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# City Manager's Report

JUNE 21, 2010

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## Administration & Finance

### ➤ Assessor

Assessing has completed the BS&A " Net" conversion and the current database is balanced, rolled over for the new 2011 year and is ready for new data entry.

The Michigan Tax Tribunal has hired several new staff to assist in catching up on assessment appeals and assessing is now receiving numerous petitions relating to the 2009 assessment year.

### ➤ Budget and Accounting

The external auditors have completed onsite work. Staff is reviewing the various reports. Reports will be prepared to meet the June 30<sup>th</sup> deadline.

Implementation of the IntelliTime scheduling and timesheet software continues. The vendor will be onsite for kickoff activities during the week of June 21<sup>st</sup>.

### ➤ Purchasing/Risk Management

In collaboration with City Departments bid documents were prepared and distributed through the City's website for six purchasing projects. Contracts were prepared and awarded for ten capital improvement projects and term contracts.

The results have been received and the City receipted a net total of \$42,778 from the sale of surplus personal property at the intergovernmental auction.

The prevailing wages administration process has begun for the capital improvement projects which will start construction during the next several weeks.

### ➤ Treasury

The Treasury Office has relocated temporarily to the Stockbridge facility during renovations. City Hall renovations are expected to be complete in July with a merged staff returning around August 9<sup>th</sup>. News releases will be issued when dates are finalized.

## Community Planning & Development

### ➤ Planning

At the May 6<sup>th</sup> Planning Commission meeting, the Commission approved a special use permit to allow a building entrance expansion for the Wesley Foundation on the WMU campus at 2101 Wilbur Avenue.

The Planning Commission held an annual retreat on May 21<sup>st</sup> and heard presentations on the proposed event center, the City development approval process, and property tax issues in the City.

Three site plans were processed in May including a new storage building for Mt. Zion Church on Roberson, a new coffee restaurant in an existing building on N. Burdick, and a new customer deck for Wayside West on Stadium.

On May 25<sup>th</sup> the Planning Division held the final public input meeting for Plan Kalamazoo, the City's Master Plan. There were approximately 30 residents in attendance who were given a presentation on our plan in its current form and afterwards asked to give staff their comments and concerns. The Planning Commission will hold a public hearing on the final draft of Plan Kalamazoo on June 21<sup>st</sup> City Commission meeting.

### ➤ Zoning

At the May 13<sup>th</sup> Zoning Board of Appeals meeting, the Board approved a use variance for the Unity Church of Kalamazoo to allow the building adjacent to the church at 1216 Whites Road (The Wellness Cottage) to be utilized for commercial offices. There were numerous conditions placed upon this approval. The second agenda item, which was a use variance for a rooming house at 931 E. Vine Street, was postponed to the June 10<sup>th</sup> meeting date.

### ➤ Building & Trades

In the month of May 2010 there were 177 permits issued and \$2,812,265 in construction valuation. These figures brought year-to-date permits to 867 and representing year-to-date construction valuation of \$8,956,290.

### ➤ Neighborhood Development:

Throughout late May and June, the City of Kalamazoo and the Kalamazoo County Land Bank Authority will host a series of Neighborhood Stabilization Program 2 meetings in the Eastside, Edison, Fairmont, Northside, Stuart, and Vine neighborhoods. The purpose of the meetings is to provide an overview of the \$15 million federally-funded grant with neighborhood leaders and to discuss key target areas and strategies for investment.

In mid May, the City submitted its 2010 Program Year Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan is required by HUD to address programs under the Community Development Block Grant (CDBG), the Home Investment Partnerships (HOME), and the Emergency Shelter Grant (ESG) programs. During PY2010, the City will receive a total of \$2,824,919 from HUD for these programs.

## **Economic Development**

### ➤ Riverfront Area

A Sunrise Rotary kick-off to fundraising for Veterans Memorial Rose Park was held on May 11<sup>th</sup>, and a multi-partner Northside and riverfront clean-up, spearheaded by Habitat for Humanity and AmeriCorps, was held on May 14<sup>th</sup> and 15<sup>th</sup>. Staff worked with LKF to have River's Edge marketing banners designed and installed prior to those events.

### ➤ Davis Creek Business Park

Site efforts are now complete for DNRE-led contaminated soil and former refinery foundation removal activities. The DNRE activities (valued at approximately \$1.7 million) are continued investments into cleanup of BRA-owned property towards site remediation. A draft summary report has been forwarded to staff for review.

### ➤ Brownfield Redevelopment

The City has been awarded \$3.3 million in grant funds to complete remaining demolition and Portage Creek relocation activities at the former Performance Paper property now owned by the BRA. In addition, the BRA will be spending approximately \$500,000 to coordinate new ingress/egress for an existing area company and necessary relocation of public/private utilities as part of that project.

A groundbreaking ceremony for the brownfield redevelopment project located at 610 South Burdick Street was held on May 11<sup>th</sup>. The Hinman Company, InterAct representatives, Mayor Bobby Hopewell, Economic Development staff and many other dignitaries were on hand to celebrate the beginning of the redevelopment project.

Staff presented on Brownfield Redevelopment Authority (BRA) Roles and Responsibilities at the May 12<sup>th</sup> DNRE/MEDC-sponsored BRA Workshop held at the MTEC facility in Oshtemo. This was one of four workshops held around the state in May and June.

Staff participated in a committee to pre-qualify the new carousel of environmental consultants. This Purchasing-led process included the freshening of a former specification and the review of more than 20 firm qualifications. Six firms were selected and will transition from the former list at the end of June.

➤ Economic Development

Department of Energy representatives visited the City on June 10<sup>th</sup> to review the City's files and work to-date in spending \$762,200 in Energy Efficiency and Community Block Grant formula funds received through the American Recovery and Reinvestment Act for the City Hall Energy Optimization and Demonstration Project. The visit resulted in no findings or recommendations, and the Department of Energy representatives complimented staff on their work.

## **Human Resources**

➤ The 12th Annual Employee Appreciation Celebration will be held at:

Bronson Park  
Wednesday, July 21, 2010  
2:30 p.m. - 4:00 p.m.

The Employee Appreciation committee has decided to host an all employee Ice Cream Social. We also want to show our appreciation to those employees who work 2<sup>nd</sup> and 3<sup>rd</sup> shifts, so cookies will be delivered to those employees.

We will be honoring 134 employees with milestone anniversaries of 10, 15, 20, 25, 30, and 35 years of service with the City. This is a great opportunity to formally say thank you and to show your support for all of our City employees.

## **Information Technology**

➤ No report.

## **Parks & Recreation**

➤ Grants/Fundraising

Two grants are being submitted to the Kalamazoo Community Foundation for the Summer Youth Employment Program. One grant is for \$50,000 and the other for \$10,000.

➤ Parks

The Fairmount Dog Park project was awarded to "5 Leprechauns" on May 17<sup>th</sup>. Staff met with Aaron Winters, Humane Society Director, to talk about staffing and fund raising for the Dog Park.

The railway/river volunteer cleanup was held on May 15<sup>th</sup> at Mayors' Riverfront Park, the Red Arrow Golf Course, Rose Veteran's Memorial Park, the Jack Coombs Trail, and Verberg Park. This event included removal of invasive species such as

garlic mustard, honeysuckle and box elder. When the invasive species are removed, the native plants will have a better chance of being established again. Over 3,000 hours of volunteer time was accounted for on this project.

The Parks Manager spoke at the Rose Park Veteran's Memorial Lighting project fundraising kickoff on May 11<sup>th</sup>. The Sunshine Rotary is undergoing a fundraising campaign to raise matching funds for the project.

Staff assisted with volunteers at the annual Crane Park gardens planting day on May 19<sup>th</sup>.

Staff purchased and delivered flowers to neighborhoods and various volunteer groups for the annual Adopt-A-Park program on May 20<sup>th</sup> and 21<sup>st</sup>.

Staff assisted with the annual Bronson Park and City Hall planting day organized by Kalamazoo In Bloom on May 27<sup>th</sup>.

Staff participated in an Arbor Day celebration on April 30<sup>th</sup>, where an oak tree was planted in Bronson Park that replaced a large maple tree that had been removed.

Staff have been preparing and opening parks for the upcoming season.

The Kalamazoo Kings home opener was May 25<sup>th</sup> at Homer Stryker Field.

➤ Farmer's Market

The Farmers' Market has been included as a site available for reservation through the Public Event process and was booked for a Flea Market for the last Wednesday in May and also for Memorial Day.

➤ Recreation

Several new events/tournaments have been scheduled at City sports facilities, including USSSA baseball and softball tournaments that took place this month at the VerSluis/Dickinson complex.

Staff has begun the opening process of Kik Pool; the cover is off, pool was drained, cleaned and refilled. Also, tents are up, lounge chairs are on the deck and the lifeguards are being hired. The Pool opens to public on June 17<sup>th</sup> and thanks to an anonymous donor, the pool will be open an extra week, closing on August 21<sup>st</sup>.

➤ Youth Program & Initiatives

Staff continues to work with Commissioner Miller and various youth serving agencies in preparing an application for the "100 Best Communities for Youth". The deadline for submitting the application is in May 28<sup>th</sup>.

Staff promoted summer programs by attending open houses and carnivals at Hackett High School, Prairie Ridge, Milwood, El Sol, Woods Lake and Parkwood Upjohn Elementaries.

Thirteen youths, ages 7-14, began rehearsals on Wednesdays and Saturdays for the upcoming Plays in the Parks performances of "Beauty Is a Beast," by D.M. Bocaz-Larson, and produced with special arrangements from [www.freedrama.com](http://www.freedrama.com). The Plays will be performed through out the summer at different parks beginning in July.

The Oakwood After School program participants were invited to receive a tour of the Kalamazoo Country Club. They toured the golf course in golf carts and were able to try out the putting green. The participants also received four days of special instruction in creative writing with Jamie McManus, a past recreation staff and long time volunteer and donator. Jamie has her Masters degree in child psychology and is currently the Volunteer Coordinator for the Battle Creek Area Habitat for Humanity.

The Act Out program had their last day show and performance for 30 family and friends. Certificates and ribbons were given out with snacks after the show. Three of the nine participants were 2<sup>nd</sup> level returning students. The Act Out program is also one of two 21<sup>st</sup> Century programs Parks and Recreation run through Kalamazoo Communities in Schools. The students at Woods Lake School for the Performing Arts and Washington Writers Academy had their final presentations and received certificates for completion of the program. Act Out was held twice a week for six weeks at each of these schools. A total of 28 second - fifth graders participated as staff instructed these students in beginning acting skills. The classes included improvisation, focus exercises, theatrical terms, and personal expression, with an emphasis on reading and writing.

Judo ended with an Inter-Squad Tournament for the 15 youth. Ten youth were promoted to 2<sup>nd</sup> degree yellow belt. The Judo program runs in the fall and winter months, once per week. There is a beginning class and an advanced class.

The Spring Soccer Program ended with 27 youth registered in the Little Tot program (youth ages 3-4) and 45 youth in the Mini Kickers (youth ages 5-7). All participants received a t-shirt and in honor of the Kalamazoo Central, the t-shirts were maroon and white. Kingdom Kids soccer finishes on Saturday June 5<sup>th</sup>, with 34 kids, between the ages of 9 and 11, participating in this league. There are four teams competing over a six week period. Medals are purchased by Kalamazoo Kingdom and awarded to the first place team.

The Youth Development Center has created time for kids to read for the fun of it, with the Ready to Read Club. The Ready to Read Club meets every week, on Tuesday and Thursday from 4:00pm to 5:30pm. The Club is for students of all ages and kids can bring their own books or borrow books from the YDC library. The Ready to Read Club has been in effect since March 23<sup>rd</sup>.

The YDC Out of School Suspension Program had 12 students this year from Phoenix, Maple Middle, Milwood Middle, Loy Norrix and Valley Center. All students are back in school as of April 28<sup>th</sup>.

The YDC has taken five students on two field trips to the Kalamazoo Public Library to check out books.

Staff has been supporting 20 total students from various KPS schools (middle/high) this year, in relationship to studies, hygiene, behavior and homework help.

YDC Staff has been connecting with other agencies (The Gospel Mission, Eleanor Shelter, Hispanic American Council, Prevention Works, Homeless Liaison Specialist) to help bridge the gap in the services provided to Kalamazoo youth, trying to collectively offer the best services for youth.

Girls Group has been meeting Tuesdays and Thursdays from 4:00pm to 5:30pm. The program is headed by 16 year old Thea Miller. The group is in the discussion phase of the program, as they are talking about what they want to accomplish and preparing for the actions portion. Discussion is based on the issues they bring to the table, as well as self-resolution. There are presently six girls in the group.

Staff assisted Public Safety with the Youth Town Hall Meeting on May 22<sup>nd</sup>. Over 130 youth attended the meeting and several parents participated as well. Youth were able to open up and ask hard, direct questions to the panel made up of youth and adults from the Street Academy, Hispanic American Council, and Phoenix School. The adults on the panel included a representative from Kalamazoo Public Schools, a local judge, a Legislator, the City Attorney, a Kalamazoo Public Safety Detective, and the Chief of Public Safety.

## **Public Safety**

- Staff conducted a Youth Town Hall meeting on May 22<sup>nd</sup>. Approximately 150 youth attended and participated. The meeting was designed to find a way to deter youth violence and reduce youth crime. The Town Hall meeting was extremely successful.
- Staff held the 2<sup>nd</sup> Annual Citizens Leadership Academy on June 2<sup>nd</sup> and 3<sup>rd</sup> where 18 community leaders from various organizations participated in a highly interactive experience with Public Safety.
- KDPS Explorer Post #265 drove to Alpena's CRTC over the weekend of April 25<sup>th</sup>. The two teams of five participated in competition against 35 other Explorer post teams from various departments throughout the United States. Competition was very intense again this year, with top scores in all events being either a 99 or 100.
- Patrol officers continue to do a minimum of 20 minutes per shift of foot patrol in their respective neighborhoods with the goal of making non-traditional police/citizen

contacts.

- Criminal Investigation Division continues to evaluate burglary cases to determine if any crime trends can be identified. An increase of rape cases was identified. These cases were reviewed and it was determined that all but three were committed by known suspects.
- 26 methamphetamine labs have been investigated by KVET year to date.

## **Public Services**

- No report.

## **Transportation**

- Diesel Fuel

Metro Transit purchased of 18,000 gallons of B5 bio-diesel fuel on June 1<sup>st</sup> at \$2.1456 per gallon. The average price per gallon for 2010 is \$2.37. Diesel fuel is budgeted at \$2.80 per gallon for the year.

- Comprehensive Operational Analysis (COA)

Our internal Routing Committee has completed its work and is now finalizing a report. They are recommending some minor changes in the COA consultant's recommendations. Once reviewed, we will update our implementation timeline. I also know that there are several other public meetings that are planned by the KCTA to discuss the report and its recommendations and staff will assist in addressing any concerns our riding public may have.

- State and Federal Legislative Issues

A bill has been introduced in the US Senate (S. 3412) to supplement the current federal Operating Assistance program by an addition \$2 billion this fiscal year. The bill is designed to prevent, or offset both service reductions and fare increases that are occurring across the nation. The Senate is not expected to take up the bill before the summer recess, and as such, it is unlikely that we will see additional emergency federal funding this fiscal year.

Regarding State funding, the Michigan Senate has approved an MDOT budget for 2011, (SB 1164) that holds both transit operating assistance and capital funding at current levels. However, the Senate version transfers \$84 million from both the Michigan Transportation Fund (roads) and the Comprehensive Transportation Fund (transit) to fund the 20% required match for some \$475 million in federal highway funding. The House, on June 9<sup>th</sup>, passed their version of the MDOT budget (HB 5889) which again maintains transit operating and capital assistance levels. The House, however, recommended taking \$84 million in State General Fund monies to

match federal highway dollars for 2011. Both versions will now go to a conference committee for resolution.

➤ Special Projects

Regarding our shelter replacement project, the awarded vendor, Brasco International, has notified us that we can expect to see new shelters the beginning of August. That is a change from prior information received and I am requesting an explanation from the company as to why we are experiencing a delay.