



# City Manager's Report: April 3, 2020

## OPERATIONS

### COVID-19 Updates:

- Please see Continuity of Operations document that is attached.
- Building permits and construction are only occurring if they are addressing a health and/or safety issue due to COVID-19.
- Staff submitted applications for Michigan Department of Natural Resources Trust Fund, Land and Water, and Recreation Passport grants to support Rayner Park Improvements planned for FY2021-22.

### Staffing Updates:

- City Manager has implemented a hiring freeze due to COVID-19.

### Traffic Updates:

- Traffic and speed evaluations in certain areas have become a lower priority to limit contact between staff and public.

## LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2018-S1	MDOT- Temple Street Safety Grant <i>MPS/ City support smaller scope and rejecting grant due to costs.</i>	City will contribute \$20,000 (previously committed match) and MPS will contribute \$10,000. Plans are being revised for review. <b>Delaying due to COVID-19</b>	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
2017-S10	Sidewalk Program- NW Quadrant	Bid Opening April 1; five bids were received, <b>delaying award due to COVID-19</b>	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. All permits renewed. Schedule has been received and distributed. Video preconstruction meeting to be scheduled for week of April 6, 2020	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Bids received, <b>delaying due to COVID-19</b>	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring. <b>Delaying due to COVID-19</b>	
2017-U23	Well No. 6 Rebuild	Moved to FY 2020-2021	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
2017-U25	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Spring, <b>delaying due to COVID-19</b>	
2019-U2	DPW- Design	<b>Delaying due to COVID-19</b>	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	<b>Delaying due to COVID-19</b>	

<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP11</b>	Vehicle No. 13 Replacement	Complete	March
<b>2017-MVP12</b>	Mower No. 75 Replacement	Complete	July
<b>2017-MVP13</b>	Vehicle No. 6 Replacement	Complete	March
<b>2019-MVP1</b>	Vehicle No. 25 Equipping	Complete	January
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B5</b>	Library Improvements, Phase 1	Contractor has begun work preparing final design/construction documents.	
<b>2017-B7</b> <b>2018-B16</b>	City Hall Parking Lot Repairs Station 1 Rear Approach	Bids received, <b>delaying due to COVID-19</b>	
<b>2017-B10</b>	Fire Station 1- Furnace/AC	<b>Delaying due to COVID-19</b>	
<b>2017-B11</b>	Fire Station 1- Washer/ Dryer	Dryer moving forward since it is not working, <b>delaying washer due to COVID-19,</b>	
<b>2017-B12</b>	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement <b>delaying due to COVID-19</b>	
<b>2018-B10</b>	BS&A Module for Online Permitting	Beta testing of module will begin in 2020 with roof/siding permits. Currently working to add additional permit types for submittal online.	
<b>2018-B12</b>	City Hall Carpet Replacement	<b>Delaying due to COVID-19</b>	
<b>2018-B13</b>	Extrication Tools Replacement	All items have been received.	February
<b>2018-B15</b>	Sprinkler System in Truck Bay	<b>Delaying due to COVID-19</b>	
<b>2018-B19</b>	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes. <b>Delaying due to COVID-19</b>	
<b>2019-B1</b>	Election Tabulator Machines	Tabulator Machine has been ordered; anticipated receipt is April 2020.	
<b>2019-B2</b>	City Hall- Phase 1	Received bid for design, <b>delaying due to COVID-19</b>	



# COVID-19

## CONTINUITY OF OPERATIONS

This document outlines the City of Mason's continuity of operations during the state of emergency declared by Governor Whitmore under Executive Order No. 2020-4. It will be updated regularly as needs are identified.

### CITY CLERK, CUSTOMER SERVICE, AND FINANCE

**Customer Service Specialists** will be available Mon thru Fri 8 a.m. – 5 p.m. by phone 517.676.9155, email at [info@mason.mi.us](mailto:info@mason.mi.us), or request action [here](#). The Customer Service Specialists are available to answer any questions or concerns.

**Freedom of Information Act (FOIA)** requests will still be accepted. Request for public records must be submitted in writing using the FOIA request form found [here](#). Requests may be sent via email to foia@mason.mi.us, fax 517.676.1330, or mail: City of Mason, Attn: FOIA Coordinator, 201 West Ash Street, Mason, MI 48854. All responses will be sent through email unless an email is not provided then it will be sent by U.S. Mail.

**Payment** inquiries will be handled by phone, 517.676.9155 or email info@mason.mi.us during normal business hours. Payments can be made by mail, [online](#), by phone (833.699.7827), or can be dropped off in the drop box located outside of City Hall, 201 West Ash Street, Mason, MI 48854.

- No water shutoffs will occur during this public health emergency in order to reduce the spread. Water bills will be sent out as regularly scheduled and can be paid with any options referenced above.
- Delinquent personal property taxes can be paid by mail or drop box. To get an updated amount due, please call 517.676.9155 or email info@mason.mi.us. For delinquent real property taxes please contact the Ingham County Treasurer's office at (517) 676-7220 or visit [here](#) for more information.

**Rental** of City owned facilities, including City Hall, have been cancelled through May 31, 2020. The City will take no rental requests during this time.

**Senior Exemption and Deferral Forms** for tax year 2020 will be mailed at the end of April 2020.

**Trash, Recycling, and Yard Waste Collection** is provided to City residents by Granger. They have no plans to limit trash or recycling collection at this point. No loose items will be picked up; all items must be in appropriate containers. Bulk item pick-up has been suspended effective April 1, 2020. Yard waste collection began April 1, 2020. Yard waste bins may be requested directly from Granger. More information can be found [here](#).

**Compost Center** for leaves and grass clippings is available by calling ahead to make an appointment with Customer Service at 517.676.9155. Appointment times are available, Monday – Friday, 7:30 a.m. to 3:00 p.m.

**Vendors** will be paid without disruption. Checks will not be able to be picked up at City Hall; they will be mailed via USPS.

### FACILITIES, MEETINGS AND EVENTS

City **Buildings** have been closed to the public from Monday, March 16, 2020 until further notice.

The City's **Public Meetings, Events and Programs** have also been canceled from Monday, March 16, 2020 through May 31, 2020. Special meetings may be called, if required.

All **Community Special Events** that are utilizing City space, including City streets, have been canceled from Monday, March 16, 2020 through Wednesday, May 20, 2020.

## **FIRE**

Essential **Fire Services** will be provided and maintained 24/7. **In an emergency, please call 911.**

**Burn Permits** are no longer being issued, per State-wide ban. Recreational fires are permitted as long as existing guidelines are being followed.

## **POLICE**

Essential **Police Services** will be maintained 24/7. **In an emergency, please call 911.**

**Non-Emergency Police** inquiries should be directed through 517.676.2458. These calls will be handled on a case-by-case basis, with officers following up in person for some cases and following up by phone whenever possible. The following non-essential police services will be suspended:

- Walk-In Polybutylene terephthalate (PBT) Reporters
- Employment Fingerprinting
- License to Purchase a Pistol
- Public Relations Activities and Presentations
- Drug/Medication Take Back Program
- Car Seat Safety Inspections
- VIN and Salvaged Vehicle Inspections

## **PUBLIC WORKS (Water, Wastewater, Public Works, Cemetery, Parks)**

**Public Works Services** will be fully staffed and working normal hours; however, they will have limited face to face contact. Community members can contact 517.676.9155 M-F 8-5 or after hours at 517.676.2458 with any inquiries or request action [here](#).

- The following non-essential services have been suspended:
  - In-home appointments
  - Water testing
  - Meter setting

Our **Water and Wastewater Treatment** Plants will be operating 24/7. The plants have been restricted to no public access and limited to essential staff only.

**Parks** are now open; however, playground equipment and restrooms are closed due to concerns for public health. All rentals have been cancelled for the park through May 31, 2020.

The **Cemetery** remains open and all cemetery services will continue to be provided (burials, lot purchases, foundation orders) by contacting 517.676.9155 or find information [here](#).

## **PLANNING, ZONING, BUILDING & CODE ENFORCEMENT**

Staff will continue to work on Planning projects such as the Library and Parks. Public meetings will either be postponed until further notice or be scheduled using technology for remote participation.

**Building Services** will continue to process permits and perform inspections as needed, with limited hours and a goal of limiting entry into structures. You may obtain a permit on-line [here](#), please include all required documents with a check payment and return by mail or in the City's drop box outside City Hall. Please call 517.676.9155 with any further questions.

- Mechanical, Electrical, Plumbing permit applications will continue to be available through the State of Michigan.

**Zoning Services** will continue to process zoning compliance reviews for building permits only. Zoning applications will not be accepted until further notice. Prospective applicants for typical zoning reviews are encouraged to contact staff by phone 517.978.0211 or email [marciah@mason.mi.us](mailto:marciah@mason.mi.us).

**Code Enforcement Services** will continue to accept complaints by phone 517.978.0207 or email [code@mason.mi.us](mailto:code@mason.mi.us), however, cases not determined to be a matter of safety may be deferred until further notice.

**UPDATED 4.03.20**