

# City Manager's Report

JANUARY 17, 2017

## Monthly Grants Status Report

Organization	Grant	Purpose	Amount	Status
ISG	Grant	P & R Bronson Park (Non-fountain)	\$129,500	Submitted
MSHDA	Statewide Partnership Grant	CP & D and ED	\$15,000	Preparing
NAREaltors	Smart Growth	CP & D and ED	\$15,000	Preparing
NEA	Art Works	P & R Bronson Park (Fountain)	\$100,000	Preparing
KCF	KCF Grant	P & R Supervised Recreation Summer Program	\$70,877	Preparing
DNR	Trust Fund Grant	P & R Bronson Park	\$300,000	Preparing
DNR	Recreation Passport	P & R	<\$45k	Preparing
People for Bikes	Bike Infrastructure	CP & D Bike Racks	\$10,000	Preparing
USDA	Farmers Market Promotion Program	P & R Farmers Market	\$50,000 - \$500,000	Planning
MCACA	Capital Improvement	P & R Bronson Park (Fountain)	<\$100000	Planning
FEMA	HMA	PS Flood Control Planning	Unknown	Planning
MDNR	Urban Forestry	PS Tree Planting	<\$23,000	Planning
MSHDA-SHPO	CLG Historic Pres	P & R Bronson Park	Unknown	Planning
NEH	Public Humanities	P & R Education Bronson Park	\$50-\$400,000	Planning
MMRMA	RAP-CAP	P & R Mobile surveillance camera for vandalism prevention	Unknown	Planning
Consumers Energy	Tree Planting	PS Tree Planting	Unknown	Planning
MEDC	Public Spaces / Community Places	P & R Bronson Park	\$50,000	Planning

## Community Planning & Development (CP&D)

### ➤ Imagine Kalamazoo

During the next phase of Imagine Kalamazoo, Design It, meetings will be held in neighborhoods across the city. At these meetings, residents will have the opportunity to focus on their neighborhood. Using the common themes that arose from the Imagine It and Plan It phases, meeting participants will complete several activities and prioritize actions. These meetings will be “open house style” in which residents will be able to come and go within the meeting window and provide input through a series of table activities, including discussions and hands-on activities like drawing on maps. Below is the list of meetings scheduled to date. A meeting for the Downtown will close out this phase.

**Design It Neighborhood Meetings – More information can be found on**  
[www.imaginekalamazoo.com](http://www.imaginekalamazoo.com)

- Vine Neighborhood  
01/17/17 6:30-8:00 pm at El Sol Elementary
- Douglas Neighborhood  
01/19/17 6:30-8:00 pm at Station #5 on Douglas Ave
- Stuart Neighborhood  
01/24/17 6:30-8:00 pm at Woodward Elementary
- West Main Hill Neighborhood & K College  
01/31/17 6:00-7:30 pm at K College Mandelle Hall – Olmstead Room
- Edison Neighborhood  
02/01/17 5:30-7:00 pm at Edison Neighborhood Association
- Milwood Neighborhood  
02/13/17 6:30-8:00 pm at Milwood Community Church
- Westwood, Arcadia Neighborhoods  
02/16/17 5:30-7:00 pm and location TBD
- Eastside, Burke Acres Neighborhoods  
02/22/17 5:30-7:00 pm at St. Mary's Church
- Westnedge Hill, South Westnedge, WEB Neighborhoods  
02/28/17 6:00-7:30 at Parkwood Upjohn Elementary

➤ Planning

- At the December 1 Planning Commission meeting, the Commission voted to approve a rezoning of 45 parcels from Manufacturing zones to Mixed Use between E. Michigan, Pitcher, Mills Street, and southbound by the Portage Creek. The vote carried to approve.
- Exchange Place at 155 E. Michigan Ave. was granted a site plan approval with conditions.
- Three other site plan projects are in the initial stages of review.
- Our Lean Six Sigma Consultant, Mark Reynolds, continues to guide staff through an extensive evaluation of the site plan review program. He has interviewed staff throughout the city organization and several local developers who have utilized the program for their projects. The work group is reviewing site plan checklists for possible updates.
- Planning staff continues to work with Economic Development to develop a Marketing Strategy, as recommended through the Redevelopment Ready Certification program. A rough draft of the strategy will be available before the end of the year.

➤ Zoning

At the December 8 Zoning Board of Appeals meeting, the Board took the following actions:

1. Voted to approve a dimensional variance of one foot to authorize seven foot decorative metal fencing in the front yard at 1919 E. Kilgore Service Road, owned by Mavcon Inc.
2. Voted to deny a use variance to allow a distillery in Zone CC at 1104 Portage Street/690 Lake Street, owned by Albox Properties, LLC.
3. Voted to approve a dimensional variance of 19 inches to allow a shed to be constructed 17 inches from a side property line at 1235 Hillandale Drive, owned by Howard Tejchma and Steven Kuntzman.
4. Voted to approve a package of three variances associated with a nonconforming, freestanding sign for the Milwood Shopping Center at 4007 Portage Street. The sign had not been updated for almost 50 years and the five properties within the commercial strip center wanted to continue to share one freestanding sign. Dimensional variances were granted for the overall height of 27 feet (max. 25 feet) and the square footage of 192 square foot (max. size 150 square feet) and a variance for off-premises advertisement was granted to enable the other property owners to advertise on the sign located at 4007 Portage Street.

➤ **Building & Trades**

In December, there were 202 permits issued, representing \$1,802,021 in construction valuation. These figures brought year-to-date permits to 3,281 representing year-to-date construction valuation of \$91,370,539. For comparison, year-to-date construction valuation as of December 2015 was \$65,487,134.

➤ **Community Development**

The Community Development team is conducting on-site monitoring of HOME Investment Partnerships Program, Community Development Block Grant, and Emergency Solutions Grant sub recipients. Monitoring, which reviews sub recipient agencies for programmatic, fiscal, and beneficiary compliance, is a federal requirement and is necessary for continued HUD funding. During the current monitoring period, staff will visit 13 agencies.

## **Economic Development (ED)**

Economic Development (ED) staff are compiling a comprehensive database of economic development resources that include funding resources from area non-profits, utilities, and government. In addition, staff are researching best practices of various business incubators around the state.

Staff are continuing to build a formalized business retention and expansion (BRE) program. Staff have been invited to participate on the new Downtown Development Authority's BRE committee to assist in sharing information to capitalize on shared resources and enhance business intelligence with the goal to reduce duplication of services while maximizing the limited time of local Chief Executive Officers.

Staff completed analysis and accompanying report assessing taxable value per acre across Kalamazoo. This analysis was broken down by neighborhood and zoning district to understand which areas of the city are generating more value on a per acre basis.

Staff completed the review of data and compiled a summary analytics of citywide permitting/enforcement data. This work will identify long-term patterns of activity, geographic trends, and work flow peaks and valleys.

Exchange Building State incentives (Michigan Business Tax and Community Revitalization Program) were approved by the Michigan Strategic Fund Board on December 20.

Staff finalized outstanding design for the round-a-bout that will be located at Gull Rd and Harrison Street with the engineering team.

## Human Resources (HR)

### ➤ Benefits

Staff submitted 2017 annual benefits open enrollment changes to payroll for processing.

Medical census has been submitted to Cornerstone Municipal Group for 2016 ACA reporting by staff.

### ➤ HR Advisors

Staff submitted on-the-job forms to Veteran Affairs.

### Training Schedule

Class Title	Dates	Location	Time	# Attended
Interview & Hiring Training	12/7/16	City Hall Community Room	8:30 a.m. – 10:30 a.m.	3
New Hire Orientation – Part A & Part B	12/19/16	KDPS – Station 4/5 Training Room	8:00 a.m. – 11:30 a.m.	5

## Information Technology (I.T.)

The VoIP system at Public Safety is up and running. Staff have only received a couple of issue related calls that were resolved quickly.

The internet circuit at Fire Station #5 is in place and functioning. Computers for after school program use have been ordered along with software and security applications and should be ready to go by January 20.

## Kalamazoo Department of Public Safety (KDPS)

Detectives continue to focus on follow up with a December homicide with interviews, cell phone information, and social media intelligence.

Detectives have been committed to working on and identifying suspects for breaking and entering cases this year.

Detectives worked a shooting in the 1200 block of South Westnedge. The victim had minor injuries and would not cooperate with detectives.

The Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. KVET made 17 drug cases and seized 1 firearm in December.

KVET investigated 27 meth labs 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.

City staff gathered and reviewed data necessary to renew the Michigan Municipal Risk Management Association (MMRMA) general liability and property insurance policy for 2017.

Staff worked with OpenGov to test and refine the module. Staff worked with OpenGov staff to design benchmarking and comparable performance data using data from similar communities who are also using OpenGov, and to evaluate the potential for the new OpenData module to facilitate the City's benchmarking and outward-facing "Community Scorecard" regarding performance measurements.

Staff finalized the proposed fiscal year 2017 budget, inclusive of the first structurally balanced 5-year fiscal plans for the General Fund, CIP Fund, Streets Funds, Insurance Fund in well over ten years. Staff presented the fiscal plan to the City Commission at the January work session.

### ➤ Assessor

The neighborhood reviews for the 2017 Assessment roll, neighborhood numbers 18, 24 and 57 are complete. These areas consist of the all of the Winchell neighborhood in addition to a part of Edison near Miller Road. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

No additional cases are expected to be submitted to The Michigan Tax Tribunal (MTT) at this late date. Currently there are ten full tribunal cases filed in 2016. 2015 has two 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, estimated values in contention and anticipated refunds.

Only five small claims tribunal cases are still open for 2016. One of the five cases is awaiting a decision. Four of the five have been scheduled for hearings in early January.

➤ Accounting

The City converted tax procedures from the 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. The Accounting Manager and Treasurer continued to work together in October to work on conversion issues. Existing balances will be reconciled and converted to the GAAP balances. The accounting for the City's miscellaneous billings will be converted next to be in better compliance with GAAP guidance.

Auditors were on site in December for the financial audit for the year end for Metro Transit, Kalamazoo City Transportation Authority (KCTA), and Central City Transportation Authority (CCTA). Final reports are anticipated this month.

Accounting staff have begun preparation for the 2016 closing procedures and final reconciliations for the year-end audit for the City.

➤ Purchasing

Worked with Metro/CCTA staff to define the established process of putting a project out to bid:

- Confirmed a list of templates, contracts and term contracts to Metro/CCTA
- Continue to issue cooperative bids between City and CCTA

Staff is working collaboratively with City departments and bid documents were prepared and distributed through the City's website for one purchasing project. As part of our vendor inclusion program 38 vendors, 8 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 130 purchase orders and processed 13 change orders.

Purchasing staff are administering prevailing wages for five construction contracts.

➤ Treasury

Utility Billing – Utility Bills issued in December

- 12,479 Original Bills
- 903 Original Bills sent via email
- 3,338 Reminder Notices
- 1,855 Final (shut off) Notices

## **Parks and Recreation**

➤ Recreation Division

Parks and Recreation held its 11<sup>th</sup> annual Candy Cane Hunt on December 3. Nearly 250 children participated and 25 local businesses donated to the event. Volunteers from the Kalamazoo Explorers, Jeter's Leaders, Kalamazoo Central, and Western Michigan University HPHE 2100 Students and Marching Band helped at the event. Hot chocolate was

sponsored by Tim Hortons and distributed to attendees.

After school programs came to a close in December after another successful semester. The Youth Development Center housed eighteen children during after school hours through December, while the Oakwood Neighborhood Association after school program was host to an additional twelve children. Participants in our after school programs have the opportunity to receive assistance with homework, socialize with their peers and young adults, attend field trips, and have a safe place to stay while parents are still at work.

Staff are now preparing for the Winter Jamboree winter sports event at Milham Park Golf Course. The event will be held on January 28. In addition to the Winter Jamboree, our youth programs and after school programs are filling up for the upcoming season.

➤ Parks Division

Staff continued with snow removal this month, along with preparing equipment for winter storage. The Division held its annual meeting to plan park projects and work efficiencies for the 2017 event schedule. Monthly timelines were mapped out and a strategy was developed to keep projects ahead of schedule.

Bronson Park hosted the annual Run Through the Lights on December 1. A decent crowd participated in the run despite the raining weather. Spring Valley Park hosted the annual Tu Tu Run to benefit Girls on the Run. This event was moved from its traditional date in February to attract more participants and hope for better weather.

Staff participated in the Imagine Kalamazoo 2025 neighborhood meeting at the Northside Association for Community Development on December 13. A table was provided for residents to provide input on parks and any ideas they had to create better, more engaging spaces. Many great ideas and conversations took place and the results of those discussions were compiled by Imagine Kalamazoo.

## **Public Services**

➤ Administrative Services and Support Division

Physical inventory counts were performed for all warehouses over a combined 3 day period at the end of December. Obsolete inventory was written off during the year, prior to physical inventory counting, and is not included in this change or valuation.

The Act 51 report was successfully filed, securing road funding during the state's 2017 fiscal year.

➤ Traffic Operations Division

Underground work on the Kilgore Road job will continue this month, weather permitting. We are still waiting on a railroad permit in order to complete sidewalk work this spring. Restoration will also occur in the spring.

Vine Street and Portage Road projects are on track for an April or May finish.

Winter snow removal operations are underway. Approximately 2,590.85 tons of salt have been used in our operations. We ordered and took possession of approximately 2,000 tons in December.

Final plans have been submitted to the Michigan Department of Transportation (MDOT) for the North Drake Road and Burdick Street signal upgrade projects.

➤ Wastewater

The final draft report for solids handling and dewatering has been received and recommendations for an engineering design are being finalized for 2017 Commission consideration.

Staff are working on local sewer ordinance changes and planning a maximum allowable headworks loading (MAHL) study for 2017.

➤ Water

All contractual well work has been completed for 2016. The revised five-year well maintenance and replacement plan was prepared by staff and submitted to the Michigan Department of Environmental Quality (MDEQ).

The Lead & Copper Program report was completed. A total of 563 locations were sampled, with 148 homes used for the 2016 monitoring program. Ten additional lead services were replaced in December.

Development of the new Water Resources Division continues to progress, identifying/assigning staff, organizing vehicles and equipment, and planning for locational changes. Equipment training associated with the municipal worker program was comprehensive and a success.

Twenty water main breaks were repaired by staff, including several that required a Boil Water Advisory. In addition, the water distribution crews repaired hydrants, conducted hydrant flow tests, and exercised numerous gate valves.

The City received notification that it was a recipient of the 2016-17 MDEQ Wellhead Protection Grant Program in the amount of \$70,000. This grant will be to continue educational efforts and update groundwater modeling for the wellfields.