Agenda
Regular Meeting of the City Commission

City of Kalamazoo

Tuesday, January 29, 2019 12:00 PM

City Commission Chambers at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Pledge of Allegiance

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

1. Public hearing to receive comments on a zoning ORDINANCE to amend the Residential District Standards. **(Action: Motion to adopt the ordinance)**

F. CONSENT AGENDA

(Action: Motion to approve Items "1-11"; hold Item "12" until February 4, 2019; and authorize the City Manager to sign all documents on behalf of the City

1. Approval of a professional service agreement with The Foster Group in the amount of $140,000 for Water and Wastewater Utility Financial Plan preparation, Service Agreement assistance, True-Up and Rate Studies, and general consulting services.

2. Approval of a sole source purchase with Ferguson Waterworks to provide Neptune Smart Water Meters, in the amount of $400,000.

3. First reading of an ordinance to amend certain sections of chapter 38 of the Kalamazoo code to change the rates charged for water service. The proposed ordinance would increase water system revenues, effective February 14, 2019.

4. First reading of an ordinance to amend certain sections of chapter 28 of the Kalamazoo City Code to change the rates charged for wastewater service. The proposed ordinance would increase wastewater service system revenues, effective February 14, 2019.

5. Adoption of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission, recommending approval of an application from Kalamazoo Valley Community College for a Brewpub license to be located at 418 E. Walnut Street in the City of Kalamazoo.

6. Approval of the Third Amendment to the Urban Cooperation Agreement to establish a Public Art Commission.

7. Acceptance of a Wellhead Protection Grant from the Michigan Department of Environmental Quality in the amount of $70,000.

8. Approval of an Easement for Electric Facilities with Consumers Energy Company to permit Consumers to run electric transmission facilities over City-owned property on Penway Street.

9. Approval of the following appointments and re-appointments to boards and commissions:

    - the reappointment of **Michael Anderson** to the Board of Review for Assessments for a term expiring January 31, 2022.

    - the reappointment of **Glenda Campbell** to the Board of Review for Assessments for a term expiring January 31, 2022.

    - the reappointment of **William Gladstone III** to the Board of Review for Assessments for a term expiring January 31, 2022.

    - the reappointment of **H Charles Kiplinger** to the Board of Review for Assessments for a term expiring January 31, 2022.

    - the reappointment of **Terry Nelson** to the Board of Review for Assessments for a term expiring January 31, 2022.

    - the reappointment of **Linda Servis** to the Board of Review for Assessments for a three-year term expiring January 31, 2022.

    - the appointment of **Tiffany Bell** to the Water System Advisory Council for a term expiring on December 31, 2020.

    - the appointment of **Stephen Walsh** to the Water System Advisory Council for a term expiring on December 31, 2019.

10. Approval of a recommendation to the Kalamazoo County Board of Commissioners that Greg Rosine be reappointed as one of the three City representatives on the Central County Transportation Authority Board of Directors.

11. Approval of the minutes from the City Commission meeting on January 7, 2019.

12. Approval of the sale of a City-owned vacant lot located at 318 Stockbridge to HML Real Estate, LLL for $32,500. *(Hold until February 4, 2019)*

G. REGULAR AGENDA

1. Acceptance of grant funding in the amount of $75,000 from the Michigan State Police as awarded by the U.S. Department of Justice to support the Bridging Opportunities Initiative. **(Action: Motion to accept the grant and authorize the City Manager and City Attorney to sign the associated award documents)**

2. Adoption of a RESOLUTION approving and adopting the annual appropriation for the year 2019, setting forth the number of mills to be levied, approving an interim appropriation for the year 2020, and establishing policies for the administration of the budget. **(Action: Motion to adopt the annual appropriation resolution and approve the component unit budgets and fee schedules)**

    a. Approval of the proposed FY 2019 Brownfield Redevelopment Authority (BRA) budget as submitted by the BRA Board.

    b. Approval of the proposed FY 2019 Economic Development Corporation (EDC) budget as submitted by the EDC Board.

    c. Approval of the proposed FY 2019 Downtown Development Authority (DDA) Operating Budget, and the existing two-mill DDA Tax Levy.

    d. Approval of the proposed FY 2019 Downtown Economic Growth Authority operating budget.

    e. Adoption of a RESOLUTION approving the 2019 fees for various permits, hearings, etc. within the Community Planning & Economic Development Department.

f. Adoption of a RESOLUTION to establish the Department of Parks and Recreation fees and charges for 2019.

g. Approval of the proposed 2019 fee schedule for the Kalamazoo Municipal Golf Association.

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

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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 Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 1/10/2019

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	20190122 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 22nd, Monday, February 4th

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

Monday, February 18th

Advisory Boards, Commissions and Committees (next two weeks)

The **Kalamazoo Historic Preservation Commission** will meet in a special session on Tuesday, January 29, 2019 at 6:00 p.m., in the Community Room at City Hall.

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Rebekah Kik, Director, Community Planning and Economic Development

PREPARED BY: Christina Anderson, City Planner

DATE: 12/24/2018

SUBJECT: Text Amendment to Chapter 5 Density/Intensity/Dimensional Standards & Section 4.2 Use Specific Standards

RECOMMENDATION

It is recommended that the City Commission adopt a zoning ORDINANCE to amend the Residential District Standards.

BACKGROUND

Intent. During Imagine Kalamazoo 2025 and in neighborhood plan discussions, it was recognized that the current Zoning Ordinance does not only NOT meet the community vision, but it also does not recognize a prevailing pattern of lot development in the City of Kalamazoo. This latter issue has rendered a large percentage of lots in RS-5, RD-19, RM-15, and RM-36 as nonconforming. The intent of these text amendments is to make as many of these lots as possible conforming, recognizing the City's traditional pattern of land development.

These amendments are intended to relieve the pressure of the large quantity of nonconforming lots that exist throughout while City staff work to thoroughly update all the residential zoning districts in the first half 2019; work that will include significant outreach and discussion. Specifically, the text amendments before the Commission for review tonight are intended to:

1. Recognize an existing land pattern of Kalamazoo in the Zoning Ordinance.
2. Remove nonconformance status on lots throughout the City, especially in the neighborhoods with high quantities of vacant and blighted structures.
3. Support housing-focused work of LISC and Kalamazoo Land Bank.
4. Support the residential core of City neighborhoods, especially as noted in Neighborhood Plans such as the Northside Neighborhood Plan.
5. Relieve pressure while new residential districts are being created.
6. Update ordinances following zoning "stress test" studies from the Michigan Municipal League (MML), Redevelopment Ready Communities (RRC), and Incremental Development Alliance.
7. Follow the zoning update timeline previously presented, which noted adjustments to residential standards to among other things eliminate barriers to redevelopment and rehab (nonconformances) at the end of 2018.

Description of Proposed Amendments. The proposed changes focus on the residential district standards and related sections. The attached table 5.1-1 Residential District Standards EDITED details the changes. The

current standards are in GRAY and the proposed change is in RED. Changes are proposed in the following areas:

1. Minimum lot area, lot area per dwelling unit, and lot width. This was changed to reflect the diversity of lot size in the City.
2. Minimum setbacks. These changes reflect the varied lot size and character of lots in many Kalamazoo Neighborhoods.
3. Minimum Outdoor Area (only changed in RM-15). This change puts RM-15 into alignment with the RD-19 district rather than the more intensive RM districts.
4. Maximum Impervious Coverage (only changed in RM-36). This more accurately reflects the existing lot sizes in the City and the intended development in the RM-36 district.
5. Notes. Several notes to the table were edited and renumbered.
    - A note was added to clarify where lot width is measured.
    - The current requirement of escalating side yard setbacks based on height for RM-24, RM-36, and RMU districts was changed to:
        - reflect that if the building height is equal to 35', the maximum height of the single family and duplex districts, additional setback was not required
        - rather than an increasing setback based on additional height, a static wider setback is proposed for buildings over 35'
    - The note stating that all multi-unit residential sites must adhere to maximum lot coverage of 50% was removed. The district standards table lays out maximum site coverage for each district; this additional note was contradictory to the standards in the table.
6. Related text in Section 4.2 Use Specific Standards is revised so as to not conflict with the Table 5.1-1.

Review Criteria. When reviewing the text amendments, the following factors should be considered by the Commissioners.

1. Alignment with 2025 Master Plan and Strategic Vision. The proposed changes to residential districts are in alignment with these plans and specifically follow the IK@Work chapter of the 2025 Master Plan.
2. Change of Conditions. The issue in this case is a lack of change of conditions; Kalamazoo's neighborhoods have different contexts and this is not going to change. The Zoning Ordinance (2005) did not take these conditions or character of the different neighborhoods into account.
3. Address a Demonstrated Community Need. These changes support the residential core and housing needs of Kalamazoo.
4. Compatibility with Surrounding Uses. The intent of the changes is to make the Zoning Ordinance more compatible with the existing pattern and character of lot development in the City.
5. Development Pattern. The intent of the changes is to recognize the existing development pattern and not create barriers to the use, improvement, and redevelopment of these lots.

POLICY CONSIDERATIONS

This proposal is in alignment the 2025 Master Plan and the Strategic Vision. The 2025 Master Plan lays out key tenants for staff as the Zoning Ordinance is updated to meet the community vision of IK2025. These include the importance of context and removing barriers to development/redevelopment.

Our current Zoning Ordinance does not consider context. The clearest example of this is the current RS-5 standards. This one district covers most of the residential development in the City, including more modern subdivision plats in such neighborhoods Arcadia, Milwood, Burke Acres, and parts of Winchell as well as traditional City lots in Vine, Edison, Eastside, Northside, Stuart, Douglas, and parts of Oakwood and Winchell. The standards is RS-5 reflect larger and wider lot sizes; this means 40% of the lots in RS-5 are narrower than the minimum required and 35% are smaller than the required minimum lot area. This nonconforming status presents challenges to redevelopment and infill housing development and is not supportive of the residential core in Kalamazoo neighborhoods.

Imagine Kalamazoo @ Work directs staff to review the Zoning Ordinance to match vision, IK 2025 input, and reduce the number of variances (relief from zoning standards) and rezoning requests. To achieve this, IK@Work specifically notes the following actions: determine barriers to infill development; review lot sizes, buildings,

restrictions, standards, and coverage; and update zoning districts to support Complete Neighborhoods and the City's attainable housing strategy.

COMMUNITY RESOURCES CONSULTED

The proposed changes are a direct result of the input received in IK2025 and neighborhood planning discussions. These changes are intended to relieve the pressure of the large number of non-conforming lots in the City while staff drafts updated residential district standards with the community to achieve the housing and community character goals outlined in the 2025 Master Plan.

This item was discussed and reviewed at a public hearing in front of the Planning Commission in November. The Planning Commission unanimously recommended approval of these zoning changes to the City Commission.

FISCAL IMPACT

This proposal is intended to remove zoning barriers to housing rehabilitation and redevelopment, which would have a positive impact on the City. Without these changes housing infill and rehabilitation will continued to be saddled with expensive and time consuming hurdles.

ALTERNATIVES

The Commission could opt to not move this item forward for a public hearing and vote. This action would be in conflict with the Imagine Kalamazoo at Work Chapter of the 2025 Master Plan specifically the Complete Neighborhood goal of "Review Zoning Ordinance to match Vision, IK2025 input, and reduce number of variance and rezoning requests".

ATTACHMENTS:

	Type	Description
🗋	Background Material	Existing Lot Width Table
🗋	Background Material	Existing Lot Width Map
🗋	Background Material	Existing Lot Area Table
🗋	Background Material	Existing Lot Area Map
🗋	Background Material	MML-RRC Stress Test - Edison Nhood Study
🗋	Summary of Changes	Residential District Standards Table EDITED
🗋	Ordinances	Zoning Ordinance Amendment

Existing Lot Width in the Most Common Residential Districts

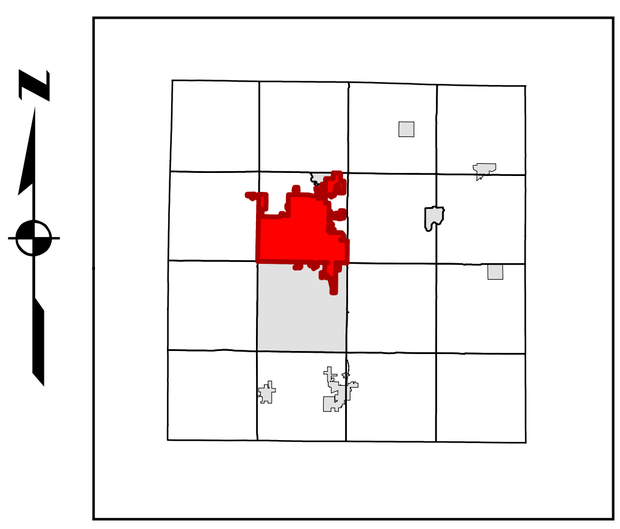
	A	B	C	D	E	F	G	H	I	J
1			**Lot Width (feet)**						**Nonconformance**	
2	**Distrtict**	**Total Lots in District**	**<33**	**33-40**	**40-50**	**50-60**		**Required Min. Lot Width per Code**	**Percentage**	**Number of Lots**
3	**RS-5**	12182	184	370	2490	1623		60	38%	4667
4	**RD-19**	1044	37	109	487	185		40	14%	146
5	**RM-15**	4172	190	463	795	698		40	16%	653
6	**RM-36**	1033	94	315	259	79		44	50%	512

Lot Frontage of Residentailly Zoned Parcels in the City of Kalamazoo

Legend

- RS-5 Zone
- RD-19 Zone
- RM-15 Zone
- RM-15C Zone
- RM-36 Zone
- City_Boundary
- Non-Res Parcels
- Less Then 33 Feet Wide
- 33 to 39.99 Feet Wide
- 40 to 49.99 Feet Wide
- 50 to 50.99 Feet Wide
- Lot Width Over 60 Feet Wide

LOCATION IN COUNTY



THE CITY OF Kalamazoo

Existing Lot Area in the Most Common Residential Districts

		Lot Area (sq ft)							Nonconformance	
District	**Total Lots in District**	**<2999.999**	**3000-3999.999**	**4000-4499.999**	**4499.99-4999.999**	**5000-7499.999**	**7500+**	**Required Min. Area per Code**	**Percentage**	**Number of Lots**
RS-5	12182	169	340	409	334	2904	8026	7500	34%	4156
RD-19	1044	91	141	152	81	357	222	4500	37%	384
RM-15	4172	245	325	234	196	994	2178	5000	24%	1000
RM-36	1033	217	146	79	102	252	237	5500	60%	544

Land Area in Square Feet of Residential Zoned Parcels in the City of Kalamazoo

Legend

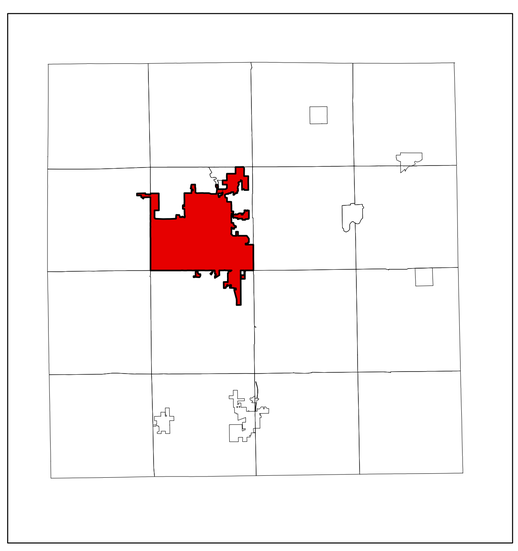
- RS-5 Zone
- RD-19 Zone
- RM-15 Zone
- RM-15C Zone
- RM-36 Zone
- City Boundary

Land Area in Sq Feet

- 97.811 - 2999.999
- 3000.000 - 3999.999
- 4000.000 - 4499.999
- 4500.000 - 4999.999
- 5000.000 - 7499.999
- 7500.000 - 11688981.823
- Non-Res Parcels

N

Location in County



THE CITY OF Kalamazoo

Edison Neighborhood Residential Areas

The Edison neighborhood sits to either side of the Portage Street corridor, including about 2,500 residential parcels as well as various institutional, commercial, and industrial uses spanning the past century in age.

The Master Plan identifies a transect of neighborhood character types within the Edison area, transitioning from Urban Edge at the border with downtown to Neighborhood Edge at Crosstown, to R-2 Residential south of Vine Street, and to R-1 Residential in the area south of Stockbridge and east of Portage.

Existing Conditions and Zoning

The neighborhood's housing stock is composed of traditional (majority pre-1940) single family homes and duplexes, predominantly on smaller lots with detached or no garages. Homes are in modest condition with limited vacancy.

In the northern portion of the neighborhood, smaller areas of residential uses are closely interspersed with uses of more industrial character. These areas have more vacant lots and more visibly distressed homes.

The areas north of Vine Street and northwest of Washington Square are zoned for Manufacturing use (M-1 and M-2); homes in this area are considered non-conforming uses, and likely to suffer barriers to expansion of smaller homes, new / reconstruction of homes on vacant lots, or even securing mortgages to purchase existing homes.

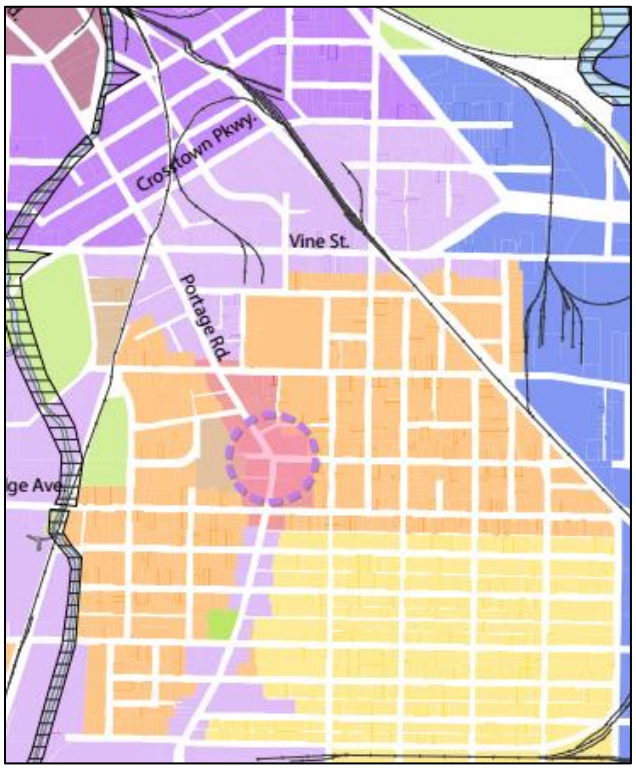


Figure 6 - Imagine Kalamazoo Future Land Use, Edison area

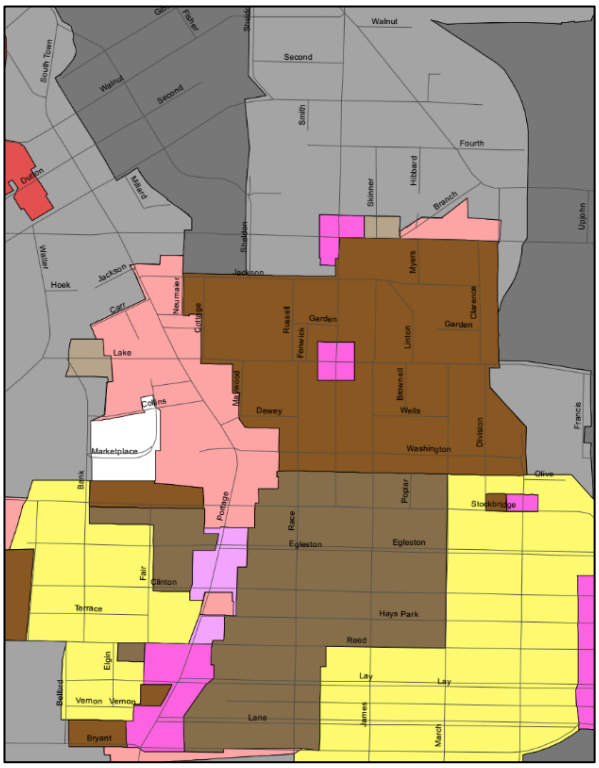


Figure 7 - Existing Zoning, Edison area

The remainder of the neighborhood is a mixture of multifamily, duplex, and single-family zoning districts. However, even these areas are hindered by widespread dimensional non-conformities.

While Sec. 9.3-9.4 of the zoning ordinance do allow for construction on existing vacant non-conforming lots and continuation or replacement of uses in existing structures on non-conforming lots, there are added challenges. Dimensional standards such as minimum setback and maximum impervious surface coverage are calibrated to the minimum lot size. Additionally, property owners often have extra difficulty obtaining financing to improve non-conforming parcels or structures and may face higher home insurance costs.

Recommended Zoning Changes

Short-term zoning improvements to this area should focus on removing non-conforming status from existing residential properties. Under the newly adopted master plan, the homes in this area appear to be a desired use that should be supported by the zoning. A longer-term, more comprehensive update may look to a form-based code that includes specific building types appropriate for lots of different sizes.

The following discusses the dimensional challenges that apply most broadly in the existing residential districts and outlines two potential new zoning districts. The changes are intended to,

- Bring most of the current residentially zoned parcels in the Edison neighborhood into dimensional conformity, removing barriers to resident investment.
- Fit the style and standards of the existing districts, rather than making major changes to use categories.
- Generally comport with the Imagine Kalamazoo master plan Future Land Use designations for this area.

These changes are suggested with the understanding that they are a bridge to a more comprehensive revision; some notes are provided for addressing outstanding challenges within the neighborhood.

Challenge: Only 36% of residentially zoned parcels in the Edison neighborhood conform to minimum lot size requirements in their current district.

Much of the Edison neighborhood was originally platted with lots smaller than the current minimums. As shown in Figure 8[1], this renders nearly every parcel in some areas non-conforming. In other areas, historic lot splits have left more scattered non-conforming lots.

Recommendation: Reduce minimum lot area to match existing patterns in neighborhood.

- A minimum lot area of 2,900 square feet would make over 90% of residential parcels in this area "conforming". (136 of 2,039 total parcels would remain non-conforming by lot area.)
    1. This threshold is equal to the existing per-dwelling-unit minimum in the RM-15 district, and a higher threshold than the per-unit minimum in the RD-19 district, so is a number already in use in much of the neighborhood.
    2. A slightly higher threshold of 3,500 s.f. would still make all but 240 parcels (12%) conforming by lot area.
    3. Higher thresholds rapidly leave greater numbers of parcels non-conforming by lot area.

[1] Due to size, figures for this section are provided in Appendix C.

The parcels left non-conforming by lot area under either a 2,900 s.f. or 3,500 s.f. threshold tend to be clustered in a few areas: where platted lots were split at the ends of blocks, such as along Race Street and James Street; where residential parcels abut non-residential uses, such as along Maywood Ave. and Dewey Ave; and on Hays Park Ave. See Figure 9 for a map of these parcels.

Future revisions may consider tailored standards for small houses / cottages or for townhomes that can fit these smaller lots. Alternatively, minimum lot areas could be eliminated altogether, removing non-conforming status from all parcels in the neighborhood. Under this approach, lot widths, setbacks, and coverage maximums would dictate lot sizes, but this would require more detailed analysis and fine-tuning.

Challenge: 53% of residentially zoned parcels in the Edison neighborhood conform to minimum lot width requirements in the current district.

As with lot areas, the current 60-foot minimum lot width in the RS-5 district renders over 90% of Edison parcels in that district non-conforming. The RD-19 and RM-15 districts have a narrower 40-foot minimum which is much more suited to the existing conditions, as seen in Figure 10.

Recommendation: reduce minimum lot width requirement to match existing patterns in the neighborhood.

- A minimum lot width of 40 feet would make nearly 90% of residential parcels in the neighborhood conforming by lot width, without changing the existing RD-19 or RM-15 dimensional requirement.

Approximately 250 parcels would remain non-conforming under a 40-foot minimum lot width; nearly all of these have widths between 30 and 40 feet. See Figure 11 for a map of these parcels.

Where parcels have rear alley access for parking, parcels below 40 feet wide may be easy to accommodate, but north of Washington Avenue the expectation of having a driveway alongside the house means exceptionally narrow houses or a very small setback on one side. As discussed with small-area lots above, these parcels may require future work in the form of tailored standards for small house / cottage or townhouse forms.

Other dimensional changes

Inadequate setbacks under the current zoning are likely to render many additional existing homes non-conforming, even where the parcel size is adequate. In particular, the 8 foot side setback requirement in the RS-5 district is challenging for the lot widths existing in Edison. (Footnote [1] on Table 5.1-1 appears to already allow front setbacks to match an existing residential pattern.)

Recommendation: Consider reduced setbacks appropriate for residential use.

- Set an interior side setback of 5 feet for single family uses
- Clarify street side setback is to be calculated based on the existing residential pattern, where one exists, as with front setbacks.

Similarly, the maximum impervious surface coverage will need more comprehensive review; on the smaller lots typical of Edison, this may be a significant constraint to allowing infill construction, addition of a garage to a home, or similar investment.

Possible New Districts

The following tables show two potential new zoning districts covering the areas within the Edison neighborhood that are designated "R-1" and "R-2" on the Imagine Kalamazoo Future Land Use Map. The districts are intended to implement the recommendations discussed above with a minimum of change to existing permitted uses in these areas.

The R-1 district primarily covers areas currently zoned RS-5 and RD-19; the R-2 district primarily covers areas currently zoned RD-19 and RM-15, as well as some parcels currently zoned RS-5 (west of Portage Street) and RM-36 (at Lake Street and Bank Street). These zones are included in the following tables for comparison.

The dimensional standards suggested for the two districts are nearly identical in the table below, with the exception of the minimum lot area required for uses other than single-unit detached dwellings. The use table further differentiates the two districts. The Edison R-1 district uses are between the RS-5 and RD-19 districts in permissiveness; this includes attached dwellings and duplexes, but the minimum lot area will limit the number of parcels eligible for these uses. The Edison R-2 district uses are generally identical to the existing RM-15 uses.

A few cautions apply:

- Existing non-residential uses in the RD-19 district (such as family daycares), these should be checked against the proposed R-1 lot area to see whether they would be rendered non-conforming.
- Additionally, the MZEA may limit the ability to apply different standards to certain uses, such as adult foster care homes, than to other detached dwellings.

Dimensional Standards: Edison R-1 and R-2 districts

	Minimum Lot Size				Minimum Setback				
District	Lot Area (Detached Dwelling)	Lot Area (Other Uses)	Lot Area (Per Dwelling Unit)	Lot Width	Front/ Street Side	Rear	Side (interior)	Maximum Impervious Surface	Maximum Height
RS-5	*7,500 sq.ft.*		*-*	*60 ft*	*25 ft*	*25 ft*	*8 ft*	*45%*	*35 ft*
RM-15	*5,000*		*2,900*	*40*	*20*	*20*	*6*	*60*	*35 ft*
RD-19	*4,500*		*2,250*	*40*	*20*	*20*	*5*	*60%*	*35 ft*
RM-36	*5,500*		*1,210*	*44*	*15*	*20*	*6*	*60%*	*6 stories*
Edison R-1	**2,900**	**6,500**	**3,250**	**40**	**20**	**20**	**5**	**60%**	**35 ft**
Edison R-2	**2,900**	**4,500**	**2,250**	**40**	**20**	**20**	**5**	**60%**	**35 ft**

Use Standards: Edison R-1 and R-2 districts

Use Category (Specific Use)	*RS5*	*RD19*	*RM15*	*RM36*	**Edison R-1**	**Edison R-2**
RESIDENTIAL[1]						
Household Living						
Detached Dwelling	*p*	*p*	*p*	*p*	**P**	**P**
Attached Dwelling		*p*	*p*	*p*	**P**	**P**
Cluster Housing Development	*p*	*p*	*p*	*p*	**P**	**P**
Duplex		*p*	*p*	*p*	**P**	**P**
Multi-Unit Dwelling			*p*	*p*		**P**
Group Living						
Adult Foster Care Family Home (6 or Fewer Residents)	*p*	*p*	*p*	*p*	**P**	**P**
Adult Foster Care Small Group Home (6 or Fewer Residents)	*p*	*p*	*p*	*p*	**P**	**P**
Adult Foster Care Medium/Large Group Home (7 to 20 Residents)			*p*	*p*		**P**
Transitional Residences			*S*	*S*		**S**
Foster Family Group Home (5 or 6 Children)	*p*	*p*	*P*	*P*	**P**	**P**
Foster Family Home (4 or Fewer Children)	*p*	*p*	*P*	*P*	**P**	**P**
Fraternity or Sorority			*S*	*S*		**S**
Nursing/Convalescent Home			*S*	*P*		**S**
Assisted Living Facility			*S*	*P*		**S**
Rehabilitation Center (Live-In Facilities With Up To 6 Beds)			*S*	*S*		**S**
Rooming/Boardinghouse			*S*	*S*		**S**
PUBLIC AND CIVIC						
Open Space/Nature Preserve	*P*	*P*	*P*	*P*	**P**	**P**
Parks/Recreation Facility	*P*	*P*	*P*	*P*	**P**	**P**
Community Service Center	*S*	*S*	*S*	*S*	**S**	**S**
Drop-In Center	*S*	*S*	*S*	*S*	**S**	**S**
Cultural Exhibits, Libraries and Museums	*S*	*S*	*S*	*S*	**S**	**S**
Government Office	*P*	*P*	*P*	*P*	**P**	**P**
Postal Service	*S*	*S*	*S*	*S*	**S**	**S**
Public Safety Substation	*P*	*P*	*P*	*P*	**P**	**P**
Religious Assembly	*S*	*S*	*S*	*S*	**S**	**S**
School	*S*	*S*	*S*	*S*	**S**	**S**
Utilities and Public Service	*S*	*S*	*S*	*S*	**S**	**S**
Day-Care Home, Family (6 or Fewer Residents)	*p*	*p*	*p*	*p*	**P**	**P**
Day-Care Home, Group (7 to 12 Residents)	*S*	*S*	*S*	*S*	**S**	**S**
Eating and Drinking Establishments						
Tearoom/Cafe		*S*	*S*	*S*		**S**
Funeral and Interment Service						
Cemeteries and Mausoleums	*S*	*S*	*S*	*S*	**S**	**S**
Lodging						

Use Category (Specific Use)	*RS5*	*RD19*	*RM15*	*RM36*	**Edison R-1**	**Edison R-2**
Bed-and-Breakfast Inn		*S*	*P*	*P*	**S**	**P**
Parking, Commercial		*S*	*S*	*S*		**S**
Retail Sales and Service, Indoor		*S*	*S*	*S*		**S**
Telecommunications	*	*	*	*	*	*
Wind Energy Units						
Building-mounted	*p*	*p*	*p*	*p*	**P**	**P**
Small Freestanding (not primary use)	*p*	*p*	*p*	*p*	**P**	**P**
Large and multiple (not primary use)			*p*	*p*		**P**
Freestanding (primary use)			*S*	*S*		**S**

Table 5.1-1 Residential District Standards (EDITED)

Standards	Districts									
	RS-4	RS-5	RS-7	RD-8	RD-19	RM-15	RM-15C	RM-24	RM-36	RMU
Minimum Lot Size										
Lot Area (sqft)	10,000	7,500 4,500	6,250	6,250	4500 4,000	5,000 4,000	5,000	5,000	5500 4,000	5,500
Lot Area/ Dwelling Unit (sqft)	10,000	7,500 4,500	6,250	3,125	2250 1,500	2900 1,500	2,900	1,800	1210 1,000	1,210
Lot Width (ft) [1]	75	60 33	50	50	40 33	40 33	40	50	44 33	44
Minimum Setback (feet)										
Front [1] [2]	25	25	20	20	20	20	20	20	15	15
Rear - abbutting RS/RD	25	25	20	20	20	25 20	25	25	25	25
Rear - abutting RM/C/M	25	25	20	20	20	20	20	20	20	20
Side - abbutting RS/RD	8	8 5	5	5	5	15 5	15	15 [2] 15 [3]	15 [2] 5 [3]	15 [2] 15 [3]
Side - abutting RM/C/M	8	8 5	5	5	5	6 5	6 5	6 5	6 5	6 5
Minimum Outdoor Area										
Area (sq/dwelling unit)	-	-	-	-	-	75 -	75	50	50	50
Minimum Dimension (ft)	-	-	-	-	-	7.5 -	7.5	5	5	5
Maximum Impervious Coverage										
Coverage (% of lot area) [4	45	45	50	55	60	60	60	60	60 70	60
Maximum Height										
Height	35'	35'	35'	35'	35'	35'	35'	4 stories [5]	6 stories [5]	6 stories [5]

Notes:

[1] Lot width is measured at the front setback line.

[1][2] Provided, however, that when 25% or more of all the frontage on one side of a street between two intersectiong streets was, on April 22, 1954, built up with buildings, no building erected or altered after that date shall project beyond the average of the setback line so established, and provided, further that no building shall be required to set back more than 40 feet in any case as a result of this provision.

[2] Plus one foot of additional setback for each foot of building height in excess of 32 feet. (remove)

[3] Buildings over 35' in height shall have a side yard setback of 15'.

[3] [4] The Planning Commission is authorized to modify impervious cover limits for uses requiring special use permit approval.

[4] [5] Additional building height may be allowed if review and approved as a Planned Unit Development.

[5] For all multi-unit residential sites, no more than 50% of the site can be impervious cover. (remove)

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE RESIDENTIAL DISTRICT STANDARDS TABLE OF APPENDIX A, BEING THE KALAMAZOO ZONING CODE AND REPEALING CERTAIN SUB PARAGRAPHS

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Table 5.1-1 Residential District Standards of the City of Kalamazoo Zoning Ordinance is amended to read as follows:

Standards	Districts									
	RS-4	RS-5	RS-7	RD-8	RD-19	RM-15	RM-15C	RM-24	RM-36	RMU
Minimum Lot Size										
Lot Area (square feet)	10,000	4,500	6,250	6,250	4,000	4,000	5,000	5,000	4,000	5,500
Lot Area/ Dwelling Unit (square feet)	10,000	4,500	6,250	3,125	1,500	1,500	2,900	1,800	1,000	1,210
Lot Width (feet) [1]	75	33	50	50	33	33	40	50	33	44
Minimum Setback (feet)										
Front [2]	25	25	20	20	20	20	20	20	15	15
Rear - abutting RS/RD districts	25	25	20	20	20	20	25	25	25	25
Rear - abutting RM/C/M districts	25	25	20	20	20	20	20	20	20	20
Side (interior) - abutting RS/RD districts	8	5	5	5	5	5	15	15 [3]	5 [3]	15 [3]

Side (interior) - abutting RM/C/M districts	8	5	5	5	5	5	5	5	5	5
Minimum Outdoor Area										
Area (square feet per dwelling unit)	-	-	-	-	-	-	75	50	50	50
Minimum Dimension (feet)	-	-	-	-	-	--	7.5	5	5	5
Maximum Impervious Coverage										
Coverage (percent of lot area) [4]	45	45	50	55	60	60	60	60	70	60
Maximum Height										
Height	35’	35’	35’	35’	35’	35’	35’	4 stories [5]	6 stories [5]	6 stories [5]

Notes:

[1] Lot width is measured at the front setback line.

[2] Provided, however, that when 25% or more of all the frontage on one side of a street between two intersecting streets was, on April 22, 1954, built up with buildings, no building erected or altered after that date shall project beyond the average of the setback line so established, and provided, further that no building shall be required to set back more than 40 feet in any case as a result of this provision.

[3] Buildings over 35' in height shall have a side yard setback of 15'.

[4] The Planning Commission is authorized to modify impervious cover limits for uses requiring special use permit approval

[5] Additional building height may be allowed if review and approved as a Planned Unit Development.

Section 2. Repealer.

Section 4.2 Q. 4. subparagraphs b) and c) of Appendix A and all former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. 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.

Section 4. Effective Date.

Pursuant to MCL 124.3401, this ordinance shall take effect upon expiration of 7 days after publication within 15 days after adoption in a local newspaper of general circulation.

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 _____, 2019. 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 Borling, City Clerk

f:\ord**

Commission Agenda Report

City of Kalamazoo

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

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

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

PREPARED BY: James H. Cornell, Wastewater Division Manager

DATE: 1/2/2019

SUBJECT: The Foster Group Consulting Services for Water and Wastewater Utilities Bid Ref# 00000-019.2

RECOMMENDATION

It is recommended that the Commission approve a professional service agreement with The Foster Group of Leawood, Kansas, in the amount of $140,000. These services will include Water and Wastewater Utility Financial Plan preparation, Service Agreement assistance, True-Up and Rate Studies, and general consulting services.

BACKGROUND

A contract for rate and management services with The Foster Group provides continuity for projects already under consideration and retains the knowledge and experience of a 25 year professional relationship with the City and representatives of customer communities.

There are four major areas where consulting services will be needed:

First, The Foster Group will conduct “True-Up” study of 2017 and 2018 wastewater rates. This may also include “True-Up” studies of the Water utility as well.

The wastewater rates will include facets of the 1998 Rate Settlement Agreement. This agreement requires an analysis of actual Wastewater revenues and expenses (a “True-Up” study) be done every two years for each fiscal year. Rates are established on a prospective basis, so actual revenues and expenses will vary from estimates. The true-up studies, and the implementation of their results, ensure that outside city users pay the precise rate of return.

Second, The Foster Group will conduct Water & Wastewater rate studies and recommend schedules of water and wastewater rates to be implemented during 2020. They will participate in stakeholder discussion regarding potential modifications to the manner in which levels of service are measured for (and costs allocated to) the various customer classes of the water and wastewater utilities. In addition, revisions are needed within the City’s Utility Financial Plan originally developed in 1995. Mr. Foster’s assistance in these areas is essential.

Third, The Foster Group will provide general assistance and will function as the technical advisor in the Utility Advisory Board and Regional Commission processes. They will provide expertise on rate related issues.

Fourth, given the Foster Group's long tenure with the City and their broad knowledge of rate methodologies, the City's Utility Financial Plan, Water and Wastewater assets and access to Water and Wastewater rate related/non-related files they are able to provide expert services as it attempts to resolve current disputes with outside City customers.

COMMUNITY RESOURCES CONSULTED

No community resources were specifically consulted regarding this decision. Please note that Mr. Foster has worked closely with regional partners in the past regarding water and wastewater rates.

FISCAL IMPACT

Funds for this professional service agreement were included in the 2019 Water and Wastewater budgets.

ALTERNATIVES

These professional services could be provided by another consultant(s) or provided by City staff. However, bringing in a new consultant would result in a significant increase in cost and staff time in order to bring that firm to an acceptable level of understanding of the Utilities' operations, rate methodologies, and financial policies; and the history of the various rate settlements. As with a new consultant, City staff would not be able to perform the duties with the efficiency of The Foster Group, due to Mr. Foster's history and involvement with the City and its customer communities.

ATTACHMENTS:

	Type	Description
🗋	Proposal	Proposal

TFG

THE FOSTER GROUP

P.O. Box 26282
Leawood, KS 66225
Tel: (913) 345-1410
Fax: (913) 345-1640

The Foster Group, LLC
Bart Foster, President
Cell: (913) 530-6240
bfoster@fostergroupllc.com

December 29, 2018

Mr. James Baker
Public Services Director
City of Kalamazoo
415 Stockbridge Avenue
Kalamazoo, Michigan 49001-2898

Dear James:

The intent of this letter is to summarize our understanding of the status of our current engagement, and identify potential funding requirements to extend financial consulting services for additional periods.

Funding for our current engagement is provided by Purchase Order P-028022, which was executed in January 2018, and was designed to provide consulting services through December 2018. The Work Plan for that purchase order originally envisioned (after years of continual effort) successful negotiation of a new water services agreement with the City's "Township Customers" early in 2018, a return in consulting scope focus to traditional financial management and rate consulting services, including preparation and delivery of wastewater true-up and rate proposals to be implemented during 2018, and general business consulting services to support all of these initiatives.

We are pleased to report that we have been able to deliver many of the intended services as envisioned with the existing purchase order. We are in the process of finalizing reports proposing water and wastewater rates for 2019. We have served as an integral resource in the pursuit of a water services agreement with the Township Customers.

However, after more than four years devoted towards that effort, the agreement with the Townships remains unexecuted, and the envisioned return to "normalcy" continues to be elusive. Our originally envisioned scope efforts have largely been diverted away from traditional consulting activities in order to support the contract negotiations and related activities associated with the ongoing litigation, which were originally contained within the "Expert Witness Services" task element of our agreement.

With the invoice submitted today for December consulting services, approximately $7,400 of funding remains in Purchase Order P-028022. We envision that the efforts during January 2019

to finalize the reports summarizing rate recommendations for 2019 and to continue to support related activities will exhaust all of the remaining funding. In fact, it is likely that the remaining funding provided by P-028022 will be insufficient to cover efforts during January. In recent conversations we have been asked by key City resources to continue in our role on these various business matters. This letter has been prepared to serve as a proposal to provide ongoing consulting services on these initiatives during 2019. Such services are envisioned to include:

1. Ongoing assistance with negotiations of a new Water Services Agreement with the Townships;
2. Potential assistance with negotiations of a new *Wastewater* Services Agreement with outside City customer representatives;
3. Preparation of a Wastewater Utility True-Up Study for 2017 and 2018;
4. Preparation of Water and Wastewater Utility Financial Plan, Cost of Service, and Rate Studies for 2020;
5. Additional general consulting services in support of the Water and Wastewater businesses.

It is our understanding that the City would like to establish a mechanism to support consulting assistance for these assignments through December 2019. The proposed services outlined in this letter are designed to provide such ongoing consulting assistance on water and wastewater rate related issues and the City's relationship with its customer communities.

Proposed Scope of Services

Section 1 – "True-Up" Studies. The 1998 Rate Settlement Agreement calls for a retrospective analysis of wastewater rates charged to the outside City, non-owner customer classes to ensure that they are/were charged a rate of return precisely calculated in accordance with the parameters set forth therein. Fifteen such studies have been conducted since 1999. Under this task THE FOSTER GROUP will conduct true-up studies for 2017 and 2018 and will provide assistance to the City in implementing the results of the study.

The outcome of these studies will be an assessment (for each customer class) of amounts due to or from that class for services rendered but not billed during each of the respective years. THE FOSTER GROUP will document the results of the assessment in reports to the City, make presentations of findings to City and Utility management, the (potential) Utility Policy Committee, and other interested parties at the City's direction.

Section 2 – Water and Wastewater Rate Studies. THE FOSTER GROUP will conduct water and wastewater rate studies and recommend schedules of water and wastewater rates to be implemented during 2020. We will participate in stakeholder discussions regarding potential modifications to the manner in which levels of service are measured for (and costs allocated to) the various customer classes of the water and wastewater utilities. We anticipate that a significant level of effort associated with the Rate Studies will continue to focus on evaluation

and application of customer use data, and how it defines level of service, for both the water and wastewater utilities. The 1998 Rate Settlement Agreement regarding wastewater rates requires the City of Kalamazoo to conduct wastewater rate studies at least every two years, beginning with rates for 1999.

The outcome of these rate study updates will include:

- Revenue requirements analysis, indicating projected operating and capital financing plans for each utility for a ten-year planning period which meet the tenets of the Utility Financial Policy;
- Projected revenue levels for 2020, establishing "overall" rate levels necessary to meet the requirements of the financial plans;
- Cost of service analyses, resulting in an assessment of projected amounts to be recovered from customer classes during 2020; and
- Proposed schedules of water and wastewater rates, designed to equitably recover the costs of utility service from each customer class.

THE FOSTER GROUP will document the results of the studies in reports to the City, make presentations of findings to City and Utility management, the (potential) Utility Policy Committee, and other interested parties at the City's direction.

Section 3 - General Assistance. THE FOSTER GROUP has been asked by the City to participate as a technical advisor in the stakeholder processes. We have traditionally attended several meetings of stakeholder bodies and have provided valuable input to the processes. We are confident that expertise on rate related issues will be vital to the processes as they ensue. Prior general assistance activity also has included analyses and presentations regarding the potential impact of various regional initiatives, assessment of the impact on the region of contractual matters involving major industries, and general business advisory services to the City and the (potential) Utility Policy Committee.

Section 4 – Expert Witness Services / Contract Negotiations. THE FOSTER GROUP has been asked by the City to provide assistance as it attempts to resolve the current dispute with representatives of its outside City customers, and to support development of a new Water Services Agreement. It is our understanding that the ongoing efforts will focus on meetings with these representatives, their counsel, and their advisors in an attempt to accomplish these goals. Additional efforts may be required pending successful resolution of the initial dispute.

The purpose of this task will be to provide for consulting assistance associated with analyses, meetings, and related activities that are directly under the "litigation umbrella". As noted previously, it is difficult to envision the precise level of effort that may be required, depending on how the contract negotiations and legal matters proceed. We recommend that an allowance be set aside and included in the engagement funding level. We will utilize such allowance at the discretion and approval of the City and its counsel.

Cost Estimate

Fees for this engagement will be computed based on the actual time and expense incurred. The following billing rates will apply to all services rendered prior to December 31, 2019.

Staff Position	Billing Rate $/hr
Consultants	100
President	375

Based on the scope of services presented in this proposal, it is estimated that a total maximum fee of $140,000 including expenses, may be required for the completion of the proposed work. This estimate is based on a cost of $20,000 for the True-Up Studies, $60,000 for the water and wastewater rate studies; $10,000 to provide a funding allowance for the General Assistance task; and $50,000 to provide a funding allowance for Expert Witness and Contract Negotiations Services. In the event the amount of effort is less than the amount estimated herein, only the costs incurred will be billed. However, if during the course of our work we determine that the proposed Scope of Work cannot be completed within the level of effort estimated herein, we will notify the City and cease work until further direction is received.

We sincerely desire to have the opportunity to continue to demonstrate our capabilities in assisting the City in this matter. If you have any questions regarding our proposal, or need additional information, please contact me.

Very truly yours,

THE FOSTER GROUP

Bart Foster
President

Commission Agenda Report

City of Kalamazoo

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

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

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

PREPARED BY: Stephen A. Skalski, PE, Assistant City Engineer – Water Resources

DATE: 1/7/2019

SUBJECT: Neptune Water Meters Bid Ref# 00000-019.4

RECOMMENDATION

It is recommended that the City Commission approve a sole source purchase with Ferguson Waterworks to provide Neptune Smart Water Meters, in the amount of $400,000.00.

BACKGROUND

In 2018, the City of Kalamazoo Water Resources Engineering Division initiated a pilot program to test the capabilities of installing Neptune Smart Meters across the water system. After reviewing the data collected, Water Resources Engineering determined that the water meters were exceeding expectations, and would like to proceed with a phased replacement of all water service meters in the system. Beginning January 1st, 2019, smart meters will be installed for all new service installations, as well as locations where the existing meter requires replacement. In 2020 and 2021, the remaining meters will be replaced with new smart meter, half of which will be completed in each year.

Water Resources Engineering reached out to Ferguson Water Works, the sole source vendor for Neptune Smart Meters for this area, to provide a quote for smart meter for all sizes and installations. Ferguson Waterworks provided a quote their pricing for the requested meters. Water Resources Engineering reviewed the quote, and recommends approval of this purchase order.

COMMUNITY RESOURCES CONSULTED

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

FISCAL IMPACT

Funding for the Neptune Smart Meters was identified in the City of Kalamazoo's 2019 Water Capital Improvement Program. Project funding and estimated costs are as follows:

Funding:

2019 Water Capital	$400,000.00

$400,000.00

Costs:

$400,000.00
$400,000.00

ALTERNATIVES

The City could choose to use meters with standard touchpads, however this is not recommended as it would require the continued dependence on third party meter readers.

ATTACHMENTS:

Type	Description
Proposal	Proposal

FERGUSON Waterworks
Meter & Automation Group

January 4, 2019

Mr. Steve Skalski
Assistant City Engineer – Water Resources Division
City of Kalamazoo
415 Stockbridge Ave. Kalamazoo, MI 49001

Re: Neptune Water Meter Pricing

Dear Mr. Skalski:

Please see below for the additional pricing we discussed.

T-10 Positive Displacement Meters (Inside and Pit Version)	**UoM**	**Pricing**
5/8" T-10 ProCoder -- Straight 5/8" or 5/8" x ¾"	EA	$ 97.33
5/8" T-10 ProCoder/R900i Pit w/ 6' Antenna -- Straight 5/8" or 5/8" x ¾"	EA	$ 197.33
3/4" T-10 ProCoder -- Regular(9") or Short(7.5") Lay Length	EA	$ 137.33
3/4" T-10 ProCoder/R900i Pit w/ 6' Antenna -- Regular(9") or Short(7.5") Lay Length	EA	$ 283.50
1" T-10 ProCoder	EA	$ 193.33
1" T-10 ProCoder/R900i Pit w/ 6' Antenna	EA	$ 349.20
1.5" T-10 ProCoder – Flanged or Threaded	EA	$ 410.67
1.5" T-10 ProCoder/R900i Pit w/6' Antenna – Flanged or Threaded	EA	$ 603.90
2" T-10 ProCoder – Flanged or Threaded	EA	$ 530.67
2" T-10 ProCoder/R900i Pit w/6' Antenna – Flanged or Threaded	EA	$ 724.50

Mach 10 Ultrasonic Meters	**UoM**	**Pricing**
5/8" Mach 10 Ultrasonic (Straight 5/8" or 5/8" x ¾")	EA	$ 171.00
3/4" Mach 10 Ultrasonic --Regular(9") or Short(7.5") Lay Length	EA	$ 182.70
1" Mach 10 Ultrasonic	EA	$ 231.30
1-1/2" Mach 10 Ultrasonic (Specify Lay Length) – Flanged or Threaded	EA	$ 548.10
2" Mach 10 Ultrasonic (Specify Lay Length) – Flanged or Threaded	EA	$ 669.60

Tru/Flo Compound Meters	**UoM**	**Pricing**
2" TF Compound ProCoder	EA	$ 1,528.00
3" TF Compound ProCoder	EA	$ 2,290.67
4" TF Compound ProCoder	EA	$ 2,980.00
6" TF Compound ProCoder	EA	$ 5,032.00

FERGUSON Waterworks

Meter & Automation Group

High Performance Turbine Meters	UoM	Pricing
1.5" HP Turbine ProCoder	EA	$ 698.00
2" HP Turbine ProCoder	EA	$ 698.00
3" HP Turbine ProCoder	EA	$ 1,247.00
4" HP Turbine ProCoder	EA	$ 1,423.00
6" HP Turbine ProCoder	EA	$ 2,656.00
8" HP Turbine ProCoder	EA	$ 3,938.00
10" HP Turbine ProCoder	EA	$ 6,163.00
4" SS HP Protectus III Fire Service Meter ProCoder	EA	$ 7,883.00
6" SS HP Protectus III Fire Service Meter ProCoder	EA	$ 12,880.00
8" SS HP Protectus III Fire Service Meter ProCoder	EA	$ 16,660.00
10" SS HP Protectus III Fire Service Meter ProCoder	EA	$ 19,320.00
12" SS HP Protectus III Fire Service Meter ProCoder	EA	$ 20,380.00
R900 Wall MIU	EA	$ 80.00
R900 Pit MIU	EA	$ 96.00
Gateway Complete (Gateway, UPS, Antenna)	EA	$ 8,666.67
Gateway Install - Estimated, pending site evaluation	EA	$ 14,000.00
MRX 920 Mobile Data Collector	EA	$ 7,333.33
Beltclip Transceiver	EA	$ 2,333.33
N_Sight Plus Software Hosting	Per Endpoint, per year	$ 2.00

ProCoder and ProCoder/R900i Pit Register Only	UoM	Pricing
5/8” thru 2” ProCoder Register	EA	$ 73.80
5/8” thru 2” ProCoder/R900i Pit Register (No Antenna)	EA	$ 196.00

T-10 Meter Parts	UoM	Pricing
5/8” Chamber	EA	$ 16.10
5/8” Gasket/Liner (One piece molded)	EA	$ 0.71
5/8” Cast Iron Bottom Plate	EA	$ 3.53
5/8” Strainer	EA	$ 0.71
3/4” Chamber	EA	$ 21.54
3/4” Bottom Plate Gasket	EA	$ 0.80
3/4” Bottom Plate Liner	EA	$ 1.31
3/4” Cast Iron Bottom Plate	EA	$ 8.05
3/4” Strainer	EA	$ 0.80
1” Chamber	EA	$ 41.25
1” Bottom Plate Gasket	EA	$ 0.91
1” Bottom Plate Liner	EA	$ 1.11
1” Cast Iron Bottom Plate	EA	$ 13.59
1” Strainer	EA	$ 1.01

FERGUSON Waterworks
Meter & Automation Group

Accessories	UoM	Pricing
6’ Pit Antenna	EA	$ 18.90
20’ Pit Antenna	EA	$ 25.20
ScotchLok Pliers	EA	$ 18.75
Plastic Tamper Pins	EA	$ 0.16
Metal Tamper Pins	EA	$ 2.75

Remote Cellular Shut Off Valves	UoM	Pricing
SET100C-5/8"x3/4" M/M Bluetooth Valve w/Cellular radio	EA	$ 447.00
Meter Resetter for SET Valve (Would need to be designed)	EA	$ 88.00

Sincerely,

Steve Daniell

AMI Specialist

Ferguson Waterworks

Commission Agenda Report

City of Kalamazoo

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

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

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

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

DATE: 1/7/2019

SUBJECT: First reading of an ordinance to amend certain sections of chapter 38 of the Kalamazoo code to change the rates charged for drinking water.

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 system revenues, effective February 14, 2019.

BACKGROUND

As part of the 2019 water system budget, the City Administration recommended an overall system revenue increase of 4% for water. Approval and implementation of this increase will allow the Utilities to continue to operate and maintain the system and make capital improvements as outlined in the 2019 budget. Also, the new rates will work to improve reserve funds, debt coverage ratios and allow for the continued stabilization of the Utility's financial position. Continued annual rate increases 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 2019 revenue requirements and detailed rate charges within customer classes. The system requirements of a 4% increase in water rates are broken out into customer classes resulting in recommendations for an increase to Inside City Water rates of 8.7%, and an increase to Township Water rates of 0.2%. The detailed rate increases by customer classes vary due to contractual obligations, specifics regarding capital asset location and use and the projected capital investments.

The 2019 recommended utility rate increases will result in an increase to a typical Inside City customer's quarterly bill by $3.92 ($1.96 monthly) for water and an increase to a typical Outside City customer's quarterly bill by $0.01 ($0.005 monthly) for water services.

COMMUNITY RESOURCES CONSULTED

An infrastructure needs and proposed Utility rates presentation was held on December 10, 2018 during the budget work session. This budget work session was open to the public and provided an opportunity for public comment.

FISCAL IMPACT

The 2019 water operational budgets and capital improvement plans were developed with the revenue increases of the proposed rate increases included.

ALTERNATIVES

The City Commission may deny or delay this request. However, if the increases are 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	Water and Wastewater Rate Ordinance Memo
Ordinances	Water Rate Ordinance

TFG
THE FOSTER GROUP

P.O. BOX 26282
LEAWOOD, KS 66225
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MEMORANDUM

2019 Water and Wastewater Rates January 7, 2019

To: James Baker

From: Bart Foster

This memorandum is intended to summarize the proposed Water and Wastewater rates for 2019. At your request, we have reviewed and prepared suggested ordinances for consideration, submitted under separate cover. We are diligently working on reports to set forth additional detail on the rate proposals, and hope to have those complete by the end of this week. Herewith a brief introduction of the proposed rates.

Water Rates

The proposed water rates were designed to generate an overall revenue increase of four percent compared to the rates currently in effect. However, the impact on individual customers and customer classes varies.

The proposed water rates have been prepared in a manner that reflects implementation of a "glide path" towards equalized rates for City customers and Township customers, as envisioned by recent negotiations towards a new service contract. The specifics of the new contract remain under development, and as such the "equalization" concept being discussed is not contractually required. However, in consultation with City executives we have proceeded to develop water rate schedules that align with the equalization concept.

The proposed water rates for 2019 represent the second year of an overall five-year "glide path" towards equalized City and Township rates. If adopted, and if future rates continue to reflect the proposed concept, water rates to City customers and Township customers would be identical starting in 2022. Future rate increases would then also be identical for both customer classes. The process outlined below summarizes our efforts to develop the "glide path" strategy, and the proposed water rates for 2019.

- We prepared a financial forecast for the Water utility through 2023.
    - *This forecast assumes annual increase in revenues from rates of four percent. These "system rate increases" refer to the overall revenue impact, and are not indicative of impacts on individual customers or customer classes.*

- We conducted a cost of service study for a "test year" of 2022 – the targeted end of the glide path and the beginning of equalized water rates.
    - *This cost of service study was prepared in a manner that does not distinguish differential characteristics between City customers and Township customers.*
- We prepared preliminary projected 2022 water rate schedules to equitably recover the allocated 2022 costs of service from each customer class (Residential, Commercial, Seasonal, etc.).
    - *This "equalized" water rate schedule becomes the targeted end state for developing the "glide path".*
- We determined step-wise annual changes in each individual element of the water rate schedule for both City customers and Township customers, designed to arrive equalized rates in 2022 by taking four equal annual adjustments.
    - *This is more complex than just uniformly adjusting each component of the City rate schedule by a uniform percentage, and similarly adjusting each component of the Township rate schedule by a different uniform percentage. This is due to the fact that the equalized water rate structure will result in different percentage changes in service charge portion of the rate schedule compared with the commodity rate portion. Having said that . . .*
- The average "glide path" annual adjustment for City water rates is **8.7**%.
- The average "glide path" annual adjustment for Township water rates is **0.2**%
- The proposed 2019 water rates produce impacts on individual City / Township customers that are consistent with those metrics.
    - *The average quarterly water bill for a typical City residential customer will increase by $3.92, or approximately nine percent.*
    - *The average quarterly water bill for a typical Township residential customer (using the same amount of water) will increase by $0.01.*

The specifics of our analyses will be documented in more detail in our subsequent Water Rate Report.

Wastewater Rates

The proposed wastewater rates were designed to generate an overall revenue increase of five percent[1] compared to the rates currently in effect. However, the impact on individual customers and customer classes varies based on cost of service analyses.

The existing wastewater rates were developed via a strategy established with the 2018 cost of service study, completed in December 2017. The strategy encompassing those rates was designed to phase in results of the 2018 cost of service study, and the True-Up adjustments for 2013, 2014, 2015, and 2016 in three equal annual installments through 2020.

[1] This metric is complicated by the inclusion of "True-Up" adjustments in the revenue base.

Our preliminary review of the 2019 wastewater revenue requirements and wastewater system usage characteristics indicates a strong alignment with the conditions indicated in our 2018 cost of service study. Our proposed 2019 wastewater rates therefore simply represent a continuation of the strategy established for the 2018 wastewater rates. The proposed 2019 wastewater rate schedule reflects increases of:

- 5.75% for Inside City *retail* wastewater rates;
- 7.40% for Outside City *retail* wastewater rates;
- 4.25% for Municipality *wholesale* wastewater rates;
- No change in wastewater rates to Pfizer and Graphics packaging.

We believe that continuation of the original strategy is sound, particularly given that True-Up analyses have not yet been completed for 2017, and that another True-Up study is schedule to start soon for 2018. Further, recent rate methodology investigations have been entirely focused on water rates. We believe that material changes in wastewater rate structures should be held in abeyance until the water rate develops are finalized.

The specifics of our analyses will be documented in more detail in our subsequent Wastewater Rate Report.

We are prepared to discuss this matter at your convenience.

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. 1944

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	$27.03	30.82
1	36.03	41.55
1-1/2	45.06	52.29
2	69.82	81.82

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

Service Charge (per month)

Size of Meter (inches)	City	Outside City
5/8-3/4	11.99	12.93
1	15.00	16.51
1-1/2	18.00	20.09
2	26.27	29.93
3	87.09	102.40
4	109.63	129.23
6	162.19	191.85
8	222.24	263.42

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

Rate Per Cubic Meter (on all water used)

Customer Class	City	Outside City
Single Family	0.393	0.604
Multi Family	0.337	0.414
Commercial	0.376	0.464

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

Demand Charge (monthly)

Size of Detector Check (inches)	City	Outside City
4	29.73	37.50
6	36.67	45.52
8	50.56	61.43
10	106.48	123.73

Demand Charge (quarterly)

Size of Detector Check (inches)	City	Outside City
4	42.83	59.12
6	49.15	78.44
8	66.97	117.77
10	200.36	295.48

Commodity Charge (per month) Per Cubic Meter

	City	Outside City
First 15 m^3/mo.	0.370	0.459
Over 15 m^3/mo.	1.110	1.377

Fire hydrants: $40.00 per year on each private fire hydrant maintained in service inside the City.

Fire hydrants: $40.00 per year on each private fire hydrant maintained in service outside the City.

(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	$0.611 per cubic meter
Outside City	$0.941 per cubic meter

The rates established by this ordinance amendment shall go into effect for water bills rendered on or after _____ __, 2019.

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_____. 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 Knott, and City Commissioners

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

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

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

DATE: 1/7/2019

SUBJECT: First reading of an ordinance to amend certain sections of chapter 28 of the Kalamazoo code to change the rates charged for wastewater services.

RECOMMENDATION

It is recommended that the City Commission adopt an ordinance to amend certain sections of chapter 28 of the Kalamazoo code to change the rates charged for wastewater service. The ordinance amends Chapter 28 of the Kalamazoo Code of Ordinances to increase wastewater service system revenues, effective February 14, 2019.

BACKGROUND

As part of the 2019 wastewater system budget, the City Administration recommended an overall system revenue increase of 5% for wastewater. Approval and implementation of this increase will allow the Utilities to continue to operate and maintain the system and make capital improvements as outlined in the 2019 budget. Also, the new rates will work to improve reserve funds, debt coverage ratios and allow for the continued stabilization of the Utility's financial position. Continued annual rate increases 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 2019 revenue requirements and detailed rate charges within customer classes. The system requirements of a 5% increase in wastewater rates are broken out into customer classes resulting in recommendations for an increase to Inside City Retail Wastewater rates of 5.75%, an increase to Outside City Retail Wastewater rates of 7.40%, no change in the wastewater rates for Pfizer, no change in the wastewater rates for Graphics Packaging and an increase in the Municipal Wastewater rate of 4.25%. The detailed rate increases by customer classes vary due to contractual obligations, specifics regarding capital asset location and use and the projected capital investments.

COMMUNITY RESOURCES CONSULTED

An infrastructure needs and proposed Utility rates presentation was held on December 10, 2018 during the budget work session. This budget work session was open to the public and provided an opportunity for public comment.

FISCAL IMPACT

The 2019 wastewater operational budgets and capital improvement plans were developed with the revenue increases of the proposed rate increases included.

ALTERNATIVES

The City Commission may deny or delay this request. However, if the increases are 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	Wastewater Rate Ordinance
Ordinances	Water and Wastewater Rate Ordinance Memo

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. 1921

AN ORDINANCE TO AMEND SECTION 28-73 OF THE KALAMAZOO CITY CODE TO CHANGE THE RATES CHARGED FOR WASTEWATER SERVICE

THE CITY OF KALAMAZOO ORDAINS:

1. Section 1. Sec. 28-73 of the Kalamazoo Code is hereby amended to read as follows:

"Sec. 28-73. **Rate schedules established.**

(1) Each user of the treatment works shall pay charges equal to the sum of those set out in subsections (a) and (b) below, according to the service charge (meter reading, billing expense, and allocated infiltration/inflow costs) in (a) and the commodity charge (quantity of wastewater at average domestic strength and septic haulers at higher strengths as indicated) in (b). For nonmaster metered municipal (wholesale) customers (City of Galesburg and a portion of the City of Portage), the commodity charge has been increased above the master metered municipal (wholesale) customer class to account for infiltration and inflow.

Commercial or industrial users whose wastewater strengths are monitored and tested by city technical services staff shall pay quantity/quality charges (quantity, BOD, SS and NH3) in (c) below. Any commercial or industrial user who is not monitored by city technical services staff, and who believes that their wastewater strengths are below average domestic wastewater strengths (BOD – 239 mg/l, SS-259 mg/l, NH3 – 18.3 mg/l) may document their wastewater strengths to the satisfaction of the director (or pay the cost of sampling and testing by city technical services staff) and shall be allowed to pay quantity/quality rates in (c) below.

Septage haulers whose wastewater strengths are below the amounts in (2) below may document their wastewater strengths to the satisfaction of the director (or pay the cost of sampling and testing by city technical services staff) and shall be allowed to pay quantity/quality rates in (c) below.

(a) **Service Charges**. The following service charges shall apply to all users connected or required to be connected regardless of quantity of wastewater discharged. The service charge is a user charge, and it contains billing and inflow and infiltration charges for retail customers. For municipal (wholesale) customers with a master meter, the service charge contains billing costs only since inflow and infiltration are included in their metered flow.

Service Charges (minimum charges per billing period):

Inside City Quarterly

Size of meter (inches)	OM&R ($/bill)	Capital ($/bill)	Total ($/bill)
5/8	8.85	(0.56)	8.29
3/4	9.10	(0.65)	8.45
1	9.89	(0.91)	8.98
1 1/2	10.94	(1.26)	9.68
2	13.83	(2.27)	11.56
3	35.15	(9.63)	25.52
4	43.04	(12.34)	30.70
6	61.45	(18.68)	42.77
Flat Rate	54.43	(6.69)	47.74

Outside City Quarterly

Size of meter (inches)	OM&R ($/bill)	Capital ($/bill)	Total ($/bill)
5/8	8.85	3.33	12.18
3/4	9.10	3.67	12.77
1	9.89	4.64	14.53
1 1/2	10.94	5.95	16.89
2	13.83	9.55	23.38
3	35.15	35.99	71.14
4	43.04	45.80	88.84
6	61.45	68.68	130.13
Flat Rate	54.43	31.10	85.53

Inside City Monthly

Size of meter (inches)	OM&R ($/bill)	Capital ($/bill)	Total ($/bill)
5/8	7.09	0.05	7.14
3/4	7.18	0.01	7.19
1	7.43	(0.06)	7.37
1-1/2	7.78	(0.18)	7.60
2	8.75	(0.52)	8.23
3	15.85	(2.97)	12.88
4	18.48	(3.88)	14.60
6	24.62	(5.99)	18.63
Dewatering	6.21	(0.03)	6.18

Outside City Monthly

Size of meter (inches)	OM&R ($/bill)	Capital ($/bill)	Total ($/bill)
5/8	7.09	1.17	8.26
3/4	7.18	1.26	8.44
1	7.43	1.61	9.04
1-1/2	7.78	2.05	9.83
2	8.75	3.24	11.99
3	15.85	12.05	27.90
4	18.48	15.33	33.81
6	24.62	22.95	47.57
Municipalities	6.21	(0.22)	5.99
Dewatering	6.21	0.16	6.37
Septage Haulers	6.21	0.16	6.37

b) Commodity Charges

Inside City

	OM&R ($/m3)	Capital ($/m3)	Total ($/m3)
Residential (*)	0.536	(0.071)	0.465
Commercial	0.536	(0.071)	0.465
Industrial	0.536	(0.071)	0.465
Dewatering	0.536	(0.071)	0.465

Outside City

	OM&R ($/m3)	Capital ($/m3)	Total ($/m3)
Residential (*)	0.536	0.334	0.870
Commercial	0.536	0.334	0.870
Industrial	0.536	0.334	0.870
Dewatering	0.536	0.334	0.870
Municipalities: Mastered-Metered	0.414	0.118	0.532
Municipalities: Non-Master Metered	0.445	0.149	0.594

M3 = Cubic Meters

(*) Summer water consumption used in calculation of wastewater bills shall not exceed 120% of winter quarter consumption for quarterly users whose winter quarter water consumption is less than two hundred (200) cubic meters and monthly users whose winter quarter water does not exceed sixty-six (66) cubic meters per month.

c) Quality/Quantity Charges

Commodity Charge

	OM&R ($/m3)	**Capital** ($/m3)	**Total** ($/m3)
Monitored Customers			
Pfizer	0.104	0.066	0.170
Graphic Packaging	0.092	(0.022)	0.070
Dewatering:			
Inside City	0.221	(0.084)	0.137
Outside City	0.221	0.285	0.505
Industrial-Inside City	0.221	(0.073)	0.148
Industrial–Outside City	0.221	0.273	0.494

BOD Strength Charge

	OM&R ($/Kg)	**Capital** ($/Kg)	**Total** ($/Kg)
Monitored Customers			
Pfizer	0.512	(0.002)	0.510
Graphic Packaging	0.512	(0.042)	0.470
Dewatering:			
Inside City	0.512	(0.015)	0.497
Outside City	0.512	0.111	0.623
Industrial-Inside City	0.512	0.006	0.518
Industrial –Outside City	0.512	0.100	0.612

SS Strength Charge

	OM&R ($/Kg)	Capital ($/Kg)	Total ($/Kg)
Monitored Customers			
Pfizer	0.541	0.029	0.570
Graphic Packaging	0.541	(0.031)	0.510
Dewatering:			
Inside City	0.541	(0.012)	0.529
Outside City	0.541	0.136	0.677
Industrial-Inside City	0.541	0.030	0.571
Industrial –Outside City	0.541	0.125	0.666

NH3-N Strength Charge

	OM&R ($/Kg)	Capital ($/Kg)	Total ($/Kg)
Monitored Customers			
Pfizer	2.755	(0.145)	2.610
Graphic Packaging	2.755	(0.235)	2.520
Dewatering:			
Inside City	2.755	(0.111)	2.644
Outside City	2.755	0.413	3.168
Industrial-Inside City	2.755	0.058	2.813
Industrial –Outside City	2.755	0.381	3.136

Kg= Kilogram

2) In addition to the above charges, each user shall pay the charges for miscellaneous service and monitoring, as determined by the Director. The charges may be revised by the Director whenever, in her/his opinion, it is deemed appropriate. All charges shall be paid to the Department of Public Services, and all funds received as result of the miscellaneous charges will be credited to the wastewater system receiving account.

(3) Any person or entity who is responsible for discharging prohibited material shall be charged the actual expense incurred by the city for handling, treatment and/or removal of said material in the wastewater system.

(4) Any user who is responsible for damage to the wastewater system shall be charged the full cost of repair of damage to the wastewater system. The cost shall include, but is not limited to, labor, equipment, materials, and administrative expense, interest on borrowed funds, engineering, legal, or other professional fees or expenses charged to the city by other utilities or departments and any and all fines, costs, penalties, or damages imposed upon the city by the United States, the State of Michigan, or any court or administrative agency.

(5) Users will be notified at least once per year how much they are being charged for their proportional operation, maintenance, and replacement costs, as required by United States Environmental Protection Agency regulations. (Ord. No. 1649, &1, 3-9-98).

The rates established by this ordinance amendment shall go into effect for wastewater bills rendered on or after _____ __, 2019.

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_____. 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

TFG
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MEMORANDUM

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To: James Baker

From: Bart Foster

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The proposed water rates have been prepared in a manner that reflects implementation of a "glide path" towards equalized rates for City customers and Township customers, as envisioned by recent negotiations towards a new service contract. The specifics of the new contract remain under development, and as such the "equalization" concept being discussed is not contractually required. However, in consultation with City executives we have proceeded to develop water rate schedules that align with the equalization concept.

The proposed water rates for 2019 represent the second year of an overall five-year "glide path" towards equalized City and Township rates. If adopted, and if future rates continue to reflect the proposed concept, water rates to City customers and Township customers would be identical starting in 2022. Future rate increases would then also be identical for both customer classes. The process outlined below summarizes our efforts to develop the "glide path" strategy, and the proposed water rates for 2019.

- We prepared a financial forecast for the Water utility through 2023.
    - *This forecast assumes annual increase in revenues from rates of four percent. These "system rate increases" refer to the overall revenue impact, and are not indicative of impacts on individual customers or customer classes.*

- We conducted a cost of service study for a "test year" of 2022 – the targeted end of the glide path and the beginning of equalized water rates.
    - *This cost of service study was prepared in a manner that does not distinguish differential characteristics between City customers and Township customers.*
- We prepared preliminary projected 2022 water rate schedules to equitably recover the allocated 2022 costs of service from each customer class (Residential, Commercial, Seasonal, etc.).
    - *This "equalized" water rate schedule becomes the targeted end state for developing the "glide path".*
- We determined step-wise annual changes in each individual element of the water rate schedule for both City customers and Township customers, designed to arrive equalized rates in 2022 by taking four equal annual adjustments.
    - *This is more complex than just uniformly adjusting each component of the City rate schedule by a uniform percentage, and similarly adjusting each component of the Township rate schedule by a different uniform percentage. This is due to the fact that the equalized water rate structure will result in different percentage changes in service charge portion of the rate schedule compared with the commodity rate portion. Having said that . . .*
- The average "glide path" annual adjustment for City water rates is **8.7**%.
- The average "glide path" annual adjustment for Township water rates is **0.2**%
- The proposed 2019 water rates produce impacts on individual City / Township customers that are consistent with those metrics.
    - *The average quarterly water bill for a typical City residential customer will increase by $3.92, or approximately nine percent.*
    - *The average quarterly water bill for a typical Township residential customer (using the same amount of water) will increase by $0.01.*

The specifics of our analyses will be documented in more detail in our subsequent Water Rate Report.

Wastewater Rates

The proposed wastewater rates were designed to generate an overall revenue increase of five percent[1] compared to the rates currently in effect. However, the impact on individual customers and customer classes varies based on cost of service analyses.

The existing wastewater rates were developed via a strategy established with the 2018 cost of service study, completed in December 2017. The strategy encompassing those rates was designed to phase in results of the 2018 cost of service study, and the True-Up adjustments for 2013, 2014, 2015, and 2016 in three equal annual installments through 2020.

[1] This metric is complicated by the inclusion of "True-Up" adjustments in the revenue base.

Our preliminary review of the 2019 wastewater revenue requirements and wastewater system usage characteristics indicates a strong alignment with the conditions indicated in our 2018 cost of service study. Our proposed 2019 wastewater rates therefore simply represent a continuation of the strategy established for the 2018 wastewater rates. The proposed 2019 wastewater rate schedule reflects increases of:

- 5.75% for Inside City *retail* wastewater rates;
- 7.40% for Outside City *retail* wastewater rates;
- 4.25% for Municipality *wholesale* wastewater rates;
- No change in wastewater rates to Pfizer and Graphics packaging.

We believe that continuation of the original strategy is sound, particularly given that True-Up analyses have not yet been completed for 2017, and that another True-Up study is schedule to start soon for 2018. Further, recent rate methodology investigations have been entirely focused on water rates. We believe that material changes in wastewater rate structures should be held in abeyance until the water rate develops are finalized.

The specifics of our analyses will be documented in more detail in our subsequent Wastewater Rate Report.

We are prepared to discuss this matter at your convenience.

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Karianne Thomas, Public Safety Chief

PREPARED BY: Tim Knight, Detective

SUBJECT: Kalamazoo Valley Community College (KVCC) "Brewpub" license to be held at 418 E Walnut St in the City of Kalamazoo

RECOMMENDATION

It is recommended that the City Commission approve a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission (MLCC) to allow KVCC possess a Brewpub license located at 418 E Walnut St, Kalamazoo, MI 49001.

BACKGROUND

KVCC is applying for a Brewpub license which will be applied to their culinary arts program specifically to the teaching restaurant "418".

The approval of this resolution would allow KVCC to operate a Brewpub license in addition to their Class C license located at 418 E Walnut St Kalamazoo MI 49001. With a Brewpub license KVCC would be allowed to produce and sell 18,000 barrels of beer per calendar year.

This approval will insure that KVCC can work with the Michigan Liquor Control Commission knowing the City of Kalamazoo has given its approval for the new license, and will insure that we do not have a business opening in the City of Kalamazoo that isn't safe to serve the public.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

No alternatives are recommended by staff.

ATTACHMENTS:

Type	Description
Agreement	LCC 106
Proposal	KVCC Request Letter

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Kalamazoo Valley Community College
(name of applicant)

for the following license(s): Brew Pub License
(list specific licenses requested)

to be located at: 418 East Walnut Street, Kalamazoo, Michigan 49007

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
(township, city, village)

council/board at a _____ meeting held on _____
(regular or special) (date)

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

KalamazooVALLEY™
community college

.edyou™

November 28, 2018

Mr. Scott A. Borling
City Clerk
City of Kalamazoo
241 W. South Street
Kalamazoo, MI 49007

Dear Scott:

Kalamazoo Valley Community College is applying for a Brew Pub Permit for our teaching restaurant, 418, in our Culinary/Allied Health Building located at 418 E. Walnut in Kalamazoo. This permit is necessary in order for us to sell the beer that is produced in our Sustainable Brewing program.

One of the required steps in the application process is obtaining approval from our local government. We are asking that this request be brought before the City Commission for approval and that the attached "Local Government Approval Form" be completed.

Please let me know if you have any questions, and when this matter is placed on an agenda for the City Commission's consideration.

Sincerely,

Michael R. Collins
Executive Vice President for Enrollment and Campus Operations

MRC/vw
Attachment

Texas Township Campus
6767 West O Avenue
PO Box 4070
Kalamazoo, MI 49003-4070
269.488.4400
www.kvcc.edu

Arcadia Commons Campus
202 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7800

Bronson Healthy Living Campus
PO Box 4070
Kalamazoo, MI 49003-4070
269.548.3205

The Groves Campus
7107 Elm Valley Drive
PO Box 4070
Kalamazoo, MI 49003-4070
269.353.1253

Kalamazoo Valley Museum
230 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7990

Commission Agenda Report

City of Kalamazoo

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

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

PREPARED BY: Jeff Chamberlain, AICP, Deputy City Manager

DATE: 1/11/2019

SUBJECT: Third amendment to the Urban Cooperation Agreement to establish a Public Art Commission

RECOMMENDATION

It is recommended that the City Commission approve the third amendment to the Urban Cooperation Agreement to establish a Public Art Commission.

BACKGROUND

In 1981 the Kalamazoo County Public Arts Commission (KCPAC) was created through an Urban Cooperation Agreement between the County of Kalamazoo and the cities of Kalamazoo and Portage. The role of the KCPAC is to advise the governmental units, and the public, in matters pertaining to public art.

The KCPAC board has made several “cleanup” changes to the Agreement with the assistance of local attorney Leo Goddeyne, and the document has been reviewed by the County and the cities of Kalamazoo and Portage. A memorandum summarizing the changes from the KCPAC is attached.

Currently the City of Kalamazoo’s representative to the KCPAC Board is Internal Auditor Ann Videtich.

COMMUNITY RESOURCES CONSULTED

The changes were prepared by the KCPAC Board whose meetings are open to the public.

FISCAL IMPACT

None.

ALTERNATIVES

The City Commission could choose to not enter in the amended Interlocal Agreement which would cause the amendments to not take effect. This alternative is not recommended.

ATTACHMENTS:

	Type	Description
🗋	Agreement	Amended Agreement
🗋	Summary of Changes	Summary of Changes

THIRD AMENDMENT TO THE
URBAN COOPERATION AGREEMENT
TO ESTABLISH A PUBLIC ART COMMISSION

WHEREAS, the development of the visual and aesthetic environment is a fundamental responsibility and function of public agencies; and

WHEREAS, PA 1967, Extra Session #7, provides that public agencies may provide for inter-local public agreements to carry out their functions and responsibilities; and

WHEREAS, the following public agencies desire to create a Public Art Commission to: supervise all public art projects within the member public agencies; make recommendations to the public agencies as to works of art; recommend methods of selection and commission of artists with respect to design, execution, and placement of works of art for which appropriations have been made; recommend the specific location of works of art; provide recommendations on all phases of each public art project; recommend guidelines on acceptance of gifts and donations of public art works, including recommendations as to whether a gift should be accepted or rejected, or alternative solutions; and recommend guidelines on the disposal of works of art; and

WHEREAS, the following public agencies have determined that the best approach to implement this Public Art Commission is through an Urban Cooperation Agreement establishing a Public Arts Commission (the "Agreement") for all of the public agencies rather than separate Public Art Commissions for each agency; and

WHEREAS, the County of Kalamazoo and the City of Kalamazoo having previously entered into an "Urban Cooperation Agreement to Establish a Public Arts Commission" dated October 20, 1981, and the County of Kalamazoo and the City of Kalamazoo having entered into an Amendment to the Agreement to include the City of Portage as a participant in the Public Arts Commission on May 6, 1981, and the City of Kalamazoo, County of Kalamazoo and City of Portage having approved a Second Amendment to the Agreement to modify the composition of the governing board of the Commission; and

WHEREAS, it is necessary to further amend and restate the Urban Cooperation Agreement to expand its purposes, further modify the composition of the governing board of the Commission and make other amendments, with the intent that this Third Amendment (the "Third Amendment") supersede and replace all prior versions and amendments of the Agreement;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE FOLLOWING PUBLIC PARTIES, as follows:

1. Membership. The following public agencies (referred to individually as a "Member Public Agency" and collectively as the "Member Public Agencies") shall be the members of the Commission and parties to this Urban Cooperation Agreement:

1. County of Kalamazoo
2. City of Kalamazoo

3. City of Portage

2. Name. The name of this Commission shall be the Kalamazoo County Public Art Commission ("Commission").

3. Purpose and Duties. The Commission shall have the following purpose and duties:

(a) To make recommendations to the member- public agencies as to works of art.

(b) To make recommendations to private entities, that request assistance, in choosing and/or placing art that will be placed or held in locations where it can be viewed or meant to be viewed by the general public.

(c) To recommend methods of selection and commissioning of works of art with respect to design, execution, and placement of works of art for which appropriations have been made.

(d) To recommend the specific location of works of art.

(e) To provide recommendations on all phases of each public art project.

(f) To recommend guidelines on acceptance of gifts and donations of public art works, including recommendations as to whether a gift should be accepted or rejected, including possible alternative solutions.

(g) To recommend guidelines on the disposal, removal and/or relocation of works of art.

4. Governing Board. The Commission shall be governed by a group of individuals who shall act as a group and be known as the Governing Board. The Governing Board shall exercise the powers and duties set forth in this Agreement and in any bylaws, policies and resolutions that may be adopted by the Governing Board or by the Member Public Agencies. The Governing Board shall consist of the following individuals (herein referred to individually as a "Member" and collectively as the "Members"):

(a) A representative of the Kalamazoo Institute of Arts ("KIA"), who shall be appointed by the KIA.

(b) A registered architect who is recommended by the American Institute of Architects-Southwest Michigan Chapter and who shall be appointed by the Commission's Board of Commissioners.

(c) A representative of the Kalamazoo County Convention and Visitors Bureau, Inc. ("KCCVB") who shall be appointed by the KCCVB.

(d) Three (3) local artists (one of whom shall be an art historian) who are recommended by the Arts Council of Greater Kalamazoo and who shall be appointed by the Commission's Board of Commissioners.

(e) Three (3) members at-large who shall be appointed by the Commission's Board of Commissioners.

In addition, each of the Member Public Agencies named in Section 1 above shall have the right to appoint a nonvoting representative who can attend meetings of the Governing Board, participate in Governing Board discussions and serve as a liaison between the Commission and such representative's respective Member Public Agency. The nonvoting representatives are not Members of the Governing Board and shall not be counted in determining if a quorum is present for meetings of the Governing Board.

5. Terms of Members. A Member's term of office on the Governing Board shall be for the term stated in the Commission's Bylaws, as amended from time to time, by the Commission's Governing Board.

6. Public Meetings. Meetings of the Members of the Governing Board shall be open to the public (except closed sessions permitted by the Open Meetings Act) and be subject to the requirements of Michigan's Open Meetings Act.

7. Duration of Agreement. This Agreement shall be in effect for so long as two Member Public Agencies desire to be a part of such agreement.

8. Financial. Each Member Public Agency signing this Agreement shall use its best efforts to commit one (1) percent of its capital expenditures relating to facility expansion, facility renovation, facility improvements, parks development and land improvement, for public art purposes in said facilities and parks.

9. Termination. Any Member Public Agency may withdraw from this Agreement by giving 90 days' written notice to the Commission prior to such withdrawal.

10. Dissolution. Upon the affirmative vote of a majority of the Member Public Agencies that are a party to this Agreement, the Commission shall be dissolved. In the event of the dissolution of the Commission, after the Commission has paid or made provision for the payment of the Commission's liabilities, all of the Commission's assets, real and personal, shall be distributed as determined by a majority vote of the Member Public Agencies, but if they are unable to agree on how the assets will be distributed then the assets shall be distributed pro rata to each Member Public Agency based on the amount of their respective contributions to the Commission.

11. By-Laws and Rules of Procedure. The Governing Board shall establish, and may modify and amend from time to time, by-laws and rules of procedure for the Commission and its committees; however, any Bylaws and rules of procedure shall not conflict with the terms of this Agreement. In the event of any conflict between this Agreement and the Bylaws, this Agreement shall control.

12. Restatement and Amendments. This Third Amendment restates in full the terms of the Urban Cooperation Agreement establishing a Public Arts Commission and replaces and supersedes all previous versions and amendments of such Urban Cooperation Agreement, and the terms of this Third Amendment shall prevail in the event of any conflict with a prior version.

This Agreement may be amended at any time by a vote of a majority of the Member Public Agencies. Any amendment to add a new Member Public Agency shall require the unanimous vote of the current Member Public Agencies. Any Amendment shall be filed with the Kalamazoo County Clerk's office and with the Michigan Secretary of State's Office of the Great Seal.

13. Vote by Member Public Agencies. Any matter described in this Agreement that calls for a vote of the Member Public Agencies shall be voted upon by each of the following Member Public Agency's elected governing bodies:

County of Kalamazoo ..... Kalamazoo County Board of Commissioners
City of Kalamazoo ..... Kalamazoo City Commission
City of Portage ..... Portage City Council

Unless a higher vote requirement is established in this Agreement, the vote of a majority of the Member Public Agencies is required to approve any matter.

COUNTY OF KALAMAZOO 12.18.18
PUBLIC AGENCY

By _____
Timothy A. Snow, County Clerk

COUNTY OF KALAMAZOO 12.18.18
PUBLIC AGENCY

By _____
Stephanie Moore, Chair

CITY OF PORTAGE
PUBLIC AGENCY

By _____
Adam Herringa, Clerk

CITY OF PORTAGE
PUBLIC AGENCY

By _____
Patricia M. Randall, Mayor

CITY OF KALAMAZOO
PUBLIC AGENCY

By _____
James K. Ritsema, City Manager

FORM APPROVED
1-10-19
CJR
CITY ATTORNEY

30801797.9\157362-00001

SUMMARY OF PROPOSED CHANGES

TO: CITY OF KALAMAZOO, COUNTY OF KALAMAZOO, CITY OF PORTAGE

FROM: KRISTEN CHESAK, VICE-CHAIR OF KALAMAZOO COUNTY PUBLIC ART COMISSION

SUBJECT: SUMMARY OF CHANGES TO URBAN COOPERATION AGREEMENT

DATE: 11/29/2018

CC: KALAMAZOO COUNTY PUBLIC ART COMISSION MEMBERS

In 1981, Kalamazoo County, and the City of Kalamazoo entered into an Urban Cooperation Agreement to create a Public Art Commission for the purpose of supervising public art projects, and making recommendations to public agencies on the acquisition, maintenance and de-accession of public art.

A second amendment to this agreement was created in 1986 to include the City of Portage.

In the Fall of 2014, all three public entities re-affirmed through resolution the urban cooperation agreement and thus the need for a Public Art Commission to help oversee public art in our community.

We are recommending a third amendment to this agreement that cleans up the language in the document and makes the following changes:

1) Paragraphs 5 and 6 refer to the existence of the first two amendments.

2) Section one defines the three government agencies entering into the agreement as the "Member Public Agency"

3) Section three adds a section b) that allows the Commission to make recommendations to private agencies when art is to be placed in view of the public. This expands the Commissions ability to help corporations and non-profits in the selection and placement of public where and when it could impact the public, but only when directly requested.

4) Section four updates the definition of who is to serve on this commission based on the changes that have taken place to the named organizations in the second amendment and reduces the Arts Council of Greater Kalamazoo's responsibility to seat members of this commission. It also re-states the right of the member agencies to appoint members that are non-voting to this commission.

5) Section five moves the terms of membership from this agreement to the bylaws that govern the commission, so they may be more easily adapted as the commission and the member agency's needs change.

6) Section six is a new section that states that this commission shall operate under the Open Meeting Act.

7) Section ten adds the ability for the member agencies to dissolve this commission about a majority vote.

8) Section eleven states that the Public Art Commission's bylaws and rules of procedure shall not conflict with this agreement.

9) Section twelve is new – it states that this agreement supersedes all others and can be amended at any time by a majority vote of the member agencies.

10) Section thirteen is new and states who is a member agency and states who is to sign this agreement (based on each entity's wishes).

These changes were made with the guidance of Leo Goddeyne of Miller Canfield and have been review by each member agency's legal counsel. Revisions suggested by legal counsel of member agencies have been included in this amendment. The Public Art Commission reviewed this final version and approved it to go to the member agencies in August of 2018.

The Public Art Commission appreciates the member agencies' time and consideration to make this update that enable the commission to continue to move forward and hopefully become a more proactive partner in our community in regard to the use and enjoyment of public art.

Commission Agenda Report

City of Kalamazoo

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

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

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

PREPARED BY: John P. Paquin, Water Resources Division Manager

DATE: 1/7/2019

SUBJECT: Wellhead Protection Program Grant Assistance Contract with the Michigan Department of Environmental Quality Bid Ref# 00000-019.3

RECOMMENDATION

It is recommended that the City Commission authorize the City Manager to sign the original contract documents prepared by the Michigan Department of Environmental Quality (MDEQ) associated with the Wellhead Protection Grant Program.

BACKGROUND

The City of Kalamazoo Wellhead Protection Grant Proposal Application was approved and awarded the requested amount of $70,000 by MDEQ for the period of October 1, 2018 through September 30, 2019. The contract agreement is in the amount of $140,000, reflecting the City match of $70,000 from previous wellhead protection work. This is the 17th year that the City has been awarded funds from the MDEQ Wellhead Protection Grant Program. Designated activities include: Perform a contamination evaluation study for WPS1; trending analysis of all available general chemistry of our wellfields; and continuation of the public education and outreach program, including movie theater ads, radio ads, Metro Bus Ad campaign, and enhancements to the www.protectyourwater.net website and social media outreach campaign.

COMMUNITY RESOURCES CONSULTED

The City of Kalamazoo Wellhead Protection Committee assisted in the selection of grant eligible activities for the proposal. Committee members represent the areas of municipal government, local health department, City Fire Marshal, business and industry, agriculture, education, environmental organizations, and the general public.

FISCAL IMPACT

Funds to temporarily cover project costs during the interim period prior to reimbursement from MDEQ are available in the 2018 Water O & M Budget and proposed for the 2019 Water O & M Budget.

ALTERNATIVES

An alternative would be to not accept the $70,000 funding from MDEQ and implement wellhead protection activities on a total city cost basis with no reimbursement from the MDEQ.

ATTACHMENTS:

	Type	Description
🗋	Contract	Grant Contract

DEQ

WELLHEAD PROTECTION PROGRAM GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AND City of Kalamazoo

This Grant Agreement ("Agreement") is made between the Michigan Department of Environmental Quality, (DEQ), Drinking Water and Municipal Assistance Division ("State"), and **City of Kalamazoo** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Michigan Safe Drinking Water Act, 1076, PA 399, as amended, Legislative appropriation of Funds for grant assistance is set forth in Public Act 207 of 2018. This Agreement is subject to the terms and conditions specified herein.

Project Name: Wellhead Protection
Match from Previous Expenditures: $70,000.00
Amount of grant: $70,000.00
% of grant state $0 / % of grant federal: 100%
Amount of match: $70,000.00= 50%
PROJECT TOTAL: $140,000.00 (grant plus match)
Start Date (date executed by DEQ): October 1, 2018 End Date: September 30, 2019

GRANTEE CONTACT:

Jean Talanda
Name/Title
City of Kalamazoo
Organization
1415 N. Harrison St.
Address
Kalamazoo, Michigan 49007
Address
(269) 337-8535
Telephone number
(269) 337-8583
Fax number
talandaj@kalamazoocity.org
E-mail address
38-600-627
Federal ID number

Grantee DUNS number

STATE'S CONTACT:

Jason Berndt, Environmental Quality Specialist
Name/Title
Source Water Unit
Division/Bureau/Office
2100 West M-32
Address
Gaylord, Michigan 49735-9282
Address
(989) 705-3420
Telephone number
(989) 731-6181
Fax number
Berndtj1@michigan.gov
E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature
Date

Name/Title

FOR THE STATE:

Signature
Date

Eric J. Oswald, Director, Drinking Water and Municipal Assistance Division
Name/Title

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page one. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page one. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following*:*

Reporting Period	**Due Date**
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*****
October 1 – December 31	January 31

*****Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with

the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide copies of all products and deliverables in accordance with Appendix A.

(D) Where feasible, all products shall acknowledge that the project was supported in whole or in part by the United States Environmental Protection Agency (USEPA). The contents of this document do not necessarily reflect the views and policies of the USEPA, nor does the USEPA endorse trade names or recommend the use of commercial products mentioned in this document.

(E) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted once monthly during that quarter.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations

under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five (5) years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (http://www.cpexpress.state.mi.us).

(F) The Grantee is committed to the match percentage on page one of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page one of the Agreement.

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page one, or the rules promulgated thereunder, or other applicable law or rules.
b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XXIII. QUALITY ASSURANCE/QUALITY CONTROL

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the DEQ project administrator. Monitoring conducted prior to final DEQ approval of the QAPP will not be reimbursed.

XXIV. FEDERAL FUNDING REQUIREMENTS

A maximum of 100 % of total disbursements is funded with Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is Capitalization Grants for Safe Drinking Water Revolving Fund and the CFDA number is 66.468. The federal grant number is FS-975487-17, and this grant is funded with Federal funds from the U.S. Environmental Protection Agency. By accepting this contract, the grantee agrees to comply with all applicable Federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to the following:

(A) Grantees expending $750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed and copies provided to the appropriate agencies within nine months from the end of the grantee's fiscal year. The Grantee must submit a copy of the Audit Report to the Michigan Department of Environmental Quality, at the following address:

Michigan Department of Environmental Quality
Administration Division-Federal Aid Section
525 W. Allegan Street
Constitution Hall 6th Floor South Tower
Lansing, MI 48909

Or, the grantee may also submit the single audit report electronically to the Michigan Department of Treasury website (http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html.)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) **Consultant Cap/Payment to Consultants.** EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. available at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/, to be adjusted annually. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

(D) **Establishing and Managing Subawards –** The recipient agrees to:

1. Establish all subaward agreements in writing;
2. Ensure that any subawards comply with the standards in Subpart D of 2 CFR 200 and are not used to acquire commercial goods or services for the recipient;
3. Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
4. Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
5. Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
6. Obtain DEQ's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
7. Obtain approval from DEQ for any new subaward work that is not outlined in the approved work plan

(E) **Copyrighted Material.** In accordance with 2 CFR 200.315, the EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Governmental purposes: (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators' or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

1. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
2. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

(F) **Acknowledgement Requirements for Non-Office of Research Development Assistance Agreements.** The recipient agrees that any reports, documents, publications or other materials developed for public distribution supported by this assistance agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement FS975487-17 to DEQ. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document."

(G) **Electronic and Information Technology Accessibility.** Grantees developing electronic and information technology products, which includes but is not limited to information kiosks and World Wide Websites, must meet accommodation standards in Section 508 of the Rehabilitation Act, 36 CFR Part 1194.

(H) **Civil Rights Obligations.** The Recipient agrees to follow all civil rights statues.

(I) **Drug-Free Workplace Certification for all EPA Recipients.** The recipient must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provision set forth in Title 2 CFR 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E, which recipients can access at http://ecfr.gpoaccess.gov/

(J) **Hotel-Motel Fire Safety.** Pursuant to 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at http://www.usfa.dhs.gov/applications/hotel/ to see if a property is in compliance , or to find other information about the Act.

(K) **Recycled Paper.** When directed to provide paper documents, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of the agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

(L) **Resource Conservation and Recovery Act (a.k.a. Recycled Products).** Consistent with the goals of section 6002 of RCRA (42 U.S. C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in 40 CFR Part 247.

Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.322, State agencies or agencies of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds $10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was $10,000 or more. Pursuant to 40 CFR 247.2(d), the recipient may decide not to procure such items if they are not reasonably available in a reasonable period of time, fail to meet reasonable performance standards, or are only available at an unreasonable price.

(M) **Trafficking in Persons.** Grantees, contractors, and subcontractors may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the grant or subcontracts.

(N) **MBE/WBE Requirements. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Requirements and Disadvantage Business Enterprise Rule (DBE).**
The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance agreements, contained in 40 CFR, Part 33.

In accordance with the USEPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance programs, contained in 40 CFR, Part 33, Subpart C, the Grantee agrees to Accept the applicable "fair share" goals negotiated with USEPA by the Michigan Department of Environmental Quality as follows:

MBE 10% WBE 7.5%

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under this agreement, and to ensure that sub-recipients, loan recipients and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, whether the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce in finding DBEs.

6. If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. The reports must be submitted annually for the period ending September 30 for 40 CFR Part 30 Recipients (Non-profits and Institutions of Higher Education); and 40 CFR Part 35 Subpart A and Subpart B Recipients.

Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. EPA Form 5700-52A may be obtained on the Internet at www.epa.gov/osbp.

The recipient agrees to comply with the contract administrations provisions of 40 CRF, Section 33.302, which establishes that a prime contractor must pay its subcontractor by 30 days after the grant recipient has made payment.

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Responsibilities – Grantee

The Grantee, in accordance with the general purposes and objectives of this agreement, will:

A. Provide for oversight of the project.

B. Meet with the Wellhead Protection (WHP) Team quarterly as a minimum team requirement.

C. Submit a signed copy of the Quarterly Grant Team Progress Report after each quarterly WHP team meeting. Quarterly reports shall be sent to the MDEQ, Drinking Water and Municipal Assistance Division, Drinking Water and Environmental Health Section, Source Water Unit, Gaylord Field Office, 2100 W. M-32, Gaylord, MI 49735-9282. The contact person is the Wellhead Protection Program Coordinator, Jason Berndt, who can be reached at 989-705-3420 or by e-mail at berndtj1@michigan.gov. If a Financial Status Report form is not submitted, the quarterly report shall include a statement that the request for payment is not being made as part of the Quarterly Grant Team Progress Report.

D. Utilize all report forms and reporting formats required by the State.

E. Complete for State approval the items listed in “Table 2: Grant Tabulation 2019.”

Michigan Department of Environmental Quality
Drinking Water and Municipal Assistance Division
Drinking Water and Environmental Health Section
Source Water Unit

WELLHEAD PROTECTION GRANT PROGRAM
PROGRAM BUDGET – COST DETAIL SCHEDULE

Program	**Budget Period**	**Date Prepared**
Wellhead Protection Grant Assistance	October 1, 2018 to September 30, 2019	11/7/2018

Local Agency
City of Kalamazoo

Description	Grant Assistance	Local Funds	Previous Expenditures
See attached "Table 2: Grant Tabulation 2019" for City of Kalamazoo	$70,000.00	$0.00	$70,000.00

Completion is a Condition of Funding
Authority: 1976 PA 399

Michigan Department of Environmental Quality
Drinking Water and Municipal Assistance Division
Drinking Water and Environmental Health Section
Source Water Unit

WELLHEAD PROTECTION GRANT PROGRAM
PROGRAM BUDGET SUMMARY

Program	**Budget Period**	**Date Prepared**
Wellhead Protection Grant Assistance	October 1, 2018 to September 30, 2019	11/7/2018

Local Agency
City of Kalamazoo

Address	**City**	**State**	**Zip Code**	**Federal Identification No.**
1415 N. Harrison St.	Kalamazoo	MI	49007	38-600-627

	SOURCE OF FUNDS	TOTAL BUDGET
1.	State Agreement	$70,000.00
2.	Local Match	$0.00
3.	Local Previous Expenditures	$70,000.00
4.	TOTAL FUNDING	$140,000.00

Completion is a Condition of Funding
Authority: 1976 PA 399

The Department, under the terms of this agreement, will provide funding not to exceed ***$70,000.00****.*

Expenditures must be grant eligible in accordance with Rules 325.12812 through 325.12820, Part 28 of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended

DEQ USE ONLY	
Previous Expenditures:	$106,453.69
Previous Expenditures to be used this contract period:	$ 70,000.00
Remaining Previous Expenditures for use as future local match:	$ 36,453.69

TABLE 2: Grant Assistance Tabulation 2019 Contract Period October 1, 2018 to September 30, 2019

City of Kalamazoo

Water Supply Name

A	B	C	D	E	
Grant Eligible Activities	**Deliverable**	**Activity Cost**	**Requested Grant Assistance**	**Local Match**	
				Local Funds	Previous Expend.
PREVIOUS EXPENDITURES TO BE USED THIS CONTRACT PERIOD:	**DEQ approved previous expenditures**	$70,000	**$0**	**$0**	$70,000
www.protectyourwater.net website routine operations and maintenance updates	Website O&M written summary report, website modifications	$10,070.00	$10,070.00		**$0**
Continuation of movie theater ads at Celebration Cinema and Kalamazoo 10 Theaters, including contest with KRESA	Written summary report and ads in theaters and website	$22,310.00	$22,310.00		**$0**
Continuation of collaborative radio ad campaign	Written summary report / copy of ads.	$7,560.00	$7,560.00		**$0**
Continuation of Metro Bus Placard Ad Campaign on 6 buses (2 different messages/3 buses each)	Photographs/images and brief written summary	$7,000.00	$7,000.00		**$0**
Social medial outreach strategy, including advertisements	Invoices and strategy materials	$15,000.00	$15,000.00		**$0**
Education and Outreach Materials	Written summary report with images, as appropriate	$1,560.00	$1,560.00		
Contaminant Evaluation of VOC plume at WPS1 (Central Wellfield)	Written summary report	$2,500.00	$2,500.00		**$0**
Trending analysis of all available general chemistry analytical data of wellfields	Written summary report	$4,000.00	$4,000.00		**$0**
	Total	*$140,000.00*	*$70,000.00*	*$0.00*	*$70,000*

Commission Agenda Report

City of Kalamazoo

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

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Clyde J. Robinson, City Attorney

DATE: 1/14/2019

SUBJECT: Consumers Energy Easement

RECOMMENDATION

It is recommended that the City Commission approve and authorize the City Manager to execute an Easement for Electric Facilities with Consumers Energy Company to permit Consumers to run electric transmission facilities over City-owned property on Penway St.

BACKGROUND

So as to improve upon and provide increased electric service reliability, Consumers Energy has requested an easement over City-owned property to install electric lines. The property in question is a vacant, wooded area that is used as a pumping station site. The grant of the requested easement would not interfere with City operations at the property.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

The City will only receive the token consideration of $1.00 from Consumers Energy.

ALTERNATIVES

None.

ATTACHMENTS:

	Type	Description
🗋	Agreement	Consumers Energy Easement agreement
🗋	Map	Map of Easement

EASEMENT FOR ELECTRIC FACILITIES

Penway

SAP# 30847234
Master Tract# TRN000916037242
Agreement# MI00000035400

City of Kalamazoo, a municipal corporation, 241 West South Street, Kalamazoo, MI 49007 (hereinafter "Owner")

for $1.00 and other good and valuable consideration [*exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)*] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Kalamazoo, County of Kalamazoo, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or

man-made, without the express authorization of Consumers, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Termination: In the event Consumers does not receive MDOT approval, for electric line crossing over I-94, this Easement shall be void; and, Consumers' shall execute a release of this Easement in form suitable for recording and deliver it to Owner, and upon the recording said release, this Easement shall terminate.

Date: _____

City of Kalamazoo, a municipal corporation

By:_____

Its:_____

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,

on _____ by _____

its _____.

of City of Kalamazoo, a municipal corporation, on behalf of the corporation.

_____
Notary Public
_____County, Michigan
Acting in _____ County
My Commission expires: _____

Prepared By: Adrienne Simmons, 04-20-2018
Amended By: Adrienne Simmons, 08-03-2018
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

After recording, return to:
Carrie Main, EP7-471
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Land situated in the Northwest 1/4 of the Southwest 1/4 of Section 36, Township 2 South, Range 11 West, City of Kalamazoo, County of Kalamazoo, State of Michigan described as:

All that part of the South 1/2 of the Northwest 1/4 of the Southwest 1/4 of Section 36, Township 2 South, Range 11 West, lying West of the Pennsylvania Railroad right-of-way, except the West 577 feet thereof, which lies North of a line 100 feet Northwesterly of and measured at right angles and parallel to the survey line of Highway US-12
(Kalamazoo South Belt), also except commencing at the West 1/4 post of said Section 36; thence South along the West line of said section, 662.92 feet; thence South 89 degrees 25 minutes East 573 feet to the place of beginning of said exception; thence continuing South 89 degrees 25 minutes East 200 feet; thence South 132 feet; thence North 89 degrees 25 minutes West 200 feet; thence North 132 feet to the place of beginning.

Parcel ID Number: 06-36-317-002

EXHIBIT B

Easement Area

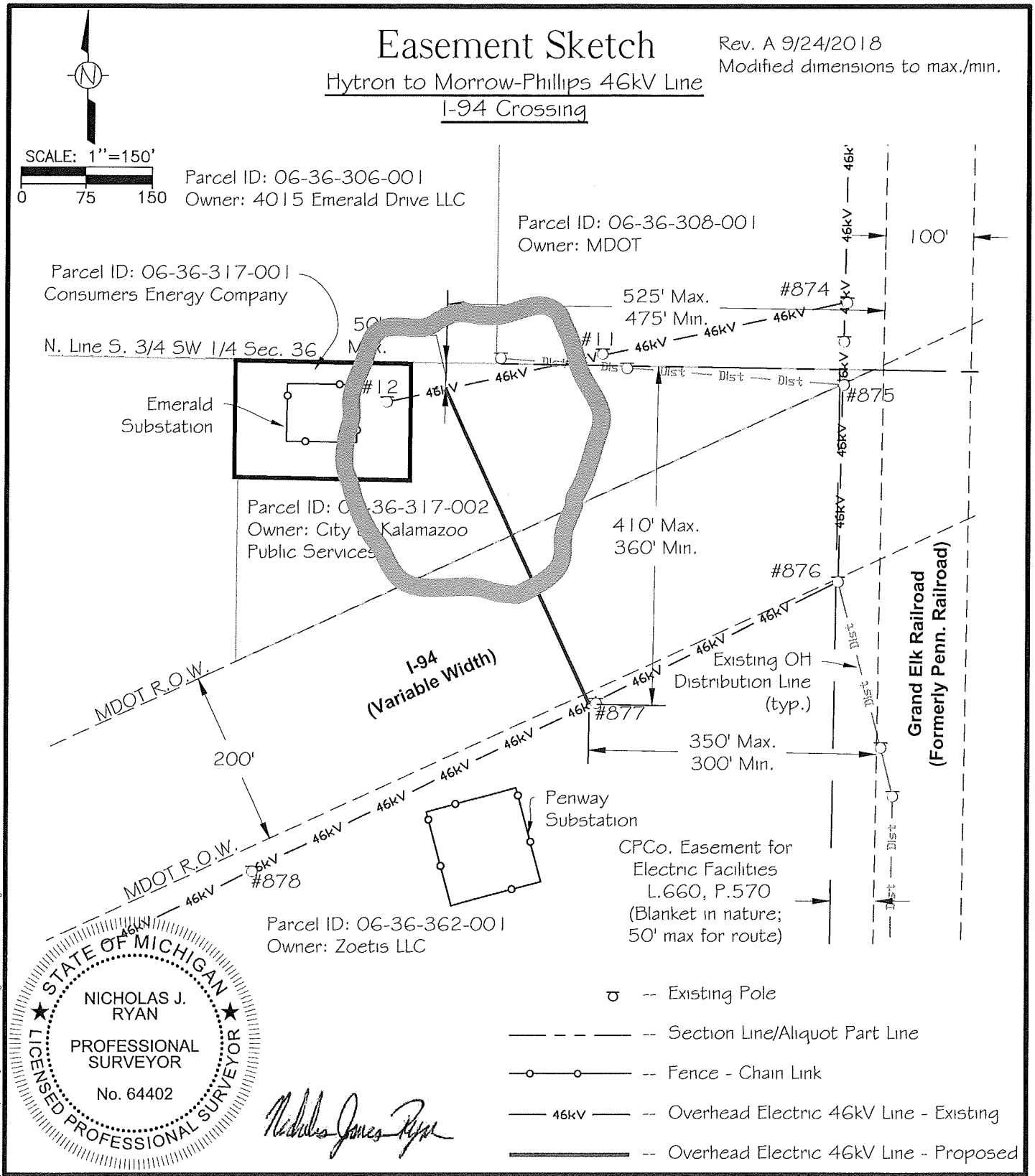
An eighty (80) foot-wide strip of land, being forty (40) feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.

Beginning at a point not more than 1600 feet nor less than 1550 feet North of the South line of Section 36, T2S, R11W, Kalamazoo Township, Kalamazoo County at a point not more than 1005 feet nor less than 955 feet East of the West line of said Section 36; thence Northwesterly to a point not more than 1990 nor less than 1920 feet North of the South line of Section 36 at a point not more than 842 feet nor less than 782 feet East of the West line of Section 36; thence Northwesterly to a point not more than 2013 feet nor less than 1963 feet North of the South line of Section 36, at a point not more than 807 feet nor less than 757 feet East of the West line of Section 36.

Easement Sketch

Hytron to Morrow-Phillips 46kV Line
I-94 Crossing

Rev. A 9/24/2018
Modified dimensions to max./min.



STATE OF MICHIGAN
NICHOLAS J. RYAN
PROFESSIONAL SURVEYOR
No. 64402
LICENSED PROFESSIONAL SURVEYOR

Consumers Energy

1945 WEST PARNALL
JACKSON, MICHIGAN 49201
517-788-1526

SW 1/4 Section 36
T2S, R11W,
City of Kalamazoo
Kalamazoo Co. Michigan

Drawing No. SA-23392

Filename: 23392base.dwg
Field Crew: MWB/JWH
Field Book No. 2169
Drawn By: N. Ryan, PS
Date: 9/13/2018
Scale: 1" = 150'
Sheet 1

9/24/2018 2:24 PM k:\gensrv\cadd\projects\23392 penway substation\dwg\23392base.dwg

Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

DATE: 1/17/2019

SUBJECT: Appointments and Re-appointments to Boards and Commissions

RECOMMENDATION

It is recommended that the City Commission approve the following appointments and re-appointments to boards and commissions:

- the reappointment of **Michael Anderson** to the Board of Review for Assessments for a term expiring January 31, 2022.
- the reappointment of **Glenda Campbell** to the Board of Review for Assessments for a term expiring January 31, 2022.
- the reappointment of **William Gladstone III** to the Board of Review for Assessments for a term expiring January 31, 2022.
- the reappointment of **H Charles Kiplinger** to the Board of Review for Assessments for a term expiring January 31, 2022.
- the reappointment of **Terry Nelson** to the Board of Review for Assessments for a term expiring January 31, 2022.
- the reappointment of **Linda Servis** to the Board of Review for Assessments for a three-year term expiring January 31, 2022.
- the appointment of **Tiffany Bell** to the Water System Advisory Council for a term expiring on December 31, 2020.
- the appointment of **Stephen Walsh** to the Water System Advisory Council for a term expiring on December 31, 2019.

BACKGROUND

The City Commission must approve appointments and re-appointments to the Board of Review for Assessments and the Water System Advisory Council. The City Clerk's Office receives applications for these boards forwards them to the staff liaison. It is then the responsibility of the City Assessor and the Public Services Director to recommend appointments and re-appointments to the City Commission. The attached *Appointee Nomination Report* details the qualifications of the Board of Review nominees.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

The City Commission could choose to approve, not approve, or postpone to a date certain the proposed appointments and re-appointments.

ATTACHMENTS:

	Type	Description
🗋	Report	Board of Review Nomination Report

Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The City Assessor recommends that the City Commission approve the following appointments and reappointments to the Board of Review for Assessments:

- The reappointment of **Mr. Michael Anderson** for a three year term expiring January 31, 2022. This will constitute Mr. Anderson's third full term.
- The reappointment of **Mrs. Glenda Campbell** for a three-year term expiring January 31, 2022. This will constitute Mrs. Campbell's second full term.
- The reappointment of **Mr. William Gladstone III** for a three year term expiring January 31, 2022. This will constitute Mr. Gladstone's fourth full term.
- The reappointment of **Mr. H Charles Kiplinger** for a three year term expiring January 31, 2022. This will constitute Mr. Kiplinger's second full term.
- The reappointment of **Mr. Terry Nelson** for a three year term expiring January 31, 2022. This will constitute Mr. Nelson's third full term.
- The reappointment of **Mrs. Linda Servis** for a three-year term expiring January 31, 2022. This will constitute Mrs. Servis' third full term.

SPECIAL REQUIREMENTS FOR THIS POSITION

The only requirement for this position is to be a city resident.

SELECTION PROCESS

Applicants Considered

The City Clerk's office has the previous applications of applicants on file. These are reappointments for six individuals.

Interview Process and Final Recommendation

The Board of Review is unique among the city's advisory boards in that it meets for approximately three weeks in March every year to hear tax assessment appeals, and one day in July and one day in December to correct clerical errors and mutual mistakes of fact. Historically, the board has not considered membership issues due to the number of

appeals heard and the resulting time constraints. In lieu of a recommendation from the board, the City Assessor typically recommends nominees for appointment to the Board of Review. City Assessor Powers and Deputy City Assessor Falkenberg have reviewed the appointee applications and have conducted interviews with the applicants. The applicants show willingness to provide service to their community. City Assessor Powers is recommending the reappointment of Mr. Anderson, Mrs. Campbell, Mr. Gladstone, Mr. Kiplinger, Mr. Nelson and Mrs. Servis.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Mr. Kiplinger is currently a member of the Building Board of Appeals. His term expires March 31, 2019.
All other applicants are not currently members of other city advisory boards.

Residency

The applicants reside in the city.

Term Limits

All applicants will serve until January 31, 2022. This will constitute Ms. Campbell's and Mr. Kiplinger's second full terms. This will constitute Mr. Anderson's, Mr. Nelson's and Ms. Servis' third full terms. This will constitute Mr. Gladstone's fourth full term.

Training, Experience, Education and Skills

Mr. Anderson is employed by J&J Bail Bonds Inc. assisting clients with securing bond and setting court appearance dates. Mr. Anderson is also employed by Borgess Health Center as a security officer. He has also been a volunteer for the Douglas Community Association assisting with the Youth Services Programs. Mr. Anderson's familiarity with the people of Kalamazoo will make him a valued board member.

Mrs. Campbell is retired from the City of Kalamazoo Housing Department. She worked approximately 28 years for the city. Mrs. Campbell has experience in dealing with city policies and people, and her expertise and knowledge of the city have made her a valuable board member.

Mr. Gladstone is retired from Pharmacia as a senior financial consultant in Chemical Processing Research and Development. Mr. Gladstone's former experience on this board along with his knowledge of math, experience with people and his knowledge of the city has made him an asset to the board.

Mr. Kiplinger is a retired math instructor from Kalamazoo Public Schools. He has lived and worked in Kalamazoo for nearly 41 years. He not only maintains his own residence in the City, but is and has been a landlord for a number of years. His knowledge of math, experience with people and his knowledge of the city has made him an asset to the board.

Mr. Nelson is retired from Healthcare Midwest as an orthopedic surgeon. Mr. Nelson has been a resident of the City for 37 years and wishes to give back to his community. Mr. Nelson's experience in dealing with people and often times, tense situations, will make him a valuable board member.

Mrs. Servis has a MA in Education Leadership from WMU and is a retired school administrator. She has served for many years on various boards in the City of Kalamazoo and her knowledge of City policies is invaluable. Her former experience on this board will assist in maintaining well educated board members in the assessment administration field.

Contribution to Diversity

Mr. Anderson is a black male who lives in the Northside Area.
Mrs. Cambell is a white female who lives in the South Westnedge Area.
Mr. Gladstone is a white male who lives in Bronson Area.
Mr. Kiplinger is a white male who lives in the Winchell Area.
Mr. Nelson is a white male who lives in the Westnedge Hill Area.
Mrs. Servis is a white female who lives in the South Westnedge Area.

NOMINATION RATIONALE

These appointments and reappointments will continue to keep diversity within our board in several areas. We will be represented by seven areas within the City and the board will continue being ethnic, age and gender diversified. All applicants are enthusiastic about serving the City and will all be valued board members.

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 Knott, and City Commissioners

FROM: Scott A Borling, City Clerk

DATE: 1/17/2019

SUBJECT: Recommendation for Reappointment to the Central County Transportation Authority Board of Directors

RECOMMENDATION

It is recommended that the City Commission recommend to the Kalamazoo County Board of Commissioners that Greg Rosine be reappointed as one of the three City representatives on the Central County Transportation Authority Board of Directors.

BACKGROUND

In August 2014 the Kalamazoo County Board of Commissioners established the Central County Transportation Authority (CCTA), which was a key step for regionalizing public transit in Kalamazoo County.

The CCTA is governed by an 11-member Board of Directors that is appointed by the County Board of Commissioners. The CCTA Board is comprised of members that represent specific jurisdictions and/or areas of the County: three-members from the City of Kalamazoo; two members from the City of Portage; one member each from Comstock Township, Kalamazoo Township, and Oshtemo Township; two rural representatives; and one urban representative. All appointments and reappointments are made by the County Board of Commissioners, based on the recommendations of the jurisdictions listed above or based on interviews for the urban and rural members.

The recommendation to reappoint Mr. Rosine is based on his experience and leadership related to the efforts to regionalize public transit. Mr. Rosine has served on the Public Transit Transitional Leadership Team, the Kalamazoo County Transportation Authority Board (KCTA), and the Central County Transportation Authority Board (CCTA) for multiple years and has served in leadership roles on both the KCTA and CCTA.

COMMUNITY RESOURCES CONSULTED

The development of the CCTA has been a multi-year public process to bring regional public transit to Kalamazoo County.

FISCAL IMPACT

None

ALTERNATIVES

The City Commission could direct staff to find another person to recommend to the County Board of

Commissioners. However, Mr. Rosine's term has already expired. The City Commission could also choose to not make a recommendation at all. If the City does not make a recommendation the County Board has the authority to reappoint Mr. Rosine or appoint another person to fill his seat on the CCTA.

Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

DATE: 1/17/2019

SUBJECT: Approval of Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meeting on January 7, 2019.

ATTACHMENTS:

Type	Description
Minutes	January 7, 2019 Business Meeting

A regular meeting of the Kalamazoo City Commission was held on Monday, January 7, 2019 at 7:00 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

Roll Call

COMMISSIONERS PRESENT:	Mayor Bobby J. Hopewell Vice Mayor Erin Knott David Anderson Don Cooney Eric Cunningham 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 Dr. Michael T. Scott, Sr., The Galilee Baptist Church, was followed by the Pledge of Allegiance.

Adoption of the Agenda

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

2019-0001
Public Hearing re: the FY2019 Proposed Budget

At 7:02 p.m. Mayor Hopewell opened a public hearing to receive comments on the Fiscal Year 2019 (FY2019) Proposed Budget for the City of Kalamazoo.

Deputy City Manager Patsy Moore provided the following summary of the FY2019 Proposed Budget:

- A total proposed budget of $181,712,603
- A proposed General Fund budget of $64,812,067
- A proposed General Fund fund balance of 15.3%
- A city operating levy of 12 mills
- A solid waste levy of 1.8 mills
- 642 full time positions and 9 part-time positions
- Capital improvement spending of $46.2 million

Andrew Haan, Executive Director of Kalamazoo Downtown Partnership, delivered a presentation entitled *Overview of 2019 Downtown Budgets*. A copy of the PowerPoint slides from the presentation were filed with the papers for this meeting.

In response to a question from Commissioner Cooney, Director Haan explained the Downtown Ambassadors would be people who performed a variety of tasks focused on making downtown clean and safe. Such tasks would include things like picking up trash, giving directions, walking people to their cars at night and assisting Public Safety Officers by being observant.

An opportunity was given for citizens to comment on the FY2019 Proposed Budget, but no comments were offered.

At 7:13 p.m. Mayor Hopewell closed the public hearing. Mayor Hopewell announced that final adoption of the FY2019 Budget would be considered at the City Commission business meeting on Tuesday, January 22nd.

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:

Consent Agenda

- approval of a one-year term contract extension for gasoline and diesel fuel with Kalamazoo Oil, Inc. for an amount not to exceed $600,000. — **2019-0002**

- approval of a contract with SWT Excavating, Inc. for the 2019 New Water Services Project, in the amount of $903,893.78. — **2019-0003**

- first reading of a zoning ordinance to amend the Residential District Standards, and set a public hearing for January 22, 2018. — **2019-0004**

- adoption of a **RESOLUTION** adopting and approving the Sixth Amendment to Revised Brownfield Plan Implemented by the City of Kalamazoo Brownfield Redevelopment Authority for 1101 Portage Street. — **2019-0005** Resolution 19-01

- adoption of a **RESOLUTION** granting a Payment in Lieu of Taxes (PILOT) for the Kalamazoo Creamery Limited Dividend Housing Association Limited Partnership at 1101 Portage Street (06-22-434-008), pursuant to Section 35-4 of the Kalamazoo City Code. — **2019-0006** Resolution 19-02

- approval of the sale of 925 Grant Street to Andy Van Lente in the amount of $1,500. — **2019-0007**

- approval of the minutes from the City Commission meetings on August 20, November 5, November 19, December 3, December 10, and December 17, 2018. — **2019-0008**

Commissioner Urban, seconded by Commissioner Cunningham, 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, Cooney, Cunningham, Sykes, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

Regular Agenda items were considered next.

Regular Agenda

Deputy City Manager Jeff Chamberlain provided introductory remarks for a staff presentation on several transportation and mobility items. Deputy City Manager Chamberlain noted the first item, a Complete Streets Policy, was a policy other communities had adopted and was not a new idea. Deputy City Manager Chamberlain explained the City had waited to develop its Complete Streets Policy until the Imagine Kalamazoo 2025 (IK2025) strategic visioning process was complete and the Master Plan adopted so that input from IK2025 could be incorporated in the policy.

2019-0009 Adoption of a Complete Streets Policy

2019-0009
Adoption of a Complete Streets Policy (cont'd)

Community Planning and Development Director Rebekah Kik and Public Services Director James Baker delivered a presentation entitled *Connected City: City Commission Meeting, January 7, 2019*. A copy of the PowerPoint slides for this presentation was filed with the papers for this meeting.

Commissioner Cooney expressed concerns about the jurisdictional transfer of streets from the state to the City and the burden of maintaining those roads moving forward. Commissioner Cooney noted the City was not able to adequately maintain its current inventory of streets. Commissioner Cooney stated he had been talking with people who were civil engineers, and they told him the $11 million payment from the state, designed to cover maintenance and repairs for the next 10 years, would be short of actual expenses more than estimated, as the additional maintenance costs would be around $800,000 per year rather than the $480,000-$580,000 estimated by staff. Commissioner Cooney asked about that shortage and what would happen in year 11.

In response to questions from Commissioner Cooney, Director Baker stated the cost estimates used in the financial analysis were conservative and the differences in estimate were not really that large. Director Baker pointed out that the total budget for Major and Local Streets was $15,000,000, and $150,000 was 1% of that budget. Director Baker reported he was usually 7-10% under budget with his projects, so there was ample room to cover the ups and downs of maintenance needs from year to year. Director Baker stated the City was already doing the work on the roads to be transferred, so capacity to do the work was not an issue. Director Baker remarked that his team had found a good mix of using contractors and City crews to achieve the lowest possible costs for projects. Director Baker explained it was cheaper to fix streets that were in better condition compared to streets in poor condition, which meant the City would wait to repair streets in poor condition until there were water and sewer repairs that could be done in coordination with the street projects. Regarding year 11 and beyond, Director Baker noted the transferred streets would be eligible for significant federal funding through the Kalamazoo Area Transportation Study (KATS), and based on the scoring criteria he was confident projects involving these streets would score well compared with other projects in the county.

City Manager Ritsema noted the recently adopted Tax Increment Financing (TIF) Plan for the Downtown Economic Growth Authority included funds for street projects in the downtown area beginning around year 10.

In response to questions from Mayor Hopewell, Director Baker stated he had been doing civil engineering for approximately 20 years. Director Baker stated there were plans for water and wastewater capital needs going out to 2045, and a Major Streets plan going out to 2045 had been submitted to the Kalamazoo Area Transportation Study. Director Baker indicated an Asset Management Plan was initiated in 2017 to coordinate work across the different asset categories. Director Baker stated the impact of transferring projects from contractors to City crews was a huge morale boost for employees and a considerable cost savings to the City. Director Baker stated in some cases City crews were able to complete projects for one-third the cost of contractors.

In response to a question from Commission Urban, Director Baker reported Southwest Michigan First had brought together the City of Kalamazoo, the Kalamazoo County Road Commission, and Consumers Energy in 2018 to coordinate projects so streets and sidewalks were not torn up again and again for

2019-0009
Adoption of a Complete Streets Policy (cont'd)

underground utility and street projects that could have been done at the same time. Director Baker noted emergencies happened, and sometimes one fund did not have the resources to do a project when resources were available in another fund for a project that really needed to be done, but every effort was made to coordinate projects.

When an opportunity was given for citizens to comment on the proposed Complete Streets Policy, the following people addressed the City Commission:

Nehemiah Scudder, City resident, stated the City needed to put its resources into fixing existing roads and expressed concern that the rights and responsibilities of pedestrians and cyclists were not defined.

Paul Ecklund, City resident and ADA Specialist at Disability Network of Southwest Michigan, expressed support for the Complete Streets Policy.

Bob Miller, City resident and Associate Vice President of Western Michigan University, expressed support for jurisdictional transfer of streets to the City.

Greg Ayers, President and CEO of Discover Kalamazoo, expressed support for the jurisdictional transfer of streets to Kalamazoo and the conversion of downtown streets from one-way streets to two-way streets.

Matt Hollander, City resident, expressed support for the jurisdictional transfer of streets.

Dean Hauck, City resident and owner of the Michigan News Agency, expressed support for the jurisdictional transfer streets and the Complete Streets Policy.

Greg Diment, Chief Information Officer for Kalamazoo College, expressed support for the jurisdictional transfer of streets roads to the City.

Janette Evans, City resident, spoke about bad condition of streets north of railroad tracks and asked the City to remember these streets when making plans for repairs.

L. Marshall Washington, President of Kalamazoo Valley Community College, expressed support for jurisdictional transfer of streets to the City.

Eric Stucky, City resident, expressed support for the Complete Streets Policy, the jurisdictional transfer of streets, and the two proposed ordinances. Mr. Stucky remarked on the positive impact of using City employees to do street projects.

Carol Schreiner, City resident, expressed support for the jurisdictional transfer of streets on behalf of residents of the Marlborough Condominiums.

Commissioner Sykes, seconded by Vice Mayor Knott, moved to adopt the Complete Streets Policy.

2019-0009
Adoption of a Complete Streets Policy (cont'd)

Mayor Hopewell opened a time for Commissioner comments and discussion on all four Regular Agenda items – the Complete Streets Policy, the jurisdictional transfer of streets from the state to the City, the sidewalk ordinance, and the crosswalk ordinance.

Commissioner Anderson thanked staff for presenting the four transportation and mobility items together and showing the connections between them. Commissioner Anderson noted the Complete Street Policy had been discussed for a long time, and serious thought had been put into it that was both practical and theoretical. Commissioner Anderson stated the jurisdictional transfer of street was not to be taken lightly, as the City was taking a risk with this action. Commissioner Anderson remarked on how Kalamazoo took a risk decades ago to create a pedestrian mall, which had been good at times and not so good at other times. Commissioner Anderson stated people were moving back to cities and City leaders cared about Kalamazoo and wanted it to be city where people felt safe to live. Commissioner Anderson acknowledged the jurisdictional transfer of streets from the state to the City was a risk where the outcome was not sure, but it was also a practical step to realize a vision. Commissioner Anderson expressed hope this decision would be seen as a wise move.

Commissioner Urban expressed support for Commissioner Anderson's remarks but emphasized the City was taking a positive risk to seize an opportunity to make Kalamazoo more attractive to people. Commissioner Urban stated these transportation and mobility items had come together because of IK2025. Commissioner Urban stated people should feel good about the coming changes overall, even if they did not like the particulars.

Commissioner Sykes thanked Director Kik for highlighting the social equity connections with the Complete Streets Policy. Commissioner Sykes stated this policy showed the City was able to plan for inclusion and equity.

Commissioner Cunningham stated one-way streets were frustrating, and converting these streets to two-way traffic would be a cultural change. Commissioner Cunningham thanked the City Manager, Mayor, City Commission, and staff for their leadership and hard work. Commissioner Cunningham expressed hope that the values of homes between North Park Street and North Westnedge Avenue would increase with the conversion of these streets to two-way traffic. Commissioner Cunningham asked people to press their state and federal representatives to fund road maintenance.

Commissioner Cooney expressed support for Director Baker and his staff but stated he would not be supporting the jurisdictional transfer. Commissioner Cooney noted the City had not fixed its roads since he had been on the Commission, and he questioned why the City would increase its maintenance and repair obligation, especially when the true cost to maintain these new streets was unknown. Commissioner Cooney observed that people were linking the jurisdictional transfer to the one-way street conversion, as if converting streets to two-way traffic was a foregone conclusion. Commissioner Cooney reminded people one-way street conversion was a separate project.

Mayor Hopewell expressed faith in the City's leadership team, including City Manager Ritsema, Director Baker, Director Kik, and Chief Thomas. Mayor Hopewell stated the City Commission had taken a risk with hiring the City Manager. Mayor Hopewell noted he was not convinced at the time that Jim

2019-0009
Adoption of a Complete Streets Policy (cont'd)

Ritsema was the right person for the job, but now he was happy with the City Commission's selection and stated the current leadership team had a good track record.

With a roll call vote the motion to adopt the Complete Streets Policy passed unanimously.

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

NAYS: None

2019-0010
Jurisdictional Transfer of State Trunklines to the City of Kalamazoo

An opportunity was given for citizens to comment on a Memorandum of Understanding between the Michigan Department of Transportation (MDOT) and the City of Kalamazoo for the jurisdictional transfer of certain road segments within the City; and acceptance of $11,689,997 from MDOT, but no comments were offered.

Commissioner Urban, seconded by Commissioner Cunningham, moved to approve a Memorandum of Understanding between the Michigan Department of Transportation (MDOT) and the City of Kalamazoo for the jurisdictional transfer of certain road segments within the City; and acceptance of $11,689,997 from MDOT.

With a roll call vote this motion passed 6-1.

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

NAYS: Commissioner Cooney

2019-0011
Ordinance 1976 re: the Operation of Bicycles on Sidewalks

City Attorney Robinson noted the language in section 36-225(B) of the proposed sidewalk ordinance read in part "…and shall give audible signal before…" City Attorney Robinson stated this language should be corrected to read "…and shall give an audible signal before…," and he asked the City Commission to adopt the ordinance with the corrected language. Regarding the need for this ordinance, City Attorney Robinson explained the proposed amendments to Sections 36-215 and 36-225 would clarify that cyclists were allowed to use sidewalks. Regarding the crosswalk ordinance, City Attorney Robinson described his experience with mid-block crosswalks in Ann Arbor.

An opportunity was given for citizens to comment on an ordinance addressing the operation of bicycles on sidewalks in furtherance of the City's Complete Streets initiative, but no comments were offered.

Vice Mayor Knott, seconded by Commissioner Anderson, moved to adopt an **ORDINANCE** addressing the operation of bicycles on sidewalks in furtherance of the City's Complete Streets initiative, with the correction requested by the City Attorney.

Prior to a vote on the motion, Mayor Hopewell noted Ransom Street was on the list of streets to be repaired in 2019.

2019-0011
Ordinance 1976 re: the Operation of Bicycles on Sidewalks (cont'd)

With a roll call vote this motion passed unanimously.

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

NAYS: None

2019-0012
Ordinance 1977 re: Crosswalks

An opportunity was given for citizens to comment on an ordinance addressing the rights and responsibilities of pedestrians and bicyclists at crosswalks in furtherance of the City's Complete Streets initiative, but no comments were offered.

Vice Mayor Knott, seconded by Commissioner Sykes, moved to adopt an **ORDINANCE** addressing the rights and responsibilities of pedestrians and bicyclists at crosswalks in furtherance of the City's Complete Streets initiative.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Citizen Comments

Next, an opportunity was given for general citizen comments, but no comments were offered.

City Commissioner Comments

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

Commissioner Sykes stated important changes had happened this was an important change that happened tonight. Commissioner Sykes wished her nephew Malik Preston a happy 21st birthday.

Commissioner Cooney remarked on upcoming activities and events celebrating the life and legacy of Martin Luther King, Jr.

Commissioner Urban remarked on the decrease in night vision that affected people as they aged, and he urged pedestrians to wear light, reflective clothing when walking at night.

Vice Mayor Knott reported she was standing with Governor Gretchen Whitmer when the Governor signed an executive order protecting LGBT workers regarding executive employment and state contracting. Vice Mayor Knott asked people to call and thank the Governor and call their legislators to ask for LGBT protections in civil rights law.

Mayor Hopewell remarked on speaking at Governor Whitmer's inauguration. Mayor Hopewell announced he would be attending the January 22nd City Commission meeting via teleconference, which meant Vice Mayor Knott would be presiding. Mayor Hopewell wished everyone a prosperous new year.

Adjournment

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 22, 2019

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: January 22, 2019

Commission Agenda Report

City of Kalamazoo

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

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

PREPARED BY: Dorla Bonner

DATE: 12/27/2018

SUBJECT: Sale of City-owned vacant lot located at 318 Stockbridge

RECOMMENDATION

It is recommended that the City Commission approve the sale of the city-owned vacant lot at 318 Stockbridge to HML Real Estate, LLL for $32,500.

BACKGROUND

On July 7, 2009, the City acquired the parcel of real estate from the State of Michigan, identified as Parcel No. 06-22-384-002 with the address of 318 Stockbridge ("Property"). When the City purchased the Property it included a gas station, which was demolished in November 2010, due to its deteriorated condition. The City was able to demolish the deteriorated property with use of State funding which has resulted a vacant lot. The lot has been on the market for sale since March 2016. The Purchaser is an Illinois limited liability company that acquires and leases commercial properties and parking lots. HML is interested in acquiring the property for use as a parking lot.

The purchaser is paying the listed amount of $32,500.

COMMUNITY RESOURCES CONSULTED

None.

FISCAL IMPACT

Vacant properties held by the City with no intended community purpose will result in a tax liability to the City.

The sale will be a net gain to the City of Kalamazoo.

ALTERNATIVES

The City Commission may elect to deny the request to sell 318 Stockbridge. This alternative is not recommended as the key outcome of acquiring this property was to eliminate the blight and allow property to be added back to the tax rolls of the City of Kalamazoo.

ATTACHMENTS:

Type	Description
Report	Redevelopment and Purchase Agreement

REDEVELOPMENT AND PURCHASE AGREEMENT

This Agreement is entered into between HML REAL ESTATE, whose address is 215 Post Rd. Buchanan, MI 49107 ("Purchaser"), and the CITY OF KALAMAZOO, a Michigan municipal corporation, whose address is 241 West South Street, Kalamazoo, Michigan 49007 ("the City"), and

Recitals:

A. On July 7, 2009, the City acquired the parcel of real estate from the State of Michigan, identified as Parcel No. 06-22-384-002 with the address of 318 Stockbridge ("Property"). When the City purchased the Property it included a gas station, which was demolished November 2010, due to its deteriorated condition.

B. The City was able to demolish the deteriorated property with use of State funding which has resulted a vacant lot. The lot has been on the market for sale since March, 2016.

C. The Purchaser is an Illinois limited liability company that acquires and leases commercial properties and parking lots. HML is interested in acquiring the property for use as a parking lot.

D. The City believes that Purchaser's acquisition and redevelopment of the Property will benefit the neighborhood.

E. Purchaser and the City desire to enter into this Redevelopment and Purchase Agreement (the "Agreement") for the mutual benefit of both parties, subject to the following terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. DESCRIPTION OF THE PROPERTY. The Property is a vacant lot and presently unimproved parcel of land located at 318 Stockbridge in the City and County of Kalamazoo, State of Michigan, and is more fully described as follows:

> A parcel of property situated in Section 22, Town 2, Range 11, commencing on the South line of Stockbridge Avenue at a point 50 feet East of the North-South 1/4 line of Section 22; running thence southerly parallel with said 1/4 line 115 feet; thence West parallel with the South line of Stockbridge Avenue 50 feet to said North-South 1/4 line; thence South along said 1/4 line 226.37 feet more or less to a point 859.75 feet North of the South line of Section 22; thence West parallel with the South line of Section 22 to a point 739.53 feet East of the East line of Burdick Street; thence Northerly 342 feet more or less to the South line of Stockbridge Avenue; thence East on the South line of Stockbridge Avenue

138.5 feet more or less to place of beginning. (approximately .83 acres)
Parcel ID: 06-22-384-002

2. CONSIDERATION. Purchaser agrees to purchase the Property from the City for the sum of thirty two thousand, five hundred ($32,500) (the “Purchase Price”), and other good and valuable consideration as set forth in this Agreement. The City agrees to convey good and marketable title to the Property by warranty deed (subject only to the exceptions that are permitted by this Agreement) to Purchaser simultaneously upon receipt of the Purchase Price, subject to the following terms and conditions of this Agreement

3. TITLE INSURANCE. At the sole option and expense of Purchaser it may obtain a commitment to issue an owner's title insurance policy insuring Purchaser (“Title Commitment”).The Title Commitment must be acceptable to Purchaser in the reasonable exercise of Purchaser’s sole discretion. The City shall provide any surveys, affidavits and certificates required by the title insurance company if Purchaser elects to have the title policy without exceptions or with additional endorsements. Purchaser is responsible for paying the premium for the title policy and any added premium charged for a policy without exceptions and any such additional endorsements.

If Purchaser has obtained a Title Commitment, it shall notify the City within twenty (20) days after Purchaser's receipt of the Title Commitment whether there are any unacceptable issues ("Defects") regarding title for which City is responsible. The City shall remove each Defect for which it is responsible at its expense on or before the closing date. If the City fails or refuses to remove any Defect, then Purchaser may: (i) proceed to closing, waiving the Defect at issue; or (ii) terminate this Agreement by a written notice to City, in which case the Deposit shall be promptly returned to Purchaser, and neither City nor Purchaser shall have any further liability to the other under this Agreement.

City agrees not to take any action between the time of execution of this Agreement and the closing that will cause any lien or encumbrance to the Property.

4. INSPECTION. Purchaser and its agents, consultants, and designees (“Purchaser's Agents”) may from time to time inspect the Property prior to the closing, and may enter the Property to perform the inspections referenced in this Agreement. Promptly upon City's acceptance of this Offer, City shall provide to Purchaser, or make available for review by Purchaser and/or Purchaser's agents, copies of any prior environment assessments, title commitments or surveys for the Property.

5. CITY'S REPRESENTATIONS AND WARRANTIES. To the best of its knowledge, the City represents and warrants to Purchaser, which representations and warranties shall be true to the closing date, as follows:

A. There are no claims, legal proceedings or investigations by governmental entities relating to the Property, other than any lien against the Property for the

costs incurred by the City in acquiring or improving the Property, which will be waived at closing.

B. The Property is free and clear of all violations of applicable laws, ordinances, orders, codes, rules, regulations, building and use restrictions, and other legal requirements.

C. There are no agreements, contracts, or leases, written or oral, which affect the Property in any manner other than this Agreement;

D. There is no pending or proposed special assessment affecting or which may affect the whole or any part of the Property; and

E. All necessary action to approve, execute, deliver, and perform this Agreement has been taken by City, and this Agreement is the valid and binding obligation of City, enforceable against City in accordance with its terms.

6. CONTINGENCIES. The obligation of Purchaser to close the purchase of the Property is contingent upon:

A. Purchaser's reasonable satisfaction with the results of its inspections, environment assessments/reports or other due diligent activities regarding the Property;

B. All representations and warranties of the City set forth in this Agreement being true as of the closing date;

C. The City having timely performed its obligations by the date of closing.

If any contingency is not satisfied by the date of closing, including any extension permitted under Paragraph 12, then Purchaser may terminate this Agreement by written notice to City.

7. PURCHASER COMMITMENT. As further consideration for this Agreement, Purchaser will obtain a Building Permit and commence with construction of a single-family dwelling in compliance with applicable City zoning requirements on the Property within one year of the closing.

8. ENVIRONMENTAL ASSESSMENT. Within 30 days from the effective date of this Agreement, Purchaser shall, at its own expense and for its own benefit, conduct all appropriate inquiry within the meaning of Part 201 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, (Act 451). If such inquiry identifies the Property as a facility, Purchaser shall complete and submit a Baseline Environmental Assessment (“BEA”) to the Michigan Department of Environmental Quality (“MDEQ”) as provided under Act 451 (collectively, Due Diligence Activities). Purchase shall also maintain on file a Due Care Plan.

After completion of the Due Diligence Activities, Purchaser shall have 5 days to give written notice to the City of its election to terminate the Agreement. If written notice is not timely given to the City Purchaser is considered to have accepted the Property in its "AS IS" condition. The closing shall then occur within the next 30 days (or within 60 days of the effective date of this Agreement), provided however, that all other contingencies under this Agreement have been met or completed. If the Purchaser notifies the City of its intent to terminate this Agreement in accordance with this Paragraph 8, neither party shall have any further rights or obligations under this Agreement.

9. CITY COMMITMENTS. The City agrees to complete the following:

A. Provide copies of all available environmental reports in its possession for the Property. If there are any facts or conditions contained in the reports which are unacceptable to Purchaser, Purchaser shall have the right to terminate this Agreement by giving written notice to the City as provided in Paragraph 8.

C. No official, board member, officer or employee of the City or the City is personally liable to Purchaser or its successor in interest upon a breach or default by the City for any amount payable to Purchaser or its successor or any obligation under this Agreement.

10. CLOSING. Subject to Paragraph 8, the closing shall occur on a date mutually agreed upon by the parties, but in no event later than 60 days from the effective date of this Agreement. Regardless of the preceding, Purchaser shall have the right to extend the closing date for up to an additional 30 days to complete necessary Due Diligence Activities or to attempt to satisfy contingencies. .

11. POSSESSION. Purchaser shall be entitled to sole and exclusive possession upon payment of the purchase price and receipt of the warranty deed to the Property.

12. TAXES. The Property is currently exempt from the payment of taxes. Beginning with December 31 of the year in which Purchaser acquired the Property, Purchaser shall be responsible for the taxes, if any, levied against the Property and the personal property located within the Property.

13. ENVIRONMENTAL CONCERNS. Purchaser, having the opportunity to conduct Due Diligence Activities regarding the Property, accepts the Property in “AS IS” condition. The City makes no representations regarding environmental hazards or liabilities on or relating to the Property. The City is under no obligation to perform any cleanup or other remedial action.

14. CITY APPROVAL. The approval by the City Commission for the City of Kalamazoo is required before this Agreement is effective and binding. If such approval

is not made within 60 days after Purchaser has signed this Agreement, it shall be deemed null and void and of no force and effect.

15. SURVEY. Purchaser, at its option and expense, may obtain an ALTA survey of the Property ("Survey"). If there are any facts or conditions related to the Survey that adversely impact the Project, Purchaser shall provide notice to the City within 10 days after receipt of the survey, identifying in detail any unacceptable facts or conditions that Purchaser requests the City to cure. If the City is unable or unwilling to cure these facts or conditions within 30 days after receipt of the notice from Purchaser, Purchaser shall have the option to either (i) waive such defects and proceed to closing; or (ii) terminate this Agreement.

16. TIME IS OF THE ESSENCE. The parties agree that in all matters relating to this Agreement, time is of the essence.

17. MAINTENANCE AND CLOSURE. In the event that Purchaser, or any affiliate or subsidiary, shall terminate business operations on the Property, Purchaser agrees to continue to maintain the property in an attractive manner. Furthermore, Purchaser agrees to comply with applicable law with respect to environmental releases for which it is responsible.

18. NOTICES. Any notice or other communication under this Agreement by one party to the other shall be in writing, signed by an authorized representative and delivered in person or by certified mail, postage prepaid with return receipt requested to the following:

Purchaser:	HML Real Estate 215 Post St. Buchanan, MI 49107
City:	City of Kalamazoo ATTN: City Manager 241 West South Street Kalamazoo, MI 49007 w/copies to the City Attorney

Each party shall notify the other of any changes in the address for the receipt of notices.

19. Miscellaneous.

A. This Agreement shall bind and benefit the City, Purchaser and their respective successors or assigns.

B. This Agreement may not be amended, altered or modified unless done in writing and signed by representatives of the parties who are so authorized.

C. This Agreement may be signed in counterparts, which together shall comprise a single agreement.

D. This Agreement and the exhibits to this Agreement contain all of the representations and statements by the City and Purchaser to one another and express the entire understanding between them with respect to the Purchase. All prior and contemporaneous communications concerning the Purchase are merged in and replaced by this Agreement.

Dated: _____, 2019

City of Kalamazoo

By: _____
James K. Ritsema
Its: City Manager

Dated: _____, 2019

HML Real Estate

By: _____
Alexander M. Leoniwicz
Its: Vice-President

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Karianne F. Thomas, Public Safety Chief

PREPARED BY: David Boysen, Assistant Chief

DATE: 1/14/2019

SUBJECT: 2019 Bridging Opportunities Grant Acceptance

RECOMMENDATION

It is recommended that the City Commission accept grant funding in the amount of $75,000 from the Michigan State Police through the U.S. Department of Justice to support the Bridging Opportunities Initiative and authorize the City Manager and City Attorney to sign the associated award documents.

BACKGROUND

In response to an increase in crime involving juveniles ages 14 to 16, we began the Bridging Opportunities Program in the summer of 2017. Working with our community based partners and Juvenile Probation; we identify 20 to 25 of the most active juvenile offenders. The old approach was not working with this population. The goal of this initiative is to have law enforcement and community partners work together to provide youth with engaging, high-quality program opportunities to reduce recidivism, strengthen emotional skills, and improve school attendance, behavior, and academic performance (as measured by school grades).

At the outset of the initiative, the youth and their parents attend a community meeting. Representatives from the community, law enforcement, and the courts will deliver a message that we care about the youth and their families, the crime must stop, and that there is help available to turn their lives around and to break the cycle of repeated arrests and incarceration.

Based on the results of the individual assessments, a range of programs will be offered that best fits the needs of the participants. The youth and their families will be able to choose from a variety of programs that they feel they would get the most benefit from. Some of these programs could be community based, such as those at the Douglass Community Center or NACD, or some could be within the juvenile home.

The initiative has partnered up with Youth Opportunities Unlimited (YOU) Kalamazoo RESA. Through this partnership, we will be able to provide employment opportunities for the participants in the program who qualify (ages 14-17). This will allow the youth to earn some money, gain employment experience, increase self-esteem, and keep them engaged in positive activities throughout the summer.

KDPS officers will have frequent contact with the youth and their families while they are participating in this

initiative. The purpose of the contacts is to provide positive reinforcement for the things that they are working on in their individual programs and to build relationships, trust, and to be a positive role model and mentor.

Public Safety has been awarded funding in the amount of $75,000 through the Michigan State Police Byrne Justice Assistance Grant 2017-MU-BX-0191to support the Bridging Opportunities Initiative.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

This initiative brings several different entities who have been trying to address juvenile crime together in a collaborative approach to solve the problem. The following groups have been working together to draft this pilot program:

- Kalamazoo Probate Court
- Juvenile Probation
- Kalamazoo County Juvenile Home
- KDPS
- Douglass Community Center
- Northside Association for Community Development (NACD)
- Kalamazoo Youth Development Network
- Kalamazoo Parks and Recreation
- Youth Opportunities Unlimited (YOU) Kalamazoo RESA

FISCAL IMPACT

The program operates with existing resources and staffing from KDPS. The majority of the funds utilized in the program go toward the paid employment for the participants through Youth Opportunities Unlimited (YOU).

Participant expenses for employment are as follows:

Wages: $32,525
Fringes: $3,968
Other: $342
Total Participant Expenses: $36,835

YOU Staff Expenses:

Wages: $16,826
Fringes: $6,954
Total Staff Expenses: $23,780

Other Expenses:

Supplies, Materials, Space, Other: $2,114
Special Services: $1,401
Total Other Expenses: $3,515

Total Program Costs for YOU Employment portion: $64,130

The proposed grant would cover all of the employment related expenses with additional funds left over to use for the

on-site programming and incentives for the participants including field trips.

ALTERNATIVES

No alternatives are recommended by staff.

ATTACHMENTS:

	Type	Description
🗋	Background Material	KDPS Award Letter
🗋	Agreement	2017 CLO Certification Letter of Compliance

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

January 3, 2019

Asst. Chief David Boysen
Kalamazoo Department of Public Safety
150 East Crosstown Parkway, Suite A
Kalamazoo, Michigan 49001

RE: MSP #JAG-72487-Kalamazoo Department of Public Safety-2019
Bridging Opportunities

Dear Assistant Chief Boysen:

I am pleased to inform you that your Byrne Justice Assistance Grant (JAG) application to the Michigan State Police (MSP), Grants and Community Services Division, has been selected to receive funding. **The federal award for your fiscal year (FY) 2019 project, pending modifications to your application and receipt of a signed Chief Legal Officer (CLO) Certification, is $75,000.**

Beginning in FY 2017, the federal government began requiring all Byrne JAG applicants certify compliance with 8 U.S.C. Section 1373 before they may draw down their awards. Therefore, local jurisdictions that are subrecipients from the state administering agency, MSP, must provide a certification form (attached) signed by the CLO to be eligible to receive federal funding from JAG # 2017-MU-BX-0191.

Section 1373 prohibits jurisdictions from adopting policies or practices that impede the sharing of information with Immigration and Customs Enforcement (ICE) about an individual's immigration status. The two new conditions require jurisdictions to provide ICE with access to prisons and jails and to offer 48-hours notice to ICE before the scheduled release of any individual of interest.

You must complete any requested modifications found in the "Comments to Applicant" section in your grant application in MAGIC+. The procedure for making necessary modifications to the application to be eligible for a contract with the MSP can be found in the email accompanying this letter. In addition, the signed CLO Certification must be scanned and saved in "Applicant Attachments" in MAGIC+. When the certification letter is uploaded, and the modifications are submitted and approved, you will receive a follow-up email from our office advising you of the procedure for accepting a contract with the MSP.

The modifications and CLO letter must be submitted and approved, and the contract must be accepted in MAGIC+ by no later than 5 p.m. EST on Monday, February 4, 2019. If your award is not accepted by that date, your grant will be denied unless you have notified us of extenuating circumstances.

It is a legal requirement of this grant that your agency and any subcontractors agree to give recognition to the MSP and the U.S. Department of Justice in any and all publications, papers, press releases, and presentations arising from the funded project. The required disclaimer is included in Section VIII of the Grant Agreement in the MAGIC+ system. This language reads:

> "This project was supported by Byrne JAG # 2017-MU-BX-0191 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP or DOJ."

If you have any questions or concerns about the new requirements, please contact your grant advisor, Ms. Leslie Wagner, at 517-284-3214 or wagnerl2@michigan.gov. We look forward to working with you.

Sincerely,

Nancy Becker Bennett

Nancy Becker Bennett, Division Director
Grants and Community Services Division

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

FY 2017 Edward Byrne Memorial Justice Assistance Grant Program

Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2017 JAG Program"), I certify to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

(1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2017 JAG Program.

(2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

(3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2017 JAG Program—

(a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. § 1373, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and

(b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. § 1373 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.

(4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (*see* 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.

(5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which shall not be understood to include any "program or activity" of any planned subrecipient of a lower-tier subaward):

(a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and

(b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a State or local government entity, -agency, or -official.

(6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. § 1373(a); or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2017 JAG Program	Recipient State *from which the prospective subrecipient seeks a subaward* under the FY 2017 JAG Program
Signature of chief legal officer of the prospective subrecipient	Printed name of chief legal officer of the prospective subrecipient
Title of chief legal officer of the prospective subrecipient	Date of certification

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: Adoption of Budget Resolution for the FY 2019 Budget

INFORMATIONAL ITEMS

ATTACHMENTS

Resolution for the FY 2019 Budget
Budget Summary by Fund
Budget Detail by Fund
Authorized Positions Schedule

RECOMMENDATION

It is recommended that the City Commission adopt the Annual Appropriation for the year 2019, set forth the number of mills to be levied, approve an interim appropriation for the year 2020 and establish policies for the administration of the budget.

BACKGROUND

The City's Charter requires that the City Commission annually adopt an Appropriation Resolution on or before February 1, of each year. The City Commission has met with the Administration to review the proposed budget for FY 2019, has made its final recommendations, and held the necessary public hearing.

The citywide Proposed FY 2019 Budget, issued by the Administration to the City Commission on December 1, 2018, initially totaled $181,712,603, with total General Fund expenditures of $64,812,067. Since December 1, 2018, changes have been required to correct the budget, resulting in a revised city-wide FY 2018 Proposed Budget of ***$181,721,694,*** with no changes identified for the City's General Fund. The changes were required due to the following circumstances:

- **Foundation for Excellence Fund:** The final 2019 aspirational projects totals $10,087,533, which is a $9,091 increase from the proposed budget.

There are 642 full time and 9 part time positions proposed for allocation.

The proposed General Operating Tax levy is 12 mills and a Solid Waste Levy is proposed at 1.8 mills.

COMMUNITY RESOURCES CONSULTED

The budget review session with the City Commission was open to the public and provided opportunity for public comment. A formal public hearing was held on January 7, 2019.

FISCAL IMPACT

The amount of the proposed appropriation for each fund is detailed in attachment.

ALTERNATIVES

The City Commission may choose to revise the Proposed Budget as submitted. However, by City Charter, the FY 2019 Budget must be adopted on or before February 1st, 2019.

ATTACHMENTS:

	Type	Description
🗋	Resolution	Resolution for the FY 2019 Budget
🗋	Budget	Budget Summary by Fund
🗋	Budget	Budget Detail by Fund
🗋	Budget	Authorized Positions Schedule

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO MAKE THE ANNUAL APPROPRIATION FOR THE YEAR 2018, TO ADOPT THE BUDGET, TO SET FORTH THE NUMBER OF MILLS TO BE LEVIED UNDER THE GENERAL PROPERTY TAX ACT, TO APPROVE AN INTERIM APPROPRIATION FOR THE YEAR 2019, AND TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF THE BUDGET FOR THE YEAR 2019

WHEREAS, it is provided in Section 67 and 68 of the City Charter that the City Manager shall submit to the City Commission an estimate of the contemplated expenditures for the ensuing year, together with estimated revenues for that year, and that on or before February 1, 2019, the City Commission shall take up, consider, and pass an annual appropriation resolution to cover the expenditures as determined by the City Commission, and it is further provided in Section 85 that the City Commission may review the annual appropriation resolution following receipt of the assessment roll.

WHEREAS, Public Act #41 of 1995, provides that the general appropriations act of the City must set forth the total number of mills to be levied under the General Property Tax Act and the purpose for which that millage is levied if a truth in taxation hearing is not held;

WHEREAS, the next fiscal year's budget is not ready for adoption prior to December 31, of the current fiscal year, and the administration of the City of Kalamazoo should be authorized to continue normal operations, including payroll and expense disbursements;

WHEREAS, the City Commission of the City of Kalamazoo desires to establish certain policies covering City Administration of the budget for 2019;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that subject to the rights of the City Commission provided in Section 85 of the City Charter, the budget attached hereto and made a part hereof by reference is hereby taken up, considered, passed, and adopted as the annual appropriation of the City of Kalamazoo to cover the expenditures and operations thereof for the year 2019; and

BE IT FURTHER RESOLVED, that upon the confirmation of the assessment rolls and subject to such revision as the City Commission may have made on this budget upon said review, and subject to the procedures of Act #5 of the Public Acts of 1982 being fulfilled, if required, the City Clerk is thereupon authorized and directed to deliver a copy of this annual appropriation resolution, together with such revisions as may have been made therein, and a warrant from the City Commission to the City Treasurer authorizing and directing the City Treasurer to collect from persons named in said assessment roll the taxes applicable thereto as provided in the City Charter and statutes in such cases made and provided.

BE IT FURTHER RESOLVED, the total number of mills to be levied under the General Property Tax Act and the purpose for which that millage is levied for purposes of said budget and annual appropriation, are as follows:

City Operating:	**12.0000**
Solid Waste:	**1.8000**

BE IT FURTHER RESOLVED, that the following policies are hereby established to govern the City Administration of the budget for 2019:

STATE LAW AND CITY CHARTER REQUIREMENTS

The City of Kalamazoo budget policies are governed by the City Charter, the Uniform Budgeting and Accounting Act for Local Units of Government in Michigan, and generally accepted accounting principles. These laws provide for budget control, establish tax levy and assessment valuation limits, and provide for bonded debt limits. The City's resources and appropriations policies are extensions of these laws, and follow generally accepted accounting and budgeting principles.

The City of Kalamazoo Charter (Section 67) states that by December 1 of each year, the City Manager shall submit to the City Commission an estimate of the expenditures and revenues for the upcoming fiscal year. Section 68 of the Charter requires that on or before February 1 of each year, the City Commission pass an annual appropriation resolution to cover expenditures. At the same time, the City Commission establishes certain policies covering the administration of the budget. A public hearing must be held prior to final adoption. Public notice must be posted at least six days prior to the hearing.

If the upcoming budget appropriation resolution is not ready for adoption prior to December 31, the Chief Finance Officer is authorized and directed to continue processing and issuing checks for normal payroll and expense operations of the City in accordance with prevailing practices. The Chief Finance Officer is authorized to revise any payroll, fringe benefits and other expenses paid by the City to conform to the terms of any labor contracts or commitments which have been approved by this City Commission, as needed for the above purpose.

By May 31st of each year the Board of Review will have completed its review and correction of the assessment roll. The assessment roll is presented to the City Commission along with the proposed amended annual appropriation resolution. They may revise the appropriation provided that the property tax revenue required shall not increase more than 5% over the amount in said resolution.

Act 5 of the Public Acts of 1982, as amended, requires a public hearing be held prior to the levying of an additional millage rate (The Truth-In-Taxation Act). The Charter, under Section 85, requires the City Commission will fully and finally confirm the annual assessment roll upon completion of the review, and correction of the roll by the Board of Review. This must be at least seven days after the public hearing and is confirmed by resolution along with confirming the general appropriation resolution, as amended.

The City is also required by the State of Michigan to present a balanced budget. An appropriation resolution cannot be adopted that would cause total expenditures, including an accrued deficit, to exceed total revenues, including an available surplus, according to Section 16 of Public Act 621 of 1978.

The City shall comply with Act 279 that generally provides the debt limit for a "home rule" city is 10% of its State Equalized Value (SEV). City Charter provides that the fiscal year of the City shall begin January 1.

The City Charter prescribes that the City Manager will submit to the City Commission a brief executive summary of the City's financial activity on a monthly basis.

DEBT

Subject to the applicable provisions of statutory and constitutional debt provisions and the City Charter, the City Commission, by proper ordinance or resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the City. The City Commission may pledge the full faith credit and resources of the City for the payment of debt obligations. Section 21 of Article VII of the Michigan Constitution establishes the authority, subject to statutory and constitutional limitations, for municipalities to incur debt for public purposes. State law limits the rate of ad valorem property taxation for municipal purposes, and restricts the powers of cities and villages to borrow money and contract debts. Each city and village is granted power to levy other taxes for public purposes, subject to limitations and prohibitions provided by this constitution or by law.

In accordance with the foregoing authority granted to the State Legislature, the Home Rule Cities Act limits the amount of debt a city may have outstanding at any time. The Act provides that the net indebtedness incurred for all public purpose shall not exceed ten percent of the assessed value of all real and personal property in the city plus the combined constitutional and statutory state revenue sharing amount divided by the City's millage rate.

Exceptions to the debt limitation have been permitted by the Home rule Cities Act for certain types of indebtedness. All special assessment bonds, Michigan Transportation Fund bonds, revenue bonds payable from revenues only, whether secured by a mortgage or not, and bonds issued or contract obligations assessments incurred to comply with an order of the Water Resources Commission of the State of Michigan or a court of competent jurisdiction. Any obligations incurred for water supply, sewage, drainage or refuse disposal or resource recovery projects necessary to protect the public health by abating pollution, and bonds issued or assessments or contract obligations incurred for the construction, improvement or replacement of a combined sewer overflow abatement facility.

Although the City has sufficient legal debt margin, all decisions to enter in debt obligations are contingent upon the City's ability to make debt service payments and maintain adequate reserves.

Pursuant to the statutory and constitutional debt provisions, the following table reflects the amount of additional debt the City may legally incur as of May 2, 2018.

City's 2017 Ad Valorem SEV	$1,704,914,996	
Plus Half of Act 198 Property	$15,665,600	
Plus for Revenue Sharing (1)	$643,031,739	
Total 2017 SEV Value	$2,363,612,335	
Debt Limit (2)		$236,361,233
Debt Outstanding	$ 191,145,000	
Less: Exempt Debt (3)	$46,340,000	$144,805,000
Legal Debt Margin		$ 91,556,233

(1) Actual 2017 constitutional and statutory revenue sharing of $8,873,838 divided by the City's 2017 millage rate of 13.8000 mills.

(2) 10% of $2,363,612,335 which is the City's 2017 estimated Ad Valorem SEV for the fiscal year ending December 31, 2017 of $1,704,914,996, plus half of the SEV abated under Act 198 of $15,665,600 and plus revenue sharing of $643,031,739 which is the actual 2017 constitutional and statutory revenue sharing of $8,873,383 divided by the City's 2017 millage rate of 13.8000 mills.

(3) Includes the Bonds planned for issuance in 2018.

(4) See "Statutory and Constitutional Debt Provisions" in the 2018 General Obligation Bond Official Statement.

Source: Municipal Advisory Council of Michigan and the City of Kalamazoo.

Debt will be used to finance long term capital and operating assets within the constraints of maintaining or improving bond ratings and debt service capacity. Debt management will provide for the protection of bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument provisions and appropriate disclosures to investors, underwriters, and rating agencies.

INVESTMENTS

Investment management will strive to maximize investment return on the City's funds through pooling of funds where permitted, frequent market analysis, cash forecasting procedures, and competitive bidding. Interest income is applied on a percentage basis to each fund based on the fund's balance compared to total fund balances.

ADVISORY COMMITTEES

The Community Development Act Advisory Committee (CDAAC) CDAAC is an advisory committee appointed by and to serve in an advisory capacity to the City Commission. The membership shall be comprised of thirteen (13) members who shall be City residents. There shall be on representative from each of the CDBG eligible neighborhoods, as determined by HUD, which have an active association with a 501C(3) status. The remaining members shall be at-large seats.

CDAAC manages the annual competitive process established by the City to allocate federal Community Development Block Grant and HOME Investment Partnership funds. CDAAC reviews and scores applications, and recommends grant funding levels to the City Commission. After City Commission approval, organizations are notified of funding decisions.

USE OF PUBLIC FUNDS

Acceptable uses of City funds for food, awards, and appropriations to outside organizations are as follows:

- The City may host events in appreciation of the City's workforce and provide tokens of appreciation to employees to recognize new hires, years of service and retirements.

- The City may provide beverages to employees, volunteer workers, elected officials and business guests during regular working hours and events that require public participation.

- The City may provide meals to employees, volunteer workers and elected officials for work conducted during normal meal times.

- Awards or prizes may be given to employees or outside parties in association with fundraising efforts or events to raise awareness.

- The City may host Wellness Luncheons to provide education to employees in an effort to reduce the City's health care costs.

- The City may make financial payments to outside organizations where a written agreement between the City and such organization has been executed.

ACCOUNTING

Basis of Accounting

All governmental and agency funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized when received, or accrued as a receivable when they become measurable and available to finance current operations. Significant revenues accrued by the City include property taxes, expenditure reimbursement type grants, certain inter-governmental revenues and special assessments.

Expenditures are recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt and compensated absences, which are recorded when paid. The financial statements of proprietary, pension trust, OPEB trust, and non-expendable trust funds are reflected on the accrual basis of accounting, the revenues are recorded when earned and expenses are recorded as incurred.

Budgetary Basis vs. "Generally Accepted Accounting Policies" (GAAP)

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) except for certain items that are adjusted on the City's accounting system at fiscal year-end. During the year, the City's accounting system is maintained on the same basis as the adopted budget. This enables budget units to monitor their budgets on a monthly basis through reports generated by the accounting system.

The differences between the budgetary basis and GAAP include the following:

- Compensated absences in the Enterprise funds are not expensed for budgetary purposes. GAAP requires compensated absences to be accrued when earned by the employees.

- Principal payments on outstanding debt in the Enterprise funds are expensed for budgetary purposes instead of being recorded as an adjustment to the balance sheet long-term liability.

- Capital outlay in Enterprise Funds is expensed for budgetary purposes instead of being recorded as an adjustment to the balance sheet capital asset.

- Pension and Other Post-Employment Benefits (OPEB) in Enterprise Funds are expensed for budgetary purposes when paid. GAAP requires pension and OPEB to be accrued when earned by the employees.

BUDGET PROCESS

Budget preparation begins with a priority setting session with the City Commission. Budget instructions are distributed to department directors and accounting support staff that outline budgeting parameters for the operating and capital budgets.

The department directors review and submit their budget requests using the parameters outlined by Management Services and City Manager. A technical review is completed by Management Services. The City Manager prepares and submits to the City Commission the recommended budget by December 1, for the next fiscal year beginning January 1.

The City Commission reviews the City Manager's proposed budget. All review sessions are open to the general public. A copy of the proposed budget, as presented by the City Manager to the City Commission is available for viewing at the office of the City Clerk, and on the City web-site. Outlines for each budget review session are available at the time of the session.

A Public Hearing is held prior to the budget adoption to allow for citizen input. The notice of

public hearing must be posted six days prior to the hearing. After the public hearing is closed, the budget is formally adopted by February 1. If an annual appropriation resolution is not ready for adoption prior to the beginning of the new fiscal year, an interim resolution shall be adopted to authorize expenditures until February 1, or adoption of the annual appropriation resolution.

Confirmation of the Tax Roll

The Board of Review completes its review of the assessment roll. A public hearing is held prior to the confirmation of the assessment roll to allow for citizen input. Once the required public hearing has been held, the City Commission confirms the roll and approves the tax levy resolution. If an amended appropriation resolution is necessary it will also be approved at this time.

APPROPRIATIONS

Interim Appropriation

Interim funding is appropriated if the next fiscal year's budget is not ready for adoption prior to December 31, of the current fiscal year. The Chief Financial Officer is authorized and directed to continue processing and issuing checks for normal payroll and expense operations of the City in accordance with the practices prevailing at the end of the current fiscal year.

Budget Amendments

Only the City Commission shall make new or additional appropriations. Budgets may be amended after adoption with approval of the City Commission if changes result in an increase in appropriation. Budget amendment requests must be made in writing and approval is required from the appropriate department director, the Management Services Director/CFO, and the City Manager. The City Manager ultimately requests approval from the City Commission.

Salaries, Wages, and New Positions

Any increase in salaries or wages, or the creating of positions, shall be made only by resolution or motion of the City Commission. The Chief Financial Officer is authorized to revise any payroll, fringe benefits, and other expenses paid by the City to conform to the terms of any labor contracts or other commitments, which have been approved by the City Commission.

Grants and Donations

The City Manager is authorized to accept grants and donations under $25,000. The acceptance of grants shall be considered as authority to expend funds for those purposes. A summary of grants and donations accepted by the City Manager will be presented to the City Commission twice a year as an informational item.

Limitations of Expenditures

It shall be the duty of the City Manager to oversee that each department director, excluding the City Attorney, City Clerk, and Internal Auditor, does not exceed the amount appropriated for their department except by prior authority of the City Commission. Only the City Commission shall make new or additional appropriations. It shall be the duty of the City Attorney, City Clerk, and Internal Auditor to see that they do not exceed the amount appropriated for their department except by prior specific authority of the City Commission.

Legislative action by the City Commission to issue bonds, accept grants and donations, and authorize special assessment projects shall be considered as authority to expend funds for those purposes, and no further appropriation authority will be necessary.

TRANSFERS

City Commission Approval
Transfers shall require City Commission approval if the transfer will result in an increase or decrease in one or more items in the annual appropriation resolution.

City Manager Approval
The City Manager may approve the transfer of operating funds to capital projects for changes up to the greater of $10,000 or to 10% of the project cost per project. The City Manager or designee may also approve the reallocation of funds within the capital accounts on the same basis, or in any amount as long as the funds are still used for the purpose for which they were originally appropriated. All other transfers affecting capital projects shall require City Commission approval.

After receiving a request for transfer from the City Manager and hearing any objections to the request, transfers may be approved or disapproved by the City Commission. When approved by the City Commission or City Manager the transfer shall be considered an amendment to the budget and shall become effective immediately.

CARRY FORWARDS

Unexpended balances, both encumbered and unencumbered, of previously authorized construction or capital improvements not completed as of December 31 are hereby re-appropriated. Any such carry forwards shall be presented to the City Commission as an informational item at a regular City Commission meeting. Carry forward requests for non-capital items, shall be submitted to the City Commission for approval.

ALLOCATION OF ADMINISTRATIVE COSTS

A cost allocation plan will be developed each year to determine an appropriate amount to be allocated for central service costs to the various operations of the City. The allocation plan will be prepared in accordance with federal laws and guidelines for allocation of costs to federal grants. Allocation of costs to operations and cost centers other than federal grants may include allocation of costs that are disallowed for federal grants. A qualified, independent firm will prepare the allocation plan.

Utility operations will be allocated the full costs as provided in the plan. No allocation will be charged to general fund operations since this would only inflate general fund revenues and expenses equally without impacting the financial position of the fund.

All other funds will be charged an amount not to exceed the allocation determined by the plan. In order to make the allocations determined by the plan, some funds may be provided with a

General Fund subsidy if for some reason the fund cannot be reasonably expected to pay the full allocation.

REVENUES

Tax Levy
The amount annually to be raised shall not exceed 2% ($20 per $1,000) of the assessed valuation as equalized of all real and personal property in the City, per Section 77 of the Charter.

Special Assessments
Section 108 of the Charter states the City Commission shall have power to determine, with or without a petition, that all or part of the expense of any public improvement or repair may be defrayed by special assessments upon the parcels or property especially benefited, and declare by resolution.

User Fees
The City Commission has jurisdiction over establishing schedules of charges, including recreational activities, cemetery fees, and neighborhood and community development fees and charges.

Enterprise Functions
The enterprise funds include the City Market, Water Division, Wastewater Division, and the Kalamazoo Municipal Golf Association which are fully self-supporting from user fees and charges, or subsidies from other intergovernmental sources.

Payment In-Lieu of Taxes (PILOT)
A payment-in-lieu of taxes is an agreement to pay an amount or specific tax in lieu of ad valorem tax on the property. The amount is defined by an agreement approved by the appropriate jurisdictions and the General Property Tax Act in the Michigan Compiled Laws. The City also charges a PILOT to the Water and Wastewater Divisions.

Interest Earnings
Interest earnings from the investment of temporarily idle funds are credited to the fund generating the earnings.

RESERVES

General Fund Undesignated Reserve
A balance equal to a minimum of 15% of current projected operating revenues shall be budgeted and maintained.

Contingency Reserve
Funds will be designated in a contingency reserve account within the General Fund with a target balance of $500,000. The funds will be available for priority initiatives. The use of reserve funds will be approved based on the established levels in the city purchasing policy. The City Manager is able to appropriate funds from this reserve for emergencies. Any use of reserves that causes the balance to fall below the recommended level will be replenished within one year.

Reserve for Self Insurance
A reserve will be established to provide funding of a risk management program whereby the City is self- insured for workers' compensation, auto comprehensive and collision coverage, and is a member of the Michigan Municipal Risk Management Authority and Michigan Transit Pool with various deductibles and coverage limitations. This reserve is to be held in the Insurance Fund.

BUDGET FORMAT

Budgeted Funds
The annual appropriation resolution shall apply to all funds except internal service funds, debt service funds, permanent funds and trust and agency funds. The City Commission is also required to approve the administrative budget for the pension trust fund.

Operating Budget
The operating budget will be based on the principle of financing current expenditures with current revenues or accumulated reserves. Expenditures shall include adequate funding of the retirement system and adequate maintenance and replacement of capital and operating assets.

Budgeted expenditures will reflect the City's perceived needs and desires of the community based on the results of Priority Based Budgeting and the priorities established by the City Commission. The budget will be based on generally accepted accounting principles.

Five-year projections are included for the General Fund, the Major and Local Street Funds, and the Capital Projects Fund. The five-year projections for the Capital Improvement Program for the Water and Wastewater funds are also included.

The Operating Budget provides for general services including personnel costs, supplies, services, and capital equipment and improvements. These capital purchases are on-going and include vehicles such as cars and trucks, miscellaneous machinery and equipment, and building improvements under $20,000. Revenues for the Operating Budget include property taxes, user fees and intergovernmental sources and local contributions.

FUND DESCRIPTIONS

The budget is adopted on a basis generally consistent with City Charter, State of Michigan rules and guidelines, and generally accepted accounting principles (GAAP). The budget is prepared by line item listing dollar amounts budgeted for each expenditure category separately. The expenditure categories are Personnel, Operating, Services, Debt Service, and Transfers.

Revenues are presented within the resource sections by fund type (General Fund, Special Revenue, Capital Project, and Enterprise) by revenue category. Summary schedules of estimated revenues are presented in the Budget Summary section of the Annual Budget.

The financial activities of the City are recorded in separate funds and account groups,

categorized and described as follows:

Governmental Funds

General Fund

This fund is used to account for all general operating revenues and expenditures of the City not accounted for in another fund. Revenues are derived primarily from property taxes, state distributions, charges for inter-departmental services and transfers from other funds. These revenues are used to finance basic City services such as Public Safety, Parks & Recreation, General Government activities, and Public Services.

Special Revenue Funds

These funds are used to account for specific governmental revenues (other than specific revenues for major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action. Special revenue funds include the Major Street Fund, Local Street Fund, Cemeteries Fund, Solid Waste Collection Fund, grant and donations funds, and various other funds supporting economic development, community planning and development, and public safety.

Capital Projects Fund

This fund is used to account for acquisitions and construction of major capital facilities other than those financed by proprietary fund operations and special assessments.

Proprietary Funds

Enterprise Funds

These funds are used to account for operations that provide services financed primarily by user charges or activities where periodic measurement of net income is appropriate for capital maintenance, public policy, management control or other purposes. Enterprise funds include the City Market Fund, Wastewater Fund, Water Fund, and the Kalamazoo Municipal Golf Association.

Internal Service Funds

These funds are used to account for the financing of goods or services provided by the City to other departments and funds on a cost reimbursement basis. The Insurance Fund is the only fund in this category and is included in the budget for informational purposes only.

Fiduciary Funds

These funds are used to account for assets held in trust or as an agent for others. Fiduciary funds include the Pension Trust Fund, OPEB Trust Fund, Cemeteries Perpetual Care Fund, General Trust and Agency Fund, and Tax Collector's Fund. The Pension Trust Fund is included in the budget for informational purposes only.

OPERATING STRUCTURE

The City of Kalamazoo is organized on a departmental basis. The City's operations are accounted for under various cost centers known as activities or organizations within the departments. These activities or organizational units are consistent with the State of Michigan Chart of Accounts. The departmental unit is responsible for compliance with the approved budget. Each budgeting unit is within a particular fund of the City. Each revenue and expense

item is assigned to a line item account number, and expenditures are presented at a line item detail within the following categories:

Personnel
Includes all salary and fringe benefit related costs, including base pay, overtime pay, vacation pay, holiday pay, sick leave pay, and special pays such as food allowance, tool reimbursement, pension contribution, health insurance, dental insurance, life insurance, workers' compensation, and employer social security expense.

Operating
The operating expense of the City which includes but is not limited to the purchase of supplies and services, travel and training, professional services, fees paid to outside sources for contractual services, utilities, liability insurance, lease payments, advertising, memberships and dues, and vehicle maintenance.

Capital Outlay
This includes expenditures for items added to the City's general fixed assets. These expenditures include the purchase of land, land improvements, building additions and improvements, machinery and equipment, office equipment and furniture, and vehicular equipment.

Debt Service
This includes the cost for interest and principal payments on the City's long-term and short-term debt.

Transfers
Includes expenditures in the form of transfers to other funds, required grant match, and payment to another fund for the purpose of having an expense or cost recorded in the legally correct fund.

CAPITAL IMPROVEMENTS PROGRAM

In addition to budgets for City Operations, the City of Kalamazoo Budget includes the Capital Improvement Program. The Capital Improvements Program (CIP) is a six-year forecast of capital expenses together with available funding resources. The first year of the forecast is adopted as the current year CIP budget.

The Capital Improvements Program (CIP) will reflect a consensus of the perceived needs and desires of the community based on current surveys and long range planning. Projects included in the Capital Improvements Program shall be consistent with the City of Kalamazoo Strategic Vision. The CIP provides funding for those operations exclusive of enterprise funds. Eligible uses include capital projects, major equipment, debt service, and non-utility environmental expenses. The City will develop and maintain a CIP to plan and fund capital projects over a minimum five year period coordinated with the Operating Budget. The Capital Improvements Program will, to the extent possible, be designed to protect the City's investments in capital and operating assets through timely and adequate maintenance and replacement of those assets.

Capital outlay for the purpose of the Capital Improvements Program is defined as expenditures that result in the acquisition or addition to fixed assets that have an estimated life of at least five

years and monetary value of at least $20,000. Examples include construction of buildings or other structures, roads, sewers, parks, and the purchase of heavy equipment, fire trucks and buses. Funding for CIP include bond proceeds, donations, grants, and intergovernmental sources.

The debt service for bonds associated with the CIP for the Enterprise funds are recorded directly in the Enterprise Funds. In Governmental funds, the debt service is paid from a separate Debt Service fund, not included in the City Budget. In this case, the transfer to the debt service fund is made from the CIP fund.

The capital program receives contributions in aid to fund infrastructure in the Enterprise funds. Contributions in excess of the anticipated budget shall increase the appropriation by an amount equal to the contribution. Such increases will be brought forward to the City Commission twice a year as an informational item.

BE IT FURTHER RESOLVED, that all books, warrants, orders, and vouchers or other official references to any appropriations shall indicate the appropriated fund involved or be drawn upon the appropriate schedules as set forth in the budget.

BE IT FURTHER RESOLVED, that the City Manager is hereby directed to have prepared and printed for distribution to interested citizens a detailed summary of the 2019 Budget; and

BE IT FURTHER RESOLVED, that unexpended balances, both encumbered and unencumbered, of previously authorized construction or capital improvement work not completed as of December 31, are hereby re-appropriated. Any such carry forwards shall be presented to the City Commission as an informational item at a regular City Commission meeting. Carry forward requests for non-capital items, shall be submitted to the City Commission for approval.

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 January 22, 2019. 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

CITY OF KALAMAZOO
2019 BUDGET
SUMMARY OF EXPENDITURES - ALL FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
GOVERNMENTAL							
GENERAL	**58,067,085**	**60,372,743**	**63,169,189**	**65,005,080**	**64,812,067**	**7.35%**	**64,838,020**
CAPITAL IMPROVEMENT	**8,850,459**	**8,971,238**	**14,957,478**	**13,289,789**	**10,262,497**	**14.39%**	**11,063,775**
SPECIAL REVENUE							
Major Streets	8,797,201	13,011,081	15,344,412	15,505,766	14,161,141	8.84%	12,390,862
Local Streets	3,512,093	6,753,103	7,253,791	6,840,469	4,660,554	-30.99%	4,027,941
Cemeteries	344,711	533,065	670,363	660,839	569,391	6.81%	567,792
Solid Waste	2,764,204	2,541,464	2,541,464	2,645,600	3,081,984	21.27%	2,700,019
Blight Abatement	350	25,440	425,440	425,440	-	-100.00%	-
K-VET Drug Enforcement	450,851	354,680	354,680	172,541	275,349	-22.37%	133,648
TOTAL SPECIAL REVENUE	**15,869,410**	**23,218,833**	**26,590,150**	**26,250,655**	**22,748,419**	**-2.03%**	**19,820,262**
GRANTS AND DONATIONS							
Foundation for Excellence	1,531,142	12,428,000	14,039,433	14,039,433	10,087,533	-18.83%	-
Light Grant	-	-	1,000,000	1,000,000	-	0.00%	-
Community Development Administration	810,598	894,996	894,996	831,652	762,197	-14.84%	915,278
Community Development Entitlement	890,460	1,094,918	1,666,763	1,666,763	1,019,855	-6.86%	-
Economic Opportunity	-	1,575,000	1,575,000	1,500,000	500,000	-68.25%	-
Miscellaneous Grants	2,054,258	2,280,796	2,629,538	2,629,538	2,322,851	1.84%	794,871
Private Purpose Trust & Donations	160,526	605,724	611,574	658,245	96,450	-84.08%	96,450
Discontinued Loan Programs	52,902	202,208	202,208	167,208	-	-100.00%	-
TOTAL GRANTS AND DONATIONS	**5,499,886**	**19,081,642**	**22,619,512**	**22,492,839**	**14,788,886**	**-22.50%**	**1,806,599**
TOTAL GOVERNMENTAL	**88,286,840**	**111,644,456**	**127,336,329**	**127,038,363**	**112,611,870**	**0.87%**	**97,528,656**
ENTERPRISE							
Wastewater Division	23,609,921	28,795,247	33,001,350	33,144,665	33,554,900	16.53%	31,545,507
Water Division	19,209,945	25,606,959	29,795,900	29,635,352	33,835,768	32.14%	29,092,625
Kalamazoo Municpal Golf Association	1,714,415	1,684,705	1,684,705	1,684,705	1,719,156	2.04%	1,719,156
TOTAL ENTERPRISE	**44,534,281**	**56,086,911**	**64,481,955**	**64,464,722**	**69,109,824**	**23.22%**	**62,357,287**
GRAND TOTAL ALL FUNDS	**132,821,121**	**167,731,367**	**191,818,284**	**191,503,085**	**181,721,694**	**8.34%**	**159,885,943**
Informational Purposes Only							
PENSION SYSTEM	30,991,573	30,979,700	30,979,700	32,428,519	32,270,734	4.17%	32,592,791
OPEB SYSTEM	10,611,248	10,928,218	10,928,218	10,655,280	10,996,480	1%	11,106,075
INTERNAL SERVICE FUNDS (ISF)							
Insurance	13,708,568	15,382,706	15,382,706	15,887,814	17,447,460	13.42%	15,592,721

CITY OF KALAMAZOO
2019 BUDGET
SUMMARY OF EXPENDITURES - ALL FUNDS

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Local Streets	3,512,093	6,753,103	7,253,791	6,840,469	4,660,554	-30.99%	4,027,941
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Economic Opportunity	-	1,575,000	1,575,000	1,500,000	500,000	-68.25%	-
Miscellaneous Grants	2,054,258	2,280,796	2,629,538	2,629,538	2,322,851	1.84%	794,871
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CITY OF KALAMAZOO
2019 BUDGET
GENERAL FUND

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
REVENUES:							
OPERATING REVENUES							
Property Taxes	20,249,221	19,046,164	19,046,164	19,349,918	19,937,618	4.68%	20,436,058
Other Taxes / PILOT Payment	1,905,937	2,059,148	2,059,148	2,056,148	2,083,789	1.20%	2,135,884
Licenses, Permits & Fees	2,467,735	2,350,900	2,350,900	2,529,104	2,391,659	1.73%	2,439,492
State Shared Revenue	9,046,844	8,892,190	8,892,190	9,137,950	9,297,918	4.56%	9,483,876
State Fire Reimbursement Revenue	1,644,344	1,125,000	1,125,000	1,427,675	1,600,000	42.22%	1,632,000
Other Intergovernmental Revenues	304,652	336,700	336,700	231,300	115,000	-65.84%	117,300
Foundation for Excellence Operational	10,900,000	15,084,225	15,084,225	15,763,352	16,250,149	7.73%	16,696,403
Charges for Services	9,353,312	9,016,237	9,016,237	8,885,922	9,561,308	6.05%	9,933,209
Interest & Rents	195,607	162,800	162,800	187,800	187,800	15.36%	191,556
Fines & Forfeitures	8,058	36,300	36,300	7,800	8,050	-77.82%	8,211
Other Revenue	395,364	339,700	339,700	310,948	299,050	-11.97%	306,526
TOTAL OPERATING REVENUE	**56,471,074**	**58,449,364**	**58,449,364**	**59,887,917**	**61,732,341**	**5.62%**	**63,380,515**
OTHER							
Foundation for Excellence Aspirational	488,646	868,000	998,015	998,015	430,698	-50.38%	441,465
Sale of Fixed Assets	1,524,004	10,000	1,405,922	1,425,466	160,000	1500.00%	160,000
Transfer from Other Funds	-	1,110,000	1,110,000	1,110,000	1,700,000	53.15%	1,000,000
TOTAL OTHER	**2,012,650**	**1,988,000**	**3,513,937**	**3,533,481**	**2,290,698**	**15.23%**	**1,601,465**
TOTAL REVENUE	**58,483,724**	**60,437,364**	**61,963,301**	**63,421,398**	**64,023,039**	**5.93%**	**64,981,980**
EXPENDITURES:							
CITY COMMISSION							
Personnel	58,583	61,157	61,157	61,157	61,158	0.00%	62,381
Operating	8,627	24,450	24,450	16,752	23,734	-2.93%	23,734
TOTAL CITY COMMISSION	**70,941**	**85,607**	**85,607**	**77,909**	**84,892**	**-0.84%**	**86,115**
CITY ADMINISTRATION							
Personnel	951,257	1,086,445	1,140,335	1,066,991	1,095,661	0.85%	1,093,942
Operating	606,932	740,570	740,570	694,320	687,675	-7.14%	687,675
Capital	-	-	-	6,000	3,000	-	3,000
TOTAL CITY ADMINISTRATION	**1,558,189**	**1,827,015**	**1,880,905**	**1,767,311**	**1,786,336**	**-2.23%**	**1,784,617**
CITY ATTORNEY							
Personnel	611,422	629,483	682,715	622,552	706,091	12.17%	701,834
Operating	77,817	135,407	135,407	104,657	131,106	-3.18%	131,106
Capital	-	1,350	1,350	1,350	1,000	-25.93%	1,000
TOTAL CITY ATTORNEY	**689,239**	**766,240**	**819,472**	**728,559**	**838,197**	**9.39%**	**833,940**
CITY CLERK:							
ADMINISTRATION							
Personnel	106,314	149,349	163,272	116,701	239,720	60.51%	236,962
Operating	37,019	61,893	61,893	51,552	78,138	26.25%	78,138
Capital	-	-	-	-	30,000	-	3,000
TOTAL ADMINISTRATION	**143,333**	**211,242**	**225,165**	**168,253**	**347,858**	**64.67%**	**318,100**
ELECTIONS							
Personnel	173,785	231,825	237,604	279,045	185,848	-19.83%	183,710
Operating	37,246	59,215	59,215	60,783	42,239	-28.67%	42,239
Capital	-	-	-	200	-	-	-
TOTAL ELECTIONS	**211,031**	**291,040**	**296,819**	**340,028**	**228,087**	**-21.63%**	**225,949**
RECORDS MANAGEMENT							
Personnel	113,442	171,673	171,673	182,291	157,853	-8.05%	156,038
Operating	62,549	127,060	127,060	70,203	84,074	-33.83%	84,074
Capital	4,226	-	-	7,168	-	-	-
TOTAL RECORDS MANAGEMENT	**180,217**	**298,733**	**298,733**	**259,662**	**241,927**	**-19.02%**	**240,112**
TOTAL CITY CLERK	**534,581**	**801,015**	**820,717**	**767,943**	**817,871**	**2.10%**	**784,161**

CITY OF KALAMAZOO
2019 BUDGET
GENERAL FUND

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
311 CUSTOMER SERVICE							
Personnel	-	-	81,735	254,380	569,648	-	557,410
Operating	-	-	-	19,511	32,600	-	32,600
Capital	-	-	-	-	-	-	-
TOTAL 311 CUSTOMER SERVICE	**-**	**-**	**81,735**	**273,891**	**602,248**	**-**	**590,010**
INTERNAL AUDITOR							
Personnel	89,093	85,998	93,012	92,440	91,871	6.83%	91,083
Operating	1,389	1,963	1,963	1,963	1,963	0.00%	1,963
TOTAL INTERNAL AUDITOR	**90,482**	**87,961**	**94,975**	**94,403**	**93,834**	**6.68%**	**93,046**
HUMAN RESOURCES							
Personnel	648,079	662,994	705,879	691,941	823,513	24.21%	816,352
Operating	244,935	125,885	125,885	185,320	127,828	1.54%	127,828
Capital	-	-	-	9,500	2,000	-	2,000
TOTAL HUMAN RESOURCES	**893,014**	**788,879**	**831,764**	**886,761**	**953,341**	**20.85%**	**946,180**
INFORMATION TECHNOLOGY							
Personnel	873,222	1,070,050	1,143,197	1,150,819	1,429,680	33.61%	1,418,888
Operating	732,185	604,044	878,594	1,075,774	1,065,474	76.39%	1,065,474
Capital	101,408	250,000	250,000	225,000	300,000	20.00%	125,000
TOTAL INFORMATION TECHNOLOGY	**1,706,815**	**1,924,094**	**2,271,791**	**2,451,593**	**2,795,154**	**45.27%**	**2,609,362**
MANAGEMENT SERVICES							
ADMINISTRATION							
Personnel	190,186	236,764	249,894	211,552	308,174	30.16%	303,704
Operating	66,029	68,097	120,404	118,563	68,070	-0.04%	68,070
Capital	2,268	-	-	-	5,000	-	5,000
TOTAL ADMINISTRATION	**258,483**	**304,861**	**370,298**	**330,115**	**381,244**	**25.05%**	**376,774**
BUDGET AND ACCOUNTING							
Personnel	436,426	519,212	527,015	512,400	525,308	1.17%	517,690
Operating	95,438	94,150	103,950	106,825	127,600	35.53%	127,600
TOTAL BUDGET AND ACCOUNTING	**533,644**	**613,362**	**630,965**	**619,225**	**652,908**	**6.45%**	**645,290**
FINANCIAL SERVICES							
Personnel	464,532	471,980	476,315	492,526	495,379	4.96%	488,195
Operating	3,733	5,115	5,115	8,365	16,695	226.39%	16,695
TOTAL FINANCIAL SERVICES	**468,265**	**477,095**	**481,430**	**500,891**	**512,074**	**7.33%**	**504,890**
ASSESSOR							
Personnel	49,596	46,461	46,461	48,263	46,838	0.81%	46,159
Operating	427,663	426,874	426,874	426,460	438,839	2.80%	438,839
TOTAL ASSESSOR	**477,259**	**473,335**	**473,335**	**474,723**	**485,677**	**2.61%**	**484,998**
TREASURY							
Personnel	786,657	866,504	870,515	876,247	912,650	5.33%	899,415
Operating	464,017	469,805	469,805	452,041	479,422	2.05%	479,422
Capital	2,780	-	-	-	-	-	-
TOTAL TREASURER	**1,253,454**	**1,336,309**	**1,340,320**	**1,328,288**	**1,392,072**	**4.17%**	**1,378,837**
PURCHASING							
Personnel	230,162	343,966	354,879	358,241	375,167	9.07%	369,726
Operating	20,583	15,621	15,621	18,741	21,110	35.14%	21,110
Capital	-	-	-	-	-	-	-
TOTAL PURCHASING	**250,745**	**359,587**	**370,500**	**376,982**	**396,277**	**10.20%**	**390,836**
TOTAL MANAGEMENT SERVICES	**3,241,850**	**3,564,549**	**3,666,848**	**3,630,224**	**3,820,251**	**7.17%**	**3,781,625**

CITY OF KALAMAZOO
2019 BUDGET
GENERAL FUND

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
PUBLIC SAFETY							
ADMINISTRATION							
Personnel	936,001	1,077,799	1,093,735	1,078,608	1,099,590	2.02%	1,113,947
Operating	147,903	249,880	286,822	196,200	299,000	19.66%	299,000
Grant Match Transfers	107,389	-	-	-	-	-	-
TOTAL ADMINISTRATION	**1,191,293**	**1,327,679**	**1,380,557**	**1,274,808**	**1,398,590**	**5.34%**	**1,412,947**
COPS - FORMERLY KVET							
Personnel	1,794,825	1,877,348	1,877,348	2,192,632	2,448,893	30.44%	2,480,870
Operating	-	-	-	-	-	-	-
TOTAL COPS	**1,794,825**	**1,877,348**	**1,877,348**	**2,192,632**	**2,448,893**	**30.44%**	**2,480,870**
OPERATIONS DIVISION							
Personnel	15,656,917	16,404,937	16,404,937	16,163,252	16,835,794	2.63%	17,055,632
Operating	49,836	49,925	53,335	78,300	61,300	22.78%	61,300
Grant Match Transfers	276,247	-	-	-	-	-	-
TOTAL OPERATIONS	**15,983,000**	**16,454,862**	**16,458,272**	**16,241,552**	**16,897,094**	**2.69%**	**17,116,932**
CRIMINAL INVESTIGATIONS							
Personnel	2,986,274	3,099,246	3,099,246	3,175,601	3,052,061	-1.52%	3,091,914
Operating	60,187	47,609	94,609	94,609	104,609	119.73%	104,609
TOTAL CRIMINAL INVESTIGATIONS	**3,046,461**	**3,146,855**	**3,193,855**	**3,270,210**	**3,156,670**	**0.31%**	**3,196,523**
SERVICE DIVISION							
Personnel	3,593,522	3,087,882	3,087,882	3,695,594	2,130,298	-31.01%	2,158,115
Operating	2,838,633	3,518,111	3,546,349	3,785,277	4,127,544	17.32%	4,127,544
Grant Match Transfers	18,008	-	-	-	-	-	-
Capital	661,301	443,100	470,104	651,700	300,000	-32.30%	250,000
TOTAL SERVICE	**7,111,464**	**7,049,093**	**7,104,335**	**8,132,571**	**6,557,842**	**-6.97%**	**6,535,659**
PUBLIC SAFETY CONTRACTS							
Personnel	749,684	516,795	516,795	704,112	741,881	43.55%	751,568
Operating	-	-	-	-	-	-	-
TOTAL PUBLIC SAFETY CONTRACTS	**749,684**	**516,795**	**516,795**	**704,112**	**741,881**	**43.55%**	**751,568**
TOTAL PUBLIC SAFETY	**29,876,727**	**30,372,632**	**30,531,162**	**31,815,885**	**31,200,971**	**2.73%**	**31,494,499**
PUBLIC SERVICES							
CITY MAINTENANCE						-	
Personnel	392,363	479,006	516,779	410,145	481,743		504,056
Operating	638,689	677,679	877,679	899,309	765,690	12.99%	765,690
Capital	104,363	125,000	173,008	258,008	150,000	20.00%	120,000
TOTAL CITY WIDE MAINTENANCE	**1,135,415**	**1,281,685**	**1,567,466**	**1,567,462**	**1,397,433**	**9.03%**	**1,389,746**
FLEET SERVICES							
Personnel	572,789	712,078	720,334	493,644	728,505	2.31%	762,247
Operating	1,462,658	1,440,327	1,440,327	1,699,823	1,917,741	33.15%	1,917,741
Capital	141,482	113,000	113,000	113,000	225,000	99.12%	180,000
TOTAL CITY EQUIPMENT	**2,176,929**	**2,265,405**	**2,273,661**	**2,306,467**	**2,871,246**	**26.74%**	**2,859,988**
PUBLIC WORKS							
FORESTRY							
Personnel	230,571	290,803	291,856	440,216	247,200	-14.99%	258,649
Operating	168,026	332,660	539,830	472,967	38,280	-88.49%	38,280
TOTAL FORESTRY	**398,597**	**623,463**	**831,686**	**913,183**	**285,480**	**-54.21%**	**296,929**
DOWNTOWN MAINTENANCE							
Personnel	98,589	106,553	106,553	104,957	95,108	-10.74%	99,513
Operating	234,742	283,366	283,366	352,520	283,640	0.10%	283,640
TOTAL DOWNTOWN MAINTENANCE	**333,331**	**389,919**	**389,919**	**457,477**	**378,748**	**-2.86%**	**383,153**
OTHER							
Personnel	922,671	15,601	15,601	16,154	16,442	5.39%	17,204
Operating	352,208	203,540	203,540	225,539	199,726	-1.87%	199,726
Capital	-	-	-	-	-	-	-
TOTAL OTHER	**1,274,879**	**219,141**	**219,141**	**241,693**	**216,168**	**-1.36%**	**216,930**
TOTAL PUBLIC WORKS	**2,006,807**	**1,232,523**	**1,440,746**	**1,612,353**	**880,396**	**-28.57%**	**897,012**
TOTAL PUBLIC SERVICES	**5,319,151**	**4,779,613**	**5,281,873**	**5,486,282**	**5,149,075**	**7.73%**	**5,146,746**

CITY OF KALAMAZOO
2019 BUDGET
GENERAL FUND

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
COMMUNITY PLANNING AND DEVELOPMENT							
CODE ADMINISTRATION							
HOUSING							
Personnel	584,560	587,014	599,742	604,912	707,041	20.45%	698,366
Operating	163,470	171,554	171,554	157,549	266,842	55.54%	266,842
Capital	25	600	600	600	8,000	1233.33%	5,000
TOTAL HOUSING	**748,055**	**759,168**	**771,896**	**763,061**	**981,883**	**29.34%**	**970,208**
TRADES							
Personnel	462,306	600,153	616,251	569,607	666,951	11.13%	658,767
Operating	130,386	83,412	83,412	158,368	56,922	-31.76%	56,922
Capital	8,693	8,000	8,000	8,000	-	-100.00%	-
TOTAL TRADES	**601,385**	**691,565**	**707,663**	**735,975**	**723,873**	**4.67%**	**715,689**
TOTAL CODE ADMINISTRATION	**1,349,440**	**1,450,733**	**1,479,559**	**1,499,036**	**1,705,756**	**17.58%**	**1,685,897**
PLANNING							
Personnel	314,140	412,073	455,028	476,813	546,152	32.54%	539,451
Operating	250,976	399,377	445,040	442,960	425,927	6.65%	425,927
Capital	245	5,100	5,100	5,100	-	-100.00%	-
TOTAL PLANNING	**565,361**	**816,550**	**905,168**	**924,873**	**972,079**	**19.05%**	**965,378**
SHARED PROSPERITY							
Personnel	-	-	-	-	-	-	-
Operating	100,355	-	5,845	5,845	-	-	-
Capital	-	-	-	-	-	-	-
TOTAL SHARED PROSPERITY	**100,355**	**-**	**5,845**	**5,845**	**-**	**-**	**-**
TOTAL COMMUNITY PLANNING AND DEVELOPMI	**2,015,156**	**2,267,283**	**2,390,572**	**2,429,754**	**2,677,836**	**18%**	**2,651,275**
ECONOMIC DEVELOPMENT							
Personnel	175,789	212,649	220,353	144,648	226,820	6.66%	224,557
Operating	33,386	95,007	95,007	90,807	88,919	-6.41%	88,919
TOTAL ECONOMIC DEVELOPMENT	**209,175**	**307,656**	**315,360**	**235,455**	**315,739**	**2.63%**	**313,476**
PARKS AND RECREATION							
PARKS							
GENERAL PARKS							
Personnel	564,317	621,439	649,467	684,481	912,121	46.78%	908,411
Operating	221,583	258,287	269,287	278,259	277,492	7.44%	312,350
Capital	-	55,000	52,000	53,000	131,455	139.01%	50,000
TOTAL GENERAL PARKS	**785,900**	**934,726**	**970,754**	**1,015,740**	**1,321,067**	**41.33%**	**1,270,761**
BRONSON PARK MAINTENANCE							
Personnel	34,164	41,186	42,736	39,090	9,384	-77.22%	9,346
Operating	26,954	28,722	28,722	26,249	27,958	-2.66%	31,470
Capital	-	-	-	-	-	-	-
TOTAL BRONSON PARK	**61,118**	**69,908**	**71,458**	**65,339**	**37,342**	**-46.58%**	**40,816**
TOTAL PARKS	**847,018**	**1,004,634**	**1,042,212**	**1,081,079**	**1,358,409**	**35.21%**	**1,311,577**
RECREATION							
GENERAL RECREATION							
Personnel	708,579	750,787	688,392	705,541	626,732	-16.52%	624,183
Operating	331,395	301,860	303,525	304,808	308,763	2.29%	347,549
Grant Match Transfers	90,000	90,000	90,000	-	-	-100.00%	-
Capital	-	-	-	-	-	-	-
TOTAL GENERAL RECREATION	**1,129,974**	**1,142,647**	**1,081,917**	**1,010,349**	**935,495**	**-18.13%**	**971,732**
RECREATION ADULT SPORTS							
Personnel	23,735	24,415	24,728	24,005	23,950	-1.91%	23,852
Operating	28,772	28,970	28,970	27,589	32,401	11.84%	36,471
Capital	-	-	-	-	-	-	-
TOTAL ADULT SPORTS	**52,507**	**53,385**	**53,698**	**51,594**	**56,351**	**5.56%**	**60,323**

CITY OF KALAMAZOO
2019 BUDGET
GENERAL FUND

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
INTERGENERATIONAL AND INCLUSIVE SERVICE							
Personnel	4,043	3,934	4,247	4,325	4,063	3.28%	4,047
Operating	1,300	1,600	1,600	100	100	-93.75%	113
Capital	-	-	-	-	-	-	-
TOTAL INTERGENERATIONAL AND INCLUSIVE SERVICE	**5,343**	**5,534**	**5,847**	**4,425**	**4,163**	**-24.77%**	**4,160**
RECREATION / SPORTS COMPLEX							
Personnel	66,278	73,290	75,760	80,495	71,125	-2.95%	70,836
Operating	89,219	68,640	68,640	69,102	69,741	1.60%	78,502
Capital	73,583	30,000	20,000	13,000	-	-100.00%	-
TOTAL SPORTS COMPLEX	**229,080**	**171,930**	**164,400**	**162,597**	**140,866**	**-18.07%**	**149,338**
TOTAL RECREATION	**1,416,904**	**1,373,496**	**1,305,862**	**1,228,965**	**1,136,875**	**-17.23%**	**1,185,553**
						-	
TOTAL PARKS & RECREATION	**2,263,922**	**2,378,130**	**2,348,074**	**2,310,044**	**2,495,284**	**4.93%**	**2,497,130**
OTHER :							
STREETLIGHTING							
Operating	1,169,484	1,176,000	1,176,000	1,320,000	1,359,600	15.61%	1,359,600
TOTAL STREETLIGHTING	**1,169,484**	**1,176,000**	**1,176,000**	**1,320,000**	**1,359,600**	**15.61%**	**1,359,600**
NON-DEPARTMENTAL EXPENDITURES							
Personnel	127	469,657	-	27,060	297,189	-36.72%	99,133
Operating	-	-	-	53,464	50,000	-	50,000
Capital	-	-	-	-	-	-	-
TOTAL NON-DEPARTMENTAL	**127**	**469,657**	**-**	**80,524**	**347,189**	**-26.08%**	**149,133**
TOTAL OTHER	**1,169,611**	**1,645,657**	**1,176,000**	**1,400,524**	**1,706,789**	**3.71%**	**1,508,733**
						-	
TOTAL OPERATING BUDGET	**49,638,853**	**51,596,331**	**52,596,855**	**54,356,538**	**55,337,818**	**7.25%**	**55,120,915**
TRANSFERS OUT							
Contribution to CIP Fund	2,100,000	2,450,000	2,450,000	2,526,208	3,193,431	30.34%	3,436,455
Blight Abatement	-	-	400,000	400,000	-	-	-
Transfer of Parking Lot Sales to DDA	-	-	1,395,922	1,395,922	-	-	-
TOTAL OPERATING TRANSFERS OUT	**2,100,000**	**2,450,000**	**4,245,922**	**4,322,130**	**3,193,431**	**30.34%**	**3,436,455**
OPEB EXPENSE							
Contributions to OPEB Trust	2,491,300	2,491,300	2,491,300	2,491,300	2,445,800	-1.83%	2,445,800
Debt Service OPEB Bonding	3,836,932	3,835,112	3,835,112	3,835,112	3,835,018	0.00%	3,834,850
TOTAL OPEB EXPENSE	**6,328,232**	**6,326,412**	**6,326,412**	**6,326,412**	**6,280,818**	**-0.72%**	**6,280,650**
TOTAL GENERAL FUND EXPENDITURES	**58,067,085**	**60,372,743**	**63,169,189**	**65,005,080**	**64,812,067**	**7.35%**	**64,838,020**
NET REVENUES - EXPENDITURES	**416,639**	**64,621**	**(1,205,888)**	**(1,583,682)**	**(789,028)**	**-1321%**	**143,960**
BEGINNING UNRESERVED FUND BALANCE	**11,563,455**	**11,978,695**	**11,978,695**	**11,978,695**	**10,243,866**	**-14.48%**	**9,453,668**
Use of (Contribution to) Contingency Reserve	-	-	(150,000)	(150,000)	-	-	-
Use of (Contribution to) Park Reserve	(1,399)	-	(1,147)	(1,147)	(1,170)	-	(1,193)
Total Contribution from/(to) Reserves	**(1,399)**	**-**	**(151,147)**	**(151,147)**	**(1,170)**	**-**	**(1,193)**
						-	
CHANGE IN UNRESERVED FUND BALANCE	**415,240**	**64,621**	**(1,357,035)**	**(1,734,829)**	**(790,198)**	**-1322.82%**	**142,767**
ENDING UNRESERVED FUND BALANCE	**11,978,695**	**12,043,316**	**10,621,660**	**10,243,866**	**9,453,668**	**-21.50%**	**9,596,435**
						-	
Target Fund Balance	**8,470,661**	**8,767,405**	**8,767,405**	**8,983,188**	**9,259,851**	**5.62%**	**9,507,077**
Over / (Under) Target Fund Balance	**3,508,034**	**3,275,911**	**1,854,256**	**1,260,678**	**193,816**		**89,357**
Fund Balance Percentage of Revenue	**21.2%**	**20.6%**	**18.2%**	**17.1%**	**15.3%**		**15.1%**
Ending Budget Contingency Reserves	**350,000**	**350,000**	**500,000**	**500,000**	**500,000**		**500,000**
Ending Parks Land Reserve	**57,342**	**57,342**	**58,489**	**58,489**	**59,659**		**60,852**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
MAJOR STREETS							
RESOURCES							
OPERATING							
Highway Maintenance	237,273	250,000	250,000	250,000	250,000	0.00%	250,000
Gas and Weight Tax	5,811,846	6,028,505	6,028,505	6,028,505	6,050,000	0.36%	6,110,500
Other State Revenue (Metro Act)	276,293	275,000	356,000	1,481,000	1,175,000	327.27%	940,000
Interest	10,031	6,000	6,000	6,000	6,000	0.00%	6,000
Other	30,694	60,000	60,000	75,000	10,000	-83.33%	10,000
Transfer from Insurance Fund	-	20,000	20,000	20,000	31,000	55.00%	18,000
CAPITAL						-	
Federal Aid	-	2,069,000	2,069,000	2,069,000	1,916,000	-7.39%	860,000
Other State Revenue	-	-	-	-	850,000	-	-
Local and Other Contributions	1,159,549	2,039,200	2,052,071	2,052,309	-	-100.00%	-
Contribution from Bond Proceeds	3,098,036	2,057,000	2,057,000	2,057,000	4,023,500	95.60%	4,119,300
Use of (Contribution to) Working Capital	(1,826,521)	206,376	2,445,836	1,466,952	(150,359)	-172.86%	(172,938)
TOTAL RESOURCES	**8,797,201**	**13,011,081**	**15,344,412**	**15,505,766**	**14,161,141**	**8.84%**	**12,140,862**
EXPENDITURES							
Personnel	780,615	1,512,547	1,512,547	1,520,150	1,725,196	14.06%	1,759,700
Operating	1,844,330	2,242,967	2,242,967	2,379,012	2,471,892	10.21%	1,979,359
Capital Outlay	34,105	25,000	25,000	25,000	-	-100.00%	-
Capital Improvement Program	3,718,976	6,165,200	8,498,531	8,498,531	6,789,500	10.13%	4,729,300
Debt Service	1,852,355	1,945,547	1,945,547	1,963,253	2,059,265	5.85%	2,457,218
Debt Service - OPEB Bonding	73,420	76,420	76,420	76,420	73,388	-3.97%	73,385
Contribution OPEB Trust	43,400	43,400	43,400	43,400	41,900	-3.46%	41,900
Transfer to Local Streets	450,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1,100,000
TOTAL MAJOR STREETS	**8,797,201**	**13,011,081**	**15,344,412**	**15,505,766**	**14,161,141**	**8.84%**	**12,140,862**
CHANGE IN FUND BALANCE	**1,826,521**	**(206,376)**	**(2,445,836)**	**(1,466,952)**	**150,359**		**172,938**
BEGINNING FUND BALANCE	**2,053,788**	**3,880,309**	**3,880,309**	**3,880,309**	**2,413,357**		**2,563,716**
ENDING FUND BALANCE	**3,880,309**	**3,673,933**	**1,434,473**	**2,413,357**	**2,563,716**		**2,736,653**
LOCAL STREETS							
RESOURCES							
OPERATING							
Gas and Weight Taxes	1,642,573	1,703,526	1,703,526	1,703,526	1,709,000	0.32%	1,726,090
Interest	5,143	2,000	2,000	2,000	2,000	0.00%	2,000
Other	37,500	313,000	329,500	329,500	313,000	0.00%	316,130
Transfer from Major Streets	450,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1,100,000
Transfer from Insurance Fund	-	30,000	30,000	30,000	47,000	56.67%	27,000
CAPITAL						-	
Local and Other Contributions	102,420	2,601,864	2,913,144	2,913,144	-	-100.00%	-
Bond Proceeds	1,000,000	975,000	975,000	975,000	1,468,495	50.61%	1,000,000
Use of (Contribution to) Working Capital	274,457	127,713	300,621	(112,701)	121,059	-5.21%	(143,279)
TOTAL RESOURCES	**3,512,093**	**6,753,103**	**7,253,791**	**6,840,469**	**4,660,554**	**-30.99%**	**4,027,941**
EXPENDITURES							
Personnel	449,240	1,238,256	1,238,256	784,433	1,153,591	-6.84%	1,176,663
Operating	789,398	1,066,248	1,066,248	1,104,533	1,056,882	-0.88%	855,915
Capital Outlay	-	-	-	-	-	-	-
Capital Improvement Program	1,427,321	3,576,864	4,077,552	4,069,517	1,468,495	-58.94%	1,000,000
Debt Service	737,943	763,597	763,597	773,848	874,874	14.57%	888,655
Debt Service - OPEB Bonding	67,941	67,888	67,888	67,888	67,912	0.04%	67,908
Contribution OPEB Trust	40,250	40,250	40,250	40,250	38,800	-3.60%	38,800
TOTAL LOCAL STREETS	**3,512,093**	**6,753,103**	**7,253,791**	**6,840,469**	**4,660,554**	**-30.99%**	**4,027,941**
CHANGE IN FUND BALANCE	**(274,457)**	**(127,713)**	**(300,621)**	**112,701**	**(121,059)**		**143,279**
BEGINNING FUND BALANCE	**1,738,931**	**1,464,474**	**1,464,474**	**1,464,474**	**1,577,175**		**1,456,116**
ENDING FUND BALANCE	**1,464,474**	**1,336,761**	**1,163,853**	**1,577,175**	**1,456,116**		**1,599,396**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
CEMETERIES							
RESOURCES							
Lot and Burial Sales	122,553	116,102	116,102	116,102	116,102	0.00%	116,102
Foundations	35,867	30,000	30,000	30,000	30,000	0.00%	30,000
Interest	729	400	400	400	700	75.00%	700
Transfer from Cemetery Trust / Capital	211,424	297,168	429,168	429,168	380,000	27.87%	380,000
Use of (Contribution to) Working Capital	(25,862)	89,395	94,693	85,169	42,589	-52.36%	40,990
TOTAL RESOURCES	**344,711**	**533,065**	**670,363**	**660,839**	**569,391**	**6.81%**	**567,792**
EXPENDITURES							
Personnel	29,094	29,630	29,630	31,930	31,689	6.95%	30,090
Operating	284,192	341,255	463,553	451,729	337,702	-1.04%	337,702
Capital	31,425	162,180	177,180	177,180	200,000	23.32%	200,000
TOTAL CEMETERIES	**344,711**	**533,065**	**670,363**	**660,839**	**569,391**	6.81%	**567,792**
CHANGE IN FUND BALANCE	**25,862**	**(89,395)**	**(94,693)**	**(85,169)**	**(42,589)**		**(40,990)**
BEGINNING FUND BALANCE	**218,968**	**244,830**	**244,830**	**244,830**	**159,661**		**117,072**
ENDING FUND BALANCE	**244,830**	**155,435**	**150,137**	**159,661**	**117,072**		**76,082**
SOLID WASTE							
RESOURCES							
Property Taxes	2,647,184	2,843,141	2,843,141	2,727,609	2,762,702	-2.83%	2,842,747
Charges for Services	73,647	103,000	103,000	103,000	103,000	0.00%	103,000
Interest	458	5,000	5,000	5,000	5,000	0.00%	5,000
Other	6,350	-	-	-	-	-	-
Transfer Insurance Fund	-	30,000	30,000	30,000	47,000	56.67%	27,000
Use of (Contribution to) Working Capital	36,565	(439,677)	(439,677)	(220,009)	164,282	-137.36%	(277,728)
TOTAL RESOURCES	**2,764,204**	**2,541,464**	**2,541,464**	**2,645,600**	**3,081,984**	**21.27%**	**2,700,019**
EXPENDITURES							
Personnel	606,198	355,648	355,648	324,539	438,824	23.39%	381,859
Operating	2,028,067	2,055,942	2,055,942	2,191,187	2,190,057	6.52%	2,190,057
Capital	-	-	-	-	325,000	-	-
Debt Service - OPEB Bonding	81,639	81,574	81,574	81,574	81,603	0.04%	81,603
Contribution OPEB Trust	48,300	48,300	48,300	48,300	46,500	-3.73%	46,500
TOTAL SOLID WASTE	**2,764,204**	**2,541,464**	**2,541,464**	**2,645,600**	**3,081,984**	**21.27%**	**2,700,019**
CHANGE IN FUND BALANCE	**(36,565)**	**439,677**	**439,677**	**220,009**	**(164,282)**		**277,728**
BEGINNING FUND BALANCE	**148,933**	**112,368**	**112,368**	**112,368**	**332,377**		**168,095**
ENDING FUND BALANCE	**112,368**	**552,045**	**552,045**	**332,377**	**168,095**		**445,823**
BLIGHT ABATEMENT							
RESOURCES							
Charges for Services	-	-	-	-	-	-	-
Other - Interest	392	50	50	450	400	700.00%	-
Transfer from General Fund	-	-	400,000	400,000	-	-	-
Use of (Contribution to) Working Capital	(42)	25,390	25,390	24,990	(400)	-101.58%	-
TOTAL RESOURCES	**350**	**25,440**	**425,440**	**425,440**	**-**	**-100.00%**	**-**
EXPENDITURES							
Operating	350	25,440	425,440	425,440	-	-100.00%	-
Capital	-	-	-	-	-	-	-
TOTAL BLIGHT ABATEMENT	**350**	**25,440**	**425,440**	**425,440**	**-**	**-100.00%**	**-**
CHANGE IN FUND BALANCE	**42**	**(25,390)**	**(25,390)**	**(24,990)**	**400**		**-**
BEGINNING FUND BALANCE	**26,331**	**26,373**	**26,373**	**26,373**	**1,383**		**1,783**
ENDING FUND BALANCE	**26,373**	**983**	**983**	**1,383**	**1,783**		**1,783**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
KVET DRUG ENFORCEMENT FORFEITURE							
RESOURCES							
KVET-Federal Forfeiture Justice Fund	10,380	20,000	20,000	70,000	20,000	0.00%	20,000
Drug Forfeiture Revenue	136,074	210,000	210,000	130,000	130,000	-38.10%	130,000
Drug Enforcement Task Force	55,851	20,000	20,000	20,000	20,000	0.00%	20,000
Clandestine Lab Program	2,544	3,555	3,555	5,000	5,000	40.65%	5,000
Interest on Investments	788	-	-	-	-	-	-
Auction Sale and Sale of Assets	22,880	50,000	50,000	30,000	30,000	-40.00%	30,000
Use of (Contribution to) Working Capital	222,334	51,125	51,125	(82,459)	70,349	37.60%	(71,352)
TOTAL RESOURCES	**450,851**	**354,680**	**354,680**	**172,541**	**275,349**	**-22.37%**	**133,648**
EXPENDITURES							
Personnel	74,182	16,190	16,190	19,751	15,629	-3.47%	15,629
Operating	358,438	-	-	23,720	23,720	-	23,720
Capital	18,231	338,490	338,490	129,070	236,000	-30.28%	94,299
TOTAL KVET DRUG ENFORCEMENT	**450,851**	**354,680**	**354,680**	**172,541**	**275,349**	**-22.37%**	**133,648**
CHANGE IN FUND BALANCE	**(222,334)**	**(51,125)**	**(51,125)**	**82,459**	**(70,349)**		**71,352**
BEGINNING FUND BALANCE	**343,872**	**121,538**	**121,538**	**121,538**	**203,997**		**133,648**
ENDING FUND BALANCE	**121,538**	**70,413**	**70,413**	**203,997**	**133,648**		**205,000**
TOTAL SPECIAL REVENUES	**15,869,410**	**23,218,833**	**26,590,150**	**26,250,655**	**22,748,419**	**-2.03%**	**19,570,262**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
FOUNDATION FOR EXCELLENCE							
RESOURCES							
Foundation for Excellence Aspirational	7,100,000	12,428,000	12,428,000	12,428,000	10,078,442	-18.91%	-
Community Donations	28,085	-	-	-	-	-	-
Working Capital	(5,596,943)	-	1,611,433	1,611,433	9,091	-	-
TOTAL RESOURCES	**1,531,142**	**12,428,000**	**14,039,433**	**14,039,433**	**10,087,533**	**0.00%**	**-**
EXPENDITURES							
Aspirational Projects Transfers							
Foundation for Excellence Operations	183,375	182,618	182,618	182,618	202,912	11.11%	-
Youth Development & Employment	780,109	944,337	1,047,228	1,047,228	1,298,297	37.48%	-
Shared Prosperity Kalamazoo	100,355	141,045	73,470	73,470	2,080,662	1375.18%	-
Complete Neighborhoods	245,022	5,160,000	6,458,398	6,458,398	2,755,662	-46.60%	-
Inviting Public Spaces	-	500,000	500,000	500,000	-	-100.00%	-
Economic Vitality	-	5,000,000	5,000,000	5,000,000	3,250,000	-35.00%	-
Capital Improvements	222,281	500,000	777,719	777,719	500,000	0.00%	-
TOTAL FOUNDATION FOR EXCELLENCE	**1,531,142**	**12,428,000**	**14,039,433**	**14,039,433**	**10,087,533**	**0.00%**	**-**
CHANGE IN FUND BALANCE	**5,596,943**	**-**	**(1,611,433)**	**(1,611,433)**	**(9,091)**		**3,976,419**
BEGINNING FUND BALANCE	**-**	**5,596,943**	**5,596,943**	**5,596,943**	**3,985,510**		
ENDING FUND BALANCE	**5,596,943**	**5,596,943**	**3,985,510**	**3,985,510**	**3,976,419**		**3,976,419**
LIGHT GRANT							
RESOURCES							
Private Donations and Contributions	-	-	1,000,000	1,000,000	-	-	-
TOTAL RESOURCES	**-**	**-**	**1,000,000**	**1,000,000**	**-**	**-**	**-**
EXPENDITURES						-	
Operating	-	-	1,000,000	1,000,000	-	-	-
TOTAL LIGHT GRANT	**-**	**-**	**1,000,000**	**1,000,000**	**-**	**-**	**-**
CHANGE IN FUND BALANCE	-	-	-	-	-		-
BEGINNING FUND BALANCE	-	-	-	-	-		
ENDING FUND BALANCE	-	-	-	-	-		-
COMMUNITY DEVELOPMENT GRANT ADMINISTRATION							
RESOURCES							
Federal Revenues	778,347	865,496	865,496	802,152	743,197	-14.13%	895,278
Other	17,681	19,000	19,000	19,000	19,000	0.00%	20,000
Transfer from Other Funds	14,570	10,500	10,500	10,500	-	-100.00%	-
TOTAL RESOURCES	**810,598**	**894,996**	**894,996**	**831,652**	**762,197**	**-14.84%**	**915,278**
EXPENDITURES						-	
Personnel	744,465	817,507	817,507	755,463	676,775	-17.21%	835,278
Operating	62,908	77,489	77,489	76,189	85,422	10.24%	80,000
Capital	3,225	-	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT GRANT ADMINISTRATION	**810,598**	**894,996**	**894,996**	**831,652**	**762,197**	**-14.84%**	**915,278**
CHANGE IN FUND BALANCE	**-**	**-**	**-**	**-**	**0**		**-**
BEGINNING FUND BALANCE	**13**	**13**	**13**	**13**	**13**		**13**
ENDING FUND BALANCE	**13**	**13**	**13**	**13**	**13**		**13**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
COMMUNITY DEVELOPMENT ENTITLEMENT GRANTS							
RESOURCES							
Federal Revenues	807,869	1,094,918	1,666,763	1,661,264	1,019,855	-6.86%	-
Other	836	-	-	5,499	-	-	-
Transfer from Other Funds	54,208	-	-	-	-	-	-
Working Capital	27,547	-	-	-	-	-	-
TOTAL RESOURCES	**890,460**	**1,094,918**	**1,666,763**	**1,666,763**	**1,019,855**	**-6.86%**	**-**
EXPENDITURES							
Personnel	172,293	150,000	150,000	150,000	150,000	0.00%	-
Operating	670,983	944,918	1,516,763	1,516,763	869,855	-7.94%	-
Transfer to Other Funds	47,184	-	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT ENTITLEMENT GRANTS	**890,460**	**1,094,918**	**1,666,763**	**1,666,763**	**1,019,855**	**-6.86%**	**-**
CHANGE IN FUND BALANCE	**(27,547)**	**-**	**-**	**-**	**-**		**-**
CHANGE IN NONSPENDABLE							
BEGINNING SPENDABLE FUND BALANCE	**163,725**	**136,178**	**136,178**	**136,178**	**136,178**		**136,178**
ENDING SPENDABLE FUND BALANCE	**136,178**	**136,178**	**136,178**	**136,178**	**136,178**		**136,178**
ECONOMIC OPPORTUNITY							
RESOURCES							
Foundation for Excellence Aspirational	-	1,500,000	1,500,000	1,500,000	500,000	-66.67%	-
Interest on Investments	297	150	150	150	150	0.00%	-
Use of (Contribution to) Working Capital	(297)	74,850	74,850	(150)	(150)	-100.20%	-
TOTAL RESOURCES	**-**	**1,575,000**	**1,575,000**	**1,500,000**	**500,000**	**0.00%**	**-**
EXPENDITURES							
Operating	-	1,575,000	1,575,000	1,500,000	500,000	-68.25%	-
TOTAL ECONOMIC OPPORTUNITY	-	**1,575,000**	**1,575,000**	**1,500,000**	**500,000**	**0.00%**	**-**
CHANGE IN FUND BALANCE	**297**	**(74,850)**	**(74,850)**	**150**	**150**		**-**
LOAN PRINCIPAL PAYMENTS	**33,476**	**31,580**	**31,580**	**31,580**	**20,605**		**-**
BEGINNING SPENDABLE FUND BALANCE	**12,418**	**46,191**	**46,191**	**46,191**	**77,921**		**98,676**
ENDING SPENDABLE FUND BALANCE	**46,191**	**2,921**	**2,921**	**77,921**	**98,676**		**98,676**
MISCELLANEOUS GRANTS							
RESOURCES							
Federal and State Grants	852,516	1,427,995	1,612,114	1,612,114	1,334,351	-6.56%	794,871
Foundation for Excellence Aspirational	704,323	750,000	985,891	985,891	983,000	31.07%	-
Local Contributions	5,775	-	31,533	31,533	5,500	-	-
Internal Contributions	491,644	90,000	-	-	-	-100.00%	-
Use of (Contribution to) Working Capital	-	12,801	0	(0)	-	-100.00%	-
TOTAL RESOURCES	**2,054,258**	**2,280,796**	**2,629,538**	**2,629,538**	**2,322,851**	**0.00%**	**794,871**
EXPENDITURES							
General Government	-	-	-	-	-	0.00%	-
Public Safety	1,139,194	1,345,583	1,551,334	1,551,334	1,119,333	-16.81%	794,871
Parks and Recreation	894,519	935,213	1,052,204	1,052,204	1,203,518	28.69%	
Community Planning & Development	20,545	-	26,000	26,000	-	-	-
TOTAL MISCELLANEOUS GRANTS	**2,054,258**	**2,280,796**	**2,629,538**	**2,629,538**	**2,322,851**	**0.00%**	**794,871**
CHANGE IN FUND BALANCE	**-**	**(12,801)**	**(0)**	**0**	**-**		**-**
BEGINNING FUND BALANCE	**74**	**74**	**74**	**74**	**74**		**74**
ENDING FUND BALANCE	**74**	**(12,727)**	**74**	**74**	**74**		**74**

CITY OF KALAMAZOO
2019 BUDGET
SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
PRIVATE PURPOSE TRUST AND DONATIONS							
RESOURCES							
Donations & Contributions	649,737	518,880	524,730	510,934	15,380	-97.04%	15,380
Interest on Investments	12,245	2,292	2,292	2,239	1,788	-21.99%	1,788
Transfers from Other Funds	-	-	-	-	-	-	-
Use of (Contribution to) Working Capital	(501,456)	84,552	84,552	145,072	79,282	-6.23%	79,282
TOTAL RESOURCES	**160,526**	**605,724**	**611,574**	**658,245**	**96,450**	**-84.08%**	**96,450**
EXPENDITURES							
General Government	5,327	-	-	-	-	-	-
Public Safety	40,558	63,849	63,849	46,020	52,582	-17.65%	52,582
Parks and Recreation	32,191	10,056	15,906	22,628	11,000	9.39%	11,000
Community Planning & Development	82,450	531,819	531,819	589,597	32,868	-93.82%	32,868
TOTAL TRUST & DONATIONS	**160,526**	**605,724**	**611,574**	**658,245**	**96,450**	**-84.08%**	**96,450**
CHANGE IN FUND BALANCE	**501,456**	**(84,552)**	**(84,552)**	**(145,072)**	**(79,282)**		**(79,282)**
BEGINNING FUND BALANCE	**782,590**	**1,284,046**	**1,284,046**	**1,284,046**	**1,138,974**		**1,059,692**
ENDING FUND BALANCE	**1,284,046**	**1,199,494**	**1,199,494**	**1,138,974**	**1,059,692**		**980,410**
DISCONTINUED REVOLVING LOAN PROGRAMS							
RESOURCES							
Interest on Loans							
Economic Initiative	30,319	33,153	33,153	30,000	30,000	-9.51%	30,000
Small Business	597	900	900	900	900	0.00%	900
Façade Improvement	789	7,570	7,570	7,570	7,570	0.00%	7,570
Interest on Investments	1,968	1,508	1,508	1,508	1,508	0.00%	1,508
Use of (Contribution to) Working Capital	19,229	159,077	159,077	127,230	(39,978)	-125.13%	(39,978)
TOTAL RESOURCES	**52,902**	**202,208**	**202,208**	**167,208**	**-**	**-100.00%**	**-**
EXPENDITURES							
Economic Initiative	-	150,000	150,000	150,000	-	-100.00%	-
Transfers to Other Funds	52,902	52,208	52,208	17,208	-	-100.00%	-
TOTAL REVOLVING LOANS	**52,902**	**202,208**	**202,208**	**167,208**	**-**	**-100.00%**	**-**
CHANGE IN FUND BALANCE	**(19,229)**	**(159,077)**	**(159,077)**	**(127,230)**	**39,978**		**39,978**
LOAN PRINCIPAL PAYMENTS	**159,274**	**55,000**	**55,000**	**55,000**	**42,000**		**21,000**
BEGINNING SPENDABLE FUND BALANCE	**528,879**	**668,924**	**668,924**	**668,924**	**596,694**		**678,672**
ENDING SPENDABLE FUND BALANCE	**668,924**	**564,847**	**564,847**	**596,694**	**678,672**		**739,650**
TOTAL GRANTS AND DONATIONS	**5,499,886**	**19,081,642**	**22,619,512**	**22,492,839**	**14,788,886**	**-22.50%**	**1,806,599**

CITY OF KALAMAZOO
2019 BUDGET
ENTERPRISE FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
WASTEWATER							
RESOURCES							
Operational	15,736,473	20,616,400	20,616,400	20,622,700	20,616,400	0.00%	22,265,712
Interest	105,671	180,500	180,500	180,500	180,500	0.00%	180,500
Intergovernmental Grants and Contributions	-	1,358,937	1,358,937	1,358,937	-	-100.00%	-
Other Income	34,643	56,200	58,699	58,699	86,200	53.38%	-
CIA - Capital	26,100	30,000	30,000	30,000	-	-100.00%	-
Bond Proceeds	-	5,630,000	5,630,000	5,830,000	8,760,000	55.60%	8,575,000
Transfer from Insurance Fund	-	240,000	240,000	240,000	373,000	55.42%	216,000
Use of (Contribution to) Working Capital	7,707,034	683,210	4,886,814	4,823,829	3,538,800	417.97%	308,295
TOTAL RESOURCES	**23,609,921**	**28,795,247**	**33,001,350**	**33,144,665**	**33,554,900**	**16.53%**	**31,545,507**
EXPENDITURES							
Personnel	5,101,242	6,125,664	6,125,664	5,551,312	6,554,904	7.01%	6,186,937
Operating	10,820,689	12,799,352	13,612,352	14,250,754	14,424,773	12.70%	14,424,773
Capital	5,759,889	7,933,937	11,327,040	11,327,040	10,265,000	29.38%	10,240,000
Debt Service	935,601	976,400	976,400	1,055,665	1,331,629	36.38%	91,903
Debt Service - OPEB Bonding	634,800	602,194	602,194	602,194	601,894	-0.05%	601,894
Contribution OPEB Trust	357,700	357,700	357,700	357,700	376,700	5.31%	-
TOTAL WASTEWATER	**23,609,921**	**28,795,247**	**33,001,350**	**33,144,665**	**33,554,900**	**16.53%**	**31,545,507**
CHANGE IN NET POSITION	**(7,707,034)**	**(683,210)**	**(4,886,814)**	**(4,823,829)**	**(3,538,800)**		**(308,295)**
BEGINNING WORKING CAPITAL	**25,868,828**	**18,161,794**	**18,161,794**	**18,161,794**	**13,337,965**		**9,799,165**
ENDING WORKING CAPITAL	**18,161,794**	**17,478,584**	**13,274,980**	**13,337,965**	**9,799,165**		**9,490,870**
WATER							
RESOURCES							
Operational	16,718,942	16,817,071	16,817,071	16,028,210	16,823,471	0.04%	18,169,349
Interest	77,031	54,400	54,400	54,400	54,400	0.00%	54,400
Intergovernmental Grants and Contributions	36,855	-	1,000,000	1,000,000	-	-	-
Other	44,544	65,100	65,100	65,100	65,100	0.00%	65,100
Capital CIA	3,160,367	33,000	788,182	785,009	500,000	1415.15%	500,000
Bond Proceeds	5,308,730	8,805,600	8,805,600	9,395,000	13,053,000	48.24%	10,534,500
Transfer from Insurance Fund	-	180,000	180,000	180,000	280,000	55.56%	162,000
Foundation for Excellence Aspirational	222,281	500,000	777,719	777,719	500,000	0.00%	500,000
Use of (Contribution to) Working Capital	(6,358,805)	(848,212)	1,307,828	1,349,914	2,559,797	-401.79%	(892,724)
TOTAL RESOURCES	**19,209,945**	**25,606,959**	**29,795,900**	**29,635,352**	**33,835,768**	**32.14%**	**29,092,625**
EXPENDITURES							
Personnel	3,257,495	5,288,662	5,288,662	4,702,307	5,329,035	0.76%	5,435,616
Operating	7,591,881	7,253,881	7,236,581	7,583,288	7,593,158	4.68%	7,745,021
Capital	5,632,504	10,118,600	14,324,841	14,321,668	17,451,300	72.47%	13,024,119
Debt Service	1,848,205	2,095,833	2,095,833	2,178,106	2,616,268	24.83%	2,041,861
Debt Service - OPEB Bonding	581,660	551,783	551,783	551,783	551,508	-0.05%	551,508
Contribution OPEB Trust	298,200	298,200	298,200	298,200	294,500	-1.24%	294,500
TOTAL WATER	**19,209,945**	**25,606,959**	**29,795,900**	**29,635,352**	**33,835,768**	**32.14%**	**29,092,625**
CHANGE IN NET POSITION	**6,358,805**	**848,212**	**(1,307,828)**	**(1,349,914)**	**(2,559,797)**		**892,724**
BEGINNING WORKING CAPITAL	**13,106,643**	**19,465,448**	**19,465,448**	**19,465,448**	**18,115,534**		**15,555,737**
ENDING WORKING CAPITAL	**19,465,448**	**20,313,660**	**18,157,620**	**18,115,534**	**15,555,737**		**16,448,461**

CITY OF KALAMAZOO
2019 BUDGET
ENTERPRISE FUNDS

	2017 Actual	2018 Adopted	2018 Amended	2018 Projected	2019 Budget	2019/2018 Variance	2020 Projected
KALAMAZOO MUNICIPAL GOLF ASSOCIATION							
RESOURCES							
Operational	1,165,000	1,205,000	1,205,000	1,205,000	1,190,000	-1.24%	1,190,000
Other	579,491	510,000	510,000	510,000	535,000	4.90%	535,000
Use of (Contribution to) Working Capital	(30,076)	(30,295)	(30,295)	(30,295)	(5,844)	-80.71%	(5,844)
TOTAL RESOURCES	**1,714,415**	**1,684,705**	**1,684,705**	**1,684,705**	**1,719,156**	**2.04%**	**1,719,156**
EXPENDITURES							
Personnel	-						
Operating	1,466,106	1,438,500	1,438,500	1,438,500	1,600,000	11.23%	1,600,000
Debt Service	248,309	246,205	246,205	246,205	119,156	-51.60%	119,156
TOTAL GOLF ASSOCIATION	**1,714,415**	**1,684,705**	**1,684,705**	**1,684,705**	**1,719,156**	**2.04%**	**1,719,156**
CHANGE IN FUND BALANCE	**30,076**	**30,295**	**30,295**	**30,295**	**5,844**		**5,844**
BEGINNING FUND BALANCE	**262,837**	**292,913**	**292,913**	**292,913**	**323,208**		**329,052**
ENDING FUND BALANCE	**292,913**	**323,208**	**323,208**	**323,208**	**329,052**		**334,896**
TOTAL ENTERPRISE FUNDS	**44,545,963**	**56,086,911**	**64,481,955**	**64,464,722**	**69,109,824**	**51%**	**62,357,287**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
PERMANENT FULL TIME AUTHORIZED POSITIONS					
DEPARTMENT					
CITY ADMINISTRATION					
CITY MANAGER	1.0	1.0	1.0	-	1.0
DEPUTY CITY MANAGER/STRATEGIC	1.0	1.0	1.0	-	1.0
DEPUTY CITY MANAGER/OPERATIONS	1.0	1.0	1.0	-	1.0
ACM/CHIEF INNOVATION OFFICER	-	1.0	1.0	-	1.0
ACM/ECONOMIC DEV DIRECTOR	-	-	1.0	-	1.0
ADMINISTRATIVE SUPPORT COORDINATOR	-	1.0	1.0	-	1.0
EXECUTIVE ASSISTANT TO CITY MANGER	1.0	1.0	1.0	-	1.0
EXECUTIVE ASSISTANT TO ECONOMIC DEV	1.0	1.0	-	-	-
EXECUTIVE ASSISTANT TO THE CMO	-	-	1.0	-	1.0
COMMUNICATIONS COORDINATOR	1.0	1.0	1.0	-	1.0
MARKETING & COMMUNICATION SPEC	-	-	1.0	-	1.0
FFE COORDINATOR/RESOURCE SPECIALIST	1.0	1.0	1.0	-	1.0
SECURITY ASSOCIATE	-	-	2.0	-	2.0
FFE COORDINATOR	1.0	-	-	-	-
CLERK TYPIST	1.0	-	-	-	-
TOTAL CITY ADMINISTRATION	**9.0**	**9.0**	**13.0**	**-**	**13.0**
CITY ATTORNEY					
CITY ATTORNEY	1.0	1.0	1.0	-	1.0
LEGAL SECRETARY	1.0	1.0	1.0	-	1.0
LEGAL SECRETARY	1.0	1.0	1.0	-	1.0
ASSISTANT ATTORNEY III	3.0	3.0	3.0	-	3.0
ASSISTANT ATTORNEY I	1.0	1.0	1.0	-	1.0
TOTAL CITY ATTORNEY	**7.0**	**7.0**	**7.0**	**-**	**7.0**
CITY CLERK					
CITY CLERK	1.0	1.0	1.0	-	1.0
DEPUTY CITY CLERK/OFFICE MGR	1.0	1.0	1.0	-	1.0
ELECTIONS SPECIALIST	1.0	1.0	1.0	-	1.0
CLERK TYPIST	-	1.0	1.0	(1.0)	-
ADMINISTRATIVE ASSISTANT	-	-	-	1.0	1.0
CITY RECORDS COORDINATOR	1.0	1.0	1.0	-	1.0
RECORDS MANAGER	1.0	1.0	1.0	-	1.0
TOTAL CITY CLERK	**5.0**	**6.0**	**6.0**	**-**	**6.0**
311 CUSTOMER SERVICE					
311 CALL CENTER MANAGER	-	1.0	1.0	-	1.0
311 CUSTOMER SERV SUPERVISOR	-	-	1.0	-	1.0
EXPERIENCE AMBASSADOR	-	-	7.0	-	7.0
TOTAL 311 CUSTOMER SERVICE	**-**	**1.0**	**9.0**	**-**	**9.0**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
INTERNAL AUDITOR	**1.0**	**1.0**	**1.0**	-	**1.0**
HUMAN RESOURCES DEPARTMENT					
HUMAN RESOURCES LR DIRECTOR	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR HUMAN RESOURCES	-	-	1.0	-	1.0
HUMAN RESOURCES ASSISTANT	1.0	1.0	1.0	-	1.0
HR BENEFITS SPECIALIST	1.0	1.0	1.0	-	1.0
SENIOR HUMAN RESOURCES ADVISOR	2.0	2.0	1.0	-	1.0
HUMAN RESOURCES ADVISOR	1.0	1.0	1.0	-	1.0
HR RECEPTIONIST	-	1.0	-	-	-
HUMAN RESOURCES SECRETARY	-	-	1.0	-	1.0
LABOR RELATIONS SPECIALIST	1.0	1.0	1.0	-	1.0
TOTAL HUMAN RESOURCES	**7.0**	**8.0**	**8.0**	**-**	**8.0**
INFORMATION TECHNOLOGY					
CHIEF INFORMATION OFFICER	1.0	1.0	1.0	-	1.0
DEPUTY IT DIRECTOR	1.0	1.0	1.0	-	1.0
SR SYS ANLYST - PRG MANAGER	1.0	1.0	1.0	-	1.0
SENIOR SYSTEMS ANALYST LVL 2	3.0	3.0	3.0	-	3.0
SENIOR SYSTEMS ANALYST	3.0	3.0	3.0	-	3.0
NETWORK ANALYST	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY TECH MANAGER	1.0	1.0	1.0	-	1.0
SENIOR TECHNICAL ANALYST	1.0	1.0	-	-	-
SENIOR TECHNICAL ANALYST LVL 2	-	-	1.0	-	1.0
IT STORAGE SECURITY OFFICER	1.0	1.0	-	-	-
DATA MANAGER	-	-	1.0	-	1.0
HELPDESK ANALYST	-	2.0	2.0	-	2.0
TOTAL INFORMATION TECHNOLOGY	**13.0**	**15.0**	**15.0**	**-**	**15.0**
MANAGEMENT SERVICES					
ADMINISTRATION					
MANAGEMENT SERVICES DIRECTOR/CFO	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR MGMT SERV/PURCHASING AGENT	1.0	1.0	1.0	-	1.0
MANAGEMENT SERVICES COORDINATOR	1.0	1.0	1.0	-	1.0
CHIEF DATA OFFICER	1.0	1.0	-	-	-
FINANCIAL ANALYST/ASST TO CFO	-	-	1.0	-	1.0
	4.0	**4.0**	**4.0**	**-**	**4.0**
BUDGET & ACCOUNTING					
ACCOUNTING & BUDGET DIVISION MANAGER	1.0	1.0	1.0	-	1.0
ACCOUNTING SPECIALIST	1.0	1.0	1.0	-	1.0
BUDGET DIVISION MANAGER	1.0	1.0	-	-	-
BUDGET & ACCOUNTING SPECIALIST	-	-	1.0	-	1.0
SENIOR ACCOUNTANT	3.0	3.0	3.0	-	3.0
	6.0	**6.0**	**6.0**	**-**	**6.0**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
FINANCIAL SERVICES					
FINANCIAL SERVICES DIVISION MANAGER	-	1.0	1.0	-	1.0
FINANCIAL SPECIALIST	1.0	1.0	1.0	-	1.0
FINANCIAL SERVICES SUPERVISOR	1.0	-	-	-	-
ACCOUNTS COORDINATOR	4.0	4.0	4.0	-	4.0
	6.0	**6.0**	**6.0**	**-**	**6.0**
TREASURY					
CITY TREASURER	1.0	1.0	1.0	-	1.0
ASST CITY ASSESSOR/TREASURER	1.0	1.0	1.0	-	1.0
TREASURY SERVICES SUPERVISOR	1.0	1.0	1.0	-	1.0
CLERK CASHIER I	-	1.0	1.0	(1.0)	-
CLERK CASHIER II	5.0	5.0	4.0	-	4.0
CLERK CASHIER III	-	-	1.0	-	1.0
ACCOUNTS RECEIVABLE COORD	1.0	1.0	1.0	-	1.0
UTILITY SERVICES COORDINATOR	3.0	3.0	3.0	-	3.0
TREASURY TAX COLL SPECIALIST	1.0	1.0	1.0	-	1.0
	13.0	**14.0**	**14.0**	**(1.0)**	**13.0**
PURCHASING					
PURCHASING DIVISION MANAGER	1.0	1.0	1.0	-	1.0
SENIOR BUYER	1.0	1.0	-	-	-
PURCHASING CLERK	1.0	1.0	-	-	-
BUYER	1.0	1.0	3.0	-	3.0
	4.0	**4.0**	**4.0**	**-**	**4.0**
TOTAL MANAGEMENT SERVICES	**33.0**	**34.0**	**34.0**	**(1.0)**	**33.0**
KALAMAZOO PUBLIC SAFETY					
PUBLIC SAFETY - ADMINISTRATION					
PUBLIC SAFETY CHIEF	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY ASSISTANT CHIEF	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY DEPUTY CHIEF	1.0	1.0	-	-	-
PUBLIC SAFETY ASSISTANT CHIEF INVESTIGATIONS	-	-	1.0	-	1.0
PUBLIC SAFETY DEPUTY CHIEF	1.0	1.0	-	-	-
PUBLIC SAFETY DEPUTY CHIEF	-	-	1.0	-	1.0
PUBLIC SAFETY ASSISTANT CHIEF STRATEGIC PLANI	-	-	1.0	-	1.0
PUBLIC SAFETY CAPTAIN 42 HR	1.0	1.0	-	-	-
PUBLIC SAFETY SERGEANT 42 HR	1.0	1.0	-	-	-
PUBLIC SAFETY LIEUTENANT 42 HR	-	-	1.0	-	1.0
ADMINISTRATIVE SUPPORT COORDINATOR	2.0	2.0	2.0	-	2.0
PUBLIC INFORMATION OFFICER	1.0	1.0	-	-	-
STRATEGIC OPER & INTELLIG MGR	-	-	1.0	-	1.0
	9.0	**9.0**	**9.0**	**-**	**9.0**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
COPS					
KVET SECRETARY	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY OFFICER II 42 HR	15.0	16.0	20.0	-	20.0
PUBLIC SAFETY OFFICER II 56 HR	-	-	-	-	-
PUBLIC SAFETY SERGEANT 42 HR	3.0	3.0	4.0	-	4.0
PUBLIC SAFETY CAPTAIN 42 HR	1.0	1.0	-	-	-
	20.0	**21.0**	**25.0**	**-**	**25.0**
OPERATIONS					
OPERATIONS DIVISION SECRETARY	1.0	1.0	1.0	-	1.0
FIRE MARSHAL	1.0	1.0	2.0	-	2.0
DEPUTY FIRE MARSHALL	1.0	1.0	-	-	-
FIRE LIEUTENANT 56 HR	-	-	3.0	-	3.0
PUBLIC SAFETY CAPTAIN 42 HR	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY LIEUTENANT 42 HR	6.0	6.0	6.0	-	6.0
EXECUTIVE LIEUTENANT KDPS	1.0	1.0	3.0	-	3.0
SR PUBLIC SAFETY LIEUTENANT 42	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY SERGEANT 42 HR	23.0	23.0	24.0	-	24.0
PUBLIC SAFETY OFFICER II 42 HR	104.0	115.0	96.0	12.0	108.0
PUBLIC SAFETY OFFICER II 56 HR	30.0	29.0	39.0	-	39.0
	170.0	**180.0**	**177.0**	**12.0**	**189.0**
CRIMINAL INVESTIGATION					
PUBLIC SAFETY CAPTAIN 42 HOUR	1.0	2.0	1.0	-	1.0
CID DIVISION SECRETARY	2.0	2.0	2.0	-	2.0
EXECUTIVE LIEUTENANT KDPS	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY SERGEANT 42 HR	1.0	1.0	1.0	-	1.0
POLYGRAPH EXAMINER	1.0	1.0	1.0	-	1.0
CRIME LAB SPECIALIST II	2.0	2.0	2.0	-	2.0
LAB TECHNICIAN I	3.0	3.0	3.0	-	3.0
DETECTIVE	16.0	16.0	16.0	-	16.0
CSO INVESTIGATIVE AIDE	1.0	1.0	1.0	-	1.0
	28.0	**29.0**	**28.0**	**-**	**28.0**
SUPPORT SERVICES					
PUBLIC SAFETY CAPTAIN 42 HR	2.0	1.0	1.0	-	1.0
EXECUTIVE LIEUTENANT KDPS	1.0	1.0	2.0	-	2.0
PUBLIC SAFETY SERGEANT 42 HR	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY OFFICER II 42 HR	4.0	4.0	5.0	-	5.0
ACCOUNTS COORDINATOR	1.0	-	-	-	-
BUSINESS SPECIALIST	-	1.0	1.0	-	1.0
ACCOUNTS COORDINATOR/SECRETARY	2.0	2.0	2.0	-	2.0
ACCOUNTS COORDINATOR/SECRETARY	-	-	-	-	-
PUBLIC SAFETY RCDS COORDINATOR	4.0	4.0	4.0	-	4.0
PUBLIC SAFETY RECORDS CLERK	2.0	2.0	-	-	-
PUBLIC SAFETY RECORDS CLERK DATA ENTRY	-	-	2.0	-	2.0
CSO INVESTIGATIVE AIDE	1.0	1.0	1.0	-	1.0
CSO SERVICE	1.0	1.0	1.0	-	1.0
CSO GENERAL SERVICE	-	-	-	1.0	1.0

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
SUPPORT SERVICES, continued					
CSO EVIDENCE CUSTOD/QRTRMASTER	3.0	3.0	3.0	-	3.0
CSO COMPUTER ANALYST	1.0	1.0	-	-	-
CSO DISPATCHER	15.0	15.0	-	-	-
CSO DISPATCH GROUP LEADER	1.0	1.0	-	-	-
CSO DISPATCH GROUP LEADER	1.0	1.0	-	-	-
CSO DISPATCH GROUP LEADER	1.0	1.0	-	-	-
CSO DISPATCH GROUP LEADER	1.0	1.0	-	-	-
	43.0	**42.0**	**24.0**	**1.0**	**25.0**
TOTAL PUBLIC SAFETY	**270.0**	**281.0**	**263.0**	**13.0**	**276.0**
PUBLIC SERVICES					
CITY-WIDE MAINTENANCE					
MAINTENANCE FOREPERSON	1.0	-	-	-	-
CITY BUILDING MAINTENANCE MANAGER	-	1.0	1.0	-	1.0
BUILDINGS TECHNICIAN	1.0	1.0	1.0	-	1.0
LEAD MAINTENANCE MECHANIC	3.0	4.0	3.0	-	3.0
CUSTODIAN II	2.0	1.0	1.0	-	1.0
	7.0	**7.0**	**6.0**	**-**	**6.0**
FLEET					
FLEET MANAGER	1.0	1.0	1.0	-	1.0
FLEET SUPERVISOR	1.0	1.0	1.0	-	1.0
LEAD MASTER MECHANIC	1.0	2.0	2.0	-	2.0
VEHICLE MECHANIC I	1.0	-	4.0	-	4.0
VEHICLE MECHANIC II	-	1.0	-	-	-
VEHICLE MECHANIC III	1.0	1.0	1.0	-	1.0
MASTER MECHANIC	1.0	1.0	1.0	-	1.0
MASTER MECHANIC	1.0	1.0	-	-	-
MASTER MECHANIC	1.0	1.0	-	-	-
MASTER MECHANIC	1.0	1.0	-	-	-
	9.0	**10.0**	**10.0**	**-**	**10.0**
PUBLIC WORKS					
CITY ENGINEER	1.0	-	-	-	-
PUBLIC WORKS DIVISION MANAGER	1.0	2.0	2.0	-	2.0
FORESTRY SUPERVISOR	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES SUPERVISOR	4.0	4.0	2.0	-	2.0
TRAFFIC ENGINEER	1.0	1.0	1.0	-	1.0
SENIOR CIVIL ENGINEER	2.0	2.0	2.0	-	2.0
RIGHT-OF-WAY COORDINATOR	1.0	1.0	1.0	-	1.0
UTILITY MAPPING ANALYST	-	1.0	1.0	-	1.0
TRAFFIC SIGNAL TECHNICIAN	1.0	2.0	2.0	-	2.0
TRAFFIC/ENGINEERING TECHNICIAN	1.0	1.0	1.0	-	1.0
ENG AND PUBLIC SERV SECRETARY	1.0	1.0	1.0	-	1.0
PUBLIC WORKS COORDINATOR	1.0	1.0	1.0	-	1.0

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
PUBLIC WORKS- continued					
LEAD MAINTENANCE MECHANIC	2.0	-	1.0	-	1.0
MUNICIPAL WORKER (APPR, I, II, III)	14.0	24.0	30.0	-	30.0
TREE TRIMMER	4.0	1.0	-	-	-
LEAD TREE TRIMMER	2.0	1.0	-	-	-
EQUIPMENT OPERATOR II	2.0	1.0	-	-	-
MASON	1.0	-	-	-	-
LABOR FOREPERSON I	1.0	-	-	-	-
LABORER II	1.0	1.0	-	-	-
ENGINEERING TECH I - UTILITY	-	1.0	-	-	-
ADMINISTRATIVE ANALYST	-	1.0	-	-	-
MUNICIPAL WORKER APPR	7.0	3.0	-	-	-
	49.0	**50.0**	**46.0**	**-**	**46.0**
WASTEWATER					
WASTEWATER SUPERINTENDENT	1.0	1.0	1.0	-	1.0
WASTEWATER DIVISION MANAGER	1.0	1.0	1.0	-	1.0
COLLECTIONS & PLANT MAINT MGR	1.0	1.0	1.0	-	1.0
WASTEWATER SENIOR SUPERVISOR	1.0	1.0	2.0	-	2.0
TREATMENT CONTROL SUPERVISOR	1.0	1.0	1.0	-	1.0
TREATMENT OPS SUPERVISOR	6.0	7.0	9.0	-	9.0
PUBLIC SERVICES SUPERVISOR	1.0	1.0	4.0	-	4.0
PUBLIC SERVICES DISPATCH COORD	1.0	1.0	1.0	-	1.0
ENVIROMENTAL PROGRAMS MANAGER	1.0	2.0	2.0	-	2.0
LABORATORY SUPERVISOR	1.0	1.0	1.0	-	1.0
SENIOR ENVIRON SRVCS SPRVSR	1.0	1.0	1.0	-	1.0
FACILITIES ENGINEER	1.0	1.0	1.0	-	1.0
ASSISTANT CITY ENGINEER - WASTEWATER	1.0	1.0	1.0	-	1.0
PROCESS CNTRL ENGINEERNG SPVSR	1.0	1.0	1.0	-	1.0
SENIOR CIVIL ENGINEER	1.0	1.0	1.0	-	1.0
SUPPORT SERVICES DIV. MANAGER	1.0	1.0	-	-	-
ADMINISTRATIVE SUPPORT MANAGER	1.0	1.0	-	-	-
ENVIRON SERV TECH II	4.0	4.0	4.0	2.0	6.0
ENVIRON SERV TECH I	-	1.0	1.0	-	1.0
ENVIRON SERV TECH III	2.0	2.0	3.0	-	3.0
MASTER UTILITY ELECTRICIAN	1.0	1.0	1.0	-	1.0
UTILITY ELECTRICIAN	1.0	2.0	2.0	-	2.0
ELECTRONICS TECHNICIAN	-	-	1.0	-	1.0
INSTRUMENTATION RECORDS SPLST	-	-	1.0	-	1.0
INSTRUMENT TECHNICIAN	-	-	4.0	-	4.0
STORES/PROCUREMENT CLERK	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES RECORDS SECRETARY	-	-	1.0	-	1.0
ACCOUNTS COORDINATOR/SECRETARY	1.0	1.0	-	-	-
LABORER II	-	-	1.0	-	1.0
WW O/M I - OPS (APPR, MAINT, I, II)	20.0	16.0	17.0	-	17.0
WW O/M I - OPS (APPR, MAINT, I, II)	-	3.0	6.0	-	6.0

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
WASTEWATER- continued					
LEAD MAINTENANCE MECHANIC	2.0	2.0	2.0	-	2.0
MUNICIPAL WORKER (APPR, I, II, III, IV)	-	10.0	13.0	-	13.0
WASTEWATER COLLECTIONS - INSP. SUPER.	1.0	1.0	-	-	-
WASTEWATER COLLECTIONS - INSP. SUPER.	1.0	1.0	-	-	-
WASTEWATER COLLECTIONS - CREW	1.0	-	-	-	-
WASTEWATER COLLECTIONS - CREW	1.0	-	-	-	-
WASTEWATER COLLECTIONS - CREW	1.0	1.0	-	-	-
WASTEWATER COLLECTIONS - CREW	1.0	1.0	-	-	-
TREATMENT OPS SUPERVISOR	-	1.0	-	-	-
TREATMENT OPS SUPERVISOR	-	1.0	-	-	-
	60.0	**73.0**	**86.0**	**2.0**	**88.0**
WATER					
PUBLIC SERVICES DIRECTOR	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR PUBLIC SRVCS	1.0	1.0	1.0	-	1.0
WATER SUPERINTENDENT	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES FIELD MANAGER	1.0	1.0	1.0	-	1.0
WATER RESOURCES DIV MANAGER	1.0	1.0	1.0	-	1.0
WATER PROGRAMS MANAGER	1.0	1.0	1.0	-	1.0
SUPPORT SERVICES DIV. MANAGER	-	-	1.0	-	1.0
ADMINISTRATIVE SUPPORT MANAGER	-	-	1.0	-	1.0
PUBLIC SERVICES SUPERVISOR	2.0	2.0	4.0	-	4.0
PUB SERV RECORDS SUPERVISOR	1.0	1.0	1.0	-	1.0
WATER OPS/MAINT SUPERVISOR	1.0	1.0	1.0	-	1.0
ASSISTANT CITY ENGINEER-WATER	1.0	1.0	1.0	-	1.0
SENIOR CIVIL ENGINEER - WATER	1.0	1.0	1.0	-	1.0
ADMINISTRATIVE ANALYST	1.0	1.0	2.0	-	2.0
SUPPORT SERVICES COORDINATOR	1.0	1.0	1.0	-	1.0
ADMIN SUPPORT COORDINATOR-WATER	1.0	1.0	1.0	-	1.0
ASSET MANAGEMENT COORDINATOR	1.0	1.0	1.0	-	1.0
SAFETY COORDINATOR	1.0	1.0	1.0	-	1.0
TRAINING COORDINATOR	1.0	1.0	1.0	-	1.0
SR EQUIPMENT MAINTENANCE SUPV	1.0	1.0	-	-	-
PUBLIC SERVICES ADMIN SUPPORT COORD	1.0	1.0	-	-	-
LEAD DRAFTER	1.0	1.0	1.0	-	1.0
ENGINEERING TECH I -- UTILITY	3.0	3.0	4.0	-	4.0
STORES PROCUREMENT COORDINATOR	1.0	1.0	1.0	-	1.0
ACCOUNTS COORDINATOR	1.0	1.0	1.0	-	1.0
PUBLIC SVCS ENG RECORDS CLERK	1.0	1.0	1.0	-	1.0
ELECTRONICS TECHNICIAN	1.0	1.0	-	-	-
INSTRUMENT TECHNICIAN	1.0	1.0	-	-	-
INSTRUMENT TECHNICIAN	1.0	1.0	-	-	-
INSTRUMENT TECHNICIAN	1.0	1.0	-	-	-
INSTRUMENT TECHNICIAN	1.0	1.0	-	-	-
INSTRUMENTATION RECORDS SPLST	1.0	1.0	-	-	-
SEWER SURVEYOR	1.0	-	-	-	-

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
WATER- continued					
WATER OPERATOR/MAINTAINER (APPR, I, II, III)	9.0	9.0	9.0	-	9.0
WATER WELL DRILLER II	1.0	1.0	1.0	-	1.0
WELL DRILLER I	-	1.0	1.0	-	1.0
LEAD MAINTENANCE MECHANIC	1.0	1.0	1.0	-	1.0
MUNICIPAL WORKER (APPR, I, II, III, IV)	23.0	23.0	20.0	7.0	27.0
DISTRIBUTION SERVICER II	1.0	1.0	-	-	-
MASON	1.0	-	-	-	-
MASON	1.0	-	-	-	-
LEAD EQUIPMENT OPERATOR III	1.0	-	-	-	-
VACTOR JET OPERATOR	1.0	-	-	-	-
VACTOR JET OPERATOR	1.0	-	-	-	-
EQUIPMENT OPERATOR II	1.0	1.0	-	-	-
LABORER II	2.0	1.0	-	-	-
	77.0	**71.0**	**63.0**	**7.0**	**70.0**
TOTAL PUBLIC SERVICES	**202.0**	**211.0**	**211.0**	**9.0**	**220.0**
COMMUNITY PLANNING AND DEVELOPMENT					
PLANNING					
CITY PLANNER	1.0	1.0	1.0	-	1.0
SENIOR DEVELOPMENT PLANNER	1.0	1.0	1.0	-	1.0
PLANNER I	-	-	1.0	-	1.0
NEIGHBORHOOD ACTIVATOR	1.0	1.0	1.0	-	1.0
	3.0	**3.0**	**4.0**	**-**	**4.0**
CODE ENFORCEMENT					
TRANSPORTATION PLANNER	-	-	1.0	-	1.0
HOUSING INSPECTIONS SUPERVISOR	1.0	1.0	1.0	-	1.0
CODE ADMIN MANAGER/BUILDING OFFICIAL	1.0	1.0	1.0	-	1.0
ZONING ADMINISTRATOR	1.0	1.0	1.0	-	1.0
ZONING INSPECTOR	1.0	1.0	1.0	-	1.0
CODE COMPLIANCE INSPECTOR I	2.0	2.0	-	-	-
CODE COMPLIANCE INSPECTOR II	2.0	2.0	4.0	-	4.0
BLDG INSPCT/PLN RVW REHAB TECH	-	-	1.0	-	1.0
BUILDING INSP/PLAN REVIEW TECH	2.0	2.0	1.0	-	1.0
HOUSING INSPECTOR II	5.0	6.0	5.0	-	5.0
CODE PERMIT TECHNICIAN	1.0	1.0	1.0	-	1.0
MECHANICAL INSPECTOR/PLAN REV	-	-	1.0	-	1.0
MECHANICAL/PLUMBING INSPECTOR	1.0	1.0	-	-	-
ELECTRICAL INSPECTOR/PLAN REV	1.0	1.0	1.0	-	1.0
RENTAL REGISTRATION/CERT COORD	1.0	1.0	1.0	-	1.0
CODE ADMIN RECORDS CLK/CASHIER	2.0	2.0	2.0	-	2.0
LEAD BUILDING INSPECTOR	1.0	1.0	1.0	-	1.0
	22.0	**23.0**	**23.0**	**-**	**23.0**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
COMMUNITY DEVELOPMENT					
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT I	1.0	1.0	1.0	-	1.0
COMMUNITY INVESTMENT MANAGER	1.0	1.0	1.0	-	1.0
GRANTS FINANCE OFFICER	1.0	1.0	1.0	-	1.0
HISTORIC PRESERVATION COORD	1.0	1.0	1.0	-	1.0
CD COMPLIANCE SPECIALIST II	1.0	1.0	1.0	-	1.0
COMMUNITY DEV SECRETARY	1.0	1.0	1.0	-	1.0
SENIOR PROGRAMS SPECIALIST	1.0	1.0	1.0	-	1.0
SHARED PROSPERITY COORDINATOR	1.0	1.0	1.0	-	1.0
	8.0	**8.0**	**8.0**	**-**	**8.0**
TOTAL COMMUNITY PLANNING & DEVELOPMENT	**33.0**	**34.0**	**35.0**	**-**	**35.0**
ECONOMIC DEVELOPMENT					
ACM/ECONOMIC DEV DIRECTOR	1.0	1.0	-	-	-
REDEVELOPMENT COORDINATOR	1.0	-	-	-	-
ECONOMIC DEVELOPMENT COORDINATOR	-	1.0	-	-	-
DEVELOPMENT COORDINATOR	1.0	1.0	1.0	-	1.0
DEVELOPMENT MANAGER	1.0	1.0	1.0	-	1.0
NEIGHBORHOOD BUS & SPECIAL PROJECTS COORD.	1.0	1.0	1.0	-	1.0
ECONOMIC DEVELOPMENT ANALYST	-	1.0	-	-	-
ADMIN SUPPORT COORDINATOR	1.0	1.0	1.0	-	1.0
TOTAL ECONOMIC DEVELOPMENT	**6.0**	**7.0**	**4.0**	**-**	**4.0**
PARKS AND RECREATION					
PARKS					
PARKS SUPERVISOR	1.0	1.0	1.0	-	1.0
P&R BLDG AND GROUNDS TECH	1.0	1.0	1.0	-	1.0
PARKS COORDINATOR	4.0	4.0	4.0	1.0	5.0
	6.0	**6.0**	**6.0**	**1.0**	**7.0**
RECREATION					
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR PARKS & RECREATION	-	1.0	1.0	-	1.0
RECREATION MANAGER	1.0	1.0	1.0	-	1.0
SPECIAL EVENTS COORDINATOR	1.0	1.0	1.0	-	1.0
ACCOUNTS COORDINATOR	1.0	-	-	-	-
BUSINESS SPECIALIST	-	1.0	1.0	-	1.0
LEAD FIELD & PARKS MAINT OPRTR	1.0	1.0	1.0	-	1.0
PROGRAM COORDINATOR I	1.0	-	-	-	-
PROGRAM COORDINATOR II	1.0	1.0	1.0	-	1.0
YOUTH DEVELOPMENT COORDINATOR	1.0	1.0	1.0	-	1.0
	8.0	**8.0**	**8.0**	**-**	**8.0**
TOTAL PARKS & RECREATION	**14.0**	**14.0**	**14.0**	**1.0**	**15.0**
TOTAL FULL TIME POSITIONS	**600.0**	**628.0**	**620.0**	**22.0**	**642.0**

CITY OF KALAMAZOO
2019 BUDGET
POSITION COMPARISON

	Adopted Budget 2017	Adopted Budget 2018	Amended Budget 2018	Proposed Changes	Budget 2019
PERMANENT PART TIME AUTHORIZED POSITIONS					
CITY CLERK					
ELECTIONS/POSTAL CLERK	-	-	-	1.0	1.0
COMMUNITY PLANNING & DEVELOPMENT - CODE ENFORCEMENT					
PLUMBING INSPECTOR	**1.0**	**1.0**	**1.0**	**-**	**1.0**
KALAMAZOO PUBLIC SAFETY					
PARKING ENFORCEMENT ATTENDANT	6.0	6.0	6.0	-	6.0
CSO DISPATCHER PT	2.0	2.0	-	-	-
TOTAL PUBLIC SAFETY PART TIME	**8.0**	**8.0**	**6.0**	**-**	**6.0**
PARKS AND RECREATION					
LANDSCAPE COORDINATOR-8MOS	1.0	1.0	1.0	-	1.0
TOTAL PART TIME POSITIONS	**10.0**	**10.0**	**8.0**	**1.0**	**9.0**
TOTAL CITY ALLOCATED POSITIONS	**610.0**	**638.0**	**628.0**	**23.0**	**651.0**

Commission Agenda Report

City of Kalamazoo

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

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

DATE: 1/14/2019

SUBJECT: FY 2019 Proposed Brownfield Redevelopment Authority

RECOMMENDATION

It is recommended that the City Commission approve the proposed FY 2019 Brownfield Redevelopment Authority (BRA) budget as submitted by the BRA Board.

BACKGROUND

The BRA Board annually prepares and approves a budget for the operation of the Authority for the upcoming fiscal year. The City Commission is not required by law to adopt the annual appropriation for the BRA; however the City Administration has chosen to request City Commission approval.

Total resources for the FY 2019 BRA budget are $1,625,700 and include BRA tax increment financing in the amount of $370,000, land sales proceeds of $410,000, and interest and rents of $1,700.

The FY 2019 BRA budget provides funding for personnel, debt payment, special projects and initiatives in amount of $1,655,700. The projected fund balance is $558,723.

COMMUNITY RESOURCES CONSULTED

The Brownfield Redevelopment Authority approved the FY 2019 Proposed Budget.

FISCAL IMPACT

This budget will allow the BRA to implement related activities during FY 2019. Projects and initiatives supported by the BRA would otherwise be an expense of the City's General Fund.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask the BRA to revise the budget and resubmit.

ATTACHMENTS:

	Type	Description
🗋	Aerial Photo	FY 2019 Proposed Budget

Brownfield Redevelopment Authority (BRA)
Proposed 2019 Budget

	2017 Actual	2018 Budget	2018 Projected	2019 Proposed
Revenues				
TIF Capture - Developer	496,855.48	280,000.00	200,000.00	200,000.00
TIF Capture - Building Authority		150,000.00	98,016.00	100,000.00
TIF Capture - BRA		100,000.00	70,000.00	70,000.00
Interest on Investments	1,845.93	1,700.00	-	1,700.00
Interest on Loans	513.68	-	45.58	-
Reimbursements	16,310.58	-	-	-
Property Rent Revenues	300.00	-	-	-
Miscellaneous-Parking Lot rental, application fees, etc.	30,191.44	7,500.00	29,900.00	5,000.00
Land Sales Proceeds (Sale Fixed Assets)	149,159.83	503,800.00	412,173.26	410,000.00
Transfer In from EIF	-	-	-	-
State Grant - MDEQ - 600 E Michigan	-	-	23,625.00	-
State Grant - Loan Proceeds - 600 E Michigan	11,065.00	-	-	-
Prior Loan Proceeds brought forward to 2018-600 E Mich	-	-	43,615.00	
Urban Growth Initiative Private Donations & Contrib.	30,000.00	-	-	-
State Loan - MDEQ - 400 Bryant			175,000.00	425,000.00
State Funding - MDEQ- Lot 9				182,000.00
State Funding - MDEQ- 615 West Kalamazoo				232,000.00
Total Resources	***736,241.94***	***1,043,000.00***	***1,052,374.84***	***1,625,700.00***
Expenditures				
Personnel	280,507.65	237,712.00	239,414.72	231,864.00
Office Supplies And Forms	74.61	-	-	-
Operating Supplies	2,908.52	10,000.00	2,170.26	2,500.00
Bank Fees		300.00	-	-
Outside Contractual Services	3,102.00	15,000.00	28,449.30	35,000.00
Advertising	3,946.98	30,000.00	2,091.24	10,000.00
Grounds Maintenance	5,302.00	25,000.00	5,886.23	8,000.00
Administrative Fees	18,972.00	27,752.00	27,752.00	27,752.00
Environmental Studies	-	-	-	55,100.00
Environmental Remediation	8,905.58	15,000.00	364.50	10,000.00
Subscriptions	-	-	-	1,200.00
TIF Reimbursements - Developers	344,039.38	280,000.00	200,000.00	200,000.00
Tax Reverted Property		45,000.00	-	20,000.00
Infrastructure		25,000.00	-	24,784.00
Transfer To Building Authority	110,965.11	150,500.00	98,015.52	100,000.00
Projects:				
Riverfront / River West Redevelopment / River's Edge	26,709.12	20,000.00	6,846.18	20,000.00
Davis Creek Business Park (Lakeside Refinery)	275.00	20,000.00	-	20,000.00
EPA Grant	-	7,500.00	2,516.63	7,500.00
Performance Paper	4,160.00	20,000.00	-	8,000.00
Former Public Safety Site	5,944.40	5,000.00	1,423.33	5,000.00
MDEQ 600 East Michigan Grant	16,399.00	-	-	-
MDEQ 600 East Michigan Loan	58,492.94	-	43,615.00	-
State Loan - MDEQ - 400 Bryant			175,000.00	425,000.00
State Funding - MDEQ- Lot 9				182,000.00
State Funding - MDEQ- 615 West Kalamazoo				232,000.00
Urban Growth Initiative Action Items	30,000.00	-	-	30,000.00
Total Expenditures	**920,704.29**	**933,764.00**	**833,544.91**	**1,655,700.00**
Revenue over (under) expenditures	***-184,462***	***109,236***	***175,215***	***-30,000***
Beginning Fund Balance	***635,422***	***413,508***	***413,508***	***588,723***
Ending Fund Balance	***413,508***	***522,744***	***588,723***	***558,723***

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: FY 2019 Proposed Economic Development Corporation

RECOMMENDATION

It is recommended that the City Commission approve the proposed FY 2019 Economic Development Corporation (EDC) budget as submitted by the EDC Board.

BACKGROUND

The EDC board annually prepares and adopts a fiscal year budget. The City Commission is not required by law to adopt the annual appropriation for the EDC; however the City Administration has chosen to request City Commission approval.

Revenue for the FY 2019 EDC budget amounts to $1. The revenue investment income of $1. There is no transfer proposed from the Economic Initiative Fund, LDFA, or the General Fund. It should be noted the LDFA officially closed out in August of 2017.

The FY 2019 EDC budget provides funding for personnel, operating expenses, and transfers in the amount of $116,827. The estimated ending fund balance is $298,383.

COMMUNITY RESOURCES CONSULTED

The Executive Committee of the EDC reviewed the FY 2019 Proposed Budget.

FISCAL IMPACT

This will allow the EDC to implement the budget and related activities during FY 2019. Personnel and operating costs supported by the EDC would otherwise be an expense of the City's General Fund.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask the EDC to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
🗋	Budget FY 2019 Proposed Budget

Economic Development Corporation (EDC - 702)
2019 Budget

	2017 Actual	2018 Adopted	2018 Projected	2019 Proposed
Revenues				
Interest On Investments	$1	$400	$1	$1
Miscellaneous Revenues	-	-	4,333	-
Transfer From Economic Initiative Fund	31,308	35,000	-	-
Total Resources	***$31,309***	***$35,400***	***$4,334***	***$1***
Expenditures				
Personel	$85,517	$177,159	$103,374	$96,204
Office Supplies And Forms	-	510	-	510
Postage	-	255	-	255
Xerox Supplies	-	255	-	-
Education And Training	491	5,100	5,100	5,100
Audit Fees	2,200	2,200	2,200	2,200
Bad Debts Expense	31,308			
Contractual Services	7,814	10,000	0	10,000
Administrative Fees	7,416	11,412	11,412	
Memberships And Dues	-	-	465	-
Subscriptions	2,524	2,558	2,558	2,558
Total Expenditures	***$137,271***	***$209,449***	***$125,109***	***$116,827***
Revenue over (under) expenditures	(105,962)	(174,049)	(120,775)	(116,826)
Beginning Fund Balance	495,820	535,984	535,984	415,209
Ending Fund Balance	**$535,984**	**$361,935**	**$415,209**	**$298,383**

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: FY 2019 Proposed Downtown Development Authority Budget (DDA)

RECOMMENDATION

It is recommended that the City Commission approve the proposed FY 2019 Downtown Development Authority (DDA) Operating Budget, and the existing two-mill DDA Tax Levy.

BACKGROUND

The City ordinance, which established the Downtown Development Authority, requires that the DDA annually submit its recommended budget to the City Commission for adoption. The DDA recommended budget as proposed for adoption is $266,600.

2019 Revenues: The Downtown Development Authority Operating Budget is funded by the proposed DDA millage of 1.9638 (which is the original authorized 2 Mills and reduced by the Headlee Amendment), Personal Property tax reimbursement per PA86, a contribution from TIF reserves, an administrative loan from the City of Kalamazoo, and other revenue totaling $268,695.

2019 Expenses: Expenses include operating expenses of $256,600 and Debt Service/Other Obligations totaling $10,000. The total expenses for the DDA equal $266,600.

COMMUNITY RESOURCES CONSULTED

The Downtown Development Authority Board has reviewed the budget request and is recommending City Commission approval of the FY 2019 Proposed Budget as well as requesting approval of the two-mill tax levy. A formal public hearing was held on January 7, 2019 where the FY 2019 Proposed budget and the Resolution to present the budget to the City Commission was approved by the DDA.

FISCAL IMPACT

The approval of the two-mill tax levy and the proposed budget will provide the DDA with the authority to adopt and implement the budget and related activities of the DDA during FY 2019.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask for the DDA to revise the budget and resubmit.

ATTACHMENTS:

	Type	Description
🗋		Budget FY 2019 Proposed DDA Budget

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
PROPOSED FY 2019 BUDGET

	2018 Approved	2019 Proposed
REVENUE		
Taxes		
Operating - Current Year (DDA Levy 1.9638 Mills)	267,000.00	267,000.00
Operating - Current Year (TIF-2018 Reserves)	222,230.00	0.00
Personal Property Tax (PA86)	249,037.00	0.00
Total Taxes	**738,267.00**	**267,000.00**
Fees & Charges for Services		
City of Kalamazoo Mall Maintenance	59,210.00	0.00
Total Fees & Charges for Services	**59,210.00**	**0.00**
Other		
Interest Income	775.00	75.00
PILOTS/Miscellaneous	1,617.00	1,620.00
Administrative Loan City of Kalamazoo	459,600.00	0.00
Total Other Revenue	**461,992.00**	**1,695.00**
TOTAL REVENUE	**1,259,469.00**	**268,695.00**
EXPENSES		
Operating Expenses		
DKI Service Agreement	232,050.00	242,000.00
Insurance/Legal/Audit Services	98,480.00	14,100.00
Mall Assessment	0.00	0.00
Miscellaneous	500.00	500.00
Total Operating Expenses	**331,030.00**	**256,600.00**
Initiatives/Programs		
Brand & Engagement	100,000.00	0.00
Business Recruitment and Retention	165,972.00	0.00
CIP:		
Maintenance	94,210.00	0.00
Capital Improvements Planning & Design	30,000.00	0.00
TIF Capture-Miller Canfield	0.00	0.00
Total Initiatives/Programs	**390,182.00**	**0.00**
DEBT SERVICE/OTHER OBLIGATIONS		
Arcadia Creek Bonds	459,600.00	0.00
Rebated Taxes	32,357.00	10,000.00
Zoetis Tax Appeal	46,300.00	0.00
City of Kalamazoo Loan (Deferred until 2024)	0.00	0.00
Total Debt Service/Other Obligations	**538,257.00**	**10,000.00**
TOTAL EXPENSES	**1,259,469.00**	**266,600.00**
Revenue Over (Under) Expenses	**0.00**	**2,095.00**
BEGINNING FUND BALANCE	**447,221.00**	**447,221.00**
REVENUE OVER (UNDER) EXPENSES	**0.00**	**2,095.00**
ENDING FUND BALANCE	**447,221.00**	**449,316.00**

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: FY 2019 Proposed Downtown Economic Growth Authority (DEGA)

RECOMMENDATION

It is recommended that the City Commission approve the proposed FY 2019 Downtown Economic Growth Authority (DEGA) Operating Budget.

BACKGROUND

The City ordinance, which established the Downtown Economic Growth Authority, requires that the Downtown Economic Growth Authority annually submit its recommended budget to the City Commission for adoption. The recommended budget as proposed for adoption is $764,122.

2019 Revenues: The Downtown Economic Growth Authority Operating Budget is funded by TIF captures, an administrative loan from the City of Kalamazoo, State contributions, and other revenue totaling $764,122.

2019 Expenses: Expenses include operating expenses of $70,000 Initiatives/Programs of $649,132, and Debt Service/Other Obligations totaling $44,990. The total expenses for the DEGA equal $764,122.

COMMUNITY RESOURCES CONSULTED

The Downtown Economic Growth Authority has reviewed the budget request and is recommending City Commission approval of the FY 2019 Proposed Budget. A formal public hearing was held on January 7, 2019 where the FY 2019 Proposed budget and the Resolution to present the budget to the City Commission was approved by the DEGA.

FISCAL IMPACT

The approval of the proposed budget will provide the DEGA with the authority to adopt and implement the budget and related activities of the DEGA during FY 2019.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask for the DEGA to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
Budget	FY 2019 Proposed Budget

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROPOSED BUDGET		
REVENUES		**2019**
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	$	94,777.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)		59,210.00
CITY OF KALAMAZOO OPERATIONS LOAN		384,557.00
STATE CONTRIBUTION FUNDS		75,578.00
FUND BALANCE CONTRIBUTION		150,000.00
TOTAL REVENUES	$	764,122.00
EXPENDITURES		
PEOPLE		
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE	$	59,210.00
ENGAGEMENT, SURVEYS & FEEDBACK		54,000.00
PLACE		
PLANNING		53,000.00
PUBLIC SPACE INVESTMENT & MAINTENANCE		107,000.00
STREET INTERVENTIONS		75,578.00
EXPERIENCE		
MARKETING/COMMUNICATIONS		81,000.00
EVENTS		104,344.00
GROWTH		
BUSINESS RETENTION & RECRUITMENT INITIATIVES		115,000.00
DEBT OBLIGATIONS		44,990.00
ADMINISTRATION		
PERSONNEL & OPERATIONS		50,500.00
AUDIT		10,000.00
CONTINGENCY		9,500.00
TOTAL EXPENSES	$	764,122.00

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: 2019 Fee Schedule for the Community Planning & Economic Development Department

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION approving the 2019 fees within the Community Planning & Economic Development Department.

BACKGROUND

The proposed 2019 fee schedule for the Community Planning and Economic Development (CPED) Department is attached.

This is the third budget year since the full implementation of an estimated 10% increase in all CPED fees was phased in over 2014, 2015, and 2016. In 2016, 2017, and 2018, CPED evaluated fees charged and made small adjustments to achieve consistency among similar types of fees and to reflect the real amount of staff time spent on certain services such as time spent at no-show inspections and time spent inspecting water heater and furnace installations. Changes implemented in 2017 and 2018 include a graduated fee scale for Weed Violation notices, to discourage repeat long grass and weed violations and reductions to fees for replacement water heaters, furnaces, and air conditioners.

When reviewing fees during the 2019 budget process, CPED again determined that the fee schedule should remain at the same amounts adopted in 2016 and 2017. The only additions to the fee schedule are application fees for the Business Development Fund (BDF) programs. Applications for grants or loans for Façade Improvement Program and Small Business Program within the Business Development Fund will be assigned an application fee of 1% of the total financial assistance requested.

All other fees on the proposed fee schedule for FY 2019 are the same as the adopted 2018 FY fee schedule.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

2019 Fee revenue is budgeted to remain at approximately the same level as fees collected in 2018.

ALTERNATIVES

The City Commission may elect to not implement the proposed fee schedule. In that event, the current fee schedule, without the Business Development Fund fees, will stay in effect. This is not recommended.

ATTACHMENTS:

	Type	Description
🗋	Fee Schedule	2019 Proposed Schedule of Fees
🗋	Resolution	Community Planning & Development Fee Resolution

PROPOSED CPED FEE SCHEDULE 2019

	2019
Fees Applicable to all Types of Projects	
Work commenced prior to approval/permit issuance	2x original fee
Copying costs (1st page + additional pages)	$1.10 + .20
Code Enforcement Letter (may be issued every 7 days)	$75
City Attorney case review referral	$165
No show for inspection appointment	$35
Inspection outside of regular work hours	Permit fee + $80/hr

Electrical Permits	
Application Fee (Non-refundable)	$70
Service through 200 Amp.	$10
Service over 200 Amp. through 600 Amp.	$15
Service over 600 Amp. through 800 Amp.	$20
Service over 800 Amp. through 1200 Amp.	$25
Service over 1200 Amp. (GFI only)	$50
Each Circuit	$5
Fixtures/Smoke Detectors – per 25	$6
Dishwasher	$5
Furnace/Unit Heater	$5
Electrical Heating Units (baseboard)	$4
Power Outlets (ranges, dryers, etc.)	$7
Signs: Unit	$10
Signs: Letter	$15
Signs: Neon – each 25’	$20
Feeders-Bus Ducts, etc. – per 50’	$6
Mobile Home Park Site	$6
Recreational Vehicle Park Site	$4
KVA or HP: Units up to 20	$6
KVA or HP: Units 21-50	$10
KVA or HP: Units 51 and over	$12
Fire Alarm Systems: up to 10 devices	$50
Fire Alarms: 11-20 devices	$100
Fire Alarms: over 20 devices (each)	$5

PROPOSED CPED FEE SCHEDULE 2019

	2019
Data/Telecommunications Outlets: over 300 devices	$300
Data/Telecommunications Outlets: 20-300 devices	$100
Data/Telecommunications Outlets: 1-19 devices	$5
Energy Retrofit – Temp. Control	$45
Conduit only or grounding only	$45
Special/Safety Inspections (includes certification fee)	$70
Additional Inspection EACH	$70
Final Inspection REQUIRED	$70
Certification Fee	$30
Technical Code Inspection	$75

Mechanical Permits	
Replacement Water Heater (flat fee)	$115
Replacement Furnace (flat fee)	$140
Replacement Air Conditioning (flat fee)	$140
Replacement Furnace & Air Conditioning (flat fee)	$170
Application Fee (Non-Refundable)	$70
New Heating System (includes duct & pipe)	$50
Gas/Oil Burning Equipment (Furnace) – new and/or conversion units	$30
Residential Boiler	$30
Water Heater	$5
Flue/Liner	$5
Solid Fuel Equipment (includes chimney)	$30
Chimney, factory built (installed separately	$25
Solar; set of 3 panels (including piping)	$20
Gas Piping; each opening – new installation (residential)	$6
Air Conditioning	$33
Heat Pumps (complete residential)	$33
Bath & Kitchen Exhaust	$5
Tanks – Aboveground	$20
Tanks – Aboveground Connection	$20
Tanks - Underground	$20
Tanks - Underground	$25
Humidifiers	$10
Piping Systems: Piping (per foot, minimum $25)	$0.05

PROPOSED CPED FEE SCHEDULE 2019

	2019
Piping Systems: Process Piping (per foot, minimum $25)	$0.05
Duct (per foot, minimum $25)	$0.10
Heat Pumps (commercial, pipe not included)	$20
Air Handlers/Heat Wheels Up To 10,000 CFM (RTU)	$20
Air Handlers/Heat Wheels Over 10,000 CFM (RTU)	$60
Commercial Hoods (includes puff test) Type I	$60
Commercial Hoods (includes puff test) Type II	$60
Heat Recover Units	$10
VAV Boxes	$10
Unit Ventilators	$10
Unit Heaters	$15
Fire Suppression/Protection	$70 + $.75/head + engineering (if applicable)
Evaporator Coils	$30
Refrigeration (Split System)	$30
Chiller/Compressor	$30
Cooling Towers	$30
Air Compressor	$30
Special/Safety Inspection	$70
Additional Inspection	$70
Final Inspection REQUIRED	$70
Certification Fee	$30
Gas Burning Fireplace	$30
Technical Code Inspection	$75
Plumbing Permits	
Replacement Water Heater (flat fee)	$115
Application Fee	$70
Mobile home park site (each)	$5
Fixtures, floor drains, special drains, water connected -Applicances (each)	$5
Stacks – soil, waste, vent and conductor (each)	$3
Sewage ejectors, pumps (each)	$5
Sub-soil drains (each)	$5
Water service less than 2”	$5
Water service 2” – 6”	$25
Water service over 6”	$50
Connection (building drain, building sewer)	$5
Sewers less than 6”	$5

PROPOSED CPED FEE SCHEDULE 2019

	2019
Sewers 6” and over	$25
Manholes, catch basins (each)	$5
¾” water distribution pipe	$5
1” water distribution pipe	$10
1 ¼” water distribution pipe	$15
1 ½” water distribution pipe	$20
2” water distribution	$25
Over 2” water distribution pipe	$30
Reduced pressure zone back-flow preventer (each)	$5
Special/safety inspection (includes certification	$70
Additional inspection	$70
Final inspection REQUIRED	$70
Certification fee	$30
Domestic water treatment and filtering equipment	$5
Medical gas system	$45
Technical Code Inspection	$75

Annual Licenses & Permits	
Building wrecker license	$60
Builder mover license	$40
Sign erector license	$45
Annual fee for signs projecting over public property	$45
Annual electrical permit	$85

Construction Plan Review	
Plan Review - Construction Drawings - Residential - projects over 3500 sq ft (fee is non-refundable if review has occured)	$55 + 6% of permit fee
Plan Review - Construction Drawings - Commercial (fee is non-refundable if review has taken place)	$55 + 10% of permit fee
Residential Construction Permit	
Application Fee: The application fee of any construction application fee is non-refundable. Pre-manufactured unit fees are based upon 50% of the normal cost to $1,000.	$90
$1,000 to $10,000	$75 + $10 per $1,000 over $1,000

PROPOSED CPED FEE SCHEDULE 2019

	2019
$10,001 to $100,000	$165 + $3 per $1,000 over $10,000
$100,000 to $500,000	$435 + $2 per $1,000 over $100,000
$500,000 +	$1,235 +$3 per $1,000 over $500,002
All work not involving a square foot computation: Plan review and administration fee	$90 + $70 for each inspection
Additional inspections per hour or fraction thereof	$70
Special inspection (pertaining to sale of building)	$100

Commercial Construction	
$1 to $2,000	
($23 for the first $500 + $3.05 for each additional $100 or fraction thereof up to and including $2,000)	$45
$2,001 to $25,000	
For the first $2,000	$69.25
For each additional $1,000 or fraction thereof up to and including $25,000	$14.00
$25,001 to $50,000	
For the first $25,000	$391.75
For each additional $1,000 or fraction thereof to and including $50,000	$10.10
$50,000 to $100,000	
For the first $50,000	$643.75
For each additional $1,000 or fraction thereof up to and including $100,000	$7.00
$100,001 to $500,000	
For the first $100,000	$993.75
For each additional $1,000 or fraction thereof up to and including $500,000	$5.40

PROPOSED CPED FEE SCHEDULE 2019

	2019
$500,001 to $1,000,000	
For the first $500,000	$3,233.75
For each additional $1,000 or fraction thereof up to and including $1,000,000	$4.75
Over $1,000,000	
For the first $1,000,000	$5,608.75
For each additional $1,000 or fraction thereof	$3.65

Miscellaneous Structures & Work	
Foundation permit	$100
Swimming pool (including fencing)	$40
Fences over 6' high	$40
Re-roofing	$50
Re-siding	$50
Demo Permit	$85 + $ .07/sq. ft.

Soil Erosion, Sedimentation, & Earth Change	
Single Family	$125
Land development project: first acre	$250
Land development project: each additional acre	$35
Trenched utility installation: first mile	$250
Trenched utility installation mile	$35
Excavating utility installation: first acre	$250
Excavated utility installation: each additional acre	$35
Sea wall	$125
Pond	$125
Inspection/reinspection	$70
Permit waiver	$25
Technical Code Inspection, residential	$80
Other charges/review by outside entities	Actual expenses

Tent Permit	
First three tents	$125
Each additional tent	$25
Additional inspection	$90

PROPOSED CPED FEE SCHEDULE 2019

	2019
Sign Permits	
Special Event signs, festoons, banners, etc. (per week – 4 weeks max)	$45
Grand Opening signs, festoons, banners, etc. (2 weeks)	$55
Awning (fixed or moveable)	$55
Sign Repair	$55
Permanent (0-50 sq.ft.)	$72
Permanent (51-100 sq. ft.)	$83
Permanent (100+ sq. ft.)	$94
Barber pole, clock, other ornamental specialty	$55

Paving Permits	
Drive for New Single Family Home (w/ building permit)	$55
Residential (new and expansion, 1 & 2 units)	$55
Residential (new and expansion, 3+ units)	$66 + $6 per 1000 sq ft
Non-residential (new and expansion)	$77 + $6 per 1000 sq ft

Housing	
Housing Code - On Line	Free
Housing code - hard copy	$8
Rental Registration Violation	$77
Unregistered Rental Violation	$220
Housing Board of Appeals	$83
Rental inspection prior to cert expiration (per unit, per inspection and reinspection)	$55
Rental inspection after cert expiration (per unit, per inspection and reinspection)	$77
Hotel/Motel, Bed/Breakfast, Fraternity/Sorority, Rooming House inspection (per building inspected + per room inspected)	$110 + $11
Conditional Certificate Clearance	$25
Residential pre-sale inspection (per dwelling unit)	$77
Housing complaint inspection resulting in a violation notice (per dwelling unit)	$77
Annual Rental Registration fee (per property + per unit)	$110 + $1/unit
Historic Preservation	

PROPOSED CPED FEE SCHEDULE 2019

	2019
Administrative Review without Building Permit	$0
Administrative Review with Building Permit	Building Permit fee + $35
Historic District Commission Review	$83

Nuisance Violations	
Owner occupied notice (per occurrence)	
Initial Notice	$0
No response notice	$77
Weed notice (1st notice)	$127
Weed notice (2nd notice)	$177
Weed notice (3rd notice)	$227
Weed notice (4th and further notices)	$277
Weed Mowing (per occurrence)	$77 + contractor charges
Curb lawn	$55 + contractor charges
Private Property Notice (trash, brush, porch, graffiti) (per occurrence)	$77
Private property clean-ups (trash, brush, porch)	$77 + contractor charges
Graffiti: Initial Notice	$0
Graffiti: No Response Notice	$77
Graffiti: Abatement	$77 + contractor charges
Condemnation	$138
Condemnation reposting	$28
Notice to vacate	$77
Repair or vacate notice	$77
Open to casual entry	$77
Commercial/Industrial Complaint Inspection Resulting in a Violation Notice	$77
Abandoned Residential Structures, Inspection Fees (per inspection)	$77

Abandoned Residential Structures Registration Fees	
0-30 days	$0
31-90 days (per month)	$28
91 and over (per month)	$55
Dangerous Buildings Board	
Dangerous Buildings Board referral	$165

PROPOSED CPED FEE SCHEDULE 2019

	2019
Initial Hearing	$165
Re-hearing	$110
Title Search and Review	$275
Title Search Update	$110

Planning	
Documents	
Comprehensive Plan Document	$30
Future Land Use Map	$10
Zoning Ordinance - On Line	Free
Zoning Ordinance Document	$25
Riverfront Overlay Document	$15
Downtown Design Guidelines Document	$20
Rezoning	
Rezoning – first acre	$550
Rezoning – each additional acre or part thereof	$55
Zoning Ordinance Text Amendment	$330
Special Use Permits	
Special Use Permits	$303
Child Care	$55
New Sign for a Special Use	$110 + sign permit
Planned Unit Development	
Preliminary Plan	No Fee
Final Plan	$500
Combined Approval	$500
Rezoning and Plan	$550 + site plan
Subdivision	
Tentative Preliminary Plat Approval	$275 + $5 per lot
Final Preliminary Plat Approval	$385 + $6 per lot
Final Plat Approval	$330 + $6 per lot
Planning: Other	
Comprehensive Plan Amendment	$700
Street/Alley Vacation	$330 + fair market value of land

PROPOSED CPED FEE SCHEDULE 2019

	2019
Zoning Board of Appeals	
Use Variance	$495
Dimensional Variance	$275
Ordinance Interpretation	$275
Appeal of Administrative Decision	$275
Temporary Use (30 days or more)	$275
Temporary Use (less than 30 days - administrative review)	$165

Zoning Inspections & Enforcement	
Zoning Compliance Letter – single family & duplex	$55
Zoning Compliance Letter – all other development	$138
Compliant Inspection Resulting in a Violation Notice	$77

Site Plan Review	
Full Site Plan (multiple family residential)	$330 + $6 per unit
Full Site Plan (non-residential)	$330 + $6 per each 500 square feet of gross floor area exclusive of basement
Major Amendment to Approved Plan	Half of original Plan fee
Sketch site plan fee (excluding change in use)	$193
Site reinspection fee (each)	$110
Telecommunication Antennas Co-location	$385

Business Development Fund	
Façade Improvement Program Application Fee	1% of grant/loan request
Small Business Program Application Fee	1% of grant/loan request

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO ESTABLISH FEES FOR VARIOUS ACTIVITIES WITHIN THE COMMUNITY PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT INCLUDING: CODE ADMINISTRATION, RENTAL HOUSING INSPECTIONS, ABANDONED RESIDENTIAL STRUCTURES, BUILDING & TRADES, SOIL EROSION, SEDIMENTATION & EARTH CHANGE CONTROL; PLANNING, ZONING, BUSINESS DEVELOPMENT,

WHEREAS, the Code of Ordinances for the City of Kalamazoo allows the Kalamazoo City Commission to set fees by resolution for various activities, requests, hearings and permits, and such fees may be amended from time to time; and

WHEREAS, the fees are a reasonable reflection of City of Kalamazoo costs incurred for these activities.

NOW, THEREFORE, BE IT RESOLVED that the attached list of fees and charges shall be levied, commencing on February 1, 2019.

The above resolution was offered by _____

and supported by _____.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

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 _____, 2019. 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 said Act.

_____

Scott Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: Department of Parks and Recreation Proposed Fees and Charges for 2019

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION to establish the Department of Parks and Recreation fees and charges for 2019.

BACKGROUND

The Department of Parks and Recreation provides a variety of programs and activities for which fees are charged. Fees are charged for some youth and adult recreation programs to cover the direct expenses associated with the programs. Examples include adult softball and volleyball. Inclusive recreation programs, after school programs and youth development programs include a nominal fee to offset some program expenses. Although fees are recommended, consideration is given to a family's ability to pay, so as to ensure access to youth programs for all City residents.

In addition, fees are charged for the reservation of park facilities, such as Milham Park picnic shelter, the use of Crane Park for weddings, and the use of some recreational sports fields in most parks. Fees for festivals, special events, picnic shelters, and field rentals are justified as there is a greater amount of work involved for staff prior to and following these events due to the wear and tear on the park turf, sidewalks, and equipment. There are minor changes from the 2018 Fees to the 2019 Proposed Fees. Most fees have increased approximately 5% across the board with a few exceptions.

The proposed basic facility fees and additional amenity fees are in line with industry standards in the State of Michigan and across the United States.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

The proposed fee increase will have a positive impact on general fund revenues.

ALTERNATIVES

Ongoing efforts are made to generate revenue through donations, grants, and program sponsorships to enhance service to the community and reduce the dollars requested from the General Fund. Staff is not aware of any other funding source that will cover ongoing program expenses.

ATTACHMENTS:

	Type	Description
🗋	Fee Schedule	2019 Proposed Parks and Recreation Fee Schedule
🗋	Resolution	2019 Parks and Recreation Fees and Charges Resolution

City of Kalamazoo Department of Parks and Recreation -- Adopted Fees and Charges for 2019

	2018 Resident	2018 Non-Resident	2018 Both	2019 Resident	2019 Non-Resident	2019 Both
YOUTH RECREATION & LEISURE PROGRAMS						
Financial Assistance is available for all youth programs for City residents who meet specified financial guidelines.						
Classes, Youth Development, & Special Activities			$9 - $390			$10 - $410.00
Trips Programs (cost of each program calculated at slightly higher than expenses)						
Family Aquatic Center -- Nicholas Kik Pool						
18 years & older			$7.00			$ 7.00
17 years & under			$4.00			$ 4.00
Family Pass	$80.00	$120.00		$85.00	$125.00	
Individual Pass	$70.00	$105.00		$75.00	$110.00	
Swim Lessons	$30 - $60	$45 - $90		$31 - $65	$47 - $95	
Playgrounds/Mini-Camps						
Mini-Camps		$85 - $135/week	$120 - $195/week	$90-$140/week	$125-$200/week	
Refund Processing Fee (per Program)			$10.00			$10.00
ADULT RECREATION/LEISURE PROGRAMS						
Adult Programming	n/a	n/a	$40 - $710	n/a	n/a	$45 - $745
Team/League Fees						
*Summer Slow-Pitch Softball						
*Summer Doubleheader Slow-Pitch Softball						
Volleyball						
*Softball team entry includes $20 registration for NSA insurance; required by City Risk Manager.						
**Team entry based on all resident players - see additional per player fee for non-resident players below						
***Team /League Fees are now listed in Adult Programming						
Late Fee if paid after the deadline			$50.00			$50.00
Refund Processing Fee			$25.00			$25.00
FACILITY RENTALS/PUBLIC EVENTS/SPECIAL EVENTS						
Rental fees include entire park & amenities. City of Kalamazoo Parks are open May 1-October 1st ; restrooms in parks are open Memorial Day Weekend through Labor Day Weekend.						
Bronson Park (only available for public events)						
Homer Stryker Field & Soisson/Rapacz/Clason						
Football/Soccer Field						
Full Day (more than 4 hours, including set-up)			$650.00			$680.00
Spring Valley Park, Milham Park , & Upjohn Park						
Full Day (more than 4 hours, including set-up)			$515.00			$540.00
Farrell Park & LaCrone Park (LaCrone is a new rental option beginning in 2014)						
Full Day (more than 4 hours, including set-up)			$515.00			$540.00
All other City Parks & Farmers' Market (includes entire park & athletic amenities if applicable)						
Full Day (more than 4 hours, including set-up)			$305.00			$320.00
Extra Fees						
Large Event Fee/per day (over 2,000 people)			$185.00			$195.00
Special Event Modification Fees						$100.00
Refund Processing Fee			$25.00			$25.00
FACILITY RENTALS/PRIVATE EVENTS						
City of Kalamazoo Parks are open May 1-October 1st; restrooms in parks are open Memorial Day Weekend through Labor Day Weekend.						
Facilities are rented in 4 hour blocks (10 am- 2 pm or 3 pm -7 pm)						
Weddings -- Crane Park			$150/4 hours			$155/4 hours
Approximately 50 person capacity						
Picnic Shelters						
Milham Park Shelter			$135/4 hours			$140/4 hours
capacity 144 & 10 ADA; with electric						
Milham Park Shelter			$70/4 hours			$75/4 hours
capacity 30-40; without electric; located on north side of park						
Mayors' Riverfront Park			$70/ hours			$75/ hours
capacity 30/40; no electric						
Farrell Park			$70/4 hours			$75/4 hours
capacity 60; no electric						
Spring Valley Park			$135/4 hours			$140/4 hours
capacity 20-30; with electric						
Upjohn Park			$70/4 hours			$75/4 hours
capacity 30-40; without electric						
LaCrone Park			$135/4 hours			$140/4 hours
capacity 30-40; with electric						
Woods Lake Shelter			$135/4 hours			$140/4 hours
capacity 30-40; with electric						
Refund Processing Fee			$25.00			$25.00
Short Notice Fee (request made less than 10 days prior to event) Rental must be preapproved by Parks Supervisor			$15.00			$15.00

	2018 Resident	2018 Non-Resident	2018 Both	2019 Resident	2019 Non-Resident	2019 Both
SPORTS FACILITY RENTALS						
City of Kalamazoo Parks are open May 1-October 1st; restrooms in parks are open Memorial Day Weekend through Labor Day Weekend.						
VerSluis/Dickinson Park (cost per field & per day)						
Softball field reservations/tournaments (per field)						
Daily rental			$145.00			$150.00
(includes initial lining & dragging, supplies and a staff						
Dickinson 1,2,3			$165.00			$170.00
Multi-Use Field (lacrosse, soccer, rugby, ultimate frisbee, etc.)			$100.00			$105.00
Extra Fees (Pre-arranged 2 weeks prior to event)						
Lining and dragging (cost per field/per occurrence)			$60.00			$63.00
Field modification (move pitch, rubbers, bases) (cost per field per occurrence)			$80.00			$85.00
Mayors' Riverfront Park (cost of field maintenance for soccer/football is higher than for baseball)						
Homer Stryker Baseball Field (fees are per game unless otherwise noted)						
Daily Rental			$490.00			$510.00
(includes initial lining & dragging, supplies and a staff present at event)						
Extra Fees (Pre-arranged)						
Lights (night games)			$80/per game			$85/per game
Press box and sound system			$80.00			$80.00
Scoreboard Controller			$500 Deposit			$500 Deposit
(The City reserves the right to invoice all costs if the unit is damaged, up to replacement of the controller)						
Soisson/Rapacz/Clason Football/Soccer Field (fees are per game unless otherwise noted)						
Soccer/Football						
Daily Rental (5 hours or less)			$325.00			$335.00
(Cost will be the same regardless of level of play - Fees include initial field prep, supplies and a staff present at event)			$170 each add'l hr			$175 each add'l hr
Extra Fees						
Lights (night games, cost per game)			$60.00			$65.00
Press box and sound system (cost per game)			$50.00			$55.00
Music Licensing Fee (cost per contract)			$10.00			$10.00
Scoreboard Controller Deposit			$500.00			$500.00
(The City reserves the right to invoice all costs if the unit is damaged, up to replacement of the controller)						
Basketball (cost per day)						
LaCrone Park			$255.00			$265.00
(2 courts)						
Upjohn Park & Mayors Riverfront Park			$130.00			$135.00
(1 court)						
Other Sports						
Soccer, rugby, football, softball, tennis, disc golf, skate park, etc.						
More than 4 hours			$100.00			$105.00
Extra Fees						
Music Licensing Fee (cost per contract)			$10.00			$10.00
Modification Fee (change to approved permit) (per occurrence)						$25.00
Refund Processing Fee			$25.00			$25.00
OTHER RENTALS						
Kik Pool (cost per hour)						
Private Rental			$155.00			$160.00
(includes 2 lifeguards for up to 50 people)						
Swim Teams (minimum 3 lanes, cost per lane/per hour)			$14.00			$15.00
Additional Lifeguards (cost per hour as needed for each additional 25 people)			$16.00 (per lifeguard)			$17.00 (per lifeguard)
Mayors' Riverfront Park Community Room (cost per hour)						
Monday-Friday 8 am - 5 pm			$50.00			$55.00
Multiple bookings			$50/hour plus direct costs			$55/hour plus direct costs
Fire Station (multipurpose room or classroom)						
Monday-Friday 8 am - 5 pm			$50/ per hour			$55/ per hour
Youth Development Center (multipurpose room or classroom)						
Monday-Friday 8 am - 5 pm			$50/ per hour			$55/ per hour
Fairmount Dog Park	$80.00	$115.00		$0.00	$0.00	
During the winter months, the parking lot will not be open. Users must park on the street & access the park via the sidewalk						
Key FOB Replacement			$10.00			$0.00

Final cost for all rentals is based on necessary amenities and facility maintenance connected to each activity request. Any events requiring staff overtime will be billed for direct staff overtime costs after the event. All public event will also require a certificate of insurance naming the City as additional insured. Additional charges will be assessed if damage occurs. 1.0% monthly interest charge will be added to fees not paid by due date.

All public event rentals and festivals are reserved through the Parks & Recreation Department and require formal approval. All private field, shelter, and wedding rentals are reserved through the Department of Parks and Recreation.

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. __

A RESOLUTION GOVERNING PARKS AND RECREATION FEES

WHEREAS, charges need to be levied to pay for certain Parks and Recreation costs; and

WHEREAS, those costs have risen since they were previously established in 2017; and

WHEREAS, those costs associated with youth programs may be subsidized for those families with the inability to pay full cost for service.

NOW, THEREFORE, BE IT RESOLVED that the attached list of fees and charges shall be levied, commencing on February 1, 2019.

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 January 22, 2019. 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 said Act.

_____
Scott A. Borling, City Clerk

Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Melissa Fuller, Deputy Management Services Director

DATE: 1/11/2019

SUBJECT: FY 2019 Proposed Kalamazoo Municipal Golf Association Rates

RECOMMENDATION

It is recommended that the City Commission approve the proposed 2019 fee schedule for the Kalamazoo Municipal Golf Association (KMGA).

BACKGROUND

The KMGA bylaws require that the KMGA fee structure be submitted to the City Commission for approval.

COMMUNITY RESOURCES CONSULTED

The KMGA Board has approved the fee schedule and recommends City Commission approval.

FISCAL IMPACT

The KMGA generates approximately $1.1 annually in fees collected. Adoption of this fee schedule by the City Commission will provide the KMGA with authority to implement the fees for related activities during the fiscal year.

ALTERNATIVES

The City Commission may revise the fee schedule as presented.

ATTACHMENTS:

	Type	Description
🗋	Fee Schedule	FY2019 Proposed Membership Rates Fee Schedule
🗋	Fee Schedule	FY2019 Proposed Daily Rates Fee Schedule

2019 Regular Membership Rates

	3-Course Full	3-Course Weekday*	Milham Only Full	Milham Only Weekday*	Eastern Only Full	Eastern Only Weekday*	Red Arrow
Adult	$950.00	$850.00	$895.00	$795.00	$875.00	$775.00	$125.00
Senior (60+)	$850.00	$750.00	$795.00	$695.00	$775.00	$675.00	$100.00
Military	$850.00	$750.00	$795.00	$695.00	$775.00	$675.00	$100.00
Junior (17-)	$325.00	$275.00	$295.00	$250.00	$275.00	$225.00	$75.00
Couple	$1,300.00	$1,200.00	$1,195.00	$1,095.00	$1,150.00	$1,050.00	$200.00
Senior Couple	$1,200.00	$1,100.00	$1,095.00	$995.00	$1,050.00	$950.00	$150.00
Family	$1,400.00	$1,300.00	$1,295.00	$1,195.00	$1,275.00	$1,175.00	$225.00
Add Golf Cart (Per Person)	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	NA

**Weekday memberships valid Mon-Fri, excluding holidays*

Milham Only or Eastern Only members may play other course for:
$10/$18 walking 9/18, or
$17/$25 riding 9/18 during applicable membership times.
Weekday members pay full price on weekends.

2019 Driving Range Memberships

	3-Course Full	3-Course Weekday*	Milham Full	Milham Weekday*	Eastern Full	Eastern Weekday*	Red Arrow
Non-Member	$395.00	NA	$395.00	NA	$395.00	NA	NA
Member	$325.00	NA	$325.00	NA	$325.00	NA	NA
Limited token-a-day	$175.00	NA	$175.00	NA	$175.00	NA	NA
Each Additional Family Member	$100.00	NA	$100.00	NA	$100.00	NA	NA
Short Game Practice Area (Non-Mem)	$50.00	NA	$50.00	NA	$50.00	NA	NA

2019 Membership Specials

	3-Course Full	3-Course Weekday*	Milham Full	Milham Weekday*	Eastern Full	Eastern Weekday*	Red Arrow
Unlimited Golf with Cart (Adult)	$1,375.00	$1,175.00	$1,300.00	$1,100.00	$1,275.00	$1,075.00	NA
Unlimited Golf with Cart (Sr./Military)	$1,325.00	$1,125.00	$1,275.00	$1,075.00	$1,250.00	$1,050.00	NA
Unlimited Golf with Cart (Couple)	$1,950.00	$1,650.00	$1,900.00	$1,600.00	$1,850.00	$1,550.00	NA
Unlimited Golf with Cart (Sr. Couple)	$1,900.00	$1,600.00	$1,850.00	$1,550.00	$1,800.00	$1,500.00	NA

*****Golf with Cart Special must be purchased before 12/31/18*****

Unlimited One Day Walking (specific day)	$350.00	NA	$350.00	NA	$350.00	NA	NA
Unlimited One Day Riding (specific day)	$500.00	NA	$500.00	NA	$500.00	NA	NA
Add a related Junior to any membership:							
Ages 11-17	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$25.00
Ages 10 & under	FREE	FREE	FREE	FREE	FREE	FREE	FREE

CURRENT MEMBER PROMOTIONS:

EARLY PURCHASE DISCOUNT:
A current member who purchases before 12/31/18
may take $50.00 off Regular membership rates!
(excludes Specials, Red Arrow, Golf Cart, Junior, Short Game, and Driving Range)
(current members as of 7/1/18)

REFER A MEMBER:
A current member who refers a new member will
receive a $50 gift certificate!
(Excludes Red Arrow and Short Game memberships.
New member must not have been a
member in 2016, 2017, or 2018. See staff for further details)

ADDITIONAL BONUS 1:
A current member who pays with cash or check before 12/31/18 will
receive a gift certificate in the amount of 3% of your membership payment!
(Not valid on credit/debit/gift card payments or other purchases.
Gift Certificate valid for merchandise only.)

ADDITIONAL BONUS 2:
A current member who renews before 12/31/18 will
receive a punch card valued at $116!
(Punch card includes 4 - 9 hole rounds, 4 - 9 hole cart rentals, and 4 - range tokens. No substitutions or discounts. Not transferable)

2019 KMGA Regular Daily Rates

9 Holes	Milham Park	Eastern Hills	Red Arrow
Adult (Weekends/Holidays)	$16.00	$15.00	$5.00
Adult (Weekdays)	$15.00	$14.00	$5.00
Senior (60+)	$12.50*	$12.00*	$4.50
Student / Military (w/ID)	$12.50*	$12.00*	$4.50
Junior (17-)	$10.00	$10.00	$4.00
1/2 Golf Car	$8.00	$8.00	NA
1/2 Golf Car (member)	$7.00	$7.00	NA
Full Golf Car**	$16.00	$16.00	NA

18 Holes	Milham Park	Eastern Hills	Red Arrow
Adult (Weekends/Holidays)	$28.00	$26.00	$9.00
Adult (Weekdays)	$26.00	$24.00	$9.00
Senior (60+)	$21.00*	$20.00*	$8.00
Student / Military (w/ID)	$21.00*	$20.00*	$8.00
Junior (17-)	$15.00	$15.00	$7.00
1/2 Golf Car	$16.00	$16.00	NA
1/2 Golf Car (member)	$14.00	$14.00	NA
Full Golf Car**	$32.00	$32.00	NA

* Senior, Student, Military rates valid Mon-Fri before 3:00, weekends/holidays after 3:00
** Full golf car pricing applies to any group with more than 1 empty seat

Other	Milham Park	Eastern Hills	Red Arrow
Range Token (~30 balls)	$5.00	$5.00	NA
Range Token (member)	$4.00	$4.00	NA
Short Game Practice Area Daily	$5.00	$5.00	NA
Push Cart 9/18	$2.00/$3.00	$2.00/$3.00	$1.00/$1.50
Club Rental 9/18	$10.00/$15.00	$10.00/$15.00	$3.00/$4.00

Commission Agenda Report

City of Kalamazoo

TO:

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

SUBJECT: City Manager's Report

INFORMATIONAL ITEMS

Attached for your information is the City Manager's Report for Tuesday, January 22, 2019.

ATTACHMENTS:

Type	Description
Report	Departmental Reports and Project Updates
Report	2018 Annual Grants Report
Report	December 2018 Purchases

City Manager's Report

JANUARY 22, 2019

Monthly Grants Status Report

Please see attached Annual Grants Report 2018 document.

Community Planning & Economic Development (CPED)

Building & Trades

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

Housing & Urban Development

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

Year	CDBG	HOME	ESG
2018	$1,618,823	$531,580	$0*
2017	$1,493,264	$388,900	$211.770

*The awards are based on Census data and, according to our HUD representative; Kalamazoo did not meet the threshold for funding. The funds normally allocated to Kalamazoo were given to MSHDA. However, Kalamazoo did receive an increase in the funding sent to the C of C for homeless services.

Activities for 2018-19 include, but are not limited to:

- 110 homeowner rehabilitation projects
- 15 homeowner rehabs – Code Enforcement Repair Pilot
- Two rental rehabilitations focused on accessible units
- Two homeownership – acquisition/rehabilitation for buyers at 60% AMI and below
- Two community public safety officers
- Administrative support of the Continuum of Care
- Support youth programming with Parks & Recreation
- Support of code administration
- Three blighted buildings demolished

Shared Prosperity Kalamazoo

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

Economic Development

Update on Business Incubator Feasibility Study

Staff completed tours of the potential sites for the incubator. Participants included representatives from WMU, SBDC, SCORE, ANP Consulting, LISC, Starting Gate, and WMED Innovation Center. Each participant will score the site and a recommendation will be made based on those scores. The following sites were visited:

- Merchants Crossing
- Comerica
- Traveling Nurse Building (348 N. Burdick St)
- Old Public Safety/Fire Station (116 Cedar St)

Next steps include:

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

Brownfield Redevelopment Authority

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

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

I.T.

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

Human Resources (HR)

Staff continued assisting users with PERFORM software implementation of City's Non Bargaining Unit (NBU) BARS Performance Review System.

Kalamazoo Department of Public Safety (KDPS)

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

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

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

Management Services

- **Accounting & Budget**

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

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

- **Purchasing**

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

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

  Purchasing staff are administering prevailing wages for eight construction contracts.

- **Treasury**

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

Parks and Recreation

- Recreation Division

  The Special Event Coordinator planned and hosted the 13th Annual Candy Cane Hunt on December 8. Last year was the first year this event was moved from its traditional date of the week after Tree Lighting Ceremony and we continued that again this year. This allows for more time to properly prepare for the event. The weather was cold, yet nice for December and the attendance reflected the favorable weather. We had several local businesses donate to the event and with those donations we were able to purchase some very nice prizes for the youth that attended. Volunteers from Jeter's Leaders and Kalamazoo Central helped at the event. There were crafts, letters to Santa, visits with Santa and a toy collection for Toys for Tots while children were not actively participating in the hunt for nearly

5,000 candy canes. New this year, we showed two short films, How the Grinch Stole Christmas and Frosty the Snowman. Hot chocolate was provided and distributed to attendees. The event was well received by all participants.

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

The Program Coordinator successfully ran the middle school bowling program that concluded with a tournament at Airway Lanes in mid-December. This program will pick up youth from school and transport them to the bowling alley for participation in the program. Parents are then responsible for picking up their children upon the conclusion of the practice. Covered in this program are the basics of bowling and how to work as a member of a team.

- Communication/Outreach

Many events are heavily dependent on volunteers and the Candy Cane Hunt is no different. We are in constant contact with various groups within Kalamazoo. Volunteers for the Candy Cane Hunt came from Kalamazoo Central High School and Jeter's Leaders.

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

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

- Parks Division

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

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

- Communication/Outreach

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

Public Services

- **Support Services Division**

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

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

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

- **Public Works Division**

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

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

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

- **Wastewater Operations Division**

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

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

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

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

- **Water Operations Division**

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

  Eleven Boil Water Advisory Notifications and associated eleven Lifting Notices were completed in December due to main breaks and service leaks/repairs.

The City of Kalamazoo assisted the City of Parchment with its Lead and Copper Program (LCP) with research, sampling, and analysis and reporting.

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

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

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

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

Annual Non-Entitlement Grants Report 2018

1/10/2019

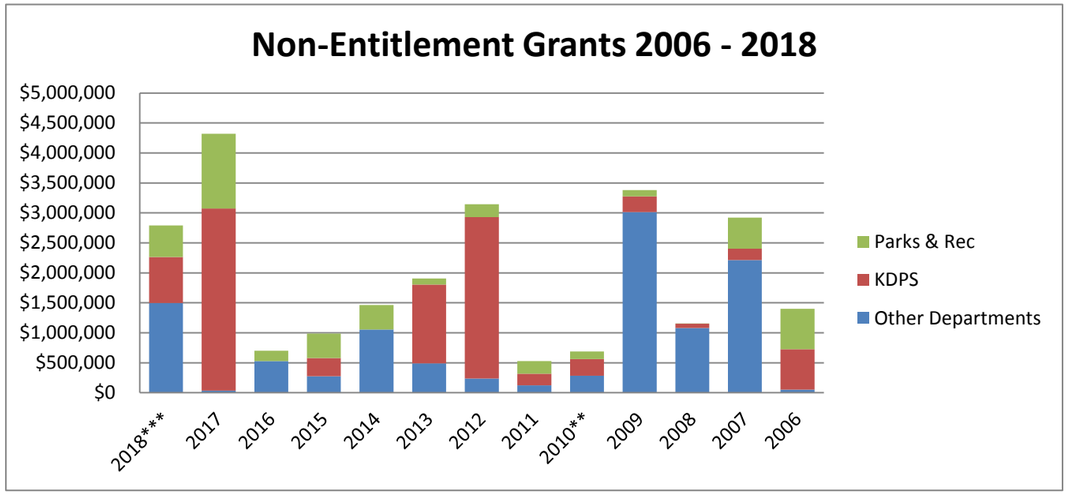
Steve Brown, FFE Coordinator, Resource Specialist

Year	Qty	Other Depts.	KDPS	Parks & Rec	Total
2018***	20	$1,498,150	$768,264	$524,265	$2,790,679
2017	32	$37,434	$3,036,250	$1,248,600	$4,324,333
2016	34	$527,803	$0	$174,795	$702,598
2015	36	$277,490	$301,226	$408,127	$986,843
2014	22	$1,056,246	$0	$406,196	$1,462,442
2013	17	$490,422	$1,316,590	$99,552	$1,906,564
2012	20	$237,027	$2,691,180	$217,660	$3,145,867
2011	19	$123,152	$193,762	$212,390	$529,304
2010**	24	$283,100	$281,079	$123,862	$688,041
2009	17	$3,014,406	$259,010	$108,000	$3,381,416
2008	21	$1,080,477	$69,862	$1,012	$1,151,351
2007	28	$2,215,276	$189,933	$515,259	$2,920,468
2006	28	$53,150	$673,557	$672,974	$1,399,681
Total 2006 - 2018	**318**	**$10,894,133**	**$9,780,713**	**$4,712,692**	**$25,389,587**
Avg. 2006 - 2018	*24*	*$838,010*	*$752,363*	*$362,515*	*$1,953,045*

** Every effort was made to recreate and cross-check pre-2017 data, but limited omissions may exist.*

*** Does not include $15 million stimulus dollars*

**** Figures exclude JAG grant*



FUNDER	GRANT NAME	AMOUNT	MATCH	DEPT.	GPM	PROJECT	AWARDED	
MI Brownfield Redevelopr	Grant	$182,000	No	CPED	Kemmer	Lot 9 Redevelopment	Yes	
MI Brownfield Redevelopr	Grant	$265,000	No	CPED	McCarthy	615 Holdings Redevelopmer	Yes	
Certified Local Governmer	Grant	$11,150	No	CPED	Ferraro	Regional Workshop for Histc	Yes	
CRA Association	Grant	$2,500	No	CPED	Bonner	Show Me The Money days 2	Yes	
Fifth Third Bank	Grant	$25,000	Yes	ED	Powell	Incubator	Yes	
BJA	Smart Policing	$700,000	No	KDPS	Tibbits	Enhanced Foot Patrol	Yes	
NACO, NLC, NCSL (MacA	Intergovernme	N/A	No	KDPS	Boysen	Youth Incarceration Redu	Yes	
ISG	Grant	$25,000	No	KDPS	Boysen	GVI	Yes	
OHSP	Grant	$43,264	No	KDPS	Tibbets	Pedestrian and bike safety	Yes	
Olin and Muriel Prather	Bronson Park	$5,000	No	PR	Fletcher	Bronson	Yes	
DNR	Recreation Pas	$75,000	25%	PR	Fletcher	Henderson Park	Yes	
Arcadia Ales	Drink One Dow	Varies	No	PR	Fletcher	Bronson Park	Yes	
Gary Sisters Foundation	Grant	$5,000	No	PR	Fletcher	Bronson Park	Yes	
KZCF	Grant	$25,000	No	PR	Fletcher	SuperRec	Yes	
DNR	Trust Fund Gra	$300,000	Min 25%	PR	Fletcher	KVRT Cork - Lake	Yes	
ISG	Grant	$22,500	No	PR	Fletcher	Fountain site improvemer	Yes	
ISG	Grant	$15,000	No	PR	Fletcher	Youth Strategic Plan	Yes	
Native American Heritag	NAHF Grant	$76,765	No	PR	Chamberlain	Fountain removal	Yes	
MDEQ	Lead Service R	$1,000,000	No	PS	Baker	Lead service removal	Yes	Pilot program Kalamazoo was selected to apply for
Match-E-Be-Nash-She-V	Grant	$12,500	No	PS	Baker	Reservation Boundary Str	Yes	
TOTAL AWARDED		**$2,790,679**						
EPA	Brownfield Clea	$200,000	Yes	ED	Shipley	BRA cleanup	No	

DNR	Recreation Pass	$75,000	25%	PR	Fletcher	Crane Park	No
Cities of Service	Love Your Block	$25,000	No	CPED	Anderson	Anti-blight	No
TOTAL DECLINED		$300,000					

INTEROFFICE MEMO

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

From: Michelle Emig, Purchasing Division Manager
Prepared By: Craig Hull, Buyer

Date: December 31, 2018

Subject: December 2018 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 December 2018.

c: Melissa Fuller, Deputy Director of Management Services/Purchasing Agent

December 2018
PURCHASES ADMINISTRATIVELY APPROVED BETWEEN $50,000 AND $100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
FERGUSON ENTERPRISES INC	12500 JEFFERSON AVENUE NEWPORT NEWS, VA 23602	$56,959.40	P-030365 SMART METERS
BOBCAT COMPANY	PO BOX 6000250 E BEATON DR WEST FARGO, ND 58078	$50,078.67	000-00-017.11 (1) E35 33HP ZTS BOBCAT EXCAVATOR
BOLLE CONTRACTING LLC	408 EAST FOURTH STREET CLARE, MI 48617	$93,300.00	955-30-106.0.1 231 BLIGHT ABATEMENT DEMO OF 7 HOUSES

December 2018
CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN $50,000 AND $100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
CITY OF PORTAGE	7900 S WESTNEDGE AVE PORTAGE, MI 49002	$53,553.47	P-024408 KILGORE RD/S WESTNEDGE AVE TRAFFIC SIGNAL
CHICAGO BRIDGE & IRON	1505 N DIVISION ST PLAINFIELD, IL 60544-8984	$98,541.00	955-10-144.0 REVISED LADDER DESIGN