Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
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<tbody>
<tr>
<td>Fifth Third Bank</td>
<td>Grant</td>
<td>Bronson Park</td>
<td>$10,000</td>
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<tr>
<td>Harold and Grace Upjohn</td>
<td>Grant</td>
<td>Bronson Park</td>
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<tr>
<td>Fabri-Kal</td>
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<td>Enbridge</td>
<td>Donation Fund Grant</td>
<td>KRVT</td>
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<td>First Source Bank Foundation</td>
<td>Grant</td>
<td>Bronson</td>
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<td>CLG</td>
<td>P &amp; R Bronson Park (Fountain)</td>
<td>$70,000</td>
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<td>DNR</td>
<td>Urban Forestry</td>
<td>Tree plantings</td>
<td>TBD</td>
<td>Planning</td>
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Community Planning & Development (CP&D)

- Planning

At the June 1 Planning Commission meeting, the Commission voted to recommend to the City Commission to rezone 621 W. Kalamazoo Avenue from Zone M-1 to Zone RD-19. The Commission also voted to approve a special use permit for the same property to allow a bed and breakfast use with the condition that the rezoning be approved. A site plan will also be needed for the planned bed and breakfast facility.

The Commission also approved a special use permit to allow a building expansion on the north side of the YMCA facility on Maple Street.

Support was also given to planned modifications to a section of Portage Street in the Milwood and Edison neighborhoods.

Four site plan projects were processed as follows:

- T-Mobile equipment on the roof of the Comerica building on Rose Street
- T-Mobile equipment on the cell tower in the well field on Siesta
- Phase 4 of the Waldon Woods complex on Arboretum Parkway
- Preliminary site plan for development of the former Harding’s site at 412 Howard

A draft of the Site Plan Program Policy was created and is under review. Additionally, a Site Plan Program Procedures document is being created. The city’s Marketing Strategy and Public Participation Plan are being developed for the RRC Certification Program. Completion of the two documents is anticipated for late summer.

➢ Imagine Kalamazoo

Master Plan

Staff will present the draft Master Plan to the Planning Commission on July 6. The Planning Commission will vote to request approval from the City Commission to release the Master Plan Draft to neighboring municipalities for 63 days. The draft will not be released to the governmental entities until the City Commission approves the release, and staff intends to bring this forward for consideration on July 17. Staff will then publically release the draft in early September at a citywide meeting. The Planning Commission will consider the final document for adoption at the public hearing on October 5, and the City Commission will consider the final document on October 9.

Strategic Vision

Staff released the draft of the Strategic Vision to the public via www.imaginekalamazoo.com, www.kalamazoo.org, and available at all city library branches, and city offices. We’ve received many thoughtful considerations for editing the document. We will continue to receive edits until July 10. At that time, city staff will finalize the changes and present the final document to the City Commission on July 17.

➢ Rental Housing

Staff are preparing recommended amendments to Chapter 22, which is a Nuisance Ordinance involving graffiti and tall grass and weeds.

➢ Building & Trades

June there were 254 permits issued, representing $7,100,678 in construction valuation. These figures brought year-to-date permits to 1,494 representing year-to-date construction valuation of $72,864,853.

➢ Zoning

At the June 8 Zoning Board of Appeals meeting, the Board approved a use variance for 621 W. Kalamazoo Avenue to allow for a ‘Bed and Breakfast’ operation with units which may be used for both short-term rentals (30 days or less) or longer term rentals. There was also a second request for the same property to allow a ‘Bed and Breakfast’ operation without it being the principal residence of the operator. This second variance request was denied, so the operator of the ‘Bed and Breakfast’ must reside on site.
There are numerous internet sites that focus on the vacation and short-term rental (STR) market. While looking at other communities that have implemented Zoning Ordinances to specifically regulate STRs, it is clear that it is a more significant issue in tourism heavy communities like South Haven, Saugatuck, Grand Haven and other vacation destination communities across the State. Property owners in these communities are utilizing the internet to advertise their homes or rooms within their homes for short-term stays. This trend is occurring in the City of Kalamazoo to a lesser degree. We have been monitoring on-line listings within the City limits. The Zoning Ordinance does not specifically identify short-term rentals, but does have land use categories which are applicable to the situation. Short-term rentals are a form of ‘lodging’, which is clearly defined in the Zoning Ordinance and lists the following uses within this category: ‘bed and breakfast’, ‘hotel’ and ‘motel’. So, the short-term rentals are classified under the ‘lodging’ in Chapter 4 of the Zoning Ordinance and are allowed only in certain zone districts. Additionally, the Zoning Ordinance limits the number of unrelated adult occupants by zone district in many of the residential zones. Therefore, the unrelated adult occupant regulations by residential zone district can be applied to short-term rentals. In January of 2016, after a review of common on-line short-term rental sites, eighteen properties within the City limits were identified with short-term rental listings. After checking zoning and the rental registration program, it was determined that fourteen property owners advising that their on-line listing of a room, apartment or house for short-term stays were in violation of zoning ordinance and/or rental registration program. CP&D staff have also been assembling potential regulatory changes for short-term rental regulations within the Zoning Ordinance.

➢ Community Development

HUD released the 2017 allocations. Kalamazoo received:

- CDBG $1,493,264
- HOME $388,900
- ESG $0

This is the first time the City of Kalamazoo has not received ESG funds. ESG funds are for the homeless population and funds the Housing Resources, Inc. as well as provided administrative support to LISC, the entity responsible for the Continuum of Care. According to the Detroit Field Office they were not told why the City of Kalamazoo was not funded. It was not punitive as we have successfully administered our past ESG programs.

The 2017 approved Action Plan has been submitted to HUD for approval.

➢ Shared Prosperity

Recruitment for the CEDAM Michigan Financial Opportunity Corps AmeriCorps worker will begin soon. This staff member will:

- Plan and implement two ‘Show Me the Money’ programs
- Provide financial education programs to underserved populations in underserved locations

Economic Development (ED)
Economic Development (ED) staff created a proposal for a neighborhood accelerator program that was presented to the Greater Kalamazoo Business Resource Group for program review.

ED staff created and sent out a Request for Proposal (RFP) to complete a feasibility study for a community wide entrepreneurship center. There have been three responses from the RFP. Chemical Bank has awarded $1k and LISC has awarded $25k for the entrepreneurship center feasibility study. A steering committee has been created to aid in the planning of the entrepreneurship center. A presentation regarding the entrepreneurship center and neighborhood accelerator pilot program has been created to present to the steering committee.

Staff assisted with the Momentum Workforce Employment Initiative cohort which resulted in 16 graduates receiving CNC training. Half the students have already received full time employment.

Staff assisted in the completion of the Kalamazoo County Career Readiness framework as a member of the Education for Employment (EFE) Steering Committee.

Staff continued work on the citywide Open Data initiative and presented key project milestones and tasks to the Foundation For Excellence (FFE) team. A Data Inventory survey link was sent out to roughly 60 key staff within the City. Work on this project will continue with department-specific meetings to develop key performance indicators (KPIs) that will help evaluate department activities and trends over time.

**Human Resources (HR)**

- Benefits
  
  Staff administered employee benefit sessions for ten new employees or employees promoted to full-time.

**Information Technology (I.T.)**

Staff began deployment of new wi-fi networks at Station 6. Staff found that the old switch was completely full and have replaced it with a larger unit and removed all of the hubs. Station 6 should be up and running the second week of July.

**Kalamazoo Department of Public Safety (KDPS)**

Detectives continue to work a homicide where a daughter allegedly stabbed her father's girlfriend. The victim sustained life threatening injuries and later died as a result. The suspect was arrested and the investigation continues.

Detectives responded to an accident where a passenger vehicle drove at a high rate of speed and collided with a Metro bus causing severe injuries to many passengers, including the bus driver. KDPS specialists responded to the scene to investigate this accident. Once the investigation is complete charges will be sought.

Detectives responded to an accident at Burdick and Cork Street. The at-fault driver was seen driving at a high rate of speed, failing to stop at the intersection, and colliding with numerous
vehicles. The driver was pronounced dead at the scene. This investigation is continuing.

Detectives are dealing with juveniles stealing vehicles left unattended, running, or with the keys inside. We are currently seeking charges against several individuals involved in these crimes.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 25 drug cases and seized six firearms in June.

KVET has investigated 1 meth lab so far in 2017.

Management Services

- **CFO**
  
  Staff worked with financial advisors and the bond attorney to close and fully implement 2017 Capital Improvement Bonds as well as new Water Revenue Bonds and Water Refunding Bonds.
  
  Staff worked with Public Services staff to update an analysis of the Schippers site cleanup, leaf removal, Solid Waste Fund millage updates and the asset management system.

- **Assessor**
  
  Neighborhood reviews for the 2018 Assessment roll will include neighborhood numbers 15, 19 and 30. These areas consist of the all of the Fairmount neighborhood, part of Milwood west of Lovers Lane and Portage Street, and all of the South Westnedge neighborhood area. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

- **Accounting**
  
  Accounting staff continues to resolve open items and remaining questions as auditors complete their work off-site. Auditors issued the final audit reports for 2016 on the June 30 deadline.

- **Purchasing**
  
  Staff worked collaboratively with other City departments and bid documents were prepared and distributed through the City’s website for two purchasing projects. As part of our vendor inclusion program 174 vendors, 29 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 190 purchase orders and processed 45 change orders.

  Purchasing staff are administering prevailing wages for nine construction contracts.

- **Treasury**
  
  Utility Billing – Utility Bills issued in June 2017
14,650 Original Bills
1,021 Original Bills sent via email
4,280 Reminder Notices
2,609 Final (shut off) Notices

Parks and Recreation

➢ Recreation Division

The Recreation Division is host to nearly 300 children each week in our Camp Kzoo, Supervised Playground and All Things Possible programs. All of the programs run from 9:00 a.m. to 5:00 p.m. with an early morning drop-off option for Camp Kzoo registrants between 7:30 a.m. and 9:00 a.m. Though program participants typically stay on-site, kids have experienced field trips that include the Fish Hatchery, Girl Scouts, Kalamazoo Valley Museum, Kalamazoo Institute of Arts, Pretty Lake Camp, Kalamazoo Valley Community College and Kik Pool this summer.

Staff have been hosting Lunchtime Live! which started June 9, Skate Jam on June 21, and Movies in the Park on June 23. All events were well attended.

Kik Pool opened on June 21. The pool was heavily used the first two days and into the weekend when it played host to a large swim meet of nearly 500 youth swimmers.

➢ Community Outreach

Staff attended the Hunger Free Community Coalition meeting on June 21 to explore opportunities to eliminate hunger issues in the community.

Staff have been in the Northside community recruiting All Things Possible registrants to increase participation numbers.

➢ Parks Division

City Parks have seen a good amount of traffic so far this season. We have had numerous shelter rentals, weddings, and baseball/softball tournaments. The staff at Versluis-Dickinson have done a great job maintaining the fields for use this season. The facility has been booked since it opened at the end of April.

Parks and Forestry staff teamed-up to remove logs, limbs, branches, and brush and from Lovell Street Park. Forestry removed two trees near the Jimmy John’s restaurant that opened up the trail corridor to make it safer for users.

A local disc golf group has completed work on a new disc golf course in Spring Valley Park. This group, along with help from Parks staff have created an 18-hole course throughout the park in hopes of giving this growing sport a second alternative place to play in addition to Knollwood Park. The group designed the course with input from Parks staff, along with helping to clear brush and downed limbs.

The Parks staff spent a good amount of time working on the water circulation pump at Kik Pool this month. After repairs were made to the bottom of the pool over Memorial Day weekend, the pump was started to begin balancing the water in anticipation of opening day.
on June 10. The pump had a major failure, which required it to be removed for repair. With assistance from Kalamazoo Electric Motor staff, the pump was back in working condition to pass the health inspection and open for the season on June 21. The pump is the original pump installed when the pool opened in 1971. The manufacturer does not make that specific pump any longer; however, they are able to build a custom model to match the original. The new pump has been ordered with the anticipated delivery date of July 21.

➢ Communication/Outreach

Staff worked with the summer camp attendees at the Youth Development Center to plant flowers in the flower boxes in front of the building. The kids had a great time planting, while also learning about the flowers they planted.

On June 17, staff participated in the Summer Spruce-up hosted by Building Blocks Kalamazoo. Volunteers helped work on park projects at Verburg and Krom and Prouty Parks. Verburg saw the installation of two new signs, a new bike rack, trash and debris clean-up, along with swing set repairs and painting. Krom and Prouty had a new flower box installed and planted, a new grill installed, picnic tables built, and two new solar lights installed at the park. It was a great turnout and a large amount of work was completed.

Public Services

➢ Support Services Division

Procurement staff have been heavily involved with coordinating inventory items used in lead service replacement.

The fleet shop is purchasing new hoists and a forklift to replace old, outdated equipment in disrepair.

Staff prepared an invitation for bid for the City’s recycling program. A favorable bid was received for the conversion from weekly dual stream to subscription bi-weekly single stream recycling. Staff made the recommendation for this conversion and is pending City Commission approval July 17.

The replacement of the retaining wall at Mountain Home Cemetery along W. Main is in the design and planning stages. A topography survey has been scheduled. Handrails are being fabricated for the stairs leading from the lower section to the upper section of the Veteran’s Memorial at Riverside Cemetery and will be installed prior to Veteran’s Day.

➢ Traffic Operations Division

Portage Street and the Ransom/Gull roundabout construction are underway. The Vine Street project agreement was sent to Michigan Department of Transportation (MDOT). Coordination of the Patterson Street railroad project with railroad and sewer work in the area is taking place.

The Portage Creek Trail is substantially complete, with only minor work remaining. The downtown portion of the Kalamazoo Valley River Trail (KVRT) is currently under construction.
The North Drake and Burdick Street project is under construction and the design is going on all federally funded projects for 2018. Targeted MDOT letting is January.

Staff are working with consultants to begin design engineering on 2018 projects in order to pursue favorable letting dates and prices.

- **Wastewater Operations Division**

  The Water/Wastewater SCADA communication project is progressing with radios and antennas being installed at field locations. A tentative functional date for the first round of data connection to be operational is the end of September.

  The collection crews are almost finished laying the new sewer main on N. Burdick. Paving is scheduled for the third week of July.

  Process control staff have been working to identify transformers and load centers that need to be sampled and have preventative maintenance performed. Upon completion, staff will be doing those on a rotating cycle.

  Operations/maintenance staff have completed cleaning, inspecting, repairing, and rotating secondary aeration basins. The lab has completed the local limits sample for the Maximum Allowable Headworks Loading (MAHL) study.

- **Water Operations Division**

  Several water main breaks and valves were repaired and/or replaced by staff. Water distribution crews repaired numerous hydrants, conducted hydrant flow tests, and exercised numerous gate valves.

  Staff prepared and submitted a grant proposal application for the 2017-18 grant cycle period for the amount of $70,000.

  Lead water service removals are ongoing throughout Kalamazoo Township in conjunction with the township street construction program and within the City of Kalamazoo. Four hundred eleven are planned to be removed and replaced in 2017.

  The Cross Connection Control Program (CCCP) has received 547 backflow test reports from staff, with 25% of the reports due by August 1. Staff have also prepared a draft executive summary of the CCCP for the townships and the Water System Reliability Study. A final draft is pending.