

**COUNCIL INFORMATION LETTER**  
**February 2024**



**MARCH 5, 2024**

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



## City Manager's Office

- Candidates for the Community Services Director are being interviewed with the last interview being held on March 5<sup>th</sup>. The position should be filled by the beginning of April.
- The city will be separating from its agreement for Building Official services on April 30<sup>th</sup>. Staff are strategizing how best to adapt to this change. The current intent is to hire a Building Official; however, the work will need to be contracted out until the city is able to make that hire.
- City staff are reviewing the Administrative Services Agreement recently approved by the DDA. This agreement is projected to come before Council during the March 19<sup>th</sup> meeting.
- Departmental Budget meetings will be occurring in the month of March.

## City Clerk

### Clerk

- The new Clerk-Finance Generalist John Tramp started at the beginning of February and is acclimating to his role.
- The City received 18 applications for City Clerk.

### Elections

- The Presidential Primary was held on February 27<sup>th</sup>.
  - The City received and processed 1,172 absentee voter ballots
  - 224 Ypsilanti voters took advantage of early voting at the Freighthouse.
  - 1,298 community members voted in person.
- The deadline for nominating petitions and affidavits of identity for partisan candidates to appear on the August 6<sup>th</sup> primary ballot is April 23, 2024, at 4 PM.

### 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 1<sup>st</sup>, and he has been informed of this.
- The Historic District Commission has one vacancy.
- Vacancies (as of February 29, 2024)

<b>Board</b>	<b>Membership Type</b>	<b>Last Name</b>
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Historic District	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
Sustainability	Youth Member (1 year)	Vacant

## Finance Department

- Department Heads submitted their budget request for the Amended Budget FY 23-24 and Original Budgets for FY 2024-2025 and 2025-2026
- Promoted Ms. Jing Chen from Accounting II to Accounting Supervisor effective March 1, 2024.

## Assessing

- 2024 Assessment notice for real and personal property has been sent out.
- Completed data entry for residential and commercial 2024 field inspections.
- Completed ECF and Land value analysis.
- Personal Property statements have been mailed out.

## Treasury

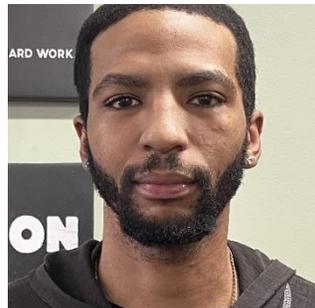
- Last day of tax collection will be Feb 29, 2024.
- Calculated Brownfield Redevelopment Authority tax payouts

## Human Resources

- Filled Clerk-Finance Generalist and Equipment Operator positions.
- In pre-hire process for Police Officer positions
- Conducted interviews for Parking Enforcement Officer, Police Officer, and Equipment Operator positions.
- Recruiting for Parking Enforcement Officer, Equipment Operator, Police Officer, and School Crossing Guard positions

### New Hire Summary - February 2024

(3 Total)

<b>John Tramp</b>	<b>Zachary Davis</b>	<b>Deon'Dre Johnson</b>
		
<p><i>Clerk-Finance Generalist Clerk's Department</i></p>	<p><i>Equipment Operator Department of Public Services</i></p>	<p><i>Equipment Operator Department of Public Services</i></p>

# Planning, Community & Economic Development

- The Human Relations Commission has met in January and February.
- The Planning team continues to work with the J29:7 Planning and Development Corporation.
- Staff is finishing up the Registered Roof Certification (RRC).

## Planning Commission

- January PC meeting
  - PC discussed text amendments to the city's EMBs, Marijuana, and RV ordinances.
- February PC meeting
  - PC recommended approval to city council of the proposed marijuana ordinance.
  - Jessica Donnelly resigned from PC. The commission is looking for a new member.
  - 10 S. Prospect special land use and site plan were approved. This site will soon be an emergency vet clinic.
  - 136 N. Washington was pulled from the meeting due to numerous noncompliant issues on the site.

## Zoning Board of Appeals

The ZBA will start meeting monthly.

## Partner Development

### Business and Development Milestones

- Worked with Huron River Watershed Council to apply for a Partners for Places Grant Application for planning and design of green stormwater infrastructure (GSI) at Riverside Park

## Historic Preservation

The Historic District Commission:

- Reviewed five applications for work in the historic district and two study items.
  - Two applications were approved as presented,
  - Two were postponed pending more information, and
  - One application (136 N Washington) was the new proposed infill construction that was approved in concept, with construction details and product specs pending final approval.
- Approved the annual reports for Council and for the Certified Local Government program.

One application for work was approved administratively.

Grant Project: Resurveying our local historic district.

- Request for Proposals was posted on the City's website and on bidnetdirect. Proposals were due 2/29/24. Several proposals were received and will be reviewed.

## Downtown Development Authority

- Coffee with Elize was held on January 19th at Hyperion Coffee, and Friday February 16th at SPARK East from 8-12pm DDA stakeholders utilized this time to talk to staff.
- Staff has notified Holiday Storefront competition winners and is distributing prizes.

- Match on Main – Winter session has been paused. Program may be brought back in the spring.
- Staff is working with Building Department to streamline internal processes for grant record keeping.
- Staff attended the SBDC Partner Summit on January 30th.
- Staff is working with the city, the Brownfield Authority, and developer J29:7, to prepare for a brownfield district request that will be brought to the board in March.
- Regular meetings with the City of Ypsilanti DPS Director.
- Staff met with the Care Base Safety to discuss potential partnerships.

**February 15, 2024, DDA Board of Executives Meeting**

**Approved:**

- Billboard update: N. Huron Lot.
- 36 Hanging Flower Baskets for W. Cross St.
- 24/25 Fiscal Year Budget.
- N. Washington St. Street Light Replacement.
- Administrative Services Agreement with the City to hire a DDA Coordinator.
- Direction to the Executive Committee to negotiate a contract with the Interim DDA Director.

**Discussed:**

Strategic Planning Session Outcomes

## Department of Public Services

### Operations/Admin

- Recipients of Washtenaw County Drain Commissioner stormwater grant for \$50,000, to be used for capital preventative maintenance.
- Worked with Sustainability and Parks & Arts on annual plans, schedule, and other administrative tasks.
- Working on budget.
- Working with WRRMA on new trash contract; meeting with Stevens to discuss transitions.
- Personnel updates:
  - 2 open Equipment Operator positions on crew (out of 17 - 12% vacancy).
  - 4 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.
- Ongoing issues with City Hall HVAC and plumbing. Facility maintenance budget adjustment forthcoming.  
Council work session 3/5 to discuss facility strategy; finance discussion to be discussed at a future work session.

### Forestry

- Stump removal has begun.
- Developing second annual tree seedling giveaway in celebration of Arbor Day (April).

### Streets

- 4 right of way permit applications approved.
- Sweeper seen in the wild once more the week of 3/4.

- 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
- Continuing to work with MDOT and YCUA on their respective projects.
  - YCUA's project is substantially complete. Adams Street & Adams lot have been capped for the winter. Work is expected to resume in spring.
  - MDOT's main project is very close to substantially complete. Work will resume in spring.
- Huron River Drive (LeForge to Cornell) is substantially complete; contract open through spring to ensure restoration work is satisfactory.
- Forest Bridge work is resuming, planned to be complete in June.
- The LeForge and Spring St bridge PM work has been awarded to Z Contractors. Preconstruction meeting scheduled for March.
- 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)

## Solid Waste

- Continued work with WRRMA on joint trash pickup RFP. Contract with Stevens runs through 9/2024.
- Issued compost drop-off passes to 8 residents/property owners. Yard waste pickup season is complete. Tree pickup was the first three weeks of January; due to the timing of the storm, there were difficulties with pickup and some pickups were performed the following week as staffing and snowmelt permitted.
- The 2024 schedule (holidays, A/B weeks, double trash weeks, etc) have been posted to [cityofypsilanti.com/dps](http://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. Plan to go out to bid, working with OHM to provide bid documents.
  - Currently approximately 8 locations in the City requiring significant near-term repair.

## Parking

- Frog Island north end parking schedule preliminary concept plan complete
- Ordered replacement coin meters.
- Working to obtain quote for kiosk to replace meters in N Adams lot.
- One PEO position posted.

## Parks and Special Events

- Worked with Fed-up Ministries to ensure shower facilities could be provided efficiently and safely at the Freighthouse to complement the warming center. We continue to work with them as this new program launches.
- Worked with the warming center and other stakeholders on facility issues with the Freighthouse.

# Police Department



## Activity:

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

	December	January	February
Arrests	23	15	11
CFS	1099	1131	1054
Reports	151	155	146
Tickets	47	44	52
Warnings	31	24	33

## Personnel:

- Parking Enforcement Officer Greg Swafford retired from the Ypsilanti Police Department after serving 20 years. Official last day was on February 9<sup>th</sup>, 2024.

## Recruiting:

- Three new police officers take their oath of office on March 4<sup>th</sup>, 2024: Rodrick Edwards, Abdiaziz Ali and Johnny Benitez. Expected to confirm and hire 3-6 more officers in April.

## Updates:

- 24 Hour Call logs are available to the public on the [website](#) under the Archive Center.

## Community Engagement

- Attended Youth in Action on February 7<sup>th</sup>, Washtenaw County Sheriff's Office in speaking with children at the Ypsilanti Middle school answering questions about law enforcement.
- Chief Moore was invited to attend an expert panel workshop regarding ways to improve the promotional process in policing. This took place in Washington D. C. on February 28<sup>th</sup>-29<sup>th</sup>.
- Chief met with DDA (Downtown Development Authority) along with some of the business owners to discuss some solutions regarding targeted aggressions in their business.



# Fire Department

February 26th, 2024



## City of Ypsilanti Fire Department Activity Report:

	December 2023	January 2024	February 2024
Fire and EMS Calls	210	252	153
Inspections	12	9	13
Non-emergency requests	3	2	0

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

- High Rise Ops/Standpipes/high Rise Pack Deployment.
- TRT
- HazMat
- Fire Behavior
- Forcible Entry
- Ice Water Rescue with AMA partners/Ford Lake
- Building Construction
- Wide Area Search
- Probationary FF's also working to complete probationary book requirements.

### Apparatus/Building Update:

- 1/25 Engine -3 OOS.
- 2/10 Engine 3 In Service
- 2/13 Tower 1 OOS to Cummins in Greenville for repairs.
- 2/15 Annual SCBA service completed by Westshore.
- 2/20 PARATECH Lift Bag System put in service.

### Personnel:

- Captain Wurmlinger attending Fire Officer II classes.
- Lt. Carpus attended Fire Instructor I and Fire Officer I classes.

### 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.
- **All personnel count toward staffing.**