



## Memorandum

To: Mayor Edmonds and City Council Members  
From: Frances McMullan, Interim City Manager  
Date: August 31, 2016  
Subject: Council Information Letter

- The community members brainstorming session for attributes of the community that will attract applicants for the position of city manager has been scheduled for September 27<sup>th</sup> at 6:00 p.m.
- Tarina Myris, HR Manager, is the new "See Click Fix" Administrator along with Amanda Holsinger.
- The HAWK crossing on Washtenaw just west of the water tower is almost complete! If you'd like to learn more about how a HAWK signal works, watch this video produced by Michigan Department of Transportation! <https://www.youtube.com/watch?v=7x4Wu8EnQ>
- The Rutherford Pool's 2016 season is coming to an end soon, but there are still plenty of activities to enjoy before this year's final day of operation, which is Labor Day, September 5, 2016.
- Heidi Guenther, Marketing Intern, will be leaving the City effective September 1, 2016.
- The City Manager's Office is working on the next newsletter, if anyone has any new items they would like to include, please submit them to Nan Schuette by September 30, 2016.

### **Simple Recycling Report**

The City partnered with Simple Recycling beginning in October 2015. The City receives one penny per pound of home goods recycled. Current totals are below.

Simple Recycling Billing	
Month	Amount Paid
Oct-16	\$93.07
Nov-16	\$52.14

Dec-16	\$52.14
Jan-16	\$52.46
Feb-16	\$31.72
Mar-16	\$33.62
Apr-16	\$43.63
May-16	\$40.64
June 16	\$54.04
July 18	\$42.79
<b>Total</b>	<b>\$496.25</b>

### City Clerk/Treasurer's Office

- Sending notices for the polling location change for 2-4 & 3-1.
- Currently selling the 2016-2017 residential parking passes.
- All voting tabulators will be provided a maintenance check before the November General Election.
- AV ballots will be delivered by September 24<sup>th</sup>. The mass mailing of ballots will occur by the end of September.

### Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. Installation of five T-5 High Bay florescent fixtures for the DPS pole barn has been completed. Three trail lights in Riverside Park were converted to LED bulbs; conversions will continue with LED bulb replacement as the High Pressure Sodium bulb burn out. Six new LED fixtures were added in the main garage bay.
- **Sidewalk Ramp Replacement Program.** This season there will be two bid packets for sidewalk ramps to be issued. The bid packet for the additional ramps on Prospect Road and ramps for various locations throughout the city using Metro-Act Funds and general fund monies were received on August 26<sup>th</sup>, 2016. The low bid submitted by Doan Construction Co. came in at \$98,862.95, which is well below the estimated costs and very favorable to the City. The bid packet for the program utilizing CDBG Funds will be let as soon as HUD releases the funds for the 2016 Facilities Improvement to WC Office of Community Development.
- **Pavement Maintenance.** The bids for the 2016 Urgent Road Repairs was received on August 26<sup>th</sup>, 2016. The bids ranged from \$323,304.65 to \$210,676.00. Staff is bringing their recommendation to City Council on September 6<sup>th</sup>, 2016.
- **CDBG –Tot Lots.** One of the two sets of play equipment has been delivered. Staff is scheduling the prep work necessary to install the new play equipment. Prep work includes removing the existing play equipment and cutting out the locations for play surfaces for the new play equipment. The tentative plan is to redo Carrie Mattingly Tot lot first. We have received the new sign for Edith Heffley Tot Lot and DPS staff will install the sign as the schedule permits.
- **Street Sweeping.** The second round of street sweeping continues throughout the City.
- **Mid-Block Crossing (Washtenaw Ave. East of Oakwood).** This project is almost completed. The mast arms have been installed and the installation of the new signal heads were completed on Wednesday, August 31, 2016. The programming and set-up for the new

signal remains and is scheduled to be completed by September 2<sup>nd</sup>, 2016.

- **Michigan Avenue Signal Upgrade.** MDOT received bids on September 2<sup>nd</sup>, 2016. This project is expected to start sometime in late fall of 2016. Currently, the project calls for turn arrows on Prospect only. With the recent rail crossing closures at Park and Grove Streets, we have requested MDOT to consider adding turn arrows on Michigan Ave. DPS staff and OHM will observe and conduct traffic counts at this intersection per MDOT to make a determination if the turn arrows on Michigan Avenue are warranted.
- **Tree Removals.** To date, DPS staff has removed 16 trees in the month of August. Three trees were trimmed in August.
- **DTE Riverside Park Project.** This project is ongoing. Work remaining includes pulling the new power cable through the conduit from the Church to the substation. The temporary poles located in the park should be removed by mid to late September.
- **Catch Basin Repairs.** In the month of August, five catch basins were repaired. Catch basin cleaning and repairs continues in September.
- **Michigan Avenue Mid-Block Crossing.** The bids for this project came in under the engineer's estimate at \$218,125.13. The city's match (20%) is \$43,625.03 plus the construction engineering services of \$30,500.00 bringing the total City contribution to this project to \$74,125.03. A pre-construction meeting was held on August 17<sup>th</sup>, 2016. There is a 12-14 week window for the mast arms required for this project. All of the necessary work will be done prior to delivery of the mast arms and upon receipt, they will be installed.
- **At Grade Rail Crossings.** City Council approved the contract with Erie Construction for construction services and construction engineering services with OHM during the August 16<sup>th</sup>, 2016 council meeting. The Notice of Award letter was sent to Erie Construction on August 17<sup>th</sup>, 2016. The Pre-Construction meeting has been scheduled Thursday, September 08, 2016.

## Department of Community and Economic Development

- **Building Healthy Communities Grant (MParks)** - The grant parameters are to administer two programs and provide \$24,000 in park upgrades; Walk with Ease and Come Out and Play have been completed. The Waterworks bridge surface replacement is complete. Replacement railings on the bridge will be completed by September 30<sup>th</sup>.
- **Blight Grant Update.** The houses at 361 First, 431 First, 530 First, 540 Second, 888 Madison, 1042 Watling, 439 Madison and the Boys and Girls Club at 220 N. Park have been demolished. Site work is still on-going but will be completed in September. Six of the property have active property disposition applications and will proceed to closing upon completion of the site work. Staff is working with the RRC program to create an RFQ for the sale and development of the 220 N. Park Street property. Prior to sale staff is identifying and will record an easement for a trail to connect Park Avenue and Grove Road in relation to the closures of both of the streets.
- **Fencing at Water Street.** Fencing installation was delayed due to working with environmental team on possible remediation of the trail. Three sides of the fencing will be installed the first two weeks of September and the remainder installed after trail remediation is complete.
- **Trail remediation.** A grant was received in the amount of \$200,000 from the Local Site Revolving Remediation Fund (LSSRF) a part of the Washtenaw County Brownfield Authority. The grant is for the remediation of surface contamination within the B2B trail area on Water Street. Staff is working to create a bid packet and secure a contractor. The goal is to have remediation completed by late fall. Once remediation is completed and fencing is installed the trail will be reopened to the public.

- Towne Centre.** Building Department staff has completed its bi-annual inspection of Towne Centre. The report was submitted to the ownership and was 23 pages of violations. Violations range from occupant responsibility items to safety and sanitary owner responsibility items. Major areas of concern are having an updated emergency plan for elevator outages and having a complete and thorough inspection of the building for bedbugs and other infestations. The violations are broken into major and minor. Minor violations have a 30 day reinspection and major violations have a 60 day reinspection date. Staff was informed by the ownership that the small passenger elevator has been taken out of service to be repaired. The anticipated repair time is unknown but confirmation with Otis Elevator is that this is a priority item. The large elevator is in service and no outages have been confirmed at present. City Legal Council continues to work collaborating agencies to address resident concerns. The PILOT on the property is tied directly to the MSHDA loan with Forest City. The loan is not set to expire until April 2018.
- Freighthouse.** Final punch list items are being completed at the Freighthouse. Expenditures by the City to date are \$294,680. The contractor has repair and incomplete items to repair. The major item left is the relocation of the fire and mechanical control box and final inspections. Staff is working with the FOYF to update the MOU approved to create final list of items that cannot be completed until next Spring and maintenance items that were not identified in the existing MOU. It is anticipated to have a temporary certificate of occupancy issued in October.

## Fire Department

### Activity Report:

	<i>June 2016</i>	<i>July 2016</i>	<i>August 2016</i>
Fire Calls	69	81	62
EMS Calls	121	116	121
Inspections	34	23	21
Non-emergency requests	4	27	19
Training hours	162	52	26.25

### Automatic and Mutual Aid Fires:

Date	Address	Jurisdiction	Dispatched for	Was AMA Needed?	Unit Cancelled?	Response Time	Notes
7/3/2016	7491 Belle Mead	YTFD	Fire	No	Yes	NA	NA
7/5/2016	1580 Harry	YTFD	Garage Fire	Yes	No	7	Fire Attack
7/21/2016	Huron / Lakecrest	YTFD	Grass Fire	Yes	No	7	YTFD tied up
8/1/2016	1405 Watson	YTFD	Building Fire	Yes	No	9	Staging only
8/13/2016	219 Devonshire	YTFD	Building Fire	Yes	No	7	Rapid Intervention Team
8/15/2016	427 Worden	YFD	House fire	No	No	4	Investigation
8/16/2016	5669 Princeton	YTFD	Building Fire	Yes	No	9	Water Supply /

							RIT
8/16/2016	844 Cliffs	YTFD	Fire Alarm	No	NA	8	YTFD unavailable
8/23/2016	2571 International	YTFD	Cooking Fire	No	Yes	7	Cancelled on arrival
8/28/2016	1125 Hawthorn	YTFD	Bedroom fire	Yes	No	5	Overhaul
8/31/16	841 Green Road	YFD	Apartment Fire	No	Yes	NA	Smoke Ventilation

- **Solar system project update:**

We received three bids for the fire station solar system equipment. Two of the bidders mentioned that we can indirectly take advantage of a 30% federal tax credit even though we do not have to pay taxes. We will pay for the equipment and electrical installation at a discounted price, but the installer (a for profit corporation) will keep ownership of the system to obtain the tax credit. We will receive ownership of the solar system after the tax credit advantage period expires in six years. At this time we are waiting for a quote from the electrician who will take care of all the technical aspect of the installation. Council will be presented with the project design and final cost when all information is gathered.

- **Heritage Festival:**

Over a 3 day period, there were over 450 children and adults that attended the fire education module presented at the smoke house.

- **Crossing Guards:**

The current and new crossing guards received a training update on August 22, 2016.

### Fiscal Services

- Completed and filed the E-Lobby Summer Financial Report Summary to the State of Michigan.
- Finalized the FY 2016-2017 & FY 2017-2018 budgets for printing and for submission to GFOA for budget awards.
- Provided to Council and Interim City Manager the General Fund FY 2015-2016 budget variance and the fund balance after the FY 2015-16 result of operation.
- Started working on the Schedule of Expenditures of Federal Awards for the FY 2015-2016 Single Audit.

### Human Resources

- **Posted Job Openings:**

Unpaid Intern – Finance Department  
Recreation Program Coordinator

- **New Hires:**

Finance Department Intern, part time, start date 08/02/16

New Historic District Intern, (unpaid) start date 08/25/16, to replace current intern

whose term has been completed.

- **Separations:**  
Finance Department Intern, part time, last day 08/05/16
- **Miscellaneous:**  
Interviews conducted for Compliance and Housing Inspector on 08/16/16  
Safety Committee Meeting held on 08/18/16  
HR participated in department head meeting with MML regarding City Manager search on 08/23/16  
Non-Union Employee Handbook update final approved by Mr. Lange 08/05/16; online distribution scheduled for September  
Expecting to receive health insurance renewal premium data in September  
Hiring freeze ends September 19, 2016  
On-line open enrollment will be implemented this year.

**Police Department**

- **Activity Report:**

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

June	July	August
1162 Calls for Service	1316 Calls for Service	1100 Calls for Service
122 Arrests	118 Arrests	144 Arrests
98 Tickets Issued	100 Tickets issued	103 Tickets issued
264 Case Reports Written	281 Case Reports Written	282 Case Reports Written

- Officers Jeremy Taite, Jessica Welker and Justin Taite have been certified for solo patrol. Officer Jamaica Skender and Joseph Kuderko are currently in Phase 3 of the FTO Program and are progressing well. Officer Jordan Judge is nearing the end of Phase One of the FTO Program and is progressing well. Officer Glen Lyons has completed all testing and is scheduled to start at the Police Department on September 6<sup>th</sup>. Officer Lyons was hired prior to the hiring freeze and no further processing of applicants has been done since that time.
- It is anticipated that the DDA Position will be resumed no later than October 1. Officer Porter will be assigned to that detail.
- On August 13<sup>th</sup> Lt Gress attended the Heritage Park Association Meeting.
- On August 23<sup>rd</sup> Chief DeGiusti participated in the MML Search for City Manager Forum with other City Department Heads. He also attended the new President's Reception at Eastern Michigan University.

- On August 25<sup>th</sup> Chief DeGiusti participated in a Community Outreach Program at Ozone House.
- August 26 through 28 the City had the Heritage Festival. Over the weekend three arrests were effected at the festival. One for Assault and Battery, one for larceny and one for outstanding warrants.