City Manager’s Report

NOVEMBER 20, 2017

Monthly Grants Status Report

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

Community Planning & Development (CP&D)

➤ Planning

At the October 5 Planning Commission meeting, the Commission held a public hearing on the 2025 Master Plan and they unanimously voted to approve it.

Six candidates were interviewed to fill a vacant position on the Commission. A recommendation will be brought to the Commission after the November election since a current Commissioner could be elected to the City Commission resulting in a second vacancy.

A community meeting was held at the Vine Neighborhood Association on October 26 pertaining to the proposed rezoning of multiple parcels between W. Lovell and Stockbridge to a less intensive commercial district. The request will be brought before the Planning Commission at its November meeting.

Two site plans were processed in October for a façade renovation to the former grocery store at 1950 Portage, and for a change in the use of the building at 1030 Portage from a church to a theater. Preliminary meetings took place on six other site plan projects. Formal site plan review is anticipated for the projects. The site plan for the Walden Woods Phase 4 condominium project is in the final stages of the approval process.

The City’s new Marketing Strategy and Public Participation Plan were approved in October. This paves the way for the City becoming certified for a Redevelopment Ready Community through the MEDC. The certification will be presented at the December 4 City Commission meeting.

➤ Imagine Kalamazoo

The Master Plan 2025 was approved by the City Commission on October 16.

The new Neighborhood Activator will be starting on November 6. Her new position will assist the neighborhoods with creating their neighborhood plans, building capacity and getting them adopted into the Master Plan. She will also help with general planning work, project coordination, and assisting the City Planner.

Interviews were conducted for an Americorps Neighborhood Projects Coordinator position. This position will assist the Neighborhood Activator and City Planner with Imagine Kalamazoo events and stakeholder participation. Amanda Cockroft has accepted the position and she will be starting on November 16.
Building & Trades

October there were 298 permits issued, representing $4,239,535 in construction valuation. These figures brought year-to-date permits to 2,639 representing year-to-date construction valuation of $116,925,400.

Zoning

The Zoning Board of Appeals meeting was cancelled for October 12.

Community Development

HUD Programs

PY2018 Pre-Submission Application Training for affordable housing was held on October 10. Twelve community agencies were in attendance. Deadline for submittal of the application is 4:30 p.m. on November 9.

Shared Prosperity Kalamazoo (SPK)

The SPK Task Force, Goal Teams, and Core Team all met in the month of October. Moore Strategic Consulting has outlined a draft of indicators based on what the Goal Teams lifted up in the meetings. The third and final round of Goal Team and Task Force meetings will happen November 1 and 2.

The SPK AmeriCorps worker held the first financial literacy training on the campus of Western Michigan University. Four students attended. More training is scheduled for Interfaith Homes, YWCA, and the Douglass Community Association in partnership with the Kalamazoo County Fatherhood Initiative.

Staff attended the following events:

- 2017 Midwest Asset Building Conference – Indianapolis, IN. More information coming regarding implementing lessons learned. Sessions attended were:
  - Integrating financial capability services into existing programs
  - State funding for asset building programs
  - Building prosperity by building credit
  - Innovations in safe, small dollar loans
  - Fighting predatory lending
  - Personifying Prosperity: making the case with digital stories
  - Tackling the wealth divide.

- Michigan Community Reinvestment Act (CRA) 2017 Conference, Kalamazoo, MI.

Economic Development (ED)

Staff provided consultation for four startup businesses through the CanDo Kitchen Camp Mentor Mixer.

Staff connected current small businesses owners to business support groups such as CanDo
Kitchen and Downtown Kalamazoo Incorporated (DKI). Staff will continue to provide support and assist with networking needs.

The Revised Brownfield Plan was approved by the City Commission on October 2. The Plan added one chapter and removed 24.

Staff completed a Memorandum of Understanding for a proposed sale of the Brownfield Redevelopment Authority (BRA) owned site at 316 E. North Street. The site would support the proposed development of an existing building located on the adjoining property at 619 Porter Street.

Staff received BRA approval of a Restrictive Covenant on a portion of the former Performance Paper property. The declaration prohibits construction of buildings, structures or other property improvements within the Portage Creek Restoration Area, and also prohibits planting of any trees, grasses, plants or other vegetation that are considered invasive species by the Michigan Department of Environmental Quality (MDEQ).

Human Resources (HR)

- Labor Relations

Lean Six Sigma Training was conducted October 25 and 26 for Management Services employees.

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. Chenery Auditorium has been booked for the presentation. The committee will meet again in November.

Information Technology (I.T.)

I.T. support staff handled 1,316 total calls and 489 Help Desk tickets during the month of October.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked a string of armed robberies that encompassed the City of Portage and Kalamazoo, as well as the state of Indiana. There is one suspect in custody in this ongoing investigation.

Detectives worked another armed robbery where three suspects robbed a convenience store. Two suspects are in custody, with Detectives working to get charges on the third suspect.

Detectives have interviewed and polygraphed several suspects in multiple arson cases in a very small area. This investigation is ongoing.

Detectives investigated a shooting at an apartment complex between two subjects. Both are in custody and the investigation is ongoing.
Patrol officers collaborated with the Grand Elk railroad to address traffic concerns and trespassing issues.

Patrol continued foot patrol in neighborhoods addressing concerns and strengthening relationships as well as continued foot patrols in the downtown mall and business districts.

The Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. KVET made 22 drug cases and seized three firearms in October.

KVET has investigated 15 meth labs in 2017.

Management Services

➤ CFO

Priority Based Budgeting (PBB) result maps have been fully implemented with scoring and Peer Review. Program costing and evaluation will be included part of the FY 2018 budget process.

Staff has been working in an advisory role on telematics, fleet sharing, fuel and maintenance best practices, and policies since mid-2017. New 2017 "off-lot" vehicles are being specified by staff at this time for new Public Services personnel added in 2017. 2018 lease vehicles are being specified through collaboration with City staff based on an agreed-to schedule.

➤ Assessor

All collections through September were distributed. We are on schedule for the distributions for the month of October.

The 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 has begun the analysis of the Central County Transportation Authority’s (CCTA) year-end trial balance and started preliminary account reconciliations. The first accounting close will be complete by November 3.

Staff worked with OpenGov in October to resolve data integrity issues. Transactions in 2017 are now properly reporting in OpenGov while prior year issues are still being resolved.

➤ Budget

Staff held meetings with all departments to review program evaluation and measurement.

CIP projects were finalized, entered into Plan-It and prepared for Budget inclusion.
Purchasing

Working collaboratively with City departments, bid documents were prepared and distributed through the City’s website for five purchasing projects. As part of our vendor inclusion program 195 vendors, 40 of which are minority or women owned businesses, were notified of bidding opportunities.

Staff reviewed and set up 215 purchase orders and processed 41 change orders.

Purchasing staff are administering prevailing wages for 17 construction contracts.

Parks and Recreation

Recreation Division

Youth Development staff oversees four after school program sites with a total of 56 children enrolled. Each site provides a snack and works to ensure all children read for 20 minutes, complete assigned homework and enjoy themselves every day. In addition to the after school programs, staff oversees our Swim for Success program. This program is filled to capacity with 50 children enrolled. Swim for Success is a great partnership with Kalamazoo College as they provide coaches to teach swimming and tutors to help with homework before participants swim.

Staff have two youth soccer programs with 32 youth signed up between the two age groups. Despite the cold weather, the kids seem to enjoy learning the basics of the game. Middle School Golf takes place at Eastern Hills Golf Course and enjoyed a spike in registration with 68 students participating, which is up from 51 in 2016. Students in this program have the opportunity to either learn the game of golf for the first time or hone in on their skills to get ready for competition. Staff are also responsible for the youth volleyball program. This program is in partnership with Moxie Volleyball as they teach the lessons to a session filled beyond capacity.

Special Event staff coordinated one of our signature events, Safe Halloween, in October. Despite the poor weather, the event had a good turnout. New this year, staff secured Kellogg Community Credit Union as a title sponsor. Staff also attended and worked the Kalamazoo Department of Public Safety Halloween Block Party in the Edison Neighborhood. In addition to planning and attending our events, Special Event staff are the City liaison for all external special events requests.

Communication/Outreach

Program staff have attended middle school lunch hours in an attempt to reach middle school students for programs. We find this method of recruitment to be fruitful for this age group as many times it is helpful to talk with the students to better explain our programs.

Parks Division

Davis Street Park construction has had a bit of a delay due to the heavy rains experienced this month. The new swing set and spring rider were installed. More concrete was poured and the pad where the new picnic shelter is is ready and waiting the delivery of the shelter in November. Due to wet conditions the contractor is waiting to grade the northwest sidewalk.
and entry into that portion of the park, along with installing the gaga pit. Staff are hopeful the ground will dry out and it can be completed in the next few weeks. The project is still on track to be completed by the end of November or beginning of December.

The second phase design of the skate plaza is almost complete. Spohn Ranch has been designing the elements and layout to stay within budget. The department will be hosting a final meeting with the residents to go over the skate plaza design and layout the beginning of November with construction to begin next spring.

Winterization of the park facilities continues to progress. There were a few facilities that could only be partially completed due to events taking place the end of the month. The remaining areas will be completed the first week in November.

Communication/Outreach

Staff attended an Eastside Neighborhood meeting to present residents new plans for Rockwell Park. The plans were well received and residents were excited by the upcoming improvements.

Public Services

➢ Support Services Division

PBB programs were costed by division managers.

The single stream recycling roll out continues. To date approximately 9,000 carts have been delivered since starting the new program on October 1. Public Services staff have responded to over 1,000 phone calls and taken over 1,000 requests for carts over the phone.

The new hand rails have been installed in the lower section of the Veteran’s Memorial at Riverside Cemetery.

➢ Public Works Division

The Drake Road signal project is complete and the signal at Kalamazoo Mall and South Street signal is now complete.

Federally funded projects on Portage Road and Vine Street have been completed.

Work at the roundabout is complete and will open to traffic November 3.

Leaf pickup will begin November 6 and crews were outfitted with equipment modifications recommended internally by staff. With the equipment modifications and some cooperation from the weather, we are planning for a successful leaf pickup season.

Work within the City of Kalamazoo owned right-of-ways is being suspended for winter. All newly received permits as of November 1 will not allow lane closures other than for emergency utility repairs. Comcast has suspended their right-of-way work for the winter.

➢ Wastewater Operations Division
The Wastewater Plant treatment is excellent. Total Maximum Daily Load (TMDL) limits were met six out of six months, the Whole Effluent Toxicity (WET) test showed no toxicity, and Quarterly Effluent Mercury and Selenium results were below detection limits.

The Wastewater Plant had Hoffman Brothers connect a storm water outfall to the sanitary sewer to prevent potential contaminated discharges to the state limit drain. The Kalamazoo Wastewater Reclamation Plant has three of five storm water outfalls connected to sanitary.

Wastewater personnel have assisted in storm water pumping to the sanitary at the Schippers Lane Leaf compost facility. They are also helping with pumping some of the flooded areas within the City following the recent storms.

➤ Water Operations Division

The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation was prepared and submitted on October 3 for 2016-17.

There have been a total of 388 non-copper, lead pipes removed. Of those 388, 129 have been completed by City crews and 259 by contractors. Of the 259 removed by contractors, 170 were outside the City, and 89 within the City. Total removed in City: 218. Total removed outside City: 170.

Staff responded to three illicit discharge incidents, on North Park Street, East Michigan Avenue, and Vine Street.

Staff worked with Water Engineering staff on backflow protection on two Plaza Corp projects.

Staff has received 2,366 backflow test reports since the beginning of the year.

Staff has completed 192 cross-connection inspections since the beginning of the year.