City Manager’s Report
APRIL 16, 2018

Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
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<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Rescinded by grantor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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Community Planning & Development (CP&D)

➢ Planning

The Planning Commission did not meet in March. The site plan projects are:

• Planned improvements to Rockwell Park in the Eastside neighborhood and Henderson Tot Lot in the West Main Hill neighborhood were both approved.

• The Midtown Marketplace project at 412 Howard Street (former Harding’s store), and the Stryker Nature Preserve on Angling Road and are currently under site plan review.

• Five pre-applications site plan projects were processed and meetings scheduled.

Three Planning Commissioners were recommended for another term. An open Commission seat was recommended and appointed to start in April. The Planning Commission is full. The annual meeting of the Commission will take place on April 10.

➢ Building & Trades

March there were 274 permits issued, representing $3,155,529 in construction valuation. These figures brought year-to-date permits to 749 representing year-to-date construction valuation of $11,266,233.
Zoning

At the March 8 Zoning Board of Appeals meeting, the board approved a dimensional variance for 3433 Oakland Drive for Toddy and Wendy Trucks. The variance approved allows one dwelling unit per 6,125 square feet of land area, where 7,500 square feet is the smallest square footage per cluster housing unit in the RS-5 District. The total number of housing units proposed for this project is eight. This approval was for the same property where a condo project had failed in 2015. The Board conditioned the approval upon:

1) The eight oak trees required to be planted last year by the City must remain on the site and alive. They may be transplanted elsewhere on the property if City approves of the relocation.

2) The developer must receive from the Kalamazoo Country Club’s Board of Governors a temporary construction easement to enter onto and use the Club’s property during construction.

3) Site plan approval and issuance of required permits must occur before any site work commences.

At the same meeting, the Board approved a dimensional variance for five parcels owned by the Kalamazoo Nature Center on Angling Road (center parcel 2315 Angling Road). The Kalamazoo Nature Center approved a variance for gravel parking areas where the surfacing requirement for drives and parking areas are concrete or asphalt. Additionally, a dimensional variance was granted for a small identification sign of 20 square feet at the driveway entrance to the property for the new walking trail area. The Kalamazoo Nature Center will have a visitor’s center on the site with public restrooms and barrier free parking.

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.

Community Investment

HUD Programs

30 day public comment period for the 2018 Action Plan was opened

February Activities:

- Community Homeworks completed two critical home repairs.
- Senior Services completed nine critical home repairs.
- Kalamazoo Neighborhood Housing Services (KNHS) provided one homebuyer with down payment assistance. KNHS also purchased a property for rehabilitation for lease purchase to a low income home buyer.
- Fair Housing of SW Michigan entered into a lease purchase agreement with a low income homebuyer.
- Catholic Charities provided homeless prevention services to 27 youth and young adults.
• Housing Resources Inc. provided homeless prevention services to 21 adults/families.

  o Flood activities: In response to the February flood the following activities took place:
    ▪ Staff modified agreements which increased HUD funding to Senior Services and Community Homeworks. This will help provide homeowner repairs needed as a result of the flood.
    ▪ A total of eight requests for repairs were made in February.

Shared Prosperity Kalamazoo (SPK)

  o City Commission approved the 2018 SPK Action Plan.

  o Kalamazoo College students and City staff have entered into a partnership. College students produced a draft report based on conversation with the Asset Limited Income Constrained Employed (ALICE) population. Results will be used to assist in development of SPK next steps. The final report will be shared on the Imagine Kalamazoo website.

  o The SPK Coordinator is working with the Neighborhood Activator to develop neighborhood plans with the goal of ensuring SPK goals are incorporated into the plan.

  o Staff is working with Upjohn researchers to determine how to proceed with a “placed based” model for SPK implementation.

  o Staff is collaborating with local, black entrepreneurs to determine the needs of the population.

  o SPK staff interviewed with Michigan Radio’s Stateside program.

Other items

  o GARE Grant
    ▪ Staff will post a job description for engagement staff in April.
    ▪ Second Wave online magazine interviewed the partners of the GARE Grant.

Economic Development (ED)

Staff is working with LISC to determine methods of collaboration and researching properties that fulfill the MOU and Strategic Vision goals for investment.

On March 15, Brownfield Redevelopment (BRA) approved the implementation of the Second Amendment to Revised Brownfield Plan and recommended that City Commission approve the amended plan. It is expected that the City Commission will approve the amendment on April 2.

The BRA approved the First Amendment to Purchase and Redevelopment Agreement for the 400 Bryant Street (former FM Envelope) property. Due to this unexpected additional expense – an eligible expense under Act 381 – BRA and Developer have agreed to extend the term of the Agreement to 20 years and the amount of tax increment revenues BRA will provide in support of the Project to $1.407 million, whichever is first to occur. Further, under Paragraph 22 the closing
on the sale of the BRA Parcel was to occur within 30 days after Developer was satisfied with the work MDEQ was going to do. Since MDEQ no longer is doing the work the date for closing needed further clarification. The Amendment will now target the closing to occur within 30 days following the approval of the Brownfield Redevelopment Loan by MDEQ, the application for which was approved by the Board last month.

Staff held their second Capital Consortium Planning Meeting which resulted in ten lending institutions officially joined the consortium to start in April/May of this year. Staff assisted with the Eastside Neighborhood Association's "Imagine Eastside" event. The event had a decent turnout of over 40 attendees.

The Mix-Use Incubator Feasibility Survey results were distributed:

- 329 people within Kalamazoo completed the survey
  - Consultant stated that he has completed over 300 feasibility studies in his career and that 329 completed surveys is one of the largest responses he has ever received.

- Survey received a 98% Project Approval Rate.

Economic Development Business Stats:
- $175,000 in new capital created this month
- Twelve unique site visits this month
- Connected four entrepreneurs with SCORE and four with the SBDC
- Connected four entrepreneurs gain scholarships to the Can-Do Kitchen

I.T.

I.T. staff closed 436 help desk tickets and 620 calls in March.

I.T. continues to work on the merging of helpdesk software to present one I.T. helpdesk for the City.

Human Resources (HR)

Electronic Onboarding program is underway for City of Kalamazoo new employees. It is currently in the testing phase. Parks and Recreation seasonal hires are offering to pilot the program which has cut administrative processing time down from one to two weeks to three days.

Kalamazoo Department of Public Safety (KDPS)

A promotional ceremony was held on March 12 recognizing two promotions.

Background investigations for the 57th Academy have been completed and there will be 21 candidates going into Final Chief's Interviews in April.
Planning and preparation for St. Patrick’s Day weekend allowed for a “quiet” holiday. Crowds were kept to a minimum and things never got too rowdy.

Detectives are close to finalizing the homicide case involving a young teen.

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 18 investigations; however, did not seize any guns. There have been no labs discovered to date.

Management Services

➢ CFO

OpenGov reports have been created and are being produced by Tom Skrobola with certification of 12/31/17 and 1/31/18 data by staff.

2018 planning is complete and a set of sixty-nine (69) new vehicle lease-purchases were approved by the City Commission in February 2018 for fulfillment by April 2018. The Fleet Policy Committee met in March 2018, reviewed outstanding fleet development issues, including telematics, development of the motor pool, policies and so on. Staff is setting up a demonstration meeting with FleetWorks.

Purchasing

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

➢ Accounting:

OpenGov was reviewed for preliminary year-end financial reporting and issues with the budget and balance sheet reporting was resolved. The Journal Entry checklist continues to be used to fully understand lag in financial reporting and identify areas of improvement.

The Accounting team continues to be hard at work resolving year-end adjustments, final account reconciliations, and identification of capital assets. The Auditors will be on site starting April 2.

The Central County Transportation Authority (CCTA) audit will be finalized and filed with the State by month’s end.

➢ Assessor:

Staff supplied the information for the 2017 costs for Mall Maintenance. Staff work will begin on the 2018 Mall Maintenance Roll once the settlement is complete.

➢ Budget:

The CIP Improvement draft policy is complete and a meeting to review and discuss has been set up for April 4. The CIP summary report was presented to the PCT. A new report with the project status and a CIP planning outline is being created the week of March 12.
The CIP planning team will be meeting the fourth Thursday of every month.

The Public Services PBB costing has been completed and uploaded to the on-line tool. Meetings have been set up with Public Safety and Parks and Recreation to add programs that were omitted from the 2018 inventory.

The new budget calendar will be complete the week of March 12 which will outline the new process scheduled to begin on July 9.

The General Fund Reserve policy will be complete the week of March 19 for review by staff.

➢ Financial Services:

Electronic Funds Transfer (EFT) for Accounts Payable (AP) has been set up in production on PNC’s system. Staff are working with PNC representative to get instructions on use. The goal is ten percent of all 2018 AP Transactions to be on EFT.

➢ Purchasing:

Ongoing Vendor Outreach at several events throughout the community. Staff need to look into more advanced Social Media options and implementation of EDEN Bid/Quote module, as well as publication of project/term contract lists to maximize effective information sharing with vendors and the business community.

Parks and Recreation

➢ Recreation Division

Recreation staff has the After School Programs running smoothly serving nearly 50 youth. All Things Possible staff have been working to line up contractors, vendors, locations, and participants all year. Staff worked most of March planning for summer camp, Super Rec, and the Middle School Archery program. Middle School Archery saw an increase in participation this year with the addition of another school. Spring Break Field Trip Fest filled up quickly. Youth will be traveling around the Kalamazoo area all throughout Spring Break as part of this program.

Staff spent a large portion of time planning the annual Egg Hunt which was canceled this year due to the weather. Staff have also been working to process the many external special event requests that are received in the spring.

Communication/Outreach

Staff attended the Camp Day Out event at Emerging Hope. Staff also attended numerous middle school lunches to meet with youth for All Things Possible.

Staff had a meeting and toured Downtown Kalamazoo with the 2019 mParks Conference Committee. The conference is going to be held at the Radisson with several breakout sessions and events throughout Kalamazoo.

➢ Parks Division
Parks staff spent a lot of time in March cleaning up from the floods. Time was spent clearing debris and trash from parks affected, along with assessing damage and developing a cleanup plan for Homer Stryker Field. The majority of damage was the surrounding area of the baseball field. We had a crew come in and power wash the areas affected and dispose of the garbage around the area. Field padding will be replaced due to the high water level and the amount of time the water was sustained.

General park clean up from the winter months continued in March. Water was turned back on the end of the month at Versluis Dickinson in anticipation of the upcoming baseball and softball seasons. Trees were removed around the existing tennis court at Frays Park to make room for construction removal and new surfacing of the court during the park improvement project. New trees will be planted to replace the trees removed, per the tree committee recommendation.

- **Communication/Outreach**

  Staff spoke at the Edison Neighborhood Meeting on March 7. This was to highlight the process for park improvements for Reed St. Park and to engage the neighborhood to develop ideas and recommendations for the park. We will be holding a meeting in April to take resident input to begin planning the park improvements in 2019.

  Staff attended the Eastside Neighborhood Planning meeting hosted by Community Planning and Economic Development on March 15. We unveiled the final plan for the Rockwell Park Improvements scheduled to begin this summer.

  Staff attended the Westwood Neighborhood meeting on March 21. Staff spoke to residents about the improvements scheduled to be made at Frays park and the upcoming process for our department to develop our new five year Master Plan and ten year Strategic Vision. Residents were very excited about the improvements to the park and to provide ideas for the new master plan this summer.

**Public Services**

- **Support Services Division**

  To date approximately 9,796 carts have been delivered since starting the new single stream recycling program on October 1, 2017. There were 118 new cart requests in March, 167 tons of recycling collected from the curb and diverted from landfills.

  There were a total of 269 tons of bulk trash removed from the curb lawns during March. There were 169 tons of rubbish removed from five staged locations for flood damage relief.

- **Public Works Division**

  Vine Street from Davis Street to Westnedge Avenue - This project is scheduled to begin on May 14 with estimated completion date August 31. There will be a preconstruction meeting on April 9. There will be no street/intersection closures for any road work that needs to be done on this project. One lane of traffic in each direction will be maintained. Also, road work on Vine Street cannot begin before June 18 because of the close proximity of El Sol Elementary school. June 18 is the first day of summer vacation for Kalamazoo Public Schools. Until then, there would be utility work going on Locust Place where there will be
road closures on the portions of Locust Place. Locust place is a private alley there will be no thru traffic.

Rose Street from Academy Street to Water Street - The main scope of this project is upgrades in water main utility from Academy to W. Michigan Avenue, upgrades in sanitary and storm sewer from Academy to Water. Other necessary work would include but is not limit to ADA sidewalk, curb and gutter, paving, pavement markings and permanent signs. This project is expected to begin May 14 and be completed by August 24. We had a preconstruction meeting with contractors (Hoffman Bros) and Orion Construction (Exchange Place project). Work on this project is divided into different phases. 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 MDOT project on US 131 both on Park & Westnedge. We will be having another preconstruction meeting in next couple of weeks.

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

W. Michigan Avenue/Howard Street Traffic Signal Upgrades - Bids came in for this project with Severance being the lowest bidder. Preconstruction meeting for this project is being held on April 13.

Pitcher Street – Kalamazoo Avenue to Michigan Avenue - This project should go out for May/June letting.

- Wastewater Operations Division

The Wastewater Plant is working to finalize the Solids Handling, Barscreen, Finescreen air handling upgrades, and lab renovation designs for final bidding.

The Wastewater Plant has notified Michigan Department of Environmental Quality (MDEQ) that Kalamazoo Water Reclamation Plant (KWRP) will be participating in Part 121 rules for Liquid Industrial By-products as a receiving facility.

The Wastewater Plant has retained an engineering firm to sample the new PFAS (perfluoroalkyl and polyfluoroalkyl substances) Source Evaluation and Reduction requirements. Initial screening and reporting is due June 29.

The Wastewater Plant has completed sampling and notification of additional monitoring (annual sampling) to MDEQ. Pollution Minimization and Federal IPP exemption sampling and annual report and has been submitted.

- Water Operations Division

Staff are working with MSU to participate in the two-day Water School scheduled for May 22 and 23. Staff will provide tours of the Wastewater Treatment Plant and the Central Water Pumping Station, and may participate in the Kalamazoo Christian High School Stormwater Improvement Project tour during the afternoon of May 23.
Staff performed 24 cross-connection inspections and responded to a report of an illicit paint discharge in the storm sewer system.

Staff contacted H20 Compliance Company to discuss assisting staff with preparing revisions to the Cross Connection Ordinance and program plan.

Approximately twelve boil water advisories and subsequent liftings were issued in March associated with water main breaks and other water infrastructure repair.

Staff met with representatives from the U.S. Geological Survey to discuss additional surface water monitoring locations, other USGS capabilities, and prepared a change order to the current purchase order to accommodate enhancements with flood control evaluation. A new real-time surface water station is being installed on Portage Creek at Reed Street.