



## Memorandum

To: Mayor Edmonds and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: January 29, 2016

Subject: Council Information Letter

---

### City Manager's Office

#### Water Drive

The City of Ypsilanti launched a water drive to provide support to the Flint community. Donations will be combined with various EMU departments and student organizations, Ypsilanti Community Schools and local businesses, and then delivered to Flint. Ypsilanti's drop off location is the Ypsilanti Fire Department, located at 525 W. Michigan Avenue, between 8 a.m. and 8 p.m. The water drive will run through February 12, 2016. Donation needs also include bulk water, baby wipes and facial/body wipes. Please assist us in spreading the word!

#### New Website and Ypsi Connect

After nearly a year of planning, research and designing, we launched a new website on January 28, 2016. The new site has a more contemporary design and improved navigation features, such as: Responsive design, Hover feature to preview all menu content, Newsflash alerts from various departments and commissions, electronic City Newsletters, Subscribe to email, text message alerts, More fillable online forms and various pages that consolidate documents for all

#### Introducing Ypsi Connect

Ypsi Connect is an application powered by SeeClickFix that makes reporting issues a lot easier. Additionally, residents will no longer have to use a computer to report an issue. iPhone and Android users can download the application to their mobile device.

By downloading Ypsi Connect, users will be able to:

- Easily report a variety of non-emergency issues, such as potholes, graffiti, and snow removal.
- Use GPS on your device to map the location.
- Take a photo of the issue and upload it to Ypsi Connect.
- Keep updated on the status of your issue and see real time updates from City staff
- View a map of all issues reported and comment on issues reported by other users.

## City Clerk/Treasurer's Office

- Clerk is working with two (2) vendors to obtain phone and web payments for parking tickets. The process is going well and we hope to have it going soon.
- Michigan Bureau of Elections has indicated that there will be a County-wide May election: Washtenaw Intermediate School District - 1 Proposal as follows:

SPECIAL EDUCATION MILLAGE PROPOSAL - This proposal will increase the levy by the intermediate school district of special education millage previously approved by the electors.

"Shall the 3.8761 mills limitation (\$3.8761 on each \$1,000 of taxable valuation) on the annual property tax previously approved by the electors of Washtenaw Intermediate School District, Michigan, for the education of students with a disability be increased by 1.5 mills (\$1.50 on each \$1,000 of taxable valuation) for a period of 10 years, 2016 to 2025, inclusive; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2016 is approximately \$22,163,000 from local property taxes authorized herein?"

- The next scheduled election is March 8, 2016 - Presidential Primary
  - Last day to register for election - February 8, 2016
  - Last day to receive AV ballot by mail - March 5, 2016 at 2 p.m.
  - Last day to obtain an AV ballot in person - March 7, 2016 at 4 p.m.
  - Ballots are available daily from 8 a.m. - 5 p.m. for pick-up.
  - For mail, please allow 2-3 days for U.S. Mail delivery.

The Clerk's Office is open Saturday, March 5, 2016 from 8 a.m. - 2 p.m. for electors who wish to receive an AV ballot.

## Department of Public Services

- LED Conversions. LED fixtures that were received for Prospect Park and Parkridge Park pavilions were found to be unsatisfactory for our intended use. These fixtures will be used elsewhere. 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. Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking.
- Sidewalk Ramp Replacement Program. The program is complete for the construction season.
- Pavement Maintenance. Cold patching will occur as needed.
- CDBG –Tot Lots. The City has recently received a correspondence from WC Office of Community and Economic Development informing the City that the environmental assessments (EA), of Edith Hefley and Carrie Mattingly Tot lots were completed and successful. 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. 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. Staff has submitted the documentation for the reimbursement for the 2015 Ramp Replacement Program.

- PRIP Project. Prospect Road has been complete. 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 has been completed.
- Street Sweeping. The second round of sweeping all city streets has been completed. Sweeping activities has been suspended for the winter season.
- 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.
- The Cold Patch Storage Bay Project has been completed.

## Department of Community and Economic Development

Action Item	Notes/Progress
<b>Blight Elimination Grant</b>	Demolition contracts are being prepared.
<b>Property Disposition Policy</b>	The disposition policy has been adopted and staff has made contact with more than 50 interested parties. Mailings have been sent to property owners who may be eligible for obtaining a side-lot.
<b>Zoning Ordinance Review</b>	Planning Commission will be discussing a proposed organizational overhaul and bug fix at the February meeting.
<b>Project Management Software</b>	Training and setup for BS&A PZE have been completed. Implementation of this new tracking software began 1/27/2016.
<b>Freighthouse Updates</b>	Work is underway. Completion is targeted for March.
<b>Huron River Watershed Council: Habitat Improvement Project</b>	Work has been completed.
<b>Historic District Commission</b>	Training session was held on 1/19 and well-attended. Annual report adopted 1/26.
<b>Planning Commission and Zoning Board of Appeals</b>	Joint training session held on 1/27 was well-attended. Planning Commission Annual Report to be adopted February.

## Fire Department

- **Activity Report:**

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

November, 2015	December 2015
60 Fire Calls	57 Fire Calls
117 EMS Calls	115 EMS Calls
28 Inspections	62 Inspections
10 Non-emergency	2 Non-emergency
56 Hours Suppression Training	75.5 Hours Suppression Training

- **Automatic and Mutual Aid Statistics**

Date	Address	Jurisdiction	Dispatched for
11/10/2015	1018 Maplewood	YTFD	Building Fire
11/13/2015	511 Perry	YFD	Kitchen
11/20/2015	757 Eugene	YTFD	House Fire
11/29/2015	5900 Bridges Road	YTFD	Kitchen
12/4/2015	1680 Savannah	STFD	House Fire
12//5/2015	203 Arnet	YTD	House Fire
12/6/2015	Bridge Road	YTFD	Dam Failure
12/9/2015	330 Chidester	YFD	Building Fire
12/13/2015	2675 Blue Water	YTFD	Condo Fire
12/14/2015	159 Russell	YTFD	NA
12/15/2015	549 – 1 <sup>st</sup> Court	YFD	Bedroom Fire
12/18/2015	1216 McKinley	YTFD	Apartment Fire
12/18/2015	1327 Jeff	YTFD	House Fire
12/18/2015	14 N. Normal	YFD	House Fire
12/26/2015	2054 Bosuns Way	YTFD	Report of Smoke
12/27/2015	795 Rosewood	YTFD	Building Fire

- Grants: The department applied for several micro grants including fire hoses, EMS training, fire investigation training, nozzles, air packs and defibrillators.

### Fiscal Services

- Submitted the application for CAFR Award for FYE 2015
- Prepared and submitted the Act 51 (Major & Local Street) Report for the State of Michigan
- Prepared and submitted the F-65 Report for the State of Michigan. This is the financial data compilation for all funds
- Completed and filed to the State of Michigan the DDA and City's qualifying Statement
- Completed the E-Lobby Financial Report
- Printed and distributed the W2's, 1099R and 1099 Miscellaneous
- Reconciled the Annual tax withholding and filed the forms 941 for employees federal withholding, form 945 for retirees federal withholding, state withholding tax report and form 1096 for contractors taxable income
- Submitted the first draft of the preliminary bond official statement.

## Human Resources

### Employee Personnel Manual

- A draft of the updated HR Manual has been sent to our Labor Attorney for review. The HR manual was reviewed by Mr. Lange, Ericka Savage, Lorenzo Sylvertooth and the HR Manager.

### Promotions

- Jing Chen was promoted to a full-time employee with responsibilities for the Finance, City Clerk and Treasurer's office. Her hours will be split between these areas. Jing began her employment in the Finance Department as an Intern and recently graduated from Eastern Michigan University.
- Seylon Dudley was recently promoted to the position of DPW Technician, replacing Deborah Pittman, who retired in December of 2015. Seylon was previously employed as a part-time clerical employee in the Fire Department.

### Open Positions

- We presently have the following open positions in the city:
  - 4 Police Officers
  - 1 Fire Marshal
  - 1 PT Treasury Technician

### Wellness Program

- The City's wellness program was implemented this month. All eligible employees were sent an invitation to enroll by BCBS. Hopefully, employees will enroll and take advantage of this program.

## Police Department

- **Activity Report:**

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

November	December	January
1072 Calls for Service	1030 Calls for Service	949 Calls for Service
104 Arrests	116 Arrests	122 Arrests
146 Tickets Issued	100 Tickets issued	113 Tickets issued
243 Case Reports Written	272 Case Reports Written	260 Case Reports Written

- Officer Kenneth Brown continues in the Field Training Program. It is expected that he will be certified for solo patrol by the end of February. There are two candidates currently in the background phase of the employment process. More interviews are scheduled for February 8 and 10.

- Livescan update. The equipment that is currently in use for fingerprinting is soon coming to end of life and will no longer be supported. The Washtenaw County Chiefs, as a group, applied for Homeland Security Funding to replace the equipment. This funding was supposed to have been available by March. Because of procedural issues with the distribution of the UASI grant funds, the project has been placed on hold with no definitive date for implementation.
- At the January COPAC Meeting, there was further discussion on the "Lock It or Lose It" campaign. The program is designed to bring awareness about locking up your home and car in order to prevent crimes of opportunity. Currently, it is planned to roll out the program with signage, advertising and media exposure in early spring.