

Assistant to the City Manager Project Report

Battle Creek Commission Meeting

July 18, 2017

Commission Chambers

Welcoming America (15% of 25 hours/week)

- Opening comments at Asian Pacific American Heritage Month panel event
- Attended Welcoming America Conference in Atlanta (\$441.60)
- Welcoming America webinar
- Exploration of Welcoming Week Event
 - Potentially in collaboration with other events, exploring partnership opportunities
- Attending Welcoming Michigan Conference, Sept. 15th (Ann Arbor, details pending)
- Formation of subcommittee to the Human Relations Board (HRB)
 - Majority immigrant membership
 - Advise the HRB and staff

General Customer Service, Language Access and Title VI (70% of 25 hours/week)

- Currently exploring the bilingual staff assessment portion, completion of the staff training portion will follow as part of Title VI.
- Special Guest at Burma Center Citizenship Class
 - Creating the presentation materials
- Assisting International Summer Fest Promotions team
- Takasaki Student Exchange Program
 - Planning and orientations completed, Takasaki delegation arrives July 23rd
- Takasaki City Tax Collector visit coordination
- Networking and conversations
- Work with the Human Relations Board
- Deer threshold research
- General CMO office coverage
- MSP Post property disposition
- Multilingual Welcome Sign (\$850 for 2 signs)
 - Motivated from way-finding needs and recommendation from Disney training on how the organization greets people

Sustainability (15% of 25 hours/week)

- Work with the Sustainable BC Committee on creation of a sustainability plan.
- Coordinate energy efficiency plans for city facilities.
- Research alternative funding for sustainability efforts.
- Promote the sustainability work of the City through local, regional and statewide initiatives.