



---

## Memorandum

To: Mayor Bashert

From: Frances McMullan, City Manager

Date: April 30, 2019

Subject: Council Information Letter

---

### CITY MANAGER OFFICE

Met with Chief Tony DeGuisti, Economic Development Director Joe Meyers, Interim DPS Director Brad Holman, Clerk Andrew Hellenga, Planner Bonnie Wessler, DDA Director Christopher Jacobs and Administrative Lt. Brent Yuchasz to discuss implementation of Parking Strategy. It was determined that more meetings of this committee are necessary as we move forward to assure that we implement the necessary elements of the study, which will probably result in customization to fit the city's vision for parking.

On April 1th, met with Superior Township Supervisor Ken Schwartz, Ypsilanti Township Supervisor Brenda Stumbo, and Superior Township Treasurer Brenda McKinney regarding Peninsular Dam.

City Manager has selected Interim Fire Chief Ken Hobbs as the new Fire Chief and signed an employment agreement on April 24, 2019.

Met with Amy Cell Assessment services on April 25<sup>th</sup> regarding customer service training for DPS field employees. The agency is developing the training module and timeline. Once DPS training is concluded training will begin with Code and Parking Enforcement employees.

City Manager will interview candidates for the Assistant to City Manager position on Friday, May 3, 2019.

City Manager is meeting with Republic Services to discuss solid waste contract (ending September 2019), concerns and options for a possible one-year extension. City Manager welcomes input from Council on the direction they'd like to see in the future.

Department budget meetings and labor negotiations have consumed much time, however attention to Council, employee and resident concerns continue to be a priority and have been addressed as needed.

The city hall department move was successfully completed and employees are settling in to their new spaces. New city hall signage is coming soon.

## CITY CLERK OFFICE

1. Administrative Hearings Bureau
  - a. 154 Liens Filed
  - b. 10 Liens Released
2. iCompass Implementation
  - a. iPad Agenda Notes Training is underway.
    - i. Staff plans to move to paperless Council packets by the first Council meeting in June.
3. Deputy Clerk
  - a. Staff interviewed 5 candidates for the Deputy Clerk Position. An offer, or second round of interviews, will be extended by Friday, May 3<sup>rd</sup>.
4. Camera Installation
  - a. Staff has met with an installer and is awaiting an estimate.
5. Council Chambers Flags
  - a. Per direction of the Mayor flag poles have been purchased to display flags currently mounted to Council Chamber walls.

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Developments – Planning Commission is cancelled for this month.

Recycling Cards - Staff has processed 463 Recycling Cards to date.

Medical Marijuana – Staff is working on collecting data for Recreational Marijuana and processing our one cultivation permit available.

Grants. Staff has submitted a Recycling Grant for a new truck and continues working through the process of the Friends of the Rutherford Pool Grants. We are also received all funding for the Liz Dahl McGregor Playground from Washtenaw County.

Surveys – a budget survey has gone live. Please promote it to your constituents. The link is [cityofypsilanti.com/budgetsurvey](http://cityofypsilanti.com/budgetsurvey)

TAP Grant – Staff continues to work on a TAP grant with OHM and WATS, MDOT, and Ypsilanti Township. On the I-94 Pedestrian Crossing.

Master Plan/Sustainability Plan/Non-Motorized Plan – staff will be working with the consultant to begin drafting a contract for services on the Sustainability Plan and Master Plan.

Parks update: staff has met with contractors and DPS to schedule the work that needs to be done on the parks. There will also be a public meeting on May 8 at 6pm to discuss the Heritage Park Neighborhood and CDBG Funding.



**April 30, 2019**

**City of Ypsilanti Fire Department**

**Activity Report:**

	February 2019	March 2019	<i>April 2019</i>
Fire & EMS Calls	179	144	111
Inspections	1	2	3
Non-emergency requests	-	2	0
Training hours	12	2	-

**Personnel Highlights:**

- 3 Probationary FireFighters received their badges in the month of April.
- Clifton Pope was promoted to Lieutenant.
- Lt. Knasiak retired after 23 years of service.
- The YFD will be posting for the Lieutenant promotional exam.
- Taking applications to fill 2 firefighter positions.

## HUMAN RESOURCES

New Hire:

<b>First Name</b>	<b>Last Name</b>	<b>Hire Date</b>
Jennafer	Burgess	04/01/2019
Ian	McBee	04/29/2019

Separation/Retirement:

<b>First Name</b>	<b>Last Name</b>	<b>Last Day</b>	<b>Department</b>
Joey	Knasiak	04/22/2019	FIRE DEPARTMENT

## POLICE DEPARTMENT

### Activity Report

Statistics for the current period reflected by the past three months with five (5) day remaining in April.

	February	March	April
Arrests	35	48	49
Tickets	45	71	84
Calls for Service	1006	1124	1029
Reports	172	200	164

Personnel:

Lieutenant Overton has notified the City of his intent to retire this summer.

Probationary Officer Turner and Officer Sloan are currently in Step 3 of the FTO program and are on track at this time. Probationary Officer Kain has entered the 2nd phase of the FTO program. Probationary Officer Burgess started at the Department on April 1st and is in phase 1 of the FTO Program. Probationary Officer McBee will be starting with the department on April 29th. Recruit Officer Dunlop has approximately 1 week left in the Police Academy and is scheduled to graduate on May 2nd. One candidate is currently in the Background Investigation phase of the hiring process.

4/1-8-15 & 22 - Either Chief DeGiusti or Lt. Yuchasz attended the Monday Morning Parkridge Community meeting.

4/13 - Chief DeGiusti attended the Heritage Park Association Meeting. Residents complained of Semi-Trucks parking overnight in the neighborhoods. Also of possible narcotics activities on Watling.

4/20 – Chief DeGiusti was a guest on the Heart to Heart Podcast for a show entitled “Bridging the Gap.” The topic surrounded police and community relationships.

4/25 - Ypsilanti Police Advisory Commission will be having their regular meeting.