



## Memorandum

To: Mayor Schreiber and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: July 25, 2014

Subject: Council Information Letter

**CITY MANAGER**

**Action & Request Center Report:**

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

- ✓ 36 online support tickets were opened since the last CIL (June 2, 2014)

Abandoned Vehicles	0	
Animal Control	0	
Criminal Activity (Non Emergency)	0	
Graffiti	0	✓ 18 New Tickets Closed
Dangerous Buildings	0	
Noise Complaints	1	6 In Progress
Other Violations	7	
Parking Maintenance	1	✓ 12 Open
Parking Complaints	0	
Public Facilities	4	
Rental Housing	0	
Sidewalks	2	
Street Conditions	10	
Streetlights	2	
Trash Pick Up	0	
Trash/Litter	4	
Weeds	5	
<b>Total</b>	<b>36</b>	

- Mr. Lange has been appointed to the SEMCOG's Transportation Coordinating Council (TCC). The meetings are held the fourth Wednesday of the month.

#### **CITY CLERK**

- Clerk/Treasurer's office is gearing up for the August 5<sup>th</sup> primary election. Absentee ballots have been sent out and are continuing to be processed.
- Tax season is in full gear. Summer taxes are being accepted from July 1 through September 14th.

#### **DEPARTMENT OF PUBLIC SERVICES**

- Energy Revolving Loan Fund - The LED conversions for city facilities is complete with the exception of the punch list items. Facilities completed include the YPD, YFD, DPS and city hall interior lights, YFD/YPD and city hall parking lights.
- Sidewalk Ramp Replacement Program - Saladino Construction has begun this year's Sidewalk Ramp Replacement Program. ADA ramp installation started on Wednesday, July 23<sup>rd</sup> on South Washington Street.
- Pavement Maintenance Program - The urgent road repairs will begin on Friday, July 25<sup>th</sup> on Prospect and Cornell Roads and continue on selected road segments throughout the city.
- Penn Dam - The detailed assessment is approximately 50% complete; the remaining detailed condition assessment of the spillway and structures will be completed in 2014. The engineers are keeping an eye on water flows/levels and will complete the assessment as soon as possible. Staff just received word that the dam inspection will continue on Monday, July 28<sup>th</sup> weather permitting/cooperating.
- CDBG - The construction drawings for the CDBG Senior Center kitchen and electrical improvement project were reviewed by the County Health Department for their comments. A couple of minor changes were made to the drawings and will be resubmitted to the County for their approval.
- 2015 Prospect Road Project - As everyone knows, we have received Priority Road Improvement Funds from the state in the amount of \$1.9 million for the reconstruction and repairs to Prospect Road from Holmes Road to the Grove Road Bridge approach. The City's intention is to mill and overlay the segment Prospect Road from Michigan Avenue to the Grove Road Bridge approach late this construction season and fully reconstruct the segment of Prospect from Michigan Avenue to Holmes Road early in the 2015 construction season. Also, the city has received Safety Funds from MDOT to improve the Prospect Michigan Avenue intersection with turn arrows added to the signals and ADA ramp installation on the corners in the 2015 construction season.
- Surplus Equipment - DPS will begin listing additional surplus equipment in 4-6 weeks.
- Charles Street Tot Lot - The Charles Street Tot Lot Equipment was installed on July 12<sup>th</sup> during the Community Build Project. The Charles street neighborhood association/volunteers, city staff and an advisor from Miracle Play Equipment assisted with the installation of the play equipment and fall surface. Final selections for the play equipment are being made for Hefley and Mattingly Tot Lots and will be ordered soon.

- Solar Projects - We were approached by Dave Strenski and Amy with ALEO Electric and Solar Electric who informed us that an anonymous donor has pledged funds to add photovoltaic systems to city facilities. Selected were Parkridge Community Center, Senior Center and the DPS Administration building.
- Prospect Bridge - The Prospect Bridge Rehabilitation Project started on Monday, July 21<sup>st</sup>. Additional signs were ordered and installed on Tuesday, July 22<sup>nd</sup>. The project is anticipated to take 45 days; however, if the weather holds up, the length of the project time will be reduced.
- Street Light Conversions- The 2014 conversions started approximately two weeks ago and continues. We have received pricing to remove the Mercury Vapor decorative lights on N. Washington Street and replace them with six (6) LED Granville style pedestrian light for the amount of \$24,651.59. Copy of the purchase agreement is attached.

## **FIRE DEPARTMENT**

- The Fire Department is in the process of putting together bids for the fire station roof repairs.
- A study was made in cooperation with "solar ypsi" to install solar panels on roof of our building, which would allow the fire station to become close to 100% solar powered. Multiple grants are available for this \$51,343 project.
- We are in the final phase of establishing a hiring list. A Civil Service Commission is scheduled on July 31<sup>st</sup>, after which time, two new people will be hired to replace two vacancies.
- The Fire Department was awarded a grant from FEMA for a \$39,000 to purchase 15 sets of turnout gears. The grant was written by Superior and Pittsfield Township Fire Departments. A 10% match was approved by council in September last year for this grant.
- Insurance Survey Organization (ISO) will be re-evaluating the City's fire suppression capability, starting on July 28. This lengthy process will evaluate personnel, equipment, dispatch abilities, training records, water distribution system, and fire prevention activities to compound an ISO score rating.

## **FISCAL SERVICES DEPARTMENT**

### Completed:

- Worked with Abraham & Gaffney, City Auditor for the completion of the preliminary audit for the City's FY 2013-2014
- Coordinated with Washtenaw County and vendor for organizing the computer room and tucking in all hanging computer wires at City Hall.

### To be Completed:

- Compile data for the preparation of dashboard, trends, graph for Citizen guide and public transparency

- Compile data and prepare audit schedules/spreadsheets for the FY 2013-14 audit.

## HUMAN RESOURCES DEPARTMENT

- **New Hires/Separations/Status Changes:**  
Kelsey Morrison was hired on 6/19/2014 as a Police Officer  
DeVante Watson was hired on 6/24/2014 as an Intern in the Finance Dept.
- **Employees Off From /Returned to Work:**  
Currently have 1 person out on Workers' Comp  
One person is on light duty  
Have 3 people on FMLA
- **Job Postings:**  
The following jobs have been posted:  
Equipment Operator  
DDA Community Development Coordinator  
City Manager Intern  
Police Officer
- **Miscellaneous:**  
HR has sponsored a Morale Booster on July 23<sup>rd</sup> at City Hall Parking Lot.  
Fire Extinguisher Training occurred at the Water Street Field for City Hall Personnel and DPS is scheduled to have this training on July 25<sup>th</sup> at the Yard.  
New evaluation forms have been finalized and will be going to Department Heads for training on their use.

## PLANNING DEPARTMENT

- **City of Ypsilanti Parks and Recreation Master Plan**  
The State of Michigan has approved our Master Plan. It is available online or in hard copy. <http://cityofypsilanti.com/EventsRecreation/ParksFacilitiesInformation/ParksPlan>.
- **Bridge/trail update**  
The City continues to work on the planning for the Heritage Bridge from Riverside Park to Michigan Ave, as well as the Rivers' Edge Linear Park and trail with WCPARC. The designs are nearly complete and are expected to be submitted to DNR for approval along with bid documents next week. Once approved, the city will go out to bid (August), and we expect to start construction in September, subject to permit approvals.
- **Family Dollar Ground Breaking**  
The City is working with Core Resources LLC on a new date for the groundbreaking. We hope to send out potential new dates next week.
- **Water Street Flats MSHDA funding**  
Several council members have requested an update. Staff is meeting to conduct a conference call with the developer and MSHDA next week to find an updated status and will report back with an update soon after.
- **Washtenaw County affordable housing survey**  
Washtenaw County is performing a needs assessment for affordable housing county-wide. They are looking for feedback from as many individuals as possible. We ask you to use the attached flier

to notify your constituents to the survey to assist. Please take [this survey](#). It should last 15-20 minutes. Feel free to share the attached flyer. If someone wants to take the survey on paper, they can be requested from Paul Montagno with Washtenaw County at (734) 222-6888 - [montagnop@ewashtenaw.org](mailto:montagnop@ewashtenaw.org).

- **Capital Improvements Plan**  
Staff has met with the consultant team from Carlisle Wortman and Associates to start the process. Staff will provide a brief presentation to City Council at an upcoming meeting providing background and the schedule in September.
- **Water Street Marketing**  
New marketing materials have been completed and were recently distributed at the International Council for Shopping Centers meeting on July 24, 2014. Staff will be following up on new leads from the event. Also, the City will be installing new signs on Water Street (the CBRE signs have been removed), in the next 2-3 weeks. The City is also working with SPARK on a broker breakfast to reintroduce Water Street and other City properties to brokers and developers in early Aug. Any questions about these efforts can be directed to Teresa Gillotti at [tgillotti@cityofypsilanti.com](mailto:tgillotti@cityofypsilanti.com) or 734-483-9646.

**POLICE DEPARTMENT**

- **Activity Report:**

Statistics for the current period reflect by the past three months with 7 days left in July.

<u>July</u>	<u>June</u>	<u>May</u>
1523 Calls for Service	816 Calls for Service	1801 Calls for Service
193 Arrests	194 Arrests	185 Arrests
727 Tickets Issued	405 Tickets Issued	329 Tickets Issued
335 Case Reports Written	404 Case Reports Written	490 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.

- Probationary Officers Peterson, Anderson, Harrison and Bergland continue to perform well. Officers Kofahl, Smith and Williams are continuing in the Field Training Program coming to the close of first phase. Officer Kelsey Morrison has graduated from the Police Academy and has started the field training program. The department continues to review applications and interview candidates with the goal of reaching our full budgetary complement.
- The COAM contract was negotiated and ratified and is currently in effect. A one year contract extension was negotiated with POAM which will expire in 2017.
- The Police Department restructuring has already begun. Sergeants Eberts, Yuchasz, Overton and Szymankiewicz have been promoted to the rank of Lieutenant and Officers Yuhas and Compton have been promoted to Sergeant. A posting is currently in effect at the Police Department to start the process for the remaining two Sergeants Positions.
- The department has joined the Sherriff and the other law enforcement agencies in the county in support of Gun Safety Week (week of July 20<sup>th</sup>). The department partnered with Project Child Safe and obtained 200 free gun locks for distribution. The gun locks are available at the Police Department free of charge to the public and will remain so even after

the week is over until they are all distributed.

- The City Manager and Police Chief have presented a proposal to the Ypsilanti Community Schools (YCS) to place a School Resource Officer at the Middle School. The YCS Board has accepted the proposal and they have agreed to fund 10/12<sup>th</sup> of the cost of an entry level officer. In addition, I have applied for a grant through the Department of Justice for funding for a Safety Resource Officer (SRO). There is no known announcement date for this grant, but funding is very limited.
- The Police Chief applied for the Red Box Program through CVS and received word that they granted us a free Drug Collection unit. CVS' Drug Disposal for Safer Communities Program was created because they recognize the importance of safely removing expired and unwanted prescription drugs from households where they can otherwise become a source for drug abuse or diversion. The drug collection unit becomes a useful tool for our agency in the fight against prescription drug abuse in our community.
- On July 8, 2014, the Eastern Washtenaw Safety Alliance was officially rolled out to the public. Although all of the collaborations that were outlined in the presentation have already been implemented and are working well, this was an effort to make those efforts known and to begin to change the perception of safety on the region. A short video of the initiative is linked to the city website for those interested in viewing it.

**Exhibit A to Master Agreement**

**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of July 18, 2014 between The Detroit Edison Company ("Company") and the City of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated February 5, 2013 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	41306364	
2. Location where Equipment will be installed:	Washington St. between Pearl St. and Michigan Ave., as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	6	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install (6) 80w Granville LED light fixtures in green on 12' Wadsworth Aluminum Poles with concrete foundations and green powder coat finish.  Remove (8) private lights along Washington St.	
5. Estimated Total Annual Lamp Charges	\$1,825.56	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$30,128.27
	Credit for 3 years of lamp charges:	\$5,476.68
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$24,651.59</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices  _____	
10. Customer Address for Notices:	City of Ypsilanti Attn: Stan Kirton 14 W Forest Ave Ypsilanti, MI 48012	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) YES NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 1 post and 1 luminaire and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at Ypsilanti DPW Yard, 14 W. Forest Ave., Ypsilanti, MI 48197. Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: Stan Kirton

Title: Director-Department of Public Works

Phone Number: 734-483-9645

Email: skirton@cityofypsilanti.com

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

12. Experimental Emerging Lighting Technology (“EELT”) Terms:

All or a portion of the Equipment consists of EELT: (check one)  YES  NO

If “Yes” is checked, Customer and Company agree to the following additional terms.

A. The annual billing lamp charges for the EELT equipment has been calculated by the Company are based upon the estimated energy and maintenance cost expected with the Customer’s specific pilot project EELT equipment. .

B. Upon the approval of any future MPSC Option I tariff for EELT street lighting equipment, the approved rate schedules will automatically apply for service continuation to the Customer under Option 1 Municipal Street Lighting Rate, as approved by the MPSC. The terms of this paragraph B replace in its entirety Section 7 of the Master Agreement with respect to any EELT equipment purchased under this Agreement.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

Customer:

The Detroit Edison Company

City of Ypsilanti

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]



## OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

### Washtenaw County Affordable Housing Needs Survey

Please spend 15 to 20 minutes taking a survey that will help identify issues surrounding Affordable Housing in Washtenaw County. Your input is critical to create a full understanding of the need in our community.

[Click here to take the Survey now!](#)

[https://docs.google.com/forms/d/14HQ0ZkNVRWDLULeE\\_dZYbu0ClDnv1m0u83CBAJwq0Ws/viewform?usp=send\\_form](https://docs.google.com/forms/d/14HQ0ZkNVRWDLULeE_dZYbu0ClDnv1m0u83CBAJwq0Ws/viewform?usp=send_form)

The Washtenaw County Office of Community and Economic Development has initiated a countywide affordable housing needs assessment. The final report will provide a clear, easy to understand assessment of the local housing market, identify current and future housing needs, and provide **specific and implementable policy recommendations** to advance affordable housing. A major goal for this study is to include an analysis that links **transportation cost and accessibility**, as well as other environmental and **quality of life** issues to the **location** of affordable housing.

Ultimately, this report will provide numerical targets, budget needs, and policy recommendations related to affordable housing in Washtenaw County, as well as individually for the communities that make up the County's urban core.

For More information Contact

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Washtenaw County Office of Community & Economic Development  
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Ann Arbor, MI 48104  
Phone: 734-222-6888  
Email: [montagnop@ewashtenaw.org](mailto:montagnop@ewashtenaw.org)