

COUNCIL INFORMATION LETTER
March 2024



APRIL 1, 2024

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- Joe Meyers has been selected as the Community Services Director. Mr. Meyers has a wealth of knowledge regarding the city, its ongoing developments, and will greatly help in the solidifying of the Community Services Department.
- Staff have been meeting with contractors to provide building inspections and building official services until a permanent solution can be developed.
- Budget hearings will be held during the May regular meetings.
- Staff have been meeting with county partners to strategize how best to navigate and assist those facing housing insecurities in our business districts this summer.
- As of April 1st, Elize Jekabson is no longer an employee of the city, and is now only the DDA Director.
- Staff has been meeting weekly with the potential developers of the Centennial Building and the neighboring parking lot.
- Staff has been engaged with AAATA about the Bus Depot on the eastside of the county.

City Clerk

Clerk

- Interviews have been held for City Clerk and Council will select during the April 2nd meeting.

Elections

- Staff has tested and sent ballots to those on the Permanent Ballot List for the May Special Election.
- 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.

Administrative Hearings Bureau

- Staff continue to process liens on unpaid judgments and release liens for judgments paid as special assessments on tax bills.

Boards and Commissions

- 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.
- The Historic District Commission has one vacancy.
- Vacancies (as of April 1, 2024)

<u>Board</u>	<u>Membership Type</u>	
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Historic District	Commissioner	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Commissioner	Vacant

Human Relations	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

Finance Department

- Department Heads submitted their budget request for the Amended Budget FY 23-24 and Original Budgets for FY 2024-2025 and 2025-2026
- Promoted Ms. Jing Chen from Accounting II to Accounting Supervisor effective March 1, 2024.

Assessing

- 2024 Assessment notice for real and personal property has been sent out.
- Completed data entry for residential and commercial 2024 field inspections.
- Completed ECF and Land value analysis.
- Personal Property statements have been mailed out.

Treasury

- Last day of tax collection will be Feb 29, 2024.
- Calculated Brownfield Redevelopment Authority tax payouts

Human Resources

- Filled Parking Enforcement Officer and Police Officer positions
- In pre-hire process for Police Officer positions
- Conducted interviews for City Clerk, Community Services Director, Police Officer and Equipment Operator positions
- Recruiting for Firefighter, Police Officer, Building Department Manager, Equipment Operator and School Crossing Guard positions.

New Hire Summary - March 2024

(4 Total)

<p style="text-align: center;">Abdiaziz Ali</p>  <p style="text-align: center;">Police Officer</p>	<p style="text-align: center;">Jhonny Benitez</p>  <p style="text-align: center;">Police Officer</p>	<p style="text-align: center;">Roderick Edwards</p>  <p style="text-align: center;">Police Officer</p>
<p style="text-align: center;">Tina Rajabi</p>  <p style="text-align: center;">Parking Enforcement Officer</p>		

Planning, Community & Economic Development

- Tracked down Federal CPF HUD Grant for Remediation of Water St. & met with Washtenaw County on how to deploy funds effectively.
- Staff has been in discussion on how to digitize and organize our files.
- The City Planner has approved and/or processed 24 applications ranging from special land uses, site plans, signs, fences, food trucks, and zoning verification letters.
- The City Planner is actively working with NMAC to bring them into compliance with OMA.
- The City Planner and Department of Public Works has been meeting with *The Center for Health Disparities Innovations and Studies at Eastern Michigan University* to apply for the Safe Streets for All grant.
- The City Planner and Code Enforcement have been working closely to address excessive and unpermitted signage throughout the City.

Planning Commission

- The Planning Commission approved an EMB Text amendment. The amendment will be coming to the City Council on April 16th.
- The Planning Commission approved a RV text amendment. The amendment will be coming to City Council on April 16th
- The Planning Commission postponed the Mixed-Use PUD at 124 Pearl Street.
- The Planning Commission postponed a distillery at 23 N. Washington.

Zoning Board of Appeals

The ZBA had an appeal case at 1733 Washtenaw for a condition required by the Planning Commission. The ZBA ended up denying the appeal because they found the zoning ordinance supports the condition.

Partner Development

Business and Development Milestones

- Working with 136 N. Washington on a Brownfield Plan

Historic Preservation

- The Historic District Commission reviewed and approved five applications for work in the historic district.
- The preservation planner approved two applications for work administratively.
- The preservation planner has started to document/survey and research the former power station and sign at Peninsular Dam as part of the dam removal efforts at that site, building on the study committee report that already exists and determining whether those resources are eligible for the National Register.
- The preservation planner has also been fielding a few calls, emails, and drafting a zoning verification letter to share some of the city planner's workload.
- Grant project: Resurveying our historic district
 - The preservation planner reviewed the four proposals received, and will make a recommendation to the funding agency (the State Historic Preservation Office). Once they approve, City Council will receive that recommendation for review and anticipated approval.

Downtown Development Authority

- Coffee with Elize was held on is Friday February 16th at Spark EAST. DDA stakeholders utilized this time to talk to staff. Next one from 8-12pm at Northern Grind Coffee on March 22.
- Match on Main Grant – Program is back, local due date March 31st.
- Staff attended the MDA Spring Workshop in Lansing on March 6th.
- Staff is working with the city, the Brownfield Authority, and developer J297, to prepare for a brownfield district request that will be brought to the board in April.
- Regular meetings with the City of Ypsilanti DPS Director.
- Depot Town Plaza RFQ review process.
- Interim Director Elize Jakobson had an employment contract negotiation meeting with the Executive Committee on March 13th.
- Special Event sponsorship applications are due March 31st.

February 15, 2024, DDA Board of Executives Meeting

Approved:

- Bid from Fishbeck Consultants for the Depot Town Plaza and N. River St. Boulevard Concept designs
- Executive DDA Director contract with Interim Director Elize Jakobson

Discussed:

- Equity Committee Stakeholder Sessions
- Frog Island Park Conceptual Plans
- Brownfield Redevelopment Districts
- First Fridays Ypsilanti 2024 Season Updates

Department of Public Services

Operations/Admin

- Working on budget, both capital and operating.
- Working with WRRMA on new trash contract; meeting with Stevens to discuss transitions. Anticipate contract(s) coming before Council soon (April/May).
- Two supervisors to attend the Michigan Public Service Institute in April.
- Personnel updates:
 - 5 open Equipment Operator positions on crew (out of 17 - 30% vacancy).
 - 2 employees are in the process of attaining their CDLs.

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPS programming.
- Ongoing issues with City Hall HVAC and plumbing.
- Developing RFPs for facility condition assessments, Freighthouse floor refinishing.

Forestry

- Stump removal continues.
- Staff will be attending an International Society of Arboriculture (ISA) Michigan Chainsaw Safety and Cutting Techniques course held in partnership with the Ypsilanti Community Schools.
- Working with Washtenaw County Conservation District to offer 100 free trees to residents in celebration of Arbor Day in April (second annual!). The City of Ypsilanti has been an Arbor Day Foundation Tree City for 18 years; a celebration is required as part of the certification.

Streets

- Speedbumps will likely begin to be reinstalled mid to late April, staff & weather permitting
- 3 right of way permit applications received
- Swept: Ecorse, S Hamilton, N Huron, Michigan, Washtenaw; Area 5 (Friday trash pickup) about 30% complete; moving to Area 4 (Thu pickup) then 3 (Wed pickup) next
- 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
- Completing agreement with DTE for N Washington streetlight replacement; anticipate work completion by end of July.
- Continuing to work with MDOT and YCUA on their respective projects.
 - Working with YCUA to determine a date for Adams larking lot paving.
 - MDOT is working on final completion of the road diet project.
- Huron River Drive (LeForge to Cornell) is substantially complete; contract open through spring to ensure restoration work is satisfactory.
- Forest Bridge work has resumed, on track to be completed by May.
- The LeForge and Spring St bridge PM work has been awarded to Z Contractors. Work to begin on Spring in April with full closure by April 15; prework to begin on Leforge with no closures until Spring has reopened.
- 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). Allocation application submitted to Stabenow's office.
- Assisting Nonmotorized Committee in exploring potential grant opportunity.

- Patched (2024 YTD):
 - N Adams, S Adams, W Ainsworth, Ainsworth Cir, Arcade, Ballard St, Cambridge, Carver, Catherine, Collegewood (2x), Cornell (8x) , E Cross, W Cross (3x), DPW yard, Dwight, Elm, N Emerick, Emmet (2x), Factory, Ferris (2x), First (3x), E Forest (4x), W Forest (2x, Frederick (3x),Grove (4x), Gregory (2x), Hart (2x), Hawkins (4x), Hill, Holmes (3x), N Huron (3x), Harriet (4x), Huron River Dr, Kingwood, LeForge (3x), Jefferson (4x), Madison (2x), Mansfield (2x), Leforge (2x), Mark, Martin, Maus, E Michigan (2x), W Michigan, Middle, Miles (3x), Monroe (3x), Normal (2x, Orchard (2x), N Park, Pearl (2x), Perrin, Perry (2x), Photo, N Prospect, N River (6x), Roosevelt(4x), Second 5x), Sherman, Small (3x), Spring (3x), Thomas, Wallace (2x), N Washington (2x), S Washington, Washtenaw (4x), Watling, Westmoorland (2x), Whittier (2x), Worden (2x)
 - Ballard lot, Freighthouse lot (2x), Frog Island Parking Lot

Solid Waste

- Continued work with WRRMA on joint trash pickup RFP. Contract with Stevens runs through 9/2024.
- Clerk's office Issued compost drop-off passes to 4 residents/property owners & 2 Recycle Ann Arbor passes.
- Yard waste pickup season has resumed April 1. Will maintain biweekly pickups until fall leaf season.
- The 2024 schedule (holidays, A/B weeks, double trash weeks, etc) have been posted to cityofypsilanti.com/dps.
- Working with Code Enforcement to help residents practice good trash setout hygiene in light of recent inclement weather and rat reports.

Stormwater

- Working with the Environmental Policy Innovation Center on federal grant assistance for funding for foundational stormwater work
- 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.
- Worked with Pipeline Management, Advanced Underground, and YCUA on investigation of storm infrastructure failures. Diagnosis and potential repairs identified. Currently approximately 8 locations in the City requiring significant near-term repair.

Parking

- Frog Island north end parking preliminary concept plan complete
- Ordered replacement coin meters.
- Working to obtain quote for kiosk to replace meters in N Adams lot.
- One Parking Enforcement Officer position filled. Parking enforcement is currently fully staffed.

Parks and Special Events

- Working with partners to move north end Frog Island project forward.
- Working with Events Coordinator to prepare for events season.

Police Department

Activity:

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



	January	February	March
Arrests	15	11	18
CFS	1131	1054	1137
Reports	155	146	137
Tickets	44	52	24
Warnings	24	33	13

Personnel:

- Parking Enforcement Officer Tina Rajabi began on March 25th, 2024.
- Jennafer Burgess promoted to the rank of Sergeant effective April 1st.

Recruiting:

- Three new police officers took their oath of office on March 4th, 2024: Rodrick Edwards, Abdiaziz Ali and Johnny Benitez.
- Bruce Lawrence, Courtney Stinson, Jestin Wilder, Donnell Rider, and Darnell Tyson all joined the Ypsilanti Police Department on April 1st.



Updates:

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



Community Engagement

- YPD attended the Easter Egg Hunt Extravaganza at Perry Elementary Learning Center on March 30th.
- YPD attended the Youth Night at the Willow Run Middle school on March 15th, 2024.
- Chief Kirk Moore attended a gala for J29 Organization at the Ypsilanti Ale House on March 4th.



Fire Department

March 28th, 2024



City of Ypsilanti Fire Department Activity Report:

	January 2024	February 2024	March 2024
Fire and EMS Calls	252	174	226
Inspections	9	13	12
Non-emergency requests	2	2	0

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

- Minuteman/rope rescue training.
- RIT/webbing drags and harness rescue.
- HazMat
- Fire Behavior
- Forcible Entry with AMA partner Superior Township.
- EMS med. admin. Training.
- EMS- continuing ed. credits/ Basic Pharmacology.
- Fire Attack/ICS
- Probationary FF's also working to complete probationary book requirements.

Apparatus/Building Update:

- 2/13- Tower 1 OOS to Cummins in Greenville for repairs.
- Tower 1 is still OOS.
- 3/18- Annual SCBA/Regulator/Pack Inspections completed.

Personnel:

- Captain Wurmlinger attending Fire Officer II classes.
- Lt. Carpus attended Fire Instructor I and Fire Officer I classes.

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.
- Firefighter Easton Parent resigned his position effective April 1st. Civil Service Commission has been notified and we are taking applications to fill the vacant position.
- All personnel count toward staffing.