



Memorandum

To: Mayor Edmonds and City Council Members

From: Frances McMullan, Interim City Manager

Date: September 28, 2016

Subject: Council Information Letter

City Manager's Office

- Tarina Myris, HR Manager, and myself met with Ken Hobbs, IAFF President, and Captain Cain, Firefighter, on September 8, 2016 in regard to their request to allow early cash out of sick time to enable potential retirees to put that money into their 457 plan. I anticipate discussing this with City Council in an executive session and possibly presenting a letter of understanding to City Council for consideration in the near future.
- The Traffic Review Committee (TRC) met on September 21, 2016 to discuss a petition received from residents of College Heights living on Collegewood between Mansfield and Cornell streets. The petition requests that some type of traffic controlling device be installed to prevent speeding. The TRC decided to conduct a traffic study of the area and discuss the matter further once results are received.
- Met with Derrick James, Amtrak Senior Manager of Government Affairs, and John Bender, Amtrak Project Manager, Facilities Planning-Stations, on September 21, 2016, who were inquiring if the city had decided on a platform design and if there were conceptual drawings.
- On June 21, 2016, City Council approved an extension of the current IT contract with Washtenaw County to June 30, 2017. A draft RFP for IT Services has been submitted to the City Attorney's office for review and approval as to form. The RFP is expected to be released on October 6, 2016, with a Bidders Meeting and Walk-through scheduled for October 13, 2016. The Pre-proposal Question Deadline is October 17, 2016, with a Proposal Deadline of October 24, 2016.
- Spoke with Susan Pollay, Ann Arbor DDA Executive Director, regarding the donation and acceptance of parking meters and other equipment, such as parking lot control arms, etc. from the City of Ann Arbor.

- The City was appointed receiver of 1404 Whittier and obtained an eviction order. The owner and all contents were removed last week. The receiver will be listing the house for sale in the very near future. There are several interested buyers looking to acquire the property and rehab or rebuild. The listing will be forwarded to Council once we receive it.

Simple Recycling Report

The City partnered with Simple Recycling beginning in October 2015. The City receives on 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
August 18	\$48.78
Total	\$545.03

City Clerk/Treasurer's Office

- General Election Ballots have been received from the County and will be tested October 5th and will go out no later than October 8th.
- Close of Voter Registration is October 11th.
- Actively recruiting election inspectors.
- A temporary election assistant will begin work on September 30th.
- The City Clerk Department will be open on November 5th for the Purpose of Absentee Voting.
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Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. We have received the replacement fixture (under warranty) for Council Chambers and the fixture will be installed this week.
- **Sidewalk Ramp Replacement Program.** The additional ramps on Prospect Road and ramps for various locations throughout the city using Metro-Act Funds and general fund monies was awarded to Doan Construction Co. at the Spetember 20th Council meeting. A pre-construction meeting is scheduled for October 4th. This work is slated to begin on October 10th, 2016. 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.** Best Asphalt was awarded the contract by Council on September 6th, 2016 for the 2016 Urgent Road Repairs. The pre-construction meeting was held on September 13th, 2016. Work began on Thursday, September 14th, 2016 on Cornell Street. Hamilton Street was milled on Friday, September 15th and repaved on Tuesday, September 20th. Several sections on Huron River Drive was milled and repaved on Saturday, September 24th, 2016. Work remaining includes capping section on HRD and pavement markings on Hamilton and HRD.
- **Pavement Maintenance Program(Crack Sealing).** Three bids were received on Thursday, September 22nd, 2016 for the City of Ypsilanti Pavement Maintenance Program. Staff will bring their recommendation for award to the October 4th, 2016 Council Meeting.
- **W. Cross Mill and Fill Project.** MDOT has agreed to fund the repairs to the failing asphalt joint in the south lane of W. Cross between Washington and Perrin Streets, through the State Trunk Line Maintenance Contract. The work includes the 2" milling and repaving a 7' X 1800' section of the south lane from approximately Washington Street to Perrin Street.
- **CDBG Tot Lots.** The prep work necessary to install the new play equipment includes removing the existing play equipment and cutting out the locations for play surfaces for the new play equipment. The play equipment is scheduled for installation at the Carrie Mattingly Tot Lot on Thursday, September 29th, 2016 (weather permitting). We have tentatively scheduled the play equipment installation for Edith Heffley Tot Lot for November 19th, 2016. The new sign for Edith Heffley Tot Lot will also be installed at that time.
- **Street Sweeping.** The second round of street sweeping throughout the City has been completed.
- **Mid-Block Crossing (Washtenaw Ave. East of Oakwood).** This project was completed and the signal was energized on September 2nd, 2016.
- **Michigan Avenue Mid-Block Crossing.** A pre-construction was held on August 17th, 2016. This project started on Monday, September 19th, 2016. The north lane of the west bound lane has been closed for the first phase of construction. Work completed to date includes installation of the foundation for the north mast arm, pavement removal for the installation of the stamped color concrete crosswalk (north side) and sidewalk removals. 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.
- **Michigan Avenue Signal Upgrade.** MDOT received bids on September 2nd, 2016. This project is expected to start sometime in late fall of 2016. DPS staff conducted visual traffic counts at this the intersection per MDOT and at this time it has been determined that additional turn arrows are not needed.
- **Tree Removals.** To date, DPS staff has removed six trees in the month of September. Five trees were trimmed in September.
- **DTE Riverside Park Project.** This project is ongoing. The tentative schedule for pulling the new power cable through the conduit from the Church to the substation is October 3rd, 2016 and cable splicing on October 4th, 2016. This will be followed with termination of the secondary rack and testing and energizing the new line to the substation. The removals of the temporary poles and overhead lines will take place immediately after the cable testing and energizing.
- **Catch Basin Repairs.** In the month of September, four catch basins were repaired. Catch basin cleaning and repairs continues in September.
- **At Grade Rail Crossings.** City Council approved the contract with Erie Construction for construction services and construction engineering services with OHM during the August 16th, 2016 council meeting. The Notice of Award letter was sent to Erie Construction on August 17th,

2016. The Pre-Construction meeting was held on September 8th, 2016 and the work began on September 12, 2016. Work completed to date includes; pavement and sidewalk removals, catch basin adjustments and installation of new storm structures. Substantial completion date is October 28th, 2016 with a project completion date of November 15th, 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. The grant has been submitted for full reimbursement. The bridge repairs have been delayed until October 15th. We will complete work by November. The grant is being paid in advance with the contract requiring completion by the end of December.
- **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. Full reimbursement of \$180,313.54 has been requested.
- **Fencing at Water Street.** Fencing installation was completed for the north, east, and west of the contamination area. The area to south directly along the trail was not completed and will not be completed until remediation of the trail area 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.
- **Towne Centre.** Reinspections of all items except carpeting, painting, elevator and emergency generator will occur beginning October 3rd and may extend through October 7th. Typical reinspect fees of \$42 per unit and \$42 per corridor will apply. Any items not completed will be subject to an additional reinspection no later than 14 days after reinspection and are subject to a fee of \$55 per unit and \$55 per common corridor and violations to be issued if work is not properly completed at that time. Extension will be granted for carpet installation and painting, as that has significant impact on tenants and requires tenant cooperation. We will be willing to extend the reinspection date 30 additional days to October 31st if provided a copy of an invoice, purchase order, or order receipt indicating the carpet was ordered before September 26, 2016. The action plan regarding availability of elevators has been received and reviewed and is acceptable to the local jurisdiction. To date, we have not received results of a comprehensive bed bug and roach inspection. We have received a policy but not a full inspection report as described in the report provided. Failure to provide a bed bug and roach inspection report by September 30, 2016 may result in issuance of a violation. 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.** A temporary certificate of occupancy is expected to be issued by October 4th.
- **Ann Arbor Area Convention and Visitors Bureau.** The five-year strategic plan has been drafted and is being presented to the Washtenaw County Economic Development Coordination Committee for approval. The final renovation is being complete on the Ypsilanti building. Completion is scheduled for November.

Fire Department

Activity Report:

	<i>July 2016</i>	<i>August 2016</i>	<i>September 2016</i>
Fire Calls	81	66	58
EMS Calls	116	127	116
Inspections	23	21	9
Non-emergency requests	27	19	20
Training hours	52	26.25	74.75

Automatic and Mutual Aid Fires:

Date	Address	Jurisdiction	Dispatched for	Was AMA Needed?	Unit Cancelled?	Response Time	Notes
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
9/11/16	303 Middle	YFD	House Fire	Yes	No	6	Fire Attack /Command
9/26/16	Putman Hall EMU	YFD	Dorm Fire	Yes	No	6	Fire Attack /Command

Fiscal Services

- Completed and scanned the FY 2015-2016 Schedule of Expenditures of Federal Awards for the Single Audit.
- Submitted to the Government Finance Officers Association (GFOA) the application for Distinguished Budget Presentation Awards Program for the City FY 2016-2017.
- Compiled the budget adjustments for the FY 2016-17 & FY 2017-18 due to the failed Water Street millage.
- Prepared various spreadsheets needed by the auditors for the upcoming audit.

- Started compiling the statistic portion of the Comprehensive Annual Financial Report for the FY 2015-2016
- Completed the MDOT form 2068-Annual Certification of Employee-Related Conditions
- Completed the MDOT Report of Employee Benefit Cost

Human Resources

New Hires

- Police Officer, start date 09/06/2016
- Compliance and Housing Inspector, start date 09/12/2016 (a self-funded position)
- Finance Department Intern, (unpaid) start date 09/26/16, to replace intern whose term has been completed

Separations:

- Clerk Office Intern, last day 8/26/16
- City Manager Marketing Intern, last day 09/01/2016

Miscellaneous:

- City of Ypsilanti Employee Handbook was posted online and distributed to staff September 23, 2016
- Click Fix – Reports attached. The automatic response messages emailed to users when submitted/acknowledged/closed have been customized and now include the city logo.

Upcoming:

- Annual health insurance renewal will be presented to City Council for approval on October 4,
- 2016 Workmen’s Compensation renewal is November 1, 2016
- Meeting with departments to review items and discuss ways to better utilize “see click fix” and update the system.

Police Department

• **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 4 days remaining in August:

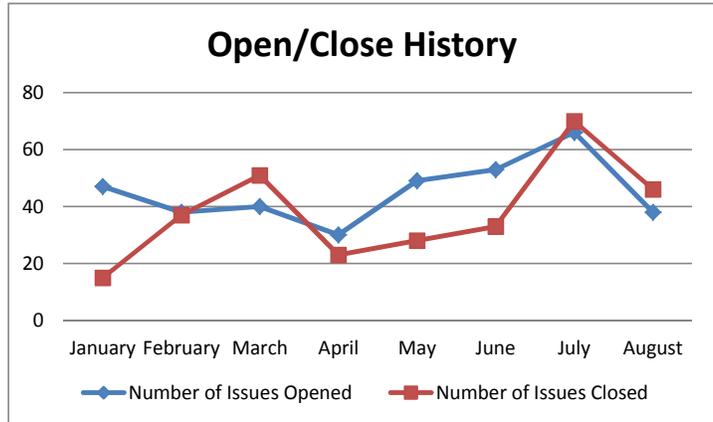
July	August	September
1316 Calls for Service	1216 Calls for Service	1192 Calls for Service
120 Arrests	154 Arrests	97 Arrests
127 Tickets Issued	187 Tickets issued	143 Tickets issued
281 Case Reports Written	305 Case Reports Written	197 Case Reports Written

- Officer Joseph Kuderko has been certified for solo patrol. Officer Jamaica Skender is currently in Phase 3 of the FTO Program. Officer Jordan Judge is in Phase Two 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 6th. Officer Lyons is currently in the first phase of the FTO Program.
- The DDA Position will be resumed on October 3rd. Officer Porter will be assigned to that detail.
- On September 8th, we were notified by the DOJ that we were awarded \$13,405.00 from the Byrne Memorial Grant Program. These funds are earmarked for expansion of the Body Cam program, and enhancement of traffic study equipment, which was presented to Council as part of the requirements of the grant. There are no matching funds required for this grant.
- On September 10th, Chief DeGiusti attended the Heritage Park Association Meeting.
- On September 11th Chief DeGiusti, Lt Gress, Sergeant Murphy and Officer Judge attended ceremonies/ meet and greets at (8:30am) Eastern Michigan University, (9:30am) Emmanuel Lutheran Church, (11:00am) Bethesda Church and (3:00pm) American Legion Post 282.
- On September 16th YPD participated in the Annual A2Y Pistol and Trap event at the Tri-County Sportsman League. A portion of the proceeds goes to the Washtenaw 100 Club.
- On September 17th, YPD conducted the Annual Open House co-sponsored by COPAC. Even though the weather was rainy and nasty, the event was a success and was very well attended. At the Open House, Mayor Pro Tem Richardson made a presentation to the department from the Black Lives Matter/Police Community Relations Commission of \$25.00 in gift cards for the officers. Also attending from the Commission was Councilmembers Anne Brown and Nicole Brown.
- During September, the extension of the SRO Contract with Ypsilanti Community Schools was negotiated and approved by Council (Sept 20 meeting) for another two years,
- The Department was notified from MADD (Mothers Against Drunk Drivers) that Officer Anderson was once again recognized for his outstanding work in this area. Over the course of the past year, Officer Anderson has also undergone special training and is a Drug Recognition Expert. One of only a few officers so qualified in the county.
- Chief DeGiusti was invited to participated in an Executive Panel Discussion at the Eastern Michigan University School of Police Staff and Command. The panel met with the class on September 21st.
- In the evening of September 21st, Chief DeGiusti attended a program called "Chasing the Dragon" by invitation from the US Attorney General's office. Following the program, there was a discussion about the challenges and programs available within Washtenaw County. Contact information was exchanged to facilitate future discussion.
- Chief DeGiusti will participate in the MML Law Enforcement Action Forum September 28th thru 30th. LEAF is a collection of law enforcement executives from across the state that meets twice

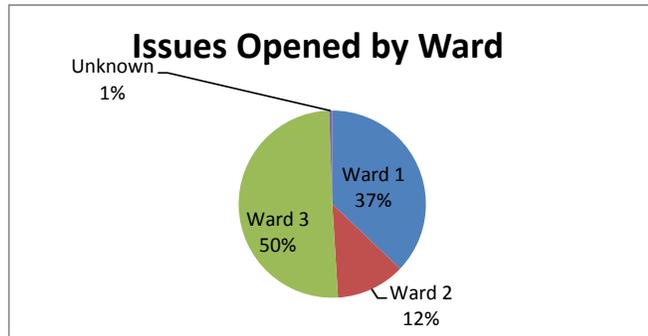
a year to discuss current topics, best practices, and create model policies that are available through MML.

City of Ypsilanti
See Click Fix
January to August 2016

Month	Number of Issues Opened	Number of Issues Closed	Avg days to Close
January	47	15	12.4
February	38	37	21.0
March	40	51	18.7
April	30	23	26.1
May	49	28	19.1
June	53	33	29.1
July	66	70	39.7
August	38	46	54.3
Total	361	303	
Average	45	38	27.6



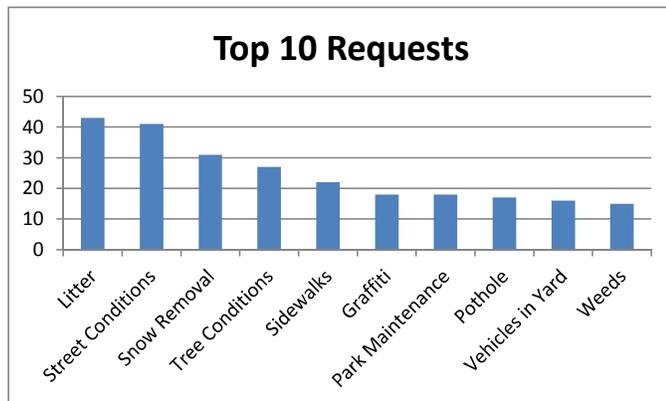
Ward	Number of Issues Opened	Number of Issues Closed
Ward 1	134	116
Ward 2	43	37
Ward 3	182	148
Unknown	2	2
Total	361	303



Top 10 Service Request Types

These make up 69% of all items reported

Type	# Opened
Litter	43
Street Conditions	41
Snow Removal	31
Tree Conditions	27
Sidewalks	22
Graffiti	18
Park Maintenance	18
Pothole	17
Vehicles in Yard	16
Weeds	15
Total	248





Ypsi Connect

Between Jul 01, 2016 and Aug 30, 2016

104 issues were opened

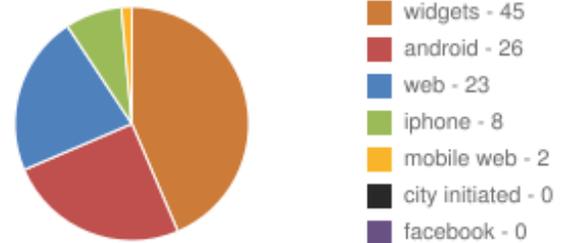
85 issues were acknowledged

116 issues were closed

The average time to acknowledge was 11.5 days.

The average time to close was 46.0 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Street Conditions	15	14	16	12.3	18.3
Graffiti	10	11	16	4.9	122.0
Tree Conditions	15	10	11	6.9	16.9
Litter	9	8	14	6.7	63.9
Vehicles in the Yard	6	5	7	13.9	53.7
Park Maintenance	5	5	6	1.1	20.8
Pothole	4	4	7	2.5	13.3
Sidewalks	5	6	4	32.8	83.8
Illegal Dumping	4	4	6	4.2	29.8
Weeds	5	5	4	6.5	40.1
Noise Complaints (Disabled)	6	1	6	9.0	25.0
Public Facilities	4	3	4	4.4	21.7
Dangerous Buildings	3	3	3	56.7	51.4
Other	5	1	3	1.9	3.3
Trash Pickup	4	2	2	5.0	7.8
Street Lights	1	1	3	62.3	28.2
Parking Complaints	1	1	1	2.9	94.6
Abandoned vehicles in street	1	0	1	0.0	25.0

Peddlers and solicitors	1	1	0	28.7	0.0
Fire Code Violations	0	0	1	0.0	46.2
Snow Plowing (Major & Local Streets)	0	0	1	0.0	71.4
Animal Control (Disabled)	0	0	0	0.0	0.0
Assessing/Property Valuation (Disabled)	0	0	0	0.0	0.0
Board Ups	0	0	0	0.0	0.0
DPS Work Order (Staff Use Only)	0	0	0	0.0	0.0
Fire Hydrant Issues	0	0	0	0.0	0.0
Historic District Violations	0	0	0	0.0	0.0
Property Taxes	0	0	0	0.0	0.0
Rental Housing	0	0	0	0.0	0.0
Snow Removal (Commercial/Residential /Sidewalks)	0	0	0	0.0	0.0
Voter Registration Card Not Received	0	0	0	0.0	0.0
Zoning Violations	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Ypsilanti	104	85	116	11.5	46.0
Council: Ward 1 Precinct 1	2	1	4	1.8	28.6
Council: Ward 1 Precinct 2	9	7	8	6.3	43.3
Council: Ward 1 Precinct 3	29	23	32	16.0	39.6
Council: Ward 2 Precinct 1	2	1	1	3.7	94.6
Council: Ward 2 Precinct 2	5	4	5	2.0	19.1
Council: Ward 2 Precinct 3	2	2	5	0.0	42.5
Council: Ward 2 Precinct 4	1	0	3	0.0	30.8
Council: Ward 3 Precinct	11	7	11	9.7	49.6

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Council: Ward 3 Precinct 2	10	10	12	12.3	21.9
Council: Ward 3 Precinct 3	32	29	34	12.1	67.1
DDA: Depot Town District	5	4	11	4.6	68.7
DDA: Downtown District	20	16	25	9.4	72.8
DDA: Water Street District	0	1	3	62.3	52.1
DDA: West Cross District	5	3	2	10.2	157.7
DPS Service Area 1 - Monday trash pickup	8	5	9	2.4	30.0
DPS Service Area 2 - Tuesday trash pickup	24	22	35	10.8	71.9
DPS Service Area 3 - Wednesday trash pickup	41	35	43	14.9	36.1
DPS Service Area 4 - Thursday trash pickup	26	19	25	9.4	44.0
DPS Service Area 5 - Friday trash pickup	4	3	4	6.0	28.6
Historic District - Becker- Stacklewitz House	0	0	0	0.0	0.0
Historic District - Brown Chapel AME and First Ward School	1	1	0	2.7	0.0
Historic District - Main Body	40	32	46	14.4	66.8
Historic District - Starkweather House	0	0	0	0.0	0.0
Historic District - Water Tower	0	0	0	0.0	0.0