



# HUMAN SERVICES BOARD

October 3, 2013

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, October 3, 2013  
(6:30pm)**

**Conference Room #1**

### **APPROVAL OF MINUTES:**

- \* September 5, 2013

### **OLD BUSINESS:**

- \* 1. Kalamazoo Transit Authority Information – Bus Shelters

### **NEW BUSINESS:**

- \* 1. Red Ribbon Week (October 23-31, 2013): Draft Proclamation, school listing, and future schedule for student participation.
- 2. Election of Officers
- 3. Kalamazoo Transit Authority LAC update- Maye

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

Star (\*) indicates printed material within the agenda packet.

**CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of Meeting, September 5, 2013

**CALL TO ORDER:** Meeting called to order at 6:32 p.m. by Sandra Sheppard, Chair

**MEMBERS PRESENT:** Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Edward Morgan, Nadeem Mirza, Sandra Sheppard, Kelly Williams, Amanda Woodin, Kitu Komya (Youth Advisory Committee)

**MEMBERS EXCUSED:** Diane Durian

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** A motion was made by Woodin and supported by Kokkinos to approve the June 6, 2013 minutes as written. Motion passed, 8-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. **FY 2012-13 CDBG Consolidated Annual Performance Evaluation Report (CAPER) – Public Hearing:** Chair Sheppard opened the public hearing. Staff began the report by stating that a recent communication from the Department of Housing and Urban Development may require that additional homelessness information be included in this year's CAPER report. As staff was still communicating with HUD on the new requirements, the data on homelessness was not included in the current version of the CAPER, but will likely be added before the report was submitted. Staff then provided a summary of the contents of the CAPER document, and provided an overview of Community Development Block Grant (CDBG) Program performance in comparison to five-year goals, and specific activity performance in comparison to the FY 2012-13 Annual Action Plan. Sheppard inquired as to the homeless shelters in the area or if the Gospel Mission was the only shelter. Staff indicated that in addition to the Gospel Mission, the ARK provided homeless teens with shelter, and that there were a variety of other local organizations that also provide emergency shelter, help prevent homelessness, or worked to place homeless persons in permanent housing. In addition, there has been a significant move in the last few years in preventing homelessness in the first place or to immediately find permanent housing for individuals who became homeless. As no further comments were received, the public hearing was closed. Staff explained the CAPER document would be revised to reflect any new HUD reporting requirements and public comments, and then submitted to HUD not later than September 15, 2013 as required.
2. **Community Development Block Grant (CDBG) Housing Rehabilitation Appeal #13-01, for 8312 Lovers Lane:** Staff provided an overview of the request and explained the Board could take action to allow repairs to the detached accessory building (garage) to exceed more than 20% of the entire project amount. The Board discussed the request including the condition of the garage roof, the unique gutter installation (currently being addressed through a project on the dwelling), the need for a garage in a residential district, and the impact the project would have on the neighborhood. Staff indicated that if the garage roof were not repaired, which the homeowner could only accomplish with a rehabilitation loan, that the garage would eventually be addressed by the city as a code enforcement violation. This action would require the homeowner to either repair or demolish the structure. Morgan inquired as to what work could be done by the homeowner. Staff indicated the homeowner had no alternative source of funding or assistance. LaPoint stated that the program was not only to help individual homeowners but to help improve a neighborhood and that this was a loan and the homeowner would eventually have to pay the city back. Maye made a motion and Woodin supported to approve the funding for the repairs to the detached garage roof to exceed 20% of the entire project cost. Motion passed, 8-0.
3. **Red Ribbon Week (October 23-31) activities- Board discussion:** Sheppard gave an overview of Red Ribbon Week activities and indicated it was a nation-wide event targeted at school age children to help prevent and deter drug addiction. Sheppard indicated that the Board typically worked with a Portage teacher to bring students to the City Council meeting to participate in the signing of the Proclamation supporting Red Ribbon Week. The

Board discussed a way to offer all schools in Portage an opportunity to participate. Staff will provide a listing of all known schools for the next Board meeting. In the meantime, Kokkinos will contact Angling Elementary to see if they would like to participate in this year's Red Ribbon week program at City Hall. In October, the Board will try and establish a method each year for engaging students so that all schools/students in the district have, at some point, an opportunity to participate.

4. **Kalamazoo Transit Authority LAC update – Maye:** There was no August meeting but Maye did state that KTA had responded to the questions asked by her on behalf of the Board involving bus shelters. Staff indicated that the response was received that week and would be included in the October agenda packets for further Board review. A discussion arose involving various bus shelter locations, costs, and bus routes. The Board will discuss these issues in more detail at the October meeting. It was requested that a representative of KTA attend the November meeting to give a presentation and answer Board questions.

**STATEMENT OF CITIZENS:** Morgan commented that a senior citizen complained about the elimination of the senior discount on the water and sewer bill. A brief discussion was lead by Sheppard who had attended the City Council meeting where the elimination of the discount was voted upon. Sheppard recommended that any citizens who were concerned about the elimination of the discount write a letter to City Council as it was not under the jurisdiction of this Board to address those concerns. Sheppard also detailed the changes to Celebration Cinema and a Board discussion ensued on the new food court being installed and liquor license obtained by the theatre.

**ADJOURNMENT:** There being no further business before the Board, the meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** September 26, 2013

**FROM:** Vicki Georgeau, <sup>WA</sup> Director Community Development

**SUBJECT:** Kalamazoo Transit Authority Information

Attached is a communication from Kalamazoo Transit Authority (KTA) to Pat Maye regarding information requested on behalf of the Human Services Board. The information requested from KTA included the following questions:

- How many shelters are currently in Portage and are any additional shelters planned?
- What is the formula for determining which bus stops receive shelters?
- How much does it cost to run the bus service in Portage?
- How much does KTA receive from Portage in millage?
- How much does a bus shelter cost and are there additional installation costs?
- Who maintains the shelters?
- What are the ridership counts for Portage bus stops?
- Does KTA have any guidelines or regulations concerning bus shelters?

In addition to the attached communication, Neighborhood Program Specialist Money spoke with Sean McBride, Executive Director of the KTA, to obtain clarifying information. The following additional information is provided for consideration:

- There are 10 shelters currently located within the City of Portage. However, number five on the list provided (Rosewood and 12<sup>th</sup> Street) is actually outside the city limits but the bus shelter at Crossroads Mall was omitted from the list.
- There are bus stops within the city currently eligible for a shelter (the bus stop at Devonshire Apartments off Meredith Street being one example). Due to pending organizational changes and the ADA Bus Stop Compliance Study, additional shelters will not be placed until after these two items are completed.
- KTA is a regional service provider and does not break down costs by area. They are unable to give the city a direct dollar amount for the cost to provide services or bus routes within the city.

Ms. Money will be available at the October 3<sup>rd</sup> meeting of the Board to answer questions regarding the information received from KTA.

Attachment: August 27, 2013 email communication from KTA to Pat Maye.

August 27, 2013

Pat;

We are in receipt of your email from July 18, 2013 regarding Metro Transit service in the City of Portage. We appreciate your interest as we share a common goal in the provision of high quality public transit services to the region, including the City of Portage.

In response to your questions regarding bus shelters and ridership on Portage Routes, I would offer the following:

1) How many shelters are currently in Portage and are any additional shelters planned?

**Answer:** Metro Transit has 10 shelters located in the City of Portage. There are no additional shelters planned at this time; however, that would depend upon ridership numbers at any particular stop. (see #7 below). The 10 bus shelters are as follows:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Wal-Mart at Shaver Rd.            | 6. Milham at Anna's Vineyard   |
| 2. Brown at Currier (North side)     | 7. Kilgore Service by Meijer's |
| 3. Brown at Currier (South side)     | 8. Constitution at Milham      |
| 4. Westnedge at Milham               | 9. Corporate by E. Milham      |
| 5. Rosewood and 12 <sup>th</sup> St. | 10. Romence at Pfizer          |

In addition to the 10 shelters listed above, there are 2 shelters that are located within Kalamazoo city limits, but serve Portage bus routes. They include Milham Park / Loy Norrix and Kilgore at Manchester.

2) What is the formula for determining which bus stops receive shelters?

**Answer:** Metro Transit uses a standard of at least 25 boarding's and alighting's at any particular stop during a service day. Besides service levels at the stop, there are other factors that are considered when placing the shelter, including physical characteristics of the site. Site characteristics to be considered include:

- Does the location allow for American with Disabilities (ADA) compliance?
- Is there sidewalk connectivity?
- Are there any issues with ownership/access to the rights-of way?
- Will the geography fit a 6' by 10' concrete pad?

3) How much does it cost to run the bus service in Portage?

**Answer:** Prior to the formation of the Kalamazoo County Transportation Authority and the establishment of a countywide millage for public transit each municipality that received fixed-route bus service would enter into agreement to provide that service. Today, there is no specific breakdown allocating costs to each jurisdiction.

The reality is that public transit serves population and job centers without regards to jurisdictional boundaries. In 2012 Metro Transit provided 69,292 rides just with the routes directly serving the City of Portage. That represents an increase of 5,779 trips (+9.1%) over 2011. Also in 2012, there were 26,081 Metro County Connect rides provided to Portage riders. This represents 19.5% of MCC rides. The City of Portage Senior Center is in the process of receiving a Community Service Van to provide rides out of the Portage Senior Center. This program is offered at no cost to the City of Portage, the transit system provide for the cost of the van, maintenance of the van, gas for the van and insurance for the drivers and occupants. Lastly, the City of Portage is served by several routes that include routes that serves primarily in the Portage boundaries and those that originate from the Kalamazoo Transit Center and include:

- Route 1 – Westnedge
- Route 2 – Portage
- Route 8 – Egleston
- Route 12 – Duke
- Route 13 – South Burdick
- Route 26 – Milham / Centre
- Route 27 – Romence / Shaver

The Metro Transit website at [www.kmetro.org](http://www.kmetro.org) has information about each of these routes that includes maps, schedules, locations of bus stops and real-time location of the bus serving that route.

4) How much does KCTA receive from Portage in millage?

**Answer:** In 2012, the amount of millage received from the 0.4 mils countywide public transit millage from the City of Portage totaled \$799,000 dollars.

5) How much does a bus shelter cost? And are there additional installation costs?

**Answer:** The cost of a standard bus shelter is \$6,000 dollars with an average installation price of \$2,000 dollars which includes the concrete pad. In addition there is the on-going operational cost to maintain and regularly clean the shelter.

6) Who maintains the shelters?

**Answer:** Metro Transit is responsible for maintaining and cleaning all shelters. Metro Transit staff remove garbage and inspect each shelter on generally a twice a week schedule.

7) What are the ridership counts for Portage bus stops?

**Answer:** Metro Transit conducted an onboard ridership survey in 2009 as part of a Comprehensive Operational Analysis (COA). Since the COA was published the Portage routes have gone through modifications. Metro Transit is currently employing an automatic GPS-oriented passenger counting system and data as to any specific Portage bus stop will be available in the near future.

Related to your questions, Kalamazoo Metro Transit is in the process of selecting a consulting firm to conduct an ADA Bus Stop Compliance Study. Overall, the public transit system has over 1,000 unique bus stops and 79 shelters. This study will include an inventory of all stops. A firm is anticipated to be selected and under contract within the next 6 weeks and the overall project is anticipated to be completed early in 2014.

**CITY OF PORTAGE****COMMUNICATION**

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**TO:** Human Services Board**DATE:** September 26, 2013**FROM:** Vicki Georgean,  Director Community Development**SUBJECT:** Red Ribbon Week - School listing for the City of Portage

Per the request of the Human Services Board, below is a listing of all known public and private schools within the City of Portage and the street address for each.

<b>SCHOOL DISTRICT</b>	<b>SCHOOL NAME</b>	<b>ADDRESS</b>
PPS	CENTRAL SR. HIGH	8111 S WESTNEDGE AV
PPS	CENTRAL MIDDLE	8111 S WESTNEDGE AV
PPS	LAKE CENTER ELEM.	10011 PORTAGE RD
PPS	CENTRAL ELEM.	8422 S WESTNEDGE AV
PPS	WOODLAND ELEM.	1401 WOODLAND DR
PPS	WEST MIDDLE	7145 MOORSBRIDGE RD
PPS	MOORSBRIDGE ELEM	7145 MOORSBRIDGE RD
PPS	HAVERHILL ELEM.	1710 HAVERHILL AV
PPS	AMBERLY ELEM.	6637 AMBERLY ST
PPS	12TH ST ELEM.	6501 S 12TH ST
PPS	NORTHERN SR. HIGH	1010 W MILHAM AV
PPS	NORTH MIDDLE	1010 W MILHAM AV
PPS	ANGLING ELEM.	5340 ANGLING RD
KRESA	KRESA WOODSEGE	1501 E MILHAM AV
KRESA	K.R.E.S.A	1819 E MILHAM AV
PRIVATE	OAKLAND ACADEMY	6325 OAKLAND DR
PRIVATE	KALAMAZOO COUNTRY DAY SCHOOL	4221 E MILHAM
PPS	COMMUNITY EDUCATION HIGH SCHOOL	1010 W MILHAM AV
PRIVATE	ST. MICHAEL LUTHERAN SCHOOL	7211 OAKLAND DR

As additional information, website addresses are included below.

- Portage Public Schools: [www.portageps.org](http://www.portageps.org)
- Kalamazoo Regional Educational Service Agency: [www.kreasa.org](http://www.kreasa.org)
- St. Michael Lutheran School: [www.stmikeschool.org](http://www.stmikeschool.org)
- Kalamazoo Country Day School: [www.kalamazoocountryday.org](http://www.kalamazoocountryday.org)

### ***NATIONAL RED RIBBON PROCLAMATION***

- WHEREAS,** tobacco, alcohol and other drug usage among young people is a serious concern; and
- WHEREAS,** it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the National Family Partnership, the Red Ribbon Coalition, Mothers Against Drunk Driving, Students Against Drunk Driving, Portage Public Schools and the Kalamazoo County Substance Abuse Task Force are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and
- WHEREAS,** the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week,**" **October 23-31, 2013;** and
- WHEREAS,** business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and
- WHEREAS,** the community of Portage further commits its resources to ensure the success of the Red Ribbon Campaign.
- NOW, THEREFORE, BE IT RESOLVED THAT I,** Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim the week of October 23-31, 2013, as **RED RIBBON WEEK,** and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.
- BE IT FURTHER RESOLVED** that the **City Council of the City of Portage** encourages all citizens to pledge: **My choice.....Drug-Free.**

Signed this 22<sup>rd</sup> day of October 2013

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Peter J. Strazdas, Mayor