

COUNCIL INFORMATION LETTER

JANUARY 2020

FEBRUARY 3, 2019

City of Ypsilanti
Frances McMullan, City Manager



City Manager Office

- Attended A2Zero Partners-only meeting and equity training
- Attended A2Y Leadership Local Government Day at EMU and presented on the services the city provides and how it works as a unit of government
- Census Complete Count Commission Update January 9th – Items discussed:
 - Census will be using a reminder system that will possibly send out 3-4 reminders beforehand
 - Mobile Assistance Units will be available by Census (i.e. food trucks) and will be in potential “high traffic areas” (downtown, stadiums, etc.)
 - Low internet neighborhoods and people with unique addresses will receive a paper form for the census
 - There may be some duplications, but they would rather have an over count than an undercount
- Met with Legal Counsel Steve Schwartz on January 21st to discuss POAM
- Met with staff on January 24th to discuss Freighthouse transition and form Transition Advisory Committee
- Met with staff regarding Marihuana licensing and applications
- Met with DPS Director regarding recent snow removal event and revisions to snow removal process
- Set up budget calendar with Department Managers
- Attended Michigan Municipal Executives (MME) Winter Institute in Gaylord, MI, January 28-31, 2020

City Clerk Office

1. Elections
 - a. Election Inspectors are being actively recruited
 - b. Polling Location Maps of the City/Wards have been created and will be sent to print at the beginning of February.
 - c. Staff held a voter registration/Proposal 18-3 Information event at EMU on January 15th
 - d. Staff will be training students for voter drives on January 29th at EMU from 5 to 7 pm.
 - e. Public Accuracy Testing has been noticed for February 4th at 10 am. AV ballots will be available for pick-up on February 5th and the mass mailing will occur on February 7th.
 - f. Starting in February the Clerk Department will stay open until 6 pm to register voters and process AV ballots.
2. Administrative Hearing Bureau
 - a. 24 additional liens have been filed in the amount of \$9,465
3. The previous Council microphones were placed on bidet and sold.
4. Staff met with Seamless Docs to discuss transitioning to online fillable forms when legally permitted. We expect to have a proposal within the week. Staff will also be reaching out to other similar service providers.

Finance Department

- Submitted financial reports required by the State of Michigan
 - F65- Annual Local Unit Fiscal Report
 - Act 51- Street Financial Report
 - TAMC- Transportation Asset Management Council Annual Report
 - PA 202 Report- Retirement System Annual Report
 - Annual Disclosures
- W2-Wage and Tax Statement and 1099R-Distributions from pension were completed and filed to the IRS.
- Sent out instructions to the different departments in preparation for the budget
- PA 20- Investment of Surplus Funds Report as of 12.31.2019

CITY OF YPSILANTI				
INVESTMENT REPORT AS OF DECEMBER 31,2019				
1. SUMMARY OF INVESTMENT BY TYPE				
FY	2019-2020			
Date	12/31/2019			
TYPE OF INVESTMENT	12.31.2019	%		
COMMERCIAL PAPER	\$7,981,471	38.63%		
LGIP	\$8,079,059	39.10%		
CERTIFICATE OF DEPOSIT	\$4,520,629	21.88%		
MONEY MARKET	\$80,275	0.39%		
Grand Total	\$20,661,433	100.00%		
2. INTEREST EARNED PER QUARTER				
FY	2019-2020			
Quarter	2nd			
Sum of Interest	Column Label			
TYPE	10/31/2019	11/30/2019	12/31/2019	Grand Total
COMMERCIAL PAPER	20,538	13,977	13,754	48,269
LGIP	13,579	12,404	12,497	38,480
CERTIFICATE OF DEPOSIT	4,624	5,772	6,744	17,140
MONEY MARKET	1,790	2,230	4,191	8,210
Grand Total	40,530	34,383	37,186	112,099
AVERAGE RATE OF RETURN				
AVERAGE INTEREST INCOME	37,366			
ENDING INVESTMENT	20,661,433			
AVERAGE RATE OF RETURN	2.170%			
BENCHMARK 6MO TREASURY BILL RATE				
AS OF DECEMBER 31,2019	1.60%			

Human Resources

January New Hires:

First Name	Last name	Hire Date	Department
Brett	Macek	1/2/2020	Finance
Yousuf	Aboutaam	1/6/2020	Police Department

Planning & Development

Planning Commission/ZBA – Sticky Ypsi, 1090 N. Huron River: Special Use Permit for Recreational Marihuana Retailer, Patient Station, 539 S. Huron: Special Use Permit for Recreational Marihuana Retailer, 472 S. Hamilton: Variance to permit a 12’ wide paved parking space in front yard.

Grant – Renovations have begun on the Rutherford Pool and Council is working on the public engagement strategy for the Dam Removal.

Master Plan – Staff held a master plan work session on Bell Kramer and 220 N. Park St. We plan on holding one additional work session on density and accessory dwelling units. City Council heard input on the Public Participation Plan.

Marihuana – Marihuana application has been released and applications are due on March 4, 2020

Demolition – Staff is waiting on wrecking clearance to begin demo for 448 S. Huron.

DDA – Significant progress has been made on a number of grant projects including 100 W Michigan, 101 W Michigan and 209 Pearl. A tentative agreement for sale of the Riverside Arts Center Building to the Riverside Arts Center Foundation. Additionally, the DDA is in the process of installing kiosks, pay by phone technology, and enforcement of the Maple Street Lot in Depot Town.

Department of Public Services

- We are continuing to get closer to letting two road projects for this year. They are a road reconstruction project of W Cross between Courtland and Wallace and a road rehabilitation project of E. Cross between River and Prospect.
- We have worked with the State and they have the ability to contribute about 30% of our salt barn repair project. This will result in costs savings to the City.
- We are continuing to update our Parks and Recreation Master Plan and are currently working on the Capital Improvement Plan for the city.
- We have finalized our Ramp projects for the 2019 fiscal year and are currently working on selections for future programs.
- Border to border trail tree work will be occurring within the next few months. There have been nine (9) trees identified for removal on Grove and in Frog Island Park.
- We have been working on adjusting our snow removal policy to be able to address snow removal on sidewalks in a quicker fashion.
- Video inspections have been completed of a portion of the city’s storm sewers. OHM has been performing catch basin inspections as part of the evaluation associated with the SAW grant.
- We are continuing to work on our budget.

Police Department

Activity Report:

Statistics for the current period reflected by the past three months with eight (8) days remaining in January.

	November 2019	December 2019	January 2020
Arrests	68	81	39
Tickets	111	220	169
Calls for Service	1203	1333	1001
Reports	248	251	167

Personnel:

- Probationary Officer Donley has completed the FTO Program and is certified for solo patrol. Probationary Officers Smith and Eddings are in phase two of the FTO Program and are progressing well. Officer Aboutaam started with the Department on January 6th and has completed orientation and started phase one of the FTO program.
- K-9 Officer Anthony Schembri announced his intent to retire in March. The Department will start the process to find our next K-9 officer soon.
- Officer Ashley Kofahl was promoted to Sergeant on January 11th.

January 6 and 13 – YPD was present for the weekly Parkridge Community meeting.

January 8 – Chief DeGiusti made a short presentation to the A2Y Leaders Class reference the Ride Along Program and the upcoming Criminal Justice Day.

January 10 – Chief DeGiusti attended the annual Police Leaders and School Superintendents meeting at Washtenaw ISD.

January 11– Chief DeGiusti attended the Heritage Park Association Meeting.

January 20 – Chief DeGiusti participate as a panelist for a Social Justice event at the New Hope Baptist Church in Ann Arbor.

January 23 – Chief DeGiusti attended the Ypsilanti Police Advisory Commission monthly meeting.

January 27 – Lieutenant Yuchasz and Officer Taite attended the weekly Parkridge Meeting.

January 27 – YPD as well as other City Depts conducted the annual Cannabis Facility Inspections.

January 28 and 30 – The entire Police Department is attending a Mental Illness First Aid training as part of the IACP “One Mind Campaign.”

Fire Department

Activity Report:

	January 2020	February 2020	March 2020
Fire & EMS Calls	170		
Inspections	3		
Non-emergency requests	6		

Training Update:

- The following trainings/classes occurred during the month of January:
 - B-Pack
 - Ropes and Knots
 - SCBA/RIT
 - Hose Deployment
 - SKED Training
 - May Day/Size up

Apparatus Update:

- 1/20 Tower 1 OOS
- 1/28 Tower 1 to Caterpillar for repairs
- 1/29 Tower 1 back in service
- 1/24 Engine 3 OOS for brake problems
- 1/25 E-3 brakes repaired- in service

Capital Improvement:

- Dorm Lockers Replaced

Notes:

- ISO evaluation completed, waiting on results.
- Fire Department replaced AED's in city owned buildings.

Application Status:

- 3 candidates previously started in background checks and psyche evals. 1 candidate completed the process and has been offered employment, verbally accepted.
- Started the last 3 eligible applicants in backgrounds and psyche evals.