



## Memorandum

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: April 27, 2015

Subject: Council Information Letter

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### City Manager's Office

#### Overview of Action & Request Center

The first support ticket in our system is ticket #14 and was opened on January 21, 2012. I am not certain why tickets 1 through 13 have been deleted, but it may have been a part of system testing. However, dating back to January 2012, the Action & Request Center statistics are as follows:

- 835 tickets have been created
- 809 tickets have been closed [97%]
- 20 tickets are currently in progress [2%]
- 6 tickets are currently open [1%]

#### Monthly Reports

The City Manager's office began generating monthly reports in March 2013. At that time the statistics were as follows:

- 226 tickets had been created
- 145 tickets were closed [64%]
- 8 tickets were in progress [4%]
- 73 tickets were open [32%]

**April 2015 Action & Request Center Report:**

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

- ✓ 10 online support tickets were opened since the last CIL (March 27, 2015)

Abandoned Vehicles	0	<input type="checkbox"/> <b>7 Closed</b> <input type="checkbox"/> <b>7 In Progress</b> <input type="checkbox"/> <b>2 Open</b>
Animal Control	1	
Board Ups	0	
Criminal Activity (Non Emergency)	2	
Graffiti	0	
Dangerous Buildings	0	
Other Violations	0	
Park Maintenance	0	
Parking Complaints	0	
Public Facilities	7	
Rental Housing	0	
Snow Removal (Sidewalks)	0	
Sidewalk	2	
Street Conditions	0	
Streetlights	0	
Trash Pick Up	0	
Trash/Litter	3	
Zoning Violations	1	
<b>Total</b>	<b>16</b>	

**City Clerk/Treasurer’s Office**

- The Department is continuing to prepare for the May, 5<sup>th</sup> Special Election.
- City Clerk McMullan provided a presentation regarding parking enforcement.
- Notice letters have been mailed informing property owners who have outstanding ordinance violations that they will be placed on lien if fines are not paid. This has resulted in several payments being submitted to the Clerk Department.

**Department of Public Services**

- **Pavement Maintenance** – Cold patching continues throughout the city.
- **CDBG** – Kitchen cabinets were delivered to the Senior Center on Monday, April 20, 2015. Cabinets are currently being installed.
- **Truck/ car ports.** Posts have been set for the DPS truck port. Roof construction is set to begin.

- **Street Sweeping** is currently ahead of schedule. All Majors Streets have been completed. Local street sweeping set to begin.
- **Speed bumps** have been installed at Dwight, Hemphill & Stanley.
- **Arbor Day** -The DPS held an Arbor Day celebration at Parkridge Park on Friday, April 24, 2015 at 2:00 pm with children from the Perry Child Development Center attending. All are welcome to attend.
- **Traffic** – Repairs were made to the damaged pedestrian light at Forest Ave & Huron Street. The traffic loop at Summit and Congress Street was also repaired.

## Economic & Community Development

- The Green Town Conference and Town and Gown Conference were held in Kent, Ohio on April 13 and 14, which was attended by the Mayor, City Manager and Economic Development Director. The first day of the conference focused on issues related to communities and educational institutions. Presentations on successful local collaborations and partnerships were shared. The second day of the conference focused on sustainability in the economic development. The second day also included a leadership in development breakfast. Several great contacts were made with developers working within the region. Additionally, many ideas for partnerships and collaborative development were formed. The Economic Development Department will make a presentation on current and future projects at the Council work session on April 28<sup>th</sup>. The presentation is being created and developments are being reviewed.
- The Ypsilanti Commercial Space Team met on April 23 for the RRC Developer Matchmaking Event which will highlight select downtown properties to developers.
- Staff will continue working with an area financial institution about a potential branch office.
- Staff will continue working with DTE on a potential solar array for Ypsilanti.
- Staff is assisting the owners of 15 S. Washington about utilizing the Obsolete Properties Rehabilitation Act for their building rehabilitation.
- Staff is working with the State, County and Ann Arbor SPARK on potential redevelopment of the Angstrom site.
- Staff is working with the Ypsilanti Food Coop about potential building improvements and expansions.
- Staff continues working with a housing developer on a potential non-Water Street development site.
- **Water Street:** Staff is currently working with six different developers on a variety of concepts for select Water Street parcels.

- **Zoning Ordinance Implementation.** Staff is drafting the six-month update, and anticipates it will be before Planning Commission in June.
- **Capital Improvements Plan/Redevelopment Ready Communities.** The Capital Improvements Plan is on hold as we await information coming out of budget. We are anticipating June adoption by Planning Commission.
- **Border to Border Bridge and Trail Project:** Bid closed on Friday, April 24, 2015. Four bids were received, which will be reviewed by Mannix Smith. Recommendations will be made to City staff.
- **Freighthouse:** Quinn Evans Architects is currently working to finalize the Freighthouse drawings and has assembled the bid specifications for the RFP. We're targeting an early May letting of the bid.
- **Master Plan:** Two Master Plan amendments (future land use map amendments) are on the May Planning Commission agenda. The amendments will be before Council in June for their approval to distribute them and begin the public input process.
- **Property disposition policy:** Planning Commission has adopted a policy regarding disposition of city-owned, often tax-reverted, non-commercial properties (real estate). Staff is targeting an late May or early June presentation to Council of the complete list of properties, as well as the recommended disposition of the properties to which the policy will apply.
- **Water Street Infrastructure:** Planning Commission has reviewed proposed cross-sections for the roadways, including utility locations, and will be proceeding with evaluating streetscape treatments (lighting, benches, stormwater, landscaping, etc.) in the coming two months. We have also updated the official infrastructure plan in line with the Council adopted version which allowed for the proposed location of the Recreation Center. This is important to ensure future developers have an accurate cost basis for reimbursable and non-reimbursable site investments under the Brownfield TIF.

## Fire Department

- **Activity Report:**

The following are the statistics for the current period reflected by the past three months.

February	March	April
57 Fire Calls	53 Fire Calls	48 Fire Calls
89 EMS Calls	115 EMS Calls	89 EMS Calls
50 Inspections	102 Inspections	29 Inspections
8 Non-emergency	2 Non-emergency	9 Non-emergency

- **Automatic Mutual Aid Statistics:**

Date	Address	Jurisdiction	Dispatched for
2/13/2015	513 Pearl St.	YFD	House Fire
2/13/2015	401 W. Mich. Ave.	YFD	Building Fire
2/15/2015	531 Hart Pl.	YFD	Garage Fire
2/17/2015	1367 Jeff St.	YTFD	House Fire
2/18/2015	1112 Huron River Dr	YFD	Building fire multiple calls
2/20/2015	1425 Harry St.	YTFD	House Fire
2/20/2015	538 Lynne St.	YTFD	House Fire
3/11/2015	1550 E. Clark Rd.	YTFD	Building fire multiple calls
3/12/2015	516 N. Adams	YFD	Building Fire
3/15/2015	EMU-Wise Hall	YFD	Building fire multiple calls
3/19/2015	1785 Washtenaw	YFD	Restaurant fire
3/19/2015	414 Monroe	YFD	House fire
3/20/2015	9689 Woodland	YTFD	House Fire
3/21/2015	1451 Ecorse	YTFD	Building Fire
3/22/2015	1421 Jeff St.	YTFD	House Fire
4/2/2015	1076 Ecorse Rd	YTFD	Building Fire
4/2/2015	5900 Bridges Rd	YTFD	Building Fire
4/6/2015	3375 E. Mich. Ave	YTFD	Building Fire
4/8/2015	9691 Textile Rd.	YTFD	House Fire
4/8/2015	409 S. Huron St.	YFD	House Fire
4/10/2015	1457 Ainsley St.	YFD	House Fire
4/14/2015	1775 Lynn St.	YTFD	House Fire
4/14/2015	2124 Lake View D	YTFD	Building Fire
4/14/2015	105 N. Hamilton	YFD	Apartment Fire
4/20/2015	LeForge /Huron	YTFD	Natural Gas Leak-L.P. G.
4/20/2015	8884 Nottingham	YTFD	House Fire

**Grant:**

- 2014 Assistance to Firefighter Grants. No grant awarded yet. FEMA website shows "AFG Award Year 2014 - Coming Soon!"
- 2014 Regional Fire Prevention and safety Grant was submitted last Friday. We applied for the creation of a county fire investigation team and fire inspection training.

**Smoke Alarms:**

The Fire Department is working in collaboration with the County Health with the smoke detector program.

## Fiscal Services

- Continuing to prepare City budget.

## Human Resources

### New Hires/Separations/Status Changes:

- Bonnie Wessler - Status Change from Part-Time Planner I to Full-Time City Planner (formerly Planner I position)
- **Employees Off From /Returned to Work:**
- Fire Department - Two are on light duty
- Department of Public Services – One on FMLA, One on Workers' Compensation
- Clerk/Treasurer's Office - One on FMLA

### Current Job Postings:

The following job is posted:

- Police Officer
- Community Development and Planning Manager (formerly Planner II)

### Miscellaneous:

- Employees raised \$80.00 for the Wellness initiative of Yoga Classes held each Wednesday during the lunch hour. This will be donated to Meals on Wheels for the month of March.
- Non-Union Handbook has been updated by HR and has gone to Mr. Lange for his approval.

## Police Department

### • **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 7 days left in April:

February	March	April
1092 Calls for Service	1244 Calls for Service	1038 Calls for Service
91 Arrests	156 Arrests	143 Arrests
190 Tickets Issued	238 Tickets issued	143 Tickets issued
192 Case Reports Written	207 Case Reports Written	261 Case Reports Written

- Officers Green and Porter continue progressing in the Field Training program. It is expected that Officer Porter will be certified for solo patrol in early May.

- A position was offered and a candidate is going through the final phase of testing. It is expected that he will start in mid to late May bringing the staffing level to 30. A new series of interviews was conducted and three candidates received background packets to complete and return to the Police Department.
- On April 17<sup>th</sup>, Chief DeGiusti made a presentation to Mentor 2 Youth at the Parkridge Center.
- On April 25<sup>th</sup>, Chief DeGiusti and Sergeant Compton will be participating in a ENPACT Forum (Enhancing Police and Community Trust). We are bringing together 30 residents and 30 officers in order to provide each participant an opportunity to share information and perspectives, begin discussing solutions to our relationship challenges, and commit to continuing these collaborative efforts.
- Sergeant Compton has been working closely with Ozone House for some time now and has fostered a close relationship between the Police Department and Ozone House. The relationship has become so good that they have asked him to help in developing a program to take to some of their other location as a model for building relationships with their departments.
- The Nuisance Abatement Team (Police, Fire and Building Departments) went out and scouted half of the city and compiled a list of issues to be addressed. Code Enforcement Officer Jackson was given his assignments and has begun our "Spring Cleaning" efforts.