



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: February 28, 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
Jan 2018	\$32.17
Total	\$143.97

2017 Year End Summary:

2017 was a breakout year for curbside clothing and shoe recycling in the United States. The adoption of waste reduction measures focused on reusable items has really taken off. Simple Recycling stated that the total number of pounds diverted from the City of Ypsilanti in 2017 was 46,697 lbs; number of households participating was 3,246 and the Regional Participation Ranking was 1 of 26.

City Clerk/Treasurer's Office

- There will not be an election in Ypsilanti this May.
- Partisan candidates must file nominating petitions and affidavits of identity no later than April 24th at 4:00 p.m. to appear on the primary ballot. The deadline to withdraw elapses on April 27th at 4:00 p.m.
- Candidates without political party affiliation must file qualifying petitions and affidavits of identity no later than July 19th at 4:00 p.m. to appear on the general ballot. The deadline to withdraw is July 23rd at 4:00 p.m.
- All existing Medical Marijuana facilities passed inspections and were awarded 2018 Permits. The Clerk's Office will begin accepting new applications on March 1st. If an existing facility is denied a state license, their city permit will be revoked. Staff will then review new applications on a first come first serve basis.
- All unpaid 2018 taxes will be sent to the Washtenaw County Treasurer's Office as delinquent on March 1st.

Department of Public Services

- **LED Conversions.** Staff will contact DTE Community Lighting to get a cost estimate for LED conversions and take over the maintenance of the parking lot light fixtures. 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. The Transportation Committee is convening on Friday, March 2nd to discuss the 2018 Road Maintenance Program and County Millage funds.
- **Street Sweeping.** Street sweeping will continue in the spring or as weather permits. Staff swept portions of downtown and Depot Town last Wednesday, February 21, 2018.
- **Tree Removals.** 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.** Scheduled to start late May 2018.
- **Traffic Calming.** Portable speed indicators signs have been installed on various streets within the city limits and locations will be changed as location requests continue to come in.
- **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.** Council approved the lease agreement with Chart House at the February 6th Council Meeting. This project is anticipated to begin in March 2018.
- **UST Replacement at YFD/PD.** This project has been completed.
- **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

- **Iron Belle Communities Trail grants.** The City was recently awarded \$20,000 for engineering of the trail system in Frog Island as part of the Mini-Grant program for the Iron Belle Trail. The engineering will look at moving the current trail and will be part of a bigger study of the Frog Island area with regard to relocation of the Recycle Center, additional parking, and HWRC plans for a canoe livery. More information and a press release to come.
- **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.
- **220 N. Park.** The purchase agreement amendment was approved on February 20th. The agreement was extended til April 23rd. Norfolk Development has been provided with a draft agreement with the information discussed with Council and the public. When a response is received, a meeting will be set up with the developer and interested parties and the proposal will be brought back to Council for consideration.
- **Huron/Superior Property.** The purchase agreement amendment was approved on February 20th. The agreement was extended until May 21st. Ozone House has submitted their site plans for consideration and will be finishing their site evaluation in early spring. It is expected that the site plan will be considered at the March 21st Planning Commission.
- **Business Update.**
 - Businesses Closing
 - 2 Jerks Records – 22 E. Cross
 - Coming Soon:
 - Tinker Tech – 216 W. Michigan (This will be an electronics and technology store with rental spaces classes, and activities to promote technical learning and creating within the community)
- **Bell Kramer Updates**

A zoning map amendment was presented and recommended for approval by the Planning Commission on February 21st. The zoning update 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 City Council at the second meeting in March.

The next planned testing on the site will be in March.
- **Big Solar News**

The training team has been identified for the overall solar training program that will begin in March. Mr. Stenski 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. If approved, newly trained local personnel would also be able to work on this installation.
- **Riverside Park Universal Playground.** The County has completed the environmental assessment of the property and the City can begin the planning of the universal access park. There will be several community and stakeholder meetings to discuss the design and access of the new park.

- **Master Plan Updates.** The Housing and Affordability subcommittee to the Planning Commission has begun meetings concerning updates to the Master Plan. An RFP for consultant services and consideration for a community survey are being worked on by staff.
- **WIHI Class Visit.** Staff is visiting with government classes at WIHI on February 23rd. This is an annual visit to discuss the roles of local government and specifically Ypsilanti. It is always a great learning experience for the schoolers and for staff.

Fire Department

Activity Report:

	<i>January 2018</i>	<i>February 2018</i>
Fire Calls	76	63
EMS Calls	140	100
Inspections	7	8
Non-emergency requests	0	2
Training hours	26	35

- **Fire Codes:**
We are in the process of upgrading our NFPA fire code to the 2018 standards.
- **Reward:**
The Washtenaw 100 Club rewarded the City of Ypsilanti Fire Department with \$2,500 for being selected a firefighter of the year recipient. This fund will use for the purchase of an elliptical machine and a stationary bike.
- **Hiring:**
The Civil Service Commission approved the list on February 7th at 3 pm. One position was offered upon completion of background check.

Fiscal Services

- Prepare department budget
- Attended seminar with Yeo & Yeo, CPA's
- Continue updating the wages & fringes budget for FY 2017-18
- Gathered documents to calculate tax revenues
- Started budget review
- Received the 2017 Distinguished Budget Presentation Award from GFOA. This is the 3rd consecutive award received by the City.

Human Resources

- **New Hires:**
Wendy Estey (Promotion); Administrative Services Manager; 1/29/2018
Huayun (Helen) Xu; Accounting Technician DPS; 2/26/2018
Robert Nash; Equipment Operator; 2/26/2018
- **Separations:**
Amanda Holsinger; Administrative Services Manager; 2/23/2018
Seylon Dudley; Accounting Technician DPS; 2/16/2018
- **Retirements:**
Deric Gress; Police Department; Last day 3/16/2018; Date of Retirement 3/31/2018
Fred Williams; Fire Department; Last day 1/26/2018; Date of Retirement

Police Department

Activity Report:

Following are the statistics for the current period reflected by the past three months with two days remaining in February:

December	January	February
1054 Calls for Service	1236 Calls for Service	894 Calls for Service
36 Arrests	70 Arrests	53 Arrests
109 Tickets Issued	127 Tickets issued	93 Tickets issued
171 Case Reports Written	223 Case Reports Written	162 Case Reports Written

Personnel:

- We continue to have one Officer on leave for medical issues and a second officer is on FMLA. It is expected that both officers will return to full duty in March. We have extended a conditional offer of employment to one individual and continue to process applicants as we receive their paperwork. Amanda Holsinger left the employ of the City on February 23rd. Wendy Esty has assumed her duties. We also hired Latressa Hill as our new records clerk. Lieutenant Gress has announced his decision to retire from YPD after 21 years of service. His last day at the station will be March 16th. Lieutenant Yuchasz will assume Lieutenant Gress' duties upon his departure.

- 2/2 YPD participated in the Marijuana facilities inspections.
- 2/10 Chief DeGiusti went to the Heritage Park meeting, however, it had been cancelled due to snow.
- 2/12 YPD arranged and escorted a contingency from the City of Taylor (Fire Chief, Police Chief and Council Members) to a few facilities and advised on how it works here in Ypsilanti.
- 2/22 Chief DeGiusti met with the National Association of African Americans in Human Resources. This group has decided to have their 2018 National Convention at Eagles Crest and have made many promises regarding community involvement with YCS and Parkridge. One of the programs involves a monthly showing for one year of a movie called "Walking While Black" at the Parkridge Center. Some discussion was held about minority recruitment for Public Safety jobs. More meetings and conversation is expected on this topic.
- 2/23 – 2/28 There has been a recent increase in Juvenile issues in the Downtown area. YPD met with Ozone House on 2/23 and will meet with the Library on 2/28. Lt Gress is meeting with YCS ACE Program to come up with a solution to the problem. It is YPDs current stance that we would rather come up with a community solution to this issue before we are forced to do it by law enforcement measures.
- 2/23 Chief DeGiusti was invited to sit on the Washtenaw County Mental Health Diversion Council and the group met for the first time on 2/23. The purpose of the Council is to set policy and practices that will address Mental Health needs across the county as was promised during the millage campaign. The group will meet monthly until committees are formed and then will meet quarterly.