



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: March 31, 2017
Subject: Council Information Letter

City Manager's Office

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
Nov -16	\$38.35
Dec-16	\$34.57
Jan - 17	\$59.05
Feb - 17	\$45.84
Total	\$212.95

City Clerk/Treasurer's Office

- Election inspectors for the May 2nd Special Election have been selected, and will receive confirmation letters by next week.
- The Election Commission is scheduled to meet on April 5th to approve inspectors and precinct consolidation for the May election.
- The mass mailing of AV Ballots for the May 2nd Special Election will be sent on March 30th.
- The County has selected Hart Election Systems to replace the current outdated Accuvote Tabulator and AutoMark ADA voting machines. See links below to review the selected equipment.

<http://www.hartintercivic.com/>

<http://www.hartintercivic.com/content/verity-system-overview>

- All City Contracts are being added into a database to provide greater accuracy in contract maintenance.
- April 3rd - registration deadline for May 2nd election

Department of Public Services

- **LED Conversions.** Staff has plans to change and add LED fixtures to the DPS salt barn and eastside storage bays. Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. Installation of additional lighting for the Upper City Hall parking lot has been scheduled with DTE and should take place soon. I just received the purchase agreement from DTE for the addition of an LED fixture on the east side of Hewitt. As soon as the purchase agreement is executed, DTE will schedule the installation.
- **Sidewalk Ramp Replacement Program.** The contract for the ramp replacement using CDBG Funds was awarded to Saladino Construction. The work is tentatively scheduled to begin on April 10, 2017 with substantial completion by July 10, 2017.
- **Pavement Resurfacing Program.** The white skip line on Hamilton will be re-done; the line will be moved over approximately two feet to the east, this work is a punch list item from the 2016 program. Council has approved the design engineering from OHM for the 2017 Resurfacing Program. A Grade inspection with MDOT for this project has been scheduled for Thursday, April 6, at 10:00 am. We anticipate an August bid letting by MDOT for this project with work taking place late fall of 2017.
- **Pavement Maintenance Program (Crack Sealing).** The bid was awarded by council to Carr's Outdoor Services at the October 4, ²⁰¹⁶ Council Meeting. We still have Carr's under contract and may continue crack sealing this spring after evaluating post winter road conditions.
- **W. Cross Mill and Fill Project.** Staff will discuss the possibility of continuing this work from Perrin to Summit Street with MDOT.
- **Street Sweeping.** The favorable weather conditions this winter allowed us sweep the downtown and Depot Town areas as well other major street prior to the normal sweeping season. Seasonal sweeping will commence as the weather permits.
- **Michigan Avenue Mid-Block Crossing.** This project is substantially complete with a couple of punch list items remaining. Punch list items include a missing DAY sign, replacement of damaged sidewalk slab and final pavement markings.
- **Michigan Avenue Signal Upgrade-MDOT.** This project is under way. Rauhorn Electric is the contractor for this project. The bases/footings for the four new poles were installed in February and the poles were installed Wednesday, March 29, 2017. The new span wire is scheduled to be installed next followed by the installation of the new traffic signals. Weather permitting the new signals will be activated late next week. The concrete work on the corners will commence after the signals are activated.
- **Tree Removals.** DPS staff removed two trees that were lost during the recent high winds event. Scheduled tree will begin in late May or June and as needed prior to scheduled tree removal activities
- **DTE Riverside Park Project.** This project is ongoing. Listed below is the latest revised schedule submitted by DTE:
Finishing substation work (4/12/17)

One day to pull final cable (4/13/17)

One day to splice cable (4/20/17)

Testing and commissioning-eleven days from final splice (5/5/17)

One week to remove temporary overhead (lines and poles) in Riverside Park (5/15/17-5/19/17)

DTE has reimbursed the City for the purchase 25 electrical pedestals in Riverside Park. We will start the replacement of the utility pedestals as soon as the weather permits.

- **Catch Basin Repairs-** DPS staff will begin catch basin inspections as soon as the weather permits. After the inspections a cleaning and repair plan will be developed.
- **At Grade Rail Crossings-** This project has been completed.

Department of Community and Economic Development

- **Trail remediation.** The timeline still remains for completion by Spring 2017. Work is anticipated to start mid to late April.
- **First Fridays Ypsilanti.** The 2017 season of First Fridays starts on April 7, 2016. For the new season, the DDA is sponsoring the closure of North Washington from Michigan Avenue to Pearl Street starting in May. This will allow the road to be used as a pedestrian mall and increase activities during the event.
- **New businesses.** New businesses that have registered with the City which have opened in March, or, are opening the beginning of April include:
 - 3D nutrition – 234 W Michigan Avenue
 - Babo Ypsilanti – 403 E. Washington
 - Cream and Crumb – 44 E - Cross
 - Ollies – 42 E. Cross
 - Tiny Buddha yoga – 405 E. Washington
 - Love at first try – 230 W. Michigan
 - Ma Lou's – 15 W. Michigan
- **Thompson Block Development.** Structural engineers are securing the existing structure and completing further investigation necessary for planning and creating architectural drawings. Several public processes are planned for the near future, including a request to purchase right-of-way and requests for new incentives for the project. The proposed façade has been approved by the Historic District Commission.
- **Landline Creative Labs.** The development at 209 Pearl is nearing completion for the office portion of the project. The studios will be available for rental in April. After the completion of the offices, the owners will be working toward the development of the restaurant concept being created for the first floor.
- **Washtenaw County Parks and Recreation Commission.** The WCPARC committed \$90,000 over the next three years for the enhancement of recreation opportunities in Ypsilanti at the Senior Center, the Rutherford Pool, and the Parkridge Community Center. The grants will be for \$10,000 to each center a year for three years.
- **MPHN Award.** The Michigan Historic Preservation Network Award will be bestowed on the Ypsilanti Freighthouse for restoration of the building at the annual award event. The award will recognize the Friends of the Ypsilanti Freighthouse, the City, the HDC and all that contributed to saving the historic structure.
- **Dangereous & Vacant Buildings.** Inspections were made of several buildings and violation letters for some properties will be mailed within the next week.

Fire Department

Activity Report:

	January	February	March
Fire Calls	77	64	93
EMS Calls	137	122	104
Inspections	12	18	19
Non-emergency requests	1	3	0
Training hours	222.75	70.75	352

Automatic and Mutual Aid Fires:

- From January 1st to March 30, the Fire Department received mutual aid or automatic mutual aid 22 times and provided mutual aid or automatic mutual aid to surrounding fire departments 11 times.

Public Relations:

- Five Fire Department personnel participated in the "read to kids" program at the Ypsilanti International Elementary School (Adams).

Professional Development:

- Four fire personnel took a two week basic Fire Investigation Training.
- One person took the NFPA Fire Inspector Training.

Fiscal Services

- Compiled data for amending the FY 2016-17 & FY 2017-18 budgets
- Assisted departments in amending their department budgets
- Review budgets with department head
- Completed March Board of Review
- Finalized the 2017 real property values and provided preliminary assessment roll to Washtenaw County

Human Resources

New Hires:

- New City Manager, Darwin D. P. McClary, started on 2/27/2017
- Parkridge Recreation Program Coordinator, Owens Price, started on 3/20/2017 (part time)
- City Manager Intern, Nathan Symonds, started on 12/21/2016 (unpaid)
- City Manager Intern, Greta Dreyer, started on 2/10/2017 (unpaid)
- City Manager Intern, Courtney Marshall, started on 2/10/2017 (unpaid)
- Clerk Intern, Myhana Mayes, started on 2/10/2017 (unpaid)
- Finance Intern, Nessie Tran, started on 1/6/2017 (unpaid)
- Finance Intern, Jamie Still, started on 3/15/2017 (unpaid)

Separations:

- Finance Intern, Brian Walsh, completed internship on 3/29/2017 (unpaid)
- Finance Intern, Nessie Tran, completed internship on 3/28/2017 (unpaid)
- HDC Intern, Yasmin Ruiz, completed internship on 3/30/2017 (unpaid)

YPSI CONNECT – SEE CLICK FIX (report attached)

- Implemented new canned responses on graffiti and trash cans for City users.

Police Department

Activity Report:

Following are the statistics for the current period reflected by the past three months with four (4) days remaining in March:

January	February	March
1328 Calls for Service	1197 Calls for Service	1184 Calls for Service
102 Arrests	110 Arrests	104 Arrests
228 Tickets Issued	203 Tickets issued	196 Tickets issued
196 Case Reports Written	193 Case Reports Written	173 Case Reports Written

Personnel:

- Officers Jorden Judge and Glen Lyons have successfully completed the Field Training Program and both are certified for solo patrol. Officer Bryce Brown is still on deployment with the U.S. Army in Kuwait and we expect his return to duty sometime in late summer. Officer Brook Mullender has experienced an injury that will require surgery. She is expected to be out for an extended period of time and there is no estimate for a return date at this time. Officer Jeremy Taite has tendered his letter of resignation and his final day will be April 6, 2017. Jeremy has decided to leave law enforcement and take over the family business from his parents. Human Resources was asked to run the ad for police officer.

January:

- 01-06 Chief DeGiusti met with personnel from the CVB to conduct a security survey and make suggestions as to how to address vulnerabilities. Discussion was also held regarding future training including ALICE Training for the staff.
- 01-24 Chief DeGiusti reported to the Ypsilanti Library at 10:30am and 1:30pm as a guest reader for two groups of youths as part of their on-going program.
- 01-26 The Ypsilanti Police Department participated in an all-day summit in addressing mental illness in Washtenaw County. This was a multi-discipline group with a variety of resources. No conclusions were reached and there is more work to be done.
- 01-30 Eastern Washtenaw Safety Alliance met at EMU. Conversation centered on the recent racist graffiti at EMU, expected disciplinary actions for students who participated in a sit-in at the Student Union and ongoing discussion and efforts to advertise the Alliance through signage.

February:

- 02-13 Chief DeGiusti attended the BLM/Community Police Relations meeting and made a presentation to the group on an advisory type commission. The results of the work from the group will be considered by the Council as an ordinance forming COPAC as a commission with assigned duties and tasks.
- 02-15 Chief DeGiusti met with Dr. Linda Nubani to discuss participating in a study dealing with Predictive Policing. This is a new look at resource deployment by studying environmental conditions/access to crime as a prevention method. More conversation is needed to evaluate the feasibility and availability of resources to assist Dr. Nubani.
- 02-16 Chief DeGiusti attend Accreditation Manager training in preparation to begin the process for MACP Accreditation.
- 02-27 Officials from around the County met at the WCSO to discuss recent ICE activities. It was learned that most everyone at the table was on the same page and that the law enforcement policies across the County regarding immigration enforcement were virtually identical. It was decided that the next steps would be the formation of a smaller working group to further explore this issue. It was also decided that the Sheriff would produce a letter that would be endorsed and signed by the other law enforcement leaders in the county asking for a formal meeting with ICE to further the conversation.

March:

- 03-08 Chief DeGiusti addressed the A2Y Leadership Program in preparation for their Justice Day in April. As part of that program, the students in the class are offered to do a ride-a-long with the officers at YPD, have a jail tour, a presentation from the Juvenile Detention Center and two panel discussions. One panel will consist of judges and attorneys, and the other will have law enforcement leaders from around the County.
- 03-09/10 Chief DeGiusti participated in the Michigan Municipal League Law Enforcement Action Forum. A variety of topics were covered including use of force, body cams, foot pursuits, MACP Accreditation and issues of transparency.
- 03-15 the subgroup assigned to further the discussion on Immigration issues met and discussed communications strategies, community education, messaging and methods to get the word out. More meetings will take place as needed. It was also reported that the letter had been sent to ICE but no response had been received yet.
- 03-20 Chief DeGiusti was invited to Perry School's Bright Futures program as a guest reader in support of Reading Month.
- It is a pleasure to inform you that Lt Gress has returned from Quantico, Virginia, after successfully completing the 267th Session of the FBI National Academy. This ten week, rigorous course of study and physical training, is attended by about 1% of all law enforcement officers and includes participants from all 50 states and 26 Foreign Countries. It was a high honor for both YPD and Lieutenant Gress to be selected to attend.

Reports

Reported After (Year-Month-Day)

2017-03-07

Reported Before (Year-Month-Day)

2017-03-31

Geographies

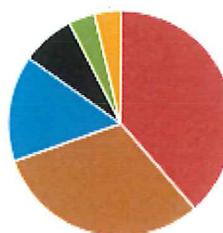
25 Options selected

Preview Report

Generate PDF

Between Mar 07, 2017 and Mar 31, 2017

Issues by Source



- android - 10
- widgets - 8
- web - 4
- city initiated - 2
- iphone - 1
- mobile web - 1
- facebook - 0

26 issues were opened

22 issues were acknowledged

32 issues were closed

The average time to acknowledge was 10.1 days.

The average time to close was 35.4 days.

SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Parking Complaints	5	7	3	9.8	20.9
Other	2	2	8	9.4	37.3
Tree Conditions	3	3	3	4.0	4.2
Street Conditions	2	0	5	0.0	29.2
Junk / Refuse / Garbage	2	2	2	7.3	56.5
Street Lights	3	2	0	0.5	0.0
Illegal Dumping	1	2	1	2.2	96.0
Street Signs	1	1	2	74.6	31.4
Graffiti	1	1	1	7.8	93.5
Park Maintenance	0	1	2	20.6	29.2
DPS Project List (Staff Use Only)	1	1	0	0.6	0.0
Fire Code Violations	1	0	1	0.0	2.5
Pothole	1	0	1	0.0	12.4
Public Facilities	2	0	0	0.0	0.0
Sidewalks	0	0	1	0.0	90.2
Signs - Other than Street Signs	1	0	0	0.0	0.0
Snow Plowing (Major & Local Streets)	0	0	1	0.0	73.0
Trash Pickup	0	0	1	0.0	12.0
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
Fire Hydrant Issues	0	0	0	0.0	0.0
Grass & Weeds	0	0	0	0.0	0.0
Historic District Violations	0	0	0	0.0	0.0
Litter	0	0	0	0.0	0.0
Noise Complaints (Disabled)	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
Snow Removal (Commercial/Residential/Sidewalks)	0	0	0	0.0	0.0
Vehicles in the Yard	0	0	0	0.0	0.0
Voter Registration Card Not Received (Disabled)	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	26	22	32	10.1	35.4
Council: Ward 1 Precinct 1	0	0	0	0.0	0.0
Council: Ward 1 Precinct 2	5	3	9	10.6	22.2
Council: Ward 1 Precinct 3	7	5	3	11.9	17.6
Council: Ward 2 Precinct 1	0	0	1	0.0	12.0
Council: Ward 2 Precinct 2	0	0	3	0.0	42.1
Council: Ward 2 Precinct 3	2	2	2	2.4	37.5
Council: Ward 2 Precinct 4	0	0	2	0.0	49.8
Council: Ward 3 Precinct 1	3	3	2	0.4	57.3
Council: Ward 3 Precinct 2	3	1	3	5.1	29.4
Council: Ward 3 Precinct 3	5	7	7	17.2	52.1
DDA: Depot Town District	2	4	3	27.5	55.1
DDA: Downtown District	4	0	2	0.0	0.6
DDA: Water Street District	1	1	0	2.5	0.0
DDA: West Cross District	2	2	1	1.2	24.5
DPS Service Area 1 - Monday trash pickup	0	0	6	0.0	39.6

DPS Service Area 2 - Tuesday trash pickup	10	10	15	14.1	30.3
DPS Service Area 3 - Wednesday trash pickup	8	7	3	9.9	17.6
DPS Service Area 4 - Thursday trash pickup	6	4	7	3.2	54.7
DPS Service Area 5 - Friday trash pickup	1	0	1	0.0	5.6
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	8	7	5	17.2	51.9
Historic District - Starkweather House	0	0	0	0.0	0.0
Historic District - Water Tower	0	0	0	0.0	0.0