

---

# City Manager's Report

OCTOBER 19, 2015

---

## Grants Applied for and Received

There was no activity this month.

## Community Planning & Development (CP&D)

### ➤ Planning

At its regular meeting held on September 3, 2015, the Planning Commission:

- Voted to approve a special use permit to allow a brewpub use in the existing building at 2041 S. Burdick Street, with conditions. The conditions of approval were:
  - site plan submittal and approval
  - all windows and doors have to be closed by 11 p.m. each night
  - no outside customer service allowed on the property
  
- Seven site plans were processed in September as follows.
  1. Architectural changes to the Park Club at 219 W. South
  2. A building addition for the Depot Building at 421 E. Michigan
  3. Two building additions for the animal hospital at 104 W. Cork
  4. A change in use of the building at 618 E. Michigan to a distillery
  5. A new garage building for the Regency Square Apartments at 611 Whites
  6. A new storage building for Americana Estates at 1802 Tray Lane
  7. A new storage building for Borgess Gardens at 3057 Gull

Staff held draft outdoor lighting ordinance meetings at the Oakland/Winchell and the West Main Hill Neighborhood Associations, with the citizen committee, and with the community. Staff listened to citizen comments, fielded questions on the proposed ordinance, and made some adjustments to the draft ordinance as a result. Additional public outreach will take place in October, and the draft ordinance will likely be presented to the Planning Commission in November for review.

A Planning Commission retreat was held on September 24. Commissioners reviewed the River Launch facility, KVCC Healthy Living Campus, Urban Nature Park, and Arcadia Ales facility.

### ➤ Housing

Meetings were held with I.T. staff to arrange a new call reminder system for rental housing appointments. This system will be implemented starting October 1.

### ➤ Zoning

At the September 10 Zoning Board of Appeals meeting, the ZBA took the following actions:

- Granted a use variance to allow the combination of two parcels, each with a single-family home, for the purpose of the large house the remaining primary residence and

the smaller homes serving as the guest house. The parcels combined were 3416 and 3418 Winchell Avenue.

- Approved a dimensional variance of five off-street parking spaces to allow Green Door Distilling Company to operate their business with a total of ten parking spaces at 429 E. North Street.
- Approved a variance for two projecting signs for the Kalamazoo County Land Bank's commercial tenants at 1301 and 1311 Portage Street.
- Approved a variance for one projecting sign for the Kalamazoo County Land Bank's commercial tenants on the west side of Portage Street at 1350 Portage Street.
- Approved two dimensional variances to allow the placement of new garage in the rear yard at 912 Inkster Avenue within 1.5 feet of the west and north property lines, where three feet is the required setback.
- Approved a variance to allow the re-use of nonconforming freestanding sign at 908 Gull Street for the Bible Baptist Church.

➤ Code Compliance / Anti-Blight

Staff conducted a graffiti removal presentation for the Edison Neighborhood Watch organization on September 2. Staff discussed how to remove graffiti from brick, masonry surfaces, vinyl, glass and painted surfaces. Staff also reviewed where products can be purchased from local retailers as well as internet vendors.

➤ Building & Trades

There were 327 permits issued in September, representing \$5,066,944 in construction valuation. These figures brought year-to-date permits to 2811, representing year-to-date construction valuation of \$43,246,006.

➤ Community Development

Community Development staff has been working on the Consolidated Annual Performance Evaluation Report (CAPER) for HUD. This document was submitted to HUD on September 29.

Staff has also been creating new agreements for the 2015 Program Year. These agreements will be signed in the month of October, and projects can begin following the execution of the agreements.

On September 22, staff met with 2015 sub-recipients and reviewed expectations and required forms for this upcoming HUD year.

A pre-bid meeting was held on September 15 for the NSP2 Program Income Demo Grant. With this grant the City will demolish 17 blighted homes. Staff is currently evaluating the bids that were submitted on September 30 and will be making a contract award recommendation to the City Manager in early October.

## **Economic Development (ED)**

Staff has continued participating in meetings with the State and the Environmental Protection Agency (EPA) with recent activity focused on the former Panelyte property. The EPA's Proposed Plan was issued on September 21. The proposed plan is the version that City staff,

the EPA and the Michigan Department of Environmental Quality (MDEQ) have been working on for the past eighteen months. While it is not total removal, it is an acceptable alternative. The 60-day public comment period began on September 30.

Staff continues to have discussions with KVCC and administrative consultants in regards to the Health Focused Campus to ensure the deadline for the fiscal year reporting is met.

Staff continue to monitor the former JA Richards and 535 E. Ransom Street demolitions; both sites should be completed by early October.

## Human Resources (HR)

Staff coordinated the effort to have a Weight Watchers at Work Program beginning October 1 for 12 weeks. Eighteen employees have committed to participate. All program costs are paid by participating employees.

### ➤ HR Advisors

Staff continued providing mandatory Equal Employment Opportunity Commission (EEOC) Title VII/Light Duty training for all City supervisors, managers, and HR staff (30 still need training).

Staff submitted the bi-annual EEO-4 report for all employees hired from July 1, 2014 to June 30, 2015 and continued progress on the internal EEO Plan.

Staff finalized KDPS promotional exam content and project cost approval (for Detective, Sergeant and Lieutenant exams in 2016).

Staff completed the Veteran's Administration (VA) monthly certification of hours for the veteran PSOs in KDPS on-the-job training program.

Staff completed two brief compensation surveys for the City of Ann Arbor as part of our ongoing efforts to communicate state-wide on this issue.

Monthly CDL Random Alcohol and/or Drug screenings were conducted for September.

### ➤ Benefits

Staff met with Management Services to coordinate the collection of medical insurance data for ACA reporting requirements to employees and the IRS for tax year 2015.

### ➤ Training Schedule

Class Title	Date	Location	Time	# Attended
Mandatory Supervisory Discrimination & Harassment Prevention / Light Duty Policy Training	9/1/15	KDPS – Station 4/5 Training Room	9:00 a.m. – 11:00 a.m.	9
	9/14/15		7:30 p.m. – 9:30 p.m.	10
	9/21/15		7:30 p.m. – 9:30 p.m.	6
	9/28/15		7:30 a.m. – 9:30 a.m.	9

Preventing Fraud & Abuse and Ethics Policy Review	9/8/15	Harrison – Building 24 Training Room	9:00 a.m. – 11:00 a.m.	28
Preparing Meeting Minutes	9/8/15	City Hall – Community Room	10:30 a.m. – 11:30 a.m.	15

### **Information Technology (I.T.)**

I.T. staff handled 572 unique trouble tickets in the month of September. These trouble tickets were I.T. problems handled by I.T. staff that originated with a phone call, email, or in-person visit to the I.T. Helpdesk.

The web-based reporting tool built by I.T. staff was used by citizens 68 times during the month of September. This automated web-based system allows citizens to use their web browser or smartphone to report numerous City-related issues including potholes, streetlight outages, traffic signal issues, and tall grass and weeds. All reports were automatically routed to the appropriate City staff via email.

To enable better tracking, monitoring and reporting, I.T. now receives an email alert each and every time an employee on the Unified Communications phone network dials 911.

I.T. setup, configured, and implemented a new robo-calling web application for CP&D. This automated system automatically calls and confirms all housing inspection appointments ahead of time to reduce the amount of missed appointments.

A project to consolidate the City's four payroll cycles into a single payroll cycle for all employees has been completed. Over the past 18 months, I.T. has worked in conjunction with payroll staff and third party vendors to strategically schedule and transfer several salary group employees from their originating payroll pay cycle to the single bi-weekly pay cycle. This consolidating provides many overall benefits including significant savings on staff time, resources and budget. Every step involved in processing a payroll run is reduced by three quarters of the time, resources, expense, and energy involved. This savings will also be noticed through end of year processing of employee W2's, 1099's, IRS Federal and State tax reporting among other items.

I.T. has implemented a cybersecurity vulnerability management program. This involves scanning I.T.'s servers and computers for vulnerabilities and working to rectify them.

### **Kalamazoo Department of Public Safety (KDPS)**

#### ➤ Criminal Investigation Division (CID)

In the month of September, the CID investigated a shooting at the Citco Gas Station at Burdick and Alcott. Antonio Norman was arrested for shooting Javan Wilson.

The CID also continues to investigate the suspicious death of Kenneth Madison. He died in the 600 block of E. Vine Street.

The CID is investigating the shooting of a man in the leg while walking on Woodbury Street.

➤ KVET

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 45 drug cases and seized 0 firearms in September.

KVET has investigated 45 meth labs so far for 2015.

## **Management Services**

➤ Assessor

Work continues on the neighborhood reviews. All field work should be complete by the end of October.

The number of new full tribunal Michigan Tax Tribunal (MTT) cases for 2015 currently sits at 13 (2014 had 26). The deadline for Commercial, Industrial and Personal property was May 31. We are not expecting any additional cases, though we know the MTT did have a mail backlog during June. No additional cases are anticipated unless the MTT is holding a petition for more information. The MTT spreadsheet has been updated to reflect the new cases, estimated values in contention and anticipated refunds.

The deadline for Residential appeals was July 31. Residential property must have appealed to the March Board of Review in order to file in the Tribunal. Given the sheer number of possible claims being sent to the Tribunal, the final number of small claims cases may not be known until early October. Cases that were filed earlier this year are already scheduled for hearings.

➤ Budget and Accounting

Staff created monthly and projected cash flow models for the Water and Wastewater funds, including Utility Policy reserve calculation requirements. Met with Public Services and the rate consultant to determine cash needs of utilities funds.

Requested changes to the position budget were summarized and updated in the Eden Budget Preparation module. Departments submitted the 2015 Year End Estimates and 2016 Department Budgets to Budget and Accounting mid-September and accounting staff have been busy reviewing budget submissions.

➤ Purchasing

Working collaboratively with City Departments, bid documents were prepared and distributed through the City's website for five purchasing projects.

Reviewed and set up 99 purchase orders and processed 28 change orders.

Purchasing staff are administering prevailing wages for nine construction contracts.

➤ Treasury

A paperless billing option is now being offered/added to accounts per customer requests.

Utility Billing – Utility Bills issued in September:

14,663 Original Bills

4,098 Reminder Notices

1,291 Final (shut off) Notices

## **Parks & Recreation**

### ➤ Recreation

We hosted our final movie in the park at Versluis Dickinson Park, Remember the Titans, on September 2. In conjunction with the movie, we held the first round of our Punt, Pass and Kick competition. Six kids from various age groups advanced to the regional competition held at Mayors' Riverfront Park. The winners from the regional competition will go on to the finals held at Ford Field during the halftime of a Detroit Lions game.

Lunchtime Live! came to an end in September. We had a huge turnout for the September 4th date with our tailgate theme for the WMU vs. MSU game. The WMU Bronco Cheer and Spirit teams, along with Buster Bronco came to get the crowd fired up for the game later that evening. It was the biggest Lunchtime Live! the department has had.

After school programs started on September 21. We have three different programs running this year in partnership with the Kalamazoo Youth Development Network. Our programs are being offered at the YDC, Oakwood Neighborhood Association, and Winchell School. The partnership with KYD Network is allowing us to provide quality based programming that is measured through the Youth Program Quality Intervention. This program and training is offered through the Weikart Center for Youth Program Quality. Through our partnership with KYD Network we are able to receive training for staff, program enhancements and analyzation by Weikart Center trained coaches. The Program focuses on four main areas to get local kids college or career ready. They are Social Emotional Learning, Youth Leadership, Parent Engagement, and Advocacy. By developing this partnership with KYD Network, and using these proven methods, we are able to reach the "out of school time sector" and help the youth of Kalamazoo advance their learning and social skills. This will position our department to become a leader in after school programming in the Kalamazoo Area.

### ➤ Communication/Outreach

The Friends of Recreation Golf Classic was held on September 18 at Milham Park Golf Club. Twenty-two teams participated and enjoyed food from Twisted Tail and Gorilla Gourmet Food Trucks. It was a great day and everyone had fun and was complimentary of the food and games.

Staff participated in a special meeting of the KYD Network Cohort at the United Way on September 11. At the meeting, members of the Network brainstormed ideas on how to reach more after school programming centers to reach more kids in Kalamazoo. It was a productive meeting and some great results were taken from the ideas.

### ➤ Parks

Events in the parks are slowing down for the year; however, the park staff continues to remain busy maintaining the parks and assisting with events.

Construction for the improvements at Hays Park is almost complete. The play equipment was installed earlier in the month and the play surfacing is scheduled to be installed on October 7. The final punch list with the project landscape architect is scheduled for early October.

Construction for the improvements at Woods Lake continues. Underground utility work for water and sewer is mostly complete. Electrical work is scheduled for October. Earthwork continues for many of the site paths as well as installation and construction of the landscape retaining walls.

Staff met with a resident near Davis Street Park and member of the Kiwanis Club of Kalamazoo to discuss potential improvements at the park. The Parks and Recreation department developed an illustrative concept plan depicting several improvements for the park and discussed those. A meeting is scheduled for next month for a presentation to the Kiwanis Club about the department.

On September 4, staff met with Pam Roland from the Kalamazoo Junior Girls, Karen Chadwick from the Landscape Love group, and Tom Small, a native plant expert here in Kalamazoo to discuss native plantings at MLK Park. The group decided to designate the two center landscape beds on either side of the Dr. King statue for native plants. With assistance from staff, Pam and Karen will be seeking grants to purchase the plant material and Tom will develop a planting plan for installation in the spring.

In early September, the City of Kalamazoo Farmer's Market Design team selected Progressive AE from Grand Rapids for re-development of the market. Many members of the City of Kalamazoo design team felt Progressive AE's prior experience in the planning, development, and construction of the farmer's market in Grand Rapids greatly helped them win the contract. The design team is scheduled to meet with Progressive AE next month to have a kick-off meeting for the project and discuss schedule.

The cleanup effort for a portion of the Kalamazoo River along the southern edge of the Versluis Dickinson Softball Complex near the Interfaith Homes of Kalamazoo is scheduled to take place on October 3.

The parks manager continues to develop guidelines for community gardens. The final draft of the guidelines will be presented to PRAB at the October meeting.

## **Public Services**

### ➤ Accounting

Staff met on a routine basis with Management Services to discuss, expense, revenue and capital improvement project reports. Staff received several damage claims during September. Staff completed monthly quality quantity billing for minor/major industrial users, contract industrial users and contract municipalities within the required timeframes as well as invoicing for special events and various leased properties.

### ➤ Administration

Public Services staff completed and submitted ACT 51 report 18j and Title VI report for Local and Major Streets, wrote project specifications for Water, Wastewater, General Fund,

Street maintenance and capital improvement projects, revised where applicable the 2016-2021 capital improvement projects for the various Divisions within the Department, and worked with Parks and Recreation on the Woods Lake Park area project.

➤ City Wide Maintenance

Public Services staff worked numerous hours on their preventative and demand maintenance on City owned equipment and structures, and repaired and/or contracted repairs/replacement of vandalized City owned infrastructure throughout the county.

Staff continued their efforts in removing graffiti from various Public Services buildings and street structures throughout the system.

Staff also began working with a contractor to locate various leaks within the downtown snowmelt system prior to the arrival of cold weather.

➤ Customer Service

Staff logged 156 work orders for streets, sidewalk and forestry related work requests in September. The Cemetery Coordinator responded to seven burials, sold four final resting sites, assisted 11 cemetery-related visitors and addressed 127 cemetery-related calls.

➤ Engineering

Staff completed specifications for Local and Major Streets contract recommendations, submitted applications for road funding for the KATS 2045 metropolitan plan, worked with the contractor on the downtown trail way design, reviewed current and proposed railway routes as part of the non-motorized plan update, and drafted the application for the IS Gilmore and MDOT TAP grant for the downtown trail way.

Staff received approval from Grand Elk and MDOT for the east/west railway crossing just east of Porter Street.

Work on the Houston Street collaborative project between CP&D and the Vine Neighborhood began.

➤ Environmental Services

Staff completed 132 water system cross-connection inspections since January. Staff collected and analyzed the state required 120 monthly water distribution bacti and chlorine residual samples for September, analyzed three sets of Morrow Lake and two sets of Kalamazoo River sampling for the TMDL project and corresponding grant work, collected and analyzed the required 120 monthly distribution samples for coliform, conducted volatile organic samples at Central and Station 11, analyzed 34 main constructions four well, four contract and collected all wells for water quality monitoring at Stations 9, 11 and 24.

➤ Field Services

Field Services Staff replaced eight lead service lines, repaired several service leaks, curb boxes, hydrants and restored several lawns, drive, and roads. Staff also laid 46 tons of asphalt and 139 feet of sidewalks damaged during water related utility work in September.

Staff cleaned several thousand feet of the sanitary collection system, continued efforts to ensure a smooth roadway by filling several hundred potholes and repairing utility cuts on major and local streets and alleys, and removed several cubic yards through the process of street sweeping

Forestry crews removed several hazardous City trees within the City right of way, trimmed several trees and bushes in the right of way, and ground several stumps

Crews repaired storm mains, sidewalk locations, curb and gutters, repaired stormwater inlet rebuilds, and removed and framed the cemetery wall along Forbes Street.

Staff conducted special service patching requests, upgraded signs in various sections for five days and utilized 1265.33 tons of asphalt to complete their projects along Clayborn Ct, Upjohn street, Parkview, Wellington, Jefferson, Prairie, Troy Ave and Ravine Road. Staff also completed several tasks to ensure that the streets were clean and free of safety hazards for the various special events in September.

➤ Fleet Services

Fleet closed 273 vehicle work orders in September. Two hundred and five were repair work orders were repair type orders that included 45 from Public Services (Works), 87 from Public Safety, 12 from Wastewater, 43 from Water, five from Parks, three from Community Planning & Development, three from City Hall; two from pump stations, four water tools and one from KPS. Sixty-eight of the orders were preventative maintenance and included 13 from Public Services (Works), 34 from Public Safety, six from Wastewater, and 15 from Water.

➤ Safety

The Consultant continued to work on various safety training programs for Public Services, Confined Space training, ergonomics training, job hazard assessments, and made revisions to the Water Emergency Response Plan based on the second table top session held with a select portion of the Water Emergency Response staff.

➤ Solid Waste

Staff worked with the neighborhoods on their Building Block efforts removing 135 yards of debris from various locations in September.

Approximately 14 tons of brush, 144 tons of recycling, and 212 tons of bulk were removed from curb lawns during the month of September.

➤ Wastewater

Staff worked on various capital improvement and maintenance projects as well as monitored and implemented on-going treatment enhance efforts.

The National Pollution Discharge Elimination System Permit application was logged on the MDEQ database on July 15, and was assigned to the permit writer to begin his review of the application in October. The current permit expires in October 2015, but will remain in effect until the new permit is drafted and approved.

➤ Water

Staff conducted the fall hydrant flushing program over the entire system within eight days in September.

A total of 642,712,471 gallons or average 21.42 MGD of water was pumped through the Water System in September.

Staff continued their ongoing efforts to document standard operating procedures required for the Water Systems EPA required Risk Management Program and Emergency Response Plan.

The Gull Road tank was placed back into service in September.

## **Transportation**

➤ Ridership

There were 214,093 passenger trips provided system-wide in the month of August, and a total of 1,731,316 passenger trips provided system-wide year-to-date through August.

Year-to-date, the number of rides provided on Metro County Connect service is up 11% over the same time in 2014. The Community Service Van program also had an increase of 62.4% over previous year through August. The number of rides on the Metro Transit fixed-route bus service has dropped 6.9%, which is reflective of new identification badges issued in October 2014 by Western Michigan University that no longer allow for use as bus fare by previously graduated students.

➤ September Activities

Members of the Transit Authority Board (TAB), the Kalamazoo County Transportation Authority (KCTA) and the Central County Transportation Authority (CCTA) have been working collaboratively to review items of importance for considering the Comprehensive Transfer Agreement (CTA). The CTA is anticipated to be considered by the TAB, CCTA, KCTA and City Commission in October. The CTA outlines the process for transferring the public transit from the City of Kalamazoo to the CCTA by October 1, 2016.

Minor routing and schedule changes impacting four bus routes went into effect on September 7.

Metro Transit will be participating in the second annual Charlie's Place Trunk or Treat community event on Halloween night, October 31, from 5:30 to 7:30 p.m. A bus and driver will be on-hand and decorated in a kid-friendly manner.

A group of children and adults with visual impairments will be visiting the Metro Transit garage on October 3 as part of the Michigan Parents of Blind and Visually Impaired Children's Conference.

Metro Transit will be participating in the Area Agency on Aging Annual Senior and Caregiver Expo taking place on October 6.