



## Memorandum

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

From: Ralph A. Lange, City Manager

Date: March 29, 2016

Subject: Council Information Letter

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### **City Manager's Office**

#### **Water Street Debt**

A brief summary of the Water Street Debt is as follows:

- 2006 – Water Street total debt \$32,789, 963, was to be paid back over a 25 year period of \$1,311,599 per year.
- As of May 2016 – As a result of extraordinary hard work of City staff, City Council and consultants, the City has reduced the Water Street debt down to \$14,585,251 to be paid back over a 15 year period of \$972,350 per year.

We will continue to work to reduce the burden of this debt over the remaining years.

#### **MML Conference**

The City Manager and Assistant to the City Manager attended the MML Capital Conference that took place in Lansing March 22-23. As always the information shared was informative and resourceful. Workshops attended included:

- Inclusive Communities, presented by the Michigan Black Caucus of Local Elected Officials
- Michigan's Water Infrastructure: Public Policy Choices and Issues Conference, presented by MSU Extension Center for Local Government, Finance and Policy
- Municipal Finance Reform (General Session)
- Meet TED: New Department Design Focuses on Community Development (General Session)
- The Case for Fixing Municipal Finance in Michigan, presented by MML
- Keynote: Cities Lead 2016 (General Session)
- Fact or Advocacy: Communicating with Your Residents about a Local Ballot Question

- **Special Events Update.** The Heritage Festival has traditionally taken place on the third full weekend of the month. This year, the Fire Muster and Heritage Festival have agreed to switch their traditional weekends. The Fire Muster will take place in Riverside Park on Saturday, August 20. The Heritage Festival will take place August 26-28 in Riverside Park. No plans have been announced for 2017.  
The Beer Festival will be celebrating its 20<sup>th</sup> anniversary of the festival in 2017 and is requesting enhanced activities and attractions that may include a fireworks display. The Special Events staff, fire department and legal will spend this year evaluating the proposal to determine feasibility of the fireworks. If permitted, the display would be for ticket holders only of the event.
- **Donation Bins/Drop Boxes.** Multiple issues have been reported to the City Manager's office regarding donation bins. The legal process for abatements is very cumbersome on Code Enforcement and our office is receiving complaints on the length of time it is taking. We are in the process of researching options to better regulate them and minimize dumping around them.

### City Clerk/Treasurer's Office

- **NEW PAYMENT OPTION ADDED:** As of March 29, 2016, the City Clerk/Treasurer's Office accepts Visa card for payments. For Property Taxes the fee is \$2.50 For all other payments including Parking Tickets, Permits, etc. the fee is 3.00% or \$1.00 minimum.
- The March Presidential Primary election was a success. The County Board of Canvassers signed and certified the results on March 15, 2016.

Voters Registered	Ballots Cast		Percentage
City of Ypsilanti, Ward 1, Precinct 1	1818	408	22.44%
City of Ypsilanti, Ward 1, Precinct 2	2040	599	29.36%
City of Ypsilanti, Ward 1, Precinct 3	1608	404	25.12%
City of Ypsilanti, Ward 2, Precinct 1	1065	543	50.99%
City of Ypsilanti, Ward 2, Precinct 2	1319	582	44.12%
City of Ypsilanti, Ward 2, Precinct 3	1093	564	51.60%
City of Ypsilanti, Ward 2, Precinct 4	1451	300	20.68%
City of Ypsilanti, Ward 3, Precinct 1	1188	287	24.16%
City of Ypsilanti, Ward 3, Precinct 2	1404	619	44.09%
City of Ypsilanti, Ward 3, Precinct 3	1824	748	41.01%

- April 19, 2016 – Partisan and Non-Partisan nominating petitions due in Clerk's Office by 4:00 p.m. for November 8, 2016 General Election

- May 3, 2016 - Special Election:
  - AV Ballots are now 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 register for this election is April 4, 2016
  - Last day to receive AV ballot by mail – April 30, 2016
  - Last day to obtain an AV ballot in person – May 2, 2016 up to 4:00 p.m.

The Clerk's Office is open Saturday, April 30, 2016 from 8 a.m. - 2 p.m. for electors who wish to vote in person in the Clerk's Office.

### Department of Public Services

- **LED Conversions.** DTE has agreed to install a light behind the Riverside Arts Center. We are awaiting the installation of this light fixture. 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; this light has been installed. Staff continues to search for a cost-effective options for LED Replacement Lights for the Washington Street Parking. Staff has replaced all incandescent and CFL light bulbs in city hall with screw-in LED light bulbs.
- **Sidewalk Ramp Replacement Program.** There is approximately \$13,000 in CDBG funds remaining for the program. The City has agreed to install additional sidewalk ramps on Prospect Road per the consent decree with the CIL.
- **Pavement Maintenance.** Cold patching will occur as needed. Working with MDOT to have the bad asphalt joint on W. Cross Street between Huron and Summit Street possibly milled and paved.
- **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. WC OCED has completed the Environmental Assessment and has reported that they were successful. Staff will be bringing an agreement between the City and WC OCED to Council 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 has begun. Due to the mild weather, we were able to start sweeping earlier than usual.
- **Mid-Block Crossing (Washtenaw Ave. East of Oakwood).** MDOT is working with EMU to have the proper paperwork submitted so this project remains on schedule. 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 a resolution from their board to MDOT. The contract and matching funds for this project has been submitted and received by MDOT.
- **Michigan Avenue Signal Upgrade.** This project is expected to start sometime in late summer or fall of 2016.

### Department of Community and Economic Development

- **Road Closures (Park and Grove at MDOT ROW).** The Planning Commission met and hosted a public hearing for discussion on the road closures at Park and Grove Roads at the MDOT Railroad right-of-way. Over 30 residents attended and expressed opinions regarding the closures. The overall opinion was in favor of the closure at Grove Road with little complication

and concern for the closure at Park due to the New Beginnings School and access to Marsh Plating. The Planning Commission voted to recommend both closures by a 6-2 vote. A second public meeting is scheduled for March 30<sup>th</sup> at Maiz Restaurant in Depot Town. A second public hearing is scheduled for City Council on April 5, 2016.

- **CTAP.** A \$5,000 grant has been awarded to the City from the Washtenaw County CVB CTAP (Community Tourism Action Plan) program. The grant is for a partnership with EMU, Washtenaw County Historic Preservation, and Ypsilanti Public Libraries to create historic markers in the Southside neighborhood recognizing significant people, places, and activities. This program will work in conjunction with the Underground Railroad Tour created and advertised by the WCCVB and the historical markers being created to recognize the history of the Parkridge Homes.
- **Freighthouse Renovations.** The renovation project at the Freighthouse has several issues to overcome before completion. Construction on the historic building has encountered several surprises and field changes due to the early issues with the watermain location and access to the crawlspace. Change orders exceed \$7,000 at this point with additional change orders expected to complete the project. Current issues include sprinkling of the café area and under the decking for safe egress of the building. More information will be provided to council as it develops.
- **Property Disposition Policy.** The deadline for applications for purchasing city-owned sidelots was March 15, 2016. Although several applications were received, only one eligible owner will move to closing on a side lot. A long list of interested persons will be contacted to purchase the available properties. An update to the property disposition policy is being prepared for Council. We expect to bring that to the second meeting in April concerning the purchase price of available properties.
- **Rail Stop.** An award of \$125,000 in Urban County CDBG dollars has been recommended to the City of Ypsilanti by the Urban County CDBG advisory committee.
- **Michigan Historic Preservation Network.** The CED Associate Planner, HDC Intern and Chair of the HDC attended the legislative advocacy day in Lansing on behalf of the City to advocate for preservation of historic districts. Legislation to restrict/limit/abolish historic districts continues to be moved in Lansing.
- **Parkridge Homes.** Demolition permits for the Parkridge Homes has been received. Demolition is expected to commence in May.

### Fiscal Services Department

- Worked with Underwriter, Financial Consultant and Bond Counsel for the Bond pricing of 2016 LTGO Refunding Bonds Series 2016A & 2016 B
- Reviewed with each department heads their department budgets.
- Wired funds to Huntington National Bank the Equity contribution of \$ 2,255,000 and the 2006 Interest Debt service of \$383,756.25

## Fire Department

### Activity Report:

	January 2016	February 2016
Fire Calls	53	60
EMS Calls	114	109
Inspections	47	53
Non-emergency requests	6	12
Training hours	93	119

### Automatic and Mutual Aid Fires:

Date	Address	Jurisdiction	Dispatched for	Was AMA needed?	Unit Canceled	Response time	Notes
1/5/2016	793 Green Rd	YFD	Building Fire	No	Yes	2	Fire attack
1/9/2016	99 S. Harris	YTFD	Apartment Building	Yes	No	5	Fire suppression
1/11/2016	407 Ferris	YFD	Chimney fire	No	Yes	2	Fire suppression
1/13/2016	8570 spinnaker	YTFD	building fire	Yes	No	7	NA
2/1/2016	1631 E Michigan	YTFD	Car fire	No	Yes	NA	NA
2/2/2016	1631 E. Michigan	YTFD	Explosion / fire	No	Yes	NA	NA
2/3/2016	785 rosewood	YTFD	Trash fire	No	Yes	NA	No fire
2/8/2016	1815 Smith	YTFD	Buiding fire	No	Yes	NA	NA
2/13/2016	1290 Gattegno	YTFD	Fire	No	Yes	NA	NA
2/13/2016	1290 Stewart	YTFD	Fire	No	Yes	7	NA
2/14/2016	9734 Mulberry	YTFD	Fire	No	Yes	8	RIT ventilation
2/19/2016	1811 Crittendon	YTFD	House fire	Yes	No	6	RIT ventilation
2/21/2016	874 Davis	YTFD	House fire	Yes	No	7	Ventilation
2/23/2016	1433 Leforge	YFD	Stove fire	No	Yes	8	YFD was committed to a CPR call
2/23/2016	1220 Washtenaw	YFD	Odor Investigation	Yes	No	7	NA
2/29/2016	1288 Concord	YTFD	House fire	No	Yes	9	NA
3/7/2016	EMU Police Dept.	YFD	Grass rubbish fire	No	Yes	NA	NA
3/8/2016	663 Mansfield	YFD	Office fire	Yes	No	4	Small fire in office area
3/16/2016	1163 Evelyn	YTFD	arcing wire	Yes	No	7	No twp. response
3/18/2016	1024 W. Michigan	YTFD	Apt Fire	No	No	6	dust coming from worksite
3/20/2016	1972 Quaterback	YFD	Apt Fire	No	Yes	6	NA

### Act 289:

- The Michigan Office of Management and Budget recommended an increase of 3.4 million to better fund Act 289. This is the revenue the City receives for providing fire suppression to Eastern Michigan University. Though the increase will not totally fund the Act, a 25-30% increase in the funding the City will receive compared to previous years is a good estimate.

### Hiring:

- Sammone Dixon, new part-time Executive Secretary. Sammone jumped right into action on her first day and already provides great assistance to the Fire Department staff and suppression personnel. She will be working from 9 a.m. to 2 p.m.

## Human Resources

- **New Employees.** Sammone Dixon was recently hired to fill the clerical vacanmcy at the Fire Department. Sammone comes to us with some very good experieonce to assist Chief Anthouard and the Department. Kathy Millspaugh was recently hired to replace the clerical position in the City Clerk/Treasurer office. Kathy comes to us with extensive banking and finance experience. The Police Department has several good candidates working through the recruitment and final selection process to fill some of the open positions in that department.
- **Employee Resignation.** Joe Yuhas recently notified the City that he will be leaving his position as Police Sergeant effective April 2016.
- **2015 Health Insurance Results.** A separate communication is provided to show the results of the City's self-funded versus full-insured medical plan.
- **Summer Employment.** Stan Kirton and the HR Manager have been working together to hire four summer youths to assist with some of the maintenance-type positions in the City. Thanks to AFSCME for participating in creating an avenue for this to come about. Hopefully, this will offer opportunities for local youth to learn some new skills and perhaps provide positive opportunities. Tthe HR Department will be assisting the Rutherford Pool with hiring their summer staff and also the Friends of the Freightouse to hire their manager.
- **Incode System.** Kim Jones has been assisting the HR Department by updating the City's information system to allow better tracking of employee information, i.e. benefit costs performance evaluations. This will take some time, but will pay bigger dividends by allowing easier access of information.
- **Wellness Committee.** Beth Ernat, Frances McMullan, Kim Jones and Chief DiGuisti have formed an informal Wellness Committee. The purpose is to develop more ideas to encourage a healthier lifestyle for our employees and hopefully have a positive impact for the City.
- **IT Contract.** The HR Department, Marilou Uy and Ericka Savage are working together to seek bids for the City's IT services.

## Police Department

- **Activity Report:**

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

January	February	March
1083 Calls for Service	1030 Calls for Service	1036 Calls for Service
139 Arrests	109 Arrests	100 Arrests
134 Tickets Issued	162 Tickets issued	103 Tickets issued
289 Case Reports Written	221 Case Reports Written	246 Case Reports Written

- Officer Jeremy Taite has been hired and is currently in Phase One of the FTO Program. Two other individuals have been tendered Conditional Offers of Employment and are scheduled for Psychological, Physical and Drug Testing. Two other candidates are currently in the final stages of the Background Investigation.
- Chief DeGiusti participated in the Michigan Municipal League, Law Enforcement Action Forum (MML LEAF) Fall work session. Major topics covered were recent publications by Police Executive Research Forum (PERF), use of force and fair and impartial practices.
- The process for selection of the next K-9 handler has been completed and Officer Brenden Harrison has been selected. Evaluation and selection of the dog will occur on April 3<sup>rd</sup> with training to begin on the April 4<sup>th</sup>.
- The two interns from YCS have been coming to the Police Department on Fridays (except Good Friday) and have been exposed to many areas of the law enforcement profession. Their program continues through the month of April.
- Lt Gress participated in a Black Youth Matters Event Planning Session on Tuesday, March 15, 2015 from 1pm until 3pm at the EMU Student Center. This was an initial meeting and further discussion about events will take place going forward.