

# COUNCIL INFORMATION LETTER

February 2022

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APRIL 25, 2022

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager’s Office

I hope everyone is in good health and great spirits, and it’s hard to believe we’re already approaching March of 2022. But, with great anticipation for the upcoming coming season.



- We finished our 2022/23 goals and now scheduling budget meetings with department heads to plan for the upcoming fiscal year.
- Meeting highlights have resumed and will continue summarizing our bi-weekly City Council meetings.
- We continue to work on COVID-19 safety issues, monitoring all staff safe and reviewing our policies.
- Attended Citywide Event honoring Black History of our First Responders here in Ypsilanti; the webinar was successful. Thank you to everyone who was involved.
- Currently registered for the Michigan Municipal Executives meeting on March 15-16 in Lansing.
- Attended A2ZERO Collaborator’s Quarterly meeting virtually on February 10<sup>th</sup>.
- I spoke with Michael Kane, City Manager of Boyne City, and he asked to consider being a future chair of the Michigan Municipal League.
- On Friday, February 11th had a meeting with Washtenaw County discussing potential new city facilities.

## City Clerk

- Administrative Hearings Bureau
  - The second AHB Officer has completed training and completed his mock trial. Currently, it is expected he will preside over his first hearing at the end of May.
- Elections
  - Staff is in initial stages of planning for the May 3<sup>rd</sup> Special Election.
    - AV applications have been ordered and will be sent to the permanent AV list.
      - Ballots must be available by March 24<sup>th</sup>.
    - The Election Commission has approved the precinct consolidation for the election as follows:
      - Ward 2-1,2,3 located at Estabrook Elementary
      - Ward 2-4/3-1 located at EMU Honors College
      - Ward 3-2,3 located at Ypsilanti International Elementary School
    - Election equipment testing is scheduled for May 21<sup>st</sup>. The public accuracy test has been scheduled for that same day and has been noticed per statute.
- Clerk
  - Applicants for the Finance/Clerk Treasury Generalist have been selected for interview, which will occur the week of February 28th.
  - The City Clerk will be attending the second round of the Clerk Institute from March 13<sup>th</sup> through March 18<sup>th</sup> in Mount Pleasant.
- Boards and Commissions – Vacancies (as of February 25th).

Board	Membership Type	Last Name
Art Commission	Commissioner	Vacant
Art Commission	Youth Member	Vacant

<b>Art Commission</b>	<b>Youth Member</b>	<b>Vacant</b>
Dangerous Bldgs	<b>Dangerous Buildings Officer</b>	<b>Vacant</b>
<b>Human Relations</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Human Relations</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Planning</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Police Advisory</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Police Advisory</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Parks &amp; Recreation</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Parks &amp; Recreation</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Parks &amp; Recreation</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Parks &amp; Recreation</b>	<b>Youth Member</b>	<b>Vacant</b>
<b>Sustainability</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Sustainability</b>	<b>Youth Member (1 year)</b>	<b>Vacant</b>
<b>Sustainability</b>	<b>Youth Member (1 year)</b>	<b>Vacant</b>
<b>Ypsilanti Housing</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Zoning Board of Appeals</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Zoning Board of Appeals</b>	<b>Commissioner</b>	<b>Vacant</b>
<b>Zoning Board of Appeals</b>	<b>Commissioner</b>	<b>Vacant</b>

## Finance Department

- **Accounting and Finance**
  - Department Heads submitted their budget request for the Amended Budget FY 21-22 and Original Budget FY 22-23 and FY 23-24
  - Meeting with the City Manager, Police and Fire Chief regarding application for the First Responder and Recruitment Grant
- **Assessing**
  - Sent 2022 Assessment notice for real and personal property.
  - Completed data entry for residential and commercial 2022 field inspections.
  - Completed ECF and Land value analysis
- **Treasury**
  - Last day of tax collection will be Feb 28, 2022.
  - Attended the Fire and Police Pension Meeting on Feb 14,2022.
  - Calculated Brownfield Redevelopment Authority tax payouts.

## Human Resources

- Filled Police Officer, Preservation Planner, Code Enforcement Officer, and Records Clerk positions.
- Currently in hiring process for several Fire Fighter/EMT positions for the Fire Department.

- We're currently recruiting for the position of Clerk Finance Generalist.

## Planning & Development

### Community and Economic Development

- Clark Street Development – the developer Lincoln Avenue Capitol is working on a 300+ unit affordable housing development. The first CBO Committee meeting will be held on Thursday March 3, 2022 at 7 pm
- 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 have brought on a new partner in place of Kaufman Jacobs. More details will be coming in the near future.
- Daytime Warming Center at Freighthouse is accepting donations of food items and clothing
- 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.
- Proposed addition to residential lot program will go before Council for consideration in March
- Parkridge Community Center Signage to be installed in March
- Ongoing planning for community programming at Parkridge Community Center, including entrepreneurship courses and financial literacy courses, and exterior mural.

### Planning Commission

- Patient Station renewal.
- 12 W. Forest Application.

### DDA

- New Redevelopment Liquor License Application received for 5 N Hamilton
- 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 by March 9. 4 applications were received from Love at First Try, Aubrees, Tap Room, and GO! Ice Cream.
- New multilingual welcome billboard installed at N Huron Parking Lot in partnership with YIES
- Dumpster Mural Proposals to be considered in March
- Developing program aimed at helping small businesses with social media and marketing
- DDA Board is considering a special event sponsorship from Big Brothers Big Sisters for a summer event Downtown.
- DDA Board to consider landscaping contract renewal in March

## Department of Public Services

- The YCUA project on the state trunklines will be starting next week. You may have noticed the contractors already staging equipment. There was a public meeting on 2/23 at the Freighthouse in which a presentation on the project was given. OHM also produced a video which is posted on their social media page. The link to that video can be found here (<https://www.youtube.com/watch?v=G68DOa3LQkQ>). Please feel free to reach out to staff with any questions.
- We are actively planning parks projects for the spring.
- Staff submitted a TAP grant application prior to the deadline for the non-motorized components of the Huron River Drive Project. There will be a public meeting on 3/16 at 6 p.m. before the Planning Commission meeting for public discussion on the application.
- Staff has been patching potholes all around the city.
- We have been working on making some changes to our recycling program and plan to present before council in the second March meeting or the first April meeting.

# Police Department

## Personnel:

Probationary Officer Davis continues in the FTO program. Probationary Officer Gibbs started with the department on 2/21.

## Activity:

Statistics for the current period reflected by the past three months with 1 day remaining in February.

	December	January	February
<b>Arrests</b>	<b>35</b>	<b>31</b>	<b>26</b>
<b>Tickets</b>	<b>39</b>	<b>59</b>	<b>39</b>
<b>Calls for Service</b>	<b>1042</b>	<b>1014</b>	<b>896</b>
<b>Reports</b>	<b>157</b>	<b>176</b>	<b>137</b>

February 4: Chief DeGiusti, Chief Hobbs and Finance Director Basabica met to finalize the submission of the First Responder Recruitment and Retention Grant

February 12: The COPCRU attended the Heritage Park Association Meeting.

February 17: YPD attended the Traffic Review Committee meeting.

February 21: Chief DeGiusti met with members of WEROC to discuss issues surrounding the No Proof of Insurance traffic stops.

February 22: YPD conducted Mental Health Wellness check-ups.

**February 28th , 2022**



City of Ypsilanti Fire Department

Activity Report:

Training Update:

**December 2021**

**January 2022**

**February 2022**

	<b>December 2021</b>	<b>January 2022</b>	<b>February 2022</b>
<b>Fire and EMS Calls</b>	<b>206</b>	<b>198</b>	<b>176</b>
<b>Inspections</b>	<b>11</b>	<b>17</b>	<b>6</b>
<b>Non-emergency requests</b>	<b>1</b>	<b>1</b>	<b>0</b>

**The following trainings/classes occurred during the month of February:**

- Firefighter Survival
- Forcible Entry
- Washtenaw County TRT Training
- Air Monitoring
- Hose Line Evolutions
- Search & Rescue
- Rescue Task Force- Active Shooter
- Washtenaw County Hazmat Training

**Apparatus/Building Update:**

- 12/01/21 Engine 2-1 out of service for body work.
- Tower 2-1 OOS and sent to CAT for repairs.
- 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. HR was able to schedule 7 interviews for March 1<sup>st</sup> and 2<sup>nd</sup>.

**Notes:**

- 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.
- Fire Department is currently operating with 1 engine in service. Using pick up to run rescues.

