



Memorandum

To: Mayor Edmonds and City Council Members
Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: February 29, 2016

Subject: Council Information Letter

City Manager's Office

City Newsletter

The winter 2016 newsletter has been printed and distributed. Printed copies are available at City Hall, B-24's Espresso Bar, Beezy's Cafe, Biggby Ypsilanti, The Ugly Mug Café, Cultivate Coffee & Taphouse, Café Ollie and Ypsilanti District Library. You can also [view an electronic version of the newsletter](#) on the City's website. The project was \$220. We will plan for the next newsletter in May 2016, and a special edition to be included in the July tax bills.

Ypsi Connect Quarterly Report

Ypsi Connect launched on November 30, 2015. A complete quarterly report is attached. Totals by Ward are summarized below:
November 30, 2015 – February 2016

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Ypsilanti	141	93	83	5.2	13.6
Council: Ward 1 Precinct 1	1	0	1	0	0.8
Council: Ward 1 Precinct 2	11	7	6	11.3	16
Council: Ward 1 Precinct 3	41	33	19	5.2	15.6
Ward 1 Totals	53	40	26	5.5	10.8
Council: Ward 2 Precinct 1	5	1	1	0.2	2.5
Council: Ward 2 Precinct 2	5	4	4	0.4	10.4
Council: Ward 2 Precinct 3	9	4	9	13.4	15.5
Council: Ward 2 Precinct 4	0	0	0	0	0
Ward 2 Totals	19	9	14	3.5	7.1
Council: Ward 3 Precinct 1	8	3	7	2.8	4.3
Council: Ward 3 Precinct 2	10	5	5	1.7	6.6
Council: Ward 3 Precinct 3	50	35	30	4.6	15.4
Ward 3 Totals	68	43	42	3.0	8.8

Simple Recycling Report

The City partnered with Simple Recycling beginning in October 2015. The City receives one penny per pound of home goods recycled. Current totals are below.

Simple Recycling Billing	
Month	Amount Paid
Oct-15	\$93.07
Nov-15	\$52.14
Dec-15	\$52.14
Jan-16	\$52.46
Total	\$249.81

City Clerk/Treasurer's Office

Liability Insurance

The City will receive a dividend from the MML in September of this year in the amount of 34,793.

LOSS ANALYSIS:

A loss analysis was requested after the last renewal to give us a snap shot of the city's claim history.

A loss analysis of our property and liability claims experience covering the period from 1/01/2011 through 12/02/2015 discovered that the City's cumulative loss ratio during this period was 21.10% which is very good. This analysis identified 95 claims, totaling \$445,774 in total incurred costs in the following areas:

Claims by Calendar Year:

Calendar Year	# Claims	% Frequency	Total Incurred	% Severity	Ave. Cost per Claim
2011	25	26.32%	\$95,260	21.37%	\$3,810
2012	17	17.89%	\$170,551	38.26%	\$10,032
2013	17	17.89%	\$101,759	22.83%	\$5,986
2014	26	27.37%	\$6,892	1.55%	\$265
2015	10	10.53%	\$71,313	16.00%	\$7,131
Grand Total	95	100.00%	\$445,774	100.00%	\$4,692

Claims by Coverage:

Line of Coverage	# Claims	% Frequency	Total Incurred	% Severity	Ave. Cost per Claim
Auto	36	37.89%	\$108,942	24.44%	\$3,026
General Liability	49	51.58%	\$170,767	38.31%	\$3,485
Public Officials	3	3.16%	\$5,430	1.22%	\$1,810
Police	3	3.16%	\$156,652	35.14%	\$52,217
Property	4	4.21%	\$3,983	0.89%	\$996
Grand Total	95	100.00%	\$445,774	100.00%	\$4,692

Claims by Loss Type:

Type of Loss	# Claims	% Frequency	Total Incurred	% Severity
Auto Comprehensive	1	1.05%	\$109	0.02%
Civil Rights Violation	3	3.16%	\$156,652	35.14%
Injury by Misc.	1	1.05%	\$0	0.00%
Ins. Vehicle changed lanes	1	1.05%	\$1,071	0.24%
Ins. Vehicle did not yield/merge	2	2.11%	\$51,000	11.44%
Ins. Vehicle hit fixed object	5	5.26%	\$8,113	1.82%
Ins. Vehicle hit parked vehicle	9	9.47%	\$4,846	1.09%
Ins. Vehicle on slippery surface	1	1.05%	\$1,250	0.28%
Ins. Vehicle rear-ended Other Vehicle	1	1.05%	\$5,963	1.34%
Not Otherwise Classified	4	4.21%	\$5,777	1.30%

Other Vehicle did not yield/merge	2	2.11%	\$19,426	4.36%
Other Vehicle hit parked Ins. Vehicle	1	1.05%	\$0	0.00%
Other Vehicle rear-ended Ins. Vehicle	3	3.16%	\$5,252	1.18%
Property Damage	36	37.89%	\$13,051	2.93%
Property Damage by Insured Vehicle	1	1.05%	\$500	0.11%
Property NOC	4	4.21%	\$1,997	0.45%
Sewer Backup	1	1.05%	\$0	0.00%
Single Vehicle Accident	1	1.05%	\$0	0.00%
Slip, Trip or Fall	16	16.84%	\$170,767	38.31%
Striking Against	1	1.05%	\$0	0.00%
Struck By Object	1	1.05%	\$0	0.00%
Grand Total	95	100.00%	\$445,774	100.00%

LOSS CONTROL RECOMMENDATION:

- Provide periodic safe motor vehicle operations training to staff that operate City vehicles. Videos on the SafetySurance web site could be very helpful in this effort.

Parking Bureau

- A vendor has been secured for web payments and IVR (telephone payments). We will go live by April 1, 2016 at latest, but hopefully before. Waiting for final contract approval from City Attorney.

AHB

- Software is being developed by Washtenaw County IT for the Administrative Hearings Bureau. The software will allow for tracking, report generation and creation of dockets and letters.

City Council/Misc.:

- Council Chamber walls scheduled for repair February 27th.

City Clerk/Treasurer's Office:

- One addition to the office due to a resignation. The vacancy was filled with a previous Accounting Department intern, Jing Chen.

Election:

- As of 2/26/16, 493 AV ballots have been issued for the March 8th Primary Election.

March 8, 2016 – Presidential Primary Election - Dates to Remember:

- Ballots are available daily from 8:00 a.m. to 5:00 p.m. for pick-up (for mail, please allow 2-3 days for U.S. mail delivery)
- Last day to receive AV ballot by mail – March 5, 2016
- Last day to obtain an AV ballot in person – March 7, 2016 at 4:00 p.m.
- The Clerk's Office is open Saturday, March 5, 2016 from 8 a.m. - 2 p.m. for electors who wish to receive an AV ballot.

May 3, 2016 – Special Election - Dates to Remember:

- Last day to register – April 4, 2016
- Ballots are available March 19, 2016 in Clerk's Office
- Last day to request an AV ballot by mail – Saturday, April 30th by 2:00 p.m. (Clerk's Office open 8:00 a.m. – 2:00 p.m.)
- Last day to obtain an AV ballot and vote in person – May 2, 2016 at 4:00 p.m.

Department of Public Services

- LED Conversions. DTE has agreed to install a light behind the RAC to discourage after hours activities taking place. An agreement has been signed to install a cobra head LED light in Riverside Park just east of the Heritage Bridge to enhance the lighting for pedestrians crossing the bridge at night, we are awaiting the installation. Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. Staff is in the process of replacing all incandescent and CFL light bulbs in city hall with screw-in LED light bulbs.
- Sidewalk Ramp Replacement Program. The program is completed for the construction season. There is approximately \$13,000 in CDBG funds remaining for the program.
- Pavement Maintenance. Cold patching will occur as needed.
- CDBG Tot Lots. Staff has submitted an updated budget for these projects which includes a new sign for the Edith Hefley Tot lot; the sign may or may not be funded due to budget constraints. Staff will be bringing an agreement to Council between the City and WC OCED for approval to secure CDBG funds for the playground improvements when received. The next step will be to bid the project out. We will use DPS and a play equipment installation consultant to install the equipment. The use of volunteers is not allowed for this project.
- Street Sweeping. Sweeping activities have been suspended for the winter season.
- Mid-Block Crossing (Washtenaw Ave. East of Oakwood). Mr. Kirton attended a pre-construction meeting for this project on Tuesday, February 23rd at the Jackson Transportation Service Center. This project is slated to start the last week of April or the first week of May. The start of this project is contingent on EMU submitting their contract with MDOT and their matching funds for this project.
- Michigan Avenue Signal Upgrade. This project is expected to start sometime in late summer or fall of 2016.
- The Cold Patch Storage Bay Project has been completed.

Department of Community and Economic Development

Action Item	Notes/Progress
DDA Executive Director Contract	DDA and City Council approved contract for CED department to provide administrative services to the DDA.
NEZ	Mandatory public hearings have been completed. Staff is meeting with key neighborhood leaders to draft an approval policy for City Council.
Zoning Ordinance Review	Planning Commission will be discussing a proposed organizational overhaul and bug fix at the March meeting.
Parkridge Homes/Scattered Sites	MOA has been approved to prepare the Parkridge Homes for Demolition. Demo should begin by June. Site plans have been approved by the Planning Commission. Groundbreaking is scheduled for Fall 2016. Completion of the scattered site YHC developments is planned for Spring 2016.
Freighthouse Updates	Work is underway. Several small delays have resulted from construction in a historic building. Completion is targeted for April.

CVB	The first meeting of the new Washtenaw County Convention and Visitors Bureau is scheduled for March 29 th . Training has been on-going for new Board Member
Historic District Commission	State bill is still threatening historic districts. Memo attached.
WIHI	City Staff lectured for US History classes about local government and how young adults can influence the process and their community.

Fire Department

- **Current Activity Report:**

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

November, 2015	February 2016 (up to 2/24)
653 Fire Calls	52 Fire Calls
114 EMS Calls	89 EMS Calls
47 Inspections	52 Inspections
6 Non-emergency	11 Non-emergency
93 Hours Suppression Training	86 Hours Suppression Training

- **Automatic and Mutual Aid Statistics**

Date	Address	Jurisdiction	Dispatched for
1/5/2016	793 Green Road	YFD	Building Fire
1/9/2016	99 S. Harris	YTFD	Apartment Building Fire
1/11/2016	407 Ferris	YFD	ChimneyFire
1/13/2016	8590 Spinnaker	YTFD	Building Fire
2/1/2016	1631 E. Michigan	YTFD	Car Fire
2/2/2016	1631 E. Michigan	YTFD	Explosion/Fire
2/3/2016	785 Rosewood	YTFD	Trash Fire
2/8/2016	1815 Smith	YTFD	Building Fire
2/13/2016	1290 Gattegno	YTFD	Fire
2/13/2016	1290 Stewart	YTFD	Fire
2/14/2016	9734 Mulberry	YTFD	Fire
2/19/2016	1811 Crittendon	YTFD	House Fire
2/21/2016	874 Davis	YTFD	House Fire
2/23/2016	1433 LeForge	YFD	Stove Fire

2/23/2016	1220 Washtenaw	YFD	Odor Investigation
2/29/2016	1288 Concord	YTFD	House Fire

Activity Report for the last ten years:

CITY OF YPSILANTI FIRE DEPARTMENT TEN YEAR ACTIVITY REPORT										
	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
FIRE SUPPRESSION										
EMS CALLS	1,372	1,404	1,564	1,407	1,541	1,572	1,564	1,640	1,785	1,601
FIRE CALLS	725	650	677	646	600	553	567	519	519	480
WORKING STRUCTURE FIRE	75	37	55	40	42	36	37	37	42	33
TRAINING HOURS (all personnel combined)	1,956	1,729	847	1,374	1,570	1,454	1,466	1,652	4,765	1,913
TOTAL OPERATION	2097	2054	2241	2053	2141	2125	2131	2159	2304	2081
FIRE PREVENTION										
OCCUPANCY INSPECTIONS	447	341	389	283	402	1110	1427	1340	982	785
VIOLATIONS DISCOVERED	925	455	616	362	1079	540	1074	1230	1415	656
VIOLATIONS CORRECTED	473	375	257	287	209	58	15	18	184	315
PUBLIC EDUCATION/PUBLIC RELATION	130	176	104	158	179	102	117	51	9	16
TOTAL FIRE PREVENTION	577	517	493	441	581	1212	1544	1391	991	801
TOTAL ACTIVITY	2674	2571	2734	2494	2722	3337	3675	3550	3295	2882

Fiscal Services

- Worked with the Bond Counsel, Financial Advisor, Underwriter and Moodys on refinancing the 2006 Water Street bonds.
- Started working on amending FY 2015-2016 budget and proposed budget for FY 2016-2017 & FY 2017-2018.

Human Resources

Worker’s Compensation Insurance

The HR Department is seeking a proposal from the Michigan Municipal League to fully insure our Worker’s Compensation Program. Currently, we are partially self-funded.

Resignations

Samaj Ray is leaving the Clerk’s office to accept a new career with Chrysler. He has an exciting career ahead of him and we are very proud to have given him a good start with his experiences at City Hall. Two of our Police Officers have accepted positions with the City of Ann Arbor. Jonathan McDonagh and Gregory Bergland will be leaving the Police Department..

Open Positions

- We presently have the following open positions in the city:
 - 4 Police Officers
 - 1 Fire Marshal
 - 1 PT Treasury Technician
 - 1 PT Fire Department Secretary
 - 1 PT Finance Intern

Recruitment for these positions has been ongoing.

Police Department

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 1 day left in February:

December	January	February
1030 Calls for Service	1083 Calls for Service	1030 Calls for Service
115 Arrests	138 Arrests	105 Arrests
100 Tickets Issued	134 Tickets issued	162 Tickets issued
243 Case Reports Written	272 Case Reports Written	260 Case Reports Written

- Officer Kenneth Brown has successfully completed the FTO program and is certified for solo patrol.
- Officers McDonagh and Bergland have tendered their resignations to accept positions as police officers for the City of Ann Arbor.
- Officer Jeremy Taite has been hired and is scheduled to start work on March 1st. Currently there are three other applicants in the Background Phase of the hiring process.
- The Police Department and “Dedicated to Making a Change” met and are working together to develop a training program between the teens and police to foster a better relationship. More meetings will occur in March to further this initiative.
- Chief DeGiusti has been invited to be part of the Search Committee for the Director of Police Training at Washtenaw Community College and has started working with that committee this month.
- Chief DeGiusti has been asked by the A2Y Camber to be the Coordinator of Justice Day (April 13) during their Leadership Program. The Justice Day will include tours of the Washtenaw County Jail and Juvenile Detention Center, ride a-longs with the Ypsilanti and Ann Arbor Police Departments and two panel discussions. One with lawyers and judges and a second with law enforcement representatives.
- The Ypsilanti Police Department, in coordination with the Ypsilanti Community Schools, will be taking on two students interested in law enforcement as part of a Friday afternoon program. The program is designed to expose youth to various careers and to get a real life experience of what some of those careers entail.