



## Memorandum

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: January 30, 2015

Subject: Council Information Letter

### City Manager's Office

#### Action & Request Center Report:

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

- ✓ 31 online support tickets were opened since the last CIL (November 26, 2014)

Abandoned Vehicles	0
Animal Control	0
Board Ups	1
Criminal Activity (Non Emergency)	4
Graffiti	1
Dangerous Buildings	0
Noise Complaints	1
Park Maintenance	1
Parking Complaints	1
Public Facilities	6
Snow Plowing (Streets)	1
Snow Removal (Sidewalks)	4
Sidewalk	1
Street Conditions	2
Streetlights	4
Trash Pick Up	3
Trash/Litter	1
<b>Total</b>	<b>31</b>

**24 Closed**  
 **0 In Progress**  
 **7 Open**

**MERS.** Council requested comparisons of the MERS Pension Fund and the Police & Fire Pension Fund. Listed below is the latest information we have through September 2013. Staff has contacted MERS for the most recent information through 2014; however, they are unable to furnish it in time for this report. Hopefully, we will be able to include it in the next CIL: Also attached is a performance analysis of this information.

**Historical Rates of Return**

Manager vs. Benchmark: Return

January 2003 - September 2013 (not annualized if less than 1 year)

	QTD	YTD	1 year	2 year	3 year	4 year	5 year	10 year
MERS Total Plan	4.35%	9.40%	10.62%	13.66%	9.75%	10.02%	7.08%	7.34%
City of Ypsilanti Fire and Police	6.11%	12.22%	13.83%	13.90%	9.47%	9.69%	8.01%	6.84%

Both funds are net of fees

**Parking.** Prior to July 1, 2014, revenues from parking tickets and other fines were collected by three different entities: Duncan Solutions, City Hall, and the Washtenaw County Court System. Since that date, all but a small fraction of these revenues are now collected solely by the Washtenaw County Court System. We will be monitoring these revenues for the remainder of fiscal year 2014-2015.

As of July 1, 2014, the City has discontinued their relationship with Duncan Solutions, who had been acting as the collection agent for outstanding unpaid parking tickets. Upon the discontinuation of the relationship, Duncan Solutions provided a database of parking tickets that were still uncollected. The database they provided was discovered to be very difficult to understand and use efficiently and some members of City Council expressed a concern that it may be permanently inaccessible. The City’s law department has recently been successful in making sense of the information in this database.

The City administration, police officials, and our law department, are currently working to determine the most cost-effective method of turning this information into a functional list for the continuing collection of outstanding unpaid parking tickets that are within the statute of limitations. Additionally, a committee of City staff, chaired by Frances McMullan, is looking into ways that the City can retain a higher percentage of revenues generated by ongoing enforcement efforts.

**Streetlights.** The initial phases of the Ypsilanti streetlight conversion project were completed during the years 2011 – 2013 and resulted in the conversion of 294 street lights to LED. This conversion was paid for through a combination of grant funding and funding from the general budget.

In 2013 and 2014, a special assessment was implemented to fund the conversion of an additional 1381 streetlights to LED. The total assessment was \$555,035.70 and was collected over those two years. After the designated 1381 lights were converted to LED, the remaining unspent funds from the special assessment totaled \$24,244.75. This remaining amount is less than 5% of the assessment total and so will be retained by the City per the relevant statute in the City of Ypsilanti Charter section 8.06. The remaining funds will be directed towards additional streetlight projects for the betterment of the City.

Year	# of Lights	Actual Conversion Costs	Rebates	Net Conversion Costs	Special Assessment	
2011	34	N/A	0	0 (Grant Funded)	\$0.00	
2012	36	\$80,274.00	\$18,706.00	\$61,568.00	\$0.00	
2013	224					
Non-Special Assessment Funded Totals		294	\$80,274.00	\$18,706.00	\$61,568.00	\$0.00
2012/2013	505	\$215,705.15	\$24,122.70	\$191,582.45	\$277,816.38	
2013/2014	876	\$371,902.00	\$32,693.50	\$339,208.50	\$277,219.32	
Special Assessment Funded Totals		1381	\$587,607.15	\$56,816.20	\$530,790.95	\$555,035.70
Remaining Funds					\$24,244.75	
% of Special Assessment					4.37%	
Totals for Entire Project		1675	\$667,881.15	\$75,522.20	\$592,358.95	

**List of coming events.** Mandatory cultural training will be held for all employees on February 12<sup>th</sup> and February 16<sup>th</sup>, from 8:30 – 11:30 and 1:30 – 4:30. If council members are interested in participating, please contact Judi Smith in Human Resources, 734-483-7389.

### City Clerk/Treasurer's Office

- The Department spearheaded the initiative to refurbish the lower level of City Hall including the meeting room. The project involved researching and selecting carpet color and styles, chair coverings and wall color in the downstairs meeting room. The department selected several pieces of art to display in the meeting room that reflect Ypsilanti. The meeting room was also updated with a refrigerator, coffee maker, and hot water pitcher for guests of the City.
- City Clerk McMullan has registered for MMTA Basic Institute course scheduled from April 21 through April 24. This course will provide the Clerk with greater knowledge and responsibilities of the City Treasurer, municipal tax systems, etc., which will increase department cohesion and effectiveness.
- The Department, as part of a function of the Parking Committee, has begun research regarding best practices of parking enforcement. The Clerk has met with parking enforcement officials from Oakland University to examine the model which has been successful for the university and the City of Rochester. She is currently researching other cities with a parking bureau for comparables. Through collaboration with other involved departments, the Parking Committee will be making recommendations on how best to move forward with parking enforcement and how best to implement a parking bureau if Council so desires.

## Department of Public Services

**Energy Revolving Loan Fund.** Staff has received a bid from Severance Electric in the amount of \$3,700 to remove the decorative lights on N. Washington Street. Staff has also requested a bid from Corby Electrical Services to remove the decorative lights on N. Washington Street. Staff is still waiting for the bid.

An update to the e-mail sent 1/28/2015 regarding the multi-bulb cluster lights, and the single head poles and fixtures located on N. Washington Street; the electrician repaired several shorts in the plug-in receptacles located in the flower bed structures and outlets attached to the decorative poles. As of 1/29/2015, all but three single light poles are working again. Staff will replace the bulb in the single light pole just north of Beezy's with the last mercury vapor bulb we found in our inventory. We are considering removing the bulb from the last single light on the east side at the corner of Pearl and N. Washington, which cannot be repaired without digging up the receptacle located in the flower bed just south of the pole and placing it in the single pole located on the west side of the street by Club Divine. This will give us working lights on all of the decorative poles with the exception of the last single pole on the SE corner of Pearl and N. Washington Streets and one or two bulbs in the three four bulb clusters.

Nine new LED light fixtures have been installed 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 in Riverside Park. Staff is also researching LED fixtures to replace the lights in the Washington Street Parking lot and the overhang on the YFD Station.

**LED Conversions.** Staff has been researching dark spots throughout the City and has identified some areas in need of additional lighting. Staff has received a cost estimate and agreement documents to install an LED light fixture on an existing wooden pole on Oakwood Street between Washtenaw Avenue and W. Cross Street. Staff is awaiting an estimate to install additional lighting on Hewitt Street between Washtenaw Avenue up the EMU Presidential Resident and an estimate to install street lights on Green Road between LeForge and the dead end of Green Road. The double head light fixture located in the Stadium Meadows Condominiums has been converted to LEDs.

**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 has submitted the annual report to the City Attorney's Office. Pavement Maintenance-Cold patching continues throughout the city.

**CDBG.** The 2010, 2011, 2012 CDBG Facilities Improvement Project for Ypsilanti Senior Center Kitchen Renovation and Electrical Upgrade Project had been awarded to DTS Contracting, Inc. Council approved the contract at the January 20<sup>th</sup> council meeting. The pre-construction meeting was held on January 29<sup>th</sup>, 2015. Work is slated to start by February 12<sup>th</sup>, 2015 with substantial completion by April 15<sup>th</sup> and completed and ready for final payment on or before

**Tot Lots.** Play equipment selections has 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 and will be ordered when the CDBG funds are made available. Staff will be bringing an agreement between the City and CDBG to securing CDBG funds for the playground improvements.

**Solar Projects.** The installation of the solar array for Parkridge Community Center has been completed. The next solar project will be at the Senior Citizens Center followed by the DPS yard project.

**Prospect Bridge.** The Prospect Bridge Rehabilitation Project final paperwork has been submitted.

**Tree Removals.** DPS staff has completed the November and December tree removals.

**Truck/car ports.** The construction will continue on the DPS truck port as the weather permits.

**Tree City.** Staff received notification that the City of Ypsilanti was awarded its 11<sup>th</sup> consecutive Tree City USA designation.

**Motor pool.** The department took delivery of three new single axle plow trucks on Monday, January 26<sup>th</sup>, 2015. The trucks will be put into service as soon as the radios, insignias and a light for the salt spreader have been installed. Radio installation is scheduled to begin on Friday, January 30<sup>th</sup>, 2015.

**Signage.** The sign located on the corner of Ferris and S. Huron has been cleaned, with final touch-ups in the spring, including sealing to prevent recurring problems.

## **Economic & Community Development**

**Zoning Ordinance Implementation.** As you all are aware, the zoning ordinance was adopted and is in effect as of Jan 15<sup>th</sup>. It is available at [cityofypsilanti.com/zoning](http://cityofypsilanti.com/zoning) along with the zoning map. A fee schedule update will be presented to Council in mid-February to address new fees and remove applicable fees that are no longer in effect.

**Staffing.** Beckett & Raeder, Inc, is helping to provide day-to-day planning services, up to four days per week, through Feb 20th. Megan Masson-Minock of ENP & Associates will continue to provide as-needed off-site assistance indefinitely. The posting for the Community & Economic Development Director closes Jan 31<sup>st</sup>. One unpaid intern has been retained for the update of the non-motorized plan, and a paid intern is expected to be hired by mid-February. Our Consultant, Steve Horstman, and Mr. Lange have assumed the majority of the "economic development" duties previously handled by Ms. Gillotti.

**Capital Improvements Plan/Redevelopment Ready Communities.** Staff anticipates having an update for Council on the status of the Capital Improvements Plan at the February 17th meeting. Note that adoption of a CIP is the final step before the City can be re-certified for Redevelopment Ready Community (RRC) status under MEDC. We are targeting a late April RRC award.

**Border to Border Bridge and Trail Project:** Revised, value-engineered plans have been received and reviewed by staff. We anticipate having DNR (grantor) approval of the plans by the end of February, to go out to bid very shortly thereafter.

**Freighthouse:** The FOYF have retained Quinn Evans Architects to finalize the Freighthouse drawings and assemble the bid specifications for the RFP. At this point, we're targeting a March letting of the bid, and a late-April award.

**Engineering Standards:** OHM has provided a draft set of engineering standards to use for development projects. Staff is reviewing them and is targeting an April adoption.

**Property disposition policy:** Planning Commission and staff are working to develop a policy regarding disposition of city-owned, often tax-reverted, non-commercial properties (real estate). Staff is targeting a March adoption by PC, and an April presentation to Council of the complete list of properties, as well as the recommended disposition of the properties to which the policy will apply.

**Speed control device policy:** Last year, staff presented a speed control policy to Council, which Council declined to adopt. In the face of continuing interest by the public in installing speed controls, staff is working to revise that policy and anticipates presenting it to Council in April.

**Water Street.** Staff met with and/or discussed the property with a number of potential developers. Uploaded site information to commercial real estate websites (CPIX, Loopnet) leading to developer phone call inquiring about development possibilities. Have requested MEDC add Water Street to State of Michigan site selection website. Meeting was held with MDOT regarding potential coordination of infrastructure projects along Michigan Avenue.

**Angstrom.** Staff brought in State, County & SPARK to discuss development proposal for western portion of property.

**Other.** Staff met with Ypsilanti Commercial Space Team on development of marketing efforts for downtown investment properties. Staff also met with Washtenaw County Parks and Recreation Commission regarding the Water Street recreation center that is moving forward with initializing a traffic study for the site, as well as seeking to retain a design consultant.

## Fire Department

- The Fire Department staffing is back to six persons per shift.
- Word from FEMA: Applications for the fire truck and extrication equipment are being processed and will undergo peer review panel evaluations in the near future.
- The department is working with OHM to draft a new spec for the fire station roof. The bidding process is tentatively scheduled to open in March.
- Their EMU intern is working to update OSHA hazardous communication plan to new standard for city hall and DPS.
- The department received 15 sets of turnout gear from a regional grant. All personnel are now equipped with a new set and a back-up set.

## Fiscal Services

- Prepared three scenarios for the Council goal setting: Best case, middle case, and worst case scenarios in balancing the City's major funds
- Submitted the 2014 Winter Financial Report Summary to State of Michigan and Secretary of State
- Printed, distributed, and mailed the W2's and 1099R's
- Completed site inspection of properties with permits for new and additional improvements.
- Completed annual personal property canvass in preparation for mailing of the personal property statements

- Gathered and analyzed sales data and determined sales ratios and land values and prepared the Economic Condition Factor (ECF) analysis.

## Human Resources

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

- Police Department – Two New Hires
- Department of Public Services – Separation, Equipment Operator
- Fire Department – One New Hire and One Separation, Fire Fighters
- Planning – New Hire, HDC Intern
- Planning – Separation, Interns
- Planning – Intern status change from HDC Department to Planning & Development Department

### **Employees Off From /Returned to Work:**

- Fire Department - Two are on light duty and One on FMLA
- Department of Public Services – One on FMLA & One on light duty

### **Current Job Postings:**

The following jobs have been posted:

- Director of Economic Development
- Planner I
- Planner II
- Equipment Operator
- Police Officer

### **Miscellaneous:**

- Living Wage Compliance
- Medicare Advantage Letters sent to eligible retirees
- Finalized Open Enrollment
- Participated in interviews for Planning Interns
- Scheduled a Mandatory Training in Cultural Diversity for February

## Police Department

Activity Report:

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

<b>November</b>	<b>December</b>	<b>January</b>
1236 Calls for Service	1117 Calls for Service	831 Calls for Service
178 Arrests	150 Arrests	128 Arrests
238 Tickets Issued	169 Tickets issued	196 Tickets issued
328 Case Reports Written	273 Case Reports Written	223 Case Reports Written

- The Police Department hired two Officers that started the week of January 19<sup>th</sup>. Officers Green and Porter are currently in Phase One of the FTO program. Officers Peterson and Bergland have completed their probationary period. Officers Kofahl and Smith continue to do well and are expected to complete probation without difficulty. Total manpower now stands at 29.
- There were two additional applicants in the background investigation process. One applicant has been rejected and the second investigation is nearing completion. A new batch of applications is being reviewed and interviews will follow.
- Code Enforcement has been moved to the Police Department and we are currently working on integration of that function with other enforcement pieces in order to increase responsiveness and efficiency. Lt Gress chaired a committee to address snow removal. A plan has been set in motion and will be evaluated and adjusted as we gain experience in its effectiveness.
- All marijuana dispensaries and grow operations have been inspected by the Police, Fire and Building Departments. Some irregularities in operation and distribution were discovered. Management in the offending establishments was met with and advised on the proper procedures. All were cooperative. Spot checks to ensure that the changes were implemented will be conducted over the next several months.
- "Monthly Coffee with the Chief/Cops" was started on December 16<sup>th</sup> at the McDonald's on Ecorse. A second event was held on January 29<sup>th</sup> at B24s. The date and venue for each month will be on the City's website and calendar.
- The Chief of Police, along with Sheriff Clayton, made an appearance/presentation to the Each One Reach One summit on Saturday January 10<sup>th</sup>. As a result of some of that networking, one of the organizers has reached out to the Police Department inquiring about a Chaplaincy program. Further discussion will follow.
- The Police Department has been in discussion with neighboring jurisdictions and social agencies in an effort to resurrect the TRIAD and SALT Councils (Seniors and Law Enforcement Together). The goal is to create a method for identifying at risk seniors and putting them in touch with the proper social agency/resource that can assist them.
- The Citizens Police Academy was launched on January 15<sup>th</sup> and includes 20 participants from around the community. The course is designed to last 8 weeks and be a recruiting ground for the Police Department Volunteer Service Corp. Those that have a continued interest will go through 8 additional weeks of training in areas that they can assist the department.

Parking Tickets and Court Collections Information as of 12/31/2014

Year	Gross Duncan Parking Ticket Collections	Net Duncan Parking Ticket Collections	City Hall Collections	Adjusted Parking Ticket Collections	Court Collections	Total Adjusted Collections
2004-2005	\$170,938.11	\$135,672.59	\$30,700.00	\$166,372.59	\$81,164.03	\$247,536.62
2005-2006	\$223,630.88	\$190,413.44	\$62,117.00	\$252,530.44	\$105,490.20	\$358,020.64
2006-2007	\$171,022.95	\$142,258.23	\$66,612.95	\$208,871.18	\$90,468.48	\$299,339.66
2007-2008	\$136,685.15	\$113,806.58	\$45,015.00	\$158,821.58	\$105,455.31	\$264,276.89
2008-2009	\$199,929.20	\$149,240.40	\$43,332.00	\$192,572.40	\$133,750.34	\$326,322.74
2009-2010	\$243,463.90	\$148,691.03	\$52,309.00	\$201,000.03	\$135,679.42	\$336,679.45
2010-2011	\$141,330.51	\$96,024.10	\$56,122.00	\$152,146.10	\$115,981.92	\$268,128.02
2011-2012	\$168,481.29	\$121,885.14	\$56,852.65	\$178,737.79	\$100,684.28	\$279,422.07
2012-2013	\$112,342.23	\$70,996.09	\$69,520.00	\$140,516.09	\$78,781.50	\$219,297.59
2013-2014	\$56,320.00	\$31,082.09	\$51,279.34	\$82,361.43	\$89,142.38	\$171,503.81
2014-2015 (Projected)			\$2,148.00	\$2,148.00	\$146,897.70	\$149,045.70
4 yr Avg	\$119,618.51	\$79,996.86	\$58,443.50	\$138,440.35	\$96,147.52	\$234,587.87
July, 2014					\$7,328.65	
August, 2014					\$11,041.10	
September, 2014					\$13,679.88	
October, 2014					\$16,110.18	
November, 2014					\$12,549.60	
December, 2014					\$12,739.44	
2014-2015 (Jul-Dec)			\$1,074.00	\$1,074.00	\$73,448.85	\$74,522.85

## Annualized Returns

