

COUNCIL INFORMATION LETTER

March 2022

APRIL 25, 2022

City of Ypsilanti
Frances McMullan, City Manager



City Manager’s Office

It’s hard to believe it’s already Spring, and the bitterness of winter is almost behind us. City Council has returned to City Hall in the Council of Chambers, while meetings remain in a hybrid format. I want to thank everyone for their efforts and patience in adapting to the unprecedented settings.



- We continued our budget meetings with all Department Heads for FY22/23 and 23/24.
- I attended a Michigan Municipal League (MML) event in Lansing on 3/15 & 3/16. The topics of conversation were Prioritizing Revenue Sharing in the State Budget, Strategically Investing American Rescue Plan Dollars, Short-Term Rental Zoning Preemption, all with Michigan Legislators.
- I met with EMU President (3/4) to discuss ways to collaborate and strengthen the city and Eastern Michigan Universities Relationship.
- Meeting highlights have resumed, and we will continue summarizing our bi-weekly City Council meetings.
- We continue to work on COVID-19 safety issues, monitoring all staff safe and reviewing our policies.
- I attended a meeting with Local Units of Government (LUG), providing monthly updates with Washtenaw County on Tuesday, March 8th discussing the American Rescue Plan, Broadband Updates, and mask updates.
- I attended the AAATA Stakeholder meeting regarding The Ride 2045 long-range plan.
- I attended the Destination Ann Arbor Committee meeting.
- I shared depositions for Anderson vs. City litigation.
- We met with the University of Michigan Musical Society (UMS) on 3/18 discussion a potential partnership with the Ypsilanti Freighthouse.
- Guest Panelist at National Forum for Black Public Administrators (NFBPA) in Grand Rapids discussing women in leadership on March 30th.
- Met with Renovare Development regarding the 220 N. Park proposal.
- I began preparation for upcoming contract negotiations for staff.

City Clerk

1. Administrative Hearings Bureau
 - a. All liens filed as special assessments on the Winter Tax Bill will be released once the county has made the city whole for delinquent taxes.
2. Elections
 - a. Staff is in initial stages of planning for the May 3rd Special Election.
 - i. All Election Equipment has been tested.
 - ii. Mass mailing of absentee ballots was completed by the statutory deadline of March 24th. A total of 859 have been issued.
3. Clerk
 - a. The new Clerk/Treasury Generalist began work on March 28, 2022
4. Boards and Commissions – Vacancies (as of March 28, 2022).

Board	Membership Type	Last Name
Art Commission	Commissioner	Vacant
Art Commission	Commissioner	Vacant

Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Planning	Commissioner	Vacant
Police Advisory	Youth Member	Vacant
Police Advisory	Youth Member	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Parks & Recreation	Youth Member	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant
YDDA	Board Member	Vacant
YDDA	Board Member	Vacant
Ypsilanti Housing	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant

Finance Department

- **Accounting and Finance**

- Attended the MGFOA Spring Seminar on March 4, 2022
- Department Budget meetings were conducted with Department heads and their office managers.
- Received MERS Annual Pension Investment Report.

Combined Reserves						
Balance as of 12/31/2020	Invoiced & Other Contributions	Transfers	Benefits Paid	Net Investment Income	Admin Expenses	Balance as of 12/31/2021
\$20,968,335.90	\$182,861.60	(\$75.00)	(\$1,036,343.01)	\$2,921,257.32	(\$33,514.98)	\$23,002,521.83

- **Assessing**

- Prepared assessing and taxable rolls for 2022 to be used for FY 2023
- Conducted March Board of Review

- **Treasury**

- Meeting with Washtenaw County Deputy Treasurer Sue Bos to discuss 2021 tax year settlement.
- Attended Washtenaw County Treasurers Association meeting on March 15,2022 via zoom.
- Prepared final tax payouts to the different taxing jurisdiction
- Submitted Final Tax Settlement to Washtenaw County Treasurer

Human Resources

- Filled Police Dept Records Clerk position, City Hall Code Enforcement Officer position and Clerk-Finance Generalist position
- Continuing hiring process for Fire Fighter/EMT position
- Initiated compensation study for employee engagement and retention among city employees
- Reviewed employee seniority list and updated based on employee leave periods
- Preparing to conduct Communications Training and Target Selection Training for recruiting processes

Planning & Development

City Council:

- Public hearing and first reading for W Clark Rd PUD will be on April 5 agenda

Planning Commission:

- **March Meeting Summary**
 - 12 E Forest Special Use for marijuana growing/processing/safety compliance and site plan approved
 - 539 S Huron (Patient Station) curbside business plan denied
- **April 20 Meeting Agenda**
 - 220 N Park PUD for site condominium
 - 1420 Washtenaw site plan and special use review for new construction of a building intended for a marijuana retailer
 - 340 Ecorse site plan and special use review for HVAC business
 - Text amendment application for laboratory, research & development, etc. in Center zoning
 - Text amendment application for childcare centers in more zoning districts including CN-SF.

Zoning Board of Appeals:

- Variance for parking lot side setbacks at 12 E Forest approved by ZBA at their March 14 meeting

DDA

Three Special Event Sponsorships were approved in March. First Fridays, Big Brothers Big Sisters, and Beautifypsi will all receive DDA funding to support their events this summer. The board also approved a landscaping contract renewal with some improvements to parking lot maintenance Downtown. The DDA Board will consider the following items at their upcoming meeting in April:

- YDDA Summer Movie Series
- Dumpster Mural Proposals
- Marketing and social media for small businesses
- DDA Ad Hoc Equity Committee is providing recommendations to the DDA Board of Directors
- The Ride will be presenting their plans for updates at the transit center

The Riverside Arts Center has formally notified the DDA of its intent to exercise the options agreement to purchase the building in April.

- Clark Street Development – the developer Lincoln Avenue Capital is working on a 300+ unit affordable housing development. The CBO Committee has held 3 of the 4 meetings slated to be held during this process.
- 220 N. Park. – Staff working with the developer has begun the community benefits ordinance process. The first CBO meeting will be held on April 7 at 6 pm.
- Water Street – Staff continues to meet with multiple developers to discuss future potential on the site.
- Daytime Warming Center at Freighthouse is accepting donations of food items and clothing
- Staff has met with UMS to discuss a pilot program aimed at increasing community arts events at the Freighthouse in Fall 2022
- Embracing our Difference Art Installation to be installed at Parkridge and Riverside Park in April
- Parkridge Community Center Signage to be installed in April
- Ongoing planning for community programming at Parkridge Community Center, including entrepreneurship courses and financial literacy courses, and exterior mural.
- The department is submitting a Community Priority Fund grant application with Washtenaw County to secure ARP funding to support the proposed development at 220 N Park
- Fee schedule updates to adjust the Shared Mobility Device fees will be introduced to Council in April
- DDA Administrative Contract for staffing services will be introduced to Council in April

Department of Public Services

- Curbside Yard Waste collection will resume Monday April 4, 2022.
- DPS Staff will be giving a presentation at special Council meeting on April 12, 2022, regarding parks bathrooms and parks capital projects.
- The city was awarded a grant from the Recycling Partnership in the amount of ~\$80,000 to support our recycling cart purchase. Staff will give a presentation about this and some other environmental program updates at an upcoming council meeting.
- There are several agenda items coming up for council consideration at the next meeting. These include a contract with EGLE for a recycling cart grant, a contract with MDOT for the road diet/pedestrian bridge, a contract with Ypsilanti Township regarding maintenance of the pedestrian bridge, a contract with DTE for lighting on the pedestrian bridge, an agreement with OHM for final design engineering for the Huron River Drive project, a contract with MDOT regarding the installation a section of sidewalk on Washtenaw, and a contract with the MEDC for a Michigan Enhancement Grant awarded to the City for rehab of the softball field at Parkridge Park.
- DPS Staff is working on some of our spring transition items.

Police Department

Personnel:

- Probationary Officers Davis and Gibbs continue in the FTO program.
- Officer Sloan resigned to accept a position at the Wyandotte Police Department
- Officer Duford resigned to accept a position at the Taylor Police Department
- Officer Eddings resigned to accept a position at the Redford Twsp Police Department

Activity:

Statistics for the current period reflected by the past three months with 6 days remaining in March.

	January	February	March
Arrests	31	32	38
Tickets	59	40	53
Calls for Service	1014	919	870
Reports	176	142	147

March 2 : Chief DeGiusti met with a delegation from Mt Olive Church to discuss on-going issues. The complaints are non-criminal in nature and the group was given guidance on how to proceed with civil actions.

March 9- YPD met with DAY to discuss issues in the Downtown.

March 10-11: Chief DeGiusti participated in the Spring session of the Michigan Municipal League Law Enforcement Forum.

March 12: The COPCRU attended the Heritage Park Association Meeting.

March 14: Chief DeGiusti appeared on the Podcast "I Thought You Knew" with host Tyrone Bridges.

March 16: Chief DeGiusti had a follow-up meeting with a member of WEROC to discuss issues surrounding No Proof of Insurance traffic stops.

March 17: Chief DeGiusti attended the Washtenaw County Criminal Justice Association quarterly meeting.

March 17: YPD attended the Traffic Review Committee meeting.

March 24: Chief DeGiusti attended the monthly YPAC meeting.

March 28th, 2022



City of Ypsilanti Fire Department

Activity Report:

Training Update:

January 2022

February 2022

March 2022

	January 2022	February 2022	March 2022
Fire and EMS Calls	198	181	187
Inspections	17	6	19
Non-emergency requests	1	0	0

The following trainings/classes occurred during the month of March:

- Fire Behavior
- Rope Rescue-Ropes & Knots
- LPG/Air Monitoring/Building Explosions
- Washtenaw County TRT Training
- SOG Review-Rescue Task Force- Active Shooter
- Washtenaw County Hazmat Training

Apparatus/Building Update:

- 12/01/21 Engine 2-1 out of service for body work
- 03/01/22 Engine 2-1 back in service
- Tower 2-1 OOS and sent to CAT for repairs.
- Tower is still OOS
- 12/09/21 Parking lot lights not working/parts on order
- Currently painting and making repairs to the FF's bathroom. New sinks and counter installed.

Personnel:

- Reviewing applications to fill 4 vacant positions.
- 12 applications have been submitted to HR for initial background check. HR was able to schedule 7 interviews for March 1st and 2nd.
- Scheduling Civil Service meeting to approve hiring list.
- Captain Maddison is retiring after 26 years of service.
- FF Lieffers resigned to take a position with another fire department.

Notes:

- Station and apparatus deconned weekly.

Overall Department Status Update:

- Cassidy Meyers will continue her internship through April
- Actively working on approved Fire Station Capital Improvements.
- Fire Department is currently operating with 2 engines in service.