

City Manager's Report

JULY 18, 2016

Grants Applied for and Received

The Michigan Department of Environmental Quality (MDEQ) approved the grant for the 600 East Michigan Project.

Community Planning & Development (CP&D)

➤ Planning

On June 2, the Planning Commission took the following actions:

- Voted to recommend approval of the rezoning of 106 Thompson Street to the City Commission. The parcel is owned by Kalamazoo College, and the request is to rezone it to IC from RS-5 to allow a welcome center use in the building in addition to the school admissions office.
- Voted to approve a special use permit for the Lakeside Academy on Oakland Drive to construct a new multi-purpose facility on the school site.
- Accepted the Nominating Committee recommendation to request that the Mayor appoint two new candidates to the Commission to fill current vacancies.

Six site plans were processed during the month as follows:

- Re-use of the existing building at 1615 Riverview for a dog grooming business.
- A building addition for the Tree of Life School at 2001 Cameron Street.
- A building addition for Cole Nissan located at 3003 Stadium Drive.
- A new drop off area and parking changes for the West Campus School for KRESA at 4606 Croyden Avenue.
- New equipment for Verizon Wireless to be added to the cell tower at 813 W. Kilgore Road.
- A building addition for the existing convenience store at 1115 Douglas Avenue.

➤ Zoning

At the meeting of the Zoning Board of Appeals on June 16, the Board took the following actions:

- Denied a use variance for the expansion of an adult foster care facility from eight residents to nine in the RS-5, Residential Single Dwelling District. Please note that this property at 2827 Courtlandt Avenue had already been granted a use variance in 2011 to expand from six residents to eight residents.
- Denied a use variance to reestablish a nonconforming convenience store, which sold beer and wine at 2104 Portage Street. This denial then nullified the second requested variance to expand the sale of alcohol to include hard liquor.
- Approved a dimensional variance to allow the construction of detached garage at 1228 John Street where the foot print of the garage is 211 square feet larger than the foot print of the dwelling.

- Approved a use variance to allow the construction of two apartments within the east end of the existing commercially zoned building at 3101 S. Westnedge Avenue, where in the zone the ground floor is to be used for commercial purposes only.

➤ Building & Trades

In the month of June, there were 373 permits issued, representing \$31,253,293 in construction valuation. These figures brought year-to-date permits to 1695, representing year-to-date construction valuation of \$60,827,852.

➤ Code Compliance

In the month of June, there were 192 inspections completed for Chapter 22 Trash Violations, and 178 inspections completed for enforcement on blighted properties.

➤ Rental Housing

In April, staff held the *Raising the Bar: A Michigan Roundtable on Rental Housing Registration and Certification*. The roundtable included an informative session on Landlord Training Programs that staff felt could benefit the City of Kalamazoo. The meeting has resulted in City staff receiving an increase of questions from property managers.

➤ Community Development

City staff held an all neighborhood meeting for neighborhood associations on June 13. Representatives from nine neighborhoods attended. The discussion centered on improving communication between the City of Kalamazoo and the neighborhoods. The neighborhoods in attendance expressed their appreciation for the opportunity to talk and expressed a desire to hold future meetings.

Economic Development (ED)

Staff concluded work on the 28th Amended and Restated Brownfield Plan which was adopted by the Brownfield Redevelopment Authority (BRA) on May 19 and City Commission on June 6.

Two community meetings were held on May 6 and June 7 in response to neighborhood residents that raised concerns about the construction of the roundabout located at Gull Road and Harrison Street. The June 7 meeting was held by Economic Development, City Planning and Development Public Services and roughly 15 to 20 community members attended and met with departmental staff.

ED staff continue work to finalize the site list for Tax Increment Revenue capture which currently has 26 active sites in total.

The Brownfield Redevelopment Authority signed Letters of Understanding for the below listed locations:

- 525 East Ransom
- 419 Harrison Street
- 405 East Alcott (former Performance Paper)
- 655 Gull Road
- 508 Harrison Street and 632 Gull Road (former KTS Property)
- 617 Harrison Street
- 215 West Lovell
- 116 West Cedar

The BRA also entered into a Redevelopment and Purchase Agreement with Kalamazoo County for a four acre parcel at 505 East Alcott Street and approved development agreements for 225 Parsons Street (Gibson Redevelopment) and 1910 Parkview Ave (former service station).

At their board meeting, the BRA also agreed to implement a new policy regarding a Board of Director’s Interest in a Redevelopment Project and approved to contribute up to \$50,000 for an Economic Development Vision & Strategy for the Central Business District (Downtown) and surrounding Neighborhoods to be conducted by W.E. Upjohn Institute.

Human Resources (HR)

HR staff assisted with arranging, and attended, Safety Awareness Session in City Hall presented by a Public Safety Officer in response to recent issues of violence across the country.

➤ Labor Relations

Staff met with CCTA (Central City Transportation Authority) management personnel to update progress on transferring Metro Transit to the CCTA.

➤ HR Advisors

The Respecting Differences Diversity wrap-up meeting was held on June 17 to discuss further topics and the results from the survey. The future topics that surfaced were Cultural Humility and Transgender Culture. The event attendance between two sessions was 929. The group will reconvene in September to start looking for a speaker for 2017.

Training Schedule

Class Title	Date	Location	Time	# Attended
Preventing Fraud & Abuse and Ethics Policy Review	6/22/16	City Internal Auditor’s Office	9:00 a.m. – 11:00 a.m.	1
Hiring & Interview Training	6/24/16	Harrison Facility Conference Room A	8:30 a.m. – 11:30 a.m.	3
Lean Six Sigma	Module 1 6/28/16 Module 2 6/29/16 Module 3 6/30/16	Harrison Facility Conference Room A	9:30 a.m. – 12:00 p.m. 9:30 a.m. – 1:00 p.m. 9:00 a.m. – 12:30 p.m.	15

Information Technology (I.T.)

I.T. staff handled 384 unique trouble tickets in the month of June. These trouble tickets were City Hall I.T. Staff problems handled by City Hall I.T. staff that originated with a phone call, email, or in-person visit to the I.T. helpdesk. 1458 calls were handled by City Hall I.T. Staff during the month of June.

The web-based reporting tool built by I.T. staff was used by citizens 58 times during the month of June. 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)

A juvenile was shot in the eye with a BB gun. The pellet went through the victim's eye and lodged in his brain. The victim was taken to Bronson Hospital but then rushed to Ann Arbor due to the severity of the injury. The incident occurred at Interfaith Homes and was captured on video.

Detectives continue to filter through an enormous amount of information regarding the Homicide on Mabel Street.

Detectives are still having issues with check fraud cases. Staff was assigned to a custody case where two suspects were identified and arrested. This is still an ongoing investigation.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. KVET made 29 drug cases and seized one firearm in June.

KVET has investigated 21 meth labs so far in 2016.

Management Services

➤ **CFO**

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

Staff and I.T. are set 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. Parks and Recreation staff and the fundraising committee will handle all acknowledgements and track donations.

➤ **Accounting**

All audit reports were wrapped up in the month of June by staff.

The set-up of OpenGov financial reports and chart of accounts continued in June. Reports are in the process of being tested and reviewed by staff as questions arise.

➤ **Budget**

OpenGov implementation is moving forward with administrative training complete. Staff will work with I.T. to upload the April and May data into the tool.

➤ **Purchasing**

Staff is working collaboratively with City departments and bid documents were prepared and distributed through the City's website for three purchasing projects. As part of our vendor inclusion program 195 vendors, 33 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 229 purchase orders and processed 15 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

- 15,602 Original Bills
- 859 Original Bills sent via email
- 3,456 Reminder Notices
- 1,977 Final (shut off) Notices

Parks and Recreation

➤ **Recreation Division**

Lunchtime Live! started on June 10. Each week has seen an increase in attendance and excellent weather.

The first movie in the park was held on June 24 at South Westnedge Park. An estimated 300 people were in attendance.

The Family Fishing Clinic was held on June 11 at Spring Valley Park. The clinic on that day was planned to coincide with Michigan DNR Free Fishing Weekend. Staff may look to move the clinic to a different park in 2017 to increase attendance.

Fitness in the Parks began on June 18 at Upjohn Park. Parks and Recreation are partnering with the Kalamazoo Athletic Club to offer free fitness each Saturday morning at 9:00 a.m. Twenty participants showed up to exercise for the first class. If participants make it to all but one session they will receive a Kalamazoo Parks Water Bottle and be entered into a drawing to win a free six month membership to the Kalamazoo Athletic Club and two personal training sessions.

Kik Pool opened to the public on June 11. Free admission was offered that day. To date, staff has sold more annual passes this year than last year. Swim lessons have had good registration. Staff have increased the times they are offered, as well as a weekend class. The lessons will run once a week for six weeks this summer.

Kamp Kzoo began on June 20. Staff are working at all three sites again this summer: Youth Development Center, Mayors' Riverfront Park and Douglass Community Center with themed weeks for the campers. Registration has been good for the first few weeks and should be a great summer for the campers with some exciting field trips planned.

New this year is our Supervised Playground program at La Crone Park. This program is offered to kids between the ages of 7 and 16 in the surrounding neighborhood. They can come to the park for supervised play and activities, while being in a safe, supervised environment. Staff had to limit registration to the first 40 kids signed up each day. The program has been full since the second week.

On June 27 the Special Events Coordinator and the department officially took over the special event process for the City.

➤ Parks Division

Based on comments received from a community engagement event in May with the Vine Neighborhood Association and community members, staff developed three concept plans and cost estimates for park improvements slated for the spring of 2017. Staff will present the three concepts to the community at a national night out event on August 2 at 6:00 p.m. in the Vine neighborhood to get additional feedback to generate a final plan and determine park improvement priorities.

On June 7 staff joined CP&D for a community engagement event at Verberg Park. The goal of the event was to gather information on the roundabout planned for Harrison Street as well as to get input on improvements for Verberg Park which is slated for a master plan later this year.

On June 15 staff met with the Kalamazoo Department of Public Safety (KDPS) to discuss the recent vandalism at Mayors' Riverfront Park. Staff will install additional "No Trespassing" signs and expand the height and improve the security of the entry gates into Homer Stryker field.

Staff attended a public meeting to discuss a proposed natural playscape for the property located at 302 Academy, just north of Bronson Park, on June 29. The existing building located at 302 Academy cannot be renovated. The First Congregational Church is looking for an alternate use for the property and a playscape is one of those options. Staff was present to listen and understand how the property could relate to Bronson Park. The next meeting to discuss future use of the property is scheduled for [July 13](#).

On June 20 staff coordinated with Target Corporation to schedule an event in July at the Youth Development Center. Tasks for the event include cleaning up the landscape areas around the building, removing weeds, cleaning up the Portage Creek edge, installing new plant material, removing paint on the eaves of the building and installing new gravel around the planter boxes at the front of the center.

Public Services

➤ **City-Wide Maintenance**

The Snowmelt heat exchangers are being serviced by a contractor in preparation for the winter season.

Staff is in the process of rebuilding the plumbing to the Bronson Park fountain that feeds the cannons and center spray bars.

➤ **Customer Service**

During the month of June, staff scheduled eight full burials, seven cremated remains, one infant disinterment, met with 17 cemetery related visitors, processed 18 headstone foundation orders, and responded to 137 cemetery related calls.

There were 23 work orders created for various public services related tasks, 40 pothole work orders on local/major streets and 84 forestry-related work orders.

➤ **Engineering**

Local Street repaving on Jack Pine, Dutton and Tremont is currently under construction.

The East Main Street project was opened to traffic on June 16 and all traffic signals are activated. Our Portage Road project is continuing with the first phase of this project being approximately 75 percent complete. Work on that project is anticipated to continue until August 1.

Citywide pavement marking repainting is currently scheduled for the mid-to-late July.

Consumers Energy has moved from the Milwood area to the Vine Street neighborhood replacing gas mains and services throughout the neighborhood as staff monitors and inspects Right-of-Way activities.

Preventative maintenance sanitary sewer cleaning continues to progress within the Winchell neighborhood.

➤ **Field Services**

Staff painted hydrants throughout the City and Townships.

Forestry continues to work on removing dead trees and stumps as well as answering new

calls for emergency service.

The concrete crew is working on replacement in the City and installing new storm drains.

➤ **Fleet**

Specifications were made and quotes taken to explore options for refurbishing a water pipe truck verse buying a new truck. This process should be finalized soon with a recommendation.

➤ **Solid Waste**

During June, there were 113 tons of recycling, 153 tons of bulk; 297.25 cubic yards of debris for code violations and 32.54 tons of brush collected from City curb lawns. There were also 58.25 cubic yards of debris removed from the curb lawns as part of the 2016 Building Blocks program.

Plans for implementation of the conversion to quarterly bulk are under way. Quarterly bulk will begin in September 2016. A meeting is scheduled with the Manager's office to discuss transition communications and roll out to our community. Pick up days, acceptable material and quantities will not change. We will have two free trash drop off days in April 2017 and a spring cleanup in May to accommodate student turnover.

➤ **Wastewater**

Wastewater collections staff are working on removing a major blockage of railroad ties from the Southwest Interceptor 30" sewer.

Wastewater Lab staff have completed the Water Quality Consumer Confidence Reports and have submitted it to the MDEQ and distributed results to the community.

➤ **Water**

The Mount Olivet Water Storage Tank Rehabilitation Project is scheduled for completion the week of July 3.

The Lead & Copper Program Team continues to make good progress, including the collection of several daily water samples at residences, inspections of household plumbing for material type, removal of lead and galvanized pipe, and enhancements to the program planning and records management. Development of the new Water Resources Division continues to progress, identifying/assigning staff, organizing vehicles and equipment, and planning for locational changes.

Transportation

➤ **Ridership**

There were 209,492 passenger trips provided system-wide in the month of May, 2016, and

a total of 1,212,406 passenger trips provided system-wide year-to-date through May. This represents a 6% decrease in the number of rides provided for the month of May, 2016, when compared to the same month in 2015 and a 6.45% decrease in rides system-wide through May.

The number of rides provided on Metro County Connect service in the month of May this year was up 10% over the same time in 2015. The Community Service Van program also had an increase of 20% in May 2016 over the previous year.

➤ June Activities

Metro Transit participated in the annual Dump the Pump event on June 16. People in the community enjoyed a free ride using coupons distributed at community events throughout April, May and June.

A pilot bus pass project with Bronson Healthcare Group started June 6. Between June 6 and September 6 Bronson employees are able to ride Metro Transit for free using a Bus2Work pass provided by the Bronson Sustainability Coordinator. Bronson is paying for the trips taken by their employees to encourage transit usage and to help reduce the parking demand on their campuses. Fifty passes are part of the initial program with Metro Transit staff providing outreach at various events at the hospital campus downtown and analysis of ridership during the three month pilot project.