

COUNCIL INFORMATION LETTER

December 2022

APRIL 25, 2022

City of Ypsilanti
Frances McMullan, City Manager



City Manager's Office

Happy New Year! We're celebrating our 200th year as a community. I hope that everyone had a great holiday break with their families.

I am looking forward to the year ahead.

- We are still exploring retention and recruitment strategies for city employees, specifically Police and Fire departments.
- Working with Lt. Brent Yuchasz to address options for staffing shortages and morale within the Police Department, new changes are coming with the New Year.
- We are working with MML for enhanced Executive Police Search with Joyce Parker as a facilitator.
- We concluded labor negotiations with POAM.
- Working with Human Resources TPOAM agreement, negotiations were made and will be addressed to City Council with the new year.
- Worked on the creation of a Work from Home (WFH) policy.
- Worked on Retirement Off-Boarding package.
- Reviewed recreational marijuana permit renewal applications.
- Worked with legal counsel on outstanding contract issues, grievances, and litigation cases.
- Reviewed several citizen complaints and directed those to the appropriate departments.
- Reviewed information regarding Downtown break-ins and vandalism at local businesses and how to support best those affected.
- Attended 220 N Park Groundbreaking Ceremony.
- Reviewed upcoming community events at the Freighthouse in 2023, including UMS programming in April.
- Attended several meetings regarding the upcoming decontamination work and redevelopment proposals at Water Street.
- Reviewed performance-based raises and employee compensation to finalize those decisions.
- We held our Annual Employee Christmas Gala on December 2nd.
- Open enrollment concluded on December 16th, and new insurance will go into effect with the New Year.



City Clerk

- Elections
 - November General Election
 - Staff assisted in the recount of the City of Ann Arbor's 44 precincts, including Absentee Voter Count Boards for those specific precincts. The recount was specific to Proposal 22-3. The recount proved that the results reported on Election Night were correct.
 - Staff met with several Clerk's Operating in Washtenaw County to discuss the implementation of Proposal 22-2. While the actual laws and rule promulgation have yet to be completed, we wanted to provide what we believe will work for local Clerks.
 - Staff reviewed the Fiscal reports from both houses of the legislature, and while this is a new legislature, it seems that costs will be shouldered by the local jurisdictions. The House Fiscal Agency reports the cost for elections, just in terms of Election Inspectors, will increase roughly \$35,000.
 - City and Township Clerks have discussed creating MOUs to codify agreements in working more regionally to ensure voters will be able to vote, without issue in the manner protected by the Michigan State Constitution.

- Clerk
 - An offer has been extended to fill the open Clerk-Finance Generalist which has been excepted. The applicant is currently going through background checks with hopes they will begin on return from the holiday.
- Administrative Hearings Bureau
 - Staff is continuing to process liens for properties with unpaid fines.
- Boards and Commissions – Vacancies (as of December 19, 2022). **Be advised that while not currently vacant, the Board of Ethics will need three seats at the beginning of February.**

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
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	Chair	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

- Submission of our Annual Comprehensive Financial Report for 6/30/21.
- Submission of our F65 Financial Report for 6/30/21.
- Submission of our Act 51 Street Financial Report for 6/30/21.
- Submission of our Annual Qualifying Statement for 6/30/21.
- Received full Funding of our PA 289 Fire Protection Reimbursement amounting to \$1.042M.
- Attended the Fire and Police Pension Board meeting.

Human Resources

- Open Enrollment has ended.
- Filled Clerk-Finance Generalist and two Police Officer positions.
- Conducted interview processes for Clerk Finance Generalist, Fire Fighter/EMT positions, and Freighthouse Event Coordinator.
- Currently recruiting for Finance Generalist II, Equipment Operator, Public Services Laborer, and Police Officer positions.

Planning & Development

Planning Commission, December 21

- Zoning Text Amendment to allow for Rooming houses in Historic Corridor zoning district. – approved.
- Will go to City Council for 1st reading on February 7.

Historic District Commission

- The Historic District Commission (HDC) had one scheduled meeting in December. It took place December 13 in person in Council Chambers. During December, the HDC reviewed one application and approved it.
- The commission approved some amendments to their rules, staff shared them with the City Attorney for review, and the proposed amendments will likely be submitted to Council for approval. Two commissioners had terms ending at the end of 2022, so Council approved their reappointments December 20. The commission's meeting calendar for 2023 has been approved and staff sent it to the City Clerk for posting.
- The commission still has two vacancies in case anyone could spread the word to a candidate interested in historic places.

Downtown Development Authority

- The DDA Board considered several items at our meeting in December. Those include:
- Café Lights in Thrift Shop/Bird Colors Alley on S Washington.
- Approval of a \$26,000 grant to 705 W Cross St for new building rehabilitation project.
- \$3,000 support for the New Year's Eve Bicentennial Balldrop – which was highly successful!
- In January we will consider the following agenda items:
 - Downtown YCUA Construction Update.
 - 2023 Budget Brainstorming for each district.
 - Proposed changes to the special event sponsorship program.
 - 2023 Landscaping RFP.

- Bicentennial Billboard and Banner Call for Artists.

Economic Development

- 220 N Park is nearing the beginning of construction.
- 845-945 Clark Rd development continues to advance through pre-construction phase
- 206/210 N Washington begins its approval process at HDC in January followed by Planning Commission in February and a formal incentive request triggering the CBO in January.
- Staff attended meetings about Water Street decontamination efforts and proposals for development
- There were two proposed additions to the residential lot program from Washtenaw County, one requiring foundation demolition. Council will consider a demolition request and the two additions to the residential lot program in late January/early February

Department of Public Services

Operations/Admin

- Began Capital Plan development.
- 3 right of way permits issued.
- Assisted Sustainability Commission with year-end reporting, meeting scheduling, and other administrative tasks. Assisted Parks and Recreation Commission with year-end reporting, meeting scheduling, and other administrative tasks.
- Selected by the Michigan Infrastructure Council to attend [Asset Management Champion program](#)
- One EO on light duty; five open positions.

Streets

- Secured an additional investment from MDOT rail for safety improvements at LeForge related to the Huron River Drive reconstruction
- Secured an additional \$200k+ in federal aid for the HRD project
- Patched S Adams, Ballard St, College Place, Collegewood, Cornell (x2), N Emerick(x2), S Emerick(x2), Florence, E Forest, W Forest, First (x3), Gregory, Hawkins, Holmes, Huron River Dr, LeForge, Madison, Maus E Michigan (x2), W Michigan, Normal (x2), Perrin, Pearl, N Prospect, N River (x2), Second (x2), Spring (x2), Towner, N. Washington.
- We received word that MDOT approved the City's request for RRFB signals at the following locations:
 - US-12BR (Hamilton) @ Pearl St – north leg
 - US-12BR (Huron) @ Pearl St – south leg (Riverside Arts Center)
 - US-12BR (Hamilton) @ Ferris St – north leg (Town Centre Place)
 We do not yet have a construction date but will keep Council apprised of changes/updates.

Stormwater

- Repaired catch basin on Pearl Street adjacent to bus station.
- Swept Congress, Mansfield, Pearl, N Washington, N Adams, E Cross, N Prospect, Miles, N Prospect, Holmes, Miles, E Cross, Michigan Ave, Ecorse, N Prospect, S Prospect, S Grove.
- Sweeper winterized.

Parks

- Applied for DNR Spark grant for Prospect Park Playground & walkways

Facilities

- Completed HVAC assessment.

- Obtained quote from Guardian for City Hall security system.
- Tarped DPS Garage roof.

Solid Waste

- Last full week of yard waste pickup was 12/4.
- Issued 20 compost drop-off passes.

Parking

- Net hourly Passport revenue (credit card only, citywide): \$4,555
- Gross hourly Parkeon (cc & cash, depot town) revenue: \$2585
- Permits issued: 18
- Tickets issued: 493

Special Events

- Installed lights & garlands on DTE lights in Depot Town and Downtown
- Helped provide street & parking lot closure services for Bicentennial NYE ball drop

Motorpool

- Put new litter truck into service.

Police Department

Activity:

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

	October	November	December
Arrests	43	34	40
CFS	1030	1381	1207
Reports	170	192	190
Tickets	48	43	48

Recruiting:

Sgt Kofahl and D/Sgt Lowry continued to conduct multiple interviews for the open police officer positions throughout the month.

Staffing:

Ofc Paul Alexopoulos joined the PD on 12/14/2022.

Training:

The police department completed “Ethics in Law Enforcement” training which is MCOLES approved and required to remain an accredited agency during the month of December.

Fire Department



December 31st, 2022

City of Ypsilanti Fire Department

Activity Report:

Training Update:

	October 2022	November 2022	December 2022
Fire and EMS Calls	244	244	250
Inspections	17	8	7
Non-emergency requests	4	4	1

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

- Ground Ladders
- Hazmat
- **Provided First Aid and fire extinguisher training to DPS employees.**
- **12/16/22- Hosted countywide RTF training.**

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.
- T-1 OOS 10/04/22- had to be towed for service and is OOS indefinitely.
- T-1 in service 12/22/2022
- S-1 in service 12/22/2022

Personnel:

- Submitted 12 applications to HR, interviews are scheduled for the first week in November. Oral interviews were completed with 4 candidates moving on to Background checks.
- Captain's exam scheduled for November 8th.
Captain's exam completed with 1 LT. on the list which is good for 2 years.

Notes:

- Station and apparatus deconned weekly.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.

