
City Manager's Report

JULY 15, 2013

Administration & Finance

➤ **Assessor:**

No information to report.

➤ **Budget and Accounting:**

The accounting team finalized the financial reports for the year ended December 31, 2012 during the month of June. The reports for the City CAFR, Metro Transit, Economic Development, Employee Retirement System, and Perpetual Care system were all completed and filed with the State of Michigan and is available on the State of Michigan website. A link to the CAFR can also be found on the City of Kalamazoo's website.

IT & Finance are exploring with the IntelliTime timekeeping system the technological options (i.e. time clocks, IVR – phone, mobile web punch) that are available for those employees who do not have computers.

Staff met with KDPS staff to explore EDEN's electronic approval process for status papers for shift changes.

➤ **Purchasing**

In collaboration with City Departments bid documents were prepared, invitation for bids advertised and distributed through the City's website, and bids received for two purchasing projects.

Three contracts were prepared for award by City Commission.

Purchasing staff are administering prevailing wages for four construction contracts.

Purchasing staff is assisting with the re-issue of the Executive Search Services – City Manager contract.

➤ **Treasury**

The 2013 Assessment Roll was confirmed by the City Commission at the June 3rd business meeting. This agenda item and resolution also included the approval of the 1% property tax administration fee on City millages (City Operating, Metro Transit, Solid Waste & DDA). The DDA two-mill levy was also approved by Commissioners at this meeting.

Delinquent Miscellaneous Invoices and Special Assessments were rolled to the 2013 summer tax roll on June 14. The preliminary tax data was provided to Kent Communications for formatting of bills. Proofs were approved on June 21 and the final tax data was submitted to Kent Communications for printing and mailing. The bills were mailed on June 28. The summer taxes were committed on June 28, making them available for public viewing on the City's website.

Community Planning & Development

➤ Planning

At the June 6, 2013 Planning Commission meeting, the Commission:

- Voted to approve a special use permit for a drop-in center used for the Peace House located on Phelps Avenue.
- Recommended approval of a contract rezoning of 11 parcels of land on W. Michigan Avenue to the CC zoning district. The applicants for the rezoning plan to construct a mixed-use building on the parcels for commercial and residential uses. The contract sets limitations on the commercial uses that would normally be allowed in the zone.
- Five site plans were processed including:
 - The new Cork Screw Party Store building on E. Cork Street
 - A building addition for the Willis Law Offices on S. Westnedge Avenue
 - A building addition for Cross Enterprises on E. North Street
 - A new ATM facility for PNC Bank on W. Kilgore Road
 - A change in use of the existing building at 606 Portage for a used car sales business

➤ Zoning

The Zoning Board of Appeals meeting on June 13th was the first meeting for our new Board Member Daloma Poe. At this meeting the Board:

- Approved a use variance to allow the dwelling at 1023 Lake Street to be altered into a duplex. This property is in a commercially zoned district, which would normally require that ground floor level be converted to commercial use, but the Board agreed with the applicant that this property was best utilized for residential only.
- Approved a rear yard building setback variance for three feet for 4142 E. Hillandale Drive to allow the construction of a new three-season room on the rear of the dwelling.
- Granted a dimensional variance of 89% impervious cover to expand the parking lot on this industrial property at 1919 E. Kilgore Service Road, where 80% is the maximum impervious cover allowed per the Zoning Ordinance.

➤ Code Compliance/Anti-blight

On June 18th an Edison Neighborhood Blight Sweep meeting was held. Sgt. Tim Randall, Tammy Taylor and Pete Eldridge met to begin coordinating this sweep scheduled for July 30th. The target area for the sweep includes the following streets: Washington Ave. – from Portage St. to Cameron St., all of Garden Lane, Mills St. – Lake St. to E. Stockbridge Ave., James St. - Lake St. to E. Stockbridge Ave., March St. – Lake St. to E. Stockbridge Ave., E. Stockbridge Ave. – Portage St. to Fulford St., and Hays Park- Portage St. to Fulford St.

There will not be a Dangerous Buildings Board (DBB) meeting in July. The City is moving forward with demolitions of privately-owned properties that have gone through the DBB and meet the requirements for demolition. The funds for this are coming from the Attorney General's grant that the City and land bank applied for in fall 2012.

➤ Building & Trades

In the month of June 2013 there were 203 permits issued, representing \$7,001,778 in construction valuation. These figures brought year-to-date permits: 1,238 permits, representing a year-to-date construction valuation of \$23,379,494.

➤ Community Development

The City received its final allocation from HUD for the 2013 Program Year: \$1,636,501 in CDBG, \$514,753 in HOME and \$114,573 in ESG for a total of \$2,265,827. This total is \$111,284 more than expected as CP&D staff took a cautious approach to estimating the PY2013 budget based on HUD's projections. Per the City Commission's approval, additional dollars were proportionally applied to the approved project budgets. CP&D staff expect the 2013 Program Year to start

around mid-August after the HUD contracts are signed and Subrecipient Agreements have been executed.

The first phase of the community outreach process for the 2014-2018 Consolidated Plan has come to a close. City staff collected over 400 Community Needs surveys by attending non-profit sponsored events, neighborhood and stakeholder meetings and by reaching out to our non-profit partners who accessed their client base. Staff held a total of 10 community meetings, which included presentations in the core neighborhoods and to other non-profit agencies.

Next steps in the process will include tallying the survey results and comparing them to the data collected for the Consolidated Plan, city realities related to budgets and regulatory requirements, and finally against what the other funders in our community are supporting. We will be meeting with other City departments to discuss their community development needs prior to drafting a set of goals and priorities for the Consolidated Plan. Our intent is to have the draft goals and priorities available for public review by mid-August.

Economic Development

Steel support construction has begun at the Arcadia Ales project site, located at 701 East Michigan Avenue.

Staff was asked to participate in the Michigan Department of Environmental Quality's Due Care work group committee to discuss changes necessary to current legislation. This process will take several months, ending in recommended changes. So far, sessions have been held on April 23, May 14 and June 3.

Staff was asked to meet with the Michigan Economic Development Corporation and Michigan Department of Environmental Quality to discuss newly-legislated brownfield redevelopment program reporting requirements. Discussion included the process and timelines for both local units of government and state reports.

Site restoration activities are being performed at the General Chemical site, located at 511 East Paterson, to improve the appearance of the site.

Staff continues to work with a prospect on the redevelopment of the former Public Safety training center located on Cedar Street.

The City Commission approved a \$40,000 Small Business Revolving Loan to Taco Bob's for renovation of their downtown restaurant.

Staff and Southwest Michigan First are working on the tax abatement renewals for 2013.

Human Resources

Orientation for eight (8) new hires was held June 6th.

The Supervisory Training classes are progressing with continued good attendance from all supervisors. The fourth and fifth sessions were held June 13th and June 27th, respectively. The next session is going to be on July 25th.

American Fidelity Assurance Company had representatives on site to explain vision coverage options through Always Care Benefits and VSP. Employees were able to enroll via paper application or on-line June 17th through the 28th for an August 1st effective date of coverage.

June Training Schedule

Class Title	Date	Time	Location
Orientation for Temporaries	6/4/2013	Harrison Facility Conference Room A	2:00 pm to 3:45 pm
New Hire Orientation – Part A (Getting to know the city/basics)	6/6/2013	City Hall 3 rd Floor Conference Room	8:30 am to 10:30 am
New Hire Orientation – Part B (Benefits)	6/6/2013	City Hall 3 rd Floor Conference Room	10:30 am to 12:30 pm
Supervisory Training – Session 4 Assessments/Feedback	6/13/2013	Harrison Facility Conference Room A	7:30 am to 10:30 am
Supervisory Training – Session 5 Building Successful Relationships	6/27/2013	Harrison Facility Conference Room A	12:30 pm to 3:30 pm

Information Technology

No information to report.

Parks & Recreation

➤ Administration

A design charrette for the Hays Park master plan was held on Monday, June 10th. A total of seven residents stopped by to provide input.

The first public input meeting for the Five-Year Master Plan was held on Wednesday, June 19th at Mayors' Riverfront Park. About 15 people turned out for the meeting.

➤ Parks

The LaCrone Park improvement project is completed. A park rededication was held on June 22 to celebrate the transformation of the park.

The Axtell Creek Park improvement project has all of the playground equipment installed. The general contractor still needs to do the concrete repairs and lawn restoration.

All of the parks are open with the mowing contractors beginning to maintain the lawns in the parks. Park staff have been busy with trash removal and other general care of the facilities.

Park staff have been busy preparing the softball fields at Versluis Dickinson Park for the City Leagues, as well as various tournaments.

The Crane Park volunteers gave over 120 hours of time towards the beautification of the park. In early June, Eagle Scout Troop 204 volunteered more than 300 hours to rebuild a stone retaining wall at the park.

➤ Recreation

We had a successful event in collaboration with Kalamazoo County Parks and Recreation in support of the grand opening of the new section of the Kalamazoo River Valley Trail in Comstock. Our Recreation Intern did a great job programming Minute-to-Win-It games, snacks, face painting and overall a great atmosphere!

Extended Camp Staff training went well and the program is under way. We are currently working through the “first-time glitches” with camper transitioning and staff. There are 33 participants enrolled in the extended camp hours.

The Babysitting class was held on Saturday, June 8th with 11 participants enrolled and in attendance. The class went well; however, there were a few complaints that a CPR/First Aid certificate was not awarded. To remedy the situation, the Red Cross allowed three students the option to take the classes within the community free of charge.

The Developmentally Disabled Dance on June 21st at Kik Pool took place; however, it had very low attendance due to weather that seemed to be a deterrent for our normally large group.

Summer staff training was held with training provided by Life Ambulance, Public Safety, Family and Children Services, Kalamazoo Public Schools Summer Feeding Program, American Red Cross, and the City’s Human Resources Department.

Summer programs are under way with the summer mini camps having the highest demand. Douglass Community Association/Performing Arts Camp has 57 enrolled; Winchell / Marital Arts Camp has 64 enrolled; Youth Development Center/ Alternative Sports Camp has 59 enrolled; Parkwood Upjohn/ Visual Arts camp has 65 enrolled.

Youth summer sports, such as t-ball, tennis, golf, basketball clinic, track and field clinics and the Turn 2 Baseball Clinic have over 300 youth enrolled in these programs.

Kik Pool has had challenging days with the rain and power outages, but has a total of 37 youth enrolled in Swim for Success, 132 youth enrolled in the Learn to Swim programs and four swim teams who utilize the pool for daily practices. A total of 90 seasonal passes were sold in June. Daily attendance for open swim averages approximately 100 swimmers per day.

The City of Kalamazoo Parks and Recreation was well represented at the Hershey Track and Field meet in Howell, Friday, June 28, with twelve youth. This meet is

sponsored by the Michigan Recreation and Parks Association, with local top finishers in track and field events coming together to compete on a state wide level.

➤ **Farmers' Market**

There are over 100 active vendors at the Farmers' Market.

The Farmers' Market was awarded a grant through LISC for \$2,000 in Market Bucks for the Swim for Success program families, and \$5,000 to help with general expenses.

Market is now open on Tuesday and Thursday with a change in the hours. Tuesdays the market is open from 7 am-1 pm and on Thursdays from 11 am-6 pm.

Public Safety

In June, detectives worked a double fatal car accident at Cobb and Patterson St. A 38 year old male and 47 year old female were killed after hitting a tree. The case is currently under investigation but speed appears to be the cause of the accident pending toxicology results.

Detectives also worked three bank robberies, all occurred within minutes of each other on Michigan Avenue downtown. The suspect entered the First National Bank, then rode his bike to PNC Bank and finally to 5/3rd bank where he was apprehended by officers leaving the bank. The suspect confessed to detectives to the crimes; he has obvious mental issues.

Finally, Public Safety officers investigated four burglaries that occurred at 2 businesses on Parkview Avenue; Kazoo Books and S and P Smoke Shop were both broken into twice this past month. Detectives located the suspect who subsequently confessed to the burglaries.

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 45 drug cases and seized 0 firearms in June. KVET has investigated 41 meth labs so far for 2013.

Public Services

Brush pick up continues. We are seeing larger quantities due to the recent storms. Building Blocks Program is well underway. Work has begun for the Fall View from the Curb, ensuring proper corrections to phone numbers, contacts and general information will be provided to residents.

Allied Disposal Site: A site walkover was attended by staff, Mayor Hopewell, the City's Environmental Consultant, and the EPA Remedial Project Manager. The site

walkover was held at the request of the Mayor and provided the participants to observe site features of OU-1 directly. Millennium Holdings, LLC Trustee's environmental consultant who is maintaining the site also was present. Following introductions and a safety briefing we were able to see prominent features such as the proximity to adjacent residential development, Portage Creek as it crosses the site, the areas where PCB contaminated waste was dredged and disposed onsite within historical dewatering lagoons. Other site features such as the Western Disposal area, former landfill area and the Monarch disposal site were observed. In general, the site meeting provided an added opportunity for the City to reinforce their position that complete removal of the PCB waste remains the only viable remedial alternative. A Community Advocacy meeting was also held during June to further educate the public on the Allied Disposal site issues. In addition, EQ Environmental Inc has prepared a revised proposal to EPA that includes a much reduced disposal cost and some discussion concerning how the site would be remediated in anticipation of redevelopment of the site. Staff continues to wait for the anticipated draft Feasibility Study that will include all the viable remedial options being considered. A subsequent time period will established by EPA to receive informal feedback on the draft plan. Following that, EPA will prepare the Recommended Plan and hold the official public hearing to receive formal public comment.

The City is working with MDOT to complete the permit to place the WMU Connector Trail along the Michikal right-of-way. MDOT will need to get special permission from the Federal Highway Administration to allow the permit to be issued, as the property was originally purchased as Limited Access, which prohibits placement of any non-automotive facility.

Kilgore Road Bridge water main is being relocated in July as part of the City of Portage's Bridge Project. The new bridge will be longer to accommodate the proposed railway project.

AED training was conducted at five City facility locations. The purpose of the training was to familiarize the participants with the function and use of the Automated External Defibrillators for suspected victims of sudden cardiac arrest. The sessions were fairly well attended. It is anticipated that some additional sessions may be held. Field Services personnel were trained on the Department's Heat Stress policy and guidelines. The training will also be conducted for Harrison personnel in July. The Department has secured the services of a trainer to conduct the MIOSHA Part 9 Qualified Person training for excavation, trenching and shoring operations. The all-day training will include classroom and in-field practical demonstrations for using shoring equipment and recognizing hazards. Class sizes will be limited so it is anticipated that multiple sessions will be held. The training will be scheduled some time in July. Respiratory Protection and Respirator Fit Testing will also be scheduled for July.

Construction on Gull/Ransom is complete. Fulford is completed through leveling course. Concrete placement is complete on Race Street and 80% complete on Wheaton. Construction is expected to start on N. Burdick on July 8, 2013.

Transportation

➤ Ridership

The ridership report for May 2013 indicates a total of 223,945 passenger trips taken on Metro Transit fixed route service. This is an increase of 12,375 passengers (5.9%) from April 2012. Additionally, there were a total of 4,318 ADA trips taken. This is a decrease of 129 rides (-2.9%) along with 7,026 on Metro County Connect countywide, an increase of 3 trips (0.04%) from May 2012. When you include 1,086 Specialized Service trips the system total for May was 236,492 rides provided, which is an increase of 12,541 trips (5.6%) higher than May 2012.

➤ Diesel Fuel

Metro Transit purchased 18,000 gallons of ultra-low sulfur diesel fuel on May 29th, 2013 at \$3.1533 per gallon. Diesel fuel is budgeted at \$3.10 per gallon for 2013. The average price thus far this year is \$3.1873 per gallon.

➤ Community Service Van Program

The City of Portage has approved a lease agreement for the placement of a Community Service Van with the Portage Senior Center. The lease agreement must still be approved by the City of Kalamazoo; however, with approval, we anticipate placement of the van within the next 60 days.