



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: July 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
Mar - 17	\$40.24
Apr - 17	\$43.67
May - 17	\$40.48
June - 17	\$32.24
Total	\$369.58

City Clerk/Treasurer's Office

1. To date, 459 Absentee Ballots have been issued and 317 returned for the August 8th Election.
2. The Clerk's Office will be open on Saturday, August 5th for the purpose of absentee voting.
3. Election challengers, if representing an organization, must submit credentials not less than 20 days and not more than 30 days to the election. One organization met this requirement, Citizens for Ypsi.

4. Since the fine amount change on July 1st the City has collected \$5,645 in ticket revenue.
5. Next year's residential parking passes will be available for purchase at the end of August.

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 LED fixture on the east side of Hewitt is completed. N. Washington Street pedestrian lighting has all been upgraded to LED bulbs and taken off the photo cell. These lights will be controlled with the newly installed timer.
- **Sidewalk Ramp Replacement Program.** The contract with Saladino to install CDBG funded sidewalk ramps has been completed.
- **Pavement Resurfacing Program.** The white skip line on Hamilton has been corrected. Staff is bringing the contract with MDOT for this project to the August 1, Council Meeting for their approval. We are in line for an August 4th bid letting by MDOT for this project with work taking place late fall of 2017.
- **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 has been rescheduled for Saturday, July 29th, 2017.
- **Street Sweeping.** Street Sweeper has completed the first round of sweeping of all city streets.
- **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. Punch list items have not been completed at this time.
- **Tree Removals.** DPS staff is scheduled to begin July tree removals the week of July 31st.
- **DTE Riverside Park Project.** This project is finally complete; the temporary poles were removed from the park prior to the Brewers Guild Festival. The installation of the 25 electrical pedestals in Riverside Park has been completed. We will be submitting an invoice to DTE for the labor costs to install the pedestals.
- **Catch Basin Repairs.** Approximately 20 catch basins are in need of repair. To date eight catch basin repairs have been completed.
- **Traffic Calming.** Portable speed indicator signs have been installed on SB Prospect south of Cross Street and one has been installed near 1461 Collegewood. Additional speed indicator signs will be installed in various locations within the city limit.
- **Mich Con.** Mich Con gas main renewals continue on N. Adams, N. Hamilton, Forest Ave. and Huron Streets. The gas main renewal on N. River is substantially complete.
- **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.** Remediation is underway. As expected, there has been issues on site with finding increased contamination levels and locations. Contractors and staff have meet with MDEQ and worked to find solutions for approval of the certificate of completion and to ensure environmental quality for all users. Contractors anticipate completion within 2 weeks.
- **First Fridays Ypsilanti.** The next First Friday is on August 4th. Closure of North Washington Street has been very well received for the event.
- **Bell Kramer Environmental Testing.** Testing was completed at 7 sites in the Bell Kramer neighborhood on June 19th, residents have received the environmental reports and a neighborhood meeting is scheduled for August 1st at 5:30 before the regular council meeting. AKT Peerless staff will be at the meeting to answer any questions about the testing.
- **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 Voting is open until July 30th!



- **220 N. Park.** The review committee has interviewed and is ready to make a recommendation for a candidate for purchase at the August 15th meeting.
- **New Rental Inspector.** Our new rental inspector Victor Babowitz started on July 24th. Victor comes to the City was over 25 years of experience in multi-family maintenance and inspections. The Building Department is currently at full-staff.
- **Dangerous and Vacant Inspection Update:** The list continues to be reviewed and updates will be provided monthly.

902 W. Michigan – All back taxes were paid and permit was renewed. Owner was in last week to pick up approved plans and said construction will begin within the next couple of weeks. A dumpster arrived on site this week.

389 Second – Met with owner for walk-through and confirmed building is not dangerous. Permit was pulled and roof was replaced and new siding is planned. Owner indicated his plan is to have the house ready to rent or sell by fall.

15 Kramer – Partial compliance; water was repaired and service was restored. Still no action on chimney – following up through AHB.

92 Ecorse – PMC notice sent with no response and two citations issued through AHB. Third citation will be issued with repair order.

401 E. Forest – Two tickets and a repair order were issued through AHB with no response. The circuit court notice was sent and demo by neglect process has begun through the HDC. We have received calls from the owner and family members looking to help the owner, but no permit applications have been received.

802 Jefferson – Garage door had fallen off track and collapsed in on contents. PMC notice was sent to owner and garage door was repaired.

- **On the Ground Ypsi** - #OTGYPSI is up and running. On the Ground Ypsi is a collaboration of many agencies to provide six months of real Ypsi news and information. The first story was published this week, <http://www.secondwavemedia.com/concentrate/features/otgypsihistory0419.aspx>, with many more to come. Please visit the newsroom at The Washtenaw County Convention and Visitors Bureau on Michigan Avenue to see what the hype is all about and to share some stories with Concentrate Media.

Fire Department

Activity Report:

	May 2017	June 2017	July 2017
Fire Calls	72	66	54
EMS Calls	129	122	130
Inspections	8	6	8
Non-emergency requests	2	0	0
Training hours	174.75	138	66.50

Hiring list:

- We have started the process to establish an eligibility list for new firefighters. The open firefighter positions and application have been posted on our website.

Apparatus status:

- Tower 1 is completely fixed.
- Engine 3 has been shipped to South Dakota for repair.

Modification to suppression personnel:

- Firefighter Michael Johnson, is relocating to the west coast after serving two years with the City of Ypsilanti.

Fiscal Services

- Updated the computer inventory list, identified how many computers were replaced and calculated the amount owed to Washtenaw County for IT support fees and new computers.
- Compile data for the submission to State of Michigan, Treasury Department the MERS Retirement System Summary Annual Report in compliance with PA 530 of 2016. Due date is 7/28/2017.
- Submitted various data to WMW Actuary for the OPEB valuation as of 6/30/2017.
- Compile data for the submission of OPEB summary annual report to State of Michigan, Treasury Department in compliance with PA 530 of 2016, within 30 days of receipt of annual OPEB actuarial valuation.
- Compile the CIP request forms from Department Heads for the FY 2017-18 to be included in the Budget Book.
- Submit FY 2017-18 Final Budget book to GFOA for application of Budget Award
- Prepare the data needed for the Preliminary audit on 8/18/17 and for the annual audit scheduled on 10/2/17 to 10/6/17.
- Prepare the FY 2016-17 Goals & Objectives Status Report
- Review and implement the FY 2017-18 Goals & Objectives
- Review and implement SEMCOG Effectiveness Study (Audit Contract for FYE 2018, 2019, 2020, CIP, and Pay down Water Street Debt)

Human Resources

New Hires:

- Temporary Recreation Aide, Michael Randall, started on 7/17/2017 (Part Time)
- Temporary Recreation Aide, Nate Whitsett, started on 7/17/2017 (Part Time)
- Housing Inspector, Victor Babowicz, started on 7/17/2017 (Full Time)

Separations: None

Retirements: None

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:

May	June	July
1226 Calls for Service	1288 Calls for Service	1120 Calls for Service
78 Arrests	61 Arrests	55 Arrests
126 Tickets Issued	123 Tickets issued	99 Tickets issued
199 Case Reports Written	220 Case Reports Written	202 Case Reports Written

Personnel:

- Lieutenant Szymankiewicz and Detective Peto Retired. Officer Mullender is still recovering from back surgery but making progress. Return date is still uncertain. Officer Brown is scheduled to return to the Department on August 14th from his Military Deployment. We thank him and are proud of his service to our country. One officer continues to be restricted to light duty. Interviews were conducted for the vacant police officer position and two candidates were moved forward to the Background Phase of the process. The Lieutenant promotion process is nearly done and the promotion will be made the first week of August. The Sergeants process is underway and the written examination will be given on September 11.
- The Police Department applied for the Department of Justice COPS Hiring grant. This grant has received less appropriations every year for the last several years and fewer than 18% of the applications are approved for funding. However, we remain hopeful that we will be considered this year. Funding decisions will be announced in October.
- The Police Department applied for funding under the Bullet Proof Vest Grant Program. This program provides a 50% reimbursement for purchases of vests for new officers and for replacements for existing officers. Funding notification is uncertain and will depend on congressional appropriation.
- The Ypsilanti Beer Festival and Elvis Fest were both in the month of July. Both events were well attended and there were no serious issues to report.
- YPD along with WCSO and other law enforcement agencies conducted the Youth Police Academy for the second year running. This year, there were 22 participants in the program, which graduated on July 13th.

- The Department started to move towards MACP Accreditation. We have prepared the application to MACP for entry into the program, which will be submitted in August. The software required to complete this project has been purchased and is ready for install and training.