
City Manager's Report

AUGUST 15, 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 July. Six site plan projects were processed as follows:

1. New parking lot for Bell's Brewery, 412 N. Pitcher
2. New football field lights for Kalamazoo College
3. Building addition for Crosstown Auto, 875 E. Crosstown
4. New Treystar building/redevelopment project at 600 E. Michigan
5. New Loaves & Fishes use in the Douglas Community Center at 1000 W. Paterson
6. City trailway project – Walnut to Lake Street

Staff launched the marketing strategy project under the Redevelopment Ready Communities program with a kick off meeting of community partners involved in marketing Kalamazoo. The target completion date is the end of December. A project to expand the Riverfront Overlay Zone to the area south of E. Michigan Avenue was initiated, and staff is investigating how to regulate requests for installing small cell towers in the public right-of-way.

Imagine Kalamazoo work groups have been hard at work launching the second phase of the planning process, Plan It. On August 2, volunteers and City staff represented Imagine Kalamazoo at eight National Night Out events throughout the city. On August 5, volunteers and City staff were at the Edison Neighborhood Art Hop and Block Party. On August 6, volunteers and City staff were at the Mothers of Hope Ultimate Family Reunion in La Crone Park. Participation in community events is a key part of the Imagine Kalamazoo strategy and is reinforced every time we show up as participants are excited to engage with us in collaboration and dialogue.

➤ Zoning

At the July 14 Zoning Board of Appeals meeting, the Board took the following actions:

- Denied a use variance request for 1110 Weaver Avenue. Jamie Doll requested a use variance to allow the new home being constructed after a fire last August to be

occupied by four unrelated adults, where the destruction of the house caused the loss of the grandfathered condition of allowing more than two unrelated adults in Zone RS-5;

- Approved a dimensional variance to allow a carport at 3413 Barnard Avenue to be located within one foot of the north, side property line;
- Approved a dimensional variance to allow eight foot decorative metal fencing in the front yard around the Clark Logic trucking facility at 2015 Lake Street, where six foot is the maximum height in Zone M-1; and,
- Granted a modified temporary use approval for a food truck to locate in the Big Apple Bagel parking lot at 3811 S. Westnedge Avenue from August 1 to December 31 of this year. The food truck hours are until 10 PM Sunday to Friday and until 11 PM on Saturday.

➤ Building & Trades

In the month of July there were 292 permits issued, representing \$5,908,930 in construction valuation. These figures brought year-to-date permits to 2001 representing year-to-date construction valuation of \$66,769,832.

➤ Community Development

Michigan Land Bank Fast Track Authority Demolition Programs:

1. The 2015 Program is ending. Nine residential properties and five commercial properties will be demolished by the end of August.
2. The 2016 Program is starting. 1310 Bank Street will be demolished as part of the Farmers Market redevelopment plan.

Community Development Act Advisory Committee (CDAAC) will meet this month to finalize the process for the upcoming Housing and Urban Development (HUD) application process. Staff will begin meeting with neighborhood associations to discuss their 2017 general fund agreements this month as well.

Economic Development (ED)

Economic Development (ED) staff continues to work with local developers on various redevelopment projects on property owned by Brownfield Redevelopment Authority (BRA).

The Brownfield Redevelopment Authority extended a Letter of Understanding for 617 Harrison Street. The Developer has provided site plan updates and keeps ED staff apprised of site plan changes and status with CP&D.

The BRA entered into Redevelopment and Purchase Agreements for 505 East Alcott Street with Kalamazoo County and 1825 South Park Street (RX Optical Headquarters expansion). The BRA authorized expenditure of funds to Fleis & Vandenbrink for project and sample

management activities, laboratory fees, data evaluation and report preparation for environmental investigation of the former Panelyte property located at 2403 South Burdick.

Human Resources (HR)

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

Staff held annual Employee Appreciation Event in Bronson Park on July 13, honoring 95 employees with milestone anniversaries of ten years or more.

➤ Labor Relations

Staff reviewed feedback from Lean Six Sigma training held in June and revisions to training were worked out prior to the training session this month.

➤ HR Advisors

Training Schedule

Class Title	Date	Location	Time	# Attended
New Hire Orientation Part A: Overview & City Policies	7/28/16	KDPS Station 4/5 Training Room	8:30-10:00 a.m.	17
New Hire Orientation Part B: Benefits	7/28/16	KDPS Station 4/5 Training Room	10:15-11:30 a.m.	10

Information Technology (I.T.)

The I.T. staff dealt with 571 unique requests for assistance last month while resolving 580.

Deployment of Public Safety VoIP phones is expected to take place this month with the entire conversion set to conclude in the third quarter of this year.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked a shooting that occurred in the Heatherdowns apartment complex where a man was shot four times. A case was put together linking two individuals to several armed robberies, along with this shooting. Suspects are currently in custody on armed robbery charges while the Prosecutor's Office reviews the case.

Detectives assisted with some plain clothes observations during the Black Lives Matters march, which went very well.

Detectives also worked another shooting in the Fox Ridge complex where several people were shooting at each other. Individuals have been identified and are actively being sought.

The Detective Bureau is continuing with sorting through information regarding the homicide that occurred in June. The investigation is still on-going at this time.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. KVET made 18 drug cases and seized ten firearms in July.

KVET has investigated 22 meth labs so far for 2016.

Management Services

➤ **CFO**

Staff worked with CCTA leadership to further the transition of Metro Transit to CCTA with the target date of October 1 of this year.

Staff worked with Purchasing staff to further develop a new EDEN-centric method of managing purchasing data and process flow to streamline the process which will centralize purchasing information in a flexible and transparent way. This will also foster efficient real-time information flow.

Staff worked with Plante Moran to finalize online income tax calculator.

➤ **Assessor**

Staff worked with P&R to set up donation procedures for the Bronson Restoration project. The procedures are complete. Testing and training for the P&R staff was held on June 2. P&R staff and the fundraising committee will handle all the acknowledgement cards and track all donations.

The next group of neighborhoods has been chosen for the 2016 review process for the 2017 Assessment roll; neighborhood numbers 18, 24 and 57. These areas consist of the entire Winchell neighborhood in addition to a part of Edison near Miller Road. Staff from WCA is already out in those areas measuring properties and collecting information. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

➤ **Accounting**

The City converted tax procedures from the City “budgetary” basis to be in compliance with generally accepted accounting principles (GAAP) with this year’s tax bills on July 1. Both the Accounting and Treasurer’s offices will be working together to adjust account balances to complete the implementation of GAAP accounting procedures.

➤ **Budget**

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

The CCTA budget is in the process of being entered into the CCTA Eden database. Accounts payable testing has been performed and is complete.

The Cost Allocation draft plan has been received from management and evaluated by the Budget Manager. It is pending review by the CFO. The information for the 2017 budget plan needs to be put together and sent to management.

➤ **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 164 vendors, 21 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 167 purchase orders and processed 20 change orders.

Purchasing staff are administering prevailing wages for three construction contracts.

➤ **Treasury**

Utility Billing – Utility Bills issued in June

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**

The supervised playground program continues to be at a maximum each week. Both parents and kids participating in the program at LaCrone Park are very complimentary about the program and its ability to give kids a safe place to play and enjoy activities this summer.

Local businesses approached staff regarding sponsoring another movie in August. A meeting with potential sponsors was successful and the movie will be shown on August 26 at South Westnedge Park.

Fitness In the Parks has had great success this summer. We have seen increased attendance after partnering with the Kalamazoo Athletic Club and holding the program at the same park each week.

A community discussion was held at Kik Pool on July 25 to gather community input regarding the pool and what improvements/features residents would like to see in the future. Forty-five people attended and a Kik Pool Community Group has been established to gather input and announce future meetings.

➤ **Communication/Outreach**

Staff was approached by New Horizon Village regarding conducting a Safety in Water Program for the kids at the apartment complex. They are gathering information and looking into conducting the program this month before kids go back to school.

➤ **Parks Division**

On July 13, ten volunteers from Target Corporation assisted staff with invasive plant removal, tree and shrub trimming, installation of landscape edging and new plant material and the installation of landscape mulch in the areas surrounding the Youth Development Center.

Bronson Park has seen an increase of visitors since the release of 'Pokémon GO' in early July. Litter and debris on the ground has increased significantly (specifically cigarette butts) as well as the frequency at which the litter receptacles need to be emptied. "Mike the Peacock" was vandalized earlier in the month. The damaged plant material has started to fill in again. Several of the parks' usual visitors have been extremely helpful in telling people to respect the park.

On July 19, the Parks and Recreation Department hosted a community engagement event at Henderson Tot Lot in the West Main Hill neighborhood to gather information regarding future improvements to the park. Fifteen members of the neighborhood attended. The department will generate three conceptual plans and cost estimates and host another event with the neighborhood to determine the final site improvement plan.

The department has received several compliments from tournament and league organizers on the maintenance of the Versluis Dickinson Softball Complex.

This month park staff completed the removal of the dead/invasive plant material and the installation of new plant material at the East Gateway. The new LED lighting was also installed this month. The fountain is scheduled to be on and running this month.

Public Services

➤ **Engineering**

Local Street repaving on Millard, Roskam, Hibbard, and Franklin has been completed.

Repaving on Jack Pine, Dutton and Tremont is currently under construction.

The Portage Road project continues with the anticipated completion at the end of August.

➤ **Wastewater**

Wastewater heavy sewer, vector, and CCTV crews were relocated to the Harrison facility. In July, staff replaced a sewer main and reconstructed a manhole at Douglas and Ravine; this main and manhole have been the site of three Sanitary Sewer Overflows in the last three

years. The wastewater plant experienced an electrical fire and power outage from some of Consumers Energy equipment. Feed was switched to the South Feed and Consumers repaired their equipment.

➤ **Water**

The Mount Olivet Water Storage Tank Rehabilitation Project was completed.

The Lead and 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 and enhancements to the program planning and records management.

Transportation

➤ **Ridership**

There were 209,497 passenger trips provided system-wide in the month of June and a total of 1,421,903 passenger trips provided system-wide year-to-date through June. This represents a 5% decrease in the number of rides provided for the month of June when compared to the same month in 2015 and a 6.28% decrease in rides system-wide through June.

The number of rides provided on Metro County Connect service year-to-date through June was up 7.93% over the same time in 2015. The Community Service Van program also had an increase of 9.32% year-to-date through June 2016 over previous year.

➤ **July Activities**

A promotional campaign announcing the addition of late night and Sunday service expansions has been launched.