

City Manager's Report

SEPTEMBER 19, 2016

Grants Applied for and Received

There was no activity this month.

Community Planning & Development (CP&D)

➤ Planning

At the August 2 Planning Commission meeting, the Commission conducted a work session on the Imagine Kalamazoo 2025 (IK2025) Master/Strategic Plan for the city. The upcoming schedule of IK2025 events for the project was discussed including participation by the Planning Commissioners.

Eight site plan projects were processed during August as follows:

1. New building for Kalamazoo Probation Enhancement Program (KPEP) at 316-322 W. Walnut
2. Building addition for Aunt Millie's Bakery at 2109 Portage
3. Building addition for Bronson Walnut Facility at 125 W. Walnut
4. Renovated parking lots for the Kalamazoo Enterprise Center at 225 Parsons
5. KRVT trail extension from Westnedge to Walbridge
6. Use change of the building at 803 Riverview to Cash-N-A-Flash
7. Use change of the building at 806 Riverview to Happy Singh liquor store
8. Five new townhouse units at 1231-1301 Lafayette

A meeting was held with property owners of the land area between Pitcher and Mills Street for a possible rezoning to a commercial district and creation of Subarea 9 of the Riverfront Overlay District. Some concern was expressed about how this will affect the existing industrial uses in this area. In the proposal, existing industrial uses will continue to be conforming, and could expand with special use permit approval.

The new football field lights for Kalamazoo College were installed and tested. The lights were found to meet the conditions of the prior agreement between the City and the school.

A meeting was held with the consultant for the Lean Six Sigma system to evaluate the City's site plan review program. A formal review of the program will take place during the next few months.

The Planning staff began reviewing the existing future land use plan for possible amendments that will be included in the new Master Plan.

➤ Zoning

At the August 11 Zoning Board of Appeal meeting, the board took the following actions:

1. Approved a dimensional variance for a front yard setback for Crosstown Auto & Truck at 875 E. Crosstown Parkway. The business is expanding and has a 1,440 square foot addition planned for a building that is nonconforming in location.
2. Approved a dimensional variance to CVS Pharmacy at 2600 W. Michigan Avenue to allow them to split off the building and parking lot from the Campus Pointe Mall with 89% impervious cover, where 65% is the maximum for this Commercial Neighborhood Zone.
3. Denied two dimensional variances requested by A & L Janitorial Inc., at 903 Jackson Street. The applicant requested to keep the dumpster next to the sidewalk in the front yard with no screening fence around it, where dumpsters are to be 20 feet away from a sidewalk and screened from view.

Interviews for the Zoning Board of Appeals position vacancy were held August 25. Three candidates were interviewed, and the full board will discuss a recommendation to fill the vacant seat at the September meeting.

➤ Building & Trades

In August, there were 229 permits issued, representing \$3,552,726 in construction valuation. These figures brought year-to-date permits to 2309 representing year-to-date construction valuation of \$70,552,191.

➤ Rental Housing

The summer edition of Housing Inspection News is now available at www.kalamazoo.org/rental-housing-inspections under "What's New".

➤ Community Development

Bids have been received for the demolition of 1310 Bank Street. Work should start in September and be completed in early October.

The 2016-17 Action Plan has been received from HUD and mandatory sub-recipient training will be held in September.

2016-17 sub-recipients are:

1. Housing Resources, Inc.: Tenant Based Rental Assistance \$75,200 and Tenant Based Rental Assistance Administration \$56,375
 2. Senior Services: Home repair for the elderly - \$75,000
 3. Community Home works: Critical Repairs - \$200,000
 4. Fair Housing of SW Michigan: Property redevelopment for home ownership - \$70,637
 5. College Town Properties: Rehabilitation of rental units - \$71,000
 6. Kalamazoo Collective: Rehabilitation of rental units - \$100,000
2. 2017-18 HUD Program Year
 - a. Mandatory Pre-Submission training for Certified Housing Development Organizations will be held on September 6. Approximate funding available is \$120,000.
 - b. The application for Continued Funding for 2016-2017 will be distributed at the mandatory subrecipient training in September.
 - c. All applications are due October 6, 2017 at 4:30 p.m.

Economic Development (ED)

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

The following properties have expired LOUs:

419 Harrison

655 Gull Road

508 Harrison and 632 Gull Road (former KTS Property)

The BRA does not intend to extend the deadline on these properties until sufficient progress is shown by the developers.

Annual reporting to the Michigan Strategic Fund was completed. Twenty-three projects are actively receiving Tax Increment Revenue (TIR). Michigan Economic Development Corporation (MEDC) requested that projects that have completed payments to the Developer and are now paying the BRA or Local Site Remediation Revolving Fund (LSRRF) be included in this year's report.

The Kalamazoo Valley Community College Michigan Department of Environmental Quality (MDEQ) Brownfield Redevelopment Grant for the Health Focused Campus project has been closed out. The project was reimbursed a total of \$900,245.02.

MEDC requested and received new Tax Increment Financing (TIF) capture amounts using a 7 mill reduction for the 216-220 West Michigan Avenue project.

4Ward Planning has been chosen to perform a financial analysis and fiscal impact analysis of the anticipated project at 215 West Lovell.

Human Resources (HR)

Staff continued work to support the transfer of Metro Transit from the City to the Central City Transportation Authority (CCTA). Staff created an employee benefits presentation to explain the benefits that will be in effect for CCTA employees on October 1, including full sets of all forms that employees need to complete for CCTA. Staff held seven sessions of the meetings at Metro Transit, which included individual attention to employees to assist with completing all forms and explanation of the necessity of the forms and their timely submission. These sessions were attended by approximately 110 employees.

➤ Labor Relations

Staff held second round of Lean Six Sigma training, including program revisions and improvements that were derived from first training session in June. All materials were produced/printed/assembled in Human Resources saving approximately \$1,000 over the cost of materials prepared by a third-party in June.

➤ HR Advisors

Staff processed Veteran Affairs forms for Kalamazoo Department of Public Safety (KDPS)

veteran trainees.

Staff revised and sent 124 applications for Public Safety officer positions and assisted staff with the completion of background screenings.

Staff completed the process for 2017 promotional exams for Detective, Sergeant, and Lieutenant positions.

Training Schedule

Class Title	Date	Location	Time	# Attended
Lean Six Sigma	8/24/16 & 8/25/16	Public Services Harrison Facility Conference Room A	9:00 a.m. - 4:00 p.m.	9

Information Technology (I.T.)

The I.T. staff dealt with 556 unique requests for assistance last month while resolving 565.

Staff is preparing for the impending creation of the CCTA and assuring that services that we are contractually obligated to support are ready.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked a stabbing where the victim was said to be in danger of dying. The initial information was not forthcoming, but a suspect developed. Staff was able to obtain a warrant for his arrest a few days later.

Detectives are continuing to work a suspicious death case on 1200 block of E. Alcott Street. Limited information and lack of cooperation from friends and family have made this a difficult case.

Detectives worked a shooting that occurred at Jack's Party Store. Several witnesses to this assault are still being sought after, along with working on the victim's cooperation.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 27 drug cases and seized 3 firearms in August.

KVET investigated 2 meth labs in August.

Management Services

➤ CFO

Staff worked to develop a new comprehensive plan for fleet management and financing that will produce new fleet at a lower cost, as well as the head-end purchase of a handful of 2016 model vehicles at a substantial savings to the City.

Worked with Purchasing staff to further develop new EDEN-centric method for managing Purchasing data and process flow to streamline process, centralize purchasing information in a flexible and transparent way, and to foster efficient real-time information flow.

Staff worked on Priority Based Budgeting (PBB), including development of timeline for implementing new Resource Allocation Diagnostic (RAD) Tool and roll-out of PBB relative to fiscal year (FY) 2017 Budget to staff, as well as developing a suite of measurements that can be put in place in the fall of 2016 to produce one year of data for use in the FY 2018 Budget process/document.

Staff worked with OpenGov, Budget and Accounting and I.T. staff to implement OpenGov software with City data, and to begin beta-testing financial analysis and reporting using the new OpenGov tools.

➤ **Assessor**

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 all of the Winchell neighborhood in addition to a part of Edison near Miller Road. Staff from WCA are 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.

July Board of Review was held on July 19. The Board reviewed 169 items including Principal Residence Exemptions, Veteran's Exemptions, Hardship Exemptions, uncappings, clerical errors, and mutual mistakes of fact. The net results are as follows:

2016 State Equalized Value (SEV) reduced \$560,270; Taxable Value (TV) reduced \$524,292.

- 5 Veteran Exemption appeals granted, net loss of \$147,169
- 7 hardship exemptions granted, net loss of \$86,438

As of August 28, there are nine new full Michigan Tax Tribunal (MTT) full cases. May 31 was the deadline for commercial/industrial properties. The MTT spreadsheet has been updated to reflect the new cases and estimated values in contention and anticipated refunds.

As of August 28, only 15 new MTT small claims cases have been filed. July 31 was the deadline for new cases for 2016. Cases that were filed earlier this year are already scheduled for hearings. Some of these cases have already been heard. All 2015 small claims cases have been completed and values changed in the Assessing office.

➤ **Accounting**

Accounting staff is working with OpenGov to update the data tables to provide transaction level information to report users.

Accounting staff has been working on Enterprise Resource Program (ERP) set-up and updating procedures to be ready for the transition of Metro to the CCTA on October 1.

➤ **Budget**

The 2017 budget process has started.

- The position budget was completed August 19 for distribution to larger departments.
- Preliminary directives and cost allocation has been reviewed by staff.
- Budget calendar has been completed and reviewed by staff.
- Draft artwork for the cover has been reviewed.

The CCTA budget has been entered into Eden and advanced to the Director level. After the board approves the budget then the final adoption will take place.

➤ **Purchasing**

Staff is working collectively 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 143 vendors, 18 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 242 purchase orders and processed 29 change orders.

Purchasing staff are administering prevailing wages for four construction contracts.

➤ **Treasury**

Utility Billing – Utility Bills issued in July

- 14,945 Original Bills
- 869 Original Bills sent via email
- 3,241 Reminder Notices
- 2,896 Final (shut off) Notices
- 257 Delinquent offs

Parks and Recreation

➤ **Recreation Division**

Summer camps came to an end on August 19. The camp program received numerous compliments throughout the summer from parents and guardians. The final week included an 'aloha to summer' day with inflatables provided by Kalamazoo Valley Community College. Recreation staff hosted a Counselor in Training thank you dinner to recognize all of the hard work and volunteer time during the camps.

The movie in the park for an adult audience was canceled due to bad weather on August 12. The department may look into having this again next summer. The final movie sponsored by United Healthcare was a huge success. A back to school carnival was held from 6:00 to 8:00 p.m. with games, back to school supplies and prizes awarded to the attendees.

Kik Pool closed for the season on August 13. It was a good summer for the pool and with the community meeting inputs we received, we are planning on hosting a few meetings in the off season to create a plan for the future of the pool.

The 12th Annual Field Trip Fest was a great success again this year. The program was held August 22 through 26 and was sold out from the initial registration weeks. A second week may be added in the future to accommodate all the people we had on the wait list this year.

The Turn 2 Baseball Clinic was held on August 30 and 31. One hundred twenty kids participated again this year and were treated to a great surprise on the last day with a visit from Derek Jeter.

➤ Communication/Outreach

The department conducted a safety in water program for New Horizon Village at their community pool. Four Kik Pool lifeguards conducted the program for the children at the complex and it was very well received. Staff is looking into a swim lesson program for the residents next year and the possibility of holding it at the complex.

The department participated in the First Day Shoe Fund distribution and Community Resource Fair at Maple Street Magnet School on August 9. The Fall Fun guide was handed out to attendees, and staff was there to answer questions about the upcoming programs and events.

➤ Parks Division

Bronson Park continues to see an increase of visitors since the release of “Pokémon Go”. 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. The number of visitors in the park participating in “Pokémon Go” is likely to decrease with the start of school.

On August 2, staff attended National Night Out in the Vine Neighborhood to present design concepts for improvements to Davis Street Park. The goal of attending National Night Out was to maximize community input and determine which concept design the neighborhood preferred, improvement priorities, and any additional improvement items the department may have missed. Valuable data was gathered and is being put forth in finalizing the design for construction documents.

On August 13, The Bridge Church assisted the park staff at a volunteer event with trimming overgrown plant vegetation at Spring Valley Park. This effort will improve driver visibility thus increasing safety at the park.

On August 24 the park staff removed invasive plant material at the West Gateway. This area, much like the East Gateway, has had a difficult time sustaining plant material. All plants were removed and the park staff is scheduled to install mulch to help reduce the amount of new invasive plants from establishing in the landscape beds.

Throughout the month of August, the park staff sprayed Japanese Knotweed at various park locations. Japanese Knotweed is a highly invasive plant species and is legally prohibited in Michigan. It is illegal to possess or introduce this species without a permit. The park staff is starting to see “die-back” on the plants that were sprayed earlier in the month which means the herbicide is taking effect. The park staff will continue to monitor the sprayed plants and will continue to search for new plants.

Public Services

➤ **Administrative Services and Support Division**

The snowmelt special assessment was prepared and submitted. The total assessment is \$45,952.21, a per foot cost of \$15.848, which is 32.64% of the total cost of \$140,813.

➤ **Traffic Operations Division**

2016 Local Street repaving on Millard, Roskam, Hibbard, and Franklin has been completed. 2016 Local Street repaving on Jack Pine, Dutton and Tremont is currently under construction.

The East Main safety project being done in coordination with the KCRC is in the final stage of construction and the Kilgore project is underway.

➤ **Wastewater**

In August, the City experienced three sanitary sewer overflows: North Avenue, Burdick Street, and the City of Kalamazoo Water Reclamation Plant (KWRP). All health advisories have been lifted and all required reports have been submitted to the MDEQ.

On July 28, the MDEQ arrived for the City's annual reconnaissance visit and made a recommendation to change dilutions on our fecal coliform sampling of the effluent. Recommendations are being implemented.

Wastewater tertiary treatment process had a Motor Control Center (MCC) that shorted out due to a water leak. The panel was dried out and running in a few days. Non-compliance was issued because the samples during this period were not flow paced. The notice of non-compliance was filed with the MDEQ.

The MDEQ performed an audit of the City of Kalamazoo Cross Connection Control Program on August 24. The Cross Connection Control Program has received 1743 backflow test reports.

➤ **Water**

Dozens of annually scheduled storm water outfall inspections were completed.

Contractual well rehabilitation work was completed by pre-qualified contractors at Water Pumping Stations/Wellfields 4, 8, 9, 11, 24, and 25.

The Lead and Copper Program Team continues to make good progress, including the collection of several daily water samples at residences for the Tri-Annual Lead and Copper Program. Inspections of household plumbing for material type, removal of lead and galvanized pipe and enhancements to the program planning and records management has resulted in a number of undefined service material types.

Wellhead Protection efforts continue with updates to the www.protectyourwater.net website, continuation of movie, radio, and Metro Bus Ads, the Chemical Storage Inventory project, and the five-year update to the Contaminant Source Inventory Database and report.

Staff prepared responses to the MDEQ comments to the City's 2015 new Storm water NPDES Permit by the required August 31 due date.

Transportation

➤ Ridership

There were 185,072 passenger trips provided system-wide in the month of July, 2016. A total of 1,606,975 passenger trips provided system-wide year-to-date through July, which represents a 7.18% decrease in rides system-wide through July.

The number of rides provided on Metro County Connect service year-to-date through July, 2016, was up 6.32% over the same time in 2015. The Community Service Van program also had an increase of 3% year-to-date through July 2016 over previous year.

➤ August Activities

Extended hours on-board fixed route buses, additional routes and Sunday service went into effect September 6. Metro Transit staff hosted public meetings and attended several community events to help educate the public about service changes.