



Memorandum

To: Mayor Beth Bashert

From: Frances McMullan, City Manager

Date: October 1, 2019

Subject: September Council Information Letter

CITY MANAGER OFFICE

- Rebecca Craigmile has taken a position as Deputy HR for the City of Novi. Rebecca's last day with the City is October 11th. Payroll Administrator Kimberly Jones will serve as Interim HR Director until the position is filled.
- Bonnie Wessler, City Planner, has been promoted to the Parking/Project Manager position. Her office is located in the City Manager's office until renovations are complete in the Public Services Department.
- The City received its SAMs number and is all set to meet the CRISI grant submission deadline of October 18, 2019.
- Attended the Michigan Municipal League Annual Convention, September 25-27.
- Attending the Municipal Employees Retirement System (MERS) Annual Conference, October 1-4
- Attending the International City/County Management Association (ICMA) Conference, October 21-24

CITY CLERK OFFICE

Clerk Council Information Letter – September 2019

1. The Deputy Clerk and Clerk/Treasury Generalist attended the Qualified Voter File (QVF) training.
2. The Deputy Clerk attended accreditation training.
3. Clerk staff is working in concert with Eastern Michigan University for a voter registration drive at the beginning of the winter semester.
4. Staff will be meeting with Election Chairs and Co-chairs to discuss improving function of polling locations prior to the start of the 2020 Election Season.

5. Election Processes Update
 - a. Requests to be placed on the permanent Absentee Voter list can now be made both verbally and in writing.
 - b. Voters may request another voter be added to the permanent Absentee Voter list. This is limited only to voters in the same household and/or immediate family.
 - c. New blue and white SOS registration verification may be destroyed upon voter verification in the state database.
 - d. HB 5032 – House Introduced Bill (Sponsor Ann Bollin)
 - i. Increase allowable electors per polling location from 2,999 to 5,000
 - ii. Remove stipulation that jurisdictions may not consolidate polling locations for Primary Elections
 - iii. Absentee Voter updates
6. Administrative Hearings Bureau
 - a. Lien letters have been sent to 30 properties resulting from judgments received in May 2019. All unpaid judgments will be sent to lien in October.

FINANCE DEPARTMENT

To: City Council

From: Rheagan Basabica, Finance Director/Treasurer

Date: September 30, 2019

Re: Council Information Letter

- Pension and OPEB Funded Status

CITY OF YPSILANTI					
PENSION AND OPEB FUNDED STATUS SUMMARY					
FOR FY 2018-2019					
PLAN	Asset	Liability	Net Asset/ Unfunded Liability	% Funded	Annual Required Contribution
MERS	18,009,241.09	14,922,112.00	3,087,129.09	120.69%	64,464.00
F&P Pension	25,338,143.00	50,053,391.00	(24,715,248.00)	50.62%	1,517,319.00
OPEB	7,303,189.00	25,855,514.00	(18,552,325.00)	28.25%	1,457,080.00
TOTAL	50,650,573.09	90,831,017.00	(40,180,443.91)	55.76%	3,038,863.00

- General Fund Budget Adjustments

City of Ypsilanti						
Budget Adjustments for FY 2019-2020						
General Fund 101						
Date	Resolution	Account #	Description	Original Budget 19-20	Amendment	Amended Budget 19-20
7/1/2019	2019-121		2019-2020 Council Approved Budget Surplus			132,684.00
6/4/2019	2019-119	101-7-1010-818-00	Governmental Consultant Services, Inc	34,200.00	36,000.00	(1,800.00)
6/18/2019	2019-132	101-7-2570-818-00	WCA Assessing Contract(w Appraisal Service)	88,108.00	90,584.00	(2,476.00)
8/27/2019	2019-183	101-7-8510-822-10	MML Liability Insurance	38,922.00	45,853.44	(6,931.44)
8/27/2019	2019-183	101-7-8510-822-20	MML Liability Insurance	72,987.30	78,770.00	(5,782.70)
8/27/2019	2019-183	101-7-8510-822-30	MML Liability Insurance	91,460.25	106,005.00	(14,544.75)
8/27/2019	2019-183	101-7-8510-823-00	MML Liability Insurance	457.80	527.64	(69.84)
7/2/2019	2019-148	101-4-7170-607-03	2019 Heritage Festival Co Sponsor	9,250.00	6,250.00	(3,000.00)
7/2/2019	2019-147	101-4-7170-607-03	2019 Heritage Festival Co Sponsor	9,250.00	3,750.00	(2,500.00)
		101-7-3110-	Parking Manager Salaries and Benefits	-	65,697.00	(65,697.00)
			Salary Adjustment for the new CBA's (on process)			-
						-
2019-2020 Council Adjusted Budget Surplus(Shortfall)						29,882.27

- **Tax Collection as of 9/16/2019. After 9/16, the city will collect penalties and interest**

Jurisdiction	Account Number	Amount Collected	Tax Roll	Percentage Collected
City	101-4-0000-402-00	\$ 8,591,117.86	\$ 9,429,992.43	91%
Sanitation	226-4-0000-402-00	\$ 808,295.76	\$ 887,219.77	91%
Public Transit	588-4-0000-402-00	\$ 284,450.57	\$ 312,224.06	91%
AAATA	701-221-70	\$ 209,348.08	\$ 229,788.08	91%
School Op	701-225-00	\$ 2,758,419.59	\$ 3,074,403.31	90%
School Debt	701-225-60	\$ 2,113,119.88	\$ 2,319,450.10	91%
State Ed	701-225-50	\$ 1,806,145.28	\$ 1,983,369.00	91%
WCC	701-235-00	\$ 1,019,144.52	\$ 1,118,656.90	91%
WISD	701-234-00	\$ 1,608,432.59	\$ 1,765,485.62	91%
Library	701-223-00	\$ 583,713.39	\$ 640,708.20	91%
Washtenaw Cnty	701-222-00	\$ 1,335,371.40	\$ 1,465,761.45	91%
Water st 2016A	304-4-9000-402-00	\$ 622,199.89	\$ 682,952.67	91%
Sinking fund	701-225-70	\$ 896,861.20	\$ 984,433.12	91%
Admin fee	101-4-0000-447-01	\$ 226,797.91	\$ 249,767.11	91%
Special assessment		\$ 45,394.35	\$ 84,863.05	53%
Total		\$ 22,908,812.27	\$ 25,229,074.87	91%

- Accounting Office Upgrade



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HUMAN RESOURCES

New Hire

First Name	Last Name	Hire Date	Department
Sarah	Drilets	9/23/2019	Ypsilanti Police Department
Tiffany	Heath	9/23/2019	Ypsilanti Police Department

Seperation/Retirement

First Name	Last Name	Last Day	Department
Shonda	Gibbs	9/3/2019	Senior Center
Thomas	Eberts	9/12/2019	Ypsilanti Police Department

ECONOMIC DEVELOPMENT

Developments – Planning Commission approved a site plan for 422 N. Hamilton Special Use/Site Plan, 315 Washtenaw Special Use/Site Plan, 307 N. River Site Plan Review and 1820 Washtenaw Ave Special Use/ Site Plan.

Recycling Cards – the City Clerks Office has taken over the distribution of recycling cards at this time.

Grants. Staff continues working through the process of the Friends of the Rutherford Pool Grant, CRISI Grant for the Train Station and applied for the Department of Natural Resources Grant for a fisheries habitat grant. The bids for the Rutherford Pool are due on September 30 and council will be approving the bid on October 15. Staff is working on getting the letters of support for the CRISI Grant. Staff also applied for a Washtenaw County Connecting Communities Grant to assist the city in a match for the TAP Grant.

Staff Transition – Bonnie Wessler in our office has taken the position as Project Manager/Parking Manager. We are actively working on filling the position so please reach out to Christopher or Myself in this time of transition.

Master Plan – Staff continues to work on updating the master plan. Thank you for all the help that council gave on scheduling the meetings. We are compiling the information and will have additional information soon.

Marijuana – Staff continues to assist council and the public in answering questions on the medical and recreational marijuana ordinances.

DEPARTMENT OF PUBLIC SERVICES

- Work is underway on the Harriet-Huron-Congress road project and concrete work has begun on Congress with the installation of new curb and new ADA ramps. The concrete work on Huron and Harriet should start prior to the end of week.
- We have signed the contracts regarding the CDBG Ramp projects and that projects should be starting within a few weeks.
- The Metro Ramp Project should be coming before City Council at their meeting on October 1. The bid opening will be on September 25.
- Televising of the City's storm sewer should be beginning in the next few weeks as well.
- The City has hired a Parking Manager to provide oversight of the City's parking lots and provide higher level administrative support to the department for Capital Improvement Planning. The Parking Manager has started and DPS is coordinating with the Planning Department to provide a smooth transition.
- We are currently in the process of interviewing to fill two Equipment Operator positions in DPS.
- DPS is working with Recycle Ann Arbor to have a booth at the Growing Hope Saturday Farmer's Market on October 19 in order to sign City residents up for free recycling passes to their drop off facility. Part of this will also include a social media marketing strategy.

- The portajohns that are at City Parks will be removed from all parks except for Riverside Park on or around September 30 for the end of the summer season as was previously planned. We will be keeping the Portajohn in Riverside through the end of November.

POLICE DEPARTMENT

Activity Report

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

	July	August	September
Arrests	77	57	51
Tickets	89	93	99
Calls for Service	1333	1355	1200
Reports	276	258	210

Personnel:

Lieutenant Eberts retired from the Department after 23 years of honorable service to the City of Ypsilanti.

Probationary Officer Lewandowski is in the final Phase of the FTO program and should be certified for solo patrol in mid-October. Probationary Officer Gerwig is in Phase 2 of the FTO Program and progressing well. Probationary Officer Heath started with the Department on September 23rd and is currently going through orientation. One candidate is finishing the final steps in the testing process and tentatively will start within the next 10 days. A conditional offer was extended and accepted by a candidate that is currently in the academy which is due to graduate in early November.

9/9 and 9/16 - Chief DeGiusti attended the weekly Parkridge Mtg.

9/10 – A follow-up meeting at WCC to discuss programing at the Parkridge Center (attended by Mayor Bashert, City Manager McMullan and Chief DeGiusti).

9/11 - Personnel from YPD participated in the annual 911 Ceremony at Eastern Michigan University.

9/13 – Personnel from YPD participated in the annual A2Y Chamber Trap Shoot Competition. Proceeds benefit the Chamber and the Washtenaw 100.

9/14 – Chief DeGiusti attended the Heritage Park Association meeting to discuss neighborhood concerns.

9/17 – Chief DeGiusti attended and was a panelist for the “Walking While Black” movie/ Day of Reconciliation. The event was well received and attended.

9/18 – Chief DeGiusti attended the Board of Directors meeting for the Washtenaw County Curriculum of Care (deals with homelessness).

9/23 – Sergeant Hunt attended the weekly Parkridge Meeting.

9/24 – Chief DeGiusti attended the bi-monthly COPAC meeting.

9/27 – The monthly meeting of the Ypsilanti Police Advisory Commission was conducted.

Additional Information:

October 2nd is National Coffee with a Cop Day. YPD will be at Bigby Coffee on Washtenaw starting at 9am.

Lately there has been a group conducting a phone scam regarding “outstanding warrants.” The group represents themselves as the FBI, then claims that they are working with the YPD and that YPD will be calling them shortly. This group has the ability to clone phone numbers so when they call back it appears that the call is coming from YPD. They then give instructions to make payments via gift cards. Please disseminate the following information to those that are in your network:

- 1- Police Departments do not accept “gift cards” as payment for warrants or anything else for that matter.
- 2- The FBI does not call people to threaten arrest and neither does the YPD.
- 3- Warrants cannot be satisfied via telephone. This must be done in person.
- 4- If there is any doubt about the veracity of the phone call that you are receiving hang-up immediately. DO NOT provide ANY personal information.

FIRE DEPARTMENT



October 1, 2019

City of Ypsilanti Fire Department

Activity Report:

	July 2019	August 2019	September 2019
Fire & EMS Calls	208	337	191
Inspections	2	0	0
Non-emergency requests	1	2	2

Training Update:

- The following trainings/classes occurred during the month of September:
 - Fire Officer I, II, and III
 - AMA training with Ypsilanti Township (hose loads)
 - Building fire evolutions
 - Friction loss
 - After Action Reviews

Apparatus Update:

- Starting September 4th, Engine 3 has been back in service.
- Tower 1 is out of service, currently in Greenville, MI for maintenance and repairs.

Capital Improvement:

- Gear washer electrical and plumbing complete.

Notes:

- Chief Hobbs attended the Michigan Fire Inspectors Society fall conference and received an award from State Rep. Ronnie Peterson.

Interviews:

- Firefighter candidate interviews were conducted on September 3rd, 10th, and 12th.