



## Memorandum

To: Mayor Edmonds and City Council Members  
From: Darwin McClary, City Manager  
Date: November 29, 2018  
Subject: Council Information Letter

### City Manager's Office

#### Simple Recycling Report

The City began a partnership with Simple Recycling beginning October 2015. The City receives one penny per pound of home goods recycled and has received a total of \$1140.47 to date.

Simple Recycling Billing	
Month	Amount Paid
Oct-2019	\$36.69
<b>Total</b>	<b>\$36.69</b>

### City Clerk/Treasurer's Office

- The Clerk's Department has signed a contract with Solid Circle for records management and streamlining of the Administrative Hearings Bureau process.
- The Clerk's Office continues to work with iCompass to implement the agenda management software. It is our desire to be using the software by January with integrations of Staff and Council soon thereafter.

- The City Manager is working on the audio upgrades in the Council Chamber. These upgrades will occur simultaneously with the implementation of live-streaming.
- The Clerk Department received confirmation on November 15<sup>th</sup> that the Board of Canvassers certified the November 6<sup>th</sup> General Election. The voter turnout for the election was 46.46%, up from 32.26% for the 2014 Gubernatorial Election. 1,459 AV Ballots were sent during the election with 1,364 returned; slightly above the 2016 Presidential General, in which, the Clerk Department sent 1,452 AV Ballots with 1,359 returned. The 2014 Gubernatorial Election 920 AV Ballots were requested and 859 returned.
- The current Board and Commission Vacancies are as follows:
  - Human Relations Commission
    - 2 Regular Members
    - 1 Youth
  - Parks and Recreation
    - 1 Regular Member
    - 3 Youth
  - Ethics Board
    - 1 Regular Member
  - Police Advisory Commission
    - 1 Regular Member
    - 1 Youth
  - Civil Service Commission
    - 1 Regular Member
  - Zoning Board of Appeals
    - 1 Regular Member
    - 2 Alternates
  - Dangerous Buildings Officer
    - 1 Regular Member

## Department of Public Services

- Recreation Park Pavilion Roof and structure has been repaired. Structural support, which was mentioned in earlier report to council on park restroom evaluation, has also been addressed.
- DTE repair on Hamilton at Harriet intersection is completed.
- Our order of 400 tons of salt to top off our seasonal start has been received.
- Started Metro Act ramp book and project preparation.
- Started bike rack installation project at different locations throughout Down Town and Depot Town in coordination with the Planning Dept.

- Decorating City with Christmas lights, ribbons, and garlands in areas agreed upon by DDA.
- Recycling Center site demolition to begin first week of December.
- Added new Bobcat equipment with attachments, purchased from Duible Equipment.

## Department of Community and Economic Development

- **Water Street Trail.** A bike rack was installed on the south side of the bridge along with a bike fix station donated by the Friends of the Border to Border Trail.
- **Riverside Park Universal Playground.** Construction is complete and the sign is being fabricated for the Liz Dahl McGregor Memorial Playground. An official dedication will be scheduled when we get a date for the installation.
- **Parking Strategy Public input session.** Staff will be holding a public input session on the Parking Study Project on December 5, 2018 at City Hall. Please attend if your schedule allows. The following week, stakeholder input sessions will take place.
- **Developments.** A public hearing for a rezoning for 9 Casler Street is being proposed to go from CN Mid to CN. The Planning Commission approved a site plan for 534 N. Huron (Keg Party Store) pending ZBA approving variances. We have had to cancel two ZBA meetings due to lack of members and attendance.
- **MDNR Conversion/Rutherford Pool Grant.** Work continues at the site. DTE has removed the power from the buildings, paving the way for demolition. We are hoping to see the buildings and fence come down ASAP.
- **Thompson Block.** As mentioned last month, work continues on the site. In the next few months, you will see more materials on site and work continue. Floor structures are being placed as of November 30.
- **Property Disposition Policy.** There has been a request to remove the homestead clause on the deed for 314 Parsons Street property. This is the last piece of property the city has for sale under the Property Disposition Policy. Staff is working on a presentation of the success of the NEZ and PDP programs for the December 18 meeting.
- **Depot Town Tree Lighting.** Sponsored by the DDA and the Depot Town Merchants, was extremely successful. We are hoping to build upon these events as we move toward next year.
- **Holiday Lighting and Decorations.** The DDA holiday lighting has mostly been installed with some lights being added as DPS can get to it. In addition, the CVB has graciously funded the holiday greenery in the flower pots this season.
- **First Fridays.** Scheduled for December 7. This will be the last "First Fridays" until April 2019. Please come and check out the many great events happening throughout the DDA Districts.

- **Recycling Cards** – Staff has processed 225 Recycling Cards. Additional cards are being printed and we will be doing a large push to inform residents of the new program once the cards are received.

## Fire Department

### Activity Report:

	<i>September 2018</i>	<i>October 2018</i>	<i>November 2018</i>
Fire Calls	80	76	53
EMS Calls	143	122	108
Inspections	5	8	1
Non-emergency requests	13	8	6
Training hours	59.75	65.5	45.5

### Hiring:

- Two out of four background checks to fill the four SAFER positions have been completed.

### House Fire:

- The Fire Department responded to a house fire at 607 Washtenaw on Friday, November 23<sup>rd</sup> at 5pm. The three story house was subdivided into five apartments. The fire ran between floor spaces and walls for several hours before it was discovered, causing very precarious conditions. Thank you to the Ypsilanti Township, Superior Township, Pittsfield Township, Ann Arbor City and Ann Arbor Township fire departments for their assistance. Thirty-eight firefighters were used to control this three alarm fire. There is no injury to report. The fire investigation is still in progress.

### Apparatus:

- Engine-3 is out of service for about two weeks to rebuilt part of the engine.
- Tower-1 is still out of service and is expected to be back mid-December.

## Fiscal Services

- Compiled data for the Fire & Police pension active members for the annual actuarial valuation.
- Reviewed and Amended the Comprehensive Annual Financial Report draft # 1 for FY 2017-18. The CAFR will be presented to Council on 12/18/2018.

- Completed and submitted the Financial Data Analytic Tool Reimbursement Request of \$5,326.35 to the State of Michigan, Department of Treasury. State will reimburse all local units 50% of the amount requested. The requested amount was for the licensing agreement with Munetrix, the State of Michigan approved data analytic tool vendor, that will provide the CVTRS reports for submission to the State of Michigan.
- Completed and will file on November 30, 2018 the City, Village, and Township Revenue Sharing (CVTRS) report to the State of Michigan. The deadline for filing the report is 12/1/2017. This report would qualify the City to receive the full CVTRS payment of \$2.5 Million.
- Reviewed, interviewed, selected and offered, the Deputy Finance Director/Deputy Treasurer's position to the best, brightest and most qualified applicant, Rheagan Basabica. Congratulate Rheagan on his new challenging role in the City of Ypsilanti.
- Updated the tax rates, balanced the assessing and tax data, reviewed the winter tax bills, sent the tax data for printing, and mailing of the winter tax bills on November 30, 2018.
- Attended the Washtenaw County Treasurer Association meeting in Milan.
- Prepared the Health care comparison analysis to guide Council on their decision to comply with PA 152 hard cap or 80/20.
- Prepared the SAFER budget amendments and determined the surplus and shortages on each fiscal years.

## Human Resources

### New Hires:

Christopher Jacobs; DDA Coordinator/Community Development Manager; 11/5/2018  
 Jeremy Duford; Police Officer; 11/26/2018  
 Jared Gorman; Police Officer; 11/26/2018

### Separations:

Lisa Tsolis; Human Resources Assistant; 11/26/2018  
 Jordan Judge; Police Officer; 11/30/2018

### 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 November:

September	October	November
1338 Calls for Service	1330 Calls for Service	867 Calls for Service
58 Arrests	68 Arrests	35 Arrests
97 Tickets Issued	115 Tickets issued	82 Tickets issued
224 Case Reports Written	255 Case Reports Written	181 Case Reports Written

### Personnel

- Officer Jordan Judge resigned to take a position with the Wyandotte Police Department. Probationary Officer Horton has completed the FTO Program and has been assigned to a shift. Probationary Officer Squirewell is finishing up the FTO program and will be assigned to a shift in early December. Probationary Officers Gorman and Duford started orientation on November 26, 2018. One candidate remains in the background investigation which should be completed shortly.
- November 5, 12, 19 and 26. Chief DeGiusti or Lieutenant Yuchasz attended the weekly Parkridge Community meetings.
- November 7. Chief DeGiusti attended the Youth Safety Alliance meeting at ACCE.
- November 10. Chief DeGiusti attended the Heritage Park Association meeting.
- November 27. Meeting with Human Trafficking Group COPAC Meeting.