

**COUNCIL INFORMATION LETTER**  
**October 2024**

NOVEMBER 7, 2024

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





Ethics	Board Member
Fire Civil Service Commission	Commissioner
Planning	Commissioner
Human Relations	Commissioner
Human Relations	Youth Member
Human Relations	Youth Member
Parks & Arts	Commissioner
Police Advisory	Commissioner
Police Advisory	Youth Member
Police Advisory	Youth Member
SmartZone LDFA	
SmartZone LDFA	
Sustainability	Youth Member (1 year)
Sustainability	Youth Member (1 year)
Zoning Board of Appeals	Commissioner
Zoning Board of Appeals	Commissioner

## Finance Department

- Made analysis on the new Employee Healthcare rates for 2025 and verify compliance with the PA 152-Public Employer Contributions to Medical Benefit Plans Annual Cost Limitation
- Presented on the Unaudited Financial Statement of the City as of 6/30/2024 to council
- Assessing is processing small claims cases and 2024 land values for commercial and residential properties
- Accounting Supervisor will be on Medical Leave until December 2024
- Attended the Fire and Police Pension meeting on 10/21/2024
- BS&A Data Discovery for Human Resources, Payroll, General Ledger and Accounts Payable
- Interest Earnings as of September 30,2024

CITY OF YPSILANTI			
INVESTMENT REPORT AS OF 9/30/2024			
<b>1. SUMMARY OF INVESTMENT BY TYPE</b>			
FY	2024-2025		
Date	9/30/2024		
TYPE OF INVESTMENT	TOTAL	%	
⊗ COMMERCIAL PAPER	\$4,943,394	19.63%	
⊗ LGIP	\$13,415,737	53.27%	
⊗ CERTIFICATE OF DEPOSIT	\$2,762,783	10.97%	
⊗ MONEY MARKET	\$10,206	0.04%	
⊗ GOVERNMENT BOND	\$4,049,967	16.08%	
<b>Grand Total</b>	<b>\$25,182,086</b>	<b>100.00%</b>	
<b>2. INTEREST EARNED PER QUARTER</b>			
FY	2024-2025		
Quarter	1st		
Sum of Interest	Column Labels	7/31/2024	8/31/2024
TYPE			9/30/2024
COMMERCIAL PAPER		9,492	20,704
LGIP		61,355	56,556
CERTIFICATE OF DEPOSIT		1,591	1,591
MONEY MARKET		22	41
GOVERNMENT BOND		6,712	9,102
UNREALIZED GAIN/LOSS			
<b>Grand Total</b>		<b>79,172</b>	<b>87,983</b>
<b>AVERAGE RATE OF RETURN</b>			
AVERAGE INTEREST INCOME		83,883	
ENDING INVESTMENT		25,182,086	
<b>AVERAGE RATE OF RETURN</b>		<b>3.997%</b>	
<b>BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE</b>			
AS OF 9/30/2024		4.23%	

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## Human Resources

- Filled Temporary Seasonal Laborer position.
- In pre-hire process for Building Secretary position.
- Attended the MERS Conference in Grand Rapids October 9<sup>th</sup>-11<sup>th</sup>.
- Conducted interviews for Building Secretary, Police Records Clerk, Police Sergeant, Police Officer and Temporary (Seasonal) Laborer positions.
- Recruited for Firefighter, Police Sergeant, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer and School Crossing Guard positions.
- Hosted our Annual Fall Potluck on October 25<sup>th</sup>.

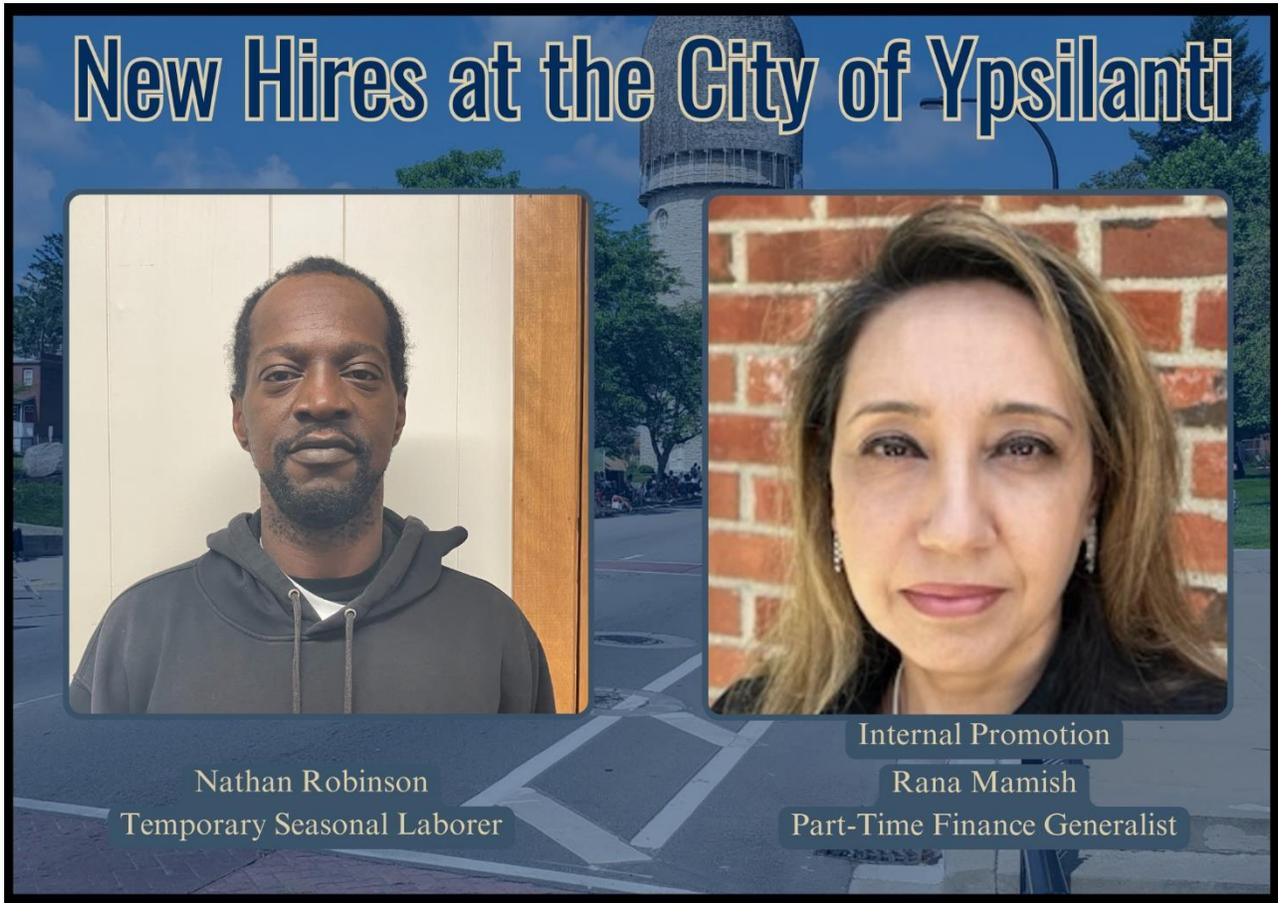
### New Hire Summary:

Nathan Robinson – Temporary Seasonal Laborer

### Internal Promotions:

Rana Mamish – Part-Time Finance Generalist

## New Hire Summary – October 2024



## Community Services Department

### Planning Department

#### City Planner

- Completed 26 administrative reviews, ranging from signs, building permits, cell towers, etc.
- Begun researching housing trends in Washtenaw County and Ypsilanti.
- Addressing several zoning violations.
- Been sworn in as an enforcement officer.
- Completing inspection for marijuana license renewals.

#### Planning Commission

- Planning Commission did not meet in October.

#### Zoning Board of Appeals

- The Zoning Board of Appeals did not meet for October.

#### Historic Preservation

- The historic district commission met October 8 and reviewed and approved three applications for work in the historic district.
- The preservation planner administratively approved five applications for work in the historic district.

- The historic district architectural resurvey work (photography and research) is 23% complete. Still planning for the entire project and survey report to be done by the end of August 2025.

## Community & Economic Development

- **Water Street**
  - Posted the Draft EPA Brownfield Cleanup Grant for public comment period on the Water Street Redevelopment page of the website and noticed it in the Washtenaw County Legal News and on the City's website for a public hearing at the City Council Meeting on November 12, 2024, for public comment on the grant.
- **Peninsular Dam**
  - We are working on developing a committee to review the RFPs for the removal of Peninsular Dam.
  - We are working on submitting documents for a proposal for the FEMA High Hazard Potential Dams.
- **Dorsey Estates**
  - Renovare in partnership with the Washtenaw County, The City of Ypsilanti, and the Ann Arbor Housing Commission hosted the lottery for the affordable units at Dorsey Estates. All the affordable units are reserved. We have a waiting list for those who wish to be notified if availability opens up.
- **Other**
  - Working with Department of Public Works to apply for the EPA Community Change Grant. The project will include Resilience Centers, Removal of Peninsular Dam, and Stormwater Improvements at Riverside Park.
- **Strategic Communications**
  - Met with Human Resources on potentially drafting an internal city newsletter with plans to launch with the new year.
  - Separated the newsletter with City Updates & Community Updates.
  - Still working on the revamp for the website with Civic Plus.
  - Attended the MERs Annual Conference October 9<sup>th</sup>-11<sup>th</sup> in Grand Rapids.

## Downtown Development Authority

### DDA Board of Directors Meeting

Approved:

- One-year pilot contract with Life After Incarceration: Transition and Reentry for the Shine program in the Downtown/W. Cross districts, Riverside Park, and Frog Island Park. Contract begins November 1, 2024.
- Freighthouse Plaza Finance Subcommittee.
- Downtown HoliFest and the Holiday Storefront Competition.

### Other Notable DDA Updates

- Coffee with Elize & Danya was held on October 18<sup>th</sup>, at The Deep End Cafe . DDA stakeholders utilized this time to talk to staff. Next one from 8-12pm at Hyperion Coffee on November 22<sup>nd</sup>.
- FreakFest 2024 was a huge success in Downtown Ypsi.
- All gift cards for the Explore Ypsi Program were distributed to new EMU Students, Faculty and Staff.
- Preliminary concept designs are complete for the Freighthouse Plaza.
- The DDA will be partnering with the City, Spark East, and MEDC to host a Downtown Development forum.
- Revitalization and Placemaking Program was announced, and staff is attending informational sessions.

- Richard Murphy of MML invited Elize to host a tour of the DDA for Ethan Kent, ED of PlacemakingX, and Phil Cooley, Founder of Slows Detroit.
- The Michigan Downtown Association Annual Conference will be held November 7 and 8 in Ann Arbor. A special tour of Ypsilanti and a networking event is scheduled for conference-goers on November 6.
- The next funding round for the MEDC Match on Main Grant was announced on 10/29/24.
- The Depot Town drinking fountain is now installed.

## Department of Public Services

### Operations/Admin

- Supported Sustainability and Parks & Arts Commissions.
- Working with CS dept on grant application strategies & Community Challenge Grants
- **Please note: AT&T will be doing significant fiber work in the general area of the College Heights neighborhood.** This will involve them using *private utility easements* (not alleys) that run behind and between peoples' homes; this will involve overhead work as well as underground/directional bore. This work is in the area bounded by Hewitt, the Border-to-Border Trail, Courtland, and Washtenaw. Ward 2 representatives, please be aware that we have confirmed that AT&T is using existing private utility easements as marked on the initial plat of the area.
- Finalizing content for mailer for distribution after the 11/6 election.
- Personnel updates:
  - 2 open Equipment Operator positions
  - 1 Equipment Operator on FMLA

### Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPS programming & stabilization.
- Stabilization program rebid with bid opening Nov 4th.
- 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.
- Exploring upcoming grant opportunities to update urban forestry plan.

### Streets

- 9 right of way permit applications granted
- Working with DTE to resolve ongoing right-of-way work issues.
- Working with DTE streetlighting to upgrade remaining MV & HPS lights to LED
- Cross St bridge has been awarded \$3.2m for its rehabilitation by MDOT via its regional bridge and big bridge competitive grant process. Although awarded technical assistance grant from SEMCOG to aid in applying for a federal grant for the balance (\$4.5m), TA program has changed and no longer being offered. Allocation application submitted to Stabenow's office.
- Prospect Bridge lane closure was performed successfully.
- Harriet (First to Hawkins) received a Transportation Alternatives Program (TAP) award for \$162,970
- Bridge load ratings updated for Cross.
- Sweeping: Sweeper out of service in October; repairs completed, sweeper winterized.
- Patched (October):

Ballard parking lot, Ballard Street, Cornell, West Cross, City Hall lot, First, Florence, East Forest, West Forest, Franklin, Factory, Frederick, Garland, Hart, Hawkins, North Huron, Harriet, LeForge, Jefferson, Madison, Martin, East Michigan, Monroe, Maple, Oak, Oakwood, Olive, Orchard, Owendale, Pearl, Perry, North Prospect, N River, Roosevelt, Second, Small, Spring, Towner, Vinewood & Watling.

## Solid Waste

- Continued work with WRRMA.
- Working to renew Recycle Ann Arbor MRF contract (curbside recycling disposal)
- Compost yard inspected by EGLE (The Michigan Department of Environment, Great Lakes, and Energy).
- Please promote the [free self-serve compost pickup at Catherine!](#)
- Clerk's office Issued compost drop-off passes to residents/property owners & Recycle Ann Arbor passes.

## Stormwater

- Received \$257,040 grant via the Environmental Policy Innovation Center for foundational stormwater work (mapping & digitization)
- Outfall/MS4 report received and being reviewed.
- Repair of underground infrastructure (joint failures) put out to bid; bids received for approximately \$650,000. Reviewing and prioritizing.
- Normal/Congress on "the list" for YCUA contractor to make full surface repair.
- Joined Miss Dig as a facility. Will be performing training then begin receiving and responding to tickets.

## Parking

- Meeting with parking kiosk vendor to relocate Maple kiosk and repair existing; no longer partnering with Harvey Electronics as local vendor/maintenance contractor.
- Working to obtain quote for kiosk to replace meters in N Adams lot.
- Received grant award notice for \$1m for Frog Island parking.

## 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.
- Closing out events season, evaluating new software for events management and booking with Events Coordinator.
- Received and evaluating proposals for Parks & Recreation Master Plan update.
- Quote to convert Riverside to LED approved.
- Selected replacement metal picnic tables for shelters to replace decayed wooden tables; ordering for winter installation. Note that facility limitations are such that no minor carpentry repairs, painting, etc. can be performed at the DPW yard currently due to space constraints.
- Replacing damaged parks signs and ordering new signs for Freighthouse, Huron Landing, Freighthouse, and Recreation Park.

# Police Department



## Activity:

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

	August	September	October
Arrests	19	15	13
CFS	1542	1747	1631
Reports	120	169	140
Tickets	127	147	115
Warnings	14	40	7

## Personnel:

- Actively recruiting for lateral police officers for YPD.
- Records Division was closed for training on October 28<sup>th</sup> & 29<sup>th</sup>.
- Colleen Armatis (part-time) records clerk returned to the station after a brief period off work.

## Events

- Ypsilanti Police Department held an Open House on October 5<sup>th</sup> from 11 AM to 3 PM at both the Police & Fire Station. It was a success even with multiple events occurring within the community.
- Joined a Community Chats event at the Freighthouse on October 23<sup>rd</sup> with the City Manager, Andrew Hellenga & the Mayor, Nicole Brown. There are 3 more planned throughout the month of November.
- Ypsilanti Police Department participated in a Drug Takeback event on October 26<sup>th</sup> at the Depot Town Farmers Market staffed by Officer Swafford.
- YPD attended three Trunk or Treat events within the community: October 19<sup>th</sup>, 22<sup>nd</sup> & 26<sup>th</sup>. See images on our Social Media pages: Instagram, Facebook & Twitter.

## Updates:

- The 24-hour Call logs are separated by month: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>
  - See the October logs here: <https://www.cityofypsilanti.com/Archive.aspx?AMID=83&Type=&ADID=>
- Holding a Coat & Blanket Drive at the Station with collection by November 8<sup>th</sup> (BEFORE FRIDAY) partnering with SEMS Family Touch Foundation.
  - Please consider donating warm clothes and new, gentle coats at the Police station (505 W Michigan Ave, Ypsilanti, MI 48197).  
Accepted items: Coats, Hats, Gloves, and Scarves (no clothing), as well as hygiene supplies such as soap, toothbrushes, and toothpaste. Call or text with any questions (614) 446-8445.

# Fire Department

October 31st, 2024



## City of Ypsilanti Fire Department Activity Report:

	August 2024	September 2024	October 2024
Fire and EMS Calls	262	239	242
Inspections	15	15	17
Non-emergency requests	5	1	5

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

- Blue Card-all personnel
- High Rise Equipment Review
- TRT
- Lifting Vehicle and Extrication
- Water supply and Relay Pumping

### Apparatus/Building Update:

- 07/18 Tower 2-1 out of service until further notice.
- 10/11 CO alarms going off, boiler OOS and beyond repair.
- 10/18 Boiler replaced by Accurate Comfort.
- 10/28 Engine -3 OOS, the radiator needs to be replaced.

### Personnel:

- Additional applications will be submitted to HR to begin the hiring process to fill 1 position.
- Candidate interviews are continuing, currently 2 applicants going through psych evaluations, and 2
- Annual Fit Testing, SCBA's, completed.

### Notes:

- U of M continues to hold car seat installations at YFD every third Tuesday.
- Smoke detectors and CO monitors available for installation.
- HAAS Alert System demo for Hyundai facility.
- 10/5 joint Open House with YPD.

### Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- **All personnel count toward staffing.**