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# City Manager's Report

JUNE 15, 2009

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## Administration & Finance

### ➤ Assessor

Assessing and Treasury have been working together to arrange, clean up and add information necessary for conversion and go live for the BS&A Tax program, which will be on the City website for our taxpayers.

### ➤ Budget & Accounting

The Auditors have completed on-site work.

### ➤ Pension Administration

The Actuary is working on employee benefit statements which will be received within new few weeks.

### ➤ Purchasing/Risk Management

Changes to the Purchasing Manual have been approved. Staff is working with the City Clerk to obtain updated City Commission policies to use as appendixes.

Bids were received for seven projects including professional services, equipment, and commodities.

The City received revenue of \$54,375 from the spring surplus property auction.

## Community Planning & Development

### ➤ Planning

At the 5/7 Planning Commission meeting, the Commission recommended approval of the 2009 Downtown Kalamazoo Comprehensive Plan, recommended approval of a contract rezoning request on S. Sage Street to allow a new, senior citizens apartment complex, and approved a special use permit to allow the ARK Program to replace the existing building at 751 Pleasant with a new building for its programs, and to build three, 3-unit cottages on the site. Three site plans were processed in May including a project to expand the Life EMS facility on E. North Street, and to co-locate antennas and equipment on the roofs of the Washington Square Senior Citizens Co-op building and the Hilltop apartment building on Douglas Avenue.

Kick-off meetings were held for the new Master Plan project with city staff, the steering committee, and the consultant.

➤ Zoning

At the 5/14 Zoning Board of Appeals meeting, the Board approved a dimensional variance for 3513 Gembrit Circle (BFI of West Michigan) to allow for 83% impervious cover for a parking lot expansion, where 80% impervious cover is the maximum allowed in the M-2 District. The Board also approved a dimensional variance for 517 E. North Street and 520 E. Frank Street (LIFE E.M.S.), to allow for 77.5% impervious cover for a building addition, where 65% impervious cover is the maximum allowed in the CMU District.

On 5/22, the Zoning and Building/Trades staff assisted Public Safety in an inspection of 246 W. Kalamazoo. This particular property has been a problem in regard to after-hours parties for the last couple months. Fire Marshall Jim Williams secured an administrative search warrant, Lee Larson and Wayne Cutler cited numerous Building Code, Fire Safety, and Electrical violations throughout this two-story structure. This information was sufficient to condemn the building that day.

➤ Building & Trades

In the month of May there were 179 permits issued, representing \$20,388 in fees and \$1,636,136 in construction valuation. These figures brought year-to-date permits to 929, representing year-to-date construction valuation of \$18,013,569 bringing in nearly \$146,965 in revenue.

➤ Neighborhood Development

A grant agreement has been signed for the City of Kalamazoo's initial funding of \$770,000 under the Michigan State Housing Development Authority (MSHDA) Neighborhood Stabilization Program. Approximately 40 blighted structures will be demolished and 3 housing units will be rehabilitated by September 2009. MSHDA anticipates authorizing the remaining \$930,000 of NSP funds after the successful completion of the initial phase.

To qualify for additional funding under the American Recovery and Reinvestment Act, staff has prepared Substantial Amendments to the City of Kalamazoo's PY2008 Annual Action Plan as required by the U.S. Department of Housing and Urban Development (HUD). \$758,089 of Homeless Prevention and Rapid Re-Housing funds were requested on 5/18 and \$495,533 of Community Development Block Grant - Recovery funds will be requested on 6/5.

The City of Kalamazoo's PY2009 allocation of HUD funds was announced on 5/1. The City will receive \$1,842,192 in CDBG, an increase of \$16,859 or less than 1% over PY2008. The City will also receive \$736,860 in HOME funds, an increase of \$73,953 or 11.2% over the PY2008 amount. Additionally, the City will receive \$81,270 in Emergency Shelter Grant funds, a slight decrease of \$111, or less than 1% over PY2008.

## **Economic Development**

### ➤ Riverfront Area

All materials for the BRA's acquisition of 505 and 510 East North Street from the railroad have been submitted to the railroad. The deed to the properties should be received shortly.

A purchase agreement for the BRA's acquisition of 838 East Gull has been signed. Staff is arranging necessary environmental assessments.

Staff arranged and participated in consultant meetings with three business stakeholders and Parks and Recreation for their input regarding issues in the riverfront corridor improvement area.

Staff has been publicizing upcoming riverfront arts activities – SmartShop fundraiser, mural, and silo-singing. These activities were used as basis to approach the Gilmore Foundation to discuss further collaborations and a possible tie-in with branding efforts.

### ➤ Davis Creek Business Park

Demolition of the last two former Lakeside Refinery buildings located at 2705 East Cork Street has begun. The work is expected to be completed in advance of MDEQ-led (and funded) contaminated soil and former refinery foundation removal activities scheduled to begin in early summer. The MDEQ work has an estimated value of \$1.7 million.

Infrastructure construction is complete and we are beginning the process to dedicate the infrastructure and initiate the closeout of the EDA Grant.

Marketing efforts for redevelopment of the property are ongoing and a process intended to secure a commercial realtor to assist in marketing the site for redevelopment is underway, with a finalized RFQ out to the public for consideration.

The prospective purchaser's package has been finalized and 15 copies are available for prospective developers.

➤ **Brownfield Redevelopment**

Staff has initiated the Fifteenth Brownfield Plan Amendment process and will recommend approvals from the BRA and City Commission during their respective meetings in June. The amendment will add several chapters to the plan and amend an existing chapter to reflect current discussions about a potential redevelopment project.

An access agreement has been executed allowing the City and its consultant's access to the former Panelyte property in order to complete survey and due diligence activities related to the BRA's acquisition of the property from the Michigan Land Bank Fast Track Authority.

Staff is working on the city's application for \$762,000 in Energy Efficiency and Community Block Grant formula funds. A strategy for the expenditure of those funds is being developed and will need to be accepted by the Department of Energy. Staff is discussing tying in the planned improvements to City Hall with the grant funding opportunity.

The RFQ for the realtor carousel was completed and released on the city, Greater Kalamazoo Association of Realtors and Commercial Board of Realtors websites. Staff provided feedback to several realtors considering responding.

Staff has begun drafting intergovernmental agreement(s) between the city/BRA and county land bank.

On-going discussions with Public Services have been held regarding the maintenance of BRA properties. Staff requested additional services (maintenance and police) for riverfront events, and arranged an outside contract for more intense maintenance of high priority properties.

One EPA grant-funded site assessment project has been recently completed, and funds have been set aside to support at least three potential redevelopment projects.

Staff reviewed funding for implications to city now that the Northside grocery store has closed.

## **Information Technology**

➤ **BS&A Cash Management/ERP Phase II Project**

NCC to BS&A tax conversion for years 2001 – 2008 has been completed. City staff is now working on tax tables prior to go-live. BS&A Tax Staff will be on site 6/16 to assist with finalizing all setup, including rolling of liens and bill format setup, prior to the 2009 Summer Tax Billing. IT and Public Services staff met for initial discussions

regarding the UB data conversion, and BS&A staff will be on site 6/21 for the UB Kick-Off.

➤ Second Internet Connection

Staff implemented a secondary internet connection located at KDPS headquarters at Crosstown. The use of this secondary connection will be phased in over the next few weeks. Initially, the second internet connection will be used by Public Safety patrol cars to access law-enforcement applications and data. Due to current network constraints it will not be a fully redundant connection until after the switch replacement project is completed in the 4<sup>th</sup> quarter of the year.

➤ Website Server

Staff completed the transition of the City's website from the old web server to a new virtual web server. This also involved upgrading the backend database from SQLlite to mySQL. This will provide extra redundancy for the City website and decrease future downtime.

## **Parks & Recreation**

- Staff met with the Friends of Milham Park and all were in agreement to utilize existing budget to prepare a Request for Proposal for the Master Planning of Milham and Blanche Hull Parks. Staff will move forward with this project.
- Parks and Recreation received notification that the 2009 – 2013 Five-Year Parks and Recreation Master Plan was submitted, reviewed and approved by the Michigan Department of Natural Resources.
- Friends of Recreation Golf Committee continue to work on the 2009 Golf Classic to be held at Eastern Hills on 7/17. The committee is committed to increasing the Golf Outing's net profits. Focus is on increasing the number of golfers and sponsorships.
- Parks and Recreation collaborated with the Kalamazoo Amateur Athletic Federation (KAAF) to sponsor the CAN-AM Softball Tournament on 5/16 and 5/17 at VerSluis/Dickinson Park. Over 45 teams competed this year, with an estimated economic impact for the Kalamazoo community of \$45,000 (based on the incremental spending habits of tournament participants supplied by the Kalamazoo County Conventions and Visitors Bureau).

- Mayors' Riverfront Park has been the center of activity during the month of May with Kalamazoo Christian and Hackett Soccer teams playing, the start of the professional football season and the return of the Kalamazoo Kings to Homer Stryker field. The Kalamazoo Kings Baseball team opened their season on 5/22. The Kings are entering their 9th season at Homer Stryker Field!
- The Art Hop took place at the Youth Development Center with Art Time participants displaying the art boxes they painted with acrylic paints. Participants who completed their box were given a few basic supplies to put in the box to help keep them creating art. Twenty people were in attendance at the event.
- Staff promoted summer programs in open houses and carnivals at Hackett High School and the following Kalamazoo Public Schools: MLK Westwood, Milwood Middle & Elementary, Lincoln and Indian Prairie Ridge.
- The Act Out program performed, "Aliens and the Time Machine," a play they wrote. Thirty family and friends were in attendance.
- The Babysitting Class instructed by the American Red Cross was held with full attendance of fifteen participants. Youth receive cards for completion, including CPR and First Aide. Participants also received books and information to help them in their future business.
- Lifeguards completed the first part of their Ellis Lifeguard Training. The remaining training dates will be held at Kik Pool. Nine out of the twelve guards this year worked for the department last year. Since the City implemented the Ellis Lifeguarding system, there has been a 60% return in the lifeguard staff.
- The annual Spring Formal Dinner/Dance was held at the Radisson Plaza Hotel on 5/11. Over 165 people attended this annual event. The Radisson has always provided the ballroom at no cost, since the dance is held on an off night.
- The annual Kalamazoo in Bloom planting day took place on 5/21 at Bronson Park and City Hall. The annual planting day at Crane Park took place on 5/20.

## **Public Safety**

- On 5/6 and 5/20, crime fighter meetings were held with all divisions. A review of the Chase bank robbery and investigation update was the main topic.
- Operations personnel, including CPO's, will be assisting in the two scheduled summer youth leadership academies and have been contacting youths for potential participation in the academies. CPO's continue to mentor youths in partnership with Kalamazoo Public Schools. To date, officers have mentored 98 students; this program is ongoing and will be continued in the 2009-2010 school year. SRO Halder continues to interact daily with youths at Loy Norrix and Operations personnel continue to assist with various aspects of the Education for Employment

program; as well as, to coordinate/lead the KDPS Explorer Post.

- Community policing/interaction continues to be emphasized. Our 2009 summer initiatives plan places heavy emphasis on partnerships to reduce crime and violence - the cornerstones of community policing. Public Safety Officers will work closely with youths engaged in summer employment programs. Patrol personnel, including supervisors and zone officers, continue to attend each neighborhood meetings in their assigned districts.
- Directed and saturation patrols are implemented to address noted crime trends; as well as, neighborhood concerns and quality of life issues. Directed patrols have been deployed recently to address crowds that are beginning to gather due to more mild weather conditions. With the return of warmer weather, party patrols have also been redeployed to address quality of life crimes associated with student parties. CPO's and KVET personnel are also participating in this initiative with CPO's covering three weekend patrols from May through August and KVET officers covering the fourth weekend during those months.
- 57 methamphetamine labs have been investigated by KVET to date for 2009.

## **Public Services**

- Scattered site paving has begun. Neighborhood initiative activities will be done from 5/30 through 6/6 which includes street sweeping, pothole patching, tree trimming, and drainage basin repair.
- Staff is currently utilizing BS&A billing processes for trash violations. Monthly brush collection began on 5/1.
- Local Street project has been awarded to Peters Construction. Preconstruction meeting was held and construction has started on Charlotte and Chandler Streets.
- Staff conducted nine full, two FIA, and 4 cremation burials. Currently working with the new mowing contractor (JH Maintenance) at the cemeteries. The new burial contractor (J&A Rockers) is scheduled to begin on 6/1.
- A Request for Proposal for the evaluation of the replacement of the roof at City Hall with a "green" type design has been sent to two local LEED architectural firms. We expect to have the conclusions of this evaluation prepared by the selected firm by late June. The replacement of the #2 chiller at City Hall has been postponed, awaiting Block Grant funding and/or approval.

- Preliminary railway boundary survey has identified properties that will be impacted by preferred trail route from Mayors' Riverfront Park to Upjohn Park. Initial work for boundary survey for section from Westnedge to Harrison has been authorized. Establishment of actual boundaries will facilitate decision for final trail route in that section.
- Questionnaires regarding conformity status with the Wellhead Protection Program Ordinance were sent out to 250 businesses on 5/1. To date, 100 have been completed and returned. Test of the automatic control system should be completed by the end of May.
- Arcadis has submitted "Groundwater Evaluation & Work plan for Supplemental Investigation" which includes water level measurement of various onsite and offsite wells in an attempt to determine direction of surficial groundwater flow with a potential for downward and offsite groundwater flow direction. The City has expressed our disappointment to EPA that the study does not include any water quality analysis; Arcadis is currently awaiting access approval for water level measurements on Performance Paper site.
- Crosstown Ponds Area Enhancement Group meeting was held on 5/27. A request has been received by the Vine Neighborhood Association for approval of a food garden at the South Crosstown Pond. A draft of an agreement prepared by the Attorney's Office is being reviewed by staff.
- Invitation for Bid to purchase Iron Removal for Pump Station #8 is nearly ready for release. The Leeds Certification has been targeted and the design will include the necessary elements to develop a silver certification (second level). The bid is being held for release until the design is completed, this should be done in the next two weeks.
- Carbon content has been increased in the Secondary and has successfully passed our last (May) W.E.T. (Effluent Toxicity) test. We do not believe there will be more effluent violations; however, we must maintain a higher than expected carbon level in the Secondary Treatment Process.
- Drilled, installed, developed, and tested new production well to determine suitability of property for future wellfields. Performed 49 hours of aquifer performance test; staff and consultant are currently evaluating data.