

1. City Council Meeting Agenda

Documents:

[GOAL SESSIONS - 17 DEC 2019 - AGENDA \(1\).PDF](#)

2. City Council Meeting Packet

Documents:

[GOAL SESSIONS - 17 DEC 2019 - PACKET.PDF](#)



**CITY OF YPSILANTI
GOAL SESSION/REGULAR MEETING
DECEMBER 17, 2019 @ 6:00 PM
CITY HALL
One South Huron, Ypsilanti, MI 48197**

REVISED 12-17-19

Page

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- A. I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

V. AGENDA APPROVAL

VI. INTRODUCTIONS

VII. PUBLIC COMMENT (3 MINUTES)

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2019-279, approving appointments to boards and commissions.
- B. Resolution No. 2019-280, approving appointment of non-resident to boards and commissions.
- C. Discussion of Goals for 2020/21 and 2021/22, with Dr. Morgan Milner, Eastern Michigan University
- D. Discussion regarding the FY 2020-2021 Capital Improvements Plan.
- E. Discussion regarding Marihuana Local Permitting Process (added)

IX. COUNCIL PROPOSED BUSINESS

X. COMMUNICATIONS FROM THE MAYOR

XI. COMMUNICATIONS FROM THE CITY MANAGER

XII. COMMUNICATIONS

XIII. PUBLIC COMMENT (3 MINUTES)

XIV. REMARKS FROM THE MAYOR

XV. ADJOURNMENT



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- 3** A. Resolution No. 2019-279, approving appointments to boards and commissions.
[2019-279 - Pdf](#)
- 4** B. Resolution No. 2019-280, approving appointment of non-resident to boards and commissions.
[2019-280 - Pdf](#)
- 5 - 25** C. Discussion of Goals for 2020/21 and 2021/22, with Dr. Morgan Milner, Eastern Michigan University
[City Council Goals](#)
[Departmental Goals](#)
- 26 - 32** D. Discussion regarding the FY 2020-2021 Capital Improvements Plan.
[Presentation](#)
- 33** E. Discussion regarding Marihuana Local Permitting Process **(added)**
[Public Notice](#)

IX. COUNCIL PROPOSED BUSINESS

- X. COMMUNICATIONS FROM THE MAYOR**
- XI. COMMUNICATIONS FROM THE CITY MANAGER**
- XII. COMMUNICATIONS**
- XIII. PUBLIC COMMENT (3 MINUTES)**
- XIV. REMARKS FROM THE MAYOR**
- XV. ADJOURNMENT**



Resolution No. 2019-279
December 17, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following individuals be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Lisa Wozniak 1018 Congress St. Ypsilanti, MI 48197	HRWC	11/19/2021
James Chestnut 1223 Sherman St Ypsilanti, MI 48197	HDC	12/31/2022
Yes Azzaro 621 N. Adams St. Ypsilanti, MI 48197	Housing Commission	11/19/2024
Tasha Palmer 733 Maus Ypsilanti, MI 48198	Housing Commission	12/31/2024

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
17 day of December 2019

#Resolution No. 2019-279



Resolution No. 2019-280
December 17, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

**THAT, the following Non-Resident be appointed to the City of Ypsilanti
Boards and Commissions as indicated below:**

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Paul Ajlouny 2196 Vail Ct Ann Arbor, MI 48108	YDDA	7/1/2022

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
17 day of December 2019

#Resolution No. 2019-280

COUNCIL MEMBER: Mayor Bashert

CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Increase the effectiveness of our Public Safety, Police specifically	a city wide surveillance system, cameras/technology	lower crime rate, police will be more effective, more crimes solved	\$1 Mil	Long term
Re-establish our Parks and Rec Department	Make appropriate changes with our relationship with the Freighthouse org allowing us to use that venue revenue to pay for a Parks and Rec staff person		0	Long term
Reduce our carbon footprint. Create a fueling system that will allow our city to buy vehicles that are alternative	Invest in a in a fueling system for alternative fuels. OR, create partnership with regional entity to fuel OR seek electric vehicle options	reduce carbon footprint, pre and post measuring	unknown	Long term
Increase volume of recycling: Our current levels are lower than the region (about 50%).	Add Multiple residences (over 4) to current recycling program	reduce our solid waste going to the landfill	unknown	Long term
Increase the volume of our recycling: our current levels are lower than the region (about 50% lower).	Add public recycling to our public solid waste systems: Big Belly? Something similar? Just add new containers and add pick ups?	reduce our solid waste going to the landfill	unknown	Long term

COUNCIL MEMBER: Mayor Pro-Tem Richardson

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Use mental health millage money for the police department	Re-establish community policing, hire another police officer			
City Manager personally look into Congressional Partners-Fee on the Ground Federal Grant Writing Agency.	Unlimited grants for the year, grants we are not even aware of that could benefit the city.			
Hire part-time staff to write news releases for website				

COUNCIL MEMBER: NICOLE BROWN

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Youth Mini grants	Continue to support youth initiatives in the community			
Social worker within YPD	community support, crisis intervention, trauma care			
Re-establish Parks and Rec Dept	support for city parks and recreation			
Positive communication among staff and council	positive working environment			
Develop Water Street	economic development			
Open, transparent, and inclusive governing	Fully utilize web, email, and social media to communicate to public - as well as public meetings			
Continue to enhance safety of all residents, businesses, and visitors	implement community policing philosophy			

COUNCIL MEMBER: Morgan

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Determine Viability of Water & Water System	Hire a professional engineer to test and analyze the water and the water systems to ensure the current system will sustain increased demand.	This will offer a piece of mind and perspective did the reality are the conditions of our water	\$4000-7000	Short Term: A phased 3 month approach/Long Term: A phased year approach
A STATE OF THE ART UPDATED, INTERACTIVE WEBSITE THAT OFFERS REAL TIME INFORMATION AND A WAY TO INTERFACE W/ COMMUNITY THROUGH IT.	To hire developers to create a high-tech, engaging website and ways to interact with counsel and citistaff that is complete, concise and useful.	having advanced capabilities at our fingertips will give us an edge in dealing with City business and our constituency.	\$3000-5000 plus maintenance	Short Term: There should be a TaylorMade system and website that fits the needs of our city and should be built in response to our priorities and our services./Long Term: An effective Hi-Tech interfacing website that can predict and shape the outcome of the city. It should have annual upkeep and regularly scheduled maintenance.

EQUITY IDENTIFIER	FORMULATE A TOOL, RUBRIC OR FRAMEWORK THAT CAN DETERMINE IF THE UNDERTAKINGS OF A SYSTEM, AGENDA, PLAN OR BUSINESS FITS IN THE TERMS OF EQUITABLE.	This cool or criteria should be at the forefront of every staff, council member and committees mine to come to a decision to determine if equity is involved or not. Equity should be the determining factor based on numbers and percentages on a local level.	\$2500-5000	Short Term: This tool will help us identify some of the practices that the city of Ypsilanti has been utilizing to determine its effectiveness and fairness./Long Term:these tools will assist us in becoming the diverse, balanced and cultural City that we cla to be. This will be a way to check and balance the evidences of that.
FIX RIVER ST	Make sure some of the budget money and roll schedule is utilized in Ward 3 on River Street.	determine if them importance of the role is factored in versus how long the road has been in dire shape.	?	Short Term: This will be a benefit to Ypsilanti Ward 3 in Depot town./Long Term: this will be a major benefit to the city of Ypsilanti has a hole for now and for years to come

COUNCIL MEMBER: Steve Wilcoxon

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Improve communication with public	Create a comprehensive communication plan for internal and external communications. Engage Communications firm to analyze current efforts and suggest improvements.	increased community exposure	\$50K	both
Improve communication with public	Hire a communications director for the city to devise strategy or implement strategy developed by firm above.	Improved community messaging and participation	\$70K-\$100K	both
Remove Peninsular Dam: engineering study	Partially fund the first phase engineering study to determine sediment mediation plan and structural analysis of infrastructure	sediment toxicity report, structural analysis	\$150K/yr	both
Remove Peninsular Dam: public engagement	Implement public engagement campaign: public meetings, mailings, interactive website, public postings, surveys	public participation, report on resident and non-resident hopes and concerns to guide future engineering activities	\$10K	18 months
Attain carbon neutrality for city (government)	Devise plan (in conjunction with AA), finish sustainability plan (including GHG)	two plans in hand	\$5K	3-9 months
Develop Waterstreet property	Engage developer through the MDED	proposals in hand consistent with master plan	unknown	
complete Chapter 8: adult use cannabis	devise point system for permit review	point system	\$5K	6-9 months
complete zoning code for adult use cannabis		revised zoning code	\$10K	6-9 months
Implement parking strategy	Provide consistent signage, install metering infrastructure, device informational material,			6-9 months
implement traffic calming and road diet measures		Decreased car traffic, increased foot and bike traffic		ongoing
world peace				
clean water				
universal health care				
Universal housing				

COUNCIL MEMBER: Annie Somerville

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2022

<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
3-4 flyer kiosks	to promote better communication across the city			short-term
lighting at Frog Island	light the park during fall/winter evenings			long-term
Social worker for YPD	crisis intervention		35-45k	long-term
snow buddies	winter sidewalk maintenace		30-40k	short-term
entertainment at Frog Island ampethearte	to promote the use of Frog Island park by creating weekly movie/music events during warm months		25k	short-term
Creating a Park & Rec Dept.	to manage city parks and recreation facilities		50-100k	short&long-term
Youth mini grant fund	promote positive, community based programs for youth		25k	short-term
4-way stops	turning dangerous intersections into 4-way stops			short-term
cross walk on huron at RAC	to address predestrain satefy concerns			short-term

DEPARTMENT NAME: CITY MANAGER

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Compensation Study	Establish a competitive compensation system	Wage/Salary scale for each non-union position	TBD	Long Term
Promote Organizational Diversity & Inclusion	Establish aggressive employment recruitment program	City workforce mirrors community Minority classes represented in workforce	\$5,000	Long Term
Sustainability	Create a paperless environment Digitize records, create fillable online forms for staff and public	Reduce waste Cost savings	TBD	Long Term
Promote Effective Two-Way Communication with the Public	Improve SeeClickFix Possible information letter to citizens Improve social media presence	Better informed community Stakeholder support	TBD	Long Term

DEPARTMENT NAME: CITY MANAGER

CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Seek Governmental Partnerships/Agreements	Increase collaboration with neighboring municipalities	Sharing Equipment Collaboration on services	TBD	Long Term
Expand Relations with Vertical Leadership	Strengthen Manager and Council relations (i.e. Annual Retreat)	Clear and consistent communication	\$2,000	Long Term
Team Building	Conduct interdepartmental team building programs twice annually Provide training for Department Heads	Employee satisfaction with management/better staff relations	\$5,000	Long Term

DEPARTMENT NAME: Police Department

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Stabalization of personnel/ Appropriate assignment of work	Establish sustainable Detective Bureau	Hire 3 Officers	\$300,000	Both
One Mind Campaign-Mental Health Initiative	Complete all four requirements for certification	IACP Certification	\$20,000	Short
MACP Accreditation	Complete the Accreditation and pass the Sight Visit	Accreditation	\$2,500	Short
Replace AFIS Machine	AFIS Machine is at end of life. Partically funded through a Byrne Grant.	Complete installation	\$14,000	Short
Addition of Records Clerk	Increase efficiency of the Records Bureau and keep the window open on Fridays	Expanded Hours	\$34,288	Both
CITY OF YPSILANTI CITY	COUNCIL GOALS	2021-	2022	
Return to Community Oriented Policing Methods	Establish the COPCRU (Community Oriented Policing Crime Reduction Unit).	Hire 3 Officers	\$300,000	Both
Mental Health Response Team	Coordinate with community partners for consistant/effective response to pesrons in mental health crisis	Fewer repeat calls for mental health issues	None	Both
Procedural Justice Training Series	Departmentwide training in "Fair and Impartial Policing", "Cultural Adversity" and "Procedural Justice."	Greater community trust	est \$10,000	Short
Replacement of In-Car Camera System	Purchase in-car system that interfaces with our bodyworn cameras	Purchase and install	\$50,000	Short

DEPARTMENT NAME: Fire Department

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Hiring	According to the IAFF Contract, we must maintain a hiring and promotional list. (One scheduled retirement)	Complete the hiring process by January 2021.	\$38,000 - \$40,000	Short Term
Capital Improvement (Building Maintenance)	Replace carpet and flooring throughout the building to improve work environment and overall appearance	Completion by June 30, 2021	\$ 11,000	Short Term
Capital Improvement (Building)	Replace deteriorating furniture to provide a safe, welcoming, and clean working enviroment.	Completion by June 30, 2021	\$ 10,000	Short Term
Promotions	According to the IAFF Contract, we must maintain a hiring and promotional list.	Completion by June 30, 2021; Eliminate personnel gaps.	\$10,000 - \$11,000	Short Term
AMA Agreement	Expand Automatic Mutual Aid agreement to increase staffing for structure fire responses.	Meet SAFER and NFPA 1710 requirements		Short Term
Capital Improvement (Station Communicating System)	Update the station's audio system.	Improve notification and communication	\$10,000	Short Term
Capital Improvement (Chief's vehicle)	The Fire Marshal will inherit the Chief's current vehicle.	Provide transporation for Fire Administration	\$40,000-\$50,000	Short Term
Professional Development (Administration)	To increase the opportunity for advancement within the department.	Improve quality and service	\$ 10,000	Long Term
Professional Development (Suppression)	To increase the opportunity for advancement within the department.	Improve quality and service	\$ 15,000	Long Term
Public Education	Promote fire safety and awareness	Increase fire safety and awareness in the community	\$ 5,000	Long Term

DEPARTMENT NAME: Fire Department

CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Professional Development (Administration)	To increase the opportunity for advancement within the department.	Improve quality and service	\$ 10,000	Long Term
Professional Development (Suppression)	To increase the opportunity for advancement within the department.	Improve quality and service	\$ 15,000	Long Term
Public Education	Promote fire safety and awareness	Increase fire safety and awareness in the community	\$ 5,000	Long Term
Keep our workforce diversified	As we continue to hire new personnel, we intend to have our department reflect the community we serve.	Reflect the community we serve.	None Monetary	Long Term
Partnerships	Continue to create and maintain partnerships with EMU, Washtenaw Cty, Parkridge Community Center, Public Safety Alliance, SPARK, and neighboring businesses.	Maintain and improve existing relationships	None Monetary	Long Term
Hiring	According to the IAFF Contract, we must maintain a hiring and promotional list. (One scheduled retirement)	Complete the hiring process by January 2021.	\$38,000 - \$40,000	Long Term
Promotions	According to the IAFF Contract, we must maintain a hiring and promotional list.	2021; Eliminate personnel gaps.	\$10,000 - \$11,000	Long Term
Capital Improvement (Fire Bay Doors)	Replace pull strings with remotes for easy access and security	Completion by June 30, 2022	\$5,000	Long Term

DEPARTMENT NAME: Public Services

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021 & 2021-2022				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Continue to implement the City's parking strategy.	Implement the recommendations from the city's parking study; Develop criteria to track progress; Develop regular maintenance and capital improvement schedules for the city's parking lots.	Completion of parking study recommendations	\$200,000	Both
Continue to upgrade existing park facilities and provide regular predicatble park maintenance.	Develop and implement regular maintenance schedules; Update and implement capital improvement schedule for city parks; Continue regular assessment of city parks with Community	Updated capital improvement plan; Documentation of park assessment; Completion of projects from CIP.	\$125,000 - \$150,000	Both
Reduce green greenhouse gas emissions from the DPS fleet.	Develop and begin implementation of a strategy to reduce greenhouse gas emissions for the DPS fleet; Evaluate costs to provide requiered infrastrature.	Creation of a strategy; measurement of GHG emissions.	\$200,000 - \$300,000 (preliminary)	Both
Continue to find ways to promote and expand recycling options within the community.	Develop a public outreach campaign about recycling options; Reinitiate search for a replacement drop-off site;	Amount and frequency of information distributed; active search for drop-off site.	\$100,000 - \$500,000	Both
Develop and implement a strategy to provide regular maintenance schedules for city facilities and promote energy efficient upgrades.	Look at weatherization options for city owned buildings; identify and assess needs; develop replacement schedules for critical infrastructure.	Maintenance and Capital Improvement schedules; implementation of upgrades; utility bill reductions	\$125,000	Both
Complete road improvement projects as fiscal constraints allow.	Work with City Council to prioritize road projects for efficiency; evaluate financial status to maximize use of road dollars; implement planned road projects	Capital improvement schedules; identification for how much capital can be used each year; implemented road projects	Varies	Both

DEPARTMENT NAME: Community and Economic Development (Building, Planning, Economic Development and Code Enforcement)

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Increase Efficiency in the Building Department	Tablets, increase Part time to Full Time Secretary, and Part Time rental/business Inspector	Continue with existing inspections and new business inspections	Tablets - 15,000, increased secretary wages and benefits - \$30,000, additional inspector - \$30,000	Short Term
Increased Vacant and Dangerous Building Enforcement	Expand into the vacant building enforcement	Compile a list of vacant buildings and ensure monthly inspections are taking place	see above	Short Term
Noxious weed identification training	Provide annual training for code enforcement officers	Staff attends training	\$1,500	Short/Long Term
Increase Efficiency on third floor	Reorganize third floor so everyone checks into a central front desk	Reconstruct the 3rd floor	25,000	Short Term
Finalize the master plan, recreation plan and Sustainability Plan.	Complete the Master plan and Sustainability Plan and begin work on updating the Parks and Recreation Plan.	Master Plan, Sustainability Plan and Parks and Recreaiton Plan are adopted	\$10,000	Short Term
Work to advance and finish exisitng grant programs	Complete the Rutherford Pool MDNR Grant and begin work on TAP Grant, CRISI Grant, and EGLE Grant as applicable	Close Out MDNR Grand and begin working on awarded grants	Variable	Long Term
Redevelop Long Term Vacant Sites in the City	Redevelop Water Street, 220 Park St, Angstrom, and 206-210 Park Street	Hire Redevelopment Coordinator to assist in the technical aspects of redevelopment and community benefits ordinance	New Staff Member - \$80,000	Long Term
To bring the city's sidewalks in to the city code	Work to improve the city and private sidewalks to the city code standards	Creation of a comprehensive plan to address the sidewalk issues in the city and a timeline for implementaiton.	Variable	Long Term
CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Work to limit the need for Iron Mountian	Scan documents and move to a digital storage system	1. Decrease in paper usage 2. Reduce storage cost 3. Increased Efficiency in retrieving documents	\$700 to \$1,200 per month reduction in the next seven years.	Long Term
Redevelop Long Term Vacant Sites in the City	Redevelop Water Street, 220 Park St, Angstrom, and 206-210 Park Street	Hire Redevelopment Coordinator to assist in the technical aspects of redevelopment and community benefits ordinance	New Staff Member - \$80,000	Long Term
To bring the city's sidewalks in to the city code	Work to improve the city and private sidewalks to the city code standards	Creation of a comprehensive plan to address the sidewalk issues in the city and a timeline for implementaiton.	Variable	Long Term

DEPARTMENT NAME: DDA

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Address security problems reported by Downtown Business Owners	Convert Downtown Grant Program funds to be used for a new initiative: Project Green Light	Enrolling 10 Downtown Businesses in a pilot program to provide for exterior security cameras in partnership w Ypsilanti Police Department.	\$20, 000	Short Term
Identify new and creative ways to incorporate Public Art opportunities	Each of the districts will commit \$4,000 for Ypsilanti Art Prize	YDDA will sponsor prizes for artists who install their work in public spaces as approved by City or YDDA Businesses	\$12, 000	Short Term
Public recycling partnership	YDDA will commit one new dumpster for single stream recycling on a pilot program. We will also partner with the City on single day events for recycling in the district.	Enrolling 30 new downtown residents in the program and covering all the costs needed to offer this new service.	\$5,000	Short/Long Term
Monetize Maple Street Lot	Install meter technology and begin enforcement in the Maple Street Lot located in Depot Town	The City and YDDA will enter a partnership for the equipment and enforcement measures needed to generate revenue for maintaining the lot.	\$10,000	Short Term
Historic Walking Tours	The City and YDDA will partner to offer 6 historic walking tours , once per month between May and October.	300 unique participants will get to participate and learn about our historic resources	\$1,000	Short Term

DEPARTMENT NAME: FINANCE AND TREASURY

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Efficiency in Parking Collections	Online renewal/new parking permit system Contact Complus (parking ticket company)	Estimated completion August 2020	\$3,000 - \$5,000	Short Term
	Improve processing of parking violation tickets and dispute	Estimated completion May 2020	Savings thru efficiency	Short Term
Electronic payment to vendors and employees	Recommend vendors and employees to receive payments thru EFT/Electronic payment	Decrease in use of checks	\$20 per week reduction ((\$0.50 postage + \$0.50 check, envelope, and printing fees etc. per check)x 20 checks).	Short Term
Clean and Organize Offices	1. Label every cabinet to easily find documents, office supplies, and any other materials. 2. Utilize shelves or spaces to work efficiently and effectively.	1) Improving work performance in the clean, simple, and organized workspace. 2) Reducing "where is it?" moment.	\$5,000 for working table, cabinets, and organizers	Short Term
Environmental Friendly Office	1. Turn off and unplug all computers and electronics 2. Reuse one-side used paper for internal documents. 3. Recycle used paper and card boards.	Reduction in operating and office supplies	Savings	Short Term
CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Digitize Financial Records	Scan documents and make financial records available online	1. Decrease in paper usage 2. Reduce storage cost 3. Increased Efficiency in retrieving documents	\$700 to \$1,200 per month reduction in the next seven years.	Long Term
Reduce Manual Process and Automate	Use purchased software to its fullest potential	Decrease in Manual Process		Long Term

DEPARTMENT NAME: HUMAN RESOURCES

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Performance Evaluation System	* Develop & implement a meaningful performance appraisal tool	Improved & measurable employee review system	\$1,000	Short/Long Term
Training Program For Employees	* Develop quarterly professional training sessions for employees such as: Ethics, Leadership, Customer Service, & Safety	Improved employee knowledge & performance	\$6,500	Short Term
Employee Recognition Program	* Develop an employee recognition program for years of service	Improved employee morale	\$2,500	Long Term
Update Job Descriptions	* Work with department heads to update all job descriptions	Accurate data & pay	Employee Time	Short Term
Succession Planning	* Create a succession plan for all key positions	Employees identified for promotability & department knowledge	Employee Time	Long Term

DEPARTMENT NAME: HUMAN RESOURCES

CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
GOAL	TASK OR OBJECTIVE	MEASURABLE OUTCOMES	ESTIMATED COST	LONG/SHORT TERM
Paperless	* Set up a file in the shared drive for department heads and employees to have easier access to HR forms and documents.	Less paper = sustainability	\$5,000	Long Term
Employment Recruitment Program	* Aggressively seek applicants from minority populations via job postings. * Actively recruit interns from EMU, WCC, & surrounding colleges/universities.	Diversity - our staff will reflect our community/Provide hands on learning for students (\$12/hr x 20 hrs/wk) x 5 interns	\$70,000	Long Term
Professional Development Program	* Develop tuition reimbursement program for education that assists employees in current job or future job with the City.	Increase employee education & support future goals within City positions.	Employee time	Long Term
Update Policies	* Develop policies such as Parental Leave, incorporate the new marijuana ordinance, etc.	Provide guidance to employees and a Parental Leave policy would support families who work for us	Employee time	Long Term

DEPARTMENT NAME: City Clerk

CITY OF YPSILANTI CITY COUNCIL GOALS 2020-2021				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Improve voter turnout	Hold voter registration drives - First Fridays/EMU. Increases website/social media noticing for elections. Encourage voters to sign-up for absentee voting.	Increase in voter participation	Minimal	Short
Effectively Administer 2020 Elections	Improve Precinct Signage, Election Chair Training on Anatomy of Equipment, Inspector Recruitment (EMU)	Greater Efficiency at polling locations	\$1,000	Short
Capture all outstanding AHB fines	Place special assessment on Summer Tax Bill	\$70,000 - Increase in tax revenue (conservative estimate)	\$0	Short/Continuous
Seamless transition to new downtown permit parking location	Assist Parking Manager in implementing advertisement for new location rollout	Minimal user confusion	Minimal	Short
Live stream board and commission meetings	Train needed staff on functionality of iCompass and camera system	All meetings live streamed	\$0	Short
Council meeting preparation efficiency	Council packets provided two Monday's prior to the meeting	Council adopts submission policy	\$0	Short

DEPARTMENT NAME: CLERK

CITY OF YPSILANTI CITY COUNCIL GOALS 2021-2022				
<u>GOAL</u>	<u>TASK OR OBJECTIVE</u>	<u>MEASURABLE OUTCOMES</u>	<u>ESTIMATED COST</u>	<u>LONG/SHORT TERM</u>
Increase efficiency in polling location management	Purchase new epollbooks	10 New HP Laptops purchased	\$6,000	Short/Long term
Improve customer management	Hold training for all front line administrative staff	Decrease in employee stress/Increase in productivity	\$2,500	Short/Long term
Assist in functionality of Boards and Commission	Design and implement two annual training sessions/assign staff liaisons to each commission/assign Council liaisons to each commission	Create better functionality of boards and commissions	Minimal	Short/Long term



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William F. Anhut ~ Of Counsel – Retired
Jennifer A. Healy ~ Legal Assistant

MEMORANDUM

To: Hon. Mayor and City Council
From: John M. Barr, Ypsilanti City Attorney
Date: November 12, 2019
Re: City Attorney overview and goals for 2020

The office of the Ypsilanti City Attorney is created by City Charter:

4.07. Legal officer.

There shall be a legal officer of the City appointed by the City Manager subject to confirmation by the City Council and not subject to the requirements of the merit system. The legal officer shall serve as chief legal adviser to the Council, the Manager, and all City departments, offices, and agencies, shall represent the City in all legal proceedings, and shall perform any other duties prescribed by State law, by this Charter, by ordinance, or by resolution.

The City Attorney also attends City Council meetings and provides legal advice to the Mayor and City Council, City Manager and all city departments, department heads and boards and commissions on request. The City Attorney is the FOIA coordinator and supervises all FOIA requests and replies. The City Attorney also serves on the Election Commission, acts as City Council parliamentarian and prepares legislation and research as required. Training is developed and presented to city staff and officers as requested.

Our office is at 105 Pearl Street, corner of North Huron Street, one block north of Ypsilanti city hall.

City Attorney staff includes attorneys John M. Barr, Karl A. Barr, Jesse O'Jack, paralegal Jennifer Healy and assistants Ashlee Roberts and Elizabeth Taylor.

The goals of the office of the City Attorney are to provide excellent legal advice and service to the city.



Capital Improvements Plan

CITY OF YPSILANTI, MI
DECEMBER 2019

Goals

Understand the reason to have a CIP

Understand the timeline for the CIP and how it interfaces with budgeting and goalsetting

Understand changes from past CIP processes to this CIP process



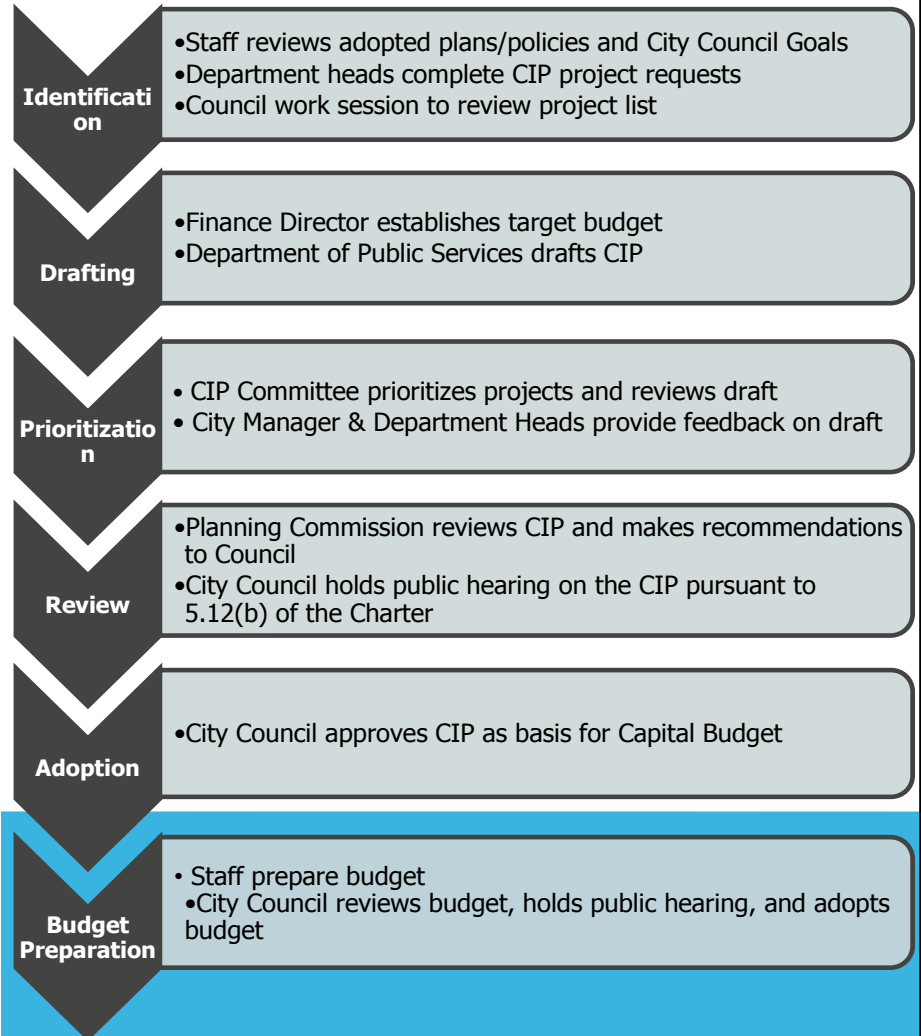
Background Information

- **City first adopted a formal CIP in 2015**
- **Identifies major capital expenditures**
 - A “major capital expenditure” is a project that results in a physical improvement, and is generally over \$10,000
 - A capital expenditure can be a whole project, such as “replace all benches in parks”
 - Is a best guess estimate, generally not fully quoted out
 - Numbers become less accurate the further in the future a project is
- **Helps budgeting process**
 - Allows Council, staff, and the public to see in one easy place planned or expected expenditures in future years
 - Reduces the chances of major “surprise” expenses
- **Communicates major projects to public**
 - Having a publicly-accessible document, separate from the budget, helps to communicate to involved citizens and businesses what projects are on the City’s radar
- **Required for Redevelopment Ready Certification**
- **Required by Charter (5.11)**
- **Required by PA 33 of 2008**



Process

- **Designed to complement budget process**
 - Coordinated with Finance on timing, forms
- **Current draft CIP takes information from current, adopted budget book**
- **Includes projects from other adopted plans**
 - Includes Master Plan, Parks & Recreation Plan, Nonmotorized Transportation Plan, Climate Action Plan, Reimagine Washtenaw, etc
- **Includes data from recent survey of City facilities**
 - City Hall, Fire & Police, Department of Public Services, Parkridge Community Center, etc
- **Prioritized as mandatory (1), risk avoidance (2), strategic (3), and added value (4).**
- **See flowchart at right for *aspirational* timeline- getting closer every year!**
 - This year, realistically:
 - identification is currently underway;
 - prioritization will likely happen in January-February alongside drafting;
 - adoption will take place in April-May- as we begin to draft the 2021-2027 CIP.



Content

- **Follows budget categories/funds**
 - Are further broken down by department and year
- **Intended to provide information during budget discussion**
 - Provides information to aid in budgeting, not a budget itself
- **Contains project justification category to aid in prioritizing projects**
 - Further categorizes projects as regulatory/mandatory, cost/risk avoidance, strategic, and discretionary
- **Sources of funding will not always be attributed, as sources may not yet have been identified.**
 - Sources of funding listed in the CIP will always be estimated and are not guaranteed.

		City of Ypsilanti Capital Project Request Form	FY2020/2021 through FY2026/2027
Project			
Title			
Department		Prepared by/Contact	
Description and Location			
Justification & Priority within the department			
Is the City legally required to do this? Will it improve safety? Is it part of the Master Plan or another plan or policy? Is it a priority of your department?			
Schedule			
Estimated start date and completion date			
Coordination			
Identify if the project is dependent upon other project(s) in the CIP and describe the relationship			
Estimated Service Life			

2019/2020 Capital Improvement Plan (last year, abbr)

Department	Description	Category	Justification	Funding Source	Account	Request 19/20	Request 20/21	Request 21/22	Request 22/23	Request 23/24	Request 24/25
CED	Water Street Infrastructure	Infrastructure	Added Value	General Fund	101	50,000	50,000	50,000	50,000	50,000	50,000
CED	Train Station	Infrastructure	Strategic	Federal and State Grants 50%-75%	414		4,000,000				
CED	Dam Removal	Infrastructure	Risk Avoidance	Federal and State Grants 50%-75%	101			2,000,000			
CED	Vehicles (Building)	Motorpool	Added Value	Motorpool	641					30,000	
Fire	Apparatus room floor resurface	Facility	Risk Avoidance	General Fund	414	124,000					
Park	Priority Projects	Facility	Added Value	General Fund	414	125,000	125,000	125,000	125,000	125,000	125,000
Police	Ford Taurus (Chief)	Motorpool	Risk Avoidance	Motorpool	641	50,000					
Police	Chevy Tahoe (Black)	Motorpool	Risk Avoidance	Motorpool	641					40,000	
Police	Ford Crown Victoria (black)	Motorpool	Risk Avoidance	Motorpool	641				40,000		
Public Services	Truck – 10 Cubic Yd Rear packer	Motorpool	Added Value	Motorpool	641	95,000					
Public Services	North Pole Barn - Concrete Pad	Facility	Added Value	General Fund	414	40,000					
Public Services	Vactor Truck	Motorpool	Added Value	Motorpool	641	430,000					
Public Services	Bobcat	Motorpool	Added Value	Motorpool	641				7,200		
Public Services	Ferris Mower (DPS)	Motorpool	Added Value	Motorpool	641					18,000	
Public Services	Truck - 1 Ton - Dump Truck GMC w/Front Snow Plow	Motorpool	Added Value	Motorpool	641				55,000		
Public Services	Volvo L90G Wheel Loader	Motorpool	Added Value	Motorpool	641					27,000	
	Total cost:					2,014,608	4,685,000	2,975,000	526,700	595,108	475,108
	Number of projects:					23	14	14	10	12	8

Questions?





MARIHUANA LOCAL PERMITTING UPDATE

In November of 2017, the City of Ypsilanti opted-in to the MMFLA, capping the number and type of facilities at three growing/processing facilities and seven provisioning centers. The City of Ypsilanti also opted-in to the RMLA on October 15, 2019. This legislation opens up additional uses in the city.

With additional permits being allowed, the city is opening up an application round for 2020. The application form 2020 that will be available on January 17, 2020 at 9 am on the city's website www.cityofypsilanti.com/marihuana. **Old application forms will not be accepted. Applications will only be accepted via USPS, UPS, FedEx or other delivery service and no applications will be taken in person.** Applications will be due on March 4, 2020 by 4pm. Questions on the marihuana application process will only be accepted until February 14, 2020 at the email address feedback@cityofypsilanti.com and the responses will be published on the city website on February 21, 2020. Applications will be scored based on the criteria that is outlined in the application against all applications regardless of use and the final score for all facilities will be published on the city's website within 45 days of the submission period. Once the applications are scored, the highest scoring application will be contacted first and so on. Prior to processing an application for a permit, we will contact the applicant to confirm ongoing interest and obtain the application fee. All applications will be confidential until the permits are granted and then they will be subject to the Freedom of Information Act with the appropriate information redacted.

Andrew Hellenga
City Clerk
12/17/19