

COUNCIL INFORMATION LETTER
July 2023



AUGUST 3, 2023

City of Ypsilanti
Frances McMullan, City Manager



City Manager's Office

Greetings, it's hard to believe it's August, and looking back, we had a busy month of July with all the events the Fourth of July Parade, Ypsilanti Jazz Fest, and the Annual Beer Festival in Riverside Park. It's been a great summer in our city, and we're looking forward to the months ahead.



- Staff continues to publish the city newsletter and update the calendar with events occurring within the city.
- On July 4th, city offices were closed to honor Independence Day, and we held our 94th annual parade within the city.
- The Bicentennial Committee has been hard at work, including their book release on July 16th. For any upcoming events, please visit: www.Ypsi200.com Main event upcoming on August 19th at Riverside Park
- Planning Director Christopher Jacobs is leaving us. He will be moving to Oregon to take a position as Economic Development Director. His last day was on July 28th, 2023.
- Building Manager John Roe has been discharged from the hospital and is receiving therapy at home.
- We are working closely with Nathan Vought on Water Street Brownfield remediation.
- AKT Peerless has begun environmental testing on the Water Street site and is continually reporting findings to Carlisle-Wortman and city manager.
- Working on the restructuring of Planning and Building departments and filling vacancies.
- Working closely with Police Chief in restructuring of YPD manning and processes.
- Providing support to departments with vacancies, ie. DPS, Fire and Police.
- Met with Downtown Development Association to discuss DDA Director vacancy.

Past Months Special Events

- All July – Little League Baseball at Candy Cane, Recreation and Waterworks Parks. Monday through Thursday games will be at 6:30 p.m. Saturday games begin at 10 a.m. and should conclude by 7 p.m. Fridays are used for makeup (rainouts) and practices.
- 7/1 – wedding at Frog Island Amphitheater from 1:30-5:30 p.m. Noise permit has been obtained.
- 7/1 – Ypsilanti Jazz Festival at Riverside Park from 2-10 p.m. Noise permit has been obtained.
- 7/2 – Unite Community Church service at Riverside Park Pavilion from 8 a.m.-1 p.m. A noise permit has been obtained.
- 7/2 – Latinos Unidos Soccer at Frog Island Soccer Field from 10 a.m. to 10 p.m. Noise permit obtained.
- 7/4 – Independence Day Parade 11 a.m. to 2 p.m. Parade will start at the corner of Oakwood and Cross Street, will move along Cross Street, ending in Depot Town at Rice Street.
- 7/4 – Time Capsule Reveal at Riverside Park from 12 p.m. to 2 p.m.
- 7/8 – Ypsi Jazz Festival at Riverside Park from 6-10 p.m.
- 7/14 – Movie Night in the Park at Frog Island Park from 7-10 p.m. Noise permit has been issued.
- 7/15 – Ypsi Jazz Festival at Riverside Park from 6-9 p.m. Noise permit has been issued.
- 7/15 – Ypsilanti District Library Storytime at the Park at Riverside Park from 10:30 a.m.-12:30 p.m.
- 7/15 – Private wedding at Frog Island Amphitheater from 1-3 p.m.
- 7/20 – Avalon Housing Picnic at Riverside Park Pavilion from 11 a.m.-4 p.m.
- 7/21-7/22 – Michigan Brewers Guild Beer Festival at Riverside and Frog Island Parks, from 4-10 p.m. on Friday and Noon-7 p.m. on Saturday.
- 7/22 – Private event at Recreation Park pavilion from Noon-3 p.m.
- 7/28 – Ypsilanti Community Schools' Meet up to Eat Up at Recreation Park from 4-7 p.m.
- 7/28 – wedding ceremony at Riverside Park Gazebo from 5-7 p.m.
- 7/29 – Ypsilanti Jazz Festival at Riverside Park from 2-10 p.m.

- 7/ Every Sunday- Latinos Unidos Soccer at the soccer field at Frog Island Park from 10 a.m.-10 p.m.

City Clerk

1. Clerk
 - a. Staff continues to work toward implementation of the new legislative management software. Full implementation of the software is expected by the second Council meeting in September.
2. Elections
 - a. The deadline to file for a Special Election for November is August 15th at 4pm. To date nothing has been filed with the County if this changes Council will be immediately notified.
 - b. City staff attended a meeting with the County Clerk’s Office and other partnering jurisdictions to discuss partnerships for early voting. Staff will be bringing agreements for approval during the month of September. As stated in last month’s CIL, our region’s early voting site will be held at the Freighthouse.
 - c. Several of the Bills the State Legislature passed concerning Election, did so without immediate effect. These Bill will become law ninety days after the legislature adjourns. This includes the ability to consolidate precincts from a 2,999 active voter threshold to 5,000. This will provide a brief window to consolidate precincts prior to the Presidential Primary. Staff’s current plan is to only consolidate precincts that share a polling location, to avoid any confusion on Election Day.
3. Administrative Hearings Bureau
 - a. Staff continues to process liens on unpaid judgments.
4. Boards and Commissions
 - a. Board of Ethics cannot meet due to limit of members.
 - b. Human Relations Commission needs members.
 - c. Vacancies (as of July 27, 2023)

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
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Ethics		Vacant
Fire Civil Service Commission		Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	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	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant

Finance Department

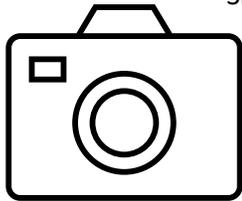
- **Accounting and Finance**
 - Preparation for Year-end financials.
 - [Uploaded 2023 Adopted Budget Book in the City Website](#)
 - Met with City Building official to discuss State Construction Code Act and City building code fees
 - Attended the 2023 Single Audit Update
 - Applied for a new credit card that would give the city rewards for usage
- **Assessing**
 - Conducted the July Board of Review
 - Prepared 2023 Sales Study for Commercial and Residential Values
- **Treasury**
 - Sent out Summer 2023 Tax bills to our residents and mortgage servicers
 - Started collection of our Summer Tax payments
 - Interest Earnings update of June 30, 2023.

CITY OF YPSILANTI			
INVESTMENT ANNUAL REPORT AS OF JUNE 30, 2022			
1. SUMMARY OF INVESTMENT BY TYPE			
FY	2022-2023		
Date	6/30/2023		
TYPE OF INVESTMENT	TOTAL		%
Ⓞ COMMERCIAL PAPER	\$3,077,867		13.98%
Ⓞ LGIP	\$13,821,318		62.78%
Ⓞ CERTIFICATE OF DEPOSIT	\$4,020,064		18.26%
Ⓞ MONEY MARKET	\$1,097,185		4.98%
Grand Total	\$22,016,434		100.00%
2. ANNUAL INTEREST EARNED			
FY	2022-2023		
Quarter	(Multiple Items)		
TYPE	Sum of Interest		
CASH			
COMMERCIAL PAPER	102,275		
LGIP	552,769		
CERTIFICATE OF DEPOSIT	35,770		
MONEY MARKET	3,252		
GOVERNMENT BOND	32,469		
UNREALIZED GAIN/LOSS			
Grand Total	726,534		
RATE OF RETURN			
ANNUAL INTEREST INCOME	726,534		
ENDING INVESTMENT	22,016,434		
ANNUAL RATE OF RETURN	3.300%		
BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE			
AS OF JUNE 30, 2023			5.24%

Human Resources

- Filled Code Enforcement Officer and Equipment Operator positions
- Recruiting for Recreation Aide, Police Officer, Parking Enforcement Officer, and School Crossing Guard positions.
- Finishing hiring process for Fire Fighter/EMT positions

New Hire(s)



Sheldon Mack

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:



Carl Augustine
Code Enforcement Officer
Building Department

Carl has served the City of Ypsilanti as an Equipment Operator since the beginning of 2022. He is excited to move to this new capacity as Code Enforcement Officer with the following responsibilities: issue citations for property standards/ordinance violations for items such as trash, snow and litter removal; obtains quotes/bids for private contractors for property cleanup and mowing, monitors private contractors for contract compliance, coordinates actions with the county health department and city housing inspectors assists the city attorney in court cases and testifies, bills property owners for abatement actions; makes contractor payments, investigates, tags and coordinates the removal of junk vehicles, performs daily inspection of equipment, and is responsible for the safe operation of assigned equipment.



Hector Schmidt
Code Enforcement Officer
Building Department

Hector has served the City of Ypsilanti in various roles and capacities, as a YPD Records Clerk, and as a DPS Equipment Operator beginning in 2021. He is excited to move to this new capacity as Code Enforcement Officer and welcomes the opportunity to grow in his new role.

Employee Recognition:



Ofr. Dennis Masterman
Police Officer
Ypsilanti Police Department

The City of Ypsilanti would like to recognize Officer Masterman for proudly serving and embracing the vision and values of the organization while assisting a local business in Ypsilanti. The owners shared their satisfaction of the service they received and wanted to say thank you for his hard work and kindness.

Planning & Development

Economic Development

- Worked with the bicentennial committee to host the unveiling of the Time Capsule for the community and hosted a community lunch
- Several meetings with Jamie Taralunga/2 W. Michigan to discuss incentives and strategy for opening the building.
- Met with Skymint to discuss plans and permits
- Met with Ypsilanti LDFA board members to discuss the talent pipeline for Ypsilanti kids and future funding for Parkridge Youth Coding Project
- Received an update on 220 N. Park, and they are working towards closing by the end of July and to schedule a Pre-Construction meeting soon.
- Met with Nathan Vought regarding Water Street
- Held the second CBO meeting at 206 N. Washington. The next meeting is scheduled for August 8
- Attended my first Peninsular Dam Meeting and began working with Christopher to get up to speed on the project.
- Attended my first Community Development /Workforce Development/Economic Development/Washtenaw County Meeting organized by Ann Arbor SPARK.

Planning Commission

- There were no Planning Commission cases in July. Elections, NMAC updates, and alley vacation case set for the August 16th Planning Commission Regular Meeting.

Zoning Board of Appeals

- There were no ZBA cases in July. Elections set for August 7th Zoning Board of Appeals Meeting (no appeals cases at present).

Partner Development

1. Michigan Fitness Foundation, MDOT, City Communications and NMAC –
 - a. Entered the marketing design phase for the Pedestrian Education Campaign
2. Great Lakes Integrated Sciences and Assessments (a research institute at University of Michigan's School for Environment and Sustainability)
 - a. Met with Devin Grace Gill, MS and Derek Van Berkel to co-produce a land-use scenario planning tool that models development pressures and climate impacts for Ypsilanti.

- b. Pilot project – benefits include cutting edge modeling program to forecast future housing and growth in the City of Ypsilanti.

Public Service and Reviews

1. The City Planning Office is working with Pastor Waddles and Deacon Jordan to guide variance application for sign construction at the Second Baptist Church of Ypsilanti.
2. On-going zoning reviews for residential and commercial projects.

Michigan Association of Planning

Three workshops completed –

1. Utilities (Water, Sewer, Storm Water and Power) Planning
2. Environmental Planning
3. Planned Unit Developments

Business and Development Milestones

1. The pre-construction meeting for 220 N Park PUD project, Dorsey Estates has been scheduled for August 14th and will be hosted at Back Office Studios.
2. The pre-con meeting for 611 W Cross PUD project, EMU Credit Union is in the planning stages (awaiting escrow deposit and bond guarantee).
3. New business, Republic Pharmaceutical is going through fire suppression reviews with Marshal Pope and will be replacing American Broach in the PMD at 535 Mansfield.

City Council Support

1. GIS Mapping of Marijuana Business Locations in the City of Ypsilanti.
 - a. Buffers indicated around schools and existing retail (allowed in zoning districts Center, Neighborhood Corridor and General Corridor).
 - b. Existing retail and microbusiness establishments.
 - c. Eligible designated consumption and/or retail marijuana business establishments.

Historic District Commission

In July, the historic district commission:

- Welcomed two new commissioners so we now have a fully appointed commission
- Received eight new applications for work in the historic district.

Five of these were approved administratively and the remaining three items were reviewed at the meetings July 11 and July 25.

The preservation planner oriented the new commissioners and promoted the available tax credit and recorded webinar to all homeowners in the National Register district.

Downtown Development Authority

The DDA Board does not meet over the month of July.

Updates:

DDA is working out a transition process due to director Christopher Jacobs leaving.

Department of Public Services

Operations/Admin

- ☞ Attended and assisted Parks & Recreation Commission with administrative tasks.
- Attended National League of Cities Local Infrastructure Hub Bridge Investment Program bootcamp.

- 6 right of way permit applications received
- Participated in Fourth of July/Bicentennial Picnic Touch a Truck & Time Capsule Opening event on July 4th, in addition to the usual before, during, and after-parade support.
- Assisted Building/Code Enforcement with developing an RFP for abatement services.
- Personnel updates:
 - Three open Equipment Operator positions on crew (out of 17 - 18% vacancy). Three offers extended with potential August start dates.
 - Welcomed 2 new employees. Welcome Sheldon & Kindred!

Facilities

- Moved forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects.
- DPS
 - Repainted & repaired exterior trim, including safety railings, at DPS Office Building.
 - Solicited quotes for reroof.
 - Attended WCBRA meeting; awarded grant for building hazardous material analysis for DPS Garage and Phase I for overall site.
- City Hall
 - Began process of proposal approval with Schindler for elevator modernization.
 - Hosted MIOSHA complaint investigation.
 - Solicited quotes for updated asbestos assessment.
 - Worked with Dave Strenski of Solar Ypsi to resolve an issue with the solar panels; back to full production. Discussed potential upgrade that would double output; investigating funding source.

Forestry

- We will be scheduling work (and likely overtime work) to address priority one right of way trees.
- We are exploring costs for working with a private contractor on tree maintenance for right-of-way-trees within 10' of utility lines.
- Performed storm-related branch and tree removal from parks and rights of way.

Streets

- Became a Waze partner.
- Patched throughout the City, including: Armstrong, Arnet, Bellevue, Catherine, E Cross, W Cross, Huron River Dr (x2), LeForge, Oak, Sherman Ct, Wallace, Washtenaw.
- Working with DTE to resolve ongoing right-of-way work issues.
- Continuing to work with MDOT and YCUA on their respective projects, as well as the separate MDOT contractor on the Michigan Avenue Bridge project.
 - Several sinkholes have been discovered under the roadways as part of MDOT's 3R project. We are working with them to address each as they have been discovered. One cause was discovered and remedied (manhole issue); two others have yet to be fully excavated and diagnosed. These will be emergency repairs.
 - YCUA's project is in the home stretch; as such, traffic controls will likely be changing daily.
 - Working with YCUA on repaving of the Adams Street Lot; will have a contract before Council ASAP for cost-sharing to pave in its entirety rather than only those portions disturbed by their work.
 - MDOT's project is in the concrete patching phase, and lane closures may change daily. There has been one instance of unavoidable night work (due to concrete cure issues); we anticipate one more.

- We will be accepting fine millings from potentially both MDOT projects and anticipate using them in our alleys and parking lots.
- Huron River Drive (LeForge to Cornell) construction is ongoing and on schedule. Eastbound traffic will be maintained and westbound traffic detoured. Hours of work are Monday through Saturday, 7am to 7pm. Currently working on north portion of right-of-way.
- Forest Bridge work is ongoing and on schedule.
- Please encourage your constituents to exercise their patience and drive safely, especially near construction zones. We have noticed many, many drivers moving barrels, barriers, and cones "out of their way" and driving into construction areas as soon as no workers appear to be present (and sometimes when they are). This practice can be very, very dangerous to the drivers and very costly to the City both in terms of delays and repair costs. We understand that construction season is frustrating- particularly this construction season- but we can all make it through together with patience and allowing some extra travel time.

Solid Waste

- Continued work with WRRMA on joint trash pickup RFP; identifying unique City needs.
- Issued compost drop-off passes to 10 residents/property owners
- Council approved purchase of an additional replacement refuse truck. We anticipate receiving both this one and the previously ordered truck in the next 4-8 weeks.

Stormwater

- Working with Planning & Development Department to improve communication with developers and process around stormwater compliance issues.
- Swept in Area 2: Ninde, Photo, finishing that round; Area 3: E Forest, Gordon, Helen, Hemphill, Holmes, Maple, N Prospect, N River, Norris, Oak, Osband, Thomas, Vought, Stanley; Area 4: Kramer, Lincoln, Locust, Martin, Maus, Mildred, Miles, N Grove, N Prospect, North, S Washington, Spring, Towner, Tyler, Vinewood, Young, S Prospect, S Grove, Briggs, S Adams; began in Area 5: Harriet.
 - <https://cityofypsilanti.com/828/Street-Sweeping>
- Worked with Pipeline Management on investigation of storm infrastructure failures. Identified solution for one of three failures; Elm/Pearl and Elm will require open excavation to repair. Exploring additional failure locations.

Parking

- Net hourly Passport revenue (credit card only, citywide): \$4091.50 (2612 transactions)
- Gross hourly Parkeon (cc & cash, depot town) revenue: \$2314.20
- Permits issued: 65
- Tickets issued: 128
- Appeals received: 6 (note: appeals can be made up to 90 days from ticket issuance)
- One parking enforcement officer on duty. Interviews held for backfill of second officer position (see Police section).
- One kiosk in Depot Town waiting on parts to return to accepting card (in front of Sidetrack's secondary lot); all others operating normally.
- Working to finalize West Cross employee parking pass pilot program.

Parks & Special Events

- Worked with Events Coordination stakeholders on upcoming festivals.
 - Working with leadership on potential staffing/structure changes due to staffing changes in CED.
- Continued mowing parks and margins.
- Soliciting quotes to address Japanese Knotweed in Riverside Park.
- Scheduling work on Parkridge Ballfield project after Parkridge Summerfest.

- Continued work on CDBG projects with GM & Sons on Parkridge Park concrete work; replaced pavilion slab again and installed accessible path at northwest entrance adjacent to community center.
- Repaired electrical issues in Riverside Park.
- Updated cleaning schedule for port-a-johns in Riverside to be twice a week.

Police Department

Activity:

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

	May	June	July
Arrests	48	45	42
CFS	1537	1474	1438
Reports	206	191	194
Tickets	116	85	62
Warnings (NEW)	210	169	85

Personnel:

- Newest YPD addition. Please congratulate Officer Naomi Smith on the birth of her daughter Marow Rei Soyring.

Anniversary(s): (NEW)

- Bryan Gerwig celebrated 4 years with the Ypsilanti Police Department: DOH 7/22/2019

Recruiting:

- YPD has created a cadet entry level classification to sponsor great candidates in the police academy.
- We currently have four officer candidates in our recruitment process, with hopes of them attending the November Washtenaw Community College Academy.
- Recruitment card will soon be distributed to officers and professional staff as a recruitment tool.
- Organic recruitment campaign is set to begin next week.
- We are scheduled to present at a scheduled recruitment event at Schoolcraft Police Academy in August.

Community Engagement:

- YPD participated in this years National Night Out community engagement event hosted by the Housing Commission.
- YPD hosted its first Community Activist collaboration meeting in an effort to bridge the gap of services available in the community and taking steps to create sustainable solutions to our unsheltered population.
- YPD attended the SafeHouse Fresh Start fundraising breakfast.
- YPD attended YCS meet and greet with staff and students.
- Church volunteers conducted community service her at YPD by cleaning up the rear parking lot.

Fire Department



July 25th, 2023

City of Ypsilanti Fire Department

Activity Report:

	May 2023	June 2023	July 2023
Fire and EMS Calls	238	242	222
Inspections	8	24	13
Non-emergency requests	2	2	4

Training Update:

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

- Water Rescue
- Pre-Incident Planning
- Tower Ops and Relay Pumping
- Highrise Training EMU Pittman Hall with AMA Partners
- Ladder placement
- HAZMAT

Apparatus/Building Update:

- 6/2 Engine 1 OOS- E-1 has a blown motor and it will be quicker and cheaper to rebuild the current motor and buy an extended warranty. The cost to rebuild will be approximately \$25K and is expected to be out of service for 2 months. A reconditioned motor will take at least 2 months to get and will cost roughly \$15K more. The truck may be out of service twice as long. I am having the motor rebuilt.
- 7/21 Engine 1 is back in service.
- 7/17 Annual Aerial Ladder Testing.
- 7/18 Annual Ground ladder Testing and Maintenance.
- 7/20 Annual Hose Testing.
- 7/06 Apparatus floor drains power jetted.

Personnel:

- Lt. written exam scheduled for June 12th, 6 firefighters took the exam, 5 passed and are scheduled for Oral Boards July 12th.
- 6 applicants were forwarded to HR, and interviews were conducted on June 5th and 6th. 3 candidates have been approved by the Civil Service Commission and will move on to background checks.
- 2 FFs are participating in the U of M car seat installation program.
- Lt. promotion process completed, FF Doug Carpus will be sworn in as Lt. on Monday, July 31st.
- 3 FF candidates are scheduled for psyche evaluations, anticipate hiring in August.



Notes:

University of Michigan continues to hold car seat installations at YFD every third Tuesday.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- 7/21 thru 7/26 replaced floor tiles throughout the station.
- Dewpoint replaced 4 outdated desktop computers.