



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: May 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
Jan 2018	\$32.17
Feb 2018	\$13.80
Mar 2018	\$22.80
April 2018	\$21.84
Total	\$202.41

City Clerk/Treasurer's Office

1. The absentee voter postcards for the August Election have been ordered and should be mailed in two to three weeks.
2. The new voting equipment will have a firmware upgrade on June 19th.
3. The City Clerk attended BS&A Training on May 22nd.
4. Qualifying petitions to appear on the November ballot are due no later than July 19th by 4:00 p.m.

Department of Public Services

- **LED Conversions.** Staff is still waiting for DTE Community Lighting to get a cost estimate for LED conversions and take over the maintenance of the parking lot light fixtures. DTE has completed 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.** The final revision of the Bid Packet for the CDBG funded ramp replacement program will be submitted to Washtenaw County OCED (Office of Economic Development) for their final review before posting for bids. Still waiting to hear back from Washtenaw County OCED.
- **Pavement Resurfacing Program.** The Transportation Committee will convene again soon to finalize the 2018 Road Maintenance Program and expenditure of the County Millage funds.
- **Street Sweeping.** The second round of street sweeping continues.
- **Catch Basin Cleaning.** Scheduled to start mid June 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 DPS photovoltaic system enhancement project is completed.
- **N. Washington.** The pedestrian/decorative lighting on N. Washington Street is under repair. Work will be scheduled to continue this week.
- **Maus/Prospect Intersection.** I am in discussion with OHM on our next step regarding this project.
- **Project Mow.** They're baaaack!!! Project Mow sheep are back in Riverside Park. The sheep started on Sunday, May 27th.
- **Tree Removals.** Other than servicing wind storm damaged trees and branches, two trees were removed in May.
- **Proud Day.** DPS delivered approximately 50 yards of compost and approximately 77 yards of mulch to multiple locations in the City. DPS staff removed the existing fall surface in the Prospect Park playground and assisted with unloading and spreading of the new fall surface

Department of Community and Economic Development

- **Trail Remediation.** Soil borings will be taken on the bank on the weekend of June 2. Once structural engineer signs off that the bank can handle the load of the stone, we can proceed with the final steps with DEQ to get the trail open.
- **Bell Kramer Updates.** The final round of testing will be in June.
- **Riverside Park Universal Playground.** Staff is presenting to the Washtenaw County Parks and Recreation Commission for to fund the majority of the gap for the playground on June 12.
- **Road Diet Request for Qualifications.** RFQ's received and a subcommittee will be making a recommendation to the City Council on June 19th.
- **Ozone House Property.** Property was officially sold on May 21, 2018.
- **Grants.** Staff in conjunction with the DDA applied for a \$350,000 grant to improve facades in the DDA District. If received the funds could cover up to 50% of a façade amount.
- **New Businesses.** Tinkertech, Unicorn Feed and Supply and 734 Brewery

Fire Department

Activity Report:

	April	May
Fire Calls	66	64
EMS Calls	106	111
Inspections	5	9
Non-emergency requests	0	1
Training hours	104.5	82.25

Personnel:

One personnel submitted his resignation effective June 16. He will be relocating to sunny Florida. We are starting the process for his replacement.

Staffing:

The current proposed budget includes two fire suppression personnel for a total of seventeen. Two shifts will be staffed with six and one with five. It is crucial to balance our staffing to at least six personnel per shift to handle the increased volume of activity and keep chronic overtime down. This additional position will save \$40,000 on overtime.

Hiring list:

We are in the process of extending our current hiring list. Our current list will be exhausted if we obtain a SAFER grant.

Fiscal Services

- Prepared the Finance Department's budget in power point and presented departments' budget to council.
- Prepared comparative health care costs report for council for FY 2017-18, FY 2018-19 and FY 2019-20.
- Reviewed management recommended budgets and compiled line-by-line item budget amendments for FY 2017-18, FY 2018-19 and FY 2019-20.
- Updated all funds' fund balances by classification for FY 2017-18 to FY 2019-20.
- Prepared the budget RFL, Resolutions, ordinances for FY 2017-18, FY 2018-19, and FY 2019-20 for 6/5/2018 council meeting.
- Reviewed/evaluated the RFP for Professional Services – City Auditors, and will make recommendation to City Council on 6/5/2018.

Human Resources

New Hires: Lizbeth Schmidt; Records Clerk; 5/21/2018

Separations: None

Retirements: Janice Beckett; Office Manager DPS; Last day 5/31/2018; Vacation month of June

Police Department

Activity Report:

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

March	April	May
1206 Calls for Service	1210 Calls for Service	1113 Calls for Service
72 Arrests	63 Arrests	62 Arrests
100 Tickets Issued	159 Tickets issued	138 Tickets issued
233 Case Reports Written	220 Case Reports Written	138 Case Reports Written

Personnel:

- We are currently working on several background investigations and are evaluating applications as they come in for future interviews. We have hired a Records Clerk, Lizabeth Schmidt, who is currently training.
- 5/1. The Police Department participated in a group discussion surrounding issues in the South Huron Parking Lot and preparations for future considerations as the Old Smith Furniture building nears completion and occupancy. More discussion is needed and there is a proposal for a study of the lot regarding repairs and efficiency of stripping.
- 5/4. The Traffic Review Committee met to discuss issues regarding parking and crosswalks near the New Parkridge and the Parkridge Community Center. More conversations are required as the committee sees a need for some modifications to the current parking situation.
- 5/9. The CoC Law Enforcement group met to further discuss gaps in services for the homeless in the county. The group is nearing the end of its work and preparing to forward recommendations to the larger group.

- 5/11. The Law Enforcement Leaders and School Superintendents meeting was held. Discussion included school violence, Ok to Say program, A.L.I.C.E. and law enforcement response and possible “red flag” legislation in the future.
- 5/12. Chief DeGiusti attended the Heritage Park Association meeting. Neighborhood issues were discussed as well as the coming bike share program; parking issues at Hamilton Crossings and Proud Day.
- 5/17. May 14 through 18 was national Police Week. In keeping with our yearly tradition, a Countywide Memorial Service was hosted at the Washtenaw 100 Park at Michigan and Ballard.
- 5/19. The Police Department participated in Proud Day through officers and their families volunteering for cleanup and planting at the department.
- 5/23. The Countywide CoC had their regularly scheduled meeting and discussed several funding options and program proposals.
- 5/24. The fourth showing of the documentary “Walking While Black” was shown at the Parkridge Community Center. The event was well attended and there was a good deal of meaningful conversation after the movie.
- 5/24. The Ypsilanti Youth Safety Collaborative had its second meeting (YPD, AAATA, Ozone House and Library). Items discussed were how to breakdown the “No Snitching” culture and promote civic responsibility in reporting crime, youth programming available during the summer and summer meal programs for youth.