

City of Battle Creek

Department Contact Information Directory

Department & Phone/Fax	Departmental Description
<u>AIRPORT</u> Phone: 269-966-3470 Fax: 269-966-3472	<u>Battle Creek Executive Airport at Kellogg Field</u> is the base of operations for about 55 private individuals, as well as the WMU College of Aviation, Air National Guard, Duncan Aviation, and more. It also hosts the annual Field of Flight Air Show and Balloon Festival.
<u>ASSESSING</u> Phone: 269-966-3369 Fax: 269-966-0618	The <u>Assessing Office</u> is responsible for the administration of the property tax laws of the State of Michigan, maintaining assessment rolls for all property, both real and personal, records of ownership, addresses, homestead exemptions, and values of all properties.
<u>ATTORNEY</u> Phone: 269-966-3385 Fax: 269-966-3612	The <u>City Attorney</u> is appointed by the City Commission. This office provides legal counsel to the commission and represents the City in all court proceedings.
<u>CITY MANAGER</u> Phone: 269-966-3378 Fax: 269-966-6654	The <u>City Manager</u> is appointed by the City Commission, coordinates all City departments, and executes the programs and policies of the City Commission. The City Manager also makes recommendations to the Commission on programs and policies. The City Manager is supported by an Assistant City Manager and an Assistant to the City Manager.
<u>COMMUNICATIONS MANAGER</u> Phone: 269-966-3378	The <u>Communications Manager</u> provides information to media sources regarding any and all communication to the citizens of Battle Creek. This position also updates the City's website, manages the city's social media accounts, and more.
<u>CLERK'S OFFICE</u> Phone: 269-966-3348 Fax: 269-966-3555	The <u>City Clerk's</u> office keeps all official records of the City, voter registration, and business licenses; issues burn permits, special event permits and block party permits; processes Freedom of Information Act requests; and supervises all elections.
<u>COMMUNITY SERVICES DEPARTMENT</u>	The <u>Community Services Department</u> is responsible for uplifting and supporting the community, including protecting and enforcing the health of people and places. The Community Services Director supervises the following divisions: Code Compliance, Community Development, Inspections, and Planning & Zoning.
<u>COMMUNITY DEVELOPMENT</u> Phone: 269-966-3315	The <u>Community Development Division</u> handles the administration of federal funding for community development and housing, including the Community Development Block Grant, HOME Investment Partnership, Neighborhood Stabilization Programs, Fair Housing, Minor

<p><u>HOUSING REHABILITATION</u> Phone: 269-966-3323</p> <p><u>CODE COMPLIANCE</u> Phone: 269-966-3387 Fax: 269-966-3659</p> <p><u>INSPECTIONS</u> Phone: 269-966-3382 Fax: 269-966-3555</p> <p><u>PLANNING & ZONING</u> Phone: 269-966-3320 Fax: 269-966-3555</p> <p><u>COMMUNITY ASSET ADMINISTRATOR</u> Phone: 269-966-3355, ext. 1101</p>	<p>Home Repair, and Rental Rehabilitation Programs. Every five years, it coordinates a community-wide planning and needs assessment process (Consolidated Plan) which governs the spending of federal community development funding. Community Development supports Neighborhood Planning Councils (NPC) efforts.</p> <p>The <u>Code Compliance Division</u> handles code infractions related to the condition of existing buildings, and property maintenance issues, including junk accumulation, long grass, inoperable vehicles, rental property registration and inspection, vacant/abandoned property monitoring and inspections, and administrative support to the Board of Appeals.</p> <p>The <u>Inspections Division</u> issues permits and conducts trade inspections for building, electrical, plumbing, mechanical, signs, and fence. It conducts all-trades safety inspections for Certificate of Occupancy issuance, and provides administrative support to the Dangerous Buildings program.</p> <p>The <u>Planning Division</u> is responsible for the development, administration, and implementation of long-range plans used to guide the growth and development of the City. Staff provides support to the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. The division also is responsible for the City's Master Plan.</p> <p>The <u>Community Asset Administrator</u> is a partnership between Police, Community Services and other City departments for issues that relate to property, neighborhood, and community conditions.</p>
<p><u>DEPARTMENT of PUBLIC WORKS</u> Phone: 269-966-3343 Fax: 269-966-3482</p> <p><u>ENGINEERING</u> Phone: 269-966-3343</p> <p><u>ENVIRONMENTAL SERVICES</u> Phone: 269-966-0712</p> <p><u>FIELD SERVICES</u></p>	<p><u>Public Works</u> is responsible for the following activities: design, construction, and maintenance of all street, water, sanitary sewer, and storm sewer systems within the City; park design and maintenance; production and treatment of wastewater; coordination and monitoring of environmental investigations and remediation on municipally-owned property; and maintenance and management of the City's vehicle and heavy-equipment fleet.</p> <p><u>City Engineering</u> is responsible for the design and construction of all street, water, and sewer improvement projects in the City.</p> <p>The <u>Environmental and Storm Service Manager</u> is responsible for managing the solid waste and recycling collection by the contracted hauler, along with special waste collections throughout the year. Additionally, the position is responsible for regulatory compliance with the stormwater system, and management of the water system's wellhead protection program.</p>

<p>Phone: 269-966-3507 <u>SIGNS/SIGNALS</u> Phone: 269-966-3527</p> <p><u>DPW RECORDS</u> Phone: 269-966-3343</p> <p><u>WATER PRODUCTION/DISTRIBUTION</u> Phone: 269-966-3496 <u>VERONA PUMPING STATION</u> Phone: 269-966-3339</p> <p><u>TRAFFIC ENGINEERING</u> Phone: 269-966-3338</p> <p><u>WASTEWATER TREATMENT PLANT</u> Phone: 269-966-3513</p> <p><u>FLEET SERVICES</u> Phone: 269-966-3487</p>	<p><u>Field Services</u> is responsible for the maintenance of all City streets and alleys, most City parks, three city cemeteries, traffic signals, traffic signs, and the downtown sidewalk/streetscape. Snow removal, street sweeping, and tree trimming are responsibilities of the Field Services staff.</p> <p>The <u>Records Division</u> is responsible for maintaining all street, water, sanitary sewer, and storm sewer records for the City. Drawings of the City’s streets and utilities, bridge plans, water and sewer building connections, and aerial photos can be found in the 730-square-foot Records Room in the Public Works building. Applications to connect to the public water and sewer systems, and permits to work in the street right-of way may be obtained from this office.</p> <p>The <u>Water Division</u> is responsible for the operation and maintenance of the City’s water production and treatment facility at the Verona Well Field, as well as the City’s water storage and pumping facilities located throughout the community. This division is responsible for ensuring the community’s drinking water meets all federal and state standards.</p> <p><u>Traffic Engineering</u> is responsible for the design of all traffic control systems on City streets and conducting all traffic safety and operations studies for the City.</p> <p>The <u>Wastewater Division</u> is responsible for the operation and maintenance of the City’s Wastewater Treatment Plant, as well as the 120 sanitary sewer lift stations located throughout the Battle Creek metropolitan area. This group is responsible for ensuring that the community’s wastewater is cleaned and treated to meet all federal and state standards before it is discharged into the Kalamazoo River.</p> <p><u>Fleet</u> is responsible for maintaining a safe and efficient fleet of vehicles and equipment for all city departments, with the exception of Transit and airport equipment.</p>
<p><u>FINANCE</u> Phone: 269-966-3388 Fax: 269-966-3646</p>	<p><u>Finance</u> handles all budget, accounting, payroll, accounts receivable, and accounts payable information.</p>
<p><u>FIRE DEPARTMENT</u> Phone: 269-966-3519 Fax: 269-966-3543</p> <p><u>FIRE PREVENTION AND INSPECTION</u> Phone: 269-966-3521</p>	<p>The <u>Fire Department</u> responds to all fire emergency calls and provides a first responder to all medical calls. Crews handle hazardous materials complaints and conduct fire inspections of all public buildings.</p> <p>The <u>Fire Prevention Bureau</u> coordinates fire-prevention inspections, conducts investigations into the cause of fires, provides consultations on code requirements, conducts investigations</p>

<p><u>FIRE TRAINING</u> Phone: 269-966-3519</p>	<p>into complaints, and provides fire safety education programs. This office is under the direction of the Fire Chief.</p> <p>The <u>Fire Department Training Officer</u> is responsible for helping the department keep up to date and proficient in all procedures concerning fire suppression, basic life support, control of hazardous materials, confined-space rescue, water rescue, auto/aircraft extrication, radiological monitoring, severe weather identification, fire safety inspection, and public relations.</p>
<p><u>HUMAN RESOURCES</u> Phone: 269-966-3377 Fax: 269-966-3644</p>	<p>The <u>Human Resources Department</u> handles employment; employee benefits; personnel matters, with the exception of Labor Relations; and handles all safety and insurance claim issues, and workers' compensation claims.</p>
<p><u>INCOME TAX</u> Phone: 269-966-3345 Fax: 269-966-3629</p>	<p><u>Income Tax</u> manages the City's income tax system, including processing, auditing, and refunding.</p>
<p><u>INFORMATION TECHNOLOGY & GEOGRAPHIC INFORMATION SYSTEMS</u> Phone: 269-966-4011 Fax: 269-966-3659</p>	<p><u>IT</u> is responsible for the development and enhancement of the City's various information systems, including the City's Geographic Information System (GIS) and website updates. This involves mapping and accompanying applications, cyber security, and more. This office also assists with coordination of community-wide technology issues, such as high-speed telecommunications, broadband technology, and other technology-related economic development efforts.</p>
<p><u>LABOR RELATIONS</u> Phone: 269-966-3377 Fax: 269-966-3627</p>	<p>The <u>Labor Attorney</u> handles labor relations, and union contract negotiations, as well as contract compliance.</p>
<p><u>PARKING VIOLATIONS</u> Phone: 269-966-3605</p>	<p><u>All parking violations</u> received while on City of Battle Creek property are payable or contested through ABM Parking Services.</p>
<p><u>POLICE DEPARTMENT</u> Phone: 269-966-3322 Fax: 269-962-0102</p> <p><u>PATROL</u> Phone: 269-966-3305</p>	<p>The <u>Police Department</u> is responsible for all law enforcement activities in the City, as well as Bedford Township.</p> <p>The <u>Police Patrol Operations Division</u> coordinates all uniformed personnel, and responds to 911 calls for service. Animal Control, Traffic Enforcement Unit, Sector Lieutenants, Community Orientated Policing Officers, Neighborhood Enforcement Team, and K-9 are all the responsibility</p>

<p><u>INVESTIGATIONS</u> Phone: 269-966-3550</p> <p><u>COMMUNITY SERVICES</u> Phone: 269-966-3302</p> <p><u>OFFICE OF PROFESSIONAL STANDARDS</u> Phone: 269-966-3375</p> <p><u>POLICE MANAGEMENT SERVICES</u> Phone: 269-966-3305 Fax: 269-966-3636</p> <p><u>EMERGENCY SERVICES</u> Phone: 269-966-3550</p>	<p>of this office.</p> <p>The <u>Police Investigation Division</u> coordinates all follow-up on major crimes, such as homicide, sexual assault, robbery, property crime, and check or financial investigations. The Crime Analysis office, the Warrant office, Forensic Unit, Evidence, Gang Suppression Unit, and the Special Investigation Unit (narcotics) are also a part of this division.</p> <p>The <u>Police Community Services Division</u> responds to all requests for outreach services, such as public presentations, speakers, and community events. The Fusion Center also falls under this division, with a focus on analyzing crime trend data and addressing those issues.</p> <p>The <u>Police Office of Professional Standards</u> receives and investigates complaints about police personnel, develops policies and procedures, and oversees training for the department.</p> <p>The <u>Police Management Services Division</u> is responsible for maintenance of the Battle Creek Police Department Records Management System, and reproduction of the City of Battle Creek Police and Bedford Township Police Reports. The division processes all gun permits and Sex Offender Verifications, as well as coordinates all applicable computer applications to capture and report such information. Within this division, one may acquire copies of accident reports, background checks, incidents (for Governmental Agencies), answers to questions, and notary services.</p> <p>The <u>Police Emergency Services Division's</u> primary responsibility is to provide planning for mitigation, preparedness, response, and recovery to emergencies and/or disasters within the City. Coordinates and acts as the point of contact for the City's Weapons of Mass Destruction, SWAT, Bomb, and Regional Response Teams. Administrator for the School Safety Task Force. Prepares/submits/maintains correspondence, records, and reports related to Emergency Services/Homeland Security activities.</p>
<p><u>PURCHASING</u> Phone: 269-966-3390</p>	<p><u>Purchasing</u> is responsible for the acquisition of all goods and services for the City, as well as for disposition of surplus. It is also responsible for oversight of the City's Print Shop, Mail Services, and City Hall Maintenance divisions.</p>
<p><u>RECREATION</u> Phone: 269-966-3431 Fax: 269-966-3653</p>	<p>The <u>Recreation Department</u> coordinates all programs and activities that are recreation related, and taking place in our park and recreation facilities.</p>

<p><u>SMALL BUSINESS DEVELOPMENT</u> Phone: 269-966-3355</p> <p>Development Manager: ext. 1191 Marketing & Promotions: ext. 1192 Business Retention & Development: ext. 1193</p>	<p>The <u>Small Business Development</u> team delivers economic development services to small businesses throughout the community, working to attract investment and facilitate small business growth and development. This department works closely with Planning and Zoning, Inspections, and Community Development to provide comprehensive economic development services to small businesses, with an emphasis on women- and minority-owned businesses.</p>
<p><u>TRANSIT</u> Phone: 269-966-3474</p>	<p><u>Battle Creek Transit</u> handles all operations involved in providing the City long-haul bus service, and by-appointment Tele-Transit service.</p>
<p><u>TREASURER</u> Phone: 269-966-3325</p>	<p>The <u>Treasurer's Office</u> coordinates collection of fees for city services, including water billing, income and property taxes, special assessments, and dog/cat licenses.</p>
<p><u>UTILITY BILLING</u> Phone: 269-966-3366</p>	<p><u>Utility Billing</u> handles water, sewer, and garbage billing for the City of Battle Creek.</p>