

City Manager's Report

APRIL 18, 2016

Grants Applied for and Received

In January 2016, the Michigan State Land Bank Fast Track Authority released a Request for Proposals for the Blight Elimination Program. CP&D applied for a grant of \$84,000 to demolish the commercial building directly adjacent to the Farmer's Market to facilitate the market expansion. On Friday, March 11, the Michigan State Land Bank announced that Kalamazoo was awarded \$84,000 for the demolition of the commercial property. This is the second Blight Elimination Grant the City of Kalamazoo has been awarded by the Michigan State Land Bank Fast Track Authority. In 2015, Kalamazoo was awarded \$217,350 to demolish nine residential and six commercial properties within the core downtown neighborhoods. These core neighborhoods received over \$17 million in Neighborhood Stabilization Program (NSP) 1 and 2 investments. This new award is located next to the new Market Place development where 23 new homes were built and purchased by low-to- moderate income buyers.

A grant application was submitted to MDEQ on March 31 for funding of single stream recycling carts for the City in the amount of \$417,725. Staff was able to obtain commitments from two private haulers to match the additional \$417,726 required. The grant will be awarded in May 2016; Public Services staff will also be applying for a standalone grant with Recycling Partnership that will provide an additional \$7 per cart (16,709 for a total of \$116,963) and an additional \$1 per household for education and outreach for conversion to single stream recycling.

Community Planning & Development (CP&D)

➤ Zoning

At the March 3 Planning Commission meeting, the Commission took the following actions:

- Approved a special use permit to allow an expansion of the Tree of Life School facility located at 2001 Cameron.
- Recommended approval of a request to the City Commission to rezone a portion of 827 S. Westnedge Avenue to place the entire parcel in one zone and to allow the laundromat on the site to be expanded.
- Denied a request for a special use permit to allow 1115 Euclid Avenue to be used as a commercial parking lot by Main Street Properties.
- Five site plan projects were processed as follows:
 1. The addition of an outdoor seating area for a new Uccello's restaurant at 4400 Stadium Drive.
 2. The addition of the Robison Auto Sales use at the Otto Kihm site, 425 E. Vine Street.
 3. A new building for Fulton Excavating located at 2516 Miller Road.
 4. A change in use of the building at 1407 Ravine Road to CrossFit Kalamazoo.
 5. A new parking lot for the Urban Nature Park located at 426 E. Michigan Avenue.

- The MEDC approved the city board/commission training schedule that was required to be created as part of the Redevelopment Ready Community certification.
- A request was received to vacate a section of Cork Street between Westnedge Avenue and Whites Road to accommodate a new commercial project in that area.
- A traffic volume study is being conducted to determine the potential impact of vacating this section of the street.

The Planning staff is also preparing a request to rezone 21 parcels located in and adjacent to the Parkview/Oakland Drive intersection to the Neighborhood Commercial zone. This zone is supported by the future land use plan for the area. This will be the first of four staff-initiated rezonings to clean up zoning in certain areas of the community to come into compliance with the land use plan.

➤ **Building & Trades**

In the month of March there were 203 permits issued, representing \$12,136,749 in construction valuation. These figures brought year-to-date permits to 774 representing year-to-date construction valuation of \$22,792,120.

➤ **Community Development**

CP&D is working with Michigan State Housing Development Authority (MSHDA) to provide technical assistance to local housing organizations to become Certified Housing Development Organizations (CHDO). Fifteen percent of our annual HOME allocation must be given to a CHDO. The City of Kalamazoo currently has three CHDOs: Habitat for Humanity, LIFT Foundation, and Northside Association for Community Development. Technical assistance will help with capacity building for current CHDOs and assist interested organizations in obtaining their CHDO designation.

Economic Development (ED)

Economic Development (ED) staff continues to work closely with local developers to ensure multiple start dates on projects are met in/around the downtown area.

Staff continues to meet with Family Health Center in order to ensure fulfillment of grant mandated requirements at an outdoor fitness park at their Alcott Street location.

ED staff worked with the Brownfield Redevelopment and Economic Development Corporation boards on officer nominations and appointments for the 2016 project year.

Human Resources (HR)

Staff continued preparation for Metro Transit/Central City Transportation Authority transfer.

HR implemented the successful renewal of a third Weight Watchers at Work session

expanding the group to 23 members beginning on March 31st.

➤ HR Advisors

Staff administered the Lieutenant, Sergeant, and Detective promotional exams, and Lieutenant exam review packets/sessions.

The March CDL random drug/alcohol screens were conducted.

Staff continued preparations for our 18th annual Respecting Differences event, *Bridging the Generational Divide*, to be held on April 13.

➤ Benefits

HR staff received file from Cornerstone Municipal regarding the 1095-Cs for active employees and pre-Medicare retirees. Distribution of the ACA forms was due by 3/31/2016 and completed on 3/29/2016.

Training Schedule

Class Title	Date	Location	Time	# Attended
New Hire Orientation Part A: Overview & City Policies	3/31/16	City Hall Community Room	8:30-10:00 a.m.	11
New Hire Orientation Part B: Benefits	3/31/16	City Hall Community Room	10:15-11:15 a.m.	8

Information Technology (I.T.)

I.T. staff handled 688 unique trouble tickets in the month of April. 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. 895 calls were handled by City Hall I.T. staff during the month of April.

The web-based reporting tool built by I.T. staff was used by citizens 110 times during the month of February. 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 Investigation Division (CID) is working a child death investigation where four year old Kharisma Richardson was found dead in her home.

The CID is also working an armed robbery at the Phillips 66 gas station on Stadium Drive where two masked men robbed the clerk at gunpoint.

The CID is working a case where a named suspect fired gunshots at the victim while she drove away in her car.

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 30 drug cases and seized three firearms in March.

KVET has investigated eight meth labs thus far in 2016.

Management Services

➤ **CFO**

Supported City Manager's preparation for new revenue work session, including development of 5-year projection charts, Priority Based Budgeting worksheets for expenditure and program reduction scenarios, and how Blue Ribbon Revenue Panel options for revenue would impact future estimated deficits in the General Fund.

Staff worked with Tyler Systems to finalize plans for creating a new CCTA financial database.

Staff worked with Management Services Coordinator and Purchasing Manager to develop a calendar of purchasing activities for 2016 to coordinate bid projects with departmental project managers.

➤ **Assessor**

Assessment notices for real property (22,742 notices) were mailed out February 10. Personal property assessment notices (1,492 notices) were anticipated to be mailed on March 2. 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. The Board will finalize the roll on March 23.

➤ **Budget and Accounting**

Staff has been busy preparing year end accruals and reconciliations of City accounts in preparation of the year-end audit. The City's external auditors, Abraham & Gaffney, were on site for two days in February to perform preliminary procedures and determine federal programs to test for the City's single audit.

Staff met with CP&D, Treasury, and I.T. staff to review the updated permit cash receipts procedures. The departments will continue to work together to work out bugs in the new process to streamline the procedures and ensure control over cash receipts.

Staff met with KDPS to review procedures and accounting for State training funds. We will update procedures with the 2016 award to streamline accounting procedures for the State training funds.

Met with Public Service's Engineering to review Lucity Software to learn how accounting staff may use the program to gain information for capital additions in the water and wastewater systems.

➤ **Financial Services**

Staff processed weekly and monthly disbursements, attended Account Payable AP & Requisition Entry training, and filed 1099's with the State and IRS.

Staff is working with I.T., HR & Clerk's office to create an import process to activate/inactivate election workers as this process is currently very time consuming. Also, we will be importing the election worker pay via spreadsheet in to EDEN. This new process will be tested with the March 8th election.

➤ **Purchasing**

We are working collaboratively with City Departments. Bid documents were prepared and distributed through the City's website for seven purchasing projects.

Reviewed and set up 273 purchase orders and processed 17 change orders.

Purchasing staff are administering prevailing wages for four construction contracts.

➤ **Treasury**

Camera installer viewing capabilities were placed on the cashier's desktops. This will allow the cashiers to monitor and manage the number of people waiting in line and request back-up assistance as needed.

The new Cashier position that was added in 2015 will enable us to eliminate the banking lockbox program by July 2016, when we issue Summer Tax Bills. The lockbox was instituted in 2010 to process mail payments off-site and save staff time and money. However, years of experience have demonstrated that we can now process mail payments more efficiently in-house. This change will save the City roughly \$75,000 of lockbox fees.

The City will also be changing to a new credit card processing platform in March called Point and Pay. The credit card convenience fee is 3% per charge with a \$2 minimum fee for the customer. This was set up many years ago in order to encourage the use of credit cards and

improve processing efficiency. However, it has become the norm that utilities require their customers to pay their own credit card convenience fees. This change will save the City roughly \$60,000 of credit card fees.

Utility Billing – Utility Bills issued in February:

15,968 Original Bills
400 Original Bills sent via email
3,066 Reminder Notices
2,261 Final (shut off) Notices

Parks and Recreation

➤ Recreation Division

Summer Program details were sent to our marketing firm to begin work on the creative design of the summer mailer. We have set the mailing timeline for the middle of April. Our marketing firm also submitted ads in FYI magazine for the Summer Camp Guide, Discover Kalamazoo Visitors Guide, and Kzookids.com for their Summer Camp Guide. Our camp photo was chosen to be the cover photo for FYI magazines' Summer Camp Guide, along with the main website page listing for kzookids.com summer camp guide.

We have received a great response to our lifeguard and guest services postings on the website. Applications have been coming in and we will begin interviews the beginning of April to finalize the Kik Pool Staff.

On March 26 the 19th Annual Egg Hunt was held at Mayors' River Front Park. Nine hundred kids registering as they entered the park for the egg hunt. The new Field and Stream store sponsored the candy for the event, along with the Kalamazoo Jaycees (volunteers), Kalamazoo Growlers, KDPS, Harding's Markets and Life EMS. The event was a huge success with attendance reaching 2,000 people for the two hour event.

The annual Adult Softball Managers Meeting was held on March 2. At the meeting, we presented the new options for softball with teams paying the umpires at the fields on game day. The decision for teams to pay umpires was a result of PBB discussions and will reduce the expenses associated with adult softball. Staff explained the reasoning and answered questions during the meeting. At the conclusion of the meeting, all the managers understood the reasons we are changing things and were appreciative that Adult Softball is continuing to be offered by our department.

➤ Communication / Outreach

Staff participated in the SPK's Summer Program Initiative meeting at Interfaith homes on March 28th. This was a meeting with young people and their parents at Interfaith to start the discussions of what they would like to do for the summer, opportunities they would like to be exposed to, and what will be the next steps in offering programming to them this summer. It was a very good turnout, and some great discussions were brought up to begin the process

of developing the programming.

➤ Parks Division

With the warmer temperatures for the month of March the park staff continues to get a jump on tasks typically performed later in the spring season.

In early March the Parks Manager developed a proposal and is seeking quotes for fertilization and weed control treatments for various athletic fields located throughout the park system. The intent is to improve the health of the fields allowing them to better withstand foot traffic and increase revenue by increasing rental requests for use.

On March 2, staff met with several community members to discuss the current and future holiday decorations in Bronson Park. Each member of the group was tasked with finding precedent images for potential decorations for the park. The next meeting in April will be to discuss each member's findings and determine the best options for the park. The Parks and Recreation Director and Parks Manager will draft a document to seek grant funding for the decorations, which is due mid-May.

On Monday March 7 the Parks Manager attended a preconstruction meeting with several members of the Public Services Department to understand the water tower rehabilitation project that will be taking place at Spring Valley Park from mid-April to the beginning of July. Based on the information that was gathered, the Parks and Recreation Department produced several documents to post to the department's website informing the public the impacts of the project and alternate park entrances to use during construction.

On Tuesday March 8, staff met with several community members and a local native plant expert regarding proposed native plant material at Martin Luther King Jr. Park. The group had a roundtable discussion regarding locations for the native plant material within the park as well as the pros and cons of native plant material. It was decided that the native plant material would be planted around the new park sign scheduled to be installed mid-April. Funds to support this effort are being sought from the Nancy Small Memorial Fund. The department assisted a community member with the grant application.

To better accommodate league and tournament baseball at the Versluis Dickinson Softball Complex the department is expanding the infields at Dickinson fields D2 & D3. Work for the infield expansion started the week of March 14 by an outside contractor. Work is scheduled to be complete by early April. With the upgrades Dickinson fields D2 and D3 will now be able to accommodate 90 foot base lengths. This will allow for a larger spectrum of age groups and opportunities for increased revenue.

On Tuesday March 15, staff attended a neighborhood association meeting with the Vine Neighborhood Association to announce the Davis Street Park improvements project. A design visioning session hosted by the Parks and Recreation Department is scheduled to

occur on April 20 at the Vine Neighborhood Association building located on S. Westnedge Avenue for public input and ideas.

On Wednesday March 16 the parks manager assisted the Director of Community Planning and Development and the City Planner by assisting the facilitation of an "Imagine Kalamazoo" session at a local restaurant/bar regarding the City of Kalamazoo's future master plan and the aspect of sustainability. The night was filled with lively discussion from over 16 members of the community. Thoughts on the master plan ranged from economic sustainability to environmental sustainability and what that means for the City of Kalamazoo.

On Monday March 21 the staff attended a meeting at Community Development and Planning to discuss ideas regarding the Pop-Up bike lane planned for downtown Kalamazoo in 2016. The department pledged support to the City Planner regarding the event. The Parks Manager is scheduled to assist in evaluating the route for potential concerns and safety.

Public Services

➤ **Customer Service**

In March, staff scheduled six full burials, four cremated remains, met with 13 cemetery related visitors and responded to 93 calls. Staff continues to update work practices and standard procedures. There were 26 work orders created for various public services related tasks, 70 pot hole work orders on local/major streets, 14 work order for pot holes on state trunk-lines and 36 forestry related work orders.

➤ **Engineering**

2016 Street Designs for Dutton Street, Tremont Street, and Jack Pine Drive are being finalized to bid out the contract in April.

Design work is still ongoing on Farmers Alley, with a deadline to be to purchasing by May for the City's share of construction, which starts in July.

The Ransom traffic circle project which includes work on the Gull Road Bridge and Ransom 42" sanitary interceptor is due to purchasing by mid-April.

Staff continued design team stakeholder meetings for the route for the KVRT downtown trailway. Staff continued to work with property owners along the downtown trailway to secure easements or property for portions of the downtown trailway through Kalamazoo, the Willard Phase #1 from Harrison to Walbridge was completed in 2015.

Staff continued to provide all required inspections services for new services and mains as well as providing required MISSDIG staking for City and Township utilities and incorporated the snowmelt system downtown into the MISSDIG system. Continued mapping protocol for

historical, current and future Sanitary Sewer Overflows for inclusion in the ongoing NPDES Wastewater Asset Management Plan is ongoing.

➤ **Environmental Services**

Staff collected and submitted 29 lead/copper tests for residents in March with an average lead concentration of 1.1 parts per billion, staff provided details concerning 2014 lead and copper report, lead and copper sampling and residential reporting protocol and an analytical-line replacement flow chart.

Staff collected and analyzed the state required 120 monthly water distribution bacti and chlorine residual samples for February; conducted volatile organic samples at Central, collected and analyzed several main break samples bacti samples and four contract samples.

Staff reviewed several site plans to evaluate the need for environmental controls; completed required annual industrial pretreatment inspections at various locations; and inspected for cross connections.

➤ **Field Services**

Field Services responded to and cleared a total of 12.4 inches of snow and laid down 617.36 tons of salt in March while performing maintenance on state trunk lines, major and local streets, repaired several water main breaks, repaired leaks in several service and service line valves, replaced 11 lead services, repaired curb boxes, replaced several meters and repaired hydrants and restored several lawns, drives, roads, and sidewalks damaged during water related utility work.

➤ **Fleet Services**

Fleet closed 246 vehicle work orders in March. Two hundred and two were repair work orders; the repair work orders included 55 from Public Services (Works), 77 Public Safety, 10 Wastewater, 47 Water, two from Parks, four from Community Planning & Development, two from City Hall; and two water tools; one from KPS and two miscellaneous repairs from Streets.

Forty four of the orders were preventative maintenance and included 11 from Public Services (Works), 21 from Public Safety, five from Wastewater, five from Water, one from City Hall, and one from CP&D.

Public Services fleet staff provided details of the current Fleet Management software to the City's adhoc fleet venture team. Additional items discussed included fleet replacement procedures, potential internal vehicle pool opportunities and tracking software for Pool vehicles verses the current Outlook calendar that offers vehicles for use by City Staff for work related activities.

➤ **Solid Waste**

One hundred forty six tons of bulk trash and 127 tons of recycling and 253 cubic yards of nuisance violations were removed from the curb during the month of March.

➤ **Wastewater**

Staff continued to dose with the new carbon in a predictive manner via way of projected loadings from our major Significant Industrial Users, staff have also incorporated a carbon to biomass target to our carbon dosing strategy. We now have both a VCOB target of 19 pounds of virgin carbon per pound of predicted COD loading from 3 major SIUs and a Carbon to Biomass target of 0.15 pounds total carbon per pound of secondary biomass. This dual strategy will give us stronger protection against toxicity.

Staff has engaged an engineering firm to help align asset management tasks and capital needs along with the necessary steps required to implement a Wastewater Asset Management Plan as will be required in the next Wastewater National Pollution Discharge Elimination System permit and will be reviewing the necessity of a Wastewater Systems Strategic for capital improvement project planning for the treatment plant and collection system.

A consultant has been engaged to analyze the Solids Study data collected last year and make recommendations for new dewatering equipment based on Return on Investment and Present Worth Analysis.

The National Pollution Discharge Elimination System Permit expired in October 2015 but will remain in effect until the new permit is received. The Industrial Storm Water Pollution Prevention Plan annual update and review was completed before the April 1st deadline. We have had no violations of the NPDES permit in March. The cause of the foaming in February is still being investigated, MBAS testing was inconclusive; additional causes of foaming are still being investigated. A baseline surfactant level will be determined for the significant industries, smaller industries known to discharge surfactants and several interceptors will be profiled at the end of April.

Staff are working together to develop a root control program to reduce the number of root problems in lateral and main sanitary lines.

➤ **Water**

Public Services staff worked diligently to ensure an average of 14.91 million gallons per day (MGD) of safe drinking water was pumped into the Water System in March of 2016.

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

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 pumping scenarios.

Cell tower contractors are in the process of removing their antenna's and cables from Mt. Olivet tank in preparation for the tank repairs and painting.

Transportation

➤ Ridership

There were 257,427 passenger trips provided system-wide in the month of February, 2016, and a total of 492,999 passenger trips provided system-wide year-to-date through February. This represents a 1.86% decrease in the number of rides provided for the month of February, 2016, when compared to the same month in 2015 and a 5.90% decrease in rides system-wide year to date.

The number of rides provided on Metro County Connect service through the month of February, 2016, was up 11.35% over the same time in 2015. The Community Service Van program also had an increase of 31.95% through February 2016 over previous year.

➤ March Activities

Six, new Ford Transit, 10-passenger vans arrived in Kalamazoo in March. Five of the vehicles will be used to replace vehicles in the Metro County Connect service. The sixth van will be used to expand the Community Service Van program.