



Memorandum

To: Mayor Schreiber and City Council Members

From: Ralph A. Lange
Ralph A. Lange, City Manager

Date: August 29, 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, (July 26, 2013) 22 online support tickets were opened:

- ✓ 13 Closed
- ✓ 4 In Progress
- ✓ 5 Open

MiTrain Event

On August 16, 2013, the City of Ypsilanti hosted the Southeastern Michigan Conference of Governments (SEMCOG), as well as conducting a press conference and tour of the MiTrain. Speakers included: Mayor Paul Schreiber, U.S. Representative John Dingell, Executive Director Convention & Visitors Bureau, Debbie Locke Daniels, EMU President Susan Martin, Chairman of the Washtenaw County Commission Yousef Raphi, and Executive Director of SEMCOG Paul Tait.

Thank you to all the staff that was involved in helping make the event a resounding success and to the sponsors for bringing the MiTrain to Ypsilanti a reality. MDOT, SEMCOG, Ypsilanti, and Great Lakes Central Railroad representatives were all thrilled with the success of this event. Conservative estimates put total boardings around 2,500. Likely this number was much higher. We look forward to commuter rail service in Ypsilanti.

DDA Move into City Hall

The lease agreement between the DDA and the City of Ypsilanti is moving forward quickly. We are now aiming for a move-in date of on or before of September 16, 2013. This move was the result of close cooperation between the City and DDA and will ultimately be of benefit to both organizations.

Skateboard Park Update

On Monday, August 26th, City Councilmember Murdock, DPS Director Stan Kirton, Eli Stevick, skateboard representative, and myself, met at the Prospect Park Skateboard area. As a result of this meeting, it was determined that the more permanent improvements should continue. A site plan of these improvements will be provided to the city for review and formal approval. It was also learned that the City does not have to pay extra for liability insurance to cover this activity in the park. Other related aspects of this issue are continuing to be researched by City staff. Additional information required of the skateboarding group will be provided to the city by Mr. Stevick.

QVC Event

The following comments were posted as one response to the Monday, 8/26/2013 annarbor.com article on the Sunday QVC broadcast live from Riverside Park in Ypsilanti posted by a blogger that goes by the name of "Cash":

"QVC has sold a lot of things, but today they sold Ypsilanti. The shots were gorgeous! And David's comment at the end that it was his first time in Michigan but now...it will not be his last was great. He mentioned the warm, welcoming people of Ypsilanti and the wonderful people at Haabs...ending with tasting a banana cream pie from Haabs. :-) Loved the fishermen on the river throughout the show...that was lovely. Looked relaxing and peaceful. Good job Ypsi, and good job QVC.

Exactly WHERE would the city come up with the funding for a nationwide broadcast of the best of the city? PLEASE tell me.

I had told friends about the Ypsilanti broadcast and I got so many different FaceBook posts and I got emails from people out of state so impressed with Ypsilanti on the show. It looked magnificent. QVC people are marketing masters!. They are the masters of making something look good and desirable. And they did that for Ypsilanti.....for free. Included was a great video at the Firehouse Museum, interviewing the retired chief and he was great!

I got messages "your beautiful little town", "the river is gorgeous", "what a pretty little town" from out-of-staters. This kind of PR would cost hundreds of thousands if not more. It doesn't matter if you like QVC. Millions of people watch it.

Free positive vibes broadcast to millions of homes across the country for a city that so desperately needs it.....and someone complains."

The above review is what I was hoping the city would gain out of this show and experience with QVC and I believe QVC delivered.

CLERK'S OFFICE

The 2013-2014 residential parking permits are now available in the Clerk/Treasurer's office. Citizens may renew or purchase new permits effective immediately. The fee is \$11 to renew or \$22 for a new permit. Any questions please call our office at 734-483-1103.

DEPARTMENT OF PUBLIC SERVICES

Tree Removal

At the suggestion of many residents and Council members, the Department Public Services has formulated a list of trees to be removed for the remainder of 2013. To review the monthly tree removal schedule, and for additional details on the City's tree removal procedure, please visit:

<http://cityofypsilanti.com/Government/Departments/PublicServices/YpsilantisUrbanForest>

Energy Revolving Loan Fund

The Cree retro-fit kits have been installed in the fourth floor office across from the HR office in City Hall and in the women's bathroom at the DPS Administrative building. 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.

Storm Water MS4 Permit

The MS4 Permit application was submitted to the State prior to the May 1, 2013 deadline. EMU will continue to be nested with the City's permit and will cost share Storm Water Permit expenses. We have received the vortex separator for the dumpster/vactor dump pad. We will secure a bid to excavate a hole to install the structure, DPS does not have any equipment that can dig to the depth (11-12 feet) required for the installation. Once the structure is and installed the concrete dump pad and the dumpster pad will be constructed.

Sidewalk Ramp Replacement Program

The 2013 Sidewalk Ramp Replacement Program continued at Pearl and Washington.

Adopt-a-Park Program

Charles Street neighborhood has submitted an application for the Charles Street Tot lot. The application proposed to purchase a climber component from Wal-Mart, which was not commercial grade and therefore not approved by the Recreation Commission. Council amended the 2013-2014 budget to include \$12,000 for improvements to the City's tot lots. Staff will work with the appropriate adopt-a-park groups to upgrade and repair play equipment in the tot lots.

Pavement Maintenance Program

In-house crack sealing will begin when time permits. Crack sealing will be continuing in area five.

Street Capital Improvement Plan

The Grove Road Project started on July 9th. The curb on the west side of the road (lake side) was installed and the road has finally been graded for asphalt paving. The base course and the leveling course was paved. The Guard rail installation was completed on Thursday, 22nd and the west side of the road was opened for traffic on Thursday, August 22, 2013. The detour will be flip-flopped and concrete removal will begin of the east side of the street. The storm water conveyance system upgrades will be completed on the east side of the road following the concrete removal.

Park Capital Fee

City staff will provide an updated accounting of this fee at the end of the 2013 festival season.

Penn Dam

Mr. Kirton received an e-mail from Luke Trumble, P.E. from the DEQ Water Resources Division, Hydrologic Studies and Dam Safety Unit informing the City that the dam safety inspection of Peninsular Dam was scheduled for Thursday, August 29, 2013 at 2:00 pm. The city also received a proposal for a detailed condition assessment of the Peninsular Dam. Funds have been appropriated in the 2013-2014 FY Budget to conduct an in-depth study of the spillway and other areas requiring damming of the river. We anticipate this portion of the inspection to be conducted late summer during low water level season.

Transportation Asset Management

With assistance from OHM, City staff will conduct a Paser Rating of all city streets. Paser ratings of all local streets have been completed. City staff, along with OHM staff conducted a road workshop on Tuesday August 13, 2013. An asset management plan that included recommendations for preventative maintenance and prioritize streets for maintenance or reconstruction will be created.

Rutherford Pool Project

Construction began on June 26th with mobilization and soil erosion measures put in place. The pool floors were poured and completed last week. The iron workers installed the re-rod for the walls of the pool and the carpenters have installed the form for the walls. If the weather continues to cooperate, the walls may be poured this week.

FINANCE DEPARTMENT

Staff interviewed Eric Lin, a student from EMU for an internship position. He will be starting on Thursday, August 29, 2013.

During the week of August 19, 2013, we worked with Rehmann Robson, Internal Auditor, preparing and verifying the audit schedules for the upcoming audit on October, 2013.

In preparation for the EVIP FY 2014 Category 1 - Accountability and Transparency requirements, we participated in the Munetrix Webinar. Munetrix is the repository of publicly available government data that converts data in dashboards, graphs, trend analyses to be used as a guide and transparency for citizens.

FIRE DEPARTMENT

Professional Development:

Two personnel including the Chief will be taking a Fire Inspector 1 class in September.

Grants:

The fire prevention grant that was applied for in January was denied. Application for SAFER 2013 was sent Wednesday August 28.

HUMAN RESOURCES DEPARTMENT

New Hires/Separation

Semaj Ray was hired on Wednesday, July 24th, as the new City Clerk Intern. Wendy Estey has accepted the position of Records Clerk at the Police Station. She will be replacing Debbie Vance who will be retiring September 27th. Currently, Wendy is spending half days at the police station learning Debbie's job. Yuan Zhou, who has been working as an intern in the Finance Department, will be replacing Wendy. Crystal Miller has been hired on a temporary basis until a candidate is hired to replace Wendy who worked half days in the Clerk/Treasurer's Office.

Negotiations

Staff met with the IAFF Union on Friday, August 16, 2013 and it was a very productive meeting. The city and the IAFF are working to finalize a tentative agreement on which the membership can vote.

Miscellaneous

We have 20 Police Officer applicants and intend to interview some of those in the very near future. A Background Questionnaire was mailed to each of them and is due back to HR by August 23rd. Interviews will be set up soon after Labor Day.

Due to a small turnout, we re-sent letters to all retirees for the presentation of the Blue Cross Medicare Advantage Plan. This meeting was held on Monday, August 26, 2013 at 6:30 p.m. in the Council Chambers at City Hall with staff and a Blue Cross representative to answer all their questions. Approximately ten individuals attended this session.

Security cameras have been installed in the lobby entrance and the two parking lots. We are hoping this will curb damage to vehicles in our parking lot.

PLANNING DEPARTMENT

WCPRC Recreation Center update

WCPRC has hired Craig Borum and his architectural team to develop concept plans for the Recreation center that include, proposed parcel size, building location, vehicular and pedestrian access points, infrastructure plan, and plan for public amenities connected to the proposed Border to Border trail extension. An early version of this concept plan is expected by mid-September.

Heritage Bridge Project

Staff has been working with WCPRC and Mannik and Smith on the designs, costs and plans for the bridge and the mid-block crossing of Michigan Ave. Staff is looking to submit concept plans to MDOT next week for the mid-block in order to get a better feel of the approval timeline. An update will follow shortly after.

Master Plan presentation schedule : The full list of presentations is available on facebook at" <https://www.facebook.com/ShapeYpsilanti/events> It will also be available on www.shapeypsi.com by Friday, Aug. 30. The schedule is below, please feel free to share with your residents. As well, I'm happy to attend any ward or neighborhood meetings to share a short presentation and garner feedback. Thank you for your help and support!

- [Convention & Visitors' Bureau Draft Master Plan Presentation](#)
September 25 at 3:30pm
[Ann Arbor Regent Hotel & Suites in Ann Arbor, Michigan](#)
- [Business Community Draft Master Plan Presentation](#)
September 19 at 8:00am
[SPARK East in Ypsilanti, Michigan](#)
- [Historic Preservation & Neighborhoods Master Plan Draft Review](#)
September 10 at 6:00pm
Ypsilanti City Hall, 1 South Huron Street
- [EMU Community Draft Master Plan Presentation](#)
September 9 at 6:00pm
EMU Student Center, Room 310A

Hertz 24/7 Car Sharing

The signs have been put up in the Washington Street lot. Cars are expected to be delivered either late this week or early next week. The location is not yet in the online reservation system, but interested parties can register for free here: <http://www.hertz247.com/>

Freighthouse update

The Friends of the Ypsilanti Freighthouse are requesting a 6 month extension on their MOU in order to update their business plans, develop a fundraising strategy and recruit more volunteers. This extension will go before council on Sept. 3. The Section 106 application for the Freighthouse building plans and Solar panels on the roof was hand delivered to SHPO this week. A 4-6 week turnaround is expected from SHPO.

POLICE DEPARTMENT

Activity Report

Statistics for the current period reflected by the past three months with 5 days left in August are as follows:

<u>August Reporting Period</u>	<u>July Reporting Period</u>	<u>June Reporting Period</u>
1459 Calls for Service	1347 Calls for Service	1312 Calls for Service
118 Arrests	136 Arrests	130 Arrests
188 Tickets Issued	247 Tickets Issued	268 Tickets Issued
286 Case Reports Written	279 Case Reports Written	274 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.

Parking Enforcement

Parking meter revenue to date is \$14,056.94 compared to last year's revenue of \$17,899.06 for the same period.

The police department is in the process of coordinating and overhauling how parking revenue is handled and the structure of the parking department in collaboration with the building/planning department. This is a major undertaking but should benefit future ordinance enforcement and make it easier for parking revenue collection and less work and confusion for the citizens and city staff.

We are moving toward all parking citations to be paperless. No more hard-carbon copy tickets will be ordered. Tickets will be issued through the CLEMIS computerized system, which will be cost effective. The target date for implementation is set for the end of October. This will eliminate any and all work that the City Treasurer Office is responsible for and less walk in traffic for the Clerk's Office to deal with.

We will be entering into an agreement with the 14-A-2 District Court who will be taking over the payment and processing of parking tickets instead of Duncan Solutions. All parking tickets will be paid at the courthouse next to the police department instead of City Hall. Citizens who receive a ticket will be able to pay for their ticket in person, online, or U.S. mail. This should alleviate city personnel's time spent on parking citation issues and streamline the process to better serve the community and save money.

RAL/ns