

COUNCIL INFORMATION LETTER

January 2022

APRIL 25, 2022

City of Ypsilanti
Frances McMullan, City Manager



City Manager's Office

Happy New Year, everyone! We started our hybrid City Council meetings and completed two sessions in January (1/11 & 1/25, both went great for our first time in this new format. Our Goal sessions started at our second meeting and will conclude on 2/1.



- We continue to work on COVID-19 safety issues, monitoring to keep all staff safe and reviewing our policies.
- Met with Destination Ann Arbor group discussing plans and goals for the upcoming year.
- Awarded a Recycling Infrastructure grant of \$252,870 from the Michigan Department of Environment, Great Lakes, and Energy for our curbside cart project.
- We drafted a policy for Citywide Events held by Councilmembers beginning in February. The planning and agenda organization will go through the Communication department.
- Met with Greg Dill and Eastern Michigan, regarding the purchase of the College of Business. We had a tour of the facilities on 1/19.
- Attended the Michigan Municipal Executives 2022 Winter Institute event (1/25-1/28), the focus was on Personal Development, Relationship Management, General Management, Finance & Ethics.
- We have completed our comprehensive annual audit reports, ACFR 21, for the fiscal year-end.

City Clerk

- Administrative Hearings Bureau
 - The second AHB Officer is in the process of completing training with hopes that they be in place for hearings in February.
- Elections
 - Staff has partnered with the Ann Arbor Center for Independent Living to complete an assessment of polling locations to ensure they meet ADA standards.
 - The filing deadline for a May Special Election is February 8th by 4 pm.
- Clerk
 - The former Clerk/Finance Generalist applied and was hired as the Finance Generalist II. The Clerk/Treasury Generalist position is now posted externally and should be filed no later than the beginning of March.
 - The City Clerk will be attending the second round of the Clerk Institute from March 20th through March 25th in Mount Pleasant.
- Boards and Commissions – Vacancies (as of January 26th).

Board	Membership Type	Last Name
Art Commission	Commissioner	Vacant

Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Planning	Commissioner	Vacant
Police Advisory	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
Ypsilanti Housing	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant

Finance Department

- Prepared and submitted 1099 Forms to IRS
- Sent out W2-Wage Statement to employees
- Sent out budget preparation instructions to the different departments
- Attended the Washtenaw County Treasurers Association Meeting
- Promoted Aaron Smith from Clerk/Finance Generalist to Finance Generalist II
- Promoted Brett Macek from Finance Generalist to Accountant 1
- Rehired Jing Chen to be Accountant II

Human Resources

- Recently filled Finance Generalist II and General Accountant positions.
- Currently hiring for the Fire Department staff.
- We are currently recruiting for 3 positions: Preservation Planner, Part-Time Finance Generalist and Clerk Finance Generalist.
- Updated temporary COVID-19 and vaccination policies with revised quarantine time for police dept.
- Finalized lockdown procedure with police department in the event of an intruder or other immediate threat.
- Created company-wide employee engagement and retention survey.

Planning & Development

Community and Economic Development

- Clark Street Development – the developer Lincoln Avenue Capitol is working on a 300+ unit affordable housing development. A second CBO Public Engagement Meeting will be held on February 7, 2022.
- 220 N. Park. – Staff working with developer has begun the community benefits ordinance process. The first meeting will be held on March 7, 2022 at the Freight House.
- Water Street – the developer continues to work on restructuring the development. Met with the developers on the site and encouraged them to increase the density. Staff began meeting with other developers to discuss future potential in the site.
- Daytime Warming Center at Freighthouse is accepting donations of food items and clothing
- Staff has met with UMS to discuss pilot program aimed at increasing community arts events at the Freighthouse in Fall 2022
- Staff is working on updates to the rental inspection ordinance to better benefit property owners with benefits to not having violations on the property as well as bug fixes.

Planning Commission

- Clark Rd PUD to be reviewed in January
- Zoning Text Amendment proposed Marihuana Buffers, Family Definition, Fencing, and Parking Garages going to council on February 15

DDA

- New Redevelopment Liquor License Application received for 5 N Hamilton
- Hamburger Marys received \$15,000 Building Façade and Rehab Grant ahead of February grand opening
- New Match on Main Grant Program makes \$25,000 available for eligible activities aimed at activating vacant or underutilized space. The DDA will be submitting two applications on behalf of businesses in the district for this competitive funding and is seeking projects actively until February 11.

Department of Public Services

1. We will be working on snow removal this week.
2. We are actively working on training staff in new work responsibilities.
3. Working towards park improvements for the spring.
4. We will be before Council on February 15 for a presentation on the state of city roads.
5. We will be bringing proposed changes to the Environmental programs at this meeting or a meeting in March. This will include implementation of our cart program.
6. As a reminder the City obtained a grant from the state of Michigan to purchase recycling carts for households in our recycling program. We will be working to implement this in the summer/fall.
7. Project Manager Wessler was appointed to the SEMCOG Traffic Safety Taskforce.

Police Department

Activity:

	November	December	January
Arrests	36	23	23
Tickets	73	36	57
Calls for Service	1059	744	1004
Reports	158	114	166

January 28th , 2022



City of Ypsilanti Fire Department

Activity Report:

Training Update:

November 2021

December 2021

January 2022

Fire and EMS Calls	198	206	180
Inspections	23	11	15
Non-emergency requests	0	1	1

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

- NIMS
- Ice Water Rescue Training & Equipment Review
- Bleeding Control
- Rescue Task Force- Active Shooter
- Safe delivery webinar
- Washtenaw County Hazmat Training
- Z ring & Aztek-Rescue Rope Training
- High Rise Fire Review
- Review Mayday SOG's

Apparatus/Building Update:

- 12/01/21 Engine 2-1 out of service for body work
- 12/09/21 Parking lot lights not working/parts on order
- Currently painting and making repairs to the FF's bathroom

Personnel:

- Reviewing applications to fill 2 vacant positions.

- 12 applications have been submitted to HR for initial background check

Notes:

- YFD personnel executed a successful ice water rescue on 01/10/2022
- Station and apparatus deconned daily.

Overall Department Status Update:

- Cassidy Meyers will continue her internship through April
- Actively working on approved Fire Station Capital Improvements.