



**Memorandum**

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: July 30, 2015

Subject: Council Information Letter

**City Manager's Office**

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

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

- ✓ 19 online support tickets were opened since the last CIL (June 26, 2015)

Assessing	1
Animal Control	2
Board Ups	1
Criminal Activity (Non Emergency)	1
Graffiti	0
Dangerous Buildings	0
Dumping	0
Noise Complaints	1
Other violations	0
Park Maintenance	1
Parking Complaints	0
Rental Housing	1
Sidewalks	1
Street Conditions	5
Streetlights	1
Trash Pick Up	1
Weeds	3
Zoning Violations	0
<b>Total</b>	<b>19</b>

**10 Closed**  
 **2 In Progress**  
 **7 Open**

- I participated in the Stop the Violence Rally, on Saturday, July 18, 2015. I have also participated in almost all the community meetings and press conferences that have followed. Additionally, I have worked closely with the Police Chief and Command Officers to make sure City Council is fully apprised of what actions the Police Department is taking as a result of the Keandre Duff homicide and the rise of youth gang activity in and around Ypsilanti.
- Made contact with the Family Dollar District Manager – explained the concerns the City Council and Administration have about maintenance of their property on Water St. There have been some improvements made but I expect to see more in the upcoming week when a new full-time store manager is appointed.
- I have spent a lot of time working to finalize the agreement with the County Parks & Recreation Park staff regarding the East Side Recreation Center to be located on Water St.
- I have also been spending a lot of time trying to resolve issues with DTE in order for a number of projects to move forward successfully.
- I have been supporting Beth Ernat's efforts to get the construction of the Border-to-Border Trail and Heritage Bridge projects underway.
- The City was informed by SEMCOG officials that our TAP grant for the Michigan Mid-Block Crossing and Grove Road B2B Trail project was reduced from approximately \$560,000 to a little under \$200,000. This is obviously not acceptable to the City and I have spent time negotiating with SEMCOG officials to restore a portion of the money that was reduced.
- Met with Bay Logistics officials to help resolve issues between them and the City.
- Continue to work on securing additional developers interested in investing in Ypsilanti.
- I am actively supporting Beth Ernat's efforts with regard to moving the Herman & Kittle project to closing.

## City Clerk/Treasurer's Office

- In July, the County Board of Commissioners authorized a November 4, 2015 Special Election for a roads millage, renewal of the 800 MHz and possibly other issues. A resolution regarding ballot language will go before County Commissioners on Wednesday, August 5<sup>th</sup>. Ballot language is due to the County Clerk's Office by August 12<sup>th</sup>. The Clerk's Office is awaiting news if the approval will be rescinded or if the election will proceed.
- Summer tax payments are due by September 14, 2015.

## Department of Public Services

- LED Conversions. An LED cobra head light for the parking spaces located between Parkridge Community Center and the Public Housing Commission Office Building has been installed. DPS yard exterior lights have been installed; the test light for the Riverside park trail lights and an exterior light at Parkridge Community Center to be installed are scheduled to be completed by July 31, 2015.
- Sidewalk Ramp Replacement Program. One bid was received and opened on July 23, 2015 at 2:00 pm. I think the number of bids were due to the small quantity of work (5,000 sq. ft.) The contract award is on the August 4, 2015 council meeting. Work should commence the second or third week of August 2015.

- Pavement Maintenance. Highway Maintenance and Construction, Co. will be brought in for another round of spray patching this season in various locations within the City.
- CDBG. The 2010, 2011 and 2012 CDBG Facilities Improvement Project for Ypsilanti Senior Center Kitchen Renovation and Electrical Upgrade Project is completed. Payment to the contractor is being processed. Once the payment has been made, the paperwork for reimbursement will be submitted to CDBG.
- Tot Lots. Play equipment selections been made for the Hefley and Mattingly Tot Lots. The equipment will be identical to the play equipment that has been installed in the Charles Street Tot Lot and will be ordered when the CDBG funds are made available. CDBG will begin its environmental reviews of the project 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. We are still waiting for the CDBG agreement from the County.
- Solar Projects. The installation of the solar array for at the DPS yard (truck port roof) has been completed and the system is functioning.
- PRIP Project. See attached update from OHM.
- Adams Street Reconstruction Project. See attached update from OHM.
- DPS Truck Port. The DPS truck port construction is completed. Staff is awaiting the final inspection.
- Sweeping Containment and Dumpster Pad. The structures have been installed and the pad area has been rough graded. The installation of the concrete pad has been delayed.
- Street Sweeping. The second round of sweeping all city streets is ongoing.
- Michigan Avenue. See attached update from OHM.
- 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. This project is expected to start sometime in spring of 2016.

## Depart of Community and Economic Development

Action Item	Status	Update	Misc.
<b>Blight Elimination Grant</b>	Awarded	The City of Ypsilanti was awarded the maximum of \$250,000 for the demolition of seven residential parcels and one commercial parcel. Environmental reviews must be completed prior to bidding demolition work. A bid for environmental reviews is due August 6 <sup>th</sup> .	
<b>23 N. Washington – Former Club Devine</b>	On-hold	The property has been purchased. No development plans have been proposed at this time.	
<b>Ypsilanti CVB</b>	In-Progress	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.	The County Board is scheduled to make a decision at

		Staff will be supporting the Ypsilanti CVB remaining independent and not being merged to Ann Arbor CVB by Washtenaw County.	their August meeting. Over 100 people attended the July meeting to speak in favor of the Ypsilanti CVB. Others spoke in favor of the merger. Support is needed.
<b>UMCU/EMUCU</b>	Waiting Response	Staff has had several contacts with UMCU/EMUCU and developing a downtown location. Information has been provided.	No Change
<b>Herman and Kittle/Riverwalk Apartments</b>	In-progress	Alternate plans are being created and will be brought to the City Council to address additional MSHDA requirements on the site.  Staff has been working with consultants to finalize due care plans, brownfield plan and reimbursement schedules.	The environmental work has been substantial and the new site plans will require work with planning and engineering.
<b>B2B Trail and Bridge Projects</b>	On-going	Fisher Construction has been onsite doing field prep. They will be starting brush clearing and prep on the trail as soon as August 3 <sup>rd</sup> .  A groundbreaking event is scheduled for August 20 <sup>th</sup> . All are invited. State Representative David Rutledge will be on-site to help celebrate the construction.	
<b>WCC/Youthbuild</b>	Waiting for Response	Washtenaw Community College is seeking a Youthbuild Grant to create an at-risk trade/GED program. The participants would get hands-on trade experience with GED instruction. They have asked the City to consider donating a vacant house for their	Waiting for response on grant funding.

		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>Economic Development Communications</b>	In-Progress	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.	Staff is planning to start on-line interactions in the Fall.
<b>Towner Street Rezoning</b>	In-Progress	Planning Commission has recommended approval for rezoning of Towner Street. The rezoning will create consistency within the area and match the Master Plan zoning designations.	Scheduled for council 8/14.
<b>6-Month Review: Zoning Ordinance</b>	In-Progress	Planning staff is preparing several amendments to the Zoning Ordinance as part of the 6-month review.	Scheduled for Planning Commission in September.
<b>Project Management Software</b>	Started	Building and Planning staff have been investigating implementing project management software that is available as a module from our Assessing and Inspection software provider BS&A. The project management module would allow for electronic tracking of projects and would also allow anyone with access to the software to access the database.	On-going
<b>ICSC</b>	Completed	The Director of Economic Development and Mayor Edmonds attended the International Council of Shopping Centers Midwest Michigan Event on July 23 <sup>rd</sup> . The event is attended by municipalities, developers, and real estate professionals nationwide.	

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<b>16 N. Washington</b>	In-progress	<p>The City had a booth at the Showcase event to market the Water Street parcels. Several contacts were made with downtown developers and others within the real estate business. Follow-up contacts and conversations have been begun.</p> <p>Dangerous building inspections began in September, 2014 via search warrant. Critical safety violations have been resolved. Owner was informed that since the business is not operating, and no formal application has been made, all contents must be removed from the building because it cannot be used for storage. All non-restaurant items were removed and owner filed a business application on 3/18/2015. Owner was informed that he has six months from the date of the application to open or it would be cancelled and he would be issued a ticket for violation of the zoning ordinance. Deadline date is 9/14/15. Owner was sent a notice on 6/5/15 reminding him that his deadline is 9/14/15 and no extensions would be granted.</p>
<b>Smith Building</b>	In-progress	<p>Monthly dangerous building inspections continue to take place.</p> <p>A demo permit was issued for removal of the roof decking on 3/10/15. A building permit was issued for installation of new steel roof decking on 5/19/15. A permit application was submitted for rubber roof installation on 6/4/15 with HDC approval. Permit issuance for the rubber roof is awaiting a final report from their engineer on the steel decking installation. Installation can begin when we receive the engineering final report.</p>

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<b>Thompson Block</b>	In-progress	Plans received final approval on 7/16/15, balance of the fees was paid (7/22/15) and permit has been issued.  Work Description: Structural reconstruction of building core shell including reconstruction of masonry bearing walls, floor, roof framing, underpinning foundations, new stair and elevator shafts, underpin foundations, our floor slabs, erect steel columns & beams, and install new 60MIL PVC roofing over R20 insulation. Per approved plans.	
<b>Arm of Honor Fraternity House - 602 Emmett</b>	In-progress	The property has been purchased by a builder. The owner is working to get the property cleaned up and has submitted rehabilitation permits.	
<b>Big Boy – Ecorse</b>	Completed	Demolition of the former Big Boy site is completed. Staff is awaiting site plans for site improvement.	
<b>Capital Improvement Plan</b>	In-progress	Research for the CIP has been finalized and the document is being prepared for Council approval.	Once Council has approved the CIP, Ypsilanti will secure its Redevelopment Ready Community designation from MEDC.
<b>UofM Intern Program</b>	In-progress	Planning staff met with program coordinators from the Taubman Center regarding the creation of a formal Planning Internship with U of M. Staff will be meeting with EMU to create a similar program	
<b>Target Market Analysis</b>	In-progress	Staff met with representatives from Land Use USA to complete the site visits for the Target Market Analysis being done through MSHDA.	Analysis is 80% complete. Should be provided to communities within next 90 days.

<b>Freighthouse Updates</b>	In-Progress	Bids were received this week for renovations to the Freighthouse. Bids will be reviewed by the lead architect in the next two weeks.	An MOU is being reviewed by the FOYF and should be brought to Council in the near future.
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## Fire Department

- Activity Report:**

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

May	June	July 1 July 28, 2015
62 Fire Calls	61 Fire Calls	42 Fire Calls
122 EMS Calls	72 EMS Calls	115 EMS Calls
50 Inspections	65 Inspections	68 Inspections
12 Non-emergency	7 Non-emergency	15 Non-emergency

- Automatic and Mutual Aid Statistics**

Date	Address	Jurisdiction	Dispatched for
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
6/1/2015	1380 Elmwood	YTFD	House Fire
6/2/2015	760 Fox	YTFD	House Fire
6/4/2015	187 Russell Blvd	YTFD	Building Fire
6/5/2015	3725 Palisades Blvd	PTFD	House Fire

6/13/2015	721 Green Rd	YFD	Apartment Fire
6/13/2015	827 Jefferson	YFD	House Fire
6/24/2015	527 Emerick St	YTFD	House Fire
6/24/2015	389 Devonshire	YTFD	House Fire
6/28/2015	902 W. Michigan	YFD	Building Fire
7/2/2015	311 Jarvis St	YFD	Building Fire
7/8/2015	404 W. Forest	YFD	Building Fire
7/14/2015	330 Chidester	YFD	Building Fire
7/20/2015	717 Stanley St	YFD	Building Fire
7/23/2015	823 E. Michigan	YTFD	Building Fire
7/23/2015	54 E. Cross	YFD	Building Fire

Fire Prevention

- With the adoption of the new fee schedule, cost recovery for Certificate of Occupancy fire safety inspection will be implemented.

Job well done:

- See attached thank you letters address to Capt. Barnabo, Lt. Kouba, Lt. Hobbs, Lt. Schultz and FF. Johnson

**Fiscal Services**

- Gathered and compiled additional data to be included in the budget book Completed the GFOA Distinguished Budget Presentation Awards Program Questionnaire and Application Form
- Completed the preliminary audit on July 20 and 21<sup>st</sup>.
- Prepared supporting documents, spreadsheets, grant documents, general ledger account reconciliations, and journal entries for the actual audit
- Prepared and sent to actuaries the actuarial valuation data for the fire & police pension and for the Other Post Employment Benefit (OPEB).

**Human Resources**

Activities that occurred in June:

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

- Seylon Dudley was hired on 7/06/2015 as a Part-Time Executive Assistant for the Fire Department
- Courtney Smith resigned from the Clerk/Treasurer's Office as an intern, effective 7/10/2015
- Rachelle Montessano, resigned as the DDA Coordinator effective 7/23/2015

- Perrin Hawver was hired as a Temporary Laborer with the DPS Dept. effective 7/23/2015
- Moses Cunegin-Page was hired as a Temporary Laborer with the DPS Dept. effective 7/27/2015

**Employees Off From Work:**

- Fire Department - Two are on light duty
- Police Department – One returned from FMLA on 7/3/2015
- Department of Public Services – One returned from FMLA on 7/28/2015

**Current Job Postings:**

The following jobs are posted:

- Police Officer (3 Openings)
- City Manager/HR Intern
- Marketing Intern

**Police Department**

• **Activity Report:**

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

May	June	July
1190 Calls for Service	1212 Calls for Service	1159 Calls for Service
160 Arrests	150 Arrests	126 Arrests
124 Tickets Issued	73 Tickets issued	109 Tickets issued
353 Case Reports Written	328 Case Reports Written	284 Case Reports Written

- Officer Green is now certified for solo patrol. Officer Ali is in the third phase of the FTO Program and is performing to expectations. He is expected to be certified for solo patrol in early September. Applications are still being reviewed and interviews are scheduled for mid-August.
- We have finally received our body cams. They are out in the field on a limited basis as we evaluate the best practices and practicality of policy provisions that are being considered. We have been working with the Sheriff’s Department, Ann Arbor PD, Eastern Michigan, MACP, IACP, ACLU and MML on the many complex issues surrounding their use. All of the departments are in what we are calling the “Beta” phase and full implementation should be achieved by the end of summer. In the meantime, we are training all of our personnel on the devices and how they operate.

- The members of the Ypsilanti Honor Guard and Washtenaw County Honor Guard presented and carried the Colors in the 4<sup>th</sup> of July parade. The Honor Guard will also present the Colors at the Spirit of 45 celebrations in the City on August 14<sup>th</sup>.
- The Ypsilanti Police attended the "Interrupters" event on July 25<sup>th</sup> that was conducted in the South Side of City of Ypsilanti and West Willow in Ypsilanti Township. The event was well attended and was staffed with over 100 volunteers that went door-to-door encouraging the neighborhood to become more engaged. A follow-up to this event is a community meeting on Monday the 27<sup>th</sup> July.
- The Police Department met with "Dedicated to Making a Change" to help them organize and plan a teen event. The event is an effort to show the community that teens can gather in a peaceful way and have fun. They will be having a Glow Party at the Senior Center on August 1, 2015 at 8:00pm.
- Chief DeGiusti met with Cheyenne Turner of Washtenaw County Children Services about a program called "Project Yes." This is a mentoring program where officers can visit offenders while they are in Juvenile Detention. Some officers have shown interest in participating and we will be doing so in the near future.

ARCHITECTS. ENGINEERS. PLANNERS.



July 28, 2015

Mr. Ralph A. Lange, City Manager  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, MI 48197

RE: July Construction Project Update

Dear Mr. Lange:

Please find below a summary of active and upcoming construction projects in the City. If you need any additional information for any of these projects, please let us know.

**City Projects:**

**Prospect Road – Michigan to Holmes**

This project consists of full reconstruction from Cross to Holmes, resurfacing from Michigan to Cross, and resurfacing and concrete repair from the Grove Road intersection to the north side of the I-94 bridge.

The anticipated completion dates for the major items of work are:

- Restoration of greenbelt areas – July 31
- Traffic signal work at Cross, Oak, and Forest – August 12
- Asphalt milling (2”), Cross to Michigan and at the Grove intersection – August 14
- Asphalt paving, top (wearing) course, entire project – August 14
- Concrete repair at Grove/Tyler – August 28
- Final project completion and closeout – October

**Adams Street – Pearl to Cross**

This project consists of water main replacement and full depth reconstruction with concrete pavement.

The anticipated completion dates for the major items of work are:

- Resident notifications delivered – July 29
- Contractor mobilization and set up, street closure – August 3
- Pavement removal – August 12
- Water main installation – September 10
- Road construction – October 9
- Road open to traffic – October 14
- Final project completion – November 15

**Michigan & Prospect Intersection – Safety Grant**

This project will go out for bid this fall. Construction is scheduled to start in the spring and be completed by early summer. The small areas of existing pavement that are not replaced by either the Prospect Road project or the MDOT Michigan Avenue project will be addressed as part of this project. All four corners will be reconstructed to meet ADA requirements in addition to the signal improvements and dedicated signal phase upgrade.

**OHM Advisors**  
34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
F 734.522.6427

OHM-Advisors.com

### **Other Agency Projects**

#### **Michigan Avenue Resurfacing (MDOT) – Huron River to County Line**

This project is a resurfacing project on Michigan Avenue from the Huron River east to the County line. This project is scheduled for completion by the end of September.

#### **Michigan Avenue Water Main Replacement (YCUA) – Prospect Road to Park Street**

This project is a water main replacement project on the north side of Michigan Avenue from Prospect Road to Park Street. This project is scheduled for completion in September.

Sincerely,  
OHM Advisors  
Marcus J McNamara

cc: Stan Kirton  
Kent Early  
Aaron Berkholtz

**Max Anthouard**

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**From:** Tom Fineis <tfineis@gmail.com>  
**Sent:** Wednesday, July 22, 2015 7:35 PM  
**To:** Max Anthouard  
**Subject:** Praise for one of your crews

Chief,

I'm a medic with HVA. Yesterday (7/21 around mid day) we responded to two separate calls with the same YFD crew (we were HVA A106). I believe one of the calls was on Harriet St or Ainsworth Cir. Your crew was awesome! They were professional and went above and beyond with patient care.

I regret not getting their names or remembering a better description of the call locations, but I wanted to take a moment and recognize them for their efforts. I know how quickly bad news travels, but I try to send good news as often as I can.

I hope you are able to identify the crew based on my limited information. I look forward to responding with them in the future.

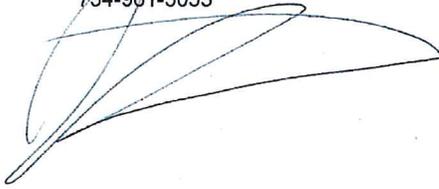
Thank you for your time,

Tom Fineis

Ypsilanti Fire Department,

My name is Joseph Jackson, I live at 203 Ferris Street. On July 22 the department responded to a 911 call that I placed. I thought I had loaded my pill box wrong and took too much of one medication or forgot and took it more than one, I was hyper-ventilating, unable to walk well and unable to talk well at all. I more than likely appeared very intoxicated. The firemen that responded were calming, kept on saying everything was going to be fine and did everything they could to communicate with me and treat me. They were courteous, engaging and had a level of professionalism that was outstanding. They took their time, looked me in the eyes and tried to keep me as calm as they could. Once HVA arrived they remained engaged and soon found out that I was not intoxicated, I thought that maybe I took too many of one medication but that was not the case. The firemen knew I could not walk, helped me to the stretcher and kept on trying to talk with me. It turned out I was having a major anxiety attack and was treated at the hospital. If these firemen ever come to work thinking they don't make a difference, please know, they made a difference to me. It speaks highly of the department's integrity and character. Thank you.

Joseph Jackson  
734-961-5053

A handwritten signature in black ink, appearing to read 'Joseph Jackson', written over the typed name and phone number.