



Memorandum

To: Mayor Edmonds and City Council Members

From: Darwin McClary, City Manager

Date: March 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
Feb 2018	\$13.80
Total	\$157.77

City Clerk/Treasurer's Office

- **Administrative Hearings Bureau 2018 Cases:**
 - 92 Cases
 - 47 Paid – total Collected \$4,255
 - 3 Cases Closed
 - 7 Cases Pending

- On March 15th, the Michigan Senate approved SB No. 425 that will provide residents with accurate and secure option for online registration. The bill has been sent to the State House.
- The current way to track voters (Qualified Voter File and Election Management Portal) is over 20 years old and being merged into Qualified Voter File Refresh. The new system will increase efficiency and create greater functionality. Staff is scheduled for training in April.
- The deadline to place County and local questions on the August primary ballot are to be filed by May 1st.
- The deadline to place county and local questions on the November general ballot are to be filed July 31st.

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. DTE has scheduled a photometric study of the Washington Street parking lot to see if the number of light fixtures could be reduced with the LED conversions.
- **Sidewalk Ramp Replacement Program.** Working with OHM to put out the Bid Packet for the CDBG funded ramp replacement program.
- **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 convened Friday, March 2nd to discuss the 2018 Road Maintenance Program and County Millage funds. The list of streets in need of repairs was narrowed down by need and funding availability for the proposed projects.
- **Street Sweeping.** The first round of Spring Street sweeping has begun on City Majors Streets.
- **Tree Removals-**Three tree were removed in March.
- **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 limit 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.** The solar panels are scheduled to be delivered on Thursday, March 29th to the DPS yard. Installation of the panel are slated to start as early as next week.
- **N. Washington.** The pedestrian/decorative lighting on N. Washington Street is under repair. Work will continue as the weather permits.
- **Maus/Prospect Intersection.** Bids for this project were submitted and opened on Wednesday, March 21, 2018 at 2:00 pm. One bid was submitted from Doan Construction Company for the amount of \$145,976.20. This bid is over the budgeted amount. Staff recommends rejecting this bid and re-bid this project to include the possible Emerick Street resurfacing project.

Department of Community and Economic Development

- **Trail remediation.** There are two areas remaining on the site that need to be permanently covered to restrict access to contamination. This cannot be completed until the Seasonal Frost Laws are lifted as none of the rock or asphalt contractors are able to work. As soon as this is completed, a certificate of completion will be issued to the City and trail access restrictions will be removed.
- **Bell Kramer Updates.** The third round of environmental testing was completed on March 8th. There will be one last test of the sites in June. The second reading of zoning map amendments will be April 3rd. Additionally, a well-water restriction ordinance will be brought for consideration at the Planning Commission and City Council in April.
- **Riverside Park Universal Playground.** There is a public meeting to discuss planned equipment for the universal access playground in Riverside Park on April 9th at the Freighthouse. Staff will show proposed equipment design. A bid is being released also in April with hopes to have installation in June before the festival season. A partnership with EMU is being developed to have a design class design and build benches for the park in the fall.
- **Master Plan Updates.** The Housing and Affordability subcommittee to the Planning Commission has begun meetings concerning updates to the Master Plan. A facilitator has been selected for upcoming meetings and an RFP for consultant services and consideration for a community survey are being worked on by staff.
- **EMU Local Government Class Visit.** Beth Ernat and Joe Meyers, along with SPARK employee, Jennifer Olmstead, served on a local government and Economic Development panel for graduate students at EMU.
- **Rental Fees proposal.** Staff held a public meeting with landlords and property owners on March 9th. The meeting was attended by about 20. The overall concern was modernization of the department and not including reinspection fees in the base fee. A new staff proposal will be sent to Council and shared with landlords and property owners prior to the April 17th Council meeting.
- **Black Ypsilanti Historic Signage.** The signage project funded by the Washtenaw County Convention and Visitors Bureau, and partnered with EMU, Ypsilanti Public Library, and local historians, is being prepared for installation before May. Five historic signs will be placed in the South Side depicting pieces of Ypsilanti heritage and history.

Fire Department

Activity Report:

	February 2018	March 2018
Fire Calls	65	60
EMS Calls	109	125
Inspections	8	8
Non-emergency requests	0	2
Training hours	50	37

- **Fire Codes.** We are still in the process of upgrading our NFPA fire code to the 2018 standards.
- **Award.** The department purchased fitness equipment (elliptical machine and stationary bike) with the Washtenaw 100 Club-Firefighter of the Year award (\$2,500).
- **FY 2017 SAFER.** We are eligible to apply for a FEMA grant under the 2017 Staffing for Adequate Fire & Emergency Response (SAFER) Grants. The goal of SAFER is to enhance local fire departments' ability to comply with the staffing, response, and operational standards established by NFPA 1710/1720. The application opened on March 26, 2018 at 8:00 AM ET and will close on April 27, 2018 at 5:00 pm ET. The anticipated award date is no later than July 1, 2018.

Fiscal Services

- Amended the FY 2017-18 budget, and proposed the FY 2018-19 and FY 2019-20 budgets
- Budget meetings with all department heads

Human Resources

- **New Hires:** None
- **Separations:** None
- **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 3/31/2018

Police Department

Activity Report:

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

January	February	March
1236 Calls for Service	1061 Calls for Service	1048 Calls for Service
72 Arrests	72 Arrests	55 Arrests
127 Tickets Issued	113 Tickets issued	84 Tickets issued
223 Case Reports Written	190 Case Reports Written	200 Case Reports Written

Personnel:

- The officer who was on Medical leave, and the officer who was on FMLA, have both returned to full duty. We are currently working on the background investigation for an individual that we intend to send to the Washtenaw Police Academy that starts May 7th. Lieutenant Yuchasz has assumed Lieutenant Gress' duties; Sergeant Murphy has been promoted to Lieutenant and Officer Wist has been promoted to Sergeant.
- 03/14. The Police Department coordinated law enforcement agencies in providing safety and security to the Student Walk-out Day / Rally at Riverside Park. The event was peaceful and well attended. YPD was assisted by the WCSO, MSP and EMUPD.
- 03/14. Chief DeGiusti spoke to the A2Y Chamber Leaders Group about law enforcement topics and the upcoming Law Day activities.
- 03/16. Lieutenant Yuchasz attended the Offender Success Program organizational meeting at the WCSD.
- 03/19. Chief DeGiusti and Mayor Edmonds attended Lunch with the Students at WIHI for all three lunch periods and discussed topics that the students were concerned about including school safety and gun control.
- 03/21. Lieutenant Yuchasz attended the Washtenaw County CoC Board meeting.
- 03/22. Chief DeGiusti attended a meeting with Joe Meyers and AAATA regarding issues at the Transit Center.
- 03/27. Chief DeGiusti attended the presentation of the film "Walking While Black" at the Parkridge Center.