



Memorandum

To: Mayor Edmonds and City Council Members
From: Frances McMullan, Interim City Manager
Date: October 28, 2016
Subject: Council Information Letter

City Manager's Office

- Worked with MML to complete posting for City Manager position
- Replied to a Step 4 grievance regarding union work in the Clerk's Office
- Worked with Economic Development Director to develop a list of Park and Recreation priorities for discussion with Washtenaw County
- Assessing progress and developing a report on the 2016 goals and performance measures to be used in the upcoming Goal Setting sessions with the new City Manager
- Reviewed and inspected tree and sidewalk complaints
- Worked with attorneys to set up dates and location for upcoming meetings and interviews regarding Roshanna Green
- Worked with HR Manager on Worker's Compensation renewal

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
August 18	\$48.78
September	\$46.62
Total	\$591.65

City Clerk/Treasurer's Office

- 2,046 new voters have been registered between August 1st and registration deadline of October 11th.
- 37 voter registrations have been cancelled, for various reasons, since August 1st.
- Election Commission has approved Election Chairs, Inspectors, and Receiving Board. However, additional inspectors will be appointed on Monday, October 31st.
- 1,262 Absentee Ballots have been issued to date and 558 have been returned.
- The Clerk Department will be open on November 5th for the Purpose of Absentee Voting.

Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking.
- **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 September 20th Council meeting. This project started on Tuesday, October 25th at Tyler and S. Grove and continues north to Davis and Towner. This will be followed by ramp installation north of Michigan Avenue at Martin Place and Locust Streets. The bid packet for the program utilizing CDBG Funds is scheduled to be let on Tuesday, November 1st.
- **Pavement Maintenance.** Best Asphalt was awarded the contract by Council on September 6th, 2016 for the 2016 Urgent Road Repairs. This project is substantially completed, work remaining includes restoration of the margin at the intersection of Hamilton and Florence and Hamilton and Olive. The white skip line on Hamilton will be re-done; the line will be moved over approximately two feet to the east.
- **Pavement Maintenance Program (Crack Sealing).** The bid was awarded by council to Carr's Outdoor Services at the October 4th Council Meeting. Work is scheduled to begin on the week of October 24th weather permitting. So far this week has been rained out; we hope to have this project started on Friday October 28th if the weather cooperates.
- **W. Cross Mill and Fill Project.** This project is completed. Staff will discuss the possibility of continuing this work from Perrin to Summit Street.
- **CDBG –Tot Lots.** The play equipment installation at the Carrie Mattingly Tot Lot is completed. 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 be installed at this time.
- **Street Sweeping.** The third round of street sweeping throughout the City has begun.
- **Michigan Avenue Mid-Block Crossing.** This project started on Monday, September 19th, 2016. The first phase of construction has been completed after a three week delay for plan revisions and the approval of the plan revisions from MDOT. Once the tests for the stamped crosswalk on the west bound lanes are approved, the traffic will

be shifted so work on the rescue island can begin. The traffic shift is tentatively scheduled for Friday pending the test approvals; if not, the traffic will be shifted on Monday, October 31st. Once the traffic has been shifted, the installation of the rescue island will commence.

- **Michigan Avenue Signal Upgrade- MDOT.** A pre-construction meeting for this project is tentatively scheduled for November 2nd.
- **Tree Removals.** To date, DPS staff has removed 16 trees in the month of October. Thirteen (13) trees were trimmed in October.
- **DTE Riverside Park Project.** This project is ongoing. Listed below is the tentative schedule submitted by DTE:

Complete:

Conduit and Manhole construction complete
Hazard remediation complete
substation asbestos abatement complete
Cable pulling complete
Cable splicing all complete but final splice for commissioning
Lutheran Church parking lot paving scheduled for this week.
Training station cable pole this week

Pending:

Substation termination on secondary bus (meeting (10.27.16)
Shutdown for commission of Underground cable (11.14.16)
Decommissioning of Overhead facilities (11.14.16)
Removal of temporary Overhead (before 12.31.16)

Mr. Kirton is trying to get the pole removal date moved up. He is also continuing to press DTE into trying to get the pole removal date moved up. He is also following up on the City's request for DTE to replace the 25 electrical pedestals in Riverside Park.

- **Catch Basin Repairs-** In the month of October, 15 catch basins were repaired. Catch basin cleaning and repairs continues in October.
- **At Grade Rail Crossings-** This project is substantially completed. Items remaining includes final walk through, pavement marking removals and pavement marking installation.

Department of Economic Development

- **Trail remediation.** Bids for the proposed remediation are due on October 28th. At this time we are expecting several bids. The ability to get the work done expediently will be one of many factors used to evaluate bids. The timeline still remains for completion by Spring 2017.
- **Towne Centre.** In a meeting with Towne Centre management we were informed that Forest City, the building ownership, has been approved and as of October 1st is officially in the RAD (Rental Assistance Demonstration) program. The good news is the conversion has allowed for the updates to the building to be done very quickly; however, it does now require that residents qualify with HUD to rent apartments. This is a change from the current situation so several of the residents are being reviewed for income verification. The Legal Services team continues to work with the residents to protect their interests.
A comprehensive bed bug and insect survey has been completed and many of the units treated

for active or potential infestations. The units under treatment are reviewed monthly and all units are reviewed annually.

- **Freighthouse.** All major work has been completed at the Freighthouse. The City is waiting for verification of the photometric survey and will issue a Temporary Certificate of Occupancy for the building. The issues remaining for full Occupancy are a new door opening, new stairway access, and repair of all of the external decking. This work is programmed for next Spring/Summer. The sprinkler system is fully operational.
- **1404 Whittier.** The house has been sold and is awaiting the court's approval for transfer. Timelines and penalties for emergency and nuisance work have been established in the purchase agreement.
- **220 N. Park/ Former Boys and Girls Club.** City staff has been working with the MML on a potential partnership/grant for the creation of a Request for Proposal for the sale and development of the property. The formal program has not been released yet but Ypsilanti will be considered a top contender to receive technical and financial assistance to market the property.
- **African American Heritage Signage Project.** A charrette was held on Friday, October 21st in conjunction with the Ann Arbor Area Convention and Visitors Bureau, Eastern Michigan University and the City of Ypsilanti to look, listen, critique, comment, and create the signage for the City's South Side that will capture the African American Heritage of Ypsilanti. The City is using a grant from the CVB called CTAP to help fund this collaborative and exciting project.
- **DTE Solar Grand Opening.** DTE will be hosting a grant opening for the solar array at Highland Cemetery, Friday November 18th at 10:00. All are welcome to come share in the excitement of Ypsi's own solar field.

Fire Department

Activity Report:

	<i>August 2016</i>	<i>September 2016</i>	<i>October 2016</i>
Fire Calls	66	71	41
EMS Calls	127	134	108
Inspections	21	16	3
Non-emergency requests	19	21	1
Training hours	26.25	79.25	70.77

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
10/2/16	315 S. Washington	YFD	House Fire	Yes	No	1	Fire Attack/Command
10/3/16	1561 Wingate	YTFD	Building Fire	Yes	No	7	Aerial tower
10/26/16	EMU Brown dorm	YFD	Dorm Fire	Yes	Yes	6	Investig. ventilation

Solar project update:

- The installation is scheduled for Saturday October 29 with volunteers from Ypsi solar and fire department.

FEMA Grants:

- We are applying for equipment needed for the new fire engine, for the replacement of our defibrillators and the purchase of automated chest compression devices.

Fiscal Services

- Completed and submitted to State of Michigan the Municipal Fire Protection questionnaire (P.A. 289) for the FY 2016-2017 eligibility and payments to Cities, Township & Villages.
- Field audit completed.
- Started the Management Discussion & Analysis section of the Comprehensive Annual Financial Report (CAFR).
- Started compiling data for the State of Michigan City, Village, and Township Revenue Sharing (CVTRS) program information for FY 2017. Due date 12/1/2016.

Human Resources

New Hires:

- Senior Center Administrative Assistant, part time, start date 09/26/16, replacement of person who left 09/09/16
- Temporary Elections Clerk, start date 09/30/2016

Separations:

- None

Miscellaneous:

- Employees have been notified that health insurance open enrollment will be completed electronically (online) in November.

SEE CLICK FIX

- On October 7, representatives of the City met with See Click Fix. System functions and options were discussed. See Click Fix continues to make improvements to the system and develop new functions to provide clients better processing behind the scenes. The City will continue to explore and utilize all of the system's capabilities.
- The system allows the setup of buttons on the mobile app for the City's users. Currently, the City has buttons set up for its Facebook, Twitter, and main website webpages. Other communities have offered this option to local businesses, such as restaurants, in exchange for an advertising fee. The system allows an unlimited number of buttons. The City may want to consider developing a similar program.

Upcoming:

Internal improvements to the system are tentatively planned including:

- Re-categorization of long term projects, such as sidewalk repairs and tree removal
- Addition of canned responses for City users to improve communication and resident education of processes

Police Department

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 5 days remaining in October:

August	September	October
1216 Calls for Service	1388 Calls for Service	1102 Calls for Service
151 Arrests	112 Arrests	81 Arrests
141 Tickets Issued	133 Tickets issued	113 Tickets issued
305 Case Reports Written	230 Case Reports Written	176 Case Reports Written

- Officer Jamaica Skender is currently in the Review/Shadow Phase of the FTO Program and is expected to be certified for solo patrol soon. Officer Jordan Judge is near the end of Phase Two of the FTO Program and is progressing well. Officer Glen Lyons is currently in the Phase Two of the FTO Program and is progressing well.
- On 10/07 Chief DeGiusti participated in the MDOC Re-Entry program at Catholic Social Services.
- On 10/08 Chief DeGiusti attended the Heritage Park Association meeting.
- On 10/11 Lt Gress, DDA Officer Porter and Chief DeGiusti met with the Library Staff for introduction to Officer Porter and to discuss current problems and possible solutions.
- On 10/13 Detectives Coppock and Peto delivered 35 donated pumpkins to the Parkridge Community Center for their Halloween Program.

- On 10/19 Chief DeGiusti along with most of the other law enforcement leaders in the county participated in the annual ENPACT Meeting sponsored by the Washtenaw County Prosecutors Office and Public Defenders Office.
- On 10/20 Chief DeGiusti and DDA Officer Porter attended the DDA Board Meeting to introduce Officer Porter to the Board and discuss his role in the DDA District.
- On 10/27 YPD will participate in the Annual DAY Halloween festivities at the rear of the library and Ypsi Glow on Washington Street.
- On 10/28 Lieutenant Kent Overton will graduate from Eastern Michigan University School of Police Staff and Command.