Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Bank</td>
<td>Grant</td>
<td>P &amp; R Bronson Park</td>
<td>$15,000</td>
<td>Rejected</td>
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<td>Evans Gillet</td>
<td>Award</td>
<td>P &amp; R Bronson Park</td>
<td>$7,500</td>
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<td>MCACA</td>
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<td>P &amp; R Bronson Park (Fountain)</td>
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<td>Submitted</td>
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<td>MSHDA SHPO</td>
<td>CLG</td>
<td>P &amp; R Bronson Park (Fountain)</td>
<td>$70,000</td>
<td>Planning</td>
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<td>DNR</td>
<td>Urban Forestry</td>
<td>Tree plantings</td>
<td>TBD</td>
<td>Planning</td>
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Community Planning & Development (CP&D)

- Planning

At the May 4 Planning Commission meeting, the Commission voted to postpone action on a rezoning and special use permit request for 621 W. Kalamazoo Avenue for a bed and breakfast use to the June meeting. The reasoning for the postponement was that the applicant needed more time to prepare and to conduct outreach to the neighbors and neighborhood association. The Commission also approved a special use permit for a microbrewery use in the existing building at 505 E. Kalamazoo Avenue. Four site plan projects were processed during the month as follows:

- New building for Kalamazoo Spirits located at 4702 W. Main Street
- Use change of the former church at 117 W. North Street to apartments and a dental office
- New T-Mobile equipment on the cell tower located at 3100 Stadium Drive
- New T-Mobile equipment on the water tower located at 1233 Edgemoor

A draft Site Plan Policy document was prepared by the Lean Six Sigma consultant. Staff began reviewing the document, and it was decided that an attachment on specific procedures will also be needed in addition to the policy. A citizen/City staff committee was formed to develop final elements of the Marketing Strategy for the City as part of the RRC certification process. The committee will began meeting early this month.
Building & Trades

In May, there were 354 permits issued, representing $6,799,233 in construction valuation. These figures brought year-to-date permits to 1,235 representing year-to-date construction valuation of $65,757,310.

Rental Housing

The City’s Seasonal Code Enforcement Inspector started May 1 and has written up over 230 tall grass cases in May.

Community Development (CD)

The City Commission approved the draft 2017 HUD Action Plan and the draft 2016 Substantial Amendment to be forwarded to HUD for approval and release of funds. We will submit our plans when we receive official notification of our 2017 award amounts.

CD submitted an application and was approved to host one seven-month AmeriCorps member with the Michigan Financial Opportunity Corps (MFOC) for program year 2017-2018. MFOC is a program within the Community Economic Development Association of Michigan (CEDAM). The member, once recruited, will provide community financial education training and organize additional “Show me the Money” program sites. This exciting opportunity directly aligns with our Shared Prosperity Kalamazoo goals. The AmeriCorps member will work directly with our SPK Coordinator. The member is scheduled to be onsite in September.

Economic Development (ED)

Brownfield Redevelopment Authority (BRA) approved the Brownfield Plan Development Agreement for 412 Howard Street. The agreement allows for the reimbursement of $650,000 or 15 years' worth of tax increment revenue without school tax capture, or $900,000 or 12 years' worth of tax increment with school tax capture.

The BRA approved the execution of a restrictive covenant on the creek restoration area of the Performance Paper property. The restrictive covenant prohibits construction of any buildings, structures or other improvements within the restoration area.

Staff completed a detailed analysis of the responses from the National Research Council’s National Citizen Survey of Kalamazoo residents. By conducting additional detailed analysis, we were able to identify nuances in the responses of subsets of Kalamazoo’s population.

Staff submitted an application to the MEDC to change the SmartZone at the BTR Park to a No-TIF Designated SmartZone. The application was approved and the No-TIF designation allows the SmartZone to keep its designation even though our fifteen year TIF capture period has expired.

Staff began the process of developing Key Performance Indicators (KPIs) to evaluate and track the department’s performance over time. This conversation was part of the Open Data initiative.

Staff assisted in the launch of the Greater Kalamazoo Business Resource Group. The Greater Kalamazoo Business Resources is a consortium of the major entrepreneurship support
organizations in Kalamazoo that have collaborated to provide an ecosystem of solutions for our entrepreneurs to create greater competitive advantage for our clients and members. The kick-off event for the group was a morning networking event held at FUZE. The first week of May was declared as the Kalamazoo Small Business Week through an official City of Kalamazoo proclamation.

Staff mentored four startup businesses during the Can-Do Kitchen Meet-Up event.

Staff has dedicated time into business development by creating a Neighborhood Business Accelerator Pilot Proposal and an electronic database listing minority and woman owned businesses.

Staff conducted five business retention visits located throughout both Edison and Washington Square.

Staff attended the Michigan Economic Development Association’s Spring Toolbox on April 16. The meeting focused on upcoming legislation that could impact the economic development profession.

**Human Resources (HR)**

- **HR Advisors**
  
  Staff continue to work with HRM on the NBU compensation/job classification project.
  
  Staff initiated work with NeoGov to schedule new Online Hiring Center (OHC) webinars and developed user guide. Initial communications have been sent out to NeoGov users.
  
  Staff processed Veteran Affairs (VA) paperwork for seven KDPS veteran new hires.

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

A security training curriculum has been purchased and is still being rolled out to all City departments.

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

Detectives have been investigating several downtown breaking and entering cases that have since stopped. A suspect has been found and detectives are awaiting DNA results.

Detectives are actively investigating a hit and run where a man was run over on E. Michigan and the vehicle fled the scene.

Detectives are working a homicide in the 1300 block of N. Burdick Street.

The Operations Division will continue its summer initiative with foot patrols in neighborhoods. Everyday officers are directed to complete foot patrols in their assigned zones to meet and greet citizens and visitors of Kalamazoo.
Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 29 drug cases and did not seized any firearms in May.

KVET has investigated 1 meth lab so far in 2017.

**Management Services**

- **CFO**

  Staff have finalized implementation of Enterprise Fleet Management (EFM) pilot program for fleet management and financing that will ultimately produce new fleet without substantially increasing costs. Staff finalized the delivery of several dozen vehicles approved by the City Commission ordered and manufactured for the City for this program. Finalized training and onboarding of drivers with regards to vehicle maintenance and fueling.

  Staff worked with financial advisors and the bond attorney to implement 2017 Capital Improvement bonds as well as new Water Revenue bonds and Water Refunding bonds.

  Staff worked to issue notification to mortgage companies asking them to review taxpayer escrow accounts and ensure that proper credit is being provided for the FFE-reduced property tax rate in the summer of 2017.

- **Assessor**

  Neighborhood reviews for the 2018 Assessment roll will include neighborhood numbers 15, 19 and 30. These areas consist of the all of the Fairmount neighborhood, part of Milwood west of Lovers Lane and Portage Street, and all of the South Westnedge neighborhood area. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

  As of May 25, there are two full tribunal cases for 2017 and six full tribunal cases for 2016. There is still one case from 2012 that has been in abeyance while a similar case is working through the Court of Appeals and Michigan Supreme Court. The MTT spreadsheet will be updated to reflect the new cases, estimated values in contention and anticipated refunds. Four residential small claims tribunal cases have been filed for 2017 as of May 25.

- **Accounting**

  The reconciliation of old tax accounts has been completed. Final collections and disbursements will be made in June 2017 to resolve final account balances.

  Accounting staff continues to resolve open items and remaining questions as auditors complete their work off-site. Auditors will issue the final audit reports for 2016 by the June 30 deadline.

- **Budget**

  Work on the 2016 cost allocation plan and 2018 budget plan will begin this month. This includes sending all transaction data and other requested information to management so they can begin analysis.
The current Priority Based Budgeting (PBB) focus is reviewing programs with departments this month to establish priority programs, outcomes and measurements.

A system for tracking budget adjustments has been created and the spreadsheet of potential mid-year adjustments has been submitted for review. Updates to the list were done by the end of May so the request can be put before the City Commission this month.

- **Purchasing**

  Staff worked collaboratively with other City departments and bid documents were prepared and distributed through the City’s website for seven purchasing projects. As part of our vendor inclusion program 389 vendors, 54 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 256 purchase orders and processed 26 change orders.

  Purchasing staff are administering prevailing wages for six construction contracts.

- **Treasury**

  Utility Billing – Utility Bills issued in April 2017

  - 14,650 Original Bills
  - 1,021 Original Bills sent via email
  - 4,280 Reminder Notices
  - 2,609 Final (shut off) Notices

- **Parks and Recreation**

  - **Recreation Division**

    The Adult Softball program kicked off the week of April 30 with 125 teams registered to play at VerSluis-Dickinson Softball Complex this summer. Leagues play every night with the exception of Wednesday and Saturday.

    The Recreation Division has been hiring staff for summer youth programs and Kik Pool. All hiring is complete.

    Recreation staff have four After School sites, Lunch n’ Learn, skateboard lessons, swim lessons, and other special events are being planned.

  - **Community Outreach**

    Staff met with fifteen local youth program organization representatives in hopes of creating a youth program strategy. The purpose of this group will be to establish partnerships, connect city residents to resources, discuss challenges and solutions, identify gaps in programming and services, and ensure we are not duplicating services.
Parks Division

On May 27, park bathrooms opened for the season and will remain open until Labor Day. The hiring process for seasonal help last month continued. Park Rangers began evening shifts in May closing park gates and addressing trash issues.

A pre-bid meeting was scheduled for June 8 for the Davis St. Park improvements. The meeting was an opportunity to discuss the scope of work with contractors wishing to bid on the project.
Staff worked to prepare the SRC Field for Kalamazoo FC and their soccer season and getting Homer Stryker Field ready for the Kalamazoo Growlers opening day on May 30.

Communication/Outreach

Staff had a volunteer group help weed and plant the West Gateway on May 20. Volunteers were able to weed and plant the flowers for the season.

Staff and a representative from Progressive AE hosted a community input meeting on May 23 at Crane Park. This meeting was held to gather input for the initial plan for the redesign of the park in 2018. Thirty residents attended and provided great input. Progressive AE will be gathering the data and providing a breakdown of the ideas. We will host another meeting later this summer to show initial concept drawings and further discussion.

Building Blocks Kalamazoo hosted a community build on June 17. This event encompassed a clean-up and volunteer work effort at Krom and Prouty Park and Verburg Park.

Public Services

Support Services Division

Staff rebid the recycling contract and are seeking City Commission approval for the conversion from dual stream to single stream recycling. The contract will be for subscription bi-weekly single stream and we are hopeful to make the conversion in October 2017 pending approval.

Traffic Operations Division

Downtown Trail construction continues with both City and contractor crews working together. The railroad permits have been turned in, but have not been granted to date. Substantial completion is scheduled for September to October dependent on railroad work.

Street projects on Drake Road, Burdick Street, and Portage Road are planned to begin on June 19 with completions in mid-October. The Vine Street project from Westnedge to Crosstown was originally scheduled to begin on June 19. Completion was delayed one month but a mid-November date of completion is expected.

Railroad crossing repair is being scheduled for all three crossings on Paterson, one crossing on Drake Road and one crossing on West Michigan.

Work is starting on 22 local street paving projects this year to be completed by City crews using the newly purchased paver which was received in May. Crews have broken out the
streets which do not have lead services to complete first. Streets with lead services will start work on August 29 following the lead removal. A complete list of the local streets projects is listed on the City’s engineering tab of the City website.

Staff are working with consultants to begin design engineering on 2018 projects in order to pursue favorable letting dates and prices.

- **Wastewater Operations Division**

  The wastewater plant planned a complete plant shut down on May 22 for switch gear repair and maintenance. The repairs were successful. Process Control was able to keep key processes and the laboratory online with the use of portable and fixed mounted diesel generators.

  The wastewater collection crews have been working on laying a new sewer main on Burdick between Paterson and Clay to remedy issues with broken sewer leads and illicit storm water discharge. This project resulted in the emergency design and reconstruction of the entire intersection with Paterson and full width reconstruction to Clay. The design was completed in house by City engineering staff and permitted under emergency status by the MDEQ. All work was awarded to City crews.

- **Water Operations Division**

  Several water main breaks and valves were repaired or replaced by staff throughout the city. Water distribution crews repaired numerous hydrants, conducted hydrant flow tests, and exercised numerous gate valves.

  Lead water service removals are ongoing throughout Kalamazoo Township in conjunction with the township street construction program, and within the city of Kalamazoo. A total of over 400 are planned to be removed and replaced this year.