

City Manager's Report

FEBRUARY 15, 2016

Grants Applied for and Received

There was no activity for this month.

Community Planning & Development (CP&D)

➤ Planning

At the January 7, 2016, Planning Commission meeting:

- the Commission, received an update on the 2015 accomplishments of the site plan review program. Sixty-seven projects were processed, which is the highest number since 2007.
- A presentation on the Farmer's Market re-design project was postponed.
- City Commissioner Urban was present to answer some questions regarding the Outdoor Sports/Entertainment Lighting and Noise Ordinance.

Four site plan projects were processed in January as follows:

1. New building and a building addition for the Fastenol Company at 3620 Miller Road
2. Add equipment to the city water tank at 549 Dartmouth by Verizon Wireless
3. New building for the Family Health Center at 505 E. Alcott
4. Add equipment to the City water tank at 1233 Edgemoor by T-Mobile

Staff completed a training log for city board and commission members as required by the MEDC Redevelopment Ready Communities Program. The log will be submitted to the MEDC for review and approval in early February. Work on the City Public Participation Plan continues for the Program as well, and a Marketing Plan will be developed in 2016.

➤ Zoning

At the January 14 Zoning Board of Appeals meeting, the Board denied the following uses:

1. A temporary use approval for Tim Housler of Main Street Properties, LLC for 1115 Euclid Street to use this property as a gravel parking lot for employee and contractors of Main Street Properties, LLC until July 14, 2016 (six months).
2. A second temporary use approval for Tim Housler of Main Street Properties, LLC for 1123 Lafayette Avenue to use this property as a gravel parking lot for employee and contractors of Main Street Properties, LLC until July 14, 2016 (six months).
3. A dimensional variance of 12 feet from the required 25 foot front yard setback for a building addition to the Tree of Life School at 2001 Cameron.
4. A dimensional variance for Steve Hassevoort at 4014 Lakeside Drive to allow a home occupation to have five (5) nonresident employees on the premises where the maximum allowed is one nonresident employee.

5. A dimensional variance for Cole Nissan at 3003 Stadium drive for an 8% impervious cover increase requested to expand the parking lot and add a used car sales building on the site.

➤ Code Compliance / Anti-Blight

Code Compliance completed over 620 enforcements in the last month. Over 100 were Christmas tree notices, in which a letter was sent with no charge to remind people that the City will not pick up their trees.

➤ Building & Trades

December's year end permit total was 3,956, representing 65,459,765 in construction valuation. The year-to-date permits are 203, representing year-to-date construction valuation of \$6,435,581.

➤ Community Development

CP&D staff worked with the Community Development Act Advisory Committee (CDAAC) sub-committees to finalize draft funding recommendations for the 2016 HUD program year. Recommendations were presented at the January 14, CDAAC meeting. CDAAC approved the recommendations and voted to request the City Commission open the 30-day public comment period for the 2016 Action Plan at the February 15 meeting.

Community Development received the agreement for the Michigan Land Bank Fast Track Authority for Blight Elimination. The \$217,350 grant is for the demolition of publicly and privately owned residential and commercial property.

Community Development staff toured 1226 Washington which was completely rehabilitated with HOME funds by Urban Alliance and His Kingdom Housing. Much of the work was done by Washington Street residents and will be leased to own by a current Washington Street resident.

Economic Development (ED)

Economic Development staff continues to work closely with the Brownfield Redevelopment Authority (BRA) moving forward on the recently approved mixed use projects (two).

Staff has initiated discussions with local developers for new redevelopments; this includes potential development opportunities in the Davis Creek Business Park (DCPB).

City Staff (Economic Development, Public Services and CP&D) continue to make progress with the roundabout project that will be located at Gull & Harrison.

Human Resources (HR)

The annual OSHA report for Summary of Work-Related Injuries and Illnesses for 2015 was compiled and prepared for signature and distribution to each City of Kalamazoo department.

➤ HR Advisors

Staff initiated the Lieutenant promotional exam process and sent the posting. The test date has been finalized and will take place in March.

Staff conducted SME review of the 2016 Detective promotional exam.

Staff met to discuss next phase of PSO hiring process and assignments needed (interviews, fire & agility, and background team). Staff assisted in screening the background packets of 154 candidates, determined/updated scores for passing candidates, corresponded with all candidates regarding their status, and invited selected candidates to first round interviews and the fire/agility test.

January CDL random alcohol/drug screenings for AFSCME employees were conducted with Bronson ProHealth.

➤ Benefits

Staff are beginning to compile and update information on retirees for our annual actuary OPEB valuation.

Provided notice to all employees via paystub attachment on January 13 that the employer provided form for proof of healthcare coverage, as required by the Affordable Care Act (ACA), has been granted an extended distribution date and that employees may file their 2015 tax returns prior to receipt of the form.

Training classes were offered per the schedule below:

Class Title	Date	Location	Time	# Attended
A/P & Requisition Training (facilitated by Management Services; announcements, registration, tracking by HR)	1/21/16	Harrison Facility Conference Room A	9:00 a.m. – 11:30 a.m.	19
	1/28/16	City Hall Community Room	8:30 a.m. – 11:30 a.m.	19

Information Technology (I.T.)

I.T. staff handled 582 unique trouble tickets in the month of January. 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 38 times during the month of January. 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.

Kalamazoo Department of Public Safety (KDPS)

The Criminal Investigations Division (CID) investigated a homicide this month in which a victim was shot and killed by his step-grandfather. The accused was arrested and is currently in the Kalamazoo County Jail awaiting trial.

The CID also investigated an incident where a female was shot in the arm as she was driving her car in the area of Nola and Staples Streets.

The CID has been investigating a rash of counterfeit bill cases this month. There have been over 10 separate incidents in the city and many others in Kalamazoo County and Township. The CIDs of all the jurisdictions are working together on these cases.

In the first month of the year, KVET has continued the battle against drug trafficking in and about the city of Kalamazoo. KVET made 21 drug cases in January.

KVET investigated 1 meth lab in the month of January.

Management Services

➤ Assessor

Bills have been sent to all delinquent accounts. Phone calls and counter questions have been pouring in. Staff are in the process of reviewing returned mail for account activity and active status. Due to the high volume of returned mail, phone calls, and messages this process is taking longer than expected. Collections have been made on numerous accounts. Staff focus is currently on a list of accounts owing more than \$5,000 in a given year. We are still researching parcels that would be eligible for write-off.

2016 personal property statements were mailed out to the businesses having personal property in the City of Kalamazoo. Additionally, the mailings included the exemption affidavit for personal property accounts which have less than \$80,000 in true cash value. Personal Property Statements are due February 23. Personal Property Exemption Affidavits are due by February 10. There is no extension of the deadline.

Letters were sent out to all industrial personal property accounts notifying them of new manufacturing personal property forms and where they can be attained. All these accounts received the regular personal property statement that has a bold section describing the new form for those that qualify.

Staff expect assessment notices to be mailed by February 12. The scheduling period for in-person protests to the March Board of Review will be from February 12 through March 4. The March Board of Review will begin hearing protests on March 9. Letter appeals will be received through March 17.

Fourth Quarter Projections for 2016 (as of 12/31/2015) will be finalized the first week of February once all data entry is complete for real property.

➤ Budget and Accounting:

Staff attended training on audit requirements for the new Single Audit Uniform Compliance.

The second group meeting with Metro Transit staff was held to review the project timeline and assist with the transition to CCTA in October.

Staff viewed two web demonstrations of web-based software which would allow for greater transparency in the City's financial systems.

Inventory valuation methods in Eden were updated from average cost to First-In-First-Out (FIFO).

➤ Financial Services:

Staff reconciled vacation balances for AFSCME, KMEA, KPSA, KPSOA & NBU, and reconciled and distributed W2 statements. Staff also reconciled 941 tax forms.

Staff processed weekly and monthly accounts payable disbursements, and communicated year-end AP deadlines to EDEN users on a weekly basis. All year-end deadlines were successfully met. Staff reconciled and distributed 1099s to vendors, and discussed green slips with Internal Auditor.

➤ Purchasing:

Staff worked collaboratively with City Departments to prepare and distributed bid documents through the City's website for four purchasing projects.

Staff reviewed and created 345 purchase orders and processed 21 change orders.

Staff is administering prevailing wages for four construction contracts.

Staff is working on term contract extensions for 25 term contracts that expired in the 4th quarter.

➤ Treasury:

Staff met with a group from Public Services to discuss the large amount of re-read orders being created, and a variety of other issues currently being experienced. The group plans to meet on a monthly basis to discuss current issues and what steps need to be taken.

Staff established regular weekly meeting with Olameter to discuss no reads and re-reads. Olameter began returning to properties after reads were done to verify if reads could not be obtained.

Staff continued working with Point & Pay towards a March 1 implementation date.

Utility Billing – Utility Bills issued in December:

- 15,117 Original Bills
- 594 Original Bills sent via email
- 3,378 Reminder Notices
- 1,727 Final (shut off) Notices

Parks and Recreation

➤ Recreation Division

This month, the Recreation Division After School Programs picked back up after the holiday break. The Oakwood Neighborhood Association program is at capacity with 13 students. The YDC Afterschool Program begins running 5 days per week now instead of the traditional 4 that have been done in the past. We were able to offer this option with the help from the CDBG grant money. The program will run 5 days per week until June 3rd this year, which gives kids access to quality after school programs throughout the school year.

The Swim for Success program continues to have excellent enrollment. The sessions take a break over the holidays and resumes when Kalamazoo College resumes classes. The first session in the New Year is close to capacity with 44 students enrolled.

Our Winter/Spring Guide was produced to market our events and programs taking place up through Easter. We have copies to hand out and will also be doing a targeted mailing of the piece to City Residents with children.

➤ Communication / Outreach

Staff took part in the NACD “Show Me the Money” Program on January 9. We attended the program with games and activities for the children whose parents attended the workshop.

On January 20, staff attended the Greenleaf Hospitality Group Employee Health Fair, which was organized by Greenleaf at the Radisson Plaza Hotel for their employees to attend and visit with companies and organizations to promote health and wellness. We handed out our Winter/Spring Guide, 7 Impacts Parks piece, and Fitness in the Parks information. We displayed our new website and online registration platform, and spoke with employees about the different programs, events and parks that we have. We raffled off two Kik Pool Family passes and conducted a mini Free Throw Shooting competition for people to win some of our new logo T-Shirts. We were able to speak to almost 300 employees.

The department has won two awards from mParks, the State Parks and Recreation Association. We received an Innovative Program Award for Lunchtime Live!, as well as a Marketing Award for best website for our new website www.kzooparks.org. We will be accepting the awards at the state conference in February.

➤ Parks Division

The park staff continues snow removal in specific parking areas and along sidewalks throughout the park system.

On January 18, the parks department had six volunteers paint the McLinden Trail sign. The six volunteers were part of a city wide volunteer effort for Martin Luther King Jr. Service Day. The trail sign is scheduled to be installed in spring 2016 once the snow melts and the ground thaws.

The parks manager is currently working on the temporary employee hiring plan and schedules for the 2016 park season. Temporary positions include: park rangers, general park field workers, and sports facilities field workers. The park ranger positions are new for the department in 2016. The position was created out of a need to provide better customer service regarding the hours of availability of the park restrooms to the public. The goal of the park rangers is to enforce park rules, secure park gates and restrooms, and perform general maintenance duties in the parks. In total, the department looks to add eleven temporary employees starting March 28.

The parks manager is currently working on the Memorial Bench and Tree Program for the 2016 park season. Brochures for both programs have been created and a draft has been reviewed by the director. A Memorial Bench and Tree program is another opportunity for the department to generate revenue for the City, but above all else, allows the public to memorialize a loved one. The parks manager is currently working with local site furnishing supplier Landscapeforms to get pricing on the bench and local nurseries for plant material pricing. Once general cost information for the bench and trees are determined park staff, hours will be assigned, and a final total cost tabulated for each program.

The automated exit/entry gate at Mayor's Riverfront Park is scheduled to begin operation on February 1. Staff are working to create a list of authorized users. Automation of this gate will eliminate the need for Public Safety to physically secure the gate, which will allow them to focus on other priorities in the city. Automation of the gate will also eliminate the need to hire a security company in the 2016 park season to secure the gate on the weekends, further reducing costs and allowing the department to focus funds on priority park-related items.

On January 27, staff met with Patricia Taylor, Executive Director of the Eastside Neighborhood Association to discuss City CDBG grant funding options for improvements at Rockwell Park. They presented a concept plan for potential improvements, noting the plan is not final and is intended to start conversations for improvements with the community. The parks manager is to provide a cost estimate for the improvements to Patricia the first week of February.

Public Services

➤ Accounting

Staff received several follow-up damage claims from the 2015 claims contractor during January and began receiving claim submittals from the new claims contractor.

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 Kalamazoo County shared Traffic Engineer and Traffic Signal Technician.

➤ Administration

City Administrative staff representative presented information on the City of Kalamazoo's corrosion control program and wastewater treatment phosphorus removal techniques as requested.

➤ City Wide Maintenance

Staff ensured that the downtown snowmelt system was functioning for snow removal.

Staff worked with outside contractors to ensure that custodial services were being met on a continuous basis and that contractors were finalizing their structural maintenance activities prior to the end of the year.

➤ Customer Service

In January, staff scheduled 10 full burials, three cremated remains, sold seven final resting sites, met with 13 cemetery related visitors, and responded to 72 calls.

Thirteen snow sidewalk blocking violations were given in January and one sent to Public Safety for non-compliance. Snow removal notification letters were mailed out to all property owners along Stadium from Howard to Drake and to Drake property owners from KL to West Main and all property owners along West Michigan from Drake to Howard.

There were 11 work orders created for various public services related tasks, 21 pot hole work orders on local/major streets, nine work orders for pot holes on state trunk-lines and seven forestry related work orders.

➤ Engineering

Staff worked with the contractor to finalize the completion of the Local and Major Streets projects for 2015-Majors (Rose Street, Riverview, Mills, Portage from Crosstown to Egleston, Pitcher from Water to North, Alamo from Douglas to City Limits, Manchester from Kilgore to Covington); Locals-(Audubon from Rambling to West End, Manchester from Covington to North end, Robin Lane from Parker to West End, William street from Cobb to Westnedge, White Oak from Lakeside to Bronson, Stone Street, and Princeton).

2016 Street Designs began in January and will be completed by staff prior to bidding the contract in March; community meetings will be held prior to construction that is expected to begin in May.

Staff continued to work with property owners along the downtown trail way to secure easements or property for portions of the downtown trail way through Kalamazoo, the Willard Phase #1 from Harrison to Walbridge was completed in 2015. Staff continued to review current and proposed trail way routes as part of the non-motorized plan update and began work on the KRVT Portage Creek Trail way DNR grant submittal due April 1.

Staff began mapping protocol for historical, current and future Sanitary Sewer Overflows for inclusion in the ongoing NPDES Wastewater Asset Management Plan.

Preliminary 2018-2020 Kalamazoo Area Transportation Study (KATS) submittals indicate potential funding for Pitcher Street in 2018 and Portage Road in 2019 and no funding for 2020 projects. The 2045 Plan is now on the KATS website for review.

Two hundred seven Right-of-Way permits were issued in 2015 by the coordinator for a total revenue of \$18,400.

➤ Environmental Services

Staff collected and submitted several lead/copper tests for residents in January due to the Flint lead issue, provided details concerning the 2014 lead and copper report, lead and copper sampling and residential reporting protocol and analytical-line replacement flow chart.

Staff collected and analyzed the state required 120 monthly water distribution bacti and chlorine residual samples for January; conducted volatile organic samples at Central and Station 11; collected and analyzed several main break samples bacti samples and four contract samples; completed all required unit process control and NPDES permit required Wastewater sampling for January including the quarterly WET test event for the outfall and low level mercury.

Staff reviewed several site plans to evaluate the need for environmental controls.

Staff completed required annual industrial pretreatment inspections at Bentelers, WKW-Bowers, Wright Coating, Lawrence Industries, Aluminum Finishing Company and Kaiser Aluminum.

Staff participated with the Auto Ion PRP group in preparation for the 5-year review, initiated the contaminant source inventory and risk assessment portion of the Wellhead Protection Program grant.

City staff met with staff from the Michigan Department of Environmental Quality (MDEQ) to discuss status and strategy to proceed with the proposed new Water Pumping/Wellfield in Oshtemo Township.

➤ Field Services

Public Services staff cleared snow from the state trunk lines, major and local streets within the 24-48 hours preset timeframes; repaired 21 water main breaks, repaired one service, replaced four lead service lines, installed one new service line, and service line valves, exercised 53 gates, repaired eight gates, repaired 30 curb boxes, repaired 21 meters, repaired 48 hydrants and restored several lawns, drives, roads, and sidewalks damaged during water related utility work.

Heightened preventative maintenance tasks and schedules for off road sewer lines and manholes were conducted; staff cleaned 18,683 feet of the sanitary collection system, completed collection system repairs on a lateral within the right of way on Westnedge, repaired a lateral line along Stadium, and began trenchless work on the Crystal Lane sanitary line in Oshtemo.

➤ Fleet Services

Fleet closed 203 vehicle work orders in January. One hundred and seventy were repair work orders; the repair work orders included 34 from Public Services, 80 from Public Safety, 13 from Wastewater, 29 from Water, three from Parks, two from Community Planning & Development, one from City Hall, one from pump stations, three from KPS and four miscellaneous repairs from Streets. Thirty-three of the orders were preventative maintenance and included three from Public Services, 23 from Public Safety, seven from Water.

➤ Safety

Staff continued to focus on safety efforts and corresponding regulatory required construction safety compliance standards.

Staff posted the required workplace injury reports for both sites on all employee informational boards by the annual February 1 deadline. Staff worked with the Consultant to continue ongoing efforts to review and revise the various safety training programs for Public Services, as Confined Space training, ergonomics training, job hazard assessments, the Water Emergency Response Plan and the arc flash awareness training for staff.

➤ Solid Waste

Public Services staff discussed the solid waste bid submittals and program options at the January Commission meetings. A solid waste millage increase was recommended with ongoing weekly recycling and bi-monthly (quarterly) bulk trash collection.

Ninety-five tons of bulk trash and 123 tons of recycling was removed from the curb lawn. 234 cubic yards of trash and other debris were removed by the City's contractor for various code violations.

➤ Wastewater

Public Services staff worked on various capital improvement and maintenance projects as well as monitored and implemented on-going treatment enhancement efforts.

Replacement of two of the Tertiary Screw Pumps was finalized in January.

Staff continued to gather information for the Wastewater System's Strategic and Asset Management Plan (capital improvements); the plan anticipates four to five million dollars in improvements annually over the next ten years.

➤ Water

Public Services staff worked to ensure the 473,404,439 gallons (or an average of 15.27 MGD of safe drinking water) was pumped into the Water System in January of 2016.

Staff dealt with 29 customer water quality concerns within various locations throughout the system and continued to troubleshoot, replace and repair water supply and distribution equipment.

Staff began working on the Water System Asset Management Plan and will map all water mains utilized to move water throughout the system and the direction of water based on various scenarios.

The Gull Street Bridge water main will be upgraded from an 8 inch main to a 12 inch main when it is repaired this spring, the design for the main was started in January.

Transportation

➤ Ridership

There were 241,136 passenger trips provided system-wide in the month of December, 2015, and a total of 2,996,855 passenger trips provided system-wide in 2015.

The number of rides provided on Metro County Connect service is up 7.9% over 2014. The Community Service Van program had an increase of 50.7% over 2014. The number of rides on the Metro Transit fixed-route bus service has dropped 8% compared to 2015. The decrease in ridership was impacted this past year by new identification badges issued in October 2014 by Western Michigan University that no longer allow for use as bus fare by previously graduated students. In addition, other transit systems are seeing decreases in ridership which is being attributed to low gasoline prices.

➤ January Activities

Metro Transit held a focus group on January 28 to gather feedback on proposed routing enhancements that include increased late-night service, increased frequencies on some routes, and the addition of Sunday service which will go into effect in September. The focus group consisted of bus passengers as well as representatives from agencies that depend on public transportation services.

LED bus signs are being added to various locations around the community. The signs are being placed inside bus shelters and will provide real-time bus location and arrival information.

Sunday service between 8 am and 5 pm on Metro County Connect will begin on February 7. Sign-up to schedule Sunday rides on Metro County Connect has already begun. Sunday service is available anywhere in Kalamazoo County and has the same fare structure as Monday through Saturday service.