

# COUNCIL INFORMATION LETTER

August 2022

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APRIL 25, 2022

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager's Office

Greetings, and Happy September! I hope everyone has enjoyed their summer. With students returning to school, families returning from vacations. We welcome new higher education scholars who may be joining our community.



1. We had our annual review with our insurance provider, Blue Cross Blue Shield, looking at rates for the renewal process.
2. I met with the Director of the Department of Public Services to navigate the transitional period for the DPS department. Ron Akers will be leaving the City of Ypsilanti for another opportunity.
3. Labor Negotiations are still in progress for IAFF and TPOAM bargain units.
4. Over the past month, I met with the department heads for their annual employee evaluation.
5. We are investigating several internal YPD complaints and checking in at the station biweekly. The Chief of Police, Tony DeGiusti, has resigned and is looking at other opportunities.
6. We are exploring retention and recruitment strategies for city employees, specifically Police Department and Fire Department.
7. We are continually researching wage structures and comparing them to surrounding municipalities. Wages remain a crucial issue in retention.
8. We are looking at additional options to attract employees, i.e., implementation of longevity pay and revision of wage scale to begin at a higher step.

## City Clerk

1. Elections
  - a. August Primary Election.
    - i. The Election has been certified with little issues found in the 10 reporting precincts in Ypsilanti.
  - b. November General Election
    - i. Planning is already underway for this coming November's Election.
    - ii. A third ballot drop-box has been purchased to replace the one previously deployed at EMU from American Security Cabinets. The one replaced was provided by the Secretary of State and is far more secure.
    - iii. The Absentee Voter Applications have been sent to the printer for a September 6<sup>th</sup> mailing.
    - iv. All polling locations have been secured.
    - v. Starting next month staff will begin recruiting Election Inspectors to serve on Election Day. Staff are preparing to bring a resolution increasing pay for inspectors to stay competitive in the County.
2. Clerk
  - a. Aaron Smith has been hired to replace Chelsea Thomas as Deputy Clerk. He was formally the Clerk/Treasury Generalist hired in June of 2020. He then was offered a full-time position as AHB/Elections/Boards and Commission Clerk/Treasury Generalist. He then became Account II in Finance. He is well versed in the functions in the Clerk Department and Treasury and will continue to be an asset to the City of Ypsilanti.
3. Administrative Hearings Bureau
  - a. Staff is continuing to process liens for properties with unpaid fines.

4. Boards and Commissions – Vacancies (as of August 18, 2022).

<b>Board</b>	<b>Membership Type</b>	<b>Last Name</b>
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
Economic Development Corp.		Vacant
Ethics	Board Member	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Non-Motorized Committee	Commissioner	Vacant
Non-Motorized Committee	Commissioner	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	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

## Finance Department

### Accounting and Finance

- Processed all FY 21-22 invoices in preparation for closing the Fiscal Year.

- Attended TPOA and IAFF contract negotiations.

## Treasury

- Attended the Fire and Police Pension Meeting on August 15, 2022. Pension Attorney reported that the State of Michigan earmarked \$750M for underfunded municipal pension plans that are 60% funded. As of the last Fire and Police Pension valuation, our pension is funded at 53.6%.

## Human Resources

- We are currently recruiting for multiple positions including City Planner, Finance Generalist II, Freighthouse Event Coordinator, Public Services Laborer, Police Officer, Fire Fighter/EMT positions, Equipment Operator positions, and newly created Economic Development and Equity Coordinator position.

## Planning & Development

### Planning Department

Zoning Board of Appeals special meeting scheduled for Thursday, September 15<sup>th</sup>. The meeting will entail a public hearing and review of an appeal of an administrative decision. The appellant is appealing the administrative decision that the nonconforming auto repair use had been abandoned at 319 N Huron St (“My Car Guy”) and cannot be continued.

No Planning Commission cases in the month of August.

HDC approved work at 5 properties in the district including 408 N Huron, 421 N Adams, 513 N River, 5/7 S Washington, and 305 E Forest. The approved work ranges include foundations, siding, and windows.

### Downtown Development Authority

It was a busy August for the DDA who approved three special event sponsorships including:

*Rumble in the Bumble* – Depot Town Pollinator Event

*All Hallows* – Event at Frog Island following Halloween

*Ypsi Glow* – Event primarily takes place in Downtown the week of Halloween

We also approved \$11,000 approved for a new program called the “EMU Crossover” which is set to take place in September. The program will distribute 1,250 tokens worth \$10 each to returning EMU students and faculty to spend at businesses on West Cross Street. More information can be found at <https://ypsilantidda.org/tokens>

The Board also welcomed a presentation from Bonnie Wessler and the YCUA team about planned construction for Michigan Ave in 2023 and discussed potential mitigation strategies to assist local businesses. Fire suppression grants were identified by the board as a priority for this construction period given the potential cost savings.

Willy Wonka golden ticket promotion approved for August 25<sup>th</sup> movie night at the Water Tower. This promotion provides 100 chocolate bars from GO! Ice Cream to the first 100 attendees. 4 of these chocolate bars include a golden ticket worth \$75 to any business in the DDA districts.

## Economic Development

Staff met with Avalon to discuss the affordable housing project at 206/210 N Washington. We charted a path to approval that includes HDC, ZBA, PC, CBO, and eventually Council approval. This development will require many steps and reviews due to the complicated nature of the proposed demolition, expansion of the building footprint, on site parking shortages, and the eventual request for a PILOT.

Staff continues to work with Renovare on the development at 220 N Park. There is significant time required each week to navigate the complicated site conditions and finalize engineering, financing, and fulfillment of the conditions require by the CBA.

Following the approval of 945 Clark Rd in August, Staff continues to work with Lincoln Avenue to begin preconstruction meetings, engineering review, and timeline for construction. This work remains in early stage development

## Department of Public Services

- The Forest Street Bridge bid letting is scheduled for 9/2.
- Bid opening for the Parkridge Park western entrance ramp and pavilion repairs, along with ADA ramps, is scheduled for 8/31. Work is anticipated to begin early spring 2023.
- A presentation to Council regarding the Cross Street Bridge is being prepared.
- 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 are currently working with SEMCOG to pursue additional funding.
- We have had discussions with OHM regarding a local road over band crack filling project for this spring. We are awaiting a proposal.
- 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.
- We are preparing RFPs for our facilities projects for the upcoming year.
- Continued coordination with MDOT and YCUA on 2022-23 infrastructure improvements ([cityofypsilanti.com/RoadRenovation](http://cityofypsilanti.com/RoadRenovation)) – Washtenaw will begin after the Labor Day holiday
- Continued parking lot signage improvement project- look for more entry signs soon!

## Police Department

### Personnel:

Probationary Officer Renaud is currently working through Phase 3 of the FTO Program.

### Activity:

Statistics for the current period reflected by the past three months with 5 days remaining in August

	June	July	August
<b>Arrests</b>	43	47	25
<b>Tickets</b>	63	46	46
<b>Calls for Service</b>	1252	1230	971
<b>Reports</b>	224	230	166

8/2 – Sergeant Thomson participated with Public Housing for National Night Out.

8/17 – Lieutenant Yuchasz and Chief DeGiusti met with the Ypsilanti Council of Elders to discuss L.O.V.E. Is The Answer Day.

8/25 – YPAC meeting was closed after not enough Commissioners showed up for a quorum.

**August 26th, 2022**



**City of Ypsilanti Fire Department**

**Activity Report:**

**Training Update:**

	June 2022	July 2022	August 2022
<b>Fire and EMS Calls</b>	249	258	204
<b>Inspections</b>	13	11	7
<b>Non-emergency requests</b>	2	2	4

**The following trainings/classes occurred during the month of August:**

- Driver’s training
- Pro-pact training
- E-3 pump operations
- Forcible Entry
- Hose line deployment
- Technical Rescue training

**Apparatus/Building Update:**

- Replaced kitchen countertops and sink.
- AC unit replaced. The new unit will be more efficient and will provide better air quality, work is still ongoing, and some updates are still needed.
- Air ducts and return air system to be cleaned 08/30/22.

- Bay 3 repairs scheduled for 08/29 to 08/31.

**Personnel:**

- Reviewing applications to fill 3 vacant positions. Will be able to conduct interviews in September.

**Notes:**

- Station and apparatus deconned weekly.

**Overall Department Status Update:**

- Completed state EMS recertification.
- Actively working on approved Fire Station Capital Improvements.
- RA training for EMU's incoming class.