



Memorandum

To: Mayor Schreiber and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: November 26, 2014

Subject: Council Information Letter

City Manager's Office

Action & Request Center Report:

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

- ✓ 8 online support tickets were opened since the last CIL (October 24, 2014)

Abandoned Vehicles	0	5 Closed 1 In Process 2 Open
Animal Control	0	
Board Ups	0	
Criminal Activity (Non Emergency)	1	
Graffiti	1	
Dangerous Buildings	0	
Noise Complaints	0	
Other Violations	0	
Parking Complaints	0	
Public Facilities	2	
Rental Housing	0	
Sidewalk	0	
Street Conditions	1	
Streetlights	3	
Trash Pick Up	0	
Trash/Litter	0	
Weeds	0	
Total	8	

List of coming events:

- MML Training Meeting Newly Elected Officials – December 1, 2014

City Clerk's Office

The Clerk's Department successfully administered the November 4, 2014 General Election. The election was canvassed and certified on November 17, 2014. The Department along with City Council welcomed two newcomers to City Council and two incumbents. The Department is actively working closely with City Council on the process to fill the Ward 2 Council Member vacancy. The Clerk's Office has been collecting renewal applications for Medical Marijuana Dispensaries and Grow Facilities. Current licenses will expire December 31st.

Winter 2014 tax bills will be mailed on Wednesday, November 26, 2014 and are due December 1, 2014. Tax payers have until February 14, 2015 to pay the winter tax bill without interest and penalty.

Department of Public Services

Energy Revolving Loan Fund. Staff is still waiting for a bid from Severance Electric for the removal of the multi-bulb cluster lights and the single head poles and fixtures located on N. Washington Street. Staff will also solicit a bid from Corby Electrical Services for the removal of these lights. Staff is also waiting for delivery of the LED light fixtures to replace the PCC gym lights. The LED fixtures will allow us to decrease the number of lights from 12 to 9 fixtures in the PCC Gym. Staff has ordered outdoor lights for the DPS yard to replace the existing MV and HPS fixtures. Staff has ordered a test LED fixture to convert the trail lights in Riverside Park. The fixture is 97 Watt and will replace the existing 250 Watt fixture. There are a total of 25 light fixtures slated for conversions.

Sidewalk Ramp Replacement Program. The Sidewalk Ramp Replacement project for 2014 is completed. Gary Burchwell has inspected the ramps from the program and the S. Prospect Resurfacing Project, and is in the process of completing the annual report. Pavement Maintenance Program-PK Striping has completed the striping the streets that were paved during this project.

Penn Dam. Per the dam report, I have hired a contractor to repair the north facing block wall to prevent trespassing into the power house. Work will begin next week weather permitting.

CDBG. The RFP has been revised with the recommended changes and required attachments. The RFP will be resubmitted to CDBG for final approval before posting.

2015 PRIP Prospect Road Project. Phase I, between Michigan Avenue and Grove Road has been completed. A walk through will be conducted to generate a punch item list soon.

Tot Lots. Play equipment selections have been made for 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.

Solar Projects. The installation of the solar array for Parkridge Community Center has begun with the installation of the rack completed and panel installation to follow. The solar array for the Senior Center will be the next project.

Prospect Bridge. The Prospect Bridge Rehabilitation Project punch list items have been addressed. The new weight Limits signs have been posted on Prospect Bridge and weight limits signs for the Cross Street Bridge have been ordered and will be installed upon delivery.

Tree Removals. DPS staff has completed the October tree removals.

Truck/carpports. Staff is waiting for the completion of the structural drawings by OHM. Upon receiving the drawing, they will be submitted to the Building Department for permitting.

Surplus Equipment. Attached is a list of surplus equipment. To date we have sold and collected \$195,657.50 in equipment and have traded in a Caterpillar loader in the amount of \$35,000 bringing the total to \$230,657.50. We still have several large vehicles to be sold when new equipment has been received and is in service.

Economic & Community Development

Zoning Ordinance Revisions. The Planning Commission considered changes to, and recommended approval of, the revised zoning ordinance. Planning staff made the recommended changes, prepared introductory materials for the City Council for the first reading at City Council on November 18. The second reading will be on the City Council's agenda, accompanied by information on the difference between group homes, group residences and rooming houses as well as a visual explanation of how detached accessory structures (sheds, garages, hoop houses) are proposed to be regulated.

Water Street. Midwestern Consulting is updating the legal description of the site. Planning staff has assisted in the development of additional marketing materials for Water Street.

Staffing. Staff has secured Beckett & Raeder, Inc, to help provide day-to-day planning services, up to four days per week, through January 23rd. Megan Masson-Minock will continue to provide assistance with the zoning ordinance and economic development one to two days per week through December 23rd. Bonnie Wessler has assumed the temporary title and role of full-time staff Planner II.

Capital Improvements Plan. Staff anticipates having an update for Council on the status of the Capital Improvements Plan at the December 16th meeting.

Water Street Brownfield Plan. The Water Street Brownfield Plan Review Sub-Committee met on 11//25/2014 to review the final draft of the Brownfield Plan. There were no major concerns about the plan, as presented, and therefore the plan is being forwarded to the City for City Council consideration on December 16th.

Fire Department

- Reminder to City Council to inform community residents that the smoke detector program has sixty smoke detector insulations to give away to the community residents.

Fiscal Services

Completed Projects

- Completed and submitted the City, Village, and Township Revenue Sharing Report (CVTRS) on 11/21/2014, including dashboards, graphs, assumptions, long term debts, trend analysis for Citizens Guide and for public transparency. This report is due on 12/1/2014. The report was also posted on the City's website.
- Prepared and presented to Council for adoption the comparison of three options: Hard Cap, 80%/20% of health Care Cost, and % of base pay. Recommended the option of 80% employer and 20% health care costs for Calendar year 2015.
- Prepared the Management Discussion & Analysis section of the Comprehensive Annual Financial Report (CAFR) and reviewed the audit draft.

Human Resources

New Hires/Separations/Status Changes:

- Department of Public Services – Equipment Operator – new hire
- Fire Department - Fire Fighter separated

Employees Off From /Returned to Work:

- Fire Department - Two employees on light duty
- Department of Public Services – Equipment Operator on FMLA

Current Job Postings:

The following jobs have been posted:

- Police Officer

Miscellaneous:

- Open Enrollment for Health Care Benefits is ongoing

Police Department

Activity Report:

Following are the statistics for the current period reflected by the past three months with 6 days left in November.

September	October	November
1440 Calls for Service	1414 Calls for Service	1010 Calls for Service
269 Arrests	210 Arrests	143 Arrests
234 Tickets Issued	273 Tickets issued	181 Tickets issued
413 Case Reports Written	357 Case Reports Written	266 Case Reports Written

- Officers Peterson, Bergland, Kofahl and Smith continue to perform well during their probationary period.
- Interviews were conducted and several candidates are being considered. Four of the candidates have been moved on to the Background Investigation phase of the hiring process.
- The Police Department participated in the DAY Halloween celebration at the Library Plaza. The event was very well attended and the Department provided candy, trick or treat bags and YPD balloons for the children.
- As part of our Community Outreach efforts, YPD is participating in a program at Perry School where police officers interact with the children. The first event was participating in a parade/walk with the children. We have also read stories to the children and other activities are planned i.e. arts and crafts etc. in the future. Officers spend a few hours a month at the school on the last Tuesday of the Month.
- A.L.I.C.E. Training was conducted for employees at City Hall by Lieutenant Gress and Officer Hunt. The training went very well and there were many positive comments from staff.
- The SRO Contract between the City of Ypsilanti and the YCS has been agreed upon and finalized.
- The Police Department has met with Emmanuel from Mentor 2 Youth. The Department will be participating in their Future Leaders program that meets at the Parkridge Community Center on Fridays.

Surplus Equipment

Vehicle ID #	Year	Make	\$ Amount Sold
26	2000	Crown Victoria (Administrative Vehicle)	\$1,600.00
105	2001	Dump Truck	\$10,100.00
109	2000	Sterling L7500 with 5 Yard Dump Body	\$5,800.00
111	1985	Tractor with Front Loader	\$2,580.00
112	1993	Ford Van with Lift	\$6,100.00
113	2001	Sterling L-7500 Dump Truck w/Salter	\$18,600.00
114	2001	Sterling Dump Truck	\$22,101.00
123	2002	Ford F550 with Platform Lift	\$9,100.00
130	2002	1 Ton Stake Truck	\$6,705.00
132	1980	Case 580C Backhoe	\$7,600.00
135	1997	Street Sweeper	\$14,700.00
140	1999	Ford One Ton Stake Truck	\$2,600.00
143	1999	Ford Ranger	\$2,200.00
144	2000	Ford Ranger	\$2,450.00
	2002	Dodge Dakota (Old Building Truck)	\$1,310.00
415	2002	Dodge Ram 2500	\$1,500.00
440	1980	Ford Tractor	\$1,600.00
449	2005	Grasshopper	\$1,400.00
450	1989	1 Ton Stake Truck	\$3,000.00
454	2005	Hustler Z	\$500.00
455	2005	Grasshopper Mower	\$2,152.00
484	2002	Hustler Z 72"	\$500.00
611	2007	Packer Truck Split Body	\$40,000.00
129A	1995	Caterpillar Loader with 3 Yard Bucket	\$25,000.00
		Fire Truck	\$2,600.00

Total \$ Amount of Vehicle Sales to Date \$191,798.00

Equipment Sold

Vehicle ID #	Year	Make	\$ Amount Sold
200		Tractor Drawn Rake	\$160.00
		Compressor - Eaton Rotary Screw	\$1,800.00
		Salt Spreader	\$224.50
		Pavement Roller	\$1,575.00
		Air Compressor	\$100.00

Total \$ Amount of Equipment Sales to Date \$3,859.50

Total \$ Amount Sold as Part of 2014 Fleet Reduction Program \$195,657.50

Vehicles to be Sold

Vehicle ID #	Year	Make	Notes
100	2001	Sterling L-7500 Dump Truck	Chipper box being transferred to #106
107	2003	Sterling L-7500 Dump Truck w/Salter	Keep until new dump trucks are delivered
127	2001	Sterling 8500 w/Salter	Keep until new dump trucks are delivered
150	2003	Vactor/Sewer Cleaner	Keep until later in year
453	2005	Ford F-350 Stake Truck	Keep until new truck is delivered
606	2000	Packer Truck	Keep until new truck is delivered

Equipment to be Sold

Vehicle ID #	Year	Make	Notes
		Tractor Tire Weight	Selling
		Row Boat	Selling