City Manager’s Report
DECEMBER 18, 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>EPA</td>
<td>Brownfield Cleanup Grant</td>
<td>116 Cedar asbestos removal</td>
<td>$195,500</td>
<td>Submitted</td>
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<tr>
<td>National Endowment for the Arts (NEA)</td>
<td>Art Works</td>
<td>Bronson Park Fountain</td>
<td>$20,000</td>
<td>Awarded</td>
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<td>VanDalson Foundation</td>
<td>Grant</td>
<td>Bronson Park</td>
<td>$50,000</td>
<td>Awarded</td>
</tr>
<tr>
<td>Bronson Healthcare</td>
<td>Grant</td>
<td>Bronson Park</td>
<td>$50,000</td>
<td>Awarded</td>
</tr>
<tr>
<td>DNR</td>
<td>Recreation Passport</td>
<td>Crane Park Lighting</td>
<td>$75,000</td>
<td>Preparing</td>
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<tr>
<td>DNR</td>
<td>MNR Trust Fund</td>
<td>KRV Trail</td>
<td>$300,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>KCF</td>
<td>Grant</td>
<td>SuperRec (Playground)</td>
<td>$20,000</td>
<td>Preparing</td>
</tr>
</tbody>
</table>

Community Planning & Development (CP&D)

- Planning

  The Kalamazoo River Valley Trail ribbon cutting was held on November 29. CP&D staff were critical in the planning and assistance in planning, community and business engagement throughout this project. It is a real testament of inter-departmental collaboration and partnership that this 15 year project culminated in this ribbon cutting.

  Amanda Cockroft, our LISC Americorps member started in the month of November. She will be working with CP&D/ED staff on the neighborhood plans, research, writing, and volunteer coordination through September 2018.

  Michigan State University has awarded an Urban Design Practicum student to the Planning Division to complete the Vine Neighborhood Plan Update. The practicum is a required course in the MSU Urban Planning Curriculum. All graduating students are required to take practicum in their final semester. Experiential learning is a key component of our curriculum and practicum is our Capstone. The practicum is generously supported by Urban Collaborators and MSU Extension. The City Planner and Neighborhood Activator will be participating in a January 10 meeting on the MSU campus to meet the practicum student.

  Zoning ordinance stress test scope of work with Michigan Municipal League started. A representative of the League has come for two site visits with the Planning Division. Staff hopes to have draft recommendations for zoning ordinance amendments that will align with
the IK 2025 Master Plan infill, missing middle housing, and developer process improvement in January 2018.

At the November 2 Planning Commission meeting, the Commission approved a special use permit for a group daycare use at 1508 Woodward, and recommended to the City Commission to rezone Mayors' Riverfront Park from M-1 to CMU. The Commission also held a public hearing to consider a request to rezone 243 parcels located along S. Burdick Street between Lovell and Stockbridge. Most of the parcels are in the CC zone and the request from the Planning Department is to rezone them to the CN-2 zone to bring them closer to the IK 2025 vision. The Commission postponed the decision to the December 7 meeting and asked staff to hold a second neighborhood meeting to further discuss the request. The second neighborhood meeting was held on November 28 with 29 citizens in attendance.

Seven site plan projects were processed as follows:

1. Temporary parking lot for the Foundry at 600 E. Michigan
2. New building for the Vine Shoppes at 827 S. Westnedge
3. New hoop house for Kalamazoo College at 909 W. Main
4. Use change of the building at 301 N. Westnedge for Student Haulers
5. Use change of the building at 1511 Portage for a music studio
6. New commercial building at 4210 Stadium Drive (Gallagher’s)
7. Use change of the building at 616 E. Michigan for a retail store

Staff is working with the applicants on four other site plan projects. Arrangements were made for the presentation of the Redevelopment Ready Community certification to the City at the December 4 City Commission meeting.

- Imagine Kalamazoo

The website has been updated to include the Strategic Vision and 2025 Master Plan. Additionally one project sheet, for the Complete Streets Policy, has been added as a pilot.

- 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

At the November 9 Zoning Board of Appeal meeting, the following actions were considered:

- The Board denied a dimensional variance for the Westwood Christian Reformed Church at 620 Northampton Road. The dimensional variance was to allow for the
increase in impervious coverage to 69% for the church to then separate the south
portion of the property along W. Main Street for a redevelopment project.

- The Board denied a dimensional variance for Chris Wahmhoff at 1407 Bryant Street. The dimensional variance denied would have authorized a fenced enclosure for keeping of ducks and chickens to be located with a zero setback from the side and rear property lines where a 30 foot setback is required by ordinance.

- The Board denied a dimensional variance to allow a ten foot tall freestanding sign for Lakeside Academy at 3921 Oakland Drive. At the same meeting, the Board granted a use variance to authorize the conversion of a commercial unit on the ground floor level to a residential apartment for Jakobson Management at 563 Portage Street.

- The Board approved a dimensional variance to allow the conversion of a single-family dwelling into a duplex for Lukeman Properties LLC at 703 Locust Street. Lastly, at the same meeting, the Board approved a dimensional variance for a new building to be constructed with 38 dwelling units at Carriage Green Apartment complex. This new building will be located where the fire damaged structure was removed in 2009.

➢ Housing

Rental Registration staff continues to track data to inform calendars and staff scheduling for optimizing the Rental Certificate program.

➢ Community Development

**HUD Programs**

- Vine sidewalk improvement project is completed (Dutton – Westnedge)
- PY2017 funds release and agreements forwarded to sub recipients
- Five PY2018 Affordable Housing Applications submitted for approval on November 13 through 17 (CDBG- Community Homeworks & Senior Services, HOME – Kalamazoo Valley Habitat & New Horizon)

**Shared Prosperity Kalamazoo (SPK)**

SPK Goal Teams and Task Force meetings have ended. A survey has been developed for participants to prioritize strategies against criteria established by the Task Force. A document will be finished to present to the City Commission by early January 2018.

SPK AmeriCorps member has expanded three new sites in the city for Show Me the Money Day scheduled to take place in February 2018 in alignment with the SPK goal of promoting strong economically secure families. The new sites are Vine, Edison, and Interfaith Homes. Northside and Eastside host this program annually.

SPK is in the process of developing a plan to work with K College for the winter 2017 semester to engage the ALICE (Asset Limited, Income Constrained, Employed) population in a series of focus groups to identify individual and community assets that can be built upon to create shared prosperity.
Staff is involved in the Community Foundation Truth, Racial Healing and Transformation (TRHT) work as it is in direct alignment with Shared Prosperity Kalamazoo. We participated in the THRT community sessions held November 28 and 29.

**Economic Development (ED)**

Staff assisted 20 small business owners and entrepreneurs with their business ventures through networking. This included assistance with obtaining media contracts, land purchases, introductions to city partners such as the CanDo Kitchen and more.

Staff completed 14 business expansion and retention visits with local businesses.

Staff raised $60,000 to fully fund the feasibility study for the Entrepreneurship Center.

Staff initiated the Baseline Environmental Assessment for the Panelyte Site. Once completed, the closing on the Brownfield Redevelopment Authority’s (BRA) acquisition of the site can be scheduled.

Staff completed closing on the sale of 1807 N. Pitcher (former Sun Chemical property next to Graphic Packaging).

Staff completed a Letter of Understanding for the proposed redevelopment of the BRA owned site at 508 E. Harrison Street.

Staff submitted a grant application to the EPA for asbestos cleanup at 116 Cedar Street.

Staff conducted an initial meeting and discussion with a proposed developer of the northwest corner of the former Performance Paper property.

**Human Resources (HR)**

- **Labor Relations**

  The Respecting Differences Committee is currently working on the planning details for the 2018 annual diversity event. The RD Committee met on November 17 to review the final speaker selection. The proposed title: “Salsa, Soul and Spirit in a Multicultural Age” will be presented by Juana Bordas. There will be two sessions as there has been in the past. We recently booked the Chenery Auditorium for the presentation. The committee will meet again on December 13.

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

Detectives worked shootings cases where there was minimal injury and little cooperation.

Detectives worked a shooting at the 500 block of Pearl Street, the investigation continues.

Detectives responded to a double homicide/suicide on Emerson Street. This investigation is ongoing.
Patrol officers continues to address neighborhood traffic concerns and property checks. Staff conducted the annual training on alternate options in use of force situations and firefighting flow path techniques.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 12 drug cases and seized three firearms in November.

KVET has investigated 16 meth labs to date for 2017.

Management Services

- CFO

  Staff is working on getting the final group of employees opted in to receive e-checks. Staff is on task to achieve the December 2017 ‘go live’ date for electronic change orders.

  Management Services and Public Services formed a cross-departmental team to examine built-in cross walking between BSA/Lucity to better align utility billing account procedures and reports.

  PBB resource allocation diagnostic reports were included in the proposed FY 2018 budget as planned. Departments completed program evaluations with these evaluation results being examined in as part of the FY 2019 budget planning process in the first quarter of 2018.

- Assessor

  Neighborhood reviews for 2018 are complete. The neighborhood reviews for the 2018 assessment roll included 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.

  Reviews will begin on any building permits and demolition permits issued by the City. These will continue until the first half of January. The personal property canvas started the end of October and was completed prior to Thanksgiving.

- Accounting

  Accounting has been working with the Central County Transportation Authority (CCTA) to prepare final accrual entries, adjustments, and prepare work papers for their upcoming financial audit.

  Accounting and the auditors met with various finance or budget representatives in the larger departments to discuss general ledger needs and reporting requirements. The auditors are working on their preliminary draft to send to Accounting for review.

  OpenGov data integrity issues were resolved in November.

- Budget
All final numbers for the line item budget and CIP will be entered into the Priority Based Budgeting (PBB) online tool for inclusion in the budget.

- **Purchasing**
  
  Staff reviewed and set up 160 purchase orders and processed 39 change orders.
  
  Purchasing staff are administering prevailing wages for 17 construction contracts.

**Parks and Recreation**

- **Recreation Division**
  
  Staff closed the final session of Swim for Success for 2017 this month. This program has continued to be one of the most popular offered to the community. Kalamazoo College provides the coaches and the pool. Staff have also continued to work on enhancing our after school programs with four different locations available that reach over 50 children.
  
  Staff have been busy with our middle school bowling program, adult volleyball, Lunch and Learn, and Mini Moxie Volleyball programs. All of these programs are very well received as well and have seen growth from previous sessions.
  
  Staff wrapped up Safe Halloween as well as the Tree Lighting ceremony and continued to work on the Candy Cane Hunt that will take place December 9. The Tree Lighting ceremony is a great partnership between City Manager’s office and the Parks & Recreation department. The unseasonably warm weather made for a fantastic turnout to this annual event.

- **Communication/Outreach**
  
  Staff attended the Gull Road Roundabout event on November 2 to celebrate its opening on November 3. Despite the weather, there were a fair number of people in attendance.
  
  The Recreation Team all pitched in to help Downtown Kalamazoo Incorporated with the Kalamazoo Holiday Parade on November 11. Kzoo Parks was responsible for logistics and operations for the event, which was well attended despite the cold weather. Initial responses from parade attendees were very positive.

- **Parks Division**
  
  Winterization has been completed in all parks and sport facilities, along with the Farmers Market. Parks staff are preparing seasonal equipment for winter storage and snow removal.
  
  The Parks Division participated in the organization and successful completion of the 54th Annual Kalamazoo Holiday Parade. This was the departments’ first year being involved in the parade and it was a great success.
  
  The annual Tree Lighting Ceremony was held on November 24. Our Parks staff did a great job in preparation for the event by getting decorations up early and working with the Forestry department to transplant a Norway spruce tree in the center of the park. It was a beautiful evening and the ceremony was very well attended.
Davis St. Park improvements are moving along well. The ground has dried out and concrete will be poured again the last week of this month. The new gaga pit and sidewalk entrance from the Northwest corner are the only concrete left. The new picnic shelter was delivered before Thanksgiving and will be installed the beginning of December.

Communication/Outreach

Staff met with representatives from the West Main Hill Neighborhood Association regarding the Henderson Tot Lot improvements. A discussion was held regarding the play structure types that will be updated in the park and the location of the existing basketball court. Some adjustments were suggested and plans will be adjusted accordingly to present to the association in mid-December in hopes of getting approval and going out to bid in early 2018. This project is set to be completed in 2018.

Staff was interviewed by three different local news stations on the morning of November 24 regarding the graffiti and vandalism of the Fountain of the Pioneers. The graffiti was removed from the fountain that morning before the Tree Lighting Ceremony.

Public Services

➢ Support Services Division

Support Services staff worked with Management Services staff, in conjunction with the audit team, to review the general ledger of accounts with the goal of streamlining codes for 2019.

To date approximately 9,300 carts have been delivered since starting the new single stream recycling program on October 1. Public Services staff have responded to over 1,100 phone calls and taken over 300 additional cart requests. There has been a 45.76% increase in volume from weekly dual stream to bi-weekly single stream recycling and a 25.20% increase in recycling volume between the months of October and November.

➢ Public Works Division

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

The Vine Street (Davis to Westnedge) project will be in the December 2017 bid opening for 2018 construction.

Work at the roundabout has been completed for 2017 and project closeout will happen spring of 2018.

The Kalamazoo Valley River Trail (KVRT) downtown connector has been substantially completed.

The Pitcher Street bridge rehabilitation was completed and the Paterson Street bridge rehabilitation was postponed until spring of 2018 due to weather related material concerns.

All local streets projects were completed this year by Public Services crews at a substantial savings, which allowed more streets to be completed.
Public Services replaced 7,500 linear feet of five foot wide sidewalks and installed 2,300 linear feet of new five foot wide sidewalk.

The Southwest Michigan chapter of the American Public Works Association recognized the City of Kalamazoo for its work and awarded them three awards:

- Intergovernmental Cooperation Award for the S. Burdick Street project
- Environmental Award for the Harrison Street extension project
- Utilities Award for the Lead Water Services Replacement program

All non-emergency utility work and projects are on seasonal hold until spring 2018.

Consumers Energy gas project in Winchell area has been completed and staff held a meeting to review and discuss the impacts of the 2018 planned gas reconstruction project throughout all of the Central Business District of Downtown Kalamazoo. Currently 438 right of way permits have been issued to date.

Preliminary plans have been submitted to MDOT for the 2018 Pitcher Street (Michigan to Kalamazoo) project. It includes traffic signal replacement at the Pitcher and Water Street intersection.

➢ Wastewater Operations Division

The Wastewater Plant has completed the wastewater modeling project and is finalizing the Maximum Allowable Headworks Loading (MAHL) study for submission to the Michigan Department of Environmental Quality (MDEQ).

The Wastewater Plant completed the Consumers Energy Demand Response program and is receiving a $19,522.40 credit for participating and earned an All Star plaque for performance in the program. During the demand response event the Wastewater Plant saved enough energy to power 39 homes for a month.

The Wastewater Plant developed Key Performance Indicators (KPI’s) for some of the Harrison Facility crews.

The Wastewater Plant Vehicle Storage Building construction has begun. Load Center 5 replacement work is also beginning.

➢ Water Operations Division

Follow-up financial documentation has been submitted to MDEQ associated with the 2016-17 Wellhead Protection Grant Program Annual Financial Status Report.

To date for 2017, there have been a total of approximately 470 non-copper water services replaced.

New 15 second and 30 second radio ads were aired on two Townsquare Media Stations over the last weekend of November regarding the City’s progress with its Lead and Copper Program.