

City Manager's Report

MAY 16, 2016

Grants Applied for and Received

There was no activity this month.

Community Planning & Development (CP&D)

➤ Planning

At the April 12, 2016, Planning Commission meeting, the Commission voted to approve a staff request to rezone 21 parcels at, and adjacent to, the Parkview/Oakland intersection to comply with the future land use plan designation for the parcels.

Two site plan projects were processed as follows:

1. New multi-purpose building for Lakeside Academy located at 3921 Oakland Drive.
2. Change the use of the building at 202 E. Alcott for an auto sales business.

Five other site plan projects were received but needed additional information before they can be formally processed. Three requests were received and processed for the June 2 Planning Commission meeting including a street vacation, the rezoning of a parcel for Kalamazoo College, and a special use permit for the new Lakeside Academy building.

The second annual Pop Up bike way is being planned for Bike Week 2016. This route will travel from Vine to Edison traveling from the Vine business district, past Bronson Hospital, the Farmers Market, and to the Washington Square Library. The route will be in place from May 19 to May 22. A Slow Roll ride is taking place as a preview on May 14.

Imagine Kalamazoo has begun to wrap up the "Imagine it" phase with exciting results. This part of the process identified existing assets and opportunities that can be translated into goals for the city. The community also helped to identify gaps and barriers to achieving goals. Planning staff met with directors and other City staff to evaluate 127 goals and will compare new input with past goals. Over 60 different organizations in the city have participated in providing feedback to date. Total number of participants engaged from January 29 – April 28: 1143. The "Plan it" phase will begin the first week of May.

➤ Zoning

At the April 14 Zoning Board of Appeals meeting, the board approved the following dimensional variances for the renovation of two historic structures at 912 W. North Street and 715 Woodward Avenue:

1. A dimensional variance to allow for 1,384 square feet of lot area per dwelling unit, where 2,900 square feet is required per dwelling unit in the RM-15 Zone.
2. A dimensional variance to allow 12 off-street parking spaces for the two properties, where 26 off-street parking spaces is required per the Zoning Ordinance.

3. A variance to allow a gravel parking lot, where a concrete or asphaltic all-weather material is required.

➤ Building & Trades

In April, there were 247 permits issued, representing \$1,756,849 in construction valuation. These figures brought year-to-date permits to 1058 representing year-to-date construction valuation of \$26,761,591.

Economic Development (ED)

Economic Development staff, along with Mayor Hopewell and Bruce Merchant, met with the Environmental Protection Agency (EPA) on the Allied site; progress continues towards a mutually beneficial solution.

ED staff is working on the draft form of the 28th Amended and Restated Brownfield Plan. The plan will include updates/changes as well as the addition of four new developments.

Human Resources (HR)

Staff continued work to support the transfer of Metro Transit from the City to the Central City Transportation Authority (CCTA).

The eighteenth annual Respecting Differences event, *Bridging the Generational Divide*, was held on Wednesday, April 13, 2016, at 9:30 a.m. and 2:00 p.m. As the City was a sponsor of the event and multiple staff attended the sessions, HR staff assisted at the event and also attended the lecture.

➤ HR Advisors

Staff prepared individual review packets and conducted Detective and Sergeant exam review sessions.

Staff reviewed Lieutenant challenges and determined final scores, conducted Lieutenant oral board interviews, and established Lieutenant eligibility list.

Staff posted Executive Lieutenant promotional process, interview preparation, and panel selection.

➤ Benefits

Staff organized and held a blood drive with Michigan Blood at City Hall on April 26, resulting in donations from 13 City employees.

Information Technology (I.T.)

I.T. staff handled 673 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. 724 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 108 times during the month of March. 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)

Public Safety

In April, the CID investigated a 45 year old man was shot in the chest during a fight at E. Prouty and N. Burdick. The injuries were non-life threatening and the investigation continues.

The CID also investigated a Criminal Sexual Conduct case where a licensed therapist had been reported to be having sexual relations with several of his patients.

The CID investigated a burglary report where the victim interrupted the suspect and chased him on foot. The suspect stabbed the victim with a knife but was arrested by officers.

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 15 drug cases in April and has investigated 14 meth labs thus far in 2016.

Management Services

➤ CFO

Staff worked with City Attorney and insurance agent to procure updated quotes for Investment Committee errors and omissions insurance policy.

Staff worked with Information Technology to finalize Central City Transportation Authority (CCTA) design and implementation of new EDEN financial/HR database system and relevant data.

Staff worked with Abraham and Gaffney and Treasury to move “job shadowing” for utility billing, tax billing and cash procedures downfield towards a future “playbook” product.

Staff worked with staff and Information Technology to establish goals and kickoff OpenGov internal transparency and business intelligence product.

➤ Assessor

Letters to all the property owners/agents who appealed to the March Board of Review were be sent out on April 5. The letters state the Board of Review’s decision and, if desired, the

steps to appeal further to the Michigan Tax Tribunal. Deadlines for appeals to the Michigan Tax Tribunal depend on the classification of the property.

➤ **Budget**

The CCTA database is ready to be populated. The fiscal year of 9/1 – 10/30 has been established and research is complete to determine the fund number for the general ledger. A team will be created to begin implementation in May.

➤ **Accounting**

The City's auditors were on site during the month of April to perform fieldwork for the December 31, 2015 audit. Staff was busy answering audit questions and pulling support for audit tests during the month. The auditors completed fieldwork on April 28 and will be wrapping up the audit off site.

➤ **Financial Services**

Staff facilitated a follow-up meeting with the Clerk's office, HR and I.T. to address any issues that came up during the March 8 election process. During this meeting we will put a plan together to improve the new process with the May 3 election.

Staff is assisting Public Safety with estimated run out schedules for the upcoming Public Safety retirements.

➤ **Purchasing**

Working collaboratively with City Departments, bid documents were prepared and distributed through the City's website for five purchasing projects. As part of our vendor inclusion program 203 vendors, 33 of which are minority or women owned businesses, were notified of bidding opportunities.

Staff reviewed and set up 188 purchase orders and processed 22 change orders.

Purchasing staff are administering prevailing wages for four construction contracts.

Staff attended the annual Michigan Public Purchasers Officers Association (MPPOA) Reverse Trade Show on April 22, 2016. Attendance to this event affords us exposure to additional bidders and to diversify our bidders list.

➤ **Treasury**

We began using the Point and Pay feature online on April 18, 2016.

Utility Billing – Utility Bills issued in April

- 15,058 Original Bills
 - 697 Original Bills sent via email
 - 2,771 Reminder Notices
 - 2,545 Final (shut off) Notices

Parks and Recreation

➤ Recreation Division

The Recreation Division held meetings with Lunchtime Live! vendors this month to go over the online registration options and to outline new changes to the event for 2016. All vendors were required to attend one of these meetings. The changes were very well received and Lunchtime Live! should continue to grow in 2016. Each date has been filled with a band to perform.

The Summer Guide was completed and mailed to 3,400 homes within the city with children ages 4-12 at the residence. Guides were also distributed to KPS schools and in new resident packets that are distributed by Jaqua Realtors. Our registration dates are May 2 for City residents and May 9 for non-residents.

Interviews were conducted on April 19 and 26 for people looking to become Kik Pool Lifeguards. We have had a large amount of applications this season and interviews went well. Candidates will be completing Ellis Certification in May to become certified.

The Eco Raft Race/Kittiwake Cup is shaping up to be a great event this summer. Envirologic is going to be the presenting sponsor and Arcadia Ales is excited to be the destination venue and assist in our efforts to offer a race that benefits the environment and promotes recycling. Seelye Ford has also signed on to be a sponsor. The date for the race is August 20.

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 attended the Kalamazoo Friends of Recreation Strategic Planning Sessions held with Tim Fallon this month. The sessions proved to be a great motivator for the board and the organization moving forward. The organization also hired Sean McCann as the Executive Director. Sean began his work on April 7 at the first planning session.

➤ Parks Division

Staff was busy preparing for the parks to officially open on May 2.

The park staff has been prepping the athletic fields at Mayors' Riverfront Park as well as the athletic fields and ball diamonds at Versluis Dickinson Softball Complex.

Woods Lake Park officially re-opens on May 26 with a grand re-opening party. This project began several years ago and was included in the department's five-year strategic master plan. The grand re-opening event will take place at the park (2900 Oakland Drive) from 4:30-6:30 P.M. Light refreshments will be served. The park has seen many improvements,

including a new restroom and changing facility, picnic pavilion, playground, observation deck, fishing pier, walking paths, rain garden, and many landscape improvements. Natural plantings have also been added, making it a beautiful location for the surrounding neighbors. We look forward to officially re-opening this park to the public next month.

On April 20 staff hosted a design input session at the Vine Neighborhood Association to obtain design ideas from the residents for improvements for Davis Street Park. The intent of the meeting was to create a vision statement to help guide decisions for what improvements will go into the park.

On April 29 the West Main Hill neighborhood installed the first community garden in a City park at Henderson Park (1500 Grand Ave). This community garden is a pilot project site for the Community Garden Program. The neighborhood association was able to rally volunteers to remove existing site materials and install the new planter boxes and fencing. Park staff assisted with the removal of construction materials and debris. The forestry department assisted with providing mulch. This project is a great example of the community and City coming together.

On April 29 the department assisted the forestry crew with the installation of four trees at Hays Park and two trees at Crane Park for Arbor Day.

On May 14 the park staff will work with a volunteer group to install 580 feet of new fence at Hays Park. The department has procured the materials for the fence and the volunteers will help dig the holes for the posts and install the fence rails.

On May 26 Kalamazoo in Bloom will install plant material at Bronson Park. The department looks forward to this event every year and will be out in the park to assist volunteers installing plants around the park.

Public Services

➤ **Accounting**

Staff met with Management Services staff on a regular basis to discuss 2016 projected expenses, revenues and capital improvement projects.

➤ **City Wide Maintenance**

Public Services staff worked on their preventative and demand maintenance on City owned equipment and structures.

Staff continued work with an outside contractor to ensure that custodial services were being met on a continuous basis.

City Wide Maintenance Staff continued work with I.T. to begin to set up a work order notification and tracking system in an effort to increase customer service to fellow City employees.

City Hall door automation and light control automation as well as structural beam repair analysis projects are in the process of being awarded to local vendors and consultants.

➤ **Customer Service**

In April, staff scheduled seven full burials, 46 cremated remains, met with 18 cemetery related visitors and responded to 116 cemetery related calls. There were 38 work orders created for various public services related tasks, 113 pothole work orders on local/major streets, and 36 forestry related work orders.

➤ **Engineering**

Consumers Energy has started work on the Farmers Alley project. They are doing excavation and removals. Community meetings are being held every two weeks. Consumers is currently on schedule to complete the project on time. The City is finalizing the design for our portion and will be going out to bid soon. River's Edge project is out to bid for a May 19 bid opening. Public Services has requested the bid be pushed back to May 26 to avoid a massive MDOT may bid opening.

Public Services is continuing to work with the Design Committee to determine what the trail way street scape will look like. We are planning for a June bid letting for the project. We are also working on the design for the Portage Creek Phase #1 and Phase #2 of the Kalamazoo River Valley Trailway and the Spring Valley to KRVT connector. Project will be bid out late this year for a 2016 construction completion.

➤ **Environmental Services**

Staff collected and submitted 122 lead/copper tests for residents at 61 sites with 11 in April with an average lead concentration of <1.0 parts per billion. Staff completed all required unit process control, WSSN and NPDES permit required Water and Wastewater sampling for April.

➤ **Field Services**

Field Services successfully completed their spring 2016 flushing campaign with minimal. Some lawns sustained damage and Field Services is committed to making things right with the customers.

Staff has been completing street sweeping, sewer cleaning and inspection, trimming, paving, curb and sidewalk repairs.

Nine lead services were replaced and staff have been reconciling lead service records against in-home inspections to verify records.

Site inspections have revealed that there are many differences between the current records system and actual conditions as inspected.

Staff responded with a tremendous and commendable effort to a major water main break in the Intermediate Pressure district.

➤ **Fleet Services**

Field Services Fleet staff provided details of the current Fleet Management software to the City's adhoc Fleet venture team and continues to work through optimization planning. Fleet

management is reviewing joint sharing options, purchasing and leasing options for portions of the City Fleet.

➤ **Safety**

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

➤ **Solid Waste**

We're excited to announce that the Recycle Coach app has been launched for our residents allowing them to check their pick up dates, receive reminders and updates via email or smart phone, report misses for solid waste programs and also report various trouble reports including potholes, malfunctioning traffic signals and street lights, etc. Thirty-seven residents signed up for the app since April 15. We are also able to use the app for a notification push as a communication tool for the recent water main break on Gull Road.

Seventy four tons of bulk trash, 13 tons of recycling, 70 tons of brush and residual leaves was removed as part of our Spring Cleanup.

One hundred ninety five nuisance violations and 45 cubic yards of debris removed as part of the City's cooperation and joint efforts with Building Blocks were removed from the curb during the month of April.

➤ **Wastewater**

Staff continue to work on Asset Management and Capital Improvement Project development for Water and Wastewater.

Solids dewatering study data is being analyzed by Jones & Henry engineering to develop more cost effective options to reduce solids hauling and disposal fees.

Operations staff are continuing to implement new carbon dosing and phosphorus recovery strategies to improve treatment effectiveness and efficiency.

Laboratory staff are responding to requests for lead and copper sampling of residential services.

➤ **Water**

The Mt. Olivet tank is offline for painting and scheduled maintenance.

Staff continued work related to the SCADA system replacement project for the Water System to get off landlines, the project is currently out to bid.

Touch up painting was completed on the Gull Road tank and it is back in service.

An emergency generator was staged at Station 14 to provide emergency power in the event of a storm while the Mt. Olivet tank is offline.

The Water Supply staff assisted with the spring flushing and tested the full output of Station 24 during flushing.

Staff met with the MDEQ concerning the corrosion control program, additional testing has been requested by the MDEQ and the City has already been running the tests and staff plan to meet again with the MDEQ to review the additional data within the next few weeks. A corrosion control optimization program will be carried out by staff with the assistance of a consulting engineer. Staff are continuing work on the water asset management plan and water reliability study with assistance from consulting engineers.

Transportation

➤ Ridership

There were 262,735 passenger trips provided system-wide in the month of March, 2016, and a total of 755,734 passenger trips provided system-wide year-to-date through March. This represents a 4% decrease in the number of rides provided for the month of March, 2016, when compared to the same month in 2015 and a 5% decrease in rides system-wide through March.

The number of rides provided on Metro County Connect service through the month of March, 2016, was up 10% over the same time in 2015. The Community Service Van program also had an increase of 26% through March 2016 over the previous year.

➤ April Activities

A campaign was launched to promote public transportation beginning in April and will run through June 19. Metro Transit staff and volunteers will be attending events throughout the community distributing coupons for free bus rides valid on National Dump the Pump Day on June 19. An advertising campaign was launched through Midwest Radio.

Metro Transit attended the Portage Green-A-Thon on April 23 with a bus for visitors to interact with.

Metro Transit will provide an informational booth at the Kalamazoo Wraps! 11th Annual Children's Mental Health Awareness Carnival on May 5.

A bus and booth will be available at the Burdick Street Block Party on May 6 in conjunction with the Art Hop.

A Metro Transit bus and a Metro County Connect vehicle will be part of Touch-A-Truck on May 7.