

COUNCIL INFORMATION LETTER
April 2024



MAY 3, 2024

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- Carlisle Wortman will begin providing Building Services on May 1, 2024.
- The manager approved budget will be released to Council on April 30th.
- Staff have been taking part in both neighborhood and the business community regarding concerns in the downtown district. Representation from Growing Hope and FedUp has been a part of those conversations so that we can work more cohesively.
- The contract with Giffels Webster will begin to recede in May with contract termination following either in June or July.
- Staff have been working on a work from home policy to provide clear and appropriate directions.
- To increase employee morale open hours for City Hall are being considered decreasing from 8:30 am to 4:30 PM to be more inline with neighboring committees. No final decisions have been made at this time.

City Clerk

Clerk

- City Clerk Tracey Boudreau began on April 29th, 2024.

Elections

- Preparations for the May 7th Special Election are complete.
- Filings for the August Primary have closed. All seats except Ward 3 are unopposed, per charter they will not appear on the August Primary Ballot.
- Chief Deputy Ed Golembiewski with Washtenaw County Clerk's Office has accepted a position with the Election Assistance Commission and will be leaving the county in Mid-May.

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 26, 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

Accounting and Finance

- Informed Department Heads to review adjustments on their requested budget before submission to council.
- Compiled the Management Proposed Budget and prepared budget presentation slides.

Treasury

- Attended the Fire and Police Pension Board meeting.
- Processed delinquent property tax collections.
- Quarterly Investment Report

**CITY OF YPSILANTI
INVESTMENT REPORTS OF 3/31/2024**

1. SUMMARY OF INVESTMENT BY TYPE

FY	2023-2024
Date	3/31/2024

TYPE OF INVESTMENT	TOTAL	%
COMMERCIAL PAPER	\$3,784,875	13.50%
LGIP	\$16,446,293	58.67%
CERTIFICATE OF DEPOSIT	\$2,761,917	9.85%
MONEY MARKET	\$10,906	0.04%
GOVERNMENT BOND	\$5,027,582	17.94%
Grand Total	\$28,031,573	100.00%

2. INTEREST EARNED PER QUARTER

FY	2023-2024
Quarter	3rd

Sum of Interest TYPE	Column Labels	1/31/2024	2/29/2024	3/31/2024
COMMERCIAL PAPER		13,780	15,143	16,290
LGIP		83,094	77,010	79,108
CERTIFICATE OF DEPOSIT		1,591	1,507	1,591
MONEY MARKET		30	33	49
GOVERNMENT BOND		11,429	14,882	11,472
UNREALIZED GAIN/LOSS				
Grand Total		109,924	108,576	108,510

AVERAGE RATE OF RETURN	
AVERAGE INTEREST INCOME	109,003
ENDING INVESTMENT	28,031,573
AVERAGE RATE OF RETURN	4.666%

BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE	
<u>AS OF 3/31/2024</u>	5.13%

Human Resources

- Filled Community Services Director and Police Officer positions.
- In pre-hire process for Police Officer positions.
- Conducted interviews for Equipment Operator positions.
- Recruiting for Firefighters, Police Officers, Building Department Managers, Equipment Operators and School Crossing Guard positions

New Hire Summary - April 2024



<p>Joe Meyers</p>  <p><i>Community Services Director</i></p>	<p>Courtney Stinson</p>  <p><i>Police Officer</i></p>	<p>Donnell Rider</p>  <p><i>Police Officer</i></p>
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<p style="text-align: center;">Jestin Wilder</p>  <p style="text-align: center;">Police Officer</p>	<p style="text-align: center;">Bruce Lawrence</p>  <p style="text-align: center;">Police Officer</p>	<p style="text-align: center;">Darnell Tyson</p>  <p style="text-align: center;">Police Officer</p>
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Planning, Community & Economic Development

- The City Planner administered 31 applications ranging from plan reviews, food trucks, zoning verification letters, signs, etc.
- The City Planner along with Giffels Webster have been working with Huron Vista Apartments to acquire a temporary Certificate of Occupancy for Building 3.
- The City Planner has begun to reorganize the Planning Department's shared drive file.
- The City Planner and Code Enforcement have been working closely together to address excessive and unpermitted signage throughout the city.
- Staff is beginning to address businesses that do not have business occupancy licenses.
- Staff has been working to organize paper files.
- The City Planner and Giffels Webster will be bringing 2 text amendments to City Council in May.

Planning Commission

- The Planning Commission didn't host a meeting for April.

Zoning Board of Appeals

- The Zoning Board of Appeals meeting was not held.

Partner Development

- Attended Housing Discussion with Ann Arbor SPARK Public Sector partners across the Country.

Business and Development Milestones

- Dorsey Estates Construction Status Report – April 10, 2024
- Staff is coordinating with the County for HUD CPF grant funds and State grant funds to be used for Water St remediation.
- Staff worked with County and State Brownfield Authorities to apply for ELGE Grant funds for several projects within the county. Ypsilanti is applying for the Dorsey Estate EGLE grant. The County BRA is applying for 2 W. Michigan Ave EGLE grant.
- Discussion with MEDC about redevelopment of train station depot
- Submitted National Fish and Wildlife Foundation Pre-Proposal for Pen Dam
- Held lottery for 756 and 856 Harriet St.
- Staff met with EGLE to discuss Pen Dam
- Discussed the purchase of city owned parcels with Youth Arts Alliance

Historic Preservation

- The Historic District Commission reviewed six applications for work in the historic district; they approved four of them and postponed two for more information until May 14. One of the approved projects was the new construction proposed at 206-210 N Washington.
- The preservation planner approved one additional application administratively.
- The contractor to resurvey the historic district was approved by Council and the contract is about to be submitted to the City Manager for signature. A public engagement meeting will be scheduled for May.
- The preservation planner has been working with the Pen Dam project team and has been giving information and feedback to the AAATA transit center project team.

Downtown Development Authority

- Coffee with Elize and Katie was held on April 26th at Hyperion Coffee during period DDA stakeholders utilized this time to talk to staff.
- Match on Main – Grants committee selected Hyperion Coffee Co and the Ypsilanti Food Co Op to submit to the MEDC.
- Staff has been regularly meeting with the City, the Brownfield Authority, and developer J297, to prepare for a brownfield district request. This request has been postponed.
- Regular meetings with the City of Ypsilanti DPS Director.
- Staff participated in two meetings with and regarding Fedup Ministries and Growing Hope.
- Staff met with engage@emu regarding a student project: DDA Business Directory Digital Flipbook.
- Staff met with the City and MEDC RRC technical support to discuss predevelopment funding site selection.
- Staff attended the Destination Ann Arbor/Ypsi Real annual summit on 4/17.
- YDDA Facade and Rehab grants for Downtown and West Cross Districts are due May 31st.

April 18, 2024, DDA Board of Directors Meeting

Approved:

- Ad Hoc Finance Committee
- Updated Expense Percentage Breakdown

Discussed:

- YPD Updates with Chief Moore
- Special Event Sponsorship
- Development area Citizens Council

Department of Public Services

Operations/Admin

- Working on budget, both capital and operating.
- Two supervisors attended the [Michigan Public Service Institute](#) in April. Two more planned to attend the September session. Third to be scheduled.
- Personnel updates:
 - 2 open Equipment Operator positions on crew (out of 17 - 30% vacancy).
 - 3 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. Aerial truck (tree truck) back in service; was out for part of March into last week of April.
- 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 have been installed; pedestrian signage in the works.
- 8 right of way permit applications granted of 11 received.
- Swept: Area 3 (Wed pickup), Carver, Charles, Cherry, Dwight, E Cross, E Forest, Gordon, Helen, Hemphill, Holmes, Maple, N Prospect, N River, Norris, Oak, Osband, Stanley, Thomas, Virginia, Vought, Rice; Area 2 (Tue pickup), College Pl, Congress, N & S Summit,
- 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.
 - Adams lot mostly complete; striping and small repairs remain.
 - MDOT is working on final completion of the road diet project.
- Forest Bridge work has resumed, on track to be completed early May.
- The LeForge and Spring St bridge PM work has begun; Spring is closed. Additional concrete work related to sidewalk and lighting has been discovered and a budget amendment will be brought. Prework to begin on Leforge with no closures until Spring has reopened; resurfacing of Leforge section to be coordinated with closure.
- 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 (April):
 - Bellevue, Collegewood, E Cross, Ferris, W Forest, Grove, Harriet, Maus, E Michigan, W Michigan, Normal, Pearl, N River, Spring, Stanley, Warner, N Washington,
 - Freighthouse Parking Lot

Solid Waste

- Continued work with WRRMA on joint trash pickup RFP for 2025 and beyond.
- Stevens to submit contract amendment for legal review.
- 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.
- Stormwater repairs identified and completed in police dept parking lot

Parking

- Frog Island north end parking preliminary concept plan complete
- One parking kiosk down; awaiting parts.
- Working to obtain quote for kiosk to replace meters in N Adams lot
- 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.

	February	March	April
Arrests	11	18	12
CFS	1054	1137	1250
Reports	146	137	159
Tickets	52	24	36
Warnings	33	13	25

Personnel:

- Jennafer Burgess promoted to the rank of Sergeant effective April 1st.
- Bruce Lawrence, Courtney Stinson, Jestin Wilder, Donnell Rider, and Darnell Tyson all joined the Ypsilanti Police Department on April 1st.
- Darnell Tyson graduated from the Police Academy to join YPD, promoted from the Cadet to Officer rank.



Updates:

- April 11th-14th Chief Moore attended the IACP Mid-year Conference.
- 24 Hour Call logs are available to the public on the [website](#) under the Archive Center.
- Two cadets will begin at Washtenaw Police Academy in May: Zachary Plymate & Steven Celeskey.

Community Engagement

- Chief Moore visited Hope Clinic on April 8th.
- On April 18th Ypsilanti Police Department held Coffee with a Cop at the McDonalds on Ecorse Road.

Fire Department

April 30th, 2024



City of Ypsilanti Fire Department Activity Report:

	February 2024	March 2024	March 2024
Fire and EMS Calls	174	226	257
Inspections	13	12	12
Non-emergency requests	2	2	2

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

- Building Construction
- Fire Attack/Behavior
- HazMat- White Powder Response with AMA partners.
- TRT
- Ladder Truck ops with AMA partners.
- Department wide CPR recertification.
- Outside/Vegetation Fires- Waterworks Park with AMA partners.
- Advancing hose lines

Apparatus/Building Update:

- 2/13- Tower 1 OOS to Cummins in Greenville for repairs.
- 4/2- Tower 1 back in service.
- 4/25- Engine 3 OOS, oil leak.

Personnel:

- Captain Wurmlinger is attending Fire Officer II classes.
- Lt. Carpus completed Fire Instructor I and started Fire Officer I classes.
- Captain Wurmlinger and LT. Placinta- Jones completed NIMS 300 and 400.
- Chief Hobbs and FM Pope attended the Fire Inspectors Conference.
- FM Pope is currently attending two weeks of Arson School with MSP.

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.