



Memorandum

To: Mayor Bashert and City Council Members
From: Darwin McClary, City Manager
Date: January 31, 2019
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 thru September 2018.

Simple Recycling Billing	
Month	Amount Paid
Oct-2019	\$36.69
Nov-2019	\$22.49
Dec-2019	\$19.23
Total	\$78.41

City Clerk/Treasurer's Office

AHB

- 118 Liens have been filed and 19 are in lien process.
- AHB Software is almost complete. Implementation should be either March or April.

Legislative Software Management

- Clerk training for iCompass is almost complete.

Elections

Updated Bills or Resolutions:

- [HB 4700 of 2017 \(PA 611 of 2018\)](#)
Elections; precinct delegates; provision related to allowing precinct delegates to file as a write-in on election day; eliminate, and modify certain references to board of primary election inspectors. Amends secs. 605, 607, 608, 625 & 737a of 1954 PA 116 (MCL 168.605 et seq.).
Last Action: 12/31/2018 assigned PA 611'18

The County Clerk will now certify precinct delegate races, rather than election inspectors (gone are delegate booklets as we know them), and the county is now the filing official for delegate write-in declarations of intent filed up to the Friday prior to Election Day. Delegate candidates can still file write-in declarations of intent at their precinct on Election Day (the original version of this bill would have set the deadline for delegate write-ins to the 2nd Friday prior to Election Day without the ability to file at the polls).

- [HB 5992 of 2018 \(PA 620 of 2018\)](#)
Elections; offenses; election forgery; establish as a chargeable offense. Amends 1954 PA 116 (MCL 168.1 - 168.992) by adding sec. 933a.
Last Action: 12/31/2018 assigned PA 620'18 with immediate effect
- [HB 6107 of 2018 \(PA 649 of 2018\)](#)
Elections; offenses; felony penalty for signing a petition with multiple names; provide for. Amends secs. 544c, 590h, 685 & 954 of 1954 PA 116 (MCL 168.544c et seq.) & adds sec. 482a.
Last Action: 12/31/2018 assigned PA 649'18 with immediate effect
- [HB 6595 of 2018 \(PA 608 of 2018\)](#)
Elections; petitions; petition circulator for constitutional amendments, initiatives, and referendums to indicate if he or she is paid or a volunteer; require, and provide limitations on certain petition signatures. Amends secs. 471, 477 & 482 of 1954 PA 116 (MCL 168.471 et seq.) & adds secs. 482a & 482b.
Last Action: 12/31/2018 assigned PA 608'18 with immediate effect
- [SB 1095 of 2018 \(PA 627 of 2018\)](#)
Elections; local; filing of nominating petitions for city elections; clarify. Amends secs. 321 & 646a of 1954 PA 116 (MCL 168.321 & 168.646a).
Last Action: 12/31/2018 ASSIGNED PA 627'18 WITH IMMEDIATE EFFECT 12/31/18 ADDENDA

This standardizes the 15th Tuesday prior to the election as the filing deadline. Previously, one city in Washtenaw County had a different filing deadline in even years than other cities.

- [SB 1238 of 2018 \(PA 603 of 2018\)](#)
Elections; other; general amendments to the Michigan election law; provide for. Amends secs. 2, 3, 31a, 491, 495, 497, 498, 500d, 509w, 509x, 523a, 759, 761, 765, 811, 813 & 829 of 1954 PA 116 (MCL 168.2 et seq.); adds secs. 493a, 499e & 761b & repeals secs. 524 & 758 of 1954 PA 116 (MCL 168.524 & 168.758).
Last Action: 12/31/2018 ASSIGNED PA 603'18 WITH IMMEDIATE EFFECT 12/31/18 ADDENDA

Many changes here, mostly related to the implementation of Proposal 3, including:

- Post-election audits must include an audit of results of at least one race (we began doing this with the most recent audits)
- Automatic voter registration when applying for or changing address on a driver license or state ID if:
 - Voter indicates they are a US Citizen
 - Voter is not less than 17-1/2 years of age; a resident of MI; and a resident of the township or city (previous statutory language related to voters who will have those qualifications by the next election is now deleted)
 - Voters may opt-out of being automatically registered
- Voters may register by mail, online or in-person up to 15th day prior to election
- Voters may register in-person (only) at the Clerk's office between the 14th day prior to election and on Election Day.
- Voters registering in-person between 14th day before election and on Election Day must provide:
 - Driver license or state ID, OR:
 - Other ID on existing list (passport, military ID, student ID, etc), AND a utility bill, bank statement, paycheck, government check, or "other government document", OR:
 - Sign affidavit of voter not in possession of ID, AND provide a utility bill, bank statement, paycheck, government check, or "other government document".
 - Voters who register at the clerk's office from 14th day before election through Election Day and do not provide driver license or state ID must be issued a challenged ballot.
- Voters who register to vote on Election Day may be issued an AV ballot on Election Day, deadline for all others remains 4pm the day before.
- Deadline to submit AV application to have ballot mailed to voter is 5pm on Friday prior to election
- Notice of where/when clerk will be present to register voters must be posted/published 30 days before election.
- Clerks must be available for 8 hours on the Saturday or Sunday (or a combination) immediately before election to receive in-person AV applications.
 - SOS must be told and notice must be posted 30 days prior to election day of weekend AV hours
- Clerk's office must be available to voters to register/be issued AV ballots entire time polls are open on Election Day.
- Satellite locations to issue AV ballots may be used

Department of Public Services

- **DTE.** One crew in Ypsilanti through January working on the Sherman main project; assisting contractor and 799 Hewitt tap for contractor
- Preparation for the colder or winter season by testing equipment and their range of attachments
- Graded alleys throughout city that have been known for issues as well as other gradable alleys
- Building repairs dealing with heating and electrical at City Hall, Parkridge and Police Department
- Managing the snow fall and rain with this varied range of temperatures
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Department of Community and Economic Development

- **Developments.** Planning Commission is hearing the following reviews:
 - 9 Casler – rezoning to allow for a rooming house
 - 708 Pearl – Site Plan Review for multifamily residential
 - 307 River (Cultivate) – Site Plan Review for parking lot
- **DDA Meet and Greet.** The DDA held a meet and greet at 734 Brewery on January 28, 2019. Even though the weather did not cooperate, we still had approximately 40 business owners in attendance.
- **Recycling Cards.** Staff has processed 395 Recycling Cards to date.
- **Medical Marijuana.** Staff has created a process for Medical Marijuana Dispensaries and will be presenting it before the city council in February.
- **Grants.** Staff is working to create a process for grant with the Friends of the Rutherford Pool.

Fire Department

Activity Report:

	November 2018	December 2018	January 2019
Fire Calls	57	56	192
EMS Calls	121	111	149
Inspections	3	5	2
Non-emergency requests	6	2	0
Training hours	54	64	0

Separations:

- Fire Chief Max Anthouard's last duty day was January 11, 2019 due to retirement.
- Firefighter Bruce VanGemert resigned and his last duty day was also January 11, 2019.

Hiring:

- We are still in the process of filling the SAFER grant. There are currently 7 probationary firefighters and 2 undergoing the hiring process.

Fire Responses:

- 1 call for Mutual Aid to Augusta Township.
- 1 call for Automatic Aid to Superior Township.
- 4 calls for Automatic Aid to Ypsilanti Township.

Apparatus:

- Tower 1 was out of service for 3 months. It is now back in service. Tower 1 has been out of service twice since its return in January.
- Engine 1 was out of service for transmission repairs.

Training:

- As a result of a change in software, we are not currently tracking training hours. Due to the high number of probationary firefighters training is almost constant.

Fiscal Services

- Prepared the department goals & accomplishments for this fiscal year, and department duties and responsibilities
- Attended the Council Goal setting and Council/Staff retreat.
- Submitted the January 2019 Winter Financial Report Summary to State of Michigan, Secretary of State.
- Printed, distributed, and mailed the 1099 Miscellaneous. Working on the W-2s and 1099R.
- Prepared list of contacts and things to do daily, weekly, bi-weekly, monthly, quarterly, every six months, and annually.
- Prepare Incode for budget input.
- Distribute the budget worksheet to all departments.
- Completed site inspection of properties with permits for new and additional improvements for 2019.
- Completed annual personal property canvass in preparation for the mailing the personal property statements.
- Gathered and analyzed sales data and determined sales ratios and land values and prepared the Economic Condition Factor (ECF) analysis.
- Preparation for 2019 March Board of Review

Human Resources

New Hires:

Doug Carpus; Firefighter; 1/3/2019
Joe Valentine; Firefighter; 1/4/2019
AJ Ivacko; City Manager Intern Unpaid; 1/9/2019
Monica Hubahib; HR Assistant; 1/29/2019

Separations:

Yusuf Toure; Equipment Operator; 1/15/2019
Kenneth Brown; Police Officer; 1/20/2019
Bruce Van Gemert; Firefighter; 1/25/2019

Retirements:

Max Anthouard; Fire Chief; 1/18/2019
Marilou Uy; Finance Director/Treasurer; 1/25/2019

Police Department

Activity Report:

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

November	December	January
1086 Calls for Service	982 Calls for Service	1006 Calls for Service
52 Arrests	39 Arrests	39 Arrests
95 Tickets Issued	67 Tickets issued	80 Tickets issued
224 Case Reports Written	255 Case Reports Written	181 Case Reports Written

Personnel

- Probationary Officer Squirewell has finished the FTO program and has been assigned to a shift. Probationary Officers Gorman and Duford are smoothly negotiating the FTO process and should be assigned to a shift in early March. One candidate has completed the final testing and a start date is imminent. One candidate has completed the background investigation and a conditional offer of employment will be tendered in the next few days. Two other candidates are currently in the background investigation phase of the hiring process.

- Weekly Parkridge Community meeting attended by Chief DeGiusti on January 7 and Officer Taite on January 14th.
- January 10. Chief DeGiusti attended the Youth Safety Alliance meeting at AAATA Main Office.
- January 11. Chief DeGiusti attended the Chiefs' and Superintendents annual meeting regarding school safety.
- January 14. Chief DeGiusti and Lieutenant Yuchasz were invited volunteers for "Meals On Wheels" and delivered meals to elderly citizens in the community.
- January 14. Officer Taite started his duties as the DDA Officer.
- January 16. Chief DeGiusti and Lieutenant Yuchasz took a meeting with the "Handle With Care" group. This is a program for police officer to notify schools in the event a school aged child is exposed to a traumatic event. No details of the event are disclosed to the school, but it does allow them to understand if there are changes in behavior and to be able to support that child in the right way.
- January 16. Chief DeGiusti attended the Washtenaw County CoC regarding homelessness issues.
- January 22. Chief DeGiusti and Officer Taite met with the Ypsilanti Library to discuss current and on-going issues regarding the youth in the Library.
- January 22. Chief DeGiusti attended the Ypsilanti City Council Goals session #1.
- January 23. Chief DeGiusti attended the Council / Staff Retreat at the Senior Center.
- January 24. Chief DeGiusti attended the Ypsilanti Police Advisory Commission Town Hall meeting at the Senior Center.
- January 29. Chief DeGiusti attended the Ypsilanti City Council Goals session #2