

**COUNCIL INFORMATION LETTER**  
**January 2024**



FEBRUARY 26, 2023

**City of Ypsilanti**  
**Andrew Hellenga, City Manager**



## City Manager's Office

1. The Community Services Position has been posted.
2. Continuing to meet with AKT Peerless to review the RFP for soil removal for Water Street
3. Staff is working with Carlisle Wortman to create an RFQ for potential developers for Water Street. This process will include a robust public engagement.

## City Clerk

1. Clerk
  - a. The new Clerk-Finance Generalist John Tramp began work on February 5, 2024
  - b. The City Clerk position has been posted and several applications have been submitted.
2. Elections
  - a. The presidential primary is on February 27, 2024. Early voting will occur at the Freighthouse February 17<sup>th</sup>-25<sup>th</sup>. 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 6<sup>th</sup> primary ballot is April 23, 2024, at 4 PM.
  - c. Voting equipment has been tested and AV ballots have been sent.
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 1<sup>st</sup>, and he has been informed of this.
  - b. The Human Relations Commission held its first meeting on January 31, 2024
  - c. Vacancies (as of February 6, 2024)

<b>Board</b>	<b>Membership Type</b>	<b>Last Name</b>
<b>Dangerous Bldgs</b>	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Historic District	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
SmartZone LDFA		Vacant
Sustainability	Commissioner	VACANT
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant

# Finance Department

- Prepared and submitted 1099 Forms to vendors and will be sending 1096 the IRS.
- Sent out W2-Wage Statement to employees and finalizing submission to SSA.
- Paid out vacation cash outs for employees.
- Sent out budget preparation instructions to the different departments.
- Assessing completed fieldwork FY 2023 and values are finalized.
- Quarterly Interest Statement.

CITY OF YPSILANTI				
INVESTMENT REPORTAS OF 12/31/2023				
<b>1. SUMMARY OF INVESTMENT BY TYPE</b>				
FY	2023-2024			
Date	12/31/2023			
<b>TYPE OF INVESTMENT</b>	<b>TOTAL</b>		<b>%</b>	
⊙ COMMERCIAL PAPER	\$3,176,576		10.79%	
⊙ LGIP	\$17,947,509		60.96%	
⊙ CERTIFICATE OF DEPOSIT	\$2,760,559		9.38%	
⊙ MONEY MARKET	\$6,539		0.02%	
⊙ GOVERNMENT BOND	\$5,549,121		18.85%	
<b>Grand Total</b>	<b>\$29,440,364</b>		<b>100.00%</b>	
<b>2. INTEREST EARNED PER QUARTER</b>				
FY	2023-2024			
Quarter	2nd			
<b>Sum of Interest</b>	<b>Column Labels</b>			
<b>TYPE</b>	<b>10/31/2023</b>	<b>11/30/2023</b>	<b>12/31/2023</b>	
COMMERCIAL PAPER	14,156	13,879	14,342	
LGIP	73,613	84,782	85,180	
CERTIFICATE OF DEPOSIT	2,107	1,563	1,575	
MONEY MARKET	17	25	26	
GOVERNMENT BOND	5,901	10,268	13,665	
UNREALIZED GAIN/LOSS				
<b>Grand Total</b>	<b>95,793</b>	<b>110,517</b>	<b>114,788</b>	
<b>AVERAGE RATE OF RETURN</b>				
AVERAGE INTEREST INCOME	107,033			
ENDING INVESTMENT	29,440,364			
<b>AVERAGE RATE OF RETURN</b>	<b>4.363%</b>			
<b>BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE</b>				
<b>AS OF 12/31/2023</b>	<b>5.05%</b>			

# Human Resources

- Filled City Planner, Deputy Clerk I, Police Officer, Police Sergeant, and Police Executive Assistant positions.
- In pre-hire process for Clerk-Finance Generalist position.
- Conducted interviews for Police Officer and Equipment Operator.
- Recruiting for Parking Enforcement Officer, Equipment Operator, Police Officers, and School Crossing Guard positions.

## January 2024 New Hire Summary

(10 Total)

 <p><b>Lorrie Thomas</b> <i>Deputy Clerk I</i> <i>Clerk's Department</i></p>	 <p><b>Joshua Burns</b> <i>City Planner</i> <i>Community Economic Development</i></p>	 <p><b>Celeste Johnson</b> <i>Police Executive Assistant</i> <i>Police Department</i></p>	 <p><b>Craig Schrameck</b> <i>Police Sergeant</i> <i>Police Department</i></p>
 <p><b>James Cheese III</b> <i>Police Officer</i> <i>Police Department</i></p>	 <p><b>Charles Fowler, Jr.</b> <i>Police Cadet</i> <i>Police Department</i></p>	 <p><b>Giancarlo Lopez</b> <i>Police Cadet</i> <i>Police Department</i></p>	 <p><b>Mizan Muhammed</b> <i>Police Cadet</i> <i>Police Department</i></p>

			
<p><b>Lawrence Smith</b> <i>Police Cadet</i> <i>Police Department</i></p>	<p><b>Rana Mamish</b> <i>Finance Intern</i> <i>Finance Department</i></p>		

## Planning, Community & Economic Development

- The team welcomed Josh Burns as the new City Planner on January 8, 2024, and has been working to help orient him to the city.
- Ellen and Katie met with the Archives of Michigan to discuss Record Digitization. In the spring, we will contact their office to schedule their new archivist to visit Ypsilanti. They also sent a list of resources for us to start a digitization strategy.
- Submitted grant applications for MDNR, EGLE DRRGP 2024, USFWS FY24 BIL Proposal, and FEMA Rehabilitation of High Hazard Potential Dams Grant Program, all for Pen Dam
- Held Human Relations Commission Meeting
- Attended Public Sector Committee Meeting with Ann Arbor SPARK.
- Discussed Community Development Block Grant (CDBG) Funding with Washtenaw County.

## Planning Commission

- January PC meeting
  - Discussion on potential text amendments regarding marijuana retailers and microbusinesses, recreational vehicle parking/storage on residential property, and electronic message board signage.
  - Planning Commission made a courtesy motion, that in summary, requests that council write caps into the Chapter 7 ordinance.
  - Annual report
- February PC meeting upcoming
  - 136 N Washington (124 Pearl) site condominium and site plan for new six-story mixed-use retail and multi-family building on the property north of the Centennial Building.
  - 10 S Prospect special use review and limited site plan review for a veterinary clinic.
  - Marijuana retailer and microbusiness zoning text amendments to increase the buffer distances and clean up inconsistent language.

## Zoning Board of Appeals

The February 5th meeting was canceled.

## Business and Development Milestones

- We met to discuss the Water Street Project several times. We plan to release an excavation contract in March 2024 and start work in May 2024. Met with EPA to review plans and ensure plan viability.
- Began meetings with J297 and Planning staff and Brownfield Redevelopment Authority to discuss 136 N Washington (124 Pearl) to discuss initial requests for Brownfield and Commercial Rehabilitation Exemption Certificate (PA 210)

## Historic Preservation

The Historic District Commission:

- Held one regular commission meeting and one special meeting.
- Approved six applications for work in the historic district.

The preservation planner:

- Organized and facilitated the special meeting (study item for the proposed new construction at 136 N Washington).
- Drafted the annual report.

Grant Project: Resurveying our local historic district.

- Request for Proposals was posted on the City's website and on bidnetdirect. Proposals are due 2/29/24.

## Downtown Development Authority

- Staff has participated in "Thriving Downtown" roundtable led by Ann Arbor Area Community Foundation.
- Staff is working with partners at MIHQ to build a robust DDA Community Gift Card Program.
- Regular meetings with Redevelopment Ready Communities and MEDC.
- Staff has had regular meetings with AAATA regarding the transit station upgrade.
- Holiday Storefront Competition has ended. Over 700 votes were cast.
- Match on Main – Winter session has been paused. Staff has cancelled the February grants committee meeting.
- Staff has written an RFP for the Depot Town Plaza and River Street redesign. It will be released after DDA attorney review.

**January 18, 2024, DDA Board of Executives Meeting-** Due to lack of quorum

# Department of Public Services

## Operations/Admin

- Recipients of the Domino's "Plowing for Pizza" grant award! A celebratory pizza party was held 1/26.
- Worked with Sustainability and Parks & Arts on annual plans, next-year schedule, and other administrative tasks.
- Drafting capital improvements plan and budget with other departments.
- Personnel updates:
  - 5 open Equipment Operator positions on crew (out of 17 - 30% vacancy).
  - 3 employees are in the process of attaining their CDLs.
  - 4 interviews taking place this week.

## 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. Facility maintenance budget adjustment forthcoming.
- Awaiting Council work session to move forward with majority of DPS facility actions.

## Forestry

- Stump removal will run into the winter.
- Developing second annual tree seedling giveaway in celebration of Arbor Day (April)
- Working to remove storm debris from late January winter storm.

## Streets

- 5 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
  - DTE gas main work ongoing in the Superior/Huron River Drive area as well as Emerick/Grove area
- 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 is open for the winter and work will resume in the spring.
- The LeForge and Spring St bridge PM work has been awarded to Z Contractors. Preconstruction meeting scheduled for March.
- 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 5 residents/property owners. Yard waste pickup season is complete. Tree pickup was the first three weeks of January; due to the timing of the storm, there were difficulties with pickup and some pickups were performed the following week as staffing and snowmelt permitted.

- The 2024 schedule (holidays, A/B weeks, double trash weeks, etc.) have been posted to [cityofypsilanti.com/dps](http://cityofypsilanti.com/dps).

## Stormwater

- Working with the Environmental Policy Innovation Center on federal grant assistance for funding for foundational stormwater work
- Applied to the WCWRC recent grant program for priority repair work per the stormwater asset improvement plan.
- Outfalls currently being investigated by OHM and MS4 application being updated. Several test results came back with higher-than-expected levels of E. coli and further investigations are being pursued.
- 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 preliminary concept plan complete
- 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

- Worked with Fed-Up to ensure shower facilities could be provided efficiently and safely at the Freighthouse to complement the warming center. We continue to work with them as this new program launches.
- Worked with the warming center and other stakeholders on facility issues with the Freighthouse.

# Police Department



## Activity:

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

	November	December	January
Arrests	27	23	15
CFS	1289	1099	1131
Reports	182	151	155
Tickets	98	47	44
Warnings	76	31	24

## Personnel:

- Officer James Cheese's first day with Ypsilanti Police Department was on January 22<sup>nd</sup>, 2024.
- Sergeant Craig Schrameck's first day with Ypsilanti Police Department was on January 22<sup>nd</sup>, 2024.
- Celeste Johnson's first day as an Executive Assistant with the Ypsilanti Police Department was on January 22<sup>nd</sup>, 2024.



## Recruiting:

- Holding interviews with interested applicants for those interested in joining the Ypsilanti Police Department.
- Four Cadets recently joined the Police Academy through Oakland County, to get them started as soon as possible. See them in the new Hires under Human Resources.
- On January 1st, 2024, current officers have been moved to the PO1-6 pay scale, which is \$80,965.66.

## Updates:

- 24 Hour Call logs are available to the public on the [website](#) under the Archive Center.

# Fire Department

January 31st, 2024



## City of Ypsilanti Fire Department Activity Report:

	November 2023	December 2023	January 2024
Fire and EMS Calls	208	210	210
Inspections	12	15	15
Non-emergency requests	3	3	2

### The following training/classes occurred during the month of January:

- High Rise Ops/Standpipes/high Rise Pack Deployment.
- Specialty Teams- Swift Water
- E-1 Pump Ops
- Tower-1 ops
- 3 Days AMA training at YFD, "Stop the Bleed".
- Rapid Intervention Training.
- Probationary FF's also working to complete probationary book requirements.

### Apparatus/Building Update:

- 1/9 T-1 OOS
- Both utilities to Gene Butman's for service.
- Bay Floor heaters serviced and repaired.
- 1/20 Tower 1 back in service.
- 1/25 Engine -3 OOS.

### Personnel:

- Captain Wurmlinger attending Fire Officer II classes.
- Lt. Carpus attended Fire Instructor I and Fire Officer I classes.
- FF Armstrong received his badge and counts for minimum 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.
- All personnel count toward staffing.