

# COUNCIL INFORMATION LETTER

November 2022

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APRIL 25, 2022

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager's Office

Its December. The year is flying by. I hope that everyone had a great Thanksgiving with their families. I want to thank everyone for their efforts over the past year. We have experienced so much, including all accomplished in November.

- We are working with the DDA and Depot Town businesses to discuss the Frog Island parking negotiations. We met on November 22nd at City Hall.
- 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 are working with MML for enhanced Executive Police Search with Joyce Parker as a facilitator.
- We are in active labor negotiations with POAM.
- On November 11th, I met with the MME Committee to discuss the upcoming Winter Conference in Grand Rapids from January 31st- February 3rd.



Here's an update on progress in the Police Department:

We are currently staffed with (24). We currently have the following coming on board which will put us at (27):

1. Candidate graduates the Oakland Community College Police Academy on 12/9/22. He has completed background and accepted a conditional offer of employment. He only has his psychological exam remaining which is set for 12/8/22. Upon successful completion of that it is my intention to bring him on board on Monday 12/12/22.
2. Candidate with former experience at Detroit PD and Warren PD has completed background. We plan on making her a conditional offer this week pending physical, drug screen and psychological. Projected start date would be in the next few weeks.
3. Candidate graduated the Schoolcraft Police Academy in November and has completed background. We plan on making him a conditional offer this week pending physical, drug screen and psychological. Projected start date would be in the next few weeks.

## City Clerk

1. Elections
  - a. November General Election
    - i. Staff successfully administered the November General Election and received certification of the Election November 17, 2022
2. Clerk
  - a. Applicants to fill the Clerk-Treasury Generalist are ongoing with hopes the position will be filled soon.
3. Administrative Hearings Bureau
  - a. Staff is continuing to process liens for properties with unpaid fines.
4. Boards and Commissions – Vacancies (as of November 29, 2022).

| <b><u>Board</u></b>     | <b><u>Membership Type</u></b> | <b><u>Last Name</u></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                  |
| 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          | Commissioner                  | VACANT                  |
| Sustainability          | Youth Member (1 year)         | Vacant                  |
| Sustainability          | Youth Member (1 year)         | Vacant                  |
| Zoning Board of Appeals | Commissioner                  | Vacant                  |

## Finance Department

### Treasury

- Prepared our Winter Tax Bills for 2022. It will be sent out by Dec 1<sup>st</sup> to our residents and taxpayers
- Nov 15-Attended the Washtenaw County Treasurers Association Meeting

### Accounting and Finance

- Implemented changes for TPOAM and IAFF union contract

- Prepared our City, Village and Township Revenue Sharing(CVTRS) County Incentive Program(CIP) to the State of Michigan. This report is a requirement to receive the City's State Revenue Sharing approximately \$3M per year.
  - [Click on the link to view the report.](#)
- Received our Pension and OPEB Actuarial Reports. This report provides us our funding progress and annual required contribution our retirement system.
  - [Click on the link to view the report.](#)
- City Assessing conducted personal property canvas, residential ECF analysis, residential land analysis and field inspections.
- Rehmann our auditors conducted their field work to audit our June 30,2022 Financial Statements.
- Nov 10- Attended the MGFOA Board Meeting

## Human Resources

- Open Enrollment set to begin for City employees.
- Filled City Planner and Economic Development and Equity Coordinator positions, as well as one Equipment Operator and one Police Officer position.
- Conducting interview processes for Fire Fighter/EMT positions, Freighthouse Event Coordinator, and School Crossing Guard positions.
- Currently recruiting for Equipment Operator, Public Services Laborer, Police Officer, and Clerk-Finance Generalist positions.

## Planning & Development

### Planning Commission, November 16

- 212 N Summit Sketch Plan and Special Approval for 3-unit apartment – denied
- Zoning Text Amendment to allow for “Temporary Mobile Healthcare Establishments” in Parks, General Corridor, Neighborhood Corridor, Production Manufacturing Distribution, Health and Human Services, and Center zoning districts. – approved
  - \*Will go to City Council for 1<sup>st</sup> reading on December 20\*
- Sketch Plan Review at 599 S Mansfield for an automobile repair, towing, and vehicle storage facility. – approved with conditions.

### Planning Commission, December 21

- Special Use Permit and Sketch Plan Application for Marijuana Microbusiness at 208 W Michigan Ave.
- Zoning Text Amendment to allow rooming houses in Historic Corridor.

### Zoning Board of Appeals

- Public Hearing for 3 variances requested at 206 N Washington St for the affordable supportive housing redevelopment.

### New Hire, October 31

- Holli Andrews, City Planner ([LinkedIn Profile](#))

### **Historic District Commission**

The Historic District Commission (HDC) had one scheduled meeting in November. It took place November 22 in person in Council Chambers.

During November, the HDC reviewed five applications and approved four. The remaining item was postponed so the applicant could provide more information. The preservation planner reviewed and administratively approved three additional applications. The commission also discussed the 2023 meeting calendar and will likely be submitting to Council a related minor proposed amendment to the existing HDC commission rules.

### **Downtown Development Authority**

The DDA held its nomination of Officers in November and selected Patton Doyle for Chair, Andy French for Vice Chair, and Kayia Hinton for treasurer. The DDA committed \$25,000 for FY 2022/2023 and FY 2023/2024 to support a proposed overnight warming shelter at St Luke’s Episcopal Church. The DDA approved purchases for the installation of new holiday lights around town in the districts and sponsored the Depot Town Tree Lighting Ceremony held the last Sunday in November. The Depot Town Parking negotiation committee was selected and held its first meeting with members of City Council and staff to discuss potential improvements and lease options at the Frog Island Parking Lot.

In December the DDA will look to advance the Depot Town Parking lot work by securing commitments from Washtenaw County Parks and Recreation Commission as a funding partner and developing construction and design engineering for the lot in partnership with WCPRC. December features our annual holiday storefront competitions so please keep an eye out and consider voting for your favorites this month. The Downtown Bicentennial Ball drop is planned for midnight on December 31<sup>st</sup> with an early 7pm ball drop for the kids on South Washington Street. Lastly, the Freighthouse is hosting holiday markets every weekend in December so if you’re looking for a chance to score one-of-a-kind gifts this season please consider stopping by.

### **Economic Development**

- 220 N Park, known also as Dorsey Estates is having a Groundbreaking scheduled for 11am December 9<sup>th</sup> at the Freighthouse.
- 845-945 Clark Rd development continues to advance through pre-construction phase
- 206/210 N Washington begins its approval process at ZBA and HDC in December followed by Planning Commission and a formal incentive request triggering the CBO in January.

## **Department of Public Services**

- We continue working with MDOT and YCUA on the year-end wrap-up for both projects.
- Working with Guardian to improve security at City Hall.
- Conducting an inventory of City assets.
- Working on year-end reporting for MDOT trunkline reporting.
- Wrapping up curbside yard waste for the season.
- Received delivery of a new “litter truck” – the small trash truck we use in our parks – ordered in mid-2020 to replace the nonfunctional 2009 model. We anticipate this truck being on the road before the new year.
- Met with the Washtenaw County snow emergency council and adopted the Winter 2022-23 countywide snow emergency plan.
- Received and reviewed the latest dam inspection report.
- Sent Heavy Equipment Operators to three-day tree removal and trimming safety workshop.
- Sent one Equipment Operator to CDL training.

- Worked to set up and break down election equipment.
- Currently there are two equipment operators on restrictions; one equipment operator departed for Washtenaw County Road Commission; four vacant positions.

## Police Department

### Activity:

Statistics for the current period reflected by the past three months.

|         | <b>September</b> | <b>October</b> | <b>November</b> |
|---------|------------------|----------------|-----------------|
| Arrests | 29               | 43             | 34              |
| CFS     | 1212             | 1030           | 1381            |
| Reports | 218              | 170            | 192             |
| Tickets | 45               | 48             | 43              |

### Recruiting:

A conditional job offer was extended to a police officer recruit on November 22nd.

### Staffing:

Ofc Malik Hadley joined the police department and began his training program on November 7<sup>th</sup>.

### Training:

The police department completed stress management training which is required to remain an accredited agency during the month November.

## Fire Department



**November 30th, 2022**

City of Ypsilanti Fire Department

Activity Report:

Training Update:

|                        | <b>September 2022</b> | <b>October 2022</b> | <b>November 2022</b> |
|------------------------|-----------------------|---------------------|----------------------|
| Fire and EMS Calls     | 235                   | 244                 | 247                  |
| Inspections            | 11                    | 17                  | 8                    |
| Non-emergency requests | 4                     | 4                   | 0                    |

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

- Shift tours EMU athletic facilities.
- EMU campus
- Narcan Leave Behind/Ems documentation all shifts.
- Truck Ops
- Technical Rescue training
- Hazmat
- Ground Ladders
- **Provided CPR training to DPS employees and crossing guards.**

### 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.
- 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. Oral interviews completed with 4 candidates moving on to Background checks.
- Captain's exam scheduled for November 8<sup>th</sup>.  
Captain's exam completed with 1 LT. on the list which is good for 2 years.

### 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.

