Agenda
Regular Meeting of the City Commission

City of Kalamazoo

Monday, December 19, 2016 7:00 PM

City Commission Chambers - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation
2. Pledge of Allegiance
3. Introduction of Guests
4. Proclamations
    a. Kiwanis Club of Kalamazoo 100th Anniversary

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve Items "1-9" and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of a contract with Tetra Tech, Inc. for the Water System SCADA Project in the amount of $190,400.

2. Approval of a 60-month lease for 35 light duty fleet vehicles, including all maintenance, in the amount of $952,476.

3. Adoption of a RESOLUTION setting a public hearing for Tuesday, January 3, 2017 to consider the proposed Fiscal Year 2017 Budget for the City of Kalamazoo.

4. Adoption of a RESOLUTION amending and restating Resolution 16-38 to authorize and direct the City Manager to submit an application to the Michigan State Housing Development Authority, State Historic Preservation Office for a Certified Local Government Grant in the amount of $54,000 to assist the City in planning the full rehabilitation of The Fountain of the Pioneers in Bronson Park as part of the larger Bronson Park 21st Century Campaign.

5. Adoption of a RESOLUTION recognizing the the St. Monica Boosters as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license.

6. Approval and acceptance of an easement from CVS Pharmacy for water main installed as part of the CVS Pharmacy Building Construction Project.

7. Approval of a request from New Year's Fest of Kalamazoo to publicly display fireworks from the Epic Center Parking Structure on Saturday, December 31, 2016 at midnight as part of the annual New Year's Fest event.

8. Approval of the following appointments to the Community Development Act Advisory Committee:

   - the appointment of **Tami Cox** as an at-large member for a term expiring on March 31, 2017;
   - the appointment of **Annie Sprague** as an at-large member for a term expiring on March 31, 2017;
   - the appointment of **Margaret Wilson** as the Vine Neighborhood Representative for a term expiring on March 31, 2017.

9. Approval of the minutes from the City Commission meetings on November 21, November 28, and December 5, 2016.

G. REGULAR AGENDA

1. Adoption of an ORDINANCE to amend certain sections of Chapter 38 of the Kalamazoo code to change the rates charged for water service. The ordinance amends Chapter 38 of the Kalamazoo Code of Ordinances to increase water service revenues by 8.0% across the board, effective January 1, 2017. **(Action: Motion to adopt the ordinance)**

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

1. Discussion of the December 26th City Commission Work Session

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org

The Kalamazoo City Commission business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Business meetings are also web streamed live on the City's YouTube channel at https://goo.gl/Q6DW37. Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m. Recorded meetings are also available on-demand on the YouTube channel.

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 12/8/2016

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming meetings of the City Commission's advisory boards, commissions, and committees.

ATTACHMENTS:

	Type	Description
🗋	Meeting Schedule	20161219 Calendar of Meetings

Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

Regular Business Meetings – 7:00 p.m. in the City Commission Chambers

Tuesday, January 3rd and Tuesday, January 17th

Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall

February 20, 2017

Work Sessions

The City Commission will meet in special session on Monday, December 26, 2016 at 6:00 p.m. in the Community Room at City Hall.

Advisory Boards, Commissions and Committees (next two weeks)

The **Kalamazoo Historic District Commission** will meet on Tuesday, December 20, 2016 at 5:00 p.m., in the Community Room at City Hall.

The **Environmental Concerns Committee** will meet on Wednesday, December 21, 2016 at 4:30 p.m., in the Community Room at City Hall.

The **Investment Committee of the Retirement System** and the **Perpetual Care Investment Committee** will meet on Wednesday, December 28, 2016 at 2:30 p.m., in the Lawrence Conference Room at the Kalamazoo Community Foundation Building, located at 402 E. Michigan Avenue.

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director

PREPARED BY: Anna C. Crandall, EIT, Senior Civil Engineer

DATE: 12/5/2016

SUBJECT: Approval of a Contract with Tetra Tech, Inc. for the Water System SCADA Project – Bid Ref. #906-29-017

RECOMMENDATION

It is recommended that the City Commission approve a contract with Tetra Tech, Inc. for the Water System SCADA Project, in the amount of $190,400.

BACKGROUND

The City of Kalamazoo identified the Water System SCADA Project as a priority for the 2017 construction season. Currently, the water SCADA system that is being used is obsolete. Both the Water System and the Waste Water System use land line phones to communicate between the operations and the outlying water and waste water stations. This form of communication has proved to be very inefficient and maintaining the land line phones has become increasingly costly, due to the provider phasing out the infrastructure. Tetra Tech, Inc. designed a reliable replacement of the land line phone communication with the high speed radio communication.

The City of Kalamazoo retained the engineering services of Tetra Tech, Inc. in 2014 for the design of the Water System SCADA Project. Upon completion of design, it was decided that the new Water System SCADA would be installed by a three year project, with 2017 as the second year of construction. Engineering requested Tetra Tech, Inc. to provide a quote for professional services related to construction assistance and software development for the project. Tetra Tech, Inc. is uniquely qualified since they designed the project and are a pre-qualified Engineering firm.

Tetra Tech, Inc. has performed well with other projects for the City of Kalamazoo, and Public Services recommends approval of this contract.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

The funding for the project is proposed in the City's 2017 Water and Waste Water Capital Improvement Budgets. Project funding and estimated costs are as follows:

Funding:		
	2017 Water Capital Improvement Budget	$95,200.00
	2017 Waste Water Capital Improvement Budget	$95,200.00
		$190,400.00
Costs:		
	2017 Construction Assistance and Software Programming Costs	$190,400.00
		$190,400.00

ALTERNATIVES

The City could choose to use City staff to perform the required work, however this is not recommended as City staff is busy with other projects.

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Thomas C. Skrobola, Director of Management Services/Chief Financial Officer

DATE: 12/6/2016

SUBJECT: Lease of Thirty-Five (35) Light Duty Fleet Vehicles from Enterprise Fleet Management Trust

RECOMMENDATION

It is recommended that the Commission approve the lease of thirty-five (35) light duty fleet vehicles for a cost of $952,476 for 60 months, including all maintenance, and to authorize the City Manager to sign all documents on the City's behalf.

BACKGROUND

The City of Kalamazoo maintains a light duty vehicle fleet, including sedans, SUVs, pick-up trucks and vans. In July 2016, the City Commission authorized the Administration to enter into an equity lease agreement with EFMT for the leasing of 6 light-duty vehicles for use in the Public Services Department, known as our Phase I Vehicle Lease Pilot Program. At that time, the Administration indicated that staff was conducting further research into the potential benefits of expanding the scope of this approach.

The proposed expansion of the EFMT lease to include 35 additional new light-duty vehicles represents Phase II of the Pilot Program. The Administration has evaluated the age, condition, cost of maintenance and fuel efficiency of its existing light duty fleet and selected the 35 worst existing vehicles for immediate replacement. The Departments of Public Safety (13 vehicles), Community Planning and Development (10), Public Services (10), Parks and Recreation (2) are all participating in Phase II.

The City has traditionally purchased light-duty vehicles with cash. However, this strategy does not work well during periods of fiscal stress and budget cutbacks. The result is that the City has fallen well behind appropriate levels of vehicle replacement, leaving the City with an aged and obsolete fleet that is expensive to maintain and operate, as well as unreliable, sometimes leaving staff short of the necessary resources to deliver public services.

The fleet leasing alternative has been subjected to a cost benefit analysis, which demonstrates that leasing is at worst cost neutral as compared to the status quo approach. The fleet leasing approach combined with the proper timing of fleet disposition (that is, selling fleet before it becomes obsolete) could lead to substantial financial benefits to the City.

City staff has organized a Fleet Venture Team, which is studying the most cost-effective and mission-critical way to replace and manage fleet going forward. The EFM Fleet Leasing Pilot Phases I and II will provide the experience and data needed to evaluate leasing vs. our status quo approach as the Fleet Venture Team develops the optimal policies, procedures, financing and governance models for the City's fleet.

Finally, the City is partnering with the Michigan Municipal Services Authority (MMSA), which issues bids for goods and services designed for local governments under the authority of the State of Michigan. The City and MMSA are designing a Request for Proposal (RFP) for fleet leasing and maintenance to be issued by the MMSA in 2017. The City will evaluate the bid responses relative to the replacement of the rest of the City's light duty and heavy duty fleet.

A list of the light duty vehicles is attached.

POLICY CONSIDERATIONS

None.

COMMUNITY RESOURCES CONSULTED

None.

FISCAL IMPACT

The funds for the equity lease agreement have been provided in the Proposed FY 2017 Budget. As indicated in the attachment, the prices provided for each vehicle by EFMT match or beat MiDeal pricing.

ALTERNATIVES

An alternative to the equity lease agreement would be to fulfil the vehicle needs with direct purchases using the MiDeal program. This is not recommended as the City does not have adequate budget capacity to cash finance all 35 vehicles in question in 2017, whereas these vehicles should be replaced in 2017 due to their age and condition, and to help the City evaluate a financing alternative that would high performance fleet.

ATTACHMENTS:

Type	Description
🗋	Proposal List of Vehicles with MiDeal Pricing Comparison

Vehicle	Quote	Included in MiDeal - 2017	EFM Price	MiDEAL Price	Quantity	Difference	Comments	Monthly Payment	Total Cost Over 60
2017 Chevy Malibu LS	3382089	Yes	$ 19,145.00	$ 19,145.00	14	$ -	MiDeal Match	$ 347.35	$291,774.00
2017 Chevy Equinox LS AWD	3382096	Yes	$ 21,047.15	$ 21,047.15	2	$ -	MiDeal Match	$ 380.07	$45,608.40
2017 Chevy Silverado 1500 Regular Cab 4x4 - V6	3298381	Yes	$ 22,995.60	$ 22,995.60	1	$ -	MiDeal Match	$ 411.57	$24,694.20
2017 GMC Canyon Base 4x4	3318375	Yes	$ 26,392.94	$ 28,610.00	1	$ 2,217.06	EFM Bid less than MiDeal	$ 466.78	$28,006.80
2017 GMC Savana 2500 Extended	3310807	Yes	$ 29,320.03	$ 29,909.00	3	$ 1,766.91	EFM Bid less than MiDeal	$ 516.27	$92,928.60
2017 GMC Sierra 2500 SLE 4x4 Double Cab	3310841	Yes	$ 34,498.00	$ 34,498.00	6	$ -	MiDeal Match	$ 600.06	$216,021.60
Vehicle		**Included in MiDeal - 2017**	**EFM Price**	**State of MI Bid**	**Quantity**	**Difference**	**Comments**		
2017 Chevy Traverse LS AWD	3335971	No	$ 26,331.77	$ 27,538.00	5	$ 6,031.15	EFM Bid less than State Bid	$ 466.54	$139,962.00
2017 Chevy Impala LS	3296102	No	$ 21,187.00	$ 21,187.00	1	$ -	EFM to Match State Bid	$ 379.64	$22,778.40
2017 Chevy Cruze LS	3298407	No	$ 17,518.04	$ 18,509.00	1	$ 990.96	EFM Bid less than State Bid	$ 319.19	$19,151.40
2017 GMC Sierra 3500 SLE 4x4 Regular Cab - Dump/Plow	3298408	No	$ 59,132.20	$ 59,132.20	1	$ -	EFM Bid less than State Bid	$ 1,192.52	$71,551.20
				TOTAL	**35**	**$ 11,006.08**	**Total Quantified EFM Value**		
								TOTAL	**$952,476.60**

*Average delivery charge from the dealer of $200 per vehicle is included in all MiDeal prices, subject to change

**Payments include maintenance

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Thomas C. Skrobola, Director of Management Services/Chief Financial Officer

DATE: 11/30/2016

SUBJECT: Resolution Setting a Public Hearing for the Proposed FY 2017 Budget

RECOMMENDATION

It is recommended that the City Commission adopt the attached resolution setting a public hearing to consider the proposed Fiscal Year 2017 Budget for the City of Kalamazoo. This resolution provides notice of a public hearing to be held on January 3, 2017 regarding the proposed City of Kalamazoo FY 2017 Budget.

BACKGROUND

Each year a resolution must be adopted to provide notice of a public hearing to be held prior to adoption of the budget. The hearing must take place prior to adoption of the budget and publication of a notice of said hearing must be published at least six (6) days prior to the hearing.

The attached resolution regarding the budget hearing provides for the hearing to take place at or after 7 p.m., local time, on January 3, 2017. The final budget actions by the City Commission are scheduled for January 17, 2017 and include the adoption of a General Appropriation Resolution for the Year of 2017 setting property tax millage rates, the final appropriations to be adopted by the City Commission for each fund and operation within the City, and other related actions such as resolutions regarding fee increases.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

There is no alternative to holding a public hearing as charter and state law requires this process. A notice to the public is required in order to hold the mandatory public hearing prior to the adoption of the FY 2017 Budget.

ATTACHMENTS:

Type	Description
Resolution	Resolution Setting a Public Hearing for the FY 2017 Budget

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER THE PROPOSED FISCAL YEAR 2017 BUDGET FOR THE CITY OF KALAMAZOO

Minutes of a regular meeting of the City Commission of the City held on December 19, 2016, at or after 7:00 p.m., local time, at City Hall.

PRESENT: Commissioners:

ABSENT: Commissioners:

WHEREAS, Article 7, Section 32 of the 1963 Constitution of the State of Michigan requires the holding of a hearing on any budget of local units empowered to prepare budgets of estimated expenditures and revenues; and

WHEREAS, MCL 141.412 requires that a notice of such hearing be given by publication in a newspaper of general circulation at least six (6) days prior to such hearing; and

WHEREAS, Public Act #40 of 1995 provides that in order to avoid the necessity of holding a truth in taxation hearing, that a municipality must include a statement in its budget hearing notice that the property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that a hearing will be held on the proposed 2017 Budget for the City of Kalamazoo by the City Commission in the City Commission Chambers, Second Floor of City Hall, 241 West South Street, Kalamazoo, Michigan, on or after 7 p.m., local time, on January 3, 2017, and notice of said hearing shall be published at least six (6) days prior to said hearing in the following form:

CITY OF KALAMAZOO, MICHIGAN
NOTICE OF BUDGET HEARING

Notice is hereby given that the City Commission of the City of Kalamazoo will conduct a public hearing on the proposed 2017 Budget of said city in the City Commission Chambers, Second Floor of City Hall, 241 West South Street, Kalamazoo, Michigan, on January 3, 2017 on or after 7 p.m., local time, and that a copy of the said budget is available for inspection at the office of the City Clerk and on the City of Kalamazoo's website, www.kalamazoocity.org. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

The above resolution was offered by _____ and supported by _____.

AYES, Commissioners,

NAYS, Commissioners,

ABSTAIN, Commissioners,

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The forgoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on December 19, 2016. Public notice was given and the meeting was conducted in full compliant with the Michigan Open Meetings Act (PA 267,1976). Minutes of the meeting will be available as required by the Act.

_____
Scott A. Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Jeff Chamberlain, Deputy City Manager

PREPARED BY: Steve Brown, Grants Specialist

DATE: 12/12/2016

SUBJECT: Amendment to Bronson Park MSHDA Grant Resolution 16-38

RECOMMENDATION

It is recommended that the City Commission adopt a resolution amending and restating resolution 16-38, which approved the submission of an application to receive a Michigan State Housing Development Authority (MSHDA) State Historic Preservation Office (SHPO) Certified Local Government (CLG) Grant of $54,000 for Rehabilitation Planning (Catalog Of Federal Domestic Assistance #15.904) for the purpose of assisting The City in planning the full rehabilitation of The Fountain of the Pioneers in Bronson Park in downtown Kalamazoo, which was listed on the National Register of Historic Places on June 28, 2016, as part of the larger Bronson Park 21st Century Campaign.

The City is amending the details of the source of matching dollars to the grant award. The City will match the Grant with $36,000 of funds taken from its general fund instead of from the Bronson Park 21st Century Campaign Non-Endowed Fund (BRON10) at the Kalamazoo Community Foundation.

Furthermore, it is recommended that the City complete a Memorandum of Understanding (MOU) with the County of Kalamazoo detailing Agreement Scope, Agreement Period, and Agreement Components.

BACKGROUND

This resolution is an amendment to Resolution 16-38. The amendments are necessitated by additional requirements made of the City by MSHDA in a December 1, 2016 letter to the City. Specifically, the amendments state that the source of $36,000 matching dollars for the grant award will be taken from the City's general fund instead of from the Bronson Park 21st Century Campaign Non-Endowed Fund (BRON10) at the Kalamazoo Community Foundation. In addition, the resolution approves an MOU with Kalamazoo County, which is now being required by MSHDA.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

The city will match a $54,000 Grant from MSHDA-SHPO with $36,000 from its general fund instead of from the Bronson Park 21st Century Campaign Non-Endowed Fund (BRON10) at the Kalamazoo Community Foundation, as was resolved in Resolution 16-38. The City CFO has documented in a General Fund Ledger dated 12.7.2016 the source and availability of all $90,000 needed to pay for the project planning up front prior to MSHDA's reimbursement of $54,000.

The City acknowledges that the Grant is an expense reimbursement program and authorizes expenditures in the amount of $90,000 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the City of Kalamazoo upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs.

ALTERNATIVES

This amendment is required to remain eligible for the MSHDA grant, which is a unique and valuable opportunity for the Bronson Park 21st Century Campaign in the 2017 fiscal year.

ATTACHMENTS:

Type	Description
Resolution	Amended MSHDA/SHPO Grant Resolution

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. 16-

A RESOLUTION REQUESTING A PLANNING GRANT FOR THE FOUNTAIN OF THE PIONEERS

Minutes of a special meeting of the Kalamazoo City Commission held on _____ at ___ o'clock p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

RECITALS:

A. On September 26, 2016 the Kalamazoo City Commission adopted Resolution 16-38 approving the submission of an application to receive a Michigan State Housing Development Authority (MSHDA) State Historic Preservation Office (SHPO) Certified Local Government (CLG) Grant of $54,000 for Rehabilitation Planning (Catalog Of Federal Domestic Assistance #15.904) for the purpose of assisting The City in planning the full rehabilitation of The Fountain of the Pioneers in Bronson Park in downtown Kalamazoo, which was listed on the National Register of Historic Places on June 28, 2016, as part of the larger Bronson Park 21st Century Campaign.

B. This resolution is an amendment to, and restatement of, Resolution 16-38. The amendments contained herein are necessitated by additional requirements made of the City by MSHDA in a December 1, 2016 letter to the City.

C. As previously recited, the grant applicant is The City of Kalamazoo, which is the sole historic lessor of Bronson Park and will be the sole recipient, administrator, fund matcher, and fiscal agent of the Grant, including paying vendors, and receiving reimbursement from SHPO. Contact City Manager Jim Ritsema, (269) 337-804747; ritsemaj@ kalamazoocity.org; 241 West South Street, Kalamazoo, MI 49007.

D. As previously recited, the owner of Bronson Park, The County of Kalamazoo, will not receive, administer, fund match, or act as a fiscal agent paying vendors or receiving reimbursement from SHPO for the Grant, and will resolve its support for the Grant, and authorize the City to do all transactions as they pertain to any award which may be made as a result of the Grant application, at its October 18, 2016 County Board meeting. Contact County Administrator Tracy Moored, (269) 384-8111; 201 W. Kalamazoo Ave., Room 207, Kalamazoo, MI 49007.

E. As previously recited, Planning is estimated to cost a total of $90,000 based on the 9/19/2016 estimate provided by the preapproved firm In-Form Architecture of Kalamazoo.

F. The City is amending the details of the source of matching dollars to the grant award. The City will match the Grant with $36,000 of funds taken from its general fund instead of from the Bronson Park 21st Century Campaign Non-Endowed Fund (BRON10) at the Kalamazoo Community Foundation. The City CFO has documented in a General Fund Ledger dated 12.7.2016 the source and availability of all $90,000 needed to pay for the project planning up front prior to MSHDA's reimbursement of $54,000.

G. The City acknowledges that the Grant is an expense reimbursement program and authorizes expenditures in the amount of $90,000 for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to the City of Kalamazoo upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs.

H. Furthermore, MSHDA is requiring that the Kalamazoo County also amend its resolution on October 18, 2016 to reflect the changes outlined above, and that the City and County complete a Memorandum of Understanding (MOU) detailing Agreement Scope, Agreement Period, and Agreement Components.

THEREFORE IT IS RESOLVED:

That the City Manager is authorized and directed to amend the application for $54,000 for The Fountain of the Pioneers restoration, and that upon approval of the final application by the Michigan State Housing Development Authority, the City Manager shall be authorized to sign the grant contract, and any necessary amendments to the grant contract and other contract related documents; and

IT IS FURTHER RESOLVED:

That the City of Kalamazoo shall provide the matching funds in the amount of $36,000, for a total project cost of $90,000. The source of project cost shall be the City's general fund budget instead of the City of Kalamazoo's Bronson Park 21st Century Campaign Non-Endowed Fund held by the Kalamazoo Community Foundation; and

IT IS FURTHER RESOLVED:

The City Commission approves the MOU with Kalamazoo County and directs and authorizes the City Manager to sign it.

The above resolution was offered by _____ and supported by _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on December 19, 2016. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

_____
Scott A. Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/9/2016

SUBJECT: Resolution of Non-Profit Status for Charitable Gaming License

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION recognizing the St. Monica Boosters as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license.

BACKGROUND

The St. Monica Boosters is a non-profit organization that is dedicated to enriching the lives of students at St. Monica school by supporting activities related to the students' educational welfare through fundraising. To support this work the Boosters hold an annual fundraising event at the end of Catholic Schools Week called "Booster Bash." This event includes a carnival for the students and a silent auction for the adults.

The next Booster Bash event will also include a 50/50 raffle, where 50% of the proceeds go to the Boosters, and 50% will be given to the raffle winner in the form of a tuition credit. The funds raised at this year's Booster Bash will be used to purchase iPad carts for the school. In order conduct the raffle, the Boosters must obtain a charitable gaming license through the Michigan Lottery Bureau. As part of the licensing process, the State requires that the local unit of government establish and verify the applicant's non-profit status through the adoption of a *Local Governing Body Resolution for Charitable Gaming Licenses*. The City Clerk has received a copy of a letter of determination from the Internal Revenue Service confirming the non-profit status of "all agencies, instrumentalities, and educational, charitable, and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States." St. Monica School and the St. Monica Boosters are included in this description.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

The City Commission could deny the request. However, the St. Monica Boosters has submitted sufficient documentation to demonstrate its non-profit status.

ATTACHMENTS:

Type	Description
Resolution	Charitable Gaming License Resolution

Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

RESOLUTION 16-____

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(9))

At a Regular (REGULAR OR SPECIAL) meeting of the Kalamazoo City Commission (TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD)

called to order by _____ on December 19, 2016 (DATE)

at 7:00 p.m. (TIME) a.m./p.m. the following resolution was offered:

Moved by _____ and supported by _____

that the request from St. Monica Boosters (NAME OF ORGANIZATION) of Kalamazoo (CITY),

county of Kalamazoo (COUNTY NAME), asking that they be recognized as a

nonprofit organization operating in the community for the purpose of obtaining a charitable

gaming license, be considered for Approval (APPROVAL/DISAPPROVAL).

APPROVAL		DISAPPROVAL	
Yeas:	_____	Yeas:	_____
Nays:	_____	Nays:	_____
Absent:	_____	Absent:	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the Kalamazoo City Commission (TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD) at a Regular (REGULAR OR SPECIAL)

meeting held on December 19, 2016 (DATE).

SIGNED: _____
(TOWNSHIP, CITY, OR VILLAGE CLERK)

Scott A. Borling, City Clerk
(PRINTED NAME AND TITLE)

241 W. South Street, Kalamazoo, MI 49007
(ADDRESS)

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R7/02)

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Teresa T. Johnson, Deputy Public Services Director

PREPARED BY: Anna C. Crandall, EIT, Senior Civil Engineer

DATE: 12/5/2016

SUBJECT: CVS Pharmacy Utility Easement

RECOMMENDATION

It is recommended that the City Commission approve and accept the easement with CVS Pharmacy for water main installed as part of the CVS Pharmacy Building Construction Project; and authorize the City Manager to sign all related and necessary documents regarding the acquisition of the easement.

BACKGROUND

Construction of new water main was recently completed for the CVS Pharmacy Building Construction Project. As all public water mains and sanitary sewer are required to be in a dedicated easement or public right of way, CVS Pharmacy in collaboration with the City of Kalamazoo Attorney has drafted this agreement for approval.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisor board consultation or additional public input.

FISCAL IMPACT

The City of Kalamazoo will incur the cost of recording the easement with the Clerk-Register and $100 for consideration for the grant of the easement as this project was solely contribution in aid.

ALTERNATIVES

While the City Commission could decline to authorize the City Manager to execute this agreement, doing so is not recommended.

ATTACHMENTS:

Type	Description
Easement	Easement Agreement, Description & Sketch

PUBLIC UTILITY EASEMENT

THIS AGREEMENT dated October 13, 2016 between K-ZOO PROPERTY HOLDINGS LLC, a Michigan limited liability company, whose address is c/o AK Capital Holdings LLC, 37257 Mound Road, Suite A, Sterling Heights, Michigan 48310 ("Grantor") and the City of Kalamazoo, a Michigan municipal corporation, whose address is 241 West South Street, Kalamazoo, Michigan 49007 ("City").

Recitals:

A. Grantor owns a certain parcel of real estate at 2600 W. Michigan Avenue in the City and County of Kalamazoo, which is more specifically described on the attached Exhibit A ("Property").

B. The City desires to obtain an easement on, over, under, across and through a portion of the Property in conjunction with CVS Pharmacy Project.

C. Grantor agrees to grant to the City a utility easement on, over, under, across and through a portion of the Property for the purposes as set forth in this Agreement.

THEREFORE, in consideration of the mutual covenants, conditions and agreements set forth below, the parties agree as follows:

1. Grant of Easement. In consideration of less than One Hundred Dollars ($100.00) plus other valuable consideration, Grantor grants and conveys to the City a permanent easement and right-of-way on, over, under, across and through that portion of the Property as described in Exhibit B. ("Easement Area")

2. Purpose of the Easement. The City shall use the Easement Area for the purpose of constructing, operating, maintaining, repairing, improving or replacing the pipelines, connections, leads and all other components of the city's water supply system and other public utilities systems placed within the Easement Area. ("Utility Activities")

3. Access to the Easement Area. The City shall have the right of ingress and egress to the Easement Area from the public right-of-way, and if necessary through the Property, in order to carry out the Utility Activities, subject to the following conditions:

a) Perform the Utility Activities without cost to Grantor and in such a manner as not to unreasonably interfere with Grantor's use of or the business operations conducted on the Property.
b) Restore the Easement Area without cost to Grantor after completion of the Utility Activities to the same condition as existed before any such utility activity was performed. If necessary, such restoration shall include re-grading and reseeding any lawn areas disturbed by the City's activities.
c) Exercise reasonable care to protect any fixed structures, landscaping and other improvements on the Property during the performance of Utility Activities.
d) Grantor agrees not to construct any buildings or permanent structures on or within the Easement Area, unless prior written approval is given by the City for a particular building or structure.

4. Warranty. The Grantor covenants with the City that Grantor is lawfully seized and possessed of the Property, that such parcel is free from all encumbrances that would adversely affect the City's rights under this Agreement, and that Grantor will warrant and defend its title to the Property and the easement granted to the City against the lawful claims of all persons.

5. Authority of Representatives. The parties represent and warrant to the other that this Agreement and its execution by the individual(s) on its behalf are authorized by members or governing body of that party.

6. Binding Effect. This Easement Agreement shall bind the parties, and their successors and assigns. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.

7. Amendment. This Easement Agreement shall not be amended or modified except in writing signed by both parties.

8. Governing Law. This Agreement is governed under applicable Michigan law. Both parties had the assistance of legal counsel in the negotiation and preparation of this Agreement. Therefore, no construction or ambiguity of this Agreement is resolved against either party.

9. Exemption from Transfer Tax. This easement is exempt from transfer tax pursuant to MCL 207.505(5)(a) and MCL 207.526(6)(a).

K-ZOO PROPERTY HOLDINGS LLC, a Michigan limited liability company

By: _____
Avis Karim
Its: Authorized Representative

STATE OF MICHIGAN }
Macomb) ss.
COUNTY OF ~~KALAMAZOO~~)

The foregoing instrument was acknowledged before me on 10/13/16, 20~~16~~ by Avis Karim, on behalf of the Grantor.

Notary Public
~~Kalamazoo~~ Macomb County, Michigan
My commission expires: 1-4-22

CONSTANCE CHAMNESS-TERMINI
Notary Public - Michigan
Macomb County
My Commission Expires Jan 4, 2022
Acting in the County of Macomb

CITY OF KALAMAZOO

By: _____
James K. Ritsema
Its: City Manager

STATE OF MICHIGAN }
} ss.
COUNTY OF KALAMAZOO }

The foregoing instrument was acknowledged before me on _____, 20__ by James K. Ritsema for and on behalf of the Grantee, the City of Kalamazoo, its City Manager.

_____
Notary Public
Kalamazoo County, Michigan
My commission expires: _____

Prepared By & After Recording Return To:
The Office of City Attorney
241 W. South St.
Kalamazoo, MI 49007
(269) 337-8185

Exhibit A

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF KALAMAZOO, KALAMAZOO COUNTY, STATE OF MICHIGAN, AND IS DESCRIBED AS FOLLOWS:

Lots 3 and 43, inclusive, Block 2, Kalamazoo Park, according to the Plat thereof as recorded in Liber 8 of Plats on Page 9, Kalamazoo County Records, and 1/2 vacated Streeter Street adjoining on the West.

Excepting therefrom the following 2 parcels:

Exception A: Part of Lots 32 through 43, inclusive, Block 2, Kalamazoo Park, more particularly described as: Beginning at the Northeast corner of Lot 43, Block 2 of said Plat; Thence Southerly along the East line of Lots 32 thru 43, inclusive, 385.04 feet; Thence Northwesterly 390.54 feet to a point on the North line of said Lot 43; Thence Easterly along said North line of Lot 43, 56 feet to the point of beginning.

Exception B: Beginning at the intersection of the center line of Streeter Avenue (now vacated) and North line of Block 2, Kalamazoo Park; Thence East along the North line of said Block 2, 165.0 feet to the Northeast corner of Lot 1 thereof; Thence South along the East line of said Lot, 33.0 feet to the Southwest corner of Lot 44 of said Plat; Thence East along the South line of said Lot 44, 76.07 feet to the Westerly right-of-way line of Howard Street; Thence Southeasterly along said Westerly line, 28.33 feet; Thence Southwesterly 255.11 feet to a point in the center line of said Streeter Avenue, 139.09 feet South of beginning; Thence North thereon 139.09 feet to the place of beginning.

Together with a common right-of-way for ingress and egress over the Southerly 15 feet as measured at right angles to the Southerly line of the above-described exception Parcel B.

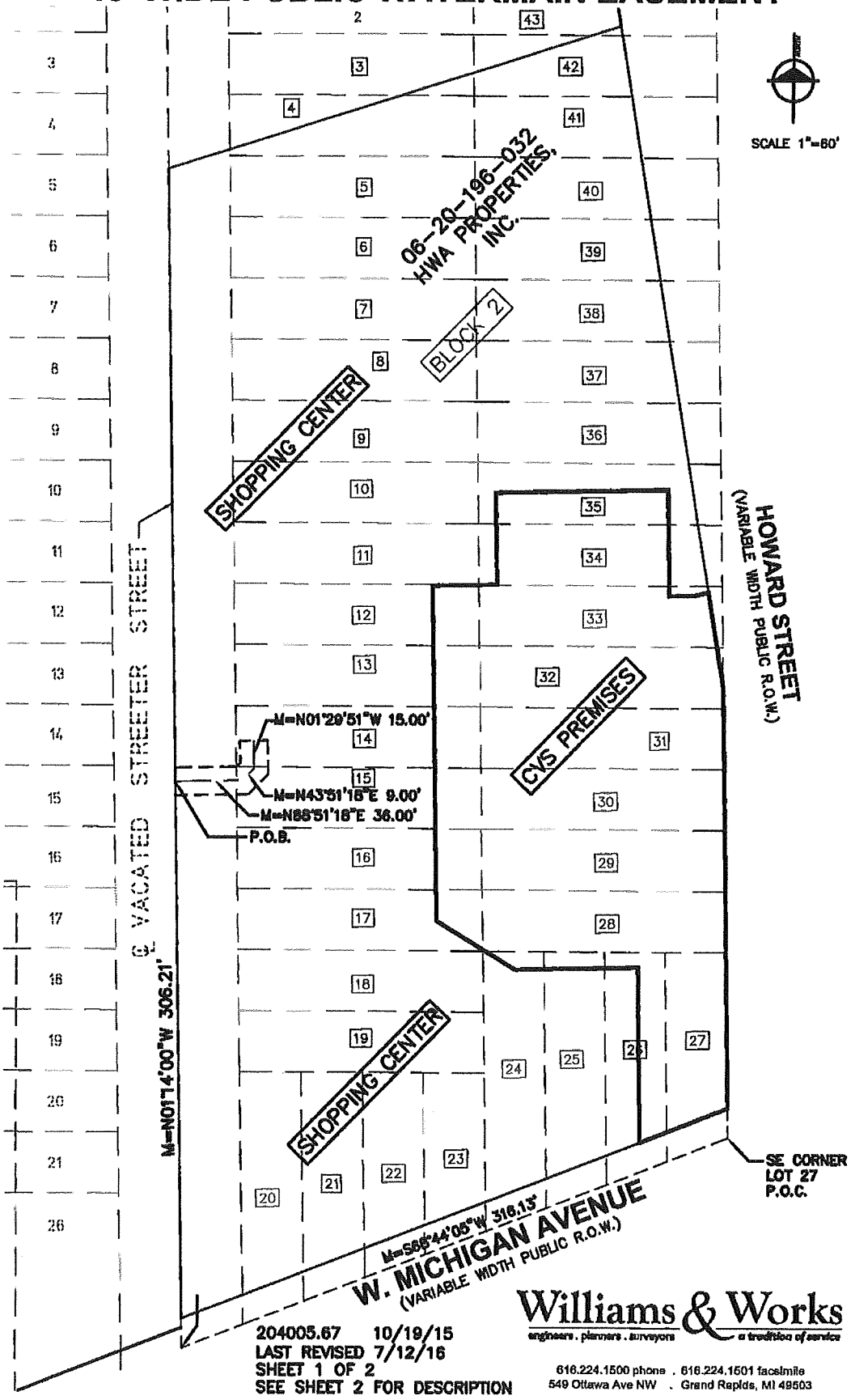
Also, together with rights of way for ingress and egress as set forth in Common Driveway Agreement dated September 30, 1986 and recorded in Liber 1291, Page 1041, Kalamazoo County Records.

Parcel ID: 39-06-20-196-032

Street Address: 2600 W. Michigan Ave., Kalamazoo

EXHIBIT B

15' WIDE PUBLIC WATERMAIN EASEMENT



204005.67 10/19/15
LAST REVISED 7/12/16
SHEET 1 OF 2
SEE SHEET 2 FOR DESCRIPTION

Williams & Works
engineers . planners . surveyors
a tradition of service
616.224.1500 phone . 616.224.1501 facsimile
549 Ottawa Ave NW . Grand Rapids, MI 49503

15' WIDE PUBLIC WATERMAIN EASEMENT

A 15.00 foot wide easement over part of Lots 14 and 15, Block 2 and a portion of the East half of vacated Streeter Avenue in Kalamazoo Park, Kalamazoo Township (now City of Kalamazoo), Kalamazoo County, Michigan, according to the Plat thereof as recorded in Liber 8 of Plats on Page 9, Kalamazoo County Records, the centerline of which is described as: Commencing at the Southeast corner of Lot 27, Block 2 of Kalamazoo Park; thence South 68°44'05" West 316.13 feet along the Southerly line of Block 2 to the intersection of the centerline of vacated Streeter Avenue (66 feet wide) with the Southerly line of Block 2 of Kalamazoo Park; thence North 01°14'00" West 306.21 feet along the centerline of vacated Streeter Avenue to THE PLACE OF BEGINNING OF THIS CENTERLINE DESCRIPTION; thence North 88°51'18" East 36.00 feet; thence North 43°51'18" East 9.00 feet; thence North 01°29'51" West 15.00 feet to the place of ending of this centerline description.

Williams & Works
engineers . planners . surveyors a tradition of service

616.224.1500 phone . 616.224.1501 facsimile
549 Ottawa Ave NW . Grand Rapids, MI 49503

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/14/2016

SUBJECT: New Year's Fest Fireworks Permit

RECOMMENDATION

It is recommended that the City Commission approve a request from New Year's Fest of Kalamazoo to publicly display fireworks from the Epic Center Parking Structure on Saturday, December 31, 2016 at midnight as part of the annual New Year's Fest event.

BACKGROUND

Pursuant to state law, the New Year's Fest of Kalamazoo has applied for a permit to publicly display fireworks at the Epic Center Parking Structure. The Department of Public Safety has reviewed the request, and Fire Marshal Jim Williams has endorsed the application. The City's Building Authority, as the owner of the Epic Center Parking Ramp, has granted permission for the the ramp to be used as the launch site. Finally, New Year's Fest of Kalamazoo has provided the required proof of insurance from the pyrotechnic operator.

COMMUNITY RESOURCES CONSULTED

Outside community input was not required. Public Safety reports previous events at this location have not generated complaints.

FISCAL IMPACT

There is no budgetary impact.

ALTERNATIVES

The City Commission could deny the request based upon the location, size of display, or previous complaints concerning excessive noise. However, location and excessive noise have not been problems at this event in the past.

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/9/2016

SUBJECT: Appointments to Boards and Commissions

RECOMMENDATION

It is recommended that the City Commission approve the following appointments to the Community Development Act Advisory Committee:

- the appointment of **Tami Cox** as an at-large member for a term expiring on March 31, 2017;
- the appointment of **Annie Sprague** as an at-large member for a term expiring on March 31, 2017;
- the appointment of **Margaret Wilson** as the Vine Neighborhood Representative for a term expiring on March 31, 2017.

BACKGROUND

The City Commission must approve appointments and reappointments the Community Development Act Advisory Committee (CDAAC). The City Clerk's Office receives applications for CDAAC and forwards them to the staff liaison. It is then the responsibility of CDAAC to recommend appointments and reappointments to the City Commission. The attached *Appointee Nomination Report* details the nominees' qualifications.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact associated with these appointments.

ALTERNATIVES

The City Commission could choose to approve these appointments, not approve them, or postpone action to a date certain.

ATTACHMENTS:

Type	Description
Report	CDAAC Nomination Report

Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Community Development Act Advisory Committee (CDAAC) recommends the City Commission approve the following three new appointments:

- The appointment of **Tami Cox** for her first partial term as an At-Large Representative. Ms. Cox's term would expire on March 31, 2017;
- The appointment of **Annie Sprague** for her first partial term as an At-Large Representative. Ms. Sprague's term would expire on March 31, 2017.
- The appointment of **Margaret Wilson** for her first partial term as the Vine Neighborhood Representative. Ms. Wilson's term would expire on March 31, 2017.

SPECIAL REQUIREMENTS FOR THIS POSITION

CDAAC membership is open to seven (7) community members-at-large and representatives from the six (6) core neighborhoods.

CDAAC considers funding requests from nonprofit organizations to meet City of Kalamazoo priorities under Community Development Block Grant (CDBG) and HOME Investment Partnerships. Members of CDAAC are cognizant of community issues, local service providers, and any special restrictions associated with the various funding sources. In order to make informed decisions, the members of CDAAC constitute a microcosm of the community as a whole.

All of the recommended candidates lend much-needed expertise and diversity to the committee.

SELECTION PROCESS

Each applicant submitted a formal application through the City Clerk's Office. The CDAAC Nominating Subcommittee received and reviewed applications to fill the vacant seats.

The CDAAC Nominating Subcommittee interviewed Ms. Cox, Ms. Sprague, and Ms. Wilson on September 19, 2016, and felt their qualifications would make them a positive addition to the Board. During the November 10, 2016, regularly scheduled CDAAC meeting, members of the CDAAC Nominating Subcommittee made their recommendations known to the Board as a whole. A quorum of the CDAAC unanimously approved the recommendation.

NOMINEE QUALIFICATIONS

<u>Dual Board Memberships</u>

These applicants do not currently serve under any other City advisory board.

Residency

Ms. Cox and Ms. Sprague live in the Northside neighborhood. Ms. Wilson resides in the Vine neighborhood. All three reside within the City of Kalamazoo.

Term Limits

If approved, Ms. Cox, Ms. Sprague and Ms. Wilson will serve a partial term ending in March of 2017. Per current CDAAC bylaws, all three will then be eligible for reappointment for a first full term.

Training, Experience, Education and Skills

All members bring valuable training, experience, education and skills to CDAAC.

Ms. Cox works with the Northside Association for Community Development; she is also a member of the Northside Preschool Liaison Committee. She is employed with Lockhart Management & Consulting and works at Interfaith Homes.

Ms. Sprague is employed as a Program Assistant at Fair Housing Center of Southwest Michigan. She has knowledge with federal funding, community development, and fair housing issues.

Ms. Wilson has lived in a HUD subsidized townhouse for over ten years. She has lived all over the world and has abundant exposure to other cultures.

Contribution to Diversity

All the above-mentioned members contribute to the ethnic, gender and age diversity of CDAAC.

NOMINATION RATIONALE

Tami Cox, Annie Sprague and Margaret Wilson have demonstrated an enthusiasm for community service and an eagerness to continue his work with CDAAC. They bring a valuable set of experiences to CDAAC, which will be more comprehensive in its decision-making because of his perspectives and involvement.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

_____

Scott A. Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 11/28/2016

SUBJECT: Approval of City Commission Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meetings on November 21, November 28, and December 5, 2016.

ATTACHMENTS:

Type	Description
Minutes	November 21, 2016 Neighborhood Meeting
Minutes	November 21, 2016 Business Meeting
Minutes	November 28, 2016 Work Session
Minutes	December 5, 2016 Business Meeting

A neighborhood meeting of the Kalamazoo City Commission was held on Monday, November 21, 2016 at 6:00 p.m. in the Community Room at City Hall, 241 W. South Street.

Roll Call

COMMISSIONERS PRESENT:	Vice Mayor Don Cooney David Anderson Erin Knott Jack Urban
COMMISSIONERS ABSENT:	Mayor Bobby J. Hopewell* Matt Milcarek Shannon Sykes

Also present were Deputy City Manager Jeff Chamberlain, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioner Excused

Commissioner Anderson, seconded by Commissioner Knott, moved to excuse the absences of Mayor Hopewell and Commissioners Milcarek and Sykes. With a voice vote the motion passed.

Communications

An opportunity was given for miscellaneous communications, but no communications were offered.

Neighborhood Communications

Neighborhood communications were received next.

Representatives from the following neighborhood associations were present and addressed the City Commission:

<u>Oakwood Neighborhood Association</u>
Marcia Wallace, Board Secretary
Alfonso Espinosa, Board Member
Cheryl Lord, Executive Director

<u>Stuart Area Restoration Association</u>
Max Tibbitts, Chair
Valarie Bader, Vice Chair
Dana Underwood, Resident

Oakwood Neighborhood Association

The Oakwood Neighborhood Association representatives:

- distributed copies of the November/December 2016 edition of the *Oakwood Times* newsletter and reviewed upcoming events.

- discussed the composition of the new Board of Directors for the Association.

- reviewed activity statistics through the month of October: 4000+ contacts through the Neighborhood Center; over 1100 youth contacts; a full after school youth program; over $71,000 (3000+ hours) worth of volunteer hours; and 368 Facebook contacts.

- reported over $5,000 was raised for Neighborhood Center food bank over a 2-week period through the D&W cash register program.

Oakwood Neighborhood Association (cont'd)

- reviewed the programs being offered by the Association.
- expressed concern about lack of bus service in the neighborhood.
- distributed pictures of a broken fence at the neighborhood tot lot and expressed concern for the safety of children.
- distributed pictures of a fence around the perimeter of a parcel at the corner of Benton and Laird that contained a retention pond and expressed concern about young people climbing the fence to retrieve balls or toys.
- reported the Association had received complaints about the deterioration of some of the new fences at Woods Lake Park.
- noted the leaves had not been picked up on Oakland Drive.
- stated the intersection of Kent and Amherst had a "dip" that was problematic for cars.
- invited Commissioners to the annual holiday party on December 11th and the annual holiday concert on December 17th.

Commissioner Urban suggested the Association ask the City to put the fence around the high water mark of the retention pond rather than at the border of the property.

Stuart Area Restoration Association

The Stuart Area Restoration Association representatives:

- thanked everyone in the City who was involved with the Jay Rhoades Building demolition.
- stated the Association had done a lot of legal work to get parcel lines in order so development of the Jay Rhoades Building property could begin.
- remarked on grand reopening of Fire Station #5 as a youth center.
- thanked the City for pursuing the Foundation for Excellence.
- expressed concern that some of the recent Imagine Kalamazoo 2025 (IK2025) meetings had been chaotic because there were so many attendees, which resulted in a lack of parking and difficulty getting tasks done.
- reported the Association would host an IK2025 meeting on January 24th.
- expressed concerns about new transitional housing projects that were being proposed for the Stuart Neighborhood and noted the Neighborhood already hosted a homeless shelter and an adult foster care facility. Mr. Tibbitts indicated outside forces were trying to capitalize on the FFE, which he said would raise new questions, such as where transitional should be located.

Stuart Area Restoration Association (cont'd)

- stated the Association would be asking the City to regulate short-term rental houses.

*Mayor Hopewell arrived at 7:29 p.m.

- remarked on the responsibilities of neighborhood representatives on CDAAC and the difference between those responsibilities and the responsibilities of City staff.

- invited Commissioners to the Association's annual holiday party on Sunday, December 18th.

Commissioner Anderson questioned whether a different version of the Allen Boulevard project was supposed to come back to the Planning Commission.

Mr. Tibbitts responded to Commissioner Anderson and stated the problem with the Allen Boulevard project was the transition housing being proposed did not fit any of the categories in the zoning code or state law.

In response to a question from Commissioner Anderson, Mr. Tibbitts stated the Association had 10 suggestions for the regulation of short term rental properties, which would be communicated to City staff.

In response to a question from Mayor Hopewell, Mr. Tibbitts stated the Association did not was subsidized housing or any use directly related to poverty in the development at Douglas Avenue and North Street.

Citizen Comments

When an opportunity was given for citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, spoke about missing trash barrels at bus shelters.

Charlotte Judd, City resident, spoke about an attack on her son and grandson near the bus stop at the corner of Jackson and Russell Streets.

Margaret Bruder, City resident, expressed concern for her neighbors who were immigrants and asked that Kalamazoo consider becoming a "sanctuary City."

Commissioner Comments

An opportunity was given for miscellaneous comments by City Commissioners, but no comments were offered.

Vice Mayor Cooney stated he had attended a meeting with Congressman Fred Upton and community leaders and reported issues like immigration were being discussed. Vice Mayor Cooney noted Kalamazoo Public Safety Officers were not immigration enforcement officers.

Adjournment

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on December 19, 2016

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: December 19, 2016

A regular meeting of the Kalamazoo City Commission was held on Monday, November 21, 2016 at 7:00 p.m. in the City Commission Chambers at City Hall.

Roll Call

COMMISSIONERS PRESENT:	Mayor Bobby J. Hopewell Vice Mayor Don Cooney Erin Knott Shannon Sykes Jack Urban
COMMISSIONERS ABSENT:	David Anderson* Matt Milcarek

Also present were Deputy City Manager Jeff Chamberlain, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioner Excused

Vice Mayor Cooney, seconded by Commissioner Sykes, moved to excuse the absences of Commissioners Anderson and Milcarek. With a voice vote the motion passed.

*Commissioner Anderson arrived at 7:02 p.m.

Invocation

The invocation, given by Reverend Julie Kline, First United Methodist Church of Kalamazoo, was followed by the Pledge of Allegiance.

Adoption of the Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

Communications

An opportunity was given for general communications, but none were offered.

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

- approval of a one-year contract extension in the amount of $500,000 with Constellation New Energy – Gas Division, LLC for natural gas to be used to heat selected City facilities.

- approval of a one-year contract with Etna Supply for the purchase of miscellaneous water inventory valves and brass supplies in the total amount of $201,168.16.

Resolution 16-39

- adoption of a **RESOLUTION** vacating a portion of Ampersee Avenue and an adjacent public alley.

- approval of the sale of 1115 Jefferson Avenue to Roderick G. O'Brien for $120.00.

- approval of the sale of the west half of 442 Drexel Place to Christopher and Maria Vogt for $120.00 and the sale of the east half of 442 Drexel Place to Bhaskar Pisipati for $120.00.

Consent Agenda (cont'd)

- approval of the sale of 636 Ada Street to Charlotte J. Ojediran for $120.00.

- acceptance of a grant from the Richard and Thelma Foundation in the amount of $25,300.00 for Bronson Park Holiday decorations.

- approval of the minutes from the City Commission meeting on November 7, 2016.

Commissioner Urban, seconded by Commissioner Sykes, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Knott, Sykes, Urban, Vice Mayor Cooney, Mayor Hopewell

NAYS: None

Regular Agenda

Regular Agenda items were considered next.

First Reading of an Ordinance to Rezone 4501 Arboretum Parkway

Senior Development Planner Rob Bauckham provided an overview of a request to rezone the east 12.78 acres of 4501 Arboretum Parkway from Zone CC to Zone RM-24.

When given an opportunity to comment on an ordinance to rezone the east 12.78 acres of 4501 Arboretum Parkway from Zone CC to Zone RM-24, the following people addressed the City Commission:

Mike Speedy, non-resident, spoke in favor of the rezoning and described the proposed development project that necessitated the rezoning request.

Rex Bruggemann, City resident, spoke about the benefits of living in the Arcadia Neighborhood and urged the City to not do anything that would harm the neighborhood.

James Robinson, City resident, expressed opposition to the rezoning, as the construction of a new apartment complex would only add to the current traffic problems.

Brian Grant, City resident, expressed opposition to the proposed rezoning and development project and stated the land should be kept as open space or made into a park.

Commissioner Urban, seconded by Commissioner Anderson, offered for first reading an ordinance to rezone the east 12.78 acres of 4501 Arboretum Parkway from Zone CC to Zone RM-24 and moved that a public hearing be scheduled for December 5, 2016.

First Reading of an Ordinance to Rezone 4501 Arboretum Parkway

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Knott, Sykes, Urban, Vice Mayor Cooney, Mayor Hopewell

NAYS: None

City Manager's Report

Deputy City Manager Chamberlain provided the following reports and updates:

- Departmental Reports and Project Updates
- *Inside the City* newsletter, November 2016 Edition

Citizen Comments

When an opportunity was given for general citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, spoke in favor of more cooperation, not separation, between church and state. Mr. Scudder invited people to a new support group called "Prisoners Anonymous."

City Commissioner Comments

Next, an opportunity was given for miscellaneous comments and concerns of City Commissioners.

Commissioner Knott remarked on the reopening of former Public Safety Station #5 as a youth center. Commissioner Knott stated hiring private security guards to address problems at Denner Street Park was not the answer.

Commissioner Sykes asked the City Attorney to research what would be involved with the City of Kalamazoo becoming a "Sanctuary City." Commissioner Sykes stated she would fight for the groups that had been attacked by the new presidential administration and indicated there was a place for these groups in Kalamazoo.

Commissioner Anderson urged people to be thankful for all of the good things in their lives, and he noted that Abraham Lincoln had made Thanksgiving a national holiday in 1863 when the country was divided by civil war.

Vice Mayor Cooney stated the Mayor had issued a great statement after the presidential election regarding tolerance and inclusion. Vice Mayor Cooney indicated undocumented residents were risk, and he asked that Kalamazoo explore the idea of becoming a "Sanctuary City."

Adjournment

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on December 19, 2016

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: December 19, 2016

This page was left blank intentionally.

A work session of the Kalamazoo City Commission was held on Monday, November 28, 2016 at 6:00 p.m. in Conference Room A of the City's Harrison Street Facility, located at 1415 North Harrison Street.

Roll Call

COMMISSIONERS PRESENT:	Mayor Bobby Hopewell Vice Mayor Don Cooney David Anderson Matt Milcarek Jack Urban
COMMISSIONERS ABSENT:	Erin Knott Shannon Sykes

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioners Excused

Commissioner Milcarek, seconded by Vice Mayor Cooney, moved to excuse the absences of Commissioners Knott and Sykes. With a voice vote the motion passed.

Adoption of the Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

Communications

An opportunity was provided for general communications, but no communications were offered.

Discussion Items

Discussion Items were considered next.

Presentations and Discussion re: Utility Infrastructure Needs and Rates

City Manager Ritsema reviewed the meeting agenda and introduced Public Services Director James Baker and Bart Foster of The Foster Group, Inc. City Manager Ritsema noted the Foundation for Excellence (FFE) would deal primarily with programs in the City's General Fund budget, and he explained the water and wastewater systems were supported by dedicated enterprise funds and user fees.

Director Baker delivered a PowerPoint presentation entitled *Water and Wastewater Infrastructure Needs, November 2016*.

In response to questions from Commissioner Anderson, Director Baker indicated the City continued to offer free lead testing and stated a report on the City's lead program would be released in December, which would include information on participation rates. Director Baker stated old water mains were replaced with ductile iron pipe, and he reported the City was part of an association that provided up-to-date research on ways to protect these pipes from corrosion. Director Baker stated the City was entering some critical years in terms of being able to keep up with the replacement of pipes. Director Baker noted that pipes installed before 1940 really needed to be replaced by 2040, as another 200 miles of pipe would reach the end of its service life between 2040 and 2060.

Mr. Foster delivered a PowerPoint presentation entitled *2017 Water Rate Proposals, November 28, 2016*.

Presentations and Discussion re: Utility Infrastructure Needs and Rates (cont'd)

Commissioner Anderson observed the City would still have below average water rates, even with the proposed rate increases, and he asked about status of the "true-up" process.

Mr. Foster agreed with Commissioner Anderson about the water rates, and he stated there was a true-up process for wastewater customers, as required by the 1998 lawsuit settlement, but not for water customers. Mr. Foster explained it was much more difficult to true-up rates for water service, which the City sold "door-to-door," as compared to wastewater service, which the City sold in bulk or on a wholesale basis.

Commissioner Urban questioned whether the point of the rate comparison chart was to celebrate the relatively low water rates for all users of the system or to point out the difference between rates in the City and the townships.

In response to Commissioner Urban, Mr. Foster pointed out that the City would still have lower rates than other Michigan systems, even after rate increases over the next five years.

In response to a question from Commissioner Milcarek, Mr. Foster stated most of the revenue generated by the rate increases would be used to fund the capital investments described by Director Baker.

City Manager Ritsema asked for direction on next steps and indicated the recommendation was for an across-the-board water rate increase of 8% effective January 1st, which would require the City Commission to offer a rate ordinance for first reading on December 5th, with final adoption happening on December 19th.

In response to a question from Mayor Hopewell, City Manager Ritsema stated the new rates needed to be in place on January 1st because the utility budgets ran on a calendar year. City Manager Ritsema indicated this meeting was almost like a budget work session.

Commissioner Urban expressed support for moving forward with the rate increase without delay.

Commissioner Cooney stated investments were needed to keep the water system whole, and he recommended accelerating the rate increase.

Mayor Hopewell expressed agreement with Commissioners on the next steps, and he stated this was not the year to ignore water and sewer infrastructure needs. Mayor Hopewell state he could not believe that some people were pushing back against this proposal.

Citizen Comments

When an opportunity was given for general citizen comments, the following people addressed the City Commission:

Rich Pierson, Director of the Kalamazoo Regional Water and Wastewater Commission and Director of Gull Lake Sewer and Water Authority, distributed and reviewed a letter he had sent to Commissioners and the City Manager in which he asked that the

Citizen Comments (cont'd)

City postpone the rate increase until April 1st. Mr. Pierson expressed appreciation for the system improvements that were needed but stated a 3-month delay for the proposed rate increase would have little material impact on the operation of the system.

Tim Hudson, non-resident and a representative of the townships, state utility rates should be set the right way, not just because the City had the right to set them.

Commissioner Comments

Finally, an opportunity was given for miscellaneous comments and concerns from City Commissioners.

Commissioner Milcarek questioned whether a rate adjustment and true-up were likely in three months, assuming the contract was finished, and he asked about the impact of postponing the rate increase.

Commissioner Urban asked what would be gained by postponing the rate increase and questioned whether Mr. Pierson and the townships could give assurances that the negotiation would be done in three months.

Commissioner Anderson noted for the record that Commissioners had received copies of Mr. Pierson's letter and the City Manager's response. Commissioner Anderson stated the City had been holding off on rate increases, and it seemed like the parties to the water service contract had been on the verge of a solution for a while. Commissioner Anderson observed that the City Manager had asked for a true-up provision in the final contract. Commissioner Anderson indicated the requested rate increase would not hurt anything or hinder the parties from moving forward on the contract.

Vice Mayor Cooney noted the poverty rate in Kalamazoo was twice the national average, and he expressed outrage that so much time, energy, and money had been spent on the issue of utility rates when the Kalamazoo region had some of the lowest rates in the country.

Mayor Hopewell stated the City had been mindful of contract negotiations and had not raised rates for almost three years, but it was time to move forward. Mayor Hopewell remarked that the rates paid by customers were reinvested in the water system, and he was able to support something that would benefit the whole community. Mayor Hopewell indicated there was no reason to believe a water service agreement would be finalized in three months, and he stated the City Commission would offer a rate ordinance for first reading on December 5th, with final adoption scheduled for December 19th.

Adjournment

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on December 19, 2016

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: December 19, 2016

A regular meeting of the Kalamazoo City Commission was held on Monday, December 5, 2016 at 7:00 p.m. in the City Commission Chambers at City Hall.

Roll Call

COMMISSIONERS PRESENT:	Mayor Bobby J. Hopewell Vice Mayor Don Cooney David Anderson Erin Knott Matt Milcarek Shannon Sykes Jack Urban
COMMISSIONERS ABSENT:	None

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Invocation

The invocation, given by Charles Ulman, Kalamazoo Department of Public Safety (KDPS) Chaplain, was followed by the Pledge of Allegiance.

Oath of Office Ceremony

Public Safety Chief Jeff Hadley introduced the following new Public Safety Officers (PSO's), who were pinned with their badges by friends and family:

Stephanie Alford
Jason Beckwith
Rachel Blank
Adrean Cole
Aaron DeWaal
Matthew Gernaat
Patrick Hillenbrand
Caleb Jones
Bradley Kendall
Catrice Lockett
Kristopher Lockett-Ollie
Chelsey Omilian
Petar Radenovic
Ryan Roddie
De'Monte Spann
Brendan Westrick

City Clerk Borling administered the Oath of Office to the new PSO's, after which Chief Hadley offered closing remarks and Chaplain Ulman offered a prayer.

The meeting was recessed at 7:33 p.m.
The meeting resumed at 7:37 p.m.

Update on the Kalamazoo Farmers Market

Chris Broadbent, Manager of the Kalamazoo Farmer's Market, delivered a PowerPoint presentation entitled *Kalamazoo Farmers Market: 2016 Highlights and Statistics* and distributed copies of a report by the same title. Mr. Broadbent introduced Gaby Gerken as the new Market Manager. A copy of the presentation and report were filed with the papers for this meeting.

Proclamation

Commissioner Anderson read a proclamation honoring Mr. Broadbent.

Adoption of the Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

Communications

When an opportunity was given for general communications, City Manager Ritsema announced a budget work session on Monday, December 12, 2016 at 6:00 p.m. in the Community Room at City Hall.

Public Hearing re: an Ordinance to Rezone 4501 Arboretum Parkway

At 7:57 p.m. Mayor Hopewell opened a public hearing to receive comments on an ORDINANCE rezoning the east 12.78 acres of 4501 Arboretum Parkway from Zone CC to Zone RM-24.

Mike Speedy, non-resident, expressed support for the proposed ordinance. Mr. Speedy described the design of the proposed apartments, noted there were no vehicular connections between the development and the Arcadia Neighborhood, and stated the developer would be willing to have a traffic impact study conducted during the site plan review process.

Richard Skalski, City resident, expressed support for the rezoning, as the proposed development would be better than a commercial development, and it would put the property on the tax rolls. Mr. Skalski stated Arboretum Parkway was able to carry much more traffic than the current amount.

Rex Bruggemann, City resident, expressed opposition to the rezoning and noted there were discrepancies between the proposed rezoning and the density specified for this site in the West Side Area Plan. Mr. Bruggemann suggested the City require the Western Michigan University Foundation to bring forward a development project with an appropriate density (less than 15 per acre). Mr. Bruggemann noted the West Side Area Plan was not on the City's website.

At 8:09 p.m. Mayor Hopewell closed the public hearing.

Ordinance 1943 Rezoning 4501 Arboretum Parkway

Commissioner Anderson, seconded by Commissioner Urban, moved to adopt an ORDINANCE rezoning the east 12.78 acres of 4501 Arboretum Parkway from Zone CC to Zone RM-24.

Prior to a vote on the motion, Commissioner Anderson noted he had walked the property at 4501 Arboretum Parkway earlier that day, and he commented on how the proposed development project was a good fit for this site. Commissioner Anderson explained that zoning ordinances codified a land use plan, and he remarked that the current commercial zoning would allow many uses that were not as good as the proposed development.

In response to a question from Commissioner Milcarek, Mr. Bauckham explained that the figure "856 units" came from the West Side Area Plan and was the total number of units planned for this area.

Ordinance 1943
Rezoning 4501
Arboretum Parkway
(cont'd)

In response to a question from Commissioner Knott, Mr. Bauckham explained there was a discrepancy in the West Side Area Plan between the land use map and the narrative with regard to density. Mr. Bauckham indicated the map was controlling.

In response to a question from Commissioner Knott, City Attorney Robinson stated the City deferred to the land use map because the courts gave precedence to the content of land use and zoning maps.

Commissioner Cooney expressed support for the rezoning.

Commissioner Milcarek stated he would support the ordinance because Kalamazoo had a housing problem, but he expressed concern that the City was willing to change the zoning of a property in response to a proposed development project.

Commissioner Urban expressed support for the rezoning, as the development of this property would grow the City's tax base. Commissioner Urban noted the site was zoned commercial but had failed to attract any commercial developers.

Commissioner Knott stated she was conflicted on this vote, but the City needed more properties on the tax rolls. Commissioner Knott commented on the need for the City to have its plans on the website and to do better with public participation.

In response to a question from Mayor Hopewell, Mr. Bauckham stated notices were sent to Kalamazoo Public Schools for both the Planning Commission public hearing and public hearing before the City Commission, but there school district had not responded.

Mayor Hopewell remarked there would always be people who would say the City had not done enough to engage the community. Mayor Hopewell stated he was thrilled with how the City had improved its engagement efforts.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban, Vice Mayor Cooney, Mayor Hopewell

NAYS: None

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

- approval of a one-year contract extension with PVS Technologies for the purchase of 200 dry tons of Ferric Chloride in the amount $121,800.

- approval of a 12-month maintenance contract with Hexagon/ Intergraph Corporation for the continued maintenance of the City's

Consent Agenda (cont'd)

computer-aided dispatching, records management, and mobile data computing systems in the amount of $167,300.02.

- approval of a contract with Nashville Construction Company for the construction of the Portage Creek Trail in the amount of $432,551.23.

- approval of a one-year term contract for gasoline and diesel fuel with Kalamazoo Oil, Inc. for an amount not to exceed $591,107.

- first reading an ordinance to amend certain sections of Chapter 38 of the Kalamazoo code to change the rates charged for water service. The ordinance amends Chapter 38 of the Kalamazoo Code of Ordinances to increase water service revenues by 8.0% across the board, effective January 1, 2017.

- adoption of a **RESOLUTION** approving six new Neighborhood Enterprise Zone (NEZ) Certificates in the Vine Neighborhood, transferring two previously approved NEZ Certificates, and revoking one previously-approved NEZ Certificate. — Resolution 16-40

- adoption of a **RESOLUTION** authorizing the issuance of Tax Anticipation Notes for fiscal year 2017 in the amount of $3,000,000. — Resolution 16-41

- adoption of **RESOLUTION** from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission recommending approval of a Small Wine Maker License for Gonzo's Bigg Dogg Brewing Co. located at 140 South Westnedge Avenue. — Resolution 16-42

- adoption of a **RESOLUTION** setting the schedule of regular City Commission meetings for the 2017 calendar year. — Resolution 16-43

- authorization for the Mayor and City Manager to execute a one-year lease for Bronson Park with Kalamazoo County.

- approval of an Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement.

- approval of the appointment of **Christopher Flach** to the Zoning Board of Appeals as Alternate Member #2 for a term expiring on March 31, 2017.

Commissioner Knott, seconded by Commissioner Milcarek, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Knott, Milcarek, Sykes, Urban, Vice Mayor Cooney, Mayor Hopewell

NAYS: None

Citizen Comments

When an opportunity was given for general citizen comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, expressed concern about the lack of trash barrels at bus shelters.

Frank Warren, City resident, spoke about a girl who was recognized recently for raising funds for the Honor Flight.

Ed Tarkowski, City resident, expressed concerns about the reduced number of bulk trash pick-ups and recent examples of tax-exempt entities like Bronson Hospital and the City acquiring properties, thereby taking them off the tax rolls. Mr. Tarkowski suggested the City coordinate its street sweeping activities with trash pick-up days.

City Commissioner Comments

Next, an opportunity was given for miscellaneous comments and concerns of City Commissioners.

Commissioner Milcarek urged people to shovel their sidewalks when it snowed.

Commissioner Urban expressed hope that the 2006 West Side Plan and all land use plans would be on the City's website soon. Commissioner Urban urged Mr. Scudder to address his concerns about trash cans at bus stops to the Central County Transportation Authority. Commissioner Urban explained that not all hospital-owned properties were tax exempt and stated it seemed to him that property being used for residences for hospital staff would be taxable.

Commissioner Knott inquired about snow removal from Betsy Ann Place during and after the recent winter storm.

Public Services Director Baker reported Pubic Services crews had roughed up the surface of Betsy Ann Place to provide more traction and had implemented the new plowing protocol.

Commissioner Anderson noted water and sewer activities were different from General Fund activities and were funded differently. Commissioner Anderson remarked on the *21st Century Infrastructure Commission Report* that was just released and stated the proposed water rate increases and capital projects were a local response to the situation described in the report.

Vice Mayor Cooney stated the City had adopted a resolution declaring Kalamazoo to be a welcoming City, and he spoke about the immigrant situation and the Deferred Action for Childhood Arrivals program. Vice Mayor Cooney congratulated the Western Michigan University (WMU) football team on its undefeated season, and he congratulated Frank Warren for a great ceremony honoring the girl who raised funds for the Honor Flight.

Mayor Hopewell indicated Bronson Hospital owned the Kalamazoo Gazette building and noted the City could not control who bought or sold

particular properties. Mayor Hopewell reported Bronson had decided to leave this property on the tax rolls until it decided how it would be used. Mayor Hopewell indicated the city-owned property next to the Farmers Market was not really developable, as it was in the 100-year floodplain, and the structure was in bad shape. Mayor Hopewell congratulated the WMU football and hockey teams on their successes.

The meeting adjourned at 9:01 p.m.

Adjournment

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on December 19, 2016

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: December 19, 2016

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director

PREPARED BY: James J. Baker, PE, Public Services Director

DATE: 11/29/2016

SUBJECT: Proposed Amendment to Water Ordinance

RECOMMENDATION

It is recommended that the City Commission ADOPT an ordinance to amend certain sections of Chapter 38 of the Kalamazoo code to change the rates charged for water service. The ordinance amends Chapter 38 of the Kalamazoo Code of Ordinances to increase water service revenues by 8.0% across the board, effective January 1, 2017.

BACKGROUND

As part of the 2017 Water System Budget, the City Administration recommended an overall system revenue increase of 8.0%. Approval and implementation of this increase will allow the Water Utility to continue to operate and maintain the system, and make capital improvements as outlined in the 2017 budget. Also, the new rates will work to improve reserve funds, debt coverage ratios and allow for the continued stabilization of the Water Utility's financial position. Continued annual rate increases above inflationary rates are needed to continue to support system wide capital needs and financial health over the next several years.

The Foster Group was commissioned to complete an analysis of overall 2017 revenue requirements. It was recommended that an 8% overall system revenue increase be implemented, the actual rate increase seen by each customer class will vary.

COMMUNITY RESOURCES CONSULTED

A water and wastewater infrastructure needs work session was held on November 28, 2016. This work session was open to the public and provided an opportunity for public comment.

This is the first reading of the proposed ordinance amendment. The City Commission by rule has established that an ordinance amendment will be held two weeks after the first reading to allow for public comment.

FISCAL IMPACT

The 2017 water budget and capital improvement plan was developed with the revenue increases included of approximately $1.05 million.

ALTERNATIVES

The City Commission may deny or delay this request. However, if the increase is delayed or not approved, a budget adjustment equal to the loss in revenues would be required. Delaying or denying this request is not recommended.

ATTACHMENTS:

	Type	Description
🗋	Ordinances	Ordinance

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. 1920

AN ORDINANCE TO AMEND SECTION 38-32 OF THE KALAMAZOO CITY CODE TO CHANGE THE RATES CHARGED FOR WATER SERVICE

THE CITY OF KALAMAZOO ORDAINS:

1. Section 1. Sec. 38-32 of the Kalamazoo Code is hereby amended to read as follows:

"Sec. 38-32. **Rate schedules established.**

The charge for water service furnished by the city shall be the sum of the service charge, dependent upon the size of the meter, plus the commodity charge, dependent upon the amount of water used, and the applicable customer class schedules as set forth below:

(1) **SCHEDULE A** (Quarterly)

Service Charge (per quarter)

Size of Meter (inches)	City	Outside City
5/8-3/4	$21.98	30.19
1	29.18	40.67
1-1/2	36.39	51.16
2	56.19	80.01

(2) **SCHEDULE B** (Monthly)

Service Charge (per month)

Size of Meter (inches)	City	Outside City
5/8-3/4	9.97	12.70
1	12.37	16.20
1-1/2	14.77	19.70
2	21.37	29.31
3	69.99	100.12
4	88.01	126.34
6	130.03	187.52
8	178.05	257.45

(3) **COMMODITY CHARGES, RATES SCHEDULES A & B**

Rate Per Cubic Meter (on all water used)

Customer Class	City	Outside City
Single Family	0.292	0.598
Multi Family	0.264	0.401
Commercial	0.294	0.449

(4) **FIRE PROTECTION, RATE SCHEDULE C (Monthly)**

Demand Charge (monthly)

Size of Detector Check (inches)	City	Outside City
4	23.32	36.64
6	29.08	44.73
8	40.59	60.65
10	86.45	121.74

Demand Charge (quarterly)

Size of Detector Check (inches)	City	Outside City
4	33.60	59.53
6	38.98	83.79
8	53.77	131.55
10	162.68	314.79

Commodity Charge (per month) Per Cubic Meter

	City	Outside City
First 15 m^3/mo.	0.288	0.442
Over 15 m^3/mo.	0.865	1.325

Fire hydrants: $43.20 per year on each private fire hydrant maintained in service.

(5) **LAWN SPRINKLING & SEASONAL USE, SCHEDULE D**

Monthly and quarterly service charges under this schedule are based upon meter size and are the same as in Schedules A & B. Minimum annual service charges are equal to four times the quarterly service charge.

Commodity Charge. Rate per cubic meter on all water used.

City	$0.455 per cubic meter
Outside City	$0.932 per cubic meter

The rates established by this ordinance amendment shall go into effect for water bills rendered on or after January 01, 2017.

REPEALER

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on December 5, 2016. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267,1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted, and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott A. Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

DATE: 12/15/2016

SUBJECT: City Manager's Report

INFORMATIONAL ITEMS

Attached is the City Manager's Report for Monday, December 19, 2016.

ATTACHMENTS:

	Type	Description
🗋	Report	Departmental Reports and Project Updates
🗋	Publication	Inside the City Newsletter, December 2016 Edition
🗋	Report	November 2016 Purchases

City Manager's Report

DECEMBER 19, 2016

Grants Applied for and Received

Organization	Grant	Purpose	Amount	Status
Michigan Humanities Council	Heritage Grant Program	P & R Bronson Park	$22,434	Awarded Accepted
National Historic Trust	Modernism and Recent Past Preservation Fund	P & R Bronson Park	$5,000	Awarded Accepted
EPA	Building Blocks Workshop	CP & D Complete Streets	Non-cash	Rejected
Richard and Thelma Hall Foundation	Christmas Light Grant	P & R Holiday Decorations for Bronson Park	$23,500	Awarded Accepted
MSHDA-SHPO	CLG Historic Pres	P & R Bronson Park	$54,000	Submitted
Dorothy Dalton	Grant	P & R Bronson Park	$50,000	Submitted
Bill and Julia Van Domelen Foundation	Bronson Park	P & R Bronson Park	$250,000	Submitted
Olin and Muriel Prather Foundation	Bronson Park	P & R Bronson Park	$5,000	Submitted
Hall Foundation Downtown Initiative Fund	Bronson Park	P & R Bronson Park	$50,000	Submitted
ISG	Christmas Decorations	P & R	$7,000	Submitted
MSHDA	Statewide Partnership Grant	CP & D and ED	$15,000	Preparing
NARealtors	Smart Growth	CP & D and ED	$15,000	Preparing
NEA	Art Works	P & R Bronson Park (Fountain)	$100,000	Preparing
ISG	Grant	P & R Bronson Park (Non-fountain)	$129,500	Preparing
KCF	KCF Grant	P & R Supervised Recreation Summer Program	$70,877	Preparing
DNR	Trust Fund Grant	P & R Bronson Park	$300,000	Preparing
DNR	Recreation Passport	P & R	<$45k	Preparing
People for Bikes	Bike Infrastructure	CP & D Bike Racks	$10,000	Preparing
USDA	Farmers Market Promotion Program	P & R Farmers Market	$50,000 - $500,000	Planning
MCACA	Capital Improvement	P & R Bronson Park (Fountain)	<$100000	Planning
FEMA	HMA	PS Flood Control Planning	Unknown	Planning
MDNR	Urban Forestry	PS Tree Planting	<$23,000	Planning
MSHDA-SHPO	CLG Historic Pres	P & R Bronson Park	Unknown	Planning
NEH	Public Humanities	P & R Education Bronson Park	$50-$400,000	Planning

MMRMA	RAP-CAP	P & R Mobile surveillance camera for vandalism prevention	Unknown	Planning
Consumers Energy	Tree Planting	PS Tree Planting	Unknown	Planning
MEDC	Public Spaces / Community Places	P & R Bronson Park	$50,000	Planning

Community Planning & Development (CP&D)

- Imagine Kalamazoo

  During the next phase of Imagine Kalamazoo, Design It, meetings will be held in neighborhoods across the city. At these meetings, residents will have the opportunity to focus on their neighborhood. Using the common themes that arose from the Imagine It and Plan It phases, meeting participants will complete several activities and prioritize actions. These meetings will be "open house style" in which residents will be able to come and go within the meeting window and provide input through a series of table activities, including hands-on activities like drawing on maps as well as discussions. Below is the list of meetings scheduled to date. A meeting for the Downtown will close out this phase.

  Design It Neighborhood Meetings – More information can be found on www.imaginekalamzoo.com.

  - 12/07/16 - 5:30-8:30 pm at Winchell Elementary
    Oakland-Winchell, Oakwood, Parkview Hills, & Hill'n'Brook Neighborhoods
  - 12/13/16 5:30-7:30 pm at NACD
    Northside Neighborhood
  - 01/17/17 6:30-8:30 pm (location TBD, tentatively El Sol)
    Vine Neighborhood
  - 01/19/17 or 02/09/16 pm (location TBD)
    Douglas Neighborhood
  - 01/24/17 6:30-8:30 pm (location TBD)
    Stuart Neighborhood
  - 01/31/17 5:30-8:00 pm at K College
    WMU/K College Campuses
  - 02/01/17 5:30-7:00 pm at Edison Neighborhood Association
    Edison Neighborhood
  - 02/13/17 6:30-9:00 pm (location TBD, tentatively Milwood Community Church)
    Milwood Neighborhood
  - 02/22/17 time TBD (location TBD, St. Mary's Church or Eastside Neighborhood Association
    Eastside, Burke Acres Neighborhoods

- 02/16/17 or 02/28/17 time TBD at Parkwood Upjohn Elementary
  Westnedge Hill, South Westnedge, WEB Neighborhoods

- 02/16/17 or 02/28/17 time and location TBD
  Westwood, Arcadia Neighborhoods

➢ Planning

At the November 3 Planning Commission meeting, the Commission took the following actions:

1. Voted to approve a special use permit request to allow a group day care use in the house at 1833 Bloomfield Avenue.

2. Voted to approve a special use permit to allow a building addition and parking lot expansion for the YMCA located at 1001 W. Maple Street.

3. Voted to deny a special use permit to allow a transitional residential use in the house at 218 Allen Blvd.

Four site plan projects were processed as follows:

1. A new, attached-unit apartment complex for Greg Watts at 1303 Sutherland Avenue

2. A building addition for the YMCA at 1001 W. Maple Street

3. The new Exchange Building at 155 W. Michigan Avenue

4. A new building for the Spirit Shoppe at 4510 West KL Avenue

Seven other site plan projects are in the initial stages of review.

Our Lean Six Sigma Consultant, Mark Reynolds, continues to guide staff through an extensive evaluation of the site plan review program. He has interviewed staff throughout the city organization and also several local developers who have utilized the program for their projects. The committee is reviewing site plan checklists for possible updates. Planning and ED staff continues to develop a Marketing Strategy recommended through the Redevelopment Ready Certification program. A rough draft of the strategy will be available before the end of the year.

➢ Zoning

The Zoning Board of Appeals did not meet on the regularly scheduled date of November 10 as staff did not receive any applications by the submittal deadline.

➢ Building & Trades

In November, there were 236 permits issued, representing $3,569,135 in construction valuation. These figures brought year-to-date permits to 3,077 representing year-to-date

construction valuation of $89,548,547. For comparison purposes, the year-to-date construction valuation as of November 2015 was $57,214,457.

- Code Compliance

CP&D's involvement with the Kalamazoo County Hoarding Task Force (www.kalamazoohoarding.org) has continued since its inception in 2015. One of the goals of KCHTF is to provide county-wide education/training opportunities annually. These events are open to the public as well as governmental agencies and organizations.

On November 10, our guest speaker was Laura Lokers, founder of the Washtenaw County Hoarding Task Force. Ms. Lokers was brought to Kalamazoo for a half day presentation on identifying and treating hoarding behavior. The presentation had 71 attendees from Kalamazoo County.

- Community Development

1. Demolition of 1310 Banks Street is completed as part of the expansion to the Farmers Market. This project was funded by the Michigan Land Bank Blight Elimination Program.

2. Community Development, along with Parks and Recreation and the Stuart Area Restoration Association, hosted a celebration to mark the reopening of Fire Station #5. Over 65 people were in attendance with the following special guests:

    - Mayor Hopewell, Vice Mayor Cooney and Commissioner Knott
    - State Senator M. O'Brien
    - Kalamazoo County Commissioner Julie Rogers
    - Two retired firefighters

    The building will be used primarily for after school programming by Parks and Recreation as well as for meetings and community rentals. Programming will start January 2016.

3. The 2016-2017 HUD program year started in November. Agencies and programs for the program year are as follows:

Agency	Program	Funding Amount
Housing Resources Inc.	Tenant Based Rental Assistance-Admin.	$56,375
Senior Services	Home Repair for the Elderly	$75,000
Community Homeworks	Critical Home Repair	$200,000
City of Kalamazoo-Neighborhood Enhancement	Various projects in core neighborhoods - Sidewalk repair, park repair, bus stop improvements	$202,998
Fair Housing of SW Michigan	Property Redevelopment for Homeownership	$70,637
Housing Resources Inc.	Tenant Based Rental Assistance – Direct assistance	$75,200

Housing Resources Inc.	Continuum of Care – Homeless programs and Activities	$127,975
LISC –Continuum of Care	Administration	$20,000
Fair Housing of SW Michigan	Fair Housing Services	$20,000

Economic Development (ED)

Economic Development (ED) staff compiled a comprehensive database of economic development resources that include funding resources from area non-profits, utilities, and government. In addition, staff is researching best practices of various business incubators around the State.

Staff is working on updating the current Economic Development department content on the City's website to reflect recent staff changes, current projects, and work completed over recent years. The goal of the website update is to create a portal for incoming clients and to better direct them to the appropriate staff.

Economic Development staff met to review and finalize the 2017 budget. The Brownfield Redevelopment Authority (BRA) and Economic Development Corporation (EDC) boards approved the respective budgets at their November 17 meeting. All deadlines set by management services were achieved.

Analysis is underway to determine what types of property and which geographic areas in Kalamazoo generate the most tax capture on a per acre basis. This analysis will strengthen internal knowledge about Kalamazoo's current tax capture patterns. With the proposed property tax millage reductions through the Foundation for Excellence, this type of analysis can help the City make well-informed decisions about potential future development projects

Staff met with representatives from the State and County with regards to the relocation of the State of Michigan Department of Health and Human Services Kalamazoo office and the relocation of the County's Department of Health and Community Services. The relocation of these two offices to Alcott Street, next to the new Family Health Services and Kalamazoo Community Mental Health & Substance Abuse Services would create a health campus that is centrally located and has transit service.

Human Resources (HR)

- Labor Relations

A Health Care Committee meeting was held November 16 to update the employee groups on the progress of the Retiree Health Care Fund, the City's efforts concerning an employee health care clinic and the City's efforts concerning health care cost containment.

- Benefits

Staff administered annual benefits Open Enrollment which closed for changes on November 18 and began working on processing changes and verifying that all changes were submitted.

- HR Advisors

  Staff attended KHRMA Annual Legislative Update.

  Staff hired four dispatchers and initiated a new dispatcher recruit.
  Staff reviewed and submitted EEO documents required for initial Central City Transportation Authority Triennial Review.

  Processed/submitted Veteran Affairs documents for Public Safety Officer veterans training in-house.

  Staff finalized the third quarter for the Employment Activity Report.

  Training Schedule

Class Title	Dates	Location	Time	# Attended
VoIP Deployment Training	11/28 &11/29/16	KDPS – CID Conference Room	various 1-hour sessions	approx. 40

Information Technology (I.T.)

EDEN was upgraded and has been installed on all of the desktops that ran EDEN.

The VoIP project at Public Safety and is working towards completion as the porting of numbers has started. The initial round of training was completed the week of November 28 at Public Safety will 'go live' December 13.

Staff have been working to create a domain trust between the Public Safety domain and the domain in City Hall. A vendor was ready to assist staff with this and determined how much of the two networks should be visible to each other. This has been completed and appears to be operating properly. We are now able to access systems across the two domains.

Kalamazoo Department of Public Safety (KDPS)

Detectives are continuing to work leads and tips for the hit and run accident in the 1000 block of Egleston where two children were struck by a minivan.
Detectives are actively working an assault of a Western Michigan University student during a large party where the victim sustained head injuries from the assault.

Detectives are piecing together several breaking and entering cases where a suspect has been arrested, interviewed, and admitted to several of those cases. Several more cases are believed to involve the same suspect and are also being investigated.

The Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the City of Kalamazoo. KVET made 17 drug cases and seized 10 firearms in November.

KVET has investigated 27 meth labs to date in 2016.

Management Services

- CFO

  Staff worked to finalize a pilot program for fleet management. This will ultimately produce new fleet without substantially increasing costs. This included the leasing of a handful of vehicles at a substantial savings to the City, as well as the proposal to lease another 3 dozen vehicles to cover immediate needs. Staff also worked with Michigan Municipal Service Authority (MMSA) to design an RFP to be issued through the MMSA that would give the City access to state-wide bids for fleet leasing, maintenance, and management.

  Staff worked with a rate consultant and City staff to design a workable update to utilities rates. Staff worked to build a financial planning model that included interaction of rate revenues, operations and maintenance and other expenses, debt and cash funded capital and restricted reserves.

  Staff worked on Priority Based Budgeting (PBB), including implementation of a new Resource Allocation Diagnostic (RAD) tool and the roll-out of PBB relative to FY 2017 Budget to City staff. Staff are also working to develop a suite of measurements that can be put in place to produce one year of data for use in the FY 2018 Budget process.

  Staffs worked with OpenGov to finalize the initial development of the tool and are testing the module to roll it out City-wide in by year end. Staff also worked with OpenGov to design benchmarking and comparable performance data using data from similar communities who are also using OpenGov.

- Assessor

  The neighborhood reviews for the 2017 Assessment roll, neighborhood numbers 18, 24 and 57 are complete. These areas consist of the all of the Winchell neighborhood in addition to a part of Edison near Miller Road. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

  The Michigan Tax Tribunal (MTT) sheet has been updated as of November 18. No additional cases are expected to come in at this late date. Currently there are ten new full tribunal cases filed in 2016. 2015 has two cases remaining to be heard. There is still one case from 2012 that has been in abeyance while a similar case is working through the Court of Appeals and Michigan Supreme Court. The MTT spreadsheet has been updated to reflect the new cases, estimated values in contention and anticipated refunds.

  As of November 18 only five small claims tribunal cases are still open for 2016. One of the five cases is awaiting a decision. Four of the five have been scheduled for hearings in early January.

- Accounting

  The City converted tax procedures from the City budgetary basis to be in compliance with generally accepted accounting principles (GAAP) with this year's tax bills on July 1. The City's Weekly Disbursement Routine (WDR) program has been updated and is in

compliance with our new accounting procedures. The Accounting Manager and Treasurer continued to work together in October to work on conversion issues. Existing balances will be reconciled and converted to the GAAP balances, targeting to complete with month-end closing procedures by October. The accounting for the City's miscellaneous billings will be converted next to be in better compliance with GAAP guidance.

Staff is moving forward with the implementation of Plan-It, a capital improvement project planning software that will allow for greater flexibility in reporting and capital project review than our current process that relies heavily on shared spread sheets.

The Accounting Manager met with the new Grants Writer throughout the month to review the City's existing grant accounting process and discuss future progress to a more consolidated approach to grants management.

- Budget

The 2017 proposed budget is being entered into the online tool and balanced to allow for graphs and charts to be included in the fiscal year 2017 proposed budget.

The Economic Vitality Incentive Program (EVIP) information that is due to the State of Michigan on December 1 was completed November 29. This information was published timely on the City web-site and submitted to the state.

The cost allocation is complete with consolidation of I.T. and the elimination of the Water Commercial Office in the 2017 budget plan.

- Purchasing

Staff met with Central City Transportation Authority staff to define the established process of putting a project out to bid. This meeting lead to the following:

  - A confirmed list of templates, contracts and term contracts for CCTA
  - The issuance of its first cooperative bid between City and CCTA

Staff assisted CCTA with their Triennial Audit.

Staff is working 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 38 vendors, 8 of which are minority or women owned businesses, were notified of bidding opportunities.

Reviewed and set up 130 purchase orders and processed 13 change orders.

Purchasing staff are administering prevailing wages for six construction contracts.

- Treasury

Parcel number updates continue being added to UB accounts by staff.

Staff continues to add the paperless billing option per customer requests.

Utility Billing – Utility Bills issued in September
14,879 Original Bills
976 Original Bills sent via email
3,137 Reminder Notices
1,841 Final (shut off) Notices

Parks and Recreation

- Recreation Division

Staff participated in the City's Annual Tree Lighting Ceremony on November 25. Volunteers from the Kalamazoo Valley Museum, Jeter's Leaders, Kalamazoo Central, and our Summer Camp Counselors in Training helped at the event. It was a great event and saw a large crowd for the annual lighting.

- Communication/Outreach

Staff helped organize and plan the Station #5 open house on November 18. The station was refurbished with a grant from Irving S Gilmore and Community Development Block Grant Funds. The event was held to showcase the updates that were completed and to make the public aware of the opportunity to rent the facility for meetings and gatherings. The Department will be running an after school program there in 2017.

- Parks Division

Staff completed the remaining winterizations for this year in all City parks. All parks are officially closed for the winter. Staff completed the installation of the new lights for Bronson Park for the Tree Lighting Ceremony on November 25. The additions of illuminated snowflakes, orbs, and new illuminated trees were purchased to update the ceremony. The event was a great success.

Staff is preparing for winter by mobilizing plowing equipment, salt, and snow throwers. Trucks and equipment are ready in anticipation of snow this season.

A new sign was installed at the Station #5 Community Center in advance of the open house held on November 18. The sign replaced the existing Fairmount Neighborhood sign that was in place at the station.

Public Services

- Administrative Services and Support Division

Staff worked to file and submit various Michigan Department of Transportation (MDOT) and Michigan Department of Environmental Quality (MDEQ) reports.

Year-end projections carry-forwards and final project reviews were held with the project managers to ensure a smooth, well planned and continuous Capital Improvement Plan while transitioning from one construction season to the next.

- Traffic Operations Division

All street projects are complete and open to traffic with the exception of Kilgore Road. The sidewalk and underground work is ongoing. The downtown trail has been under construction but weather and easements will stop the work for the remainder of the year.

Final plans for the 2017 project designs are in to MDOT for both the North Drake Road and Burdick Street signal upgrade projects. We estimate a February bid letting.

Staff participated in initial discussions with MDOT about I-94 construction from Lovers Lane to Sprinkle Road. This appears to be a 2020 project for construction. It should be noted that the City will have a large local match for the project per Act 51. While an official cost is forthcoming, initial estimates are around 1 million or more.

The Exchange Building is preparing to begin work this year. Staff are coordinating with MDOT and City staff on the site plan review.

- Wastewater

Sewer collections crew responded to a sanitary sewer overflow on November 5 that was due to vandalism. Staff restored flow and replaced manhole with a locking cover.

Water Reclamation Plant staff are implementing 5S training to identify waste with all employees.

- Water

Fall hydrant flushing was completed by staff.

Several additional scheduled storm water outfall inspections and cross-connection inspections were completed.

The Lead and Copper Program Team continues to make good progress, including the collection of several daily water samples at residences for the Tri-Annual Lead and Copper Program, inspections of household plumbing for material type, removal of lead and galvanized pipe, and enhancements to the program planning and records management, resulting in the number of undefined service material types.

Staff performed chemical awareness training of thirty Public Safety Officers as part of the inter-departmental collaborative chemical inventory project.

Development of the new Water Resources Division continues to progress, identifying/assigning staff, organizing vehicles and equipment, a focus group meeting, and planning for locational changes.

INSIDE*the*CITY

A primary source of news and information for City employees regarding internal events, policies, and procedures that affect our work for the residents

THE CITY OF Kalamazoo

From the City Manager:

December 2016 Edition

FY 2017 Budget Proposal Presented to City Commission

On December 12, the Kalamazoo City Commission convened for a work session to discuss the ***FY 2017 budget*** proposed by City Administration. City Manager Jim Ritsema was joined by department directors to review accomplishments in 2016 and discuss plans for 2017 and looking forward.

Like many Michigan municipalities, Kalamazoo has experienced several years of budgetary uncertainty as the result of decreased state revenue sharing, property value declines during the great recession, and uncoordinated state legislation regarding municipal revenue. In 2014, the Kalamazoo City Commission made finding a permanent and sustainable funding model a priority. Over the last three years, City Officials have worked diligently to reconcile the needs of the community (via Imagine Kalamazoo 2025 and Priority Based Budgeting) with the resources required to satisfy those needs (through the Legacy Task Force, Blue Ribbon Revenue Panel, and Foundation for Excellence efforts). As a result of this work, the FY 2017 budget proposal is the first in over 10 years that includes a structurally balanced five-year plan

With a more stable outlook, this year's presentation emphasized improving services and making the investments that are needed to achieve the goals established by Imagine Kalamazoo 2025, Priority Based Budgeting, and the Foundation For Excellence. Proposals included additional resources to improve and modernize our municipal utility infrastructure, expanded youth programming, and the restoration of Community Public Safety Officers in certain neighborhoods. Efforts to further

streamline internal processes and improve intra-governmental collaboration were also a topic of discussion, including ongoing efforts to consolidate public safety dispatch in the Kalamazoo-area at an anticipated savings of $2 million annually if approved.

The public hearing on the FY 2017 budget proposal is

FY2017 (cont.), Alert System 2

Management Services, IT, KDPS 3

Snow Removal, Staff Changes

Lewis Walker Award 4

scheduled for the City Commission meeting on January 3, 2017. The Commission will then vote on its adoption at the following meeting on Monday, January 16.

City Officials are also continuing to develop the legal structure and bylaws for the Foundation For Excellence, which will be formed in 2017. A City Commission Work Session will be held on Monday, January 23 to discuss the process for evaluating projects that will be funded by the FFE. Also in early 2017, a City Commission retreat will be held to further explore how the goals of Imagine Kalamazoo 2025, Priority Based Budgeting, and the FFE can be aligned to realize the community vision for Kalamazoo's future. More details on these meetings will be announced as they become available.

The ***FY 2017 Budget Proposal*** is available online on the City of Kalamazoo's website, along with the ***Work Session Presentation***. A video recording of the meeting can be found on the ***City's Facebook Page***.

Important: Change to Alert System

The Alert System has transitioned to an entirely self-signup and self-service configuration. While this will not noticeably change how the system operates, this change will require you to create a new user name and password (your previous user name and password will no longer be valid). This change will preserve all of the functionality of this service and simplify its administration. Alerts will be issued in situations where quick widespread communication is needed to all staff such as the weather related closure of a building. Signing up takes approximately two minutes.

What you need to know:

- All information currently in the system will remain. If you have already created an account, you do not need to take any immediate action to ensure you will continue receiving alerts. However you should still create a new account at your earliest convenience to ensure your information stays up-to-date.
- The system automatically removes duplicates when issuing alerts. Even if your information is already included in the system, you can create a new login credentials without worrying about duplicate alerts.
- New and recent employees MUST sign up to receive alerts. Everyone SHOULD follow these instructions to sign up.
- To sign up for the service, make changes, or add information please visit ***https://asp.schoolmessenger.com/kalamazoocity/subscriber***. Moving forward this will be the portal used to make changes or update your information.
- The new enrollment process is simple and straightforward, only requiring an email and password (an employee id was previously needed). You will need to verify the email address that is used before you can sign in. An email will be sent for verification shortly after entering your information.
- After you sign in, click on the "Contact Info" tab and click the "Add More" button to add contact information. Follow the instructions to verify your phone number after it has been added.

Other than completing a brief sign up, there shouldn't be any noticeable changes. Please help share this information with staff that do not have regular access to email and assist them with signing up if necessary. Contact Neal Conway at x8080 or conwayn@kalamazoocity.org if you have any questions or need assistance.

Winter 2016 Purchasing Newsletter

The Winter 2016 Purchasing newsletter is now available ***here***. It is a great resource for information on year end procedures, deadlines, risk management, and other purchasing policy information.

Holiday Payroll

Due to the Christmas holiday falling on the Monday (12/26) that we would normally be processing payroll, we will need to expedite the date that payroll is due to Finance next week. Please have all payroll approved and submitted to Finance by NOON ON TUESDAY 12/20. This is a firm cutoff time. It is the only way direct deposit deadlines can be met. If for any reason it is believed that these deadlines cannot or will not be met, please communicate that to payroll as soon as possible. Otherwise they will expect to see all payroll approved and submitted by the requested time mentioned above.

For those that approve time cards please be sure that you have a backup in place if you are on vacation.

Successful Deployment of VOIP at KDPS

On December 13 IT staff began the process of switching KDPS phone lines from the current outdated analog phone service to the modern VOIP telecommunications system that the rest of the city currently uses. Not only does this change bring enhanced features and service, it now places the entire organization on a unified platform. This improvement also comes at a dramatically lower cost, saving the City approximately $20,000 each month in phone bills.

IT staff will continue to work towards removing all remaining analog lines to further reduce ongoing costs for voice service.

Red Cross Blood Drive to Honor PSO Lisa Zuk

The 32nd Holiday Blood Drive by the American Red Cross will be in memory of KDPS PSO Lisa Zuk for the second year. PSO Zuk lost her battle with breast cancer last November after serving our community for 14 years as a member of KDPS.

The drive will be held on Christmas Eve from 8:30 a.m. to 2:15 p.m. in the Radisson Hotel downtown. Donors will receive a holiday t-shirt and will be entered to win an overnight package at the Radisson and other prizes.

Call 1 (800) 733-2767 or visit ***www.redcrossblood.org*** to sign up to donate. Consider donating blood and remembering PSO Zuk by helping to save a life.

Seeking Nominations for the Lewis Walker Social Justice Youth Award

In advance of the 2017 Martin Luther King Jr. Community-Wide Day of Service, the City of Kalamazoo is seeking nominations for the Dr. Lewis Walker Social Justice Youth Award. The award recognizes youth that have demonstration leadership achievements in the area of racial and social justice through community service activities and volunteerism. Along with the community service award, the winner(s) will receive a $200 monetary award. Nominations will only be accepted from adults who work with young people in various capacities. You can nominate someone or learn more about the Day of Service and the Dr. Lewis Walker Award ***here***.

The 2016 awards recognized Lauren Thorpe, Khalil Adams, Marena White, and Jamie Hotrum (pictured).

Staff Changes

NEW HIRES

Crystal Marie, CSO Dispatcher
Ashlee Dekilder, CSO Dispatcher
Nicole Face, CSO Dispatcher
Chelsea Snow, CSO Dispatcher
Bonnie Williamson, KDPS Records Clerk
Shelby Donaldson, Code Admin Records/Cashier

PROMOTIONS & RECLASSIFICATIONS

Ashton Anthony, Recreation Manager

Winter Weather is Here! Snow Removal in the City

Love it or hate it, winter weather has arrived. The information below may be helpful when fielding resident questions about snow removal in the City.

Snow covered roads in the City of Kalamazoo are plowed by the City's public services personnel, who work around the clock to keep them as clear as possible. Major roads are plowed first, then local streets, dead ends, alleys, and cul-de-sacs. It is our goal to have all major roads cleared within 24 hours of snowfall, and all other roads within 48. If snow falls and your street has not been cleared within this timeline, contact our Public Services office at (269) 337-8731 and let us know. Please be mindful of parking restrictions as vehicles parked on city streets impact snow removal. Vehicles parked in violation of ordinances or posted restrictions may be towed at their owner's expense.

When snow falls, please remove any snow and ice from sidewalks adjacent to your property within 48 hours, as required by City Ordinance. If your home is located near a fire hydrant, clearing a path around it will aid your neighbors, water system crews, and public safety personnel in the event they need to locate or access it. Assisting with clearing storm inlets and storm sewer drains can alleviate flooding as snow and ice melt too. City personnel will make every effort to clear these areas, but are not always able to keep up with the weather- please lend a hand if you are able to, exercise caution, and dress warmly!

Our crews work around the clock alongside the Road Commission of Kalamazoo County and MDOT to keep Kalamazoo-area roadways in the safest conditions possible. Still, unpredictable weather can at times create dangerous driving conditions. Please plan accordingly and exercise caution while commuting this winter season!

INTEROFFICE MEMO

To: James K. Ritsema, ICMA-CM, City Manager

From: Melissa Fuller, Deputy Director of Management Services/Purchasing Agent
Prepared By: Patricia Vargas, Management Services Coordinator

Date: November 21, 2016

Subject: November 2016 Purchases

I am forwarding for the City Commission, and your information, a summary of the purchases and change orders between $50,000 and $100,000 administratively approved during November 2016.

c: Thomas Skrobola, Director of Management Services, CFO

November 2016
PURCHASES ADMINISTRATIVELY APPROVED BETWEEN $50,000 AND $100,000

DESCRIPTION	VENDOR Location MBE/WBE?	AMOUNT	COMMENT
Bobcat Company	PO Box 6000 West Fargo, ND 58078-6000 No	$73,408.50	MI DEAL CONTRACT #071B0200331

November 2016
CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN $50,000 AND $100,000

DESCRIPTION	VENDOR Location MBE/WBE?	AMOUNT	COMMENT
There were no change orders between $ 50,000 and $ 100,000			

Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/14/2016

SUBJECT: December 26th Work Session

BACKGROUND

On September 24th the City Commission scheduled work sessions on the fourth Mondays of each month from October of 2016 through March of 2017. In the month of December the fourth Monday falls on December 26th, the day City offices will be closed for the observance of the Christmas Day holiday. At the special budget work session on December 12th there was a brief discussion about whether to cancel the December 26th work session. Because the Open Meetings Act requires that an amendment to the annual meeting schedule be made at a regularly scheduled meeting, it was determined the Commission would discuss this matter at the business meeting on December 19th.

ALTERNATIVES

If the City Commission wants to have a work session on Monday, December 26th, no scheduling action is needed. However, a discussion topic will need to be identified.

If the City Commission wants to ***cancel*** the work session on Monday, December 26th, the following action should be taken:

> **Motion to amend the 2016 Meeting Schedule by cancelling the work session on Monday, December 26th**.