



Memorandum

To: Mayor Edmonds and City Council Members

From: Darwin McClary, City Manager

Date: June 6, 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 |
| Mar - 17 | \$40.24 |
| Apr – 17 | \$43.67 |
| Total | \$212.95 |

City Clerk/Treasurer's Office

1. Summer 2017 tax bills will be mailed on June 30th.
2. Starting July 1st new residential parking passes will increase from \$22 to \$33 and renewals from \$11 to \$17.
3. The August 8th Election will have the same precinct consolidations as the May 2nd Election. The consolidations are as follow Ward 2 – Precincts 1, 2, & 3 (Estabrook Elementary) and Ward 2-4 and Ward 3-1 (EMU Honors College). Polling locations have not changed to avoid confusions on Election Day.

4. Emmanuel Lutheran has informed the City it would like to be phased out as a polling location. Staff is suggesting returning that location back to the Freight House.
5. Training for the new voting equipment will begin in September for Clerk staff with separate training for election inspectors. The County is currently planning an "open-house" to the public for the new equipment. Staff will forward more information as it becomes available.

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 completed. Mr. Kirton 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 began on April 12, 2017 and is substantially completed. Ramps were installed in the intersection of Adams @ Buffalo, College Place @ Emmet and Hamilton @ Florence.
- **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. Final plans for this project has been submitted to MDOT for approval. We anticipate an August bid letting by MDOT for this project with work taking place late fall of 2017.
- **Pavement Maintenance Program (Crack Sealing)** – Highway Maintenance began spray patching in Area 5 and has been completed on Madison, Monroe, Jefferson, Small Place, Hart Place and a section of Second Ave., HM has moved on to Area 2 in the City with Oakwood and Sherman completed. Sprqy patching continues in Area 2.
- **W. Cross Mill and Fill Project**- Staff is soliciting quotes to finish the joint repair on W. Cross from Perrin to Summit Street.
- **Street Sweeping**- Depot Town area was swept prior and after the Memorial Day Parade. Spring sweeping has commenced with Areas 1 & 2 completed and continues in Area Three. Area 2 will be re-swept to clean up the residual gravel from the spray patching efforts.
- **Michigan Avenue Mid-Block Crossing**-This project is completed. Punch list item remaining is a missing DAY sign.
- **Michigan Avenue Signal Upgrade-MDOT** –This project is substantially completed. Rauhorn Electric is the contractor for this project. The pavement markings were installed on Thursday, June 1st; the remaining line striping was scheduled for late Friday (June 2nd) afternoon or early evening. The SB lane on Prospect opened on Monday, June 5th.
- **Tree Removals**-DPS staff removed three storm damaged trees and several large branches that were lost during the storms. Scheduled tree removal will begin in late June and as needed prior to scheduled tree removal activities.
- **DTE Riverside Park Project** – Staff has asked DTE to update their latest revised schedule for the Riverside Park Project. Paul Ganz is following up on my request. The installation of the 25 electrical pedestals in Riverside Park is substantially complete and should be fully completed within a week.
- **Catch Basin Repairs**- The catch basin repairs on Forest Ave. and adjacent to the railroad tracks off of Huron River Drive have been completed. This work was contracted to CI Contracting, Inc. Staff has completed the annual catch basin survey/ inspections.

Approximately 20 catch basins are in need of repair. Catch basin repairs have started with repairs to a catch basin on Michigan Ave. between Lincoln and Park Streets.

- **Project Mow-** Project Mow completed the Riverside Park hills on Saturday, May 27th. PM started in Frog Island Park on Thursday, June 1st.

Department of Community and Economic Development

- **Trail remediation.** The timeline still remains for completion by mid-summer. Progress is contingent upon soil erosion permit.
- **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.
- **Thompson Block Development.** Initial site plan and associated variance request (parking) will be before Planning Commission on June 21st and Zoning Board of Appeals on June 28th.
- **220 North Park.** Request for Qualifications closed on June 1st; five sets of qualifications have been received and are currently under review.
- **Landline Creative Labs.** The grand opening for this project is scheduled for Thursday, June 15th.
- **Solar Award.** The City of Ypsilanti has been awarded a Gold designation for supporting solar energy development by SolSmart, a national organization dedicated to helping communities reduce barriers to solar energy growth. To achieve the Gold designation, a community must take steps to streamline solar panel installation permitting, track key metrics regarding solar installation, and commit to encouraging local installations. Ypsilanti is the only community in Michigan to achieve this award, and one of only 58 communities nationwide.
- **International Village.** A Letter of Intent was accepted from International Village LLC to develop the remaining 36-acre Water Street Redevelopment Area with a mixed-use international village. The proposal is for a master-planned development, which will include brownfield remediation, infrastructure construction, retail, office, hotel/entertainment, and housing. The acceptance of the Letter of Intent takes the Water Street property off the market until late September while International Village does due diligence on the site.

Fire Department

Activity Report:

| | <i>March 2017</i> | <i>April 2017</i> | <i>May 2017</i> |
|------------------------|-------------------|-------------------|-----------------|
| Fire Calls | 93 | 52 | 71 |
| EMS Calls | 104 | 112 | 129 |
| Inspections | 19 | 5 | 8 |
| Non-emergency requests | 0 | 0 | 0 |
| Training hours | 352 | 92 | 174.75 |

Significant fires in the City's jurisdiction since January 1, 2017

- January 1, 210 N. Washington
- January 9, 721 Green Road
- February 28, Phelps Hall, EMU
- March 1, 914 Pleasant Drive
- March 9, 27 S. Summit
- April 9, 33 N. Normal
- May 15, 773 W. Clark Road

Professional Development:

- All the fire department personnel participated in a Rapid Intervention Team and emergency bailout training with Ypsilanti Township and Superior Township fire department personnel.
- Chief Anthouard attended a 2 day seminar titled "Managing Complex Fire Investigation."

Fire Apparatus Status:

- Our aerial tower is in Pennsylvania for major warranty work. As you all know our lead engine (E-3) is out of service after being rear-ended on I-94. We are currently using a rental engine

Fiscal Services

- Prepared the Finance Department's budget in power point and presented to council.
- Reviewed health care cost and prepared budget amendments for FY 2016-17 and FY 2017-18.
- Reviewed management recommended budgets and compiled line by line item budget amendments for FY 2016-17 & FY 2016-17.
- Updated all funds' fund balances for FY 2016-17 & FY 2017-18.
- Prepare the budget RFL, Resolutions, ordinances for FY 2016-17 and FY 2017-18
- Interviewed and hired Rachel Feng, Finance Generalist out of 27 applicants.
- Started working on the Personal Property Tax Reimbursements. Due date is 6/15/2017

Human Resources

New Hires:

- Finance Generalist, Cuiyi (Rachel) Feng, started on 5/30/2017 (Full Time)
- Rutherford Pool Staff started on 5/26/2017 (22 Part Time Employees)

Separations:

- Police Officer, Jeremy Taite, resigned on 4/6/2017 (Full Time)
- Crossing Guard, Valentina Knight, resigned on 4/11/2017 (Part Time)
- Police Officer, Tommy Porter, resigned on 5/26/2017 (Full Time)
- Finance Generalist, Jing Chen, resigned 5/30/2017 (Full Time)

Retirements:

- Fire Captain, Daniel Cain, retired on 4/27/2017 (Full Time)
- Fire Lieutenant, Michael Kouba, retired on 4/27/2017 (Full Time)

We thank Captain Cain and Lieutenant Kouba for 29 ½ years of service to the City! Congratulations!

YPSI CONNECT – SEE CLICK FIX (report attached)

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:

| March | April | May |
|--------------------------|--------------------------|--------------------------|
| 1336 Calls for Service | 1193 Calls for Service | 1227 Calls for Service |
| 81 Arrests | 70 Arrests | 76 Arrests |
| 285 Tickets Issued | 185 Tickets issued | 173 Tickets issued |
| 200 Case Reports Written | 183 Case Reports Written | 198 Case Reports Written |

Personnel:

- Officer Glenn Lyons is on solo patrol, but still on probation. Officer Bryce Brown is still on Military Leave, but expected back in August. Officer Brooke Mullender is on Family Medical Leave due to a medical condition and is not expected back to work until the fall. Detective Peto has turned in his Retirement paperwork and will be leaving the department at the end of the month.
- On May 4th DPS and the Police Department met and finalized the Truck Route signage placement. The Police Department prepared the Traffic Control Orders and forwarded them to the City Manager.
- On May 10th, Chief DeGiusti along with other department heads met with representatives from SEMCOG for a briefing on a study ordered by Mr. McClary. On May 18th the Police Department spent the afternoon with Ray from SEMCOG and participated in the efficiency study for the department.
- On May 16th, the department participated in the “Just Cause” initiative with the “tween” group at the Ypsilanti Library. Additional meetings with different age groups are scheduled over the next few months.
- On May 18th, the department hosted the annual Police Memorial Service at the Washtenaw 100 Park. The event was well attended and this year for the first time Ypsilanti Honor Guard Officers were included in the ceremony.

- On May 20th, the department participated in Ypsi Pride Day cleaning up around the outside of the station and planning flowers.
- On May 24 and 26 Chief DeGiusti participated in the selection process for the Asst. City Manager/Human Resources Director.