



Memorandum

To: Mayor Edmonds and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: December 4, 2015

Subject: Council Information Letter

City Manager's Office

November/December 2015 Action & Request Center Report:

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

- ✓ 13 online support tickets were opened since the last CIL (October 29, 2015)

Abandoned Vehicles	1
Animal Control	
Board Ups	
Criminal Activity (Non Emergency)	
Graffiti	
Dangerous Buildings	1
Historic District	1
Noise Complaints	1
Public Facilities	2
Park Maintenance	
Parking Complaints	1
Rental Housing	1
Sidewalks	0
Street Conditions	5
Streetlights	
Vehicles in Yard	
Weeds	
Trash/Litter	
Total	13

7 Closed
 1 In Progress
 5 Open

Ypsi Connect Now Live

- Ypsi Connect is now live on the website. www.cityofypsilanti.com/YpsiConnect. The Action & Request Center is no longer a visible page but still functional. We are working on getting all of the tickets closed. Those not able to be closed will be transferred to Ypsi Connect. This is a soft launch of the application so that we can get our operational kinks out. We will send out a press release when we fully launch the new website.

#LoveYpsi Campaign

- For the month of December, we are launching a social media campaign to show off hometown pride during the holiday season. The goal of this campaign is to reach 1,823 likes on the City of Ypsilanti Facebook (the year Ypsilanti was founded in 1823)
Ways to participate in the campaign:
- Share our page and encourage your friends and family to “like” the City of Ypsilanti
- Submit awesome pictures that show off your love for Ypsi...we would love to see them! You can submit a photo by sharing it on our Facebook page or emailing it to marketing@cityofypsilanti.com. We will choose our favorite photos to feature at different times as our Facebook cover photo and on the City’s website. Please assist us with trying to reach 1823 likes on Facebook and asking residents to submit photos.

City Clerk/Treasurer’s Office

- Parking Bureau began on December 1st. Web payment glitch was the only problem encountered but vendor has promised a resolution by the end of the week, if not earlier.
- Clerk’s office will begin to prepare for the March 8th presidential primary. This election will have three (3) ballots: Democratic, Republican and Non-Partisan (proposal).
- The Clerk’s office will begin actively recruiting election workers for the upcoming year. Upcoming elections will be held on: March 8th, May 3rd, August 2nd and November 8th.
- The Clerk’s office is in discussion with EMU regarding establishing a polling location on campus in the future.
- Winter tax bills were mailed November 30th.

Department of Public Services

- LED Conversions. LED wall pack fixtures have been installed on the exterior wall (east side) of the YPD. The wall packs for the Depot Town walkway has been installed; currently these light fixtures are on a straight switch. We will be installing a photo cell for these light fixtures soon. LED fixtures have been ordered and received these fixtures for the Prospect Park and Parkridge Park pavilions will be installed soon. Staff is looking into LED Replacement Lights for the Washington Street Parking.
- Sidewalk Ramp Replacement Program. Ramps were installed at Perrin and Emmet and Ballard and Emmet. The program is completed for the construction season.
- Pavement Maintenance. Carr’s Outdoor Services has completed crack sealing on the east side of the City starting on Osband, Charles, Martin Place, Garland, Vought, Vinewood and East Cross between River and Prospect.
- CDBG. The agreement with WC Community Development Office for the 2015 Facilities Improvements (ADA Ramps) was taken to Council on November 3rd and approved.
- Tot Lots. The City has recently received correspondence from WC Office of Community and

Economic Development informing the City that WC OCED has sent HUD a Notice of Intent to Request Funds for the City of Ypsilanti, Edith Hefley and Carrie Mattingly Tot lot Improvement Projects funded by the 2014 CDBG Program. WC OCED will begin its environmental reviews of the projects areas soon. Staff will be bringing an agreement between the City and WC OCED to Council for approval to secure CDBG funds for the playground improvements after successful environmental reviews are completed. We are still waiting for the CDBG agreement from the County.

- PRIP Project. Prospect Road is substantially complete. Most of the punch list items have been addressed. The traffic loop relocation at Miles and Cross is scheduled for the week of December 7, 2015. This project won The Project of the Year Award in its category from the Downriver Chapter of the Michigan APWA (American Public Works Association); this project will be submitted to the State of Michigan APWA for award consideration.
- Adams Street Reconstruction Project. This project is substantially complete and was opened to traffic on Friday, October 30th. A walk-through was conducted and a punch list has been generated. The punch list items are being addressed.
- Sweeping Containment and Dumpster Pad. This project is completed. Street Sweeping. The second round of sweeping all city streets is ongoing.
- Mid-Block Crossing (Washtenaw Ave. East of Oakwood). This project has been pushed back until spring of 2016.
- Michigan Avenue Signal Upgrade. This project is expected to start sometime in spring of 2016.

Dept of Community and Economic Development

Action Item	Status	Update	Misc.
Blight Elimination Grant	Awarded	The City of Ypsilanti was awarded the maximum of \$250,000 for the demolition of seven residential parcels and one commercial parcel. Environmental reviews are complete. Bid documents are being prepared.	
23 N. Washington – Former Club Devine	In-progress	The property has been purchased. The former Crow's Nest has been leased by Beezy's and plans for a kitchen are being submitted. Beezy's will remain in its current location and use this additional space for food-prep and other ideas that are being developed.	
Washtenaw Area CVB	Unknown	The Washtenaw County Board has voted on a merger and has not provided the parameters of the new organization. Staff is	

		working with the current YCVB staff to meet the needs of the City with the new merger.	
Herman and Kittle/Riverwalk Apartments	In-progress	<p>Alternate plans are being created and will be brought to City Council to address additional MSHDA requirements on the site.</p> <p>MSHDA has not approved project based on environmental concerns. Staff is working with the environmental team to answer questions posed regarding the site.</p>	
B2B Trail and Bridge Projects	On-going	The Water Street connection of the B2B trail is completed and is being used. The bridge is in place. Final work on the railing is expected to be completed by mid-December. When the rail is completed the bridge will be accessible to the public.	Work has begun.
WCC/Youthbuild	In-progress	Washtenaw Community College is seeking a Youthbuild Grant to create an at-risk trade/GED program. The participants would get hands-on trade experience with GED instruction. They have asked the City to consider donating a vacant house for their students to demolish and rebuild for sale. The program benefits at-risk youth, Washtenaw Community College, and the City. Further information will be provided upon receipt of grant funding.	Grant funding for the project has been approved. Programs are being created for Spring semester.
Water Street Underground Electric	Started	A proposal has been submitted by DTE for the project.	Negotiating contract language has been on-going
6-Month Review: Zoning Ordinance	In-Progress	Planning staff is preparing several amendments to the Zoning Ordinance as part of the 6-month review.	Pushed back; will be incorporated into end of year review.

Project Management Software	In-Progress	Building and Planning staff have been investigating implementing project management software that is available as a module from our Assessing and Inspection software provider BS&A. The project management module would allow for electronic tracking of projects and would also allow anyone with access to the software to access the database.	On-going
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16 N. Washington	In-progress	Dangerous building inspections began in September, 2014 via search warrant. Critical safety violations have been resolved. Owner was informed that since the business is not operating and no formal application has been made; all contents must be removed from the building because it cannot be used for storage. All non-restaurant items were removed and owner filed a business application on 3/18/2015. Owner was informed that he has six months from the date of the application to open or it would be cancelled and he would be issued a ticket for violation of the zoning ordinance.	Owner was ticketed for property maintenance violations and has begun repairing the façade. Staff is working with legal to create conditions for permit and occupancy certificates. The building is currently listed for lease.
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Smith Building	In-progress	The owners have completed roof repairs and have applied for an OPRA.	Owners are working on providing more information for OPRA application.
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Thompson Block	In-progress	Citations have been issued from MIOSHA. Staff is seeking full MIOSHA report. Work is slowly progressing and funding for project is not secured.	Staff is working with MEDC and owners on possibilities for moving project forward.
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Freighthouse Updates	In-Progress	Work was scheduled to begin the week of 11/4. The MOU with FOYF was approved by council on 10/7.	Before construction started an issue was found with the proposed water line. Staff and the construction team have proposed drawings to SHPO for an alternate plan. SHPO has rejected drawings. The project is on hold until an acceptable solution can be reached
Huron River Watershed Council: Habitat Improvement Project	In-progress	The HRWC has been awarded a habitat improvement grant. They will be working in the river adjacent to Frog Island, Riverside, and Waterworks Park, and staging equipment in these parks, this fall.	Work is about completed on the restoration project
222 N Lincoln	In-progress	Staff is working with legal to pursue enforcement.	
Community Development Director and Planning Manager	Completed	Joe Meyers has started the new position of Planning Mgr as of November 23 rd . Joe comes to the City of Ypsilanti from MEDC and will be a great addition to staff.	
Redevelopment Ready Community Award	Completed	The City of Ypsilanti has completed the certification process through the MEDC for the designation of a Redevelopment Ready Community. Ypsi is the 5 th city in the State to receive the certification.	The Certification event is scheduled for 12/11/15 at 11:30 am at Cultivate Coffee and Tap House at 307 N. River Road.

Fire Department

- **Activity Report:**

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

September	October
73 Fire Calls	72 Fire Calls
119 EMS Calls	142 EMS Calls
39 Inspections	51 Inspections
14 Non-emergency	20 Non-emergency
76.25 Hours Suppression Training	131.10 Hours Suppression Training

- **Automatic and Mutual Aid Statistics**

Date	Address	Jurisdiction	Dispatched for
9/11/2015	14 Ballard Street	YFD	House Fire
9/17/2015	610 Eugene	YTFD	House Fire
9/20/2015	1017 W. Cross	YFD	Building Fire
9/28/2015	8956 MacArthur	STFD	Building Fire
10/6/2015	2811 Bynan Drive	YTFD	Building Fire
10/13/2015	2720 Washtenaw	ATF	Building Fire
10/13/2015	1926 Washtenaw	YFD	Apartment Fire
10/24/2015	513 Pearl Street	YFD	Building Fire

- **Fee Schedule:** In response to Council Member Robb, the Fire Department is continuing to enforce the fee schedule. The department does not anticipate an increase in cost recovery since only second occurrences are billed per calendar year. We cannot identify the caller of our false alarms 30% of the time. The Fire Chief does not anticipate an increase in code compliance.

Fiscal Services

- Compiled data for the CVTRS requirements such as Citizen's guide to finances including pension and OPEB status, performance dashboard, debt service report, and projected budget report. Submitted the transparency & accountability report to Michigan Department of tTreasury on 11/20/2015.
- First review of the Comprehensive Annual Financial Report (CAFR)

Human Resources

- The HR Department participated in the hiring of several new employees, including Police Officer Kenneth Brown, Parking enforcement Officer Sandra Rogala and Community Development Manager Joe Meyers. Interviews were recently conducted to replace Debbie Pittman, DPS Technician, who will retire on November 30, 2015. Congratulations to Debbie for over 10 years of service to the community. We hope to have her replacement hired by the end of December.
- The open enrollment period for health insurance ends on December 4, 2015. Kim Jones, Payroll Technician, has been assisting the HR Department in updating some of the records. The results of the open enrollment will be included in the next Council Information Letter.
- The HR Department has also been working on updating the City's HR Manual, with the assistance of Ericka Savage, Assistant to the City Manager and Intern Lorenzo Sylvertooth. The anticipated completion date is December 31, 2015. The City Attorney will be completing a final review.
- Kim Jones and Rheagan Basabica of the Finance Department have been a tremendous help to the HR Department in streamlining some of the tasks that are presently cumbersome and time consuming. We are presently combining some of the older files to reduce space needs and to ensure accuracy of records. We have also begun taking more advantage of our Incode System to use its features rather than creating separate spreadsheets and other separate record keeping documents, again reducing time needs and improving accuracy. We have also been working on converting some of the numerous forms that are required to be completed by employees/departments to electronic versions and can be completed online and transmitted electronically. This should also reduce time for everyone involved. The process, however, may take several months to complete.
- It has been an extreme pleasure working with everyone my first three months. Everyone has been very cooperative and helpful.

Police Department

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 29 days left in December:

October	November	December
1324 Calls for Service	1354 Calls for Service	1170 Calls for Service
112 Arrests	102 Arrests	11 Arrests
108 Tickets Issued	94 Tickets issued	5 Tickets issued
284 Case Reports Written	242 Case Reports Written	25 Case Reports Written

- Probationary Officer Brown is currently in Phase 1 of the FTO Program. Parking Enforcement Officer Rogala has started work and is currently training with Parking Enforcement Officer Swafford.
- Lt. Overton has been accepted into the Eastern Michigan University School of Police Staff and Command that will begin in February of 2016.
- The Force LMS program has been installed at the Police Department and is currently being beta tested. This program tracks and reports on use of force, pursuits and training.
- The Department, along with EMU Police and the WCSO, will be participating in the Shop with a Cop program for the east side of the County on December 9th.
- Rolling out soon will be a "Lock It or Lose It" campaign. This will be a joint effort with COPAC that will encourage people to lock their cars, doors and windows in order to decrease crimes of opportunity.