City Manager’s Report
NOVEMBER 19, 2018

Monthly Grants Status Report

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<td>DNR</td>
<td>Aquatic Habitat</td>
<td>Milham Park dam removal</td>
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Community Planning & Economic Development (CPED)

Medical Marihuana Facility Licensing Update:

The City Clerk accepted applications for medical marihuana facilities during a three week window from June 7 to June 28 year where 38 applications were received. After the initial review was completed, fifteen applicants were issued Provisional Certificates, 20 applicants entered into lotteries and three were denied or withdrawn. Provisioning center applicants were the only subject to the lottery due to the 1,000 foot separation distance between provision center locations. There were four applications for provisioning centers:

1) E. Cork Street  
2) W. KL Avenue  
3) Portage Street  
4) Stadium Drive

Provisional certificates were issued for each of the lottery results except E. Cork Street, which is pending an appeal of an administrative decision before the Zoning Board of Appeals on November 15. Site plans have been received for four of the facilities. The provisioning center at 401 N. Sage Street, has received a license from the State and a local Certificate of Occupancy. This entity is now applying to the City Clerk for their Operating Permit and is on track to be the first provisioning center to open in the City of Kalamazoo.

Zoning Amendments & Northside Rezoning

The Planning Commission unanimously approved the rezoning for the Northside Cultural Business District and core repair. The zoning text amendments and rezoned properties are aligned with the vision in the Northside Neighborhood Plan that was adopted in October.

Site Plan Review

Fifty site plans have been submitted so far in 2018.

Neighborhood Planning

The Planning Commission approved both Imagine Eastside and Imagine Vine Neighborhood plans. Two celebrations were held in October to confirm plan drafts with the communities, including Eastside and Oakwood.
The Vine Neighborhood Plan was awarded the Michigan Association Planning Award for a student plan. The plan was completed with the assistance of Michigan State University.

**Anti-Blight**

The anti-blight strategy with demolition and vacant blighted structures as well as housing cases (other than rentals) are being triaged for categorization and prioritization.

- Economic Development & Community Investment

**Shared Prosperity (SPK)**

The Organizing Committee has been meeting bi-weekly since July 2018. Primary topics of current discussion are:

- Finalizing a process for SPK proposals
- Addressing the potential to leverage community concerns to advocate SPK issues
- Advocacy around SPK initiatives

The first iteration of goal team meetings started the second and third weeks of September and continued through October. This schedule will continue until the end of the year. The scope and purpose of the goal teams during this phase of SPK is to incorporate existing plans, projects, and initiatives into a place-based, neighborhood level pilot within the city’s five census tracts that have the highest amount of concentrated poverty (Eastside, Edison, and Northside). The goal teams will address the areas of Jobs, Families, and Youth. In addition, goal teams will consider crosscutting topics such as racial equity, coordinated and integrated service delivery, and equitable access as they relate to each goal team’s focus area. Initial meetings focused on:

- Understanding purpose and impact.
- Becoming familiar with the SPK plan. Many of the participants were not involved in the initial planning process.
- Residents are members of the Family and Youth goal teams.

**Economic Development**

Staff will convene a meeting with stakeholders who selected the consultant for the Incubator Feasibility study. The purpose of the meeting is as follows:

- Analyze the first and second report -
  - Review conclusions and recommendations
  - Review site evaluations, those recommended in the study and staff recommendations
- Evaluate and edit the scoring matrix
- Discuss next steps -
  - Schedule site tour
  - Schedule final site selection meeting

The stakeholder meeting is scheduled for November 9 at 1:00 p.m. at the Innovation Center.
Housing and Urban Development

We received funding from Government Alliance on Race and Equity Project (GARE) through the Michigan Department of Civil Rights to conduct widespread community engagement for information for our HUD mandated Analysis to Impediments to Fair Housing and the five year Consolidated Plan. The outcomes to date are as follows:

- Over 700 surveys have been collected compared to the 400 from the 2014 plan
- Focus groups have been held with groups and organizations listed below. Focus groups are facilitated by ISAAC who ensured leaders were trained in cultural sensitivity processes.
  - Disability Network
  - El Concilio
  - Muslim Association
  - CARES (AIDS/HIV)
  - Senior Services
  - Financial Institutions

Staff are also working with the Policy Research Action Council (PRAC) which is a civil rights law and policy organization based in Washington, DC. PRAC is providing technical assistance to the Kalamazoo Community Foundation’s Truth, Racial Healing and Transformation Initiative (TRHT). TRHT is a GARE partner. PRAC is providing the GARE project with assistance with discussion regarding housing choice vouchers. Staff will review the collected data and support the writing of the final plans to be submitted to HUD.

Brownfield Redevelopment Authority (BRA)

The BRA approved the Administrative Settlement Agreement & Order on Consent for the Panelyte property.

The BRA approved a Development Agreement for the proposed hotel at 303 N. Rose Street.

I.T.

Staff closed 416 helpdesk Tickets in October.

Staff have continued system and data work to prepare for a successful launch of 311 in November.

Staff have started pilot groups of Office365 and Windows10 upgrades.

Human Resources (HR)

HR staff organized and worked the Employee Recognition event on October 4.

Staff organized an onsite flu shot clinic where 40 flu shots were administered. Four more clinics are scheduled November 14 and 15.
Staff rolled out annual Open Enrollment for both City of Kalamazoo and Central County Transportation Authority (CCTA) employees.

Staff obtained a $64,355.23 Medicare Retiree Drug Subsidy on behalf of the City of Kalamazoo.

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

KDPS cadets are continuing to do well at Lansing Community College’s Police Academy with an expected graduation date of December 14.

Nineteen public safety officers (PSOs) candidates passed the background phase and will move on to final Chief’s Interviews the first week of November.

CID detectives have been investigating numerous property crimes and shootings occurring in the city. The number of cases have decreased as a result of the brief implementation of the Crowd Reduction Team late this summer.

Patrol officers continue to address neighborhood traffic concerns, perform property checks and work on the issue of panhandling in the city.

The Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and about the City of Kalamazoo. They performed 19 investigations and seized one gun. There have been no discovered labs to-date.

**Management Services**

- **Purchasing**

  Working collaboratively with City departments, bid documents were prepared and distributed through the City’s website for eight purchasing projects. As part of our vendor inclusion program 375 vendors, 62 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 269 purchase orders and processed 53 change orders.

  Purchasing staff are administering prevailing wages for fifteen construction contracts.

**Parks and Recreation**

- **Recreation Division**

  The Recreation Division had the after school programs, school lunchtime program, youth soccer, middle school golf, swimming, youth volleyball and Safe Halloween happening simultaneously.

  Staff oversee three after school program sites with an overall total of 49 children enrolled. Daily routine includes washing hands, snack, homework time, read for 20 minutes, and then free time. This program offers the opportunity for youth to get help with homework and be
around friends in a structured environment while their parents may still be at work. In addition to the after school programs, the Youth Development Coordinator oversees our Swim for Success program. This program is again filled to capacity with 50 children enrolled. Swim for Success is a great partnership with Kalamazoo College as they provide the coaches to teach the swimming and tutors to help with homework beforehand.

Staff have been busy with the many youth sports programs we have running. They have three youth soccer programs with 85 youth signed up. Middle School Golf takes place at Eastern Hills Golf Course and enjoyed another increase in registration to 76 students, up from 68 in 2016. Students in this program have the opportunity to either learn the game of golf for the first time, or hone 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.

Staff hosted one of our signature events, Safe Halloween, in October. Despite the less than favorable weather, we had a great turnout. Kellogg Community Credit Union came back again as a title sponsor and they really seemed to enjoy being a part of the event. In addition to planning and attending our events, Special Event staff are the City liaison for all external special events requests.

- Communication/Outreach

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

Staff attended a showing of the film, A Day in the Life of Kik Pool. This film was produced by a local filmmaker and was shown at Kalamazoo 10 Theater. It was a good depiction of all the different hats the pool plays to the community.

Staff attended a Health and Wellness fair at Millwood Elementary to educate families on what the Parks and Recreation Department is doing to promote a healthy lifestyle.

- Parks Division

Winterization of 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.

October saw the completion of two park improvement projects from the summer. Frays Park was signed off as complete and the new improvements have been very well received and the residents have been using the park continuously since it was completed. We are planning to upgrade the surface surrounding the swing set in the park with the balance of funds left from the project. We will be installing a SofSurface material in the spring. This was not able to be completed due to the weather this fall, as the product needs temperatures continually above 60 degrees to cure the adhesive.

Henderson Tot Lot was also completed this month. The park turned out great and the residents and neighborhood are very excited with the improvements. A new play area was created that has elements for both two to five year olds and five to twelve year olds. A new picnic shelter was also erected with new furnishings (picnic tables and benches), a new
gaga pit, and 3 new basketball hoops and a new pickleball court. The department is planning a grand re-opening in the spring.

- **Communication/Outreach**

  Parks Staff participated in the community wide day of service on October 27 at Hays Park. Volunteers helped clear brush, limbs, downed trees, and also helped spread topsoil in some depressions. Despite the weather, it was a great turnout and a lot of work was completed.

- **Public Services**

  - **Support Services Division**

    Budget needs for department capital and operating needs were prepared and submitted in October.

    An application for reimbursement of costs due to the Parchment PFAS emergency response was prepared and submitted to the State.

    There were 76 new recycling cart requests taken during October bringing the new total carts delivered to 10,526.

  - **Public Works Division**

    *Rose Street – Academy to Water*
    Any remaining work will be completed Spring 2019.

    *Howard Street Pedestrian Improvements*
    Staff are working with Kalamazoo Area Transportation Study to secure funds for 2019 construction.

    *W. Michigan/Howard Traffic Signal Upgrades*
    Traffic signal work is complete. Sidewalk pouring will take place October 26. Direction boring continues for conduit installation.

    *Pitcher Street - Kalamazoo to Michigan*
    The underground signal work has been completed. Mast arm fabrication will be starting shortly and start in the spring. Final paving and pavement marking have been completed and the road is now open.

  - **Wastewater Operations Division**

    The Wastewater Treatment Plant staff have continued to sample plant influent and effluent for PFAS compounds, the latest round of data shows the Kalamazoo Wastewater Reclamation Plant (KWRP) effluent is continuing to meet the Water Quality Standard (WQS) limit of twelve ppt for PFOS. The IPP PFAS Summary Report has been submitted to the MDEQ, Industrial Users will be resampled for PFAS on November 1. The Wastewater Treatment Plant was selected by the MDEQ for a biosolids survey to test for PFAS compounds in the biosolids. Sampling was performed by the MDEQ contractor AECOM on October 30.
The Wastewater Treatment Plant final clarifier design project and clarifier stress testing occurred on October 31 and November 1. Three dimensional laser scanning of the clarifiers will occur in November.

Wastewater Treatment Plant staff performed a lot of maintenance on the tertiary sand filtration process. Sand build up in the tertiary passes was significant.

Wastewater Treatment Plant staff performed watershed cleanups at the head waters of the Schipper’s site county drain and in the Blanche Hull preserve by the Portage Creek as part of the Total Maximum Daily Loading (TMDL) group annual Krazy for the Kazoo river cleanup.

➢ Water Operations Division

In October, 56 non-copper services were replaced. To date in 2018, 433 non-copper services have been replaced; 180 by City crews and 253 by contractors.

Eight Boil Water Advisory notifications and associated eight Lifting Notices were completed in October due to seven main breaks, service leaks/repairs and hydrant replacements.

The Parchment PFAS emergency has resulted in the City of Kalamazoo PWSS replacing the Parchment PWSS. This has resulted in twice a day water quality sampling, to once a day, now down to three times a week. In addition, City staff has provided an additional service to perform their lead and copper sampling. New corrosion control demands by the MDEQ initiated a transition into a liquid poly blend phosphate at three of our WPSs with the capacity to provide water to Parchment.

Staff prepared and provided a Water/Wellhead Protection/Stormwater presentation for the Colleagues International African delegation and a Water System/quality presentation at the Milwood Neighborhood on October 2, and a PFAS presentation at the AWWA/MDEQ Fall Regional Meeting on October 3.

Staff prepared the Financial Status Report (FSR) and all of the associated documentation and project deliverables for the grant period October 1, 2017 through September 30, 2018.