



## Memorandum

To: Mayor Edmonds and City Council Members

From: Darwin McClary, City Manager

Date: January 31, 2018

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.

Simple Recycling Billing	
Month	Amount Paid
Oct-2017	\$54.00
Nov 2017	\$34.50
Dec 2017	\$23.30
<b>Total</b>	<b>\$111.80</b>

### City Clerk/Treasurer's Office

- Working through MMFLA permit renewal process.
- The bid opening for parking enforcement was held on January 16, 2018. Two bids were received; Complus and Municipal Citation Solution. Staff has reviewed bids and will be making a recommendation to Council.
- The final day to pay winter tax bills without interest and penalty is February 14<sup>th</sup>.
- Any 2017 unpaid taxes will be sent to the county as delinquent on March 1<sup>st</sup>.

## Department of Public Services

- **LED Conversions.** Staff continues to search for a cost-effective option for LED Replacement Lights for the Washington Street Parking. Light fixtures in YPD Property Room are slated for LED conversions.
- **Sidewalk Ramp Replacement Program.**  
Will resume this spring.
- **Pavement Resurfacing Program.**  
The 2017 Major Street Resurfacing Program is substantially complete. Additional pavement markings will be completed in spring of 2018.
- **Street Sweeping.**  
Street sweeping will continue in the spring or as weather permits.
- **Tree Removal.**  
Scheduled tree removals will continue in the spring.
- **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.**  
Will continue when the weather permits.
- **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 on located on EB Ferris between W. Ainsworth and Hamilton, WB Cross Street (Depot Town) Ave. between N. River and Rice Street, WB and WB Michigan between the Fire Station and Ainsworth. .
- **Mich Con.**  
Mich Con continues to have numerous service/gas main repairs throughout the City. A majority of them require street cuts. DPS staff will make sure Mich Con touches up their temporary patches until they are permanently repaired in the upcoming construction season.
- **DPS Solar Truck Port Solar Project.**  
A RFL/Resolution seeking approval from council to enter into a lease to own agreement Chart House Energy investment Fund LLC to lease solar equipment for six (6) years will be on the February 6<sup>th</sup> Council Meeting Agenda.
- **UST Replacement at YFD/PD.**  
This project is substantially complete, just a couple of punch list items remain. Also, waiting for a part for the fuel tracking system.
- **N. Washington.**  
The pedestrian/decorative lighting on N. Washington Street is under repair. Work will continue as the weather permits.

## Department of Community and Economic Development

- **Trail remediation.**  
The environmental consultant, AKT Peerless, is working with MDEQ Toxicology center to finalize and approve the trail, based on the analytical evaluation, and the site specific recreation use assessment, needed to receive the certificate of compliance. We have expressed our urgency to get the trail open. The anticipated approval timeframe is in March.

- **Sad Goodbye and New Hire.**  
Former intern, turned DDA Coordinator, Rasheed Atwater, has resigned and begun his new employment with WCC at the Parkridge Community Center. Elize Jakobsen will be the new DDA Coordinator. Elize is currently the Vice President of First Fridays Ypsilanti and is a small business owner. Elize has excellent experience working with businesses and the community and will be a great addition to our staff.
- **220 N. Park.**  
The purchase agreement was approved at the November 19, 2017 Council meeting. Special Counsel, Joe Fazio, from Miller Canfield, has been hired by the Legal Department and will be providing direction and drafting of a development agreement. It is anticipated this will be brought to Council for discussion on February 20<sup>th</sup>. Due to holidays and delays, it is anticipated a request to continue the purchase agreement a few more weeks will be presented for approval.
- **On the Ground Ypsi.**  
#OTGYPSI has been contracted for an additional year of coverage. The contract will run through December 2018. Partners for this project include, YDDA, Washtenaw Country Parks and Rec., Washtenaw County, EMU, Downtown Association of Ypsilanti, Washtenaw County CVB, Ann Arbor/Ypsilanti Regional Chamber, Depot Town merchants, St. Joseph Mercy, Ann Arbor Spark, Charter Township of Ypsilanti, City of Ypsilanti, and AAATA. The newest feature story is linked here: <http://www.secondwavemedia.com/concentrate/default.aspx>.
- **Business Update.**  
Businesses Closing  
Dalat – 100 W. Michigan  
New Businesses  
Delores – 6 S. Washington -  
Relocations  
Massage Mechanics – 7 S. Washington
- **Ozone House/Huron and Superior.**  
The Purchase Agreement with Ozone House has been extended to February 18, 2018. It is anticipated that closing will occur shortly thereafter and plans will be submitted for the development of the site.
- **Bell Kramer Updates.**  
A community meeting was held with stakeholders on January 23, 2018. Staff presented a possible zoning update that would allow the neighborhood to be used in its current form and would prohibit the use of ground water in the residential district. This proposal will be presented to the Planning Commission by staff on February 21, 2018 for consideration. The next planned testing on the site will be in late March.
- **Big Solar News**  
In addition to being named a SolStar Gold community, the City of Ypsilanti received a SolSmart 50 Award for the solar installation on the Firehouse. Special thanks to Dave Strenski from SolarYpsi for completing all of the information for this recognition. The training team has been identified for the overall solar training program that will begin in March. Mr. Strenski and a consultant are working with the YHC to development a solar training and installation program for some residents in the New Parkridge Community. The newly trained residents will install a solar array on the new parkridge community building and the DPS truck roof. SolarYpsi is currently working with consultants to lobby DTE to agree to a solar array again for the landfill site. If approved, a proposal will be submitted to Council for consideration of the lease of the property for a 1.6 MW solar array. Also, if approved, newly trained local personnel would be

able to work on this installation.

- **Washtenaw Country CVB Update.**

The CVB has gone through a rebranding process to solidify the merger of the Boards and has developed a three-year strategic brand. The CVB used MMGY, a company out of Texas, to guide the rebranding process. Beginning in May 2017, MMGY met with approximately 75 elected officials, board members, businesses owners, community leaders and other stakeholders to learn what makes Ann Arbor, Ypsilanti and the surrounding communities unique. Additionally, hundreds of residents and prospective visitors completed a short survey to share their tourism perceptions and travel experiences in Washtenaw County. The survey was designed as part of MMGY’s data gathering assessment. The short online survey was open for several weeks and was picked up in a story by MLive to invite the public. MMGY’s process was inclusive, involving hundreds of residents, out-of-town interviews, dozens of community leader interviews, and visits to all of our communities and many attractions. To remain competitive, we need to market our region, while attracting visitors to each community. MMGY devoted more than 10 months working with the CVB and stakeholders throughout the entire process. The new brand is, “Destination Ann Arbor”. Ypsi Real fits into the new brand architecture. The CVB will continue to support and promote Ypsi Real in a number of valuable ways, including the Ypsi Real website, Ypsi Real social media, and other ways. The intent of the brand architecture is NOT to strip away each community’s unique identity, but rather to amplify each community in Washtenaw County. Staff is working on proposed fee schedule changes and anticipates bringing a proposal to Council in late February.

- **Thompson Block.**

Construction has begun in earnest on the Thompson Block redevelopment.

- **Back Office Studios – 13 N. Washington.**

The incentive plan for the redevelopment of 13 N. Washington has been approved by the MEDC and construction on the space should start within the next month.

- **New Parkridge.**

The ribbon cutting for the New Parkridge development was held on January 24, 2018. Residents have moved into completed units. There is site work to be complete and final approvals. Approvals are expected sometime in early Spring.

- **902 W. Michigan.**

Building plans were approved to rebuild the structure that was demolished by fire at 902 W. Michigan. The building plans are for a retail use. The retail use is permitted by the Zoning Ordinance. No new liquor license applications have been received. Several calls and emails of concern have been received by staff.

## Fire Department

### Activity Report:

	<i>December 2017</i>	<i>January 2018</i>
Fire Calls	75	75
EMS Calls	139	137
Inspections	3	7
Non-emergency requests	0	0
Training hours	71.5	26

- **Fire Apparatus Status.**  
Our three fire apparatus are back in service. A new apparatus response policy was implemented to decrease the use of our ladder truck.
- **Fire Codes.**  
We are in the process of upgrading our fire code to the NFPA 2018 standards.
- **Solar Energy.**  
2017 DTE invoices show a 59% saving in our electrical consumption over the last 12 months.
- **Hiring.**  
We completed the interview process and established a list. A meeting with the Civil Service Commission to approve the list is scheduled on February 7<sup>th</sup> at 3 pm.

## Fiscal Services

### December 2017

- **CVTRS REPORT.**  
Filed the City, Village, and Township Revenue Sharing (CVTRS) report that is due on 12/1/2017. Submitting the report would qualify the City to receive the full CVTRS payment of \$976,000.
- **Comprehensive Annual Financial Report.**  
The completed audit reports were presented to the City Council on 12/05/2017.
- **Michigan Form F-65 Annual Local Unit Fiscal Report.**  
We completed and filed the report with the State of Michigan. This report is combining all the City's funds into one big financial statement. Failure to submit timely may result in the loss of state revenue sharing under PA 140 Of 1971.
- **Act 51 Street Financial Report.**  
By working jointly with DPS and OHM, we completed and filed the report with the State of Michigan. This report is combining the Major and Local Street Funds Balance Sheet, Statement of Revenues, Expenditures and Changes in fund balance, and asset management program. Failure to submit this report will cause Act 51 funds to be withheld.
- **Certificate of Achievement For Excellence in Financial Reporting (CAFR).** We submitted our application for this certification. If successful, this will be our 10h consecutive year of achieving this prestigious award.
- **Annual Disclosure Report.** This report will be filed to the Municipal Securities Rulemaking Board. The report include statistical data such as several years of City's' taxable and state equalized value of all real and personal properties, tax rates, tax levies and collections, labor force, revenues from State of Michigan, other Post-Employment benefits, General Fund fund balance, all general obligation debts, and all water sewer debts.

### January 2018

- **Goals and Accomplishments.**  
Prepared the department goals & accomplishments for the Fiscal Year 2018-19 council goal setting.
- **Lobbyist Winter Financial Reporting.**  
Completed and filed the report to State of Michigan, Department of State.
- **Public Act 202 of 2017 Pension and Health Care (OPEB) Form 5572 Report.**

- Completed and submitted the report to State of Michigan, Department of Treasury.
- **W2's, 1099R's and 1099 Miscellaneous.**  
Printed, distributed, and mailed the W2's, 1099R's and 1099 Miscellaneous.
- **Inspection of properties.**  
Completed site inspection of properties with permits for new and additional improvements. Sketched and entered permits in BS&A Assessing
- **Personal Property canvass.**  
Completed annual personal property canvass in preparation for the mailing the personal property statements. Input returned Personal property statements.
- **ECF.**  
Gathered and analyzed sales data and determined sales ratios and land values and prepared the Economic Condition Factor (ECF) analysis for 2018 values.
- **December BOR.**  
Held December Board of Review to review hardship cases, correct clerical errors and mutual mistakes of fact.
- **Poverty Exemption.**  
Prepared the 2018 poverty exemption application to be approved by Council on February 2, 2018

### Human Resources

- **Separations:**  
Rasheed Atwater; DDA Coordinator; 1/18/2018
- **Retirements:**  
Fred Williams; Fire Department; Last day 1/26/2018; Date of Retirement 3/31/2018

### Police Department

#### Activity Report:

Following are the statistics for the current period reflected by the past three months with one day remaining in January:

November	December	January
1129 Calls for Service	1054 Calls for Service	1167 Calls for Service
51 Arrests	35 Arrests	54 Arrests
121 Tickets Issued	109 Tickets issued	112 Tickets issued
190 Case Reports Written	171 Case Reports Written	209 Case Reports Written

## Personnel:

- One Officer is on leave for medical issues and a second officer is on FMLA. We are still currently working on the 26<sup>th</sup> officer and have two candidates in the background phase (one previous candidate was eliminated due to issues discovered during the investigation). On January 12<sup>th</sup> interviews for the Executive Assistant to the Chief of Police were conducted. Wendy Esty was selected to replace Amanda Holsinger. Amanda has agreed to stay on at the Police Department until Wendy is trained and a new records clerk has been hired and trained.
- 01/09 - Chief DeGiusti made a short presentation, and received Council approval, for new bodycams. The equipment was ordered the next day and should be delivered in early February.
- 01/10 - Lt Gress attended the Law Enforcement Committee of the CoC and made a short presentation about YPD and our role in assisting in placement of homeless people we encounter in the City.
- 01/17 - Chief DeGiusti attended a luncheon for all of the organizations that participated in the YCS @Work program. YPD again took on two high school students as interns for this program. Both students reported that they thought the program was valuable.
- 01/17 - Chief DeGiusti attended the CoC Board Meeting. The minutes from the previous meeting were sent to Council via email as requested.
- 01/22 - Lt. Gress went to the Senior Center and made a presentation to the group about crime prevention and particularly scams that are targeted toward the elderly.
- 01/23 - Chief DeGiusti attended the COPAC Meeting. The major topics of discussion were issues in the downtown area with disorderly/loitering subjects.
- 01/25 - The TRC met and discussed issues surrounding a Dockless Bike rental program that EMU is engaged in and how it will impact the City.