

COUNCIL INFORMATION LETTER

NOVEMBER 2019

DECEMBER 2, 2019

City of Ypsilanti
Frances McMullan, City Manager



City Manager Office

November 6 – Attended a special meeting with DAY regarding downtown safety issues including parking, lighting and panhandling

November 13 – Attended Washtenaw County Women Breaking Barriers symposium with Governor Gretchen Whitmer

November 14 – Discussion with Washtenaw International Students on Local Government

November 14 – Census Complete Count Commission Update – Items discussed:

- Localizing census outreach strategies for local citizens
- Searching for more strategies and ideas for public to be counted (public computers, kiosk, etc.)
- Libraries are looking into how they can better assist in the census
- There is a need for volunteers to assist librarians and those who are not computer literate to be counted during census week
- More census stations are needed, we discussed reaching out to more religious organizations
- Would like more outreach strategies to reach the Spanish speaking community
- Marketing and advertising the importance of the census via websites, flyers, bulletin boards, social media, and newsletters

November 19 – Washtenaw Regional Resource Management Authority (WRRMA) meeting:

- At the December meeting there will be an agreement between Washtenaw County and WRRMA to provide support services to WRRMA. This covers the director and assistant's time and any other administrative support. The contribution will be \$5,000 per community with the County matching \$5,000 for each community.
- Discussion about bylaws. Bylaws mostly reflect the Intergovernmental Agreement.
- Looking at January 10 to visit the MRF for the Southern Oakland County Group.
- Discussion on how to utilize a website for the Authority. The discussion centered around utilizing the website to provide information on recycling in general and information on how much recycling each community provides.

November 23 – Met with Michigan Municipal League staff to discuss tools needed for First Time City Managers

City Clerk Office

1. Elections

-
- a. Staff met with EMU representatives to schedule registration events for the March, August, and November Elections.
 - i. Currently scheduled events
 1. January 15 – 5-7pm
 - a. Staff will be providing presentations for changes caused by passage of Proposal 3
 - b. Be present to provide voter registration
 - c. Accept applications for AV Ballots
 - d. Recruit election inspectors
 2. January 29 – 5-7pm
 - a. Staff will be providing training for students that will participate in registration drives
 - b. Ypsilanti will participate in a pilot to track wait times at polling locations during the March Presidential Primary. The tool will be app based using ArcGIS and the public will be able to check wait times prior to arriving at the polls.
2. Administrative Hearings Bureau
 - a. Liens filed – 24
 - b. Lien letters sent/lien process began – 29
 - c. Additional hearing date has been added to the 2020 scheduled to address increased output by Building/Code Enforcement
 - d. Actively recruiting for a second hearings officer
 3. Clerk
 - a. Staff will provide training to staff members that act as liaisons to board and commissions on iCompass and streaming equipment. Estimated full implementation is end of January.
 - b. Clerk/Treasury Office will be reoriented to have front line staff facing the counter for a more welcoming environment (December 20th)
 4. Parking Ticket Revenue
 - a. November - \$23,868.60
 - b. FY 19-20 – 137,034.46

Finance Department

- Started to digitize our Cash Collection Registers and support for the FY 2019-2020
- Prepared our Winter Tax Bills for 2019. It will be sent out by Dec 1st to our residents

- Submitted our [City, Village and Township Revenue Sharing \(CVTRS\) County Incentive Program \(CIP\)](#) to the State of Michigan. This report is a requirement to receive the City's State Revenue Sharing approximately \$2.9M per year.
 - *Click on the link to view the report.*
- Received our [GRS Actuarial 6.30.19 Report](#). This report provides us our funding progress and annual required contribution for the Fire and Police retirement system.
 - *Click on the link to view the report.*
- City Assessing conducted personal property canvas, residential ECF analysis, residential land analysis and field inspections.

Human Resources

New Hire

First Name	Last Name	Hire Date	Department
David	Canter	11/5/2019	Department of Public Services
Jacquelyn	Jones	11/11/2019	City Manager Administrative
Andrew	Aamodt	11/13/2019	Community and Economic Development
Naomi	Smith	11/15/2019	Police Department
Ryan	Eddings	11/18/2019	Police Department

- The first annual Benefit Fair was well attended and successful.
- The City is currently in the process of Open Enrollment. The deadline is December 13th, 2019.

Planning & Development

Planning Commission – Planning Commission will be reviewing a zoning text amendment to add recreational marihuana to the zoning ordinance and a site plan review for Octopharma to add a 400 square foot cooler to the building.

Grants – a contract has been signed with Phoenix Construction to begin work at the Rutherford Pool renovation. Staff also worked with HRWC to apply for a dam removal grant.

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.

Marijuana - Staff continues to assist council and the public in answering questions on the medical and recreational marijuana ordinances. Staff has drafted the zoning ordinance amendment for recreational marijuana and are working on creating a scoring metric to score new applications.

Demolition – Staff received bids from three companies to demolish the house at 448 S. Huron. The bids came in lower than expected and the city manager will be approving the low bid for under \$15,000. The funding for this project will be CDBG funds.

DDA – DDA has implemented a cigarette butt recycling program for our districts and sponsored the Depot Town Tree Lighting and will be sponsoring the Downtown Tree Lighting on December 6, 2019. The final first Fridays for the season will also take place on December 6.

Department of Public Services

1. We are working on wrapping up our sidewalk ramp installation programs for the year. Between the two projects and between the Huron-Congress-Harriet project we have met our spending obligation for this year under the lawsuit.
2. We are also wrapping up the Huron-Congress-Harriet road project as well. I appreciate everyone's patience with this as the early winter weather caused a delay with closing out the project.
3. There will be two road projects being let in January. One is a road reconstruction project on W. Cross between Courtland and Wallace and the other is a mill and overlay project on E. Cross between River and Prospect. These projects should begin in the summer of 2020.
4. Yard waste season is in full effect as most of the leaves have already fallen off the trees. DPS staff is working hard to keep up with the volume of yard waste that we are experiencing, but there may be a few delays over the next few weeks. Staff will keep Council and the public up to speed if there are any delays.
5. We are working on RFP's for the repairs to our salt barn, park improvements, and facility improvements for spring 2020. There will be several projects coming forward to utilize the funds left in our capital budgets. These projects should be coming forward around February.
6. There have been some changes in the DPS office as we have installed new office furniture to accommodate our new Project Manager Bonnie Wessler. In a few weeks the changes will be complete so feel free to stop by and check it out.
7. Staff is working on a contract extension with Recycle Ann Arbor to not only extend our residents ability to utilize the facility, but to also provide drop off containers for a limited amount of time in the City for the recycling of glass and some other items. It is anticipated that these events will be once a month for about 4-6 hours on a Saturday from January until June. A contract has been drafted and we are waiting

on Recycle Ann Arbor to respond to our proposal. I will keep everyone posted as we get closer to having a contract.

Police Department

Activity Report:

Statistics for the current period reflected by the past three months with Five (5) days remaining in November.

	September 2019	October 2019	November 2019
Arrests	62	79	52
Tickets	140	130	90
Calls for Service	1575	1464	987
Reports	278	273	194

Personnel:

Probationary Officer Gerwig has completed the FTO Program and is certified for solo patrol. Probationary Officer Heath is currently in phase three and progressing well. Probationary Officer Donley is in phase one of the FTO program. Probationary Officers Smith and Eddings started on November 18th and are going through orientation. Sergeants Eggenberger and Anderson have been promoted to Lieutenant and Officers Thomson and Mullender were promoted to Sergeant.

November 4, 11 and 25 – YPD was present for the weekly Parkridge Community meeting.

November 5 – The Department completed the Semi-Annual Firearms Qualification

November 6 – The Police Department attended a Special Meeting with DAY reference Parking Issues and Panhandling in the downtown.

November 9 – Sergeant Thomson attended the Heritage Park Association Meeting.

November 21 – Ypsilanti Police Advisory Commission monthly meeting was cancelled.

November 26 – COPAC bi-monthly meeting was cancelled.

Fire Department

Activity Report:

	September 2019	October 2019	November 2019
Fire & EMS Calls	191	199	249
Inspections	0	0	0
Non-emergency requests	1	2	1

Training Update:

- The following trainings/classes occurred during the month of November:
 - Safety and Survival
 - Drivers Training
 - Roadway Safety
 - Carbon Monoxide Monitoring
 - Ground Ladder Evolutions
 - Electrical Emergency Safety

Apparatus Update:

- Engine 3 has an oil leak and will need repair soon.

Capital Improvement:

- The bidding process for apparatus floor and drain repairs is now closed.

Notes:

- Preparing for our ISO evaluation scheduled for December 4th.

Application Status:

- Civil Service Commission approved the Eligibility List. Three candidates are in the process of background investigation.