



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Monday, June 4, 2018

7:00 PM

City Commission Chambers at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: Dan Sherman, Executive Director LOVEKzoo.today
2. Pledge of Allegiance
3. Introduction of Guests
 - a. Summer Learning Initiative Presentation
4. Proclamations
 - a. LGBT Pride Month

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve Items "1-17"; hold Item "18" until June 18, 2018; and authorize the City Manager to sign all documents on behalf of the City

1. Approval of a one-year contract extension with GHD for environmental consulting services at the Cork St. Landfill in the amount of \$121,035.
2. Approval of a three-year contract with Natural Landscapes for the mowing of parks and green spaces in the amount of \$293,154.15.
3. Approval of a contract extension with Treeworks, Inc. in the amount of \$169,050 for Neighborhood Tree Maintenance.
4. Approval of a professional services contract with OHM Advisors for the Super High Pressure District Elevated Storage Project, in the amount of \$365,000.

5. Approval of the purchase of three (3) International HV613 SBA truck chassis from West Michigan International in the amount of \$374,068.44.
6. Approval of a purchase order with Northern Construction for the Betsy Ann Place Reconstruction Project in the amount of \$656,149.50.
7. Approval of a contract with James E. Fulton and Sons for Rockwell Park Improvements in the amount of \$363,000.
8. Adoption of a RESOLUTION indicating the City has met the requirements to receive federal transportation alternative program funding to install sidewalk on Howard Street from West Michigan Avenue to Stadium Drive; and authorizing the City Manager to sign all related documents.
9. Adoption of a RESOLUTION confirming the 2018 Assessment Roll.
10. Adoption of a RESOLUTION approving a request from the Downtown Development Authority to levy a tax rate of 1.9638 mills.
11. Adoption of a RESOLUTION creating the Park-Cedar-Burdick-Lovell Area Neighborhood Enterprise Zone in the Vine Neighborhood.
12. Adoption of a RESOLUTION setting a public hearing for June 18, 2018 to adopt the 2018 Action Plan as required by U.S. Department of Housing and Urban Development.
13. Approval of a request from the Kalamazoo Country Club for a permit to publicly display fireworks at 1609 Whites Road on Wednesday, July 4, 2018 with a rain date of Thursday, July 5th.
14. Approval of a special permit for a miniature pig to be kept at 3717 Madison Street, subject to compliance with applicable statutes, ordinances and health codes.
15. Appointment of **Patsy Moore** to the Kalamazoo Building Authority and Kalamazoo Hospital Finance Authority to Fill a Vacancy.

16. Approval of the Mayor's appointment of **Ciara Larson** to the Historic Preservation Commission for a term expiring on March 31, 2021.
17. Approval of the minutes from the City Commission meetings on May 21, 2018.
18. Approval of a Brownfield Plan Redevelopment and Purchase Agreement regarding the sale of Lot 2 – 424 South Rose Street to 400 Rose, LLC and Park@Cedar II, LLC. *(Hold until June 18, 2018)*

G. REGULAR AGENDA

1. Adoption of an ORDINANCE amending Section 13-1 of the City Code of Ordinances addressing nominating petitions for the offices of Mayor and City Commissioner. **(Action: Motion to adopt the ordinance)**

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org

The Kalamazoo City Commission business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Business meetings are also web streamed live on the City's YouTube channel at <https://goo.gl/Q6DW37>. Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m. Recorded meetings are also available on-demand on the YouTube channel.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 5/22/2018

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming meetings of the City Commission's advisory boards, commissions, and committees.

ATTACHMENTS:

Type	Description
Meeting Schedule	20180604 Calendar of Meetings



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

Regular Business Meetings – 7:00 p.m. in the City Commission Chambers

June 18th and July 2nd

Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall

June 18th

Advisory Boards, Commissions and Committees (next two weeks)

The **Parks and Recreation Advisory Board** will meet on Tuesday, June 5, 2018 at 5:20 p.m., in Spring Valley Park, located at 2606 Mt. Olivet Road.

The **Tree Committee** will meet on Tuesday, June 6, 2018 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Employee Retirement System Board of Trustees** will meet on Wednesday, June 6, 2018 at 8:00 a.m. on the Third Floor Conference Room at City Hall.

The **Planning Commission** will meet on Thursday, June 7, 2018 at 7:00 p.m., in the City Commission Chambers at City Hall.

The **Kalamazoo Historic Preservation Commission** will meet on Tuesday, June 12, 2018 at 7:00 p.m., in the Community Room at City Hall.

The **Traffic Board** will meet on Thursday, June 14, 2018 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Community Development Act Advisory Committee** will meet on Thursday, June 14, 2018 at 6:30 p.m., in the Community Room at City Hall.

The **Zoning Board of Appeals** will meet on Thursday, June 14, 2018 at 7:00 p.m., in the City Commission Chambers at City Hall.

The **Downtown Development Authority** will meet on Monday, June 18, 2018 at 3:00 p.m., in the Community Room at City Hall.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE Public Services Director and City Engineer

PREPARED BY: Steven M. Rochow, Senior Environmental Services Supervisor

DATE: 5/18/2018

SUBJECT: 2018 Consulting Services Contract Extension – Cork St. Landfill Bid Ref# 906-48-021.8

RECOMMENDATION

It is recommended the City Commission approve a one-year contract extension with GHD for environmental consulting services from July 1, 2018 to June 30, 2019 at the Cork St. Landfill in the amount of \$121,035, and increase the General Fund appropriation for the same amount.

BACKGROUND

Consulting services required for Cork Street Landfill includes landfill site maintenance, environmental monitoring, progress report preparation and submittal, project management. The services also include additional work such as development of an Institutional Controls work plan; activities associated with the EPA Five Year Review (FYR); update of the groundwater data trend analysis; and finalization of the Groundwater/Surface Water Interface monitoring plan. In 2015, CRA was selected as one of eight pre-qualified firms following a qualifications/bidding process with a number of other consulting firms. This Purchase Order would allow for GHD to continue the monitoring and maintenance services.

GHD (formally CRA) has worked for the City at the Cork Street Landfill Superfund Site since 1999 (engineering oversight for various landfill remedial activities) and since 2002 they have been responsible for all groundwater monitoring/reporting responsibilities.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Historically the cost for monitoring the landfill has been paid from the Cork Street Trust. As of 2018 the Trust has insufficient funds to reimburse the City for the expense. An increase in General Fund appropriation of \$121,035 will be required to pay for the environmental services.

ALTERNATIVES

The alternative to extending GHD's contract one year is to rebid the monitoring and maintenance contract to one of the City's other prequalified environmental consultants. Purchasing currently allows two one-year extensions to a 3-year term contract prior to rebidding. On behalf of the City, GHD has developed and submitted to USEPA an amendment to the Ground Water/Surface Water Interface Monitoring Plan (GSI) submitted to reduce the ground water monitoring requirements. In addition, GHD is assisting the City in providing EPA with additional follow-up information from the previous FYR including an Institutional Controls study. Since the city is currently in the process of seeking EPA's approval of the revised GSI, Institutional Control Study and work plan, potentially replacing the environmental consultant at this point in time would not be in the City's best interest.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Sean R. Fletcher, Parks & Recreation Director

PREPARED BY: Patrick McVerry, Parks & Recreation Deputy Director

DATE: 5/29/2018

SUBJECT: Mowing & Trimming of Parks and Greenspaces Bid Ref #988-52-046.0

RECOMMENDATION

It is recommended that the City Commission approve a three year contract in the amount of \$293,154.15 with Natural Landscapes for the mowing of parks and green spaces. The contract shall begin on July 1, 2018 and shall be in effect through November 30, 2020.

BACKGROUND

The City of Kalamazoo, Parks and Recreation Department, is seeking approval for the contract of mowing and trimming of parks and green spaces. The most recent contract with US Lawns, which was approved April 16, 2018, was terminated on May 24, 2018. The vendor failed to comply with general requirements as stated in the contract. Therefore, the recommendation is to award to the second lowest bidder.

FISCAL IMPACT

Funds have been budgeted for this expenditure in the Parks and Recreation 2018 budget.

ALTERNATIVES

The City could choose not to approve this contract, but that is not being recommended. In 2012 the City chose to contract out the mowing of parks and green spaces.

ATTACHMENTS:

	Type	Description
□	Aerial Photo	Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Mowing of Parks & Green Spaces

DATE: April 9, 2018

BIDDERS SOLICITED: 50

BIDDERS RESPONDED: 7

MBE/WBE BIDS SOLICITED: 15

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 988-52-046.0

MBE/WBE AWARDED: No

ISSUE DATE: February 21, 2018

BID OPENING: March 21, 2018

APPROVAL REQUIRED: City Commission

FUNDED BY: City

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
US Lawns	\$271,485.00	Kalamazoo, MI
Natural Landscapes, LLC	\$293,154.15	Byron Center, MI
Total Property Management Group	\$330,405.30	Plainwell, MI
Advanced Landworx, LLC	\$364,393.80	Kalamazoo, MI
Stamp Bros. Lawn & Landscape	\$369,927.00	Kalamazoo, MI
J & J Lawn Services, LLC	\$395,835.00	Portage, MI
Premier Lawn and Snow	\$569,325.00	Kalamazoo, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Todd Pryor, Forestry Supervisor

DATE: 5/24/2018

SUBJECT: Neighborhood Tree Maintenance Bid Reference #960-88-017.1

RECOMMENDATION

It is recommended that the City Commission approve a contract with Treeworks, Inc. in the amount of \$169,050 for Neighborhood Tree Maintenance.

BACKGROUND

Foundation for Excellence (FFE) projects were presented to and approved by the City Commission on July 17, 2017 for Great Neighborhoods Infrastructure Pilot in the amount of \$750,000. Within that recommendation was the plan to use Foundation for Excellence funds for Neighborhood Tree Maintenance within the northwest side of the Northside Neighborhood.

COMMUNITY RESOURCES CONSULTED

Throughout the IK2025 process staff received input from residents concerning lighting and street beautification via new and existing trees. Much of the existing tree canopy is blocking available light output from street lighting. An analysis was done by Public Services utilizing Davey Tree Keeper Tree inventory software to track requests for service from residents. Arborists on staff used available inventory data and onsite observation to identify the area in the most need for tree maintenance. Each tree in the defined area has been inspected, necessary maintenance noted and included in the Invitation for Bid.

FISCAL IMPACT

Funds in the amount of \$169,050 are available as part of the Foundation for Excellence Great Neighborhoods Infrastructure Pilot.

ALTERNATIVES

The option to have City crews perform the work has been reviewed and is not a viable option at this time.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE Public Services Director and City Engineer

PREPARED BY: Stephen A. Skalski, PE, Assistant City Engineer – Water Resources

DATE: 5/10/2018

SUBJECT: Super High Pressure District Elevated Storage Design Services Bid Ref # 906-64-013.0.7

RECOMMENDATION

It is recommended that the City Commission approve a professional services contract with OHM Advisors for the Super High Pressure District Elevated Storage Project, in the amount of \$365,000.

BACKGROUND

The Water Resources Division of Public Services identified a deficiency of approximately 1.0 to 1.5 million gallons of elevated storage in the Super High Pressure District of the City of Kalamazoo's Water System to meet the recommended 25% of the Maximum Day Demand. In addition to increasing the storage capacity of the Super High Pressure District, a tank located south of I-94 would be able to assist with stabilization of pressure fluctuations due to pumps turning off and on in the district.

Water Resources reached out to OHM Advisors to provide a quote for design services related to the construction of a new elevated storage tank along with transmission main to connect to the water system. OHM Advisors provided a quote of \$365,000 for the design of the proposed tank and water main. OHM Advisors is a prequalified vendor and has performed well on similar projects for the City in the past. Therefore, recommends approval of this contract.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory consultation or public input.

FISCAL IMPACT

Funding for this project is accounted for in the 2018 Water Capital Improvement Budget. Funding summary is as follows:

Funding:	2018 Water CIP Budget	<u>\$365,000.00</u>
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\$365,000.00

Costs:

\$365,000.00

\$365,000.00

ALTERNATIVES

An alternative would be not to approve this contract, however this is not recommended.

ATTACHMENTS:

	Type	Description
▣	Proposal	Proposal



ARCHITECTS. ENGINEERS. PLANNERS.

April 11, 2018

Mr. Steve Skalski, PE
Assistant City Engineer – Water Resources Division
City of Kalamazoo, Public Services Department
415 E. Stockbridge Avenue
Kalamazoo, MI 49007

**RE: City of Kalamazoo – Super High Pressure District, Charter Township of Texas
Elevated Water Storage Tank and Water Transmission Main**

Dear Mr. Skalski:

OHM Advisors is pleased to provide the following proposal to perform services related to the engineering design and bidding for a 1.5 million gallon (MG) elevated composite water tank and approximately 8,800 feet of 20-inch diameter water main.

PROJECT UNDERSTANDING

The City has undertaken a study of the operation of the water system. The study determined the need for an elevated water storage tank in Texas Township and water main between the existing water system and the proposed elevated tank. The tank is envisioned to be a “composite” type storage tank. This type is characterized by a concrete cylinder base structure supporting a painted steel tank. The approximate overflow elevation would be set at 1,120 feet consistent with the existing elevated tank overflow in the super high pressure district. The ground surface varies on the site, but is in the range of 980 feet, which would result in an approximate tank height of 140 feet.

A preliminary site has been designated in Texas Township in the vicinity of 6th Street and O Avenue. The property is owned by Texas Township with ongoing plans to develop the parcels into a Township park. At the City’s meeting with the Township and OHM on March 22nd, the Township supported locating the tank at the northeast corner of the site, due to ongoing low pressures within the Township. Based on these discussions, we have assumed the tank will be located on the 6th Street Park property.

The proposed water main would be a 20-inch ductile iron Class 52 pipe installed by open cut methods and connected to the existing 16-inch main at O Avenue and 8th Street. The proposed route for the main would be west along O Avenue to 6th Street, then south along 6th Street to the park property and then easterly across the park property within a permanent utility easement. These improvements to the system would provide increased pressures and flow capacity within the Township.

The City also desires to investigate water main routing within the Consumers Energy (CE) corridor to the east of the proposed tank location. Discussions with Consumers is proposed to discern if a construction easement could be obtained within the project’s timeline to accommodate using the CE corridor. If so, then the water main would be routed to the tank site from O Avenue through the corridor and not the route described above (along O Avenue and 6th Street). As requested by the City, we have budgeted for the route along O Avenue and 6th Street.



SCOPE OF SERVICES

Our proposed scope of services is as follows:

Task 1 – Project Initiation

Under this task, representatives of the City and Township will meet with OHM to kick off the project, refine the scope of services, if needed, and confirm project goals and schedule. Specific work efforts include:

1. City, Township and OHM Advisors will meet to discuss the project scope and schedule.
2. Recommended storage volume of 1.5-million gallons will be reviewed and required acreage will be discussed.
3. Perform a site visit and review aerial imagery to evaluate a proposed alignment of the water transmission main upon completing an initial discussion with Consumers Energy to obtain a utility easement for routing the main in the energy corridor.
4. Background information and documents such as City record plans and franchise utility locations will be gathered.

Task 2 –Water Tower Design

The design of the water tower will begin pending a final confirmation that, as discussed at the March 22nd meeting, the Township is supportive of the proposed tank site on the 6th Street Park property in the northeast corner of the property. OHM will begin preliminary design of the storage tank before the City has fully acquired access to the property.

1. Water Tank Preliminary Design

- a. Provide a “checklist” of design related items to be reviewed, considered, and decided upon by the City.
- b. Meet with the City to discuss the particulars of the water tower design, options available for the tank design, coordination with the water main design, site improvements such as pavement, drainage, and surface restoration, and discuss options the City (and Township, where applicable) has in regards to its construction, appearance and future expandability and/or uses of the tank.
- c. Project site visit with the City and Township.
- d. Contact utility companies in order to identify potential impacts to franchise utilities.
- e. Coordinate geotechnical investigation by the City geotechnical consultant (SME) in accordance with recommendations from the qualified elevated composite tank manufacturers. The tank manufacturer is ultimately responsible for the design of the structural design of the tank, pedestal and foundation.
- f. Perform topographical investigation related to the geotechnical work, and obtain site topography on the selected tank site. More specifically, topographic information will be obtained at the following locations.
 - A 400-ft by 225-ft site at the location of the proposed water tower (Approx. 2-acres).
 - OHM will depict underground utilities. Existing underground utilities (water leads, sanitary leads, DTE & Consumers) will be located and shown to the extent possible based on observable surface evidence.
 - Trees will not be tagged or individually located. However, the tree clearing line will be located for the tower site.



- Existing improvements and features within the topographical limits will be located. Adequate ground surface shots will be collected to accurately show contours at 1-foot intervals.
 - Property and Public Land Survey System (PLSS) corners will be located to the extent required to accurately depict the road right-of-way and the boundary lines of the future Park Site. Property corners will not be set.
- g. Prepare a preliminary basis of design for the tower and watermain projects.
 - h. Provide a site plan indicating locations of the storage tank, water main and appurtenances, other utilities, roads, drives, and fence for the tank site.
 - i. Prepare and submit 50% drawings for the City's review and comment.
 - j. Meet with the City to obtain feedback on the 50% submittal documents. Prepare and submit preliminary review meeting minutes.
 - k. Review preliminary site plan showing proposed grading, drainage, utilities and pavement design for the proposed project with Texas Township representatives.
 - l. Attend up to four project coordination meetings as part of the preliminary tank design services (initial tank options session, site visit, 50% review meeting and site plan review with Texas Township).
 - m. An opinion of the probable construction cost based on the preliminary engineering design.

2. Water Tank Final Design

- a. Prepare bidding documents including technical specifications for the work.
 - i. Design and prepare specifications for tank mixing system.
 - ii. Include accommodations for cell carrier communications equipment on the water tower.
 - iii. Electrical/Mechanical Elements:
 - Sizing and technical specifications for a generator.
 - Technical specifications for security equipment (design and installation to be provided under an allowance in the construction contract).
 - Provide for electrical, communications, and gas connections to the water tower pedestal.
 - Exterior and interior lighting.
- b. Prepare renderings and evaluate tank logo options with the City.
- c. Coordinate with gas and electric franchise utilities for service to the water tower.
- d. Coordinate with private cell carriers regarding conduit, cable and antenna that may be planned for installation.
- e. Finalize the Basis of Design Report document.
- f. Finalize site design including paving, grading and drainage system to accommodate service vehicles.
- g. Coordination with Dixon Engineering for tank coating system requirements and construction phase observation scope of work and cost to include within the project specifications and for City's budgeting.
- h. Coordinate materials and soil testing requirements with SME once a foundation design has been selected in order to determine a scope of work and budget to include within the final Bidding Documents.
- i. Coordinate SCADA improvements for the tank with the City's current SCADA standards currently being prepared by Tetra Tech. OHM will include the City's standard details on the bidding documents.
- j. Prepare specifications and a drawing to show the removal and replacement of the existing altitude valve at the existing Stadium water tower. Photograph images will be used to show the replacement. The scope of work at the existing tower site is limited to the replacement of the control valve.



- k. Prepare and submit 90% drawings and specifications for the City's review and comment. OHM will attend a design review meeting with the City to review comments and will prepare a meeting summary of the final design review meeting.
- l. Submit final documents to Texas Township for Planning Commission approval. OHM will attend one Township Planning Commission Meeting when site approval is on the agenda.
- m. Update Bidding Documents based on comments from the MDEQ.
- n. Provide floor plans for a ground floor and up to one additional floor (2-floors total).
- o. Attend up to three project coordination meetings as part of the final tank design phase (logo rendering, 90% review meeting, and Texas Township Planning Commission).
- p. Prepare a final Engineer's opinion of probable construction costs.

Task 3 – Water Transmission Main Design

- 1. Meet with Consumers Energy to discuss the potential to route the transmission main within the power corridor.
- 2. Obtain topography and create base plans for the 8,800 linear feet of 20-inch diameter water transmission main. The route is assumed to be along public roads. Topography will be collected and a base map created for within the road right-of-way along the proposed route and within an easement on the Township park property (to be prepared by City).
- 3. Topography will include visible man-made structures (i.e., roads, manholes, poles, utility appurtenances) and trees over 4 inches in diameter. Manholes for public water, sanitary sewer, and storm sewer will be inventoried. Inventory will include invert elevations of sewers, where visible. The topographic limits are more specifically described as follows:
 - a. West O Avenue, within the statutory 66-foot right-of-way, from South 8th Street to South 6th Street (3,900 LF);
 - b. South 6th Street, within the statutory 66-foot right-of-way, from West O Avenue to the future Park Site (1,300 LF);
 - c. A 75-ft wide corridor across the park property from South 6th Street to the northeast corner of the future Park Site (1,500 LF);
 - d. OHM will depict underground utilities and show roadway lines. Existing underground utilities (water leads, sanitary leads, DTE & Consumers) will be located and shown to the extent possible based on observable surface evidence.
 - e. Trees will be individually located along the transmission main route, but will not be tagged.
 - f. Existing improvements and features within the topographical limits will be located. Adequate ground surface shots will be collected to accurately show contours at 1-foot intervals.
 - g. Property and PLSS corners will be located to the extent required to accurately depict the road right-of-way and the boundary lines of the future Park Site. Property corners will not be set.
- 4. Create a base map in AutoCAD that incorporates the topographic survey and includes:
 - a. Existing right-of-way lines will be shown on the plans in accordance with current records.
 - b. Existing utilities will be shown in accordance with utility maps provided by the City and franchise utility companies.
- 5. Potential utility relocations will be identified for the City. OHM would make initial contact and request for relocation. We have included up to 8 hours of time (total) for coordination. Utility relocation(s) identified shall be itemized in the bid form.
- 6. Convert the topographic survey information into base drawings.
- 7. Coordinate geotechnical investigation by the City geotechnical consultant (SME).



8. Prepare a traffic maintenance plan along the proposed transmission main route. Coordinate with Road Commission of Kalamazoo County (RCKC).
9. Prepare 50% plans showing the proposed water main for the City's review. Proposed water main will be shown in plan and profile views. OHM will coordinate a meeting with the City to discuss preliminary review comments.
10. Following the 50% review, OHM will prepare detailed construction plans and specifications. Detailed plans will be given to the City for final review. OHM will coordinate a meeting with the City to discuss the final review comments.
11. Make final revisions to the plans and specifications; these will comprise the bidding documents, with the City as the party responsible for the contract.
12. Attend up to four project coordination (Consumers Energy meeting, transmission main routing meeting, 50% and 90% review meetings) with the City.
13. Prepare a final Engineer's opinion of probable construction costs.

Task 4 – Permitting

1. Prepare and submit applications for project required permits, including the following.
 - a. Act 399 for the Michigan Department of Environmental Quality for both the transmission main and for the water tank.
 - b. Soil erosion and sedimentation control (SESC), issued through the Kalamazoo County Drain Commissioner's Office for both the transmission main and for the water tank.
 - c. Road Commission of Kalamazoo County (RCKC) permit for work in county road right-of-way.
 - d. Federal Aviation Administration (FAA) for the water tank.
 - e. National Pollutant Discharge Elimination System (NPDES) storm water program.
 - f. Texas Township Building Permit; initial submittal to be completed by Contractor after contract award.
2. Coordinate permitting meetings with the MDEQ. Up to two meetings with the MDEQ are anticipated.
3. Coordinate traffic maintenance plan with RCKC. One meeting is anticipated with RCKC for this work.

Permit applications will be completed with the City as the responsible party and the City will be responsible for any fees associated with the permit applications, reviews, and inspections by the permitting agencies.

Task 5 – Bidding

Based on the proposed nature of the work, we would anticipate that the water tower and water transmission main will be advertised and bid as two (2) separate contracts.

1. Advertisement and bidding of the projects will be through the City of Kalamazoo, Purchasing Division. The Purchasing Division will prepare sets of contract documents for bidding purposes and the subsequent construction contract documents.
2. Address Contractor inquiries during the bid process and prepare addenda, as needed.
3. Prepare bid tabulation and letter of recommendation upon receipt of bids.

DELIVERABLES

OHM will provide the City with the following deliverables as part of our work effort. Each of the deliverables will be transferred to the City electronically (PDF).

- ▶ Meeting agendas and summary notes for each meeting held with the City.
- ▶ Basis of Design Report, site plan and Engineer's Opinion of Probable Cost for City review and comment.



- ▼ 50% Design Drawing Set for City review and comment.
- ▼ 90% Design Drawing Set and Contract Specifications for City review and comment.
- ▼ Issued for Bid Contract Documents for Advertisement. Documents will be inclusive of stamped Drawing Set and Project Manual.

SERVICES NOT INCLUDED

1. Township building permits will be secured by Contractor upon award of Contract.
2. Construction phase services such as construction staking, construction engineering, observation, and contract administration. A future proposal for such services will be provided during bidding for the City.

ITEMS TO BE PROVIDED BY THE CITY

1. Existing water system maps.
2. Map of locations of existing known storm drains and storm drainage outfalls.
3. Water system model information necessary for tank design.
4. Property survey maps for the selected site.
5. Record plans available for the existing buildings, utilities and infrastructure on the proposed tank site.
6. Standard City water main details, detail sheets, and/or contracting forms for inclusion in the project plans and specifications.
7. Property acquisition services and/or title work will be provided through the City, along with any easement preparation and acquisition. OHM will assist the City with sketches for any proposed permanent and/or temporary easements.

FURTHER CLARIFICATIONS AND ASSUMPTIONS

1. It does not appear that any wetland areas are within the proposed construction areas. No wetland flagging or permits have been included within our scope of work.
2. Geotechnical consulting services (e.g., SME) will be provided to the City under a separate contract with the service provider.
3. Consultation with Dixon Engineering for tank coating inspection services during design is included within our services. A separate contract with Dixon for construction phase services will need to be obtained by the City.
4. Surface water runoff will be discharged to local drains or detained on site. Construction of off-site storm water drainage improvements is not within the scope of services.
5. Bathroom facilities will not be provided in the tower or on the site.

SCHEDULE

OHM will begin services for the project upon City authorization. We understand the City is interested in completing the design and permitting effort this calendar year, and advertising for bid in January 2019. OHM will meet these schedule requirements, and provide for City review for the Basis of Design Report, 50% Design and 90% Design stages. The project schedule will provide a minimum of 2-weeks for the City to review these submittals and provide comments at a project meeting located in the City's offices.



COMPENSATION

The City will be invoiced for services on a monthly basis based on the current OHM public billing rates. The rate table for 2018 is attached. Any work done beyond calendar year 2018 will be invoiced in accordance with the current OHM rate schedule at that time. New rate schedules will be forwarded to the City as they become available.

For the specific tasks outlined above, we propose the following fees:

Task 1 – Project Initiation	\$5,000
Task 2 – Water Tower Design	\$165,000
Task 3 – Water Transmission Main Design	\$160,000
Task 4 – Permitting	\$20,000
Task 5 – Bidding	\$15,000
Total OHM Design Fee	\$365,000

Services by Others:

Geotechnical Investigation by SME

TBD (Tank site and water main route)

ACCEPTANCE

This document, including any attached standard terms and conditions and exhibits, constitutes the entire Agreement between the Owner and OHM Advisors and shall not be amended, altered, or changed, except by written authorization by both parties. If this proposal is agreeable to you, please sign as indicated on the attached sheet and mail us one (1) copy for our records as authorization to proceed.

We thank you for this opportunity to provide professional design engineering services. If you have questions regarding this proposal or require additional information, please contact Aaron Berkholz, OHM Project Manager, at 734.548.5752 or email aaron.berkholz@OHM-Advisors.com.

Sincerely,
OHM Advisors,

Patrick G. Wingate, P.E.
Principal-in-Charge

Aaron L. Berkholz, P.E.
Project Manager

Cc: James Baker, City of Kalamazoo
Al Halbeisen, OHM Advisors
Vicki Putala, OHM Advisors

Attachments: OHM Advisors 2018 Hourly Rate Schedule



City of Kalamazoo, Michigan
**Elevated Water Storage Tank and Water Transmission Main
Proposal for Professional Engineering Design**

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

OHM ADVISORS 2018 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$170.00
Professional Engineer III/Architect III	\$155.00
Professional Engineer II/Architect II	\$140.00
Professional Engineer I/Architect I	\$130.00
Graduate Engineer IV	\$135.00
Graduate Engineer III	\$125.00
Graduate Engineer II	\$120.00
Graduate Engineer I	\$110.00
Graduate Architect III/Landscape Architect III	\$120.00
Graduate Architect II/Landscape Architect II	\$100.00
Graduate Architect I/Landscape Architect I	\$90.00
Technician IV	\$130.00
Technician III	\$110.00
Technician II	\$95.00
Technician I	\$75.00
Engineering/Architectural Aide	\$60.00
Professional Surveyor III	\$155.00
Professional Surveyor II	\$140.00
Professional Surveyor I	\$130.00
Graduate Surveyor	\$110.00
Surveyor III	\$107.00
Surveyor II	\$100.00
Surveyor I	\$80.00
Surveyor Aide	\$60.00
Planner IV	\$155.00
Planner III	\$135.00
Planner II	\$120.00
Planner I	\$80.00
Planner Aide	\$60.00
Graphic Designer	\$105.00
Data Base Developer	\$185.00
Administrative Support	\$65.00
Clerical Aide	\$50.00
Principal	\$195.00
Sr. Associate	\$185.00
Associate	\$175.00

Rates as reflected subject to review and adjustment on an annual basis.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE Public Services Director and City Engineer

PREPARED BY: Gary Doorlag, City Fleet Manager

DATE: 5/3/2018

SUBJECT: Purchase of Truck Chassis Bid Ref # 000-00-018.49

RECOMMENDATION

It is recommended that City Commission approve the purchase of three (3) International HV613 SBA truck chassis from West Michigan International of Wyoming MI, in the amount of \$374,068.44.

BACKGROUND

Public Services Water Division would utilize two of these trucks for water line repair and maintenance while the third would be used primarily by streets division for road repair and maintenance.

If this purchase is approved, these chassis would be fitted with dump bodies and underbelly snow plows once completed these trucks would replace trucks in the fleet that are seventeen years old and in poor condition.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds have been budgeted for this expenditure in the Public Services 2018 Capital Improvement and Water budgets.

ALTERNATIVES

The cooperative purchasing program through the National Joint Power Alliance contract number #081716-NVS was used therefor no other bids were solicited.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE Public Services Director and City Engineer

PREPARED BY: Stephen A. Skalski, PE, Assistant City Engineer – Water Resources

DATE: 5/21/2018

SUBJECT: Betsy Ann Place Reconstruction Bid Ref# 968-56-032.0

RECOMMENDATION

It is recommended that the City Commission approve a purchase order with Northern Construction for the Betsy Ann Place Reconstruction Project, in the amount of \$656,149.50.

BACKGROUND

City of Kalamazoo Parks and Recreation Department identified Crane Park as a project for the 2018 Construction Season. Enhancements to the parks functionality, along with the removal of the existing Crane Avenue roadway are currently planned for the project. In addition to that work, City of Kalamazoo Public Services Department will be reconstructing Betsy Ann Place roadway to enhance its safety. This work requires lowering the roadway, along with replacement of the water main which supplies water to the residents located near the park.

Public Services submitted a bid package to Purchasing for the reconstruction of Betsy Ann Place. Bids were opened on May 24th, with Northern Construction being the low responsive bidder. Northern Construction has performed well on similar projects in the past, and Public Services recommends approval of this purchase order.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funding for this project is accounted for in the 2018 Water and Local Streets Capital Improvement Budgets. Funding summary is as follows:

Funding:		
	2018 Water CIP Budget	\$158,755.00
	2018 Local Streets CIP Budget	\$497,394.50

\$656,149.50

Costs:

\$656,149.50

ALTERNATIVES

An alternative would be not to approve this contract, however this is not recommended.

ATTACHMENTS:

Type Description

- ▣ Aerial Photo Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Betsy Ann Place Reconstruction

DATE: May 30, 2018

BIDDERS SOLICITED: 72

BIDDERS RESPONDED: 2

MBE/WBE BIDS SOLICITED: 15

MBE/WBE BIDDERS RESPONDED: 1

BID REFERENCE NO: 968-56-032.0

MBE/WBE AWARDED: No

ISSUE DATE: April 26, 2018

BID OPENING: May 24, 2018

APPROVAL REQUIRED: City Commission

FUNDED BY: City

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
Northern Construction Services, Corp.	\$656,149.50	Niles, MI
Epic Excavating	\$679,093.00	Grand Rapids, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Sean R. Fletcher, Parks and Recreation Director

PREPARED BY: Patrick McVerry, Parks and Recreation Deputy Director

DATE: 5/29/2018

SUBJECT: Bid Ref # 988-52-048.0 Rockwell Park Improvements

RECOMMENDATION

It is recommended that the City Commission approve a contract in the amount of \$363,000 with the low responsive bidder James E. Fulton and Sons for Rockwell Park Improvements.

BACKGROUND

The process to make improvements to Rockwell Park began in the spring of 2017 when the Parks and Recreation Department staff met with the Eastside Neighborhood Association and residents to determine what improvements were desired. Through a series of meetings, concept drawings were developed and final plans were confirmed.

Improvements to the park include new playgrounds, swing sets, a new basketball court and the addition of an asphalt walking path.

Bids were solicited for the project in April 2018. A total of 3 bids were received, with James E. Fulton and Sons providing the low qualified bid.

POLICY CONSIDERATIONS

The Rockwell Park improvement project was identified in the Park and Recreation Departments' 5-year Master Plan. The improvements also align with the Strategic Goal Map (Priority Based Budgeting) and Imagine Kalamazoo 2025 Master Plan for Inviting Public Places.

COMMUNITY RESOURCES CONSULTED

The Eastside Neighborhood Association and a number of City residents passionate about Rockwell Park were consulted during the process to develop the improvement plan.

FISCAL IMPACT

The Rockwell Park improvement project was made possible with \$370,000 from the Foundation for Excellence

and \$40,599.16 from a Community Development Block Grant. The funding allows the Parks and Recreation Department to accomplish the improvements desired by the residents with no impact to the general fund.

ALTERNATIVES

There is the alternative to not approve this contract, but that is not being recommended.

ATTACHMENTS:

	Type	Description
▣	Aerial Photo	Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Rockwell Park Improvements

DATE: May 30, 2018

BIDDERS SOLICITED: 200

BIDDERS RESPONDED: 3

MBE/WBE BIDS SOLICITED: 38

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 988-52-048.0

MBE/WBE AWARDED: No

ISSUE DATE: March 28, 2018

BID OPENING: April 25, 2018

APPROVAL REQUIRED: City Commission

FUNDED BY: CIP, CDBG & FFE

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
James E. Fulton & Sons	\$363,000.00	Kalamazoo, MI
LD Docsa Associates, Inc.	\$378,000.00	Kalamazoo, MI
Cripps Fontaine Excavating, Inc.	\$422,000.00	Kalamazoo, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Abhishek Prodduturi, Senior Civil Engineer

DATE: 5/31/2018

SUBJECT: Resolution supporting the Howard Street Pedestrian Upgrade Project for use of Transportation Alternatives Program Funding

RECOMMENDATION

It is recommended that the City Commission adopt a resolution indicating the City has met the requirements to receive federal transportation alternative program funding and authorize the City Manager to sign all related documents.

BACKGROUND

The City of Kalamazoo has been approved through our local metropolitan Planning Organization to receive federal transportation alternative funding to install sidewalk along Howard Street from the West Michigan Avenue to Stadium Drive. Public Services has budgeted for the project in the 2018 Major Streets CIP budget.

Per the Michigan Department of Transportation Pre-Implementation Project Development Guide, the City is required to issue a resolution indicating financing is secured; the City will own and operate the facility with a maintenance plan, and designate a specific employee to sign all related documents.

The City currently meets these requirements. The project is budgeted in the 2018 Major Streets CIP budget. The City has in place Ordinance 33-38 indicating that Maintenance and Repair of Sidewalk is the responsibility of the adjoining property owner. The resolution will authorize the City Manager to execute the agreement.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Approving the resolution will allow the City of Kalamazoo to be eligible to receive the Transportation Alternative Program funding in the amount of \$253,000 for use on the Howard Street Pedestrian project.

ALTERNATIVES

The alternate of not approving the resolution is not recommended.

ATTACHMENTS:

Type	Description
▣	Resolution Resolution of Commitment

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION 18-

**RESOLUTION OF COMMITMENT OF
TRANSPORTATION ALTERNATIVES PROJECT**

**HOWARD STREET PEDESTRIAN UPGRADES PROJECT
FROM WEST MICHIGAN AVENUE TO STADIUM DRIVE**

Minutes of a regular meeting of the City Commission of the City held on June 4, 2018, at or after 7:00 p.m., local time, at City Hall.

PRESENT: Commissioners:

ABSENT: Commissioners:

WHEREAS, the Federal Transportation Act, provides funding towards transportation alternatives for pedestrian and bicycle facilities, access to public transportation, enhanced mobility and safety, and the Michigan Department of Transportation is soliciting new candidate project applications for Transportation Alternatives Program (TAP) grants; and

WHEREAS, the City of Kalamazoo has identified an improvement project on Howard Street, a public road that is within and borders the municipal jurisdictions of the City of Kalamazoo; and

WHEREAS, the City of Kalamazoo has submitted an application to request TAP funding to provide non-motorized facility improvements in the form of a 8-foot wide, sidewalk, along the East side of Howard Street, providing barrier-free non-motorized access, for pedestrian access to single and multi-family housing and businesses within this well-traveled urban corridor; and

WHEREAS, the City of Kalamazoo has approved the preparation of non-motorized project plans, has submitted an application to the Michigan Department of Transportation to build a non-motorized facility within the public right of way, and has budget the local matching funds plus all non-eligible safety project costs in the Major Streets CIP budget; and

WHEREAS, the adjoining property owner will commit to owning operating, and funding/implementing a maintenance plan/program over the design life of the facility improvements constructed with the TAP funds.

WHEREAS, the City of Kalamazoo authorizes James K. Ritsema – City Manager to act as the City of Kalamazoo’s agent during project development and sign a project agreement upon receipt of funding award.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo City Commission does certify that the financing is secured, available, and committed for the use of federal Transportation Alternatives Project funds for the Howard Street, Non-Motorized Facility.

The above resolution was offered by Commissioner _____ and supported by Commissioner _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on June 4, 2018. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling
City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Melissa Fuller, Deputy Director of Management Services

PREPARED BY: Andrew Falkenberg, Assistant City Assessor/Assistant City Treasurer

DATE: 5/4/2018

SUBJECT: Resolution Confirming the 2018 Assessment Roll

RECOMMENDATION

It is recommended that the City Commission adopt a resolution confirming the 2018 Assessment Roll.

BACKGROUND

Section 85 of the City Charter requires the City Commission to confirm the annual Assessment Roll.

Since the enactment of Proposal A, the City Commission is required to confirm both the state equalized value (SEV) and taxable value of the rolls. The SEV represents the assessor's value plus/minus any changes required by the County/State, bringing the total value to 50% of "true cash value" (estimated market value), which represents the State's Constitutional requirements. Furthermore, the taxable value of property, which is used to calculate property tax bills, has been further limited based on property tax caps set by the State Constitution and various State statutes.

The resolution will confirm the annual assessment rolls as reviewed and corrected by the Board of Review, the County of Kalamazoo, and the State of Michigan in the amount of \$1,729,383,606 (SEV) and the total taxable value amount of \$1,554,526,756.

The City Commission is also requested to confirm the amount of taxes to be raised for general operating purposes and Solid Waste. The taxable amount of tax abated properties and qualified properties (in the Renaissance Zones, Neighborhood Enterprise Zones, Tax Increment Financing abatements & Land Bank Properties) are adjusted to arrive at an "effective taxable value". The effective taxable value after the Board of Review is \$1,511,158,880.

Anticipated reimbursements from the State of Michigan for Personal Property Tax revenue exempted by Public Act 86 of 2013 is estimate to increase the total effective taxable value to \$1,637,170,831. This compares favorably to the October 2017 estimate of \$1,618,303,614 which was used to establish the amount of property tax revenue in the Adopted FY 2018 Budget. When anticipated reimbursements from the State of Michigan for Personal Property Tax revenue exempted by Public Act 86 of 2013 are factored in, the result is roughly a \$226,406 increase in General Operating tax revenue vs. the Adopted FY 2018 Budget.

The cause of the improvement can be tied to the following:

- A smaller filing than anticipated for the Eligible Manufacturing Personal Property (EMPP) exemption. October estimates included the assumption that most (if not all) qualifying industrial properties would file for the exemption.
- Increased residential and commercial construction at the end of the year.
- Increased personal property filing by new and existing business. October estimates were based on existing personal property accounts. Businesses file for 2018 by the end of February 2018.

There will be no Headlee rollback (MCL 211.34d) to the 2018 millage rates.

The rates as adopted by resolution #18-03 are as follows:

- General Operating 12.0000
- Solid Waste 1.8000

COMMUNITY RESOURCES CONSULTED

The proposed 2018 Assessment Roll certificates have been provided to the Kalamazoo County Equalization Department, the Kalamazoo City Clerk's Office and the Kalamazoo City Treasurer's Office.

FISCAL IMPACT

Based on the effective taxable value of \$1,511,158,880; the anticipated revenues are \$18,133,906 for the General Fund and \$2,720,085 for the Solid Waste Fund for a total of \$20,853,991.

With anticipated State reimbursements for small business personal property tax exemption and the eligible manufacturing personal property exemption; the revenues expected to be collected are \$19,646,049 for the General Fund, \$2,946,907 for the Solid Waste Fund for a total of \$22,592,956.

The initial General Fund revenue in the 2018 budget was calculated on an estimate of the 2018 effective taxable value at \$1,618,303,614. The effective taxable value included the anticipated State reimbursement for small business personal property tax exemption and the eligible manufacturing personal property exemption. The actual effective taxable value (with the anticipated State reimbursement) is \$1,637,170,831 (1.16% higher), resulting in an increase in revenue.

The changes in taxable value between the Adopted FY 2018 Budget and the 2018 Tax Roll are as follows:

<i>Effective Taxable Values</i>	Adopted FY 2018 Budget	2018 Tax Roll Confirmation	Difference
Real Property & IFT	\$1,378,682,704	\$1,383,260,371	\$4,577,667
Personal Property <i>including Small Business & EMPP from State</i>	\$239,620,910	\$253,910,460	\$14,289,550
Total	\$1,618,303,614	\$1,637,170,831	\$18,867,217

GENERAL FUND	Increase of	\$226,406 - prior to TIF capture
SOLID WASTE	Increase of	\$ 33,960 - prior to TIF capture

ALTERNATIVES

There is no recommended alternative. Failure to adopt the attached resolution would be a violation of the City Charter and state law and would prohibit the City Treasurer from issuing tax bills on July 1st.

ATTACHMENTS:

	Type	Description
▣	Resolution	Resolution Confirming the 2018 Assessment Roll

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _

A RESOLUTION CONFIRMING THE 2018 ASSESSMENT ROLL

Minutes of a regular meeting of the City Commission of the City held on June 4, 2018, at 7:00 o'clock p.m. local time, at City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, Section 85 of the City Charter of the City of Kalamazoo requires the City Commission to fully and finally confirm the annual assessment rolls upon completion of the review and correction of said rolls by the Board of Review, the County of Kalamazoo, and the State of Michigan; and

WHEREAS, said assessment rolls has been reviewed and corrected by the Board of Review, the County of Kalamazoo, and the State of Michigan:

NOW, THEREFORE, BE IT RESOLVED, that the 2018 assessment rolls as reviewed and corrected by the Board of Review, the County of Kalamazoo, and the State of Michigan in the total State Equalized Value amount of \$1,729,383,606 and the total Taxable Value amount of \$1,554,526,756 is hereby fully and finally confirmed.

BE IT FURTHER RESOLVED, that the amount to be raised by property taxes for general operating purposes and debt service in the 2018 Budget Resolution levied against the effective taxable value shall be approximately \$18,133,906.

BE IT FURTHER RESOLVED, that the amount to be raised by extra millage for solid waste and recycling programs levied against the effective taxable value shall be approximately \$2,720,085 pursuant to Public Act 298 of 1917, as amended.

The above resolution as offered by_ and supported by_

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on June 4, 2018. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott Borling, City Clerk _



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Melissa Fuller, Deputy Director of Management Services

PREPARED BY: Andrew Falkenberg, Assistant City Assessor/Assistant City Treasurer

DATE: 5/9/2018

SUBJECT: Approval of Downtown Development Authority (DDA) Tax Levy

RECOMMENDATION

It is recommended that the City Commission adopt a resolution approving the request of the Downtown Development Authority to levy a tax rate of 1.9638 mills.

BACKGROUND

The Downtown Development Authority adopted a resolution requesting that the City of Kalamazoo levy the DDA two-mill levy on its behalf. On January 2, 2018, the City Commission approved the 2018 DDA two-mill Budget.

The DDA levy was subject to a Headlee rollback in 2004. The millage rollback occurred as a result of the district's taxable value increasing at a greater rate than the rate of inflation for that year. The rollback permanently reduces the DDA tax levy from 2 mills to 1.9638 mills.

COMMUNITY RESOURCES CONSULTED

The City Commission conducted public budget deliberations, and both the Downtown Development Authority Board of Directors and the City Commission held public hearings.

FISCAL IMPACT

The revenue to be generated by the 1.9638 mill levy, after the reduction for Tax Increment Financing, is approximately \$276,347.

ALTERNATIVES

The Commission could choose not to approve the millage. However, the Downtown Development Authority would not be able to collect the revenue appropriated for expenses in the 2018 Downtown Development Authority

Budget.

ATTACHMENTS:

	Type	Description
▣	Resolution	Resolution to approve DDA Levy request

CITY OF KALAMAZOO

RESOLUTION NO. _____

A RESOLUTION APPROVING THE REQUEST OF THE DOWNTOWN DEVELOPMENT AUTHORITY TO LEVY A 1.9638 MILL TAX ON ALL REAL AND TANGIBLE PERSONAL PROPERTY NOT EXEMPT BY LAW AND AS FINALLY EQUALIZED IN THE DOWNTOWN DEVELOPMENT DISTRICT PURSUANT TO ACT NO. 197 OF THE PUBLIC ACTS OF 1975 FOR FISCAL YEAR 2018.

Minutes of a regular meeting of the City Commission of the City held June 4, 2018, at 7:00 p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the Downtown Development Authority Act, being Act No.197 of the Public Acts of 1975 as amended, authorizes the Downtown Development Authority to levy not more than two mills of tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district, and

WHEREAS, the Authority hereby finds and determines that the levying of such tax is necessary to carry out the purposes for which it was created; and

WHEREAS, the City of Kalamazoo has approved the levy of said tax for the years immediately preceding to halt property value deterioration and increase property valuation where possible in the business district and to eliminate the causes of that deterioration and to promote economic growth.

NOW, THEREFORE, BE IT RESOLVED, that the City of Kalamazoo approves the levy of a 1.9638 mill ad valorem tax on all real and tangible personal property not exempt by law and as finally equalized in the downtown district.

BE IT FURTHER RESOLVED, that all officials and employees of the Downtown Development Authority of Kalamazoo and the City of Kalamazoo are hereby directed and authorized to take whatever action is necessary and proper to levy the 1.9638 mills for 2018.

The above resolution was offered by _____
and supported by _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on June 4, 2018. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling
City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Rebekah Kik, Director Community Planning and Economic Development

PREPARED BY: Sara Jo Shipley, Redevelopment Project Manager

DATE: 5/21/2018

SUBJECT: Park-Cedar-Burdick-Lovell Area Neighborhood Enterprise Zone (NEZ) Resolution

RECOMMENDATION

It is recommended that the City Commission adopt a resolution creating Park-Cedar-Burdick-Lovell Area Neighborhood Enterprise Zone in the Vine Neighborhood.

BACKGROUND

City of Kalamazoo staff has undertaken the required steps to create a new NEZ in the City. The first step to create the zone was to notify the taxing jurisdictions within the proposed zones. The statute states that within 45 days of this notice, the City Commission must hold a public hearing regarding the NEZ. This public hearing was held May 7, 2018. Though not required by the State, City staff also invited property owners within the NEZ to an informational meeting to learn more about this development tool.

The goals for establishing the Park-Cedar-Burdick-Lovell NEZ are to:

1. Revitalize the north edge of the Vine neighborhood as it serves as a gateway to Downtown and the Mall;
2. Promote the creation of new residential areas;
3. Advance the City's vision for attainable housing, economic development, mixed income development, housing type diversity, utilization of public transit and mobility focused initiatives, infill, and elimination of blight;
4. Utilize vacant and underutilized properties;
5. Increase the value of real property; and
6. Implement the City's Strategic Vision goals and the vision put forth in the 2025 Master Plan.

POLICY CONSIDERATIONS

The creation of the NEZ in this location is consistent with the Strategic Vision - Economic Vitality and Complete Neighborhood Goals. It is also consistent with the 2025 Master Plan, including goals to encourage mixed use development adjacent to Downtown and increase the number of housing options.

NEZs are a tool for the City to use to spur development. The area on which the Park-Cedar-Burdick-Lovell NEZ is proposed is underdeveloped, with its predominant use being surface parking lots. Spurring development in this location benefits both Downtown and the Vine neighborhoods and would enhance this gateway in the Central Business District.

COMMUNITY RESOURCES CONSULTED

The relevant taxing bodies were noticed of the intent to create a NEZ in this location. In addition to this State requirement, a property owner's meeting was held on April 19, 2018. Four of the eleven property owners attended the meeting and were in support of development and potential tax incentives within the NEZ boundary.

FISCAL IMPACT

Developments with an approved NEZ certificate can make application for a project to receive a tax abatement of approximately half of what their full tax obligation for 9 years and reduce significantly over the final three years, 10%, 5%, and 2.5% respectively.

The impact to the city in terms of staff time is as follows:

1. Staff time will be needed for the additional assessing and treasury paperwork associated with the NEZ certificates;
2. Staff time will be needed for housing and buildings inspections. This work will be offset with a cost recovery fee, so the net impact on the city's budget will be negligible;
3. This proposed NEZ will be accomplished with existing staffing.

ALTERNATIVES

The City Commission could choose to not pass a resolution creating the NEZ. This alternative is not recommended as it would prevent the City from having a useful tool to incentivize development in these blocks. It is recommended that the City Commission adopt the resolution as presented.

ATTACHMENTS:

Type	Description
□ Resolution	NEZ Resolution
□ Background Material	Proposed Property Description
□ Aerial Photo	NEZ Map

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO.

**A RESOLUTION ESTABLISHING A NEIGHBORHOOD
ENTERPRISE ZONE UNDER P.A. 147 OF 1992**

Minutes of a regular meeting of the City Commission of the City held on June 4, 2018 at 7:00 o'clock p.m., local time at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

RECITAL OF RELEVANT FACTS

1. The Neighborhood Enterprise Zone Act was signed into law as Public Act 147 of 1992; and
2. The City of Kalamazoo is a qualified local unit of government and wishes to create a Neighborhood Enterprise Zone (NEZ) for the Park-Cedar-Burdick-Lovell Area.
3. The proposed Park-Cedar-Burdick-Lovell Area NEZ would be consistent with the Imagine Kalamazoo 2025 Master Plan that has a stated vision to enhance quality of life for all, embrace how diversity strengthens Kalamazoo, and seek continuous community engagement.
4. The City of Kalamazoo adopted the Imagine Kalamazoo 2025 Master Plan, containing goals, objectives, and policies relative to the maintenance, preservation, improvement, and development of housing for all persons regardless of income level living within the proposed neighborhood enterprise zone which is identified as an Urban Edge area.
5. Areas classified as Urban Edge are often located on high-capacity transit corridors or at the intersection of transportation corridors and permit an expanded range of uses including light industrial maker spaces, commercial, office, and medium to high-density residential that facilitate a wider range of size, age, and income households living within a geographic area.
6. The City of Kalamazoo is eligible under Act 147 to create Neighborhood Enterprise Zones encompassing up to 15% of the city's total land areas.

7. On April 5, 2018, all taxing jurisdictions were notified of the proposed creation of the Neighborhood Enterprise Zone and advised of the opportunity to comment and on May 7, 2018, the City Commission held a public hearing to receive public comment regarding the creation of the Neighborhood Enterprise Zone.

NOW, THEREFORE, BE IT RESOLVED THAT the City Commission creates the Park-Cedar- Burdick-Lovell NEZ identified on the attachments made part of this resolution, and authorizes the City Clerk to notify the State Tax Commission of this action;

BE IT FURTHER REOLVED THAT the Park-Cedar- Burdick-Lovell NEZ is for the purpose of new construction, and that, in accordance with the Public Act 147 of 1992, the following identifies the number of parcels in each zone; the total acreage of each zone; and the true cash value within each zone:

Neighborhood	Total Parcels	Acreage	Total True Cash Value
Vine	33	9	\$3,400,200

BE IT FURTHER REOLVED THAT the City will not accept an application for a certificate in the Park-Cedar- Burdick-Lovell NEZ after May 31, 2028 and that the Park-Cedar- Burdick-Lovell NEZ will cease to exist and terminate on December 30, 2040.

The above resolution was offered by Commissioner _____ and supported by Commissioner _____.

AYES, Commissioners:

NAYS, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

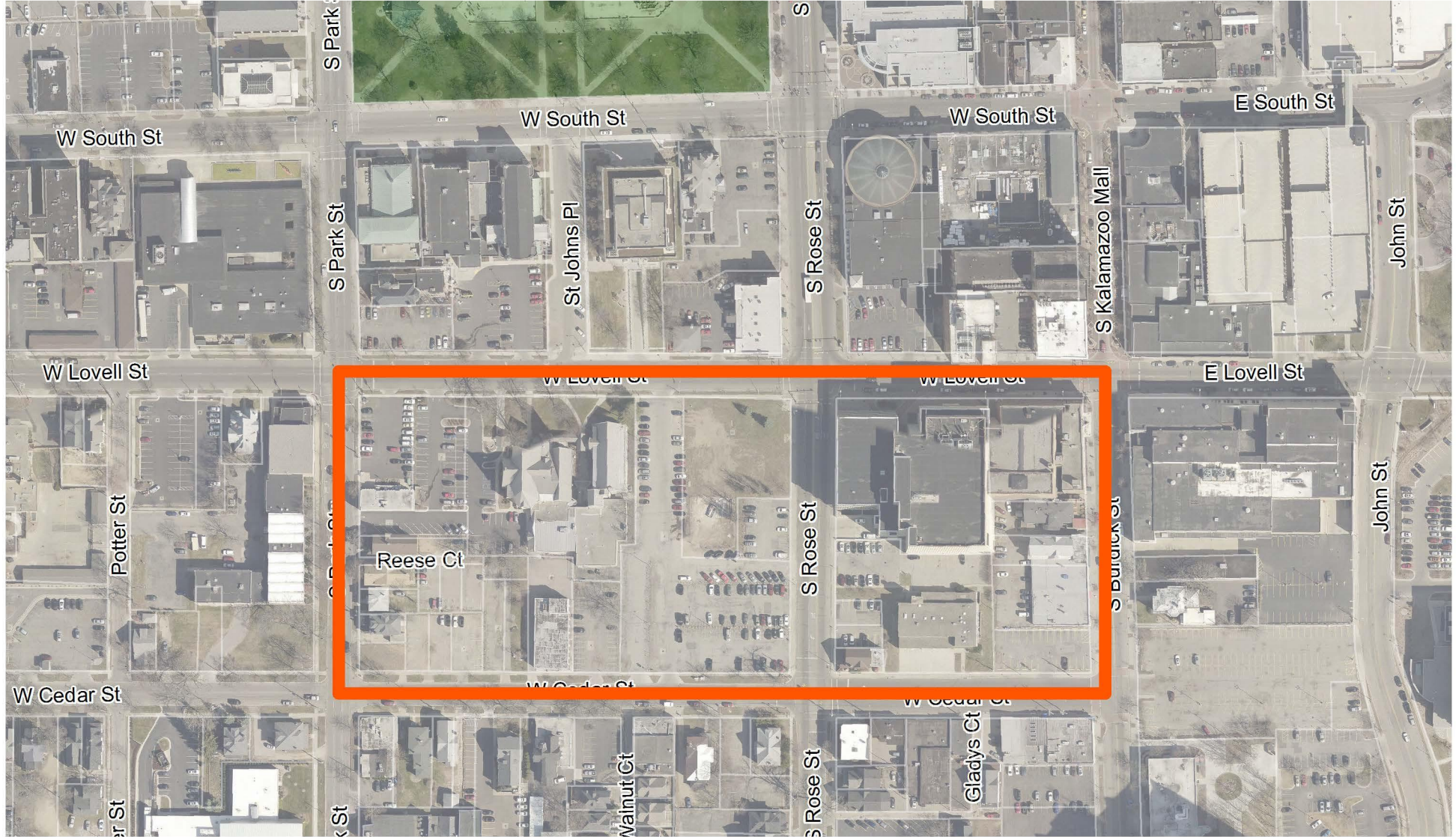
The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2018. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling, City Clerk

Proposed Property Description
for
Park-Cedar-Burdick-Lovell Area Neighborhood Enterprise Zone

Land located in Section 22, Town 2 South Range 11 West more particularly described as follows: Bounded on the north by the south right-of-way line of West Lovell Street; bounded on the east by the west right-of-way line of South Burdick Street; bounded on the south by the north right-of-way line of West Cedar Street; bounded on the west by the east right-of-way line of South Park Street.

Proposed Park-Cedar-Burdick-Lovell Neighborhood Enterprise Zone



 NEZ Boundary

0 0.05 0.1
Miles





Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Dorla Bonner, Community Investment Manager

PREPARED BY: Venessa Collins-Smith, Compliance Specialist

DATE: 5/18/2018

SUBJECT: Set Public Hearing on 2018 Action Plan and Budget required by the U.S. Department of Housing and Urban Development

RECOMMENDATION

It is recommended that the City Commission adopt a resolution setting a public hearing for June 18, 2018, to adopt the 2018 Action Plan as required by U.S. Department of Housing and Urban Development (HUD).

BACKGROUND

Every year, HUD requires communities who receive direct funding, like the City of Kalamazoo, to develop an Action Plan explaining how funds will be used.

This will be the final public hearing in the HUD public process, which included a 30-day public comment period and a public hearing that was held by the Community Development Act Advisory Committee (CDAAC) on April 12, 2018. At the conclusion of the City Commission public hearing, the approved 2018 Action Plan will be forwarded to HUD, so the City may receive the 2018 annual allocation of funds.

POLICY CONSIDERATIONS

COMMUNITY RESOURCES CONSULTED

A community process was developed for both the 2014-2018 Consolidated Plan and the Assessment of Fair Housing Plan. Approximately 47 organizations were consulted either through one-on-one meetings or larger stakeholder events. In addition, CP&D staff met with the core neighborhood associations, typically at their annual meeting, to garner resident input. The information gathered was evaluated against the data collected, city realities, and community resources to develop a final set of draft priorities, goals, and objectives. The focus of the activities for the 2018 Action Plan is aligned with the Consolidated Plan.

CDAAC was an instrumental part of the community outreach process. A subcommittee was initially convened to help CP&D staff develop the community outreach process. The subcommittee members attended many of the neighborhood meetings and provided support in reaching out to residents to complete surveys.

CDAAC was also responsible for the review of the grant applications that led to the draft funding recommendations for the 2018 Action Plan. CDAAC held a public hearing on April 12, 2018, to take additional public comments and make their final recommendations to the Commission.

FISCAL IMPACT

The CDAAC recommendations provide a benefit to the City's general fund; allowing for support of City staff from CP&D, Public Safety, and Parks and Recreation involved in HUD-funded activities. All recommendations utilize the annual federal allocation received by HUD or monies generated by that allocation. Through the award of these federal dollars in the manner recommended, the City of Kalamazoo's general fund is not required to address many of the community needs supported by the City and by outside nonprofit organizations.

The administration and monitoring of the projects will be conducted by CP&D.

ALTERNATIVES

The City Commission may elect to not set the public hearing for June 18, 2018. However, moving the public hearing to a different date may result in a late submittal to HUD and may possibly delay the release of funding to the City. This alternative is not recommended.

ATTACHMENTS:

Type	Description
□ Resolution	Resolution to set public hearing
□ Proposal	2018 Action Plan

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. ____

**A RESOLUTION SETTING THE PUBLIC HEARING FOR THE PY2018
ANNUAL ACTION PLAN**

Minutes of a regular meeting of the City Commission held on _____, 2018, at
or after 7:00 o'clock p.m. local time, at City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the City's Citizen Participation Plan, adopted March 21, 1998,
and amended on May 19, 2014, pursuant to Section 104(a)(3) of the Housing
and Community Development Act of 1974 as amended, provides for the holding
of an Annual Action Plan Budget Public Hearing including a review of estimated
expenditures and revenues; therefore

BE IT RESOLVED, that a public hearing be held on the City of Kalamazoo
2018 Program Year (PY) Annual Action Plan by the City Commission at City Hall
on or after 7:00 p.m. local time, on June 18, 2018.

BE IT FURTHER RESOLVED, that Community Planning and
Development Department publish a notice of said public hearing once in the
Kalamazoo Gazette fifteen (15) days prior to such hearing in substantially the
following form:

**CITY OF KALAMAZOO
NOTICE OF PUBLIC HEARING
PY2018 ANNUAL ACTION PLAN**

The City Commission will conduct a Public Hearing on June 18, 2018, in the City
Commission Chambers, 241 West South Street, Kalamazoo, Michigan beginning
at 7:00 pm. The purpose of the Public Hearing is to discuss the 2018 Annual
Action Plan which delineates the programs that the City of Kalamazoo intends to
undertake during the 2018 Program Year (PY) that runs from July 1, 2018, through
June 30, 2019. Citizen comments are welcome.

The 2018 Annual Action Plan is required by the U.S. Department of Housing and
Urban Development (HUD) and will address programs under the Community
Development Block Grant (CDBG), and the Home Investment Partnerships
(HOME).

HUD has released PY2018 funding allocation amounts to address community

needs as identified in the 2014-2018 Consolidated Plan. During PY2018, it is anticipated that the City of Kalamazoo will receive the following funds to address community needs as identified in the 2014-2018 Consolidated Plan. The City or its subrecipients will also be utilizing anticipated program income (funds expected to be generated during PY2018). See table below

Community Development Block Grant (CDBG)	\$1,618,823
HOME Investment Partnership Program (HOME)	\$531,580
Total	\$2,150,403

In addition, the City will allocate program income as part of the PY2015 Action Plan, as follows:

Program Income (anticipated):	CDBG
City of Kalamazoo Small Business Revolving Loan	11,280
KZOO Neighborhood Housing Services	95,000
Community Homeworks	14,400
Total	\$120,680

PY2017 Unallocated funds to be allocated in 2018

CDBG Unallocated Funds	CDBG
PY2015 Substantial Amendment – Adjustment	\$13,192
PY2016 Substantial Amendment - Adjustment	\$145,331
Total	\$158,523

HOME Unallocated Funds	HOME
HOME Prior Year Unallocated Funds	\$1,721
Total	\$1,721

PY2018 Unallocated funds to be allocated in 2019

CDBG Unallocated Funds	CDBG
CDBG Current Year Unallocated Funds	\$188,203
Total	\$188,203

HOME Unallocated Funds	HOME
HOME Current Year Unallocated Funds	\$185,422
Total	\$185,422

A complete breakdown of funding sources and the activities to be funded can be found on the City's website at www.kalamazoo.org/comdev.

A copy of the 2018 Action Plan Action Plan is available for review in the Community Planning and Development Department, located at 415 Stockbridge Avenue, Kalamazoo, Michigan, or on the City's website at www.kalamazoocity.org/comdev. Call 269.337.8044 for more information.

The above resolution was offered by _____ and supported by _____.

AYES:

NAYS:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Commission of the City of Kalamazoo, Kalamazoo County, Michigan, held on the _____, 2018, the original of which is in the official proceedings of the City Commission.

Scott A. Borling, City Clerk

Disclaimer: Due to unforeseen circumstances that may occur during PY2018, parts of this document may be revised, including page numbers and references. Any substantial changes to this document will result in a Substantial Amendment that will require a public comment period and hearing.



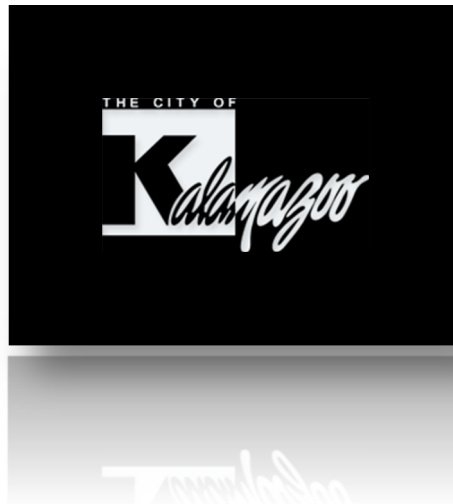
Community Planning & Economic Development

FY 2018 One-Year Action Plan

**City of Kalamazoo
Community Development Block Grant Program
HOME Investment Partnerships Program
&
Emergency Solutions Grant**

***Adopted by the Kalamazoo City Commission on – _____
Submitted to HUD on: _____***

*Prepared by Staff of the City of Kalamazoo Community Planning
and
Development Services Division
415 Stockbridge Avenue Kalamazoo, MI 49001
269-337-8044*



**THE CITY OF KALAMAZOO
ACTION PLAN
JULY 2018 – JUNE 2019**

**The City of Kalamazoo
City Commissioners - Update**

Mayor Bobby J. Hopewell

Vice Mayor - Erin Knott

David Anderson

Don Cooney

Matt Milcarek

Shannon Sykes

Jack Urban

Community Planning & Economic Development

Rebekah Kik, Director

Dorla Bonner, Manager

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Kalamazoo is an entitlement jurisdiction receiving federal funds from the U.S. Department of Housing and Urban Development (HUD). The activities described in the FY 2018-19 Action Plan are a result of goals and strategies outlined in the city's 2014-2019 Consolidated Plan. The FY 2018-19 Action Plan is based on priorities established by the City of Kalamazoo to address the housing and community development needs of its low and moderate income families and individuals. The Plan is a prerequisite for the distribution of HUD funding. Administrative and planning support for the City will be provided through the Community Planning and Development Department for the five years of the Plan.

Table 1

PY2018 Action Plan Budget Draft - Sources and Uses

PY2018 Action Plan Budget Draft - Sources and Uses				
SOURCES				
CDBG Allocation			\$1,618,823	
CDBG Prior Yr. Unallocated Income			\$158,523	
CDBG Anticipated Program Income			\$120,680	
HOME Allocation			\$531,580	531,580
HOME Unallocated - Prior Year			\$1,721	
ESG Allocation			\$0	
TOTAL 2018 FUNDS AVAILABLE			\$2,431,327	
USES				
Agency	Activity Name	Funding		
CDBG ADMINISTRATION²				
City of Kalamazoo	Administration	\$323,765	\$323,765	
CDBG - GENERAL				
City of Kalamazoo	Code Administration	\$400,000		
City of Kalamazoo	Demolition	\$100,000		

Total			500,000
CDBG PUBLIC SERVICE¹			
City of Kalamazoo Public Safety	Crime Prevention	\$150,000	
Local Initiatives Support Corp	Continuum of Care	\$20,000	
City of Kalamazoo	P&R Youth Development	\$36,855	
Total			206,855

CDBG - AFFORDABLE HOUSING				
Agency	Activity Name	Requested Funding	Funding	
Senior Services, Inc.	Home Repair for the Elderly	\$125,000	\$125,000	
Community Homeworks	Critical Home Repair & Weatherization Program	\$150,000	\$150,000	
Total				275,000

*CDBG Neighborhood Enhancement				
City of Kalamazoo - Code Enforcement Repair Pilot Program			\$125,000	125,000
*CDBG Unallocated Funds				
2018 City of Kalamazoo - Unallocated Funds				188,203
CDBG TOTAL HUD ALLOCATION				1,618,823

ANTICIPATED PROGRAM INCOME			
Agency	Activity Name	Funding Recom	
City of Kalamazoo CP&D	Small Business Revolving Loan	\$11,280	
Kzoo Neighborhood Housing Services	Minor/Emergency Roof Repair	\$95,000	

Community Homeworks	Critical Minor Home Repair	\$14,400	
Anticipated Program Income Total			120,680.0

CDBG - UNALLOCATED PRIOR YEARS PROGRAM FUNDS			
PY2015 Substantial Amendment - Adjustment		\$13,192	
PY2016 Substantial Amendment - Adjustment		\$145,331	

Unallocated Prior Years Program Funds - Total			158,523.0
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TOTAL CDBG FUNDS FOR PY2018			1,898,026
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HOME				
Agency	Activity Name	Requested Funding	Funding	
City of Kalamazoo CP&D	Administration ³		\$53,158	
New Horizon	Rental Rehab	\$118,000	\$118,000	
KVHH - CHDO	Home Ownership (Acquisition & Rehab)	\$100,000 - Requested Amt - 79,737 = CHDO Set aside - 20,263 = 2018 Award	100,000	
Kalamazoo Neighborhood Housing Services	Down Payment Assistance		75,000	
2018 Unallocated			185,422	
HOME TOTAL HUD ALLOCATION				531,580.0

HOME - UNALLOCATED PRIOR YEARS PROGRAM FUNDS			
City of Kalamazoo			1,721

TOTAL HOME FUNDS FOR PY2018				533,301
ESG - No PY2018 Allocation				
PROGRAM YEAR 2018 TOTAL				\$ 2,431,327

1Public Services activities are subject to a 15% cap

2 CDBG Planning and Administrative services are subject to a 20% cap

3HOME administration is subject to a 10% cap

4HOME-CHDO is subject to a 15% cap

5ESG administration is subject to a 7.5% cap

--	--

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In 2014, the City of Kalamazoo adopted the 2014-2019 Consolidated Plan that outlines the framework for the City to target CDBG funds for the highest community development needs. The Consolidated Plan goals and objectives were developed through the *Needs Assessment*, data analysis and evaluation, consultations with area agencies, and citizen input.

The City developed its 2018-2019 objectives and outcomes based upon citizen participation and the needs identified in the 2014-2018 Consolidated Plan.

The City proposes to use 2018 entitlement funds in fiscal year (FY) 2018-2019 to continue neighborhood revitalization and housing rehabilitation continue to reduce homelessness, provide public assistance, youth development, and further fair housing.

Table 2 – Objectives and Outcomes

<i>Affordable Housing</i> - Improve the amount of decent and affordable housing in the City of Kalamazoo by supporting the maintenance, rehabilitation and development of accessible owner and renter occupied housing.			
Category	Agency	Indicator	Expected Program Year
Affordable Housing:	New Horizons	Rental Rehabilitation	2
Affordable Housing:	Kalamazoo Valley Habitat for Humanity	Homeowner Housing Added	2 Housing units
Affordable Housing:	Community Homework's Senior Services	Homeowner Housing Rehabilitated	60 Housing Units 50Housing units
<i>Homeless Assistance</i> - Work towards ending homelessness within Kalamazoo County by supporting the U.S. Department of Housing and Urban Development's Strategic Plan to Prevent and End Homelessness implemented through the Kalamazoo County Continuum of Care by providing services and support to the City's homeless population.			
Category	Agency	Indicator	Expected Program Year
<i>Homeless Assistance:</i>	Housing Resources Inc.	Homeless Person Overnight Shelter	149 Persons Assisted
<i>Homeless Assistance:</i>	Housing Resources Inc.	Homelessness Prevention	126 Persons Assisted

<i>Neighborhood Enhancement</i> - Advance the sustainability of the Community Development Block Grant neighborhoods identified in the Consolidated Plan through the continuation of City services and redevelopment of key neighborhood improvements.			
Category	Agency	Indicator	Expected Program Year
<i>Neighborhood Enhancement:</i>	City of Kalamazoo	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit –	73845
<i>Neighborhood Enhancement:</i>	City of Kalamazoo Public Safety	Public service activities other than Low/Moderate Income Housing Benefit –	28884
<i>Neighborhood Enhancement:</i>	City of Kalamazoo Demolition	Buildings Demolished	3
<i>Neighborhood Enhancement:</i>	City of Kalamazoo Code Enforcement	Housing Code Enforcement/Foreclosed Property Care	1100
<i>Youth Development</i> - Develop well-adjusted and productive adults through supporting youth programs and activities that provide positive experiences and opportunities to enhance interests, skills and abilities into adulthood.			
Category	Agency	Indicator	Expected Program Year
Youth Development	City of Kalamazoo	Public service activities other than Low/Moderate Income Housing Benefit	340

HUD has identified a series of outcomes to be achieved through the application of the resources it provides. The primary outcomes that will be achieved as the City provides funding for and/or carries out activities during FY 2018-19 will include improving the availability, accessibility and affordability of housing, and creating or enhancing suitable living environments. Detailed descriptions of the foregoing priority needs, goals, and anticipated outcomes can be found in the Consolidated Plan document, available on the City's Web site at: <http://www.kalamazoo.org/community-development2>.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City regularly monitors progress on activities carried out in the Annual Action Plan to ensure compliance with program requirements. Evaluation takes place during the application and funding process, and after sub-grantee contracting has been executed. Agreements with sub-agreements and Memoranda of Understandings (MOUs) with other public agencies set clear performance measures, reporting procedures, timeliness, and budgets against which goals are measured. City staff regularly monitors compliance with contracting requirements and performance goals through the implementation and review of quarterly performance reports, monthly reimbursement desk audits, and annual on-site monitoring. City staff provides feedback

to sub-grantees regarding areas of concern, and findings where corrective action or improvements are required. The City publishes an Annual Performance Report, aggregating data to analyze progress towards goals, cost effectiveness, community impact, and compliance with regulations. Additional Monitoring Standards and Procedures are outlined in the City of Kalamazoo Consolidated Plan. Contracting standards and policies and procedures can also be found in the City's CDBG Policies and Procedures Manual. Information obtained from all of the aforementioned evaluation and monitoring efforts is used to assist in the determination of which projects to allocate CDBG funds.

Table – 3 Past Performances

Program Year 2016

Category	Agency	Indicator	Units Served
Affordable Housing: CDBG	Fair Housing of SW Michigan – Fair Housing	Public service activities for Low/Moderate Income Housing Benefit	73845
Affordable Housing: HOME	Fair Housing of SW Michigan - HOME	Rental units constructed	0 Housing units
Affordable Housing: CDBG	KNHS/LandBank	Homeowner Housing Added	6 Housing units
Affordable Housing: CDBG	Community Homeworks Senior Services Urban Alliance	Homeowner Housing Rehabilitated	124 Housing units
Affordable Housing: HOME	HRI	Tenant-based rental assistance / Rapid Rehousing	55 Housing units
Homeless Assistance: ESG	HRI	Homeless Person Overnight Shelter	89 Persons Assisted
Homeless Assistance: ESG	HRI	Homelessness Prevention	111Persons Assisted
Neighborhood Enhancement: CDBG	City of Kalamazoo	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	73845
Neighborhood Enhancement: CDBG	City of Kalamazoo	Public service activities other than Low/Moderate Income Housing Benefit	28884
Neighborhood Enhancement: CDBG	City of Kalamazoo	Buildings Demolished	3
Neighborhood Enhancement: CDBG	City of Kalamazoo	Housing Code Enforcement/Foreclosed Property Care	1109
Youth Development	City of Kalamazoo	Public service activities other than Low/Moderate	1936

		Income Housing Benefit	
--	--	------------------------	--

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Kalamazoo followed its published Citizen Participation Plan in carrying out the process used to develop this FY 2018-19 Action Plan. The City Commission opens a 30 day comment period to gather input from the community at-large. After the comment period, a public hearing is held by the Community Development Act Advisory Committee and then by the City Commission. The notices of the public comment period and public hearings are posted in the local newspaper and on the City's webpage. In addition, the dates are emailed to all of the applicants who submitted a request for funding for the 2018 Program Year. The plan is available on the City's website.

In practice the citizen participation process under which the City's Consolidated Plan and this FY 2018-19 Action Plan began many years ago, as prior Consolidated Plans were implemented. Since 2000, each year's Action Plan hearing has been advertised as an opportunity to influence the next Consolidated Plan and its priorities; many identified actions in earlier Plans were intended to help the City define or refine goals for future plans. As noted above, the citizen participation process for this Action Plan combined formal public hearings with less formal meetings and discussions about needs and solutions. The goals in the City's FY 2014-2018 Consolidated Plan are reflective of a comprehensive, additive approach to gathering public input. The actions the City will carry out or support through implementation of its FY 2018-19 Action Plan are a direct result of the discussions in which City staff have participated, and of the ideas and testimony the City received through its more formal processes.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City completed outreach to local nonprofits, stakeholder organizations, neighborhood groups, residents, community funders, housing providers, and community leaders who access public services. On March 28, 2018, the City of Kalamazoo published a "Notice of Public Hearing", to be held on April 12, 2018. An array of comments was provided supporting our 2018

Action Plan during our Public Hearing. This input along with prior community outreach provided the foundation for the development of the priorities, goals and objectives of the plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted. The City established a process of evaluating public input to ensure an outcome of a focused set of priorities and goals that would address the most urgent needs and not duplicate efforts. Through this review process, some input garnered prior to the public hearings was considered and ruled out in favor of priorities, goals and objectives presented in the this plan.

7. Summary

The 2018-2019 Action Plan outlines the activities the City of Kalamazoo will undertake or support during the one-year period, beginning July 1, 2018, to address identified community needs. Consistent with the current Consolidated Plan, the impact of any federal funds received by the City will be maximized through a focused approach of addressing community needs and delivering services to the low and moderate income residents of Kalamazoo. The goals and objectives of the Plan will improve overall.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	KALAMAZOO	
CDBG Administrator	KALAMAZOO	Community Planning and Development
HOME Administrator	KALAMAZOO	Community Planning and Development
ESG Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The lead entity for the administration of CDBG and HOME programs is the City of Kalamazoo through the Department of Community Planning and Development. As the lead agency, the City is responsible for overseeing the development and implementation of the 2014-2018 Consolidated Plan, Annual Action Plans and Consolidated Annual Performance Evaluation Reports. Community Planning and Development staff provides administrative and planning support for the use of the federal funds and acts as the primary staff support to the Community Development Act Advisory Committee. The Community Development Act Advisory Committee is a 13 member board that is appointed by the City Commission to advise on matters related to community development, make recommendations on the expenditure of funds through an annual competitive process, assist with the development of HUD related documents, ensure citizen participation in all phases of the federal allocation process and to promote community development activities within the City.

Consolidated Plan Public Contact Information

City of Kalamazoo contact for Consolidated Plan, Action Plan, CDBG Program, HOME & ESG Program:

Dorla Bonner,
Community Investment Manager

City of Kalamazoo
415 Stockbridge
Kalamazoo, MI 49001
269-337-8044
bonnerd@kalamazoocity.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

As the lead agency, the City of Kalamazoo, through Community Planning and Development, oversaw the consultation required to complete the 2014-2019 Consolidated Plan. Community Planning and Development staff collaborated with a wide network of community services and housing providers, clients of those providers, government officials, business leaders, neighborhood representatives and residents. Information was gathered in a number of ways which included a Community Needs Survey, stakeholder and neighborhood meetings, outreach at established community events and provider meetings. The outcome of the Consolidated Plan represent the information collected from this collaboration, as well as from public comment and public hearing opportunities.

The City engages in ongoing consultation with local service providers, community leaders, the public, and other community development partners. Consultation includes correspondence with area agencies, attendance at local and regional meetings and committees, outreach by City Commissioners and public meetings. The City also consults with other City departments to identify public facility and community development needs.

Activities to enhance coordination between public and assisted housing providers, governmental health, mental health, and service agencies is ongoing. Specific meetings with housing and mental health providers to identify needs for the 2018-2019 Action plan included:

1. Service Needs – Communication by reports from existing CDBG Subrecipients and outreach to other agencies to assess needs and programs.
2. Housing Matters - monthly forum is intended to educate those in attendance on existing affordable housing programs or issues related to housing and offer opportunities to discuss possibilities for creating additional housing throughout the County.
3. Community Hour - Housing Resources, Inc.– monthly meetings with local agencies that work together annually to address the needs of Kalamazoo's homeless and at-risk populations.

2. Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and Notice Establishing Additional Requirements for a Centralized or Coordinated Assessment System (CPD-17-01) the Kalamazoo CoC, provides a comprehensive description of the policies and procedures for Coordinated Entry System (CES) for those experiencing homelessness. The CoC seeks to provide a standardized and transparent entry, assessment and referral process for people experiencing a housing crisis or homelessness to access community resources. And further, to improve collaboration, communication, efficiency,

and transparency between agency service providers; and improve service to program participants through a participant-focused and coordinated system.

The City works with CoC partners and agency volunteers who represent public and assisted housing providers and private and governmental health, mental health and service agencies by serving on the following CoC committees and boards, including:

- The Allocations and Accountability Team (AAT includes City staff as member) meets monthly and maintains an open, fair, and impartial process for the solicitation of projects, project selection for funding and establishes CoC policies, procedures and written standards.
- HMIS Data User Group (Data Team) meets monthly and insures the Homeless Management Information System (HMIS) complies with the HUD standards, is used by all HUD and MSHDA funded-programs, and is able to produce aggregate reporting at the community level.
- Systems of Care (SOC) Committee meets bi-monthly and identifies and eradicates barriers that prevent or limit access to housing and services, with interagency collaboration, strength-based case management, cultural competence, community-based services, family involvement, and accountability as guiding principles.
- Coordinated Entry Housing Determination Committee meets bi-weekly The Housing Determination Committee (HDC) is composed of representatives from the access point agencies, and is responsible for managing the CoC-wide, by-name prioritization list. Each CoC funded agency must designate at least one member to the HDC. This group coordinates across the CoC geographic area to match persons on the prioritization list to available housing opportunities regardless of geography.

Semi-Annually, community-wide CoC meetings are also held in the City. The CoC provides notice of the meetings through a variety of venues including email distribution lists, announcement at CoC committee meetings, through the LISC Local Advisory Board (LAB), and postings on the CoC website. Email lists are inclusive of a broad range of community partners both CoC members, formerly homeless and non-members. Additionally, housing professionals participate in the affiliated LISC Community Housing Committee that considers and provides feedback about community needs and initiatives and CoC activities and plans.

3. Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Continuum of Care has a 10-year plan to end chronic homelessness and yearly action plans that assist with strategic decision making regarding program outcomes. The policy for Prioritization of Permanent Housing Beds for the Chronically Homeless, addresses, in detail, how CoC permanent housing beds as prioritized to serve the chronically homeless and other homeless with higher acuties.

The COC Coordinated Entry System utilizes three tools for the purposes of prioritizing individuals and families for housing services. These tools are:

- a. Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) Used for single adults and households without children under the age of 18*
- b. Family Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-F-SPDAT) Used for households with at least one adult and one child under age 18c.*
- c. Transition-Age Youth Vulnerability Index-Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT) Used for youth aged 24 years and younger*

Additionally, the following CoC organizations address the needs of homeless individuals and families, families with children, veterans, and unaccompanied youth:

Catholic Family Services has five distinct programs: the Ark Shelter is a short term emergency shelter serving youth 10-17, the Ark Community Services & Street Outreach program providing transitional living services to youth 16-21 from nine counties, the Caring Network program for pregnant women and their families, Baraga Manor a 48 unit housing complex for older and mobility impaired adults, and Bridges

Housing Resources Inc., operates the Eleanor House Rapid Re-Housing Center-a 24 bed facility serving homeless families with children. HRI also operates the 49-unit Rickman House that provides permanent housing and supportive services for previously chronically homeless, mentally ill single adults. They also own and operate three family housing developments with a total of 249 affordable housing units.

Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) serves individuals and families through person/family centered planning to persons within the priority populations as defined in the Michigan Mental Health Code including: persons with serious mental illness; addictive disorders; children with severe emotional disturbances; and persons with developmental disabilities. The range of programs available includes Crisis Residential Placement, Respite Services, Assertive Community Treatment, Club House Programs, Assessment and Evaluation, Medication Administration, Skill Building Assistance, Substance Abuse Services and Case Management.

The YWCA offers victims of domestic violence and their dependent children a secure on-site shelter (52 bed capacity), counseling, referral and advocacy services for residential and non-residential clients, and two intensive post-shelter programs (Families First and Transitional Supportive Housing) that address the ongoing housing needs of clients and their children.

Volunteers of America provides supportive Services for Veteran Families (SSVF) funding and support and contacts veterans with other housing options at the VA Center in nearby Battle Creek.

Other local agencies including MI Works, Goodwill Services, Salvation Army, Lutheran Family Services, CARES (Housing Opportunities for Persons with Aids), Ministry with Community participate in the CoC and provide valuable resources for homeless and vulnerable households.

4. Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Continuum of Care (MI-507 Portage/Kalamazoo City and County CoC) was instrumental in the development of the City of Kalamazoo's 2014-2019 Consolidated Plan. In conjunction with a comprehensive communitywide planning process and implementation strategy known as, "Open Doors," a 10-Year Plan to End Homelessness, the Emergency Solutions Grant (ESG) program, offers financial assistance to organizations that serve the homeless.

The CoC and the City of Kalamazoo Community Planning & Development Department combine their Emergency Solutions Grants (ESG), funded by the United States Department of Housing & Urban Development (HUD) and the Michigan State Housing Development Authority (MSHDA), into a single local application process.

The City's consultation with the CoC serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, develop funding, policies and procedures for the operation and administration of HMIS to include:

- City Administrative and Community Development staff are appointed to permanent seats on the CoC's governing body, LISC's Local Advisory Board (LAB), and the Allocations & Accountability Team (AAT CoC Committee); this enables the City to interact with agencies that work to end homelessness and the development of strategies and goals of the Continuum of Care.
- The City of Kalamazoo utilizes a Sub recipient Agreement with ESG service providers to determine overall performance by receipt of monthly accomplishment reports and meeting annual outcomes detailed in their Agreement.
- A Performance Tracking System to help sub recipients meet their monthly, bi-annual, and yearly goals. The submission of quarterly HMIS reports and data to be reviewed by the Allocations and Accountability and Data Teams.

All agencies serving or intending to serve Kalamazoo County residents experiencing homelessness or those at risk of becoming homeless, and are eligible according to the Notice of Funding Availability's (NOFA) and the Grantor's defined rules, are encouraged to apply for funding. The ESG Notice of Funding Availability (NOFA) is distributed by email to more than 100 "Community Partners" and is posted in the local newspaper and on the CoC Web-Site.

In order for an agency to be selected for funding, they must be able to illustrate that their organization:

- Participates in a coordinated entry process that includes all subpopulations: (1) adults without children, (2) adults accompanied by children, (3) unaccompanied youth, or (4) households fleeing domestic violence.
- Ensures that people with the greatest needs receive priority for any type of housing and homeless assistance available, including PSH, Rapid Rehousing (RRH), and other interventions.
- That their coordinated entry process does not screen people out for assistance because of perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record; and accommodate people with partners, pets, or possessions.
- Has a Housing First orientation and approach. People are housed quickly without preconditions or service participation requirements, and:.
- Utilizes Rapid Re-Housing to help families resolve their immediate crises, find and secure housing, and connect to services if/when appropriate. This crisis-related, lighter-touch (typically six months or less) approach.

Participates in HMIS data entry through Service Point and is participating in the community-wide QSOBAA to allow sharing within HMIS and designated a "Navigator", who works to eliminate barriers to housing services by participating in the Systems of Care Team.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Senior Services
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
2	Agency/Group/Organization	Local Initiative Support Corporation
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.

3	Agency/Group/Organization	Community Homeworks
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
4	Agency/Group/Organization	Kalamazoo Neighborhood Housing Services
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.

5	Agency/Group/Organization	Vine Neighborhood Association
	Agency/Group/Organization Type	Housing Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
6	Agency/Group/Organization	Kalamazoo Valley Habitat for Humanity
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
7	Agency/Group/Organization	Kalamazoo Community Mental Health
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
8	Agency/Group/Organization	Urban Alliance, Inc.
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
9	Agency/Group/Organization	MSHDA
	Agency/Group/Organization Type	Housing Services - Housing Other government - State
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.

10	Agency/Group/Organization	Edison Neighborhood Association
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has ongoing consultation with agency through work on individual projects. This consultation has and will continue to provide direction for needed services and outreach.
11	Agency/Group/Organization	NACD
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City meets quarterly with the NCAD to address community needs. This consultation has and will continue to provide direction for needed services and outreach.

Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Local Initiatives Support Corporation	Shared common outcomes

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Community Planning and Development met monthly with the Community Development Act Advisory Committee (CDAAC), which is comprised of citizen representatives from the six core low/mod neighborhoods and four at-large city representatives. Each of these representatives shared opportunities offered by the city with their neighborhoods organizations and in-turn shared community concerns and needs as reflected in the city's 2014/2018 Consolidated Plan. Information shared heavily impacted the development of the 2018/2018 Action Plan due to current needs continue to reflect the five year Consolidated Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Neighborhood Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Neighborhood meetings were held monthly and opened to the public. Representatives from the communities were present.	CDAAC areas of discussions resulted in feedback addressing the following:	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	A public hearing were held April 12, 2018, which followed the City's 30 day public comment period and welcomed continued input from the community regarding the Action Plan. The action plan posted for public comment mimics CP&D 2014/2018 Consolidated Plan and the needs addressed by the community through CDAAC for the 2018/2019 year.	Citizens voiced support for the City's drafted Action Plan to provide funding for the following areas: lack of affordable housing, homeless needs, economic development and the need for more youth programs.	All comments were accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

Each year the City of Kalamazoo is required to submit an Action Plan to HUD. The intent of the plan is to identify how federal grant funds received by the City will be utilized during that program year to address the priority needs acknowledged in the City's Consolidated Plan. Program Year (PY) 2018 Annual Action Plan (July 1, 2018 through June 30, 2019) represents the fifth program year in which to address the needs identified in the City of Kalamazoo's 2014 - 2018 Consolidated Plan, approved by the Kalamazoo City Commission on May 19, 2014.

The Action Plan constitutes the City's application to HUD for its Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funding allocations, which are the primary resources for addressing Kalamazoo's housing and community development needs. The City expects to use approximately **\$2,150,403**, in PY2018 funding through the **CDBG (\$1,618,823) and HOME (\$531,580)** federal entitlement grants. The City and its Subrecipients will also utilize approximately **\$120,680, in anticipated program income** in PY2018. The City has unallocated program income in the amount of **\$158,523**, current year unallocated CDBG funds in the amount of **\$188,203**, **HOME prior year unallocated funds in the amount of 91,000** and current year unallocated HOMEW funds in the amount of **\$185,422** to be allocated in FY 2019. The complete available budget to include unallocated funds for **PY2018 totals \$2,520,606**.

The Community Planning and Development Department will also report, to the extent possible, on other resources expected to be used in ways consistent with the Consolidated Plan. This includes both funds and resources of other organizations and agencies, local nonprofits, and for-profits which address the housing and community development needs of the City and its residents.

Decisions about the annual allocation of federal resources is based upon the 2014 - 2018 Consolidated Plan, which was developed

after a thorough public participation process conducted both informally with community partners, stakeholders, neighborhood organizations and residents and formally via public hearings. The priorities, goals and objectives outlined in the Consolidated Plan were developed based on the feedback received during this public process, as well as the evaluation of housing, homeless, special needs population, and other relevant community development data.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Unallocated Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,618,823	120,680	158,523	1,898,026	0	These funds will leverage City dollars through public infrastructure investment and other City services. In addition, other local, state, and federal funds will be leveraged by City Subrecipients for housing activities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Unallocated Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	531,580	0	91,000	622,580	0	HOME dollars will leverage additional HOME funds from other local funders. MSHDA and federal sources.
ESG	public - federal	Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing		0	0	0	0	No HUD allocation for PY2018 The Continuum of Care will leverage City funds with other HUD ESG funding.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Often, additional resources are leveraged by our Subrecipients and partners to complete a project. These leverage funds often come from the State of Michigan through the Michigan State Housing Development Authority or through foundations like the Kalamazoo Community Foundation. However, these funds are not known until the Subrecipient submits an application through the City's competitive application process

Community Development Block Grant funds will leverage additional resources as follows:

- Public Infrastructure projects will be supported with additional City and State infrastructure dollars.
- Code enforcement, crime prevention and youth services will leverage additional City general fund dollars. Subrecipients of the City will leverage Michigan State Housing Development Authority and other State funds, as well as nongovernmental funding to expand the scope of rehabilitation assistance.

HOME Investment Partnership Funds will leverage additional public and private investment:

Homeownership investment will be supported by other agencies such as the Michigan State Housing Development Authority and community foundation grants.

- Rental projects may leverage additional funding from HUD; the Federal Home Loan Bank programs; the application of Low Income Housing Tax Credits; private equity investment, private construction and acquisition financing; and other private sources.
- HOME match requirements will be achieved through the donation of property, labor and materials, as well as payments in lieu of taxes for affordable housing developments in the City.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publicly owned land will be utilized

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

#	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2018	2019	Affordable Housing	CDBG-Eligible Census Tracts	Rehabilitation of Existing Units Rental Assistance	CDBG: \$275,000 HOME: \$293,000	SS/CH-Homeowner Housing Rehabilitated: 110 Household Housing Unit Horizon- Rental units rehabilitated: 2 Household Housing Unit KVHH - Homeowner Housing Added: 2 Household Housing Unit KNHS – Down Payment Assistance - 10 Household Housing Unit
2	Homeless Assistance	2018	2019	Homeless – NO ESG Funding was allocated by HUD for PY2018	City-wide low-income households	Homeless Emergency Shelters Homeless Prevention	CDBG: \$20,000	Public Service dollars to assist CoC in the administration of ESG program

3	Neighborhood Enhancement	2018	2019	Non-Housing Community Development (NE, Pub Safety, Demolition, Code,)	City-wide low-income households CDBG-Eligible Census Tracts	Public Improvements/Infrastructure Public Services	CDBG: \$695,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 28884 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 28884 Persons Assisted Buildings Demolished: 5 Buildings Housing Code Enforcement/Foreclosed Property Care: 1109 Household Housing Unit
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4	Youth Development	2018	2019	Non-Homeless Special Needs	City-wide low-income households	Public Services	CDBG: \$36,855	Public service activities other than Low/Moderate Income Housing Benefit: 340 Persons Assisted
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Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	
2	Goal Name	Homeless Assistance
	Goal Description	
3	Goal Name	Neighborhood Enhancement
	Goal Description	

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

A total of **169 families/households** are planned to be assisted with housing during FY 2018-2019 (**57 renters and 110 homeowners**). All households benefitting are extremely- low, low, or moderate income. The 55 rental units and 3 homeowners will be assisted under the CDBG and HOME programs. The criteria established by the City of Kalamazoo for households to benefit under this program conforms to the CDBG and HOME Program affordability requirements.

AP-35 Projects – 91.220(d)

Introduction

The City of Kalamazoo continues to conduct meetings to address its goals and needs. Goals and needs to be addressed are either carried out by the City or through one of its Subrecipient nonprofit partners.

#	Project Name
1	CDBG Planning and Development
2	Code Enforcement
3	Demolition
4	Parks & Recreation - Youth Program
5	Public Safety - Neighborhood
6	Community Homework's - Critical Home Repair
7	Senior Services - Home Repair for the Elderly
8	LISC Continuum of Care - CDBG
9	HOME Program Administration and Planning
10	Neighborhood Enhancement
11	New Horizon
12	Kalamazoo Valley Habitat for Humanity

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The reasons for allocation priorities results from the City of Kalamazoo completing an extensive outreach process as part of the development of the 2014-2018 Consolidated Plan. This outreach was evaluation against the data collected for the plan; the realities that the City must consider when determining priorities like yearly budgets, staff capacity, etc.; and, what other funders are doing in the community. Based on this evaluation, a set of priorities were established and these priorities were vetted by the Community Development Act Advisory Committee and adopted by the City Commission as part of the 2014-2019 Consolidated Plan.

Obstacles to addressing underserved needs are due to the reduction of financial resources, which experience a number of obstacles in helping those most in need. More innovative and creative partnerships and funding schemes will need to be considered as these obstacles, particularly funding are likely to continue.

The need for permanent affordable supportive housing continues to be a concern for persons experiencing homelessness and other special needs populations. The gap between the number of affordable units and those in need continues to be significant for the City and the region.

The development of new affordable housing, particularly with supportive services, is a goal of the Continuum of Care. Partnerships with the City of Kalamazoo, local nonprofit housing

providers and Michigan State Housing Development Authority, is needed to develop an affordable housing strategy. The City will continue to invest in affordable housing through both the CDBG and HOME grant programs.

Providing services, particularly housing, to the chronically homeless continues to be a challenge in Kalamazoo. The small numbers of people with complex, unmet needs who experience homelessness are frequent users of a shelters and emergency health care. They often have long histories of homelessness and untreated or poorly manage mental illnesses and addictions. Their frequent stays in county or city jails, shelters, hospitals, etc., result in extraordinarily high costs in multiple public systems, but fail to improve the outcomes for the individuals or their communities.

To have a more proactive approach to homeless prevention, the Continuum of Care developed the Systems of Care team. They established work groups to address the needs/barriers of those that may become homeless. The team works to promote the adoption of evidence-based and promising program practices in support of a Housing First philosophy of care. They prioritize Continuous Quality Improvement in service delivery and educate and inform members on national and community best practices.

In general, the City, particularly the Department of Community Planning and Development, are making an effort to strengthen its relationship with county partners. The Kalamazoo County Department of Health and Community Services houses the Kalamazoo County Community Action Agency, which provides programs and services to help low income households achieve greater economic self-sufficiency. Working towards intergovernmental cooperation could result in joint community development projects, data sharing and best practices.

Projects

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Planning and Development
	Target Area	City-wide low-income households
	Goals Supported	Affordable Housing Homeless Assistance Neighborhood Enhancement Youth Development
	Needs Addressed	Administration of Programs
	Funding	CDBG: 323,765
	Description	The CP&D Department will utilize the 20% percent cap available from the entitlement funding for management, monitoring and coordination of Activities impacting low to moderate income residents. Funding also includes 85,404 in anticipated program income.
	Target Date	07/01/2018
	Estimate the number and type of families that will benefit from the proposed activities	There is population of approximately 76041 residing in the City of Kalamazoo of a non-low/mod and low-mod status will benefit from proposed activity.
	Location Description	415 Stockbridge Avenue Kalamazoo, MI 49001
	Planned Activities	Administration of the CDBG program for the 2018 program year to include monitoring, reporting technical assistance, etc.
2	Project Name	Code Enforcement
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Affordable Housing
	Needs Addressed	Public Services
	Funding	CDBG: 400,000
	Description	The CP&D Department will fund Housing Inspectors and Anti-Blight staff who work in the CDBG-eligible Census Tracts to reduce slum and blight.
	Target Date	7/01/18

	Estimate the number and type of families that will benefit from the proposed activities	The City's Code Enforcement and Anti-Blight Team will contribute to the quality of owner housing in the City through their enforcement efforts in the CDBG-eligible neighborhoods. The team will manage the following type of activities: abandoned residential structure cases; secure and board structures open to casual entry; condemn structures; work with the Building Board of Appeals; issue graffiti violations conduct inspections and enforcement of dangerous structures or dilapidated structures, structures found open to casual entry, trash and junk on private property, curb lawn trash, zoning violations, tall grass/weeds, and graffiti, and general blight.
	Location Description	The activities will take place in the 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00 Census tracts.
	Planned Activities	The City's Code Enforcement and Anti-Blight Team will contribute to the quality of owner housing in the City through their enforcement efforts in the CDBG-eligible neighborhoods. The team will manage the following type of activities: abandoned residential structure cases; secure and board structures open to casual entry; condemn structures; work with the Building Board of Appeals; issue graffiti violations and general blight.
3	Project Name	Demolition
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Neighborhood Enhancement
	Needs Addressed	Public Services
	Funding	CDBG: 100,000
	Description	Spot blight demolition of approximately 3 vacant/blighted residential structures in eligible CDBG neighborhoods.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	There is a population of approximately 26,329 living in the six core CDBG-Eligible Census Tracts (Eastside, Edison, Stuart/ Douglass, Northside, Southside, and Vine) neighborhoods. Approximately 68 percent of these households have incomes at 80 percent or less of the area median income and approximately 43.1 percent live below the federal poverty line that will benefit from this proposed activity.
	Location Description	The activities will take place in the 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00 Census tracts.
	Planned Activities	Will demolish five vacant, abandoned single-family residential structures.

4	Project Name	Parks & Recreation - Youth Program
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Neighborhood Enhancement
	Needs Addressed	Public Services
	Funding	CDBG: \$36,855
	Description	Sponsor programs that are devoted to the mental well-being, discovery of self-worth and relationship development of children.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	The Parks and Recreation Department will provide an after school and summer youth program from the Youth Development Center located CDBG – Eligible Census Tract Edison Neighborhood. The Center draws from families primarily in the Eastside, Edison, and Vine neighborhoods which are CDBG-eligible. Approximately 68 percent of the households in these four neighborhoods have an income that is 80 percent or below the area median income. In addition, 72 percent of the students within the Kalamazoo Public School system in these neighborhoods are eligible for free and reduced lunch.
	Location Description	230 East Crosstown Parkway, Kalamazoo . Activity will primarily serve census tracts 9, 16 and 13.
5	Planned Activities	The Youth Development Center provides services that include meeting space for youth and youth organizations; youth and staff training; programs; a resource center with information and equipment available for use by youth; and collaborative programming that includes intergenerational youth programs, leisure, social/educational and entrepreneurial programs.
	Project Name	Public Safety - Neighborhood
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Neighborhood Enhancement
	Needs Addressed	Public Services
	Funding	CDBG: \$150,000
	Description	The City of Kalamazoo Public Safety Department will use CDBG funds toward the salaries of two public safety officers for crime awareness and prevention in the low- to moderate-income neighborhoods.
	Target Date	7/01/18

	Estimate the number and type of families that will benefit from the proposed activities	Families within the CDBG-eligible neighborhood will benefit from this activity as Community Policing Officers will provide needed crime prevention activities. Partnerships will be established with the neighborhood associations to ensure outreach to the community.
	Location Description	The activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	The role of the Community Policing Special Unit is to prevent crime through identification of trends and the creation of action plans for resolution in partnership with neighborhood and community organizations. The KDPS Community Policing Special Unit is intended to partner with the neighborhood associations to identify crime trends that negatively impact the quality of life within the CDBG-eligible neighborhoods, particularly Eastside, Edison and Vine. The Community Police Officers will maintain close relationships with neighborhood directors and associations to stay apprised of problems, “hot-spots,” and priorities of the neighborhoods, so they can discuss prevention strategies and develop a comprehensive prevention approach in a timely manner. The Officers will attend monthly neighborhood association meetings and neighborhood watch meetings. They will give presentations within the neighborhoods on an array of topics, mostly geared toward crime prevention and personal safety awareness. The partnership between Public Safety and the citizens of the CDBG-eligible neighborhoods will assist in solving problems creatively to prevent crime.
6	Project Name	Community Homework’s - Critical Home Repair
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Affordable Housing
	Needs Addressed	Rehabilitation of Existing Units
	Funding	CDBG: \$150,000
	Description	Community Homework’s will use CDBG funding to complete approximately 60 emergency home repairs and will rehabilitate three homes for low- to moderate-income homeowners.
	Target Date	7/01/18

	Estimate the number and type of families that will benefit from the proposed activities	Sixty (60) low-income households will benefit from this proposed activity.
	Location Description	The activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	Community Homework's with provide loans for minor/critical home repair and moderate housing rehabilitation
7	Project Name	Senior Services - Home Repair for the Elderly
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Affordable Housing
	Needs Addressed	Rehabilitation of Existing Units
	Funding	CDBG: \$125,000
	Description	Senior Services, Inc. will use CDBG funds to perform minor home repairs and barrier-free accessibility enhancements to approximately 50 housing units owned by senior citizens in CDBG-eligible Census Tracts throughout the City of Kalamazoo.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	Fifty (50) senior households will benefit from this proposed activity.
	Location Description	The activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	Minor/critical home repair and ADA accessibility improvements
8	Project Name	LISC Continuum of Care - CDBG
	Target Area	City-wide low-income households
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Emergency Shelters Homeless Prevention
	Funding	CDBG: \$20,000

	Description	LISC will provide technical assistance, capacity building training, and evaluation to approximately four housing and community development non-profit organizations, including CHDOs, operating in the City of Kalamazoo, primarily in the eligible CDBG neighborhoods. LISC will also provide staff for the Affordable Housing Partnership.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	Homeless families will benefit from this proposed activity.
	Location Description	City-wide
	Planned Activities	Administration of the Continuum of Care.
9	Project Name	HOME Program Administration and Planning
	Target Area	City-wide low-income households
	Goals Supported	Affordable Housing
	Needs Addressed	Administration of Programs
	Funding	HOME: \$53,158
	Description	The CP&D Department will utilize the 10% percent cap available from the entitlement funding for management, monitoring and coordination of HOME Activities.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	There is population of approximately 75,548 residing in the City of Kalamazoo of a non-low/mod and low-mod status will benefit from proposed activity.
	Location Description	These activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	Housing counseling, rental inspections, and rental assistance.
10	Project Name	Neighborhood Enhancement
	Target Area	CDBG-Eligible Census Tracts
	Goals Supported	Neighborhood Enhancement
	Needs Addressed	Funding will assist families with repairs resulting in code violations

	Funding	CDBG:\$125,000
	Description	City of Kalamazoo will utilize \$125,000 in CDBG funds to address critical home repairs that result in code violations.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	Infrastructure improvement will benefit citizens city-wide.
	Location Description	Funding will be used to address infrastructure improvement as needed throughout city
	Planned Activities	Funding will be used to address infrastructure improvements as needed.
11	Project Name	New Horizon
	Target Area	HOME-Eligible Census Tracts
	Goals Supported	Affordable Housing
	Needs Addressed	Rehabilitation of Existing Rental Units
	Funding	HOME: \$100,000
	Description	City of Kalamazoo will use HOME funds to address the need for affordable Housing for low/mod families.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	The City of Kalamazoo will use HOME funds to rehab/convert two apartments for handicap individuals. Any additional funding remaining will be used for the rehab/repair of additional units.
	Location Description	The activities will take place in one of the following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
12	Planned Activities	The City of Kalamazoo will use HOME funds to rehabilitate, acquisition n or construct affordable housing for low/mod income families.
	Project Name	Kalamazoo Valley Habitat for Humanity
	Target Area	HOME-Eligible Census Tracts
	Goals Supported	Affordable Housing

	Needs Addressed	Rehabilitation of Existing Homes
	Funding	HOME: 100,000
	Description	City of Kalamazoo will use HOME funds to address the need for two (2) affordable Housing for low/mod families.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	The City of Kalamazoo will use HOME funds to rehabilitate two (2) affordable housing for low/mod income families
	Location Description	The activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	The City of Kalamazoo will use HOME funds to rehabilitate, acquisition n or construct affordable housing for low/mod income families.
13	Project Name	Kalamazoo Neighborhood Housing Services
	Target Area	Eligible Census Tracts
	Goals Supported	Affordable Housing
	Needs Addressed	Home Purchase - Down Payment Assistance
	Funding	HOME: 75,000
	Description	City of Kalamazoo will use CDBG funds to address the need for down payment assistance for ten (10) for low/mod families.
	Target Date	7/01/18
	Estimate the number and type of families that will benefit from the proposed activities	City of Kalamazoo will use CDBG funds to address the need for down payment assistance for ten (10) for low/mod families.
	Location Description	The activities will take place in one of following census tracts: 1.00, 2.01, 2.02, 3.00, 5.00, 6.00, 9.00, 10.00 and 11.00
	Planned Activities	City of Kalamazoo will use CDBG funds to assist ten (10) low/mod families with down payment assistance

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Kalamazoo has chosen to focus CDBG funds where at least 51 percent of the residents are considered low and moderate income by HUD. These neighborhoods and Census tracts are:

67.9% Eastside – 1.00

67.9% Central Business District – 2.01

80.5% Northside – 2.02 and 3.00

68.7% Douglas/Stuart – 5.00

72.85 Vine – 6.00

68.5% Edison – 9.00, 10.00 and part of 11.00

55.5% Southside – 11.00

52.1% Oakwood – 16.03

HOME funds are intended to be used throughout the City.

Geographic Distribution

Target Area	Percentage of Funds
City-wide low-income households	44%
CDBG-Eligible Census Tracts	56%

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The focus of CDBG funding in these areas was not only because of eligibility under HUD rules. Many of the core neighborhoods have additional socioeconomic reasons that warrant concentrating resources.

Approximately 32 percent of individuals residing in the City of Kalamazoo are living below the federal poverty level. This is almost double the rate of individuals living below the poverty level for the State of Michigan and Kalamazoo County. While the City is experiencing higher rates of poverty, only three Census tracts meet HUD's definition of "racially or ethnically concentrated

areas of poverty.” An area must have a non-White/Caucasian population of 50 percent or more and poverty rate that exceeds 40 percent to be considered concentrated.

The three Census tracts are 1.00 (Eastside) and 2.02 and 3.00 (Northside). The Eastside Neighborhood has a poverty rate of 47.5 percent and 76.3 percent of the population is of minority status. The Northside Neighborhood (2.02 and 3.00) averages a poverty rate of 45.4 percent and a minority population of 92.1 percent.

The core neighborhoods also have much older housing stock. Approximately 90 percent of the homes were built prior to 1979, which raises the risk of lead based paint. Over 90 percent of the homes in Census tracts 2.02 (Northside), 6.00 (Vine), 9.00 (Edison), and 16.03 (Oakwood) were built before 1979. According to the 2012 American Community Survey, approximately 60 percent of the homes found in the CDBG eligible census tracts were built prior to 1939. The advanced age of the housing stock indicates a need for continued maintenance, lead based paint removal, weatherization and energy efficiency upgrades.

It appears that neighborhood disparities in accessing community assets exist between the more affluent neighborhoods in the City and many of the core neighborhoods. The Edison and Northside Neighborhoods struggle with poor performing schools, have higher percentages of poverty and persons receiving public assistance. Not unexpectedly, these same neighborhoods tend to have lower participation in the labor market, lower percentage of persons employed and lower percentage of persons with either a high school or bachelor’s degree. Access to employment centers may be more problematic because of difficulties accessing the transit system or limited financial means to own and maintain a car.

HOME funds are intended to be used throughout the City. HOME funds are predominately utilized to develop affordable housing. Dispersing affordable housing throughout the City helps to prevent concentrating low income residents within one neighborhood. ESG funding was not a part of the City of Kalamazoo allocation for 2018. However, the City of Kalamazoo will use public services to fund ESG administrative efforts throughout the City of Kalamazoo. Many of the homeless shelters are located within downtown Kalamazoo or the core neighborhoods.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing continues to be a priority for the City of Kalamazoo. Currently, there are more households in need of affordable housing than units available. For PY2018, the following goals are expected:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	153
Special-Needs	3
Total	156

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	153
Acquisition of Existing Units	0
Total	153

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The total numbers between the two tables differ because of the number of households that are expected to receive minor or critical home repair, which have not been classified as full rehabilitation. In addition, one home is expected to receive down payment assistance which is also not included in the first table.

AP-60 Public Housing – 91.220(h)

Introduction

Kalamazoo do not have public housing.

Actions planned during the next year to address the needs to public housing

N/A

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Kalamazoo continues to invest future federal funds to projects providing benefits to very low and low income persons who are homeless or have special needs. During the public outreach process, the city reconfirmed that homelessness is a major issue the community faces. For this reason, the city will allocate federal funds to the Continuum of Care and will give priority to affordable housing projects that provide housing units to homeless persons.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Housing Resources, Inc. and Goodwill Industries sponsor a weekly Community Housing Hour, which includes a number of housing and social service providers that help resolve housing issues. The event reaches out to both the homeless and those in danger of becoming homeless. Organizations include the Department of Human Services, Legal Aid of Southwest Michigan, Kalamazoo Community Mental Health and Kalamazoo Neighborhood Housing Services. The type of services provided include housing search information, prevention of eviction, emergency shelter referrals, foreclosure and homeownership, budgeting and resources for landlords and tenants.

Kalamazoo Community Mental Health and Substance Abuse Services support a Housing Recovery Center, which assists individuals with finding and maintaining affordable housing. One of the services the Recovery Center offers is outreach to people living in emergency shelters and places not meant for human habitation. Ultimately, the outreach is to provide homeless individuals with the services they need and to help them find permanent and supportive housing.

Catholic Charities Dioceses of Kalamazoo utilizes a street outreach program grant from U.S. Department of Health and Human Services. The grant has enabled Catholic Charities to meet homeless youth at their point of need. The street outreach program allowed Catholic Charities to build upon and expand their current drop-in center services to have staff available on the street at designated times, seeking out youth who most need their services.

Addressing the emergency shelter and transitional housing needs of homeless persons

The countywide Coordinated Community Assessment System utilizes Gryphon Place 2-1-1 to provide crisis intervention and perform the initial centralized screening and intake process to determine primary and urgent needs. Individuals are prioritized based on the severity of their housing crisis. Persons with greatest need are referred to Housing Resources, Inc., the Lead Agency/Housing Assessment and Resource Agency (HARA), for housing assessment and development of the Community Housing Assistance Plan (CHAP). Those with an urgent need are referred to area emergency shelters where the CHAP is developed in consultation with the HARA.

The HARA schedules the housing assessment visit within two days of initial contact. The HARA Housing Resource Specialist creates the CHAP utilizing the Homeless Management Information System (HMIS) and prioritizes strength based case management principles. Resources are provided based on need and may include: case coordination, financial assistance, landlord/tenant education/engagement, linkage to community partner resources, and referrals to mainstream service providers.

Emergency shelter services, with the goal of rapid re-housing, are provided to homeless households. These services include a shelter diversion assessment, shelter entry with the goal of rapid exit, financial assistance in the form of rental subsidy, and tenant-landlord engagement. Emergency shelters with rapid re-housing services have the goal of achieving sustainable permanent affordable housing.

The City of Kalamazoo continues to provide ESG funds through the Kalamazoo County Continuum of Care to support emergency shelter and transitional housing needs. Exact outcomes will not be known until the application process, which will occur in the summer of 2018.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Housing Resources Inc., as the CoC's, Housing Assessment and Resource Center (HARA), hosts a Housing Stabilization Program providing community wide centralized intake and assessment and/or shelter diversion services, homeless prevention, focusing on reducing evictions for low income residents, rapid re-housing, rapidly exiting homeless households from emergency shelter to new sustainable housing options to avoid repeat episodes of homelessness, and permanent supportive housing, serving households where the head of household has a disability and who are chronically vulnerable to housing instability and repeat episodes of homelessness.

Persons with primary need are referred to Housing Resources, Inc., the Housing Assessment and Resource Agency (HARA) for assessment and development of the Community Housing Assistance Plan (CHAP). Those with an urgent need are referred to area emergency shelters where the CHAP is developed in consultation with the HARA. Walk-in services are provided through centrally located satellite locations and at Ministry with Community, the local drop-in day shelter. Connections to services are also available at the weekly "Community Housing Hour"; located at the Goodwill Human Services Campus, multiple agencies participate in providing housing related information.

The CoC's prevention work includes a "homeless preference" vouchers registry (currently 156) and it works closely with the Michigan State Housing Development Authority's (MSHDA) agent

who administers 947 Housing Choice Vouchers, and 95 project-based vouchers. In addition, the following programs have been developed to help prevent individuals and families from becoming homeless:

- The Eviction Diversion program is designed to prevent rental evictions, reducing the number of families and individuals who are at jeopardy of becoming homeless. This is a unique partnership between the court system and the Continuum of Care to prevent rental eviction.
- The Navigator Program is a results oriented program that strives to eliminate barriers to housing and services for those in most need. A nonprofit partner that provides housing and homeless services designates a person who is able to cut through barriers to resolve difficult situations when a client is in crisis, when repeated requests for service have not been addressed, or when a client is repeatedly referred from agency to agency without action.
- Project Connect is a program that provides a day of assistance for families and individuals living in our community that are in need of services, ranging from haircuts, to Department of Human Services applications, from resume building to housing services. One important service that is provided is the ability to obtain birth certificates and personal identification, which is often a serious barrier to receiving other necessary benefits. More than 50 organizations come together and offer services at a single location.

In addition, the City funds Housing Resources, Inc. and Catholic Family Services with tenant based rental assistance. These agencies expect to support up to 55 clients, some of which may be experiencing homelessness or in jeopardy of becoming homeless. Funds will also be provided through the ESG program toward rapid re-housing and homeless prevention.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Stakeholders and/or collaborating agencies that is responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. A Continuum of Care policy statements regarding discharge includes:

Foster Care: The CoC works with Samaritas (Lutheran Services) in Kalamazoo; as foster care providers, they are required to adhere to Michigan's laws, policies, and procedures applicable to adult and child foster care placement and discharge. Young adults (ages 18-21) transitioning out of foster care to independent living are assisted in finding suitable and sustainable living arrangements. Youth are linked to additional community support such as counseling and human services assistance as needed to assure successful transition to an independent living

situation. Persons released from adults foster care settings are guided by similar rules, policies, and procedures.

Health Care: Discharge planning assessment, planning, and follow-up procedures are managed by providing a multi-disciplinary team approach to patients with post-hospital needs. Discharge Planning is the vehicle which moves the patient to the proper level of post-hospital care and/or to the proper facility. In the event the patient is homeless or uninsured, the Case Manager will facilitate a discharge plan based on utilization of community resources including the Mission, and Crisis Housing. Medical social workers assist in this process as well and often work with extended family members to secure safe housing arrangements.

Mental Health: There are strong "guidelines" about discharge from the State hospitals and from the mental health unit at Borgess Hospital. The Kalamazoo County Mental Health (KCMH) and Substance Abuse Services agency follows the dictates of Section 330.1209b of the Mental Health Code, which states that "the community mental health services program will produce in writing a plan for community placement and aftercare services that is sufficient to meet the needs of the individual." KCMH also employ hospital liaisons to work with individuals prior to release to create a "person centered plan" which includes next steps after discharge.

Corrections: The Kalamazoo Criminal Justice Council convened "Project RETURN," which is a process that resulted in a community-wide effort to manage prisoner reentry. RETURN eventually led to Kalamazoo becoming one of only eight Michigan Prison Reentry Initiative Pilot Sites, working closely with the Michigan Department of Corrections to have successful and safe prisoner reentries in Kalamazoo. Several representatives of the local and regional Continuum of Care are active participants in this process. Kalamazoo Community Mental Health and Substance Abuse Services also funds a jail liaison position to connect people in jail with appropriate mainstream, Medicaid funded mental health services.

Veterans: The regional Veteran's Administration (VA) follows a set of discharge criteria when releasing patients into the community. VA social workers and case managers assess and work with the patients who are homeless to find them appropriate shelter before their release. The VA works with emergency shelters, other homeless housing, and supportive services providers in the Continuum of Care to assure suitable placement is achieved after discharge. The rental assistance through Housing Resources, Inc. and Catholic Family Services may support individuals leaving an institutional setting. In addition, the ESG funds that will be allocated through the Continuum of Care will assist with rapid re-housing and homeless prevention.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers to affordable housing are varied and complex. Possible barriers to the development or retention of affordable housing are public policies, particularly those of the City. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment. In addition to public policies, larger social issues and outside forces impact the ability to access affordable housing. Social issues like poverty and lack of employment, and outside forces like reductions in Federal and State funding to develop new housing, present a barrier to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The following information reviews some of the possible barriers in Kalamazoo:

Land Use Controls

Most of the available land in the City has been developed. There are only a small number of large vacant tracts of land that remain, thereby limiting the future development of residential units. There are a number of smaller parcels that are vacant and suitable for infill construction of residential units. A number of vacant or underutilized commercial buildings are also prime locations for redevelopment, with residential use being at least a component of the use.

A barrier to the development and redevelopment of these infill sites is environmental contamination. Particularly in many of the lower income neighborhoods, many of the properties that are available for redevelopment are environmentally contaminated primarily due to overuse of the site or an adjacent site. Clean-up of these sites can be very costly, thereby limiting the ability to attract new business and housing to these sites. It is much easier and cheaper to develop “green fields” in the unpolluted, outlying communities than it is to develop the “brownfields” in the City.

Zoning Ordinance and Subdivisions

The City’s existing Zoning Ordinance does not appear to be a barrier to affordable housing. It permits multifamily housing in five of the eleven residential zoning districts. In addition, duplexes are permitted in two other districts in which multifamily residential is not permitted.

The four single family residential districts allow for small minimum lot sizes, which permits higher density of development than in many of the jurisdictions surrounding the City of Kalamazoo. In adjacent jurisdictions, large lot zoning does create a barrier to affordable housing and establishes pressures that force some low income populations into the City of Kalamazoo.

The low densities found in adjacent jurisdictions create increased prices and barriers to affordability.

Additionally, the City of Kalamazoo Zoning Ordinance allows for multifamily development in several commercial districts to allow for mixed use and to encourage walkability.

Housing and Building Codes

The City of Kalamazoo enforces the Michigan Building Code, which is standard among municipalities in the State.

The City employs an anti-blight and building code enforcement team. As a result, blight and abandonment issues are addressed more quickly. The rental certification program continues to be administered, which helps to improve the quality of rental housing. Concerns have been raised that the rental certification program is a barrier to affordable housing because it adds an additional cost to the management of rental properties. However, in a city where over half of the residential units are rental, a program of this type is necessary to not only maintain the health, safety and welfare of those who rent in Kalamazoo, but to maintain or improve property values in City neighborhoods.

Discussion

The City will utilize a variety of strategies and support from community partners to help address barriers to affordable housing. Generally, the City utilizes 50 percent or more of the total HUD grant award towards housing activities. These funds will help to increase the supply of affordable housing, as well as helping those in affordable units to remain housed. In addition, the City has encouraged, through the competitive application process, that housing providers form partnerships in the hopes of avoiding duplication of services that would allow assistance to larger numbers of low income households.

Most of these partners also provide needed social services that help households with long term housing sustainability. The nonprofit partners receiving funding to assist with affordable housing in PY2018 are:

- Housing Resources, Inc.
- Community Homeworks
- Senior Services, Inc.
- Fair Housing Center of Southwest Michigan

The Kalamazoo Brownfield Redevelopment Initiative has been a tremendous resource in addressing the issue of contaminated properties that may have the ability to be redeveloped. Using captured tax revenue, the Brownfield Initiative has purchased many contaminated properties throughout the City. They then prepare these sites for redevelopment by removing the contamination. The properties are put back on the market and resold without the environmental contamination.

Some additional actions planned for PY2018 are:

- Work with local nonprofit housing providers on the development of new and/or rehabilitated housing. Encourage variety in housing types like duplexes, townhomes, 4-unit apartments to provide a wider range of rents and mortgage costs.
- Improve financial options for Kalamazoo residents to increase homeownership and homeowner maintenance by working with local lending institutions and nonprofits to develop loan types and/or underwriting requirements that would allow for nontraditional home loans.
- Work with local nonprofit housing providers to provide homeowner subsidies to help low income families with down payment assistance.

Improve access to quality rental housing in Kalamazoo through continued support of tenant based rental assistance programs. In addition, consider the development of a program where vacant and/or tax foreclosed properties are sold to landlords who maintain exceptional rental properties and will rehabilitate the home for rental use. Work with local nonprofit housing providers on free and/or reduced-cost financial literacy for households from the Eastside, Edison or Northside Neighborhoods. Focus CDBG funding on substandard housing and/or deferred maintenance of affordable housing units, particularly in the Eastside, Edison and Northside Neighborhoods

AP-85 Other Actions – 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

The Community Planning and Development Department will continue to collaborate with our local community housing and human service providers, government officials, business leaders and citizens to identify areas of need in the community. Coordinated efforts have been improved and will continue to be enhanced through PY2018 with local funders and other governmental entities to try and address underserved needs.

Based on the information gathered for the development of the 2014-2019 Consolidated Plan, one of the more underserved populations is the very low income, particularly in regards to housing. Low income renters experience the greatest housing cost burden in Kalamazoo. The tenant based rental assistance programs supported by the City and sponsored by Housing Resources, Incorporated will help us address this underserved need.

Actions planned to foster and maintain affordable housing

In PY2018, the City will continue to place an emphasis on affordable housing as part of the competitive grant application process. A total of four nonprofits and one for profit organization will receive CDBG, ESG and HOME funding to expand new and maintain existing affordable housing. Approximately **\$878,422** (CDBG/HOME) of the total funds provided to the City will be used towards the improvement of affordable housing in the City.

Actions planned to reduce lead-based paint hazards

Three single-family homes will be completely rehabbed with PY2018 funds. The removal of lead based paint, if found, will be a requirement of these rehabilitations. In addition, the City plans to utilize \$38,700 to demolish blighted residential structures in the City. It is likely that these homes may contain lead based paint because they tend to be older structures where lead is more prevalent. The removal of approximately five structures will reduce the chances of a household living with lead contamination.

The City will also continue to work with the Michigan Department of Community Health, Division of Environmental Health, and Healthy Homes Program to reduce lead-based paint hazards. The Division provides grant funding to homeowners to remediate lead based paint. Through the City, local nonprofits and neighborhood associations are kept apprised of available funding and the process to receive grant funds.

Actions planned to reduce the number of poverty-level families

Reduction in poverty has recently become a priority for the Kalamazoo City Commission. They have decided to take a leadership role in fostering collective action to reduce poverty in the City, especially for children.

To that end, the City Commission is actively involved with and supportive of, the Kalamazoo County Poverty Reduction Initiative. This initiative is a coalition of local business, education,

human service, economic development, philanthropic, government, legal, academic, and faith-based leaders whose mission is “to foster collaborative and mutually accountable public-private partnerships that increase both access to and resources for individuals and families living in poverty.”

The Poverty Reduction Initiative has long-range plans to raise funds to invest in the rehabilitation of substandard rental units and homes owned by low income households. They intend to encourage and assist in the conversion of existing market rate units to affordable housing, and add permanently affordable rental units with an investment in rental subsidies.

For PY2018, the City of Kalamazoo will continue to work towards helping those in poverty access affordable housing. In addition, the City has developed a Section 3 preference policy to promote the procurement of Section 3 businesses. The intent is to improve the economic circumstances of local low income business owners and residents.

Actions planned to develop institutional structure

Local Initiatives Support Corporation (LISC) will continue to coordinate housing and community development efforts through the Sustainable Communities Initiative. They have reached out to other service providers, neighborhood organizations and funders to help them achieve the goals of the Initiative, which are expanded capital investment in housing, increasing family income and wealth, stimulating the local economy, improving access to quality education and developing healthy environments and lifestyles. The Deputy City Manager will continue to sit on the Board of LISC Kalamazoo. The Continuum of Care is operated as a compliment to the LISC Sustainable Communities Initiative. This collaboration of nonprofit, business, governmental, education, health, human service, advocacy entities, and constituent groups are creating a comprehensive and integrated approach to end homelessness and insure permanent housing for low income people. The Continuum of Care has three volunteer groups that help improve provision of services, eliminate barriers to housing, improve the management of data, and allocate funding. The Community Development Manager sits on the Allocations and Accountability Team.

The City will continue to host bi-monthly meetings with the core CDBG-eligible neighborhoods during PY2018. The executive directors of each neighborhood organization attend the meetings along with representatives from City departments like Public Safety, Public Services, Parks and Recreation, and Community Planning and Development. The meetings focus on neighborhood issues, the coordination of services, updates on City improvements, etc. The intent is to provide an open forum for neighborhood leaders to work cooperatively with the City on addressing neighborhood needs.

The City, particularly the Department of Community Planning and Development, could benefit from stronger relationships with our county partners. The Kalamazoo County Department of Health and Community Services houses the Kalamazoo County Community Action Agency, which provides programs and services to help low income households achieve greater economic self-sufficiency. The City will work towards more intergovernmental cooperation in PY2018 to work towards joint community development projects, data sharing and best practices.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Kalamazoo has indicated that the priorities that should be addressed during the five year period of this Plan are affordable housing, homeless assistance, neighborhood enhancement and youth development. The institutional structure for the neighborhood enhancement and youth development priorities is internal to the City and has no gaps to providing services. The affordable housing priority could benefit from a stronger relationship with the Kalamazoo County Community Action Agency. Community Planning and Development staff at the City plan to engage with the housing programs staff to review possible areas of partnership that will improve affordable housing outcomes.

The development of new affordable housing, particularly with supportive services, is also a goal of the Continuum of Care. Partnerships with the City of Kalamazoo, local nonprofit housing providers and the Michigan State Housing Development Authority will need to be an affordable housing development strategy. The City will continue to invest in affordable housing through both the CDBG and HOME grant programs. The development of new units will continue to be considered based on successful financial statements and plans.

To have a more proactive approach to homeless prevention, the Continuum of Care developed the Systems of Care team. They established work groups to address the needs/barriers of those that may become homeless. The Team works to promote the adoption of evidence-based and promising program practices in support of a Housing First philosophy of care. They prioritize Continuous Quality Improvement in service delivery and educate and inform members on national and community best practices.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$120,680
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$120,688

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	1.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(1)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not plan any other forms of investments except for those identified in Section 92.205 of the HOME Investment Partnership Program Final Rule.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Per the requirements of 24 CFR 92.254, the City will require Subrecipients and developers to recapture all, or a portion of, the HOME investment if the homeowner decides to sell the house within the affordability period at whatever price the market will bear. The homebuyer may sell the property to any willing buyer. However, the sale of the property during the affordability period triggers repayment of the HOME funds utilized when it was originally purchased.

- **Reduction during the Affordability Period (Forgiveness):**

The Subrecipient or developer will forgive the direct HOME subsidy during the time of the affordability period. The total amount of the direct HOME subsidy will be equally divided among the years of the affordability period. For example, a \$40,000 direct HOME subsidy would be equally forgiven over the 10 year affordability period, reducing by \$4,000 each year.

Forgiveness will only be given to the homebuyer for each year they occupy the home as their primary residence.

- **Amount of Repayment and Net Proceeds:**

Net proceeds are defined as the sale price minus superior non-HOME loan repayments and any closing costs. If there are no net proceeds or insufficient proceeds to recapture the full amount of HOME investment due, the amount subject to repayment must be limited to what is available from net proceeds.

- **Homebuyer Agreement**

Recapture of the HOME investment and forgiveness over time is required to be detailed in the Homebuyer Agreement signed by the homebuyer and recorded on a deed restriction with the County Clerk/Register of Deeds.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The period of affordability is detailed in either the Subrecipient or developer agreement with the City of Kalamazoo. The agreement also requires the Subrecipient or developer to ensure compliance with the affordability period by placing a covenant or deed restriction that runs with the property and is recorded with the County Clerk/Register Office. A copy of the recorded document is provided to the homeowner and the City of Kalamazoo.

Per the requirements of 24 CFR 92.254, the Subrecipient or developer will recapture all or a portion of the HOME investment if the homeowner decides to sell the house within the affordability period at whatever price the market will bear. The homebuyer may sell the property to any willing buyer. However, the sale of the property during the affordability period triggers repayment of the direct HOME subsidy provided to the homeowner when it was originally purchased.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Kalamazoo does not utilize HOME funds to secure existing debt for multifamily

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. **Include written standards for providing ESG assistance (may include as attachment)**

HUD did not allocate funding for this program for PY2018. However, \$20,000 (CDBG) is to be awarded to CoC for administrative support.

Source of Funding. All CoC programs are funded by the McKinney-Vento Homeless Assistance Act of 1987 and administered by HUD; some ESG funds are passed through to the Michigan State Housing Development Authority (MSHDA). McKinney-Vento programs provide outreach, shelter, transitional housing, supportive services, rent subsidies, and permanent housing for people experiencing homelessness and/or at risk of homelessness.

- Additionally, in 2009, Congress passed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act to consolidate HUD homelessness programs (Supportive Housing Program, Shelter Plus Care, and Moderate Rehabilitation/Single Room Occupancy). The Hearth Act amended and reauthorized the McKinney-Vento Homelessness Assistance Act, and is intended to further assist people in regaining stable, permanent housing and supports a coordinated intake process, effective data collection, performance measurement and program evaluation systems.
- The dollar amount of available funding is determined competitively for the Continuum of Care Program Competition and by formula to each jurisdiction (State of Michigan,

Kalamazoo City and County) for the Emergency Solutions Grants program. The CoC and the City of Kalamazoo combine their Emergency Solutions Grants, funded by MSHDA and HUD, respectively, into a single application process.

- Funding is subject to federal appropriations, state and local allocations and terms of the relevant Notice of Funding Availability (NOFA); *funding is not guaranteed by the CoC, City of Kalamazoo, HUD or MSHDA until grant agreements are finalized and executed.*

Eligible Uses of Funding. CoC and/or ESG funding is available for projects that provide:

- Homeless outreach, assessment, and prevention; Emergency shelter (ES); Transitional housing (TH); Permanent housing with supportive services (PSH); Permanent Housing-Rapid-Rehousing (PH-RR) Permanent housing only (PH); Supportive services only (SSO), and Planning, HMIS, and Grant Administration.

Ineligible Uses of Funding

Funds cannot be allocated to any organization that:

1. Does not comply with the nondiscrimination provisions of local, State and Federal civil rights laws (see CoC Fair Housing Policy); or
2. Requires participation in religious activities as a condition for receiving services; or
3. Does not comply with the Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity Final Rule (2012 Equal Access Rule).

CoC Collaborative Applicant

The Local Initiatives Support Corporation (LISC) employs the CoC Director and serves as Kalamazoo County's Lead Agency and Collaborative Applicant. The City of Kalamazoo's Deputy City Manager serves on the LISC Board; the LISC Board serves as the CoC's governing body.

2. **If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

The Continuum of Care formalized a "No Wrong Door" countywide Coordinated Community Assessment System in 2009. Gryphon Place 2-1-1 provides crisis intervention 24/7 and performs the initial Centralized Screening and Intake process to determine primary and urgent needs. Individuals are prioritized based on the severity of their housing crisis. Persons with primary need are referred to Housing Resources, Inc., the Lead Agency/Housing Assessment and Resource Agency (HARA) for housing assessment and

development of the Community Housing Assistance Plan (CHAP). Those with an urgent need are referred to area emergency shelters where the CHAP is developed in consultation with the HARA. Walk-in services are provided through centrally located satellite locations and through the weekly Community Housing Hour at the Goodwill Human Services Campus where multiple agencies participate in providing housing related information.

Through enhancements and expansion of the coordinated access and assessment process and the implementation of the CHaMP (Community Housing Matching and Planning) process, families becoming homeless will be prioritized for services and housing placement.

In addition, through a partnership with United Way and the YWCA, a “Liaison to Success” pilot program will be implemented in 2016 that serves 20 “underemployed” households specifically identified as to receive intensive supportive services for the purpose of improving financial and housing stability in the household with specialized services for families exiting the YWCA family shelter who will have an additional Victim Services case management component. These actions are dependent on the availability of housing units for those experiencing homelessness. The CoC’s newly formed HART (Housing Action Response Team) includes a team member dedicated to Housing Location and Landlord Engagement to find available units for these households.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City of Kalamazoo currently renews funding for nonprofit agencies carrying out ESG-funded emergency shelter activities, provided that the contractual obligations have been met and project outcomes have been successful. The City may choose to reduce or eliminate funding to an agency that does not meet contractual obligations, or that administers a project that fails to meet outcome goals. If an existing program does not fit with the City’s objectives, the agency may be asked to change its program design. The City may also transition to a competitive RFP process. The City does not plan to initiate other large ongoing ESG-funded emergency shelter programs. The City of Kalamazoo currently subcontracts all ESG funding to Housing Resources, Inc., which administers the ESG Program

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

In order to meet the requirements under § 576.405(b), the City of Kalamazoo have partnered with the Local Initiatives Support Corporation (the local CoC Board). The local CoC Board

and its multiple subcommittees each include participation by multiple people with lived experience of homelessness. One CoC Board subcommittee (the Community Advisory Forum) specifically provides a solutions-driven forum for those with lived experience of homelessness and front-line service workers to listen and support each other. It also brings consumers, providers and interested community members together to share information, and identify emerging issues and trends.

5. Describe performance standards for evaluating ESG.

ESG-funded projects in the City of Kalamazoo.

Through on-site and desk monitoring, the reviewer can determine whether the program participant's performance meets program requirements and improve program participant performance by providing guidance and making recommendations. The specific purposes of monitoring are to:

- Validate the accuracy of information presented by the program participants;
- Follow-up on problems identified during the monitoring visit;
- Determine compliance for those activities where there is sufficient information to make eligibility and/or national objective determinations;
- Evaluate the reasonableness of judgments made for those activities that necessarily involve high levels of program participant judgment;
- Ascertain the Subrecipient's ability to ensure that activities carried out meet compliance requirements;
- Verify the accuracy of the program participant's records; and,

Identify apparent causes of any problem(s) and offer recommendations for corrective actions.

Discussion



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 5/22/2018

SUBJECT: Kalamazoo Country Club Fireworks Display Application

RECOMMENDATION

It is recommended that the City Commission approve a request from the Kalamazoo Country Club for a permit to publicly display fireworks at 1609 Whites Road on Wednesday, July 4, 2018 with a rain date of Thursday, July 5th.

BACKGROUND

Pursuant to State law, the Kalamazoo Country Club has submitted an application for a permit to publicly display fireworks at 1609 Whites Road. The Department of Public Safety has reviewed the request, and Fire Marshal Jim Williams has endorsed the application. Also, the required insurance certificate has been provided naming the City of Kalamazoo as additionally insured by the pyrotechnic operator.

COMMUNITY RESOURCES CONSULTED

No community resources were consulted.

FISCAL IMPACT

There is no budgetary impact.

ALTERNATIVES

The City Commission could deny the request. However, staff review indicates the request meets all City approval requirements.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 5/23/2018

SUBJECT: Request for Special Permit

RECOMMENDATION

It is recommended that the City Commission approve a special permit for a miniature pig to be kept at 3717 Madison Street, subject to compliance with applicable statutes, ordinances and health codes.

BACKGROUND

This request is being submitted to you pursuant to the provisions of Section 7-4 of the Code of Ordinances:

No person shall keep, upon any premises within the City limits, any swine whatever, without a special permit from the City Commission or its designee, which permit shall be granted only upon the written application of the person desiring the permit. Such application shall specify the location of the premises upon which the swine are proposed to be kept and the number desired to be kept. Such permit, if granted, shall state the location of the premises and the number of swine allowed to be kept, and it shall be unlawful to keep such swine upon any other premises or to keep any greater number than specified in the permit.

In 2011 Mr. Jim Nicolow requested a permit to keep one (1) miniature pig as a family pet in his home at 2344 Sheffield Drive. The City Commission granted the permit on December 21, 2011. On May 2, 2016 the City Commission granted permission for Mr. Nicolow's daughter, Genevieve, to keep the same pig at 1315 Fraternity Village Drive as she moved near campus to begin attending Western Michigan University. On September 6, 2016 the City Commission granted permission for Ms. Nicolow to keep the same pig at 517 Walnut Court. Ms. Nicolow has indicated she is now moving into a home recently purchased by her parents at 3717 Madison Street and has requested a permit to keep her pig at this location, which will be her address for the foreseeable future. The pig (named Vance) is an indoor, litter trained pig. Ms. Nicolow reports her new neighbors and their dogs have been very welcoming to Vance.

Ms. Nicolow has met all requirements of the ordinance, as she has submitted a written request that indicates the number of pigs to be kept and the address at which they will be kept. Furthermore, there have been no complaints about Vance the pig at the Sheffield Drive, Fraternity Village Drive, or Walnut Court addresses.

COMMUNITY RESOURCES CONSULTED

The City Clerk has contacted the Public Safety Department, and there have been no animal-related complaints against Ms. Nicolow or Vance at their current address.

FISCAL IMPACT

There is no fiscal impact related to this request.

ALTERNATIVES

The City Commission could deny the request or approve the request with additional conditions. Since there are no violations of City Ordinances and no known health or safety issues, denying this request is not recommended.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Clyde J. Robinson, City Attorney

DATE: 5/22/2018

SUBJECT: Appointment of Patsy Moore to the Kalamazoo Building Authority and Kalamazoo Hospital Finance Authority to Fill a Vacancy

RECOMMENDATION

It is recommended that the City Commission approve the appointment of Patsy Moore to fill the vacancies on the Kalamazoo Building Authority and Kalamazoo Hospital Finance Authority created by the resignation of Thomas Skrobola.

BACKGROUND

The Kalamazoo Building Authority is governed by a 3-member board composed of the City Manager, Director of Finance and City Attorney. In the event of a vacancy, the City Commission must appoint a person to serve during the vacancy of one of those offices. Members of the City Commission are not eligible for appointment. Appointees to fill a vacancy serve on an interim basis until the vacant office is filled.

The Kalamazoo Hospital Finance Authority is also governed by a 3-member board appointed by the Mayor with the approval of the City Commission for 3 years terms. By practice, since its creation in 1974, the KHFA has been governed by the City Manager, Director of Finance and City Attorney. The terms of the current appointees, James Ritsema, Thomas Skrobola and Clyde Robinson run until June 30, 2020. To be eligible for appointment, an individual must be a resident of Kalamazoo County and not a member of the City Commission or an officer of a local hospital. Appointees to an unexpired term serve for the remainder of the term.

Due to the recent resignation of Finance Director Tom Skrobola vacancies have been created on both of these boards. It is recommended that Patsy Moore be appointed to serve as a member of the Kalamazoo Building Authority until the appointment of a successor Finance Director and that she be appointed by the Mayor with the approval of the City Commission to serve as a member of the Kalamazoo Hospital Finance Authority for the remainder of the unexpired term of Thomas Skrobola until June 30, 2020.

COMMUNITY RESOURCES CONSULTED

None. The proposed appointment is consistent with the Articles of Incorporation of both Authorities.

FISCAL IMPACT

None.

ALTERNATIVES

By not filling the vacancy both Authorities would retain a quorum and could conduct business, but leaving both Authorities with 2-member boards creates practical problems if conflicts or other issues prevent a quorum of the boards from meeting on a timely basis.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Bobby J. Hopewell, Mayor

PREPARED BY: Scott A. Borling, City Clerk

DATE: 5/30/2018

SUBJECT: Appointment to the Historic Preservation Commission

RECOMMENDATION

It is requested that the City Commission approve the Mayor's appointment of **Ciara Larson** to the Historic Preservation Commission for a term expiring on March 31, 2021.

BACKGROUND

City ordinance establishes that the Mayor appoints and re-appoints members to the Kalamazoo Historic Preservation Commission (HPC). I have reviewed the Nomination Report for Ciara Larson and have appointed her to the HPC. I am now requesting City Commission approval for this appointment as required by ordinance. The attached *Appointee Nomination Report* describes Ms. Larson's qualifications.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact directly associated with this appointment.

ALTERNATIVES

The City Commission could approve the appointment, not approve it, or postpone action to a date certain.

ATTACHMENTS:

Type	Description
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☐	Report Historic Preservation Commission Nomination Report
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Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

April 12, 2018

RECOMMENDATION

The Historic Preservation Commission (HPC) recommends that the Mayor approve the appointment of Ciara Larson to her first full term on the commission. Ms. Larson's term would expire on March 31, 2021.

SPECIAL REQUIREMENTS FOR THE POSITION

This position requires no special skills or training beyond the ordinance requirement of "a demonstrated interest in or knowledge of the history of Kalamazoo and/or the principles of historic preservation."

SELECTION PROCESS

Applicants Considered

The City Clerk had no other active applications for the Historic Preservation Commission.

Interview Process and Final Recommendation

The Historic Preservation Commission interviewed Ms. Larson at their meeting on Tuesday, April 10th.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Ms. Larson is not currently serving on any other city advisory boards.

Residency

Ms. Larson currently lives in a dormitory at WMU, but will be moving to an apartment inside the city.

Term Limits

This would be Ms. Larson's first full term appointment to the HPC. At the end of this term on March 31, 2021 Ms. Robinson would be eligible for re-appointment for one more full term.

Training, Experience, Education And Skills

Ms. Larson has just graduated from the WMU Public History Program and is currently working at Zoetis as a librarian. Ms. Larson is in the process of preparing a National Register nomination for the Old Douglas Community Center.

Contribution To Diversity

Ms. Larson is of European-American descent and is 20-30 years of age.

NOMINATION RATIONALE

The Commission chose this candidate based on her past and present involvement with historic preservation, her range of knowledge in preservation issues and her enthusiasm for preservation.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

Scott A. Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 5/22/2018

SUBJECT: Approval of Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meetings on May 21, 2018.

ATTACHMENTS:

Type	Description
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- | | |
|--------------------------|---|
| ☐ | Minutes May 21, 2018 Neighborhood Meeting |
| ☐ | Minutes May 21, 2018 Business Meeting |

	A neighborhood meeting of the Kalamazoo City Commission was held on Monday, May 21, 2018 at 6:00 p.m. in the Community Room at City Hall, 241 West South Street.
Roll Call	COMMISSIONERS PRESENT: Mayor Bobby J. Hopewell David Anderson Don Cooney Eric Cunningham COMMISSIONERS ABSENT: Vice Mayor Erin Knott Shannon Sykes Jack Urban Also present were Deputy City Manager Jeff Chamberlain, City Attorney Clyde Robinson, and City Clerk Scott Borling.
Commissioners Excused	Commissioner Cunningham, seconded by Commissioner Anderson, moved to excuse the absences of Vice Mayor Knott and Commissioners Sykes and Urban. With a voice vote the motion passed.
Communications	An opportunity was given for miscellaneous communications, but no communications were offered.
Neighborhood Communications	Neighborhood communications were received next. Representatives from the following neighborhood associations were present and addressed the City Commission: <u>Oakwood Neighborhood Association</u> Alfonso Espinosa, Vice President Cheryl Lord, Executive Director <u>Parkwyn Village Association</u> Leslie Tung, President <u>Woods Lake Association</u> Chris Bovid, President
Oakwood Neighborhood Association	The Oakwood Neighborhood Association representatives: - distributed and reviewed the May/June 2018 edition of the <i>Oakwood Times</i> newsletter. - invited Commissioners to the Oakwood Annual Picnic. - reported the Association's annual Bowl-A-Thon fundraiser had been a success. - expressed concerns about the neighborhood polling location, incomplete sidewalks, inadequate lighting, and speeding traffic. - reported neighborhood representatives were working with City staff to develop a neighborhood plan.

- distributed and reviewed copies of the *Oakwood Neighborhood Association 2017 Annual Report*.
- noted the City had reduced funding for neighborhood associations several years prior and requested that the City reinstate neighborhood funding to the former levels.
- asked that the City replace the sign for the neighborhood center at the corner of Oakland Drive and Logan.
- requested that the City put in place a system to report potholes and noted it was a common occurrence for City crews to fill the pothole that was reported, but not the potholes a few yards away.
- stated the Oakland/Parkview intersection was dangerous for pedestrians.
- reported the Association received volunteer hours valued at \$99,000 in 2017.

Oakwood
Neighborhood
Association (cont'd)

Commissioner Cooney requested action regarding the sign for the neighborhood center.

Commissioner Cunningham stated the coming 311 system would provide a way to report potholes.

The Parkwyn Village Association representative:

- reported the Association was working with Ryan Koziatsek from the Kalamazoo Nature Center to address the deer population at Asylum Lake.
- reported the Association was working with Ryan Koziatsek and the Cooperative Invasive Species Management Area for Barry, Calhoun, and Kalamazoo Counties regarding Japanese Knotweed that had moved into the neighborhood.
- stated the Association's founding documents and early meeting minutes were being transferred to the Western Michigan University Archives and Regional History Collection.
- indicated the park in the middle of the community had been renamed the Norman F. Carver Park.

Parkwyn Village
Association

In response to a question from Commissioner Anderson, Mr. Tung stated his recommendations for addressing the deer population were educating people about the impact of unmanaged herds, measuring the deer population, and finding a humanitarian way to control the population.

Commissioner Anderson noted that Bill Rose from the Kalamazoo Nature Center was the local expert on urban deer populations.

Woods Lake
Association

In response to a question from Commissioner Cooney, Mr. Tung stated he had not encountered hard signs of chronic wasting disease, only anecdotal evidence.

The Woods Lake Association representative:

- reviewed the organization of the Woods Lake Association and noted the Association and the City were the two largest riparians.
- distributed copies of the dues/payment request letter that was sent to the City and explained the fees were used to pay for two invasive species and algae treatments per year.
- reported the Association's herbicide permit from the Michigan Department of Environmental Quality was renewed for the next 4 years.
- stated the annual water quality report came back good.
- indicated the Association would be watching closely the development of the Consumers Credit Union property to ensure City inspectors did not give the developers a "pass".
- stated the Association shared concerns with the Oakland/Winchell Association about the natural features overlay in the Zoning Code and urged the City to put in place real, meaningful, substantial protections for natural features.
- expressed safety and security concerns with regard to people walking on the edge of the retention wall and accessing the Association's property from Woods Lake Park.
- asked the City to establish a process for removing dead animal carcasses from roadways.
- reported the Association had worked with the Environmental Concerns Committee (ECC) to develop a recommendation for the City Commission regarding storm sewer run-off, but the resolution that was developed had not been considered. Mr. Bovid stated the City should inform its boards, commissions, and committees of the procedure for submitting recommendations to the City Commission.

*Commissioner Urban arrived at 6:56 p.m.

Citizen Comments

Next, when an opportunity was given for general citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, apologized to Mayor for his comments at last business meeting.

Commissioner
Comments

Finally, an opportunity was given for miscellaneous comments by City Commissioners, but none were offered.

The meeting adjourned at 6:57 p.m.

Adjournment

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on June 4, 2018

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: June 4, 2018

	A regular meeting of the Kalamazoo City Commission was held on Monday, May 7, 2018 at 7:01 p.m. in the City Commission Chambers at City Hall, 241 West South Street.
Roll Call	COMMISSIONERS PRESENT: Mayor Bobby J. Hopewell David Anderson Don Cooney Eric Cunningham Jack Urban COMMISSIONERS ABSENT: Vice Mayor Erin Knott Commissioner Sykes* Also present were Deputy City Manager Jeff Chamberlain, City Attorney Clyde Robinson, and City Clerk Scott Borling.
Commissioners Excused	Commissioner Cooney, seconded by Commissioner Cunningham, moved to excuse the absences of Vice Mayor Knott and Commissioner Sykes. With a voice vote this motion passed.
Invocation	The invocation, given by Dan Sherman, Executive Director of LOVEKzoo.today, was followed by the Pledge of Allegiance.
Adoption of the Agenda	By unanimous consent the City Commission adopted its meeting agenda as presented
Public Hearing re: the Rezoning of 713 Simpson Street	At 7:03 p.m. Mayor Hopewell opened a public hearing to receive comments on an ORDINANCE to rezone 713 Simpson Street from Zone M-1 (Manufacturing, Limited District) to Zone RM-15 (Residential, Multi-Dwelling District). At 7:04 p.m. Mayor Hopewell closed the public hearing.
Ordinance 1965 Rezoning of 713 Simpson Street	Commissioner Cooney, seconded by Commissioner Cunningham, moved to adopt an ORDINANCE to rezone 713 Simpson Street from Zone M-1 (Manufacturing, Limited District) to Zone RM-15 (Residential, Multi-Dwelling District). With a roll call vote this motion passed. AYES: Commissioners Anderson, Cooney, Cunningham, Urban, Mayor Hopewell NAYS: None
Consent Agenda	Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city: - approval of a contract with CDW Government, Inc. for the purchase of computer hardware for the Water System SCADA Project, in the amount of \$113,430.18.

- | | |
|---|------------------------------------|
| <ul style="list-style-type: none"> - approval of a contract with Balkema Construction Inc. for Henderson Tot Lot improvements in the amount of \$159,925.00. - approval of a contract with Tetra Tech, Inc. for Professional Services related to the design for the Water Station 24 & 25 Upgrades Project, in the amount of \$184,460. - approval of a contract change order and purchase order with Corby Energy Services Inc. for storm sewer rehabilitation by lining in the amount of \$360,000. - approval of a contract change order and purchase order with Monoform LLC for manhole rehabilitation by lining in the amount of \$520,000. - approval of a contract with Chicago Bridge & Iron for the construction of the Station 22 Elevated Water Storage Facility in the amount of \$4,106,000. - first reading of an ordinance amending Section 13-1 of the City Code of Ordinances addressing nominating petitions for the offices of Mayor and City Commissioner. | <p>Consent Agenda
(cont'd)</p> |
| <ul style="list-style-type: none"> - adoption of a RESOLUTION approving the Third Amendment to the City of Kalamazoo's Revised Brownfield Plan [Revised Plan Amendment 3] implemented and recommended for approval by the City of Kalamazoo Brownfield Redevelopment Authority following a public hearing before the Brownfield Redevelopment Authority. | <p>Resolution 18-33</p> |
| <ul style="list-style-type: none"> - adoption of a RESOLUTION setting the annual fees for Medical Marihuana Facility Operating Permits. | <p>Resolution 18-34</p> |
| <ul style="list-style-type: none"> - adoption of a RESOLUTION granting a Payment in Lieu of Taxes for the VOK Limited Dividend Housing Association LLC for Village of Kalamazoo Apartments (Parcel No. 06-19-373-001), pursuant to Section 35-4 of the Kalamazoo City Code. This resolution will replace Resolution 17-47 which previously approved a PILOT for the LIFT Foundation. | <p>Resolution 18-35</p> |
| <ul style="list-style-type: none"> - approval of the following appointments to boards and commissions: <ul style="list-style-type: none"> - the appointment of Mary Clare Griffith to the Environmental Concerns Committee for a term expiring on January 1, 2021. - the appointment of Pail Teini to the Parks and Recreation Advisory Board for a term expiring on January 1, 2021. - approval of the minutes from the City Commission meetings on April 21 and May 7, 2018. | |

*Commissioner Sykes arrived at 7:06 p.m.

Consent Agenda
(cont'd)

Commissioner Cooney, seconded by Commissioner Cunningham, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed.

AYES: Commissioners Anderson*, Cooney, Cunningham, Sykes, Urban, Mayor Hopewell

NAYS: None

*At the time of the vote, Commissioner Anderson abstained from voting on Item F-10, a Payment in Lieu of Taxes for Village of Kalamazoo Apartments, due to a conflict of interest.

Regular Agenda

Regular Agenda items were considered next.

Contract for Lead
Service Line
Replacements

Public Services Director James Baker delivered a PowerPoint presentation entitled *Lead Water Service Replacement Program*. A copy of this presentation was filed with the papers for the meeting.

Commissioner Anderson indicated the state was preparing to enact stronger lead and copper thresholds, and he asked how those new standards might affect the City.

Director Baker reported the City's current lead testing results were at 4 parts per billion (ppb), which was better than the thresholds in any of the proposed state legislation. Director Baker indicated the Michigan Department of Environmental Quality (MDEQ) preferred to increase support for existing funding sources rather than create new programs. Director Baker stated it was the intent of staff to apply for lead-service replacement funds through the Safe Drinking Water Revolving Fund.

In response to a question from Mayor Hopewell, Director Baker stated the City coordinated lead service replacements with its work on local streets, and he explained the City maximized its local streets funding by using it to address streets that only needed to be milled and resurfaced.

An opportunity was given for citizens to comment on a contract with SWT Excavating, Inc. for the 2018 Lead Services Replacement Project, in the amount of \$1,963,442.91, but no comments were offered.

Commissioner Urban, seconded by Commissioner Anderson, moved to approve a contract with SWT Excavating, Inc. for the 2018 Lead Services Replacement Project, in the amount of \$1,963,442.91.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cunningham, Cooney, Sykes, Urban, Mayor Hopewell

NAYS: None

An opportunity was given for citizens to comment on an ordinance repealing Chapter 6 of the Kalamazoo City Code of Ordinances, which requires the licensure of "Amusements," but no comments were offered.

Commissioner Anderson, seconded by Commissioner Sykes, moved to adopt an **ORDINANCE** repealing Chapter 6 of the Kalamazoo City Code of Ordinances, which requires the licensure of "Amusements."

Prior to a vote on the motion, Commissioner Anderson requested an overview of the proposed ordinance.

City Attorney Robinson explained Chapter 6 required the licensing of various amusements, including public dances, pool tables and pigeon hole games. City Attorney Robinson stated the City Clerk had not issued any of these licenses in years, and it was recommended the licensing requirements be eliminated.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cunningham, Cooney, Sykes, Urban, Mayor Hopewell

NAYS: None

Deputy City Manager Jeff Chamberlain provided the following reports and updates:

- Departmental Reports and Project Updates
- April 2018 Purchases

Deputy City Manager Chamberlain reported the City now had 10,000 + customers participating in the single-stream curbside recycling program.

City Clerk Borling provided an update on the medical marihuana facility permit process and reported the application period would open on June 7th and close on June 28th. In response to a question from Commissioner Anderson, City Clerk Borling clarified that businesses did not need to be prequalified by the state before applying to the City for a medical marihuana facility permit. In response to a question from Mayor Hopewell, City Clerk Borling explained how the lottery process would work for applicants whose proposed facilities were located within the required separation distances from each other.

Next, when an opportunity was given for general citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, expressed concern about violence and suggested the City work with the faith-based community to address the issue.

Eddie Anderson III, City resident, asked if the zoning requirements for marihuana facilities would change if voters approved the use of recreational marihuana. Mr. Anderson asked the City to help him find gym space for his youth basketball team.

Ordinance 1966
Repealing Chapter 6 of
the Kalamazoo City
Code re: Amusements

City Manager's
Report

City Clerk's Report

Citizen Comments

Citizen Comments
(cont'd)

A Vine Neighborhood resident asked City to save two 100 year-old Oak trees on Vine Street between Davis and Oak Streets.

City Commissioner
Comments

Finally, an opportunity was given for miscellaneous comments and concerns of City Commissioners.

Commissioner Sykes requested staff follow-up to the questions about gym space for youth basketball and the trees on Vine Street. Commissioner Sykes spoke about a student who was on trial for choking his teacher. Commissioner Sykes stated she was working with the family and explained this student had untreated mental health conditions. Commissioner Sykes commented on the need for treatment rather than punishment and asked that everyone pay more attention to situations like this.

Commissioner Cooney commended the Kalamazoo Literacy Council for doing a great job and stated their annual meeting would take place on May 31st at 5:00 p.m. Commissioner Cooney asked that the City try to save the trees on Vine Street. Commissioner Cooney suggested that Mr. Anderson talk with Parks and Recreation Director Sean Fletcher about finding gym space for his basketball team.

Commissioner Urban referenced Commissioner Sykes' remarks and suggested people use the phrase, "What has happened to you?" rather than "What is wrong with you?" when they encountered someone who exhibited challenging behavior.

Commissioner Cunningham commented on the deficiencies in the mental health system. Commissioner Cunningham honored veterans for their service to the country and thanked Mr. Anderson for his service to the community. Commissioner Cunningham noted there was an initiative to bring together the 11 local youth football teams to address group violence issues. Commissioner Cunningham recommended that Mr. Anderson reach out to Director Fletcher and the Public Safety Department regarding the Group Violence Intervention program.

Mayor Hopewell expressed appreciation to Mr. Anderson for his work in the community and stated the City would not have a response to his questions about recreational marihuana until the law was actually changed. Mayor Hopewell remarked that it was Public Services Week and Emergency Medical Services Week.

Closed Session

Commissioner Cunningham, seconded by Commissioner Anderson, moved that the City Commission go into closed session to consider material exempt from disclosure by state or federal statute.

Prior to a vote on the motion Mayor Hopewell announced the Commission would not be returning to open session.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cunningham, Cooney, Sykes,
Urban, Mayor Hopewell

Closed Session
(cont'd)

NAYS: None

The meeting adjourned at 7:47 p.m.

Adjournment

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on June 4, 2018

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: June 4, 2018



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Clyde J. Robinson, City Attorney; Jerome R. Kisscorni, Assistant City Manager and Rebekah Kik, Direct

PREPARED BY: John W. Kneas, BRA Counsel

DATE: 5/23/2018

SUBJECT: Brownfield Plan Redevelopment and Purchase Agreement for Lot 2 – 424 South Rose Street

RECOMMENDATION

It is recommended that the City Commission approve and authorize the City Manager to sign Brownfield Plan Redevelopment and Purchase Agreement (Purchase Agreement) regarding the sale of Lot 2 – 424 South Rose Street to 400 Rose, LLC and Park@Cedar II, LLC (Developer).

BACKGROUND

The attached Purchase Agreement with Developer (entities established by AVB Construction and The Hinman Company) involves 3 parcels of land - BRA owns 215 West Lovell Street and 418 S. Rose Street; the Building Authority/City own 424 S. Rose Street, which is the Lot 2 parcel and therefore in the City's Parking System. (Collectively, the 3 parcels are referred to as 'Lot 2'). While the sale of Parking System assets was one of the recommendations of the Blue Ribbon Panel as a means of increasing revenues for the General Fund, City staff has over the past 7+ years had discussions with developers regarding other potential projects for Lot 2 that never came to fruition.

The important provisions in the Agreement are:

- Sale price of \$1,100,000.00 is consistent with the appraised value for Lot 2 when the environmental conditions are considered.
- The project includes constructing a four-story mixed used building of approximately 158,824 total square feet that will include 135 apartments, of which 121 are market rate and 14 are work force units (5 at 80%, 5 at 100% and 4 at 120% of 'rent per bedroom' following the MSHDA April 2017 Rent Report); approximately 8400 square feet of commercial and common area spaces; and 77 underground and 85 surface parking spaces.
- The anticipated capital investment by Developer is approximately of \$24 million, with approximately five (5) full time equivalent (FTE) jobs created.
- Lot 2 is within the area the City is considering for Neighborhood Enterprise Zone designation, and if so designated City will cooperate with Developer in obtaining a NEZ

Certificate for 12 years.

Developer will be reimbursed for its eligible costs under Act 381 and Act 197 in the amount of \$3,685,017 from captured and collected taxes for a period not to exceed 21 years.

POLICY CONSIDERATIONS

The Agreement provides the following specific amenities that align with the City's Strategic Vision:

Workforce Development

Provisions that the developer shall make every reasonable effort to work with the city and community employment agencies to hire city residents for new employment opportunities created by the project and to encourage the local contracting of construction and site related work; particularly, to review with Urban Alliance employment opportunities through its Momentum Urban Employment program. Regardless of Developer's ability to hire city residents, Developer shall make every reasonable effort to follow, and cause any contractors hired to perform work on the Project to follow, the City's "Ex-Offender Purchasing" policy regarding hiring new employees who will work on the Project.

Affordable Housing

As a requirement to receive NEZ incentives, the developer will set-aside 10% of the rental units to be defined as "Workforce Housing Units". The units will be divided among two bedroom, one bedroom, and studio units. As evidence of Developer's compliance with the Workforce Housing Set-Aside, Developer shall provide a written certification annually to the City no later than March 1, beginning the first full calendar year after the Completion Date (unless the Completion Date falls within the first six (6) months of the calendar year, in which case the first written certification will be due to the City on March 1 of the following calendar year), certifying as to Developer's compliance with the Workforce Housing Set-Aside.

Sustainability

The developer will seek green building standards for energy efficiency. Additionally, the project will store a 25 year rain event on site in an underground storage system.

Public Amenities

The public infrastructure required by the developer includes: on-street parking, sidewalks, pavers, pedestrian lighting, public utility connectivity, street furniture, landscaping, and a snowmelt system under the public sidewalk.

COMMUNITY RESOURCES CONSULTED

DDA and DKI were actively involved in the negotiations for the sale of Lot 2 and in the attached version of the Agreement. The Building Authority, as the official owner of Lot 2, will hold a special meeting prior to the City Commission meeting to approve the Agreement; DDA will meet on June 18, 2018 to approve the Agreement. BRA met and approved the Agreement on May 17, 2018.

FISCAL IMPACT

Under the Memorandum Agreement dated July 19, 2017 between the City and DDA, \$687,628 of the purchase price will go to DDA for the sole and exclusive support of the Parking System. The remaining \$412,372 will go to the BRA. Currently, 418 S. Rose is the only parcel of Lot 2 that is not tax-exempt having an assessed value of \$39,700. Therefore, once the project is completed the estimated assessed value will increase to approximately \$3.8 million.

ALTERNATIVES

The City Commission could decline to approve the Agreement, but this action is not recommended.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Laura J. Echtenaw, Legal Secretary

DATE: 5/8/2018

SUBJECT: Nominating Petitions Amendment

RECOMMENDATION

It is requested and recommended that the City Commission amend Section 13-1 of the City Code of Ordinances addressing nominating petitions for the offices of Mayor and City Commissioner.

BACKGROUND

Due to changes in Michigan Election Law, both the City Charter and the Ordinance addressing when nominating signatures for City elective offices can be gathered and filed with the City Clerk need to be updated. Under Michigan election law, nominating petitions for local municipal elective office must be filed no later than 15 weeks prior to the election. The attached ordinance amendment addresses the inconsistency between State law and the wording of the ordinance.

COMMUNITY RESOURCES CONSULTED

none

FISCAL IMPACT

none

ALTERNATIVES

The City Commission could opt not to adopt the proposed ordinance, but the City Clerk is constrained to follow State Election Law (and has done so since the law changed). Not adopting the proposed amendment creates an inconsistency between actual practice and the wording found in the ordinance; adoption of the ordinance harmonizes the text of the ordinance with required practice.

ATTACHMENTS:

Type	Description
Ordinances	AN ORDINANCE TO AMEND CHAPTER 13 "ELECTIONS" SO AS TO CONFORM TO MICHIGAN ELECTION LAW REGARDING NOMINATING PETITIONS

▣ Ordinances 13-1 Nominating petitions

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 13 “ELECTIONS” SO AS TO CONFORM TO
MICHIGAN ELECTION LAW REGARDING NOMINATING PETITIONS**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Section 13-1 of the Kalamazoo City Code is amended to read as follows:

“Sec. 13-1 Nominating Petitions

Notwithstanding any City Charter language to the contrary, and so as to conform to general Michigan election law, each nominating petition for the offices of Mayor and City Commissioner, to be valid, shall contain the names of not less than 50 nor more than 75 qualified electors. No such petition shall be circulated more than 60 days prior to the last day petitions can be filed, and all such petitions shall be filed with the City Clerk no later than 4 o’clock P.M. on the fifteenth Tuesday before the municipal election.”

Section 2. Repealer.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date.

Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2014. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott Borling, City Clerk

f:\ord**

§ 13-1 Nominating petitions.

Notwithstanding any City Charter language to the contrary, and so as to conform to general Michigan election law, each nominating petition for the offices of Mayor and City Commissioner, to be valid, shall contain the names of not less than 50 nor more than 75 qualified electors. No such petition shall be circulated more than 60 days prior to the ~~date of election~~ last day petitions may be filed, and all such petitions shall be filed with the City Clerk ~~not less than 30 days prior to the day of the election~~ no later than 4 o'clock P.M. on the fifteenth Tuesday before the municipal election.