



Memorandum

To: Mayor Schreiber and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: July 26, 2013

Subject: Council Information Letter

*CITY MANAGER

Action & Request Center Report:

Following is an update of the Action Center support tickets. Since the last CIL, 45 support tickets new were opened. Of the 45:

- ✓ 20 Closed
- ✓ 14 In Progress
- ✓ 11 Open

DDA Move into City Hall

The lease agreement between the DDA and the City of Ypsilanti is moving forward quickly. We are still aiming for a move-in date of September 2, 2013.

43rd Annual ICSA Idea Exchange

On Thursday, July 17, 2013, Teresa Gillotti and I participated in the above referenced event. The purpose of this event is to connect cities and developers and businesses looking to expand in this area. Ypsilanti had a table at this event and it was well received. We did make some contacts with several businesses that were specifically looking for locations within the City of Ypsilanti.

HUMAN RESOURCES DEPARTMENT -

New Hires/Separations:

One of our DPS workers resigned, effective July 26, 2013. The Equipment Operator position is posted internally at the moment.

Negotiations:

AFSCME Contract was approved by Council. HR is preparing the Contract to go to the printers. We met with the Fire Department on Friday, July 12, 2013. No progress was made. However, we are scheduled to meet again on Friday, July 26th.

Miscellaneous:

So far, HR has received over 100 applications for the Police Officer positions we have open. We are currently reviewing those applications. Letters went out to all retirees for the presentation of the Medicare Advantage Plan. The first meeting will be held on Wednesday, July 24th at 10:00 a.m. in the Council Chambers at City Hall. The next meeting will be on August 8th at 6:00 p.m. in order to accommodate those retirees who may still be working.

PLANNING DEPARTMENT

EMU Live Ypsi program - Year one pilot complete!

As you know, EMU coordinates this program with financial support from Washtenaw County's Eastern Leaders' Group. The first round of funding has been spent and nine houses have been purchased in the City by EMU faculty and staff. There is funding for Round 2, which has already started. Below is a chronological list of purchases from Round 1 as provided by Leigh Greden of EMU.

1. McTague, Tricia (Assis. Professor, Sociology), 1212 Grant. Closed 6/29/12
2. Scoville, Michael (Assis. Professor, History & Philosophy), 1327 Collegewood. Closed 7/30/12
3. Eisenbach, Jamin (Professor, Biology), 1312 Kingwood. Closed 8/22/12
4. Cornett, Andrew (Ass. Professor, Health Promotion), 202 N. Wallace. Closed 9/27/12
5. Norris, Robert (Ass. Coach, Athletics), 1518 Gregory. Closed 12/12/12
6. Jones, Russell (Ass. Professor, History & Philosophy), 1616 Gregory. Closed 5/16/13
7. Torok, Amber (Assistant, Library), 180 N. Mansfield. Closed 6/12/13
8. Yesko, Emily (Grant Accountant, Finance), 845 Courtland. Closed 6/14/13
9. Luyendyk, Erin (Testing Coordinator, ESL Program), 310 N. Wallace. Closed 7/12/13

Parks and Recreation 5 year master plan draft

The Recreation Commission has approved that the draft parks and recreation plan be released to adjacent communities this week. After it is posted on the city website, staff will send a link to council for your perusal. Please note that a full presentation of the five year plan will come before council for a public hearing and approval in September. Any comments or questions can be directed at Teresa Gillotti tgillotti@cityofypsilanti.com or Bonnie Wessler wesslerb@cityofypsilanti.com

Hertz on demand car sharing update

Two spaces in the Washington Street parking lot have been designated for this service. Signs are in and are expected to be installed, with cars ready in their spaces by early August.

Water Street historic signage

The MotorCities signs designed and research to share the automotive history of businesses formerly located in the Water Street area have been completed and will be picked up and installed in coming weeks. They are intended to be located along the Michigan Avenue frontage near the "trail head" on the west side of the property. The installation of these signs meets a SHPO requirement of the City's MOU that previously allowed for the demolition of the remaining structures in 2010.

CLERK'S OFFICE

Interviews

Interviews for the City Clerk Intern position were conducted on Thursday, July 18, 2013. A candidate was selected and he started on Wednesday, July 24th.

We recently hired a Deputy City Clerk I to take Sylvonna Reed's place. Nicole Whetstone Sumpter previously was laid off from the City Treasurer's Office and was glad to have the opportunity to come back and work for the City.

***POLICE DEPARTMENT**

Activity Report

Statistics for the current period reflected by the past three months with 7 days left in July:

| <u>July Reporting Period</u> | <u>June Reporting Period</u> | <u>May Reporting Period</u> |
|------------------------------|------------------------------|-----------------------------|
| 1347 Calls for Service | 1312 Calls for Service | 1818 Calls for Service |
| 136 Arrests | 130 Arrests | 166 Arrests |
| 247 Tickets Issued | 268 Tickets Issued | 381 Tickets Issued |
| 279 Case Reports Written | 274 Case Reports Written | 329 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.

Community Policing

Officers continue to participate in neighborhood association meetings and CoPAC meetings when time and resources allow. Chief Walker attended the CoPAC meeting yesterday, July 23, 2013 and it was decided that CoPAC will sponsor an Open House for the Police Department, Saturday October 5, 2013 from 11am to 1pm. This is good for the community and Police Department.

Crosswalk Signs

The City Manager's office has received a number of inquiries from businesses in Depot Town and city officials about utilizing pedestrian crosswalk stop signs.

Ypsilanti Calls for Service Valid Alarms

During the discussion of the new fee schedule, several questions were asked about the number of false alarms that were responded to by the Police Department. Lt. Gress and Police Department staff researched this issue and provided the attached report. The report indicates that the Police Department responds to approximately 750 alarms per year and on average, between 3% and 4% of them turn into actual calls for service or require follow-up.

DEPARTMENT OF PUBLIC SERVICES

Rutherford Pool Project

The construction began on June 26th with mobilization and soil erosion measures put in place. Demolition including the removal of the existing pool shell and pool deck is complete. The first progress meeting was held on Tuesday, July 9th. Grading and excavating of the site continues. FORP will choose the tile color for the trim and lap lanes. A minor adjustment to the pool grade has been proposed and is in the review process. The house test of the sub-grade tested well above the minimum 2500 psi. The first pay estimate was submitted by Baruzzini and has been reviewed by Kadushin and City staff. The pay estimate has been submitted to CMO and finance for payment approval.

Sidewalk Ramp Replacement Program

The 2013 Sidewalk Ramp Replacement Program began Wednesday, June 4th with the installation of ramps at the north quadrant of Lincoln and North Streets. Ramp replacement will continue on Tuesday, August 6th at Babbit and River Street.

Energy Revolving Loan Fund

Staff is waiting for the Cree conversion kits to become available to purchase. When they become available, our intention is to order a couple of the retro-fit kits and install them for comments and review from city staff. There is the potential to save thousands of dollars if these retro-fit kits meet our needs. With the potential savings, we may be able to convert the YPD/YFD and city hall parking lot lights to LEDs.

Street Capital Improvement Project

The Grove Road Project started on July 9th. Concrete removal is complete. The storm water conveyance system upgrades are under way. Upon completion of the storm water upgrade, installation of the edge drain will begin. Upon completion of the edge drain installation, preparation of the south side of the road for curb installation will commence.

Transportation Asset Management

With assistance from OHM, City staff will conduct a Paser Rating of all city streets. Paser rating of local streets began on Wednesday, July 10th and is complete. City staff, along with OHM staff, is working to put together an asset management plan that will include recommendations for preventative maintenance and prioritize streets for maintenance or reconstruction. A workshop will be scheduled with city council (August 13th) to understand council's priorities and to develop short and long term plans.

Prospect St

Several members of City Council have requested that city staff solicit a proposal from OHM to create detailed plans and specifications for the reconstruction of Prospect St between Cross and Holmes. I have requested OHM to break this project into two phases; the first will be to have OHM investigate various different options as to how the reconstruction of this section of Prospect can be accomplished. Secondly, after that work is complete and the options and associated costs are provided, City staff will review these options and recommend the most cost effective to city council. City Council will then direct OHM to develop plans and specifications for council's preferred option.

FIRE DEPARTMENT

A blood drive was sponsored by the Fire Department on Friday, June 28, 2013 and was very successful. The Fire Department responded to 186 emergency calls and 51 non-emergency requests in the month of June. A contract was ratified between the Ypsilanti Fire Department and the City for Fire Marshal services on an as-needed basis. Cost recovery for inspections by the Fire Department totaled \$2,726.00.

FINANCE DEPARTMENT

Due to the proposed relocation of the DDA Offices to the current Assessor's Office in September, the Finance Department has put in many hours to move files to Iron Mountain and also clean-up of storage rooms on the 2nd and 3rd floor.

Marilou Uy, Finance Director has been working with Bond Counsel, Financial Consultant, Underwriter, Rating Agency, Official Statement Printer, Transfer Agent, and Bond Insurance Agency on providing and verifying data for the 2013 Water and Sewer Refunding Bonds. Bonds were sold on 6/18/2013 and bond closing is scheduled on 8/1/2013 with a savings of \$670,000 to the City. We thank Ms. Uy for all the extra time and effort she has given to make this happen since this was a huge undertaking on her part.

RAL/ns

* Attachment



City of Ypsilanti

Police Department

To : Chief Walker

From : Lt. Gress

Date : 7/16/13

Ypsilanti Police Calls for Service (VALID ALARMS)

| CLEMIS CODE | TYPE OF ALARM | 2010 | 2011 | 2012 | 2013 YTD |
|-------------------|---------------|--|--|--|--|
| C3902 | BURGLARY | 453 (10) | 604 (16) | 531 (30) | 408 (12) |
| C3904 | OPEN | 182 (5) | 16 (2) | 30 (1) | 13 (1) |
| C3906 | ROBBERY | 2 (0) | 4 (0) | 9 (0) | 3 (0) |
| C3907 | PANIC | 77 (1) | 167 (4) | 168 (3) | 102 (3) |
| C3908 | MEDICAL | 0 | 0 | 0 | 0 |
| C3910 | VEHICLE | 1 (0) | 5 (0) | 2 (0) | 2 (0) |
| | | | | | |
| TOTAL | | 716 (16) 2.2% | 796 (22) 2.7% | 740 (34) 4.5% | 428 (16) 3.7% |
| AVG 3.5 YR | 760 | | | | |