City Manager’s Report
AUGUST 20, 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>Native American Heritage Fund</td>
<td>Grant</td>
<td>Bronson Park Transition Support</td>
<td>$76,765</td>
<td>Awarded</td>
</tr>
<tr>
<td>Cities of Service</td>
<td>Love Your Block</td>
<td>Blight elimination</td>
<td>$25,000</td>
<td>Declined</td>
</tr>
<tr>
<td>Van Dalson Foundation</td>
<td>Grant</td>
<td>Bronson Park transition support</td>
<td>$25,000</td>
<td>Submitted</td>
</tr>
<tr>
<td>DNR</td>
<td>Aquatic Habitat</td>
<td>Milham Park dam removal</td>
<td>$300,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>Irving S Gilmore Foundation</td>
<td>Grant</td>
<td>Imagine Kalamazoo Festival</td>
<td>$3,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>Irving S Gilmore Foundation</td>
<td>Grant</td>
<td>Youth Development Master Plan</td>
<td>$15,000</td>
<td>Preparing</td>
</tr>
<tr>
<td>Irving S Gilmore Foundation</td>
<td>Grant</td>
<td>Accessible Kayak Launches</td>
<td>$150,000</td>
<td>Preparing</td>
</tr>
</tbody>
</table>

Community Planning & Economic Development (CPED)

- **Planning**

  The Northside Neighborhood Plan was approved by the Planning Commission. The City Commission will affirm their decision on September 4. The Northside Cultural Business District Authority is scheduled for a public meeting by the City Commission on September 4.

  The Student Group Award will be awarded to a group of Michigan State University Urban planning students who worked with our Neighborhood Activator to draft the Vine Neighborhood Plan. The students did fantastic work, and are receiving the student award for an undergraduate project from the Michigan Association of Planning (MAP).

- **Building & Trades**

  Categorization of anti-blight properties are underway as part of the anti-blight strategy.

- **Economic Development**

  Staff has started on the site prioritization process and held the first meeting with the steering committee for the project. Suggestions from the steering committee are being reviewed and
a second meeting is in the process of being planned.

Staff began the process of delisting the former Performance Paper site from the National Priority List (NPL – potential Superfund sites) in order to market the property for redevelopment.

The annual tax increment revenue reimbursement process has been completed and checks were hand delivered to developers.

Lot 9 was added to the Brownfield Plan at a special meeting of the Brownfield Redevelopment Authority (BRA) held on July 12.

The Economic Opportunity Fund (EOF) has been rebranded as the Business Development Fund (BDF). The restrictive nature of the EOF guidelines did not meet the current needs of economic development programs planned for Foundation for Excellence (FFE) funds. The BDF categories include:

- Key site acquisition will acquire, remediate and prepare properties for redevelopment.
- The Façade Improvement Program will support businesses via grants and/or loans to improve facades.
- Business grants and loans will support small and mid-size businesses that are unable to obtain lending. This includes entrepreneurs.
- Technical assistance will be provided through partners to support businesses in areas such as marketing, business planning, and use of technology.

Greenwood Consulting Group, Inc. (GCGI) submitted the Summary of the Feasibility Assessment of Real Estate, Development Cost & Funding, and Self-Sustainability for a mixed use business incubator. This is phase two of a three phase project. The first phase was to determine if the incubator was feasible from a market perspective. The positive result of that phase led to the current study and results. The recommendations of the study are as follows:

- Concur with GCGI's conclusion that the proposed incubator is feasible.
- Approve GCGI to prep implementation plan for the incubator.
- Focus on selecting the preferred scenario and facility behind it. Efforts need to begin to secure and fund facility.

HUD engagement continues to provide information for the 1019-2024 Consolidated Plan and the Analysis to Impediments to Fair Housing Plan. Engagement activities have included the National Night Out event.

**I.T.**

The I.T. department handled and closed 397 help desk tickets in July.
Human Resources (HR)

Staff completed the project cycle for 2018 Kalamazoo Department of Public Safety promotional exams, obtained all tech reports and completed all timelines.

Staff completed a salary and benefits survey for the Michigan Municipal League (MML).

Kalamazoo Department of Public Safety (KDPS)

Newly hired officers are continuing to work with their respective full-time officers (FTOs).

A total of 207 applicants passed the Public Safety Officer (PSO) test held and were invited to fill-out a background packet. Two workshops were scheduled to assist applicants with questions as to how-to/where-to-find-info relative to their background packets. These workshops were well attended.

The Service Division has assisted with various renovations at Headquarters in addition to readying new patrol vehicles for use and bidding with venders.

CID detectives have investigated numerous property crimes and shootings that occurred in the city.

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) continues the battle against drug trafficking in and about the City of Kalamazoo. They performed 16 investigations and seized one gun. There have been no labs discovered to-date.

Management Services

➢ Accounting & Budgeting

 Staff finalized and submitted the City's Comprehensive Annual Financial Report (CAFR) and other audited financial reports prior to the July 2 deadline.

 Staff will be attending the Priority Based Budget (PBB) conference in preparation for the 2019 Budget.

➢ Purchasing

 Staff is registered to attend Kalamazoo's first Black Business Expo on August 11.

Parks and Recreation

➢ Recreation Division

 We have been close to capacity for camps most of the summer. The influx of participation at our free Super Rec camps has caused some longer days and new challenges. Staff have
had to turn youth away from camps and re-direct to other sites due to state licensing requirements. Having faced this issue, staff will be better prepared in 2019 and plan to work with the state to either increase the allowed amount or add more sites. Aside from participation, camps have been great this year. Seasonal staff have done a great job managing the day-to-day and ensuring that all youth are safe and have an enjoyable summer.

All Things Possible has taken a turn for the better this summer as well. We are at over 50 City of Kalamazoo youth registered and average around 40 on a per day basis. The program is held at the Student Recreation Center on the WMU campus. They have had the opportunity to be exposed to many great things WMU has to offer, while also bringing in a wide array of vendors and taking outside trips as well.

An internal staff member has stepped in to the Special Events/Program Coordinator position on an interim basis and has been doing a great job managing Lunchtime Live! and continuing to grow the event. We estimate there to be between 400 to 500 people cycling through the event on a weekly basis. Movies in the Park have also been great this year with at least 250 to 300 people attending each movie. As with all of our events, weather is the driving factor on these successes.

Kik Pool has been host to four youth birthday parties, countless camps, and many other users. We have clubs using the pool on a regular basis and welcome a great partnership with Just Move Fitness and More to teach our Aqua Fitness classes every Tuesday, Thursday and Saturday.

- **Communication/Outreach**

  Staff attended Field Days at Woods Lake and Rockwell Park to gain community input while we are in the process of updating our five-year Master Plan.

- **Parks Division**

  Frays Park work is near ninety percent complete. Additional backfill along the outer edges of the path will be completed in mid-August and then grass will be seeded to optimize growth. The tennis and pickleball courts are completed and being used by residents, along with heavy use of the new path. New benches have also been installed.

  Henderson Park play elements have been installed. The grading work has been done to plan for installation of the pickleball court and basketball court. We are waiting on the picnic shelter to be delivered and installed along with the engineered wood fiber in the play areas.

  Work in Rockwell Park will begin the first week in August. We anticipate the park to be closed for the rest of this season and hope to have the work complete by the end of fall.

  Davis St. work was completed on August 1. The skate plaza will be open for use in the next week or two. We are awaiting a new skate plaza rules sign and also letting the caulking cure to the flat work. The park will look great for the September 17 City Commission meeting.

- **Communication/Outreach**

  Staff attended three different neighborhood planning meetings to answer any questions regarding the parks system for residents and discuss plans for future Capital Improvement
Projects. The meetings went very well and we received great feedback.

Public Services

➢ Support Services Division

Installation of real-time GPS units on citywide fleet has continued with all CP&ED vehicles.

There were 92 new recycling cart requests taken during July. There were 168 tons of recycling collected and 77 cubic yards of material collected as part of the YOU Program.

➢ Public Works Division

Vine Street Project – Davis to Westnedge
Utility work is complete on Locust Street. Lead removal services have been completed on Vine Street. Concrete work is taking place on Oak to Westnedge. Milling and paving is scheduled to begin August 13.

Rose Street Project – Academy to Water
Storm sewer work commenced July 30 between Michigan Avenue and Academy Street. All Michigan Avenue bump-outs are to be conducted within this closure. The anticipated time duration of four weeks is expected for the current phase.

Howard Street Pedestrian Improvements
Staff are continuing to work on the easement with WMU.

W. Michigan/Howard Traffic Signal Upgrades
Oakland/Howard concrete is complete. Howard paving is complete. Staff are working on the traffic signal at Drake and KL.

Pitcher Street Project - Kalamazoo to Michigan
The pre-construction meeting is complete. The plan is to start work on September 4.

➢ Wastewater Operations Division

The Wastewater Treatment staff attended the town hall meeting about the PFAS (perfluoroalkyl and polyfluoroalkyl substances) contamination at the Production Plated Plastics (PPP) site in Richland township. The Michigan Department of Environmental Quality (MDEQ) met the July 31 start up deadline for their carbon and resin filtration system to reduce PFAS discharge to the sanitary system from the PPP site. Additional monitoring will continue at the PPP site and at the Wastewater Treatment Plant. Staff will also attend the July 31 Parchment PFAS town hall meeting.

The Wastewater Treatment staff worked with City of Parchment staff manning transfer pumps and collections crews worked helping capture flush water as the water system was being flushed to remove the PFAS contamination.

The Wastewater Treatment staff performed quarterly Whole Effluent Toxicity, Mercury, and
Selenium testing. All results were under the NPDES permit limits.

Water Operations Division

In July, 31 lead services were replaced. To date in 2018, 202 lead services have been replaced. Five media releases/notifications and associated lifting notices were completed in July associated with water infrastructure repair.

Staff completed 25 outfall inspections, responded to a potential illicit storm water violation from MDEQ at Flowserve, performed 27 cross connection control inspections, recorded backflow test reports and is continuing work on Cross Connection Control Program Ordinance and Program Plan.

A replacement well construction was completed at Water Pumping Station 4 by the Ohio Drilling Company. Peerless-Midwest began work on rehabilitating production well 1 through 6 at Water Pumping Station 1 (Central). City staff are performing auto-surge on several wells.

Sample results were received for PFAs/PFOs for the fifteen WPSs – twelve were non-detect and three were well below the Health Advisory Level of 70 ppt. There are no recommendations by the MDEQ or Health Department to limit use of the three WPSs that had detectable levels.

Staff are still in emergency response mode to address the elevated PFAS levels in the Parchment PWSS. Much reporting has been done on this top-priority project that has included a complete take-over of the Parchment water system with the City of Kalamazoo’s. Numerous sampling continues between the two systems and the hard pipe connections are on-going, currently on E. G Avenue. Twenty-four seven monitoring of the RPZ backflow devices connecting the two systems is ongoing.