



Memorandum

To: Mayor Edmonds and City Council Members
From: Darwin McClary, City Manager
Date: June 29, 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
Total	\$232.54

City Clerk/Treasurer's Office

- The mass Absent Voter ballots from the city's permanent list were delivered to the United States Post Office on Wednesday, June 27, 2018 for mailing. Voters should begin receiving them next week.
- The last day to register for the August 7th Primary Election is July 9, 2018 at 5:00 p.m.

- The City Clerk will be requesting to amend the fee schedule at the July 17th meeting to include an increase in parking fine.
- The Clerk's Office is currently reviewing agenda management software and will have a recommendation to City Council by the first meeting in September.
- Demos have also been scheduled to review case management software for the Administrative Hearings Bureau (AHB).
- A Part-Time Clerk Assistant position was approved by City Council, and the City Clerk would like to combine the position with the current Part-Time Treasury Technician position to create a Full-Time position. Benefits would include less turnover and more cross-training.
- The conversion to the new Complus Data parking software is on track and scheduled to go live August 1st.

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.** Two bids were received and opened on Thursday, June 28 at 2:07 pm. Saladino is the apparent low bidder. After the bids are reviewed, the project will be awarded and brought before council for approval. Council approved the Sub-Recipient Agreement with the Washtenaw County's Office of Community and Economic Development during the June 19th Council Meeting.
- **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/Repair.** Scheduled to start towards the end of the week of July 2nd.
- **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.
- **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 is scheduled to continue this week.
- **Maus/Prospect Intersection.** DPS Staff, along with OHM, are soliciting bids for the different scope of work required to complete this project.
- **Project Mow.** The sheep have completed the hill sides in Riverside and Frog Island Parks. The next area will be Penn Park to help eradicate the poison ivy in the area.
- **Tree Removals.** Four trees were removed in June.
- **Parking Lot Maintenance.** The Washington Street and Adams Street parking lot will be patched, seal coated and restriped on Saturday June 30th and Sunday July 1st. Council has allocated funds to repair, sealcoat and restripe the South Huron Parking lot. DPS staff will solicit

bids for the required work.

Department of Community and Economic Development

- **Trail Remediation.** The structural borings came back indicating that the placement of the stones as required by the DEQ would not change the structure of the bank and the stones have been ordered. Once placed, we can work with the DEQ to get the trail reopened.
- **Bell Kramer Updates.** The final round of testing has been moved to the middle to end of July.
- **Riverside Park Universal Playground.** The city was awarded a \$60,000 grant from the Washtenaw County Parks and Recreation Commission. We are working on releasing the bid documents and getting a plan for the benches.
- **Road Diet Request for Qualifications.** RFQ's received and a subcommittee will be making a recommendation to the City Council on July 17th.
- **Parking RFP.** MML Released the Parking Strategy RFP and we are waiting for responses.
- **Sustainability Initiative.** Staff in beginning discussions with Ann Arbor to partner with an initiative to assist some residents incorporate sustainability measures in their homes.
- **Streetscape Maintenance.** DDA has ordered additional hanging baskets to help beautify Downtown.

Fire Department

Activity Report:

	May 2018	June 2018
Fire Calls	64	70
EMS Calls	111	104
Inspections	9	4
Non-emergency requests	1	4
Training hours	82.25	36

Hiring:

- Three persons are currently going through background checks.
- We are accepting applications for entry level firefighter until July 31st. Details are posted on our website.

Grants: Neither AFG or SAFER grants were distributed so far.

Fiscal Services

- Finalized and submitted the Personal Property Tax Reimbursements (form # 5176) for all TIF Districts.
- Prepared/compiled budget adjustments for the June 5th and June 19th Council budget meetings.
- Attended the Michigan Department of Treasury, Local Government services seminar on Understanding the Basics of Assessing for Local Unit Officials.

- Meeting with Washtenaw County Office of the Community & Economic Development regarding the Senior Nutrition Program Fiscal monitoring.
- Preliminary meeting to discuss the audit engagement with the new City auditors, Mark Kettner of Rehmann Robson, Daniel Clark and Brian Aquino of Clark Schaefer Hackett.

Human Resources

- **New Hires:**
Jamonte Horton; Police Officer; 6/18/2018
Sarah Stachnik; Intern Economic Development; 6/18/2018
- **Separations:**
Nathan Darling; Firefighter; 6/16/2018
- **Retirements:**
None

Police Department

Activity Report:

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

April	May	June
1210 Calls for Service	1164 Calls for Service	1059 Calls for Service
72 Arrests	80 Arrests	48 Arrests
159 Tickets Issued	140 Tickets issued	69 Tickets issued
220 Case Reports Written	226 Case Reports Written	240 Case Reports Written

Personnel:

The Police Department was able to hire Jamonte Horton who started his Orientation and Field Training program on June 18th. The hiring process is on-going and the department again interviewed applicants on June 28th. Sourcing Requests were sent to HR for a part-time Records Clerk, Code Enforcement Officer and Two Police Officers.

6/9. Chief DeGiusti attended the Heritage Park Association meeting to discuss neighborhood reports and issues.

6/13. Chief DeGiusti attended the Curriculum of Care - Law Enforcement committee meeting. The purpose of this sub-group of the County CoC is to seek better alignment of resources for homeless

persons that have contact with the police. Several gaps have been identified and the group will continue to meet until recommendations can be made to the County CoC.

6/17 - 6/21. Officer Jorden Judge spent the week at the Michigan State Police Academy as part of the Michigan Youth Leadership Academy. Officer Judge was a mentor/instructor in partnership with EMUPD, WCSO and MSP. The class was made up of 12 to 14 year old girls from Ypsilanti and Ypsilanti Township and they participated in many activities including, team building exercises, tour of the U of M Stadium, SCUBA in the MSP pool and much more. There was no cost to the students for this program.

6/18. The Washtenaw County Mental Health Diversion Council had the third meeting. The group established ultimate outcomes and then began to develop Definitions for those outcomes, periodic goals for each of the outcomes and ideas for short term and long term strategies. The group will continue to meet to refine the ideas presented as well as examine some data that was requested to narrow the scope of the problems.

6/18. Chief DeGiusti joined the Sheriff and other law enforcement leaders in the county for the annual Gun Safety Week press conference. This year the event was mostly youth driven with several young community members making comments.

6/21. The department participated in the Youth Safety meeting. Summer programming was discussed and youth employment opportunities were shared. A report from AAATA revealed that it has been many weeks since there has been a serious disturbance at the Transit Center.

6/28. The first meeting of the Ypsilanti Police Advisory Meeting was held at 7:00pm in the Council Chambers. The meeting minutes should be available. The next meeting will be on 7/26 at 7:00pm in the City Council Chambers.