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## Memorandum

To: Mayor and City Council

From: Frances McMullan, Interim City Manager

Date: 3/29/2019

Subject: Council Information Letter

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### CITY MANAGER

#### City Hall Logistics

Building layout is often overlooked as merely a preference, but it plays a major role in efficiency for employees and customers. The goal is to improve customer service and productivity, therefore some offices in city hall are moving. The Planning & Development Department is moving to the 3<sup>rd</sup> floor. All offices under the direction of the Economic Development Director, i.e. DDA, Planning & Development, Building and Assessing will be located on the 3<sup>rd</sup> floor. The nature of the business of each of these departments are somewhat connected. The move will place all city hall permitting on one floor. The 4<sup>th</sup> floor will house the City Manager, Human Resources and Finance. The mover will move all furniture on Saturday, April 13<sup>th</sup>, however these floors will be closed on Friday, April 12<sup>th</sup> to allow packing and clean-up. The 1<sup>st</sup> floor will remain open for business. A public notice and a notice on the door will be posted in advance for customers.

#### Human Resources

Our current Human Resources Manager, Rebecca Craigmile is leaving the city. Her effective date of resignation is Friday, April 5<sup>th</sup>. The Human Resources Manager position posted on Friday, March 29<sup>th</sup> to internal employees with an application deadline of April 5<sup>th</sup> at 5:00 p.m. If there are no applicants, the position will be posted externally on April 8<sup>th</sup>. Kim Jones, Payroll Technician, will become Interim Human Resources Manager until the position is filled.

Rheagan Basabica, CPA, former Accounting Supervisor, is returning to the City of Ypsilanti. He was formally offered the position of Finance Director/Treasurer and has accepted. He will begin on Monday, April 8<sup>th</sup>.

The Director of Public Services position closed on Monday, March 25<sup>th</sup>. I will be reviewing the applications next week and decide next steps.

### **Rail Grant Application**

The CRISI Notice of Funding Opportunity (NOFO) did not come out last week. The NOFO is being pushed until early April or mid-May as they finish awarding grants from the last round. Once all of those grants have been awarded, the next round will be put out. In the meantime, OHM is pricing out the following possible additions for the project that were voiced during public input solicitation: canopy for overall length of the platform, lockers and bike racks.

A draft letter of support has been written. This draft could be used by any number of support agencies/officials. At a minimum, letters of support are needed from US Congressional Representatives, US Senators, State Representatives, State Senator, County Commissioner, EMU, AAATA and Depot Town DDA. Others to seek support from include: Sheriff, Huron Valley Ambulance, Fire Departments, Police, School District, WCCC, etc.... the MORE the BETTER.

### **Bridge Grant Application**

Bridge funding grants are opening soon. I will bring the list of bridges in need of repair to Council soon for prioritization and approval.

### **IT Services Contract**

The city's IT services contract with Washtenaw County expires June 30<sup>th</sup>. It is likely that we will renew for an additional year under the exact same cost. I have found no evidence of research or a plan with Abadata to facilitate a migration. In order to move the needle forward, I have contacted the University of Michigan and E.M.U. Departments of Information Services for students seeking an internship. I plan to solicit the assistance of an IT intern and assign this project to them with hopes of moving forward with a migration solution and implementation plan by next fiscal year. A resolution for approval to renew this contract is forthcoming.

### **Parking Strategy**

The following neighborhood meetings have been planned to allow public input and feedback; and to discuss with staff strategies to improve parking in the community:

Wednesday, April 3<sup>rd</sup>:

- 11:00 a.m.- 12 noon: Depot Town, 100 E. Cross St., Ypsilanti Auto Museum
- 1:00 p.m. – 2:00 p.m. : Downtown, 1 S. Huron St., City Council Chambers
- 4:00 p.m. – 5:00 p.m. : West Cross St., 731 W. Cross St. – DO: BETTER Brand Studio
- 7:00 p.m. – 9:00 p.m.: City Council/DDA Board Joint Meeting, 76 N. Huron St. (Riverside Arts Center)

## CITY CLERK OFFICE

### **1. Boards and Commission Vacancies:**

Human Relations Commission – 3 year term

3 Vacancies

1 Youth Vacancy

Parks & Recreation Commission – 3 year term

1 Vacancy

3 Youth Vacancies

Sustainability Commission – 3 year term

2 Youth (1 Year Term)

Police Advisory Commission (PAC) – 3 year term staggered

1 Vacancy

1 Youth Vacancy

Civil Service Commission

1 Vacancy

Dangerous Buildings Officer

1 Vacancy

## **2. Board of Ethics**

The Board of Ethics will meet as required under Adopted Ordinance 1317.

The meeting will address;

- Selecting a Board Chair
- Creating a process for the city to engage the Board of Ethics
- To schedule an annual meeting to create a report for City Council

## **3. Administrative Hearings Bureau**

- 154 Liens have been filed
- 15 properties are in the lien process
- 7 lien releases have been filed creating \$2,900 in revenue

## **4. Municode Estimate for Supplement #12**

There are nineteen ordinances included in this supplement to be codified at the cost of \$6,733. This amount will be included in the proposed FY 2019-2020 budget.

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Developments – Planning Commission is hearing the following reviews:

- 112 Perrin – Special Use Permit for supportive housing
- 834 Railroad – Special Use Medical Marijuana Cultivation

Zoning – Council will have a second reading for a zoning text amendment for commercial sales and commercial recreational use of firearms.

Recycling Cards - Staff has processed 439 Recycling Cards to date.

Medical Marijuana – Staff attended a training on Recreational Marijuana to get the city prepared for the new legislation.

Grants - Staff is submitting Recycling Grant for a new truck for council consideration

Surveys – Staff is working on a budget survey.

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

Parking Public Meeting – City Council and DDA Board are having a joint parking meeting on April 3 at 7pm to discuss the parking strategy.

## FIRE DEPARTMENT

**April 2, 2019**

**City of Ypsilanti Fire Department**

**Activity Report:**

	<i>January 2019</i>	<i>February 2019</i>	<i>March 2019</i>
Fire Calls	207	179	144
EMS Calls	146	110	109
Inspections	2	1	2
Non-emergency requests	0	-	2
Training hours	-	12	2

**Hiring:**

- There are currently 7 probationary firefighters and 2 have just been hired: Abigail Scrivner and Timothy Wilson.

**Apparatus:**

- Underwriter Laboratories is currently testing Tower 1 for structural testing.

**HUMAN RESOURCES**

New Hire:

<b>First Name</b>	<b>Last Name</b>	<b>Hire Date</b>	<b>Type of Hire</b>
Elize	Jekabson	03/11/2019	Promoted to DDA Coordinator/Public Engagement specialist (Full-Time)
Ryan	Kain	03/20/2019	New Hire
Abigail	Scrivner	03/18/2019	New Hire

Separation/Retirement:

<b>First Name</b>	<b>Last Name</b>	<b>Terminated On</b>	<b>Department</b>
Darwin	McClary	03/11/2019	City Hall

## POLICE DEPARTMENT

### Activity Report

Statistics for the current period reflected by the past three months with three (4) day remaining in March.

	<u>January</u>	<u>February</u>	<u>March</u>
Arrests	48	35	35
Tickets	85	45	49
Calls for Service	1090	1006	944
Reports	194	172	163

Personnel: Probationary Officers Gorman and Duford have successfully completed the FTO program and are assigned to solo patrol.

Probationary Officer Turner and Officer Sloan are currently in Step 2 of the FTO program and are on track at this time. Probationary Officer Kain started on March 20th and has completed orientation and qualifications and is currently in the 1st phase of the FTO program. Recruit Officer Dunlop has approximately 6 weeks left in the Police Academy and is progressing well. Probationary Officer Burgess completed testing and is scheduled to start at the Department on April 1st. A conditional offer was extended to another applicant who will be completing final testing soon. One candidate is currently in the Background Investigation phase of the hiring process.

3/4/11/18&25 – Either Chief DeGiusti or Lt. Yuchasz attended the Monday Morning Parkridge Community meeting.

3/9 – Chief DeGiusti attended the Heritage Park Association Meeting. Several neighborhood concerns including parking areas of Hamilton Crossings for loud music from vehicles, narcotics trafficking and non-resident parking problems. Area of Brooks/Madison/Jefferson. Heavy vehicular traffic and reported hand to hand buys. Emails was sent to Zack Fosler reference the parking issues and an YPD wide email was sent for periodic checks and investigations into the other issues.

3/13 - Chief DeGiusti addressed the A2Y Leadership class reference Police Operations and the Ride Along program as a component of the Justice Day activities.

3/14 - Chief DeGiusti participated in the Michigan Municipal League, Law Enforcement Action Forum at the bi-annual meeting to discuss model policies and best practices.

3/15 and 3/16 – Chief DeGiusti attended the funeral service (3/15) and burial (3/16) of former City Manager Ralph Lange. Chief DeGiusti presented his daughters with a proclamation for his service to the City of Ypsilanti. They were very appreciative of the proclamation and for the attendance of many current and former city officials.

**3/18 and 3/19 - Chief DeGiusti participated in a countywide Youth Services Mapping exercise. The purpose of the group was to better understand what services were available to youth and how to better align those services for successful intervention.**

**3/20 – Chief DeGiusti attended the Curriculum of Care Board Meeting. Issues surrounding housing and homelessness in the county were discussed. A sub-committee to look at youth/minors being homeless as established to look at issues surrounding young people who are homeless and have no support/permissions from the parents.**

**3/21 – DDA Officer Taite met with the Ypsilanti Youth Safety group to discuss issues surrounding youth in the community.**

**3/21 – The Traffic Review Committee and discussed parts of the new Parking Strategy. A speed study for the Washington St petition was provided to the group.**

**3/26 – CoPAC met at the Ypsilanti Performance Place. A summary of major crimes was provided as well as department updates. Complaints received were for tennis shoes hanging on wires, issues at the Beer Cooler and the fence near Hamilton Crossings by the I-94 entrance ramps.**

**3/28 – Ypsilanti Police Advisory Commission will be having their regular meeting.**

**3/30 – Chief DeGiusti will be participating in the full day presentation and panel discussion centered on the Walking While Black film. The event will be at Ekklesia Church from 9am to 4 pm.**