



Memorandum

To: Mayor Edmonds and City Council Members

Ralph A. Lange

From: Ralph A. Lange, City Manager

Date: April 29, 2016

Subject: Council Information Letter

City Manager's Office

- **Marketing Updates.** We are currently working on several items including Water Street Fact Sheets, Spring/Summer Newsletter, and the FY Budget PowerPoint presentation. During the month of April we created various community news items including job postings, major/local street sweeping schedule, and spring cleaning/recycling information. We also assisted in creating and distributing the Senior Center Lunch Day, Chess with the Chief and Ward 2 Town Hall flyers.
- **Website Update.** now that the website has been live for a few months with many kinks being ironed out, we will begin to develop the City's mobile application, which was included in the contract price. The mobile app will be a condensed version of our site, with only the most used pages/functions on it.
- **Special Events.** The applications and pre-event meetings are slowly picking up for the season. Show and Shine, presented by Ypsi Area Street Rods, will be our first Class 3 event of the season this weekend in Riverside Park (April 30 – May 1). So far there are no major changes in the traditional events. One new event will be Back to the Bricks Car Show and Cruise in Depot Town on June 10th, sponsored by CVB.

Ypsilanti Arbor American Little League has approached the City to negotiate a MOU for Candy Cane Park similar to the one that YMCA has for Recreation Park. We are open to the meeting since the league has a rich history and the City does not sponsor recreational youth programming. If negotiations are successful, we will bring the MOU to City Council for approval.

- **Rehmann Robson IT Consultant.** Our contract with the County expires on June 30, 2016. A committee was appointed to evaluate our services under the contract and determine if the City can enhance service levels and/or cut costs. Given the technical nature of the services, Rehmann Robson was retained to assist us with our evaluation process, bidding process and/or contract negotiations.
- **Assessing Contract .** Our contract with WCA Assessing expires on June 30, 2016. We issued an RFP in March and our office is currently assisting the Finance Department with negotiating a new contract with WCA Assessing, which was our only bid.

City Clerk/Treasurer's Office

- **May 3rd Special Election** is Tuesday. Polls open at 7:00 a.m. and close at 8:00 p.m. There have been no changes to polling locations. The ballot language is 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?

- **August 2nd Primary Election.** Water Street Debt Millage Proposal ballot language, as approved by City Council on April 19, 2016, has been sent and received by the Washtenaw County Clerk's Office and will appear on the August 2, 2016 Primary Election ballot.
- **SKATE PARK.** On April 14, 2016, Rod Pearson, MML Loss Control Supervisor, conducted a lost control visit/survey of the skate park located in Prospect Park. Council Member Peter Murdock accompanied him on the visit as they reviewed the condition and safety of the facility. As you all know, some years ago a community group built the features of the skate park on a City tennis court without the City's knowledge or permission. Once the City became aware of this, officials met with the responsible group leaders and ultimately granted permission to leave the skate features in place as long as they continued to maintain it.

Based on this, recommendations have been developed and are intended to assist the city in managing risk efforts. The city must respond to these recommendations within 30 days. Council Member Murdock has scheduled a meeting with to review the recommendations, and I have forwarded the list to Economic Development Director Beth Ernat who has indicated that WCC and Youth Build may be able to assist.

As you review the recommendations below, please remember that there are undoubtedly other elements that present varying degrees of risk. While the recommendations will assist in managing risk exposure, MML cannot guarantee that they have identified and addressed each and every potential cause of loss - either that currently in existence, or those which may arise in the future.

1. The overall condition of this facility is poor and safety hazards exist. The following issues should be repaired/addressed:

- The ground surface has some large cracks that should be filled and sealed.
- Many of the poured concrete skate features are crumbling or deteriorated and should be patched and repaired.
- Overall housekeeping needs attention. Left over construction materials and other debris should be removed.

2. Governmental immunity generally protects municipalities from claims related to recreational injuries. However, in this case, the City did not design and build the facility, and does not maintain it. For this reason the following is recommended:

- The City should enter into a detailed written agreement with the community group that constructed the skate features, covering ongoing maintenance and repair requirements and responsibilities.
- If this cannot be done, the City needs to decide if it can make the financial commitment to maintain this facility. If not, the skate features should be removed.

3. Particular attention should be given to the information on postings and signage, informing users of the facilities rules and hazards.

- **TREASURY.** City Clerk/Deputy Treasurer completed the 2nd Year of the Michigan Municipal Treasurer's Basic Institute and has one more year until she is certified as a Municipal Treasurer in the State of Michigan. The City Treasurer is preparing the 2016 tax roll. Tax bills will go out on June 30th.

Department of Public Services

- **LED Conversions.** DTE has installed an LED fixture behind the Riverside Arts Center; the installation and energy for this light will be covered by DTE. Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. Staff has ordered 25 four foot conversion kits and four surface mount fixtures for City Hall. These fixtures will be installed primarily in the basement of City Hall. Staff has ordered and received five T-5 High Bay florescent fixtures for the DPS pole barn. Staff will purchase screw-in LED bulbs for the YFD station roof overhang.
- **Sidewalk Ramp Replacement Program.** There is approximately \$13,000 in CDBG funds remaining for the program. Saladino Construction is scheduled to resume the Sidewalk Ramp Replacement Program the second week of May 2016.
- **Pavement Maintenance.** Cold patching continues as needed. Staff is working with

MDOT to have the bad asphalt joint on W. Cross Street between Huron and Summit Street possibly milled and paved. No update on this project.

- **CDBG.** Tot Lots - WCOCED has forwarded a draft contract for the Tot Lot Projects. Staff is working with the WCOCED staff to finalize the contract. Upon completion the contract will be brought to City Council for approval. The next step will be to secure bids for the play equipment. We will use DPS and a play equipment installation consultant to install the equipment. The use of volunteers is not allowed for this project.
- **Street Sweeping.** Staff has completed the first round of sweeping throughout the City. Street Sweeping efforts continues.
- **Mid-Block Crossing (Washtenaw Ave. East of Oakwood).** City staff has worked with MDOT to modify the contract. The revision to the contract included the City increasing their share to cover EMU's contribution to this project. An Memorandum of Understanding (MOU) has been created to ensure EMU will reimburse the City \$18,400 for their share of this project. This project was slated to start the last week of April or the first week of May but with the contract revision the start of this project will be pushed back. I am waiting hear from MDOT regarding the new work schedule.
- **Michigan Avenue Signal Upgrade.** This project is expected to start sometime in late summer or fall of 2016.
- **Tree Removals.** DPS staff has removed seven trees in the month of April. Two were removed in Prospect Park and one in Riverside Park. The remaining trees were removed from the street margins. Staff continues with tree trimming efforts.
- **DTE Riverside Park Project.** Met with Derrick Sanborn, DTE on Wednesday, April 27th to discuss the "conduit under the river project". This project is slated to start on May 9th, 2016. The contractor will be Corby Energy Services. The special events schedule was discussed during the meeting and DTE has ensured us that this project will have minimal impact to the scheduled special events. We have a pre-construction meeting scheduled with the contractor on Wednesday, May 4th, 2016.

Department of Community and Economic Development

- **YouthBuild Ypsilanti Project.** Staff has been working with the YouthBuild project at WCC for the past six months to identify a house for rehabilitation by the students in the YouthBuild program. Last fall we identified 448 South Huron with input from WCC staff as a house that would benefit from this program. After not hearing any updates and difficulties in connecting with WCC staff, we were able to meet and regroup and tour the property. YouthBuild has rejected the house at 448 South Huron due to more costly repairs than anticipated. The project has a \$50,000 budget. We have been asked to suggest alternative projects that will benefit the community. The suggestions submitted include rebuilding the stairs and shore stabilization at Peninsular Park, building a carport at the Police Station, and/or improvements to the skate park. We are waiting to hear back from WCC on the project they select.
- **AAATA enhanced services.** New and expanded service routes from AAATA will begin May 1st.
- **Community Development Intern.** Interns will be interviewed the week of May 2nd for the Community Development Intern position.
- **Water Street Environmental Issues Interview.** Local resident Mark Maynard interviewed Beth Ernat on the history and current status of Water Street environmental

Issues. Please check out his blog and read the posting if you have not already. "Why are we just now finding out the extent of contamination on Water Street". The interview was very well received and sparked some good questions and comments.

www.markmaynard.com

- **Public Art at Water Street.** Staff was able to speak with Mr. Clark regarding the lawsuit filed to remove art and access to the Water Street Commons. After a brief discussion, Mr. Clark was able to work with legal staff to stipulate an agreement that allows access to remove art for the next 15 days.
- **Fencing at Water Street.** Staff is getting several quotes for fence installation at Water Street.
- **Zoning Ordinance Updates.** The Planning Commission is in the process of reviewing proposed changes to the Zoning Ordinance. The Zoning Ordinance is being looked at from a one-year in review and unexpected issues perspective. Changes will be forthcoming.

Fire Department

Activity Report:

	<i>February 2016</i>	<i>March 2016</i>
Fire Calls	60	58
EMS Calls	109	141
Inspections	53	48
Non-emergency requests	12	11
Training hours	119	141

Date	Address	Jurisdiction	Dispatched for	Was AMA needed?	Unit Canceled	Response time	Notes
1/5/2016	793 Green Rd	YFD	Building Fire	No	Yes	2	Fire attack
1/9/2016	99 S. Harris	YTFD	Apartment Buildir	Yes	No	5	Fire suppression
1/11/2016	407 Ferris	YFD	Chimney fire	No	Yes	2	Fire suppression
1/13/2016	8570 spinnaker	YTFD	building fire	Yes	No	7	NA
2/1/2016	1631 E Michigan	YTFD	Car fire	No	Yes	NA	NA
2/2/2016	1631 E. Michigan	YTFD	Explosion / fire	No	Yes	NA	NA
2/3/2016	785 rosewood	YTFD	Trash fire	No	Yes	NA	No fire
2/8/2016	1815 Smith	YTFD	Buiding fire	No	Yes	NA	NA
2/13/2016	1290 Gattegno	YTFD	Fire	No	Yes	NA	NA
2/13/2016	1290 Stewart	YTFD	Fire	No	Yes	7	NA
2/14/2016	9734 Mulberry	YTFD	Fire	No	Yes	8	RIT ventilation
2/19/2016	1811 Crittendon	YTFD	House fire	Yes	No	6	RIT ventilation
2/21/2016	874 Davis	YTFD	House fire	Yes	No	7	Ventilation
2/23/2016	1433 Leforge	YFD	Stove fire	No	Yes	8	YFD was committed to a CPR call
2/23/2016	1220 Washtenaw	YFD	Odor Investigator	Yes	No	7	NA
2/29/2016	1288 Concord	YTFD	House fire	No	Yes	9	NA
3/7/2016	EMU Police Dept.	YFD	Grass rubbish fire	No	Yes	NA	NA
3/8/2016	663 Mansfield	YFD	Office fire	Yes	No	4	Small fire in office area
3/16/2016	1163 Evelyn	YTFD	arcing wire	Yes	No	7	No twp. response
3/18/2016	1024 W. Michigan	YTFD	Apt Fire	No	No	6	dust coming from worksite
3/20/2016	1972 Quaterback	YFD	Apt Fire	No	Yes	6	NA
3/22/2016	4951 Munger	YTFD	House fFire	No	Yes	NA	Cancelled in route
4/9/2016	829 E. Michgan	YTFD	Motel room fire	Yes	No	5	Fire Attack
4/14/2016	5361 Mc Cauley	STFD	House	No	Yes	NA	Cancelled in route
4/19/2016	874 Davis	YTFD	House	No	Yes	NA	Cancelled in route
4/20/2016	668 Hayes	YTFD	Building fire	Yes	No	5	Fire Attack
4/20/2016	775 Jamse L. Hart	YTFD	Large Dumpster	Yes	No	5	Fire Attack
4/22/2016	109 S. Huron	YFD	Apartment fire	Yes	No	2	Fire Attack
4/24/2016	8080 Parl In	YTFD	Building Fire	Yes	No	7	Overhaul In service at the scene

Fiscal Services

- Compiling the budget information to process to budget books for budget meetings to be held in May with city council and departments

Human Resources

- **New Employees.** The HR Department assisted the Police Department by brining on five new police officers, Jamaica Skender, Justin Taite, Jeremy Taite, Jessica Welker and Joe Kuderko. These new employees help fill some of the recent resignations of Officers Ali, Owens, Yuhas and Bergland.
- **Recruitment .** The HR Department has started to utilize two new sources of recruitment for new employees. This includes a publication called the National Minority Update. We are also placing a digital add with Mlive that will allow up to 75,000 hits through google. A sample of how the add will appear is attached. Our online application software is also being upgraded to allow the City to track the source of

applications. This information will allow us to direct advertisements to sources that generate the best results.

- **Medical Insurance Agent of Record.** Please see the attached memo.
- **Fleet Fuel.** The HR Department is reviewing options available to the city for fueling of our city owned vehicle. One option is to have a nationwide fleet card that is accepted from most vendors. This option could supplement and or replace our present city owned fueling stations. There is no cost to the city for this services and could help to avoid future costs to repair or replace our own equipment.
- **Employee/Employer Benefit Portal.** Our present employee benefit plan agent, VCT will be kicking off a new free service that will allow the city to have a portal that every employee can have access to. This secure portal will allow employees to go online and manage their medical benefits as well as allow the city to provide electronic access to other HR documents. This change is important as we continue to hire employees and work with limited staff and budget resources.

- **Employee Assistance Program (EAP)**

As you may know, the City offers its employees an EAP program. This program is designed to confidentially assist employees and their family members. The services provided help employees address such topics as:

- Family and Children problems
- Marital/relationship conflicts
- Stress or other emotional difficulties
- Grief and loss issues
- Alcohol or other drug use.

The provider will assist the employee short term on these areas at no cost to the employee. The City pays a flat fee each year for this service each year. The cost is per employee, but is about \$4,000 per year.

The employees do take advantage of this service. While the city does not know specifics about usage, we do know that 24% of our employees took advantage of it in 2015. The cost equivalent of the service was about \$7,500.

Police Department

- **Activity Report:**

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

February	March	April
1030 Calls for Service	1036 Calls for Service	1102 Calls for Service
109 Arrests	100 Arrests	61 Arrests
162 Tickets Issued	103 Tickets issued	129 Tickets issued
221 Case Reports Written	246 Case Reports Written	246 Case Reports Written

- Officers Bergland and McDonagh resigned in March after accepting positions at the Ann Arbor Police Department. In April, Officer Owens resigned after accepting a position in Tecumseh and Officer Ali resigned after accepting a position with EMU. Also in April Sergeant Yuhas retired from the department.
- Officer Jeremy Taite is currently in Phase Two of the FTO Program and is performing well above expectations at this time. Officer Jamaica Skender, Joseph Kuderko, Justin Taite and Jessica Welker started at the department on April 25th and are completing their week of orientation. Interviews were also conducted on April 26th.
- The two interns from YCS have been coming to the Police Department on Fridays (except Good Friday) and will be completing their program at the end of this month. They have experienced many aspects dealing with police work and the criminal justice system. We hope that their desire to be involved has been heightened and that they choose public service as their career path.
- On April 3rd Ypsilanti Police Personnel and experts from our training facility travelled to Wapakoneta Ohio for evaluation and selection of our new K-9. A 13 month old German Shepard from the Czech Republic was selected and immediately started training on April 4th. The new K-9 was named Opie and thus far has exceeded expectation in his training to this point.
- On April 4, 2016, the department participated in a NAACP town hall meeting at the Parkridge Center.
- On April 13th Chief DeGiusti was the Day Chair/Facilitator for the A2Y Leadership Program, Justice Day. The day included tours of the Washtenaw County Jail, the Juvenile Detention Center and panel discussion with the local Judiciary and Law Enforcement Leaders in the county.
- On April 20th Chief DeGiusti was invited to participate in the Chess Club at the Parkridge Center to interact with the youth in the program. Several games were played (he didn't win all of them) and everyone had a good time getting to know each other.
- The Police Department was invited to the Ward 1 Town Hall Meeting scheduled for April 28th. Four members of the department attended and participated in conversation about local issues and Community Policing. Information was also disseminated about an Interrupters event scheduled for May 14th.



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