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## Memorandum

To: Mayor Bashert

From: Frances McMullan, City Manager

Date: September 6, 2019

Subject: Council Information Letter

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### CITY MANAGER OFFICE

The downtown mural is moving forward. Met with Mary Kerr and staff recently to review art concepts developed from the public engagement sessions. The artwork concept was selected and is anticipated to be up by December.

Met with Recycle Ann Arbor to discuss recycling education, recycling options, and a possible community event to collect items not picked up by curb side.

Still pursuing SAMs number for grant registration. We are at the final step in the process. Meanwhile, staff is gathering grant submission items to apply for the CRISI grant. Application deadline is October 18th at 5:00 pm.

The Assistant to City Manager position is vacant and will not be filled immediately. An assessment of office needs and applicant qualifications are being reviewed.

An internal interview was held for the Parking/Project Manager position. A possible offer is forthcoming.

We have a Tentative Labor Agreement with Fire. Will bring to City Council for approval soon. Currently, awaiting ratification vote.

Will be attending the Michigan Municipal League Annual Convention in Detroit, September 25-27th.

## CITY CLERK OFFICE

### Clerk Council Information Letter

1. Parking Permits
  - a. Permits are available for purchase for the 2019-2020 season starting August 12<sup>th</sup>.
  - b. There has been discussion among staff to create a procedure for online purchase.
  - c. Staff is planning on beginning permit renewal for the 2020-2021 season in July. This will assist in decreasing lines and provide a better service for the user.
2. The Clerk and Treasury Departments have been providing the updated recycling information with issuance of parking permits and payment of taxes.
3. The Administrative Hearings Bureau
  - a. Currently has 150 liens on file.
  - b. The lien process on an additional 18 cases.
  - c. 23 liens have been resolved to date resulting in payment of \$8,170.
  - d. AHB will be on hiatus until November.
  - e. Given the volume of output by both Code Enforcement and Building Department an additional date will be added in 2020.
4. The camera positioning in Council Chambers has been modified to be more focused on the dais.
5. Staff has begun creating a welcome packet for new members to boards and commissions. The packet is based off of one recently approved by the HRC for its members. How the packet is to be distributed has not yet been solidified. Further discussion is needed with commission staff liaisons is needed to make a determination.
  - a. The discussed items to include are as follows (subject to change);
    - i. Welcome Letter from the Mayor
    - ii. OMA Michigan Handbook
    - iii. Roberts Rule of Order – Cheat sheet
    - iv. Ethics Code of Conduct
    - v. Conflict of Interest Questionnaire
    - vi. Bylaws (if applicable for appointed seat)
    - vii. Most recent annual report for appointed commission
    - viii. Assignment of duties
    - ix. Essential contact list
      1. Chair/Co-Chair
      2. Mayor/Council
      3. City Manager
      4. City Attorney
      5. City Clerk.

## FINANCE DEPARTMENT

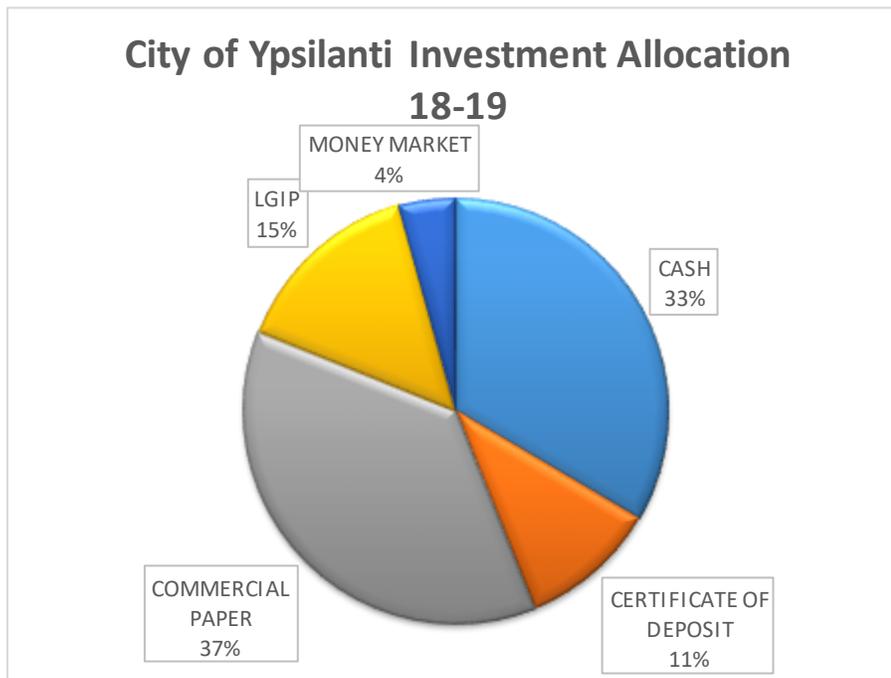
To: City Council  
 From: Rheagan Basabica, Finance Director & Treasurer  
 Date: August 30, 2019  
 Re: Council Information Letter

- **General Fund Balance Update(Unaudited)**

<b>Beginning Fund Balance, July 1,2018(Audited)</b>		<b>\$ 6,507,568</b>
<b>Total Revenues</b>	<b>\$14,607,691</b>	
<b>Total Expenditures</b>	<b>(\$13,946,063)</b>	
<b>Net Change in Fund Balance</b>	<b>\$661,628</b>	
<b>Ending Fund Balance, June 30,2019(Unaudited)</b>		<b>\$ 7,169,196</b>

- **Preparation for the FY 18-19 End Audit this coming October 2019**
- **PA 20 Investment of Surplus Funds Report for the Year Ending June 30, 2019**

INVESTMENT	FY 18-19
CASH	7,785,572.21
CERTIFICATE OF DEPOSIT	2,439,450.53
COMMERCIAL PAPER	8,641,951.17
LGIP	3,421,917.36
MONEY MARKET	995,434.01
<b>Grand Total</b>	<b>23,284,325.28</b>
<b>Interest per Month</b>	<b>367,860.12</b>
<b>Rate of Return</b>	<b>1.580%</b>



## HUMAN RESOURCES

### Separation/Retirement

<b>First Name</b>	<b>Last Name</b>	<b>Last Day</b>	<b>Department</b>
<b>Ryan</b>	Hunter	8/26/2019	Ypsilanti City Hall
<b>Ian</b>	McBee	8/6/2019	Ypsilanti Police Department

## POLICE DEPARTMENT

### Activity Report

Statistics for the current period reflected by the past three months with four (4) days remaining in August.

	<b>June</b>	<b>July</b>	<b>August</b>
Arrests	73	76	43
Tickets	75	89	83
Calls for Service	1228	1333	1188
Reports	297	276	233

### Personnel:

Lieutenant Overton retired from the Department after 20 years of honorable service to the City of Ypsilanti.

Probationary Officers Dunlop has completed the FTO program and will be assigned to solo patrol next week. Probationary Officer Lewandowski is in Phase 2 of the FTO program and progressing well. Probationary Officer Gerwig is in Phase 1 of the FTO Program and progressing well. One candidate has been tendered a conditional offer of employment and is going through the final stages of testing. Interviews are scheduled for the last week of August.

Officer McBee resigned from the Department to return to work for the Detroit Police Department.

8/5 – Chief DeGiusti attended the weekly Parkridge Mtg

8/6 – YPD Officers participated in the National Night Out program at Hamilton Crossings

8/7 – YPD Officers participated in the National Night Out program at Saulk Trail Point and New Parkridge.

8/10 – Officers Thomson and Burgess attended the Heritage Park Association mtg.

8/12 – Lieutenant Yuchasz attended the weekly Parkridge Mtg.

8/16 – YPD and City Staff met with YCS to explore a partnership to decrease truancy among elementary age students.

8/19 – Chief DeGiusti attended the weekly Parkridge Mtg.

8/22 – Monthly YPAC meeting was held on 8/22.

8/23 – 8/25 YpsiFest was in Riverside Park. There were no major problems reported, however, there were several complaints regarding unfair treatment by the security team regarding allowing animals into the park. There were also several issues with failing to restrict beer to the assigned area. These issues as well as others will be discussed during the debriefing.

8/23 – Parkridge Community Festival/Joe Dulin Day. The festival was well attended and no major issues were reported at the festival. Unfortunately, sometime during the festival unknown person(s) stole some laptop computers from the Parkridge Community Center. The case is still under investigation.

8/24- YPD in partnership with The Cream conducted a gun buyback program at the Ypsilanti Community Church. Funds for this event were raised by The Cream and the only expense to the City was staff time. We were able to buy 5 Assault Rifles, 1 short barreled shotgun and 9 handguns before we ran out of money. This event was an absolute success and we will be doing another in the future.

8/26 – Last weekly Summer Parkridge Meeting was held at Estabrooke School. The meetings will resume on September 9<sup>th</sup> at the Parkridge Community Center.

## FIRE DEPARTMENT

September 10, 2019



### City of Ypsilanti Fire Department

#### Activity Report:

	June 2019	July 2019	August 2019
Fire & EMS Calls	192	208	337
Inspections	3	2	0
Non-emergency requests	1	1	2

#### Personnel Updates:

- Fire fighters Noe Gomez, Abigail Scrivner, and Tim Wilson all count toward staffing.

#### Training Update:

- The following trainings occurred during the month of August:
  - Driving Apparatus
  - Washtenaw County Hazardous Material (HazMat)
  - Self-Contained Breathing Apparatus (SCBA)
  - 2 members attending a joint training with WAMAA to become FAA licensed remote pilots
  - Multiple trainings have occurred with mutual aid partners at 206 and 210 N. Washington (currently a city owned vacant building). These trainings consisted of fire attack hose line work and search and rescue operations.

#### Apparatus Update:

- Engine 3 out of service for repairs August 6<sup>th</sup>.
- Engine 3 back in service August 15<sup>th</sup>.
- Engine 3 out of service August 19<sup>th</sup>
- Engine 3 back in service August 20<sup>th</sup>.

- Engine 3 out of service August 26<sup>th</sup>.

**Capital Improvement:**

- Gear washer was delivered and is being installed.

**Notes:**

- YFD received and passed the annual State of Michigan EMS Inspection on August 27<sup>th</sup>.
- YFD staff checked AED's in all city buildings on August 29<sup>th</sup>.