



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: April 30, 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 |
| Total | \$180.57 |

City Clerk/Treasurer's Office

- City Clerk and Deputy Clerk completed training for the new Qualified Voter File Refresh Software (QVF). The software has been activated and will be in full effect for the August Primary and upcoming elections
- Treasury Generalist graduated from EMU on April 21st. Via a two-week's notice, her last day was April 25th to begin her new job in the Huntington Woods Treasury Department.

- The Treasury Generalist job was posted on April 23rd and will remain opened until filled.
- As of April 24th, the City Treasurer went on FMLA leave. The office has posted an opening for an Interim Treasurer.
- The Interim Treasurer position was posted on the Michigan Government Finance Officer Association (MGFOA) website on April 26th and on the Michigan Municipal Treasurer's Association (MMTA) website on April 27th. It will be posted on the Michigan Municipal League websites as well. The assignment is posted as 2 months or more if needed.
- City Clerk staff mailed final notice before lien letters to delinquent AHB accounts. Payments have been received as a result.
- No updates on Medical Marijuana. We are waiting to hear from LARA regarding the applications made to the state by our existing facilities.

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.
- **Pavement Resurfacing Program.** The 2017 Major Street Resurfacing Program is substantially complete. Additional pavement markings installation will begin on May 1st with the installation of sharrows. The Transportation Committee will convene on Wednesday, May 9th to finalize the 2018 Road Maintenance Program and expenditure of the County Millage funds.
- **Street Sweeping.** The first round of Spring Street sweeping has been completed on City Major and Local Streets. The second round of sweeping continues.
- **Tree Removals.** Five trees were removed in April.
- **DTE Riverside Park Project.** This project is completed. Staff has submitted an invoice to DTE for the labor costs to install the pedestals. Staff will resubmit the outstanding invoice for the labor to install the pedestals. The City has been reimbursed for the purchase of 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 photovoltaic system was activated on April 27th, 2018. DPS is happy to say that the DPS Administrative Office is completely powered by clean energy.
- **N. Washington** - The pedestrian/decorative lighting on N. Washington Street is under repair. Work will be scheduled to continue this week.
- **Maus/Prospect Intersection-** Council concurred with rejecting the bid from Doan Construction and re-bid this project. I am in discussion with OHM on our next step regarding this project.

Department of Community and Economic Development

- **Trail remediation.** Work continues to progress on the Water Street Trail. We have brought in OHM to ensure that adding the amount of rock wouldn't destabilize the bank causing additional problems. A plan is being crafted to ensure everything will work and should have the final work done soon. 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 well-water restriction ordinance was approved by the city council and the final round of testing will be in June.
- **Riverside Park Universal Playground.** A public meeting to discuss planned equipment for the universal access playground at Riverside Park happened on April 9th at the Freighthouse. Staff presented the concept picked by the subcommittee. There were 17 people in attendance and the feedback we received was mixed. Some in attendance would like to see a playground as soon as possible; some would like it to have more artistic elements; and some would like to ensure that most aspects are assessable. After the public meeting, staff presented the findings to the Parks and Recreation Commission. After explaining the results of the meeting, and answering the questions brought up during the meeting, the Parks and Recreation Commission voted to support the playground as presented.
- **Master Plan Updates.** The Housing and Affordability subcommittee to the Planning Commission continues to meeting concerning updates to the Master Plan and the facilitator has been brought on board to facilitate the discussion.
- **Rental Fees proposal.** The wrong information was presented at the last city council meeting so it was tabled to the May 1st meeting.

Fire Department

Activity Report:

| | <i>March 2018</i> | <i>April 2018</i> |
|------------------------|-------------------|-------------------|
| Fire Calls | 72 | 58 |
| EMS Calls | 149 | 92 |
| Inspections | 8 | 4 |
| Non-emergency requests | 2 | 0 |
| Training hours | 92 | 88.5 |

Grants:

2017 SAFER application was submitted. The anticipated grant distribution period begins July 1st and ends in the month of September.

We received an additional \$20,000 from 2016 AFG EMS grant. YFD purchased a second Automated Chest Compression Device for our new engine.

New Employee:

AJ Burkett, the newest member of the YFD. AJ will be rotating between our three shifts during the first phase of his probationary period.

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:**
AJ Burkett; Firefighter; 4/9/2018
Nancy Hare-Dickerson; Commission Secretary; 4/23/2018
- **Separations:**
Latressa Hill; Records Clerk; 4/2/2018
- **Retirements:**
Gilbert Perry; Sign Specialist; 4/6/2018

Police Department

Activity Report:

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

| February | March | April |
|--------------------------|--------------------------|--------------------------|
| 1061 Calls for Service | 1206 Calls for Service | 1085 Calls for Service |
| 72 Arrests | 72 Arrests | 44 Arrests |
| 113 Tickets Issued | 100 Tickets issued | 130 Tickets issued |
| 190 Case Reports Written | 233 Case Reports Written | 191 Case Reports Written |

Personnel:

- Unfortunately, the candidate that we were working with on the background investigation, and who we intended to send to the Washtenaw Police Academy that starts May 7th, dropped out of the process. We are currently working on a background investigation on the next candidate and interviews were conducted on April 25th, during which, we gave background packets to four candidates. We are currently in the process of hiring a Records Clerk. Wendy Esty has been doing an exceptional job of managing both positions during this transition period.

- 04/14 - Chief DeGiusti attended the Heritage Park Association Meeting. Several traffic related issues were discussed as well as complaints of unleashed dogs.
- 04/17 - Chief DeGiusti met with Zach Fosler and Caroline Sanders (EMU) to discuss the proposed Bike Share program. Several concerns were raised about theft of the bikes; damage to the bikes or other property damaged by the bikes; and encroaching on pedestrian walk ways due to improperly disposed of bikes etc. Ms. Sanders advised that she would talk to the company and advise.
- 04/19 - A "Youth Leadership" meeting was held at City Hall to discuss issues raised recently at the Transit Center. In attendance were YPD, AAATA, Ozone House, the Ypsilanti Library, Joe Meyers for the DDA and Mayor Edmonds. Improvements to the staffing at the transit center and cooperation between YPD and the AAATA personnel are credited with diminishing the issues at the Transit Center (there has not been a fight or large disturbance for approximately 4 weeks). Further conversation was held about continued efforts to service youth in the community and improving communication between the partners that can best assist in solving problems surrounding youth.
- 04/26 - The third showing of the documentary "Walking While Black" was shown at the Parkridge Center. Those in attendance were engaged in conversation about the film and issues raised regarding community and police relations. The Next showing will be on May 23rd at 6:00pm.

During the month of April, YPD applied for a Bullet Proof Vest Grant in the amount of \$6,480 for the replacement of vests for current personnel (vests have a five year life cycle) and anticipated new hires. In addition, Chief DeGiusti checked on the 2017 Byrne Memorial Grant (there was a presentation to Council regarding this grant and the purchase of in-car computers with the funds) and discovered that the grant is currently in limbo due to funding issues. There is no anticipated date for the release of the funds.