaccessible to children and caregivers with mobility disabilities, may be limited to children of certain age groups, or no longer have available replacement parts. An inventory of these deficient facilities will help to inform the Capital Improvements plan, as well as annual budgets and workplans. Play facilities in Parkridge, Candy Cane, Prospect Park, and Recreation should be updated in the next 5-10 years, in approximately that order due to level of use, wear, and availability of parts.
- Perform annual safety inspections of pavilions and other structures.* All of the picnic pavilions are more than 20 years old. Several pavilions have closed-off restrooms, roofs and support structures that have been recently repaired, or portions that still require significant repair. The cost to renovate or remove and replace these facilities – or simply remove – should be considered as a capital cost that will be incurred within the next five to ten years.
- Perform annual or seasonal inspections of electrical systems used in festivals and events.* Festivals in Riverside Park use power hookups that can be damaged during storm and flooding events, as well as during regular use. Costs for this maintenance should be included in the fees charged to the events that use the electrical system.
- Institute a “move in and move out” checklist for large events, such as Class III and IV events.* This will help to ensure that developing maintenance concerns can be addressed promptly.

- *Work with Friends groups, Adopters, and regular event-holders to help ensure the ongoing maintenance of facilities such as the Freighthouse, the Rutherford Pool, Parkridge Community Center, ballfields, and community garden areas.* This may take the form of an annual meeting with these partners to develop a workplan, or periodic check-ins before and after major events to address maintenance issues as they arise. The Parks and Recreation Commission, City staff, and partners should reference MOUs, Adopt-A-Park agreements, Special Events agreements, or other similar documents to ensure that expectations on both sides are clear and well understood.
- *Address ongoing stormwater issues in Riverside, Frog Island, and Recreation Parks.* Both Riverside and Frog Island parks are adjacent to the Huron River and only slightly above its banks. Both have issues with flooding in low-lying areas, but the issue is more pronounced in Riverside Park. Flooding in Riverside at its worst can strand fish in the parks, but even during the most mild storm event, drainage issues including sheet flow over paths or standing, stagnant water present themselves. In Frog Island Park, flooding is usually limited to the track, which is the lowest point in the park. The flooding can complicate both everyday use of the parks and scheduled events, and presents significant maintenance challenges – use of the parks during or after a storm event can result in damage to the turf, trees, and trails. Stormwater controls could be placed in these parks directly, but depending on the type of control used, could be located upstream, perhaps in the Railroad Street property. Diverting stormwater from the storm drain system and into retention, detention, or infiltration systems throughout the City would also benefit water levels in the parks. Flooding in Recreation Park is likely related to soil compaction and grading issues, and primarily in the south and south-east portions of the park.
- *Confirm boundaries of Parkridge Park with regards to the Ypsilanti Community School District.* In the past, due to challenges with recordkeeping, the City has leased Parkridge Park from YCS and Ypsilanti Housing Commission to ensure continuing service and accountability. A title search &/or further research should be done to confirm ownership, and if necessary, ownership transferred to appropriate responsible agencies.
- *Consider installing an intergenerational play space in Recreation Park.*
- *Consider installing a dog park in Waterworks Park.*
- *Work with the Ypsi-Arbor Little League to develop plans for continuing future use of the park, including scoreboards installation or maintenance, ballfield improvements, and lighting improvements.*
- *Continue to work with the adjoining public schools to ensure that children have safe, accessible, and appropriately challenging places to play during the school year.*
- *Continue to expand the network of shared use paths and connectors.*

Objective 2: Ensure that parks are safe and appear to be safe.

- *Lighting should be consistently provided in parks.* This should be done in such a way as to improve safety- both from crime and from other hazards- without impacting light levels in surrounding neighborhoods. Lighting should be energy-efficient, cost-effective, and context-sensitive; solar lighting should be considered for long-term sustainability.
 - *Community Parks:* Lighting under pavilions, at entrances, and along paths.
 - *Neighborhood Parks:* Lighting under pavilions and at entrances.

- *Mini-parks*: The need for lighting should be assessed on a per-park basis for these smaller parks.
- *Improve sightlines*. The lack of a clear field of vision around areas such as pavilions, parking areas, or even bends in trails can lead to people feeling unsafe.
 - Brush and overgrown landscaping affects sightlines in several parks, especially at park borders and entrances. Regular clearing of this brush will not only improve sightlines but also reduce litter accumulation by these overgrown areas, helping to present a well-maintained image for the park. Areas that need clearing can be identified during annual inspections and recommended as projects for volunteers; borders with rights-of-way or parking areas should be prioritized over those with private property, unless an alternate screening method is provided. In some areas, these overgrown areas could be replaced with tended gardens, but volunteer stewards should be secured for gardened areas.
 - Most of the picnic pavilions in the City are open on at least three sides. When renovating or replacing these facilities, maintain that open character.
 - At the top of the Riverside Arts Center/Riverside Park stairs, there is a raised central garden feature that obscures the views of the steps from the Riverside Arts Center, which leads to people feeling unsafe on the steps and, occasionally, illicit behavior on the steps. This could be remedied by redesigning the central landscape feature.
- *Address vandalism issues promptly and thoroughly*. The Department of Public Services currently responds to issues of vandalism as staffing permits. This effort should continue, and could be expanded as part of volunteer beautification efforts. Efforts to reduce vandalism, such as using easy-to-repair surfaces when renovating or reconstructing equipment and facilities, or increasing patrols, should also be continued as the budget permits.
- *Create standards for amplified sound in Frog Island and other parks to ensure compatibility with surrounding neighborhoods*. Ypsilanti's parks host events that engage residents and the region. However, these events have the potential to be a nuisance to neighbors, particularly where amplified music is featured. Creating and enforcing clear standards for sound levels during events can help prevent nuisances. Consider securing design services for this project, with an emphasis on ensuring the standards are easy to understand and follow as well as being effective, and scalable for large and small events alike.

Objective 3: Provide upgrades to the parks that increase their long-term durability and reduce operation costs.

- *When renovating pavilions or other structures in the parks, consider long-term maintenance and operating costs*. An initial investment in better-quality or different materials may be able to present significant savings in the long-term. These can be included in the Capital Improvements Plan, referenced in Objective 1. Some examples include:
 - metal roofs, which may require less ongoing maintenance than do shingle roofs;
 - solar power, which can offset the cost of lighting and seasonal electric uses;
 - careful attention to structure placement and landscaping to reduce the need for powered lighting;

- use of weathering steel for structural supports to minimize the need for rust-removal and painting, balanced against the likelihood of graffiti, as graffiti is difficult to remove from weathering steel.
- *Consider replacing decommissioned restrooms with accessible portable toilets, and in the long run durable facilities in select location.* The restrooms as they currently exist-contained as part of the picnic pavilions – has proven not to be a sustainable solution in Ypsilanti, and most were decommissioned by the late 1990s. These restrooms had high maintenance costs and were frequently targets of vandalism, from graffiti to destruction of fixtures. As accessible restrooms are in high demand in public spaces, any renovation of these spaces should consider reinstatement of restrooms in high-traffic locations or permanent accessible portajohns in lower-traffic or higher-vandalism locations. A potential model for a low-maintenance, durable restrooms is the Portland Loo¹⁴.
- *Use landscaping to beautify the parks, help to provide shade, improve the ecology of the City, and offset stormwater impacts.* In recent years, the City has been unable to provide landscaping services beyond simple mowing and tree/branch removal. Volunteers provide some landscaping, often via one-time spring plantings that are later not maintained. This service is valuable, but could be expanded. Volunteers could be incorporated in all phases of a given project, or only during certain phases, depending on the project. Some examples include:
 - Invasive species removal, such as garlic mustard and buckthorn, and seed or plant in their stead native plants. Note that woody invasive species may require herbicide treatment by a licensed professional in conjunction with mechanical removal, such as cut stump treatment.
 - Streambank restoration efforts, including plantings, in Peninsular, Frog Island, Riverside, River’s Edge, and Waterworks parks.
 - Slope stabilization plantings in Frog Island, Riverside, Peninsular, and Parkridge Parks.
 - Installation and maintenance of attractive perennial beds throughout the parks. These plantings could be purely aesthetic or serve other purposes, such as pollinator gardens, shade tree groves, or rain gardens.
 - Lawn in little-used parts of the parks could be converted to low-maintenance prairie, reducing the amount of mowing needed; however, this should be balanced against the need for open space and visibility. These could be maintained using controlled burns; maintenance should be a primary concern with any planning.
 - Raingardens could be designed, constructed, and maintained by volunteers, perhaps in partnership with the Washtenaw County Water Resources Commissioner’s Master Rain Gardener program. Such gardens should be designed to be low-maintenance.

¹⁴ City of Portland Environmental Services. (2012). *The Portland Loo*. Retrieved from <http://www.portlandoregon.gov/bes/59293>

Objective 4: Provide upgrades to the parks that increase recreation opportunities.

- *Ensure each park has sufficient benches, picnic tables, waste cans, barrier-free parking, and bike parking.* Many parks, but not all, already have these features. Parks that already have these amenities may not have enough, or enough in good repair. Parks without these features may be underutilized due to the lack. Ensuring that each park has enough of these amenities, as well as other park-specific amenities, can help to ensure that the parks remain useful in the years to come. As more park features are replaced with accessible features, such as playgrounds and trails, additional barrier-free or handicap placard parking should be available at each location.
- *Ensure each park has sufficient trees.* In many City parks, trees have not been planted in many years due to budget concerns. As a result, the parks have many mature trees, but fewer younger trees, leading to concerns about succession.
- *Ensure each park's attractions are accessible.* In most parks, picnic pavilions are not connected to the trails, sometimes only separated by a few feet of grass. These small- yet significant-barriers to access can be remedied relatively cheaply and easily.

Riverside

- *Pursue an update of the site plan proposed in the 2008 Parks & Recreation Master Plan, included in Appendix B.* This plan included a proposal for construction of a new pavilion and removal of the existing pavilion; extensive shoreline improvements, including river overlooks and streambank stabilization projects; integration of the parcel at the intersection of Huron and Cross; extensive stormwater controls; trail improvements, including improvements for events service; and an accessible children's play area. In particular, residents and visitors have expressed the most interest in stormwater improvements and a new children's play area. Of necessity, stormwater control should be pursued before any additional projects or long-term impervious surfaces are added, but planned with these future projects in mind, as was presented in the 2008 plan. The plan should be updated to reflect the changed bridge location and the Liz Dahl MacGregor Playground. In the meantime, this plan can be used as a source of ideas and inspiration, rather than a blueprint.

Frog Island

- *Pursue implementation of the ideas contained in the site plan proposed in the 2008 Parks & Recreation Master plan, included in Appendix B.* This plan includes improvements to spectator seating at the soccer/football field, streambank and stormwater improvements, entrance improvements at the north, east, and south entrances, path improvements, a fishing pier, and improvements to the existing amphitheater. As the community has changed somewhat in the past ten years, as have recreation trends, these 2008 site plans are better viewed as inspirational than as blueprints, but remain consistent with the overall goals and values of the community.

Recreation Park

- *Pave walking path around park; ensure that the path width is a consistent ten feet wide and that the grade meets accessibility standards.*
- *Pursue opportunities to foster accessible intergenerational play, including accessible intergenerational play equipment.*
- *Resurface former tennis courts- currently basketball courts.*
- *Work to improve stormwater drainage in the open playing fields to the south of the Rutherford Pool and baseball fields. Currently, this portion of the park does not drain well, leading to issues with standing water. There are storm drains located within Recreation Park; portions of the park could be regarded to drain to these areas, perhaps in conjunction with raingardens or vegetated drainage swales.*
- *Remove or repair nonfunctional lighting poles. Work with the Little League to explore funding options.*
- *Repair or replace outfield fencing; work with Little League to ensure infield fencing is adequate.*
- *Stripe additional barrier-free spaces in both parking lots.*
- *Add picnic benches and dog waste stations.*

Parkridge Park

- *Update the play area; expand the playground facilities and ensure they are accessible and appeal to a broad range of ages and abilities.*
- *Install picnic tables &/or benches and shade trees near the play area in southwest area of the park. Providing areas for guardians, family, and friends to sit and observe children at play helps to foster a safe environment.*
- *Finish and landscape the parking area off of Monroe Street at Hawkins, or close curb cuts and use as pedestrian entrances. Consider using a permeable system such as GrassPave for any areas to be used as parking. Coordinate this effort with the churches along this street. Another entrance off Monroe at Brooks is very steep, the City could explore abandonment of that access.*
- *Create ADA-accessible connections to Monroe Street via paved pathways. By improving the pedestrian connections with the neighborhood to the south, a wider array of people will be able to use the park.*
- *Provide needed repairs to ballfield, basketball courts, tennis courts, and pavilion; remove disused sand volleyball court.*

Candy Cane

- *Install an accessible pathway through Candy Cane, linking the pavilion, the existing sidewalk to the north, the playground, and the sidewalk to the south.*
- *Replace play equipment and fall surfacing; upgrade to improve accessibility.*
- *Work with the Little League to provide needed updates to the ballfield.*
- *Work with partners to mark historic Little League/Carolyn King events.*

Peninsular Park

- *Remove the dam and restore the resulting exposed shoreline.*
- *Create a barrier-free walking path along the Huron River and around the park. Consider using GrassPave, GravelPave, or another stable, ADA-accessible permeable substance to do so, and ensuring that the pathway is clearly marked.*
- *Create barrier-free access to canoe/kayak launch and fishing areas. This can and should be completed after the dam removal, as the best location for such a launch may change.*
- *Work with local stakeholders such as volunteer groups to install functional plantings, such as butterfly/pollinator gardens and raingardens, as well as interpretive and educational signage. Volunteer groups should be able to commit to maintaining the plantings and signage for a minimum of five years; plantings can take three to five years to become fully established, and this time frame enables the group to establish and communicate a clear maintenance schedule for future volunteers or staff.*
- *Seek a private partner for re-use of the historic Powerhouse. As the Powerhouse is linked to the dam and is in deteriorated condition, it may not withstand dam removal. If it does survive, an RFP could be issued for private development, with the stipulation that it be for a recreation, education, or otherwise public use, including concessionaires. Many options exist for the powerhouse: ideas for re-use mentioned in public meetings for the Parks & Recreation Master Plan and the Master Plan included a river-oriented café, restaurant, or brewpub that also served as a concessionaire; a canoe/kayak livery; an industrial museum; or an environmental education center.*
- *Repair the access to the concrete dock downstream of the dam, and add an accessible path to the dock. Currently, there is a timber stairway on the upstream side of the dock and a concrete stairway on the downstream side; they both lead up to the parking area and road, respectively. The timber stairway is very deteriorated; although it is the more popular access, in the interests of safety it might be best to remove it until such time as it can be replaced with an accessible path to the dock.*

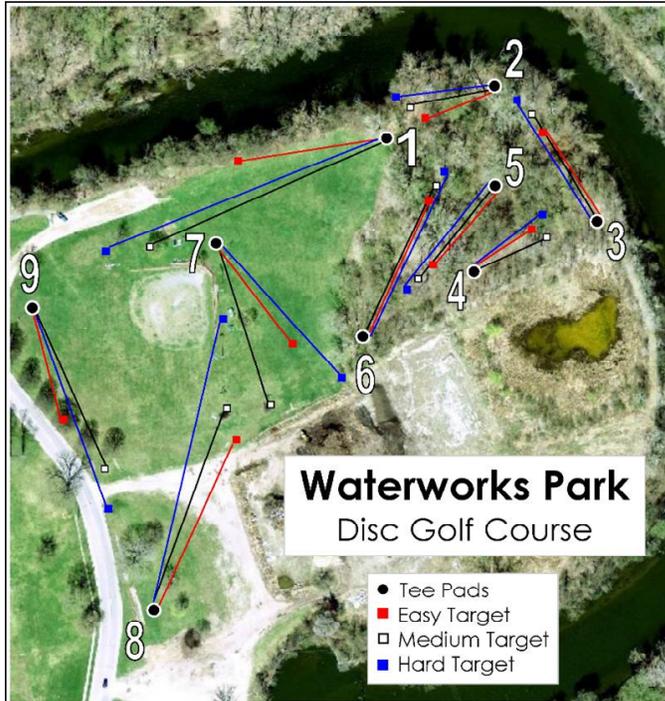
Prospect Park

- *Work with the skate park volunteer group on maintenance, improvement, and expansion projects.*
- *Repair the existing basketball courts.*
- *Work with YCS to ensure the play equipment is maintained and replaced as needed; continue to work with YCS on other projects to improve its functionality as a school playground and maintain its functionality as a community playground.*
- *Repair the pathways and ensure they are linked throughout the park. Currently, the picnic pavilion at the south end of the park is not linked to a paved pathway and removed from it by about twenty feet of lawn; the pavilion on the north end is likewise separated from the paved pathway, however, this distance is only about two feet. Linking at least one of these amenities to a paved pathway should be a relatively high-impact, low-cost improvement.*

Waterworks Park

- *Remove the existing ball diamond. The existing ball diamond is extensively overgrown, and there has been no interest from local partners in its restoration.*

- Continue to work with the Ann Arbor Area Disc Induced Sports Club (A3 Disc) and/or other volunteers to ensure the disc golf course is maintained. Portions of the disc golf course are in disrepair, with several tees being very overgrown. The City could work with A3 Disc and other local disc golf stakeholders to hold clean-up days.



- Work with area stakeholders and potential partners such as Washtenaw County Parks and Recreation, dog-sitting or boarding services, and interested individuals to explore the need for, design of, and potential fundraising mechanisms for a dog park.

In recent years, the City has seen several groups come forward to explore the possibility of locating a dog park or off-leash run within the City, as the nearest runs are located 5-8 miles away in nearby Ann Arbor. Waterworks Park seems a natural fit, as it has a half-acre of unused open space that would be relatively easy to fence off. Other parks have been considered and rejected due to their lack of available parking, space, or neighborhood support. Although half an acre is well below the American Kennel Club recommended minimum size of one acre¹⁵, the dog park will likely draw mainly local users, due in part to its relatively secluded location and limited parking facilities. Preliminary research indicates that a clear parking area, a minimum 8' tall chain link fence with at least one airlock-style entrance/exit, a covered trash container, and clearly posted rules may well be the only physical components needed for a dog park. However, programmatic elements such as insurance, funding, fees, rule development, rule enforcement, and maintenance need to be worked out before construction.

¹⁵ American Kennel Club. Government Relations Department, (2008). *Establishing a dog park in your community* (GLEG01). Retrieved from website: <http://classic.akc.org/pdfs/GLEG01.pdf>

Tot Lots and Mini-Parks

- *Maintain and replace play equipment as needed.*

Border-to-Border Trail

- *Ensure that the portions of the Border to Border trail that run through Frog Island and Riverside Parks are in good repair.* The Frog Island trails are to be reconstructed in 2020 with aid from Washtenaw County Parks and Recreation Commission. Trails in Riverside Park also require reconstruction, but stormwater issues should be addressed prior to repaving.
- *Shift portions of the Border to Border trail that are split between bike lanes and sidewalks to shared-use paths wherever possible.* These splits are brief in some places – such as along Cornell Street – and much longer in others – such as along Lowell and Forest. Alternatives should be explored wherever possible; where alternatives do not exist, maintenance of both bike lanes and sidewalks should be a priority.
 - *Cornell:* In the long term, it may be advantageous to create a shared-use path along the south side of Huron River Drive from Westview to Cornell, making the existing rail-trail corridor a scenic loop, and taking the section of Cornell that is shared sidewalk and bike lane off the main path. In the short and medium term, however, work to ensure that the existing sidewalks and bike lanes are kept in good condition, and plan to complete the sidewalk gaps along Cornell south of Mayhew, connecting the neighborhood to the B2B trail.
 - *Huron River Drive, LeForge to Forest Street:* On Huron River Drive at LeForge, the shared-use path becomes a sidewalk. There is no bike lane at this location, although one does begin about 725 feet to the east, where eastbound Huron River Drive becomes a one-way pair comprised of Lowell St (south/eastbound) and Huron Street (north/westbound). The bike lane continues on Lowell, south/eastbound only, and ends about 100 feet short of the intersection. Forest connects this portion of the trail to the north end of Frog Island Park/Rice Street; it has bike lanes both ways. The space with neither on-street bike lanes or wide sidewalks and the intersection of Forest/Lowell are challenging for bicyclists to navigate safely at peak hour due to high volumes of fast-moving traffic; many bicyclists opt to cut through EMU instead and avoid this section entirely. A shared-use path should replace the sidewalk wherever feasible in this area, and could be paired with either future development or roadworks.
 - *Grove Road:* This section begins where the River's Edge Trail intersects Grove, and continues south into Ypsilanti Township. Currently, it consists of a sidewalk and a bike lane; although Grove is a two-way road it only has a southbound bike lane. The City is working with Washtenaw County Parks and Recreation to replace the sidewalk with shared-use path from the River's Edge Trail south to just before the road bridge over I-94 in 2020, and working with WCPRC and MDOT on a separate project to connect this shared-use path with a safe pedestrian and bike crossing of I-94 at Grove, likely before 2022. Although the bike lane is continuous across the bridge, and there is sidewalk on part of the bridge structure, there is no connector between the bridge sidewalk and the sidewalk to the north, forcing pedestrians into the bike lane.
- *Link the Border-to-Border Trail with the parks and to the nonmotorized transportation system.* Robust connections between the parks, Ypsilanti's nonmotorized transportation network, and the Border to Border Trail would provide for easy access to and through the

City and its parks by both visitors and residents. By connecting the Border to Border Trail with the parks not directly in its path, such as Parkridge, Recreation, and Candy Cane, via well-maintained sidewalks and bike lanes, we increase the accessibility of these parks. This is also a goal of the *Nonmotorized Transportation Plan (2010)*.

- *Continue to expand the City's bike lane and trail system, linking parks and the Border to Border Trail to the City's commercial and cultural centers, as well as to regional resources.*

Huron River Shoreline

- *Continue assembling access and/or conservation easements on private shoreline.* This process relies on donations of easements by property owners. Crucial easements can be obtained on a project-by-project basis as funding allows. Easements for access should be particularly sought-after along the river where it would be advantageous for shared-use path construction, such as along the west shoreline of the Huron River south of Factory Street; conservation easements should be sought in other cases, such as across the river from Frog Island, Riverside, and River's Edge.
- *Pursue opportunities to construct a riverfront trail system as they arise.* The completion of a riverfront path between LeForge Road and Forest Avenue continues to be a long-term recreation goal that is not likely to be achieved in the near term, as does one linking River's Edge and Waterworks to Ford Lake. However, the incremental assembly of riverbank access and construction of trails will need to continue to enable completion. As access easements along the riverfront are obtained, work to integrate them with the nonmotorized system, constructing trails as possible.
- *Consider development of certain City-owned properties along the Huron River, while preserving recreational access.* The City and its assigns, such as the Ypsilanti Economic Development Corporation (YEDC), currently owns a vacant parcel at the end of Railroad Street, was acquired in 1994 from the MDNR by the YEDC. This parcel – or rather, portions of it – have recreation value due to its location along the Huron River and potential future use as a linkage between the Huron River shoreline trail and the Border to Border Trail in Frog Island. If and when this site is redeveloped, ensure that both the shoreline and the potential railway assets are protected and developed.

GOAL 3: WORK WITH VOLUNTEERS AND ORGANIZATIONS TO CONTINUE TO PROVIDE RECREATION OPPORTUNITIES TO CITY RESIDENTS

One of the many strengths of Ypsilanti is its volunteers. Many individual volunteers, volunteer groups, nonprofits, and other organizations have come forth in the wake of ongoing budget cuts to help provide recreation programming, capital improvements funding, and maintenance in the City's parks. These efforts are greatly appreciated and widely admired in the community, but both these volunteers and the City have expressed a need for better coordination of activities and communication. The Commission wishes to pursue formalization of relationships between the City and the various entities working in the City parks and recreation facilities, in order to provide a clear channel for authorizing groups to undertake activities, reduce duplication of effort, clarify responsibility for costs and maintenance, provide liability coverage, and ensure effective communication.

Objective 1: Improve relationships with entities that provide recreation opportunities within the City.

- *Continue to formalize relationships wherein another entity is operating a city-owned facility.* Currently, the Rutherford Pool, the Freighthouse, and the Parkridge Community Center are

being operated by other entities under Memoranda of Understanding (MOUs) for public uses. Such agreements set expectations for both parties and help to ensure continuity of services to the public. Maintain and pursue MOUs with partners as opportunities arise, including Ypsilanti Community Schools and the Ypsilanti Little League.

- *Continue to help provide resources to established partners, such as expertise, historical information, and joint purchasing where feasible.* Although this plan document contains information about the individual parks and the parks system as a whole, space and time limitations prevent us from going in to the detail that organizations may need. By being poised to help provide information to partners, the City can help partners be successful, but can only do so within the constraints of available staffing and other resources.
- *Work with adjacent schools, daycare centers, and other institutions in parks improvements and maintenance.* Parkridge, Prospect, and Recreation Parks are all immediately adjacent to Ypsilanti Community Schools buildings. Others, such as Riverside, Waterworks, and Frog Island, are adjacent to churches, senior housing, and businesses. Still others may provide valuable outdoor space to daycare centers or other community institutions. As primary users of the parks, the school district, parent groups, and student groups, and other neighbors should be involved in the future of those parks. These stakeholders may provide insight into how to implement various recommendations from this plan, and may also be partners in programming and maintenance.
- *Coordinate with neighboring communities and the County to implement regional planning goals.* This plan identifies a number of regional plans relevant to the provision of recreation to Ypsilanti residents and visitors. These plans address regional needs and approaches to open space, non-motorized transportation, and mass transit. The City's limited resources may in some cases be most effectively used to cooperatively work towards these region-wide goals.

Objective 2: Encourage volunteerism.

- *Strengthen relationships with current volunteers and volunteer groups, and work to encourage new individual and group volunteers.* Currently, park adopters, neighborhood groups, and other volunteers receive sporadic feedback on project ideas and work, and are seldom recognized for their efforts. The PRC can work with staff to improve feedback and play a leadership role in working to strengthen the recruitment and recognition process.
- *Strengthen and streamline the Adopt-A-Park program.* The PRC launched the current Adopt-A-Park program in 2009. This has served the City well for organized groups who wish to perform recurring work in the parks, such as neighborhood associations, but is less suited to groups who wish to perform a single project or for individual one-time volunteers. Furthermore, the applications have no concrete standards for approval or denial: approval is at the discretion of the PRC and the Department of Public Services, who themselves often must defer to the local union due to lack of clarity in the current contract regarding volunteer activities in the parks. This system creates uncertainty in those who may be otherwise eager to volunteer, and delays in the approval process, limiting the number of willing volunteers. Work to create a standard list of projects that individual volunteers or small groups can undertake, create and share standards for successful applications, and work to streamline the application process for smaller projects, with union input and engagement throughout the process to ensure the process is clear and predictable for all stakeholders. Keeping track of past projects and noting where they have succeeded or failed can help both to inform this process and future projects.

- *Create a volunteer manager position, or merge volunteer management responsibilities with a new position that will also coordinate Special Events.* One of the key components of many of this plan's objectives is a reliance on volunteer support and support from outside organizations. Currently, responsibility for working with volunteers is distributed: individual volunteers and smaller groups may coordinate directly with the Department of Public Services, or sometimes with DPS through the PRC via Adopt-A-Park. Events are coordinated through the Special Events Coordinator, but several recurring events, such as YALL, may also work directly with DPS. Other ongoing commitments are led by various other departments, such as YMCA's use of the parks for day camps or the DTCCDC's past efforts, coordinated through City Council and the City Manager's Office. Prioritization of work is entirely based upon the volunteer group's interest and ability; there is currently no concerted effort to recruit or direct volunteers to prioritized projects. This lack not only fails to further City goals, it can also lead volunteers to feel devalued and disengaged from the "big picture."

Having one point of contact to help gather and disseminate information about City resources, volunteer opportunities, media and publicity information; to integrate volunteer work with larger, long-term goals; to coordinate the efforts of disparate groups operating in overlapping spheres; and to provide recognition and feedback to both volunteers and staff could help the system reach its full potential. A volunteer manager could also coordinate volunteering by those uninterested in the perceived long-term commitment of the Adopt-A-Park program. Furthermore, concentrating this work in one position- rather than spreading it amongst departments – reduces the risk of miscommunication or duplication of effort, as well as reduces staff opportunity costs. A skilled volunteer manager would be able to maximize the potential of existing volunteers, both individual and organizational, retain existing volunteers, and encourage new volunteers.

Objective 3: Continue to improve the Special Events and park reservations program.

- *Increase the visibility of and publicize the Special Events program.* By ensuring that policies and standards for organizational use of parks, such as day camps or other special events, from family reunions to the Michigan Brewer's Fest, are public, clear, and consistent, the City has increased compliance with its standards and reduced confusion and misunderstandings. Although many of those who serve as liaisons for potential organizers, such as the Convention and Visitor's Bureau, have been excellent partners in guiding events to the City's events coordinator, there remains a knowledge gap with the general public. A press release, plus a Frequently Asked Questions page on the website regarding park reservations, special events, and recurring events, as well as signage in reservable spaces such as pavilions, ballfields, and the gazebo, may serve to increase use of this service.
- *Ensure that the City website can be a resource to those seeking to volunteer, to reserve a park, or simply to find a park or an event.* The events and activities that take place in Ypsilanti's parks and recreation facilities are numerous, organized by many groups, and diverse. Many survey respondents stated that they did not know about the parks in the system or the amenities available at them, with many stating that they felt more information would encourage them to use the parks and programs more. Making this and other information easy to find, in a centralized location, is important for success. The PRC can, alone or with community partners, inventory recreational programs; publicize opportunities to reserve parks or facilities for private events; network with and coordinate various efforts within the city; and otherwise assume a facilitating role.

- *Continue to work with well-established partners to support and promote recreation in the City.* Partnerships with entities such as EMU, WCC, Ypsilanti Community Schools, Ypsilanti Township, Washtenaw County, the Ann Arbor-Ypsilanti Chamber of Commerce, the Convention and Visitor's Bureau, the YMCA, and countless others have helped to ensure that there are recreation opportunities in Ypsilanti. The Convention and Visitors Bureau in particular is instrumental in attracting and retaining many of the city's most popular events, such as the Michigan Brewer's Guild Summer Beer Festival and the Color Run.
- *Consider making the Special Events Coordinator a full-time temporary/seasonal position, or possibly combining the duties of this position with that of a Volunteer Manager.* Due to the complexities of the events and the demands of coordinating many disparate stakeholders and City departments, Special Events require a significant amount of dedicated time and attention. As the duties of special events coordination have been assumed by the Police Administrative Services Manager, the process has improved significantly, but places a significant time demand on that position, and may not be sustainable in the long-term.

Figure 6.1: PRIORITIZATION QUESTIONNAIRE

Criteria	Points Awarded
Is this project legally required?	20
Does this project align with or fulfill one of the stated goals of this plan?	10
Is the project a repair of an existing facility?	10
Is the project located in an area with an above-Ypsilanti-average concentration of...	
those living below the poverty level	5
the elderly	5
disabled persons	5
households with children	5
Is the project in an area not currently served by a similar park or facility? (choose only one)	
More than 1 mile away	5
More than ¾ mile away	4
More than ½ mile away	3
More than ¼ mile away	2
More than 1/8 mile away	1
Is the park or facility adjacent to a school or another public recreation facility?	5
Does the project remedy an issue that presents a significant barrier to <i>access</i> to the facility? (ex, curb cuts, paths, sidewalks)	5
Does the project remedy an issue that presents a significant barrier to <i>use</i> of the facility? (ex, bike parking, lighting, restrooms)	4
Does the project remedy a potential safety issue?	10
Has there been an incident(s) resulting in injury or property damage resulting from a deficiency in this project site, and would this project remedy that deficiency?	15
Is there outside (grant, partnership, etc) funding for the <i>total cost</i> of the project?	
The funding will pay for 100% of the project	5
The funding will pay for 75-100% of the project	4
The funding will pay for 50-75% of the project	3
The funding will pay for 25-50% of the project	2
The funding will pay for less than 25% of the project	1
Will this project have an impact upon the annual maintenance cost of the park or facility?	
Yes, the project will save more than 25% of the current annual maintenance budget for this park or facility	10
Yes, the project will save less than 25% of the current annual maintenance budget for this park or facility	5
This project will have little or no impact upon the current annual maintenance budget for this park or facility	0
This project will increase the cost of annual maintenance by less than 25% for this park or facility	-5
This project will increase the cost of annual maintenance by more than 25% for this park or facility	-10

Chapter 6: Action Plan

PRIORITIZATION

As Ypsilanti prepares to undertake the projects identified by this plan, it will need to prioritize. The questionnaire in [Figure 6.1](#) may be useful in determining where to begin work, or how to evaluate projects as opportunities arise or budgets are decided. Projects which garner more points with “yes” answers are likely to have a more significant positive impact than those projects which garner fewer points with “no” answers. This questionnaire may also be useful when revisiting and revising this plan at the proscribed five-year intervals. The language in this questionnaire is designed to address not only financial ability or pressing facility repairs, but also to address issues of socioeconomic disparity, as provision of recreation infrastructure, or lack thereof, can often affect those who are socioeconomically disadvantaged to a much greater degree than those who are not, because their recreation choices may be far more constrained. However, this questionnaire should not be relied wholly upon to determine whether a project is worth pursuing.

POTENTIAL FUNDING APPROACHES

General fund expenditures on recreation improvements and operations have been reduced from their peak of decades ago, with the minimum funding levels in recent years barely funding basic mowing, trash removal, and emergency maintenance of the parks. Sustainable financing for our parks and recreation system outside of the general fund should be pursued. Although many of these mechanisms below have been used by the City at some point in the past, some would require action by voters, in cooperation with another agency, or by a higher level of government.

The City’s parks budget, wholly funded from the general fund, currently supports a minimal level of maintenance, including grass cutting and trash removal. If play equipment or other amenities become unsafe or are too damaged to use, the budget can support emergency removal, but neither repair nor replacement. The vast majority of capital projects in the parks are funded through grants, donations, volunteer effort, one-time allocations, or a combination. No money is currently budgeted for recreation programming, or specifically towards accessibility improvements. It should be considered that accessibility improvements are currently only a requirement with new or changed facilities, generally; however, in the future they may be required even for older facilities constructed prior to the adoption of the ADA.

ONGOING FUNDING

General Fund

Currently, all park and recreation activities that are funded by the City are done so through the General Fund. The amount budgeted has stabilized over the past years, but if no other funding sources have been identified to address deferred maintenance needs, this amount can be expected to increase to address significant maintenance issues.

Dedicated Property Millage

A property tax millage can be used to finance either specific park and recreation projects, such as parkland enhancements or the ongoing operation of recreation facilities. This option is available to local governments, counties, and regional authorities. The City of Ypsilanti does not currently levy a parks and recreation millage. At the current time, it appears that the current

park maintenance budget is roughly equivalent to the amount generated by 0.5 mills. The City, however, is capped at the amount that it can levy for operations at this time; it may only pursue a levy to pay debt already accrued. By comparison, many neighboring communities do have a millage dedicated to parks and/or recreation.

Joint Recreational Authority

As Ypsilanti residents use parks and recreation resources outside the community, and visitors from nearby communities use Ypsilanti's, regional cooperation could be explored. Chief among regional cooperation and funding models is a regional recreation authority, which could be formed with neighboring communities under Public Act 321 of 2000. This authority would have the ability to seek a regional millage, much as the Huron-Clinton Metropolitan Authority has done, and would have the power to acquire, maintain, operate, and improve parks. As the authority's funding stream would be drawing funds from the same source as before- Ypsilanti's tax base, either via a general fund allocation from the City budget or via a direct millage- the primary benefit to this approach would be the regional coordination of resources and a more predictable revenue stream.

In the 1970s and '80s, The City participated in a joint recreation authority with Ypsilanti Township, called JYRO, limited to specific properties surrounding Ford Lake. Although the City and the Township could choose to participate together in another joint recreation authority, partners are not limited to those that share a geographic boundary, per the state act.

User Fees

Some recreational activities lend themselves to support through user fees, and user fees are common for recreation facilities and programming locally, regionally, and even at state parks. User fees are fees that are charged to offset the cost of providing a space, service, or programming. Many survey respondents indicated that user fees could be a source of revenue for the parks.

The City and its partners do charge some user fees. Special events charges are user fees; as prior to claiming exclusive use of a park, pavilion, gazebo, or similar facility for any length of time, users must pay a fee. If additional services are required, such as police, fire, or waste removal, those too must be paid for. For certain classes of event that attract large numbers of people, or that serve alcohol, additional fees may be imposed to offset the additional wear and tear on the parks. Fees for such activities are set by the City Council annually.

As the capital improvement plan is updated, the fee schedule for special events should also be reviewed and updated to account for those costs. As bearing the entirety of capital improvements through user fees may result in prohibitively high fees, we recommend that the PRC determine a target percentage of capital improvement costs to fund via user fees when recommending special events and parks reservation fees to City Council.

Many of the City's facility-operating Friends groups charge user fees as well. The Friends of the Rutherford Pool charges fees for admissions, programs, and facility rental; the Friends of the Senior Center charges for programming and facility rental; and the Friends of the Ypsilanti Freighthouse charge a facility rental fee. The City does not have direct control over these fees, but could influence them, should it choose to alter terms of the memoranda of agreement under which such entities operate. These methods could include levying a fee on these entities to support capital improvement of the grounds, parking areas, or utilities, potentially causing user fees to be increased; requirements to establish a sliding fee scale for residents who cannot afford the full fee; or to establish a scholarship fund to ensure that residents who cannot afford fees at all can still participate.

Charging user fees is generally a fairly intuitive process and common experience, and was the second most popular potential revenue source discussed by survey respondents. Many 2014 respondents specifically mentioned adding fees that the City does not currently charge, including an annual pass or admission fee, similar to the Township and the State. Although this premise does have merit on its face, it is not a good fit for the City. The City prioritizes providing access to its parks for all residents, and a fee has the potential to exclude many. Furthermore, such a fee would likely bring in very little revenue: the City's parks are generally accessible by walking, biking, or taking the bus, and often have many entry points or permeable boundaries. However, user fees should be borne in mind, should the City expand its scope of services or park holdings.

Lease Arrangements and Concessions

Some communities successfully lease parkland or particular operations to private companies. These leases can take a variety of forms, ranging from leasing a small corner of a park to site a cell tower, to paying for the right to run a commercial canoe livery from a public park, operate a concessionaire, or other similar uses. Since Ypsilanti's current parkland is limited, leasing portions of parkland to private concerns should be carefully considered to ensure that it does not impede the park's ability to serve the community, in addition to providing a service in high demand that the City cannot otherwise offer.

A clear and public process to evaluate any proposal to operate a private business on publicly-owned land should be followed. A three-step approach could be used to evaluate these proposals. First, the business interested in locating in a park should come before the PRC. The PRC can evaluate the proposal in the context of the Recreation Plan, current and past grant obligations, and other current projects, then make a recommendation to City Council as regards the proposal. City Council may then hear the proposal and decide whether to enter into an agreement with the business. Any agreement made between the business and the City should be made contingent upon the project receiving approval in the third, administrative step of the process; construction of new facilities or establishment of a new use, for instance, could require a Capital Improvements or site plan review by Planning Commission; building plan review, or even Michigan Department of Environmental Quality wetlands permit review. This or a similar process will help to ensure that opportunity for public involvement and scrutiny exists.

PROJECT-BASED

Federal Funding Programs

A number of federal programs provide money that may be used for recreation-related projects. For example, Ypsilanti has used **Community Development Block Grant (CDBG)** funds for facility repair and capital improvements; and **Great Lakes Restoration Initiative (GLRI)** funds for the urban forestry initiative, including tree canopy inventory and tree nursery. Each of these funds is limited in the types of projects that it can be used for, and may place long-term obligations upon the projects funded.

State of Michigan Department of Natural Resources Grants

The **Natural Resources Trust Fund (NRTF)** utilizes royalties from oil, gas, and other mineral developments on state-owned lands to help finance the acquisition and development of outdoor recreation facilities. Matching local funds are required in the amount of at least 25% of the total project cost. Two types of projects are supported by this grant: acquisition of land for outdoor recreation, and development of land for outdoor recreation. Both types of projects proposed under this program should be directed towards helping meet statewide goals, including natural

resource protection, water access, urban recreation, economic development, trails, and community recreation. A state-approved recreation plan is a prerequisite for applying for this grant.

The **Land and Water Conservation Fund (LWCF)** is funded at the federal level by receipts from offshore oil and natural gas. Grants are then made to states, which then may make grants to subordinate units of government. In Michigan, the granting body is the Michigan Department of Natural Resources. This program provides funds on a 50/50 reimbursable matching basis for the development of outdoor recreation facilities. Funds are awarded once per year. The local share of a project can be cash, approved donations of service and material, credit for locally assumed costs, and/or donations after project approval. The minimum grant amount is \$15,000 and the maximum grant amount is \$500,000. A state-approved recreation plan is a prerequisite for applying for this grant.

The **Recreation Passport** grant program may only be used for local development projects. The program is focused on renovating and improving existing parks, but development of new parks is eligible. The grant amount changes from year to year depending upon the amount of revenue generated from sales of the Recreation Passport, which replaced the Motor Vehicle Permit for state park entrance in 2010. Matching funds are required in the amount of at least 25% of the total project cost. A state-approved recreation plan or current five-year capital improvements plan is a prerequisite for applying for this grant.

All of the above grants require that previously received Department of Natural Resources grants be in good standing. This means that all previously-funded improvements, be they trails or tennis courts, be in useful physical condition and in the form originally approved by the granting body. Should such a facility be closed, removed, or significantly altered, referred to as a “conversion” by the DNR, the City is obligated to restore it or replace it. Thus, DNR grants should not be sought to fund improvements that are not intended to be permanent. Furthermore, selling parkland that has been improved by a DNR grant is prohibited; and changing the use of any part of a DNR-funded park from outdoor or indoor recreation to another use is also prohibited. There are methods to remedy or address these issues, but such situations should be avoided.

Special Assessment Districts

Although the majority of Ypsilanti’s budget is drawn from property taxes, the amount of tax-exempt land has a significant impact upon the City’s finances. As many tax-exempt properties benefit either directly or indirectly from the parks system, capturing monies to support access and improvements to these assets could offset free rider costs. One such tool to do so would be a special assessment district. A potential use for special assessments could be for improvements at the neighborhood tot lots, such as Edith Hefley, Charles Street, or Carrie Mattingly, where the benefits of improvements would overwhelmingly accrue to residents of the immediate neighborhoods. As the City has applied special assessment districts only sparingly in the past, and many of these parks may be relatively unknown, extensive neighborhood outreach would need to take place, and public support for the project and its scope would need to be garnered prior to any action.

Ypsilanti Downtown Development Authority

Two of the City’s Community Parks, Frog Island and Riverside, are wholly or partially within Downtown Development Authority (DDA) Tax Increment Finance (TIF) districts. Due to legislative restrictions, DDAs may only spend money within their boundaries, and only on projects described in their TIF plans, created when those TIFs were enacted. As such, the

potential the YDDA has to be involved in the parks system as a whole is constrained, but support can be sought for certain projects in Frog Island, the Freighthouse and Market Plaza, Riverside Arts Center, River's Edge, and portions of Riverside as they arise, provided they conform to goals set forth in the TIF plans. These TIF plans are available on the YDDA's website. As TIF plans are revised and renewed opportunities should be sought to integrate parks and recreation goals into the plan that support or complement DDA goals.

Leverage Private Development

Private development can also help to satisfy the demand for a complete recreation system. As development occurs near desired amenities, such as planned right-of-ways for the Border-to-Border Trail or water resources such as the Huron River, the City can work with the developer to obtain access or conservation easements. Furthermore, if new multifamily residential development occurs, the City can work with the developer to ensure that adequate open space is provided and encourage the provision of outdoor play areas for children. As these arrangements tend to benefit the City, its inhabitants, and the developer, private developers are often willing to help provide these public goods.

Private Partnerships and Grants

Businesses, corporations, private clubs, community organizations and individuals may contribute to recreation and other improvement programs to benefit their communities. Private sector contributions may be in the form of financial contributions; the donation of land, equipment, or facilities; or the provision of volunteer services.

A number of recent projects in Ypsilanti have been funded by donations or foundation grants made either to the City or private groups. The Friends groups attached to various facilities are almost entirely funded in this way, and a number of one-time projects are completed through grant funding.

IMPLEMENTATION

This section summarizes the overall system recommendations as well as specific improvements to specific parks, grouped by objective. Parks-specific improvements grouped by parks are listed with the parks in Chapter 3. Some are multi-year efforts that will involve time and coordination, while others are improvements that require largely monetary investment. Priorities should be reviewed annually by the Recreation Commission, and recommendations made by them to City Council. These priorities and recommendations should take into account updated findings and conditions, available funding sources, and volunteer or partner availability, interest, and involvement. Costs should be closely monitored, as the proposed plan estimates are simply that- rough estimates of price ranges. No quotes or bids have been solicited for any of these projects at this time. Actual costs for each project will be more specifically determined as site surveys and engineering or construction plans are develop, as applicable, as well as further analysis of the proposed improvement. If funding levels are lower than required to implement the Plan based on the schedule provided, the implementation could be stretched over additional years.

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
GOAL 1: ENSURE PARKS ARE ATTRACTIVE AND ACCESSIBLE			
Objective 1: Ensure safe routes to parks and recreation facilities from neighborhoods, schools, and business districts, for people of all ability levels.			
Frog Island, Freighthouse & Market Plaza			
Construct pedestrian crossing from Frog Island parking to Freighthouse at Market Street.	\$	★	✓
Riverside Park			
Install bollards along drive (both sides) to prevent unauthorized access.	\$	★	✓
Construct ADA-compliant barrier-free access from street sidewalk at north and south ends of park.	\$	★	✓
Recreation Park			
Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75% Time to Complete: ✓ = 1-3 years; ✓✓ = 3-5 years; ✓✓✓ = >5 years; (∞) = ongoing			

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Connect walking track to sidewalk along Woods Road at both east and west ends.	\$	★	✓
Waterworks			
Construct sidewalk along Catherine Street frontage; continue to Factory Street.	\$	★	✓
Haab Brothers Memorial Park			
Construct sidewalk on both sides, to Factory Street.	\$	★	✓ ✓
North Bay Park			
Construct accessible crossing of driveway north of bridge over I-94, and sidewalk from driveway to bridge.	\$\$	★	✓ ✓ ✓
Objective 2: Ensure each park has a visible presence, entrance, and sign on adjacent rights-of-way.			
All Parks			
Design and place consistent signage about rules, hours, and other information for each park.	\$	★	✓
Riverside Park			
Install signage at Riverside Arts Center entrance; improve visibility.	\$\$	★	✓ ✓
Frog Island			
Place signage at center parking lot entrance.	\$	★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; (∞) = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Relocate north entrance signage as part of 2020 project.	\$	★	✓
Parkridge			
Landscape and improve access at south Hawkins entrance.	\$\$	★	✓ ✓
Peninsular			
Repair and consider reorienting the LeForge Street signage to be legible to vehicular traffic.	\$	★	✓
Prospect			
Install signage at the Prospect/Cross corner as well as the Oak/Prospect corner, consistent with signage at other locations, to distinguish this location as a public park.	\$	★	✓
Install secondary park identification signage at the parking lot on the southeast corner of the park, near the parking lot.	\$	★	✓
The Spanish-American War Memorial, Edith Hefley Tot Lot, Ainsworth Park, Carrie R Mattingly Tot Lot, and the Haab Brothers Memorial Park			
Install signage indicating that these are public parks, consistent with signage at other locations.	\$\$	★	✓
Pavilions, gazebos, and other rentable or reservable facilities.			
Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75% Time to Complete: ✓ = 1-3 years; ✓✓ = 3-5 years; ✓✓✓ = >5 years; (∞) = ongoing			

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Install small signs or notices advertising the reservation system.	\$	★★	✓
Nonmotorized connections			
Evaluate City-owned parcels for their ability to serve as nonmotorized connections between neighborhoods.	\$	★★	✓ ✓
Provide signage for those parcels determined to be needful to serve a nonmotorized transportation purpose.	\$	★	✓

Objective 3: Ensure that each park presents a well-maintained and clean image.

Improve maintenance, either through engaging additional volunteers, adding staff time, or a combination of both.			
Regular annual or seasonal inspections should be performed with an eye for cosmetic and other issues that can be addressed by volunteers.	\$	★★★	()
Regular scraping and repainting of structures and facilities, either by volunteers or as part of an annual cleanup event, should be encouraged.	\$	★★★	()

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Integrate volunteer efforts into long-term landscaping plans.	\$	★★★	()
Improve waste collection in all parks.			
Regularly evaluate location and number of trash receptacles; eliminate those in low-volume or inaccessible areas and add more where need seems to be greater.	\$	★	()
Engage volunteers or service groups for periodic litter cleanup days.	\$	★★★	()
Encourage special events to make use of non-profit or service organizations in post-event clean-up efforts.	\$	★★★	()
Encourage special events to coordinate with ZeroWaste efforts.	\$	★★★	()

Objective 4: Ensure all parks, park shelters, trails, and other facilities are physically accessible to people of all ages and ability levels.

Riverside Park			
Provide barrier-free access at north and west entrances.	\$\$	★	✓ ✓ ✓
Link pavilion to trails.	\$	★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Mark additional barrier-free spaces in parking areas.	\$	★	✓
When reconstructing trails, bring to current barrier-free standards.	\$\$	★	✓ ✓ ✓
Frog Island Park			
Provide barrier-free access at north, east (center) and south entrances.	\$\$	★	✓ ✓ ✓
Improve parking area; provide additional barrier-free spaces.	\$\$\$	★	✓ ✓
When reconstructing trails, bring to current barrier-free standards.	\$\$\$	★	✓
Recreation Park			
Provide additional barrier-free spaces near facilities, such as playgrounds, Senior Center, and the Rutherford Pool.	\$	★	✓
When reconstructing trails, bring to current barrier-free standards.	\$\$	★	✓
Upgrade play area and surfacing to barrier-free standards.	\$\$	★★	✓
Pave walking path and connect to sidewalk system to the south	\$\$	★	✓ ✓
Parkridge Park			
Provide barrier-free access at south Hawkins entrance.	\$\$	★	✓ ✓ ✓
Link pavilion to trails.	\$\$	★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; (○) = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
When reconstructing trails, bring to current barrier-free standards.	\$\$\$	★	✓
Upgrade play area and surfacing to barrier-free standards.	\$\$\$	★★	✓
Candy Cane Park			
Provide barrier-free access at south and north entrances.	\$\$	★	✓ ✓
Provide handicap placard parking.	\$\$	★	✓
Create a paved path linking north & south ends of park, pavilion, and play area.	\$\$	★	✓
Upgrade play area and surfacing to barrier-free standards; provide barrier-free access.	\$\$\$	★★	✓
Peninsular Park			
Provide barrier-free access from LeForge.	\$\$\$	★★	✓ ✓ ✓
When constructing or reconstructing trails, bring to current barrier-free standards.	\$	★	✓
Link pavilion to trails.	\$	★	✓
Improve parking area; provide barrier-free spaces.	\$\$	★	✓ ✓
Provide barrier-free access to dock	\$\$\$	★	✓ ✓ ✓
Prospect Park			
Provide barrier-free access from entrances to south pavilion and link to trail.		★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; (∞) = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Improve parking area at south-east corner; provide barrier-free spaces.	\$\$\$	★	✓ ✓
Work with YCS to upgrade the play area and its surfacing to barrier-free standards.	\$\$	★★	✓
Pave sidewalk along south side of Oak, Vought to Charles	\$\$	★	✓
Waterworks Park			
Provide sidewalk along east side of Catherine.	\$\$	★	✓ ✓
Improve parking area; provide barrier-free spaces.	\$\$\$	★	✓ ✓

GOAL 2: PROVIDE PARKS THAT MEET YPSILANTI'S RECREATION NEEDS

Objective 1: Ensure existing facilities can continue to meet the needs of park users.

Develop a parks-specific maintenance and capital improvement plan, to be integrated with the larger City-wide Capital Improvements Plan.	\$\$	★	✓
Continue to perform regular, scheduled safety inspections of playground and sports equipment, repairing, removing, or replacing equipment as necessary and as resources permit.	\$	★	()
Perform annual safety inspections of picnic pavilions.	\$	★	()

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Perform annual or seasonal inspections of electrical systems used in festivals and events.	\$	★	()
Institute a “move in and move out” checklist for large events, such as Class III and IV events.	\$	★	✓
Work with Friends groups, Adopters, and regular event-holders to help ensure the ongoing maintenance of facilities.	\$	★★★	()
Address ongoing stormwater issues in Riverside, Frog Island, and Recreation Parks.	\$\$\$	★★	✓ ✓ ✓
Clarify boundary between Parkridge Park and Perry School.	\$	★	✓ ✓ ✓
Consider installing an intergenerational playground in Recreation Park, adjacent to and with the aid of the Senior Center.	\$\$	★★	✓ ✓
Consider installing a dog park in Waterworks Park.	\$\$	★★	✓ ✓
Work with the Ypsi-Arbor Little League to develop plans for continuing use of Recreation Park and Candy Cane Park, including scoreboard installation or replacement, fencing improvements, lighting improvements, and ballfield improvements.	\$\$	★★	✓ ✓
Continue to work with the adjoining public schools to ensure that children have safe, accessible, and appropriately challenging places to play during the school year and year round.	\$\$	★★	()

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Continue to expand the network of shared use paths and connectors.	\$\$	★	()
Objective 2: Ensure that parks are safe and appear to be safe.			
Lighting should be consistently provided in parks.			
Community Parks			
Provide lighting under pavilions, at entrances, and along paths at Riverside, Frog Island, Recreation, and Parkridge Parks.	\$\$\$	★★	✓ ✓ ✓
Neighborhood Parks			
Provide lighting under pavilions, at entrances, and along paths; these lights can be motion-sensitive, photocell, on a timer, or a combination.	\$\$\$	★★	✓ ✓ ✓
Mini-parks			
Evaluate the need for lighting on a per-park basis.	\$\$	★★	✓ ✓ ✓
Improve sightlines			
Clear brush at entrances, bends in trails, and at park borders.	\$\$	★★★	()
When renovating or replacing pavilions, maintain at least three open sides.	\$\$\$	★	()

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Redesign area at top of Riverside Arts Center/Riverside Park stairway to improve visibility and feelings of safety.	\$\$\$	★	✓ ✓
Address vandalism issues promptly and thoroughly.	\$	★★	()
Create standards for amplified sound in Frog Island and other parks to ensure compatibility with surrounding neighborhoods.	\$	★★	✓
Objective 3: Provide upgrades to the parks that increase their long-term durability and reduce operation costs.			
When renovating pavilions or other structures in the parks, consider long-term maintenance and operating costs as well as the initial cost.	\$	★	()
Consider replacing decommissioned restrooms with accessible and durable facilities, either permanent or seasonal.	\$\$\$	★★	✓ ✓ ✓
Use landscaping to beautify the parks, help to provide shade, improve the ecology of the parks, and offset stormwater impacts.			
Remove invasive species, and replace with gardened spaces.	\$	★★★	✓ ✓
Pursue streambank restoration.	\$\$	★★	✓ ✓
Investigate slope stabilization plantings for Frog Island, Riverside, Peninsular, and Parkridge Parks.	\$\$	★★	✓ ✓
Work to install shade tree plantings adjacent to play and picnic areas.	\$\$	★★★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Use raingardens to control stormwater and drainage issues; work with skilled volunteers to install and maintain.	\$\$	★★	✓ ✓
Plant trees to replace those lost in the past decade.	\$\$	★★	()
Objective 4: Provide upgrades to the parks that increase recreation opportunities.			
Ensure each park has sufficient benches, picnic tables, waste cans, dog waste stations, lighting, barrier-free parking, and bike parking.	\$\$	★★★	()
Ensure each park has sufficient trees.	\$\$	★★	()
Ensure each park's attractions are accessible.	\$\$	★	()
Riverside			
Pursue implementation of the vision proposed in the 2008 Parks & Recreation Master Plan, particularly stormwater improvements and trail repair, and consider updating the site plan.	\$\$\$	★★	()
Frog Island			
Pursue implementation of the vision proposed in the 2008 Parks & Recreation Master Plan, and consider updating the site plan.	\$\$\$	★★	()
Recreation Park			

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Pave walking path around park; ensure that the path width is a consistent ten feet wide and that the grade meets accessibility standards.	\$\$\$	★	✓ ✓
Resurface former tennis courts- currently basketball courts.	\$\$	★	✓ ✓
Work to improve stormwater drainage in the open playing fields to the south of the Rutherford Pool and baseball fields.	\$\$\$	★	✓ ✓
Repair or remove nonfunctional lighting poles.	\$	★	✓
Repair or replace outfield fencing, work with Little League to ensure adequate fencing is provided.	\$	★★★	✓
Stripe additional barrier-free spaces in both parking lots.	\$	★	✓
Parkridge Park			
Install picnic tables &/or benches and shade trees near the play area in southwest area of the park.	\$\$	★★★	✓
Update the play area; expand the playground facilities and ensure they are accessible and appeal to a broad range of ages and abilities.	\$\$	★★★	✓ ✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; (○) = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Finish and landscape the parking area off of Monroe Street, or close curb cut and use as pedestrian entrances.	\$\$\$	★★	✓ ✓ ✓
Create ADA-accessible connections to Monroe Street via paved pathways.	\$\$	★	✓ ✓
Provide needed repairs to ballfield, basketball courts, tennis courts, and pavilion; remove disused sand volleyball court.	\$	★	✓ ✓
Candy Cane			
Install an accessible pathway through Candy Cane, linking the pavilion, the existing sidewalk to the north, the playground, and the sidewalk to the south.	\$\$	★	✓ ✓
Replace play equipment.	\$\$	★★★	✓
Work with Little League to provide needed updates to the ballfield.	\$	★★★	✓ ✓
Work with partners to mark historic Little League/Carolyn King events.	\$	★★★	✓
Peninsular Park			
Remove the dam.	\$\$\$	★★	✓ ✓ ✓
Create a barrier-free walking path along the Huron River.	\$\$	★	✓ ✓ ✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; (∞) = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Install an accessible canoe/kayak launch.	\$\$\$	★★	✓ ✓ ✓
Work with local stakeholders such as volunteer groups to install functional plantings, such as butterfly/pollinator gardens and raingardens, as well as interpretive and educational signage.	\$	★★★	✓ ✓
Following dam removal, work to restore the newly exposed impoundment area.	\$\$	★★★	✓ ✓
Seek a private partner for re-use of the historic Powerhouse.	\$	★	()
Repair the access to the concrete dock downstream of the dam, and add an accessible path to the dock.	\$\$\$	★	✓ ✓
Prospect Park			
Work with YCS to ensure the play equipment is maintained and replaced as needed.	\$	★	✓
Continue to work with YCS on other projects to improve the park's functionality as both a school playground and a community playground.	\$\$	★★★	()
Work with the skate park volunteer group on maintenance, improvement, and expansion projects.	\$	★★★	()
Repair the existing basketball courts.	\$	★	✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Repair the pathways and ensure they are linked throughout the park.	\$	★	✓
Waterworks Park			
Continue to work with the Ypsilanti American Little League and private partners to renovate the existing ball diamond.	\$	★★★	()
Continue to work with the Ann Arbor Area Disc Induced Sports Club (A3 Disc) to ensure the disc golf course is maintained.	\$	★★★	()
Work with area stakeholders and potential partners to explore the need for, design of, and potential fundraising mechanisms for a dog park.	\$\$	★★★	✓ ✓ ✓
Tot Lots and Mini-Parks			
Maintain and replace play equipment as needed.	\$\$	★★★	()
Border-to-Border Trail			
Repair and maintain the portions of the Border to Border trail that run through Frog Island and Riverside Parks.	\$\$\$	★	✓ ✓
Shift portions of the Border to Border trail that are split between bike lanes and sidewalks to shared-use paths wherever possible.	\$\$\$	★	✓ ✓ ✓

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓ ✓ = 3-5 years; ✓ ✓ ✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Link the Border-to-Border Trail with the parks and to the nonmotorized transportation system.	\$\$\$	★	()
Continue to expand the City's bike lane and trail system, linking parks and the B2B Trail to the City's commercial and cultural centers, as well as to regional resources.	\$\$\$	★★	()
Huron River Shoreline			
Continue assembling access and/or conservation easements on private shoreline.	\$	★★★	()
Pursue opportunities to construct a riverfront trail system as they arise.	\$\$	★★★	()
GOAL 3: WORK WITH VOLUNTEERS AND ORGANIZATIONS TO CONTINUE TO PROVIDE RECREATION OPPORTUNITIES TO CITY RESIDENTS			
Objective 1: Improve relationships with entities that provide recreation opportunities within the City.			
Continue to formalize relationships wherein another entity is operating a city-owned facility.	\$	★★★	()
Continue to help provide resources to established partners, such as expertise, historical information, and joint purchasing where feasible.	\$\$	★★★	()

Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓✓ = 3-5 years; ✓✓✓ = >5 years; () = ongoing

PROJECT	COST	VOLUNTEER INVOLVEMENT	TIME TO COMPLETE
Work with adjacent schools, daycare centers, and other institutions in parks improvements and maintenance.	\$	★★★	()
Coordinate with neighboring communities and the County to implement regional planning goals.	\$	★★★	()
Objective 2: Encourage volunteerism.			
Strengthen and streamline the Adopt-A-Park program.	\$	★★★	()
Create a volunteer manager position, or merge volunteer management responsibilities with a new position that will also coordinate Special Events.	\$	★★	✓✓
Objective 3: Continue to improve the Special Events and park reservations program.			
Increase the visibility of and publicize the Special Events program.	\$	★★	✓
Ensure that the City website can be a resource to those seeking to volunteer, to reserve a park, or simply to find a park or an event.	\$	★★	()
Continue to work with well-established partners to support and promote recreation in the City.	\$	★★★	()
<p>Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 Volunteer Involvement: ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%</p> <p>Time to Complete: ✓ = 1-3 years; ✓✓ = 3-5 years; ✓✓✓ = >5 years; () = ongoing</p>			

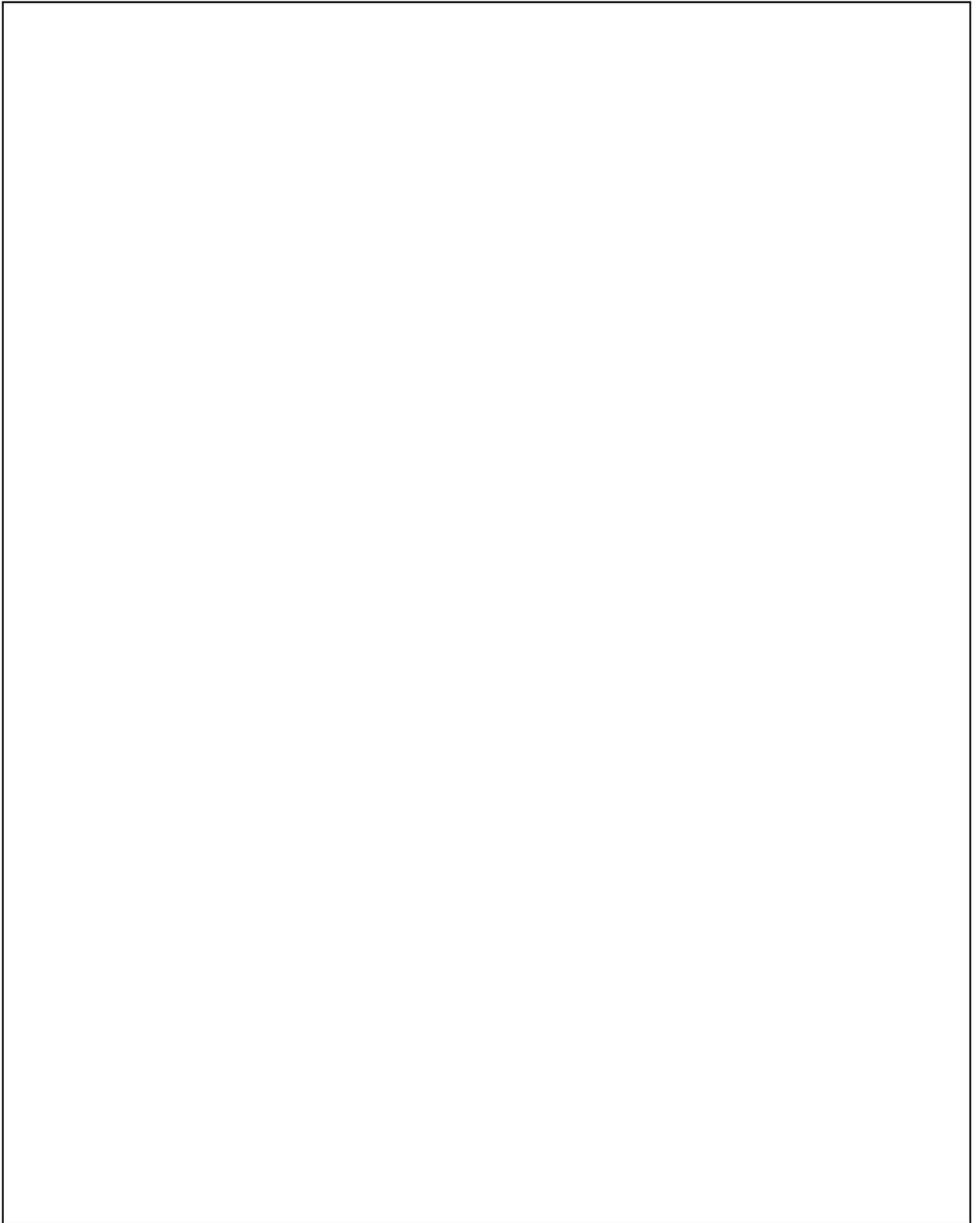
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Cost: \$ = <\$50,000; \$\$ = \$50-150,000; \$\$\$ = >\$150,000 | **Volunteer Involvement:** ★ = minimal, <25%; ★★ = moderate: 25-75%; ★★★ = high, >75%
Time to Complete: ✓ = 1-3 years; ✓✓ = 3-5 years; ✓✓✓ = >5 years; (∞) = ongoing

Appendix A: Department of Natural Resources Grants

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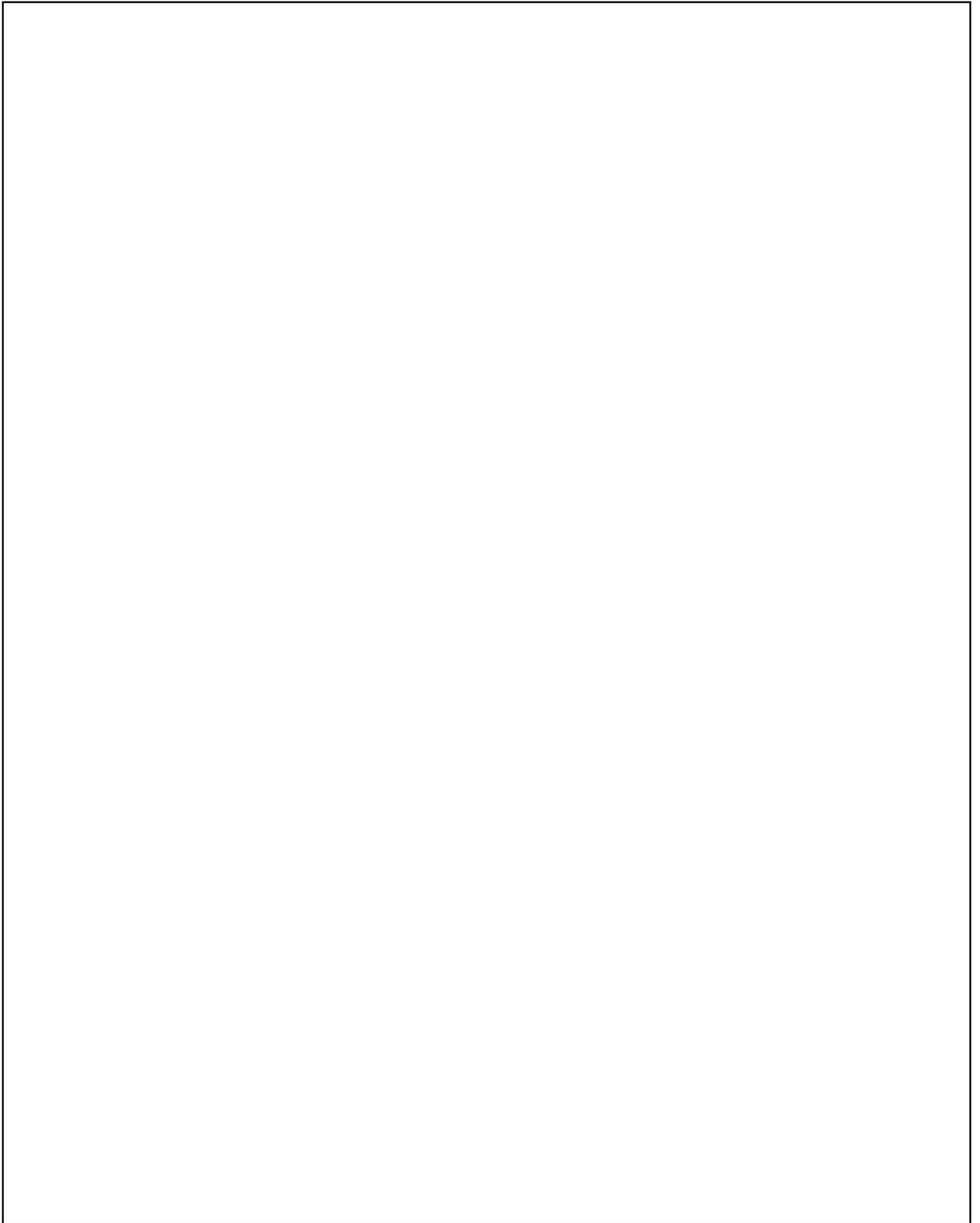
Appendices



Appendix B: Concept Plans for Riverside and Frog Island Parks

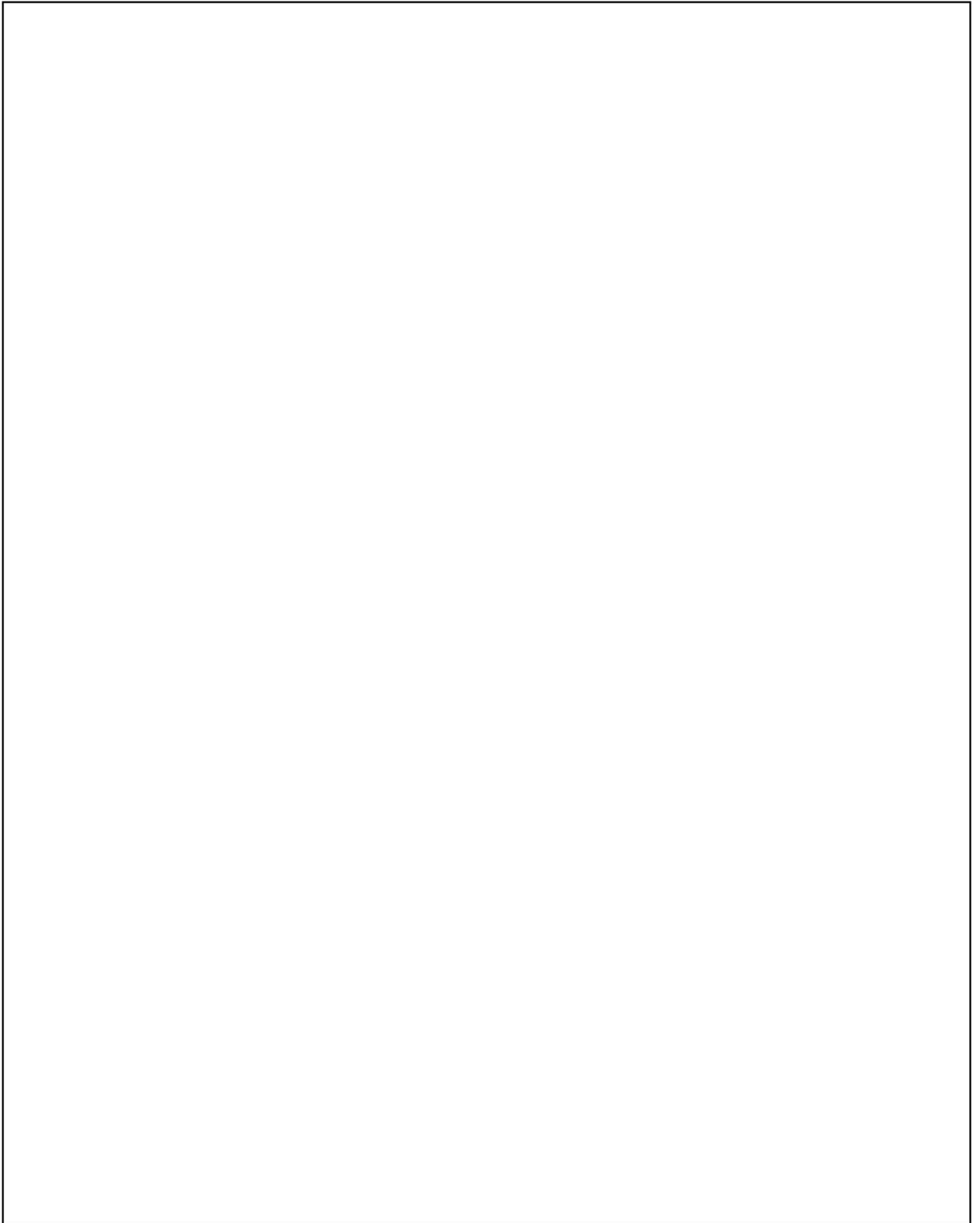
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Appendices



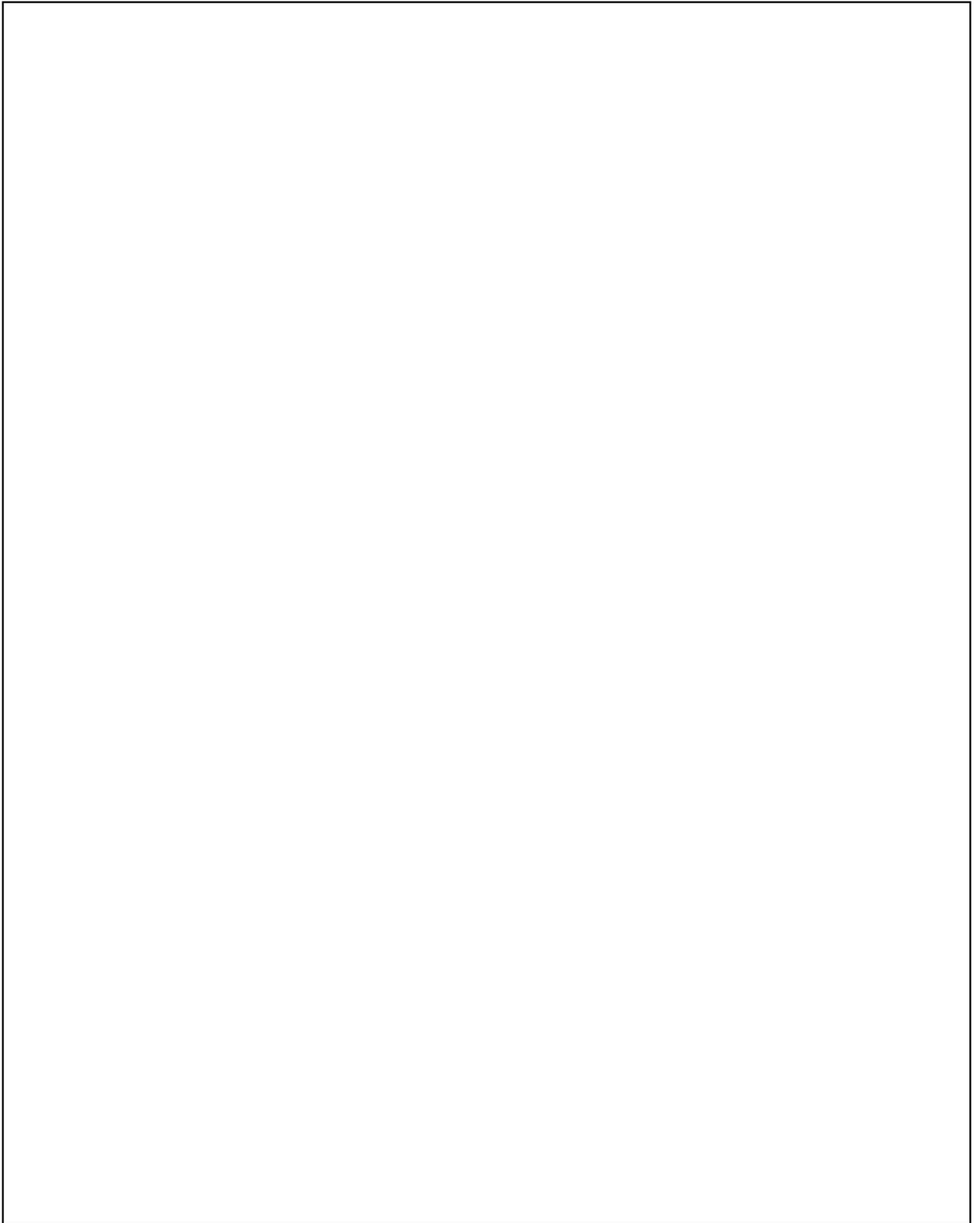
Appendix C: Protected Lands

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Appendix D: Regional Recreation Resources Maps

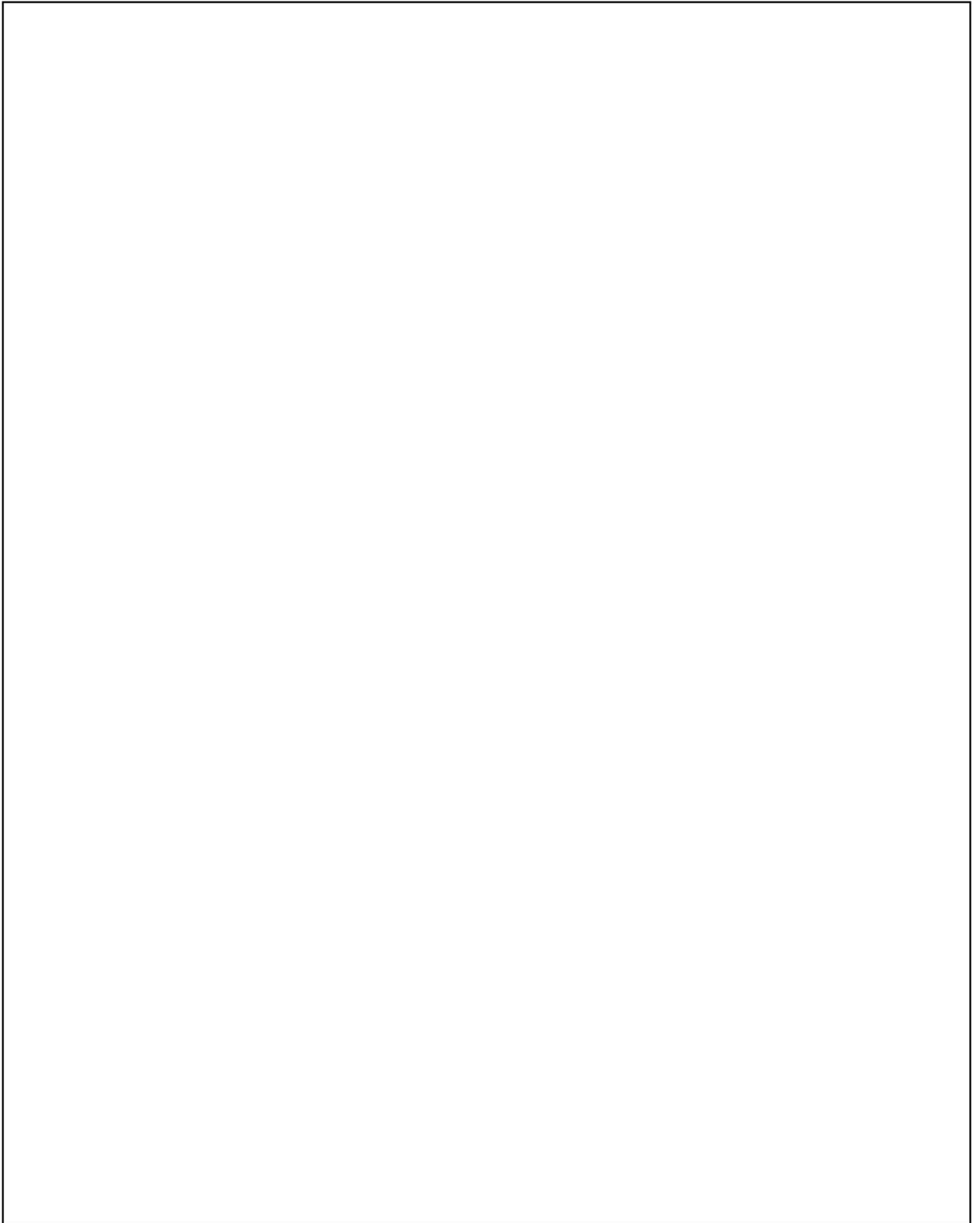
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Appendix E: Survey Results

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Appendices



Appendix F: Parks and Recreation Commission visioning results

OVERALL

Add

- Livery
- More paved & unpaved trails
- Dog park
- Additional athletic field (like beacon field in lansing)
- Nature trail (railroad)
- Seasonal ice skating (real or fake ice – something better than nothing)
- Stormwater infrastructure in riverside
- Movie series
- Amphitheater (or improved FI)
- Bathrooms & water fountains
- Recycling
- Fitness circuit
- *Easy* volunteer programs (adopt a park too limiting and weird and bureaucratic- volunteer events, days, roles)

Throughout

- Native restoration
 - --water management/streambanks
 - --interpretive signage
- Entrance beautification
- Accessibility

More info needed

- Railroad property – homeless population?
- Railroad property – access?
- Picnic table overwintering/maintenance
- Frog island throne (who can take care of in-river issues?)

Improve/Maintain

- Existing paved trails
- Riverbank habitat
- Access to the river (physical, not just view)
- Frog island soccer field
- Tennis courts (lights, net height, condition)
- Stormwater infrastructure overall
- Amphitheater @ FI
- New tables (added)
- Playgrounds
- Waterworks disc golf

SPECIFIC PARKS

Peninsular park

- Save/redevelop powerhouse
- Remove pumping stations
- Add unpaved trails
- Native areas/restoration
- Safe play area
- Lighting
- Repair fishing stairs/retaining wall
- Improve sightlines
- Entrance beautification
- EMU environmental education
- Hold events/rebrand it

Railroad lot

- Passive rec
- Trails
- Birders

Tot lots

- All for one/one for all (treat them all equally)
- Bike repair stations
- Make easier to rent/use (how does it work now)
- Street visibility for CRM
- Entrance care/signage for CRM
- What to do with Ainsworth?

Parkridge

- See OECD meeting data
- Monkeybars
- Access control
- Improving access from south side (old road ends)

Waterworks

- Sidewalks/accessibility
- Disc golf love
- Remove ballfield
- Wall/barrier between compost area and recreation area
- Fix bridge
- Dog park!

Prospect

- Interior/exterior connectivity
- Maintain existing
- Sit down w/school and ask
- Skatepark partnership

- Playground

WS Trail/River's Edge Linear Park and Trail

- Trailhead improvements @ Grove
- Schroedinger's parking (Water Street)

Recreation

- Trail improvements
- Support senior center/pool
- Remove nonfunctional lighting
- Stormwater/grading south end
- Event parking/communication
- Handicap parking signage improvements
- Ballfield vehicle access control
- Playground

Candy cane

- interior connectivity
- pavilion – remove/replace/repair? Enlarge, open-air?
- Lighting/sightlines
- playground

Riverside

- people love
 - bankside seating, peacefulness, trees
 - new playground, gazebo, dock, tridge, sledding
- need –
 - restrooms (1), winter fun, regular checking of lights to ensure they work
 - stormwater management/slopes
 - --engineered wetland with bridge
 - --native species- bank stabilization
 - Fixed trails/expanded/reoriented
 - Keep it open space
 - Kayak/paddle put-in/takeout
 - Kid-free areas
 - Dog waste stations
 - Publicize rentals
 - Smeeth frog sign
 - RAC Steps- need
 - --security/repair
 - --visibility from top/bottom
 - --activity @ top to draw "legit" users
 - --empty trash more
 - --more bankside seating
 - trees
 - -- succession planning
 - --hammock-able trees

Appendices

- Generally like the giant chair, want it moved more
- Accessibility/paths

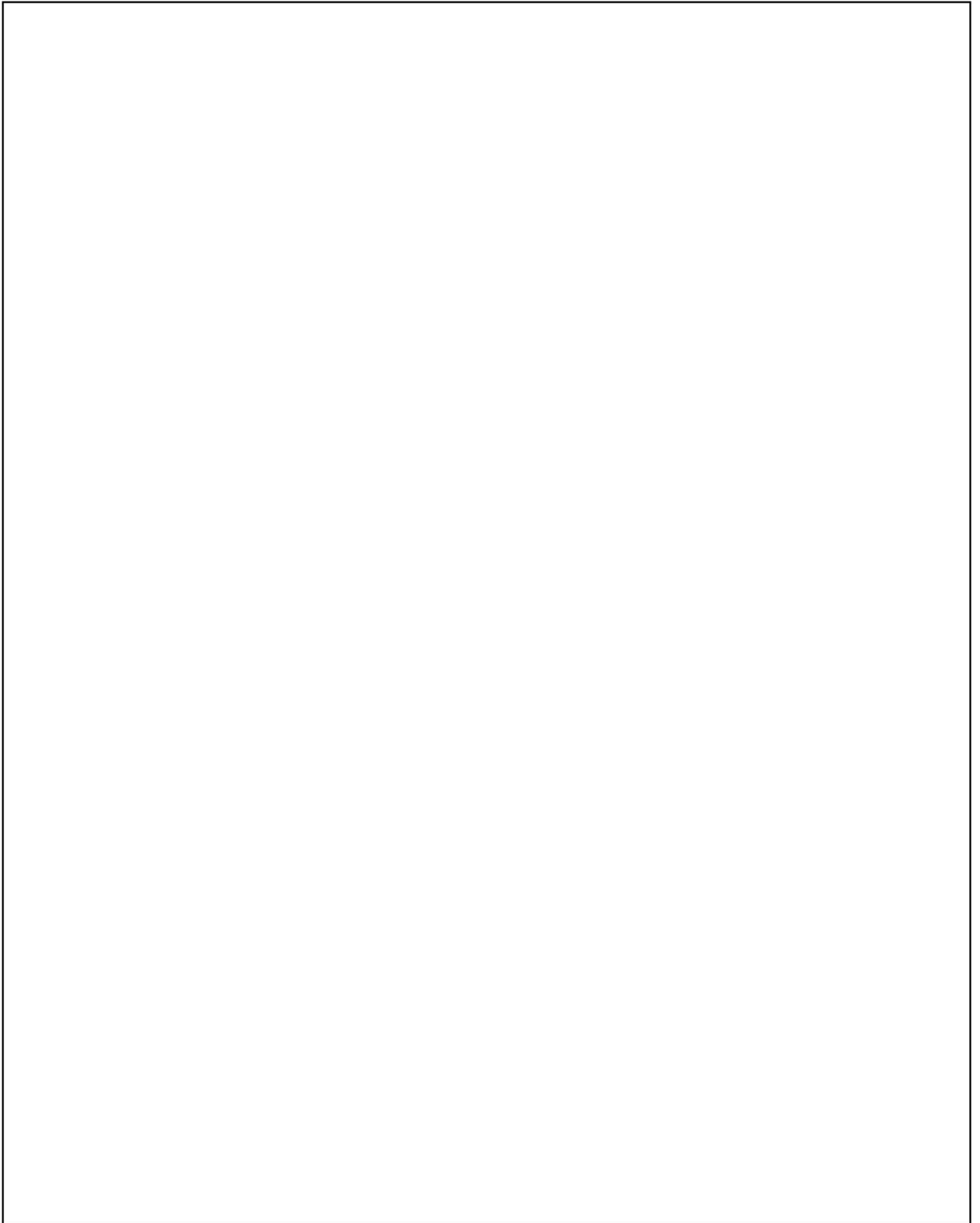
Frog Island

- People love:
 - adult use, unimproved group activities (quidditch, fire, hula hoops), Multiuse, community garden, soccer field
- Needs –
 - landscaping (1), nature restoration @ banks/slopes, trash receptacles, winter ice skating, (1) sightlines – hidden b/c is lower, bleacher/seating improvement
 - kiosks/fliering location
 - functioning goals (soccer field)
 - cinder track repair/replace
 - lighting overall – v/v/ dark
 - amphitheater improvement – bandshell? Publicity? Electricity?
 - Accessibility
 - Bike racks

Appendix G: Public Engagement

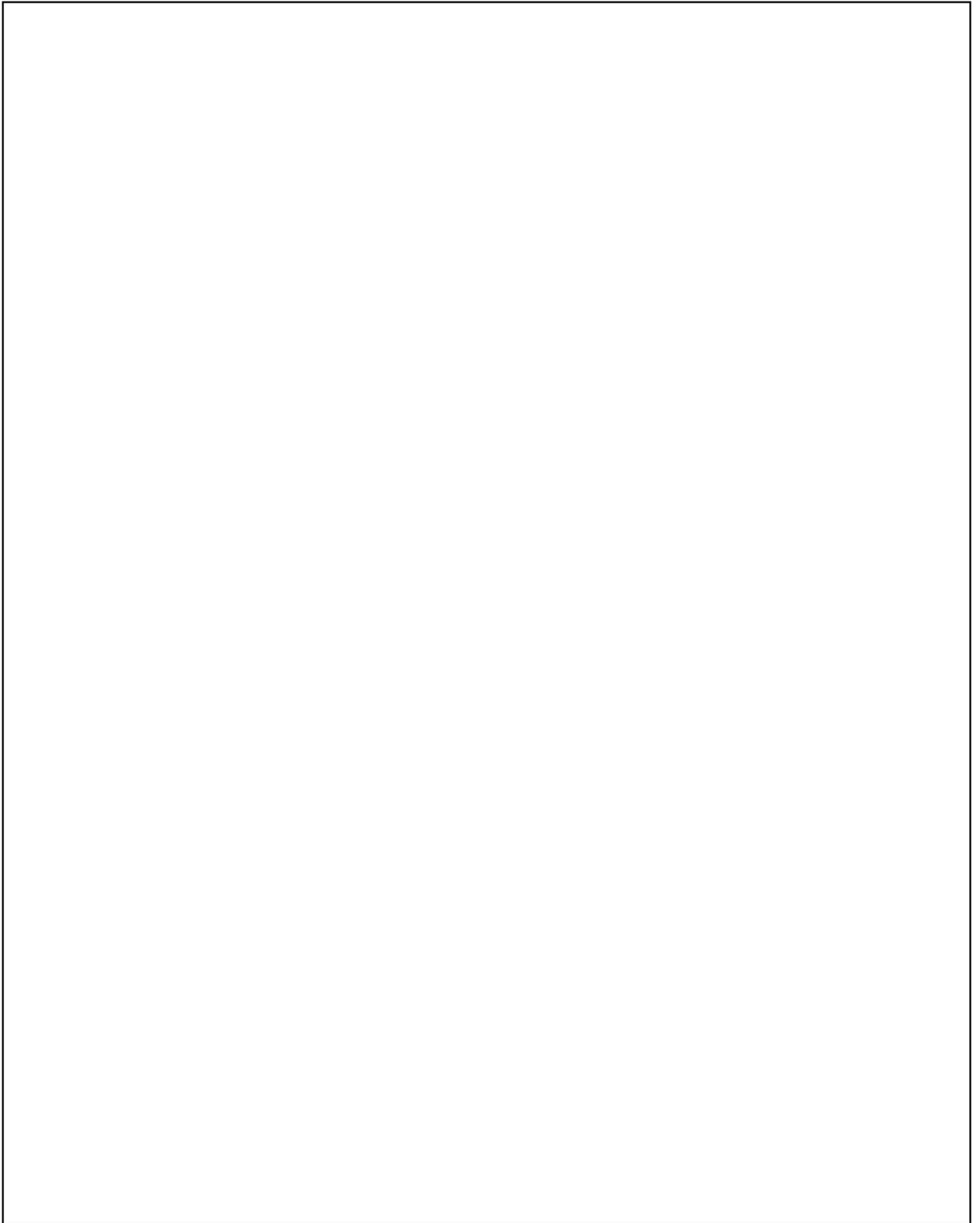
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Appendices



Appendix F: Potential Fundraising Resources

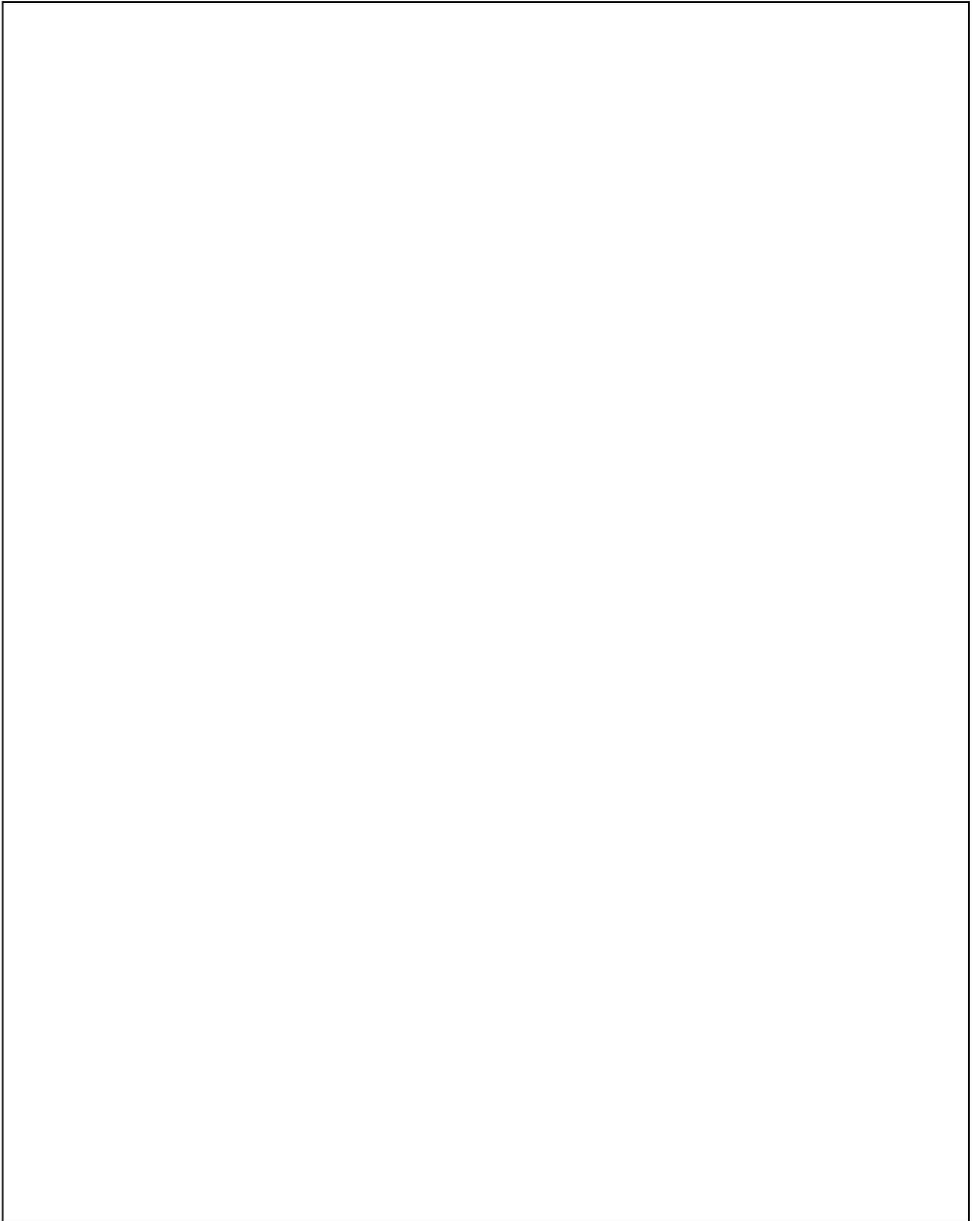
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Appendix H: Current Memoranda of Understanding

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Appendices



Appendix I: Dam Removal Feasibility Study

DRAFT 2-12-2020

Appendices



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: February 18, 2020
SUBJECT: mParks Building Healthy Places Grant Agreement

DESCRIPTION:
mParks Building Healthy Places Grant Agreement

SUMMARY:

In December, staff applied for mParks' Building Healthy Places grant program to place three permanent bike repair stations in City parks and to perform sidewalk repairs along Michigan Avenue, connecting to the Border to Border Trail in Riverside/River's Edge. The City has been awarded these grants and there are no matching requirements. All work must be complete by August 30, 2020.

The three bike repair stations are estimated to cost approximately \$9,300, including materials and installation. They will be placed at the north end of Frog Island (coordinated with reconstruction of the trail), in Recreation Park near the intersection of Congress/Oakwood at the Senior Center, and near the Parkridge Community Center.

The sidewalk repairs will be along Michigan Avenue between the Huron River and Lincoln Street, and consist of limited slab replacements and other repairs, not exceeding \$10,000.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Memorandum of Understanding
Grant Applications

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Building Healthy Places (BHP) FY20

Memorandum of Agreement (MOU)

This Partnership Agreement (Agreement) by and between the Michigan Recreation and Park Association (“mParks”) and the **City of Ypsilanti** (Partner) for the period from January 20, 2020 to August 30, 2020. The project scope is outlined in this document.

Infrastructure Enhancements:

Partner agrees to:

- Participate in pre-award meeting to detail grant components, workplan, budget, and reporting requirements.
- Submit final workplan to mParks for approval before beginning infrastructure enhancements
 - Projects can start after Jan. 20, 2020 and must be completed by Aug. 30, 2020.
- Participate in Marketing/Promotion on social media (i.e., Facebook, Instagram, Twitter, etc.) and traditional media (i.e., press release, newsletter, website, etc.).
- Conduct key informant interviews with key staff/partners/community members, including success stories.

Reporting:

Partner agrees to:

- Submit Monthly Progress Report
 - Due the 1st of each month reflecting previous month’s highlights
 - “Monthly Progress Report” Form
 - Include pictures, if feasible
- Submit Monthly Expenditure Report
 - Due the 1st of each month reflecting previous months’ expenses
 - “Monthly Expenditure Report” Form
 - Must include receipts, P.O.’s, other forms detailing proof of purchase

Please email completed Monthly Progress Reports & Expenditure Reports by the 1st of each month to Kari Woloszyk at kwoloszyk@mparks.org. If the report due date falls on a weekend or holiday, you have until the next business day to submit.

Program Payment:

mParks agrees to provide Partner a payment total amount of **\$19,300 for Infrastructure Enhancements at East Michigan Ave. (between Huron River and Park St.) for \$10,000 and at Parkridge Community Center, Frog Island Park, Recreation Park for \$9,300.**

Payment will be processed as reimbursements throughout the duration of grant. Payment will be issued monthly after mParks receives a detailed expense report from Partner listing expenses requested for reimbursement and appropriate receipts/purchase orders. Please allow four to six weeks for reimbursements. All expenses must be approved in advance by mParks.

Partner will:

- Submit a monthly expense report detailing the incurred costs under this partnership.
- Partner must include with the expense report a copy of:
 - Time sheets for any hours charged to the grant included in the partnership.

- Copies of invoices for any enhancement project identified in work plan.
- Capital equipment and food expenditures will not be reimbursed by mParks
- **Any expenses accrued after August 30, 2020 will not be reimbursed.**

Partner agrees that payments received from mParks shall not be used to influence the outcome of any public election or to carry on any voter registration drive and are to be used solely for the purpose of developing and administering the goals of this project. mParks reserves the right to reject any payment request, or part thereof, which in its sole discretion does not comply with the terms of this Agreement.

Indemnification: The partner agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless mParks, and the Michigan Department of Health and Human Services (MDHHS) and their officers, directors, employees and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney fees) which directly or, indirectly, wholly or partially arise from or in connection with any act or omission of Partner, its employees, or agents in applying for or accepting the program reimbursement in expending or applying the program reimbursement funds, or in carrying out any project supported by the program reimbursement funds except to the extent that such claims, liabilities, losses and expenses arise from or are related to any act of omission of mParks or MDHHS and their officers, directors, employees or agents.

Changes: The Partner shall immediately notify mParks about any changes, events or occurrences which significantly affect the ability of the partner to fulfill the activities outlined in this document.

Records and Access to Information: The partner shall maintain records of all activities related to or funded under this Agreement, including but not limited to, financial records, receipts and expenditures relating to the partnership. The partner's books and records shall be made available for mParks inspection during normal business hours at the partner's principal place of business for the purpose of making financial audits, verifications or program evaluations as mParks deems necessary concerning the partnership.

Right to Discontinue Funding: mParks may terminate this agreement or withhold payment, or both, in its sole discretion, if the partner is unable to carry out the purposes of the grant or fails to meet the terms and conditions of this agreement. If termination or withholding of the payment is being considered by mParks, the partner will be notified of the non-compliance issues and will have a specified period of time to remediate the non-compliance issues cited by mParks. Successful remediation will be determined in the sole discretion of mParks.

Publicity: mParks and the partner shall each permit the other to include information regarding the partnership, including the MDHHS, mParks and the partner and the purpose of the partnership in each party's periodic public reports, newsletters and news releases. The partner agrees to acknowledge the support of mParks and MDHHS whenever activities funded pursuant to this Agreement are published in any news media. Any proposed publicity that goes beyond the disclosure described in this section shall require the approval of the other party which shall not be unreasonable withheld.

Assignment: The partner shall not transfer or assign responsibility for any obligation of Partner hereunder to another party without the prior written consent of mParks.

Governing Law: This Agreement shall be construed in accordance with the laws of the State of Michigan.

Complete Agreement: This Agreement constitutes the entire Agreement of the parties as to the subject matter hereof and may not be modified or amended except by written amendment signed by both parties.

Jan. 2020

Beth Bashert, Mayor, City of Ypsilanti

Date

Andrew Hellenga, Clerk, City of Ypsilanti

Date



Clay Summers, mParks

January 15th, 2020

Date

Jan. 2020

Attachment A: Project Scope

Background: Communities are the places where we live, learn, work, and play. The physical environments and local policies governing our communities can directly influence our health. In partnership with the Michigan Department of Health and Human Services (MDHHS), the Michigan Recreation and Park Association (mParks) are working towards improving our environments, policies, and physical activity opportunities to ensure that all residents have high quality outdoor recreation opportunities that support healthy lifestyles.

In October 2019, mParks received a Building Healthy Places grant opportunity from MDHHS to fund the implementation and evaluation of infrastructure, policy, and physical activity interventions in the western Wayne and eastern Washtenaw regions. These interventions are designed to prevent chronic diseases through community-based population health improvements that promote physical activity through the built environment, focused amongst disparate population groups. Specifically, Building Healthy Places has two primary goals:

- 1) To reduce unhealthy eating by increasing fruit and vegetable access, availability, and consumption
- 2) **To increase physical activity by improving safety, access, and availability for daily recreation and transportation.**

The program aligns with national strategies, the Michigan 4 x 4 Health and Wellness Initiative, the Guide to Community Preventive Services, and objectives of Healthy People 2020 as outlined below:

- Promote quality of life, healthy development, and healthy behaviors across the life span;
- Achieve health equity and the elimination of health disparities;
- Create social and physical environments that promote good health

Grant Focus: The current funding award encompasses the physical activity component of Building Healthy Places' initiatives. Specifically, awarded grantees will use this funding for the implementation of sustainable and equitable infrastructure, policy, and exercise opportunity improvements to greenspaces, such as parks and trails, in order to create or enhance access to safe and equitable public spaces for active living in the identified regions of southeast Michigan. By improving the built environment through accessibility and safety of public greenspaces, the project aims to increase the percentage of adults and youth using greenspaces to live an active lifestyle, and ultimately reducing poor health outcomes and health disparities in Michigan.

This grant seeks the implementation of improvements to public greenspaces through:

1. **Infrastructure.** This grant's primary focus is to promote physical activity through improvements to public greenspace environments.

Examples of infrastructure enhancements include (this is not an exhaustive list):

- Installation of lighting sources to improve safe walking and biking conditions
- Renovation or development of fencing, walking paths, trails, and/or signage
- Addition of crosswalks to connect nearby neighborhoods to park or trailheads
- Installation of bike racks, drinking fountains, and benches

Jan. 2020

The funds cannot be used to purchase playground equipment, but can be used to enhance playground landscaping, such as to install rubber flooring for injury prevention purposes.

- 2. Physical Activity Programming.** Organized exercise opportunities in parks has been shown to further connect public greenspaces to improved community health. Evidence-based recreational activities showcase how to use public greenspaces for physical activity, promote a sense of community around outdoor exercise, and provide an opportunity to evaluate greenspace usage. Within the grant period, Physical Activity awarded grantees will host physical activity programming within local greenspaces. Grantees will select from one of the two physical activity programs to implement.

Come Out And Play (COAP) (Youth-focused): Come Out and Play! Is an evidence-based physical education program for youth that promotes overall fitness, learning and fun outdoors! Developed by the Michigan Recreation and Park Association (mParks), COAP empowers youth to use play as a foundation for healthy lifestyle, while also teaching social and emotional health, and intellectual development.

Physical Activity in play is critical for healthy lifestyles and the development of the mind, body, and spirit. As communities across the country are seeking diverse partners to help address the dramatic rise in childhood obesity and combat sedentary lifestyles, COAP is an effective solution that intentionally promotes fitness and physical activity. COAP provides a way for parks and recreation, schools, summer camps, faith-based organizations, and many more to adapt traditional PE to a fun, outdoor-based play experience.

The COAP activities combine cardiovascular, bone and strength promoting play, supports gross motor development, and improves critical thinking and problem-solving skills through creative interactions with nature. Unique to COAP, this program highlights Michigan's great outdoors by using nature as a natural playground, while also connecting youth and their families to greenspace and inspiring environmental stewardship.

Benefits of COAP include:

- Help schools and recreation facilities reach 60 minutes of recommended physical activity
- Promotes moderate to vigorous levels of physical activity
- Engages children, families, and communities to be active in their parks, trails and greenspaces
- Reinforces the significant health and developmental benefits offered through outdoor play environments
- Maximizes community greenspace investments for use during free play, structured physical education, and before/after school programming
- Helps link to potential funding aligned to support health and wellness initiative

Program Components:

1. Facilitator Manual: Overview of COAP and directions to implement program
2. Activity Calendar: Six-day COAP calendar with activities, quests and lessons to teach

3. Activities: Get children moving, tracking steps, and introduces a variety of nature concepts for an average of 20 minutes or more of play
4. Quests: Special activities that challenges families to be physically active together while having fun and enjoying nature
5. Activity Records: Fun way for children to record their daily physical activity (i.e., daily step counts)
6. Step Tracker Recording Sheet: COAP staff records and tracks the number of steps taking by participants during COAP activities daily

mParks will assist in training and technical assistance with grantees as needed

Walk Michigan (Adult/Senior-focused): Walk Michigan is an eight-week virtual walking program aimed at connecting Michigan parks, trails, and greenways to healthy living. Walking outdoors in parks and on trails is the central activity of Walk Michigan. As a Michigan-based program, participants virtually progress along the 1,259 miles of the Iron Belle Trail by tracking steps during group and individual walks. While designed as a walking program, walking is not the only form of physical activity that everyone enjoys. Simply building on the importance of being active in greenspaces, participants can log other physical activities into miles walked.

Unlike other walking programs, Walk Michigan takes place in local parks, trails and greenways, encourages teamwork and social interaction, and is inclusive to all forms of physical activity.

Program objectives include:

- Improve health and wellness by developing healthy habits that encourage physical activity in greenspaces to help protect physical and emotional health.
- Support a healthy lifestyle through the nature-health connection to prevent/manage illnesses and chronic diseases.
- Strengthen the connection between greenspace physical activity and social support networks as an effective (and sustainable) lifestyle program.
- Promote Michigan parks, trails and greenways as accessible places to be active as part of a healthy lifestyle across a lifespan.

Components of Walk Michigan include:

- Join a team for an 8-week program
 - The 8-weeks can be done consecutively or split into 4-weeks (PRE) and 4-weeks (POST). For example, a 4-week spring program followed up with a 4-week fall program might be the best option to accommodate weather and participation.
- Encourage your family, friends, neighbors, and co-workers to form teams and build a healthy habit using your local greenspaces to be active.
- Report your miles to team captains each week.
- To evaluate the success and benefits of the walking program, entry, exit, and tracking forms of energy, social interaction and satisfaction with their community.

Jan. 2020

- Participate in community kick-off and celebration events.

mParks will assist in training and technical assistance with grantees as needed

7. **(Optional) Policy.** Amendments and/or additions to policy in enhanced public greenspaces can support the overall health and safety of our communities. If applicants propose a health-related policy for the greenspace, such as a Complete Streets or Tobacco-Free policy, or if a health-related policy already exists at the site, then funds could be used to support the adopted policy for items such as signs, crosswalks, or sidewalks. Policy improvements are encouraged but not required.

This grant opportunity maintains the following goals:

1. Develop and/or implement greenspace enhancements that promote active living such as walking and biking.
2. Strengthen the use and connection between greenspace and physical activity through programming, signage, policies, and social support in communities.

mParks will work with awarded communities to promote greenspace enhancements and physical activity programming in their community.

The timeline for this project is January 20, 2020 through August 30, 2020.

Jan. 2020

Application Form

Building Healthy Places: Creating Parks with Purpose (Please type information into form)

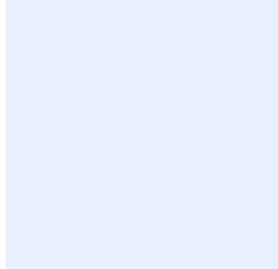
Applicant Information	
Agency	Applicant/Contact Person
Name: City of Ypsilanti	Name: Bonnie Wessler
Address: 1 S Huron St	Affiliation/Position: Project Manager, Dept of Public Services
City, State, Zip: Ypsilanti, MI 48198	Phone: 734-483-1421
Website: cityofypsilanti.com	Email: bwessler@cityofypsilanti.com
Questions	
<p>Are you and/or the agency you represent financially and managerially responsible for the proposed greenspace site?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Other:</p>	<p>Are you seeking additional grant funds or providing matching funds to complete this project?</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 20px;">Source:</p> <p style="padding-left: 20px;">Amount:</p> <p><input checked="" type="checkbox"/> No</p>
Proposed Site Information	
Name: Parkridge Community Center, Frog Island Park, Recreation Park	Address/Location: Parkridge Community Center: Harriet and Armstrong; Frog Island Park, Forest and Rice; Recreation Park, Oakwood and Congress
City, State, Zip: Ypsilanti MI 48198 & 48197	

Description of current site (prior to site changes) and of the population living 5 – 10 miles from the greenspace, including demographic characteristics if known:

These three sites are high-traffic sites for bicyclists, including local, commuter, and tourist. Parkridge Community Center is adjacent to Parkridge Park and two affordable housing developments; safe and inexpensive transportation is crucial to maintaining quality of life, and for many, a bicycle is the only form of reliable transportation available. The Center provides afterschool services, summer camps, and community education classes to many Ypsilanti-area residents. Frog Island Park contains a portion of the Border-to-Border Trail, which is to be reconstructed in early 2020. It contains a community garden, running track, open-air amphitheater, and soccer field, and is adjacent to one of our community's thriving business districts. Recreation Park is home to the City's Senior Center and the Rutherford Municipal Pool; the adjacent street, Congress, sees a high number of recreational bicyclists. Recreation Park also contains a large open field, two baseball fields, and playground equipment for ages 5-12. These parks and community centers all attract users from throughout the community.

Picture(s) of current site:





Please describe your proposed infrastructure enhancements to be completed with this grant. How would these environmental changes promote physical activity? How did you (or would you) seek community feedback on proposed changes and adjust plans accordingly?

By placing bike repair stations in these strategic locations, we will increase the ability of our residents and visitors to use bikes as a method of both transportation and recreation.

Work Plan Template for Infrastructure Enhancements

Please use the following format to develop your work plan for greenspace infrastructure enhancements and attach the completed document to the end of this Application Form. You will have the opportunity to detail your proposed physical activity programming and/or policy improvements later in the application.

Agency Name: City of Ypsilanti

Greenspace Site Name: Multiple Sites (Parkridge, Recreation, Frog Island)

Site Change	Responsible persons	Timeline			
		Jan.-April	May-June	July	August
Order bike repair stands from Dero	DPS	Order bike repair stations			
Install bike repair stations	DPS		Installation		

How will you ensure that your proposed infrastructure enhancements meet community needs, and that the public greenspace is accessible to everyone, regardless of income, race, physical ability, age, etc.?

At Parkridge Community Center, the bike repair stand will be placed near the Center entrance, adjacent to the entry walkway on its own concrete pad. At Recreation Park, it will be placed near the Senior Center at the intersection of two streets with high levels of bike traffic, adjacent to the public sidewalk. At Frog Island, the bike repair stand will be placed adjacent to the Border to Border trailhead, currently under design (anticipated construction start date in May). They will be open to the public 24/7.

Please describe current activities that demonstrate your capacity to complete and sustain the proposed infrastructure changes. Discuss the availability of necessary support, staffing, expertise, funding, and technology to implement and sustain greenspace improvements.

We have successfully installed one other bike repair station, and have been able to maintain it, at the south end of the Riverside Park pedestrian bridge on the Border to Border Trail.

Physical Activity Programming

Physical Activity Programming applications **must** select *Come Out & Play* or *Walk Michigan* (see Appendix A for detailed program descriptions).

Please describe your capacity to implement *Come Out & Play* or *Walk Michigan* as physical activity programming in the public greenspace. What type(s) of exercise opportunities would best meet your community's needs? Describe the group(s) you would target for programming (e.g. youth, seniors, families, etc.). Based on your community's needs, target population(s), and greenspace capacities (following infrastructure enhancement).



Interventions that combine multiple types of changes can create a larger impact on the health of communities. For example, a greenspace that implements infrastructure changes (e.g. lighting, signage) in combination with interpersonal engagement opportunities (e.g. an educational walking group) as well as policy improvements (e.g. a smoke-free policy) will be more effective at increasing physical activity than a greenspace that only changes their infrastructure. Policy enhancements are encouraged but not required for this RFP.

Are you proposing any amendment(s) and/or additions to health-related policy in the greenspace? If so, please detail your plans. How might the proposed policy changes impact health? How would you use grant funds to support the adoption or enforcement of health-related policy? If you do not plan to adopt or amend health-related policy in the greenspace, please leave this question blank.

These bike repair stations accompany an increased focus on bike infrastructure throughout the community. Currently, we are not only improving and reconstructing the Border to Border trail in the City, we are also wrapping up the feasibility study for a road diet on the MDOT trunkline that cuts through the heart of downtown, adding bike lanes.

If you plan to collaborate with an existing or prospective partner on the implementation of the proposed greenspace enhancements, please describe the partnership. How do you plan to share and delegate tasks?

No partnership proposed.

Please explain how you would market your proposed greenspace enhancements and why you think your promotion approach could effectively increase greenspace usage in your community.

The new stands would be advertised on the City's facebook and website, as well as the Mayor's newsletter.

"I am an official representative of my organization, and I endorse this grant proposal. I agree that my organization is eligible to apply for funding, and if a grant is awarded, my organization will carry out the project as outlined in this proposal. On behalf of my organization, if a grant is awarded, I am providing assurance that we are responsible for sustaining the improved greenspace through financial and personnel resources, and we are committed to supporting the improved greenspace as a benefit to the community for years to come."

**Applicant
Signature**



Date:

12/4/2019

Budget & Budget Justification Template

Please use the following format to develop your budget sheet and attach the completed document to the end of this Application Form.

Agency Name: City of Ypsilanti

Proposed Site(s) Name: Multiple Sites (Parkridge, Recreation, Frog Island)

Funding Requested for:

Infrastructure Enhancements Physical Activity Programming

Amount Requested from this Funding Opportunity: \$9,300

Total Project Cost: \$9,300

Estimated Revenues for Total Project (including any additional and/or matching funds):

Source	Amount
Building Healthy Places Grant Request	\$9,300
Total:	Example: \$9,300

Estimated Expenses for Total Project:

Expense	Amount	Justification
Dero Fixit with Air Kit 3 & Pump Stop (\$1600)	\$4,800	Product
Concrete Pad (4'5" x 6' x 5")	\$4,500	Material + labor
Total:	\$9,300	

APPENDIX A: Physical Activity Programs

Come Out and Play! (COAP!)

Come Out and Play! is an evidence-based physical education program for youth that promotes overall fitness, learning, and fun outdoors! Developed by the Michigan Recreation and Park Association (mParks), Come Out and Play! empowers youth to use play as a foundation for a healthy lifestyle, while also teaching social and emotional health, and intellectual development.

Physical Activity & Play in Nature: Promoting Healthy Lifestyles

Physical activity in play is critical for healthy lifestyles and the development of the mind, body, and spirit. As communities across the country are seeking diverse partners to help address the dramatic rise in childhood obesity and combat sedentary lifestyles, COAP! is an effective solution that intentionally promotes fitness and physical activity. COAP! provides a way for parks and recreation, schools, summer camps, faith-based organizations, and many more to adapt traditional PE to a fun, outdoor-based play experience.

The COAP! activities combine cardiovascular, bone and strength promoting play, supports gross motor development, and improves critical thinking and problem solving skills through creative interactions with nature. Unique to COAP!, this program highlights Michigan's great outdoors by using nature as a natural playground, while also connecting youth and their families to greenspace and inspiring environmental stewardship.

Benefits of COAP!



- Helps schools and recreation facilities reach 60 minutes of recommended physical activity
- Promotes moderate to vigorous levels of physical activity
- Engages children, families, and communities to be active in their parks, trails and greenspaces
- Reinforces the significant health and developmental benefits offered through outdoor play environments
- Maximizes community greenspace investments for use during free play, structured physical education, and before/after school programming
- Helps link to potential funding aligned to support health and wellness initiatives

Trendsetting the Power of Play

Developed in 2016, COAP has been implemented in over 75 communities across the state, reaching nearly 20,000 youth in summer camps, schools, afterschool programs, and playground programs. COAP! fully aligns with the *Physical Activity Guidelines for Americans* suggesting that youth get the most health benefits by doing 60 minutes (10,000 steps) or more of moderate- or vigorous-intensity aerobic activity daily. The embedded data collection components of COAP have provided specific information about the correlation between COAP and physical activity benefits. Data collection includes a series of pre- and post-surveys completed by COAP leaders, children, and parents, as well as metrics collected on total steps and hours spent in nature to measure physical activity, skill development, and environmental stewardship. Leveraging the power of play, COAP! can provide a solution to creating healthy bodies through inclusive active play.

Walk Michigan

Walk Michigan is an eight-week virtual walking program aimed at connecting Michigan parks, trails and greenways to healthy living. Walk Michigan is a fun way to be active in nature with family and friends, meet new friends, discover new parks and trails, and help build healthy habits.



An essential component of Walk Michigan is to help communities be active in their parks, trails and greenways, through cost-effective and sustainable programs. Walking outdoors in parks and on trails is the central activity of Walk Michigan. As a Michigan-based program, participants virtually progress along the 1,259 miles of the Iron Belle Trail by tracking steps during group and individual walks. While designed as a walking program, walking is not the only form of physical activity that everyone enjoys. Simply building on the importance of being active in greenspaces, participants can log other physical activities into miles walked.

The Nature-Health Connection



The vision of Walk Michigan is to encourage individuals and families to be active in greenspaces as one of the many lifestyle habits that promote healthy living. As part of a statewide healthy living initiative, Walk Michigan emphasizes the connection between nature (parks, trails, and greenways) and health (physical, mental, emotional). The ultimate goal is to build a culture of healthy living activities across Michigan's many free and accessible greenspaces. Through inclusive and accessible greenspaces, our intent is to activate these greenspaces for community members to increase physical activity, satisfaction with the community, and decrease social isolation.

Walk Michigan Overview

Unlike other walking programs, Walk Michigan takes place in local parks, trails and greenways, encourages teamwork and social interaction, and is inclusive to all forms of physical activity.

Program objectives include:

- Improve health and wellness by developing healthy habits that encourage physical activity in greenspaces to help protect physical and emotional health.
- Support a healthy lifestyle through the nature-health connection to prevent/manage illnesses and chronic diseases.
- Strengthen the connection between greenspace physical activity and social support networks as an effective (and sustainable) lifestyle program.
- Promote Michigan parks, trails and greenways as accessible places to be active as part of a healthy lifestyle across a lifespan.

Application Form

Building Healthy Places: Creating Parks with Purpose (Please type information into form)

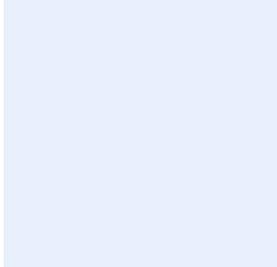
Applicant Information	
Agency	Applicant/Contact Person
Name: City of Ypsilanti	Name: Bonnie Wessler
Address: 1 S Huron St	Affiliation/Position: Project Manager, Dept of Public Services
City, State, Zip: Ypsilanti, MI 48198	Phone: 734-483-1421
Website: cityofypsilanti.com	Email: bwessler@cityofypsilanti.com
Questions	
<p>Are you and/or the agency you represent financially and managerially responsible for the proposed greenspace site?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Other:</p>	<p>Are you seeking additional grant funds or providing matching funds to complete this project?</p> <p><input type="checkbox"/> Yes</p> <p style="margin-left: 20px;">Source:</p> <p style="margin-left: 20px;">Amount:</p> <p><input checked="" type="checkbox"/> No</p>
Proposed Site Information	
Name: East Michigan Ave	Address/Location: East Michigan Ave between the Huron River and Park St
City, State, Zip: Ypsilanti MI 48198	

Description of current site (prior to site changes) and of the population living 5 – 10 miles from the greenspace, including demographic characteristics if known:

This sidewalk connects the community from the east side of the City to a new portion of the Border-to-Border Trail that follows the Huron River between Michigan Avenue and Grove Road. This street frontage is within a registered Opportunity Zone, and adjacent to low-moderate income communities within the City.

Picture(s) of current site:





Please describe your proposed infrastructure enhancements to be completed with this grant. How would these environmental changes promote physical activity? How did you (or would you) seek community feedback on proposed changes and adjust plans accordingly?

This sidewalk connects the east part of town to this fantastic section of the regional trail- and opens up access to the rest of the region accessible by this trail. Replacing this sidewalk, connecting the community to this recreational amenity, would increase access significantly.

Work Plan Template for Infrastructure Enhancements

Please use the following format to develop your work plan for greenspace infrastructure enhancements and attach the completed document to the end of this Application Form. You will have the opportunity to detail your proposed physical activity programming and/or policy improvements later in the application.

Agency Name: City of Ypsilanti

Greenspace Site Name: East Michigan Avenue Sidewalks

Site Change	Responsible persons	Timeline			
		Jan.-April	May-June	July	August
Evaluate and mark existing sidewalk in poor repair for flags and sections needing replacement	DPS	Mark sidewalk, develop bid package			
Repair sidewalks	DPS (contracted)		Repair sidewalks		

How will you ensure that your proposed infrastructure enhancements meet community needs, and that the public greenspace is accessible to everyone, regardless of income, race, physical ability, age, etc.?

We have received many comments from members of the disability community that this sidewalk's current condition significantly impairs their ability to reach the trail. Repair/replacement of damaged sections will remove those barriers to access. As a public sidewalk, it will be open 24/7.

Please describe current activities that demonstrate your capacity to complete and sustain the proposed infrastructure changes. Discuss the availability of necessary support, staffing, expertise, funding, and technology to implement and sustain greenspace improvements.

The City is in the process of hiring additional staff to address maintenance needs, such as sidewalk repair and maintenance, in order to prevent City assets such as these from falling into disrepair.

Physical Activity Programming

Physical Activity Programming applications **must** select *Come Out & Play* or *Walk Michigan* (see Appendix A for detailed program descriptions).

Please describe your capacity to implement *Come Out & Play* or *Walk Michigan* as physical activity programming in the public greenspace. What type(s) of exercise opportunities would best meet your community's needs? Describe the group(s) you would target for programming (e.g. youth, seniors, families, etc.). Based on your community's needs, target population(s), and greenspace capacities (following infrastructure enhancement).



Interventions that combine multiple types of changes can create a larger impact on the health of communities. For example, a greenspace that implements infrastructure changes (e.g. lighting, signage) in combination with interpersonal engagement opportunities (e.g. an educational walking group) as well as policy improvements (e.g. a smoke-free policy) will be more effective at increasing physical activity than a greenspace that only changes their infrastructure. Policy enhancements are encouraged but not required for this RFP.

Are you proposing any amendment(s) and/or additions to health-related policy in the greenspace? If so, please detail your plans. How might the proposed policy changes impact health? How would you use grant funds to support the adoption or enforcement of health-related policy? If you do not plan to adopt or amend health-related policy in the greenspace, please leave this question blank.

As noted above, the City is currently hiring additional staff to help address issues of maintenance and care of the City's assets. This is a sea change from years prior, during the recession especially, where capital maintenance needs went unanswered.

If you plan to collaborate with an existing or prospective partner on the implementation of the proposed greenspace enhancements, please describe the partnership. How do you plan to share and delegate tasks?

No partnership proposed.

Please explain how you would market your proposed greenspace enhancements and why you think your promotion approach could effectively increase greenspace usage in your community.

The repaired sidewalks would be advertised on the City's facebook and website, as well as the Mayor's newsletter.

"I am an official representative of my organization, and I endorse this grant proposal. I agree that my organization is eligible to apply for funding, and if a grant is awarded, my organization will carry out the project as outlined in this proposal. On behalf of my organization, if a grant is awarded, I am providing assurance that we are responsible for sustaining the improved greenspace through financial and personnel resources, and we are committed to supporting the improved greenspace as a benefit to the community for years to come."

**Applicant
Signature**

A black rectangular box redacting the applicant's signature.

Date:

12/10/2019

Budget & Budget Justification Template

Please use the following format to develop your budget sheet and attach the completed document to the end of this Application Form.

Agency Name: City of Ypsilanti

Proposed Site(s) Name: East Michigan Avenue Sidewalks

Funding Requested for:

Infrastructure Enhancements Physical Activity Programming

Amount Requested from this Funding Opportunity: \$10,000

Total Project Cost: \$10,000

Estimated Revenues for Total Project (including any additional and/or matching funds):

Source	Amount
Building Healthy Places Grant Request	\$10,000
Total:	\$10,000

Estimated Expenses for Total Project:

Expense	Amount	Justification
Concrete sidewalk flag, per each	\$1,000	Material + labor
		Currently an unknown number of sidewalk flags need replaced.
Total:	\$10,000	



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: February 18, 2020
SUBJECT: Passport Parking: Pay by App and Online Permitting

DESCRIPTION:
 Passport Parking: Pay by App and Online Permitting

SUMMARY:

As part of the recent parking study, we found that many other municipalities were using a new technology: pay by app. This technology enabled those who have smartphones and no coins to park their vehicle, pay for time, add time (up to the limit), and see how much time they have left- all via their smartphone. Pay by app is a technology that can be implemented with or without new meters &/or kiosks. The company that we currently use for our enforcement software, ComPlus/CDI, was recently acquired by Passport Mobile Solutions, a company known for its parking payment app. Their software (not app) can also handle online parking permit applications and renewals.

Passport charges an assortment of fees to use their service. These are as follows:

Fee Type	Fee Amount	Fee Responsibility
Merchant Processing Costs:	Variable: includes settlement fees, payment gateway fees, chargeback fees, and interchange reimbursement fees.	City
Passport Merchant Processing Rate Per Transaction:	2.9% + \$0.25	City
Number of permits issued over 400	\$1 per permit/month	City
Per Transaction MPP Service and License Fee	\$0.25	May be passed along to consumer

Fee Type	Fee Amount	Fee Responsibility
Passport Gateway Fee Per Transaction:	\$.05	May be passed along to consumer

The City currently uses Point & Pay as their credit card processor. We may specify that Passport use Point & Pay, however, the fees would be significantly more- 3% of each transaction, with a minimum of \$2. Staff recommends that Passport be the credit card processor.

The City currently has about 1,000 active parking permits per year, split between outlying residential, downtown/business district residential, and downtown/business district employee. Online permit application/renewal and payment is something that has been in demand for several years, due to the relatively limited hours of availability for in-person applications. We anticipate that online permitting will increase user satisfaction significantly. However, due to the increase in cost versus our current system, we plan to roll it out to one of the permit categories first, to gauge uptake and to work out any kinks, then evaluate rolling out to other permit categories.

Staff currently recommends that the service fees and gateway fees be passed along to the customer at this time. This can be adjusted. In lieu of, or in addition to passing along these fees, the City may require a minimum amount of time be purchased if using the Passport app. This minimum time would not apply if paying via coin. We may also explore using a "wallet" with Passport, wherein customers can pre-pay Passport, and apply it to sessions as they will rather like a gift card. This would minimize per-transaction fees.

Funds will be remitted to the City, less Passport's fees, on a monthly basis after the close of a month. As the majority of fees are based on usage and we lack comparable usage data, the precise cost of this contract is difficult to foresee. The cost for permit coverage will be at least \$6,000 per year, potentially more as more permits are issued or more categories offered online, up to approximately \$13,200.

More information about the Passport mobile app can be found here:

- https://www.youtube.com/watch?time_continue=32&v=MThHrcDET0o&feature=emb_logo
- https://www.youtube.com/watch?v=LPdb4f4Lnng&feature=emb_logo

RECOMMENDED ACTION: Approval, subject to final legal approval to form.

ATTACHMENTS: 2018 ComPlus/CDI contract (existing)
Passport proposal & statement of work

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

AGREEMENT BY AND BETWEEN
YPSILANTI, MI (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

FASTTRACK™ SERVICES AGREEMENT

This **FastTrack™ Services Agreement** (this "Agreement") is made and entered into on 23 day of April, 2018 by and between Complus Data Innovations, Inc. ("COMPLUS"), a New York corporation with offices at 120 White Plains Road, Tarrytown, New York 10591, and City of Ypsilanti ("CLIENT"), a Michigan home rule city with offices at One South Huron Street, Ypsilanti, MI 48197.

RECITALS

WHEREAS, COMPLUS is the developer and provider of the **FastTrack™** Parking Ticket Management System, a password-protected software application for the processing of parking tickets and permit payments that COMPLUS makes available for client use through a network connection ("**FastTrack™**");

- WHEREAS, COMPLUS is a provider of certain Equipment related to parking ticket processing;
- WHEREAS, COMPLUS is the developer and provider of certain Software related to the Equipment; and
- WHEREAS, CLIENT issued a Request for Proposals on December 5, 2017, including two attachments ("RFP"), which is attached hereto as Attachment 1 and incorporated by reference as if fully stated herein; and
- WHEREAS, COMPLUS submitted two questions to CLIENT, to which CLIENT responded on December 15, 2017, including three attachments ("RESPONSE"), which is attached hereto as Attachment 2 and incorporated by reference as if fully stated herein; and
- WHEREAS, COMPLUS timely submitted a proposal to CLIENT subsequent to the RFP and RESPONSE ("PROPOSAL"), which is attached hereto as Attachment 3 and incorporated by reference as if fully stated herein; and
- WHEREAS, CLIENT desires to access and use **FastTrack™** and use the Equipment and related Software.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Access Rights to **FastTrack™**.



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- (a) Subject to and conditioned on CLIENT's compliance with the terms and conditions of this Agreement, COMPLUS hereby authorizes CLIENT to access and use **FastTrack™** through the Client Portal during the Term, solely in connection with CLIENT's business. **FastTrack™** is authorized for use and is not sold to CLIENT. CLIENT acknowledges that **FastTrack™** is the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (including any license under) any intellectual property rights in or relating to **FastTrack™**, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and to **FastTrack™** are and will remain with COMPLUS, including any changes, modifications or enhancements to **FastTrack™** that are requested by CLIENT during the Term.
- (b) COMPLUS shall use commercially reasonable efforts to provide CLIENT the services described on Schedule I of this Agreement in accordance with the terms and conditions hereof, including services related to hosting, managing, operating, maintaining and making **FastTrack™** available to CLIENT for remote electronic access and use by CLIENT. COMPLUS will provide CLIENT with remote access to **FastTrack™** through CLIENT's network connection to a specific Citrix-based portal (the "Client Portal"). The Client Portal may only be installed on a limited number of authorized machines as indicated on Schedule I of this Agreement ("Authorized Machines"). COMPLUS shall use commercially reasonable efforts to provide access to **FastTrack™** 23 1/2 hours per day, seven days a week. Notwithstanding the foregoing, **FastTrack™** will be unavailable daily from 2:00 a.m. until 2:30 a.m. Eastern Time due to daily maintenance. COMPLUS will not be responsible for any downtime arising in connection with the Internet service providers, utilities companies and/or CLIENT's internal network.
- (c) Use of the Client Portal is subject to the terms of this Agreement. Access to the Client Portal is for the sole purpose of providing CLIENT access to **FastTrack™**. Within the Client Portal, CLIENT may create user specific accounts ("User Accounts") for the individuals authorized by CLIENT to use **FastTrack™** through the Client Portal ("Authorized Users"). The number of Authorized Users that may access **FastTrack™** through the Client Portal at any one time shall be limited to the specific number of licensed **FastTrack™** sessions set forth on Schedule I of this Agreement ("Sessions").
- (d) CLIENT shall (i) be responsible for creating and managing User Accounts for the Authorized Users, (ii) be responsible for ensuring that all Authorized Users comply with the terms and conditions of this Agreement, (iii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Client Portal or **FastTrack™**, and notify COMPLUS promptly of any such unauthorized access or use and (v) use **FastTrack™** only in accordance with the terms of this Agreement and all applicable laws and government regulations.

2. Equipment and Software.

- (a) COMPLUS will provide to CLIENT all handhelds, phones or printers and other equipment (collectively, the "Equipment") and the associated pre-installed COMPLUS proprietary ticket issuance software ("Software"), each as listed on Schedule I of this Agreement. Subject to and conditioned on CLIENT's compliance with the terms and conditions of this Agreement, COMPLUS hereby grants CLIENT a limited



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license to use the Software during the Term, solely in connection with CLIENT's use of the Equipment and *FastTrack*™ and solely in connection with CLIENT's business. CLIENT acknowledges that the Equipment and the Software are the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (except for the limited license granted in this Section 2(a)) any intellectual property rights in or relating to the Equipment or the Software, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and to the Equipment and the Software are and will remain with COMPLUS, including any changes, modifications or enhancements to the Equipment or the Software that are requested by CLIENT during the Term.

- (b) Upon receipt, CLIENT shall promptly acknowledge, on the form attached as Exhibit A, receipt of all such Equipment and Software and that such Equipment and Software are in good working order. CLIENT acknowledges that the Equipment and the Software are the property of COMPLUS, and CLIENT agrees to exercise reasonable care of the Equipment and the Software while such Equipment and Software are in CLIENT's possession.
- (c) COMPLUS will be responsible for the maintenance and repairs of the Equipment resulting from normal use. Repairs, which in the reasonable opinion of COMPLUS are required as a result of an accident, neglect or misuse of the Equipment (including, without limitation, a repair arising from or in connection with the use by CLIENT of software other than the Software provided by COMPLUS and/or use of the Equipment by CLIENT other than in connection with *FastTrack*™) shall be made at the sole expense of CLIENT. All costs and expenses related to the repair or replacement of the Equipment that is required as the result of an accident, neglect or misuse will be billed to CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of the Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.
- (d) CLIENT shall (i) be responsible for ensuring that all CLIENT users of the Equipment and the Software comply with the terms and conditions of this Agreement, (ii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Equipment and the Software, and notify COMPLUS promptly of any such unauthorized access or use and (iv) use the Equipment and the Software only in accordance with the terms of this Agreement and all applicable laws and government regulations.

3. Authorization Limitations and Restrictions. CLIENT shall not, and shall not permit any other person to, access or use *FastTrack*™, the Equipment or the Software except as expressly permitted by this Agreement. All rights not expressly authorized or granted to CLIENT by this Agreement are reserved for COMPLUS. For purposes of clarity and without limiting the generality of the foregoing, CLIENT shall not, except as this Agreement expressly permits:

- (a) copy, modify or create derivative works or improvements of *FastTrack*™ or the Software;
- (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available *FastTrack*™ or the Software to any person, including on or in connection with the Internet or any time-



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- sharing, service bureau, software as a service, cloud or other technology or service;
- (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of *FastTrack™* or the Software, in whole or in part;
 - (d) bypass or breach any security device or protection used by *FastTrack™* or the Software or access or use *FastTrack™* other than by an Authorized User through the use of his or her own then valid User Account;
 - (e) input, upload, transmit or otherwise provide to or through *FastTrack™* or the Software, any information or materials that are unlawful or injurious or contain, transmit or activate any harmful code;
 - (f) damage, destroy, disrupt, disable, impair, interfere with or otherwise impede or harm in any manner *FastTrack™*, the Software or COMPLUS' provision of services to any third party, in whole or in part;
 - (g) remove, delete, alter or obscure any trademarks, specifications, documentation, EULA, warranties or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from *FastTrack™*, the Equipment or the Software;
 - (h) access or use *FastTrack™*, the Equipment or the Software in any manner or for any purpose that infringes, misappropriates or otherwise violates any intellectual property right or other right of any third party (including by any unauthorized access to, misappropriation, use, alteration, destruction or disclosure of the data of any other COMPLUS client) or that violates any applicable law;
 - (i) access or use *FastTrack™* or the Software for purposes of competitive analysis of *FastTrack™* or the Software, the development, provision or use of a competing software service or product or any other purpose that is to COMPLUS' detriment or commercial disadvantage; or
 - (j) otherwise access or use *FastTrack™*, the Equipment or the Software beyond the scope of the authorization granted under this Agreement.

4. Equipment Repairs; Software Modifications. Repairs to the Equipment or re-installation and/or modification of the Software, which are required as a result of changes, modifications or enhancements made by the CLIENT or on behalf of CLIENT due to customization requests by the CLIENT, shall be made at the sole expense of CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of such Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.

5. Additional Services. Additional services requested by CLIENT that are not described in this Agreement, the RFP, RESPONSE, OR PROPOSAL must be submitted in writing by CLIENT to COMPLUS. COMPLUS will prepare a statement of work along with a detailed cost estimate to be approved in writing by CLIENT prior to the implementation of said changes or additions. This includes, but is not limited to, requests for additional Equipment, installation of additional Sessions, CLIENT requested changes, modifications or enhancement to *FastTrack™* or the Software or changes, modifications or enhancements and/or relocation of the Equipment or the Client Portal.



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The parties agree that the Services described in this Agreement, the RFP, RESPONSE, and PROPOSAL are mutually agreed to by the parties and will be provided by COMPLUS to CLIENT at no additional cost. Particularly, and without limitation, COMPLUS shall convert and take over the processing of master files that make up the CLIENT's existing parking ticket database, provide for a system to automatically generate citations for issuance and export to the 14A2 District Court's management system, and ensure that all notices meet the minimum standards of the Rules and Regulations of the Parking Violations Bureau;

6. Exclusive Provider; Responsibilities. CLIENT will use COMPLUS as its exclusive provider for the processing of parking tickets. CLIENT will be responsible for (i) the entry of all handwritten parking tickets into the Client Portal, unless otherwise set forth on Schedule I of this Agreement, (ii) all other non-processing functions related to parking tickets, including the updating and disposition of parking tickets and (iii) the accuracy of the information and Client Data related to such tickets. For the avoidance of doubt, COMPLUS shall not be responsible or liable for the validity or accuracy of any Client Data or information provided to COMPLUS by CLIENT, including, without limitation, the information on the parking tickets. However, COMPLUS is responsible for the validity or accuracy of any information provided directly to COMPLUS by third-parties and for updating and relaying such information to CLIENT.

7. Compliance with Laws and Regulations COMPLUS agrees to maintain *FastTrack™* to conform in all material respects to all federal, state and local laws and regulations. COMPLUS shall use commercially reasonable efforts to perform nightly tape backups and to mirror its data center off-site for disaster recovery purposes.

8. Reporting.

- (a) COMPLUS will use commercially reasonable efforts to furnish CLIENT with or provide CLIENT access to digital copies of the reporting required by the RFP, which includes but is not limited to the following:
- Aging of Account Receivables;
 - Officer and PEO Performance Reports;
 - Detail of Outstanding Tickets;
 - Citations issued and exported to Court;
 - Year to Date Paid Summary Report.

- (b) To the extent CLIENT desires additional reporting beyond the reports described in Section 8(a), CLIENT must submit a written request to COMPLUS describing CLIENT's additional reporting needs. COMPLUS will use good faith efforts to evaluate such request and, if applicable, will prepare a statement of work that will include what reporting/report(s) may be provided by COMPLUS, a cost estimate for any work required to create or implement such reporting/report(s) and an estimated schedule to perform such work. CLIENT must approve each such statement of work in writing prior to any work commencing to create or implement such reporting/report(s).



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(c) If requested by CLIENT, COMPLUS will prepare all Delinquent Notices and Notice of Violations for outstanding tickets issued to vehicles bearing State of Michigan plates and out-of-state plates (to the extent allowed by each state's DMV or SOS) to the last known registered owner(s). CLIENT will be responsible for postage of such notices. COMPLUS shall prepare and CLIENT shall approve any and all language contained in such notices. State agency approval will also be obtained where applicable. Such notices shall comply with state rules and regulations in all material respects.

9. **Training; Support.** Throughout the Term, COMPLUS will provide training at CLIENT's offices for *FastTrack™*, the Equipment and the Software. COMPLUS will provide reference manuals describing the features and operations of *FastTrack™*, the Equipment and the Software. COMPLUS will provide updates to the system as they become available. Throughout the Term, COMPLUS will provide support assistance from field supervisors and by telephone at no charge to CLIENT during the hours of 8:30 a.m. to 5:00 p.m. (Eastern Time) Monday through Friday (with the exception of all state and nationally recognized holidays).

10. **Indemnity.** The parties agree to the indemnity provisions as provided in the Addendum to this Agreement, which has been executed by both parties in conjunction with this Agreement ("ADDENDUM"), and is attached hereto as Attachment 4 and incorporated by reference as if fully stated herein.

11. **Fees.** CLIENT agrees to the fee schedule set forth on Schedule II of this Agreement, for the use of *FastTrack™*, the Equipment and the Software. Invoices will be submitted on a monthly basis, payable within thirty (30) days upon receipt.

12. **Payment Processing.** COMPLUS uses Parking Ticket Payment, LLC for all online credit card processing. Parking Ticket Payment, LLC is a Level 1 Service Provider solely dedicated to providing a method to collect online payments for all of COMPLUS' clients. COMPLUS shall not be responsible or liable for the security of cardholder data that is processed and transmitted through the Parking Ticket Payment, LLC web sites on CLIENT's behalf and for maintaining all applicable PCI DSS requirements.

13. Upon the execution by both parties of this Agreement, a ninety (90) day period for the implementation of the services described on Schedule 1 shall commence. This Agreement will remain in effect for a period of five (5) years beginning on the earlier of (i) the date on which the implementation of the Services is complete or (ii) the end of the ninety (90) day implementation period (such date, the "Effective Date", and such five (5) year term, the "Initial Term"). This Agreement may be renewed upon the mutual agreement of both parties.

This Agreement shall terminate, without notice, (i) upon the institution by or against COMPLUS of insolvency, receivership, bankruptcy proceedings, or any other proceedings for the settlement of COMPLUS' debts;



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(ii) upon COMPLUS making an assignment for the benefit of creditors; or (iii) upon either party's dissolution or ceasing to do business.

In the event of termination, CLIENT will return to COMPLUS within ten (10) days of the termination of this Agreement all Equipment, peripherals, manuals and all other materials provided to CLIENT by COMPLUS, all of which shall be returned to COMPLUS in good working order. In the event of termination, and provided that there are no outstanding invoices and CLIENT has returned all equipment in good working order, CLIENT will be provided with, at no cost, a computer database containing all parking ticket information compiled for CLIENT by COMPLUS during the Term. Such database shall be in a general readable form that can be used by CLIENT in the operation of its Parking Violations Bureau.

14. Proprietary Rights

- (a) All right, title and interest in and to *FastTrack*™, the Equipment and the Software, including all intellectual property rights therein, are and will remain with COMPLUS. CLIENT has no right, license or authorization with respect to *FastTrack*™, the Equipment or the Software, except as expressly set forth in Section 1(a) or Section 2 of this Agreement. All other rights in and to *FastTrack*™, the Equipment or the Software are expressly reserved by COMPLUS.
- (b) As between CLIENT and COMPLUS, CLIENT is and will remain the sole and exclusive owner of all right, title and interest in and to all Client Data, including all intellectual property rights relating thereto, subject to the rights and permissions granted in Section 14(c).
- (c) CLIENT hereby irrevocably grants all such rights and permissions in or relating to Client Data: (i) to COMPLUS and COMPLUS' employees, agents or independent contractors as are necessary or useful to provide *FastTrack*™, the Equipment or the Software and (ii) to COMPLUS as are necessary or useful to enforce this Agreement or to exercise its rights and perform its obligations under this Agreement.

15. Confidentiality of Information

- (a) Each of COMPLUS and CLIENT agrees to comply with state and federal regulations regarding the confidentiality of information. Each of COMPLUS and CLIENT further agrees that, except as otherwise expressly provided herein, the information provided by CLIENT and/or the DMV or SOS, including the names and addresses and associated information of persons and entities that have received tickets ("Client Data"), shall remain confidential and shall not be sold or shared with any other non-party, company or entity for any commercial purpose, including, but not limited to, marketing, sales, and/or solicitations. This Section 15 shall survive the termination of this Agreement.
- (b) As used herein, "Confidential Information" means all confidential information disclosed by a party (the "Disclosing Party") to the other party (the "Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of



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the information and the circumstances of disclosure. Confidential Information of CLIENT shall include Client Data; Confidential Information of COMPLUS shall include *FastTrack*™ and its related documentation and the Software; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs and business processes disclosed by the Disclosing Party to the Receiving Party. Confidential Information (other than Client Data) shall not include information that (i) is or becomes generally known by the public without breach of any obligation owed to the Disclosing Party, (ii) was rightfully known to the Receiving Party without restriction on use or disclosure prior to such information's being disclosed or made available to the Receiving Party in connection with this Agreement, (iii) was or is received by the Receiving Party on a non-confidential basis from a third party that was not or is not, at the time of such receipt, under any obligation to maintain its confidentiality or (iv) was or is independently developed by the Receiving Party without reference to or use of any Confidential Information.

- (c) The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) and agrees (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein.
- (d) If the Receiving Party is required to disclose any Confidential Information by any law, regulation, subpoena, order, decree or decision or other process of law, the Receiving Party will provide the Disclosing Party with prior written notice and a reasonable opportunity to seek a protective order and the Receiving Party shall furnish only that portion of the Confidential Information that the Receiving Party is advised by counsel is required to be disclosed by all applicable laws and regulations.

16. Relationship of the Parties. COMPLUS is an independent contractor, and neither COMPLUS nor its staff shall be deemed to be employed by CLIENT.

18. Notices. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given if delivered by hand, email or mailed, express, certified or registered mail, return receipt requested, with postage prepaid, or sent priority next day delivery by a nationally recognized overnight courier service that regularly maintains records of items picked up and delivered to the parties at the addresses first set forth above or to such other person or address as a party shall notify the other in writing. Notices delivered personally, by mail or by email shall be deemed communicated as of the date of actual receipt and notices sent by courier shall be deemed communicated as of the date one (1) business day after pick-up.

19. Tax Exemption. CLIENT is a tax exempt entity under the rules of the Internal Revenue Service and will provide COMPLUS with a copy of its tax exempt status upon request.



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20. Disclaimer of Warranties. ACCESS TO *FastTrack™*, THE EQUIPMENT AND ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) IS PROVIDED "AS IS" AND, TO THE EXTENT PERMITTED BY LAW, COMPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHER, AND COMPLUS SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, COMPLUS MAKES NO WARRANTY OF ANY KIND THAT *FastTrack™*, THE EQUIPMENT OR ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CLIENT'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE OR ERROR FREE.

21. Limitations of Liability. Any claim that can be brought by CLIENT under or relating to this Agreement must be brought within one (1) year of the action or omission underlying such claim. NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGES OR LOST PROFITS OR LOST SAVINGS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY FOR ANY MATTER ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE AMOUNT OF THE FEES PAID BY CLIENT TO COMPLUS UNDER THIS AGREEMENT. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, THE REMEDIES PROVIDED HEREIN ARE THE PARTIES' SOLE AND EXCLUSIVE REMEDIES.

22. Entire Agreement. This instrument and its attachments contain the entire agreement between the parties as to the subject matter herein and supersedes all prior agreements, whether oral or written, between the parties hereto. In the event of a conflict between the provisions of this Agreement, the order or precedence for conflict resolution between documents shall be as follows:

1. The ADDENDUM
2. This Agreement
3. The RESPONSE
4. The RFP
5. The PROPOSAL

23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement.



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24. E-Sign Disclosure and Consent. If this Agreement is to be executed electronically, CLIENT hereby agrees as follows:

- (a) CLIENT hereby gives its affirmative consent to execute this Agreement and to receive any related records and communications electronically. By consenting, CLIENT also represents that it has full authority to execute this Agreement electronically under applicable local law and regulations, including any under any applicable municipal procurement requirements.
- (b) CLIENT may withdraw its consent to receive records and communications electronically by contacting COMPLUS in the manner described in Section 18 of this Agreement. CLIENT's withdrawal of consent will cancel CLIENT's agreement to receive electronic records and communications. Withdrawal of consent to future use of electronic signatures or receipt of records and communications electronically will not revoke electronic execution of this Agreement or any prior agreement or invalidate receipt of records in electronic format prior to such withdrawal. CLIENT may request a paper copy of any records and communications by contacting COMPLUS in the manner described in Section 18 of this Agreement.
- (c) CLIENT is responsible for providing COMPLUS with true, accurate and complete contact information, including an email address, and maintaining and updating promptly any changes in such contact information. CLIENT may update its contact information by contacting COMPLUS in the manner described in Section 18 of this Agreement.
- (d) COMPLUS reserves the right, in its sole discretion, to discontinue the provision of electronic records and communications, or to terminate or change the terms and conditions on which COMPLUS provides electronic records and communications. COMPLUS will provide CLIENT with notice of any such termination or change as required by law.
- (e) CLIENT acknowledges and agrees that CLIENT's consent to electronic records and communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act (the "Act"), and that CLIENT and COMPLUS both intend that the Act apply to the fullest extent possible to validate the parties' ability to conduct business by electronic means. CLIENT agrees that, in consenting to electronic signatures and records, CLIENT will not challenge the validity of this Agreement solely on the basis that it was executed electronically.



IN WITNESS WHEREOF, the parties have read, understand, and agree to the terms herein, having duly executed and delivered this Agreement on the day and year reference below. Each signor affirms that they are duly authorized to sign on behalf of their respective organization.

CITY OF YPSILANTI

[Redacted Signature]

Dated: 4/17/18

Amanda Edmonds
Mayor

[Redacted Signature]

Dated: 4/18/2018

Frances McMullan
Clerk

COMPLUS DATA INNOVATIONS, INC.

[Redacted Signature]

Dated: 4/23/18

Ariel Kunar
Chief Executive Officer

APPROVED AS TO FORM:

[Redacted Signature]

John M. Danforth
Ypsilanti City Attorney



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**SCHEDULE I
TO THE
FASTTRACK™ SERVICES AGREEMENT**

SERVICES:

COMPLUS shall use commercially reasonable efforts to provide CLIENT the following services:

- Hosting, managing, operating, maintaining and making *FastTrack™* available to CLIENT for remote electronic access and use by CLIENT.
- Hosted portal to support online and phone payment options.
- Data Entry of handwritten tickets
- Payment processing for all mail in payments to a designated PO Box
- All other services provided in the Agreement, RFP, RESPONSE, and PROPOSAL
- Ongoing training and support
- Nationwide registered owner name retrieval
- Violation Noticing according to the Rules and Regulations of the Parking Violations Bureau
- Toll Free Customer Service Support line for CLIENT for parking ticket recipients

EQUIPMENT:

The following Equipment and Software will be provided to CLIENT for the sole purpose of parking ticket issuance and processing.

Name	QTY
Cash Register Drawer	1
Receipt Printer U950	1
Bar Code Reader	1
Crystal Reports Software License(s)	3
N5 with scanner & dock (including all required peripherals and data plans)	2
FastTrack Ticket Management Software License(s)	5

AUTHORIZED MACHINES: The Client Portal may only be installed on five (5) authorized machines.



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**SCHEDULE II
TO THE
FASTTRACK™ SERVICES AGREEMENT**

FEE SCHEDULE

Description	Fee
Complus Parking Ticket Services & Collections	\$1.71 per ticket issued
Postage	reimbursable to Complus
Handheld Ticket Stock	reimbursable to Complus
Data Plans	reimbursable to Complus

DMV Fees: DMV and SOS Fees are paid for by COMPLUS. However, COMPLUS reserves the right, after the first (1st) year of this Agreement, to request that any increases charged by the various DMV or SOS agencies be passed along to the CLIENT.

COMPLUS and its affiliates have developed and programmed *FastTrack™* and are solely responsible for its functionality, and to make any and all necessary changes to ensure it conforms to all federal, local and State of NY laws, rules and regulations, as well as any and all banking rules and regulations that pertain to all forms of credit card payment, including VISA, MASTERCARD and Discover.

Processing Fee Schedule for Online Payments:

- Ticket amount \$0-\$99: \$2.95 per parking ticket/code violation paid through COMPLUS' web interface.
- Ticket amount \$100 and up: 4% of parking ticket/code violation paid through COMPLUS' web interface.

The term "**Processing Fee**" as referenced in this Agreement a fee paid by the end user of the online payment service for parking ticket payment and permit payment transactions.

COMPLUS may request to change this processing fee schedule upon no less than thirty (30) days written notice to CLIENT, and CLIENT may terminate the credit card payment provisions of this Agreement if CLIENT notifies COMPLUS in writing prior to the effective date of such fee schedule change of its election to so terminate such provisions (which termination will be effective on such effective date).

COMPLUS will be the credit card merchant for these transactions and CLIENT will only be responsible for



COMPLUS_City of Ypsilanti_2018

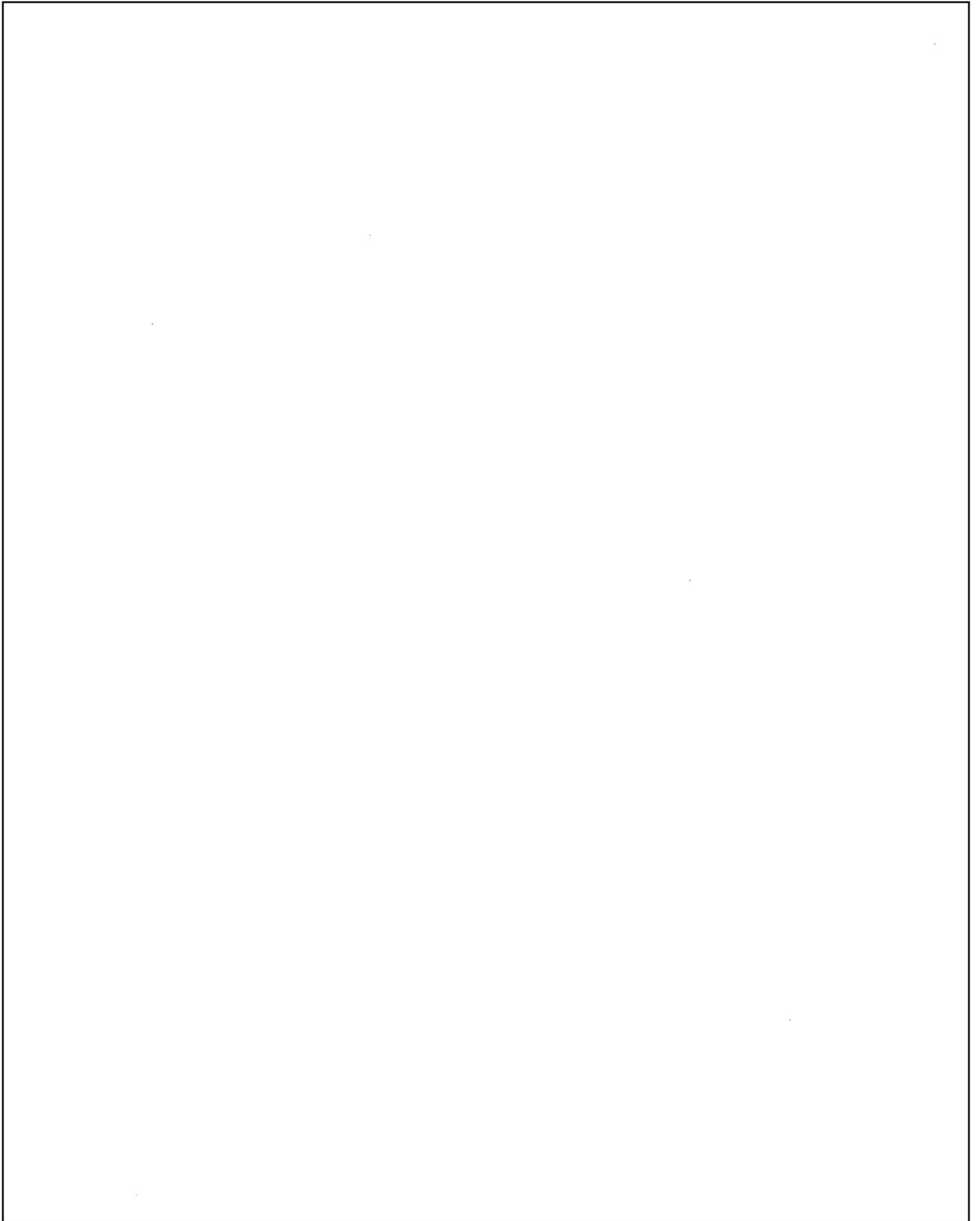
allowing chargebacks to be withdrawn from the account in the event a cardholder requests to have the transaction reversed according to credit card rules, regulations and timetables and to allow for the chargeback fee to also be withdrawn from the account under the same rules, regulations and timetables. For chargeback transactions, any tickets that were paid for said transactions will be reinstated in ***FastTrack™*** and become subject to further collection efforts.

Equipment Fees:

Any handheld ticket writer that become lost or stolen will be the sole responsibility of the CLIENT and will be billed to the CLIENT at the cost \$4500 per unit.



ATTACHMENT 1



City of Ypsilanti, MI Parking Ticket & Permit Processing Services

SCOPE OF SERVICES

The City of Ypsilanti (City) is seeking a completely integrated, outsourced solution for the hardware and software needs of its Parking Violation Bureau. This includes such hardware and software needed for the issuance and processing of violation notices and citations. . All proposals must include a detailed plan of all computer hardware, software, and other services to be developed. The City generates approximately 7,000 parking tickets per year. The City will collect all walk-in parking ticket payments directly, while the successful vendor will be responsible for mail-in and online/phone payment processing. All proposals must include a detailed plan including all hardware and software, notices, reports, conversion of master files, and other items as specified herein

It is expected that all services be successfully implemented within sixty (60) days of the City of Ypsilanti entering into an agreement with the selected vendor.

All computer mobile hardware collection tools provided will remain the property of the successful responder.

Attachment 1 herein contains the adopted ordinance of the City of Ypsilanti establishing the Parking Violations Bureau, as well as the adopted Rules and Regulations of the Bureau. By submitting a proposal, the vendor agrees to abide by the regulations and laws of the United States of American and State of Michigan, as well as the ordinances and rules of the City of Ypsilanti.

Attachment 2 herein is the City of Ypsilanti Contract Addendum Form. By submitting a proposal, the vendor agrees to all relevant terms and conditions contained therein.

PROPOSAL REQUIREMENTS

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the vendor. Contractors interested in applying must include a list of current clients and a minimum of three references. The City will select the proposal that, in its sole judgement, is in the best interest of the City of Ypsilanti. Applicants must furnish a sealed, written proposal in accordance with this RFP with five (5) paper copies and an electronic copy delivered with the proposal.

Applicants must deliver the proposal and copies to the office of the Ypsilanti City Clerk, 1 South Huron Street not later than 3 p.m. EST on January 12, 2018. Applicant is responsible to have the City Clerk date stamp the proposal envelope. Proposals must be in the City Clerk's office on the date and time specified. Late proposals will not be considered. Proposals must be signed by a responsible agent of the vendor and must be valid for 120 days.

Submit the proposal on letter size paper using at least a font size of 12 points. Print on one side only. Proposals shall include an executive summary and transmittal letter. Provide tabs for each major section. There will be no formal bid opening.

The City of Ypsilanti reserves the right to accept or reject any and all bids or parts of bids and to waive any and all irregularities, informalities, inconsistencies, and to negotiate contract terms with the successful applicant(s), and to disregard all non-conforming, non-responsive or conditional proposals. The City reserves the right to accept any bid and price shall not be the sole determining factor.

The City reserves the right to accept part of a bid and reject other parts. Acceptance of any proposal will be based on level of experience, qualifications, costs and other factors. The City of Ypsilanti reserves the right to accept a proposal, which it determines in its sole discretion, to be in its best interest.

The City reserves the right to interview any of the bidders prior to accepting a proposal.

Successful applicant must agree for all members and employees of the applicant Company to not become involved in the advocacy of the political campaign of any candidate for election to the Ypsilanti City Council. In addition to not make any contribution of any kind designed to further the candidacy of any individual seeking election to the Ypsilanti City Council. Public or private participation in the advocacy of political candidates for the office of Ypsilanti City Council (including the Mayor) shall be prohibited as a condition of employment.

The City reserves the right to modify or terminate the contract based on significant Company changes.

Pursuant to the Iran Economic Sanctions act, MCL 129.313, before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Contractor, the Contractor must first certify that it is not an "Iran Linked Business" as defined by that law. Bidding on this RFP is such certification.

METHOD OF AWARD

The City will be taking into consideration more than cost in its evaluation process. Other criteria will include but not be limited to the following:

- Overall reputation of the vendor.
- Ability of the vendor to provide the services.
- Favorable reference checks (particularly with Michigan municipalities).
- Overall financial position of the vendor and its stability/ ability to provide specified insurances.
- The number and scope of any conditions included in the vendor's proposal.

- Quality of lightweight handheld units offered to the City along with simplicity of use. Replacement units must be available within 48 hours.
- Experience and understanding in working with the State of Michigan Secretary of State for processing registration requests
- Experience and direct access to the remaining out-of-state Department of Motor Vehicle (DMV) agencies, particularly with the nearby States of Illinois, Indiana, Iowa, Ohio and Wisconsin.
- Vendor must not have been prematurely terminated from any similar contracts in the State of Michigan for the last five (5) year period.

After technical qualities have been evaluated, the vendor will be selected based on the subjective determination of the best interest(s) of the City of Ypsilanti.

CONTRACT PERIOD

The term of the contract shall be for an initial five (5) years and may be renewed upon mutual agreement of both parties annually thereafter.

PAYMENT

The City of Ypsilanti will pay the successful responder for each ticket issued during the contract period, in addition to reimbursement for postage on delinquent notices. Proposal should clearly state any appropriate fees.

SYSTEM UP-TIME

Successful responder's computer system shall be online and all services shall be available to the City no less than ninety-five (95%) of the duration of Agreement. Failure to meet specified "up-time" shall be grounds for cancellation of contract.

BACKUP SYSTEMS

A total backup for all software, hardware, and other equipment is required. All data files and databases are to be backed up at least once per day. The tapes/media, which are backed up, are to be sent to offsite storage on a daily basis.

DISASTER RECOVERY PLAN

The responder should state what the disaster recovery plan is for their computer facility. It is expected that each responder should have an offsite, mirrored facility should an incident render the primary facility inoperable.

INSTALLATION TIME FRAME

Responder's must demonstrate their ability to install and operate the proposed system within ninety (90) days' notice of award.

COMPONENTS OF SERVICE TO BE PROVIDED

The successful responder chosen will provide the following at no additional charge:

- All hardware, software, and maintenance required to run an online computer service which meets the City's specifications
- Any installation costs
- Data entry for all manual parking tickets issued by the City within 48 hours (business) of receipt by vendor with a 98% accuracy rate
- Process and account for all mail-in parking ticket payments sent to the vendor's Post Office Box.
- Deposit parking ticket monies received directly into a City-owned bank account.
- A toll-free number for the City to contact vendor service/ support (this number should be operational from 8:30 AM to 5:00 PM EST).
- All necessary forms and tapes.
- All initial and ongoing training.
- Provide for retention of data for ten (10) years.

HANDHELD SPECIFICATIONS

The City of Ypsilanti is looking for the successful responder to supply handheld ticket writers for automated parking ticket issuance. The City would like the opportunity to select from multiple handheld options that meet the following specifications:

- Image capture and barcode reading capabilities
- Weigh less than 2 pounds
- Readable in all weather conditions
- Drop durability of four (4) feet to concrete
- Operating temperature of -4°F to 122°F
- Complies with the IP54 rating for dust and water-splash protection
- No loss of data while transferring data from handheld to server
- Customizable Programming
- Realtime notification to operator if a vehicle has six or more outstanding tickets

HARDWARE AND SOFTWARE NEEDS

The following hardware and software is to be provided at no additional charge to the City:

- Barcode Reader
- Handheld Ticket Writers and all required peripherals
- Software Licenses to vendor's Ticket Management System
- Ability to electronically export citations to the 14A2 District Court

All hardware to be provided must be the latest state-of-the-art, and fully operational. Malfunctioning equipment shall be repaired or replaced within forty-eight (48) hours of notification to vendor at no charge to the City. Consideration should be given into having spare stock of the City's necessary computer equipment to be able to meet this requirement.

RESPONSE TIME OF SYSTEM SERVER TO COMPUTER TERMINAL

Responder's computer system must be able to deliver a response to an on-line terminal inquiry within (one-half second) 0.5 seconds.

SECURITY FEATURES/ AUDIT TRAIL

The responder must provide adequate security features for both the hardware and software of the system, such as password security, and provide an audit trail of record changes to the system by all users.

TRAINING OF CITY STAFF

Responder shall provide training of City staff on the computer system until competency of hardware and software is achieved. Training will also be required, both classroom and field training, for all staff who will be utilizing the handheld units. Contract must include training of any new staff members. All requests for training by the City shall be honored at no charge. Proposal should include an explanation of how training shall be implemented.

IN-STATE PROCESSING

Responder is required to directly interface with the State of Michigan Secretary of State and must have an account with the same for license plate lookup services. Registered owner name retrieval with the State of MI SOS must occur at least weekly. Proof of said account must be available for inspection by the City of Ypsilanti. Proposal must show experience in accessing the Michigan Secretary of State for a minimum of ten (10) years.

OUT-OF-STATE PROCESSING

Responder is required to interface directly with all of the remaining non-Michigan DMV agencies throughout the United States to acquire registration data; indicate how timely processing of out of state tickets will occur and clearly outline which states they have direct access to. Due to Ypsilanti's close proximity to the States of Illinois, Indiana, Iowa, Ohio and Wisconsin, of particular importance is demonstrated experience of interfacing directly with the DMV agencies from these states. Vendor must be able to issue notices to non-Michigan violators for citations unpaid after the due date of the ticket.

NEW TICKET PROCESSING

The successful responder data enter all manual/book tickets on behalf of the City and provide a digital image of said ticket to the City via the vendor software and to the ticket recipient via a secure, vendor hosted web portal.

Automated tickets shall contain a scan line containing ticket number and the successful vendor shall be responsible for providing all equipment and training for City employees to write, print, produce, sync, and transfer citations from the handheld ticket writers to the vendor software.

NOTICES

Successful responder will be responsible for the issuing and sending of all parking violation notices. Each type of notice should have the provision of up to twenty (20) line items. Notice text must be able to be changed within twenty-four (24) hours of request by the City. Notices are required to meet the minimum standard of the Rules and Regulations of the Parking Violations Bureau. Briefly, this requires notice to the last known address of the vehicle's registered owner at thirty (30) and sixty (60) day intervals by first-class US Mail.

Notices are to be addressed to the vehicle's registered owner based upon registration files from the various states' department of motor vehicle agencies. Successful responder must actively pursue locating new addresses for violators whose notices have been returned for lack of a valid address and not send further notices until a new address is obtained.

Each notice should identify:

- The date the notice is generated
- The vehicle's registration/ plate number and state

Each notice should also include the following:

- Ticket number
- Ticket
- Ticket location
- Fine amount
- Name and address of the vehicle's registered owner
- Date and time ticket issued
- Color, style, make, and model of the vehicle
- License plate number of the vehicle
- Issuing officer's name
- Location of the ticket
- Other relevant information

Fines will escalate according to the scheduled indicated in the City of Ypsilanti's resolutions and ordinances. Language on the notices will vary according to the type of notice. On a monthly basis for each type of notice, registers will be prepared in state/plate order and will include ticket number, issue date, place of ticket, ticket description, owner's name, address, fine and penalty.

PAYMENT PROCESSING

The Vendor shall rent a post office lockbox for the remittance of payments. All payments received by the vendor must be processed at the Lockbox the same day that they are received and all cash and checks must be available for deposit by the next morning.

The Vendor is responsible for (a) the receipt and routing of all lockbox mail, (b) the processing, accounting and daily deposit of lockbox payments, (c) the routing of parking ticket related correspondence, and (d) the retention of parking ticket payment documents (e.g., retain copy of endorsed check copy as well as any documents from the violator detailing the ticket(s) to be paid.

The following payment types must be accepted:

- a. whole and partial ticket payments
- b. multiple whole and multiple partial ticket payments

The Vendor shall establish procedures to ensure that:

- a. all mail retrieved at the post office lock box is delivered to the processing facility / location
- b. all mail is correctly sorted and batched
- c. the City receives all correspondence on a timely basis
- d. the entry of payment information is accurate
- e. all batched payments submitted to processing staff are subsequently processed
- f. all processed payments are correctly updated to the system
- g. all items rejected during batch update are recorded, including subsequent re-entry of such items.

The Vendor shall maintain effective security over cash, checks, and terminals. This includes the timely depositing of any cash payments received and the control of error correction capabilities.

The Vendor shall reconcile amounts paid, posted, and amounts deposited. Further, the Vendor shall provide the City with all pertinent back-up documentation of each transaction listed on all bank statements (e.g., daily lockbox deposit slip copies, all bounced check bank listings, any and all credit/debit items, all wire transfer activity, etc.; and copies, front and back.

HANDHELD IMAGES

Images that are captured by the handheld ticket writers must be available for retrieval and viewing through the vendor's proposed parking system. Ticket images should be associated with the individual tickets that were issued.

ONLINE APPEALS

The vendor must provide capability for the public to file disputes electronically through an interactive website. As disputes are processed the parking ticket database must be updated in real-time and the ticket(s) in question must automatically be put on hold pending the City's review of the appeal.

REPORTS

Successful responder will be responsible for the programming and issuing of all reports listed below. There will be a minimum of forty (40) hours of reporting provided at no charge to the City. This time can be used for the fulfillment of any new/special reporting requests as well as modifications to existing reports. The City should also have the ability to generate ad hoc reports directly from the successful responder's parking ticket system.

- *Monthly New Ticket Report* showing the new tickets entered on the master file, issued by date and fine amount.
- *Monthly Payments Collected Report* showing ticket payment processing by date of processing including ticket numbers, amount paid, pay date, issue date, notice mailing date and totals for each day and each report.
- *Monthly Out-Of-State Report* showing by state/plate, tickets issued to non-Wisconsin plates, including ticket number, issue date, issue time, ticket code, total fines, penalties, reductions, payments and total due, together with a summary showing total for each state and grand totals.
- *Monthly Report* listing all outstanding tickets on each plate sorted alphabetically by the name of the registered owner. The report will include the plate number, ticket number, fine, penalty, reduction, paid and due amounts.
- *Monthly Disposition Report* listing by state/plate number, the ticket numbers of tickets dismissed during the month on each plate, including the dollar amount for each ticket dismissed and total dollar amount for each plate and the total number of tickets dismissed that month and the total dollar value of tickets dismissed during the month.

- *Weekly Scheduled-Hearing Report* showing all tickets scheduled for hearing with ticket number and amount, date of issue, hearing date and time, state/plate name and address of owner.
- *Monthly DMV Scofflaw Report* by license plate, showing the total plates flagged for non-renewal at the Wisconsin Department of Motor Vehicles.
- *Daily On-Line Cashiering Report* listing all payments and adjustments by ticket number, amount, method of payment, cashier, date and plate number.
- *Weekly Noticing Activity Report* showing by plate number, the noticing activity with mail date, ticket, number, name, address and amount due
- *Weekly DMV Make Match Failure Report* showing by ticket number the tickets that failed to match up with DMV file information.
- *Monthly Lease/Rental Report* showing by plate number, all tickets issued to lease/rental vehicles by company name, address, date of issue, location, make, color, and amount due.
- *Monthly Tickets Issued by Badge Number Report* listing the number of tickets issued by each officer by badge number by ticket code.

BOOTING AND TOWING

The proposed system solution must provide on-line facilities for tracking vehicles that have been booted or towed for illegal parking or persistent parking offenses including:

Retrieval of boot/ tow information to include date and time vehicle was booted/ towed, location that the boot/ tow occurred, location vehicle was towed to, date and time that boot/ tow was released.

Automatic entry of boot/ tow, storage fees upon booting/ towing of a vehicle. These fees must be displayed on the inquiry terminal along with the appropriate message to alert the City of the action taken and be paid /accounted for on the cash registers.

SYSTEM INQUIRY

In addition to the traditional methods of inquiry (i.e. Ticket number/ plate number), the proposed system should have the capability to access violator database from violator last name. Ypsilanti personnel must be able to input a violator's name and have all information pertaining to that individual displayed.

RETURNED CHECKS

Successful responder must provide the ability to reinstate tickets for checks that have been returned. When tickets are reinstated to the file, revenue accounting must reflect the reduction. In addition, the system must automatically notify an operator when a violator has previously issued a bounced check in the past, instructing them to no longer accept payments by check from this individual.

WEB-BASED PAYMENTS

Responders should detail their solution for a vendor hosted payment website. Said website should provide ticket recipients the opportunity to review a copy of the ticket received, appeal citation issued and pay their tickets in full. The successful vendor must offer the ability to remit payment(s) directly to a City bank account via daily ACH. All credit card data must be protected using 128-bit encryption and successful responder must provide PCI Certification of Compliance.

CONVERSION FROM EXISTING SYSTEM

In addition to the processing of new tickets, the responder's solution must be able to convert and take over the processing of master files that make up the City's existing parking ticket database. All costs for conversion must be absorbed by the responder.

CONVERSION AND EXPORTING OF CITATIONS

The Rules and Regulations of the Parking Violations Bureau provide that failure to timely respond to a notice of parking violation will result in the issuance of a citation by the City of Ypsilanti. After proper notice, the system should auto-generate citations for issuance and export such citations to the 14A2 District Court's management system.

PERMIT PROCESSING

The vendor must have permit management software capable of issuing and tracking multiple permit types. The responder will be responsible for the conversion of the City's current permit database and all handheld ticket writer devices must be compatible with the permit program for tracking purposes.

The successful vendor will offer online permit management and will be responsible for the timely mailing of all parking permit renewal letters using First Class mail. These shall be delivered for mailing to the U.S. Postal facility no later than twenty-four (24) hours after the printing of the notices.

CUSTOMER SERVICE

Proposers should have a designated contact for the City to provide both training and day-to-day support.

Successful proposers will also provide Customer Service to ticket recipients via a dedicated toll free telephone line. Calls should be answered following a strict script custom designed to address the City's unique needs and be answered five (5) days per week during normal business hours.

ATTACHMENT 1

**CITY OF YPSILANTI
Parking Violations Bureau
Rules and Regulations**

Preamble

These Rules and Regulations of the Parking Violations Bureau ("Bureau") are established for the operation of the Bureau, pursuant to Chapter 102, Article III, Division 2, Section 102-81(b) of the Code of Ordinances for the City of Ypsilanti.

Section 1: Compliance with Laws

The rules, regulations, and procedure of the Bureau will comply at all times with applicable ordinances and resolutions of the City of Ypsilanti; the rules and procedures of the 14A2 District Court; and the laws of the State of Michigan.

Section 2: Methods of Payment

A person who receives a parking violation notice issued by the City of Ypsilanti and wishes to admit responsibility may do so by paying to the Bureau the full amount of the applicable fines and costs as follows:

- The Bureau will accept the following methods of payment: Cash; check or money order, payable to the City of Ypsilanti; or credit card, Visa is not accepted.
- Persons may pay in person by any of the methods above during regular office hours.
- Persons may pay by check or money order by mail or drop box. Payments will be accepted in the drop box until midnight on the due date.
- There is a 3 percent charge for paying with a credit card and a \$45 fee for returned checks.
- Payments are considered paid when received by the Bureau.

Section 3: Contesting a violation

If a person receives a parking violation notice issued by the City of Ypsilanti and denies responsibility or desires to plea responsible with an explanation, they must do so in accordance with Article III, Division 2, Section 102-81(f) of Code of Ordinances for the City of Ypsilanti. The Bureau has created a form for convenience, but use if this form is not required. Respondents may contest a violation to the Bureau in person or by mail. The amount of the fine for the contested violation will be the amount the fine would have been as if it had been paid on the day the Bureau receives the necessary submittals in compliance with Section 102-81(f). Once a violation is properly contested,

the Bureau will forward the submittals and all necessary paperwork to the 14A2 District Court and the Bureau will not be able to accept payment. If a respondent is found responsible, additional costs and fees may be applied by the 14A2 District Court according to its rules and procedures.

Section 4: Failure to Respond

If a person receives a parking violation notice issued by the City of Ypsilanti and fails to respond by either admitting responsibility and paying all fines and costs or by properly contesting a violation notice, the Bureau will notify the respondent by first-class mail to the registered owner of the vehicle at the owner's last known address that failure to respond accordingly will result in a citation being filed with the 14A2 District Court, according to Article III, Division 2, Section 102-81(d) of Code of Ordinances for the City of Ypsilanti. Two notifications will be made by the Bureau before a citation is filed. The first subsequent notification will be made 30 days after the notice of violation issued. The second subsequent notification will be made 60 days after the notice of violation is issued. A citation will be issued if no proper response is made 90 days after the notice of violation is issued.

Citations issued must be delivered by first-class mail to the registered owner of the vehicle at the owner's last known address, with a copy to the 14A2 District Court. After a citation is issued, all payments for parking violations must be made to the 14A2 District Court only and the Bureau will not be able to accept payment. The 14A2 District Court may apply additional costs and fees according to its rules and procedures.

(Established: January 5, 2015)

**The City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1256**

AN ORDINANCE TO AMEND YPSILANTI CITY CODE CHAPTER 102 "TRAFFIC AND VEHICLES," ARTICLE III "STOPPING, STANDING AND PARKING, "DIVISION 2, BY AMENDING DIVISION 2 TO BE TITLED "PARKING VIOLATIONS BUREAU AND ENFORCEMENT," AND TO AMEND DIVISION 2 TO CREATE A PARKING VIOLATIONS BUREAU, TO SET FORTH RULES AND PROCEDURES FOR THE PARKING VIOLATIONS BUREAU, AND TO HAVE FINES AND FEES SET BY RESOLUTION OF CITY COUNCIL.

Section 1: Amendments, additions, and deletions to the Code of Ordinances, City of Ypsilanti, Michigan.

That Chapter 102 of the Code of Ordinances, City of Ypsilanti, Michigan, entitled "Traffic and Vehicles," Article III "Stopping, Standing and Parking," Division 2 is hereby amended to be titled as follows:

DIVISION 2. - PARKING VIOLATIONS BUREAU AND ENFORCEMENT

That Chapter 102 of the Code of Ordinances, City of Ypsilanti, Michigan, entitled "Traffic and Vehicles," Article III "Stopping, Standing and Parking," Division 2, Section 102-81 is hereby amended as follows:

Sec. 102-81.-Parking Violations Bureau..

(a) Pursuant to the Revised Judicature Act, Public Act 154 of 1968, as amended (MCL 600.8395), a Parking Violations Bureau, for the purpose of handling alleged parking violations within the City of Ypsilanti, is hereby established. The Parking Violations Bureau will be under the supervision and control of the City Manager or the City Manager's designee.

(b) The City Manager or the City Manager's designee will, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, appoint qualified City employees to administer the Bureau and adopt rules and regulations for the operation thereof.

(c) Violations of parking restrictions constitute civil infractions which will be governed in accordance with the Motor Vehicle Code, Act No. 300 of the Public Acts of Michigan of 1949 (MCL 257.1 et seq.), as amended. A police officer or any other authorized person may issue "citations" or "parking violation notices" for violations of the City's ordinances involving the parking or standing of a motor vehicle, including those provisions set forth in the City Code and those adopted by reference in the Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended, and the Uniform Traffic Code, as amended. A copy of the citation or

parking violation notice is not required to be served personally upon the respondent but may be served upon the registered owner by attaching the copy to the vehicle.

(d) If a parking violation notice is served on the respondent or attached to the vehicle, payment of the civil fine and costs may be to the Parking Violations Bureau. If an admission of responsibility is not made and the civil fine and costs, if any, prescribed by the for the violation are not paid at the Parking Violations Bureau, a citation may be filed with the District Court and a copy of the citation may be served by first-class mail upon the registered owner of the vehicle at the owner's last known address. The citation filed with the Court need not comply in all particulars with MCL 257.727c and MCL 257.743, but must consist of a sworn complaint containing the allegations stated in the parking violation notice and must fairly inform the respondent how to respond to the citation including the length of time in which the person to whom the same was issued must respond before the Court. Parking violation notices must indicate the address of the Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense for which the ticket was issued and advise that a citation may be filed with the District Court if the person issued the parking violation notice fails to respond within the time limit.

(e) No violation may be settled at the Parking Violations Bureau except at the specific request of the alleged violator. No penalty for any violation will be accepted from any person who denies having committed the offense and in no case will the person who is in charge of the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to the alleged violation. However, the payment of the prescribed fines and costs without any denial or explanation will be deemed to be an admission of responsibility. No person is required to dispose of a parking violation at the Parking Violations Bureau, and all persons are entitled to have any violation processed before a court having jurisdiction thereof if they so desire. The unwillingness of any person to dispose of any violation at the Parking Violations Bureau will not prejudice him or her nor in any way diminish the rights, privileges and protection accorded to him or her by law.

(f) Contesting a parking violation notice. A person who receives a parking violation notice and denies responsibility or desires to plea responsible with an explanation must sign a statement that he or she wishes to contest the ticket, and include in the statement a copy of the parking violation notice, vehicle information including plate number, and owner information including current address to the Parking Violations Bureau. The Parking Violation Bureau will forward that request along with all other necessary paperwork to the District Court. The District Court will handle all contested cases.

(g) Request for relief from a parking violation notice. The City Manager or his or her designee is authorized to set up rules and procedures to grant relief from a parking violation notice where relief appears appropriate where the decision to grant relief does not include a determination of liability and the truth or falsity of any fact or matter relating to the alleged violation.

Sec. 102-81. -- Parking violations.

~~(a) — Violations of parking restrictions constitute civil infractions which shall be governed in accordance with the Motor Vehicle Code, Act No. 300 of the Public Acts of Michigan of 1949 (MCL 257.1 et seq.), as amended. Any person who receives a parking violation notice may accept responsibility by paying the specified fine at the traffic violations bureau, either in person, by mail or by depositing the fine in fine collection boxes. Acceptance of the fine so paid shall be deemed complete satisfaction of the violation. If the defendant fails to admit responsibility within five days of the parking violations notice, a fee as set by resolution of the city council shall be assessed, in addition to the fee specified in the schedule. If it is necessary to issue a citation to the defendant, an additional violation notice fee as set by resolution of the city council shall be assessed.~~

~~(b) — A person receiving a parking violation notice may deny responsibility or admit responsibility with explanation by appearing at the district court.~~

That Chapter 102 of the Code of Ordinances, City of Ypsilanti, Michigan, entitled "Traffic and Vehicles," Article III "Stopping, Standing and Parking," Division 2, Section 102-82 "Schedule of violation fees" is hereby amended as follows:

Sec. 102-82. - Schedule of violation fines and fees.

The schedule of violation fines and fees if responsibility is admitted and the fee is paid ~~within five days of the issuance of the~~ for parking violation notices and citations is as set by resolution of the city council.

Section 2. Severability.

If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, is for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment will not affect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment will be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment has been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not have been included in this Ordinance.

Section 3. Repeal.

All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

Section 4. Savings Clause.

The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or heretofore amended, shall remain in full force and effect. The repeal provided herein will not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

Section 5. Copies to be available.

Copies of the ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.

Section 6. Publication and Effective Date.

The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS 15th _____
DAY OF September _____, 2015.

Frances McMullan, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1256 was published according to Section 11.13 of the City Charter on the 16th day of September, 2015.

Frances McMullan, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the 15th day of September, 2015.

Frances McMullan, City Clerk

Notice Published: August 12, 2015

First Reading: September 1, 2015

Second Reading: September 15, 2015

Published: September 16, 2015

Effective Date: October 15, 2015

ATTACHMENT 2

ADDENDUM TO AGREEMENT FOR SERVICES

This Addendum shall be a part of a certain Agreement between the CITY OF YPSILANTI, a Michigan municipal home-rule corporation of One South Huron Street, Ypsilanti, Michigan 48197 referred to as "CITY", and _____, of _____, Michigan, referred to as "CONTRACTOR", a _____. (sole proprietor, corporation, partnership, etc.).

1. This Addendum is an addition and amendment to the primary Contract between the parties. In an event of a conflict between the language of this Addendum and the primary Contract, the language and terms of this Addendum shall take precedence.

2. Standard of Performance. The CONTRACTOR shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the CITY and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.

3. The parties understand and agree that the CITY may terminate this Contract at any time with or without notice. In such event the CONTRACTOR will be compensated for work already completed

4. This Contract is to be performed in Washtenaw County, Michigan, and all legal venue shall exclusively lie therein.

5. The parties agree that time is of the essence in the performance of this Contract by the CONTRACTOR.

6. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.

7. This Agreement shall be governed by and construed in accordance with the laws of Michigan.

8. Independent Contractor. The relationship of the CONTRACTOR to the CITY is and shall continue to be that of an independent contractor and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

9. Waiver of Liability. The CONTRACTOR hereby waives any claim against the CITY and agrees not to hold the CITY liable for any personal injury or damage incurred by

it, its employees or associates on this project which is not held by a court of competent jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CITY acting within the scope of their employment. It further agrees to hold the CITY harmless from any such claim by its employees or associates.

10. For the purpose of the hold harmless, indemnity, and insurance provisions contained in this Contract, the term "CITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

11. The following Indemnification Agreement shall be, and is hereby, a provision of the Contract and shall be endorsed on the reverse sides of all certificates of insurance:

"The CONTRACTOR agrees to protect, defend, indemnity and hold the CITY and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copy right (or application for any thereof) or any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The CONTRACTOR further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent."

12. Insurance.

a. The CONTRACTOR prior to commencing work shall provide at his own cost and expense the following insurance to the CITY in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CITY. All policies and certificates of insurance shall be approved by the Department of City Manager of the CITY prior to the inception of any work.

b. Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the CITY by

registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name the CONTRACTOR and identify the contract number.

c. All property losses shall be made payable to and adjusted with the CITY.

d. In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+:XI will be acceptable only upon written consent of the CITY.

e. All policies and certificates of insurance of the CONTRACTOR shall contain the following clauses:

(1) The clause "other insurance provision" in a policy in which the CITY is named as an insured, shall not apply to the CITY.

(2) The insurance companies issuing the policy or policies shall have no recourse against the CITY (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(3) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the CONTRACTOR.

(4) The CITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by the CONTRACTOR.

YES ___	NO ___	1)	Comprehensive General Liability
YES ___	NO ___	2)	Automobile Liability
YES ___	NO ___	3)	Owners Contractors Protective Liability

f. The CONTRACTOR shall maintain at its own expense during the term of this Contract the following insurance:

(1) Worker's Compensation insurance with Michigan statutory limits and employers' liability insurance with minimum limits of \$500,000 each accident.

(2) General Liability insurance with a minimum limit of liability per occurrence of \$1 Million Combined Single Limit (Bodily Injury/Property Damage), with no aggregate.

This insurance shall indicate on the Certificate of Insurance the following coverages:

- (a) Premises - Operations
- (b) Independent Contractor and Subcontractors
- (c) Products and Completed Operations
- (d) Broad Form Contractual
- (e) Broad Form Liability Endorsement

(3) Automobile Liability insurance with minimum limits of liability, per occurrence, of \$1 Million Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated in the "Special Conditions" of the Contract

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specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles
- (b) Hired automobiles
- (c) Non-owned automobiles

(4) Protective Liability Insurance: Owners and Contractors. The CONTRACTOR shall provide the original and duplicate policy of insurance to the City Manager. This insurance contract shall name the CITY as the insured and remain in effect until the contract is accepted by the CITY.

The insurance shall provide minimum limits of liability per occurrence of \$500,000. Combined Single Limit. Said insurance shall provide that the term "Owner" or CITY shall be deemed to include all authorities, boards, bureaus, commissions, divisions, departments, districts and offices of the CITY and the individual members, employees and agents thereof in their official capacities.

(5) Construction Insurance: The CONTRACTOR at his own cost and expense shall provide and maintain the applicable construction insurance until the Contract is accepted by the CITY and/or its designee. This coverage shall be written for 100% of the completed value covering the CITY as the insured, with a deductible of not more than \$1,000. The CONTRACTOR shall provide the original and duplicate policy to the CITY (unless the CITY shall accept, in lieu thereof, all contained endorsements including all applicable provisions and coverages).

(6) Professional Services. CONTRACTOR shall provide professional liabilities (errors and omissions) insurance, with minimum limits of \$1 Million each occurrence.

(7) Disability Benefits: The CONTRACTOR shall provide proof of compliance with the Disability Benefits Law. (If applicable).

(8) Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.

g. If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to the CONTRACTOR will be withheld until those requirements have been met, or at the option of the CITY the CITY may pay the Renewal Premium and withhold such payments from any monies due the CONTRACTOR.

h. In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the CONTRACTOR until such time as the CONTRACTOR shall furnish such additional security covering such claims as may be determined by the CITY.

i. If at any time any of the foregoing policies shall be or become unsatisfactory to the CITY to form or substance, or if a company insuring any such policy shall be or become unsatisfactory to the CITY, the CONTRACTOR shall upon notice to that effect from the CITY promptly obtain a new policy, submit the same to the City Manager for approval and submit a certificate thereof as herein provided. Upon failure of the CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this

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Contract, at the election of the CITY may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the CONTRACTOR from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the CONTRACTOR concerning indemnification.

j. Certificate of Insurance; required language. The Certificate of Insurance obtained by the CONTRACTOR shall contain the following language: "The City of Ypsilanti, Michigan, its elected officials, officers, employees, boards, commission, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget, including the City of Ypsilanti, are named as additional insured, and such coverage shall be considered to be the primary coverage rather than any policies and insurance or self insurance retention owned or maintained by the City of Ypsilanti."

13. Conflict of Interest. The CONTRACTOR covenants that the CONTRACTOR (individually, or if a corporation, trust, limited liability company or partnership, "the entity") nor any officer, principal, partner, agent or employee of the entity has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract. Further that if any such conflict of interest develops and exists during the term of the contract that the CONTRACTOR shall, within 7 days of the existence of such conflict of interest, notify the CITY in writing of the existence and nature of the said conflict of interest.

14. Contingent Fees. The CONTRACTOR warrants it has not employed or retained any company or person other than bonafide employees working solely for the CONTRACTOR, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the CITY shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due the CONTRACTOR, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

15. The CONTRACTOR further agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against, or give preferential treatment to, any person based on the person's actual or perceived race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, age, marital status, disability status, gender expression, familial status, education association, height, weight, or other criteria which is not relevant to the particular job. Breach of this provision may be regarded as material breach of the Agreement.

16. The CONTRACTOR further agrees not to discriminate against any employee or applicant for employment based on a person's actual or perceived race, color, religion,

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national origin, immigration status, sex, sexual orientation, gender identity, age, marital status, disability status, gender expression, familial status, education association, height, or weight (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

17. Permits. The CONTRACTOR shall secure and bear the cost of any permits or licenses of a temporary nature necessary for the prosecution of the work. In particular, he shall secure and bear the cost of shutting off and turning on public services of every nature which may be required by his operations. Where such discontinuance of service affects consumers, due and sufficient notice shall be served upon those so affected.

18. Improvement of Real Property or Performing Management Construction Services. In the event the contract provides for improvement of real property or performing management construction services as provided in MCLA 125.1591, the following provisions apply:

(A) A contract between CONTRACTOR and the CITY for an improvement as provided above shall contain the following provisions:

(a) That if a CONTRACTOR discovers one or both of the following physical conditions of the surface or subsurface at the improvement site, before disturbing the physical condition, the contractor shall promptly notify the CITY of the physical condition in writing:

(i) A subsurface or a latent physical condition at the site is differing materially from those indicated in the improvement contract.

(ii) An unknown physical condition at the site is of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the improvement contract.

(b) That if the CITY receives a notice under subdivision (A), the CITY shall promptly investigate the physical condition.

(c) That if the CITY determines that the physical conditions do materially differ and will cause an increase or decrease in costs or additional time needed to perform the contract, the CITY's determination shall be made in writing and an equitable adjustment shall be made and the contract modified in writing accordingly.

(d) That the CONTRACTOR cannot make a claim for additional costs or time because of a physical condition unless the CONTRACTOR has complied with the notice requirements of subdivision (A). The CITY may extend the time required for notice under subdivision (A).

(e) The CONTRACTOR cannot make a claim for an adjustment under the contract after the CONTRACTOR has received the final payment under the contract.

(B) If the CONTRACTOR does not agree with the CITY's determination, with the CITY's consent the CONTRACTOR may complete performance on the contract.

(C) At the option of the CITY, the CONTRACTOR and the CITY shall arbitrate the CONTRACTOR's entitlement to recover the actual increase in contract time and costs incurred because of the physical condition of the improvement site. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and judgment rendered may be entered in any court having jurisdiction.

19. American's With Disabilities Act Compliance. If this contract alters or resurfaces any streets, intersections, sidewalks, or curb ramps, CONTRACTOR shall ensure that each portion of the project, to the maximum extent feasible, shall be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities. Each project shall comply with the American's With Disabilities Act requirements, including 28 C.F.R. §§ 35.151(b),(c),(e)(1), and (e)(2) and 28 C.F.R. Part 36, App. A, the ADAAG.

Note: The City of Ypsilanti has chosen to follow the ADAAG standards rather than the UFAS standards. See United States Department of Justice ADA Title II Technical Assistance Manual, Section II-6.2100)

As used in this Section, the term "resurface" shall have the definition given by the United States Department of Justice Title II Technical Assistance Manual § II-6.6000 "Resurfacing beyond normal maintenance is an alteration. Merely filling potholes is considered to be normal maintenance."

As used in this Section, the term "to the maximum extent feasible" shall have the meaning set forth at 28 C.F.R. § 36.402(c).

As used in this Section, the term "readily accessible to and usable by persons with disabilities" shall have the meaning set forth at Section II-6.1000 of the US Department of Justice ADA Title II Technical Assistance Manual, and set forth at 28 CFR Appendix B Section 36.401.

20. Prevailing Wage. If the Contract is in amount in excess of \$25,000, all craftsmen, mechanics, and laborers (not including persons employed directly by the CITY) employed directly upon the site of the work shall receive at least the prevailing wages and fringe benefits of the building trades department for the corresponding classes of craftsmen, mechanics, and laborers, as determined and published by the Davis-Bacon division of the United States Department of Labor for the greater Ypsilanti Area. All subcontracts entered into by the CONTRACTOR for services or work under this Contract shall contain the provisions as set forth in this paragraph. CONTRACTOR and all subcontractors engaged in the performance of services or work under the Contract shall furnish proof, at the request of and satisfactory to the CITY, that the provisions of this paragraph are being complied with.

21. Living Wage.

A. (1) If this contract involves \$10,000, or more, Living Wages shall be paid according to the Ypsilanti Living Wage Ordinance (The Ordinance), being Chapter 2, Article VI, Division 4 of the City Code; and

(2) Suitable notices shall be posted in the work place; and

(3) Evidence of compliance including payroll records shall be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The Ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

22. Minimum Wage.

A. (1) The CONTRACTOR must pay minimum wages to all employees according to the Minimum Wage Ordinance (The Ordinance), being Chapter 2, Article III, Division 3 of the City Code.

(2) The CONTRACTOR must post suitable notices in the work place.

(3) The CONTRACTOR must provide evidence of compliance, including payroll records, to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Minimum Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The Ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

23. Not in Default to City. The CONTRACTOR hereby certifies that the CONTRACTOR is not in default to the CITY, and that there are no unpaid taxes, real or personal, owed to the CITY by the CONTRACTOR, and the CONTRACTOR has no other unfulfilled obligations to the CITY and is in compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

24. Except in amounts less than \$20 million, CONTRACTOR certifies that it, its successor, its parent company, or any of its subsidiaries or subunits does not engage in the practice of committing or contributing funds or property, extending credit, or contract for goods or services to develop petroleum resources, natural gas resources, or nuclear power in Iran.

25. Equal Employment Opportunity. If this Contract is funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

26. Copeland "Anti-Kickback" Act. If this Contract in excess of \$2000 for construction or repair, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

27. Davis-Bacon Act. If this is a construction contract of more than \$2,000, or otherwise required by Federal program legislation, CONTRACTOR shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week.

28. Contract Work Hours and Safety Standards Act. If this is a construction contract in excess of \$2000 or contract that involves the employment of mechanics or laborer in excess of \$2500, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

29. Rights to Inventions Made Under a Contract or Agreement. If this is a contract for the performance of experimental, developmental, or research work, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR agrees to rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made

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by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

30. Clean Air Act and the Federal Water Pollution Control Act. If this is a contract in excess of \$100,000, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

31. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If this is a contact above \$100,000, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR certifies that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 and further agrees to disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

32. The Contract and its attachments, and this Addendum, are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

IN WITNESS WHEREOF, the undersigned have set their hands this _____ day of _____, 20_____.

CONTRACTOR

CITY OF YPSILANTI

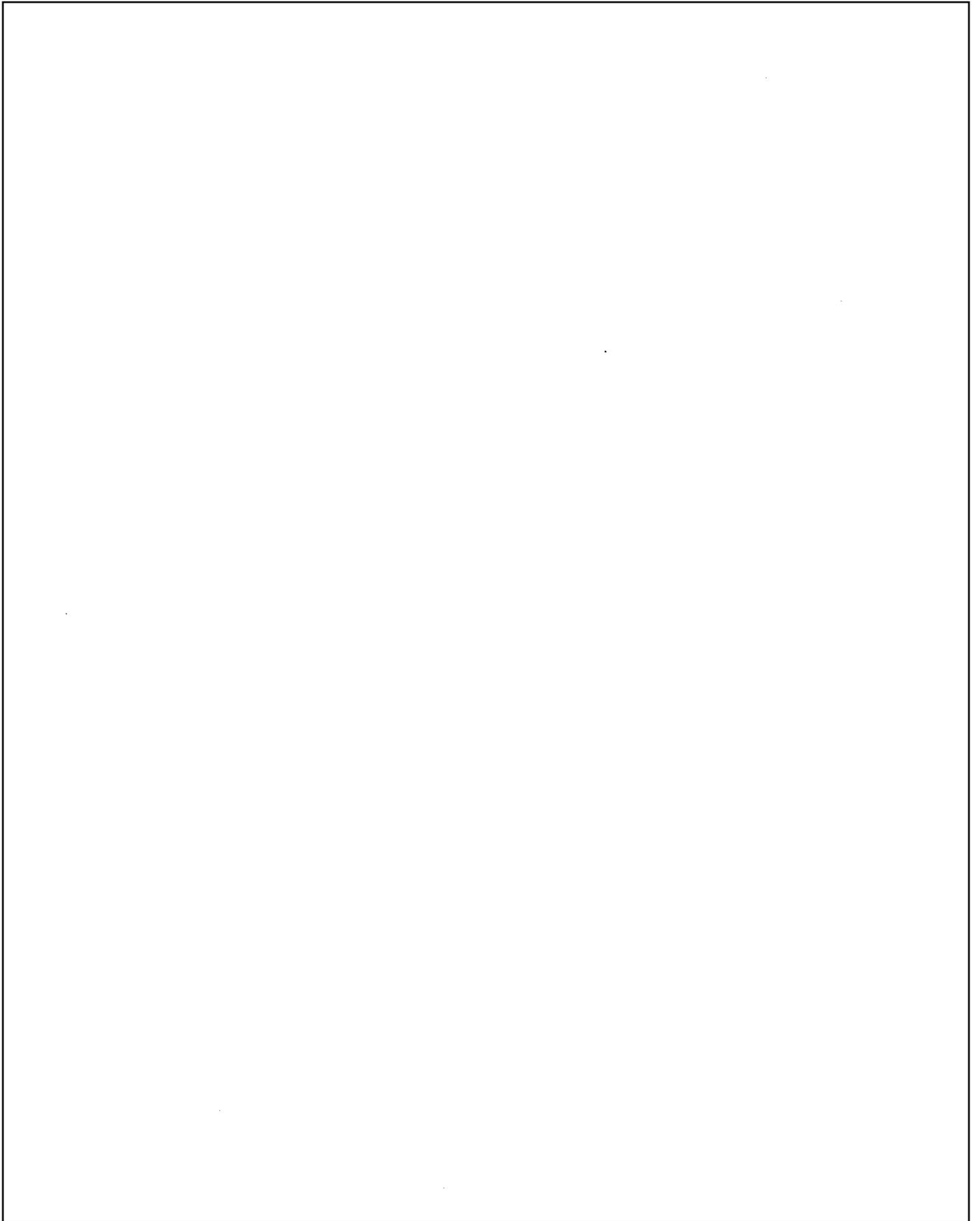
BY: _____
Print:
Its:

BY: _____
Darwin McClary
City Manager

APPROVED AS TO FORM:

JOHN M. BARR P-10475
Ypsilanti City Attorney

ATTACHMENT 2





**Barr,
Anhut &
Associates, P.C.**
ATTORNEYS AT LAW

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www.barrlawfirm.com
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John M. Barr
Karl A. Barr
Daniel J. DuChene

Jesse O'Jack ~ Of Counsel
William F. Anhut ~ Of Counsel – Retired
Jennifer A. Healy ~ Legal Assistant

MEMORANDUM

TO: Frances McMullan, City Clerk
FROM: Dan DuChene, Assistant Ypsilanti City Attorney
DATE: December 19, 2017
SUBJECT: Complus Data Questions – Parking Bureau RFP

The City issued an RFP for parking ticket and permit processing services on December 5, 2017. This RFP closes at 3 p.m. on January 16, 2018. On December 15, 2017, the City received two questions from an assumed potential bidder called Complus Data Innovations, Inc. and you have asked me to provide a response.

The first question is: "Please provide further detail of the data to be included in the electronic export of citations to the 14A2 District Court."

In order for the City to be issued and collect on judgements with regard to parking violations, the City must issue a citation to both the defendant and the 14A2 District Court. Due to the quantity of such citations, the Court has requested an electronic means for the Court to receive citations from the City. The successful bidder must develop a means for the City to export these citations to the Court in a readable and usable format. The 14A2 District court uses case management software provided by the Judicial Information Service, State Court Administrative Office ("JIS"). The successful bidder will likely be required to work with the City Parking Violations Bureau, JIS, and the 14A2 District Court to develop this ability.

Attached are three documents, "TKTDATAP-UD8 Field Layout Positions" (ATTACHMENT 1), "Supplemental UD-8 Field Definitions for JIS" (ATTACHMENT 2), and "D14A2Tks" (ATTACHMENT 3). Regarding the first two attachments, the second identifies the required (marked in red) and desired (marked in blue) fields for parking citations. This is a fixed length file format, so the fields being sent must be in the proper relative position as identified in the first attachment. The third attachment are sample 14A2 District Court parking tickets. For TVEHTYPE, attached is a document called "DOS Vehicle Type Codes" (ATTACHMENT 4). For TSOSCD1, attached is a document called "D14 Parking Offenses"

cc: YPD Lt. Gress

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**Barr,
Anhut &
Associates, P.C.**
ATTORNEYS AT LAW

December 19, 2017
Page 2

(ATTACHMENT 5). The ticket numbers are formatted the following way (year)(agency)(ticket#)(letter if multiple offenses on same ticket): 16Y123456A.

The second question is: "How often will the citations need to [be] exported to the 14A2 District Court?" The response to this question is daily, if possible.

ATTACHMENT 1

SEU SOURCE LISTING

5769FW1 V4R4M0 990521

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SOURCE FILE . . . . . OSMDCS/DISTRICT
MEMBER . . . . . TKRECHS
SEQNR* . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . . 8 . . . . . 9 . . . . . 0
100 *****
200 * TKDETLF DATA ELEMENTS FROM UD-8 FORM *****
300 * FOR COPYING INTO WORKING STORAGE - TKRECHS COBOL COPY MBR *
400 * Fields in Red used by JIS *
500 * NOTES: ALL DATES ARE MMDDCCYY *
600 * ALL NUMERIC FIELDS ARE RIGHT JUSTIFIED *
700 * ALL Y/N FLAGS ARE STORED IN THE D.B. AS 1/0; (1=Y, 0=N) *
800 *****
01 TKT-DATA.
03 TKT-RECORD.
1000 05 TACTIONCD PIC X(3). 1
1100 Action Code - Used Internally = "ADD"
1200 05 TICKETNO PIC X(20). 4
1300 Left just/blank filled. DC Case = X(10)
1400 05 TCURRMTN PIC 99. 24
1500 Current Month
1600 05 TCURRDY PIC 99. 26
1700 Current Day
1800 05 TCURRYEAR PIC 9(4). 28
1900 Current Year - CCYY
2000 05 TCURRTIME PIC 9(4). 32
2100 Current Time - Military
2200 05 TVICTIM PIC X. 36
2300 Check Box - Y/N
2400 05 TDOTNO PIC X(15). 37
2500 05 TINJURIS PIC X(3). 52
2600 Incident Juris Number
2700 05 TINSEQNO PIC 9(7). 55
2800 Incident Sequence Number
2900 05 TINCYEAR PIC 9(4). 62
3000 Incident Year - CCYY
3100 05 TINJURSUB PIC XX. 66
3200 Incident Juris Subunit Number A-Z,0-9,space
3300 TDEPTNO PIC 9(4). 68
3400 Dept for both Officers 1 & 2
3500 05 TARRESTNO PIC X(15). 72
3600 05 TNOTESFLAG PIC X. 87
3700 Flag for internal use by CJDC - Y/N
3800 05 TOFCRANK2 PIC X(8). 88
3900 Officer Rank 2
4000 05 TOFCNAME2 PIC X(18). 96
4100 Officer First Name 2
4200 05 TOFCMNAME2 PIC X(18). 114
4300 Officer Middle Name 2
4400 05 TOFCLNNAME2 PIC X(18). 132
4500 Officer Last Name 2
4600 05 TOFCIDNO2 PIC X(5). 150
4700 Officer ID Number 2
4800 05 TCOURTOFC2 PIC X(5). 155
4900 Court/Officer Assigned Number 2
5000 05 TBAC PIC X(10). 160
5100 05 TDEVICE PIC X(10). 170
5200 05 TPEOPLECD PIC 9. 160
5300

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SEQ SOURCE LISTING

5769PW1 VAR4M0 990521

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SOURCE FILE . . . . . OSMDCST/DISTRICT
MEMBER . . . . . TKTRCWS
SEONBR* . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . . 8 . . . . . 9 . . . . . 0
5400 * People CD (1=City;2=Village;3=Twnshp;4=Cnty;5=State)
5500 * 05 TFOELEMIC PIC X(20) . 181
5600 * People Location
5700 * 05 TPAGE1 PIC 9 . 201
5800 * 05 TPAGE2 PIC 9 . 202
5900 * 05 TOFENMTH PIC 99 . 203
6000 * Offense Month
6100 * 05 TOFENDAY PIC 99 . 205
6200 * Offense Day
6300 * 05 TOFFNYEAR PIC 9(4) . 207
6400 * Offense Year - CCYY
6500 * 05 TOFFNTHME PIC 9(4) . 211
6600 * Offense Time - Military Time
6700 * 05 TEIRTHMTH PIC 99 . 215
6800 * 05 TBIRTHDAY PIC 99 . 217
6900 * 05 TBIRTHYEAR PIC 9(4) . 219
7000 * 05 TDRVLICST PIC XX . 223
7100 * Drivers License State - LEIN/NCIC
7200 * 05 TDRVLICNO PIC X(20) . 225
7300 * Drivers License - LEIN Standard
7400 * 05 TSSMO PIC 9(9) . 245
7500 * 05 TRACE PIC X . 254
7600 * W,B,L,A,U - LEIN/NCIC Codes
7700 * 05 TSEX PIC X . 255
7800 * M,F,U
7900 * 05 THEIGHT PIC 9(3) . 256
8000 * 05 TWEIGHT PIC 9(3) . 259
8100 * 05 THAIR PIC X(3) . 262
8200 * LEIN/NCIC Codes
8300 * 05 TEYE PIC X(3) . 265
8400 * LEIN/NCIC Codes
8500 * 05 TOCCUPATN PIC X(25) . 268
8600 * 05 TNAMEF PIC X(18) . 293
8700 * 05 TNAMEM PIC X(18) . 311
8800 * 05 TNAMEL PIC X(18) . 329
8900 * 05 TNAMESUFX PIC X(3) . 347
9000 * Name/Suffix - LEIN/NCIC Codes
9100 * 05 TADDRNO PIC X(10) . 350
9200 * 05 TADDRDIR PIC XX . 360
9300 * Address Direction - N,E,W,S,NE,SE,SW,NW
9400 * 05 TSTREET PIC X(24) . 362
9500 * LEIN/NCIC
9600 * 05 TSTREETSFX PIC X(4) . 386
9700 * 05 TAPTNO PIC X(5) . 390
9800 * 05 TCITY PIC X(19) . 395
9900 * 05 TSTATE PIC XX . 414
10000 * LEIN/NCIC Codes
10100 * 05 TZIF PIC X(9) . 416
10200 * 05 TVEHREGNO PIC X(8) . 425
10300 * Vehicle Registration No (Plate) - LEIN/NCIC
10400 * 05 TVEHREGST PIC XX . 433
10500 * Vehicle Registration State - LEIN/NCIC Codes
10600 * 05 TVEHREGYR PIC 9(4) . 435
    
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5769FWL VAR4M0 990521          SEU SOURCE LISTING
SOURCE FILE . . . . . OSMDCST/DISTRICT
MEMBER . . . . . TKTRCWS
SEQR* . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . . 8 . . . . . 9 . . . . . 0
10700 05 TVEHYEAR PIC 9(4). 439
10800 05 TVEHMAKE PIC X(4). 443
10900 * Vehicle Make - LEIN/NCIC Codes 447
11000 * TVEHCOLOR1 PIC X(3). 450
11100 * Vehicle Color1 - LEIN/NCIC Codes 453
11200 * TVEHCOLOR2 PIC X(3). 455
11300 * Vehicle Color2 - LEIN/NCIC Codes 457
11400 * TVEHSTYLE PIC XX. 458
11500 * Vehicle Style - LEIN/NCIC Codes 459
11600 * TVEHTYPE PIC X. 460
11700 * Vehicle Type - LEIN/NCIC Codes 461
11800 * TLOCALORD PIC X. 462
11900 * Local Ordinance - Y/N 464
12000 * TSTATELAW PIC X. 466
12100 * State Law - Y/N 468
12200 * TADMINRULE PIC X. 469
12300 * Administrative Rule - Y/N 488
12400 * TCONSVORD PIC X. 492
12500 * Conservation Order - Y/N 494
12600 * TDIRORD PIC X. 498
12700 * Director's Order - Y/N 500
12800 * TUPNPREFX PIC XX. 492
12900 * Upon Prefix - Future Expansion to Match UD-10 494
13000 * TUPNSTRRET PIC X(24). 464
13100 * TUPNSUFIX PIC X(4). 488
13200 * Upon Suffix - Future Expansion to Match UD-10 492
13300 * TUFNDIR PIC XX. 492
13400 * Upon Direction - Future Expansion to Match UD-10 494
13500 * TUPNDIST PIC X(4). 494
13600 * Upon Distance - Future Expansion to Match UD-10 498
13700 * TUPNFEETML PIC XX. 498
13800 * Upon Feet/Mile - Future Expansion to Match UD-10 500
13900 * TATNRRPREFX PIC XX. 500
14000 * At or Near Prefix - Future Expansion to Match UD-10 502
14100 * TATNSTRRET PIC X(60). 502
14200 * At or Near Street 562
14300 * TATNRSUFIX PIC X(4). 562
14400 * At or Near Suffix - Future Expansion to Match UD-10 566
14500 * TCTCASTYP1 PIC X(2). 566
14600 * Criminal/Traffic Case Type 1 - (EX,FY,OM,SM,FD,FT,OD,OI,OT,SD,SI,ST,OK,ON,SK,SN) 568
14700 * TSCSD1 PIC X(4). 568
14800 * SOS Offense Codes for Conviction and FAC/FCJ Reporting 572
14900 * TCTCASTYP2 PIC X(2). 572
15000 * Criminal/Traffic Case Type 2 - (EX,FY,OM,SM,FD,FT,OD,OI,OT,SD,SI,ST,OK,ON,SK,SN) 574
15100 * TSCSD2 PIC X(4). 574
15200 * SOS Offense Codes for Conviction and FAC/FCJ Reporting 578
15300 * TCTCASTYP3 PIC X(2). 578
15400 * Criminal/Traffic Case Type 3 - (EX,FY,OM,SM,FD,FT,OD,OI,OT,SD,SI,ST,OK,ON,SK,SN) 580
15500 * TSCSD3 PIC X(4). 580
15600 * SOS Offense Codes for Conviction and FAC/FCJ Reporting 584
15700 * TWTHTIN PIC 9. 584
15800 * (1=City;2=Village;3=Township)
15900 * TWTHTINCD PIC 99. 585

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SEU SOURCE LISTING

5762PW1 VAR440 990521

SOURCE FILE	OSMDCST/DISTRICT	MEMBER	TEPRECWS	SEQNR*	1	2	3	4	5	6	7	8	9	0
16000	05	TCOUNTY	PIC 99.	587	587	587	587	587	587	587	587	587	587	587
16200	05	TCIVINPR1	PIC X.	589	589	589	589	589	589	589	589	589	589	589
16400	05	TCIVINER2	Civil Infraction 1 - Y/N	590	590	590	590	590	590	590	590	590	590	590
16600	05	TCIVINER3	Civil Infraction 2 - Y/N	591	591	591	591	591	591	591	591	591	591	591
16800	05	TCIVINER3	Civil Infraction 3 - Y/N	592	592	592	592	592	592	592	592	592	592	592
17100	05	TWISDEM1	PIC X.	593	593	593	593	593	593	593	593	593	593	593
17200	05	TWISDEM2	Misdemeanor 2 - Y/N	594	594	594	594	594	594	594	594	594	594	594
17300	05	TWISDEM3	PIC X.	594	594	594	594	594	594	594	594	594	594	594
17400	05	TWISDEM3	Misdemeanor 3 - Y/N	595	595	595	595	595	595	595	595	595	595	595
17500	05	TFELONY1	PIC X.	595	595	595	595	595	595	595	595	595	595	595
17600	05	TFELONY2	PIC X.	596	596	596	596	596	596	596	596	596	596	596
17700	05	TFELONY2	PIC X.	596	596	596	596	596	596	596	596	596	596	596
17800	05	TFELONY3	PIC X.	597	597	597	597	597	597	597	597	597	597	597
17900	05	TFELONY3	PIC X.	597	597	597	597	597	597	597	597	597	597	597
18000	05	TWARNING1	PIC X.	598	598	598	598	598	598	598	598	598	598	598
18100	05	TWARNING1	PIC X.	598	598	598	598	598	598	598	598	598	598	598
18200	05	TWARNING2	PIC X.	599	599	599	599	599	599	599	599	599	599	599
18300	05	TWARNING2	PIC X.	599	599	599	599	599	599	599	599	599	599	599
18400	05	TWARNING3	PIC X.	600	600	600	600	600	600	600	600	600	600	600
18500	05	TWARNING3	PIC X.	600	600	600	600	600	600	600	600	600	600	600
18600	05	TFUGITIV1	PIC X.	601	601	601	601	601	601	601	601	601	601	601
18700	05	TFUGITIV1	PIC X.	601	601	601	601	601	601	601	601	601	601	601
18800	05	TFUGITIV2	PIC X.	602	602	602	602	602	602	602	602	602	602	602
18900	05	TFUGITIV2	PIC X.	602	602	602	602	602	602	602	602	602	602	602
19000	05	TFUGITIV3	PIC X.	603	603	603	603	603	603	603	603	603	603	603
19100	05	TFUGITIV3	PIC X.	603	603	603	603	603	603	603	603	603	603	603
19200	05	TWAIVE1	PIC X.	604	604	604	604	604	604	604	604	604	604	604
19300	05	TWAIVE1	PIC X.	604	604	604	604	604	604	604	604	604	604	604
19400	05	TWAIVE2	PIC X.	605	605	605	605	605	605	605	605	605	605	605
19500	05	TWAIVE2	PIC X.	605	605	605	605	605	605	605	605	605	605	605
19600	05	TWAIVE3	PIC X.	606	606	606	606	606	606	606	606	606	606	606
19700	05	TWAIVE3	PIC X.	606	606	606	606	606	606	606	606	606	606	606
19800	05	TAUTHPND1	PIC X.	607	607	607	607	607	607	607	607	607	607	607
19900	05	TAUTHPND1	Authorization Pending 1 - Y/N	607	607	607	607	607	607	607	607	607	607	607
20000	05	TAUTHPND2	PIC X.	608	608	608	608	608	608	608	608	608	608	608
20100	05	TAUTHPND2	Authorization Pending 2 - Y/N	608	608	608	608	608	608	608	608	608	608	608
20200	05	TAUTHPND3	PIC X.	609	609	609	609	609	609	609	609	609	609	609
20300	05	TAUTHPND3	Authorization Pending 3 - Y/N	609	609	609	609	609	609	609	609	609	609	609
20400	05	TWCLCODE1	PIC X(15).	610	610	610	610	610	610	610	610	610	610	610
20500	05	TWCLCODE2	PIC X(15).	625	625	625	625	625	625	625	625	625	625	625
20600	05	TWCLCODE3	PIC X(15).	640	640	640	640	640	640	640	640	640	640	640
20700	05	TFACCODE1	PIC X(21).	655	655	655	655	655	655	655	655	655	655	655
20800	05	TFACCODE2	PIC X(21).	676	676	676	676	676	676	676	676	676	676	676
20900	05	TFACCODE3	PIC X(21).	697	697	697	697	697	697	697	697	697	697	697
21000	05	TDESC1	PIC X(60).	718	718	718	718	718	718	718	718	718	718	718
21100	05	TDESC2	PIC X(60).	778	778	778	778	778	778	778	778	778	778	778
21200	05	TDESC2	PIC X(60).	778	778	778	778	778	778	778	778	778	778	778

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SEU SOURCE LISTING

5769FWL VAR4M0 990521

MEMBER	SEU SOURCE LISTING	MEMBER
SOURCE FILE	OSMDCST/DISTRICT	
MEMBER	XTRECSWS	
SQNR*	1	2
2	3	4
5	6	7
8	9	0
21300	05 TDESC3 PIC X(60).	838
21400	05 TORNOTICE1 PIC X.	898
21500	* Offense Notice1 for Enhanced Penalties Applies for	
21600	* the Violation - Y/N	
21700	05 TORNOTICE2 PIC X.	899
21800	* Offense Notice2 for Enhanced Penalties Applies for	
21900	* the Violation - Y/N	
22000	05 TORNOTICE3 PIC X.	900
22100	* Offense Notice3 for Enhanced Penalties Applies for	
22200	* the Violation - Y/N	
22300	05 TBONDAMT1 PIC 9(4)V9(2).	901
22400	* Bond Amount 1	
22500	05 TBONDAMT2 PIC 9(4)V9(2).	907
22600	* Bond Amount 2	
22700	05 TBONDAMT3 PIC 9(4)V9(2).	913
22800	* Bond Amount 3	
22900	05 TCURRTYP1 PIC XX.	
23000	* Currency Type 1 - US,OT(Other)	919
23100	05 TCURRTYP2 PIC XX.	921
23200	* Currency Type 2 - US,OT(Other)	
23300	05 TCURRTYP3 PIC XX.	923
23400	* Currency Type 3 - US,OT(Other)	
23500	05 TOFNCD1 PIC 9(4).	925
23600	* Offense Code 1 - MICR/UD-8 Codes	
23700	05 TOFNCD2 PIC 9(4).	929
23800	* Offense Code 2 - MICR/UD-8 Codes	
23900	05 TOFNCD3 PIC 9(4).	933
24000	* Offense Code 3 - MICR/UD-8 Codes	
24100	05 TCONSRVFEEL PIC X.	937
24200	* Conservation Fee 1 - Y/N	
24300	05 TCONSRVFEEL2 PIC X.	938
24400	* Conservation Fee 2 - Y/N	
24500	05 TCONSRVFEEL3 PIC X.	939
24600	* Conservation Fee 3 - Y/N	
24700	05 TSPED1 PIC 9(3).	940
24800	05 TSPED2 PIC 9(3).	943
24900	05 TSPED3 PIC 9(3).	946
25000	05 TSPEDLMT1 PIC 99.	949
25100	05 TSPEDLMT2 PIC 99.	951
25200	05 TSPEDLMT3 PIC 99.	953
25300	05 TSPEDFRM1 PIC 99.	955
25400	* Speed Formerly 1	
25500	05 TSPEDFRM2 PIC 99.	957
25600	* Speed Formerly 2	
25700	05 TSPEDFRM3 PIC 99.	959
25800	* Speed Formerly 3	
25900	05 TCHARGENO PIC 9.	961
26000	* Number of Original Charges on this Ticket	
26100	05 TTRMARKS PIC X(200).	962
26200	05 TVEHIMPND PIC X.	1162
26300	* Vehicle Impound - Y/N	
26400	05 TTRAFCRSH PIC X.	1163
26500	* Traffic Crash - Y/N	

SEU SOURCE LISTING

5769FWI V4RAM0 990521

SOURCE FILE	OSMDCST/DISTRICT	MEMBER	TKTRCWS	SEQNR	1	2	3	4	5	6	7	8	9	0
26600				05	TDMGPROP	PIC X.								1164
26700				05	Damage to Property - Y/N	PIC X.								1165
26800				05	TINJURY	PIC X.								1166
26900				05	TDEATH	PIC X.								1167
27000				05	TACTMILSRV	PIC X.								1168
27100				05	Active Military Service - Y/N	PIC X.								1174
27200				05	TENDTOTAMT	PIC 9(4)Y9(2).								1175
27300				05	Local Court Bond Total	PIC X.								1176
27400				05	TLICPOSTED	PIC X.								1177
27500				05	License Posted in Lieu of Bond - Y/N	PIC X.								1178
27600				05	TAPPNCERT	PIC X.								1180
27700				05	Appearance Certificate - Y/N	PIC X.								1182
27800				05	TNONE	PIC X.								1184
27900				05	TAPPRDATE	PIC X.								1188
28000				05	Appearance Date - Y/N	PIC 9(4).								1192
28100				05	TAPPRDWTW	PIC 99.								1193
28200				05	Appearance Date Within	PIC 99.								1194
28300				05	TAPPRMTH	PIC 99.								1196
28400				05	Appearance Date Month	PIC 99.								1198
28500				05	Appearance Date Day	PIC 9(4).								1200
28600				05	TAPPRYEAR	PIC 9(4).								1204
28700				05	Appearance Date Year - CCYY	PIC 9(4).								1208
28800				05	TAPPRTIME	PIC 9(4).								1209
28900				05	Appearance Date Time - Military Time	PIC X.								1210
29000				05	TLODGED	PIC X.								1211
29100				05	THEARDATE	PIC X.								1220
29200				05	Hearing Date - Y/N	PIC X(8).								1221
29300				05	THEARDTWI	PIC 99.								
29400				05	Hearing Date Within	PIC 99.								
29500				05	THEARMTH	PIC 99.								
29600				05	Hearing Date Month	PIC 99.								
29700				05	THEARDAY	PIC 99.								
29800				05	Hearing Date Day	PIC 9(4).								
29900				05	THEARYEAR	PIC 9(4).								
30000				05	Hearing Date Year - CCYY	PIC 9(4).								
30100				05	THEARTIME	PIC 9(4).								
30200				05	Hearing Date Time - Military Time	PIC X.								
30300				05	TCONTACTCT	PIC X.								
30400				05	Contact Court - Y/N	PIC X.								
30500				05	TJUVTRFMS	PIC X.								
30600				05	Juvenile Traffic Misdemeanor - Y/N	PIC X.								
30700				05	TFORMHEAR	PIC X.								
30800				05	Formal Hearing Required Court will Notify - Y/N	PIC X(9).								
30900				05	TTOURTORI	PIC X(9).								
31000				05	COURT ORI	PIC X.								
31100				05	TSERVED	PIC X.								
31200				05	TOFCRANKI	PIC X(8).								
31300				05	TTOFCRANKI	PIC X(8).								
31400				05	TTOFCRANKI	PIC X(8).								
31500				05	TTOFCRANKI	PIC X(8).								
31600				05	TTOFCRANKI	PIC X(8).								
31700				05	TTOFCRANKI	PIC X(8).								
31800				05	TTOFCRANKI	PIC X(8).								

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SEU SOURCE LISTING

5769FW1 V4R4M0 990521

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SOURCE FILE . . . . . OSMDCST/DISTRICT
MEMBER . . . . . TKTRCWS
SEQR* . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . . 8 . . . . . 9 . . . . . 0
31900 * . . . . . Officer Rank 1
32000 05 TOFCNAME1 PIC X(18). 1229
32100 * . . . . . Officer First Name 1
32200 05 TOFCNAME1 PIC X(18). 1247
32300 * . . . . . Officer Middle Name 1
32400 05 TOFCNAME1 PIC X(18). 1265
32500 * . . . . . Officer Last Name 1
32600 05 TOFCIDN01 PIC X(5). 1283
32700 * . . . . . Officer ID Number 1
32800 05 TCOURTOFC1 PIC X(5). 1288
32900 * . . . . . Court/Officer Assigned Number 1
33000 05 TAGNCYORI PIC X(9). 1293
33100 * . . . . . Agency ORI
33200 05 TAGNCYNAM PIC X(30). 1302
33300 * . . . . . Agency Name
33400 05 TMRPRINTD PIC 99. 1332
33500 * . . . . . Number Printed
33600 05 TRSNPRINTD PIC X(30). 1334
33700 * . . . . . Reason Printed if ticket was printed more than once
33800 05 TVOIDED PIC X. 1364
33900 * . . . . . Voided - Y/N
34000 05 TVOIDDEBY PIC X(5). 1365
34100 * . . . . . Voided by Badge Number
34200 05 TRSNVOIDED PIC X(30). 1370
34300 * . . . . . Reason Voided
34400 05 TONLINE PIC X. 1400
34500 * . . . . . Online Indicator

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***** END OF SOURCE *****

ATTACHMENT 2

Supplemental UD-8 Field Definitions for JIS

Field Name	Description & Comments	Format
TACTIONCD	Action Code – ‘ADD’ for new tickets	Left justified
TTICKETNO	Ticket number – courts prefer 7 characters in order to leave room for a prefix & suffix. (or use maximum of 9 characters if 2 digit year prefix is already part of ticket#)	Left justified
TDEPTNO	Officer department number – needs to be a valid officer department number used by the court. If the department number is greater than four digits or contains alpha characters, enter 0000 in positions 68 thru 71, then enter the department number in the first 7 characters of the Agency Name field from 1302 thru 1308. The Agency Name can then be entered in positions 1309 thru 1331.	Numeric
TOFCIDNO2	Badge number of second officer involved – (optional)	Alpha left justified
TOFFNMTH	Offense date month – 2 digits	Numeric
TOFFNDAY	Offense date day – 2 digits	Numeric
TOFFNYEAR	Offense date year – 4 digits cyyy	numeric
TOFFNTIME	Offense time – 4 digits military time as hhmm	Numeric
TIRTHMTH	Defendant’s month of birth – 2 digits (optional)	Numeric
TIRTHDAY	Defendant’s day of birth – 2 digits (optional)	Numeric
TIRTHYEAR	Defendant’s year of birth – 4 digits cyyy (optional)	Numeric
TDRVLICST	Defendant’s Driver license state abbreviation (optional)	Alpha
TDRVLICNO	Defendant’s Driver license number (optional)	Alpha
TSSNO	Defendant’s Social Security Number (optional)	Numeric
TRACE	Defendant’s race – valid NCIC race codes (optional)	Alpha
TSEX	Defendant’s sex (M, F, or U optional)	Alpha
TNAMEF	Defendant’s first name (optional)	Alpha
TNAMEM	Defendant’s middle name (optional)	Alpha
TNAMEL	Defendant’s last name (optional) if no name enter //	Alpha
TNAMESUFFIX	Defendant’s name suffix – NCIC codes (optional)	Alpha
TADDRNO	Defendant’s address number (optional)	Alpha
TADDRDIR	Defendant’s address direction – N, S, E, W, etc (optional)	Alpha
TSTREET	Defendant’s address street (optional)	Alpha
TSTREETSF	Defendant’s address street suffix (optional)	Alpha
TAPTNO	Defendant’s address apartment number (optional)	Alpha
TCITY	Defendant’s address city (optional)	Alpha
TSTATE	Defendant’s address state – NCIC state codes (optional)	Alpha
TZIP	Defendant’s address zip code (optional)	Alpha
TVEHREGNO	Vehicle plate number	Alpha
TVEHREGST	Vehicle plate state – NCIC state codes	Alpha
TVEHREGYR	Vehicle plate expiration year – cyyy	Numeric
TVEHYEAR	Vehicle year – cyyy	Numeric

TVEHMAKE	Vehicle make – NCIC make codes	Alpha
TVEHCOLOR1	Vehicle color – NCIC codes	Alpha
TVEHSTYLE	Vehicle style – NCIC codes	Alpha
TVEHTYPE	Vehicle type – NCIC codes	Alpha
TLOCALORD	Local vs. state offense – If the ticket is written as a local ordinance offense, this field should contain a value of “1”. If the ticket is written as a state offense, then this field should contain a value of “0”.	Alpha
TUPNPREFIX	Offense location street name prefix (optional)	Alpha
TUPSTREET	Offense location street name (optional)	Alpha
TUPNSUFFIX	Offense location street suffix - N, S, E, W, etc (optional)	Alpha
TUPNDIR	Upon direction - additional location information (Optional)	Alpha
TUPNDIST	Upon distance - additional location information (Optional)	Alpha
TUPNFEETML	Upon feet/mile - additional location information (Optional)	Alpha
TATNRPREFIX	Offense location at or near street prefix (optional)	Alpha
TATNRSTRET	Offense location at or near street (optional)	Alpha
TATNRSUFFIX	Offense location at or near street suffix (optional)	Alpha
	Note: The UD-8 allows for up to three offenses written for the same defendant on a single ticket. The following field names containing a suffix of 1, 2, or 3 refer to the offense number. When only one offense is written, fields for suffixes 2 and 3 will be blank. When two offenses are written for the same defendant, fields with a suffix of 3 will be blank.	
TCTCASTYP1	Court case type assigned to the first offense (optional as long as the field, TSOSCD1, TPACCODE1, or TMCLCODE1 is supplied)	Alpha
TSOSCD1	Michigan Secretary of State offense code for conviction and suspension processing (this field is optional when either fields TPACCODE1 or TMCLCODE1 contain a value)	Alpha
TCTCASTYP2	Court case type assigned to the second offense (optional as long as the field, TSOSCD2 TPACCODE2 or TMCLCODE2 is supplied)	Alpha
TSOSCD2	Michigan Secretary of State offense code for conviction and suspension processing (this field is optional when either fields TPACCODE2 or TMCLCODE2 contain a value)	Alpha
TCTCASTYP3	Court case type assigned to the third offense (optional as long as the field, TSOSCD3, TPACCODE3, or TMCLCODE3 is supplied)	Alpha
TSOSCD3	Michigan Secretary of State offense code for conviction and suspension processing (this field is optional when either fields TPACCODE3 or TMCLCODE3 contain a value)	Alpha
TCIVINFR1	Civil infraction flag – When the offense is a civil infraction, move “1” to this field	Alpha
TCIVINFR2	Civil infraction flag – When the offense is a civil infraction, move “1” to this field	Alpha
TCIVINFR3	Civil infraction flag – When the offense is a civil infraction, move “1” to this field	Alpha

TMISDEM1	Misdemeanor flag – When the offense is a misdemeanor, move “1” to this field	Alpha
TMISDEM2	Misdemeanor flag – When the offense is a misdemeanor, move “1” to this field	Alpha
TMISDEM3	Misdemeanor flag – When the offense is a misdemeanor, move “1” to this field	Alpha
TFELONY1	Felony flag – When the offense is a felony, move “1” to this field (not valid for parking tickets)	Alpha
TFELONY2	Felony flag – When the offense is a felony, move “1” to this field (not valid for parking tickets)	Alpha
TFELONY3	Felony flag – When the offense is a felony, move “1” to this field (not valid for parking tickets)	Alpha
TWARNING1	Optional, not used for parking tickets	Alpha
TWARNING2	Optional, not used for parking tickets	Alpha
TWARNING3	Optional, not used for parking tickets	Alpha
TFUGITIV1	Optional, not used for parking tickets	Alpha
TFUGITIV2	Optional, not used for parking tickets	Alpha
TFUGITIV3	Optional, not used for parking tickets	Alpha
TAUTHPND1	Optional, not used for parking tickets	Alpha
TAUTHPND2	Optional, not used for parking tickets	Alpha
TAUTHPND3	Optional, not used for parking tickets	Alpha
TMCLCODE1	Michigan Compiled Law Code (this should be the court’s offense code. If not supplied, fields TSOSCD1, TPACCODE1, or TDESC1 must contain a value)	Alpha
TMCLCODE2	Michigan Compiled Law Code (this should be the court’s offense code. If not supplied, fields TSOSCD2, TPACCODE2, or TDESC2 must contain a value)	Alpha
TMCLCODE3	Michigan Compiled Law Code (this should be the court’s offense code. If not supplied, fields TSOSCD3, TPACCODE3, or TDESC3 must contain a value)	Alpha
TPACCCODE1	PACC Code for offense. Not used for parking tickets.	Alpha
TPACCCODE2	PACC Code for offense. Not used for parking tickets.	Alpha
TPACCCODE3	PACC Code for offense. Not used for parking tickets.	Alpha
TDESC1	Description of offense. Only necessary when there isn’t a TSOSCD1, TMCLCODE1 or TPACCCODE1 code supplied.	Alpha
TDESC2	Description of offense. Only necessary when there isn’t a TSOSCD2, TMCLCODE2 or TPACCCODE2 code supplied.	Alpha
TDESC3	Description of offense. Only necessary when there isn’t a TSOSCD3, TMCLCODE3 or TPACCCODE3 code supplied.	Alpha
TSPEED1	Speed charged (only required for speeding offenses)	Numeric
TSPEED2	Speed charged (only required for speeding offenses)	Numeric
TSPEED3	Speed charged (only required for speeding offenses)	Numeric
TSPEEDLMT1	Posted speed limit (only required for speeding offenses)	Numeric
TSPEEDLMT2	Posted speed limit (only required for speeding offenses)	Numeric
TSPEEDLMT3	Posted speed limit (only required for speeding offenses)	Numeric

TSPEEDFRM1	Former posted speed limit (only required for speeding offenses in a zone where a speed limit has changed)	Numeric
TSPEEDFRM2	Former posted speed limit (only required for speeding offenses in a zone where a speed limit has changed)	Numeric
TSPEEDFRM2	Former posted speed limit (only required for speeding offenses in a zone where a speed limit has changed)	Numeric
TREMARKS	<p>Remarks: Any note or comment.</p> <p>The current UD-8 record does not have fields for VIN, meter number, CDL, TCN, or Venue. This information can be captured anywhere in the 200 character remarks area using the following prefixes and format:</p> <p>VIN= immediately followed by 17 characters of data.</p> <p>MTR= immediately followed by 10 characters of data, which is placed in</p> <p style="padding-left: 40px;">the "PIN" field on the Case Entry screen.</p> <p>CDL= immediately followed by 1 character of data;</p> <p style="padding-left: 40px;">"Y" (driver has a CDL license)</p> <p style="padding-left: 40px;">"N" (driver does not have a CDL license)</p> <p style="padding-left: 40px;">"U" (it is unknown if driver has a CDL license)</p> <p>TCN= immediately followed by an 11 digit number.</p> <p>VNU= immediately followed by a 2 digit number, which is placed in</p> <p style="padding-left: 40px;">the "Venue" field on the Case Entry screen.</p> <p>The UD-8 record does have make, color and location fields, but a way to capture all 3 in the TREMARKS field can be accomplished as follows:</p> <p>MK= immediately followed by 27 characters of data, which is placed in</p> <p style="padding-left: 40px;">the "Victim/Desc" field on the Case Entry screen.</p> <p style="padding-left: 40px;">"MK=FORD/CLR=RED/AT:WILLIAMS ST"</p>	Alpha
TTRAFCRSH	Traffic crash – use a value of "1" if the offense involved a crash	Alpha
TDMGROU	Property damage – use a value of "1" if the offense involved property damage	Alpha
TINJURY	Injury – use a value of "1" if the offense involved a personal injury	Alpha
TDEATH	Death – use a value of "1" if the offense involved a death.	Alpha
TAPPRMTH	Appearance month – 2 digits	Numeric
TAPPRDAY	Appearance day – 2 digits	Numeric
TAPPRYEAR	Appearance year – 4 digits cyy	Numeric
TAPPRTIME	Appearance time - 4 digits military time as hhmm	Numeric
THEARMTH	Hearing month – 2 digits	Numeric
THEARDAY	Hearing day – 2 digits	Numeric
THEARYEAR	Hearing year – 4 digits cyy	Numeric
THEARTIME	Hearing time - 4 digits military time as hhmm	Numeric
TCOURTORI	Court ORI number – required	Alpha
TOFCIDNO1	Badge number of primary officer involved – needs to be a valid officer	Alpha

	badge number used by the court	
TAGNCYORI	Police agency or parking division ORI number	Alpha
TAGNCYNAM	Police agency or parking division name	Alpha
TVOIDED	Use a value of "1" if the ticket was voided	Alpha
TVOIDEDBY	Badge number of the person who voided the ticket	Alpha

Note: All Y/N flags are to be stored a Y="1" and N="0"

ATTACHMENT 3

ADD15Y207080 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015084300000000
 000000000 000000
 DJF9535 MI20160000 RED PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT PT CRUISER
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207081 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015084700000000
 000000000 000000
 CMQ2360 MI20160000 SIL PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT LESABRE
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207082 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015085500000000
 000000000 000000
 843LKC IN20150000 RED PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 600 BLOCK PEARL
 10063100000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=ESCAPE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207083 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015090000000000
 000000000 000000
 DHY2902 MI20160000 BRO PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 800 BLOCK PEARL CONTI
 10063100000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207088 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015095700000000
 000000000 000000
 BYR3904 MI20150000 GRE PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 100 BLOCK NORTH WASHINGTON
 1006310000000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OUTBACK FOUR DOOR
 CDL=N000000 0000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207089 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015100200000000
 000000000 000000
 DJP7052 MI20160000 SIL PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 100 BLOCK WASHTENAW
 1006310000000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=MALIBU FOUR DOOR
 CDL=N000000 0000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207090 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015100800000000
 000000000 000000
 CLT0923 MI20160000 RED PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 200 BLOCK NORTH WASHI
 1006310000000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=GRAND PRIX FOUR DOOR
 CDL=N000000 0000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207091 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015102600000000
 000000000 000000
 DHQ6921 MI20160000 GRE PA00100 PARKING LOT 6
 EXPIRED METER BALLARD CITY LOT CAVALIER
 1006310000000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 0000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207096 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015110100000000
 000000000 000000
 4KCM12 MI20160000 WHI PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 300 BLOCK WEST MICHIGAN AVENUE
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=AVENGER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207097 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015110400000000
 000000000 000000
 8ENA52 MI20150000 BLA PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 300 BLOCK WEST MICHIGAN AVENUE
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=FUSION FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207098 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015111300000000
 000000000 000000
 CNX8975 MI20150000 WHI PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=MALIBU FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207099 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015111400000000
 000000000 000000
 DDV5225 MI20160000 RED PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT SATURN ION
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER TWO DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207104 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015122300000000
 00000000 000000
 SGAEMG MI20150000 BLU PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 10 BLOCK NORTH HURON COBALT
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207105 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015131300000000
 00000000 000000
 DGS2348 MI20160000 WHI PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 300 BLOCK WEST MICHIGAN AVENUE GRAND AM
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207106 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015133500000000
 00000000 000000
 ANU177 MI20160000 RED PA00100 PARKING LOT 7
 EXPIRED METER GOODWILL CITY LOT
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=DEVILLE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207107 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015134400000000
 00000000 000000
 DGR1367 MI20160000 RED PA00100 SEE BELOW FOR LOCATION.
 WITHIN 6 FEET 400 BLOCK NORTH WASHINGTON
 100631000000000000000000000000257.674 (D)
 PARK HYDRANT YPSIORD
 PARKING 15' HYDRANT
 000000000000 000000000000000000000000
 MK=OTHER TWO DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207112 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015142600000000
 000000000 000000
 DEE5516 MI20150000 BLU PA00100 SEE BELOW FOR LOCATION.
 BLOCKING SIDEWALK 200 BLOCK BALLARD BLOCKING ALL SATURN
 1006310000000000000000000000000000
 PARK35
 PARK35 PARKING VIOLATION \$35
 000000000000 0000000000000000000000000000000000
 MK=UNKNOWN FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207113 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015143500000000
 000000000 000000
 CMP8184 MI20150000 BLU PA00100 PARKING LOT 5
 OVER LEGAL LIMIT POSTED TWO HOUR PARKING NORTH HURON CITY LO
 1006310000000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 0000000000000000000000000000000000
 MK=GRAND CHEROKEE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207114 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015143700000000
 000000000 000000
 BLK1475 MI20160000 SIL PA00100 PARKING LOT 5
 OVER LEGAL LIMIT POSTED TWO HOUR PARKING NORTH HURON CITY LO
 1006310000000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 0000000000000000000000000000000000
 MK=COMPASS FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207115 0918201509150 0000000
 8183 0
 1YPSILANTI 1109162015143800000000
 000000000 000000
 BPE2677 MI20160000 GRA PA00100 PARKING LOT 5
 OVER LEGAL LIMIT POSTED TWO HOUR PARKING NORTH HURON CITY LO
 1006310000000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 0000000000000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207120 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015082400000000
 000000000 000000
 CPE8648 MI20160000 BLU PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT INTREPID
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207121 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015082700000000
 000000000 000000
 DDF9909 MI20160000 GRA PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT EXPIRED DTWN RESIDENTIAL
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=RAV4 FOUR DOOR
 CDL=N000000 00000000000000000000 000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207122 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015082900000000
 000000000 000000
 DDK8535 MI20150000 WHI PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 10 BLOCK NORTH ADAMS
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=200 FOUR DOOR
 CDL=N000000 00000000000000000000 000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207123 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015083200000000
 000000000 000000
 1LDN39 MI20150000 TAN PA00100 PARKING LOT 2
 EXPIRED METER NORTH ADAMS CITY LOT EXPIRED DTWN RESIDENTIAL
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=E-CLASS FOUR DOOR
 CDL=N000000 00000000000000000000 000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207128 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015092500000000
 000000000 000000
 CLT0923 MI20160000 RED PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 200 BLOCK NORTH WASHI
 10063100000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=GRAND PRIX FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207129 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015093400000000
 000000000 000000
 ABB13 MI20160000 BLA PA00100 SEE BELOW FOR LOCATION.
 POSTED RESIDENTIAL PERMIT PARKING ONLY 200 BLOCK JARVIS
 10063100000000000000000000000000
 PARK50
 PARK50 PARKING VIOLATION \$50
 000000000000 000000000000000000000000
 MK=ESCAPE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207130 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015094200000000
 000000000 000000
 CHW7550 MI20160000 YEL PA00100 SEE BELOW FOR LOCATION.
 WITHIN 30 FEET OF STOP SIGN 700 BLOCK JENNESS WITHIN 8 FEET
 10063100000000000000000000000000
 PARK25
 PARK25 PARKING VIOLATION \$25
 000000000000 000000000000000000000000
 MK=FIT FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207131 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015094700000000
 000000000 000000
 DEK3629 MI20160000 BLA PA00100 SEE BELOW FOR LOCATION.
 PROHIBITED ZONE POSTED NO PARKING HERE BACK TO DRIVE 400 BLO
 10063100000000000000000000000000
 PARK25
 PARK25 PARKING VIOLATION \$25
 000000000000 000000000000000000000000
 MK=MALIBU FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207136 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015105600000000
 000000000 000000
 GFK5367 OH20150000 WHI PA00100 SEE BELOW FOR LOCATION.
 WITHIN 20 FEET OF CROSSWALK 200 BLOCK COLLEGEPLACE WITHIN 5
 10063100000000000000000000000000
 PARK25
 PARK25 PARKING VIOLATION \$25
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207137 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015112700000000
 000000000 000000
 BPMT45 FL20160000 BLU PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 300 BLOCK NORTH NORMAL
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=SONATA FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207138 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015120100000000
 000000000 000000
 BCU2720 MI20160000 BLU PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 400 BLOCK COLLEGEPLACE
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=ESCAPE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207139 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015120300000000
 000000000 000000
 1CTF09 MI20160000 GRA PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 400 BLOCK COLLEGEPLACE
 10063100000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=IMPALA FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207144 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015133000000000
 00000000 000000
 FFC5554 OH20160000 BLA PA00100 SEE BELOW FOR LOCATION.
 WITHIN 20 FEET OF CROSSWALK 700 BLOCK EMMET WITHIN 7 FEET
 100631000000000000000000000000
 PARK25
 PARK25 PARKING VIOLATION \$25
 000000000000 000000000000000000000000
 MK=OTHER FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207145 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015144000000000
 00000000 000000
 DCV2948 MI20150000 SIL PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 700 BLOCK WEST CROSS
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=FOCUS FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207146 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015144200000000
 00000000 000000
 9JQM97 MI20160000 BLU PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 700 BLOCK WEST CROSS
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=IMPALA FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01
 ADD15Y207147 0918201509150 0000000
 8183 0
 1YPSILANTI 1109172015144600000000
 00000000 000000
 DFX8816 MI20150000 GRA PA00100 SEE BELOW FOR LOCATION.
 EXPIRED METER 300 BLOCK NORTH NORMAL
 100631000000000000000000000000
 PARK20
 PARK20 PARKING VIOLATION \$20
 000000000000 000000000000000000000000
 MK=ESCAPE FOUR DOOR
 CDL=N000000 00000000000000000000 00000000000000000000MI810035J1
 284 MI8183600YPSILANTI PD 01

ADD15Y207148 0918201509150 0000000
8183 0
1YPSILANTI 1109172015145900000000
000000000 000000
APC404 MI20160000 TAN PU00100 SEE BELOW FOR LOCATION.
BLOCKING SIDEWALK 700 BLOCK EMMET BLOCKING 1/2
10063100000000000000000000000000
PARK35
PARK35 PARKING VIOLATION \$35
000000000000 000000000000000000000000
MK=150 FOUR DOOR
CDL=N000000 000000000000000000 00000000000000000000MI810035J1
284 MI8183600YPSILANTI PD 01
ADD15Y207149 0918201509150 0000000
8183 0
1YPSILANTI 1109172015151500000000
000000000 000000
4KGN29 MI20160000 BLA PU00100 PARKING LOT 1
OVER LEGAL LIMIT POSTED ONE HOUR PARKING ONLY SOUTH HURON CI
10063100000000000000000000000000
PARK20
PARK20 PARKING VIOLATION \$20
000000000000 000000000000000000000000
MK=150 TWO DOOR
CDL=N000000 000000000000000000 00000000000000000000MI810035J1
284 MI8183600YPSILANTI PD 01
█

ATTACHMENT 4

DOS VEHICLE TYPE CODES			
Cycle - 2 or 3 Wheel	CY	Passenger Auto	PA
Low Speed Electric Vehicle	LS	Pickup Truck	PU
Moped	MO	Van / Motor Home	VA
Go Carts	GC	Snowmobile	SM
Off-Road Vehicle, including 3 and 4-wheel, all-terrain vehicles	OR	Watercraft	WC
Small Truck, all trucks under 10,000 pounds and not listed above	ST	Medium Duty Truck, more than 10,000 pounds but not more than 26,000 pounds	MD
GROUP A VEHICLES (any vehicle towing another vehicle or trailer, with the towed vehicle having a gross vehicle weight rating over 10,000 pounds)			AA
Transporting hazardous materials	AH	Pulling two trailers	AT
Tank body or tank trailer, towing two trailers hauling hazardous materials	AL	Tank body or tank trailer, hauling hazardous material	AX
Tank type body or trailer; used to transport gas or liquid	AN	Tank body or tank trailer, towing two trailers	AY
Large bus towing an equipment trailer	AS	Towing two trailers (not tank type) hauling hazardous materials	AZ
GROUP B VEHICLES (A single vehicle, including buses, 26,000 pounds or more)			BB
Hauling hazardous materials	BH	School bus 26,001 lbs or more	BS
Tank body type	BN	Tank body hauling hazardous materials	BX
Carrying passengers	BP		
GROUP C VEHICLES HAULING HAZARDOUS MATERIALS. (A single vehicle under 26,001 pounds and is used for either of the following: 1. Carries 16 or more passengers, including the driver; 2. Transports hazardous materials for waste requiring the display of a placard.)			CH
Transporting passengers	CP	Tank body hauling hazardous materials	CX
School bus less than or equal to 26,000 lbs	CS		

ATTACHMENT 5

10/06/16 13:52:18

PAGE 1

D14A Parking offenses

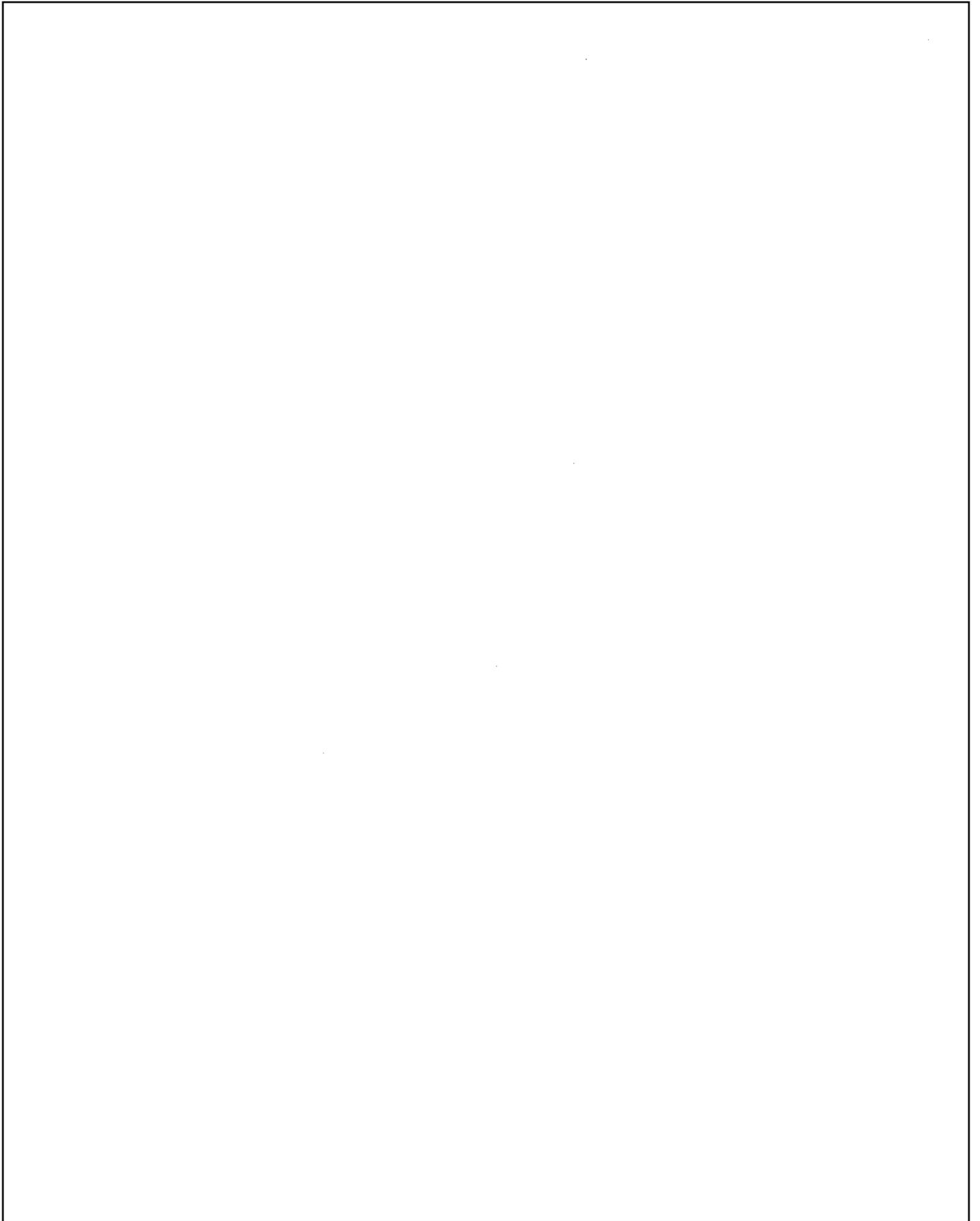
COURT	MCLA CODE	SOS	SHRT DESC	LONG DESC
14A	HANDICAP PARK YPSI	3810	HCP-YPSI ORD	HANDICAP PARKING YPSI ORDINANCE \$100
14A	PARK HYDRANT YPSI	3800	HYDRANT YPSI	PARK WITHIN 15 FEET OF FIRE HYDRANT YPSI CITY ORD \$50
14A	PARK10	3800	PARKING VIOL	PARKING VIOLATION \$10
14A	PARK15	3800	PARKING VIOL	PARKING VIOLATION \$15
14A	PARK20	3800	PARKING VIOL	PARKING VIOLATION \$20
14A	PARK25	3800	PARKING VIOL	PARKING VIOLATION \$25
14A	PARK30	3800	PARKING VIOL	PARKING VIOLATION \$30
14A	PARK35	3800	PARKING VIOL	PARKING VIOLATION \$35
14A	PARK40	3800	PARKING VIOL	PARKING VIOLATION \$40
14A	PARK45	3800	PARKING VIOL	PARKING VIOLATION \$45
14A	PARK50	3800	PARKING VIOL	PARKING VIOLATION \$50
14A	PARK50 ORD	3800	\$50 PARK VIO	\$50 PARKING VIOLATION
14A	PARK50FT	3800	PARK 50FT RD	PARK MORE THAN 50 FT FROM FOREST ROAD/TRAIL
14A	PARK55	3800	PARKING VIOL	PARKING VIOLATION \$55
14A	PARK60	3800	PARKING VIOL	PARKING VIOLATION \$60
14A	PT ORD-HCP PARKING	3800	PT ORD-HC PK	PIT TWP ORD (C/I) #34-110; HANDICAP PARKING
14A	SNOW ROUTE YPSI ORD	3800	SNOW RTE YPD	SNOW ROUTE PARKING YPSILANT ORDINANCE \$125
14A	3800	3800	3 MORE PARK	3 OR MORE PARKING TICKETS
14A	3800B	3800	BLOCK SIDEWK	PARKED BLOCKING SIDEWALK
14A	3800H	3800	HYDRANT PARK	PARKED WITHIN 15 FEET OF HYDRANT
14A	3800P	3800	PARKING PROH	PARKING PROHIBITED
14A	3800U	3800	UNATTENDED V	UNATTENDED VEHICLE
14A	3810H	3810	HANDICAP PK	HANDICAP PARKING

*** END OF REPORT ***

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ATTACHMENT 3





January 10, 2018

Ypsilanti City Clerk
1 South Huron Street
Ypsilanti, MI 48197

Complus Data Innovations, Inc. (Complus) is pleased to submit our proposal for **Parking Ticket and Permit Processing Services**. Our working knowledge of the City of Ypsilanti's needs will guide management strategies and services, and together we will work towards fulfilling the City's current and future parking goals.

We firmly believe that managed parking is an essential service and Complus offers the innovative technology and unparalleled customer support to provide an industry best management solution. Ypsilanti has experienced first-hand the Complus commitment to quality and we look forward to deepening the partnership that has been established since 2016. Our experience with Michigan clients, including neighboring Ann Arbor, means that Complus is well versed in providing all of the tools necessary for your parking management success!

Contained within the attached response, you will find details about the Complus solution including:

- **Comprehensive management software** that provides an integrated solution for managing your ticket and permit programs
- **Client support** and unlimited training so City users can maximize solution benefits
- **Registered Owner Information Retrievals** through our direct relationship with the Michigan SOS
- **Reporting** features for advanced tracking and date-range reporting capabilities.
- **Ticket writing technology** to enhance PEO enforcement capabilities

We certify that we have read the RFP and addenda in their entirety and will comply with all terms, sections, and provisions. This proposal is valid for one-hundred and twenty (120) days from the RFP submittal deadline of January 16, 2018.

This document will detail the scope of services Complus will provide. Our headquarter office is located at 120 White Plains Road, Tarrytown, NY 10591. I, Ariel Kunar, Chief Executive Officer, am authorized to commit our company to this contract.

We welcome the opportunity for post-bid discussions to explore how Complus can tailor our services to meet the City of Ypsilanti's desired outcome.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ariel', with a long horizontal flourish extending to the right.

Ariel Kunar
Chief Executive Officer
Complus Data Innovations, Inc.
120 White Plains Rd.
Tarrytown, NY 10591
p: 914-747-1200
arielk@complusdata.com

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TAB 1. EXECUTIVE SUMMARY

Since the company's inception, Complus Data Innovations, Inc. (Complus) has specialized in parking management software and services. Our unique solution provides a unified approach to enforcement and parking ticket collections. Complimented by our dedicated team of parking professionals, Complus delivers the most effective solution in the industry.



Client Support and Customer Service

Complus prides itself on the most well-trained and knowledgeable client service professionals available. Each is hired with an eye toward experience, intelligence, customer-centric values, and professional expertise. A small and personal company, Complus employs a "hands-on" approach where our top executives play an active role in account maintenance. The City will also be assigned a dedicated Client Service Manager who will serve as your **primary point of contact**, directly addressing any service requests Ypsilanti may have. To ensure your users are comfortable with Complus management tools and are able to maximize the potential of all offered features, we provide **unlimited training** for the life of the contract. Our clients benefit from the singular philosophy that personifies Complus: parking management is our only business and providing these services is our sole purpose.



Tailored Solutions

With over 31 years in the parking industry, Complus has developed service offerings to meet the changing needs of our clients. Rather than offer a one size fits all "cookie cutter" solution, we offer flexible programming features and industry partnerships to create tailored solutions. The **FastTrack™ System**, our ticket/permit management software, offers several modules which are available for the life of the contract. You can turn "on" and "off" features at any time, meeting both current needs and future parking goals without incurring additional costs. Our proprietary handheld enforcement programming has been developed and customized according to client requests – all offered features are specifically designed to enhance ticket issuance and improve enforcement.



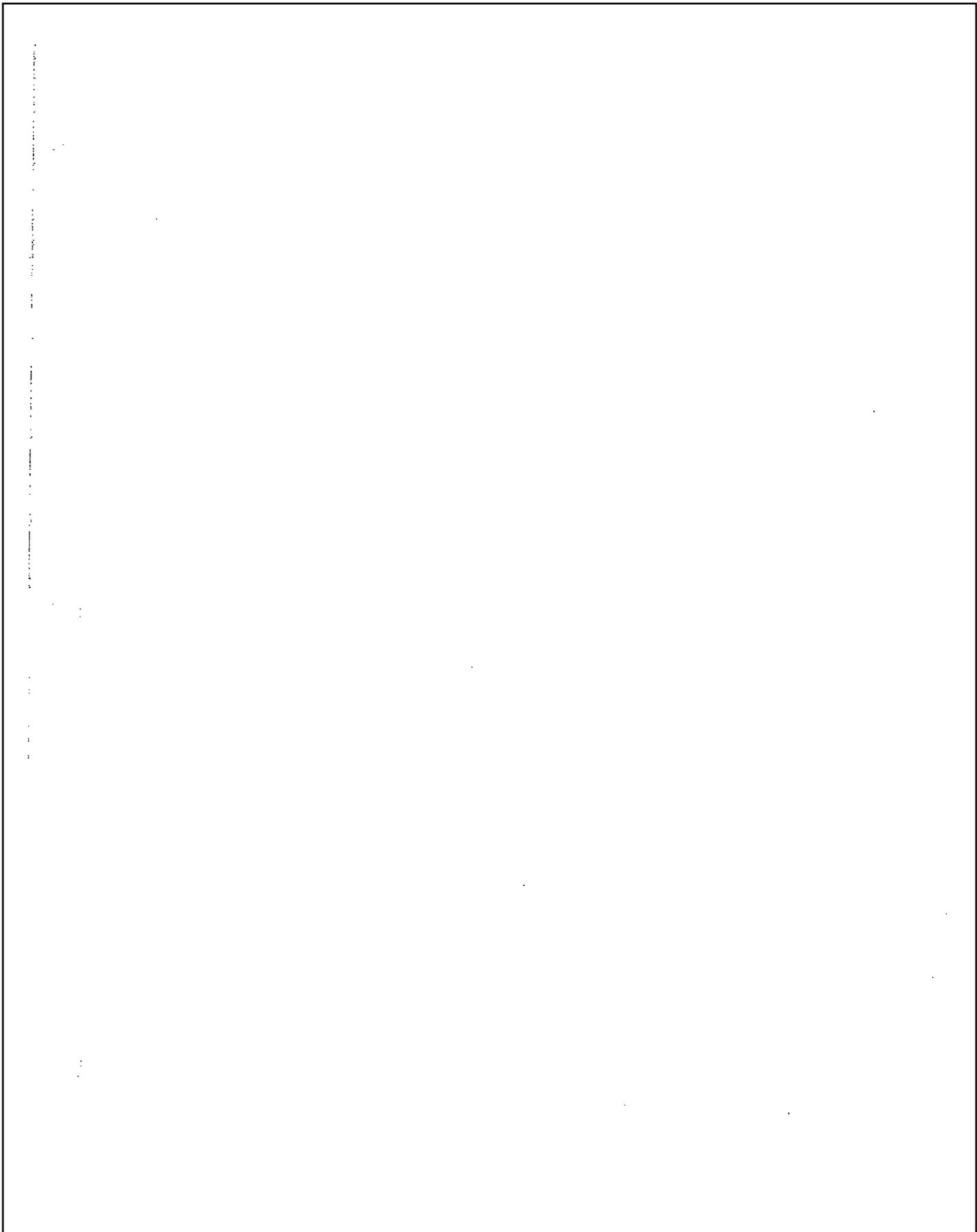
Automation

A main service goal of Complus is to make your life easier! We understand there may be concerns that outsourcing ticket management could replace loyal municipal employees – that is not what we are about. Rather, we offer several services that automate mundane tasks so employees can allot time to other municipal duties. Through our extensive in-state and out-of-state DMV batch retrievals, registered owner (RO) information is regularly supplied directly from relevant state government entities and requires **no client initiation**. Auto-generated reports will be sent directly to your relevant employees to monitor efficiencies and maximize performance.



Life Long Partnerships

Complus values close working relationships with our clients and focuses on providing long term services. We are proud of our 98% client retention rate! With no upfront costs, Complus is personally invested and your success is our success. Our Client Service Managers are always eager to discuss and explore ongoing improvements to your tailored parking program. We are your partners for life!





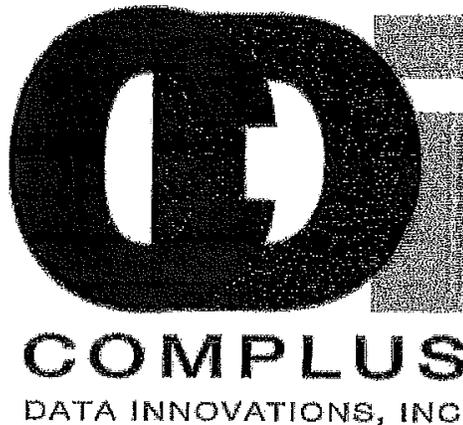
TAB 2. VENDOR OVERVIEW

Founded in 1986, Complus Data Innovations, Inc. (Complus) has over **31 years of experience** in providing full service parking ticket processing for clients of all sizes. We provide our clients industry leading services in the most cost effective manner possible. In 2003 we launched Parking Ticket Payment (PTP), offering alternative payment options and online services (permit renewals, appeals, ticket view, etc.) to ticket recipients. User friendly and convenient, PTP services have proven invaluable – they not only assist with streamlining the collection process, but increase overall management efficiency as well.

To expand our range of municipal services, Complus recently joined The Complus Group, an entity made up of Complus, The Payment Group (TPG), and PTP. In total, we serve over **700 clients nationwide**. Working together, the Complus Group offers **comprehensive municipal solutions** including:

- ticket management and enforcement software
- handheld technology
- online payment and appeal options
- municipal payment services for utility and court violations

Specific to the needs of Ypsilanti, we will continue current online payment services provided by PTP. We will also include parking ticket and permit processing services provided by Complus and all services will be rendered by Complus staff.





Experience

Public Sector



The overwhelming majority of Complus clients are from the public sector – we provide parking management services that support municipal administration, police departments, enforcement officers, transit authorities, and public colleges. We continuously invest resources – time, money, and expertise – into developing new service offerings that enhance municipal efficiency, generate revenue, and improve the public’s parking experience.

Michigan Municipalities



We currently provide parking management services to **12 clients** in the State of Michigan and have been providing ticket management services to Michigan clients for **over 12 years**. Complus has established relationships with contacts at the MI Secretary of State (SOS), as well as with surrounding states’ DMVs. Since **2004**, we have processed registration information requests on behalf of our MI clients and assisted with civil infractions. Our first-hand knowledge of MI parking laws and state regulations makes us particularly sensitive to the needs of Ypsilanti.

Valued Partnership with the City of Ypsilanti



A valued client since 2016, the City of Ypsilanti has experienced first-hand the Complus commitment to quality management tools and customer service. For example, in 2017, Complus processed **3,798 payments** on behalf of Ypsilanti through our Parking Ticket Payment (PTP) website. We look forward to deepening this relationship and expanding our range of services to improve your processing efficiency and municipal revenue!



Staffing and Project Team

Outstanding client service differentiates Complus from industry competitors. With 44 fulltime staff members, our team of long tenured and highly qualified professionals includes several senior executives that have risen through the ranks from entry level positions. This wealth of practical experience, partnered with our market affiliations (e.g., International Parking Institute, National Parking Association, etc.) ensures our clients are provided with the most comprehensive knowledge and professional support available in the parking industry.



The following Complus team members will be instrumental in the implementation and ongoing project management of our proposed solution. Complus team members will dedicate as much time as needed to ensure the effective and timely delivery of required services.

Janine Marsigliano, Vice President of Client Services

Our clients benefit from a wealth of experience few companies can offer. Not only do we provide the expertise gathered from our years in the industry, but also the flexibility and varied skill set gained from working with diverse clients. Led by our Vice President of Client Services, Janine Marsigliano, our Client Service team translates these experiences into superior client support. As Vice President, Janine provides strategic client direction, ensures that projects are implemented according to plan, and sees that client expectations are met. She has a solid history of successful project completions – under her direction, Complus has successfully implemented more than 200 clients and maintains a 98.82% contract renewal rate.

Project Manager

As your current Client Service Manager, Janine will continue to lead the Ypsilanti account. She will assist with outlining your ticket management goals, work to ensure Complus tools and services meet your needs, and act as the primary point of contact for Ypsilanti and your representatives.

Tyler Cain, Director of Business Development

Growing our client base has helped expand our range of services and supports effective solution delivery to all Complus clients. As Director of Business Development, Tyler is responsible for developing new accounts and supporting our current client base. He has translated his extensive sales experience into creating new business opportunities and represents Complus as the primary point of contact for prospective clients during the RFP process.

Daniel Mascaro, Information Technology Support Supervisor

As the technical component of our client support team, Help Desk and Field Support Technicians assist clients with technical questions, troubleshoot hardware issues, and provide onsite handheld training. As a former technician, Daniel Mascaro, the team's Information Technology Support Supervisor has extensive "in the field" experience and provides both technical expertise and administrative leadership. Daniel currently oversees Help Desk support to all Complus clients, assists with handheld implementations, and conducts regular client maintenance visits.



References and Client Experiences

The following clients all use Complus services similar to those requested in Ypsilanti's RFP and will attest to our superior technology and support abilities. We strongly encourage you to contact our provided references for more detailed information on the benefits of working with Complus!

<p><i>Client:</i> City of Ann Arbor, MI</p>	<p><i>Relevant Complus Services:</i></p> <ul style="list-style-type: none"> • FastTrack™ software and access to all management modules including the Permit Program • Handheld ticket writers with proprietary enforcement programming • Integration with Digital for multi-space meter services • Data entry of handwritten tickets • Mail-in payment processing • IVR and Web-based payments • Custom designed boot/tow program • Nationwide DMV lookups • Bilingual Customer Call Center and Webmaster assistance • Help Desk and Client Services
<p><i>Contact:</i> Michael J. Pettigrew Deputy Treasurer (734) 794-6500 x 45401 mpettigrew@a2gov.org City of Ann Arbor Treasury Services 301 East Huron, PO Box 8647 Ann Arbor, MI 48107-8647</p>	

<p><i>Client:</i> City of Monroe, MI</p>	<p><i>Relevant Complus Services:</i></p> <ul style="list-style-type: none"> • FastTrack™ software and access to all management modules • Handheld ticket writers with proprietary enforcement programming • IVR/Web-based payments and online appeals • Delinquent Noticing • Nationwide DMV lookups • Webmaster assistance • Help Desk and Client Services
<p><i>Contact:</i> Michelle LaVoy (734) 384-9137 michelle.lavoy@monroemi.gov 120 East 1st Street Monroe, MI 48161</p>	



Parking Ticket & Permit Processing Services

<p><i>Client:</i> City of Kalamazoo, MI</p>	<p><i>Relevant Complus Services:</i></p> <ul style="list-style-type: none"> • FastTrack™ software and access to all management modules • Handheld ticket writers with proprietary enforcement programming • Mail-in payment processing • IVR/Web-based payments and online appeals • Preparation of Michigan civil infraction court file on behalf of the City • Delinquent Noticing • Nationwide DMV lookups • Customer Call Center and Webmaster • Help Desk and Client Services
<p><i>Contact:</i> Lt Chris Franks (269) 337-8994 franksc@kalamazoocity.org 150 E. Crosstown Kalamazoo, MI 49001</p>	

The following clients can specifically attest to the benefits of our permit processing services.

<p><i>Client:</i> Town of Westport, CT</p>	<p><i>Relevant Complus Services:</i></p> <ul style="list-style-type: none"> • FastTrack™ software and access to all management modules including the Permit Program • Online permit renewals • Permit fulfillment services • Handheld ticket writers with proprietary enforcement software • Nationwide DMV lookups • Generation and Mailing of Notices • IVR and Web-based payments • Online appeals • Webmaster assistance • Help Desk and Client Support
<p><i>Contact:</i> Chief Koskinas (203) 341-6026 fkoskinas@westportct.gov 50 Jesup Road Westport, CT 06880</p>	

<p><i>Client:</i> Village of Poughkeepsie, NY</p>	<p><i>Relevant Complus Services:</i></p> <ul style="list-style-type: none"> • FastTrack™ software and and access to all management modules including the Permit Program • Online permit renewals • Permit fulfillment services • Handheld ticket writers with proprietary enforcement programming • IVR and Web-based payments • Nationwide DMV lookups • Webmaster assistance • Help Desk and Client Services
<p><i>Contact:</i> Chief Ronald Knapp (845) 451-4072 rknapp@cityofpoughkeepsie.com 62 Civic Center Plaza Poughkeepsie, NY 12601</p>	



Testimonials

Perhaps the greatest testament to our unique qualifications is client satisfaction. We are proud of our 98.82% contract renewal rate - Complus clients stay with Complus over the long term! Don't just take our word for it - the following testimonials have been offered by some of our present clients:

"Working with Complus has significantly reduced the labor hours previously needed to administer parking tickets. The handheld devices are simple to use and have reduced the number of data entry errors we previously experienced. Having timely ticket information in the database has improved our ability to assist our customers. The service we've received from Complus has been top notch. I've not experienced such personalized service with other software vendors."

-Melissa Hurtado, Revenue Operations Manager, City of Thousand Oaks

"The Bethlehem Parking Authority decision to partner with Complus was based on their unparalleled experience, ability to stream-line multiple functions, and provide excellent customer service. Complus' ability to thoroughly evaluate and streamline multiple operational functions sets them apart from their competitors. The integration process is well thought out, and more importantly, as stress free as any integration the Bethlehem Parking Authority has undertaken. Complus is ready and willing to do whatever it takes to ensure we were operating at one-hundred percent and happy."

-Kevin Livingston, Executive Director, Bethlehem Parking Authority

"It has been a pleasure working with Complus. I could not have asked for a more professional, friendly and responsive group of people to count on to assist with any concern or questions I ever called with."

-Lt. Dan Dowd (RET), Beacon Police Department

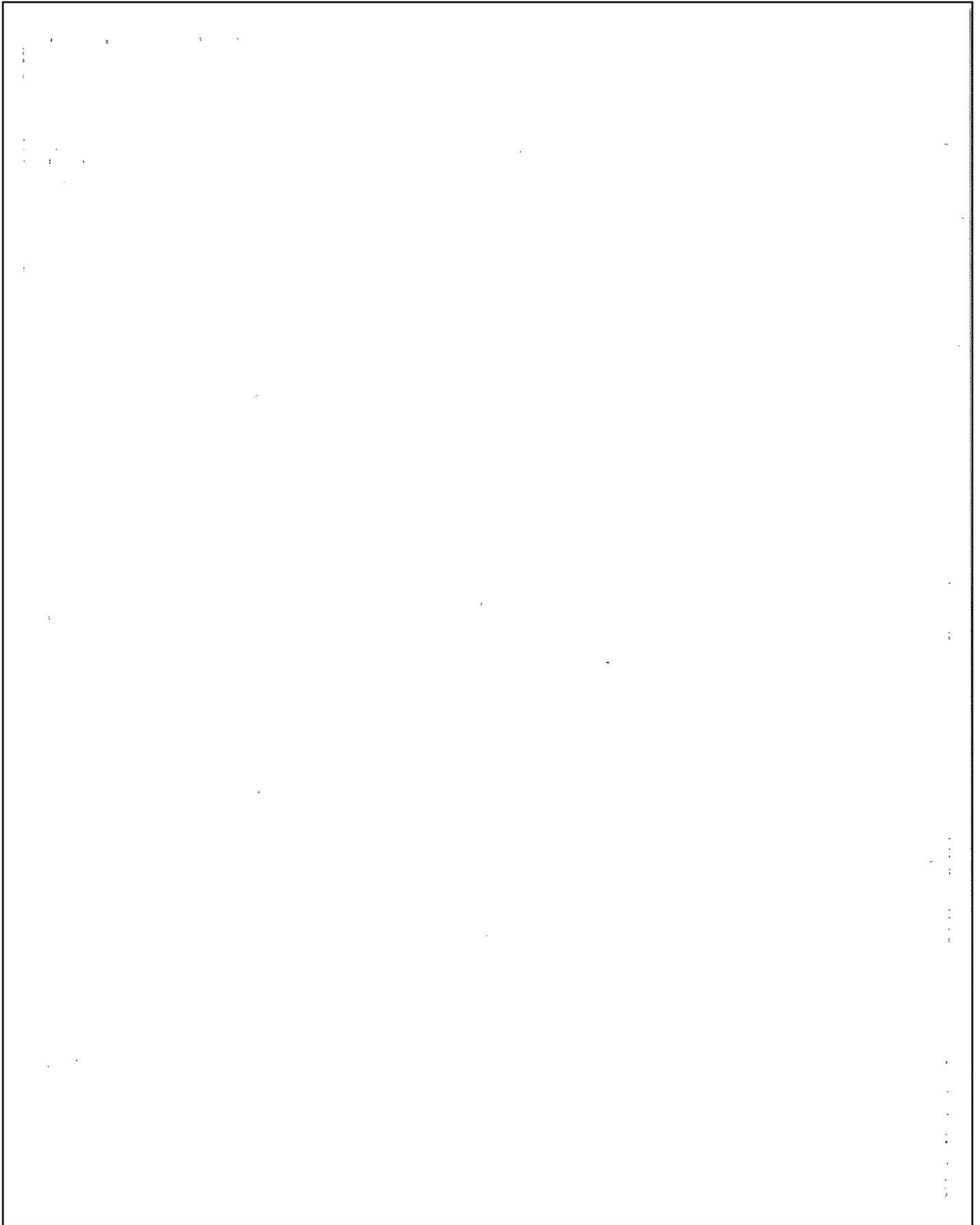
"The software and services provided by Complus have been nothing short of exceptional! Westfield State University was seeking to provide students with enhanced on-line services for both ticket payments and permit purchases and Complus was the only company that provided all of the services the University was looking for in one comprehensive package. The services Complus provides have streamlined our issuance, appeals and collection processes for our Public Safety, students and staff. In addition, students are now able to purchase their parking permits on-line over the summer thereby eliminating the need for them to stand in long lines to make their purchase in person."

-Kim Morgan, WSU Student Affairs/Parking Clerk



What our Satisfied Client Says...

- EXCELLENT
- GOOD
- AVERAGE
- POOR





TAB 3. SERVICE AND PRODUCT DESCRIPTIONS

Client Support Services

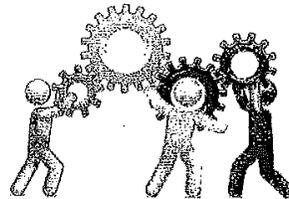
Exceptional service is our top priority and our dedicated team of parking professionals is readily available to assist Ypsilanti in reaching your parking management goals. The City will have access to a network of support specialists that work together to ensure your needs are met. The Complus service network includes:

- **Client Service Managers (CSMs)** – Your primary point of contact, CSMs are cross trained to ensure account assistance is always available in a timely and professional manner.
- **IT Technicians** – Also known as the “Help Desk”, these support specialists are trained to diagnose and effectively resolve all technical issues.
- **Client Support Department (CSD)** - Efficient, courteous, and detail oriented, members of the CSD handle all back office and violator processing services.
- **Operation Associates** – Integral to “behind the scenes” support, operation responsibilities include acting as liaisons for DMV communications, overseeing automated services, and provide reporting expertise.
- **Executive Leadership** – Actively involved in client account management, Complus executives are always on hand to lend expertise and higher level direction when needed.

We offer multiple means of support to resolve issues and answer questions in the most effective and timely manner possible. Options include:

- **Call Support** –City employees will have access to live technical and client service assistance via a nationwide, toll free number between the hours of 8:30 AM and 5:00 PM, Monday through Friday, EST, with afterhours emergency support for critical technical issues. Typical afterhours response time is within 1 hour.
- **Go to Assist** – An invaluable live troubleshooting tool, this application allows our service professionals to remote in to client computers and handhelds, see actual error messages, and guide City users step by step through problem resolution.
- **Client Visits** – Complus professionals are available for onsite service reviews and recommendations, ongoing training, and advanced problem resolution.

All support services are available to the City for the life of the contract at no additional cost.





Public Inquiries

Service is the core of the Complus business model and we offer public resources to answer questions regarding how to use online services and trouble shoot ticket issues.

- In order to assist directly with parking ticket questions, the public will have access to live customer service assistance via a nationwide, toll free number. Your dedicated Client Service Department representative will follow a strict call script, approved by the City. Phone notes can be recorded in the ticket history notes in **FastTrack™** for later reference and any complaints will be escalated to the appropriate Ypsilanti employee.
- The success of our online services led to the development of **Webmaster**, an online customer service tool. Users email technical support questions related to the online payment or appeal of a ticket to the Webmaster, and Complus team members respond within two business days.
- As part of the IVR payment line, violators can access recorded information regarding payment instructions, contesting, and other information unique to the City. Information can be accessed in English or Spanish.





Comprehensive *FastTrack*™ Processing Software

The "hub" of Complus software functions, the *FastTrack*™ program is comprised of several modules that target specific stages in the ticket life cycle. Every processing action is recorded and stored within this one centralized database - users can easily retrieve ticket information, cross-reference data, and monitor enforcement statistics. Modules include:

- Ticket Management
- Appeals Management
- Payment Processing
- Correspondence
- Reporting Functions
- Permit Program
- Boot and Tow Program





Module Overview

- **Ticket Management:** The core of *FastTrack™*, this module provides a database for entering, tracking, and storing all parking tickets. Features include an automated fine escalation, audit functions, real-time processing, detailed transaction history, and multiple query options. Users can view pictures, correspondence, and tickets associated with each ticket.
- **Permit Program:** The *FastTrack™* Permit Program streamlines all permitting and ticket management services under a single system. By cross referencing the parking ticket database in the Complus *FastTrack™* system, Ypsilanti could restrict a permit/decal sale to an individual until all tickets are paid in full.
- **Appeal Management:** The appeal module offers the ability to enter and track requests to appeal tickets. City users will be able to access copies of the ticket along with handheld images of the violation, attached PDF documents, and officer notes (public and private) added at the time of issuance to assist with appeal decisions. Users can record hearing date information, print this schedule, and use it as the court docket and letters notifying appellants that their appeal has been received and is being processed can be generated from the appeal module.

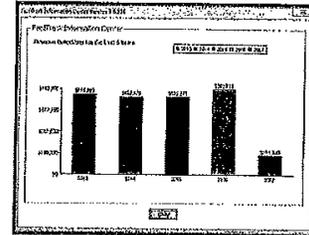
Ticket and Digital Image View
Scanned manual and uploaded handheld tickets can be viewed and printed on through the PTP web portal. Digital images (pictures) captured by the handheld ticket writers can also be viewed.

The Complus web portal can enable ticket recipients to file **online appeals** using our hosted parking ticket payment website. Ticket recipients can attach scanned documents, digital images, or other electronic items to their appeal file. For easier appeal access, Ypsilanti may include a link to the Complus web portal on the City's website.

- **Payment Processing:** Complus' integrated payment processing solution supports multiple payment options including paid in full, skeletal, and partial/over payment. Our on-line cashiering program allows clients to process walk-in payments on-site and alerts notify cashiers of previous NSF payments so they can determine if a different tender type is required. **All payments are posted in real-time.**
- **Correspondence:** Working together, Complus and the City will design all required correspondence that meet Ypsilanti' specific needs. Users can print several preformatted letters directly from *FastTrack™* with the ability to add free-form comments when needed.



- **Reporting Functions:** Complus reporting features are invaluable monitoring and analysis tools and yield important data for evaluating parking performance. Reports are compiled in several forms, according to client needs, so they have access to the most comprehensive information possible. Reporting functions include **FastTrack™** dashboard reports, auto-generated standard reports, and handheld reports.



- **Boot and Tow Program:** The boot and tow module of **FastTrack™** is designed to help manage vehicle immobilization activity associated with outstanding parking violations. With the ability to maintain authorized tow companies, lot locations, boot inventory, and associated fees, the Complus Boot and Tow program provides Ypsilanti with the tools necessary to effectively manage the process from end to end, including vehicle release authorization and tracking.

A unique feature of the boot and tow program is that it links all plates registered under a specific violator into a single "case". Therefore a violator, who may not meet the requirements for boot and tow on a single plate, does collectively on multiple plates as the single registered owner, and will become eligible for enforcement. This not only gives our clients a more accurate picture of individual parking behavior, but encourages personal parking rules.



Ticket Management

The Ticket Management module is the core of *FastTrack*[™] - it provides a database for entering, tracking, and storing all parking tickets. Features include:

- For newly issued tickets, *FastTrack*[™] provides a concise template for entering ticket information into the system. On behalf of Ypsilanti, Complus will enter all handwritten tickets within 48 hours of receipt and entries will be reviewed to ensure accuracy. All tickets will be scanned and images will be available to view by City staff and violators.
- Linking each ticket to a particular license plate, *FastTrack*[™] provides a detailed history of all associated transactions and modifications to the ticket. Inquiries display all ticket detail, history notes, correspondence, notices, payment information, ticket status, and adjudications.
- Authorized City users may change any of the initial data entered using the Update Program and **each update can be audited for later review.**
- Each and every access to the *FastTrack*[™] system is processed immediately and reflected by an instantaneous update to our database. Every new entry, file update, payment (including online and IVR payment options), disposition, and address change, adjustment or inquiry, is reflective of the most current data available.
- With an automated task-scheduler, fines automatically escalate and penalties are applied according to schedules defined by the City.
- Scanned manual and uploaded handheld tickets are available for "Ticket View", allowing software users to view and print an image of the ticket through *FastTrack*[™] and violators to view and print on the web-based payment site.
- Digital images (pictures) captured by the handheld ticket writers can also be viewed through *FastTrack*[™] and the web-based payment site.
- Ticket information and associated transactions/images are stored in *FastTrack*[™] until the City requests a "purge" - a full audit trail of every processed transaction will be retained for as long as the City requires.



Permit Program and Online Permit Services

The **FastTrack™** Permit Program can streamline all of Ypsilanti’s permitting and ticket management services under a single, centralized system.

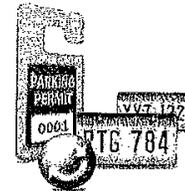
- By cross referencing the parking ticket database in the Complus **FastTrack™** system, the City could restrict a permit/decal sale to an individual until all tickets are paid in full.
- Using the **BuyMyPermit.com** website, permit customers can purchase or renew their permits without having to visit a physical facility. ¹



- Permit payments are updated in real time, recorded separately from ticket payments on a daily journal report. The City will have full financial controls for tracking and reconciliation purposes.
- Our system will allow Ypsilanti to create, issue, and track any permit type it may need. Users will be able to search permits by:

- permit number
- last name
- street name
- plate number
- key word or global search

- In addition to traditional permits, Complus offers “virtual permits” where the purchaser’s license plate is used as the permit. Reducing issuance time and permit fulfillment costs, virtual permits provide a convenient means of enforcement – the City can employ Complus enforcement list services so officers simply enter the vehicle’s license plate into a handheld or scan with an LPR device to determine if the vehicle has a valid permit.



- The program can be configured to assign multiple permits to a single address and up to four (4) vehicles to a single permit.
- Before a permit issued, the program allows for a review and approval process to ensure that only valid applicants receive permits and that specific permits are correctly assigned based on issuing criteria.
- Permits will be issued according to City defined criteria and the system automatically generates a wait list once a City specified “max count” is reached.
- The City can take advantage of Complus’ in-house printing services to mail notification of permit renewals.

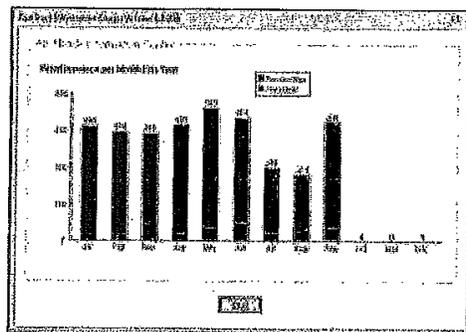
¹ A convenience fee will be applied to online permits payable to Complus Data Innovations, Inc. The convenience fee can be paid by the customer.



Reporting and Analytics

FastTrack™ provides a robust management platform for collection and storing all data related to ticket processing. As part of their duties, our Client Service Managers run reports on regular schedules to analyze processing patterns including ticket issuance, payment sources, collections, and revenue. Using a variety of reports the CSMs provide insight regarding parking customer behavior, enforcement service levels, debt collections, and technology optimization.

- **FastTrack™ Reports**
Authorized users can access ticket issuance and revenue dashboard reports directly through the **FastTrack™** program. Designed for quick and easy access, these standard reports use graph and figures to provide summary and comparison information "at a glance".
- **Auto-Generated Reports**
Complus will provide Ypsilanti with several standard reports on a predetermined monthly, weekly, or daily schedule. An important ticket management tool, these reports assist in tracking payments, tickets, appeals, etc., and facilitate improved efficiency and revenue. Initial report templates are created specific to your individual needs, generated at scheduled intervals, and emailed directly to the appropriate staff member.
- **Pegasus – Complus Handheld Reporting Utility**
Should you opt for our Handheld Device Solution, this reporting utility can assist with monitoring ticket issuance and enforcement operations analysis. The utility includes reporting functions that help chart issuance patterns relevant to date, location, officer, and violation; assist supervisors in monitoring individual officer use of time and behavior; and provide an overall picture of ticket issuance for revenue and policy analysis.





Industry Best Collection Practices

Nationwide Registered Owner Information (ROI) Retrievals

Outstanding customer service, easy to use software, customized noticing, web-based payments, ongoing support, and management consultation services are all important features of the Complus program. **However, there is no single part of the parking management process that is as important to the ultimate successful disposition of each ticket as registered owner (RO) retrievals.** The most accurate RO retrieval information is supplied directly from each state's governmental agency that handles vehicle registrations (no matter how many or how few tickets were issued to a vehicle) and should be a mandatory part of the process. Complus does not rely on third parties to retrieve RO information and has the **most extensive In-State and Out-of-State registration program in the industry!**



Michigan Secretary of State (SOS) and In-State Processing

Complus has maintained a working relationship with the Michigan Secretary of State (SOS) for over thirteen (13) years. We interface **directly with the SOS** to process registered owner information requests on behalf of our MI clients. **This process is completely automated and will require no initiation by Ypsilanti!**

Civil Infractions and Michigan Court System

Complus will work with Ypsilanti and the District Court to assist with handling civil infractions. For your convenience, we will prepare the required text/PDF files that can be forwarded to the court for processing.

Out-of-State Processing

To achieve the highest level of collection success, Complus leverages our **direct relationships with DMVs across the country** for out-of-state RO information retrievals. This information will prove invaluable in increasing the City's out-of-state collection rate and generating municipal revenue. Due to the success of our extensive DMV program, Complus clients enjoy average collection rates ranging from 88-90%, well above the national average, **with many achieving 94% or better!**

Case Studies in Revenue and Collection Rates²

Client	Citations Per Year	Pre-Complus Revenue	Post-Complus Revenue	Collection Rate
Ann Arbor, MI	162,000	\$3,000,000	\$3,317,000	94% up from 80%
Athens, OH	23,000	\$312,000	\$338,700	90% up from 62%
Manitou Springs, CO	13,000	\$73,000	\$257,000	87% up from 48%
Pensacola, FL	10,000	\$42,000	\$130,000	90% up from 56%
Rockville, MD	15,000	\$415,000	\$608,730	89% up from 68%
West Milwaukee, WI	4,000	\$186,000	\$168,500	88% up from 84%
Westport, CT	93,000	\$519,000	\$719,000	98% up from 73%

² Issuance, revenue and collection rates are calculated through 2017



Noticing

Complus specializes in generating and mailing delinquent notices - we have advanced and perfected these services over the last 31 years. All noticing functions are executed **in-house** - Complus retains complete control and accountability over every aspect of the noticing process.

- Templates (form letters and notices) and procedures are **client reviewed and approved** before implementation.
- Notices are **automatically generated**, requiring *no initiation* by our clients.
- Complus mails notices based on **client defined schedules**.
- Upon request, Complus can send a **final notice** to violators with older outstanding parking tickets, informing them of additional collection practices that may be initiated unless their tickets are resolved.

The image shows a sample of a 'DELINQUENT VIOLATION NOTICE' form. It contains various fields for identification, violation details, and administrative information. The form is structured with multiple sections and checkboxes, typical of a legal or official document.

By standardizing and supplementing address information, the accuracy and speed of collection correspondence delivery is greatly improved. Complus clients enjoy over a 99% successful delinquent notice delivery rate!

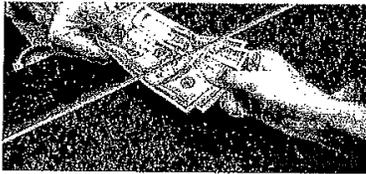
- To ensure **timely delivery**, all notices are run and brought to the Post Office for delivery on the same business day.
- Before each notice mailing, addresses supplied by the DMVs are **validated and updated** against the USPS National Change of Address database to ensure we are using the most current information available.
- To ensure accuracy prior to mailing, each batch of notices is **personally reviewed** and approved by your dedicated Client Service Manager.
- For **leased or rented vehicles**, Complus generates and sends the initial notice(s) to the registrant/owner. Upon receipt of the vehicle operator (lessee) information, the **FastTrack™** system allows for a change in name and address of the responsible party, and a new notice will be generated and sent to the operator.



Complus Payment Services

Complus offers an integrated payment processing and tracking system with several convenient payment options. Along with traditional payments (paid in full), **FastTrack™** and our reporting functions support additional payments such as skeletal (ticket information not yet entered in the system) and overpayments. Checks returned for insufficient funds (NSF) can be so designated in the **FastTrack™** system which then reactivates the ticket(s) as well as penalties, making them eligible for a notice during the next scheduled notice run.

Features of the Complus payment processing system include:

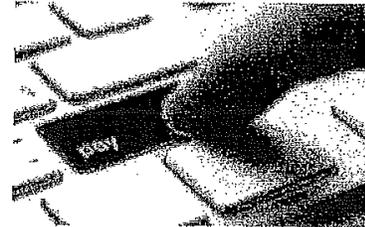


Window Cashiering

FastTrack™ features an on-line cashiering program which allows clients to record cash and check payments directly into the **FastTrack™** system. Payments are posted in real-time and the system notifies the cashier if checks are not accepted for payment on specific accounts, license plates, or individuals.

Online Payments

Complus hosts a secure solution through the PTP web portal to accept real-time ticket payments online or by phone. These payment tools allow customers to pay their outstanding tickets with their credit card (Visa, Mastercard, and Discover) accounts. The entire service is completely integrated with the **FastTrack™** system and is both PCI compliant and secured with the latest encryption technology.



Payment Reporting and Auditing Functions

Through our auditing and reporting capabilities, Complus provides total transparency for managing payments.

- Detailed daily reconciliation reports with a number of sorts available including: drawer, operator, receipt number, and ticket number.
- Monthly accounts receivable report for tickets paid, unpaid, and partially paid.
- **FastTrack™** contains a built-in accounting audit trail for all cashier payments and adjustment transactions.



Innovative Ticket Issuance and Handheld Enforcement

Traditional methods of parking enforcement are greatly enhanced when partnered with technology, and these innovations are an integral part of the Complus enforcement solution. Through state-of-the-art handheld ticket writers, specialized programming, and integrations, we offer increased automation in enforcement services.

Ticket Issuance and Enforcement Software

In order to maximize ticket issuance efficiency, our ticket issuance software offers special features that allow officers to enter tickets quickly while in the field. Programming features include:

- Drop down menus for all fields where users can choose from client determined preset options.
- Auto-fill option where the software will automatically populate suggested information based on previous tickets.
- Location "zone" option where the locations presented in the drop down menu are specific to the zone chosen by the user.
- "Quick Ticket" feature which limits the amount of information needed to issue tickets for specific violations.

Our handheld software also offers unique capabilities for better tracking and improved overall enforcement. These include:

Function	Benefit
Electronically chalk tires for timed parking zones	A more efficient method for recording and managing timed parking without defacing customer vehicles.
Automatic " grace " period for pay station time expiration	Reduces the number of frivolous appeals due to minor timed parking infractions.
Enforcement list functions (e.g. Boot/Tow, Permits, Do Not Ticket, etc.)	Notifies officer if plate is eligible for ticketing or other City-defined enforcement measure.
Multiple integrations available on the same unit	Creates a more specialized tool for the City's specific needs.
Image printing on the physical ticket	Helps preserve the chain of evidence in ticket disputes.
Public and private custom notes	Notes printed on tickets allow for communication directly with ticket recipients. Private notes are used for internal communication.
Make notes regarding needed meter and signage repairs	Improves meter and sign maintenance for increased revenue and an improved customer experience.



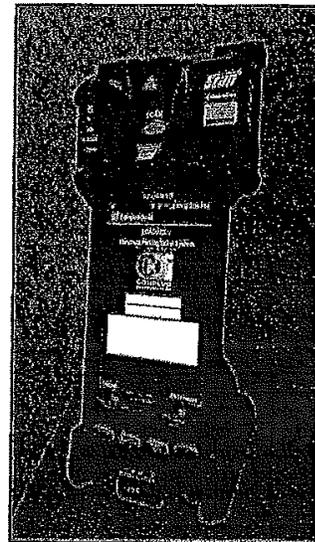
Handheld Enforcement Device

Working with leading handheld hardware vendors, Complus prides itself on providing industry-leading, handheld citation writing technology. Our proposed unit is simple in design, enabling efficient citation issuance and parking enforcement. After careful consideration of the City's needs and evaluation of the individual features of each unit in our handheld fleet, we propose the **Two Technologies N5 Scan Unit** for use in Ypsilanti's enforcement program.

The N5 Unit offers the convenience of an "all-in-one" handheld unit - with an integrated printer, there is no need for officers to carry additional equipment!

The newest in ruggedized, **one-piece technology**, features include:

- **Integrated Cell and Wi-Fi connectivity** for real-time citation upload and integration with the City's pay-by-cell provider
- **High-resolution** color photo camera
- **Hot swap batteries** for extended battery life
- **Shock Resistant:** capable of withstanding multiple 4 foot drops
- Able to **withstand harsh weather conditions**
- Ability to **print machine readable bar coded citation numbers** on issued citation for faster processing



*As with all our handheld units, handheld peripherals such as batteries, car chargers, charger cradles, cases, screen protectors, and styluses are included at **no additional cost**.*

*Please refer to the manufacturer's brochures in the **Attachments** section of this document.*

Ticket Specifications

Working together, Complus will design handheld tickets that meet your specific needs. Specifications include:

- Ticket design is "boxed" for easy identification of payment options and ticket data.
- Tickets are printed on tear-resistant poly thermal paper ensuring that they are waterproof and fade resistant in sunlight.
- Bar coded information is printed on tickets for faster cashiering payment processing.



Handheld Integrations

For improved enforcement and enhanced efficiency, Complus has integrated our handheld ticket writers with various parking technologies, and consistently adds new integrations to broaden the flexibility of our services. These ancillary technologies include pay-by-cell, pay-by-plate, and multi-space meters – we have provided a snapshot of current integrations in the chart below.

Service	Complus/Active Integrations
<i>Pay-by-Cell</i>	 Parkmobile  Passport MOBILE  NOW!  paybyphone®
<i>Pay-by-Plate</i>	  CALE 
<i>Multi-Space Meters</i>	  CALE 

When new integrations or services are introduced to Ypsilanti's parking program, officers can add **custom ticket notes** to handheld tickets to ensure that customers are aware of the additional services. By helping to educate parkers, we aim to support a smooth transition to new services and ensure customers benefit from all the advantages these technologies have to offer.

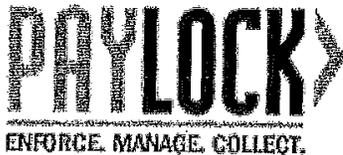
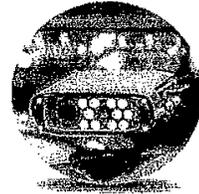


Partnerships with Additional Enforcement Services

For improved enforcement and enhanced efficiency, Complus partners with providers of the following parking services.

License Plate Recognition Services

A valuable enforcement tool, Complus has developed custom programming and services that work with License Plate Recognition technology and supports current end-to-end management of the ticket lifecycle. We currently have integrations with **ELSAG** and **Genetec** and will be happy to work with the LPR provider of your choice.



Self-Releasing Boot Services

Complus has an active integration with **PayLock³**, a self-releasing boot provider. Working together, we offer drivers the convenience of paying fines and boot fees on the spot and having immediate access to their vehicle without the need of boot release by parking enforcement officers.

³ Additional fees apply.



Transition to the Complus Solution

Conversion

Complus will provide a seamless transition from your existing system to the latest version of **FastTrack™**. All of the City's current parking ticket data will be converted to the Complus **FastTrack™** system at **no additional cost** (assuming a useable file format can be provided). All data conversion will be done to a one-hundred percent (100%) quality standard, with no value or meaning being lost.

Training

Complus team members will provide all necessary training for City user success on both the **FastTrack™** system and the handheld ticket writers. We maximize all available technology to ensure our clients have all the training they desire in a timely manner. Options include:

- **Onsite** for hands on instruction
- **Go to Assist** for immediate remote guidance
- **Live Webinars** for group demonstrations
- **Call Support** for follow up questions

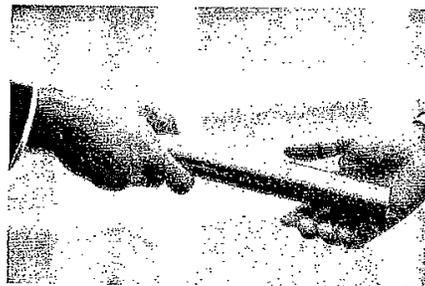
Complus will provide training at no additional charge throughout the term of the contract. Onsite training includes a combination of classroom based preparation for all users and "in the field" sessions for handheld operators. We supply all users with training manuals - manual updates are provided as new enhancements are released. **All reasonable requests for training by the City will be provided by Complus at no charge—including all travel costs for Complus personnel.**

Implementation

Upon a signed contract, your dedicated CSM will work hand in glove with an Implementation Team consisting of approximately 5 individuals. Each team member is responsible for the oversight of different aspects of the project including:

- Information collection for all aspects of the system
- Collecting and uploading all current and historic data into the Complus system
- Handheld device programming
- Configuration of all violations
- Configuration of local streets
- Scheduling and delivering training

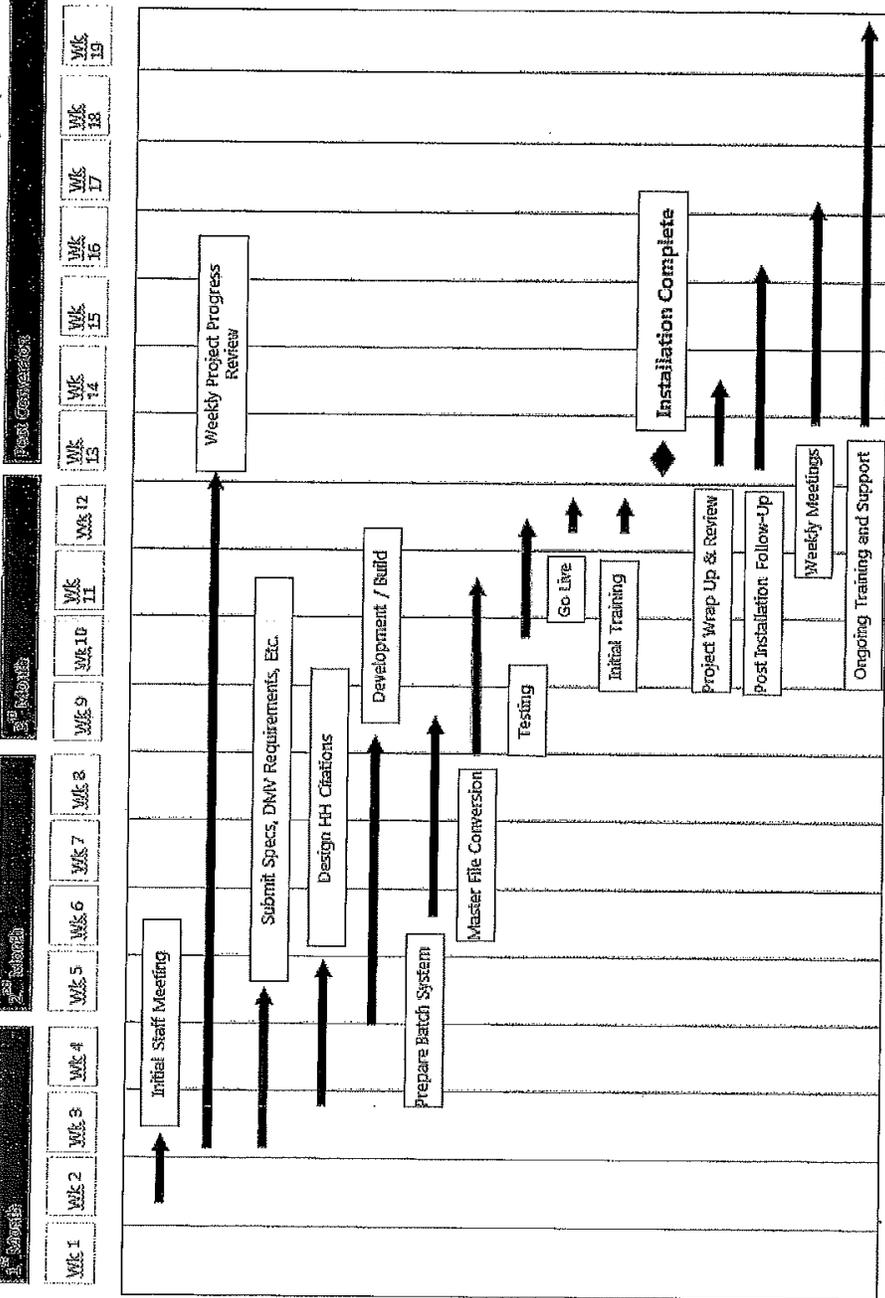
The Implementation Team remains intact throughout the period of configuration, set-up, device procurement and deployment, and training. Regular status meetings between the City and Implementation Team will be scheduled to discuss any questions or issues with the conversion file, ticket proofs, handheld programming, etc.





Parking Ticket & Permit Processing Services

Complus will work with the City to develop a mutually agreeable implementation timeline and a detailed Implementation and Project Plan outlining all of the key deliverables that will be provided upon contract award and during the implementation kickoff meeting. For illustrative purposes, the following sample Implementation Plan has been provided, describing the services to be offered, time estimates for each service, and an overall time line for the implementation phase. We have also included an expanded Implementation Task Plan in the **Attachments** section of this proposal.





Security

The **FastTrack**[™] system is protected by both hardware and software components. Security is set up at the individual level and our authentication process ensures that only authorized devices and users can access the City's data through our system. Security level 1 is at the table level (i.e. restrict access to permits) then there is another level of security at the action level (i.e. restrict access to void a ticket). Security measures are in place to ensure that no Ypsilanti employee can access data of Complus' more than 200 clients and vice versa. Data segregation from one client to another is a critical factor in ensuring privacy standards are upheld.

Access to the **FastTrack**[™] software is only granted through a secure https connection ensuring that all data is encrypted with a 256bit SHA1 SSL certificate during transmission.

User Restrictions

A system administrator in **FastTrack**[™] has the ability to control activity of all other users. Every single action can be turned on or off easily. The administrator can also add users, delete users, and change security options at any time. Security is set up at the individual level.

Payment Application Security

Our Web Security Protocols are as follows:

- Client access to **FastTrack**[™] data, as well as reports, is granted through a Citrix https connection secured with a 256 bit SSL certificate.
- Customer credit card payments are accepted solely through our parkingticketpayment.com (PTP) website and IVR systems, and are also processed via an https connection secured with a 256 bit SSL certificate.
- The PTP website undergoes an annual PCI assessment.





Back-up Process and Business Continuity

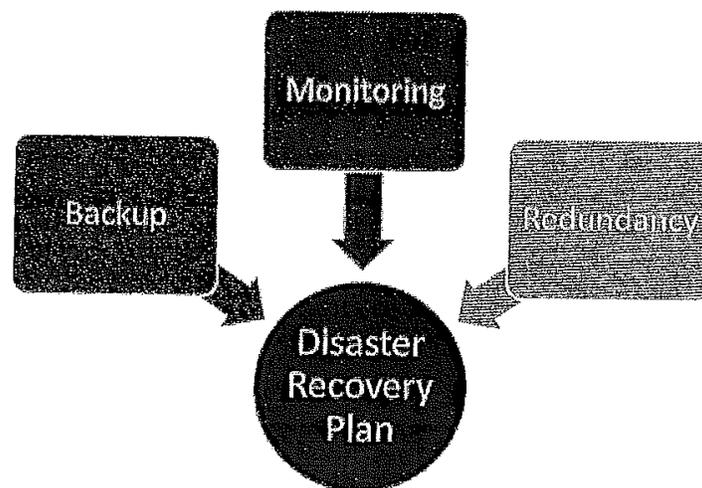
Complus has a comprehensive backup system, including nightly back-ups of all files, full system redundancy, and backup telecommunication lines into our data center. We closely monitor our data center, telecommunications infrastructure and business applications to ensure optimal uptime of all systems.

Disaster Recovery Plan

Should unforeseen circumstances render our primary data center inoperative, Complus has established a backup data center and telecommunications infrastructure. This secure disaster recovery co-location facility is located 125 miles from our headquarter office and Disaster Recovery tests are performed semi-annually to ensure full preparedness.

The disaster recovery plan would be executed as follows:

- Formal notification to clients regarding declared disaster.
- Formal declaration of disaster to off-site data center facility.
- Begin following a thoroughly documentation recovery plan:
 - Spin up all replicated systems and test applications as well as connectivity between virtual and physical systems.
 - Redirect all internet traffic to the systems located at the back up datacenter.
 - Redirect all phone lines to the backup phone system.
 - Test all access and functionality.
- Formal notification to clients that service has been restored.
- Complus Management will determine if/when the headquarters' data center will become accessible. If the time frame is extensive, then Complus Management will procure office space to be used as the new headquarters and focus efforts on rebuilding.





Maintenance

Software is warranted for the life of the contract - we do not have a sunset policy on our system versions and our clients are never required to purchase an upgrade when newer versions become available. We conduct daily maintenance on the **FastTrack** system and hosted websites from 2am-2:30am EST to ensure optimal performance.

When a software patch or upgrade is released it is loaded onto all servers in our Citrix farm. Since clients access our application over the web, they will automatically see the patch/upgrade. When a new feature is released, an announcement email is sent to all Complus clients. Also, when a system user logs in to the system for the first time after a feature is added, a window will pop up announcing the new addition.

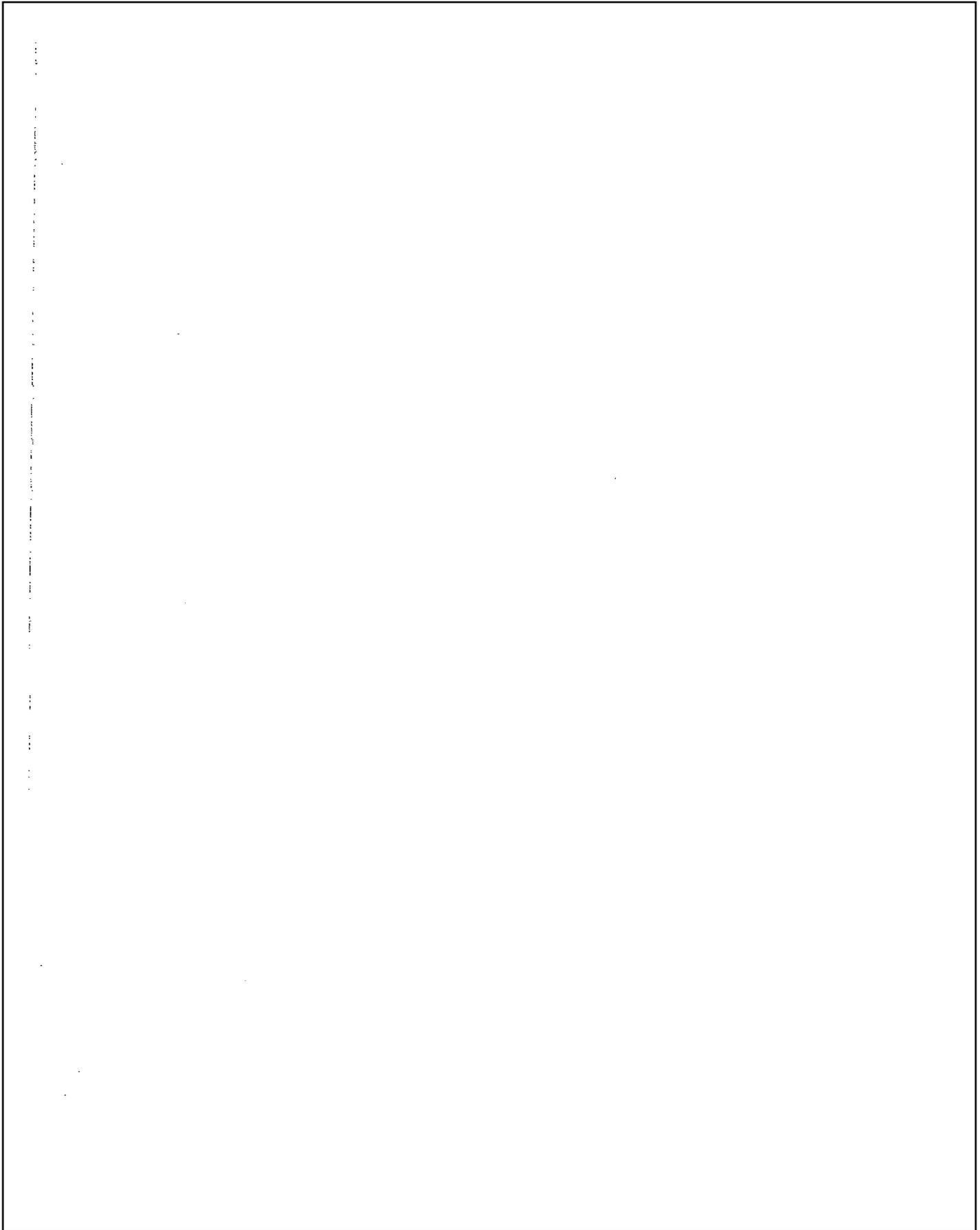
Maintenance and repair of the handheld equipment will be the responsibility of Complus for normal wear and tear. This includes handhelds, printers, batteries, chargers, and cables. Complus will provide a maximum of one unit replacement for each original phone provided, throughout the duration of the contract.

On-going maintenance includes:

- Tech support for handheld programming and operational issues
- Operational support for the handheld reporting utility
- Updating of violation codes and locations if needed

36 Month Technology Upgrade Policy

We pride ourselves on providing industry-leading handheld ticket writing equipment. As part of our handheld enforcement program, Complus will ensure Ypsilanti is using the latest in ticket writing technology with **our unprecedented 36 month technology upgrade policy**. With each successive 3-year contract renewal, the City may replace existing Complus enforcement equipment for new units at **no additional cost**.





TAB 4. PRICING

Providing top notch services to our clients in the most cost effective manner possible is central to the Complus solution. By continuously developing integrations with the latest cost effective technologies and keeping abreast of the newest industry developments, we strive to reduce municipal operating expenses while increasing collections and revenue. We review monthly reports and analyze the results on a regular basis to ensure our solution promotes efficiency and effectiveness. Finally, through regular communications, we ensure that we are sensitive to the changing fiscal needs of each of our clients, and adjust our services to meet their evolving financial goals.

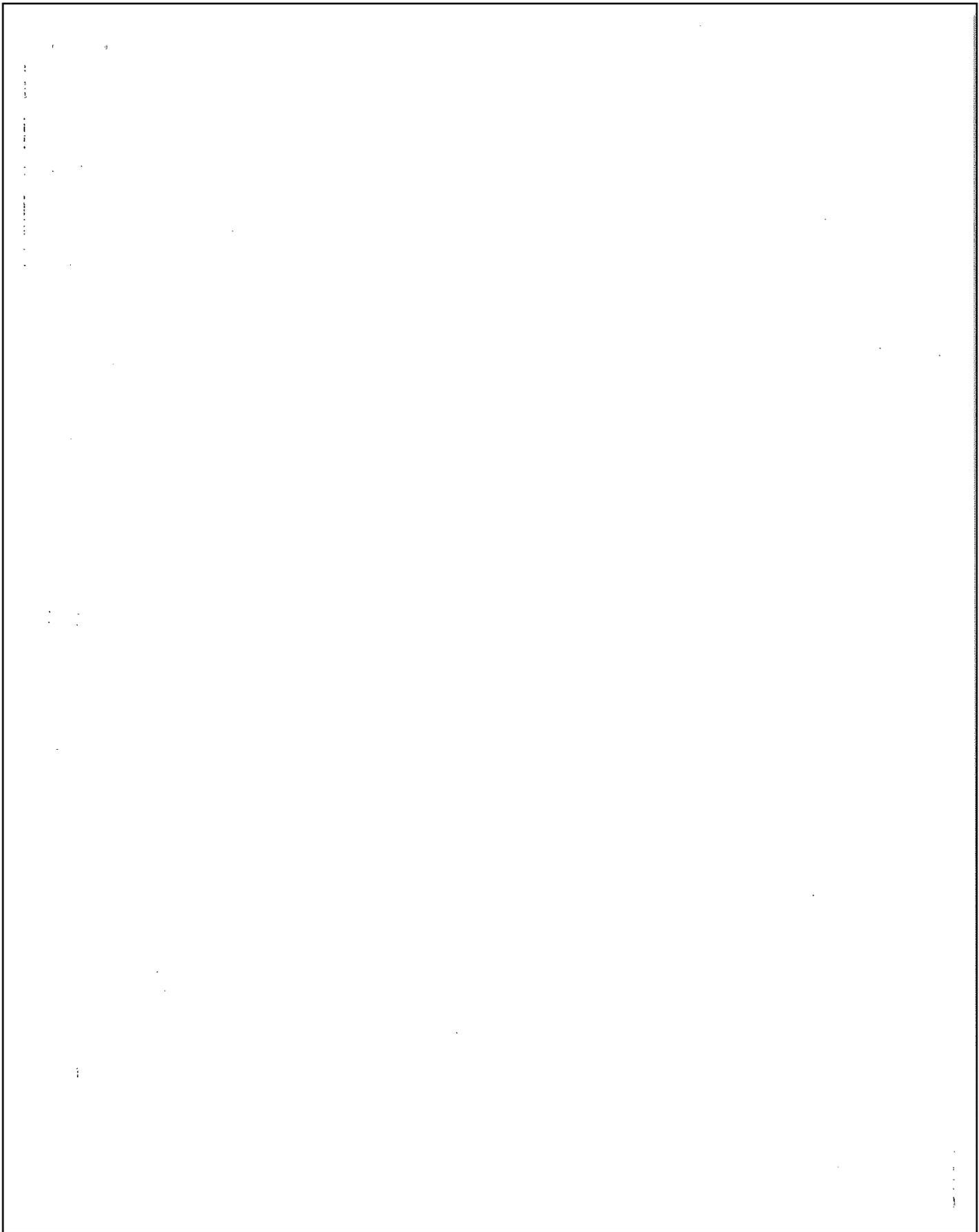
Complus is pleased to offer our products and services to the City of Ypsilanti for the following fees:

Deliverables	Fee
<p>Ticket Management Tools</p> <ul style="list-style-type: none"> • Five (5) FastTrack™ Licenses (includes all ticket and permit management modules) • One (1) Cash Register Drawer • One (1) Receipt Printer • One (1) Bar Code Reader • Automated standard reports and access to ad-hoc and handheld reporting tools <p>Collection Services</p> <ul style="list-style-type: none"> • Direct Michigan SOS and Nationwide DMV queries for registered owner information • Assistance with Michigan Civil Infractions • Generating and mailing of delinquent notices • Secure IVR and online ticket and permit payments. Includes online appeal functions <p>Enforcement</p> <ul style="list-style-type: none"> • Leasing of Two (2) Two Technologies N5 mobile enforcement units (including all peripherals) + maintenance and 36 month upgrade policy • Proprietary Android enforcement software loaded on all units <p>Back Office Processing Services</p> <ul style="list-style-type: none"> • Data Entry of handwritten tickets • Payment Processing and Lockbox Services <p>On-Boarding and Support</p> <ul style="list-style-type: none"> • Conversion from the City's current system to Complus Solution • Unlimited system training for the life of the contract • Ongoing toll-free telephone support for Ypsilanti personnel. • Customer Call Center and online technical support for City customers via email (Webmaster) 	<p>\$1.71 per ticket issued</p> <p>OR</p> <p>10.25% of revenue collected</p>



Additional Pricing Terms

- Pricing will remain firm for one hundred and twenty (120) days from the proposal due date and is based on a Five (5) Year Agreement.
- The following will be reimbursable to Complus:
 - Handheld ticket stock
 - Postage
 - Data plans (if needed)
- For online ticket payments, a \$3.50 per ticket convenience fee (assessed to the end user) will be added to each transaction and payable to Complus.
- For online permit purchases, a percentage of the transaction amount will be assessed to the end user as a convenience fee payable to Complus Data Innovations, Inc.
- Up to 8 hours custom programming will be included per contract year at no additional charge to the City. Additional programming will be billed to the City at the rate of \$150 per hour.
- Pricing for additional Complus services and products can be provided to the City upon request.





TAB 5. ATTACHMENTS

Task Based Implementation Plan

INITIAL STAFF MEETING

Tasks

- The Project Manager (CSM) will schedule a preliminary meeting with relevant Complus staff for a briefing on the account. Discussion will include a description of Client, a review of the major players, the layout of the offices (if known) and preliminary equipment needs.
- Discuss equipment list as stated on the signed contract. Pricing should be discussed so that the IT department is aware of the equipment/telecommunications budget for the City.
- At this point the Enforcement Implementation Guidelines (see below) should be followed either subsequently or concurrently depending on their target date.
- The CSM will complete and submit required web/IVR forms.
- The IT Director should be included in the initial Client meeting to determine the level of IT involvement. Client IT contact should be provided at the meeting. Develop ticket proof and send to the City.

PREPARE WORKSHEET WITH THE CITY

Tasks

- When possible, submit a list of standard implementation questions to the City before the initial meeting so that they can have answers prepared.
- Schedule a meeting with Client for our CSM to meet the City and begin the process of collecting information required for the worksheet.
- Review Client responses & information and prepare the worksheet. Copies of the worksheet should be distributed to all relevant Complus staff.

COMPLUS IN-HOUSE WORKSHEET MEETING

Tasks

- Schedule an in-house meeting to review the completed worksheet. Discussions should include a final list of equipment needed and its placement at the City site, any telecommunication needs, any special needs (i.e. 800 service), and the installation dates requested by Client.
- Determine target dates for file testing, installation, data cut over, training, and mobile enforcement devices if applicable. Test file should be obtained at least 30 days before target install date.
- Submit completed web/IVR payment form to Complus Office Manager to proceed with account set up.

PREPARE FOR INSTALLATION

Tasks

- Obtain file layout and sample file from Client. Review and develop a list of questions related to the records to discuss with client programmers.
- Determine if there is a scofflaw or flagging file that will be required. Verify scofflaw number or flagging number with the DMV.
- Ensure that client has completed paperwork necessary to obtain records from all DMV's.
- Write conversion program to read, reformat, and load the new master file. Use the test file to debug the program.
- Complete conversion test files.
- Obtain final approval of ticket proof and order tickets.
- Develop call scripts for IVR and in house customer-service line, if needed. Final sign-off must be obtained from the City.
- Arrange installation and training details and date with Client. At this point the IT department will follow Online System Implementation Guideline.
- Determine final cutover date for production status. Confirm with Client.
- Prepare online system including user logins and permissions, validator setup, creating violation codes, penalty schedule, etc. at least 1-2 days before training.
- Determine the method of transfer.



Parking Ticket & Permit Processing Services

- Determine if a permit file will be required.
- Establish the internal client code for Client and distribute to all relevant Complus staff.
- Request final file.

PREPARE CLIENT ENVIRONMENT

Tasks

- Program client's specifications for penalties, billing, notices, and reports.
- Update in-house documentation and reporting.
- If scofflaw/boot and tow files will be shared with mobile enforcement, set-up automated transfer. Confirm the parameters for file creation with the City.
- If permit program will be utilized, set up in client's production environment.

PRE-INSTALLATION

Tasks

- Schedule a meeting with all relevant Complus staff to go over all final implementation details and confirm install, training dates, and equipment.
- Discuss any potential issues that may arise, any last minute changes, any concerns, etc.
- Verify scheduling with client (confirm availability if necessary)

TRAINING

Tasks

- Before training commences all installations should be completed and thoroughly tested.
- CSM will spend a pre-determined amount of time training the Client System Operators in the use of the online system.
- A Field Support Technician must be present at the Client site for at least the first day of training in case of any unforeseen technical problems.
- A programmer must be available in house for the first day of training in case any issues arise with the file conversion.
- Mobile enforcement training will be completed by the Field Support Technician, likely to be simultaneous with in-house System Operator training.

POST INSTALLATION FOLLOW UP

Tasks

- Plan mailing schedule for delinquent notices, registration holds, etc.
- Develop any custom report templates or refine current templates to meet the City's needs.
- Send first set of reports and confirm the receipt of the reports by the proper person. Be sure that they understand reports.
- Add Client to DMV schedule including registration hold program if necessary.



Online System Implementation Guidelines

INITIAL PREPERATION

Tasks

- ❑ Schedule a meeting with all relevant Complus IT staff to discuss the City, the worksheet and the implementation.
- ❑ If necessary, submit a list of standard technical implementation questions / details to the technical contact so the implementation details are finalized and agreed on.

ORDER CRITICAL EQUIPMENT

Tasks

- ❑ Finalize the equipment list based on signed contract and worksheet.
- ❑ Prepare formal schedule of requirements and the vendor to be used. Include order dates, shipment dates, receive dates. Prepare purchase orders and get required signatures.
- ❑ Order any necessary equipment and supplies and obtain delivery dates. Equipment should be delivered to Complus for inspection. All printers, PCs, receipt printers, cash drawers, and bar code scanners must be tested as per IT's predetermined checklist before it can be deployed to Client site.

STAGING, INSTALLING, AND TESTING EQUIPMENT

Tasks

- ❑ The day of the Client install, equipment will be set up as finalized in the pre-installation staff meeting. While at the Client site performing the installation, should there be any deviation from the pre-installation staff meeting it must first be discussed with all relevant Complus staff and approved by all required parties before implementing the change. No changes to the plan may be made without prior authorization.
- ❑ All equipment and software must be tested before training begins. The following is a checklist for testing:
 - Ensure web connection establishes successfully.
 - Ensure that application launches properly.
 - Test all screens in the application to ensure that all controls are properly downloaded and registered.
 - Enter a test ticket.
 - Query the test ticket.
 - Make a payment on the test ticket. If Client is using a receipt printer confirm that a receipt prints out and check gets validated (use blank sheet of paper as check).
 - Print a ticket detail screen.
 - Print a form / letter.

TRAINING SUPPORT

Tasks

- ❑ Field support technician will be present for the first day of training (length of presence will vary with size of Client and number of sessions).
- ❑ Field support technician will ensure that CSM can successfully train the users in all areas of the application and ensure that there are no technical issues.
- ❑ The field technician will stay on site until the CSM is comfortable that everything is working properly and determines that on-site support is no longer needed.



Handheld Implementation Guidelines

INITIAL PREPERATION

Tasks

- Submit a list of standard handheld implementation questions to the City so our programmers can be prepared for Handheld System Development.
- Make sure to specify requirements that determine Handheld model type (i.e. scanners for barcode reading, image capture)

ORDER EQUIPMENT

Tasks

- Prepare order for handhelds and peripherals. When preparing order review requirements for permit file and scofflaw file in regards to memory size on handheld as well as handheld model type, number of cradles, etc.
- Finalize the equipment list and prepare formal schedule of requirements and the vendor to be used. Include order dates, shipment dates, receive dates. Equipment should be ordered and delivered to Complus for inspection and testing prior to shipment to the City.

HANDHELD TICKET DESIGN

Tasks

- Design the handheld tickets. Initial layout to be done with Client.
- Receive proof and make preliminary changes in-house. When the ticket is approved in house, we will forward to the City for final approval. Provide Client's Business Contact with a copy of the final layout.
- Order tickets and have initial order shipped directly to Complus. Discuss delivery date and internal billing for handheld ticket order.

PREPARE AND INSTALL HANDHELD SYSTEM

Tasks

- Develop customized handheld program based on Client needs.
- Load handheld with Client software and test each unit. Be sure to test new tickets for printing layout and duplicate ticket numbers.
- Install download application on download computer.
- Adjust inventory of any materials being shipped to Client before they are sent (handheld/cradle serial numbers, rain cases, screen protectors, etc).
- Onsite verification of all materials received by Client (handheld/cradle serial numbers, , rain cases, screen protectors, etc).

ENFORCEMENT TRAINING

Tasks

- Complus Assigned Field Support Technician will schedule a training date with the Client employee who oversees enforcement.
- Train handheld enforcement officers to use equipment and download software.

OS

- Android™ OS v5.x.x

CPU

- Quad-core 2.3 GHz
- Qualcomm Snapdragon 800 (System Chip)

Display

- 5.7 In. Diagonal Super AMOLED® 1080 x 1920 pixels
- Multitouch Capacitive, Rain resistant when shield is attached
- Inductive Stylus (s-pen)
- Contrast Ratio: 402:nominal, 2,307:1

3G Network

- Carrier Specific

4G Network

- Carrier Specific

Computing Platform:

- SAMSUNG GALAXY NOTE® 3



N5Scan

The N5Scan is raising the bar for “all-in-one” scanning devices.

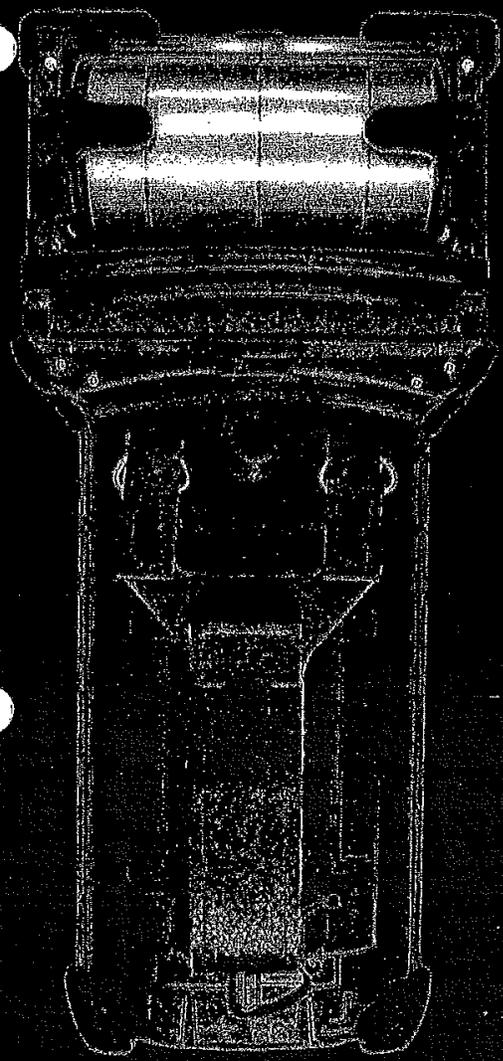
The N5Scan incorporates Honeywell's® N6603 Series Adaptus 6.0 technology for unparalleled 1D and 2D scanning performance that provides a better user experience. The N5Scan provides superior barcode reading with outstanding speed and accuracy. The Adaptus 6.0 technology features white illumination—a compact but powerful sensor that captures more detail and is exceptionally motion tolerant—making it easy to decode hard-to-read barcodes and tolerate challenging ambient light environments.

Dimensions

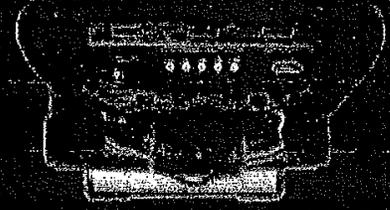
W 1.75" H 10.81" D 2.62"

Weight

- 29.92 oz. with new full paper roll
- 27.26 oz. without paper roll



NOT TO SCALE



I/O Interface

- Charging and syncing with N-Class Dock

PRINTER SPECIFICATIONS

PRINT TECHNOLOGY

Printing Method	Direct Thermal
Print Resolution	203 dots/inch
Print Speed	50mm/Sec (max.) (2 ips)
Print Width	2.8 inches (72mm)

PRINTING SYSTEMS

Control	via SDK
Barcode Symbologies	Code 39, Code 128, 2of5, UPC-A, CODABAR (w and w/o HR text)
Graphics	8 Bit
Character Fonts	Courier, Sans Serif
Character Sizes (CPI)**	5.5, 10.2, 10.7, 12.7, 13.5, 14.5, 15.6, 16.9, 18.5, 20.3, 22.6, 25.4
Upgradeable Firmware	Yes
Sensors	Paper Out/ Black Mark, Door Open
Paper Type	Direct Thermal Roll / Variable length printing on Polyvinyl

PRINT MEDIA

Maximum Roll Diameter	1.6 in. (40 mm)
Roll Width	3.125 in. (80 mm)
Core Size	.7 in. (18 mm) (min.) 2T supplied rolls

Camera (Rear Facing)

- 13 MP color camera (4128 x 3096 pixels)
- Autofocus
- LED Flash
- Geo-Tagging
- 1D/2D Barcode Scanning via ZXING Barcode Software
- HDR
- Face Detection

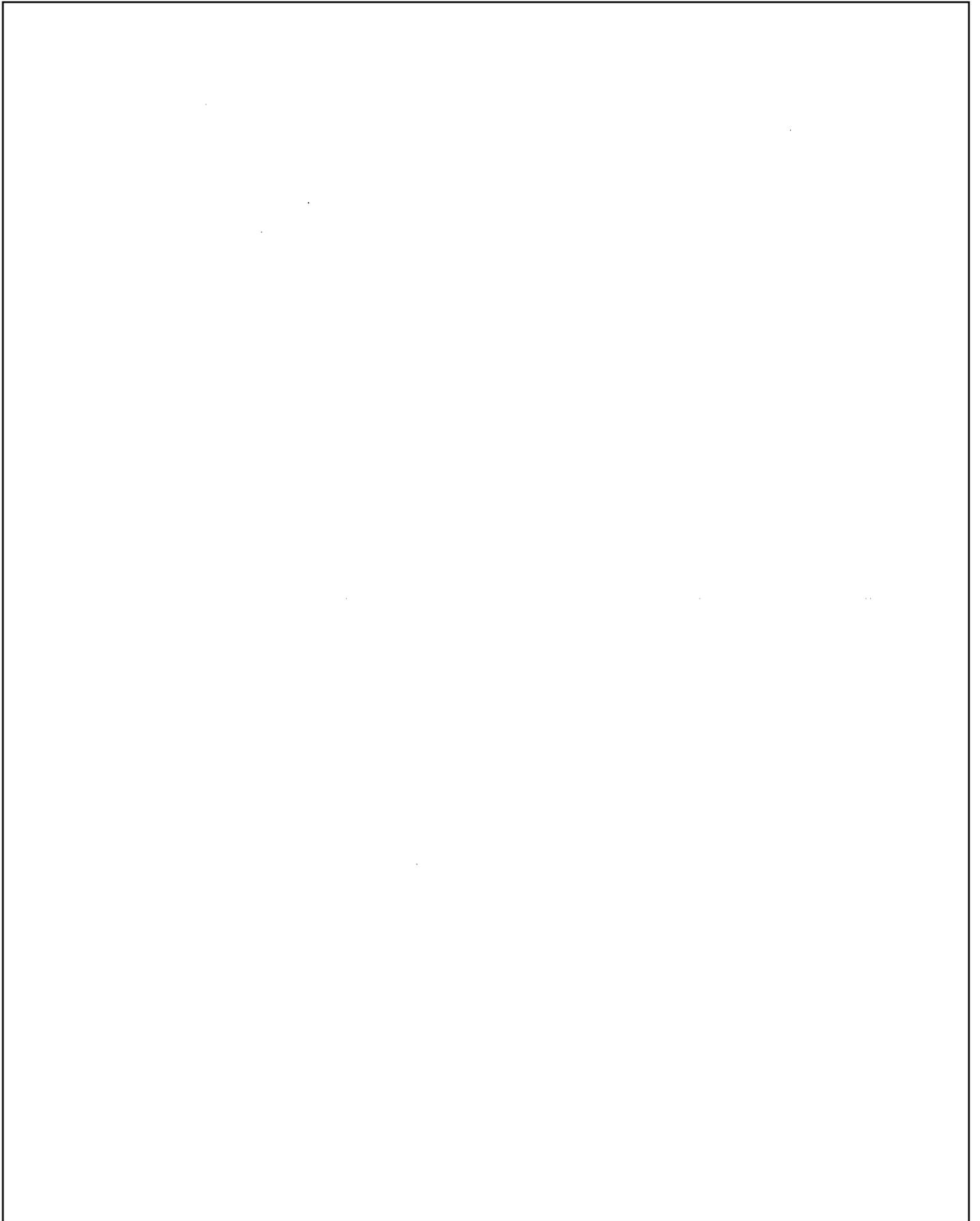
Power Connector

- 3.5A Charging Port
- microUSB**
- v2.0

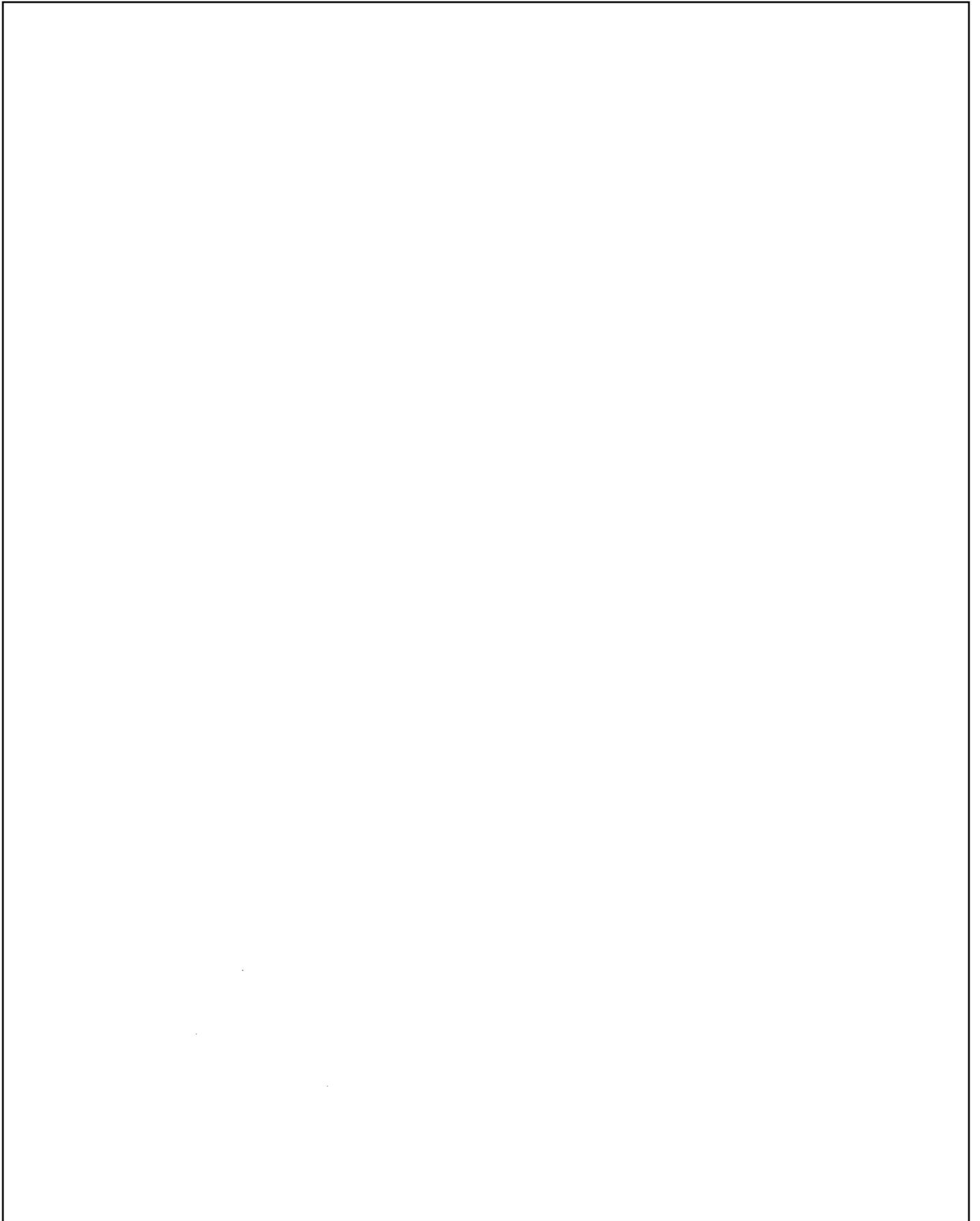
Hand Strap

- Removable Hand Strap

Learn more about the Ultra-Rugged N-Class ▶ www.2T.com



ATTACHMENT 4



ADDENDUM TO AGREEMENT FOR SERVICES

This Addendum shall be a part of a certain Agreement between the CITY OF YPSILANTI, a Michigan municipal home-rule corporation of One South Huron Street, Ypsilanti, Michigan 48197 referred to as "CITY", and COMPLUS DATA INNOVATIONS, INC., a New York corporation of 120 White Plains Road, Tarrytown, NY 10591, referred to as "CONTRACTOR."

1. This Addendum is an addition and amendment to the primary Contract between the parties. In an event of a conflict between the language of this Addendum and the primary Contract, the language and terms of this Addendum shall take precedence.

2. Standard of Performance. The CONTRACTOR shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the CITY and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.

3. The parties understand and agree that the CITY may terminate this Contract at any time with or without notice. In such event the CONTRACTOR will be compensated for work already completed

4. This Contract is to be performed in Washtenaw County, Michigan, and all legal venue shall exclusively lie therein.

5. The parties agree that time is of the essence in the performance of this Contract by the CONTRACTOR.

6. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.

7. This Agreement shall be governed by and construed in accordance with the laws of Michigan.

8. Independent Contractor. The relationship of the CONTRACTOR to the CITY is and shall continue to be that of an independent contractor and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

9. Waiver of Liability. The CONTRACTOR hereby waives any claim against the CITY and agrees not to hold the CITY liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent

jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CITY acting within the scope of their employment. It further agrees to hold the CITY harmless from any such claim by its employees or associates.

10. For the purpose of the hold harmless, indemnity, and insurance provisions contained in this Contract, the term "CITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

11. The following Indemnification Agreement shall be, and is hereby, a provision of the Contract and shall be endorsed on the reverse sides of all certificates of insurance:

"The CONTRACTOR agrees to protect, defend, indemnify and hold the CITY and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copy right (or application for any thereof) or any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The CONTRACTOR further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent."

12. Insurance.

a. The CONTRACTOR prior to commencing work shall provide at his own cost and expense the following insurance to the CITY in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CITY. All policies and certificates of insurance shall be approved by the Department of City Manager of the CITY prior to the inception of any work.

b. Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the CITY by

registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name the CONTRACTOR and identify the contract number.

c. All property losses shall be made payable to and adjusted with the CITY.

d. In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+:XI will be acceptable only upon written consent of the CITY.

e. All policies and certificates of insurance of the CONTRACTOR shall contain the following clauses:

(1) The clause "other insurance provision" in a policy in which the CITY is named as an insured, shall not apply to the CITY.

(2) The insurance companies issuing the policy or policies shall have no recourse against the CITY (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(3) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the CONTRACTOR.

(4) The CITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by the CONTRACTOR.

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	1) Comprehensive General Liability
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	2) Automobile Liability
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	3) Owners Contractors Protective Liability

f. The CONTRACTOR shall maintain at its own expense during the term of this Contract the following insurance:

(1) Worker's Compensation insurance with Michigan statutory limits and employers' liability insurance with minimum limits of \$500,000 each accident.

(2) General Liability insurance with a minimum limit of liability per occurrence of \$1 Million Combined Single Limit (Bodily Injury/Property Damage), with no aggregate.

~~-----This insurance shall indicate on the Certificate of Insurance the following coverages:~~

- (a) Premises - Operations
- (b) Independent Contractor and Subcontractors
- (c) Products and Completed Operations
- (d) Broad Form Contractual
- (e) Broad Form Liability Endorsement

(3) Automobile Liability insurance with minimum limits of liability, per occurrence, of \$1 Million Combined Single Limit (Bodily Injury/Property

Damage) unless otherwise indicated in the "Special Conditions" of the Contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles
- (b) Hired automobiles
- (c) Non-owned automobiles

(4) Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.

g. If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to the CONTRACTOR will be withheld until those requirements have been met, or at the option of the CITY the CITY may pay the Renewal Premium and withhold such payments from any monies due the CONTRACTOR.

h. In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the CONTRACTOR until such time as the CONTRACTOR shall furnish such additional security covering such claims as may be determined by the CITY.

i. If at any time any of the foregoing policies shall be or become unsatisfactory to the CITY to form or substance, or if a company insuring any such policy shall be or become unsatisfactory to the CITY, the CONTRACTOR shall upon notice to that effect from the CITY promptly obtain a new policy, submit the same to the City Manager for approval and submit a certificate thereof as herein provided. Upon failure of the CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of the CITY may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the CONTRACTOR from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the CONTRACTOR concerning indemnification.

j. Certificate of Insurance; required language. The Certificate of Insurance obtained by the CONTRACTOR shall contain the following language: "The City of Ypsilanti, Michigan, its elected officials, officers, employees, boards, commission, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget, including the City of Ypsilanti, are named as additional insured, and such coverage shall be considered to be the primary coverage rather than any policies and insurance or self insurance retention owned or maintained by the City of Ypsilanti."

13. Conflict of Interest. The CONTRACTOR covenants that the CONTRACTOR (individually, or if a corporation, trust, limited liability company or partnership, "the entity") nor any officer, principal, partner, agent or employee of the entity has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in

the manner or degree of performance with the Contract. Further that if any such conflict of interest develops and exists during the term of the contract that the CONTRACTOR shall, within 7 days of the existence of such conflict of interest, notify the CITY in writing of the existence and nature of the said conflict of interest.

14. Contingent Fees. The CONTRACTOR warrants it has not employed or retained any company or person other than bonafide employees working solely for the CONTRACTOR, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the CITY shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due the CONTRACTOR, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

15. The CONTRACTOR further agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against, or give preferential treatment to, any person based on the person's actual or perceived race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, age, marital status, disability status, gender expression, familial status, education association, height, weight, or other criteria which is not relevant to the particular job. Breach of this provision may be regarded as material breach of the Agreement.

16. The CONTRACTOR further agrees not to discriminate against any employee or applicant for employment based on a person's actual or perceived race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, age, marital status, disability status, gender expression, familial status, education association, height, or weight (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

17. Permits. The CONTRACTOR shall secure and bear the cost of any permits or licenses of a temporary nature necessary for the prosecution of the work. In particular, he shall secure and bear the cost of shutting off and turning on public services of every nature which may be required by his operations. Where such discontinuance of service affects consumers, due and sufficient notice shall be served upon those so affected.

18. Improvement of Real Property or Performing Management Construction Services. In the event the contract provides for improvement of real property or performing management construction services as provided in MCLA 125.1591, the following provisions apply:

(A) A contract between CONTRACTOR and the CITY for an improvement as provided above shall contain the following provisions:

(a) That if a CONTRACTOR discovers one or both of the following physical conditions of the surface or subsurface at the improvement site, before disturbing the physical condition, the contractor shall promptly notify the CITY of the physical condition in writing:

(i) A subsurface or a latent physical condition at the site is differing materially from those indicated in the improvement contract.

(ii) An unknown physical condition at the site is of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the improvement contract.

(b) That if the CITY receives a notice under subdivision (A), the CITY shall promptly investigate the physical condition.

(c) That if the CITY determines that the physical conditions do materially differ and will cause an increase or decrease in costs or additional time needed to perform the contract, the CITY's determination shall be made in writing and an equitable adjustment shall be made and the contract modified in writing accordingly.

(d) That the CONTRACTOR cannot make a claim for additional costs or time because of a physical condition unless the CONTRACTOR has complied with the notice requirements of subdivision (A). The CITY may extend the time required for notice under subdivision (A).

(e) The CONTRACTOR cannot make a claim for an adjustment under the contract after the CONTRACTOR has received the final payment under the contract.

(B) If the CONTRACTOR does not agree with the CITY's determination, with the CITY's consent the CONTRACTOR may complete performance on the contract.

(C) At the option of the CITY, the CONTRACTOR and the CITY shall arbitrate the CONTRACTOR's entitlement to recover the actual increase in contract time and costs incurred because of the physical condition of the improvement site. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and judgment rendered may be entered in any court having jurisdiction.

19. American's With Disabilities Act Compliance. If this contract alters or resurfaces any streets, intersections, sidewalks, or curb ramps, CONTRACTOR shall ensure that each portion of the project, to the maximum extent feasible, shall be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities. Each project shall comply with the American's With Disabilities Act requirements, including 28 C.F.R. §§ 35.151(b),(c),(e)(1), and (e)(2) and 28 C.F.R. Part 36, App. A, the ADAAG.

Note: The City of Ypsilanti has chosen to follow the ADAAG standards rather than the UFAS standards. See United States Department of Justice ADA Title II Technical Assistance Manual, Section II-6.2100)

As used in this Section, the term "resurface" shall have the definition given by the United States Department of Justice Title II Technical Assistance Manual § II-6.6000 "Resurfacing beyond normal maintenance is an alteration. Merely filling potholes is considered to be normal maintenance."

As used in this Section, the term "to the maximum extent feasible" shall have the meaning set forth at 28 C.F.R. § 36.402(c).

As used in this Section, the term "readily accessible to and usable by persons with disabilities" shall have the meaning set forth at Section II-6.1000 of the US Department of Justice ADA Title II Technical Assistance Manual, and set forth at 28 CFR Appendix B Section 36.401.

20. Prevailing Wage. If the Contract is in amount in excess of \$25,000, all craftsmen, mechanics, and laborers (not including persons employed directly by the CITY) employed directly upon the site of the work shall receive at least the prevailing wages and fringe benefits of the building trades department for the corresponding classes of craftsmen, mechanics, and laborers, as determined and published by the Davis-Bacon division of the United States Department of Labor for the greater Ypsilanti Area. All subcontracts entered into by the CONTRACTOR for services or work under this Contract shall contain the provisions as set forth in this paragraph. CONTRACTOR and all subcontractors engaged in the performance of services or work under the Contract shall furnish proof, at the request of and satisfactory to the CITY, that the provisions of this paragraph are being complied with.

21. Living Wage.

A. (1) If this contract involves \$10,000, or more, Living Wages shall be paid according to the Ypsilanti Living Wage Ordinance (The Ordinance), being Chapter 2, Article VI, Division 4 of the City Code; and

(2) Suitable notices shall be posted in the work place; and

(3) Evidence of compliance including payroll records shall be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The Ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

22. Minimum Wage.

A. (1) The CONTRACTOR must pay minimum wages to all employees according to the Minimum Wage Ordinance (The Ordinance), being Chapter 2, Article III, Division 3 of the City Code.

(2) The CONTRACTOR must post suitable notices in the work place.

(3) The CONTRACTOR must provide evidence of compliance, including payroll records, to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Minimum Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The Ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

23. Not in Default to City. The CONTRACTOR hereby certifies that the CONTRACTOR is not in default to the CITY, and that there are no unpaid taxes, real or personal, owed to the CITY by the CONTRACTOR, and the CONTRACTOR has no other unfulfilled obligations to the CITY and is in compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

24. Except in amounts less than \$20 million, CONTRACTOR certifies that it, its successor, its parent company, or any of its subsidiaries or subunits does not engage in the practice of committing or contributing funds or property, extending credit, or contract for goods or services to develop petroleum resources, natural gas resources, or nuclear power in Iran.

25. Equal Employment Opportunity. If this Contract is funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

26. Copeland "Anti-Kickback" Act. If this Contract in excess of \$2000 for construction or repair, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

27. Davis-Bacon Act. If this is a construction contract of more than \$2,000, or otherwise required by Federal program legislation, CONTRACTOR shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week.

28. Contract Work Hours and Safety Standards Act. If this is a construction contract in excess of \$2000 or contract that involves the employment of mechanics or laborer in excess of \$2500, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

29. Rights to Inventions Made Under a Contract or Agreement. If this is a contract for the performance of experimental, developmental, or research work, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR agrees to rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

30. Clean Air Act and the Federal Water Pollution Control Act. If this is a contract in excess of \$100,000, and funded in whole or part by monies derived from the Federal government (either directly or indirectly), CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

31. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If this is a contact above \$100,000, and funded in whole or part by monies derived from the Federal government

(either directly or indirectly), CONTRACTOR certifies that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 and further agrees to disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

32. The Contract and its attachments, and this Addendum, are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

IN WITNESS WHEREOF, the undersigned have set their hands this 23 day of April, 2018.

COMPLUS DATA INNOVATIONS, INC.

BY:


Ariel Kunar
Chief Executive Officer

CITY OF YPSILANTI

BY:


Amanda Edmonds
Mayor

BY:


Frances McMullan
City Clerk

APPROVED AS TO FORM:


JOHN M. BARR P-10475
Ypsilanti City Attorney

First Amendment to Agreement

Reference is made to that certain FastTrack Services Agreement dated April 23, 2018 (the "Agreement") by and between Passport Labs, Inc., formerly known as Complus Data Innovations, Inc. ("Passport") and the City of Ypsilanti, MI ("Client") (collectively, the "Parties").

The Parties desire to amend the Agreement as follows, which shall be effective as of the last date specified below the Parties' signatures:

1. Passport shall license software, including all web and mobile applications and related documentation, necessary for Client to operate a mobile payment for parking program ("MPP") which allows all parking customers in any parking facilities owned or managed by Client the ability to pay for parking using a smartphone application or mobile web application, and a digital permits for parking system ("DPP").
2. At no charge, Passport shall supply an initial quantity of signs and decals consistent with its standard practices. Client shall be responsible for all costs to install the signs and decals.
3. The following fees shall be applicable:

Per Transaction MPP Service and License Fee*	\$0.25
DPP Service and License Fee**	\$500.00
Merchant Processing Costs: Client will be responsible for paying all merchant processing costs, including, without limitation, settlement fees, payment gateway fees, chargeback fees, and interchange reimbursement fees.	
Merchant of Record for Transactions:	X Passport Client
Passport Merchant Processing Rate Per Transaction:	2.9% + \$0.25
Payment Gateway Client:	X Passport Other
Passport Gateway Fee Per Transaction:	\$.05

*An MPP "transaction" is a single session lasting less than twenty-four (24) hours in duration.

**Includes up to 400 active permits per month. Additional permits shall be \$1.00/permit/month.

4. Attached as Exhibit A are Passport's standard terms and conditions applicable to the MPP and DPP services, which are incorporated herein by reference.
5. Attached as Exhibit B is the Statement of Work, which is incorporated herein by reference.
6. Except as expressly amended herein, the remainder of the Agreement remains in full force and effect.

Passport Labs, Inc:

City of Ypsilanti, MI:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A
Terms and Conditions

1. Data Rights

This Section shall govern the rights of Passport and Client, as the case may be, with respect to the data that is subject to this Agreement. Passport will, by provisions in its Privacy Policy or otherwise, procure from such end users all such lawful consents and rights necessary to grant to Client the rights in such data as stated in this Section. Passport's Privacy Policy, as it may be amended from time to time in Passport's sole discretion, can be viewed at <https://passportinc.com/privacy-policy/>.

A. Operational data is data specific to the Client's operation that is provided by Client to Passport to be used in the providing of services. Operational data is specific to the Client's operation, which is not available to Passport publicly or by other means. Operational data may include, but is not limited to, zone information, rate information, operational schedules, business metrics, relevant details of partner agreements. In each case, Operational data may refer to past, present, or future states of such items.

Operational data is the sole and exclusive property of the Client. The Client grants Passport a perpetual, irrevocable, royalty-free, non-exclusive, non-assignable, and non-transferrable license to Operational data, provided that, Passport may assign or transfer such license to a successor in connection with the transfer or sale of all or substantially all of its assets or business related to this agreement, or in the event of its merger, consolidation, change in control or similar transaction.

B. Payment Card Industry-Data Security Standard Information ("PCI-DSS Information") consists of the following items, each as defined by the then-current Payment Card Industry Data Security Standards ("PCI-DSS"): Account Data; Cardholder Data; Primary Account Number; and Sensitive Authentication Data.

Passport acquires a license or sublicense to the PCI-DSS Information from end users who share such data with Passport in connection with their use of the MPP. Passport must secure such data in accordance with PCI-DSS. As such, Passport may not grant Client derivative rights to such PCI-DSS Information and Passport shall not be required to disclose such PCI-DSS Information to Client.

C. Personal identifiable information ("PII") is any representation of information that permits the identity of an individual to whom the information applies to be reasonably determined or inferred by either direct or indirect means. Name, address, social security number or other identifying number or code, telephone number, or email address directly identify individuals. Certain data elements—including gender, race, birth date, geographic indicator (such as zip code or postal code), and other descriptors—can be used in conjunction or with other data elements to indirectly identify individuals. Information permitting the physical or online contacting of a specific individual (e.g., IP address) is also personally identifiable information.

End users of Passport's MPP own PII and license it to Passport pursuant to Passport's Privacy Policy, as it may be amended from time to time in Passport's sole discretion. Passport may sublicense PII to the Client under certain conditions (including but not limited to the Client's

compliance with information security controls and applicable regulations) that shall be memorialized separately if and when applicable.

D. Activity data is any data generated in the providing of services under this agreement by Passport to Client and by end users' interactions with the services or with Passport directly that is not otherwise PCI-DSS information or PII as defined above. Activity data may include, but is not limited to, user interaction data, geolocation data, opt-in/opt-out status (including compliance logs), purchase and session data, application diagnostic data, service performance data, and support data. Data that is derived from Activity data is also Activity data.

Activity data is the sole and exclusive property of Passport. Passport grants the Client an irrevocable, royalty-free, non-exclusive, non-assignable, and non-transferrable license to Activity data for the duration of the term of this Agreement and only to the extent and in the format that Passport chooses in its sole discretion to expose such data through its administrative portal or as otherwise agreed upon with the Client and only for the Client's internal use in connection with the services provided under this agreement.

2. Privacy Policy; Terms of Use

End users' use of the MPP shall at all times be governed by (a) Passport's Privacy Policy, as it may be amended from time to time in Passport's sole discretion, which can be viewed at <https://passportinc.com/privacy-policy/>, and (b) Passport's Terms and Conditions, as they may be amended from time to time in Passport's sole discretion, which can be viewed at <https://passportinc.com/terms-and-conditions/>.

3. Intellectual Property

A. Passport grants Client a revocable, non-exclusive, non-assignable, non-transferrable, and non-subleaseable right and license to use and access the MPP only for its internal business purposes for the duration of the term. All intellectual property rights including, without limitation, trade names, source code, trademarks, copyrights, patents, and trade secrets, not explicitly granted to Client in this agreement are reserved to Passport.

B. Client will not, directly, indirectly, alone, or with another party, (i) copy, disassemble, reverse engineer, or decompile the software or any subpart thereof; (ii) modify, create derivative works based upon, or translate the software or source code; (iii) transfer or otherwise grant any rights in the software or source code in any form to any other party; (iv) attempt to do any of the foregoing or cause or permit any third party to do or attempt to do any of the foregoing, except as expressly permitted hereunder.

4. Disclaimer of Warranties

The MPP is provided to Client by Passport "as is" and with all faults. Client acknowledges and agrees that Passport bears no liability for any error, omission, defect, deficiency, or nonconformity within the MPP except as expressly provided in the Agreement. Passport does not make any representations, warranties, or guarantees, express or implied, directly or indirectly, including, without limitation, any warranty of condition, merchantability, or fitness for a particular purpose or use, with respect to, arising out of, or in connection with the MPP and related services to be performed pursuant to this Agreement.

Exhibit B
Statement of Work

Statement of Work

City of Ypsilanti, MI
January 17h, 2020



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Disclaimer

This Statement of Work contains information that is proprietary and confidential to Passport Labs, Inc. ("Passport") and shall not be disclosed or used for any purpose other than the purposes described herein. Any other disclosure or use of this document, in whole or in part, without the permission of Passport is prohibited.

Project Overview

Passport will provide the City of Ypsilanti, MI ("City") its Passport Parking mobile parking payment application.

In addition, Passport will transition the City from their legacy permitting solution to Passport's Digital Permit Product.

During this project, Passport will perform architecture, design, implementation, installation, and information transfer services for the newly identified environment.

Statement of Work

Configurations

Gateway and Merchant Processing

Passport will provide Gateway and Merchant Processing services directly to the City, eliminating the need for an external provider.

The City will be responsible for paying all gateway and merchant processing fees.

Funds will be remitted to the City, less the gateway, merchant processing, and Passport fees, on a monthly basis after the close of a month.



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Passport Parking

Passport Parking Functionality

Passport will deliver its Passport Parking mobile parking applications to the City. Passport Parking consists of native mobile applications built for Google Android and Apple iOS smartphones. Passport Parking is supported on the latest industry-recommended operating system versions.

Passport Parking includes the following functionality:

- Create a user account
 - Phone number, email address, name
- Add and delete Vehicles (LPN)
- Create and pay for parking sessions
 - Extend parking remotely
 - Receive session expiration alerts and notifications
 - Complete payment via major card networks credit and debit cards.
- View parking history and email receipts
- Mobile-optimized website (mobile pay web or “MPW”) to facilitate parking sessions via a mobile browser or desktop

Back-Office Portal

Passport will deliver its back-office administration and data insights portal that will allow the City to make financial and operational decisions.

Back-office portal capabilities include:

- Secured Access with user specific login credentials and custom privileges per user
 - There is not a cap on the number of users that can be setup
- Streamlined user interface
- Robust Reporting
- Real-time analytics of existing sessions
- Zone management

Passport Parking Signage and Decals

Passport recommends the following for metered areas:

Signage

- 1 sign per 10 spaces for parking lot/garage environments
- 1 sign per 5 spaces for on-street parking environments

Decals

- 1 decal per single space meter
- 3 decals for each multispace meter
 - 1 decal on each side
 - 1 decal on each payment side of the meter.

Passport recommends the following for non-metered, mobile payment only areas:

- 1 sign per 5 spaces for parking lot/garage environments
- 1 sign per 3 spaces for on-street parking environments

The recommended minimum amount of signage and decals above will be provided by Passport at no charge at launch; any additional or replacement signs or decals will be at the City's cost. The City is solely responsible for installation. Signage and decal installation must be completed by the City by the date of the announcement of the launch. No credit will be issued for unused signs or decals.

The City understands that sufficient and adequate signage and decals are a core assumption to the performance of the service, and should the quality or coverage of such signage and decals degrade, the City is responsible for notifying Passport so that this can be resolved; any additional or replacement signs or decals will be at the City's cost.

Signage materials are as follows:

The signs are KomaAlu with Avery Cast Laminate with UV Protection and 6-year outdoor durability. The decals are Avery Cast Laminate with UV protection, permanent adhesive vinyl for

outdoor use with 6-year outdoor durability. Any extra costs incurred due to changes in signage material will be covered by the City.

Passport has developed signage design templates, which are tested regularly to optimize program performance. Any signage produced by Passport must adhere to Passport's sign design methodology and cannot be modified without written approval from an authorized representative of Passport. A logo of the City's brand can be included on signage as long as such is provided to Passport with proper authorization in advance of production of signage.

It takes one week to design signage and decals and up to an additional 3 weeks for the signs and decals to be printed and shipped, assuming timely review and approval by the City.

The City may purchase additional signs and decals from Passport.

Where signage or decals are provided to the City at a discount to its actual production and ongoing maintenance cost, any customization that the City requests will be chargeable at a rate of \$175/hour and such customizations are subject to approval by an authorized representative of Passport.

Digital Permits Product

Legacy Provider Permit Data Import

Passport will import the active legacy permit data that is available from the City's existing permit provider. Passport will work with the City to determine what information needs to be migrated over from the existing provider's system.

All imported permits will be assigned a Link Code. The Link Codes allow new Passport permit customer accounts to be linked to their digital permits that have been imported or issued through the back-office system. The Link Code allows the customer to pull in their imported permit into the customer's account.

Link Codes will be provided to the permit holder via email or through a physical mailing.

Operator Management Back-Office Portal

Passport will provide the City with direct access to its back-office portal, Operator Management ("OpsMan"), that allows permit system administrators to manage their entire permit system,

including the approval queue, waitlists, and reports. The back office portal also allows administrators to manage customer accounts and issue permits.

Manage Permits

Manage permits functions as a search user interface to quickly search for a specific permit and then take an action:

Core functionality includes:

- Viewing a permit's status and general details
- View and add notes to a permit
- View the historical actions taken on a permit
- View the user associated with the permit
- View the payment history of the permit
- Email or print previous receipts
- Edit unrestricted Permit details
- Update the status of a permit: suspend, unsuspend, or cancel
- Renew and apply payments to permits
 - Passport does not accept in-person credit card payments.
 - All credit card payments need to be done online through the portal or through an external card processing system.
 - Passport will not integrate with a cash draw or check reader
 - Any cash payments will need to be manually logged in OpsMan Web after being processed through an external system.
 - Any check payments will need to be manually logged in OpsMan Web after being processed through an external system.

Issue Permits

Issue permits functions as a quick action drawer user interface to manually issue permits through the back-office system.

Core functionality Includes:

- Waitlist / limit information
- Eligibility requirement and document submission override

Approval Queue

The approval queue functions as a single first in, first out list with searching capabilities. Individual applications can be inspected via a drawer user interface within the same page. Relevant Search and Filtering capability is also provided.

The approval queue can be filtered for specific permit types.

Approving or rejecting a permit application can be completed from the inspection view, progressively over the list order or in bulk from the main list view.

Core functionality includes:

- Inspect, approve or reject applications

Reporting

Reports are made available within the City portal. All reports are presented as a list with the ability to filter for reports. The digital permits product has three core reports available:

- Exportable permit payment and refund report
 - All cashflow shown in one report.
 - Allows filtering by date range
- Exportable permit zone report
 - Allows filtering by zone, status, and/or date range.
- Exportable permit detail report
 - Allows filtering by type, cycle, status, and/or date range.

End-User Customer Portal

Passport will provide the City with a web-based portal that is publicly accessible and allows permit applicants/holders to apply, purchase, and manage their permit(s).

Customization with City Branding

The permit portal will be accessible online at a white-labeled domain name determined by Passport with feedback provided by the City. The permit portal provides the following branding capabilities:

- City's logo - no color adjustments can be accommodated.
 - The City must provide JPEG (or similar format) of their logo.
- One primary and secondary color should be defined by City
- URL
 - The URL for end-user customer portal will be <subdomain>permits.rmcpay.com

Portal Functionality

The following functionality will be available to the end-users through the customer portal:

- View available permit types
- View waitlist position
- Complete an online application to apply for the permits
 - Upload supporting collateral to meet permit qualification requirements (i.e. Proof of Residency, vehicle registration, etc.)
- Shopping cart style checkout for purchasing multiple permit payments.
- Add / remove debit or credit cards
- Auto-renewals
- FAQ's

Application Workflow

Permit applications functions as a stepped, progressive series of data collection covering all information required of the applicant. The workflow allows open selection and application for any permit type.

- All applications are started by selecting a permit type.

Core functionality includes:

- Ad hoc custom fields for required vehicle or permit holder / applicant information
- Requirement validation on input fields
- Proof of Eligibility document upload

Manage Permit

Core functionality includes:

- Permit details: view general details and call to act to manually renew if eligible
- Permit holder Information: view / edit all fields related to the permit holder
- Vehicle Holder Information: view / edit all fields related to a vehicle, add and remove vehicles, if allowed.
- Payment History: view all previous payments and refunds toward the individual permit as well as downloading payment receipts.

Custom Integrations and Configurations

Passport formerly known as (“FKA”) Complus Data Innovations (“CDI”) Integration

Passport will set-up an open monitoring API integration with Passport FKA CDI for the purpose of sending Passport mobile payment parking sessions and permit information to Passport FKA CDI for parking rights monitoring and enforcement activities.

Assumptions & Notes

While performing these services, Passport will rely upon the concerted engagement, direction, authorization, approvals or other information provided by the City’s primary stakeholder and technical teams.

The City’s Project Manager and respective team will be responsible for contributing to and reviewing Weekly Status Reports and reporting Project issues.

Additional City responsibilities include:

- Providing operational information in a timely manner.
- Providing a list of stakeholders for preliminary implementation
- Making a good faith effort to facilitate the continued progress of the implementation.
- Perform user acceptance testing to confirm the accuracy of configured attributes in the system
- Provide written approval on each aspect of the system

Deliverables or activities not specifically identified as in scope throughout this document are by definition out of scope, unless accompanied by an approved Scope Change Order.

Project Change Control

Changes may be required to manage unanticipated or new information that may arise during the course of the implementation and delivery of this solution that impacts an existing (or creates a new) deliverable, restriction, milestone, or dependency. This Project Change Control process is meant to enforce a process to ensure changes are tracked and approved appropriately throughout the project.

Process

- A Passport representative will complete a Scoping Change Order form describing the exchange to be evaluated.
- Passport will perform an impact assessment (cost, schedule, risk, etc) and provide a recommendation for how to achieve the City's objectives in the context of the latest information.
- The City will decide whether or not to proceed with Passport's recommendation or to suggest an alternative approach.
- If the Change Request is approved by the City and returned back upon full execution, then the Change Request document will be incorporated as part of the Statement of Work.

Timeline Effects

- Upon approval by all parties, the impact assessment associated with such change request shall augment any prior commitments or estimates of timeline and pricing in this Statement of Work, which shall no longer apply. Passport will use commercially reasonable efforts to maintain the timeline and cost associated with this Statement of Work, augmented by any and all Change Request(s) approved by all parties.
-



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Joe Meyers
DATE: February 18, 2020
SUBJECT: DDA Administrative Services Contract

DESCRIPTION:

DDA Administrative Services Contract

SUMMARY:

In 2016, the Ypsilanti Community and Economic Development Department ("Department") submitted a proposal to provide Executive Director Services to the Ypsilanti DDA. The YDDA and the City Council approved the services contract in February, 2016. The Department currently provides a team of well qualified individuals with the knowledge, experience, skill, and ability to manage the day-to-day operations, provide staff support to the Board, and provide technical assistance, advice, and guidance to sustain and enhance the Ypsilanti DDA. Additionally, the Department provides these services at a reduced cost to the DDA without dereliction of City services to allow for more DDA resources to be allocated to projects and not staff. This contract was renewed in 2018 for a two year term.

The YDDA would like to extend services for an additional two-year term. The Department is willing and able to commit to a third two-year term.

The Department has been able to reduce duplication of staff time and services to the business community and core resources of the DDA districts. General accomplishments over the past two years include:

- Meet and Greet to share with the public our vision and work.
- Passed a balanced budget since 2017.
- Achieved cost savings in waste management contract
- Leisa Thompson Photography Project
- The new Downtown Ambassadors program
- Parking Strategy Adoption
- LDFA Talent Development Initiative and Summer 19/Summer 2020
- Landscaping Contract Improvements

- Downtown and West Cross Tree Replanting
- Cigarette Butt Recycling Program
- Sponsored events like First Fridays, Ypsi Glow, YDL Christmas Tree and Depot Town Tree Lighting Ceremony.
- 30 new bike loops and other street furnishings like benches
- Created a Developer Incentive Brochure to help new entrepreneurs identify financing
- Administered over \$500,000 in Façade and Building Rehabilitation Grants since 2016.
- New Depot Town Signage
- Tentative Agreement for sale of Riverside Arts Center
- Frog Island Movie in the Park Event October 2019 and this year's Summer Movie Series up for consideration
- YDDA Sponsored Historic Walking Tours
- YDDA Liquor Licenses for Thompson Block, Hamburger Mary's, and 101 W Michigan
- Created new incentive programs like - "YDDA Shops Local" and "EMU Passport Program"

The DDA is a part of the municipal entity as its Board members are appointed and confirmed by the municipal entity. The purpose of the DDA is to be a catalyst for development and increased tax revenues. Public Act 197 provides for unique tools to accomplish these goals that are different than those for municipal authorities. The Act does not prohibit the municipal entity from assisting with these goals.

Period of Contract

The Department proposes this contract would be for an additional 24 month period. As an employee of the DDA, the DDA may choose to sever the contract with 30 days' notice. As a contractor to the DDA, the Department may choose to end the contract with 120 days' notice, if the department cannot fulfill all of their duties to the City and/or DDA.

This contract in no way changes or impacts the Intergovernmental Agreement between the City and the DDA. The DDA would continue to pay rent for the offices in City Hall, Accounting Services for the oversight of the budget, its own office supplies, training events, etc. The use of leasing the DDA office will continue to be required because of the files and storage needs that City Hall could not accommodate.

The attached contract only deals with the services of Executive Director and administrative services to be offered by the Department.

The DDA reviewed and unanimously approved this contract in January 2020.

RECOMMENDED ACTION: Staff recommends Mayor and City Council approval to enter into the proposed Administrative Services Contract with the Ypsilanti DDA and the Community and Economic Development Department for Executive Director Services.

ATTACHMENTS: Administrative Services Contract

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

INTERGOVERNMENTAL CONTRACTUAL SERVICES AGREEMENT
BETWEEN THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY AND
CITY OF YPSILANTI

This agreement is made between the **Ypsilanti Downtown Development Authority (“YDDA”)** a Michigan Downtown Development Authority of 1 South Huron Street, Ypsilanti, MI 48197, and the City of Ypsilanti (**“CITY”**) a Home Rule City of 1 South Huron Street, Ypsilanti, MI 48197.

GENERAL RECITALS

Legal Authority. The City is a Michigan Home Rule City and the YDDA is a Downtown Development Authority created by the City. The YDDA is an independent Michigan Authority with Authority powers, including the power to contract. The YDDA in the past has hired a director to administer the Authority. The YDDA is presently without a director and desires to contract with the City to provide the services needed for the administration of the YDDA in the day to day operations.

Conflict of Interest. Both parties recognize that there could be some inherent conflicts of interest in the performance of this contract. The parties agree that in the event that a conflict of interest of a substantial nature should arise, that either party recognizing such conflict shall notify the other party of the conflict and the parties shall determine a proper course of conduct to settle the conflict, including the hiring of an outside administrator for the YDDA.

The parties have negotiated certain terms of a contractual services agreement in which the City will provide DDA Executive Director and support services to the YDDA.

Nothing in this agreement shall alter the intergovernmental agreement between the DDA and City of Ypsilanti (Resolution No. 2015-248 of November 17, 2015)

AGREEMENT

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

1. **EFFECTIVE DATE.** The parties acknowledge and agree that, the City’s start date shall be February 24, 2020.
2. **DUTIES.** The YDDA agrees to employ the City to carry out the usual duties of a YDDA Executive Director and support staff to carry out the will, mission, vision, and business set forth by the YDDA Board. The City Economic and Development Department (**Department**) will perform the contract for the City and 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 both parties at all time in performance of the duties. The City shall assign employees to perform this contract, including an assigned employee of the Department to 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 parties will annually create and adopt an agreed scope of work for the City. The YDDA will review and evaluate the City on its performance based on the scope of work.
4. **LENGTH OF TERM AND TERMINATION.** The relationship of the parties shall be of contracting governmental bodies.
 - a. The parties agree that the term of this agreement shall be 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. The City may terminate this agreement by giving 120 days prior written notice to the YDDA.
 - d. The YDDA may terminate this agreement by giving 30 days prior written notice and the YDDA shall pay for the entire month in which services were provided.
 - e. Either party may immediately terminate this agreement for a material and substantial breach of the contract by the other party, or in the event of a conflict of interest that would prohibit the continuation of the services performed.
5. **CONSIDERATION.** The YDDA shall pay not less than \$58,000 per year, payable in even monthly installments to the City. Installments to equal \$4,833.33 per month, payable in arrears on or about the 28th day of each months.
6. **REPORTING REQUIREMENTS.** The City 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 (**Director**) shall be responsible for the assignment of personnel to carry out the terms of this agreement and notify the YDDA. The Director shall notify the YDDA of any personnel changes within thirty (30) days or sooner if possible. The City shall provide staff support of not less than at total combined amount of 30 employee hours per week. Employees of the City shall not be employees of the YDDA and no officer, official, volunteer or employee of the YDDA shall be an employee of the City because of this agreement or the performance thereof.
8. **STANDARD OF PRACTICE.** The City shall perform services on behalf of the DDA in accordance with the standards of professional services and care normally required by an Executive Director of a Downtown Development Authority.
9. **CONFLICT OF INTEREST.** In the case of any direct or perceived conflict of interest, the City shall notify the Chair of the YDDA (**CHAIR**) at the earliest possible time and the Chair and Director will determine if a conflict exists. If a conflict does exist, the Chair will notify the YDDA Board, the Director will notify the City Manager, and the City will withdraw from the particular work and be excused from any situation in which the conflict exists.
10. **TRAINING EXPENSES.** The YDDA shall pay all expenses associated with training or professional development associated directly to the YDDA in addition to the consideration set out above in section 5. The Chair and Director shall agree on the training and professional development.

- 11. YDDA OFFICE AND PUBLIC ACCESS.** The City agrees to maintain the YDDA office and create public hours at 1 South Huron Street, Ypsilanti, MI 48197, dedicated email address, dedicated phone numbers, YDDA website, and to have public office hours and accessibility.
- 12. IDEMNIFICATION.** To the extent allowed by law, the YDDA shall indemnify and hold the City harmless from any error or omission, tort, professional liability claim, demand, suit or legal action, and will purchase and maintain insurance to defend, save harmless and indemnify the City against the same whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties and responsibilities of this contract, provided the City acted both in good faith and within the scope of duties set out in this contract.
- 13. INTERPRETATION OF CONTRACT.**
- a. This Agreement constitutes the entire understanding between the YDDA and the City. 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.
- 14. VENUE AND JURISDICTION.** All venue and jurisdiction for any disagreement dispute or claim concerning this contract shall be in Washtenaw County, Michigan.

IN WITNESS WHEREOF, the undersigned have set their hands:

For the CITY OF YPSILANTI

_____ Date: _____
Beth Bashert, Mayor

_____ Date: _____
Andrew Hellenga, Clerk

For the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

_____ Date: _____
Danielle Milner, DDA Chair

Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Qualifications

Must be a resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Name	Eric Adair Bettis
Email Address	██████████
Address	██████████
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	██████████
Fax Number	<i>Field not completed.</i>
Number of Years in the Community	1.5
Ward You Live In	2
Education	BA, Political Science & History, Univ. of Washington. MA, Political Science, Univ. of Hawaii at Manoa. Master of Urban & Regional Planning, Univ. of New Orleans. In-Progress, PhD Candidate, Urban & Regional Planning, Univ. of Michigan
Occupation	PhD Candidate and Graduate Student Research Assistant; Military & Facilities Planner
Employer	University of Michigan; HDR, Inc.

Are you applying for youth membership? No

Are you registered to vote in the City of Ypsilanti? Yes

I would like to be considered and could devote sufficient time to serve on the following board or commission: Planning Commission

Party Affiliation *Field not completed.*

Field not completed.

Why are you interested in serving on these boards/commissions? I've seen that there is a growing tension between those who want Ypsilanti to simply be an extension of Ann Arbor and those who are intent on preserving and cultivating its unique character. As someone who moved from Ann Arbor in search of a more authentic, stable sense of community, I have a vested interest in helping the city negotiate that balance. Because of my time as an urban planning student and community development volunteer in New Orleans, I know first-hand how important it is to have people that value local character while not stunting a city's potential for growth and development. I truly believe that my education and professional experience would be an asset in helping guide development here, both through updates to the master plan and advising on new development plans. I also think that the fact that I straddle the worlds of tax-paying homeowner, graduate student, and urban enthusiast give me insights into the priorities of many of the constituencies in town. For this reason, I would be well-suited to weigh, evaluate, and advocate for the diverse interests of most Ypsilanti residents on current issues such as the accessory dwelling unit zoning change. In essence, I want to make a contribution to this city that has made me feel so welcome, using the particular skillset that I possess, and serving on the Planning Commission would be an ideal way of doing that.

Work/volunteer experience related to the board or commission: Graduate Student Research Assistant - Taubman College of Architecture and Urban Planning, University of Michigan (Ann Arbor, MI)
Military & Facilities Planner - Federal Planning, HDR, Inc.

(Colorado Springs, CO/Ann Arbor, MI)
Community Development Volunteer/Charrette Facilitator -
Livable Claiborne Communities (New Orleans, LA)
Economic Development Intern – Strategy, Industry, and
Research Division, New Orleans Business Alliance (New
Orleans, LA)
Architectural Intern/Computer-Aided Drafter - H+L Architecture
(Colorado Springs, CO)
Computer-Aided Drafter and Designer - Pacific Architects, Inc.
(Honolulu, HI)
Property Manager & Landlord/Real Estate Purchasing, Self
Employed (Colorado Springs, CO)

I understand that
appointment to a City of
Ypsilanti board or
commission requires
regular attendance at
board meetings.

Yes

I hereby certify that all of
the information above is
true.

Yes



**2019 Annual Report
Historic District Commission
Ypsilanti, Michigan**

INTRODUCTION

The Historic District Commission of the City of Ypsilanti is governed by the Michigan Local Historic Districts Act, State of Michigan Public Act 169 of 1970, and by Chapter 54 of the City of Ypsilanti Code of Ordinances.

MEMBERSHIP

Anne Stevenson, Vice Chair (November – December)
Hank Prebys
Amy Swift

Alex Pettit Vice-Chair (January – September), Interim Chair (September – December)
Erika Lindsay
Ronald Rupert

COMMISSION AND STAFF

According to Sec. 54-32, Historic preservation is declared to be a public purpose with numerous community benefits. The Historic District Commission (HDC) has several responsibilities, but chiefly, it serves as the quasi-judicial body that ensures exterior alterations of historic properties meet the Secretary of the Interior Standards for Rehabilitation; thereby protecting the historic integrity of the district for future generations.

Throughout 2019, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesdays of each month at 7:00 p.m. The HDC was staffed by a Preservation Planner during this time. Cynthia Kochanek held the position in January and was succeeded by Scott Slagor on February 25. Staff performed various administrative tasks and technical assistance to enable the HDC to fulfill its responsibilities under the Historical Preservation Ordinance. Staff responsibilities included reviewing Historic District Work Permit Applications prior to meetings; corresponding with applicants; providing technical assistance to property-owners; preparing meeting agendas, commission packets, minutes and various reports; property monitoring; webpage maintenance; Facebook updates; and other support, as needed.

The HDC continued to provide prompt review of applications. Applications are collected from the Building Department and reviewed by staff for completeness. Incomplete applications are addressed through email or phone correspondence with the applicant. Staff works with the applicants to get their application to a point of compliance that is likely to be approved by the commission. Staff reviews are completed for each application. The reviews include a brief history of the property, a breakdown of application items, recommended motions from staff, and the appropriate Secretary of

the Interior Standards for Rehabilitation to cite with each decision. Staff reviews are included in the meeting packets that are posted on the City's website and emailed to the Commission prior to each meeting.

On August 26, the HDC had a special meeting with the staff of the Community and Economic Development Department, including the Preservation Planner, Scott Slagor; Community Development Manager, Christopher Jacobs; and Director of Economic Development, Joe Meyers. The meeting gave an opportunity for the commissioners to discuss what they think is working well, what additional information they need to do their jobs effectively, additional sites in the city that could be designated historic, and an expansion of the work staff could approve administratively. The expanded administrative approvals were approved and have since helped to shorten meeting time and streamlined the process for applicants.

The Preservation Planner attends each HDC meeting to provide staffing support. The HDC is also supported by a recording secretary, Nancy Hare-Dickerson. The recording secretary is responsible for drafting full minutes for each meeting.

The turnaround time for applications averages about two weeks. Potential applicants are encouraged to bring projects to the Commission as study items before formal submission of an application. This allows the Commission to provide feedback to property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

Changes in HDC Membership

In 2019 the HDC lost two members and gained one new member. First, Mike Davis, Jr., former chair, resigned on September 4 to take a position on the Planning Commission.

Jane Schmiedke, co-author of the original 1972 Historic District Study Committee Report and long-time chair, resigned from the HDC on November 12 after 40 years of service. City Council and Staff thanked her for her years of service with flowers.

The commission gained a new member, Amy Swift, in October. Swift is a building tradesperson, specializing in historic window restoration. She owns the Detroit-based restoration company, Building Hugger, and is active in the Michigan Young Preservationists organization.

The HDC anticipates the addition of another new member in early 2020.

INITIATIVES

HDC Demolition by Neglect

In 2018, the HDC reviewed and made the determination that three properties in the historic district were in danger of demolition by neglect; 302 E Cross, 206-210 N Washington and 401 E Forest. Work to resolve the condition issues of those properties continued in 2019. The HDC and staff are working with the owner of 302 E Cross to have the building repaired and secured. The property at 206-210 N Washington was acquired by the City through foreclosure. The City is working on a Request for Proposal for its redevelopment, which will ultimately resolve the case of demolition by neglect.

The property owners at 401 E Forest have been non-responsive and further enforcement is being undertaken. Once the issues are resolved, the demolition by neglect status will be removed for each property.

Additionally, the HDC reviewed the condition of a carriage barn at 422 N Hamilton. The owner made necessary repairs and the HDC determined it was no longer in danger of demolition by neglect.

Rules and Regulations Update

In 2018, staff worked on a Baseline Certified Local Government (CLG) Evaluation for the Michigan State Historic Preservation Office (SHPO) to address how the City is meeting its obligations as a CLG. The SHPO asked that the HDC update its rules and regulations, specifically its conflict of interest policy. This was completed and approved by City Council in April 16, 2019.

CLG Grant

The City obtained a CLG grant from SHPO at the end of 2018 in order to host a National Alliance of Preservation Commissions training in March 2019. The training was attended by all staff in the Community and Economic Development Department and three HDC members. In total there were 90 participants from HDCs around Michigan and SHPO staff. The training focused on interpreting the historic district ordinances, infill construction, and alternative materials.

New Owner Outreach

"New Owner" mailings occurred quarterly in March, June, September, and December. Post cards were sent regularly to realtors who list properties in the Historic District.

Facebook updates

Staff continued utilizing the commission's Facebook page to do weekly "Throwback Thursday" posts utilizing old photos from City files and surveys as well as photos from the archives at the Ypsilanti Historical Society. Staff has also been utilizing the page more regularly for meeting updates, relevant preservation related topics as well as posts in May to celebrate Preservation Month.

Historic Walking Tours

HDC Staff, Scott Slagor, led walking tours of Downtown and Depot Town in October. The tours done in partnership with the DDA to highlight historic resources in Ypsilanti and the community's story. Staff intend on conducting the tours regularly April through October of 2020.

APPLICATIONS

The number of applications received in 2019 was about the same as the number received in 2018. The number of study items was slightly less than the amount for the previous four years. Administrative approvals have nearly doubled from 2018, partly due to the HDC expanding the type of work that can be approved administratively. Staff also attributes the increase to the rainy spring that necessitated a large number of roof replacements; which are generally administratively approved. The ambitious scope of many of the approved projects reflects the commitment of residents and businesses to

the improvement of the community. The number of applications and actions taken is depicted in the table below.

Historic District Commission Actions, 2015-2019

	2015	2016	2017	2018	2019
Approved as submitted	79	69	73	68	60
Approved with modifications	15	14	22	11	13
Approved administratively	11	13	36	27	44
Amended approvals	1	4	4	5	3
Denied: lack of information	3	1	1	1	0
Denied: inappropriate	0	5	6	3	3
Pending at year end	0	0	2	1	0
Notice to Proceed	0	0	0	5	7
Total Applications	109	106	144	124	125
Study Items	40	42	43	41	35

MAJOR PROJECTS

The Historic District continued to benefit from investment over the past year. Some of the significant projects are summarized here:

- New Construction**
No new buildings were approved in 2019, however 217 N River was approved for a major rear addition as the new owner substantially invests in the property.
- Solar Panels**
Solar energy continues to be prominent in Ypsilanti. The HDC approved five solar installations in 2019.
- 100 W Michigan**
One of the most notable changes to the district was the removal of metal cladding from 100 W Michigan (formerly Dalat Restaurant). The HDC approved its removal, revealing original brick, storefront elements, windows, and hand-painted signs. The HDC also approved infilling non-historic windows on the north

elevation; some window infill on the east elevation, and masonry repairs. The project is ongoing with more applications expected in early 2020.

- **101 W Michigan**

Work has continued on the façade rehabilitation of 101 W Michigan. The original historic windows have been fully rehabilitated and work is currently underway on the storefront and new rear stairwell. Substantial progress is expected in 2020.

- **116-118 W Michigan**

Work has continued on the façade rehabilitation of 116-118 W Michigan. Several study items were discussed with the building. Additional applications are expected in early 2020.

- **400 N River**

Work has continued on the rehabilitation of the Thompson Block at 400 N River. Applications were approved in 2018 and the HDC and staff has watched as the historic features of the building are restored. Continued work and potentially some modifications to applications are expected in 2020.

Demolitions

No demolitions were completed in 2019.

Appeals

No appeals were filed with the State Historic Preservation Review Board in 2019.

Looking Forward

2020 should be an exciting and eventful year for the historic district and the commission. Visible changes should continue to take place at the major building projects as work moves to completion. The Michigan Historic Preservation tax credit bill is expected to be introduced and staff plans to keep tabs on the tax credit and introduce new resolutions in support of the credit to the HDC and City Council, if changes are made.

In the upcoming year, staff will continue to process updates and revisions to the commission forms, fact sheets. Staff will continue the Facebook updates for community outreach and will look to streamline and perfect the commissions' processes. Staff will further develop historic walking tours, with individual tours for the Downtown, Depot Town, and West Cross historic business districts. Staff and the commission will continue to work toward the goals established by SHPO in their 2018 CLG evaluation; including new design guidelines as applicable, continued survey of undesignated historic resources, and education opportunities. Staff will also investigate the creation of a historic district study committee to update the current district, addressing: boundaries that do not conform to parcel lines, an updated period of significance, and updated contributing/non-contributing resources list.

SUMMARY

Although of varied scope and scale, the projects completed throughout 2019 are excellent examples of the continued preservation efforts of property owners within the Ypsilanti Historic District. Commendation by the City is due to these owners for their substantial contribution to the community as they continue to support the efforts of the Historic District to beautify the district and preserve the heritage of Ypsilanti's built environment. Preservation is one of the means that makes Ypsilanti an authentic, vibrant, and diverse community.

This report was adopted at the January 14, 2019 regular meeting of the Historic District Commission and respectfully submitted to Ypsilanti City Council.

**Board of Trustees
City of Ypsilanti Fire & Police Retirement System
1 South Huron Street
Ypsilanti, MI 48197**

Annual Report to Members: Fiscal Year Ending June 30, 2019

December, 2019

To All Retirement System Participants:

The Board of Trustees of the Ypsilanti Fire and Police Retirement System is charged by law to administer the funds deposited in the retirement system so as to serve the best interests of the system's participants. Our job is to oversee the management of the system's funds, to arrange for the efficient and accurate payment of pensions to retirees, and to keep the members informed as to the status of the system. In the following pages you will find a summary report for the system covering the fiscal year from July 1, 2018 through June 30, 2019.

The Pension Board now manages the investment of money deposited in the DROP (Deferred Retirement Option Plan) program set up by the City and some police/fire unions.

What follows is a summary detail of the most significant aspects of the Retirement System's performance over the year. We remind you that a summary cannot cover all details of the system. Rules and regulations established by state law, city charter, and collective bargaining agreements all impact the fund and guide the Board in its actions. Please feel free to attend Board meetings if you want to learn more about how we operate.

The full audit of the City of Ypsilanti and the Pension System will be posted on the City of Ypsilanti website and will be available for public inspection when it is received.

Patrick Quinn, President
Citizen Trustee

Andrew Hopper, Citizen Trustee

Brent Yuchasz,
Secretary
Police Trustee

Richard Barnabo, Fire Trustee

Rheagan Basabica, City Treasurer

Active Members and Beneficiaries

As of: June 30, 2019:	Retirees and beneficiaries receiving pensions: 118 Active members include DROP members: 48
As of: June 30, 2018:	Retirees and beneficiaries receiving pensions: 119 Active members include DROP members: 39
As of: June 30, 2017:	Retirees and beneficiaries receiving pensions: 117 Active members include DROP members: 41

Average Annual Pension Benefit

As of: June 30, 2019	\$ 27,879
As of: June 30, 2018	\$ 27,184
As of: June 30, 2017	\$ 26,860

Minimum Pension Benefit

Effective July 1, 2019 the Board Approved adjustments to keep the pension of long-time retirees from falling below the government-determined poverty level. This action makes the minimum pension being paid in 2019, \$14,507.00.

Total Annual Retirement Benefits Paid

As of: June 30, 2019	\$ 3,289,766
As of: June 30, 2018	\$ 3,231,343
As of: June 30, 2017	\$ 3,142,583
As of: June 30, 2016	\$ 2,833,133
As of: June 30, 2015	\$ 3,136,191
As of: June 30, 2014	\$ 3,078,288

Contribution Information

Valuation Date	Payroll	Estimated Employer Contribution	Annual Required Contribution
June 30, 2019	\$ 3,171,434	65.09%	\$ 2,190,001
June 30, 2018	\$ 2,794,588	68.34%	\$ 2,026,129
June 30, 2017	\$ 2,844,954	49.31%	\$ 1,517,319
June 30, 2016	\$3,298,809	44.24%	\$ 1,466,260

Estimated Employer Contribution Breaks Down as:

City's Normal Cost	19.36%
Less: Members' Contributions	7.22%
Equals City's Net Normal Net Cost	12.14%
Plus Unfunded Accrued Liabilities	52.95%
Equals City Required Contribution	65.09%

For the Fiscal Year 18-19, the City of Ypsilanti has contributed 100% of the Annual Required Contribution

Assumptions used by the Board for Actuarial Purposes:

1. Assumed Rate of Investment Return:	7.0%
1. Assumed Rate of Long Term wage inflation:	3.0%
3. Smoothing Method used to determine funding value of assets:	5 Years
4. Amortization period used for funding actuarial accrued liabilities:	19 years
5. Actuarial cost method:	Individual Entry Age

Funded Ratio

Using GASB Statements No. 67 and No. 68, Funded Ratio as of June 30, 2019, was 52.6%

Investment Fiduciaries of the Fund

Actuaries:	Gabriel, Roeder, Smith and Company
Auditors:	Rahman Robson Certified Public Accountants
Financial Consultant:	Robert S. Diskin Raymond James Financial Services
Legal Counsel:	VanOverbeke, Michaud & Timmony, P.C.
Money Managers:	Essex Investment Management Co. Stonebridge Capital Advisors. Orleans Capital Management Orleans Strategic Dividend Management
Mutual Funds:	First Eagle Overseas Fund

Retirement Fund Market Value

Market Value-June 30,2019	\$ 25,338,143
Market Value-June 30,2018	\$ 26,601,763
Market Value-June 30,2017	\$ 26,659,246

Investment Performance (net of fees) Fiscal Year 2018-2019: 10.34%

Investment Performance (net of fees) on a rolling calendar year basis:

1 Year	-7.79%
3 Years	4.17%
5 Years	3.58%
7 Years	6.78%
10 Years	8.49%

Investment Allocations as of June 30, 2019

Domestic Stocks	\$13,717,623	55.49%
International Equities	\$ 3,916,433	15.85%
Fixed Income	\$ 5,494,238	22.23%
Cash Equivalents	\$ 1,588,621	6.43%

CITY OF YPSILANTI	
FIRE AND POLICE PENSION SYSTEM	
BUDGET FOR FY 19.20	
Row Labels	AMENDED 19.20
REVENUE	
Employee contributions	175,438.00
Employer contributions	1,578,012.00
Interest and dividends	1,641,103.00
Net appreciation in FV of investments	0.00
Appropriation Fund Balance	1,254,716.00
REVENUE Total	4,649,269.00
EXPENDITURE	
Administrative expenses	(74,259.00)
Investment manager fees	(110,000.00)
Participant benefits	(4,110,010.00)
Participant refunds	(350,000.00)
Professional Training	(5,000.00)
EXPENDITURE Total	(4,649,269.00)
Grand Total	0.00

CITY OF YPSILANTI	
FIRE AND POLICE PENSION SYSTEM	
NET POSITION 6.30.2019	
	AMOUNT
ASSETS	
Cash and Cash Equivalents	2,625,895.00
Investments	24,716,916.00
TOTAL ASSETS	27,342,811.00
LIABILITIES	
Accounts Payable	2,007,774.00
TOTAL LIABILITIES	2,007,774.00
NET POSITION	25,335,037.00

