

COUNCIL INFORMATION LETTER
December 2023



JANUARY 18, 2023

City of Ypsilanti
Andrew Hellenga, Interim City Manager



City Manager’s Office

1. Strategizing how to best approach goal sessions with the assistance of our facilitator
2. working with HR to create a job description for a Building Official.
3. Preparing for duo responsibilities of City Manager/Clerk.

City Clerk

1. Clerk
 - a. Our new deputy clerk Lorrie Thomas starts on January 8th. An offer has been extended to fill the clerk/finance generalist spot. Aaron’s last day is on January 19th.
2. Elections
 - a. The presidential primary is on February 27, 2024. Early voting will occur at the Freighthouse February 17th-25th. The county will be sending a mailing about this to voters in January.
 - b. The deadline for nominating petitions and affidavits of identity for partisan candidates to appear on the August 6th primary ballot is April 23, 2024, at 4 PM.
 - c. The city consolidated from 10 precincts down to 7. This will allow us to function with fewer workers and save costs, so we have raised election inspector pay to be more competitive with nearby jurisdictions.
3. Administrative Hearings Bureau
 - a. Staff continues to process liens on unpaid judgments and release liens for judgments paid as special assessments on tax bills.
4. Boards and Commissions
 - a. The Board of Ethics cannot meet due to not having enough members. Their only member’s term expires on February 1st, and he has been informed of this.
 - b. The Human Relations Commission has enough members to meet if all adult commissioners are present. They have a special meeting scheduled for January 31st.
 - c. The Historic District Commission has one vacancy.
 - d. Rex Richie was appointed to fill the only DDA vacancy.
 - e. Vacancies (as of January 8, 2024)

Board	Membership Type	Last Name
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Non-Motorized	Commissioner	Vacant
Non-Motorized	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Youth Member (1 Year)	Vacant Youth
Police Advisory	Youth Member (1 Year)	Vacant Youth
Parks & Arts	Commissioner	Vacant

Parks & Arts	Commissioner	Vacant
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 Year)	Vacant
Sustainability	Youth Member (1 Year)	Vacant

Human Resources

- Filled Parking Enforcement Officer, Finance Intern position.
- Conducted interviews for City Planner, Deputy Clerk I, Police Officer, Police Sergeant, and Police Executive Assistant positions.
- Recruiting for Clerk-Finance Generalist, Equipment Operator, Police Officer, and School Crossing Guard positions
- Hosted Winter Dessert potluck on Wednesday, December 13th

Internal Promotions



Reginald Dent
Parking Enforcement Officer
Ypsilanti Police Department

Reginald began as a School Crossing Guard in September and has recently started this new role during the month of December. He enjoys being of help to this city and is an excellent asset to the organization.

Planning, Community & Economic Development

- Met with Frances Todor-Hargraves, Impact Investment Manager Ann Arbor Area Community Foundation, to discuss the City's current and future impact investing opportunities.
- Attended Washtenaw County's Housing Equity Event
- The Planning Department met with MEDC to discuss RRC Certification and learned of development funds available to the city for being RRC-certified.
- Finished Quarterly Progress and Financial Progress Reports for the US Fish and Wildlife Grant - Peninsular Dam.

Planning Commission

- Approved special land use/limited site plan for apartment house, increasing housing units from 4 to 5 units at 216 N Hamilton.

Zoning Board of Appeals

- 301 S Hamilton (Second Baptist Church of Ypsilanti) variance request to permit electronic message sign denied.

Business and Development Milestones

- Discussed RFP Process with AKT Peerless for Excavation on Water Street to begin in 2024.

- Met with J297 to discuss 136 N. Washington and RAP Grant 2.0 Funds and timeline for Planning and Historic Commission approvals.

Historic Preservation

The Historic District Commission:

- Approved two applications for work.
- Approved the 2024 meeting calendar.

The Preservation Planner:

- Approved four applications for work.

Grant Project: Resurveying our local Historic District

- The request for proposals has been drafted and reviewed by both the State Historic Preservation Office and the City Attorney.
- The RFP will be on the January 23's agenda for Council's review and approval.

Downtown Development Authority

- The DDA Board of Directors held its Strategic Planning Session/Retreat on December 21st, at 11:30am. Before the goal setting portion of the meeting, the DDA Board of Directors had a two-hour DDA 201 Crash Course presented by the Chair of the Michigan Downtown Association.
- A Pilot Holiday Marketing Campaign, Ypsi HoliFest, in Downtown Ypsilanti was held on December 23rd from 10am-10pm for a last-minute retail push for the season. Stores stayed open late, there was a roaming Santa, gift wrapping stations, carolers, extra holiday lights, and speakers playing Holiday music up and down Michigan Ave.
- Coffee with Elize was held on December 22nd at The Deep End Cafe in the West Cross District. DDA stakeholders utilized this time to talk to staff. Next one is January 19th at Hyperion Coffee from 10-2pm.
- Local applications for the MEDC Match on Main Grant Cycle are due on January 30th.
- The 3rd Annual Holiday Storefront Competition has wrapped up for the season. Over 700 people voted.

December 21st, 2023, DDA Board of Executives Meeting

Approved:

- 2024 Meeting Schedule
- The DDA Board Elections were held. Ylondia Portis was elected Chair, Paul Ajlouny was elected as Vice-Chair, and Brian Jones-Chance was elected as the Treasurer of the Board.

Department of Public Services

Operations/Admin

- Performed site walkthroughs with engineers and architects to look at short-term shoring solutions and evaluate both salt barn and maintenance garage.
- Received Phase I report for the DPS yard and quote for provision of Phase II services.
- Received quote for asbestos assessment at City Hall; last assessment performed in the late 1990s.
- Working to resolve issues with InCode (budgeting software) regarding payables.

- Huron River Drive roadwork won at Downriver APWA ; will be automatically submitted for statewide consideration.
- Entered the "EV Smart" certification cohort via MML.
- Worked with Sustainability and Parks & Arts on annual plans, next-year schedule, and other administrative tasks.
- Files have been shifted to offsite storage (Iron Mountain) and "cold storage" items to offsite storage on Grove due to facility challenges.
- Drafting capital improvements plan and budget with other departments.
- Personnel updates:
 - 5 open Equipment Operator positions on crew (out of 17 - 30% vacancy). Note: 3 employees are in the process of attaining their CDLs.
 - No positions posted. Awaiting additional action from HR.

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project.
- Ongoing issues with City Hall HVAC and plumbing.
- Awaiting Council work session to move forward with DPS facility actions. Anticipate late February or early March, depending upon appointment of new City Manager.

Forestry

- Stump removal will run into the winter. More than 60 trees have been removed this year.

Streets

- 6 right of way permit applications approved.
- Sweeper winterized.
- Working with DTE to resolve ongoing right-of-way work issues.
 - Working with DTE streetlighting on a location in W Cross.
 - Working with DTE streetlighting to upgrade remaining MV & HPS lights to LED.
 - Working with DTE streetlighting to obtain a quote on replacing City streetlights on North Washington with DTE stock lighting.
- Continuing to work with MDOT and YCUA on their respective projects.
 - YCUA's project is substantially complete. Adams Street & Adams lot have been capped for the winter. Work is expected to resume in spring.
 - MDOT's main project is very close to substantially complete. Work will resume in spring.
- Huron River Drive (LeForge to Cornell) is substantially complete; contract open through spring to ensure restoration work is satisfactory.
- Forest Bridge work is ongoing and behind schedule due to additional damage being discovered. Anticipate going over budget by \$150k and reopening week of December 8.
- The LeForge and Spring St bridge PM work has been submitted to MDOT for next year work; bids have been received and are 25% over engineer's estimate/budget. Working with MDOT to determine a path forward.
- Cross St bridge has been awarded \$3.2m for its rehabilitation by MDOT via its regional bridge and big bridge competitive grant process. Awarded technical assistance grant application from SEMCOG to aid in applying for a federal grant for the balance (\$4.5m).

Solid Waste

- Continued work with WRRMA on joint trash pickup RFP. Contract with Stevens runs through 9/2024.
- Issued compost drop-off passes to 4 residents/property owners. Yard waste pickup season is complete. Tree pickup will be the first three weeks of January. The holiday season and anticipated schedule (holidays, A/B weeks, double trash weeks, etc) have been posted to cityofypsilanti.com/dps.

Stormwater

- Outfalls currently being investigated by OHM and MS4 application being updated.
- One staff member now certified as an Industrial Stormwater Certified Operator
- Worked with Pipeline Management, Advanced Underground, and YCUA on investigation of storm infrastructure failures. Diagnosis and potential repairs identified. Plan to go out to bid, working with OHM to provide bid documents.
 - Currently approximately 8 locations in the City requiring significant near-term repair.

Parking

- Frog Island north end parking schedule concept plan complete; meeting w design team mid January for next steps
- Performed significant work in the Frog Island parking lot the first full week of January to attain, even temporarily, a level surface.
- Welcomed Reginald Dent as the new Parking Enforcement Officer.
- PEO Greg Swafford has announced his intent to retire in early February after twenty years with the City. We wish him the best of luck in his retirement!
- One PEO position posted.

Parks and Special Events

- Winding down for the winter.
- Worked with FedUp to ensure shower facilities could be provided efficiently and safely at the Freighthouse to complement the warming center.

Police Department



Activity:

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

	October	November	December
Arrests	32	27	23
CFS	1617	1289	1099
Reports	215	182	151
Tickets	50	98	47
Warnings	65	76	31

Personnel:

- Reginald Dent started as a Parking Enforcement Officer. While Gregory Swafford is retiring after 20 years with the department next month.

Recruiting:

- Held interviews for Administrative Assistant role and potential officers at Ypsilanti Police Department.
- On January 1st, 2024, current officers have been moved to the PO1-6 pay scale, which is \$80,965.66.

Updates:

- Attended the annual Shop with a Cop Dec 12th (EMUPD, MSP, Ypsi and Washtenaw County Sheriff's Office).
- Started the process of the Guardian Software Implementation.
- The briefing room at YPD is renovated where we removed an unutilized conference table and added desks.
- 24 Hour Call logs are available to the public on the [website](#) under the Archive Center.



Fire Department

December 31st, 2023



City of Ypsilanti Fire Department Activity Report:

	October 2023	November 2023	December 2023
Fire and EMS Calls	233	208	210
Inspections	13	12	15
Non-emergency requests	5	3	2

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

- High Rise Drills
- Tech. Rescue
- E-1 Pump Ops
- Tower-1 ops
- Mayday-Survival, Downed FF Drills @ 423 Ainsworth.
- County Hazmat Training
- Flow testing and Friction Loss
- Air Monitors
- Probationary FF's also working to complete probationary book requirements.
- EMS- Continuing Ed Credits

Apparatus/Building Update:

- 11/9 E-1 OOS
- 12/1 E-1 back in service.
- 12/4 E-1 OOS
- 12/6 E-1 back in service
- 12/7 E-3 OOS
- 12/11 E-3 back in service
- Updates and repairs to apparatus bay doors have been completed.

Personnel:

- Captain Wurmlinger attending Fire Officer II classes.
- Lt. Carpus to attend Fire Instructor I and Fire Officer I classes.
- FF's Dave Sappington and Easton Parent received their badges and count toward staffing.

Notes: U of M continues to hold car seat installations at YFD every third Tuesday.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- Thanks to everyone who attended our Xmas party and to those who didn't, hope to see you next year.