



Memorandum

To: Mayor Schreiber and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: February 28, 2014

Subject: Council Information Letter

CITY MANAGER

Ms. McMullan is on sick leave and will probably be out until further notice. Staff is coordinating with the Clerk's office to assist them in every way possible. In the meantime, Kim Teamer is Acting City Clerk until Frances returns. Nan is working with Ed Golembiewski of Washtenaw County and Vince Badalamenti, who is an intern and had been assisting Frances on getting prepared for the election, to ensure that all the necessary steps are taken on a timely basis. Sameji Ray has also taken on the responsibility of ensuring that all notices are posted/distributed for council meetings as well as preparing the council packet in a timely manner. Ericka Savage is providing support for AHB during Frances' absence. Cards are welcome to wish Frances a speedy recovery.

Action & Request Center Report:

The following is an update of the Action Center support tickets:
50 online support tickets were opened since the last CIL (January 24, 2014)

Animal Control	0	✓ 31 Closed ✓ 6 In Progress ✓ 13 Open
Graffiti	1	
Criminal Activity (Non Emergency)	1	
Dangerous Buildings	2	
Noise Complains	1	
Other Violations	2	
Parking Complaints	2	
Public Facilities	6	
Rental Housing	1	
Sidewalks	1	
Street Conditions	13	
Snow Removal Sidewalks	13	
Streetlights	4	
Trash/Litter	3	
Total	50	

DEPARTMENT OF PUBLIC SERVICES

- Energy Revolving Loan Fund - Council approved the purchase of the LED lighting retro-fit kits and fixtures at the February 18th council meeting. The fixtures were ordered on Friday, February 21st. Staff is preparing the RFP for the electrical services to install the LED retro-fit fixtures occupancy switches. The RFP is scheduled to be posted on MITIN next week.
- Sidewalk Ramp Replacement Program - A draft of the RFP for the 2014 Sidewalk Ramp Replacement Program has been forwarded to the City Attorney's Office for review. The RFP will be posted within the next two weeks.
- Pavement Maintenance Program - In house crack sealing is on hold due to the weather.
- CDBG – The construction drawings for the CDBG Senior Center kitchen and electrical improvement project are finished. The drawings were reviewed by the County Health Department for their comments. The only comment that requires action is a change in one of the sinks.
- 2015 Prospect Road Project - The Design Engineering Proposal from OHM will be brought to council at the March 4th meeting for their approval. The TIP amendments to move this project to 2015 has been approved by the WATS technical and policy committees.
- Surplus Equipment - Bidding has closed on three vehicles that were posted on MITIN. We are awaiting the winning bidders to make arrangements to pay for and pick-up the vehicles. Staff is preparing to post four more vehicles for auction next week.
- Charles Street Tot Lot - Staff has been directed to secure replacement cost quotes for a new climber structure and a new swing set for the Charles Street Tot Lot. Installation of the new play equipment is scheduled for the spring of 2014.

FINANCE DEPARTMENT

- Health care participants – Audited the list of BCBS, dental, and optical insurance participants in preparation for the budget.
- Prepared and distributed the 5-year capital plan template for the budget.
- Preparing department budgets.
- Attended a joint meeting with YCUA, Ypsilanti Township, and City to discuss the next projected plan to issue bonds for the improvements of Grit Handling System and Pump Stations Heating & Ventilating system. This item will be on the March 18th Council agenda.

HUMAN RESOURCES DEPARTMENT

- New Hires/Separations/Status Changes:
Bruce Van Gemert was hired as a Fire Fighter on 2/17/2014
Nathan Darling was hired as a Fire Fighter on 2/18/2014
Nancy Tomczak was hire as an Administrative Asst. for the Senior Center on 2/24/2014
Aaron Campbell resigned as a Police Officer on 2/10/2014
Heather Williams resigned as an Equipment Operator on 2/11/2014

- Employees Off From Work:
Currently have 3 people out on Workers' Comp
Have 2 people out light duty
Have 2 people out on FMLA
- Job Postings:
Rutherford Pool Manager
Police Officers
Equipment Operator

POLICE DEPARTMENT

Activity Report:

Following are the statistics for the current period reflected by the past three months with 2 days left in February.

<u>February Reporting Period</u>	<u>January Reporting Period</u>	<u>December Reporting Period</u>
1012 Calls for Service	1334 Calls for Service	1127 Calls for Service
112 Arrests	15 Arrests	95 Arrests
232 Tickets Issued	269 Tickets Issued	242 Tickets Issued
470 Case Reports Written	451 Case Reports Written	494 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.

I am pleased to report that Officers Harrison and Anderson have completed the FTO program and are on solo patrol assigned to a shift. Officers Bergland and Peterson are progressing well in the FTO Program and will be certified for solo patrol in the near future.

Officer Campbell resigned during the month of January to take a position with the Eaton County Sheriff's Department. He is from that area originally, his family still lives there and his fiancé is a police officer in East Lansing so he was looking to relocate. In his exit interview at the department he stated that overall he was pleased with his experience here and commented that the largest problem he had was the volume of the overtime.

Interviews are being conducted for the Deputy Chief's position. Once the preliminary round of interviews is completed, the rest of the process will be decided.

Community Action Team (CAT). The team officially started work on February 14, 2014 and is currently working on cases that have a direct nexus to Eastern Michigan University.

Lieutenant Gress was able to apply for and receive a wireless fingerprint reader from CLEMIS. This would allow officers to search the fingerprint database from the street to be able to establish a person's identity. Currently, Sasha from Washtenaw IT is working out the communications piece to this technology.

