



Memorandum

To: Mayor Schreiber and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: May 1, 2014

Subject: Council Information Letter

CITY MANAGER

Action & Request Center Report:

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

- ✓ 25 online support tickets were opened since the last CIL (March 2)

| | | |
|--|-----------|---|
| Abandoned Vehicles | 1 | <ul style="list-style-type: none"> ✓ 14 Closed ✓ 20 In Progress ✓ 9 Open |
| Animal Control | 0 | |
| Criminal Activity (Non Emergency) | 0 | |
| Graffiti | 17 | |
| Dangerous Buildings | 1 | |
| Noise Complaints | 0 | |
| Other Violations | 4 | |
| Parking Complaints | 3 | |
| Public Facilities | 2 | |
| Rental Housing | 1 | |
| Sidewalks | 0 | |
| Snow Removal (commercial/residential/sidewalks) | 0 | |
| Street Conditions | 6 | |
| Streetlights | 3 | |
| Trash Pick Up | 2 | |
| Trash/Litter | 3 | |
| Weeds | 0 | |
| Total | 43 | |

All departments have been working diligently on the budgets for FY2014/2105 and FY2015/2016, which has now been completed and ready for the council work sessions beginning May 8, 2014.

CITY CLERK

- Final preparations are continuing on elections.
- The Deputy Clerk position has been filled with Andy Hellenga, who previously worked with the Downtown Development Association.

DEPARTMENT OF PUBLIC SERVICES

- LED Streetlight Conversions - The check and signed agreement was forwarded to DTE Community Lighting last Wednesday, April 23rd. The tentative schedule to begin the conversions is mid to late June.
- Facilities Lighting Upgrades - The LED conversions for the interior lighting has begun in City Hall. To this date, the lobby area and first floor hallway has been completed. The conversions of the lights in the council chambers have begun.
- Speed humps - The speed humps were delivered on Thursday, May 1st. We will coordinate the installations and the signs and speed humps. The speed humps and signs must be installed concurrently.
- Tree Stumps/Planting - DPS staff continues with stumps removals and restoration of the margin areas. To this date, approximately 27 stumps out of approximately 80 stumps in need of removal have been removed. Staff has begun planting trees that were purchased with the DTE Tree Planting Grant. By the end of Friday, May 2nd we will have planted 16 trees. We are waiting for approximately 9-11 more trees to be delivered from the nursery for planting. Two trees were planted in Prospect Park during the Arbor Day celebration on April 25th. Adams School participated in the Arbor Day Celebration; Ms. Todd's second grade class assisted DPS staff with the tree plantings.
- Rutherford Pool - Below is the tentative schedule submitted by Baruzinni:

Week of April 14th to 18th - Tile work and pebble is complete in the pool

Week of April 20 to 25th - Power wash and prep pool for marcite

Week of April 28th to May 2nd - Install depth markers

Week of May 5th to 9th - Schedule health inspection

Week of May 12th to 16th - Instruction and check pool equipment, finish any outstanding site work

- Urgent Road Repairs - The RFP has been issued and posted on MITIN with the bid opening scheduled for May 12, 2014.
- Solid Waste Collection - During the mandatory pre-bid meeting, the bidders requested that we push back the bid opening date from May 5th to May 8th. An addendum was issued and published for the new opening date.
- ADA Ramps -The bid packet for the ADA Ramp bid is near completion and the RFP will be issued by the end of next week for the 2014 Sidewalk Ramp Replacement Pro

FINANCE DEPARTMENT

- Completed the city budget for presentation to city council

FIRE DEPARTMENT

- Seylon Dudley was hired as the Executive Secretary for the Fire Department and began temporary employment on April 28th.
- The Fire Department has met the minimum staffing requirements to eliminate the automatic daily overtime that we have been paying.

- Reimbursements for the SAFER grant are now being submitted.
- FD Department responded to a house fire on Dwight Street, Sunday April 26 with the help of Superior and Ypsilanti Twp. An article was included in AnnArbor.com
- Lieutenant. Barnabo will be promoted to the rank of Captain; Firefighter Hobbs will be promoted to the rank of Lieutenant.

HUMAN RESOURCES DEPARTMENT

New Hires/Separations/Status Changes:

- Connie Locker resigned as Planning Assistant effective 4/10/2014
- Vincent Badalaminti resigned as Temporary Elections Worker effective 3/27/2014
- Seylon Dudley, Executive Secretary, temporary position - Fire Department – effective 4/28/2014

Background Checks

- 3 Police Officers
- Equipment Operator (1)

Employees Off From /Returned to Work:

- Currently have 4 people out on Workers' Comp
- Have 3 people on FMLA – 1 in Community Development Department
- 2 in Police Department
- Returned to work from FMLA – 1 employee in Police Department

Job Transfer/Promotion

- Andrew Hellenga was promoted from DDA Coordinator to Deputy City Clerk I effective 4/14/2014

Job Postings:

- Pool Head Lifeguard
- Pool Head Instructor
- Pool Head Coach
- Pool Assistant Coach
- Lifeguards
- Pool Aquatic Instructor
- Pool Water Exercise Instructor
- Pool Front Counter Host/Hostess

Miscellaneous:

- Coordinated Fire Departments Oral Boards for Captain and Lieutenant's Promotional List. Civil Service Commission will meet on Friday, May 2, 2014 to approve the list.
- Conducted the Municipal Employees Retirement System (MERS) election for representative to the convention in September.

PLANNING DEPARTMENT

- **Commuter Rail update** - Carmine Palumbo, the new Deputy Executive Director of SEMCOG, will be attending the May Ypsilanti DDA meeting – May 15, 2014 at 8 a.m. at SPARK East to provide an update. Council is welcome to attend. The February SEMCOG commuter rail update can be found here: <http://www.semco.org/ProgramsProjects.aspx?id=91793>
- **Transportation Alternatives Program grant application** - The grant was submitted for the Michigan Avenue mid-block crossing as well as Grove Street non-motorized improvements as presented to City Council. Match is not required until the time of the award. Plans for Michigan Avenue mid-block crossing will be submitted in the next few weeks, and are subject to MDOT's review. Based on recent conversations, it's expected that the project estimates of approximately \$700,000 may be reduced. Staff will be approaching project partners for match commitments over the next 3-4 weeks.
- **Zoning Ordinance revisions** - Staff is working with ENP & Associates on preparing a full draft for review. Community meetings will be scheduled for May and early June. Staff will have a full schedule of meetings to make public next week.
- **Re-imagine Washtenaw Right-of-Way Study now available** - The study is now complete and ready for viewing. Staff will arrange a time to provide a presentation and coordinate adoption of the plan in conjunction with the zoning ordinance revisions.
<https://www.dropbox.com/s/iit2z9ne7dpp7q/ReImagine%20Corridor%20Improvement%20Study%204-28-14.pdf>
- **Crossing on Washtenaw by Dominoes and EMU** - Part of the Re-imagine Washtenaw study is review of existing and proposed pedestrian crossings along Washtenaw, as it is notoriously difficult and dangerous for pedestrians to navigate. As part of the review, County and City staff requested that MDOT provide suggestions for improvements of this existing crossing – either through lighting/signage or other upgrades. MDOT's review resulted in approval of a HAWK signal – which is a full, pedestrian-activated stop of traffic to allow for safe navigation by pedestrians. Staff is working on MDOT and EMU to look at options for installation as well as upgrades from a span wire to mast arms. More information will be made available in coming weeks.
- **Family Dollar Closing update** - Legal is preparing closing documents, and closing is expected to be held within the next two weeks, followed by a pre-construction meeting and construction soon after. Staff will contact City Council related to any potential ground-breaking ceremonies to be coordinated in late May.
- **Nuisance Abatement Team** - NAT has begun a series of coordinated windshield surveys, which include the policy chief, fire chief, planning, and building. As part of the windshield surveys, information sharing occurs as well as a comprehensive follow-up list for all departments related to overall property enforcement issues. The team is breaking the city into 3 sectors for the survey, with a month between each to allow time for follow-up. The next survey will be conducted in mid-May.
- **Washtenaw County Tax foreclosures** - This year, the city has 16 tax foreclosures – two vacant lots, 12 residential structures and 2 commercial properties. Both 15 S. Washington (Smith Furniture) and 908 Congress (Little Red Party store) will be in the foreclosure auction. The City and Washtenaw County Treasurer's Office will once again host a tax foreclosure open house – tentatively scheduled for Saturday, June 21, 2014. Staff continues to work on assessments of the properties, and should have the list of properties that will be open that day in the next few weeks. More information will be available by Mid-May.

- Redevelopment Ready Recertification – Capital Improvements Plan**
 Staff is continuing work on requirements for recertification. Most notably, MEDC is helping to share cost for the development of a state-required 6 year Capital Improvement Plan. The process is expected to begin on the staff level in Mid-May. Council will be engaged in the process during the summer months.

POLICE DEPARTMENT

- Activity Report:**
 Statistics for the current period reflected by the past three months are as follows.

| April | March | February |
|--------------------------|-------------------------|--------------------------|
| 1,418 Calls for Service | 1,423 Calls for Service | 1,237 Calls for Service |
| 125 Arrests | 119 Arrests | 133 Arrests |
| 351 Tickets Issued | 355 Tickets Issued | 282 Tickets Issued |
| 554 Case Reports Written | 607 Tickets Issued | 614 Case Reports Written |

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

Probationary Officers Anderson and Harrison are on solo patrol and performing very well. Officer Bergland has also moved out of the daily observation phase and is assigned to solo patrol. Officer Peterson continues in the Field Training Program and is scheduled to be certified for solo patrol on or about May 5th.

The applications for the position of Deputy Chief have been reviewed and several more candidates have been interviewed. A final determination is pending.

Three candidates have been given conditional offers of employment and are in the final phase of testing. It is expected that they will start Field Training by mid to late May. A fourth candidate is currently in the background investigation phase.