

City Manager's Report

SEPTEMBER 21, 2015

Grants Applied for and Received

Staff held a meeting with the grant coordination team to determine our collective understanding of the new Super Circular requirements and plan for the development and implementation of updated policies and procedures to ensure we are in compliance with Federal Award programs.

Community Planning & Development (CP&D)

➤ Planning

The Outdoor Sports/Recreation/Entertainment Lighting and Noise Regulations draft outline was presented at a community meeting on August 27 at City Hall. This meeting was the first for the community to provide discussion and input. Four previous meetings have been held with a citizen workgroup to research and refine the outline for the meeting. The outline is available online at the CP&D website under "Planning".

The City Planner conducted two walkability audits for the MiNeighborhood Planning initiative with the Northside Association for Community Development (NACD) on August 11 and 13. Rebekah, NACD board members, and residents identified barriers and opportunities for a more walkable Ransom Street. Auditors filled out checklists and evaluations to document the conditions and opportunities for change.

Staff attended a walkability audit in the downtown area with Susan Berry sponsored by Disability Network. Susan Berry is an accessibility expert who works with many organizations and businesses to make them more accessible for visitors and tourists. After learning about the individual fixes that could create a more accessible environment in downtown, the auditing group decided to create a "brain trust" of city partners to help businesses think about accessibility design, options, and resources.

At its regular meeting held on August 6, the Planning Commission voted to:

- recommend to the City Commission to approve a request from the Flowserve Corporation to vacate a 319-foot-long section of E. Alcott Avenue to the company
- approve a special use permit to allow a new religious assembly use and facility named the Nazareth Center for the Congregation of St. Joseph located at 3427 Gull Road

Five site plan projects were processed as follows:

1. Temple Baptist Church building addition, 3706 Mt. Olivet
2. Kalamazoo College Fitness and Wellness Center, 131 Catherine
3. Henderson Castle parking space addition, 100 Monroe
4. Green Door Distilling Company, 423 E. North
5. AT&T Mobility, add equipment to cell tower at 1516 Rockledge

➤ Housing

Staff are working on synthesizing comments from multiple stakeholder meetings held to

gather input on rental inspection processes and procedures. Meetings were held with in-house staff, neighborhood directors, key landlords, Kalamazoo Area Rental Housing Association, and key housing agencies. Recommendations will follow.

➤ Zoning

At the meeting of the Zoning Board of Appeals on August 13, the Board granted the following requests:

- The Montessori School at 750 Howard Street for the redesign of the parking lot:
 - A use variance to allow the placement of the dumpsters on the adjacent vacant property owned by the Montessori School;
 - A dimensional variance to allow the placement of the dumpster enclosure directly adjacent to a property line, where a 20 foot setback would be applicable.
- A use variance for 1403 Grand Avenue to allow Francois Moyet to open a five-room Bed and Breakfast in this former single family home in the RS-5 District.
- A use variance for 427 S. Burdick Street (the Isaac Brown House) to allow this structure to be used as a single-family dwelling, where single-family dwellings are not permitted in Commercial Central Business District.

➤ Code Compliance / Anti-Blight

A graffiti removal demonstration was held on August 27 at 505 Davis Street in the Vine Neighborhood. The owner of this building, at the corner of Davis Street and Cedar Street, gave our staff permission to utilize graffiti removal products and a power washer to demonstrate how to remove graffiti from brick and masonry surfaces. Additionally, products were also demonstrated that work on vinyl, glass and other smooth surfaces. Neighborhood associations from around the city, residents, and business owners attended.

The next Neighborhood Blight Sweep is scheduled for September 8 in the Vine Neighborhood. Coordination of this Neighborhood Blight Sweep will include CP&D inspection staff, Public Safety, KPEP and the Vine Neighborhood Association.

➤ Building & Trades

In the month of August, there were 488 permits issued, representing \$5,671,182 in construction valuation. These figures brought year-to-date permits to 2454, representing year-to-date construction valuation of \$38,145,720.

➤ Community Development

Staff is preparing for the 2016 HUD application process for CDBG and HOME funding. The mandatory pre-submission training is scheduled for September 29 and October 1. This training is required for all potential applicants.

The city received notification from the HUD Detroit field office that 2015 funding will be released soon.

Economic Development (ED)

Staff finalized the development agreement and created exhibits between local developers on the 427 E. Michigan Avenue (The Depot Building) project.

Staff reviewed the final draft of the Due Care investigation report and distributed it to interested parties for the former Performance Paper Property. Staff also reviewed the MOU for the northern portion of the site and participated in a meeting with the Michigan Department of Environmental Quality (MDEQ) regarding restrictive covenant of the floodplain.

Staff worked with the City Treasurer's office and consultants to determine the LSRRF capture approach on 108 E. Michigan (former PNC building). During their monthly meeting, the BRA approved the development agreement, which was then hand carried to the developers. Staff also worked with the developer's consultant regarding the increased scope of the project.

Human Resources (HR)

Coordinated and held bi-annual Employee Health Fair on August 5 at the Harrison Water Reclamation facility which had approximately 20 vendors and was attended by roughly 100 employees.

➤ HR Advisors

Continued providing mandatory EEOC Title VII/Light Duty training for all City supervisors, managers, and HR staff.

Coordinated/prepared materials promoting city trades positions and staffed a booth for the City of Kalamazoo at the Kalamazoo Promise 10th anniversary event held on August 15.

Staff participated in an annual meeting with the labor committee of local NAACP chapter, reviewed quarterly statistics and hiring initiatives.

Staff initiated a KDPS promotional exam development process for 2016.

Worked on hiring/promotional processes for WW O/M II (field testing); continued screening applicants for Apprentice Municipal Worker position (concrete crew); participated in five Legal Secretary interviews 8/27 and 8/28; posted openings for Clerk Cashier I at Metro Transit, Code Compliance Inspector I at CP&D, finalized processes and hired Clerk Cashier II for Management Services (Treasury Division), Accounts Coordinator/Secretary Part-Time for I/T, Accounts Coordinator for Parks & Recreation, Accounts Coordinator Part-Time for Metro Transit, both the Records Coordinator and Records Clerk/Typist at Public Safety, two Apprentice Wastewater Operator Maintainers at Harrison facility, and the Vehicle Mechanic I for Public Services Fleet.

Monthly CDL Random Alcohol and/or Drug screenings were conducted for August.

➤ Training Schedule

Class Title	Date	Location	Time	# Attended
Mandatory Supervisory Discrimination & Harassment Prevention / Light Duty Policy Training	8/11/15	Harrison – Conference Room A	1:00 p.m. – 3:00 p.m.	3
	8/14/15		9:00 a.m. – 11:00 a.m.	16
	8/20/15		1:00 p.m. – 3:00 p.m.	9
New Hire Orientation – Welcome to the City & Policies	8/19/15	City Hall – Community Room	8:30 a.m. – 10:00 a.m.	13
New Hire Orientation – Benefits	8/19/15	City Hall – Community Room	10:30 a.m. – 11:30 a.m.	14

Information Technology (I.T.)

I.T. staff handled 549 unique trouble tickets in the month of August. These trouble tickets were I.T. problems handled by I.T. staff that originated with a phone call, email, or in-person visit to the I.T. Helpdesk.

The web-based reporting tool built by I.T. staff was used by citizens 57 times during the month of August. This automated web-based system allows citizens to use their web browser or smartphone to report numerous City-related issues including potholes, streetlight outages, traffic signal issues, and tall grass and weeds. All reports were automatically routed to the appropriate City staff via email.

I.T. staff implemented 2 factor authentication (2FA) on a sizeable portion of the City's critical data that contains personal information. This was implemented on a number of databases used by multiple departments. 2FA forces users to log in with a second factor such as a USB key or a cellphone text in addition to the normal username and password. This provides significantly more security for the City's critical data and databases.

The City of Kalamazoo has gone live with the automated agenda management software Citywide. Over the past year, I.T. staff worked with City Clerk's office to research, evaluate and select software specifically designed for organizing and managing commission meeting and schedules for boards and committees. From the numerous options available, the team selected Novus Agenda software as the application of choice. This software is a web based SaaS application featuring BoardTraq and MinuteTraq modules providing customer connectivity to a powerful client portal of timely information, quarterly point release updates and support needs. Novus Agenda gives the City of Kalamazoo the ability to easily customize templates for their specific needs to track commission readings, manage historic information on vendors and contracts, modify approval queues, decision point workflow routings, email notifications and process alerts and maintain document format attachments. Meeting tools provide tracking of commissioners and board members of their attendance, voting history, requests to speak, term dates, follow ups as well as public donations with the ability to generate reports through metric analytics.

The I.T. Department assisted Treasury with technical support during the setup of paperless utility billing. Treasury began sending out paperless utility bills via email in early August, and there are currently 460 customer accounts set to receive bills in this format.

Kalamazoo Department of Public Safety (KDPS)

➤ Criminal Investigation Division (CID)

The CID investigated the homicide to Edward Bell on N. Rose St. The suspect George Mack was arrested in Las Vegas NV and we are working on extradition at this time.

The CID is investigating the shooting of 3 females in the 500 block of Florence. All injuries are non-life threatening.

The CID is investigating two arson cases in the 1100 block of Weaver. The second fire destroyed the residence.

➤ KVET

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 44 drug cases and seized 5 firearms in August.

KVET has investigated 36 meth labs to date for 2014.

Management Services

➤ Assessor

Work continues on the neighborhood reviews. All field work should be complete by October.

The number of new full tribunal Michigan Tax Tribunal (MTT) cases for 2015 currently sits at 13 (2014 had 26). The deadline for Commercial, Industrial and Personal property was May 31. We are not expecting any additional cases. No additional cases are anticipated unless the MTT is holding a petition for more information. The MTT spreadsheet has been updated to reflect the new cases, estimated values in contention and anticipated refunds.

➤ Budget and Accounting

Staff held budget team meeting with finance representatives from various departments on August 12th. Staff worked to prepare the Eden module for entry of the 2016 budget entry and prepared documents and tools to assist with the entry process. The position budget was completed and sent to departments by the Financial Services Manager.

The 2016 Budget plan was finalized to determine the 2016 Administrative fees charged to various departments.

Staff completed the first closing procedures under the new electronic journal entry process.

This is on hold during the preparation of budget. Internal Control documents will be included in our review of the Super Circular Implementation (see below) as the new Federal Guidelines require documentation of internal controls over federal award programs based on COSO standards.

Staff completed the 2nd Quarter financial report.

In order to support Metro/CCTA Transfer Planning (esp. OPEB/Pension Accounting issues), met to understand the accounting behind OPEB bond issuance impact on Metro transit. Staff also met with Management Services division managers to review CCTA proposed contract.

➤ Finance

Processed monthly disbursement; processed refund requests for terminated employees; provided annual benefit statements to active employees; updated website to include 2014 Annual Summary report and 2014 Annual Pension Valuation (both active and retirees were notified of this update); met with GRS to review the projection tool and to discuss the data collection that will be needed for the annual pension valuation and OPEB valuation.

➤ Purchasing

Working collaboratively with City Departments, bid documents were prepared and distributed through the City's website for five purchasing projects.

Reviewed and set up 98 purchase orders and processed 17 change orders.

Purchasing staff are administering prevailing wages for seven construction contracts.

➤ Treasury

Utility Bills issued in August:

15,245 Original Bills
3,014 Reminder Notices
2,351 Final (shut off) Notices

Parcel number updates continue being added to utility billing accounts as time allows. Paperless billing option added to the new service connection application.

Olameter will begin reading meters on October 1, 2015. Office space at City Hall has been identified for meter reads and a supervisor. Robert Lash will be on site the week of September 21 to work with staff.

Parks & Recreation

➤ Recreation

August was an active month for the Recreation Division. We had numerous events and programs during the entire month. Our Summer Camps ended on August 14 this year. We had a great attendance at all three sites. The Youth Development Center continued to have the highest average attendance at 45 kids per week. Both the Douglass Community Association and Mayors' Riverfront Park had average numbers of 26 children per week. We received numerous compliments on our summer camp programs, staff, and new hours that were offered to the parents. We will have a Summer Camp debrief in September to go over the program and brainstorm ideas for next year.

The Kik Pool season came to an end on August 15. The Dogs Day at the Pool was held the evening of the 15th to mark the end of the summer for the pool. We had 30 dogs attend with their owners to “cool off” for the last time this year. We had a great group of lifeguards and guest services staff this year, and received many compliments on how the pool was operated.

The Sandlot was our third Movie in the Park for this year, and it was shown at Mayors’ Riverfront on August 15. It was a hot, humid evening, but we had a good attendance and the families had a great time enjoying the movie on the baseball field.

Lunchtime Live! is continuing its successful summer. The Moxie Strings played on August 7 to a large crowd. Our first annual bags tournament concluded with a great turnout. The Growlers team was crowned the champions for this year, with the team from Rhino Media finishing in second place.

We concluded the month with two weeks of Field Trip Fest. In prior years, we only ran the program for one week, but we had such a great registration for the program this year that we added a second program. Both weeks were sell outs and the kids had a great time winding down their summer on Field Trip Fest. Based on the popularity of the program, we are looking at offering two weeks again next summer.

➤ Communication/Outreach

Staff met with KYD (Kalamazoo Youth Development) Network about our after school programs and what the future holds. We have entered into an agreement with KYD Network to participate in the YPQI (Youth Program Quality Intervention) again this year. We will collaborate with KYD Network to evaluate our after school programs, participate in trainings they offer, and assess the results of how the programs are doing. This agreement will only strengthen our ability to offer quality after school programs to the city’s youth, and position our after school programs to get kids college ready. We will be offering after school programs at the YDC, Oakwood Neighborhood Association, and Winchell.

➤ Parks

Though the summer is coming to an end, the park staff continues to be very busy keeping the parks green and clean, as well as assisting organizers with their events.

Construction for the improvements at Hays Park continues. A majority of the site improvements have been completed for the park. The asphalt path is now complete. The contractor continues to remove excess soil from the site and is scheduled to complete this task by the time the play equipment is installed. The bike parking areas were installed mid-August. The play equipment for the natural play areas is scheduled to be installed mid/late September. Parks staff will coordinate with the project landscape architect in late September to relocate several large boulders found during the excavation process. The park improvements should be completed by the close of the 2015 park season.

Construction for the improvements at Woods Lake continues. Demolition work for the site was completed by mid-August. By late August, installation of the building footings and foundation were complete and contractors had begun erecting shelter/restroom walls, several landscape retaining walls were started, portions of the observation deck footing had been completed, and staking for a trail to the fishing stations on the eastern portion of the site had begun. Underground utility work for water and sewer is scheduled to begin in early

September. The purchase order for the bench, picnic tables, bike racks, and litter receptacles is in the process of being finalized and delivery of these furnishings is schedule for April 1.

The cleanup effort for a portion of a waterway along the southern edge of the Versluis Dickinson Softball Complex, near Interfaith Homes of Kalamazoo, is scheduled to take place on October 3 starting at 9:00 a.m.

On August 15, Bronson Park hosted the 10th Annual Celebration of the Kalamazoo Promise. In an effort to be proactive and provide superior customer service staff met with Deb Droppers and her staff on site prior to the event to discuss event needs and coordinate efforts. Parks staff ensured all park electrical and water access points were fully operational. The parks staff also cleaned the Iannelli Fountain, and cleared the park of debris and litter.

Mayors' Riverfront Park/Homer Stryker Field was the site for this year's Island Fest, which was held August 27-29. Mayors' Riverfront Park was a new location for the event, now in its 20th year of celebration. To coordinate this effort and new venue for the event, staff met with Island Fest Organizers and Growlers staff in early August to walk the site and discuss needs. Though not all efforts for the event went as planned, proactively meeting minimized complications and set clear expectations for responsibilities for the event.

In an effort to become a high performance organization, in early August the Parks and Recreation was approached by the Economic Development department to utilize parks staff knowledge and expertise to develop a concept plan for Harrison Park. Development is scheduled in the near future for the area surrounding the park and the future park must accommodate these improvements. The Parks and Recreation Department provided two concept plans and two cost estimates for improvements to the park. A meeting was held in late August, and the project team selected a preferred concept and development of the final design will take place in September.

On August 18, staff met with the Parks and Recreation Department to discuss this year's Tree Lighting Ceremony. Lessons learned from last year's event were discussed and improvements suggested for this year. Another meeting is scheduled in early September to finalize responsibilities and set expectations for this year's event. The Parks and Recreation Department is again looking forward to teaming up with the Forestry team to complete this.

In early August, the Director was approached by a member of the Kiwanis-Michigan organization regarding future improvements at Davis Street Park. In an effort to proactively assist in this, staff developed a concept plan to start the conversation for site improvements. A meeting at the park took place between Kiwanis and Parks and Recreation in late August and another meeting is scheduled on October 14, to further discuss the project and determine fundraising.

In June, several members of the West Main Hill Neighborhood approached the Parks and Recreation Department regarding a community garden at Henderson Park. A concept plan for the community garden was presented at the July Parks and Recreation Advisory Board (PRAB) meeting. The PRAB board felt guidelines needed to be established to ensure success, but also address potential failure of such a garden. During the month of August, the Parks Manager met with a member of the West Main Hill Neighborhood and developed draft guidelines that are scheduled to be presented at the PRAB meeting on September 1.

In early July, a request for proposal was released regarding improvements to the current Farmers' Market. A month prior to the proposal going out to bid, a "Farmers' Market Design Team" was established. A portion of that team reviewed the proposals submitted and, based on scores, generated a short list of firms to present to the larger project design team. On August 20, four firms presented their approach for the project (OCBA, Fleis & VandenBrink, MC Smith, and Progressive AE). Each member of the design team ranked and scored the firms based on the presentations. The design team is scheduled to meet to discuss the results of the presentation scoring and award the contract.

Public Services

➤ Accounting

Public Services staff worked on 2015 Year End Projections, 2016 Departmental Budgets and PBB Budgeting initiatives, spent several hours on Public Services payroll timeframes, timesheets, shift pay, weekend premium pay, standby, overtime, and work schedules for the new biweekly Citywide payroll schedule.

Staff met with Management Services to discuss expense, revenue and capital improvement project reports.

Staff received several damage claims during August.

Staff completed monthly quality quantity billing for minor/major industrial users, contract industrial users and contract municipalities within the required timeframes.

➤ Administration

Public Services staff completed and submitted the 2013-2014 ACT 51 report for Local and Major Streets, wrote project specifications for Water, Wastewater, General Fund, Street maintenance and capital improvement projects, collated the 2016-2021 capital improvement projects for the various Divisions within the Department, and worked with Parks and Recreation on the Woods Lake Park area project.

Staff met with MDEQ concerning the Federally/State required Industrial Pretreatment Compliance Audit on August 24th.

➤ City Wide Maintenance

Staff worked numerous hours on their preventative and demand maintenance on City owned equipment and structures, and repaired and/or contracted repairs/replacement of vandalized City owned infrastructure throughout the county.

➤ Customer Service

Staff logged 125 work orders for streets, sidewalk and forestry related work request. The Cemetery Coordinator responded to seven full burials, seven headstone foundations, assisted 17 cemetery related visitors and addressed 119 cemetery related calls.

➤ Engineering

Riverview was topped from Mosel to Mt Olivet, Mills Street was completed from Stockbridge to Vine, Parkview /Oakland file review was completed and the pedestrian signal was slated to have some work completed on the signal.

Sanitary lines on Ransom and Gull at Harrison were televised and found to be in good condition, various new water services within the townships are slated for inspection and approval, Consumer Gas Project is almost complete up to Cork Street, and Farmers Alley pre-design due.

Staff continued to provide all required inspections services for new services and mains as well as providing required MISSDIG staking for some 18,200 staking tickets in August for City utilities inside and outside the City limits.

Inkster Bridge boardwalk repairs were scheduled.

➤ Environmental Services

Staff participated with the planning and implementation of the Water Festival Event scheduled for September 19.

Staff collected and analyzed the state required 120 monthly water distribution bacti and chlorine residual samples for August, collected four water main construction samples, collected and submitted required Stage II Disinfection sites for analysis, and analyzed three sets of Morrow Lake and two sets of Kalamazoo River sampling for the TMDL project in August.

Staff also collected and analyzed the required 120 monthly distribution samples for coliform; conducted volatile organic samples at Central and Station eleven; five well, four contract and two special water samples for total coliform.

Staff completed all required unit process control and NPDES permit required Wastewater sampling and analysis, TCLP sampling was completed on the odor control system carbon and required annual sampling that includes a set of special parameters and local limit parameters and well as quality quantity sampling at various industries.

Staff revised the Performance Standards to address the new Stormwater NPDES permit for post-construction stormwater runoff.

➤ Field Services

Field Services Staff conducted four service renewals, one service cut off at corp, one service flow test, 11 curb box repairs, two service leaks, nine lead services were replaced, four curb boxes were brought backup to grade and leaks repaired, 127 meter reads were taken, 180 meter trouble reports were completed, 1,206 radix/meter rereads conducted, 275 delinquent offs/ons completed, 23 concrete areas restored, 22 yard restorations, two hydrant repairs, 55 gates maintained, repaired one water main break and rebuilt 28 meters

Staff cleaned several thousand feet of the sanitary collection system; continued efforts to ensure a smooth roadway by filling several hundred potholes and repairing utility cuts on

major and local streets and alleys; removed several cubic yards through the process of street sweeping.

Staff removed 62 hazardous City trees within the City right of way; trimmed 65 trees and bushes in the right of way; removed downed trees during the weekend of July 18th; ground 32 stumps, cleared 350 feet along Portage Creek near Walnut Street, and removed 13 broken/hanging limbs

Staff repaired storm mains, sidewalks, curb and gutters, and began the Forbes Wall rebuild project, which will save thousands by using internal staff for the project.

Staff set-up for special events, completed several customer service patching requests, paved 32 utility cuts, paved South Rose from Cork to Hutchinson, roto-milled and repaved Upjohn Street from Kings Highway to Vine and St. Mary's Street from Cork to Foley.

➤ Fleet Services

Fleet closed 230 vehicle work orders in August. One hundred and eighty-two of the work orders were repair type orders that included 39 from Public Services, 91 from Public Safety, seven from Wastewater, 32 from Water, three from Parks, seven from Community Planning & Development, one from City Hall; one from pump stations and two water tools.

Forty-eight of the orders were preventative maintenance and included three from Public Services (Works), 25 from Public Safety, three from Wastewater, 16 from Water, and one from CP&D.

➤ Safety

Staff implemented chemical storage awareness training on three occasions and provided the Fire Marshall with materials to continue training of the PSOs for their annual business inspections. The collaborative efforts between Public Services and Public Safety will help both the Fire Fighter's Right to Know Program, the Wellhead Protection Program, and the Stormwater Program.

Staff conducted a Water Emergency Response Plan table top with a select portion of the Water Emergency Response staff.

Confined Space Training was provided to the Water Operator/Maintainer group and Arc Flash Qualified Person Training is being planned and developed.

➤ Solid Waste

Ninety-eight tons recycling and 157 tons of bulk trash were removed from curblawns during the month of August.

➤ Wastewater

The Draft National Pollution Discharge Elimination System Permit was not received in August but should be here sometime in September as the current permit expires in October 2015.

Staff began reviewing the data from the biosolids dewatering enhancement pilot studies, conducted capital improvement and maintenance projects, implemented on-going treatment enhance efforts, and worked with contractors on the Tertiary Screw Pump capital improvement project.

➤ Water

Graffiti was removed on several water facilities and a station was vandalized again in August. Staff will have a contractor install a security fence around critical water station buildings.

Staff completed the standard operating procedures required for the Water Systems Environmental Protection Agencies required Risk Management Program and Emergency Response Plan.

Water system pump, well rehab, hydrant and station maintenance projects are ongoing throughout the system.

The Gull Road tank exterior was repainted and interior prepped three times due to failure of the contractor's dehumidifier for repainting. The tank is due to be on line the second week of September.

Transportation

➤ Ridership

There were 214,093 passenger trips provided system-wide in the month of June, 2015, and a total of 1,731,316 passenger trips provided system-wide year-to-date through June.

Year-to-date through June, 2015, the number of rides provided on Metro County Connect service is up 11% over the same time in 2014. The Community Service Van program also had an increase of 62.4% over previous year through June. The number of rides on the Metro Transit fixed-route bus service has dropped 6.9% through June, 2015, which is reflective of new identification badges issued in October 2014 by Western Michigan University that no longer allow for use as bus fare by previously graduated students.

➤ August Activities

Plans were finalized to move approximately 1,000 Western Michigan University freshmen from campus to the downtown area as part of the annual Click Downtown scavenger hunter coordinated in conjunction with Downtown Kalamazoo Incorporated. The event is designed to provide students new to the area with familiarity about downtown attractions as well as the public transit system.

For the second year, a collaborative effort between Metro Transit and Kalamazoo Valley Community College will allow KVCC students to purchase semester-long bus passes through their financial aid. Plans for pass sales and distribution were finalized in August.

Details on minor routing and schedule changes impacting four bus routes were finalized with an implementation date of September 7. Schedules are online at www.kmetro.org/bus-routes.

- Route #4-Oakland—Time points were adjusted to allow more travel time from evergreen South to the Kalamazoo Transportation Center (KTC).
- Route #6-Parchment—routing was changed so that both in-bound and out-bound buses travel the same roads. When traveling out-bound, the bus takes Mosel to Commerce to Riverview. Timing remained unchanged.
- Route #9-Gull—New Village (formerly New Horizon) will be serviced on the bus heading in-bound, no longer on the out-bound trip. Time points were also adjusted.
- Route #21-Solon Kendall Lafayette—will use Valley Drive after turning from Hoard on the trips heading toward campus from Kendall and West Main. The existing bus stop on Howard across from Valley Drive will be moved north to accommodate this.