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## Memorandum

To: Mayor Edmonds and City Council Members

From: Darwin McClary, City Manager

Date: August 31, 2018

Subject: Council Information Letter

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### 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
July 2018	\$27.60
<b>Total</b>	<b>\$290.44</b>

## City Clerk/Treasurer's Office

- Last day to register for the November General Election is October 9<sup>th</sup>
- The Clerk Department will be open on Saturday, November 3<sup>rd</sup> until 2 pm for the purpose of issuing Absentee Ballots.
- On August 20<sup>th</sup> the Clerk Department received a FOIA from "Emily". This FOIA was submitted to many Michigan Jurisdictions and asked for the following:
  - i. Election Day Ballots and Related Materials
    - 1. Copies of all ballots cast and counted on election day
    - 2. Copies of all ballots cast on election day but not counted, along with reason
    - 3. Any and all records containing information regarding rejected or spoiled ballots
  - ii. Absentee Ballots and Related Materials
    - 1. Copies of all absentee ballots returned that were deemed to be eligible for counting
    - 2. Copies of all absentee ballots returned that were not counted
    - 3. Copies of all absentee ballot envelopes
    - 4. Copies of AV applications
    - 5. Individuals on permanent voter list
  - iii. Provisional Ballots and Related Materials
    - 1. Copies of all provisional ballots that were deemed eligible for counting
    - 2. Copies of provisional ballots that were deemed ineligible for counting
    - 3. Any records containing names of all individuals who cast a provisional ballot and the reason they were not allowed to cast a regular ballot

The Clerk Department has been working with the Attorney's Office and have submitted a good faith estimate and is awaiting reply. Currently the chain of custody prohibits anyone other than the Clerk or Designee (Deputy Clerk) from touching ballots, however, the chain of custody ends in September. The ballots were scheduled to be destroyed in September, but due to the request will need to be retained at least until after the FOIA is complete, or a year elapses without response.

## 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. The DTE inspections have been completed I am waiting for their proposal to convert to LED lighting.
- **Sidewalk Ramp Replacement Program**- Council approved the bid submitted by Saladino for the 2018 CDBG Ramp Program during the July 17th Council Meeting. The Installation of the ADA compliant ramps has begun and continues at the Huron/Arcade intersection.
- **Pavement Resurfacing Program**- I will be bringing the proposal from OHM for design engineering services for W. Cross, Wallace to the City limits to Council for their approval.
- **Street Sweeping**-The second round of street sweeping has been completed.
- **Catch Basin Cleaning/Repair**-To this date seven 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 make sure Mich Con completes the restoration of these areas.
- **YCUA Road Cut Repairs.** YCUA has submitted their Phase II list of utility cut repairs. This work will begin soon.
- **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>. The Prospect Maus Intersection Improvements Project is 85% completed. The intersection was milled and paved on Thursday, August 30<sup>th</sup>. Remaining work includes the installation of traffic loops and pedestrian signal push button pedestals. WCRC has not revealed the schedule for resurfacing Emerick. Severance Electric will be in sometime within the next two weeks to begin the traffic signal work.
- **Project Mow.** The next area may be Penn Park to help eradicate the poison ivy in the area.
- **Tree Removals.** No trees were removed in August, several branches were removed.
- **Parking Lot Maintenance-** The South Huron Parking lot repair projects was completed on August 26<sup>th</sup>

## Department of Community and Economic Development

- **Trail Remediation.** The stone has been placed on the trail. The DEQ will be done with their review by September 15, 2018 and we should have a clear direction on when the trail can open.
- **Riverside Park Universal Playground.** The city has signed a contract with Washtenaw County and Sinclair Recreation for the project. Sinclair Recreation is working on the Section 3 plan with Washtenaw County and once its completed, we can schedule the installation.
- **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 is working on getting warrants for the property. Once the warrants are obtained, we can inspect the buildings and make a determination on the state of the structure.
- **Developments.** The Patient Station Parking Lot site plan was approved at the last Planning Commission meeting. The meeting also has special use permits for 11 N. Normal and 2 N. Normal.
- **2018 Property Maintenance Code Update.** City Council will be receiving an updated property maintenance code for 2018. The code changes will include more in-depth fire regulations.
- **New Businesses.** Common Source Acupuncture DDA Grant - The Ypsilanti DDA was awarded a \$300,000 Façade Grant. We are having a check presentation on September 10, 2018 at 11 am. Location to be determined. We will email you all with the details.

## Fire Department

### Activity Report:

		July 2018	August 2018
Fire Calls	73	124	60
EMS Calls	113	77	122
Inspections	5	18	9
Non-emergency requests	0	10	11
Training hours	36	23.5	81

### Grant:

- The City was awarded a grant to hire 4 firefighters. Our fire suppression staffing will be at 21. We already started the process of establishing an eligibility list to hire new personnel. We will be conducting interviews mid-September.

### Fire Prevention:

- The fire department is still in the process of reinstating the fire safety re-inspections program. We are targeting businesses that have not been re-inspected over several years and work our way down. Fee schedule will be applied to businesses that are not in compliance by the second re-inspection.
- The City of Ypsilanti firefighters will be conducting fire prevention education at the Heritage Festival. Thank you to the Saline Fire Department for letting us use their smoke house trailer.

## Fiscal Services

- Prepared data and schedules for the audit.
- Prepared and filed the Lobby Registration financial Report Summary.
- Prepared data for the F & P Actuarial Valuation.
- Interviewed and hired the part-time Finance Generalist.
- Set up the purchase order users, security measures, approval levels, requisition approval levels, approval authorization maintenance, department code maintenance, and ship to codes.
- Set up and attended a purchase order training for all department heads and employees.
- Prepared the bi-monthly distribution of tax collection and disburse them to their taxing units.

## Human Resources

- **NEW HIRES:**  
Jeanette Fallon; Part-Time Records Clerk, 8/31/2018  
Amanda Turnwald; Fire Fighter, 8/6/2018  
Amber Wardia; commission Secretary; 8/17/2018  
Kacy Prichard; Building Secretary; 8/29/2018

- **SEPARATIONS:**  
None
- **RETIREMENTS:**  
None

## Police Department

### Activity Report:

Following are the statistics for the current period reflected by the past three months with one day remaining in august:

June	July	August
1164 Calls for Service	1157 Calls for Service	986 Calls for Service
61 Arrests	63 Arrests	37 Arrests
72 Tickets Issued	97 Tickets issued	70 Tickets issued
268 Case Reports Written	249 Case Reports Written	183 Case Reports Written

### Personnel:

Probationary Officer Jamonte Horton is progressing well and just started Phase 3 of the FTO Program. Police Officer Jamaica Skender transferred to code Enforcement and is currently in training. Two candidates have been offered positions with the department and are currently going through the final testing. This will bring the department to 27 and we are currently reviewing applications for the final and 28<sup>th</sup> position for this year's budget.

- 8/16. The Police Department met with some Depot Town business owners to discuss issues in Frog Island Park and Tuesday Bike Nights. Periodic checks of the part and increased enforcement on Bike Nights are planned.
- 8/21. The Police Department attended the Ypsilanti/EMU gathering at the President's Residence.
- 8/22. Chief DeGiusti attended the Washtenaw County Mental Health Diversion Council meeting..
- 8/22. Lieutenant Yuchasz attended the WashtenawCountyCurriculum of Care (Homeless/Housing issues) meeting.
- 8/23. Chief DeGiusti attended the Youth Safety Meet-up at City Hall.
- 8/23. Chief DeGiusti attended the Regular monthly meeting of the Police Advisory Commission.

8/24. Parkridge Festival/Joe Dulan Day: Despite the weather, the event was well attended. The Police Department spent a couple of hours engaging the attendees. No law enforcement issues were reported.

8/24 – 8/26. Heritage Festival: Minimal issues with some intoxicated persons. No arrests were necessary during the festival.

8/29. The Police Department met with business owners and others from the downtown to discuss safety and juvenile issues.