



Memorandum

To: Mayor Edmonds and City Council Members

From: Darwin McClary, City Manager

Date: October 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 2016 thru September 2017 was \$462.99.

City Clerk/Treasurer's Office

- November Council Meetings rescheduled. New dates are November 14th and 28th.
- Office will be open Saturday, 11/24 from 8 am to 2 pm to issue and receive absent voter ballots for the November 7th election.
- Election Commission approved November 7th inspectors and chairs on October 16th. This election will feature new voter equipment. The entire County is using the same new equipment. The equipment is user friendly and we hope it will be an easy transition for the public.
- The Clerk's office is awaiting direction from the City Attorney and the State of Michigan regarding Medical Marijuana license renewal. All licenses will expire December 31, 2017.
- The audio system in the Council Chambers has been repaired.
- Draft RFP for parking software is complete and will come before City Council for approval at the November 28, 2017 meeting.
- Most recent ordinances have been sent to Municode for codification to update the city code of ordinances. This is supplement 10, and it will be completed soon.

- Our office welcomed Seth Regan, new Commission/Board Secretary, who began on October 6th. Seth is currently staffing the Human Relations Commission, Historic District Commission and Sustainability Commission.
- Residential Parking Permit began mid-August. The number of passes issued are as follows:
 - 602 Residential Passes
 - 24 annual downtown residential passes
 - 8 quarterly downtown residential passes
 - 40 annual downtown employee
 - 15 quarterly downtown employee

Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking.
- **Sidewalk Ramp Replacement Program.** 2017 Metro Act funded sidewalk ramp contract was awarded to Saladino Construction. The work started on Wednesday, October 25th at Mansfield and Kingwood. Substantial completion date is December 15th, 2017.
- **Pavement Resurfacing Program.** The 2017 Major Street Resurfacing Program began on Congress and Summit Streets. Bump outs were added to all aligned intersections on both streets; ADA compliant ramps were installed on all corners of the project limits. Milling and resurfacing began the week of October 23rd and continues. To this date, the section of Michigan Ave between Ballard and the driveway to the senior high rise apartments, Hamilton between Cross and Washtenaw Ave, the north end of Summit from Washtenaw to approximately Grant has been resurfaced. Paving will continue on Summit and Congress on Monday, October 30th weather permitting. Structure adjustment on the resurfaced roadways will begin on Monday, October 30, 2017. This project should be substantially complete by early November.
- **Street Sweeping.** Street Sweeper has completed the third round of sweeping of all city streets.
- **Michigan Avenue Signal Upgrade-MDOT.** Most of the punch list items have been addressed. This project is completed.
- **Tree Removals.** DPS staff is scheduled to continue August/September tree removals.
- **DTE Riverside Park Project.** This project is completed. Staff has submitted an invoice to DTE for the labor costs to install the pedestals.
- **Catch Basin Cleaning.** Catch basin cleaning has begun in area 5 and will continue after the vactor truck is back in service. The vactor truck is out having the radiator replaced.
- **Traffic Calming.** Portable speed indicators signs have been installed on various streets within the city limit and locations will be changed as location requests continue to come in. Currently, the speed indicator signs are located on WB W. Michigan Ave east of Ainsworth, EB W. Michigan Ave., west of the Fire Station; NB First Ave. north of Fredrick; SB on Grove, south of Spring. Flashing School Signs have been installed in the following locations: 2 @ Prospect and Oak; 2 @ W. Cross and Mansfield; and 1 on Perry Street and Harriet.
- **Mich Con.** Mich Con gas main renewals on N. Adams, N. Hamilton, Forest Ave., Huron Street, Fredrick and First Ave. are substantially complete. DTE has brought in a contractor to begin restoration of the disturbed sidewalk, sidewalk ramps, sidewalk curb and the asphalt repairs.

- **DPS Solar Truck Port Solar Project.** Dave Strenski just sent me a proposal today (October 30th) to use Chart House Energy investment Fund LLC to lease solar equipment for six (6) years. Staff and I will review the proposal.

Department of Community and Economic Development

- **Trail remediation.** The remediation contractor has completed the remove and fill. We have submitted all of our documentation to MDEQ but still have not received any response or questions for our certificate of completion/compliance. The remainder of the fence should be installed within the next two weeks. The majority of the fence was installed last year but the southern part was left open for the remediation work.
- **Halloween Downtown and Ypsi Glow.** On Friday October 27th, DAY (Downtown Association of Ypsilanti) will be hosting its annual Halloween and trick or treat at the Library Plaza starting at 5:30. The event will be followed by the annual Ypsi Glow put on by Wonderfool Productions. Ypsi Glow will include a stroll down North Washington, music dancing, glowing luminaries, and many activities for families.
- **First Fridays Ypsilanti.** The next FFY will be on Friday November 3rd.
- **220 N. Park.** A presentation and purchase agreement will be on the November 14th meeting.
- **Dangerous and Vacant Inspection Update:** The list continues to be reviewed and updates will be provided monthly. No major violations AHB between last update and present.
 - 902 W. Michigan – Updated permits and plans were submitted for review due to a change in the roof structure. Permits should be issued soon.
 - 15 Kramer – Partial compliance; water was repaired and service was restored. Still no action on chimney – following up through AHB (November hearing date)
 - 92 Ecorse – PMC notice sent with no response and two citations issued through AHB (November hearing date). 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. Owner has submitted a work plan and application to repair roof and porch. Owner will have to reappear before HDC in November.
- **307 N. River Road.** Cultivate Coffee and Tap House has been issued a citation for creating illegal parking and failure to get site plan approval. Staff worked with business owners to get a site plan submitted and reached a point of no cooperation. Violation process will start with AHB in November.
- **On the Ground Ypsi.** #OTGYPSI has continued to provide coverage of local issues and items of interest. On the Ground Ypsi is a collaboration of many agencies to provide six months of real Ypsi news and information. The newest feature story is linked here: <http://www.secondwavemedia.com/concentrate/default.aspx>.

Business Update.

New Businesses

Twisted Things – 40 N. Huron St - <https://www.facebook.com/twistedthingsypsi/>

Businesses Opening

Sizzles – 10 N. Adams - <https://www.facebook.com/Sizzlesone/>

Hoping to open on 10/26 or 10/27

Deloris – 6 S. Washington

Has a Certificate of Occupancy and awaiting for final health department approval

- **Ozone House/Huron and Superior.** The Purchase Agreement with Ozone House expires on December 17th. We have not yet received any further information, last contact with representatives indicated soil testing was still be performed in October. More information will be made available when it is received.
- **Public Input for YTC Needs Assessment.** A public input session was held by the AAATA and their consultant Wendell Transportation on Monday, October 23rd. A needs assessment is being completed for the Ypsilanti Transit Center. Results of the assessment are expected within 3 months.
- **Scheduling Bell Kramer Testing.** Staff is working with consultant AKT Peerless and neighbors to schedule the second quarter air monitoring in the Bell Kramer neighborhood.
- **800 Lowell – Student Housing Development.** Plans are progressing with the development at 800 Lowell for demolition of the industrial buildings and redevelopment with student housing. Brownfield work plans are currently being prepared.

Fire Department

Activity Report:

	August 2017	September 2017	October 2017 (up to 10/18)
Fire Calls	69	74	53
EMS Calls	131	142	69
Inspections	27	7	4
Non-emergency requests	11	4	6
Training hours	91	91	43

- **SAFER Grant and Staffing:**

Unfortunately, the City was not selected as a SAFER grant recipient this year. Our staffing is back to as it were in 2013. Furthermore, one firefighter is out on workers comp for a long duration. As a result, this leaves two shifts with only five personnel and one with four personnel. Mostly due to the implementation of the Automatic Mutual Aid, the number of structure fires we are responding to nearly doubled compared to year 2013. The situation is extremely critical.

- **Award:**

Lt. Hobbs was selected 2017 Firefighter of Year by the Washtenaw 100 Club. He received his award at the annual banquet on October 18th.

- **Eligibility list:**

Only 12 candidates have submitted a complete application. Interviews will be scheduled in December.

Fiscal Services

- Worked with Yeo & Yeo, CPA for the annual audit
- Prepared the Management's Discussion and Analysis Section of the CAFR
- In the process of reviewing the CAFR Draft

- Attended the Munetrix and Forecast5 Analytics Webinars.
- Interviewed two Fiscal Services unpaid interns

Human Resources

- **New Hires:**
 Commission Secretary, Seth Regan-Torkelson 10/6/2017 (Part Time)
 School Crossing Guard, Gary Frierson 9/8/2017 (Part Time)
- **Separations:**
 Equipment Operator, Aaron Phillips 9/22/2017 (Full Time)

Police Department

Activity Report:

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

August	September	October
Calls for Service	Calls for Service	Calls for Service
Arrests	Arrests	Arrests
Tickets Issued	Tickets issued	Tickets issued
Case Reports Written	Case Reports Written	Case Reports Written

Personnel:

- Officer Mullender has returned to work and is assigned to light duty at this time. One additional officer continues to be restricted to light duty. There is one opening for police officer that is still vacant.
- On 10/06, Sergeant Allen attended the first meeting of the residents' group forming at the New Parkridge development. Several items were discussed about contact with the police department and reporting problems in the area.
- On 10/11, the police department conducted the written test for Sergeant. There are currently two open Sergeant positions. The results were received on 10/26 and the candidates who passed the test will be interviewed on 10/31.

- On 10/13, two Seniors from Ypsilanti High School started their YCS At Work internships at the police department. The purpose of the program is to expose students to the career that they are aspiring to when they proceed to college or directly to the work force.
- On 10/18, Chief DeGiusti along with other law enforcement leaders from around the county, attended the annual Lloyd Powell ENPACT (Enhancing Police and Community Trust) event. The topics of mass demonstrations and hate groups/crimes was discussed along with comments from the audience.
- On 10/19, Chief DeGiusti met with Trevor Stone, the new coordinator for the Riverside Arts Center. Discussed were issues revolving around safety and security of the facility and the possibility of some youth programming at the Center.
- On 10/23, Detective Coppock picked 50 pumpkins and delivered/donated them to the Parkridge Community Center for their Youth Halloween Program.
- On 10/26, Chief DeGiusti attended a meeting at Chidester Place at the request of the residents to address issues that they felt were not being addressed by the management. The meeting went well and some next steps and compromises were established. The Chief will monitor the situation going forward.
- On 10/27, the YPD participated in the annual Halloween event at the Library. YPD provided candy and YPD swag to the children in attendance.
- On 10/27, YPD was advised that they were awarded \$2,695.40 from the USDOJ Bullet Proof Vest Grant Program. The funding is designed to provide a 50% reimbursement for the purchase of vests. The funding is based on need, number of officers in the department, and the five year replacement cycle.