

# COUNCIL INFORMATION LETTER

October 2022

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APRIL 25, 2022

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager's Office

It's November, and the days are getting the Autumn season is here. Just a reminder that Daylight Savings Time ends November 6th.

- On October 18th, we had our joint City Council Meeting with Planning Commission at the EMU Student Center.
- We are still exploring retention and recruitment strategies for city employees, specifically Police and Fire departments.
- I am working closely with Lt. Brent Yuchasz to address options for staffing shortages and morale within the Police Department.
- We discussed shift changes and options in YPD to cover staff shortages.
- Secured MML for enhanced Executive Police Search with Joyce Parker as a facilitator. The search will include: (3) Community Input Sessions. Profile is being developed. City Council approval will be sought for input of the shell posting prior to any posting.
- We met with our Blue Cross Blue Shield representative Michele Bolser for new rates for our retirees.
- Reached tentative contract agreement with IAFF subject to Council approval and union ratification.
- We are in active labor negotiations with POAM.
- We had a Fall Potluck on October 28th at City Hall for city staff.
- I attended luncheon for Black Females in Politics, which I am not in politics, held at WCC Morris Lawrence Building.
- We installed more security cameras at City Hall. We're still working to make improvements to maintain the safety of the building.
- We are working with the DDA and Depot Town businesses to discuss the Frog Island parking renovations.
- Engaged with Economic Development Director on street names for the N. Park Development.



## City Clerk

1. Elections
  - a. November General Election
    - i. Staff is in the final stages of planning for the November 8<sup>th</sup> General Election.
      1. The Election Commission approved the list of Chairs and inspectors on October 17<sup>th</sup>.
      2. To date 2,971 Absentee Voter Ballots have been requested, with 1,208 returned.
      3. As a result of the newest election law regarding absentee ballot drop-boxes staff acted quickly to ensure compliance by the deadline.
        - a. A parking sign was moved from the City Hall that obstructed camera view from the drop-box at city hall and added a camera on the side of Parkridge to monitor that drop-box.
2. Administrative Hearings Bureau
  - a. Staff is continuing to process liens for properties with unpaid fines.
3. Boards and Commissions – Vacancies (as of October 26, 2022).

Board	Membership Type	Last Name
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
Historic District	Commissioner	Vacant
Historic District	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Planning	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
Zoning Board of Appeals	Commissioner	Vacant

## Finance Department

- Made analysis on the new Employee Healthcare rates for 2023 and verify compliance with the PA 152-Public Employer Contributions to Medical Benefit Plans Annual Cost Limitation
- Assessing is processing Personal Property Canvass
- Interviewed candidates for the Finance-Clerk Generalist
- Interest Earnings as of September 30,2022

CITY OF YPSILANTI			
INVESTMENT REPORTAS OF 09/30/2022			
<b>1. SUMMARY OF INVESTMENT BY TYPE</b>			
FY	2022-2023		
Date	9/30/2022		
<b>TYPE OF INVESTMENT</b>	<b>TOTAL</b>	<b>%</b>	
◉ COMMERCIAL PAPER	\$1,507,752	6.41%	
◉ LGIP	\$11,293,766	47.98%	
◉ CERTIFICATE OF DEPOSIT	\$7,041,896	29.91%	
◉ MONEY MARKET	\$72,035	0.31%	
◉ GOVERNMENT BOND	\$3,624,266	15.40%	
<b>Grand Total</b>	<b>\$23,539,716</b>	<b>100.00%</b>	
<b>2. INTEREST EARNED PER QUARTER</b>			
FY	2022-2023		
Quarter	1st		
Sum of Interest	Column Labels		
	◉ 7/31/2022	◉ 8/31/2022	◉ 9/30/2022
<b>TYPE</b>			
COMMERCIAL PAPER	105	1,326	4,636
LGIP	10,734	14,247	15,394
CERTIFICATE OF DEPOSIT	4,052	4,052	3,987
MONEY MARKET	92	124	139
GOVERNMENT BOND	1,914	1,915	1,854
<b>Grand Total</b>	<b>16,897</b>	<b>21,663</b>	<b>26,010</b>
<b>AVERAGE RATE OF RETURN</b>			
AVERAGE INTEREST INCOME	21,523		
ENDING INVESTMENT	23,539,716		
<b>AVERAGE RATE OF RETURN</b>	<b>1.097%</b>		
<b>BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE</b>			
<u>AS OF 09/30/2022</u>	3.82%		

## Human Resources

- Filled Clerk-Finance Generalist position.
- Conducting interview processes for Freighthouse Event Coordinator and School Crossing Guard positions.
- Currently recruiting for Public Services Laborer, Police Officer, Fire Fighter/EMT positions, Equipment Operator positions and newly created Economic Development and Equity Coordinator position.

## Planning & Development

### Planning

- No cases in October.
- November Planning Commission cases include:
  - ◉ 212 N Summit Special Use for 3 unit rental property
  - ◉ Zoning Text Amendment for Temporary Mobile Healthcare Establishment

## HDC

The Historic District Commission (HDC) had two scheduled meetings in October, both in person in Council Chambers. During October, the HDC reviewed six applications and approved them all. The preservation planner reviewed and administratively approved nine applications.

## DDA

- The DDA approved many sponsorships in October ranging from holiday candy giveaways at local businesses, to Ypsi Glow, and All Hallows. We even got in on some of the fun with a 7:30pm screening of the Rocky Horror Picture Show with a live performance from 6:30-7:30pm at Frog Island Park on Thursday October 27<sup>th</sup>.
- The DDA approved two applications for the MEDC Match on Main grant program for new interior rehabilitation projects at GO! Ice Cream and Love at First Try.
- The DDA is looking forward to naming its nominees to the Frog Island Parking Negotiations committee with City Council and City Leadership in November.
- Lastly, The DDA Board will have its annual board retreat and election of officers in November.

## Economic Development

- 845 and 945 Clark Rd is approaching approval for detailed engineering review and continues to move forward with YCUA approval.
- Dorsey Estates (220 N Park) Ribbon Cutting Ceremony scheduled for Monday, November 28.
- 206/210 N Washington Development will be seeking HDC and ZBA approval in November and December, followed closely by a request to City Council seeking an incentive that would trigger the Community Benefits Ordinance. This would be the third instance of the CBO getting triggered for new development.

## Department of Public Services

- Continued coordination with MDOT and YCUA on 2022-23 infrastructure improvements ([cityofypsilanti.com/RoadRenovation](http://cityofypsilanti.com/RoadRenovation)) – thank you for your patience with this work! Work will begin on North Huron as early as the week of 10/3.
- Working to ready DPS for the winter season. Salter trucks are ready and sidewalk/smaller vehicles are being prepared.
- Began working on improvements to the DPS building, including furniture replacement and other repairs.
- Continuing work with City Hall stakeholders on security updates to the building.
- We are working to assess each facility and develop a written maintenance plan for each.
- Currently have four Equipment Operator vacancies and two employees on restricted duties.
- Four Heavy Equipment Operators will be attending tree removal/chainsaw safety training this month.

## Police Department

### **Activity:**

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

	August	September	October
Arrests	32	29	43
CFS	1206	1212	1030
Reports	210	218	170
Tickets	66	45	48

**Recruiting:**

Sgt Kofahl made a recruiting trip on October 14<sup>th</sup> to the Oakland Community College Police Academy.

**Community Engagement:**

Sgt Lowry attended the Heritage Park Neighborhood Association meeting on October 8<sup>th</sup>.

**Training:**

Lt Mullender graduated from EMU School of Police Staff and Command on October 21<sup>st</sup>.

## Fire Department



**October 28th, 2022**

**City of Ypsilanti Fire Department**

**Activity Report:**

**Training Update:**

	August 2022	September 2022	October 2022
<b>Fire and EMS Calls</b>	<b>258</b>	<b>235</b>	<b>216</b>
<b>Inspections</b>	<b>7</b>	<b>11</b>	<b>17</b>
<b>Non-emergency requests</b>	<b>4</b>	<b>4</b>	<b>4</b>

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

- Driver's training
- EMU campus
- E-3 and E-1 pump operations
- RTF
- Ground Ladders
- Technical Rescue training
- Hazmat
- Ropes and Knots and Rope Rescue
- Review SOG's and SOP's
- Fast Board Search and Rescue

**Apparatus/Building Update:**

- 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.
- Updating Exit signs and fire suppression systems throughout the station has been completed.
- T-1 OOS 10/04/22- had to be towed for service and is OOS indefinitely.

#### Personnel:

- Submitted 12 applications to HR, interviews are scheduled for the first week in November.
- Captain's exam scheduled for November 8<sup>th</sup>.

#### Notes:

- Station and apparatus deconned weekly.

#### Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- Firefighters voted to ratify new contract language.