Monthly Grants Status Report

There were no items to report for the month of August.

Community Planning & Development (CP&D)

- **Planning**
  
  At the August 3 Planning Commission meeting, the Commission:
  
  - Voted to recommend to the City Commission to rezone 565 S. Drake Road from Zone PUD to Zone RS-5 for the Walden Woods Phase 4 development.
  
  - Held a public hearing regarding proposed changes to the Zoning Ordinance for medical marihuana uses, and voted to continue the hearing at the September 7 meeting.

  Three site plans were processed in August for adding equipment by AT&T to the existing cell towers on Rockledge and Maple Streets, and on the roof of the Skyrise building. The drafts of the City Marketing Strategy and Public Participation Plan were finalized, and scheduled for presentation to and review by the Planning Commission in September. The draft of the Site Plan Policy document was reviewed by City staff. Comments were received, changes are being implemented, and the final review is scheduled.

- **Imagine Kalamazoo**
  
  - Planning staff continues to talk to the community about the draft Master Plan.
  - Presentations were recently made to the Stuart and Vine Neighborhood Boards and Downtown Kalamazoo Inc. (DKI).
  - Future presentations include Edison, Oakland Drive Winchell Neighborhood, and the Downtown Development Authority (DDA).
  - Planning staff plans to attend the Hispanic Festival next month.
  - The Imagine Kalamazoo Steering Committee met to discuss the draft, providing positive feedback.
  - Planning staff met with and collected comments from City departments.
  - Kalamazoo County has submitted a letter of support for the draft plan.
  - Planning Commission will hold a work session on the draft next month.

The public comment period for the draft master plan runs through September 15.

On September 12, a city-wide Master Plan Presentation and Reception was held at 6:30 p.m. at the Kalamazoo Institute of Arts. The meeting included open house activities to collect input on the draft and presentations on the draft and next steps.

The public hearing for the Master Plan is scheduled for October 5 at the Planning Commission meeting.
Building & Trades

There were 190 permits issued in August, representing $33,094,634 in construction valuation. These figures brought year-to-date permits to 1,999 representing year-to-date construction valuation of $109,150,943.

Zoning

At the August 10 Zoning Board of Appeals meeting, the board:

• Approved the following dimensional variances for 2344 Midvale Terrace:
  
  o 1) A dimensional variance to allow a new garage to be located seven feet from the front property line along Plymouth Lane, where nine feet is the required average building setback;
  
  o 2) A dimensional variance to allow the garage to be located three feet from the side property line, where an eight foot building setback is required. This variance was conditioned up the submittal of survey prior to the issuance of a Building Permit.

• Approved the following variances for a 73–unit senior housing development in the 2000 block of Portage Street for Strong Tower Development Inc.:
  
  o 1) A use variance to allow the construction of a 73-unit apartment building with residential use on the ground floor level, where retail or other commercial floor space is required on the ground floor in Zone CN-1;
  
  o 2) A dimensional variance for the off-street parking required to allow 92 total off-street parking spaces, where 110 is required;
  
  o 3) A dimensional variance to allow for the proposed building to be 45 feet in height, where 35 is the maximum building height in Zone CN-1.

• Discussed changes proposed for the Zoning Board of Appeals ‘Rules and Procedures’. These will be formally voted on at the September 14 meeting.

Community Development

Staff is waiting on HUD approval of the 2017 Action Plan.

Neighborhoods

An all neighborhood meeting was held on for September 5. Tentative agenda items included updates on the Master Plan, Shared Prosperity and the 2018 HUD application process.
Economic Development (ED)

Staff distributed requests for proposals at four sites located in the River’s Edge section of the Northside neighborhood. Interested parties are asked to submit a letter of intent by September 18 with final proposals due November 3.

A public outreach meeting was held on August 8 for the purpose of gathering input to form the Request for Proposal that the Michigan Municipal League (MML) is drafting for the redevelopment of 116 West Cedar Street project. Approximately 50 people attended this event. MML will include some design concepts based on the input received and include expected costs for the build out.

The final Redevelopment Ready Task Force committee meeting took place on August 7. Staff led the discussion with the board to review the final draft of the marketing component. It will be presented to the Planning Commission on September 7.

Staff has been working with developers to finalize letters of understanding (LOUs) for Lot 2 and Davis Creek Business Park.

Staff assisted several startup businesses this month, including assisting a startup through Can Do Kitchen in receiving a $2,000 grant, connecting two startups with SCORE for consulting, and another three startups with SBDC for consulting.

Human Resources (HR)

- Labor Relations

  Staff worked with Mercer to begin the support process for the 2018 Open Enrollment and purchased a video-based tool (JellyVision) to educate employees concerning Open Enrollment choices.

  Staff facilitated a meeting between Lean Six Sigma staff and City staff to support various lean projects in their respective departments.

Information Technology (I.T.)

I.T. support staff handled 1,697 total calls and 223 tickets during the month of August.

Staff tested electronic paychecks and are in the second phase of implementation.

Kalamazoo Department of Public Safety (KDPS)

Residents have identified problem streets in need of additional traffic enforcement and Public Safety staff have responded by incorporating a newly acquired speed trailer and enforcement officer.

Officers are still making efforts to engage the community by continuing foot patrols and talking with residents.
The Operations Division is conducting patrols around the neighborhoods on the W. Michigan corridor for the return of students with the goal of providing a safe environment through preventing violent crime and the enforcement of quality of life issues.

Detectives have been working open fatality cases and are actively locating and interviewing involved parties.

Detectives responded to a child rescue issue in the 700 block of W. Vine. The 10 month old passed away. Detectives are conducting interviews while awaiting autopsy results.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and around the City of Kalamazoo.

KVET has investigated 13 methamphetamine labs in 2017.

Management Services

- **CFO**

  Staff worked with EFM to put together timelines for an update of 2018 lease vehicle at the departmental level. They also worked with staff to review options for upgrading GPS location software and hardware.

- **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**

  The City converted tax procedures from a City budgetary basis to be in compliance with generally accepted accounting principles (GAAP) with this year’s tax bills on July 1.

  The City’s Weekly Disbursement Routine (WDR) program has been updated and is in compliance with our new accounting procedures.

  Management Services staff drafted and reviewed the proposed year-end Central County Transportation Authority (CCTA) calendar with CCTA staff. Accounting will be focusing on final reconciliation of Metro’s post-year end activity and transitioning balances from the City’s ledger to the CCTA’s ledger and converting fixed assets in the month of September.

- **Budget**

  All Priority Based Budgeting (PBB) department scores are complete and Peer Review teams have been created for approval by Budget staff. Peer Review scorecards have been created. The CIP projects are being entered into the online tool to prepare for scoring.
The new CIP process was presented to leadership on August 3. A meeting to review projects was held on August 24 and covered Public Safety, Parks & Recreation, general CIP, and Public Services general CIP. A second meeting will be scheduled with select members of the team to review Streets, Water & Wastewater. The projects are being entered into the PBB on-line tool for scoring. The final step in the process will include using Plan-It for budget information including summary reports and individual project reports.

- **Purchasing**

  Working collaboratively with City departments, bid documents were prepared and distributed through the City’s website for four purchasing projects. As part of our vendor inclusion program 229 vendors, 38 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 182 purchase orders and processed 34 change orders.

  Purchasing staff are administering prevailing wages for 18 construction contracts.

- **Treasury**

  **Utility Billing – Utility Bills issued in August 2017**

  - 14,842 Original Bills
  - 1,244 Original Bills sent via email
  - 3,110 Reminder Notices
  - 2,566 Final (shut off) Notices

- **Parks and Recreation**

  - **Recreation Division**

    The Recreation Division wrapped up many of our summer programs in August. The nine week summer camp, Supervised Playground, and the All Things Possible programs came to a close on August 18. Following the conclusion of those programs is the beginning of Field Trip Fest. This is a one week program taking kids on various trips capped by a trip to Michigan’s Adventure amusement park. Field Trip Fest has grown in popularity and we are now offering two - one week programs which both filled to capacity with 60 participants and seven staff.

    After another successful year with 125 teams, adult softball finished in August. Staff were able to present league champions with trophies following most championship games.

    Staff have continued to plan and enhance Lunchtime Live!, while also attending and planning the last Movie in the Park event in LaCrone Park. Fitness in the Parks concluded its third summer offering free fitness classes in the park on August 5.

    Kik Pool closed for the season on August 12. Although staff had to open the pool twelve days later than originally anticipated due to a mechanical issue, the season was a success. The pool was host to six swim lesson classes, Aqua Fitness, swim club practices, a swim meet, public parties, and 240 hours of open swim.
Community Outreach

Staff attended the First Day Shoe Fund event at Maple Street Magnet School as hundreds of Kalamazoo families attended to receive a free pair of shoes and obtain information about a variety of community services. The event was well attended and staff were able to engage in conversations with the attendees about services and programs offered by the department.

Staff attended the Interfaith Homes Back to School Party following the conclusion of the All Things Possible program. In addition to attending the party for continued community outreach, staff engaged youth and parents to recruit children to our after school program at the Station 5 Community Center.

Parks Division

With Kik Pool closing for the season on August 12, the repaired pool pump will be taken out once the cover is put on after Labor Day and sent to be rebuilt in Grand Rapids. The new pump will be installed next spring per the manufacturer and we will keep the old pump on hand as a backup.

There were a couple volunteer park clean-up events in August. One was held at Upjohn Park, which involved brush clean-up and trash pick-up. The second was a group that helped repair the damaged fence at Hays Park. Both events were extremely helpful.

The Parks Division added another Parks Coordinator to the team. This will help with work load and overall customer service. The staff has done a great job this season with all the rentals and keeping the parks looking nice.

A contractor was selected for the Davis St. Park improvements for phase 1 of the project. Construction began on August 21 and the park will remain closed during construction. We anticipate the work to be completed for phase 1 in December with Phase 2 beginning next spring.

Public Services

Support Services Division

Budget preparation for fiscal year 2018 began at the department level. PBB programs were scored and priority programs identified.

Education and promotion of the conversion from weekly dual to bi-weekly single stream recycling is well under way. The City hosted an informational open house on August 23.

Public Services staff have responded to requests regarding single stream recycling. Nearly 1,000 phone calls were taken and over 500 of them were requests for carts. There were over 4,000 requests for carts received via mail and website bringing our total opt-in for the month of August to approximately 4,500. Staff will continue to take cart requests. Cart delivery will begin the last two weeks in September.

Traffic Operations Division

Nearly all projects (Vine Street, Portage Road, the roundabout, Patterson Street Railroad
crossings) are currently underway.

Through a collaborative effort with RCKC, we performed a chip seal on Burdick Street from Stockbridge to Cork. This is a pilot project to identify if such improvements could be utilized on a larger scale.

Comcast has been approved to start significant utility work in the downtown area.

Consumers gas is starting a project in the Oakland and Winchell area.

On August 7, work will begin to replace the signal at Kalamazoo Mall and South Street. Underground work will also be done at Lovell and Kalamazoo Mall.

➢ Wastewater Operations Division

The Wastewater Plant sanitary sewer collection building has been through site plan review and awaiting purchasing approval.

The Wastewater Plant collection crews finished the sewer main construction on N. Burdick and the road is ready for final paving once the Patterson Railroad crossing replacements are finished.

Wastewater Plant is preparing for document audit by Michigan Department of Environmental Quality (MDEQ).

Wastewater Plant quarterly Whole Effluent Toxicity (WET) testing, mercury sampling, and selenium sampling were performed and in permit compliance.

➢ Water Operations Division

Several water main breaks and valves were repaired and/or replaced by staff. In addition, the water distribution crews repaired numerous hydrants, conducted hydrant flow tests, exercised numerous gate valves, and changed out meters.

Staff have evaluated numerous storm water outfalls and retention facilities with only nine remaining for 2017.

August 1 was the deadline for Cross-Connection Backflow Test reports. To date, 62% of those required have been received.

Lead water service removals are ongoing throughout Kalamazoo Township in conjunction with the township street construction program. A total of 411 are planned to be removed and replaced in 2017, including approximately one-half of homes within the City of Kalamazoo, using a combination of contractual services and internal crews.