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>Irving S Gilmore Foundation</td>
<td>Grant</td>
<td>Bronson Park transition support</td>
<td>$22,500</td>
<td>Submitted</td>
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<tr>
<td>Stryker Johnston Family Foundation</td>
<td>Grant</td>
<td>FFE Aspirational dollars</td>
<td>$12,428,000</td>
<td>Submitted</td>
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<tr>
<td>DNR</td>
<td>Aquatic Habitat</td>
<td>Milham Park dam removal</td>
<td>TBD</td>
<td>Preparing</td>
</tr>
</tbody>
</table>

Community Planning & Development (CP&D)

- Planning

  At the April 10 Planning Commission meeting, the Commission:

  1. Voted to approve a special use permit to allow a transitional home for women in the house at 713 Simpson Street.
  2. Voted to recommend to the City Commission to rezone the parcel from Zone M-1 to Zone RM-15.
  3. Participated in the annual meeting. Commissioners voted in the new officers for 2018, reviewed the annual report for 2017 and reviewed the new site plan review process.
  4. Voted to continue the administration of the site plan review program with Planning Division staff.

Seven site plan projects were processed in April as follows:

1. Use change of the building at 711 W. North Street for a retail store and food trailer.
2. Building addition for Newell Rubbermaid in the BTR Park.
4. New Schupan Medical Clinic at 3500 Covington Road.
5. Use change of the building at 514 Denway for a fireworks retail store.
6. New parking lot for Zoetis at 333 Portage Street.

7. New storage building for the Parks & Recreation Dept. at 251 Mills Street.

Pre-application meetings were also held for five site plan projects. Projects for the temporary parking lot for The Foundry facility on E. Michigan and the NACD pocket park on N. Park Street were closed out. Three site plan projects were approved.

- **Building & Trades**

  In April, 304 permits were issued, representing $2,225,012 in construction valuation. These figures brought year-to-date permits to 1089. This represents a year-to-date construction valuation of $14,015,139.

- **Economic Development**

  Staff, along with the Mayor and Commissioner Cunningham, attended the grand opening of Lifecycles Studios at 522 Mills Street. Staff have been assisting the business owner with the planning and promotion of the event. Staff will continue to provide support to ensure success for the business.

  Staff attended several conferences this month including:

  - The Michigan Business Innovation Association. This focused on best practices from successful incubator directors across the state.

  - MEDA training on Managing Economic Development Corporations. This focused on providing tools, and resources to define excellence in economic development. The training also explained:
    - The fundamentals of managing for results
    - Outcome-based performance
    - Organizational assessment
    - Stakeholder identification
    - Vision and mission scope
    - Organizational culture

  - IEDC Strategic Planning in Economic Development. This focused on:
    - Successful planning methods to analyze, install, and incentivize proposed projects for the future
    - Address current issues such as affordable housing, gentrification, and job creation

  - The Michigan Association of Planning Spring Resilience Conference. This focused on:
    - Ways planners can lead, and engage with stakeholders about topics such as climate change
    - Urbanization, reliable energy, infrastructure damage, and community health
The Capital Consortium program has been finalized by the Greater Kalamazoo Business Resources group with the help of staff. The purpose of the program is to help community businesses seek funding through an online website. Businesses will be able to upload their business plans to S.C.O.R.E.’s website and present their funding request to over 14 financial institutions via one application. The launch of this program is scheduled for mid-May of this year.

On April 2 the City Commission finalized the Third Amendment to the Revised Brownfield Plan by resolution.

**Opportunity Zone Designations**

The City of Kalamazoo was informed that the US Treasury has approved the Governor's opportunity zone nominations. Here is a link to US Treasury’s press release on the announcement. Kalamazoo has four census tracts identified on MSHDA’s website that are approved as the official Opportunity Zones for the State of Michigan:

- 2.02 (Northside)
- 2.01 (Downtown)
- 9.00 and 10.00 (Edison)

A detailed listing of these zones and maps by geographical regions can be viewed on MSHDA's website. We expect further guidance to be given by US Treasury next month on how opportunity funds can be created and used in these zones. Information indicates Opportunity Funds can be used as a primary investment in a variety of activities such as:

- Creating new businesses
- Acquisition of new commercial and/or residential real estate
- The development of infrastructure

Staff anticipates this tax benefit may be combined with other incentives, such as New Market Tax Credits (NMT), Low-Income Housing Tax Credit (LIHTC) and historic rehabilitation tax credit, which will add a valuable tool for economic and community development. We will be working with MSHDA and Southwest Michigan First in the coming weeks to provide more information and a presentation on the zones.

- Community Investment

**Economic Development/Feasibility Study for Mixed Use Incubator**

Jim Greenwood, the consultant hired to perform the feasibility study has submitted the Market Analysis. This is phase one of a multi-phased project. The report includes published data from the U.S. Census and the IRS relative to the Kalamazoo community and our economy. The report includes the results from a survey taken by 329 members of the Kalamazoo community. Small business stakeholders, potential incubator members, and the general community were all polled. Within the report, the business needs of the community were highlighted. The survey asked the types of services people would like to have within the incubator, where it should be located, and if people would be interested in becoming an actual member of the incubator. Ninety-seven percent of the people surveyed said they thought the incubator was a good idea.

The decision has been made by the community team working with City staff to proceed with
phase two of the study. Next, the study will focus on real estate/location options, development funding and financial sustainability.

I.T.

I.T. staff closed 425 help desk tickets in April.

Staff completed the EDEN upgrade to the current version.

Human Resources (HR)

Staff presented Discrimination/Harassment Prevention training to Public Safety new hires.

The Electronic Onboarding program is underway for new employees. Staffs are currently finishing the testing phase and have reduced administrative processing time. This program will roll out to supervisors next month.

Kalamazoo Department of Public Safety (KDPS)

The Chief of Public Safety’s final interviews were completed and eleven candidates were given conditional offers.

Staff planned and prepared for an April 7 “House Crawl” on WMU’s campus. Event organizers recognized that working in conjunction with Public Safety would keep things under control.

Detectives finalized the homicide case involving a young teen and the case was moved to Kent County.

Southwest Michigan First took part in ‘Leadership Kalamazoo’ which occurred on April 19.

A memorial wreath ceremony was held at the Zapata bust on the Kalamazoo Mall on April 21.

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

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

➢ CFO

OpenGov reports have been created and are being produced by staff on a monthly basis for the City Manager’s office.

Two thousand eighteen lease vehicles are arriving and are being on-boarded by fleet personnel. Communications about On-Star options will be provided by staff to EFM users
and supervisors. AssetWorks held a demonstration of the KeyValet software. Next steps are being reviewed by I.T. and Public Services staff to establish motor pooling capabilities per the City Manager’s office’s request.

Supplementals and change orders are now paperless. Staff are working on setting up EFT for those payments that are processed via manual wires in the Treasury department.

➢ **Accounting**

Accounting continues to utilize and improve a month-end checklist to understand reporting lags and identify areas of improvement. The months of January through March were closed out with the completion of audit accruals.

The auditors were on site in the month of April performing year-end fieldwork for the City’s audit.

➢ **Budget**

The capital improvement project policy is at the leadership level for final review. The first CIP planning meeting for general capital was held on April 26. A team workflow was presented to give departments time to plan for upcoming meetings to discuss wastewater, water, parks, and streets.

New programs were added for Parks & Recreation. A meeting was held with KDPS and five new programs are being created. Costing was sent over to KDPS staff for review with a May 11 deadline to return to Budget staff.

➢ **Purchasing**

Staff attended monthly Greater Kalamazoo Business Group meeting and registered for the next outreach event “The Talk” slated for May 7 at 6:00 p.m.

Staff continued work with Public Services staff to develop a new prequalified vendor form. The Construction Management Request for Qualifications was opened on April 26.

➢ **Treasury**

Smart meters will be installed the week of April 30 and bills will be produced for those accounts for the usage from their old meters. Some accounts will receive a 1, 2 or 3 month quarterly bill with service charges pro-rated. Beginning early August, this cycle will receive their first quarterly bill with all usage from the smart meter. Sixteen accounts have a meter size other than 5/8 inch, which were the size of the meters ordered for the pilot program. The larger meters have been ordered and should be received within the next several weeks.

**Parks and Recreation**

➢ **Recreation Division**

The Recreation Division hosted a very successful Spring Break Field Trip Camp. Previously, this program was filled to capacity at 27 students and many on a waitlist. Staff saw the need to expand and we offered 60 spots this year and filled it to capacity with another nine on a
Recreation Division staff have completed multiple interviews to fill the many vacancies for summer programs that are available. This process will continue into May.

All After School programs are going strong at Station 5, the Youth Development Center, and Oakwood Neighborhood Association. We serve 45 youth in those programs and another 50 in Swim for Success. Youth soccer also just began its six week session with 50 youth enrolled.

Communication/Outreach

The Annual Activity Guide was completed in April and mailed to nearly 3,500 City of Kalamazoo homes. This guide has all of our programs and events from April 2018 through the end of the year. In addition to the guide, we also mailed a specific All Things Possible flyer to all City of Kalamazoo homes with a seventh or eighth grader living in the house.

Staff visited News Channel 8’s *Miranda Where You Live* show to talk about All Things Possible. The interview went very well and is the first of multiple occurrences staff will have on the show or with her on-site.

Staff also attended the City Commission Retreat on April 21 to represent the Youth Team.

- Parks Division

Parks Division staff have been busy getting parks cleaned up and maintenance done in anticipation of the parks opening for the season on May 1.

A new sprinkler system was installed at MLK Park this month. This system was designed to distribute the water more evenly to the flowers that are planted by volunteers and the Junior Girls Association. The damaged trees along the train tracks at the park were also removed. New, heartier trees will be planted in their place.

Parks staff continues to assist in the work being done at Bronson Park. The project remains on schedule to be completed by the Kalamazoo Public Library reading day the end of May.

Upgrades at Homer Stryker Field have begun in anticipation of the Kalamazoo Growlers opening day on May 29. The new video scoreboard electric was completed, along with the new Home Plate club seating. Outfield padding that was damaged due to the flood was ordered and will be installed next month. New foul poles will also be installed.

Parks staff has worked on cleaning and repairs to the Farmer’s Market which is scheduled to open on May 4. The market staff from People’s Food Co-Op and some volunteers painted a portion of the building, some picnic tables and walls. Parks staff installed a new 18 unit bike rack to accommodate more cyclists at the market.

- Communication/Outreach

Staff attended a Vine Neighborhood Meeting on April 16. The discussion was built around the Axtell Creek area and the three pond locations. Residents want to see the area be planted with more native plants, shrubs, and flowers like it had been in the past. Water
Division staff also attended the meeting to provide suggestions and guidance. It was a good meeting and a lot of energy emerged to begin work on beautifying the area.

Staff met with the Crane Park Master Gardeners members at the park on April 24 to look at the trees in the park and discuss a GPS mapping option. Staff are researching signage for the project and how to implement it during the park improvement project this year.

Staff continues to help plan the Summer Spruce Up event that will be held at Sherwood Park on June 16. This is a partnership between the department and Building Blocks Kalamazoo. More details will follow as the event nears.

Parks staff attended the Arbor Day planting at Spring Valley Park. Eight trees were planted on April 25. The event had a great turnout with multiple television stations and reporters present. A total of about 40 people attended the planting.

Public Services

- **Support Services Division**

  There were a total of 166.18 tons of recycling collected from the curb during the month of April. There were 193 new recycling cart requests taken during the month bringing our new total carts delivered to 9,989 since October 2017.

- **Public Works Division**

  The Vine Street, Davis to Westnedge project is scheduled to begin on May 14 with estimated completion date August 31. The Utility work on Locust Court is scheduled to begin on May 14. Roadwork on Vine Street will begin after June 18 because of the close proximity of El Sol Elementary school.

  The main scope of the Rose Street, Academy to Water project is an upgrade in water main utility from Academy to W. Michigan Avenue. Upgrades in the sanitary and storm sewer will happen from Academy to Water. Other necessary work will include ADA ramp sidewalk, curb and gutter, paving, pavement markings and permanent signs.

  The Rose Street project is scheduled to start May 14. Work on this project is divided into different phases and the first phase will be from Academy to Michigan Avenue. Based on the phase and type of construction, appropriate detours will be setup and posted. There will be no lane closures on W. Michigan Avenue until June 18 to accommodate the Michigan Department of Transportation (MDOT) project on US 131 both on Park and Westnedge Avenue.

  The scope of Howard Street Improvements project is to install a side walk on the east side of Howard Street from Stadium Drive to Michigan Avenue. This project is in the design phase. Construction will be in 2019.

  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 manufacture provides the estimated delivery date.
The bids have been opened for the Pitcher Street project from Kalamazoo to Michigan Avenue 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

Wastewater Treatment Plant staff along with Public Safety held two active shooter trainings for staff.

The Wastewater Treatment Plant has implemented the Part 121 rules for Liquid Industrial By-products on how to complete the manifests, Emergency Procedures, and PPE. An Annual report for 2017 was submitted to Michigan Department of Environmental Quality (MDEQ).

Wastewater Treatment Plant staff volunteered for the Bronson Park Earth Day event to showcase water quality, recycling program, and to educate the public on how to dispose of fats, oils, and greases, and what not to flush to prevent sewer backups.

Wastewater Treatment Plant staff have completed sampling of industries for the new PFAS (perfluoroalkyl and polyfluoroalkyl substances) Source Evaluation and Reduction requirements. Initial screening and reporting is due June 29.

Wastewater Treatment Plant staff have implemented a new schedule for the collections crews. They are also working on a mobile work order system and developing Key Performance Indicators (KPIs) to measure outputs.

➢ Water Operations Division

There were 18 lead water services replaced during the month of April and 71 replaced through April 2018. Bids were opened on May 8 for the replacement of approximately 302 services on Race from Lay to Egleston, James from Lay to Lake, Reed from Portage to Fulford, Hays Park from Portage to Fulford and Clinton from Portage to Race.

Approximately six Boil Water Advisories and subsequent liftings were issued in April associated with water main breaks and other water infrastructure repair. There have been 72 water main breaks through April 2018.

Staff met with representatives from the U.S. Geological Survey and the Army Corps of Engineers to discuss services provided by the two agencies associated with flood control projects. This meeting was in addition to and associated with the previous meetings with the two agencies regarding flood modeling applications for the Kalamazoo area, including additional surface water monitoring locations, other USGS capabilities, and a new real-time surface water station that was installed and is now activated on Portage Creek at Reed Street.