

# City Manager's Report

FEBRUARY 20, 2017

## Monthly Grants Status Report

Organization	Grant	Purpose	Amount	Status
KCF	KCF Grant	P & R Supervised Recreation Summer Program	\$70,877	Submitted
People for Bikes	Bike Infrastructure	CP & D Bike Racks	\$10,000	Submitted
NEA	Art Works	P & R Bronson Park (Fountain)	\$100,000	Preparing
DNR	Trust Fund Grant	P & R Bronson Park	\$300,000	Preparing
DNR	Recreation Passport	P & R	<\$45k	Planning
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
MSHDA	Statewide Partnership Grant	CP & D and ED	\$15,000	Canceled
NARealtors	Smart Growth	CP & D and ED	\$15,000	Canceled

## Community Planning & Development (CP&D)

### ➤ Imagine Kalamazoo

Imagine Kalamazoo 2025 is moving through the last month of neighborhood meetings during the Design It phase. The 6 remaining neighborhood meetings are:

- 2/1 Edison
- 2/13 Milwood
- 2/16 Arcadia/Westwood/WMU
- 2/22 Eastside/Burke Acres
- 2/28 Westnedge Hill/South Westnedge/Southside

Staff has been communicating with Kalamazoo Public Schools, Kalamazoo College, WMU, and KVCC to advertise the meetings to their students. We have also had some incredible

opportunities to involve students in the process, including a K College class to help with data analysis and note taking at all of the neighborhood meetings and WMU students that are studying the framework for the IK Climate Action Plan. Outreach will continue as staff prepares to draft the Strategic Vision and Master Plan documents. The Downtown meeting is tentatively scheduled for April 11 and 12 and will integrate the Urban Growth Initiative work into our current Design It meeting framework.

#### ➤ Planning

The Planning Commission did not hold a meeting in January. Four site plans were processed as follows:

1. Building addition to Ye Olde Central Laundry at 827 S. Westnedge Avenue
2. Add equipment to the existing cell tower at 2500 E. Cork Street by Verizon Wireless
3. Add two outdoor patios for One Well Brewing located at 4213 Portage Road
4. Redevelopment of the Davis Street Park at 911 Davis Street

Six candidates were interviewed to fill three positions on the Planning Commission. Recommendations will be made to the Planning Commission on the final candidates at the February meeting.

Staff held several meetings with the Exchange project developers to discuss the proposed snow melt system for the new building, the garage parking on Exchange Place, and the utility upgrade project planned on Rose Street.

Staff submitted a quarterly progress report on the City's Redevelopment Ready Communities certification. The rezoning of the 45 parcels, located adjacent to the east side of downtown Kalamazoo, to the CMU zone, and creation of the new Subarea 9 of the Riverfront Overlay District both went into effect on January 26.

#### ➤ Building & Trades

In January there were 187 permits issued, representing \$2,962,510 in construction valuation. December's year end permit total was 3,301, representing \$91,435,039 in construction valuation.

### **Economic Development (ED)**

Economic Development (ED) staff are actively organizing and reviewing internal procedures, plans, policies and programs (4Ps). Next steps for this task will include evaluating, updating and retiring 4Ps. Staff will be researching programs from around the state (and country) for guidance and best practices and assembling committees to receive local input.

The ED department continues to be active in the Imagine Kalamazoo plan by providing support at neighborhood outreach meetings.

Staff are continuing to build out a formalized business retention and expansion (BRE) program. As a part of the program building, ED has secured approval to purchase a new Customer Relationship Management (CRM) tool. This tool will assist in record keeping and analytics on a number of key metrics such as number of employees, wages, anticipated business expansion or retraction, capital needs, and desires to relocate.

ED and Community Planning and Development staff are working together to analyze responses to the Urban Growth Initiative's Retail Market Feasibility Study, RFP. Staff expects a completed study by mid-spring.

Staff began work on the Kalamazoo OpenData initiative with finance and communications staff. The process will include the development of "scorecards" for FFE projects and citywide metrics.

Staff met with Lansing Economic Area Partnership staff to gain insight into entrepreneurship and business incubator programs and initiatives in the Lansing area. The meeting proved beneficial in gaining knowledge related to best practices, challenges and successes, funding models, and included a tour/site visit of the Grand Ledge Fledge incubator that is currently the fastest growing incubator in the state.

Engineering plans and bid specification documents were completed and are expected to go to purchasing this month for the roundabout project located at Harrison and Gull Road.

The letter of Understanding (LOU) and access agreement were finalized with the prospective developer for a portion Davis Creek Business Park.

There was a LOU extension with NoMi for the BRA owned property located at 525 E. Ransom.

The Brownfield Redevelopment Authority (BRA) board approved \$27,400 for Geotechnical Investigation and soil sampling at the former Performance Paper site. This information will assist developers with site development and preparation.

## **Human Resources (HR)**

### ➤ Benefits

2017 Open Enrollment changes took effect this month.

Staff continued preparation and monitoring of ACA information with Cornerstone Municipal Group for 2016 reporting requirements.

### ➤ HR Advisors

Staff met with Public Services and Public Safety to determine timeline for filling 2017 positions.

Staff conducted 2016 detective promotional file reviews and interviews.

Staff submitted Veteran Affairs post-September 11 benefits paperwork for KDPS veteran new hires.

The Respecting Differences Committee is currently working to finalize the details of the annual diversity event. A meeting will be held this month to finalize the poster design and presentation title. The presentation for 2017 is centered around gender differences based on feedback that the committee received from the 2016 event.

**Training Schedule**

Class Title	Dates	Location	Time	# Attended
Discrimination & Harassment Prevention Training	1/4/17	KDPS – Station 4/5 Training Room	10:00 a.m. – 12:00 p.m.	16
New Hire Orientation – Part A & Part B	1/20/17	KDPS – Station 4/5 Training Room	1:00 p.m. – 4:00 p.m.	11

**Information Technology (I.T.)**

All computers have been installed and configured at Station 5.

Staff continues to talk with Verizon about telemetry systems in City owned vehicles.

**Kalamazoo Department of Public Safety (KDPS)**

Detectives have been investigating several home invasions in the campus area. Three suspects have been identified and detectives are currently working on linking cases they are responsible for.

Detectives responded to a shooting on Monterey Street. A male committed an armed robbery and arson in Kalamazoo County before shooting up a residence on Monterey Street and striking a female. He also forcefully took a vehicle from another female on the west side of Kalamazoo and was eventually arrested. Detectives were able to gain a confession from the male. He is currently being held on several felony charges.

Detectives presented a case where a male held a female captive overnight and assaulted her with a knife. The victim was let go the next day and sought medical treatment. The suspect has since been arrested.

In the first month of the year, the Kalamazoo Valley Enforcement Team (KVET) has continued the battle against drug trafficking in and about the city of Kalamazoo. KVET made 30 drug cases and seized 5 firearms in January.

KVET investigated 1 meth lab in the month of January.

**Management Services**

➤ CFO

Staff worked with financial advisors and the bond attorney to develop the 2017 Capital Improvement Bond process as well as new water revenue bonds and water refunding bonds. Staff facilitated three bond rating agency surveillance procedures as well.

Staff continued to work with other City departments and Enterprise Fleet Management (EFM) Company to implement the pilot program for fleet management and financing that will ultimately produce a new fleet without substantially increasing costs. Staff organized a Fleet Venture Team meeting to review EFM's vehicle replacement criteria and vehicle maintenance program. They also discussed 2017 goals which included a review of the upcoming MMSA RFP results and the design of a long-term fleet plan for light and heavy duty vehicles that would include governance and policy development.

Staff worked with other City departments to develop the Priority Based Budgeting (PBB) tool to facilitate scoring for existing and new Foundation For Excellence (FFE)-oriented aspirational programs and projects.

Staff worked with OpenGov to test and refine the OpenGov module. City staff worked with OpenGov to design benchmarking/comparable performance data using data from similar communities who are also using OpenGov.

Treasury staff continued work to develop a centralized Receivables/Invoicing platform and accelerated collections.

Staff worked with the Assessing department to perform due diligence regarding exempt property; specifically the handling of new applications and existing exemptions. Staff also worked on handling complaints and questions regarding these items.

➤ Assessor

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.

As of January 26, all small claims cases have been heard or stipulations offered. Three cases are waiting final decisions. This will conclude all outstanding Small Claims cases.

➤ 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. Accounting and treasury staff continue to work together 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.

The accounting staff have been reviewing the capital projects adopted in the 2017 budget and working to establish the new 2017 project codes. Carryforward requests will be reviewed this month.

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.

➤ Budget

November financials were created and reviewed by Budget Division staff. December is scheduled to be closed this month and December financials will be created to determine what year end budget adjustments will be required.

Staff will be rolling the position budget and working with HR to ensure all positions in the budget match Eden. This will be complete by the end of this month and done quarterly.

The CCTA budget is complete. The 2018-2019 budget season will begin in April.

➤ Financial Services

Payroll staff provided W2s to City of Kalamazoo, CCTA and Kalamazoo City Transportation Authority (KCTA) employees and completed IRS/SSA and state required W2 filings for all three entities.

➤ 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 are working collaboratively with City departments on bid documents that were prepared and distributed through the City's website for one purchasing project. As part of our vendor inclusion program 288 vendors, 58 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 279 purchase orders and processed 56 change orders.

Purchasing staff are administering prevailing wages for five construction contracts.

➤ Treasury

Utility Billing – Utility Bills issued in December

- 17,615 Original Bills
- 903 Original Bills sent via email
- 3,338 Reminder Notices
- 1,855 Final (shut off) Notices

## **Parks and Recreation**

### ➤ Recreation Division

The Recreation Division has been busy with after school programs. The Youth Development Center has 24 students, Oakwood Neighborhood Association twelve, and the new Station #5 is home to eight students. This month has been about getting back into the routine of school and after school for the students. The students arrive at their program site, provided a snack, finish homework, read for 20 minutes, and then are rewarded with free time.

The Winter Jamboree was planned for January 28 but had to be postponed due to lack of snow. The make-up date is scheduled for February 25.

The Recreation Division is transitioning to a yearly activity guide in hopes of creating one nice publication that families will keep for the year so they can plan ahead. One publication means we are looking at all events through the end of the year.

### ➤ Community Outreach

In order for us to provide scorekeepers while containing costs for adult volleyball, we have relied on a community volunteer. This person is logging only a few hours an evening but has been well received by the volleyball teams.

Recreation staff attended the Imagine Kalamazoo Douglas Neighborhood meeting on January 19 at Station #5. While at the meeting, staff listened to and advised residents about potential recreation opportunities for their neighborhood.

### ➤ Parks Division

The Parks Division took down all the holiday decorations in Bronson Park and moved them to storage. The new decorations that were purchased for Bronson Park made it great through the holiday season. Only a few of the new, lighted trees will need to be replaced due to damage.

Parks Division staff was able to clear brush and woody debris in several parks. Park staff focused heavily on Lovell Street Park, which had a lot of downed trees, brush, and garbage. In the spring, staff will coordinate a clean-up date that will include volunteers to address brush piles and downed trees, overgrown shrubs, garbage and a new fence will be installed along the property boarder at the west end to discourage neighbors from dumping brush and garbage onto park property.

Staff investigated some fence damage at Knollwood Park. The apartment complex adjacent to the park had plowed snow against the fence which caused portions of it to collapse. Staff is working with the apartment complex to have the fence replaced.

## **Public Services**

### ➤ Administrative Services and Support Division

Staff attended Occupational Safety and Health Administration's (OSHA) Material Safety Data Sheets (MSDS) training to learn about reporting requirements. Procurement clerks will serve as HazCom coordinators for Stockbridge and Harrison. Their responsibilities will include maintaining forms, compliance with program requirements, and updating current inventories.

The next group to move to Intellitime was identified to include any remaining Public Services employees. Trainings for the transition are planned for the end of this month or early March.

➤ Traffic Operations Division

Three applications for funding railroad improvements on Patterson Street were submitted to the Michigan Department of Transportation (MDOT) for consideration on January 27.

The Ransom/Gull Road roundabout project was given to Purchasing for bidding on February 2.

The Portage Road project was successfully submitted for an April MDOT letting.

The Drake Road and Burdick Street CMAQ projects are scheduled for an MDOT February 3 letting.

Strain pole replacement at Alamo/Douglas is anticipated to start soon. Staff have coordinated with property owners and the contractor. Underground work may occur if weather permits.

Approximately 2,428 tons of salt have been used in our operations during the month of January. We ordered and took possession of approximately 799 tons in January.

➤ Wastewater

Kalamazoo Water Reclamation Plant (KWRP) staff performed quarterly whole effluent toxicity (WET) testing in January with no toxicity detected.

KWRP safety personnel are identifying and labeling electrical panel hazard ratings as part of the OSHA required ARC Flash standards.

KWRP staff have started discussions with consultants to update the Maximum Allowable Headworks Loadings (MAHL), institute specific alternative limits (SAL), and update our wastewater usage ordinance.

➤ Water

Water Distribution crews responded to and successfully repaired fourteen water main breaks during the month of January.

The Lead and Copper Program Team are working with Traffic Engineering staff and the Kalamazoo County Road Commission to coordinate lead service removals with planned road construction projects as much as possible.

Correspondence from City staff to the Michigan Department of Environmental Quality (MDEQ) was recently made to fulfill requirements for the new 2015 storm water National Pollutant Discharge Elimination System (NPDES) permit application.