



COUNCIL INFORMATION LETTER
July 2024

AUGUST 2, 2024

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- Department Heads had their first budget strategy meeting. We will meet quarterly to formulate staff's perspective on budget strategies in the coming Fiscal Years.
- Department Heads and managers will be provided, free of charge, with training on employment practices and to follow proper discipline processes.
- The request for proposals for legal services was released and will expire on August 22nd. Bid awards are tentatively scheduled of the August 27th meeting.
- Staff met with the Human Relations Commission to discuss the process of how boards and commissions interact with Council.
- Staff has been meeting with Ypsilanti Township to create strategies on how better both jurisdictions can work together for the good of the eastern part of the county.

City Clerk

Clerk

- The City Clerk has been meeting with Voting Rights groups, and most recently met with members of the League of Women Voters to discuss elections and how these groups and the Clerk can work together on voter outreach and education.
- The City Clerk held the Election Commission Meeting (7/17) to appoint election workers and performed the Public Accuracy Test (7/22) on our Hart election equipment, which is required by law.
- The Primary Election is Tuesday, August 6th and we are in full election mode, planning and preparing for the big day. Below is a breakdown, by precinct, of absentee ballots issued and returned, as of 8/1.

COMBINED	AV Ballots Issued	Returned on Time / %
01001	164	85 - 51.83%
01002	217	101 - 46.54%
01003	144	62 - 43.06%
02001	888	421 - 47.41%
02004	28	6 - 21.43%
03001	45	11 - 24.44%
03002	567	266 - 46.91%
Total	2053	952 - 46.37%

- The floor mat in the lobby with the city logo is looking pretty sad, so we've requested a quote for a new one from the company that supplies and services the rest of our floor mats.

Administrative Hearings Bureau

- 167 cases processed in July.
- 59 went to AHB Hearings in July
- 19 Citations were paid and closed.
- 27 Judgments - \$11,820 fines and fees assessed.

These figures are only meant as general reference and are not intended to be used for any other purpose.

Boards and Commissions

- Vacancies (as of July 31st, 2024)

Board	Membership Type
Economic Development Corp.	Commissioner
Economic Development Corp.	Commissioner
Ethics	Board Member
Human Relations	Commissioner
Human Relations	Commissioner
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

- Preparation for Year-end financials.
- Uploaded 2024 Adopted Budget Book in the City Website
- Attended the 2024 Single Audit Update Webinar
- Implemented Cost of Living Adjustments (COLA) for union and non-union employees
- Met with BS&A representative for the implementation of New ERP system.

Assessing

- Conducted the July Board of Review
- Prepared 2024 Sales Study for Commercial and Residential Values

Treasury

- Sent out Summer 2024 Tax bills to our residents and mortgage servicers
- Started collection of our Summer Tax payments

- Attended a special meeting of Fire and Police pension board for the approval of proposed new investment strategies
- Interest Earnings update of June 30,2024

CITY OF YPSILANTI			
INVESTMENT ANNUAL REPORT AS OF JUNE 30,2024			
1. SUMMARY OF INVESTMENT BY TYPE			
FY	2023-2024		
Date	6/30/2024		
TYPE OF INVESTMENT	TOTAL		%
Ⓢ COMMERCIAL PAPER	\$4,880,455		22.30%
Ⓢ LGIP	\$14,243,795		65.07%
Ⓢ CERTIFICATE OF DEPOSIT	\$2,761,369		12.61%
Ⓢ MONEY MARKET	\$4,723		0.02%
Grand Total	\$21,890,341		100.00%
2. ANNUAL INTEREST EARNED			
FY	2023-2024		
Quarter	(Multiple Items)		
TYPE	Sum of Interest		
CASH			
COMMERCIAL PAPER	181,474		
LGIP	862,906		
CERTIFICATE OF DEPOSIT	20,883		
MONEY MARKET	14,993		
GOVERNMENT BOND	107,802		
UNREALIZED GAIN/LOSS			
Grand Total	1,188,057		
RATE OF RETURN			
ANNUAL INTEREST INCOME	1,188,057		
ENDING INVESTMENT	21,890,341		
ANNUAL RATE OF RETURN	5.427%		
BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE			
AS OF JUNE 30,2024	5.11%		

Human Resources

- Filled Facilities Maintenance Worker, Equipment Operator and Temporary (Seasonal) Laborer positions.
- Conducted interviews for Police Sergeant and Community Development Assistant and DDA Coordinator.
- Recruiting for Firefighter, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer, Part-Time Project Manager and School Crossing Guard positions

New Hire Summary:

- Henry Estrada – *Equipment Operator*
- Dakota Deverteuil – *Temporary Services Laborer*

Internal Promotion:

- Russel Deverteuil – *Facilities Maintenance Worker*

New Hire Summary - July 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.
- Parks/Stormwater crossover: working with Washtenaw County Water Resources Commissioner office on design of rain garden/wet meadow/prairie concepts for Candy Cane and Recreation Park to reduce mowing area and address stormwater issues. Likely will be seeing some survey & exploratory work in those parks within the next month or so.
- Attended dam emergency response tabletop exercises for Ford Lake & French Landing dams
- Working with CS dept on grant application strategies
- Personnel updates:
 - 2 open Equipment Operator positions on crew
 - Welcomed Russel Deverteuil as the new Facilities Maintenance Worker (transfer from Equipment Operator)!
 - 3 open Laborer positions
 - 1 open part-time project manager position

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
- Working with Guardian Alarm on upgrades at City Hall
- Working with Solar Ypsi to evaluate efficacy of existing solar panels; discovered issues that we will work to resolve with SY assistance.
- Performing periodic telecom audit
- Scheduling replacement emergency exit lighting at Senior Center
- Working with Parkridge Community Center to understand and resolve capacity/usage issues

Forestry

- Tree removals and significant prunes continue.

Streets

- 13 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.
 - DTE streetlighting issue at W Cross @ Anna has been resolved. Work will be done by us/our contractor to complete repair.
 - 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 still outstanding.
- Spring bridge is open and LeForge bridge closed. Cost of additional concrete work related to sidewalk and lighting on Spring is being negotiated with MDOT and budget amendment will be brought if needed. LeForge additional paving work is tentatively scheduled to begin week of 8/12.
- 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
- Swept (July):

- Trunklines: N Huron, S Hamilton, N Hamilton, W Cross, Washtenaw
- Area 1 (Mon pickup): Bellevue, Cambridge, Collegewood, Cornell, Courtland, Fairview, Gregory, Huron River Dr., Huron River Dr Service Dr, Kewanee, Kingwood, Louise, N Mansfield, Marion, Mark, Oakwood, Oxford, Roosevelt, University Ct, Whittier, Witmire
- Area 2 (Tue pickup):
- Area 3 (Wed pickup):
- Area 4 (Thu pickup): Maus, Spring, S Washington, Woodward
- Area 5 (Fri pickup): Ferris, First, Franklin, Frederick, Harriet, Hart, Hawkins, Hill, Jefferson, Madison, Middle, Second, Short, Small, Watling, Worden, S Mansfield
- Note: ahead of schedule!
- Patched (July):
 - Cornell (x3), E Cross, E Forest, N Huron, Pearl, N River,
 - Riverside Park drives
 - Elm/Congress patch tentatively scheduled for Friday 8/2

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
- 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 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.

Parking

- Two parking kiosks down; awaiting parts
- Working to obtain quote for kiosk to replace meters in N Adams lot
- 424 parking tickets issued in June.
- Traffic Review Committee meeting held 7/30 with CS, FD, PD
- Working with DDA to divest enforcement & maintenance duties in Maple St lot mid-September.

Parks and Special Events

- Assisted with successful Michigan Brewer's Guild festival, including emergency electrical repairs.
- Working with Events Coordinator and other partners (CS, DDA, PD, FD) to update 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
- Refreshed engineered wood fiber play surfaces in Riverside, Parkridge, and Candy Cane
- 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.

	May	June	July
Arrests	7	8	9
CFS	1350	1295	1595
Reports	145	103	133
Tickets	26	50	165
Warnings	9	16	21

Personnel:

- Actively recruiting for lateral police officers for YPD.
- Holding a promotion ceremony to the rank of Sergeant to Martez Gibbs on August 8th.

Events

- Staff joined the Ypsilanti Fire Station for a Lunch-in on July 3rd.
- The department attended the 96th Annual 4th of July Parade for the City of Ypsilanti.
- The Department was present at the 25th Annual Beer Fest in Riverside Park July 26th & 27th.
- Joined Washtenaw County Sergeant Eugene Rush & Michigan State Police Sherriff for a Peace Walk on Saturday, July 27th with through Parkridge Park & Forest Knolls coordinated by Reverend Joseph Jackson.
- Chief was invited and attended the S.A.S.S. (Specialized Alternative to Sentencing Support) Meet Attorney General August 27th 2:00 PM - 3:30 PM at the Corner Health Center.
- The Department is organizing personal for the Peacenic event upcoming on August 10th at Ypsilanti Community Schools (2095 Packard Street) from 3 PM to 7 PM.

Updates:

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

Fire Department

June 26th, 2024



City of Ypsilanti Fire Department Activity Report:

	April 2024	May 2024	June 2024
Fire and EMS Calls	257	249	229
Inspections	12	10	10
Non-emergency requests	2	3	4

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

- Blue Card
- Bloodborne pathogens
- WAMAA Swift Water Rescue Training.
- MABAS.
- WAMAA RTF Training at Trinity Health

Apparatus/Building Update:

- 06/21- Tower 2-1 OOS
- 06/25- Annual PM checks started on all apparatus.

Personnel:

- Applications will be submitted to HR to begin the hiring process to fill 1 position.

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.

On Thursday June 27th volunteers from Treasuring Christ Church in Ann Arbor volunteered their time and services to plant flowers and clean up the parking lots and grounds of both the fire and police departments. See pictures:

