
City Manager's Report

JUNE 20, 2016

Grants Applied for and Received

There was no activity this month.

Community Planning & Development (CP&D)

➤ Planning

The Planning Commission did not hold a meeting in May. Four site plan projects were processed during May as follows:

1. A new storage building for Family & Children Services at 1608 Lake Street
2. A new office building for Park Place of Kalamazoo at 1825 S. Park Street
3. A new building for Chemical Bank at 1910 Parkview Avenue
4. Adding equipment to the cell tower at 4401 Siesta by Verizon Wireless

A final site plan was received for the new, multi-purpose building for the Lakeside Academy at 3921 Oakland Drive.

The Planning Commission Nomination Sub-Committee interviewed two candidates to fill the vacant seats on the Commission and both candidates will be recommended for appointment.

Staff hosted a second "Walk and Talk" to review the Southtown Design Review Standards and Guidelines on May 25. Planning staff walked with community members along Burdick Street to look at the existing buildings and discuss possible improvement options and the mechanics of the review process. Utilizing community input, staff has drafted an appendix for the Southtown design review standards and guidelines and is sharing the document with community members for feedback.

Per the Redevelopment Ready Communities Program recommendations, staff created an outline to develop a marketing strategy for the City and it is currently under review.

➤ Building & Trades

In April, there were 247 permits issued, representing \$1,756,849 in construction valuation. These figures brought year-to-date permits to 1058 representing year-to-date construction valuation of \$26,761,591.

➤ Community Development

Community Development staff are working with the Michigan State Housing Development Authority (MSHDA) to provide technical assistance to local housing organizations to become Certified Housing Development Organizations (CHDO). Fifteen percent of our annual HOME

funds must be allocated to a CHDO. Technical assistance will help with capacity building for current CHDOs and assist organizations interested in obtaining their CHDO designation.

Five organizations submitted applications for MSHDA Technical Assistance. The organizations are:

- Open Doors of Kalamazoo
- Vibrant Kalamazoo
- Edison Neighborhood Association
- Kalamazoo Collective Housing
- YWCA

The organizations will be interviewed by City and MSHDA staff and workplans will be developed to submit to Housing and Urban Development (HUD).

Staff are scheduling an “All Neighborhoods Meeting” to strengthen collaborations between the two entities and encourage participation in Imagine Kalamazoo 2025. Participating neighborhoods will be given financial support for their 2016 National Night Out.

Economic Development (ED)

Economic Development staff met with the Environmental Protection Agency (EPA) on the Allied site and progress continues towards a mutually beneficial solution.

ED staff submitted the 28th Amended and Restated Brownfield Plan to the City Commission for approval. The plan included updates/changes as well as the addition of four new developments.

Staff continues in close negotiations with multiple developers and interested parties on new developments downtown.

Human Resources (HR)

➤ Labor Relations

Staff continued work to support the transfer of Metro Transit from the City to the Central City Transportation Authority (CCTA).

➤ HR Advisors

Training Schedule

Class Title	Date	Location	Time	# Attended
NeoGov Training	5/11/16	I/T Training Room	3:00 p.m. – 4:00 p.m.	1
Hiring & Interview Training (condensed version)	5/12/16	Harrison Facility Conference Room B	3:00 p.m. – 4:00 p.m.	2
New Hire Orientation - Policies/Overview and Benefits	5/23/16	KDPS Station 4/5 Training Room	8:00 a.m.–12:00 p.m.	16

Information Technology (I.T.)

I.T. staff handled 565 unique trouble tickets in the month of May. 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. 585 calls were handled by City Hall I.T. Staff during the month of May.

The web-based reporting tool built by I.T. staff was used by citizens 96 times during the month of May. 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.

Kalamazoo Department of Public Safety (KDPS)

Criminal Investigation Division (CID) worked a homicide that occurred on Mabel Street with one victim deceased and two others sustaining non-life threatening gunshot wounds. It is an on-going investigation at this time.

CID worked another unrelated shooting on Mason Street where one victim was shot in the face. This investigation is still on-going.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 18 drug cases in May.

KVET has investigated 18 meth labs so far for 2016.

Management Services

➤ CFO

Staff worked with financial advisors, bond attorney, and staff to assemble refinancing package for review by the City Commission regarding 2007 Capital Improvement Bonds and Michigan Transportation Bonds.

Staff and I.T. to finalize CCTA design and implementation of new EDEN financial and HR database system and relevant data.

➤ **Assessor**

Staff worked to set up donation procedures for the Bronson Park Restoration project. Testing and training for the Parks and Recreation staff was on June 2. Park and Recreation staff and the fundraising committee will handle all acknowledgements and track donations.

Final Renaissance Zone reports were prepared and sent to the State. The only Renaissance Zone left in the City is the Tool & Die Renaissance Zones comprising of four parcels total.

➤ **Purchasing**

Working collaboratively with City Departments, bid documents were prepared and distributed through the City's website for three purchasing projects. As part of our vendor inclusion program 49 vendors, 5 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 227 purchase orders and processed 23 change orders.

Purchasing staff are administering prevailing wages for four construction contracts.

➤ **Treasury**

Staff have continued adding paperless billing per customer requests.

Utility Billing – Utility Bills issued in May

14,257 Original Bills
525 Original Bills sent via email
2,934 Reminder Notices
2,226 Final (shut off) Notices

Parks and Recreation

➤ **Recreation Division**

Registration was held on May 2 and 9 for summer programs and camps. The online registration software gave customers the convenience of signing up for things without having to come directly to the office.

Kik Pool was uncovered and cleaned from the winter. Repairs were made and the pool is set to open in June.

➤ **Communication / Outreach**

The Woods Lake Grand Re-Opening event had a great turnout on May 26 and park improvements were very well received.

➤ **Parks Division**

Parks officially opened this month with the re-opening of Woods Lake Park, The Susan G. Komen Walk, The Growlers Seasonal Opener, The Can-Am Tournament, and The Downtown Music Jam.

The park rangers are a new addition to the employee lineup with park staff. Their main duty is to ensure the park gates and restrooms are secure on weekdays as well as assist with maintaining the parks.

On May 2, the Parks and Recreation staff assisted the Department of Health and Human Services with the reinstallation of a “Pinwheel” Garden in the landscape island between N. Westnedge and N. Park streets. The goal of the pinwheel garden is to represent the number of kids in foster care in Kalamazoo County as well as the inadequate number of licensed foster families.

On May 17, the staff met with a representative from the Rotary Club 6400 to plant a tree at Crane Park in Memory of the February shooting victims. A plaque will be installed to commemorate the tree for all who visit it.

Park staff worked with volunteers from the Eaton Corporation and the Rotary Club of Kalamazoo-Sunrise on Rose Veterans Memorial Park. Tasks included general park maintenance, invasive plant removal, annual plant installation, and mulch installation.

On May 21 the Alpha Kappa Alpha sorority volunteered at LaCrone Park. Tasks included litter and debris removal, invasive plant removal, mulch installation, and plant installation at the park sign.

Kalamazoo in Bloom installed plant material at Bronson Park and various other locations in the downtown area including City Hall. The park staff prepared the beds for the plant installation for the volunteers. Work included invasive plant removal and soil bed preparation.

Public Services

➤ **Administrative Services and Support Division**

Public Services is keeping the city clean with the solids waste program; recycling 124 tons of materials and disposing of 186 tons of bulk waste, 173 cubic yards of debris and enforcement of city code violations.

Residents reached out to customer service regarding cemetery information 153 times.

Work orders generated due to citizen complaints resulted in 35 general public services, 40 forestry services and 85 were for pothole patching.

➤ **Engineering**

The downtown fountains have been turned on with all cannons and spray bars operating.

The snowmelt system is being upgraded to yield maximum capacity.

There was over 900 feet of pavement removal and resurfacing for Hibbard, Millard, and Roskan Streets completed in May. Damaged gutters and curbs were replaced as well in the area.

Consumers Energy upgraded gas lines and services to residents in the Fulford/Palmer vicinity as staff monitored and inspected Right-of-Way activities.

➤ **Wastewater**

Collection crews have located a blockage in the southwest interceptor near Kilgore and Lovers Lane. Crews are working to remove it and have cleaned the sewer lines in the Winchell neighborhood.

➤ **Water**

Crews responded to a water main break on Olney Street, between Nichols Road and Coolidge Avenue and isolated the impacted area to that street. Pressure was maintained in the system and there was no need for a Press Release for a Boil Water Advisory. Crews visited each household, explaining the situation and left door hangers on those houses where residents were not present. Both subsequent bacteriological samples were negative (no presence of bacteria).

Transportation

➤ **Ridership**

There were 247,180 passenger trips provided system-wide in the month of May, 2016. A total of 1,002,914 passenger trips have been provided system-wide year-to-date through April, which represents a 6% decrease in rides system-wide from last year.

The number of rides provided on Metro County Connect service through the month of April, 2016, was up 5% over the same time in 2015. The Community Service Van program also had an increase of 35% through April 2016 over previous year.

➤ **May Activities**

A millage request for Kalamazoo County voters to fund county-wide transportation was passed with 11,650 (58%) in favor and 8,417 (42%) opposed. The revenues collected will support Metro County Connect and Community Service Van programs through 2021.

An advertising campaign promoting Metro Transit and Dump the Pump Day on June 16 continued with free ride coupons and radio mentions to promote the day and to increase awareness of public transportation benefits.