



**Memorandum**

To: Mayor Edmonds and City Council Members

From: Frances McMullan, Interim City Manager

Date: November 30, 2016

Subject: Council Information Letter

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**City Manager's Office**

- Attended Bell-Kramer neighborhood meeting on Thursday, November 3, 2016.
- Worked with Acting City Clerk to administer the 2016 Presidential Election
- Working with vendor on development of heavy hitters list to allow towing of vehicles with 6 or more citations
- Met with WCC staff, Parkridge staff and city staff regarding Parkridge future funding options
- Met with John Barfield regarding Parkridge Partners and upcoming renewal of agreement between WCC and the City
- Discussed arrangement with Township Supervisor of the City borrowing fire truck from Ypsilanti Township for 1-2 months
- Preparing with staff to begin goal setting
- Exploring options for staffing Human Resources office. Current H.R. Manager contract expires December 31, 2016.
- Attended Eastern Washtenaw Safety Alliance Meeting on October 31, 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. Total received from October 2015 thru September 2016 was \$591.65. Current total is listed below.

Simple Recycling Billing	
Month	Amount Paid
Oct-16	\$35.14
<b>Total</b>	<b>\$35.14</b>

## City Clerk/Treasurer's Office

- Winter Tax Bills are due December 1<sup>st</sup>.
- There is a possibility of a statewide recount of the November General Election. The request must be made by Wednesday. If a recount is requested, it should take 5 to 7 days to complete the recount for the entire county.
- Staff has been in contact with precinct chairs to assist with the recount.

## Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective options for LED Replacement Lights for the Washington Street Parking.
- **Sidewalk Ramp Replacement Program.** Three bids for the program utilizing CDBG Funds were received and opened on Tuesday, November 22nd. The bids ranged from \$110,000 to \$49,476. Saladino is the apparent low bidder. This work will begin in the spring of 2017.
- **Pavement Maintenance.** The white skip line on Hamilton will be re-done; the line will be moved over approximately two feet to the east, this work still remains.
- **Pavement Maintenance Program (Crack Sealing).** This project is completed for the season, we will continue in the spring of 2017. To this point, we have expended just over \$48,000 for this project.
- **CDBG –Tot Lots.** The play equipment installation at the Edith Heffley Tot Lot is completed. The new sign for Edith Heffley Tot Lot will be installed this week weather permitting...
- **Street Sweeping.** The third round of street sweeping continues as the weather permits.
- **Michigan Avenue Mid-Block Crossing.** This project is nearing completion. Work remaining includes installing 30 feet of fencing on the north side of the cross walk, the installation of two signs, installation of the mast arms that were just delivered, the power source from DTE to the poles and installation of the permanent street marking which will take place in the spring of 2017 due to the temperature requirements.
- **Michigan Avenue Signal Upgrade-MDOT.** Preliminary work for this project is scheduled to begin on December 12<sup>th</sup>. The work will include installation of the bases for the strain poles in the four corners for the intersection. The work is dependent on the weather conditions.
- **Tree Removals.** Stump removal continues with 22 were ground down with two stumps remaining to grind. Trees along the curbs were trimmed in preparation for the winter maintenance season.
- **DTE Riverside Park Project.** This project is ongoing. Listed below is the tentative schedule submitted by DTE:

**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)*

DTE has approved funding for the City's request to replace the 25 electrical (some with water) pedestals in Riverside Park. City staff will order the pedestals and coordinate the installation, DTE will reimburse the City for the cost of this project. Estimated cost for this project is \$20,000 - \$25,000.

- **Catch Basin Repairs.** Catch basin cleaning and repairs will continue in spring of 2017.
- **At Grade Rail Crossings.** This project has been completed.
- **UST Replacement.** The installation of the new fuel storage tanks at the DPS yard is complete. The project started on November 10<sup>th</sup> with the tank removals. The final inspection was conducted by the State (LARA) on November 29<sup>th</sup> and was successful.

## Department of Community and Economic Development

- **Trail remediation.** The timeline still remains for completion by Spring 2017. A contract award will be brought to Council December 6<sup>th</sup>.
- **Freighthouse.** The photometric study completed for the Freighthouse shows gaps in lighting and the lack of battery back-up lighting for emergency egress. The FOYF have priced additional new lights but are unable to afford the cost of the lighting at this time. The alternative to replacing lighting would be to install an emergency generator that would power egress lighting during a power failure and would also power the heating system, which would also protect the sprinkler pipes. The cost for this would be significantly less but still a burden to the FOYF. Creative financing solutions are being explored to get this project completed.
- **220 N. Park/ Former Boys and Girls Club.** The City of Ypsilanti has been approved for technical assistance from MML for the marketing of the property. Research and drafting of the RFP will start this month.
- **African American Heritage Signage Project.** The next public input session is scheduled for Friday, December 2<sup>nd</sup> from 3pm-5pm at the Parkridge Community Center. Please come join the community conversation of the heritage project.
- **YPSI CVB Open House.** There will be an open house reception on Thursday, December 8<sup>th</sup> from 4pm-6pm at the NEW Ypsi Real Office. Please come and see the updates. RSVP to [aredies@annarbor.org](mailto:aredies@annarbor.org) or let Beth know and she will contact them on your behalf.

## Fire Department

### Activity Report:

*September 2016*

*October 2016*

*November 2016*

Fire Calls	71	49	52
EMS Calls	127	125	95
Inspections	21	6	2
Non-emergency requests	19	5	10
Training hours	26.25	78.27	72

### Automatic and Mutual Aid Fires:

Date	Address	Jurisdiction	Dispatched for	Was AMA Needed?	Unit Cancelled?	Response Time	Notes
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
10/29/16	181 Russel	YTFD	House Fire	Yes	No	5	Overhaul
10/31/16	1614 Wingate	YTFD	Kitchen Fire	Yes	No	11	Stage
11/10/16	2681 Intern. Drive	YTFD	Food on stove	No	Yes	NA	Cancelled
11/23/16	588 S. Hamilton	YFD	Kitchen Fire	Yes	No	2	Ventilation

- **FEMA Grants:**

The County Fire Department Association submitted six grant applications to FEMA including Extrication equipment, air monitoring, turn out gear, thermal imaging camera, nozzles and appliances and AEDs/automated chest compression devices. The maximum match for the city will be approximately \$12,000.

- **Live Saving Awards:**

The annual lifesaving award ceremony will be taking place on December 8th starting at 6:00pm, during our Christmas Day celebration at the fire station. In the past 12 months your firefighters saved the lives of eight citizens.

## Fiscal Services

- Compiled data for the Fire & Police pension active members for the annual actuarial valuation.
- Completed the Comprehensive Annual Financial Report draft for FY 2015-16.

- Completed gathering and compiling data to file the City, Village, and Township Revenue Sharing (CVTRS) report that is due on 12/1/2016. Submitting the report would qualify the City to receive the full CVTRS payment of \$2.5 Million.

## **Human Resources**

### **New Hires:**

- Hiring Freeze
- Finance intern (unpaid) started 11/7/2016
- Crossing guard, fill-in for absences only, started 11/11/2016

### **Separations:**

- City Manager termination per contract 11/3/2016
- Finance intern (paid) last day 11/3/2016

### **Leave of Absences:**

- Police officer returned from family related medical leave 11/2/2016
- Firefighter started family related medical leave 11/23/2016
- Housing inspector started family related medical leave 11/28/2016

### **Miscellaneous:**

- Interviews conducted for unpaid finance intern on 10/31/2016
- Participated in meeting on IAFF proposal for early payout of benefits
- Election workers were hired temporarily to handle election; now terminated
- Participated in meeting with health insurance broker to learn about possible plan savings
- Obtained access to software for initial administrative setup of online open enrollment

### **Upcoming:**

- Retiree and active employee health insurance open enrollment

### **YPSI CONNECT – SEE CLICK FIX (reports attached)**

- Participated in web training to learn about new enhancements of See Click Fix for City users.
- Reviewed all requests to date by category. Added three new service request types in order to reduce incorrectly routed requests and provide better response: 1) Street Signs, 2) Signs – Other than Street Signs, and 3) Junk / Refuse / Garbage. Updated “Weeds” to read as “Grass & Weeds”.
- Implemented 16 new canned responses for City users.

### **Upcoming:**

- Re-categorize long term projects, such as sidewalk repairs and tree removals, to service request type “DPS Project List (Staff Use Only)”. These items will continue to be open

until complete. City workers will be able to run reports on this category when creating their master work list for the month/year.

- Continue the addition of canned responses for City users, including possible solutions for dog nuisance requests (getting loose, barking, neglect, etc.).

**Police Department**

- **Activity Report:**

Following are the statistics for the current period reflected by the past three months with 2 days remaining in November:

September	October	November
1388 Calls for Service	1298 Calls for Service	926 Calls for Service
114 Arrests	108 Arrests	77 Arrests
133 Tickets Issued	139 Tickets issued	87 Tickets issued
230 Case Reports Written	229 Case Reports Written	202 Case Reports Written

**PERSONNEL:**

- Officer Jamaica Skender has completed the FTO Program and is now certified for solo patrol. Officer Jordan Judge is in the final stage of the FTO Program and is expected to be certified for solo patrol soon. Officer Glen Lyons is currently in the phase 3 of the FTO Program and is progressing well.
- During the month of November, YPD Officers attended several trainings including, Human Terrain Mapping, Dealing with the Mentally Ill and De-Escalation Training.
- On 11/12, Sergeant Allen attended the Heritage Park Association meeting.
- On 11/16, Chief DeGiusti attended the Washtenaw County COC (Continuum of Care) meeting. The Chief was asked to sit on the board to provide a law enforcement perspective in the fight against homelessness in Washtenaw County. Meetings will convene every other month going forward.
- On 11/16, Lieutenant Gress attended a BLM/NAACP forum at EMU as a Law Enforcement representative on the panel.
- On 11/17, Chief DeGiusti attended a lecture/training on Restorative Justice at EMU.

- YPD adopted two needy families in the city for the Thanksgiving holiday. On 11/21, dinners including a turkey and all of the fixings, were purchased and delivered.
- On 11/22, Lt Gress and Officer Porter attended the COPAC Meeting. The Lock It or Lose It signs have been received and the locations for the signs were finalized.



# Ypsi Connect

**Between Oct 01, 2016 and Oct 31, 2016**

18 issues were opened

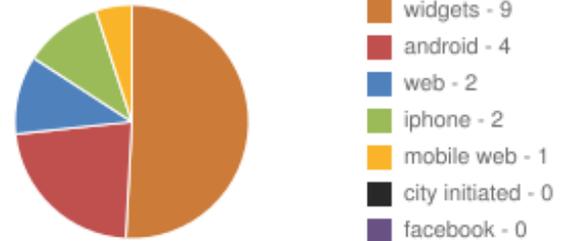
7 issues were acknowledged

31 issues were closed

The average time to acknowledge was 12.4 days.

The average time to close was 75.5 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Street Conditions	2	1	6	1.1	61.1
Other	4	1	3	12.9	3.7
Litter	3	1	2	13.0	31.4
Vehicles in the Yard	2	3	1	17.7	72.2
Graffiti	1	0	4	0.0	102.2
Pothole	1	0	4	0.0	85.1
Tree Conditions	0	0	4	0.0	99.4
Public Facilities	1	0	2	0.0	58.3
Illegal Dumping	2	0	0	0.0	0.0
Parking Complaints	1	1	0	6.8	0.0
Sidewalks	0	0	2	0.0	192.5
Street Lights	0	0	2	0.0	83.3
Grass & Weeds	0	0	1	0.0	14.5
Zoning Violations	1	0	0	0.0	0.0
Abandoned Vehicles in Street	0	0	0	0.0	0.0
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

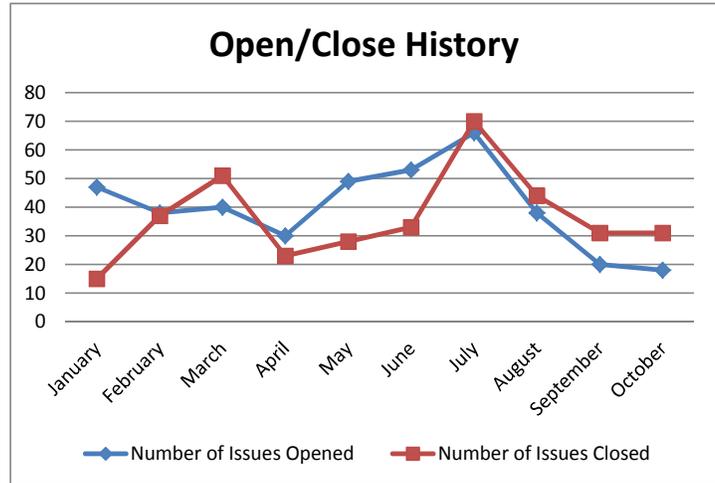
Dangerous Buildings	0	0	0	0.0	0.0
DPS Project List (Staff Use Only)	0	0	0	0.0	0.0
Fire Code Violations	0	0	0	0.0	0.0
Fire Hydrant Issues	0	0	0	0.0	0.0
Historic District Violations	0	0	0	0.0	0.0
Junk / Refuse / Garbage	0	0	0	0.0	0.0
Noise Complaints (Disabled)	0	0	0	0.0	0.0
Park Maintenance	0	0	0	0.0	0.0
Permits for Solicitors and Peddlers	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
Signs - Other than Street Signs	0	0	0	0.0	0.0
Snow Plowing (Major & Local Streets)	0	0	0	0.0	0.0
Snow Removal (Commercial/Residential /Sidewalks)	0	0	0	0.0	0.0
Street Signs	0	0	0	0.0	0.0
Trash Pickup	0	0	0	0.0	0.0
Voter Registration Card Not Received (Disabled)	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Ypsilanti	18	7	31	12.4	75.5
Council: Ward 1 Precinct 1	1	1	0	12.9	0.0
Council: Ward 1 Precinct 2	2	3	2	17.7	130.7
Council: Ward 1 Precinct 3	1	0	4	0.0	115.2
Council: Ward 2 Precinct 1	1	0	1	0.0	8.1
Council: Ward 2 Precinct 2	0	0	0	0.0	0.0

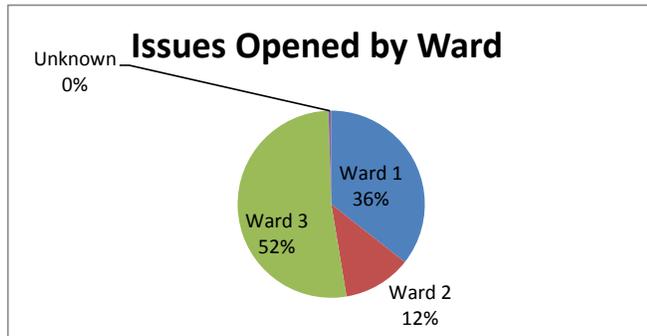
Council: Ward 2 Precinct 3	1	0	2	0.0	102.7
Council: Ward 2 Precinct 4	0	0	0	0.0	0.0
Council: Ward 3 Precinct 1	2	2	2	3.9	35.9
Council: Ward 3 Precinct 2	4	0	5	0.0	39.3
Council: Ward 3 Precinct 3	6	1	15	13.0	75.9
DDA: Depot Town District	3	0	4	0.0	61.3
DDA: Downtown District	1	1	6	13.0	161.3
DDA: Water Street District	0	0	1	0.0	158.6
DDA: West Cross District	0	0	2	0.0	61.8
DPS Service Area 1 - Monday trash pickup	1	0	1	0.0	8.1
DPS Service Area 2 - Tuesday trash pickup	7	4	11	16.5	109.5
DPS Service Area 3 - Wednesday trash pickup	3	0	8	0.0	63.9
DPS Service Area 4 - Thursday trash pickup	6	2	10	3.9	51.1
DPS Service Area 5 - Friday trash pickup	1	1	1	12.9	107.1
Historic District - Becker- Stacklewitz House	0	0	0	0.0	0.0
Historic District - Brown Chapel AME and First Ward School	0	0	0	0.0	0.0
Historic District - Main Body	9	3	18	7.0	93.2
Historic District - Starkweather House	0	0	0	0.0	0.0
Historic District - Water Tower	0	0	0	0.0	0.0

**City of Ypsilanti**  
**See Click Fix**  
**January to October 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	44	54.3
September	20	31	50.6
October	18	31	75.5
Total	399	363	36.3
Average	40	36	34.7



Ward	Number of Issues Opened	Number of Issues Closed
Ward 1	142	130
Ward 2	47	43
Ward 3	208	188
Unknown	2	2
Total	399	363



**Top 10 Service Request Types**

*These make up 67% of all items reported*

Type	# Opened
Litter	47
Street Conditions	47
Snow Removal	31
Tree Conditions	28
Sidewalks	24
Graffiti	20
Vehicles in Yard	19
Park Maintenance	18
Pothole	18
Grass & Weeds	17
Total	269

