

# COUNCIL INFORMATION LETTER

April 2023

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MAY 4, 2023

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager's Office

Happy May! Much is happening within the City of Ypsilanti, with much to recap from the past month. As of April 20th, Chief Kirk Moore is now a member of our city staff. Based on the selection process, Chief Moore is the best leader for our police force to serve our beloved community. He has expressed his enthusiasm for the future. With support from city staff and the community, I am optimistic that our city is ready to continue making Ypsilanti a safe place to live, work and play.



- Staff continues to the city calendar and newsletter with events occurring within the city.  
<https://cityofypsilanti.com/DocumentCenter/View/3940/May-2023---City-of-Ypsilanti-Newsletter>
- The past Council Information Letters list is updated on the website at: <https://cityofypsilanti.com/Archive.aspx?AMID=48>
- We continue reviewing several citizen complaints and directing those to the appropriate departments.
- Managed and submitted Proposed Budget and Capital Improvement Plans on April 28th.
- The University of Michigan Musical Society (UMS) had their PILOT program at the Freighthouse from April 22nd-29th.
- April 22nd was Ypsilanti's incorporation date, and we are working with constituents to promote this digitally for our Bicentennial Celebration. For any upcoming events, please visit: [www.Ypsi200.com](http://www.Ypsi200.com)
- The city hosted its first Annual Tree Seedling Giveaway, and trees are still available! If you are interested in a Black Cherry Tree or Black Hill Spruce, please feel free to swing by DPS. More information is available at: <https://cityofypsilanti.com/trees>
- Our Director of Public Services, Bonnie Wessler, has completed Michigan Infrastructure Council's Asset Management Champion Program; after completing 25 hours of coursework in Asset Management. <https://cityofypsilanti.com/DocumentCenter/View/3949/Bonnie-Wessler--MIC>
- Ypsilanti was recognized for our environmental leadership and achieved a gold ranking in the Michigan Green Communities. [www.migreencommunities.com](http://www.migreencommunities.com)
- The Economic Development Director Joe Meyers' last day was on April 14th.
- John Roe has been promoted to Building Department Manager.
- Carlisle Wortman Associates Inc. will assume some economic development tasks relating to the current Water Street proposals.
- Rachel Frye is the Human Resources Director, and she began on April 10th.

## City Clerk

- Staff is examining changes software providers for the city's legislative management software. The hope is that a product could be more tooled to our needs and potentially save city funds.
- Elections
  - Staff is still waiting on approval of legislation regarding early voting.
  - Petitions to proposal on the August Ballot are due May 2nd by 5:00 pm. To date there have been no submissions.
- Administrative Hearings Bureau
  - Staff is continuing to process liens for properties with unpaid fines. All unpaid liens will be assessed to the Summer Tax Bill.
- Boards and Commissions
  - Board of Ethics Cannot meet due to limit of members.

- Arts Commission cannot meet due to limit of members.
- Human Relations Commission needs members.
- Vacancies (as of May 1, 2023)

<b>Board</b>	<b>Membership Type</b>	
Art Commission	Commissioner	Vacant
Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Historic District	Commissioner	Vacant
Historic District	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		Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Commissioner	VACANT
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant

## Finance Department

### Accounting and Finance

- Informed Department Heads about adjustments on their requested budget

- Compiled the Management Proposed Budget and prepared budget presentation slides
- Evaluation of Audit Contract proposals

## Treasury

- Attended the Fire and Police Pension Board meeting
- Processed delinquent property tax collections

### CITY OF YPSILANTI INVESTMENT REPORT AS OF 3/31/2023

#### 1. SUMMARY OF INVESTMENT BY TYPE

FY	2022-2023
Date	3/31/2023

TYPE OF INVESTMENT	TOTAL	%
COMMERCIAL PAPER	\$3,022,667	10.83%
LGIP	\$16,626,994	59.57%
CERTIFICATE OF DEPOSIT	\$5,028,654	18.02%
MONEY MARKET	\$91,625	0.33%
GOVERNMENT BOND	\$3,143,186	11.26%
<b>Grand Total</b>	<b>\$27,913,127</b>	<b>100.00%</b>

#### 2. INTEREST EARNED PER QUARTER

FY	2022-2023
Quarter	3rd

Sum of Interest TYPE	Column Labels		
	1/31/2023	2/28/2023	3/31/2023
COMMERCIAL PAPER	8,688	10,265	11,364
LGIP	63,174	59,590	62,506
CERTIFICATE OF DEPOSIT	2,318	2,123	2,319
MONEY MARKET	286	285	340
GOVERNMENT BOND	2,430	3,156	3,492
<b>Grand Total</b>	<b>76,897</b>	<b>75,418</b>	<b>80,022</b>

#### AVERAGE RATE OF RETURN

AVERAGE INTEREST INCOME	77,445
ENDING INVESTMENT	27,913,127
<b>AVERAGE RATE OF RETURN</b>	<b>3.329%</b>

#### BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE

<u>AS OF 3/31/2023</u>	4.72%
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- Quarterly Investment Report

## Human Resources

- Filled Police Chief and Equipment Operator positions
- Recruited for Police Officer, Fire Fighter/EMT, Building Compliance Officer, Equipment Operator, Public Services Supervisor, and School Crossing Guard positions.
- Began hiring process for Rutherford Pool.

## New Hires



**Chief Kirk Moore**

*Police Chief*

*Ypsilanti Police Department*

Chief Moore holds a Master of Public Administration – MPA Organizational Leadership, a bachelor’s degree in Criminal Justice/Law Enforcement Administration from National University, and a Political Science and Government Degree from Tennessee State University. He served as Police Captain for the City of Henderson in the state of Nevada. His skills include Law Enforcement, Community Policing, Crisis Management, and Criminal Intelligence. His priority is learning about the department and its culture and gaining a deeper understanding of the team and organization.



**Rachel Frye**

*Human Resources Director*

*Human Resources Department*

Rachel holds a Bachelor of Science from Eastern Michigan University and master’s degree in Human Resource Management from Keller Graduate School of Management. She has served as Human Resource Manager for K-Mart, Human Resource Support Assistant, HR Representative II, Senior HR Representative for Records Administration, and HR Specialist for Workforce Administration at Trinity Health-Human Resource Service Center. Her skills include employee relations, training, and development, and interpersonal. She is excited to begin her journey with the City of Ypsilanti, fostering meaningful connections to all



**Malik Mullen**

*Equipment Operator*

*Department of Public Services*

Provides tree care for city trees: pruning, disease control, planting, and stump removal; grass cutting, seeding, leaf removal, ball field upkeep and field markings, facility/play equipment repair and maintenance are all included in the upkeep of city parks; performs routine upkeep on city buildings and property locations, such as mowing and snow and ice removal; performs site cleanup, such as mowing and rubbish disposal, and private property protection as directed by the code enforcement officers.

## Internal Promotions



**John Roe**  
*Building Manager*  
*Building Department*

John has served the City of Ypsilanti Building Department since 2016 as Housing and Compliance Inspector. The vision of the Building Department is to work collaboratively to ensure the built environment of the City of Ypsilanti is safe and attractive for people who reside, work, and visit these grounds; to maintain the area, but also ensure growth. John is motivated to safeguard this vision and is delighted to serve in this capacity.

## Planning & Development

### Planning Commission

- Planning Commission met on April 19<sup>th</sup> for the regular monthly meeting –
  - a. **To review a Special Use Permit** application for above ground fuel storage tanks to be installed and maintained at 599 S Mansfield. The special use was approved.
  - b. **To review the activities of the Non-Motorized Advisory Committee (NMAC).**

### Zoning Board of Appeals

There were no ZBA cases in April.

### Training

- On April 26<sup>th</sup> all the members of the Community and Economic Development Department attended a full training of the zoning and code enforcement tracking software, BS&A with Kevin Keyes of Munivate.
  - a. We learned special features for collecting and organizing data.
  - b. The team discussed ways for improving the mechanism to track comprehensive plan reviews by all relevant city departments (ahead of composing a zoning admin report and recommendations to present to Planning Commission).

### Partner Development

1. MSU Extension Land Use Policy Coordinator, Harmony Fierke-Gmazel, AICP toured the City of Ypsilanti with City Planner, Andrews –
  - a. To learn about recent growth and equity in zoning reform
  - b. To see affordable housing projects like the PUD on Clark Road and the Missing Middle neighborhood Project at 220 N Park.
2. Michigan Fitness Foundation and Toole Design consultants worked with Andrews and NMAC
  - a. To provide crash data in the City of Ypsilanti
  - b. To inform a public input survey that will launch the Pedestrian Education Campaign, of which Ypsilanti is a pilot (1 of 4).
3. Andrews went on a ride along, Friday with Code Enforcement Officers, Delonzo Weaver and Elijah Daniels to partner up for Enforcement Fridays (2 Fridays each month).

The goal is to create a coordinated letter, notice and citation outreach / public education effort with City Planning and Code Enforcement. The grassroots initiative launched on Friday April 28<sup>th</sup>.

## Historic District Commission

- The Historic District Commission (HDC) had two scheduled meetings in April. They took place April 11th and 25th in person at City Hall. There were 12 applications for work in the historic district for the month. Staff approved seven applications administratively and the commission approved five applications at the meetings.
- The commission has two vacancies in case anyone would like to spread the word to a candidate interested in historic places.
- In April, the preservation planner attended an all-day BSA software training presented by Municode, and two 3.5-hour training sessions presented by the National Alliance of Preservation Commissions and hosted by the State Historic Preservation Office.
- In January, the State Historic Preservation Office opened the State Historic Preservation Tax Credit 2023 application. Owner-occupied residential properties that contribute to the local historic district or to the National Register district are eligible. Owners of eligible properties can receive a state income tax credit for up to 25% of their estimated qualified expenses. Please visit <https://www.miplace.org/historic-preservation/programs-and-services/historic-preservation-tax-credits/state-historic-tax-credit-program/> for more information, and preservation planner Ellen Thackery is always happy to answer any questions or help homeowners with their projects and applications. She can be reached at [ethackery@cityofypsilanti.com](mailto:ethackery@cityofypsilanti.com) and 734.482.9709. The credits for homeowners will be open until the program maximum has been reached.
- **Thursday, June 15, 2023, 7 pm, Info Session via Zoom: State Historic Preservation Tax Credit**  
The city is hosting a virtual info session about the state tax credit program for historic preservation. The session is free, but registration is required. Registration will be available at the historic district webpage: <https://cityofypsilanti.com/263/Historic-District>.

## Downtown Development Authority

- The DDA Board considered several proposals in February including:
  1. Planning Department Staff met with AATA to discuss plans for expanded YTC Downtown
  2. 2023 Landscaping Contract – The board voted to authorize \$90,000 for an expanded scope of landscaping services to beautify Depot Town, Downtown and West Cross this season, this includes a huge expansion to the number of hanging flower baskets and flower planters in Depot Town, Downtown, and West Cross.
  3. The DDA Board approved the cost and design of a new image for the billboard at the North Huron Parking Lot image to celebrate the 2023 Bicentennial.
  4. The DDA approved 13 special event sponsorships at our meeting in April totaling \$22,500, including Ypsi Glow, Juneteenth, Rumble of the Bumble, Ypsi Jazz Fest, Beautifypsi, and many more.
  5. The DDA approved a two year MOU with First Fridays to provide \$25,000 annually for expanded community and event programming in 2023 and 2024.

DDA Staff will now hold monthly DDA staff open hours, *Coffee with Chris and Elize* at local coffee shops. Stakeholders are invited to share ideas, learn about the DDA and how to get involved, get help with DDA grant applications or navigating business orientated permitting processes. The location will rotate between districts and will be held the day after each DDA Board Meeting. The next one will be held Friday, May 19 from 10am-2pm at Sweetwaters Café.

## Community Development

- Updated Marijuana Zoning maps will be provided to Council this week to assist with developing policy about how best to regulate the number and types of facilities.
- The Parkridge coding project is well underway with almost a dozen consistent participants weekly. One student has excelled very quickly in a short amount of time and has started discussions with CODE 313 and his family to pursue a paid internship.
- The department has met with Evan Sweet to develop a timeline for the first CBO meeting on the proposed Avalon development at 206 N Washington. The date of this community participation meeting will be June 13<sup>th</sup>.
- Embracing our Differences of Southeast Michigan have installed tri-banners at Riverside Park
- The RFP for demolition of foundations on Harriet St is set for bids due the first week in May.
- UMS has wrapped up their first residency period at the Freighthouse which was very well attended and celebrated by the community. The next residency period is September 2023.

## Department of Public Services

### Operations/Admin

- Continuing budget & CIP work.
- Attended and assisted Parks and Recreation Commission and Sustainability Commission with administrative tasks.
- Attended the DDA Operations & Finance Committee and DDA Board meeting to discuss downtown sidewalk maintenance options.
- Attended the Michigan Infrastructure Council Asset Management Champion program.
- 11 right of way permit applications received
- Personnel updates:
  - Four open Equipment Operator positions on crew (out of 17 - 29% vacancy).
    - Held 8 interviews, extended 2 offers (staff referrals).
  - Promoted David Canter from Account Technician to Office Manager. Congratulations!
  - Posted DPS Supervisor position internally; received three applications.
  - Posted Account Technician position internally. Received two applications and held two interviews
  - Two Equipment Operators are on light duty due to on-the-job injuries.

### Facilities

- Performed repairs on the hightop wall-mounted tabletops at the Freighthouse. Received bids and scheduled repairs to the Freighthouse bathrooms.

### Forestry

- Patched Ballard Lot, Ballard St, Congress, Cornell, Cross St Bridge, Emmet, E Forest, W Forest (x2), Frog Island Parking Lot, S Grove (x3), Hawkins, N Huron, S Huron, LeForge (x2), Jefferson, Market Place, W Michigan, Normal, Perrin, Perry, N River, Roosevelt, Spring (x3), Wallace, Washtenaw, Whittier,
- Working with Ordinance Enforcement and legal to develop enforcement plan for outstanding and future permit violations.
- Resumed work with MDOT and YCUA on their respective projects.

## Motorpool

- Welcome Scott Cooper to the mechanic's role, and congratulations to John Sherwood on a well-earned retirement!
- Performed extensive repairs & diagnostics on street sweepers in preparation of sweeping season. Anticipate offering for auction older Elgin sweeper; has not been in active use for more than a year.
- Two of three recycling/yard waste trucks (packer trucks) at outside repair shop for diagnosis and service beginning week of 3/27.

## Streets

- Patched Ballard Lot, Ballard St, Congress, Cornell, Cross St Bridge, Emmet, E Forest, W Forest (x2), Frog Island Parking Lot, S Grove (x3), Hawkins, N Huron, S Huron, LeForge (x2), Jefferson, Market Place, W Michigan, Normal, Perrin, Perry, N River, Roosevelt, Spring (x3), Wallace, Washtenaw, Whittier,
- Working with Ordinance Enforcement and legal to develop enforcement plan for outstanding and future permit violations.
- Resumed work with MDOT and YCUA on their respective projects.

## Solid Waste

- Sent "carts are coming" postcard to 1 and 2-family dwelling units; anticipated distribution the week of 5/8; Washington St Lot will be partially closed and used as a distribution point.
- Working with Recycle Ann Arbor on contract renewal
- Scheduled presentation from WRRMA on potential joint solid waste contract RFP for 5/16 Council meeting.
- Issued 33 compost drop-off passes (each applicant gets 4)
- Issued 15 recycle bins

## Stormwater

- Working with Planning & Development Department to improve communication with developers and process around stormwater compliance issues.
- Swept Anna, Cornell, Gregory, Huron River Drive, Huron River Service Drive, Mark, LeForge, Louise, Roosevelt, Whittier; N Adams, N Washington, N Huron, Ferris; Ecorse, Hamilton, Huron, Michigan Ave, Washtenaw

## Parking

- Net hourly Passport revenue (credit card only, citywide): \$6016.00 (3665 transactions)
- Gross hourly Parkeon (cc & cash, depot town) revenue: \$2620.91
- Permits issued: 18
- Tickets issued: 455
- Appeals received: 13 (note: appeals can be made up to 90 days from ticket issuance)

## Parks & Special Events

- Supervisor Blakley attended Certified Playground Safety Inspector training.
- Opened bids for the Parkridge ballfield renovation.
- Worked with Events Coordination stakeholders on upcoming festivals.
- Began mowing parks and margins.
- Working with neighbors for a memorial tree planting in the Charles Street Tot Lot.

## Sustainability

- Worked with Sustainability Commission and Economic Development to explore federal environmental justice grant potential.

## Police Department

### Activity:

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

	<b>February</b>	<b>March</b>	<b>April</b>
<b>Arrests</b>	27	36	43
<b>CFS</b>	1131	1211	1177
<b>Reports</b>	160	156	169
<b>Tickets</b>	67	65	81
<b>Warnings (NEW)</b>	50	65	110

### Personnel:

- Ofc Hadley completed the FTO program and is on solo patrol.
- Ofc Alexopoulos completed the FTO program and is on solo patrol.
- Ofc Dennis Masterman is nearing the completion of the FTO program.

### Recruiting:

- One conditional job offer was accepted by a student in the Oakland Community College Police Academy, expected arrival June 2023.
- One applicant is currently in the background investigation portion of the hiring process.

### Training:

- The department completed the first of (2) scheduled Gracie self-defense training courses.

# Fire Department

**April 30th, 2023**



## City of Ypsilanti Fire Department

### Activity Report:

	February 2023	March 2023	April 2023
Fire and EMS Calls	273	267	183
Inspections	6	12	8
Non-emergency requests	1	2	2

### Training Update:

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

- Incident Command
- Ropes and Knots
- Fire Behavior
- Search and Rescue- EMU is allowing YFD to use Hoover Hall for training. All 3 shifts are taking advantage of this training opportunity.
- Apartment line evolutions with AMA partners
- Forcible Entry • Flow Testing
- ESO Software Training
- Fire Attack Strategy and Tactics
- Toured new construction, Lakeview apartments, EMU campus.

### 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. Cleaned bathroom vent motors, 3 are beyond repair and are being replaced.
- Washing machine quit working and had to be replaced.
- Station generator serviced. • 4/5 Engine 3 out of service.
- 4/26 Engine repaired, back in service.

### Personnel:

- Lt. written exam scheduled for June 12<sup>th</sup>, six firefighters will be taking the exam.
- Reviewing applications for hiring employees.

### Notes:

- Station and apparatus deconned weekly.

### **Overall Department Status Update:**

- Actively working on approved Fire Station Capital Improvements.
- NDS was onsite from 4/24 to 4/26 to provide cancer screening and physicals.
- Assisted The Ladies Literary Club by allowing them to auction dinner at the fire department as part of their annual fund raiser.