

City Manager's Report

NOVEMBER 21, 2016

Grants Applied for and Received

Community Planning & Development (CP&D)

➤ Planning

At the October 6 Planning Commission meeting, the Planning Commission took the following actions:

1. Voted to recommend that the City Commission approve a request to rezone a portion of 4501 Arboretum Parkway from Zone CC to Zone RM-24 to allow the construction of a new apartment complex.
2. Voted to approve a special use permit to allow an entertainment/recreational use in a portion of the existing building at 505 E. Kalamazoo Avenue.
3. A request was also heard to rezone 59 parcels of land between S. Pitcher Street and Mills Street from Zones M-1, M-2, and CCBD to Zone CMU, and to amend the Riverfront Overlay District to add Subarea 9 and add it to the parcels. The vote on the request was postponed and staff was asked to work with the property owners who expressed concerns over the change, and bring the request back at a future meeting.

Six site plans were processed as follows:

1. Zoetis, LLC, 2605 E. Kilgore Road – new chiller building and internal road
2. Ye Olde Central Laundry, 827 S. Westnedge – new building
3. The Final Clue, 505 E. Kalamazoo Avenue – entertainment/recreation use in existing building
4. True North Capital Office, 1321 S. Westnedge Avenue – parking lot project
5. Imperial Beverage, 3825 Emerald Drive – building project
6. The Spirit Shop, 4510 West KL Avenue – new building

Work continued on a new marketing strategy for the city to help achieve Redevelopment Ready Certification from the Michigan Economic Development Corporation. An intern from CP&D and ED staff has created an outline for the strategy and is drafting the narrative. Staff continued to work with the Lean Six Sigma consultant on the review of the Site Plan Review Program process.

➤ Imagine Kalamazoo

Imagine Kalamazoo 2025 was featured Thursday, October 27, at a city wide meeting that had over 150 in attendance. Nearly all 22 neighborhoods were represented. The meeting included dinner, children's activities, and Spanish and sign language interpreters. The workshop gave residents the opportunity to review input about their neighborhood needs and prioritize goals for the Master Plan Update. The meeting closed the "Plan It!" phase. The third phase of the Strategic Vision and Master Plan Update, "Design It!," will begin in mid-November after staff has had the opportunity to record the new comments and priorities from the citywide meeting.

➤ Zoning

At the October 13 Zoning Board of Appeals, the Board took the following actions:

1. Approved a dimensional variance for Juan Davis at 806 Riverview Drive to allow the renovation of an existing building to accommodate a 7,400 square foot convenience store, where convenience stores are limited in size to 5,000 square feet in the commercial districts.
2. Granted a variance request for Subway to allow for a roof mounted sign for the recently renovated Oakwood Plaza at 3013 Oakland Drive, where the Zoning Ordinance prohibits roof mounted signs.
3. Granted an off-premises sign variance to allow Qdoba and RX Optical to advertise on the existing freestanding sign on the Kalsee Credit Union property at 2121 S. Drake Road.

➤ Building & Trades

In October, there were 229 permits issued, representing \$10,362,074 in construction valuation. These figures brought year-to-date permits to 2817, representing year-to-date construction valuation of \$85,335,956. For comparison purposes, the year-to-date construction valuation as of October 2015 was \$48,699,198.

Economic Development (ED)

Economic Development (ED) staff expanded this month with the addition of a Neighborhood Business and Special Projects Coordinator and an Economic Development Coordinator. There will be more direct outreach to area businesses. Staff will continue to work with local developers on various redevelopment projects, both privately owned and properties owned by the Brownfield Redevelopment Authority (BRA).

The Exchange Project (155 W Michigan Ave) has made building design and use changes. Staff are working with developers to draft new agreements.

EnviroLogic completed an investigation to determine the source of a bubble that formed on Pond 2 at Davis Creek Business Park. They were able to determine that bubble is not from methane release. They will be submitting a proposal to fix the liner this month.

Staff has requested appraisal estimates from local agencies for five properties located in Riverfront and one in Edison.

Human Resources (HR)

Staff processed and submitted Veteran Affairs monthly certification forms for Kalamazoo Department of Public Safety veterans.

Central City Transportation Authority NeoGov Insight and Online Hiring Center is officially activated and ready for hiring processes and applications.

Training Schedule

Class Title	Dates	Location	Time	# Attended
Lean Six Sigma	10/26/16 &10/27/16	Public Services – Harrison Conference Room A	8:30 a.m. – 4:00 p.m. each day	8

Information Technology (I.T.)

New tables in Eden that will allow the City to support the Central City Transportation Authority (CCTA) payroll have been completed by staff.

The OpenGov project is complete. Staff will continue to supply relevant data and keep what is being reported current. The problems have been worked through and the system is now functioning properly.

Staff are working on the VoIP phone system at Public Safety and are working towards completion as the porting of numbers has started. Staff are expect to receive notification with a cut over date soon and are finalizing plans for training on the new system.

Kalamazoo Department of Public Safety (KDPS)

Detectives were able to complete the homicide that occurred in the small park off from Academy St. Warrants were signed and sworn to for the suspect who is already in custody on other charges.

Detectives worked a stabbing that occurred on John St. There was little to go on. Detectives are continuing the investigation and attempting to locate and identify suspects in this non-life threatening stabbing.

Detectives spent the last week of October investigating a shooting that occurred in the 600 block of Portage Rd. Two suspects are in custody and three guns have been recovered. Warrants have been signed and sworn to for the two suspects. This investigation remains open and active at this time.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 28 drug cases and seized 1 firearm in October.

KVET has investigated 27 meth labs so far in 2016.

Management Services

➤ CFO

Staff worked to finalize a pilot program for fleet management. This will ultimately produce new fleet without substantially increasing costs. This included the leasing of a handful of vehicles at a substantial savings to the City, as well as the proposal to lease another 3 dozen vehicles to cover immediate needs. Staff also worked with Michigan Municipal Service Authority (MMSA) to design an RFP to be issued through the MMSA that would give the City access to state-wide bids for fleet leasing, maintenance, and management. Staff anticipates MMSA issuing a bid this Fall for City disposition by the first quarter of 2017.

Staff worked on Priority Based Budgeting (PBB), including implementation of a new Resource Allocation Diagnostic (RAD) tool and the roll-out of PBB relative to FY 2017 Budget to City staff. Staff are also working to develop a suite of measurements that can be put in place in the fall of 2016 to produce one year of data for use in the FY 2018 Budget process.

Staff worked with other City departments to foster continuous improvement of utility billing processes. In September, staff specifically analyzed reducing meter re-reads as much as possible, as well as refreshing the process and communication around the acceptance of credit card payments for shut-off clients. Staff also worked with Gull Lake Sewer and Water Authority (GLSWA) personnel and assisted them in implementing a new billing structure for GLSWA customers.

➤ Assessor

Staff worked with Bronson 21st Century Fund Committee on procedures for stock donations. Staff also worked with Parks & Recreation (P&R) to set up donation procedures for the Bronson Restoration project. P&R staff and the fundraising committee will handle all the acknowledgement cards and track all donations.

The neighborhood reviews for the 2017 Assessment roll, neighborhood numbers 18, 24 and 57, are almost complete. These areas consist of the entire Winchell neighborhood in addition to a part of Edison near Miller Road. These three neighborhoods are keeping with our desire to review approximately ten percent of residential parcels every year.

The Michigan Tax Tribunal (MTT) sheet has been updated as of September 29. No additional cases are expected to come in at this late date. There are ten new full tribunal cases filed in 2016. There are four 2015 cases remaining to be heard. There is still one case from 2012 that has been in abeyance while a similar case is working through the Court of Appeals and Michigan Supreme Court. The MTT spreadsheet has been updated to reflect the new cases with estimated values in contention and anticipated refunds.

As of September 29, only 11 small claims tribunal cases are still open for 2016. Two of those cases are waiting for decisions. The other nine cases are either scheduled for hearings or waiting to be scheduled at this time.

➤ Accounting

The City converted tax procedures from a City budgetary basis to be in compliance with

Generally Accepted Accounting Principles (GAAP) with this year's tax bills on July 1. The City's Weekly Disbursement Routine (WDR) program has been updated and is in compliance with our new accounting procedures. Existing balances will be reconciled and converted to the GAAP balances, targeting to complete with month-end closing procedures by the end of this month. The accounting for the City's miscellaneous billings will be converted next to be in compliance with GAAP guidance.

Staff reviewed a software solution to potentially replace our existing spreadsheet system process for tracking capital project requests for budgeting and planning purposes. We are currently reviewing our procedures to determine if an implementation is feasible for this upcoming budget cycle.

➤ Budget

The 2017 budget process has started. Several departments have completed their budgets and technical review began on September 22 with the early submissions.

OpenGov is working with City staff to create sequel scripts for automatic upload of data. All information was entered on September 30.

The 2015 cost allocation plan has been finalized and the 2017 budget plan has been reviewed and updated.

➤ Purchasing

Staff is working collaboratively with City departments and bid documents were prepared and distributed through the City's website for four purchasing projects. As part of our vendor inclusion program 289 vendors, 33 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 204 purchase orders and processed 48 change orders.

Purchasing staff are administering prevailing wages for six construction contracts.

➤ Treasury

Utility Billing – Utility Bills issued in July

14,024 Original Bills

768 Original Bills sent via email

3,767 Reminder Notices

2,574 Final (shut off) Notices

Parks and Recreation

➤ Recreation Division

After school programs started in September at the Youth Development Center, Oakwood

Neighborhood Association, and Winchell. All programs are full.

Our annual volleyball managers meeting was held on September 26. Managers were given a presentation about the registration process for this year, along with addressing issues from last year. There was a good turn out and registration has run smoothly thus far with ActiveNet.com.

The wrap up meeting for softball was held on September 19. Staff met to discuss what went well this year and what we need to look at for 2017. Overall, the season was a success.

➤ Communication/Outreach

Fire Station #5 work is completed and our after school staff has met with staff from CP&D to tour the building. There will be an open house celebration in November. Staff plans to have an after school program there five afternoons per week starting in 2017.

Staff volunteered for the Imagine Kalamazoo 2025 event held at the Northside Association for Community Development on September 27. There was a great turn out from the neighborhoods and excellent ideas were voiced for the future of our community. Staff will be attending the next meeting in October.

Staff participated in a community meeting at the Northside Association for Community Development on September 28 to inform residents about the planning for improvements to Verburg Park and Harrison Park. This meeting was held in conjunction with the Roundabout plans and construction update. Input was given by the residents on planning for Verburg Park. Planning meetings will be held in the spring of 2017 to gather input on what ideas residents have for future improvements for Verburg Park.

➤ Parks Division

Winterizing of the Kik Pool was completed with the cover being installed and the building closed for the winter. Repairs to the pool bottom will be completed in the spring to prepare for the 2017 season.

Fall park clean up began at the end of September. Shelters and bathrooms will be prepared for winterizing.

Staff are preparing Bronson Park for two events being held this month. The Bronson Park Celebration event will be held to kick off fundraising efforts for the capital campaign. Our annual Safe Halloween will also be held in Bronson Park on October 29.

Public Services

➤ Administrative Services and Support Division

The purchase of plow truck bodies has been submitted to City Commission for their approval, based on bid results.

The water inventory bid will be awarded based on sections. In the upcoming year, the Water Engineer will review and evaluate specifications to update future bid documents.

➤ Traffic Operations Division

Staff met regarding the Harrison/Gull Road Roundabout and direction forward has been identified and public meetings have been scheduled.

Farmers Alley was closed September 19 for restoration and is anticipated to be open to traffic again on October 15. The site plan review process is being reviewed internally for efficiency.

➤ Wastewater

During September, the Water Reclamation Plant had an Effluent CBOD₅ exceedance of 13 mg/l on September 9 due to an increased loading, the daily limit is 10 mg/l. All reporting to the MDEQ was completed for this incident. Water Reclamation Plant staff have been analyzing the disinfection process.

Railroad trestle pieces and large rocks were pulled from the sanitary sewer; these manholes have been locked down to prevent future vandalism.

Laboratory staff have been working on additional sampling for water and wastewater programs. They have purchased a new auto analyzer to facilitate additional sampling in-house.

WKW Extrusion-Bowers Manufacturing Company had an accidental release of 1,000 gallons of 15% sulfuric acid on September 19. Staff has been working with the facility to address secondary containment and pH issues.

➤ Water

Fall hydrant flushing was completed by staff.

Several additional scheduled storm water outfall inspections and cross-connection inspections were completed.

The Lead & Copper Program Team continues to make good progress, including the collection of several daily water samples at residences for the Tri-Annual Lead and Copper Program, inspections of household plumbing for material type, removal of lead and galvanized pipe, and enhancements to the program planning and records management, resulting in the number of undefined service material types.

Staff performed chemical awareness training of thirty Public Safety Officers as part of the inter-departmental collaborative chemical inventory project.

Development of the new Water Resources Division continues to progress, identifying/assigning staff, organizing vehicles and equipment, a focus group meeting, and planning for locational changes.