



## Memorandum

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: July 29, 2016

Subject: Council Information Letter

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### City Manager's Office

#### **Water Street Debt Millage Information**

The Water Street Millage fact sheet and FAQs was sent in the July tax bills. Additional information created by the City can be found here...

[www.cityofypsilanti.com/millage](http://www.cityofypsilanti.com/millage)

[www.cityofypsilanti.com/waterstreet](http://www.cityofypsilanti.com/waterstreet)

[Water Street Debt Fact Sheet and FAQs](#)

#### **Special Events** – Following is a list of events held this month:

Ypsilanti Gospel Celebration – June 30-July 1, 2016

Camaro Superfest – July 1-3, 2016

Fourth of July Parade – July 4, 2016

ElvisFest – July 8-9, 2016

Unity-n-Community – July 16, 2016

Michigan Brewers Guild Summer Beer Festival – July 22-23, 2016

#### **Website and Social Media**

- We had 1,128 Facebook likes by the end of July.
- Staff posted the following on the website and social media:
  - Statement from Chief of Police regarding Dallas shootings
  - Special thanks to everyone who attended the Police-Community Relations/Black Lives Matter Task Force Meeting
  - Street closures at rail stops
  - Arthritis Foundation Walk With Ease Program
  - The City of Ypsilanti's Major Accomplishments

- Assisted with getting the word out about the following through social media:
  - ElvisFest
  - Opportunity to become a Republican Election Inspector
  - Construction on Washtenaw between Cross and Oakwood
- Staff highlighted this exciting news on social media:
  - PARADE Magazine mentioning the Ypsilanti Automotive Heritage Museum in an article
  - Lieutenant Colonel Kettles of Ypsilanti being awarded the nation’s highest military honor by President Barack Obama

**Simple Recycling Report**

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

Simple Recycling Billing	
Month	Amount Paid
Oct-16	\$93.07
Nov-16	\$52.14
Dec-16	\$52.14
Jan-16	\$52.46
Feb-16	\$31.72
Mar-16	\$33.62
Apr-16	\$43.63
May-16	\$40.64
June 16	\$54.04
<b>Total</b>	<b>\$453.46</b>

**City Clerk/Treasurer’s Office**

- A proclamation will be presented to Charles Kettles, Medal of Honor Winner, on Saturday, August 13<sup>th</sup> at the Yankee Air Museum at 2:00 p.m.
- Effective August 8<sup>th</sup>, Frances McMullan, City Clerk, will be Interim City Manager and Andrew Hellenga, currently Deputy City Clerk, will be Acting City Clerk.
- Ward 3 -2 Polling Location name change – Adams STEM Academy changed its name to Ypsilanti International Elementary School. The County Clerk’s Office advised staff to inform voters through social media and website updates.
- Ward 1 – 3 polling location has moved from Perry Elementary to Second Baptist Church. Staff has worked with Second Baptist to strategize how to efficiently to manage the poll on election day.
- To date, for the August Primary, 647 AV Ballots have been mailed and 420 have been returned.
- The Clerk’s Office will be open Saturday, July 30<sup>th</sup> for the purpose of Absentee Voting. The public has been made aware through social media.

## Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. The installation of 22 four foot conversion kits in the basement of City Hall have been completed. Three conversion kits and one surface mount fixture remains to be installed in the basement. Installation of five T-5 High Bay florescent fixtures for the DPS pole barn has begun.
- **Sidewalk Ramp Replacement Program.** This season there will be two bid packets for sidewalk ramps to be issued. The first packet will be specifically for the CDBG funded ramps; the second packet will include the additional ramps for Prospect and ramps for various locations throughout the city.
- **Pavement Maintenance.** Council has directed staff to make urgent road repairs to three segments of roads; Cornell between Mayhew and Washtenaw, Huron River Drive between Lowell and Cornell and Hamilton between Forest and Washtenaw Ave. The bids packets for the Urgent Road Repairs are scheduled to go out the week of August 1<sup>st</sup>, 2016.
- **CDBG –Tot Lots.** The agreement between the WCOCD and the City was approved by Council during the June 7<sup>th</sup> Council Meeting. The contract is in the process of being executed by Washtenaw County. The play equipment has been ordered and there is a 4-6 week window on delivery. We have received the new sign for Edith Heffley Tot Lot and DPS staff will install the sign as the schedule permits.
- **Street Sweeping.** The second round of street sweeping continues throughout the City.
- **Mid-Block Crossing (Washtenaw Ave. East of Oakwood).** This project has been delayed due to incomplete signal hardware testing. Work is scheduled to resume the first week in August. Work remaining includes; installing the new mast arms and the new signal heads and associated electrical work.
- **Michigan Avenue Signal Upgrade.** MDOT bid letting for this project is scheduled for early August 2016. This project is expected to start sometime in late fall of 2016.
- **Tree Removals.** To date, DPS staff has removed 6 trees in the month of July; five more trees are scheduled for removal in July.
- **DTE Riverside Park Project.** This project is ongoing. DTE has completed the installation and tie-ins of six new conduits from the church on River Street to the substation. Work remaining includes pulling the new power cable through the conduit to the substation. The temporary poles located in the park should be removed by mid to late August.

## Department of Community and Economic Development

- **Building Healthy Communities Grant (MParks).** The grant parameters are to administer two programs and provide \$24,000 in park upgrades. The first two sessions of the Walk With Ease program are completed. Although attendance was low, the program was well received. The third session starts next week and is being held in the evening to attract more participants. The first two sessions of the Come Out and Play Program have been completed and the third and final session starts next week. The kids are enjoying the program and the feedback has been good despite the high temperatures. Work will start on Waterworks bridge replacement an railings on the tridge the first week in August and will be completed by August 31.

As far as grant improvements, prices and bids are being obtained for the replacement of the hand rails at the tridge stairs in Riverside and prices are being finalized for the decking replacement of the Waterworks Bridge.

- **Blight Grant Update.** Contractor has been selected and is waiting for utility disconnects. Demolitions will be complete by August 31<sup>st</sup>.
- **Fencing at Water Street.** Fencing will be installed by August 31.
- **Property Disposition Policy.** Over 12 parcels have been sold. Several more parcels will be sold by the end of August.
- **Towne Centre.** The large freight elevator is broken and parts have been ordered but repairs may take up to two weeks. The smaller passenger elevator is having sporadic outages due to heavy usage and high temperatures. The building is being monitored 24-hours a day. MSHDA has been notified and is observing the situation and will remove residents if conditions become unsafe.
- **Freighthouse.** The contractual work on the Freighthouse is anticipated to be completed by the end of July. Remaining items have been provided to the Friends of the Freighthouse for completion in order to get a temporary Certificate of Occupancy.
- **Housing and Compliance Officer.** Job positing for the new Housing and Compliance Officer has been made. Interviews are expected in August.

## Fire Department

### Activity Report:

*June 2016*

*July 2016*

Fire Calls	69	62
EMS Calls	121	95
Inspections	34	16
Non-emergency requests	4	20
Training hours	162	31

### Automatic and Mutual Aid Fires:

Date	Address	Jurisdiction	Dispatched for	Was AMA Needed?	Unit Cancelled?	Response Time	Notes
5/2/2016	726 Cambridge	YFD	House	Yes	No	4	Fire Attack
5/4/2016	1260 Holmes	YTFD	Building Fire	Yes	No	5	Search and rescue
5/6/2016	717 Hawthorn	YTFD	Building Fire	Yes	No	6	Fire Attack
5/17/2016	181 Oregon	YTFD	Building Fire	Yes	No	8	Fire Attack
5/18/2016	2923 Roundtree	YTFD	Kitchen Fire	Yes	No	3	Overhaul
5/24/2016	8486 Barrington	STFD	House Fire	Yes	No	4	Fire attack, overhaul
5/27/2016	427 Villa Drive	YTFD	Kitchen Fire	Yes	No	8	Ventilation
5/29/2016	2131 Golfside	YTFD	Kitchen Fire	No	Yes	9	
5/30/2016	1269 Elmwood	YTFD	Unknown	No	Yes	NA	Cancelled in route
5/31/2016	1105 Pasadena	YTFD	House Fire	Yes	No	7	Check extension

6/1/2016	775 James Hart	YTFD	Dumpster	No	No	4	Standby and release
6/2/2016	235 Spencer	YTFD	School fire	No	Yes	6	Cancelled on arrival
6/2/2016	804 Cliff Drive	YTFD	Building Fire	No	Yes	10	Standby and released
6/3/2016	1788 Victor	YTFD	Structure Fire	No	No	NA	Cancelled in route
6/18/2016	1352 Holmes	YTFD	Garage Fire	Yes	No	7	Fire Attack
6/19/2016	8 N. River	YFD	House Fire	Yes	No	4	Fire Attack / IC
6/19/2016	1572 Village Ln.	YTFD	House Fire	Yes	No	7	Fire Attack
6/25/2016	2911 Bynan	YTFD	Apartment Fire	Yes	No	7	Salvage
6/30/2016	302 Emmet	YFD	House Fire	Yes	No	5	Attack IC
6/22/2016	836 Cliff Drive	YTFD	House Fire	Yes	No	5	Salvage
7/3/2016	7491 Belle Mead	YTFD	Fire	No	Yes	NA	NA
7/5/2016	1580 Harry	YTFD	Garage Fire	Yes	No	7	Fire Attack
7/21/2016	Huron / Lakecrest	YTFD	Grass Fire	Yes	No	7	YTFD tied up

- **New Engine:** The invitation for bid was posted on MITN on May 31<sup>ST</sup>. Three contractors participated to the mandatory pre-bid meeting on June 10<sup>th</sup>. Bids are accepted and will be opened until July 29<sup>th</sup>.
- **Solar Project:** We posted the RFP to purchase the equipment for the Fire Station Solar project system on MITN for two weeks.
- **Public Education:** In partnership with the Fire Museum, The Fire Department will be demonstrating the efficiency of residential sprinkler systems during the Munster antic fire truck show on August 20<sup>th</sup> at the Riverside Park.

### Fiscal Services

- Participated in interviewing the Human Resources Manager.
- Worked with Bond Counsel and Transfer Agent in preparing the necessary documents for the Water Street bond payout of \$470,000.
- Worked with Abraham & Gaffney, City Auditors for the preliminary audit of the City's FY 2015-16.
- Worked with Bank of Ann Arbor, Bond Counsel, Financial Advisor, Underwriter, and Transfer Agent for the closing and fund transfer for the Water Supply & Sewage Disposal System Revenue Refunding Bonds, Series 2016
- Reviewed and submitted to State of Michigan the Tax Increment Personal Property Tax loss Reimbursement Form 5176.
- Worked with the City Manager by compiling the sources & uses of City's major projects.

### Human Resources

#### New Hires

- Tarina Myris, Human Resources Manager - Contract Employee
- Jorden Judge – Police Officer – started July 18, 2016
- Matthew Worford – DPS Seasonal Worker – Started July 27, 2016

## Resignations

- Ralph Lange, City Manager - last day is August 5, 2016.
- Ericka Savage, Assistant to the City Manager. She accepted a position with the City of Detroit. Her last day was July 26, 2016.

## Police Department

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 5 days remaining in July:

May	June	July
1284 Calls for Service	1162 Calls for Service	1067 Calls for Service
146 Arrests	117 Arrests	102 Arrests
104 Tickets Issued	98 Tickets issued	76 Tickets issued
284 Case Reports Written	264 Case Reports Written	234 Case Reports Written

- Officer Jeremy Taite is into Phase 3 of the FTO Program. He is in the final stages of this phase and it is anticipated that he will be certified for solo patrol soon. Officer Jamaica Skender, Joseph Kuderko, Justin Taite and Jessica Welker will be passing into Phase 3 of the FTO Program and are progressing well. On July 18<sup>th</sup> Officer Jordan Judge started at the police department and is currently going through orientation. Two other applicants were in the Background Investigation process. One has been eliminated due to an unacceptable background and the second is near completion and it is expected that we will be tendering a job offer within the next week.
- Chief DeGiusti attended an expanded meeting of the HRC/ City Council Taskforce on July 11 at Ypsilanti High School.
- On July 14 the YCS Junior Police Academy Graduation was held at the auditorium of Ypsilanti High School. 14 youth participated in the program which was partnered between YPD, YCS and WCSO. The classes exposed the cadets to many aspects of law enforcement and allowed the kids to interact with the officers from both departments in a friendly and safe environment. By all accounts, the program was very successful.
- The Police Services survey being conducted by EMU student Rasheed Atwater (also now working for the DDA) has been completed. He will be coming to the August 16 City Council Meeting to make a short presentation on the results.

- YPD and COPAC have been working on an awareness campaign to decrease thefts and crimes of opportunity. Chief DeGiusti will have a short presentation of the program at the August 16 City Council Meeting.
- On July 21 Lieutenant Gress attended a Community Unity meeting at EMU that was hosted by the WCSO and WEMU. All of the Washtenaw County law enforcement agencies were represented.
- July 8<sup>th</sup> and 9<sup>th</sup> the annual Elvis Festival and July 22<sup>nd</sup> and 23<sup>rd</sup> Beer Fest were held in Riverside Park. Both events were well attended and no incidents were reported to the Police Department.