



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: June 30, 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
May - 17	\$40.48
Total	\$337.34

City Clerk/Treasurer's Office

- 2017 Summer Tax Bills were mailed June 29th
- Jamie Still began as Treasury Generalist
- August 8th AV Ballots have been tested and the mass mailing will be sent the week of July 3rd
- The public accuracy test for the August 8th Election will be held July 5th at 9:00 a.m.
- The last day to register for the August 8th Election is July 10th.

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. Still waiting for DTE to install the additional LED fixture on the east side of Hewitt. I have been assured that the installation will take place soon.
- **Sidewalk Ramp Replacement Program.** The contract with Saladino to install CDBG funded sidewalk ramps has been completed. Walkways with ADA ramps were installed on Adams and Washington Streets leading into the Washington Street (AATAA) parking lot has been completed.
- **Pavement Resurfacing Program.** The white skip line on Hamilton is scheduled to be completed this week weather permitting. Final plans for the 2017 Street Resurfacing Program has been approved by MDOT. We are in line for an August 4th bid letting by MDOT for this project with work taking place late fall of 2017.
- **Pavement Maintenance Program (Crack Sealing).** Highway Maintenance has completed spray patching on Frederick, Worden, Orchard, Ballard and Perrin Streets
- **W. Cross Mill and Fill Project.** MDOT has approved the bid submitted by AI's Asphalt Paving Co. to finish the joint repair on W. Cross from Perrin to Summit Street. This work will be scheduled on a Saturday, possibly July 15th, 2017.
- **Street Sweeping.** Street Sweeper has completed the first round of sweeping of all city streets. The streets that were spray patched 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. The sign has been purchased and installation will take place soon.
- **Michigan Avenue Signal Upgrade-MDOT.** This project is substantially completed. A walk through was conducted on Friday, June 23rd and a list of punch list items was generated.
- **Tree Removals.** DPS staff removed thirteen (13) trees in June.
- **DTE Riverside Park Project.** Below is the latest revised schedule from DTE for the Riverside Park Project, which was sent on June 27, 2017

"DTE is performing a cable test on our new underground cable feeding Ypsilanti Substation. If the cable passes testing, we will proceed with putting it into service. Once that is completed, we will be proceeding in disconnecting the overhead that runs through the park. Once the overhead is de-energized, disconnected from the electrical system, and is safe to begin removal, our crews will proceed in removing the wire and poles from Riverside Park. We expect to reach this stage by the end of the week.

However, it is to my understanding that there are some events this coming weekend starting 6/30. That will put us in the position to remove poles and wire by Monday, 7/3. We expect the removal to take a day, so the park should be clear before 7/4. Again, this work is contingent upon the cable passing test and weather.

It was suggested that the city of Ypsilanti might be interested in re-using the poles that we will pull from the park for their own use. Would the city of Ypsilanti want us to keep the poles, once removed from the ground, on site somewhere, so that the city may use them for other projects? Let me know and I will make the necessary arrangements with our construction crew. (I informed DTE that the city has no use for the poles)

The installation of the 25 electrical pedestals in Riverside Park has been completed.

- **Catch Basin Repairs.** Approximately 20 catch basins are in need of repair. Catch basin repairs have been completed on Michigan Ave. between Lincoln and Park and the Ballard Street parking lot. Repairs will continue on Spring Street near Catherine Street.
- **Project Mow.** Project Mow completed Frog Island Park. Looking at possibly clearing the poison ivy in Water Works Park.

Department of Community and Economic Development

- **Trail remediation.** Difficulty with the contractor and the Washtenaw County Soil Erosion Control permit, have caused long delays with this project. A project kick-off meeting is scheduled for 7/6/17. We are expecting to have completion within 3 weeks.
- **First Fridays Ypsilanti.** The start of the 2017 season of First Fridays has been very successful. The next FFY is July 7th. Closure of North Washington Street has been very well received.
- **Thompson Block Development.** All local approvals have been completed for site review and incentives. The next step is approval from MEDC and submission of building plans. The project has a strict October, 2018, deadline for delivery.
- **Landline Creative Labs.** The development at 209 Pearl has been completed and a grand opening was held at the site. The offices have all been rented and the next step is working on the first floor restaurant.
- **Bell Kramer Environmental Testing.** Testing was completed at seven sites in the Bell Kramer neighborhood on June 19th. Staff is awaiting environmental reports. Reports will be provided to the residents and City Council and a neighborhood meeting will be scheduled after the reports have been reviewed.
- **MML Community Excellence Awards.** Solar Ypsi Leading the Way. SolarYpsi was developed in 2005, in 2017 the City Celebrated installing solar power on its Fire Department and newly renovated event space, the Freighthouse. With these two installations the City was able to claim solar at each of its municipally owned buildings. Not only was the solar installed, all the labor for these last installations was volunteer. The City of Ypsilanti is responsible for 58 percent of all solar production in the State of Michigan by using public-private partnership, having volunteer resources, providing free-technical advice to the community, and creative financing. Ypsilanti took the necessary steps to reduce barriers associated with solar technology to achieve its goals of long term sustainability.

You can vote once a day, every day! Help bring the award to Ypsilanti



- **Non-Motorized Committee Public Meeting.** A meeting was held 6/28/17 at the Freighthouse to gather public input on the update for the City Non-Motorized Plan.
- **220 N. Park.** Five submissions were received for the RFQ for the Boys and Girls Club. Of these submissions, three were qualified, and the review committee will be meeting with the top candidate in July for more information.

Fire Department

Activity Report:

	April 2017	May 2017	June 2017
Fire Calls	52	72	59
EMS Calls	112	129	114
Inspections	5	8	6
Non-emergency requests	0	2	0
Training hours	92	174.75	111.5

Department Promotions:

- On June 22, 2017, the Civil Service Commission approved the promotions for Joey Knasiak and Michael Loria to Lieutenant and Lt. Jameson Schultz to Captain. Each were sworn in by City Clerk, Frances McMullan except Capt. Schultz being that he was recently sworn in when he served as Fire Marshal.

Hiring list:

- We will be starting the process to establish an eligibility list for new firefighters. No SAFER grant were awarded this year so far.

Fiscal Services

- Finalized and submitted the Personal Property Tax Reimbursements for all TIF Districts.
- Attended the AFSCME, COAM, POAM and IAFF Collective Bargaining Sessions.
- Prepared/compiled budget adjustments for the June 6th, June 20th, and June 27th Council budget meetings.
- Started working on the Personal Property Tax Reimbursements. Due date is 6/15/2017
- Attended the Michigan Planners Medical Insurance presentation
- Attended the Municipal Employees' Retirement System of Michigan's (MERS) retirement plan option from Defined Benefit (DB) to Defined Contribution

Human Resources

New Hires:

- Treasury Technician, Jamie Still, started on 6/16/2017 (Part Time)
- Director of Human Resources, Rebecca Craigmile, started on 6/26/2017 (Full Time)
- Finance Intern, Huayuan (Helen) Xu, started on 6/26/2017 (Part Time Unpaid)

Separations:

- City Manager Interns, Greta Dreyer, Courtney Marshall, & Nate Symonds, completed their internships in June (All were Part Time Unpaid)

Retirements:

- Police Detective, Robert Peto, retired on 6/29/2017 (Full Time)
- Police Lieutenant, Dennis Szymankiewicz, retired on 6/30/2017 (Full Time)

We thank Detective Peto and Lieutenant Szymankiewicz for their many 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:

April	May	June
1193 Calls for Service	1226 Calls for Service	1208 Calls for Service
70 Arrests	77 Arrests	48 Arrests
144 Tickets Issued	126 Tickets issued	115 Tickets issued
183 Case Reports Written	199 Case Reports Written	203 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. One officer is assigned to light duty due to a personal medical condition and will remain on light duty for an extended period of time. Lieutenant Szymankiewicz and Detective Peto have turned in their retirement paperwork and will be leaving the department on June 30th. The processes for promotion to Lt and Sgt are underway as well as new officer interviews.
- On June 9th and 15th, the department participated in a "Just Cause" community outreach event with the WCSO. One event was a group of teens and the other was with a group of Seniors.
- On June 10th, YPD partnered with the WCSO, MSP and the Hope Clinic in the "Fill a Ford for Kids Program." The event was to collect school supplies, dental supplies, and new and un-opened toys to be used through the Hope Clinic for families in need.
- On June 12th, Chief DeGiusti attended the Historic South Side Neighborhood Meeting. There was widespread concerns about activities in the 400 block of South Washington. This issue was discussed at a Command Meeting on the 14th and various strategies are being explored.

- On June 16th, YPD met with Washtenaw ISD to discuss the reporting of Educational Neglect and possible participation in a truancy enforcement program, in which, parents will be held accountable for not sending their children to school. This program is endorsed by 17 community stake holders as well as the court. More discussions to follow.
- On June 17th, Chief DeGiusti visited the “Interrupters” event. The event was not well attended and there were few volunteers to go out into the neighborhoods. According to Director Jackson, Community Outreach workers will follow up and complete the distribution of materials.
- On June 20th, YPD, as well as many other law enforcement agencies throughout the County, gathered at the Sheriff’s Office to do a press conference for Gun Safety Week. As a side note, even with all of the publicity given to this week and the resolution passed by Council, only one person came to the Police Department and received a free gun lock.
- On June 24th, the Color Run was once again in Ypsilanti. There were no significant issues to report.