

COUNCIL INFORMATION LETTER

July 2022

APRIL 25, 2022

City of Ypsilanti
Frances McMullan, City Manager



City Manager's Office

Greetings, it's hard to believe it's August, and looking back we had a busy month of July with the Fourth of July Parade, Ypsilanti Jazz Fest, and the Annual Beer Festival in Riverside Park. Along with these community events my schedule consisted of many things, including the following:



- (7/12-7/17) I attended a conference in Florida, though summers in the south are hot, it was an excellent networking opportunity, and I plan on returning to meet associates who attend regularly.
- I attended the Michigan Municipal Executives (MME) Summer Conference in Holland, MI, on July 19th-22nd. Currently, I serve as chairperson of Professional Development Committee, and it was fabulous to see its success. Workshops on Affordable Housing, Managing AirBnBs, and Being a successful city manager, among others were received well. Leaders all over the state complimented on how informative the conference was and the many take-aways they received.
- Met with Director of Department of Public Services to navigate the transitional period for the DPS department.
- Labor Negotiations are still in progress for IAFF and TPOAM bargain units.
- Currently investigating several internal YPD complaints. In the process of developing summary report with recommendations to be presented to Council in September.
- Consistently exploring retention and recruitment strategies for city employees, specifically YPD and YFD.
- Continually researching wage structures and comparing them to surrounding municipalities. Wages remain a key issue in retention.
- Looking at supplemental options to attract employees, ie implementation of longevity pay, revision of wage scale to begin at higher step
- Scheduled annual department head non-union employee evaluations.
- Drafting evaluation form along with HR to allow employees to evaluate performance of city manager.

City Clerk

1. Elections
 - a. August Primary Election.
 - i. Chairs and Election inspectors to serve during the August 2nd Primary Election has approved by the Election Commission on July 11, 2022.
 - ii. Preparation is almost completed to administer the Primary Election.
 - iii. The Clerk Department will be open on the Saturday prior to the election from 8am until 4pm.
2. Clerk
 - a. Deputy Clerk Thomas has accepted a position in Washington DC and will be leaving the Clerk Department shortly after the Primary Election.
3. Administrative Hearings Bureau
 - a. Staff is continuing to process liens for properties with unpaid fines.
4. Boards and Commissions – Vacancies (as of July 21, 2022).

Board	Membership Type	Last Name
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Art Commission	Commissioner	Vacant
Art Commission	Commissioner	Vacant
Art Commission	Commissioner	Vacant
Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Youth Member	Vacant Youth
Police Advisory	Youth Member	Vacant Youth
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant
YDDA	Board Member	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant

Finance Department

- **Accounting and Finance**
 - Received 2nd payment of our ARPA Funds \$1.059M
 - [Uploaded 2022 Adopted Budget Book in the City Website](#)
 - Attended webinar for “A Dose of Prevention; Resilience Against Cyber Breach”
 - Attended meeting for the TPOAM Union contract negotiation.
- **Assessing**
 - Conducted the July Board of Review.
 - Prepared 2022 Sales Study for Commercial and Residential Values.
- **Treasury**
 - Sent out Summer 2022 Tax bills to our residents and mortgage servicers.
 - Started collection of our Summer Tax payments.
 - Processed Payment in lieu of taxes (PILOT) distribution to the different jurisdictions. **Strong Future Housing had negative surplus cash and did not pay their PILOT.**
 - Interest Earnings update of June 30,2022.

CITY OF YPSILANTI			
INVESTMENT ANNUAL REPORT AS OF JUNE 30, 2022			
1. SUMMARY OF INVESTMENT BY TYPE			
FY	2021-2022		
Date	6/30/2022		
TYPE OF INVESTMENT	TOTAL		%
Ⓢ COMMERCIAL PAPER	\$525,789		3.42%
Ⓢ LGIP	\$7,753,391		50.39%
Ⓢ CERTIFICATE OF DEPOSIT	\$7,031,753		45.70%
Ⓢ MONEY MARKET	\$74,605		0.48%
Grand Total	\$15,385,539		100.00%
2. ANNUAL INTEREST EARNED			
FY	2021-2022		
Quarter	(Multiple Items)		
TYPE	Sum of Interest		
COMMERCIAL PAPER	2,676		
LGIP	18,891		
CERTIFICATE OF DEPOSIT	14,476		
MONEY MARKET	128		
CORPORATE BOND	266		
GOVERNMENT BOND	18,350		
Grand Total	54,789		
RATE OF RETURN			
ANNUAL INTEREST INCOME	54,789		
ENDING INVESTMENT	15,385,539		
ANNUAL RATE OF RETURN	4.273%		
BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE			
AS OF JUNE 30, 2022	2.44%		

Human Resources

- Filled Equipment Operator position and yet accepting applications for this position.
- Recruiting for Police Officer, Fire Fighter/EMT positions, and newly created Economic Development and Equity Coordinator position.

Planning & Development

Community Development

- Solar Rebate Program Update – 5 rebates have been reserved from the Grace Sweeney Inheritance
- 5 Community Events held at the Freighthouse in July including: the Ypsi Flea and Swap Market and the Really Really Free Market.
- Community Event Policy First Reading Approved.
- MJs Mushrooms Art Project at Prospect Park Approved.
- UMS Agreement approved with amendments.
- Fantastic Mr. Fox Movie Event at the Water Tower was well attended, the next movie is the same location where we will feature the original Willy Wonka.

Economic Development

- Water Street – Staff continues to meet with multiple developers to discuss future potential on the site.

- 206/210 N Washington – Working with Avalon Housing on the redevelopment project and they are submitting a grant to support the project.

DDA

No Meeting in July.

Planning

- The following cases were approved in July’s Planning Commission meeting: 300 W Michigan limited research & development facility, 202-206 E Forest Ave childcare center, and 401 E Michigan marijuana retailer.
- No new cases scheduled for August.
- Upcoming discussion with Council regarding marijuana facilities.

HDC

The Historic District Commission (HDC) had two scheduled meetings in July, both in person at the Freighthouse. During July, the HDC reviewed nine applications and discussed six study items. The preservation planner reviewed and administratively approved one application.

Department of Public Services

We are working with HR on hiring employees. We have 1 new employee starting on 8/1 and will have three (3) vacancies to fill. Interviews are scheduled next week.

Projects are continuing please see last month’s update:

- The Forest Street Bridge project will likely be a spring 2023 project. Current schedule is for the MDOT bid letting in August 2022.
- We are nearing the final report on the Cross Street Bridge preliminary study. We will present the findings when they are available.
- Design engineering is progressing for the Huron River Drive project. The current plan is for a February 2023 MDOT letting of the project with construction to begin spring 2023.
- We have had discussions with OHM regarding a local road over band crack filling project for this spring. We are awaiting a proposal.
- We have also been in contact with OHM regarding some storm sewer castings for the low flood prone areas in College Heights. We are looking at our options.
- We have just received the contract for the second grant for recycling carts and it will be on the next council agenda. Due to educational requirements and the amount of time it took to get the contract the cart roll out will likely be pushed back until spring 2023.
- We are working with OHM to put a bid package together for the softball field project at Parkridge. We expect the project to begin in the fall.
- The concrete work at Parkridge park will also be pushed back to Spring 2023. This is primarily due to construction costs. We are hoping that moving the project until the spring will provide us with more competitive pricing and allow more contractors to bid.
- We will have a few vehicle replacements coming before council in the next few meetings.
- We are going to be looking at preparing RFPs for our facilities projects for the upcoming year.

- Staffing wise we have had a few vacancies and a few people out due to injury/personal reasons. We are continuing to work to provide regular services. We trained and certified four employees in PASER asphalt condition ratings to support recent changes in MDOT and funding requirements.
- We worked with a contractor to begin inspecting storm sewer potential issues.
- Continued to advance rollout of a digital asset management system.
- Worked with Washtenaw County Conservation District to help finalize the Community Trees Profile- presentation to the Sustainability Commission tentatively planned for September.
- Continued coordination with YCUA on ongoing infrastructure improvement work.
- Began coordination with MDOT on 2022-23 trunkline improvements (cityofypsilanti.com/RoadRenovation).
- Completed the Depot Town parking structure feasibility study.
- Began towing of vehicles for unpaid parking tickets.
- Continued parking lot signage improvement project- look for entry signs soon!
- **Awarded \$274,000 by the Transportation Alternatives Program to help offset Huron River Drive costs.**

Police Department

Personnel:

Probationary Officer Renaud is currently working through Phase 2 of the FTO Program.

Activity:

Statistics for the current period reflected by the past three months with 9 days remaining in July.

	May	June	July
Arrests	48	41	37
Tickets	67	63	31
Calls for Service	1275	1252	873
Reports	236	224	162

7/19 – Chief DeGiusti met with the Ypsilanti Council of Elders to discuss L.O.V.E. Is The Answer Day

7/26 – MACP/MLEAC will present the department with our Accreditation Credentials

7/28 – Joint Council/YPAC meeting cancelled.

June 27th, 2022



City of Ypsilanti Fire Department

Activity Report:

Training Update:

	April 2022	May 2022	June 2022
Fire and EMS Calls	215	255	223
Inspections	9	13	13
Non-emergency requests	2	1	2

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

- SOG/Review
- Ice/Water Rescue
- Washtenaw County TRT Training
- Forcible Entry
- Washtenaw County Swift Water Rescue Training
- Friction Loss Calculations
- Fire Officer Development
- Thermal Imaging Camera Training
- All personnel completed state required PFAS training.

Apparatus/Building Update:

- Preventive maintenance all trucks.
- Bathroom updates completed.
- Replaced stations antiquated AC unit. The new unit will be more efficient and will provide better air quality.

Personnel:

- Hired FF Calvin Nicholai 06/14/2022
- Reviewing applications to fill 3 vacant positions.

Notes:

- Station and apparatus deconned weekly.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.