1. City Council Regular Meeting Agenda

   Documents: 4-17-12 AGENDA.PDF

2. City Council Regular Meeting Packet

   Documents: 04-17-12 PACKET.PDF

CITY OF YPSILANTI
COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, APRIL 17, 2012
7:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bodary	P A	Council Member Robb	P A
Council Member Jefferson	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"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. INTRODUCTIONS –

VI. AGENDA APPROVAL –

VII. PRESENTATIONS –

1. Proclamation Honoring WEMU during April Jazz Appreciation Month.

2. EMU Student Presentation on effects of Emergency Managers on communities, EMU Students

3. Washtenaw County Health Department Presentation on CHAP (Community Health Advocate Program), Charles Wilson, Director

VIII. AUDIENCE PARTICIPATION-

IX. REMARKS BY THE MAYOR –

X. MINUTES –

Resolution No. 2012-069, approving the minutes of April 3, 2012 and April 10, 2012.

XI. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2012-070, approving the Wireless Ypsilanti's use of the city right-of-way for wireless receivers to replace MetriCom Ricochet devices.

2. Resolution No. 2012-071 approving appointments to Boards and Commissions.

XII. LIASON REPORTS -

A. SEMCOG Update
B. Washtenaw Area Transportation Study
C. Washtenaw Metro Alliance
D. Urban Counties
E. Freight House

XIII. COUNCIL PROPOSED BUSINESS –

XIV. COMMUNICATIONS FROM THE MAYOR –

NOMINATION

Cheryl Zuelling (Planning Commission-reappointment)
702 Collegewood
Ypsilanti, MI. 48197
Term to expire: 05/01/2015

Brett Lenart (Economic Development Corporation-replacing David Davis)
98 Oakwood
Ypsilanti, MI 48197
Term to Expire: 05/01/2017

XV. COMMUNICATIONS FROM THE CITY MANAGER –

XVI. AUDIENCE PARTICIPATION -

XVII. REMARKS FROM THE MAYOR –

XVIII. ADJOURNMENT –

Resolution No. 2012-072, adjourning the City Council meeting.

XIX. REPORTS SUBMITTED-

1. Ypsilanti Housing Commission updated Sustainability Report.

CITY OF YPSILANTI
COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, APRIL 17, 2012
7:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bodary	P A	Council Member Robb	P A
Council Member Jefferson	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

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V. INTRODUCTIONS –

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3. Washtenaw County Health Department Presentation on CHAP (Community Health Advocate Program), Charles Wilson, Director

VIII. AUDIENCE PARTICIPATION-

IX. REMARKS BY THE MAYOR –

X. MINUTES –

Resolution No. 2012-069, approving the minutes of April 3, 2012 and April 10, 2012.

XI. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2012-070, approving the Wireless Ypsilanti's use of the city right-of-way for wireless receivers to replace MetriCom Ricochet devices.

2. Resolution No. 2012-071 approving appointments to Boards and Commissions.

XII. LIASON REPORTS -

A. SEMCOG Update
B. Washtenaw Area Transportation Study
C. Washtenaw Metro Alliance
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XIII. COUNCIL PROPOSED BUSINESS –

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XV. COMMUNICATIONS FROM THE CITY MANAGER –

XVI. AUDIENCE PARTICIPATION -

XVII. REMARKS FROM THE MAYOR –

XVIII. ADJOURNMENT –

Resolution No. 2012-072, adjourning the City Council meeting.

XIX. REPORTS SUBMITTED-

1. Ypsilanti Housing Commission updated Sustainability Report.

Resolution No. 2012 – 069
April 17, 2012

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Minutes of April 3, 2012 and April 10, 2012 be approved.

OFFERED BY: ______________________________

SUPPORTED BY: ______________________________

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI
COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, APRIL 3, 2012
7:00 P.M.

I. CALL TO ORDER –

The meeting was called to order at 7:04 p.m.

II. ROLL CALL –

Council Member Bodary	Present	Council Member Robb	Present
Council Member Jefferson	Present	Council Member Vogt	Present
Council Member Murdock	Present	Mayor Schreiber	Present
Mayor Pro-Tem Richardson	Present		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"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. INTRODUCTIONS –

Mayor Schreiber introduced Director of Fiscal Services, Marilou Uy, and Fire Chief, Jon Ichesco.

VI. AGENDA APPROVAL –

Council Member Murdock requested to remove item number 2, Resolution No. 2012-065 appointing boards and commissions from the Consent Agenda.

On a roll call vote, the vote to approve removing Resolution No. 2012-065 from the agenda was as follows:

VOTE:

Council Member Bodary	Yes	Council Member Robb	No
Council Member Jefferson	Yes	Council Member Vogt	Yes
Council Member Murdock	Yes	Mayor Schreiber	No
Mayor Pro-Tem Richardson	Yes		

Yes: 5 No: 2 (Robb, Schreiber) Absent: 0 Vote: Carried

VII. PRESENTATIONS –

1. State of the City Address- Mayor Paul Schreiber
Questions and Answers- Mayor and City Council

See City of Ypsilanti website at www.cityofypsilanti.com for presentation or visit the Clerk's office for a hardcopy of the presentation.

VIII. PUBLIC HEARINGS-

None.

IX. AUDIENCE PARTICIPATION-

Mayor Schreiber read the rules for audience participation.

There was no audience participation.

X. REMARKS BY THE MAYOR –

None.

XI. MINUTES –

Resolution No. 2012-063, approving the minutes of March 20, 2012.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Minutes of March 20, 2012 be approved.

OFFERED BY: Council Member Bodary
SUPPORTED BY: Council Member Vogt

On a voice vote, the vote to approve Resolution 2012-063 carried unanimously.

XII. CONSENT AGENDA-

None.

XIII. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2012-064, approving the purchase of a Fire Service Utility Vehicle.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the 2011/2012 Fire Motor Pool Budget approved $28,000 for the purchase of an emergency utility van replacing a 1992 fire services van as the current 1992 van failed the required DOT inspection with costs exceeding the value of the van; and

WHEREAS, the vehicle bid selections are derived from a list of State of Michigan Purchase, Mi-Deal light truck bids; and

WHEREAS, Fire Services requests a change from a two-wheel drive van to a four-wheel drive truck based vehicle capable of seating four fire fighters because of the better capability to respond in winter; and

WHEREAS, the four-wheel drive vehicles exceed the $28,000 approved in the current budget, with the additional funds coming from the sale of three previous fire trucks and the 1992 van; and

WHEREAS, Fire Services secured Mi-Deal quotes for a two-wheel drive and four-wheel drive emergency vehicle less graphics; and

WHEREAS, the two bidders were State Mi-Deal low bid Ford Motor Company and State Mi-Deal dealer Gorno Ford Woodhaven Ford;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the purchase of the Ford F-150 4X4 Crew Cab for $34,016.00 from State Mi-Deal dealer Gorno Ford Woodhaven Ford.

OFFERED BY: Council Member Robb
SUPPORTED BY: Mayor Pro-Tem Richardson

Fire Chief Ichesco commented that the current vehicle has exceeded its life and did not pass the MDOT inspection.

Council Member Robb asked what happened to the F-150 truck.

Fire Chief Ichesco commented the F-150 truck is still being used for driving back and forth and for maintenance related issues.

Council Member Robb commented he does not see the need for an extra vehicle at this time.

Mayor Schreiber asked would the new vehicle be used for medical runs.

Fire Chief Ichesco answered yes the vehicle would be used for medical runs.

Council Member Bodary asked for an overview of all fire vehicles.

Fire Chief Ichesco provided him with an overview.

Council Member Murdock asked about the alternate fuel policy and if Fire Chief Ichesco had considered that policy.

Fire Chief Ichesco commented the state priced out the specific specs on the vehicle, however, he said he could look into alternate fuel vehicles.

Council Member Murdock asked if the purchase will come out of the motor pool.

Mayor Pro-Tem Richardson asked will funds be coming out of the motor pool.

Fire Chief Ichesco answered yes, the funds are coming out of the motor pool.

Mayor Schreiber asked Chief Ichesco how strongly he feels about the purchase.

Fire Chief Ichesco commented that the fire department needs a vehicle.

Council Member Robb commented the police department has 20 vehicles and asked if the fire department can use any of those vehicles.

Interim City Manager McMullan commented she recently contacted the Police Department regarding available vehicles and they indicated they had none.

On a roll call vote, the vote to approve Resolution 2012-064 was as follows:

VOTE:

Council Member Jefferson	Yes	Council Member Vogt	Yes
Council Member Murdock	Yes	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes	Council Member Bodary	Yes
Council Member Robb	No		

Yes: 6 No: 1 (Robb) Absent: 0 Vote: Carried

2. ~~Resolution No. 2012-065 approving appointments to Boards and Commissions.~~ ***(Removed)***

3. Resolution No. 2012-066 approving an ordinance to add Subsection 9 of Section 2-298 to the Ypsilanti Code of Ordinances: Construction Unity Board (CUB) **(Ordinance NO. 1172.)** ***(Second Reading)***

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the proposed Ordinance entitled "CONSTRUCTION UNITY BOARD" (CUB), Adding Subsection 9 of Section 2-298 to the Ypsilanti Code of Ordinances be adopted on Second Reading.

CITY OF YPSILANTI
Ordinance No. 1172

An ordinance to add Subsection 9 of Section 2-298 of the Ypsilanti City Code to add Construction Unity Board Requirements to the Ypsilanti City Code.

1. THE CITY OF YPSILANTI ORDAINS That Section 2-298, Subparagraph 9, of the Ypsilanti City Code is hereby added and adopted:

9. Any bid for new construction or renovation work for city improvement projects shall contain a requirement that the winning bidder agree to sign a construction unity board ("CUB") memorandum of understanding as a

condition of receiving the contract Accordingly, any RFP for this type of contract shall include the requirement that the winning bidder sign a CUB agreement.

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. **Except as herein or previously amended, shall remain in full 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.**

OFFERED BY: Council Member Murdock
SUPPORTED BY: Council Member Jefferson

On a roll call vote, the vote to approve Resolution 2012-066 was as follows:

VOTE:

Council Member Murdock	Yes	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes	Council Member Bodary	Yes

Council Member Robb	Yes	Council Member Jefferson	Yes
Council Member Vogt	Yes		

Yes: 7 No: 0 Absent: 0 Vote: Carried

XIV. LIASON REPORTS -

A. SEMCOG Update – Mayor Pro-Tem Richardson commented about the election of officers at the SEMCOG meeting.

B. Washtenaw Area Transportation Study- Council Member Murdock commented that the WATTS office will be moving from Zeeb Road to Fourth Avenue.

C. Washtenaw Metro Alliance- Council Member Robb commented nothing to report.

D. Urban Counties- Mayor Schreiber announced public hearing on March 28th @ the LLRC on Hogback at 1:00 p.m.

E. Freight House- Council Member Murdock had nothing to report.

XV. COUNCIL PROPOSED BUSINESS –

Council Member Robb commented about an Ordinance to take the multiplier for the two Chiefs to 2%.

Council Member Bodary commented that he is in support of reconsidering taking the multiplier down to 2%.

Mayor Schreiber commented if he has support he can bring the Ordinance before council.

Council Member Murdock commented the city only has two Chief's and one is in the DROP program.

Mayor Pro-Tem Richardson asked when the Ordinance would go into effect.

Interim City Manager McMullan answered 30 days after publication of the adopted ordinance.

Council Member Robb suggested the ordinance could become effective immediately.

XVI. COMMUNICATIONS FROM THE MAYOR –

None

XVII. COMMUNICATIONS FROM THE CITY MANAGER –

Interim City Manager McMullan gave an update about the website.

Ms. McMullan commented about OnBase going live soon.

Ms. McMullan reported the link to CBRE has been fixed.

Ms. McMullan commented about staff meeting with CBRE and keeping in contact on a regular basis about leads on the Water Street property.

XVIII. AUDIENCE PARTICIPATION –

None.

XIX. REMARKS FROM THE MAYOR –

None.

XX. REPORTS SUBMITTED-

1. Ypsilanti Housing Commission updated Sustainability Report.

2. Ypsilanti Community Utilities Authority (YCUA) Comprehensive Annual Financial Report.

XXI. ADJOURNMENT –

Resolution No. 2012-067 adjourning the City Council meeting.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: Council Member Jefferson
SUPPORTED BY: Council Member Vogt

On a voice vote, the vote to approve Resolution 2012-067 adjourning the City Council Meeting carried unanimously.

The meeting was adjourned at 7:56 p.m.

CITY OF YPSILANTI
SPECIAL COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS
ONE SOUTH HURON STREET, YPSILANTI, MI 48197
TUESDAY, APRIL 10, 2012
6:00 P.M.

I. CALL TO ORDER –

The meeting was called to order at 6:05 p.m.

II. ROLL CALL -

Council Member Bodary	Present	Council Member Robb	Present
Council Member Jefferson	Present	Council Member Vogt	Present
Council Member Murdock	Absent (6:10 p.m.)	Mayor Schreiber	Present
Mayor Pro-Tem Richardson	Absent (6:10 p.m.)		

Moved by Council Member Bodary, supported by Council Member Jefferson to excuse the absence.

III. INVOCATION –

The Mayor asked all to stand for a moment of silence.

IV. PLEDGE OF ALLEGIANCE -

"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. INTRODUCTIONS -

Mayor Schreiber introduced Joyce Parker, MML Search Facilitator, Director of Administrative Services David Kowal, and Director of Fiscal Services, Marilou Uy.

VI. AUDIENCE PARTICIPATION -

Mayor Schreiber read the rules for audience participation.

Leonardo Christian commented about his support for Interim City Manager Frances McMullan as permanent City Manager.

He said that city council should not waste money with a doing a city manager search, because they have a person that is in the interim capacity and Ms. McMullan should get the job.

REMARKS BY THE MAYOR -

Mayor Schreiber commented that the City Charter says that the Clerk should assume the duties of City Manager in an emergency situation. City Council will do a City Manager search and pick the best from the qualified candidates.

The agenda was amended to include Resolution No. 2012-06, a resolution supporting the SAFER Grant.

Mayor Schreiber commented that Fire Chief Jon Ichesco was present if there were any questions from council about the SAFER Grant.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, on behalf of the Ypsilanti Fire Department, the City applied for a grant under the Department of Homeland Security's Staffing for Adequate Fire and Emergency Response (SAFER) Grant program, and

WHEREAS, the SAFER grant requires no match in funds, and is designed to help fire departments increase their cadre of frontline firefighters by funding 100 percent of the salaries and benefits of newly hired firefighters (exclusive of overtime), and

WHEREAS, the pending City of Ypsilanti SAFER Grant request is $1,300,000 over two years and is expected to be awarded between July 1,- September 30, 2012, and

WHEREAS, grants awarded under the Hiring of Firefighters Category require grantees to maintain their staffing levels and incur no lay-offs during the period of performance of the grant.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council understands the long-term obligations and commitment, and if awarded, all parties involved will be committed to fulfilling the staffing level requirements upon acceptance of the award.

OFFERED BY: Council Member Jefferson
SUPPORTED BY: Council Member Vogt

Chief Ichesco commented that the SAFER grant is for a period of two years and requires a letter of support from the governing body.

Mayor Schreiber questioned if by including the letter, does that mean the city is obligated to accept the grant.

Chief Ichesco commented this does not mean the city has to accept the grant.

Mayor Schreiber asked when the city would know if we will receive the grant.

Chief Ichesco commented between July 1 –September 30, 2012.

Mayor Schreiber said no lay off's from the Fire Department in a two year period is part of the obligations of the grant.

Chief Ichesco agreed that no lay off's can take place while receiving funds under the SAFER grant.

Council Member Robb asked about the staffing of the 18 firefighters.

Chief Ichesco answered staff will be six on three shifts for a total of 18.

On a roll call vote, the vote to approve Resolution 2012-068 was as follows:

VOTE:

Council Member Bodary	Yes	Council Member Robb	Yes
Council Member Jefferson	Yes	Council Member Vogt	Yes
Council Member Murdock	Yes	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes		

Yes: 7 No: 0 Absent: 0 Vote: Carried

VII. CITY MANAGER SEARCH - Joyce Parker, MML Search Facilitator

1. Report and Recommendation from Michigan Municipal League Facilitator regarding the City Manager Search.

Council Member Bodary asked Ms. Parker to explain the process that was done to complete the candidate search.

Joyce Parker, MML Search Facilitator, gave an overview of the processes she used to narrow the search to five candidates.

Administrative Services Director David Kowal commented on the processes that the city uses when hiring.

Mayor Schreiber asked about the process for background checks.

Mr. Kowal said an extensive background check is done on city employees.

Mayor Pro-Tem Richardson suggested that an extensive background check be done once the candidates are narrowed down to one or two.

Council Member Jefferson asked if the MML conducts background checks.

Ms. Parker answered not as extensive as the city.

Mayor Schreiber asked about confidentiality for the candidates.

Ms. Parker commented that once interviews are conducted confidentiality is gone.

Mr. Kowal commented about a PXT test the city administers to applicants.

Council Member Robb questioned what data does the PXT test provide.

Mayor Schreiber asked Ms. Parker for her recommendations for interviewing candidates.

Ms. Parker recommended Council interview finalists and then narrow down to the final two.

Ms. Parker asked if council wanted to look at any other candidates on the list.

Council Member Vogt commented about the five suggested for interviewing.

Mayor Pro-Tem Richardson agreed with the five candidates.

Council Member Jefferson agreed with the five candidates.

Council Member Robb commented about candidate #17 not meeting the qualifications on economic development.

Council Member Jefferson commented that Ms. Parker is privy to information that council didn't have and she choose candidate #17 with that privileged information.

Mayor Pro-Tem Richardson suggested adding an additional candidate.

Council Member Robb commented why even have a process and pick qualifications if council is not going to follow what had been set forth.

Mayor Schreiber suggested we keep candidate #17 and add an additional candidate, candidate #30.

Council Member Bodary commented finance and budgets are big and complicated processes and are important. He said he would have liked if candidate #17 had a yes in the box for economic development. Additionally he said that does not mean he wants to eliminate candidate #17 because maybe Ms. Parker saw something in that person that is worth city council interviewing them.

Council Member Robb commented that city council is letting Ms. Parker make decisions for us.

Mayor Pro-Tem Richardson commented that Ms. Parker has been paid to do a job and city council is relying on her expertise, so council should respect the decisions that she has made.

Council Member Murdock commented council should select four candidates.

Council Member Vogt commented that maybe candidate #17 is not as experienced in economic development but maybe is on the cusp of getting that experience and could end up being a great leader.

Mayor Pro-Tem Richardson moved, supported by Council Member Vogt, to accept the five candidates from the MML facilitator and add an additional candidate, candidate #30.

On a roll call vote, the vote to approve the five candidates and add an additional candidate was as follows:

VOTE:

Council Member Jefferson	Yes	Council Member Vogt	Yes
Council Member Murdock	No	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes	Council Member Bodary	Yes
Council Member Robb No			

Yes: 5 No: 2 (Murdock, Robb) Absent: 0 Vote: Carried

Ms. Parker commented about interviews and offering a stipend.

Mayor Schreiber commented about candidate #12 and the distance it would take to get to Michigan.

Council Member Robb commented we offer nothing for a stipend.

Ms. Parker asked for dates all council members are available for interviews.

Council Member Murdock suggested picking three candidates and then city council would only do one interview.

Council Member Robb commented #12 and #20 made all list. He said city council should just interview those two because they answered yes to all questions.

Mayor Pro-Tem Richardson moved, supported by Council Member Vogt to hold interviews for the City Manager position on the 26th and 27th of April from 6-9 p.m.

On a voice vote, the motion carried unanimously.

Mayor Schreiber asked about the interview questions and how would the process work.

Ms. Parker answered that city council would provide her with questions for the interviewing process and that each candidate should be asked the same questions.

Mayor Schreiber commented about other candidates listening to interviews.

Ms. Parker commented she would specify to each candidate the time they should report for their interview. She said if they come at an earlier time they would be directed to wait in a room.

Council thanked Ms. Parker for her work.

VIII. <u>REMARKS BY THE MAYOR</u> -

None.

IX. <u>ADJOURNMENT</u> –

Council Member Jefferson moved, supported by Council Member Vogt to adjourn the meeting.

The meeting was adjourned at 7:33 p.m.

REQUEST FOR LEGISLATION

DATE: March 29, 2012

FROM: John M. Barr, City Attorney

SUBJECT: Wireless connections

SUMMARY/BACKGROUND

In the year 2000, the City of Ypsilanti was approached by MetriCom, Inc., a Delaware corporation, with a request to place wireless digital data communication radio network transceivers in the City right-of-way by hanging them on existing light poles. After negotiation, the City agreed to the request and a right-of-way permit was prepared.

MetriCom installed some radios within the City and then went out of business. Apparently, the radios are still installed.

Wireless Ypsilanti has now requested being allowed to replace one or more of the MetriCom "ricochet" devices with their own radios. I understand that Wireless Ypsilanti provides a free service for persons within the Ypsilanti area.

Michigan law gives the City the power to control the right-of-ways of the City, including this type of installation of wireless devices.

I have prepared a draft right-of-way agreement and recommend that it be approved by City Council.

ATTACHMENTS: Right-of-Way Agreement and resolution approving

RECOMMENDED ACTION: Adoption of the resolution approving.

DATE RECEIVED:________________ AGENDA ITEM NO.

CITY MANAGER COMMENTS:

FOR AGENDA OF:_____________ FINANCE DIR. APPROVAL

COUNCIL ACTION TAKEN:

CITY OF YPSILANTI / HDL.COM LLC

Right-of-Way Permit Agreement

This Agreement is made this ______ day of __________________, 2012, between THE CITY OF YPSILANTI, a Michigan home-rule municipal corporation of One South Huron Street, Ypsilanti, MI 48197, hereinafter referred to as "CITY," and HDL.COM LLC, a _________________, of ____________________, Ypsilanti MI 48197, referred to as "HDL.COM LLC," agree as follows:

RECITALS:

HDL.com LLC desires to utilize city streets and highways by installing radio devices on street light poles within the City.

The radios will allow free wireless service throughout the City and also be used for fee wireless enhanced service.

The CITY is agreeable with providing access on the terms of this Right-of-way Permit agreement.

AGREEMENT:

1. The parties agree that HDL.COM LLC shall have permission to install radios throughout the City, replacing the defunct Metricom radios.

2. The radios shall be placed on City-owned street light poles within the City right-of-way.

3. Definitions:

a. "Right-of-way" means the space in, upon, above, along, across, and over the public streets, roads, highways, lanes, courts, ways, alleys, boulevards, sidewalks, bicycle lanes, and places, including all public utility easements and public service easements under the jurisdiction of the City.

b. "Radio" means the radio equipment, whether referred to singly or collectively, to be installed and operated by HDL.COM LLC pursuant to this Agreement.

c. "Services" means the mobile digital communications services provided through the Network by HDL.COM LLC.

d. "Subscriber" means any person or entity which legally receives Services.

4. Term. This agreement shall be effective beginning on the date of signing and for a term of ten (10) years, unless earlier terminated.

5. The City authorizes and permits HDL.COM LLC to enter upon the Public Right-of-Way and to locate, place, attach, install, operate, maintain, remove, reattach, reinstall, relocate, and replace Radios in or on municipal facilities owned by the City for the purposes of operating the network and providing services.

6. All fees, costs, and expenses of installing and operating the radios shall be borne by HDL.COM LLC.

7. HDL.COM LLC shall not interfere in any manner with any other City property.

8. HDL.COM LLC shall comply with all applicable laws, including state, federal and local laws and the rules promulgated by the Federal Communications Commission.

9. HDL.COM LLC shall apply for and obtain proper permits and pay the necessary fees for any work.

10. Compensation. CITY will be responsible for the cost of electricity used by the radios as installed pursuant to this Agreement.

11. HDL.COM LLC shall not pay any fees to the CITY for the privilege of attaching radios as described above because of the free service offered. However, in the event that HDL.COM LLC does receive revenue from the wireless system, HDL.COM LLC shall pay CITY the sum of five percent (5%) of the total gross revenues received.

12. Option to Renew. HDL.COM LLC shall have the option to renew this Agreement with similar terms for another period of 10 years, provided that HDL.COM LLC has complied with all the terms of this Agreement and is not in default to CITY.

13. Late Fees. Any payment due the CITY which is not paid by January 1st of any year shall be considered in default and an additional five percent (5%) late fee shall accrue to the payment.

14. Free Service to CITY. As additional consideration for this Agreement, HDL.COM LLC shall provide to CITY, upon request, not less than ten fast wireless connections.

15. Relocation of Radios. In the event it becomes necessary, CITY may request and HDL.COM LLC shall comply with the request to move any of the radios for any reason.

16. Expiration. Upon expiration and termination of this Agreement, HDL.COM LLC shall promptly, safely, and carefully remove all the radios at HDL.COM LLC's sole cost and expense.

17. Installation Standards. All installations standards shall meet all Ypsilanti city codes, state codes, and federal communication rules.

18. Waiver. HDL.COM LLC waives any and all claims, demands, causes of action, and rights that may assert against CITY, including its council members, officers, employees, agents, departments, boards, committees, commissions, and attorneys on account of any loss, damage or injury to any radio, or any loss or degradation of the services as a result of any event, unless such loss results in the gross negligence or willful conduct of CITY.

19. Indemnity and Hold Harmless. HDL.COM LLC shall indemnify and hold CITY harmless from any and all claims, suits, demands or occurrences resulting in any way from the radios and use of city streets and property by HDL.COM LLC.

20. Insurance. During the term of this Agreement HDL.COM LLC shall maintain or cause to be maintained, in full force and effect at its sole cost and expense, Worker's Compensation Insurance and Commercial General Liability Insurance of not less than $1 Million, and automobile liability insurance of not than $1 Million.

21. Maps. HDL.COM LLC shall provide CITY with a set of complete plans and maps for all radios installed, which shall be maintained by the Ypsilanti Building Department and the Ypsilanti City Clerk.

22. Inspections. CITY has the right to inspect the facilities at any time without notice.

23. Notices shall be given to the parties at the address set forth above.

24. Assignment. This Agreement shall not be assigned by either party.

25. This Agreement shall be governed and construed in accordance with the laws of the state of Michigan and all jurisdiction and venue shall exclusively reside in the state court in the County of Washtenaw or the federal courts in the eastern district of Michigan.

IN WITNESS WHEREOF, the undersigned have set their hands this _____ day of ________________, 2012.

In the presence of:	HDL.COM LLC
___________________________	BY: _______________________________ CONTRACTOR
___________________________	Its ____________________
	THE CITY OF YPSILANTI

____________________________ BY: ______________________________________
Paul Schreiber, Mayor

____________________________ BY: ______________________________________
Frances McMullan, City Clerk

APPROVED AS TO FORM:

____
John M. Barr, P-10475
Ypsilanti City Attorney

Resolution No. 2012 - 070
April 17, 2012

WHEREAS in 2000 the City negotiated with MetriCom, Inc., a Delaware corporation, to place wireless digital data communication radio network transceivers in the City right-of way by hanging them on existing light poles; and

WHEREAS MetriCom installed some radios within the City and then went out of business; and

WHEREAS those radios are apparently still installed; and

WHEREAS Wireless Ypsilanti has requested it be allowed to replace one or more of the MetriCom "ricochet" devices with their own radios, providing a free service for persons within the Ypsilanti area; and

WHEREAS Michigan law gives the City the power to control the right-of-ways of the City, including this type of installation of wireless devices;

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that the proposed Right-of-way Agreement with WirelessYpsi is approved, and the Mayor and City Clerk are authorized to executed such agreement, subject to the approval of the City Attorney.

OFFERED BY: ____

SUPPORTED BY: ____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
April 17, 2012

From: Planning and Development Department

Subject: Washtenaw County Parks and Recreation Center Committee

Background
As you recall from the March 20, 2012 Council Water Street work session, Washtenaw County Parks and Recreation Commission is creating a series of committees to work out the details for the proposed Recreation Center Facility.

At the March 20 regular council meeting, Councilmember Pete Murdoch volunteered for the steering committee, and Mayor Paul Schreiber offered to serve on the fundraising committee.

Additionally there are seats for Planning Commissioners, Recreation Commissioner and Non-Motorized Transportation Committee member, and existing appointed commissioners have volunteered and been recommended to serve on these additional committees. The names of the committees and the volunteers are on the attached resolution.

Committees meetings are set to begin in the next few weeks, so your prompt attention to this matter is appreciated.

RECCOMMENDED ACTION: Approval

ATTACHMENTS:

- Water Street Recreation Center committee seat approvals

Please contact Teresa Gillotti with any questions you may have.

CITY MANAGER APPROVAL: ______________________ COUNCIL AGENDA DATE: __________

CITY MANAGER COMMENTS: ______________________

FISCAL SERVICES DIRECTOR APPROVAL: ______________________

Resolution No. 2012- 071
April 17, 2012

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following individuals be appointed to the Boards and Commissions as indicated below:

NAME	**BOARD**	**TERM TO EXPIRE**
Pete Murdock 504 N. River Ypsilanti, MI 48197	Steering (Water St. Recreation Center Committee)	
Paul Schreiber 922 Pleasant Ypsilanti, MI 48197	Partnership & Funding (Water St. Recreation Center Committee)	
Kelly Weger 110 N. Hamilton Ypsilanti, MI 48197	Architecture & Site Planning (Water St. Recreation Center Committee)	
D'Real Graham 106 S. Grove, Apt #7 Ypsilanti, MI 48197	Architecture & Site Planning (Water St. Recreation Center Committee)	
Bob Krzewinski 706 Dwight Ypsilanti, MI 48198	Greenway/ Border to Border (Water St. Recreation Center Committee)	
Cheryl Zuellig 702 Collegewood Ypsilanti, MI 48197	Infrastructure & Environment (Water St. Recreation Center Committee)	

OFFERED BY: ____

SUPPORTED BY: ____

YES: NO: ABSENT: VOTE:

STATEMENT OF GOALS FOR CHERYL ZUELLING

In my next term as Planning Commissioner I would like to:

- Effectively administer the city's land use planning policies identified in the zoning code and the future land use plan.
- Participate in committees, as needed, to further land use policy and special projects.
- Be an advocate for sustainability, smart growth and non-motorized transit

Brett Lenart
98 Oakwood Avenue, Ypsilanti, Michigan 48197 [redacted] blenart@comcast.net

EDUCATION

Bachelor of Science in Urban and Regional Planning ***Summa Cum Laude*** **1998**
EASTERN MICHIGAN UNIVERSITY

EXPERIENCE

Economic Development & Energy Project Manager **2010-Present**
WASHTENAW COUNTY, MICHIGAN **ANN ARBOR, MICHIGAN**

- Developed Washtenaw County Energy Efficiency and Conservation Strategy, securing $766K in federal grant funds to advance energy efficiency and sustainability measures in Washtenaw County
- Identified, prioritized, and implemented energy efficiency retrofits for 7 facilities
- Co-developed renewable energy installation on County facility
- Co-developed revolving loan fund to provide renewable financial mechanism for local units of government
- Manage federal grant award through all applicable financial and project reporting, including Recovery Act reporting requirements and other federal procedures, inclusive of buy American and Davis-Bacon Labor Standards
- Management of Brownfield Redevelopment program to support the sustainable redevelopment and reuse of contaminated, functionally obsolete, and blighted property; including:
  - Providing technical assistance to 23 communities as members of County Brownfield Redevelopment Authority
  - Working with communities, state agencies and communities to identify and allocate incentives to support redevelopment projects
  - Certifying over $6 Million in eligible activities
  - Coordinated over $750K in direct grant and other environmental services for Washtenaw County communities through membership in Downriver Area Brownfields Consortium
  - Facilitation of projects representing $31 million new investment, 2,000 jobs retained, and an estimated 300 jobs created

Planning Supervisor **2006-2010**
WASHTENAW COUNTY, MICHIGAN **ANN ARBOR, MICHIGAN**

- Supervision of four union professional planners conducting a variety of land use related tasks; Emphasis on advancing regional planning approaches in a variety of forums
- Established a four-community joint planning commission
- Partnered and oversaw three regional planning grant awards throughout County
- Co-developed annual educational workshops for land use boards and commissions throughout County
- Directed development of new land use tools including build-out analysis, updated land use inventory, and a variety of geographic data layers
- Support to a variety of boards and commissions
- Led County-organization wide task force on regional collaboration and effective relationships with local communities
- Provided staff support and land use planning expertise to four of the five regional planning groups in Washtenaw County
- Represented County on various transportation-oriented groups
- Partnered with local units to update community master plans
- Assisted local units with new ordinance development
- Departmental administrative experience includes budgeting, accounts payable processing, hiring, performance evaluations, and regular workplan review of employees and department

Principal Planner **2006**
WASHTENAW COUNTY, MICHIGAN **ANN ARBOR, MICHIGAN**

- Responsible for implementation initiatives of the County comprehensive plan portions
- Membership and participation in various steering committees including transportation technical

committees and other project steering committees
- Provide technical assistance to local units of government through provision of information, economic development assistance, and master plan review
- Responsible for several transportation planning initiatives

Redevelopment Coordinator **2000-2006**
CITY OF YPSILANTI, MICHIGAN **YPSILANTI, MICHIGAN**

- Responsible for activities related to economic development in the City of Ypsilanti
- Administer a variety of activities related to Water Street Redevelopment Project (a City-initiated redevelopment project)
- Staff the City's Economic Development Corporation and Brownfield Redevelopment Authority
- Administration of Environmental Protection Agency Brownfield PILOT Demonstration Agreement
- Project manager for approximately $2 million of demolition and environmental remediation contracts
- Extensive budgeting and financial management activities
- Coordinate variety of real estate transactions on behalf of City including purchase or property utilizing eminent domain procedures
- Extensive consultant management experience
- Experience in administration of State of Michigan Brownfield Redevelopment incentives (e.g. Clean Michigan Initiative grant application and administration, Brownfield Plan and Act 381 Work Plan approval, tax increment financing projection)
- Extensive experience with elected council in presenting project updates, recommendations, and framing complex public policy decisions
- Supervise and develop work plans for interns and entry level planner position

Associate City Planner **1997-2000**
CITY OF YPSILANTI, MICHIGAN **YPSILANTI, MICHIGAN**

- Managed City's low-income housing rehabilitation program, including funding application/award, program design and implementation, and management of all aspects from applicant consultations to program reporting/closeout
- Experience with CDBG and HOME funds primarily for owner-occupied and rental unit moderate rehabilitation
- Responsible for implementation of Historic District Ordinance including selection and oversight of historic district interns
- Manage Depot Town Downtown Development Authority
    - Coordinated amendment and extension of the Tax Increment Financing and Development Plan
    - Coordinated the sale of bonds for streetlight improvements and construction of new public parking lot
    - Managed construction of improvements
- Project manager for Riverside Park West Link Project, the construction of a new pedestrian plaza/walkway
- Responsible for implementation of City Commercial Facade Improvement Grant Program
- Support Towner House Maintenance Committee and secured 501 (c) (3) status for organization
- City representative to Gateway Community and Economic Development Corporation
- City 2000 Census Coordinator
- Extensive experience reviewing building permit applications for zoning compliance

ORGANIZATIONS

- American Planning Association
    - ♦ Member, American Institute of Certified Planners
    - ♦ Chair, Government Relations Committee, Michigan Chapter
    - ♦ Former Member, Information Resources Committee, Michigan Chapter
- ♦ City of Ypsilanti Planning Commission Member
- ♦ Former Director, Ypsilanti Heritage Foundation

References available upon request

STATEMENT OF GOALS BRETT LENART

Mr. Mayor-

I am interested in serving on the Economic Development Corporation and Brownfield Redevelopment Authority in the City of Ypsilanti. Through my professional history, I have had significant involvement with this board and it's work. Specifically, I was staff at the City and coordinated the legislative process to approve the Peninsula Place Brownfield Plan.

More recently, through professional work at the County level, I have coordinated the approval of 8 Brownfield Plans, the certification of nearly $9 million in eligible brownfield activities, and general program management for a program that provides services to 23 member jurisdictions in Washtenaw County.

My goal for involvement with the board would be to contribute to an evaluation of it's need, and corresponding allocation of resources in the long term, while supporting community goals in the interim.

If you have any questions regarding this request, please don't hesitate to contact me. I've attached a resume for your review of my credentials.

Resolution No. 2012 -072
April 17, 2012

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: ____

SUPPORTED BY: ______________________________________

YES: NO: ABSENT: VOTE:

TO: City of Ypsilanti Mayor and City Council
YHC Board of Commission

FROM: Walter Norris, Jr. Executive Director
Ypsilanti Housing Commission

RE: YHC Sustainability Plan Update

DATE April 11, 2012

Below is the final biweekly update of the YHC Sustainability Plan. On Thursday March 15, 2012 at its regular monthly meeting, the YHC Commissioners passed resolution 12-12 completion of the 2009 Sustainability plan. The agreement passed by the board on November 1, 2011 and was submitted to the Detroit HUD office as requested by Shawn Sweet (Public Housing Recovery Team). The Team Leader for execution, the Executive Director and staff, then submitted the final completed plan and backed up the documentation on April 4, 2012 to HUD Detroit.

Programmatic Governance and Execution

1. **The Board of Commissioners does not provide required governance over the Ypsilanti Housing Commission's ("YHC") programs, finances, and the Executive Director**

   A. *YHC BOC met and evaluated the ED, on January 13,2012*

   B. *Each BOC member was issued/reissued a copy of the YHC Procurement Policy on 10-28-2011.*

   C. *The procurement policy was updated reviewed and approval by the BOC at their December 12-15-2011 meeting.*

   D. *The BOC voted to review on quarterly basics all major contracts and 10% of all contracts issued, procurement awards etc. to assure that YHC is in compliance with the board's adopted procurement policy.*

   E. *The YHC requested that the Board and the City council receive a biweekly report effective January 18 until the plan is completed and accepted by HUD Council and board received a update report on January 18*

   F. *YHC has submitted bi weekly report to the City Council ,YHC BOC and HUD January 26, &,Feb 2,2012 Feb 15,2012*

   G. *YHC Board of Commissioners Met with HUD Detroit and HUD Troubled Housing Recovery Team Leader on Feb21,2012 to review sustainability plan and other housing program areas*

   H. *Yhc Board of commission meet with HUD Recovery team and HUD Detroit on March 20th for Board training on Board governance .*

   I. *YHC Board Pass a reloustion to submit Completed Substaina bily plan to HUD March 2012*

2. **YHC is often non-responsive to the Department's request for information and the ED is often unreachable by HC or HUD staff**

A. ED, will provide appropriate responses within the requested time frames all HUD communication i.e. e-mail, letters, telephone messages with copies sent to the BOC.

B. The ED will be present in the YHC offices per the designated schedule prescribed in the YHC Personnel Policy unless out of office for meeting or other office related business, vacation, sick leave or emergencies all of which will be communicated to the BOC President or other designated person by the BOC

C. The ED has addressed concerns and communication from HUD , Council and the BOC during the last several weeks including the:

- Payment to the city for 2011 PILOT
- Revised its CFP 2011 Annual statement/Performance and Evaluation
- Updated and posted BOC minutes and Revision Parkview LLC minutes to the agency website
- Completed and corrected NRA Voucher Management System for September 2011-December 2012
- Submitted YHC Public Housing Monthly Vacancy Report

3. **The Executive Director ("ED") does not currently provide adequate oversight of the administration of YHC's programs**

A. YHC BOC reviewed and discussed with the ED and ADM staff the Sustainability Plan at the Board retreat August 30 & 31 and at the September 29th BOC meeting

B. YHC Commissioners, Executive Director and staff are reviewing the organizational Chart and Job Descriptions.

C. YHC Commissioners, approval the revised Job Description at January 26th Board Meeting

D. organizational Chart will be revised and approval by Board of Commission at its February board meeting

E. Board Approval YHC revised organizational Chart. at the February 23,2012 Board meeting

4. **YHC lacks a training plan, yet has paid for some employee education**

A. The Board has been provide a Training plan for each department

B. A training plan, for the appropriate and affected Staff in the area of UPCS, SEMAP, PHAS, Housing Choice Voucher and Executive staff, Executive Director Education has been developed

C. YHC will reimburse tuition and training for YHC employees will follow existing policy

D. Board members to be offer board training to be provide by NCRC NAHRO in Peoria, IL April 25-27

E. Board member schedule to Commissioner Training June 11-16 in Cleveland, Ohio Hosted by HUD and the Department of Agriculture.

F. YHC board has requested a review of all traing for commissioner,Executive director and Staff for review from 2011-2012

Finance

1. **The Ypsilanti Housing Commission ("YHC") does not have quality fee accountancy or independent audit services as evidenced by, in part, low Financial Indicator ("FASS") scores, the amount of initial costs questioned by the Department, inter-fund transfers, etc.**

A. RFP for Fee Accountant and Auditor Service issued December 29, 2011. Proposals due 1/19/2012 and Contract to be awarded 1/27/2011. Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and an added addendum for response to questions. Award date has also been moved until February Board meeting or a requested call meeting

B. YHC has received and is reviewing the RFP's for Audit service and Fee accountant. The Director will make recommendation to the Board at YHC March board meeting

C. YHC has received all RFP's for Legal and will be reviewing. The Director will make a recommendation to the Board at the March Board meeting.

D. YHC Board Approved the selection of legal counsel for Tenant Landlord Issues. Roberts and Freatman from Ypsilanti Michigan and for General Council Nacht and associates from Ann Arbor Michigan.

E. Contract was issued to the Selected Legal firms for review and execution

F.YHC executive staff is reviewing the RFP for tax creit Legal to be award at Yhc April board meeting

2. **Financial Reporting to the Board is often not adequate to enable Board to make decisions.**

A. YHC fee accountant has developed monthly accounting reports for the BOC that are clear and understandable and in compliance with the financial policies of the BOCs.

B. These include monthly actual to budget comparisons Chart.

C. The YHC staff at the direction of the YHC BOC and in compliance with HUD regulation issued a RFP for Fee Account and Independent Audit Services.

3. **YHC is using/has used LRPH funds to support its non-LRPH mixed finance project.**

A. *Separate Checking Account has been established to ensure funds are properly separated and expended only for eligible approved budgeted expenses.*

B. *YHC has reimbursed all questioned and costs to its low rent program from its Development Fee Account.*

C. *This Development Fee Account is funded with nonfederal funds and therefore the reimbursement is from nonfederal funds.*

D. *In compliance with the HUD review team recommendation, a Cost Allocation plan I will be reviewed by the BOC*

E. *Plan has been established and provides for allocations from the Development Fee Account to the YHC general fund account for YHC staff time provided to its non-public housing property, Hamilton Crossing.*

F. *The Plan will reflect a percentages allocation to staff salaries and other overhead and soft cost to YHC*

G. *YHC Board to approval an allocation plan at February 2012 board meeting. Board of Commissioners tabled the presented allocation plan until their March meeting.*

H. *YHC Board will review and approval and allocation plan their March 2012 Board meeting*

I. *YHC Board approve a Allocation Plan for use or development fees with the request Executive Staff bring back to the board at it April 2012 Board meeting a request of approval for cost factor.*

4. There is approximately $20,114 in questioned costs identified during the initial site visit.

A. The YHC has in its files/possession documentation supporting the resolution of all questioned costs, i.e. receipts etc. and as of 8-2-2011 HUD reviewed the documents

B. YHC has, effective 10-26-2011, repaid in-eligible costs to its low rent housing program from its Development Fee account for any expenditure questioned as in-eligible.

5. The Operating Budget and process needs to be improved to include all pertinent activities, cost efficiencies, etc.

A. *Internal controls are inadequate.*

The BOC will assure that, all internal controls and fiscal control policies will be reviewed and revised as needed.

B. *The recommended improvements will provide for proper controls for vendor payment documentation, quality controls, personnel and other contract administration as well as any other areas identified as in need of greater control.*

6. YHC would benefit from identification and institution of cost efficiencies. A recent review by a HUD contractor confirmed the PHARS Team's conclusion that YHC lacks sufficient controls in spending; has excessively high administrative salaries; lacks clear distinction between the role of the contracted Fee Accountant and the role of the salaried Accounting Assistant; maintenance and administrative expenses are over-budget; tenant accounts receivables are higher than permitted by HUD.

A. *Proposals due date have been moved to Tuesday January 25, 2012 Due to lack of response and added addendum for responses to questions. Award Date has also been moved until February Board meeting or a requested call meeting*

B. *YHC is using utilize the recently established budgeting format and built in accessibility to current financial information to control expenditures regarding maintenance and other management related cost and expenditures; assuring that expenditures are within approved budgets.*

C. *This process will be perused with the fee accountant procured as recommended by the HUD review team in Item "8" above.*

D. *Expenditures will be reviewed within YHC policy before expenditure to assure that they are within budget, authorized. In response to the relative cost of the YHC Administrative salaries the YHC as referenced in item "12" above will apply cost adjustments allocating funds from the non-federal project Hamilton Crossing to the YHC with the net effect of lowering the salary cost for YHC.*

E. *The ED will analyze the job descriptions for the fee account and the YHC Accounting Assistant and present recommendations for the BOC's consideration at the 1-27-2012 meeting. (completed)*

F. *Further, the ED will work with the, to be newly procured, fee accountant to maintain clear roles and responsibilities between salaried and contracted fee accountant role: the clarifications will be incorporated into the new fee accountant's contract.*

G. *YHC ED reviewed the f YHC high tenant account receivables (TAR) the ED presented to the YHC BOC a resolution to write off uncollected receivables at the 11-01-2011 BOC Commission meeting.*

H. *YHC is reviewing the RFP'S for Audit and Fee accountant and will award the contract at the close of the FYE 2012 in order to complete fiscal year close out.*

Programmatic Governance and Execution

1. **YHC has a large percentage of vacant units (approx. 11%); YHC does not meet HUD standards for unit turnaround time; YHC does not have a plan or policy to make viable units market ready.-Modernization actions and costs must be included in YHC's Agency Plan and routine maintenance costs for unit turnaround must be included in YHC's operating budget.**
   - YHC's unit turnaround time is currently 99 days, 78 days longer than required under HUD regulations. YHC should keep its average unit turnaround time under 21 days

A. *Vacant unit turnaround plan will be created by Property Manager, Maintenance Coordinator and ED by 12/31/2011.*

B. *Vacancy; FYE 6/30/10 we had a 5% vacancy rate or averaged 9 vacant units per month for the year; Vacancy Rate as of*

C. *FYE 6/30/11 we had a 9% vacancy rate or averaged 17 vacant units per month for the year; (this vacancy increase was caused by YHC Public Housing Residents being issued Housing Choice Vouchers or section 8 subsidies, causing their move from Public housing units to Section 8 units); however due to public housing rent up efforts the*

D. *YHC currently has a 2.9% vacancy rate, or an average of 5 vacant unit as of 3/28/2012*

E. *Housing Data System, the YHC Vendor for maintenance of the Public Housing data in the HUD PIC system, will upload of Unit Turnaround/ Lease Batch be done on a monthly basis as opposed to a quarterly basis*

F. *YHC Administrative staff / Administrative Specialist will review Agency Plan and 2012 CFP Budget and will recommend revisions as needed. The YHC Budgets will reflect all current PNA items. Revised Agency Plan and CFP Budget will be presented to YHC BOC at February meeting.*

G. *Met with Residents to discuss and receive input 2012 Agency Plan on March 7, 2012*

2. ***The ARRA and Capital programs have severe deficiencies as evidenced by the lack of documentation and very poor record keeping.***

A. *YHC has provided documentation to clear this finding regarding the use of insurance proceeds and CFP funds in the same units.*

B. *Documentation is available in our offices and has been provided both physically and by email to the HUD review team.*

C. *Records management procedures/system will be set up by the Administrative Specialist with supervision by the ED and presented to the YHC BOC at the March 2012 meeting. The maintenance supplies are also being included in the record management systems.*

D. *Met With Pat Hairston, HUD Detroit and Ms. Shook of PHARS to discuss the AARA and Insurance payment for paradise Manor Issue them Documents on Sole Contract*

3.

4. **There are outstanding HUD review and audit findings**.

A. *The YHC is working to close 2009 and 2010 CAP's*

B. *Agency Plan for FY 2010 has been uploaded and submitted to HUD*

C. *YHC is now working on its 2012 Agency Plan due in late April; meeting with residents are set for first week of March 2012 YHC will review with Resident its 2012 plans with comment from residents*

D. *YHC Submit March 2012 Cap 2010 Cap report to HUD completing the Brefering Package and utilite allowance chart*

AREA: HOUSING CHOICE VOUCHER

1. **The YHC certified to a passing 2009 SEMAP score without benefit of documentation as documented by HUD's on-site SEMAP confirmatory review.**

A. *The YHC has procured the services of a HCV specialist since February 2011 and hired that person on a permanent basis affective 10-24-2011*

B. *. In accord with HUD Troubled Housing Recovery Team this staff person will be monitored by management; HCV utilization reports and trends will be made to the Board on a monthly basis at the BOC board meeting*

2. Deficiencies identified include incorrect market rent calculations and unauthorized expansion of geographic territory outside of the previously HUD-approved area.

A. This individual has been hired and directed to continue and accelerate the correction of all deficiencies included in the 2009 & 2010 CAP Plan.