

COUNCIL INFORMATION LETTER
December 2024



JANUARY 30, 2025

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- The final two community chats of this quarter will be held on December 18th at the Parkridge Community Center for Ward 1 and December 19th for the business community before the DDA meeting.
 - The second round of Community Chats is planned for February and will concern functions of the DPW. More information will be provided as dates are solidified.
- ICMA records and provides its annual conference online. Once complete it will continue the path towards certification. In addition, an estimated 30 hours of training have been completed.
- COAM contract negotiations are proceeding positively. A tentative agreement is expected at the beginning of the new year.
- Quarter 1 Budget Update – General Fund
 - Total revenue: \$9,885,825
 - Largely the result of summer tax collection.
 - \$201,131 – Collected in permits
 - \$26,630 – AHB Fines
 - \$240,125 – Investment Earnings
 - Total expenditures: \$5,890,716
 - \$2,000,000 – Transfers out to other funds
 - \$285,706 – Contractual Services
 - \$479,748 – Operating Expenses
 - \$1,507,877 – Benefits
 - \$1,617,385 – Salaries

City Clerk

- Post Election work – updating State Voter Database
 - Update voter status from returned voter mail.
 - Capture and update voter contact info from 3,000+ applications.
 - Sort, file, secure & store all election related materials.
- Election Document Retention Inventory and Disposal Schedule – as the Clerk is new, she had to go through all Election Document Storage to determine, according to retention law, what documents should be shredded now & which need to be retained.
- Office Organization – there is stuff everywhere!
 - Clerk slowly taking inventory of every nook and cranny.
 - Main Office
 - Reorganizing to learn what everything is and where it lives
 - Weeding out old/outdated manuals and materials
 - Ordinances/Resolutions/Oath of Office/Marijuana Licenses – Created spreadsheets to sort and track ***took Oaths digital & archived old ones – not originals anyway.
 - Slowly sorting through all permanent documents to inventory & determine method of storage (digital or paper)
- Updating Website – caught up on updating B&C apps & appointments to website.
- Attended Washtenaw County Clerk's Association Quarterly Meeting
- Collaborated with PAVE (Path for Ability Vocation Enterprise, LLC) by providing an opportunity and creating a work experience for a person trying to find their employment path. A PAVE client worked in the Clerk's Office for a few hours, two or three days a week, with the Clerk's supervision and guidance, along with a PAVE supervisor, at no cost to the City.

Boards & Commissions Vacancies

(as of January 9th, 2025)

Board	Membership Type
Ethics	Board Member
Human Relations	Commissioner
Human Relations	Youth Member
Human Relations	Youth Member
Parks & Arts	Commissioner
Parks & Arts	Commissioner
Parks & Arts	Commissioner
Parks & Arts	Youth Member
Parks & Arts	Youth Member
Planning	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

- Submission of our Annual Comprehensive Financial Report for 6/30/24
- Submission of our F65 Financial Report for 6/30/24
- Submission of our Act 51 Street Financial Report for 6/30/24
- Submission of our Annual Qualifying Statement for 6/30/24
- Submission of our PA202 Pension and OPEB Report 6/30/2024
- Received full Funding of our PA 289 Fire Protection Reimbursement amounting to \$850K
- Attended the Fire and Police Pension Board meeting
- BS&A Upgrade continued
- Payroll database set-up

- Preliminary User Security Configuration
- Monthly meeting with dewpoint

Human Resources

Human Resources:

- Filled Building Department Secretary & Police Records Clerk positions
- In pre-hire process for Firefighter and Police Sergeant positions
- Conducted interviews for Police Officer positions
- Recruited for Firefighter, Police Sergeant, Police Officer Recruit, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer and School Crossing Guard positions

New Hire Summary:

- Linda Taylor – Police Records Clerk
- Miles Redman – Building Dept Secretary



Community Services Department

Planning Department

- Completed a range of administrative reviews including fences and accessory structures.
- Completed the yearly inspections of most of the dispensaries and all of the grow houses.
- Reviewed the PUD agreements for Highscope's proposed community learning resource center and the proposed 60-unit mixed use development at 120/124 Pearl.

Planning Commission

- The Planning Commission reviewed the Harriet Street Reconstruction, and the draft end of year report.

- The Planning Commission reviewed and approved the appointment of Philip Rentschler to the Non-Motorized Advisory Committee and approved its 2025 meeting schedule.

Zoning Boards of Appeals

- ZBA did not meet.

Historic Preservation

- At the December 10 historic district commission meeting, the commission reviewed nine applications for work in the district, including the three postponed applications from November. The commission approved 7 and denied 2. Both denied applications were encouraged to reapply for January without additional fees.
- During December, the preservation planner administratively approved two applications.
- A first draft of the architectural resurvey report was received December 30 and is being reviewed by staff.
- Staff continued consulting about DTE's Gas Renewal Program because the program could possibly impact historic resources.

Community & Economic Development

- Water Street
 - Working with the County to establish a timeline for the HUD grant. Submitted a scope of work and budget for review and met to discuss.
- Peninsular Dam
 - Finalized the submission of the National Fish and Wildlife Foundation for the Removal of Peninsular Dam for compliance.
 - Met with review team to select team for removal design and technical assistance through construction removal.
- Dorsey Estates
 - Submitted a final report that finishes the EGLE grant. Working with AKT Peerless and Renovare to close out the grant.
 - January 7, 2024 Project Status Report
- Other
 - Ongoing weekly meetings with Daytime Warming Shelter team to troubleshoot and address questions and concerns.

Strategic Communications

- Internally reviewing and making edits to the Marketing and Strategic Communications Strategic Plan.
- Revamped the website with CivicPlus which will launch on January 7th.

Downtown Development Authority

- Coffee with Elize & Danya was held on November 22nd, at Hyperion Coffee, and at BirdDog Baking and Bloodroot Herb shop on December 20th. DDA stakeholders utilized this time to talk to staff. Next one from 8-12pm at Sweetwaters (735 W. Cross St) Friday, January 17th.
- Strategic planning will take place at the January 16th DDA Board Meeting.
- Holiday Lighting has been installed throughout the districts.
- Staff attended A2Ychambers Year-End Holiday Event.
- Staff assisted the Depot Town Merchants with the Holiday Tree Lighting event.
- The Ballard Street Parking Lot Redesign RFQ was released on November 22 and closed on December 13, 2024. We did not receive appropriate bids, and will re-release the RFQ in the new year.
- HoiliFest was on December 7, 14, and 21. The DDA provided music, carolers and a Santa Clause that visited Downtown businesses on these dates.

- Holiday Storefront Competition has concluded. We received over 600 votes for 6 categories. Winning businesses win gift card purchases from their store.
- New Board Member – Kristine Nash Wong from SPARK East.

DDA Board of Directors Meeting

The DDA Hosted a Community Chat with the City Manager, Mayor, and Police Chief
The board approved the 2025 Meeting Schedule.

Department of Public Services

Operations/Admin

- Supported Sustainability and Parks & Arts Commissions.
- 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.
- Mailer finalized & going out first week of January.
- Personnel updates:
- 2 open Equipment Operator positions
- 2 employees on light duty

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.
- Performed safety walkthrough of City Hall and Fire departments with safety consultant.
- Addressed significant water issue in Police department.
- 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; City Hall audit complete.
- Working with Solar Ypsi and Chart House Energy to resolve issues with DPW solar panels.
- Working with Parkridge Community Center to understand and resolve capacity/usage issues.

Streets

- 14 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.
- Harriet (First to Hawkins) GI complete; PC for Complete Streets review completed.
- Sweeping: Sweeper out of service again; repairs completed, sweeper winterized.
- Patched: Ballard 3x, College Place, Collegewood 3x, Cornell 2x, Courtland, E Cross, W Cross, Elm 2x, Emmet 2x, First 2x, Florence 3x, Ford, W Forest, Freighthouse lot, Frog Island Lot 2x, Grant 3x, Grove, Green, Gordon, Holmes, N Huron, Huron River Dr, Madison 3x, Martin Pl, Maus, E Michigan, Maple, Oakwood, Osband, Pearl 2x, Perry 2x, N Prospect, N River, Spring 3x, Towner, N Washington, Washtenaw 2x, Watling, Whittier.

- Exploring upcoming grant opportunities to update urban forestry plan.

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) to begin early January.
- 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 in spring. 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, anticipate bringing to Parks & Arts for discussion in February.
- Working with DDA on Market Plaza concept designs, ownership issues, maintenance issues.
- Working with partners to move north end Frog Island project forward.
- Evaluating new software for events management and booking with Events Coordinator
- Awarded Parks & Arts Master Plan contract to Mannik & Smith.
- Riverside converted to LED.
- Replaced wooden picnic tables in pavilions with metal anchored in place. 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.
- Met with Little League.
- Replacing damaged parks signs and ordering new signs for Freighthouse, Huron Landing, Recreation Park; redesigning and relocating Mattingly signage.

Police Department

Activity:

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



	October	November	December
Arrests	13	16	25

CFS	1631	1449	1311
Reports	140	150	129
Tickets	115	144	79
Warnings	7	17	10

Personnel:

- Hired a full-time record clerk Linda Taylor who started on December 2nd.
- On December 23rd Chief Moore honored by, "Women and Men Working for Change" , for his contribution to safety in our community.

Events:

- Attended the Community Chats events with the City Manager, Andrew Hellenga, Chief of Police, Kirk Moore & the Mayor, Nicole Brown on December 18th at Parkridge (Ward 1) and December 19th with the DDA.
- The Ypsilanti Police Department participated in the holiday tree lighting in Depot Town on December 1st.
- Ypsilanti Police Department was present at the Ypsilanti Artisans Market at the Freighthouse on December 1st, 21st & 22nd.

Updates:

- The 24-hour Call logs are separated by month and are available on the website: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>
- Pushing recruitment for the Ypsilanti Police Department, currently holding off on Academy Sponsorship but recruiting lateral hires.

Fire Department



December 31st, 2024

City of Ypsilanti Fire Department Activity Report:

	October 2024	November 2024	December 2024
Fire and EMS Calls	242	240	200
Inspections	17	14	17
Non-emergency requests	5	2	2

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

- Blue Card-all personnel
- Firefighters toured 845 Clark Road.
- TRT
- Ropes and knots

Apparatus/Building Update:

- 07/18 Tower 2-1 out of service until further notice.

- 11/25 Valve cover on station generator cracked, part ordered, will be repaired by DPW.
- 12/2 Radiator is in for Engine -3, still OOS, at CSI for repairs.
- 12/28 Kitchen floor drain backed up; Michigan Power Rodding called for repairs.
- 12/30 Kitchen floor drain backed up: Michigan Power Rodding back out for repairs.
- 12/31 Bathroom floor drain backed up, contacting Z PlumberZ to check the drains.

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.
- Chief attended monthly WAMAA meeting.
- 12/12 Chief, fire marshal and executive assistant attended SMAFC holiday luncheon.
- 12/13 AMA Chiefs meeting.
- 12/22 Firefighters delivered gifts to families in need.

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.
- Thanks to everyone who attended our annual Christmas party.