City Manager’s Report
JUNE 18, 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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<tbody>
<tr>
<td>Irving S Gilmore Foundation</td>
<td>Grant</td>
<td>Bronson Park transition support</td>
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<td>Stryker Johnston Family Foundation</td>
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<td>Milham Park dam removal</td>
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<td>Group Violence Intervention</td>
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Community Planning & Development (CP&D)

- Planning

At the May 3 Planning Commission meeting, the Commission approved the site plan for the Newell Rubbermaid facility in the WMU BTR Park. The project will be an 18,000-square-foot expansion of the current building. The company is creating 60 new jobs as a result of the approval of this project.

Staff processed the following seven site plans in May:

1. Building addition for the Pepsi Company located at 2725 E. Kilgore
2. Building addition for the RCI Company located at 212 E. Cork
3. Parking lot expansion and improvements for CCTA located at 205 W. Ransom
4. New mixed-use building at the former Public Safety headquarters site located at Rose and Lovell Streets
5. Crane Park improvements at 2001 S. Westnedge
6. New mixed-use building in Lot 9 located at 139 N. Edwards
7. New duplex project for NACD located at 713 N. Church
Nine new projects went through the pre-application process for site plan review in May. Staff held discussions about a possible housing project on the Performance Paper site. Also discussed was a possible mixed-use development project on W. Kalamazoo Avenue.

➢ Building & Trades

In May, there were 249 permits issued, this represents $2,002,670 in construction valuation. Year-to-date permit totals are 1351 and year-to-date construction valuation of $16,081,975.

➢ Zoning

At the May 10, Zoning Board of Appeals meeting the Board:

1. Approved a dimensional variance for two 24 square foot signs for the A.F. Auto Glass & Detailing at 1907 N. Burdick Street.

2. Approved a dimensional variance of one foot from the needed three foot rear yard building setback for a new detached garage for the residents at 118 Bulkley Street.

3. Approved a use variance for Park & Cedar LLC and 400 Rose LLC at 418/424 S. Rose Street and 215 W. Lovell St. These properties are under the ownership/control of the Brownfield Redevelopment Authority. The use variance granted will allow ground floor residential units in the proposed mixed use development project.

➢ Economic Development

The Brownfield Redevelopment Authority (BRA) passed the Third Amendment to the Revised Brownfield Plan and recommended City Commission pass the amended plan on May 21. The Brownfield Plan amended chapter 48 - 215 W. Lovell Street and 418/424 S. Rose Street.

The BRA entered into a Redevelopment and Purchase Agreement for BRA and City owned property located at 215 West Lovell and 418/424 South Rose Streets (Lot 2).

The BRA entered into a Redevelopment and Purchase Agreement for BRA owned property located at 409 and 427 East Alcott Street. That development will be home to State of Michigan’s Department of Health and Human Services.

The BRA Board approved amendment No. 2 of the 400 Bryant Development agreement.

The BRA agreed to be a pass-through for the Michigan Department of Environmental Quality (MDEQ) in the amount of $600,000 after MDEQ was unable to finance and undertake the work themselves.

In partnership with SCORE & LISC, City staff launched the Capital Consortium, an online resource that opened May 21, that matches businesses with thirteen trusted local lending institutions and mentors in the area to increase small business owners’ access to capital.

- Five businesses have already submitted to the City Commission.
• One business owner was ready and has had their funding request and business plan submitted to the banks

• Three of the businesses are being mentored by SCORE in preparation to submit to the banks

• One of the businesses was from outside of the state.

Staff participated in the grand re-opening of a McDonalds by Stephen Blackwell. City staff also helped Stephen Blackwell get connected to Y.O.U. youth employment program. To which, Stephen Blackwell’s four McDonalds are now official worksites for Y.O.U. students

External stakeholders worked with our City staff and several community partners to host “The Talk” which was an event during Kalamazoo’s 2nd Annual Small Business Week. “The Talk” was a Ted Talk style event focused on supporting small business owners of color in Kalamazoo and their unique journey in entrepreneurship while overcoming barriers. Also, there was a panel discussion and an opportunity for all the attendees to connect with key business development resources in the community including SCORE, PTAC, Can-Do Kitchen, the City of Kalamazoo Community Investment Team as well as our Purchasing department, Black Women about Business (BWAB) and several other resources.

The HUD Action Plan

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.

The final public hearing in the HUD public process will be June 18, 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. 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.

A community process was developed for both the 2014-2018 Consolidated Plan and the Assessment of Fair Housing Plan. Over 38 organizations were consulted either through one-on-one meetings or larger stakeholder events. In addition, CPED staff met with the core neighborhood associations, typically at their annual meeting, to garner resident input. Finally, surveys were developed to reach residents, clients of service providers and their organization members. 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 CPED 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, to take additional public comments and make their final recommendations to the Commission.
I.T.

I.T. staff handled 664 calls and closed 490 help desk tickets in May.

Human Resources (HR)

The Electronic Onboarding program is in progress for City of Kalamazoo new employees. The testing phase of the program has been completed. Staff will continue with the implementation plan and look to roll it out to supervisors in early June.

Staff conducted orientation for eleven new Public Safety officers last month.

Staff created a project register for the Equal Employment Opportunity plan for CCTA-Metro and the City of Kalamazoo population. The full report is due in September 2018.

Kalamazoo Department of Public Safety (KDPS)

Citizen’s Academy was held on May 2 and May 3 and feedback received was very complimentary.

The Training Division prepared for and executed the Active Violence Training during the week of May 14 where multiple jurisdictions were involved.

The Operations Division assisted traffic control with both the Borgess marathon and Girls on the Run events.

The period to apply for public safety officer positions opened on May 16 and closed on May 29. A total of 513 applications were received.

On May 24, KDPS employees bid for slots in the Summer Transfer program which helps to increase the staffing stability during the summer months.

CID detectives have been busy with the large number of property crimes and have connected them to two suspects.

Various construction projects are occurring at headquarters and are moving toward completion.

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

The Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and about the City of Kalamazoo. They performed 20 investigations and seized five guns. There have been no labs discovered to-date.

Management Services

- Deputy CFO

The 2018 lease vehicles are arriving and are being on-boarded by fleet personnel.
Information about On-Star options was provided to EFM supervisors.

- **Accounting**

  Staff are preparing CAFR stats information while we wait on statement drafts to review.

- **Budget**

  The second 2019 budget planning meeting was held on May 31. The preliminary Wastewater and Water capital projects were reviewed with the Year to Date (YTD) status of General CIP. The next meeting is June 14 and will cover Parks & Recreation and General Capital overview.

  The new Priority Based Budgeting (PBB) on-line tool was rolled out to users in May.

  All information has been given to MGT of America and the first draft of the annual Cost Allocation plan is expected the week of June 4.

  The April financial statements were completed and all of the May 7 City Commission approved budget adjustments were entered into Eden in preparation of May financials.

- **Purchasing**

  The Construction Management Request for Qualifications was awarded to six, prequalified vendors.

  Staff are meeting bi-weekly with the Lean Six Sigma consultant to ensure the progress of the Lean Six Sigma Purchasing project. A document register was completed and "Virtual Bid Packs" were created and have been uploaded on the shared drive.

- **Treasury**

  Smart meter pilot program participants with usage from old meters were mailed out bills on May 11.

**Parks and Recreation**

- **Recreation Division**

  The Recreation Adult Softball program kicked off the week of May 6 with 115 teams registered to play at the VerSluis Dickinson Softball Complex this summer. There will be leagues on every night with the exception of Wednesday and Saturday. USSSA Baseball has 31 teams that play on Wednesday evenings and utilize the entire complex as well.

  The Recreation Division has been hiring staff for summer youth programs and Kik Pool. With May coming to an end, most of the hiring is complete.

  The Youth Team has put together a busy summer for the participants of our youth programs. We have four Super Rec camp sites, three Camp Kzoo sites, and All Things Possible which are all spread throughout different areas of Kalamazoo.
The Recreation Division has four After School sites, Lunch n’ Learn, Swim Lessons, and events in planning as well as a number of programs currently running.

- Communication/Outreach

  Staff have been meeting with many local organizations to partner with for All Things Possible. It is our goal to make sure we have as many experts at the table as possible when presenting information to the youth this summer while still ensuring it is a fun and enjoyable experience for them.

  Staff attended a Health and Wellness fair at Paramount Charter Academy on May 5. The purpose was to distribute information regarding our upcoming summer programs and talk with families about all that we have to offer.

  Staff met with board members from Kalamazoo Unified Youth Football Association to discuss potential partnership opportunities to help the new non-profit grow and expand its reach.

  Staff traveled to Canton, Michigan to meet with the 2018 MParks Conference Committee that will be held in Kalamazoo. The Recreation Manager is a member of the Conference Committee and is representing Kalamazoo as a whole throughout the planning process.

- Parks Division

  May was the opening for all of city parks. Staff cleaned and prepped the restrooms for their opening on Memorial Day for the season.

  Work continued at Homer Stryker Field with upgrades to the home plate club area, a new batting cage was purchased and assembled for the team to use, as well as installation of the new video scoreboard. Another flood put a halt to work for a week towards the middle of the month. Once the water receded, cleaning continued in the concessions area and around the field.

  The initial low bidder for the Parks and Green Spaces mowing contract began the end of April. There were issues with the quality of work and parks not getting mowed. On May 24, after numerous warnings, we terminated the contract. We are working with the next lowest bidder on an emergency contract for the month of June to get the parks back to acceptable conditions and the new contract will begin on July 1.

  Park improvement projects began at the end of this month. Work at Frays Park began with milling of the tennis court and the removal of fencing surrounding the courts. A new surface will be put down and stripping for tennis and pickleball will be added. The walking path will begin once the ground has dried out from the rains and should take about seven days to complete.

  Davis Street skate plaza work has begun with ground excavation in anticipation of concrete being poured to create the foundation for the skate plaza elements. Those elements will be delivered towards the end of June.

  Henderson Tot Lot and Rockwell park improvements will begin in early June with the anticipated completion date in late summer/early fall.
Communication/Outreach

Staff gave the Parks and Recreation Advisory Board an update on park improvement projects at their meeting in May. Concept drawings were presented and questions were answered. All members were very excited for the updates to be completed.

Staff attended a meeting at the Vine Neighborhood Association regarding the sign the neighborhood is planning for the Crosstown and Park triangle. They have some great design elements they are planning to incorporate and a final mock up is being developed.

Staff attended the first planting gathering of the Crane Park Master Gardeners on May 16. Flower beds were weeded and prepped for the planting day on May 23. The volunteers do an amazing job with the flowers there each year and staff are very thankful for their help and expertise.

Public Services

Support Services Division

There is an on-going effort to review fleet inventory for obsolescence and clean/organize the shop area once per week.

Division managers have worked with the Fleet Manager to develop five-year plans for heavy equipment. This included identifying additions, replacements, and disposals.

Support Services staff prepared a presentation for Public Services Week that highlighted the varied and complex skillset of payroll, procurement, fleet and general budget support provided to the department.

Public Services hosted a Public Services week May 21 through 24. Staff welcomed the public to visit and tour our facilities from 5:30 – 7:30 p.m. each night. Staff also held a download meeting on May 25 to discuss what we learned during the week and how they can improve the next Public Services event.

As of May 18, we exceeded 10,000 recycling carts delivered since October 2017. There were 107 new recycling cart requests taken during May.

Public Works Division

Due to all the rain during the week of May 14, there was not much work done on the Vine Street project, from Davis to Westnedge, except mobilizing the equipment.

The week of May 21, contractors worked on installing water main followed by sewer utilities at Locust Place. To accommodate water main installation on Locust Street, traffic was reduced to one lane traffic at a time at the Vine Street intersection for rest of the week.

Water main removals were carried out on the week of May 14 on Rose Street from Academy to Water Street. The week of May 21 contractors worked on installing water main.

A general inspection meeting was held between Michigan Department of Transportation (MDOT) and Public Works staff regarding Howard Street pedestrian improvements was held.
Bids came in for the W. Michigan/Howard traffic signal upgrade project with Severance being the lowest bidder. The pre-construction meeting for this project was held on April 13. We will receive an updated construction schedule from the contractor once the traffic signal mast arm manufacturer provides the estimated delivery date. The project is scheduled to start May 30.

The bids have been opened for the Pitcher Street from Kalamazoo to Michigan project and Strain Electric was the lowest bidder. MDOT will schedule a pre-construction meeting for this project once we have received the initial project schedule from the contractor.

**Wastewater Operations Division**

The Wastewater Treatment Plant Capital Projects Load Center Five replacement and plant road resurfacing have been completed with the vehicle storage building nearly completed.

The Wastewater Treatment Plant staff participated in Public Services week events to showcase Wastewater Treatment Operations, Lab & Industrial Pretreatment programs, and Process Control & Automation. A hands-on demonstration of equipment used in sanitary sewer cleaning was also demonstrated. The public were educated on how to dispose of fats, oils, and greases and what not to flush to prevent sewer backups. Plant tours were also given.

The Wastewater Treatment Plant has received sampling results for the new PFAS (perfluoroalkyl and polyfluoroalkyl substances) Source Evaluation and Reduction requirements. Initial data has been reviewed and further effluent monitoring for these substances has been performed. A 60-day extension to the June 29 deadline has been requested by the Michigan Department of Environmental Quality (MDEQ) as additional sampling is required after we received the initial results.

Collection crews repaired the damaged sanitary sewer that caused the overflow near Stadium Drive.

Public Service personnel have done Pulmonary Function Tests as part of the respirator requirement for the new Silica exposure rules from OSHA.

**Water Operations Division**

There were 28 non-copper water services replaced during the month of April. In 2018, a total of 94 have been replaced.

Approximately four Boil Water Advisories and subsequent liftings were issued in May associated with water main breaks and other water infrastructure repair.

Water Resources Division staff participated in the Public Services Week, having two, 2-hour in-house sessions and two, 2-hour Central Water Pumping Station tours, during the Monday through Thursday evenings.
Michigan State University cancelled their two-day Water School scheduled for May 22 and 23. Staff were scheduled to provide tours of the Wastewater Treatment Plant and the Central Water Pumping Station, and the Kalamazoo Christian High School Storm Water Improvement Project tour.

A meeting has been scheduled for June 7 between staff and H2O Compliance Services to discuss updates to the Cross Connection Control ordinance and Cross-Connection Program Plan.