



## Memorandum

To: Mayor Edmonds and City Council Members  
From: Darwin McClary, City Manager  
Date: July 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
May 2018	\$30.13
June 2018	\$30.30
<b>Total</b>	<b>\$262.84</b>

### City Clerk/Treasurer's Office

#### **ELECTIONS:**

- The Clerk's office has received 566 applications for AV Ballots, and has returned 268 Ballots for the August Primary.

- Three non-partisan candidates filed by the July 19<sup>th</sup> deadline to appear on the November General Election Ballot. Two for Mayor and one for Ward 3 Council Member.
- One write-in mayoral candidate has filed for the November General.

#### **PARKING:**

- Effective at the end of the business day on Friday, July 27<sup>th</sup>, the City will no longer use the Preferati system for payments. It will be used for inquiry purposes only.
- Implementation of the new FastTrack parking software will begin Monday, July 30<sup>th</sup>.
- Onsite training for staff will begin on Tuesday, July 31<sup>st</sup>
- Onsite handheld training and installation will occur on Wednesday, Aug. 1<sup>st</sup>.

#### **MISCELLANEOUS:**

- Demos are well under way for the Agenda Management System. The City Clerk and Deputy Clerk have reviewed three vendors (CivicPlus, Granicus and iCompass). It is our hope to have demonstrations from at least two more vendors before making a decision.
- The draft of the new city charter has been submitted to Municode and will be reviewed next week. If acceptable, an updated charter will be printed and distributed to City Council and Department heads.
- Out of nearly 100 applicants, the City Clerk was accepted in the 16/50 Project's Women's Municipal Leadership Program which will be held from August – November, 2018.
- On June 22<sup>nd</sup>, the City Clerk was voted to the Destination Ann Arbor Board, and will attend her first meeting in September.

#### **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.** Council approved the bid submitted by Saladino for the 2018 CDBG Ramp Program during the July 17<sup>th</sup> Council Meeting. The Letter of Award has been sent to Saladino and the contract books will be executed.
- **Pavement Resurfacing Program.** The Transportation Committee convened to finalize the 2018 Road Maintenance Program, discuss bridge applications, 2019 Road Maintenance Program and expenditure of the County Millage funds. The final schedule for this construction season includes the Prospect Maus Intersection Improvements and the collaborative project with Ypsilanti Township/WCRC resurfacing Emerick. (Meeting notes attached)
- **Street Sweeping.** The second round of street sweeping has been completed.
- **Catch Basin Cleaning/Repair.** To this date, two catch basins have been repaired and the next repair is in progress.
- **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 forwarded their list of street cut repairs and margin repairs. DPS staff will ensure Mich Con completes the restoration of these areas.
- **N. Washington.** The pedestrian/decorative lighting on N. Washington Street is under repair. Work will is scheduled to continue this week.

- **Maus/Prospect Intersection.** The installation of ADA ramps for this intersection was completed on Friday, July 27<sup>th</sup>. Severance Electric will be in towards the end of this week, or early next week, to begin the traffic signal work. The tentative schedule for the paving portion of this project is the second week of August when an opportunity to piggy back on another local project will present itself.
- **Project Mow.** The next area will be Penn Park to help eradicate the poison ivy in the area.
- **Tree Removals.** No trees were removed in July, several branches were removed.
- **Parking Lot Maintenance.** The Washington Street and Adams Street Parking lot maintenance has been completed. The South Huron Parking lot bid packet has been posted for RFP, the bid opening date is August 3, 2018.

## Department of Community and Economic Development

- **Trail Remediation.** The rock contractor has been scheduled and is slated to complete the work in August. Once the stone is placed, we should be closer to having a date to on the trail.
- **Bell Kramer Updates.** The final round of testing has been completed. Once the results are in, we will have a community meeting to discuss the results.
- **Riverside Park Universal Playground.** The city received three bids for the playground in Riverside Park. Staff is analyzing the proposals and will have a recommendation at the August 14<sup>th</sup> meeting.
- **Road Diet Request for Qualifications.** City Council approved the bid from HRC and staff is working with the city attorney to get a contract signed.
- **Parking RFP.** The parking RFP has been awarded to Rich and Associates and the agreements are currently being worked out.
- **Sustainability Initiative.** Staff is continuing the discussions with Ann Arbor to partner with an initiative to assist some residents incorporate sustainability measures in their homes.
- **Dangerous Buildings.** Staff will be adding the following buildings to the dangerous buildings list; 426 S. Adam, 434 S. Adams, 302 E. Cross, 109 Farmer, 436 First, 401 E. Forest, 15 Kramer, 919 Monroe, 925 Monroe, 204 North, 308 S. Prospect, 203 N. Summit, 206 N. Washington, 1032 Watling. The current dangerous buildings ordinance has the following buildings, 400 N. River, 2 W. Forest, 315 Washtenaw, 215 S. Washington, 448 S. Huron, 481 First

## Fire Department

### Activity Report:

	<i>May 2018</i>	<i>June 2018</i>	<i>July 2018</i>
Fire Calls	64	73	64
EMS Calls	111	113	105
Inspections	9	5	10
Non-emergency requests	3	0	10
Training hours	82.25	36	21.5

## **HIRING STATUS:**

- Please welcome our new firefighter, Amanda Turnwald. Her starting date is August 6. Amanda was in the US-Air force for several years then transferred to the Michigan Air National Guard. She was an on-call firefighter for the Shepherd Twp. Fire Department and worked full-time for M-DOT on bridge rehabilitation projects.
- Two additional candidates are currently going through background checks.
- Our hiring eligibility list is exhausted. We are in the process to establish a new list.

## **SOLAR:**

- We are planning to install the additional panel in September.

## **FIRE PREVENTION:**

- The fire department began to reinstate a fire safety re-inspections program starting with businesses that have not been re-inspected for the longest time then working our way down.

## **Fiscal Services**

- Updated the computer inventory list; identified how many computers were replaced and calculated the amount owed to Washtenaw County for IT support fees and new computers.
- Responded to preliminary audit questionnaires, provided policies and procedures and prepared other data needed by the City Auditors.
- Attended Single Audit Webinar.
- Prepared, reviewed and paid the first property taxes payouts to all taxing units for July 1 to July 15, 2018.
- Reviewed the Finance Part-time Generalist application for employment and selected the candidates for interview next week.

## **Human Resources**

- **NEW HIRES:**  
Mariela Pucci; DPS Accounting Technician; 7/9/2018  
John Covington; Equipment Operator; 7/23/2018  
Kyra Austin, HR Assistant, 7/30/2018
- **SEPARATIONS:**  
None
- **RETIREMENTS:**  
None

## Police Department

### Activity Report:

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

May	June	July
1195 Calls for Service	1164 Calls for Service	970 Calls for Service
82 Arrests	60 Arrests	48 Arrests
140 Tickets Issued	72 Tickets issued	88 Tickets issued
2206 Case Reports Written	268 Case Reports Written	200 Case Reports Written

### Personnel:

Probationary Officer Jamonte Horton is progressing well in the beginning stages of the FTO Program. The hiring process continues with background investigations and upcoming interviews. Part-time Records Clerk will be starting at the department on Monday, July 30. Interviews for the code Enforcement Officer have been conducted and an offer has been extended and is being considered by the candidate.

- 7/13. Lieutenant Eberts attended the Youth Police Academy graduation. This was a three week long program.
- 7/14. Sergeant Eggenberger attended the heritage Park Association Meeting.
- 7/23. Chief DeGiusti attended the Special Meeting of the Ypsilanti Police Advisory Commission.
- 7/24. Lieutenant Yuchasz attended the COPAC meeting at Spark.
- 7/25. Chief DeGiusti attended the Children's Lunch Program, read the group a book and answered questions about law enforcement.
- 7/26. Chief DeGiusti attended the July showing of the documentary "Walking While Black" and met with residents post viewing.
- 7/26. Lieutenant Yuchasz attended the Youth Safety Meet-up at City Hall.
- 7/26. Chief DeGiusti attended the regular monthly meeting of the Police Advisory Commission.