

COUNCIL INFORMATION LETTER
August 2024



SEPTEMBER 10, 2024

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- Staff is currently involved included in the 7 cohort of the Michigan Infrastructure Council's Asset Management Champion course.
- Contract with Barr, Anhut, and Associates will expire on December 31, 2024. Barr, Anhut and Associates will run to completion any cases currently in litigation. The firm will assist in bringing the newly approved City Attorney be brought up to speed.
- The IAFF has requested approval of a letter of understanding to better account for an employee that becomes pregnant.
- The Washtenaw County Community and Recreation Center will hold its groundbreaking on Saturday, August 31st at 11am followed by a celebration from 12 to 2pm.
- Department Heads and Managers are currently reviewing merit increases for employees.

City Clerk

Clerk

- The August 6th Primary Election went smoothly, including the 9 Days of Early Voting, in cooperation with Washtenaw County, at the Freighthouse.
- September is Voter Registration Month and Sept. 17th is National Voter Registration Day. The Clerk will be participating in an event at EMU.

Boards and Commissions

- Vacancies (as of August, 2024)

Board	Membership Type
Economic Development Corp.	Commissioner
Economic Development Corp.	Commissioner
Ethics	Board Member
Human Relations	Commissioner
Human Relations	Youth Member
Non-Motorized Committee	Commissioner
Non-Motorized Committee	Commissioner
Police Advisory	Commissioner (Ward 1)
Police Advisory	Commissioner (Ward 2)
Police Advisory	Commissioner (Ward 3)
Police Advisory	Youth Member
Police Advisory	Youth Member
SmartZone LDFA	
Sustainability	Youth Member (1 year)
Sustainability	Youth Member (1 year)

Finance Department

Accounting and Finance

- Processed all FY 23-24 invoices in preparation for closing the Fiscal Year.
- Prepared all year-end entries
- Met with Dewpoint for the monthly IT service check-in
- Met with BS&A transition and upgrade team for our Financial, HR and Building system upgrade

Assessing

- Preparing for the upcoming PA 660 audit
- Working on organizing field checks and permits during 2024
- Putting together the land study for 2025

Treasury

- Attended the Fire and Police Pension Meeting. A new representative has volunteered to join the board.

Human Resources

- Filled Community Development Assistant and DDA Coordinator and Police Sergeant positions.
- Conducted interviews for Firefighter/EMT, Police Sergeant, Temporary (Seasonal) Laborer and DPS Part-Time Project Manager
- Recruiting for Firefighter, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer, Part-Time Project Manager and School Crossing Guard positions
- Hosted MERS Retirement Education Session for employees

New Hire Summary:

- Danya Youssef-Agha – Community Development Assistant and DDA Coordinator

Internal Promotion:

- Sergeant Martez Gibbs – Police Sergeant

New Hire Summary - August 2024



Planning, Community & Economic Development

- The City Planner administered applications ranging from plan reviews, variance requests, food trucks, zoning verification letters, signs, etc.
- The City Planner has been working on numerous Special Land Use review.
- The City Planner has begun their review of the Adaptive Reuse PUD being proposed at 202. 206. 218 E. Forest.
- The City Planner attended a traffic review committee meeting with the DDA Director, DPS Director, Police Chief, and Fire Chief.
- Conducted interviews for DDA/Community Services Administration position.

Planning Commission

- Planning Commission further discussed EMBs, and plan to make a motion next month.
- A temporary sign permit was approved at 480 S. Hamilton.

Zoning Board of Appeals

- The zoning board of appeals held a special meeting on July 23rd to discuss a variance request for 708 Pearl. The variance was granted.

Business and Development Milestones

Water Street

- Working with Washtenaw County and AKT for CPF HUD Grant

- Discussed an EPA Clean up Grant with AKT and working to schedule a meeting to coordinate community engagement with excavation work later this summer/fall and to prepare for applying for the EPA Clean up Grant

Peninsular Dam

- Finished application for National Fish and Wildlife Foundation for \$7.5M
- Met with Ypsilanti Township officials to discuss Peninsular Dam removal.

Dorsey Estates

- Working with Renovare and AKT to finalize the workplan for the \$1M Michigan Department of environment, Great Lakes and Energy (EGLE) Grant.
- Worked with County officials to determine best practice for downpayment assistance dollars for Dorsey Estate Homebuyers.
- Held first homebuyer session for Dorsey Estates for city residents. Additional ones are scheduled and will be promoted soon!

Historic Preservation

- Historic District Commission meeting July 9
 - Three applications for work in the historic district for the commission to review.
 - Commission approved two applications and postponed one for more information. The postponed one should be on the August agenda.
- Staff administratively approved three applications for work in the district.
- Staff assisted with approximately 10 zoning inquiries this month.
- Grant-funded District Resurvey project
 - Public community engagement meeting July 12; good attendance. Meeting recording will be posted on youtube and linked from the historic district webpage.
 - Resurvey work has begun.
 - Staff was interviewed by CBS Detroit.
 - Quarterly report was due and submitted July 15

Downtown Development Authority

- The DDA is updating its website to align with ADA compliant best practices and requirements.

DDA Board of Directors Meeting

Approved:

- Facade and Rehab grants for 109 W. Michigan (Facade work) & 6 N. Huron. (ADA Restroom addition)
- Admin Services Contract Amendment - Employee Benefits
- Move forward with ordering a water filling station with a dog bowl to install in Depot Town
- Special Events Funding for Ypsi Freak Fest
- Opting out of an agreement with the City of Ypsilanti to enforce/maintain the Maple St. Lot. Request to remove parking kiosk.
- Explore Ypsi Gift Card Program in partnership with Engage@EMU and GameAbove.

Discussed:

- Intergovernmental Agreement with the City of Ypsilanti
- Preliminary concept designs for the Freighthouse Plaza with Fishbeck Consulting.

Other DDA Updates

- We are interviewing for the DDA Coordinator position.

Department of Public Services

Operations/Admin

- Supported Sustainability and Parks & Arts Commissions.
- Working with EGLE on potential cross-connection resolution
- Working with CS dept on grant application strategies
- Personnel updates:
 - 2 open Equipment Operator positions on crew
 - 3 open Laborer positions

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPS programming & stabilization.
- Moving forward with replacing portions of City Hall HVAC
- Developing RFPs for facility condition assessments, Freighthouse floor refinishing
- Continuing to work with 2030 district on energy auditing
- Reached out to Solar Ypsi to evaluate efficacy of existing solar panels; discovered issues that we will work to resolve with SY assistance.
- Working with Parkridge Community Center to understand and resolve capacity/usage issues

Forestry

- Tree removals and significant prunes continue as staffing permits
- Replaced one gas-powered saw with a battery saw for in-tree use; evaluating long-term feasibility.

Streets

- 11 right of way permit applications granted.
 - Working with Building Department to make the enforcement -> accomplishment pipeline more efficient.
- Working with DTE to resolve ongoing right-of-way work issues.
 - 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, N Huron planned as well
- DTE streetlighting for N Washington largely complete as of 7/31; restoration work complete as of 8/28.
- Spring bridge is open and LeForge bridge open.
- 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.
- 30% design plans received for Harriet (First to Hawkins) and TAP grant submitted
- Bridge load rating inspections performed. *Anticipate closing center lanes (two of four) on Prospect Bridge indefinitely.*
- Swept (August):
 - Trunklines: (none)
 - Area 1 (Mon pickup):
 - Area 2 (Tue pickup): Ballard, N Mansfield, S Mansfield, N Normal, S Normal, Oakwood, N Summit, S Summit, N Wallace,
 - Area 3 (Wed pickup): Carver, Charles, Dwight, W Cross, E Forest, Gordon, Helen, Hemphill, Maple, N Prospect, Norris, Oak, Osband, Stanley, Thomas, Virginia, Vought, Rice
 - Area 4 (Thu pickup): Arnet, Babbit, Briggs, Buffalo, Casler, Catherine, Davis, Emerick, Farmer, Ford, Garland, N Grove, S Grove, Lincoln, Martin, Miles, North, N Park, S Park, Parsons, S Prospect, N River, South, Towner, Tyler, Vinewood, Young,
 - Area 5 (Fri pickup):

Patched (August): N Congress, Cornell, Leforge

Solid Waste

- Continued work with WRRMA
- Working to renew Recycle Ann Arbor Drop-Off Station contract
- Clerk's office Issued compost drop-off passes to 21 residents/property owners & 12 Recycle Ann Arbor passes
- Curbside Freon/refrigerant-containing appliance pickup program discontinued.

Stormwater

- Working with the Environmental Policy Innovation Center on federal grant assistance for funding for foundational stormwater work
- Outfall/MS4 preliminary work completed by OHM, report received and being reviewed.
- Worked with Advanced Underground, and YCUA on investigation of storm infrastructure failures. Diagnosis and potential repairs identified. Currently approximately 25+ locations in the city requiring significant near-term repair.
- Repair of sinkhole/undermining at Normal/Congress programmed for 9/4.

Parking

- Two parking kiosks down; awaiting parts
- Working to obtain quote for kiosk to replace meters in N Adams lot
- Working with DDA to divest enforcement & maintenance duties in Maple St lot mid-September

Parks and Special Events

- Working with Events Coordinator and other partners (CS, DDA, PD, FD) to draft updates to Events policies.
- Working with DDA on Market Plaza concept designs, ownership issues, maintenance issues.
- Working with partners to move north end Frog Island project forward.
- Working with Events Coordinator on events as they are scheduled.
- Continuing to work with Fall River Day organizers.
- Moving forward with repairing/replacing five of the power/water access points in Riverside Park due to vandalism
- Developing RFPs for Parks & Recreation Master Plan update and Prospect Park archaeology study
- Getting quote to convert Riverside Park lighting to LED.

Police Department

Activity:

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



	June	July	August
Arrests	8	9	19
CFS	1295	1595	1542
Reports	103	133	140
Tickets	50	165	127
Warnings	16	21	14

Personnel:

- Actively recruiting for lateral police officers for YPD.
- Martez Gibbs has been promoted to Sergeant on August 8th.
- Peter Wist has been promoted the rank of Lieutenant on August 30th.

Events

- Touch a Truck on Wednesday August 7, 2024
- Staff was present at Peacenic event on August 10th at Ypsilanti Community Schools (2095 Packard Street) from 3 PM to 7 PM.
- Attended the Ainsworth Circle Block Party with Councilperson M'Chelle King on Saturday, August 10th, 2024 12pm - 2pm
- Chief went to Noble 48th Annual Conference (National Organization of Black Law Enforcement Executives.)
- Attended National Night Out at Recreation Park on August 13th, which was rescheduled due to weather.



Updates:

- Maintaining the 24-hour Call logs separating them by month going forward see here: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>

Fire Department

July, 2024



City of Ypsilanti Fire Department Activity Report:

	June 2024	July 2024	August 2024
Fire and EMS Calls	266	243	205
Inspections	10	22	15
Non-emergency requests	4	2	5

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

- Blue Card-all personnel
- Highrise Bundle Deployment and Packaging
- EMS CE's
- Glucometer SOP's.
- Pediatric AED and CPAP
- All shifts toured Lakeview apartments EMU campus as part of pre-planning.
- 3-day High-Rise training with outside instructor and participants from 9 different agencies.

Apparatus/Building Update:

- 07/18 Tower 2-1 out of service until further notice.
- EMS Agency Vehicle Inspection for annual state EMS recertification, all vehicles passed inspection and are recertified.

Personnel:

- Additional applications will be submitted to HR to begin the hiring process to fill 1 position.
- Candidate interviews are scheduled for Friday, August 9th.
- August 9th interviews concluded with no applicants passing. Anticipate scheduling more interviews in September.

Notes:

- U of M continues to hold car seat installations at YFD every third Tuesday.
- Provided fire drill training to EMU resident advisers.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- Continued carpet installation and painting of exterior doors.
- All personnel count toward staffing.