City Manager’s Report
JANUARY 16, 2018

Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>MDEQ</td>
<td>SAW</td>
<td>Public Services</td>
<td>$2,000,000</td>
<td>Awarded Accepted</td>
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<tr>
<td>DNR</td>
<td>MNR Trust Fund</td>
<td>Bronson Park</td>
<td>$300,000</td>
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<td>Recreation Passport</td>
<td>Crane Park Lighting</td>
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<tr>
<td>DNR</td>
<td>MNR Trust Fund</td>
<td>KRV Trail</td>
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</tr>
<tr>
<td>KCF</td>
<td>Grant</td>
<td>SuperRec (Playground)</td>
<td>$25,000</td>
<td>Preparing</td>
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Community Planning & Development (CP&D)

- **Department News**

  A retreat with Community Planning & Development (CP) and Economic Development (ED) began the first steps to a new department that will become Community Planning & Economic Development. The retreat focused around building relationships with staff members. In the next quarter, several other meetings will be held to create energy around merging work flows and creating teams to focus on goal areas. Enthusiasm was shared by all staff to work more closely together. The teams will be getting together for the MLK day of volunteering as another opportunity for CP and ED staff to get to work together and build rapport. Co-locating the teams is being worked through with the City Manager’s office. The goal would be to find a location where the staff would be together by the third or fourth quarter of 2018.

- **Planning**

  At the December 7 Planning Commission meeting, the Commission voted to approve a special use permit to allow a group daycare use in the existing house located at 1434 Woodward Avenue. The Commission also voted to recommend to the City Commission to vacate a public alley located between Cooley Street and N. Park Street, south of Eleanor, to aid in advancing the redevelopment of the surrounding property. The Commission also voted to recommend to the City Commission to rezone 243 parcels of land located between W. Lovell Street and Stockbridge Avenue, along the Burdick Street corridor. The rezoning request would place most of the parcels into a more neighborhood-friendly zoning district. The Commission also reviewed and recommended approval of the 2018 CIP plan, and approved the submittal of two candidates to the Mayor to fill the current vacancy on the Commission. Four site plan projects were processed during the month as follows:
1. New bed and breakfast use in the existing house at 621 W. Kalamazoo
2. Bates Alley changes and improvements
3. Change of use in the existing building at 433 E. Ransom to offices
4. Davis Street Park phase 2 improvements, 901 Davis Street

Six other site plan projects are in various states of review. Meetings were conducted on the Exchange building project pertaining to the design of the proposed snow melt system, and modifications to the water service on the north side of the building.

A new Site Plan Review Administrative Policy will take effect on January 1. The Planning Division is working with the Site Plan Review Committee to prepare a comprehensive document to be used for coordinating the site plan review process. The new process will include updated checklists, review calendars, meeting setup, and digital plan distribution. Utilizing BS&A’s Planning, Zoning, and Engineering module, staff will be able to have specific work flows related to committee member decisions and comments. These improvements reduce redundant comments, provide developers with plan review comments prior to the scheduled meetings, and create a more seamless process with committee members using digital plan review.

Following receipt of the Redevelopment Ready Community certification, CP staff worked with the Economic Development staff and MEDC to place information on the city website for sites available for redevelopment. The MEDC will assist in marketing the sites through their media.

- Imagine Kalamazoo
  The Neighborhood Activator continues to meet with neighborhoods to help to facilitate neighborhood planning and project efforts.

- Building & Trades
  Trades staff has been training to implement new plan review software allowing staff to review plans and building documents through Blue Beam. This software also interfaces with BS&A to provide online permitting, inspection scheduling, and site plan review work flows. The software and BS&A integration was initiated after a Lean Six Sigma project was conducted over the past year. The process will be officially launched on February 1.

- Zoning
  At the December 14 meeting, interim Board Officers were elected. Matt Lager is the interim Chair and Reid Youngs is the interim Vice-Chair. At the regular meeting in February, new officers will be elected.

ZBA #17-12-28: 1738 N. Westnedge Avenue. A representative from H & H Painting Company Inc., was present to explain their request for a use variance from Chapter 9, Section 9.2A, to allow the expansion of an existing nonconforming use (commercial / industrial painting business) for the proposed 3,200 square foot commercial building addition, where Zone CN-1 is intended to accommodate very small-scale retail sales and personal service uses within or very near residential neighborhoods. This was approved.
unanimously by the Commission.

- Community Development

**HUD Programs**

The CDAAC Affordable Housing Subcommittee has begun its review of affordable housing applications for the 2018 program year which begins July 1. The committee will decide which agencies and/or programs to recommend and the funding amounts. Recommendations will be included in the 2018 Action Plan to be presented to the Commission the first quarter of 2018.

**Shared Prosperity Kalamazoo (SPK)**

Shared Prosperity Kalamazoo Action Plan for 2018 is in progress for submission to the City Commission in January.

SPK/K College Civic Engagement Project for 2017 is confirmed with two prominent community based organizations participating. Show Me The Money Day (SMTMD) event was awarded financial support from the Southwest Michigan Community Reinvestment Act (CRA) Association.

**Other items**

- Community Development staff are collaborating with the Michigan Department of Civil Rights (MDCR), the Kalamazoo Community Foundation, ISAAC and Southwest Michigan Fair Housing to submit a grant to the Government Alliance on Race and Equity - Implementation and Innovation Fund. The goal of the application is to deepen relationships between the City, MDCR, ISAAC, Fair Housing and the Community Foundation and build upon their collective programs focusing on advancing racial equity. The grant will also assist the City adopt a racial equity framework in the development of the HUD required Affirmatively Furthering Fair Housing Plan. The application was submitted December 21.

**Economic Development (ED)**

Staff held a meeting with representatives from over 15 financial institutions to begin organizing a capital consortium. The goal is to provide entrepreneurs direct access to an entire community of lenders through a one-step application process.

Staff referred two businesses to LISC to explore business funding.

MEDC Redevelopment Ready Community presented an award to City staff.

Staff supported Mothers of Hope with hosting two Entrepreneurship Listening Campaign meetings.

First Amendment to the revised Brownfield Plan was approved by BRA. Final approval by City Commission is expected at their January 2 meeting.
Demolition of the BRA owned residential structure at 915 N. Pitcher Street was completed in December.

I.T.

I.T. support staff handled 1,299 total calls and 301 Help Desk tickets during the month of December.

Human Resources (HR)

 Labor Relations

The Respecting Differences Committee is currently working on the planning details for the 2018 annual diversity event. The RD Committee met on December 13 to discuss the general overview of the event that includes the poster design, welcoming remarks, book sales and venue. The event title: “Salsa, Soul and Spirit in a Multicultural Age” will be presented by Juana Bordas. There will be two sessions as there has been in the past. The Chenery Auditorium has been booked for the presentation. The committee will meet again in February 2018.

A Michigan Blood community blood drive was held on December 5. A total of 19 registered donors gave blood which included three first-time donors.

Employee benefit changes and updates have been processed for coverage effective January 1, 2018.

Lean Six Sigma training was held December 13 and 14 with 14 employees in attendance. The total number of City employees who have conducted this training to date is 105.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked and solved two business breaking and entering cases.

Detectives worked a severe aggravated assault near the Transportation Center downtown.

Detectives worked a shooting in Interfaith Homes where two suspects were brought to court.

Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and about the city of Kalamazoo. KVET made 21 drug cases and seized ten firearms in December.

KVET investigated 16 meth labs in 2017.

Management Services

 CFO

Priority Based Budgeting (PBB) resource allocation diagnostic reports were included in the Proposed FY 2018 Budget. Departments completed Program Evaluations and
results will be examined in as part of the FY 2019 Budget planning process in the first quarter of 2018.

Departments are finalizing their lists of 2018 lease vehicle needs in the wake of the FY 2018 Budget adoption by the City Commission on January 2. The Fleet Planning Committee will meet in January 2018 to discuss telematics (GPS), vehicle sharing and motor pooling through the City's existing fleet software, as well as general fleet policies.

Purchasing staff is working on a number of items on the Lean Six improvement plan. These items include requisition entry, electronic change orders, standard operating procedures, and document registry.

- **Assessor**
  Neighborhood reviews for 2018 are complete.
  Reviews will begin on any building permits and demolition permits issued by the City.

- **Accounting**
  The CCTA audit fieldwork was completed in December for the year-end audit. Auditors are in the process of wrapping up open items and drafting the financial reports for the CCTA.

- **Budget**
  A new budget timeline has been proposed to integrate Foundation for Excellence (FFE) with PBB.

  Staff has entered 2018 projects into Eden as part of the final budget process.

- **Purchasing**
  Staff has been working collaboratively with City departments on bid documents that were prepared and distributed through the City’s website for four purchasing projects. As part of our vendor inclusion program 46 vendors, eight of which are minority or women owned businesses, were notified of bidding opportunities.

  Reviewed and set up 168 purchase orders and processed 64 change orders.

  Purchasing staff are administering prevailing wages for seventeen construction contracts.

**Parks and Recreation**

- **Recreation Division**
  The Recreation Division held the 12th Annual Candy Cane Hunt on December 9. We believe the weather to be the reason we experienced a decrease in attendance down to 100 children. We did have 23 local businesses donate to the event, along with our title sponsor, Kellogg Community Credit Union. Volunteers from the Kalamazoo Explorers, Jeter's
Leaders, Kalamazoo Central, and Western Michigan University Event Management Students and Marching Band helped at the event. There were crafts, letters to Santa, visits with Santa, and a toy collection for Toys for Tots while children were not actively participating in the hunt for nearly 6,000 candy canes.

The After School programs came to a close in December after another successful semester. The Youth Development Center, Station 5 Community Center and Oakwood Neighborhood Association sites all housed children during after school hours. Participants in our After School programs have the opportunity to get help with their homework, socialize with their peers and young adults, go on field trips, and have a safe place to be during the hours that their parents are still at work.

The division is now preparing for the Winter Jamboree winter sports event at Milham Park Golf Course. The event is scheduled for January 27. In addition to the Winter Jamboree, our youth programs and After School programs are filling up for the upcoming season.

Communication/Outreach

Many of our events are heavily dependent on volunteers and the Candy Cane Hunt is no different. We are in constant contact with various groups within Kalamazoo. Volunteers for the Candy Cane Hunt came from Kalamazoo Central High School, Western Michigan University Event Management students and Marching Band, Jeter’s Leaders, and the Kalamazoo Explorers.

- Parks Division

The Parks Division continued with snow removal this month as well as preparing equipment for winter storage.

Bronson Park hosted the annual Run through the Lights on December 7. A great crowd participated in the run this year.

Spring Valley Park hosted the annual One One Run to benefit the Boys and Girls Clubs of Greater Kalamazoo. The abundance of snow challenged the parks staff during snow removal but the run was a success.

Communication/Outreach

Staff and a representative from O’Boyle, Cowell, Blalock, and Associates held a meeting regarding the improvements at Henderson Tot Lot on December 20. The West Main Hill neighborhood association had a good group gather to provide input and suggestions to finalize the plans for the tot lot. Construction is set to begin in 2018.

Staff and a representative from Progressive AE held a meeting with the Westnedge Hill neighborhood association on December 12 at Mayors Riverfront Park. This meeting was to finalize plans for the Crane Park improvements scheduled for 2018. The meeting provided good feedback and design elements were finalized.
Public Services

- **Support Services Division**

  Physical inventory counts were performed and completed for all inventory warehouses. Follow-up discussion with supervisors and procurement staff included updating inventory listing to remove inactive items, correct item locations, and removal of obsolete items.

  To date approximately 9,500 carts have been delivered since starting the new single stream recycling program on October 1. There were 101 new cart requests in December. Overall the program is proving to be very successful with recycling rates 45% higher than the previous dual stream program.

- **Public Works Division**

  The Public Works Division spent December wrapping up leaf pick-up, preparing for winter maintenance and engaging in winter maintenance. Staff received several calls and letters of support via email concerning leaf pick up in 2017. While there was little cooperation with weather this year we were able to maintain staffing via the use of seasonal temporary employees. This is a practice that we would like to expand in 2018. We also made some equipment improvements whereas hydraulic powered walk behind mower units were rented and outfitted with blower units. These were utilized by staff to make clearing of the curb lawns more efficient and timely which in turn moved the operation along faster.

  A bobcat skid steer loader was outfitted with a new snow blower and three walk behind push snow blowers were purchased to facilitate sidewalk snow removal. Public Works staff will be focusing on City responsible sidewalks with the same priority as major streets this year. This is in cooperation with our community goal paths of increasing walkability within our safe and connected communities.

  Two new wing blades and two new single axle plow trucks went into service for the 2017/2018 winter season. All City winter maintenance vehicles have also been outfitted with both green and amber warning lights for better visibility in poor weather. With all equipment available we have the ability to deploy 13 plow trucks. The weather took a turn into sustained frigid temps with low overnight temperatures below zero on December 24 and that weather has stayed with us throughout the end of the month making pavement clearing difficult due to the temperature limitations of deicing salt.

- **Wastewater Operations Division**

  The Wastewater Plant has restarted the Safety Committee meetings and is developing a plan to comply with the new Silica rules. We are also looking into new software for tracking safety and training requirements.

  The Wastewater Plant has retained the services of Prein & Newhoff to help with SAW grant/Asset management tasks.

  Wastewater Plant is working on replacing the Vicksburg force main flow meter.

- **Water Operations Division**
The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation was prepared and submitted on October 3 for 2016-17. To date for 2017, there have been nearly 475 total non-copper (e.g. lead) lead services removed and/or replaced. Approximately 40% have been performed by City crews. The majority of lead services replaced were located within the City.

Staff received notification that it was again recognized as a Groundwater Guardian Community for 2017. Staff renewed the Annual Groundwater Guardian Program membership for 2018.

Staff continues its work for the new booster station to serve Texas Township to address the low pressure issues on the extreme western portion of the Super High Service District.

Staff continues its plans to construct a new 2.5 million gallon elevated storage tank on the WPS 22 property, northwest of the US-131/I-94 interchange.