

INSIDE *the* CITY

A primary source of news and information for City employees regarding internal events, policies, and procedures that affect our work for the residents



From the City Manager:

January 2016 Edition

Imagine Kalamazoo 2025 Ramps up with ‘Meetings on the Go’ Series

After a brief orientation period in late 2015, the City’s Community Planning & Development Department is getting ready to begin the strategic vision and master plan update process in earnest later this month.

Imagine Kalamazoo 2025 will be a year-long endeavor with six phases:

- Imagine It!* (January-March)
- Plan It!* (April-June)
- Design It!* (July-September)
- Discuss It!* (October-November)
- Draft It!* (December-January 2017)
- Adopt It!* (February 2017)

Since the goal of this process is to update our Master Plan and Strategic Vision to reflect the broad goals of our community, public input will be an essential component. To help ensure all residents have an opportunity to participate, we are trying to make it as convenient as possible to get involved.

Throughout the process, we will be encouraging residents to host “Meetings on the Go” with their friends, colleagues, and social networks. Any interested resident can get a meeting guide from the City and lead a discussion about their visions for the future, all at a time and location of their choosing. The guide provides instructions, ideas,

and questions for participants. After the meeting, the materials can either be dropped off, mailed back, or even picked up if necessary. This can be a fun way to brainstorm what you would love to see in Kalamazoo and have your voice heard, all in a comfortable and convenient setting. The first Meeting on the Go series (Imagine It!) will take place from January 29 - March 31. The Plan It! series will begin on April 8.

A new and improved version of the Imagine Kalamazoo website will be introduced as well, serving as an online home for discussion. This will give residents another convenient way to be heard from the comfort of their home or office. We expect to be up and running with this new tool and hosting exciting conversations in February.

The City’s strategic vision and master plan set a course for the next ten years, and policies, ordinances, and zoning regulations are ultimately all products of this process. We hope you will make your voice heard, and help encourage others to do the same so we can all work together towards making Kalamazoo the best city possible.

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Year End Deadlines

It's that time of year again! Please be mindful of the following deadlines and help our Management Services Division put a bow on 2015:

1/20

- All p-card invoices for the statement period of 12/16/15 - 1/15/16 must be entered, approved, and received in Financial Services by noon.
- Last Accounts Payable Run that will include 2015 payments

1/21

- Run Open PO Report for carry-forward and close requests and submit to Purchasing as soon as possible

1/22

- Accounts Payable check run for 12/16-1/15 p-card statement period

1/25

- Carry-forward and close requests due to Purchasing

If you have any concerns, please contact Melissa Fuller at x8050.

Staff Changes

New Hires

Lorin Padgurskis
Environmental Services Technician

Promotions

Tanya Echols, Municipal Worker I
James Henry, Municipal Worker I
Lorenzo Hoskin, Municipal Worker II
Ramon Lopez, Municipal Worker II
Terrell Ayers, Municipal Worker II
Larry Beem, Municipal Worker I
Robert Rickstad, Municipal Worker II

KDPS Officers Participate in U.S. DOJ Training

On January 11th, 40 sworn supervisors from the Kalamazoo Department of Public Safety gathered for an eight-hour U.S. Department of Justice Office of Community Oriented Policing Services (USDOJ COPS Office) training on procedural justice: Procedural Justice for Law Enforcement Agencies: Organizational Change through Decision Making and Policy. This training was sponsored in partnership with the Center for Public Safety and Justice (CPSJ) at the University of Illinois at Chicago.

The goal of the training, which was developed by CPSJ and key law enforcement executives, was to promote positive organizational change, uphold police legitimacy in the community, and enhance officer safety. The course emphasized four key pillars of procedural justice: fairness in processes, transparency in actions, opportunity for voice, and impartiality in decision making, and provided practical steps for application throughout the department.

Recently endorsed by the President's Task Force on 21st Century Policing, and long-embraced by the COPS Office, the philosophy of procedural justice aims at the core of a law enforcement organization's culture and provides a structure for positive organizational transformation. Research indicates that efforts to ensure a procedurally just environment within an organization helps officers embrace these same principles as they interact with the public.

KDPS remains committed to identifying and implementing best practices in law enforcement and continuing to strengthen trust between Public Safety Officers and the community served.

New LED Signs Coming to Metro Transit Stops

Starting next week, look for new LED signs at all Metro Transit bus stops! The signs, which will display bus arrival times for each route that services a stop, will be installed throughout the service area beginning on Monday, January 18. And don't forget you can also download the Metro Transit app from the [iTunes App Store](#) and [Google Play](#) for maps, schedules, and to track buses in real time!



Follow-Up Budget Work Session Focuses Departments

City staff presented a more detailed view of their departments to the 51st City Commission at a follow-up budget work session on January 11. Of the topics discussed, two of the most notable were changes to the solid waste program, and the future of the Kik Pool. Public Services Director Sue Founé recommended changing bulk trash pickup to bi-monthly with an increase of the solid waste millage to 1.8 mills to balance the \$2.6M fund. Parks & Recreation Director Sean Fletcher provided some budget figures from the Kik Pool, and began a discussion about its future that will be ongoing throughout the year and surely bring many community members and groups to the table.

The City Commission is expected to adopt the Proposed FY2016 budget, including the Solid Waste program changes, during their January 19 meeting.

Metro County Connect Sunday Service Starts February 7

Residents of Kalamazoo County can take advantage of the recently approved expansion of public transit starting Sunday, February 7, when Metro County Connect begins offering Sunday service.

This expansion by Metro County Connect, which provides residents with origin-to-destination service, is just the beginning of increased public transit service coming to the Kalamazoo area. Metro Transit is currently reviewing passenger surveys and obtaining input from drivers to plan for later evening hours and Sunday service that take effect this fall. Once a draft plan has been completed, a public meeting will be scheduled to obtain feedback and further refine schedules and routes to best meet the needs of our community, so stay tuned.

These increases to public transit service are possible as a result of the Central County Transportation Authority (CCTA) millage request of .75 mills which was approved by voters last August. For more information, contact Metro Transit at (269) 337-8222.



Holiday Tree Drop Off Through January 31



When the time comes to take down your holiday decorations, please take a moment to bring any real holiday trees to the Bank Street Market parking lot (near Bank and Lake Streets). Real trees are biodegradable, easily recyclable, and may be dropped off at any time through January 31. Please be sure to remove all ornaments and other decorations.

Thank You!

Public Services would like to thank the following staff for their hard work and dedication during a difficult transition period. With many new hires and recent changes to procedures, they still managed to perform outstanding work. This diverse group made it possible to complete asphalt work in addition to concrete work, and as a result our concrete crew was able to correct a long-time problem at Mountain Home Cemetery (a project which was ultimately named a Project of the Year by the American Public Works Association).

Bob Polmateer
Lorenzo Hoskin
Zeb Jayne
Seth Lawrence
Terrell Ayers
Charles Blades
Daymeon Little
Tim McPherson
James Leversee

Shawn Jung
Mike Allen
Mike Ankey
Tayna Echols
Jon Klesko
Tom Buszka
Jason Emig
Laura Heskett
Joe Dyson

Winter Jamboree

Parks & Recreation is hosting a Winter Jamboree at Milham Park Golf Course on February 6 from 9:00 a.m. to 1:00 p.m. The Jamboree is open to everyone in the Kalamazoo area and offers the opportunity for some outdoor fun in the snow. Attendees can try a variety of winter sports such as skiing, sledding, and even ice bowling, or leisurely build a snow man or igloo if they prefer. There will also be a team of sled dogs at the event, and a cardboard sled racing competition in which participants re-purpose old cardboard boxes into the fastest sled they can. More event details are available at www.kzooparks.org or by calling the Parks & Recreation Office at (269) 337-8191.

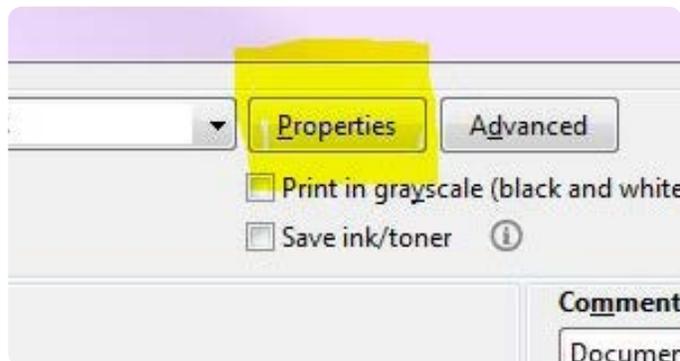


Using Locked Print Jobs

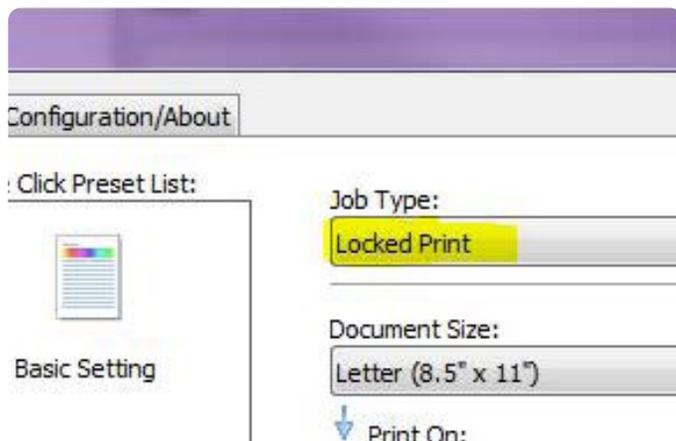
Do you regularly find yourself printing documents that are so incredible you're worried if another employee saw them it might blow their mind? We've all been there. Luckily the fine people of Ricoh have us covered. If you need to print something private and don't want to risk someone accidentally grabbing it or seeing something they shouldn't, its quite simple to use a "locked print job" and feel good about printing on a multi-function device in a common area:

On your computer:

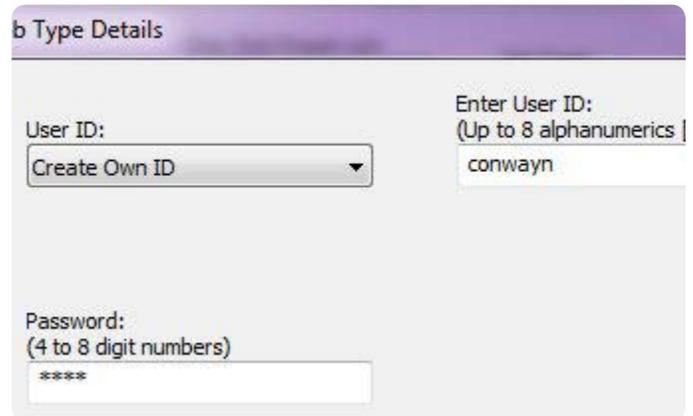
1. When the print dialog box appears, click properties



2. Select 'locked print' under print job



3. Click details and select a user name and numeric password



4. Select print. The document will not print until the password is entered at the copy machine.

At the copy machine

1. Select the printer function
2. Select the print jobs tab
3. Select the user id you chose while setting up the print job.
4. Enter your numeric password.
5. Keep up the good work.



Copier Scans Folder

Although our multi-function devices can scan documents directly to your email, electing to have them sent to the Copier Scans folder on the K:/ drive is often a better choice. Scanning to the K:/ drive removes the size limitations that are imposed by emailing, which could save you from have to scan a large document in several smaller sections that must be combined. It also can greatly reduce the volume and size of files that are handled by our exchange (email) server and need to be backed up.

To scan a document to the Copier Scans folder on the K:/ drive, simply select the folder tab on the copy machine and then choose Copier Scans. The document can then be retrieve from K:/Copier Scans/[department].



Organization-Wide M:/

This week, City staff should begin to see a new drive letter on their computers: **M**. This drive will be accessible by anyone in the city, so documents can now be shared much more easily between City Hall, Public Services, and Public Safety (it will replace K:/public, which was only accessible in City Hall). If you do not see the new drive, you may need to restart your computer. **Think of the M:/ drive as a shortcut to K:/Public that everyone can access.**

Please be aware of the following limitations:

1. Files stored in the M drive can be viewed or modified by ANYONE. DO NOT store sensitive data in this location!
2. Files will be automatically deleted in one year. If you need an exception, please contact IT personnel.
3. Deletions can only be restored from the last 4 business days.
4. We recommend that individuals only store copies of documents in this area. Keep the original somewhere else!

MLK Park Landscape Love

Community members have been stepping forward to care for the beautiful Martin Luther King Jr. park in downtown Kalamazoo and they are now looking for help. They don't need money- they just need labor and smiles!

The group meets at the park with gloves, brooms, and rakes to pick up trash and give the park the dignity it deserves. They park, work, and depart together, sometimes grabbing a beverage afterward to chat and get to know each other.

The next two meetings are January 24 at 1:30 and February 8 at 1:30. For more information or to volunteer, contact Karen Chadwick at [MLKPark.kzoo.LandscapeLove@gmail.com](mailto:kzoo.LandscapeLove@gmail.com).





Did you know you may be able to save more at the pharmacy?

Many pharmacies have programs that offer many generics for free or at a flat cost of \$4 for a 30-day supply, including drugs to treat chronic diseases. While this may be a good value for people who don't have prescription drug coverage, people with Blue Cross Blue Shield of Michigan prescription drug coverage who pay cash for these drugs may be paying more than they should.

The next time you visit your pharmacy, present your Blue Cross Blue Shield of Michigan (BCBSM) ID card and ask the pharmacist to file a claim for your prescription. Filing a claim for these drugs may help you save more; as well as help make sure you're getting the most from your medications.

There are advantages to using your BCBSM insurance card, even for low-cost drugs:

You may pay less

- As a Blue Cross Blue Shield of Michigan member, you get discounted prices on covered drugs.
- For many generic drugs, the BCBSM cost is less than the \$4 your pharmacy charges.
- Transactions apply towards your deductible and out-of-pocket maximum.

Better quality of care

- A complete list of all the medications you use helps us improve your overall quality of care.
- Our claim system automatically reviews each claim to make sure the drug prescribed is right for your age, gender and overall health and a complete list of your drugs helps us improve your overall care and identify possible gaps in your medication care.
- This information helps us work with your doctor to improve your care.

Greater safety

- Each drug claim is reviewed for several safety factors, including possible drug interactions, inappropriate dosages and duplicate medications.
- When you pay cash instead of using your BCBSM benefit for your drugs or when you use multiple pharmacies for your prescriptions, we don't have a complete record of your medications.
- By asking your pharmacy to file a claim for your prescription drugs, it helps ensure you receive the right medications.

Avoiding fraud

If you use your insurance card when you buy prescriptions, BCBSM can quickly spot unusual activity. This effort not only saves everyone money, but also helps protect your health care record.





AP & Requisition Training

Thursday, January 21, 2016

9:00 am – 12:00 noon

Wastewater (Harrison)

415 Harrison - Conference Room A

or

Thursday, January 28, 2016

8:30 am – 11:30 am

City Hall Community Room

241 W South Street

With the recent elimination of the Limited Expense Purchase Order (LEPO) and other changes that have happened in Accounts Payable & Purchasing over the past few years refresher training is being offered on AP processes and Requisition entry. AP & Requisition Training will provide information and tips about the City's Eden system and serve as a forum for asking questions to assist in better utilizing it. Whether you are a veteran or rookie using the City's accounts payable and/or requisition processes, this training will prove helpful.

Who should attend?

- It is **HIGHLY** recommended that any person who enters or approves invoices and/or requisitions attend this training

What are the objectives for this training?

This class will include:

- Discuss the elimination of the LEPO (why it was done and what you can do)
- Training for using the requisition module
- Saving and attaching documents on the City's S:Drive
- Deadlines
- Invoice entry review
- Vouchers

Why are we offering this training?

If you are new to your position this is an opportunity to receive formal requisition entry and accounts payable training. If you have been entering requisitions or invoices for a while but some of it doesn't make sense this is a good time to review the process and ask questions.

Who is doing the training?

Teresa Johnson, Purchasing Manager and Melissa Fuller, Financial Services Manager will conduct this training.

How do you register?

To register, respond to this email or call Human Resources at 337-8052. Class size is limited.

Be prepared to take notes at this training.