City Manager’s Report
OCTOBER 15, 2018

Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
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<tr>
<td>DNR</td>
<td>Aquatic Habitat</td>
<td>Milham Park dam removal</td>
<td>$300,000</td>
<td>Pre-approval</td>
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<tr>
<td>EPA</td>
<td>Material Remediation</td>
<td>116 Cedar St</td>
<td>$300,000</td>
<td>Preparing</td>
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Community Planning & Economic Development (CPED)

All CPED staff participated in a two-day training led by Incremental Development Alliance (IDA) on September 20 and 21. This training better prepared staff in assisting small developers through the developing process. Staff also assisted IDA to set up an open house for September 21 where developers and partners could come to gather information on how to reduce soft costs, architecture packages, plans, rental rates, site plan approval, and more. The event was overall positive and staff are eager to apply the new tools to grow our economic services and better assist our current and future new and small developers.

- Planning

  The Northside Neighborhood Plan has been approved as a sub-plan to the Imagine Kalamazoo Master Plan. The plan has a focus on creating a vibrant commercial corridor that supports local business owners, and creating and preserving housing. Staff have started working on actions identified in the plan (see Northside Cultural Business District Authority and Northside Zoning Changes).

  Vine celebrated the completion of the Imagine Vine neighborhood plan at the September 1 Art Hop. At the event, residents were able to see all of the actions from the plan and contribute to the design of a mural project celebrating Vine.

- Economic Development & Community Investment

  Shared Prosperity (SPK)

  SPK Goal Teams met in September. The goal teams are responsible for setting the direction of long term SPK plans. There are three teams focusing on families, youth and jobs. The teams are chaired by a member of the Organizing Committee.

  Event: Melody Barnes – “We the People” The Promise of Democracy

  This event was held on September 20 as a collaborative effort between the Lewis Walker Institute and SPK. There was an afternoon session held with members of the SPK Organizing Committee, goal team members and other stakeholders. The discussion centered on engagement. Ms. Barnes presented a talk titled “We the People” at WMU that evening for the general public. Both events were well attended and well received. Ms.
Barnes did an excellent job praising the work set forth in our SPK plan.

**Economic Development**

Applications for assistance have been received and are being reviewed by staff. Most applications are for façade improvement in our core neighborhoods.

**Housing and Urban Development**

CDAAC approved for staff to send the 2017 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The results list the accomplishments from the 2017-2018 program year. Staff will present this report to the Commission this fall. The report is due to HUD September 30.

Community engagement in collaboration with KNHS and Kalamazoo County will submit a funding request to HUD’s Lead Based Hazard Reduction Program. If awarded, this grant will allow lead removal/remediation for 72 homes. Total amount requested is $1,995,992. The deadline to submit is September 25. The program implementation date is January 1, 2019 – June 30, 2022.

Engagement continues to provide information for the 2019-2024 Consolidated Plan and the Analysis to Impediments to Fair Housing Plan. Engagement activities have included but have not been limited to:

- Focus group with seniors at Senior Services facilitated by ISAAC
- Focus group at El Concilio
- Returnees and housing forum at the Arcus Center
- Bronson and MLK Park. Only 100 surveys were collected at MLK alone!
- Next events:
  - Focus groups with special populations – people of color, LBTQ, Muslims
  - Project Connect – October 10

**Brownfield Redevelopment Authority (BRA)**

The BRA approved a resolution adopting the Fifth Amendment to the Revised Brownfield Plan and recommended the City Commission also approve the amendment.

The BRA approved the recommendation to execute the Brownfield Plan Development Agreement for the Schupan & Sons, Inc. project located at 4200 Davis Creek Court.

The BRA approved the recommendation to execute the Brownfield Plan Development Agreement for the former “Creamery” project located at 1101 Portage Street.

The BRA approved the recommendation to execute the Purchase and Sale Agreement for the “Harrison Circle” project located at 525 and 535 East Ransom Street.

**I.T.**

Staff closed 416 helpdesk Tickets in September

Staff has done the configuration and installation of 311 equipment, including PCs, phones, and
the CRM environment.

**Human Resources (HR)**

The Citywide Employee Appreciation event will be held on October 4 at Mayors Riverfront Park. Employees were asked to RSVP. There is an expected attendance of 135 participants at this time.

The HR portion of the Onboarding program will roll out on October 1. New employees hired after October 1 will be provided critical paperwork electronically prior to their first day of employment. This will eliminate administrative redundancies and decreasing the manual new employee process by up to two hours.

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

First interviews and Agility testing was completed the first week of September. Twenty-seven applicants passed and were assigned to Background Investigators and will work through the process until October 22.

The Service Division has assisted with various renovations at Headquarters which included readying new patrol vehicles for use and bidding with vendors.

CID detectives have been busy investigating the numerous property crimes and shootings that have occurred in the city.

Patrol officers continue to address neighborhood traffic concerns, perform property checks and work on the issue of panhandling in the city.

A Crowd Reduction Team (CRT) was put into play for two pay periods. This resulted in 36 people arrested (23 of those being priority offenders), 30 I/Leads cases generated, and seven firearms seized.

The Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. They performed 26 investigations and did not seize any guns. They have not discovered any labs to-date.

**Management Services**

- **Accounting & Budgeting**

  The CIP Process Improvement continues to see advancements including streamlining ERP capital accounting. Staff attended training on Priority Based Budget (PBB) and will be working with PBB to update the City’s online tool and plan to utilize it for 2020 budget planning.

- **Assessing**

  As of September 30, summer tax collections are at 85.46%, leaving approximately $6.54 million to collect for all taxing authorities. Roughly $4.1 million of this amount is utilizing the
installment option for payment. The third summer tax installment was mailed on September 6. Residential valuation factors are complete for each residential neighborhood.

- **Purchasing**

  Working collaboratively with City departments, bid documents were prepared and distributed through the City’s website for six purchasing projects. As part of our vendor inclusion program 250 vendors, 38 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 161 purchase orders and processed 28 change orders.

  Purchasing staff are administering prevailing wages for fifteen construction contracts.

- **Treasury**

  The 311 Initiative is in the final testing phase.

**Parks and Recreation**

- **Recreation Division**

  Staff worked diligently the first two weeks students were back in school to get them signed up for our After School and Sports Programs. Staff wrapped up Lunchtime Live and officially transitioned to fall and winter events, in addition to serving as the liaison for the City and outside organizations’ special event requests.

  Staff are currently overseeing four After School programs with nearly 50 children enrolled. Additionally, the Swim for Success program, also under staff supervision, is at its maximum with 50 youth registered.

  Staff are overseeing youth sports programs to include soccer, volleyball and golf. The soccer program is broken into two age groups with 47 total youth being served in this introduction to the sport program. Volleyball continues to be a popular choice in the community as it has 26 youth enrolled. Our Middle School Golf League is also very popular and is a great example of our partnership with the schools. We rely heavily on the schools to get the word out about the program and we continue to see results when the kids get signed up. We expanded to include Kalamazoo home school students this year as well. This golf program is meant to teach the basics of the sport as well as serve as something for the middle school aged kids to do once they are released from school but parents are still at work.

  Staff hosted the last Lunchtime Live of 2018 on September 28. This was another successful year for Lunchtime Live with increases in estimated attendance nearly every week and more food trucks being interested in attending. Staff also wrapped up the Movies in the Park series with a movie in Bronson Park on September 7. This movie was geared towards adults and turned out to be a great showing. In addition to hosting our internal special events, staff also managed all external requests for parks and special events which require a substantial amount of time communicating with other City departments and event organizers.

- **Communication/Outreach**
On multiple occasions, staff attended middle and elementary school open houses to meet parents and youth in an effort to recruit for youth programs. Similar to past months, staff attended all Lunchtime Live events and also attended the City Commission Meeting in Davis Street Park.

➢ Parks Division

Park rentals ended for the majority of parks after Labor Day. Bronson Park and Milham Park still have rentals on the books until October 1, but bathrooms closed the day after Labor Day per our Park Rules. Staff spent all of September closing their parks, collecting brush and debris in advance of fall weather. The new Building and Grounds Technician started on September 24 and began closing down the restrooms and plumbing for winter.

The City Commission held their annual meeting at a City park on September 17 at the newly remodeled Davis St. Park. The grand re-opening of the park was a huge success. Many residents, staff, and stakeholders attended the ceremony before the meeting to officially welcome the new elements. News outlets were on hand to report on the improvements which were well received.

Frays Park has been completed and residents are enjoying the new asphalt pathway, tennis and pickleball courts, and benches. The park improvements have been well received by the residents and we have seen a large increase in the use of the park.

Henderson Tot Lot is close to completion. Play elements have all been installed; the new parking area, picnic shelter, and grill are all installed. The basketball court / pickleball court has been paved and is awaiting the mandatory curing time before it is painted. Staff anticipates everything being completed by the end of October.

Rockwell Park improvements went quickly this month. The asphalt path and basketball court have been completed. The new playground border was installed and is awaiting the play elements to be delivered along with the new outdoor exercise equipment. New grass has already taken and the land improvements look great. This park should be complete by the end of October as well.

➢ Communication/Outreach

Staff attended the National Recreation and Parks Association conference in Indianapolis the week of September 24 – 28. We were able to attend insightful educational sessions, as well as speak with vendors about upcoming projects and programs they may be able to help with.

Public Services

➢ Support Services Division

Work began this month to remove the in-ground hoist from the fleet shop and is expected to be completed in October.

There were 79 new recycling cart requests taken during September bringing the new total carts delivered to 10,450.
Public Works Division

Vine Street – Davis to Westnedge
This project is complete.

Rose Street – Academy to Water
This project has been fully opened to traffic and suspended until 2019. Approximately five weeks of work remain and there is insufficient time to complete the project this year. This project experienced minor delays due to the additional work scope and delays associated with the MITA labor dispute.

Howard Street Pedestrian Improvements
Staff are working with Kalamazoo Area Transportation Study to secure funds for 2019 construction.

W. Michigan/Howard Traffic Signal Upgrades
This intersection will be open September 29 and fully open within three weeks.

Pitcher Street - Kalamazoo to Michigan
Epic Construction is doing removals and will soon begin signal work and culverts.

Wastewater Operations Division

Wastewater Treatment Plant Industrial Pretreatment Program (IPP) had a Michigan Department of Environmental Quality (MDEQ) audit of the IPP program. The MDEQ had positive comments about IPP PFAS sampling efforts and Maximum Allowable Headworks Loading and Local Limits study development.

The Wastewater Treatment Plant sponsored its first Kanoe the Kazoo event for the public to educate participants about the phosphorus Total Maximum Daily Loading (TMDL) and efforts that the TMDL group is doing to limit phosphorus discharge to the Kalamazoo River.

The Wastewater Treatment Plant staff have continued to sample plant effluent and foam for PFAS compounds. The latest round of data shows the Kalamazoo Water Reclamation Plant (KWRP) effluent is meeting the Water Quality Standard (WQS) limit of twelve ppt for PFOS.

The Wastewater Treatment Plant issued a letter to Texas Township about illicit discharges to the sanitary sewer. An additional emergency pump has been set up at the Treasure Island lift station to handle this additional flow until all the illicit discharges can be stopped.

Wastewater Treatment Plant staff are actively working with HDR to develop meaningful key performance indicators (KPI)s that will be incorporated in the Lucity work order and asset management system. The KPI’s will focus on wastewater collection activities.

Water Operations Division

In September, 46 lead services were replaced. To date in 2018, 377 lead services have been replaced. Two Boil Water Advisory Media Releases/Notifications and associated Lifting Notices were also completed in September.

Water staff was 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 system. Sampling is now daily for selected water quality parameters including lead and copper and PFAS. New corrosion control demands by the MDEQ have been implemented as we transition into a liquid poly blend phosphate at three of our WPSs’ feeding water to Parchment.

Staff have completed 24 cross connection inspections and 138 since the beginning of the year. Staff will be moving to a cross connection focus starting in September. The Cross Connection Control Program has received 84% of the required backflow test reports that were required on August 1. A second notice was sent out to facilities that have not submitted their test reports.

The Water Division received notification that we received an additional $70,000 in grants for the period October 1, 2018 through September 30, 2019. Staff has been preparing the Financial Status Report (FSR) and all of the associated documentation and project deliverables for the current grant period due the first week of October.