CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, May 6, 2025 @ 6:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
Launch Meeting - Zoom

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

VI. PRESENTATIONS

A. Washtenaw Avenue (M-17) PEL Study

B. Budget Presentation

VII. ORDINANCES FIRST READING

A. Ordinance No. 1444 - An Ordinance entitled "2025-2026 Tax Levy Ordinance".
Public Hearing Resolution No. 2025-074, close the public hearing.
Resolution No. 2025-073, determination.

B. Ordinance No. 1445 - An Ordinance entitled "An Ordinance to Amend Budget Appropriations by Department and Major Organizational Unit for the Fiscal Years 2024-2025 and 2025-2026".
Public Hearing Resolution No. 2025-076, close the public hearing.
Resolution No. 2025-075, determination.

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-077 Approving the minutes of the meeting of April 15, 2025.

B. Resolution No. 2025-088 Creating an Ad Hoc Citizen Committee to Develop a Request for Qualifications (RFQ) for the Water Street Redevelopment Area.

C. Resolution No. 2025-078 Granting the Special Event Fee Waiver request of Home of New Vision/WRAP for their 2025 Movie Nights at Frog Island Park in the amount of $935.

D. Resolution No. 2025-079 Granting the Special Event Fee Waiver request of Depot Town CDC for their 2025 Thursday Cruise Nights on Cross Street in the amount of $2,285.

E. Resolution No. 2025-080 Reappointing Residents Dieter Otto to the YDDA, with a term ending July 1, 2029, and Amanda Smith to the Planning Commission, with a term ending May 1, 2028.

F. Resolution No. 2025-081 Appointing Non-DDA-Resident Audrey Hall to the Ypsilanti Downtown Development Authority with a term ending July 1, 2029.

G. Resolution No. 2025-081 Appointing Non-Resident Corn Williams to the Ypsilanti Downtown Development Authority with a term ending July 1, 2029.

H. Resolution No. 2025-082 Authorizing the City Manager to submit Solar for Savings, the MI Solar for All Pilot Program Grant application, and for the City to act as Fiduciary in its administration.

I. Resolution No. 2025-083 Authorizing the City Manager to sign the Washtenaw County Brownfield Redevelopment Authority Reimbursement Agreement, subject to review by the City Attorney.

J. Resolution No. 2025-084 Approving the agreement with Washtenaw County for a Subaward of Federal Financial Assistance and authorizing the Mayor and Clerk to sign the agreement on the City's behalf, subject to review by the City Attorney.

K. Resolution No. 2025-085 Awarding the Recreation Park Pathway contract to Hartwell for the bid amount of $46,445.00; also authorizing the Mayor and City Clerk to sign this contract, subject to review by the City Attorney.

L. Resolution No. 2025-086 Awarding the Facility Condition Assessment contract to DLZ for both scopes in the amount of $58,590; also authorizing the Mayor and City Clerk to sign this contract, subject to review by the City Attorney.

M. Resolution No. 2025-087 Supporting Low Mow May.

IX. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

B. Human Relations Commission

C. Parks and Arts Commission

D. Sustainability Commission

E. Historic District Commission

F. Planning Commission

G. Zoning Board of Appeals

X. LIAISON REPORTS

A. SEMCOG Update

B. Washtenaw Area Transportation Study

C. Urban County

D. Ypsilanti Downtown Development Authority

E. Friends of Rutherford Pool

XI. COUNCIL PROPOSED BUSINESS

XII. COMMUNICATIONS FROM THE MAYOR

XIII. COMMUNICATIONS FROM THE CITY MANAGER

XIV. COMMUNICATIONS

XV. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

A. Resolution adjourning the City Council Meeting.

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.

ReImagine Washtenaw Avenue

Corridor Transformation in Washtenaw County

City of Ypsilanti

City Council

May 6, 2025

Nathan Voght, AICP, Washtenaw County

www.washtenawavenue.org

www.facebook.com/reimaginewashtenaw

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

What is ReImagine Washtenaw?

A *multi-jurisdictional*, *cooperative* initiative to TRANSFORM Washtenaw Avenue to a "Complete Street," through land use changes, multi-modal improvements, efficient mass transit, and dense, mixed-use, transit-oriented development.

LAND USE  TRANSPORTATION

What is ReImagine Washtenaw?

Washtenaw County Michigan 1826

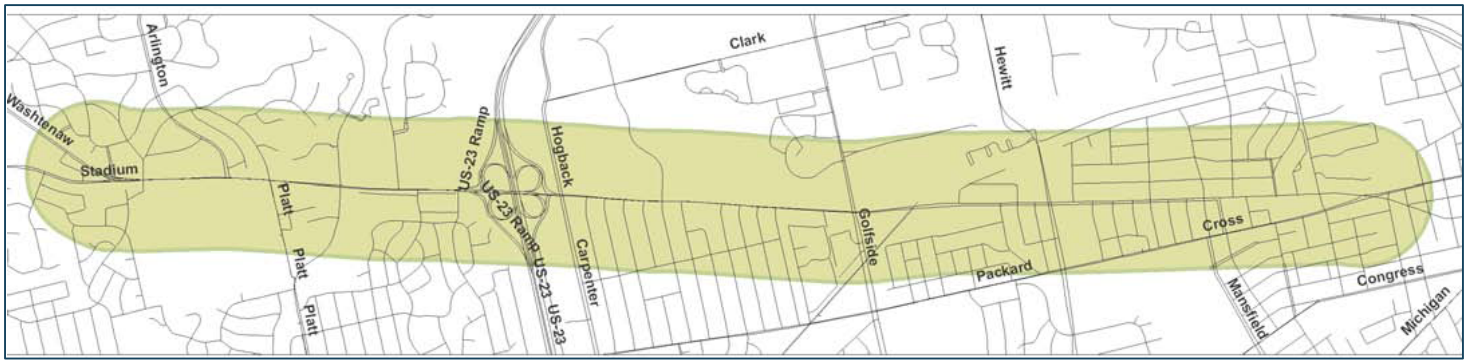
Office of Community & Economic Development

City of Ann Arbor

Pittsfield Charter Township

Ypsilanti Township
the official website of the Charter Township of Ypsilanti

City of Ypsilanti



TheRide
Ann Arbor Transportation Authority

MDOT
Michigan Department of Transportation

ReImagine Washtenaw History

2008-2010: Regional group formed to develop economic development strategies in response to Pfizer closing in Ann Arbor, corridor strategy developed

2012-2014: County secures HUD Challenge Grant, completes Design Guidelines, Corridor Improvement Study, and Golfside Road Charrette

2014: City of Ypsilanti and all Local Units, and Washtenaw County adopt the Corridor Improvement Study.

2014-2022: Sidewalk Infill construction, updated Zoning Codes to require zero lot line, denser buildings, AAATA plans for Express Bus Service, Bus Rapid Transit, first “Super Stop” design underway at County Service Center

2023-2025: MDOT Planning and Environmental Linkages Study conducted, will be completed and released spring 2025

Assets:

700K annual transit riders in 2022, down from over 1 million from 2012 to 2019

Almost 1 million again riders in 2024

High Housing Density

Connects major county institutions/employers

Redevelopment potential

Existing Infrastructure

Highway Access

Challenges:

Crosses four jurisdictions

Traffic Congestion

Excessive driveways

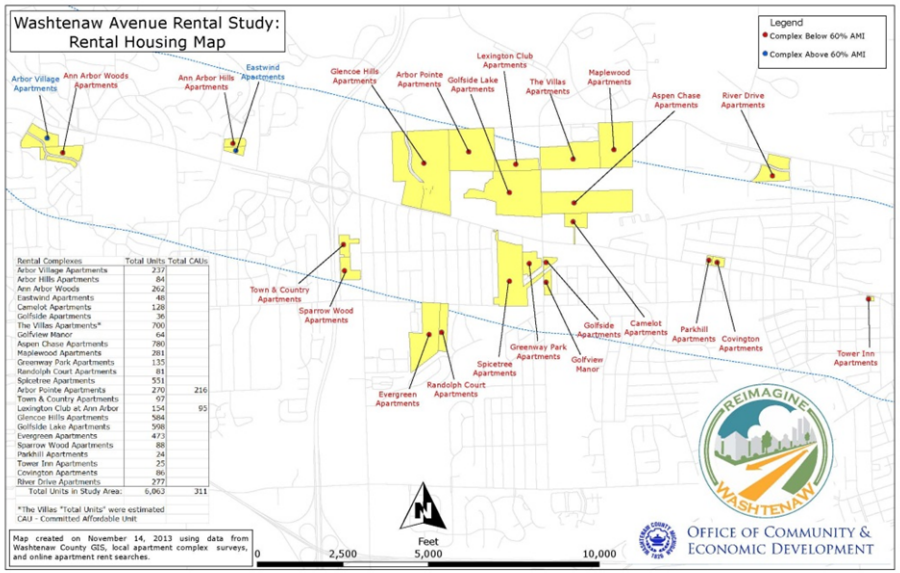
Sidewalk gaps

No bike lanes

No “sense of place”

Lack of pedestrian facilities (cross-walks)

No dedicated funding







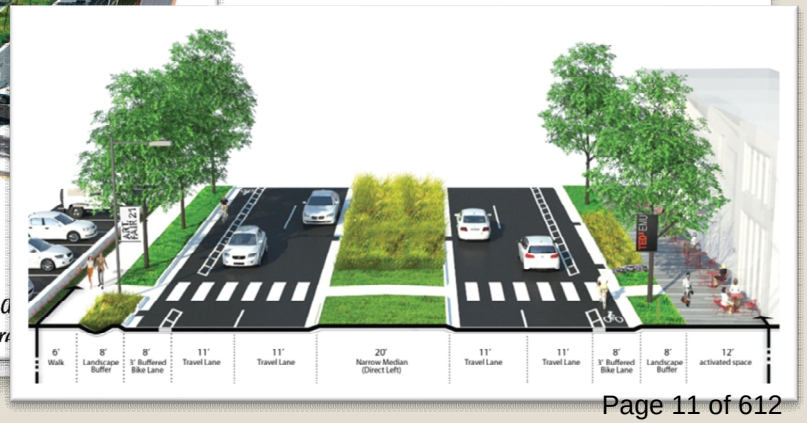

SPEED LIMIT
25



Redevelopment Strategy

- "Nodes" of denser development
  - Mixed-use corridor
  - Transit-Oriented Development
  - Walkable, pedestrian-oriented neighborhoods
- "Complete Street" providing for all modes of transportation
- High quality public transportation
- Improved access and integration with adjacent neighborhoods





Node vs. Link

- Pulse high-density development within "Nodes" of transit-oriented development
- Auto-oriented land uses allowed in the "links," in between
- Super Transit Stops, Mid-Block Crossings co-located within Nodes







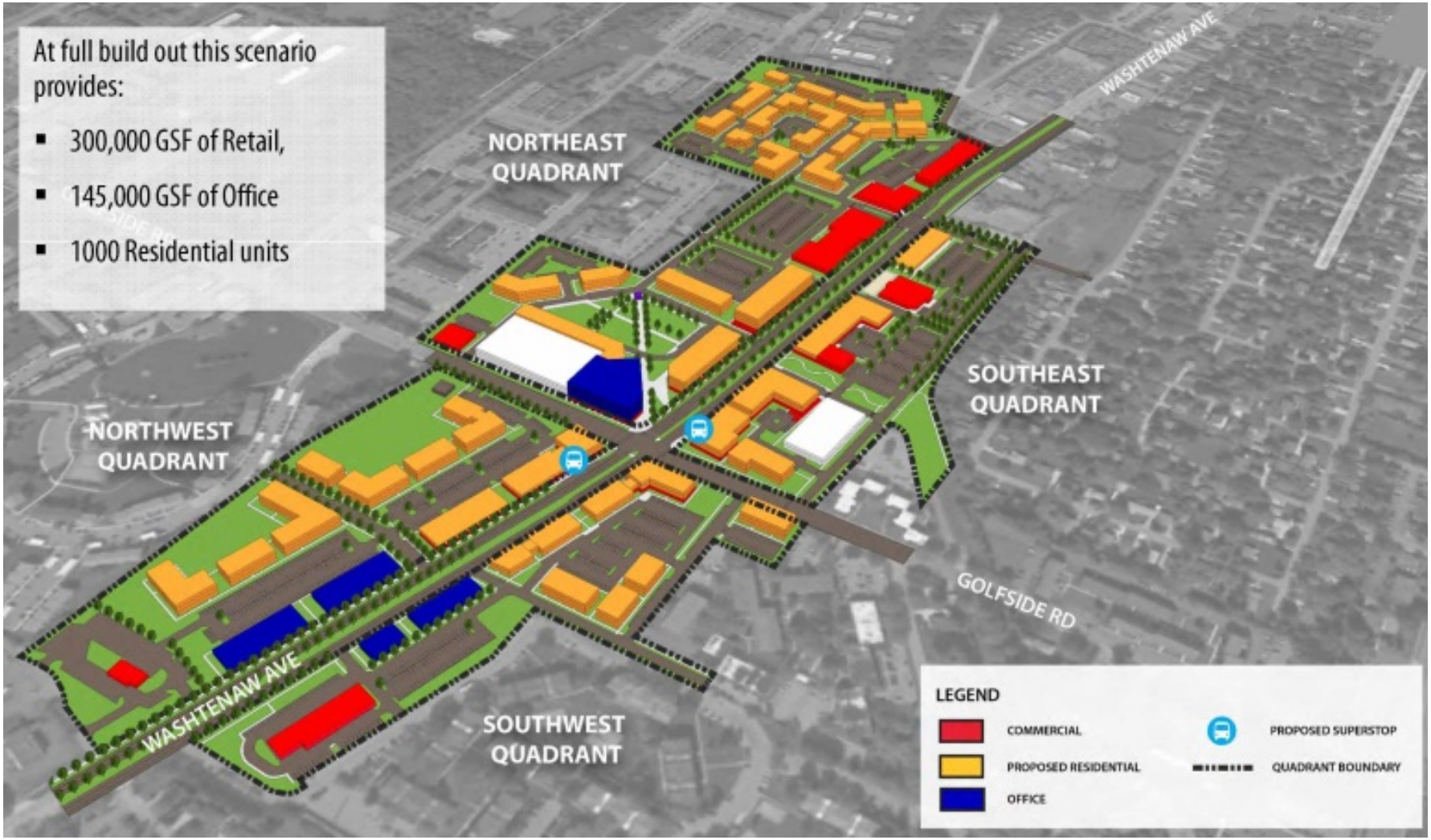


2014 Golfside Road Design Charrette



2014 Golfside Road Design Charrette

Node



2014 Golfside Road Design Charrette

An Intersection Transformed



New mixed use development in the 72 acre study area transforms the intersection with higher densities, walkable commercial uses and an infusion of new residential options.

Public Transit on Washtenaw

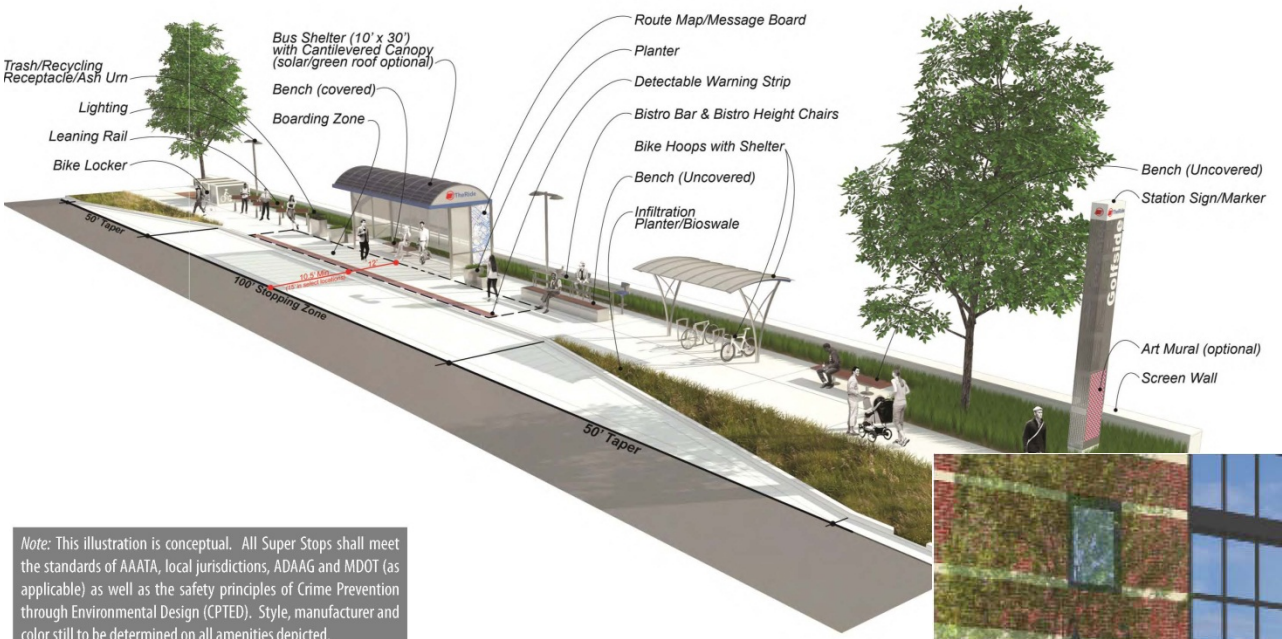


Barnflakes.com

Public Transit on Washtenaw

Public Transit Super Stop

[Transit] Super Stop Guidelines



Note: This illustration is conceptual. All Super Stops shall meet the standards of AAATA, local jurisdictions, ADAAG and MDOT (as applicable) as well as the safety principles of Crime Prevention through Environmental Design (CPTED). Style, manufacturer and color still to be determined on all amenities depicted.



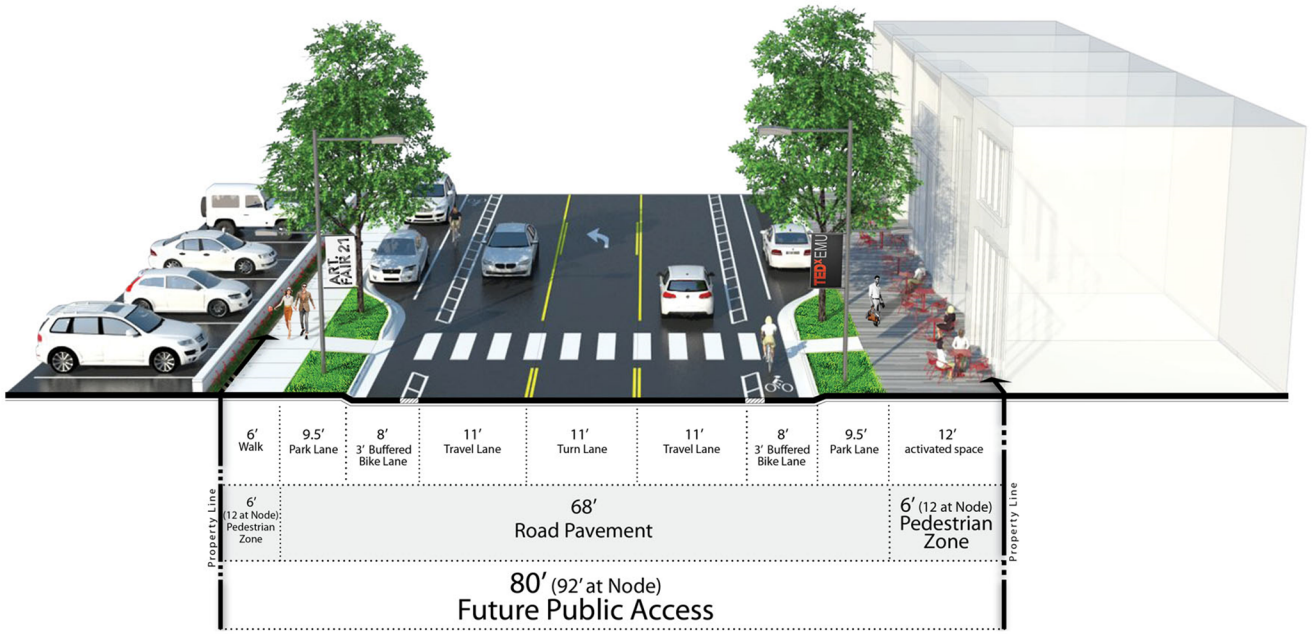
Public Transit on Washtenaw

Queue Jump Lanes



2014 Corridor Improvement Study

City of Ypsilanti Proposed Cross-Section



Two Travel Lanes with Center Turn, Bike Lanes and Parking



Future Transit

Future dedicated transit could be accommodated with additional public access beyond what is being proposed

2014 Corridor Improvement Study

City of Ypsilanti Proposed Cross-Section

[Corridor Cross Sections] Corridor Vision Plan – Ypsilanti

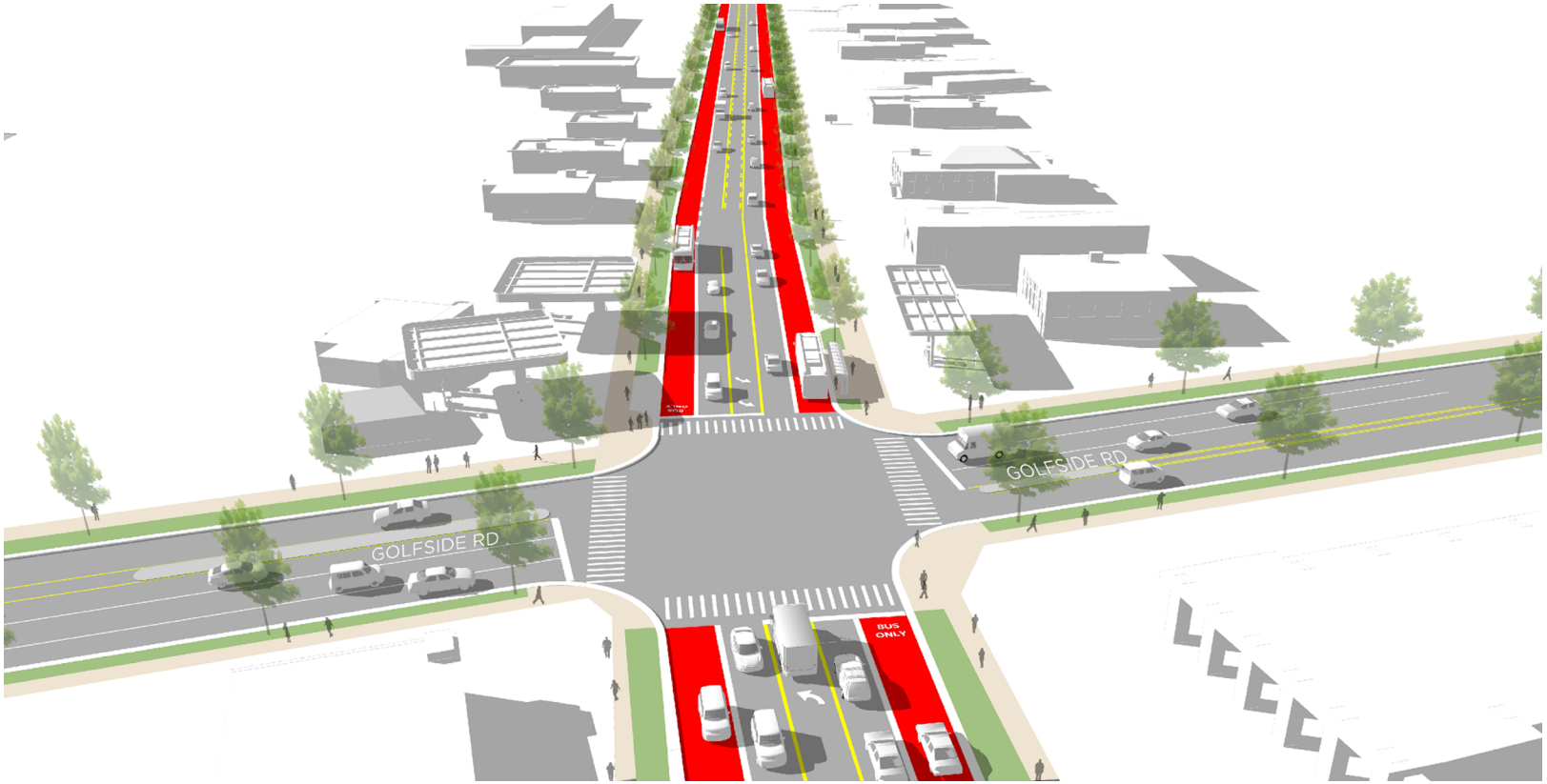


PROPOSED

BEFORE

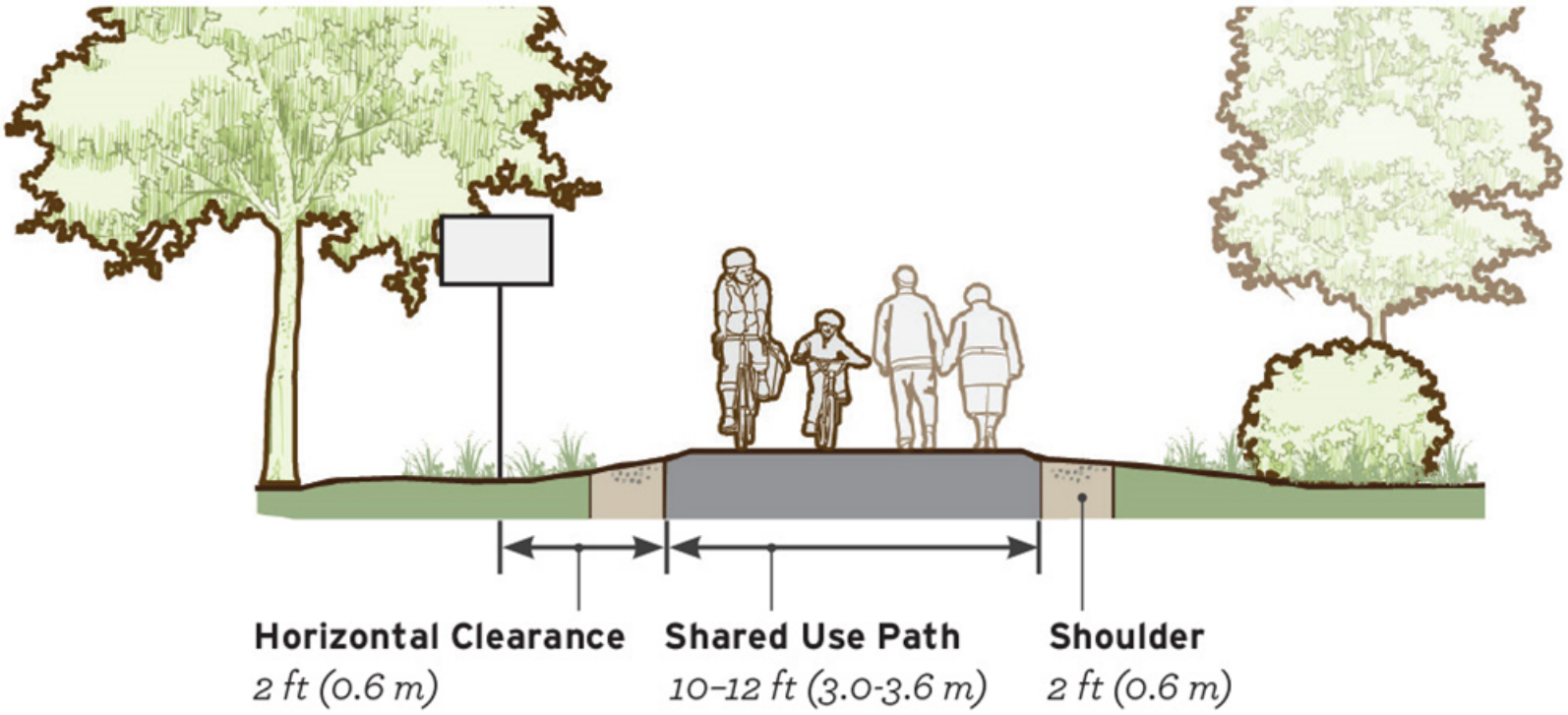
View of the Looking East at the Washtenaw Avenue/Mansfield Street Intersection

2025 MDOT PEL Study - TWPS



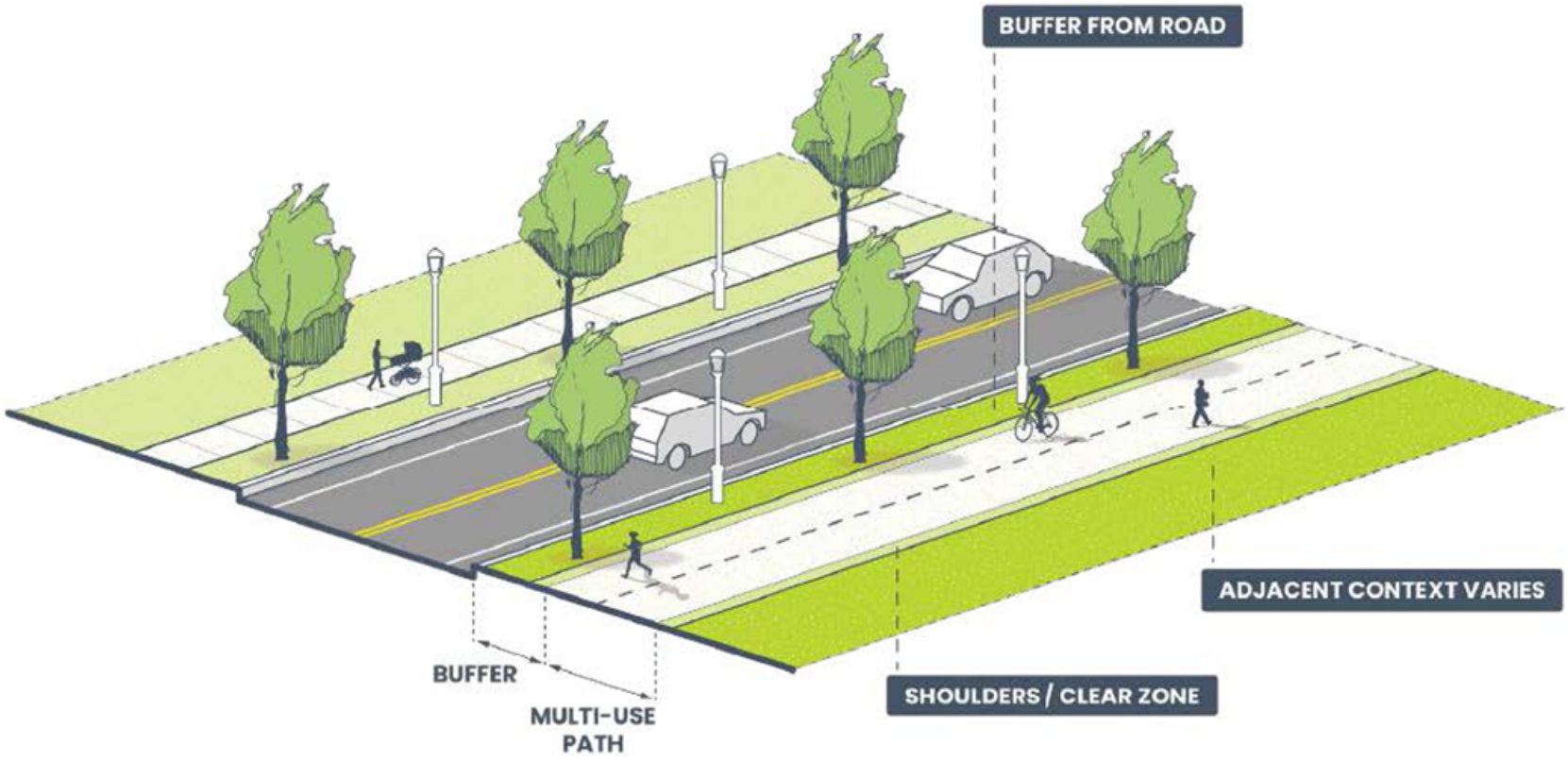
Bike Infrastructure moved from Road to Multi-Use Side-Path in Townships

Shared Use Path Concept



Small Town and Rural Design Guide, Ruraldesignguide.com, based on FHWA Small Town and Rural Multimodal Networks document

Shared Use Path Concept



2012 AASHTO Guide for Development of Bicycle Facilities

2025 MDOT PEL Study - City



City of Ypsilanti Bike Infrastructure Recommendation is Same as 2014 Study

2025 MDOT PEL Study - City



City of Ypsilanti Bike Infrastructure Recommendation is Same as 2014 Study

Summary

- A comprehensive strategy is required for corridor redevelopment
  - ***Land use*** (Master Plan, zoning, and good place-making design)
  - ***Transportation***/Transit Improvements (comfortable transit stops, increased frequency, with Express and Bus Rapid Transit)
  - **Multi-Modal Access** ("Complete Street" design accommodating walking and biking better will help move more people through the corridor)
  - **Access Management** (Driveway consolidation will provide a safer corridor)
- 2014 Corridor Study fully adopted by all stakeholders
- 2025 PEL Study is a refresh on the 2014 Plan, and is an evolution of the 2014 study.
- Washtenaw County has acted as project manager, with financial support from the four communities and TheRide.
- The MDOT PEL Study re-infuses the effort, and given transportation funding constraints, offers TheRide the opportunity to play a more active role in the coalition
- City of Ypsilanti's involvement and support is crucial to the momentum of the project

www.WashtenawAvenue.org

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

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734-660-1061

Ypsilanti Township
the official website of the
Charter Township of Ypsilanti

Washtenaw Ave (M-17) PEL Study



Ypsilanti City Council Meeting

May 6, 2025

MDOT Michigan Department of Transportation

OHM Advancing Communities®

wsp

SENSEI CHANGE™ ASSOCIATES, LLC



PEL Study Process

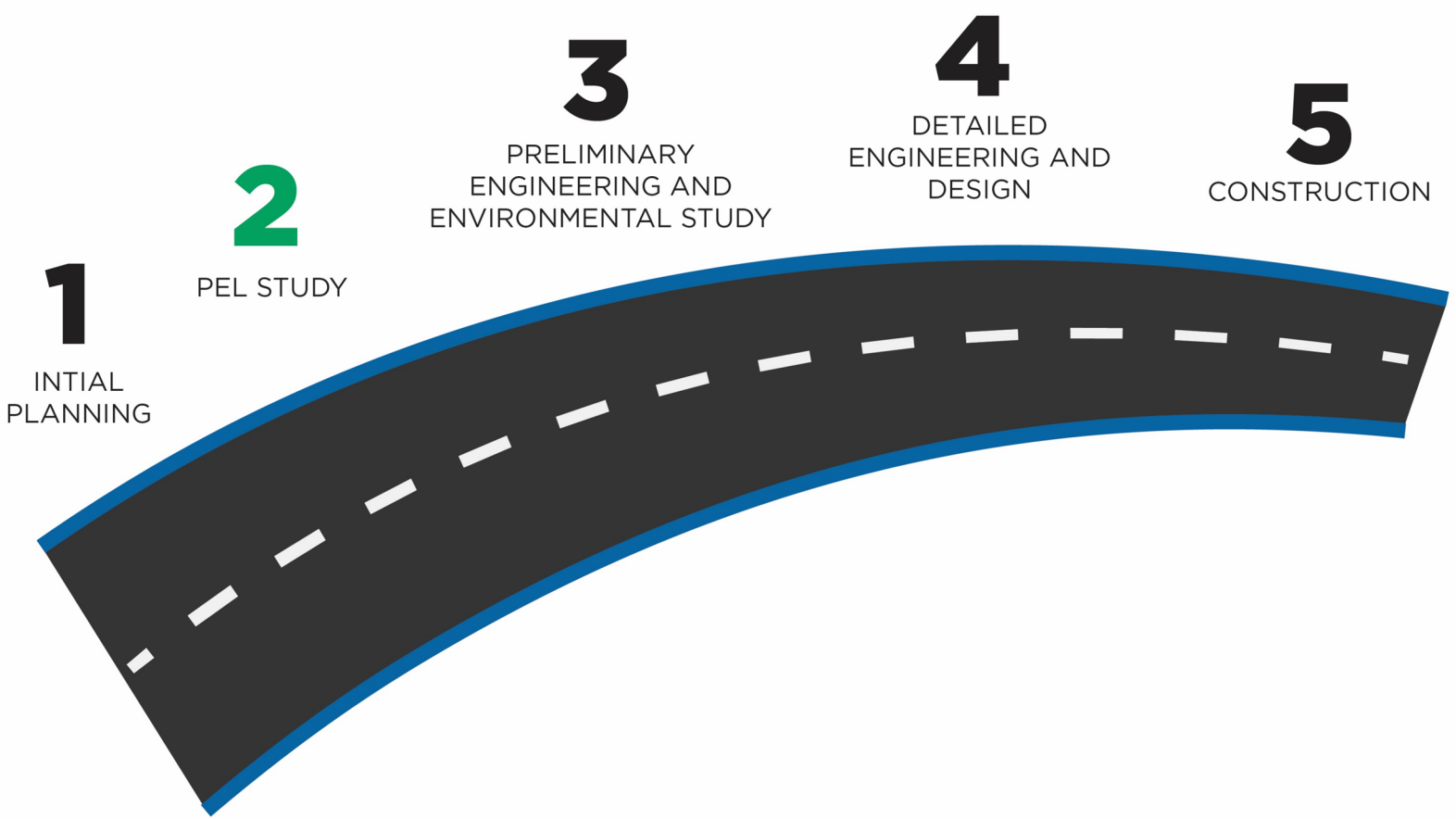
WHY PEL?

- More efficient process
- Combines planning, engineering, and NEPA work
- Uses analysis phase to inform NEPA
- Incorporates early public engagement



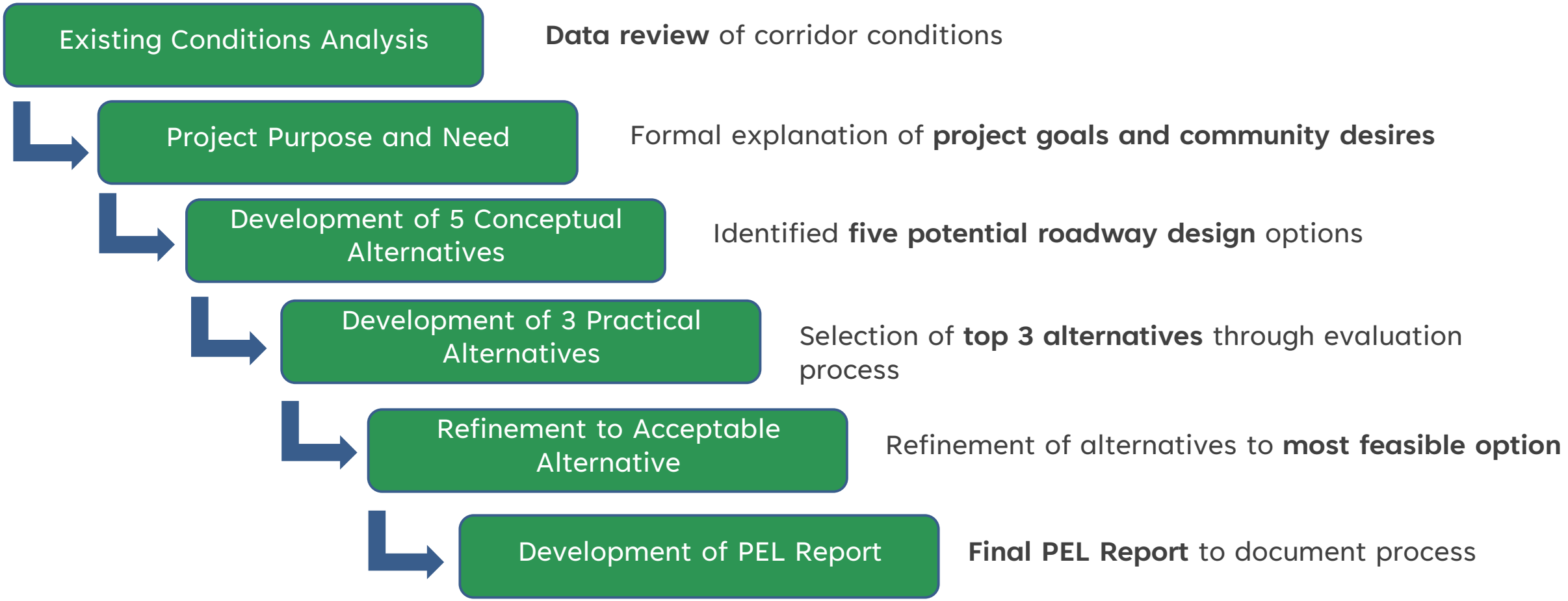
PROJECT DELIVERY PROCESS

MOVING FROM CONCEPT TO CONSTRUCTION



- PEL is an early step in realizing conceptual plans
- Sets MDOT and local communities up for a more efficient Step 3 and Step 4
- PEL analyzes regulatory aspects not reviewed in initial planning

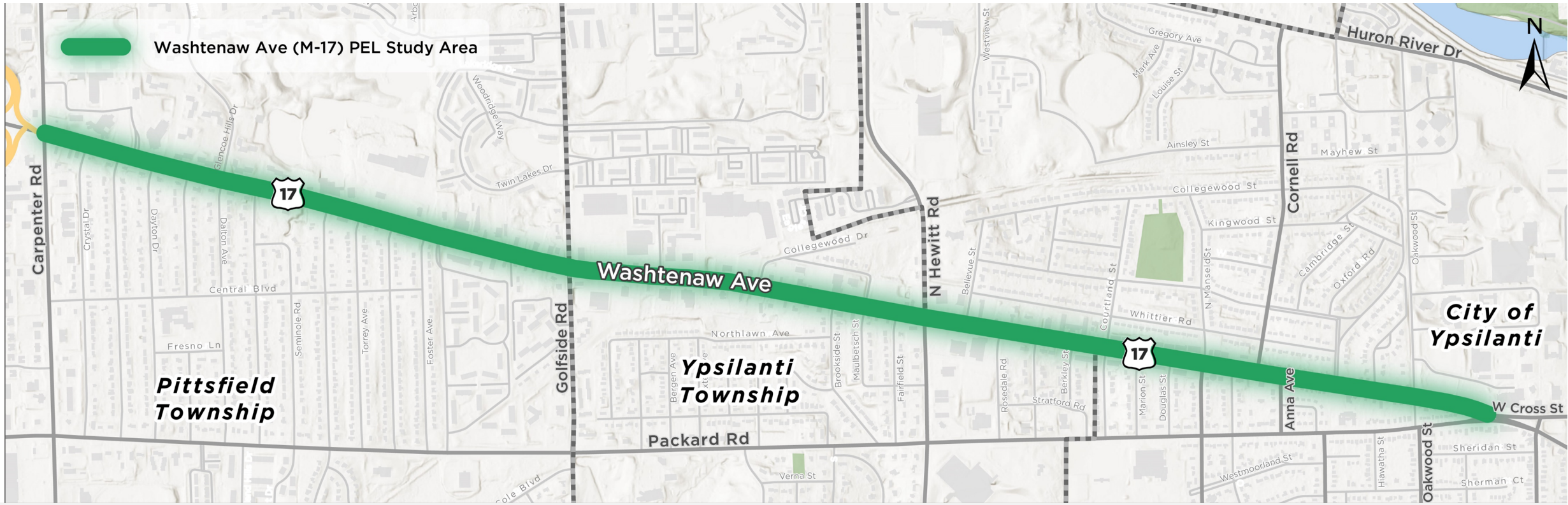
Study Process



Project Study Area

Project Boundaries

Washtenaw Avenue from Carpenter to Oakwood



Purpose & Need Statement

The purpose of the Washtenaw Avenue Planning and Environmental Linkages (PEL) Study is to create a connected, multi-modal corridor that promotes safe, comfortable, and equitable access for all modes of travel, while fostering the economic, institutional, and environmental goals of the adjacent communities.

Project Needs



Address **aging infrastructure** on Washtenaw Avenue



Support safe **multi-modal travel**



Increase **safety** for all users



Support **economic development** in the corridor



Optimize **vehicle capacity and operations**

Acceptable Alternative

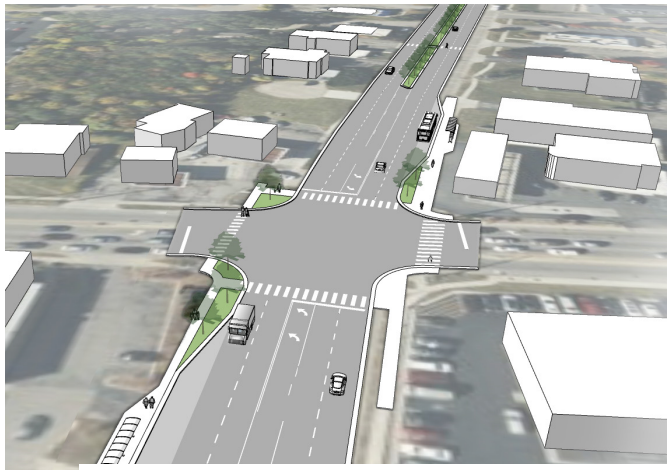
- Refined initial set of five “Conceptual Alternatives” to three “Practical Alternatives”
- Three “Practical Alternatives” were narrowed down to one Draft “Acceptable Alternative” (BAT Lane)
- Adjustments based on feedback with Joint Technical Committee
  - Changed **BAT Lane** name to **Public Transit Priority Lane**
  - Transit lane **ends at Rosedale Road**, rather than Hewitt Road



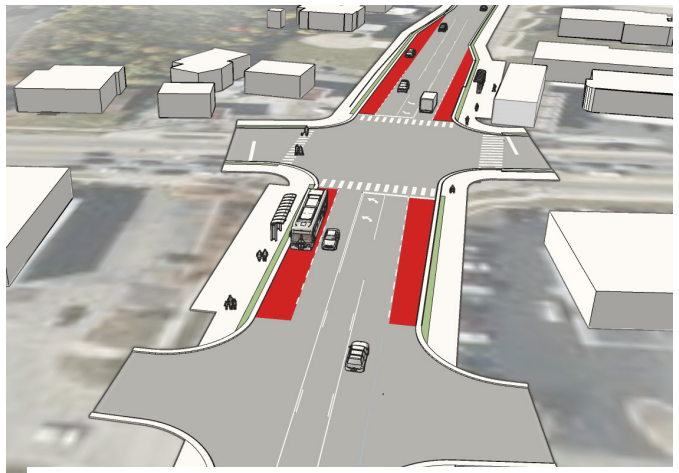
Alternatives Development

Conceptual Alternatives

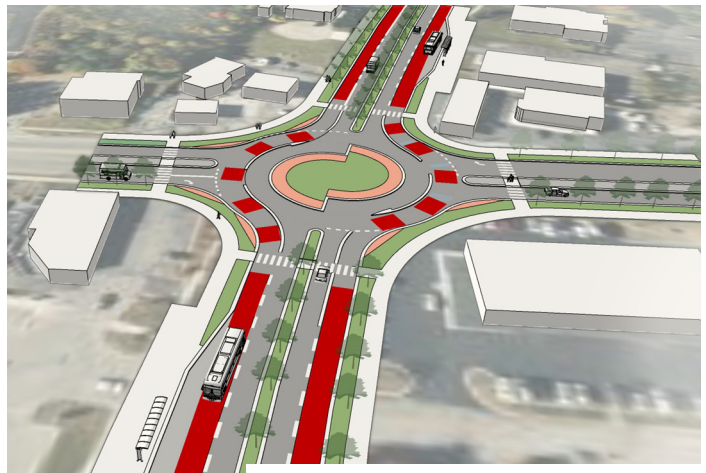
Presented to Public July 2023



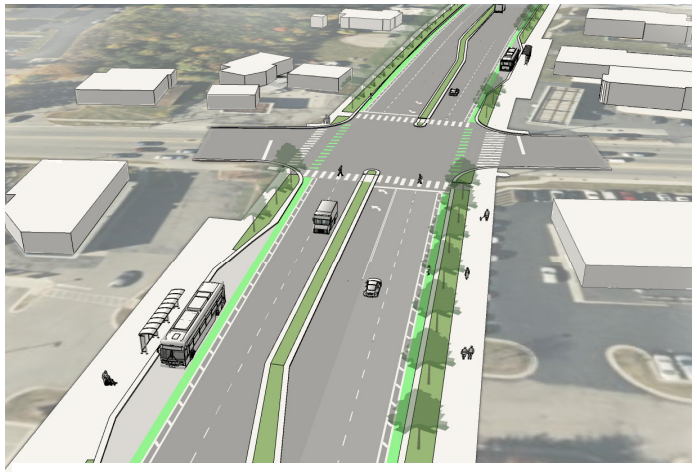
Alternative A – Existing Enhanced



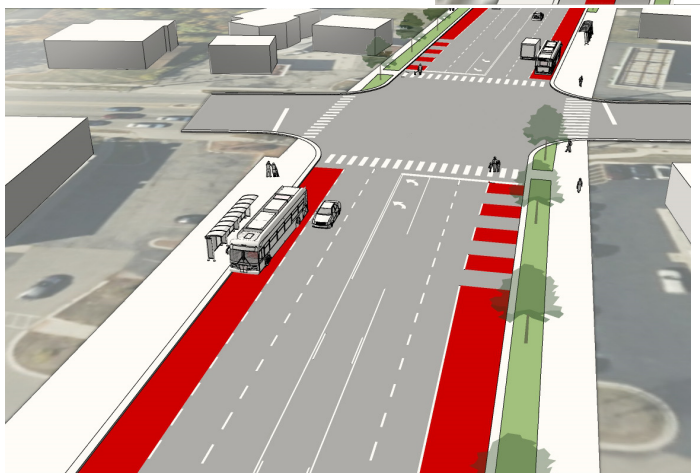
Alternative B – Road Lane Reduction



Alternative C – BAT Lane



Alternative D – Reimagine Washtenaw



Alternative E – Additional Transit Lanes

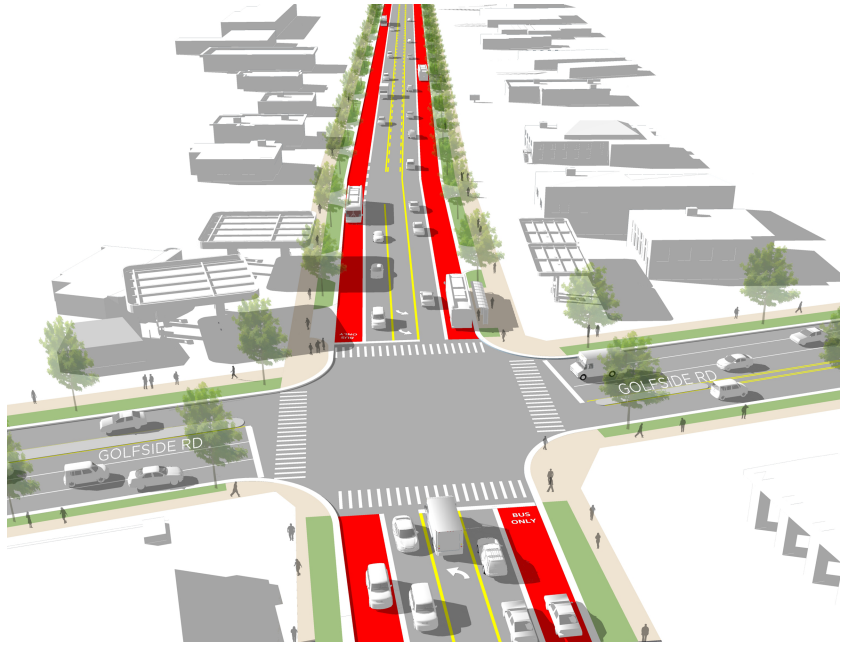
Practical Alternatives

Presented to Public on February 1, 2024



Alternative A – Existing Enhanced

Current street layout with landscaping and midblock crossings added.



Alternative C – BAT Lane

Dedicated transit lane added to outside lane of Washtenaw.



Alternative D – Reimagine Washtenaw

Narrow center median and on-street bike lanes added.



Final Acceptable Alternative

Acceptable Alternative



Mansfield Street, looking west

Final PEL recommendation

- Two segments with different designs
- **"Public Transit Priority Lane"** – Focus on enhanced transit performance
- **Road Diet** – Focus on non-motorized connectivity and creating a "Main Street" feel
- Road diet portion from Rosedale Road to Oakwood Street.
- Segment has lower traffic volumes, neighborhood retail.

Acceptable Alternative



Rosedale Road, looking west

- Transition from transit priority lane to road diet segment at Rosedale Road (near Gene Butman Ford) in Ypsilanti Township.
- Transition occurs past the busy intersection at Hewitt.

Acceptable Alternative



Golfside Road, looking west

- **"Public Transit Priority Lane"** is continued through Golfside Road to just east of Carpenter Road

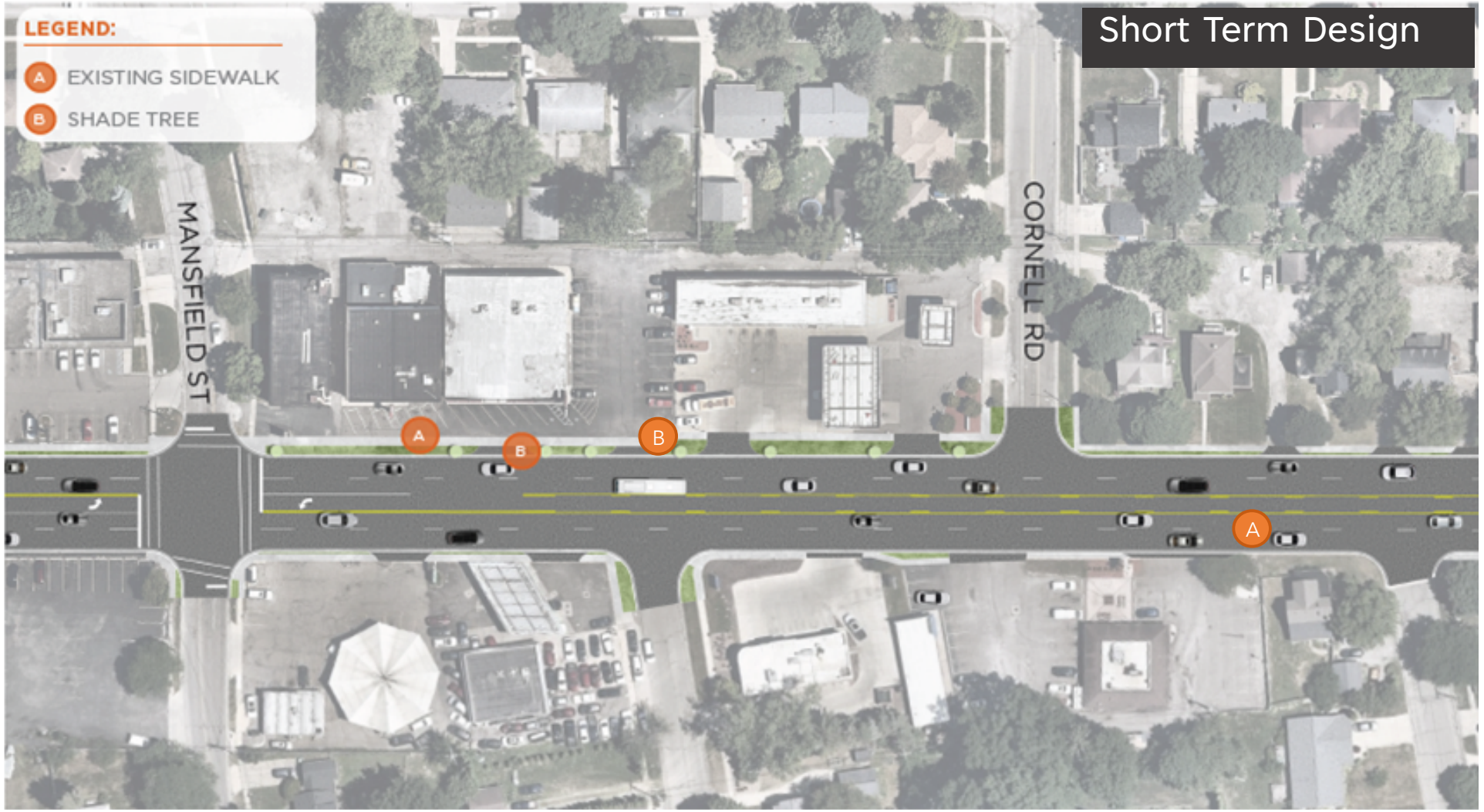
Acceptable Alternative



At Mansfield Street

Rosedale to Oakwood – Road Diet

Acceptable Alternative



At Mansfield Street

Rosedale to Oakwood – Road Diet

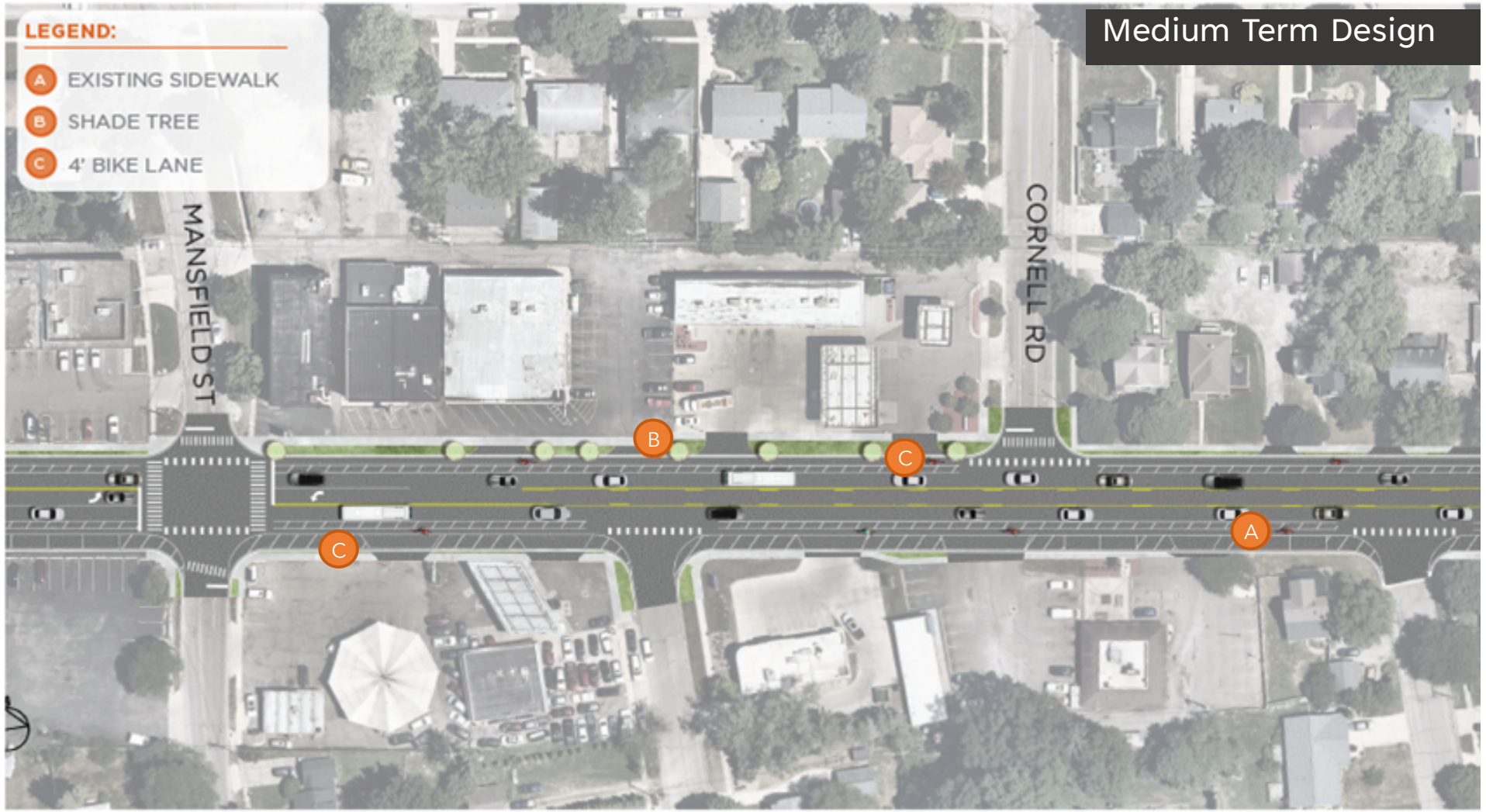
Acceptable Alternative



At Roosevelt Street

Rosedale to Oakwood – Road Diet

Acceptable Alternative



At Mansfield Street

Rosedale to Oakwood – Road Diet

Acceptable Alternative



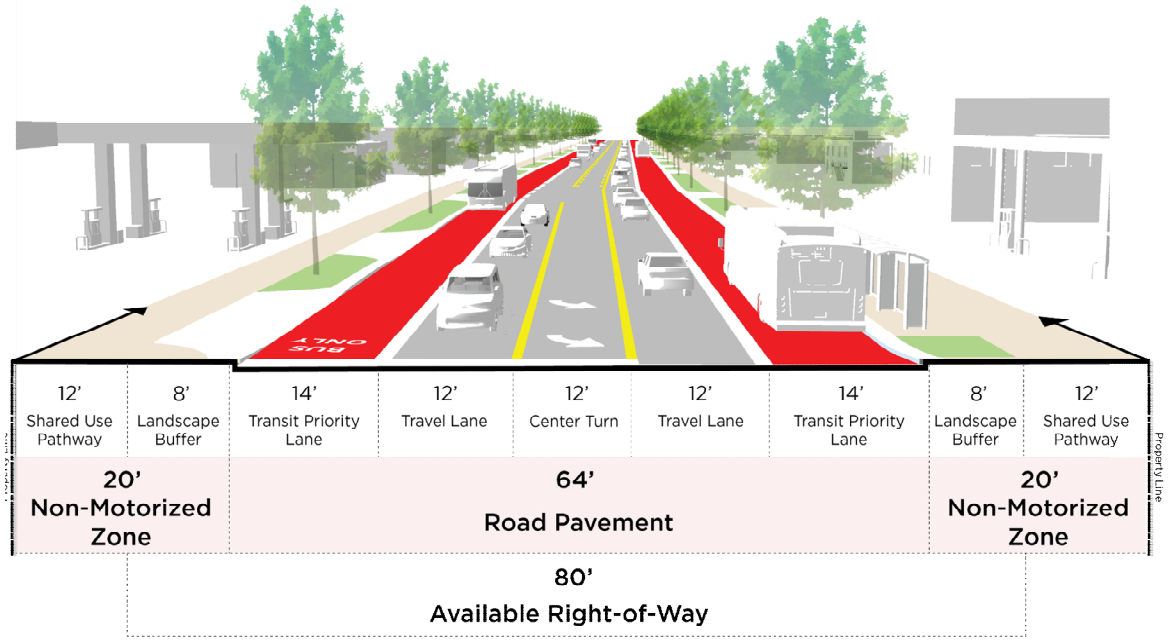
At Roosevelt Street

Rosedale to Oakwood – Road Diet

Right of Way Comparison

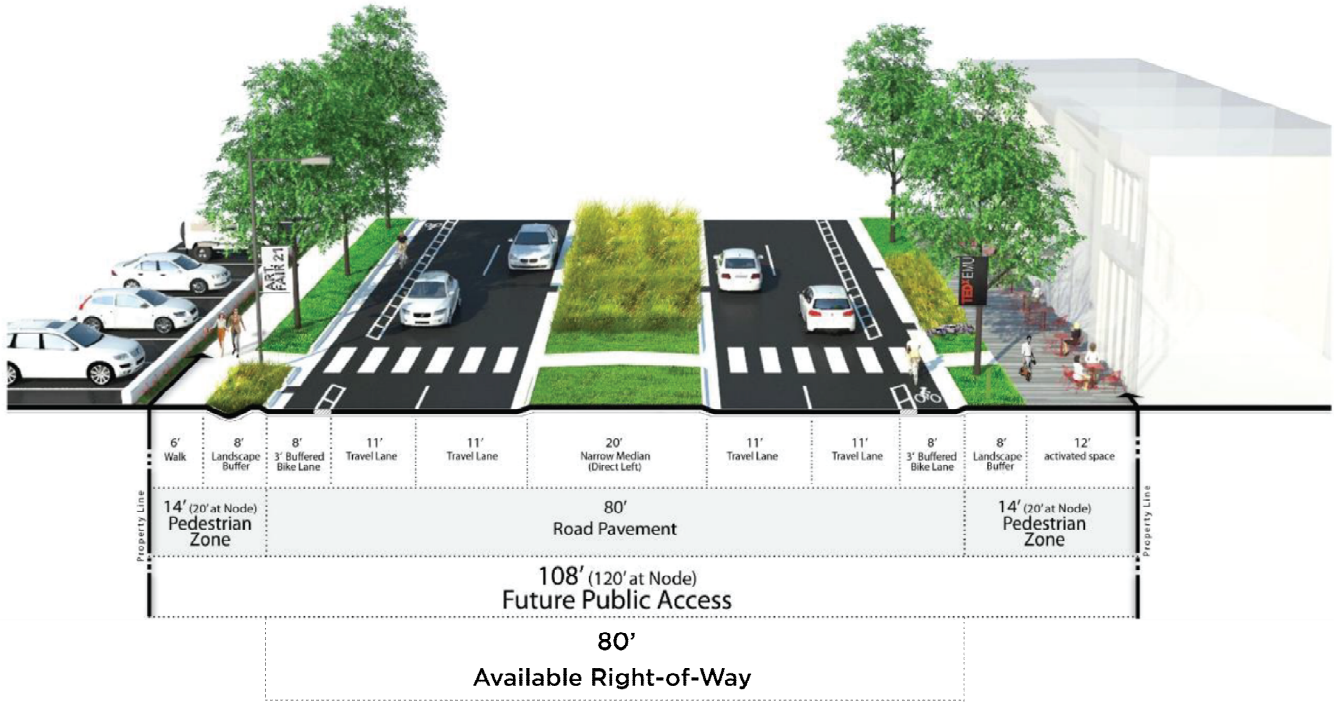
Golfside Road Cross Section

M-17 PEL Acceptable Alternative



- No roadway modifications outside of ROW.
- 12' Shared Use Pathways would need easements or ROW on both sides of the street

Reimagine Washtenaw Recommended Alternative



- Roadway modifications use all available ROW
- Both sidewalks and buffer zones would require easements or ROW



Public Engagement

Public Meeting 1

In-person And Online Comment Link

47 Attendees

108 Online Comments

Public Meeting 2

Virtual Public Open House Only

2,600 Website Attendees

344 Survey Responses

Public Meeting 3

In-person And Online Comment Webpage

100 Attendees

65 In-person Surveys

4,000 Website Visitors

272 Online Surveys

Public Meeting 4

In-person And Online Comment Webpage

40 Attendees

28 In-person Surveys

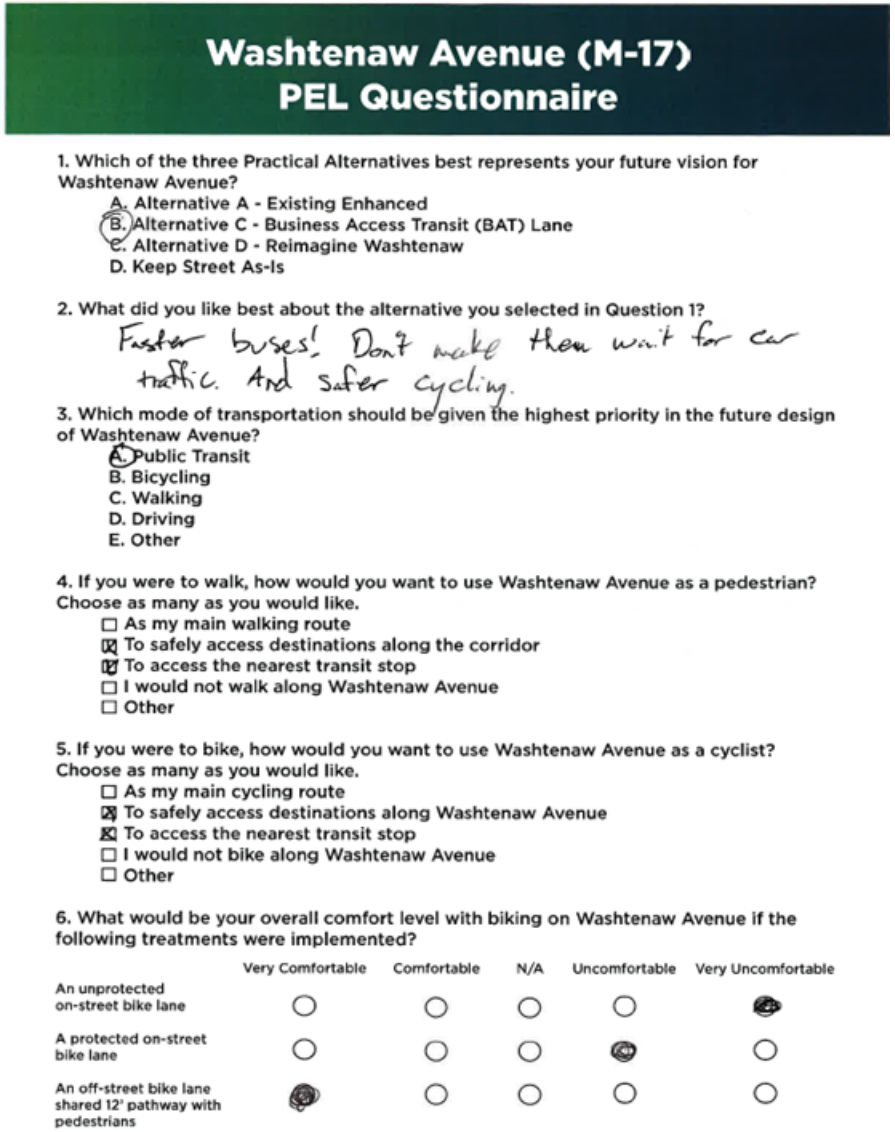
2,200 Website Visitors

406 Online Surveys

Public Feedback

Key Themes

- **Prioritize safety** and **accessibility** for non-motorized users
- **Improved reliability** of public transit with dedicated infrastructure
- Desire for the **enhanced environmental benefits** with additional transit use
- Need to **reduce speed** and improve safety for users



Washtenaw Avenue (M-17)
PEL Questionnaire

1. Which of the three Practical Alternatives best represents your future vision for Washtenaw Avenue?
   - A. Alternative A - Existing Enhanced
   - B. Alternative C - Business Access Transit (BAT) Lane
   - C. Alternative D - Reimagine Washtenaw
   - D. Keep Street As-Is

2. What did you like best about the alternative you selected in Question 1?
   Faster buses! Don't make them wait for car traffic. And safer cycling.

3. Which mode of transportation should be given the highest priority in the future design of Washtenaw Avenue?
   - A. Public Transit
   - B. Bicycling
   - C. Walking
   - D. Driving
   - E. Other

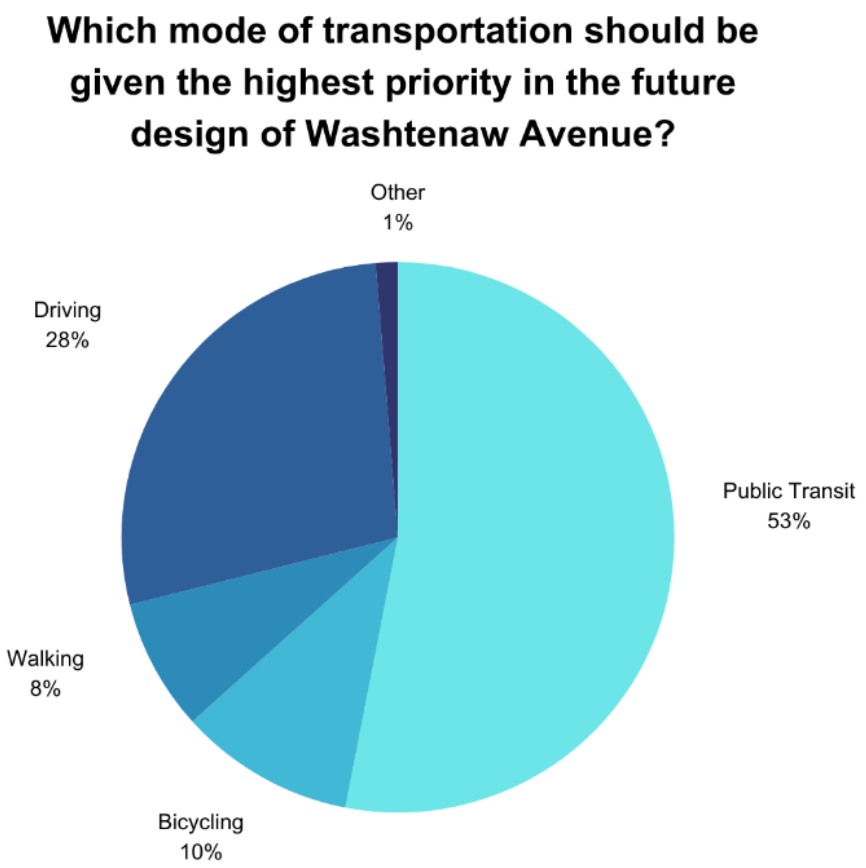
4. If you were to walk, how would you want to use Washtenaw Avenue as a pedestrian? Choose as many as you would like.
   - ☐ As my main walking route
   - ☒ To safely access destinations along the corridor
   - ☒ To access the nearest transit stop
   - ☐ I would not walk along Washtenaw Avenue
   - ☐ Other

5. If you were to bike, how would you want to use Washtenaw Avenue as a cyclist? Choose as many as you would like.
   - ☐ As my main cycling route
   - ☒ To safely access destinations along Washtenaw Avenue
   - ☒ To access the nearest transit stop
   - ☐ I would not bike along Washtenaw Avenue
   - ☐ Other

6. What would be your overall comfort level with biking on Washtenaw Avenue if the following treatments were implemented?

	Very Comfortable	Comfortable	N/A	Uncomfortable	Very Uncomfortable
An unprotected on-street bike lane	○	○	○	○	●
A protected on-street bike lane	○	○	○	●	○
An off-street bike lane shared 12' pathway with pedestrians	●	○	○	○	○

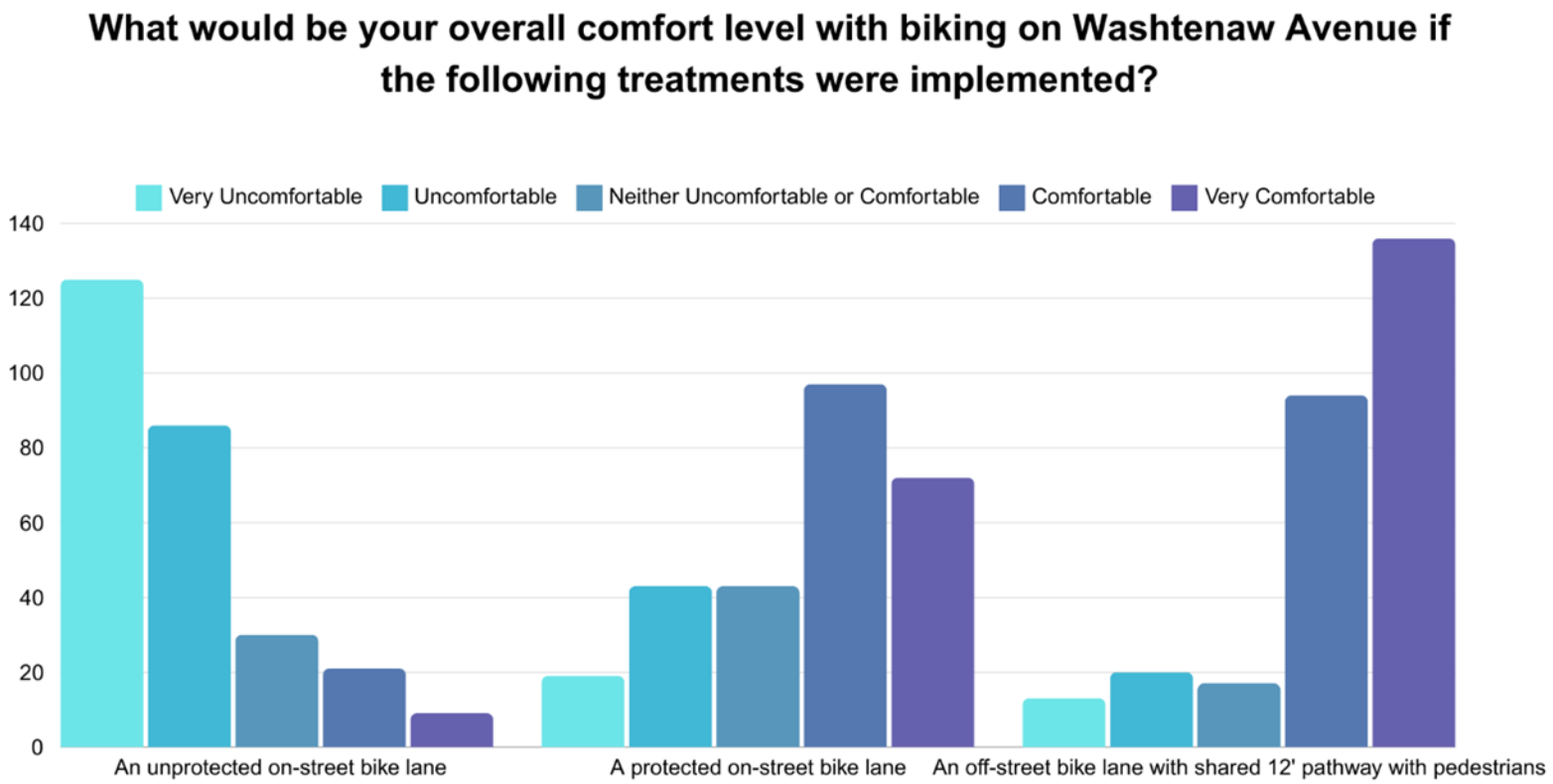
Public Feedback



Mode Priority for Washtenaw

- Most interested in **prioritizing transit** on Washtenaw Ave
- Washtenaw still needs to **maintain auto capacity**
- **53%** want to see **transit** as highest priority
- **68%** would **travel between Ann Arbor and Ypsilanti** using the bus
- **64%** looking to **access Washtenaw businesses** by foot

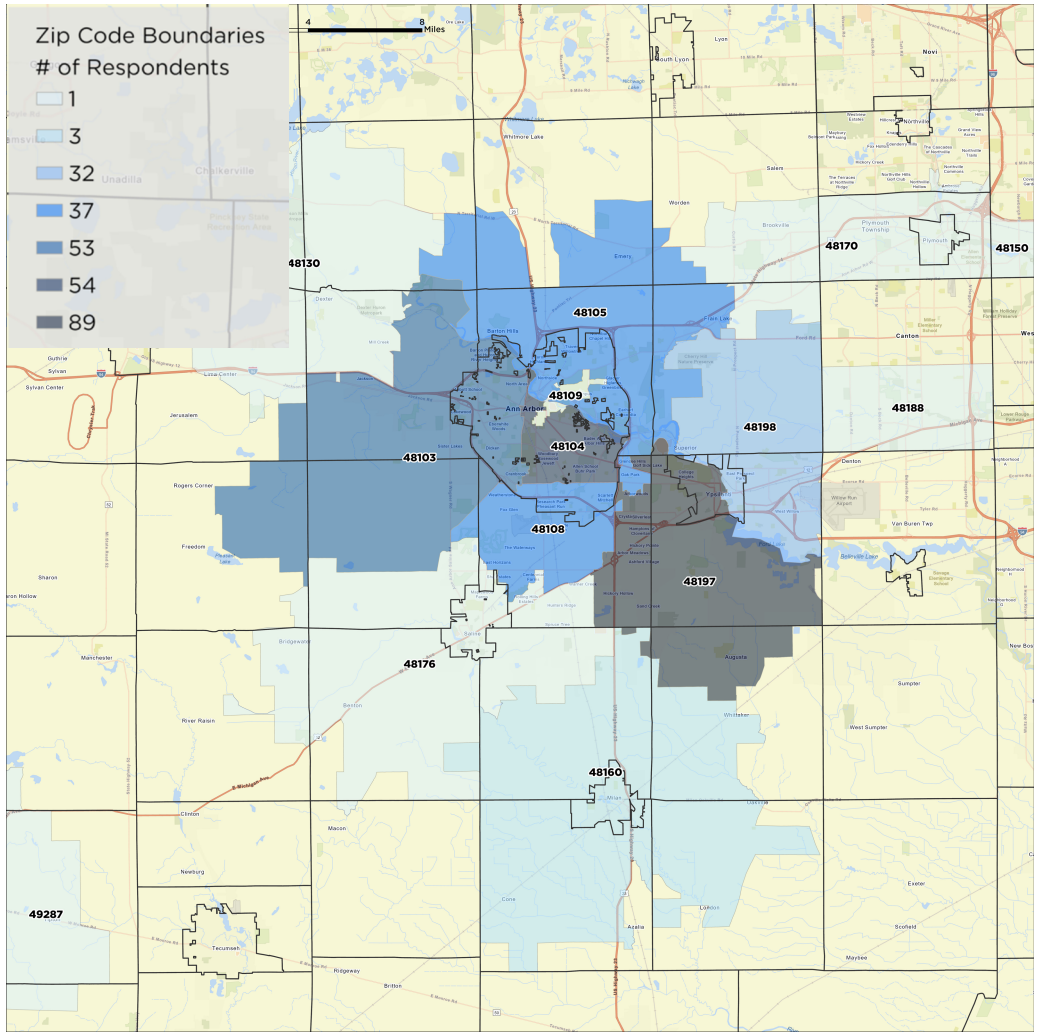
Public Feedback



Support for Cycling

- Most respondents show **preference for protected cycling infrastructure** along Washtenaw
- Greater **desire for off-street pathways** rather than protected bike lane
- Respondents are **very uncomfortable** with standard bike lanes

Public Feedback



Demographic Analysis

- Respondents are from all around the corridor.
- Two highest response rate Zip codes are along Washtenaw
- Online responses were more diverse than in-person
  - Online: 84% white, 16% other races
  - In Person: 91% White, 9% other races



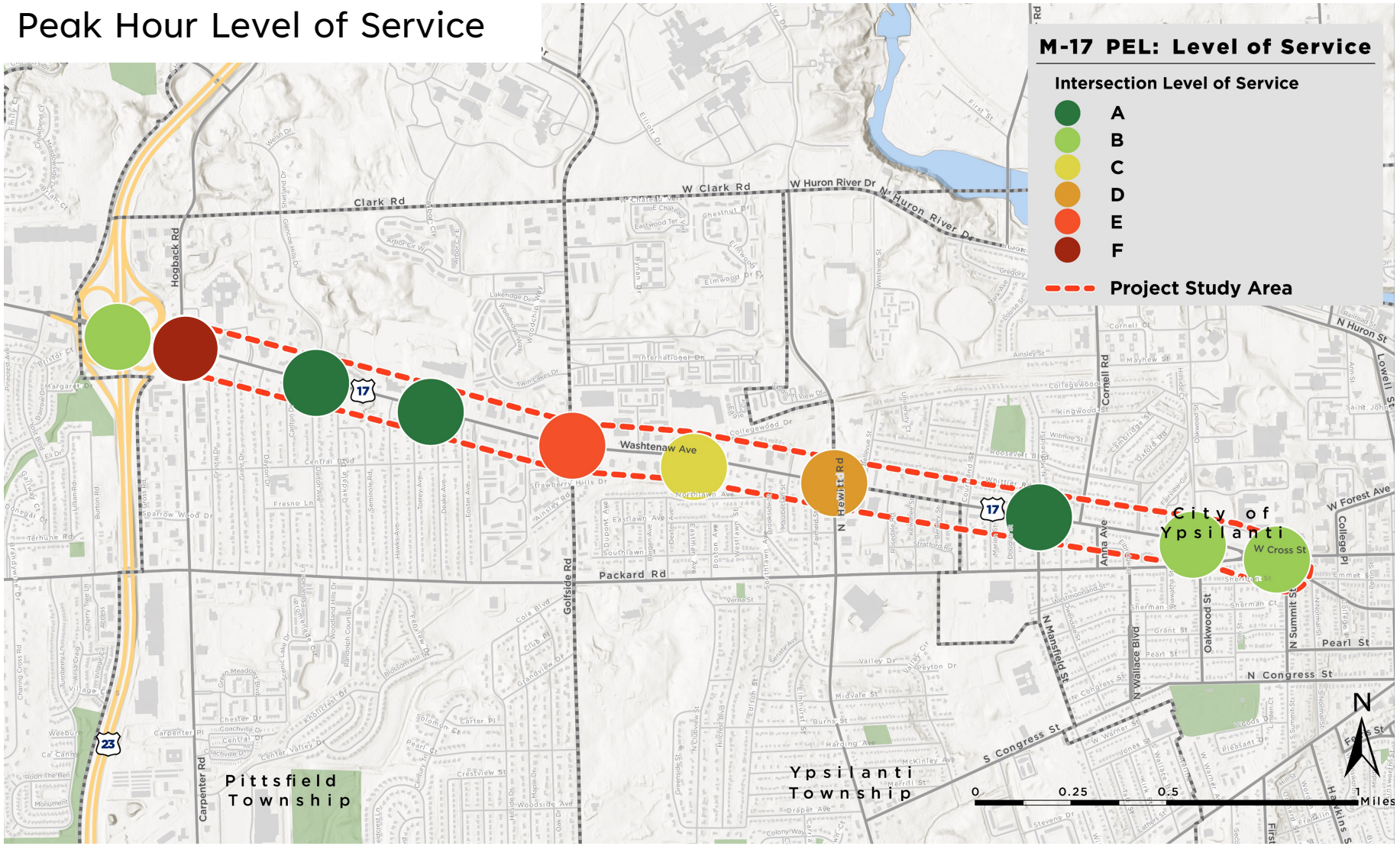
Traffic Analysis

30

Traffic Analysis

- All intersections are showing acceptable level of service during the off-peak times
- Golfside Road and Carpenter Road experience greater delay during peaks

Peak Hour Level of Service



Network Performance Considerations

- The Acceptable Alternative **without diversion** is expected to experience a total of **673 hours** of delay, with **437 hours** expected during the PM peak alone
- Assuming a **15% diversion and mode shift** along the entirety of the corridor **reduces** the expected daily delay **by 329 hours** or 49%.
- The **No Build/Existing Conditions Option currently experiences a delay of 400 hours**
- The large decrease in delay can be attributed to operational improvements at key intersections as well as reduction in delay at all other intersections along the corridor.

Alternative	Peak Hour	Average Delay per Vehicle (s)	Total Delay (Hrs)	Total Peak Hour Delay (Hrs)
No Build	AM	60	159	400
	PM	79	241	
Alt C	AM	90	236	673
	PM	141	437	
Alt C.1	AM	61	140	344
	PM	77	205	



Implementation Phasing

Phasing of Acceptable Alternative

- Transit Priority Lane will not work without continued high-frequency transit to support travel in the corridor
- Transit lane to be implemented alongside investments from TheRide
- High frequency service identified in TheRide's Long-Range Plan
- Full implementation of BRT is not anticipated before 2033*

*Funding dependent



Phase 1 – Corridor Preparation

2025 – 2027
Low cost, easier to implement projects, and set up the corridor for future transit vision

Projects

TheRide: Bus shelter pads/platforms, signage, shelters, Transit Signal Priority (TSP)

MDOT: Concrete patches, midblock crossings, signal upgrades, road lane reduction pilot design

Communities: Fill sidewalk gaps, access management plans, landscaping, coordination on new developments



Phase 2 – Pilot Projects to Support Implementation

2027 - 2030
Implement larger infrastructure projects and pilot projects that advance toward transit priority

Projects

TheRide: Connections to stops, construct super stops, add bike parking at stops, increase service frequency

MDOT: Additional midblock crossings, install & evaluate road lane reduction pilot, support access management

Communities: Fill sidewalk gaps, implement access management, landscaping, coordination on new developments



Phase 3 – Full Roadway Reconstruction

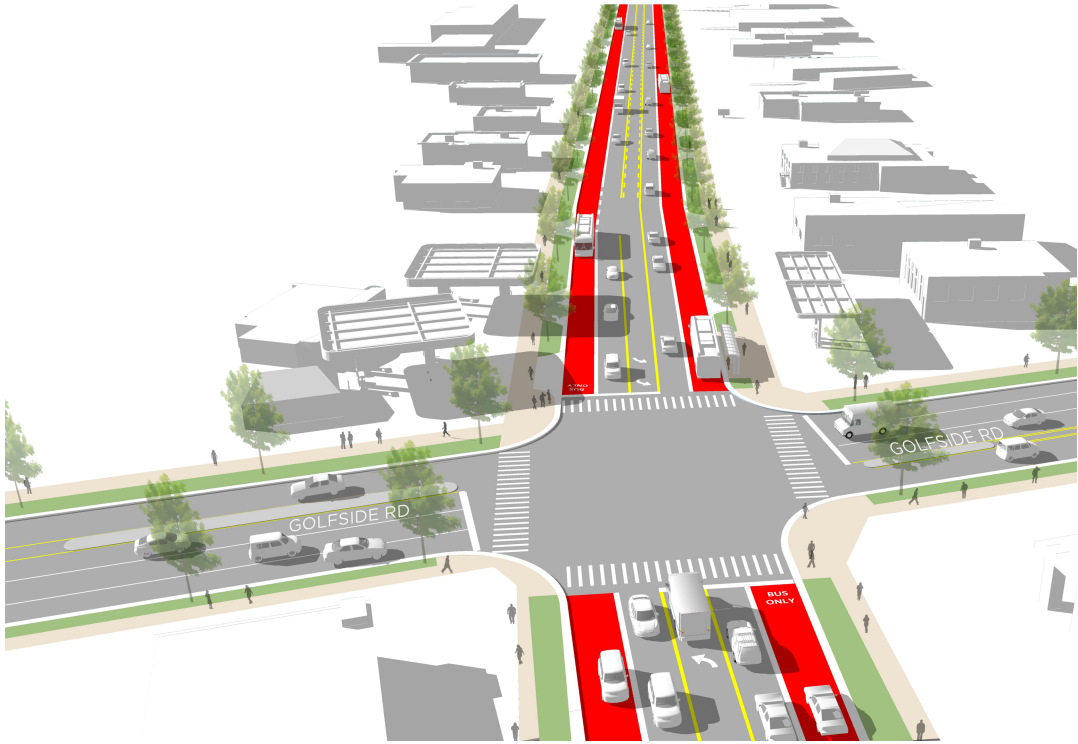
2030+
Implement the full vision for Washtenaw Avenue, encompassing dedicated transit lanes, connected shared use pathways, and corridor beautification.

Projects

TheRide: Coordinate transit lane deployment

MDOT: Reconstruct roadway, coordinate on transit lane deployment

Communities: Streetlights, landscaping, and foster supportive land uses, development coordination




Fountain
SQUARE
www.TheRide.org
481
CAUTION
Cleaner air,
Brighter future
TheRide
HYBRID

Thank You

AMENDED BUDGET 24-25;
AMENDED BUDGET 25-26;

Management Proposed Budget

Area Covered	Presented by
Budget Overview	Andrew Hellenga-City Manager
Operating Budget	Rheagan Basabica-Finance Director
Capital Budget(Next Meeting 5/13)	Bonnie Wessler-DPW Director
Department Budget(Next Meeting 5/13)	Department Directors

Outline

1. Important Dates
2. Budget Overview
3. Operating Budget
4. Capital Budget (Presented During Department Presentations)
5. Questions, Recommendations and Council Amendments

Important Dates

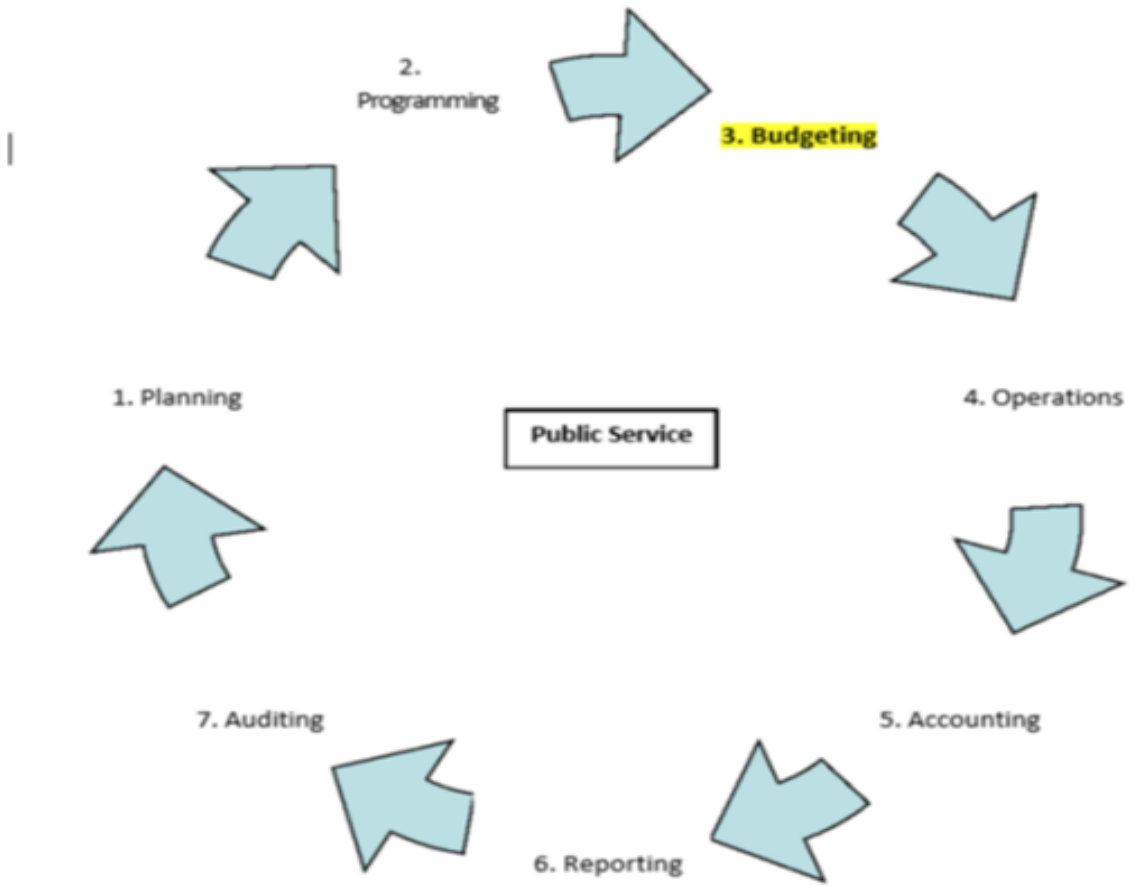
- April 17, 2025
  - Publish Public Notice(Sec 5.05 and 5.12 of City Charter)
- April 30, 2025
  - Submit Management Proposed Budget and Capital Improvement Plan

- May 6, 2025
  - Hold public hearing on Proposed Budget and Capital Improvement Plan(Sec 5.05 and 5.12 of City Charter)

- May 20, 2025(before June 7)
  - Adopt Budget pursuant to Sec 5.05 of City Charter
  - Adopt Capital Improvement Program pursuant to Sec. 5.12 of City Charter

- July 1, 2025
  - Budget takes effect

Management Cycle



2024-2025 Budget Priority

- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
- **Strategic Goal 2: Staff retention and creating greater efficiencies.**
- **Strategic Goal 3: Community Engagement**
- **Strategic Goal 4: Community Development**
- **Strategic Goal 5: Infrastructure and investment**
- **Strategic Goal 6: Financial Planning**

2025-2026 Budget Priority

- 1. Public Infrastructure, Buildings, and Roads
  Investing in critical infrastructure remains our top priority. Upgrades and maintenance of public facilities, roads, and essential buildings will ensure long-term sustainability, accessibility, and efficiency in service delivery.
- 2. Water Street Property
  Focused attention will be given to the Water Street area as a key area for economic revitalization, public use, and community engagement. This includes infrastructure improvements, and use of local residents and businesses.
- 3. Public Safety and Public Health
  Sustaining and enhancing public safety services and public health initiatives is essential for community well-being. Strategic investments will support emergency response and mental health services.
- 4. Shelter and Housing
  Addressing housing insecurity and expanding shelter capacity are critical. The budget will support initiatives aimed at increasing affordable housing options and improving access to emergency and transitional shelters.
- 5. Staffing Capacity
  Recruitment, retention, and development of staff across departments are necessary to maintain high-quality services. This includes investing in training, competitive compensation, and organizational resilience.

Challenges

1. Structural Budget Deficits

The General Fund faces ongoing shortfalls

2. Aging Municipal Facilities

- City Hall, Public Works, Police, and Fire facilities suffer from **deferred maintenance** and outdated infrastructure.
- Deficiencies affect **accessibility, operational efficiency**, and **employee retention**.

3. Limited Revenue Growth

4. Underfunded Core Services

- Some service funds (e.g., Rubbish and Capital) **rely on General Fund subsidies**.
- Pressure to maintain or improve service delivery without proportional revenue increases.

5. Staffing Constraints

- While most departments are fully staffed, **Public Works and Police** continue to face recruitment and retention challenges, limiting operational capacity.

6. Environmental Remediation

- Ongoing work is needed at the **Water Street site** for PCB removal and redevelopment.
- Remediation is funded by state and federal grants, but requires careful coordination and long-term planning.

7. Affordable Housing Needs

- Progress has been made (e.g., Huron Vistas, Dorsey Estates), but **demand continues to exceed supply**, particularly for low- and moderate-income households.

8. Technology & Process Modernization

- Despite progress with systems like **BS&A**, the City must continue investing in **technology upgrades** to streamline operations and reduce errors.

Management Proposed Budget

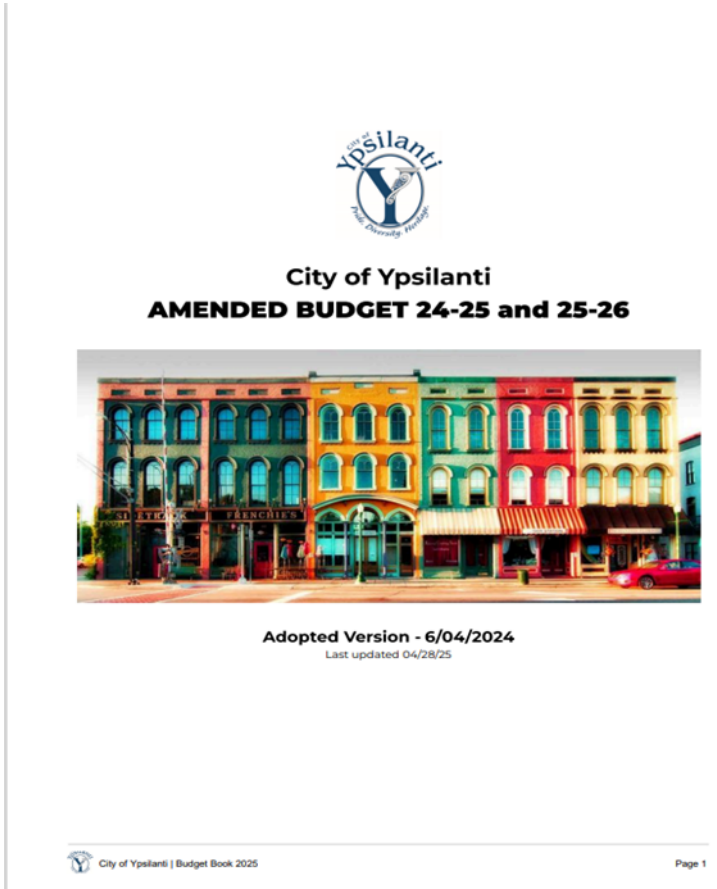
Last Year	Current Year	Next Year
2nd Amended Budget FY 2023-2024		
FY 2024-2025 Original Budget	FY 2024-2025 Amended Budget	
FY 2025-2026 Original Budget	**FY 2025-2026 Amended Budget**	**2nd Amended Budget FY 2025-2026**
		FY 2026-2027 Original Budget
		FY 2027-2028 Original Budget

Reference(available @ city website)

- Digital Budget Book



- PDF Version(Print version @chambers)



Operating Budget

- Budget Assumptions Used
- Property Value Trends
- Personnel Changes
- Fund Balance Summary
- Interfund Transfers (Transfer to other funds)
- General Fund Amendments
- Other Major Amendments
- Debt Obligations

Budget Assumptions Used

Category	Amended Budget 24-25	Amended Budget 25-26
Revenues		
Property Taxes	5% Increase	3% Increase (CPI 2025 is 1.031)
State Revenue Sharing	Based on State Assumptions	Based on State Assumptions
PA 289-Fire Protection	$850K	$700K
Interest Income	3% per year	Same
Transfer In	220,000	Same
Expenditures		
Salaries	3% Cost of Living Adjustment plus Union Step Increases	Same
Health Care, Vision and Dental	6% Increase	Same
Computer Hardware and Software	5% Increase+$250,000	5%
Pension Contribution	Actuarial Report	Same
OPEB Contribution	Actuarial Report	Same
Transfers Out	Water St. Bond, Other Post Employment Benefit, Parking, Budget Stabilization Fund, Garbage Fund, Capital Improvement and Buidling Fund	Same except for buidling fund

Important Budget Reminders

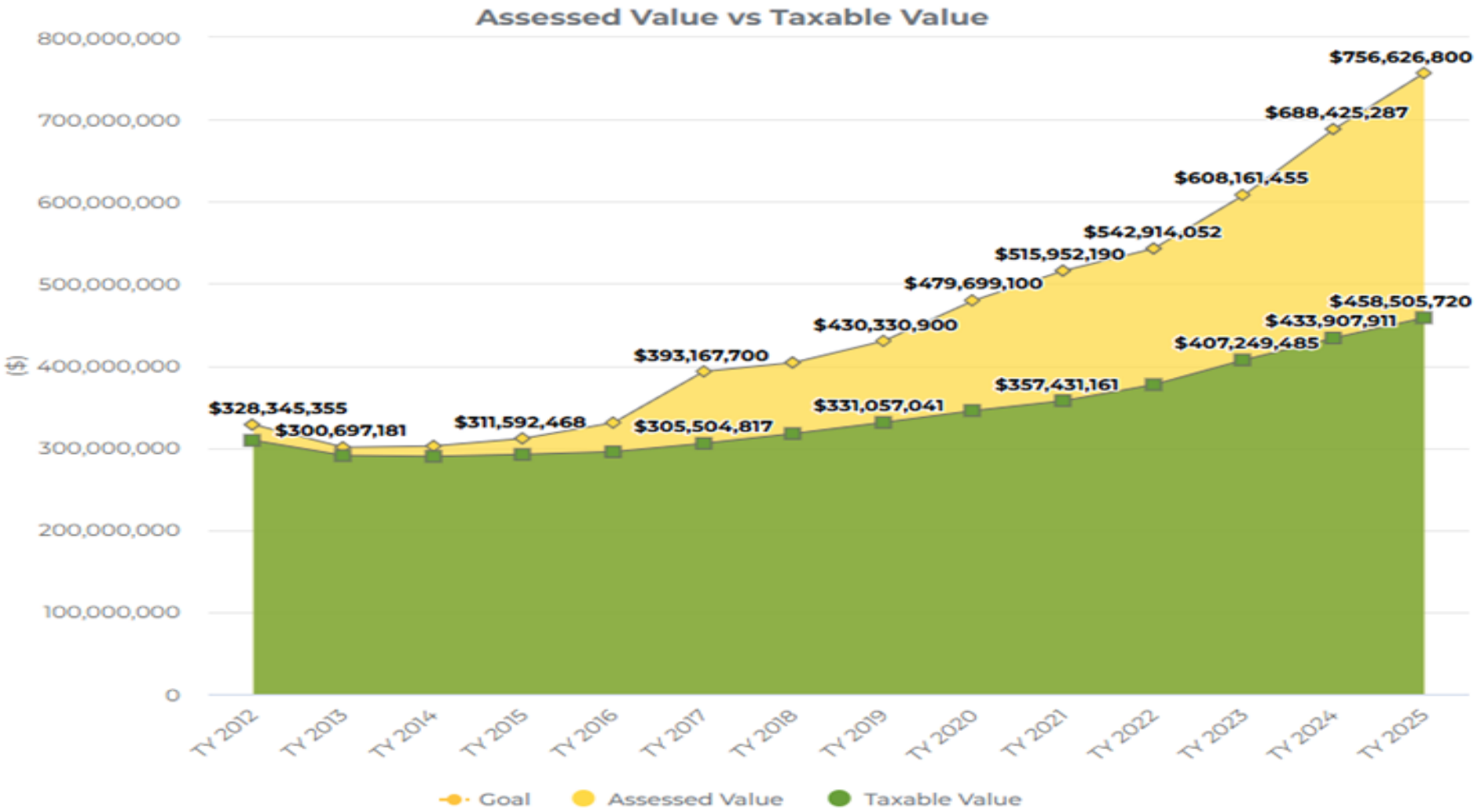
1 Mental Health Millage is renewed from 2026 to 2033

2.FY 2026-2027 Increase Worker's Comp from 2% to 3.5% to cover 100% Insurance

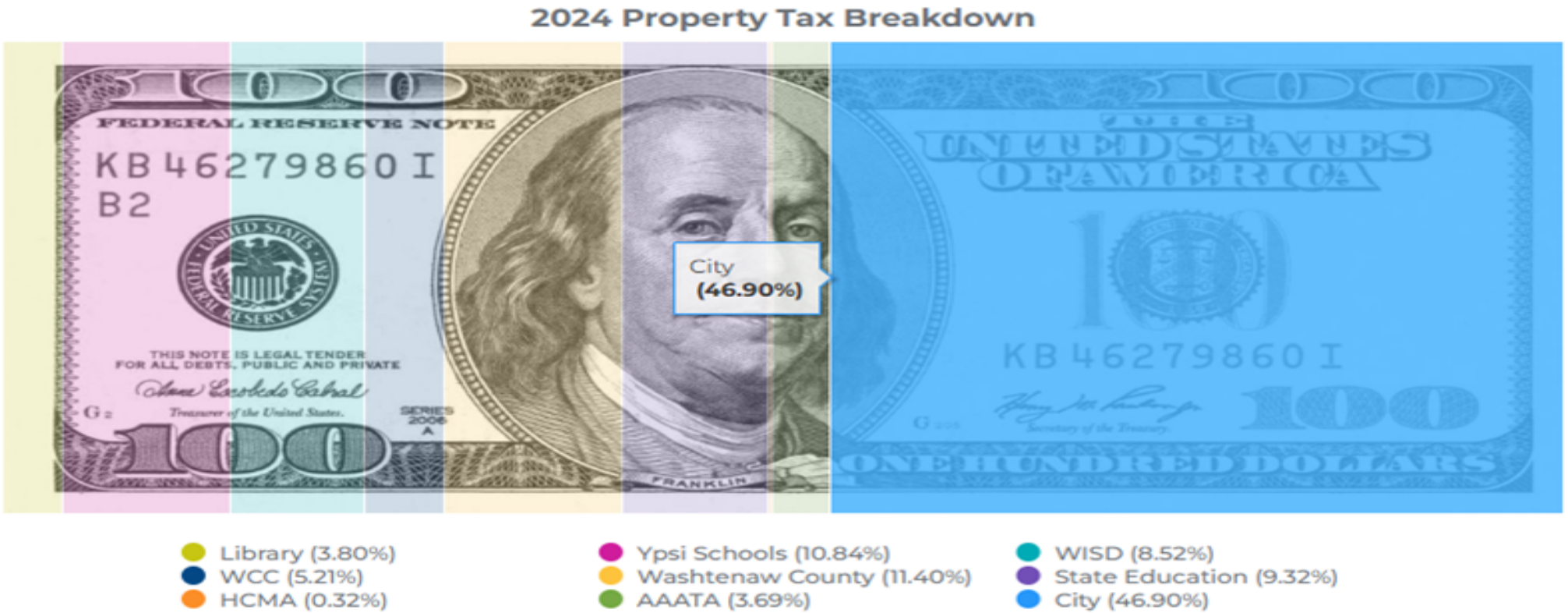
3. FY 2027-2028 Fire Truck Tower 1 needs to be replaced. Estimated Cost $2M

4. FY 2030-2031 Fire Truck Engine 1 nees to be replaced

Property Value Trends and Revenue Impacts



Property Tax Breakdown



2025 Taxable Value and Millage Rates

- 2025 Taxable Value $458,505,720; 2024 Taxable Value $433,907,911 (5.6% ↑)
- 2025 Inflation Rate Multiplier **3.1%**,
- Subject to **Millage Reduction Fraction of .9839** (Headlee)

Millage Description	Maximum	2024 Millage	2025 Millage (Projected)	Net Decrease
General Operating	20.0000	17.0435	16.7690	.2745
Police & Fire Pension & OPEB	By Need	8.1234	7.5475	.5759
Sanitation	3.0000	2.4918	2.4516	.0402
Public Transit	.9789	.8768	.8626	.0142
Water St. LTGO Rfdg Bonds 2016A	Debt	1.6648	1.5846	.0802
TOTAL		30.2003	29.2153	.9850

Personnel

	2024-2025	2025-2026	Increase
Legislative	7	7	
General Government	9.5	10	.5
Public Safety	77	77	
Public Works	32.25	32.25	
Community Development	6	6	
Culture and Recreation	9	9	
Total			

Vacant Positions
8 Police Department
7 Public Works

Balanced Budget

Uniform Budgeting and Accounting Act
Act 2 of 1968
“Prohibit deficit spending by a local unit of government



	Scenario 1	Scenario 2	Scenario 3
Revenue	Equal	Higher	Lower
Expenditure	Equal	Lower	Higher
Use of Fund Balance	No	No	Yes

Fund Balance Summary

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
101	GENERAL FUND	14,790,335	19,124,503	(24,644,747)	17,552,710	(21,239,651)	5,583,150
102	HOUSING FUND	25,000	50,000	(57,500)	0	0	17,500
104	BUDGET STABILIZATION FUND	-	3,310,912		98,000		3,408,912
202	MAJOR STREET	4,058,240	2,093,985	(2,614,384)	2,059,258	(2,636,034)	2,961,065
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604
205	PUBLIC SAFETY FUND	330,053	430,000	(430,000)	430,000	(480,000)	280,053
226	GARBAGE & RUBBISH COLLECT	169,037	1,776,967	(1,767,977)	1,915,471	(1,866,634)	226,863
248	DTDA W CROSS	198,500	141,927	(212,896)	198,766	(190,725)	135,572
249	BUILDING INSPECTION FUND	-	0	0	536,500	(419,212)	117,288
265	POLICE SPECIAL REVENUE	69,659	2,244		1,425		73,328
275	DEPOT TOWN DDA	276,107	130,052	(279,595)	148,991	(236,563)	38,992
304	2016 GOLT BOND REFUNDING	12,983	912,284	(912,083)	910,709	(910,709)	13,184
342	2012 UTGO REFUNDING BOND	10,353	120		0		10,473
413	DOWNTOWN DEV AUTH	313,606	407,339	(497,858)	618,479	(435,879)	405,688
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,920,000)	11,570,000	(11,840,000)	2,001,080
415	ECONOMIC DEVELOPMENT CORP	35,206	49,113	(76,461)	48,846	(52,758)	3,946
474	2004B WS & SEW $6.3M DWRF	-	389,091	(389,091)	0	0	0
479	2007 W & W REV DWRF $375K	-	21,247	(21,247)	25,769	(25,769)	0
480	2008 W & S DISP REV $435K	-	27,794	(27,794)	27,169	(27,169)	0
481	2009 W & S BNDS 7249-01	-	21,714	(11,101)	10,851	(10,851)	10,613
482	2012 W&S FACTORY PUMP STA	824,706	183,938	(183,938)	185,250	(185,250)	824,706
483	2013 REVENUE REFUND BONDS	970,266	196,350	(196,350)	199,350	(199,350)	970,266
485	WATER MAIN DWRF 7320-01	-	25,116	(25,116)	24,616	(24,616)	0
486	2016 W&S REV REF BONDS	-	1,275,700	(1,275,700)	1,269,500	(1,269,500)	0
495	SIDEWALK IMPROVEMENT	266,179	124,294	(80,229)	5,258	(31,050)	284,453
514	PARKING FUND	78,810	260,000	(372,870)	1,391,215	(1,307,156)	50,000
588	PUBLIC TRANSIT	18,488	368,846	(368,024)	382,871	(378,741)	23,440
641	MOTORPOOL	1,127,608	1,584,196	(1,441,610)	1,749,069	(1,768,808)	1,250,456
677	WORKERS COMPENSATION FUND	122,390	162,939	(250,222)	183,443	(115,000)	103,550
732	FIRE AND POLICE PENSION	33,666,222	6,886,977	(4,021,608)	5,471,175	(4,102,331)	37,900,435
736	RETIREE BENEFITS FUND	4,229,595	859,210	(1,868,673)	916,881	(1,962,104)	2,174,909
Totals		65,753,315	51,132,890	(52,503,227)	48,595,485	(53,190,721)	59,787,743

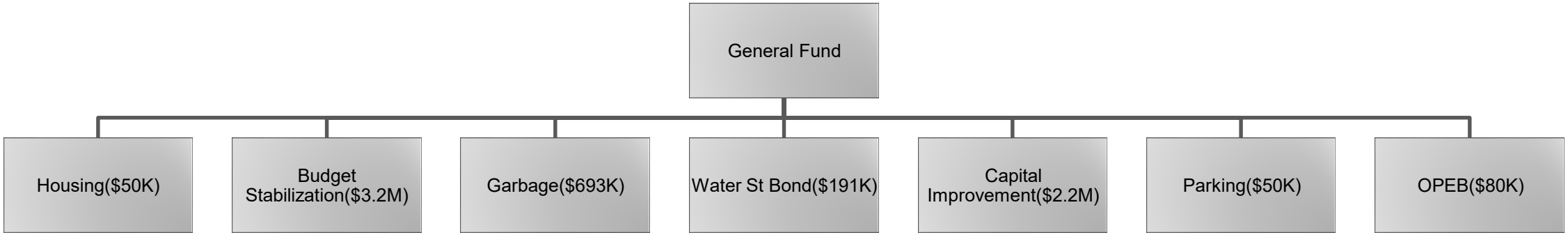
Interfund Transfers

Transfer Code	Description	24.25 Amended Budget	25.26 Amended Budget
101-102			
101-9670-7999-30	TRANSFER OUT(101)GRANTS	(50,000)	0
102-6900-4699-30	TRANSFER IN-GENERAL FUND	50,000	0
101-102 Total		**0**	**0**
101-104			
101-9670-7999-33	TRANSFER OUT TO 104 BUDGET STABILIZATION	(3,200,000)	0
104-0000-4699-33	TRANSFER IN	3,200,000	0
101-104 Total		**0**	**0**
101-226			
101-9670-7999-58	TRANSFER OUT(226) GARBAGE FUND	(693,582)	(798,992)
226-0000-4699-01	CONTRIBUTION FROM GENERAL FUND	693,582	798,992
101-226 Total		**0**	**0**
101-249			
101-9670-7999-65	TRANSFER OUT 249-BUILDING	0	(213,539)
249-3710-4699-01	CONTRIBUTION FROM GENERAL FUND	0	213,539
101-249 Total		**0**	**0**
101-304			
101-9670-7999-09	CONTRIBUTION TO 304 GO BOND	(191,137)	(186,727)
304-9010-4699-01	TRANSFER FROM GENERAL(101)	191,137	186,727
101-304 Total		**0**	**0**
101-414			
101-9670-7999-63	TRANSFER OUT(414)CAPITAL IMP	(2,183,165)	(1,512,374)
414-0000-4699-01	TRANSFER FROM GENERAL(101)	2,183,165	1,512,374
101-414 Total		**0**	**0**
101-514			
101-9670-7999-29	TRANSFER TO 514 PARKING	(50,000)	(150,215)
514-3110-4699-01	CONTRIBUTION FROM GENERAL FUND	50,000	150,215
101-514 Total		**0**	**0**
101-736			
101-9670-7999-27	CONTRIB RETIREE HEALTH CARE-ME	(83,502)	(89,347)
736-2743-4676-59	GEN RETIREE FROM 101	83,502	89,347
101-736 Total		**0**	**0**
205-414			
205-3070-7999-06	TRANSFER TO CAPITAL IMP(414)	(85,000)	(85,000)
205-3070-7999-57	TRANSFER OUT 414 PARK CAPITAL	(125,000)	(62,500)
414-0000-4699-07	CONTR FROM 2002 CAP IMP (301)	85,000	85,000
414-7510-4699-00	TRANSFER FROM PUBLIC SFTY FUND	125,000	62,500
205-414 Total		**0**	**0**
Grand Total		**0**	**0**

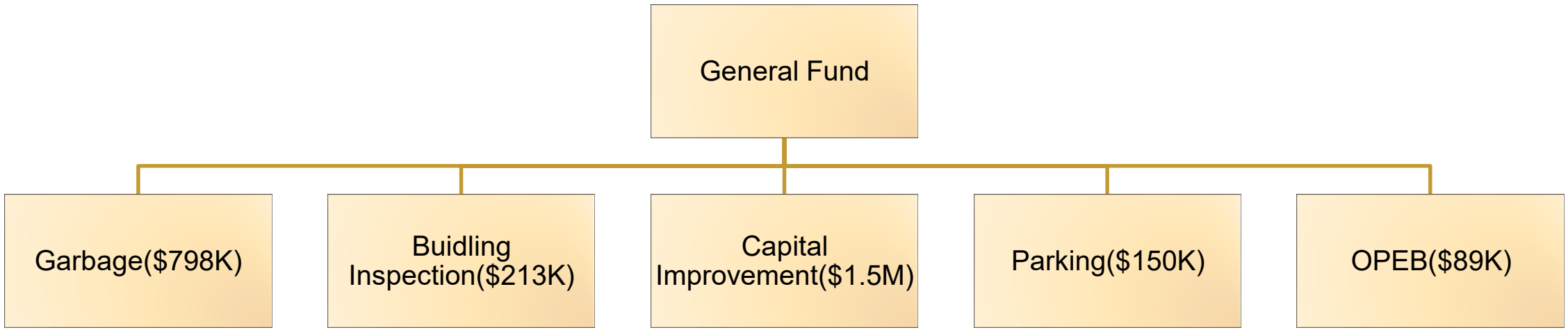
Fund Balance Highlights

- •**General Fund** drops from 14.8M FY 23-24 by **$9.2M 24-25** ending at $5.6M 25-26
- •**Budget Stabilization Fund** increased to **$3.4M**
- •**Major Street** $4M to $2.9
- •**Fire and Police Pension** and **OPEB Funds** has major shifts but this are fiduciary funds not under the control of the City

24-25 General Fund Transfers



25-26 General Fund Transfers



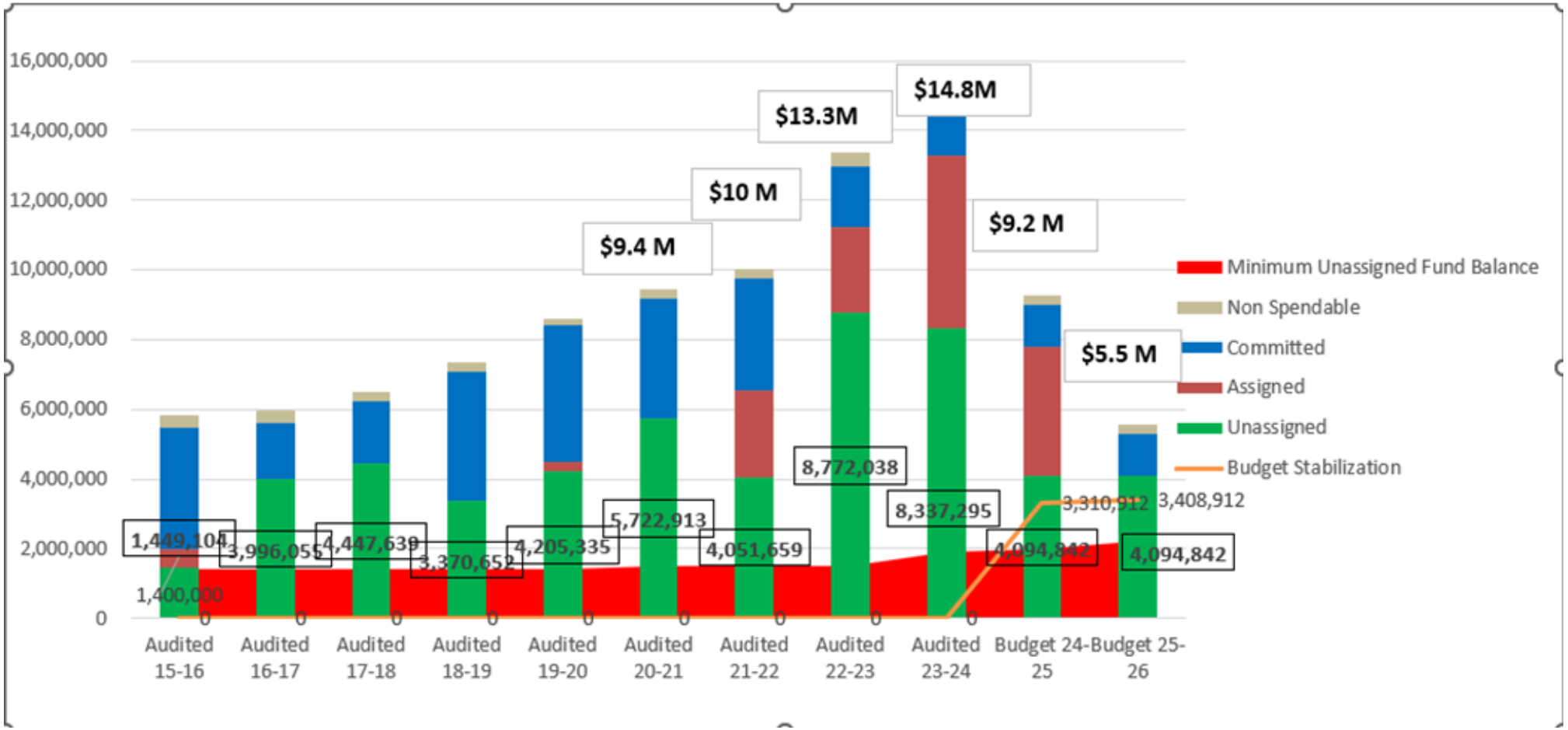
24-25 General Fund Original vs Amended Budget

DESCRIPTION	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
REVENUE			
TAXES	10,673,231	10,699,231	26,000
CHARGES FOR SERVICE	649,354	719,456	70,102
STATE GRANTS	5,036,678	5,514,161	477,483
CONTRIBUTION FROM LOCAL UNITS	43,000	43,000	0
FEDERAL GRANTS	0	14,000	14,000
INTEREST AND RENTS	723,736	775,452	51,716
PERMITS AND LICENSES	789,075	952,732	163,657
TRANSFERS IN	220,000	220,000	0
OTHER REVENUE	158,000	193,472	35,472
REVENUE Total	18,293,074	19,131,503	838,429
7			
SALARIES AND BENEFITS	(13,215,427)	(13,092,667)	122,760
CONTRACTUAL SERVICE	(3,710,174)	(3,890,585)	(180,411)
OPERATING EXPENSES	(1,080,819)	(1,210,109)	(129,290)
TRANSFERS OUT	(5,201,386)	(6,451,386)	(1,250,000)
7 Total	(23,207,806)	(24,644,747)	(1,436,941)
WATER ST			
CONTRACTUAL SERVICE	(4,450,000)	(4,450,000)	0
OTHER REVENUE	4,400,000	4,400,000	0
WATER ST Total	(50,000)	(50,000)	0
DORSEY			
STATE GRANTS	0	923,930	923,930
CONTRACTUAL SERVICE	0	(923,930)	(923,930)
OTHER REVENUE	0	0	0
DORSEY Total	0	0	0
Grand Total	(4,964,732)	(5,563,244)	(598,512)

25-26 General Fund Original vs Amended Budget

DESCRIPTION	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
REVENUE			
TAXES	10,989,772	10,980,338	(9,434)
CHARGES FOR SERVICE	646,938	647,438	500
STATE GRANTS	4,758,018	4,739,257	(18,761)
OTHER REVENUE	159,000	159,000	0
CONTRIBUTION FROM LOCAL UNITS	45,000	45,000	0
FEDERAL GRANTS	0	0	0
INTEREST AND RENTS	518,802	518,802	0
OTHER FINANCING SOURCES	0	0	0
PERMITS AND LICENSES	784,375	242,875	(541,500)
TRANSFERS IN	220,000	220,000	0
APPROPRIATION FUND BALANCE	0	0	0
REVENUE Total	18,121,905	17,552,710	(569,195)
EXPENDITURES			
SALARIES AND BENEFITS	(14,141,812)	(13,344,546)	797,266
CONTRACTUAL SERVICE	(3,798,938)	(4,068,746)	(269,808)
OPERATING EXPENSES	(824,081)	(875,165)	(51,084)
TRANSFERS OUT	(2,587,440)	(2,951,194)	(363,754)
EXPENDITURES Total	(21,352,271)	(21,239,651)	112,620
WATER ST			
OTHER REVENUE	1,700,000	1,700,000	0
CONTRACTUAL SERVICE	(1,750,000)	(1,750,000)	0
WATER ST Total	(50,000)	(50,000)	0
Grand Total	(3,280,366)	(3,736,941)	(456,575)

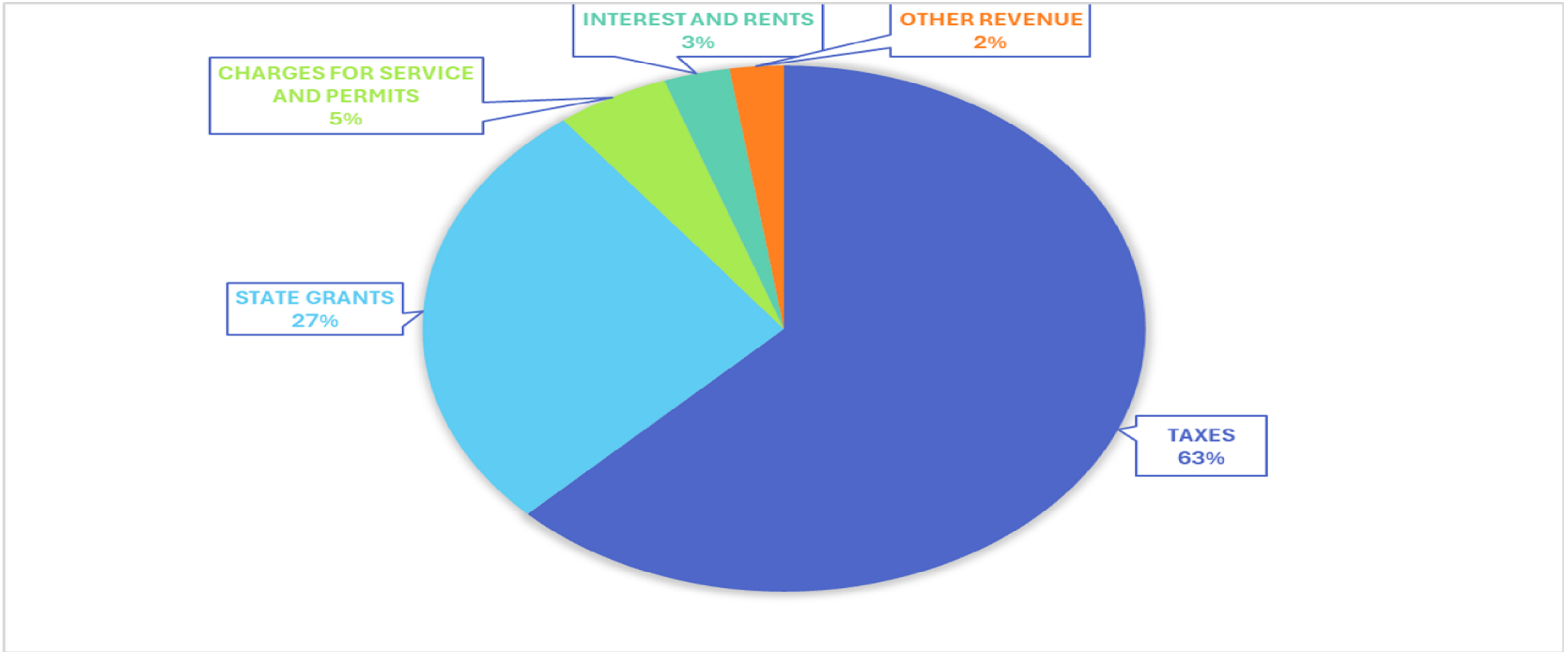
General Fund Balance



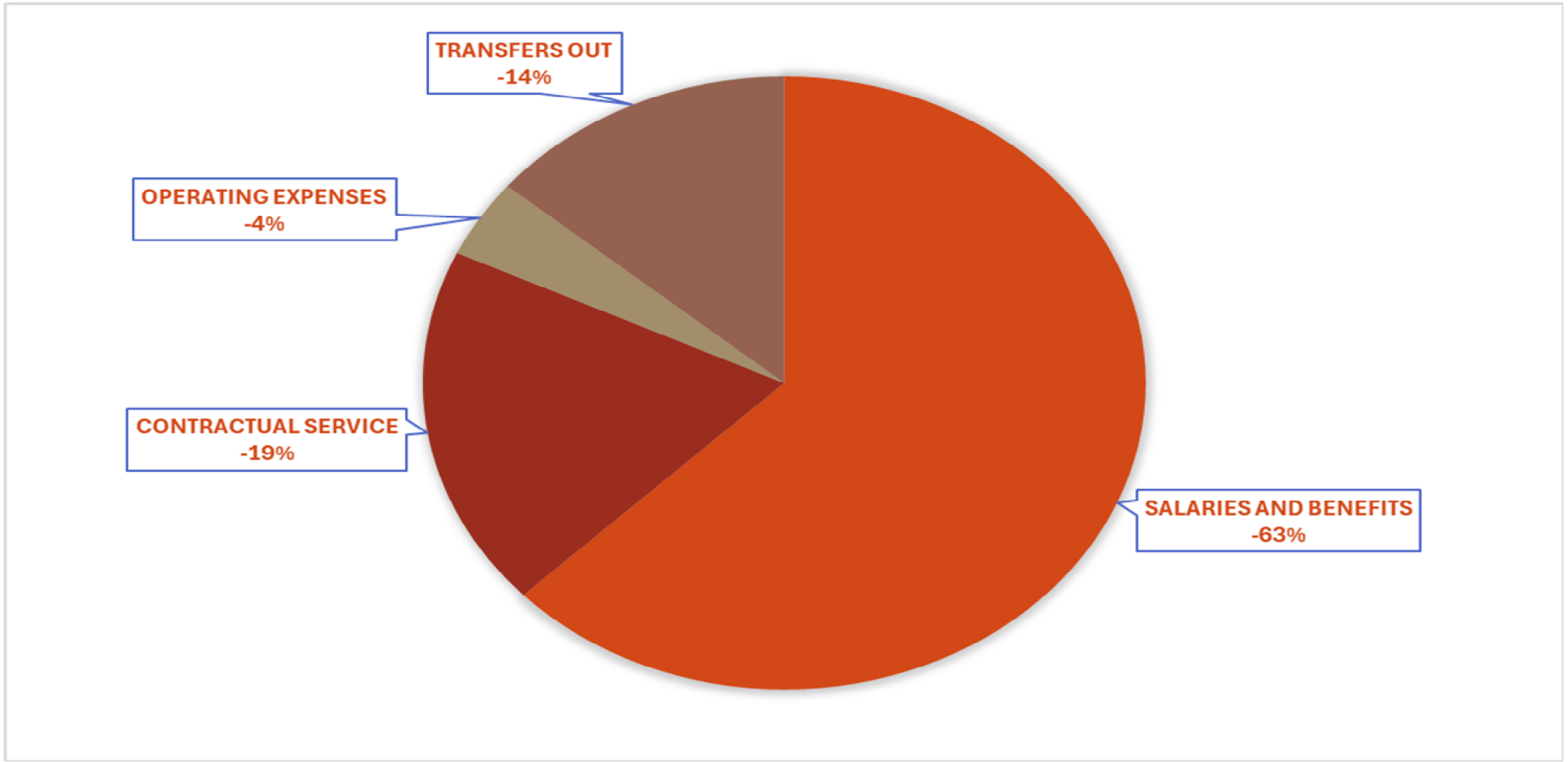
General Fund Operations

Account	Actual 2022-2023	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
Revenue	20,590,492	21,063,501	24,455,433	19,252,710
Expenditures	(17,279,741)	(19,624,367)	(30,018,677)	(22,989,651)
Net Change	3,310,751	1,439,134	(5,563,244)	(3,736,941)
Fund Balance, Beg	10,040,450	13,351,201	14,790,335	9,227,091
Fund Balance End	**13,351,201**	**14,790,335**	**9,227,091**	**5,490,150**

25-26 General Fund Revenue



25-26 General Fund-Expenditures



Other Fund Amendments

- New Fund
  - Building Inspection Fund(249)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
249	BUILDING INSPECTION FUND			
	REVENUE			
	PERMITS AND LICENSES	0	536,500	536,500
	TRANSFERS IN	0	213,539	213,539
	REVENUE Total	0	750,039	750,039
	EXPENDITURE			
	SALARIES AND BENEFITS	0	(338,972)	(338,972)
	CONTRACTUAL SERVICE	0	(255,363)	(255,363)
	OPERATING EXPENSES	0	(38,416)	(38,416)
	EXPENDITURE Total	0	(632,751)	(632,751)
	BUILDING INSPECTION FUND Total	**0**	**117,288**	**117,288**

Other Funds Major Amendments
Major Street Fund (202)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
202	MAJOR STREET			
	REVENUE			
	CONTRIBUTION FROM LOCAL UNITS	140,000	140,000	0
	INTEREST AND RENTS	70,008	70,008	0
	OTHER REVENUE	0	6,000	6,000
	PERMITS AND LICENSES	0	0	0
	STATE GRANTS	1,843,250	1,843,250	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	2,053,258	2,059,258	6,000
	EXPENDITURE			
	SALARIES AND BENEFITS	(491,582)	(501,112)	(9,530)
	CONTRACTUAL SERVICE	(1,812,437)	(1,894,419)	(81,982)
	OPERATING EXPENSES	(115,013)	(193,053)	(78,040)
	TRANSFERS OUT	0	0	0
	CAPITAL OUTLAY	(47,450)	(47,450)	0
	EXPENDITURE Total	(2,466,482)	(2,636,034)	(169,552)
	MAJOR STREET Total	**(413,224)**	**(576,776)**	**(163,552)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
202	MAJOR STREET	4,058,240	2,093,985	(2,614,385)	2,059,258	(2,636,034)	2,961,064

Local Street (203)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
203	LOCAL STREET			
	REVENUE			
	INTEREST AND RENTS	31,163	31,163	0
	OTHER REVENUE	35,000	35,000	0
	PERMITS AND LICENSES	0	0	0
	STATE GRANTS	597,750	597,750	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	663,913	663,913	0
	EXPENDITURE			
	SALARIES AND BENEFITS	(364,014)	(364,014)	0
	CONTRACTUAL SERVICE	(460,695)	(488,270)	(27,575)
	OPERATING EXPENSES	(68,797)	(153,797)	(85,000)
	EXPENDITURE Total	(893,506)	(1,006,081)	(112,575)
	LOCAL STREET Total	**(229,593)**	**(342,168)**	**(112,575)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604

Mental Health and Public Safety Fund (205)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
205	MENTAL HEALTH & PUBIC SAFETY FUND			
	REVENUE			
	CONTRIBUTION FROM LOCAL UNITS	430,000	430,000	0
	REVENUE Total	430,000	430,000	0
	EXPENDITURE			
	CHARGES FOR SERVICE	0	0	0
	CONTRACTUAL SERVICE	(62,500)	(112,500)	(50,000)
	DEBT SERVICE	0	0	0
	TRANSFERS OUT	(367,500)	(367,500)	0
	EXPENDITURE Total	(430,000)	(480,000)	(50,000)
	MENTAL HEALTH & PUBIC SAFETY FUND Total	**0**	**(50,000)**	**(50,000)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
205	PUBLIC SAFETY FUND	330,053	430,000	(710,000)	430,000	(480,000)	53

Police Special Revenue (265)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
265	POLICE SPECIAL REVENUE			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	INTEREST AND RENTS	1,425	1,425	0
	OTHER REVENUE	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,425	1,425	0
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	0	0	0
	OPERATING EXPENSES	0	(12,000)	(12,000)
	CAPITAL OUTLAY	0	0	0
	EXPENDITURE Total	0	(12,000)	(12,000)
	POLICE SPECIAL REVENUE Total	**1,425**	**(10,575)**	**(12,000)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
265	POLICE SPECIAL REVENUE	69,659	2,244	0	1,425	(12,000)	61,328

Capital Improvement Fund (414)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
414	CAPITAL IMPROVEMENT			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	CONTRIBUTION FROM LOCAL UNITS	0	390,000	390,000
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	20,126	20,126	0
	OTHER REVENUE	0	0	0
	STATE GRANTS	0	9,500,000	9,500,000
	TRANSFERS IN	1,659,874	1,659,874	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,680,000	11,570,000	9,890,000
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(405,000)	(8,195,000)	(7,790,000)
	OPERATING EXPENSES	0	0	0
	TRANSFERS OUT	0	0	0
	CAPITAL OUTLAY	(1,275,000)	(3,645,000)	(2,370,000)
	EXPENDITURE Total	(1,680,000)	(11,840,000)	(10,160,000)
	CAPITAL IMPROVEMENT Total	**0**	**(270,000)**	**(270,000)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,985,388)	11,570,000	(11,840,000)	1,935,692

Parking Fund (514)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
514	PARKING FUND			
	REVENUE			
	CHARGES FOR SERVICE	200,000	196,000	(4,000)
	OTHER REVENUE	0	0	0
	PERMITS AND LICENSES	50,000	45,000	(5,000)
	STATE GRANTS	0	1,000,000	1,000,000
	TRANSFERS IN	0	150,215	150,215
	REVENUE Total	250,000	1,391,215	1,141,215
	EXPENDITURE			
	SALARIES AND BENEFITS	(153,333)	(253,928)	(100,595)
	CONTRACTUAL SERVICE	(17,228)	(28,228)	(11,000)
	OPERATING EXPENSES	(5,000)	(25,000)	(20,000)
	CAPITAL OUTLAY	0	(1,000,000)	(1,000,000)
	EXPENDITURE Total	(175,561)	(1,307,156)	(1,131,595)
	PARKING FUND Total	**74,439**	**84,059**	**9,620**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
514	PARKING FUND	78,810	325,388	(372,870)	1,391,215	(1,307,156)	115,388

Motorpool Fund (641)

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
641	MOTORPOOL			
	REVENUE			
	CHARGES FOR SERVICE	1,512,593	1,731,981	219,388
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	17,088	17,088	0
	OTHER REVENUE	0	0	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,529,681	1,749,069	219,388
	EXPENDITURE			
	SALARIES AND BENEFITS	(314,346)	(314,346)	0
	CONTRACTUAL SERVICE	(441,615)	(523,465)	(81,850)
	DEBT SERVICE	0	0	0
	OPERATING EXPENSES	(166,865)	(253,815)	(86,950)
	CAPITAL OUTLAY	(557,397)	(677,182)	(119,785)
	EXPENDITURE Total	(1,480,223)	(1,768,808)	(288,585)
	MOTORPOOL Total	**49,458**	**(19,739)**	**(69,197)**

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
641	MOTORPOOL	1,127,608	1,814,196	(1,441,610)	1,749,069	(1,768,808)	1,480,456

Debt Service Funds

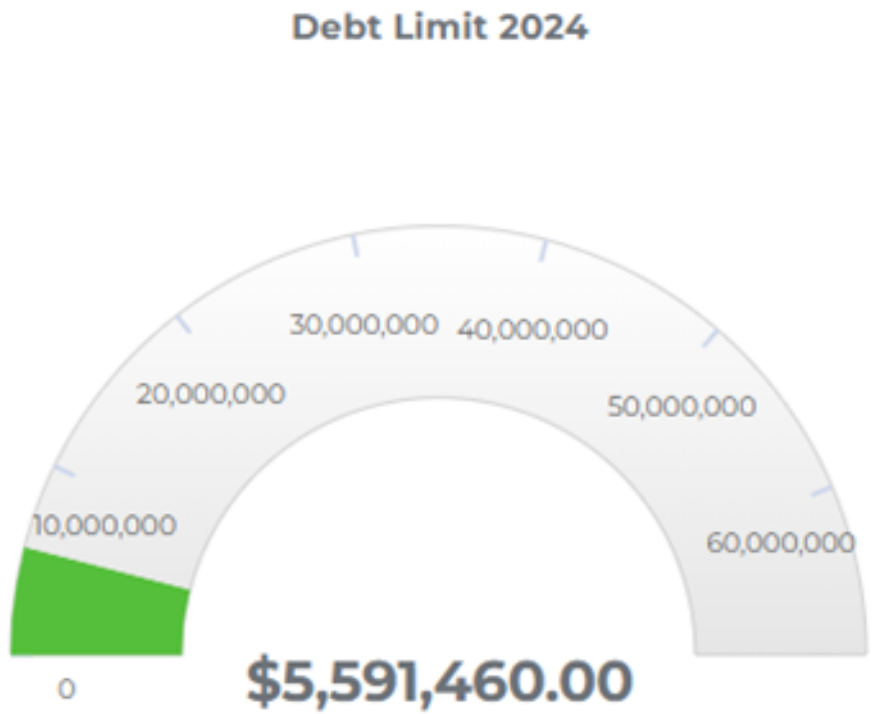
- Water Street GO Bonds(Payable thru 2031)

Series	Total Outstanding	25-26 Principal Due	Funding Source
2016 A Refunding	$ 4,475,000	$580,000	Tax Millage
2016 B Refunding	$1,135,000	$150,000	General Fund
Total	$5,610,000	$730,000	

- Water and Sewer Bonds(YCUA)

Series	Total Outstanding	25-26 Principal Due	Funding Source
Various	$7,172,720	$1,910,000	Water and Sewer Charges

Debt Capacity



Debt Obligation Summary

Description	Fund	Type	Purpose	Moody's Credit Rating	Year
2016 Refunding Bonds	304	General Obligation	Water St. Debt Payment	A1	2023
2016 Refunding Bonds	304	General Obligation	Water St. Debt Payment	A1	2020
2002B Water and Sewer	364	Revenue Bonds	Water and wastewater service	A1	
2003D Water and Sewer	469	Revenue Bonds	Water and wastewater service	A1	
2003C Water and Sewer	471	Revenue Bonds	Water and wastewater service	A1	
2004B Water and Sewer	474	Revenue Bonds	Water and wastewater service	A1	
2006 Water and Sewer	478	Revenue Bonds	Water and wastewater service	A1	
2007 Water and Sewer	479	Revenue Bonds	Water and wastewater service	A1	
2008 Water and Sewer	480	Revenue Bonds	Water and wastewater service	A1	
2009 Water and Sewer	481	Revenue Bonds	Water and wastewater service	A1	
2012 Factory Street Pump	482	Revenue Bonds	Water and wastewater service	A1	
2013 Water and Sewer	483	Revenue Bonds	Water and wastewater service	A1	
2015 Drinking Water	485	Revenue Bonds	Water and wastewater service	A1	
2016 Water and Sewer	486	Revenue Bonds	Water and wastewater service	A1	

Next Steps

- May 13th Department Head Presentations
  - This will include any updates to the previously approved budgets and link it with budget priorities.
- May 20th Second Reading
  - If possible, please send any amendments ahead of the meeting.
- Future Budgets
  - Budget Priorities
  - Fee Schedule

QUESTIONS, COUNCIL RECOMMENDATIONS AND AMENDMENTS

City of Ypsilanti

AMENDED BUDGET 24-25 and 25-26



Proposed Version - 5/06/2025

Last updated 04/30/25

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INTRODUCTION



Transmittal Letter

City Manager Andrew Hellenga

April 22, 2025

Honorable Mayor Brown and Members of the City Council

City of Ypsilanti
One South Huron Street
Ypsilanti, Michigan 48197

Subject: Budget Transmittal Message

Dear Mayor Brown, Council Members, and Residents:

In my capacity as City Manager, I am honored to submit for your consideration and approval the Amended Budgets for Fiscal Year 2024–2025 and the Proposed Budgets for Fiscal Year 2025–2026 for the City of Ypsilanti.
Pursuant to the City Charter, Ypsilanti adheres to a biennial budgeting process. This cycle incorporates amendments to the current fiscal year's adopted budget as well as initial proposals for the upcoming year. The budget documents have been prepared in accordance with Section 14 of the Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968, MCL 141.434) and Chapter 5 of the Ypsilanti City Charter.

Purpose and Significance
The preparation of the City's recommended budget remains one of the most critical, complex, and meaningful responsibilities entrusted to the Office of the City Manager. It represents our most comprehensive policy statement, reflecting the shared priorities and values of this community. The budget development process fosters transparent dialogue regarding essential services, opportunities for investment, the pursuit of equity, and the evolving role of local government.

Fiscal Overview
In the Amended General Fund Budget for Fiscal Year 2024–2025, projected revenues total $19,131,503, while expenditures are estimated at $24,644,747. This results in a projected shortfall of $5,513,244. This shortfall was largely a result of transferred funds to the budget stabilization fund.
For Fiscal Year 2025–2026, the Proposed General Fund Budget anticipates revenues of $17,552,710 and expenditures of $21,239,651, yielding a shortfall of $3,6686,941. Revenue projections are based on conservative assumptions, including a 3% increase in property tax revenues due to inflation, and cautious estimates for State Revenue Sharing. Although the City has recently received full allocations, Public Act 289 Fire Protection funding is budgeted at 50%. Act 51 Street Funding is also aligned with state forecasts.

Balance of Other Major Funds – Fiscal Year 2025–2026 Projections
Outlined below are the projected revenues and expenditures for key City funds in Fiscal Year 2025–2026. Where expenditure exceeds revenues, the deficit is expected to be offset by transfers from the General Fund, unless otherwise indicated.

- **Housing Fund (Fund 102)**
  - $25,000
- **Major Streets Fund (Fund 202)**
  - $4,058,239.75
- **Local Streets Fund (Fund 203)**
  - $1,914,500.58
- **Mental Health Fund (Fund 205)**
  - $330,052.64 (Transfer Out)

- **Rubbish Fund (Fund 226)**
  - $169,036.88 (Subsidized by GF)
- **Capital Fund (Fund 414)**
  - $247,315.19 (Subsidized by GF)
- **Parking Fund (Fund 514)**
  - $78,810.14
- **Fire/Police Pension Fund (Fund 732)**
  - $33,666,221.62
- **Other Post-Employment Benefits (OPEB) Fund (Fund 736)**
  - $4,229,595.15

Decision-Making Framework

The Fiscal Year 2025–2026 Proposed Budget reflects a reaffirmation of the strategic priorities established by City Council during its budget planning sessions in January 2025. All departments were directed to align their operations and initiatives with these priorities, while sustaining focus on fostering a safe, healthy, inclusive, livable, sustainable, and economically vibrant community. Although addressing fiscal challenges and reducing structural deficits remains imperative, it is equally important that the City continues to invest in infrastructure, services, and programs that drive long-term resilience and community well-being. These investments serve to enhance the quality of life for residents, support local businesses, empower City staff, and welcome visitors.

Overview of the Past Year's Accomplishments

Infrastructure

The City has continued to actively pursue funding opportunities for the reconstruction of the Cross and Prospect Bridges. In addition, the City was awarded a Transportation Alternatives Program (TAP) grant by the Southeast Michigan Council of Governments (SEMCOG) to support enhancements to non-motorized transportation infrastructure as part of the Harriet Street reconstruction initiative.

Staffing

The Police Department has successfully reestablished its Detective Bureau, assuming investigative responsibilities previously managed by the Washtenaw County Sheriff's Office. While the Sheriff's Office will continue to provide mutual aid as necessary, the Ypsilanti Police Department will maintain direct oversight and control of investigations. All municipal departments, excluding Police and Public Works—are currently fully staffed.

Housing

The City has made measurable progress in expanding access to affordable housing. The Huron Vistas Apartments on Clark Road are now completed, with the majority of units occupied. At Dorsey Estates, the lottery for affordable housing units has been conducted, and construction is on schedule for completion by September 2025.

Fiscal Year 2024–2025 Projects

Water Street Redevelopment

In April, the City commenced an extensive public engagement process to inform the development of a Request for Qualifications (RFQ), with the objective of attracting developers aligned with community priorities for the Water Street site. Later this spring, an excavation contractor will be engaged to remove polychlorinated biphenyls (PCBs) from the most contaminated portions of the site. Remediation efforts are scheduled to continue throughout the summer and into the fall. This work is funded through a $4.4 million grant from the State of Michigan, facilitated by Senator Jeff Irwin's Office, and $3 million in Community Project Funding secured through Congresswoman Debbie Dingell's Office.

City Business Facilities

The City is currently assessing significant challenges posed by aging municipal facilities, including City Hall, the Department of Public Works (DPW), and the Police and Fire Departments. Years of deferred maintenance and historically reduced revenues following the mid-2000s real estate crisis have resulted in serious deficits in modernization, accessibility, and operational efficiency. Upgrading these facilities is essential not only to enhance service delivery but also to improve the City's ability to attract and retain qualified personnel. Although such upgrades will require use of unassigned fund balance, City staff are actively pursuing state and federal funding sources to offset these costs. The potential issuance of Capital Improvement Bonds is also under consideration to

support these necessary improvements.

Peninsular Dam Removal
The City will continue collaborating with the Huron River Watershed Council (HRWC) to advance the removal of the Peninsular Dam. Fundraising for this initiative has been completed, with final grants secured from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the U.S. Fish and Wildlife Service, and the National Fish and Wildlife Foundation. GEI Consultants of Michigan, P.C., has been retained to lead planning and final design work.

Other Funding Sources
The City was awarded $3,000,000 for the reconstruction of the Frog Island Park parking lot, a project that will support the economic revitalization of Depot Town and expand recreational opportunities. Remaining funds will be allocated toward addressing structural and operational deficiencies at the DPW Yard.

Investments in Functionality
The Finance Department has successfully implemented the BS&A software suite, consolidating financial operations under a unified platform. This upgrade enhances efficiency in budgeting, project management, and asset tracking, while streamlining payroll and human resources processes. The result is a reduction in administrative errors and an overall improvement in internal services provided to City employees.

Financial Planning
Achieving long-term financial stability requires strategic resource management that reinforces both operational capacity and fiscal sustainability. The following areas are of particular focus:

- **Asset Management**
  Strengthening asset management protocols will enable the City to better anticipate and plan for the maintenance, replacement, and investment needs associated with critical infrastructure, including fleet vehicles and public facilities.
- **Technology Improvements**
  Continued investment in modern technological solutions will reduce operational redundancies, minimize costly errors, and enhance efficiency. In turn, this will decrease dependence on manual, paper-based workflows.
- **Fee Schedule Evaluation**
  A comprehensive review of the City's fee schedule is essential to ensure that service-related costs are accurately recovered and that pricing reflects the actual cost of delivery.
- **Fund Balance Strategy**
  Developing and adhering to responsible fund balance policies is crucial. These strategies should establish minimum thresholds for uncommitted reserves and ensure that ongoing operational costs are supported by stable, renewable revenue sources.

Conclusion

The manner in which a city allocates its limited financial resources is a clear expression of its values and priorities.
While every funding recommendation must reflect prudent fiscal stewardship, the most meaningful investments also reflect our community's collective aspirations. They respond to pressing and emerging needs, build resilience, and work to improve the overall quality of life for all who live, work, and visit the City of Ypsilanti.
Respectfully submitted,

Andrew Hellenga
City Manager



Ypsilanti History

Native American Camping & Burial Ground

Ypsilanti is located where an old Native American trail crossed the Huron River. Long before the coming of the white man, it was the camping and burial ground for several Native American tribes.

Trading Post

In 1809, three French explorers built a log structure on the west bank of an Indian trading post. The post was one of the earliest structures in the vast, sparsely populated Michigan territory whose citizens, including forts, numbered just 4,762.

First Settlement

Gabriel Godfrey, proprietor of the trading post, was followed in 1823 by Benjamin Woodruff. Woodruff and several companions established a small settlement on the river a mile south of the post and named it Woodruff's Grove. It was the first settlement in Washtenaw County.

Chicago Road

In 1824, Father Gabriel Richard, Representative in Congress for the Michigan Territory, urged the building of a federal highway from Detroit to Chicago, to be known as the Chicago Road. The surveying crew, following the Sauk Indian Trail, put the crossing of the Huron River nearly a mile north of Woodruff's Grove.

The Name Ypsilanti

In 1825, three prominent settlers named Judge Augustus Woodward, John Stewart, and William Harwood combined portions of their own land to form the original plat for a new settlement at the crossing. They named it for the Greek patriot General Demetrius Ypsilanti, a heroic figure in the battle that the Greeks were fighting against Turkish tyranny - a struggle for freedom that many Americans likened to our own. With three hundred men, Ypsilanti held the Citadel of Argos for three days against an army of thirty thousand; after his provisions were exhausted, he and his entire command made a daring escape behind enemy lines without losing a single man. When a fire destroyed the school at Woodruff's Grove, that small settlement was abandoned in favor of Ypsilanti.

Stage Lines

Travel from Detroit by stagecoach became possible in 1830, and three stage lines served Ypsilanti within the next two years. In 1835, the military road to Chicago was officially opened, with new towns springing up along its length.

Railroad

Three years later the railroad from Detroit reached Ypsilanti. The first wood frame depot was built in 1838, and a large brick masonry station was constructed two decades later. Adjacent to the depot, a small commercial district arose east of the river known (then and now) as Depot Town. Most of the structures still standing in Depot Town today were built within three decades during the late 19th century.

2nd Business District

A second business district developed shortly after Depot Town on the west side of the river. It ran along the Chicago Road, later called Congress Street and now known as Michigan Avenue.

Educational Institutions

Early on, the community gained recognition for its educational institutions. The Ypsilanti Seminary was established in 1845, and a teacher training school known as the Michigan Normal School - now Eastern Michigan University - was established in 1849. Cleary College was founded in 1883.

River & Water Power

Over the years, Ypsilanti grew and flourished. The early development of the community was influenced and enhanced by the presence of the river and its abundant water power. The river industries of the mid to late 19th century yielded over the years to manufacturing, and the mills gave way to the auto related commerce that would become a major economic force in the community.

Ford Motor Company Plant

In 1941, Ford Motor Company built a plant in Willow Run. It was quickly converted to wartime production when the U.S. entered World War II, and one of the famous B-24 bombers rolled off the Willow Run Assembly line every 55 minutes.

Historic District

The rich array of historic architecture was approved as an Historic District. With growing pride, Ypsilanti works to protect and enjoy its heritage.

PUBLIC HEARING NOTICE

YPSILANTI CITY COUNCIL
AMEND CITY BUDGET FOR 2024-2025 & 2025-2026
FISCAL YEARS AND BUDGET ORDINANCE

The Ypsilanti City Council will hold a Public Hearing on Tuesday, May 6, 2025, at 7:00 p.m. in the City Council Chambers, located at 1 S. Huron St., Ypsilanti, MI 48197 to consider the following Ordinance:

AN ORDINANCE TO AMEND BUDGET APPROPRIATIONS BY DEPARTMENT AND MAJOR ORGANIZATIONAL UNIT FOR 2024-2025 AND 2025-2026 FISCAL YEARS.

THE CITY OF YPSILANTI ORDAINS:

Pursuant to the City Charter Section 5.06 (a), budget appropriations by department and major organizational unit are hereby approved as recommended by the Administration, as approved by City Council, and as shown below by Funds.

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
101	GENERAL FUND	14,790,335	19,131,503	(24,644,747)	17,552,710	(21,239,651)	5,590,150
102	HOUSING FUND	25,000	50,000	(57,500)	0	0	17,500
104	BUDGET STABILIZATION FUND	-	3,310,912		98,000		3,408,912
202	MAJOR STREET	4,058,240	2,093,585	(2,614,385)	2,059,258	(2,636,034)	2,961,664
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604
205	PUBLIC SAFETY FUND	330,053	430,000	(710,000)	430,000	(480,000)	53
226	GARBAGE & RUBBISH COLLECT	169,037	1,776,967	(1,767,977)	1,915,471	(1,866,634)	226,863
248	DTDA W CROSS	198,500	141,927	(212,896)	198,766	(190,725)	135,572
249	BUILDING INSPECTION FUND	-	0	0	536,500	(419,212)	117,288
265	POLICE SPECIAL REVENUE	69,659	2,244	0	1,425	(12,000)	61,328
276	DEPOT TOWN DDA	276,107	130,052	(279,586)	148,991	(236,563)	38,992
304	2016 GOLT BOND REFUNDING	12,983	912,284	(912,083)	910,709	(910,709)	13,184
342	2012 UTGO REFUNDING BOND	10,353	120	0	0	0	10,473
413	DOWNTOWN DEV AUTH	313,606	407,339	(497,858)	618,479	(435,879)	405,688
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,985,388)	11,570,000	(11,840,000)	1,935,692
415	ECONOMIC DEVELOPMENT CORP	35,206	66,922	(76,461)	48,846	(52,758)	21,754
474	2004B W S & SEW $6.3M DWRF	-	389,091	(389,091)	0	0	0
479	2007 W & W REVDWRF $375K	-	21,247	(21,247)	25,769	(25,769)	0
480	2008 W & S DISP REV $438K	-	27,794	(27,794)	27,169	(27,169)	0
481	2009 W & S BNDS 7249-01	-	21,714	(11,101)	10,851	(10,851)	10,613
482	2012 W&S FACTORY PUMP STA	824,706	183,538	(183,538)	185,250	(185,250)	824,706
483	2013 REVENUE REFUND BONDS	970,266	196,350	(196,350)	199,350	(199,350)	970,266
485	WATER MAIN DWRF 7320-01	-	25,116	(25,116)	24,616	(24,616)	0
486	2016 W&S REV REF BONDS	-	1,275,700	(1,275,700)	1,269,500	(1,269,500)	0
495	SIDEWALK IMPROVEMENT	266,179	124,294	(80,229)	5,258	(31,050)	284,453
514	PARKING FUND	78,810	325,388	(372,870)	1,391,215	(1,307,156)	115,388
588	PUBLIC TRANSIT	18,488	368,846	(368,024)	382,871	(378,741)	23,440
641	MOTOR POOL	1,127,608	1,814,196	(1,441,610)	1,749,069	(1,768,808)	1,480,456
677	WORKERS COMPENSATION FUND	122,350	162,939	(250,222)	183,443	(115,000)	103,550
732	FIRE AND POLICE PENSION	33,666,222	6,886,577	(4,021,608)	5,471,175	(4,102,331)	37,900,435
736	RETIREE BENEFITS FUND	4,229,595	859,210	(1,868,673)	916,881	(1,962,304)	2,174,909
Totals		65,753,315	51,453,086	(52,848,615)	48,595,485	(53,202,721)	59,750,551

Further, that in accordance with Section 19 (2) of Public Act 621 of 1978, also known as the Uniform Budgeting and Accounting Act, parameters are hereby given to allow transfers between appropriation accounts and within fund totals.

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon two (2) days notice to the City. Individuals requiring auxiliary aids or services should contact the City by writing or calling the following:

City Clerk's Office
1 S. Huron St., Ypsilanti, MI 48197
(734) 483-1100

All persons are welcome to attend. A copy of the proposed 2024-2025 and 2025-2026 Fiscal Year Budget Ordinance may be obtained at the City Clerk's Office during normal hours or at www.cityofypsilanti.com under Mayor and City Council. Written comments may be sent to the City Clerk's Office at the above address.

Tracey Boudreau, City Clerk

Publish in Washtenaw Legal News on April 17,2025 edition.

Tax Levy Ordinance

PUBLIC NOTICE

The Ypsilanti City Council will hold a Public Hearing on Tuesday, May 6, 2025, at 6:00 p.m. in the City Council Chambers, located at 1 S. Huron St., Ypsilanti, MI 48197 to consider an Ordinance entitled "2025-2026 Tax Levy Ordinance" which follows:

2025-2026 TAX LEVY ORDINANCE

THE CITY OF YPSILANTI ORDAINS THAT:

A general operating millage rate of 16.7690 mills (.0167690 cents per $1) of the Taxable Value, according to the assessment roll of the last preceding year is approved and authorized; and

The City Clerk is authorized to certify to the City Treasurer and City Assessor the total amount to be levied and restriction for the City of Ypsilanti is:

MILLAGE NAME	MILLAGE RATE
GENERAL OPERATING	16.7690
POLICE & FIRE PENSION	6.2305
POLICE & FIRE OPEB	1.3170
SANITATION	2.4516
WATER STREET LTGO RFDG BONDS 2016A (VOTED IN AUGUST 8, 2017)	1.5846
PUBLIC TRANSIT (VOTED IN NOVEMBER 2010)	.8626
TOTAL	**29.2153**

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon five (5) days notice to the City. Individuals requiring auxiliary aids or services should contact the City by writing or calling the following:

City Clerk's Office
One S. Huron St.
Ypsilanti, MI 48197-5400
(734) 483-1100

All persons are welcome to attend. Additional information may be obtained at the City Clerk's Office or at www.cityofypsilanti.com under Mayor and City Council. Written comments may be sent to the City Clerk's Office at the above address.

Tracey Boudreau, City Clerk
Publish in Washtenaw Legal News on April 17, 2025 edition.

Millage Reduction Fraction

EQUALIZATION AND PROPERTY
DESCRIPTION DEPARTMENT

200 NORTH MAIN STREET
ANN ARBOR, MICHIGAN 48107-8645

SUITE 210
(734) 222-6662

P.O. BOX 8645
FAX (734) 222-6589

DIRECTOR
Samuel C. Spang, MMAO

April 24, 2025

To All Taxing Authorities:

Attached, please find forms L-4028 relating to the taxable value real and personal property located within the County of Washtenaw. To the best of our knowledge, the valuations set forth represent the 2024 and 2025 Taxable Values, Additions and Losses for your Unit.

Please check the department web site for information on Taxable Value, S.E.V., I.F.T. and Veterans Exemption totals at:
https://www.washtenaw.org/431/Equalization.

If you have any questions, please contact Chris Spang at 734-222-6503 or by email at spangs@washtenaw.org.

Thank You

Samuel C Spang, MMAO
Director

Michigan Department of Treasury, STC
612 (Rev 1-05)

HEADLEE SCHEDULE/WASHTENAW COUNTY

L-4028

This form is issued under authority of sections 211.34d and 211.150, M.C.L. Filing of this form is mandatory. Failure to file is punishable under Section 211.119, M.L.C.

STATEMENT OF CURRENT YEAR TAXABLE AND PRIOR YEAR TAXABLE VALUATION, LOSSES, ADDITIONS, AND THE 2025 MILLAGE REDUCTION FRACTION FOR EACH OF THE SEVERAL ASSESSING JURISDICTIONS, SCHOOLS, COMMUNITY COLLEGES AND AUTHORITIES IN THE COUNTY. THE VALUATIONS LISTED REPRESENT ONLY THE WASHTENAW COUNTY TOTALS.

Samuel C. Spang MMAO
Equalization Director

					CPI 1.031	2025		
Code Number	Taxing Jurisdiction	2024 TAXABLE VALUE as of 05/28/2024	2025 TAXABLE VALUE as of 05/27/2025	TAXABLE VALUE OF LOSSES	TAXABLE VALUE OF ADDTIONS	Millage Reduction Fraction 211.34d	Base Tax Rate Fraction 211.24e	Truth In Assessing /Equalization 211.34
81	WASHTENAW COUNTY	23,095,191,166	24,389,976,955	115,094,401	611,642,811			
	Ad Valorem Minus RZ	23,068,175,915	24,362,893,811	115,094,401	611,513,111	0.9963	TBD	1.0000
01	ANN ARBOR TOWNSHIP	706,963,635	732,301,675	6,002,638	10,468,246	1.0000	0.9711	1.0000
02	AUGUSTA TOWNSHIP	323,724,392	338,653,823	619,045	3,792,679	0.9948	0.9649	1.0000
03	BRIDGEWATER TOWNSHIP	121,791,354	128,575,830	1,387,477	2,446,601	0.9842	0.9546	1.0000
04	DEXTER TOWNSHIP	522,793,192	548,369,767	957,425	7,457,980	0.9946	0.9647	1.0000
05	FREEDOM TOWNSHIP	256,300,337	260,109,463	4,749,916	9,557,187	1.0000	1.0040	1.0000
06	LIMA TOWNSHIP	323,996,333	350,298,058	212,503	12,619,468	0.9886	0.9589	1.0000
07	LODI TOWNSHIP	567,835,520	592,959,695	527,513	4,308,903	0.9936	0.9637	1.0000
08	LYNDON TOWNSHIP	231,763,861	240,439,106	161,652	2,798,028	1.0000	0.9746	1.0000
09	MANCHESTER TOWNSHIP	181,213,018	190,766,602	258,136	3,473,945	0.9961	0.9662	1.0000
10	NORTHFIELD TOWNSHIP	487,168,985	521,158,379	1,091,540	17,940,856	0.9959	0.9659	1.0000
11	PITTSFIELD TOWNSHIP	2,702,539,616	2,863,220,256	13,463,798	97,201,258	1.0000	0.9722	1.0000
12	SALEM TOWNSHIP	505,813,513	535,403,659	6,165,901	13,762,485	0.9875	0.9578	1.0000
13	SALINE TOWNSHIP	163,062,410	185,880,712	898,557	15,819,200	0.9831	0.9536	1.0000
14	SCIO TOWNSHIP	1,754,088,991	1,850,376,297	7,557,457	59,443,100	1.0000	0.9752	1.0000
15	SHARON TOWNSHIP	127,009,042	135,377,443	390,225	4,048,071	0.9940	0.9641	1.0000
16	SUPERIOR TOWNSHIP	896,991,446	955,507,120	4,125,376	27,592,610	0.9921	0.9622	1.0000
17	SYLVAN TOWNSHIP	300,956,211	314,223,424	873,704	6,022,741	1.0000	0.9737	1.0000
18	WEBSTER TOWNSHIP	569,528,908	598,109,929	267,948	8,432,507	0.9953	0.9654	1.0000
19	YORK TOWNSHIP	586,938,562	619,599,464	675,764	13,086,868	0.9966	0.9666	1.0000
20	YPSILANTI TOWNSHIP	1,816,313,643	1,893,039,426	6,154,661	19,028,199			
	Ad Valorem Minus RZ	1,789,298,392	1,865,956,282	6,154,661	18,898,499	0.9953	0.9654	1.0000
51	ANN ARBOR CITY	8,041,019,653	8,511,640,982	46,124,709	219,945,699	0.9941	0.9642	1.0000
55	CHELSEA CITY	348,476,720	373,465,705	6,603,876	20,369,037	0.9982	0.9682	1.0000
56	DEXTER CITY	311,009,919	326,481,564	1,085,890	5,882,438	0.9967	0.9667	1.0000
57	MANCHESTER CITY	83,253,853	87,064,702	265,618	929,156	0.9933	0.9635	1.0000
54	MILAN CITY	138,173,852	146,743,984	526,310	1,817,900	I.C.	I.C.	I.C.
	(from WASHTENAW)	138,173,852	146,743,984	526,310	1,817,900			
	(from MONROE COUNTY)	0	0	0	0			
52	SALINE CITY	592,935,743	632,095,383	2,555,009	18,103,703	0.9914	0.9615	1.0000
53	YPSILANTI CITY	433,528,457	458,114,507	1,391,753	5,293,946	0.9839	0.9543	1.0000
	BARTON HILLS VILLAGE	80,882,695	84,441,012	562,608	1,958,800	1.0000	0.9738	1.0000

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Michigan Department of Treasury, STC
612 (Rev 1-05)

HEADLEE SCHEDULE/WASHTENAW COUNTY

L-4028

					CPI 1.031	2025		
Code Number	Taxing Jurisdiction	2024 TAXABLE VALUE as of 05/28/2024	2025 TAXABLE VALUE as of 05/27/2025	TAXABLE VALUE OF LOSSES	TAXABLE VALUE OF ADDTIONS	Millage Reduction Fraction 211.34d	Base Tax Rate Fraction 211.24e	Truth In Assessing /Equalization 211.34
82390	NORTHVILLE SCHOOLS	33,146,068	35,534,841	4,817,718	4,450,850	I.C.	I.C.	
	Non-PRE/MBT	12,730,978	14,513,821	275,768	1,564,700	I.C.	I.C.	
	PRE/MBT	20,415,090	21,021,020	4,541,950	2,886,150			
	A SALEM TOWNSHIP	33,146,068	35,534,841	4,817,718	4,450,850			
	Non-PRE/MBT	12,730,978	14,513,821	275,768	1,564,700			
	PRE/MBT	20,415,090	21,021,020	4,541,950	2,886,150			
82430	VAN BUREN SCHOOLS	164,370,683	172,666,363	660,239	4,039,603			
	Ad Valorem Minus RZ	137,897,183	146,141,763	660,239	3,909,903	I.C.	I.C.	
	Non-PRE/MBT	112,417,838	117,838,052	173,920	3,345,350	I.C.	I.C.	
	PRE/MBT	51,952,845	54,828,311	486,319	694,253			
	K YPSILANTI TOWNSHIP	164,370,683	172,666,363	660,239	4,039,603			
	Ad Valorem Minus RZ	137,897,183	146,141,763	660,239	3,909,903			
	Non-PRE/MBT	112,417,838	117,838,052	173,920	3,345,350			
	PRE/MBT	51,952,845	54,828,311	486,319	694,253			
LIBRARIES								
	ANN ARBOR DISTRIC LIBRARY	12,488,313,272	13,175,722,990	67,237,157	331,038,264	0.9970	0.9670	
	CHELSEA DISTRICT LIBRARY	1,268,546,420	1,335,041,755	8,150,850	34,821,234	0.9994	0.9694	
	DEXTER DISTRICT LIBRARY	1,710,209,208	1,822,844,380	4,153,470	55,339,725	IC	IC	
	(from WASHTENAW)	1,710,209,208	1,822,844,380	4,153,470	55,339,725			
	(from LIVINGSTON COUNTY)	0	0	0	0			
	MANCHESTER DISTRICT LIBRARY	611,265,556	632,751,603	6,622,429	15,319,789	1.0000	0.9793	
	MILAN PUBLIC LIBRARY	138,173,852	146,743,984	526,310	1,817,900	IC	IC	
	(from WASHTENAW)	138,173,852	146,743,984	526,310	1,817,900			
	(from MONROE COUNTY)	0	0	0	0			
	NORTHFIELD AREA LIBRARY	487,168,985	521,158,379	1,091,540	17,940,856	0.9959	0.9659	
	SALEM-SOUTH LYON LIBRARY	477,241,154	505,430,376	6,091,176	13,463,185	IC	IC	
	(from WASHTENAW)	477,241,154	505,430,376	6,091,176	13,463,185			
	(from OAKLAND COUNTY)	0	0	0	0			
	SALINE DISTRICT LIBRARY	2,401,586,260	2,557,416,766	8,156,022	79,726,855	0.9959	0.9660	
	YPSILANTI DISTRIC LIBRARY	2,744,273,034	2,882,732,667	11,264,420	44,027,535			
	Ad Valorem Minus RZ	2,717,257,783	2,855,649,523	11,264,420	43,897,835	0.9922	0.9624	
AUTHORITIES								
	AATA - AA CITY ONLY	8,041,019,653	8,511,640,982	46,124,709	219,945,699	0.9941	0.9642	1.0000
	AAATA - AAC, YPCIT, YPTWP	10,290,861,753	10,862,794,915	53,671,123	244,267,844	0.9940		
	Ad Valorem Minus RZ	10,263,846,502	10,835,711,771	53,671,123	244,138,144	0.9939	0.9640	1.0000
	CHELSEA AREA FIRE AUTHORI	1,205,193,125	1,278,426,293	7,851,735	41,809,274	0.9983	0.9682	1.0000
	HURON CLINTO METRO AUTH	23,095,191,166	24,389,976,955	115,094,401	611,642,811			
	Ad Valorem Minus RZ	23,068,175,915	24,362,893,811	115,094,401	611,513,111	I.C.	I.C.	I.C.
	YPSILANTI COMM UTLITIES	2,249,842,100	2,351,153,933	7,546,414	24,322,145			
	Ad Valorem Minus RZ	2,222,826,849	2,324,070,789	7,546,414	24,192,445	0.9931	0.9632	1.0000
	CHELSEA CITY DDA	25,767,500	24,325,451	4,877,715	4,995,400	1.0000	1.0807	1.0000
	MILAN CITY DDA	4,794,548	4,921,104	23,300	5,000	IC	IC	I.C.
	(from WASHTENAW)	4,794,548	4,921,104	23,300	5,000			
	(from MONROE COUNTY)	0	0	0	0			
	YPSILANTI CITY DDA	35,048,424	37,444,377	57,500	470,900	0.9757	0.9464	1.0000

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https://www.washtenaw.org/431/Equalization

Population Overview

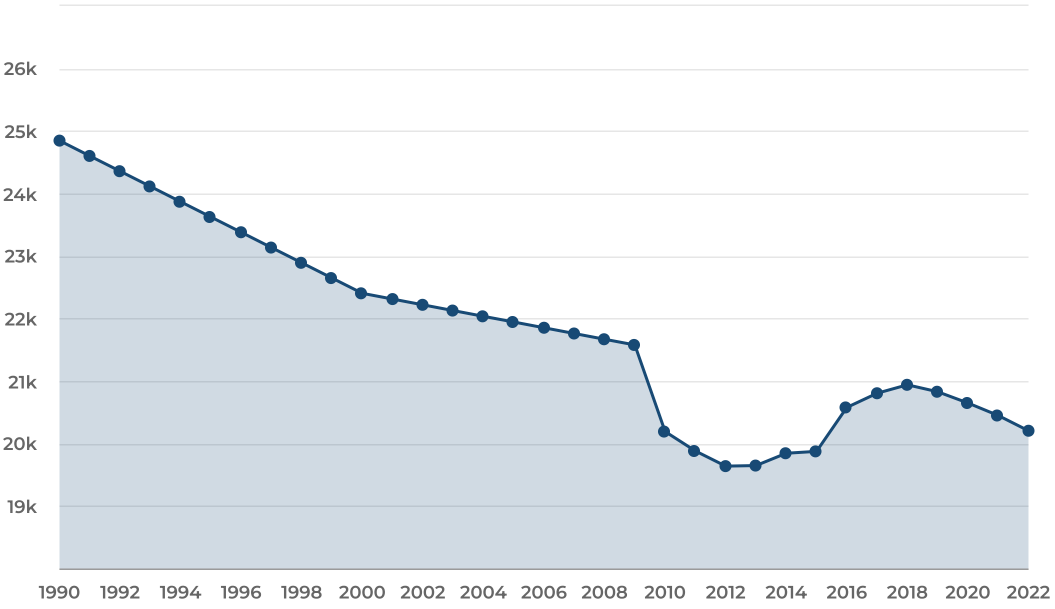
TOTAL POPULATION

20,204

▼ 1.2%
vs. 2021

GROWTH RANK

1259 out of **1773**
Municipalities in Michigan



** Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*

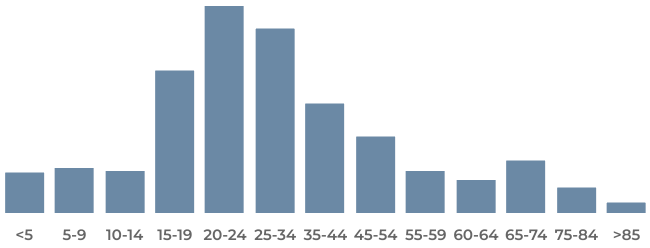
DAYTIME POPULATION

20,427

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: American Community Survey 5-year estimates*

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

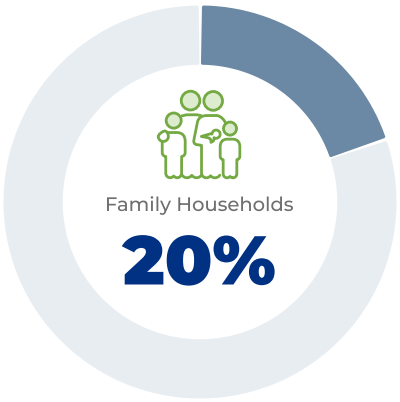
** Data Source: American Community Survey 5-year estimates*

Household Analysis

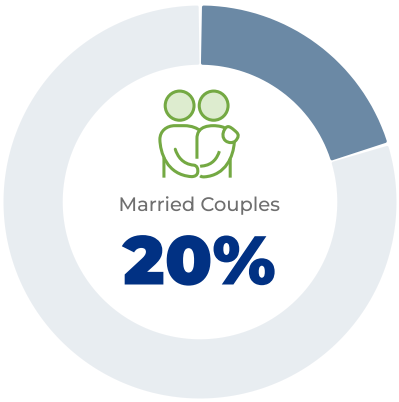
TOTAL HOUSEHOLDS

8,625

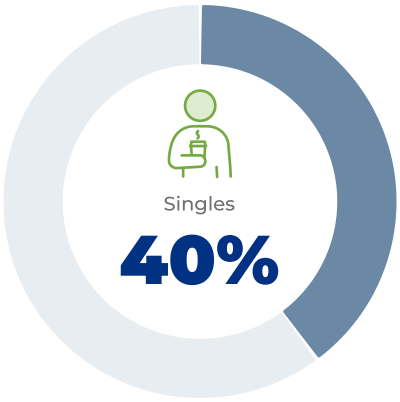
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ 58%
lower than state average



▼ 58%
lower than state average



▲ 35%
higher than state average

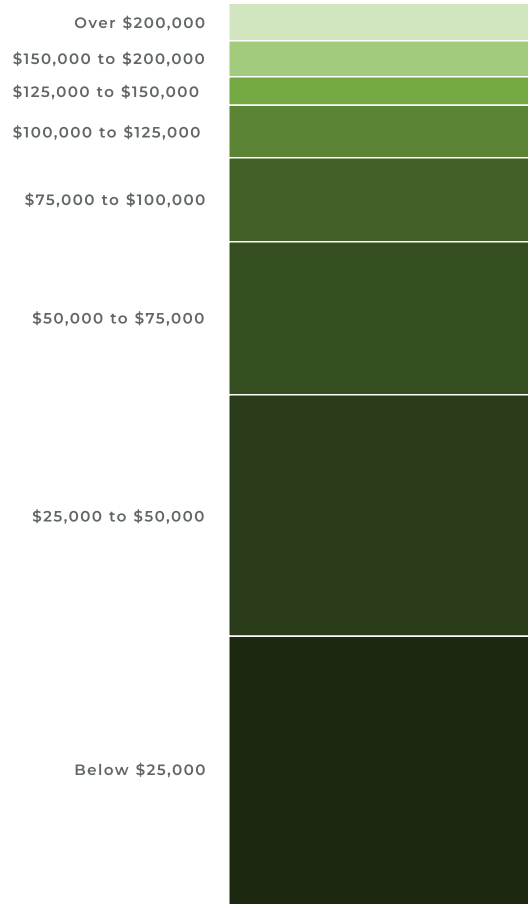


▲ 22%
higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



HOUSEHOLD INCOME

Above $200,000

4%

▼ 50%
lower than state average

Median Income

$41,914

▼ 39%
lower than state average

Below $25,000

30%

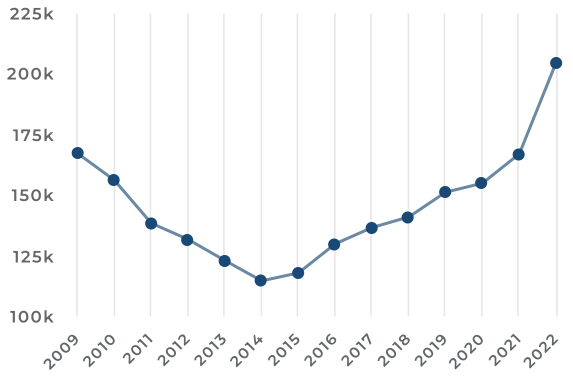
▲ 79%
higher than state average

** Data Source: American Community Survey 5-year estimates*

Housing Overview

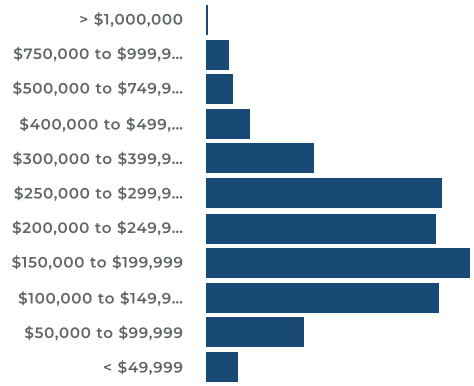
2022 MEDIAN HOME VALUE

$204,800



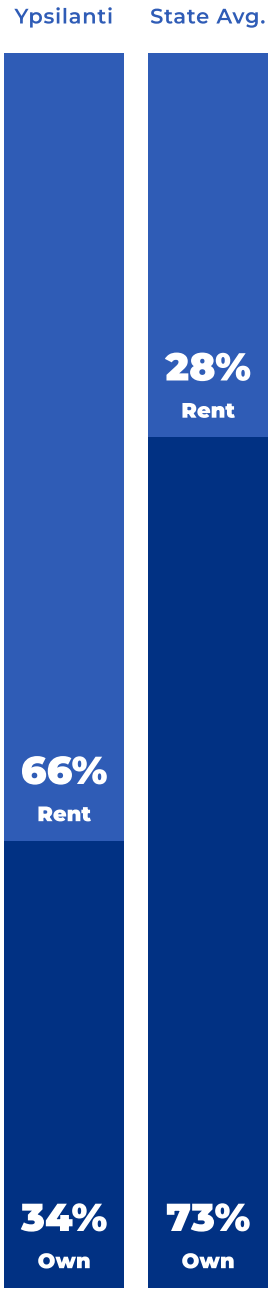
** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME VALUE DISTRIBUTION



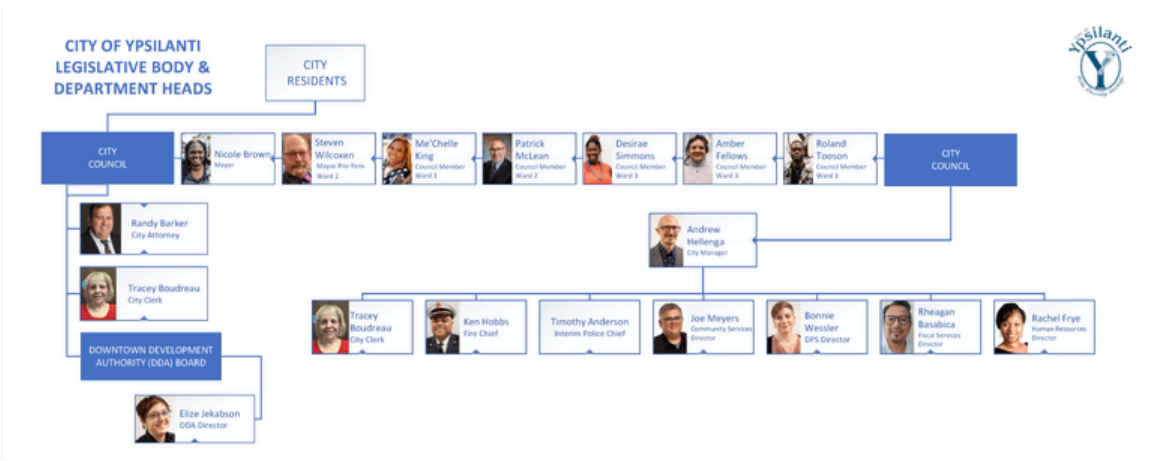
** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS

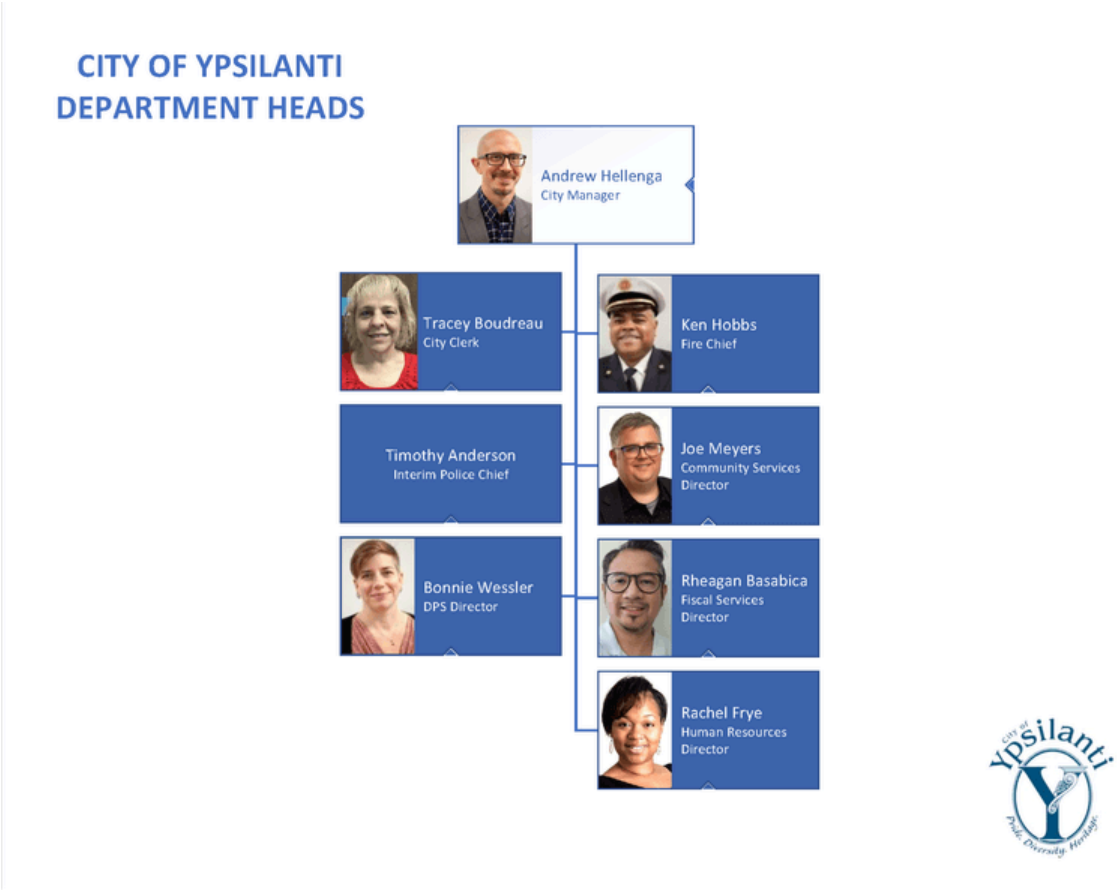


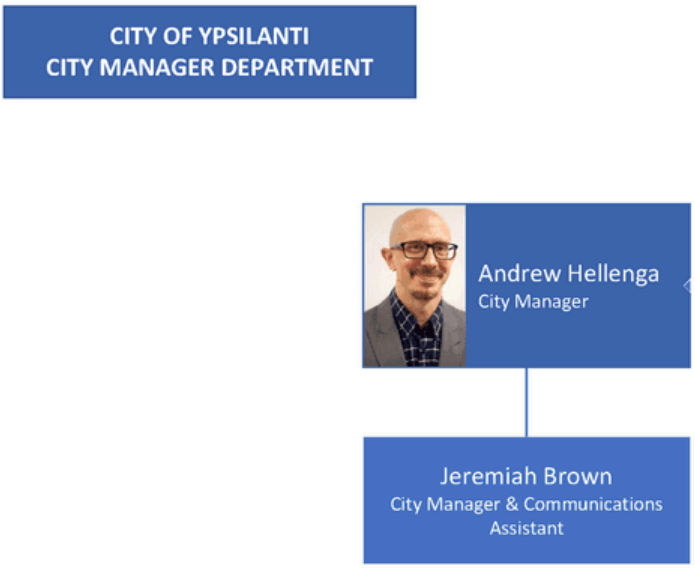
** Data Source: 2022 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

Organizational Chart

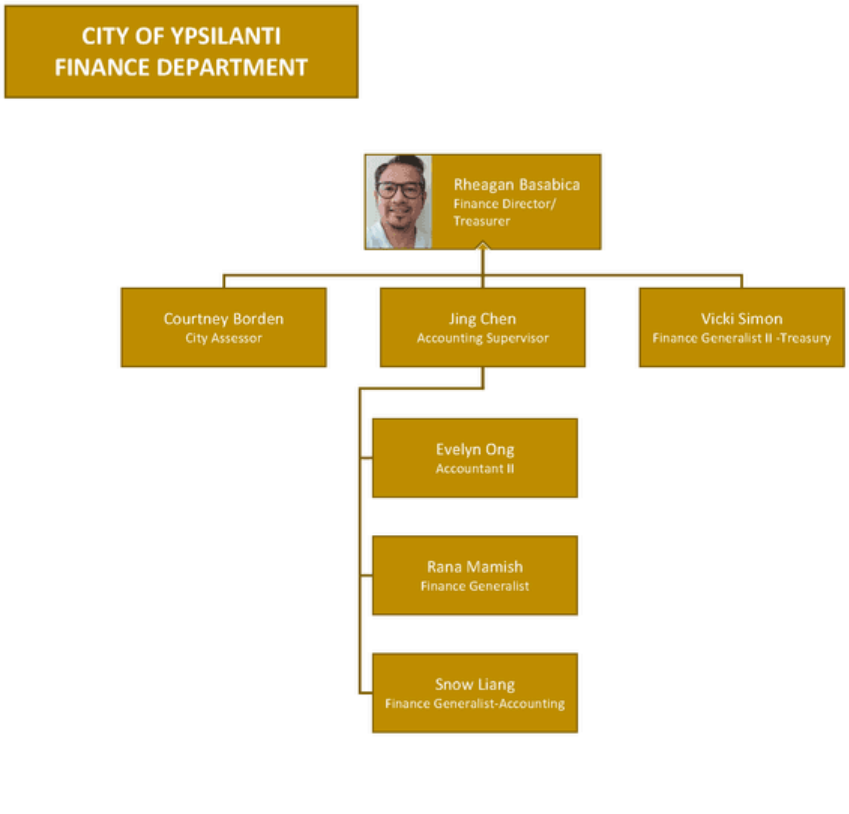


Department Heads

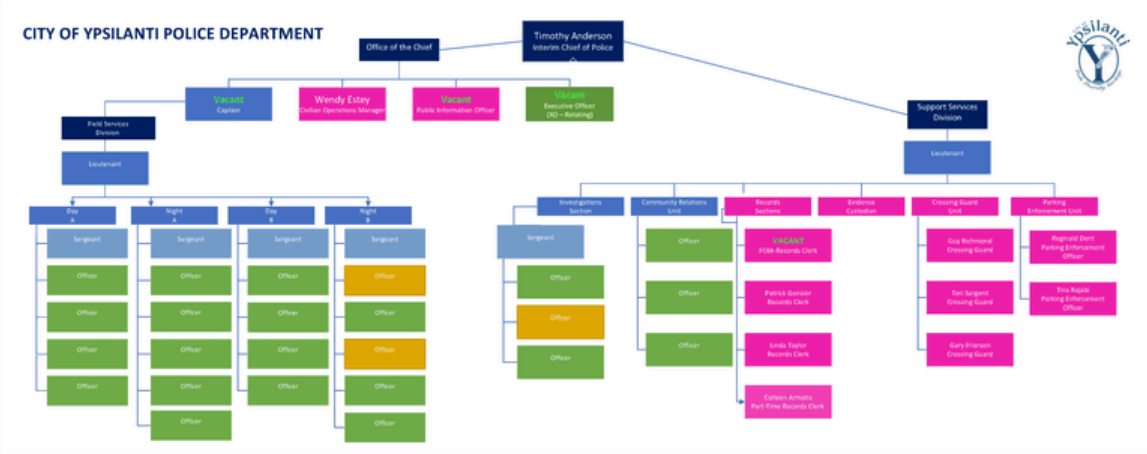




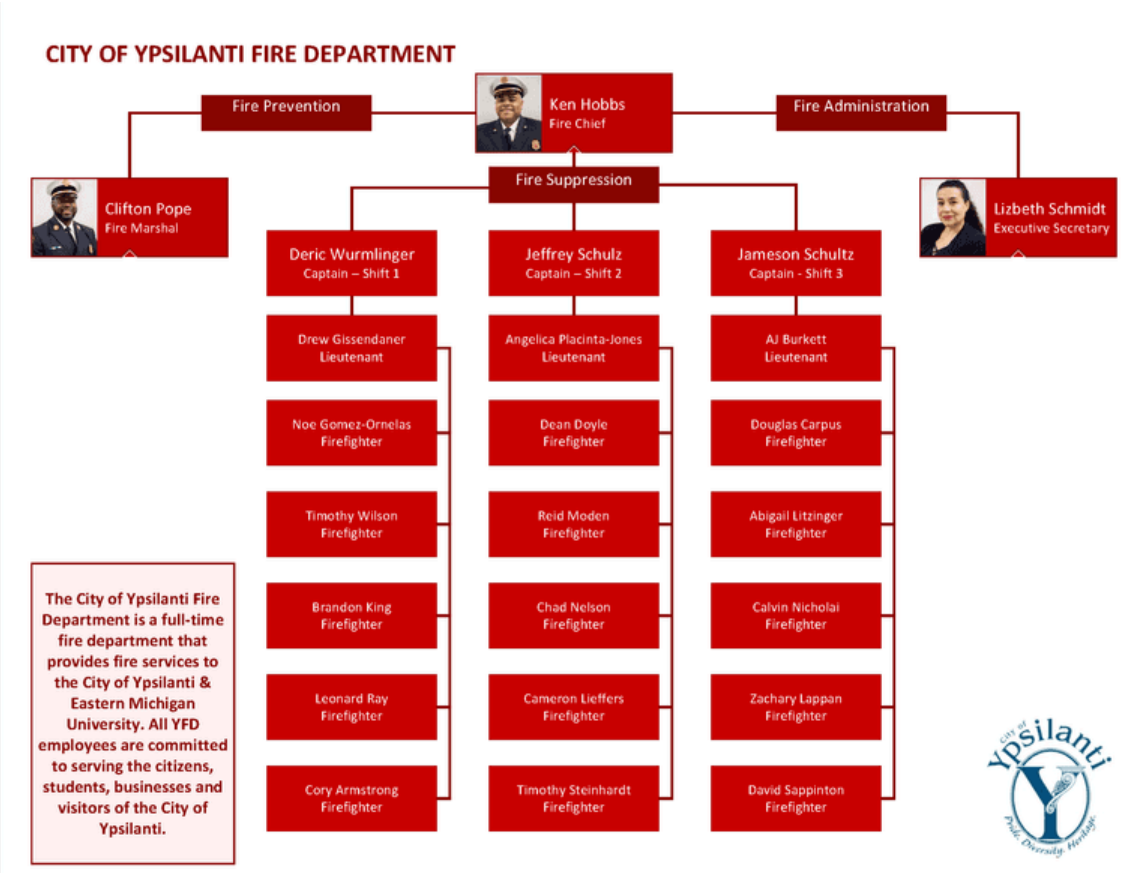
Finance Department



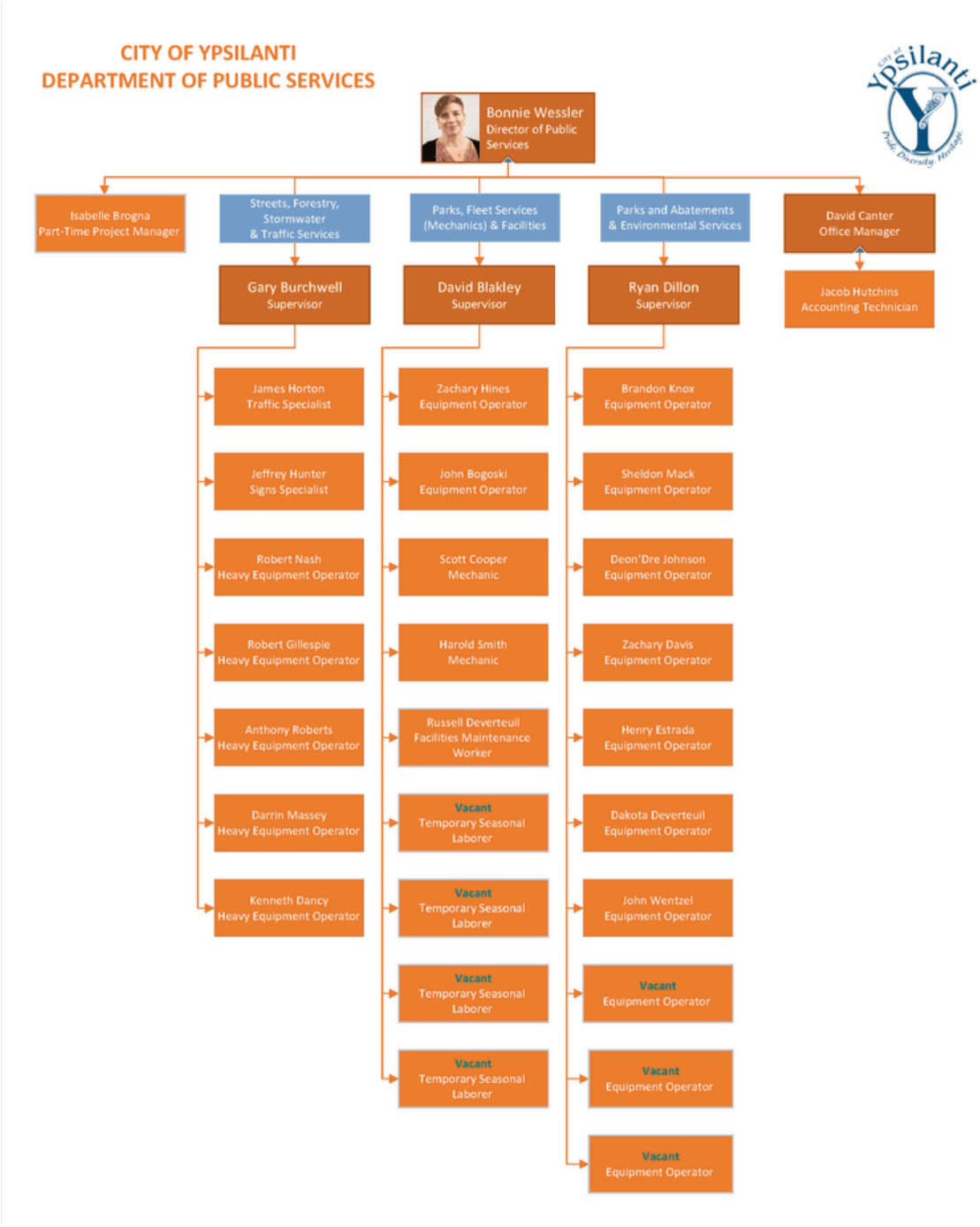
Police Department



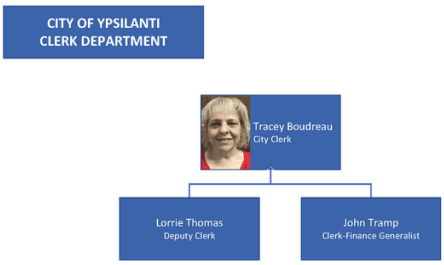
Fire Department

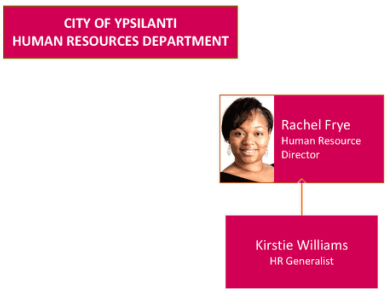


Department of Public Service

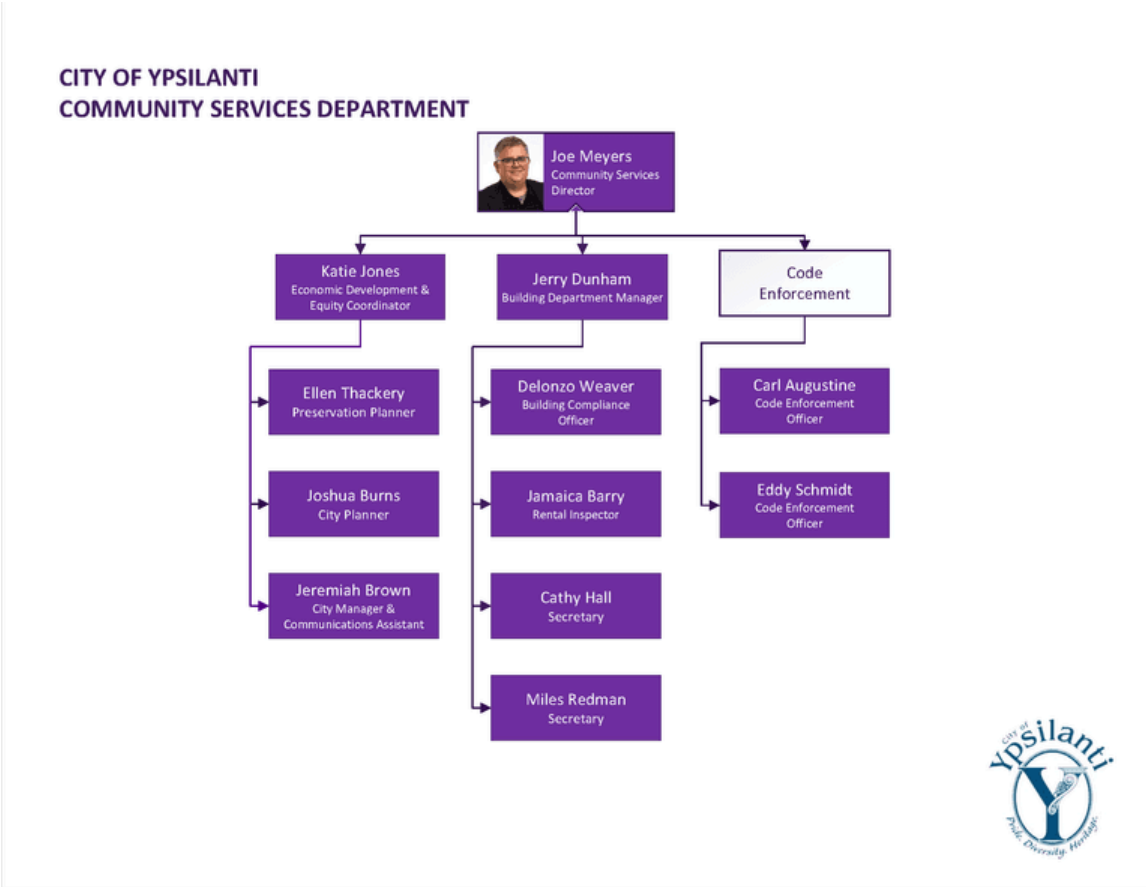


Human Resource and Clerk Department





Planning Department



Fund Structure

1. Governmental Fund

These are used to account for **general government activities** that are funded by **taxes and other public revenue**. They include:

- **General Fund**: The main operating fund for the city.
- **Special Revenue Funds**: For specific activities like streets, rubbish collection and newly created building inspection fund.
- **Capital Projects Funds**: For large infrastructure projects (capital improvement fund).
- **Debt Service Funds**: For paying off bonds and loans.

2. Proprietary Fund

These function like **private businesses** and charge fees for services. They include:

- **Enterprise Funds**: For services provided to the public
- **Internal Service Funds**: For services provided within the government (e.g., workers' comp).

3. Fiduciary Fund

These are **trust funds** where the city acts as a **trustee or agent** on behalf of others. They include:

- **Pension Funds**: Like fire and police pensions.
- **Other Benefit Trusts**: Such as retiree health benefits.

4. Component Unit

These are **legally separate entities** that are still financially tied to the city, such as:

- **Downtown Development Authorities (DDA)**
- **Economic Development Corporations**

Fund Number	FUND NAME	25.26 Amended Budget
Governmental Fund		
101	GENERAL FUND	(21,239,651)
202	MAJOR STREET	(2,636,034)
203	LOCAL STREET	(1,006,081)
205	PUBLIC SAFETY FUND	(480,000)
226	GARBAGE & RUBBISH COLLECT	(1,866,634)
248	DTDA W CROSS	(20,000)
249	BUILDING INSPECTION FUND	(419,212)
265	POLICE SPECIAL REVENUE	(12,000)
304	2016 GOLT BOND REFUNDING	(910,709)
414	CAPITAL IMPROVEMENT	(11,840,000)
479	2007 W & W REV DWRF $375K	(25,769)
480	2008 W & S DISP REV $435K	(27,169)
481	2009 W & S BNDS 7249-01	(10,851)
482	2012 W&S FACTORY PUMP STA	(185,250)
483	2013 REVENUE REFUND BONDS	(199,350)
485	WATER MAIN DWRF 7320-01	(24,616)
486	2016 W&S REV REF BONDS	(1,269,500)
495	SIDEWALK IMPROVEMENT	(31,050)
514	PARKING FUND	(1,307,156)
588	PUBLIC TRANSIT	(378,741)
Governmental Fund Total		**(43,889,773)**
Propreitary Fund		
641	MOTORPOOL	(1,768,808)
677	WORKERS COMPENSATION FUND	(115,000)
Propreitary Fund Total		**(1,883,808)**
Fiduciary Fund		
732	FIRE AND POLICE PENSION	(4,102,331)
736	RETIREE BENEFITS FUND	(1,962,104)
Fiduciary Fund Total		**(6,064,435)**
Component Unit		
248	DTDA W CROSS	(170,725)
275	DEPOT TOWN DDA	(236,563)
413	DOWNTOWN DEV AUTH	(435,879)
415	ECONOMIC DEVELOPMENT CORP	(52,758)
Component Unit Total		**(895,925)**
Grand Total		**(52,733,941)**

Major Funds

These funds are reported separately to provide a clearer understanding of the Fund's operation. The determination of major funds typically follows as the size of the fund relative to other funds or those that management or council have determined to be relevant.

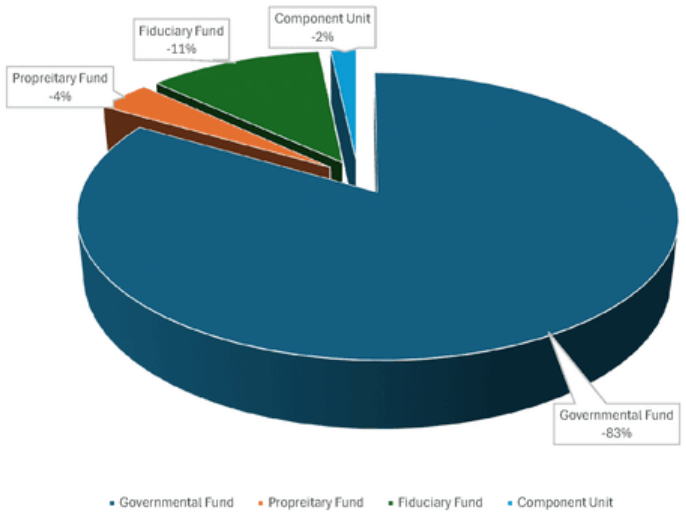
General Fund(101)

- The general fund is the primary operating fund of the City. It accounts for most of the financial transactions and activities that are not required to be accounted for in another specific fund.

Major Street(202)

- refers the fund of the City which are funded by Act 51-Michigan Transportation Fund and which accounts for construction, operations and maintenance of major streets in the City.

General Fund accounts for approximately **48.52%** and **Major Street Fund accounts approximately 6.01%** of the total Governmental Funds.



Financial Policies

This is a summary of Financial Policies taken from the Code of Ordinances of the City. The following policies were used in preparing this budget. Links have been provided on each topic to gain access to the code of ordinances thru Municode.

A. Budget
   a. The fiscal year of the City shall begin on the first day of July and end on the last day of June.
   b. The City Council shall instruct the City Manager concerning the priorities of the City that the budget for the next year must address. The instructions shall be incorporated in a resolution adopted at the first meeting in February. The City Manager shall submit a proposed budget for the financial operations of the City for the next fiscal year to the City Council on or before the first day of May of each year.

B. Capital Program
   a. The City Manager shall prepare and submit to the City Council a five-year capital program no later than the final date for submission of the budget.

C. Borrowing
   a. The Council, by proper ordinance, may authorize the borrowing of money for any purpose within the scope of the powers vested in the City.
   b. The City may issue bonds or other evidence of indebtedness, and may pledge the full faith, credit and resources of the City for the payment of the obligation.

D. Purchasing
   a. The Council shall provide, by ordinance based upon a national standard, for a purchasing procedure to be followed in purchasing City supplies, materials, equipment, contractual services, or other forms of personal property.

E. Taxation
   a. The City shall have the power to assess, levy, and collect ad valorem property and other taxes, rents, tolls, and excises for municipal or public purposes subject to limitation and prohibitions provided by the Federal or State Constitution, by law, or by the City Charter.
   b. The subjects of ad valorem taxation for municipal purposes shall be the same as for State, County, and school purposes under the general law. Otherwise provided by the City Charter and ordinance, City taxes shall be levied, collected, and returned in the manner provided by State law.

Basis of Budgeting

City of Ypsilanti
Basis of Budgeting for all Funds

The City prepares a **Biennial Budget** which consists of two annual budget cycles. On the "**first year budget cycle"**, the City amends the Current FY Budget and prepares the Original Budgets for the next two fiscal years. On the **"second year cycle"** the City amends the Original Budgets from the first year cycle. Both budget cycles will be adopted in the year they were prepared in compliance with the Uniform Budgeting and Accounting Act (Act 2 of 1968). (https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-2-of-1968.pdf)

The budget being prepared will be on the City's **2nd** year budget cycle which amends **FY 24-25 and FY 25-26**. All annual appropriations lapse at year end except for capital expenditures.
The City adopts budgets for all funds in accordance to their basis of accounting. For budget purpose the following are based on these guidlelines

a. Property taxes and other revenues are budgeted as revenue when they are both measurable and available for the fiscal year. Other revenues such as fines and forfeitures, admissions, contributions, etc. are recorded when received.
b. Revenues from special assessments are budgeted on the basis of when the assessments are due.
c. Principal and interest payments on outstanding debt are budgeted on the basis of when they are due and payable.
d. Payments for the acquisition of materials and supplies inventories and fixed assets are budgeted on the basis of when the obligation is incurred.
e. Capital Expenditures are budgeted with a corresponding contra capital expenditure account to offset the cash purchase. Depreciation are included as part of the operating expense. Capital lease payments are budgeted when payable.
f. All other expenditures are budgeted on the basis of when the expenditure is incurred and payable

Budgeting vs Accrual Accounting

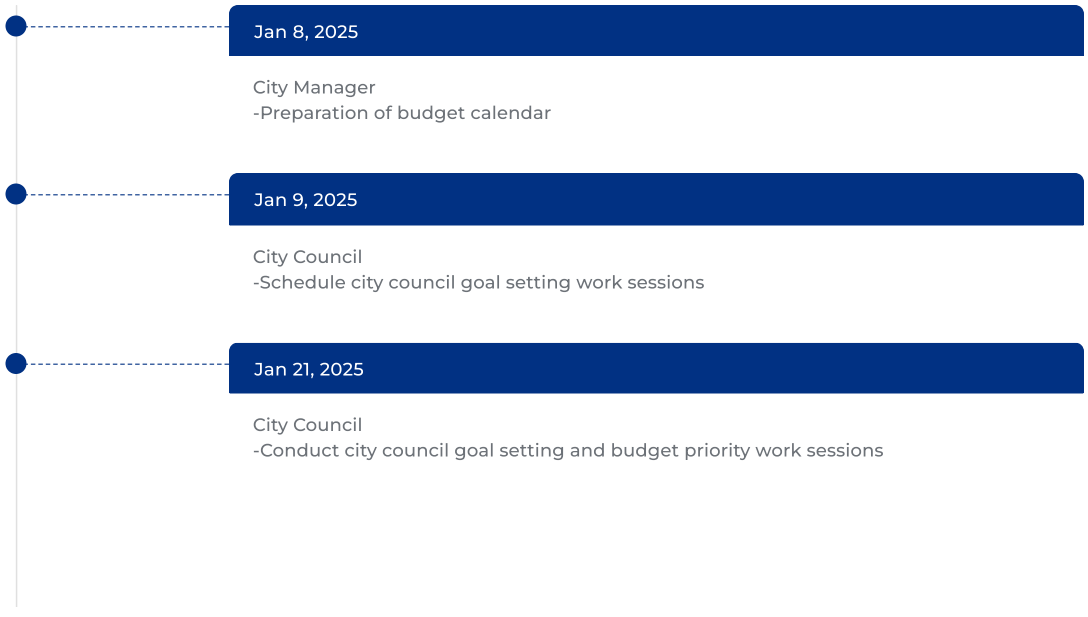
	Budgeting	Accrual Accounting
Purpose	Budgeting is a proactive financial planning process where estimates of future revenue and expenditures are projected over a specified period (usually annually). It serves as a roadmap for financial decision-making and resource allocation.	Accrual accounting aims to provide a more accurate picture of a City's financial position by recognizing revenues when they are earned and expenses when they are incurred, regardless of when cash transactions occur.
Usage	Budgets are crucial for planning operational activities, setting performance targets, and evaluating the financial feasibility of projects and initiatives.	Accrual accounting is essential for creating accurate financial statements like statement of activities and net position which show the true financial position of the City.
Time Frame	Budgeting focuses on the future, predicting what revenues will be generated and what expenses will be incurred over the upcoming period.	Accrual accounting records transactions as they occur, regardless of when cash actually changes hands. This gives a more immediate and accurate representation of a company's financial performance.

Budget Process

- **Setting Council Goals**:
  - The City Council, representing the elected officials of the city, sets strategic goals and priorities for the upcoming fiscal year. These goals often reflect the needs and desires of the community as well as broader strategic objectives.
- **Communicating Goals to City Manager and Department Directors**:
  - Once the goals are established, they are communicated to the City Manager and Department Directors. The City Manager is typically responsible for overseeing the implementation of council goals and ensuring that departmental activities align with these objectives.
- **Planning and Budget Requests**:
  - Department Directors and their respective teams develop detailed plans and budget requests that outline how they intend to contribute to achieving the council's goals. This includes identifying specific programs, services, and resource needs.
- **Budget Meetings**:
  - Budget meetings are scheduled where department heads present their budget requests and plans to the City Manager & Finance Director. These meetings allow for discussion, clarification, and justification of budgetary needs.
- **Consolidation of Budget Requests**:
  - The City Manager and Finance Director consolidate all the budget requests received from various departments into a comprehensive document known as the Management Approved Budget (or City Manager's Proposed Budget).
- **Submission to City Council**:
  - The Management Approved Budget is then submitted to the City Council for review and consideration. This document outlines proposed expenditures, revenue projections, and how resources will be allocated to achieve the council's goals.
- **Budget Review by Council**:
  - The City Council reviews the proposed budget in detail. The City holds public hearings to gather input from the community and stakeholders. During this review process, council members may request amendments or modifications to the budget proposal.
- **Adoption of the Budget**:
  - After reviewing and potentially amending the proposed budget, the City Council votes to adopt the final budget. This adoption occurs by June 7 before the start of the fiscal year to ensure that the city can operate smoothly and effectively once the new fiscal year begins.

Budget Timeline

The City Council shall instruct the City Manager concerning the priorities of the City that the budget for the next year must address. The instructions shall be incorporated in a resolution adopted at the first meeting in February. The City Manager shall submit a proposed budget for the financial operations of the City for the next fiscal year to the City Council on or before the first day of May of each year.



Jan 21, 2025

City Council
-Conduct city council goal setting and budget priority work sessions

Feb 4, 2025

City Council-
Adoption of resolution providing direction on budget priorities pursuant to Sec. 5.02 of the city charter

Feb 19, 2025

Finance Director
-Distribute budget preparation instructions and forms to department heads

Feb 21, 2025

City Assessor
-Submit preliminary property assessments to Finance Director/Treasurer; submit OPRA property assessment report to Economic Development Director for review and recommendation for corrections

Feb 25, 2025

Finance Director
Submit preliminary General Fund revenue estimates to City Manager

Feb 28, 2025

Department Directors
-Submit departmental budget requests, fee schedules, CIP schedules, and supporting documentation to City Manager and Finance Director/Treasurer

Mar 3, 2025

City Manager, City Clerk and Finance Director
-Meet with department directors to review departmental budget requests

Mar 11, 2025

City Manager, City Clerk and Finance Director
-Meet with department directors to review necessary adjustments to departmental budget requests

Mar 26, 2025

City Assessor
-Submit final Board of Review property assessment figures to Finance Director/ Treasurer

Apr 1, 2025

City Council
-Schedule city council budget work sessions

Apr 15, 2025

City Clerk
-Publish public notice of budget, Capital Improvement Program, and Truth-in-Taxation public hearings (at least 2 weeks prior to public hearing) pursuant to Secs. 5.05 and 5.12 of city charter

Apr 21, 2025

City Manager and Finance Director
-Prepare final proposed budget

May 1, 2025

City Manager, Finance Director, and City Council
-Submit proposed budget and Capital Improvement Plan to City Council per Secs. 5.02 and 5.11 of city charter; schedule budget and Truth-in-Taxation (if necessary) public hearing

May 1, 2025

Finance Director and City Clerk
-File and make available copy of proposed budget at Office of the City Clerk

May 9, 2025

DPS Director and Planning Commission
-Courtesy submission of Capital Improvement Program (public structures and improvements only) to Planning Commission pursuant to Sec. 65 of Michigan Planning Enabling Act; approval by commission not required per charter and statute

May 14, 2025

Finance Committee
Discuss Revenue Estimates

May 20, 2025

City Council
-Adopt Budget pursuant to Sec. 5.05 of city charter(First Reading & Public Hearing)

May 30, 2025

-Discuss Expenditures DPS and all other budgets

Jun 19, 2025

Finance Director/Treasurer and Assessor
-Certification of tax levy to Assessor/County Equalization

Jul 1, 2025

Budget takes effect

BUDGET OVERVIEW

Executive Overview

This Budget Document shall provide a complete financial plan for all City funds and activities for the ensuing fiscal year in conformity with a uniform system of accounts required by law, and shall be in such form as the City Manager deems desirable or the City Council may require.

This page is a brief outline to assist readers as to how to navigate this document to find information. This budget book is available at the City website: cityofypsilanti.com (https://cityofypsilanti.com/206/Budget-Audit-Reports) ; at the Finance Director's Office and City Clerk's Office. Information may be obtained by calling the Finance Department at (734)483-1105.

Summary Outline

A. Introduction

- The introduction aims to provide a clear understanding of the document's purpose, the Ciy's goals and strategic plan and the organizational context, setting a foundation for the detailed financial information that follows.

B. Budget Overview

- The Budget Overview section provides a high-level summary of the budget, including the strategic plan and short-term factors affecting the budget. A summary of fund balances is provided to show the overall approved budget.
- This provides detailed sections to help understand the overall financial strategy and potential issues of the budget.

C. Fund Summaries

- The Fund Summaries section provides a detailed overview of the various funds that make up the overall budget. Each fund is typically used for specific purposes and has its own sources of revenue and categories of expenditure.

D. Funding Sources

- The Funding Sources section outlines the various streams of revenue that finance the budget. Understanding these sources is crucial for evaluating the sustainability and robustness of the financial plan.

E. Departments

- The Departments section provides an overview of each department within the City, focusing on their missions, key functions and goals.

F. Capital Improvement

- The Capital Improvement section outlines the planning, prioritization, and funding of major infrastructure projects. This section provides a comprehensive view of the city's long-term investment in its physical infrastructure.

G. Debt

- The Debt section provides an overview of the city's current debt obligations as well as long-term financial commitments.

H. Line Item Budget

- The Line Item Budget section offers a detailed breakdown of the budget allocations for each department and specific expense categories. This helps us understand precisely how funds are being allocated and spent.

I. Statistical Data

- The Statistical Data section provides key metrics and comparative data that offer context for the budget. This information helps us understand the broader economic and demographic environment in which the budget operates.

GFOA BUDGET AWARD

The City has been a proud recipient of the GFOA Distinguished Budget Presentation Award for the past ten consecutive years. This recognition reflects our ongoing commitment to transparency and excellence in budgeting. We ensure that our budget document serves not only as a financial plan, but also as a policy document, an operations guide, and a communication tool for our community.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Ypsilanti
Michigan

For the Biennium Beginning

July 01, 2024

Christopher P. Morrill

Executive Director

Elected and Appointed Officials

CITY OF YPSILANTI, MICHIGAN

ELECTED OFFICIALS
CITY COUNCIL

Mayor
Nicole Brown

Mayor Pro-Tem
Steve Wilcoxen

Council Members
Amber Fellows
Desirae Simmons
Patrick McLean
Me'Chelle King
Roland Tooson

ADMINISTRATION
APPOINTED OFFICIALS & SENIOR MANAGEMENT

City Manager
Andrew Hellenga

City Clerk
Tracey Boudreau

I/Police Chief
Tim Anderson

Finance Director/Treasurer
Rheagan Basabica

Fire Chief
Stephen Hobbs

Community Services Director
Joseph Meyers

Public Services Director
Bonnie Wessler

Legal Counsel
Randy Barker

The Ypsilanti City Council is comprised of a Mayor, who is elected by voters in the city at-large, and 6 Council Members elected from the City's 3 voting wards.

The City of Ypsilanti employs a council-manager form of government that combines the strong political leadership of elected officials with the strong managerial experience of an appointed local government manager.

This form of municipal government establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services.

Resolution No. 2025-017
February 4, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, in December of 2024 and January of 2025, the city council engaged in goal budget prioritization exercises with the valuable assistance from facilitator Dr. Morgan Milner and city administration; and

WHEREAS, Mr. Milner prepared five strategic goals which outlines the results of the city council's goal setting sessions; and

WHEREAS, during the three goal session meetings; City Council, City Administration, and the facilitator developed five strategic budget priorities, with further clarity provided in the attached report:

Budget Priority 1: Public Infrastructure/Buildings/Roads

Budget Priority 2: Water Street

Budget Priority 3: Public Safety/Public Health

Budget Priority 4: Shelter/Housing

Budget Priority 5: Staffing Capacity

WHEREAS, pursuant to Section 5.02 of the Ypsilanti city charter, the city council desires to adopt goals, objectives, and budget priorities for 2025-2026 to provide the necessary direction to the City Manager for allocation of resources for FY 2025-2026 proposed budgets.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council does hereby adopt the Ypsilanti City Council 2024-2025 Goal-Setting Report as the city council's budget priorities for FY 2025-2026.

BE IT FURTHER RESOLVED THAT the Ypsilanti city council does hereby direct the City Manager to consider these adopted priorities during the preparation of the FY 2025-2026 budget in accordance with Section 5.02 of the Ypsilanti city charter.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Budget Priorities

To guide strategic decision-making and ensure responsible allocation of resources, the following priorities have been identified for the upcoming budget cycle:

1. Public Infrastructure, Buildings, and Roads
Investing in critical infrastructure remains our top priority. Upgrades and maintenance of public facilities, roads, and essential buildings will ensure long-term sustainability, accessibility, and efficiency in service delivery.

2. Water Street Property
Focused attention will be given to the Water Street area as a key area for economic revitalization, public use, and community engagement. This includes infrastructure improvements, and use of local residents and usinesses.

3. Public Safety and Public Health
Sustaining and enhancing public safety services and public health initiatives is essential for community well-being. Strategic investments will support emergency response and mental health services.

4. Shelter and Housing
Addressing housing insecurity and expanding shelter capacity are critical. The budget will support initiatives aimed at increasing affordable housing options and improving access to emergency and transitional shelters.

5. Staffing Capacity
Recruitment, retention, and development of staff across departments are necessary to maintain high-quality services. This includes investing in training, competitive compensation, and organizational resilience.

Budget Assumptions

The following assumptions were used in preparing this budget document. Assumptions were based on historical data, averages and rate of inflation. These assumptions were prepared in good faith. Reasonable changes and fluctuations are normal and should be expected.

Category	Amended Budget 24-25	Amended Budget 25-26
Revenues		
Property Taxes	5% Increase	3% Increase (CPI 2025 is 1.031)
State Revenue Sharing	Based on State Assumptions	Based on State Assumptions
PA 289-Fire Protection	$850K	$700K
Interest Income	3% per year	Same
Transfer In	220,000	Same
Expenditures		
Salaries	3% Cost of Living Adjustment plus Union Step Increases	Same
Health Care, Vision and Dental	6% Increase	Same
Computer Hardware and Software	5% Increase+$250,000	5%
Pension Contribution	Actuarial Report	Same
OPEB Contribution	Actuarial Report	Same
Transfers Out	Water St. Bond, Other Post Employment Benefit, Parking, Budget Stabilization Fund, Garbage Fund, Capital Improvement and Buidling Fund	Same except for buidling fund

Important Budget Reminders

1 Mental Health Millage is renewed from 2026 to 2033
2.FY 2026-2027 Increase Worker's Comp from 2% to 3.5% to cover 100% Insurance
3. FY 2027-2028 Fire Truck Tower 1 needs to be replaced. Estimated Cost $2M
4. FY 2030-2031 Fire Truck Engine 1 nees to be replaced

Assumptions were based on the following

- Property Tax Assumptions- Michigan Inflation Rate Multiplier
- State shared revenue sharing- Department of Treasury CVTRS-CIP
- Pension Contribution- Actuarial Report
- OPEB Contribution-Actuarial Report

Original Budget vs Amended Budget

DESCRIPTION	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
REVENUE			
TAXES	10,673,231	10,699,231	26,000
CHARGES FOR SERVICE	649,354	719,456	70,102
STATE GRANTS	5,036,678	5,514,161	477,483
CONTRIBUTION FROM LOCAL UNITS	43,000	43,000	0
FEDERAL GRANTS	0	14,000	14,000
INTEREST AND RENTS	723,736	775,452	51,716
PERMITS AND LICENSES	789,075	952,732	163,657
TRANSFERS IN	220,000	220,000	0
OTHER REVENUE	158,000	193,472	35,472
REVENUE Total	18,293,074	19,131,503	838,429
7			
SALARIES AND BENEFITS	(13,215,427)	(13,092,667)	122,760
CONTRACTUAL SERVICE	(3,710,174)	(3,890,585)	(180,411)
OPERATING EXPENSES	(1,080,819)	(1,210,109)	(129,290)
TRANSFERS OUT	(5,201,386)	(6,451,386)	(1,250,000)
7 Total	(23,207,806)	(24,644,747)	(1,436,941)
WATER ST			
CONTRACTUAL SERVICE	(4,450,000)	(4,450,000)	0
OTHER REVENUE	4,400,000	4,400,000	0
WATER ST Total	(50,000)	(50,000)	0
DORSEY			
STATE GRANTS	0	923,930	923,930
CONTRACTUAL SERVICE	0	(923,930)	(923,930)
OTHER REVENUE	0	0	0
DORSEY Total	0	0	0
Grand Total	(4,964,732)	(5,563,244)	(598,512)

The City's **2024–2025 General Fund Budge**t reflects important changes in both revenue (money coming in) and expenses (money going out). Here's a summary what's changed, why it matters, and how it impacts our community.

Revenue (Money Coming In) Is Up
We're seeing an increase of $838,429 in revenue compared to the original budget. This is good news, and it's mainly due to:

- More state grant funding: +$477,000 for the PA289 Fire Protections Services and Recreational Marijuana State Revenue Sharing
- Increased permits and licenses: +$163,000 due to the Clark Property development
- Higher interest income and service charges: +$120,000 combined
- New federal grant: +$14,000 Election equipment

These increases help support city services and reduce pressure on local taxes.

Expenses (Money Going Out) Have Also Increased
Expenses rose by $1.4 million, due to:

- Transfers Out: +$1.25 million to the Budget Stabilization Fund
- Operating and contract service costs: +$309,000 which is related to the Clark Property
- Salaries and benefits actually decreased slightly by about $123,000 which is reallocated to other expenditures

This increase supports growing service needs but does increase our budget gap.

Special Projects
We also added two specific projects:
1. Water Street

- Budget remains the same: $4.4M revenue and $4.45M in expenses
- No change in net impact

2. Dorsey Project (New)

- A state grant of $923,930 will fully fund related contract work
- No net cost to the City

DESCRIPTION	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
REVENUE			
TAXES	10,989,772	10,980,338	(9,434)
CHARGES FOR SERVICE	646,938	647,438	500
STATE GRANTS	4,758,018	4,739,257	(18,761)
OTHER REVENUE	159,000	159,000	0
CONTRIBUTION FROM LOCAL UNITS	45,000	45,000	0
FEDERAL GRANTS	0	0	0
INTEREST AND RENTS	518,802	518,802	0
OTHER FINANCING SOURCES	0	0	0
PERMITS AND LICENSES	784,375	242,875	(541,500)
TRANSFERS IN	220,000	220,000	0
APPROPRIATION FUND BALANCE	0	0	0
REVENUE Total	18,121,905	17,552,710	(569,195)
7			
CAPITAL OUTLAY	0	0	0
SALARIES AND BENEFITS	(14,141,812)	(13,344,546)	797,266
CONTRACTUAL SERVICE	(3,798,938)	(4,068,746)	(269,808)
DEBT SERVICE	0	0	0
OPERATING EXPENSES	(824,081)	(875,165)	(51,084)
TRANSFERS OUT	(2,587,440)	(2,951,194)	(363,754)
7 Total	(21,352,271)	(21,239,651)	112,620
WATER ST			
OTHER REVENUE	1,700,000	1,700,000	0
CONTRACTUAL SERVICE	(1,750,000)	(1,750,000)	0
WATER ST Total	(50,000)	(50,000)	0
Grand Total	(3,280,366)	(3,736,941)	(456,575)

2025-2026 General Fund Budget reflects important changes in both revenue and expenses

Revenue Decreased by $572,695

- Permits and Licenses: ↓ $541,500 due to the Building Department being moved to a new fund called Building Fund 249
- State Grants: ↓ $18,761 due to lower estimates from the state
- Taxes: ↓ $9,434 due to a reduction on the Other Post Employment Benefit Millage Taxes
- Charges for Service: ↓ $8,000 due to the contract with the Highland Cemetery solar not being renewed
- All other revenue sources remained the same.

Expenses Decreased by $562,394

- Salaries and Benefits: ↑ $828,985 mainly due to building department salaries and benefits being moved to another fund
- Transfers Out: ↑ $363,754 due to transfer to the parking fund and building departments initial fund balance
- Contractual Services: ↑ $58,747 various increase in service
- Operating Expenses: ↑ $38,416 various department expenses

Water St. Project

- No changes from the original budget:
  - $1.7M in revenue
  - $1.75M in expenses
  - Net impact remains: $(50,000)

Other Funds Amendments

2024-2025 Fund Amendments

DESCRIPTI	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
102	HOUSING FUND			
	REVENUE			
	TRANSFERS IN	0	50,000	50,000
	REVENUE Total	0	50,000	50,000
	EXPENDITURE			
	CONTRACTUAL SERVICE	0	(7,500)	(7,500)
	OTHER REVENUE	0	(50,000)	(50,000)
	EXPENDITURE Total	0	(57,500)	(57,500)
	HOUSING FUND Total	0	(7,500)	(7,500)
104	BUDGET STABILIZATION FUND			
	REVENUE			
	INTEREST AND RENTS	0	110,912	110,912
	TRANSFERS IN	0	3,200,000	3,200,000
	REVENUE Total	0	3,310,912	3,310,912
	BUDGET STABILIZATION FUND Total	0	3,310,912	3,310,912
202	MAJOR STREET			
	REVENUE			
	STATE GRANTS	1,802,000	1,844,000	42,000
	CONTRIBUTION FROM LOCAL UNITS	(140,000)	135,615	275,615
	INTEREST AND RENTS	93,344	109,330	15,986
	PERMITS AND LICENSES	0	5,040	5,040
	TRANSFERS IN	0	0	0
	OTHER REVENUE	0	0	0
	REVENUE Total	1,755,344	2,093,985	338,641
	EXPENDITURE			
	SALARIES AND BENEFITS	(483,577)	(483,820)	(242)
	CONTRACTUAL SERVICE	(1,870,752)	(1,781,613)	89,139
	OPERATING EXPENSES	(115,513)	(123,452)	(7,939)
	TRANSFERS OUT	0	0	0
	EXPENDITURE Total	(2,469,842)	(2,388,885)	80,958
	MAJOR STREET Total	(714,498)	(294,900)	419,599
203	LOCAL STREET			
	REVENUE			
	STATE GRANTS	584,000	584,000	0
	INTEREST AND RENTS	41,551	49,050	7,499
	PERMITS AND LICENSES	0	130	130
	TRANSFERS IN	0	0	0
	OTHER REVENUE	35,000	38,619	3,619
	REVENUE Total	660,551	671,799	11,248
	EXPENDITURE			
	SALARIES AND BENEFITS	(358,085)	(358,265)	(180)
	CONTRACTUAL SERVICE	(430,466)	(430,466)	0
	OPERATING EXPENSES	(68,798)	(68,798)	0
	EXPENDITURE Total	(857,349)	(857,528)	(180)
	LOCAL STREET Total	(196,798)	(185,729)	11,069
205	PUBLIC SAFETY FUND			
	REVENUE			
	CONTRIBUTION FROM LOCAL UNITS	430,000	430,000	0
	REVENUE Total	430,000	430,000	0
	EXPENDITURE			
	CHARGES FOR SERVICE	0	0	0
	CONTRACTUAL SERVICE	0	(50,000)	(50,000)
	TRANSFERS OUT	(430,000)	(660,000)	(230,000)
	EXPENDITURE Total	(430,000)	(710,000)	(280,000)
	PUBLIC SAFETY FUND Total	0	(280,000)	(280,000)
226	GARBAGE & RUBBISH COLLECT			
	REVENUE			
	TAXES	1,045,015	1,046,032	1,017
	CHARGES FOR SERVICE	24,000	25,112	1,112
	CONTRIBUTION FROM LOCAL UNITS	0	0	0

DESCRIPTIO	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
226	INTEREST AND RENTS	4,501	10,275	5,774
	TRANSFERS IN	693,582	693,582	0
	OTHER REVENUE	1,000	1,965	965
	REVENUE Total	1,768,098	1,776,967	8,868
	EXPENDITURE			
	SALARIES AND BENEFITS	(557,532)	(557,812)	(279)
	CONTRACTUAL SERVICE	(1,185,572)	(1,186,172)	(600)
	OPERATING EXPENSES	(23,994)	(23,994)	0
	EXPENDITURE Total	(1,767,098)	(1,767,977)	(879)
	GARBAGE & RUBBISH COLLECT Total	1,000	8,989	7,989
248	DTDA W CROSS			
	REVENUE			
	TAXES	128,899	130,597	1,698
	STATE GRANTS	0	6,166	6,166
	INTEREST AND RENTS	3,000	3,455	455
	TRANSFERS IN	0	0	0
	OTHER REVENUE	0	1,709	1,709
	REVENUE Total	131,899	141,927	10,028
	EXPENDITURE			
	SALARIES AND BENEFITS	(4,318)	(4,322)	(4)
	CONTRACTUAL SERVICE	(123,134)	(123,154)	(20)
	OPERATING EXPENSES	(420)	(420)	0
	TRANSFERS OUT	(20,000)	(20,000)	0
	EXPENDITURE Total	(147,872)	(147,896)	(24)
	DTDA W CROSS Total	(15,973)	(5,969)	10,004
265	POLICE SPECIAL REVENUE			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	INTEREST AND RENTS	1,900	2,244	344
	OTHER REVENUE	0	0	0
	REVENUE Total	1,900	2,244	344
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	0	0	0
	OPERATING EXPENSES	0	0	0
	EXPENDITURE Total	0	0	0
	POLICE SPECIAL REVENUE Total	1,900	2,244	344

DESCRIPTI(	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
275	DEPOT TOWN DDA			
	REVENUE			
	TAXES	120,447	120,447	0
	STATE GRANTS	0	0	0
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	5,000	5,455	455
	TRANSFERS IN	0	0	0
	OTHER REVENUE	0	4,150	4,150
	REVENUE Total	125,447	130,052	4,605
	EXPENDITURE			
	SALARIES AND BENEFITS	(22,451)	(22,474)	(23)
	CONTRACTUAL SERVICE	(71,186)	(71,561)	(375)
	OPERATING EXPENSES	(560)	(560)	0
	TRANSFERS OUT	(5,000)	(5,000)	0
	EXPENDITURE Total	(99,197)	(99,595)	(398)
	DEPOT TOWN DDA Total	26,250	30,457	4,207
304	2016 GOLT BOND REFUNDING			
	REVENUE			
	TAXES	720,446	721,147	701
	TRANSFERS IN	191,137	191,137	0
	OTHER REVENUE	0	0	0
	REVENUE Total	911,583	912,284	701
	EXPENDITURE			
	CONTRACTUAL SERVICE	0	(500)	(500)
	TRANSFERS OUT	0	0	0
	EXPENDITURE Total	0	(500)	(500)
	2016 GOLT BOND REFUNDING Total	911,583	911,784	201
342	2012 UTGO REFUNDING BOND			
	REVENUE			
	TAXES	0	0	0
	INTEREST AND RENTS	0	120	120
	TRANSFERS IN	0	0	0
	OTHER REVENUE	0	0	0
	REVENUE Total	0	120	120
	EXPENDITURE			
	CONTRACTUAL SERVICE	0	0	0
	EXPENDITURE Total	0	0	0
	2012 UTGO REFUNDING BOND Total	0	120	120
413	DOWNTOWN DEV AUTH			
	REVENUE			
	TAXES	368,823	368,824	1
	CHARGES FOR SERVICE	20,000	20,000	0
	STATE GRANTS	0	10,290	10,290
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	6,000	8,195	2,195
	PERMITS AND LICENSES	0	0	0
	TRANSFERS IN	0	0	0
	OTHER REVENUE	0	30	30
	REVENUE Total	394,823	407,339	12,516
	EXPENDITURE			
	SALARIES AND BENEFITS	(59,582)	(59,793)	(211)
	CONTRACTUAL SERVICE	(351,965)	(351,965)	0
	OPERATING EXPENSES	(1,100)	(1,100)	0
	TRANSFERS OUT	(35,000)	(35,000)	0
	EXPENDITURE Total	(447,647)	(447,858)	(211)
	DOWNTOWN DEV AUTH Total	(52,824)	(40,518)	12,305

DESCRIPTIC	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
414	CAPITAL IMPROVEMENT			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	STATE GRANTS	0	4,871,000	4,871,000
	CONTRIBUTION FROM LOCAL UNITS	1,500,000	1,619,355	119,355
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	26,835	62,086	35,251
	TRANSFERS IN	2,393,165	2,393,165	0
	OTHER REVENUE	0	0	0
	REVENUE Total	3,920,000	8,945,606	5,025,606
	EXPENDITURE			
	SALARIES AND BENEFITS	(10,000)	(10,000)	0
	CONTRACTUAL SERVICE	(460,000)	(5,360,000)	(4,900,000)
	OPERATING EXPENSES	0	0	0
	TRANSFERS OUT	0	(65,388)	(65,388)
	EXPENDITURE Total	(470,000)	(5,435,388)	(4,965,388)
	CAPITAL IMPROVEMENT Total	3,450,000	3,510,218	60,218
415	ECONOMIC DEVELOPMENT CORP			
	REVENUE			
	TAXES	48,185	65,993	17,808
	INTEREST AND RENTS	786	929	143
	OTHER REVENUE	0	0	0
	REVENUE Total	48,971	66,922	17,951
	EXPENDITURE			
	CONTRACTUAL SERVICE	(71)	(71)	0
	TRANSFERS OUT	(52,687)	(76,390)	(23,703)
	EXPENDITURE Total	(52,758)	(76,461)	(23,703)
	ECONOMIC DEVELOPMENT CORP Total	(3,787)	(9,540)	(5,752)
495	SIDEWALK IMPROVEMENT			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	INTEREST AND RENTS	5,677	8,294	2,617
	PERMITS AND LICENSES	65,000	65,000	0
	OTHER REVENUE	51,000	51,000	0
	REVENUE Total	121,677	124,294	2,617
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(30,179)	(30,179)	0
	OPERATING EXPENSES	(50)	(50)	0
	EXPENDITURE Total	(30,229)	(30,229)	0
	SIDEWALK IMPROVEMENT Total	91,448	94,065	2,617
514	PARKING FUND			
	REVENUE			
	CHARGES FOR SERVICE	200,000	160,000	(40,000)
	PERMITS AND LICENSES	50,000	50,000	0
	TRANSFERS IN	0	115,388	115,388
	OTHER REVENUE	0	0	0
	REVENUE Total	250,000	325,388	75,388
	EXPENDITURE			
	SALARIES AND BENEFITS	(143,727)	(222,664)	(78,937)
	CONTRACTUAL SERVICE	(17,792)	(67,792)	(50,000)
	OPERATING EXPENSES	(9,000)	(16,073)	(7,073)
	EXPENDITURE Total	(170,519)	(306,529)	(136,010)
	PARKING FUND Total	79,481	18,859	(60,622)

DESCRIPTI	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
588	PUBLIC TRANSIT			
	REVENUE			
	TAXES	367,710	368,068	358
	INTEREST AND RENTS	0	779	779
	OTHER REVENUE	0	0	0
	REVENUE Total	367,710	368,846	1,137
	EXPENDITURE			
	CONTRACTUAL SERVICE	(367,710)	(367,910)	(200)
	EXPENDITURE Total	(367,710)	(367,910)	(200)
	PUBLIC TRANSIT Total	(0)	936	937
641	MOTORPOOL			
	REVENUE			
	CHARGES FOR SERVICE	1,409,095	1,493,858	84,763
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	22,784	25,701	2,917
	TRANSFERS IN	0	230,000	230,000
	OTHER REVENUE	0	64,638	64,638
	REVENUE Total	1,431,879	1,814,196	382,317
	EXPENDITURE			
	SALARIES AND BENEFITS	(309,225)	(309,381)	(155)
	CONTRACTUAL SERVICE	(406,508)	(368,508)	38,000
	OPERATING EXPENSES	(162,866)	(232,866)	(70,000)
	EXPENDITURE Total	(878,600)	(910,755)	(32,155)
	MOTORPOOL Total	553,279	903,442	350,162
677	WORKERS COMPENSATION FUND			
	REVENUE			
	CHARGES FOR SERVICE	157,032	157,032	0
	INTEREST AND RENTS	5,134	5,907	773
	OTHER REVENUE	0	0	0
	REVENUE Total	162,166	162,939	773
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(601)	(601)	0
	OPERATING EXPENSES	(249,621)	(249,621)	0
	EXPENDITURE Total	(250,222)	(250,222)	0
	WORKERS COMPENSATION FUND Total	(88,056)	(87,283)	773
732	FIRE AND POLICE PENSION			
	REVENUE			
	STATE GRANTS	0	0	0
	INTEREST AND RENTS	2,675,153	3,927,402	1,252,249
	OTHER REVENUE	2,719,149	2,959,575	240,426
	REVENUE Total	5,394,302	6,886,977	1,492,675
	EXPENDITURE			
	SALARIES AND BENEFITS	(100,000)	(100,000)	0
	CONTRACTUAL SERVICE	(3,659,816)	(3,659,816)	0
	EXPENDITURE Total	(3,759,816)	(3,759,816)	0
	FIRE AND POLICE PENSION Total	1,634,486	3,127,161	1,492,675
736	RETIREE BENEFITS FUND			
	REVENUE			
	INTEREST AND RENTS	5,156	5,927	771
	OTHER REVENUE	853,282	853,283	1
	REVENUE Total	858,438	859,210	772
	EXPENDITURE			
	SALARIES AND BENEFITS	(1,851,465)	(1,851,465)	0
	CONTRACTUAL SERVICE	(17,208)	(17,208)	0
	EXPENDITURE Total	(1,868,673)	(1,868,673)	0
	RETIREE BENEFITS FUND Total	(1,010,235)	(1,009,463)	772
Grand Total		4,667,256	9,998,286	5,331,030

FUND	FUND NAME	ORIGINAL BUDGET 24-25	AMENDED BUDGET 24-25	AMENDMENTS
677	WORKERS COMPENSATION FUND			
	REVENUE			
	CHARGES FOR SERVICE	157,032	157,032	0
	INTEREST AND RENTS	5,134	5,907	773
	OTHER REVENUE	0	0	0
	REVENUE Total	162,166	162,939	773
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(601)	(601)	0
	OPERATING EXPENSES	(249,621)	(249,621)	0
	EXPENDITURE Total	(250,222)	(250,222)	0
	WORKERS COMPENSATION FUND Total	(88,056)	(87,283)	773
732	FIRE AND POLICE PENSION			
	REVENUE			
	STATE GRANTS	0	0	0
	INTEREST AND RENTS	2,675,153	3,927,402	1,252,249
	OTHER REVENUE	2,719,149	2,959,575	240,426
	REVENUE Total	5,394,302	6,886,977	1,492,675
	EXPENDITURE			
	SALARIES AND BENEFITS	(100,000)	(100,000)	0
	CONTRACTUAL SERVICE	(3,659,816)	(3,659,816)	0
	EXPENDITURE Total	(3,759,816)	(3,759,816)	0
	FIRE AND POLICE PENSION Total	1,634,486	3,127,161	1,492,675
736	RETIREE BENEFITS FUND			
	REVENUE			
	INTEREST AND RENTS	5,156	5,927	771
	OTHER REVENUE	853,282	853,283	1
	REVENUE Total	858,438	859,210	772
	EXPENDITURE			
	SALARIES AND BENEFITS	(1,851,465)	(1,851,465)	0
	CONTRACTUAL SERVICE	(17,208)	(17,208)	0
	EXPENDITURE Total	(1,868,673)	(1,868,673)	0
	RETIREE BENEFITS FUND Total	(1,010,235)	(1,009,463)	772
Grand Total		4,667,256	9,998,286	5,331,030

2025-2026 Fund Amendments

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
104	BUDGET STABILIZATION FUND			
	REVENUE			
	INTEREST AND RENTS	0	98,000	98,000
	TRANSFERS IN	0	0	0
	REVENUE Total	0	98,000	98,000
	BUDGET STABILIZATION FUND Total	**0**	**98,000**	**98,000**
202	MAJOR STREET			
	REVENUE			
	CONTRIBUTION FROM LOCAL UNITS	140,000	140,000	0
	INTEREST AND RENTS	70,008	70,008	0
	OTHER REVENUE	0	6,000	6,000
	PERMITS AND LICENSES	0	0	0
	STATE GRANTS	1,843,250	1,843,250	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	2,053,258	2,059,258	6,000
	EXPENDITURE			
	SALARIES AND BENEFITS	(491,582)	(501,112)	(9,530)
	CONTRACTUAL SERVICE	(1,812,437)	(1,894,419)	(81,982)
	OPERATING EXPENSES	(115,013)	(193,053)	(78,040)
	TRANSFERS OUT	0	0	0
	CAPITAL OUTLAY	(47,450)	(47,450)	0
	EXPENDITURE Total	(2,466,482)	(2,636,034)	(169,552)
	MAJOR STREET Total	**(413,224)**	**(576,776)**	**(163,552)**
203	LOCAL STREET			
	REVENUE			
	INTEREST AND RENTS	31,163	31,163	0
	OTHER REVENUE	35,000	35,000	0
	PERMITS AND LICENSES	0	0	0
	STATE GRANTS	597,750	597,750	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	663,913	663,913	0
	EXPENDITURE			
	SALARIES AND BENEFITS	(364,014)	(364,014)	0
	CONTRACTUAL SERVICE	(460,695)	(488,270)	(27,575)
	OPERATING EXPENSES	(68,797)	(153,797)	(85,000)
	EXPENDITURE Total	(893,506)	(1,006,081)	(112,575)
	LOCAL STREET Total	**(229,593)**	**(342,168)**	**(112,575)**

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
205	PUBLIC SAFETY FUND			
	REVENUE			
	CONTRIBUTION FROM LOCAL UNITS	430,000	430,000	0
	REVENUE Total	430,000	430,000	0
	EXPENDITURE			
	CHARGES FOR SERVICE	0	0	0
	CONTRACTUAL SERVICE	(62,500)	(112,500)	(50,000)
	DEBT SERVICE	0	0	0
	TRANSFERS OUT	(367,500)	(367,500)	0
	EXPENDITURE Total	(430,000)	(480,000)	(50,000)
	PUBLIC SAFETY FUND Total	**0**	**(50,000)**	**(50,000)**
226	GARBAGE & RUBBISH COLLECT			
	REVENUE			
	TAXES	1,076,366	1,088,103	11,737
	CHARGES FOR SERVICE	24,000	24,000	0
	CONTRIBUTION FROM LOCAL UNITS	0	0	0
	INTEREST AND RENTS	3,376	3,376	0
	OTHER REVENUE	1,000	1,000	0
	TRANSFERS IN	798,992	798,992	0
	REVENUE Total	1,903,734	1,915,471	11,737
	EXPENDITURE			
	SALARIES AND BENEFITS	(566,762)	(566,762)	0
	CONTRACTUAL SERVICE	(1,311,979)	(1,274,879)	37,100
	OPERATING EXPENSES	(24,993)	(24,993)	0
	CAPITAL OUTLAY	0	0	0
	EXPENDITURE Total	(1,903,734)	(1,866,634)	37,100
	GARBAGE & RUBBISH COLLECT Total	**0**	**48,837**	**48,837**
248	DTDA W CROSS			
	REVENUE			
	TAXES	139,765	188,766	49,001
	INTEREST AND RENTS	1,327	4,000	2,673
	OTHER REVENUE	0	0	0
	STATE GRANTS	0	6,000	6,000
	TRANSFERS IN	0	0	0
	REVENUE Total	141,092	198,766	57,674
	EXPENDITURE			
	SALARIES AND BENEFITS	(4,533)	(25,616)	(21,083)
	CONTRACTUAL SERVICE	(75,469)	(104,109)	(28,640)
	OPERATING EXPENSES	(460)	(1,000)	(540)
	TRANSFERS OUT	(18,000)	(15,000)	3,000
	CAPITAL OUTLAY	(15,000)	(45,000)	(30,000)
	EXPENDITURE Total	(113,462)	(190,725)	(77,263)
	DTDA W CROSS Total	**27,630**	**8,041**	**(19,589)**

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
249	BUILDING INSPECTION FUND			
	REVENUE			
	PERMITS AND LICENSES	0	536,500	536,500
	REVENUE Total	0	536,500	536,500
	EXPENDITURE			
	SALARIES AND BENEFITS	0	(338,972)	(338,972)
	CONTRACTUAL SERVICE	0	(255,363)	(255,363)
	OPERATING EXPENSES	0	(38,416)	(38,416)
	TRANSFERS IN	0	213,539	213,539
	EXPENDITURE Total	0	(419,212)	(419,212)
	BUILDING INSPECTION FUND Total	**0**	**117,288**	**117,288**
265	POLICE SPECIAL REVENUE			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	INTEREST AND RENTS	1,425	1,425	0
	OTHER REVENUE	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,425	1,425	0
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	0	0	0
	OPERATING EXPENSES	0	(12,000)	(12,000)
	CAPITAL OUTLAY	0	0	0
	EXPENDITURE Total	0	(12,000)	(12,000)
	POLICE SPECIAL REVENUE Total	**1,425**	**(10,575)**	**(12,000)**
275	DEPOT TOWN DDA			
	REVENUE			
	TAXES	124,022	143,020	18,998
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	1,471	5,971	4,500
	OTHER REVENUE	0	0	0
	STATE GRANTS	0	0	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	125,493	148,991	23,498
	EXPENDITURE			
	SALARIES AND BENEFITS	(23,574)	(26,987)	(3,413)
	CONTRACTUAL SERVICE	(58,784)	(74,026)	(15,242)
	DEBT SERVICE	0	0	0
	OPERATING EXPENSES	(560)	(550)	10
	TRANSFERS OUT	(5,000)	(5,000)	0
	CAPITAL OUTLAY	(15,000)	(130,000)	(115,000)
	EXPENDITURE Total	(102,918)	(236,563)	(133,645)
	DEPOT TOWN DDA Total	**22,575**	**(87,572)**	**(110,147)**

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
413	DOWNTOWN DEV AUTH			
	REVENUE			
	TAXES	379,347	573,316	193,969
	CHARGES FOR SERVICE	22,000	20,000	(2,000)
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	5,531	14,843	9,312
	OTHER REVENUE	0	30	30
	PERMITS AND LICENSES	0	0	0
	STATE GRANTS	0	10,290	10,290
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	406,878	618,479	211,601
	EXPENDITURE			
	SALARIES AND BENEFITS	(62,560)	(76,932)	(14,372)
	CONTRACTUAL SERVICE	(187,560)	(270,947)	(83,387)
	DEBT SERVICE	0	0	0
	OPERATING EXPENSES	(1,100)	(3,000)	(1,900)
	TRANSFERS OUT	(35,000)	(55,000)	(20,000)
	CAPITAL OUTLAY	(20,000)	(30,000)	(10,000)
	EXPENDITURE Total	(306,220)	(435,879)	(129,659)
	DOWNTOWN DEV AUTH Total	**100,658**	**182,600**	**81,942**
414	CAPITAL IMPROVEMENT			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	CONTRIBUTION FROM LOCAL UNITS	0	390,000	390,000
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	20,126	20,126	0
	OTHER REVENUE	0	0	0
	STATE GRANTS	0	9,500,000	9,500,000
	TRANSFERS IN	1,659,874	1,659,874	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,680,000	11,570,000	9,890,000
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(405,000)	(8,195,000)	(7,790,000)
	OPERATING EXPENSES	0	0	0
	TRANSFERS OUT	0	0	0
	CAPITAL OUTLAY	(1,275,000)	(3,645,000)	(2,370,000)
	EXPENDITURE Total	(1,680,000)	(11,840,000)	(10,160,000)
	CAPITAL IMPROVEMENT Total	**0**	**(270,000)**	**(270,000)**

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
415	ECONOMIC DEVELOPMENT CORP			
	REVENUE			
	TAXES	49,158	48,256	(902)
	INTEREST AND RENTS	590	590	0
	OTHER REVENUE	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	49,748	48,846	(902)
	EXPENDITURE			
	CONTRACTUAL SERVICE	(71)	(71)	0
	TRANSFERS OUT	(52,687)	(52,687)	0
	EXPENDITURE Total	(52,758)	(52,758)	0
	ECONOMIC DEVELOPMENT CORP Total	**(3,010)**	**(3,912)**	**(902)**
495	SIDEWALK IMPROVEMENT			
	REVENUE			
	CHARGES FOR SERVICE	0	0	0
	INTEREST AND RENTS	4,258	4,258	0
	OTHER REVENUE	1,000	1,000	0
	PERMITS AND LICENSES	65,000	0	(65,000)
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	70,258	5,258	(65,000)
	EXPENDITURE			
	SALARIES AND BENEFITS	0	(10,000)	(10,000)
	CONTRACTUAL SERVICE	(31,399)	(21,000)	10,399
	OPERATING EXPENSES	(50)	(50)	0
	CAPITAL OUTLAY	0	0	0
	EXPENDITURE Total	(31,449)	(31,050)	399
	SIDEWALK IMPROVEMENT Total	**38,809**	**(25,792)**	**(64,601)**
514	PARKING FUND			
	REVENUE			
	CHARGES FOR SERVICE	200,000	196,000	(4,000)
	OTHER REVENUE	0	0	0
	PERMITS AND LICENSES	50,000	45,000	(5,000)
	STATE GRANTS	0	1,000,000	1,000,000
	TRANSFERS IN	0	150,215	150,215
	REVENUE Total	250,000	1,391,215	1,141,215
	EXPENDITURE			
	SALARIES AND BENEFITS	(153,333)	(253,928)	(100,595)
	CONTRACTUAL SERVICE	(17,228)	(28,228)	(11,000)
	OPERATING EXPENSES	(5,000)	(25,000)	(20,000)
	CAPITAL OUTLAY	0	(1,000,000)	(1,000,000)
	EXPENDITURE Total	(175,561)	(1,307,156)	(1,131,595)
	PARKING FUND Total	**74,439**	**84,059**	**9,620**

FUND	FUND NAME	ORIGINAL BUDGET 25-26	AMENDED BUDGET 25-26	AMENDMENTS
588	PUBLIC TRANSIT			
	REVENUE			
	TAXES	378,741	382,871	4,130
	INTEREST AND RENTS	0	0	0
	OTHER REVENUE	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	378,741	382,871	4,130
	EXPENDITURE			
	CONTRACTUAL SERVICE	(378,741)	(378,741)	0
	DEBT SERVICE	0	0	0
	EXPENDITURE Total	(378,741)	(378,741)	0
	PUBLIC TRANSIT Total	**0**	**4,130**	**4,130**
641	MOTORPOOL			
	REVENUE			
	CHARGES FOR SERVICE	1,512,593	1,731,981	219,388
	FEDERAL GRANTS	0	0	0
	INTEREST AND RENTS	17,088	17,088	0
	OTHER REVENUE	0	0	0
	TRANSFERS IN	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	1,529,681	1,749,069	219,388
	EXPENDITURE			
	SALARIES AND BENEFITS	(314,346)	(314,346)	0
	CONTRACTUAL SERVICE	(441,615)	(523,465)	(81,850)
	DEBT SERVICE	0	0	0
	OPERATING EXPENSES	(166,865)	(253,815)	(86,950)
	CAPITAL OUTLAY	(557,397)	(677,182)	(119,785)
	EXPENDITURE Total	(1,480,223)	(1,768,808)	(288,585)
	MOTORPOOL Total	**49,458**	**(19,739)**	**(69,197)**
677	WORKERS COMPENSATION FUND			
	REVENUE			
	CHARGES FOR SERVICE	179,593	179,593	0
	INTEREST AND RENTS	3,850	3,850	0
	OTHER REVENUE	0	0	0
	APPROPRIATION FUND BALANCE	0	0	0
	REVENUE Total	183,443	183,443	0
	EXPENDITURE			
	SALARIES AND BENEFITS	0	0	0
	CONTRACTUAL SERVICE	(631)	(278)	353
	OPERATING EXPENSES	(262,101)	(114,722)	147,379
	EXPENDITURE Total	(262,732)	(115,000)	147,732
	WORKERS COMPENSATION FUND Total	**(79,289)**	**68,443**	**147,732**
Grand Total		**(410,122)**	**(775,136)**	**(365,014)**

Interfund Transfers

"The table below provides a detailed summary of interfund transfers made during the reporting period. These transfers represent the movement of resources from one fund to another without the expectation of repayment. Such transfers are typically undertaken to provide financial support, subsidize operations, or cover specific costs in the receiving fund. They are commonly used as a tool for internal financial management to ensure that under-resourced funds can continue to fulfill their operational or strategic objectives. These transfers do not constitute loans and are not considered liabilities for the receiving fund."

Transfer Code	Description	24.25 Amended Budget	25.26 Amended Budget
101-102			
101-9670-7999-30	TRANSFER OUT(101)GRANTS	(50,000)	0
102-6900-4699-30	TRANSFER IN-GENERAL FUND	50,000	0
101-102 Total		**0**	**0**
101-104			
101-9670-7999-33	TRANSFER OUT TO 104 BUDGET STABILIZATION	(3,200,000)	0
104-0000-4699-33	TRANSFER IN	3,200,000	0
101-104 Total		**0**	**0**
101-226			
101-9670-7999-58	TRANSFER OUT(226) GARBAGE FUND	(693,582)	(798,992)
226-0000-4699-01	CONTRIBUTION FROM GENERAL FUND	693,582	798,992
101-226 Total		**0**	**0**
101-249			
101-9670-7999-65	TRANSFER OUT 249-BUILDING	0	(213,539)
249-3710-4699-01	CONTRIBUTION FROM GENERAL FUND	0	213,539
101-249 Total		**0**	**0**
101-304			
101-9670-7999-09	CONTRIBUTION TO 304 GO BOND	(191,137)	(186,727)
304-9010-4699-01	TRANSFER FROM GENERAL(101)	191,137	186,727
101-304 Total		**0**	**0**
101-414			
101-9670-7999-63	TRANSFER OUT(414)CAPITAL IMP	(2,183,165)	(1,512,374)
414-0000-4699-01	TRANSFER FROM GENERAL(101)	2,183,165	1,512,374
101-414 Total		**0**	**0**
101-514			
101-9670-7999-29	TRANSFER TO 514 PARKING	(50,000)	(150,215)
514-3110-4699-01	CONTRIBUTION FROM GENERAL FUND	50,000	150,215
101-514 Total		**0**	**0**
101-736			
101-9670-7999-27	CONTRIB RETIREE HEALTH CARE-ME	(83,502)	(89,347)
736-2743-4676-59	GEN RETIREE FROM 101	83,502	89,347
101-736 Total		**0**	**0**
205-414			
205-3070-7999-06	TRANSFER TO CAPITAL IMP(414)	(85,000)	(85,000)
205-3070-7999-57	TRANSFER OUT 414 PARK CAPITAL	(125,000)	(62,500)
414-0000-4699-07	CONTR FROM 2002 CAP IMP (301)	85,000	85,000
414-7510-4699-00	TRANSFER FROM PUBLIC SFTY FUND	125,000	62,500
205-414 Total		**0**	**0**
Grand Total		**0**	**0**

Fund Balance Summary

This table shows the Beginning Fund Balance taken from the latest Comprehensive Annual Financial Report, Projected Revenues are then added and projected expenditures are then deducted to get the Projected Fund Balance End. Projected Fund Balance should at least be zero at the end of the FY to have a balanced budget. Deficit spending is not allowed in the State of Michigan.

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
101	GENERAL FUND	14,790,335	19,124,503	(24,644,747)	17,552,710	(21,239,651)	5,583,150
102	HOUSING FUND	25,000	50,000	(57,500)	0	0	17,500
104	BUDGET STABILIZATION FUND	-	3,310,912		98,000		3,408,912
202	MAJOR STREET	4,058,240	2,093,985	(2,614,384)	2,059,258	(2,636,034)	2,961,065
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604
205	PUBLIC SAFETY FUND	330,053	430,000	(430,000)	430,000	(480,000)	280,053
226	GARBAGE & RUBBISH COLLECT	169,037	1,776,967	(1,767,977)	1,915,471	(1,866,634)	226,863
248	DTDA W CROSS	198,500	141,927	(212,896)	198,766	(190,725)	135,572
249	BUILDING INSPECTION FUND	-	0	0	536,500	(419,212)	117,288
265	POLICE SPECIAL REVENUE	69,659	2,244		1,425		73,328
275	DEPOT TOWN DDA	276,107	130,052	(279,595)	148,991	(236,563)	38,992
304	2016 GOLT BOND REFUNDING	12,983	912,284	(912,083)	910,709	(910,709)	13,184
342	2012 UTGO REFUNDING BOND	10,353	120		0		10,473
413	DOWNTOWN DEV AUTH	313,606	407,339	(497,858)	618,479	(435,879)	405,688
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,920,000)	11,570,000	(11,840,000)	2,001,080
415	ECONOMIC DEVELOPMENT CORP	35,206	49,113	(76,461)	48,846	(52,758)	3,946
474	2004B WS & SEW $6.3M DWRF	-	389,091	(389,091)	0	0	0
479	2007 W & W REV DWRF $375K	-	21,247	(21,247)	25,769	(25,769)	0
480	2008 W & S DISP REV $435K	-	27,794	(27,794)	27,169	(27,169)	0
481	2009 W & S BNDS 7249-01	-	21,714	(11,101)	10,851	(10,851)	10,613
482	2012 W&S FACTORY PUMP STA	824,706	183,938	(183,938)	185,250	(185,250)	824,706
483	2013 REVENUE REFUND BONDS	970,266	196,350	(196,350)	199,350	(199,350)	970,266
485	WATER MAIN DWRF 7320-01	-	25,116	(25,116)	24,616	(24,616)	0
486	2016 W&S REV REF BONDS	-	1,275,700	(1,275,700)	1,269,500	(1,269,500)	0
495	SIDEWALK IMPROVEMENT	266,179	124,294	(80,229)	5,258	(31,050)	284,453
514	PARKING FUND	78,810	260,000	(372,870)	1,391,215	(1,307,156)	50,000
588	PUBLIC TRANSIT	18,488	368,846	(368,024)	382,871	(378,741)	23,440
641	MOTORPOOL	1,127,608	1,584,196	(1,441,610)	1,749,069	(1,768,808)	1,250,456
677	WORKERS COMPENSATION FUND	122,390	162,939	(250,222)	183,443	(115,000)	103,550
732	FIRE AND POLICE PENSION	33,666,222	6,886,977	(4,021,608)	5,471,175	(4,102,331)	37,900,435
736	RETIREE BENEFITS FUND	4,229,595	859,210	(1,868,673)	916,881	(1,962,104)	2,174,909
Totals		65,753,315	51,132,890	(52,503,227)	48,595,485	(53,190,721)	59,787,743

Balanced Budget Scenario

Uniform Budgeting and Accounting Act Act 2 of 1968
"Prohibit deficit spending by a local unit of government

	SCENARIO 1	SCENARIO 2	SCENARIO 3
Revenue	Equal	Higher	Lower
Expenditure	Equal	Lower	Higher
Use of Fund Balance	No	No	Yes

Summary of Challenges Facing the City

1. **Structural Budget Deficits**
   - The General Fund faces ongoing shortfalls:
     - FY 2024–2025: **$5.5 million**
     - FY 2025–2026: **$3.7 million**
   - While some deficits are planned (e.g., fund transfers for stabilization), continued revenue constraints create sustainability concerns.
2. **Aging Municipal Facilities**
   - City Hall, Public Works, Police, and Fire facilities suffer from **deferred maintenance** and outdated infrastructure.
   - Deficiencies affect **accessibility, operational efficiency**, and **employee retention**.
   - Funding for upgrades remains uncertain, with potential need for **Capital Improvement Bonds**.
3. **Limited Revenue Growth**
   - Revenue projections are conservative due to:
     - Modest property tax increases (3%)
     - Partial budgeting of state allocations (e.g., PA 289 Fire Protection at 50%)
   - Heavy reliance on external grants for major projects.
4. **Underfunded Core Services**
   - Some service funds (e.g., Rubbish and Capital) **rely on General Fund subsidies**.
   - Pressure to maintain or improve service delivery without proportional revenue increases.
5. **Staffing Constraints**
   - While most departments are fully staffed, **Public Works and Police** continue to face recruitment and retention challenges, limiting operational capacity.
6. **Environmental Remediation**
   - Ongoing work is needed at the **Water Street site** for PCB removal and redevelopment.
   - Remediation is funded by state and federal grants, but requires careful coordination and long-term planning.
7. **Affordable Housing Needs**
   - Progress has been made (e.g., Huron Vistas, Dorsey Estates), but **demand continues to exceed supply**, particularly for low- and moderate-income households.
8. **Technology & Process Modernization**
   - Despite progress with systems like **BS&A**, the City must continue investing in **technology upgrades** to streamline operations and reduce errors.

General Fund year over year comparison

DESCRIPTION	24.25 Amended Budget	25.26 Amended Budget	Variance
REVENUE			
TAXES	10,699,231	10,980,338	102.63%
STATE GRANTS	5,514,161	4,739,257	85.95%
CHARGES FOR SERVICE	719,456	647,438	89.99%
CONTRIBUTION FROM LOCAL UNITS	43,000	45,000	104.65%
FEDERAL GRANTS	14,000	0	0.00%
INTEREST AND RENTS	775,452	518,802	66.90%
OTHER REVENUE	193,472	159,000	82.18%
PERMITS AND LICENSES	952,732	242,875	25.49%
TRANSFERS IN	220,000	220,000	100.00%
REVENUE Total	19,131,503	17,552,710	91.75%
EXPENDITURE			
SALARIES AND BENEFITS	(13,092,667)	(13,344,546)	101.92%
OPERATING EXPENSES	(1,210,109)	(875,165)	72.32%
CONTRACTUAL SERVICE	(3,890,585)	(4,068,746)	104.58%
TRANSFERS OUT	(6,451,386)	(2,951,194)	45.75%
EXPENDITURE Total	(24,644,747)	(21,239,651)	86.18%
WATER ST	(50,000)	(50,000)	100.00%
DORSEY	0	0	0.00%
Grand Total	(5,563,244)	(3,736,941)	67.17%

Key Budgetary Challenges (from FY 24.25 to FY 25.26)

1. Decreasing Revenues (-8.25%)

- **Total revenue drops** from $19.13M to $17.55M (down 8.25%).
- Largest declines:
  - **Permits & Licenses**: -74.5%
  - **Federal Grants**: drops to $0
  - **Interest & Rents** and **Other Revenue** also shrink notably.
  - **State Grants** decrease by $775K (-14%).

2. Rising Personnel Costs

- **Salaries and Benefits** increase by $252K (+1.92%) despite an overall budget reduction — showing persistent pressure from wages, benefits, or staffing needs.

3. Increased Contractual Costs

- **Contractual Services** rise by nearly $178K (+4.58%), indicating growing reliance on third-party services or rising contractor rates.

4. Reduced Operational Flexibility

- **Transfers Out** are cut by more than half, from $6.45M to $2.95M (-54.25%), which may constrain the City's ability to support other funds or set aside reserves.

5. Declining Fund Recovery Areas

- **Charges for Service** and **Permits/Licenses** have declined sharply. These are **cost recovery mechanisms**, so their reduction may signal fewer transactions, projects, or fee adjustments.

Bottom Line

- The **projected deficit shrinks** in FY 25.26 ($3.73M vs. $5.56M), but this is largely due to **expenditure cuts** rather than increased revenue.
- The City is navigating a **tightening fiscal landscape**, with fewer revenue streams and continued cost pressures — especially in **staffing and external services**.

Would you like a version of this summarized for a report or council meeting slide?

Action Plans

Action Plans 2023-2024

1. **Retain and Attract Staff**
a. Make sure that staff has adequate training and tools to perform their job. (Software upgrades, safety protocols, etc...)
b. Continuous training for Finance and Treasury Staff thru professional development and software improvement trainings
c. New fire contract increased both wages and benefits, this will aid in both hiring and retention of firefighters. The objective is to meet a minimum staffing of 21 in suppression. Increasing professional development expands our ability to bring in outside instructors and to participate in countywide training opportunities and meet required continuing education credits.
d. Continue to improve recruitment and retention by improving DPS worker safety, providing adequate DPS training, ensuring DPS staffing levels are sufficient to meet operational goals, and working to ensure all City business facilities are safe to perform their intended purpose.
e. The City Attorney budget for General Legal Service and Prosecution accounts are fixed budget amounts. The City budgeted $240,000 for General Legal and Prosecution Services for 2023-2023. Budget request remains the same for 23-24. Sufficient amounts to retain current counsel and attract new counsel.

2. **Community Mental Health**
a. Budget request for additional funding to increase the number of CIT trained Officers
b. Counsel will continue to advise city staff in community mental health endeavors. No additional request.
c. Identify locations to host Friday-Sunday daytime/overnight warming shelter services
d. Use DDA Funding to prioritize identify Community Health Solutions

3. **Community Engagement**
a. Assist Council in developing a strategy in recruitment. Potentially a day to present what each board does and how to apply.
b. The fire department interacts with the community by providing fire education to schools and other agencies upon request. Attends public and neighborhood events, does station tours, and is available to the public.
c. Continue to provide support for the Parks & Recreation and Sustainability Commissions; work to ensure both print and electronic communication materials from DPS are correct, consistent, and current. Develop protocol for outreach regarding construction projects.
d. Counsel will continue to advise city staff in community engagement health endeavors. No additional request.
e. Continue growing community events and programming in our park system and city facilities like the Senior Center, Pool, Freighthouse and Parkridge Community Center.
f. CLG Resurvey
g. Complete DDA Equity Needs

4. **Invest in Infrastructure**
a. Upgrade City hall security cameras
b. Continue long term goal to update and improve the department, facilities, and equipment through capital improvement projects.
c. Capital request to remodel the women's locker room facilities and lunch/break room
d. Develop CPM roadmap for city infrastructure, including business facilities, roadways, storm drains, parks, parking lots, and recreation facilities.
e. Counsel will continue to advise city staff in infrastructure endeavors. No additional request.
f. Use community development block grant funding to repair Parkridge pavilion restrooms and provide new solar installations in ward
g. Start implementing 100k worth of capital improvements at the Freighthouse to upgrade and protect the facility.
h. Downtown DDA Tax Increment Financing Renewal.
a. Downtown Streetscape Redesign.
j. Depot Town Plaza Historic Gardens.
k. DDA Building Façade, Rehabilitation and Solar Grants

5. **Revenue Generation and Housing**
a. Apply and support other departments with their grant applications
b. Counsel will continue to advise city staff in housing matters. No additional request.

c. 206/210 N Washington Affordable Housing Redevelopment

Personnel Changes

Between fiscal years 2024–2025 and 2025–2026, the city's overall staffing increased by **1.00 Full-Time Equivalent (FTE)**, rising from **139.75 to 140.75 FTEs**.

This growth was driven by strategic adjustments in three departments:

- In **Finance**, one additional **Finance Generalist** was added, increasing the role from 1.00 to 2.00 FTEs. Position used to be a Finance Intern.
- In the **Clerk's office**, the **Finance Clerk Generalist II** will have split funding between the City Clerk and Treasury Office.
- The **Department of Public Services (DPS)** expanded its leadership capacity by increasing the **Public Service Supervisor** position from 3.00 to 4.00 FTEs.

All other departments maintained stable staffing levels, reflecting a focused and minimal approach to personnel changes across the organization.

Position	2022-2023	2023-2024	2024-2025	2025-2026	Increase/ Decrease
COUNCIL					
MAYOR	1.00	1.00	1.00	1.00	0.00
MAYOR PRO-TEM	1.00	1.00	1.00	1.00	0.00
COUNCIL MEMBER	5.00	5.00	5.00	5.00	0.00
COUNCIL Total	**7.00**	**7.00**	**7.00**	**7.00**	**0.00**
CITY MANAGER					
CITY MANAGER	1.00	1.00	1.00	1.00	0.00
CITY MANAGER Total	**1.00**	**1.00**	**1.00**	**1.00**	**0.00**
FINANCE					
FINANCE DIRECTOR/TREASURER	1.00	1.00	1.00	1.00	0.00
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00	0.00
ACCOUNTANT	1.00	1.00	1.00	1.00	0.00
FINANCE GENERALIST	1.00	1.00	1.00	2.00	1.00
INTERN			0.50	0.00	-0.50
FINANCE Total	**4.00**	**4.00**	**4.50**	**5.00**	**0.50**
CLERK					
CITY CLERK	1.00	1.00	1.00	1.00	0.00
DEPUTY CLERK	1.00	1.00	1.00	1.00	0.00
FINANCE CLERK GENERALIST	1.00	1.00	1.00	0.50	-0.50
FINANCE GENERALIST II				0.50	0.50
CLERK Total	**3.00**	**3.00**	**3.00**	**3.00**	**0.00**
TREASURY					0.00
FINANCE GENERALIST II	1.00	1.00	1.00	0.50	-0.50
FINANCE CLERK GENERALIST				0.50	0.50
TREASURY Total	**1.00**	**1.00**	**1.00**	**1.00**	**0.00**
HR					
HR DIRECTOR	1.00	1.00	1.00	1.00	0.00
HR Assistant	1.00	1.00	1.00	1.00	0.00
HR Total	**2.00**	**2.00**	**2.00**	**2.00**	**0.00**
POLICE					
POLICE CHIEF	1.00	1.00	1.00	1.00	0.00
CAPTAIN		1.00	1.00	1.00	0.00
LIEUTENANT	3.00	2.00	2.00	2.00	0.00
SERGEANT	3.00	5.00	5.00	5.00	0.00
POLICE OFFICER	22.00	21.00	21.00	21.00	0.00
POLICE DETECTIVE	3.00	3.00	3.00	3.00	0.00
EXECUTIVE SECRETARY	1.00	1.00	1.00	1.00	0.00
RECORDS CLERK	2.00	2.00	2.00	2.00	0.00
PT RECORDS CLERK	1.00	1.00	1.00	1.00	0.00
CROSSING GUARD	6.00	6.00	6.00	6.00	0.00
POLICE Total	**42.00**	**43.00**	**43.00**	**43.00**	**0.00**
PARKING					
PARKING ENFORCEMENT OFFICER	2.00	2.00	2.00	2.00	0.00
PARKING Total	**2.00**	**2.00**	**2.00**	**2.00**	**0.00**
FIRE					
FIRE CHIEF	1.00	1.00	1.00	1.00	0.00
FIRE MARSHALL	1.00	1.00	1.00	1.00	0.00
CAPTAIN	3.00	3.00	3.00	3.00	0.00
LIEUTENANT	3.00	3.00	3.00	3.00	0.00
FIREFIGHTER	14.00	14.00	14.00	14.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00	1.00	0.00
FIRE2 Total	**23.00**	**23.00**	**23.00**	**23.00**	**0.00**

Position	2022-2023	2023-2024	2024-2025	2025-2026	Increase/ Decrease
BUILDING					0.00
BUILDING MANAGER	1.00	1.00	1.00	1.00	0.00
DEPUTY DIRECTOR COMMUNIT	1.00	1.00	1.00	1.00	0.00
HOUSING INSPECTOR	1.00	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	1.00	0.00
SECRETARY II	1.00	1.00	1.00	1.00	0.00
BUILDING Total	**5.00**	**5.00**	**5.00**	**5.00**	**0.00**
ORDINANCE					
CODE ENFORCEMENT OFFICER	1.00	1.00	1.00	1.00	0.00
ORDINANCE ENFORCEMENT OF	1.00	1.00	1.00	1.00	0.00
ORDINANCE Total	**2.00**	**2.00**	**2.00**	**2.00**	**0.00**
AHB					0.00
AHB OFFICER	2.00	2.00	2.00	2.00	0.00
AHB Total	**2.00**	**2.00**	**2.00**	**2.00**	**0.00**
DPS					
DPS DIRECTOR	1.00	1.00	1.00	1.00	0.00
OFFICE MANAGER - DPS	1.00	1.00	1.00	1.00	0.00
DPS ACCOUNTING TECHNICIA	1.00	1.00	1.00	1.00	0.00
PUBLIC SERVICE SUPERVISOR	1.00	3.00	3.00	4.00	1.00
MECHANIC	2.00	2.00	2.00	2.00	0.00
SIGN SPECIALIST	1.00	1.00	1.00	1.00	0.00
TRAFFIC/SIGNAL	0.75	0.75	0.75	0.75	0.00
HEAVY EQUIPMENT OPERATOR	5.00	5.00	5.00	5.00	0.00
FACILITIES MAINTENANCE WORKER			1.00	1.00	0.00
EQUIPMENT OPERATOR	12.00	13.00	11.00	11.00	0.00
TEMPORARY LABORERS			4.00	4.00	0.00
PROJECT MANAGER	0.00	0.50	0.50	0.50	0.00
GENERAL FOREMAN	2.00	0.00	0.00	0.00	0.00
DPS2 Total	**26.75**	**28.25**	**31.25**	**32.25**	**1.00**
PLANNING					
COMMUNITY SERVICES DIRECTOR	1.00	1.00	1.00	1.00	0.00
CITY PLANNER	1.00	1.00	1.00	1.00	0.00
PRESERVATION PLANNER	1.00	1.00	1.00	1.00	0.00
DDA COORD/PUBLIC ENGAGE	1.00	1.00	1.00	1.00	0.00
COMMUNICATIONS MANAGER	1.00	1.00	1.00	1.00	0.00
ECONOMIC EQUITY MANAGER	1.00	1.00	1.00	1.00	0.00
PLANNING Total	**6.00**	**6.00**	**6.00**	**6.00**	**0.00**
FREIGHTHOUSE					0.00
FREIGHTHOUSE EVENT COORDINATOR	4.00	4.00	4.00	4.00	0.00
FREIGHTHOUSE Total	**4.00**	**4.00**	**4.00**	**4.00**	**0.00**
POOL					
RECREATION AIDE	1.00	1.00	1.00	1.00	0.00
RECREATION COORDINATOR	2.00	2.00	2.00	2.00	0.00
HEAD SWIN COACH	1.00	1.00	1.00	1.00	0.00
LIFE GUARD	1.00	1.00	1.00	1.00	0.00
POOL Total	**5.00**	**5.00**	**5.00**	**5.00**	**0.00**
Grand Total	**133.75**	**136.25**	**139.75**	**140.75**	**1.50**

PERFORMANCE MEASURE 2023-2024

Overview:

City Council and Administrative Staff held three goal-setting meetings in January 2023 to establish FY 2023-2024 priorities. After generating goals from each council member and administrative area, the council and staff voted on their priority preferences. A final goal-setting session on February 7th, 2023, added specifics to the identified goals.

Strategic Goals:

1. **Retain and Attract Staff** by ensuring they have the tools necessary to do their jobs well and by providing performance incentives.
2. **Community Mental Health** Identify community partnerships to achieve the goal of a regional nonemergency response plan and facilitate the creation of a response team.
3. **Community Engagement** Engage our residents through commissions, neighborhood hubs, communications, outreach tools, events, and activities to sustain our community.
4. **Invest in Infrastructure** Invest in infrastructure to enhance community pride and ensure those that live, play, and work may do so safely.
5. **Revenue Generation and Housing** Generate revenue to provide adequate city services and examine different housing opportunities to meet multigenerational and economic needs equitably.

Goal	Status	Action	Responsibility
1. Retain and Attract Staff			
Make sure that staff has adequate training and tools to perform their job. (Software upgrades, safety protocols, etc)	In Progress	We are looking into software updates for city services. Our high-quality financial statements and budgets comply with the GFOA best practices and award programs. Also, HR has attended job fair events for interested applicants. Capital improvements are geared towards providing a safe environment for employees to work in.	All Departments
Continuous training for Finance and Treasury Staff through	In Progress	Employee Self Service Portal, Knowbe4 software to test employees for cyber security	Finance

Goal	Status	Action	Responsibility
professional development and software improvement trainings.		for the city, always looking at software upgrades for city services. Staff has attended ongoing government finance trainings.	
New fire contract increasing both wages and benefits, this will aid in both hiring and retention of firefighters.	Complete	The objective is to meet a minimum staffing of 21 in suppression. Increasing professional development expands our ability to bring in outside instructors and to participate in countywide training opportunities and meet required continuing education credits	Fire Department
Continue to improve recruitment and retention by improving DPS worker safety, providing adequate DPS training, ensuring DPS staffing levels are sufficient to meet operational goals, and working to ensure all City business facilities are safe to perform their intended purpose.	Ongoing	We contracted with 360 Safety to improve safety protocols and provide training. We re-established the safety committee and held a work session with the Council regarding City facilities.	Department of Public Services
The City Attorney budget for General Legal Service and Prosecution accounts are fixed budget amounts.	Completed	The City budgeted $240,000 for General Legal and Prosecution Services for 2023-2023. Budget request remains the same for 23-24; to retain current counsel and attract new counsel	City Attorney
2. Community Mental Health			
Budget request for additional funding to increase the number of CIT-trained officers.	Ongoing	Due to the staff shortage, the goal was postponed. However, the department hopes to have 15% of the officers Crisis Intervention Trained by the end of the year.	Police Department
Identify locations to host Friday-Sunday	Ongoing	Partnered with St. Luke Episcopal Church for overnight	Economic Development/Planning

Goal	Status	Action	Responsibility
daytime/overnight warming shelter services.		shelter M-Th. Still participating in the winter shelter taskforce meetings, with the Washtenaw Housing Alliance to identify potential addtional locations.	
Use DDA funding to prioritize/ identify Community Health Solutions.	Complete	This funding has been allocated towards overnight shelter and daytime warming shelter support.	Downtown Development Authority
3. Community Engagement			
Assist Council in developing a strategy in recruitment. Potentially a day to present what board does and how to apply.	Complete	Staff has merged multiple commissions. Including Parks and Recreation and Arts Commission acting as Parks and Arts Commission. The AD-HOC committee for Bicentennial Commission was successful in planning for events throughout the 2023 year. Now sharing posts on planned meetings throughout the month.	Clerk/Communications
The Fire Department interacts with the community by providing fire education to schools and other agencies upon request.	Active	Delivers fire education materials to local schools during October, the fire prevention month. Demonstrates fire safety to students, allows students to visit the station, and demonstrates protocol. The FD attends and supports neighborhood, church, city, and many other associations during the summer months.	Fire Department
Continue to provide support for the Parks & Recreation and Sustainability Commissions; work to ensure both print and electronic communication	On-going	The DPS "section" of the website has been updated extensively (cityofypsilanti.com/dps). Regarding construction projects, Huron River Drive succeeded with its website landing page; Forest Bridge was	Department of Public Services/ Communications

Goal	Status	Action	Responsibility
materials from DPS are correct, consistent and current. Develop protocol for outreach regarding construction projects.		(is) more challenging due to shifting timelines and unexpected setbacks. Staff is planning to apply lessons learned to future engagement.	
Continue growing community events and programming in our park system and city facilities like the Senior Center, Pool, Freighthouse and Parkridge Community Center	Ongoing	Rutherford Pool offered free lessons to adults in the 48197 and 48198 ZIP codes. Parkridge held their annual Summerfest/ Joe Dulin Day at the park. Annual festivals resumed	Community Development
Complete DDA Equity Needs	In Progress	The DDA Committee for Equitable Investment completed an Equity Needs Assessment in the Spring of 2023. The Ad Hoc committee formed into a regularly scheduled meeting.	DDA
4. Invest in Infrastructure			
Upgrade City Hall security cameras	Completed	New cameras were installed in 2023.	DPS
Continue long-term goal to update and improve the department, facilities, and equipment through capital improvements	Ongoing	Continually trying to ensure each City business facility can meet the existing needs of the City is safe for guests and can safely store records and equipment. Including City Hall, Police Department, Fire Department, and Public Works.	Department of Public Services/ City Manager
Capital request to remodel women's locker room facilities and lunch/break room.	Ongoing	Several changes: installing key-card access to the building, the addition of workspaces for personal areas, a new conference room, officer cell phones, plumbing upgrades, and a briefing room/training room.	Police Department

Goal	Status	Action	Responsibility
Develop CPM roadmap for city infrastructure, including business facilities, roadways, storm drains, parks, parking lots and recreation facilities.	Ongoing	The project is ongoing to develop a more advanced layout for the city infrastructure.	DPS
Use community development block grant funding to repair Parkridge Pavilion restrooms and provide new solar installations in ward.	Ongoing	The city created an ADA-accessible entrance from the park's west side, connecting to the Parkridge Community Center, and replaced the concrete under the much-used park pavilion. The City was also awarded an MEDC grant to rehabilitate the infield of the park's softball field.	DPS
Start implementing 100k work of capital improvements at the Freighthouse to upgrade and protect the facility.	Ongoing	Working on upgrading the floors of the Freighthouse. Upgraded lights and chairs. The building has hosted numerous events including: the UMS PILOT program Daytime Warming Center.	Community Development
DDA Tax Increment Financing Renewal	Ongoing	This is a future project. The renewal deadline is 2028, and we hope to issue an RFQ soon.	Downtown Development Authority
Downtown Streetscape Redesign	In progress	The DDA is replacing the broken streetlights on N Washington Street and the City will be taking on the operations and maintenance costs	Downtown Development Authority
Depot Town Plaza Historic Gardens	Complete	The Depot Town Plaza RFQ for public participation and concept design was awarded to Fishbeck Consultants in March 2024.	Downtown Development Authority
DDA Building Façade, Rehabilitation and Solar Grants	Complete	In FY 23/24 the DDA awarded four façade/rehab grants, and one solar grant.	Downtown Development Authority

Goal	Status	Action	Responsibility
		The DDA facilitated the MEDC Match on Main grant for $25,000 that was awarded to Bird Dog Baking Co.	
5. Revenue Generation and Housing			
Apply and support other departments with their grant applications.	In Progress	Working on grants with Huron Watershed Council for: Riverside Park Partners for Places, EGLE Dam Risk Reduction Grant, USFWS Fish Passage Program, MDNR Fisheries Habitat Grant Program, and National Fish and WIldlife Foundation National Costal Resilience Fund. Also, partnered with Ann Arbor for the Prohousing Grant. Also, awarded several grants for both transportation and stormwater technical assistance and construction.	Planning/Economic Development/ DPS
Council will continue to advise city staff in housing matters	In Progress	945 Clark, Dorsey Estates & 206/210 N. Washington	Community Development
206/210 N Washington Affordable Housing Redevelopment	In Progress	The developer, Avalon Housing, has requested a PILOT for a 22-unit affordable housing development.	Economic Development

Strategic Priority Programs and Projects

Ypsilanti Road Diet/ Road Renovation Project/ Walkability Enhancements

Time Frame: 3-4 Years

Project Leader/Department: Bonnie Wessler/ DPS

The Ypsilanti Road Diet/Road Renovation Project/Walkability Enhancements is a collaborative effort between the Ypsilanti Community Utilities Authority (YCUA), the Michigan Department of Transportation (MDOT), and the City of Ypsilanti to improve the safety of drinking water and the transportation system. The project, initiated in 2019, will affect traffic flow on Huron from I-94 to Cross; Hamilton from I-94 to Washtenaw; Washtenaw from W. Cross to Hamilton; and Michigan from Ballard to the Huron River.

As part of the project, YCUA has replaced many of the underground water mains, including some of Ypsilanti's oldest pipes, while MDOT has simultaneously constructed a pedestrian pathway over I-94 by converting the westernmost southbound lane of Huron into a shared-use path. Following YCUA's work, MDOT began a pavement maintenance and road diet project that included updating many pedestrian crosswalk ramps on roadways such as Michigan, Huron, Washtenaw & Hamilton.

The roadways have been restriped with bike lanes, improved crosswalks, improved bus stop markings, and additional on-street parking. Bonnie Wessler, from the Department of Public Services, is leading the project. The department has updated its website extensively (cityofypsilanti.com/dps), and staff members have shared project updates on social media platforms as soon as information became available.

Regarding construction projects, Huron River Drive was successful, while the Forest Bridge project has been more challenging due to shifting timelines and unexpected setbacks.

Peninsular Dam Removal Project

-Timeframe: Ongoing

-Project Leader/Department: Katie Jones/ Economic Development

Present Funding: Over $4.7 million has been raised by the project team (City of Ypsilanti & Huron River Watershed Council) to remove the dam.

Initially constructed in 1867 and rebuilt in 1920 it is now a High Hazard Potential Classified dam. In May of 2023, the City of Ypsilanti received $3.78 million from the Environment, Great Lakes, and Energy (EGLE) department of the State of Michigan. This grant was awarded to remove the Peninsular Paper Dam, which is a high-hazard structure that could cause severe damage or even loss of life if it fails. In addition to this grant, $650,000 had been previously awarded by the Michigan Department of Natural Resources (MDNR) and $300,000 from the USFWS National Fish Passage program. The city had committed $500,000 towards the project since the proposal launch, and this has remained unchanged.

Removing the dam will help aquatic ecosystems recover after extreme weather and reduce the risk of flooding in nearby communities. The Peninsular Dam was originally constructed 110 years ago, and now

with much research, the hope is to remove the entire impoundment, restore the historic powerhouse building, and create a new future for Peninsular Park. However, the only current obstacle is securing the funding to complete the process Department of Public Services has acted and will continue to act to comply with updated safety requirements from EGLE.

Infrastructure Improvements (Bridge & Roads):

-Timeframe: Ongoing

-Project Leader/ Department: Bonnie Wessler/ Department of Public Services

The Forest Avenue Bridge rehabilitation project finally commenced in July 2023 after a long wait. The majority of the project funding, worth $1.245 million, has been granted by the Michigan Department of Transportation (MDOT) Local Bridge Program. However, the City must contribute a 10% match to the project and pay for the engineering costs.

The City started reconstructing Huron River Drive from Cornell Rd to Leforge Rd in May 2023. The project involves replacing storm sewers, installing a sidewalk along the northern side of the road, and enhancing pedestrian safety at intersections. Funding for this project comes from local Transportation Alternatives Program, STP-U, and HIPU funds.

The City of Ypsilanti is taking proactive measures to ensure the safety and longevity of its infrastructure by scheduling planned repairs for three of its bridges: Factory, Leforge, and Cross. These repairs have been deemed crucial to maintaining the functionality and structural integrity of the bridges and will help ensure the safety of the citizens who use them. The city is committed to investing in infrastructure maintenance to ensure safety for Ypsilanti residents and visitors.

Revamp of the Ypsilanti Police Department

-Timeframe: Ongoing

-Project Leader/ Department: Kirk Moore

In April 2023, Kirk Moore became the new Police Chief of the Ypsilanti Police Department. Since then, the department has undergone several changes, including facility upgrades, staffing, and community outreach. The department has implemented several capital requests to improve its facilities, such as installing key-card access to the building, the addition of workspaces for personal areas, a new conference room, officer cell phones, plumbing upgrades, and a briefing room/training room. They have also removed unnecessary furniture and are developing new policies to operate in a more modern environment. The department is planning to address many changes to its facilities.

However, due to a shortage of staff, the Community-Oriented Policing and Problem-Solving Unit (COPCRU) has been inactive. The department is currently recruiting heavily to fill the vacancies and is offering a competitive salary, signing bonuses, and academy sponsorship. With the vast number of new hires, a select group will go through Crisis Intervention Training (CIT), and 15% of the officers will be trained by the end of the year.

The department is looking forward to providing comprehensive orientations to sworn staff and increasing the training budget. They are investing in leadership development, specialized assignment training, and inverse training. Currently, the Police Department has one command officer attending the command college. They have hired a field services officer who is trained in Tasers. They have also sent several officers to Field Training Officer (FTO) Certification, identifying, and sending those to firearm training officers.

Fire Department Updates

-Timeframe: Active

-Project Leader/Department: Ken Hobbs

The Fire Department conducts fire education programs in city schools during October, which is the Fire Prevention Month. Throughout the year, we visit schools to demonstrate fire safety techniques and provide fire safety materials. We also conduct tours of our facilities, showing how we use our trucks and tools for both extinguishment and prevention. We attend and support various events, such as neighborhood gatherings, church functions, and city programs, upon request, especially during summer.

The new contract negotiated has made YFD more attractive to potential firefighter candidates and competitive with other fire departments. Although we have met the minimum staffing requirements, we lost one firefighter, which has reduced our staffing levels.

The Fire Department is accepting applications, and the new contract language, which includes wages and benefits, should speed up the hiring process.

Fire officers, firefighters, paramedics, and EMTs are required to do continuing education to maintain their certifications, identify training needs, and bring in outside instructors to train and assist. Last fiscal year, we not only provided additional members to the county specialty teams but also identified other training needs and conducted training programs such as Swift Water Rescue, NFIRS (National Fire Incident Reporting System), Aggressive Fire Command, Basic Vehicle Extrication, and Advanced Vehicle Extrication and Stabilization.

Develop long-term vacant sites in the city.

Timeframe: Ongoing

Project Leader/Department: Planning/Economic Development

Dorsey Estates is a newly constructed development that will feature 46 units of mixed-income residential site condominium, planned unit development located at 220 N Park Street. The project will feature a mixture of cottages, duplexes, and townhomes within a walkable housing development. The development will ensure permanent affordability and other requirements of the Community Benefit Ordinance through a site condominium structure. A Master Deed and Bylaws will be recorded for the property through the site condominium process that restricts the affordable units in perpetuity.

945 Clark: The City has worked with the developer Lincoln Avenue Capital to develop a complex at 945 Clark Rd. The build is facilitated through a PILOT program. The general PILOT program is 30 years long.

The project includes 308 Units divided into 152 senior living and 156 multi-family, all for low or moderate-income housing.

206/210 N Washington Affordable Housing Redevelopment: The City of Ypsilanti issued an RFP in June 2020 for a developer of the property at 206/210 N. Washington. Avalon was selected as the development partner. The project is a supportive and low-income housing development comprising 22 1-bedroom apartments. Amenities include on-site laundry, a community room, property management/services offices, and two historic outbuildings to be preserved. Avalon Housing has received a PILOT, and a community benefits agreement has also been approved for the project.

Water Street Site Redevelopment The area is a 38-acre, City-owned site adjacent to Historic Downtown Ypsilanti. The site is bounded on the north by 1500 feet of Michigan Avenue frontage (US-12 Business Route) and on the south and west by 1/2 mile of Huron River frontage. The City of Ypsilanti has been awarded two grants, one through the State of Michigan from Senator Irwin's office being administered through MEDC, and the second from Congresswoman Dingell's office being administered through HUD. In total, $7.4 Million will go towards the remediation of PCBs and other contaminants in the soil on Water St. The city is working with Environmental Consultant AKT Peerless to characterize the PCB contamination in three primary areas and hopes to begin excavation and develop an RFP to begin to solicit developers for the property again in the summer of 2024.

Community Engagement & Events

Boards and commissions have suffered from low attendance, leading to the consolidation of some commissions, such as the Parks and Recreation and Arts Commission, into one called Parks and Arts.

The City of Ypsilanti sponsored the third annual Juneteenth celebration in the South Huron parking lot for the entire weekend. The event featured live music and local vendors for three days. The Juneteenth holiday, which falls on June 19th, is now recognized as an official holiday in the City.

The city also held its 94th annual July 4th parade, the longest-running parade in Michigan. Beginning at the Ypsilanti Water Tower at Cross Street, the parade traveled east and concluded in Depot Town. The city publicly revealed its time capsule, which was buried at the sesquicentennial celebration in 1973.

The City of Ypsilanti recognized the Bicentennial through 2023 and offered opportunities for anyone interested to participate. The commission was formed two years prior and planned ways to celebrate. Sponsors included Destination Ann Arbor, YpsiReal, Eastern Michigan University, Herbal Solutions, Washtenaw County Government, Bank of Ann Arbor, Ypsilanti DDA, LiUNA, DTE Energy, Ann Arbor Electrical Workers IBEW 252, Ladies Literary Club, Anishinaabek Caucus, This That and Odder Things, The Rocket, The Newton of Ypsilanti and Flo-Mar Apartments.
The events/engagements included:

- A New Year's Eve Ball Drop and Kickoff event.
- A time capsule reveal was held at the main event. It was originally buried in 1973, and a new time capsule was replaced with it.
- Walking events planned throughout the year
- The main event occurred on August 19th at Riverside Park. Featured a Pancake Breakfast held by the Ypsilanti Rotary Club, Children's Activities
    - Live performances included Lady Sunshine, Boylesque Michigan, Black Jake & the Carnies, Cracked & Hooked, Child Sleep, Brawny Lad, Hullabaloo, Virga, Marissa & the

Starter Packs, Mercury Salad, Thunderbuck Ram, Ypsilanti Youth Choir, Steve Somers, Skwrl, and the Nitpickers.

- T-shirts & sweatshirts with an official logo.

The Bicentennial Ad-Hoc Committee and the sponsors of the two-hundred-year celebration of the City of Ypsilanti deserve special thanks.

Improve Recruitment and Retention

Timeframe: On-going

Initiated: Human Resources

In the past year, the City of Ypsilanti has made significant progress in recruiting and retaining employees. The staff has signed several agreements with local organizations to provide better incentives and opportunities to its workforce. The has increased the salaries and benefits of its employees to make them more competitive with neighboring cities. Moreover, the city is working toward developing a program for new hires to help them acclimate to their roles and foster a sense of community within the organization. These developments ensure that the City of Ypsilanti attracts and retains the best talent to serve its residents and promote growth and prosperity in the region.

The City has reached Collective Bargaining agreements with three unions:

- The International Association of Fire Fighters (IAFF) has a five-year agreement due for renewal in 2028.
- The Police Officers Association of Michigan (POAM) has a three-year contract for general retirees. The city offers a $1,500 signing bonus, academy sponsorship, and competitive wages to improve recruitment.
- The COAM unilateral agreement contract is up for renewal in 2025.

In addition, the City has contracted with 360 Safety for Department of Public Services to improve safety protocols and provide training. The safety committee has also been re-established, and a work session with the Council regarding city facilities was held.

- To address staffing needs, a budget has been allocated for a referral program allowing candidates to receive a signing bonus for filling absent roles.
- Employee recognition was added to the $3,000 allocated for this strategy. Included with appreciation.
- The City of Ypsilanti has been attending job fairs and creating digital flyers to recruit future employees.
- Upgrading attachment BS&A attempting to improve operations.

HR has been actively engaged in talent acquisition efforts, participating in job fairs to attract top talent to our organization. Appeared on the Jobfairgiant.com website as well as appeared in the November 26 issue of Metro Detroit You're Hired job magazine. Additionally, we have implemented initiatives to recognize employee anniversaries and birthdays, fostering a culture of appreciation and celebration.

In collaboration with the Finance department, HR has streamlined the onboarding process by entering new hire information into the Employee Self-Service system, ensuring new employees have access to essential resources. And have also become the contact person when the system is not working.

Furthermore, HR regularly sends out cybersecurity training and tracks the completion of each course, ensuring that employees are equipped with the necessary knowledge and skills to safeguard our organization against cyber threats.

Continuously striving for improvement, HR proactively evaluates vendors to enhance our onboarding process, aiming to make it seamless and efficient for both new hires and existing employees.

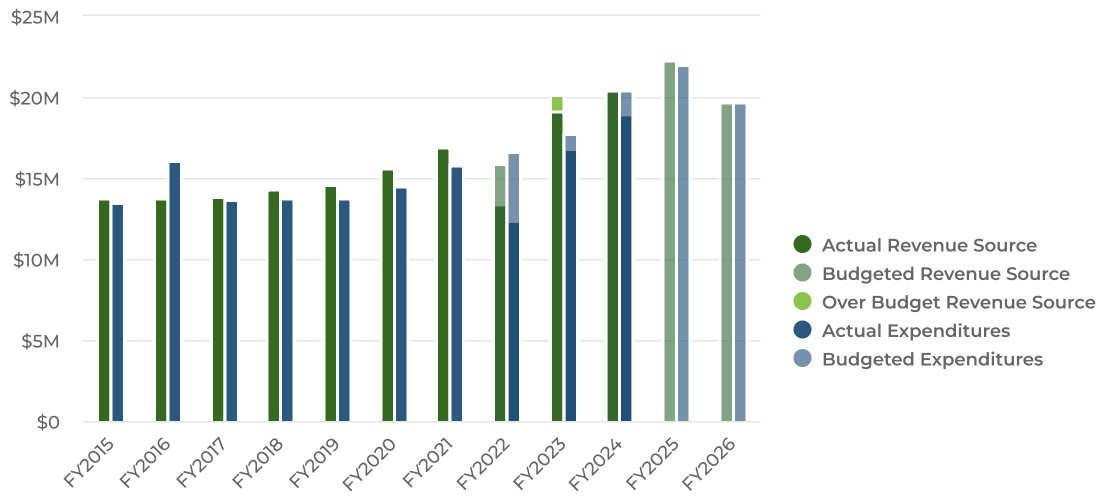
FUND SUMMARIES

General Fund

The primary fund of the City. It accounts for the day-to-day activities for all administrative and operating expenditures.

Summary

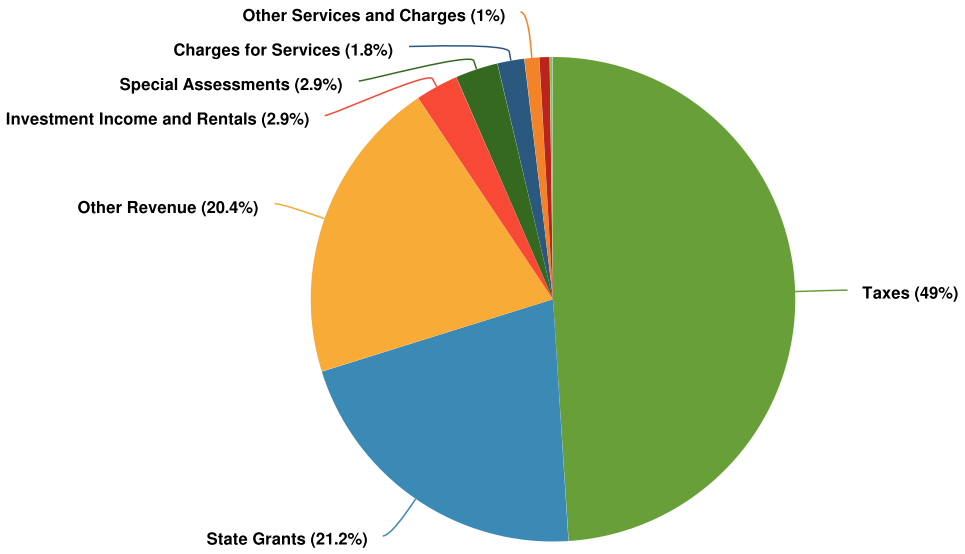
The **General Fund (101)** starts with about **$14.79M** and is projected to end with about **$5.58M**. In part, the decrease was due to a **transfer** to the **Budget Stabilization Fund(104)** amounting to **$3.2M**.



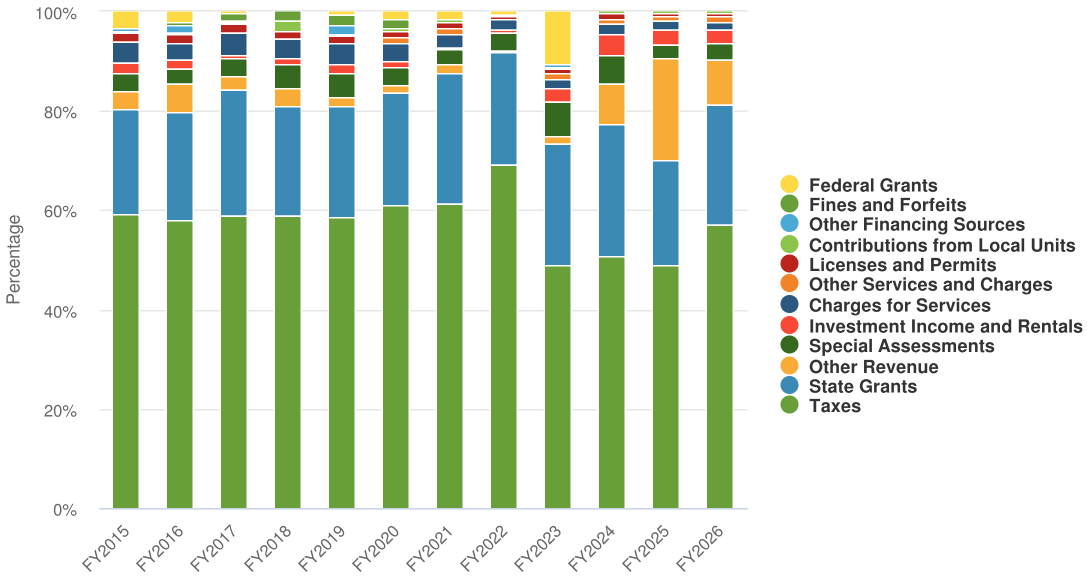
Revenues

The City is projecting a 3% increase in property taxes which is in line with the CPI for 2025 . State Grants are based on assumptions by the state of Michigan for revenue sharing.

Projected Revenues



Budgeted and Historical Revenues

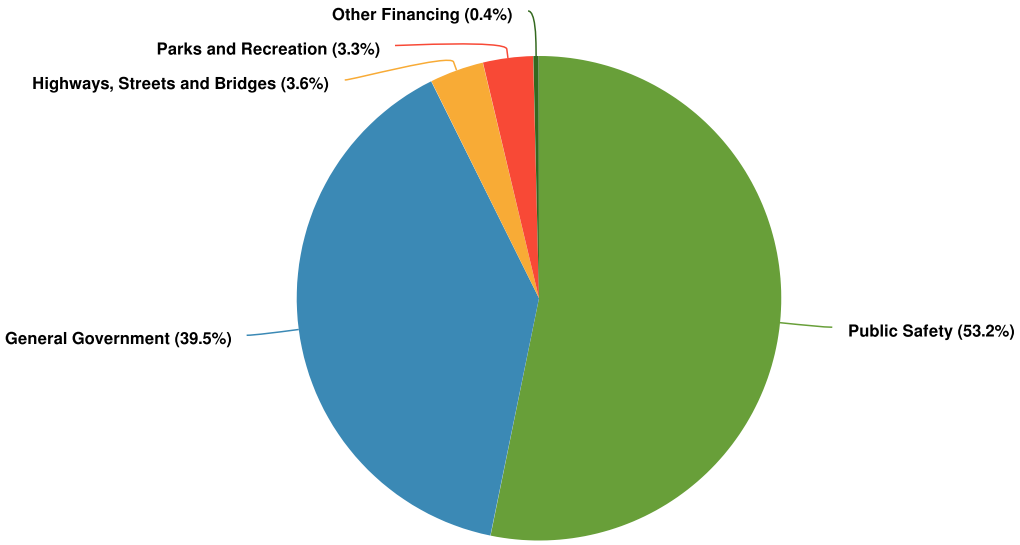


Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				

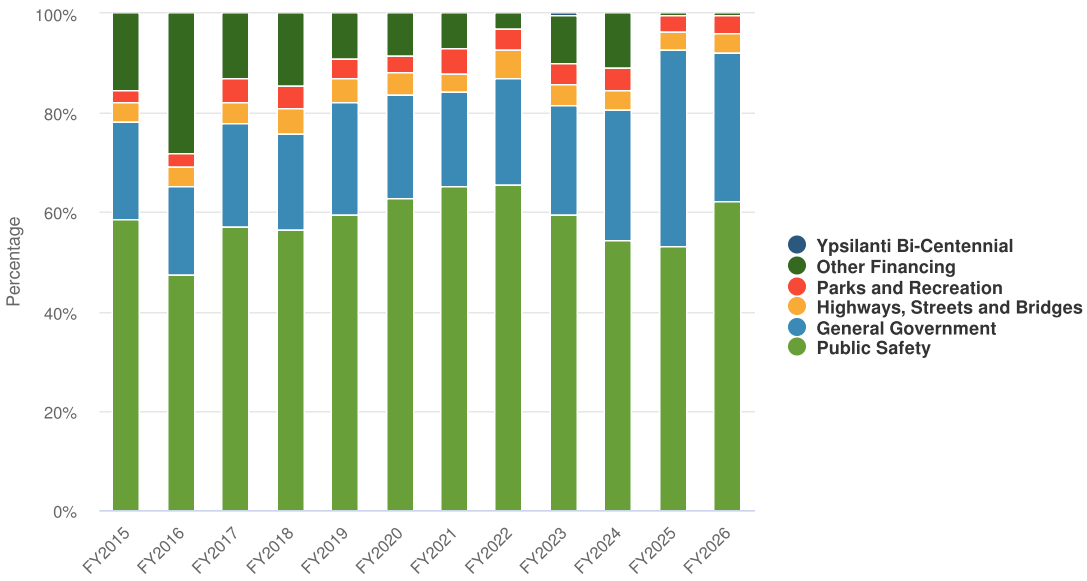
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Taxes	$10,366,743.23	$10,971,083.36	$11,230,724.00	2.4%
Special Assessments	$1,297,156.46	$789,775.00	$95,575.00	-87.9%
Licenses and Permits	$133,265.29	$158,215.23	$147,300.00	-6.9%
Federal Grants	$0.00	$7,000.00	$0.00	-100%
State Grants	$5,412,306.70	$6,438,090.58	$4,739,257.00	-26.4%
Contributions from Local Units	$49,719.85	$43,000.00	$45,000.00	4.7%
Charges for Services	$457,256.36	$447,603.34	$397,052.00	-11.3%
Investment Income and Rentals	$1,193,049.17	$775,451.97	$518,802.00	-33.1%
Other Revenue	$1,309,762.47	$4,580,946.31	$1,842,500.00	-59.8%
Other Financing Sources	$26,730.89	$17,267.64	$16,500.00	-4.4%
Other Services and Charges	$220,000.00	$220,000.00	$220,000.00	0%
Total Revenue Source:	**$20,465,990.42**	**$24,448,433.43**	**$19,252,710.00**	**-21.3%**

Expenditures

Budgeted Expenditures



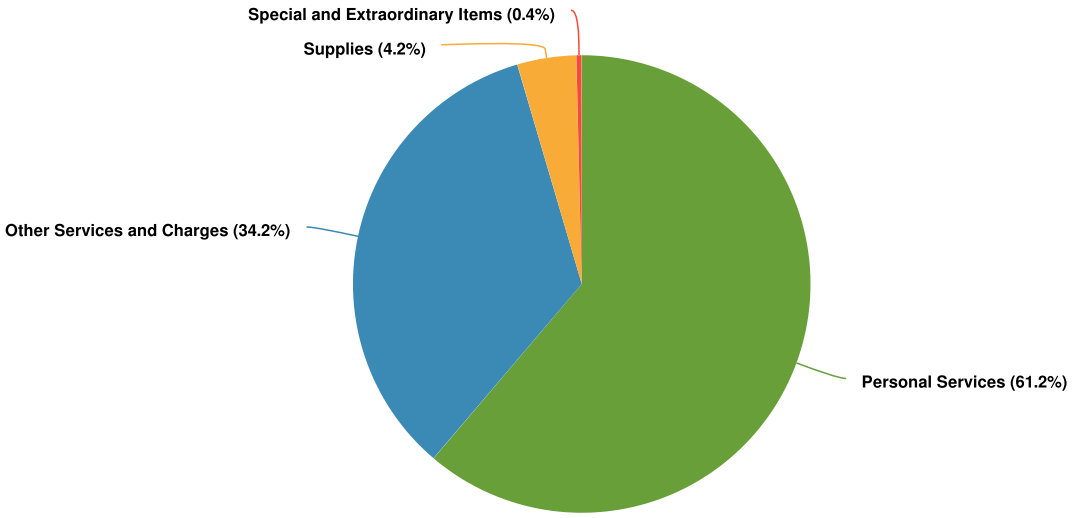
Budgeted and Historical Expenditures



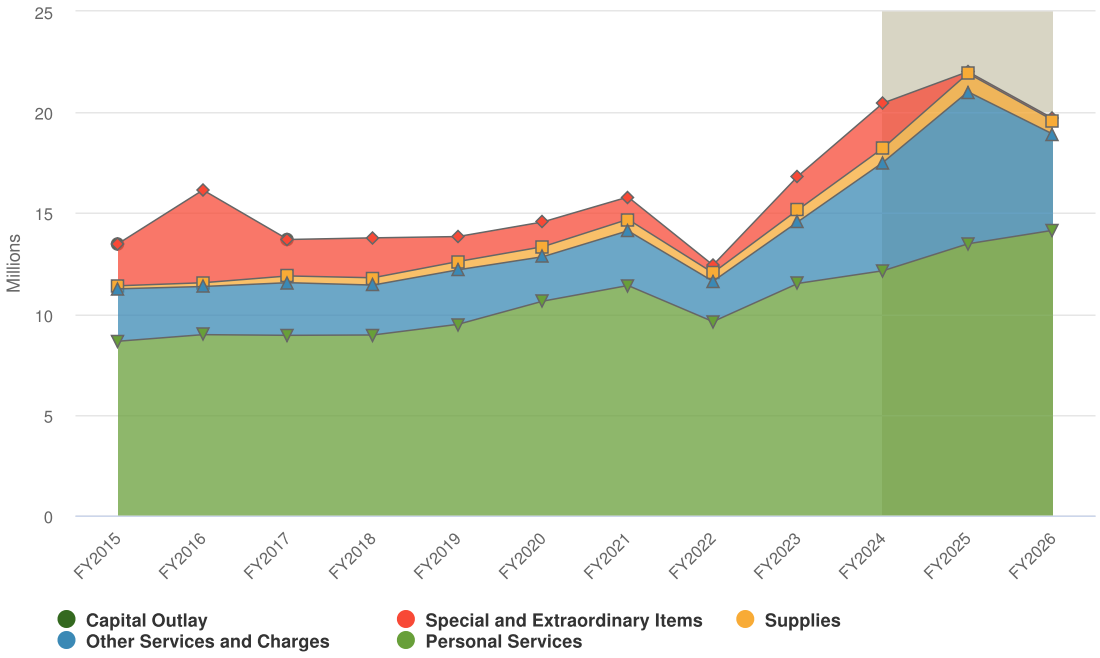
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
General Government	$4,576,387.59	$8,622,955.98	$6,066,539.00	-29.6%
Non Departmental	$0.48	$0.00	$0.00	0%
Parks and Recreation	$863,929.39	$1,924,785.70	$1,007,783.00	-47.6%
Public Safety	$10,677,152.32	$12,089,802.53	$12,054,769.00	-0.3%
Highways, Streets and Bridges	$652,792.58	$929,746.97	$909,366.00	-2.2%
Other Financing	$2,233,166.00	$6,451,386.00	$2,800,979.00	-56.6%
Total Expenditures:	**$19,003,428.36**	**$30,018,677.18**	**$22,839,436.00**	**-23.9%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



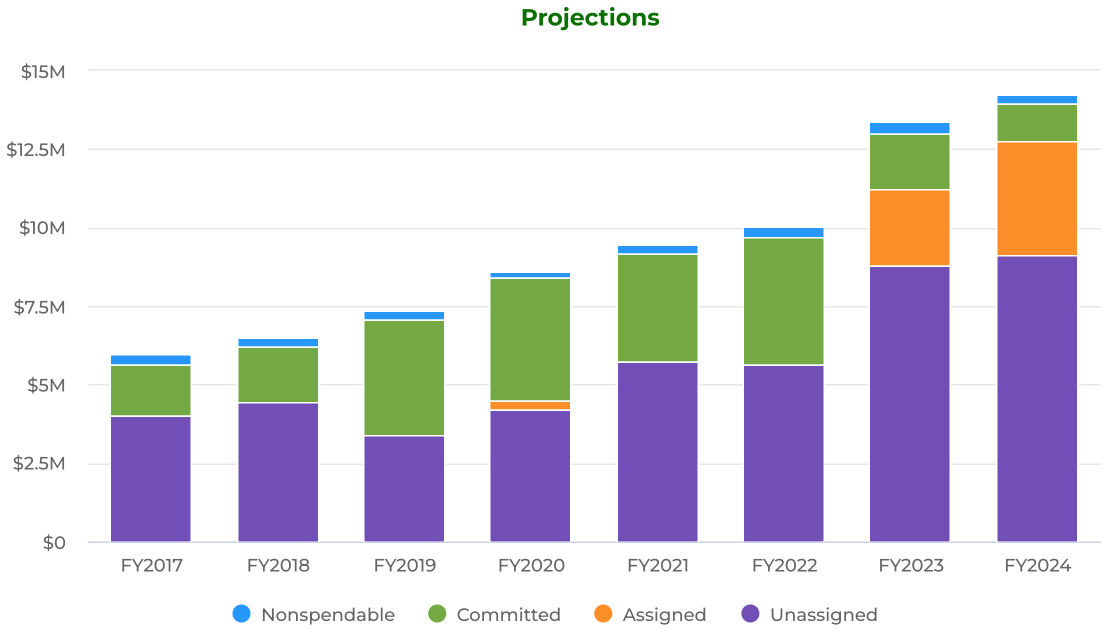
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expense Objects				
Personal Services	$11,484,488.37	$13,263,925.82	$13,490,047.00	1.7%
Supplies	$688,987.23	$1,038,850.50	$729,664.00	-29.8%
Other Services and Charges	$4,596,786.76	$9,264,514.86	$5,818,746.00	-37.2%
Special and Extraordinary Items	$2,233,166.00	$6,451,386.00	$2,800,979.00	-56.6%
Total Expense Objects:	**$19,003,428.36**	**$30,018,677.18**	**$22,839,436.00**	**-23.9%**

Fund Balance



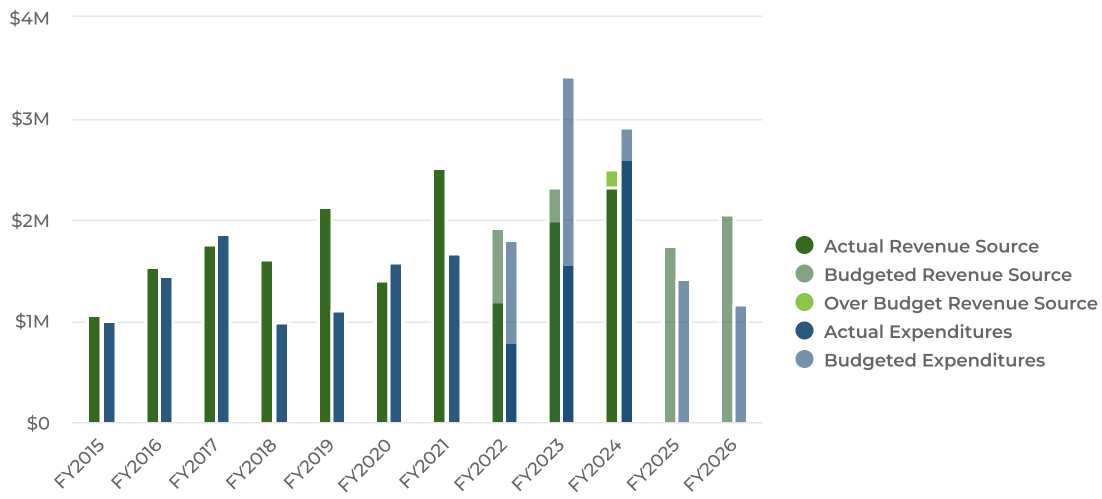
Financial Summary	FY2024
Fund Balance	—
Unassigned	$9,132,348
Assigned	$3,600,000
Committed	$1,214,499
Nonspendable	$273,809
Total Fund Balance:	**$14,220,656**

Major Street

City Major Street established by Act 51 are designated by the City Council, subject to the approval of the State Transportation Commission. City Major Streets are chosen according to their importance to the municipality.

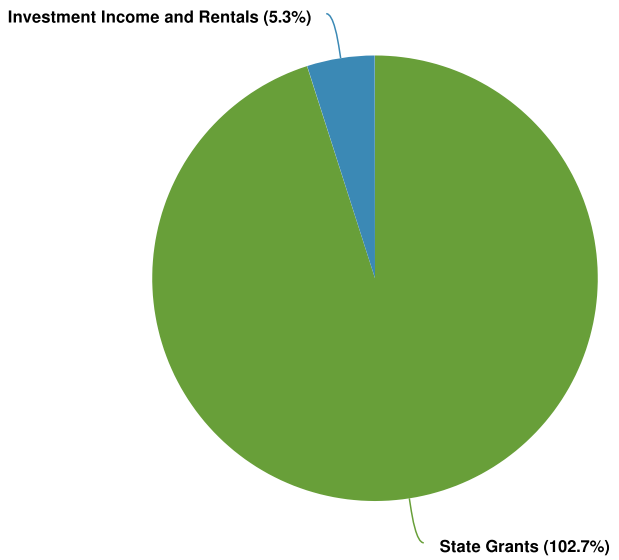
Summary

The City of Ypsilanti is projecting $1.76M of revenue in FY2025, which represents a 24.7% decrease over the prior year. Budgeted expenditures are projected to decrease by 51.4% or $1.5M to $1.42M in FY2025.

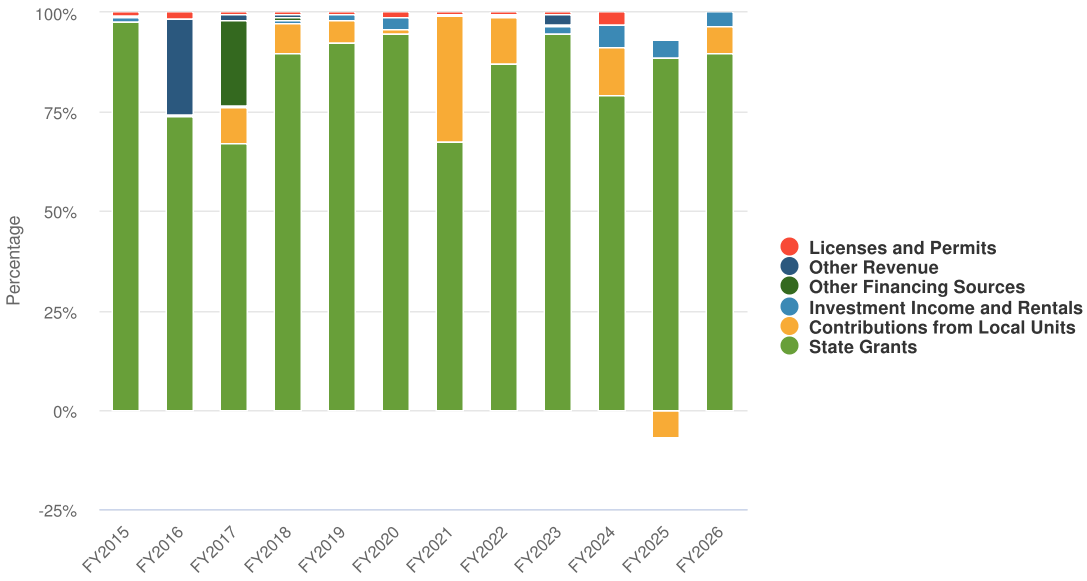


Revenues

Projected Revenues



Budgeted and Historical Revenues

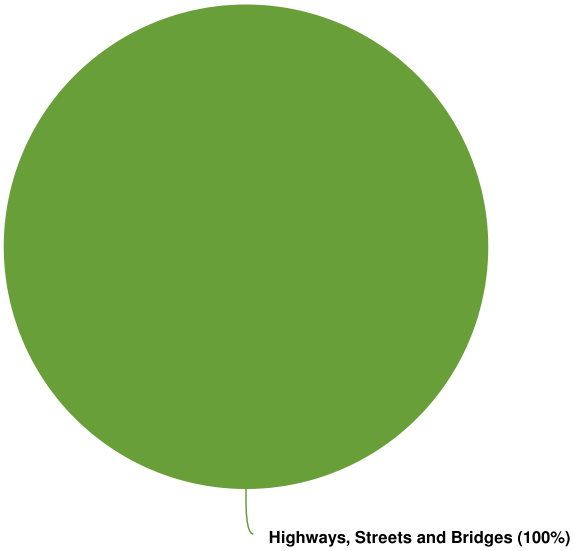


Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				
Licenses and Permits	$74,460.00	$5,040.00	$0.00	-100%
State Grants	$1,942,833.64	$1,844,000.00	$1,843,250.00	0%
Contributions from Local Units	$287,614.08	$135,614.89	$140,000.00	3.2%

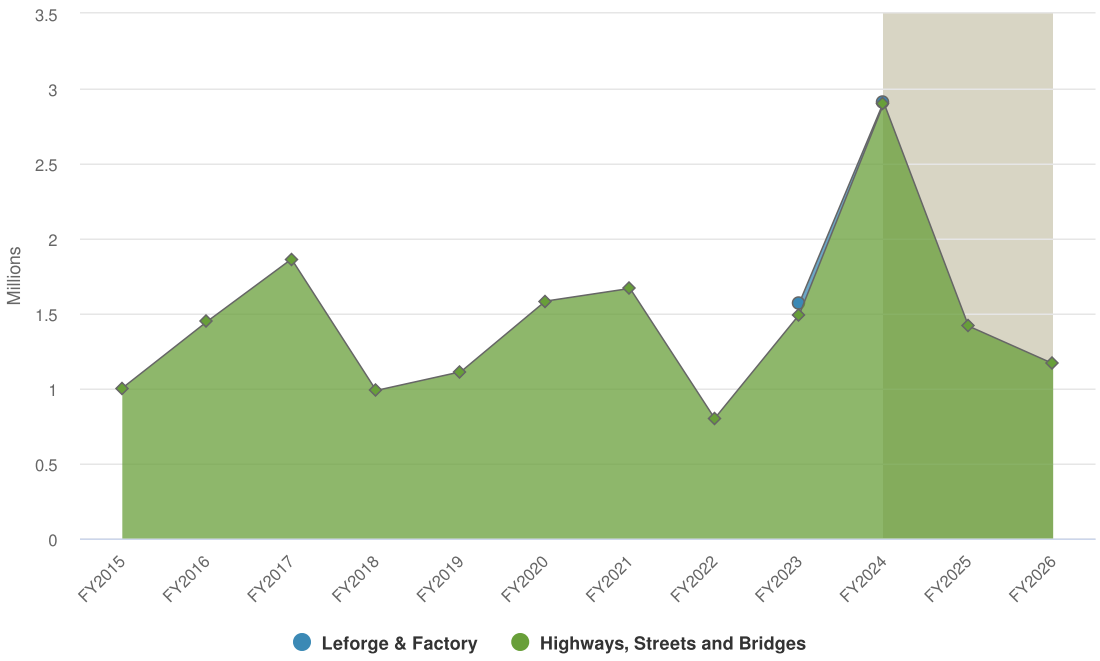
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Investment Income and Rentals	$200,452.92	$109,330.11	$70,008.00	-36%
Other Revenue	$0.00	$0.00	$6,000.00	N/A
Total Revenue Source:	**$2,505,360.64**	**$2,093,985.00**	**$2,059,258.00**	**-1.7%**

Expenditures by Function

Budgeted Expenditures by Function



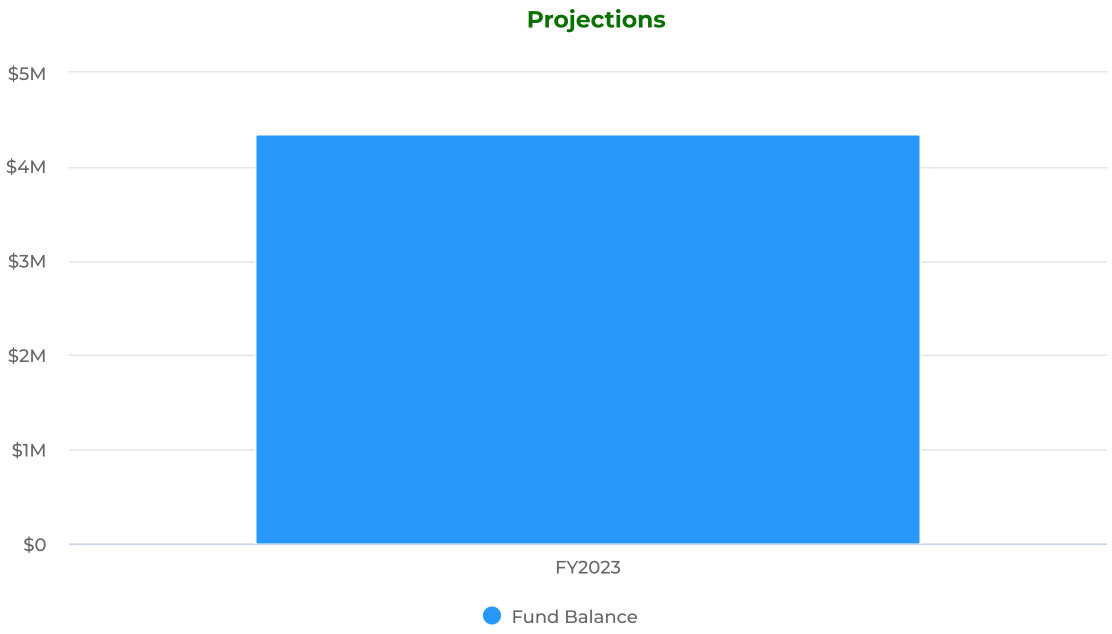
Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
Capital Projects	$0.00	$0.00	$150,000.00	N/A
Highways, Streets and Bridges	$2,465,218.02	$2,471,384.18	$2,438,584.00	-1.3%
Leforge & Factory	$149,365.09	$143,000.00	$47,450.00	-66.8%
Total Expenditures:	**$2,614,583.11**	**$2,614,384.18**	**$2,636,034.00**	**0.8%**

Fund Balance

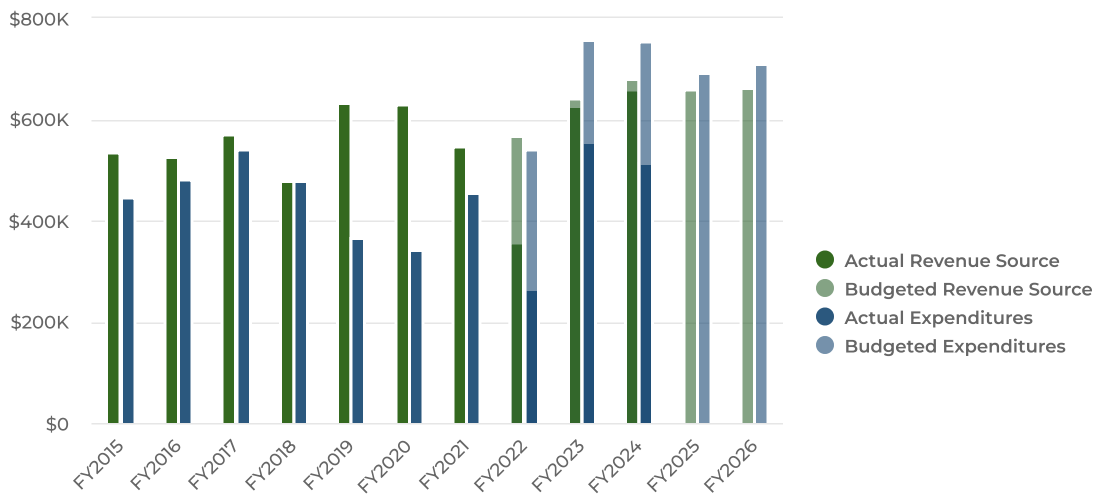


Local Street

City Local Street systems established by Act 51 are designated by City Council, subject to the approval of the State Transportation Commission. If a street is not designated as a Major Street it will be under the City's Local Streets. These street systems include no county roads or state trunkline highways.

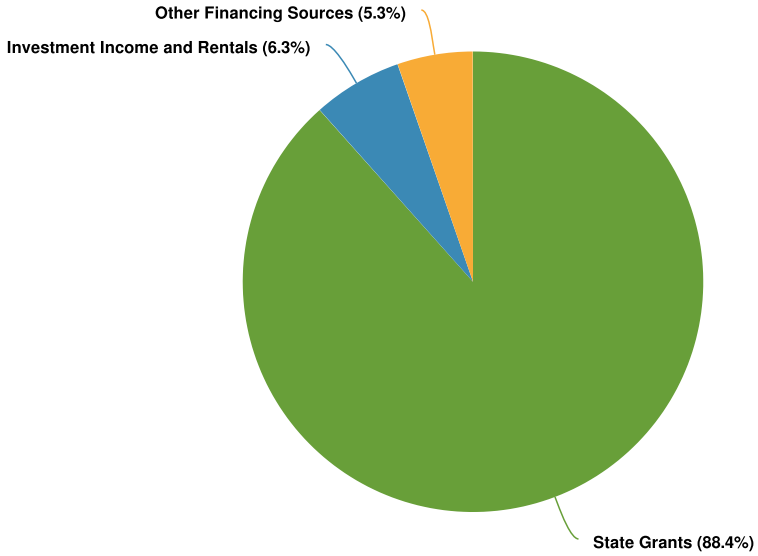
Summary

The City of Ypsilanti is projecting $660.55K of revenue in FY2025, which represents a 3.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 8.1% or $60.99K to $694.81K in FY2025.

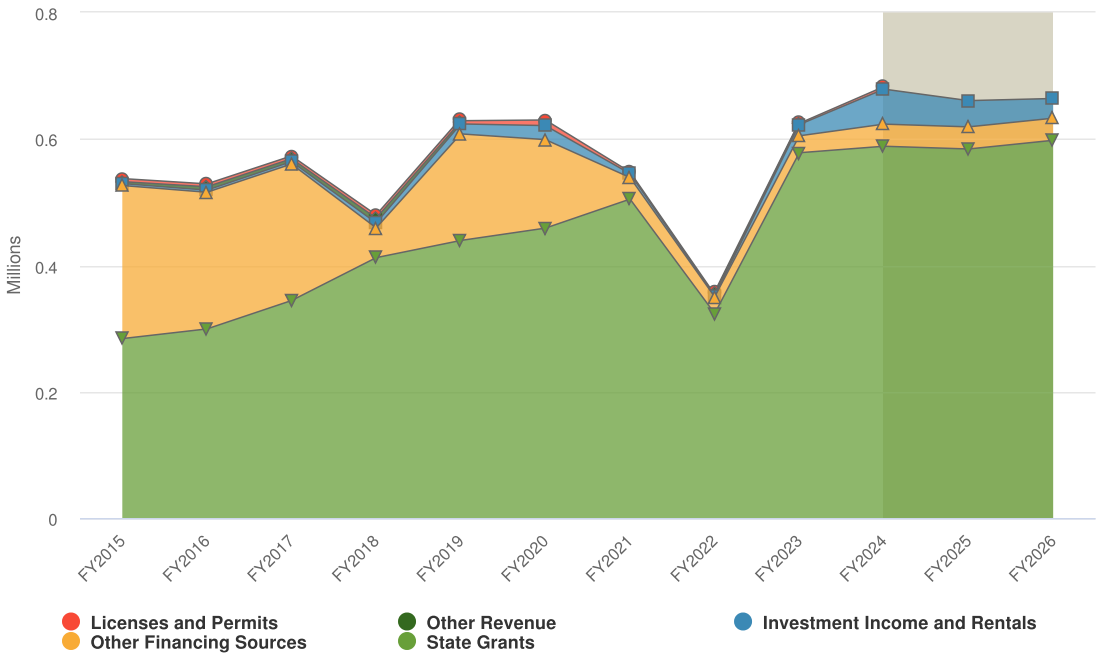


Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



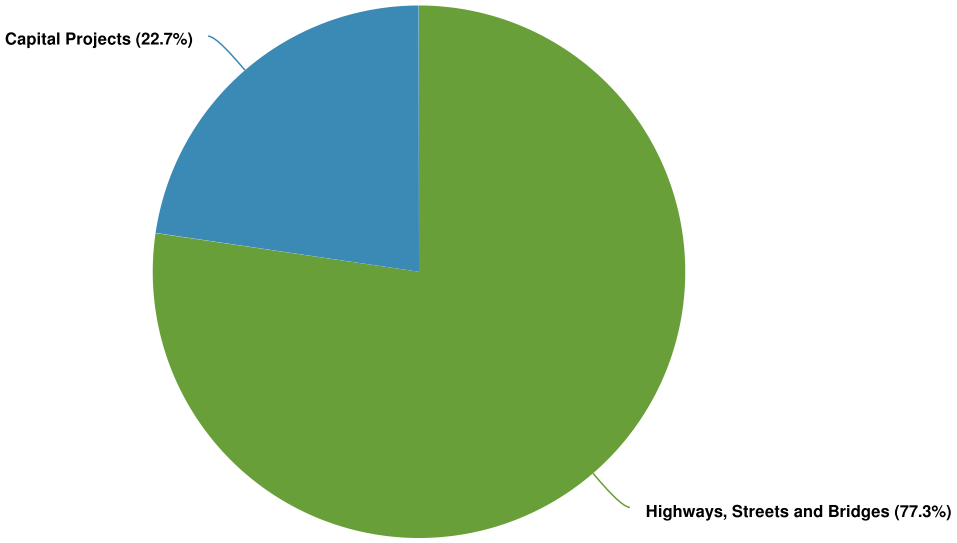
Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				

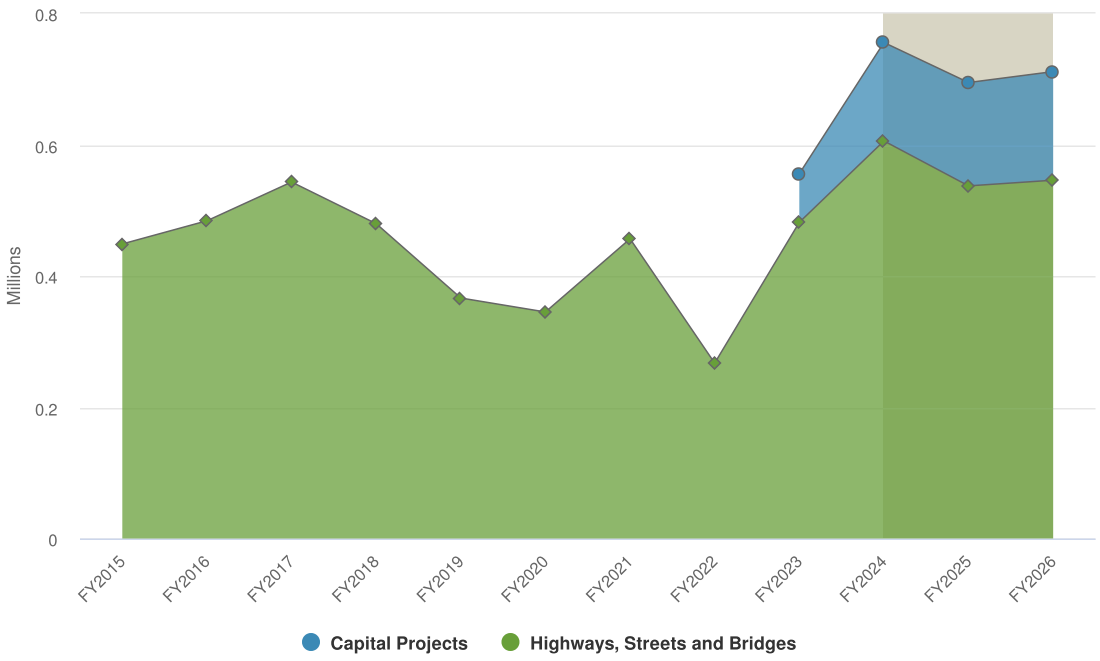
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Licenses and Permits	$210.00	$130.00	$0.00	-100%
State Grants	$547,413.48	$584,000.00	$597,750.00	2.4%
Investment Income and Rentals	$93,599.53	$49,050.13	$31,163.00	-36.5%
Other Financing Sources	$18,762.15	$38,619.26	$35,000.00	-9.4%
Total Revenue Source:	**$659,985.16**	**$671,799.39**	**$663,913.00**	**-1.2%**

Expenditures by Function

Budgeted Expenditures by Function



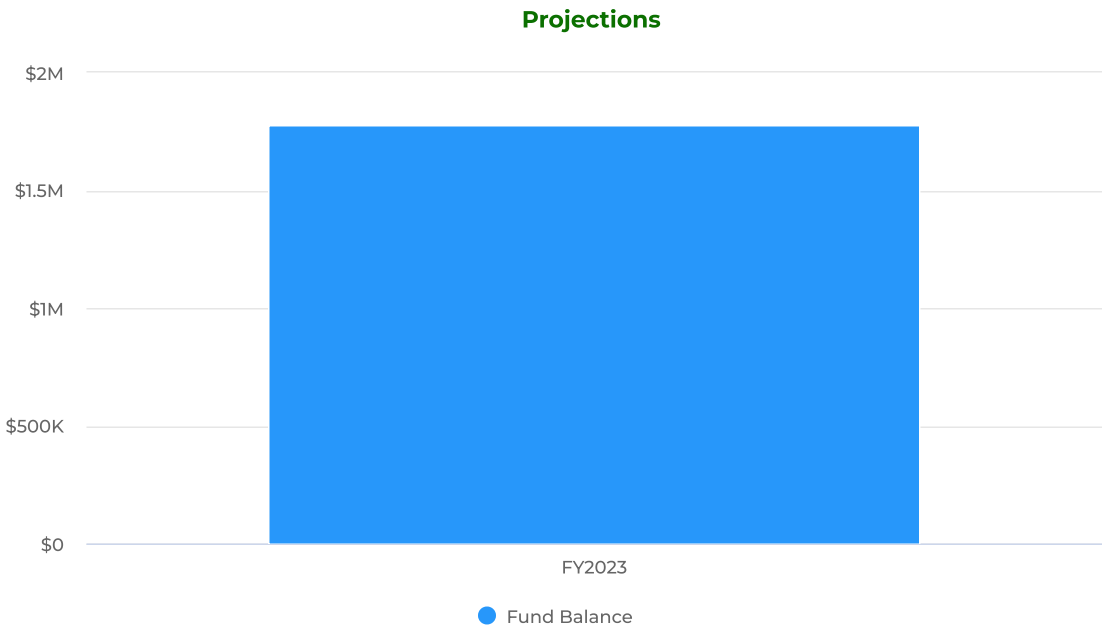
Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
Capital Projects	$0.00	$157,500.00	$165,500.00	5.1%
Highways, Streets and Bridges	$514,263.64	$700,028.39	$840,581.00	20.1%
Total Expenditures:	**$514,263.64**	**$857,528.39**	**$1,006,081.00**	**17.3%**

Fund Balance

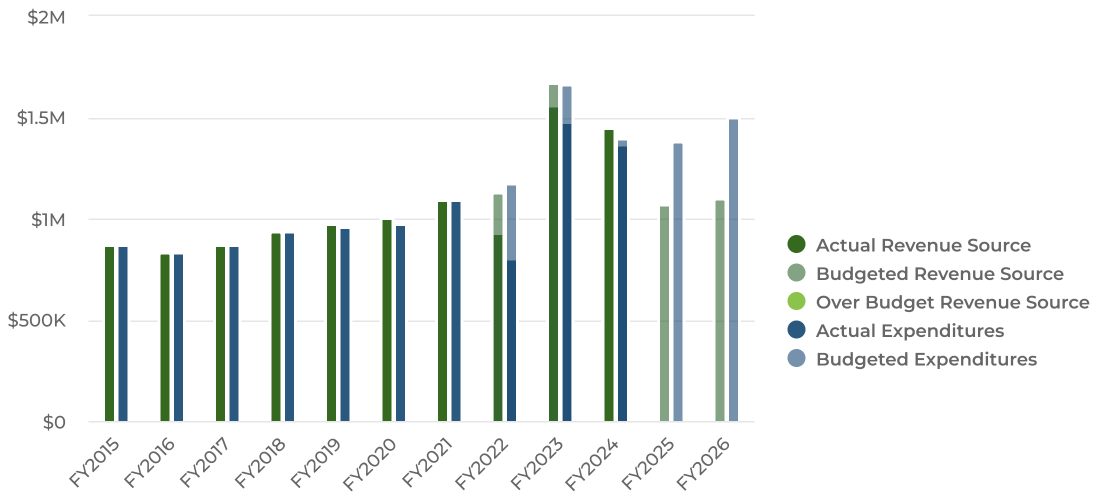


Garbage and Rubbish Collection

Established for the purpose of providing residential trash and recycling collection services. This service is provided through a contract with Stevens Disposal.

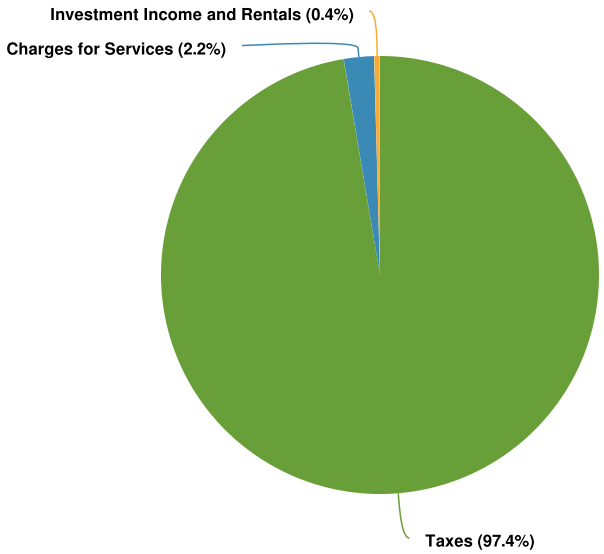
Summary

The City of Ypsilanti is projecting $1.07M of revenue in FY2025, which represents a 26.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 1.1% or $16.05K to $1.39M in FY2025.

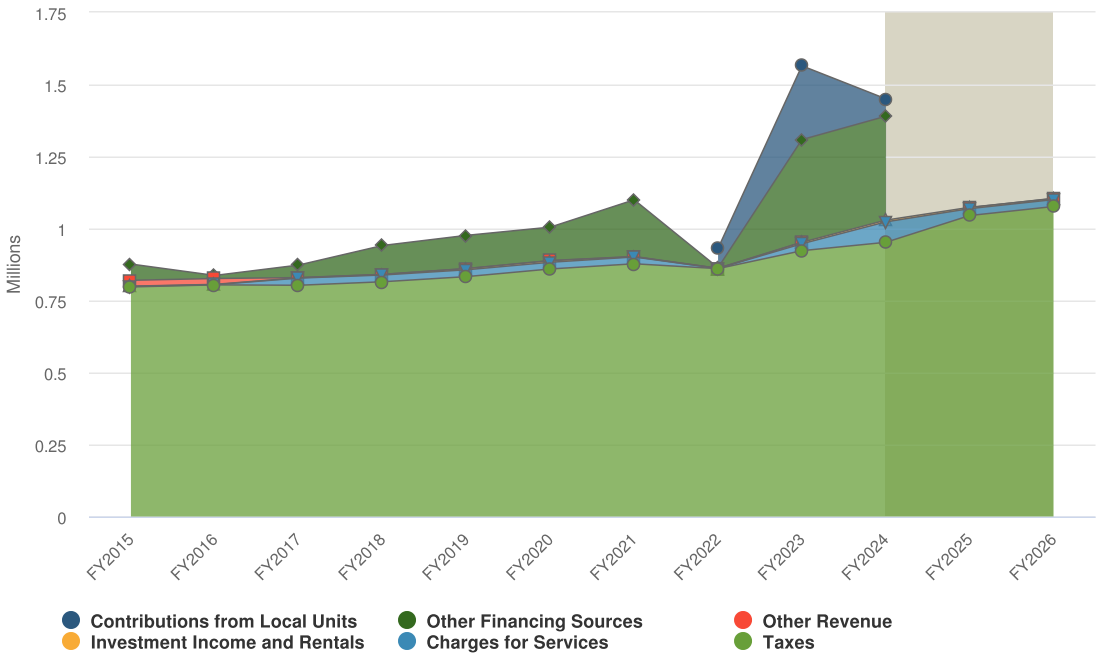


Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



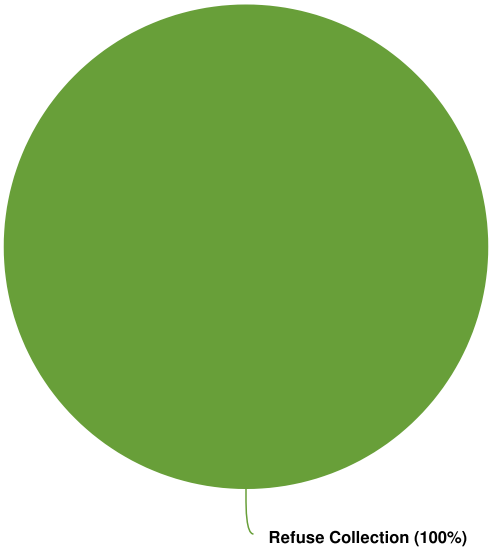
Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				

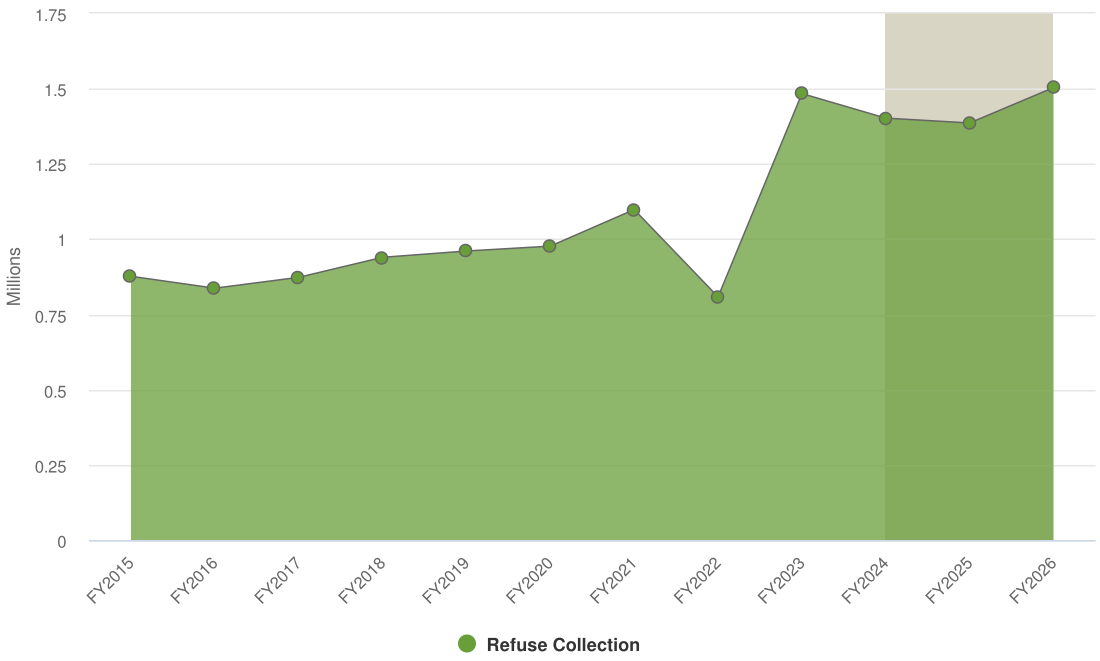
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Taxes	$1,000,602.40	$1,046,032.34	$1,088,103.00	4%
Contributions from Local Units	$60,547.74	$0.00	$0.00	0%
Charges for Services	$27,673.00	$25,112.00	$24,000.00	-4.4%
Investment Income and Rentals	$7,619.86	$10,275.24	$3,376.00	-67.1%
Other Revenue	$285.00	$1,000.00	$1,000.00	0%
Other Financing Sources	$365,832.65	$694,547.00	$798,992.00	15%
Total Revenue Source:	**$1,462,560.65**	**$1,776,966.58**	**$1,915,471.00**	**7.8%**

Expenditures by Function

Budgeted Expenditures by Function



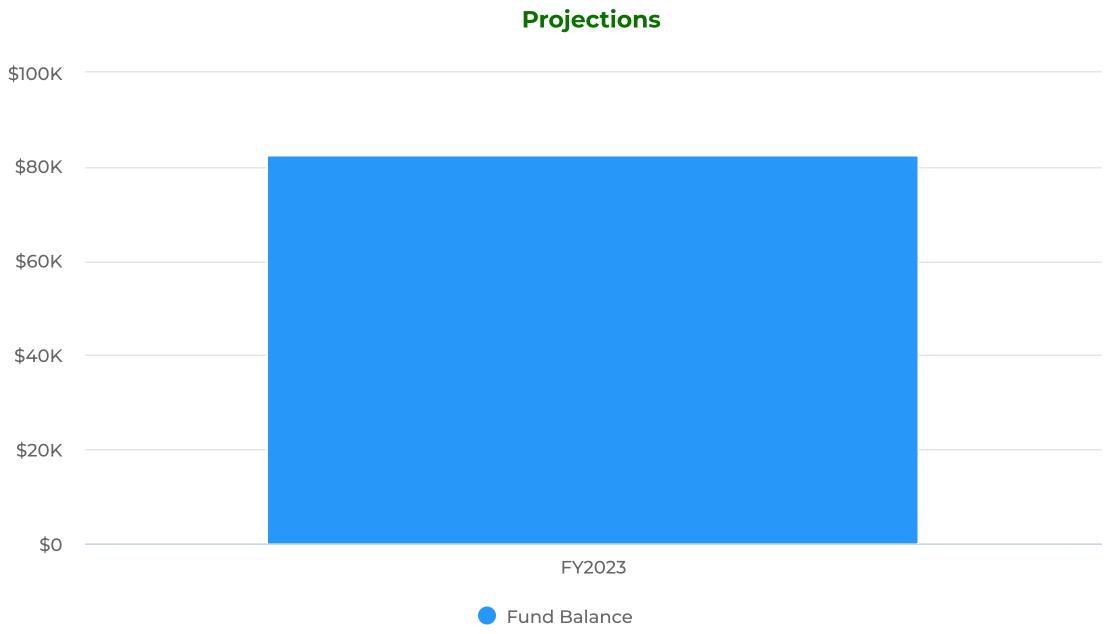
Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
Refuse Collection	$1,370,897.04	$1,767,977.43	$1,866,634.00	5.6%
Total Expenditures:	**$1,370,897.04**	**$1,767,977.43**	**$1,866,634.00**	**5.6%**

Fund Balance

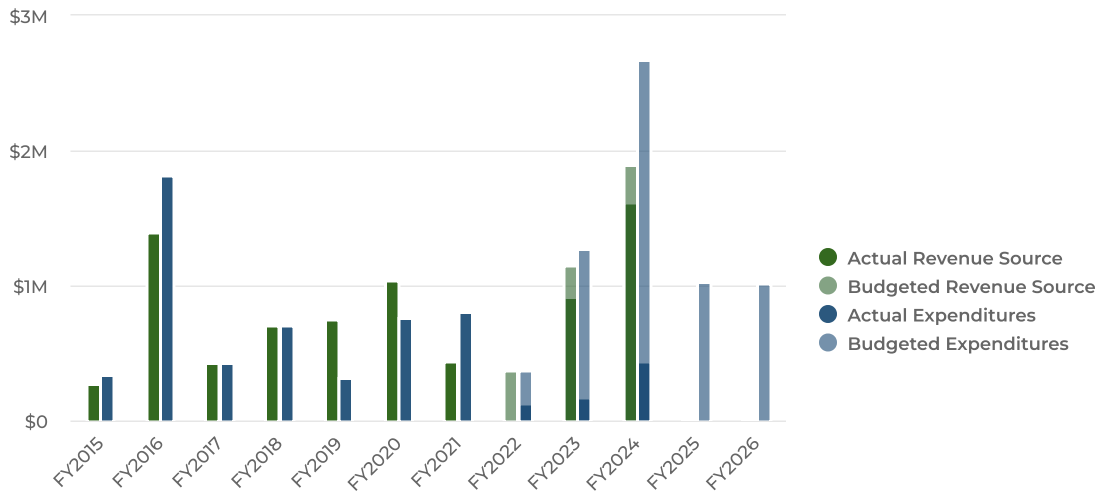


Capital Improvement

Fund used to account for financial resources to be used for the acquisition of major equipment or construction of major capital facilities other than those financed by resources from proprietary type activities.

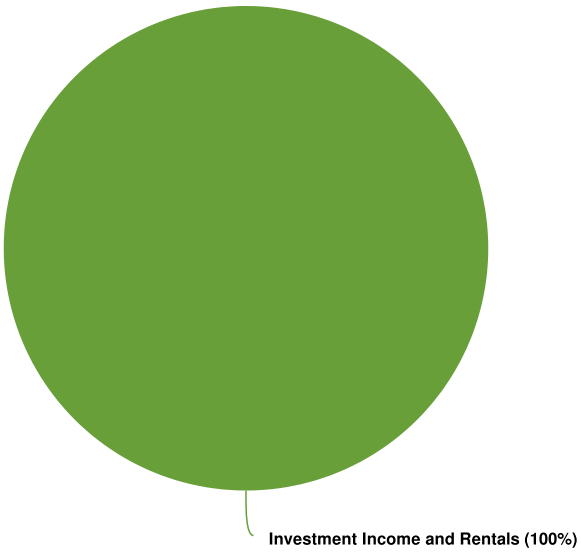
Summary

The City of Ypsilanti is projecting $26.84K of revenue in FY2025, which represents a 98.6% decrease over the prior year. Budgeted expenditures are projected to decrease by 61.4% or $1.65M to $1.03M in FY2025.

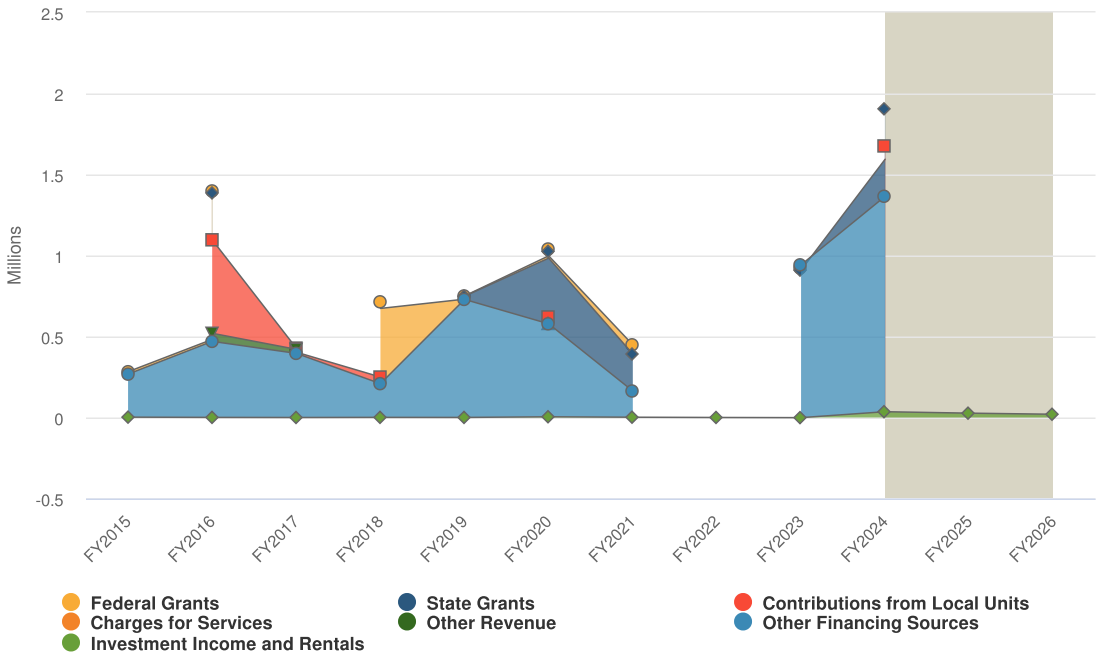


Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



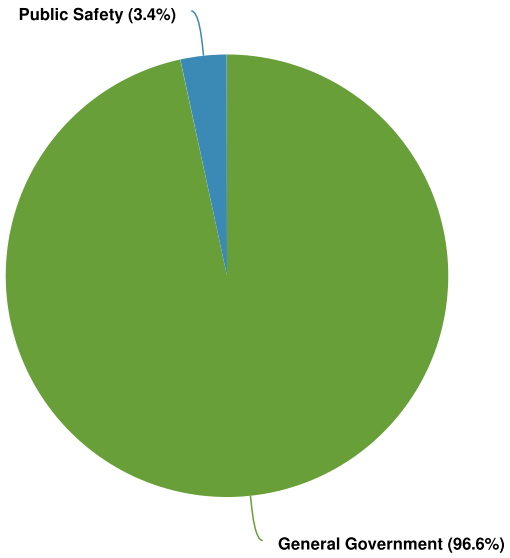
Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				

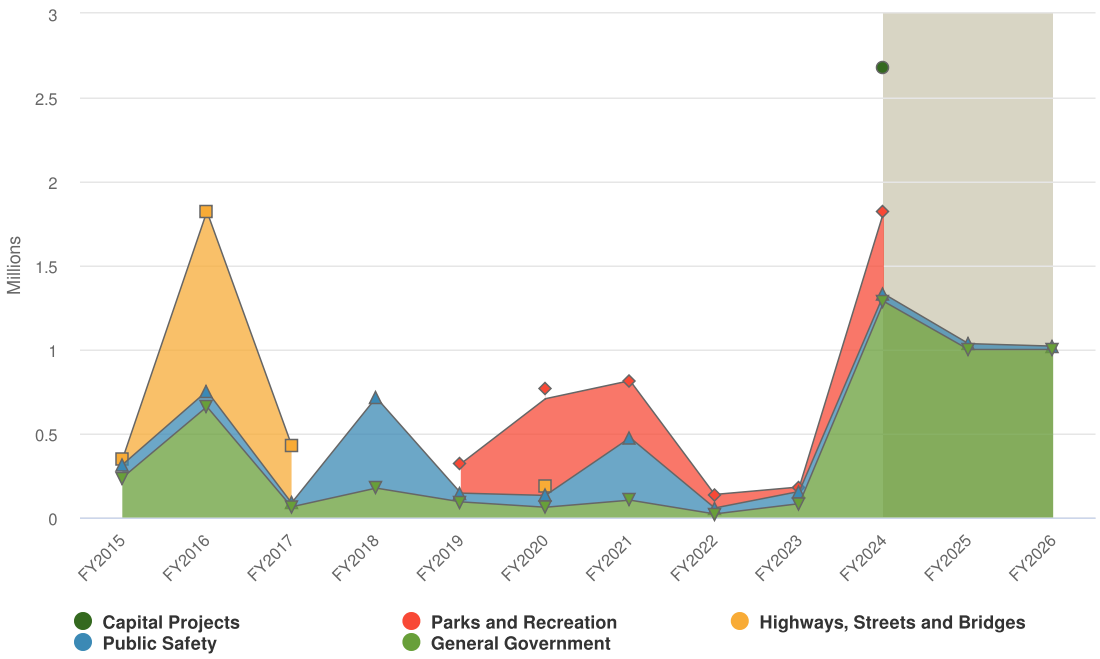
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
State Grants	$229,000.00	$4,871,000.00	$9,500,000.00	95%
Contributions from Local Units	$0.00	$1,619,354.91	$390,000.00	-75.9%
Investment Income and Rentals	$58,077.68	$62,086.30	$20,126.00	-67.6%
Other Financing Sources	$1,329,774.00	$2,393,165.00	$1,722,374.00	-28%
Total Revenue Source:	**$1,616,851.68**	**$8,945,606.21**	**$11,632,500.00**	**30%**

Expenditures by Function

Budgeted Expenditures by Function



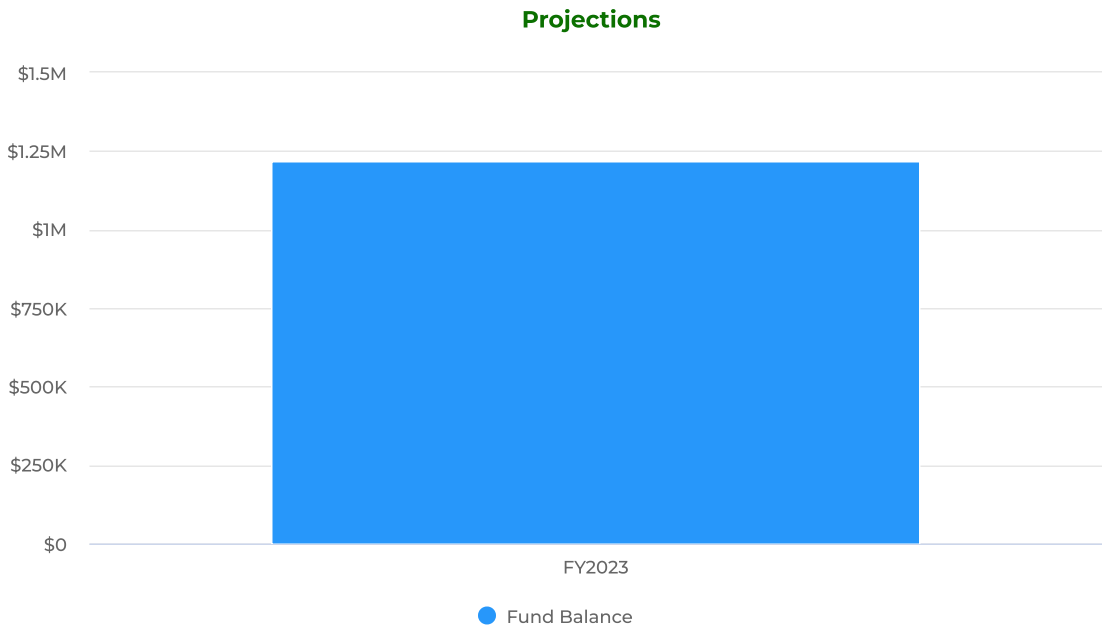
Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
Capital Projects	$72,900.21	$2,980,000.00	$8,240,000.00	176.5%
General Government	$173,585.24	$1,940,000.00	$3,270,000.00	68.6%
Parks and Recreation	$189,746.78	$3,910,000.00	$250,000.00	-93.6%
Public Safety	$13,064.40	$90,000.00	$80,000.00	-11.1%
Total Expenditures:	**$449,296.63**	**$8,920,000.00**	**$11,840,000.00**	**32.7%**

Fund Balance

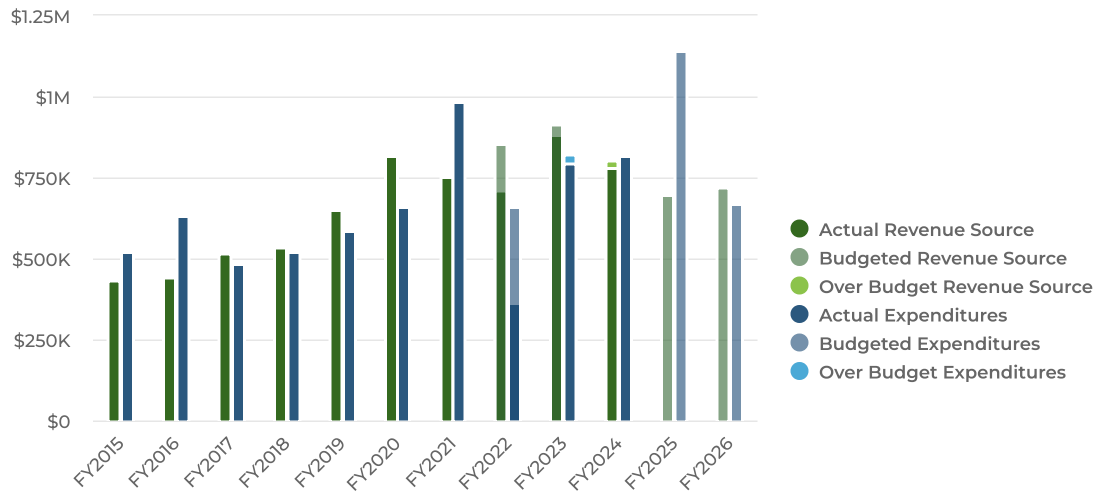


Component Unit

These funds account for the activities in the Ypsilanti Downtown Development Authority which was created to contribute to Ypsilanti's vibrancy by fueling development and growth that benefits businesses and residents.

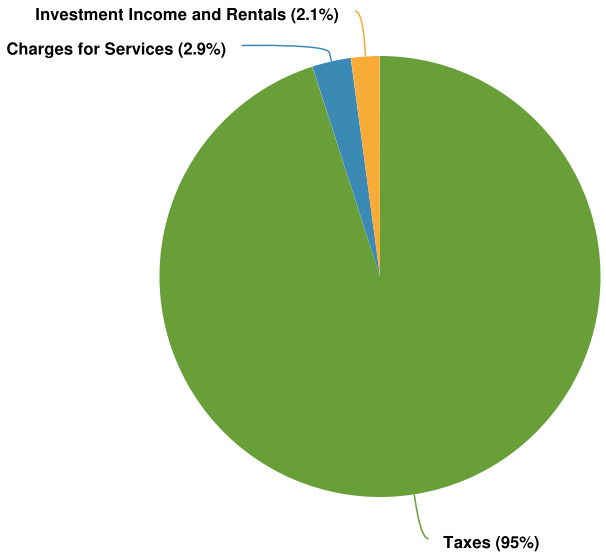
Summary

The City of Ypsilanti is projecting $701.14K of revenue in FY2025, which represents a 10.6% decrease over the prior year. Budgeted expenditures are projected to increase by 39.1% or $321.21K to $1.14M in FY2025.

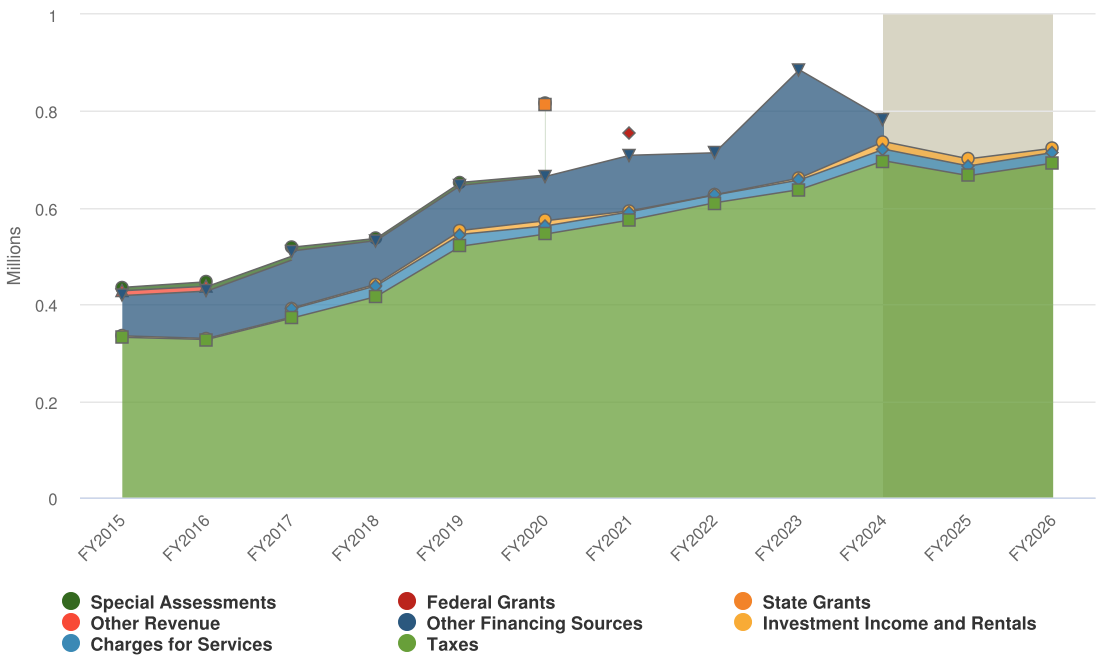


Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



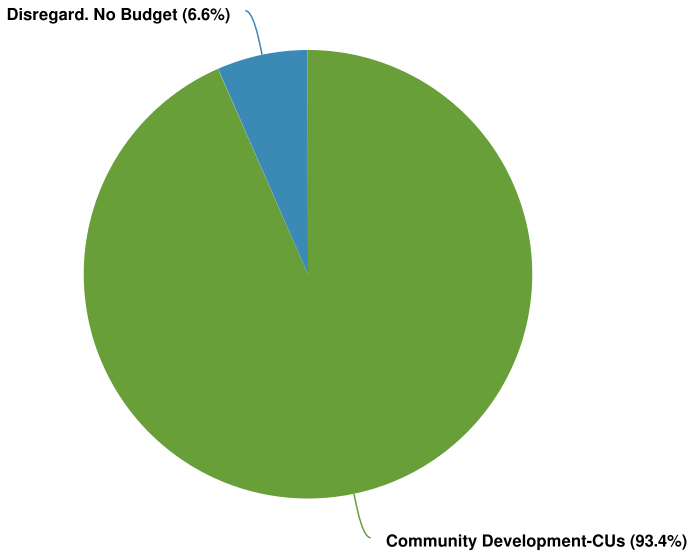
Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				

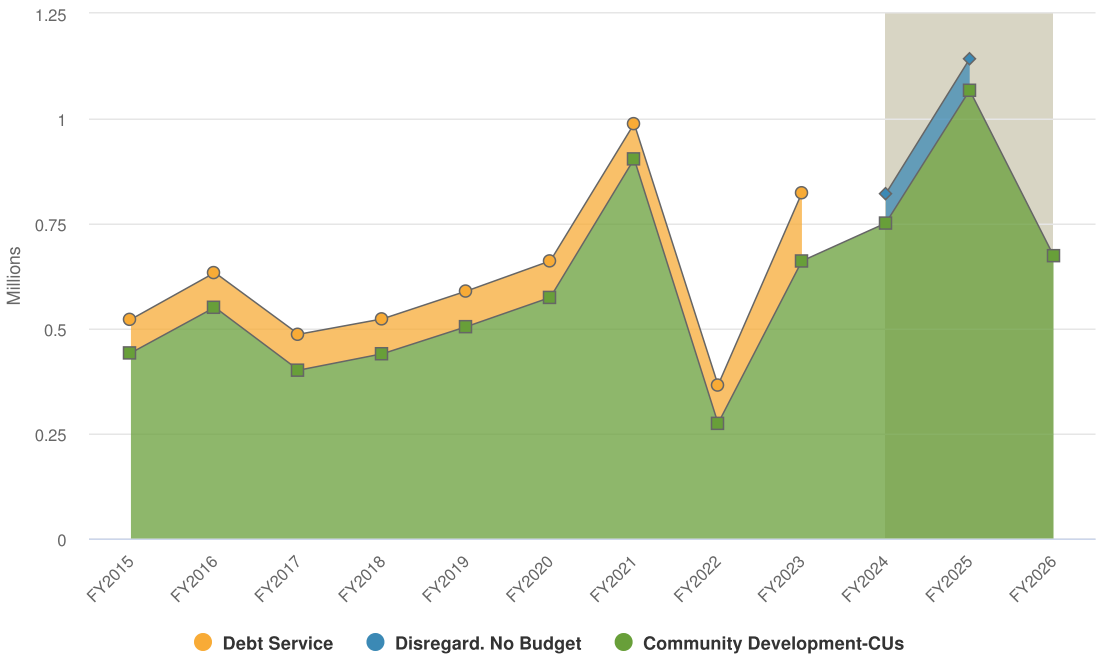
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Taxes	$660,631.24	$668,052.95	$953,358.00	42.7%
State Grants	$18,239.31	$16,456.09	$16,290.00	-1%
Charges for Services	$19,369.71	$20,000.00	$20,000.00	0%
Investment Income and Rentals	$29,754.97	$18,033.70	$25,404.00	40.9%
Other Financing Sources	$76,260.94	$5,888.65	$30.00	-99.5%
Total Revenue Source:	**$804,256.17**	**$728,431.39**	**$1,015,082.00**	**39.4%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

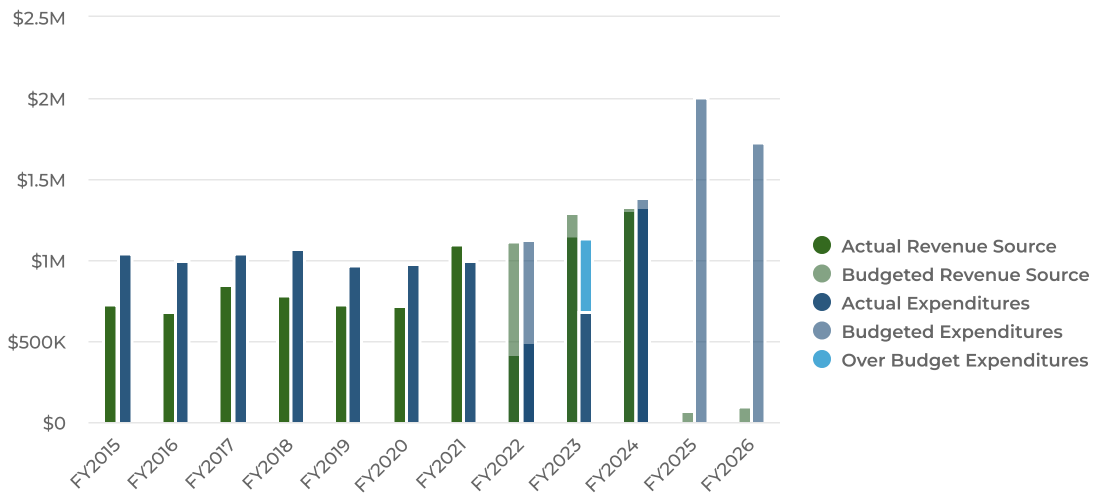
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
Community Development-CUs	$772,796.60	$991,809.64	$915,925.00	-7.7%
Disregard. No Budget	$53,867.48	$75,000.00	$0.00	-100%
Total Expenditures:	**$826,664.08**	**$1,066,809.64**	**$915,925.00**	**-14.1%**

Motorpool

Established to acquire, maintain, and dispose of the City's fleet of motor vehicles, heavy equipment, and other vehicular equipment in support of the transportation and service delivery needs of all City departments.

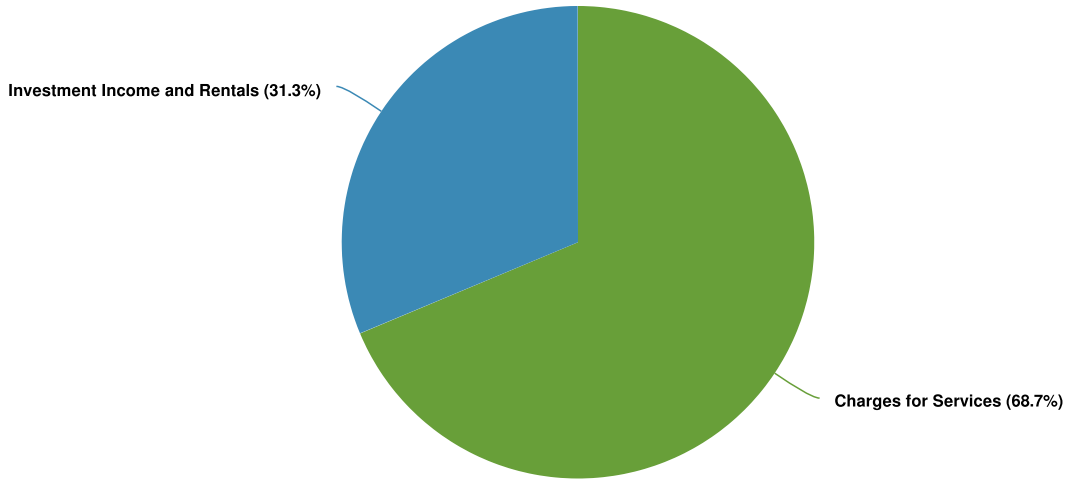
Summary

The City of Ypsilanti is projecting $72.78K of revenue in FY2025, which represents a 94.5% decrease over the prior year. Budgeted expenditures are projected to increase by 44.3% or $616.86K to $2.01M in FY2025.

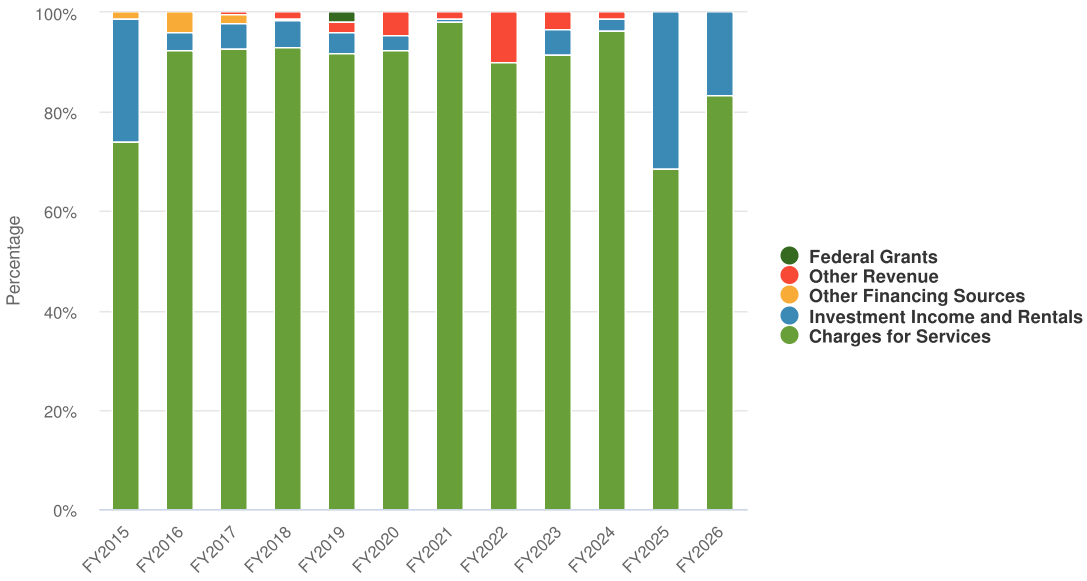


Revenues

Projected 2025 Revenues



Budgeted and Historical 2025 Revenues

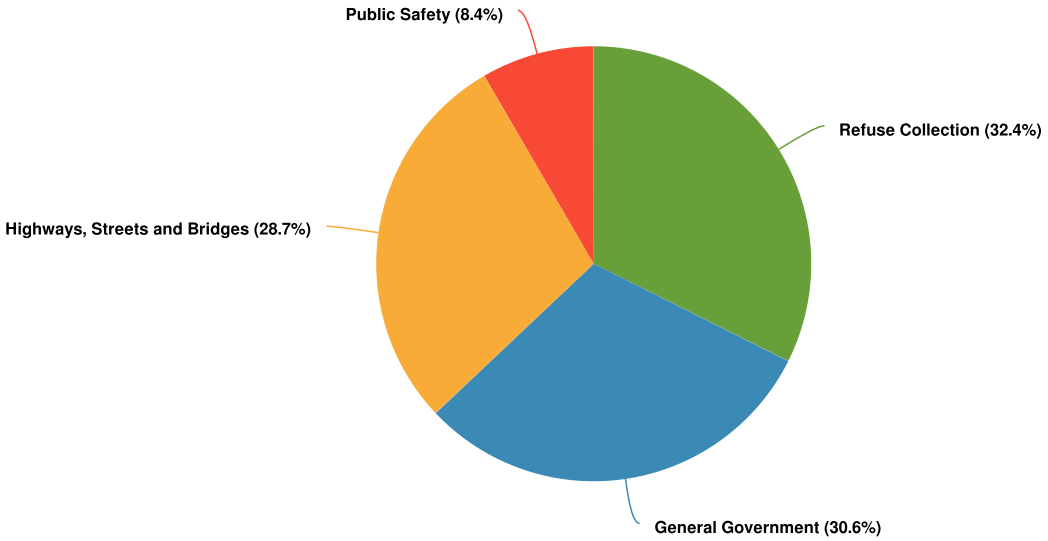


Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				
Charges for Services	$1,253,344.24	$1,493,857.72	$1,731,981.00	15.9%
Investment Income and Rentals	$39,885.36	$25,700.89	$17,088.00	-33.5%
Other Revenue	$19,408.12	$64,637.62	$0.00	-100%

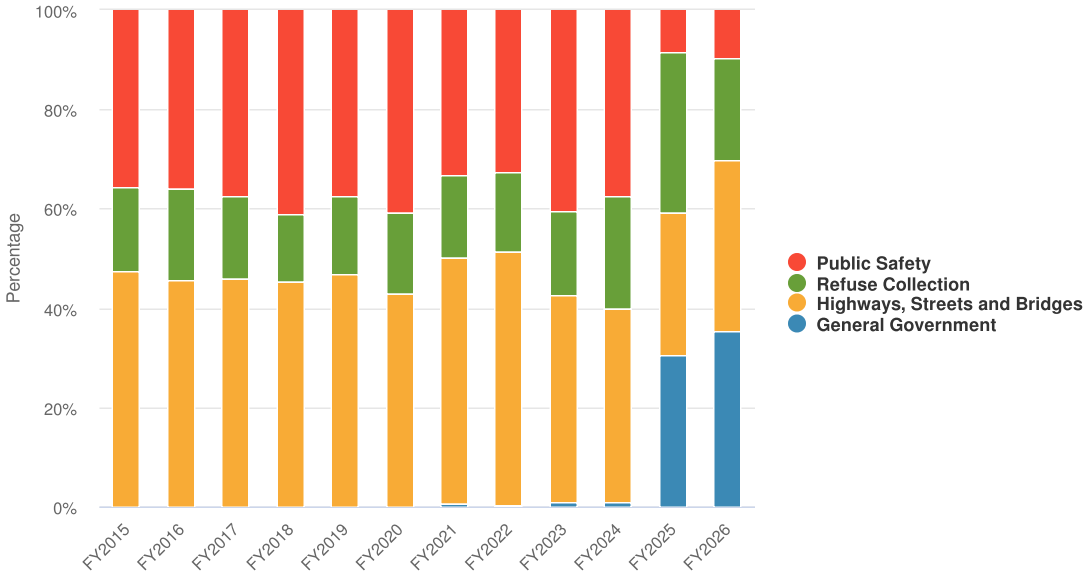
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Total Revenue Source:	$1,312,637.72	$1,584,196.23	$1,749,069.00	10.4%

Expenditures

Budgeted Expenditures

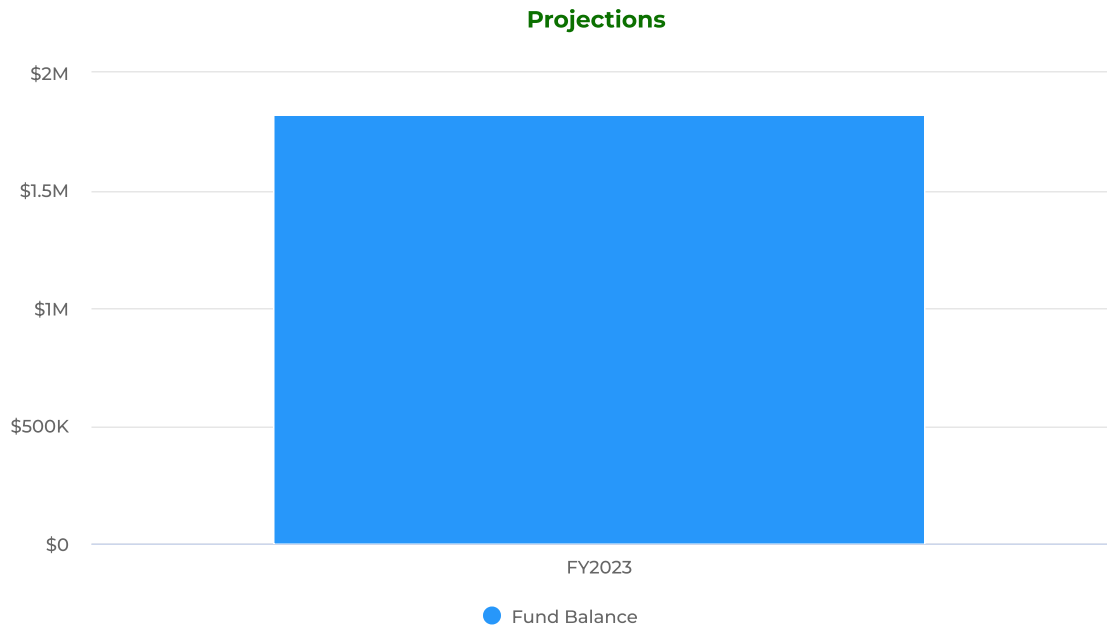


Budgeted and Historical Expenditures



Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
General Government	$13,166.08	$11,622.00	$24,668.00	112.3%
Public Safety	$540,807.54	$510,135.38	$673,764.00	32.1%
Highways, Streets and Bridges	$477,635.20	$538,880.49	$668,003.00	24%
Refuse Collection	$305,715.90	$380,971.85	$402,373.00	5.6%
Total Expenditures:	**$1,337,324.72**	**$1,441,609.73**	**$1,768,808.00**	**22.7%**

Fund Balance

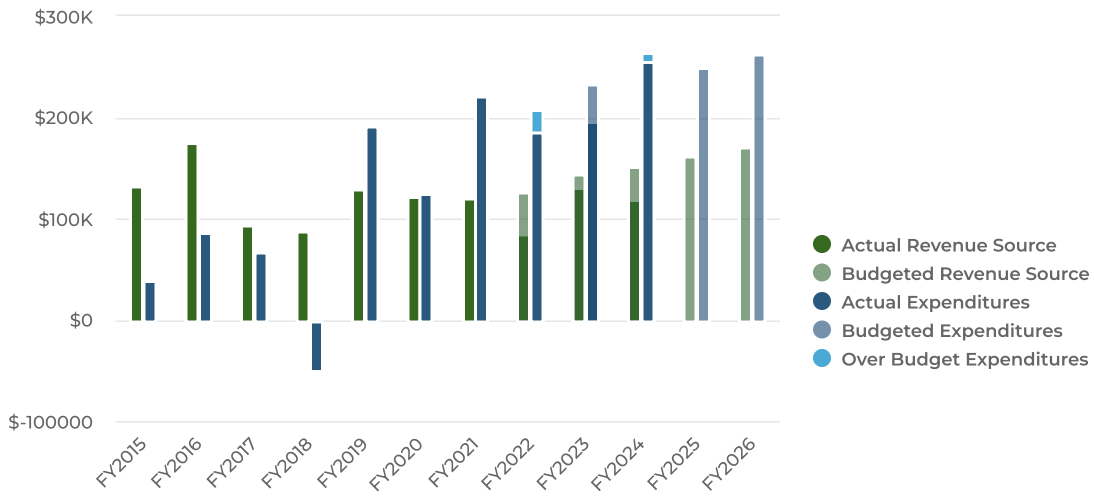


Worker's Compensation Fund

The purpose of the *worker's compensation* fund is to provide a separate fund to finance and account for *worker's compensation* benefits costs and expenses for the city.

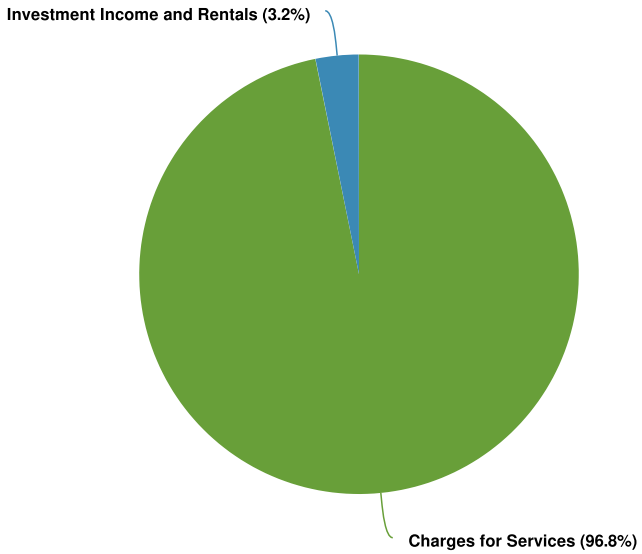
Summary

The City of Ypsilanti is projecting $162.17K of revenue in FY2025, which represents a 7.0% increase over the prior year. Budgeted expenditures are projected to decrease by 1.8% or $4.67K to $250.22K in FY2025.

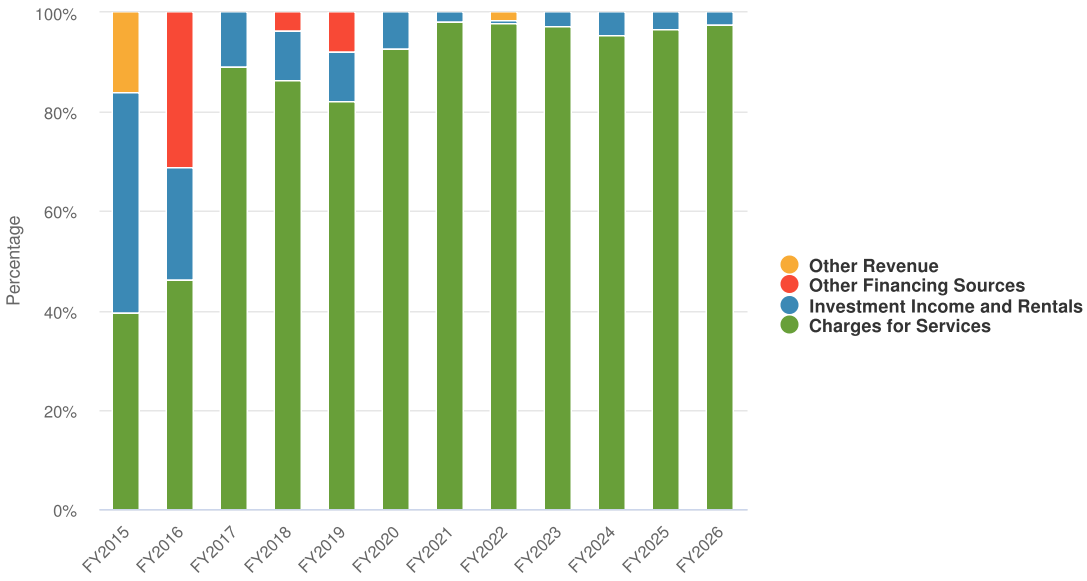


Revenues

Projected 2025 Revenues



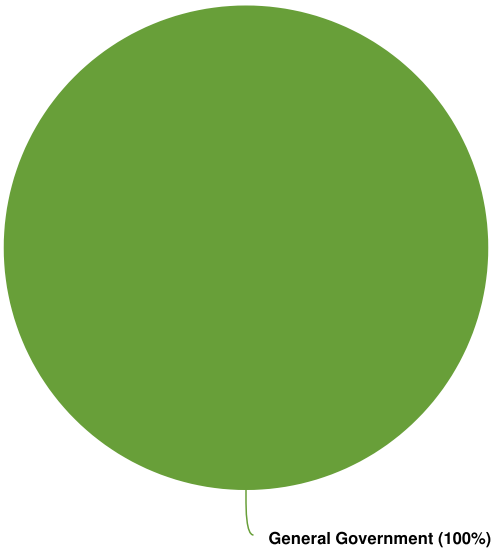
Budgeted and Historical 2025 Revenues



Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				
Charges for Services	$108,978.18	$157,032.00	$179,593.00	14.4%
Investment Income and Rentals	$10,677.29	$5,906.97	$3,850.00	-34.8%
Total Revenue Source:	**$119,655.47**	**$162,938.97**	**$183,443.00**	**12.6%**

Expenditures by Function

Budgeted Expenditures by Function



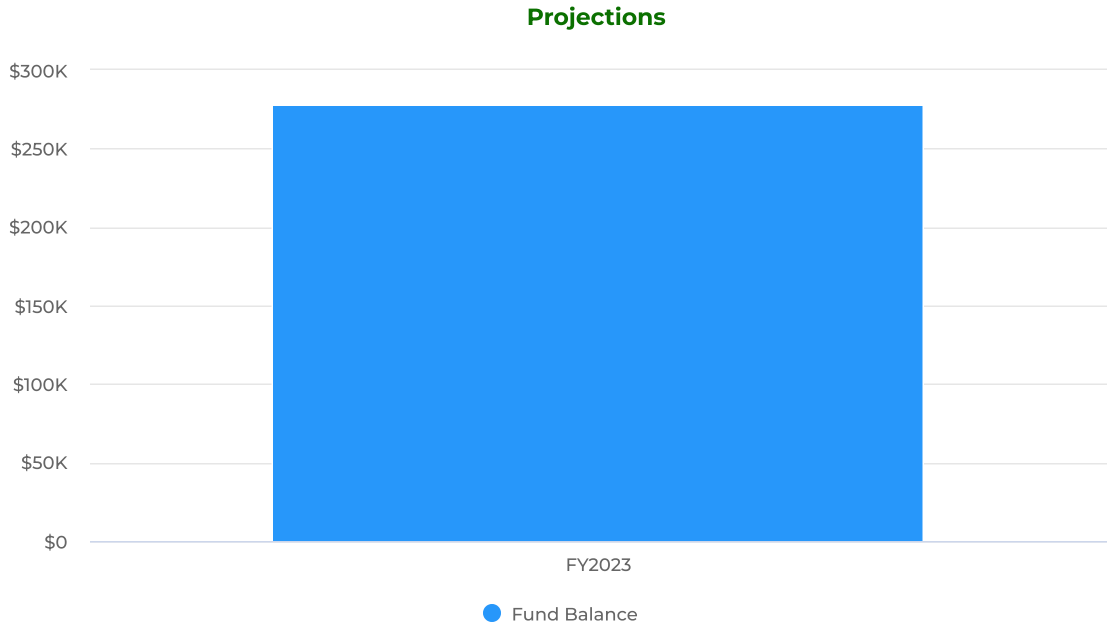
Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
General Government	$264,808.74	$250,222.00	$262,732.00	5%
Total Expenditures:	**$264,808.74**	**$250,222.00**	**$262,732.00**	**5%**

Fund Balance

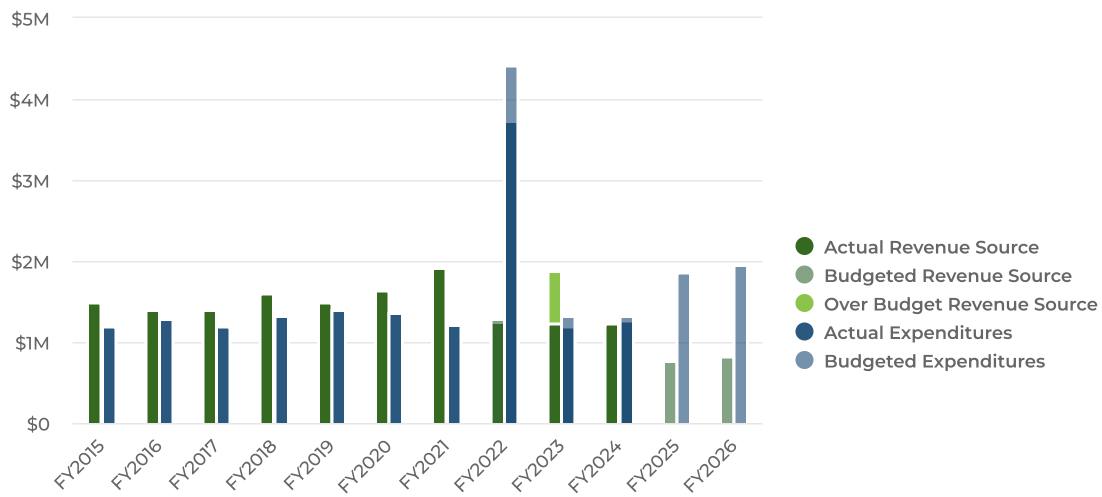


Retiree Benefits

Established to account for retiree healthcare benefits for all eligible employees, their spouses and dependents who meet eligibility requirements. General Retiree benefits are funded through the General Fund while Fire and Police benefits are funded through the Fire and Police Pension Millage.

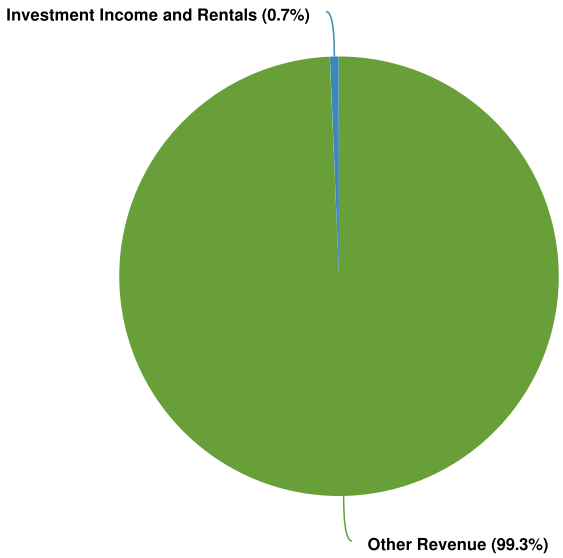
Summary

The City of Ypsilanti is projecting $774.94K of revenue in FY2025, which represents a 37.7% decrease over the prior year. Budgeted expenditures are projected to increase by 39.9% or $533.23K to $1.87M in FY2025.

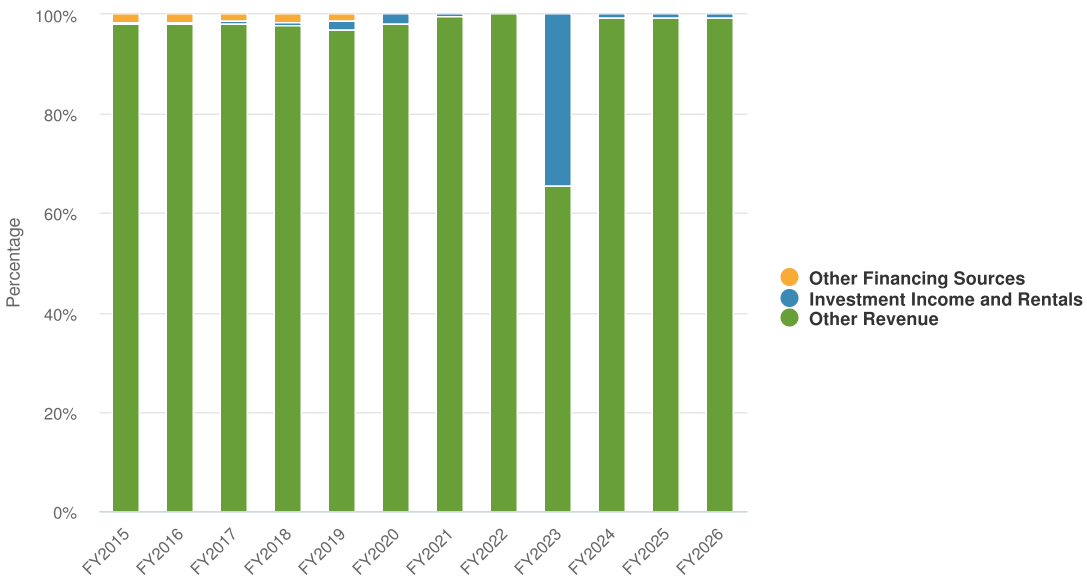


Revenues

Projected 2025 Revenues



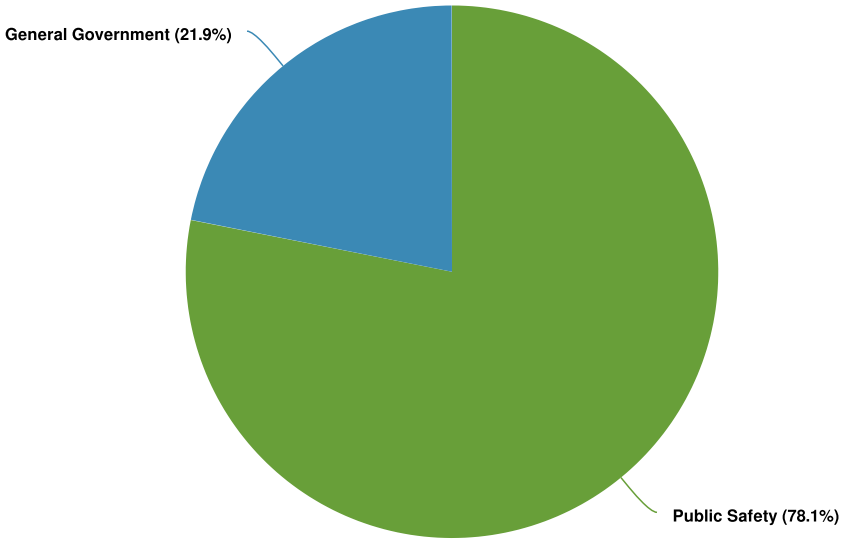
Budgeted and Historical 2025 Revenues



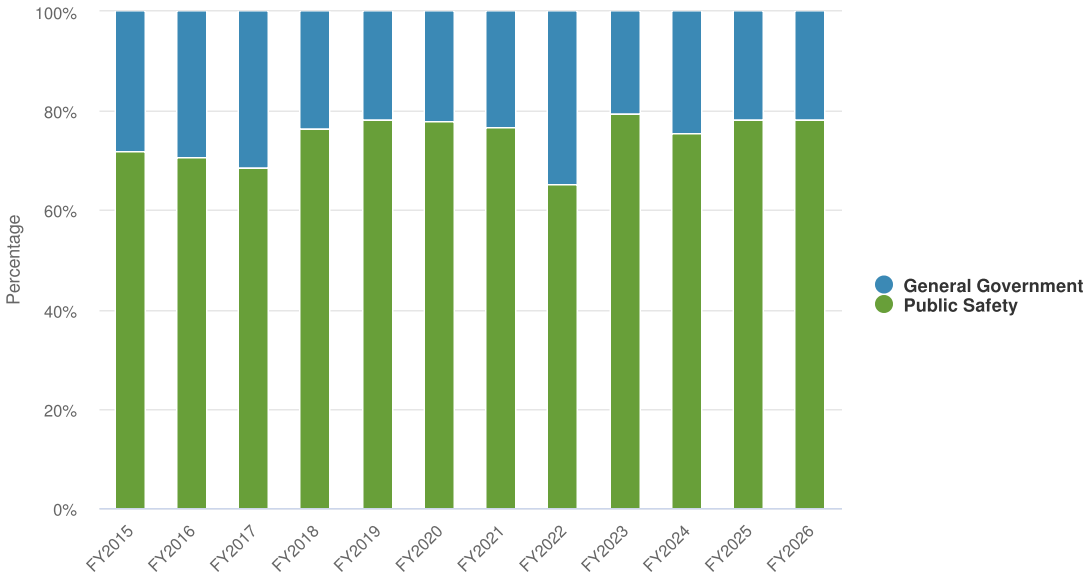
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				
Investment Income and Rentals	$9,204.60	$5,926.91	$3,867.00	-34.8%
Other Revenue	$1,236,522.04	$853,283.04	$913,014.00	7%
Total Revenue Source:	**$1,245,726.64**	**$859,209.95**	**$916,881.00**	**6.7%**

Expenditures

Budgeted Expenditures



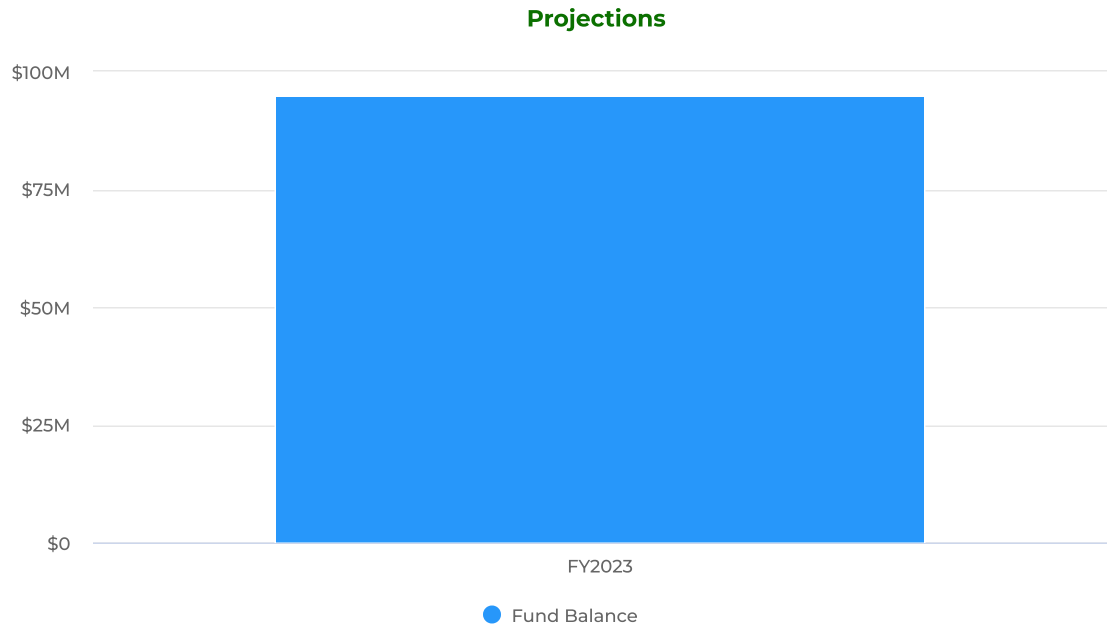
Budgeted and Historical Expenditures



Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
General Government	$288,720.03	$408,841.00	$429,282.00	5%

Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Public Safety	$982,505.25	$1,459,832.00	$1,532,822.00	5%
Total Expenditures:	**$1,271,225.28**	**$1,868,673.00**	**$1,962,104.00**	**5%**

Fund Balance

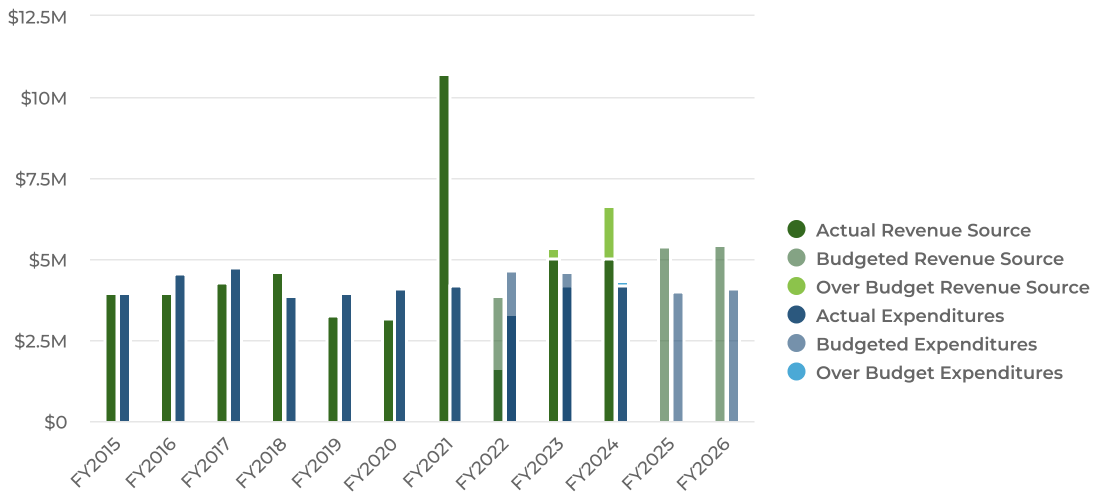


Fire and Police Pension

Administered by the Fire and Police Pension Board, the system provides retirement, disability and death benefits for retired fire and police employees.

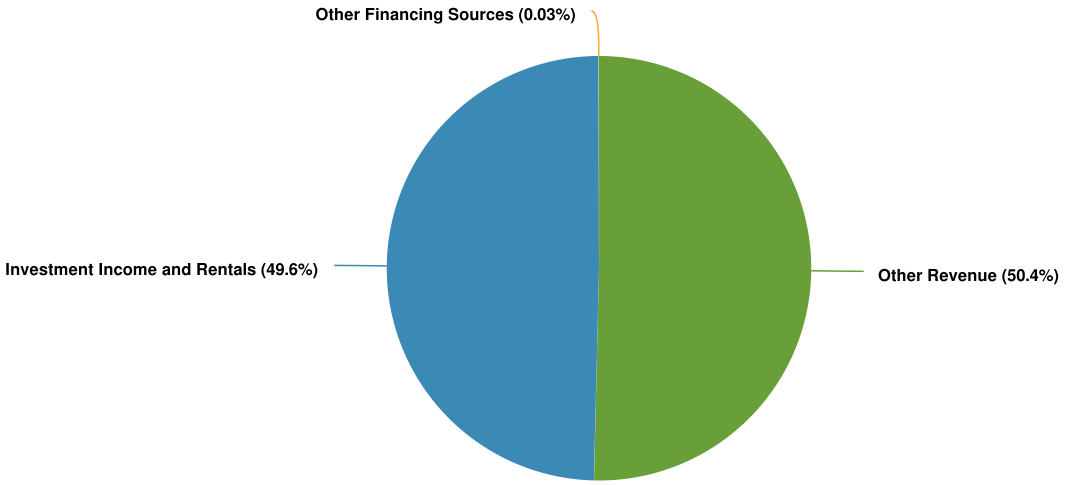
Summary

The City of Ypsilanti is projecting $5.39M of revenue in FY2025, which represents a 6.8% increase over the prior year. Budgeted expenditures are projected to decrease by 4.5% or $190.98K to $4.02M in FY2025.

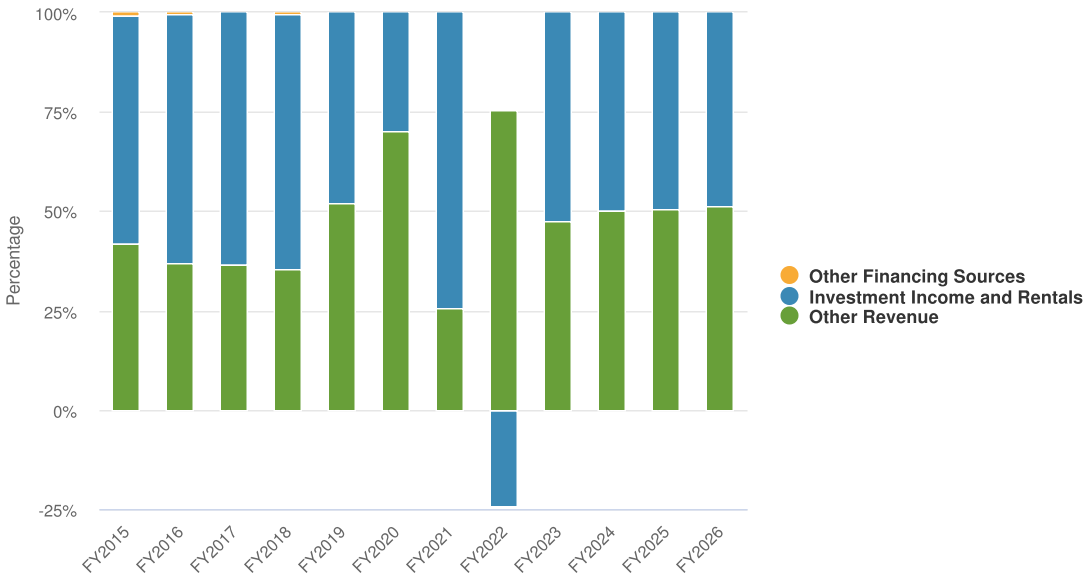


Revenues

Projected 2025 Revenues



Budgeted and Historical 2025 Revenues

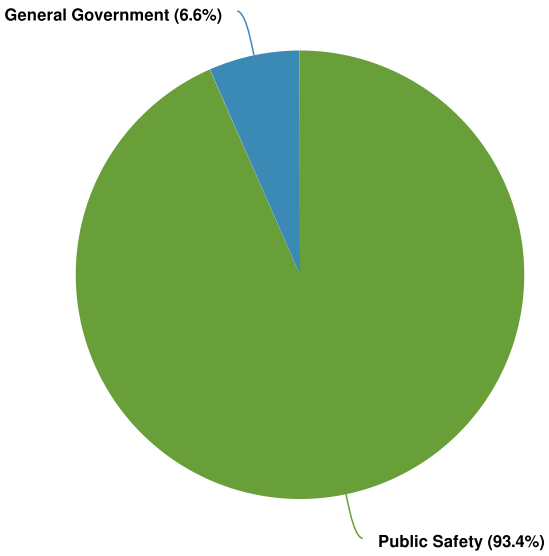


Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Revenue Source				
Investment Income and Rentals	$4,051,019.60	$3,927,401.61	$2,670,498.00	-32%
Other Revenue	$2,565,561.11	$2,958,033.47	$2,799,135.00	-5.4%
Other Financing Sources	$28,286.14	$1,542.00	$1,542.00	0%

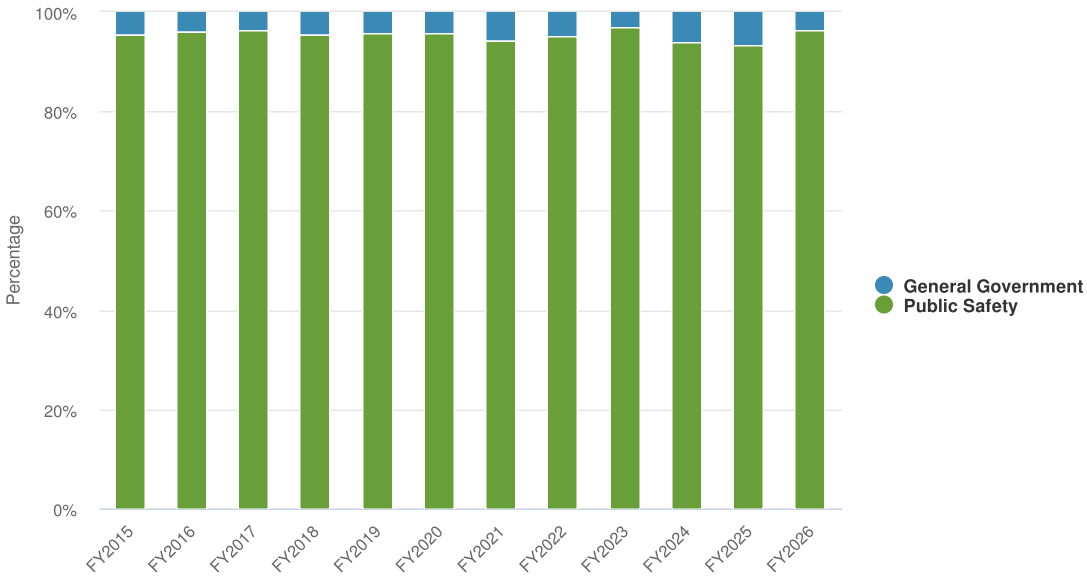
Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Total Revenue Source:	$6,644,866.85	$6,886,977.08	$5,471,175.00	-20.6%

Expenditures

Budgeted Expenditures



Budgeted and Historical Expenditures



Name	FY2024 Actual	FY2025 Amended Budget	FY2026 Amended Budget	FY2025 Amended Budget vs. FY2026 Amended Budget (% Change)
Expenditures				
General Government	$252,640.46	$264,731.00	$148,558.00	-43.9%
Public Safety	$4,078,876.04	$3,756,877.00	$3,953,773.00	5.2%
Total Expenditures:	**$4,331,516.50**	**$4,021,608.00**	**$4,102,331.00**	**2%**

Fund Balance

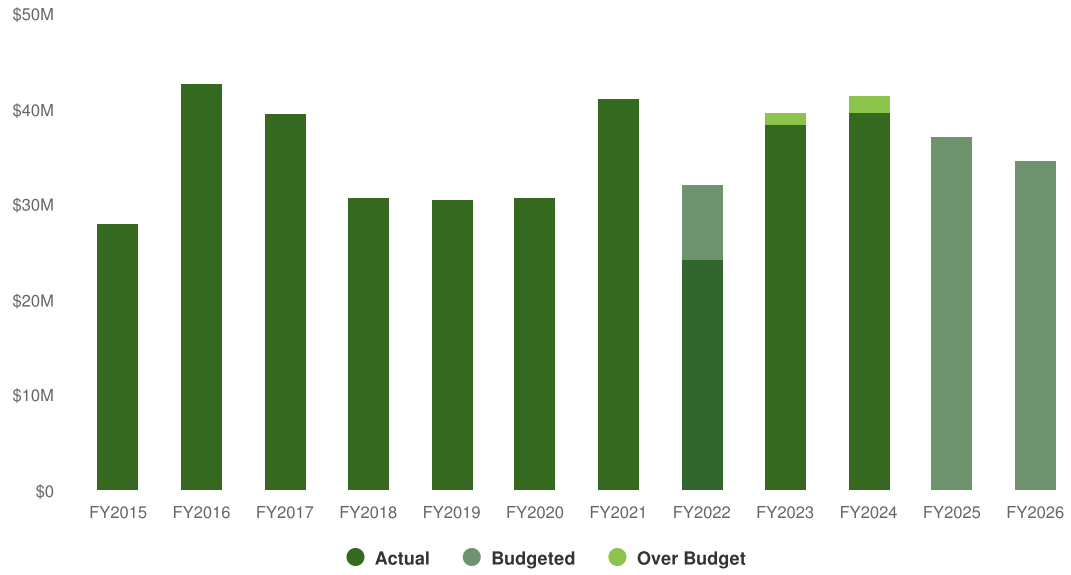


FUNDING SOURCES

Funding Source Summary

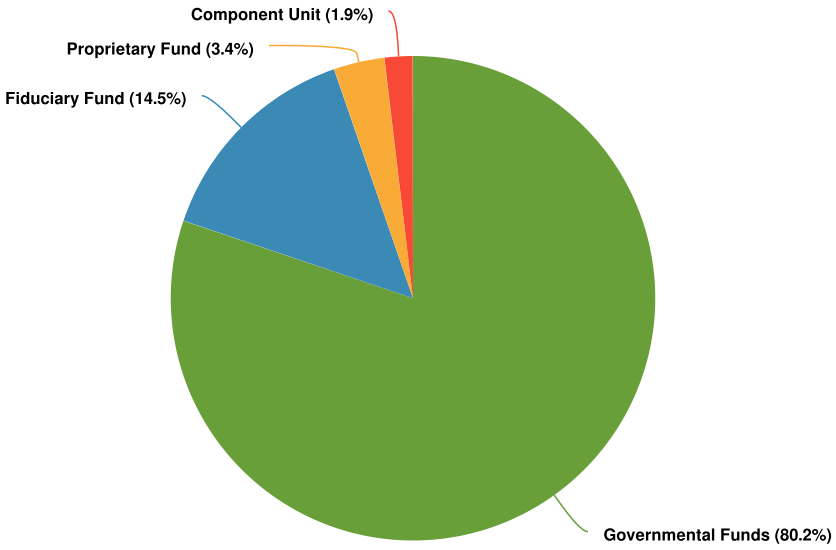
$37,131,857 -$2,538,673
(-6.40% vs. prior year)

Funding Source Proposed and Historical Budget vs. Actual

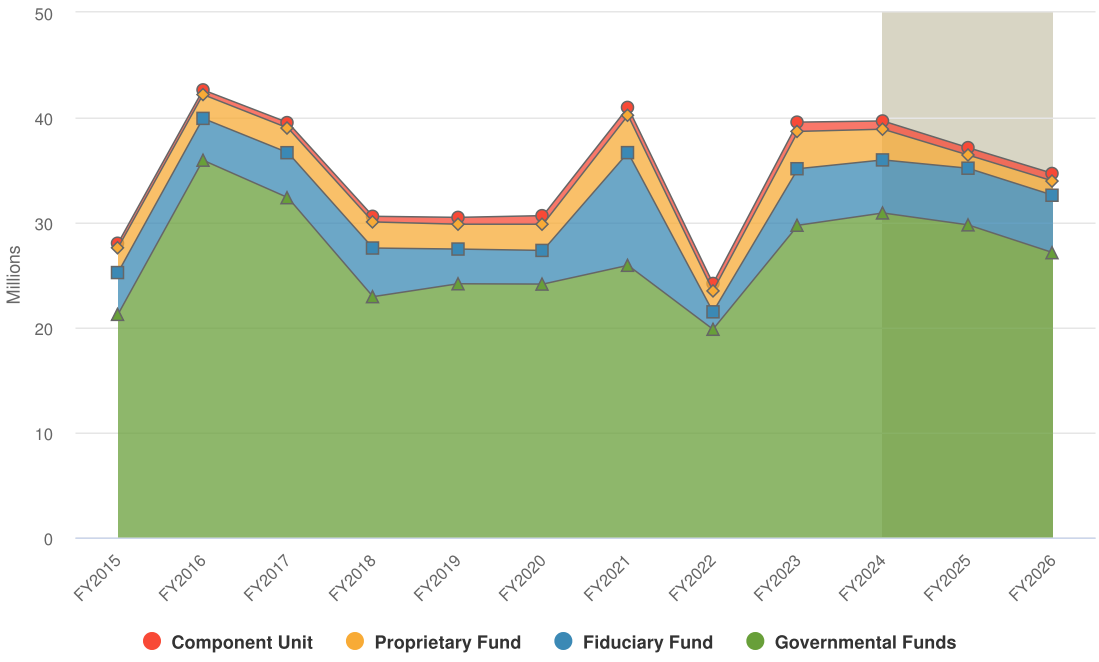


Revenue by Fund

2025 Revenue by Fund



Budgeted and Historical 2025 Revenue by Fund



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Governmental Funds				
General Funds				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
General Fund				
Taxes				
CURRENT PROPERTY TAXES-OPER	101-0000-4402-00	$6,275,250.00	$6,275,065.00	
CURR. PROP. TAXES-F&P PENSION	101-0000-4402-01	$2,277,213.00	$2,277,213.00	
CURR. PROP. TAXES-F&P OPEB	101-0000-4402-02	$887,979.00	$887,979.00	
DELINQUENT PROPERTY TAXES	101-0000-4420-01	$37,891.00	$2,366.00	
PILOT TOWNE CENTRE	101-0000-4441-02	$15,919.00	$26,348.00	
PILOT CHIDESTER 2008-2058	101-0000-4441-04	$11,921.00	$21,738.00	
PILOT PUBLIC HOUSING 2002 INDE	101-0000-4441-05	$1,715.00	$0.00	
PILOT STRONG FUTURE	101-0000-4441-07	$3,090.00	$0.00	
PENALTIES ON CURRENT TAXES	101-0000-4445-01	$28,890.00	$31,181.00	
INTEREST ON CURRENT TAXES	101-0000-4445-02	$20,709.00	$28,602.00	
PENALTY ON DELINQUENT TAXES	101-0000-4445-04	$926.00	$175.00	
INTEREST ON DELINQUENT TAXES	101-0000-4445-05	$777.00	$133.00	
ADMINISTRATIVE FEES 1%	101-0000-4447-01	$250,000.00	$286,763.00	
ADMINISTRATIVE FEE-DEL TAXES	101-0000-4447-03	$386.00	$66.00	
Total Taxes:		**$9,812,666.00**	**$9,837,629.00**	
Special Assessments				
PEDDLERS/SOLICITORS PERMITS	101-2150-4456-00	$300.00	$4,150.00	
MEDICAL MARIJUANA LICENSES	101-2150-4456-03	$20,000.00	$20,000.00	
RECREATION MARIJUANA	101-2150-4456-05	$109,500.00	$105,000.00	
BUILDING PERMITS	101-3710-4461-00	$600,000.00	$696,887.00	
ELECTRICAL PERMITS	101-3710-4461-01	$32,000.00	$36,052.00	
HEATING PERMITS	101-3710-4461-02	$45,000.00	$92,484.00	
PLUMBING PERMITS	101-3710-4461-03	$29,000.00	$38,150.00	
NEW BUSINESS LICENSES	101-3710-4461-04	$15,000.00	$22,246.00	
SIGN PERMITS	101-3710-4461-05	$3,000.00	$3,892.00	
CERTIFICATION OF COMPLIANCE	101-3710-4461-08	$240,000.00	$303,013.00	
VACANT/DANGEROUS BLDG INSPECT.	101-3710-4461-09	$7,500.00	$33,154.00	
BUSINESS INSPECTIONS	101-3710-4461-11	$12,000.00	$12,552.00	
ANIMAL LICENSES	101-3720-4461-06	$275.00	$325.00	
Total Special Assessments:		**$1,113,575.00**	**$1,367,905.00**	
Licenses and Permits				
CATV FRANCHISE FEES	101-0000-4476-02	$200,000.00	$148,480.00	
NOISE PERMIT	101-3070-4476-00	$900.00	$2,900.00	
STREET CLOSING PERMIT	101-3070-4476-01	$2,600.00	$300.00	
HDC APPLICATIONS	101-7210-4477-00	$6,500.00	$9,754.00	
Total Licenses and Permits:		**$210,000.00**	**$161,434.00**	
Federal Grants				
OTHER FEDERAL FUNDS	101-0000-4528-00	$2,119,743.00	$2,119,745.00	
BULLETPROOF VEST PROGRAM	101-3071-4501-03	$3,175.00	$0.00	
Total Federal Grants:		**$2,122,918.00**	**$2,119,745.00**	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
State Grants				
S.S.R. SALES & USE TAX	101-0000-4574-00	$2,833,777.00	$3,320,097.00	
S.S.R. LIQUOR LICENSES	101-0000-4574-04	$22,000.00	$22,979.00	
USE TAX DISTRIB-LOCAL COM STAB	101-0000-4576-00	$72,300.00	$83,337.00	
302 FUNDS POLICE TRAINING	101-3070-4539-01	$5,000.00	$5,986.00	
FIRE PROTECTION PUBLIC ACT 289	101-3390-4539-09	$961,898.00	$961,898.00	
REC MAR STATE REV SHARE	101-7470-4574-00	$518,412.00	$520,582.00	
GRANT	101-7541-4539-00	$38,075.00	$10,816.00	
GRANT	101-7542-4539-00	$20,000.00	$20,000.00	
GRANT	101-7544-4539-00	$14,757.00	$14,757.00	
Total State Grants:		**$4,486,219.00**	**$4,960,452.00**	
Contributions from Local Units				
JYRO FORD LAKE DAM 10% -2039	101-0000-4580-00	$53,000.00	$43,547.00	
CONTRIBUTION FRM WCPRC	101-7510-4580-00	$0.00	$10,000.00	
CONTRIBUTION FRM WCPRC	101-7520-4580-00	$0.00	$10,000.00	
CONTRIBUTIONS	101-7530-4580-00	$0.00	$10,000.00	
DDA CONTRIBUTION-SHELTER	101-7551-4587-00	$31,000.00	$0.00	
BI-CENTENNIAL CONTRIBUTION	101-7560-4587-00	$40,091.00	$28,028.00	
Total Contributions from Local Units:		**$124,091.00**	**$101,575.00**	
Charges for Services				
35% DDA TIFA-SERVICE CONTRACT	101-0000-4600-00	$38,808.00	$79,684.00	
TOWNE CENTRE SERVICE IMP FEE	101-0000-4607-00	$20,000.00	$20,000.00	
CHIDESTER SERVICE IMPROVE FEE	101-0000-4607-01	$42,198.00	$47,942.00	
DUPLICATING & PHOTOSTATS	101-0000-4607-05	$3,348.00	$6,518.00	
SOLAR FIELD FEES	101-0000-4607-07	$8,000.00	$8,000.00	
NOTARY FEES	101-2150-4607-07	$300.00	$380.00	
ORDINANCE FINES AND COSTS	101-3070-4601-01	$56,781.00	$36,634.00	
SEX OFFENDER REGISTRATION FEES	101-3070-4607-03	$2,000.00	$1,090.00	
IMPOUND FEES-YPD	101-3070-4607-09	$13,419.00	$17,012.00	
FINGER PRINT FEES	101-3070-4607-10	$1,500.00	$815.00	
PROPERTY MAINT ABATEMENT FEES	101-3720-4607-06	$30,000.00	$23,217.00	
ADMIN HEARING BUREAU	101-3730-4607-11	$40,000.00	$43,925.00	
PARK CAPITAL IMPROV.HERITAGE	101-7170-4607-03	$8,250.00	$9,000.00	
SITE PLAN, REZONING, APPEAL	101-7210-4607-01	$13,000.00	$25,176.00	
IFT OPRA COM REHAB PA328 APPLI	101-7210-4607-02	$1,000.00	$0.00	
PARKRIDGE REVENUE	101-7520-4653-04	$1,337.00	$2,027.00	
PCC-WCC FOUNDATION DONAT.USED	101-7524-4653-05	$11,294.00	$13,171.00	
R. POOL PERSONNEL O/H REIMB	101-7530-4653-01	$70,767.00	$77,416.00	
Total Charges for Services:		**$362,002.00**	**$412,007.00**	
Investment Income and Rentals				
RENT-BILLBOARD	101-0000-4667-00	$2,000.00	$0.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
INTEREST EARNINGS	101-1910-4664-00	$286,732.00	$647,218.00	
GAIN/LOSS ON POOLED INVESTMENT	101-1910-4669-10	$0.00	-$313,490.00	
FREIGHTHOUSE RENTALS	101-7551-4667-00	$115,000.00	$146,997.00	
FREIGHTHOUSE APPLICATION	101-7551-4667-01	$12,000.00	$10,773.00	
DIVIDEND DISTRIBUTION-LIAB INS	101-8510-4665-00	$39,422.00	$39,422.00	
Total Investment Income and Rentals:		**$455,154.00**	**$530,920.00**	
Other Revenue				
COST REIMBURSEMENT - FINANCE	101-1910-4676-04	$49,495.00	$51,513.00	
COST REIMBURSEMENT-YPD	101-3070-4676-02	$25,000.00	$10,016.00	
COST REIMBURSEMENT-YFD	101-3390-4676-01	$5,000.00	$750.00	
COST REIMBURSEMENT-DPW	101-4410-4676-03	$3,000.00	$4,151.00	
SPECIAL EVENTS ADMIN FEE	101-4420-4676-00	$1,000.00	$444.00	
SPECIAL EVENTS APP & UTILITIES	101-4420-4676-03	$10,000.00	$13,595.00	
SPECIAL EVENTS - DPW	101-4420-4676-04	$1,000.00	$1,640.00	
PUB PKING LOT/SPACE RENTAL	101-4420-4676-05	$1,000.00	$0.00	
COST REIMBURSEMENT - PLANNING	101-7210-4676-05	$58,000.00	$76,000.00	
MISC REVENUE	101-7302-4671-00	$0.00	$173,602.00	
Total Other Revenue:		**$153,495.00**	**$331,711.00**	
Other Financing Sources				
MISCELLANEOUS REVENUE	101-0000-4694-01	$69,854.00	$126,402.00	
MISCLEANEOUS REVENUE	101-1910-4694-01	$840.00	$90.00	
Total Other Financing Sources:		**$70,694.00**	**$126,492.00**	
Other Services and Charges				
TRANSFER IN-PUBLIC SAFETY(205)	101-3070-4931-00	$220,000.00	$220,000.00	
COMMUNITY PROMOTION	101-7551-4882-00	$0.00	$37.00	
Total Other Services and Charges:		**$220,000.00**	**$220,037.00**	
Total General Fund:		**$19,130,814.00**	**$20,169,907.00**	
Total General Funds:		**$19,130,814.00**	**$20,169,907.00**	
Special Revenue Funds				
Major Street				
Licenses and Permits				
FRANCHISE/PERMIT FEES	202-0000-4476-01	$7,500.00	$7,550.00	
Total Licenses and Permits:		**$7,500.00**	**$7,550.00**	
State Grants				
GAS AND WEIGHT TAX	202-0000-4574-01	$1,717,455.00	$1,773,199.00	
STATE TRUNKLINE MAINT	202-0000-4574-05	$80,000.00	$55,035.00	
GRANTS	202-9079-4539-00	$60,000.00	$60,000.00	
Total State Grants:		**$1,857,455.00**	**$1,888,234.00**	
Investment Income and Rentals				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
INTEREST EARNINGS	202-1910-4664-00	$57,695.00	$145,124.00	
GAIN/LOSS ON POOLED INVESTMENT	202-1910-4669-10	$0.00	-$105,103.00	
Total Investment Income and Rentals:		**$57,695.00**	**$40,021.00**	
Other Revenue				
REIMBURSEMENT	202-9079-4676-01	$400,000.00	$50,000.00	
Total Other Revenue:		**$400,000.00**	**$50,000.00**	
Other Financing Sources				
MISCELLANEOUS REVENUE	202-0000-4694-01	$9,972.00	$10,470.00	
Total Other Financing Sources:		**$9,972.00**	**$10,470.00**	
Total Major Street:		**$2,332,622.00**	**$1,996,275.00**	
Local Street				
Licenses and Permits				
FRANCHISE/PERMIT FEES	203-0000-4476-01	$4,000.00	$1,990.00	
Total Licenses and Permits:		**$4,000.00**	**$1,990.00**	
State Grants				
GAS AND WEIGHT TAX	203-0000-4574-01	$572,485.00	$578,041.00	
Total State Grants:		**$572,485.00**	**$578,041.00**	
Investment Income and Rentals				
INTEREST EARNINGS	203-1910-4664-00	$24,425.00	$60,493.00	
GAIN/LOSS ON POOLED INVESTMENT	203-1910-4669-10	$0.00	-$42,693.00	
Total Investment Income and Rentals:		**$24,425.00**	**$17,800.00**	
Other Revenue				
EMU PARKING LOT SWEEPING	203-4660-4676-04	$1,500.00	$0.00	
STORM WATER EMU REIMBURSEMENT	203-4690-4676-04	$3,000.00	$0.00	
DTE TREE PLANTING GRANT	203-4720-4674-06	$2,550.00	$2,550.00	
Total Other Revenue:		**$7,050.00**	**$2,550.00**	
Other Financing Sources				
SALT REIMBURSEMENT	203-4790-4694-02	$35,000.00	$26,784.00	
Total Other Financing Sources:		**$35,000.00**	**$26,784.00**	
Total Local Street:		**$642,960.00**	**$627,165.00**	
Public Safety				
Contributions from Local Units				
WASHTENAW COUNTY FY 18-26	205-3070-4580-00	$430,000.00	$448,553.00	
Total Contributions from Local Units:		**$430,000.00**	**$448,553.00**	
Total Public Safety:		**$430,000.00**	**$448,553.00**	
Garbage and Rubbish Collection				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Taxes				
CURRENT PROPERTY TAXES	226-0000-4402-00	$917,501.00	$922,215.00	
DELINQUENT PROPERTY TAXES	226-0000-4420-01	$0.00	$240.00	
INTEREST ON CURRENT TAXES	226-0000-4445-02	$0.00	$536.00	
INTEREST ON DELINQUENT TAXES	226-0000-4445-05	$0.00	$13.00	
Total Taxes:		**$917,501.00**	**$923,004.00**	
Contributions from Local Units				
GRANTS	226-5281-4580-00	$325,000.00	$256,206.00	
Total Contributions from Local Units:		**$325,000.00**	**$256,206.00**	
Charges for Services				
CHARGES FOR SERVICE-DDA	226-0000-4600-00	$70,967.00	$23,000.00	
RECYCLING MATERIAL REVENUE	226-0000-4626-03	$597.00	$1,051.00	
Total Charges for Services:		**$71,564.00**	**$24,051.00**	
Investment Income and Rentals				
INTEREST EARNINGS	226-1910-4664-00	$4,873.00	$3,997.00	
GAIN/LOSS ON POOLED INVESTMENT	226-1910-4669-10	$0.00	$961.00	
Total Investment Income and Rentals:		**$4,873.00**	**$4,958.00**	
Other Revenue				
COST REIMBURSEMENT-DPW	226-0000-4676-03	$0.00	$280.00	
Total Other Revenue:		**$0.00**	**$280.00**	
Other Financing Sources				
MISCELLANEOUS REVENUE	226-0000-4694-01	$358.00	$1,132.00	
TRANSFER FROM GENERAL FUND	226-0000-4699-01	$355,518.00	$355,518.00	
Total Other Financing Sources:		**$355,876.00**	**$356,650.00**	
Total Garbage and Rubbish Collection:		**$1,674,814.00**	**$1,565,149.00**	
Police Special Revenue				
Investment Income and Rentals				
INTEREST EARNINGS	265-1910-4664-00	$903.00	$2,496.00	
GAIN/LOSS ON POOLED INVESTMENT	265-1910-4669-10	$0.00	-$1,968.00	
Total Investment Income and Rentals:		**$903.00**	**$528.00**	
Total Police Special Revenue:		**$903.00**	**$528.00**	
Public Transit				
Taxes				
CURRENT PROP TAX .9789 MILL	588-0000-4402-00	$322,863.00	$322,841.00	
DELINQUENT PROPERTY TAXES	588-0000-4420-01	$0.00	$62.00	
INTEREST ON CURRENT TAXES	588-0000-4445-02	$0.00	$188.00	
INTEREST ON DELINQUENT TAXES	588-0000-4445-05	$0.00	$4.00	
Total Taxes:		**$322,863.00**	**$323,095.00**	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Total Public Transit:		**$322,863.00**	**$323,095.00**	
Total Special Revenue Funds:		**$5,404,162.00**	**$4,960,765.00**	
Debt Service Funds				
2016 GOLT Bonds				
Taxes				
CURRENT PROPERTY TAX	304-9000-4402-00	$704,545.00	$707,137.00	
DELPP WATER ST 2016A	304-9000-4445-01	$0.00	$101.00	
INTEREST ON CURRENT TAX	304-9000-4445-02	$0.00	$396.00	
INTEREST ON DELINQUENT TAX	304-9000-4445-05	$0.00	$6.00	
Total Taxes:		**$704,545.00**	**$707,640.00**	
Other Financing Sources				
TRANSFER FROM GENERAL(101)	304-9010-4699-01	$189,035.00	$189,035.00	
Total Other Financing Sources:		**$189,035.00**	**$189,035.00**	
Total 2016 GOLT Bonds:		**$893,580.00**	**$896,675.00**	
2012 UTGO Refunding Bonds				
Taxes				
DELINQUENT PROPERTY TAXES	342-0000-4420-01	$0.00	$138.00	
INTEREST ON DELINQUENT TAXES	342-0000-4445-05	$0.00	$6.00	
Total Taxes:		**$0.00**	**$144.00**	
Investment Income and Rentals				
INTEREST EARNINGS	342-1910-4664-00	$32.00	$67.00	
Total Investment Income and Rentals:		**$32.00**	**$67.00**	
Total 2012 UTGO Refunding Bonds:		**$32.00**	**$211.00**	
Total Debt Service Funds:		**$893,612.00**	**$896,886.00**	
Capital Projects Funds				
Capital Improvement				
Federal Grants				
DOJ DJBX GRANT	414-9370-4501-01		$13,947.00	
Total Federal Grants:			**$13,947.00**	
State Grants				
STATE GRANTS	414-7500-4539-00		-$32,844.00	
Total State Grants:			**-$32,844.00**	
Contributions from Local Units				
CONTRIBUTION FROM COUNTY PARKS	414-7511-4580-00	$50,800.00	$0.00	
CONTRIBUTION FROM NRTF	414-7511-4580-01	$100,000.00	$0.00	
Total Contributions from Local Units:		**$150,800.00**	**$0.00**	
Investment Income and Rentals				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
INTEREST EARNINGS	414-1910-4664-00	$5,443.00	$18,422.00	
GAIN/LOSS ON POOLED INVESTMENT	414-1910-4669-10	$0.00	-$19,241.00	
Total Investment Income and Rentals:		**$5,443.00**	**-$819.00**	
Other Revenue				
PRIOR YEAR FUND BALANCE	414-2650-4679-00	-$30,000.00		
REIMBURSEMENT	414-7522-4676-00	$90,000.00	$0.00	
Total Other Revenue:		**$60,000.00**	**$0.00**	
Other Financing Sources				
TRANSFER FROM GENERAL(101)	414-0000-4699-01	$733,309.00	$733,309.00	
TRANSFER FR PUBLIC SAFETY205	414-0000-4699-07	$85,000.00	$0.00	
TRANSFER FROM 205	414-3010-4699-00		$85,000.00	
TRANSFER FROM PUBLIC SFTY FUND	414-7510-4699-00	$125,000.00	$125,000.00	
Total Other Financing Sources:		**$943,309.00**	**$943,309.00**	
Total Capital Improvement:		**$1,159,552.00**	**$923,593.00**	
2003D W&S				
Other Revenue				
CONTRIBUTION FROM YCUA-W & S	469-9000-4674-04	$337,313.00	$337,313.00	
Total Other Revenue:		**$337,313.00**	**$337,313.00**	
Total 2003D W&S:		**$337,313.00**	**$337,313.00**	
2003C W&S				
Other Revenue				
CONTRIBUTION FROM YCUA-W & S	471-9000-4674-04	$51,875.00	$51,875.00	
Total Other Revenue:		**$51,875.00**	**$51,875.00**	
Total 2003C W&S:		**$51,875.00**	**$51,875.00**	
2004B W&S				
Other Revenue				
CONTRIBUTION FROM YCUA-W & S	474-9000-4674-04	$390,081.00	$390,081.00	
Total Other Revenue:		**$390,081.00**	**$390,081.00**	
Total 2004B W&S:		**$390,081.00**	**$390,081.00**	
2007 W&W Rev				
Other Revenue				
CONTRIBUTION FROM YCUA-W & S	479-9000-4674-04	$17,044.00	$17,044.00	
Total Other Revenue:		**$17,044.00**	**$17,044.00**	
Total 2007 W&W Rev:		**$17,044.00**	**$17,044.00**	
2008 W&S Disp				
Other Revenue				
CONTRIBUTION FROM YCUA-W & S	480-9000-4674-04	$29,044.00	$29,044.00	
CONTRIBUTION FROM YCUA-W & S	481-9000-4674-04	$11,601.00	$11,601.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Total Other Revenue:		**$40,645.00**	**$40,645.00**	
Total 2008 W&S Disp:		**$40,645.00**	**$40,645.00**	
2012 W&S Factory Pump				
Other Revenue				
CONTRIBUTION FROM YCUA	482-0000-4674-04	$186,000.00	$186,000.00	
Total Other Revenue:		**$186,000.00**	**$186,000.00**	
Total 2012 W&S Factory Pump:		**$186,000.00**	**$186,000.00**	
2013 Rev Refunding Bond				
Investment Income and Rentals				
INTEREST EARNINGS	483-0000-4664-00	$0.00	$20,500.00	
Total Investment Income and Rentals:		**$0.00**	**$20,500.00**	
Other Revenue				
CONTRIBUTION FROM YCUA	483-0000-4674-04	$342,650.00	$321,650.00	
CONTRIBUTION FROM YCUA	485-9000-4674-04	$26,116.00	$26,116.00	
Total Other Revenue:		**$368,766.00**	**$347,766.00**	
Total 2013 Rev Refunding Bond:		**$368,766.00**	**$368,266.00**	
2016 W&S Rev Ref Bond				
Other Revenue				
CONTRIBUTION FROM YCUA	486-9000-4674-04	$1,262,700.00	$1,264,200.00	
Total Other Revenue:		**$1,262,700.00**	**$1,264,200.00**	
Total 2016 W&S Rev Ref Bond:		**$1,262,700.00**	**$1,264,200.00**	
Sidewalk Improvement				
Licenses and Permits				
METRO ACT REV & PERMIT FEES	495-0000-4476-01	$65,000.00	$78,594.00	
Total Licenses and Permits:		**$65,000.00**	**$78,594.00**	
Investment Income and Rentals				
INTEREST EARNINGS	495-1910-4664-00	$2,623.00	$7,209.00	
GAIN/LOSS ON POOLED INVESTMENT	495-1910-4669-10	$0.00	-$5,737.00	
Total Investment Income and Rentals:		**$2,623.00**	**$1,472.00**	
Other Revenue				
SIDEWALK ASSESSMENT	495-0000-4672-01		$130.00	
CDBG INFRASTRUCTURE GRANT	495-4443-4674-45	$50,000.00	$50,000.00	
Total Other Revenue:		**$50,000.00**	**$50,130.00**	
Total Sidewalk Improvement:		**$117,623.00**	**$130,196.00**	
Total Capital Projects Funds:		**$3,931,599.00**	**$3,709,213.00**	
Total Governmental Funds:		**$29,360,187.00**	**$29,736,771.00**	
Proprietary Fund				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Enterprise Funds				
Parking Fund				
Special Assessments				
RESIDENTIAL PARKING PERMIT	514-3110-4462-00	$40,000.00	$43,130.00	
Total Special Assessments:		**$40,000.00**	**$43,130.00**	
Charges for Services				
PARKING IMPOUND FEES	514-3110-4607-09	$10,000.00		
PARKING METER REVENUE	514-3110-4607-10	$140,000.00	$124,186.00	
Total Charges for Services:		**$150,000.00**	**$124,186.00**	
Fines and Forfeits				
PARKING TICKET REVENUE	514-3110-4656-00	$145,000.00	$138,180.00	
Total Fines and Forfeits:		**$145,000.00**	**$138,180.00**	
Other Revenue				
REIMBURSEMENT	514-3110-4676-00	$53,230.00	$53,230.00	
Total Other Revenue:		**$53,230.00**	**$53,230.00**	
Other Financing Sources				
TRANSFER FROM GENERAL FUND	514-3110-4699-01	$10,173.00	$10,173.00	
Total Other Financing Sources:		**$10,173.00**	**$10,173.00**	
Total Parking Fund:		**$398,403.00**	**$368,899.00**	
Total Enterprise Funds:		**$398,403.00**	**$368,899.00**	
Internal Service Funds				
Motorpool				
Charges for Services				
EQUIPMENT RENTAL GENERAL	641-9000-4652-04	$14,473.00	$14,473.00	
EQUIPMENT RENTAL DPW	641-9320-4652-01	$228,123.00	$189,160.00	
EQUIPMENT RENTAL ENVIRONMENTAL	641-9320-4652-05		$16,115.00	
EQUIPMENT RENTAL SIDEWALK	641-9320-4652-07	$1,050.00	$9,633.00	
EQUIPMENT RENTAL MAJOR ST	641-9320-4652-08	$186,195.00	$157,284.00	
EQUIPMENT RENTAL-LOCAL ST	641-9320-4652-09	$159,000.00	$153,821.00	
EQUIPMENT RENTAL POLICE	641-9330-4652-02	$199,586.00	$199,586.00	
EQUIPMENT RENTAL FIRE	641-9340-4652-03	$158,602.00	$158,602.00	
EQUIPMENT RENTAL ENVIRONMENTAL	641-9350-4652-05	$270,197.00	$137,594.00	
EQUIPMENT RENTAL BLDG DPT	641-9360-4652-06	$11,181.00	$11,181.00	
EQUIPMENT RENTAL CODE ENF	641-9370-4652-05	$9,984.00	$9,984.00	
MOTORPOOL RENTAL PARKING	641-9380-4652-00	$35,000.00	$2,470.00	
Total Charges for Services:		**$1,273,391.00**	**$1,059,903.00**	
Investment Income and Rentals				
GAIN/(LOSS ON DISPOSAL ASSETS	641-0000-4666-10	$0.00	$47,937.00	
INTEREST EARNINGS	641-1910-4664-00	$15,013.00	$33,901.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
GAIN/LOSS ON POOLED INVESTMENT	641-1910-4669-10	$0.00	-$23,527.00	
Total Investment Income and Rentals:		**$15,013.00**	**$58,311.00**	
Other Revenue				
INSURANCE REIMBURSEMENT	641-9330-4686-00	$6,816.00	$6,816.00	
INSURANCE REIMBURSEMENTS	641-9340-4682-00	$0.00	$32,923.00	
Total Other Revenue:		**$6,816.00**	**$39,739.00**	
Total Motorpool:		**$1,295,220.00**	**$1,157,953.00**	
Worker's Compensation Fund				
Charges for Services				
WC CHARGES FOR SERVICES	677-0000-4626-04	$140,544.00	$127,931.00	
Total Charges for Services:		**$140,544.00**	**$127,931.00**	
Investment Income and Rentals				
INTEREST EARNINGS	677-1910-4664-00	$4,112.00	$9,631.00	
GAIN/LOSS ON POOLED INVESTMENT	677-1910-4669-10	$0.00	-$6,165.00	
Total Investment Income and Rentals:		**$4,112.00**	**$3,466.00**	
Total Worker's Compensation Fund:		**$144,656.00**	**$131,397.00**	
Retiree Benefits				
Investment Income and Rentals				
INTEREST EARNINGS	736-1910-4664-00	$1,805.00	$9,342.00	
GAIN/LOSS ON POOLED INVESTMENT	736-1910-4669-10		-$7,541.00	
GAIN/LOSS ON INVESTMENT	736-2743-4669-00	$0.00	$216,368.00	
GAIN/LOSS ON INVESTMENT	736-2745-4669-00	$0.00	$167,867.00	
GAIN/LOSS ON INVESTMENT	736-2746-4669-00	$0.00	$265,139.00	
Total Investment Income and Rentals:		**$1,805.00**	**$651,175.00**	
Other Revenue				
GEN RETIREE FROM 101	736-2743-4676-10	$355,941.00	$355,941.00	
POLICE RETIREE FROM 101	736-2745-4676-10	$513,147.00	$513,147.00	
FIRE RETIREES FROM 101	736-2746-4676-10	$374,832.00	$374,832.00	
Total Other Revenue:		**$1,243,920.00**	**$1,243,920.00**	
Total Retiree Benefits:		**$1,245,725.00**	**$1,895,095.00**	
Total Internal Service Funds:		**$2,685,601.00**	**$3,184,445.00**	
Total Proprietary Fund:		**$3,084,004.00**	**$3,553,344.00**	
Fiduciary Fund				
Pension Trust				
Fire and Police Pension				
Investment Income and Rentals				
INTEREST - RONEY	732-0000-4664-01	$132.00	$1,917.00	
INTEREST	732-0000-4664-11	$226,637.00	$215,927.00	
INTEREST - ESSEX	732-0000-4664-12	$624.00	$422.00	

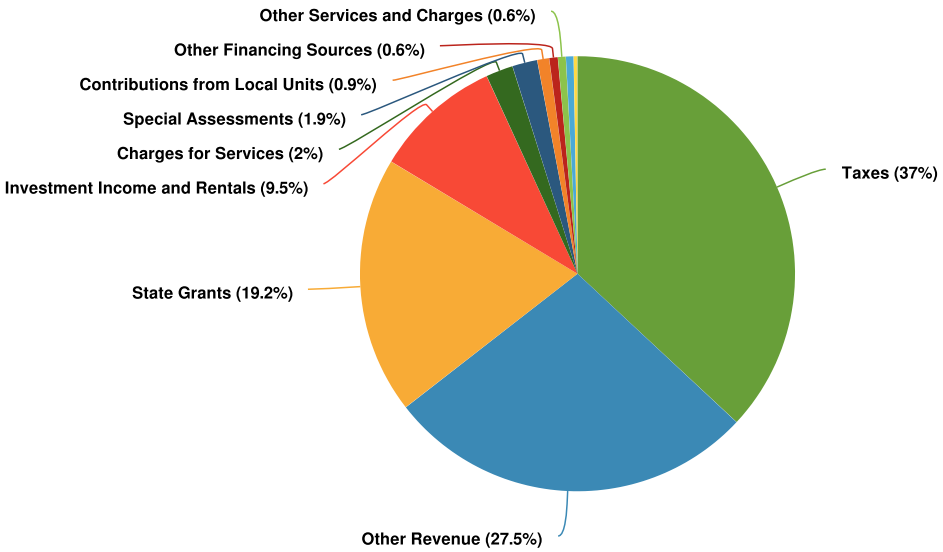
Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
INTEREST FLIPPEN, BRUCE 1596	732-0000-4664-25	$1,596.00	$233.00	
INTEREST FIRST EAGLE	732-0000-4664-26	$268.00	$8.00	
DIVIDENDS	732-0000-4665-20	$153,595.00	$155,475.00	
DIVIDENDS - ORLEANS CAP MGMT	732-0000-4665-21	$30,139.00	$0.00	
DIVIDENDS - ESSEX	732-0000-4665-22	$27,353.00	$27,519.00	
DIVIDENDS - FLIPPEN, BRUCE, PO	732-0000-4665-25	$0.00	$106,717.00	
DIVIDENDS-FIRST EAGLE OVERSEAS	732-0000-4665-26	$70,815.00	$77,358.00	
APPRECIATION OF FAIR VALUE	732-0000-4666-01	$1,200,513.00	$1,960,996.00	
GAINS & LOSSES	732-0000-4666-30	$202,296.00	$143,829.00	
GAINS & LOSSES ORLEANS CAP	732-0000-4666-31	$30,328.00	-$3,176.00	
GAINS & LOSSES - ESSEX	732-0000-4666-32	$493,928.00	-$29,013.00	
GAINS & LOSSES - FLIPPEN, BRUC	732-0000-4666-35	$0.00	$157,750.00	
GAINS/LOSS ON SALE FIRST EAGLE	732-0000-4666-36	$59,368.00	-$496.00	
INTEREST EARNINGS	732-1910-4664-00	$10,090.00	$27,228.00	
GAIN/LOSS ON POOLED INVESTMENT	732-1910-4669-10		-$18,523.00	
Total Investment Income and Rentals:		**$2,507,682.00**	**$2,824,171.00**	
Other Revenue				
EMPLOYEE CONTRIBUTIONS	732-1910-4676-20	$246,463.00	$283,287.00	
EMPLOYER CONT POLICE	732-2745-4676-10	$1,304,876.00	$1,304,876.00	
EMPLOYER CONT FIRE	732-2746-4676-10	$972,337.00	$972,337.00	
Total Other Revenue:		**$2,523,676.00**	**$2,560,500.00**	
Other Financing Sources				
MISC REVENUE - ORLEANS 1577	732-0000-4694-40	$1,683.00	$0.00	
MISC INCOME - ESSEX	732-0000-4694-42	$1,044.00	$0.00	
OTHER REVENUE - FIRST EAGLE	732-0000-4694-46	$355.00	$0.00	
Total Other Financing Sources:		**$3,082.00**	**$0.00**	
Total Fire and Police Pension:		**$5,034,440.00**	**$5,384,671.00**	
Total Pension Trust:		**$5,034,440.00**	**$5,384,671.00**	
Total Fiduciary Fund:		**$5,034,440.00**	**$5,384,671.00**	
Component Unit				
West Cross				
Taxes				
CURRENT PROPERTY TAXES	248-7270-4402-00	$11,433.00	$347.00	
PERSONAL PROP TAX REIMBURSE	248-7270-4402-05	$20.00	$0.00	
DELINQUENT PROPERTY TAXES	248-7270-4420-01	$20.00	$0.00	
INTEREST ON CURRNET TAXES	248-7270-4445-02	$0.00	$9.00	
TIFA REIMBURSEMENT PA86 SECT17	248-7271-4410-00	$4,500.00	$6,944.00	
CURRENT TIFA TAXES-WEST CROSS	248-7271-4439-02	$120,080.00	$112,778.00	
Total Taxes:		**$136,053.00**	**$120,078.00**	
Investment Income and Rentals				
INTEREST EARNINGS	248-7270-4664-00	$2,025.00	$5,756.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
UNREALIZED GAIN/LOSS	248-7270-4669-10		-$4,477.00	
Total Investment Income and Rentals:		**$2,025.00**	**$1,279.00**	
Other Financing Sources				
TRANSFER FROM GEN.FUND	248-7271-4699-01	$6,250.00	$8,192.00	
Total Other Financing Sources:		**$6,250.00**	**$8,192.00**	
Total West Cross:		**$144,328.00**	**$129,549.00**	
Depot Town Development				
Taxes				
CURRENT PROPERTY TAXES	275-7270-4402-00	$0.00	$14,467.00	
DELINQUENT PROPERTY TAXES	275-7270-4420-01	$0.00	$18.00	
INTEREST ON DELINQUENT TAXES	275-7270-4445-05	$0.00	$1.00	
CURRENT PROPERTY TAXES	275-7290-4402-00	$7,720.00	$3,773.00	
CURRENT TIFA TAXES	275-7291-4439-01	$113,984.00	$108,350.00	
Total Taxes:		**$121,704.00**	**$126,609.00**	
Investment Income and Rentals				
INTEREST EARNINGS	275-7290-4664-00	$2,025.00	$5,756.00	
UNREALIZED GAIL/LOSS	275-7290-4669-10		-$4,477.00	
Total Investment Income and Rentals:		**$2,025.00**	**$1,279.00**	
Other Financing Sources				
TRANSFER FROM GEN FUND	275-7291-4699-01	$6,000.00	$6,000.00	
Total Other Financing Sources:		**$6,000.00**	**$6,000.00**	
Total Depot Town Development:		**$129,729.00**	**$133,888.00**	
Down Town Authority				
Taxes				
CURRENT PROPERTY TAXES	413-7230-4402-00	$43,089.00	$26,974.00	
DELINQUENT PROPERTY TAXES	413-7230-4420-01	$238.00	$11.00	
INTEREST ON CURRENT TAXES	413-7230-4445-02	$50.00	$19.00	
INTEREST ON DELINQUENT TAXES	413-7230-4445-05	$5.00	$1.00	
TIFA REIMBURSMNT PA86 SECT 17	413-7231-4410-00	$14,486.00	$18,732.00	
CURRENT TIFA TAXES	413-7231-4439-01	$314,812.00	$292,293.00	
Total Taxes:		**$372,680.00**	**$338,030.00**	
Charges for Services				
DOWNTOWN GARBAGE COLL FEE	413-7231-4607-01	$24,000.00	$19,866.00	
Total Charges for Services:		**$24,000.00**	**$19,866.00**	
Investment Income and Rentals				
INTEREST EARNINGS	413-7230-4664-00	$3,252.00	$11,329.00	
UNREALIZED GAIN/LOSS	413-7230-4669-10		-$10,093.00	
Total Investment Income and Rentals:		**$3,252.00**	**$1,236.00**	

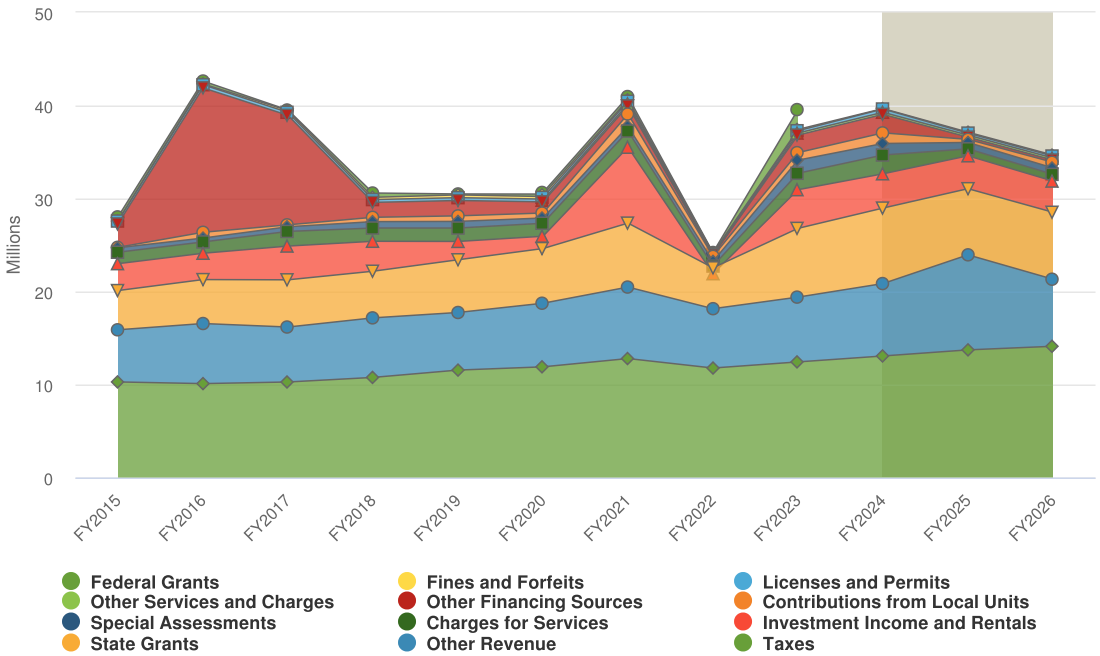
Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Other Financing Sources				
MISCELLANEOUS REVENUE	413-7230-4694-01	$2,000.00	$4,344.00	
MISCELLANEOUS REVENUE	413-7231-4694-01	$30,405.00	$30,405.00	
TRANSFER FROM GEN FUND	413-7231-4699-01	$0.00	$12,750.00	
APPROPRIATION FUND BALANCE-TIF	413-7231-4699-92	$12,750.00		
Total Other Financing Sources:		**$45,155.00**	**$47,499.00**	
Total Down Town Authority:		**$445,087.00**	**$406,631.00**	
Economic Development Authority				
Taxes				
TIFA-BRA FAMILY DOLLAR	415-1000-4439-04	$36,058.00	$36,952.00	
THOMPSON BLOCK CAPTURE	415-1000-4439-05	$0.00	$15,735.00	
Total Taxes:		**$36,058.00**	**$52,687.00**	
Investment Income and Rentals				
INTEREST EARNINGS	415-1910-4664-00	$475.00	$1,156.00	
GAIN/LOSS ON POOLED INVESTMENT	415-1910-4669-10	$0.00	-$815.00	
Total Investment Income and Rentals:		**$475.00**	**$341.00**	
Total Economic Development Authority:		**$36,533.00**	**$53,028.00**	
2004A Ser DDA				
Other Financing Sources				
CONTRIBUTION FROM DDA 413	473-9000-4699-21	$162,090.00	$162,465.00	
Total Other Financing Sources:		**$162,090.00**	**$162,465.00**	
Total 2004A Ser DDA:		**$162,090.00**	**$162,465.00**	
Total Component Unit:		**$917,767.00**	**$885,561.00**	
Total:		**$38,396,398.00**	**$39,560,347.00**	

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
Revenue Source				
Taxes				

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
CURRENT PROPERTY TAXES-OPER	101-0000-4402-00	$6,275,250.00	$6,275,065.00	
CURR. PROP. TAXES-F&P PENSION	101-0000-4402-01	$2,277,213.00	$2,277,213.00	
CURR. PROP. TAXES-F&P OPEB	101-0000-4402-02	$887,979.00	$887,979.00	
DELINQUENT PROPERTY TAXES	101-0000-4420-01	$37,891.00	$2,366.00	
PILOT TOWNE CENTRE	101-0000-4441-02	$15,919.00	$26,348.00	
PILOT CHIDESTER 2008-2058	101-0000-4441-04	$11,921.00	$21,738.00	
PILOT PUBLIC HOUSING 2002 INDE	101-0000-4441-05	$1,715.00	$0.00	
PILOT STRONG FUTURE	101-0000-4441-07	$3,090.00	$0.00	
PENALTIES ON CURRENT TAXES	101-0000-4445-01	$28,890.00	$31,181.00	
INTEREST ON CURRENT TAXES	101-0000-4445-02	$20,709.00	$28,602.00	
PENALTY ON DELINQUENT TAXES	101-0000-4445-04	$926.00	$175.00	
INTEREST ON DELINQUENT TAXES	101-0000-4445-05	$777.00	$133.00	
ADMINISTRATIVE FEES 1%	101-0000-4447-01	$250,000.00	$286,763.00	
ADMINISTRATIVE FEE-DEL TAXES	101-0000-4447-03	$386.00	$66.00	
CURRENT PROPERTY TAXES	226-0000-4402-00	$917,501.00	$922,215.00	
DELINQUENT PROPERTY TAXES	226-0000-4420-01	$0.00	$240.00	
INTEREST ON CURRENT TAXES	226-0000-4445-02	$0.00	$536.00	
INTEREST ON DELINQUENT TAXES	226-0000-4445-05	$0.00	$13.00	
CURRENT PROPERTY TAXES	248-7270-4402-00	$11,433.00	$347.00	
PERSONAL PROP TAX REIMBURSE	248-7270-4402-05	$20.00	$0.00	
DELINQUENT PROPERTY TAXES	248-7270-4420-01	$20.00	$0.00	
INTEREST ON CURRNET TAXES	248-7270-4445-02	$0.00	$9.00	
TIFA REIMBURSEMENT PA86 SECT17	248-7271-4410-00	$4,500.00	$6,944.00	
CURRENT TIFA TAXES-WEST CROSS	248-7271-4439-02	$120,080.00	$112,778.00	
CURRENT PROPERTY TAXES	275-7270-4402-00	$0.00	$14,467.00	
DELINQUENT PROPERTY TAXES	275-7270-4420-01	$0.00	$18.00	
INTEREST ON DELINQUENT TAXES	275-7270-4445-05	$0.00	$1.00	
CURRENT PROPERTY TAXES	275-7290-4402-00	$7,720.00	$3,773.00	
CURRENT TIFA TAXES	275-7291-4439-01	$113,984.00	$108,350.00	
CURRENT PROPERTY TAX	304-9000-4402-00	$704,545.00	$707,137.00	
DELPP WATER ST 2016A	304-9000-4445-01	$0.00	$101.00	
INTEREST ON CURRENT TAX	304-9000-4445-02	$0.00	$396.00	
INTEREST ON DELINQUENT TAX	304-9000-4445-05	$0.00	$6.00	
DELINQUENT PROPERTY TAXES	342-0000-4420-01	$0.00	$138.00	
INTEREST ON DELINQUENT TAXES	342-0000-4445-05	$0.00	$6.00	
CURRENT PROPERTY TAXES	413-7230-4402-00	$43,089.00	$26,974.00	
DELINQUENT PROPERTY TAXES	413-7230-4420-01	$238.00	$11.00	
INTEREST ON CURRENT TAXES	413-7230-4445-02	$50.00	$19.00	
INTEREST ON DELINQUENT TAXES	413-7230-4445-05	$5.00	$1.00	
TIFA REIMBURSMNT PA86 SECT 17	413-7231-4410-00	$14,486.00	$18,732.00	
CURRENT TIFA TAXES	413-7231-4439-01	$314,812.00	$292,293.00	
TIFA-BRA FAMILY DOLLAR	415-1000-4439-04	$36,058.00	$36,952.00	
THOMPSON BLOCK CAPTURE	415-1000-4439-05	$0.00	$15,735.00	
CURRENT PROP TAX .9789 MILL	588-0000-4402-00	$322,863.00	$322,841.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
DELINQUENT PROPERTY TAXES	588-0000-4420-01	$0.00	$62.00	
INTEREST ON CURRENT TAXES	588-0000-4445-02	$0.00	$188.00	
INTEREST ON DELINQUENT TAXES	588-0000-4445-05	$0.00	$4.00	
Total Taxes:		**$12,424,070.00**	**$12,428,916.00**	
Special Assessments				
PEDDLERS/SOLICITORS PERMITS	101-2150-4456-00	$300.00	$4,150.00	
MEDICAL MARIJUANA LICENSES	101-2150-4456-03	$20,000.00	$20,000.00	
RECREATION MARIJUANA	101-2150-4456-05	$109,500.00	$105,000.00	
BUILDING PERMITS	101-3710-4461-00	$600,000.00	$696,887.00	
ELECTRICAL PERMITS	101-3710-4461-01	$32,000.00	$36,052.00	
HEATING PERMITS	101-3710-4461-02	$45,000.00	$92,484.00	
PLUMBING PERMITS	101-3710-4461-03	$29,000.00	$38,150.00	
NEW BUSINESS LICENSES	101-3710-4461-04	$15,000.00	$22,246.00	
SIGN PERMITS	101-3710-4461-05	$3,000.00	$3,892.00	
CERTIFICATION OF COMPLIANCE	101-3710-4461-08	$240,000.00	$303,013.00	
VACANT/DANGEROUS BLDG INSPECT.	101-3710-4461-09	$7,500.00	$33,154.00	
BUSINESS INSPECTIONS	101-3710-4461-11	$12,000.00	$12,552.00	
ANIMAL LICENSES	101-3720-4461-06	$275.00	$325.00	
RESIDENTIAL PARKING PERMIT	514-3110-4462-00	$40,000.00	$43,130.00	
Total Special Assessments:		**$1,153,575.00**	**$1,411,035.00**	
Licenses and Permits				
CATV FRANCHISE FEES	101-0000-4476-02	$200,000.00	$148,480.00	
NOISE PERMIT	101-3070-4476-00	$900.00	$2,900.00	
STREET CLOSING PERMIT	101-3070-4476-01	$2,600.00	$300.00	
HDC APPLICATIONS	101-7210-4477-00	$6,500.00	$9,754.00	
FRANCHISE/PERMIT FEES	202-0000-4476-01	$7,500.00	$7,550.00	
FRANCHISE/PERMIT FEES	203-0000-4476-01	$4,000.00	$1,990.00	
METRO ACT REV & PERMIT FEES	495-0000-4476-01	$65,000.00	$78,594.00	
Total Licenses and Permits:		**$286,500.00**	**$249,568.00**	
Federal Grants				
OTHER FEDERAL FUNDS	101-0000-4528-00	$2,119,743.00	$2,119,745.00	
BULLETPROOF VEST PROGRAM	101-3071-4501-03	$3,175.00	$0.00	
DOJ DJBX GRANT	414-9370-4501-01		$13,947.00	
Total Federal Grants:		**$2,122,918.00**	**$2,133,692.00**	
State Grants				
S.S.R. SALES & USE TAX	101-0000-4574-00	$2,833,777.00	$3,320,097.00	
S.S.R. LIQUOR LICENSES	101-0000-4574-04	$22,000.00	$22,979.00	
USE TAX DISTRIB-LOCAL COM STAB	101-0000-4576-00	$72,300.00	$83,337.00	
302 FUNDS POLICE TRAINING	101-3070-4539-01	$5,000.00	$5,986.00	
FIRE PROTECTION PUBLIC ACT 289	101-3390-4539-09	$961,898.00	$961,898.00	
REC MAR STATE REV SHARE	101-7470-4574-00	$518,412.00	$520,582.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
GRANT	101-7541-4539-00	$38,075.00	$10,816.00	
GRANT	101-7542-4539-00	$20,000.00	$20,000.00	
GRANT	101-7544-4539-00	$14,757.00	$14,757.00	
GAS AND WEIGHT TAX	202-0000-4574-01	$1,717,455.00	$1,773,199.00	
STATE TRUNKLINE MAINT	202-0000-4574-05	$80,000.00	$55,035.00	
GRANTS	202-9079-4539-00	$60,000.00	$60,000.00	
GAS AND WEIGHT TAX	203-0000-4574-01	$572,485.00	$578,041.00	
STATE GRANTS	414-7500-4539-00		-$32,844.00	
Total State Grants:		**$6,916,159.00**	**$7,393,883.00**	
Contributions from Local Units				
JYRO FORD LAKE DAM 10% -2039	101-0000-4580-00	$53,000.00	$43,547.00	
CONTRIBUTION FRM WCPRC	101-7510-4580-00	$0.00	$10,000.00	
CONTRIBUTION FRM WCPRC	101-7520-4580-00	$0.00	$10,000.00	
CONTRIBUTIONS	101-7530-4580-00	$0.00	$10,000.00	
DDA CONTRIBUTION-SHELTER	101-7551-4587-00	$31,000.00	$0.00	
BI-CENTENNIAL CONTRIBUTION	101-7560-4587-00	$40,091.00	$28,028.00	
WASHTENAW COUNTY FY 18-26	205-3070-4580-00	$430,000.00	$448,553.00	
GRANTS	226-5281-4580-00	$325,000.00	$256,206.00	
CONTRIBUTION FROM COUNTY PARKS	414-7511-4580-00	$50,800.00	$0.00	
CONTRIBUTION FROM NRTF	414-7511-4580-01	$100,000.00	$0.00	
Total Contributions from Local Units:		**$1,029,891.00**	**$806,334.00**	
Charges for Services				
35% DDA TIFA-SERVICE CONTRACT	101-0000-4600-00	$38,808.00	$79,684.00	
TOWNE CENTRE SERVICE IMP FEE	101-0000-4607-00	$20,000.00	$20,000.00	
CHIDESTER SERVICE IMPROVE FEE	101-0000-4607-01	$42,198.00	$47,942.00	
DUPLICATING & PHOTOSTATS	101-0000-4607-05	$3,348.00	$6,518.00	
SOLAR FIELD FEES	101-0000-4607-07	$8,000.00	$8,000.00	
NOTARY FEES	101-2150-4607-07	$300.00	$380.00	
ORDINANCE FINES AND COSTS	101-3070-4601-01	$56,781.00	$36,634.00	
SEX OFFENDER REGISTRATION FEES	101-3070-4607-03	$2,000.00	$1,090.00	
IMPOUND FEES-YPD	101-3070-4607-09	$13,419.00	$17,012.00	
FINGER PRINT FEES	101-3070-4607-10	$1,500.00	$815.00	
PROPERTY MAINT ABATEMENT FEES	101-3720-4607-06	$30,000.00	$23,217.00	
ADMIN HEARING BUREAU	101-3730-4607-11	$40,000.00	$43,925.00	
PARK CAPITAL IMPROV.HERITAGE	101-7170-4607-03	$8,250.00	$9,000.00	
SITE PLAN, REZONING, APPEAL	101-7210-4607-01	$13,000.00	$25,176.00	
IFT OPRA COM REHAB PA328 APPLI	101-7210-4607-02	$1,000.00	$0.00	
PARKRIDGE REVENUE	101-7520-4653-04	$1,337.00	$2,027.00	
PCC-WCC FOUNDATION DONAT.USED	101-7524-4653-05	$11,294.00	$13,171.00	
R. POOL PERSONNEL O/H REIMB	101-7530-4653-01	$70,767.00	$77,416.00	
CHARGES FOR SERVICE-DDA	226-0000-4600-00	$70,967.00	$23,000.00	
RECYCLING MATERIAL REVENUE	226-0000-4626-03	$597.00	$1,051.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
DOWNTOWN GARBAGE COLL FEE	413-7231-4607-01	$24,000.00	$19,866.00	
PARKING IMPOUND FEES	514-3110-4607-09	$10,000.00		
PARKING METER REVENUE	514-3110-4607-10	$140,000.00	$124,186.00	
EQUIPMENT RENTAL GENERAL	641-9000-4652-04	$14,473.00	$14,473.00	
EQUIPMENT RENTAL DPW	641-9320-4652-01	$228,123.00	$189,160.00	
EQUIPMENT RENTAL ENVIRONMENTAL	641-9320-4652-05		$16,115.00	
EQUIPMENT RENTAL SIDEWALK	641-9320-4652-07	$1,050.00	$9,633.00	
EQUIPMENT RENTAL MAJOR ST	641-9320-4652-08	$186,195.00	$157,284.00	
EQUIPMENT RENTAL-LOCAL ST	641-9320-4652-09	$159,000.00	$153,821.00	
EQUIPMENT RENTAL POLICE	641-9330-4652-02	$199,586.00	$199,586.00	
EQUIPMENT RENTAL FIRE	641-9340-4652-03	$158,602.00	$158,602.00	
EQUIPMENT RENTAL ENVIRONMENTAL	641-9350-4652-05	$270,197.00	$137,594.00	
EQUIPMENT RENTAL BLDG DPT	641-9360-4652-06	$11,181.00	$11,181.00	
EQUIPMENT RENTAL CODE ENF	641-9370-4652-05	$9,984.00	$9,984.00	
MOTORPOOL RENTAL PARKING	641-9380-4652-00	$35,000.00	$2,470.00	
WC CHARGES FOR SERVICES	677-0000-4626-04	$140,544.00	$127,931.00	
Total Charges for Services:		**$2,021,501.00**	**$1,767,944.00**	
Fines and Forfeits				
PARKING TICKET REVENUE	514-3110-4656-00	$145,000.00	$138,180.00	
Total Fines and Forfeits:		**$145,000.00**	**$138,180.00**	
Investment Income and Rentals				
RENT-BILLBOARD	101-0000-4667-00	$2,000.00	$0.00	
INTEREST EARNINGS	101-1910-4664-00	$286,732.00	$647,218.00	
GAIN/LOSS ON POOLED INVESTMENT	101-1910-4669-10	$0.00	-$313,490.00	
FREIGHTHOUSE RENTALS	101-7551-4667-00	$115,000.00	$146,997.00	
FREIGHTHOUSE APPLICATION	101-7551-4667-01	$12,000.00	$10,773.00	
DIVIDEND DISTRIBUTION-LIAB INS	101-8510-4665-00	$39,422.00	$39,422.00	
INTEREST EARNINGS	202-1910-4664-00	$57,695.00	$145,124.00	
GAIN/LOSS ON POOLED INVESTMENT	202-1910-4669-10	$0.00	-$105,103.00	
INTEREST EARNINGS	203-1910-4664-00	$24,425.00	$60,493.00	
GAIN/LOSS ON POOLED INVESTMENT	203-1910-4669-10	$0.00	-$42,693.00	
INTEREST EARNINGS	226-1910-4664-00	$4,873.00	$3,997.00	
GAIN/LOSS ON POOLED INVESTMENT	226-1910-4669-10	$0.00	$961.00	
INTEREST EARNINGS	248-7270-4664-00	$2,025.00	$5,756.00	
UNREALIZED GAIN/LOSS	248-7270-4669-10		-$4,477.00	
INTEREST EARNINGS	265-1910-4664-00	$903.00	$2,496.00	
GAIN/LOSS ON POOLED INVESTMENT	265-1910-4669-10	$0.00	-$1,968.00	
INTEREST EARNINGS	275-7290-4664-00	$2,025.00	$5,756.00	
UNREALIZED GAIL/LOSS	275-7290-4669-10		-$4,477.00	
INTEREST EARNINGS	342-1910-4664-00	$32.00	$67.00	
INTEREST EARNINGS	413-7230-4664-00	$3,252.00	$11,329.00	
UNREALIZED GAIN/LOSS	413-7230-4669-10		-$10,093.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
INTEREST EARNINGS	414-1910-4664-00	$5,443.00	$18,422.00	
GAIN/LOSS ON POOLED INVESTMENT	414-1910-4669-10	$0.00	-$19,241.00	
INTEREST EARNINGS	415-1910-4664-00	$475.00	$1,156.00	
GAIN/LOSS ON POOLED INVESTMENT	415-1910-4669-10	$0.00	-$815.00	
INTEREST EARNINGS	483-0000-4664-00	$0.00	$20,500.00	
INTEREST EARNINGS	495-1910-4664-00	$2,623.00	$7,209.00	
GAIN/LOSS ON POOLED INVESTMENT	495-1910-4669-10	$0.00	-$5,737.00	
GAIN/(LOSS ON DISPOSAL ASSETS	641-0000-4666-10	$0.00	$47,937.00	
INTEREST EARNINGS	641-1910-4664-00	$15,013.00	$33,901.00	
GAIN/LOSS ON POOLED INVESTMENT	641-1910-4669-10	$0.00	-$23,527.00	
INTEREST EARNINGS	677-1910-4664-00	$4,112.00	$9,631.00	
GAIN/LOSS ON POOLED INVESTMENT	677-1910-4669-10	$0.00	-$6,165.00	
INTEREST - RONEY	732-0000-4664-01	$132.00	$1,917.00	
INTEREST	732-0000-4664-11	$226,637.00	$215,927.00	
INTEREST - ESSEX	732-0000-4664-12	$624.00	$422.00	
INTEREST FLIPPEN, BRUCE 1596	732-0000-4664-25	$1,596.00	$233.00	
INTEREST FIRST EAGLE	732-0000-4664-26	$268.00	$8.00	
DIVIDENDS	732-0000-4665-20	$153,595.00	$155,475.00	
DIVIDENDS - ORLEANS CAP MGMT	732-0000-4665-21	$30,139.00	$0.00	
DIVIDENDS - ESSEX	732-0000-4665-22	$27,353.00	$27,519.00	
DIVIDENDS - FLIPPEN, BRUCE, PO	732-0000-4665-25	$0.00	$106,717.00	
DIVIDENDS-FIRST EAGLE OVERSEAS	732-0000-4665-26	$70,815.00	$77,358.00	
APPRECIATION OF FAIR VALUE	732-0000-4666-01	$1,200,513.00	$1,960,996.00	
GAINS & LOSSES	732-0000-4666-30	$202,296.00	$143,829.00	
GAINS & LOSSES ORLEANS CAP	732-0000-4666-31	$30,328.00	-$3,176.00	
GAINS & LOSSES - ESSEX	732-0000-4666-32	$493,928.00	-$29,013.00	
GAINS & LOSSES - FLIPPEN, BRUC	732-0000-4666-35	$0.00	$157,750.00	
GAINS/LOSS ON SALE FIRST EAGLE	732-0000-4666-36	$59,368.00	-$496.00	
INTEREST EARNINGS	732-1910-4664-00	$10,090.00	$27,228.00	
GAIN/LOSS ON POOLED INVESTMENT	732-1910-4669-10		-$18,523.00	
INTEREST EARNINGS	736-1910-4664-00	$1,805.00	$9,342.00	
GAIN/LOSS ON POOLED INVESTMENT	736-1910-4669-10		-$7,541.00	
GAIN/LOSS ON INVESTMENT	736-2743-4669-00	$0.00	$216,368.00	
GAIN/LOSS ON INVESTMENT	736-2745-4669-00	$0.00	$167,867.00	
GAIN/LOSS ON INVESTMENT	736-2746-4669-00	$0.00	$265,139.00	
Total Investment Income and Rentals:		**$3,087,537.00**	**$4,156,705.00**	
Other Revenue				
COST REIMBURSEMENT - FINANCE	101-1910-4676-04	$49,495.00	$51,513.00	
COST REIMBURSEMENT-YPD	101-3070-4676-02	$25,000.00	$10,016.00	
COST REIMBURSEMENT-YFD	101-3390-4676-01	$5,000.00	$750.00	
COST REIMBURSEMENT-DPW	101-4410-4676-03	$3,000.00	$4,151.00	
SPECIAL EVENTS ADMIN FEE	101-4420-4676-00	$1,000.00	$444.00	
SPECIAL EVENTS APP & UTILITIES	101-4420-4676-03	$10,000.00	$13,595.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
SPECIAL EVENTS - DPW	101-4420-4676-04	$1,000.00	$1,640.00	
PUB PKING LOT/SPACE RENTAL	101-4420-4676-05	$1,000.00	$0.00	
COST REIMBURSEMENT - PLANNING	101-7210-4676-05	$58,000.00	$76,000.00	
MISC REVENUE	101-7302-4671-00	$0.00	$173,602.00	
REIMBURSEMENT	202-9079-4676-01	$400,000.00	$50,000.00	
EMU PARKING LOT SWEEPING	203-4660-4676-04	$1,500.00	$0.00	
STORM WATER EMU REIMBURSEMENT	203-4690-4676-04	$3,000.00	$0.00	
DTE TREE PLANTING GRANT	203-4720-4674-06	$2,550.00	$2,550.00	
COST REIMBURSEMENT-DPW	226-0000-4676-03	$0.00	$280.00	
PRIOR YEAR FUND BALANCE	414-2650-4679-00	-$30,000.00		
REIMBURSEMENT	414-7522-4676-00	$90,000.00	$0.00	
CONTRIBUTION FROM YCUA-W & S	469-9000-4674-04	$337,313.00	$337,313.00	
CONTRIBUTION FROM YCUA-W & S	471-9000-4674-04	$51,875.00	$51,875.00	
CONTRIBUTION FROM YCUA-W & S	474-9000-4674-04	$390,081.00	$390,081.00	
CONTRIBUTION FROM YCUA-W & S	479-9000-4674-04	$17,044.00	$17,044.00	
CONTRIBUTION FROM YCUA-W & S	480-9000-4674-04	$29,044.00	$29,044.00	
CONTRIBUTION FROM YCUA-W & S	481-9000-4674-04	$11,601.00	$11,601.00	
CONTRIBUTION FROM YCUA	482-0000-4674-04	$186,000.00	$186,000.00	
CONTRIBUTION FROM YCUA	483-0000-4674-04	$342,650.00	$321,650.00	
CONTRIBUTION FROM YCUA	485-9000-4674-04	$26,116.00	$26,116.00	
CONTRIBUTION FROM YCUA	486-9000-4674-04	$1,262,700.00	$1,264,200.00	
SIDEWALK ASSESSMENT	495-0000-4672-01		$130.00	
CDBG INFRASTRUCTURE GRANT	495-4443-4674-45	$50,000.00	$50,000.00	
REIMBURSEMENT	514-3110-4676-00	$53,230.00	$53,230.00	
INSURANCE REIMBURSEMENT	641-9330-4686-00	$6,816.00	$6,816.00	
INSURANCE REIMBURSEMENTS	641-9340-4682-00	$0.00	$32,923.00	
EMPLOYEE CONTRIBUTIONS	732-1910-4676-20	$246,463.00	$283,287.00	
EMPLOYER CONT POLICE	732-2745-4676-10	$1,304,876.00	$1,304,876.00	
EMPLOYER CONT FIRE	732-2746-4676-10	$972,337.00	$972,337.00	
GEN RETIREE FROM 101	736-2743-4676-10	$355,941.00	$355,941.00	
POLICE RETIREE FROM 101	736-2745-4676-10	$513,147.00	$513,147.00	
FIRE RETIREES FROM 101	736-2746-4676-10	$374,832.00	$374,832.00	
Total Other Revenue:		**$7,152,611.00**	**$6,966,984.00**	
Other Financing Sources				
MISCELLANEOUS REVENUE	101-0000-4694-01	$69,854.00	$126,402.00	
MISCLEANEOUS REVENUE	101-1910-4694-01	$840.00	$90.00	
MISCELLANEOUS REVENUE	202-0000-4694-01	$9,972.00	$10,470.00	
SALT REIMBURSEMENT	203-4790-4694-02	$35,000.00	$26,784.00	
MISCELLANEOUS REVENUE	226-0000-4694-01	$358.00	$1,132.00	
TRANSFER FROM GENERAL FUND	226-0000-4699-01	$355,518.00	$355,518.00	
TRANSFER FROM GEN.FUND	248-7271-4699-01	$6,250.00	$8,192.00	
TRANSFER FROM GEN FUND	275-7291-4699-01	$6,000.00	$6,000.00	
TRANSFER FROM GENERAL(101)	304-9010-4699-01	$189,035.00	$189,035.00	

Name	Account ID	FY2023 Amended Budget	FY2023 Actual	Notes
MISCELLANEOUS REVENUE	413-7230-4694-01	$2,000.00	$4,344.00	
MISCELLANEOUS REVENUE	413-7231-4694-01	$30,405.00	$30,405.00	
TRANSFER FROM GEN FUND	413-7231-4699-01	$0.00	$12,750.00	
APPROPRIATION FUND BALANCE-TIF	413-7231-4699-92	$12,750.00		
TRANSFER FROM GENERAL(101)	414-0000-4699-01	$733,309.00	$733,309.00	
TRANSFER FR PUBLIC SAFETY205	414-0000-4699-07	$85,000.00	$0.00	
TRANSFER FROM 205	414-3010-4699-00		$85,000.00	
TRANSFER FROM PUBLIC SFTY FUND	414-7510-4699-00	$125,000.00	$125,000.00	
CONTRIBUTION FROM DDA 413	473-9000-4699-21	$162,090.00	$162,465.00	
TRANSFER FROM GENERAL FUND	514-3110-4699-01	$10,173.00	$10,173.00	
MISC REVENUE - ORLEANS 1577	732-0000-4694-40	$1,683.00	$0.00	
MISC INCOME - ESSEX	732-0000-4694-42	$1,044.00	$0.00	
OTHER REVENUE - FIRST EAGLE	732-0000-4694-46	$355.00	$0.00	
Total Other Financing Sources:		**$1,836,636.00**	**$1,887,069.00**	
Other Services and Charges				
TRANSFER IN-PUBLIC SAFETY(205)	101-3070-4931-00	$220,000.00	$220,000.00	
COMMUNITY PROMOTION	101-7551-4882-00	$0.00	$37.00	
Total Other Services and Charges:		**$220,000.00**	**$220,037.00**	
Total Revenue Source:		**$38,396,398.00**	**$39,560,347.00**	

DEPARTMENTS

DEPARTMENTS

City Council

The Ypsilanti City Council is comprised of a Mayor, who is elected by voters in the city at-large, and 6 Council Members elected from the City's 3 voting wards.
The City of Ypsilanti employs a council-manager form of government that combines the strong political leadership of elected officials with the strong managerial experience of an appointed local government manager.
This form of municipal government establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services.

City Manager's Office

The City Manager is the Chief Administrative Officer of the City and is responsible for administration of all departments, coordination with City Council, and the provision of information on City policies, programs, and activities.

Human Resources Department

The mission of the Human Resources Department is to provide quality service to employees and retirees, meeting their needs in employment, benefits, training, and safety while maintaining our city's policies and procedures. The Human Resources Department is responsible for employment hiring, administration, negotiation of Union contracts, and Equal Employment Opportunity compliance.

City Clerk Office

The mission of the City Clerk's Office is to serve as the Clerk to City Council, Chief Elections Officer of the City and custodian of the Corporate Seal; to certify official documents and provide custody of official City documents; to administer oaths and take affidavits; and to exercise other powers and duties as provided by law. Respond to public requests for records, maintaining and producing the documents that enable the public to participate in local government.
The mission of the Treasury Department is to offer excellent customer service while performing collection and deposit services for all funds due to and received by the City of Ypsilanti. The Treasurer Division further seeks to provide all other support services required to meet the combined needs of community, business, and government.

Finance and Treasury Department

The mission of the Fiscal Services Department is to provide accurate, reliable and timely financial reports. The Department receives a certificate of achievement for excellence in Financial Reporting and Distinguished budget award from GFOA annually.
The Fiscal Services Department is responsible for administration of the city's budget, financial records, revenues and expenditures, and property assessments. Fiscal Services includes the Accounting Division and the Assessor's Division.

Department of Public Services

The Department of Public Services (DPS) is responsible for the maintenance of all City-owned and operated buildings, facilities, and infrastructures as well as the provision of solid waste services. Routine responsibilities of this Department include: street maintenance, fall leaf collection, tree maintenance, building and equipment maintenance, solid waste services, recycling & composting, and parks maintenance.

Community Development Department

The Community Development Department is responsible for long range planning, development review, zoning administration, historic preservation, and community and economic revitalization. The Department's mission and vision are as follows:

1. To maintain and improve the quality of life in the City of Ypsilanti by providing excellent planning, zoning, preservation, and economic development services within available resources.
2. To work creatively and collaboratively to enhance the natural and built environment of the City of Ypsilanti so that its population grows, its economy thrives, and it becomes the premier community of choice in Eastern Washtenaw County.

Police Department

Working in partnership with the community, the members of the Ypsilanti Police Department (YPD) are dedicated to improving the quality of life and providing a safe environment within the community and the organization.

The values of the YPD are as follows:

1. *Integrity* - We believe that our actions will be morally sound and honest, adhering to a clear set of morals principals, guiding values, and ethical practices.
2. *Commitment* - We believe through dedication to the community and other organizations, we will move forward to achieve our mission and goals.
3. *Professionalism* - We believe in demonstrating confidence, preparedness, ability, and skill to achieve mutual respect within the organization and community.
4. *Compassion* - We believe in showing concern and empathy for others by being open minded, caring, and unbiased, whereby we place public service above our own personal interest.

Fire Department

The City of Ypsilanti Fire Service provides rapid and aggressive responses to fires and emergency medical requests utilizing limited resources to full effectiveness. We strive to meet the National Fire Protection Standard 1710 requirement of responding to an emergency within four minutes or less.

- The first three minutes are critical to life, property, and premises. A rapid developing

  fire will require an occupant to escape within three minutes after a smoke alarm sounds. Allowed to develop, the fire will destroy a single family home within twelve minutes. Smoke will overcome an individual within minutes followed by loss of consciousness, brain damage within six minutes, and death within ten minutes.
- An offensive interior attack begins with fire personnel entering the burning building, conducting a search for person(s), extinguishing the fire, and conserving property. The interior attack requires four firefighters and an incident commander to perform the initial attack with additional personnel on scene within eight minutes.

The City of Ypsilanti Fire Service also serves as an inspecting agent of buildings deemed to be Dangerous or vacant according to the City's Dangerous Buildings Ordinance: "A representative of the city building department, with the assistance of the City Fire Department and/or Fire Marshal, shall inspect or cause to be inspected every building or structure or part thereof reported as or observed to be unsafe or damaged, and if such is found to be a dangerous building as defined in this article, the building department shall commence proceedings to cause the repair, rehabilitation, demolition, or removal of the building or structure."

City Attorney's Office

John M. Barr is the Ypsilanti City Attorney. His firm, Barr, Anhut & Associates, P.C., provides Attorney service on a contractual basis, including services by Assistant City Attorneys Karl A. Barr, Dan Duchene and Jesse O'Jack, of counsel. The firm is supported by office staff including Jennifer Healy, office manager, who also serves as a Deputy Freedom of Information Act Coordinator.

The City Attorney (Legal Officer) is mandated by City Charter Section 4.06. The City Attorney is appointed by the City Manager subject to confirmation by City Council. The City Attorney serves as chief legal adviser to the City Council, the Manager and all City Departments, officers and agencies. The City Attorney represents the City in all legal proceedings and performs all other legal work as required by law.

The City Attorney serves as a member of the Election Commission and acts as City Prosecutor for the prosecution of all City misdemeanor and civil infraction cases. City Council has designated the City Attorney as Freedom of Information Act Coordinator.

Department Goals

Department	Yr	Area	Objective	Goal	Task	Long Term/Short Term
City Manager	2024-2025	Citywide	Create greaer effencies to better interact with the public and minimize mistakes	Update city software to better meet the needs of the public and the employees.	Purchase BS&A Suite	Both
	Ongoing	Citywide	Ensure all positions are filled to address the needs of the city.	Hire Department Heads where needed. Create incentives to both maintain and attract staff	Create a line item in HR used to incentives referals. It would be funded by un expended salaries.	Both
	Ongoing	City Facilties	Ensure the facilities used for government are functional and safe	Create a comprehensive plan to adress delapitated buildings, and attached a budget and a timeline for repairs. Create a budget lineitem in 101 to address needed maintenance throughout the year.	Hold several work sessions with Council to develop sound stratiegies to affect change in our intrastructure. Show our employees we care, do not just tell them.	Both
	2024-2025	Community Servi	Finalize the Creation of the deparment and separate the DDA from the City.	Hire a Department Head and Admin. Approved the Administrative Services Contract	DDA and Council approval of the agreement	Short
Clerk	2024-2025	Elections	Successfully Implement Early Voting	Partner with County to run early voting site	Coordinate with County	Long
	2024-2025	City Council and Public Relations	Work with City Council to strengthen public trust	Increase transparency in council processes	Implement rules changes to council agendas	Short
	2024-2025	Day to Day Operations	Ensure a smooth transition for new staff	Leave detailed notes and instructions	Create guides for daily/weekly/monthly processes	Short
Finance	2024-2025	City-Wide	Upgrade City Enterprise Resource Planning(ERP) System	Intergrate all Financial,Treasury, HR, Building and Community Development Software	Identify the best system which is user friendly and will suit each depatment's need	Short Term
	Ongoing	City-Wide	Create an Asset Management Plan for City Assets	Build a guide document regarding City Assets	Build a team that would be responsible for planning, implementation of an asset management plan	Long Term
	Ongoing	City-Wide	Fiscal Resilience	Develop long-term fiscal plans and administer these using best practices.	Evaluate revenue streams, implement purposeful spending. Make sure revenue is diverse and resilient to economic changes while anticipating future needs, and maintaining appropriate reserves.	Long Term
	Ongoing	City-Wide	Partnerships	Foster and maintain new partnerships. Grow a culture of innovation and continuous learning through people-centered, data-informed, experimental and collaborative efforts.	Implement City priorities in collaboration with community partners to secure financial investments and mentoring to better the community.	Long Term
	Ongoing	Assessing	Improve record and communications in database and website	Less use of paper and better access to documents	Scan documents to database and website	Long Term
	2024-2025	Assessing	Complete the PA 660 audit	100% compliance	Continued maintenance	Long Term
	Ongoing	Accounting	Continuous training and testing of employees regarding Cyber Security	Ensure a risk free and secure environment for keeping data network and devices against security threats	Create a system that will regulary train and update employees regarding cyber security	Long Term

Department	Yr	Area	Objective	Goal	Task	Long Term/Short Term
	Ongoing	Treasury	Re-training and cross training of Employees	Employees to be able to cover other employees in case of absences or leave	Establish efficient training procedures and creating instructional cheat sheets for different processes	Long Term
Human Resources	2024-2025	HRIS	Move to Electronic Documentation	Alleviate the use of paper files, and pay notice changes, which would increase efficiency and reduce cost	Implement electronic documentation system, transition to digital communication	Long term
	2024-2025	Payroll/HRIS/ Retention	Move to BS&A/ Similar HRIS system	Alleviate human error and manual entry,	Identify processes prone to human error, and continuously monitor new systems for efficiency and accuracy	Short term
	2024-2025	Retention	Recognition	Recognize our employees on a consistent basis	Send emails for birthdays and work anniversaries, and give out Anniversary certificates for momentous years of service	Continuous
	2024-2025	Retention	Employee Engagement	Create an employee engagement budget, to keep employees engaged, which would also help us retain them	Summer/Winter Gathering, Recognize Employee Appreciation Day	Continuous
	2024-2025	Recruiting	Job Fairs	Promote Ypsilanti as an employer of choice, Identify and attract potential candidates, create a pool of qualified individuals who may fill current or future job openings	Attend Job Fairs, create an attractive and informative booth, create promotional materials, network with potential candidates	Continuous
Fire	2024-2025	Apparatus	Long term plan to replace apparatus	To be compliant with NFPA	See attachment	Long term
	2024-2025	Operations	Retention of personnel (fire suppression)	To remain fully staffed & operational	To continue to provide trainning oportunities & prepare personnel for advancement	Ongoing
	2024-2025	Operations	Retention of personnel (administration)	To improve quality and service	To increase the Fire Marshal's ability to perform inspections and investigations, through proper training and the use of updated software	Ongoing
	2024-2025	Operations	Public education	To Promote fire safety and awareness	To Increase fire safety and awareness in the community by distributing fire safety materials to the schools and the public	Ongoing
	2024-2025	Operations	Maintain and improve existing relationships	To continue to create and maintain partnerships with EMU, Washtenaw County, Parkrige Community Center, Public Safety Alliance, SPARK, and neighboring businesses.	Joint training and education with our auto-aide partners, and other county agencies.	Long Term/Ongoing
	2024-2025	Facilities	Provide a safe environment and to extend the life of the facilities	To improve safety and reduce long term cost	To repair the YFD & YPD parking lot and retaining wall	in progress
	2024-2025	Facilities	Extend the life of the current building	To promote a safe work environment and increase morale	To continue to improve, update, and make safe upgrades to the YFD building	Ongoing
	2024-2025	Facilities	Improve safety	To have the ability to secure the building	Update and replace exterior doors as needed	Long term
	2024-2025	Facilities	Improve quality and service	To increase the department's ability to train and prepare for emergencies	To establish a training facility	Long term

Department	Yr	Area	Objective	Goal	Task	Long Term/Short Term
	2024-2025	Grants	Obtain AFG grants	To reduce the city's cost for firefighter gear and equipment	To apply for AFG grants during the upcoming open period (Spring)	Annually
Planning	2024-2025	Historic District	CLG Resurvey	The original survey work was completed in the late 1970s and early 1980s and survey standards and technology have changed since then. We hope to resurvey and take photos of all of the 820 addresses including houses, buildings, structures, etc in our historic district. To be completed by July 2025.	Use a program like ARC GIS's Survey 1 2 3 so we can better integrate our survey records into BSA and so we can better tell the story of our district and our city. Engage EMU faculty and staff in the historic preservation program about how we can work with students to include them in this initiative.	Long Term
	2024-2025	Departmental	Hire a City Services Director and Planning Administrator/DDA Coordinator	The Planning Department has completed a deparmental audit, and City Coucil has amended the ordinance to combine the Economic Development, Planning, and Building Departments.	Post job descriptions, hire and onboard both positions.	Short Term
	2024-2025	Walkable Urban Districts	Review building type standards and consider improvements	Update the building type standards for effectiveness and clarity in order to promote the greatest development outcomes that remain in line with the Shape Ypsi vision	Provide a report to the planning commission outlining important considerations for potential amendment	Short Term
	2024-2025	Center District	Continue partnership with the AAATA to reenvision the future of the Transit Depot	Establish consensus on the concept and layout for the new transit station	Work with the AAATA to develop a plan concept that aligns with the City's long term goals and complements the surrounding area and historical district.	Long Term
	2024-2025	City wide	Establish consensus on marijuana regulations	Amend the zoning ordinance to include appropriate regulations for new marijuana retailers that will encourage economic development, in a manner that is complementary and cohesive with surrounding land uses	Establish a common policy vision and draft new language appropriate for marijuana retailers	Short Term
	2024-2025	City wide	Prioritize zoning amendments for discussion and action by the Planning Commission. Prioritize zoning text amendments that eliminate parking minimums.	Create a timeline for the study and review of amendments consistent with the Planning Commission's priorities	Consider amendment recommendations from Planning Commission, staff, and planning consultants and determine prioritization based on consideration of each amendment's effectiveness and the amount of effort required to complete them	Short Term
	2024-2025	Center District	Work with J-27 Development to meet project deadlines and construct new affordable housing units in partnership with the MEDC/ RAP Grant and the Ann Arbor Housing Authority	Create approx. 60 new units of affordable housing downtown	Provide updates and project management support to the development team, Ann Arbor Housing Authority, and MEDC as needed	Short term (? About 6 months)

Department	Yr	Area	Objective	Goal	Task	Long Term/Short Term
	2024-2025	Ward 1	Continue planning efforts at Water Street	Promote redevelopment opportunities at the Water Street site	Work with Carlisle Wortman to Conduct pre-development activities, including clean up, community engagement, and planning	Long Term
	2024-2025	Citywide	Tree preservation ordinance	Amend the zoning ordinance or create a regulatory ordinance pertaining to tree preservation.	Work with the City Attorney's office, Sustainability Commission if applicable, and DPS to craft an ordinance that is lawful in light of FP Development v. Canton Twp.	Short Term
	2024-2025	Citywide	Conduct a zoning audit	Identify opportunities to update the ordinance to improve effectiveness and clarity	Review the ordinance to consider opportunities for improvement, including alignment with Shape Ypsi, as well as planning best practices and state and federal law. Identify logical inconsistincies, discrepancies, and other clarificiations needed to refine the ordinance.	Short term (? About 6 months)
	2024-2025	Departmental	Digitzation of Records	Research and identify two or three possible programs and/or funding sources that could help us digitize our records.	Reach out to the State of Michigan Archives and researching grant programs	Long Term
Police	2024-2025	Recruitment	Hire and retain qualified police candidates	Hire and train 10 officers in 2024	Targeted recruitment educated ofcs	
	2024-2025	Retention	Retain officers	Improve competitive wage gap	Move officer to 2024 step 6	Provide education incentive of 3% BA
	2024-2025	Training and Development	Create strategic department training plan	Conduct leadership training with supervision	Create Chief Leadership Cohort	
				Hire consultant to conduct leadership training	Hire consultant to conduct training	
				Conduct significant in-service training for all ofcs	Identifiy three major topics for yr	
	2024-2025	Process Improvement	Establish processes to meet best practices	Find multi use software to for dept documentation	Implement Guarding tracking	
	2024-2025	Capital Improvement	Improve interior and exterior appearance of dept.	Remove carpet off walls and create adaquate space	Fix conference room	
				Refresh interior with paint and small improvements	Create true briefing and class room	
					Create Sergeants office	
					Move Lieutenants space	
					Move Chief's Office	
	2024-2025	Organization and Structure	Fully implement department reorganization	Split organization into Operations and Support	Reduce Lieutenant rank to two	
	2024-2025	Operations	Re-establish the investigations unit	identify and train 3 officers to fill roles	Hire enough staffing to move ofcs	
	2024-2025	Fleet	Replace dated fleet	Replace four vehicles/ sell aging vehicles with value	Implement strategy to buy and sell	
	2024-2025	Operations	Establish Community Relations Unit	Identify and train 2 officers to fill roles		

CAPITAL IMPROVEMENTS

CAPITAL	CAPITAL

Row Labels	FUND NAME	Description	24.25 Amended Budget	25.26 Amended Budget	Total
202	MAJOR STREET				
	9062				
	202-9062-7818-00	CONTRACTUAL SERVICE	(140,000)	0	(140,000)
	202-9062-7975-00	DESIGN ENGINEERING	0	0	0
	202-9062-7975-02	CONSTRUCTION ENGINEERING	0	0	0
	202-9062-7975-04	CONSTRUCTION	0	0	0
	9062 Total		(140,000)	0	(140,000)
	9067				
	202-9067-7818-00	HAWKINS TO HAMILTON	(229,000)	(286,500)	(515,500)
	202-9067-7818-01	HURON RIVER DRIVE	0	0	0
	202-9067-7818-25	FIRST TO HAWKINS	(371,000)	(470,766)	(841,766)
	202-9067-7818-34	CORNELL	(57,500)	(150,000)	(207,500)
	202-9067-7975-00	DESIGN	0	0	0
	202-9067-7975-02	CONSTRUCTION ENGINEERING	0	0	0
	202-9067-7975-03	CONSTRUCTION MDOT	0	0	0
	9067 Total		(657,500)	(907,266)	(1,564,766)
	9075				
	202-9075-7818-00	FOREST ST BRIDGE	0	0	0
	202-9075-7975-00	DESIGN ENGINEERING	0	0	0
	202-9075-7975-01	CONSTRUCTION	(30,000)	0	(30,000)
	202-9075-7975-02	CONSTRUCTION ENGINEERING	0	0	0
	9075 Total		(30,000)	0	(30,000)
	9077				
	202-9077-7975-00	DESIGN ENGINEERING	0	0	0
	202-9077-7975-02	CONSTRUCTION ENGINEERING	(31,250)	0	(31,250)
	202-9077-7975-03	MDOT CONSTRUCTION	(21,250)	0	(21,250)
	9077 Total		(52,500)	0	(52,500)
	9078				
	202-9078-7818-00	CONTRACTUAL SERVICE	(350,000)	(340,000)	(690,000)
	9078 Total		(350,000)	(340,000)	(690,000)
	9079				
	202-9079-7818-00	CONTRACTUAL SERVICE	(5,000)	0	(5,000)
	9079 Total		(5,000)	0	(5,000)
	9080				
	202-9080-7818-00	HURON/EMMET RELINE	0	(150,000)	(150,000)
	9080 Total		0	(150,000)	(150,000)
	9090				
	202-9090-7975-00	LEFORGE & FACTORY	(143,000)	(47,450)	(190,450)
	9090 Total		(143,000)	(47,450)	(190,450)
	MAJOR STREET Total		(1,378,000)	(1,444,716)	(2,822,716)

Row Labels	FUND NAME	Description	24.25 Amended Budget	25.26 Amended Budget	Total
414	CAPITAL IMPROVEMENT				
	2280				
	414-2280-7818-00	CONTRACTUAL SERVICES	(25,000)	0	(25,000)
	414-2280-7818-02	CONTRACTUAL SOFTWARE	0	0	0
	414-2280-7818-35	HARDWARE - EQUIPMENT	0	(25,000)	(25,000)
	2280 Total		(25,000)	(25,000)	(50,000)
	2651				
	414-2651-7818-00	CONTACTUAL SERVICES	(100,000)	(100,000)	(200,000)
	414-2651-7970-00	YFD SOLAR PROJECT	0	0	0
	414-2651-7971-99	FREIGHTHHOUSE IMPROVEMENTS	0	0	0
	414-2651-7972-01	HURON HAMILTON ROAD DIET	0	0	0
	2651 Total		(100,000)	(100,000)	(200,000)
	2652				
	414-2652-7970-02	CITY HALL	(500,000)	(550,000)	(1,050,000)
	414-2652-7970-03	DPS	(1,000,000)	(2,000,000)	(3,000,000)
	414-2652-7970-04	FIRE DEPARTMENT	(200,000)	(400,000)	(600,000)
	414-2652-7970-05	POLICE DEPARTMENT	(100,000)	(175,000)	(275,000)
	414-2652-7970-06	DPS-PRIOR YEAR	0	0	0
	414-2652-7971-20	CDBG INFRASTRUCTURE GRANT	0	0	0
	414-2652-7971-21	S PROSPECT IMPROVEMENT MAJOR	0	0	0
	414-2652-7971-22	N PROSPECT ROAD IMP CONS-MAJOR	0	0	0
	2652 Total		(1,800,000)	(3,125,000)	(4,925,000)
	3070				
	414-3070-7818-00	CONTRACTUAL SERVICES	(20,000)	(20,000)	(40,000)
	414-3070-7818-02	PRIOR YEAR CAPITAL	(15,000)	0	(15,000)
	3070 Total		(35,000)	(20,000)	(55,000)
	7510				
	414-7510-7706-00	PERMANENT WAGES - SALARIES	(10,000)	0	(10,000)
	414-7510-7709-00	OVERTIME	0	0	0
	414-7510-7714-02	WORKERS COMPENSATION	0	0	0
	414-7510-7714-05	SOCIAL SECURITY & MEDICARE	0	0	0
	414-7510-7714-07	HEALTHCARE SHARE	0	0	0
	414-7510-7714-08	HEALTHCARE PREMIUM	0	0	0
	414-7510-7714-16	HEALTH CARE WAIVERS	0	0	0
	414-7510-7714-17	DENTAL	0	0	0
	414-7510-7714-18	OPTICAL	0	0	0
	414-7510-7714-19	OPTICAL	0	0	0
	414-7510-7714-22	LONG TERM DISABILITY	0	0	0
	414-7510-7714-24	HCSP	0	0	0
	414-7510-7714-28	MERS ANNUAL	0	0	0
	414-7510-7714-30	HSA CONT	0	0	0
	414-7510-7714-31	MERS CONTRIBUTION 401A 7%	0	0	0
	414-7510-7721-00	MAINTENANCE ALLOWANCE	0	0	0
	414-7510-7818-00	CONTRACTUAL SERVICES	(100,000)	(150,000)	(250,000)
	414-7510-7943-00	MOTORPOOL RENTAL	0	0	0
	414-7510-7970-00	CAPITAL OUTLAY	0	0	0
	7510 Total		(110,000)	(150,000)	(260,000)
	7511				
	414-7511-7818-00	FROG ISLAND IMPROVEMENT	(200,000)	(400,000)	(600,000)
	7511 Total		(200,000)	(400,000)	(600,000)

Row Labels	FUND NAME	Description	24.25 Amended Budget	25.26 Amended Budget	Total
414	7520				
	414-7520-7818-00	CONTRACTUAL SERVICE	(3,800,000)	0	(3,800,000)
	7520 Total		(3,800,000)	0	(3,800,000)
	7521				
	414-7521-7987-00	DAM REMOVAL	(1,600,000)	(290,000)	(1,890,000)
	7521 Total		(1,600,000)	(290,000)	(1,890,000)
	7522				
	414-7522-7987-00	PARKRIDGE CAPITAL	0	(100,000)	(100,000)
	7522 Total		0	(100,000)	(100,000)
	7523				
	414-7523-7987-00	SENIOR CENTER	(80,000)	(50,000)	(130,000)
	7523 Total		(80,000)	(50,000)	(130,000)
	7524				
	414-7524-7818-00	CONTRACTAL SERVICE	(300,000)	0	(300,000)
	7524 Total		(300,000)	0	(300,000)
	7525				
	414-7525-7818-00	CONTRACTUAL SERVICE	(800,000)	(7,500,000)	(8,300,000)
	7525 Total		(800,000)	(7,500,000)	(8,300,000)
	9370				
	414-9370-7964-00	REFUND OTHER LOCAL AGENCY	0	0	0
	414-9370-7987-25	ASSESSING CAPITAL EQUIPMENT	0	0	0
	414-9370-7987-30	PERSONNEL CAPITAL EQUIPMENT	0	0	0
	414-9370-7987-40	POLICE CAPITAL EQUIPMENT	(55,000)	(60,000)	(115,000)
	414-9370-7987-45	FIRE CAPITAL EQUIPMENT	0	0	0
	414-9370-7987-50	DPW CAPITAL EQUIPMENT	(15,000)	(20,000)	(35,000)
	414-9370-7987-55	RECREATION CAPITAL PURCHASES	0	0	0
	414-9370-7987-60	PLANNING & DEV CAPITAL EQUIP.	0	0	0
	414-9370-7987-62	VOTER REGISTRATION	0	0	0
	414-9370-7987-63	PARKING EQUIPMENT	0	0	0
	414-9370-7987-64	PARKING EQUIPMENT PRIOR YEAR	0	0	0
	9370 Total		(70,000)	(80,000)	(150,000)
	CAPITAL IMPROVEMENT Total		**(8,920,000)**	**(11,840,000)**	**(20,760,000)**

Row Labels	FUND NAME	Description	24.25 Amended Budget	25.26 Amended Budget	Total
641	MOTORPOOL				
	9000				
	641-9000-7987-10	CAPITAL-ADMIN	0	(2,575)	(2,575)
	9000 Total		0	(2,575)	(2,575)
	9320				
	641-9320-7987-10	CAPITAL-MOTORPOOL	(738,100)	(302,500)	(1,040,600)
	641-9320-7987-12	PRIOR YEAR CAPITAL	(243,500)	0	(243,500)
	9320 Total		(981,600)	(302,500)	(1,284,100)
	9330				
	641-9330-7987-10	CAPITAL-MOTORPOOL	(100,000)	(210,000)	(310,000)
	641-9330-7987-12	PRIOR YEAR CAPITAL	0	0	0
	9330 Total		(100,000)	(210,000)	(310,000)
	9340				
	641-9340-7987-10	CAPITAL-MOTORPOOL	0	(1,500,000)	(1,500,000)
	9340 Total		0	(1,500,000)	(1,500,000)
	9350				
	641-9350-7987-10	CAPITAL-MOTORPOOL	(250,000)	0	(250,000)
	641-9350-7987-12	PRIOR YEAR CAPITAL	0	0	0
	9350 Total		(250,000)	0	(250,000)
	9360				
	641-9360-7987-10	CAPITAL-MOTORPOOL	0	(71,050)	(71,050)
	641-9360-7987-12	PRIOR YEAR CAPITAL	0	0	0
	9360 Total		0	(71,050)	(71,050)
	MOTORPOOL Total		**(1,331,600)**	**(2,086,125)**	**(3,417,725)**
Grand Total			**(11,629,600)**	**(15,370,841)**	**(27,000,441)**

Public Works Requests

Itemized Requests for 2025

Parking - ongoing lot improvements	**$50,000**
Parking - ongoing lot improvements	
Parks - Capital Projects	**$125,000**
Parks - Capital Projects	
Roads - Cornell (B2B to HRD)	**$148,200**
Roads - Cornell (B2B to HRD) City portion only Includes design engineering, construction engineering, and construction	
Roads - Cornell (Washtenaw to B2B)	**$191,000**
Roads - Cornell (Washtenaw to B2B) City portion only Includes design engineering, construction engineering, and construction	
Roads - Harriet (First to Hawkins)	**$270,766**
Roads - Harriet (First to Hawkins) Includes City Portion only for LAP project. Includes design engineering, construction engineering, and construction	
Roads - Harriet (Hawkins to Hamilton)	**$286,500**
Roads - Harriet (Hawkins to Hamilton) This is the anticipated City portion only of an LAP project. Includes design engineering, construction engineering, and construction.	
Roads - Local Road Pavement Preservation/Storm Water Improvements Program	**$150,000**
Roads - Local Road Pavement Preservation/Storm Water Improvements Program Annual program to maintain roads in good condition, inspect & perform priority repairs to stormwater infrastructure. Local road system.	
Sidewalks - CDBG Ramps	**$50,000**
Sidewalks - CDBG Ramps	
Sidewalks - Contracted Services	**$20,000**
Sidewalks - Contracted Services Design services for ramps (metro & CDBG) and sidewalk as needed	
Sidewalks - METRO Ramps	**$50,000**
Sidewalks - METRO Ramps	
Sidewalks - Sidewalk replacement	**$12,000**
Sidewalks - Sidewalk replacement	
Vehicles - DPS Enviro Foreman (#610)	**$35,000**
Vehicles - DPS Enviro Foreman (#610) Scheduled vehicle replacement	
Vehicles - DPS Supervisor (#101)	**$35,000**
Vehicles - DPS Supervisor (#101) Scheduled vehicle replacement	
Vehicles - Dump Truck Salt Truck (#112)	**$187,000**
Vehicles - Dump Truck Salt Truck (#112) Scheduled vehicle replacement	

Total: $1,610,466

Computer Sys - City Wide Requests

Itemized Requests for 2025

Computer Replacement	**$25,000**
Computer Replacement- regularly scheduled upgrade/replacement	

Total: $25,000

Police Requests

Itemized Requests for 2025

Vehicles - PD Vehicles	**$90,000**
Vehicles - PD Vehicles	
YPD In Car Camera System	**$10,000**
YPD In Car Camera System	

Total: $100,000

CIP 2022-2026

Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver services to its residents. These assets include equipment, vehicles, roads, bridges, buildings, storm water systems, parklands, parking facilities, and more.
Michigan municipalities are required by PA 33 of 2008 to assemble a six-year Capital Improvements Plan to maintain, improve, or remove these assets; the City of Ypsilanti's Charter similarly requires that a five-year capital program be adopted annually. This plan spans six fiscal years.
A Capital Improvement Plan (CIP) is a multi-year planning that identifies needs and financing sources for public assets. It complements the budget process, and provides valuable information to Council to aid in budget discussions. It includes information already included in the budget, to some extent, but also incorporates information from other adopted plans.
The CIP provides the link between planning and budgeting for capital expenditures to ensure that capital improvements are both fiscally sound and consistent with City long-range priorities, goals, and objectives

Capitalization Criteria
Threshold: $10,000 threshold is used for any individual asset purchase costing $10,000 or more to be capitalized. This threshold applies to both individual items and groups of related items that together exceed $10,000.
Useful Life: The asset should have a useful life extending beyond one year. If an expense meets the cost threshold but has a short useful life (e.g., consumables or supplies), it may not qualify for capitalization.

Relationship between CIP and Adopted Plans
The CIP is a tool in implementing the long-range goals of the adopted master plan, recreation plan, nonmotorized plan, climate action &/or sustainability plans, as well as the more immediate annual Council-adopted goals. Many of these goals call for physical improvements, not just policy updates; ensuring that these improvements are planned and budgeted for is a practical step towards implementation

Capital Project effect on Operating Budget
Initial investments in the Capital Improvement Fund are paid for by the General Fund thru a transfer unless the project has another source of revenue like grants or contributions. The Motorpool fund is funded thru charges based on the use of a particular department or fund. Maintenace and operating expenses are not part of the capital improvement plans and are expensed as part of the operating budget.

Capital Expenditures
Capital assets include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items). The city defines capital assets as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition cost at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital Source of Revenue
Building Improvements and equipment are currently funded by a transfer from the General Fund.
Park Improvements are funded by a transfer from the Public Safety and Mental Health Millage Fund.
Road Infrastructure are funded by Michigan Transportation Fund(MTF).
Sidewalk Improvements are funded thru the metro act.
Vehicles are funded thru the Motorpool Charges.

Prioritization of Projects
The City uses different categories in selecting which projects to complete:

Mandatory
- The projects in this category address legal, regulatory, or contractual requirements. This category could include such projects as the installation of sidewalk ADA ramps per the City's court settlement, or the purchase of staff personal protective equipment called for by contract or MIOSHA standards.

Risk Avoidance
- This includes, but is not limited to, projects that address a safety issue for Ypsilanti's residents, workers, and visitors. This may include replacing a roof on a public facility, remediation for environmental issues in City facilities, bridge repair or replacement, or dam removal. This category also includes projects that mitigate a significant legal risk or otherwise avoid significant costs, such as catastrophic damage, or legal settlements.

Cost Avoidance

- In this category (new in 2024) are projects that may cost a significant of money now, but either have a direct return on investment (such as investment in energy efficiency),

Strategic

- These projects address long-term community needs and goals. They may be part of multiyear strategies for economic, social, or environmental sustainability, and have likely been identified in Shape Ypsilanti, the Parks and Recreation master plan, the Climate Action Plan, Reimagine Washtenaw, or another adopted plan or policy, or they may be new opportunities that strongly align with or further one of the goals of these documents.

Added Value

- These are projects that are generally considered “nice to have.” They are projects that would improve the City in some manner, but do not improve regulatory compliance, have a significant safety impact, save the City money, or further the long-term strategic goals of the City in a meaningful way.. However, these are projects that would bring value to the City’s residents.

CAPITAL	CAPITAL			
Row Labels	Sum of ACTUAL2022/2023	AMENDED BUDGET # 22023/2024	REQUESTED BUDGET 2024/2025	REQUESTED BUDGET 2025/2026
202-MAJOR STREET				
9062-COUNTY STREET MILLAGE				
EXPENDITURE	(54,809)	(169,700)	($140,000)	(150,000)
9062-COUNTY STREET MILLAGE Total	(54,809)	(169,700)	($140,000)	(150,000)
9067-2019 FAC				
EXPENDITURE	0	(1,233,643)	($557,500)	(707,266)
9067-2019 FAC Total	0	(1,233,643)	($557,500)	(707,266)
9069-SAW GRANT				
EXPENDITURE	(3,253)	(3,109)	$0	0
9069-SAW GRANT Total	(3,253)	(3,109)	$0	0
9075-FOREST ST BRIDGE				
EXPENDITURE	(14,585)	(350,638)	($235,000)	0
9075-FOREST ST BRIDGE Total	(14,585)	(350,638)	($235,000)	0
9077-N HURON RIVER DR				
EXPENDITURE	(385,123)	(1,411,281)	$0	0
9077-N HURON RIVER DR Total	(385,123)	(1,411,281)	$0	0
9078-CROSS ST BRIDGE				
EXPENDITURE	(17,153)	0	($350,000)	(340,000)
9078-CROSS ST BRIDGE Total	(17,153)	0	($350,000)	(340,000)
9079-HRUON ST PEDESTRIAN				
EXPENDITURE	(368,152)	(31,795)	$0	0
9079-HRUON ST PEDESTRIAN Total	(368,152)	(31,795)	$0	0
9080-STORM WATER				
EXPENDITURE	0	0	($140,000)	(140,000)
9080-STORM WATER Total	0	0	($140,000)	(140,000)
9081-HURON HAMILTON				
EXPENDITURE	0	(18,163)	$0	0
9081-HURON HAMILTON Total	0	(18,163)	$0	0
9090-LEFORGE FACTORY				
EXPENDITURE	(77,297)	(11,236)	($143,000)	(47,450)
9090-LEFORGE FACTORY Total	(77,297)	(11,236)	($143,000)	(47,450)
202-MAJOR STREET Total	(920,372)	(3,229,565)	($1,565,500)	(1,384,716)
414-CAPITAL IMPROVEMENT				
2280-COMPUTER UPGRADES				
EXPENDITURE	(28,255)	(25,000)	($25,000)	(25,000)
2280-COMPUTER UPGRADES Total	(28,255)	(25,000)	($25,000)	(25,000)
2650				
EXPENDITURE	(19,935)	0	$0	0
2650 Total	(19,935)	0	$0	0
2651-SOLAR UPGRADES				
EXPENDITURE	0	0	($100,000)	(100,000)
2651-SOLAR UPGRADES Total	0	0	($100,000)	(100,000)
2652-FACILITIES IMPROVEMENT				
EXPENDITURE	(34,236)	(1,260,764)	($1,800,000)	(1,200,000)
2652-FACILITIES IMPROVEMENT Total	(34,236)	(1,260,764)	($1,800,000)	(1,200,000)
3010				
FUNDING	85,000	0	$0	0
EXPENDITURE	(43,281)	0	$0	0
3010 Total	41,719	0	$0	0
3070-FIRE DEPARTMENT				
EXPENDITURE	0	0	($35,000)	(20,000)
3070-FIRE DEPARTMENT Total	0	0	($35,000)	(20,000)
7500				
FUNDING	(32,844)	0	$0	0
7500 Total	(32,844)	0	$0	0
7510-PARK CAPITAL				
FUNDING	125,000	125,000	$125,000	62,500
EXPENDITURE	(26,402)	(196,014)	($110,000)	(100,000)
7510-PARK CAPITAL Total	98,598	(71,014)	$15,000	(37,500)
7511-FROG ISLAND				
FUNDING	0	310,800	$0	0

Row Labels	Sum of ACTUAL2022/2023	AMENDED BUDGET # 22023/2024	REQUESTED BUDGET 2024/2025	REQUESTED BUDGET 2025/2026
EXPENDITURE	0	(360,000)	($200,000)	(160,000)
7511-FROG ISLAND Total	**0**	**(49,200)**	**($200,000)**	**(160,000)**
7521-DAM REMOVAL				
FUNDING	0	0	$1,500,000	0
EXPENDITURE	0	(500,000)	($1,500,000)	0
7521-DAM REMOVAL Total	**0**	**(500,000)**	**$0**	**0**
7522-PARKRIDGE				
FUNDING	0	300,000	$0	0
EXPENDITURE	0	(300,000)	$0	0
7522-PARKRIDGE Total	**0**	**0**	**$0**	**0**
7523-SENIOR CENTER				
EXPENDITURE	0	0	($80,000)	0
7523-SENIOR CENTER Total	**0**	**0**	**($80,000)**	**0**
9370-DEPARTMENT EQUIPMENT				
FUNDING	13,947	0	$0	0
EXPENDITURE	(29,472)	(45,000)	($70,000)	(75,000)
9370-DEPARTMENT EQUIPMENT Total	**(15,525)**	**(45,000)**	**($70,000)**	**(75,000)**
414-CAPITAL IMPROVEMENT Total	**9,522**	**(1,950,978)**	**($2,295,000)**	**(1,617,500)**
641-MOTORPOOL				
9320-DPS				
EXPENDITURE	(80,380)	(260,000)	($981,600)	(302,500)
9320-DPS Total	**(80,380)**	**(260,000)**	**($981,600)**	**(302,500)**
9330-POLICE				
EXPENDITURE	(48,431)	(141,569)	($100,000)	(100,000)
9330-POLICE Total	**(48,431)**	**(141,569)**	**($100,000)**	**(100,000)**
9340-FIRE				
EXPENDITURE	0	(45,480)	$0	0
9340-FIRE Total	**0**	**(45,480)**	**$0**	**0**
9350-ENVIRONMENTAL				
EXPENDITURE	(98,722)	(1,083,000)	($250,000)	0
9350-ENVIRONMENTAL Total	**(98,722)**	**(1,083,000)**	**($250,000)**	**0**
641-MOTORPOOL Total	**(227,533)**	**(1,530,049)**	**($1,331,600)**	**(402,500)**
Grand Total	**(1,138,383)**	**(6,710,592)**	**($5,192,100)**	**(3,404,716)**

DEBT

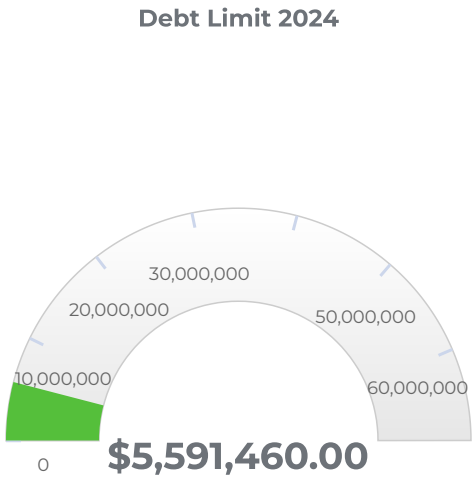
Legal Debt Margin Information

The **legal debt margin** is an important financial metric for the city, reflecting its ability to incur additional debt without breaching its legal or policy-imposed limits.

Importance of the Legal Debt Margin

1. **Financial Flexibility**:
   - Indicates how much additional debt the city can incur without violating legal or regulatory limits.
   - Provides insight into the city's financial health and capacity for future borrowing.
2. **Creditworthiness**:
   - A high legal debt margin can positively impact the city's credit rating, as it shows prudent financial management and lower risk of over-leveraging.
   - A low or negative margin can raise concerns among creditors and investors.
3. **Budget Planning**:
   - Helps city planners and officials make informed decisions about capital projects and long-term financial planning.
   - Ensures the city remains within safe borrowing limits while addressing infrastructure needs and other capital expenditures.

Based on this metric City has a total debt of $6.4 million and debt capacity of unto $60M or a legal debt margin of about $53.6M. The city can consider borrowing more funds for capital projects or other needs provided it also evaluates its ability to service this additional debt through its revenue streams and maintains a healthy financial position.



PURPOSE OF DEBT

General Oblications Debt

- 2016 A Refunding Bonds and 2016 B Refunding Bonds were issued to for the purpose of providing amounts sufficient to provide payment of the principal and interest on the Refunded Bonds. These bonds were initially used for the acquisition and development of the Water Street Property of the City.

Revenue Bonds

- These bonds were issued by Ypslanti Community Utilities Authority(YCUA) for the City's portion on water system improvements and watermain connection to Detroit water

Debt Obligation Summary

Description	Fund	Type	Purpose	Moody's Credit Rating	Year
2016 Refunding Bonds	304	General Obligation	Water St. Debt Payment	A1	2023
2016 Refunding Bonds	304	General Obligation	Water St. Debt Payment	A1	2020
2002B Water and Sewer	364	Revenue Bonds	Water and wastewater service	A1	
2003D Water and Sewer	469	Revenue Bonds	Water and wastewater service	A1	
2003C Water and Sewer	471	Revenue Bonds	Water and wastewater service	A1	
2004B Water and Sewer	474	Revenue Bonds	Water and wastewater service	A1	
2006 Water and Sewer	478	Revenue Bonds	Water and wastewater service	A1	
2007 Water and Sewer	479	Revenue Bonds	Water and wastewater service	A1	
2008 Water and Sewer	480	Revenue Bonds	Water and wastewater service	A1	
2009 Water and Sewer	481	Revenue Bonds	Water and wastewater service	A1	
2012 Factory Street Pump	482	Revenue Bonds	Water and wastewater service	A1	
2013 Water and Sewer	483	Revenue Bonds	Water and wastewater service	A1	
2015 Drinking Water	485	Revenue Bonds	Water and wastewater service	A1	
2016 Water and Sewer	486	Revenue Bonds	Water and wastewater service	A1	

Payment Shedule

FY	24-25

Date	Description	Principal Payment	Interest Payment	Total Payment
9/1/2024				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	(170,000)	(14,500)	(184,500)
486	2016 WATER & SEWER REFUNDING BONDS	(1,135,000)	(81,700)	(1,216,700)
Revenue Bonds Total		**(1,305,000)**	**(96,200)**	**(1,401,200)**
9/1/2024 Total		(1,305,000)	(96,200)	(1,401,200)
10/1/2024				
Revenue Bonds				
474	2004-B Water & Sewer System Proj # 7123-01	(385,000)	(4,091)	(389,091)
479	2007 Water & Sewer System Proj # 7215-01	(20,000)	(730)	(20,730)
480	2008 Water & Sewer System Proj # 7248-01	(25,000)	(1,553)	(26,553)
481	2009 Water & Sewer System Proj # 7249-01	(10,000)	(613)	(10,613)
482	2012 Factory Street Pump Station SRF 5501-01	(145,000)	(20,375)	(165,375)
485	2015 Drinking Water YCUA PROJ #7320-01	(20,000)	(2,683)	(22,683)
Revenue Bonds Total		**(605,000)**	**(30,045)**	**(635,045)**
10/1/2024 Total		(605,000)	(30,045)	(635,045)
11/1/2024				
General Obligation Bonds				
304	2016 A Refunding Bonds	0	(79,848)	(79,848)
	2016 B Refunding Bonds	0	(20,194)	(20,194)
General Obligation Bonds Total		**0**	**(100,041)**	**(100,041)**
11/1/2024 Total		0	(100,041)	(100,041)
3/1/2025				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	0	(11,100)	(11,100)
486	2016 WATER & SEWER REFUNDING BONDS		(59,000)	(59,000)
Revenue Bonds Total		**0**	**(70,100)**	**(70,100)**
3/1/2025 Total		0	(70,100)	(70,100)
4/1/2025				
Revenue Bonds				
479	2007 Water & Sewer System Proj # 7215-01	0	(517)	(517)
480	2008 Water & Sewer System Proj # 7248-01	0	(1,241)	(1,241)
481	2009 Water & Sewer System Proj # 7249-01	0	(488)	(488)
482	2012 Factory Street Pump Station SRF 5501-01	0	(18,563)	(18,563)
485	2015 Drinking Water YCUA PROJ #7320-01		(2,433)	(2,433)
Revenue Bonds Total		**0**	**(23,242)**	**(23,242)**
4/1/2025 Total		0	(23,242)	(23,242)
5/1/2025				
General Obligation Bonds				
304	2016 A Refunding Bonds	(560,000)	(79,848)	(639,848)
	2016 B Refunding Bonds	(150,000)	(20,194)	(170,194)
General Obligation Bonds Total		**(710,000)**	**(100,041)**	**(810,041)**
5/1/2025 Total		(710,000)	(100,041)	(810,041)
Grand Total		**(2,620,000)**	**(419,669)**	**(3,039,669)**

FY	25-26

Date	Description	Principal Payment	Interest Payment	Total Payment
9/1/2025				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	(180,000)	(11,100)	(191,100)
486	2016 WATER & SEWER REFUNDING BONDS	(1,175,000)	(59,000)	(1,234,000)
Revenue Bonds Total		**(1,355,000)**	**(70,100)**	**(1,425,100)**
9/1/2025 Total		**(1,355,000)**	**(70,100)**	**(1,425,100)**
10/1/2025				
Revenue Bonds				
479	2007 Water & Sewer System Proj # 7215-01	(25,000)	(517)	(25,517)
480	2008 Water & Sewer System Proj # 7248-01	(25,000)	(1,241)	(26,241)
481	2009 Water & Sewer System Proj # 7249-01	(10,000)	(488)	(10,488)
482	2012 Factory Street Pump Station SRF 5501-01	(150,000)	(18,562)	(168,562)
485	2015 Drinking Water YCUA PROJ #7320-01	(20,000)	(2,433)	(22,433)
Revenue Bonds Total		**(230,000)**	**(23,241)**	**(253,241)**
10/1/2025 Total		**(230,000)**	**(23,241)**	**(253,241)**
11/1/2025				
General Obligation Bonds				
304	2016 A Refunding Bonds	0	(71,616)	(71,616)
	2016 B Refunding Bonds	0	(17,989)	(17,989)
General Obligation Bonds Total		**0**	**(89,604)**	**(89,604)**
11/1/2025 Total		**0**	**(89,604)**	**(89,604)**
3/1/2026				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	0	(7,500)	(7,500)
486	2016 WATER & SEWER REFUNDING BONDS		(35,500)	(35,500)
Revenue Bonds Total		**0**	**(43,000)**	**(43,000)**
3/1/2026 Total		**0**	**(43,000)**	**(43,000)**
4/1/2026				
Revenue Bonds				
479	2007 Water & Sewer System Proj # 7215-01	0	(252)	(252)
480	2008 Water & Sewer System Proj # 7248-01	0	(928)	(928)
481	2009 Water & Sewer System Proj # 7249-01	0	(363)	(363)
482	2012 Factory Street Pump Station SRF 5501-01	0	(16,688)	(16,688)
485	2015 Drinking Water YCUA PROJ #7320-01		(2,183)	(2,183)
Revenue Bonds Total		**0**	**(20,413)**	**(20,413)**
4/1/2026 Total		**0**	**(20,413)**	**(20,413)**
5/1/2026				
General Obligation Bonds				
304	2016 A Refunding Bonds	(580,000)	(71,616)	(651,616)
	2016 B Refunding Bonds	(150,000)	(17,989)	(167,989)
General Obligation Bonds Total		**(730,000)**	**(89,604)**	**(819,604)**
5/1/2026 Total		**(730,000)**	**(89,604)**	**(819,604)**
Grand Total		**(2,315,000)**	**(335,963)**	**(2,650,963)**

FY	26-27

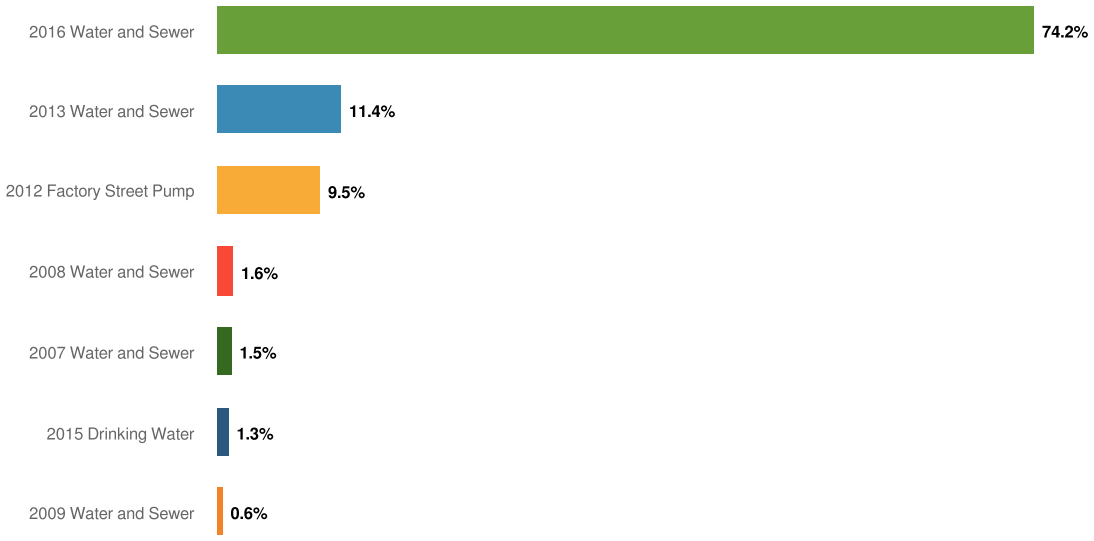
Date	Description	Principal Payment	Interest Payment	Total Payment
9/1/2026				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	(185,000)	(7,500)	(192,500)
486	2016 WATER & SEWER REFUNDING BONDS	(1,205,000)	(35,500)	(1,240,500)
Revenue Bonds Total		**(1,390,000)**	**(43,000)**	**(1,433,000)**
9/1/2026 Total		(1,390,000)	(43,000)	(1,433,000)
10/1/2026				
Revenue Bonds				
479	2007 Water & Sewer System Proj # 7215-01	(23,702)	(252)	(23,954)
480	2008 Water & Sewer System Proj # 7248-01	(25,000)	(928)	(25,928)
481	2009 Water & Sewer System Proj # 7249-01	(10,000)	(363)	(10,363)
482	2012 Factory Street Pump Station SRF 5501-01	(155,000)	(16,688)	(171,688)
485	2015 Drinking Water YCUA PROJ #7320-01	(25,000)	(2,183)	(27,183)
Revenue Bonds Total		**(238,702)**	**(20,413)**	**(259,115)**
10/1/2026 Total		(238,702)	(20,413)	(259,115)
11/1/2026				
General Obligation Bonds				
304	2016 A Refunding Bonds	0	(62,655)	(62,655)
	2016 B Refunding Bonds	0	(15,671)	(15,671)
General Obligation Bonds Total		**0**	**(78,326)**	**(78,326)**
11/1/2026 Total		0	(78,326)	(78,326)
3/1/2027				
Revenue Bonds				
478	2006 WATER & SEWER REFUNDING BONDS			0
483	2013 WATER & SEWER REFUNDING BONDS	0	(3,800)	(3,800)
486	2016 WATER & SEWER REFUNDING BONDS		(11,400)	(11,400)
Revenue Bonds Total		**0**	**(15,200)**	**(15,200)**
3/1/2027 Total		0	(15,200)	(15,200)
4/1/2027				
Revenue Bonds				
480	2008 Water & Sewer System Proj # 7248-01	0	(616)	(616)
481	2009 Water & Sewer System Proj # 7249-01	0	(238)	(238)
482	2012 Factory Street Pump Station SRF 5501-01	0	(14,750)	(14,750)
485	2015 Drinking Water YCUA PROJ #7320-01		(1,871)	(1,871)
Revenue Bonds Total		**0**	**(17,474)**	**(17,474)**
4/1/2027 Total		0	(17,474)	(17,474)
5/1/2027				
General Obligation Bonds				
304	2016 A Refunding Bonds	(605,000)	(62,655)	(667,655)
	2016 B Refunding Bonds	(155,000)	(15,671)	(170,671)
General Obligation Bonds Total		**(760,000)**	**(78,326)**	**(838,326)**
5/1/2027 Total		(760,000)	(78,326)	(838,326)
Grand Total		**(2,388,702)**	**(252,739)**	**(2,641,441)**

Debt Snapshot

$1,583,702

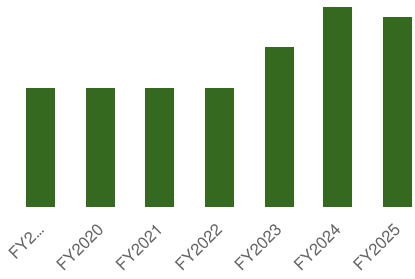
-$1,041,298 (-39.67% vs. 2024 year)

Debt by Type



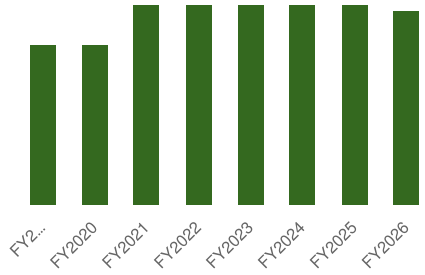
Financial Summary	FY2024	FY2025	% Change
Debt	**Actual**	**Actual**	
2016 A Refunding Bonds	$560,000	$0	-100%
2016 B Refunding Bonds	$150,000	$0	-100%
2004-A Downtown Development Limited	$0	$0	0%
2002B Water and Sewer	$0	$0	0%
2003D Water and Sewer	$0	$0	0%
2003C Water and Sewer	$0	$0	0%
2004B Water and Sewer	$385,000	$0	-100%
2007 Water and Sewer	$25,000	$23,702	-5.2%
2008 Water and Sewer	$25,000	$25,000	0%
2009 Water and Sewer	$10,000	$10,000	0%
2012 Factory Street Pump	$145,000	$150,000	3.4%
2013 Water and Sewer	$170,000	$180,000	5.9%
2015 Drinking Water	$20,000	$20,000	0%
2016 Water and Sewer	$1,135,000	$1,175,000	3.5%
Total Debt:	**$2,625,000**	**$1,583,702**	**-39.7%**

2007 Water and Sewer



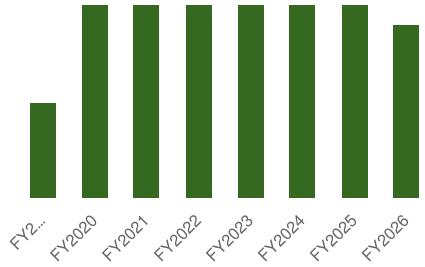
Financial Summary	FY2024	FY2025	% Change
2007 Water and Sewer	**Actual**	**Actual**	
2007 Water and Sewer	$25,000	$23,702	-5.2%
Total 2007 Water and Sewer:	**$25,000**	**$23,702**	**-5.2%**

2008 Water and Sewer



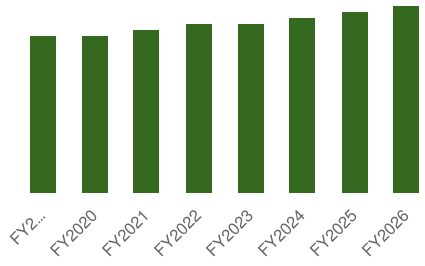
Financial Summary	FY2024	FY2025	% Change
2008 Water and Sewer	**Actual**	**Actual**	
2008 Water and Sewer	$25,000	$25,000	0%
Total 2008 Water and Sewer:	**$25,000**	**$25,000**	**0%**

2009 Water and Sewer



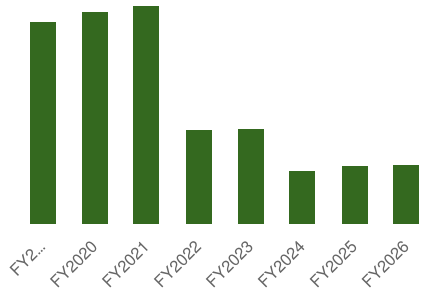
Financial Summary	FY2024	FY2025	% Change
2009 Water and Sewer	**Actual**	**Actual**	
2009 Water and Sewer	$10,000	$10,000	0%
Total 2009 Water and Sewer:	**$10,000**	**$10,000**	**0%**

2012 Factory Street Pump



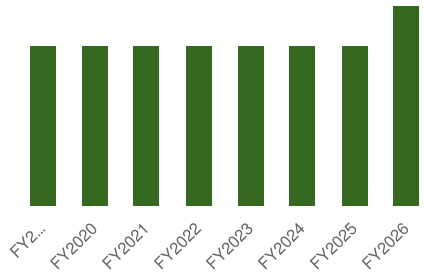
Financial Summary	FY2024	FY2025	% Change
2012 Factory Street Pump	**Actual**	**Actual**	
2012 Factory Street Pump	$145,000	$150,000	3.4%
Total 2012 Factory Street Pump:	**$145,000**	**$150,000**	**3.4%**

2013 Water and Sewer



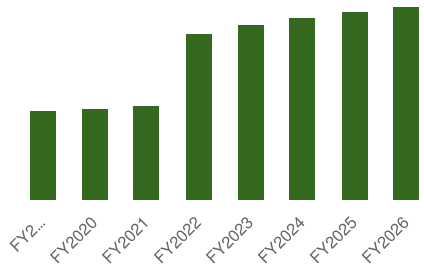
Financial Summary	FY2024	FY2025	% Change
2013 Water and Sewer	**Actual**	**Actual**	
2013 Water and Sewer	$170,000	$180,000	5.9%
Total 2013 Water and Sewer:	**$170,000**	**$180,000**	**5.9%**

2015 Drinking Water



Financial Summary	FY2024	FY2025	% Change
2015 Drinking Water	**Actual**	**Actual**	
2015 Drinking Water	$20,000	$20,000	0%
Total 2015 Drinking Water:	**$20,000**	**$20,000**	**0%**

2016 Water and Sewer



Financial Summary	FY2024	FY2025	% Change
2016 Water and Sewer	**Actual**	**Actual**	
2016 Water and Sewer	$1,135,000	$1,175,000	3.5%
Total 2016 Water and Sewer:	**$1,135,000**	**$1,175,000**	**3.5%**

Debt to Maturity

Debt Fund #	Description	Fiscal Year 24-25	25-26	26-27
Governmental				
General Obligation Bonds				
304	2016 A Refunding Bonds	(560,000)	(580,000)	(605,000)
	2016 B Refunding Bonds	(150,000)	(150,000)	(155,000)
General Obligation Bonds Total		**(710,000)**	**(730,000)**	**(760,000)**
Revenue Bonds				
474	2004-B Water & Sewer System Proj # 7123-01	(385,000)		
479	2007 Water & Sewer System Proj # 7215-01	(20,000)	(25,000)	(23,702)
480	2008 Water & Sewer System Proj # 7248-01	(25,000)	(25,000)	(25,000)
481	2009 Water & Sewer System Proj # 7249-01	(10,000)	(10,000)	(10,000)
482	2012 Factory Street Pump Station SRF 5501-01	(145,000)	(150,000)	(155,000)
483	2013 WATER & SEWER REFUNDING BONDS	(170,000)	(180,000)	(185,000)
485	2015 Drinking Water YCUA PROJ #7320-01	(20,000)	(20,000)	(25,000)
486	2016 WATER & SEWER REFUNDING BONDS	(1,135,000)	(1,175,000)	(1,205,000)
Revenue Bonds Total		**(1,910,000)**	**(1,585,000)**	**(1,628,702)**
Installment Obligations				
412	Bitmore Agreement	0	0	0
Installment Obligations Total		**0**	**0**	**0**
Governmental Total		**(2,620,000)**	**(2,315,000)**	**(2,388,702)**
Grand Total		**(2,620,000)**	**(2,315,000)**	**(2,388,702)**

Debt Fund #	Description	27-28	28-29	29-30
Governmental				
General Obligation Bonds				
304	2016 A Refunding Bonds	(635,000)	(665,000)	(695,000)
	2016 B Refunding Bonds	(160,000)	(165,000)	(175,000)
General Obligation Bonds Total		**(795,000)**	**(830,000)**	**(870,000)**
Revenue Bonds				
474	2004-B Water & Sewer System Proj # 7123-01			
479	2007 Water & Sewer System Proj # 7215-01			
480	2008 Water & Sewer System Proj # 7248-01	(25,000)	(24,253)	
481	2009 Water & Sewer System Proj # 7249-01	(10,000)	(9,029)	
482	2012 Factory Street Pump Station SRF 5501-01	(155,000)	(160,000)	(165,000)
483	2013 WATER & SEWER REFUNDING BONDS	(190,000)		
485	2015 Drinking Water YCUA PROJ #7320-01	(25,000)	(25,000)	(25,000)
486	2016 WATER & SEWER REFUNDING BONDS	(570,000)		
Revenue Bonds Total		**(975,000)**	**(218,282)**	**(190,000)**
Installment Obligations				
412	Bitmore Agreement	0	0	0
Installment Obligations Total		**0**	**0**	**0**
Governmental Total		**(1,770,000)**	**(1,048,282)**	**(1,060,000)**
Grand Total		**(1,770,000)**	**(1,048,282)**	**(1,060,000)**

Debt Fund #	Description	30-31	31-32	32-33
Governmental				
General Obligation Bonds				
304	2016 A Refunding Bonds	(735,000)		
	2016 B Refunding Bonds	(180,000)		
General Obligation Bonds Total		**(915,000)**		
Revenue Bonds				
474	2004-B Water & Sewer System Proj # 7123-01			
479	2007 Water & Sewer System Proj # 7215-01			
480	2008 Water & Sewer System Proj # 7248-01			
481	2009 Water & Sewer System Proj # 7249-01			
482	2012 Factory Street Pump Station SRF 5501-01	(170,000)	(175,000)	(175,000)
483	2013 WATER & SEWER REFUNDING BONDS			
485	2015 Drinking Water YCUA PROJ #7320-01	(25,000)	(25,000)	(25,000)
486	2016 WATER & SEWER REFUNDING BONDS			
Revenue Bonds Total		**(195,000)**	**(200,000)**	**(200,000)**
Installment Obligations				
412	Bitmore Agreement	0	0	0
Installment Obligations Total		**0**	**0**	**0**
Governmental Total		**(1,110,000)**	**(200,000)**	**(200,000)**
Grand Total		**(1,110,000)**	**(200,000)**	**(200,000)**

Debt Fund #	Description	33-34	34-35
Governmental			
General Obligation Bonds			
304	2016 A Refunding Bonds		
	2016 B Refunding Bonds		
General Obligation Bonds Total			
Revenue Bonds			
474	2004-B Water & Sewer System Proj # 7123-01		
479	2007 Water & Sewer System Proj # 7215-01		
480	2008 Water & Sewer System Proj # 7248-01		
481	2009 Water & Sewer System Proj # 7249-01		
482	2012 Factory Street Pump Station SRF 5501-01	(15,736)	
483	2013 WATER & SEWER REFUNDING BONDS		
485	2015 Drinking Water YCUA PROJ #7320-01	(25,000)	(30,000)
486	2016 WATER & SEWER REFUNDING BONDS		
Revenue Bonds Total		**(40,736)**	**(30,000)**
Installment Obligations			
412	Bitmore Agreement	0	(340,000)
Installment Obligations Total		**0**	**(340,000)**
Governmental Total		**(40,736)**	**(370,000)**
Grand Total		**(40,736)**	**(370,000)**

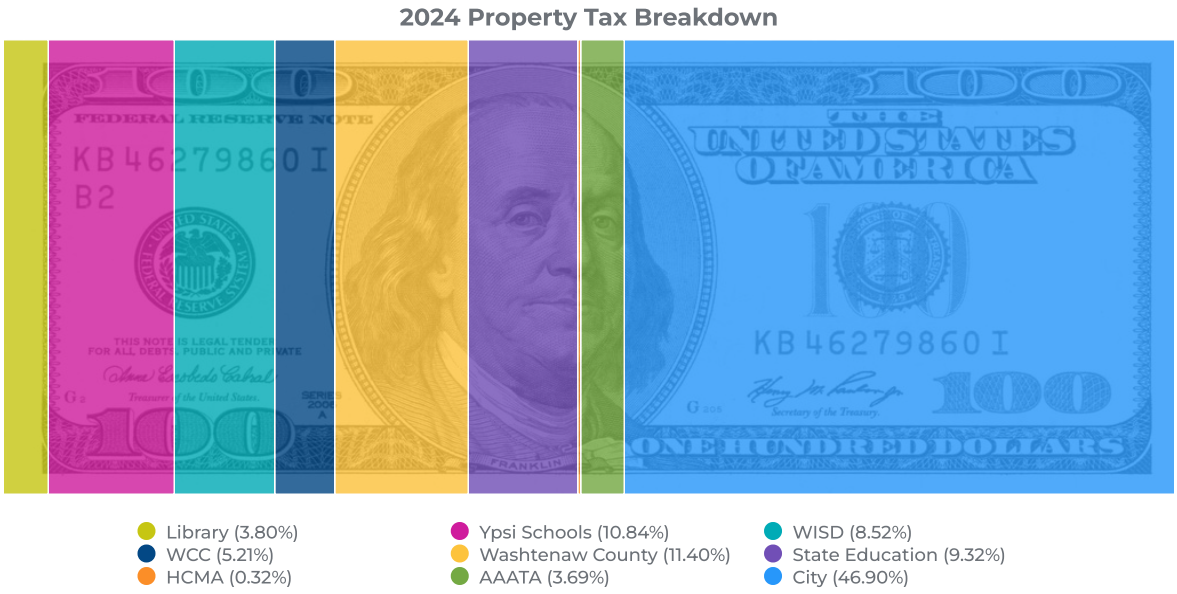
Debt Fund #	Description	Grand Total
Governmental		
General Obligation Bonds		
304	2016 A Refunding Bonds	(4,475,000)
	2016 B Refunding Bonds	(1,135,000)
General Obligation Bonds Total		**(5,610,000)**
Revenue Bonds		
474	2004-B Water & Sewer System Proj # 7123-01	(385,000)
479	2007 Water & Sewer System Proj # 7215-01	(68,702)
480	2008 Water & Sewer System Proj # 7248-01	(124,253)
481	2009 Water & Sewer System Proj # 7249-01	(49,029)
482	2012 Factory Street Pump Station SRF 5501-01	(1,465,736)
483	2013 WATER & SEWER REFUNDING BONDS	(725,000)
485	2015 Drinking Water YCUA PROJ #7320-01	(270,000)
486	2016 WATER & SEWER REFUNDING BONDS	(4,085,000)
Revenue Bonds Total		**(7,172,720)**
Installment Obligations		
412	Bitmore Agreement	(340,000)
Installment Obligations Total		**(340,000)**
Governmental Total		**(13,122,720)**
Grand Total		**(13,122,720)**

LINE ITEM BUDGET

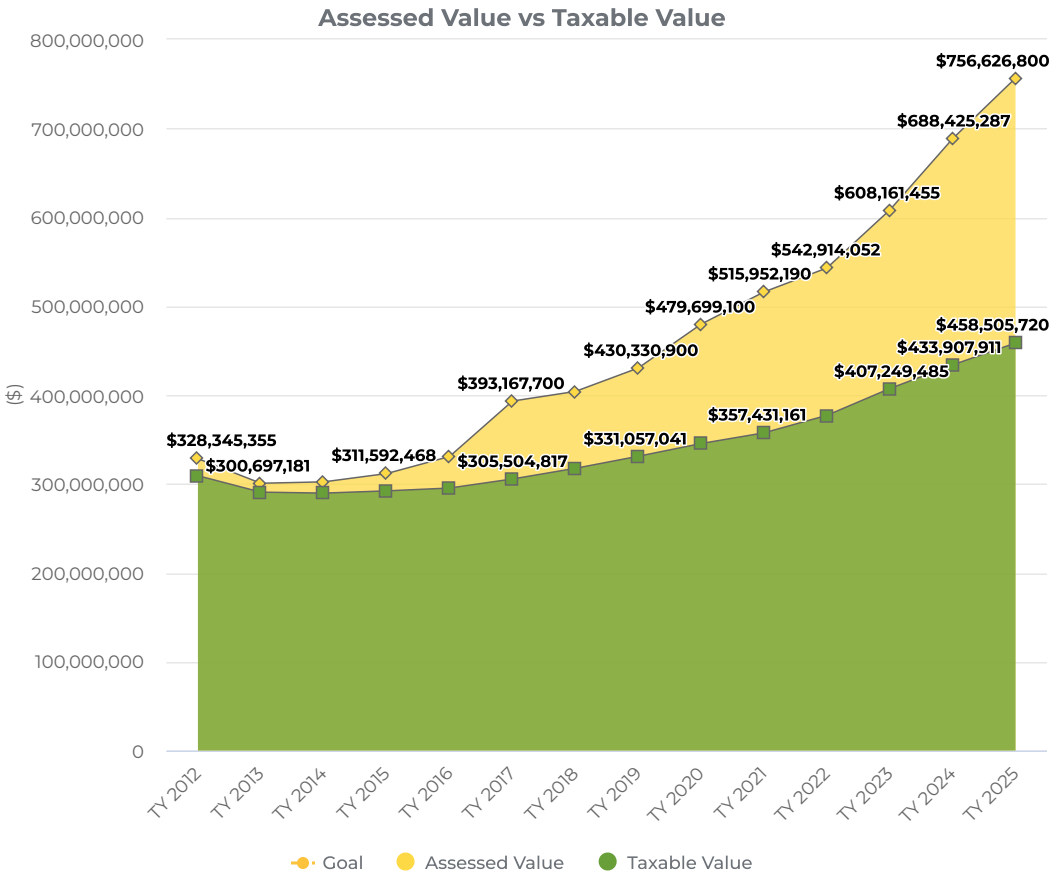
Line Item Budget

"The information presented in this budget book is based on the attached line-item budget."

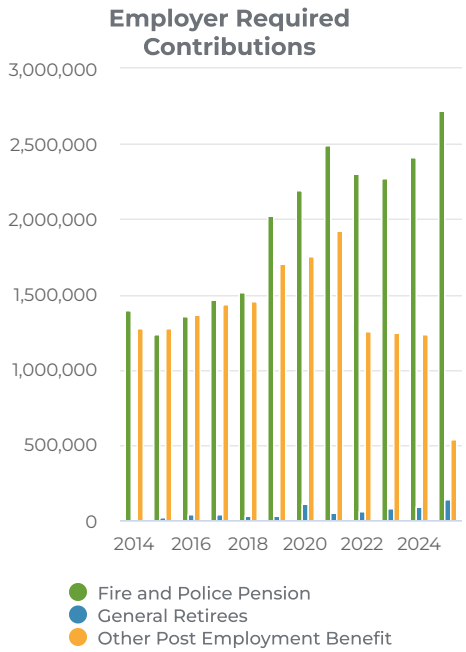
STATISTICAL DATA



Source: City of Ypsilanti Assessing Division



Pension and OPEB Contribution



The City has two Pension System Plans and one Other Post Employment Benefit(OPEB) Plan. The City contributes to the Pension plans as required by the State of Michigan and also contributes to the OPEB Plan based on Actuarially Determined Contribution

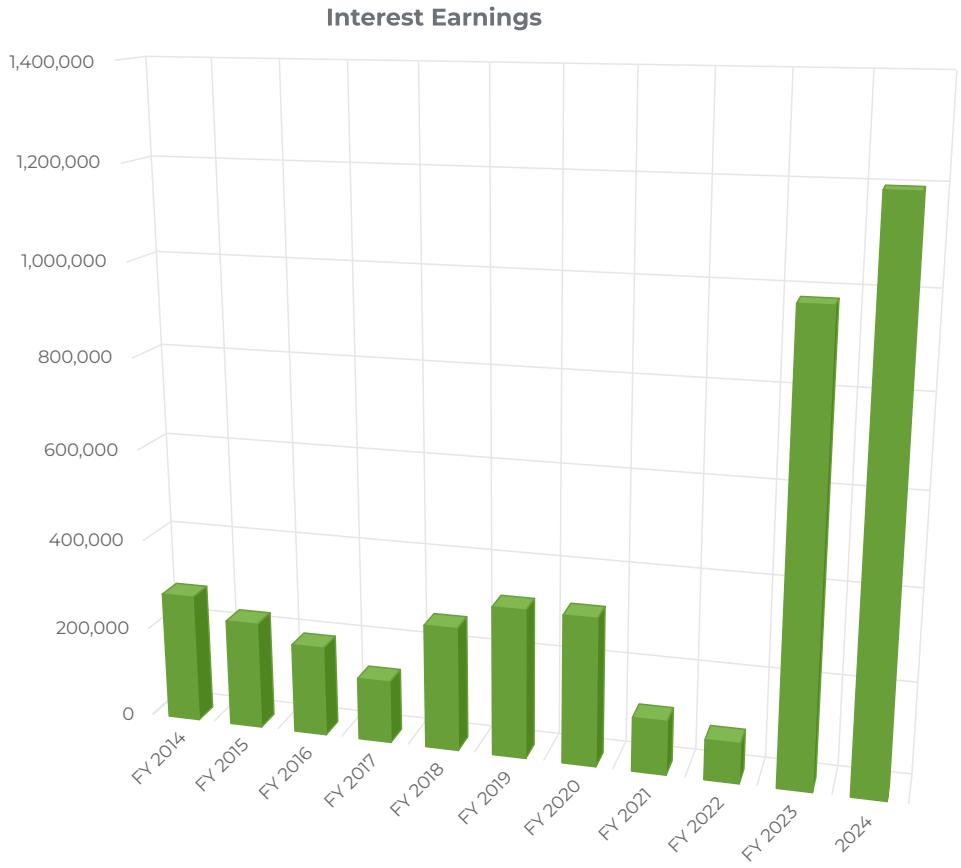
While the **cost of pension benefits represents a significant financial commitment for the city**, it serves as a powerful tool for **employee retention and loyalty**. These long-term benefits are a key factor in attracting and maintaining a dedicated workforce, helping ensure continuity and stability in public service roles.

INVESTMENT EARNINGS

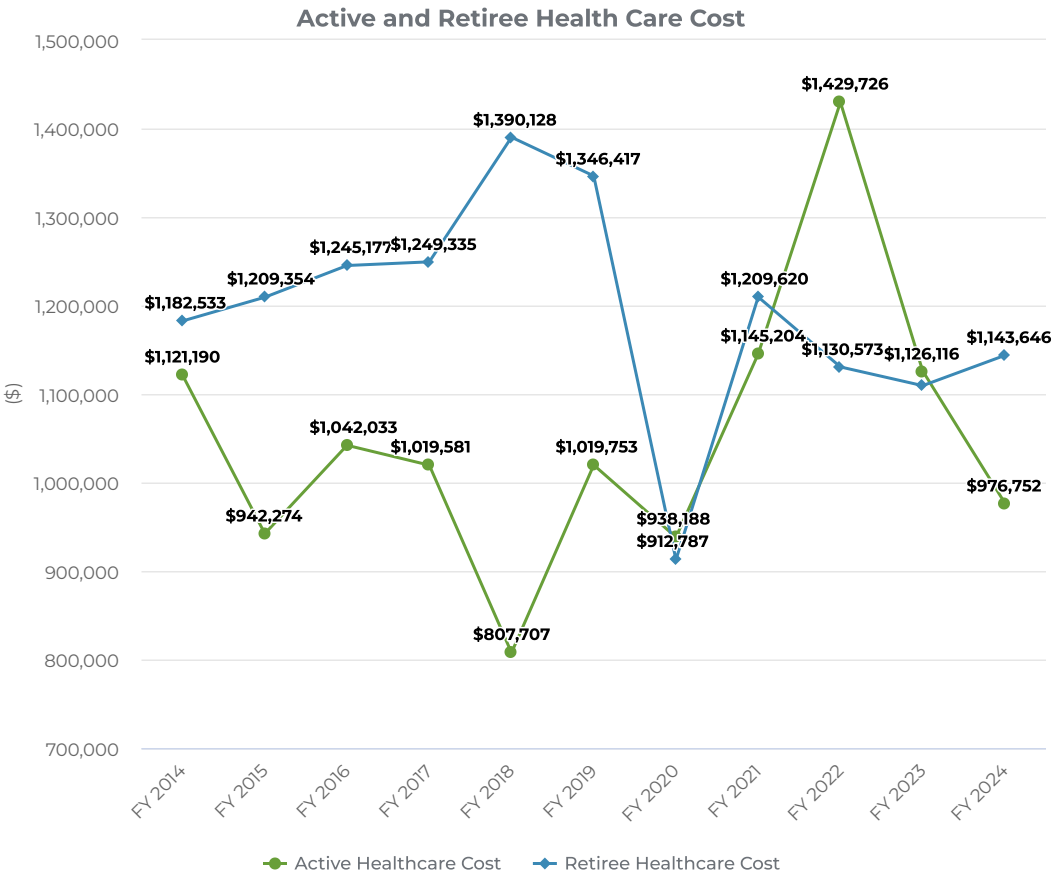
It is the policy of the City of Ypsilanti to invest public funds in a manner which will provide the highest security with the best investment return while meeting the daily cash flow demands of the City and conforming to all state statutes and local ordinances governing the investment of public funds in accordance with Michigan Public Act 20 of 1943.

Interest Earnings from FY 2014 to FY 2024. After relatively modest and stable earnings throughout FY 2014–FY2022—with a notable dip in FY 2021 and FY 2022—there is a **dramatic surge beginning in FY 2023**, where earnings sharply increase and reach an all-time high in **FY 2024**, exceeding **$1 million**.

This spike reflects **rising interest rates and improved investment returns** following years of low yields. The steep upward trend suggests more favorable market conditions and also a strategic shift in our investment approach.



HEALTH CARE COST



This chart illustrates the annual healthcare costs for active employees and retirees from FY 2014 to FY 2024. Notably, **Active Healthcare Costs peaked in FY 2022 at $1,429,726**, followed by a significant decline tao **$976,752 in FY 2024**. This downward trend is attributed to **unfilled positions**, resulting in fewer employees enrolled in the healthcare plan. In contrast, **Retiree Healthcare Costs remained relatively stable**. The data highlights how staffing levels can directly influence active healthcare expenditures.

APPENDIX

COMPUTER SYS - CITY WIDE REQUESTS

Computer Replacement

Overview

Request Owner	Katie Jones, Economic Development and Equity Coordinator (DCS)
Department	Computer Sys - City Wide
Type	Other

Description

Computer Replacement- regularly scheduled upgrade/replacement

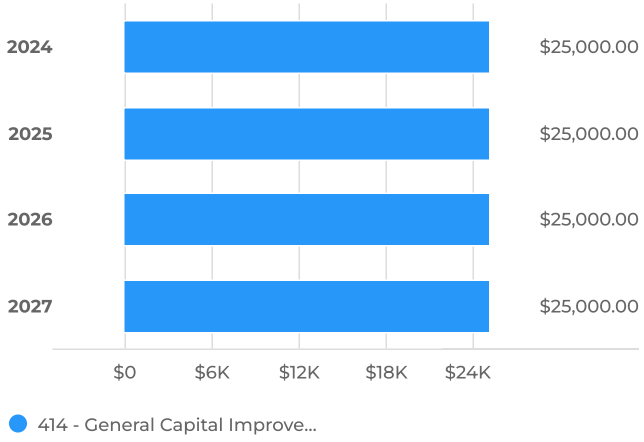
Details

Contact	Joe Meyers
Project Justification	Strategic

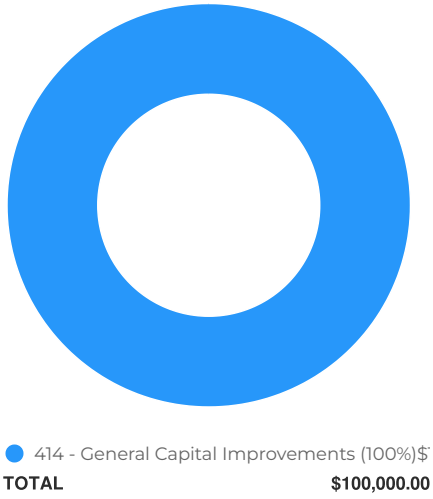
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$25,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



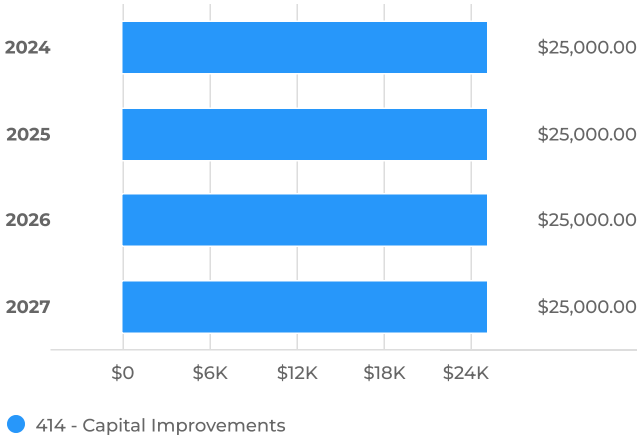
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$25,000	$25,000	$25,000	$25,000	$100,000
Total	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$100,000**

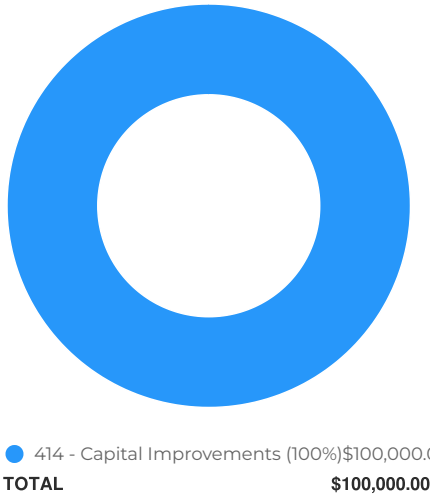
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$25,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$25,000	$25,000	$25,000	$25,000	$100,000
Total	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$100,000**

FIRE REQUESTS

Bay Doors and Exterior Doors Repair and Paint

Overview

Request Owner	Lizbeth Schmidt, Executive Assistant (Fire)
Department	FIRE
Type	Other

Description

The current bay doors need sanding and painting.3 exterior doors need to be replaced due to rust and not closing properly. This could be an issue securing the building.

Details

Contact	Fire Chief Hoobs
Estimated service life	20+ years
Basis of Cost Estimate	We received quotes.
Priority within the department	The original exterior doors are 49 years old and need to be updated and repaired. These repairs will help to maintain safety and security. To continue the current repair to the bay doors, 3 exterior bay panels were replaced, all of the other panels should be sanded and painted.
Project Justification	Risk Avoidance (addresses a safety issue or results in an operating or future capital cost savings)

Coordination

NA

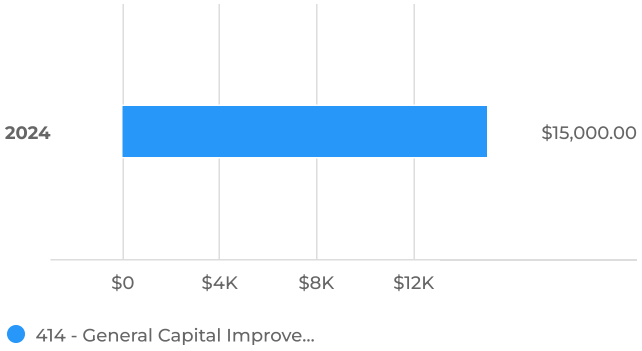
Longer-term impact on operating expenses

This project may require upkeep, but will extend the life of the current doors, and will be more cost-efficient.

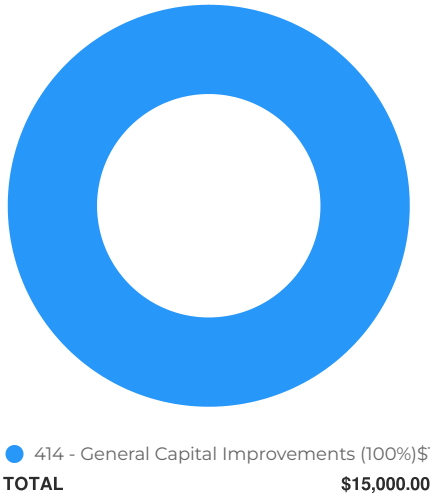
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Capital Cost by Year



Capital Cost for Budgeted Years



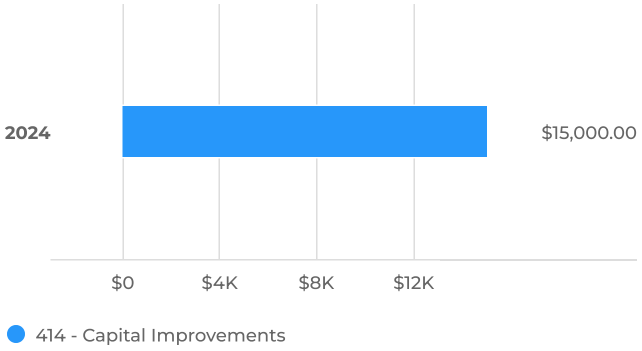
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$15,000	$15,000
Total	**$15,000**	**$15,000**

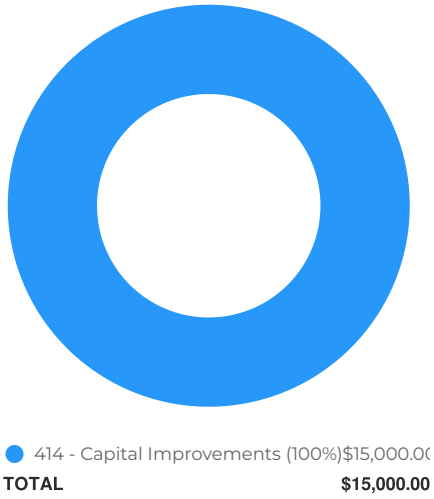
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$15,000	$15,000
Total	**$15,000**	**$15,000**

Projected Timeline

Jan 18, 2024

July 1st, 2024-June 30th, 2025

Engine 3

Overview

Request Owner	Lizbeth Schmidt, Executive Assistant (Fire)
Department	FIRE
Type	Other

Description

E-3 will be 13 years old in 2024, and is rapidly approaching reserve status (2026). A replacement plan should be established for this vehicle to be replaced in 2031. We have price estimates from 2 vendors.

Details

Contact	Fire Chief Hobbs
Estimated service life	Estimated service life of fire apparatus is 20 years.
Basis of Cost Estimate	Estimated costs provided by apparatus manufacturer. Fire Engine 3 $900K. to 1M.
Priority within the department	NFPA 1911- 2017 NOTE: Fire Underwriters Survey has published the document Insurance Grading Recognition of Used and Rebuilt Fire Apparatus. In summary: a. Apparatus is built to applicable ULC S515 or NFPA 1901 standards. b. Apparatus should respond to first alarms for the first 15 years. For the next 5 years, be in reserve status for use at major fires or as a temporary replacement for out-of-service first line apparatus. c. Be retired at 20 years of age, unless the apparatus meets the recommended annual service and acceptance level tests and has been deemed in excellent mechanical condition d. Testing includes weight, road and pump performance tests. e. Testing and maintenance only be completed by a qualified technician.
Project Justification	Risk Avoidance (addresses a safety issue or results in an operating or future capital cost savings)

Coordination

NA

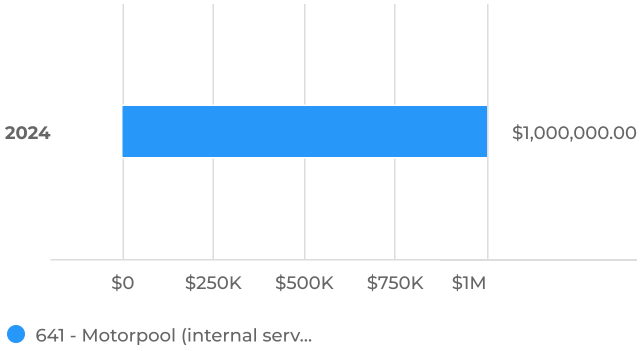
Longer-term impact on operating expenses

This should reduce maintenance cost in the long term by reducing annual maintenance expenses. 23-24 truck maintenance and repairs are expected to exceed $100K.

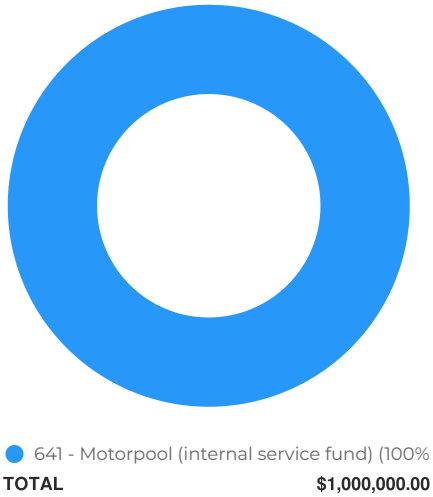
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$1,000,000	$1M	$1M

Capital Cost by Year



Capital Cost for Budgeted Years



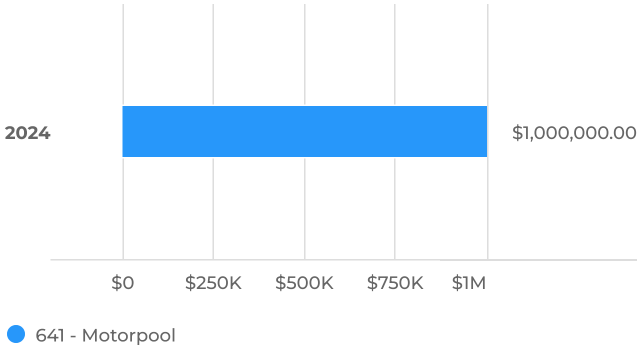
Capital Cost Breakdown

Capital Cost	FY2024	Total
641 - Motorpool (internal service fund)	$1,000,000	$1,000,000
Total	**$1,000,000**	**$1,000,000**

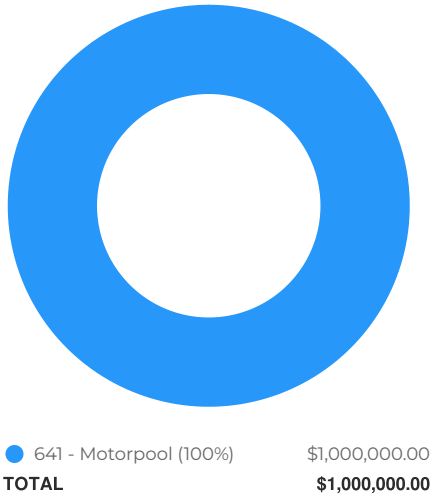
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$1,000,000	$1M	$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
641 - Motorpool	$1,000,000	$1,000,000
Total	**$1,000,000**	**$1,000,000**

Projected Timeline

Jan 18, 2024

July 1st,2024-june 30th, 2031

Office /Building Maintenance

Overview

Request Owner	Lizbeth Schmidt, Executive Assistant (Fire)
Department	FIRE
Type	Other

Description

We need to continue replacing the carpet throughout the building. This is the second phase of this project. Lieutenant's bedroom window, and update Captain's quarters.

Details

Contact	Fire Chief Hobbs
Estimated service life	10-15 years
Basis of Cost Estimate	We have received a quote. from SCI for the carpet part of this project.
Priority within the department	The City of Ypsilanti is required to keep a clean, safe, and healthy work environment for its employees. Replacing the carpet, and equipment we currently have will ensure that these requirements are met.
Project Justification	Risk Avoidance (addresses a safety issue or results in an operating or future capital cost savings)

Coordination

NA

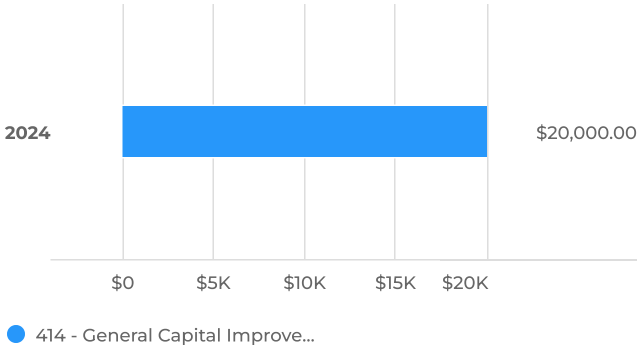
Longer-term impact on operating expenses

This project will not create recurring costs for the department, but will, in the long term, save the department money (possibly for the next 10–15 years).

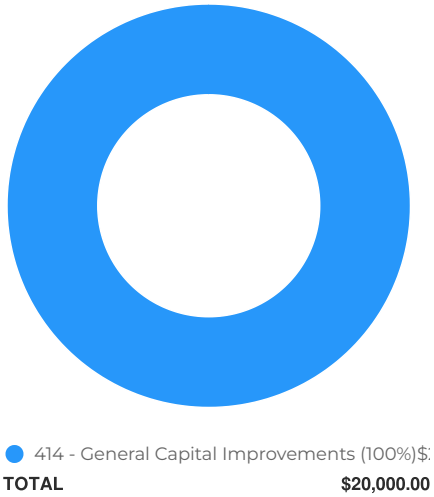
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Capital Cost by Year



Capital Cost for Budgeted Years



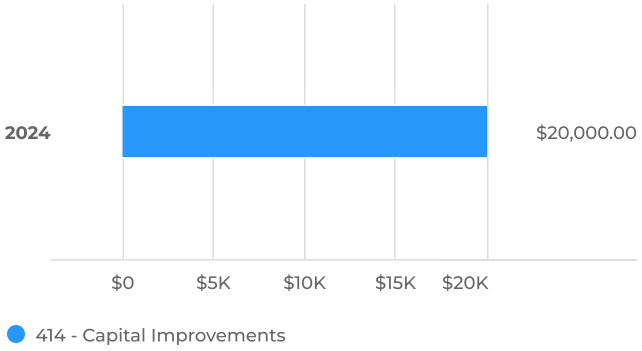
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$20,000	$20,000
Total	**$20,000**	**$20,000**

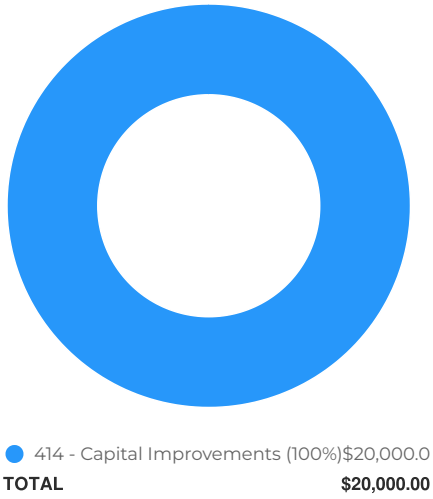
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$20,000	$20,000
Total	**$20,000**	**$20,000**

Projected Timeline

Jan 18, 2024

July 1st, 2024-June30th, 2025

Tower 1

Overview

Request Owner	Lizbeth Schmidt, Executive Assistant (Fire)
Department	FIRE
Type	Other

Description

Tower 1 will be 20 years old in 2027. We have independent opinions from 2 separate vendors in summer 2023, advising that T1 has roughly 5 years of life left.

Details

Contact	Fire Chief Hobbs
Estimated service life	Estimated service life of fire apparatus is 20 years.
Basis of Cost Estimate	Estimated costs provided by apparatus manufacturer. Tower Truck $1.8M to $2.1M.
Priority within the department	NFPA 1911- 2017 NOTE: Fire Underwriters Survey has published the document Insurance Grading Recognition of Used and Rebuilt Fire Apparatus. In summary: a. Apparatus is built to applicable ULC S515 or NFPA 1901 standards. b. Apparatus should respond to first alarms for the first 15 years. For the next 5 years, be in reserve status for use at major fires or as a temporary replacement for out-of-service first line apparatus. c. Be retired at 20 years of age, unless the apparatus meets the recommended annual service and acceptance level tests and has been deemed in excellent mechanical condition d. Testing includes weight, road and pump performance tests. e. Testing and maintenance only be completed by a qualified technician.
Project Justification	Mandatory (legal, regulatory, or contractual requirement)

Coordination

NA

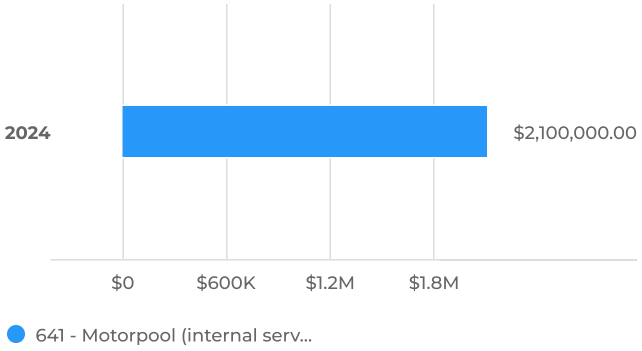
Longer-term impact on operating expenses

This should reduce maintenance cost in the long term by reducing annual maintenance expenses. 23-24 truck maintenance and repairs are expected to exceed $100K.

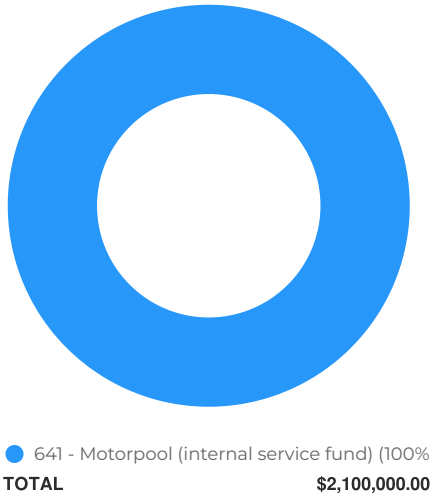
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$2,100,000	$2.1M	$2.1M

Capital Cost by Year



Capital Cost for Budgeted Years



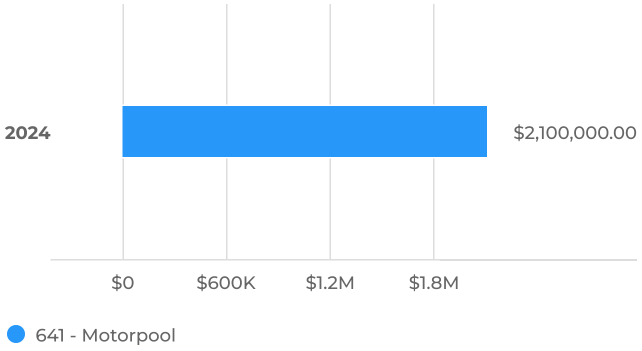
Capital Cost Breakdown

Capital Cost	FY2024	Total
641 - Motorpool (internal service fund)	$2,100,000	$2,100,000
Total	**$2,100,000**	**$2,100,000**

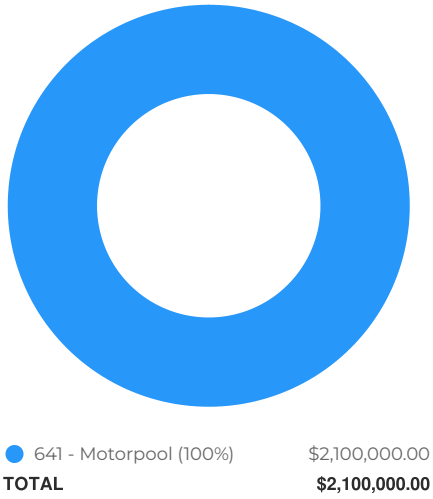
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$2,100,000	$2.1M	$2.1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
641 - Motorpool	$2,100,000	$2,100,000
Total	**$2,100,000**	**$2,100,000**

Projected Timeline

Jan 18, 2024

July 1st,2024-june 30th, 2031

YFD Parking Lot Concrete and Drains

Overview

Request Owner	Lizbeth Schmidt, Executive Assistant (Fire)
Department	FIRE
Type	Other

Description

The current YFD parking lot is in need of repair and reinforcement. There are numerous broken concrete slabs in the parking lot (approximately 2,000-3,000 sq ft.) and the concrete surrounding the drains is beginning to sink.

Details

Contact	Fire Chief Hobbs
Basis of Cost Estimate	OHM provided a quote for $125K, but this amount is no longer feasible.
Priority within the department	The sooner we are able to repair and reinforce the concrete the better. The weight of the fire trucks and weather conditions have caused the concrete to deteriorate and become uneven. Based on conversations with OHM the longer this project is put off the more costly it becomes.
Project Justification	Risk Avoidance (addresses a safety issue or results in an operating or future capital cost savings)

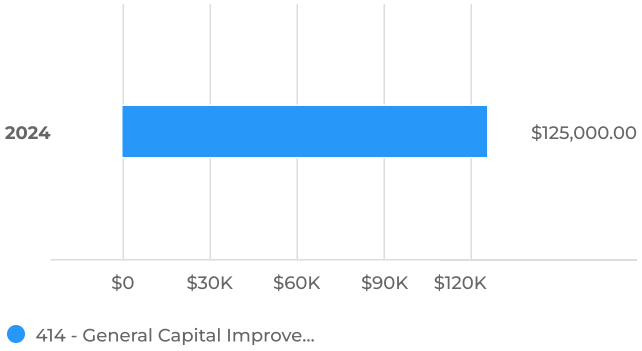
Longer-term impact on operating expenses

This project will prevent further damage to the parking lot in the future, Over time, this will save money to the city.

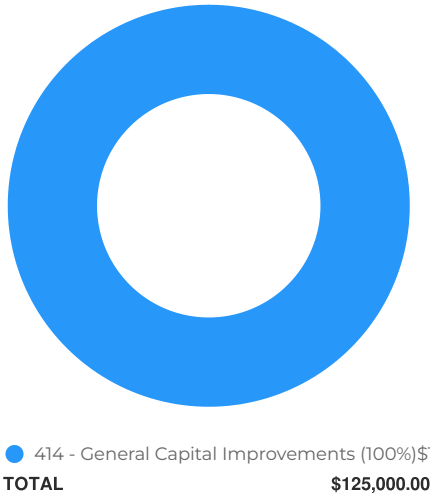
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$125,000	$125K	$125K

Capital Cost by Year



Capital Cost for Budgeted Years



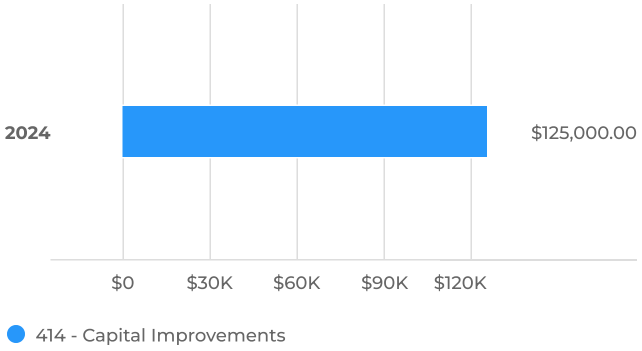
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$125,000	$125,000
Total	**$125,000**	**$125,000**

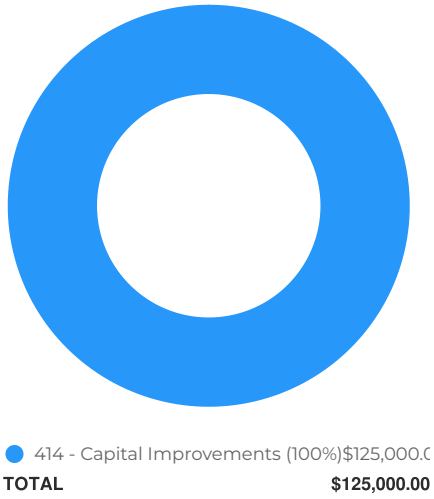
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$125,000	$125K	$125K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$125,000	$125,000
Total	**$125,000**	**$125,000**

Projected Timeline

Jan 18, 2024

July 1st, 2024-June 30th, 2025

FACILITIES IMPROVEMENT REQUESTS

Senior Center - Classroom Addition

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Facilities Improvement
Type	Other

Description

Senior Center - Classroom Addition

"An addition of a room on the senior center will give added activities to the schedule at the center. Right now we have activities in the rooms nearly all the time we are open. It would also help to give space to have interns from the neighboring colleges to help with programming."

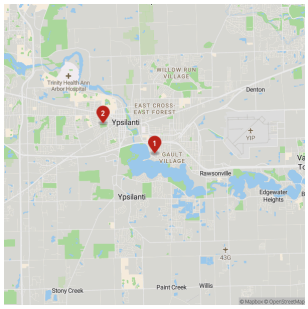
FY 2020 initial request for indeterminate future year.

Details

Contact	Monica Prince
Priority within the department	This is part of a long term masterplan for the center.
Project Justification	Strategic

Location

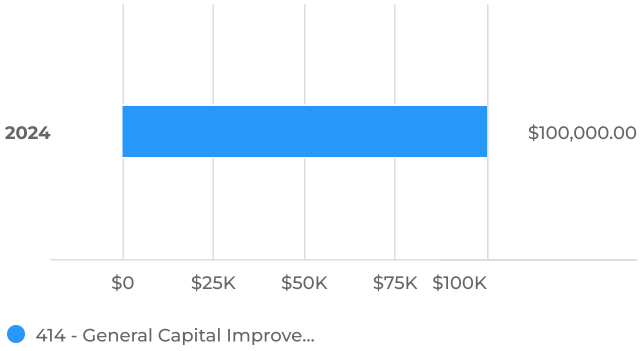
Address: 1015 Congress Street



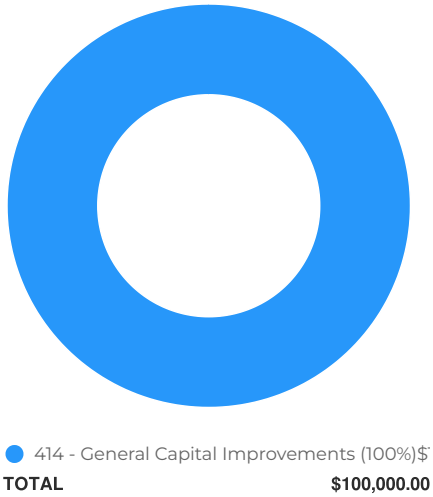
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



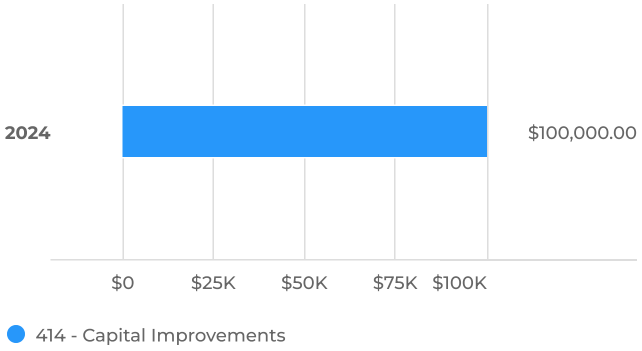
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$100,000	$100,000
Total	**$100,000**	**$100,000**

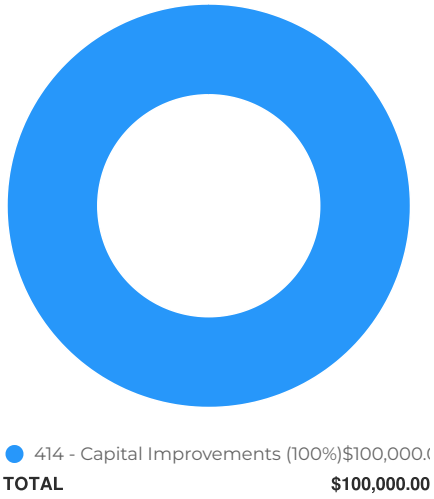
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$100,000	$100,000
Total	**$100,000**	**$100,000**

POLICE REQUESTS

Vehicles - PD Vehicles

Overview

Request Owner	Kirk Moore, Police Chief
Department	Police
Type	Other

Description

Vehicles - PD Vehicles

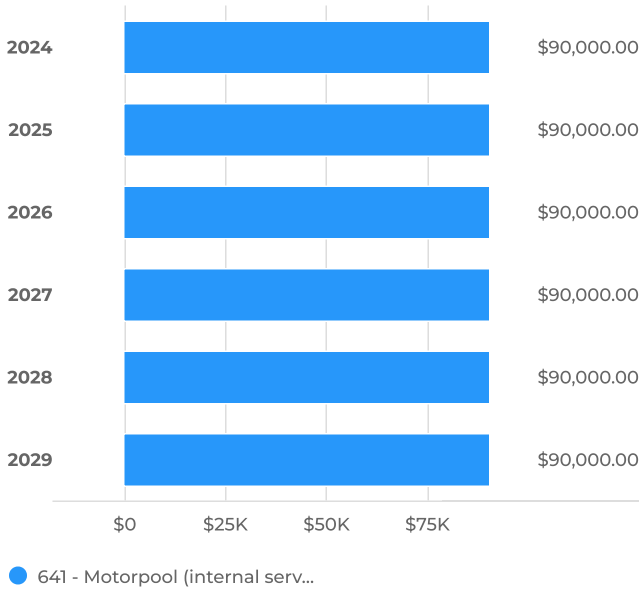
Details

Contact	Tony DeGiusti
Project Justification	Risk Avoidance

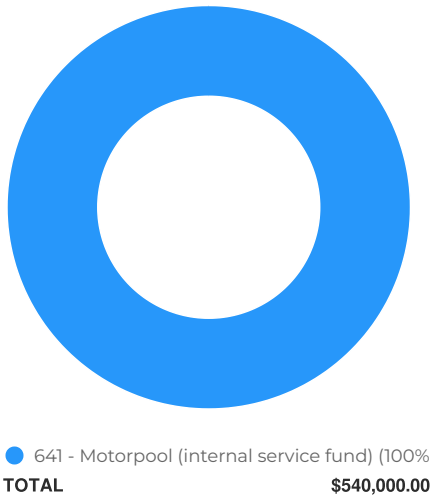
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$90,000	$540K	$540K

Capital Cost by Year



Capital Cost for Budgeted Years



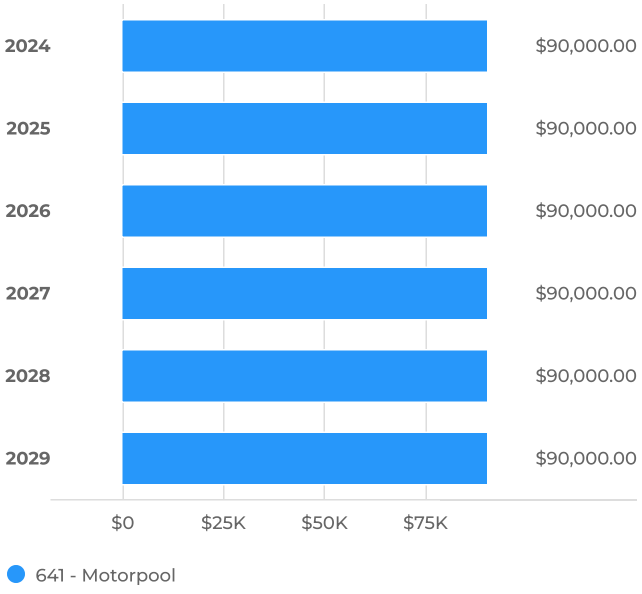
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Total
641 - Motorpool (internal service fund)	$90,000	$90,000	$90,000	$90,000	$90,000	$90,000	$540,000
Total	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$540,000**

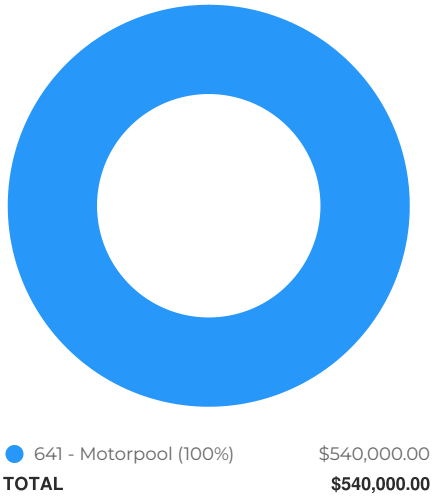
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$90,000	$540K	$540K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Total
641 - Motorpool	$90,000	$90,000	$90,000	$90,000	$90,000	$90,000	$540,000
Total	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$540,000**

YPD In Car Camera System

Overview

Request Owner	Kirk Moore, Police Chief
Department	Police
Type	Other

Description

YPD In Car Camera System

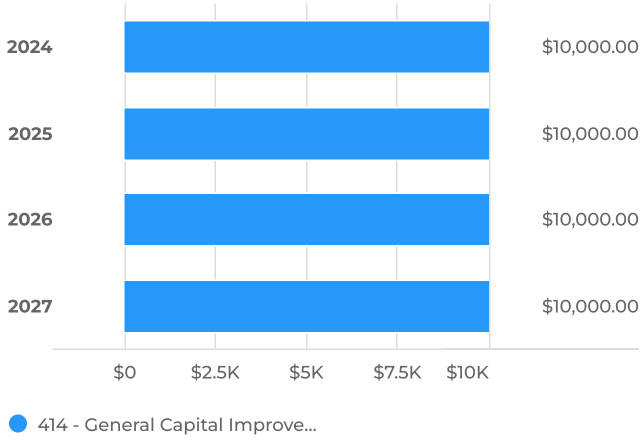
Details

Contact	Tony DeGiusti
Project Justification	Mandatory

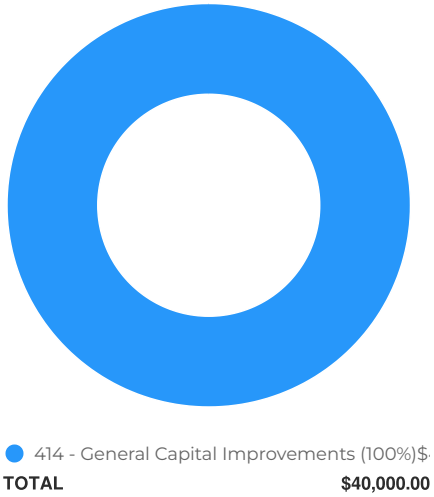
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$10,000	$40K	$40K

Capital Cost by Year



Capital Cost for Budgeted Years



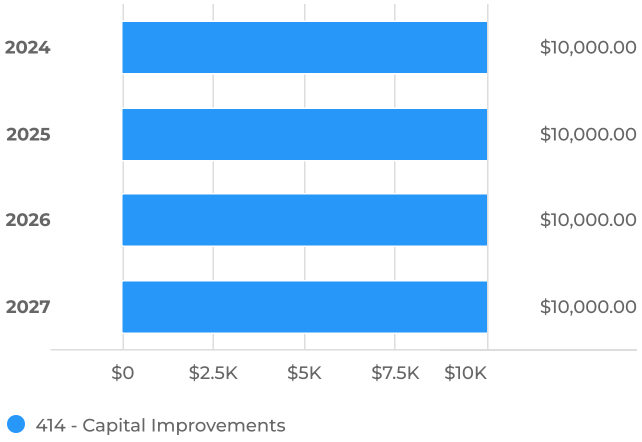
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$10,000	$10,000	$10,000	$10,000	$40,000
Total	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$40,000**

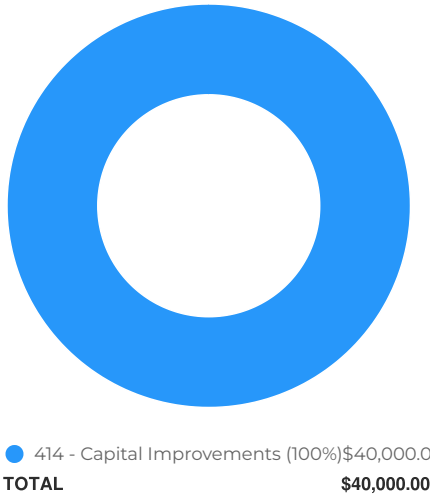
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$10,000	$40K	$40K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$10,000	$10,000	$10,000	$10,000	$40,000
Total	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$40,000**

PUBLIC WORKS REQUESTS

Amtrak Train Stop

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Amtrak Train Stop

Council resolution 2019-242. Estimated cost of $4.6m, Committed 1,529,000 did not specify account

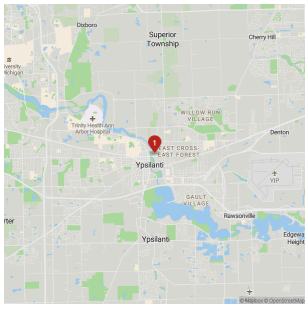
Note: council resolution was in support of specific grant which was not awarded. updated request amount to full amount (construction, CE, DE) and pushed to FY2027.

Council withdrew budget allocation in 2023.

Details

Contact	Frances McMullan
Project Justification	Strategic (addresses long-term community needs and goals)

Location



Coordination

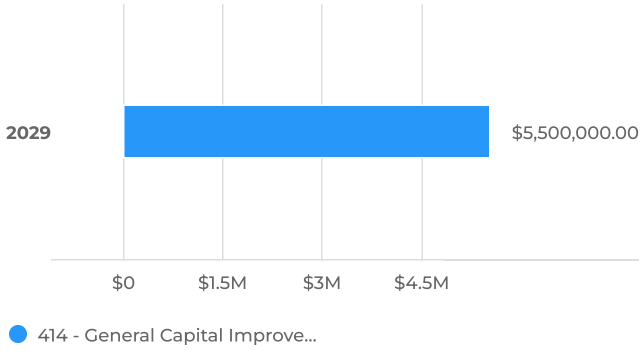
Any improvements to the Maple Street Parking Lot (DDA) should be coordinated.

Capital Cost

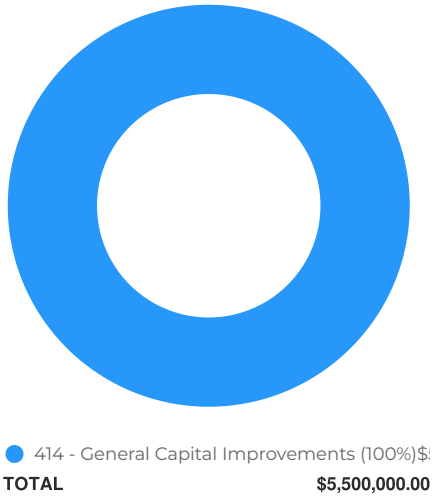
Total Budget (all years)
$5.5M

Project Total
$5.5M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

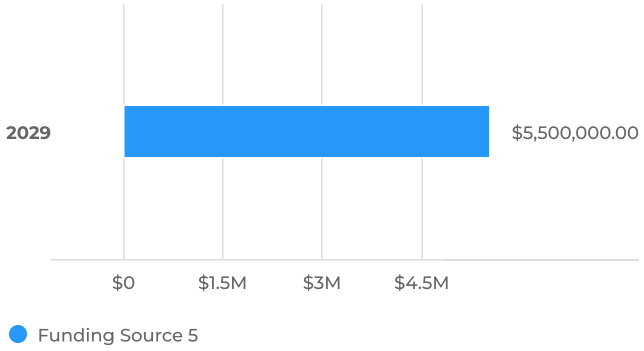
Capital Cost	FY2029	Total
414 - General Capital Improvements	$5,500,000	$5,500,000
Total	**$5,500,000**	**$5,500,000**

Funding Sources

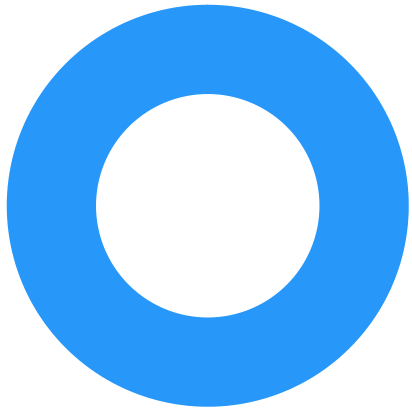
Total Budget (all years)
$5.5M

Project Total
$5.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Source 5 (100%)	$5,500,000.00
TOTAL	**$5,500,000.00**

Funding Sources Breakdown

Funding Sources	FY2029	Total
Funding Source 5	$5,500,000	$5,500,000
Total	**$5,500,000**	**$5,500,000**

Bridge - LeForge & Factory

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

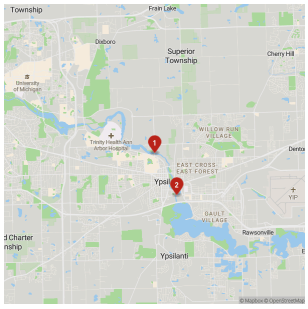
Description

Bridge - LeForge & Factory (268,000*.08)+(268000*.1) + (366000 *.08)+(366000*.1)

Details

Contact	Ron Akers
Project Justification	Risk Avoidance

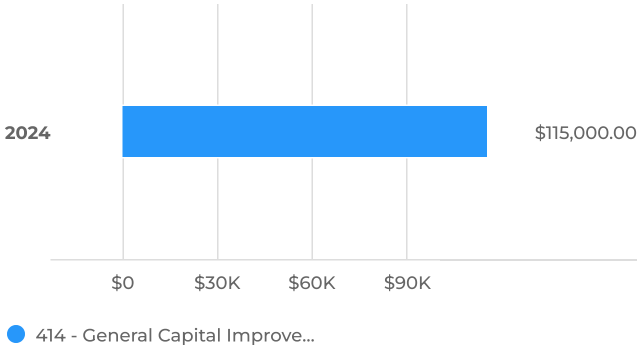
Location



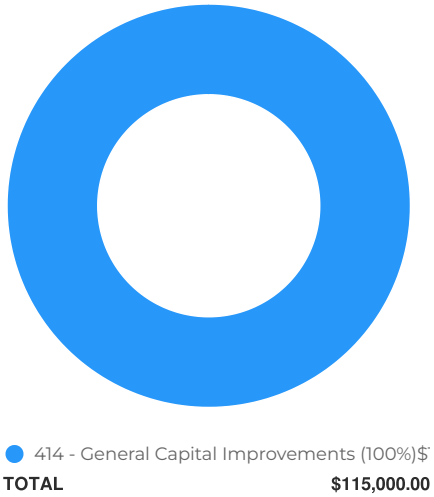
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$115,000	$115K	$115K

Capital Cost by Year



Capital Cost for Budgeted Years



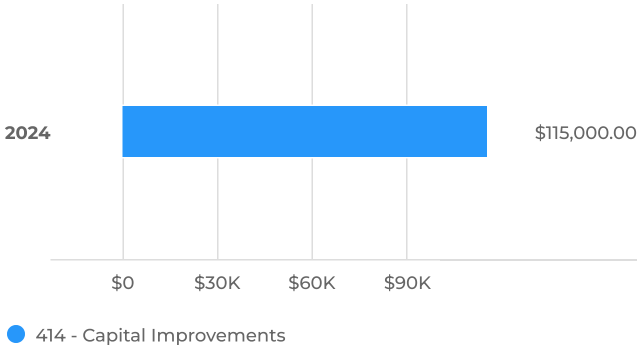
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$115,000	$115,000
Total	**$115,000**	**$115,000**

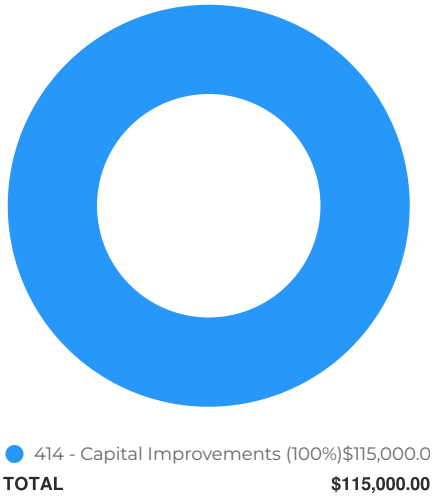
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$115,000	$115K	$115K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$115,000	$115,000
Total	**$115,000**	**$115,000**

Facilities - DPS Paved Parking & ADA space

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

DPS Paved Parking & ADA space

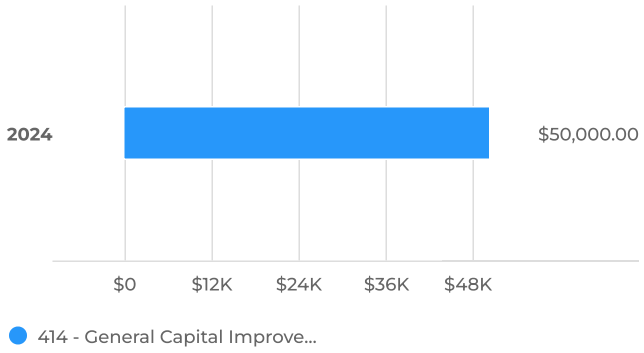
Details

Contact	Ron Akers
Project Justification	Strategic

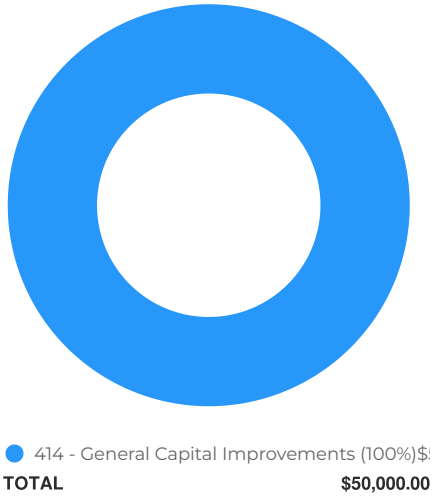
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$50K	$50K

Capital Cost by Year



Capital Cost for Budgeted Years



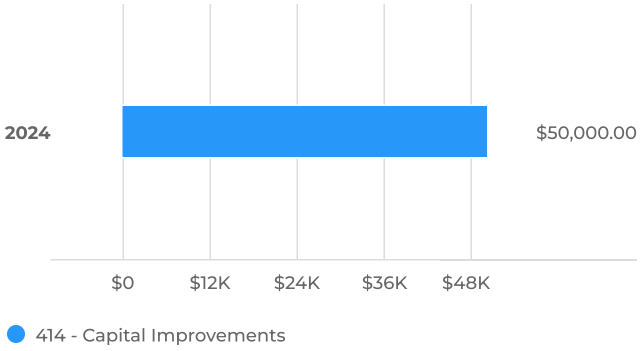
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$50,000	$50,000
Total	**$50,000**	**$50,000**

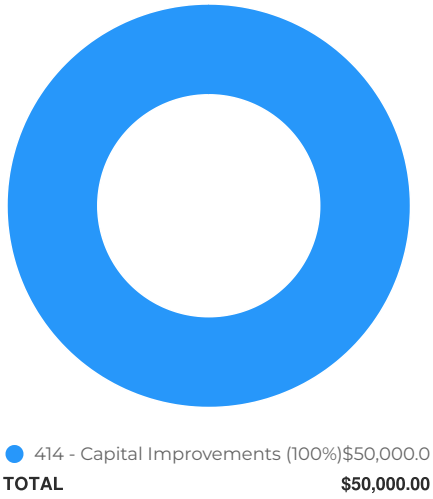
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$50K	$50K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$50,000	$50,000
Total	**$50,000**	**$50,000**

Parking - ongoing lot improvements

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Parking - ongoing lot improvements

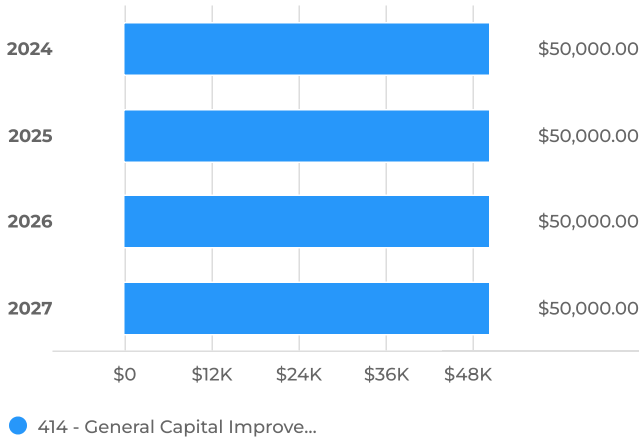
Details

Contact	Bonnie Wessler
Project Justification	Risk Avoidance

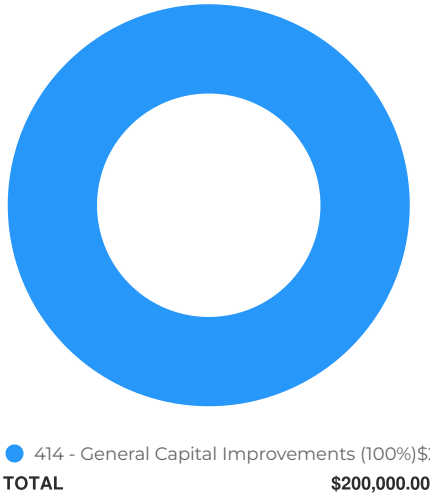
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Capital Cost by Year



Capital Cost for Budgeted Years



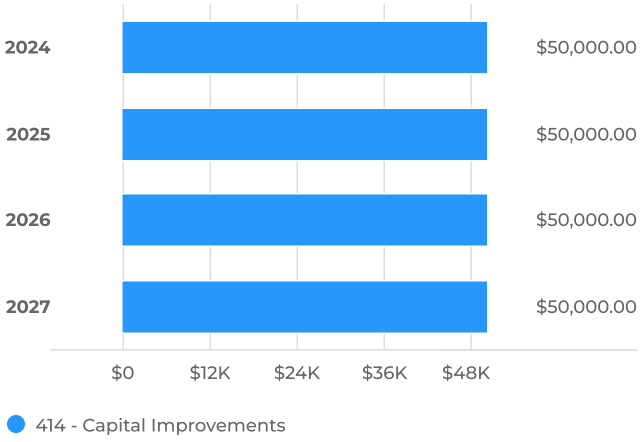
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

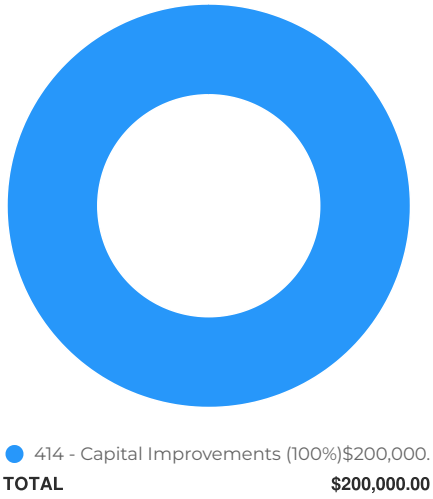
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

Parks - Capital Projects

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Parks - Capital Projects

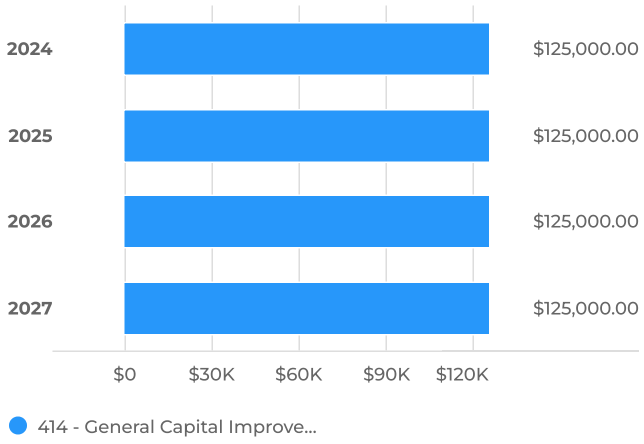
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

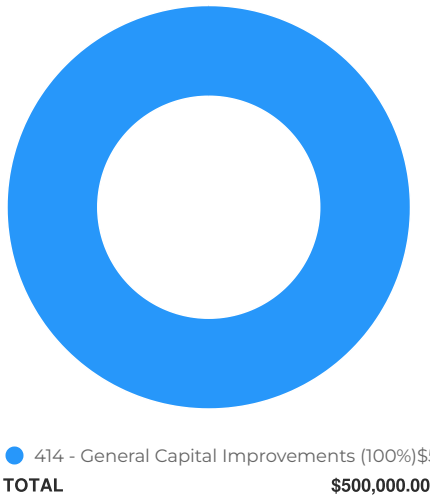
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$125,000	$500K	$500K

Capital Cost by Year



Capital Cost for Budgeted Years

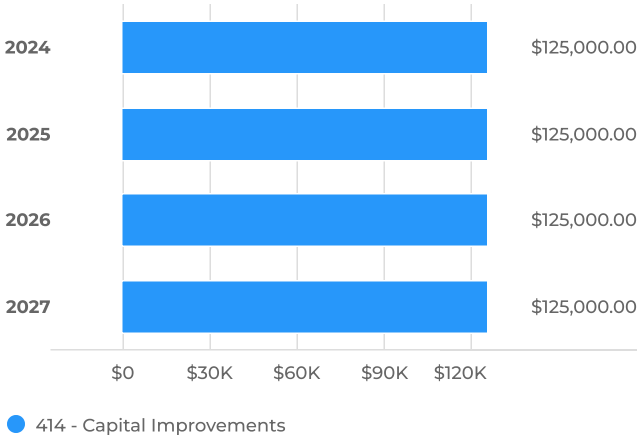


Capital Cost Breakdown					
Capital Cost	**FY2024**	**FY2025**	**FY2026**	**FY2027**	**Total**
414 - General Capital Improvements	$125,000	$125,000	$125,000	$125,000	$500,000
Total	**$125,000**	**$125,000**	**$125,000**	**$125,000**	**$500,000**

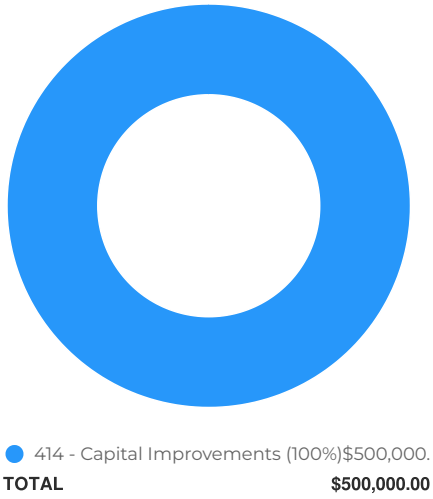
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$125,000	$500K	$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$125,000	$125,000	$125,000	$125,000	$500,000
Total	**$125,000**	**$125,000**	**$125,000**	**$125,000**	**$500,000**

Roads - Cornell (B2B to HRD)

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Roads - Cornell (B2B to HRD)

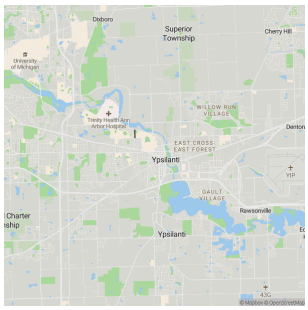
City portion only

Includes design engineering, construction engineering, and construction

Details

Contact	Ron Akers
Project Justification	Risk Avoidance

Location

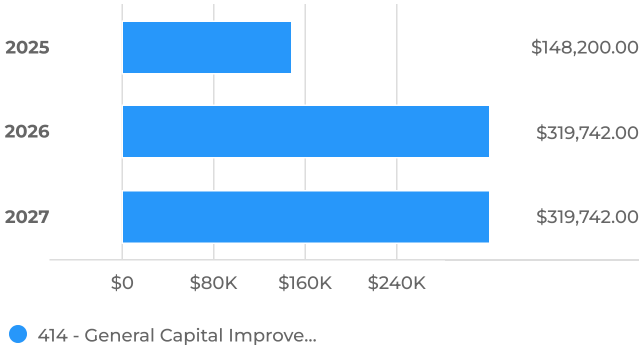


Capital Cost

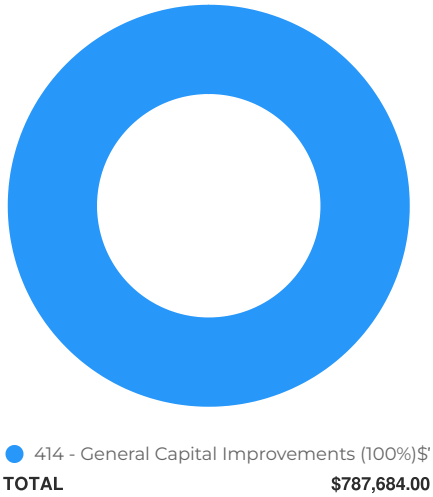
Total Budget (all years)
$787.684K

Project Total
$787.684K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

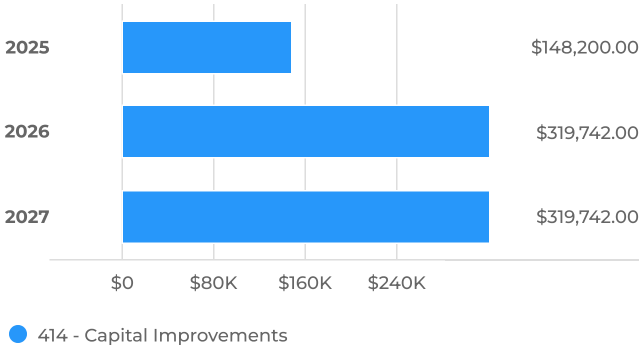
Capital Cost	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$148,200	$319,742	$319,742	$787,684
Total	**$148,200**	**$319,742**	**$319,742**	**$787,684**

Funding Sources

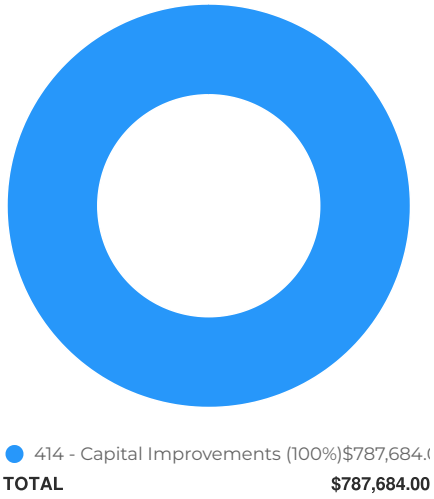
Total Budget (all years)
$787.684K

Project Total
$787.684K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$148,200	$319,742	$319,742	$787,684
Total	**$148,200**	**$319,742**	**$319,742**	**$787,684**

Roads - Cornell (Washtenaw to B2B)

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Roads - Cornell (Washtenaw to B2B)

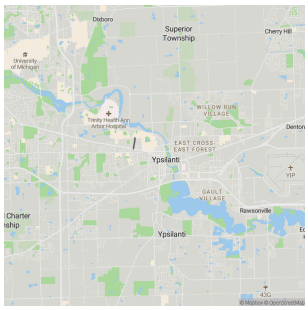
City portion only

Includes design engineering, construction engineering, and construction

Details

Contact	Ron Akers
Project Justification	Risk Avoidance

Location

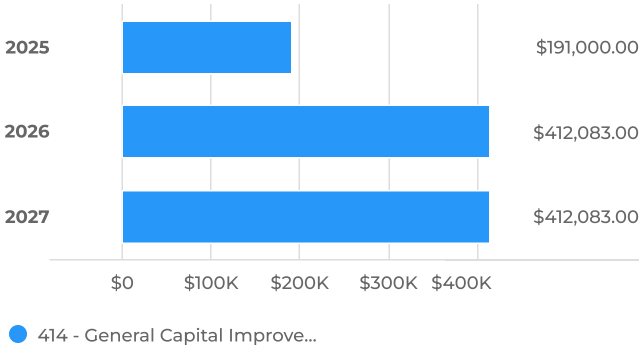


Capital Cost

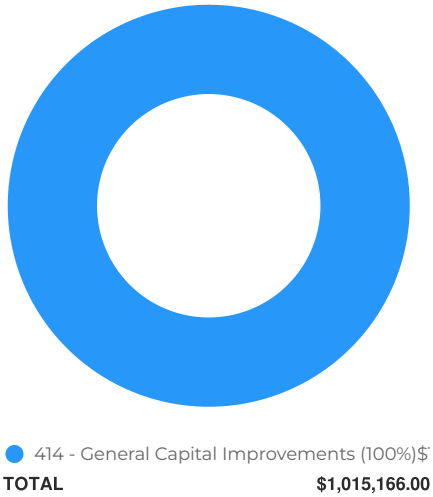
Total Budget (all years)
$1.015M

Project Total
$1.015M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

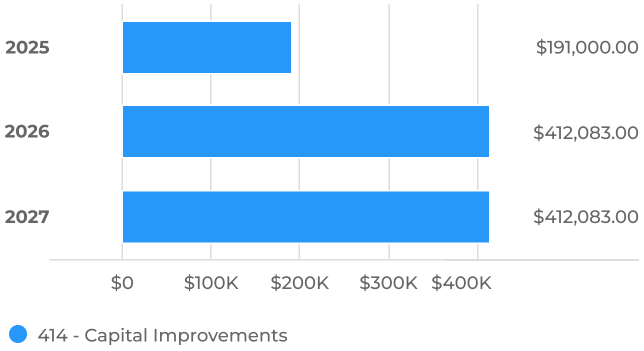
Capital Cost	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$191,000	$412,083	$412,083	$1,015,166
Total	**$191,000**	**$412,083**	**$412,083**	**$1,015,166**

Funding Sources

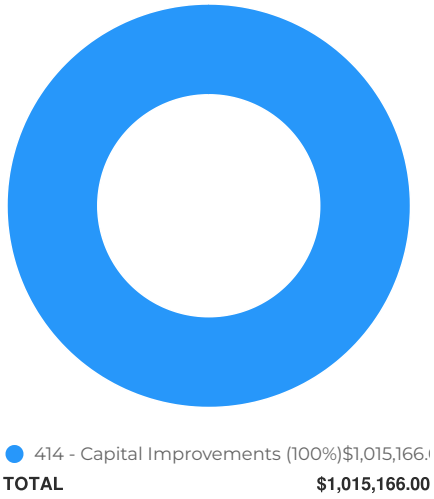
Total Budget (all years)
$1.015M

Project Total
$1.015M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$191,000	$412,083	$412,083	$1,015,166
Total	**$191,000**	**$412,083**	**$412,083**	**$1,015,166**

Roads - Harriet (First to Hawkins)

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

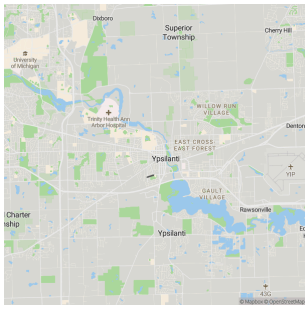
Roads - Harriet (First to Hawkins)

Includes City Portion only for LAP project. Includes design engineering, construction engineering, and construction

Details

Contact	Ron Akers
Project Justification	Risk Avoidance

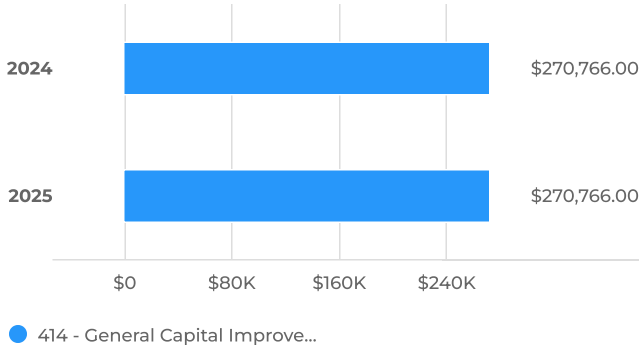
Location



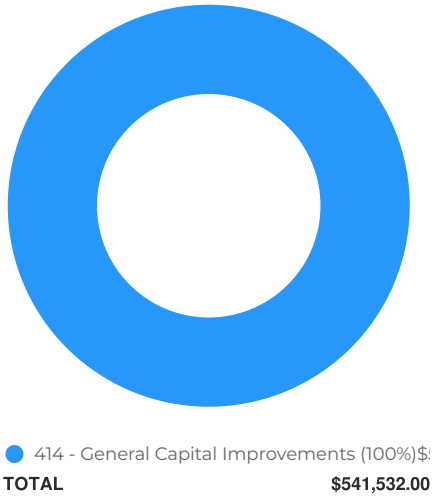
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$270,766	$541.532K	$541.532K

Capital Cost by Year



Capital Cost for Budgeted Years



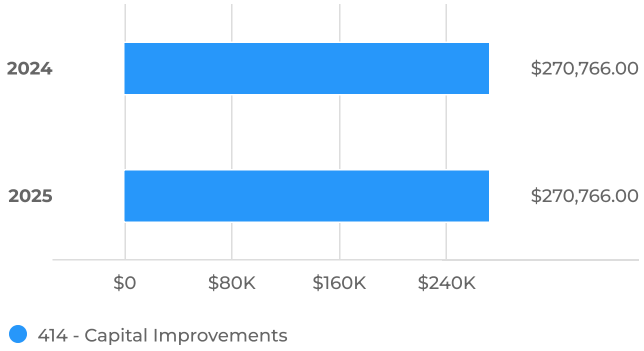
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
414 - General Capital Improvements	$270,766	$270,766	$541,532
Total	**$270,766**	**$270,766**	**$541,532**

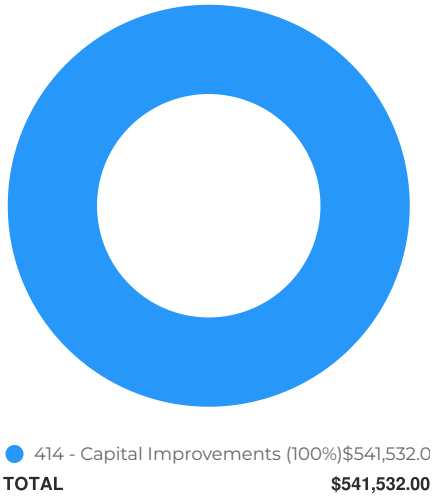
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$270,766	$541.532K	$541.532K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
414 - Capital Improvements	$270,766	$270,766	$541,532
Total	**$270,766**	**$270,766**	**$541,532**

Roads - Harriet (Hawkins to Hamilton)

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

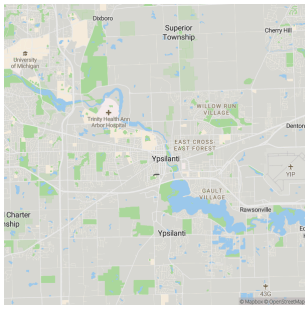
Roads - Harriet (Hawkins to Hamilton)

This is the anticipated City portion only of an LAP project. Includes design engineering, construction engineering, and construction.

Details

Contact	Ron Akers
Project Justification	Risk Avoidance

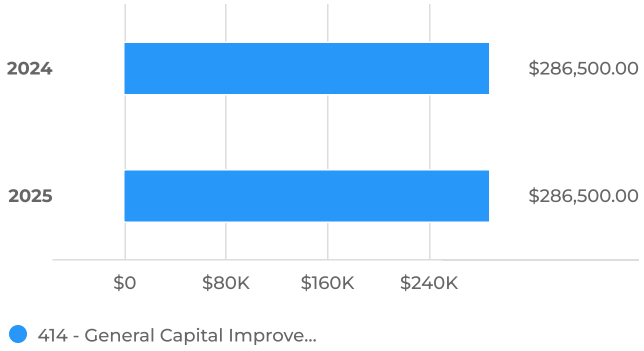
Location



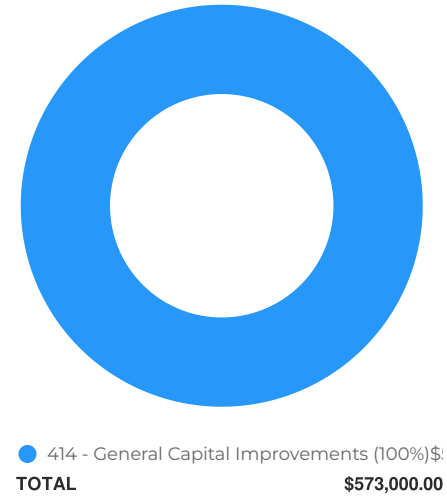
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$286,500	$573K	$573K

Capital Cost by Year



Capital Cost for Budgeted Years



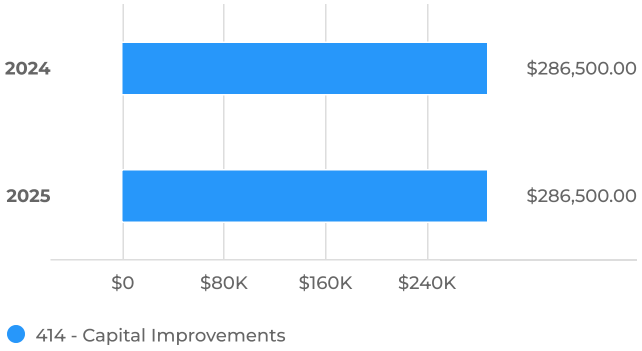
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
414 - General Capital Improvements	$286,500	$286,500	$573,000
Total	**$286,500**	**$286,500**	**$573,000**

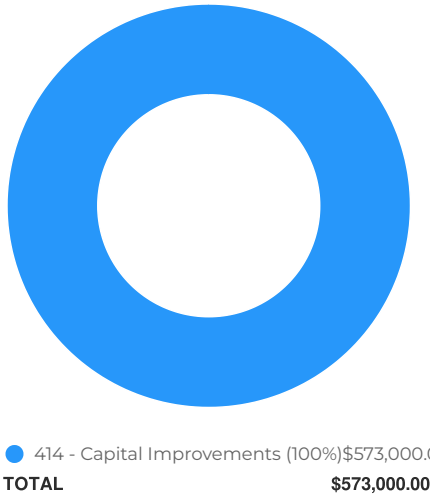
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$286,500	$573K	$573K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
414 - Capital Improvements	$286,500	$286,500	$573,000
Total	**$286,500**	**$286,500**	**$573,000**

Roads - Local Road Pavement Preservation/Storm Water Improvements Program

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Roads - Local Road Pavement Preservation/Storm Water Improvements Program

Annual program to maintain roads in good condition, inspect & perform priority repairs to stormwater infrastructure. Local road system.

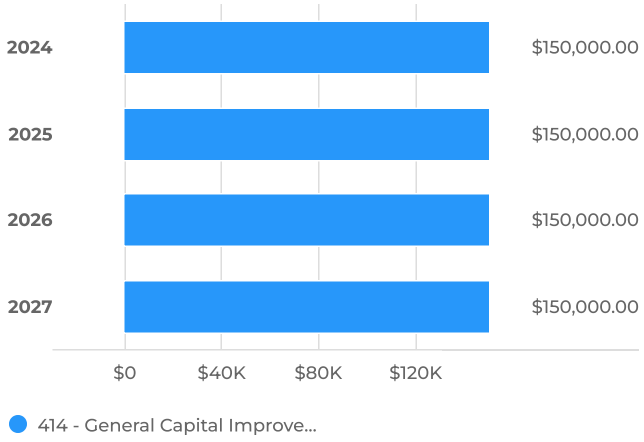
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

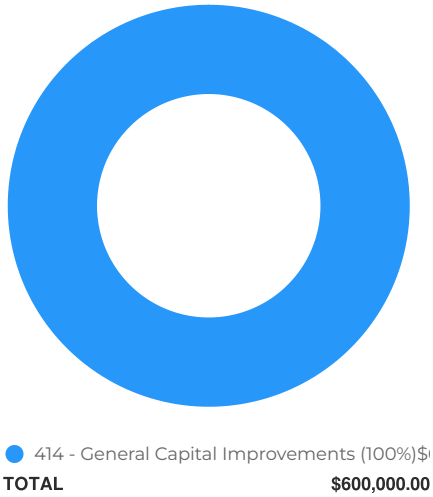
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$150,000	$600K	$600K

Capital Cost by Year



Capital Cost for Budgeted Years



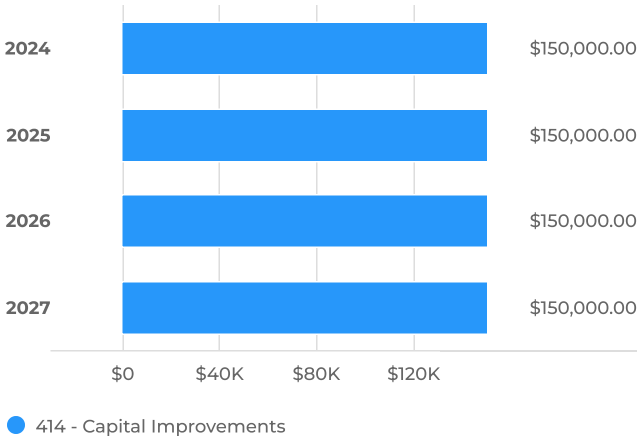
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$150,000	$150,000	$150,000	$150,000	$600,000
Total	**$150,000**	**$150,000**	**$150,000**	**$150,000**	**$600,000**

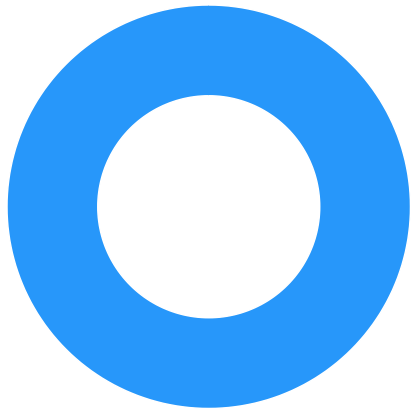
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$150,000	$600K	$600K

Funding Sources by Year



Funding Sources for Budgeted Years



TOTAL **$600,000.00**

Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$150,000	$150,000	$150,000	$150,000	$600,000
Total	**$150,000**	**$150,000**	**$150,000**	**$150,000**	**$600,000**

Sidewalks - CDBG Ramps

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Sidewalks - CDBG Ramps

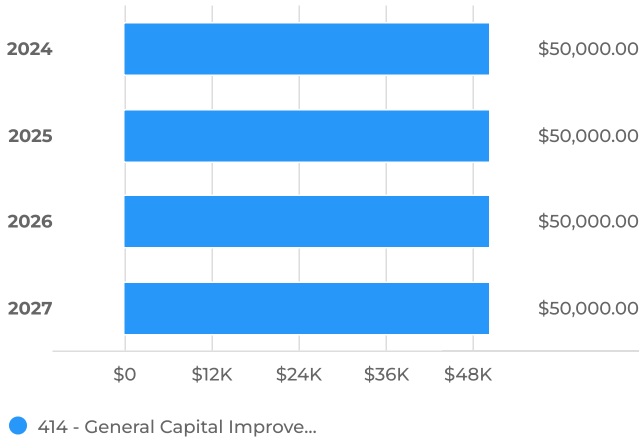
Details

Contact	Ron Akers
Project Justification	Mandatory

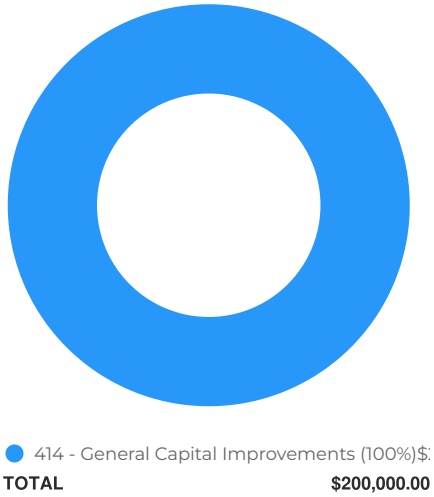
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Capital Cost by Year



Capital Cost for Budgeted Years



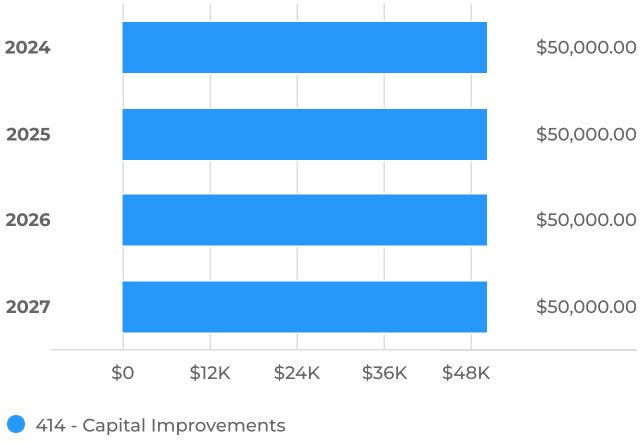
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

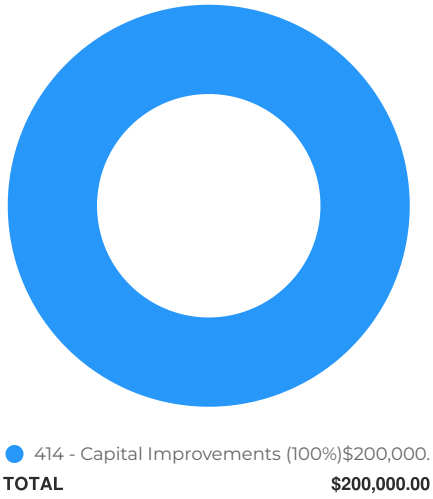
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

Sidewalks - Contracted Services

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Sidewalks - Contracted Services

Design services for ramps (metro & CDBG) and sidewalk as needed

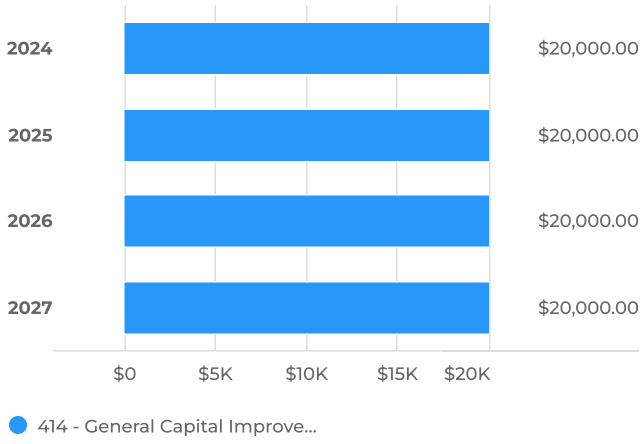
Details

Contact	Ron Akers
Project Justification	Mandatory

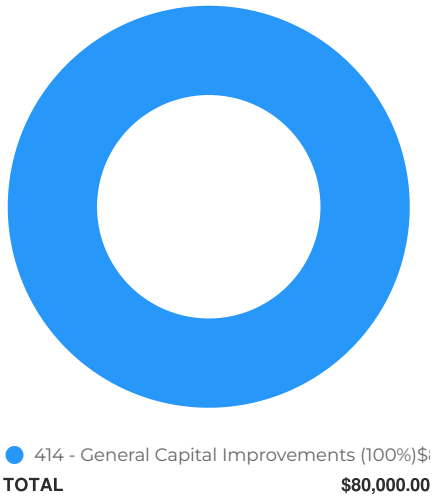
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$20,000	$80K	$80K

Capital Cost by Year



Capital Cost for Budgeted Years



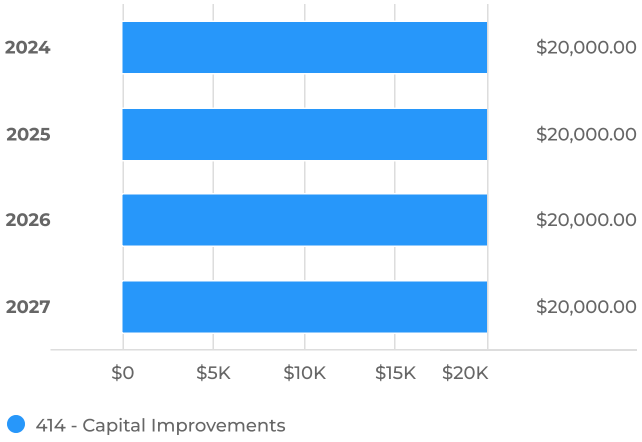
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$20,000	$20,000	$20,000	$20,000	$80,000
Total	**$20,000**	**$20,000**	**$20,000**	**$20,000**	**$80,000**

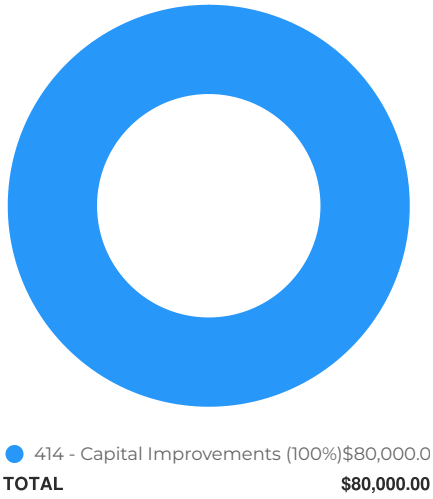
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$20,000	$80K	$80K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$20,000	$20,000	$20,000	$20,000	$80,000
Total	**$20,000**	**$20,000**	**$20,000**	**$20,000**	**$80,000**

Sidewalks - METRO Ramps

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Sidewalks - METRO Ramps

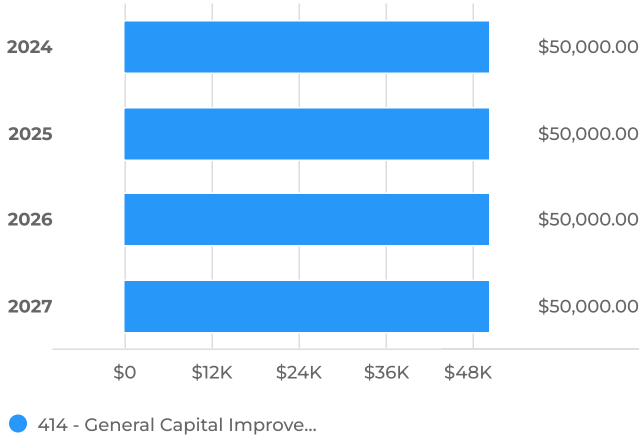
Details

Contact	Ron Akers
Project Justification	Mandatory

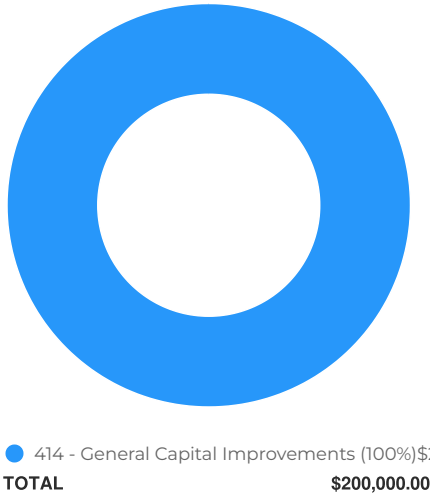
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Capital Cost by Year



Capital Cost for Budgeted Years



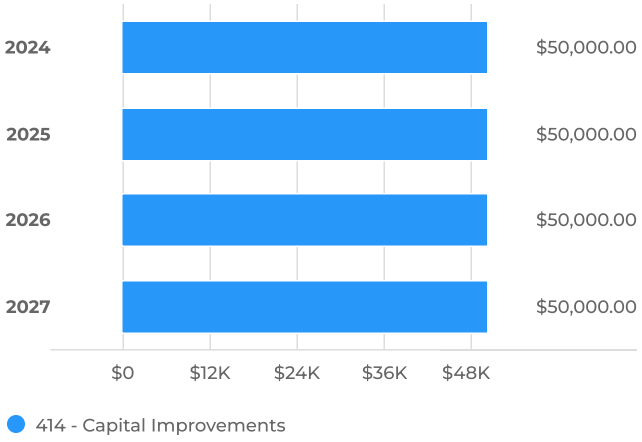
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

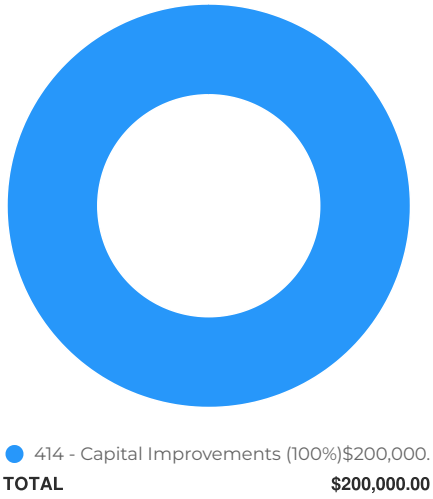
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$50,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$50,000	$50,000	$50,000	$50,000	$200,000
Total	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$200,000**

Sidewalks - Sidewalk replacement

Overview

Request Owner	Rheagan Basabica, Finance Director
Department	Public Works
Type	Other

Description

Sidewalks - Sidewalk replacement

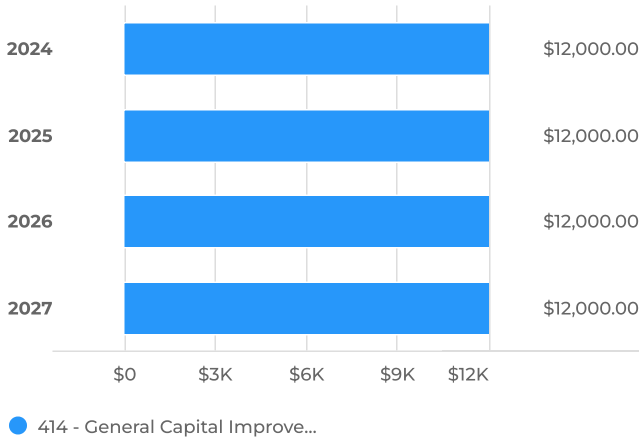
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

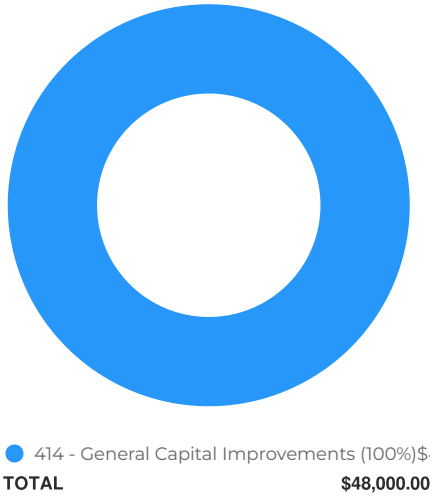
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$12,000	$48K	$48K

Capital Cost by Year



Capital Cost for Budgeted Years



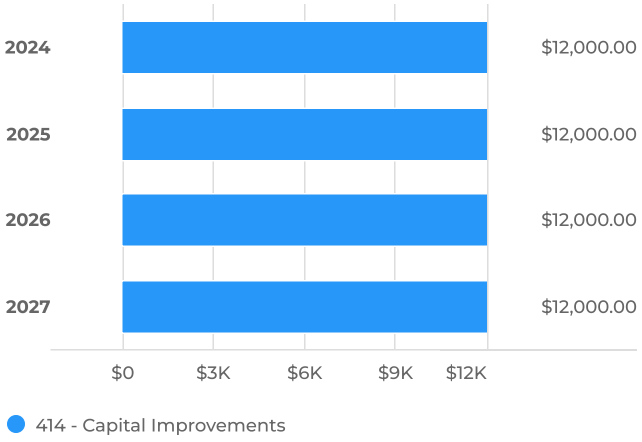
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
414 - General Capital Improvements	$12,000	$12,000	$12,000	$12,000	$48,000
Total	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$48,000**

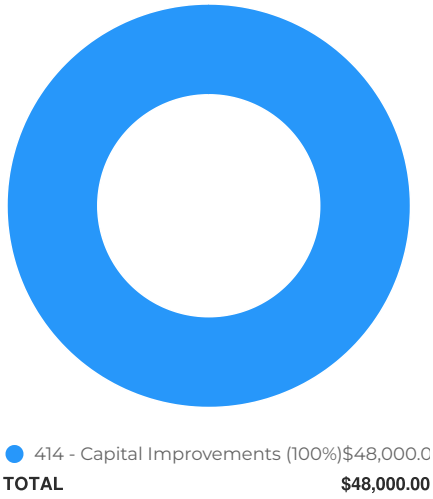
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$12,000	$48K	$48K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
414 - Capital Improvements	$12,000	$12,000	$12,000	$12,000	$48,000
Total	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$48,000**

Vehicles - DPS Enviro Foreman (#610)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - DPS Enviro Foreman (#610)

Scheduled vehicle replacement

Details

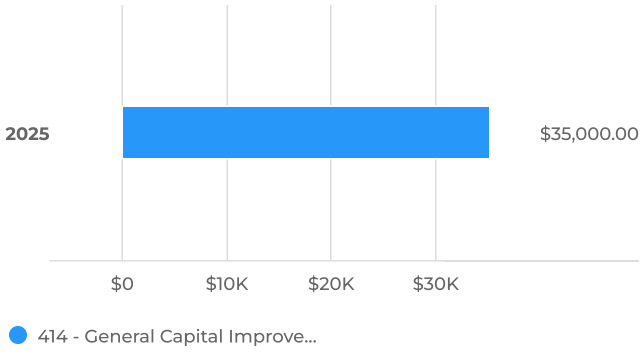
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

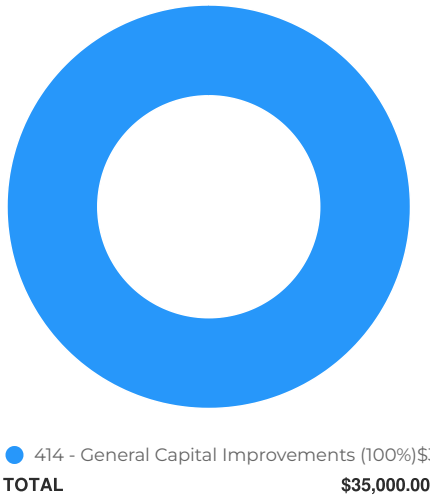
Total Budget (all years)
$35K

Project Total
$35K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

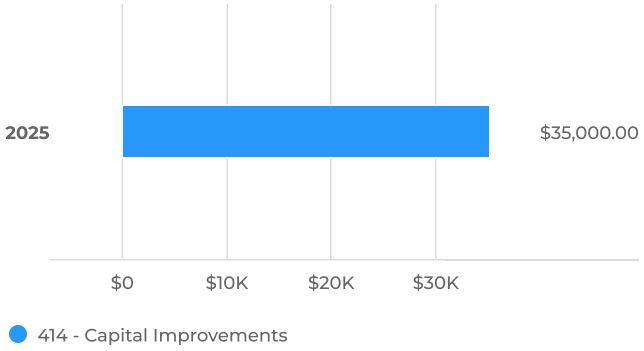
Capital Cost	FY2025	Total
414 - General Capital Improvements	$35,000	$35,000
Total	**$35,000**	**$35,000**

Funding Sources

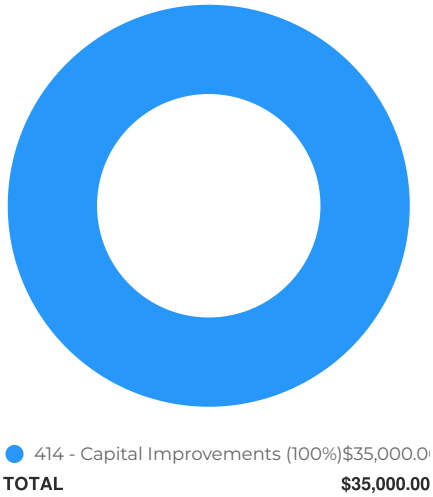
Total Budget (all years)
$35K

Project Total
$35K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
414 - Capital Improvements	$35,000	$35,000
Total	**$35,000**	**$35,000**

Vehicles - DPS Supervisor (#101)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - DPS Supervisor (#101)

Scheduled vehicle replacement

Details

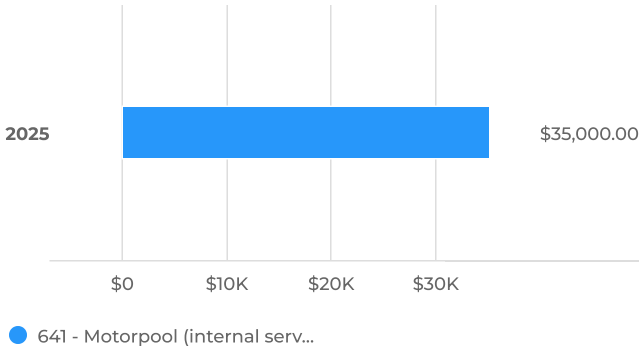
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

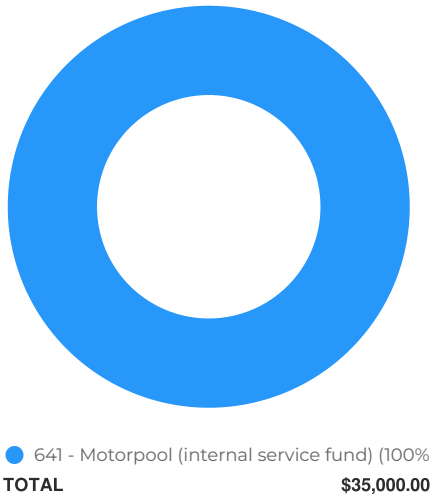
Total Budget (all years)
$35K

Project Total
$35K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

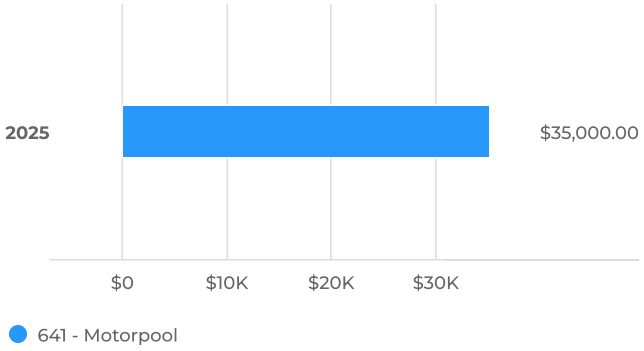
Capital Cost	FY2025	Total
641 - Motorpool (internal service fund)	$35,000	$35,000
Total	**$35,000**	**$35,000**

Funding Sources

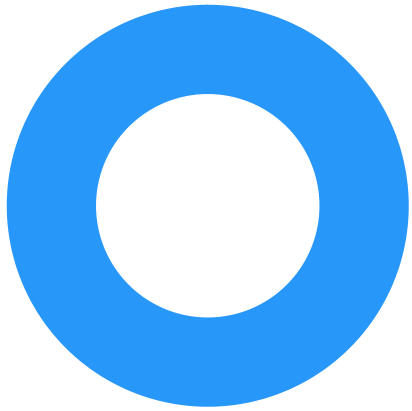
Total Budget (all years)
$35K

Project Total
$35K

Funding Sources by Year



Funding Sources for Budgeted Years



641 - Motorpool (100%)	$35,000.00
TOTAL	**$35,000.00**

Funding Sources Breakdown

Funding Sources	FY2025	Total
641 - Motorpool	$35,000	$35,000
Total	**$35,000**	**$35,000**

Vehicles - Dump Truck Salt Truck (#111)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Dump Truck Salt Truck (#111)

Scheduled vehicle replacement

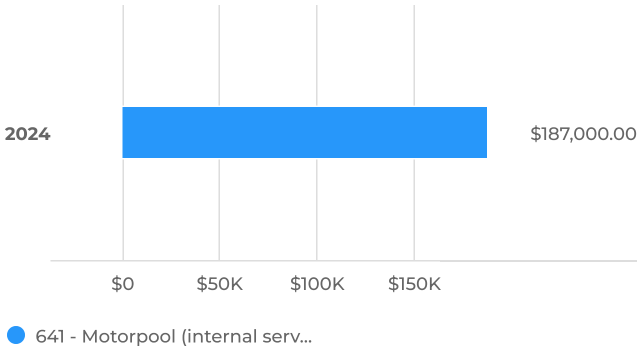
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

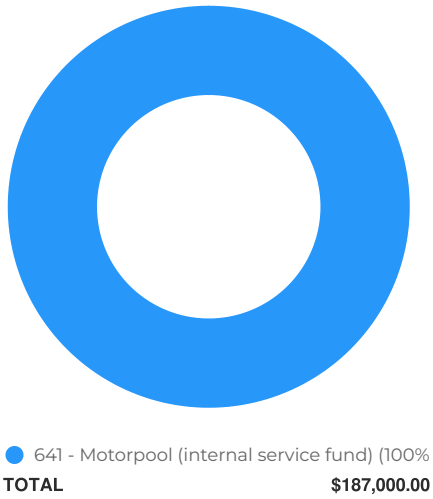
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$187,000	$187K	$187K

Capital Cost by Year



Capital Cost for Budgeted Years



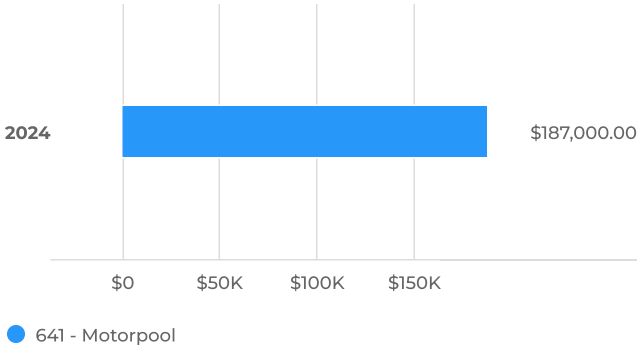
Capital Cost Breakdown

Capital Cost	FY2024	Total
641 - Motorpool (internal service fund)	$187,000	$187,000
Total	**$187,000**	**$187,000**

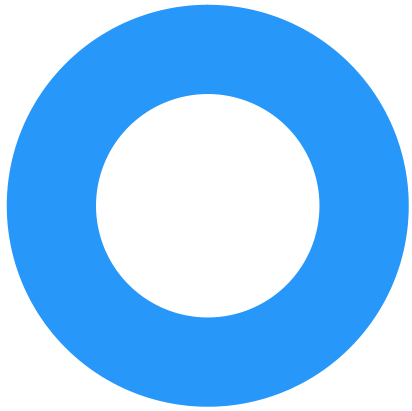
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$187,000	$187K	$187K

Funding Sources by Year



Funding Sources for Budgeted Years



641 - Motorpool (100%)	$187,000.00
TOTAL	**$187,000.00**

Funding Sources Breakdown

Funding Sources	FY2024	Total
641 - Motorpool	$187,000	$187,000
Total	**$187,000**	**$187,000**

Vehicles - Dump Truck Salt Truck (#112)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Dump Truck Salt Truck (#112)

Scheduled vehicle replacement

Details

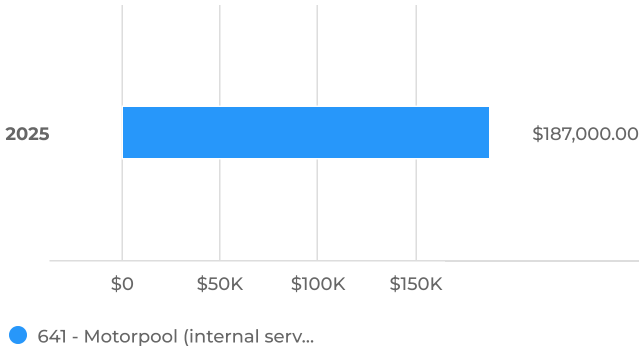
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

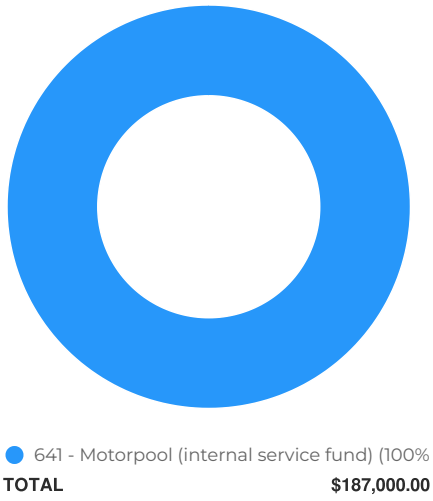
Total Budget (all years)
$187K

Project Total
$187K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

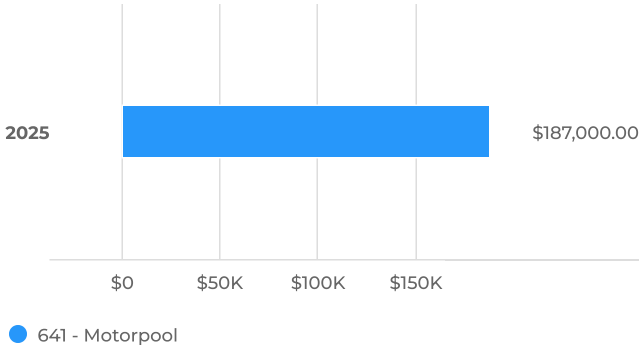
Capital Cost	FY2025	Total
641 - Motorpool (internal service fund)	$187,000	$187,000
Total	**$187,000**	**$187,000**

Funding Sources

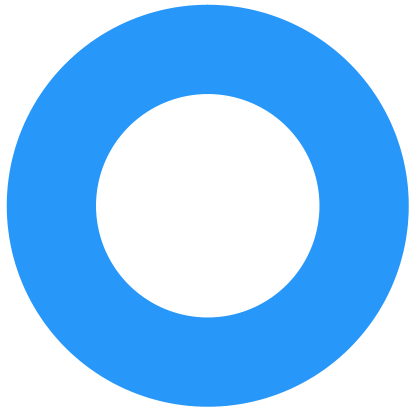
Total Budget (all years)
$187K

Project Total
$187K

Funding Sources by Year



Funding Sources for Budgeted Years



641 - Motorpool (100%)	$187,000.00
TOTAL	**$187,000.00**

Funding Sources Breakdown

Funding Sources	FY2025	Total
641 - Motorpool	$187,000	$187,000
Total	**$187,000**	**$187,000**

Vehicles - Environmental Collection (#607)

Overview

Request Owner	Rheagan Basabica
Department	Public Works
Type	Other

Description

Vehicles - Environmental Collection (#607)

Scheduled vehicle replacement

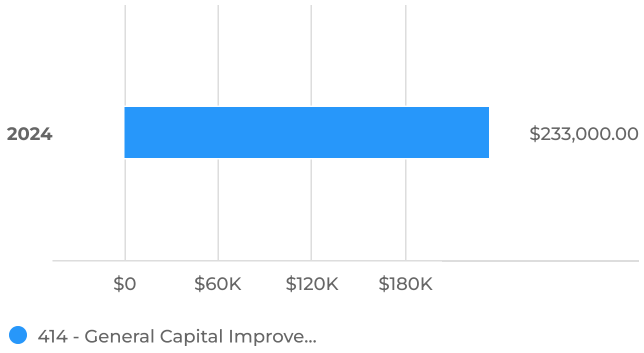
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

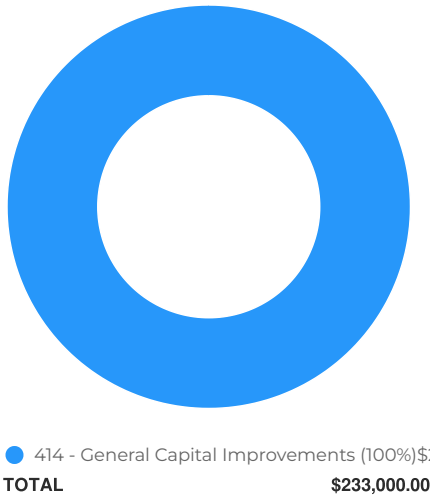
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$233,000	$233K	$233K

Capital Cost by Year



Capital Cost for Budgeted Years



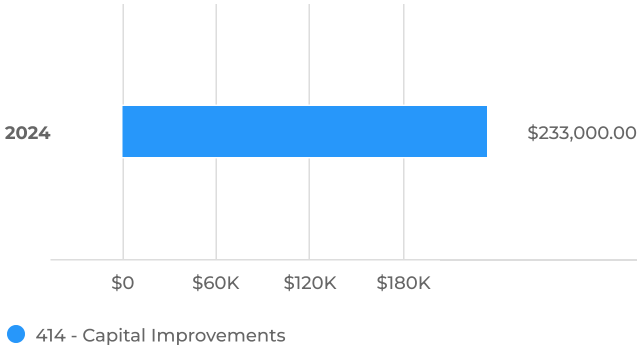
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$233,000	$233,000
Total	**$233,000**	**$233,000**

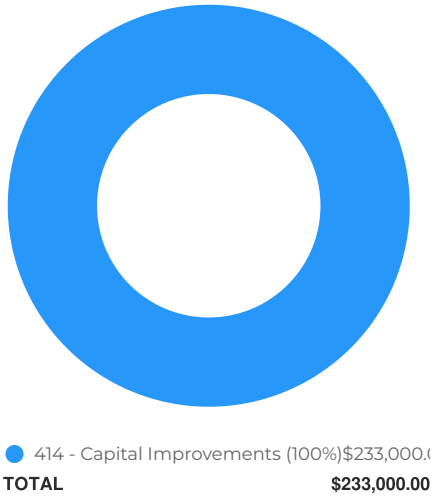
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$233,000	$233K	$233K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$233,000	$233,000
Total	**$233,000**	**$233,000**

Vehicles - Garden Tractor (#443)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Garden Tractor (#443)

scheduled vehicle replacement

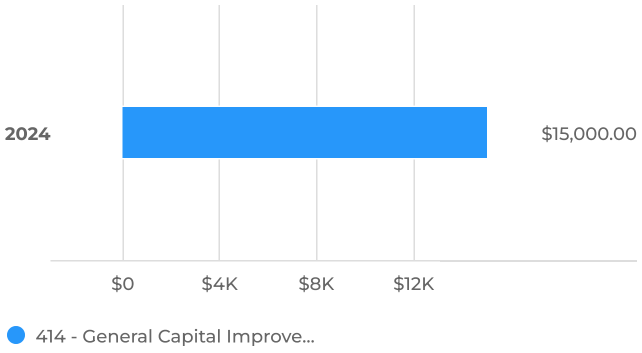
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

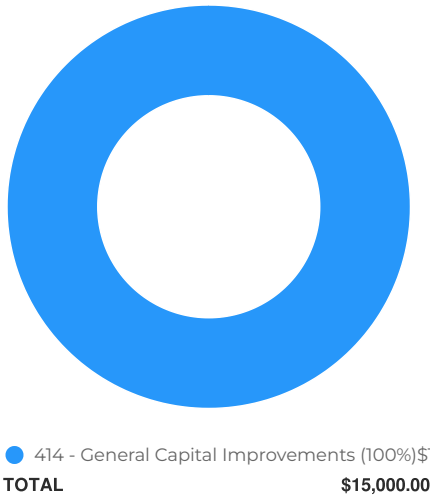
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Capital Cost by Year



Capital Cost for Budgeted Years



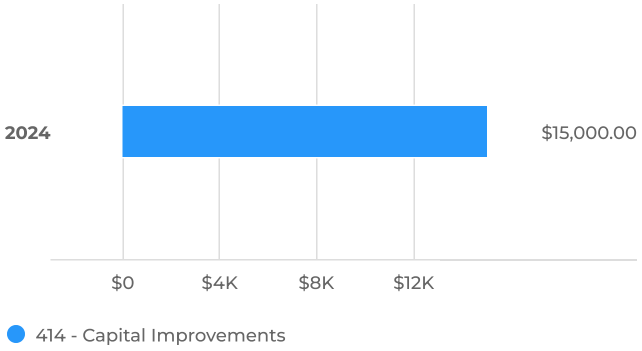
Capital Cost Breakdown

Capital Cost	FY2024	Total
414 - General Capital Improvements	$15,000	$15,000
Total	**$15,000**	**$15,000**

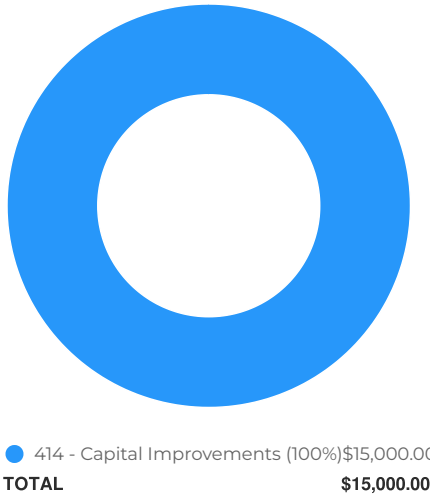
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
414 - Capital Improvements	$15,000	$15,000
Total	**$15,000**	**$15,000**

Vehicles - Garden Tractor (#444)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Garden Tractor (#444)

Scheduled replacement

Details

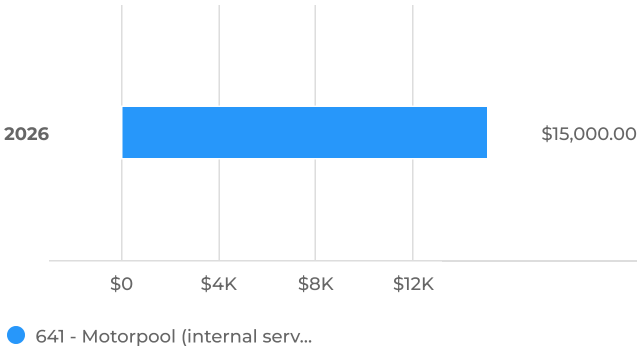
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

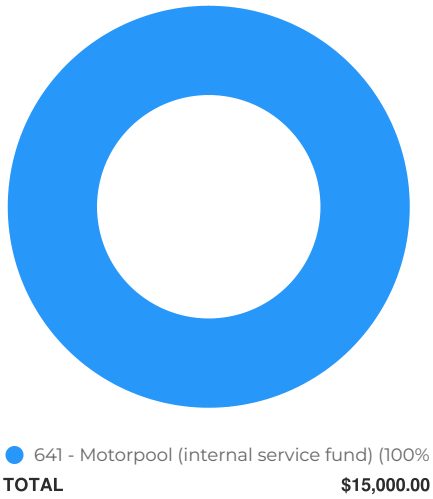
Total Budget (all years)
$15K

Project Total
$15K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

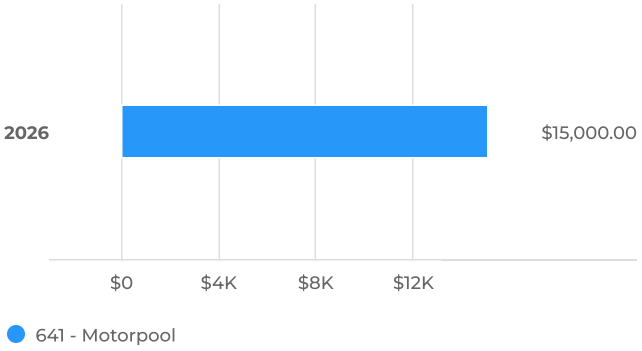
Capital Cost	FY2026	Total
641 - Motorpool (internal service fund)	$15,000	$15,000
Total	**$15,000**	**$15,000**

Funding Sources

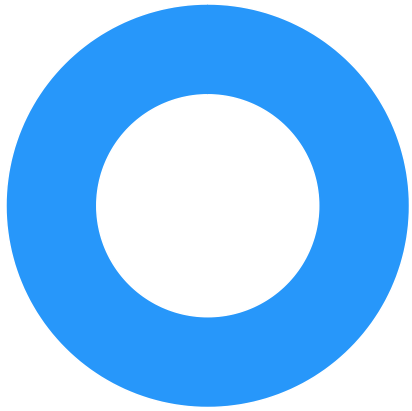
Total Budget (all years)
$15K

Project Total
$15K

Funding Sources by Year



Funding Sources for Budgeted Years



641 - Motorpool (100%)	$15,000.00
TOTAL	**$15,000.00**

Funding Sources Breakdown

Funding Sources	FY2026	Total
641 - Motorpool	$15,000	$15,000
Total	**$15,000**	**$15,000**

Vehicles - Garden Tractor (#446)

Overview

Request Owner	Bonnie Wessler, CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Garden Tractor (#446)

Scheduled vehicle replacement

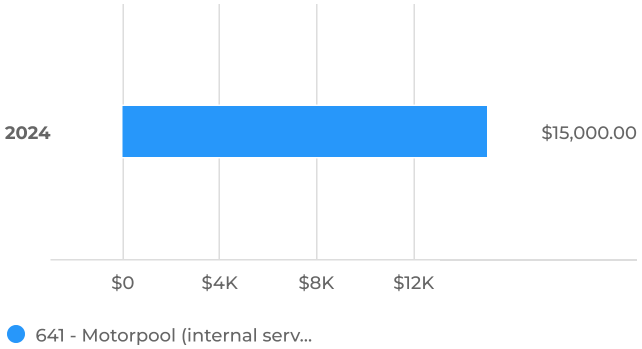
Details

Contact	Ron Akers
Project Justification	Risk Avoidance (addresses a safety issue or results in an operating or future capital cost savings)

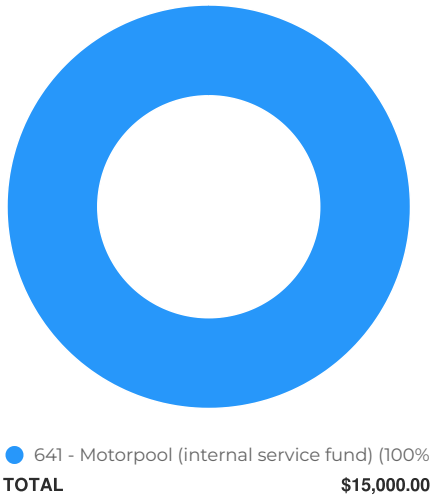
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Capital Cost by Year



Capital Cost for Budgeted Years



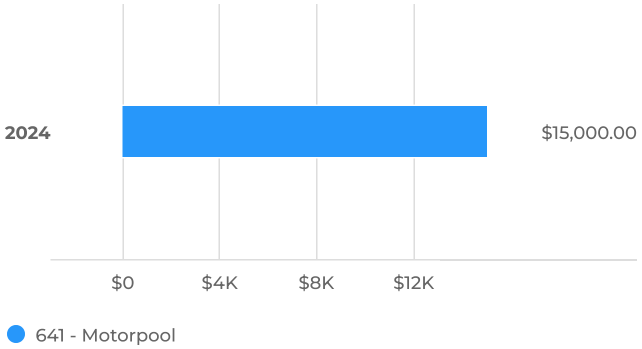
Capital Cost Breakdown

Capital Cost	FY2024	Total
641 - Motorpool (internal service fund)	$15,000	$15,000
Total	**$15,000**	**$15,000**

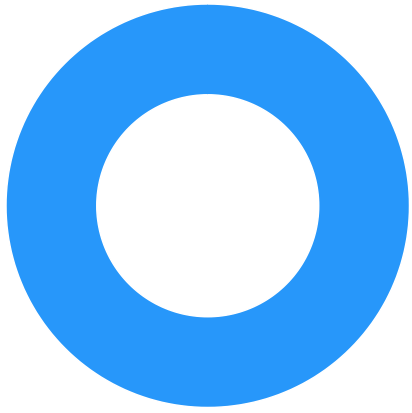
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$15,000	$15K	$15K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
641 - Motorpool	$15,000	$15,000
Total	**$15,000**	**$15,000**

Vehicles - One Ton w Dump Body (#104)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Dump Truck (#104)

Scheduled vehicle replacement

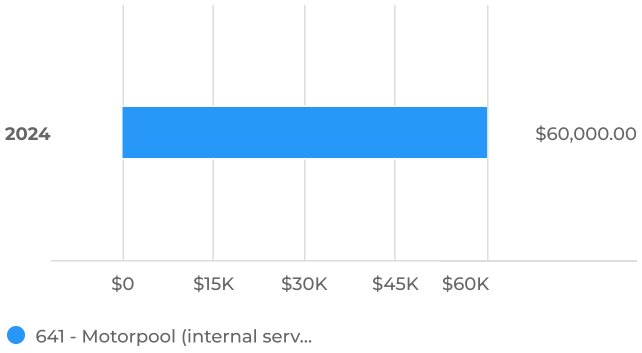
Details

Contact	Ron Akers
Project Justification	Risk Avoidance

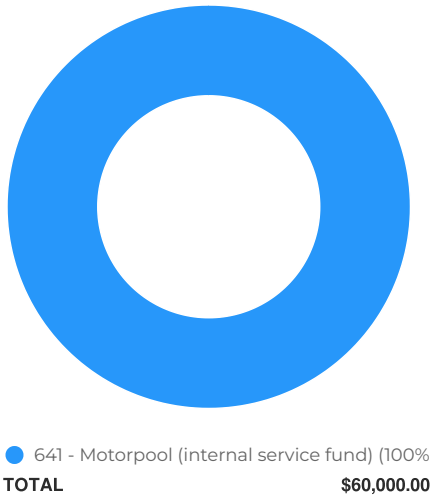
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
$60,000	$60K	$60K

Capital Cost by Year



Capital Cost for Budgeted Years



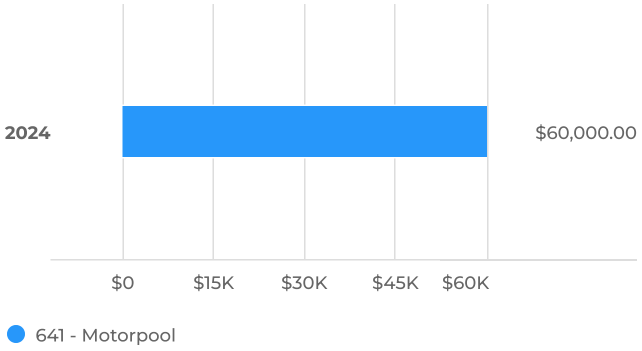
Capital Cost Breakdown

Capital Cost	FY2024	Total
641 - Motorpool (internal service fund)	$60,000	$60,000
Total	**$60,000**	**$60,000**

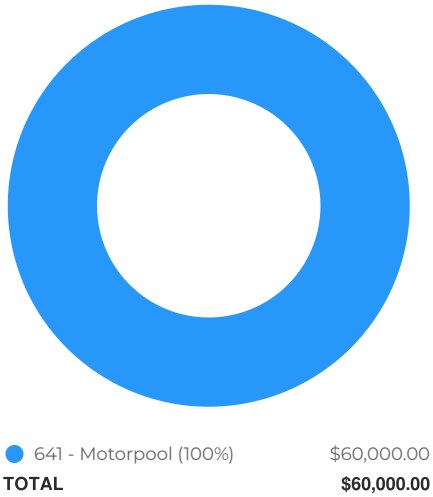
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
$60,000	$60K	$60K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
641 - Motorpool	$60,000	$60,000
Total	**$60,000**	**$60,000**

Vehicles - Signal Shop Aerial Lift Truck (#122)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Signal Shop Aerial Lift Truck (#122)

Scheduled replacement

Details

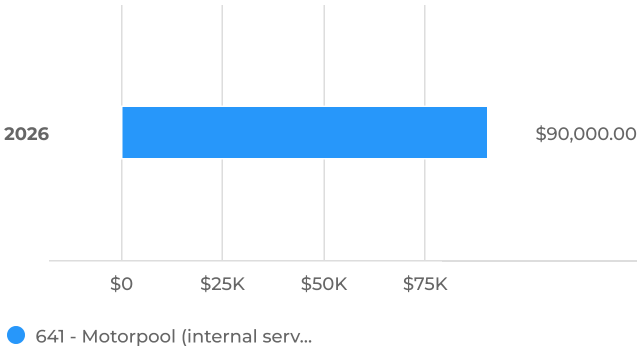
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

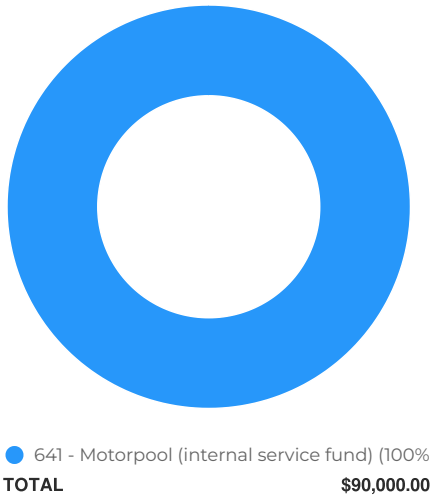
Total Budget (all years)
$90K

Project Total
$90K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

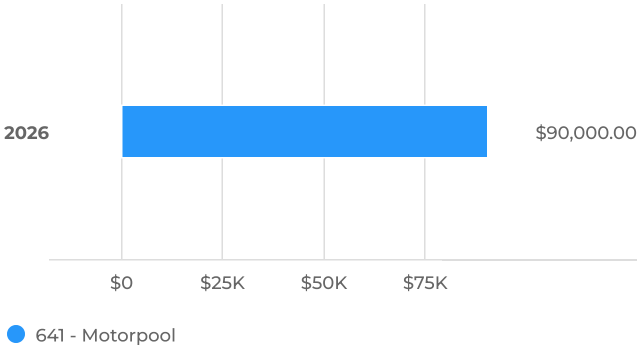
Capital Cost	FY2026	Total
641 - Motorpool (internal service fund)	$90,000	$90,000
Total	**$90,000**	**$90,000**

Funding Sources

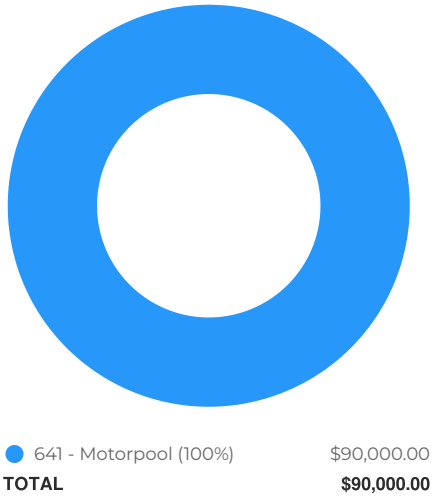
Total Budget (all years)
$90K

Project Total
$90K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
641 - Motorpool	$90,000	$90,000
Total	**$90,000**	**$90,000**

Vehicles - Utility Snow Removal Vehicle (#441)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Utility Snow Removal Vehicle (#441)

Details

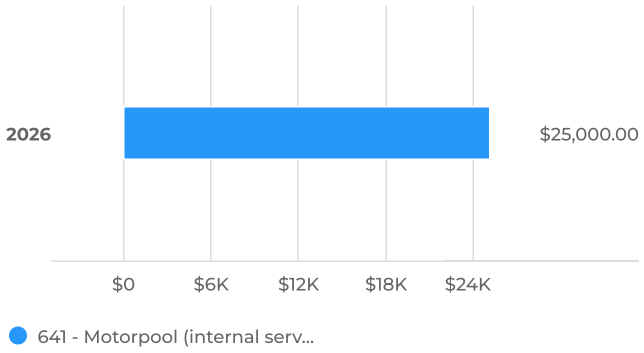
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

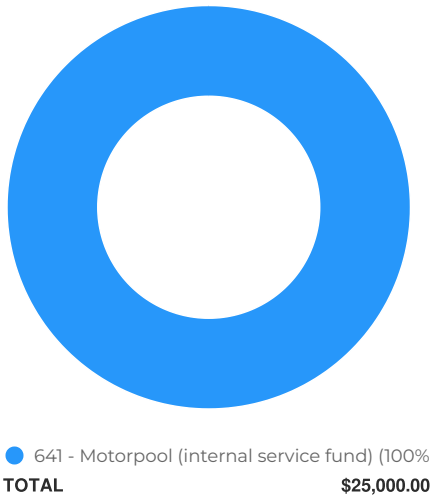
Total Budget (all years)
$25K

Project Total
$25K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

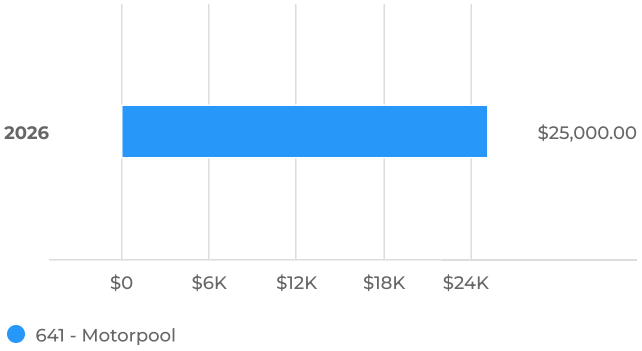
Capital Cost	FY2026	Total
641 - Motorpool (internal service fund)	$25,000	$25,000
Total	**$25,000**	**$25,000**

Funding Sources

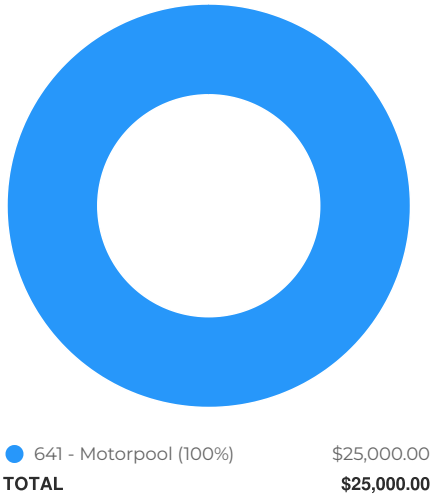
Total Budget (all years)
$25K

Project Total
$25K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
641 - Motorpool	$25,000	$25,000
Total	**$25,000**	**$25,000**

Vehicles - Volvo Loader - Salt/Trash (#129)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Volvo Loader - Salt/Trash (#129)

Details

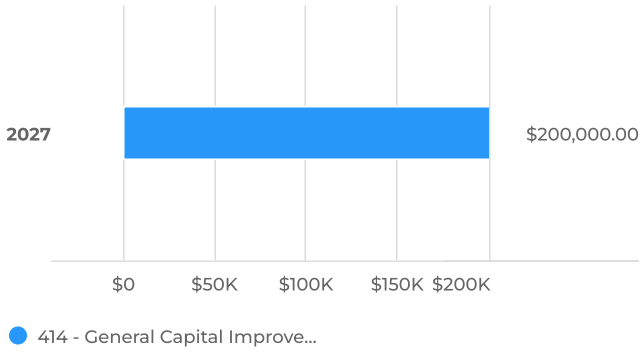
Contact	Ron Akers
Project Justification	Risk Avoidance

Capital Cost

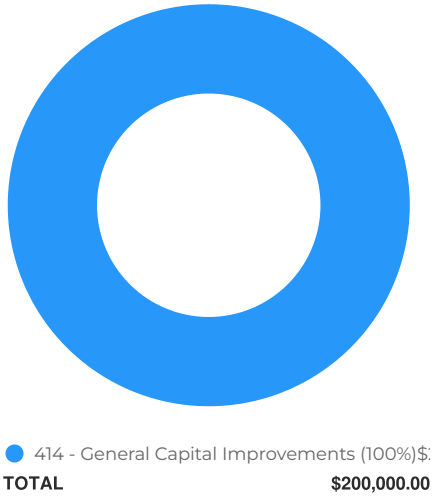
Total Budget (all years)
$200K

Project Total
$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

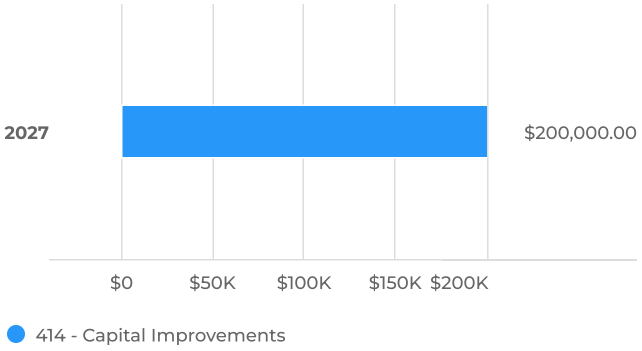
Capital Cost	FY2027	Total
414 - General Capital Improvements	$200,000	$200,000
Total	**$200,000**	**$200,000**

Funding Sources

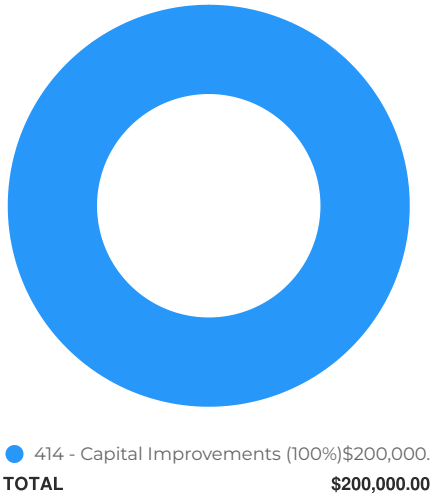
Total Budget (all years)
$200K

Project Total
$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	Total
414 - Capital Improvements	$200,000	$200,000
Total	**$200,000**	**$200,000**

Vehicles - Wacker Loader w Bucket (#440)

Overview

Request Owner	Bonnie Wessler, Director of DPS/CIP Coordinator
Department	Public Works
Type	Other

Description

Vehicles - Wacker Loader w Bucket (#440)

Details

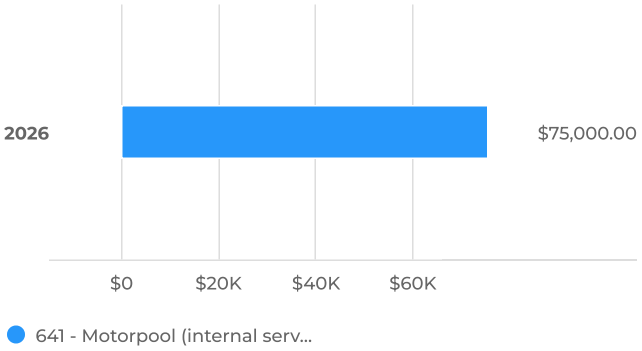
Project Justification	Risk Avoidance

Capital Cost

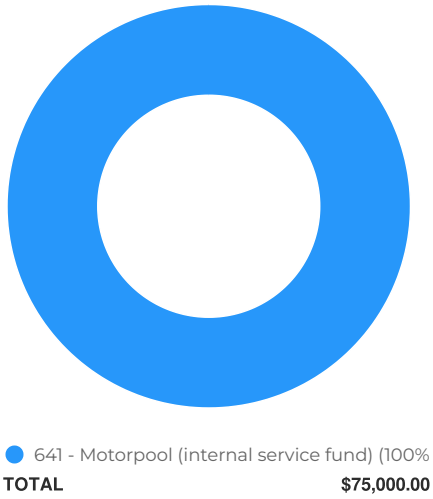
Total Budget (all years)
$75K

Project Total
$75K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

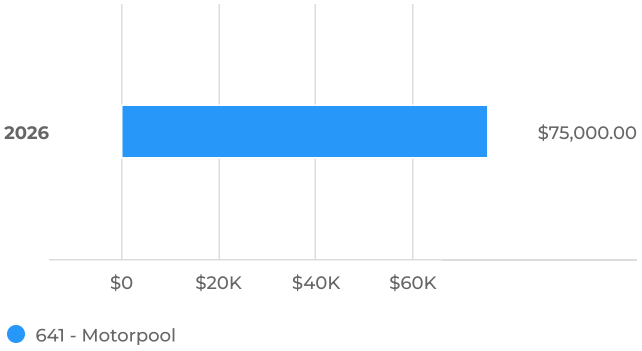
Capital Cost	FY2026	Total
641 - Motorpool (internal service fund)	$75,000	$75,000
Total	**$75,000**	**$75,000**

Funding Sources

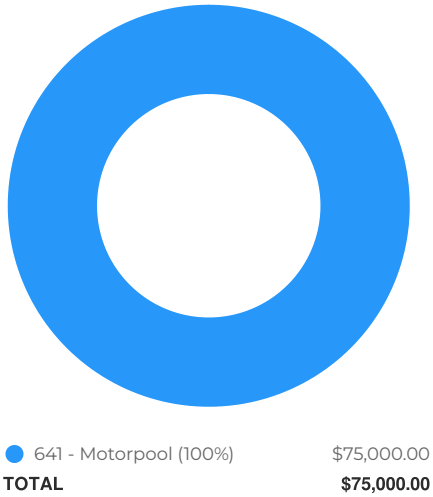
Total Budget (all years)
$75K

Project Total
$75K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
641 - Motorpool	$75,000	$75,000
Total	**$75,000**	**$75,000**

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year’s apportionment along with one year’s committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government’s account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

Fund Balance:

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking bodyof a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as “personal services,” “expenses,” or “capital outlay.”

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors’ analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, $14.80 per $1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account’s balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank’s reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders’ equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community’s assessed value on property must reflect its market, or full and fair cash value.

Fund Balance

Fund balance is into several categories to indicate the availability and restrictions on funds. These categories are used to manage and report the financial resources of a government entity effectively.

1. **Non-spendable Fund Balance:** This includes amounts that cannot be spent because they are either in a non-cash form (e.g., inventories) or are legally or contractually required to be maintained intact (e.g., endowment principal).
2. **Restricted Fund Balance:** These are resources that are restricted by external parties, such as creditors, grantors, or laws, for specific purposes. They can only be used for the purposes specified by the external restrictions.
3. **Committed Fund Balance:** These funds are constrained by the government's highest level of decision-making authority (e.g., the governing body) for specific purposes. The commitment requires formal action to be taken by the government, and it cannot be changed without similar formal action.
4. **Assigned Fund Balance:** This category includes resources intended to be used for specific purposes by the government's highest level of authority or management, but without the same level of constraint as committed funds.
5. **Unassigned Fund Balance:** This is the residual classification for the general fund or equivalent fund types. It represents resources that have not been assigned to specific purposes by the government's highest level of authority or management. It provides flexibility for future spending or other uses as determined by the government.

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Rheagan Basabica, Andrew Hellenga, City Manager

Subject: Ordinance No. 1444 - An Ordinance entitled "2025-2026 Tax Levy Ordinance".
Public Hearing Resolution No. 2025-074, close the public hearing.
Resolution No. 2025-073, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2025-073 ORD 1444 - Tax Levy
2. 1. Public Hearing Tax Levy 25-26
3. Resolution No 2025-074 Close Pub Hr ORD 1444 - Tax Levy

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-073
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That proposed Ordinance No. 1444, entitled "2025-2026 Tax Levy Ordinance", be approved upon First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PUBLIC NOTICE

The Ypsilanti City Council will hold a Public Hearing on Tuesday, May 6, 2025, at 6:00 p.m. in the City Council Chambers, located at 1 S. Huron St., Ypsilanti, MI 48197 to consider an Ordinance entitled "2025-2026 Tax Levy Ordinance" which follows:

2025-2026 TAX LEVY ORDINANCE

THE CITY OF YPSILANTI ORDAINS THAT:

A general operating millage rate of 17.0304 mills (.0170304 cents per $1) of the Taxable Value, according to the assessment roll of the last preceding year is approved and authorized; and

The City Clerk is authorized to certify to the City Treasurer and City Assessor the total amount to be levied and restriction for the City of Ypsilanti is:

MILLAGE NAME	MILLAGE RATE
GENERAL OPERATING	17.0304
POLICE & FIRE PENSION	6.2188
POLICE & FIRE OPEB	1.3146
SANITATION	2.4900
WATER STREET LTGO RFDG BONDS 2016A (VOTED IN AUGUST 8, 2017)	1.5814
PUBLIC TRANSIT (VOTED IN NOVEMBER 2010)	.8761
TOTAL	**29.5113**

The City of Ypsilanti encourages people with disabilities to participate and will provide necessary reasonable auxiliary aid and services, such as signers and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon five (5) days notice to the City. Individuals requiring auxiliary aid or services should contact the city by writing or calling the following:

City Clerk's Office
One S. Huron St.
Ypsilanti, MI 48197-5400
(734) 483-1100

All people are welcome to attend. Additional information may be obtained at the City Clerk's Office or at www.cityofypsilanti.com under Mayor and City Council. Written comments may be sent to the City Clerk's Office at the above address.

Tracey Boudreau, City Clerk
Publish in Washtenaw Legal News on April 17, 2025.

Resolution No. 2025-074
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for proposed Ordinance No. 1444 entitled "2025-2026 Tax Levy Ordinance", be Officially Closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From:

Subject: Ordinance No. 1445 - An Ordinance entitled "An Ordinance to Amend Budget Appropriations by Department and Major Organizational Unit for the Fiscal Years 2024-2025 and 2025-2026".
Public Hearing Resolution No. 2025-076, close the public hearing.
Resolution No. 2025-075, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:
1. Res. 2025-075 - ORD 1445 - Amended Budget 24-25 and 25-26
2. 2. Amended Budget 24-25 and 25-26
3. Resolution No 2025-076 Close Pub Hr ORD 1445 - Amend Budget

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CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-075
May 6, 2025

AMEND 2024-25 and 2025-26
FISCAL YEARS OPERATING BUDGET

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:
That an ordinance entitled, "An Ordinance to Amend Budget Appropriations by Department and Major Organizational Unit for the Fiscal Year 2024-25 and 2025-26, be approved upon First Reading.

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
101	GENERAL FUND	14,790,335	19,131,503	(24,644,747)	17,552,710	(21,239,651)	5,590,150
102	HOUSING FUND	25,000	50,000	(57,500)	0	0	17,500
104	BUDGET STABILIZATION FUND	-	3,310,912		98,000		3,408,912
202	MAJOR STREET	4,058,240	2,093,985	(2,614,385)	2,059,258	(2,636,034)	2,961,064
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604
205	PUBLIC SAFETY FUND	330,053	430,000	(710,000)	430,000	(480,000)	53
226	GARBAGE & RUBBISH COLLECT	169,037	1,776,967	(1,767,977)	1,915,471	(1,866,634)	226,863
248	DTDA W CROSS	198,500	141,927	(212,896)	198,766	(190,725)	135,572
249	BUILDING INSPECTION FUND	-	0	0	536,500	(419,212)	117,288
265	POLICE SPECIAL REVENUE	69,659	2,244	0	1,425	(12,000)	61,328
275	DEPOT TOWN DDA	276,107	130,052	(279,595)	148,991	(236,563)	38,992
304	2016 GOLT BOND REFUNDING	12,983	912,284	(912,083)	910,709	(910,709)	13,184
342	2012 UTGO REFUNDING BOND	10,353	120	0	0	0	10,473
413	DOWNTOWN DEV AUTH	313,606	407,339	(497,858)	618,479	(435,879)	405,688
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,985,388)	11,570,000	(11,840,000)	1,935,692
415	ECONOMIC DEVELOPMENT CORP	35,206	66,922	(76,461)	48,846	(52,758)	21,754
474	2004B W S & SEW $6.3M DWRF	-	389,091	(389,091)	0	0	0
479	2007 W & W REV DWRF $375K	-	21,247	(21,247)	25,769	(25,769)	0
480	2008 W & S DISP REV $435K	-	27,794	(27,794)	27,169	(27,169)	0
481	2009 W & S BNDS 7249-01	-	21,714	(11,101)	10,851	(10,851)	10,613
482	2012 W&S FACTORY PUMP STA	824,706	183,938	(183,938)	185,250	(185,250)	824,706
483	2013 REVENUE REFUND BONDS	970,266	196,350	(196,350)	199,350	(199,350)	970,266
485	WATER MAIN DWRF 7320-01	-	25,116	(25,116)	24,616	(24,616)	0
486	2016 W&S REV REF BONDS	-	1,275,700	(1,275,700)	1,269,500	(1,269,500)	0
496	SIDEWALK IMPROVEMENT	266,179	124,294	(80,229)	5,258	(31,050)	284,453
514	PARKING FUND	78,810	325,388	(372,870)	1,391,215	(1,307,156)	115,388
588	PUBLIC TRANSIT	18,488	368,846	(368,024)	382,871	(378,741)	23,440
641	MOTOR POOL	1,127,608	1,814,196	(1,441,610)	1,749,069	(1,768,808)	1,480,456
677	WORKERS COMPENSATION FUND	122,390	162,939	(250,222)	183,443	(115,000)	103,550
732	FIRE AND POLICE PENSION	33,666,222	6,886,977	(4,021,608)	5,471,175	(4,102,331)	37,900,435
736	RETIREE BENEFITS FUND	4,229,595	859,210	(1,868,673)	916,881	(1,962,104)	2,174,909
Totals		65,753,315	51,453,086	(52,848,615)	48,595,485	(53,202,721)	59,750,551

Further, that in accordance with Section 19 (2) of Public Act 621 of 1978, also known as the Uniform Budgeting and Accounting Act, parameters are hereby given to allow transfers between appropriation accounts and within fund totals.

OFFERED BY: _____

SUPPORTED BY: _____
YES: NO: ABSENT: VOTE:

PUBLIC HEARING NOTICE

YPSILANTI CITY COUNCIL
AMEND CITY BUDGET FOR 2024-2025 & 2025-2026 FISCAL YEARS AND BUDGET ORDINANCE

The Ypsilanti City Council will hold a Public Hearing on Tuesday, May 6, 2025, at 6:00 p.m. in the City Council Chambers, located at 1 S. Huron St., Ypsilanti, MI 48197 to consider the following Ordinance:

AN ORDINANCE TO AMEND BUDGET APPROPRIATIONS BY DEPARTMENT AND MAJOR ORGANIZATIONAL UNIT FOR 2024-2025 AND 2025-2026 FISCAL YEARS.

THE CITY OF YPSILANTI ORDAINS:

Pursuant to the City Charter Section 5.06 (a), budget appropriations by department and major organizational unit are hereby approved as recommended by the Administration, as approved by City Council, and as shown below by Funds.

FUND	FUND NAME	FUND BALANCE BEGINNING	24-25 REVENUE	24-25 EXPENDITURES	25-26 REVENUE	25-26 EXPENDITURES	PROJECTED FUND BALANCE END
101	GENERAL FUND	14,790,335	24,448,433	(30,018,677)	19,252,710	(22,657,030)	5,815,771
102	HOUSING FUND	25,000	50,000	(57,500)	0	0	17,500
104	BUDGET STABILIZATION FUND	-	3,310,912		0		3,310,912
202	MAJOR STREET	4,058,240	2,093,985	(2,614,384)	2,059,258	(2,636,034)	2,961,065
203	LOCAL STREET	1,914,501	671,799	(857,528)	663,913	(1,006,081)	1,386,604
205	PUBLIC SAFETY FUND	330,053	430,000	(430,000)	430,000	(430,000)	330,053
226	GARBAGE & RUBBISH COLLECT	169,037	1,776,967	(1,767,977)	1,915,471	(1,866,634)	226,863
248	DTDA W CROSS	198,500	141,927	(212,896)	198,766	(190,725)	135,572
249	BUILDING INSPECTION FUND	-	0	0	750,039	(618,541)	131,498
265	POLICE SPECIAL REVENUE	69,659	2,244		1,425		73,328
275	DEPOT TOWN DDA	276,107	130,052	(279,595)	148,991	(236,563)	38,992
304	2016 GOLT BOND REFUNDING	12,983	912,284	(912,083)	910,709	(910,709)	13,184
342	2012 UTGO REFUNDING BOND	10,353	120		0		10,473
413	DOWNTOWN DEV AUTH	313,606	407,339	(497,858)	618,479	(435,879)	405,688
414	CAPITAL IMPROVEMENT	2,245,474	8,945,606	(8,920,000)	2,951,700	(4,675,000)	547,780
415	ECONOMIC DEVELOPMENT CORP	35,206	49,113	(76,461)	48,846	(52,758)	3,946
474	2004B WS & SEW $6.3M DWRF	-	389,091	(389,091)	0	0	0
479	2007 W & W REV DWRF $375K	-	21,247	(21,247)	25,769	(25,769)	0
480	2008 W & S DISP REV $435K	-	27,794	(27,794)	27,169	(27,169)	0
481	2009 W & S BNDS 7249-01	-	21,714	(11,101)	10,851	(10,851)	10,613
482	2012 W&S FACTORY PUMP STA	824,706	183,938	(183,938)	185,250	(185,250)	824,706
483	2013 REVENUE REFUND BONDS	970,266	196,350	(196,350)	199,350	(199,350)	970,266
485	WATER MAIN DWRF 7320-01	-	25,116	(25,116)	24,616	(24,616)	0
486	2016 W&S REV REF BONDS	-	1,275,700	(1,275,700)	1,269,500	(1,269,500)	0
495	SIDEWALK IMPROVEMENT	266,179	124,294	(80,229)	5,258	(31,050)	284,453
514	PARKING FUND	78,810	210,000	(372,870)	616,216	(532,156)	1
588	PUBLIC TRANSIT	18,488	368,846	(368,024)	382,871	(378,741)	23,440
641	MOTORPOOL	1,127,608	1,584,196	(1,441,610)	1,952,453	(3,222,648)	(0)
677	WORKERS COMPENSATION FUND	122,390	162,939	(250,222)	227,625	(262,732)	0
732	FIRE AND POLICE PENSION	33,666,222	6,886,977	(4,021,608)	5,471,175	(4,102,331)	37,900,435
736	RETIREE BENEFITS FUND	4,229,595	859,210	(1,868,673)	916,881	(1,962,104)	2,174,909
Totals		65,753,315	56,406,820	(57,873,657)	41,265,291	(48,419,001)	57,132,769

Further, that in accordance with Section 19 (2) of Public Act 621 of 1978, also known as the Uniform Budgeting and Accounting Act, parameters are hereby given to allow transfers between appropriation accounts and within fund totals.

The City of Ypsilanti encourages people with disabilities to participate and will provide necessary reasonable auxiliary aid and services, such as signers and audio tapes of printed materials being considered at the meeting for individuals with disabilities at the meeting upon two (2) days' notice to the City. Individuals requiring auxiliary aid or services should contact the city by writing or calling the following:

City Clerk's Office
1 S. Huron St., Ypsilanti, MI 48197
(734) 483-1100

All people are welcome to attend. A copy of the proposed 2024-2025 and 2024-2025 Fiscal Year Budget Ordinance may be obtained at the City Clerk's Office during normal hours or at www.cityofypsilanti.com under Mayor and City Council. Written comments may be sent to the City Clerk's Office at the above address.

Tracey Boudreau, City Clerk

Publish in Washtenaw Legal News on April 17, 2025.

Resolution No. 2025-076
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for proposed Ordinance No. 1445 entitled "An Ordinance to Amend Budget Appropriations by Department and Major Organizational Unit for 2024-2025 and 2025-2026 Fiscal Years", be Officially Closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-077 Approving the minutes of the meeting of April 15, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2025-077 Minutes
2. April 15, 2025 Council Meeting Minutes

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-077
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the April 15, 2025 City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

MINUTES
REGULAR COUNCIL MEETING
6:00 PM - Tuesday, April 15, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:01p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro-Tem Wilcoxen, Council Member King, Council Member McLean, Council Member Simmons, Council Member Fellows, and Council Member Tooson. ABSENT: None.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Tooson moved to Approve the AGENDA as presented. Mayor Pro-Tem Wilcoxen seconded the motion. The motion passed upon a voice vote as follows:

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

V. CLOSED SESSION

A. Resolution No. 2025-061 Entering into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2025-061 Entering into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti. Council Member Tooson seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

City Council entered into a Closed Session at 6:07p.m.

B. Resolution No. 2025-062 Leaving the Closed Session and returning to the Open Session of this meeting.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2025-062 Leaving the Closed Session and returning to the Open Session of this meeting. Council Member Simmons seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

Council left the Closed Session and returned to the Open Session at 7:09p.m.

VI. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

4 Members of the pubic spoke.

VII. PRESENTATIONS

A. Bonding Presentation by Patrick McGow of Miller Canfield

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-063 Approving the minutes of the meeting of April 1, 2025.

Council Member Tooson moved to Approve Resolution No. 2025-063 Approving the minutes of the meeting of April 1, 2025. Council Member King seconded the motion.
Council Member Simmons requested to amend the minutes by updating the WATTS report to include the Surface Transportation Reauthorization Bill and by amending her Council Proposed Business noting Mark Higbee actually passed in February, but his memorial was that week.
Council Member McLean pointed out that Council Member Simmons name is misspelled in the Roll Call section.
Council Member Fellows requested that Wilcoxen's friendly amendment be added to her resolution amending CR2022-042.

Council Member Tooson moved to Approve Resolution No. 2025-063 Approving the minutes of the meeting of April 1, 2025. as amended. Council Member King seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

B. Resolution No. 2025-064 Approving two-year funding in the total amount of $100,000 for RxKids to launch the RxKids program in the City of Ypsilanti.

Council Member Tooson moved to Approve Resolution No. 2025-064 Approving two-year funding in the total amount of $100,000 for RxKids to launch the RxKids program in the City of Ypsilanti. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

C. Resolution No. 2025-065 Declaring April 28, 2025 as Workers Memorial Day.

Council Member Tooson and Mayor Pro Tem Wilcoxen left the Chambers at 9:05p.m. and returned at 9:08p.m.

Council Member Fellows moved to Approve Resolution No. 2025-065 Declaring April 28, 2025 as Workers Memorial Day. Council Member Simmons seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

D. Resolution No. 2025-066 Establishing a target level for the budget stabilization fund of ninety one (91) days of general fund revenue as measured by the last fiscal year for which complete revenue figures are available.

Council Member McLean moved to Approve Resolution No. 2025-066 Establishing a target level for the budget stabilization fund of ninety one (91) days of general fund revenue as measured by the last fiscal year for which complete revenue figures are available. Council Member Tooson seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

Council Member McLean left Chambers at 9:27p.m. and returned at 9:29p.m.

E. Resolution No. 2025-067 Approving the request to allow Council Members Simmons and Fellows the use of the Freighthouse for a Ward 3 Townhall Meeting in May without fee, per policy.

Council Member Simmons moved to Approve Resolution No. 2025-067 Approving the request to allow Council Members Simmons and Fellows the use of the Freighthouse for a Ward 3 Townhall Meeting in May without fee, per policy. Council Member Fellows seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

F. Resolution No. 2025-068 Allowing two well established paw paw trees planted in the median on Wallace Street between Pearl and North Congress Streets to remain because they are already established, are not posing an impediment to vehicular traffic and have a community group and/or resident willing to maintain them.

Mayor Brown left the Chambers at 9:30p.m.

Council Member McLean moved to Approve Resolution No. 2025-068. Council Member Fellows seconded the motion.

Mayor Brown returned to Chambers at 9:32p.m.

Mayor Pro-Tem Wilcoxen moved to Amend Resolution No. 2025-068 by including the requirement of an MOU for a Care Agreement. Council Member King seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

Council Member McLean moved to Approve Resolution No. 2025-068 Allowing two well-established paw paw trees planted in the median on Wallace Street between Pearl and North Congress Streets to remain because they are already established, are not posing an impediment to vehicular traffic and have a community group and/or resident willing to maintain them, and for City Staff to prepare an MOU for a Care Agreement. Council Member Fellows seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

Council Member Simmons moved, supported by Mayor Pro Tem Wilcoxen, to extend the meeting until 11p.m. The motion passed unanimously upon a voice vote.

Council Member Fellows left the Chambers at 9:50p.m. and returned at 9:52p.m.

G. Resolution No. 2025-069 Approving a building consulting services agreement with Carlisle Wartman, removing the building official services portion, to be approved by the city attorney and signed by the city manager.

Council Member King moved to Approve Resolution No. 2025-069 Approving a building consulting services agreement with Carlisle Wartman, removing the building official services portion, subject to approval by the city attorney and signed by the city manager. Council Member Tooson seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

H. Resolution No. 2025-070 Approving the proposed conservation easement located at 2-4 W. Forest Avenue, Parcel # 11-11-04-360-001, as presented.

Council Member King moved to Approve Resolution No. 2025-070 Approving the proposed conservation easement located at 2-4 W. Forest Avenue, Parcel # 11-11-04-360-001. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

I. Resolution No. 2025-071 Approving the proposed sidewalk easement located at 2-4 W. Forest Avenue, Parcel # 11-11-04-360-001, as presented.

Council Member Fellows moved to Approve Resolution No. 2025-071 Approving the proposed sidewalk easement located at 2-4 W. Forest Avenue, Parcel # 11-11-04-360-001. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

J. Discussion regarding feedback on the Council retreat questionnaire.

K. Submitting FOIA Appeal on behalf of Alex Nouri and Resolution No. 2025-072 granting or denying the request.

Council Member Simmons moved to Deny the FOIA Appeal of Alex Nouri with Resolution No. 2025-072. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(7)	Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(0)	

IX. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported the next meeting is Thursday, April 24th.

B. Human Relations Commission

Council Member King reported that the next meeting is this Thursday, April 17th at 6p.m.

C. Parks and Arts Commission

Council Member McLean reported the next meeting is April 21st.

D. Sustainability Commission

Council Member Simmons reported they met for the last meeting, but adjourned for no quorum. However, they should be publishing a flyer on Earth Day events on April 26th & 27th, including a planting project and some school events.

E. Historic District Commission

Council Member McLean reported they met on April 8th and discussed the following:

- 212 S Huron for a partial roof
- 417 Maple for windows
- 19 N Hamilton for a sign
- 47 N Huron for windows
- the Freighthouse for refacing of signage

F. Planning Commission

Mayor Pro Tem Wilcoxen reported they meet tomorrow and the agenda is online.

G. Zoning Board of Appeals

Nothing scheduled.

X. LIAISON REPORTS

A. SEMCOG Update

No update.

B. Washtenaw Area Transportation Study

No report.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the next meeting is this Thursday.

E. Friends of Rutherford Pool

No report.

XI. COUNCIL PROPOSED BUSINESS

Council Member Tooson -

- Come to the Perry School Easter Egg Extravaganza on April 19th

- Held first Walk the Ward event last Tuesday; the response was great & hoping for more resident turn out at future events
- Deepest condolences to Leeth family for their loss, and a great personal loss for the councilman

Council Member Fellows -

- Attended downtown Library reopening; it was a great event and the space is beautiful
- Echo Tooson's sentiments and extend condolences to the Leeth family on this tragic loss
- Dates to share: - May 20th - Presentation by YpsiBig
  - June 17th - Community Benefits Ordinance Workshop
  - July 1st - Boards & Commissions Workshop
- Appreciate working with colleagues lately and feeling the comradery

Council Member McLean -

- Enjoyed attending the pancake breakfast at the Methodist Churh on Washtenaw

Mayor Pro Tem Wilcoxen -

- Had pleasure of attending Straight Ahead Concert at the Freighthouse, through the UMS program. The website not always working well, so know you can always purchase tickets at the door, and you can pay what you can afford.

Council Member Simmons -

- Community member question regarding curbside pick-up at Marijuana dispensaries. Administration advised that it's against the City Ordinance and was only allowed temporarily during COVID.
- Wants to discuss immigration ordinance, with consulting City Attorney, to protect our community memebers.

Council Member King -

- Visited Joe's Market on Huron & Harriet, upon constituent concerns & the floor is indeed not level. Will follow up and asking Building Department to follow up as well.
- Also extending condolences to the family of Deshawn Leeth
- Hosting a Townhall event April 24th
- Neighbors want to restart a community garden in Ainsworth Circle, and councilwoman has sent email to connect residents & City staff.

XII. COMMUNICATIONS FROM THE MAYOR

- Much excitement around the Library Reopening; it is so beautiful and how wonderful that the space is available to the public.
- Noting this is Black Maternal Mental Health Awareness Week
- Happy 11th Anniversary to City Manager, Andrew Hellenga, on his service to the City.
- Hopefully folks can come out to the Easter Egg Hunt on April 19th.
- Reminder that the DDA's Sammie Slam event will end this Friday.
- Sharing condolences for the family of Deshawn Leeth.

XIII. COMMUNICATIONS FROM THE CITY MANAGER

- MML completed investigation of 8 applicants for the Police Chief position - 3 passed those interviews.
- First Water Street Talk will be tomorrow at 10:30a.m. at SPARK East & staff to meet with Council Member Fellows to discuss her proposed resolution.
- Noted how great it is to have the Downtown Library back after two years, and what an asset it is to the community.

XIV. COMMUNICATIONS

XV. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

Mayor Brown adjourned the meeting at 10:48p.m.

A. Resolution No. 2023-, adjourning the City Council Meeting.

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.

[MIN_FOOT]

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Michelle King, Council Member

Subject: Resolution No. 2025-088 Creating an Ad Hoc Citizen Committee to Develop a Request for Qualifications (RFQ) for the Water Street Redevelopment Area.

SUMMARY & BACKGROUND: Creation of the Ad Hoc Citizen Committee
An Ad Hoc Citizen Committee ("the Committee") will be established to assist in creating the Request for Qualifications (RFQ) for Water Street property development, ensuring inclusion of community input and values from the City's Community Benefits Ordinance.

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2025-088 Water St Citizen Committee
2. Attachment for Res 2024-088

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-088
May 6, 2025

Resolution for the Creation of an Ad Hoc Citizen Committee to Develop a Request for Qualifications (RFQ) for the Water Street Redevelopment Area

WHEREAS, the City of Ypsilanti seeks to create a **community-driven Request for Qualifications (RFQ)** for the **Water Street Redevelopment Area**, ensuring that development aligns with residents' needs and priorities rather than a traditional developer-led approach;

WHEREAS, the City aims to engage residents in a **collaborative and creative process** to shape the future of **Water Street**, the last major publicly owned riverfront property (38 acres) adjacent to downtown, given its history of stalled projects, ecological significance, and concerns over rising rents and gentrification;

WHEREAS, this process will align with the **Community Benefits Ordinance's Quadruple Bottom Line**—social equity, cultural vitality, economic prosperity, and environmental sustainability;

WHEREAS, in 2017, Ypsilanti voters approved a 2.3-mill millage to pay off Water Street debt, generating approximately $650,000 annually for debt service;

NOW, THEREFORE, BE IT RESOLVED, by the Ypsilanti City Council, that:

1. **An Ad Hoc Citizen Committee** is established to draft a **Community Benefits-driven RFQ** for Water Street, guided by the **Quadruple Bottom Line.**
2. **Committee Composition:**
    - **Three (3) City Councilmembers** (one from each Ward, selected from interested members),
    - **Six (6) to eight (8) appointed community members** (approved by Council, with at least three nominated at a public meeting),
    - **Up to two (2) non-residents with relevant expertise**, ensuring diverse representation (long-term/new residents, business owners, etc.).
3. **Process & Responsibilities:**
    - Following the completion of **Carlisle Wortman's draft RFQ**, a public **Community Participation Meeting** (with 30-day advance notice) will be held to gather input and solicit committee nominations.
    - **The Committee will:**
        - Meet at least **six times within 180 days**, complying with the **Open Meetings Act**,
        - Draft an RFQ prioritizing **affordable housing, cultural preservation, environmental sustainability, and equitable development**,
        - Present a **final RFQ recommendation** to Council for approval, amendment, or rejection, followed by a **public hearing**.
    - After RFQ submissions close, the Committee will **review developer qualifications** and recommend finalists to Council.
4. **Long-Term Integration:**

- The Committee's work will inform the **Master Plan update** and guide **Water Street RFQs for at least five years**.
- The City will uphold **Free, Prior, and Informed Consent (FPIC)** principles, ensuring meaningful community engagement.

RESOLVED, That an Ad Hoc Citizen Committee be established to assist in creating the Water Street RFQ while incorporating community input and Community Benefits Ordinance values; be it further

BE IT FURTHER RESOLVED, that:

- The City Manager will assign a **staff liaison** to support the Committee,
- All proceedings will comply with **FOIA and Open Meetings Act** requirements,
- The Committee will provide **periodic updates** to Council, contributing to Water Street's ongoing development strategy,
- This resolution shall take effect **immediately upon adoption**.
- That this Committee operates according to Council rules, this **attachment**, and the City Code of Ordinances.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Attachment: Creation of the Ad Hoc Citizen Committee

An Ad Hoc Citizen Committee ("the Committee") will be established to assist in creating the Request for Qualifications (RFQ) for Water Street property development, ensuring inclusion of community input and values from the City's Community Benefits Ordinance.

Committee Composition

The Committee shall consist of:

- Three (3) Ypsilanti City Councilmembers (one from each Ward, selected from interested members)
- Six (6) to eight (8) members appointed by the Mayor or two Councilmembers (subject to Council approval), with at least three selected from community participation meeting recommendations
- Up to two (2) non-residents with relevant expertise may be appointed (all other members must be Ypsilanti residents)

Appointments shall reflect equitable representation across all three wards, including a mix of:

- Long-term and newer residents
- Business owners
- Other community representatives

Community Participation Meeting

Following the completion of the 2025 Carlisle Wortman Water Street draft RFQ, the City will hold a public meeting to:

- Explain the RFQ ad hoc committee process
- Present Water Street's history and RFQ draft findings
- Solicit public questions and input
- Gauge interest and potentially conduct a straw poll for nominations

The meeting will be:

- Publicly noticed 30 days in advance
- Announced via mailed notices to all Ypsilanti addresses

Quadruple Bottom Line Priorities

The Committee will evaluate proposals based on:

1. Cultural Vitality: Enhancing Ypsilanti's cultural identity
2. Social Equity: Benefiting underserved groups
3. Economic Prosperity: Supporting local businesses/jobs
4. Environmental Sustainability: Promoting green practices

Potential Community Benefits to Consider

The Committee should evaluate including:

- Public ownership percentage of property
- Tax-abatement ceilings
- Public infrastructure requirements

- Affordable/mixed-income housing
- Cultural preservation
- Living wage standards
- Environmental remediation
- Public spaces
- Recreational areas
- Green energy features
- Transportation improvements
- Opportunities for local/minority-owned businesses
- Job training/education programs
- Zoning requirements/TIF considerations
- Contract clawbacks

Free, Prior, and Informed Consent (FPIC)
The City will apply FPIC principles, ensuring affected communities are fully informed and can consent to developments impacting their rights/resources.

Committee Procedures
- Meet ≥6 times within 180 days of formation
- City Manager will assign a staff liaison
- All meetings will comply with Open Meetings Act
- Records available per FOIA

Meeting Structure:
1. First Meeting:
    - Introductions
    - Election of chair/vice chair
    - Alignment discussion
2. Second Meeting:
    - Joint session with City Council
    - Review Carlisle Wortman RFQ draft findings and 2017 220 N Park RFQ
    - Establish draft framework
3. Subsequent Meetings:
    - Public engagement
    - Stakeholder consultation
    - Fact-finding
    - RFQ drafting

Final Recommendation Process
1. Committee submits draft RFQ to Council
2. Council holds public hearing (≥15 days notice)
3. Council may accept, reject, or amend proposal
4. After RFQ approval and developer submissions, Committee will reconvene for ≥2 meetings to review submissions and recommend qualified organizations to Council

Master Plan Integration
Committee recommendations will be:

- Incorporated into the next Master Plan update
- Maintained as a subsection for long-term planning

Timeline
Committee recommendations will guide Water Street RFQs for at least five years.

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Wendy Estey

Subject: Resolution No. 2025-078 Granting the Special Event Fee Waiver request of Home of New Vision/WRAP for their 2025 Movie Nights at Frog Island Park in the amount of $935.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL - Request for Fee Waiver - HONV Movie Nights 8-22 9-12 and 9-26-2025
2. Resolution No 2025-078 Fee Waiver HONV Movie Nights Aug-Sept 2025
3. HONV Movie Nights Aug-Sept 2025 Fee Waiver Application
4. HONV Movie Nights Aug-Sept 2025 Application
5. HONV Movie Nights Aug-Sept 2025 Fee Proposal

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
May 6, 2025

FROM: Wendy Estey, Special Events Coordinator

SUBJECT: Request for Waiver of Fees for Home of New Vision's Movie Nights at the Park August 22, September 12 and September 26, 2025

SUMMARY & BACKGROUND:

Home of New Vision, the organizer for Home of New Vision's Movie Night at Frog Island Park, has requested that the city waive park rental fees for this year's series of events to be held at the Frog Island Amphitheater. According to the Special Events Policy, "the City may jointly sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation."

These events raise awareness around recovery in the community, showing that recovery is possible. The events help to break the stigma associated with recovery. These stigmas are barriers to recovery and can lead to recoverees not being given opportunities for adequate housing or employment. Removing these barriers is essential in making recovery more sustainable.

They would like to recognize the City prior to airing the movies and would list the City as a supporter on flyers if their request is granted, which would promote Ypsilanti as a community that supports recovery.

This resolution allows the City of Ypsilanti to lend support to the organizers of this year's Home of New Vision's Movie Nights at Frog Island Park in their endeavors to promote the City of Ypsilanti as a friendly, safe and hospitable city with a long and notable historical heritage.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL:_____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____

Resolution No. 2025-078
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti adopted a Special Events Policy, and pursuant to the policy, the City may co-sponsor an event or waive event fees if it is of general interest to the public and advances the City's public image; and

WHEREAS, this year Home of New Vision's Movie Nights at Frog Island Park will take place Fridays, August 22nd, September 12th and September 26th in Frog Island Park; and

WHEREAS, Home of New Vision's Movie Nights at Frog Island Park's event organizer is requesting that the City waive the permit fees for the 2025 events; and

WHEREAS, City Council agrees that waiving permit fees of Home of New Vision's Movie Nights at Frog Island Park would be in the general interest of the public and advance the City's public image;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive permit fees of Home of New Vision's Movie Nights at Frog Island Park in the amount of $935.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events Coordinator Wendy Estey at westey@cityofypsilanti.com for submission to and consideration by the City Manager.

The City may provide support to Special Events on the following basis:

1. The event is completely open and free to members of the public, with no entry fee charged.
2. If vendors can sell goods, the cost to participate may not be prohibitive. Priority must be given first to City of Ypsilanti residents and businesses. All opportunities to serve as a vendor must be advertised sufficiently in promotional materials and on the City website. The maximum rate at which vendors may be charged is $10 per hour, and a financial report must be provided to the City proving what funds were raised and for what purpose specifically from vendor fees collected.
3. A public event shall not engage in hateful or derogatory speech including symbols of racism, homophobia, or violence. Weapons shall not be sold by vendors or any merchandise or goods which depicts these symbols of hate.
4. Religious services are not eligible community events under this policy.

Event Name: Movie Nights

Event Start Date: 8/22/2025, 9/12/2025, 9/26/2025

Event Location: Frog Island Ampitheater

Event Organizer: Home of New Vision/ WRAP

Event Contact Person: WRAP Program Manager

First Name: Robert Last Name: Colley

Phone Number: 419-345-8336 Email: rcolley@homeofnewvision.org

How is this event of general interest to the public?

These events raise awareness around recovery in the community. Showing the community that recovery is possible. These events help to break the stigma associated with recovery. These stigmas are barriers to recovery and can lead to recoverees to not being given oppurtunities for adequate housing or employment oppurtunities. Removing these barriers is essential in making recovery more sustainable. There are no charge for any of these events and nothing is sold.

List the benefits provided by the event to the City of Ypsilanti (e.g. advertisement materials, ticket sales, park improvements, etc.)

We could recognize the City of Ypsilanti's support before we air the movies and we could list the city as supporter on flyers if desired.

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

Robert Colley
Applicant Full Name

3/26/2025
Date

Estey, Wendy

From: noreply@civicplus.com
Sent: Monday, March 31, 2025 1:24 PM
To: Estey, Wendy; Lorrie Thomas
Subject: Online Form Submittal: Special Event Application

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Special Event Application

Step 1

Contact Information	
Applicant/ Organization's Name	Home of New Vision
Street Address	3115 Professional Dr
City	Ann Arbor
State	MI
Zip Code	48104
Phone	4193458336
Fax	734-975-1604
Organization Website	homeofnewvision.org
Form of Ownership	Non profit
Applicant Organization is	Located or resident of the City
Brief Description of Organization or Applicant (350 characters or less)	Home of New Vision has been providing hope for recovery to the people we serve for over twenty years. We inspire the confidence and courage to change and explore their own unique pathway to recovery. Our experience teaches us that change is possible, that treatment works, and that recovery does happen! People with substance use disorder face far too many barriers to recovery; we help break them down. Focusing on the whole

	person, we provide not only treatment but a full spectrum of support and resources to help navigate the journey to recovery.
Person(s) Principally Responsible for Event	Robert Colley
Title	WRAP Program Manager
Contact Number	4193458336
Email	Rcolley@homeofnewvision.org
Event Info	
Proposed date of event	8/22/2025
Will it be a recurring event weekly, biweekly, monthly, etc?	Yes
If recurring, how often?	Other
Proposed Location	Frog Island
Event set up time	6pm
Event start time	7pm
Additional days required for set up	None
Event end time	9pm
Event break down time	9pm
Additional days required for clean up	None
Has this event occurred in Ypsilanti before?	Yes
Is this an annual event expected to occur next year?	Yes
Proposed date for next year...	*Field not completed.*

Note
If an event will run recurrently, the City may issue one permit per month so long as

the event will run for 30 days or longer (for weekly events), 60 days or longer (for biweekly events), or 90 days or longer (for monthly events).

Type of Event	Non-Profit

Event Classification & Requirements

Event Category

(City of Ypsilanti Special Events Policy, Section 3)

Note
All events held in Riverside or Frog Island park are automatically categorized as Class 3 or Class 4

Event Class Category	Class 1 Event ($250 per day)
Total # of Participants Expected	70
Full Description & Purpose of Event (include all activities, attach additional documents if necessary)	Movie Nights in the Park features a resource table to provide access to community resources and a movie for the whole family. These events raise awareness around recovery in the community. Showing the community that recovery is possible. These events help to break the stigma associated with recovery. These stigmas are barriers to recovery and can lead to recoverees to not being given oppurtunities for adequate housing or employment oppurtunities. Removing these barriers is essential in making recovery more sustainable. There are no charge for any of these events and nothing is sold.

Security Deposit

(City of Ypsilanti Special Events Policy, Sections 2.5 and 3)

Select Event Class	Class 1 Event ($250)

Note
Permit and utility fees may also be required up front with the security deposit.

Food

(City of Ypsilanti Special Events Policy, Section 3.5)

Will any food be prepared, distributed, or sold at event?	Yes

Note
If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the Washtenaw County Environmental Health Department, 705 Zeeb Rd, PO Box 8645, Ann Arbor, or 734-222-3800.

Alcohol

(City of Ypsilanti Special Events Policy, Section 3.6)

Will alcohol be served? No

Alcohol Training
The City requires that all event staff handling alcohol receive appropriate training.

Parking

(City of Ypsilanti Special Events Policy, Section 4.1)

Attach a detailed description of the parking available *Field not completed.*

Will your event use public lots? Yes

Note
The City does not permit paid parking in any public lots without a license

Will your event use private lots? No

Note
Written authorization from the property owner is required and must be attached if using school, church, or other private parking lots.

Are you requesting unlimited parking or capped meters? No

Street Closure

Street Closure

(City of Ypsilanti Special Events Policy, Sections 3.7 and 4.1)

Does your event require a street closure? No

Note

Major street closure permits are $1,500/per street/per day.

Local street permits are $350/street/day.

Note

Insurance will be required for all Street Closures in the amount of $250,000 per occurrence, naming the City of Ypsilanti as an additional insured.

Event Map

(City of Ypsilanti Special Events Policy, Section 4.1)

Does your event require an Event Map?	No
Upload your event map	Untitled design (25).png

Event Signs

(City of Ypsilanti Special Events Policy, Section 4.2)

Are event signs required?	No

Security

(City of Ypsilanti Special Events Policy, Section 4.3)

Will your event have private security?	No
Will your event have volunteer security/crowd control services?	Yes
List the name and contact information for the private security company	N/A

Describe your plan for ejecting unruly/disorderly persons from the event	2 staff members will approach the guest and politely ask them to leave. If the situation escalates, the police will be contacted to handle the situation.

Note
The Police Department may require private bonded security for events. The City will assign police officers as necessary and charge the permit holder for these services. The need for private security and/or police officers will be determined at or before the pre-event meeting. The numbers will be determined by the Police Department liaison.

Temporary Apparatus

(City of Ypsilanti Special Events Policy, Section 4.1)

Will your event include any of the following? (check all that apply)	Tents, Portable Tables

Note
Please include placement of all apparatus listed above in your attached event site plan. Bleachers, benches, picnic tables, and charcoal grills are available for rental in City parks.

Noise

(City of Ypsilanti Special Events Policy, Section 3.8)

Will amplified sound be used at the event?	Yes
List the days and times sound will be used	7pm-10pm
What type of sound will be at the event? (check all that apply)	P.A. System
Other	*Field not completed.*

Note

Event coordinators are responsible for ensuring compliance with permissible noise levels. Please review the Special Events Policy to determine of a noise permit is required for your event.

Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Restrooms

(City of Ypsilanti Special Events Policy, Section 4.1)

Note
No city parks have restroom facilities; Riverside park is the only city park with water service available.

Does your event require restroom facilities?	No

Trash

(City of Ypsilanti Special Events Policy, Section 4.1)

Penalties will be assessed for the event site not being restored to its original condition. If trash or other event-related debris is left anywhere but inside a designated trash receptacle, a charge may be incurred for site clean-up.

Do you intend to provide your own trash receptacles?	Yes
If yes, how many trash receptacles do you intend to provide?	2
Provide the trash disposal plan for your event	We will use garbage boxes, take the trash to the dumpsters, and make sure the area is clean before we leave

Note
Waste Management sells event trash boxes (55 gallons each, 1 box is equal to ¼ cubic yard). You can contact them at 1-800-796-9696.

Site Restoration

(City of Ypsilanti Special Events Policy, Section 4.4)

Note
Site restoration and equipment removal are required by 1 p.m. the day following your event.

Do you agree to restore the location(s) to the condition in which you found it?	Yes

Insurance

(City of Ypsilanti Special Events Policy, Sections 1.4 and 3)

Have you reviewed the prerequisite insurance requirements for your event and agree to submit proof of liability and/or property damage insurance with your application?	Yes

City Services & Equipment

Permits

Permits required for your event (check all that apply)	Electricity, Noise Permit
Other	*Field not completed.*

City Services Requested

(City of Ypsilanti Special Events Policy, Section 5.1)

Check all that apply	None of these

City Equipment Requested

(City of Ypsilanti Special Events Policy, Section 5.3)

Check all that apply	Electricity (Riverside and Frog Island)

Attestation

(City of Ypsilanti Special Events Policy, Attachment D)

As applicable to event, applicant understands and agrees to comply with City

ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit(s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution. I hereby agree to comply with all Federal and State Statutes and with all City of Ypsilanti Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I authorize the Fire Marshal to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event. By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization:

Applicant Full Name	Robert Colley
Date	3/31/2025

Email not displaying correctly? View it in your browser.

Estey, Wendy

From: Robert Colley <rcolley@homeofnewvision.org>
Sent: Monday, March 31, 2025 1:47 PM
To: Estey, Wendy
Subject: Re: Movie Nights

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

lol I thought it was longer than last year! We have 8/22, 9/12, & 9/26.

Robert Colley DP-C, CPRC
Program Manager
Washtenaw Recovery Advocacy Project (WRAP)

HOME OF new vision
Your Choice for Recovery and Change

Main Office
3115 Professional Dr.
Ann Arbor, MI 48104
Phone: 734-686-4975
Fax:734-975-1604

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From: Estey, Wendy <westey@cityofypsilanti.com>
Sent: Monday, March 31, 2025 1:37 PM
To: Robert Colley <rcolley@homeofnewvision.org>
Subject: RE: Movie Nights

You definitely worked harder than you needed to, but I can accept this one for the amphitheater rental. 😊 I didn't notice more than one date on there. I think I have your dates saved, but what are they?

Wendy

From: Robert Colley <rcolley@homeofnewvision.org>
Sent: Monday, March 31, 2025 1:35 PM
To: Estey, Wendy <westey@cityofypsilanti.com>
Subject: Movie Nights

Home of New Vision Movie Night at Frog Island Park

Friday, August 22, 2025

PROPOSAL

ACCOUNT: Robert Colley
CONTACT: Robert Colley
EMAIL: rcolley@homeofnewvision.org
PHONE: (419) 345-8336
ADDRESS: 3115 Professional Drive
Ann Arbor, MI 48104

SALES MANAGER: Wendy Estey
EMAIL: westey@cityofypsilanti.com
PHONE: (734) 482-9825

EVENT SUMMARY

Location	Date	Time	Areas	Event Type	Guests
City of Ypsilanti Parks Special Events	**8/22/2025**	**6:00 pm – 9:00 pm**	**Frog Island Park**	**Miscellaneous Rental**	**70**
City of Ypsilanti Parks Special Events	9/12/2025	6:00 pm – 9:00 pm	Frog Island Park	Miscellaneous Rental	70
City of Ypsilanti Parks Special Events	9/26/2025	6:00 pm – 9:00 pm	Frog Island Park	Miscellaneous Rental	70

ROOM RENTAL

		Price	Total
1	Special Events Application Fee	$35.00	$35.00
3	Amphitheater Rental ($200 first 2 hours)	$200.00	$600.00
1	Class 1 Gazebo/Pavilion/Amphitheater Rental Security Deposit	$100.00	$100.00
3	Class 1 Event Electricity Turn-on Fee	$50.00	$150.00
1	Noise Permit (one noise permit for the entire series)	$150.00	$150.00

ESTIMATED BILLING

P.A. System to be used from 7-10 p.m.

Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Liability insurance in the amount of $250,000 per occurrence naming the City of Ypsilanti as additionally insured is required for this series of events.

		Total
Room Rental		$1,035.00
Subtotal		$1,035.00
Credit Card Fee	4.0%	$41.40
Grand Total		$1,076.40
Estimated Amount Due		**$1,076.40**

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Wendy Estey

Subject: Resolution No. 2025-079 Granting the Special Event Fee Waiver request of Depot Town CDC for their 2025 Thursday Cruise Nights on Cross Street in the amount of $2,285.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL - Request for Fee Waiver - Cruise Night
2. Resolution 2025-079 Fee Waiver Cruise Night
3. Hardship App
4. Fee Proposal Cruise Night

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
May 6, 2025

FROM: Wendy Estey, Special Events Coordinator

SUBJECT: Request for Waiver of Fees for Depot Town Cruise Nights

SUMMARY & BACKGROUND:

The Depot Town CDC has applied for a fee waiver. Cruise Nights are held on Thursday, starting in June and running until the middle of September.

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL:_____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____

Resolution No. 2025 - 079
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti adopted a Special Events Policy, and pursuant to the policy, the City may co-sponsor an event or waive event fees if it is of general interest to the public and advances the City's public image; and

WHEREAS, this year Depot Town Cruise Night will take place each Thursday beginning June 5th and ending on September 11th on Cross St; and

WHEREAS, the Depot Town CDC event organizer is requesting that the City waive the permit fees for the 2025 events; and

WHEREAS, City Council agrees that waiving permit fees of Depot Town CDC Cruise Night would be in the general interest of the public and advance the City's public image;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive permit fees of Depot Town CDC Cruise Nights in the amount of $2,285.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events Coordinator Wendy Estey at wesley.estey@cityofypsilanti.com for submission to and consideration by the City Manager.

The City may provide support to Special Events on the following basis:

1. The event is completely open and free to members of the public, with no entry fee charged.
2. If vendors can sell goods, the cost to participate may not be prohibitive. Priority must be given first to City of Ypsilanti residents and businesses. All opportunities to serve as a vendor must be advertised sufficiently in promotional materials and on the City website. The maximum rate at which vendors may be charged is $10 per hour, and a financial report must be provided to the City proving what funds were raised and for what purpose specifically from vendor fees collected.
3. A public event shall not engage in hateful or derogatory speech including symbols of racism, homophobia, or violence. Weapons shall not be sold by vendors or any merchandise or goods which depicts these symbols of hate.
4. Religious services are not eligible community events under this policy.

Event Name: DEPOT TOWN CRUISE NITES UNLESS

Event Start Date: June 5th - Sept. 11 ON THURS. RAIN

Event Location: DEPOT TOWN STREETS

Event Organizer: Depot Town Merchants CDC

Event Contact Person: LINDA French

First Name: SAME Last Name:

Phone Number: 734-358-6957 Email: LADYFRENCH@AOL.COM

How is this event of general interest to the public?

This event draws people from all by Mich. & the COMMUNITY. The display of cars in a "CAR" TOWN, NEXT TO Auto Museum is TRULY UNIQUE

List the benefits provided by the event to the City of Ypsilanti (e.g. advertisement materials, ticket sales, park improvements, etc.)

Event is free. We pay for insurance & CLEAN UP AFTER EACH EVENT. CITY SERVICES Re: police TRASH, are NOT NEEDED + WE PROMOTE Ypsi.

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

Linda French
Applicant Full Name

3-22-25
Date

Cruise Nights in Depot Town Thursday, September 11, 2025

PROPOSAL

ACCOUNT: Depot Town CDC
CONTACT: Linda French
EMAIL: ladyfrench@aol.com
PHONE: (734) 358-6956
ADDRESS: 308 N. River
Ypsilanti, MI 48198

SALES MANAGER: Wendy Estey
EMAIL: westey@cityofypsilanti.com
PHONE: (734) 482-9825

EVENT SUMMARY

Location	Date	Time	Areas	Event Type	Guests
City of Ypsilanti Parks Special Events	6/5/ 2025	4:00 pm – 8:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	6/12/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	6/19/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	6/26/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	7/3/ 2025	4:00 pm – 9:00 pm	Street Closure 2	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	7/10/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	7/17/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	7/24/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	7/31/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special	8/7/	4:00 pm –	Street	Miscellaneous	500

Events	2025	9:00 pm	Closures	Rental	
City of Ypsilanti Parks Special Events	8/14/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	8/21/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	8/28/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	9/4/ 2025	4:00 pm – 9:00 pm	Street Closures	Miscellaneous Rental	500
City of Ypsilanti Parks Special Events	**9/11/ 2025**	**4:00 pm – 9:00 pm**	**Street Closures**	**Miscellaneous Rental**	**500**

ROOM RENTAL

		Price	Total
1	Special Events Application Fee	$35.00	$35.00
1	Class 2 Event Security Deposit (Refundable)	$500.00	$500.00
3.5	Noise Permit (x3.5 months)	$150.00	$525.00
3.5	Local Street Closure Permit (per street/per day) (x3.5 months)	$350.00	$1,225.00

ESTIMATED BILLING

Street Closure from River to entrance to Riverside Park just before Huron Street (Huron not closed) from 4-9 p.m. Thursdays June 5th through September 11th

Liability insurance in the amount of $250,000 per occurrence naming the City of Ypsilanti as additionally insured is required for these events.

Noise permit between 4-8 p.m. Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Your application states that you will have tents. Depending on the size of the tents, you may need to have them inspected by the Fire Marshal Cliff Pope. Please check with him regarding regulations.

		Total
Room Rental		$2,285.00
Subtotal		$2,285.00
Credit Card Fee	4.0%	$91.40
Grand Total		$2,376.40

Estimated Amount Due **$2,376.40**

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-080 Reappointing Residents Dieter Otto to the YDDA, with a term ending July 1, 2029, and Amanda Smith to the Planning Commission, with a term ending May 1, 2028.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution 2025-080 Reappointments
2. Otto, Dieter - Reapp - Redacted
3. Smith, Amanda - Reapp - Redacted

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-080
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following residents be reappointed to the City of Ypsilanti Boards and Commissions as indicated below:

Name	Board	Expiration
Dieter Otto 875 Ann St. Ypsilanti, MI 48197	Ypsi Downtown Development Authority	07/01/2098
Amanda Smith 523 Fairview Circle Ypsilanti, MI 48197	Planning Commission	05/01/2028

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Board and Commission Application for Reappointment - Submission #6891

Date Submitted: 3/27/2025

First Name*

Dieter

Last Name*

Otto

Address*

875 Ann St

City*

Ypsilanti

State*

Michigan

Zip Code*

48197

Phone Number*

[redacted]

Email Address*

[redacted]

Board or Commission of Reappointment*

YDDA Board

Number of Terms Served*

2

Did you hold a Position of Leadership?*

Yes

Are you reapplying to continue as a youth member?*

- [ ] Yes
- [x] No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

I've Chair the Grants committee for my 8 years, and have helped with the evolution for this committee.
As a member of EMU, I have also worked to coordinate work between the YDDA and Eastern.
As a board member I've help set our vision and I wok to support the local businesses of Ypsilanti.

How will you continue to asisst your Board or Commission to achieve its purpose if reappointed?*

I will continue to Chair the Grants committee if the Board so wishes and lead it to our next two charges 1) grants expansion 2) support matrix for community events. I another role is history of Board operations (good and bad).

Number of absences*

Twice in 8 years

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

I have not been absent 3 times in a calendar year.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☑ I agree.

Electronic Signature

Dieter H Otto

Print

Board and Commission Application for Reappointment - Submission #6916

Date Submitted: 4/9/2025

First Name*

Amanda

Last Name*

Smith

Address*

523 Fairview Cir.

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[redacted]

Email Address*

[redacted]

Board or Commission of Reappointment*

Planning Commission

Number of Terms Served*

1

Did you hold a Position of Leadership?*

No

Are you reapplying to continue as a youth member?*

- [ ] Yes
- [x] No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

I have been an engaged participant coming prepared with thoughtful questions and ideas at meetings.

How will you continue to asisst your Board or Commission to achieve its purpose if reappointed?*

I will continue to be an engaged participant coming prepared with thoughtful questions and ideas.

Number of absences*

4

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

All of my absences have been excused. I have an autoimmune disease which has led to me missing several meetings due to illness.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☑ I agree.

Electronic Signature

Amanda N. Smith

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-081 Appointing Non-DDA-Resident Audrey Hall to the Ypsilanti Downtown Development Authority with a term ending July 1, 2029.

SUMMARY & BACKGROUND: Please be aware that there is only 1 seat open on the YDDA.

RECOMMENDED ACTION:

ATTACHMENTS:
1. Resolution 2025-081 NON Resident Appointment - Hall
2. Hall, Audrey App - Redacted

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-081
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following Non DDA Resident be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

Name	Board	Expiration
Audrey Hall 108 Washtenaw Rd, Apt. 4 Ypsilanti, MI 48197	Ypsi Downtown Development Authority	07/01/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Citizen Advisory Boards and Commissions Participation Resume - Submission #6930

Date Submitted: 4/17/2025

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. After you apply, nomination to a board or a commission under the City Charter either by the Mayor or by two Council Members, and is subject to the approval and confirmation by a majority vote of the City Council.

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*

Audrey Hall

Email Address*

[redacted]

Address*

108 Washtenaw Road Apt 4

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[redacted]

Number of Years in the Community*

Four

Ward You Live In

Ward 3

Education

Highschool Graduate, some College

Occupation

Spiritual Advisor

Employer

Self Employed

Are you applying for youth membership?

Three Commission Allow Youth Membership (Sustainability, Arts and Parks, Police Advisory & Human Relations)

- [ ] Yes
- [x] No

Are you registered to vote in the City of Ypsilanti?

- [x] Yes
- [ ] No

I would like to be considered and could devote sufficient time to serve on the following board or commission:

- [ ] Review and Tax Assessment Board
- [ ] Board of Ethics
- [ ] Fire Civil Service Commission
- [ ] YCUA
- [x] Ypsilanti Downtown Development Authority
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Historic District Commission
- [ ] Ypsilanti Housing Commission
- [ ] Human Relations Commission
- [ ] Planning Commission
- [ ] Non-motorized Advisory Committee
- [ ] Zoning Board of Appeals
- [ ] Dangerous Buildings Officer
- [ ] Arts and Parks Commission
- [ ] Ann Arbor Area Transit Authority
- [ ] Police and Fire Pension Board
- [ ] Huron River Watershed Council
- [ ] Sustainability Commission
- [ ] Police Advisory Commission

Party Affiliation

If you are applying to serve on the Ethics Board or the Fire Civil Service Commission please provide your political affiliation

Why are you interested in serving on these boards/commissions?*

As a spiritual advisor as well as a local advocate I've worked with and befriended many local businesspeople who've all echoed similar concerns about the local economy and lack business. I've also befriended homeless people as well as their advocates. I listen to everyone as part of my job, and it seems there is a fundamental issue of people lacking the money to spend at local businesses and local businesses lacking the money to employ people. The circulation of capital isn't functionally happening here for a significant amount of people and businesses, and everyone is suffering as a result. I believe it's apparent more can be done both to lift people out of poverty and circulate more capital in the local economy so that our entire community can thrive together. I believe the Downtown Development Authority is an essential aspect of that change, as grant work can be used to both fix the problem and make it worse depending on how that money is spent.

Work/volunteer experience related to the board or commission:

I have worked out of several shopfronts both downtown and in Depot Town and I've introduced myself and built relationships with many of the businesses outside of that work. I have done work with Ypsilanti Tenant Union to help local renters advocate for themselves and for the upkeep of the buildings they occupy. I have also used my platform to advocate for themselves care and humanity of our homeless neighbors in Ypsilanti. My work as a spiritual advisor has me listening to and learning from a very broad spectrum of people in the local community in terms of how our needs intersect and what can be done to improve conditions for everyone.

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

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-081 Appointing Non-Resident Corn Williams to the Ypsilanti Downtown Development Authority with a term ending July 1, 2029.

SUMMARY & BACKGROUND: Please be aware that there is only 1 seat open on the YDDA.

RECOMMENDED ACTION:

ATTACHMENTS:
1. Resolution 2025-081 NON Resident Appointment - Williams
2. Williams, Corn App - Redacted

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-081
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following Non-Resident be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

Name	Board	Expiration
Corn Williams 633 Campbell Ave. Ypsilanti, MI 48198	Ypsi Downtown Development Authority	07/01/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Citizen Advisory Boards and Commissions Participation Resume - Submission #6936

Date Submitted: 4/19/2025

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. After you apply, nomination to a board or a commission under the City Charter either by the Mayor or by two Council Members, and is subject to the approval and confirmation by a majority vote of the City Council.

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*

Corn Williams

Email Address*

[redacted]

Address*

124 Pearl St

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[redacted]

Number of Years in the Community*

19

Ward You Live In

3

Education

BS, ASC

Occupation

Public Health Consultant

Employer

LEAF Harm Reduction

Are you applying for youth membership?

Three Commission Allow Youth Membership (Sustainability, Arts and Parks, Police Advisory & Human Relations)

- [ ] Yes
- [x] No

Are you registered to vote in the City of Ypsilanti?

- [ ] Yes
- [x] No

I would like to be considered and could devote sufficient time to serve on the following board or commission:

- [ ] Review and Tax Assessment Board
- [ ] Board of Ethics
- [ ] Fire Civil Service Commission
- [ ] YCUA
- [x] Ypsilanti Downtown Development Authority
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Historic District Commission
- [ ] Ypsilanti Housing Commission
- [ ] Human Relations Commission
- [ ] Planning Commission
- [ ] Non-motorized Advisory Committee
- [ ] Zoning Board of Appeals
- [ ] Dangerous Buildings Officer
- [ ] Arts and Parks Commission
- [ ] Ann Arbor Area Transit Authority
- [ ] Police and Fire Pension Board
- [ ] Huron River Watershed Council
- [ ] Sustainability Commission
- [ ] Police Advisory Commission

Party Affiliation

If you are applying to serve on the Ethics Board or the Fire Civil Service Commission please provide your political affiliation

Why are you interested in serving on these boards/commissions?*

I have a vested interest in seeing the Ypsilanti's core community flourish.

Work/volunteer experience related to the board or commission:

With support from the Washtenaw County Prosecutor's Office and funding through the Michigan Department of Health and Human Services, Michigan State Police, and the Department of Justice, we have implemented the first semi-quanatative drug checking program in South Eastern Michigan. The goal of this program is to mitigate the vast racial disparities in overdose deaths in Washtenaw County. By providing access to Harm Reduction supplies and wrap-around services we work to reduce stigma, increase awareness, and restore dignity within Ypsilanti's most vulnerable populations. Access to Harm Reduction and wrap-around services are evidence based measures that provide potential for upward mobility, improved quality of life, and overall improvements in community resilence and safety.

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

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Nicole Brown, Mayor

Subject: Resolution No. 2025-082 Authorizing the City Manager to submit Solar for Savings, the MI Solar for All Pilot Program Grant application, and for the City to act as Fiduciary in its administration.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL Solar 2nd Grant-EGLE
2. MI-SFA-Pilot-RFP
3. Solar_for_Savings_MI_Solar_for_All_Pilot_Opportunities APP
4. Ypsilanti_Solar_for_All_Project_v4

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Solar for Savings, the MI Solar for All Pilot program Grant Opportunity

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SUMMARY & BACKGROUND:

On March4th City Council approved a resolution to submit an application for a Renewable Energy and Electrification Infrastructure Enhancement and Development Grant. Dave Strenski provided information regarding another grant that would help leverage the installation of solar panels on homes in the Neighborhood Enterprise Zone. This new grant is called "Solar for Savings: MI Solar for All Pilot Opportunities" and is administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Office of Climate and Energy (OCE). The goals of our project are the same; install solar power on more than 100 low-income homes in Ypsilanti's Neighborhood Enterprise Zone.

Approval of this resolution would direct the City Manager to submit the grant and for the City to act as Fiduciary.

RECOMMENDED ACTION:

ATTACHMENTS: Resolution, grant application

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2025 - 082
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Sustainable practices should be the focus of all governments and people across the globe; and

WHEREAS, solar power provides clean and renewable energy; and

WHEREAS, the Solar for Savings, the MI Solar for All Pilot program Grant will assist in the installation of solar panels within the Neighborhood Enterprise Zone; and

WHEREAS, the addition of solar panels will decrease the cost of electric bills, and increase economic stability.

NOW THEREFORE BE IT RESOLVED THAT The City Council of the City of Ypsilanti direct the City Manager to submit the grant application, and for the City to act as Fiduciary in its administration.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Solar for Savings:

MI SOLAR FOR ALL PILOT OPPORTUNITIES

REQUEST FOR PROPOSALS

Issue Date: April 22, 2025

Staggered Review Deadlines until All Funds Awarded:

Responses will be reviewed in three rounds. Applications submitted by each deadline by 5:00 PM EST will be considered in that review cycle. If funds remain, subsequent rounds will proceed as scheduled.

- **First Review Deadline: May 30, 2025**
- **Second Review Deadline: June 30, 2025**
- **Third Review Deadline: July 30, 2025**

Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

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Solar for Savings:
MI Solar for All Pilot Opportunities Request for Proposals

PART 1 GENERAL INFORMATION

1.1 Purpose

As part of the **MI Solar for All (MI SFA) Program**, the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Office of Climate and Energy (OCE) is offering grants for **MI SFA pilot projects** under the **MI Healthy Climate Challenge: Solar for Savings** initiative. The MI Healthy Climate Challenge grant program will release a series of "Challenges" throughout the year, each targeting different barriers and priority areas for accelerating the deployment of clean energy and climate projects across the state. These Challenges are designed to identify key barriers to project deployment while unlocking opportunities to secure federal funding and drive transformative action, ensuring that Michigan remains a leader in the clean energy transition. The **Solar for Savings** initiative is the first grant competition of the **MI Healthy Climate Challenge**.

Expanding access to renewable energy, particularly through residential and community solar, is essential for meeting the goals of the MI Healthy Climate Plan. The Solar for Savings projects are intended for organizations and entities interested in developing and implementing eligible MI SFA pilot projects that reduce energy costs and improve energy reliability and resiliency for eligible low-income households across Michigan. The funded pilots will help ensure that low-income Michiganders and communities receive savings from solar implementation, while also supporting air quality improvements, increased resiliency, and job creation.

The Solar for Savings projects aim to lay the groundwork for the full implementation of the MI SFA Program. Lessons learned from these pilot projects will support development of additional MI SFA program offerings and help program administrators understand and address potential issues. These efforts will support successful full deployment of MI SFA.

The OCE anticipates the grant period will begin by October 1, 2025, or earlier and will end August 30, 2028. Though it is expected that pilot projects will be completed sooner, pilot grant periods may be extended through January 31, 2029, given extenuating circumstances. Please see Section 1.3.2. for more information on submission deadlines.

1.2 Program Description

The MI SFA program aims to help reduce energy costs and improve energy reliability and resiliency for low-income families and communities by implementing residential-serving

community solar, residential rooftop solar, enabling upgrades, and energy storage projects that provide benefits to participating low-income households that are equivalent to an annual average 20% reduction on the average household electricity bill.

The MI SFA program is administered by EGLE's OCE. Executive Directive 2020-10 charged the OCE with developing the MI Healthy Climate Plan, the state's action plan to reduce greenhouse gas emissions and transition toward economy-wide carbon neutrality. The MI Healthy Climate Challenge: Solar for Savings initiative aims to lay the groundwork for the full implementation of the MI SFA Program through MI SFA pilot projects.

EGLE will award funds to applicants that agree to the terms set forth in this Request for Proposals (RFP) and a grant agreement. The OCE will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content.

Solar for Savings, the MI SFA Pilot program, is funded through the U.S. Environmental Protection Agency (U.S. EPA) Solar for All Grant Program (EPA-R-HQ-SFA-23-01) and incorporates all subrecipient requirements related to federal assistance listing 66.959 – Greenhouse Gas Reduction Fund: Section 134(a)(1) - Zero Emission Technologies Grant Program.

All requirements of the U.S. EPA Solar for All terms and conditions are non-negotiable. Additional information is available here: https://www.grants.gov/search-results-detail/348957. Current U.S. EPA Solar for All programmatic terms and conditions apply. More information on U.S. EPA Solar for All programmatic terms and conditions may be found here: https://www.epa.gov/grants/grant-terms-and-conditions.

1.3 Grant Award

1.3.1. Funding Amounts

A total of $8,875,000 is available to fund the Solar for Savings initiative's MI SFA pilot projects. The available pilot funding amount, anticipated funding per grant, and number of anticipated awards are listed below by topic area. Please see Appendix B for program definitions.

- **Residential rooftop solar**
  - Total funding available: $1,000,000
  - Anticipated funding per grant: up to $500,000
  - Number of awards: Two or more awards
- **Residential-serving community solar**
  - Total funding available: $6,500,000

- Anticipated funding per grant: up to $6,500,000
- Number of awards: One or more awards

- **Enabling Upgrades with eligible solar project**[1]
  - Total funding available: $1,000,000
  - Anticipated funding per grant: up to $500,000
  - Number of awards: Two or more awards

- **Associated storage with eligible solar project**[2]
  - Total funding available: $375,000
  - Anticipated funding per grant: up to $375,000
  - Number of awards: One or more awards

Due to limited current MI SFA program staffing, grant proposals that aggregate single-family residential rooftop solar projects are preferred.

1.3.2. Response Date

Proposals will be accepted until all funding is expended, or until 5:00 p.m. EST, May 30, June 30, and July 30, 2025.

There will be three rounds of reviews. Any application submitted before the relevant review deadline will be considered in that particular review round. If not accepted in an initial review round, projects will be considered in future review rounds. Awards will be granted at the discretion of the OCE and program priorities.

RFP Posted:	**Tuesday, April 22, 2025**
Round 1 Responses Due:	**5:00 PM EST, Friday, May 30, 2025**
Round 2 Responses Due:	**5:00 PM EST, Monday, June 30, 2025**
Round 3 Responses Due:	**5:00 PM EST, Wednesday, July 30, 2025**

1.4 MI Solar for All Program Objectives and Priorities

Applicants must consider the following program objectives and priorities in the planning of their proposal.

[1] Enabling upgrades must be part of a MI SFA residential rooftop solar or residential-serving community solar pilot project.
[2] Associated storage projects must be part of a MI SFA residential rooftop solar or residential-serving community solar pilot project.

1.4.1 Program Objectives

a. **Help reduce energy burdens experienced by low-income households** by delivering a benefit (directly or indirectly) equivalent to, at a minimum, an annual average 20% electricity bill reduction from implementation of MI SFA program investments (solar, storage, and enabling upgrades) and evaluate the impacts of the benefits provided to participating low-income households. The benefits provided to program beneficiaries must be inclusive of any costs they incur to participate in MI SFA program offerings.
b. **Increase access to wealth building opportunities and solar ownership** by helping to address ownership barriers through different financial strategies and other program assistance.
c. **Install new renewable energy generation and energy storage** to help Michigan reduce carbon emissions and increase energy resiliency.
d. **Seek partnerships and additional funding sources to expand the program's impact and reach** through activities like stacking and braiding of resources and integrating with complementary programs.
e. **Reduce potential risks to program investment performance** by developing plans to ensure quality control of assets funded by MI SFA and promoting adoption of best practices and industry standards for quality installations as well as operations and maintenance of program funded assets.
f. **Support high-quality, high-wage careers** through workforce training and industry development investments in program related areas and create opportunities for low-income individuals.
g. **Develop flexible community assistance and educational opportunities to support Michigan communities** to address needs pertinent to MI SFA program design and deployment.

1.4.2 Project Priorities

Current MI SFA project priorities are detailed below:

a. **Eligible Households:** Maximize participation across single-family homes, manufactured homes, multifamily buildings for properties that are both master metered (the entire building's energy usage is measured through a single meter) or individually metered (tenants pay their own utility bills), and for rented or owned properties.
b. **Geographical distribution:** Optimal distribution of projects statewide in urban, suburban, and rural areas in the Upper and Lower Peninsulas.
c. **Innovative and Scalable:** Explore innovative and replicable models that can help scale MI SFA program to benefit and improve access to all eligible households.
d. **Energy Resiliency:** Enhancing electric grid reliability and resiliency through strategic deployment and energy storage integration.

e. **Cost Savings and Investment Opportunities:** Explore projects and opportunities that help with cost savings (e.g., deployment in unused lots, maximizing group/bulk buy opportunities etc.), support longevity of program benefits where savings or profits from solar generation are reinvested into the community for future projects, workforce development, or home repairs.
f. **Workforce and Contractor Development**: Support local communities by investing in training programs to expand Michigan's solar workforce and ensure equitable access to job opportunities across the state.
g. **Community Assistance**: Design support programs (e.g., technical assistance, education and outreach, customer support, partnerships) to address specific gaps or needs that help with successful SFA deployment.

1.4.3 Preferred Project Types

Preferred pilot project types, in addition to meeting all U.S. EPA Solar for All requirements, should include one or more of the following attributes:

- Project is initiated due to community need/desire and demonstrates support or buy-in from the community.
- Project leverages other existing programs or funding sources to maximize benefits for households or communities.
- Project supports households and communities with frequent power outages and/or high electricity costs.
- Project serves vulnerable populations (i.e. households with children under five years old, individuals with a disability, individuals over 60, and individuals who have experienced homelessness in the last 12 months).
- Project provides other social benefits (e.g. workforce training, educational opportunities, local health improvements, community engagement opportunities, etc.).
- Project provides other environmental benefits (e.g., supports agricultural production, pollinator habitats, reduced water runoff, etc.).
- If serving households, project supports necessary household upgrades to allow for solar installation and to maximize solar generation.
- If a residential-serving community solar project, the project adopts an innovative structure, not necessarily on the utility bill, to deliver project benefits/cost savings to eligible low-income participating households.

1.5 Eligibility

1.5.1. Eligible Projects

To qualify for funding, projects must meet the following criteria:

- Support the deployment of one or more of the following project categories, as defined by the U.S. EPA's Solar for All Terms and Conditions (full definitions in Appendix B-1):
    - Residential Rooftop Solar
    - Residential-Serving Community Solar
    - One of the above eligible solar projects with
        - Enabling Upgrades and/or
        - Associated Storage
- Deliver an average of at least 20% annual electric bill savings (or the equivalent) to eligible low-income households. (See Appendix C for more information on savings calculation details.)
- Ensure 100% of benefits go to eligible low-income households, or, for residential-serving community solar projects, allocate at least 50% of benefits to eligible low-income households. (See Appendix B-2 for low-income definitions.)
- Impacted facilities must be occupied, unless new construction, and have long range plans of continued use.

Please Note: All associated storage and enabling upgrades must be associated with a Solar for Savings-funded residential rooftop solar or residential-serving community solar project.

1.5.1.2 Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or that significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.
5. Projects that do not agree to applicable Davis Bacon and Related Acts requirements as detailed by the U.S. EPA Solar for All program terms and conditions and described in Section 4.10. Current U.S. EPA Solar for All programmatic terms and conditions apply.
6. Infrastructure projects that do not meet Build America, Buy America Act (BABA) requirements as detailed by the U.S. EPA Solar for All program terms and conditions and described in Section 4.11. See Appendix F and G for additional information and temporary waiver. Current U.S. EPA Solar for All programmatic terms and conditions apply.
7. Projects supporting deployment of projects that do not meet program definition of eligible technologies described in Appendix B-1. Eligible Technology Definitions.
8. Projects that do not provide benefits to eligible low-income households as described in Appendix B-2. Low Income Definition.

1.5.2. Applicant Eligibility Criteria

Eligible entities include public and not-for-profit entities such as tribes, state and local government, non-profit, municipal and cooperative utilities, and educational entities like K-12 schools, colleges, and universities, and eligible property owners physically located in Michigan. **For-profit entities are not eligible to apply but may be a partner on a project proposal, if an eligible entity is the proposed grantee**.

Eligible nonprofit organizations **must not** be nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities.

1.6 Grant Information

1.6.1. Issuing Office and Point of Contact

This RFP has been issued by EGLE's OCE (Issuing Office) within EGLE's executive office. Questions that arise as a result of this RFP must be submitted to the OCE by **email only**. All questions must be submitted on or before 5:00 p.m. (ET), May 8, 2025.

For questions regarding this solicitation, please include the subject line "MI SFA Pilot RFP Question" and send it to:

EGLE-MISFA@Michigan.gov

1.6.2. Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the program webpage by May 19, 2025.

1.6.3. Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Preferred Project Types; submit all required application materials; and use the format and attachments provided in Part 2.

1.6.4 Project Budget

Applicant(s) must provide a complete Budget using Appendix D -Approved Budget Form. Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity. Costs must be incurred and paid for before they are reimbursed. The grant(s) awarded from this RFP will be subawards of the EGLE's federal award from the U.S. EPA's Solar for All program. As such, the grant will adhere to all federal grant requirements, terms and conditions flow downs, and ongoing compliance requirements.

Matching funding is not required for this opportunity. However, applicants are encouraged to provide documentation on any applicable leveraged funds for the project, as projects

with higher leverage ratios will be reviewed more favorably. Reference Section 4.1 for details on examples of voluntary match contributions and leveraged funds.

1.6.5 Project Timeline

Applicants must provide a detailed project timeline outlining the key activities and milestones for the proposed project. The timeline should cover all phases of the project, including planning, implementation, and evaluation, and must be structured using the approved Project Timeline (Appendix E). Each activity and milestone should be clearly defined with corresponding start and end dates to demonstrate the project's progress and ensure that all deliverables are completed on schedule.

The timeline should also specify any critical deadlines or dependencies between tasks. It is essential that all activities are realistically planned to align with the funding and project duration requirements. Please note that the timeline will be used to evaluate the feasibility of the project's implementation and to monitor progress throughout the award period.

If applicable, applicants are encouraged to indicate any external factors or resources that may influence project timing, such as permit approvals, coordination with partners, or seasonal considerations.

PART 2 INFORMATION REQUIRED FROM APPLICANTS.

The following information must be submitted by all applicants to be considered. *Failure to attach/include the requested information will result in the rejection of the proposal*.

1. Online Application (see link and instructions below) (full application can be viewed in Appendix A - Application)
2. Appendix D – Approved Budget Form (see instructions below)
    a. If an indirect cost rate is used in the budget, the Appendix I - Certificate of Indirect Costs must be selected, signed, and submitted (see link and instructions below) [if applicable].
3. Appendix E - Project Timeline Template
4. Material certification [if applicable]
5. Price estimates or quotes for the proposed project [if applicable]
6. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over $750,000, or that receive a single state award over $500,000 are required to provide an A-133 single audit [if applicable]
7. State Historic Preservation Office (SHPO) Section 106 Review Form (see instructions below) [if applicable]. If your project is located on federally recognized Tribal land and historic preservation is applicable, please note this on your SHPO form.

8. National Environmental Policy Act (NEPA) Form (see Section 4.9 below) [if applicable]
9. Build America, Buy America Waiver Request Form [if applicable]

2.1 Online Application

Complete the Online Application. Questions marked with an asterisk (*) require a response. Applicable materials listed in Section 2 must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking the "Submit" button on the bottom of the application page. The full application is available for reference in Appendix A. **Please note: Your application will not be considered valid unless the online form is submitted.**

NOTE: ***Do not close the online application prior to submitting, or else all progress will be lost.***

2.2 Approved Budget Form

1. Applicant(s) must use Appendix D - Approved Budget Form. All budget categories must be addressed. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g., land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures not necessary for solar deployment and optimization.
3. **Personnel** – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: Generally, the State of Michigan will require Davis-Bacon Act or prevailing wage rates to be paid. See Section 4.10 for additional information.*
4. **Fringe Benefits** – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Applicants will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement with the application. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used along with the base they were applied to (and how the base was derived), and a total for each (along with the grand total).

5. **Contractual Services** – include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or voluntarily contributed funds. Use "to be determined" if the entity is unknown. Include the basis of cost for each item (competitive, historical, quote, catalog, etc.).
6. **Supplies and Materials** – include items costing less than $5,000 per unit or with a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool that is the basis of any indirect rate applied for this project. Provide the item, unit cost, and quantity of units. Confirm the voluntarily contributed funds amount, if applicable.
7. **Equipment** – include items costing $5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or voluntarily contributed funds. List all proposed equipment and briefly justify its needs as it applies to the objectives of this proposal. If the equipment is being proposed as voluntary match contribution and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for five years after the reimbursement.
8. **Other Direct Costs** – include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
9. **Travel** – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. All listed travel must be necessary or beneficial to the performance of the proposed project. State of Michigan travel rates must be used for all travel expenses. The most recent State of Michigan Travel Rates are posted by the Michigan Department of Technology, Management & Budget.
10. **Indirect Rate** – provide the indirect rate (up to five (5) percent maximum) used by the applicant's organization as a percentage of the **total direct cost**. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, along with the date of the latest rate agreement, and submit a copy of the agreement with the application. *NOTE: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds five (5) percent. Additionally, all applicants including an indirect rate must sign and submit a Certificate of Indirect Costs using Appendix I – Certificate of Indirect Costs*.

11. **Incurring Costs** – The EGLE/OCE is not liable for any costs incurred by an applicant prior to issuance of a grant agreement. The following documentation will be required by selected applicants to receive reimbursement:
    a. Receipt/Invoice or payroll summary for cost incurred.
    b. Proof of payment via bank statement, ACH payment, or scanned cashed check. *NOTE: All voluntary match contribution types (cash, in-kind, third-party) will be held to the same documentation requirements*.

2.2.1 Additional Budget Information

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a grant agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed*.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. If the entire State of Michigan share of the grant award is expended, the entire in-kind and/or voluntary match funds must be spent and supported by source documentation. If the entire State of Michigan share of the grant award is not spent, the in-kind and/or voluntarily contributed funds may be reduced proportionately by the percentage of the grant award not spent.
4. Selected applicant(s) may not commingle award funds with current or future awards received from the U.S. EPA. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

2.3 Certificate of Indirect Costs

If an indirect cost is included in the proposed budget, it must be certified using the Appendix I - Certificate of Indirect Costs. The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer of the organization that submits the proposal. This certification is included within the proposal worksheet and must be checked to certify.

PART 3 SELECTION CRITERIA

All proposals received shall be subject to an evaluation by EGLE/OCE and MI SFA staff and contractors. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a grant agreement to perform the proposed

project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Section 1.5, that do not comply with the requirements of the grant agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility, RFP, and grant program requirements will be evaluated according to the scoring criteria and weighting factors below.

I. Program Objectives (5 Points)

Proposals will be evaluated based on how well they incorporate the objectives outlined in *Section 1.4.1. Program Objectives*. Proposals that address multiple program objectives and demonstrate a clear plan for delivering and evaluating benefits for low-income communities will receive higher scores.

II. Project Priorities (10 Points)

Proposals will be evaluated based on how well they align with the priorities outlined in *Section 1.4.2. Project Priorities*. Projects that address multiple priorities and demonstrate clear strategies to achieving these priorities will receive higher scores. EGLE/OCE will also consider how each proposal contributes to achieving a balanced and comprehensive portfolio across all selected projects to ensure statewide coverage of key priorities.

III. Preferred Project Types (10 Points)

Proposals will be evaluated based on the extent to which they incorporate one or more of the attributes outlined in *Section 1.4.3. Preferred Project Types*. Projects that demonstrate a greater number of these attributes will receive higher scores. Evaluators will also consider the depth and quality of how each attribute is addressed.

IV. Project Work Plan and Impact (35 Points)

Proposals will be evaluated based on the scope of work, its merit, and the quality and depth of detail of information submitted.

V. Project Feasibility (25 Points)

Proposals will be evaluated on their likelihood of success and feasibility to achieve the purpose and tasks required by this RFP. The evaluation will include a review of the identified personnel, if the project will be completed within the established timeframe of the grant, other funding sources that will be used to complete the project, and consideration of potential risks.

VI. Experience of Organization/Project Team (20 Points)
Proposals will be evaluated on the experience and qualifications of the organization.

VII. Percentage State Funds as Proportion of Total Budget (5 Points)

TOTAL POINTS: 110

3.1 Proposal Selection

Submitted applications will go through an eligibility evaluation, risk assessment, and merit review. Interviews may be held on a case-by-case basis, as needed. Awards will be given at the discretion of the OCE and based on program priorities. Proposal review will occur in three rounds: May 30, June 30, and July 30, 2025. Applications submitted by each deadline will be considered in that review cycle. Should a project not be awarded in a review cycle, it will be included in the next review round. Awards will be made on a first come, first served basis until all the funding is committed or until the application deadline of July 30, 2025.

3.2 Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

3.3 Rejection of Proposals

EGLE's OCE reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State of Michigan and EGLE/OCE. EGLE/OCE will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

3.4 Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms, including the applicable U.S. EPA Solar for All Terms and Conditions, and enter into a grant agreement with the State of Michigan within 45 calendar days of being notified of funding availability. The

agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART 4 ADDITIONAL INFORMATION

4.1 Example of Voluntary Match Contributions and Leveraged Funds

Match or cost sharing is not required. However, projects that provide voluntary match contributions will receive favorable consideration. Applicants may use cash, bond proceeds, tax-exempt leasing, tax-credits, complementary program contributions, and/or financing for some or all of their voluntary contributions or leveraged funds. Other voluntary contributions or leveraged funds not on this list will also be considered. Voluntary contributions may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Voluntary contributions are subject to the same backup documentation as expenses incurred.

4.2 SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on SIGMA Vendor Self Services (VSS) before entering into a grant agreement. If you are an existing vendor and have an account in Sigma VSS, please verify that all your account information is correct. If not, please use Sigma VSS to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**

4.3 News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

4.4 Disclosure of Proposal Contents

All information in a bidder's proposal and any grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq*.

4.5 Copyrighted Materials

Example grant agreement language below provides a summary of intellectual property provisions.

> *Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.*
>
> *The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.*

Official grant agreement language will be finalized with each grantee upon award and language may change.

4.6 Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their grant manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the grant. Example grant agreement language below provide a summary of prime applicant responsibilities.

> *VII. Assignability*
>
> *The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.*

VIII. Subcontracts

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

Official grant agreement language will be finalized with each grantee upon award and language may change.

4.7 Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

4.8 Historic Preservation

4.8.1 National Historic Preservation Act Section 106

If the grant project impacts a historic property, Section 106 of the National Historic Preservation Act compliance is required. Historic properties can include: (a) land or buildings listed in or eligible for listing on the National Register of Historic Places; (b) archaeologically sensitive areas or in an area where traditional cultural properties are located; and (c) properties that are associated with significant historic events, are associated with significant people, embody distinctive characteristics, and contain important precontact information.

The selected applicant (Recipient) with projects that impact historic properties must be available to work with EGLE/OCE, MI SFA, and the U.S. EPA on any required consultation processes with the State Historic Preservation Office (SHPO) or Tribal Historic Preservation Office (THPO) prior to commencing the project to ensure compliance with Section 106 of the National Historic Preservation Act (NHPA).

If NHPA compliance is required, necessary Section 106 consultation activities, such as historic or architectural surveys, structural engineering analysis of buildings, public meetings, and archival photographs, can be considered allowable and allocable grant costs.

Projects may be modified to avoid adverse effects to historic properties. Applicant must complete in full the State Historic Preservation Office Application for Section 106 Review if

the applicant is conducting ground disturbing activity or work on a building(s) that is/are at least fifty years of age or older. **Submit this form with your proposal.**

4.8.2 Archeological and historic Preservation Act (AHPA)

This law applies if archeologically significant artifacts or similar items are discovered after a U.S. EPA-funded construction project has begun, and compliance may be coordinated with the NHPA, discussed above. The AHPA requires federal agencies to identify relics, specimens, and other forms of scientific, prehistorical, historical, or archaeologic data that may be lost during the construction of federally sponsored projects to ensure that these resources are not inadvertently transferred, sold, demolished or substantially altered, or allowed to deteriorate significantly. Projects must notify EGLE/OCE if the AHPA is triggered.

4.9 National Environmental Policy Act (NEPA)

Projects that are carried out with grants awarded under Section 134 of the Clean Air Act are exempt from NEPA pursuant to 15 U.S.C. § 793(c)(1). However, if a part of a project is also carried out with funding from another federal agency, NEPA may apply to that agency's funding. Grantees should consult with an appropriate representative from the other federal agency to determine whether NEPA applies in such a situation.

4.10 Davis-Bacon and Related Acts Requirements

Selected applicants must acknowledge and agree to Davis-Bacon and Related Acts terms, as detailed in the most current U.S. EPA Solar for All Terms and Conditions. All requirements of the U.S. EPA Solar for All terms and conditions are non-negotiable. Additional information is available here: https://www.grants.gov/search-results-detail/348957. Current U.S. EPA Solar for All programmatic terms and conditions apply. More information on U.S. EPA Solar for All programmatic terms and conditions may be found here: https://www.epa.gov/grants/grant-terms-and-conditions.

Davis-Bacon and Related Acts (DBRA) is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the:

- Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of $2,000 or more;
- Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of $100,000.

All laborers and mechanics employed by contractors or subcontractors on projects assisted under MI SFA shall be paid wages at rates not less than those prevailing for the same type of work on similar construction in the locality as determined by the Secretary of Labor in accordance with 40 U.S.C. Subtitle II, Part A, Chapter 31, Subchapter IV (Wage Rate Requirements). Under the Greenhouse Gas Reduction Fund, the relevant construction type and prevailing wage classifications would be "Building" or "Residential." The Secretary of Labor's wage determinations are available at https://sam.gov/content/wage-determinations.

The U.S. Department of Labor wage rate report is required to be included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the grant agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found at the U.S. Department of Labor website on federal Contracts-Working Conditions.

Davis-Bacon and Related Act requirements **do not** apply to any form of financial assistance which meets any of the following criteria:

- Financial assistance which exclusively funds pre-construction (e.g. permitting or design work) or post-construction activities (e.g. subsidies for subscriptions to already constructed solar assets).
- Financial assistance which serves end-users who are individual homeowners or tenants of single-family homes or multifamily buildings when these individual end-users ultimately select the contractor(s) and execute the contract(s) for the construction work, as opposed to the Recipient, subrecipient, or a contractor hired by the Recipient or subrecipients.
- Financial assistance which serves end-users who meet the definition of federally recognized Tribal entities, as defined under this Assistance Agreement, when these federally recognized Tribal entities ultimately select the contractor(s) and execute the contract(s) for the construction work, as opposed to the Recipient, Subrecipient, or a contractor hired by the Recipient or Subrecipient.
- Financial assistance which serves any end-user when such financial assistance is less than $250,000 for a project and the end-user ultimately selects the contractor(s) and executes the contract(s) for the construction work, as opposed to the Recipient, subrecipient, or a contractor hired by the Recipient or subrecipients

4.11 Build America, Buy America Act Requirements

The Build America, Buy America Act (BABA Act, enacted as part of the Infrastructure Investment and Jobs Act, established a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022. The

BABA Act – Public Law 117-58, requires the U.S. EPA to ensure that for any activity related to the construction, alteration, maintenance, or repair of infrastructure, "none of the funds made available for a federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." (P.L. 117-58, Secs 70911 – 70917).

Selected applicants must acknowledge and agree to BABA Act terms, as detailed in the most current U.S. EPA Solar for All Terms and Conditions. All requirements of the U.S. EPA Solar for All terms and conditions are non-negotiable. **Additional information on the BABA Act is available in Appendix F – U.S. EPA Solar for All Terms and Conditions, *Section K. Build America, Buy America***. All applicable current U.S. EPA Solar for All programmatic terms and conditions and current U.S. EPA general terms and conditions apply and supersede what is shared below.

More information on U.S. EPA Solar for All programmatic terms and conditions may be found here: U.S. EPA General Terms and Conditions effective October 1, 2024 or later | US EPA. Please see *Section 49. Build America, Buy America – Required Use of American Iron, Steel, Manufactured Products, and Construction Materials (effective October 23, 2023, and forward)* for more information on BABA Act requirements.

Under the Greenhouse Gas Reduction Fund, BABA Act requirements apply to forms of financial assistance that directly fund and are directly linked to specific infrastructure projects that were not completed prior to the date the State of Michigan award funds were obligated by the U.S. EPA.

The U.S. EPA interprets the definition of infrastructure consistent with 2 C.F.R. 184 and M-24-02 (memorandum dated as of October 23, 2023), including the "public function" test, when determining whether projects qualify as public infrastructure, based on the Civil Rights Act definition of public accommodation.

The following types of greenhouse gas reduction projects are deemed infrastructure for the purposes of BABA Act applicability:

1. The public infrastructure portion of any property (e.g., retail in a mixed-use multi-family property) where the principal purpose of the financial assistance is to directly benefit such portion of the property;
2. Privately-owned commercial buildings when they meet the "public function" test;
3. Residential-serving community solar projects, which the U.S. EPA deems "structures, facilities, and equipment that generate, transport, and distribute energy" per 2 C.F.R. 184.4(c).

The following types of greenhouse gas reduction projects **are not** deemed infrastructure for the purposes of BABA Act applicability:

1. Single family homes;
2. Privately-owned, non-mixed-use, multi-family housing properties;
3. Privately-owned residential portions of mixed-use properties;
4. Any privately-owned, behind-the-meter energy generation and storage project that does not otherwise meet the definition of infrastructure.

The inclusion of the following types of funding, support, guarantee, or sponsorship in the funding stack of any Greenhouse Gas Reduction Fund project does not trigger the BABA Act, in and of itself or in combination:

1. Low-Income Housing Tax Credit (LIHTC);
2. Fannie Mae and Freddie Mac backed multifamily mortgages;
3. Federal Housing Administration insured multifamily mortgages;
4. HUD Section 8 funding;
5. Other federal, state, Tribal, or local housing assistance funding sources: in general, subsidies issued by federal, state, Tribal, or local housing assistance funding sources that do not confer equity or ownership stakes for the governmental funding source do not trigger BABA Act applicability.

BABA Act applicability is assessed at the time of provision of financial assistance based on the terms, limitations, and requirements of the financial assistance. Applicability does not change retroactively based on a change of use (e.g., if a ground floor apartment is re-zoned for a restaurant). Recipients may not temporarily modify or mischaracterize usage to intentionally avoid BABA Act compliance.

4.11.1 Temporary Limited Nonavailability Partial Waiver

The U.S. EPA issued a temporary, limited nonavailability partial waiver of the manufactured product requirements of Section 70914(a) of the BABA Act included in the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. No. 117-58) for domestically assembled solar modules used in federal financial assistance awarded for infrastructure projects by the Office of the Greenhouse Gas Reduction Fund (OGGRF) within the U.S. EPA Solar for All (SFA) program. The memo on the temporary waiver is available under Appendix G – Temporary Waiver for Build America, Buy America.

The waiver requires domestic assembly versus a waiver of the full manufactured product requirements, which would allow assembly to occur outside the United States. The waiver applies for all new solar modules with final assembly in the United States. Solar modules where final assembly occurred outside the United States are not eligible for coverage under this waiver. The waiver applies to expenditures on solar panels made on or after January 10, 2025, until December 31, 2025, so long as those panels are installed by June 30, 2026.

“Final assembly” means all operations involved in the transformation of individual solar cells and all other module components into a fully functional encapsulated module. For recipient expenditures to be covered by this waiver, the solar modules will need to be installed by June 30, 2026.

“Installed by” means modules being permanently fastened to an outdoor support structure at the project site. This requirement only applies to solar modules covered by this waiver and has no bearing on compliance determinations for other products nor for solar modules not covered by this waiver.

4.12 Contingency

The payment of funds to Recipient under the terms of a grant agreement shall be contingent on the receipt of such funds by EGLE/OCE from applicable state and federal funding sources and shall be subject to Recipient’s continued eligibility to receive funds under the applicable provisions of state and federal laws and EGLE/OCE’s notice of award. If the amount of funds that EGLE/OCE receives from state and federal funding sources is reduced, EGLE/OCE reserves the right to reduce the amount of funds awarded under, or to terminate, a grant agreement. EGLE/OCE also reserves the right to deny payment for Recipient’s expenditures for approved services where invoices and/or other reports are not submitted by the deadlines specified. Nothing in this section is intended to preclude the subrecipient from pursuing other remedies per the U.S. EPA Solar for All Programmatic Terms and Conditions.

4.13 Termination Based on Available Funding

In the event that EGLE/OCE loses funding from the government, EGLE/OCE may immediately terminate a grant agreement to Recipient prior to the project’s end date. In the event of such termination, Recipient will be entitled to payment, determined on a prorata basis, for services satisfactorily performed up to the date of termination. Nothing in this section is intended to preclude the subrecipient from pursuing other remedies per the U.S. EPA Solar for All Programmatic Terms and Conditions.

4.14 Suspension of Work

Notwithstanding any other provision hereof, EGLE/OCE may, by notice to Recipient, suspend all or any portion of the project activities or services to be rendered. Recipient shall stop all such services immediately upon receipt of EGLE/OCE’s suspension order and shall promptly resume the services after receipt of direction from EGLE/OCE to proceed. To the extent permitted under EGLE/OCE’s award, suspension orders issued for conditions or circumstances unrelated to the Recipient’s fault or negligence shall result in a reasonable adjustment in the contract schedule. Conditions or circumstances unrelated

to the Recipient's fault or negligence shall include actions by the government that make performance impossible, such as staffing shortages that result in significant delays in disbursement or funds frozen by the disbursing agency. Nothing in this section is intended to preclude the subrecipient from pursuing other remedies per the U.S. EPA Solar for All Programmatic Terms and Conditions.

APPENDICES

Appendix A – Application

Applicants must clearly and succinctly explain how they will accomplish each required task below **during the grant period.** Applicants must fill out the online application to apply for this funding opportunity.

a. Applicant information
    i. Organization Name:
    ii. Contact Person:
    iii. Contact Person Title:
    iv. Address:
    v. Email:
    vi. Phone Number:
    vii. Type of entity:
        i. Non-profit
        ii. Tribe
        iii. Local government
        iv. State government
        v. Municipal or cooperative utility
        vi. Educational entity (K-12 school, college, university)
    viii. Recipients cannot be for-profit entities. I attest the applicant organization is not a for-profit entity.
        i. Yes/No
    ix. If a nonprofit organization
        i. I attest the nonprofit organization **is not** a nonprofit organization exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities.
            (a) Yes/No
    x. Has the organization reviewed the Consumer Protection Requirements for Solar for All (Section L in U.S. EPA Solar for All Terms and Conditions)?

i. Yes/No

xi. Has the organization reviewed the terms and conditions for the U.S. EPA Solar for All Program?
    i. Yes/No

b. Partnerships and Collaboration (if applicable): List any partners involved in the project, including their roles (e.g., currently identified contractors, developers, community partners, etc.) and contributions (e.g., financial, in-kind contributions etc.).

c. Project Information
    i. Project Type: Please select the appropriate project type based on the categories outlined in "Eligible Projects" (select all that apply).
        i. Residential Solar Pilot Project
        ii. Residential-Serving Community Solar Pilot Project
        iii. One of the above solar projects with:
            (a) Associated Storage
            (b) Enabling Upgrades
    ii. Project Status: Please select the current status of the project:
        i. Project not planned
        ii. Project partially planned
        iii. Project planned completely
        iv. Some of the project is built, but there are plans to expand it
        v. Project fully built and operational
        vi. Other (please explain):
    iii. Location of proposed project (address, county, and census tracts[3]). If the project is an aggregation of various smaller projects located at different places, please list the individual locations.
    iv. Electric utility company. Provide the name of the electric utility company that provides service in the project location. If the project is an aggregation of various smaller projects located at different places, please list the individual locations and their associated electric utility company. Also, provide the details on the status of the current engagement and partnership with the local utility company.
    v. Project description. Provide a brief project summary, including the main objectives, the target community, and main actions. (100-200 words).
    vi. Select the appropriate eligible project type proposed and total amount (kW or MW) of solar to be installed.
        i. Residential Rooftop Solar

[3] Please use the following site to determine the census tract in which your project would be placed: 2020 Census Tract Identifier.

(a) Total amount installed (kW)
(b) Amount installed per household (kW)

ii. Residential-Serving Community Solar
(a) Total amount installed (kW or MW, please note)

vii. Describe type of solar technology that will be installed (e.g., solar panels with tracking system)

viii. Describe where solar will be installed. Select all that apply.
i. Rooftop,
ii. Ground-Mount,
iii. Carport or Pole-Mount,
iv. Other (please describe)

ix. If your proposal includes associated storage and/or enabling upgrades, please select the applicable item below.
i. Associated Storage
(a) Total capacity installed (kwh or MWh)
ii. Enabling Upgrades
(a) Estimated dollar amount per household
(b) Estimated total dollar amount for pilot

x. Describe the ownership of the installed solar and/or storage and whether the household and/or community own the installed investments at the start or have opportunities for ownership in the future.

xi. Describe the facilities (i.e. buildings) on which solar is sited (e.g. house, garage, commercial building, etc.). These facilities must be occupied, unless projects pertain to new construction, and must have long range plans of continued use. In addition, please describe if the site is owned, leased, or planned to be owned or leased.

d. Background and Rationale
i. Explain the specific need for the project and how it will address barriers for the specific low-income community it will serve.
ii. Please describe how your organization engages diverse stakeholders and community in setting your priorities and designing your projects/programs (and, if relevant, how your past community engagement shaped the project idea you are proposing in this application).
iii. Please describe how you will engage diverse stakeholders and low-income community members in implementing your proposed project to strengthen their voices in the outcomes and enhance the benefits they receive in the process.

iv. If applicable, describe challenges (e.g., financing, permitting, construction, procurement, and workforce development) that have prevented the project's implementation so far, and how this funding will help overcome them.

e. Project Implementation Plan
   i. Project Activities: Outline the key activities and milestones of your project using the Appendix E – Approved Project Timeline Template.

f. Project Finances
   i. Total Budget. Provide the total project cost and the amount requested from the MI SFA using Appendix D – Approved Budget Form.
   ii. Provide a narrative on the project budget, explaining the project cost, details on project match and any stacking or braiding considered in the budget, as well as any administrative or overhead considerations.
   iii. Leveraging Additional Funding. Please provide information on additional funding this project will leverage, if applicable. This can be provided by applicants, partners, or other programs that the pilot will benefit from.
      i. Amount of additional private or public funding expected:
         (a) Solar
         (b) Associated Storage, if applicable
         (c) Enabling upgrades, if applicable
      ii. Evidence of co-investments or complementary funding sources
         (a) Solar
         (b) Associated Storage, if applicable
         (c) Enabling upgrades, if applicable
      iii. Tax credits anticipated
         (a) Solar
         (b) Associated Storage, if applicable
         (c) Enabling upgrades, if applicable

g. Project Impacts
   i. Total number of low-income households to be served by the project.
   ii. Describe the participating low-income households (i.e., expected income levels, number of individuals in a household) and how the project will/has recruit(ed) eligible participating households according to the program eligibility income limits. See Appendix B-2 of the RFP.
   iii. Are participating low-income households in the same utility service territory as the proposed pilot?
      i. Yes
      ii. No (please explain)

iv. Provide the average electric bill for the participating low-income households this project will serve.
v. Provide the estimated annual benefit of at least 20% electric bill savings (USD and %) received by participating low-income households per household and how the benefit will be delivered.
    i. If the project is a residential-serving community solar project, please also provide:
        (a) The estimated total economic value from solar project over project lifetime (at least 25 years). This, at a minimum, should include value of renewable energy credits.[4]
        (b) The percentage of total economic value provided to participating low-income households in the same utility service territory:
        (c) How and when the benefit will be provided to participating low-income households
vi. MI SFA investments will deliver economic benefits to the residents they serve, reduce emissions of greenhouse gases and other harmful outdoor air co-pollutants, and create jobs and economic opportunities for Michigan workers/small businesses. Please describe any other ways that your project will benefit the community/low-income residents you plan to serve.

h. Demonstrated Track Record and Team
    i. Organization Capability. Provide evidence of your organization's capability to execute this project, including examples of past successful projects, partnerships, and outcomes that demonstrate your expertise, including whether you have experience with energy projects in the utility service area of your proposed project, or in Michigan. If your organization does not have a proven track record in executing similar projects, please explain why you are still capable of leading this initiative (see question below to provide additional information on project partners and team that will provide necessary capabilities).
        i. Highlight any relevant skills, unique resources, or partnerships that position your organization to successfully implement the project. Outline your organization's experience with similar development efforts, including the expertise of your team and any external support you may be leveraging, generally and

[4] Please use https://www.srectrade.com/markets/rps/srec/ to estimate the value of renewable energy credits produced from the proposed project.

within your utility service area or Michigan as a whole. Discuss your ability to navigate technical challenges, ensure successful implementation, and provide long-term support for the proposed project.

ii. Project Partners and Team Experience: Describe your project partners and team, highlighting relevant experience, skills, and roles for this project. Explain why your team is best suited to lead this initiative and how the collective expertise of your team members will contribute to the project's success. If your team is relatively new or lacks experience in certain areas, explain how you will address any gaps and ensure effective project execution. For projects involving the creation of new software or technical resources, provide details about the technical proficiency of your team, their experience with software development, or expertise in creating training programs.

Appendix B - Program Definitions

The following definitions apply for the MI SFA program and this RFP.

Appendix B-1 - Eligible Technology Definitions

- **Residential Rooftop Solar:** Behind-the-meter solar photovoltaic (PV) power-producing facilities, including rooftop, pole-mounted, and ground-mounted PV systems, that deliver all the power generated from the facilities to residential customers in existing and new single-family homes, manufactured homes, or multifamily buildings. Residential rooftop solar includes behind-the-meter solar facilities serving multifamily buildings classified as commercial buildings so long as the solar facility benefits residential customers either directly or indirectly such as through tenant benefit agreements. Residential rooftop solar includes properties that are both rented and owned.

- **Residential-Serving Community Solar:** A solar PV power-producing facility or solar energy purchasing program from a power producing facility, with up to 5 MWac nameplate capacity, that delivers at least 50% of the power generated from the system – by delivering at least 50% of the benefits (e.g., financial savings, renewable energy credits) derived from the power generated by the community solar system – to residential customers within the same utility territory as the facility.

- **Associated Storage:** Infrastructure to store solar-generated power for the purposes of maximizing residential rooftop and residential-serving community solar deployment that is deployed in conjunction with an eligible residential rooftop solar or residential-serving community solar project.

- **Enabling Upgrades:** Investments in energy and building infrastructure that are necessary to deploy or maximize the benefits of a residential rooftop and residential-serving community solar project. Enabling upgrades must satisfy all of the following criteria to be an eligible zero-emissions technology: (1) an investment in energy or building infrastructure and (2) necessary to deploy or maximize the benefits (i.e., financial savings or resiliency benefits) of a residential rooftop and residential-serving community solar project as defined above.

Appendix B-2 - Low Income Definition

Low-income for this program is defined as individuals/households living in the following areas that meet one or more of the requirements below:

- Metropolitan areas: Incomes not more than 80% Area Median Income (AMI) or 200% Federal Poverty Limit (FPL) (whichever is higher),
- Non-Metropolitan Areas: Incomes not more than 80% AMI, 200% FPL, or 80% Statewide Non-Metropolitan Area AMI (whichever is highest).

Federal Poverty Level (FPL) is defined using the latest publicly available figures from the U.S. Department of Health and Human Services. Area Median Income (AMI) is defined using the latest publicly available figures from the U.S. Department of Housing and Urban Development (HUD). Metropolitan Area and Non-Metropolitan Area are defined using the latest publicly available figures for county-level designations from the U.S. Office of Management and Budget. Statewide Non-Metropolitan Area AMI is defined using the latest publicly available figures from the U.S. Department of the Treasury's Community Development Financial Institutions Fund, with an adjustment for household size using HUD's Family Size Adjustment factor.

Area Median Income (AMI) Data

To find the 80% AMI income limit applicable to program beneficiaries of MI SFA pilot projects, please visit: U.S. Department of Housing and Urban Development FY 2024 Income Limits Documentation System.

First select "Michigan," and then select the county where the project will be located. Click the "View County Calculations" button and look at the "Low (80%) Income Limits ($)" line. The income limits vary based on the number of people in the household.

Note: The income limits are updated annually; please ensure you are using the most up-to-date data available.

Federal Poverty Limit (FPL) Data

Please visit https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines for the most recent federal poverty guidelines.

There is no state-specific data for FPL and the FPL data is updated annually. Please ensure you are using the most up-to-date data available.

Appendix C - Expected 20% Benefit

The MI SFA program seeks to help reduce low-income household energy burden, and low-income program beneficiaries must receive a financial or equivalent non-financial benefit of 20% or greater of the average household's annual electricity expenditure. This 20%

benefit should be calculated based on the average household's entire electric utility bill including both the energy and fixed cost portion of the bill.

All projects funded as MI SFA pilots under *Solar for Savings* initiative must meet the minimum 20% benefit described above. The benefit amount per household per year is expected to change over time, in line with changes to the overall average residential electric bill each year.

Innovation solutions to delivering benefits, especially in residential-serving community solar projects, are encouraged. To understand how others have approached delivering benefits in community solar or master metered multifamily solar projects, see examples of financial and equivalent non-financial benefit, which are described in guidance from U.S. Department of Housing and Urban Development.

Appendix D – Approved Budget Form

The Approved Budget Form is available on the MI Healthy Climate Challenge webpage under Appendix D – Approved Budget Form.

Appendix E – Approved Project Timeline Template

The Approved Project Timeline template is available on the MI Healthy Climate Challenge webpage under Appendix E – Approved Project Timeline Template.

Appendix F – U.S. EPA Solar for All Terms and Conditions

The most current U.S. EPA and Solar for All Terms and Conditions apply.

Current U.S. EPA general terms and conditions available at: https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2024-or-later.

U.S. EPA Solar for All Terms & Conditions from December 2024 are available on the MI Healthy Climate Challenge – Solar for Savings webpage under Appendix F - U.S. EPA Solar for All Terms and Conditions.

Appendix G. Temporary Waiver for Build America, Buy America

See the U.S. EPA Office of the Greenhouse Gas Reduction Fund memo on the temporary, limited nonavailability partial waiver of the manufactured product requirements of the Build America, Buy America Act available on the MI Healthy Climate Challenge – Solar for Savings webpage under Appendix G – Temporary Waiver for Build American, Buy America.

Appendix H. DTMB Schedule of Travel Rates FY25

The Department of Technology, Management and Budget's schedule of travel rates for fiscal year 2025 is available on the MI Healthy Climate Challenge – Solar for Savings webpage under Appendix H – DTMB Schedule of Travel Rates FY25.

Appendix I. Certificate of Indirect Costs

The Department of Environment, Great Lakes, and Energy's Certificate of Indirect Costs is available on the MI Healthy Climate Challenge – Solar for Savings Webpage under Appendix I- Certificate of Indirect Costs.

Staggered Review Deadlines until All Funds Awarded:
Responses will be reviewed in three rounds. Applications submitted by each deadline will be considered in that review cycle. If funds remain, subsequent rounds will proceed as scheduled.

- **First Review Deadline: May 30, 2025**
- **Second Review Deadline: June 30, 2025**
- **Third Review Deadline: July 30, 2025**

The **Michigan Solar for All** program aims to help reduce energy costs and improve energy reliability and resiliency for low-income families and communities by implementing residential-serving community solar, residential rooftop solar, enabling upgrades, and energy storage projects that provide benefits to participating low-income households that are equivalent to an annual average 20% reduction on the average household electricity bill.

The **Michigan Solar for All** program is administered by the **Michigan Department of Environment, Great Lakes, and Energy (EGLE) Office of Climate and Energy (OCE)**. Executive Directive 2020-10 charged OCE with developing the MI Healthy Climate Plan, the state's action plan to reduce greenhouse gas emissions and transition toward economy-wide carbon neutrality.

The **MI Healthy Climate Challenge: Solar for Savings** initiative aims to lay the groundwork for the full implementation of the **MI Solar for All** program through MI Solar for All pilot projects.

The OCE will award funds to applicants that agree to the terms set forth in this RFP and the Grant Agreement. The OCE will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content.

Solar for Savings, the MI Solar for All Pilot program, is funded through the **U.S. EPA Solar for All Grant Program** (EPA-R-HQ-SFA-23-01) and incorporates all subrecipient requirements related to federal assistance listing 66.959 -- Greenhouse Gas Reduction Fund: Section 134(a)(1) - Zero Emission Technologies Grant Program.

All requirements of **the U.S. EPA Solar for All** terms and conditions are non-negotiable. Additional information is available on the Search Results Detail | Grants.gov website. Current Solar for All programmatic terms and conditions apply. More information on U.S. EPA Solar for All programmatic terms and conditions may be found at Grant Terms and Conditions | US EPA.

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or calling 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

A. Applicant Information

Organization Name:*

Contact Person:*

Contact Person Title:*

Address:*

Email:*

Phone Number:*

Type of entity:*

- Non-profit
- Tribe
- Local government
- State government
- Municipal or cooperative utility
- Educational entity (K-12, college, university)

Recipients cannot be for-profit entities. I attest the applicant organization is not a for-profit entity.*

- Yes

No

If a nonprofit organization, I attest the nonprofit organization IS NOT a nonprofit organization exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities.*

Yes

No

Has the organization reviewed the Consumer Protection Requirements for U.S. EPA Solar for All (Section L in Solar for All Terms and Conditions)?*

Yes

No

Has the organization reviewed the terms and conditions for the EPA Solar for All Program?*

Yes

No

B. Partnerships and Collaboration (if applicable)

List any partners involved in the project, including their roles (e.g., currently identified contractors, developers, community partners, etc.) and contributions (e.g., financial, in-kind contributions etc.).

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C. Project Information

Project Type: Please select the appropriate project type based on the categories outlined in "Eligible Projects".*

Select all that apply.

- [ ] Residential Solar Pilot Project
- [ ] Residential-Serving Community Solar Pilot Project
- [ ] One of the above solar projects with: Associated Storage
- [ ] One of the above solar projects with: Enabling Upgrades

Project Status: Please select the current status of the project:*

- ○ Project not planned
- ○ Project partially planned
- ○ Project planned completely
- ○ Some of the project is built, but there are plans to expand it
- ○ Project fully built and operational
- ○ Other (please explain)

Location of proposed project (address, county, and census tracts). If the project is an aggregation of various smaller projects located at different places, please list the individual locations.*

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Electric utility company. Provide the name of the electric utility company that provides service in the project location. If the project is an aggregation of various smaller projects located at different places, please list the individual locations and their associated electric utility company. Also, provide the details on the status of the current engagement and partnership with the local utility company.*

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Project description. Provide a brief project summary, including the main objectives, the target community, and main actions. (100-200 words).*

5000

If you're doing Residential Rooftop solar, please provide the total amount (kW) installed for the project, as well as the amount installed for household.

5000

If you're doing Residential-Serving Community solar, please provide the total amount (MW) installed for the project.

5000

Describe the type of solar technology that will be installed (e.g., solar panels with tracking system) .

5000

Describe where solar will be installed.*

Select all that apply.

- [ ] Rooftop
- [ ] Gound-Mount
- [ ] Carport
- [ ] Pole-Mount
- [ ] Other (please describe)

If your proposal includes associated storage, please provide the total capacity to be installed (kwh or MWh).

5000

If your proposal includes enabling upgrades, please provide the estimated dollar amount of enableing upgrades per household and the estimated total dollar amount for the pilot.

5000

Describe the ownership of the installed solar and/or storage and whether the household and/or community own the installed investments at the start or have opportunities for ownership in the future.*

5000

Describe the facilities (i.e. buildings) on which solar is sited (e.g. house, garage, commercial building, etc.). These facilities must be occupied, unless projects pertain to new construction, and must have long range plans of continued use. In addition, please describe if the site is owned, leased, or planned to be owned or leased.*

5000

D. Background and Rationale

Explain the specific need for the project and how it will address barriers for the specific low-income community it will serve.*

5000

Please describe how your organization engages diverse stakeholders and community in setting your priorities and designing your projects/programs (and, if relevant, how your past community engagement shaped the project idea you are proposing in this application).*

5000

Please describe how you will engage diverse stakeholders and low-income community members in implementing your proposed project to strengthen their voices in the outcomes and enhance the benefits they receive in the process.*

5000

If applicable, describe challenges (e.g., financing, permitting, construction, procurement, and workforce development) that have prevented the project's implementation so far, and how this funding will help overcome them.

5000

E. Project Implementation Plan

Project Activities: Outline the key activities and milestones of your project using the Project Timeline template. Please attach template. See Appendix E – Approved Project Timeline Template (linked below).*

Appendix E - Approved Project Timeline Template

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

F. Project Finances

Total Budget. Attach the total project cost and the amount requested from the MI SFA using Appendix D - Approved Budget Form (linked below).*

Appendix D - Approved Budget Form

Drop file here or select file (xls, xlsx)

Provide a narrative on the project budget, explaining the project cost, details on project match and any stacking or braiding considered in the budget, as well as any administrative or overhead considerations.

5000

Leveraging Additional Funding*

Please provide information on additional funding this project will leverage, if applicable. This can be provided by applicants, partners, or other programs that the pilot will benefit from.

a. Amount of additional private or public funding expected:
- Solar
- Associated Storage, if applicable
- Enabling upgrades, if applicable

b. Evidence of co-investments or complementary funding sources
- Solar
- Associated Storage, if applicable
- Enabling upgrades, if applicable

c. Tax credits anticipated
- Solar
- Associated Storage, if applicable
- Enabling upgrades, if applicable

5000

G. Project Impacts

Total number of low-income households to be served by the project.*

Describe the participating low-income households (i.e., expected income levels, number of individuals in a household) and how the project will/has recruit(ed) eligible participating households according to the program eligibility income limits. See Appendix B-2 of the RFP.*

5000

Are participating low-income households in the same utility service territory as the proposed pilot?*

- Yes
- No (please explain)

Provide the average electric bill for the participating low-income households this project will serve.*

If you don't already have this information, please describe how you will obtain it.

Provide the estimated annual benefit of at least 20% electric bill savings (USD and %) received by participating low-income households per household and how the benefit will be delivered.*

5000

If the project is a residential-serving community solar project, please also provide:

The estimated total economic value from solar project over project lifetime (at least 25 years). This, at a minimum, should include value of renewable energy credits.

5000

If the project is a residential-serving community solar project, please also provide:

The percentage of total economic value provided to participating low-income households in the same utility service territory:

5000

If the project is a residential-serving community solar project, please also provide:

How and when the benefit will be provided to participating low-income households.

5000

MI SFA investments in will deliver economic benefits to the residents they serve, reduce emissions of greenhouse gases and other harmful outdoor air co-pollutants, and create jobs and economic opportunities for Michigan workers/small businesses. Please describe any other ways that your project will benefit the community/low-income residents you plan to serve.

5000

H. Demonstrated Track Record and Team

Organization Capability. Provide evidence of your organization's capability to execute this project, including examples of past successful projects, partnerships, and outcomes that demonstrate your expertise, including whether you have experience with energy projects in the utility service area of your proposed project, or in Michigan. If your organization does not have a proven track record in executing similar projects, please explain why you are still capable of leading this initiative (see question below to provide additional information on project partners and team that will provide necessary capabilities).*

5000

Highlight any relevant skills, unique resources, or partnerships that position your organization to successfully implement the project. Outline your organization's experience with similar development efforts, including the expertise of your team and any external support

you may be leveraging. Discuss your ability to navigate technical challenges, ensure successful implementation, and provide long-term support for the proposed project.

5000

Project Partners and Team Experience: Describe your project partners and team, highlighting relevant experience, skills, and roles for this project. Explain why your team is best suited to lead this initiative and how the collective expertise of your team members will contribute to the project's success. If your team is relatively new or lacks experience in certain areas, explain how you will address any gaps and ensure effective project execution. For projects involving the creation of new software or technical resources, provide details about the technical proficiency of your team, their experience with software development, or expertise in creating training programs.

5000

Submit

Powered by ArcGIS Survey123

Ypsilanti's Solar for All Project (0*1.20.25 version*)

Vision

Harnessing the "power of community" to develop a large-scale increase in solar energy for homeowners in Ypsilanti's low income neighborhoods, while also providing solar technology job training to the underemployed of that community. This initiative would not only significantly reduce carbon emissions but would save participating residents approximately $50 monthly in electric bills, for the next 30 years, allowing them to inject their savings into the local economy.

Target community

Solar power is the fastest growing form of energy, but investments tend to favor very large utility scale solar arrays, or installations favoring middle to higher income homes where residents can afford to pay the upfront costs and take advantage of tax credits. With high upfront costs or limited access to credit, low-income households often lack the capital to invest in solar installations. Nationally, as of 2025, only 31% of residential solar adopters are households earning less than the area median income of $37,585. Ypsilanti's median income is $28,774.

The proposed initiative would allow for solar installations on up to 200 low income homes without charging residents or requiring them to sign up for financing. The project would target the Neighborhood Enterprise Zone (NEZ) established by the City in 2016. The NEZ is located South of Michigan Avenue and was created to spur neighborhood reinvestment and increase owner-occupied housing in these neighborhoods.

An analysis of the nearly 1000 addresses in the NEZ identifies nearly 500 that are owner occupied. Filtering this list further for homes in the Federal Opportunity Zone, narrows the list to about 250 homes. Running these addresses through Google Sunroof, to rank the homes by solar energy generation potential, provides about 200 homes that would be appropriate target homes for solar power.

Cost

A typical Michigan home needs about 5kW of South facing solar panels to be 100% solar powered. A contractor today could do that job for about $3.00/watt which, after the 30% Federal renewable energy tax credit, would cost approximately $10,500. With the economies of scale on a project of this size, the price is expected to drop to about $2.00/watt or $7,000 after a tax credit. Budgeting $10,000 per home, however, is a reasonable estimate and accounts for those instances where a roof needs repairs or replacement before solar installation. Therefore total project costs, for +200 homes, is $2M.

The Plan

Lower income households typically can't make use of the tax credit or the tax incentives available to renewable energy projects. Under this plan all funds could be brokered through the City of Ypsilanti or a local solar contractor which would coordinate the solar installation on the selected homes, and monetize the tax credits for the homeowners. Since these homes are in

the inflation Reduction Act Clean Energy Tax Credit area, the tax credit is actually 40% which nearly doubles the value of the funds.

Several steps would be necessary to complete the project, including the following:

1. Secure funding: Apply for grants, seek state dollars and supplement the project with private investments. The full project runs approximately $2M, however, could be initiated with 50 homes and an investment of $500,000.
2. Define eligibility criteria: Establish guidelines for participation, drawing on the information above around *Target Community*.
3. Identify a contractor: Create an RFP process to identify a contractor who has the capacity and interest to undertake the project installation. Part of the RFP and selection would require contractors to employ and train local community residents on the installation team, building their capacity to work in this growing sector of the economy.
4. Conduct outreach to potential homeowners: Partner with community-based and faith-based organizations, as well as social service providers, to build awareness of the program. Additionally, solar ambassadors (trusted members of the neighborhood) would help to engage in door-to-door campaigns and run community meetings to connect with potential participants.
5. Install solar systems: Selected contractors assess rooftop potential, undertake system design, secure permits, and install solar assets for participating households.
6. Title transfer: Once an installation is complete, the title of solar installation would then transfer the homeowner.

Conclusion

This project has numerous benefits. It helps to address the climate crisis, by reducing carbon emissions and greenhouse gases. Each home would generate approximately (5kW x 4hr x 365 days) 7,300 kWh/year meaning that 200 homes, cumulatively, generates 1,460 MWh per year. Two hundred homes with 5kW solar installations each would reduce carbon dioxide emissions by approximately 1,365 metric tons per year. Over a typical 28-year lifespan of solar panels, this amounts to a reduction of about 38,220 metric tons of CO2.

Moreover this project helps create jobs and provide underemployed residents an opportunity to develop valuable skills in the growing renewable energy industry. Michigan's Clean Energy & Jobs Act, passed in November 2023, requires 50% of Michigan's energy to come from renewable sources by 2030 and 60% by 2035. The legislation raises the cap on rooftop solar in Michigan from 1% to 10%, which will significantly increase the demand for solar installations.

Finally, this project is about equity. Offering no cost solar installation eliminates the high upfront costs that typically prevent low-income households from adopting solar energy. Low-income households often spend a disproportionate amount of their income on energy bills. By reducing energy costs, it allows households to redirect savings to other essential needs, keeping them in their homes. This project is a win for the climate, the community, local economic development and for equity justice.

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-083 Authorizing the City Manager to sign the Washtenaw County Brownfield Redevelopment Authority Reimbursement Agreement, subject to review by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL for BRA Reimbursement
2. Reimbursement Agreement - Brownfield-Water St

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
Date: May 6, 2025

For: Mayor and City Council
From: Katie Jones, Community, Economic Development & Equity Manager
Subject: Brownfield Reimbursement Agreement

SUMMARY & BACKGROUND:

After about eight years of capture on the Family Dollar, the Brownfield TIF account balance has accrued $285,861.91. Given that the City is prepared to do excavation, testing, and other remediation activities on the site approved in the Brownfield plan this summer, we would like to use those funds towards Environmental Assessment and/or Due Care Planning. At one point, it was discussed that the funding could be used towards planning efforts with Carlisle Wortman, but unfortunately, the Brownfield Authority denied it as an eligible expense related to the Brownfield Plan. Now that we have an Invitation to Bid out for the excavation work, it would be useful to utilize these funds towards testing and other services provided by AKT Peerless during the excavation work this summer, so that enough funding is available during the excavation project while we await the HUD funds from the County.

RECOMMENDED ACTION:
Staff recommends that the Council approve the attached

ATTACHMENTS :
A) Reimbursement Agreement

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. - 083
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti has an interest in remediating and developing Water Street, and

WHEREAS, the City of Ypsilanti will be doing excavation work this summer, and

WHEREAS, The City has $285,861.91 in TIF capture from the development of Family Dollar, which can be used towards reimbursable Brownfield Environmental Assessment and Due Care Planning expenses;

NOW THEREFORE BE IT RESOLVED, THAT the City Manager be authorized to sign the Washtenaw County Brownfield Redevelopment Authority Reimbursement Agreement, subject to review by the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY REIMBURSEMENT AGREEMENT

This Agreement (the "Agreement") dated the ____ day of May, 2025 is entered between the WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (the "Authority"), an authority established pursuant to Act 381 of 1996, as amended ("Act 381"), whose address is 220 N. Main, P.O. Box 8645, Ann Arbor, Michigan 48107-8645 and the City of Ypsilanti (the "City"), a municipal corporation, whose address is 1 S. Huron, Ypsilanti, MI 48197.

RECITALS

A. Pursuant to Act 381, as amended, the Authority has prepared a Brownfield Plan for the Water Street Redevelopment Area, described below, that was duly approved by the Washtenaw County Board of Commissioners on February 18, 2015, with concurrence from the City of Ypsilanti:

    a. Located at 1-216 E. Michigan Avenue, in the City of Ypsilanti, Washtenaw County, Michigan

    b. Tax Identification Numbers 11-11-09-170-030 and 11-11-09-170-031 the Eligible Property (the "Property")

    c. Legal Descriptions provided in Exhibit B

B. The City is pursuing redevelopment of the Property as follows:

    a. Seeking appropriate partners and/or developers to purchase the Property, or portions thereof, for redevelopment into residential, commercial, recreational, and other uses. The redevelopment will include new roads, utilities, streetscapes, buildings, and other features, (the "Improvements").

    b. This will occur through the City and other future entities incurring costs. The Approved Brownfield Plan includes up to $18,405,820 in reimbursable Eligible Activities, not including Administrative Fees, and LBRF capture.

    c. The City desires to seek reimbursement of certain Eligible Activities that were, and will be, conducted on the Property, and also allow for TIR to be available to reimburse future development partners for Eligible Costs to induce and support redevelopment of the Property.

    d. The Improvements are expected to result in a total private investment of between $50 and $100 million, and will increase the tax base within the County, and otherwise enhance the economic vitality and quality of life within Washtenaw County.

C. The City has conducted and will conduct Eligible Activities and eligible costs pursuant to the approved Brownfield Plan, Act 381, and according to the terms of this Agreement.

D. Act 381 permits the capture and use of the real and personal property tax revenues generated from the increase in value of the Eligible Property to pay or reimburse the costs of Eligible Activities.

E. Act 381 permits the use of Tax Increment Revenue (TIR) to support the payment of interest on unreimbursed Eligible Costs.

F. The Authority intends to fund the Local Brownfield Revolving Fund (LBRF) after the City Reimbursement period.

G. The Authority has incurred and will incur Administrative Costs for its operations and the preparation, approval, and administration of the Brownfield Plan, for which it intends to seek reimbursement from TIR captured to fund the Administrative Costs.

H. In accordance with Act 381, the approved Brownfield Plan, and this Agreement, the parties desire to use TIR generated from an increase in the taxable value of the Property resulting from its Improvements to reimburse the City for actual expenses incurred for approved Eligible Activities, the Authority for its Administrative Costs, and to fund the LBRF.

I. The parties are entering into this Agreement to establish the terms, conditions and procedures for reimbursement to the City for certain Eligible Activities from TIR.

TERMS AND CONDITIONS

Pursuant to the Recitals of this Agreement, the parties agree with each other as follows:

1. Definitions All terms included in this agreement are defined through Exhibit A "Definitions"

2. The Brownfield Plan – The Brownfield Plan, which may be amended from time to time, shall be the Plan in effect at the time that Eligible Activities are conducted and Eligible Costs are incurred. To the extent provisions of the Brownfield Plan conflict with this Agreement, the terms and conditions of this Agreement control. To the extent provisions of the Brownfield Plan or this Agreement conflict with Act 381, Act 381 shall control.

3. Term of Agreement – In accordance with the Brownfield Plan, the Authority shall capture, and have captured, the Tax Increment Revenues (TIR) generated by the Improvements on the Property to reimburse for Eligible Costs until the earlier of (i) the date that all the Eligible Costs are fully reimbursed under this Agreement; or (ii) at the end of the 30th tax year, whichever comes first, or as may subsequently be extended by a Brownfield Plan amendment and amendment to this agreement, after the date the Authority begins to capture Tax Increment Revenues under the Brownfield Plan, which began in 2016. If this Agreement ends before the reimbursement of all Eligible Costs, the last payment by the Authority shall be whatever TIR remains from the summer

and winter taxes distributed during the final year of the Agreement, after full reimbursement for the State Brownfield Fund, Authority Administrative Expenses, and the LBRF.

4. Eligible Activities – The Eligible Activities shall be as listed in Table 1, Brownfield Eligible Activities, and as described in the Brownfield Plan, and approved Act 381 Work Plan.

5. City Reimbursable Eligible Costs – The total of costs eligible for reimbursement, the Total Eligible Costs, and the estimated costs for each type of eligible activity, shall be as listed and described in Attachment D, Table 1, Eligible Activities, in the Brownfield Plan. The Total City Reimbursable Eligible Costs shall be limited to Work Plan Exempt Eligible Activities pursuant to the approved Brownfield Plan. No activities requiring approval of an Act 381 Work Plan for capture of State School taxes are included. . Additional City Reimbursable Eligible Costs may be requested, by amending this Agreement, with approval by both parties, if and when an Act 381 Work Plan(s) is approved permitting the capture of, and reimbursement with, State School Taxes, for other activities in Table 1, Eligible Activities in the approved Brownfield Plan. .

6. Reimbursement Source – During the term of this Agreement, the Authority shall capture, as provided in the Brownfield Plan and allowed by Act 381, those TIR, which are levied from both Local Taxes and Taxes for School Operating Purposes on the Property, and any new personal property. The Authority will use those TIR to reimburse City Reimbursable Eligible Costs in accordance with the Brownfield Plan and this Agreement. Local TIR alone shall not be used to reimburse any Eligible Costs unless expressly allowed by the Brownfield Plan.

7. Allocation of Captured Taxes – Captured taxes will be allocated in the following order of priority during each year of the Brownfield Plan:

    a. Fifty percent (50%) of the taxes levied under the State Education Tax Act in each of the first 25 years of the Brownfield Plan, or as otherwise required by statute, will be paid to the State of Michigan for allocation to the state brownfield redevelopment fund;

    b. Local Taxes and State School Operating captured taxes in an amount of 10% of total annual captured TIR during and after reimbursement of City Reimbursable Eligible Costs, as identified in the Brownfield Plan, and will be allocated for reimbursement of Authority Administrative fees, from local taxes only;

    c. The balance of Local Taxes and School Operating captured taxes will be allocated for the reimbursement of actual costs of Eligible Activities incurred by the City;

    d. After Property is fully developed and the City and all developers have been fully reimbursed for their eligible costs, the Authority will then capture up to a maximum of $2,181,351 for deposit in its LBRF. If the Property is not fully developed or if insufficient TIR is available to fully fund the LBRF prior to the end of the statutory termination of the capture period (30 years), reimbursement of other entities will be deferred to the extent necessary to fully fund the LBRF before the capture period termination. However, the deferral of reimbursement for other

entities shall not exceed three years (capture years 27-30) prior to termination of the capture period. These terms and conditions shall be made a part of the Reimbursement Agreements with all other development entities henceforth.

8. Eligible Costs Reimbursement – For those Eligible Costs for which City seeks reimbursement from the Authority, the City shall incur the Eligible Costs and submit documentation to the Authority according to the instructions and guidelines provided in Exhibit E. The parties agree that City shall only seek reimbursement for its actual costs for performing and/or completing Eligible Activities, in accordance with the Brownfield Plan.

9. Interest – Interest will not be paid on this Agreement.

10. Payments – Payments to City shall be made as follows:

    a. Within 90 days of its receipt of the documentation described in paragraph 8 above, the Authority, in its sole discretion, shall either approve Eligible Costs for payment or request additional information. If the Authority determines all or a portion of the requested payment is for Approved Eligible Costs, it shall process that the portion of the payment request as provided in subparagraph (b) below. If the Authority determines that insufficient information has been provided, disputes any portion of any payment request or disputes the eligibility of any costs of any payment request, it shall notify City in writing of its determination and the reasons for its determination. City shall have 28 days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority Board consents, to formally meet with the Authority and be placed on a meeting agenda to discuss and resolve any remaining dispute. In doing so, City shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. If the parties do not resolve the dispute in such a manner, it shall be resolved as provided in Paragraph 11 below.

    b. Once the Authority determines that Eligible Costs are Approved Eligible Costs, it shall pay to City the amounts for which submissions have been made pursuant to paragraph 7 of this Agreement within 60 days after the Authority receives TIR from which the Approved Eligible Costs may be wholly or partially paid. The Authority shall only be obligated to reimburse City to the extent TIR is available to reimburse such costs.

    c. The repayment obligation under this Agreement shall expire at the earliest of the following: i) payment by the Authority to City of all amounts due City under this Agreement; ii) expiration of the reimbursement period as defined in the Brownfield Plan; or iii) expiration of the reimbursement period as defined in Act 381; or iv) 30 years from first year of capture, whichever comes first.

    d. The amount to be reimbursed under this Agreement shall not exceed the following:

i. The maximum amount of City Reimbursable Eligible Costs, pursuant to Terms and Conditions, Section 5, of this Agreement, and in the approved Brownfield Plan and for Work Plan exempt activities in the approved Brownfield Plan;

e. If the property owner has filed an appeal of property assessment and/or the outcome of such an appeal is still pending, the Authority, at its sole discretion, may withhold reimbursement of City Reimbursable Eligible Costs, until such appeal is resolved. The purpose of any delay is to prevent overpayment and the need to "claw-back" funds reimbursed due to lowered Taxable Values.

11. Dispute As to Eligible Costs – If there is a dispute over whether a cost submitted by City is an Eligible Cost the dispute shall be resolved by an independent knowledgeable professional chosen by mutual agreement of the parties. If the parties are unable to agree upon a knowledgeable professional, then the County and Authority shall together choose an independent knowledgeable professional and City shall choose an independent knowledgeable professional to review the Authority's decision. If the two knowledgeable professionals so selected agree that costs submitted are eligible, the City shall be reimbursed those costs in accordance with this Agreement. If the two professionals so selected cannot agree that costs submitted are eligible, the two selected professionals shall appoint a third knowledgeable professional who shall make a final determination and City shall then be reimbursed those costs in accordance with this Agreement to the extent determined by the third knowledgeable professional. All fees and costs incurred by any party with respect to this paragraph, shall be the sole responsibility of the City. Failure of the City to pay any obligation incurred with respect to this paragraph shall constitute a default of this Agreement pursuant to paragraph 12.

12. Default –Upon the occurrence of an Event of Default, the non-defaulting party may terminate this Agreement by giving written notice to the defaulting party, and the defaulting party shall have 30 days to cure the default. If the default is not cured within this time period, then the non-defaulting party shall have the right to terminate this Agreement, or, at the election of such non-defaulting party, may obtain any form of relief permitted under this Agreement, and any applicable laws and court rules of the State of Michigan, including the right to seek and obtain a decree of specific performance of a court of competent jurisdiction. If the Authority, in its sole discretion, determines that any cure proposed by the City may take more than 30 days to complete, the Authority may permit the City to complete the cure in a time and manner agreeable to the Authority. Any right or remedy provided by a specific provision of this Agreement shall be deemed cumulative to, and not conditioned on, any other remedies upon default.

13. Local Brownfield Revolving Fund – In accordance with Act 381 and the Brownfield Plan, the Authority will fund the LBRF using a portion of the TIR captured by the Authority after the period of reimbursement of City Reimbursable Eligible Costs.

14. Authority Monitoring -- The Authority may monitor the Project for the purpose of verifying that the activities, invoices and accounting of the City are accurate, reasonable and constitute Eligible Activities under this Agreement. The City shall provide any authorized representative of the

Authority access to or copies of permits, data, reports, testing, or sampling results, invoices or other such documents reasonably necessary for monitoring. The Authority, EGLE or MSF shall also be given access to the property upon reasonable request in order to review any Eligible Activities or perform any other obligations under this Agreement. Except in the case of an emergency or exigent circumstance, the Authority shall give the City at least 24 hours notice of requests under this paragraph. Except for the right to monitor the City's compliance with this Agreement, nothing in this Agreement shall be interpreted to give the Authority any right to exercise control over the performance of Eligible Activities or other actions by the City.

15. Adjustments – If, due to an appeal of any tax assessment, reassessment of any portion of the Property, abatement of any taxes, or for any other reason, the Authority is required to reimburse any TIR to any tax levying unit, then: i) the City shall pay the Authority the full amount required to reimburse such TIR, including interest and penalties, within 30 days of receiving any invoice from the Authority; or ii) the Authority may deduct the amount of any such reimbursement, including interest and penalties, from all subsequent payments due to the City until such TIR, including interest and penalties, is fully recovered. If all amounts due the City under this Agreement have been fully paid or the Authority is no longer obligated to make any further payments to the City, the Authority shall invoice the City for the amount of such reimbursement and the City shall pay the Authority such invoiced amount within thirty (30) days of the City's receipt of the invoice. Amounts invoiced and paid to the Authority by the City pursuant to this paragraph shall not reduce Eligible Costs for which the City shall have the opportunity to be reimbursed in accordance with the terms, conditions and limitations of this Agreement.

16. Insurance – The City shall purchase and maintain insurance coverages as indicated at limits not less than those set forth below, only during the completion of Eligible Activities. The City shall also require each and every contractor(s) and/or subcontractor(s) engaged by the City to perform services pursuant to this agreement to purchase and maintain insurance coverages at the limits set forth below. City and its contractor(s) and/or subcontractor(s) shall name Washtenaw County and Washtenaw County Brownfield Redevelopment Authority as an additional insureds under all coverages listed below except Worker's Compensation. The City shall maintain other insurance as it deems appropriate for its own protection.

    a. Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.

    b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $1,000,000 per occurrence and $2,000,000 aggregate combined single limit. Coverage shall include the following:

        i. Contractual Liability

        ii. Products and Completed Operations

        iii. Independent Contractors Coverage

iv. Broad Form General Liability Endorsement or Equivalent

c. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than $1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

d. Environmental Impairment Liability Insurance shall be provided by City, Contractors, sub-contractors and site work contractors engaging in environmental and/or demolition activities, covering any sudden and non-sudden pollution or environmental impairment, including cleanup costs and defense, with limits of liability of not less than $1,000,000 per occurrence.

e. All insurance coverages described above shall remain in effect at all times until completion of all eligible activities. The City shall deliver copies of certificates of insurance for each of the policies mentioned above to the Authority. If so requested, certified copies of all policies will be provided. It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any coverage shall be sent to the Authority.

17. Indemnification – The City shall indemnify, defend, and hold harmless, the Authority, Washtenaw County, and their officers, board members, commissioners, employees and agents from all claims, damages, lawsuits, costs and expenses, including reasonable attorney fees, incurred as a result of any acts, omissions, negligence, or gross negligence of the City or its employees, agents, consultants, contractors or subcontractors related to the Project or its performance under this Agreement. This indemnification includes any damages, costs, and expenses in excess of those covered by any insurance of the City. The City shall indemnify the Authority, Washtenaw County, and any of the listed entities officers, board members, commissioners, employees and agents from all reasonable costs and expenses, including reasonable attorney fees, incurred in the enforcement of any obligation or claim against the City under this Agreement. These indemnification provisions will survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities provided under state or federal law.

18. Freedom of Information Act – City understands that all communications, information, and/or documentation submitted by City may be open to the public under the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being Sections 15.23 to 15.24 of the Michigan Compiled Laws and no claim of trade secrets or any other privilege or exception to the Freedom of Information Act will be claimed by Petitioners as it relates to this Agreement, Petitions for Reimbursement and supporting documentation.

19. Notices – All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Either party may change the address by written notice sent by registered or certified mail to the other party.

20. Assignment – The interest of any party under this Agreement shall not be assignable without the other parties' written consent, which shall not be unreasonable withheld, except for an assignment by the City for the purposes of securing financing for the Project, which shall require notice but not the prior consent of the other parties.

21. Entire Agreement – This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.

22. Non-Waiver – No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

23. Headings – Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

24. Governing Law – This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

25. Compliance with Applicable Law – City agrees to comply all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, and other legal obligations of a similar effect.

26. Counterparts – This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

27. No Third Party Beneficiaries – This Agreement shall not be deemed or construed to create any rights to reimbursement or otherwise in the Consultant, Contractors, Subcontractors, or any third parties. This Agreement shall not be construed to create any third party beneficiary contract or claim, and the parties intend there to be no third party beneficiaries.

28. Binding Effect – The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties and their respective heirs, legal representatives, successors, and assigns.

29. The Authority's reimbursement obligations under this Agreement are contingent on the requirement that there shall be no action, suit, proceeding or investigation pending before any court, public board or body to which the Developer, the County, the City, or the Authority is a party, or threatened against the Developer, the County, City, or the Authority contesting the validity or binding effect of this Agreement or the validity of the Plan or which could result in an adverse decision which would have one or more of the following effects:

    a. A material adverse effect upon the ability of the Authority to collect and use Tax Increments to pay the obligations;

    b. A material adverse effect upon the ability of the City to conduct Eligible Activities;

c. Any other material adverse effect on the City's or the Authority's ability to comply with the obligations and terms of this Agreement, or the Brownfield or Work Plan.

30. Annual Reporting – The City shall report annually, by June 1, the following information to the Authority for the previous calendar year, as applicable:

    a. Number of residential units constructed or rehabilitated;

    b. Square feet of new or rehabilitated residential, retail, commercial, or industrial space

    c. Number of new jobs created;

    d. For projects actively capturing TIR, amount of actual capital investment;

    e. Any additional information deemed necessary by the Authority.

The parties have executed this Agreement on the dates set forth below.

WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

BY:_____
Allison Krueger, Chair

Date:_____

Attested to:

By:_____
Lawrence Kestenbaum, County Clerk/Register

Date:_____

Approved As to Form:

By:_____
Michelle Billard, Corporation Counsel

CITY OF YPSILANTI

BY:_____

PRINT NAME:_____

ITS:_____

Date:_____

Exhibits

Exhibit A – Definitions
Exhibit B – Legal Description
Exhibit C – Brownfield Plan
Exhibit D – Approved Act 381 Work Plan(s)
Exhibit E – Eligible Costs Reimbursement Procedures

EXHIBIT A – Definitions

a. “Administrative Costs,” as defined in Section 13b, Sub-Section 7 (a) (*I, ii, and iii*).

b. “Baseline Environmental Assessment ” is defined by Section 2(b) of Act 381;

c. “Brownfield Plan” is defined by Section 2(e) of Act 381 and is incorporated by reference in Exhibit C;

d. “Approved Eligible Costs” – Those Eligible Costs which have been submitted, reviewed, and approved by the Authority.

e. "Department specific activities" are defined by Section 2 (l) of Act 381

f. “Due Care Activities” are defined by Section 2 (m) of Act 381;

g. “Eligible Activities” are defined by Section 2(o) of Act 381;

h. “Eligible Costs” are those being submitted to the Authority for Certification.

i. “Eligible Property” is defined by Section 2(p) of Act 381;

j. "Event of Default" means the failure of performance or breach by a party to carry out any of its obligations or comply with any of its warranties, representations, or conditions under this Agreement or, with respect to a party, if any representation, omission, or warranty of such party was false when made.

k. “Local Brownfield Revolving Fund”, “LBRF” pursuant to Section 8 of Act 381.

l. “Local Taxes” are defined by Section 2(ff) of Act 381;

m. “Tax Increment Revenues” (TIR) are defined by Section 2(ss) of Act 381;

n. “Taxes Levied for School Operating Purposes” is defined by Section 2(uu) of Act 381;

o. “Work Plan” is defined by Section 2(zz) of Act 381.

EXHIBIT B – Legal Descriptions

11-11-09-170-031

OWNER REQUEST YPC 1-1B "WATER STREET REDEVELOPMENT AREA" COM AT E 1/4 COR SEC 9, TH N 02-19-30 W 554.44 FT, TH S 88-46-40 W 111.18 FT, TH N 88-02-00 W 382.04 FT, TH N 87-57-00 W 597.06 FT, TH N 88-04-00 W 33.00 FT, TH S 02-11-58 W 209.50 FT TO A POB, TH CONT S 02-11-58 W 154.70 FT, TH S 02-39-49 W 299.48 FT, TH S 88-01-57 E 78.99 FT, TH S 01-58-03 W 132.00 FT, TH S 88-01-57 E 118.25 FT, TH S 02-17-49 W 107.43 FT, TH S 87-56-41 E 134.33 FT, TH S 02-18-05 W 288.36 FT, TH N 88-01-57 W 2.00 FT TO PT " A ", TH CONT N 88-01-57 W 29.36 FT TO WATER'S EDGE, TH W'LY & N'LY ALNG WATERS EDGE TO S'LY R/W MICHIGAN AVE, TH S 87-53-00 E 9.27 FT TO PT " B " WHICH LIES N 38-47-58 W 309.10 FT, TH N 89-24-13 W 40.73 FT, TH N 58-14-11 W 87.43 FT, TH S 62-35-56 W 353.18 FT, TH S 80-42-51 W 267.16 FT, TH S 65-50-07 W 234.27 FT, TH N 79-19-43 W 219.06 FT, TH N 54-19-29 W 106.32 FT, TH N 54-12-59 W 171.50 FT, TH N 47-45-59 W 148.90 FT, TH N 32-55-29 W 89.12 FT, TH N 33-40-02 W 116.79 FT, TH N 12-47-38 W 51.82 FT, TH N 12-07-20 W 169.77 FT, TH N 02-07-22 W 105.96 FT, TH N 08-15-47 E 50.28 FT, TH N 05-36-02 E 200.01 FT, AND TH N 15-54-30 E 179.31 FT FROM PT " A ", TH S 87-53-00 E 844.06 FT, TH S 88-04-00 E 382.21 FT, TH S 01-56-00 W 160.00 FT, TH S 88-04-00 E 230.00 FT TO THE POB, ALSO ALL LAND BETWEEN TRAVERSE LINE AND WATER'S EDGE. PT OF NE 1/4 SEC 9, T3S-R7E. 37.15 ACRES

SPLIT ON 06/05/2014 FROM 11-11-09-170-029;

11-11-09-170-030

OWNER REQUEST YPC 1-1A BEG AT NE COR LOT 8, GILBERTS PARK ADDN, TH S 02-11-58 W 160.00 FT, TH N 88-04-00 W 230.00 FT, TH N 01-56-00 E 160.00 FT, TH S 88-04-00 E 230.74 FT TO THE POB. PT OF LOTS 5 THROUGH 12 AND VACATED ALLEY, GILBERTS PARK ADDITION.

SPLIT ON 06/05/2014 FROM 11-11-09-170-029;

EXHIBIT C – Brownfield Plan

EXHIBIT D – Approved Act 381 Work Plan(s)

EXHIBIT E – Eligible Costs Reimbursement Procedures

Reimbursement of Eligible Costs Certification

a. For those Eligible Costs for which City seeks reimbursement from the Authority, City shall submit to the Authority any of the following as may be required by Authority representatives:

    i. A written statement detailing the costs.

    ii. A written explanation as to why reimbursement is appropriate under the Brownfield Plan and this Agreement.

    iii. Copies of invoices from the consultants, contractors, subcontractors, engineers, attorneys or others who provided such services. To verify quantities for unit price billings such invoices shall include sufficient backup information, including but not limited to, labor hours per person per billing period for professional services, detailed invoices from subcontractors and subconsultants, manifests and/or weigh tickets for disposed materials, and days used and rates for equipment and materials charges.

    iv. Copies of waivers of liens by the contractors, subcontractors, and materials suppliers, or cancelled checks demonstrating payment.

    v. If not already submitted, copies of the contract with the contractor or supplier providing the services or supplies, for which reimbursement is sought.

    vi. A statement from the engineer and project manager overseeing the work recommending payment.

    vii. Any other information which may be required by state authorities or reasonably required by the Authority.

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-084 Approving the agreement with Washtenaw County for a Subaward of Federal Financial Assistance and authorizing the Mayor and Clerk to sign the agreement on the City's behalf, subject to review by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Rec Park Pathway Phase 1 subrecipient agreement
2. Construction Subaward Agreement_Recreation Park Accessible Path Phase 1_ FINAL (Missing attachment E)

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
6 May 2025

For: Mayor and City Council

From: Bonnie Wessler, Director of Public Works

Subject: Agreement between Washtenaw County and the City of Ypsilanti for Subaward of Federal Financial Assistance (Recreation Park Pathway Phase 1).

SUMMARY & BACKGROUND

Washtenaw County participates in HUD's Urban County program in which it receives CDBG funds each year. Washtenaw County allocates some of those funds to the City of Ypsilanti for various projects each year; in some years, not all of those funds are used. The City has identified accessibility projects, particularly those in parks, as priorities; this funding is well-suited to address the Recreation Park Pathway Phase 1, connecting to the Senior Center. To move forward with this project, the City will need to approve the attached subrecipient agreement with Washtenaw County. The contract formalizes the responsibilities of the City and the County regarding reporting and following the rules and guidelines set forth by HUD.

FY2024/2025 Goal Alignment

- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
- Strategic Goal 2: Staff retention and creating greater efficiencies.
- Strategic Goal 3: Community Engagement
- Strategic Goal 4: Community Development
- Strategic Goal 5: Infrastructure and investment
- **Strategic Goal 6: Financial Planning**

RECOMMENDED ACTION: Approve the agreement between Washtenaw County and the City of Ypsilanti for Subaward of Federal Financial Assistance and authorizes the Mayor to sign the agreement on the City's behalf. The agreement shall be subject to review by the City Attorney.

ATTACHMENTS: Subrecipient Agreement

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2025 - 084
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been programmed in the Washtenaw County Community Development Block Grant Program for the installation of a portion of paved pathway in Recreation Park in the City of Ypsilanti; and,; and

WHEREAS, in order to move forward with the project the City of Ypsilanti must enter into an agreement with Washtenaw County for the subaward of Community Development Block Grant Funds (CDBG); and,

WHEREAS, the City of Ypsilanti intends to complete the improvements prior to the end of the calendar year;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti City Council approves the agreement between Washtenaw County and the City of Ypsilanti for Subaward of Federal Financial Assistance and authorizes the Mayor and Clerk to sign the agreement on the City's behalf. The agreement shall be subject to review by the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Contract # _____

COUNTY OF WASHTENAW, MICHIGAN

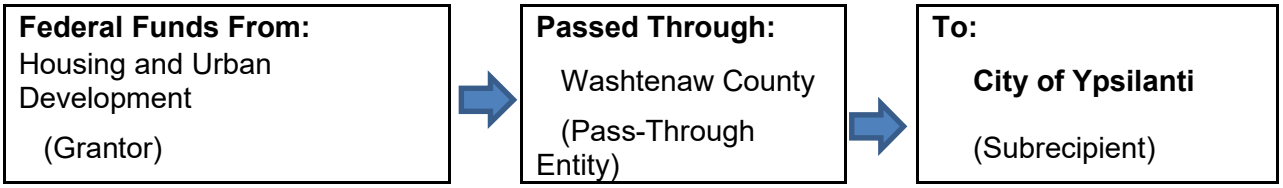
Agreement for Subaward of Federal Financial Assistance

The COUNTY OF WASHTENAW is a recipient of federal financial assistance grant dollars. These funds are received directly from the federal government and indirectly from the State of Michigan and several local entities. The County sometimes passes through a portion of this federal financial assistance to other organizations located within (or in the vicinity of) the geographical boundaries of the County to assist them in carrying out the objectives of the applicable federal grant or program.

AGREEMENT is made the 1st day of April, 2025, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan, as the pass-through entity (hereinafter referred to as the County) and, the ***City of Ypsilanti*** located at ***One South Huron Street, Ypsilanti, MI 48197*** (hereinafter often referred to as the Subrecipient).

This agreement is a subaward of federal financial assistance by the County to the Subrecipient intended to assist, stimulate, or support the Subrecipient in carrying out its allowable activities under the ***United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Grant*** as requested by the Subrecipient in its application to the County for federal financial assistance.

Flow of Federal Financial Assistance in this Subaward Agreement



ARTICLE I – REQUIRED DATA ELEMENTS

(As detailed in Section 200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, hereinafter referred to as the Uniform Guidance.)

Subrecipient Name (must match registered name in DUNS)	City of Ypsilanti
Subrecipient DUNS Number/UEI	131336260/J56KWH7NJ4B4
Federal Award Identification Number (FAIN)	B-23-UC-26-0006 - $80,300.00
Federal Award Date (the date when the federal award is signed by the authorized official of the federal awarding agency)	B-23-UC-26-0006 – 06/29/2023
Subaward Period of Performance (start and end date)	04/01/2025 – 03/31/2026
Amount of Federal Funds Obligated by this Agreement	$80,300.00

Total Amount of Federal Funds Obligated to the Subrecipient	$80,300.00
Total Amount of the Federal Award	B-23-UC-26-0006 - $2,186,185.00
Federal Award **Project Description** (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) described in Title 2 Code of Federal Regulations Part 170)	This contract includes support of eligible construction for the Recreation Park Accessibility Pathway Phase 1 Improvements in the City of Ypsilanti.
Name of Federal Awarding Agency	Department of Housing and Urban Development (HUD)
Name of County (Pass-Through Entity)	Washtenaw County
Name and Contact Information for Awarding Official	Gregory Dill 220 N. Main PO Box 8645 Ann Arbor, MI 48107 Phone: 734-222-6850
CFDA Number and Name	14.218 – Community Development Block Grant
Is this Subaward for Research and Development? (answer Yes or No)	No
Indirect Cost Rate for the Federal Award (either an approved federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the County and Subrecipient or a de minimus indirect cost rate of 10% of modified total direct costs may be used). Subrecipient may choose to charge only direct costs to this agreement.	No indirect costs billed for this work.

WHEREAS, the Grantee receives funds from the United States Department of Housing and Urban Development (HUD) pursuant to HUD's Community Development Block Grant Entitlement Communities Grants ("CDBG") and the Grantee is authorized to award CDBG funds pursuant to Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301, et. seq.; and

WHEREAS, the Grantee has been designated as an entitlement county for the CDBG Program and acts as the lead entity for the Washtenaw Urban County, which consists of Washtenaw County, City of Ann Arbor, City of Chelsea, City of Dexter, City of Saline, City of Ypsilanti, Ann Arbor Township, Augusta Township, Bridgewater Township, Dexter Township, Lima Township, Manchester Township, Northfield Township, Pittsfield Township, Salem Township, Saline

Township, Scio Township, Superior Township, Sylvan Township, Webster Township, York Township, and Ypsilanti Township; and

WHEREAS, the Subrecipient has agreed to collaborate with the Office of Community and Economic Development (OCED) to manage this public improvement project; and

WHEREAS, on May 3, 2023, the Urban County Executive Committee approved ***Eighty-six thousand ninety-two dollars and zero cents (86,092.00) in 2023 Urban County CDBG Funding*** as a grant to the Subrecipient to support the Recreation Park Accessibility Pathway Phase 1 Improvements project within the Urban County boundaries, of which Eighty Thousand Three Hundred dollars and zero cents ($80,300.00) is being utilized for eligible construction costs, as specified in this Agreement; and

In consideration of the mutual covenants and obligations contained in this Agreement, including the Attachments, and subject to the terms and conditions stated, **THE PARTIES AGREE AS FOLLOWS:**

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE II - SCOPE OF SERVICES

The Subrecipient will agree to use Community Development Block Grant (CDBG) entitlement funds for the eligible construction activities cost for the Recreation Park Accessibility Pathway Phase 1 Improvements in the City of Ypsilanti as described in Attachment A. The contract will be paid with 2023 Urban County CDBG funding in accordance with budget in Attachment B, not to exceed ***Eighty Thousand Three Hundred dollars and zero cents ($80,300.00).*** These funds will be used to complete the construction for the first phase of this project which will include, but is not limited to, connecting the current cinder path to the neighboring Senior Center and improve pedestrian accessibility to the parking lot.

ARTICLE III - PAYMENT AND CASH MANAGEMENT

If the County is paid in advance by the federal awarding agency under the above named federal assistance award, the Subrecipient may also be paid in advance if it meets the requirements in Section 1 below.

Section 1 - Cash Advances. The Subrecipient may request an advance of funds under this agreement if it maintains or demonstrates the willingness to maintain both:

1. written procedures that minimize the time elapsing between the transfer of funds from the County and the subsequent disbursement of the funds by the Subrecipient,
2. financial management systems that meet the standards for fund control and accountability as defined in Section 200.305 of the Uniform Guidance.

.

Requests for advance of funds must be limited to the minimum amount needed and must be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the terms of this agreement. The timing and amount of the advance must be as close as is "administratively feasible" to the actual disbursement to be made by the Subrecipient.

Section 2 - Reimbursement. If the Subrecipient does not meet the requirements in Section 1 above, it shall submit periodic reimbursement requests to the County. This may be done on a monthly or quarterly basis. The reimbursement request shall be accompanied by the agreed upon

financial and programmatic reports. The County shall pay the Subrecipient within 30 calendar days after the receipt of the reimbursement request and the agreed upon financial/programmatic reports, unless the County reasonably believes the reimbursement request to be improper.

Section 3 – Program Income. The Subrecipient shall report monthly all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract, if program income is generated. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

Section 4 – Use and Reversion of Assets. The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.

2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of $25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement [or such longer period of time as the Grantee deems appropriate]. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period [or such longer period of time as the Grantee deems appropriate].

3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

4. Pursuant to 24 CFR 85.32 (d) (3) and 24 CFR 84.345 (f) (4)The Subrecipient shall ensure that all property and equipment that was acquired or improved, in whole or in part, with funds under this agreement is properly locked and secured when not in use for its intended purpose.

ARTICLE IV - REPORTING OF SUBRECIPIENT

Section 1 - The Subrecipient is to report to the Housing and Infrastructure Policy Specialist and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - The Subrecipient shall submit financial reports as requested to OCED finance staff. The Subrecipient shall submit programmatic reports as requested to the Housing and Infrastructure Policy Specialist.

Section 3 - All reports, estimates, memoranda and documents submitted by the Subrecipient must be dated and bear the Subrecipient's name. Financial reports shall be submitted in a timely manner to the County and shall be in agreement with the amounts shown in the Subrecipient's financial system and shall be supported by appropriate documentation (payroll records, invoices, etc.). Final financial and programmatic reports shall be submitted by the Subrecipient within 30 days of the end of this agreement unless an extension of time is granted in writing by the County.

Section 4 - The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

Section 5 - The Subrecipient shall retain all reports, records and supporting documentation pertaining to this agreement for a period of five (5) years from the date of submission of the final expenditure report and shall make them available to the County and the federal awarding agency upon request. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the five-year period, whichever occurs later.

Section 6 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 7 - The County may review and inspect the Subrecipient's activities during the term of this agreement.

Section 8 - When applicable, the Subrecipient will submit a final, written report to the County Administrator.

Section 9 - After reasonable notice to the Subrecipient, the County may review any of the Subrecipient's internal records, reports, or insurance policies.

Section 10 - The Subrecipient and/or subcontractors shall disclose in writing to the County any potential conflict of interest it has related to the County or this agreement subject to the provisions 2 CFR 200.318.

Section 11 - The Subrecipient shall disclose in writing to the County in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement.

Section 12 - The Subrecipient shall report to the County in a timely manner if any adverse or problematic situations arise between reporting deadlines describing the nature of the problem and what is being done to address it.

ARTICLE V - TERM

This contract begins on the date of this agreement and ends on March 31, 2026 *with an option to extend additional one (1) year periods.* No costs eligible under this agreement shall be incurred by the Subrecipient before or after these dates, except with prior written approval of the County.

ARTICLE VI- RESPONSIBILITIES OF THE SUBRECIPIENT

Section 1 - The Subrecipient agrees to comply with all applicable federal, State, and local regulations including the Uniform Guidance. The Subrecipient agrees to comply with the management systems standards (financial management (Sections 200.302-304), procurement (Sections 200.317-326), and property management (Sections 200.310-316)) of the Uniform Guidance.

Section 2 - The Subrecipient agrees to have performed a Single Audit of its federal expenditures if it reaches the Single Audit dollar threshold in federal expenditures during its fiscal year as detailed in Section 200.501 of the Uniform Guidance. The County reserves the right to perform or cause to be performed additional audits if it deems such to be necessary to insure compliance with the terms of this agreement or to determine the eligibility of the reported expenditures for reimbursement.

Section 3 - The Subrecipient agrees to comply with the provisions of the Byrd Amendment (Public Law 101-121, Section 319 - 31 U.S. Code Section 1352) which prohibits the use of federal funds by the recipient or subrecipient of a Federal contract, grant, loan, or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal funds awarded under this agreement.

Section 4 – The Subrecipient agrees to comply with the provisions of the Stevens Amendment (Section 8136 of the Department of Defense Appropriations Act – Public Law 100-463) which stipulates that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

Section 5 - In addition to this agreement, the Subrecipient shall complete, sign, and submit to the County the following documents which are attached as part of this agreement:

1. Standard Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Audit Certification

ARTICLE VII – SUSPENSION OF FUNDING

The County may suspend funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failure to expend funds in a timely manner consistent with the agreement milestones, guidance, and assurances.
2. Failure to comply with the requirements or statutory objectives of federal or state law.
3. Failure to follow agreement requirements or special conditions.
4. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
5. Failure to submit required reports.
6. Filing of a false certification on the application or other report or document.
7. Failure to adequately manage, monitor or direct the activities of its subrecipients that are funded under this agreement.

Before taking action, the County will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

The County reserves the right to recommend to the federal government that the Subrecipient be suspended or debarred in the case of sustained significant noncompliance by the Subrecipient with the award provisions.

ARTICLE VIII- PERSONNEL

Section 1 - The Subrecipient will provide the required services and will not subaward or assign the services without the County's written approval.

Section 2 - The Subrecipient will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this agreement shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore entity or offshore business interest either owned or affiliated with the Subrecipient. For purposes of this agreement, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE IX-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE X - INDEMNIFICATION AGREEMENT

The Subrecipient will protect, defend and indemnify the County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Subrecipient's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this agreement resulting in whole or in part from negligent acts or omissions of Subrecipient, any subcontractor of the Subrecipient, or any employee, agent or representative of the Subrecipient or any subcontractor of the Subrecipient.

ARTICLE XI- INSURANCE REQUIREMENTS

The Subrecipient will maintain at its own expense during the term of this Agreement, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of $100,000 each accident for any employee.

2. Commercial General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this agreement.

3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to The County. Subrecipient shall be responsible to the County or insurance companies insuring the County for all costs resulting from both financially unsound insurance companies selected by Subrecipient and their inadequate insurance coverage. Subrecipient shall furnish the County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Subrecipient until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Subrecipient expires or is canceled during the term of the agreement, services and related payments will be suspended. Subrecipient shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this agreement. Certificates shall be addressed to the County c/o***: Office of Community and Economic Development, 415 West Michigan Ave, Suite 2200, Ypsilanti, MI 48197, AND Contract #_____,*** and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE XII - COMPLIANCE WITH LAWS AND REGULATIONS

The Subrecipient will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The Subrecipient agrees to maintain the proper organizational status (such as 501 (c)(3) if needed) to be eligible to receive federal financial assistance under this grant, including proper licensure, registration, etc. Subrecipient agrees to keep itself in the same legal position/mode of organization as when it entered into this agreement.

ARTICLE XIII - INTEREST OF SUBRECIPIENT AND COUNTY

The Subrecipient promises that it has no interest which would conflict with the performance of services required by this agreement. The Subrecipient also promises that, in the performance of this agreement, no officer, agent, employee of the County, or member of its governing bodies, may participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XIV - CONTINGENT FEES

The Subrecipient promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Subrecipient, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Subrecipient, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this agreement. For breach of this promise, the County may cancel this agreement without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Subrecipient.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Subrecipient will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Subrecipient agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Subrecipient, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service agreement with the County to pay their employees under that agreement, a minimum of either $16.43 per hour with benefits or $18.32 per hour without benefits. Subrecipient agrees to comply with this Ordinance in paying its employees. The Subrecipient understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 29, 2025 and annually thereafter which amount shall be automatically incorporated into this agreement. County agrees to give the Subrecipient thirty (30) days written notice of such change. The Subrecipient agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - ASSIGNS AND SUCCESSORS

This agreement is binding on the County and the Subrecipient, their successors and assigns. Neither the County nor the Subrecipient will assign or transfer its interest in this agreement without the written consent of the other.

ARTICLE XVIII - TERMINATION OF AGREEMENT

Termination without cause. Either party may terminate the agreement by giving thirty (30) days written notice to the other party. Upon any such termination, the Subrecipient agrees to return to the County any funds not authorized for use, and the County shall have no further obligation to reimburse the Subrecipient. Upon termination of the agreement, the Subrecipient shall submit documentation, in a format specified by the County, to formally end its participation in the agreement.

ARTICLE XIX - EQUAL ACCESS

The Subrecipient shall provide the services set forth in the Scope of Service section of this agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this agreement will be freely available to the public. None may be copyrighted by the Subrecipient. During the performance of the services, the Subrecipient will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this agreement by the Subrecipient must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XXI - PAYROLL TAXES

The Subrecipient is responsible for all applicable state and federal social security benefits and unemployment taxes for its employees and agrees to indemnify and protect the County against such liability.

ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Subrecipient, will be incorporated into this agreement by written amendments signed by both parties.

Unilateral modification of the agreement may take place by the County if the underlying programmatic legislation or regulations are changed by the federal government. If this unilateral modification is objectionable to the Subrecipient, it may withdraw from receiving further federal financial assistance under this agreement by giving (thirty) 30 days written notice to the County.

The Subrecipient agrees to inform the County in writing concerning any proposed changes of dates, budget, or services indicated in this agreement, as well as changes of address or personnel affecting this agreement. Changes in dates, budget, or services are subject to prior written approval of the County.

ARTICLE XXIV – FEDERAL FUNDING REQUIREMENTS

1. The terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds or other assets, including **program income.**

2. National Objectives: All activities funded with CDBG funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

3. The Subrecipient is prohibited from using CDBG funds for inherently religious activities (24 CFR 570.200(j)).

4. Documentation and Record Keeping
   a. Records to be Maintained
      The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:
         i. Records providing a full description of each activity undertaken;

ii. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
iii. Records required to determine the eligibility of activities;
iv. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
v. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
vi. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21−28; and
vii. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

5. Employment Restrictions

a. Labor Standards

Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of $2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

b. "Section 3" Requirements

"Section 3" Requirements: The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

i. Certification of Compliance: The parties to this contract agree to comply with HUD's regulations in 24 CFR 75, which implement Section 3. By executing this contract, the parties certify that they are under no contractual obligations or other impediments that would prevent them from complying with the 24 CFR 74 regulations.
ii. Contract Language Requirements: The subrecipient agrees to include this Section 3 Requirements clause in every subcontract subject to compliance with regulations in 24 CFR 75, and agrees to take appropriate action as outlined in the contract upon a finding that a subcontractor is in violation of regulations in 24 CFR 75. The subrecipient will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR 75. On a periodic basis the Washtenaw County OCED may audit the subrecipient's subcontractors for compliance with the minimum Section 3 requirements.
iii. Contracting Requirements: To the greatest extent feasible, and consistent with Federal, state, and local laws and regulations, the subrecipient and subcontractors for the project shall ensure subcontracts for work awarded in

connection with the project are awarded in a manner that provides economic opportunities to Section 3 Workers.

iv. The subrecipient agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the subrecipient's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applications for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum numbers and job titles subject to hire; availability of apprenticeship and training positions and the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

v. Noncompliance with HUD's regulations in 24 CFR 75 may result in sanctions, termination of this contract, and/or debarment or suspension from future HUD assisted contracts.

All subcontractors submitting bids or proposals to the subrecipient for work related to this contract shall be required to certify that they are Section 3 compliant. Such certification shall be adequately supported with appropriate documentation.

6. Build America, Buy America Act (BABA)

The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

BABA compliance is also required of subgrantees, subrecipients, contractors, and developers. The language above must be included in all procurement/bid documents and contracts for projects subject to BABA.

ARTICLE XXV - CHOICE OF LAW AND FORUM

This agreement is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for any disputes or litigation arising out of this agreement is in Washtenaw County, Michigan.

ARTICLE XXVI - EXTENT OF AGREEMENT

This written agreement, including any attachments thereto, represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXVII – PRIVITY / THIRD PARTIES

This agreement is solely between the County and Subrecipient. No other parties are part of this agreement. This agreement is not intended to make any person or entity, not a party to this agreement, a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

ARTICLE XXVIII - SEVERABILITY

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.

ARTICLE XXIX - NOTICES

Communication notices for this agreement may be delivered via electronic mail, U.S. mail, hand delivery, or fax.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the organization he or she represents. By signing this agreement, the County and the Subrecipient agree to comply with all of the requirements specified in this agreement.

ATTESTED TO:

By:_____
Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW COUNTY (Pass-Through Entity)

By:_____
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

By:_____
Toni Kayumi (DATE)
Director, Office of Community & Economic Development

CITY OF YPSILANTI (Subrecipient)

BY:_____
Nicole Brown (DATE)
Mayor

APPROVED AS TO FORM:

By:_____
Michelle K. Billard (DATE)
Office of Corporation Counsel

By:_____
Lorrie Thomas (DATE)
Deputy City Clerk

Contract # _____

OMB Approval No. 0348-0042

STANDARD ASSURANCES - CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property aquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

_____
Signature of Subrecipient's Authorized Representative

_____
Title of Subrecipient's Authorized Representative

_____
Name of Subrecipient Organization

_____
Date Submitted

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Washtenaw County determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address. city, county, state, zip code)

_____

_____

_____

Check **[ ]** if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

_____
Name of Subrecipient Organization

_____
Printed Name and Title of Subrecipient's Authorized Representative

_____
Signature of Subrecipient's Authorized Representative

_____
Date

Contract # _____

Federal Audit Requirements - Fiscal Years Beginning After December 26, 2014

Non-federal organizations which expend $750,000 or more in federal funds during their fiscal year are required to have a Single Audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget. Subrecipients must submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period for each year the Subrecipient meets the $750,000 federal expenditure threshold.

Program: _____ CFDA Number: _____

Subrecipient Information:

Organization Name: _____

Street Address: _____

City, State, Zip Code: _____

Independent Audit Firm: _____

Certification for Fiscal Year Ending (mm/dd/yyyy): _____

(Check appropriate box):

☐ I certify that the Subrecipient shown above **does not expect** to expend $750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will not be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, for the above listed program.

☐ Icertify that the Subrecipient shown above **expects it will** expend $750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.

_____ _____

Signature of Subrecipient's Authorized Representative Date

For Washtenaw County Use Only

Reviewed By:_____ Date:_____

ATTACHMENT A – SCOPE OF SERVICES & TIMELINE

NARRATIVE DESCRIPTION OF SCOPE OF WORK:

WASHTENAW COUNTY will contract with the **City of Ypsilanti** for the eligible construction costs for the Recreation Park Accessibility Pathway Phase I improvements. These funds will be used to complete construction for the first phase of this project which will include, but is not limited to, connecting the current cinder path to the neighboring Senior Center and improve pedestrian accessibility to the parking lot. The contract will be paid for with 2023 Urban County CDBG funding in accordance with the budget in Attachment B.

See Attachment C for the design plans provided by OHM Advisors.

See Attachment D for the Urban County 2023 Planned Activities Table.

See Attachment E for the Bid Recommendation and Bid Tabulation Sheet from OHM Advisors

PROJECT TIMELINE:

Activity	**Deadline**
Bid awarded to contractor selected through a competitive RFP	April 2025
Pre-construction meeting held; federally required paperwork submitted by Contractor and approved by the County	May 2025
Construction to begin	May 2025
Construction to be completed	September 2025
Township to submit request for reimbursement with supporting documentation	September 2025
Project Completion Date:	September 2025

Contract # _____

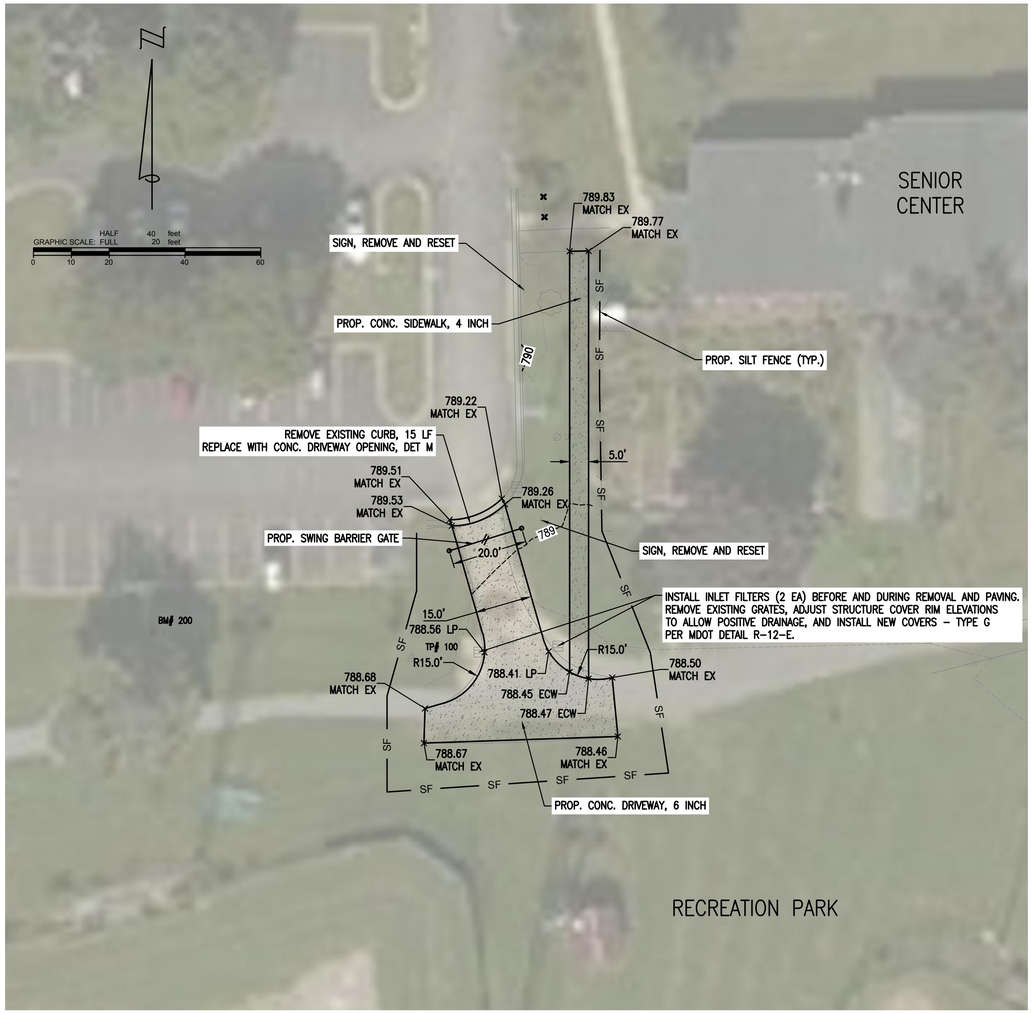
ATTACHMENT B – PROJECT BUDGET

SUMMARY OF TERMS:

The COUNTY agrees to pay to or on behalf of the **CITY OF YPSILANTI** an amount not to exceed ***Eighty Thousand Three Hundred dollars and zero cents ($80,300.00)*** **in 2023 CDBG Funds** according to the budget below:

PROJECT BUDGET:

Recreation Park Accessibility Pathway Phase I Construction Budget	
REVENUE SOURCE(S):	**TOTAL**
CDBG (2023) – Allocation	$80,300.00
Total Revenues	**$80,300.00**
PROGRAM EXPENSES	**TOTAL**
Personnel, Taxes, & Fringe Benefits	
Consultant & Contractual Fees	$80,300.00
Total Expenditures	**$80,300.00**



LOCATION AND SCOPE OF PROJECT

THE PROJECT SITE IS LOCATED IN THE CITY OF YPSILANTI IN WASHTENAW COUNTY, MICHIGAN. THE WORK TO BE COMPLETED UNDER THIS CONTRACT INCLUDES THE FURNISHING OF ALL MATERIALS, EQUIPMENT, AND LABOR NECESSARY TO CONSTRUCT THE PROPOSED ACCESSIBILITY IMPROVEMENTS.

GENERAL NOTES

1. IT IS THE INTENTION OF THESE PLANS TO CONSTRUCT ALL WORK IN ACCORDANCE WITH APPLICABLE REQUIREMENTS OF YPSILANTI COMMUNITY UTILITIES AUTHORITY (YCUA), YPSILANTI TOWNSHIP, THE CITY OF YPSILANTI, AND THE PLANS AND SPECIFICATIONS REFERENCED HEREIN. WHERE THERE IS A CONFLICT BETWEEN ANY OF THE AFOREMENTIONED SPECIFICATIONS AND THE PERMIT REQUIREMENTS OF THE AGENCY CONTROLLING THE RESPECTIVE UTILITY OR RIGHTS-OF-WAY, THE MORE RESTRICTIVE SHALL GOVERN.
2. THE CONTRACTOR AND THEIR SUBCONTRACTORS SHALL ATTEND A PRE-CONSTRUCTION CONFERENCE AT A TIME AND PLACE ARRANGED BY YCUA AND THE ENGINEER AT WHICH THE AFFECTED UTILITY COMPANIES AND GOVERNMENT AGENCY REPRESENTATIVES WILL BE PRESENT.
3. LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE PLANS ARE APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING AND VERIFYING THE LOCATION, DEPTH, AND ELEVATION OF EXISTING UTILITIES, AND PROPOSED UTILITIES CROSSING THE CONSTRUCTION AREA PRIOR TO START OF CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER IF ANY CONFLICTS ARE APPARENT OR IF LOCATIONS AND DEPTHS DIFFER SIGNIFICANTLY FROM THE PLANS.
4. ALL PROPERTIES OR FACILITIES IN THE SURROUNDING AREAS, PUBLIC OR PRIVATE, DESTROYED OR OTHERWISE DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED OR REPAIRED TO THE SATISFACTION OF THE AUTHORITY HAVING JURISDICTION OF THE PROPERTY OR FACILITY BY THE CONTRACTOR AT THEIR OWN EXPENSE.
5. CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL NECESSARY BARRICADES AND TRAFFIC CONTROL DEVICES REQUIRED BY THE WASHTENAW COUNTY ROAD COMMISSION, YPSILANTI TOWNSHIP, OR OTHER AGENCIES HAVING JURISDICTION.
6. WHERE TWO UTILITIES CROSS, UNLESS OTHERWISE SHOWN, GRANULAR BACKFILL SHALL BE TAMPED IN 6" LAYERS TO THE UNDERSIDE OF THE HIGHER UTILITY. AN 18" MINIMUM CUSHION OF GRANULAR MATERIAL SHALL BE REQUIRED BETWEEN UTILITIES. IT SHALL BE COMPACTED 95%, OF ITS MAXIMUM UNIT WEIGHT.
7. ALL ROADS, ROAD SHOULDERS, AND DRIVEWAYS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED AS CALLED FOR ON THE PLANS AND PAID FOR AT THE UNIT PRICES BID.

SAWCUTS

THE CONTRACTOR SHALL SAWCUT THE EXISTING CONCRETE AND/OR HMA PAVEMENT AND DRIVEWAYS TO THE LIMITS OF PROPOSED CONSTRUCTION, TO MAKE A NEAT AND SMOOTH CONNECTION TO THE EXISTING PAVEMENT OR DRIVEWAY AS REQUIRED AND DIRECTED. THIS WORK WILL NOT BE PAID FOR SEPARATELY, BUT WILL BE CONSIDERED INCLUDED IN THE CONTRACT UNIT PRICE BID FOR OTHER REMOVAL ITEMS.

DUST CONTROL

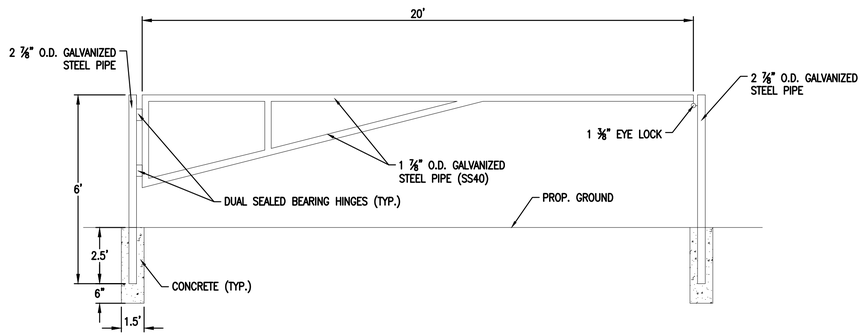
THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON THIS PROJECT. IT SHALL BE UNDERSTOOD THAT THIS IS An ACTIVE PARK. KEEPING DUST TO A MINIMUM IS HIGH PRIORITY AND WILL BE EXPECTED TO BE MAINTAINED ON A REGULAR BASIS. DUST CONTROL WILL BE CONSIDERED INCIDENTAL TO THE PROJECT.

CLEANING PAVEMENT

BEFORE PLACING ANY HMA MIXTURE, THE SURFACE OF THE EXISTING PAVEMENT INCLUDING ALL CURBS, CRACKS, JOINTS AND THE SURFACE OF THE NEW BASE AND LEVELING COURSES, SHALL BE THOROUGHLY CLEANED OF ALL DEBRIS AND DIRT. THIS WORK WILL NOT BE PAID FOR SEPARATELY AND WILL BE CONSIDERED INCLUDED IN THE CONTRACT UNIT PRICE BID FOR OTHER HMA ITEMS.

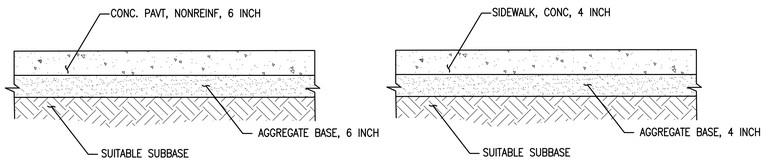
PROTECTION OF EXISTING PAVEMENT

PAVEMENT DAMAGED BY THE CONTRACTOR IN AREAS WHERE PAVEMENT REMOVAL IS NOT SHOWN ON THE PLAN SHALL BE REMOVED AND REPLACED IN ACCORDANCE WITH THE CROSS SECTIONS PROVIDED IN THE PLANS. REMOVAL AND REPLACEMENT OF THESE AREAS SHALL BE AT THE CONTRACTOR'S EXPENSE.



PROPOSED SWING BARRIER GATE DETAIL

NOT TO SCALE

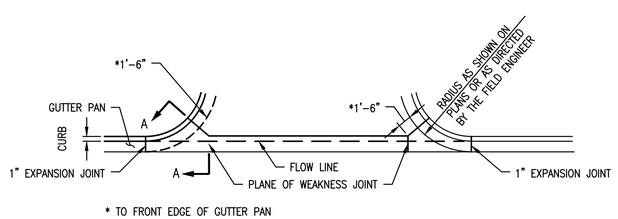


TYPICAL CONCRETE DRIVEWAY DETAIL

NOT TO SCALE

TYPICAL CONCRETE SIDEWALK DETAIL

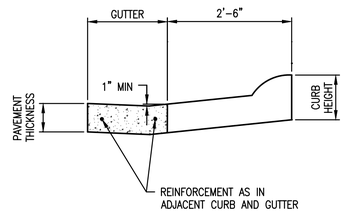
NOT TO SCALE



* TO FRONT EDGE OF GUTTER PAN

CONCRETE DRIVEWAY OPENING – DETAIL M

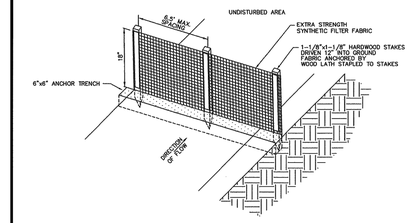
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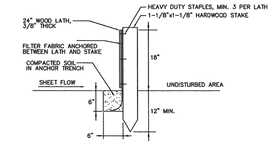
SECTION A-A

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SILT FENCE – PLAN VIEW

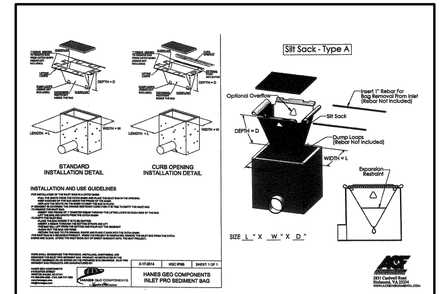


SILT FENCE – SECTIONAL VIEW

GEOTURF™
24" SILT FENCE
6.5 FT. POST SPACING

PREPARED BY	SHEET
CSI/GEOTURF, INC. 1500 ALLOY PARKWAY HIGHLAND, MI 48357	1
DRAWN BY: BAS	DATE: 6-2-2005

NOT TO SCALE



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Professional Construction, Turf, and Landscape Supplies
• CIVIL SITE IMPROVEMENTS • EROSION & SEDIMENT CONTROL • STORMWATER MANAGEMENT • LANDSCAPE ENHANCEMENTS

Geoturf® Filter Bag

Whenever accumulated water on a construction site must be pumped, utilize filter bags to ensure the water is properly filtered of silt and sediment prior to discharge into receiving bodies. Filter bags are constructed of strong, high quality nonwoven geotextile filter fabric with a fill port to accommodate a pump discharge hose. The filter bags permit a controlled outflow of water, while retaining harmful pollutants.

Size	15' x 20' x 8"
Snout Size	8"
Holding Capacity	15 Cubic Yds.

Meets the requirements of MDOT Item 208 Erosion Control Filter Bag



OHM
ARCHITECTS ENGINEERS PLANNERS
OHM-ADVISORS.COM

ISSUED FOR:	ISSUE DESCRIPTION	YYYY/MM/DD
REVISION	DESCRIPTION	DATE
-----	-----	-----

PROJECT NUMBER 0094-24-0080
PM RJ

CITY OF YPSILANTI
RECREATION PARK ACCESSIBILITY IMPROVEMENTS

SITE LAYOUT AND GRADING PLAN

1

Know what's **below.** **Call** before you dig.

COPYRIGHT 2025 OHM. ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM

DRAWING PATH: P:\0000_0100\0094240080_Recreation_Park_Improvements\Drawings\Civil\Plans_Const\240080CON_01.dwg February 25, 2025 - 1:24 PM

Attachment D - 2023 Planned Activities Table

Washtenaw Urban County 2023-24 Summary of Planned Activities

Actual 2023-24 Allocations	
Community Development Block Grant (CDBG)	**$2,186,185**
HOME Investment Partnership Program (HOME)	**$1,410,907**
Emergency Solutions Grant (ESG)	**$189,627**
TOTAL	**$3,786,719**

Project	Activity	Agency	CDBG	HOME	HOME Carry-over	HOME Program Income	ESG	Goal Outcome Indicator	Quantity	Measure
CDBG Admin	CDBG Administration	OCED - Urban County wide	$437,237					Other	1	Other
Rental Rehab	Avolon Housing Rental Rehabs - 1675/77 Broadway & Glendale/Dexter Duplexes (100/102, 112/114 Glendale; 1911/13 Dexter)	City of Ann Arbor	$232,389					Rental Housing Rehabilitated	10	Household Housing Unit
Rental Rehab / Economic Development	Affordable Housing & Economic Development	City of Chelsea	$9,299					Rental Housing Rehabilitated / Businesses Assisted	TBD	TBD
Public Facilities & Infrastructure	ADA Curb Cuts - Various locations	City of Dexter	$7,022					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	ADA Curb Cuts - Ann Arbor Street	City of Saline	$16,589					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	Recreation Park Accessible Path Phase I Design/Engineering/Construction	City of Ypsilanti	$86,092					Public Facilities & Infrastructure Improvements	4,733	Individuals Assisted
Public Facilities & Infrastructure	Park and Open Spaces Improvements	Northfield Township	$17,743					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	NE Pittsfield Green Corridors Phase II - Design/Engineering/Construction	Pittsfield Township	$82,446					Public Facilities & Infrastructure Improvements	9,318	Persons Assisted
Public Facilities & Infrastructure	MacArthur Blvd Pedestrian Improvements	Superior Township	$35,070					Public Facilities & Infrastructure Improvements	450	Households Assisted
Public Facilities & Infrastructure	Township Hall ADA Improvements	Augusta Township	$10,156					Public Facilities & Infrastructure Improvements	TBD	TBD
Public Facilities & Infrastructure	ADA Accessibility Improvements	Sylvan Township	$4,461					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	Apple Ridge Park Playground & Accessible Path Design/Engineering/Construction	Ypsilanti Township	$157,842					Public Facilities & Infrastructure Improvements	200	Households Assisted
TBD	CDBG Program income spent in R/ECAPs - *details pending community engagement process*	City of Ypsilanti	$52,957					TBD	TBD	TBD
CDBG Single Family Rehab	Single Family Rehab	OCED - Urban County wide	$441,912					Homeowner Housing Rehabilitated	60	Household Housing Unit
CDBG Single Family Rehab - Service Delivery	Single Family Rehab - Service Delivery	OCED - Urban County wide	$140,000					Homeowner Housing Rehabilitated	60	Household Housing Unit
CDBG Community Based Development Organizations (CBDO)	Community Based Development Organization	Peace Neighborhood Center (City of Ann Arbor)	$88,500					Public Service activities for low/mod income housing benefit	255	Persons Assisted
CDBG Community Based Development Organizations (CBDO)	Community Based Development Organization	Community Action Network (City of Ann Arbor)	$91,500					Public Service activities for low/mod income housing benefit	195	Persons Assisted
CDBG Public Services	New Human Services Partnership - Homelessness Services	TBD	$327,928					Homelessness Prevention / Tenant-based rental assistance / Rapid Rehousing / Shelter	TBD	Persons Assisted
Home Administration	HOME Administration	OCED		$141,091				Other	1	Other
HOME CHDO Operating Costs (5% maximum)	HOME CHDO Operating	Avalon Housing (City of Ann Arbor)		$70,545				Other	1	Other
Multi-Family Rental Development	121 Catherine Street Acquisition/New Construction	Avalon Housing (City of Ann Arbor)		$642,271	$120,841			Rental Units Constructed	63	Household Housing Unit
Multi-Family Rental Development	206/210 N. Washington Acquisition/New Construction	Avalon Housing (City of Ypsilanti)		$107,000		$43,000		Rental Units Constructed	22	Household Housing Unit
HOME CHDO Reserve (15% minimum)	Grove at Veridian Acquisition/New Construction	Avalon Housing (City of Ann Arbor)		$450,000				Rental Units Constructed	50	Household Housing Unit
HESG23 Washtenaw County	Homeless Prevention, Shelter & Rapid Re-Housing	*Awarded to nonprofit service providers through Funding Review Team (FRT) process in Summer 2023*					$181,262	Tenant-based rental assistance / Rapid Rehousing/Homelessness Prevention	TBD	TBD
HESG23 Washtenaw County	ESG Administration	OCED					$8,365	Other	1	Other

Rev 8-02-2024

April 28, 2025

City of Ypsilanti
One Huron Street
Ypsilanti, MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Services
City of Ypsilanti

Regarding: Bid Results
Recreation Park Improvements

Dear Ms. Wessler:

Sealed bids for the Recreation Park Improvements were received and publicly read aloud at 11:00 am on Wednesday, April 2, 2025, at the City of Ypsilanti City Hall. Five (5) proposals were received with as-read bid prices ranging from $44,372.00 to $86,145.00. The detailed bid tabulation with adjusted amounts (corrections to math errors) is attached.

Golden Gate Construction, LLC. has an adjusted bid amount of $44,352.10, the lowest bid received. Although required documentation such as bond surety and a list of subcontractors was provided, their statement of qualifications was incomplete. Upon further review, it was determined that Golden Gate Construction did not meet the minimum experience requirements and did not reference any projects similar in scope or size to the Recreation Park Improvements project. As a result, Golden Gate Construction, LLC is considered a nonresponsive bidder.

The second lowest bidder, Hartwell Cement Co., prepared a bid with the amount of $46,445.00. All required information, including bond surety, statement of qualifications, and subcontractors listing, has been provided. Project references were contacted, and each reported a positive experience with Hartwell Cement Co., with strong endorsements and indications they would hire them again.

Based on the submitted information and reference checks, Hartwell Cement Co. is determined to be the lowest responsive and responsible bidder and appears capable of successfully performing the work. It is recommended that the Recreation Park Improvements contract be awarded to Hartwell Cement Co. for the bid amount of $46,445.00.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

Tabulation for Bids Received on 4/2/25
Recreation Park Improvements
City of Ypsilanti, Washtenaw County, Michigan
OHM Job Number: 0094-24-0080

Item	Description	Quantity	Unit	Golden Gate Construction LLC 915 Cricket Cove Dr Troy, MI 48084 248-635-4215		Hartwell Cement Company 21650 Fern Street Oak Park, MI 48237 248-548-5858		GM & Sons, Inc. 46900 West Road Novi, MI 48377 248-956-7939		KAB Enterprises, Inc. 3318 Fort Street Lincoln Park, MI 48146 734-719-2642		Doan Construction 3670 Carpenter Rd Ypsilanti, MI 48197 734-971-4678	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, Max 10%	1	LSUM	$ 3,450.00	$ 3,450.00	$ 6,000.00	$ 6,000.00 2	$ 4,900.00	$ 4,900.00	$ 7,293.00	$ 7,293.00	$ 7,800.00	$ 7,800.00
2	Curb, Rem	25	Ft	$ 13.98	$ 349.50	$ 17.00	$ 425.00	$ 24.00	$ 600.00	$ 11.73	$ 293.25	$ 10.00	$ 250.00
3	Erosion Control, Inlet Protection, Fabric Drop	3	Ea	$ 115.00	$ 345.00	$ 100.00	$ 300.00	$ 150.00	$ 450.00	$ 341.53	$ 1,024.59	$ 250.00	$ 750.00
4	Erosion Control, Silt Fence	285	Ft	$ 4.60	$ 1,311.00 1	$ 2.00	$ 570.00	$ 5.00	$ 1,425.00	$ 5.40	$ 1,539.00	$ 23.00	$ 6,555.00
5	Aggregate Base, 4 inch	80	Syd	$ 10.15	$ 812.00	$ 14.00	$ 1,120.00	$ 29.00	$ 2,320.00	$ 26.39	$ 2,111.20	$ 55.00	$ 4,400.00
6	Aggregate Base, 6 inch	180	Syd	$ 14.01	$ 2,521.80	$ 18.50	$ 3,330.00	$ 30.00	$ 5,400.00	$ 42.23	$ 7,601.40	$ 57.50	$ 10,350.00
7	Conc Pavt, Nonreinf, 6 inch	180	Syd	$ 61.80	$ 11,124.00	$ 77.50	$ 13,950.00	$ 70.00	$ 12,600.00	$ 168.91	$ 30,403.80	$ 93.00	$ 16,740.00
8	Sidewalk, Conc, 4 inch	560	Sft	$ 6.23	$ 3,488.80	$ 12.50	$ 7,000.00	$ 7.00	$ 3,920.00	$ 11.73	$ 6,568.80	$ 25.00	$ 14,000.00
9	Driveway Opening, Conc, Det M	25	Ft	$ 115.00	$ 2,875.00	$ 56.00	$ 1,400.00	$ 50.00	$ 1,250.00	$ 117.30	$ 2,932.50	$ 64.00	$ 1,600.00
10	Dr Structure Cover, Adj, Case 2	2	Ea	$ 690.00	$ 1,380.00	$ 225.00	$ 450.00	$ 600.00	$ 1,200.00	$ 762.45	$ 1,524.90	$ 1,500.00	$ 3,000.00
11	Dr Structure Cover, Type G	2	Ea	$ 700.00	$ 1,400.00	$ 625.00	$ 1,250.00	$ 1,200.00	$ 2,400.00	$ 1,715.64	$ 3,431.28	$ 1,500.00	$ 3,000.00
12	Swing Barrier Gate	1	Ea	$ 5,750.00	$ 5,750.00	$ 7,200.00	$ 7,200.00	$ 4,000.00	$ 4,000.00	$ 4,626.70	$ 4,626.70	$ 7,500.00	$ 7,500.00
13	Sign, Remove and Reset	2	Ea	$ 460.00	$ 920.00	$ 100.00	$ 200.00	$ 240.00	$ 480.00	$ 410.55	$ 821.10	$ 100.00	$ 200.00
14	Surface Restoration, Modified	500	Syd	$ 17.25	$ 8,625.00	$ 6.50	$ 3,250.00	$ 18.00	$ 9,000.00	$ 5.63	$ 2,815.00	$ 20.00	$ 10,000.00
	Total Bid				$ 44,352.10		$ 46,445.00		$ 49,945.00		$ 72,986.52		$ 86,145.00

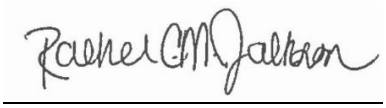
Corrections

1 Line item adjusted for math error

2 Higher than the acceptable maximum

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors



Rachel Jackson, P.E.

CC: Andrew Hellenga, City Manager
Jasmyne Townsend, OCED
Kent Early, PE, OHM Advisors
Fraser Payne, PE, OHM Advisors

Attachment: Bid Tab

\\ohm\dfs\Corporate\Projects\0000_0100\0094240080_Recreation_Park_Improvements\PM\Correspondence\Recreation Park Improvements Bid Results Letter.docx\

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-085 Awarding the Recreation Park Pathway contract to Hartwell for the bid amount of $46,445.00; also authorizing the Mayor and City Clerk to sign this contract, subject to review by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Rec Park Pathway Phase 1 bid award
2. Bid Tab 0094-24-0080 Recreation Park Improvements_rev1
3. Recreation Park Improvements Bid Results Letter

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
6 May 2025

For: Mayor and City Council

From: Bonnie Wessler, Director of Public Works

Subject: Recreation Park Bid Award

SUMMARY & BACKGROUND
The City has received CDBG grant funding to work toward completing a path around Recreation Park, approximately aligned with the existing unpaved path, to be phased as funding is available and to take advantage of synergistic efforts. This segment is the first construction planned, and will connect the Senior Center south to the walking trail.

Bids were solicited via postings on the City website and BidNet; sealed bids were received on April 2nd. Five proposals were received; the lowest bidder (Golden Gate) was non-responsive due to information omitted from the bid. The second lowest bidder, Hartwell, was responsive and responsible at $46,445.00.

We recommend that Council award the contract to Harwell. The City's engineering consultant has reviewed the bids, and are recommending Hartwell to be awarded the bid.

FY2024/2025 Goal Alignment

- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
- Strategic Goal 2: Staff retention and creating greater efficiencies.
- Strategic Goal 3: Community Engagement
- Strategic Goal 4: Community Development
- Strategic Goal 5: Infrastructure and investment
- Strategic Goal 6: Financial Planning

RECOMMENDED ACTION: Approval

ATTACHMENTS: Bid tabulation ; bid award recommendation letter, bid documents

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CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2025 - 085
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been programmed in the Washtenaw County Community Development Block Grant Program for the installation of a portion of paved pathway in Recreation Park in the City of Ypsilanti; and,; and

WHEREAS, the City of Ypsilanti has solicited sealed bids for the project; and

WHEREAS, Hartwell is the lowest qualified bidder and is being recommended by the City's engineering consultant for this project.; and

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti awards the Recreation Park Pathway contract to Hartwell for the bid amount of $46,445.00; be it further

RESOLVED, THAT the Mayor and City Clerk are authorized to sign this contract, subject to review by the City Attorney and any change orders are subject to review and approval by the City Manager to facilitate the completion of this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Tabulation for Bids Received on 4/2/25
Recreation Park Improvements
City of Ypsilanti, Washtenaw County, Michigan
OHM Job Number: 0094-24-0080

Item	Description	Quantity	Unit	Golden Gate Construction LLC 915 Cricket Cove Dr Troy, MI 48084 248-635-4215		Hartwell Cement Company 21650 Fern Street Oak Park, MI 48237 248-548-5858		GM & Sons, Inc. 46900 West Road Novi, MI 48377 248-956-7939		KAB Enterprises, Inc. 3318 Fort Street Lincoln Park, MI 48146 734-719-2642		Doan Construction 3670 Carpenter Rd Ypsilanti, MI 48197 734-971-4678	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, Max 10%	1	LSUM	$ 3,450.00	$ 3,450.00	$ 6,000.00	$ 6,000.00 2	$ 4,900.00	$ 4,900.00	$ 7,293.00	$ 7,293.00	$ 7,800.00	$ 7,800.00
2	Curb, Rem	25	Ft	$ 13.98	$ 349.50	$ 17.00	$ 425.00	$ 24.00	$ 600.00	$ 11.73	$ 293.25	$ 10.00	$ 250.00
3	Erosion Control, Inlet Protection, Fabric Drop	3	Ea	$ 115.00	$ 345.00	$ 100.00	$ 300.00	$ 150.00	$ 450.00	$ 341.53	$ 1,024.59	$ 250.00	$ 750.00
4	Erosion Control, Silt Fence	285	Ft	$ 4.60	$ 1,311.00 1	$ 2.00	$ 570.00	$ 5.00	$ 1,425.00	$ 5.40	$ 1,539.00	$ 23.00	$ 6,555.00
5	Aggregate Base, 4 inch	80	Syd	$ 10.15	$ 812.00	$ 14.00	$ 1,120.00	$ 29.00	$ 2,320.00	$ 26.39	$ 2,111.20	$ 55.00	$ 4,400.00
6	Aggregate Base, 6 inch	180	Syd	$ 14.01	$ 2,521.80	$ 18.50	$ 3,330.00	$ 30.00	$ 5,400.00	$ 42.23	$ 7,601.40	$ 57.50	$ 10,350.00
7	Conc Pavt, Nonreinf, 6 inch	180	Syd	$ 61.80	$ 11,124.00	$ 77.50	$ 13,950.00	$ 70.00	$ 12,600.00	$ 168.91	$ 30,403.80	$ 93.00	$ 16,740.00
8	Sidewalk, Conc, 4 inch	560	Sft	$ 6.23	$ 3,488.80	$ 12.50	$ 7,000.00	$ 7.00	$ 3,920.00	$ 11.73	$ 6,568.80	$ 25.00	$ 14,000.00
9	Driveway Opening, Conc, Det M	25	Ft	$ 115.00	$ 2,875.00	$ 56.00	$ 1,400.00	$ 50.00	$ 1,250.00	$ 117.30	$ 2,932.50	$ 64.00	$ 1,600.00
10	Dr Structure Cover, Adj, Case 2	2	Ea	$ 690.00	$ 1,380.00	$ 225.00	$ 450.00	$ 600.00	$ 1,200.00	$ 762.45	$ 1,524.90	$ 1,500.00	$ 3,000.00
11	Dr Structure Cover, Type G	2	Ea	$ 700.00	$ 1,400.00	$ 625.00	$ 1,250.00	$ 1,200.00	$ 2,400.00	$ 1,715.64	$ 3,431.28	$ 1,500.00	$ 3,000.00
12	Swing Barrier Gate	1	Ea	$ 5,750.00	$ 5,750.00	$ 7,200.00	$ 7,200.00	$ 4,000.00	$ 4,000.00	$ 4,626.70	$ 4,626.70	$ 7,500.00	$ 7,500.00
13	Sign, Remove and Reset	2	Ea	$ 460.00	$ 920.00	$ 100.00	$ 200.00	$ 240.00	$ 480.00	$ 410.55	$ 821.10	$ 100.00	$ 200.00
14	Surface Restoration, Modified	500	Syd	$ 17.25	$ 8,625.00	$ 6.50	$ 3,250.00	$ 18.00	$ 9,000.00	$ 5.63	$ 2,815.00	$ 20.00	$ 10,000.00
	Total Bid				$ 44,352.10		$ 46,445.00		$ 49,945.00		$ 72,986.52		$ 86,145.00

Corrections

1 Line item adjusted for math error

2 Higher than the acceptable maximum

April 28, 2025

City of Ypsilanti
One Huron Street
Ypsilanti, MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Services
City of Ypsilanti

Regarding: Bid Results
Recreation Park Improvements

Dear Ms. Wessler:

Sealed bids for the Recreation Park Improvements were received and publicly read aloud at 11:00 am on Wednesday, April 2, 2025, at the City of Ypsilanti City Hall. Five (5) proposals were received with as-read bid prices ranging from $44,372.00 to $86,145.00. The detailed bid tabulation with adjusted amounts (corrections to math errors) is attached.

Golden Gate Construction, LLC. has an adjusted bid amount of $44,352.10, the lowest bid received. Although required documentation such as bond surety and a list of subcontractors was provided, their statement of qualifications was incomplete. Upon further review, it was determined that Golden Gate Construction did not meet the minimum experience requirements and did not reference any projects similar in scope or size to the Recreation Park Improvements project. As a result, Golden Gate Construction, LLC is considered a nonresponsive bidder.

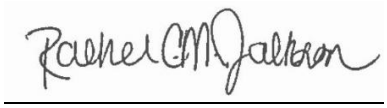
The second lowest bidder, Hartwell Cement Co., prepared a bid with the amount of $46,445.00. All required information, including bond surety, statement of qualifications, and subcontractors listing, has been provided. Project references were contacted, and each reported a positive experience with Hartwell Cement Co., with strong endorsements and indications they would hire them again.

Based on the submitted information and reference checks, Hartwell Cement Co. is determined to be the lowest responsive and responsible bidder and appears capable of successfully performing the work. It is recommended that the Recreation Park Improvements contract be awarded to Hartwell Cement Co. for the bid amount of $46,445.00.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors



Rachel Jackson, P.E.

CC: Andrew Hellenga, City Manager
Jasmyne Townsend, OCED
Kent Early, PE, OHM Advisors
Fraser Payne, PE, OHM Advisors

Attachment: Bid Tab

\\ohm\dfs\Corporate\Projects\0000_0100\0094240080_Recreation_Park_Improvements\PM\Correspondence\Recreation Park Improvements Bid Results Letter.docx\

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-086 Awarding the Facility Condition Assessment contract to DLZ for both scopes in the amount of $58,590; also authorizing the Mayor and City Clerk to sign this contract, subject to review by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 4 - City Facility Assessment Interview Questions
2. Ypsilanti Condition Assessment - DLZ
3. Ypsilanti Facility Condition Assessment - Hobbs+Black
4. 1 - Facilities Condition Assessment Award Recommendation
5. 2 - Bid Tally Sheet - Facility Assessment
6. 3 - Facilities RFP initial assessing and scoring

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

City Facility Assessments

Consultant: _____

Date: Select a date **Time:** _____

Location: Zoom Meeting

1. Can you walk us through your understanding of the project scope and key deliverables?
2. How do you plan to assess the structural, mechanical, and electrical systems of each facility?
3. What methods will you use to evaluate energy efficiency and accessibility compliance?
4. Can you describe your methodology for estimating maintenance and replacement costs?
5. How will you ensure accuracy in life-cycle assessments of the existing building systems?
6. Can you share an experience where there was an out-of-scope item that came up and how Plante Moran handled it? Or something unanticipated during those projects?
7. Did your firm stay within the budget for the referenced projects?
8. Are there any cost-saving measures or efficiencies you can bring to this project?
9. It looks like your team has experience with similar projects in SE Michigan. Is this the same project team that worked on those projects?
10. Do you plan to subcontract any portion of the work? If so, to whom and why?
11. What sets your firm apart from others in handling this type of assessment?
12. Can you describe your quality control and review process for the final report?
13. Reimbursable expenses (TRAVEL, OTHER, IF WITHIN PROPOSAL) – can you share the expected amount of reimbursable for this project?







Request for Proposal

City of Ypsilanti Facility Condition Assessment

January 06, 2025

DLZ

DLZ
ARCHITECTURE • ENGINEERING • PLANNING
SURVEYING • CONSTRUCTION SERVICES

INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

January 06, 2025

Office of the City Clerk
1 South Huron Street
Ypsilanti, Michigan 48197

RE: City of Ypsilanti Facility Condition Assessment

Dear Selection Committee:

DLZ Michigan, Inc. (DLZ) appreciates this opportunity to submit our proposal for professional architectural and engineering design services for the **City of Ypsilanti (City) Facility Condition Assessment.** DLZ has extensive experience providing similar services to local, county, and state public agencies across the Midwest, and is highly qualified to provide the proposed scope of services outlined in the RFP. DLZ has more than 900 employees located in 31 regional offices and is a Minority Business Enterprise (MBE).

Similar to other counties/cities across the state, we understand your need to address project goals, scope, and proposed solutions in a way that is responsive to the needs of staff as well as the public they serve. This challenge is particularly evident in public sector projects. Decisions must be made that are based upon independent assessments that evaluate both comprehensive and cost effective solutions.

DLZ's experience and depth of resources make us highly qualified for this project. Our philosophy is straightforward: provide a high level of service to our clients by being responsive and dedicated to each project. DLZ is committed to providing quality work, completed on schedule, while maintaining the overall project budget. Key advantages for your consideration include:

EXPERIENCE | DLZ has worked with numerous public agencies on a broad range of projects. Project experience includes facility assessments, programming and design of new and renovated facilities. We are currently working within the City of Ypsilanti and understand the processes and procedures.

DEPTH OF RESOURCES | DLZ is a full service A/E firm with the resources necessary to complete the proposed project in-house; including architecture, landscape architecture, site/civil design and environmental engineering. To supplement these services, we have included Garland as a subcontractor for roof assessment services. We have successfully partnered on many similar projects.

STRONG, EFFECTIVE PROJECT MANAGEMENT | DLZ is committed to developing our partnership with the City. Our goal is to be an extension of your team and your partner throughout this important project. Our proposed Project Manager, Joe Shadik, AIA, has extensive experience with facility condition and space assessment needs.

FLEXIBLE AND FUNCTIONAL DESIGN | DLZ understands the fiscal responsibility involved with publicly–funded projects. More than 90% of DLZ's work involves public agencies. We apply this experience to explore new opportunities and approaches to address the unique needs and goals of each project.

We look forward to the opportunity to build our relationship with the City. Should you have any questions or require additional information, please contact our office. DLZ acknowledges receipt of all addenda.

Very truly yours,

DLZ MICHIGAN, INC.

Manoj Sethi, PE
President

Joe Shadik, AIA
Project Manager

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Delhi Fire Station Concept Design

Firm Profile

DLZ MICHIGAN, INC.

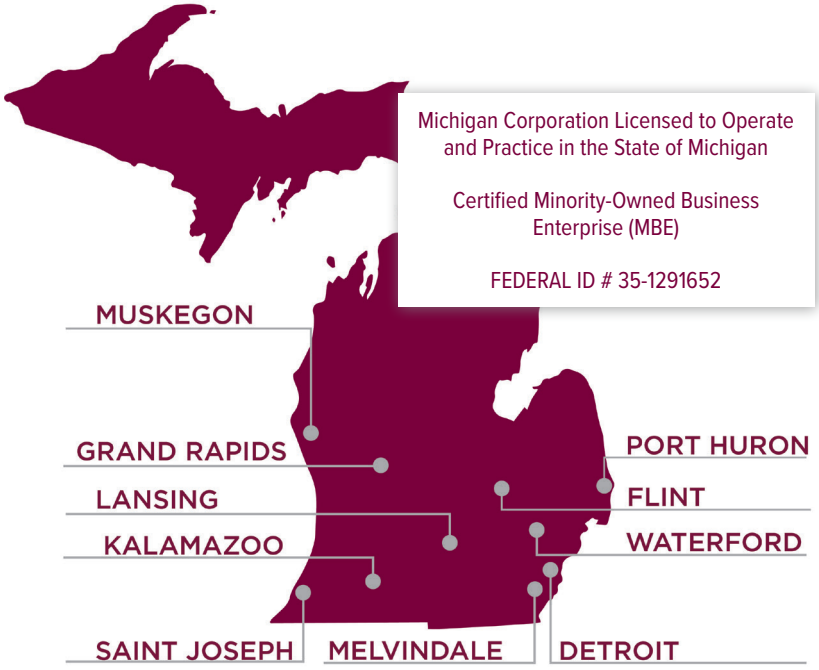
607 Shelby Street, Suite 650
Detroit, MI 48226

DLZ is a full-service, minority-owned business enterprise (MBE) that has been providing professional architectural and engineering services to public agencies throughout the Midwest since 1916. DLZ is dedicated to providing thoughtful, comprehensive planning, and design solutions to public sector clients.

As an award-winning A/E Firm, DLZ offers professionals recognized for their work on public sector projects. These professionals have extensive knowledge regarding the standards and regulations related to the assessments, programming, planning, design, and construction of these types of projects, specifically for city and county governments. We understand that this project is unique, and are motivated to providing innovative design solutions to meet your needs.

Our projects are client-driven, listening-oriented, and incorporate a best-practices approach to technology, public service, and security, while maintaining the sense of public openness that is traditionally part of the design.

DLZ's multidisciplinary and collaborative approach to professional services allows us to build and lead successful project teams that are dedicated to providing value-based solutions that solve problems and improve operations. Applying the collaborative strengths of architects and engineers working together, our team offers every aspect of the delivery of services required for the successful completion of your project.



Michigan Corporation Licensed to Operate and Practice in the State of Michigan

Certified Minority-Owned Business Enterprise (MBE)

FEDERAL ID # 35-1291652

OFFICES

10 Offices in Michigan

31 Offices across the Midwest

125+ Staff in Michigan

900+ Staff Company-wide

PROJECT MANAGER
Joe Shadik, AIA
jshadik@dlz.com | 313.961.4040

PRINCIPAL
Manoj Sethi, P.E., President
msethi@dlz.com | 517.393.6800


Ottawa County Justice Center
AIA SW Honor Award

ENR
RANKED #5
Government/Public Buildings Design
Firm located in the Midwest

PROPOSAL FORM

Owner: City of Ypsilanti, a Michigan home rule city
One S. Huron Street
Ypsilanti, MI 48197

Firm Name: DLZ Michigan, Inc. (herein called "Bidder")

* a corporation organized and existing laws of the State of Michigan

* a partnership consisting of _____

* an individual trading as _____

By: Manoj Sethi, PE

Title: President

Date: 01.06.25

Pursuant to and in compliance with the RFP dated December 2, 2024, and all Addenda as prepared by the Owner, we the undersigned, propose to furnish all labor, materials, equipment, and all things necessary to perform all the work associated with:

CITY OF YPSILANTI FACILITY ASSESMENTS
The undersigned as bidder declares that he/she has familiarized himself with the proposed work and the conditions under which it must be performed.

I. PROPOSAL:
The undersigned agrees to enter into an agreement with the Owner to complete the general contract for the following project scopes:

Project Scope	Bid? Yes or No	Price (Use numbers)
Main Scope	YES	$34,050.00
Optional Scope	YES	$24,540.00

Therefore, the undersigned agrees to enter into an agreement with the Owner to complete the general contract for the total price of:
fifty-eight thousand five hundred ninety Dollars (use words)

$58,590.00 (Use numbers)

II. DETAILED SCOPE OF WORK FOR ALL SCOPES (or, attach scopes of work)
Please see the Project Scope section on Page 17.

III. BUDGET FOR ALL SCOPES (or, attach line-item budget for each scope)

See Fee Summary starting on Page 21.

IV. PROPOSED SCHEDULE FOR ALL SCOPES (or, attach detailed schedule for each scope)

FCA - 8 Weeks:

- Authorization - Week 0
- Kick off meeting - 1 Week
- Site visit - 1 Week
- FCA Draft Report- 4 Weeks
- Review with Owner and Final Report - 2 Weeks

SNA - 8 Weeks:

- Authorization - Week 0
- Stakeholder Interviews - 2 Week
- SNA Draft Report- 4 Weeks
- Review with Owner and Final Report - 2 Weeks

V. ATTACHMENTS:

a. Reference list
b. Line-item budget (if attached)
c. Schedule (if attached)
d. Scopes of Work (if attached)

Signature: 

Name: Manoj Sethi, PE

Title: President

References



MUSKEGON COUNTY - MARQUETTE CAMPUS FACILITIES CONDITION ASSESSMENT

Muskegon County, Michigan, hired DLZ to provide a comprehensive Facilities Condition Assessment, Space Needs Assessment, and Conceptual Masterplan to evaluate the former Baker College Campus as a new home for Muskegon County Government Services.

The project began with an assessment of existing campus facilities and infrastructure, totaling approximately 300,00sf, including site, architectural, mechanical, plumbing, electrical, security, and life safety systems.

The next phase provided a comprehensive Programming and Needs Assessment study of over 20 county services anticipated to move to the new site. The process included surveys and interviews with stakeholders relative to industry standard and available space.

Conceptual Masterplan efforts included an evaluation of several options to maximize operational efficiencies while minimizing cost of proposed improvements. Consideration included phased implementation to accommodate existing tenants and a complex transition plan.

OWNER
Muskegon County
1903 Marquette Ave
Muskegon, MI 49442
Steven Fink, PE
PW Engineer, PM
231.724.6552

PROJECT SIZE
300,000 GSF

COMPLETION DATE
2022



MUSKEGON COUNTY - APPLE AVE. CAMPUS FACILITIES CONDITION ASSESSMENT

Muskegon County, Michigan, hired DLZ to provide complete building condition assessment and cost estimating services for 14 facilities totaling approximately 319,000sf. The buildings are located throughout the Muskegon area and include re-purposed college buildings, transportation services, and structures with historic significance. The project team assessed building and site/civil conditions, focusing on accessibility, life safety, code compliance, interior conditions, mechanical, plumbing, and electrical systems, and environmental concerns.

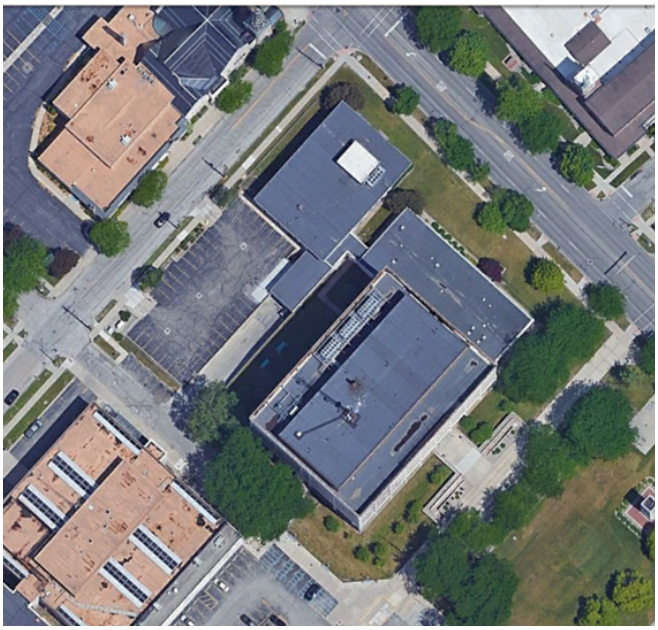
All observed deficiencies were compiled into a detailed, comprehensive report which clearly categorizes deficiencies as immediate needs or 5-year planning recommendations; and additionally provides a cost estimate spreadsheet that gives each instance a deficiency priority rating.

The County benefits by having a clearly organized and complete facilities assessment with prioritized recommendations on repairs needed, ongoing maintenance recommendations to reduce future repair costs, upgraded system recommendations customized to County needs, and a guide for how to best allocate capital improvement funds going forward.

OWNER
Muskegon County
1903 Marquette Ave
Muskegon, MI 49442
Steven Fink, PE
PW Engineer, PM
231.724.6552

PROJECT SIZE
319,000 GSF

COMPLETION DATE
2021



SAGINAW COUNTY FACILITIES ASSESSMENT

DLZ provided a comprehensive programming and infrastructural assessment of site development, architectural, structural, mechanical, and electrical systems for seven county facilities totaling approximately 262,000 GSF in Saginaw County, Michigan. The objective of the study was to assess the physical condition of site and building systems in relation to performance for its intended use, as well as compliance with applicable building codes and ADA accessibility guidelines.

As a result of the Study, Saginaw County has implemented a comprehensive five-year capital improvements plan.

OWNER
Saginaw County
111 South Michigan Ave
Saginaw, MI 48602
Mr. Bernard Delaney
Director of Maintenance
989.790.5235

PROJECT SIZE
7 Buildings, 262,000 GSF

COMPLETION DATE
2019



WEST BLOOMFIELD FACILITIES ASSESSMENT AND COST ANALYSIS

DLZ provided a comprehensive infrastructural assessment of architectural, structural, mechanical, and electrical systems for nine Township facilities totaling approximately 240,000gsf in West Bloomfield Township, Michigan. The Study had the following objectives:

1. Assess the physical condition of site and building systems in relation to performance for its intended use, as well as compliance with applicable building codes, life safety, and accessibility guidelines.

2. Provided a cost analysis for each of the nine Township buildings that prioritized spending based on a range of criteria from most critical (projects and items needing immediate attention and dollars) to capital spending (programs or items that provide long term investment/ROI).

3. Updated and made improvements to the Township's GIS Cityworks program with the facility assessment findings.

OWNER
West Bloomfield Township
4550 Walnut Lake Rd.
West Bloomfield Township, Michigan 48323
Ms. Amy Neary, Director of Planning and Development Services
248.451.4818

PROJECT SIZE
240,000 GSF

COMPLETION DATE
Ongoing



WAYNE COUNTY FACILITIES ASSESSMENT

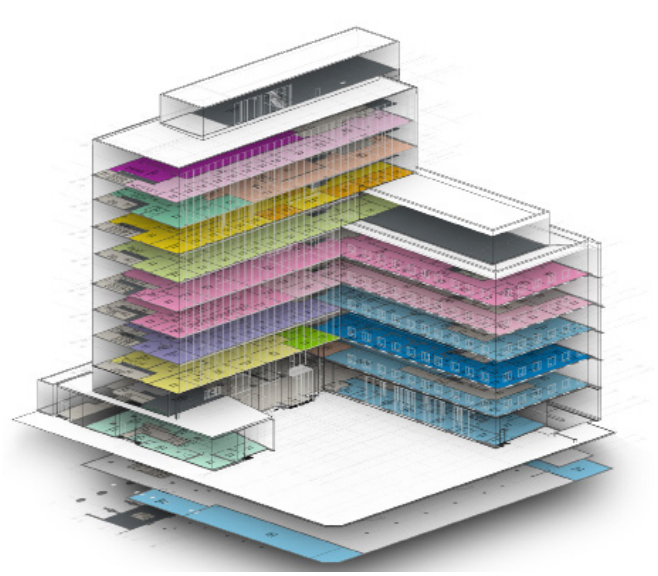
Wayne County, Michigan hired DLZ to perform a Facilities Assessment at the existing Jail Division I - The Andrew C. Baird Detention Facility, Jail Division II - The Old Wayne County Jail, Jail Division III - The William Dickerson Detention Facility, and the Frank Murphy Hall of Justice. All facilities total approximately 1.4 million gross square feet – or just over 32 gross acres.

The Facilities Assessment included Americans with Disabilities Act (ADA) Compliance; Site/Civil; Traffic and Controls; Food Service Equipment; Security Electronics; Architectural; Structural, Mechanical, Electrical, and Plumbing Engineering; and Fire Protection as well as compliance with current codes/jail standards. Deficiencies were noted and prioritized in one of six categories ranging from "Currently Critical" to "Does Not Meet Current Codes/Standards". An estimate of probable construction cost was identified for each item/category, a multi-year Capital Improvement expenditure plan for 4 – 8 years, and a plan to extend the useful life another 10, 15, and 20 years was provided.

OWNER
Wayne Cty Commissioners
500 Griswold, 7th Floor
Detroit, Michigan 48226
Mr. Robert Dunlap, Chief of Jails
313.224.2222

PROJECT SIZE
1.4M Square Feet Studied

COMPLETION
2016



CITY OF LANSING CITY HALL SPACE PLANNING STUDY AND BUILDING CONDITION ASSESSMENT

This project includes several components that, collectively, will allow the City of Lansing to establish the short-term and long-term direction of the City's operation and facilities.

PHASE 1 - PROGRAMMING AND SPACE PLAN ASSESSMENT

Identify current and future spatial needs within the City's operations.

PHASE 2 - BUILDING CONDITION ASSESSMENT

The primary focus of the building condition assessment phase is to identify existing physical condition of the building systems.

PHASE 3 - MASTER PLAN STUDY

Based on the information gathered and identified within the Programming and Space Plan Assessment and the Building Condition Assessment, a Master Plan Study was developed.

OWNER
City of Lansing
124 W Michigan Ave.
Lansing, Michigan 48933
Mr. Marty Riel
Facilities Manager
517.483.4079

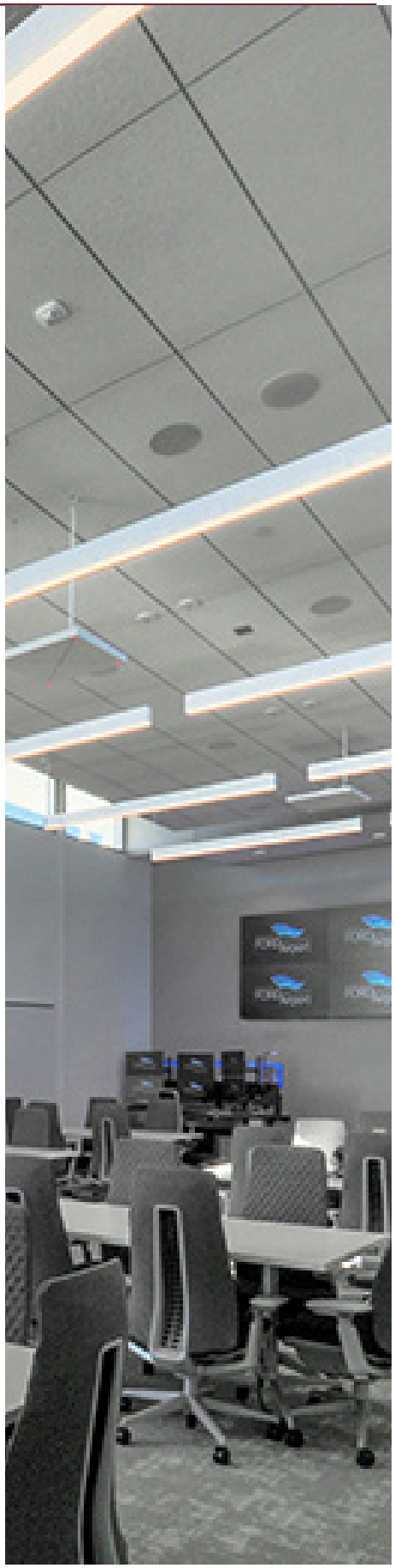
PROJECT SIZE
211,000 GSF

COMPLETION
2016

ADDITIONAL PROJECT EXPERIENCE

Following is a partial list of projects which include facility condition assessment and space needs assessment. We can provide example reports upon request.

- Adair County Judicial Center
- ArcelorMittal East Office Building Space Planning
- ArcelorMittal USA Office Space Planning
- City of Portage, Space Planning, multiple facilities
- DLZ Office Renovations - Chicago, Columbus, Detroit, Indianapolis, Lansing, Pittsburgh, South Bend
- Elkhart County Justice Complex
- Franklin County Justice Complex
- Gerald R Ford International Airport Authority - PCC/Operations/Police Renovation (shown right)
- Kent County Juvenile Office Facility Renovation
- Kent County 1565 Cedar Office Renovation
- Lake County Purdue Extension Office
- Lake County Government Center, Space Planning
- Lancaster Main Post Office, ADA Ramp Improvements
- Lansing Community College Hermann House Interior Restoration
- Lawrence County ADA Self Evaluation/Transition Plan
- Liberty Mutual Office Renovations
- Macomb County Department of Roads, Clinton Service Center Renovation Study, 137,000 SF facility assessment
- MDOT BFS Operations Consolidation Study
- Miami County Space Planning
- Noble County Space Planning
- Porter County Condition Assessment of 14 Buildings
- Polish Mission, Galeria Building Facility Assessment, Orchard Lake School
- Saint Joseph County PSAP Consolidation
- Saint Joseph County-City Building Planning Study
- Seneca County Space Planning Study
- South Bend Armed Forces Reserve Center Renovation
- South Bend Police Headquarters & Training Center
- USPS Grand Rapids Carrier Annex Offices
- Van Buren County DHS Building Renovation
- Van Buren County District Court East Annex
- Wayne County Health Administration Building Assessment



Project Team

DLZ provides consulting services to local municipalities for facility assessment projects of all sizes. Assessments we have completed include courthouses, jails, public safety, parks, historic buildings, transportation centers, public works facilities and other government facilities. These services are provided with leadership by our professional architects with assistance from in-house engineers, landscape architects and technicians, addressing facilities and infrastructure needs. Key project personnel are shown below and resumes detailing their project experience are included on the following pages.

Organizational Chart



MANOJ SETHI, PE
PRINCIPAL

JOE SHADIK, AIA*
PROJECT MANAGER

JASON VETNE, AIA*
QUALITY MANAGER

LAURIE FREY, AIA*
DANIEL DETTWILER, AIA
SYDNEY SMITH
MIKEHL HAFNER
ARCHITECTURE

COREY VANLUCHENE, PE, SE*
STRUCTURAL ENGINEER

TALESE YENSCH, PE*
MECHANICAL ENGINEER

STEPHEN METZER, AICP*
ADA SPECIALIST

BEN BAKER, PLA*
LANDSCAPE ARCHITECT

YADONG DONG, PE*
CIVIL ENGINEER

JEROMY HAINES, PE*
ELECTRICAL ENGINEER

BRAD KONVOLINKA*
ROOFING SPECIALIST
(GARLAND - SUBCONSULTANT)

*resume included



JOE SHADIK, AIA

PROJECT MANAGER

Mr. Shadik has 15 years of experience designing and delivering architectural projects across southeast Michigan. His experience includes preparing proposals, managing project teams, coordinating consultants, preparing historic tax credit documents, and construction administration through multiple project delivery methods including fast-track and design-build.

RELEVANT PROJECT EXPERIENCE

- **City of Livonia As-needed Architectural Services, City of Livonia, Michigan.** Project Manager for various projects and RFP scoping services.
- **Allen Park City Hall, Allen Park, Michigan.** Consultant. Completed programming and predesign services for the new Allen Park City Hall and Police Station project in partnership with Architect of record. *
- **Livonia Bennett Civic Library Atrium & Renovation, City of Livonia, Michigan.** Project Manager. Removal of leaking 4,800SF glass atrium roof and replacement with geometric-designed interior ceiling and lighting. Exterior repair of cast stone cladding and joint reworking. Interior renovations including updated floor & ceiling finishes, redesigned entry, and bathroom ADA upgrades.
- **USPS Chicago RPDC, Forest Park, Illinois**. Technical Support & Blockhouse Lead. Reprogramming and renovation of existing USPS facility including IT areas, administrative areas, and staff lunchroom, including full commercial kitchen scope.
- **DPN Office Renovation, Detroit, Michigan.** Project Team Lead. Renovation of a 3-story, 12,000sf office space for a Detroit social service organization. The interior renovation brought an aging building up to current accessible standards and focused on family friendly and welcoming public spaces where users felt safe to seek needed services. *

EDUCATION

Master of Architecture, University of Detroit Mercy, 2012
International Study Abroad – Architecture and Design Semester, Volterra International Residential College, Volterra Italy, 2010

REGISTRATIONS
Registered Architect: Michigan #1301071929

National Council of Architectural Registration Boards (NCARB), #104666

OSHA 10-Hour Construction Safety Training, 2024

*previous employer



JASON VETNE, AIA, LEED AP

QUALITY MANAGER

Mr. Vetne is a registered architect and LEED Accredited Professional whose reputation and fresh approach to design solutions has received national recognition. Mr. Vetne has over 25 years of experience in all phases of architectural practice including project management, programming, design, construction documentation, specifications, and construction administration. Mr. Vetne has a broad range of experience in the design and management of public sector projects of various size and complexity, with a specialized expertise in public safety and judicial facilities.

RELEVANT PROJECT EXPERIENCE

- **Muskegon County Hall of Justice, 6th Floor Renovation, Muskegon, Michigan.** Architect and Project Manager.
- **Gerald R. Ford International Airport, Public Safety Programming and Concept Study, Grand Rapids, Michigan.** Project Manager and Project Architect.
- **Saginaw County Facilities Assessment, Saginaw County, Michigan.** Project Manager.
- **Van Buren County, New Consolidated Courts Facility, Van Buren County, Michigan.** Concept Study for New Courts facility totaling 60,000gsf, Renovation and Jail Addition. Project Manager and Project Architect.
- **Van Buren County Jail Addition and Renovation, Paw Paw, Michigan.** Project Manager, Architect.
- **Van Buren County, District Court and Annex New Security Entry Addition, Paw Paw, Michigan.** Project Manager and Project Architect.
- **Van Buren County, Facility Assessment, Space Needs, and Feasibility Study, Van Buren County, Michigan.** Comprehensive assessment of select County agencies totaling approximately 240,000gsf. Project Manager and Project Architect.
- **Kent County Juvenile Detention Center Addition and Renovation, Grand Rapids, Michigan.** Architect.
- **Delhi Fire Station Addition, Holt, Michigan.** Quality Manager.

EDUCATION

Master of Architecture, Georgia Institute of Technology, 1998

Bachelor of Science Architecture, University of Maryland, 1994

REGISTRATIONS
Registered Architect:
Michigan, 2003, #1301050742

National Council of Architectural Registration Boards (NCARB), #66430

CERTIFICATIONS
LEED Accredited Professional, U.S. Green Building Council, 2005

AFFILIATIONS
American Institute of Architects (AIA)

American Institute of Architects – Southwest Michigan



LAURIE FREY, AIA

ARCHITECT

Ms. Frey has more than 20 years of experience as a NCARB-certified and licensed architect with a diverse project background including public agency work, retail, housing, hospitality, urban design, preservation and adaptive reuse. She contributes at a high level while still closely involved in all aspects of the architectural project from conceptual design and planning through construction administration and project finalization. She also successfully manages project teams to produce quality documents in accordance with the tightest project deadlines while working directly with the management team of client organizations to define project scope, projected hours, deliverables, deadlines, liability considerations and additional services.

RELEVANT PROJECT EXPERIENCE

- **Ypsilanti Transit Center, Ann Arbor Area Transit Authority, Ypsilanti, Michigan.** Project Manager.
- **Wayne County Medical Examiner's Building Condition Assessment, Detroit, Michigan.** Architect. Performing building condition assessment for architectural systems, exterior envelope, and ADA compliance.
- **Wayne County Health Administration Building Condition Assessment, Wayne, Michigan.** Architect. Performing building condition assessment for architectural systems, exterior envelope, and ADA compliance.
- **City of Detroit, DDOT Gilbert Terminal Facility Condition Assessment, Detroit, Michigan.** Architect.
- **City of Detroit, DDOT Coolidge New Maintenance Facility including Feasibility Study, Detroit, Michigan.** Project Architect.
- **West Bloomfield Township Hall, Police Station, Water and Sewage Building, and Fire Stations Building Condition Assessments, West Bloomfield, Michigan.** Performed building condition assessments for architectural systems, exterior envelope, and ADA compliance.
- **USPS Portage, Ohio Main Post Office Facility Assessment, Portage, Ohio.** Project Architect for a complete facility assessment study.

EDUCATION
M.A. Architecture, University of Michigan, 1999

B.A. Political Science, University of Michigan, 1992

REGISTRATIONS
M.A. Architecture, University of Michigan, 1999

B.A. Political Science, University of Michigan, 1992

AFFILIATIONS
American Institute of Architects



COREY VAN LUCHENE, PE, SE

STRUCTURAL ENGINEER

Mr. Van Luchene provides structural engineering design services for various building and non-building structures. He has worked on projects owned by state, county, and local municipalities. His experience has involved him with the design of steel, concrete, wood, cold-formed metal framing, and masonry structures. In addition to design services, Mr. Van Luchene has been involved with the inspection of existing structures, construction administration, structural project manager, bridge inspection, and design. He has also been responsible for developing hydraulic models for various bridges over waterways.

RELEVANT PROJECT EXPERIENCE

- **Kent County Juvenile Detention Center, Kent County, Michigan.** Structural Engineer of Record. Responsible for the structural design and technical specifications for this addition to the existing facility. Design elements included the precast, CMU, steel joists, steel framing, and cast-in-place concrete foundations. Additional responsibilities included quantity take offs, opinion of probable construction costs, review of contractor submittals and construction observation.
- **Center Township New Fire Station, LaPorte County, Indiana.** Structural Engineer of Record. Responsible for the structural design and technical specifications for this new fire station. Design elements included the PEMB framing, precast, CMU and cast-in-place concrete foundations. Additional responsibilities included quantity take offs, opinion of probable construction costs, review of contractor submittals and construction observation.
- **Van Buren County Jail Addition and Renovation, Van Buren County, Michigan.** Structural Engineer of Record. Responsible for the structural design and technical specifications for this addition and renovation to the existing facility. Design elements included the precast, CMU, steel framing, and cast-in-place concrete foundations. Additional responsibilities included quantity take offs, opinion of probable construction costs, review of contractor submittals and construction observation.

EDUCATION
Bachelor of Science, Civil Engineering, Valparaiso University, 1998

REGISTRATIONS
Professional Engineer Michigan, 2004, #6201050929

Structural Engineer
Illinois, 2006, #081006335

AFFILIATIONS
American Institute of Steel Construction

Structural Engineers Assoc. of Illinois



YADONG DONG, PHD, PE, LEED AP

CIVIL ENGINEER

Dr. Dong has 11 years of experience in managing and designing both public and private engineering projects, including roads, watermain, sanitary sewer, storm sewer, stormwater management, site plan review, and parking lots. His experience is primarily in the area of municipal engineering, land development, and structural engineering. As a project manager, he successfully manages project teams to produce quality documents following tight project deadlines while working directly with the management team of client organizations to define project scope, projected hours, deliverables, deadlines, liability considerations, and additional services. Dr. Dong has excellent communication and organizational skills which generate effective team management, strong client partnerships, and outstanding project outcomes.

EDUCATION
Ph.D. Civil Engineering, Michigan Technological University, 2016

M.S. Civil Engineering, Michigan Technological University, 2014

B.S. Civil Engineering, Wuchang Institute of Technology, 2012

REGISTRATIONS
Professional Engineer: Michigan #6201068280

LEED AP BD+C #11167106

RELEVANT PROJECT EXPERIENCE

- **ARPA Detroit Police Department (DPD) Development, Detroit, Michigan.** Project Manager. Responsible for coordinating, managing design, and permitting approval. Site improvements include the expansion of the existing parking lot, the addition of EV infrastructure, and the implementation of green infrastructure and stormwater management measures. The estimated construction value was over $3 million.
- **ARPA Detroit Commercial Corridor Parking Lots Development, Detroit, Michigan.** Project Manager. Responsible for overall site design and permitting approval. There are a total of seven parking lots included in this project, located at various locations across Detroit.
- **West Bloomfield Township Water Building Addition, West Bloomfield Township, Michigan.** Project Manager. Responsible for civil site design for building addition and parking lot rehabilitation. The scope of work included grading, paving, storm sewer, and soil erosion & sedimentation control (SESC).



TALESE YENSCH, PE

MECHANICAL ENGINEER

Ms. Yensch has over 20 years of experience in mechanical engineering. She has worked for both public and private agencies in healthcare, higher and K-12 education, civic and retail projects.

EDUCATION
Bachelor of Science, A/E, HVAC Specialty, Milwaukee School of Engineering, 2001

REGISTRATIONS
Professional Engineer
Michigan #6201059567, 2012

RELEVANT PROJECT EXPERIENCE

- **USPS Detroit HVAC Upgrades, Detroit, Michigan.** Mechanical Engineer - Project Lead. Responsible for field investigation, development of design documents, and energy and life cycle cost analysis and comparisons for the approximately 1 M square foot Processing and Distribution Center. Upgrades include replacement of chilled water system, heating hot water system, air handling unit steam and chilled water coils, direct digital controls system upgrade, and upgrades to terminal unit valves and controllers.
- **Jason Hargrove Transit Center, Detroit, Michigan.** Mechanical Engineer. Design of HVAC system for the renovation of a historic dairy barn on the State Fair Grounds, into a transit hub consisting of transit, administrative and customer spaces. Design includes hazard management for terminal, and consideration of future tenant requirements for undeveloped portion of building.
- **USPS Roanoke, Roanoke, Virginia.** Mechanical Engineer - Construction administration. Construction administration for HVAC upgrades at the Package Handling Facility including Chilled Water System replacement, Air Handling Unit replacements, limited tenant renovations (terminal equipment), and the addition of terminal reheat.
- **USPS Wyoming Inspection Services Fit-Out, Wyoming, Michigan.** Mechanical Engineer. Assist in design of HVAC systems for a fit-out including secure holding, administrative area, and inspection facilities.

JEROMY HAINES, PE



ELECTRICAL ENGINEER

Mr. Haines has 10 years of professional experience in electrical engineering, including engineering and design, cost estimating, and multi-discipline coordination in order to successfully execute projects.

RELEVANT PROJECT EXPERIENCE

- **Hamilton County PSAP BOT 911, Noblesville, Indiana.** Engineer of Record. provided code review and interfaced with design team.
- **Delhi Charter Township Fire Department, Delhi Charter Township, Michigan.** Project lead. performed electrical design including power distribution, lighting, and fire alarm layout for new apparatus bay, dorms, and conference areas.
- **City of Detroit Jason Hargrove Transit Center Adaptive Reuse, Detroit, Michigan.** Electrical engineer. Served as an interface between our electrical sub-consultant and architects. Provided code consultation and review.
- **Livonia Generator Replacements, City of Livonia, Michigan.** Engineer of Record and co-lead. Performed site visits, code consultation, and assisted with design of power distribution for new generator for entire site backup power.
- **Pontiac: Sheriff Station Cooling Tower, Pontiac, Michigan.** Engineer of record and project lead. Performed power distribution design to serve new cooling tower and associated equipment.
- **Rochester Hills Auditorium Lighting, Rochester Hills, Michigan.** Performed site visit and assisted with proposal effort for project. Did initial lighting control and specifications.
- **Rochester Hills DPS Renovation, City of Rochester, Michigan.** Engineer of record and project lead. Power distribution for mechanical equipment as well as consultation for backup power transfer switch replacement.

EDUCATION

Bachelor of Science, Electrical Engineering, Ohio University, 2013

REGISTRATIONS

Professional Engineer

Michigan #6201313117 2023

STEPHEN METZER, AICP



ADA SPECIALIST

Mr. Metzer is responsible for managing planning, biological, ecological, and site civil/landscape architecture projects. One of his specialties is Americans with Disabilities Act (ADA) compliance studies. He is nationally recognized. He has been involved with ADA accessibility tasks for many travel routes, parking lots, buildings, businesses, and transit stops. He has managed or been involved in nearly every ADA project at DLZ, which includes evaluations of over 100 parks, hundreds of miles of sidewalks, thousands of curb ramps, and hundreds of buildings and parking lots. His experience and expertise includes knowledge of the 2010 ADA Standards for Accessible Design and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (dated July 11, 2011), which will be the enforceable standard for ROW facilities upon adoption. He has attended a number of training courses and participated in dozens of webinars on ADA compliance topics provided by the ADA National Network. He has presented at conferences and seminars on various ADA topics and authored/been quality control reviewer on dozens of ADA Transition Plans.

RELEVANT PROJECT EXPERIENCE

- **Wayne County Facilities Assessment, Wayne County, Michigan.** ADA Specialist. Evaluations include an accessibility review in the three detention facilities of both public areas of the facilities and required accessible features in the secure areas. The review at the 12-story Hall of Justice included a review of public areas, including the entry plaza and entrance, doors, restrooms, elevators, service counters, and 26 courtrooms. Mr. Metzer was responsible for performing ADA assessments and preparing the accessibility portion of the report, which is to be used to make an assessment of the cost:benefit of remodeling vs. new build.
- **Detroit Metro Airport McNamara Terminal ADA Compliance Evaluation, Wayne County Airport Authority, Detroit, Michigan.** Project Manager. Performed a compliance review of all public areas of the McNamara Terminal at Detroit Metropolitan Wayne County Airport. Developed report that detailed non-compliant items with costs and priority for corrective action, along with other recommendations to improve accessibility in the terminal.
- **Eaton County Courthouse ADA Compliance Review, Eaton County, Charlotte, Michigan.** ADA Specialist. Performed an evaluation of and prepared a report regarding the findings of an ADA compliance review at all public and employee-common use areas at the Courthouse.

EDUCATION

B.S. Biology, Central Michigan University, 1986

CERTIFICATIONS

American Institute of Certified Planners, 2001, #017270

Professional Wetland Scientist Society of Wetland Scientists, 1995, #000473

Certified Construction Site Storm Water Management Operator, EGLE, #01525



BEN BAKER, RLA, ASLA, LEED AP

LANDSCAPE ARCHITECT

Mr. Baker is a Licensed Landscape Architect and LEED Accredited Professional with over 20 years of experience. He has worked through all phases of projects including project management, planning, design, construction documentation, specifications, and construction administration. He is a proven leader in the landscape architecture field and is heavily involved in his community. He has worked on a broad range of projects over his career, including parks and recreation, trails, grants, planning, urban design, green infrastructure and more.

RELEVANT PROJECT EXPERIENCE

- **Waterford Oaks Park Planning, Oakland County, Michigan.** Project Landscape Architect. Master Planning and site development for a 199-acre park with a diverse range of activities, and natural features.
- **Master Planning for 6 Community Parks, Pontiac, Michigan.** Project Manager and Landscape Architect. Master Planning for six community sized parks totaling over 200 acres.
- **KRESA Career and Technical Education Campus, Kalamazoo, Michigan.** Landscape Architect. *
- **Stoffer Plaza Master Plan, Albion, Michigan.** Project Manager and Landscape Architect. *
- **Grove Park Planning, Berrien Springs, Michigan.** Project Manager and Landscape Architect. *
- **Perry Plaza Master Plan, Albion College, Albion, Michigan.** Landscape Architect *
- **University of Chicago Serle Chemistry Lab, Chicago, Illinois.** Landscape Architect. *
- **Cassopolis Transformation Project, Cassopolis, Michigan.** Lead Designer and Landscape Architect. Project won an ACEC-MI Merit Award. *

EDUCATION
Bachelor of Landscape Architecture, Michigan State University, 2004

REGISTRATIONS
Registered Landscape Architect: Michigan, 2010

CERTIFICATIONS
LEED Accredited Professional, US Green Building Council, 2006

*Previous Employer

BRAD KONVOLINKA

ROOFING AND BUILDING ENCLOSURE SPECIALIST

Mr. Hands-on, experienced problem solver specializing in commercial roofing and waterproofing products and application. Offering service and technical support to building owners and managers, design professionals, and contractors in all areas of roofing, wall claddings, and waterproofing.

RELEVANT PROJECT EXPERIENCE WITH DLZ

- **MDTMB, Carson City Correctional Complex Roof Restoration Project, Carson City, Michigan.**
- **MDTMB, Gus Harrison Correctional Facility Roof Restoration Project, Carson City, Michigan.**
- **MDTMB, General Services Building Roof Replacement, Dimondale, Michigan.**
- **Ingham County, Hilliard Building Roof Replacement, Lansing, Michigan.**
- **Lansing Community College, Gannon Building Roof Replacement, Lansing, Michigan.**
- **Lansing Community College, Campus-wide Roof Assessments, Lansing, Michigan.**
- **Lansing Community College, TLC Building Roof Replacement, Lansing, Michigan.**
- **City of Grand Rapids, Roof Assessment Management Program, Grand Rapids Michigan.**
- **United States Postal Service, Buffalo Central park Station Roof Replacement, New York.**

PROFICIENCIES
Commercial Roofing Design, Professional Assessment – including Local Budget Reporting, Scopes of Work, Technical Specification Development and Custom Details
Contractor Safety, Quality Assurance and Project Implementation Strategies from Conception to Annual Inspections
Roof Membrane, Roof Coatings, Sealant, Metal

Project Scope

DLZ will use inspection practices consistent with the industry in providing a comprehensive maintenance review with recommendations and priorities determined individually for each of the buildings. A cost estimate for each recommendation shall also be provided so budgeting decisions can be developed using the study.

1. Accessibility Review - DLZ will evaluate the facilities using American with Disabilities Act (ADA) standards. These will include interior and exterior paths of travel, parking spaces, ramps, stairs, public spaces, restrooms, and signage.
2. Building Condition - With the exception of roofing, normal and routine walk-through inspections will be used in evaluating buildings. Floors, ceilings, and wall finishes will be reviewed and preventative measures recommended to extend the life of the finishes. A recommendation for the timely replacement of carpeting, ceiling tile, and other significant expense items (such as replacement of lighting bulbs and fixtures) will be provided and prioritized so that building maintenance decisions can be scheduled.
3. Roof Inspections - Garland will physically inspect the roof areas of each building by examining the current condition of the roof. This review will identify short-term solutions and immediate needs, as well as a projection for when the roof should be budgeted for major repair or replacement. Flat roof areas will be examined for water puddling and potential leaks with solutions suggested.
4. HVAC and Mechanical/Electrical Systems - The HVAC and mechanical/electrical systems of each building will be reviewed to include an examination of potential preventive maintenance that can be undertaken to further improve the life of heating and air conditioning, mechanical and electrical equipment. DLZ will identify short-term solutions and immediate needs, as well as a projection for when equipment should be budgeted for major repair or replacement.
5. Site Conditions - We will observe and document visual pavement conditions at each site as well as existing retaining walls.

WORK PLAN

DLZ's team will work closely with the City to clarify the vision, goals, and expectations for the project at the initial kick-off meeting, and use these as points of reference throughout the planning and design process. Our process includes a series of clearly defined phases to deliver a successful outcome. The following information provides a general overview of each phase of work to be performed.

TEAM BUILDING

A fully integrated and collaborative project team is critical to the success of complex facility assessment and planning projects. DLZ's design approach is rooted in open communication and collaboration.

The DLZ Team will proactively engage City Administration and Stakeholders to establish clear lines of communication, develop consensus regarding project goals and a schedule for implementation. Project success will be facilitated by embracing the principles of dedication, collaborative and innovative decision making, early involvement of key participants, early goal definition, and open and transparent communication.



Van Buren County New Courts Facility Concept Design

At the start of the project, we will have a Project Team Kickoff Meeting to focus on organizing the roles of the stakeholders and design team members, list project goals, schedule a project timeline, and lines of communication. Joe Shadik, AIA will be your primary project contact and manage the efforts of the project team.

DATA GATHERING

The process will include a comprehensive review of existing building systems and infrastructure. The review will include tours of existing facilities and stakeholder interviews from an operational perspective. The inventory and analysis will be documented as necessary to develop base files for future project development.

Data gathering will include a review of prior documents and relevant studies that may have been completed. It is understood the assessment process shall include a comprehensive, non-invasive inspection of observable information including.

Compliance Review
Certain parameters of the planning and building design process are defined by various codes, ordinances, regulations, standards and other legal requirements. The purpose of this task is to verify that these parameters are identified and incorporated into design decisions. Assessment will include a review of applicable state and local code requirements relative to proposed improvements.

Roof and Building Envelope Assessments
Our team uses a very thorough assessment and investigation process to determine and document existing conditions and identify potential issues. The assessment process begins with a review of pertinent original building drawings and previous reports.

Following the review, our team will field verify the existing conditions including physically walking the existing roof areas, paying careful attention to transition areas such as flashings and wall/roof interfaces to identify deficiencies in the existing roof and any challenges that will need to be specifically dealt with during the repair phase to prevent similar problems from reoccurring.

Investigations often include test cuts of the existing roof system to determine the actual existing materials and construction methods that were used on the existing roof. Assessments also often include Infrared Thermography to scan the existing roof areas using the latest infrared thermography equipment to look for and identify areas of potentially wet insulation.

Recommendations for improvements shall meet applicable national, state, and city building codes. During the design process, we closely analyze R-value and other requirements for energy efficiency to meet or exceed all regulatory requirements.

Cost Estimating
Our team is proud of our record of budgeting, preparing cost opinions, and managing construction costs. Development of accurate cost opinions begins with accurate scope definition, verifying that all factors are considered and applying the appropriate contingency given the stage of the design.

Project costs will evaluate the total project cost, including hard construction costs and “soft costs" to provide a comprehensive assessment of anticipated total project costs.

REPORT DEVELOPMENT

All observed deficiencies will be compiled into a detailed, comprehensive report which clearly categorizes deficiencies as immediate needs or 5-year planning recommendations. The report will also include any maintenance recommendations and provide a cost estimate spreadsheet that gives each instance a deficiency priority rating.

The team will meet with stakeholders again at this point to gain consensus on the contents of the draft report and note any inaccuracies or omissions.

FINAL REPORT

The final report will consist of a clearly organized and complete facilities assessment with prioritized recommendations on repairs needed, ongoing maintenance recommendations to reduce future repair costs, upgraded system recommendations customized to City needs, and a guide for how to best allocate capital improvement funds going forward.

QUALITY MANAGEMENT/QUALITY CONTROL (QM/QC) PROGRAM

Public sector construction projects require flexibility and collaboration throughout the process to make sure the project is a success. DLZ has developed a proven process that capitalizes on our vast experience with facility design projects, including extensive experience in new construction as well as renovation projects.

DLZ is committed to quality control and quality management in our work. DLZ utilizes a multiple-tiered level of project review, including reviews beyond the project architect and project engineers. Detailed reviews are also performed by the Project Manager, who makes sure the project goals and objectives are met; by the Department Managers, who review the technical design calculations of the discipline system design; by the

Division Manager who reviews all aspects of the project for compliance to DLZ's high level of standards; and finally by the Principal-in-Charge, who reviews the final submission for overall professional quality and delivery of the project. This creates an integrated effort that produces a technically sound project that meets your overall goals and objectives.

QUALITY CONTROL

The DLZ team takes great pride in the quality of services we provide to our Clients. The DLZ team spends significant time documenting the issues, goals, challenges, and criteria that defines each task required to complete the project successfully. In addition, a Risk Assessment is developed which identifies potential conditions to overcome and an action plan to reduce the impact of the occurrence.

This information is carefully reviewed and potential solutions are discussed with you to allow fiscally sound decisions to be made. Information is recorded in an organized and coherent manner for communication and future reference.

The procedures we follow are the product of years of development and fine tuning of our methods to make sure construction documents are complete, coordinated, and accurate. The Project Principal will commit staff and firm resources as appropriate. When a need arises, they will see that it is quickly met. For day-to-day concerns, the Project Manager that is assigned will coordinate our team of designers and consultants. In addition, the Project Manager is the main contact for our Client. The Project Manager is also responsible, with assistance from our team's Principal, to achieve the design parameters and complete your project on time and within budget.

PRODUCTION CONTROLS

At DLZ's internal design team kickoff meeting detailed information relating to the project, such as scope, design criteria, standards, and specific Client guidance is disseminated. The Project Manager prescribes budgets and schedules; outlines the work plan; and initiates the team's QM/QC program. Production and subsidiary work assignments are monitored and reported daily to the Project Manager.

Internal project meetings are held at regular intervals to make sure the project is on schedule and coordinated between disciplines.

Graphic standards, standard abbreviations, printing sizes/styles, and so forth are prescribed for consistent use by all disciplines.

QUALITY MANAGEMENT PROGRAM

We will conduct scheduled, periodic, in-house reviews of our documents to verify completion, coordination, and professional quality.

Our team's quality management program is based on four principles:

STRONG LEADERSHIP: Top management is committed to quality in all the services we provide throughout all stages of a project to completion.

EVERYONE IS RESPONSIBLE: Every member of the team is a respected contributor to the Quality Management effort. They are each responsible for the quality of their own work and for the overall quality of the project as a whole. We build project teams to support these concepts and emphasize dedication for the good of the project.

CONSTANT IMPROVEMENT: We learn from every completed project. By dedicating our project team members to the entire length of the project, we are able to enhance our knowledge and experience. This allows each member to expand their knowledge and make sure increased quality control is provided on subsequent projects.

CLIENT ORIENTATION: Our efforts, services, and projects are tailored to satisfy our Client's needs. Our team's primary guiding principle has always been to carefully identify and understand our Client's current needs, and thoughtfully anticipate their future needs.



Kent County North Campus Sheriff Substaion
AIA SW Merit Award

Value-Added Services

VALUE ENGINEERING (VE)

There is no trick to design and estimating within established cost constraints. The key is to establish a set of parameters for the project and continuously monitor progress to work within those parameters.

Our VE process is a collaborative effort between the Owner, Stakeholders, and Design Team to continually validate expectations within the Cost Model. The process includes an evaluation of opportunities to promote efficiency and promote best-value decisions while achieving project goals.

ADA SPECIALIST

Nearly all of DLZ's engineering and architectural design projects have some aspect of ADA compliance. We have taken a special interest in ADA to verify that our projects meet current ADA standards during design and that the design is carried forward into the construction phase. DLZ has provided dozens of clients with a variety of ADA training or self-evaluation services, and prepared numerous transition plans in Indiana and Michigan. Several of our clients have contracted with DLZ to assist them in resolving formal and informal complaints, with all cases resolved without litigation. Our staff members are well versed with the requirements of the ADA regulations and design guides, including the 2010 ADA Standards for Accessible Design (ADASAD), which is the current enforceable standard for new construction and renovations to existing facilities outside of the public right-of-way (ROW) and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG).

ENVIRONMENTAL SERVICES

DLZ delivers appropriate environmental services on a cost-effective, rapid-response basis.

DLZ shares in the responsibility with all communities, industries, and governments to safeguard public health and the environment. DLZ's efforts in balancing project design and environmental issues during all phases of the project development are an integral component of our full service capabilities.

Over the last decade, DLZ has been managing and performing environmental and brownfield demolition/redevelopment projects in multiple states. From this work, DLZ has acquired an extensive knowledge base on current federal, state, and local regulations affecting the environment and the re-use of contaminated and vacant sites. By utilizing cost-effective and innovative approaches that focus on risk-based solutions and the proposed end-use of the site, DLZ has been able to provide our clients with workable solutions to the environmental and re-use challenges that they face.

Budget

FACILITY CONDITION ASSESSMENT (FCA)

City of Ypsilanti
Facility Condition Assessment Fee Summary

DLZ Michigan, Inc.
Client: City of Ypsilanti, MI
Project: 2024 RFP Facility Condition Assessment

Fee Summary

Task	Description	Principal Arch/Eng VII	PM II Arch/Eng VI	PM I Arch/Eng IV	Architect Engineer III	Architect Engineer I	Designer Planner CAD	Admin Assisstant	Roof Specialist	TOTAL
	City Hall - Approx. 18,842 SF (4 floors, 4000 sf/flr)									
	Accessibility Review		2		2					4
	Building Condition (Interior and Building Envelope)		2		8	4				14
	Roof Inspections								12	12
	MEP Systems		2		8	4				
	Site Conditions		2		8	4				14
	FCA Report	2	2		8	4				16
	Fire Station - Approx. 15,000 SF									
	Accessibility Review		2		2					4
	Building Condition (Interior and Building Envelope)		2		8	4				14
	Roof Inspections								12	
	MEP Systems		2		8	4				14
	Site Conditions		2		8	4				14
	FCA Report	2	2		8	4				16
	Police Station - Approx. 10,000 SF									
	Accessibility Review		2		2					4
	Building Condition (Interior and Building Envelope)		2		8	4				14
	Roof Inspections								12	12
	MEP Systems		2		8	4				
	Site Conditions		2		8	4				14
	FCA Report	2	2		8	4				16
	SUBTOTAL HOURS	6	30	0	102	48	0	0	36	**222**
	BILLING RATE	$ 270	$ 220	$ 185	$ 155	$ 115	$ 108	$ 85	$ 125	
	SUBTOTAL LABOR COST	$ 1,620	$ 6,600	$ -	$ 15,810	$ 5,520	$ -	$ -	$ 4,500	
									TOTAL LABOR COST, DLZ	**$ 34,050**

Clarifications

1. Assessment of the following building and site components is anticipated: Accessibile elements, Building Envelope, Interior Conditions, Roofs, HVAC Systems, Plumbing Systems, Electrical Systems, Site Conditions
2. Space need analysis is listed in a separate fee schedule.
3. Not included: Survey, Geotechnical Analysis, Environmental Assessments, Design and Engineering Services, "As-built" documentation
4. Proposed services for facility assessments assume up to 2 meetings/site visits.
5. All assessments are budgeted as visual inspections from reasonably accessible locations.

Any scope including concealed or elevated conditions requiring equipment to access, unless expressly included in proposal, will require an additional service modification mutually agreed upon by both parties.

SPACE NEEDS ASSESSMENT (SNA)

City of Ypsilanti
Space Needs Fee Summary

DLZ Michigan, Inc.
Client: City of Ypsilanti, MI
Project: 2024 RFP Space Needs Analysis

Fee Summary

Task	Description	Principal Arch/Eng VII	PM II Arch/Eng VI	PM I Arch/Eng IV	Architect Engineer III	Architect Engineer I	Designer Planner CAD	Admin Assisstant	Roof Specialist	TOTAL
	City Hall - Approx. 18,842 SF (4 floors, 4000 sf/flr)									
	Existing Conditions Documentation (floor plans only)		2		12	4				18
	Current Space Review/User Interviews		2		8					10
	Future Needs Interviews		2		8					10
	SNA Report Preparation	2	2		4	4				12
										0
	Fire Station - Approx. 15,000 SF									
	Existing Conditions Documentation (plans provided by CITY)		2		12	4				18
	Current Space Review/User Interviews		2		8					10
	Future Needs Interviews		2		8					10
	SNA Report Preparation	2	2		4	4				12
										0
	Police Station - Approx. 10,000 SF									
	Existing Conditions Documentation (floor plans only)		2		12	4				18
	Current Space Review/User Interviews		2		8					10
	Future Needs Interviews		2		8					10
	SNA Report Preparation	2	2		4	4				12
										0
	SUBTOTAL HOURS	6	24	0	96	24	0	0	0	**150**
	BILLING RATE	$ 270	$ 220	$ 185	$ 155	$ 115	$ 108	$ 85	$ 125	
	SUBTOTAL LABOR COST	$ 1,620	$ 5,280	$ -	$ 14,880	$ 2,760	$ -	$ -	$ -	
									TOTAL LABOR COST, DLZ	**$ 24,540**

Clarifications

1. Existing Documentation is assumed to be development of floor plans only for the purposes of showing existing spaces for planning purposes. Plans for the Fire Station have been provided by the CITY.
2. Detailed "as-built" drawings are not included.
3. CITY is responsible for identifying key stakeholders/users for space needs interviews.
4. Interviews are assumed to be conducted during 1 site visit.
5. Scope excludes conceptual design of identified goals.

Appendix A: Exceptions

DLZ requests consideration of the following exceptions.

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. the degree of skill and care ordinarily exercised by members of Contractor's industry performing similar services in a similar locale

Example Only

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.~~"

f

to the proportionate extent caused by Contractor's negligent performance of

Example Only

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.

Example Only

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 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.

Example Only

(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 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

HOBBS + BLACK ARCHITECTS

Facility Condition Assessment

City of Ypsilanti | January 6, 2025



January 6, 2025

City Clerk
City of Ypsilanti
1 South Huron Street
Ypsilanti, MI 48197

Re: Request for Proposal | City of Ypsilanti Facility Condition Assessment

Dear Selection Committee:

Thank you for the opportunity to present our team's qualifications and applicable experience for the work outlined within your current RFP. Based on our team's applicable work experience, we will bring pertinent insight and knowledge of how other municipalities have executed similar work and why they made certain decisions. This will assist the overall goals of the project team in evaluating design options and expedite the process. We further understand that every project is unique, and we will be tailoring our efforts to meet the expectations of the city and key stakeholders.

We have assembled a highly qualified team that has significant experience working together with multiple stakeholders to build consensus regarding all the required components of this project. Our partner, BKV Group, is a nationally recognized architectural firm, specializing in the design and implementation of Police, Fire, and Court, and City Hall facilities and is currently working on many projects in the State of Michigan. Currently, we are partnered with them on the $175M City of Lansing Public Safety Facilities project whose upfront scope of work was remarkably similar to that being requested by the City of Ypsilanti.

We attribute the successes of our Team's work to our ability to carefully listen to our clients and stakeholders while providing the required professional expertise, which balances the realities of implementation and budgets. Our mindfulness and attention to detail have also been paramount to our successes.

We hope that our experience and enthusiasm for your project are evident, because we genuinely enjoy these types of projects and actively seek them out, especially when they are located close to our corporate headquarters in downtown Ann Arbor, at which 90% of our employees work.

Respectfully Submitted,



Martin Ruiter, RA, LEED AP
Senior Vice President
Hobbs+Black Architects

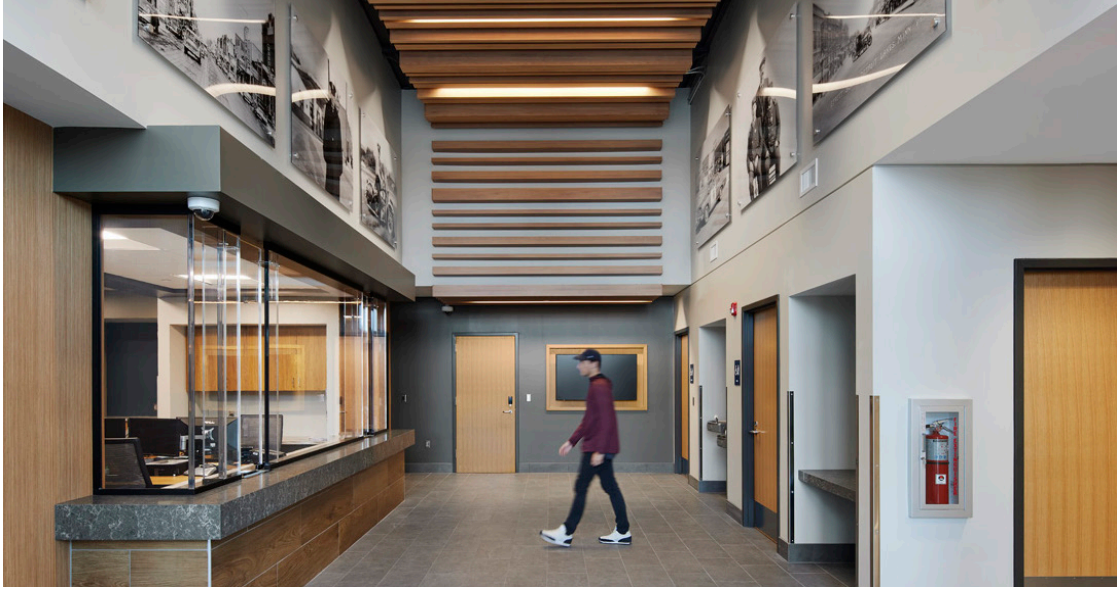


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Firm Introduction

Who We Are

Hobbs+Black Architects is a nationally recognized firm serving a diverse group of clients since 1965. Over 70 professionals provide architectural, design, and related consulting services from our offices in Ann Arbor, Detroit, Lansing, and Phoenix.

As one of the Top 300 Architecture Firms nationally as reported by Architectural Record (2019), our diversified practice meets design challenges that often require extensive research and innovation. Our diversity and flexibility make us uniquely qualified to solve complex problems with minimal resources and within stringent time lines. As a full-service architecture firm we provide our clients with complete service from intial study through construction administration including:

- Municipal Facilities
- Police Facilities
- Fire Facilities
- Healthcare Facilities
- Multi-family
- Adaptive Reuse
- Historic Preservation
- Master Planning

Other Professional Services

Hobbs+Black has worked with many clients in important areas related to design. These areas include code and facility evaluation, site evaluation, and construction feasibility studies. We have also assisted clients in securing and coordinating other related services such as environmental analysis, strategic business planning, financial feasibility studies, and market evaluations.



Personnel Availability & Commitment

The team we have presented in this proposal has been selected for excellence in their assignments and ability to fulfill their designated roles on the team. The chosen individuals at Hobbs+Black and each of our consultants have been reviewed for the availability required to complete the project.

Each of our team members has long-term availability and will be committed to the project throughout its duration. At this time, our proposed staff does not have any previous obligations that would negatively impact the project. Additionally, the submitted staff has immediate availability to begin project work upon award.

The Design Approach

Each project must be approached with a focus on balancing project scope, quality, and project budget as well as creative planning. To achieve this objective, the owner's participation in the design process is critical. Our design team knows buildings, but only those who manage and operate your existing facilities on a daily basis know every detail of how a facility will be used. In a dynamic process, we combine your ideas and knowledge about your operation with our vision and expertise of governmental facility design. The result is a solution that is strategic, affordable, and comprehensive.

Offices

ANN ARBOR - HEADQUARTERS
100 North State Street
Ann Arbor, Michigan 48104
734.663.4189

DETROIT
2111 Woodward Ave, Suite 700
Detroit, Michigan 48201
734.663.4189

LANSING
117 East Allegan Street
Lansing, Michigan 48933
517.484.4870

PHOENIX
4300 North Miller Road, Suite 147
Scottsdale, Arizona 85251
480.968.6944

About BKV Group



Why BKV Group?

BKV Group is a full-service architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 45 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Chicago, Washington DC, Dallas, and Minneapolis, serving clients locally and nationwide.

Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full- service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group is one of the leading national firms providing architectural and engineering services with expertise in Governmental Facilities. As a full-service, multi-disciplinary firm of more than 200 professional staff, BKV Group has architects, landscape architects, interior designers, construction administrators, structural, mechanical plumbing, and electrical engineers, certified code officials, and specification writers all in-house. We provide facility evaluations and space needs analysis, facility options, and full design services from schematic design through construction and close-out.

About IMEG

Why IMEG?

IMEG has pushed the envelope in engineering design and sustainability as demonstrated by their many “firsts” and award recognitions in the national and even international market. With all the infrastructure systems combined accounting for nearly half of a building’s design they have an opportunity to significantly contribute to the infrastructure and operational outcomes of a facility.

THOUGHT LEADERSHIP

The firm is the recipient of three international ASHRAE Society Technology awards, the highest awards in the mechanical engineering field, for its innovation and sustainability. As an international award-winning firm, IMEG participated in the development of the new ASHRAE 90.1 energy standards released in 2010, requiring a 30% increase in energy efficiency above today’s standards and the basis for nearly all energy codes in the US.

Additionally, one of the firm’s principals chairs the Healthcare Working Group within the 90.1 committee, establishing energy design guidelines for healthcare facilities and they have coauthored the AEDG for Large Hospitals.

PROJECT DELIVERY

IMEG has experience in all types of delivery methods from fully engineered (Design/Bid/Build) and Design Assist to Integrated Project Delivery, GMP, and Target Value Design. No matter the deliver method their project approach is centered in collaboration and communication for project success.

IMEG feels the best solutions stem from a collaborative process that utilizes the talents of all team members to achieve the best solutions. Proactively discussing options as a group can garner new ideas and solutions and allow for vetting of options (good, better, best) to make value-analysis decisions of alternatives for cost/benefit impact and constructability

IMEG also has a proactive and well regimented quality control process that is used for all of their projects and would be applied to this project as well – steps and milestones are adapted based on delivery method.

PROPOSAL FORM

Owner: City of Ypsilanti, a Michigan home rule city
One S. Huron Street
Ypsilanti, MI 48197

Firm Name: Hobbs+Black Architects (herein called "Bidder")

* a corporation organized and existing laws of the State of Michigan

* a partnership consisting of _____

* an individual trading as _____

By: Martin Ruiter

Title: Senior Vice President

Date: January 6, 2025

Pursuant to and in compliance with the RFP dated December 2, 2024, and all Addenda as prepared by the Owner, we the undersigned, propose to furnish all labor, materials, equipment, and all things necessary to perform all the work associated with:

CITY OF YPSILANTI FACILITY ASSESMENTS
The undersigned as bidder declares that he/she has familiarized himself with the proposed work and the conditions under which it must be performed.

I. PROPOSAL:
The undersigned agrees to enter into an agreement with the Owner to complete the general contract for the following project scopes:

Project Scope	Bid? Yes or No	Price (Use numbers)
Main Scope	Yes	$72,000
Optional Scope	Yes	$47,000

Therefore, the undersigned agrees to enter into an agreement with the Owner to complete the general contract for the total price of:

One-hundred Nineteen Thousand Dollars Dollars (use words)
(includes reimbursable allowance of $17,000)

$119,000 (includes reimbursable allowance of $17,000) (Use numbers)

II. DETAILED SCOPE OF WORK FOR ALL SCOPES (or, attach scopes of work)
Please see page 17.

III. BUDGET FOR ALL SCOPES (or, attach line-item budget for each scope)

Base Scope of Work Fee = $67,000 + Reimbursable Allowance of $5,000

Optional Scope of Work Fee = $35,000 + Reimbursable Allowance of $12,000

Total for Base and Optional Scope of Work Fee = $102,000 + Total Reimbursable Allowance of $17,000

IV. PROPOSED SCHEDULE FOR ALL SCOPES (or, attach detailed schedule for each scope)

Please see page 16.

V. ATTACHMENTS:

a. Reference list
b. Line-item budget (if attached)
c. Schedule (if attached)
d. Scopes of Work (if attached)

Signature: _____

Name: Martin Ruiter

Title: Senior Vice President



Reference List

Hobbs+Black Architects

Chief Brian Sturdivant
Lansing Fire Department
517-483-4560
Brian.sturdivant@lansingmi.gov

Chief Robert Backus
Lansing Police Department
517-483-6883
Robert.backus@
lansingmi.gov

Capt. Cam Henke
Michigan State Police
Special Investigations Division
231-578-1879
henkec@michigan.gov

BKV Group

Bryan Kruelle
St. Louis Chief of Police
952.924.2610
BKruelle@stlouisparkmn.gov

Bill Schluenz
Public Works Director
Waite Park Public Safety
320.229.3685
Bill.schluenz@ci.waitepark.
mn.us

Chad Ubl
Winona City Manager
507.457.8234
cubl@ci.winona.mn.us





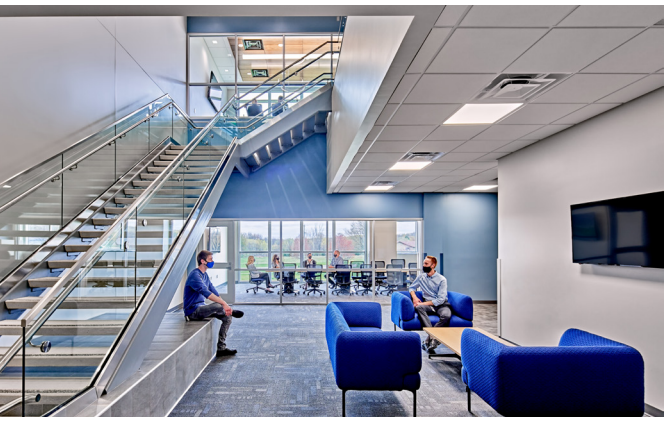


MSP Grand Rapids Consolidation Project

Michigan Department of Technology, Management, & Budget (DTMB) | Walker, MI



Law Enforcement Design Awards 2021
SILVER







Scope
Capital outlay project to consolidate the MSP's Grand Rapids Forensic Lab, 6th District headquarters, and the Rockford Post

Size
17 acre site
310 parking spaces
114,450 sf

- 13,155 sf post
- 19,128 sf district headquarters
- 50,193 sf forensic lab
- 17,833 sf common space

Cost
$57.35 million

Reference:
Dawn Davis
Facilities Specialist, Mgmt. Services
Michigan State Police
517.242.0621

The MSP Consolidation Project will play an integral role in meeting the strategic goals established by MSP for the area served by the Grand Rapids Forensic Lab, 6th District Headquarters, and the Rockford Post. The consolidation project will bring these units together into a single, modern law enforcement facility, thereby allowing MSP to realize administrative/staffing, operational, and functional efficiencies while decreasing the costs and administrative inefficiencies associated with maintaining and operating multiple dispersed aging facilities. The consolidation project will provide MSP the opportunity to better serve and provide leadership, innovation, facilitation, and program support in partnership with all the public and private organizations for the 2.2 million people currently directly served by these three MSP units, both now and through the foreseeable future.

Lansing Public Safety Center

Lansing, Michigan









Size

Public Safety Bldg: 212,000 SF
Fire Station #9 – 21,700 SF
Fire Station #2 – 9,900 SF
Fire Station #8 – 18,100 SF
Fire Training – 19,500 SF
Outbuilding – 20,000 SF

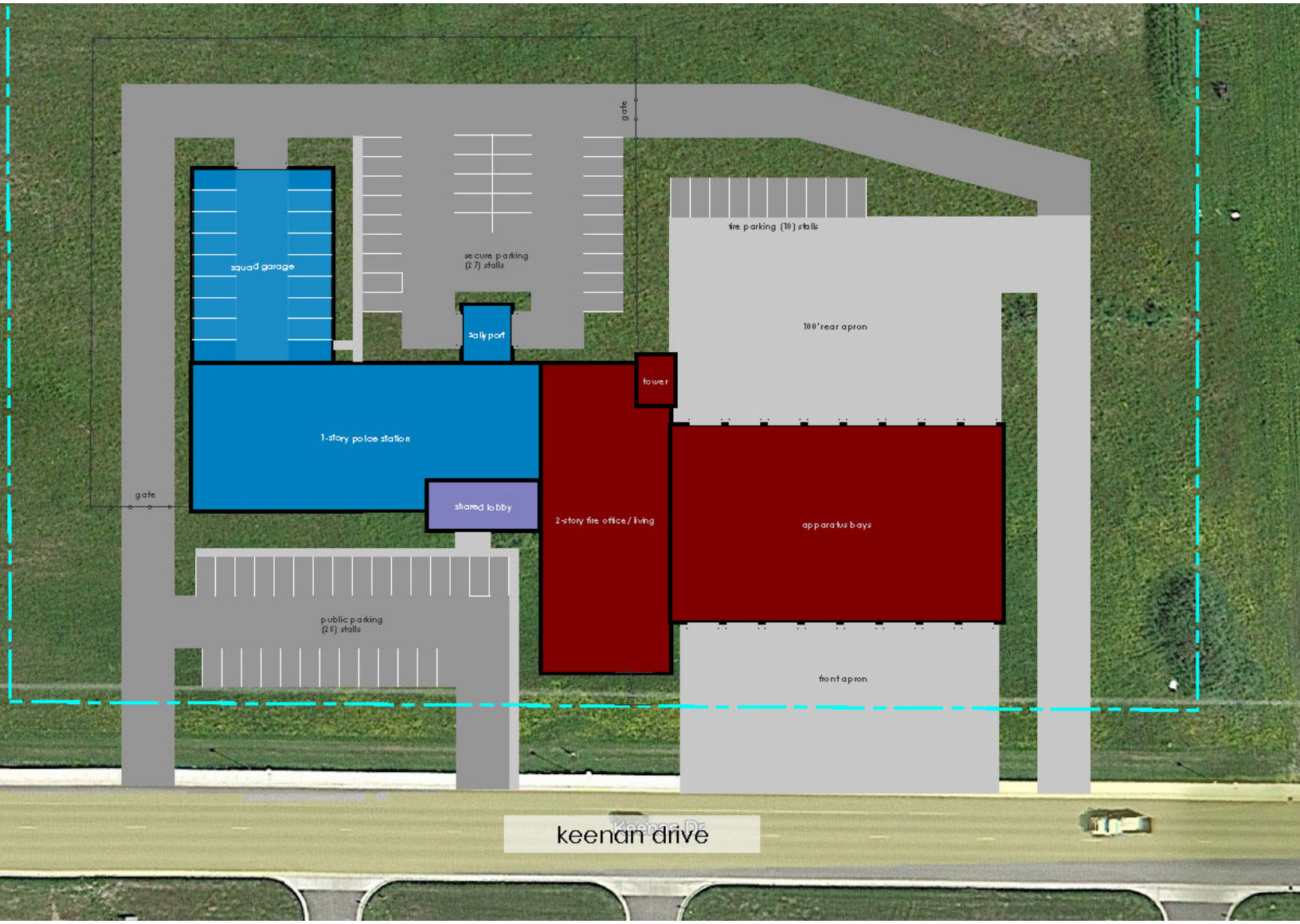
Hobbs+Black and BKV Group, was selected after a national search to lead the City of Lansing through the design process for a new Public Safety Building, three Fire Stations, and a Fire Training Facility. The total project budget is $175 M. The project began with helping the City through the bond referendum process and quickly moved on to space needs programming and conceptual planning.

The Public Safety Building includes Fire Headquarters and the Fire Marshall's Office, the City's Police Station (administration, records, patrol, investigations, evidence, squad garage, etc.), large meeting rooms for use by the Police and Fire Departments and by the public, a District Court with four courtrooms and associated offices and support spaces, and a temporary lockup to support booking and arraignment. On the same campus will be located a stand-alone replacement Fire Station #9 (Battalion HQ with 5 apparatus bays and 18 bunks), a heated outbuilding for storage of reserve vehicles and equipment for Police and Fire, and a Fire Training Facility to support 30 cadets per class (drill tower, flashover props, extrication pad, drafting pit, trench rescue, confined space rescue, and EVOC space). Parking is a major constraint on the campus, with separate parking areas for the Public, Court Officials, Firefighters, Cadets, and the Public Safety Building and indoor parking for squad cars and judges, totaling nearly 800 stalls.

Elsewhere in the City will be an on-site replacement of Fire Station #2 and a major renovation and addition for Fire Station #8, which also serves as the City's EOC. The projects are expected to use the LEED rating system as a methodology, but not to pursue Certification. The project will be delivered through a CMc method and will be executed in multiple phases, with construction beginning in fall 2023 and finishing in 2026.

International Falls Municipal Facilities Study

International Falls, Minnesota



Size

Police - 24,000 sf
Fire - 33,000 sf
Public Works - 48,900 sf

BKV Group was retained by the City of International Falls to determine a path forward for its aging civic buildings. BKV Group's multidisciplinary team did an assessment on the Fire Station, Police Station, remote Fire Station, and various Public Works facilities, highlighting the operational challenges and necessary repairs. The police department is occupying rented space on the top level of an old school (now community center). The fire department is in City Hall and is coping with very small apparatus bays. Public Works is working inefficiently because of the distribution of their buildings. BKV Group led the City through a full programming exercise, surveying the staff and meeting with leadership about future needs. The team then analyzed the potential of several different sites to serve the community, using a combination of GIS drivetime analysis, risk analysis, and site feasibility planning, culminating with pros/cons analysis of the options. Master Planning focused on how to consolidate Public Works, if Fire and Police could be co-located and what sites could reasonably accommodate that, as well as options for stand-alone Fire and Police buildings.

Waite Park Public Safety Facility

Waite Park, Minnesota



Size
79,000 GSF

The City of of Waite Park selected BKV Group as their full-service architectural and engineering design firm for an improved municipal building that includes city offices, police department, and fire department spaces. The project commenced with both facility space needs and condition assessments to determine the needs of the facility. The Public Safety Facility will include office space for administration, investigations, patrol, evidence processing, evidence storage, vehicle storage garage, parking lot, driveways, site work, and utilities. Fire department components, such as office, storage, equipment/apparatus bay, and living quarters, will be included based on the findings of the ongoing fire study and guidance from the city regarding space requirements. City Hall areas will be renovated and improved, occupying the vacated police department areas.

The city emphasizes the importance of considering the impacts and needs of all departments and facilities in the facility space needs assessment. Over the past five years, growth has led to limited operational space in all departments. The city aims to maximize operational efficiency in planning and constructing facilities, potentially through the reuse of vacated departments or departmental consolidation. The goal is to provide facilities that meets current and future needs while considering the impacts on all operations and overall city costs.

Winona Public Safety Needs Assessment

Winona, Minnesota



Size
68,000 SF

BKV Group was hired by the City of Winona to provide a facility assessment of their existing Public Safety Facilities and planning for a new combined Public Safety and Training facility. The study included conducting a space needs analysis for the Fire and Police Departments, GIS fire response time analysis, and site feasibility studies for several proposed sites.

A facility assessment was completed for the City's aging Central Fire Station and Police Station facilities to identify and document operational, functional, and safety issues. The City's current facilities do not provide adequate space for today's operations and equipment, and both facilities are lacking appropriate support spaces to accommodate the ever-changing gender ratios on the departments. The space needs analysis identified the need for a combined Public Safety and Training Facility sized around 68,000 gsf.

Site feasibility studies were completed for seven different sites throughout Winona. The site feasibility studies explored how the proposed building program could be placed and stacked based on the available site area and other site requirements. Site selection and recommendation was largely driven by the GIS fire response time analysis which identified the need for the Fire Station to stay on the eastern side of the City to maintain the department's current ISO rating.

Based on the findings of the initial needs assessment, BKV Group has continued to assist the City of Winona with further evaluation of the selected site and conceptual planning for the Public Safety Facility.

St. Louis Park Police Department Study

St. Louis Park, Minnesota

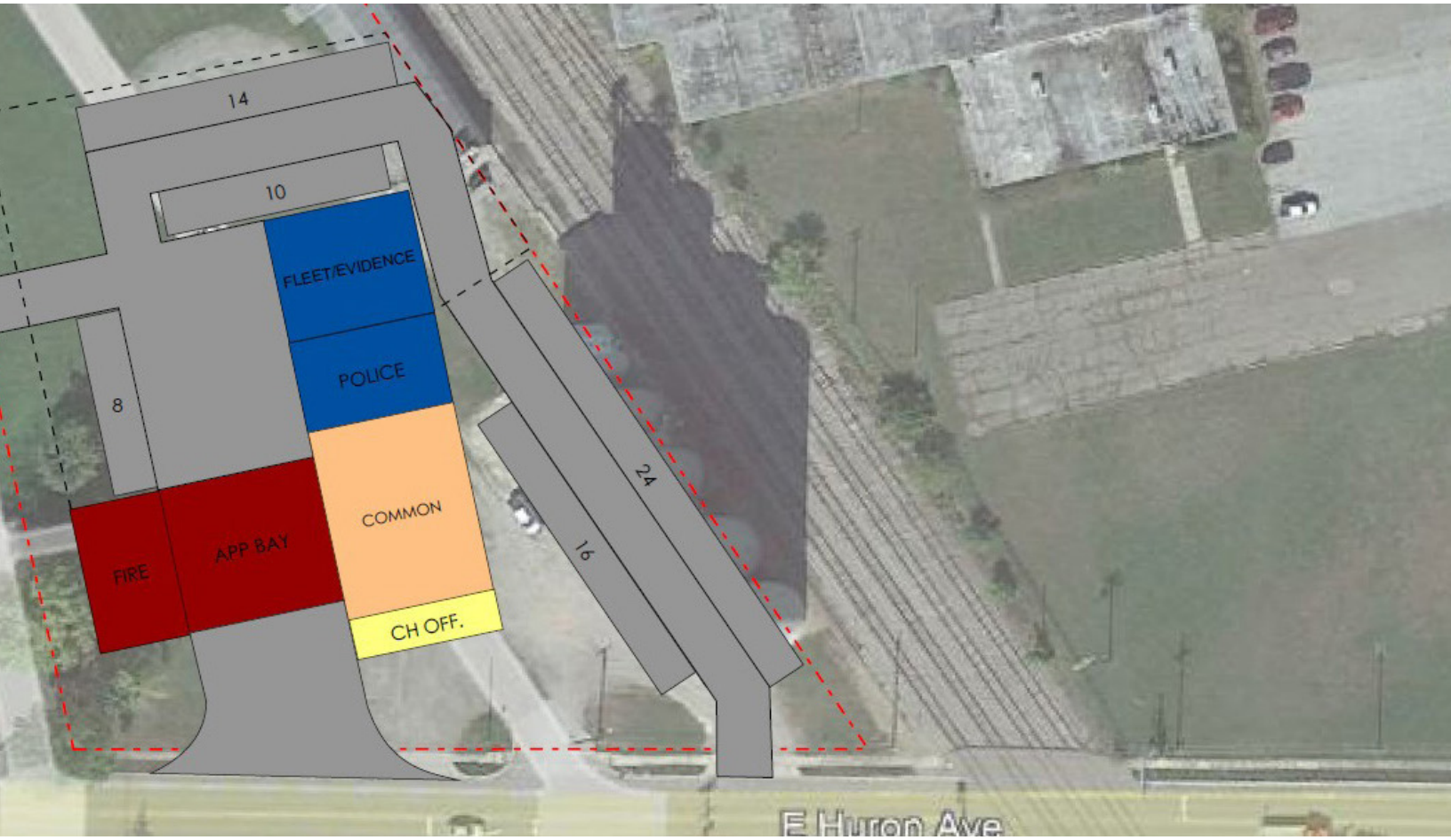


Size
78,240 SF

The City of St. Louis Park has engaged BKV Group study future needs and site feasibility for the police department. The expansion of sworn and civilian personnel, changes to police operations over time, and the condition of the existing facility has resulted in a need to study current and future needs. The project examined the feasibility of renovating and expanding their current facility, constructing a new facility on the current site, or seeking a new site for their department. The study considered all department divisions, including E911/Dispatch and Emergency Operations Center. Once needs were established, conceptual design helped the City and the Police Department understand how a project could be implemented, including costs and timeline.

Vassar Municipal Facility Studies

Vassar, Michigan



Size
22, 900 SF

BKV Group was retained to help the City of Vassar study future needs and site feasibility for the police department, fire department, emergency operations center, and city offices. The current departments are in separate aged facilities without adequate space for routine operations, modern fire apparatus, training, office and meeting space, and wellness requirements. Current and future needs were both considered separately and then as a combined program to realize savings in space and cost. Feasibility for a combined public safety and city offices facility was tested on a site that the city had recently acquired. The site was adjacent to a neighboring railroad line and light industrial area, so careful consideration needed to be given to setback distances and site safety while still blending into their downtown fabric

Schedule

Proposed Facility Condition Assessment Schedule

RFP Submission	January 6, 2025
Award – No Later Than	January 17, 2025
Kick off Meeting & Facility Tours	January 22-24, 2025
Follow-up Facility Tours	February 3-7, 2025
Project Status Meeting (virtual)	February 14, 2025
Project Status Meeting (virtual)	February 28, 2025
Submit Draft Report	February 28, 2025
City Review Period	March 3 – 7, 2025
Finalize & Submit Final Report	March 10 – 14, 2025

Proposed Future Needs Assessment Schedule

RFP Submission	January 6, 2025
Award – No Later Than	January 17, 2025
Kick off Meeting & Key Staff Meetings	January 22-24, 2025
Programming Meeting(s) with Key Staff	February 3-7, 2025
Program Review Meeting(s) with Key Staff (virtual)	February 21, 2025
Program Review Meeting(s) with Key Staff (virtual)	March 7, 2025
Program Review Meeting(s) with Key Staff (virtual)	March 21, 2025
Program Review Meeting(s) with Key Staff (virtual)	April 4, 2025
Submit Draft Assessment Report	April 18, 2025
City Review Period	April 21 – May 2, 2025
Finalize & Submit Final Needs Assessment Report	May 5 - 9, 2025

It is anticipated that once the design team has been selected that we will align our calendars with the key staff of the city.

The design team is anticipating conducting some of our project status meetings or program reviews meetings virtually with the city's key stakeholders.





Scope of Work

Project Understanding

We understand the concern cities bear in responsibly managing resources, planning, and implementing capital improvements, and in doing so uphold the quality and service expectations of their residents. When a public project begins with a facility condition and space needs assessment, a foundation is laid that provides an invaluable tool for long-term planning and subsequent design efforts as it:

- Establishes an objective, informed identification of existing facility condition and operational concerns, and both current and future needs.
- Utilizes a multi-part approach to assessment, analysis, and engagement that feeds into recommendations that reflect and balance operational needs, fiscal responsibility, critical-path planning, and long-range visioning.
- Establishes minimum sizes for sites that will support building and site needs for the long-term effectiveness of your City Hall, Police Department, and fire Department.
- When known or necessary, can evaluate prospective properties for suitability to support the needs identified in the need assessment.
- Provides an understanding of the total project costs associated with the needs identified.

Our team is a leader in public facility planning and design. We know that our clients entrust us with the critical tasks of evaluating existing facilities, establishing future project needs, designing facilities that work, and bringing credibility to the project results. Elected officials and project stakeholders must have confidence in the recommended direction of a project.

We do not have preconceived notions on what a public project should be, but we understand your operations and the concerns of local government. We speak your language. Our experience will allow us to gain an understanding of your current conditions efficiently, evaluate your facilities in a timely manner, and arrive at solutions quickly. We will provide a smooth and efficient project development process. It takes an in-depth understanding of the operations and aspirations for a building's ultimate users. Our experience in your project types gives us with unmatched perspective and a unique understanding of these agencies. Through this understanding, we provide user-responsive solutions for our clients.

Project Kickoff

The overarching purpose of the project kickoff meeting—the why—is to get the project off the ground and officially get started on the project work. It's a jumping off point for the project team and client team. Both should come away from this first meeting with clear next steps and an idea of where things are heading.

Beyond that, project kick-off meeting will have multiple purposes that serve this overarching purpose:

- Introduce the team members
- Create a shared understanding of the project background
- Create a mutual understanding of what a successful project looks like
- Create a shared understanding of what needs to be done
- Agree on how to work together effectively
- Review key deliverables
- Confirm key staff meetings, align schedules for regular meetings
- Confirm Roles & Responsibilities (Key Decision Makers)

It's a chance to level set and get the team, key stakeholders, and project sponsors on the same page.

For the agency team who are tasked with delivery of the project, the project kickoff meeting is an opportunity to get the key information they need to succeed and demonstrate their enthusiasm and understanding of the project, it's a chance to instill confidence in the client that they've made a good decision in their choice of agency and project team.

Condition Assessment Approach

Our approach is led by our experienced senior team members who provide you with the expertise and understanding that is needed to properly address important issues in a timely manner and create a well-developed project that is delivered on schedule. Our team features national leaders in municipal and public safety facility assessment, planning, and design. We will bring new options and approaches to the City based on our project-type specific level of focus and an understanding of current national standards in planning for your project types.

Information Gathering And Facility Tours

Our team will lead an information gathering workshop that will engage department and facility managers in dialogue regarding the known conditions of the facilities and sites and dates and ages of major materials and equipment at each location. Our team will gain an understanding of these physical resources as they relate to asset management, life safety, accessibility, code compliance, life expectancy, maintenance cycles, energy efficiency, and technology. This information will form the basis for the subsequent analysis of the conditions of the facility.

The team will tour the existing facility documenting discovered deficiencies and necessary repairs and maintenance required. This process is inclusive of detailed evaluation of site, exterior envelope, major building systems, deferred maintenance projects, and interior environmental quality, and will result in a detailed building audit report with specific recommendations to be integrated into comprehensive planning strategies and budget. Together, the collected data will be used to develop a report of the conditions and a capital improvement plan with recommended timeline and costs for work required.

Assessment

Our team will also review the operational and functional conditions of the facility. Your most important asset is your staff. How your facilities are impacting the efficiency and effectiveness of your operations directly effects the productivity and health of your team. In addition to the audit of facility conditions, we also review workflow support, gender-balance issues, wayfinding, health and wellness, ease of access by citizens, general sustainability, etc. Typically, we are led through each facility by the City Manager for City Hall and Chiefs or a Captains for Police and Fire facilities to get feedback from the day-to-day users. This process is invaluable for our team to identify and understand current workflows, limitations to service and operations, impacts to wellness, and will inform our dialogue with stakeholders about future planning.







Physical Assessment

Our multi-disciplinary team will tour all three buildings/sites to understand the physical condition, deferred maintenance issues, and remaining useful life of the following elements. Our deliverable is based on the framework provided by ANSI Standard E2018 Standard Guide for Property Condition Assessments. In alignment with that document, our review does not cover concealed spaces not easily accessible or areas behind locked doors, but we may comment on hidden issues identified during our review of the existing drawings.

- Building Use and History
- Site: landscaping, walkways, parking and roadways, lighting, utilities
- Structure: foundations, structure, floor deck
- Building Envelope: walls, roof, exterior windows, and doors
- Building Interior: walls, doors, floor covering, ceilings, equipment, interior finishes
- Vertical Transportation: elevators, stairs
- Fire Protection: equipment, sprinkler systems, standpipes
- Plumbing: equipment, fixtures and hardware, domestic water, drain, waste & vent systems, storm drains
- HVAC: equipment, ductwork, piping, controls
- Power: equipment, power distribution, receptacles, shut offs
- Emergency Power: generator, transfer switch, exit lighting
- Lighting: interior and exterior lighting, controls
- Technology: fire alarm, security, access control, data

Functional Assessment

We realize that your most important asset is your staff. The high nationwide incidence of cancer, heart disease, sleep deprivation, depression, and other serious health concerns can be directly affected, positively or negatively, by the physical space of the fire and police stations. City Hall employees have similar issues concerning morale and absenteeism. At the same time as we are looking at physical conditions of the buildings, we will also conduct a functional assessment.

- Building Code Issues: means of egress, fire separations, stair/railing dimensions, etc.
- ADA/Accessibility: approach and entry to building, doors and corridors, restrooms, kitchens, etc.
- Energy Efficiency: insulation, equipment, windows, air barrier, energy use intensity compared to industry averages
- Health and Safety Issues: trip/fall issues, OSHA compliance, secure perimeter, exhaust contamination, safe vehicle maneuvering, sleep deprivation, etc.
- Functionality Issues: workflow support, wayfinding, ease of access by citizens, general sustainability, etc.



Our deliverable for both assessments, approximately 4 weeks after our tours, will be a narrative describing the conditions of each element in the building, with photographs to document any issues discovered. Most of the physical issues and some of the functional issues will have easily identified repairs indicated, but many of the issues will require more elaborate interventions that cannot be explained in a few sentences. This the report can help provide guidance for correcting some of the issues you are experiencing in your buildings or provide evidence that more significant renovation or even replacement is warranted.

Capital Improvement Estimate

As a follow up to the Physical and Functional Assessments, our team will provide an order-of-magnitude cost estimate to rectify each of the issues identified; will recommend each fix as urgent, short-term, mid-term, or long-term; and will forecast construction costs out to the anticipated date of the fix. Using the results of these estimates, we will calculate a Facility Condition Index which will provide guidance about the overall value of the building by comparing it to replacement cost. The Facility Condition Index allows apples-to-oranges comparisons of how much investment is needed compared with replacement value of the building, and is a very useful metric for elected officials.

Review Of Findings

Our team will meet with the City and project stakeholders to review the results of the assessment process. We will provide our draft summary of findings, details of work required, resulting costs, and recommended timeline for implementation of repairs and maintenance. If the space needs scope of work is undertaken, we will also review our findings from the functional assessment and outline areas of deficiency and how your facilities are impacting your routine operations. The City will have time to review and provide feedback on the information that is submitted. We will incorporate the City's review comments into the final report.

Space Needs Analysis Approach

Our team features deep national experience in city hall, police department, and fire department projects, completing hundreds of studies and hundreds of built projects just like yours. Our team's experience is unparalleled in the region. We believe that we can help the City of Ypsilanti chart a path forward for improved or new facilities considering not only the physical conditions, but also the operational conditions and the establishment of space needs that will result in facilities that will serve the community for decades to come. We would welcome the opportunity to share our experience with the City and assist with the optional scope of work mentioned in the Request for Proposal.

Establishment Of Space Needs

We will meet separately with City, Police Department, and Fire Department administration to identify, discuss, and closely define all the spaces required to function efficiently, in compliance with law and national standards, for the next 20+ years. Frequently, members of different user groups will attend all information gathering sessions, and other departments such as facilities and maintenance are also frequently invited to attend. We will discuss the "State of the Art" of these types of facilities and how spatial relationships may be affected by forward thinking. With your consent, we will conduct a survey of your staff, officers, and firefighters to solicit information about what elements to repeat from your current facilities, what elements to avoid, and any features of other facilities they have seen and liked. We will compare the space needs identified through this discussion with the space you currently have in your buildings so we can understand how well the current facilities are responding to your actual needs and what is necessary for efficient and complete operations.

Our deliverable will be a spreadsheet for each facility listing the required spaces, the number of each needed, an area for each type of space, total areas of programmed spaces, and total overall square footage. The spreadsheet will also list the current space allocations and gross area of the existing facilities if that data is available.

Establishment Of Site Needs

Of critical importance is having enough site available to serve not only the needs of facilities, but also parking for the public, staff, and city-owned vehicles. As part of this scope of work, we will explore frequent peak parking demand for each facility to ensure that adequate site area is determined for each facility. Also of importance is planning for some degree of expansion and green space to allow for adequate security buffers, storm water retention, and civic presence. We will assist the City in understanding both the minimum and the ideal site acreage required for each facility. This will provide the City with an understanding of what is needed, whether they explore sites in more dense areas of the City, or in more suburban areas.

Review Of Findings

Our team will meet with the City and project stakeholders to review the results and draft deliverables of the space needs analysis process. The City will have time to review and provide feedback on the information that is submitted. We will incorporate the City's review comments into the final report.

Budget Development

We will work with you to develop a total project budget for the projects whether just to correct facility condition issues, or to also address the identified space needs as part of improved or new facilities. A total project budget should include Construction Costs, Design Contingency, Escalation, FF&E, Design Costs, among others.

It is critical to reconcile project costs to potentially available funding and identified needs early in the process. We will lean on our experience in the project type and will test the local construction market to understand current costs and the impacts of these early planning decisions. We will work with the City to develop options that will provide budget compliance while minimizing impacts to the functionality of the projects. Ultimately, meeting meet your promises for quality of service and quality of life made to the community should be reinforced by investments made in your facilities.

Final Report Deliverables

All the study deliverables, data collected, Workshop review materials, Workshop meeting minutes, and budgets developed will be combined into a final document with chapters presenting each step of the process. The entire process will be documented, which will serve as evidence of the comprehensive and transparent process with data supporting every decision made. To aid the City in moving forward with the Projects, the last chapter will summarize our findings recommend action items.

Presentation To City Council

The Hobbs+Black team will be available to support a final presentation to City Council, either behind the scenes or as an active participate. We will also be accommodating any changes to the final report as needed.









HOBBS + BLACK ARCHITECTS

100 N State Street, Ann Arbor, MI 48104 | 734.663.4189

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REQUEST FOR LEGISLATION
6 May 2025

For: Mayor and City Council

From: Bonnie Wessler, Director of Public Works

Subject: Facility Condition Assessment Contract Award

SUMMARY & BACKGROUND

One of this year's budget priorities set by Council is the assessment and repair/stabilization of its business facilities, including the DPW facility, Police, Fire, and City Hall. To that end, an RFP for a facilities condition assessment was released for City Hall, Police, and Fire in early December on BidNet and the City website (https://cityofypsilanti.com/bids.aspx?bidID=43).

Twelve bids were received and opened on 1/6/2025, and each were evaluated and scored based on criteria including team leadership, team composition and qualifications, location, prior relevant experience, response to optional scope, references, example projects, timeline proposed, understanding of project and scope, and of course price as a "tiebreaker." Proposals for the base scope ranged from $18,000 to $125,000; base plus optional scope ranged from $18,000 to $175,000.

The four top-scoring firms were then invited to interview: DLZ, Plante Moran, Wightman, and Hobbs & Black. Interview questions revolved around the respondents' understanding of the scope, their facility assessment process, past experiences, and deliverable quality. Interviews were completed in early April.

Two firms, DLZ and Hobbs & Black, rose above the others over the course of the interviews. Hobbs & Black's proposed fee was $102,000 for both scopes; DLZ's proposed fee is $58,950 for both scopes. Both proposals are attached. Staff is recommending moving forward with DLZ.

FY2024/2025 Goal Alignment

- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
- Strategic Goal 2: Staff retention and creating greater efficiencies.
- Strategic Goal 3: Community Engagement
- Strategic Goal 4: Community Development
- Strategic Goal 5: Infrastructure and investment
- Strategic Goal 6: Financial Planning

RECOMMENDED ACTION: Approval

ATTACHMENTS: Bid opening sheet; RFP initial assessment/scoring; interview questions; Hobbs & Black and DLZ proposals.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2025 - 086
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been programmed in the City budget for a facility assessment; and

WHEREAS, the City of Ypsilanti has solicited sealed proposals for the project; and

WHEREAS, the City has duly analyzed the proposals and conducted interviews with respondents, and

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti awards the Facility Condition Assessment contract to DLZ for both scopes for $58,590.

BE IT FURTHER RESOLVED, THAT the Mayor and City Clerk are authorized to sign this contract, subject to review by the City Attorney and any change orders are subject to review and approval by the City Manager to facilitate the completion of this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Bid Opening – Tally Sheet
January 6, 2025
2:00 p.m.

Company	TOTAL $	Proposal &
Wilcox	42,684.00	Main: 32,684.00 op: 10,000.00
Wightman Ass.	98,000.00	53,000.00 45,000.00
Plante Moran Realpoint	35,000.00	15,000.00 20,000.00
O/X Studio	63,800.00	63,800.00
Cesar De La Canal Force	40,000.00	30,500.00 9,500.00
Driven Design Studio	175,000.00	125,000.00 50,000.00
Detroit Architectural group.	55,500.00	36,600.00 18,900.00
IMEG / Lindhout Ass.	99,520.00	86,615.00 12,905.00
Hobbs + Black Architects.	~~119,000.00~~ 102,000	~~72,0~~ 67,000.00 35,000.00
Di Clemente Siegel Design	159,794.00	120,610.00 39,184.00
DLZ	58,590.00	34,050.00 24,540.00
JLL Jones Lang LaSalle	18,000.00	18,000.00 Ø

March 5, 2025

City of Ypsilanti
One Huron Street
Ypsilanti MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Services
City of Ypsilanti

Regarding: Request for Proposal Evaluations and Recommendations
City Facility Condition Assessments

Dear Ms. Wessler:

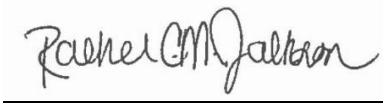
The City of Ypsilanti requested OHM Advisors (OHM) to assist in evaluating the twelve (12) proposals submitted in response to the City's Facility Condition Assessment Request for Proposals. To facilitate this process, OHM developed an Evaluation Criteria document (attached) and assembled a multidisciplinary team of four (4) professionals to assess each submission.

Following a thorough review, OHM has completed the evaluation, and a scoring summary is attached for your reference. The firms were evaluated based on key criteria, and their scores are detailed in the attached document. During the review, it was noted that only one proposal included geotechnical services in its scope, while several firms chose to exclude the Optional Scope item from their fee proposals. These variations in scope should be considered when making final selections.

Based on the evaluation results, we recommend that the City schedule interviews with the three (3) highest-average-scoring firms (DLZ, Plante Moran, and Wightman) to further determine the best fit for this project.

Should you have any questions or require additional information, please do not hesitate to contact our office at (734) 522-6711.

Sincerely,
OHM Advisors



Rachel Jackson, P.E.

CC: Andrew Hellenga, City Manager
Kent Early, PE, OHM Advisors
Harvey Schwager, RA, NCARB, OHM Advisors

Attachments: Evaluation Criteria
Evaluations Scoring Summary

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OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

memorandum

Date: February 17, 2025

To: Rachel Jackson
cc:
From: Harvey Schwager

Re: Facilities Assessment RFP Evaluation Criteria

The following are suggested criteria to be used in reviewing and evaluating the proposals received. Based on the overall comments, we would recommend ranking the proposals in order from best to worst using a scale from 1-5 with 1 being low and 5 being high. Fee would be a deciding factor if there is a tie or close ranking but is not the primary determining factor.

Firm Name _____

Criteria	Comments	Score
Team Leadership Will the leadership be personally engaged in the project? Is the leadership's experience aligned with the skills required?		
Team Composition Project Manager Qualifications All disciplines represented? In house or consultants? Prior relevant work with their consultants?		
Team Location Local (City of Ypsilanti)? 48197 or 48198 Zip Code?		
Prior relevant experience Number of similar projects greater than 5 Project examples submitted? Demonstrated experience evaluating criteria published		
Optional Scope Proposed? Relevant Experience?		

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References: Are they current and relevant?		
Example projects: Relevant? Local?		
Timeline/schedule: Match RFP?		
Approach/Project Understanding: Do they understand the scope and project goals correctly?		
Environmental Practices: What measures are being identified to comply with RFP?		
Fee: All inclusive? Responsive?		

Reviewed by:_____

Based on above comments and criteria, rank this in relationship to other proposals received.

/hs

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RFP City Facility Condition Assessments

	Altus Group	Detroit Architectural Group	DLZ Michigan	DiClemente Siegel Design	Force Asset Management	O-X Studio	Plante Moran Realpoint	Wightman & Associates	Hobbs+Black Architects	IMEG & Lindhout Associates	Jones Lang Lasalle	Driven Design Studio
Fee Breakdown	Main Scope $25,368 Optional Scope $16,933	Main Scope $36,600 Optional Scope $18,900	Main Scope $34,050 Optional Scope $24,540	Main Scope $120,610 Optional Scope $39,184	Main Scope $30,500 Optional Scope $9,500	Main Scope $63,800 Optional Scope N/A	Main Scope $15,000 Optional Scope $20,000	Main Scope $53,000 Optional Scope $45,000	Main Scope $72,000 Optional Scope $47,000	Main Scope $86,625 Optional Scope $12,905	Main Scope $18,000 Optional Scope N/A	Main Scope $125,000 Optional Scope $50,000
Rachel Jackson	34	32	39	21	34	38	45	44	33	24	24	21
Harvey Schwager	24	23	47	26	34	25	38	34	37	28	17	16
Stacie Monte	32	46	45	32	37	44	47	46	39	37	24	38
Sean Tabacsko	33	30	38	25	34	28	37	35	33	32	23	25
Average:	**30.75**	**32.75**	**42.25**	**26**	**34.75**	**33.75**	**41.75**	**39.75**	**35.5**	**30.25**	**22**	**25**
Geotechnical Services	**Not Mentioned**	**Not Mentioned**	**Noted to be excluded from Fee**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Not Mentioned**	**Geotechnical is included in fee**

Yellow denotes the three (3) highest scores for each row

REQUEST FOR LEGISLATION
May 6, 2025

For: Mayor and City Council

From: Desirae Simmons, Council Member, Amber Fellows, Council Member

Subject: Resolution No. 2025-087 Supporting Low Mow May.

SUMMARY & BACKGROUND: Last year, the Sustainability Commission passed a resolution recommending that Council adopt a resolution supporting "Low Mow May". Although the Commission discussed Low Mow May this year, they did not pass any formal resolution.

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2025-087 Low Mow May

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: May 6, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2025-087
May 6, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City Council of the City of Ypsilanti recognizes that pollinators are integral to pollination and survival of a diverse array of plant life, including both ornamental and utilitarian plants;

Whereas, pollinator populations and water resources are threatened due to habitat loss, pathogens, parasites, and irresponsible use of pesticides;

Whereas, research suggests that bees and other pollinators make use of less-intensively maintained lawn spaces;

Whereas, reduced frequency of mowing has been shown to have direct and indirect benefits to pollinator species;

Whereas, the City of Ypsilanti is committed to its designation as Bee City, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides;

THEREFORE BE IT RESOLVED, That the City Administrator shall encourage property owners to reduce mowing frequency and to maintain lawn heights between 6 and 12 inches on their properties during the month of May, and to mow lawns no lower than 3 inches throughout the year;

RESOLVED, That City Administrator shall encourage property owners to mulch grass clippings and leaves into their lawns in lieu of using pesticides and fertilizers where appropriate.

RESOLVED, That the City Administrator shall direct staff to not issue correction notices for long grass and weed violations under twelve inches for the month of May, permitting all residents to voluntarily delay lawn care until June, allowing pollinator species to emerge and early flowering grasses and flowers to establish, which may result in ground-cover exceeding established ordinance height restrictions.

RESOLVED, That the City Administrator shall instruct the Department of Public Services to mow city owned lawns and properties no lower than 3 inches throughout the year.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: