



Memorandum

To: Mayor Edmonds and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: February 27, 2015

Subject: Council Information Letter

City Manager's Office

Action & Request Center Report:

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

- ✓ 24 online support tickets were opened since the last CIL (January 30, 2015)

Abandoned Vehicles	0
Animal Control	0
Board Ups	0
Criminal Activity (Non Emergency)	2
Graffiti	1
Dangerous Buildings	0
Noise Complaints	0
Park Maintenance	1
Parking Complaints	2
Public Facilities	2
Snow Plowing (Streets)	4
Snow Removal (Sidewalks)	8
Sidewalk	1
Street Conditions	0
Streetlights	1
Trash Pick Up	1
Trash/Litter	0
Vehicles in Yard	1
Total	24

14 Closed
 3 In Progress
 7 Open

May 2015 Ballot Proposal. As a point of information, the community and the public need to know that according to reliable estimates, the amount of money that the City will receive annually for the purpose of improving roads, will be \$736,412 by 2018. The City is currently paying approximately 4.5 mills in special property taxes for the purpose of improving city roads and bridges. If the ballot issue were to pass in 2015, the increased revenue by 2018 would represent approximately 2.45 mills of city taxes that would now be covered by the state road fund versus having to raise this amount of money locally through a millage.

Please see information listed below:

Distribution Schedule for Michigan Transportation Funding by County
Estimated - Assuming May 2015 Ballot Proposal Passes
and MTF Receives \$1.2 Billion Increase

County	Existing Revenue Actual Fiscal Year 2014	Estimated Year One Fiscal Year 2016	Estimated Year Two Fiscal Year 2017	Estimated Year Three and Beyond Fiscal Year 2018
Washtenaw	17,465,250	21,402,24	25,339,238	29,276,23

Distribution Schedule for Michigan Transportation Funding by City/Village Estimated
- Assuming May 2015 Ballot Proposal Passes
and MTF Receives \$1.2 Billion Increase

City/Village	Existing Revenue Actual Fiscal Year 2014	Estimated Year One Fiscal Year 2016	Estimated Year Two Fiscal Year 2017	Estimated Year Three and Beyond Fiscal Year 2018
Ypsilanti	1,115,640`	1,361,111	1,606,581	1,852,052

DTE. The City of Ypsilanti and DTE Energy have a variety of major and minor issues that need to be resolved between the two parties. There is a great interest in the outcome and resolution of many of these issues by members of City Council and the public. Please see agenda of these issues attached – no issue was resolved at the first meeting. More meetings will be scheduled.

City Clerk/Treasurer's Office

- 680 AV applications were mailed on February 13, 2015 for the May 2015 Special Election and the City Clerk's Office has received 243 AV applications as of February 26th.
- Clerk McMullan hosted a meeting regarding medical marijuana dispensaries and growth facilities in Ypsilanti with the City of Inkster who are exploring the adoption of a similar ordinance. Chief DeGiusti, City Attorney Barr, and City Planner Wessler were present to provide history. Clerk McMullan took their Mayor and several of their Council Members on a tour of local dispensaries.

- Additional surveillance cameras were installed in the Clerk/Treasurer's Office on Wednesday, February 18th.
- Treasurer's Office mailed courtesy notices for Summer/Winter 2014 delinquent tax bills on Thursday, February 19, 2015.

Department of Public Services

- **Energy Revolving Loan Fund.** Staff, along with Lance Alley, DTE Community Lighting Account Representative, is scheduled to make a presentation at the March 3rd council meeting regarding the removal and replacement of the decorative lights on N. Washington St. Staff is awaiting delivery of the outdoor lights for the DPS yard to replace the existing MV and HPS fixtures. Staff has ordered a test LED fixture to convert the trail lights in Riverside Park. The fixture is 97 Watt and will replace the existing 250 Watt fixture. There are a total of 25 light fixtures slated for conversions in Riverside Park. Staff is also researching LED fixtures to replace the lights in the Washington Street Parking lot and the overhang on the YFD Station.
- **LED Conversions.** Staff has approved the agreement to install an LED light fixture on an existing wooden pole on Oakwood Street between Washtenaw Avenue and W. Cross Street. Staff has also approved the agreement with DTE to install additional lighting on Hewitt Street between Washtenaw Avenue up to the EMU Presidential Residence. Staff has received an estimate to install street lights on Green Road between LeForge and the dead end of Green Road for the amount of \$14,746.18.
- **Sidewalk Ramp Replacement Program.** Staff will bring the contract extension with Saladino for the 2015-2016 Sidewalk Ramp Replacement Program to Council in April 2015.
- **Pavement Maintenance.** Cold patching continues throughout the city.
- **CDBG.** The 2010, 2011, 2012 CDBG Facilities Improvement Project for Ypsilanti Senior Center Kitchen Renovation and Electrical Upgrade Project has been awarded to DTS Contracting, Inc. Council approved the contract at the January 20th council meeting. The preconstruction meeting was held on January 29th, 2015, at which time, the notice to proceed was issued. The project submittals have been approved and the cabinets have been ordered. Staff will order the under sink dishwasher but the ice maker will be put off due to budgetary shortfalls and installed as funds become available. Work is slated to start upon arrival of the cabinets, with substantial completion by April 15th and completed and ready for final payment on or before May 1st, 2015.
- **N. Prospect PRIP Project.** The design phase is in final review stage at OHM. The RFP will be released as early as next week and by March 9th at the latest with bid opening set for March 26th. Contract award is scheduled for the April 7th council meeting. Project is scheduled to start in early May with substantial completion by August 28th and final acceptance in mid-October.
- **Adams Street Reconstruction Project.** The Grade inspection with MDOT was conducted on Tuesday, February 24th. The plans submittals (RFP) is scheduled for March 20th, bid letting is scheduled for June 5th. The project is scheduled to start on July 6th with completion by November 15th.

- **Truck/car ports.** The construction will continue on the DPS truck port as the weather permits.

Economic & Community Development

- **Water Street:** Staff hosted a meeting with developers and local partners in our continuing effort to attract a second anchor.
- **Angstrom:** Staff is continuing to work with the State and County on potential redevelopment of the property and currently seeking grant dollars for a redevelopment assessment to determine the current status of the property and potential re-uses.
- **Other:**
The Ypsilanti Commercial Space Team has tentatively scheduled April 23 for their Ypsilanti Commercial Investors Day which will highlight select downtown properties to developers.

We are working on developing a list of city-owned properties with the highest sales potential to return revenue to the city and remove these parcels from future maintenance schedules.

We are working with an area financial institution about a potential branch office.

We continue our efforts of engagement with EMU through numerous meetings with university officials.

Ann Arbor-based Adventures in Homebrewing purchased a property 580 S. Mansfield for a new distribution center. They plan on having anywhere from 25-40 employees and installing new solar and/or geothermal power.

- **Zoning Ordinance Implementation.** Staff is currently working on a revision to the “nonconforming” section of the ordinance to address the issue of multifamily & duplex uses in residential zones that have been downzoned over the years. A draft will be reviewed by the Planning Commission in March.
- **Staffing.** Beckett & Raeder, Inc., is helping to provide day-to-day planning services, up to two days per week, through April 20th. Megan Masson-Minock of ENP & Associates will continue to provide as needed off-site assistance through April. One unpaid intern has begun work on the update of the non-motorized plan, and a part-time paid intern was hired in mid-February. A temporary intern will be starting in March and is expected to continue through the end of April. Our consultant, Steve Horstman, and Mr. Lange have assumed the majority of the “economic development” duties previously handled by Ms. Gillotti. Mr. Horstman is contracted through the end of March.
- **Capital Improvements Plan/Redevelopment Ready Communities.** The Capital Improvements Plan will be presented to the Planning Commission in March for adoption, and before Council for adoption in April. We are targeting a late April/early May RRC award.

- **Border to Border Bridge and Trail Project:** Revised, value-engineered plans have been submitted to the DNR (grantor) for their approval. They are undergoing staff changes; approval is anticipated by the end of March. We plan go out to bid very shortly thereafter.
- **Freighthouse:** The FOYF have succeeded in their Patronicity campaign. Quinn Evans Architects is currently working to finalize the freighthouse drawings and assemble the bid specifications for the RFP. At this point, we're targeting a late March letting of the bid, and a May award.
- **Property disposition policy:** Planning Commission has adopted a policy regarding disposition of city-owned, often tax-reverted, non-commercial properties (real estate). Staff is targeting an April presentation to Council of the complete list of properties, as well as the recommended disposition of the properties to which the policy will apply.
- **Target Market Analysis:** The City has partnered with Dexter, Saline, and Chelsea to apply for a grant from MSHDA to perform a housing target market analysis to identify "gaps" in the housing types we have. We have been awarded this grant, and staff anticipates presenting an MOU to Council regarding it at the second March meeting.
- **Ongoing research:** Currently, staff is researching Property Assessed Clean Energy (PACE) partnership opportunities with the South East Michigan Regional Energy Office. Staff is also researching Neighborhood Enterprise Zones with the MEDC, and if, and where, they might be a good fit. Staff has also become aware of significant property line issues along the east side of First Street, and is attempting to identify the extent and effect of the problem and potential solutions.

Fire Department

- **Fundraiser:** Ypsilanti firefighters will represent their City in a stair climb race, in full turn out gear, to the top of the Renaissance Center Building in Detroit on March 1st. Numerous local fire departments from the region are taking part of this fundraiser organized by the American Lung Association.
- **Activity Report:**
The following are the statistics for the current period reflected by the past three months.

December	January	February
48 Fire Calls	58 Fire Calls	57 Fire Calls
97 EMS Calls	109 EMS Calls	89 EMS Calls
46 Inspections	57 Inspections	50 Inspections
5 Non-emergency	6 Non-emergency	8 Non-emergency

- **Automatic Mutual Aid:** The program is successful and becoming routine. The following are statistics for the current period reflected by the past two months.

Date	Address	Jurisdiction	Dispatched for
1/1/2015	412 High	YFD	House fire
1/5/2014	310 S. Huron	YFD	Chimney fire
1/6/2015	1040.Commonwealth	YTFD 1	Building fire multiple calls
1/7/2015	2736 Apple Ridge	YTFD 1	Building fire multiple calls
1/14/2015	2277 S. Grove	YTFD 1	Building fire multiple calls
1/21/2015	837 George	YTFD 1	Building fire
1/21/2015	332 Ford	YTFD 1	Building fire multiple calls
1/21/2015	1996. College wood	YFD	Porch on fire
1/22/2015	2891 Bynan	YTFD1	Building fire multiple calls
1/24/2015	729 Charles St.	YFD	House Fire
1/27/2015	210 W. Cross	YFD	Building fire multiple calls
2/13/2015	513 Pearl St.	YFD	House Fire
2/13/2015	401 W. Mich. Ave.	YFD	Building Fire
2/15/2015	531 Hart Pl.	YFD	Garage Fire
2/17/2015	1367 Jeff St.	YTFD	House Fire
2/18/2015	1112 Huron River Dr	YFD	Building fire multiple calls
2/20/2015	1425 Harry St.	YTFD	House Fire
2/20/2015	538 Lynne St.	YTFD	House Fire

- **Grant:** 2014 Assistance to Firefighter Grants. No grant awarded yet.
- **Smoke Alarms:** The Fire department has ten year old battery smoke alarms available for any Ypsilanti citizen.

Fiscal Services

- Printed and mailed the 1099 Miscellaneous forms to contractors
- Reconciled the annual tax withholding and filed form 941 for employees federal withholding, form 945 for retirees federal withholding, state withholding tax report, and form 1096 for contractors taxable income
- Started data compilation for amending the FY 2014-15 & FY 2015-16 budgets and assisted departments in amending their departmental budgets
- Completed FOIA request for uncashed checks.
- Started the Motor Pool Fund's schedule of equipment replacement, depreciation, rental revenues, other revenues, expenditures, and cash flow through FY 2019-20

- Finalized the 2015 real property values and provided preliminary assessment roll to Washtenaw County
- Printed and mailed form L-4400 Notice of assessment, taxable valuation, and property classification to property owners
- Input the 2015 Personal Property Statements in the assessing database

Human Resources

New Hires/Separations/Status Changes:

- DPS Equipment Operator has accepted a job offer with the City. Will start March 9th
- A Planning Intern will begin with the City on March 9th

Employees Off From /Returned to Work:

- Fire Department - Two are on light duty and One on FMLA
- Department of Public Services – One on FMLA & One on Workers' Compensation

Current Job Postings:

The following job is posted:

- Police Officer

Miscellaneous:

- For the most part, the Mandatory Training on Cultural Diversity in February was well received.
- Reviewed applications for Director of Economic Development, set up interviews and prepared questionnaire sheets for interview panel.
- Responded to a subpoena on a former employee.

Police Department

• Activity Report:

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

December	January	February
1117 Calls for Service	931 Calls for Service	926 Calls for Service
150 Arrests	128 Arrests	73 Arrests
169 Tickets Issued	196 Tickets issued	159 Tickets issued
273 Case Reports Written	223 Case Reports Written	161 Case Reports Written

- Two applicants that were under consideration were eliminated in the background investigation. A new round of interviews was conducted and three applicants were given background packets to complete.
- Probationary Officers Green and Porter are progressing well in the FTO program and will be advancing to Phase two in early March.
- The transition of the Code Enforcement function continues and issues with the billing procedures, budgeting etc. are being worked through. Operationally, the snow removal procedures are being worked on and progress has been made, but more adjustments are needed. In addition, plans are being worked on for spring and summer procedures revolving around grass, weeds and other blight issues.
- **Body Camera Project:** Some of the infrastructure and vehicle equipment has been received and will begin installation March 11. The actual body cameras are being tested and modifications being recommended to L3 before manufacture and delivery. Leadership from YPD, Washtenaw County, EMU and Ann Arbor Police Departments continue to research and develop the Policy for the Body Cameras.
- All members of the Police Department attended Cultural Diversity Training provided by Human Resources during the month of February.

City of Ypsilanti and DTE issues meeting

Friday 20, 2015, 10 A. M. at City Hall

Higher priority issues to discuss (A):

- 1) **Ypsilanti Substation:**
- 2) **Proposed Solar Array in Ypsilanti:**
- 3) **Water Street redevelopment area**
- 4) **Streetlight Conversion and proposed new higher rates for LED street lights:**

Lower priority issues to discuss (B):

- 1) **Pole Painting and replacement:**
- 2) **Washington Street, between Michigan and Pearl:**
- 3) **Oakwood and Cross, and Hewitt:**
- 4) **Huron and Ferris, four lights:**
- 5) **Other Miscellaneous items:**

Conclusion:

From a DTE official, “In summary, again I thank the City for all the help and consideration during the substation challenge over that (very cold!) New Year's weekend. We've a long and fruitful history together; I want to keep our relationship a positive one.”

The City would concur with this statement to this point in time. The City has done the right thing by DTE when the chips were down. This is not just city talk, as particularly demonstrated on the city's part by 1) the LED street lighting conversion effort 2) helping DTE out of a very bad situation regarding the near total failure of its Downtown Ypsilanti substation at the beginning of 2015.

It is now time for DTE to step up on the issues listed above and do the right thing by the City.