City Manager’s Report
MARCH 19, 2018

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>NPS</td>
<td>Save America’s Treasures</td>
<td>Fountain of the Pioneers</td>
<td>$500,000</td>
<td>Submitted</td>
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<tr>
<td>DNR</td>
<td>Recreation Passport</td>
<td>Crane Park Lighting</td>
<td>$75,000</td>
<td>Preparing</td>
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<tr>
<td>DNR</td>
<td>MNR Trust Fund</td>
<td>KRV Trail</td>
<td>$300,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>KCF</td>
<td>Grant</td>
<td>SuperRec (Playground)</td>
<td>$25,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>MCACA</td>
<td>Capital Grant</td>
<td>Bronson Fountain</td>
<td>$70,000</td>
<td>Canceled by City</td>
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<tr>
<td>MSHDA / SHPO</td>
<td>Planning Grant</td>
<td>Bronson Fountain</td>
<td>$54,000</td>
<td>Rescinded by grantor</td>
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</tbody>
</table>

Community Planning & Development (CP&D)

- **Planning**

  At the February 1 Planning Commission meeting, the Commission voted to recommend to the City Commission to vacate the northern segment of Caves Court to Precision Heat Treating. A presentation was given at the meeting for the proposed Veterans Memorial Barrier-Free Ramp for the Riverside Cemetery. The Commission also voted to recommend to the City Commission to allow Commissioners Hughes-Nilsson, Pitts, and Greenman-Wright to serve another term. Two site plan projects were processed:

  1. Improvements to Rockwell Park located at 1106 Trimble Avenue
  2. Improvements to Henderson Tot Lot located at 1601 Henderson Court

  Staff and the Site Plan Review Committee continued to work on learning the new Blue Beam plan review software. This software allows the electronic review of site plans and eliminates the former paper review system.

- **Building & Trades**

  February there were 169 permits issued, representing $4,813,527 in construction valuation. This brought the year-to-date permits to 421 representing a year-to-date construction valuation of $7,720,748.
Zoning

At the February 8 Zoning Board of Appeals meeting the Board:

1. Approved a sign variance for Nonla Burger located at 2103 S. Burdick Street. The wall sign installed on the northwest corner of the building exceeds the standards for a wall sign as it extended 26 inches from the building wall on a 45 degree angle.

2. Approved a wall sign for the YMCA at 1001 W. Maple Street. A 24 square foot sign was for the new addition on the building which faces Hudson Street.

3. Approved a variance to allow Meyer Wood Products to set-up a display in the parking lot of 3406 Stadium Dr. (Wayside Bar) from April 1 to September 30 of this year.

4. Elected Board of Officers for 2018: Reed Youngs – Chair, Matt Lager – Vice Chair and James Houston – Secretary.

5. Reviewed the Zoning Board of Appeals 2017 Annual Report.

Community Development

Dorla Bonner was named Community Investment Manager. Her new role will include supervising two Economic Development staff. We look forward to her leadership with the projects that the ED staff are working on including the HUD Comprehensive Plan and the Entrepreneur Center Feasibility Study.

Housing

CPED housing staff is preparing the database for the 2018 Annual Rental Registration billing that will be coming out in March.

Staff is also utilizing the Lean 6 Sigma Training and streamlining the process for service requests to the division.

HUD Programs

- Community Homeworks and Senior Services completed two critical minor repairs.
- Housing Resources Inc. provided 55 tenant based rental assistance units.
- Catholic Charities served nine in their homeless prevention program.
- CDAAC voted to forward the 2018 Action Plan to the Commission to open the 30 day public comment period.
- Due to decreasing HOME funds, the Senior Program Specialist position has been eliminated and duties are being divided between remaining staff.
Shared Prosperity Kalamazoo (SPK)

The 2018 SPK Action Plan is on the March 5 Commission agenda for approval.

Kalamazoo College and City partnership: Completed focus groups with ALICE population K. College class will produce report based on conversations connected to asset development.

Show Me the Money Day (SMTMD), a free financial resource event for the community, has expanded to three sites in underserved neighborhoods and had over 100 people in attendance.

Staff are continuing to engage community stakeholders to refine possible place based SPK strategies.

Other Items

The department received an award letter for the Government Alliance on Race and Equity (GARE) grant from the Department of Civil Rights. Meetings are being held to determine the implementation process.

Economic Development (ED)

The Brownfield Redevelopment Authority (BRA) adopted a resolution authorizing staff to apply for a Michigan Department of Environmental Quality (MDEQ) loan to remove ash containing soils at the PlazaCorp entity development located at 400 Bryant Street. If the loan is approved, a separate loan agreement between PlazaCorp and the BRA will occur.

Staff hosted the feasibility consultant for his second local visit. During this time, eleven public/private meetings were held meeting with over 75 community stakeholders.

300 surveys have been distributed to community members and stakeholders for the entrepreneurial center study.

Staff assisted three startups to apply for the Can-do Kitchen Accelerator scholarship.

Staff assisted one client in applying for small business funding through LISC. Staff fundraised $25,000 for small business development/accelerator funds.

Staff gained Miller Canfield as a strategic partner to assist in small business development for free/low cost legal assistance.

Staff helped a client gain over $10,000 in new business through a referral.

I.T.

I.T. staff closed 411 tickets Helpdesk tickets in February.

I.T. continues to work on the merging of helpdesk software to present one I.T. helpdesk for the City.
Human Resources (HR)

- Labor Relations

  KMEA, KPSOA and KPSA CBAs were ratified by the respective memberships and approved by the City Commission.

Kalamazoo Department of Public Safety (KDPS)

A promotional ceremony was held on February 12 recognizing the promotions of many Public Safety Officers to Sergeants, Sergeants to Lieutenants, Executive Lieutenants to Captains, and Captains to Assistant Chiefs. Three Fire Lieutenants were appointed as well.

The Michigan Association of Chiefs of Police Accreditation training was held and presented to a large group of command.

Detectives continue to work on the homicide case involving a young teen.

Patrol continues to address neighborhood traffic concerns and perform property checks.

The Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and around the City of Kalamazoo. They performed 32 investigations and seized three guns. There have been no labs discovered to-date.

Management Services

- CFO

  February adjustments for 2017 year end have been submitted to City Commission and approved.

  OpenGov reports have been created, produced and certified by staff.

  2018 planning is complete and a set of 69 new vehicle lease-purchases were approved by the City Commission in February 2018 for fulfillment by April 2018. The Fleet Policy Committee will meet in March 2018 to review outstanding fleet development issues to include telematics, development of the motor pool and policies.

  Staff completed payroll e-checks and paycards in 2017, and are implementing electronic payment options (EFT) for accounts payable in the first quarter of 2018.

  All Priority Based Budgeting programs have been updated by staff to reflect the latest changes for the Adopted FY 2018 Budget.

- Purchasing

  Staff have participated during ongoing vendor outreach at several events throughout the community.
Budget:

Research has started using the Government Finance Office Association (GFOA) website and best practice information from the National Advisory Council on State and Local Budgeting. The capital policy will be completed before the draft of the budget and reserves policies.

Treasury

Received list of volunteered homes from Public Services defining who will have the smart meters installed into their homes. No date has been set for the installations by a third party of the smart meters. If smart meters are installed by early April, then the customers will receive a bill in mid-April for one to two months of usage, with July being their first three month bill. Public Services will advise when meters will be installed, specifically when the electrical work has been completed and they can get on Ferguson’s schedule to begin setting meters. The collector equipment has been placed on the Edgemoor Tower. Running the electric line could take up to two weeks.

Parks and Recreation

Recreation Division

Although we saw a fair amount of snow in February, there was a complete sheet of ice on the sledding hill planned to be used for the Winter Jamboree and staff had to cancel due to safety concerns. This is the second consecutive year the event has been cancelled due to weather. For 2019 staff are planning this as a pop up event when the weather conditions are favorable for a winter sports event.

February is also the first month that we start hosting Inclusive Dances for the year. These dances are provided for participants that have a physical and/or cognitive disability. Participants listen to music, socialize and dance. Previously, the dances have been held at the Senior Services Center but with the addition of Station 5 in the last year we were able to move to that facility and save $1,200 in rental fees. The move seemed to be well received from participants.

After School Programs are continuing to provide the same core services of helping students with homework, providing food, and a safe place to be while parents are still at work. The flooding that occurred near the end of the month caused staff to relocate the Youth Development Center attendees to Station 5 but the transition was smooth. February usually marks the end of Adult Volleyball season and the beginning of tournament time. This season has been a success as staff saw an 11% increase in teams and expect that number to grow even more next year.

Communication/Outreach

The Program Coordinator and Softball Coordinator held a softball managers meeting in February to go over new rules, registration, and cover basic information regarding the season. Between two sessions, a total of 65 potential managers attended.

Staff attended the Lean Six Sigma training at the end of the month. Many great tools were
introduced and staff are excited to utilize Lean Six Sigma to streamline some processes for the department.

Staff also attended an event at Kalamazoo College where faculty and City staff had the opportunity to talk about what we do and possibilities to partner moving forward.

➢ Parks Division

Parks staff was diligent with snow plowing during the month of February where we saw the largest snow fall to date this year. Staff did a great job clearing snow and maintaining salt on the ground.

The flooding towards the end of the month provided numerous challenges to the department. The closure of Crosstown Parkway required us to close down the Youth Development Center. Recreation staff did a great job of relocating those students to Station 5 for the after school program. We also had major flooding at Mayors Riverfront Park. Homer Stryker Field, along with the portion of the KRVT that runs through Mayors was inaccessible due to the river. On February 23 evacuated our building due to the water level rising and flooding of the parking lot. Parks staff got ahead of the water and planned accordingly. Staff used sandbags to secure the doors to the buildings and moved vehicles to higher ground. The building made it through without any damage, but we will have to wait to survey the field once the water is completely gone. To date we have had damage to the padding that surrounds the interior of the field, a large walk-in cooler was dislodged from the smaller concession stand, and there are large amounts of debris that will need to be cleaned up. Our hope is to get on the field the first week in March to begin damage assessment and repairs.

Park Improvement projects are moving along nicely. Davis St. Park phase 2 improvements will begin this spring. This phase will see the addition of the skate plaza to the Northeast corner of the park. Frays Park improvements will also begin this spring, with a completion date set in June to have the park back open to residents. Rockwell Park, Henderson Tot Lot, and Crane Park are all nearing completion of construction and we hope to have those out to bid in the next three weeks.

Communication/Outreach

Staff took part in the Vine Neighborhood Association Coalition meeting to assist in neighborhood planning. This was a great meeting of City staff, key business leaders in the neighborhood, and key stakeholders to begin the planning process for the neighborhood.

The Vine Neighborhood held it’s planning meeting that was open to the residents on February 20 at El Sol Elementary School. Staff attended and led the discussion at the Parks and Open Spaces table. At this table residents provided ideas for vacant lots, open spaces, and existing parks in the neighborhood. Many great ideas were voiced and recorded to contribute to the neighborhood plan as they move forward.

On February 13 staff and a representative from O’Boyle, Crowell, Blaylock and Associates attended the Eastside Neighborhood Board meeting to present choices for play equipment for the improvements at Rockwell Park. The meeting went very well and we were actually able to have the children that attend the after school programs there to vote on the choices.
Final documents are being completed with the choices and will be displayed at the Eastside Neighborhood meeting on March 15.

Public Services

➢ Support Services Division

Staff received approval and issued purchase orders for the purchase of several pieces of heavy equipment to be used by water and streets crews including a skid steer, an excavator, a compact excavator, asphalt reclaimer, and an asphalt zipper.

To date approximately 9,678 carts have been delivered since starting the new single stream recycling program on October 1, 2017. There were 78 new cart requests in February.

A contract was awarded to Monument Engineering Group Associations for the development of a Cemetery Business Plan.

➢ Wastewater Operations Division

The Wastewater Plant has set record influent flows with the flood event with seven days above plant flow design capacity and three days above 77 MGD.

The Wastewater Plant has notified MDEQ of National Pollutant Discharge Elimination System (NPDES) exceedances that occurred during the flood we are still waiting on additional sample results to determine the final number of exceedances.

The Kalamazoo Water Reclamation Plant (KWRP) received notification on February 20 from MDEQ about new perfluoroalkyl and polyfluoroalkyl (PFAS) substances Source Evaluation and Reduction requirements. Initial screening and reporting is due by June 29.

➢ Water Operations Division

The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation was accepted, signed, and implemented for the 2017-18 MDEQ fiscal year. Staff renewed the Annual Groundwater Guardian Program membership for 2018.

Water lead services are being planned for 2018, dedicating two City crews and contractual services. A grant application is being prepared by staff for $1 million for lead services removal. An additional $0.5 million will be received from Foundation for Excellence (FFE) funding. The remaining budget will be derived from City funds.

The Cross Connection annual report was submitted to MDEQ on February 21. Staff also completed eleven cross connection inspections in February.

Approximately 18 Boil Water Advisories and Liftings were issued in February associated with water main breaks and other water infrastructure repair.

Water staff addressed the 2018 flood by evaluating elevations for individual wells and other infrastructure, increasing chlorine concentrations, and collecting additional samples for bacteria and chlorine residuals.