



Memorandum

To: Mayor Edmonds and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: October 29, 2015

Subject: Council Information Letter

City Manager's Office

October 2015 Action & Request Center Report:

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

- ✓ 64 online support tickets were opened since the last CIL (September 25, 2015)

Abandoned Vehicles	1
Animal Control	1
Board Ups	0
Criminal Activity (Non Emergency)	2
Graffiti	33
Dangerous Buildings	0
Dumping	0
Noise Complaints	0
Public Facilities	2
Park Maintenance	1
Parking Complaints	1
Rental Housing	6
Sidewalks	0
Street Conditions	4
Streetlights	1
Vehicles in Yard	2
Weeds	9
Trash/Litter	1
Total	64

22 Closed
 16 In Progress
 26 Open

City Clerk/Treasurer's Office

- The parking system project is moving forward. The Clerk is working with 14A Court Administration to ensure a smooth transition and that all citations are captured prior to conversion. The start date is December 1st, 2015. A resolution and contract to allow web payment is coming to City Council on November 3, 2015.
- Received ADA voting booths, purchased through the Voting Access for Individuals with Disabilities (VOTE) Program.

Department of Public Services

- LED Conversions. LED wall pack fixtures have been ordered for the exterior wall (east side) of the YPD and to replace the wall packs in the Depot Town walkway. LED fixtures have been ordered for the Prospect Park and Parkridge Park pavilions. Staff is looking into LED Replacement Lights for the Washington Street Parking.
- Sidewalk Ramp Replacement Program. The program began this week with ramps being replaced at Hart and Second Ave. and will continue beginning November 2nd in the immediate area.
- Pavement Maintenance. Carr's Outdoor Services has completed crack sealing of all streets east of Cornell between Washtenaw and Collegewood. North Mansfield between Congress and Washtenaw and South Mansfield (Industrial Park) has also been crack sealed. Carr's is working on the east side of the City starting on Osband and Charles Streets Tuesday, October 27th and will continue, weather permitting on Martin Place, Garland, Vought, Vinewood and East Cross between River and Prospect.
- CDBG. The Senior Citizen Center Kitchen Renovation Project is completed.
- Tot Lots. The City has recently received correspondence from Washtenaw County Office of Community and Economic Development (WC OCED) informing the City that WC OCED has sent HUD an Notice of Intent to Request Funds for the City of Ypsilanti, Edith Hefley and Carrie Mattingly Tot lot Improvement Projects funded by the 2014 CDBG Program. WC OCED will begin its environmental reviews of the projects areas soon. Staff will be bringing an agreement between the City and WC OCED to Council for approval to secure CDBG funds for the playground improvements after successful environmental reviews are completed. We are still awaiting the CDBG agreement from the County.
- Solar Projects. The installation of the solar array at the DPS yard (truck port roof) has been completed and the system is functioning. A ribbon cutting ceremony is being planned.
- PRIP Project. Prospect Road is substantially complete; punch list walk-through was conducted on Friday, September 25th and a punch list was created. Most of the punch list items have been addressed. The traffic loop relocation at Miles and Cross is one of the remaining items to be addressed.
- Adams Street Reconstruction Project. This project is substantially complete and is scheduled to be opened to traffic on Friday, October 30th. The margin restoration was

completed on Monday, October 26th; pavement joint cutting and sealing was completed on Tuesday, October 27th, Pavement striping and markings were completed on Wednesday, October 27th and permanent sign installation is scheduled for Thursday, October 29th. Upon the completion of the permanent sign installation, the street will be opened for traffic. Spartan Barricade will be the subcontractor installing the permanent signs Friday; they will also pick up the construction signs for this project on Friday.

- Sanitary Sewer TV and Cleaning will be scheduled to take place soon.
- Sweeping Containment and Dumpster Pad. This project is completed.
- Street Sweeping. The second round of sweeping all city streets is ongoing.
- Mid-Block Crossing (Washtenaw Ave. East of Oakwood). The pre-construction meeting for this project was held September 29th @ 10:00 a.m. at the Jackson TSC. Construction of this project has been pushed back until spring of 2016.
- Michigan Avenue Signal Upgrade. This project is expected to start sometime in the Spring of 2016.

Depart of Community and Economic Development

Action Item	Status	Update	Misc.
Blight Elimination Grant	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 are complete. Bid documents are being prepared.	
23 N. Washington – Former Club Devine	In-progress	The property has been purchased. The former Crow's Nest has been leased by Beezy's and plans for a kitchen are being submitted. Beezy's will remain in its current location and use this additional space for food-prep and other ideas that are being developed.	
Ypsilanti CVB	Unknown	The Washtenaw County Board has voted on a merger and has not provided the parameters of the new organization. Staff is working with the current YCVB staff to meet the needs of the City with the new merger.	

Herman and Kittle/Riverwalk Apartments	In-progress	<p>Alternate plans are being created and will be brought to the City Council to address additional MSHDA requirements on the site.</p> <p>MSHDA has not approved project based on environmental concerns. Staff is working with environmental team to answer questions posed regarding the site.</p>	
B2B Trail and Bridge Projects	On-going	The site and trail have been prepped. Final work is being done on the platform and trail. The bridge is scheduled for delivery the week of November 4 th .	Work has begun.
WCC/Youthbuild	In-progress	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 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.	Grant funding for the project has been approved. Programs are being created for Spring semester.
Economic Development Communications	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.
Water Street Underground Electric	Started	A proposal has been submitted by DTE for the project.	Negotiation of contract language has been on-going
6-Month Review: Zoning Ordinance	In-Progress	Planning staff is preparing several amendments to the Zoning Ordinance as part of the 6-month review.	Pushed back; will be incorporated into end of year review in December.

Project Management Software	Started	Building and Planning staff have been investigating implementation of 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
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16 N. Washington	In-progress	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.	Owner was ticketed for property maintenance violations and has begun repairing the façade. Staff is working with legal to create conditions for permit and occupancy certificates.
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Smith Building	In-progress	The owners have completed roof repairs and have applied for an OPRA.	Owners are working on providing more information for OPRA application.
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Thompson Block	In-progress	Citations have been issued from MIOSHA. Staff is seeking full MIOSHA report. Work is slowly progressing and funding for project is not secured.	
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Arm of Honor Fraternity House 602 Emmet	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.	The special use permit application was approved by the Plan Commission 10/14.
Big Boy – Ecorse	Completed	Demolition of the former Big Boy site is completed. Staff is awaiting site plans for site improvement.	
Target Market Analysis	In-progress	Staff met with representatives from Land Use USA to complete the site visits for the Target Market Analysis being done through MSHDA.	ATMA was presented to staff and public officials on 10/6/15.
Freighthouse Updates	In-Progress	Work is scheduled to begin the week of 11/4. The MOU with FOYF was approved by council on 10/7.	
Huron River Watershed Council: Habitat Improvement Project	In-progress	The HRWC has been awarded a habitat improvement grant. They will be working in the river adjacent to Frog Island, Riverside, and Waterworks Park, and staging equipment in these parks, this fall.	Permits have been approved and work is on track for completion this year.
222 N Lincoln	In-progress	Staff is working with legal to pursue enforcement.	

Fire Department

- **Activity Report:**

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

August	September
48 Fire Calls	73 Fire Calls
109 EMS Calls	119 EMS Calls
44 Inspections	39 Inspections
27 Non-emergency	14 Non-emergency
165 Hours Suppression Training	76.25 Hours Suppression Training

- **Automatic and Mutual Aid Statistics**

Date	Address	Jurisdiction	Dispatched for
8/21/2015	329 Jarvis	YFD	Apartment Fire
9/11/1015	14 Ballard Street	YFD	House Fire
9/17/2015	610 Eugene	YTFD	House Fire
9/28/2015	7856 MacArthur	STFD	Building Fire

MABAS Drill:

- A MABAS activation drill was conducted this week. The Fire Department County Task Force is now operational for deployment in and out of the County.

Fee Schedule:

- In response to Council Member Robb, the Fire Department is enforcing the fee schedule. Chief Anthouard does not anticipate an increase in cost recovery since only second occurrences are billed per calendar year. We cannot identify the caller of our false alarms 30% of the time. He does anticipate, however, an increase in code compliance.

Fiscal Services

- Field audit for FY 2014-2015 completed
- Provided and prepared additional audit spreadsheets and documents as requested by the City Auditors.
- Worked & finalized the budget adjustments for FY 2015-2016 with the City Manager from the department heads.
- Sent the amended budget data to Municipal Analytics, LLC for the preparation of five year financial projection for the upcoming Council Goal Setting.
- Attended MGFOA Fall Seminar and MERS Annual Seminar.

Human Resources

Activities that occurred in September/October:

New Hires/Separations/Status Changes:

- Kevin Brown – Police Officer 10/26/2015

Separations:

- Rose Anderson – Police Officer
- Lynne Fredette – Parking Enforcement Officer

Employees Off Work:

- Fire Department - Two are on light duty
- Police Department – One on FMLA Intermittent Leave

Current Job Postings:

The following jobs are posted:

- Police Officer (3 Openings)

Other Activities:

- Review of Worker’s Compensation Program and alternative funding options
- Review of new employee Onboarding process
- Review of process required to track employee/retiree tracking
- Review of coordination of HR info with other departments and utilization of current software
- Review of HR Manual
- The HR and Finance Departments recently negotiated a reduction to the retention amount required for our workers’ compensation program. This resulted in \$40,000 being returned to the City.

Police Department

• **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 3 days left in October:

August	September	October
1267 Calls for Service	1354 Calls for Service	1170 Calls for Service
139 Arrests	128 Arrests	98 Arrests
170 Tickets Issued	173 Tickets issued	128 Tickets issued
301 Case Reports Written	298 Case Reports Written	252 Case Reports Written

- Officer Kenneth Brown was hired and is currently in the Field Training Program. There are three candidates in the background phase of the employment process. More interviews are being scheduled at this time.
- Parking Enforcement Officer Lynn Fredette retired on October 2nd after ten years of service to the City. Sandy Rogala has been hired to fill that position and is scheduled to start in mid-November. It is anticipated that the training will take about two weeks and solo patrol anticipated in early December.

- On October 9th, Officer Owens graduated from the Western Wayne County Special Operations Team School. This is an extremely physical and mentally demanding two week course. Several of the instructors commented to Chief DeGiusti that Officer Owens distinguished himself in the class as one of the top performers.
- On October 10th, Chief DeGiusti went to Greater Grace Church and gave a presentation on the police profession and a talk with the youth about interacting with law enforcement.
- On October 16th, Chief DeGiusti and DDA Officer Harrison attended the Depot Town Merchants meeting to discuss possible improvements to the security of the area including lighting, cameras and increased cooperation amongst the businesses.
- On October 16th, Lieutenant Brent Yuchasz graduated from Eastern Michigan University's School of Police Staff and Command. This is a very academically challenging 10 week course done over 10 months.
- On October 21st, Chief DeGiusti participated in Lloyd Powell's 16th annual ENPACT (Enhancing Police and Community Trust) along with leaders from all of the Washtenaw County Police Agencies. The event was well attended and many issues revolving around mental health related to law enforcement were explored.
- On October 29th, the Police Department will again participate in the Downtown Halloween Walk at the Ypsilanti Library Plaza area. The event will be from 5 to 6:30pm.