City Manager’s Report
OCTOBER 16, 2017

Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Council for Arts and Cultural Affairs (MCACA)</td>
<td>Grant</td>
<td>Bronson Fountain</td>
<td>$70,000</td>
<td>Awarded, Approved</td>
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<tr>
<td>Bronson Healthcare</td>
<td>Grant</td>
<td>Bronson Park</td>
<td>$50,000</td>
<td>Awarded</td>
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Community Planning & Development (CP&D)

- **Planning**

  At the August 3 Planning Commission meeting, the Commission:

  - Voted to recommend approval to the City Commission of text amendments to the Zoning Ordinance to allow certain Medical Marihuana uses.

  - Voted to continue discussion on a request for a special use permit for a transitional residence use for Reach Sober Living at 120-128 W. Dutton to the October 5 meeting. The Commission will be asked to delay action on the request to the November 2 meeting.

  - A unanimous vote was provided by the Commission for the endorsement of the City’s Marketing Strategy and Public Participation Plan.

Six site plans were processed as follows:

1. Building addition for People’s Food Co-op at 507 Harrison
2. New apartment building for Carriage Green Apartments at 4501 W. Main
3. New Brookhaven Apartment complex at 2138 Portage - preliminary
4. New building for On The Rocks at 616 Portage
5. Walden Woods condominiums phase 4 project on Arboretum Parkway
6. New pocket park for NACD at 622 N. Park

Staff participated in meetings on six other site plan/development projects for which plans will be submitted in the next few weeks.
Interviews have been set up for the second week of October with five candidates for the vacant Planning Commission seat.

- **Imagine Kalamazoo**

  The draft Master Plan is going to the Planning Commission for review of October 5. Staff continues to talk to the community about the Master Plan, including a meeting on October 3 in Milwood.

  CP&D staff spoke at the Michigan Association of Planning (MAP) Conference about Imagine Kalamazoo and equitable community engagement.

- **Building & Trades**

  There were 208 permits issued in August, representing $839,320 in construction valuation. These figures brought year-to-date permits to 2,302 representing year-to-date construction valuation of $112,116,584.

- **Zoning**

  At the September 14 Zoning Board of Appeal meeting, the board:

  1. Affirmed an ‘An Appeal of an Administrative Decision’ regarding the applicable fencing regulations for the Stuart Avenue Inn at 229 Stuart Avenue and the adjacent outdoor event area at 1012 W. Main Street.

  2. Approved dimensional variances for front yard fencing up to six feet in height and approved 100% opaque fencing in the front yard. The taller fencing will be to shield/secure the outdoor event space at the corner of Stuart Avenue and W. Main Street.

  3. Approved a use variance to increase an adult foster care group home from eight residents to nine in Zone RS-5 at 2827 Courtland Avenue.

  4. Approved a dimensional variance to allow a detached garage to be located one foot from a side property line at 122 Crescent Drive.

  5. Approved a height variance for a freestanding sign for Lake Side Academy at 3921 Oakland Drive. The Board denied an interpretation for Lake Side that a light feature on the top of the sign was exempt from the sign height.

  6. Approved a dimensional variance to allow for HMS Property Managers to convert a duplex (six bedrooms in each unit) to eight (one bedroom per unit) small apartments at 525 Sprague Avenue.

  7. The last item of business was to discuss and vote on the updated ‘Rules and of Procedure’ and ‘Finding of Fact Sheet’ which were unanimously approved.

- **Community Development**

  Mandatory sub recipient training was completed on the September 6 with all sub recipients in attendance. Sub recipients are as follows:
<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>Amount Awarded</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Homeworks</td>
<td>$200,000</td>
<td>Minor Homeowner Repairs</td>
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<tr>
<td>Housing Resources Inc.</td>
<td>$327,463</td>
<td>Tenant Based Rental Assistance &amp; Shelter/Homeless Prevention</td>
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<tr>
<td>LISC</td>
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<td>Support for Continuum of Care</td>
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<tr>
<td>Senior Services</td>
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<td>Minor Repair for Senior Homeowners</td>
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<tr>
<td>Fair Housing of SW Michigan</td>
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<td>Rehab and Sale for Homeownership</td>
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<tr>
<td>Kalamazoo Neighborhood Housing Services</td>
<td>$127,422</td>
<td>Rehab and Sale for Homeownership</td>
</tr>
</tbody>
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**Shared Prosperity Kalamazoo (SPK)**

*SPK Plan*

Initial goal team meetings were held on September 12 and 13. Goal teams reviewed data and specific strategies for addressing underlying conditions. The work of these teams will be integrated and connected in Task Force meetings to achieve the following outcomes:

- Consider the current reality in Kalamazoo looking at data, research and community experiences.
- Evaluate current efforts designed to improve conditions.
- Identify gaps in current efforts and options for expanded or new initiatives to address the gaps.
- Identify priority action steps and long term strategies for the SPK plan.
- Next meetings for goal teams and task force are October 2 and 3.

**Michigan Financial Opportunities Corps**

CP&D was awarded a grant to have an AmeriCorps member on staff to facilitate financial literacy training and build site capacity for Show Me the Money Day (SMTMD). SMTMD is a statewide event in Michigan coordinated by CEDAM (Community Economic Development Association of Michigan) that kicks off tax season and promotes access to free financial resources, affordable financial products and services and financial education classes.

The first financial literacy training is scheduled for students the first week of October at Western Michigan University.

**Infant Mortality**
CP&D staff have joined the Infant Mortality Review team to provide environmental information as part of the review and research of causes of infant mortality. CD will provide information on addresses of infants including code violations and water shut offs.

**Economic Development (ED)**

The Michigan Municipal League drafted a Request for Qualifications (RFQ) for the redevelopment of 116 West Cedar Street. The RFQ was distributed to over 100 developers, ULI-Michigan and the Michigan Association of Homebuilders members, local developers, architects, and other interested parties. The deadline for responses is December 1.

The revised Brownfield plan was approved by the Brownfield Redevelopment Authority on September 21. The Plan added one chapter and removed 24.

Staff finalized a Letter of Understanding for a portion of Davis Creek Business Park. That letter is active until December 31.

Staff established a local church as a local business support partner. The church is allowing a start-up entrepreneur to use their commercial kitchen for product development.

Staff has been connecting ten start-up entrepreneurs to our local Greater Kalamazoo Business Resource Group ecosystem for various forms of business support resources.

Staff aided an entrepreneur in obtaining a grant to go towards start-up costs.

Staff assisted in the development and promotion of the Northside Association for Community Development's (NACD) first Business Expo that was attended by over 100 people.

**Human Resources (HR)**

- Labor Relations

  The Respecting Differences (RD) Committee is currently working on details for the 2018 annual diversity event. The RD Committee has a goal to bring the topic of immigration to the various organizations in 2018 based on the feedback forms that were compiled earlier this year by the event attendees. There will be two sessions as there has been in the past. The committee will meet again mid-October.

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

I.T. support staff handled 1,643 total calls and 453 Help Desk tickets during the month of September.

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

Detectives worked a homicide trial the judge ruled a mistrial due to jury impropriety. The trial has been rescheduled for January 2018.
Detectives were called in for a public intoxication accident in the 500 block of E. Ransom Street where the victim later passed away from the injuries they sustained. Charges are pending at this time.

Detectives worked an armed robbery case at the CITGO gas station on Stadium Drive. The suspects have been identified and charges are pending.

Detectives worked several shootings in the 900 block of Dwight Ave. Over the next week, detectives, patrol officers and the Kalamazoo Valley Enforcement Team (KVET) all worked together to arrest several suspects in these shootings. All charges are pending which include federal gun and drug charges against one individual.

The Operations Division continues to work with WMU and the West Michigan corridor neighborhoods with foot patrols addressing quality of life issues.

Public Safety has increased presence in city parks to address park rule violations. This is in effort to create a safe and comfortable atmosphere for all citizens.

Officers are actively addressing residential complaints of speeding with the continued use of the radar trailer and conducting speed enforcement.

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 17 drug cases and seized 1 firearm in September.

KVET has investigated 15 meth labs in 2017.

Management Services

- CFO

  Staff worked with Lean Six Sigma and Purchasing staff to further Lean Six Sigma review of purchasing process.

- Assessor

  First distributions of the 2017 summer tax went smoothly. All of July and August collections were distributed. We are on schedule for the distributions for the month of September.

- Accounting

  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 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.

  Accounting staff assisted getting EDEN ready for budget preparation and the creation of the projection worksheets.

  Management Services staff met with the auditors to review the close-out of last year’s audit to discuss improvements and plan for the next year’s audit.
Budget

The 2018 cost allocation budget plan was completed and included in the directives to begin the budget process.

Purchasing

Working collaboratively with City departments, bid documents were prepared and distributed through the City’s website for three purchasing projects. As part of our vendor inclusion program 224 vendors, 38 of which are minority or women owned businesses, were notified of bidding opportunities.

Staff reviewed and set up 291 purchase orders and processed 37 change orders.

Purchasing staff are administering prevailing wages for 17 construction contracts.

Parks and Recreation

Recreation Division

September is a month of transition for the Recreation Division with the Youth Development staff helping as many kids as possible sign up for our After School and Sports Programs. Special event staff wrapped up Lunchtime Live! and began focusing on fall and winter special events offered by the department.

The Youth Development staff are currently overseeing four after school locations with over 40 children enrolled. The After School Program is connected with Kalamazoo Youth Development Network (KydNet) to continually monitor and evaluate the program, as well as staying connected with trends and best practices. The Swim for Success program is under the Youth Development staff’s supervision and is full with 51 youth registered.

Program staff is currently overseeing our youth sports programs to include soccer, volleyball, and golf. The soccer program is broken into two age groups with thirty-one total youth being served in this introduction to the sport program. Volleyball continues to be a popular choice in the community as it has reached its capacity and also has one child on the waitlist. Our middle school golf league is very popular and is a great example of our partnership with the schools. We rely heavily on the schools to get the word out about the program and we continue to see results when the kids sign up. This golf program is meant to teach the basics of the sport as well as serve as something for middle school aged kids to do after they are released from school but parents are still working.

Special events staff hosted the final Lunchtime Live! of 2017 on September 29. We continue to see significantly lower attendance numbers during the month of September and will be looking to find ways to bring those numbers up closer to what we see during the summer months.

After more than a year of planning, the Eco Raft Race was held on September 9 with five total teams participating. The event was considered a success and we hope to build upon
the momentum garnered this year. The Special Events staff were also tasked with planning the City Commission meeting in Hays Park in September. This meeting was a success and we hope to do another in 2018.

➢ Community Outreach

Staff attended middle and elementary school open houses to meet parents and youth in an effort to recruit children for our youth programs. Similar to past months, Special Event staff attended all Lunchtime Live! events and also attended the City Commission meeting in Hays Park. Recreation staff hosted a community input meeting for Kik Pool Champions on September 20 to update users on future direction and recap the 2017 season. Staff also attended Bronco Bash 2017 in an effort to connect with the university and students.

➢ Parks Division

Davis St. Park construction continued during September and saw the addition of concrete sidewalk installed on the southeast portion of the park. Portions of the surrounding sidewalk were installed near the existing play structure and the contractor continued grading for the area around the picnic shelter. Footings for the shelter will be poured the beginning of October, along with the gaga pit. The shelter is scheduled to be delivered and installed in November with improvements still on schedule to be completed by the end of November.

The Parks Division worked with the City Forestry crew to remove dead trees and brush at Rockwell and Spring Valley Parks. Several trees and a large amount of brush were removed in the southeast portion of Rockwell Park along Hazard Street. This opened up views of the park for residents as well as providing a general clean-up of the area.

Staff has begun work on closing restrooms for the season this month. There are still numerous events and rentals at Mayors Riverfront Park and SRC field which will delay closing those restrooms, but staff is ahead of schedule to have this done before winter.

Parks staff assisted in a successful inaugural Eco Raft Race on September 9. A great time was had by all and everyone is looking forward to the event continuing to grow.

➢ Communication/Outreach

Staff attended an Eastside Neighborhood meeting to participate in a discussion regarding the development of a vacant lot near the neighborhood association. The meeting was held by Building Blocks Kalamazoo to engage the residents and brainstorm ideas of how to develop the land.

The City Commission held its September 18 neighborhood and commission meetings at Hays Park. This was a great way to showcase the improvements made to the park in previous years. It was a successful event that we hope will continue each year to highlight park improvements throughout the city.

Parks staff and a representative from O'Boyle, Cowell, Blalock and Associates met with the Eastside Neighborhood Association director to begin discussion on improvements at Rockwell Park in 2018. Initial concept drawings were presented and met with great anticipation by the Eastside. The next step will be attending the neighborhood meeting in October to present these ideas to the residents and begin the process for implementing the improvements in 2018.
Public Services

➢ Support Services Division

Budget preparation for fiscal year 2018 continued through technical review at the Budget & Accounting level. Priority Based Budget (PBB) programs were scored in peer review.

The single stream recycling roll out is taking place. There were 7,674 carts delivered between September 11 and September 30. Public Services staff have responded to over 1,600 phone calls and taken nearly 700 requests for carts over the phone. The website, streets lists and maps have all been updated to reflect our current system.

➢ Public Works Division

The federally funded project on Portage Road is planned for paving on October 9. Vine Street is planned for paving the week of October 5.

Roundabout base course and street lighting is planned for October 4 or 5.

Ransom Street paving is planned for October 5 or 6.

Williard and Harkins railroad crossings are planned for October 12.

Comcast has started underground utility work in the downtown area. They will continue this work until November 1 and then will break for the winter.

The Drake Road signal project is almost complete. The last major item was complete September 27 and only punch list items remain.

The signal at Kalamazoo Mall and South Street is now complete and the signal is activated with removals actively occurring.

➢ Wastewater Operations Division

Wastewater Plant staff are working with a consultant to do some plant loading models for the maximum allowable headworks loading (MAHL) study.

A Wastewater and Storm water SAW grant for 2.0 million dollars has been approved by the State of Michigan with no match required. The City should receive the contract in November or December.

The Wastewater Plant is on pace to make all total maximum daily load (TMDL) limits this year.

➢ Water Operations Division

Management continues to strategically plan for new staff and organizational shifts to facilitate meeting the new project demand from Foundation for Excellence funding.
Several water main breaks and valves were repaired by staff. This included a boil water advisory (BWA) that resulted in the delivery of 30 cases of bottled water to Forest Academy and two businesses on Lake Street and Comstock Avenue.

Technician III staff have nearly completed the 2017 routine scheduled storm water outfalls and retention facility inspections.

Fall flushing has been completed and went well with minimal issues.

The City received notification that it is the recipient of a $70,000 Wellhead Protection Grant for the 2017-18 state fiscal year. The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation is due October 3 for the 2016-17 state fiscal year.