

**COUNCIL INFORMATION LETTER**  
**November 2024**



**DECEMBER 4, 2024**

City of Ypsilanti  
Andrew Hellenga, City Manager



## City Manager's Office

- Department Heads have completed strategic planning with the assistance of Dr. Morgan Milner of EMU. The SMART measure was employed; Specific, Measurable, Achievable, Relevant, and Time-Bond
- Departments are meeting quarterly with Finance to examine revenue and expenditure forecasts.
- Currently attending GPL Alternative 911 Emergency Response Community Practice provided by Harvard. Observations from these meetings:
  - Organizations that implement unarmed response teams are larger cities or counties.
  - Most have the infrastructure (vehicles, dispatch, etc.) present to be employed by an unarmed response team.
  - All work closely with law enforcement.
  - Many types of first responders are included in teams.
    - EMT
    - Social Workers
    - Individuals with an education background to assist younger people in crisis.
  - All calls are documented, and records maintained.
  - All have follow-ups to check in with individuals they have contacted.

## City Clerk

Personnel: Deputy Clerk has been on leave since November 8<sup>th</sup> and plans to return December 23<sup>rd</sup>.

### November General Election:

- Almost 9,000 Ypsi Residents Voted – 50% of our registered voters.
- We issued 3,728 Absentee Ballots, and of that 3,552 or 95% were returned and tabulated.
- Approximately 82 amazing people were Election Workers and made the day a great success!

### Boards & Commissions Vacancies

(as of October 16, 2024)

Board	Membership Type
Dangerous Buildings	Dangerous Buildings Officer
Economic Development Corp.	Commissioner
Ethics	Board Member

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
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## Finance Department

### Treasury

- Prepared our Winter Tax Bills for 2024. It will be sent out by Dec 1<sup>st</sup> to our residents and taxpayers.
- Nov 12-Attended the Washtenaw County Treasurers Association Meeting
  - Washtenaw County Treasurer Catherine McClary and Deputy treasurer Sue Bos are retiring and will be leaving their office by end of the year.
- Attended the MMTA Delinquent Tax Collection Training on 11/19/2024.

### Accounting and Finance

- Received our Pension and OPEB Actuarial Reports. This report provides us our funding progress and annual required contribution to our retirement system.
  - [Click on the link to view the report.](#)
- City Assessing conducted personal property canvas, residential ECF analysis, residential land analysis and field inspections.
- Clark our auditors conducted their field work to audit our June 30,2024 Financial Statements
- Department budget meeting was held regarding our first quarter July 1 to Sept 30 operations.
- Data extraction were conducted by BS&A for our ERP upgrade.

## Human Resources

- Hired Cathy Hall for the Building Department Secretary position.

- In pre-hire process for second Building Department Secretary position
- Conducted interviews for Firefighter, Police Officer, and Building Department Secretary positions.
- Recruited for Firefighter, Police Sergeant, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer and School Crossing Guard positions.
- Conducted our annual Open Enrollment period, offering enrollment assistance with our benefit representatives.



## Community Services Department

### Planning Department

#### City Planner

- Completed 12 administrative reviews, ranging from signs, building permits, residential exterior additions, etc.
- Continuing enforcement on zoning violations.
- Has continued inspections for marijuana license renewals.
- Has continued research of housing trends in Ypsilanti, diving into the impact of redlining and urban renewal.

#### Planning Commission

- The Planning Commission approved two temporary sign permits, one of which is for the Downtown Library's future reopening.
- The Planning Commission approved the renewal of 3 Non-Motorized Advisory Committee members.

#### Zoning Board of Appeals

- The Zoning Board of Appeals did not meet.

### Historic Preservation

- At the November 12 historic district commission meeting, the commission reviewed 13 applications for work in the district. They approved 10 of those and postponed three for more information.
- During November, the preservation planner administratively approved three applications.
- The architectural resurvey of the historic district is a little more than 50% complete. A first draft of the survey report is expected by the end of December.
- Began consulting about DTE's Gas Renewal Program because the program could possibly impact our historic resources.

### Community & Economic Development

- **Projects**

- **Water Street**
  - Submitted EPA Cleanup Grant on November 14<sup>th</sup>
- **Peninsular Dam**
  - Received \$7.5M Grant from the National Fish and Wildlife Foundation for the Removal of Peninsular Dam.
- **Dorsey Estates**
  - Dorsey Sales Team continues to meet with
- **Other**
  - Worked with DPW Director to apply for a Community Change Grant through the EPA to support Resilience Centers, Stormwater in Riverside Park, and Peninsular Dam.
  - Submitted final paperwork for FEMA High Hazard Potential Dams award for \$758,971.50.
  - Attended the State of Homelessness and Affordable Housing Breakfast through Washtenaw Housing Alliance including the luncheon for governmental entities for Q&A with Christine Haley Chief of the Illinois Office to Prevent and End Homelessness.
- **Strategic Communications**
  - Working to develop a Marketing and Strategic Communications Strategic Plan

## Downtown Development Authority

- Coffee with Elize & Danya was held on October 18th, at Deep End Cafe, and November 22<sup>nd</sup> at Hyperion Coffee Co . DDA stakeholders utilized this time to talk to staff. Next one is planned for Bloodroot Herb Shop from 1pm-5pm on December 20<sup>th</sup>.
- The DDA's Equity Committee's Visitor Activation Roundtable took place on Wednesday October 23rd.
- The SHINE Team Contract began on November 1st. Staff did an orientation with the team, and they are in the DDA Community weekly.
- The MDA Annual Conference was held November 7 and 8 in Ann Arbor. Staff, and Board Members Emmy Maurer, and Andy French attended. A special tour of Ypsilanti and a networking event took place for conference-goers on November 6.
- ADA Compliant and updated website refresh was launched early November.
- The City of Ypsilanti Strategic Planning Sessions are taking place. The DDA is participating with City Staff.
- Zplumberz winterized the Depot Town drinking fountain for the season.
- DPW has installed holiday lights. DJs will install tree lights by Thanksgiving.
- Staff attended Ypsi's 9th Hour Holiday party on November 13th.
- Staff is assisting the Depot Town Merchants with the Holiday Tree Lighting event and attending their meetings.
- The DDA Director, City Manager, and DPW Director met with Debbie Dingell's office to discuss the Freighthouse plaza project, and the Depot Town bridge repair.
- Staff attended Destination Ann Arbors Wheel the World Verification Status celebration on 11/18.

### DDA Board of Directors Meeting

Approved:

- Ballard Street Lot Concept Design RFP
- 2025 Election of Officers: (Starting December 19, 2024)
- Andy French – Chair
- Brian Jones-Chance – Vice Chair
- Colleen Kennedy – Treasurer

# Department of Public Services

## Operations/Admin

- Supported Sustainability and Parks & Arts Commissions.
- Working with CS dept on grant application strategies & submitted an EPA 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 in December!
- Personnel updates:
- 2 open Equipment Operator positions

## Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPW programming & stabilization.
- Moving forward with replacing portions of City Hall HVAC.
- Developing RFPs for Freighthouse floor refinishing.
- Released RFP for Facilities Condition Assessment and Ballard Street Lot Design (with DDA).
- Continuing to work with 2030 district on energy auditing.
- Reached out to Solar Ypsi to resolve issues with DPW solar panels.
- 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

- 11 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.
- Sweeping: Sweeper out of service in October; repairs completed, sweeper winterized.
- Patched (November): many, many streets.

## Solid Waste

- Continued work with WRRMA
- Working to renew Recycle Ann Arbor MRF contract (curbside recycling disposal)
- Compost yard inspected by Michigan Department of Environment, Great Lakes, and Energy (EGLE).

- Please promote the free self-serve compost pickup at Catherine!  
<https://cityofypsilanti.com/315/Yard-Waste>
- Clerk's office Issued compost drop-off passes & Recycle Ann Arbor passes to residents/property owners.

## **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. Our repair; their contractor. Partnership!
- Joined Miss Dig as a facility.

## **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
- Riverside converted to LED
- Began the process of replacing some wooden picnic tables with metal. 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 and Recreation Park.

# Police Department



## Activity:

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

	September	October	November
<b>Arrests</b>	15	13	16
<b>CFS</b>	1747	1631	1449
<b>Reports</b>	169	140	150
<b>Tickets</b>	147	115	144
<b>Warnings</b>	40	7	17

## Personnel:

- Hired a full-time record clerk Linda Taylor who started on December 2<sup>nd</sup>.
- Birthdays:
  - November 2<sup>nd</sup> Officer Devon Lundy,
  - November 9<sup>th</sup> Officer Jestin Wilder.
  - November 28<sup>th</sup> Records Clerk Patrick Gonsior

## Events:

- Joined a Community Chats events with the City Manager, Andrew Hellenga, Chief of Police, Kirk Moore & the Mayor, Nicole Brown. There are two more planned throughout the month of December 18<sup>th</sup> at Parkridge (Ward 1) and December 19<sup>th</sup> with the DDA.
- The Ypsilanti Police Department participated in the holiday tree lighting in Depot Town on December 1<sup>st</sup>.
- Ypsilanti Police Department was present at the Ypsilanti Artisans Market at the Freighthouse on November 30<sup>th</sup> & December 1<sup>st</sup>.

## Updates:

- The 24-hour Call logs are separated by month and are available on the website: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>
- Held a Coat & Blanket Drive at the Station with SEMS Family Touch Foundation and were able to share many supplies for the winter season. Thank you to everyone who participated.

# Fire Department

November 28th, 2024



## City of Ypsilanti Fire Department Activity Report:

	September 2024	October 2024	November 2024
Fire and EMS Calls	239	242	240
Inspections	15	17	14
Non-emergency requests	1	5	2

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

- Blue Card-all personnel
- High Rise Drills Pittman Hall EMU
- TRT
- EMS Bags Refresher
- Water supply and Reverse Lays
- 2-1/2 Line Fire Attacks

### Apparatus/Building Update:

- 07/18 Tower 2-1 out of service until further notice.
- 11/25 Valve cover on station generator cracked, part ordered.
- 10/28 Engine -3 OOS, the radiator needs to be replaced.
- 12/2 Radiator is in for Engine -3, will be picked up today for repairs, should be in service sometime in December. Cost to repair estimated at \$9000.00.

### Personnel:

- Additional applications will be submitted to HR to continue the hiring process to fill 1 position.
- Candidate interviews are continuing, currently 3 applicants going through psych evaluations.
- **ALL FIREFIGHTERS RECEIVED SECOND SET OF GEAR FUNDED BY STATE GRANT.**

### Notes:

- U of M continues to hold car seat installations at YFD every third Tuesday.
- Smoke detectors and CO monitors available for installation.

### Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- **All personnel count toward staffing.**
- **YFD CHRISTMAS PARTY 12/8 FROM 4 PM TO 6 PM AT FIRE MUSEUM PLEASE RSVP.**