### 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>KZCF</td>
<td>Summer Youth Grant</td>
<td>SuperRec</td>
<td>$25,000</td>
<td>Letter of Interest</td>
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<tr>
<td></td>
<td></td>
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<td>Approved</td>
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<tr>
<td>NPS</td>
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<td>Preparing</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>
</tbody>
</table>

### Foundation for Excellence Board Meetings Announced

Three meetings of the Foundation for Excellence board of directors will be held in February. Agenda items will include appointing the full board and electing officers, as well as two board member orientation sessions. Information for the meeting is as follows:

1. **Business Meeting:** Thursday, February 15 from 12:00 – 1:00 p.m.  
   *Held in the Community Room at City Hall*

2. **Orientation Session One:** Tuesday, February 20 from 5:30 – 9:00 p.m.
3. **Orientation Session Two:** Wednesday, February 21 from 1:00 – 4:00 p.m.  
   *Held in the Forum Room of The Foundry, at 600 E Michigan Ave*

### Community Planning & Development (CP&D)

- **Planning**

  At the January 4 Planning Commission meeting, the Commission voted to recommend to the City Commission to approve the vacation of the south segment of Caves Court. The Commission also approved a special use permit for a transitional residence use for the YWCA to operate a survivors of human trafficking program in the existing house at 828 Oak Street. Two site plan projects were processed in January as follows:

  1. Frays Park improvements at 4400 Canterbury
  2. Building addition for L.C. Howard located at 760 E. Vine Street

  A pre-site plan meeting took place for a new building for the Kamps Pallet Company located at 601 Mills Street. A pre-site plan was received and processed for the proposed Hilton
Hotel use at the Rose Street Market property. Several meetings were held with staff on the new site plan review process and to learn the BlueBeam plan review software. The two projects listed above were processed using the new system.

The Neighborhood Planning process has begun and seven neighborhoods will be working on aspects of the process to amend the Master Plan. Vine Neighborhood will be working with Michigan State University students to update their plan this year.

✔ Building & Trades

January there were 226 permits issued, representing $2,876,722 in construction valuation. December's year end permit total was 3,178 representing $121,617,360 in construction valuation.

Staff are leading a new online permitting and scheduling initiative through BS&A. Staff will be planning an open house for contractors in March to introduce them to the system.

✔ Zoning

The Zoning Board of Appeals met on January 11. At the meeting the Board approved a use variance for Jose Martinez to utilize an existing garage apartment as a rental unit again, where this dwelling unit was not occupied for several years and lost its grandfathered status for occupancy. The property is at 3312 Adams Street in the Zone RS-5, Residential – Single Dwelling District. Lastly, the Board reviewed the upcoming dates for meetings for the remainder of 2018: 2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8 and 12/13.

✔ 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.

HUD Programs

Parks and Recreation reported Davis Park Project has been completed.

Community Homeworks and Senior Services reported 20 critical minor repairs for the month of November.

CDAAC will vote on approval of sub recipient funding recommendations for 2017 Action Plan.

HUD released a notice suspending the submission of Affirmatively Furthering Fair Housing Plans. We shared last month that we are in collaborations with the Michigan Department of Civil Rights, the Community Foundation and other agencies to write this plan using a grant from the Government Alliance for Racial Equity (GARE). The decision was made that we will continue with the process because it is the right thing to do and the information gained will inform the Consolidated Plan and possibly our SPK work. We are waiting for an answer regarding receipt of the grant.
Shared Prosperity Kalamazoo (SPK)

SPK/K College Civic Engagement Project for 2017-2018 has begun with wide-ranging community participants and good turnout and conversation.

Staff conducted a radio promotion for Show Me the Money Day (SMTMD) and SPK.

Staff is conducting conversations with Upjohn Institute to explore a potential place based on the SPK 2018 document to be presented to the City Commission. The presentation is expected in February.

General Fund

General Fund Neighborhood Agreements were completed with input from the neighborhood associations. The focal point of the agreements is the development of neighborhood plans as requested in the Master Plan. The goal is that at least three will have their plans created and approved by the end of 2018. Funds unallocated to a specific neighborhood will be used to provide capacity building exercise such as training in fund raising and/or fund development.

Economic Development (ED)

Staff hosted a table at the WMU Business Connect Expo and connected with dozens of entrepreneurs and business support agencies.

Staff convened executives from 17 for profit and nonprofit commercial lending institutions to begin creating a new resource for small businesses to obtain access to capital called a Capital Consortium.

Staff kicked off a Feasibility Study to pursue the creation of a Mix-Use Incubator as a hub of entrepreneurial activity to become known as the place where a small business or start-up business goes to get assistance, support, and resources, and shared space.

The Alcott Street dam removal project was initiated on January 22 with equipment mobilization.

The Panelyte Baseline Environmental Assessment (BEA) was submitted to the MDEQ (Michigan Department of Environmental Quality) for disclosure purposes. Once the additional liability protection document with the EPA is finalized preparation of closing documents for BRA’s acquisition can begin.

Verbal terms have been finalized for development of Lot 2.

I.T.

I.T. staff closed 400 tickets Helpdesk tickets in January.

Staff are working towards implementation of a consolidated I.T. Helpdesk for this quarter.
**Human Resources (HR)**

- **Labor Relations**
  
  Staff began learning the City Workers Compensation system to support the transition of duties within the HR Department.

- **HR Advisors**
  
  Staff participated in the meetings regarding NBU (Non-Bargaining Unit) compensation training for 2018.

  Staff began collecting NBU performance self-evaluation forms that were due on January 31.

- **Employee Relations**
  
  The Respecting Differences Committee is currently working on the planning details for the 2018 annual diversity event. The event title: “Salsa, Soul and Spirit in a Multicultural Age” will be presented by Juana Bordas. There will be two sessions as there has been in the past. The Chenery Auditorium has been booked for the presentation. The committee will meet again on February 27. The poster design has been finalized for distribution to employees.

**Kalamazoo Department of Public Safety (KDPS)**

After several strategic planning meetings, an organization chart was developed and promotions put into play.

The Cedar Falls, Iowa police department and several council members visited KDPS and were given tours of the facilities.

New vehicle designs were discussed and a plan has been put together to commence construction with appropriate vendors.

Detectives are working on a 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 about the City of Kalamazoo. They performed 28 investigations and seized seven guns. There have been no labs discovered to-date.

**Management Services**

- **CFO**
  
  OpenGov reports have been created and are being produced every month by staff. Staff creates updated Master Excel spreadsheets with the Adopted FY 2018 Budget and updated month-end numbers and projections.

  BSA General Ledger has been installed. Staff are leading this particular phase, including
regular updates and the ultimate recommendation to move from testing to live operation of the BSA General Ledger. Staff will work together to identify the next module for parallel testing and the ideal time-frame for testing.

Planning for 2018 is complete and a set of sixty-nine new vehicle lease-purchases will be forwarded to the City Commission in February 2018 for fulfillment by April 2018. The Fleet Policy Committee will meet in February 2018 to review outstanding fleet development issues, including telematics, development of the motor pool, policies and among other things.

Staff completed payroll e-checks and paycards in 2017 and implementing electronic payment options (EFT) for Accounts Payable in the first quarter of 2018. The implementation of paperless Change Orders begins February 2018.

➢ Accounting

Staff worked with Stevens, Kirilovic, and Tucker to review and update chart of accounts. Staff will finalize the plan to improve the chart of accounts and budget in the streamlined general ledger with the 2019 budget preparation.

The Accounting team has been working on preliminary reconciliations and adjustments to get ready for our December 2017 closing.

➢ Budget

The PBB on-line tool is in alignment with the FY 2018 Adopted budget. Meetings have been scheduled with the larger departments to review costing and program inventory to identify areas for improvement before the first quarter measurement tracking meeting.

There were two meetings in January to begin the improvement process. The first occurred on January 12 and the second will be the week of January 22. The goal is to determine a way to begin the budget process for the larger departments in June, discuss changing how year-end estimates are developed and create a standard form to be used for questions posed between departments.

➢ Purchasing

The contract module has been deployed and staff are working on the Change Order/Supplemental process which will be deployed early 2018.

Procurement Plan Map has been developed and deployed.

Vendor outreach is ongoing at several events throughout the community. Staffs continued meetings with neighborhood associations and are looking into more advanced social media options and implementation of the EDEN Bid/Quote module, as well as publication of project/term contract lists to maximize effective information sharing with vendors and the business community.

Staff are working with other City departments as it relates to Threshold Levels. A document register was completed. Virtual Bid Packs have been created.
Parks and Recreation

➢ Recreation Division

The Recreation Division held the 12th Annual Candy Cane Hunt on December 9. We believe the weather to be the reason we experienced a decrease in attendance down to 100 children. We did have 23 local businesses donate to the event, along with our title sponsor, Kellogg Community Credit Union. Volunteers from the Kalamazoo Explorers, Jeter’s Leaders, Kalamazoo Central, and Western Michigan University Event Management Students and Marching Band helped at the event. There were crafts, letters to Santa, visits with Santa, and a toy collection for Toys for Tots while children were not actively participating in the hunt for nearly 6,000 candy canes.

The After School programs came to a close in December after another successful semester. The Youth Development Center, Station 5 Community Center and Oakwood Neighborhood Association sites all housed children during after school hours. Participants in our After School programs have the opportunity to get help with their homework, socialize with their peers and young adults, go on field trips, and have a safe place to be during the hours that their parents are still at work.

The division is now preparing for the Winter Jamboree winter sports event at Milham Park Golf Course. The event is scheduled for January 27. In addition to the Winter Jamboree, our youth programs and After School programs are filling up for the upcoming season.

Communication/Outreach

Many of our events are heavily dependent on volunteers and the Candy Cane Hunt is no different. We are in constant contact with various groups within Kalamazoo. Volunteers for the Candy Cane Hunt came from Kalamazoo Central High School, Western Michigan University Event Management students and Marching Band, Jeter’s Leaders, and the Kalamazoo Explorers.

➢ Parks Division

Staff have been busy getting after school programs back up and running following winter break. Between three sites, we house 42 students each day following school. In addition to after school programs, our Swim for Success program is currently enjoying another filled-to-capacity session with 50 Kalamazoo youth signed up for the popular tutor and swimming program.

Staff have been overseeing our Adult Volleyball with a record 47 teams this season. As well as the adult program, we also hold youth volleyball programs that are scheduled to start the first full week of February.

Special Event staff had to postpone the Winter Jamboree that was planned for January 27 due to lack of snow. The make-up date will be February 17.

Assembling of the Summer Fun Guide had begun. It will be distributed to select households in April. The process to create this document takes five to six months.
Communication/Outreach

Recreation staff met at the Western Michigan University Student Recreation Center to talk about possibly using space this summer for All Things Possible. The Youth Development Coordinator also met with the Principal at Loy Norrix to discuss the school as a location for All Things Possible as well.

In an effort to recruit students for our middle school archery program, staff have visited all middle schools to talk with staff and students about the program.

Parks Division

Parks staff removed all holiday decorations in Bronson Park and took inventory of damaged decorations. Staff will begin looking for vendors to replace half of the candy canes in 2018 and some of the damaged decorations.

Parks staff continued snow removal. The mild weather also allowed them to address fallen limbs and trees at Knollwood and Verburg Parks. The Parks Division will have a planning meeting on January 30 to review park improvement projects and create a detailed plan and timeline for other projects we have scheduled this season.

The process to update the Parks’ five-year Master Plan and ten-year Strategic Vision is underway. A pre-bid meeting was held with potential vendors to answer questions and provide requirements for the plan. Staff anticipate selecting a vendor to create the plan and vision in early March. Once that selection takes place, staff will begin working with the neighborhood associations and Community Planning and Development to set up community meetings.

Communication/Outreach

Staff attended the first Summer Spruce-up event meeting for 2018. Parks will again be partnering with Building Blocks Kalamazoo for this event. This year’s park will be Sherwood on the Eastside. The date for the event is June 16. More details will follow from subsequent meetings.

Staff met with representatives from the Kalamazoo Chinese Academy about the Chinese New Year celebration. The academy will be hanging red solar lanterns and a few small banners in Bronson Park to commemorate the celebration in February.

Parks and Forestry staff met at Frays Park to examine some diseased trees that will be removed surrounding the tennis courts. Forestry staff made recommendations and the trees to be removed will be presented to the tree committee at the next meeting the beginning of February.

Public Services

- Support Services Division

Fleet Manager organized demonstration of trackless equipment. Staff began preparing and
submitting documents for purchase of various large equipment needs.

To date approximately 9,600 carts have been delivered since starting the new single stream recycling program on October 1. There were 103 new cart requests in January. Overall the program is proving to be very successful with recycling participation 76% higher than the previous dual stream program. Recycling volumes have increased nearly 20% from January 2017.

➢ Public Works Division

Rose Street design is complete with an invitation for bid to be advertised in February. The project will consist of upgrades in underground utilities, replacement of sanitary sewer on Rose Street from Academy Street to Water Street, replacement of storm sewer and water main on Rose Street from Academy Street to W. Michigan Avenue, pavement removal and replacement, ADA ramp replacement, concrete curb and gutter replacement and permanent pavement markings.

Stockbridge Avenue fiber optic connection project is scheduled for February bid opening. Project will include fiber installation in existing and new conduit on Stockbridge Avenue from Burdick to 415 E Stockbridge, signal detection upgrades, traffic signal upgrades and installation of network equipment.

Bids for the West Michigan/Howard Street and Pitcher Street/Water Street traffic signal improvements will be opened February 2. The project includes signal modernization and intersection vehicle detection at several locations: West Michigan and 11th, West Michigan and Dobbin, West Michigan and Eldridge, West Michigan and Emajean, West Michigan and Greenwood, West Michigan and Howard, West Michigan and Drake, Howard and Crosstown, Howard and Oakland, Howard and Stadium (coordination with MDOT), Howard and Valley; W KL Ave – 11th St to W Michigan Avenue, W Michigan Avenue – W KL Avenue to Howard Street, Howard Street – W Crosstown Parkway to S Kendall Avenue, S Drake Road – W KL Avenue to Stadium Drive, Stadium Drive – S Drake Road to Seneca Lane, resurfacing, restoration and rehabilitation and upgrade sidewalk ramps to ADA standards within the project limits.

Pitcher Street/Water Street traffic signal improvements will include reconstruction of existing roadway, upgrade sidewalk ramps to ADA, sidewalk reconstruction add bump outs, signal work, fiber installation and rehabilitation of Arcadia Creek on Pitcher Street from E. Michigan Avenue to Kalamazoo Avenue.

➢ Wastewater Operations Division

The Wastewater Plant has detailed out Asset Management activities for 2018. The 2017 Asset Management Annual report has been completed and submitted to MDEQ.

The Wastewater Plant safety coordinator has developed a Silica Program for Public Services staff. Applicable staff will be sent to Bronson for the medical portion of the program.

The Wastewater Plant is working on updating the Sewer Use Ordinance.

The Wastewater Plant has completed the MDEQ Audit Inspection response that has been accepted.
The Wastewater Plant has completed quarterly W.E.T testing and Mercury and Selenium sampling with all effluent parameters being met.

- Water Operations Division

  The Wellhead Protection Grant Program Annual Financial Status Report and supplemental documentation was prepared and submitted on October 3 for 2016-17.

  To date in 2017, there have been nearly 500 total non-copper (e.g. lead) lead services removed or replaced. Approximately 40% have been performed by City crews. The majority of lead services replaced were located within the City.

  Staff received notification that it was again recognized as a Groundwater Guardian Community for 2017. Staff renewed the Annual Groundwater Guardian Program membership for 2018.

  Staff continues its work for the new booster station to serve Texas Township to address the low pressure issues on the extreme western portion of the Super High Service District.

  Staff continues its plans to construct a new 2.5 million gallon elevated storage tank on the WPS 22 property, northwest of the US-131/I-94 interchange.