



To: City Council

From: Rich LaBombard
City Manager

Date: January 1, 2023

Subject: Monthly Department Activity Report
January 2023

Assessor:

Taxable Value – I just finished entering new permit data for the 2023 assessment roll. With the 5 percent cap on taxable value, new construction and uncapping of taxable value from 2022 sales, the City's taxable value is up around 22 million.

2023 Assessments – I finished the personal property canvas and sent out statements last week. I also uploaded the 2023 assessment roll to Allegan County for their annual review of new, loss and adjustment. The County will report back any questions or concerns they may have regarding value changes for 2023.

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits

City Manager:

Assessments – The City Assessor mentioned in his report that the taxable value will increase by five percent and along with new construction and uncapping of values due to sales, the City's general fund will see increased revenue in the \$250,000 range.

Bridge Navigation Lighting – The harbor authorities have been working on a project to install navigational lighting on the Blue Star Bridge and we received word this week that the Coast Guard will approve the permit so the project can move forward. As the bridge is jointly owned by Douglas and Saugatuck, the permit will be issued to both cities. The engineer will be issuing a request for proposals in the coming weeks to receive bids from qualified contractors to install solar navigation lighting. The hope is to have the navigation lights installed prior to Memorial Day.

Road Projects – Staff is working with the City Engineer to develop bid specifications for the City's upcoming road maintenance projects. Road maintenance activities budgeted in the current fiscal year by City Council per the five-year road plan include the following proposed locations; (Projects may be bumped to the next fiscal year if bid pricing exceeds the available budget. Pavement marking will be completed after pavement maintenance work at any location that is currently marked i.e. crosswalks, stop bars, centerlines, and fog lines).

- Bayou Drive – Center to road end – Chip and Fog Seal (No chip seal on the parking areas)
- Blue Star Highway – 129th to 1200 feet north of Wiley – Chip and Fog Seal
- Center Street – Blue Star to Ellis – Chip and Fog Seal (No chip seal on the parking areas)
- Center Street – Ellis to Main – Chip and Fog Seal (No chip seal on the parking areas)
- Center Street – Main to Bayou Drive – Chip and Fog Seal (No chip seal on the parking areas)
- Washington Street – Fremont to Center – Chip and Fog Seal
- Washington Street – Center to Blue Star Bridge – Chip and Fog Seal
- Randolph Street – Ellis to Spring – Chip and Fog Seal
- Union Street – Center to Wiley – Crack Fill
- Union Street – Blue Star Highway to Center – Crack Fill
- Ellis Street – Fremont to Center – Crack Fill
- McVea Street – Campbell to Road End – Crack Fill
- Fremont Street – Ellis to Union – Crack Fill
- Whittier Street – First to Center – Crack Fill
- Wiley Road – 1600' west of Schultz Park to Schultz Park Drive – Resurface
- South Street – Main to Water – Resurface
- Randolph – Spring to Main – Resurface
- Randolph – Main to Water – Resurface

ACCF Grant – With the assistance of Maryjo Lemanski, the City applied for a grant from the Allegan County Community Foundation for \$2500 to inspect and clean the City's collection of sculptures. If awarded, the grant will pay for hiring a qualified professional to clean and inspect approximately eight publicly owned sculptures. The sculptures are located at Wades Bayou, Douglas Beach, and along Center Street. Ms. Lemanski is also working on interpretive QR codes for each sculpture to provide additional information about the artwork and artist.

Job Postings – In the coming days, I will post openings for the Planning and Zoning Administrator and Department of Public Works Director. The openings will be posed in the local newspaper as well as on the Michigan Municipal League website.

Drinking Water Asset Management Grant – The City has received the contractual documentation for the DWAM grant from EGLE in the amount of \$349,500. Once signed, the City will begin working with the City Engineer on a request for proposal to hire a contractor to perform the inspection work. The City's DPW staff will be collecting GIS data on all the locations of the shut off boxes the contractor exposes so that we have permanent GIS record of the water shut off box locations. The information gathered will help us understand the true cost to replace lead or lead containing water service lines in the City. Another benefit is that we will gather sufficient information to use as a foundation for a water rate study.

200 Blue Star Construction Debris – In a conversation with the City's Environmental Engineer, the demolition debris remaining on site and wrapped in plastic can be hauled to a class 2 landfill similar to other construction debris. The engineer is submitting a work plan to the EPA to complete that task. If all goes as planned, the debris will be hauled away by April.

Brownfield Redevelopment Authority – The Brownfield Authority will meet on Thursday, January 12th and receive an update on 200 Blue Star progress. The following is a list of agenda topics that will be covered by the engineer.

- Results of EPA Investigation – 200 Blue Star
- Other EPA Plans/Submittals – 200 Blue Star
- Status of EPA Cleanup Grant Activities
 - Overview of Grant-Required Activities and General Schedule

- In Progress Activities
- Next Steps
- Public Participation/Meetings and Coordination

Clerk:

The Clerk's office has been concentrating on training the new Deputy Clerk on Zoom operations, Meeting Minutes, and agendas. For the next few months Laura will be immersing herself in every aspect of clerking. During the month of March, she will be attending her first of three sessions to learn the vital skills required for the world of clerking, in short Laura will be carrying a heavy learning load this first quarter of the new year.

Other news from the Clerk's office, there will be no May election for the City of Douglas. Your Clerk will take on a second newly appointed City Clerk in the Allegan County Clerk Association Mentorship Program. The newly adopted employee handbooks have been printed for each employee and their departments retention schedule has been placed in the back of the handbook.

There has been an increase in attempted cyber-attacks both on personal accounts and business accounts, so please remember to complete your Cowbell training. If you are not receiving the Cowbell training or do not have a sign in, please let me know and we will get you updated. Currently the City of Douglas has been seeing an uptick in Douglas Complaints that are not legitimate. If for any reason something arrives in your email that you have not initiated or it does not look right, do not open it and call City Hall, better safe than sorry.

Deputy Clerk:

ACCA Meeting- At the end of the month the Clerk and I will be attending the Allegan County Clerks meeting. With the passing of Proposal 2 this will be a fantastic opportunity to connect with area Clerks and prepare full insight of how this will affect the face of our future elections.

Records Retention- The Clerk has continued training me on the responsibility and maintenance of City records. I have gathered the current information from the State of Michigan on record retention and disposal schedules for each City department. These retention schedules will be distributed to each pertaining department with the new employee manuals, to help us continue to properly maintain all City records.

Meetings Training – I am working with the Clerk training me on meeting procedures, bylaws, minutes, and attending more meetings with her guidance. In March I will be attending the Michigan Association of Municipal Clerks Institute. This weeklong course is the first step in the three-year institute program for clerk certification. I am excited for all the direct training, and I am looking forward to learning and understanding the duties of City Clerk.

Short Term Rentals/Building BS&A- Work continues with organizing, uploading, and digitalizing our records of short-term rental applications and inspections. The continued process involves utilizing our Building Department program through BS&A. This will help streamline our tracking of renewals, failed/passed inspections, and payments for all short-term rental registrations. Along with this project I am researching and planning to set up other processes utilizing the Building Department program.

Planning and Zoning:

Planning Commission – The next Planning Commission meeting is scheduled to be held on January 12, 2023 at 7:00 p.m. The agenda has one item of business for a development at 200 Center Street.

Zoning Board of Appeals – The ZBA met on Tuesday and heard an appeal from a resident at located at 9 E. Fremont Street. The ZBA denied the appear for a dimensional variance request.

Police Department:

	December	Fiscal Year	Year End
<u>Complaints Answered/Investigated:</u>	158	1,020	1,962
<u>Criminal Arrests/Filings:</u>			
Felony:	00	06	20
Misdemeanor:	04	20	34
<u>Warrant Arrests:</u>	01	08	08
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	01	05	08
OWI High Blood Alcohol Content:	00	02	04
OWI 3 rd Offense:	00	01	01
Traffic Stops:	43	318	831
Civil Infraction:	03	23	40
Parking Tickets:	03	45	96
<u>Community Contacts:</u>			
Personal Contacts:	762	6,472	13,414
Business Contacts:	238	1,353	2,619
Property Security Checks:	1,081	6,471	12,289
<u>Foot Patrol:</u> (December) 1,151 Minutes (19 Hours & 11 min.)			
<u>Misdemeanor Charges:</u> (December) Domestic Violence/Assault.			

Possession of a Firearm while Intoxicated.
Operating while Intoxicated.
Driving while License Suspended.

Activity Time on Follow Up Complaint Investigations: (December)
1,504 Minutes (25 Hrs. & 4 Minutes)
Number of December Follow Up Investigations: 59

Investigation of Felony Cases:

Larceny (22-1742): Open Investigation.
Larceny (22-1793): Open Investigation. Submitted to Prosecutor's Office.
Fraudulent Checks (22-1496): Open.
Fraud/Bank Account \$82,900 (#22-1261): Open/Inactive.
Criminal Sexual Conduct (#22-0905): Open Investigation.
Stolen Watercraft (#21-1420): Open/Inactive.
Robbery-Armed Huntington ATM (#20-1827). Open.
Fraud (22-0091). Open investigation.
Fraud (22-0133). Open investigation.
Fraud (22-1261): Open investigation.

Out of Jurisdiction Responses: (December)

Saugatuck Township:

- 22-1814: Back up South Haven Police on a Felony Vehicle Stop on Robbery Armed Suspects.
- 22-1918: No Law Enforcement available. Assist motorist on I-196.
- 22-1919: After clearing 22-1918 Assist another motorist on I-196.
Note: OOJR Policy coaching on 22-1918 & 1919.
- 22-1930: Backup Sheriff's office on a traffic stop of a Hit + Run Suspect.

Saugatuck City:

22-1955: Back up Sheriff's Office on a suicidal subject with intentions to hang himself.

Laketown Township:

- 22-1933: Request to assist other agencies to shut down/divert traffic from I-196 for a semi-truck/trailer Personal Injury Crash.

Ganges Township:

- 22-1825: Back up Sheriff's office on a traffic crash w/ vehicle traffic hazards to the Deputy on scene.

Total Out of Jurisdiction Responses for December: 07

Total Complaints Handled within Douglas City for December: 151

Noteworthy Incidents: (December)

22-1824: On Saturday 12/03/22 at 11:09 A.M. I was dispatched to a 911 call of Domestic Violence in the 100 block of Westshore Woods. After completing the on scene investigation, a male suspect was arrested and lodged at the Allegan County Jail for Domestic Violence/Assault.

22-1826: On Saturday 12/03/22 at 8:58 P.M. Cpl. Warsen was dispatched to the 200 block of West Center Street for a disorderly person. After investigation Cpl. Warsen learned that the suspect became verbally hostile with staff over a service issue, he was given a trespass warning and the suspect left from the property.

22-1831: On Sunday 12/04/22 at 4:41 P.M. Officer Dyer was contacted at our office regarding a female suspect who had stolen several food items in the 00 block of West Center Street and left the business on foot. Officer Dyer searched the area on foot, however, was unable to locate the suspect and she has not been identified.

22-1840: On Tuesday 12/06/22 at 8:54 P.M. Officer Brown responded to a report of a structure fire/smoke in the hallway at Douglas Cove Care Facility. Officer Brown and STFD Personnel were able to determine the origins of the issue and that the patients could shelter in place.

22-1848: On Thursday 12/08/22 at 12:29 P.M. Central Dispatch put out a call of a female caller being followed in her vehicle by another suspect & vehicle that had confronted her and her child at Aldi's in Holland and that they were Southbound on US-31/I-196. Central Dispatch updated that the caller had exited at the 41 MM and was still being followed by the suspect vehicle South on Bluestar Highway. I observed the caller's vehicle and suspect's vehicle Southbound on Bluestar at the Kalamazoo River Bridge, and the suspect vehicle was approximately one foot off from the caller's rear bumper. I stopped the suspect vehicle on North Union Street near Bluestar Highway and the caller continued to Douglas Shell Station. I turned the investigation over to the Sheriff's Office upon their arrival. The suspect was found to be Operating Under the Influence and in possession of Crack Cocaine. The suspect was lodged at the Allegan Jail by the Sheriff's Office.

22-1852: On Thursday 12/08/22 at 7:19 P.M. Cpl. Warsen was dispatched to an intoxicated subject who was possibly suicidal in the 300 block of South Bluestar Highway. After investigation into what was determined to be old injuries on the female and that no assault had occurred, the female was transported by ambulance to an area emergency room for evaluation and further assistance.

22-1860: On Saturday 12/10/22 at 10:21 P.M. Officer Brown was dispatched along with STFD to the 100 block of North Main Street for a possible structure fire. Officer Brown upon arrival was able to determine that there was no fire at this point and only a burnt odor in the air. Officer Brown stayed on scene after STFD arrived to assist.

22-1864: On Sunday 12/11/22 at 1:16 P.M. Officer Reyes was dispatched to the 00 block of North Bluestar Highway for a lewd conduct complaint. Upon arrival Officer Reyes had contact with a male suspect who was found to be in possession of a firearm while intoxicated. The 54-year-old male suspect is facing charges for possession of the handgun while intoxicated.

22-1866: On Monday 12/12/22 at 9:59 A.M. I responded to the 200 block of West Randolph Street for a fire alarm. Upon arrival the students were evacuated. STFD arrived and it was determined that there was a detector failure and no fire. The staff & students returned to the building.

22-1904: On Monday 12/19/22 at 10:09 P.M. Officer Dyer was dispatched to the 200 block of West Randolph Street to check the welfare due to a 911 call/unknown issue. Upon arrival it was determined that a contracted worker had misdialed from the school grounds, and all was fine.

22-1934: On Sunday 12/25/22 at 8:13 P.M. Officer Brown was dispatched to the 300 block of South Bluestar Highway for a Domestic Violence Complaint. After investigation probable cause of an assault could not be determined and the parties were separated from each other for safety purposes.

22-1960: On Saturday 12/31/22 at 12:21 P.M. Cpl. Warsen was dispatched to the 00 block of Lakeshore Drive for a reported weapons violation with multiple shots being fired. Upon Cpl. Warsen arriving on scene and her investigation, it was determined that subjects were legally bird hunting on Lake Michigan and no further action could be taken.

The Department also responded to the following types of calls during December: Domestic Violence Investigations, noise complaints, intoxicated person complaints, medical emergencies, disorderly person complaint, suspicious person/vehicle/situation complaints, threats/harassment complaints, property damage vehicle crashes, vehicle/deer crashes, motorist assists, residential & business alarms, delinquent juvenile complaints, fraud complaints, Larceny complaints, abandoned watercraft complaint, peace officer complaints, conservation and animal complaints, fire alarms, gas odor investigation, sex offender registries, operating while intoxicated complaint, traffic hazards, parking complaints, health & safety complaints, and general non-criminal assists.

Events: (December)

Douglas Elementary School Safe Kids Classroom Training with STFD.

Department Staff and their Spouses were able to gather for a Christmas Dinner at a local restaurant.

Equipment:

The Department took delivery of the 2023 Ford Police Utility Vehicle on December 22nd with the equipment installation expected in late February.

Project Management:

Planning and Zoning Assistance – Continue to meet with Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications, sign applications, and fence applications and process them with either Williams and Works or Michigan Township Services. Continually learn the procedure of flow for each application and filing them accordingly. Assisted residents with application submittals and directed them to Williams and Works with questions I am unable to answer. Created notices for both the Zoning Board of Appeals and Planning Commission. Arranged and published the agenda packets and answered questions by Commissioners. Researched zoning requirements for a past PUD.

Refuse Agreement – Continue to work on the final Agreement with Republic and published the 2023 refuse and recycling schedule.

Permit Applications – Continue to improve and recreate outdated forms for Planning and Zoning needs.

FY 22-23 – Scheduling of various capital improvement projects. Updated the Master Project List for staff reporting. Starting to gather quotes for FY 23-24 for the budget process.

DPW – Assist with ordering supplies, permit requirements, and updating list of various DPW items. Helped contact Consumers for lighting issues, as well as Michigan Gas for repairs to the Wiley Rd non-motorized path. Scheduled IT help for the DPW laptop set up.

Deer Survey – Receiving and organizing deer survey results as they come in.

Surplus Real Property – Created a Request for Bid for the disposal of Real Property located in the City of Douglas deemed surplus.

200 Blue Star Highway – Met with PM Environmental to discuss the disposal of the remaining demolition debris located at 200 BSH.

Public Works Department:

Downtown - DPW crews were busy around the Christmas Holiday plowing snow on streets, bike paths, sidewalks, and parking lots. Large piles of snow were removed out of the downtown area to allow for full use of parking spaces and to have the snow melting occur away from the downtown area. Holiday decorations have been removed, packed, and put away for the season.

Douglas Beach - DPW assisted a contractor with the installation of the new automatic locking and unlocking system at the beach stairs. The gate will be locked between the hours of 11:00 pm and 6:00 am, however, a release button is available should you get locked in.

Road Maintenance - DPW crews have searched for potholes on every road in our coverage area and filled them in where necessary. Road signage has been fixed/replaced after being damaged by slide offs and accidents. Some roadside trees were trimmed after plow crews noticed branches with snow on them were leaning in far and low enough to brush against snow removal equipment.

Budgeting – DPW continues to work on getting quotes for the upcoming FY 23/24 capital expense meetings.

Schultz Park – Wires in an electrical box along Schultz Park Drive were repaired to correct a lighting issue down by the boat launch.

Plow Truck - After waiting a year and a half for the completion of a new plow truck, DPW has added to and improved the new truck to make it an even better asset for the City.

DPW Facility – The DPW yard and shop area continue to be organized, cleaned, and improved for a better/safer work environment.

Buoys - New buoys that arrived just after the beginning of last year's boating season were numbered accordingly and hooks were installed for easier handling.

Snow Melt – The DPW crew has redirected large flows of water alongside Ferry Street, 129th Street, and at Wades Bayou due to rapidly melting snow. Storm drains were cleared and cleaned to allow for better water disbursement.

Misc. - Miss Digs have been completed as required. Vehicle/equipment inspections and maintenance continue to happen on a routine basis.

Treasurer:

Taxes – Tax bills started arriving in mailboxes on December 1st. Since then, we have had a consistent stream of tax receipts coming in.

- New this year you will be able to pay online via credit card or e-check. Please see tinyurl.com/PayItOnline for further information.
- The City encourages people to sign up for our tax autopay program. Forms and further information can be found at tinyurl.com/DouglasTaxAutoPay
- Look up your balance and payment information anytime at bsaonline.com/?uid=484

Budget – The City’s fiscal year is half complete, so it is time to begin thinking about the next year’s budget process and take a closer look at the current year budget. In February I will be coming to Council with mid-year adjustments based on the activity we have seen so far. Included in the Treasurer’s report is a tentative budget calendar. This is a lengthy process with lots of moving parts and many workshops for Council to attend and provide input, so please make sure to review. Staff has already began getting quotes for equipment and projects for next year’s budget. Similar to last year, four strategic planning workshops are planned to start in March. A full budget workshop is scheduled for May 15th. Last year this took 3-4 hours. I will have the Clerk reach out to determine a good date for a second workshop if necessary. The goal is to have the public hearing and adopt next fiscal year’s budget at the June 5th meeting.

Accounts Payable – Continued work on switching to ACH payments for vendors. This process will take some time to implement as information will need to be collected from each vendor. Roughly 50 vendors have signed up for ACH payments so far.

Cash Balances – The City’s cash balances were up from last month. This was primarily related to property tax receipts. Some of the larger expenditures were the new police vehicle, engineering, and Allegan County Drain payment. The latest inflation report provided hope that inflation is cooling off, hopefully this becomes the trend. The Fed Board minutes indicated that rate increases may slow during 2023, and no rate decreases are currently expected.

City Revenues and Expenses – Revenues and expenditures were generally consistent with where we would expect for this point of the year. The elections and insurance department expenditures are weighted near the front of the year but are in line with expectations.

Apprentice – Many of you have heard I got a young apprentice last month. I have been talking to him about numbers, budgets, and fund accounting. Time will tell if he follows in his dad’s footsteps or if he continues to drool and fall asleep when I talk accounting.



To: City Council
From: Matt Smith
Date: January 17, 2023
Subject: Tentative FY 23/24 Budget Calendar

January 17	Tentative FY 23/24 budget calendar delivered to City Council
February 20	FY 22/23 Mid-year budget adjustments
February 21	Treasurer distributes department budget information to staff
March-April	Department heads discuss operating budgets with City Manager / Treasurer
March 6	Council Strategic planning session
March 20	Council Strategic planning session
April 3	Council Strategic planning session
April 17	Council Strategic planning session
April 26	DDA budget due
May 15	Budget workshop
Week of May 15	Budget workshop continued (if necessary)
June 5	Public Hearing – Adopt FY23 /24 budget (1-week public notice required)
June 5	Adopt Health Insurance plan
June 19	Amend FY 22/23 budget activity