City Manager’s Report
JANUARY 22, 2019

Monthly Grants Status Report

Please see attached Annual Grants Report 2018 document.

Community Planning & Economic Development (CPED)

Building & Trades
In December, there were 218 permits issued representing $28,290,956 in construction valuation. These figures brought year-to-date permits to 3512 representing year-to-date construction valuation of $87,900,633.

Housing & Urban Development
Staff received a release of funding notice from HUD. This means that 2018-2019 programming can begin. As a reminder, our funding allocations for the year are as follows.

<table>
<thead>
<tr>
<th>Year</th>
<th>CDBG</th>
<th>HOME</th>
<th>ESG</th>
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</thead>
<tbody>
<tr>
<td>2018</td>
<td>$1,618,823</td>
<td>$531,580</td>
<td>$0*</td>
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<tr>
<td>2017</td>
<td>$1,493,264</td>
<td>$388,900</td>
<td>$211,770</td>
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*The awards are based on Census data and, according to our HUD representative; Kalamazoo did not meet the threshold for funding. The funds normally allocated to Kalamazoo were given to MSHDA. However, Kalamazoo did receive an increase in the funding sent to the C of C for homeless services.

Activities for 2018-19 include, but are not limited to:
- 110 homeowner rehabilitation projects
- 15 homeowner rehabs – Code Enforcement Repair Pilot
- Two rental rehabilitations focused on accessible units
- Two homeownership – acquisition/rehabilitation for buyers at 60% AMI and below
- Two community public safety officers
- Administrative support of the Continuum of Care
- Support youth programming with Parks & Recreation
- Support of code administration
- Three blighted buildings demolished

Shared Prosperity Kalamazoo
The Organizing Committee and Goal Teams are finalizing the process to develop projects to be considered for funding. The goal is to submit a plan to the Commission for approval in April.

Economic Development

Update on Business Incubator Feasibility Study

Staff completed tours of the potential sites for the incubator. Participants included representatives from WMU, SBDC, SCORE, ANP Consulting, LISC, Starting Gate, and WMED Innovation Center. Each participant will score the site and a recommendation will be made based on those scores. The following sites were visited:
- Merchants Crossing
- Comerica
- Traveling Nurse Building (348 N. Burdick St)
- Old Public Safety/Fire Station (116 Cedar St)

Next steps include:
- 12/14 Evaluation are due
- 12/19 Evaluation convenes to deliberate and finalize suggestion
- 12/21 Recommendation is made to City Leadership to proceed with next phase of study which is approving the consultant to write a business plan based on site.
- Jan/Feb Business Plan received
- Mar/Apr Decision made to proceed or not proceed based on business plan - Tentative

Brownfield Redevelopment Authority

Staff amended Chapter 25 of the Revised BRA Plan (No 6). This plan amended 1101 Portage Street (The Creamery). In mid-September, the developer requested information on how to revise the residential unit mix in order to receive PILOT on all residential units. In October and November, the developer provided new information on increased construction costs and changed levels of financing from the Michigan State Housing Development Authority (MSHDA) and the Michigan Economic Development Corporation (MEDC) to support the request to amend the agreement and the PILOT resolution. The developer has requested to revise the unit mix of residential units from 60% affordable units receiving Low Income Housing Tax Credits (LIHTC) to 81% units qualifying for LIHTC. With the request to revise both the agreement with the BRA and the PILOT resolution from the City, the developer provided documentation of the benefits the project will bring to the community. The new unit mix includes 15 one-bedroom units targeting tenants at 30% of the area median income, considered extremely low income units that are needed in the city. The YWCA has committed to a 24-hour drop-in childcare facility. Up to 2,700 square feet of commercial space will be offered to local business owners at a 50% discount from market rent for one year and a 25% discount in the second year. The business occupying this space will be chosen from proposals to be reviewed in cooperation with the Edison Neighborhood Association and the Kalamazoo County Land Bank.

Kyle Gulau was appointed to the EDC/BRA boards on December 17 by the City Commission. He sat on his first board meeting on December 20.

I.T.

Staff closed 356 help desk tickets in the month of December.

Human Resources (HR)

Staff continued assisting users with PERFORM software implementation of City’s Non Bargaining Unit (NBU) BARS Performance Review System.
Kalamazoo Department of Public Safety (KDPS)

KDPS offered positions to eleven PSO candidates (at the conclusion of the May 2018 hiring period process). These cadets will begin attending Lansing Community College’s Police Academy in January.

Many KDPS staff participated in the many ‘Shop with a Hero’ events at local stores throughout the city.

The Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and about the City of Kalamazoo. Eighteen investigations were performed and ten guns were seized. They have not discovered any labs to-date.

Management Services

➢ Accounting & Budget

Priority Based Budgeting (PBB) updates will start with 2019 adopted budget.

Staff have also successfully launched OpenGov budget reports on the City’s website.

➢ Purchasing

Staff worked collaboratively with City departments and bid documents were prepared and distributed through the City’s website for one purchasing projects. As part of our vendor inclusion program 54 vendors, three of which are minority or women owned businesses, were notified of bidding opportunities.

Staff reviewed and set up 147 purchase orders and processed 47 change orders.

Purchasing staff are administering prevailing wages for eight construction contracts.

➢ Treasury

Staff are working with BS&A to import Parchment customers, created the conversion from cubic feet to cubic meters and another conversion from gallons to cubic meters.

Parks and Recreation

➢ Recreation Division

The Special Event Coordinator planned and hosted the 13th Annual Candy Cane Hunt on December 8. Last year was the first year this event was moved from its traditional date of the week after Tree Lighting Ceremony and we continued that again this year. This allows for more time to properly prepare for the event. The weather was cold, yet nice for December and the attendance reflected the favorable weather. We had several local businesses donate to the event and with those donations we were able to purchase some very nice prizes for the youth that attended. Volunteers from Jeter’s Leaders and Kalamazoo Central 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
5,000 candy canes. New this year, we showed two short films, How the Grinch Stole Christmas and Frosty the Snowman. Hot chocolate was provided and distributed to attendees. The event was well received by all participants.

After School programs came to a close in December after another successful session. The Youth Development Center, Station 5 Community Center and Oakwood Neighborhood sites all housed children during after school hours through the Kalamazoo Public Schools last day of school before winter break. 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 Program Coordinator successfully ran the middle school bowling program that concluded with a tournament at Airway Lanes in mid-December. This program will pick up youth from school and transport them to the bowling alley for participation in the program. Parents are then responsible for picking up their children upon the conclusion of the practice. Covered in this program are the basics of bowling and how to work as a member of a team.

Communication/Outreach

Many 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 and Jeter's Leaders.

Staff attended the All Neighborhood meeting in December to update all neighborhood directors on what was done this year and what is planned for 2019. The Recreation Manager attended a 2019 mParks Conference Planning Meeting. This conference will be hosted here in Kalamazoo in late January and will be host to professionals from all over the state.

The Program Coordinator and Youth Development Coordinator visited numerous elementary and middle schools throughout the month in efforts to continue to build relationships with the students and staff at the schools.

Parks Division

The Parks Division continued with fall clean-ups at various parks in December. Leaves were collected and brush and debris were picked up. The Deputy Director assisted with the 13th Annual Candy Cane Hunt at Mayors Riverfront Park. The event was well attended and numerous candy canes and gift bags were handed out.

The Parks staff also began organizing the storage area at Milham Park in anticipation of the increased amount of decorations that are stored for the annual Holiday Tree Lighting. Thirty new candy cane decorations were delivered for Bronson Park on December 10.

Communication/Outreach

The Deputy Director and Recreation Manager attended the All Neighborhood meeting in December to update all neighborhood directors on what we did this year and what we have planned for 2019. We also answered questions the neighborhood directors had on various subjects.
Public Services

➤ Support Services Division

Physical inventory counts were completed. Resulting inventory adjustments are attributable to a normal level of slippage and breakage, as well as procurement staffing turnover and volatility throughout 2018.

Installation of GPS units was completed on Parks and Recreation vehicles and Public Services dump trucks to be used during snow and ice events.

There were 41 new recycling cart requests taken during December bringing the new total carts delivered to 10,602.

➤ Public Works Division

Howard Street Pedestrian Improvements
Staff is working with Western Michigan University to obtain an easement.

W. Michigan/Howard Traffic Signal Upgrades
Directional boring continues for conduit installation.

Pitcher Street - Kalamazoo to Michigan
Mast arm fabrication will be starting shortly and installed spring 2019.

➤ Wastewater Operations Division

The Wastewater Treatment Plant held a preconstruction meeting with LD Dosca for the solids handling improvement project and plant upgrades.

The Wastewater Treatment Plant has continued to sample plant influent and effluent for PFAS compounds. The latest round of data shows the Wastewater Treatment Plant effluent is continuing to meet the Water Quality Standard (WQS) limit of twelve ppt for PFOS. PFAS sample results from the November 1 resampling of industrial users have been received.

The Wastewater Treatment Plant collections staff responded to two Sanitary Sewer Overflows in December.

Wastewater Treatment Plant Industrial Pretreatment staff completed all Significant Industrial User inspections and compliance monitoring for 2018.
Wastewater Treatment Plant staff updated the Spring Valley Dam Emergency Action Plan and submitted it to the Michigan Department of Environmental Quality (MDEQ).

➤ Water Operations Division

In December, 42 non-copper services were replaced. In 2018, 540 non-copper services have been replaced, 230 by City crews and 310 by contractors.

Eleven Boil Water Advisory Notifications and associated eleven Lifting Notices were completed in December due to main breaks and service leaks/repairs.
The City of Kalamazoo assisted the City of Parchment with its Lead and Copper Program (LCP) with research, sampling, and analysis and reporting.

Staff prepared and provided a Water/Wellhead Protection/Stormwater presentation for the Big Brothers/Big Sisters.

Three formal site plans and two conceptual future site plans were reviewed by staff in December with conditions set for approval related to storm water management. Two Storm Water O & M Agreements were recorded, five are in progress and eight more forthcoming.

Several WHPP Grant Projects are on-going, including a GIS Contaminant Layer, WHPA Model update, radio and movie ad (KRESA class project), and Metro Bus placard work.

Staff completed 387 cross-connections to date, with 2,613 back flow report submittals in 2018. One Notice of Violation was issued for an incorrect backflow preventer.