



**Memorandum**

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: May 29, 2015

Subject: Council Information Letter

**City Manager's Office**

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

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

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

Abandoned Vehicles	0
Animal Control	0
Board Ups	0
Criminal Activity (Non Emergency)	3
Graffiti	0
Dangerous Buildings	0
Noise Complaints	3
Park Maintenance	0
Parking Complaints	0
Public Facilities	2
Rental Housing	0
Snow Removal (Sidewalks)	0
Sidewalk	2
Street Conditions	4
Streetlights	0
Trash Pick Up	0
Trash/Litter	1
Weeds	1
<b>Total</b>	<b>16</b>

**13 Closed**  
 **1 In Progress**  
 **2 Open**

## City Clerk/Treasurer's Office

- The Clerk Department will begin sending outstanding AHB violations out for lien.
- The Clerk Department has recently repaired all ballot tabulators for future elections.
- On June 2<sup>nd</sup>, all polling locations will undertake a polling place accessibility analysis.
- The Clerk and Treasurer Department is preparing to transition to new parking software.

## Department of Public Services

- LED Conversions. I have received the DTE agreement to install an LED cobra head light for the parking spaces located between Parkridge Community Center and the Public Housing Commission Office Building. DPS yard exterior lights have been installed; the test light for the Riverside park trail lights and an exterior light at Parkridge Community Center will be installed soon.
- Sidewalk Ramp Replacement Program. Staff will issue an RFP for Sidewalk Ramp Replacement Program next month for the \$50,000 allocated in CDBG funds.
- Pavement Maintenance. Carr's Outdoor has completed crack sealing streets in Area One, from Bellevue to Cornell, between College Place and Washtenaw Ave. Also, W. Cross from Mansfield to Washtenaw Ave., Elbridge, Anne and Lowell Streets. \$54,000 was expended from local and major pavement maintenance accounts.
- CDBG. The 2010, 2011, 2012 CDBG Facilities Improvement Project for Ypsilanti the Senior Center Kitchen Renovation and Electrical Upgrade Project is at substantial completion. A walk through was conducted on Wednesday, May 27 and a punch list was created.
- Tot Lots. Play equipment selections been made Hefley and Mattingly Tot Lots Hefley and Mattingly Tot Lots, the equipment will be identical to the play equipment that has been installed in the Charles Street Tot Lot for and will be ordered when the CDBG funds are made available.
- CDBG. Will begin its environmental reviews of the projects areas soon. Staff will be bringing an agreement between the City and CDBG to Council for approval to secure CDBG funds for the playground improvements after successful environmental reviews are completed.
- Solar Projects. The installation of the solar array for Ypsilanti Senior Center has been completed. The next solar project will be at the DPS yard. The electrical work has begun at the DPS yard.
- N. Prospect PRIP Project. This project is underway. The storm water improvements were completed May 28, 2015. The road crew will be in Monday, June 1<sup>st</sup>, to start the installing edge drain and begin the subgrade improvements. This project is on schedule.
- Adams Street Reconstruction Project. MDOT bid letting is scheduled for June 5<sup>th</sup>. The project is

scheduled to start on July 6<sup>th</sup> with completion by November 15<sup>th</sup>.

- **DPS Truck Port.** The DPS truck port construction should be completed within two weeks, weather permitting.
- **Street Sweeping.** The first round of sweeping all city streets has been completed.
- **Michigan Ave.** The MDOT resurfacing project is slated for the 2015 construction season. The project limits will be just east of the Michigan Ave. Bridge and going east to the Wayne County border on Michigan Avenue. The project will include a mill and overlay with ADA ramps replacement at River Street, Park Street and Groove Road.
- **Penn Park.** Met with Cristi and Lou from WCC Construction Institute and discussed the project scope and schedule. Cost estimates for this project are being generated.
- **Michigan Avenue Signal Upgrade Project.** All of the necessary grading permits and construction easements have been acquired for this project. This project is expected to start sometime after July 6<sup>th</sup>, 2015.

## Economic & Community Development

Action Item	Status	Update	Misc
<b>Blight Elimination Grant</b>	Due to State Land Bank 6/1/15	Grant application has been prepared. Proposed demolition maps are attached. The areas being proposed are the Parkridge neighborhood and the former Boys and Girls club. These areas best meet the guidelines of the grant proposal.	
<b>23 N. Washington – Former Club Devine</b>	On-hold	Staff has been working with potential purchasers for this property to redevelop the property with mixed-use, commercial (restaurant) and housing. Project has stalled due to funding moratoriums with State sources.	
<b>MEDC/Pure Michigan</b>	In-Progress	Proposals within the State Legislature are being proposed to cut Community Revialtization Programs (CRP) and redirect funds to street projects. CRP funds are a major incentive for development used by local communities to incentivize desirable projects that add to the local tax base and create jobs within the community.	MML will create resolution to be used by municipalities.  Community lobbyist was asked to follow closely on City's behalf.

		<p>MEDC provides loans and up to \$1million grants to these types of projects. Staff is following the proposal and will be asking Council to sign a resolution supporting the CRP program as a vital community reinvestment tool for Economic Development.</p>
<b>Ypsilanti CVB</b>	In-Progress	<p>Staff has had several discussions with the Ypsilanti CVB regarding how they can broaden their scope and assist with Economic Development Activities in the City. Staff will be supporting the Ypsilanti CVB remaining independent and not being merged to Ann Arbor CVB by Washtenaw County.</p>
<b>UMCU/EMUCU</b>	Waiting Response	<p>Staff has had several contacts with UMCU/EMUCU and developing a downtown location. Information has been provided.</p>
<b>Herman and Kittle/Riverwalk Apartments</b>	In-process	<p>Additional engineering designs have been provided and are be reviewed by OHM and Mid-Western Consulting. The plans are being reviewed for continuity with future development. Herman and Kittle are preparing final cost estimates for reimbursement through the Brownfield program. A meeting with state officials is anticipated sometime in June.</p>
<b>B2B Trail and Bridge Projects</b>	On-going	<p>Staff has been working with Mannik and Smith to arrange a meeting with all stakeholders including grantees to lay out options for grant funds and ways to cover expenditures for projects.</p>
<b>Water Street</b>	On-going	<p>Staff has had several meetings with stakeholders concerning possible developments and collaborations with properties on Water Street.</p>
<b>WCC/Youthbuild</b>	In-Process	<p>Washtenaw Community College is seeking a Youthbuild Grant to create an at-risk trade/GED program. The participants would</p>

		get hands-on trade experience with GED instruction. They have asked the City to consider donating a vacant house for their students to demolish and rebuild for sale. The program benefits at-risk youth, the community college, and the City. Further information will be provided upon receipt of grant funding.
<b>Ypsilanti Historic District</b>	In-Progress	Planning staff with the HDC Intern are working to update HDC materials on the website and create a flyer to be distributed to Realtors to share with new homebuyers in the Historic District. The materials will be brought to the HDC for input in the coming 2 months.
<b>Economic Development Communications</b>	In-Process	The Community and Economic Development Departments are exploring new ways to communicate and engage with residents primarily through social media. Plans will be developed in the coming months.
<b>908 Congress Adaptive Reuse PUD</b>	In Progress	The Planning Commission will be reviewing an application for an adaptive reuse planned unit development at 908 Congress, formerly the Little Red Store. This property was featured in the 2014 Tax Foreclosure Open House; the applicant bought it and is now applying to open a café.

## Fire Department

- **Activity Report:**
- The following are the statistics for the current period reflected by the past three months.

March	April	May
53 Fire Calls	48 Fire Calls	49 Fire Calls
119 EMS Calls	89 EMS Calls	93 EMS Calls
102 Inspections	29 Inspections	50 Inspections
2 Non-emergency	9 Non-emergency	12 Non-emergency

- **Automatic Mutual Aid Statistic:**

Date	Address	Jurisdiction	Dispatched for
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 multi 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
4/20/2015	8884 Nottingham	YTFD	House Fire
4/23/2015	209 Holmes Rd.	YFTD	House Fire
4/28/2015	5566 New Meadow	YTFD	House Fire
5/3/2015	657 Villa Dr.	YTFD	Apartment Fire
5/5/2015	2881 International Dr.	YTFD	Apartment Fire
5/5/2015	7478 Textile Rd.	YTFD	House Fire
5/5/2015	6256 Creekside Cir.	YTFD	House Fire
5/14/2015	1978 Chevrolet	YTFD	House Fire
5/15/2015	3101 Andora	STFD	House Fire
5/19/2015	3110 S. Grove St.	YTFD	Building Fire

Facilities:

Six contractors came to the pre-bid meeting for the Fire Department roof renovation project. Contractors have until June 2<sup>nd</sup> to submit bids.

## Fiscal Services

- Compiled and presented to Council the Motor Pool Fund's schedule of equipment replacement, rental revenues, expenditures, and changes in fund balances through FY 2019-20
- Prepared the Finance Department's budget in power point and presented to Council.
- Prepared line-by-line budget cuts by funds for FY 2014-15 & FY 2015-16, and list of possible revenue sources and additional expenditures' reduction for Council budget work session on June 2<sup>nd</sup>.

## Human Resources

Activities that occurred in May:

### **New Hires/Separations/Status Changes:**

- Abdiaziz Ali is our newest Police Officer who was hired on May 4, 2015.
- We have been hiring new and returning staff for Rutherford Pool

### **Employees Off From /Returned to Work:**

- Fire Department - Two are on light duty
- Police Department – Two are on FMLA
- Department of Public Services – One on FMLA  
One on Workers' Compensation
- Clerk/Treasurer's Office - One on FMLA

### **Current Job Postings:**

The following jobs have been posted:

- Police Officer
- Associate Planner
- Finance Generalist – Part-Time
- Temporary Laborers

### **Miscellaneous:**

- Arrangements have been made to have our employees utilize a new Occupational Health Care Provider called Michigan Urgent Care.
- Held the election for representatives at the MERS Conference in October. James Jackson, our Ordinance Officer, will represent the City and Anthony Bostic will be the Alternate.
- City Hall employees received Hazardous Chemical Training on 5/27/2015.

## Police Department

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 4 days left in May:

March	April	May
1234 Calls for Service	1332 Calls for Service	1025 Calls for Service
157 Arrests	192 Arrests	131 Arrests
238 Tickets Issued	207 Tickets issued	121 Tickets issued
298 Case Reports Written	353 Case Reports Written	294 Case Reports Written

- Officer Porter has completed the Field Training Program and is on solo patrol. Officer Green's performance continues to improve and it is expected that she will be certified for solo patrol in June. Officer Ali is still in the first phase of the FTO Program and is performing to expectations. Applications are still being reviewed and interviews are anticipated in early June to attempt to fill the 31<sup>st</sup> officer position.
- The Ypsilanti Police Department Honor Guard update. Last year several officers made the proposal to start an Honor Guard unit. Approval was granted with the conditions that the City would not fund the project. Through donations and fundraising efforts, the costs of all uniforms, equipment and training have been covered. The unit will be attending the Honor Guard School in June.
- On May 21<sup>st</sup> Lieutenant Szymankiewicz, Sergeant Yuhas and Officers Murphy and Rose Anderson were awarded Certificates of Merit from the Canton Township Police Department for their apprehension of suspects involved in a Home Invasion/Fleeing and Eluding that occurred in their jurisdiction.
- On May 15<sup>th</sup> the annual Police Memorial Ceremony was conducted at the Washtenaw 100 Park. The event was co-hosted by YPD and the Ann Arbor Veterans Hospital Police Department.
- In partnership with CVS, the YPD has started a program for the collection of unwanted or expired drugs. There is a receptacle in the lobby of the Police Department for this purpose. A presentation was made at the May 19<sup>th</sup> City Council Meeting and was followed up with a press release.
- Notification has been received that the Washtenaw County ID Project will start on June 1<sup>st</sup>. Police Personnel have been advised on this issue and will consider the ID as valid unless other circumstances prove otherwise.
- After months of planning and organization the first S.A.L.T. (Seniors and Law Enforcement Together) Council will begin on June 11<sup>th</sup>. This is a group dedicated to making Washtenaw County a safer place for older adults. This first meeting will take place at the Townsley Health Bldg at St Joseph's Hospital Campus from 10 am to 11:30am.