

COUNCIL INFORMATION LETTER

October 2021

APRIL 25, 2021

City of Ypsilanti
Frances McMullan, City Manager



City Manager's Office

On Friday, October 22nd, I met with Matthew VanBesien, Director of the University Musical Society (UMS), Kirk Profit, Mary Kerr and Ronnie Peterson to discuss the Ypsilanti Freighthouse. The UMS expressed an interest in operating the Freighthouse. We spoke of a potential partnership. Please contact me via email with your thoughts as we explore this option. I will share information as it becomes available.



On that same evening (10/22), I attended the Ypsilanti Community School football game. I was joined by Council members Annie Somerville and Steve Wilcoxon for this public event. We presented a \$25,000 check to Superintendent Alena Zachery-Ross, and received a golden key from Ypsilanti Community Schools to symbolize our collaboration and partnership in making the city a great place to live, work and grow. The check was to support sports and arts programs.

I'm proud to announce new members to our Ypsilanti city staff. Thomas Koch as Communication Manager and Dajuan Fisher as Human Resource Director. We are excited for Thomas and Dajuan and their passion for the city.

- In process of completing the 12-week ICMA High Performance Leadership Academy certification program.
- Working with the new HR Director and City Attorney in the development of a COVID policy.
- Staff has completed a new Diversity, Equity and Inclusion (DEI) course provided by Traliant, titled: Preventing Discrimination and Harassment in the workplace.
- Following the City Council adoption of a compensation study and strategies designed to help attract and retain employees, I have started the process of developing a compensation philosophy and implementing goals for non-union managers and department heads to evaluate staff for merit-based performance raises.
- Organized City Hall Costume Party on October 29th at 4pm. Look out for the best costumes in the upcoming Newsletter!
- Approved the request from Girl Scout Troop 40733 to place a food pantry in front of the Fire Station and Police Departments. The food pantry is for people to drop off non-perishable food items or take them if needed.
- We have started to communicate Council Meeting Highlights following each meeting on Youtube. Follow us here to view: [Meeting Highlights- Ypsilanti City Council Oct 19th, 2021. - YouTube](#)

City Clerk

1. Administrative Hearings Bureau –
 - a. Filed liens will appear on the Winter Tax Bill. Total amount is \$50,880.00
2. Clerk
 - a. Staff has been attending the County Reapportionment Committee meetings
 - i. The data collected historically did not disaggregate the populations of those incarcerated in the county, that was not the case for 2020.
 - ii. Per State Law those incarcerated in state facilities may not be counted towards the reapportionment. As a result, the committee will need to redraw the current proposed maps.
 - iii. The deadline for approval has been pushed back until November 15th.
3. Boards and Commissions – Vacancies (as of October 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	Commissioner	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	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Parks & Recreation	Youth Member	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Commissioner	Vacant
Sustainability	Youth Member	Vacant
Sustainability	Youth Member	Vacant
YDDA	Board Member	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant
Zoning Board of Appeals	Commissioner	Vacant

Finance Department

- Made analysis on the new Employee Healthcare rates for 2022 and verify compliance with the PA 152-Public Employer Contributions to Medical Benefit Plans Annual Cost Limitation
- Auditors performed their year-end fieldwork on Oct 11,2020 to October 15,2020
- Assessing is processing Personal Property Canvass
- Interviewed candidates for the Human Resource Director
- Finance will be taking over the payroll process and approvals from HR Department
- Interest Earnings as of September 30,2021

CITY OF YPSILANTI				
INVESTMENT REPORTAS OF SEPT 30,2021				
1. SUMMARY OF INVESTMENT BY TYPE				
FY	2021-2022			
Date	9/30/2021			
TYPE OF INVESTMENT	TOTAL	%		
Ⓞ COMMERCIAL PAPER	\$3,087,112	16.28%		
Ⓞ LGIP	\$9,735,039	51.35%		
Ⓞ CERTIFICATE OF DEPOSIT	\$3,033,915	16.00%		
Ⓞ MONEY MARKET	\$9,956	0.05%		
Ⓞ CORPORATE BOND	\$499,933	2.64%		
Ⓞ GOVERNMENT BOND	\$2,592,197	13.67%		
Grand Total	\$18,958,152	100.00%		
2. INTEREST EARNED PER QUARTER				
FY	2021-2022			
Quarter	1st			
Sum of Interest	Column Labels			
	7/31/2021	8/31/2021	9/30/2021	
TYPE				
COMMERCIAL PAPER	380	375	363	
LGIP	167	175	197	
CERTIFICATE OF DEPOSIT	2,141	2,141	2,081	
MONEY MARKET	6	0	0	
CORPORATE BOND	67	67	65	
GOVERNMENT BOND	1,299	1,300	1,257	
Grand Total	4,061	4,059	3,963	
AVERAGE RATE OF RETURN				
AVERAGE INTEREST INCOME	4,028			
ENDING INVESTMENT	18,958,152			
AVERAGE RATE OF RETURN	0.255%			
BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE				
AS OF SEPT 30,2021	0.05%			

Human Resources

New Hire

Name	Job Title	Hire Date
Thomas Koch	Communications Manager	10/18/2021
DuJuan Fisher	Director of Human Resources	10/19/2021

Separation/Retirement

Name	Job Title	Last Day
Kimberly Jones	Human Resources Manager	10/21/2021

Promotion

Name	Job Title	Start Date
David Blakley	DPS General Foreman	9/13/2021
Harold Smith	DPS Mechanic	9/13/2021
Jeffrey Hunter	DPS Sign Specialist	9/23/2021
Kenneth Dancy	DPS Heavy Equipment Operator	10/6/2021
Jacob Hutchins	Parking Enforcement Officer	10/19/2021

Planning & Development

Economic Development

- 220 N. Park. – Staff working with developer to finalize the numbers to begin the community benefits ordinance process. It is hopeful to have this done prior to the end of November.
- Water Street – the developer continues to work on restructuring the development to make the preliminary numbers work. We will hopefully have more information soon
- 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.
- Affordable housing development – Staff continues to work on bringing a 300+ affordable housing development to the city. More information will come out soon.
- Staff is requesting an amendment city code to allow for planning department personnel to issue citations for

Community Development

- The Freighthouse is planning a winter market and tree lighting ceremony in Depot Town
- City Staff are working to help support turnout to the Parkridge Trunk or Treat event in October.
- City Staff flyered ward 1 the last week of September in advance of Community Input sessions about how to allocate Community Block Grant Funding. The schedule for these meetings is as follows:

Date	Time	Format	Location
11/3/2021	6:00-7:30pm	In person (indoors)	Hamilton Crossing, Community Room
11/10/2021	5:30-6pm	In person (outdoors)	Arbor Manor/Forest Knoll Townhouses, Patio

DDA

- The DDA is organizing a competition for the best storefronts in Ypsilanti and will hold a public vote beginning in November. Winning businesses by popular vote will win small prizes and bragging rights.
- New Dumpster Corral Murals are begin considered in November from local artists including Narooz Soliman, Gary Horton, and more.
- Depot Town Parking Deck Feasibility Study was approved in October and will be considered by Council in November.
- DDA Staff has been coordinating applications with businesses interested in the MEDC Match on Main Program.
- DDA Staff is distributing grant applications for the West Cross Construction Relief Program aimed at supporting businesses in this district that have suffered due to the long YCUA and MDOT construction project.
- Staff has met with several new businesses opening soon including Conjuring Goddess and Bridge Community Café on West Michigan Ave and Lot G on North Washington at the former Beezy's location.

Historic District Commission

- The Historic District Commission (HDC) had two meetings in October, both via Zoom.
- On October 12, the HDC reviewed 3 applications that were all approved. October 26 saw one application, which was also approved. Staff made 7 administrative approvals in October

The HDC currently has one vacancy. The vacancy should be filled by a city resident with an interest in historic preservation. Additionally, another commissioner said they will resign by the end of the year because a job is requiring, they move out of state; which will make two vacancies if one is not filled soon. It is important to have these vacancies filled as this commission has a history of not being able to meet quorum when there are vacancies.

Department of Public Services

1. Sidewalk Ramp projects should begin this month.
2. We are beginning to get prepared for winter seasonal maintenance.
3. We are working on getting our cleaning contract out for bid.
4. We are working on closing out projects for 2021 and beginning planning for 2022 projects.
5. We have made offers to 4 individuals to be equipment operators; we are hoping that they will be able to start in November.

Police Department

Activity Report

Statistics for the current period reflected by the past three months with 5 days remaining in October.

	August	September	October
Arrests	52	36	40
Tickets	78	51	62
Calls for Service	1303	1174	1004
Reports	212	207	153

Personnel:

Probationary Officer Davis will be starting with the department on November 1.

Activity:

October 6-8: Chief DeGiusti participated in the MML LEAF (Michigan Municipal League, Law Enforcement Action Forum) work sessions on model policies and best practices.

October 9: The COPCRU organized a Peace Walk in the area of the Gateway Neighborhood as a part of the national Faith and Blue program.

October 9: The COPCRU attended the Heritage Park Association meeting and cook out at Parkridge Park.

October 25: The COPCRU attended the Public Housing Halloween event at Saulk Trail.

October 26: The COPCRU attended the Public Housing Halloween event at Hollow Creek.

October 28: Chief DeGiusti will attend the Police Advisory Commission meeting.

October 29: Chief DeGiusti will participate in the County Snow Emergency preparedness meeting.

October 29: The COPCRU will attend the Public Housing Halloween event at the Parkridge Homes.

October 30: The COPCRU will attend the Trunk or Treat event at the Parkridge Center.



October 27th , 2021

**City of Ypsilanti Fire Department
Activity Report:**

	August 2021	September 2021	October 2021
Fire and EMS Calls	233	259	157
Inspections	20	14	6
Non-emergency requests	2	2	4

Training Update:

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

- Chainsaw maintenance and safety.
- Fire Officer Training
- Tower 1 Driving and OPS
- Citywide Harassment Training
- Reviewed City Policies
- Forcible Entry
- CPR Recertifications
- Hazmat
- Technical Rescue Training (TRT)

Apparatus/Building Update:

- UL completed annual testing of all ladders.
- Annual pump testing completed.
- 10/25/2021 Engine 2-1 OOS.
- 10/27/2021 Engine 2-1 taken to Cummins for repair.

Personnel:

Captain Barnabo retired after 22 years of service. Lt. Loria promoted to Captain and Firefighter Gissendaner promoted to Lieutenant.

Reviewing applications to fill 2 vacant positions.

Notes:

- Station and apparatus deconned daily.

Overall Department Status Update:

- Inspections are down for October due to FM Pope attending a 2-week arson investigation class.
- Cassidy Meyers started an internship with YFD on 08/21. She is an EMU student seeking a degree in Disaster Management. Cassidy will be assisting with updating the City's Site Emergency Plan.
- Lt. Gissendaner is taking Instructor 1 class in preparation for required Fire Officer 1 and 2 classes.
- Lt. Schulz attended a specialized TRT training in Virginia.
- Captain Loria attended a Regional Understanding Basement Fires class.

- Actively working on approved Fire Station Capital Improvements.