



Agenda

City Commission Business Meeting

City of Kalamazoo

Tuesday, January 21, 2020

7:00 PM

City Commission Chambers – 241 West South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: Pastor Lenzy E. Bell, First United Baptist Church
2. Pledge of Allegiance
3. Introduction of Guests
 - a. Presentation of Social Justice Youth Awards
4. Proclamations

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve items “1-4” and authorize the City Manager to sign all documents on behalf of the City)

1. Adoption of a RESOLUTION replacing Resolution 11-65, assigning a Payment in Lieu of Taxes to Apple Ridge II/ MHT Limited Dividend Housing Association, LLC (“Apple Ridge II”) for Apple Ridge Apartments at 2301 Flower Street, and extending the PILOT 14 years, pursuant to Section 35-4 of the Kalamazoo City Code.

2. Approval of the Mayor's appointments and reappointments to boards and commissions:
 - the appointment of **Jeremy Berg** to the Historic District Commission for a term expiring on January 1, 2023.
 - the appointment of **John Mitchell** to the Historic District Commission for a term expiring on January 1, 2023.
 - the reappointment of **Regina Gorham** to the Historic Preservation Commission for a term expiring on March 31, 2023.
 - the appointment of **Tim Hills** to the Historic Preservation Commission for a term expiring on March 31, 2022.
 - the reappointment of **Joshua Koenig** to the Historic Preservation Commission for a term expiring on March 31, 2023.
 - the appointment of **Lenae Powell-Wilson** to the Historic Preservation Commission for a term expiring on March 31, 2022.
 - the reappointment of **Beth Timmerman** to the Historic Preservation Commission for a term expiring on March 31, 2023.
3. Approval of the reappointment of **Donna Keller** to the Board of Review for Assessments for a term expiring on January 31, 2023. Included with this recommendation is a request to waive City Commission Rule 12e regarding term limits.
4. Approval of the minutes from the City Commission meetings on November 11, November 18, December 2, December 9, and December 16, 2019; and January 6, 2020.

G. REGULAR AGENDA

1. Approval of a grant agreement between the Stryker Johnston Foundation and City of Kalamazoo for \$28,212,628 to support aspirational projects for the mission of the Foundation for Excellence from 2020 through the 2022 fiscal year. **(Action: Motion to approve the agreement and direct the City Manager to sign all related documents.)**

2. Adoption of a RESOLUTION approving and adopting the annual appropriation for the year 2020, setting forth the number of mills to be levied, approved an interim appropriation for the year 2021, 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 2020 Brownfield Redevelopment Authority (BRA) budget as submitted by the BRA Board.
 - b. Approval of the proposed FY 2020 Economic Development Corporation (EDC) budget as submitted by the EDC Board.
 - c. Approval of the FY 2020 Downtown Development Authority (DDA) Operating Budget, and the existing two-mill DDA Tax Levy
 - d. Approval of the FY 2020 Downtown Economic Growth Authority (DEGA) Operating Budget
 - e. Approval of the proposed 2020 fee schedule for the Kalamazoo Municipal Golf Association.
 - f. Adoption of a RESOLUTION approving the 2020 fees for various permits, hearings, etc. within the Community Planning & Economic Development department.
 - g. Adoption of a RESOLUTION to establish the Department of Parks and Recreation fees and charges for 2020.
3. Adoption of an ORDINANCE amending Article IV, Mobile Food Vehicle Vendors, which includes renaming this section Mobile Food Businesses; and adoption of a RESOLUTION setting the areas of operation and the fee for mobile food vehicles. **(Action: Motion to adopt the ordinance and resolution)**

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. COMMISSIONER COMMENTS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

Get news, information, and alerts from the City of Kalamazoo. Sign up at www.kalamazoocity.org/connect, follow @KalamazooCity on Twitter, and search for The City of Kalamazoo on Facebook.

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

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

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

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



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

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

February 3rd and February 17th

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

February 17th

Advisory Boards, Commissions and Committees (next two weeks)

The **Downtown Development Authority Board** will meet on Monday, January 27, 2020 at 3:00 p.m., in the Community Room at City Hall. The **Downtown Economic Growth Authority Board** will meet immediately following.

The **Natural Features Protection Review Board** will meet on Tuesday, January 28, 2020 at 4:00 p.m., in the Community Room at City Hall.

The **Shared Prosperity Kalamazoo Organizing Committee** will meet on Monday, February 3, 2020 at 12:30 p.m., in the Community Room at City Hall.



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **F.1.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Reviewed by:
Prepared by:

DATE: January 21, 2020

SUBJECT: Adopt new PILOT resolution for Apple Ridge Apartments at 2301 Flower Street

RECOMMENDATION:

It is recommended that the City Commission approve a Payment in Lieu of Taxes (PILOT) resolution for Apple Ridge II/ MHT Limited Dividend Housing Association, LLC ("Apple Ridge II") (Parcel No. 06-26-161-100), pursuant to Section 35-4 of the Kalamazoo City Code. This resolution will replace Resolution 11-65 which previously approved a PILOT for the property.

BACKGROUND:

Apple Ridge Apartments is a 56-unit affordable multifamily apartment complex located at 2233 Flower Street in Kalamazoo. The property currently has an existing Payment In Lieu of Taxes agreement ("PILOT") with The City of Kalamazoo that allows the property to pay 5% of annual shelter rents in lieu of full Ad-Valorem property taxes. The resolution awarding the PILOT was passed by the City of Kalamazoo on October 17, 2011, and is effective for 35 years through 2047, as long as the units are maintained as as certified and registered rentals serving as affordable housing. The current PILOT replaced an earlier PILOT with prior owners of the project. During the process of applying for the new PILOT, the new owners reached an agreement with the city, approved by the City Commission in 2009, to settle an outstanding \$750,000 HOME loan, taken out by the original project owners, for \$331,075.

The current owner of Apple Ridge apartments, MHT Housing, Inc. (MHT), has applied for Michigan State Housing Development Authority (MSHDA) debt financing and Low Income Housing Tax Credits (LIHTC) in order to fund rehabilitation of the property. The application is undergoing MSHDA's underwriting process for a conditional award. One requirement for closing on the award is the city's assurance that it will transfer the existing PILOT to the new ownership entity that will receive the award, Apple Ridge II/ MHT Limited Dividend Housing

Association, LLC (“Apple Ridge II”), and extend the length of the PILOT for 40 year term of the new MSHDA loan. This will extend the PILOT through 2060 or 2061, depending on the official closing date, which will be 13 to 14 years longer than the current PILOT scheduled PILOT expiration in 2047. Apple Ridge II has not requested any other term changes to the existing PILOT.

The financing and rehabilitation plan for Apple Ridge does call for rents to be increased from very low income (20%-30% of Area Median Income) to a mix of 50% and 60% of Area Median Income rental rates. To protect existing tenants from the impacts of rent increases, Apple Ridge II has included a reserve account of \$600,000 to pay rental subsidies during the 15-year compliance period following closing on the award. During this time, existing tenants in deeply targeted rental units will continue to see an assumed 5% annual rental increase while the reserve is used to offset the difference in rent from the 50%-60% units. As new tenants move it, they will be charged at the higher, but still considered affordable, rates.

Because the PILOT request will support efforts to rehabilitate and preserve existing affordable housing in the city and will only extend the PILOT for 13 to 14 years, it is recommended that the City Commission approve the new PILOT request.

The new PILOT for units at Apple Ridge Apartments at 2233 Flower Street (06-26-161-100) would be contingent on the following:

- Closing the Conditional LIHTC award from MSHDA;
- Transferring ownership to Apple Ridge II/ MHT Limited Dividend Housing Association, LLC (“Apple Ridge II”);
- Notifying MSHDA of its eligibility for tax exemption;
- Maintaining the units as certified and registered rentals serving as affordable housing; and
- Commencing rehabilitation within one year from the date the PILOT becomes effective.

STRATEGIC VISION ALIGNMENT:

Relevant Priority Based Budgeting Program:

Program Name and Description

Affordable Housing - Improve the amount of decent and affordable housing in the City of Kalamazoo by supporting the maintenance, rehabilitation and development of accessible owner and renter occupied housing.

This program/project has a high degree of impact on the following Strategic Goal(s):
Complete Neighborhoods – Residential areas that support the full range of people’s daily needs

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Discussion:

Engagement/Communication Tools

FISCAL IMPACT:

Based on the proposed rents, Apple Ridge II has calculated the following increase in annual PILOT.

PILOT Payments in 2017 \$15,369

PILOT Payments in 2018 \$16,832

Projected PILOT Payments in 2019 \$16,836

PROJECTED PILOT Based on Increased Subsidized Rents:

Est Annual Shelter Rents \$534,508

Annual Utilities (\$22,500)

Total Base Amount \$512,008

PILOT Percentage 5%

Total Estimated PILOT \$25,600

The PILOT will result in a decrease in revenue for the up to 14 additional years between 2047 and when the PILOT would now end if the new PILOT is adopted.

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

**A RESOLUTION GRANTING ELIGIBILITY FOR A PAYMENT IN LIEU OF TAXES TO
APPLE RIDGE II/ MHT LIMITED DIVIDEND HOUSING ASSOCIATION, LLC ("APPLE
RIDGE II") FOR APPLE RIDGE APARTMENTS PROPERTY LOCATED AT 2233
FLOWER STREET (06-26-161-100)**

Minutes of a regular meeting of the City Commission of the City held on the
____ day of _____, 2020, at 7:00 o'clock p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, Apple Ridge II is requesting a new Payment in Lieu of Taxes (PILOT) resolution to transfer the PILOT to Apple Ridge II/ MHT Limited Dividend Housing Association, LLC (Apple Ridge II) and extend the term of the PILOT; and

WHEREAS, Apple Ridge II has been conditionally awarded debt financing and Low Income Housing Tax Credits (LIHTC) from the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, a Payment in Lieu of Taxes is a condition of receiving award from the Michigan State Housing Development Authority

WHEREAS, Resolution 11-65 approved a Payment in Lieu of Taxes for 35 years until year 2047 but the MSHDA loan requires a 40 year Payment in Lieu of Taxes increasing the approval date through year 2060; and

WHEREAS, Apple Ridge II will own and operate the Apple Ridge Apartment complex with 56 rental units at 2233 Flower Street (06-26-161-100) for low-income residents of Kalamazoo; and

WHEREAS, Section 35-4 of the Kalamazoo City Code and state law provide that the City may allow owners of property developed and reserved for low-income individuals to make a PILOT to the City in the amount not to exceed the amount of tax which would be imposed on the property but for its exemption from taxation granted by MCL 125.1415a.

NOW THEREFORE, BE IT RESOLVED that Apple Ridge II is deemed eligible for PILOT payments for the affordable housing rental units at 2233 Flower Street (06-26-161-100), subject to the following terms and conditions:

- 1) Apple Ridge closes Low Income Housing Tax Credit Award with MSHDA.
- 2) The PILOT will not become effective until the Michigan State Housing Development Authority ("MSHDA") notifies the City of Kalamazoo Assessor that it has certified that the parcel is eligible for tax exemption starting in the first year after said notification; and
- 3) The PILOT shall continue for as long as the Project is supported by a Mortgage Loan, or for forty years, or until December 31, 2060, whichever comes first, so long as Apple Ridge II/ MHT Limited Dividend Housing Association, LLC maintains the units as certified and registered rentals serving as affordable housing; and
- 4) The PILOT shall be calculated at a rate of five percent (5%) of annual shelter rents during this time period, pursuant to Section 35-4 of the Kalamazoo City Code; and
- 5) This resolution shall remain in effect during this time period, so long as Apple Ridge II maintains the units at the Apple Ridge Apartments (06-26-161-100) as certified and registered rentals serving as affordable housing; and
- 6) When the PILOT set forth herein becomes effective, it shall supersede and fully replace all prior PILOT resolutions for this property.

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 the ____ day of _____, 2020. 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.



An affordable non-profit housing corporation serving Michigan's housing needs

City of Kalamazoo Payment In Lieu of Taxes Request

Apple Ridge Apartments is a 56-unit affordable multifamily apartment complex located at 2301 Flower Street in Kalamazoo. The property currently has an existing Payment In Lieu of Taxes agreement (“PILOT”) with The City of Kalamazoo that allows the property to pay 5% of annual shelter rents in lieu of full Ad-Valorem property taxes. The resolution awarding the PILOT was passed by the City of Kalamazoo on October 17, 2011 and is effective for 35 years through 2047.

Recently, MHT Housing, Inc. (“MHT”), in its capacity as nonprofit sponsor and current owner of Apple Ridge, filed an application with the Michigan State Housing Development Authority (“MSHDA”) for debt financing and Low-Income Housing Tax Credits (LIHTC). Underwriting is in now progress for a conditional award to complete a \$7.6 million recapitalization of Apple Ridge in 2020 under a new MHT sponsored ownership entity. Proceeds from recapitalized debt and tax credit investor equity will be used by MHT to rehabilitate of the property. In order to close on the award, MSHDA will require assurance that the 5% PILOT will be assigned to the entity receiving the award, specifically Apple Ridge II/ MHT Limited Dividend Housing Association, LLC (“Apple Ridge II”). On behalf of preserving Apple Ridge as an affordable housing option for Kalamazoo, MHT is requesting that upon MSHDA approved financing and the corresponding sale of the property to Apple Ridge II, the existing PILOT will be assigned to new ownership and the term of the PILOT will be extended to accommodate MSHDA’s 40-year permanent loan term. MHT is not requesting any additional PILOT considerations other than this assignment and extension.

It is important to note that in connection with MHT’s plan to re-capitalize and rehabilitate the apartment complex, the rental set-asides will change from the deeply targeted low-income set-asides currently in place to revised set-asides at 50% of Area Median Income (“AMI”) and 60% of AMI. This will increase the amount of annual shelter rents and payments to the City of Kalamazoo under the PILOT.

In consideration of this change in rental set-asides, MHT has analyzed, on a unit-by-unit basis, the financial impact on each household and has calculated a long-term rent subsidy reserve required to subsidize the rents of existing residents. Conservative turnover rates are also factored into the calculation of this reserve, and across the 15-year compliance period, \$600,000 is budgeted for this Rent Subsidy Reserve as set forth in MHT’s application with MSHDA. The reserve will serve to subsidize the difference between the existing rent that each tenant pays (and will pay assuming modest annual increases not to exceed 5%) and the projected rents determined for units at 50% of AMI and 60% AMI.

ABOUT THE PROPERTY

Apple Ridge Apartments was newly constructed and placed in service on 3/28/2005. The property consists of twenty-six (26) one-story residential buildings, comprised of two (2) four-plex buildings, twenty-four (24) duplex buildings, and one community building with a property management office. The residential units



An affordable non-profit housing corporation serving Michigan's housing needs

consist of one, two, and three-bedroom units all of which will be newly equipped with well-appointed kitchens including frost-free refrigerators, self-cleaning ovens, dishwashers, microwaves, and disposals. In addition, the spacious layouts contain walk-in closets and patios.

The property has been owned and managed by MHT since January 2010, when MHT joined the partnership as replacement general partner, and proceeded to obtain permanent financing and stabilize operations for the long term. Now that the property's initial compliance period is ending, rehabilitating the property will assure its long-term viability as an attractive multifamily affordable housing community in Kalamazoo.

WHO WE ARE

Apple Ridge is owned by MHT and managed by its affiliated management company, MHT Management. MHT is a 501(c)(3) non-profit organization that has over 29 years of affordable housing development experience in the State of Michigan. MHT serves as the general partner or managing member of nearly 6,500 elderly and family units and has been successful in obtaining multiple funding sources for the preservation, adaptive reuse, and newly constructed projects, that have been financed with HOME and NSP funding, Brownfield and Historic tax credits, HUD/FHA financings and Fannie Mae loans. MHT Management (formerly known as Continental Management, Inc.), has won numerous local and state awards under its prior name for its management of over 106 affordable housing apartment communities.

THE PROPERTY AND ITS NEEDS

Apple Ridge is fully occupied, and offers its residents a safe, affordable housing option in Kalamazoo. The families living at Apple Ridge know that without this important housing option, they would face hardship, and the preservation of Apple Ridge is therefore critical to the wellbeing of these constituents living in Kalamazoo. The property is well maintained and has no deferred maintenance. All good owners strive to rehabilitate their properties every 15 years. However, despite its well-maintained condition, a recently completed capital needs assessment indicates that many of the property's physical components will exhaust their useful life over the next 5 to 10 years. This study is under review with MSHDA in consideration of its financial participation. Given the revenue restrictions under the existing rental set-asides, there is minimal cash flow to meet these capital needs at the property without MHT's preservation plan for the property.

Financing under MHT's preservation plan will derive in part from investment in Low-Income Housing Tax Credits provided under MSHDA's Tax Exempt Bond Financing Program. In addition, MSHDA is underwriting construction financing in the amount of \$3,852,267, a permanent loan in the amount of \$3,318,330, and gap financing in the amount of \$660,094. MHT will also provide gap financing in the form of a managing member loan in the amount of \$1,075,000.



Significant rehabilitation of the property will result in the repair or replacement of building systems including HVAC, exterior façades and windows, roofing, parking lot and landscaping upgrades, common area lighting, and in-unit upgrades for appliances, kitchen and bathroom cabinets, new countertops, flooring, and lighting. Tenant displacement will be minimal during this substantial renovation, and based on MHT's rehabilitation work in recent years, it is anticipated that each resident will have a fully renovated unit within a three-day period.

ABOUT THE TRANSACTION

All LIHTC transactions are structured in a similar manner and in this case, the new ownership entity has been formed under the name of Apple Ridge II/MHT Limited Dividend Housing Association, LLC, as noted above. An entity formed by MHT under the name Apple Ridge II MHT GP, Inc. will serve as the company's managing member. This entity will be responsible for all day to day decisions and, together with MHT, will provide all necessary performance guarantees. The investor member of the transaction will be CREA Apple Ridge II, LLC. City Real Estate Advisors ("CREA") has been investing in affordable housing since 2001. CREA has raised over \$4.3 billion in LIHTC equity in 47 states representing more than 37,000 affordable housing units since its beginning.

JOBS SAVED AND CREATED

Based on projects of similar size and scope, it is estimated that forty-eight (48) temporary construction related jobs will be generated, two full time positions will be created, and one part-time position will be created.

ADDITIONAL INFORMATION

As mentioned, this preservation transaction will occur through the MSHDA refinancing and its award of LIHTC. The following is a summary of the sources and uses of this transaction as proposed and the estimated effect that the transaction will have on the PILOT payments for the City of Kalamazoo. As noted previously, the increase in annual shelter rents will result in an increase in future payments under the PILOT.



An affordable non-profit housing corporation serving Michigan's housing needs

PROFORMA

Sources

MSHDA Permanent Mortgage	\$3,318,330
Equity from LIHTC Syndication	\$2,106,641
MSHDA GAP Assistance	\$ 660,094
MHT General Partner	\$1,075,000
Other & Deferred Dev Fee	<u>\$ 405,028</u>
TOTAL	\$7,565,093

Uses

Acquisition (Resolving old debt)	\$2,330,000
Construction Hard Costs	\$2,694,111
Soft Costs, Fees and Reserves	<u>\$2,540,982</u>
TOTAL	\$7,565,093



CALCULATION OF PAYMENT IN LIEU OF TAXES

Based on the proposed rents included in this preservation transaction PILOT payments will increase significantly.

PILOT Payments in 2017	\$15,369
------------------------	----------

PILOT Payments in 2018	\$16,832
------------------------	----------

Projected PILOT Payments in 2019	\$16,836
----------------------------------	----------

PROJECTED PILOT Based on Increased Subsidized Rents:

Est Annual Shelter Rents	\$534,508
Annual Utilities	(\$22,500)
Total Base Amount	\$512,008
PILOT Percentage	5%
Total Estimated PILOT	\$25,600



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **F.2.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: January 21, 2020

SUBJECT: Mayor's Appointments to Boards and Commissions

RECOMMENDATION:

It is requested that the City Commission approve the Mayor's appointments and reappointments to boards and commissions:

- the appointment of **Jeremy Berg** to the Historic District Commission for a term expiring on January 1, 2023.
- the appointment of **John Mitchell** to the Historic District Commission for a term expiring on January 1, 2023.
- the reappointment of **Regina Gorham** to the Historic Preservation Commission for a term expiring on March 31, 2023.
- the appointment of **Tim Hills** to the Historic Preservation Commission for a term expiring on March 31, 2022.
- the reappointment of **Joshua Koenig** to the Historic Preservation Commission for a term expiring on March 31, 2023.
- the appointment of **Lenae Powell-Wilson** to the Historic Preservation Commission for a term expiring on March 31, 2022.
- the reappointment of **Beth Timmerman** to the Historic Preservation Commission for a term expiring on March 31, 2023.

BACKGROUND:

City ordinance establishes that the Mayor appoints and reappoints members to the Historic

District Commission (HDC) and Historic Preservation Commission (HPC). After reviewing the attached Nomination Reports, the Mayor has appointed Jeremy Berg and John Mitchell to the HDC and Tim Hills and Lenee Powell-Wilson to the HPC; and he has reappointed Regina Gorham, Joshua Koenig, and Beth Timmerman to the HPC. He is now requesting City Commission approval of these appointments and reappointments as required by ordinance. The attached Nomination Reports describe the nominees' qualifications.

STRATEGIC VISION ALIGNMENT:

Relevant Priority Based Budgeting Program:

Board and Commission Support - The City Clerk's Office maintains the official meeting minutes, organizational documents, and membership records of the citizen boards, committees and commissions established by the City Commission. the Clerk's Office coordinates the process for appointing members to these boards.

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

Discussion

Ensuring that City boards and commissions have qualified members who are duly appointed has a significant impact on the "Insights and Analysis" and "Organizational Principles" subgoals under the Good Governance strategic goal.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Consult (two-way conversation) – the community will have a chance to react to the project/recommendation through two-way conversation.

Discussion: applicants for appointment to City boards and commissions are nominated by the respective boards and commissions, with the approval of those nominations taking place at open meetings where the public has a chance to give input.

FISCAL IMPACT:

There is no fiscal impact associated with this appointment.



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Historic District Commission (HDC) recommends that the Mayor approve the appointment of Jeremy Berg and John Mitchell for their second full terms through December 31, 2022.

SPECIAL REQUIREMENTS FOR THIS POSITION

All Historic District Commissioners are required by ordinance to have “a clearly demonstrated interest in or knowledge of historic preservation.” Mr. Berg has worked as a historic architect and Mr. Mitchell is a very busy and respected contractor who has worked on numerous historic homes.

SELECTION PROCESS

Applicants Considered

These are reappointments of experienced commissioners.

Interview Process and Final Recommendation

These are reappointments of experienced commissioners.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Neither Mr. Berg nor Mr. Mitchell are currently serving on any other city board or commission.

Residency

Mr. Berg lives at 1117 West Maple in the Winchell neighborhood. Mr. Mitchell lives at 2206 Broadway, also in the Winchell neighborhood.

Term Limits

This would be a second appointment to the HDC for both Mr. Berg and Mr. Mitchell. At the end of this term on December 31, 2022 they would be ineligible for re-appointment to any additional terms.

Training, Experience, Education and Skills

Mr. Berg has an avid interest in historic preservation and has been part of a team working on historic properties on the east coast. Mr. Mitchell has worked on many homes inside and outside the historic districts. He will bring technical expertise to the commission relating to historic and modern materials.

Contribution to Diversity

Mr. Berg and Mr. Mitchell are both white. Mr. Berg is 35-44 years old and Mr. Mitchell is 45-54 years old.

NOMINATION RATIONALE

The Commission recommends the appointments of Mr. Berg and Mr. Mitchell based on their interest and knowledge of practical preservation issues and enthusiasm for preservation.

CITY CLERK'S CERTIFICATION

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

Scott A. Borling, Deputy City Clerk



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

December 16, 2019

RECOMMENDATION

The Historic Preservation Commission (HPC) recommends that the Mayor approve the appointment of Tim Hills and Lenee Powell-Wilson to the Historic Preservation Commission. This would be the first full term for both and would expire on March 31, 2022.

SPECIAL REQUIREMENTS FOR THEIR POSITION

This position requires no special skills or training beyond the ordinance requirement of “a demonstrated interest in or knowledge of the history of Kalamazoo and/or the principles of historic preservation.”

SELECTION PROCESS

Applicants Considered

The City Clerk had no other active applications for the Historic Preservation Commission.

Interview Process and Final Recommendation

The Historic Preservation Commission reviewed the application of Ms. Powell-Wilson at their meeting on Tuesday, November 12, 2019 and interviewed her. The Historic Preservation Commission reviewed the application of Mr. Hills at their meeting on Tuesday, December 10, 2019 and interviewed him. The commission, after discussion at the Tuesday, December 10, 2019 meeting, the commission voted unanimously to recommend both appointments to the mayor.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Neither Mr. Hills nor Ms. Powell-Wilson are not currently serving on any other city advisory boards.

Residency

Ms. Powell-Wilson lives at 2520 South Rose in the city of Kalamazoo in the Westnedge Hill neighborhood. Mr. Hills lives at 2905 Memory Lane in the city of Kalamazoo in the Winchell neighborhood.

Term Limits

This would be the first appointment to the HPC for both applicants. At the end of this term on March 31, 2022, they would both be eligible for re-appointment for one more term.

Training, Experience, Education and Skills

Ms. Powell-Wilson is a director of nursing practice with an interest in history and preserving older homes. Mr. Hills has an abiding interest in mid-century modern architecture and lives in a home designed by Norman Carver. He has just published a comprehensive book on the architecture of Norman Carver.

Contribution To Diversity

Mr. Hills is of European American descent and Ms. Powell Wilson is of African American descent

NOMINATION RATIONALE

The Commission chose these candidates based on their past and present involvement with history, historic preservation and enthusiasm for preservation.

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, Deputy City Clerk



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

December 31, 2019

RECOMMENDATION

The Historic Preservation Commission (HPC) recommends that the Mayor approve the re-appointment of **Regina Gorham, Beth Timmerman and Joshua Koenig** to the Historic Preservation Commission. Their second terms would expire on March 31, 2023.

SPECIAL REQUIREMENTS FOR THEIR POSITION

This position requires no special skills or training beyond the ordinance requirement of “a demonstrated interest in or knowledge of the history of Kalamazoo and/or the principles of historic preservation.”

SELECTION PROCESS

Applicants Considered

All three are reappointments, so no other applications were considered.

Interview Process and Final Recommendation

The commissioners have agreed to be reappointed.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Ms. Gorham, Ms. Timmerman and Mr. Koenig are not currently serving on any other city advisory boards.

Residency

Ms. Gorham lives at 818 Jenks in Kalamazoo Township. Ms. Timmerman lives at 7408 Douglas Avenue in Cooper Township and Mr. Koenig lives at 10747 Shelp Lake Drive in Delton. The HPC By-laws allow non-city residents to serve on the commission as long as a majority of the commissioners are city residents. The other four members of the commission live within the city limits.

Term Limits

This would be the second appointment to the HPC for all three applicants. At the end of this term on March 31, 2023, they would all be ineligible for re-appointment to another term.

Training, Experience, Education And Skills

Ms. Gorham is a collections manager at the Kalamazoo Valley Museum. Ms. Timmerman is the Local History Specialist at the Kalamazoo Public Library and Mr. Koenig is the Director of Undergraduate Studies for the Department of History at Western Michigan University.

Contribution To Diversity

Ms. Gorham is 22-34. Mr. Koenig is 35-44. Ms. Timmerman is 45-54. All three are of European American descent.

NOMINATION RATIONALE

The Commission chose these candidates based on their past and present involvement with history, historic preservation and enthusiasm for preservation.

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, Deputy City Clerk



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **F.3.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: January 21, 2020

SUBJECT: Appointments to Boards and Commissions

RECOMMENDATION:

It is recommended that the City Commission approve the reappointment of **Donna Keller** to the Board of Review for Assessments for a term expiring on January 31, 2023. Included with this recommendation is a request to waive City Commission Rule 12e regarding term limits.

BACKGROUND:

The Board of Review for Assessments meets for three weeks each March to hear appeals from property owners regarding property assessments for taxation purposes. This board has the power to raise or lower the assessed value of properties in light of the evidence presented and in accordance with state law. This board then meets again in July and December to consider and approve amendments to the Assessment Roll.

The City Commission must approve appointments and reappointments to the Board of Review. The City Clerk's Office receives applications for this board and forwards them to the staff liaison. It is then the responsibility of the City Assessor to recommend appointments and reappointments to the City Commission. At this time the City Assessor is recommending the reappointment of Donna Keller to the Board of Review. The attached *Appointee Nomination Report* details Ms. Keller's qualifications.

STRATEGIC VISION ALIGNMENT:

Relevant Priority Based Budgeting Program:

Board and Commission Support - The City Clerk's Office maintains the official meeting minutes, organizational documents, and membership records of the citizen boards, committees and commissions established by the City Commission. the Clerk's Office coordinates the process for appointing members to these boards.

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

Discussion

Ensuring that City boards and commissions have qualified members who are duly appointed has a significant impact on the "Insights and Analysis" and "Organizational Principles" subgoals under the Good Governance strategic goal.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Consult (two-way conversation) – the community will have a chance to react to the project through two-way conversation.

FISCAL IMPACT:

There is no fiscal impact associated with this appointment.



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

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

- The reappointment of **Ms. Donna Keller** for a three-year term expiring January 31, 2023. This will constitute Ms. Keller's 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 application of Ms. Keller on file. This is a reappointment.

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. The applicant has shown a willingness to provide service to their community. City Assessor Powers is recommending the reappointment of Ms. Donna Keller.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Ms. Keller does not presently serve on any other city boards, but she has worked as a temporary worker in the Elections Division of the City Clerk's office.

Residency

The applicants reside in the city.

Term Limits

Ms. Keller would serve until January 31, 2023. This will constitute Ms. Keller's third full term

Training, Experience, Education and Skills

Ms. Keller is employed part-time by the non-profit agency Girls on the Run and works as a city election staffer. Neither of these would interfere with her service on the Board of Review. Ms. Keller served her first term on the Board with a high attention to detail. Her established ability to learn new concepts and tasks quickly proved very suitable for the Board of Review. She is highly recommended by our Elections Supervisor.

Contribution to Diversity

Ms. Kelller is a white female who lives in the Winchell Area.

NOMINATION RATIONALE

This reappointment will continue to keep diversity within our board in several areas. The Board of Review will continue to be represented by seven areas within the City and will continue being ethnic, age and gender diversified. Ms. Keller is enthusiastic about serving the City and will all be valued board member.

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

Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, November 11, 2019 at 7:00 p.m. in the City Commission Chambers at City Hall.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
Vice Mayor Erin Knott
David Anderson
Don Cooney
Eric Cunningham
Patrese Griffin
Jack Urban

COMMISSIONERS ABSENT:

None

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

2019-0354
Approval of Minutes

Commissioner Cunningham, seconded by Vice Mayor Knott, moved to approve the minutes from the City Commission meetings on October 7 and October 21, 2019.

With a roll call vote this motion passed unanimously:

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

NAYS: None

Commissioner
Comments and Remarks

Mayor Hopewell gave members of the 52nd City Commission the opportunity to make final comments and remarks.

Commissioner Griffin stated she was honored to serve with everyone on the current Commission.

Commissioner Anderson stated serving with Commissioner Cooney and Mayor Hopewell had been a phenomenal, transformational experience for himself personally and for the City. Commissioner Anderson expressed appreciation to Commissioner Cooney and Mayor Hopewell for their service.

Commissioner Urban stated Commissioner Cooney and Mayor Hopewell personified Kalamazoo and embodied affection for the City.

Commissioner Cunningham stated the accomplishments of Commissioner Cooney and Mayor Hopewell were legendary, and people would never understand the sacrifices they had made to put the City first.

Vice Mayor Knott thanked Commissioner Cooney for letting her into his world and promised Mayor Hopewell that she would continue to do the work of the City.

2019-0355
Report of the Board of
Canvassers

City Clerk Borling presented the following report from the Kalamazoo County Board of Canvassers:

The Kalamazoo County Board of Canvassers has certified the following results from the Municipal Election held on November 5th: having received 5,879 votes, David Anderson was elected Mayor; having

received 5,242 votes, the highest number of votes received by a commission candidate, Patrese Griffin was elected City Commissioner and Vice Mayor; having received 4,369 votes, Jeanne Hess was elected City Commissioner; and having received 4,202 votes, Chris Praedel was elected City Commissioner.

The report of the Board of Canvassers was received into the record.

At 7:22 p.m. Mayor Hopewell adjourned the meeting *sine die*.

City Clerk Borling administered the Constitutional Oath of Office to newly elected City Commissioners Chris Praedel and Jeanne Hess; newly elected Vice Mayor Patrese Griffin; and newly elected Mayor David Anderson.

Prior to taking the oath of office, each newly elected official received a pin bearing the City Seal, which was presented and affixed by a friend or loved one.

At 7:30 p.m. Mayor Anderson called to order the first meeting of the 53rd City Commission of the City of Kalamazoo.

COMMISSIONERS PRESENT: Mayor David Anderson
Vice Mayor Patrese Griffin
Eric Cunningham
Jeanne Hess
Erin Knott
Chris Praedel
Jack Urban

COMMISSIONERS ABSENT: None

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

The invocation, given by Pastor Nathan Dannison, First Congregational Church, was followed by the Pledge of Allegiance.

Vice Mayor Griffin read a proclamation *Honoring Don Cooney for Dedication and Service to the City of Kalamazoo*. Mayor Anderson presented a Key to the City and other gifts to former Commissioner Cooney.

Former Commissioner Cooney thanked the people of Kalamazoo for giving him the privilege of doing the work of the City Commission, and he thanked his colleagues on the City Commission and City staff. Commissioner Cooney stated everyone had the ability to stand for justice and indicated he would continue to work in the community on justice issues.

Commissioner Knott read a proclamation *Honoring Bobby J. Hopewell for dedication and service to the City of Kalamazoo*. Mayor Anderson presented a Key to the City and other gifts to former Mayor Hopewell.

Former Mayor Hopewell stated it had been the honor of his life to serve his hometown, and he stated it had been a privilege to work with an intelligent staff. Mayor Hopewell offered personal remarks to each member of the City Commission and to former Commissioner Cooney. Mayor Hopewell reminded

2019-0355

Report of the Board of Canvassers (cont'd)

Adjournment *Sine Die*

Oath of Office Ceremony

Call to Order and Roll Call – 53rd City Commission

Invocation/Pledge

2019-0356

Proclamation Honoring Don Cooney

2019-0357

Proclamation Honoring Bobby J. Hopewell

2019-0357

Proclamation

Honoring Bobby J.
Hopewell (cont'd)

people the City Commission would continue to work on behalf of all City residents, even residents who had not voted for the newly-elected members. Mayor Hopewell stated the phrase "Masterpiece in Progress" was not just a nice saying – it was true – and the new City Commission held the paint brushes.

Celebratory Comments

When an opportunity was given for people to offer celebratory comments, the following people addressed the City Commission and congratulated the newly elected officials:

Esteven Juarez, City resident

John Hoadley, City resident and State Representative for the 60th District

Kelly Doyle, City resident

Patti Sholler-Barber, City resident and President of the Kalamazoo Public School Board

Jim Sellman, non-resident and brother of Commissioner Hess

Ed Genesis, City resident and husband of Vice Mayor Griffin

Stephanie Moore, City resident and Kalamazoo County Commissioner for District 1

Public Comments

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

City Commissioner
Comments

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

Commissioner Urban stated this was a watershed moment for the City.

Commissioner Cunningham encouraged the new City Commissioners to enjoy the moment, but when the night was over there was work to do. Commissioner Cunningham thanked people for voting and expressed appreciation for all the candidates who ran for office. Commissioner Cunningham offered personal remarks to each member of the Commission and thanked City staff.

Commissioner Knott noted voter turnout was up for this election, which was proof that people wanted change. Commissioner Knott stated now was the time to engage the community. Commissioner Knott thanked veterans for their service.

Commissioner Praedel thanked his wife, the other candidates, Don Cooney, and Bobby Hopewell. Commissioner Praedel thanked veterans for their service. Commissioner Praedel remarked on the people and events that inspired him to get involved in local government, and he commented that being in public office had caused him to look at things differently. Commissioner Praedel urged people to tell their children that words and actions matter, and he encouraged people to keep their sidewalks clear of snow.

Commissioner Hess thanked her husband and family, those who helped with her campaign, the people who voted for her, Don Cooney, Bobby Hopewell, and the 53rd City Commission. Commissioner Hess thanked veterans for their service. Commissioner Hess remarked on the influences of her brother-in-law, her mom, and her brother. Commissioner Hess expressed her love for the community and her heart for service. Commissioner Hess indicated she was looking forward to dialoguing with residents, and she stated she wanted Kalamazoo to be the "City of Promise" for everyone.

Vice Mayor Griffin thanked the voters, the other candidates, Bobby Hopewell, Don Cooney, her family, and her dad who was present for this meeting. Vice Mayor Griffin remarked that it was an honor to be the 2nd black, female Vice Mayor for the City of Kalamazoo. Vice Mayor Griffin urged people to be involved in the work of the City. Vice Mayor Griffin stated City staff were amazing, they cared about the community, and they wanted to do the work.

Mayor Anderson thanked the people who worked on all the campaigns and thanked veterans for their service. Mayor Anderson asked the community to give the City Commission grace and to recognize the importance of doing the work of governing. Mayor Anderson urged the community to come together to do the work and to do it with kindness.

The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: January 21, 2020

City Commissioner
Comments (cont'd)

	A neighborhood meeting of the Kalamazoo City Commission was held on Monday, November 18, 2019 at 6:00 p.m. in the Community Room at City Hall, 241 W. South Street.
Roll Call	COMMISSIONERS PRESENT: Mayor David Anderson Vice Patrese Griffin Eric Cunningham Jeanne Hess Chris Praedel Jack Urban COMMISSIONERS ABSENT: Erin Knott Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.
Commissioner Excused	Commissioner Cunningham, seconded by Commissioner Urban, moved to excuse the absence of Commissioner Knott. With a voice vote the motion passed.
Communications	An opportunity was given for miscellaneous communications, but no communications were offered.
Neighborhood Communications	Neighborhood communications were received next. Representatives from the following neighborhood associations were present and addressed the City Commission: <u>Oakwood Neighborhood Association</u> Marcia Wallace, Board President Cheryl Lord, Executive Director
Oakwood Neighborhood Association 2019-0358	The Oakwood Neighborhood Association representatives: - distributed the October/November 2019 edition of the <i>Oakwood Times</i> newsletter and a pamphlet entitled <i>Oakwood Neighborhood Association: Neighbors Helping Neighbors Since 1947</i>. - reported on the number of neighborhood contacts and volunteer hours and described recent events and activities in the neighborhood. - commented on the afterschool program, the senior program, and the food pantry partnership with D&W grocery store. - announced a fundraising campaign would be starting soon for renovations to the Community Center. - stated the neighborhood wanted more greenspaces and another park. - expressed concern about the deer population. - remarked that Frank Wolf of the Woods Lake Association had sent a letter regarding the cleanup of a path that connected Barnard Avenue and Crest Drive and allowed people to avoid walking on the road.

- expressed concern that a consistent Public Safety Officer (PSO) was not assigned to Oakwood.
- expressed concerns about delayed snow plowing and noted that the lack of sidewalks in most of the neighborhood meant that people were forced to walk on icy streets.
- asked the City to remember the neighborhood associations when the annual budget was prepared.
- thanked the City for paving Amherst and Barnard Avenues and for repairing sidewalks.
- thanked the Community Planning and Economic Development Department for helping develop and implement the Oakwood Neighborhood Plan.
- thanked the officers at Station 7 who stood in the rain so kids could see the fire truck at the Trunk or Treat event.
- announced the Holiday Party would take place on December 8th and distributed a flyer for the Bell Book and Canto concert.

Oakwood
Neighborhood
Association
(cont'd)

Commissioner Urban stated the path through the woods to Woods Lake may have been a native American path with a history.

Ms. Lord stated there were two paths, from the park to Crest Drive and from Crest Drive to Kensington Drive, and both were used at least as far back as when the amusement park was there.

Commissioner Urban suggested the Association contact their PSO's prior to neighborhood meetings with questions and concerns, so the PSO's would know what to address.

Mayor Anderson suggested the Association take their concerns about deer to the Environmental Concerns Committee. Mayor Anderson stated there would be a lot of community engagement before any City action was taken because people had diverging views how to control the deer population.

City Manager Ritsema reported the City was looking at the ownership of the pathway through the woods with the intent to do something about it. City Manager Ritsema stated the expected service level for snow plowing was to have local streets cleared within two days of the end of a snow event. City Manager Ritsema stated he would talk with Chief Thomas about PSO's at neighborhood meetings.

In response to a question from Commissioner Praedel, City Manager Ritsema stated he thought there was no difference in prioritization for snow plowing between neighborhoods with sidewalks and neighborhoods without sidewalks, but he would ask Public Services Director James Baker.

Mayor Anderson reported there was a new group that was working on a neighborhood plan for the Stuart Neighborhood, and residents of the Douglas Neighborhood were holding a meeting on November 19th to discuss re-forming the defunct Douglas Neighborhood Association.

Public Comments

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

Commissioner
Comments

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

Adjournment

The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David F. Anderson, Mayor
Dated: January 21, 2020

This page was left blank intentionally.

Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, November 18, 2019 at 7:02 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

COMMISSIONERS PRESENT:

Mayor David Anderson
Vice Mayor Patrese Griffin
Eric Cunningham
Jeanne Hess
Chris Praedel
Jack Urban

COMMISSIONERS ABSENT:

Erin Knott

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

Commissioner Cunningham, seconded by Commissioner Urban, moved to excuse the absence of Commissioner Knott. With a voice vote the motion passed.

Opening Ceremony

A moment of silence for a young man who lost his life to gun violence was followed by the Pledge of Allegiance.

Adoption of the Agenda

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

Communications

City Manager Ritsema announced there would be a budget work session on December 9th at 5:00 p.m. in the Community Room at City Hall.

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items and authorize the City Manager to sign all documents on behalf of the city:

2019-0359

- approval of a contract supplemental change order in the amount of \$94,743.60 with Stantec Consulting Services, Inc. for the design and removal of the Milham Park Dam and bank restoration, for a total contract amount of \$144,743.60.

2019-0360

- approval of a recommendation to hold until December 2, 2019 consideration of a resolution approving the Purchase Agreement with the Northside Association for Community Development (NACD) for the parcel located at 447 W North Street for an affordable housing development.

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

With a roll call vote this motion passed.

AYES:

Commissioners Cunningham, Hess, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS:

None

City Manager Ritsema provided the following reports and updates:

City Manager's Report

Foundation for Excellence Coordinator Steve Brown reported the on the Youth Mobility Fund program and stated there had been 73,000 uses of Metro Transit by students since August. Mr. Brown stated this high usage rate had led to capacity issues during peak times at the end of the school day. Mr. Brown explained the surge in ridership occurred on the routes that serviced the high schools, which then led to capacity issues at the Kalamazoo Transportation Center (KTC) when those busses arrived downtown. Mr. Brown stated the original plan was for students to have one card that functioned as a student identification card, a library card, and a bus pass. However, due to technology issues the bus pass had to be issued as a separate card in order to meet the roll out timeline for the beginning of the school year. Mr. Brown reported he was working with the program partners to get a one-card system in place, and the goal was to have new cards distributed between January 13th and February 7th to students whose parents or guardians "opted-in" to the program. Mr. Brown indicated the partners were looking to make this program go beyond transportation and to look at issues through a youth development lens.

In response to a question from Commissioner Urban, Mr. Brown stated the Central County Transportation Authority (CCTA) and Kalamazoo Department of Public Safety (KDPS) had not made any decisions about security at the KTC. City Manager Ritsema clarified that the removal of a dedicated KDPS officer from the KTC was not driven by the Youth Mobility Fund program issues.

In response to questions from Commissioner Cunningham, Mr. Brown stated parents and guardians with questions or concerns should contact Kalamazoo Public Schools (KPS), and he indicated KPS staff would be able to sign the opt-in paperwork for students whose parent or guardian was not able to sign.

In response to questions from Commissioner Praedel, Mr. Brown indicated KPS was using its regular communications protocol to let parents and guardians know about changes to the Youth Mobility Fund program. Mr. Brown stated there would be a review of the program, and he noted the partners had already identified things they wanted to do differently.

In response to questions from Commissioner Griffin, Mr. Brown stated changes to the program were underway, and those changes were decided on by the program partners: the Foundation for Excellence, KPS, and Metro Transit. Mr. Brown explained the partners needed to move quickly to address threats to the sustainability of the program, but it was recognized that a permanent structure of stakeholders was needed.

Vice Mayor Griffin stated the letter sent to parents about the Youth Mobility Fund program seemed to indicate the changes were based on behavior issues and not capacity. Vice Mayor Griffin asked for the percentage of student ridership that was involved in misbehavior and criminal activity.

Mr. Brown stated several dozen students were involved in misbehavior or criminal activity on buses and at the KTC, but he noted that number was relatively small compared to 73,000 rides.

In response to a question from Commission Urban, Mr. Brown stated it was difficult to add busses to the affected routes for just a couple of hours each day due to driver scheduling issues.

Public Comments

Mayor Anderson pointed out that the City did not operate the bus system, and the FFE was just one of three partners involved with the Youth Mobility Fund.

Next, when an opportunity was given for general public comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, questioned the claim in the FFE Annual Report that there were over 130 new affordable housing units in the City.

Jeff Carlon, City resident, expressed opposition to the status of Kalamazoo as a “sanctuary city” and recommended the book *Open Borders*, Inc. by Michelle Malkin.

Mattie Jordan-Wood, City resident, invited Commissioners to a graduation event for CNA students on Thursday, November 21st.

Jeff Messer, City resident, asked the City Commission to reinstate the practice of making a draft agenda packet available to the public during the week prior to a meeting. Mr. Messer asked the Commission to reconsider the practice of automatically excusing absent Commissioners and stated there should be consequences for not attending meetings.

In response to a request from Commissioner Urban, City Clerk Borling related the history of the draft agenda packet that Mr. Messer referenced. City Clerk Borling noted it was technically possible to make the draft packet available to the public.

Commissioner Urban expressed support for Mr. Messer’s request and asked that the draft agenda packet be made available to the public with more lead time before a meeting.

Mayor Anderson expressed support for making public the draft agenda packet but recommended the Commission not act on this request until staff had the opportunity to consider effects of moving the agenda packet publication timeline.

City Commissioner Comments

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

Commissioner Urban suggested changing the way the City Administration communicated with Commissioners from the current Administrative Committee/small group structure to a format that allowed all Commissioners to receive and discuss the same information at the same time.

Commissioner Cunningham commented on the need for a solution to gun violence.

Commissioner Praedel thanked staff for the orientation session on November 13th, and he thanked City Attorney Robinson and Public Safety staff for attending a meeting for Milwood Neighborhood residents about medical and adult use marihuana. Commissioner Praedel stated he had learned that the same 38 Public Services employees did snow removal, leaf pick-up and holiday decorating.

Commissioner Hess thanked staff for the orientation session. Commissioner Hess remarked on a recent article in *The Atlantic* magazine about Fred Rodgers and noted his vision of a public square depended on civility. Commissioner Hess stated she would do everything possible to bring people together.

Vice Mayor Griffin stated it was the responsibility of Commissioners and staff to be observant during meetings and consider people who could be impacted by a decision but who were not in the room. Vice Mayor Griffin urged Commissioners and staff to speak up in those situations and make sure those voices were heard before a decision was made.

Mayor Anderson urged people to celebrate Thanksgiving with kindness. Mayor Anderson announced the next regular City Commission meeting would be on Monday December 2nd, and there would be a special budget work session on Monday December 9th.

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David F. Anderson, Mayor
Dated: January 21, 2020

City Commissioner
Comments (cont'd)

Adjournment

	A regular meeting of the Kalamazoo City Commission was held on Monday, December 2, 2019 at 7:02 p.m. in the City Commission Chambers at City Hall, 241 West South Street.
Roll Call	COMMISSIONERS PRESENT: Mayor David Anderson Vice Mayor Patrese Griffin Eric Cunningham Jeanne Hess Erin Knott Chris Praedel Jack Urban COMMISSIONERS ABSENT: None Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.
Opening Ceremony	Mayor Anderson opened the meeting with the Pledge of Allegiance.
Update on PSO Shot in the Line of Duty	Public Safety Chief Karianne Thomas provided an update on Public Safety Officer (PSO) Caleb Jones and officers from the Michigan State Police and Kalamazoo County Sheriff Department who were shot while responding to a hostage situation in Comstock Township. Chief Thomas reported the officers were recovering and the suspect was arrested, but one of the hostages had been killed. Chief Thomas noted four law enforcement officers in the region had been shot in the past 48 hours, which showed the commitment of first responders to their work. Mayor Anderson stated the hostage situation was a sad and unfortunate event, and the City's PSO's clearly demonstrated their courage and commitment to the community. Mayor Anderson noted Kalamazoo officers had worked with officers from other agencies to respond to the hostage situation.
Adoption of the Agenda	By unanimous consent the City Commission adopted its meeting agenda as presented.
Communications	City Manager Ritsema announced there would be a budget work session on December 9 th at 5:00 p.m. in the Community Room at City Hall.
Consent Agenda	Consent Agenda items were presented as follows with a recommendation to approve the items and authorize the City Manager to sign all documents on behalf of the city:
2019-0361	- approval of a 3-year term contract with Continental Linen Services for industrial uniform rental and cleaning services for staff use within the Department of Public Services in the amount of \$200,000, solely based on cost.
2019-0362	- approval of a purchase and installation of new sprinklers with Spartan Distributors for Eastern Hills Golf Course in the amount of \$354,079.29.
2019-0363	- approval of a change order with SWT Excavating for the 2019 Lead Services Replacement Project in the amount of \$700,000.00 for an additional 93 service line replacements.

- approval of a contract with Mall City Mechanical for HVAC upgrades at the Central Pumping Station and Fourth Floor at City Hall in the amount of \$700,200 and approve a budget transfer of \$70,000 from the General Fund to the Capital Improvements Fund.
- adoption of a **RESOLUTION** setting a public hearing on December 16, 2019 to receive comments on the proposed expansion of Industrial Development District #10 at 1421 North Pitcher Street.
- adoption of a **RESOLUTION** approving the Purchase Agreement with the Northside Association for Community Development (NACD) for the parcel located at 447 W North Street for an affordable housing development.

2019-0364**2019-0365**
Resolution 19-60**2019-0366**
Resolution 19-61

Commissioner Knott, seconded by Commissioner Cunningham, moved to approve the consent agenda request 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 Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

Next, when an opportunity was given for general public comments, the following people addressed the City Commission:

Public Comments

Gwendolyn Hooker, City resident, distributed invitations to the Mingle for Shingles event on December 8th to raise money for the Houses of Hope pilot project. Ms. Hooker noted the event would be hosted by Commissioner Praedel and his wife. One of the invitations was filed with the papers for this meeting.

2019-0367

Remy Harrington, City resident and co-founder of the Zoo City Food and Farm Network, described the mission of her organization and stated she would be attending Planning Commission meeting in January to advocate for an ordinance that would allow for mixed and agricultural uses in the City. A copy of the packet Ms. Harrington presented to Commissioners was filed with the papers for this meeting.

2019-0368

Mattie Jordan-Woods, City resident and Executive Director of the Northside Association for Community Development, thanked Commissioners for approving the purchase agreement for 447 West North Street. Ms. Jordan-Woods invited Commissioners to a Northside resident input meeting on December 17th and an event called "Show me the Money" on February 8th.

Tobi Hannah-Davies, City resident and member of steering committee for Tiny Houses of Hope project, thanked Commissioners for approving the purchase agreement for 447 West North Street.

City Commissioner
Comments

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

Commissioner Urban reported people in Traverse City would stop for pedestrians at crosswalks even before the pedestrian stepped off the curb.

Commissioner Knott noted December 3rd was “Giving Tuesday,” and she encouraged people to give to local non-profit organizations.

Commissioner Praedel urged people to give to Christmas Gifts for Interfaith Homes. Commissioner Praedel noted he and his wife were hosting the Mingle for Shingles fundraiser on December 8th. Commissioner Praedel stated the 2020 budget review process was underway, and he encouraged people to provide input on the budget.

Commissioner Hess thanked Chief Thomas and KDPS staff for keeping the community safe. Commissioner Hess thanked Karen Chadwick for her work as the head of the Martin Luther King, Jr. Park Landscape Love Project. Commissioner Hess asked people to use their gifts to give back to the community.

Vice Mayor Griffin asked people to keep in mind during the holiday season those who had suffered loss.

Mayor Anderson stated he was thankful to be in Kalamazoo and to serve with this City Commission. Mayor Anderson stated everyone would need to work together to accomplish things in next two years.

Adjournment

The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David Anderson, Mayor
Dated: January 21, 2020

This page was left blank intentionally.

Roll Call

A regular work session of the Kalamazoo City Commission was held on Monday, December 9, 2019 at 5:04 p.m. in the Community Room at City Hall. The purpose of the meeting was to discuss the Fiscal Year 2020 (FY2020) Proposed Budget.

COMMISSIONERS PRESENT:

Mayor David Anderson
Vice Mayor Patrese Griffin
Eric Cunningham
Jeanne Hess
Erin Knott
Chris Praedel
Jack Urban

COMMISSIONERS ABSENT:

None

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

2019-0369
Presentation and
Discussion re: the
FY2020 Proposed
Budget

City Manager Ritsema provided introductory remarks for a PowerPoint Presentation entitled *2020 Proposed Budget, Monday, December 9, 2019*. City Manager Ritsema reviewed the desired meeting outcomes and introduced Budget Specialist Valetta Sellers-Evans and Budget Manager Jennifer Clark. A copy of the PowerPoint slides was filed with the papers for this meeting.

Ms. Sellers-Evans and Ms. Clark provided a broad overview of the Fiscal Year 2020 (FY2020) Proposed Budget, including the budget timeline and an overview of funds.

Public Services Director James Baker discussed road maintenance funding and noted the City had hit its debt service limit, which would limit investment in Major and Local Streets in 2020 and in years to come for the foreseeable future.

Ms. Clark reviewed revenue and expenses for the General Fund, including the Capital Improvement Program (CIP), trends in tax revenue and state shared revenue, and the 5-Year Fiscal Plan. Ms. Clark demonstrated how to access budget information through the OpenGov budget tool on the City's website.

Next, City staff provided 2020 project and program highlights.

Director Baker and Community Planning and Economic Development (CPED) Director Rebekah Kik reviewed proposed projects and programs that impacted the Environmental Responsibility Strategic Goal, including: the lead service replacement program, PFAS remediation, investment in the Wastewater Treatment Plant, development of a Sustainability Strategy, and Natural Features Protection Mapping.

Directors Baker and Kik reviewed proposed projects and programs that impacted the Connected City Strategic Goal, including Major Streets projects on Cork Street and Oakland Drive, and various Local Streets projects. Directors Baker and Kik noted this work would be informed by the neighborhood plans and input from the neighborhoods, and the road work would be coordinated with water and sewer improvements. Director Kik stated CPED staff would continue planning community engagement events for the MDOT Transfer Plan, and she reported the FY2020 budget included a new Transportation Planner position to liaise with Public Services and support this work.

Director Kik reviewed proposed projects and programs that impacted the Complete Neighborhoods Strategic Goal, including: the completion of three more neighborhood plans and implementation of completed neighborhood plans and (\$150,000 dedicated to plan this); affordable housing (\$2,000,000 earmarked for construction – 300 units in the next 4-5 years); discussion of housing policies; a \$500,000 carry forward with the Local Initiatives Support Corporation (LISC) for the completion of 10 owner-occupied homes; an affordable energy audit program for people already receiving services; the creation of an emergency fund to cover costs incurred by the most vulnerable residents during emergencies; and a tiny house project on North Street.

Director Kik reviewed proposed projects and programs that impacted the Economic Vitality Strategic Goal, including small business grants, façade improvement grants, and business loans for gap funding through the Business Development Fund.

Director Kik reviewed proposed projects and programs that impacted the Shared Prosperity Strategic Goal, including support for the Patient Care Academy, STEAM, People of Change, Momentum, and the Income Tax Assistance program.

Parks and Recreation Director Sean Fletcher reviewed proposed projects and programs that impacted the Youth Development Strategic Goal, including: SuperRec, All Things Possible, and the MyCITY Employment Program. Director Fletcher distributed copies of the *MyCITY Kalamazoo Final Report 2019*. A copy of this report was filed with the papers for this meeting.

Director Sean Fletcher and Parks and Recreation Deputy Director Patrick McVerry reviewed proposed projects and programs that impacted the Inviting Public Places Strategic Goal, including improvements to Verberg Park, Kik Pool, and the Farmers' Market.

Public Safety Chief Karianne Thomas reviewed proposed projects and programs that impacted the Safe Community Strategic Goal, including: police accreditation, construction of a new Station 2, and implementing the Public Safety Strategic Plan.

Deputy City Manager Patsy Moore reviewed proposed projects and programs that impact the Strength Through Diversity Strategic Goal, including the creation of an Office of Diversity, Equity, and Inclusion.

Management Services Director Steve Vicenzi and Information Technology (IT) Director Tim Dubois reviewed proposed projects and programs that impacted the Good Governance Strategic Goal, including: an OpenGov dashboard for City Commissioners and dashboards for each department; the opening of an employee health clinic; a new vendor/bid system; more online services for the Treasurer's Office, the creation of a data warehouse, and IT infrastructure upgrades.

311 Manager Gina Viviano reviewed proposed customer service projects and programs that impacted the Good Governance Strategic Goal, including: reducing communication barriers through improving verbal and writing skills; mailing absentee ballot applications and assisting with elections; website reporting; and adding email communications as a communication mode with 311.

Director Baker reported 311 had greatly assisted the utilities, and the data from 311 was being used to help find problems and track trends.

2019-0369

Presentation and Discussion re: the FY2020 Proposed Budget (cont'd)

2019-0370

2019-0369

Presentation and
Discussion re: the
FY2020 Proposed
Budget (cont'd)

Foundation for Excellence (FFE) Coordinator Steve Brown provided an overview of the 2020 FFE grant and aspirational projects. Mr. Brown noted there was a request for a new part-time grant writer position in the FY2020 budget.

City Manager Ritsema provided closing remarks and reviewed the next steps in the budget process. City Manager Ritsema announced a proposed work session on utility rates on January 13, 2020.

Mayor Anderson opened the floor for Commissioner questions, but no questions were asked.

Public Comments

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

Commissioner
Comments

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

Commissioner Praedel expressed appreciation for affordable housing funding and investment in parks. Commissioner Praedel noted streets and sidewalks were ongoing concerns for residents, and he stated he was excited to see continued funding for neighborhoods and neighborhood plans.

In response to a question from Commissioner Praedel, Director Kik explained that “engagement funds” were for all engagement efforts, including street projects, and approximately \$50,000 was designated for neighborhood plan development.

In response to a question from Commissioner Urban, City Manager Ritsema clarified the City was still able to borrow money from a legal standpoint, but it was not able to pay for additional debt service. City Manager Ritsema indicated the City would be able to take on more debt if there was more revenue, which is why a statewide solution for road funding was needed.

Commissioner Urban suggested the City promote and highlight funding to implement neighborhood plans as an example and incentive for neighborhoods that were unorganized about developing their plans.

In response to a question from Commissioner Hess, City Manager Ritsema stated the City was not equipped to build or operate homeless shelters. City Manager Ritsema indicated the City’s role in addressing homelessness was to provide support during emergencies such as flooding and extreme heat and cold.

Director Kik stated low-income tax credits were the best path for creating housing for people who made 30% or less of the Adjusted Median Income (AMI). Director Kik indicated the City was working to learn the Michigan State Housing Development Authority’s (MSHDA’s) application process for low-income tax credits, and the City was working to connect people with the services they needed.

In response to a question from Commissioner Knott, Director Kik indicated the City was becoming more competitive in the MSDHA process. For example, the City was scoring higher in the area of “walkability” because MSHDA had started accounting for how a development would improve walkability.

In response to a question from Commissioner Knott, City Manager Ritsema indicated the utility rate work session would not include a discussion of bulk trash.

Commissioner Cunningham thanked those who presented and expressed appreciation to staff for their work. Commissioner Cunningham remarked that affordable housing was important, and 311 was huge for customer service.

Vice Mayor Griffin thanked City staff for putting the budget together, and she urged people to read the budget and get involved. Vice Mayor Griffin offered remarks on the importance of home ownership.

City Manager Ritsema announced the proposed FY2020 Budget included \$100,000 for City Commission initiatives, which the City Commission was able to use and direct. City Manager Ritsema thanked City staff and the City Commission.

Mayor Anderson remarked on the budget review process and encouraged Commissioners to keep engaging with the budget. Mayor Anderson stated it was the City Commission's job to represent the work of the City to residents and to communicate how it was being done.

The meeting adjourned at 6:56 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David F. Anderson, Mayor
Dated: January 21, 2020

Commissioner
Comments (cont'd)

Adjournment

Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, December 16, 2019 at 7:00 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

COMMISSIONERS PRESENT:

Mayor David Anderson
Vice Mayor Patrese Griffin
Eric Cunningham
Jeanne Hess
Erin Knott
Chris Praedel
Jack Urban

COMMISSIONERS ABSENT:

None

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

Opening Ceremony

Mayor Anderson opened the meeting with the Pledge of Allegiance.

Adoption of the Agenda

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

2019-0371

Public Hearing re:
Amendments to IDD#10
at 1421 N. Pitcher Street

At 7:01 p.m. Mayor Anderson opened a public hearing to receive comments on a resolution amending and enlarging Industrial Development District #10 at 1421 North Pitcher Street.

Rusty Miller, non-resident and Senior Vice President for Engineering Technology for Graphic Packaging, expressed support for the resolution.

At 7:02 p.m. Mayor Anderson closed the public hearing.

2019-0371

Resolution 19-62
Amending IDD#10 at
1421 N. Pitcher Street

Commissioner Cunningham, seconded by Commissioner Urban, moved to adopt a **RESOLUTION** amending and enlarging Industrial Development District #10 at 1421 North Pitcher Street.

With a roll call vote this motion passed unanimously.

AYES:

Commissioners Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS:

None

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items and authorize the City Manager to sign all documents on behalf of the city:

2019-0372

- approval of a contract with Pajay, Inc. for the 35th Street Water Main Extension Project in the amount of \$1,482,276.08.

2019-0373

- approval of the purchase of desktop computers, laptop computers, and peripherals from CDWG through the Michigan Master Computing MiDEAL cooperative purchasing program in the amount of \$288,113.73.

- approval of a supplemental contract change order with Prein & Newhof for the Michigan Department of Environment, Great Lakes, and Energy Drinking Water Revolving Fund Water System Improvements, in the amount of \$326,100 and amend the Water Fund 2019 Capital Improvement Budget.	2019-0374
- adoption of a RESOLUTION setting a public hearing on January 6, 2020 for the Proposed FY 2020 Budget.	2019-0375 Resolution 19-63
- adoption of a RESOLUTION approving 13 new Homestead Neighborhood Enterprise Zone applications.	2019-0376 Resolution 19-64
- adoption of a RESOLUTION setting the schedule of regular City Commission meetings for the 2020 calendar year.	2019-0377 Resolution 19-65
- adoption of a RESOLUTION consenting to the continued resettlement of refugees in the City of Kalamazoo.	2019-0378 Resolution 19-66
- approval of a request from New Year's Fest of Kalamazoo to publicly display fireworks from the Epic Center Parking Structure on Tuesday, December 31, 2019 at midnight as part of the annual New Year's Fest event.	2019-0379
- approval of the Mayor's appointment of Brian Pittelko to the Planning Commission for a term expiring on March 31, 2023.	2019-0380
- approval of recommendation to postpone until January 6, 2020 consideration of a purchase agreement with Texas Charter Township for property for the 6th Street South Elevated Water Storage Tank Project in the amount of \$27,500 and final paving of the park parking lot.	2019-0381
Commissioner Knott, seconded by Commissioner Hess, moved to approve the consent agenda request 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 Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson	
NAYS: None	
Regular Agenda items were considered next.	
City Attorney Robinson described how the City had rejected the 2018 Justice Assistance Grant (JAG) due to conditions in the grant agreement that would possibly require the City to cooperate with federal Immigration and Customs Enforcement (ICE) officials. City Attorney Robinson reported that a federal appeals court had determined these conditions were unconstitutional and had issued a permanent injunction, which meant those conditions would be considered unconstitutional and unenforceable if they appeared in any future grant agreements. City Attorney Robinson explained the U.S. Conference of Mayors was a party to the lawsuit, and the decision was applicable to the City of Kalamazoo because it was a member of the U.S. Conference of Mayors.	
	Regular Agenda 2019-0382 Acceptance of the 2018 JAG Award

2019-0382

Acceptance of the 2018
JAG Award (cont'd)

City Manager Ritsema reported Public Safety Officers did not ask people about their immigration status and would not cooperate with ICE.

In response to a question from Commissioner Praedel, City Attorney Robinson stated he was not concerned about the appeals court decision being overturned on further appeal, as the administration of President Trump had lost in every similar case, at both the trial level and appeals level.

In response to questions from Mayor Anderson, City Manager Ritsema indicated December 31st was the deadline for submitting signed grant agreements for both the 2018 and 2019 JAG awards. City Manager Ritsema stated the City's JAG applications needed to specify how the funds would be used, and the 2018 grant would be used to purchase equipment for officers.

When an opportunity was given for public comment on the 2018 Justice Assistance Grant award from the U.S. Department of Justice, the following people addressed the City Commission:

Elvira Oropeza, City resident, expressed concerns about how the grant funds would be used and suggested the funds be used to educate PSO's on immigration status issues.

Commissioner Hess, seconded by Commissioner Urban, moved to accept the 2018 Justice Assistance Grant award from the U.S. Department of Justice in the amount of \$92,200 and authorize the City Manager to sign all related documents.

Prior to a vote on the motion, Vice Mayor Griffin remarked that Commissioners had asked a lot of questions about this item leading up to the meeting and had met with members of the community to get their feedback.

Commissioner Praedel noted the City Commission had made a policy decision to prohibit City resources from being used to assist ICE.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

2019-0383

Acceptance of the 2019
JAG Award

Commissioner Urban, seconded by Commissioner Knott, moved to accept the 2019 Justice Assistance Grant award from the U.S. Department of Justice in the amount of \$91,036 and authorize the City Manager to sign all related documents.

Prior to a vote on the motion and in response to questions from Vice Mayor Griffin, Assistant Public Safety Chief Ryan Tibbets reported the grant fund would be used to purchase equipment for front line patrol officers, including stop sticks, protective shields, and body cameras. Assistant Chief Tibbets stated there was an internal committee at Public Safety that arranged for training around issues of race, gender, and equality, and he stated he would suggest to this committee that future training for officers address issues around immigration.

In response to a question from Mayor Anderson, Assistant Chief Tibbets explained the Public Safety Department used JAG awards as gap funding, to purchase

equipment the department would not be able to afford otherwise through its regular general fund budget allocation.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

City Clerk Borling presented the report of the Local Officers Compensation Commission (LOCC). City Clerk Borling explained the role of the LOCC and stated the LOCC's compensation determination, a 2.5% salary increase for the Mayor, Vice Mayor, and City Commissioners, would take effect on January 10, 2020, unless the City Commission rejected that determination.

Next, when an opportunity was given for general public comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, asked how the Foundation for Excellence (FFE) defined "low cost" in its annual report where it stated 137 low cost housing units were created in 2019.

Lysanne Harma, Richland Township Supervisor, thanked the City for its continued support regarding PFAS issues in the township.

Daniel Oropeza, City resident, thanked Commissioners for their leadership and encouraged them to continue their good work in 2020.

Jane Trejo, non-resident and Program Manager at Bethany Christian Services, thanked the City Commission for adopting the resolution allowing resettlement of refugees in the City of Kalamazoo.

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

Commissioner Cunningham expressed support for the appointment of Mr. Pittelko to the Planning Commission and noted that a member of the community, Crystal Walker, had been missing since November 16th.

Commissioner Praedel stated he was glad the City Commission approved the refugee resettlement letter as a group, and he remarked on the care that was taken to ensure stakeholders in the community were consulted about this action. Commissioner Praedel reported he and Commissioner Hess and Vice Mayor Griffin had attended a training session for newly elected officials sponsored by the Michigan Municipal League.

Commissioner Hess remarked on the work being done by the Kalamazoo Youth Development Network (KYDNet), a network of 50 non-profit organizations that were focused on improving the lives of young people in Kalamazoo.

Vice Mayor Griffin congratulated Mr. Pittelko on his appointment to the Planning Commission.

2019-0383

Acceptance of the 2019 JAG Award (cont'd)

2019-0384

Report of the Local Officers Compensation Commission

Public Comments

City Commissioner Comments

Adjournment

Mayor Anderson read a poem by Maya Angelou entitled "Continue."

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David Anderson, Mayor
Dated: January 21, 2020

This page was left blank intentionally.

	A regular meeting of the Kalamazoo City Commission was held on Monday, January 6, 2020 at 7:00 p.m. in the City Commission Chambers at City Hall, 241 West South Street.	
Roll Call	COMMISSIONERS PRESENT:	Mayor David Anderson Vice Mayor Patrese Griffin Eric Cunningham Jeanne Hess Erin Knott Chris Praedel Jack Urban
	COMMISSIONERS ABSENT:	None
	Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.	
Opening Ceremony	Mayor Anderson opened the meeting with the Pledge of Allegiance.	
Proclamation 2020-0001	Commissioner Praedel proclaimed January 2020 <i>National Mentoring Month</i> . Amy Kuchta, CEO of Big Brothers Big Sisters, and mentees Tamia Lamar and Chloe Rhea received the proclamation.	
Adoption of the Agenda	By unanimous consent the City Commission adopted its meeting agenda as presented.	
Communications	City Manager Ritsema announced there would be a special City Commission work session on Monday, January 13, 2020 at 6:00 p.m. in the conference room at the Water Reclamation Plant, located at 1415 Harrison Street. The purpose of the work session was to discuss utility rates.	
2020-0002 Public Hearing re: the FY2020 Budget	At 7:06 p.m. Mayor Anderson opened a public hearing to receive comments on the Fiscal Year 2020 Proposed Budget for the City of Kalamazoo. Chief Financial Officer (CFO) Steve Vicenzi provided a brief overview of the Fiscal Year 2020 Proposed Budget. CFO Vicenzi reported the overall budget of \$203,138,331 included additional Foundation for Excellence operating expenditures of \$455,830 that were presented during the work session on December 9 th but were inadvertently left out of budget document. CFO Vicenzi also reported the proposed Water Fund budget included an additional \$1,000,000 in each of the years 2020 and 2021 for needed facility repairs that were identified after the proposed budget was published. At 7:09 p.m. Mayor Anderson closed the public hearing.	
Consent Agenda	Consent Agenda items were presented as follows with a recommendation to approve the items and authorize the City Manager to sign all documents on behalf of the city:	
2020-0003	-	approval of a sole source purchase with Western Michigan University for the hydrogeological and geochemical evaluation of the Spring Valley Watershed in the amount of \$108,688.

- approval of the purchase of site furnishings for Bronson Park from Landscape Forms in the amount of \$117,456.50.	2020-0004
- approval of a professional services agreement with Prein and Newhof for construction engineering services for the 35th Street Water Main Extension Contamination Response Project in the amount of \$136,650.	2020-0005
- authorization of the payment of \$159,434 for the 2020 excess workers compensation premium.	2020-0006
- approval of a professional service agreement from InForm Architecture to provide architectural and engineering services for the Farmers' Market in the amount of \$290,480.	2020-0007
- approval of a one-year contract extension with the Michigan Municipal Risk Management Authority through Ibex Insurance Agency, for property & casualty insurance annual premium and member loss fund deposit not to exceed \$983,310.00.	2020-0008
- approval of the 2020-2025 Audit Services Contract with Maner Costerisan in the amount of \$441,800.	2020-0009
- first reading of an ordinance amending Article IV, Mobile Food Vehicle Vendors, which includes renaming this section Mobile Food Businesses.	2020-0010
- adoption of a RESOLUTION adopting and approving the Act 381 Brownfield Plan for Davis Creek Business Park, located at 2805 East Cork Street.	2020-0011 Resolution 20-01
- adoption of the Support Emergency Operations Plan for the City of Kalamazoo.	2020-0012
- approval of an amendment to the wastewater sewer agreement with the Charter Township of Oshtemo so as to permit the Township to receive a federal Rural Utilities Service low-interest 40-year loan to improve its sewer system.	2020-0013
- approval of a grant contract with the Michigan Department of Environment, Great Lakes, and Energy for a Wellhead Protection Grant Program award in the amount of \$70,000.	2020-0014
- approval of a right-of-way encroachment license agreement for the developers of the 400 Rose project to install a canopy over a portion of the sidewalk on W. Lovell Street.	2020-0015
- approval of an easement to permit the developers of the 400 Rose project to occupy a narrow 40-inch landscape curb encroachment along the northern right of way of West Cedar St. for a distance of about 172.5 feet west from S. Rose St.	2020-0016
- approval of a purchase agreement with Texas Charter Township for property for the 6th Street South Elevated Water Storage Tank Project in the amount of \$27,500 and final paving of the park parking lot.	2020-0017

Consent Agenda
(cont'd)

Commissioner Hess, seconded by Commissioner Knott, moved to approve the consent agenda request 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 Cunningham, Hess, Knott, Praedel*, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

*At the time of the vote, Commissioner Praedel abstained from voting on Item F-1, a proposal from Western Michigan University for hydrogeological and geochemical evaluation of the Spring Valley Watershed, due to a conflict of interest.

Public Comments

Next, when an opportunity was given for general public comments, the following people addressed the City Commission:

Nehemiah Scudder, City resident, spoke about low cost housing units and asked for the City's definition of "low-cost."

Ben Stanley, City resident, questioned whether the City Manager's Office had the authority to make rules that had the force of law.

Jody Dozeman, City resident, offered remarks on various topics.

Jeffery Messer, City resident, described ranked choice voting and invited the public to forum on ranked choice voting on January 12th.

City Commissioner
Comments

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

Commissioner Hess commended Assistant Public Safety Chief Jeff VanderWiere for his work on the Support Emergency Operations Plan.

Commissioner Praedel thanked organizers and volunteers for a great New Year's Fest event. Commissioner Praedel noted there would be a coat drive in Martin Luther King, Jr. Park on Saturday.

Commissioner Urban announced the Planning Commission would be considering the rezoning of property at the corner of Drake Road and Stadium Drive at its January 14th meeting.

Mayor Anderson noted the City Commission would be making some important and challenging decisions in 2020, and he expressed hope that people would engage in those decision-making processes with the understanding that everyone involved cared about the community, even if there was disagreement.

Closed Session

Commissioner Cunningham, seconded by Commissioner Urban, moved that the City Commission go into closed session to discuss labor negotiations.

Prior to a vote on the motion, Mayor Anderson announced the City Commission would return to open session to take action following the closed session.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

The City Commission went into closed session at 7:27 p.m.

The City Commission returned to open session at 7:55 p.m.

Commissioner Knott, seconded by Commissioner Hess, moved to approve the negotiated labor relations agreement between the City of Kalamazoo and the American Federation of State, County and Municipal Employees (AFSCME) for the period beginning October 3, 2019 through October 2, 2022.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Cunningham, Hess, Knott, Praedel, Urban, Vice Mayor Griffin, Mayor Anderson

NAYS: None

The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 21, 2020

Approved by: _____
David F. Anderson, Mayor
Dated: January 21, 2020

Closed Session
(cont'd)

2020-0018
Approval of AFSCME
Collective Bargaining
Agreement

Adjournment



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.1.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Reviewed by: Laura Lam, Deputy City Manager
Prepared by: Steve Brown, FFE Coordinator, Resource Specialist

DATE: January 21, 2020

SUBJECT: Approval of Grant to Fulfill the Mission of the Foundation for Excellence

RECOMMENDATION:

It is recommended that the City Commission approve the grant agreement of \$28,212,628 million between the Stryker Johnston Foundation and City of Kalamazoo to support aspirational projects for the mission of the Foundation for Excellence from 2020 through the 2022 fiscal year, and further direct the City Manager to sign all related documents.

BACKGROUND:

The City Commission approved entering into a Memorandum of Understanding with the Foundation for Excellence campaign co-chairs at its October 24, 2016, regular meeting, that outlined the partnership between the lead donors and the City and each party's commitment. The campaign co-chairs agreed to raise \$70.3 million for the City over the next three years and lead a campaign to endow the permanent Foundation for Excellence. The City agreed to create the organizational documents in partnership with the campaign co-chairs to implement the Foundation, lower the City's property tax rate to 12 mills, allocate funds for "aspirational" projects, and continue to implement best practices and other budgetary savings ideas.

As the MOU period closes with the 2019 fiscal year, all parties recognize the positive impact of the work of the City, and the work that remains to be done on funding the endowment. Significant contributions to the endowment are expected; and an update to the funding agreement between the City and the Stryker Johnston Foundation, begun in 2017, has been approved by the Stryker Johnston Foundation board of directors to extend a guarantee of funding through the City's 2022 fiscal year. Approval of the updated agreement creates maximal predictability and stability in projected revenue during the creation of the FFE endowment.

With the ongoing support of the Stryker Johnston Foundation, the City Commission and FFE board of directors will continue to collaborate effectively in order to achieve their shared work, as expressed by the FFE's mission, to "support the goals of the City of Kalamazoo, fund aspirational investments in the city, and empower Kalamazoo residents to achieve the lives they want for themselves and their families."

The agreement between the City of Kalamazoo and the Stryker Johnston Foundation continues the existing funding arrangement, roles and responsibilities of the FFE Board and City Commission, and continues to defer to the FFE Articles of Incorporation, Bylaws, and founding documents while acknowledging the evolving nature of the project.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Inform (one-way conversation) – no feasible alternatives available due to legal/regulatory restrictions, standards and best practices, or resource limitations; the community will be made aware of the project.

FISCAL IMPACT:

This grant provides a guarantee of funding for aspirational projects through the City's 2022 fiscal year. Approval of the updated agreement creates maximal predictability and stability in projected revenue during the creation of the FFE endowment.

James K. Ritsema
City Manager
City of Kalamazoo
241 West South Street
Kalamazoo, MI 49007

Dear Mr. Ritsema,

The Stryker Johnston Foundation ("SJF") is pleased to inform you that on December 13, 2019 the following was approved.

GRANT AWARDED TO/GRANTEE: *The City of Kalamazoo*

GRANTEE TAX ID #: 38-600-4627

APPROVED FOR: *The objectives of Imagine Kalamazoo 2025*

AMOUNT OF GRANT: \$28,212,628

GRANT NUMBER: 2019-1200

DURATION OF GRANT: 1/1/2020 – 12/31/2022 (\$8,212,628 in 2020, \$10,000,000 in 2021, \$10,000,000 in 2022)

PROGRAM OR PROJECT DIRECTOR: *James K. Ritsema, City Manager*

The following terms are agreed upon as conditions for this grant:

1. Grantee is a tax-exempt agency and is not classified as a private foundation under Section 509(a) of the Code. Grantee shall notify the SJF immediately of any change in, or IRS proposed or actual revocation of (whether or not appealed), its tax status described above. The SJF reserves the right to discontinue or modify the terms of this grant at any time.
2. Grantee shall utilize the grant's proceeds only for a religious, charitable, scientific, literary or educational purpose consistent with the stated grant application and purpose. None of this grant shall be used in such a manner that it constitutes a taxable expenditure as detailed in Section 4945 of the Internal Revenue Code, namely:
 - a. For the purpose to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drives, nor has it been earmarked to be used to carry on propaganda or otherwise attempt to influence legislation;
 - b. For any grant to an individual which does not comply with the requirements of Section 4945(d)(3) or (4); and
 - c. For any purpose other than one specified in Section 170(c)(2)(B) of the Code, i.e., a religious, charitable, scientific, literary or educational purpose.
3. Grantee shall:
 - a. Return or repay any portion of the amounts granted which is not used for the purpose of the grant, except as allowed in paragraph 7, below;
 - b. Return any unexpended funds if the Grantee loses its tax-exempt status described above and repay any such expended funds commencing on the date of notice of loss of tax-exempt status; and,

The Stryker Johnston Foundation
277 South Rose Street, Suite 3300, Kalamazoo, Michigan 49007 | Telephone: 269-488-8484
www.strykerjohnstonfoundation.org

- c. Maintain books and records adequate to verify actions related to this grant should this prove necessary.
4. Grantee confirms and agrees that acceptance of this grant does not result in any personal benefit to any individual, such as but not limited to the discharge of an irrevocable enforceable pledge, a membership benefit, or attendance at an event.
5. Grantee materials, programs and/or any form of donor acknowledgements pertaining to this grant may include the SJF's full name and/or logo.
6. Press releases and media announcements related to this grant must receive prior written consent and approval by the SJF.
7. Grantee must obtain, in advance, approval from the SJF for any modification of purpose; change in use of funds, and/or extension of the grant duration. This request must be submitted in writing by an authorized person.
8. The SJF may request that Grantee furnish a final report regarding the uses it has put the SJF's grant no later than sixty days after the end of the grant duration described above. At least one month prior to the due date, the SJF will provide instructions on the method or format to complete the report in the compliance with this Agreement.
9. Failure of Grantee to comply with any terms of this Agreement shall be cause for the SJF to rescind and revoke the grant contemplated by this Agreement.

Except as otherwise provided herein, the parties to this Agreement reserve the power, only by joint action, to rescind, modify, amend, or replace this Grant Agreement by a written agreement signed by each of them to such effect.

For the Grantee:

The Stryker Johnston Foundation:

James K. Ritsema, ICMA-CM

Karen A. Bouche, Administrator

(Date)

(Date)

Payment will be processed upon Foundation's receipt of this signed original.
A copy will be sent to you for your records.



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: FY 2020 Budget Resolution

RECOMMENDATION:

It is recommended that the City Commission adopt the annual appropriation for the year 2020, 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 2020, has made final recommendations, and held the necessary public hearing.

The Citywide Proposed FY 2020 Budget, issued by the Administration to the City Commission on November 25, 2019, initially totaled \$201,682,501, with total General Fund expenditures of \$67,603,465. Since the Proposed Budget was published, additional changes have been required to correct the budget. The revised city-wide total budget includes expenditures of \$203,138,331 with no changes to the General Fund. These totals include the following modifications from the originally transmitted proposed budget.

- **Foundation for Excellence Fund:** Operational expenses of \$455,830 not originally included in error.
- **Water Fund:** Increased capital project expenditure amount of \$1,000,000 in 2020 and \$1,000,000 in 2021 for building repairs identified after the proposed budget was transmitted.

There are 646 full time and 9 part time positions proposed for allocation.

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

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

This budget proposal demonstrates that resources are sufficient to fund FY 2020 operations, programs and capital.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Collaborate (two-way conversation) - The community has been given a chance to shape the project by providing feedback.

Discussion: The community has been engaged by departments throughout the year. It has also had opportunity for input at the Commission Budget Work Session on December 9th, 2019 and at the public hearing on January 6, 2020.

FISCAL IMPACT:

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

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO MAKE THE ANNUAL APPROPRIATION FOR THE YEAR 2020, 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 2021, AND TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF THE BUDGET FOR THE YEAR 2020

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, 2020, 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 2020;

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 2020; 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 2020:

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 November 2, 2019.

City's 2017 Ad Valorem SEV	\$1,847,525,450
----------------------------	-----------------

Plus Half of Act 198 Property	\$8,330,750	
Plus for Revenue Sharing (1)	678,992,971	
Plus for LCSA/PPT (2)	<u>63,862,703</u>	
Total 2017 SEV Value	\$2,598,711,874	
Debt Limit (3)		\$259,871,187
Debt Outstanding (4)	\$ 207,850,000	
Less: Exempt Debt (5)	<u>\$62,990,000</u>	<u>\$144,860,000</u>
Legal Debt Margin		<u>\$ 115,011,187</u>

(1) The 2018 constitutional and statutory revenue sharing of \$9,031,270 divided by the City's 2018 millage rate of 13.80 mills.

(2) The Local Community Stabilization Authority ("LCSA") was established to administer distribution of the replacement of personal property tax revenues lost by local government. Eligible reimbursements for LCSA equals 2018 Total Reimbursements less Total 2018 Qualified Loss Distribution divided by the City eligible millage totaling 13.80.

(3) 10% of City's Total 2019 SEV for the fiscal year ending December 31, 2019.

(4) Includes the Bonds planned for issuance in 2019.

(5) 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 one 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 2020 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 21, 2020. 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

2020 BUDGET

SUMMARY OF EXPENDITURES - ALL FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
GOVERNMENTAL							
GENERAL	64,847,941	64,812,068	64,923,954	65,505,958	67,603,465	4.31%	68,473,456
CAPITAL IMPROVEMENT	8,848,073	10,262,497	12,003,401	11,817,187	12,211,820	18.99%	13,727,528
SPECIAL REVENUE							
Major Streets	8,842,780	14,161,141	17,622,246	17,512,362	13,475,098	-4.84%	14,283,870
Local Streets	4,810,908	4,660,554	5,866,100	5,813,541	4,475,004	-3.98%	4,267,914
Cemeteries	420,776	569,391	676,683	849,939	616,587	8.29%	621,485
Solid Waste	2,434,584	3,081,984	3,081,984	2,924,104	2,766,372	-10.24%	2,800,822
Blight Abatement	18,631	-	406,000	406,000	-	0.00%	-
K-VET Drug Enforcement	93,219	275,349	275,349	279,625	-	-100.00%	-
Kalamazoo Municipal Golf Association	1,679,853	1,765,750	1,765,750	1,765,750	1,673,530	-5.22%	1,692,486
TOTAL SPECIAL REVENUE	18,300,751	24,514,169	29,694,111	29,551,321	23,006,592	-6.15%	23,666,577
GRANTS AND DONATIONS							
Foundation for Excellence	9,830,661	10,087,533	13,355,805	13,937,222	8,268,530	-18.03%	82,189
Light Grant	-	-	1,000,000	1,000,000	-	0.00%	-
Community Development Administration	672,609	762,197	762,197	767,672	757,640	-0.60%	780,113
Community Development Entitlement	1,210,363	1,019,855	2,087,590	3,012,909	-	-100.00%	-
Business Development	318,799	500,000	1,681,299	1,681,299	-	-100.00%	-
Miscellaneous Grants	2,320,397	2,322,851	2,869,435	4,649,499	2,012,699	-13.35%	-
Private Purpose Trust & Donations	567,952	96,450	352,770	317,979	575,767	496.96%	-
Discontinued Loan Programs	11,795	-	-	-	250,000	0.00%	-
TOTAL GRANTS AND DONATIONS	14,932,574	14,788,886	22,109,096	25,366,580	11,864,636	-19.77%	862,303
TOTAL GOVERNMENTAL	106,929,339	114,377,620	128,730,561	132,241,046	114,686,514	0.27%	106,729,864
ENTERPRISE							
Wastewater Division	25,682,632	33,546,733	40,284,887	39,990,394	37,970,149	13.19%	38,476,218
Water Division	25,514,763	33,832,362	47,402,469	41,399,587	50,481,668	49.21%	64,426,041
TOTAL ENTERPRISE	51,197,395	67,379,095	87,687,357	81,389,981	88,451,817	31.27%	102,902,259
GRAND TOTAL ALL FUNDS	158,126,734	181,756,715	216,417,918	213,631,027	203,138,331	11.76%	209,632,123
<i>Informational Purposes Only</i>							
PENSION SYSTEM	32,528,785	32,270,734	32,270,734	32,875,734	33,539,903	3.93%	33,874,552
OPEB SYSTEM	10,755,325	10,996,480	10,996,480	11,549,280	12,303,180	11.88%	12,425,842
INTERNAL SERVICE FUNDS (ISF)							
Insurance	14,920,795	17,447,460	17,897,460	15,704,079	16,354,122	-6.27%	17,020,229

**CITY OF KALAMAZOO
2020 BUDGET
GENERAL FUND**

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
REVENUES:							
OPERATING REVENUES							
Taxes	20,210,275	20,573,205	20,573,205	20,885,433	21,309,082	3.58%	21,841,809
Licenses, Permits & Fees	2,709,592	2,391,659	2,391,659	2,631,513	2,694,380	12.66%	2,748,268
State Shared Revenue	9,208,199	9,297,918	9,297,918	9,437,873	9,565,666	2.88%	9,756,979
State Fire Reimbursement Revenue	2,562,110	1,600,000	1,600,000	3,057,000	2,957,000	84.81%	3,016,140
Other Intergovernmental Revenues	1,458,495	1,563,202	1,563,202	1,600,081	1,587,000	1.52%	1,633,460
Foundation for Excellence Operational	15,084,225	16,250,149	16,250,149	16,316,508	16,711,300	2.84%	17,100,453
Charges for Services	8,956,826	9,561,308	9,561,308	9,342,857	10,934,812	14.37%	11,298,362
Interest & Rents	281,093	187,800	187,800	477,750	287,750	53.22%	293,505
Fines & Forfeitures	4,820	8,050	8,050	7,800	8,000	-0.62%	8,160
Other Revenue	329,657	299,050	299,050	346,392	476,450	59.32%	321,351
TOTAL OPERATING REVENUE	60,805,291	61,732,341	61,732,341	64,103,207	66,531,440	7.77%	68,018,487
OTHER							
Foundation for Excellence Aspirational	697,638	430,698	-	-	-	-100.00%	-
Sale of Fixed Assets	1,618,729	160,000	160,000	60,000	80,000	-50.00%	170,000
Transfer from Other Funds	1,163,034	1,700,000	1,700,000	1,700,000	1,000,000	-41.18%	700,000
TOTAL OTHER	3,479,401	2,290,698	1,860,000	1,760,000	1,080,000	-52.85%	870,000
TOTAL REVENUE	64,284,692	64,023,039	63,592,341	65,863,207	67,611,440	5.60%	68,888,487
EXPENDITURES:							
CITY COMMISSION							
Personnel	61,157	61,158	61,158	59,424	61,157	0.00%	63,090
Operating	15,109	23,734	23,734	27,089	128,000	439.31%	129,280
Capital	-	-	-	-	-	-	-
TOTAL CITY COMMISSION	76,266	84,892	84,892	86,513	189,157	122.82%	192,370
CITY ADMINISTRATION							
Personnel	1,084,791	1,095,661	1,019,405	1,134,239	1,205,738	10.05%	1,241,474
Operating	759,403	687,675	541,641	450,171	550,475	-19.95%	555,980
Capital	5,994	3,000	3,000	3,000	5,500	83.33%	5,000
TOTAL CITY ADMINISTRATION	1,850,188	1,786,336	1,564,046	1,587,410	1,761,713	-1.38%	1,802,454
CITY ATTORNEY							
Personnel	613,283	706,091	722,376	626,247	625,375	-11.43%	643,809
Operating	85,037	131,106	131,106	121,306	130,950	-0.12%	132,260
Capital	917	1,000	1,000	250	2,000	100.00%	2,000
TOTAL CITY ATTORNEY	699,237	838,197	854,482	747,803	758,325	-9.53%	778,068
CITY CLERK:							
ADMINISTRATION							
Personnel	150,274	239,720	244,053	166,237	229,354	-4.32%	235,984
Operating	59,961	78,138	78,138	91,141	56,198	-28.08%	56,760
Capital	-	30,000	30,000	12,364	2,500	-91.67%	10,000
TOTAL ADMINISTRATION	210,234	347,858	352,191	269,742	288,052	-17.19%	302,744
ELECTIONS							
Personnel	243,983	185,848	187,355	182,138	348,244	87.38%	212,114
Operating	56,636	42,239	42,239	39,999	108,589	157.08%	109,675
Capital	170	-	-	-	7,500	-	-
TOTAL ELECTIONS	300,789	228,087	229,594	222,137	464,333	103.58%	321,789
RECORDS MANAGEMENT							
Personnel	180,960	157,853	160,141	163,009	161,131	2.08%	165,769
Operating	77,578	84,074	84,074	69,218	78,259	-6.92%	79,042
Capital	7,168	-	-	-	-	-	-
TOTAL RECORDS MANAGEMENT	265,706	241,927	244,215	232,227	239,390	-1.05%	244,810
TOTAL CITY CLERK	776,729	817,871	825,999	724,106	991,775	21.26%	869,343

**CITY OF KALAMAZOO
2020 BUDGET
GENERAL FUND**

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
INTERNAL AUDITOR							
Personnel	91,778	91,871	94,611	94,121	93,254	1.50%	96,009
Operating	1,514	1,963	1,963	1,963	1,963	0.00%	1,983
TOTAL INTERNAL AUDITOR	93,293	93,834	96,574	96,084	95,217	1.47%	97,992
311 CUSTOMER SERVICE							
Personnel	251,079	569,648	575,188	579,252	650,885	14.26%	669,561
Operating	29,324	32,600	32,600	30,549	20,600	-36.81%	20,806
Capital	1,543	-	-	-	5,500	-	1,000
TOTAL 311 CUSTOMER SERVICE	281,947	602,248	607,788	609,801	676,985	12.41%	691,367
HUMAN RESOURCES							
Personnel	717,909	823,513	836,870	772,642	585,713	-28.88%	602,829
Operating	185,462	127,828	129,046	85,428	140,708	10.08%	142,115
Capital	9,433	2,000	2,000	2,000	2,000	0.00%	2,000
TOTAL HUMAN RESOURCES	912,804	953,341	967,916	860,070	728,421	-23.59%	746,944
INFORMATION TECHNOLOGY							
Personnel	1,172,405	1,429,680	1,459,630	1,306,420	1,456,796	1.90%	1,499,651
Operating	988,649	1,065,474	1,065,474	1,414,077	2,236,702	109.93%	2,259,069
Capital	168,749	300,000	300,000	600,000	218,000	-27.33%	225,000
TOTAL INFORMATION TECHNOLOGY	2,329,803	2,795,154	2,825,104	3,320,497	3,911,498	39.94%	3,983,720
MANAGEMENT SERVICES							
ADMINISTRATION							
Personnel	210,605	308,174	309,352	244,082	201,522	-34.61%	207,383
Operating	115,808	68,070	68,070	67,095	72,570	6.61%	73,296
Capital	-	5,000	5,000	5,000	5,000	0.00%	5,000
TOTAL ADMINISTRATION	326,414	381,244	382,422	316,177	279,092	-26.79%	285,678
BUDGET AND ACCOUNTING							
Personnel	483,063	525,308	531,458	515,994	543,469	3.46%	559,440
Operating	100,485	127,600	127,600	112,660	124,250	-2.63%	125,493
Capital	-	-	-	-	-	0.00%	-
TOTAL BUDGET AND ACCOUNTING	583,549	652,908	659,058	628,654	667,719	2.27%	684,932
FINANCIAL SERVICES							
Personnel	492,601	495,379	501,246	534,854	600,010	21.12%	617,521
Operating	5,728	16,695	16,695	16,255	17,500	4.82%	17,675
Capital	-	-	-	-	-	-	-
TOTAL FINANCIAL SERVICES	498,329	512,074	517,941	551,109	617,510	20.59%	635,196
ASSESSOR							
Personnel	47,491	46,838	47,880	48,138	47,219	0.81%	48,615
Operating	395,582	438,839	438,839	433,368	452,385	3.09%	456,909
Capital	-	-	-	-	-	-	-
TOTAL ASSESSOR	443,073	485,677	486,719	481,506	499,604	2.87%	505,524
TREASURY							
Personnel	841,971	912,650	919,550	804,885	797,800	-12.58%	820,753
Operating	510,438	479,422	479,422	498,763	502,115	4.73%	507,136
Capital	-	-	-	4,428	-	-	-
TOTAL TREASURER	1,352,410	1,392,072	1,398,972	1,308,076	1,299,915	-6.62%	1,327,889
PURCHASING							
Personnel	362,836	375,167	379,222	383,211	383,378	2.19%	394,601
Operating	13,999	21,110	21,110	34,937	31,439	48.93%	31,753
Capital	-	-	-	-	-	-	-
TOTAL PURCHASING	376,835	396,277	400,332	418,148	414,817	4.68%	426,354
TOTAL MANAGEMENT SERVICES	3,580,609	3,820,251	3,845,443	3,703,670	3,778,657	-1.09%	3,865,573

**CITY OF KALAMAZOO
2020 BUDGET
GENERAL FUND**

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
PUBLIC SAFETY							
ADMINISTRATION							
Personnel	1,088,694	1,099,590	1,127,348	1,042,847	1,283,163	16.69%	1,321,404
Operating	167,251	299,000	299,000	242,700	249,740	-16.47%	252,237
Grant Match Transfers	9,325	-	-	-	-	-	-
TOTAL ADMINISTRATION	1,265,270	1,398,590	1,426,348	1,285,547	1,532,903	9.60%	1,573,641
COPS - FORMERLY KVET							
Personnel	2,073,642	2,448,893	2,451,731	2,319,443	2,404,108	-1.83%	2,475,321
Operating	-	-	-	-	-	-	-
TOTAL COPS	2,073,642	2,448,893	2,451,731	2,319,443	2,404,108	-1.83%	2,475,321
OPERATIONS DIVISION							
Personnel	16,468,456	16,835,794	16,835,794	17,029,002	17,612,025	4.61%	18,843,000
Operating	77,588	61,300	61,300	70,300	74,000	20.72%	74,740
Grant Match Transfers	351,877	-	-	350,000	-	-	-
TOTAL OPERATIONS	16,897,921	16,897,094	16,897,094	17,449,302	17,686,025	4.67%	18,917,740
CRIMINAL INVESTIGATIONS							
Personnel	3,101,805	3,052,061	3,052,061	3,138,488	2,975,452	-2.51%	3,064,312
Operating	46,990	104,609	104,609	109,935	108,200	3.43%	109,282
TOTAL CRIMINAL INVESTIGATIONS	3,148,795	3,156,670	3,156,670	3,248,423	3,083,652	-2.31%	3,173,594
SERVICE DIVISION							
Personnel	3,637,725	2,130,298	2,195,298	2,223,225	2,394,522	12.40%	2,463,616
Operating	3,889,044	4,127,544	4,058,344	4,241,015	4,278,936	3.67%	3,104,889
Grant Match Transfers	9,077	-	-	-	-	-	-
Capital	785,523	300,000	374,280	374,280	800,000	166.67%	800,000
TOTAL SERVICE	8,321,370	6,557,842	6,627,922	6,838,520	7,473,458	13.96%	6,368,505
PUBLIC SAFETY CONTRACTS							
Personnel	746,281	741,881	741,881	852,227	301,478	-59.36%	311,000
Operating	-	-	-	-	-	-	-
TOTAL PUBLIC SAFETY CONTRACTS	746,281	741,881	741,881	852,227	301,478	-59.36%	311,000
TOTAL PUBLIC SAFETY	32,453,279	31,200,971	31,301,647	31,993,462	32,481,624	4.10%	32,819,802
PUBLIC SERVICES							
CITY MAINTENANCE							
Personnel	453,936	481,744	485,569	433,146	411,490	-14.58%	422,423
Operating	749,464	765,690	765,690	630,401	782,683	2.22%	790,509
Capital	11,074	150,000	194,816	196,716	124,478	-17.01%	70,000
TOTAL CITY WIDE MAINTENANCE	1,214,474	1,397,434	1,446,075	1,260,263	1,318,651	-5.64%	1,282,932
FLEET SERVICES							
Personnel	487,876	728,505	732,218	602,295	726,666	-0.25%	745,752
Operating	1,877,489	1,917,741	1,917,741	2,034,462	1,936,281	0.97%	1,955,644
Capital	104,983	225,000	225,000	225,000	65,522	-70.88%	120,000
TOTAL CITY EQUIPMENT	2,470,348	2,871,246	2,874,959	2,861,757	2,728,469	-4.97%	2,821,395
PUBLIC WORKS							
Personnel	481,588	358,750	358,750	358,458	427,912	19.28%	438,407
Operating	795,105	521,646	653,046	647,202	710,483	36.20%	717,588
Capital	-	-	-	-	-	-	-
TOTAL PUBLIC WORKS	1,276,693	880,396	1,011,796	1,005,660	1,138,395	29.30%	1,155,995
TOTAL PUBLIC SERVICES	4,961,515	5,149,076	5,332,830	5,127,680	5,185,514	0.71%	5,260,322

**CITY OF KALAMAZOO
2020 BUDGET
GENERAL FUND**

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT							
CODE ADMINISTRATION							
HOUSING							
Personnel	696,104	707,041	713,440	664,140	664,268	-6.05%	683,416
Operating	156,364	266,842	236,842	260,027	167,768	-37.13%	169,446
Capital	135	8,000	8,000	8,000	2,000	-75.00%	-
TOTAL HOUSING	852,602	981,883	958,282	932,167	834,036	-15.06%	852,862
TRADES							
Personnel	564,858	666,951	671,649	561,638	905,136	35.71%	931,410
Operating	168,028	56,922	56,922	318,403	169,711	198.15%	69,978
Capital	1,655	-	-	2,297	2,000	-	-
TOTAL TRADES	734,541	723,873	728,571	882,338	1,076,847	48.76%	1,001,388
TOTAL CODE ADMINISTRATION	1,587,143	1,705,756	1,686,853	1,814,505	1,910,883	12.03%	1,854,250
PLANNING							
Personnel	488,026	546,152	399,093	433,480	513,473	-5.98%	528,509
Operating	316,365	425,927	425,927	350,430	424,026	-0.45%	428,266
Capital	774	-	-	-	8,000	-	10,000
TOTAL PLANNING	805,165	972,079	825,020	783,910	945,499	-2.73%	966,776
SHARED PROSPERITY							
Personnel	-	-	-	-	-	-	-
Operating	2,494	-	-	3,000	3,000	-	3,030
Capital	-	-	-	-	-	-	-
TOTAL SHARED PROSPERITY	2,494	-	-	3,000	3,000	-	3,030
ECONOMIC DEVELOPMENT							
Personnel	153,136	226,820	214,348	257,268	207,029	-8.73%	213,023
Operating	48,821	88,919	105,219	89,084	56,574	-36.38%	57,140
Capital	-	-	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	201,957	315,739	319,567	346,352	263,603	-16.51%	270,163
TOTAL COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT	2,596,758	2,993,575	2,831,440	2,947,767	3,122,985	4.32%	3,094,219
PARKS AND RECREATION							
PARKS							
GENERAL PARKS							
Personnel	675,242	912,121	918,250	845,652	867,208	-4.92%	892,655
Operating	321,424	277,492	275,321	273,431	270,232	-2.62%	272,934
Capital	38,181	131,455	131,455	135,477	31,500	-76.04%	-
TOTAL GENERAL PARKS	1,034,848	1,321,067	1,325,026	1,254,560	1,168,940	-11.52%	1,165,589
BRONSON PARK MAINTENANCE							
Personnel	37,002	9,384	9,651	21,357	25,341	170.05%	26,067
Operating	24,335	27,958	27,958	26,988	31,038	11.02%	31,348
Capital	-	-	-	-	-	-	-
TOTAL BRONSON PARK	61,337	37,342	37,609	48,345	56,379	50.98%	57,415
TOTAL PARKS	1,096,185	1,358,409	1,362,635	1,302,905	1,225,319	-9.80%	1,223,004
RECREATION							
GENERAL RECREATION							
Personnel	695,815	626,732	600,236	633,089	713,682	13.87%	735,670
Operating	322,198	308,763	308,763	313,660	321,824	4.23%	325,042
Grant Match Transfers	-	-	-	-	-	-	-
Capital	2,178	-	-	10,500	18,500	-	-
TOTAL GENERAL RECREATION	1,020,192	935,495	908,999	957,249	1,054,006	12.67%	1,060,712
RECREATION ADULT SPORTS							
Personnel	23,032	23,950	24,072	29,955	54,789	128.77%	56,458
Operating	28,909	32,401	32,401	32,126	32,601	0.62%	32,927
Capital	-	-	-	-	-	-	-
TOTAL ADULT SPORTS	51,941	56,351	56,473	62,081	87,390	55.08%	89,385
INCLUSIVE SERVICE							
Personnel	4,570	4,063	4,185	-	-	-100.00%	-
Operating	95	100	100	-	100	0.00%	101
Capital	-	-	-	-	-	-	-
TOTAL INTERGENERATIONAL AND INCLUSIVE SERVICE	4,665	4,163	4,285	-	100	-97.60%	101

**CITY OF KALAMAZOO
2020 BUDGET
GENERAL FUND**

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
RECREATION / SPORTS COMPLEX							
Personnel	77,078	71,125	71,125	73,588	72,525	1.97%	74,637
Operating	86,209	69,741	76,112	70,611	69,566	-0.25%	70,262
Capital	28,475	-	-	16,691	-	-	50,000
TOTAL SPORTS COMPLEX	191,762	140,866	147,237	160,890	142,091	0.87%	194,899
TOTAL RECREATION	1,268,560	1,136,875	1,116,993	1,180,220	1,283,587	12.90%	1,345,097
						-	
TOTAL PARKS & RECREATION	2,364,744	2,495,284	2,479,628	2,483,125	2,508,905	0.55%	2,568,101
OTHER :							
STREETLIGHTING							
Operating	1,201,129	1,359,600	1,359,600	1,300,000	1,313,000	-3.43%	1,326,130
TOTAL STREETLIGHTING	1,201,129	1,359,600	1,359,600	1,300,000	1,313,000	-3.43%	1,326,130
NON-DEPARTMENTAL EXPENDITURES							
Personnel	28,443	297,189	98,315	95,329	354,339	19.23%	106,476
Operating	67,293	50,000	134,000	211,522	100,000	100.00%	101,000
Capital	-	-	-	-	-	-	-
TOTAL NON-DEPARTMENTAL	95,736	347,189	232,315	306,851	454,339	30.86%	207,476
TOTAL OTHER	1,296,865	1,706,789	1,591,915	1,606,851	1,767,339	3.55%	1,533,606
						-	
TOTAL OPERATING BUDGET	54,274,039	55,337,819	55,209,705	55,894,840	57,958,115	4.74%	58,303,882
TRANSFERS OUT							
Contribution to CIP Fund	2,450,004	3,193,431	3,433,431	3,330,300	3,352,500	4.98%	3,874,700
Transfer to Other Funds	1,795,922	-	-	-	-	-	-
TOTAL OPERATING TRANSFERS OUT	4,245,926	3,193,431	3,433,431	3,330,300	3,352,500	4.98%	3,874,700
OPEB EXPENSE							
Contributions to OPEB Trust	2,491,300	2,445,800	2,445,800	2,445,800	2,458,000	0.50%	2,458,000
Debt Service OPEB Bonding	3,836,676	3,835,018	3,835,018	3,835,018	3,834,850	0.00%	3,836,874
TOTAL OPEB EXPENSE	6,327,976	6,280,818	6,280,818	6,280,818	6,292,850	0.19%	6,294,874
TOTAL GENERAL FUND							
EXPENDITURES	64,847,941	64,812,068	64,923,954	65,505,958	67,603,465	4.31%	68,473,456
NET REVENUES - EXPENDITURES	(563,249)	(789,029)	(1,331,613)	357,249	7,975	-101.01%	415,031
BEGINNING UNRESERVED FUND BALANCE	11,978,696	11,264,013	11,264,013	11,264,013	11,620,086	3.16%	11,626,862
Use of (Contribution to) Contingency Reserve	(150,000)	-	-	-	-	-	-
Use of (Contribution to) Park Reserve	(1,434)	-	(1,176)	(1,176)	(1,199)	-	(1,223)
Total Contribution from/(to) Reserves	(151,434)	-	(1,176)	(1,176)	(1,199)	-	(1,223)
CHANGE IN UNRESERVED FUND BALANCE	(714,683)	(789,029)	(1,332,789)	356,073	6,776	-100.86%	413,808
ENDING UNRESERVED FUND BALANCE	11,264,013	10,474,984	9,931,224	11,620,086	11,626,862	11.00%	12,040,670
						-	
Target Fund Balance	9,120,794	9,259,851	9,259,851	9,615,481	9,979,716	7.77%	10,202,773
Over / (Under) Target Fund Balance	2,143,219	1,215,133	671,373	2,004,605	1,647,146		1,837,897
Fund Balance Percentage of Revenue	18.5%	17.0%	16.1%	18.1%	17.5%		17.7%
Ending Budget Contingency Reserves	500,000	500,000	500,000	500,000	500,000		500,000
Ending Parks Land Reserve	58,776	58,776	59,952	59,952	61,151		62,374

CITY OF KALAMAZOO

2020 BUDGET

SPECIAL REVENUE FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
MAJOR STREETS							
OPERATING							
RESOURCES							
Gas and Weight Tax	6,091,576	6,050,000	6,050,000	6,800,000	7,493,236	23.86%	7,718,033
Highway Maintenance	167,104	250,000	250,000	45,000	45,000	-82.00%	45,000
Other State Revenue	1,830,182	1,175,000	1,175,000	267,995	275,000	-76.60%	275,000
Charges for Services	143,351	5,000	5,000	123,697	125,000	2400.00%	125,000
Interest	45,711	6,000	6,000	45,000	45,000	650.00%	45,000
Other	47,517	5,000	5,000	5,000	5,000	0.00%	5,000
Transfer from Insurance Fund	20,004	31,000	31,000	31,000	18,000	-41.94%	13,000
Transfer from Other Funds	238	-	-	-	-	-	-
TOTAL OPERATING RESOURCES	8,345,683	7,522,000	7,522,000	7,317,692	8,006,236	6.44%	8,226,033
EXPENDITURES							
Personnel	1,353,020	1,725,196	1,725,196	1,513,802	1,686,701	-2.23%	1,738,610
Operating	1,857,764	2,471,892	2,495,892	2,574,829	2,696,512	9.09%	2,532,557
Capital Outlay	13,378	-	-	-	-	-	-
Debt Service for Capital Bonds	1,962,098	2,059,265	2,059,265	2,057,839	2,521,500	22.45%	2,923,300
Debt Service for OPEB Bonds	73,425	73,388	73,388	73,388	73,385	0.00%	73,428
Contribution OPEB Trust	43,400	41,900	41,900	41,900	67,000	59.90%	67,000
Transfer to Local Streets	999,996	1,000,000	1,000,000	1,000,000	1,100,000	10.00%	1,000,000
TOTAL OPERATING EXPENDITURES	6,303,081	7,371,641	7,395,641	7,261,758	8,145,098	10.49%	8,334,895
NET OPERATING	2,042,603	150,359	126,359	55,934	(138,862)		(108,862)
CAPITAL IMPROVEMENT PROGRAM							
Federal Aid	-	1,916,000	1,916,000	1,916,000	970,000	-49.37%	720,000
Other State Revenue	-	850,000	850,000	850,000	-	-100.00%	-
Local and Other Contributions	778,654	-	935,691	935,691	-	-	160,000
Bond Funding	2,057,000	4,023,500	4,023,500	4,023,500	4,360,000	8.36%	5,068,975
TOTAL RESOURCES	2,835,654	6,789,500	7,725,191	7,725,191	5,330,000	-21.50%	5,948,975
Major Streets Capital Improvements	2,539,700	6,789,500	10,226,604	10,250,604	5,330,000	-21.50%	5,948,975
CAPITAL CHANGE IN RESERVES	295,954	-	(2,501,413)	(2,525,413)	-		-
TOTAL MAJOR STREETS	8,842,780	14,161,141	17,622,246	17,512,362	13,475,098	-4.84%	14,283,870
CONTRIBUTION TO (USE OF) FUND BALANCE	2,338,557	150,359	(2,375,055)	(2,469,479)	(138,862)		(108,862)
BEGINNING FUND BALANCE	3,880,308	6,218,865	6,218,865	6,218,865	3,749,386		3,610,524
ENDING FUND BALANCE	6,218,865	6,369,223	3,843,810	3,749,386	3,610,524		3,501,662
LOCAL STREETS							
OPERATING							
RESOURCES							
Gas and Weight Tax	1,720,581	1,709,000	1,709,000	1,900,000	2,129,655	24.61%	2,193,545
Other State Revenue	-	312,500	312,500	-	-	-100.00%	-
Interest	18,175	2,000	2,000	2,000	2,000	0.00%	2,000
Other	6,700	500	500	35,000	-	-100.00%	-
Transfer from Major Streets	999,996	1,000,000	1,000,000	1,000,000	1,100,000	10.00%	1,000,000
Transfer from General Fund	-	-	-	-	-	-	-
Transfer from Insurance Fund	30,000	47,000	47,000	47,000	27,000	-42.55%	19,000
TOTAL OPERATING RESOURCES	2,775,452	3,071,000	3,071,000	2,984,000	3,258,655	6.11%	3,214,545
EXPENDITURES							
Personnel	769,791	1,153,591	1,153,591	1,003,063	1,102,034	-4.47%	1,137,880
Operating	667,188	1,056,882	1,056,882	1,157,810	1,225,361	15.94%	1,090,990
Debt Service for Capital Bonds	773,430	874,874	874,874	874,300	865,000	-1.13%	926,400
Debt Service for OPEB Bonds	67,945	67,912	67,912	67,912	67,909	0.00%	67,944
Contribution OPEB Trust	40,250	38,800	38,800	38,800	44,700	15.21%	44,700
TOTAL OPERATING EXPENDITURES	2,318,604	3,192,059	3,192,059	3,141,885	3,305,004	3.54%	3,267,914
NET OPERATING	456,848	(121,059)	(121,059)	(157,885)	(46,349)		(53,369)

CITY OF KALAMAZOO

2020 BUDGET

SPECIAL REVENUE FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
LOCAL STREETS CONT.							
CAPITAL IMPROVEMENT PROGRAM						-	
Other State Revenue	50,707	-	590,357	590,357	-	-	-
Local and Other Contributions	1,362,876	-	546,000	546,000	-	-	-
Bond Funding	975,000	1,468,495	1,468,495	1,468,495	1,170,000	-20.33%	1,000,000
TOTAL RESOURCES	2,388,583	1,468,495	2,604,853	2,604,852	1,170,000	-20.33%	1,000,000
Local Streets Capital Improvements	2,492,304	1,468,495	2,674,041	2,671,656	1,170,000	-20.33%	1,000,000
CAPITAL CHANGE IN RESERVES	(103,721)	-	(69,188)	(66,804)	-		-
TOTAL LOCAL STREETS	4,810,908	4,660,554	5,866,100	5,813,541	4,475,004	-3.98%	4,267,914
CONTRIBUTION TO (USE OF) FUND BALANCE	353,127	(121,059)	(190,247)	(224,689)	(46,349)		(53,369)
BEGINNING FUND BALANCE	1,464,474	1,817,601	1,817,601	1,817,601	1,592,912		1,546,563
ENDING FUND BALANCE	1,817,601	1,696,542	1,627,354	1,592,912	1,546,563		1,493,193
CEMETERIES							
RESOURCES							
Lot and Burial Sales	122,275	116,102	116,102	116,102	116,102	0.00%	116,102
Foundations	30,200	30,000	30,000	30,000	30,000	0.00%	30,000
Interest	2,582	700	700	700	1,000	42.86%	1,000
Transfer from Cemetery Trust / Capital	252,997	380,000	487,292	487,292	512,292	34.81%	512,292
TOTAL RESOURCES	408,053	526,802	634,094	634,094	659,394	25.17%	659,394
EXPENDITURES							
Personnel	35,391	31,689	31,689	42,831	32,551	2.72%	33,609
Operating	371,738	337,702	444,994	607,108	384,036	13.72%	387,876
Capital	13,647	200,000	200,000	200,000	200,000	0.00%	200,000
TOTAL CEMETERIES	420,776	569,391	676,683	849,939	616,587	8.29%	621,485
CONTRIBUTION TO (USE OF) FUND BALANCE	(12,722)	(42,589)	(42,589)	(215,845)	42,807		37,909
BEGINNING FUND BALANCE	244,830	232,108	232,108	232,108	16,263		59,069
ENDING FUND BALANCE	232,108	189,519	189,519	16,263	59,069		96,978
SOLID WASTE							
RESOURCES							
Taxes	2,717,348	2,762,702	2,762,702	2,829,000	2,890,000	4.61%	2,962,250
Intergovernmental Revenues	1,150	-	-	338,335	338,000	-	338,000
Charges for Services	88,387	103,000	103,000	100,000	100,000	-2.91%	102,000
Interest	3,546	5,000	5,000	5,000	5,000	0.00%	5,100
Other	-	-	-	-	-	-	-
Transfer Insurance Fund	30,000	47,000	47,000	47,000	27,000	-42.55%	-
TOTAL RESOURCES	2,840,431	2,917,702	2,917,702	3,319,335	3,360,000	15.16%	3,407,350
EXPENDITURES							
Personnel	379,259	438,824	438,824	311,538	398,875	-9.10%	411,072
Operating	1,915,243	2,190,057	2,190,057	2,159,463	2,220,997	1.41%	2,243,207
Capital	10,139	325,000	325,000	325,000	50,000	-84.62%	50,000
Debt Service for OPEB Bonds	81,644	81,603	81,603	81,603	81,600	0.00%	81,643
Debt Service for Capital Bonds	-	-	-	-	-	-	-
Contribution OPEB Trust	48,300	46,500	46,500	46,500	14,900	-67.96%	14,900
TOTAL SOLID WASTE	2,434,584	3,081,984	3,081,984	2,924,104	2,766,372	-10.24%	2,800,822
CONTRIBUTION TO (USE OF) FUND BALANCE	405,846	(164,282)	(164,282)	395,231	593,628		606,528
BEGINNING FUND BALANCE	112,369	518,215	518,215	518,215	913,446		1,507,074
ENDING FUND BALANCE	518,215	353,933	353,933	913,446	1,507,074		2,113,602

CITY OF KALAMAZOO

2020 BUDGET

SPECIAL REVENUE FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
BLIGHT ABATEMENT							
RESOURCES							
Charges for Services	-	-	-	-	-	-	-
Other	3,877	400	400	400	40,350	9987.50%	-
Transfer from General Fund	400,000	-	-	-	-	-	-
TOTAL RESOURCES	403,877	400	400	400	40,350	9987.50%	-
EXPENDITURES							
Operating	18,631	-	406,000	406,000	-	-	-
Capital	-	-	-	-	-	-	-
TOTAL BLIGHT ABATEMENT	18,631	-	406,000	406,000	-	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	385,246	400	(405,600)	(405,600)	40,350		-
BEGINNING FUND BALANCE	26,372	411,618	411,618	411,618	6,018		46,368
ENDING FUND BALANCE	411,618	412,018	6,018	6,018	46,368		46,368
KVET DRUG ENFORCEMENT FORFEITURE							
RESOURCES							
KVET-Federal Forfeiture Justice Fund	108,637	20,000	20,000	-	-	-100.00%	-
Drug Forfeiture Revenue	102,130	130,000	130,000	86,702	-	-100.00%	-
Drug Enforcement Task Force	24,451	20,000	20,000	24,011	-	-100.00%	-
Clandestine Lab Program	4,054	5,000	5,000	2,651	-	-100.00%	-
Interest on Investments	1,253	-	-	-	-	-	-
Auction Sale and Sale of Assets	20,623	30,000	30,000	30,000	-	-100.00%	-
TOTAL RESOURCES	261,148	205,000	205,000	143,364	-	-100.00%	-
EXPENDITURES							
Personnel	21,619	15,629	15,629	19,905	-	-100.00%	-
Operating	-	23,720	23,720	23,720	-	-100.00%	-
Capital	71,600	236,000	236,000	236,000	-	-100.00%	-
TOTAL KVET DRUG ENFORCEMENT	93,219	275,349	275,349	279,625	-	-100.00%	-
CONTRIBUTION TO (USE OF) FUND BALANCE	167,929	(70,349)	(70,349)	(136,261)	-		-
BEGINNING FUND BALANCE	121,540	289,469	289,469	289,469	153,208		153,208
ENDING FUND BALANCE	289,469	219,120	219,120	153,208	153,208		153,208
KALAMAZOO MUNICIPAL GOLF ASSOCIATION							
RESOURCES							
Operational	1,128,785	1,148,191	1,148,191	1,148,191	1,200,000	4.51%	1,200,000
Other	609,221	563,906	563,906	563,906	535,000	-5.13%	535,000
TOTAL RESOURCES	1,738,006	1,712,097	1,712,097	1,712,097	1,735,000	1.34%	1,735,000
EXPENDITURES							
Personnel	-	-	-	-	-	-	-
Operating	1,430,454	1,575,286	1,575,286	1,575,286	1,557,000	-1.16%	1,567,000
Debt Service	249,399	190,464	190,464	190,464	116,530	-38.82%	125,486
TOTAL GOLF ASSOCIATION	1,679,853	1,765,750	1,765,750	1,765,750	1,673,530	-5.22%	1,692,486
CONTRIBUTION TO (USE OF) FUND BALANCE	58,153	(53,653)	(53,653)	(53,653)	61,470		42,514
BEGINNING FUND BALANCE	-	58,153	58,153	58,153	4,500		65,970
ENDING FUND BALANCE	58,153	4,500	4,500	4,500	65,970		108,484
TOTAL SPECIAL REVENUES	18,300,751	24,514,169	29,694,111	29,551,321	23,006,592	-6.15%	23,666,577

CITY OF KALAMAZOO

2020 BUDGET

SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
FOUNDATION FOR EXCELLENCE							
RESOURCES							
Foundation for Excellence Aspirational	12,584,050	10,078,442	10,088,000	10,088,000	8,268,530	-17.96%	-
Community Donations	1,350	-	-	-	-	-	-
Interest	22,468	-	-	-	-	-	-
TOTAL RESOURCES	12,607,868	10,078,442	10,088,000	10,088,000	8,268,530	-17.96%	-
EXPENDITURES							
Aspirational Projects Transfers							
Foundation for Excellence Operations	157,038	202,912	546,590	545,407	459,654	126.53%	-
Youth Development & Employment	1,067,872	1,298,297	1,127,985	1,158,500	1,177,863	-9.28%	-
Shared Prosperity Kalamazoo	86,154	2,080,662	2,080,662	2,079,642	82,189	-96.05%	82,189
Complete Neighborhoods	3,789,898	2,755,662	4,052,546	4,605,652	3,207,824	16.41%	-
Inviting Public Spaces	133,278	-	366,722	366,722	-	-	-
Connected City	-	-	250,000	250,000	500,000	-	-
Economic Vitality	3,818,702	3,250,000	4,431,299	4,431,299	2,275,000	-30.00%	-
Environmental Responsibility	-	-	-	-	66,000	-	-
Capital Improvements (Lead Services)	777,719	500,000	500,000	500,000	500,000	0.00%	-
TOTAL FOUNDATION FOR EXCELLENCE	9,830,661	10,087,533	13,355,805	13,937,222	8,268,530	-18.03%	82,189
CONTRIBUTION TO (USE OF) FUND BALANCE	2,777,207	(9,091)	(3,267,805)	(3,849,222)	0		(82,189)
BEGINNING FUND BALANCE	5,596,943	8,374,150	8,374,150	8,374,150	4,524,928		4,524,928
ENDING FUND BALANCE	8,374,150	8,365,059	5,106,345	4,524,928	4,524,928		4,442,739
LIGHT GRANT							
RESOURCES							
Private Donations and Contributions	1,000,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL RESOURCES	1,000,000	-	-	-	-	-	-
EXPENDITURES							
Operating	-	-	1,000,000	1,000,000	-	-	-
TOTAL LIGHT GRANT	-	-	1,000,000	1,000,000	-	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	1,000,000	-	(1,000,000)	(1,000,000)	-		-
BEGINNING FUND BALANCE	-	1,000,000	1,000,000	1,000,000	-		-
ENDING FUND BALANCE	1,000,000	1,000,000	-	-	-		-
COMMUNITY DEVELOPMENT GRANT ADMINISTRATION							
RESOURCES							
Federal Revenues	640,413	743,197	743,197	748,672	738,640	-0.61%	761,113
Community Grants and Contributions	-	-	-	-	-	-	-
Other	20,401	19,000	19,000	19,000	19,000	0.00%	19,000
Transfer from Other Funds	11,795	-	-	-	-	-	-
TOTAL RESOURCES	672,609	762,197	762,197	767,672	757,640	-0.60%	780,113
EXPENDITURES							
Personnel	593,765	676,775	676,775	684,725	662,696	-2.08%	684,234
Operating	78,843	85,422	85,422	82,947	93,544	9.51%	94,479
Capital	-	-	-	-	1,400	-	1,400
TOTAL COMMUNITY DEVELOPMENT GRANT ADMINISTRATION	672,609	762,197	762,197	767,672	757,640	-0.60%	780,113
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-	-		-
BEGINNING FUND BALANCE	13	13	13	13	13		13
ENDING FUND BALANCE	13	13	13	13	13		13

CITY OF KALAMAZOO
2020 BUDGET
SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
COMMUNITY DEVELOPMENT ENTITELMENT GRANTS							
RESOURCES							
Federal Revenues	1,210,363	1,019,855	2,087,590	3,012,909	-	-100.00%	-
Other	401	-	-	-	-	-	-
Transfer from Other Funds	-	-	-	-	-	-	-
TOTAL RESOURCES	1,210,764	1,019,855	2,087,590	3,012,909	-	-100.00%	-
EXPENDITURES							
Personnel	131,639	150,000	300,000	430,696	-	-100.00%	-
Operating	1,078,724	869,855	1,787,590	2,582,213	-	-100.00%	-
Transfer to Other Funds	-	-	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT ENTITLEMENT GRANTS	1,210,363	1,019,855	2,087,590	3,012,909	-	-100.00%	-
CONTRIBUTION TO (USE OF) FUND BALANCE	401	-	-	-	-		-
CHANGE IN NONSPENDABLE							
BEGINNING SPENDABLE FUND BALANCE	136,179	136,580	136,580	136,580	136,580		136,580
ENDING SPENDABLE FUND BALANCE	136,580	136,580	136,580	136,580	136,580		136,580
BUSINESS DEVELOPMENT							
RESOURCES							
Foundation for Excellence Aspirational	318,702	500,000	1,681,299	1,681,299	-	-100.00%	-
Interest on Investments	945	150	150	-	-	-100.00%	-
Other	600	-	-	2,500	5,000	-	5,000
TOTAL RESOURCES	320,247	500,150	1,681,449	1,683,799	5,000	-99.00%	5,000
EXPENDITURES							
Operating	318,799	500,000	1,681,299	1,681,299	-	-100.00%	-
TOTAL ECONOMIC OPPORTUNITY	318,799	500,000	1,681,299	1,681,299	-	-100.00%	-
CONTRIBUTION TO (USE OF) FUND BALANCE	1,449	150	150	2,500	5,000		5,000
LOAN PRINCIPAL PAYMENTS	34,495	20,605	20,605	23,098	5,000		5,000
BEGINNING SPENDABLE FUND BALANCE	46,191	82,135	82,135	82,135	107,733		117,733
ENDING SPENDABLE FUND BALANCE	82,135	102,890	102,890	107,733	117,733		127,733
MISCELLANEOUS GRANTS							
RESOURCES							
Intergovernmental	920,697	1,224,597	1,628,098	3,483,162	902,499	-26.30%	-
Foundation for Excellence Aspirational	1,002,829	958,379	1,095,337	1,095,337	1,110,200	15.84%	-
Donations and Contributions	26,591	139,875	146,000	71,000	-	-100.00%	-
Grant Match Transfers In	370,280	-	-	-	-	-	-
TOTAL RESOURCES	2,320,397	2,322,851	2,869,435	4,649,499	2,012,699	-13.35%	-
EXPENDITURES							
General Government	-	-	10,000	10,000	-	0.00%	-
Public Safety	1,260,253	1,119,333	1,359,620	1,327,073	884,097	-21.02%	-
Parks and Recreation	1,060,144	1,203,518	1,272,665	1,272,856	1,111,900	-7.61%	-
Community Planning & Development	-	-	227,150	2,039,570	16,702	-	-
TOTAL MISCELLANEOUS GRANTS	2,320,397	2,322,851	2,869,435	4,649,499	2,012,699	-13.35%	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	(0)	(0)		-
BEGINNING FUND BALANCE	74	74	74	74	74		74
ENDING FUND BALANCE	74	74	74	74	74		74

CITY OF KALAMAZOO
2020 BUDGET
SPECIAL REVENUE GRANTS & DONATIONS FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
PRIVATE PURPOSE TRUST AND DONATIONS							
RESOURCES							
Donations & Contributions	216,786	14,630	20,950	10,000	10,000	-31.65%	-
Foundation for Excellence Aspirational	-	-	250,000	250,000	500,000	-	-
Charges for Services	9,786	750	750	2,158	2,000	166.67%	-
Interest on Investments	3,268	1,788	1,788	50	50	-97.20%	-
Grant Match Transfers In	75	-	-	-	-	-	-
TOTAL RESOURCES	229,915	17,168	273,488	262,208	512,050	2882.58%	-
EXPENDITURES							
General Government	6,277	-	250,000	250,000	500,000	-	-
Public Safety	46,420	52,582	52,582	46,000	50,000	-4.91%	-
Parks and Recreation	31,367	11,000	17,320	12,292	-	-100.00%	-
Community Planning & Development	483,888	32,868	32,868	9,687	25,767	-21.60%	-
TOTAL TRUST & DONATIONS	567,952	96,450	352,770	317,979	575,767	496.96%	-
CONTRIBUTION TO (USE OF) FUND BALANCE	(338,036)	(79,282)	(79,282)	(55,771)	(63,717)		-
BEGINNING FUND BALANCE	1,284,047	946,011	946,011	946,011	890,240		826,523
ENDING FUND BALANCE	946,011	866,729	866,729	890,240	826,523		826,523
DISCONTINUED REVOLVING LOAN PROGRAMS							
RESOURCES							
Interest on Loans							
Economic Initiative	26,184	30,000	30,000	30,000	30,000	0.00%	-
Small Business	776	900	900	-	-	-100.00%	-
Façade Improvement	658	7,570	7,570	-	-	-100.00%	-
Interest on Investments	7,083	1,508	1,508	-	-	-100.00%	-
TOTAL RESOURCES	34,701	39,978	39,978	30,000	30,000	-24.96%	-
EXPENDITURES							
Economic Initiative	-	-	-	-	250,000	-	-
Transfers to Other Funds	11,795	-	-	-	-	-	-
TOTAL REVOLVING LOANS	11,795	-	-	-	250,000	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	22,907	39,978	39,978	30,000	(220,000)		-
LOAN PRINCIPAL PAYMENTS	58,169	55,000	55,000	67,995	52,234		53,824
BEGINNING SPENDABLE FUND BALANCE	670,035	751,111	751,111	751,111	849,106		681,340
ENDING SPENDABLE FUND BALANCE	751,111	846,089	846,089	849,106	681,340		735,164
TOTAL GRANTS AND DONATIONS	14,932,574	14,788,886	22,109,096	25,366,580	11,864,636	-19.77%	862,303

CITY OF KALAMAZOO

2020 BUDGET

ENTERPRISE FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
WASTEWATER							
RESOURCES							
Charges for Services	20,836,379	20,616,400	20,616,400	22,965,454	25,100,204	21.75%	27,493,734
Interest	213,890	180,500	180,500	296,100	211,790	17.34%	216,026
Intergovernmental Grants and Contributions	327,025	-	1,067,491	1,067,491	-	-	-
Other	7,532	56,200	56,200	40,500	40,000	-28.83%	40,000
Contributed Capital	31,574	30,000	360,000	360,000	-	-100.00%	430,000
Property Tax Liens	3,429	-	-	-	-	-	-
Bond Funding	5,830,000	8,760,000	9,600,000	9,600,000	10,430,000	19.06%	9,880,000
Transfer from Insurance Fund	240,000	373,000	373,000	373,000	216,000	-42.09%	-
TOTAL RESOURCES	27,489,829	30,016,100	32,253,591	34,702,545	35,997,994	19.93%	38,059,760
EXPENDITURES							
Personnel	5,664,727	6,554,889	6,554,889	6,436,093	6,731,150	2.69%	6,937,861
Operating	12,480,027	14,424,773	14,952,737	14,686,966	15,845,732	9.85%	16,004,189
Capital Outlay	150,542	1,615,000	1,040,875	1,540,875	1,880,000	16.41%	1,880,000
Capital Improvement Projects	5,345,626	8,650,000	15,434,315	14,931,616	10,460,000	20.92%	10,330,000
Debt Service for Capital Bonds	1,098,214	1,323,477	1,323,477	1,416,250	2,074,000	56.71%	2,344,900
Debt Service for OPEB Bonds	585,797	601,894	601,894	601,894	601,868	0.00%	601,868
Contribution OPEB Trust	357,700	376,700	376,700	376,700	377,400	0.19%	377,400
TOTAL WASTEWATER	25,682,632	33,546,733	40,284,887	39,990,394	37,970,149	13.19%	38,476,218
CHANGE IN BUDGETARY NET POSITION	1,807,197	(3,530,633)	(8,031,296)	(5,287,849)	(1,972,155)		(416,458)
BEGINNING WORKING CAPITAL	18,277,566	20,084,763	20,084,763	20,084,763	14,796,914		12,824,759
ENDING WORKING CAPITAL	20,084,763	16,554,130	12,053,467	14,796,914	12,824,759		12,408,301
WATER							
RESOURCES							
Charges for Services	17,462,064	16,823,871	16,823,871	18,021,213	19,886,783	18.21%	21,749,135
Interest & Rents	228,157	64,400	64,400	218,250	210,010	226.10%	214,010
Intergovernmental Grants and Contributions	1,319,195	-	1,600,000	820,000	4,500,000	-	18,199,710
Other	164,431	54,700	54,700	70,000	54,700	0.00%	54,700
Contributed Capital	2,703,171	500,000	796,969	3,235,839	3,015,000	503.00%	3,030,000
Property Tax Liens	4,768	-	-	-	-	-	-
Bond Funding	9,395,000	13,053,000	10,270,000	10,270,000	23,864,000	82.82%	21,036,600
Transfer from Insurance Fund	180,000	280,000	280,000	280,000	162,000	-42.14%	162,000
Foundation for Excellence Aspirational	777,719	500,000	-	-	500,000	0.00%	500,000
TOTAL RESOURCES	32,234,505	31,275,971	29,889,940	32,915,302	52,192,493	66.88%	64,946,155
EXPENDITURES							
Personnel	4,703,993	5,329,035	5,329,035	4,675,753	5,288,920	-0.75%	5,477,470
Operating	7,799,221	7,593,158	7,593,158	8,554,300	9,624,164	26.75%	9,720,406
Capital	175,446	2,081,300	2,031,300	2,346,853	2,737,300	31.52%	2,737,300
Capital Improvement Projects	9,693,706	15,370,000	28,990,107	22,296,162	28,609,500	86.14%	39,748,310
Debt Service for Capital Bonds	2,276,017	2,612,862	2,612,862	2,680,511	3,386,700	29.62%	5,901,800
Debt Service for OPEB Bonds	568,179	551,508	551,508	551,508	551,483	0.00%	551,483
Contribution OPEB Trust	298,200	294,500	294,500	294,500	283,600	-3.70%	289,272
TOTAL WATER	25,514,763	33,832,362	47,402,469	41,399,587	50,481,668	49.21%	64,426,041
CHANGE IN BUDGETARY NET POSITION	6,719,742	(2,556,391)	(17,512,529)	(8,484,285)	1,710,825		520,115
BEGINNING WORKING CAPITAL	10,558,096	17,277,838	17,277,838	17,277,838	8,793,553		10,504,378
ENDING WORKING CAPITAL	17,277,838	14,721,447	(234,691)	8,793,553	10,504,378		11,024,493
TOTAL ENTERPRISE FUNDS	51,197,395	67,379,095	87,687,357	81,389,981	88,451,817	57%	102,902,259

CITY OF KALAMAZOO

2020 BUDGET

PENSION SYSTEM

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
PENSION SYSTEM							
RESOURCES							
Investment Income	(45,237,660)	52,125,500	52,125,500	52,706,500	53,205,500	2.07%	53,737,555
Employer & Employee Contributions	1,209,623	1,115,000	1,115,000	1,190,000	1,200,000	7.62%	1,212,000
Miscellaneous Income	276	500	500	600	500	0.00%	505
TOTAL RESOURCES	(44,027,762)	53,241,000	53,241,000	53,897,100	54,406,000	2.19%	54,950,060
OPERATIONS							
Benefit Payments	29,858,901	29,500,000	29,500,000	30,000,000	30,600,000	3.73%	30,906,000
Participant Withdrawals	72,516	65,000	65,000	125,000	75,000	15.38%	75,000
Custodial & Actuarial Fees	436,995	465,000	465,000	480,000	475,000	2.15%	479,750
Pension Management Fees	2,003,554	2,000,000	2,000,000	2,030,000	2,100,000	5.00%	2,121,000
City Administrative Fees	147,100	220,934	220,934	220,934	224,903	1.80%	227,152
Due Diligence/Conferences	4,510	10,000	10,000	10,000	10,000	0.00%	10,100
Investment Advisory Fees	110	3,500	3,500	3,500	3,500	0.00%	3,535
Audit Fees	5,100	5,300	5,300	5,300	5,500	3.77%	5,555
Other Expenses	-	1,000	1,000	1,000	46,000	4500.00%	46,460
TOTAL RETIREMENT OPERATIONS	32,528,785	32,270,734	32,270,734	32,875,734	33,539,903	3.93%	33,874,552
CHANGE IN PLAN POSITION	(76,556,547)	20,970,266	20,970,266	21,021,366	20,866,097		21,075,508
BEGINNING PLAN POSITION	670,927,959	594,371,412	594,371,412	594,371,412	615,392,778		636,258,875
ENDING PLAN POSITION	594,371,412	615,341,678	615,341,678	615,392,778	636,258,875		657,334,383

CITY OF KALAMAZOO
2020 BUDGET
OTHER POST EMPLOYMENT BENEFITS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
OPEB SYSTEM							
RESOURCES							
Investment Income	(7,010,160)	8,440,000	8,440,000	8,481,000	8,596,000	1.85%	8,681,960
Employer Contributions	3,500,035	3,500,000	3,500,000	3,500,100	3,500,100	0.00%	3,500,100
Employee Contributions	970,429	970,000	970,000	972,000	975,000	0.52%	984,750
TOTAL RESOURCES	(2,539,696)	12,910,000	12,910,000	12,953,100	13,071,100	1.25%	13,166,810
OPERATIONS							
Retiree Healthcare	10,304,964	10,526,000	10,526,000	11,050,000	11,800,000	12.10%	11,918,000
Outside Contractual	32,033	37,000	37,000	37,000	37,000	0.00%	37,000
Audit & Service Fees	418,328	433,480	433,480	462,280	466,180	7.54%	470,842
TOTAL OPEB OPERATIONS	10,755,325	10,996,480	10,996,480	11,549,280	12,303,180	11.88%	12,425,842
CHANGE IN PLAN POSITION	(13,295,021)	1,913,520	1,913,520	1,403,820	767,920		740,968
BEGINNING PLAN POSITION	104,231,266	90,936,245	90,936,245	90,936,245	92,340,065		93,107,985
ENDING PLAN POSITION	90,936,245	92,849,765	92,849,765	92,340,065	93,107,985		93,848,953

CITY OF KALAMAZOO

2020 BUDGET

INTERNAL SERVICE FUNDS

	2018 Actual	2019 Adopted	2019 Amended	2019 Projected	2020 Budget	2020/2019 Variance	2021 Projected
INSURANCE							
RESOURCES							
General Insurance Revenue	1,727,270	1,337,917	1,337,917	1,568,397	1,386,465	3.63%	1,406,894
Workers Comp. Revenue	2,530,095	2,610,529	2,610,529	2,717,252	2,771,597	6.17%	2,827,029
Life/Disability Ins Revenue	508,104	510,000	510,000	356,728	363,863	-28.65%	371,140
Health Insurance Revenue	11,754,439	11,657,608	11,657,608	11,229,277	11,229,277	-3.67%	11,903,034
Dental Insurance Revenue	785,242	795,600	795,600	506,940	517,079	-35.01%	527,421
Other Fringe Benefit Revenue	642,382	632,400	632,400	632,400	645,048	2.00%	657,949
Other	-	-	-	-	-	-	-
TOTAL RESOURCES	17,947,532	17,544,054	17,544,054	17,010,994	16,913,329	-3.60%	17,693,467
OPERATIONS							
Administration	89,040	113,771	113,771	111,990	92,641	-18.57%	94,494
General Insurance	848,075	1,337,130	1,337,130	1,367,887	1,448,726	8.35%	1,535,459
Workers Compensation	1,691,098	2,370,378	2,370,378	1,426,031	2,417,785	2.00%	2,466,141
Life/Disability Insurance	557,905	562,124	562,124	370,757	371,852	-33.85%	379,289
Health Insurance	9,269,390	9,643,832	10,093,832	8,994,832	9,610,043	-0.35%	10,112,910
Dental Insurance	495,612	506,940	506,940	506,940	517,079	2.00%	527,421
Other Fringe Benefit	359,670	435,285	435,285	447,642	445,996	2.46%	454,516
Transfer to Other funds (Rebate of Excess)	1,610,004	2,478,000	2,478,000	2,478,000	1,450,000	-41.49%	1,450,000
TOTAL INSURANCE	14,920,795	17,447,460	17,897,460	15,704,079	16,354,122	-6.27%	17,020,229
CHANGE IN NET POSITION	3,026,737	96,594	(353,406)	1,306,915	559,207		673,238
BEGINNING NET POSITION	5,753,143	8,779,880	8,779,880	8,779,880	10,086,795		10,646,002
ENDING NET POSITION	8,779,880	8,876,474	8,426,474	10,086,795	10,646,002		11,319,240

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
PERMANENT FULL TIME AUTHORIZED POSITIONS					
<u>DEPARTMENT</u>					
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
DCM/FOUNDATION FOR EXCELLENCE	1.0	1.0	1.0	-	1.0
ACM/ECONOMIC DEV DIRECTOR	1.0	1.0	1.0	(1.0)	-
ADMINISTRATIVE SUPPORT COORDINATOR	1.0	1.0	1.0	-	1.0
EXECUTIVE ASSISTANT TO CITY MANGER	1.0	1.0	1.0	-	1.0
EXECUTIVE ASSISTANT TO THE CMO	1.0	1.0	1.0	-	1.0
COMMUNICATIONS COORDINATOR	1.0	1.0	1.0	-	1.0
MARKETING & COMMUNICATION SPEC	1.0	1.0	1.0	-	1.0
FFE COORDINATOR/RESOURCE SPECIALIST	1.0	1.0	1.0	-	1.0
SECURITY ASSOCIATE	2.0	2.0	2.0	-	2.0
GRANTS SPECIALIST	-	-	-	1.0	1.0
DIVERSITY EQUITY AND INCLUSION OFFICER	-	-	-	1.0	1.0
TOTAL CITY ADMINISTRATION	13.0	13.0	13.0	1.0	14.0
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
DEPUTY CITY ATTORNEY	-	-	1.0	-	1.0
ASSISTANT ATTORNEY III	3.0	3.0	2.0	-	2.0
ASSISTANT ATTORNEY II	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
ELECTIONS/POSTAL CLERK	1.0	-	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	6.0	5.0	6.0	-	6.0
INTERNAL AUDITOR	1.0	1.0	1.0	-	1.0
311 CUSTOMER SERVICE					
311 CALL CENTER MANAGER	1.0	1.0	1.0	-	1.0
311 CUSTOMER SERV SUPERVISOR	1.0	1.0	1.0	-	1.0
EXPERIENCE AMBASSADOR	7.0	7.0	7.0	-	7.0
TOTAL 311 CUSTOMER SERVICE	9.0	9.0	9.0	-	9.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
HUMAN RESOURCES DEPARTMENT					
HUMAN RESOURCES LR DIRECTOR	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR HUMAN RESOURCES	-	1.0	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
HUMAN RESOURCES BUSINESS PARTNER	2.0	1.0	1.0	-	1.0
TALENT ACQUISITION SPECIALIST	1.0	1.0	1.0	-	1.0
EMPLOYEE HEALTH SERVICES SPECIALIST	1.0	-	1.0	-	1.0
HUMAN RESOURCES SECRETARY	-	1.0	-	-	-
LABOR RELATIONS SPECIALIST	1.0	1.0	-	-	-
TOTAL HUMAN RESOURCES	8.0	8.0	7.0	(1.0)	6.0
INFORMATION TECHNOLOGY					
CHIEF INFORMATION OFFICER	1.0	1.0	1.0	-	1.0
DEPUTY CHIEF INFORMATION OFFICER	1.0	1.0	1.0	-	1.0
SR SYS ANALYST - 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	2.0	-	2.0
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	-	-	-	-
SENIOR TECHNICAL ANALYST LVL 2	-	1.0	1.0	-	1.0
IT STORAGE SECURITY OFFICER	1.0	-	-	-	-
DATA MANAGER	-	1.0	1.0	-	1.0
BUSINESS INTELLIGENCE DEVELOPER/REPORT ANALYST	-	-	1.0	-	1.0
IT SECURITY ENGINEER	-	-	1.0	-	1.0
HELPDESK ANALYST	2.0	2.0	1.0	-	1.0
TOTAL INFORMATION TECHNOLOGY	15.0	15.0	15.0	-	15.0
MANAGEMENT SERVICES					
<u>ADMINISTRATION</u>					
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	-	-	-	-
FINANCIAL ANALYST/ASST TO CFO	-	1.0	-	-	-
	4.0	4.0	3.0	-	3.0
<u>BUDGET & ACCOUNTING</u>					
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	-	-	-	-
BUDGET & ACCOUNTING SPECIALIST	-	1.0	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

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
<u>FINANCIAL SERVICES</u>					
ACCOUNTS PAYABLE/PAYROLL SUPER	1.0	1.0	1.0	-	1.0
FINANCIAL SPECIALIST	1.0	1.0	1.0	-	1.0
RETIREMENT SERVICES MANAGER	-	-	1.0	-	1.0
ACCOUNTS COORDINATOR	4.0	4.0	4.0	-	4.0
	6.0	6.0	7.0	-	7.0
<u>TREASURY</u>					
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	-	-	-	-
TREASURY SERVICES ASSOCIATE II	5.0	4.0	4.0	(1.0)	3.0
TREASURY SERVICES ASSOCIATE III	-	1.0	1.0	-	1.0
TREASURY RECEIVABLES SPECIALIST	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
	14.0	13.0	13.0	(1.0)	12.0
<u>PURCHASING</u>					
PURCHASING DIVISION MANAGER	1.0	1.0	1.0	-	1.0
SENIOR BUYER	1.0	-	-	-	-
PURCHASING CLERK	1.0	-	-	-	-
BUYER	1.0	3.0	3.0	-	3.0
	4.0	4.0	4.0	-	4.0
TOTAL MANAGEMENT SERVICES	34.0	33.0	33.0	(1.0)	32.0
<u>KALAMAZOO PUBLIC SAFETY</u>					
<u>PUBLIC SAFETY - ADMINISTRATION</u>					
PUBLIC SAFETY CHIEF	1.0	1.0	1.0	-	1.0
PUBLIC SAFETY ASSISTANT CHIEF	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY DEPUTY CHIEF	1.0	-	-	-	-
PUBLIC SAFETY ASSISTANT CHIEF INVESTIGATIONS	-	1.0	1.0	-	1.0
PUBLIC SAFETY ASSISTANT CHIEF STRATEGIC PLAN	-	1.0	1.0	-	1.0
PUBLIC SAFETY CAPTAIN 42 HR	1.0	-	-	-	-
PUBLIC SAFETY SERGEANT 42 HR	1.0	-	-	-	-
PUBLIC SAFETY LIEUTENANT 42 HR	-	1.0	2.0	-	2.0
ADMINISTRATIVE SUPPORT COORDINATOR	2.0	2.0	1.0	-	1.0
PUBLIC INFORMATION OFFICER	1.0	-	-	1.0	1.0
STRATEGIC OPER & INTELLIG MGR	-	1.0	-	-	-
	9.0	9.0	8.0	1.0	9.0
<u>COPS</u>					
KVET OPERATIONS COORDINATOR	1.0	1.0	1.0	-	1.0
EXECUTIVE LIEUTENANT KDPS	-	-	1.0	-	1.0
PUBLIC SAFETY OFFICER II 42 HR	20.0	20.0	18.0	-	18.0
PUBLIC SAFETY SERGEANT 42 HR	4.0	4.0	4.0	-	4.0
PUBLIC SAFETY CAPTAIN 42 HR	-	-	-	-	-
	25.0	25.0	24.0	-	24.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
<u>OPERATIONS</u>					
OPERATIONS DIVISION SECRETARY	1.0	1.0	1.0	-	1.0
FIRE MARSHAL	2.0	2.0	2.0	-	2.0
FIRE LIEUTENANT 56 HR	3.0	3.0	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	3.0	3.0	2.0	-	2.0
SR PUBLIC SAFETY LIEUTENANT 42	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY SERGEANT 42 HOUR	-	-	2.0	-	2.0
PUBLIC SAFETY SERGEANT 42 HR	24.0	24.0	25.0	-	25.0
PUBLIC SAFETY OFFICER II 42 HR	96.0	108.0	108.0	-	108.0
PUBLIC SAFETY OFFICER II 56 HR	39.0	39.0	39.0	-	39.0
	177.0	189.0	191.0	-	191.0
<u>CRIMINAL INVESTIGATION</u>					
PUBLIC SAFETY CAPTAIN 42 HOUR	1.0	1.0	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	28.0	28.0	-	28.0
<u>SUPPORT SERVICES</u>					
PUBLIC SAFETY CAPTAIN 42 HR	1.0	1.0	1.0	-	1.0
EXECUTIVE LIEUTENANT KDPS	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY SERGEANT 42 HR	2.0	2.0	1.0	-	1.0
PUBLIC SAFETY OFFICER II 42 HR	5.0	5.0	4.0	-	4.0
STRATEGIC OPER & INTELLIG ANALYST	-	-	3.0	-	3.0
BUSINESS SPECIALIST	1.0	1.0	1.0	-	1.0
ACCOUNTS COORDINATOR/SECRETARY	2.0	2.0	2.0	-	2.0
PUBLIC SAFETY RCDS COORDINATOR	4.0	4.0	4.0	-	4.0
PUBLIC SAFETY RECORDS CLERK DATA ENTRY	2.0	2.0	2.0	-	2.0
CSO INVESTIGATIVE AIDE	1.0	1.0	2.0	-	2.0
CSO SERVICE	1.0	1.0	1.0	-	1.0
CSO GENERAL SERVICE	-	1.0	-	-	-
CSO EVIDENCE CUSTOD/QRTMASTER	3.0	3.0	3.0	-	3.0
	24.0	25.0	26.0	-	26.0
TOTAL PUBLIC SAFETY	263.0	276.0	277.0	1.0	278.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
PUBLIC SERVICES					
<u>CITY-WIDE MAINTENANCE</u>					
CITY BUILDING MAINTENANCE MANAGER	1.0	1.0	1.0	-	1.0
BUILDINGS TECHNICIAN	1.0	1.0	1.0	-	1.0
LEAD MAINTENANCE MECHANIC	3.0	3.0	3.0	-	3.0
CUSTODIAN II	1.0	1.0	1.0	-	1.0
	6.0	6.0	6.0	-	6.0
<u>FLEET</u>					
FLEET MANAGER	1.0	1.0	1.0	-	1.0
FLEET SUPERVISOR	1.0	1.0	1.0	-	1.0
LEAD MASTER MECHANIC	2.0	2.0	2.0	-	2.0
VEHICLE MECHANIC I	4.0	4.0	4.0	-	4.0
VEHICLE MECHANIC III	1.0	1.0	1.0	-	1.0
MASTER MECHANIC	1.0	1.0	1.0	-	1.0
	10.0	10.0	10.0	-	10.0
<u>PUBLIC WORKS</u>					
PUBLIC WORKS DIVISION MANAGER	2.0	2.0	1.0	-	1.0
FORESTRY SUPERVISOR	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES SUPERVISOR	2.0	2.0	2.0	-	2.0
ASSISTANT CITY ENGINEER-PUBLIC WORKS	-	-	1.0	-	1.0
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	-	1.0
TRAFFIC SIGNAL TECHNICIAN	2.0	2.0	2.0	-	2.0
TRAFFIC/ENGINEERING TECHNICIAN	1.0	1.0	1.0	-	1.0
PUBLIC WORKS DIVISION SECRETARY	1.0	1.0	1.0	-	1.0
CEMETERY AND PUBLIC SERVICES COORDINATOR	1.0	1.0	1.0	-	1.0
LEAD MAINTENANCE MECHANIC	1.0	1.0	1.0	-	1.0
MUNICIPAL WORKER (APPR, I, II, III)	30.0	30.0	30.0	-	30.0
	46.0	46.0	46.0	-	46.0
<u>WASTEWATER</u>					
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	2.0	2.0	2.0	-	2.0
TREATMENT CONTROL SUPERVISOR	1.0	1.0	1.0	-	1.0
TREATMENT OPS SUPERVISOR	9.0	9.0	9.0	-	9.0
PUBLIC SERVICES SUPERVISOR	4.0	4.0	4.0	-	4.0
PUBLIC SERVICES DISPATCH COORD	1.0	1.0	1.0	-	1.0
ENVIROMENTAL PROGRAMS MANAGER	2.0	2.0	2.0	-	2.0
LABORATORY SUPERVISOR	1.0	1.0	1.0	-	1.0
ENVIRONMENTAL COMPLIANCE SUPERVISOR	1.0	1.0	1.0	-	1.0
FACILITIES ENGINEER	1.0	1.0	1.0	-	1.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
<u>WASTEWATER, continued</u>					
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
ENVIRON SERV TECH II	4.0	6.0	6.0	-	6.0
ENVIRON SERV TECH I	1.0	1.0	1.0	-	1.0
ENVIRON SERV TECH III	3.0	3.0	3.0	-	3.0
MASTER UTILITY ELECTRICIAN	1.0	1.0	1.0	-	1.0
UTILITY ELECTRICIAN	2.0	2.0	2.0	-	2.0
ELECTRONICS TECHNICIAN	1.0	1.0	1.0	-	1.0
INSTRUMENTATION RECORDS SPLST	1.0	1.0	1.0	-	1.0
INSTRUMENT TECHNICIAN	4.0	4.0	4.0	-	4.0
STORES/PROCUREMENT CLERK	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES RECORDS SECRETARY	1.0	1.0	1.0	-	1.0
LABORER II	1.0	1.0	1.0	-	1.0
WW O/M I - OPS (APPR, MAINT, I, II)	17.0	17.0	18.0	-	18.0
WW O/M I - OPS (APPR, MAINT, I, II)	6.0	6.0	6.0	-	6.0
LEAD MAINTENANCE MECHANIC	2.0	2.0	1.0	-	1.0
MUNICIPAL WORKER (APPR, I, II, III, IV)	13.0	13.0	16.0	-	16.0
	86.0	88.0	91.0	-	91.0
<u>WATER</u>					
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	1.0	-	1.0
ADMINISTRATIVE SUPPORT MANAGER	1.0	1.0	1.0	-	1.0
PUBLIC SERVICES SUPERVISOR	4.0	4.0	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	2.0	-	2.0
ADMINISTRATIVE ANALYST	2.0	2.0	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
LEAD DRAFTER	1.0	1.0	1.0	-	1.0
ENGINEERING TECH I -- UTILITY	4.0	4.0	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 SERVICES RECORDS CLERK	1.0	1.0	1.0	-	1.0
WATER OPERATOR/MAINTAINER (APPR, I, II, III)	9.0	9.0	9.0	-	9.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
<u>WATER, continued</u>					
WATER WELL DRILLER II	1.0	1.0	1.0	-	1.0
WELL DRILLER I	1.0	1.0	-	-	-
WELL MAINTENANCE TECHNICIAN	-	-	1.0	-	1.0
LEAD MAINTENANCE MECHANIC	1.0	1.0	1.0	-	1.0
MUNICIPAL WORKER (APPR, I, II, III, IV)	20.0	27.0	24.0	-	24.0
	63.0	70.0	68.0	-	68.0
TOTAL PUBLIC SERVICES	211.0	220.0	221.0	-	221.0
<u>COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT</u>					
<u>PLANNING</u>					
CITY PLANNER	1.0	1.0	1.0	-	1.0
ASSISTANT CITY PLANNER	-	-	1.0	-	1.0
SENIOR DEVELOPMENT PLANNER	1.0	1.0	-	-	-
PLANNER I	1.0	1.0	1.0	-	1.0
TRANSPORTATION PLANNER	1.0	1.0	-	1.0	1.0
NEIGHBORHOOD ACTIVATOR	1.0	1.0	1.0	-	1.0
	5.0	5.0	4.0	1.0	5.0
<u>CODE ENFORCEMENT</u>					
HOUSING INSPECTIONS SUPERVISOR	1.0	1.0	-	-	-
BUILDING DEPARTMENT & DEVELOPMENT MANAGER	1.0	1.0	1.0	-	1.0
BUILDING OFFICIAL	-	-	1.0	-	1.0
ZONING ADMINISTRATOR	1.0	1.0	-	-	-
ZONING INSPECTOR	1.0	1.0	1.0	-	1.0
CODE ENFORCEMENT & HOUSING SUP	-	-	1.0	-	1.0
CODE COMPLIANCE INSPECTOR I	-	-	1.0	-	1.0
CODE COMPLIANCE INSPECTOR II	4.0	4.0	3.0	-	3.0
BLDG INSPCT/PLN RVW REHAB TECH	1.0	1.0	2.0	-	2.0
BUILDING INSP FIRE SUPPRESS/PLAN REVIEW	1.0	1.0	1.0	-	1.0
HOUSING INSPECTOR II	5.0	5.0	5.0	-	5.0
CODE PERMIT TECHNICIAN	1.0	1.0	1.0	-	1.0
MECHANICAL INSPECTOR/PLAN REV	1.0	1.0	1.0	-	1.0
MECHANICAL/PLUMBING INSPECTOR	-	-	1.0	-	1.0
ELECTRICAL INSPECTOR/PLAN REV	1.0	1.0	2.0	-	2.0
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	-	-	-
	22.0	22.0	24.0	-	24.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
<u>COMMUNITY DEVELOPMENT</u>					
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	1.0	1.0	1.0	-	1.0
COMMUNITY INVESTMENT MANAGER	1.0	1.0	1.0	-	1.0
PROGRAM FINANCE SUPV	1.0	1.0	1.0	-	1.0
PROGRAM ASSISTANT	-	-	1.0	-	1.0
HISTORIC PRESERVATION COORD	1.0	1.0	1.0	-	1.0
COMMUNITY DEVELOPMENT COORDINATOR	-	1.0	1.0	-	1.0
COMPLIANCE SPECIALIST I	1.0	-	1.0	-	1.0
COMMUNITY INVESTMENT SECRETARY	1.0	1.0	1.0	-	1.0
SENIOR PROGRAMS SPECIALIST	1.0	1.0	-	-	-
SHARED PROSPERITY COORDINATOR	1.0	1.0	1.0	-	1.0
	8.0	8.0	9.0	-	9.0
<u>ECONOMIC DEVELOPMENT</u>					
REDEVELOPMENT PROJECT MANAGER	-	-	1.0	-	1.0
DEVELOPMENT COORDINATOR	1.0	1.0	1.0	-	1.0
DEVELOPMENT MANAGER	1.0	1.0	-	-	-
NEIGHBORHOOD BUS & SPECIAL PROJECTS COORD.	1.0	1.0	1.0	-	1.0
ADMIN SUPPORT COORDINATOR	1.0	1.0	-	-	-
	4.0	4.0	3.0	-	3.0
TOTAL COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT	39.0	39.0	40.0	1.0	41.0
<u>PARKS AND RECREATION</u>					
<u>PARKS</u>					
PARKS SUPERVISOR	1.0	1.0	1.0	-	1.0
P&R BLDG AND GROUNDS TECH	1.0	1.0	1.0	-	1.0
LANDSCAPE COORDINATOR	-	-	-	1.0	1.0
PARKS COORDINATOR-SPECIAL PROJECTS	-	-	1.0	-	1.0
PARKS COORDINATOR	4.0	5.0	4.0	-	4.0
	6.0	7.0	7.0	1.0	8.0
<u>RECREATION</u>					
PARKS & RECREATION DIRECTOR	1.0	1.0	1.0	-	1.0
DEPUTY DIRECTOR PARKS & RECREATION	1.0	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
BUSINESS SPECIALIST	1.0	1.0	1.0	-	1.0
LEAD FIELD & PARKS MAINT OPRTR	1.0	1.0	1.0	-	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	15.0	15.0	1.0	16.0
TOTAL FULL TIME POSITIONS	620.0	641.0	644.0	2.0	646.0

CITY OF KALAMAZOO

2020 BUDGET

POSITION COMPARISON

	Amended Budget 2018	Adopted Budget 2019	Amended Budget 2019	Proposed Changes	Budget 2020
PERMANENT PART TIME AUTHORIZED POSITIONS					
311 CUSTOMER SERVICE					
EXPERIENCE AMBASSADOR - PART-TIME	-	-	-	2.0	2.0
CITY CLERK					
ELECTIONS/POSTAL CLERK	-	1.0	-	-	-
INFORMATION COORDINATOR		1.0	1.0	-	1.0
TOTAL CITY CLERK PART TIME	-	2.0	1.0	-	1.0
COMMUNITY PLANNING & DEVELOPMENT - CODE ENFORCEMENT					
PLUMBING INSPECTOR	1.0	1.0	-	-	-
KALAMAZOO PUBLIC SAFETY					
PARKING ENFORCEMENT ATTENDANT	6.0	6.0	6.0	-	6.0
PARKS AND RECREATION					
LANDSCAPE COORDINATOR-8MOS	1.0	1.0	1.0	(1.0)	-
TOTAL PART TIME POSITIONS	8.0	10.0	8.0	1.0	9.0
TOTAL CITY ALLOCATED POSITIONS	628.0	651.0	652.0	3.0	655.0



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.a.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Approval of the proposed FY 2020 Brownfield Redevelopment Authority (BRA) budget

RECOMMENDATION:

It is recommended that the City Commission approve the proposed FY 2020 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 and the Local Site Remediation Fund (LSRRF) 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 2020 BRA operating budget are \$1,947,033 and include BRA tax increment financing in the amount of \$924,435.

The FY 2020 BRA budget provides funding for personnel, debt payment, special projects and initiatives in amount of \$1,947,033. The projected unrestricted BRA fund balance is \$1,346,003.

The resources for the FY 2020 LSRRF budget are \$225,000 and include tax increment financing in the amount of \$215,000.

The FY 2020 LSRRF budget provides funding for additional eligible activities in BRA eligible project areas, in the amount of \$1,947,750. The projected unrestricted fund balance in the LSRRF is \$409,189.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

This proposal demonstrates the BRA's ability to provide programming proposed for FY 2020.

COMMUNITY ENGAGEMENT:

Consult (two-way conversation) – the community will have a chance to react to the project through two-way conversation.

The Brownfield Redevelopment Authority approved the FY 2020 Proposed Budget.

FISCAL IMPACT:

This budget will allow the BRA to implement related activities during FY 2020. Projects and initiatives supported by the BRA would otherwise be an expense of the City's General Fund.

Brownfield Redevelopment Authority
Proposed 2020 Budget

	2018 Actual	2019 Budget	2019 Projected	2020 Proposed
Revenues				
TIF Capture - Developer	\$ 417,310	\$ 200,000	\$ 666,336	\$ 682,328
TIF Capture - Building Authority	98,016	100,000	116,105	118,892
TIF Capture - BRA	41,357	70,000	120,328	123,215
Interest on Investments	8,491	1,700	1,700	1,700
Interest on Loans	90	-	418	400
Transfer in from Local Brownfield Revolving Fund	-	-	-	397,750
Reimbursements	-	-	-	-
Property Rent Revenues	-	-	-	-
Miscellaneous-Parking Lot rental, application fees, etc.	31,000	5,000	-	-
Land Sales Proceeds (Sale Fixed Assets)	713,986	410,000	197,561	400,000
State Grant - MDEQ - 600 E Michigan	(2,260)	-	23,625	-
Urban Growth Initiative Private Donations & Contrib.	-	-	30,000	-
State Loan - MDEQ - 400 Bryant	600,000	425,000	322,581	-
State Funding - MDEQ- 615 West Kalamazoo	-	232,000	65,000	200,000
State Funding - MDEQ- Lot 9	-	182,000	182,000	-
Total Resources	\$ 1,907,990	\$ 1,625,700	\$ 1,725,653	\$ 1,924,285
Expenditures				
Personnel	\$ 236,416	\$ 231,864	\$ 143,570	\$ 129,400
Office Supplies And Forms	80	-	3	1,000
Operating Supplies	1,902	2,500	487	2,500
Bank Fees	-	-	-	-
Outside Contractual Services	34,979	35,000	75,000	115,000
Advertising	1,845	10,000	-	20,000
Grounds Maintenance	6,665	8,000	11,657	14,142
Administrative Fees	27,756	27,752	27,752	29,000
Environmental Studies	-	55,100	15,749	60,000
Environmental Remediation	1,586	10,000	-	20,000
Subscriptions	-	1,200	-	500
TIF Reimbursements - Developers	157,424	200,000	527,376	1,064,086
Tax Reverted Property	-	20,000	-	50,000
Infrastructure	-	24,784	-	25,000
Transfer To Building Authority	98,016	100,000	95,000	116,105
Projects:				
East Bank/Riverfront	6,962	20,000	9,281	50,300
Davis Creek Business Park (Lakeside Refinery)	-	20,000	-	10,000
EPA Grant	2,202	7,500	-	-
Performance Paper	-	8,000	-	10,000
Paneltye property	-	-	-	30,000
Former Public Safety Site	1,186	5,000	-	-
MDEQ 600 East Michigan Loan	43,354	-	-	-
Urban Growth Initiative Action Items	-	30,000	30,000	-
State Loan - MDEQ - 400 Bryant	177,420	425,000	322,581	-
State Funding - MDEQ- 615 West Kalamazoo	-	232,000	65,000	200,000
State Funding - MDEQ- Lot 9	-	182,000	182,000	-
Total Expenditures	\$ 797,793	\$ 1,655,700	\$ 1,505,456	\$ 1,947,033
Revenue over (under) expenditures	\$ 1,110,197	\$ (30,000)	\$ 220,197	\$ (22,748)
Beginning Unrestricted Fund Balance	\$ 414,682	\$ 1,148,554	\$ 1,148,554	\$ 1,368,751
Release from (Transfer To) Restricted Fund Balance	\$ (376,325)			
Ending Unrestricted Fund Balance	\$ 1,148,554	\$ 1,118,554	\$ 1,368,751	\$ 1,346,003

BROWNFIELD REDEVELOPMENT AUTHORITY
Brownfield Local Site Remediation Revolving Fund
2020 Projected Budget

	2018 Actual	2019 Budget	2019 Projected	2020 Proposed
Revenues				
Transfer TIF Capture - Local	583,182	175,455	209,288	215,000
Interest on Investments	22,601	1,500	10,000	10,000
Transfer in from EOF	0	0	0	0
Transfer from BRA	0	0	0	0
Total Revenues	605,783	176,955	219,288	225,000
Expenditures				
Projects				
Rivers Edge Round-A-Bout	0	70,891	0	0
Public Act 381 Eligible Activities	0	0	0	0
East Bank/Riverfront	0	0	0	250,000
Performance Paper/Infrastructure	2,269	0	0	100,000
Davis Creek Business Park	0	2,269	0	120,000
Paneltyte Property				130,000
Catalyst DDA	0	0	0	397,750
Republic	0	0	0	750,000
Former Public Safety Site	0	0	40,156	0
Other expenses as needed	0	0	0	200,000
Exchange Building Advance TIF	250,000	250,000	250,000	0
Total Expenditures	252,269	323,160	290,156	1,947,750
Revenue Over (Under) Expenditures	353,515	(146,205)	(70,868)	(1,722,750)
Beginning Unrestricted Fund Balance	1,849,293	2,202,807	2,202,807	2,131,939
Ending Unrestricted Fund Balance	2,202,807	2,056,603	2,131,939	409,189

* Note: Use of State TIF Capture must be approved by MEDC.



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.b.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Approval of the proposed FY 2020 Economic Development Corporation (EDC) budget

RECOMMENDATION:

It is recommended that the City Commission approve the proposed FY 2020 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 2020 EDC budget amounts to \$40,001. This includes miscellaneous revenue of \$40,000 and investment income of \$1.

The FY 2020 EDC budget provides funding for personnel, operating expenses, and transfers in the amount of \$62,779. The estimated ending fund balance is \$404,161.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

This budget proposal demonstrates that the EDC is able to provide programming as identified.

COMMUNITY ENGAGEMENT:

Consult (two-way conversation) – the community will have a chance to react to the project through two-way conversation.

The Executive Committee of the EDC reviewed the FY 2020 Proposed Budget.

FISCAL IMPACT:

This will allow the EDC to implement the budget and related activities during FY 2020. Personnel and operating costs supported by the EDC would otherwise be an expense of the City's General Fund.

Economic Development Corporation (EDC - 702)
2020 Budget

	2018 Actual	2019 Adopted	2019 Projected	2020 Proposed
Revenues				
Interest On Investments	\$ 1,214	\$ 1	\$ -	\$ 1
Miscellaneous Revenues	-	-	41,770	40,000
Transfer From Economic Initiative Fund	-	-	-	-
Total Resources	\$ 1,214	\$ 1	\$ 41,770	\$ 40,001
Expenditures				
Personnel	\$ 107,910	\$ 96,204	\$ 27,166	\$ 28,914
Office Supplies And Forms	-	510	-	510
Postage	-	255	-	255
Xerox Supplies	-	255	-	-
Education And Training	-	5,100	-	5,100
Audit Fees	-	2,200	-	-
Contractual Services	-	10,000	-	20,000
Administrative Fees	11,412	-	5,076	7,000
Memberships And Dues	465	-	-	1,000
Subscriptions	-	2,558	-	-
Total Expenditures	\$ 119,787	\$ 117,082	\$ 32,242	\$ 62,779
Revenue over (under) expenditures	\$ (118,573)	\$ (117,081)	\$ 9,528	\$ (22,778)
Beginning Fund Balance	535,984	417,411	417,411	426,939
Ending Fund Balance	\$ 417,411	\$ 300,330	\$ 426,939	\$ 404,161



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.c.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Approval of the FY 2020 Downtown Development Authority (DDA) Operating Budget, and the existing two-mill DDA Tax Levy

RECOMMENDATION:

It is recommended that the City Commission approve the proposed FY 2020 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 \$266,645.

2020 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) and other revenue totaling \$268,695.

2020 Expenses: Expenses include operating expenses of \$266,645.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

This proposed budget demonstrates the ability of the DDA to provide program and services planned for FY 2020.

COMMUNITY ENGAGEMENT:

Consult (two-way conversation) – the community will have a chance to react to the project through two-way conversation.

The Downtown Development Authority Board has reviewed the budget request and is recommending City Commission approval of the FY 2020 Proposed Budget as well as requesting approval of the two-mill tax levy. A formal public hearing was held on January 6, 2020 where the FY 2020 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 2020.

DOWNTOWN DEVELOPMENT AUTHORITY PROPOSED BUDGET

REVENUES		2020
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) 2 MILL	\$	267,000.00
MISC INCOME	\$	1,620.00
INTEREST INCOME	\$	75.00
TOTAL REVENUES	\$	268,695.00
EXPENDITURES		
ADMINISTRATION		
PERSONNEL & OPERATIONS	\$	250,845.00
AUDIT	\$	5,000.00
LEGAL	\$	10,800.00
TOTAL EXPENSES	\$	266,645.00
REVENUE/OVER(UNDER) EXPENDITURES	\$	2,050.00



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.d.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Approval of the FY 2020 Downtown Economic Growth Authority (DEGA) Operating Budget

RECOMMENDATION:

It is recommended that the City Commission approve the proposed FY 2020 Downtown Development Authority (DEGA) Operating Budget.

BACKGROUND:

The City resolution, which established the Downtown Economic Growth Authority (DEGA) requires that the DEGA annually submit its recommended budget to the City Commission for adoption. The DEGA recommended budget as proposed for adoption is \$1,011,827.

2020 Revenues: The DEGA budget is funded by a TIF Capture, Mall Maintenance special assessment, an administrative loan from the City of Kalamazoo, and other revenue totaling \$1,011,827.

2020 Expenses: Expenses include operating expenses of \$962,927 and Debt Service/Other Obligations totaling \$48,900. The total expenses for the DDA equal \$1,011,827.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

COMMUNITY ENGAGEMENT:

The Downtown Economic Growth Authority has reviewed the budget request and is recommending City Commission approval of the FY 2020 Proposed Budget as well as requesting approval of the two-mill tax levy. A formal public hearing was held on January 6, 2020 where the FY 2020 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 2020.

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROPOSED BUDGET

REVENUES	2020 PROPOSED BUDGET
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ 58,767.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ 59,210.00
CITY OF KALAMAZOO OPERATIONS LOAN	\$ 700,000.00
STATE CONTRIBUTION FUNDS	\$ 35,850.00
SPONSORSHIPS / GRANTS	\$ 17,000.00
INTEREST	\$ 1,000.00
ARCADIA CREEK FESTIVAL PLACE 2019 CARRYOVER	\$ 65,000.00
FUND BALANCE CONTRIBUTION	\$ 75,000.00
TOTAL REVENUES	\$ 1,011,827.00
EXPENDITURES	
PEOPLE	\$ 128,980.00
ENGAGEMENT, SURVEYS & FEEDBACK	
PLACE	\$ 262,770.00
ARCADIA CREEK FESTIVAL PLACE COMPREHENSIVE PLAN	
LIGHTING	
PUBLIC SPACE INVESTMENT & MAINTENANCE	
BEAUTIFICATION	
STREET INTERVENTIONS	
EXPERIENCE	\$ 370,848.00
MARKETING/COMMUNICATIONS	
EVENTS	
GROWTH	\$ 114,652.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES	
DEBT OBLIGATIONS	\$ 48,900.00
ADMINISTRATION	
PERSONNEL & OPERATIONS	\$ 75,677.00
AUDIT	\$ 10,000.00
FUND BALANCE/CONTINGENCY	\$ -
TOTAL EXPENSES	\$ 1,011,827.00
	\$0.00



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.e.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Approval of the proposed 2020 fee schedule for the Kalamazoo Municipal Golf Association.

RECOMMENDATION:

It is recommended that the City Commission approve the proposed 2020 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.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

COMMUNITY ENGAGEMENT:

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.

2020 KMGa Regular Daily Rates

<u>9 Holes</u>	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	\$9.00	\$9.00	NA
1/2 Golf Car (member)	\$8.00	\$8.00	NA
Full Golf Car**	\$18.00	\$18.00	NA

<u>18 Holes</u>	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	\$17.00	\$17.00	NA
1/2 Golf Car (member)	\$15.00	\$15.00	NA
Full Golf Car**	\$34.00	\$34.00	NA

* Senior, Student, Military rates valid Mon-Fri before 3:00, weekends/holidays after 1:00

** Full golf car pricing applies to any group with more than 1 empty seat

<u>Other</u>	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

2020 KMGa Daily Golf Specials

		Milham Park	Eastern Hills
Senior/Student/Military Weekdays before 11:00	9 Riding	\$20.00	\$19.00
	18 Riding	\$33.00	\$29.00
Senior/Student/Military Weekdays 11:00-3:00	9 Riding	\$19.00	\$18.00
	18 Riding	\$30.00	\$27.00
Adult Weekdays before 3:00	9 Riding	\$24.00	\$22.00
	18 Riding	\$38.00	\$34.00
Weekends at Eastern before 1:00	18 Riding	NA	\$37.00
Weekend Special after 1:00	9 Riding	\$24.00	\$22.00
	18 Riding	\$38.00	\$34.00
Juniors age 10 & under with paid adult		FREE	FREE

2020 Regular Membership Rates

	3-Course Full	3-Course Weekday*	Milham Only Full	Milham Only Weekday*	Eastern Only Full	Eastern Only Weekday*	Red Arrow
Adult	\$995.00	\$845.00	\$895.00	\$795.00	\$875.00	\$745.00	\$125.00
Senior (60+)	\$895.00	\$745.00	\$795.00	\$695.00	\$775.00	\$645.00	\$100.00
Military	\$895.00	\$745.00	\$795.00	\$695.00	\$775.00	\$645.00	\$100.00
Junior (17-)	\$325.00	\$275.00	\$295.00	\$250.00	\$275.00	\$225.00	\$75.00
Couple	\$1,395.00	\$1,195.00	\$1,195.00	\$1,095.00	\$1,150.00	\$1,045.00	\$200.00
Senior Couple	\$1,295.00	\$1,095.00	\$1,095.00	\$995.00	\$1,050.00	\$945.00	\$150.00
Family	\$1,495.00	\$1,295.00	\$1,295.00	\$1,195.00	\$1,275.00	\$1,145.00	\$225.00
Add Golf Cart (Single)	\$600.00	\$550.00	\$600.00	\$550.00	\$600.00	\$550.00	NA
Add Golf Cart (Couple/Family)	\$900.00	\$800.00	\$900.00	\$800.00	\$900.00	\$800.00	NA
Unlimited One Day Walking (specific day)	\$400.00	NA	\$375.00	NA	\$350.00	NA	NA
Unlimited One Day Riding (specific day)	\$600.00	NA	\$550.00	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

*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.

2020 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

CURRENT MEMBER PROMOTIONS:

EARLY PURCHASE DISCOUNT:

A current member who purchases before 12/31/19 may take

\$50 off single or \$100 off couple Regular rate

\$150 off single or \$300 off couple Regular with cart rate

(excludes One Day, Red Arrow, Golf Cart, Junior, Short Game, and Driving Range)

(valid only to current members as of 7/1/19)

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 2017, 2018, or 2019. See staff for further details)

ADDITIONAL BONUS 1:

A current member who pays with cash or check before 12/31/19 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 12/31/19 will
receive a punch card valued at \$120!

(Punch card includes 4 - 9 hole rounds, 4 - 9 hole cart rentals, and 4 - range tokens. No
substitutions or discounts. Not transferable)

NEW MEMBER PROMOTION:

Purchase your 2020 KMGGA Membership and use it to play the rest of 2019 for no additional fees!



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.f.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Community Planning & Economic Development Department 2020 Fees for Various Permits

RECOMMENDATION:

It is recommended that the City Commission adopt a RESOLUTION approving the 2020 fees within the Community Planning & Economic Development Department.

BACKGROUND:

The proposed 2020 fee schedule for the Community Planning and Economic Development (CPED) Department is attached.

When reviewing fees during the 2020 budget process, CPED calculated revised fee schedules for the Zoning Board of Appeals, Zoning Inspections & Enforcement, and Site Plan Review. Specific changes also include the addition of a code enforcement attorney warning letter, increase to the no show for rental appointment fee, and cancellation of rental inspection with less than three days notice fee.

All other fees on the proposed fee schedule for FY 2020 are the same as the adopted 2019 FY fee schedule.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term. This proposal demonstrates that fees and charges are reviewed and updated appropriately to defray cost of providing services where applicable.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Inform (one-way conversation) – no feasible alternatives available due to legal/regulatory restrictions, standards and best practices, or resource limitations; the community will be made aware of the project.

FISCAL IMPACT:

The 2020 fee revenue is budgeted to remain at approximately the same level as fees collected in 2019.

PROPOSED CPED FEE SCHEDULE 2020

	2020
Fees Applicable to all Types of Projects	
Work commenced prior to approval/permit issuance	2x original fee
Copying costs (1 st page + additional pages)	\$1.10 + .20
Code Enforcement Letter (may be issued every 7 days)	\$75
Code Enforcement Attorney Warning Letter	\$150
City Attorney case review referral	\$165
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
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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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
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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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 -Appliances (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
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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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 occurred)	\$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
\$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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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
\$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.

PROPOSED CPED FEE SCHEDULE 2020

	2020
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
Paving Permits	
Driveway and/or Parking Area with 3 or Fewer Spaces	\$55
Driveway and/or Parking Area with 4 or More Spaces	\$75
Housing	
Housing Code - On Line	Free
Housing code - hard copy	\$8
Rental Registration Violation	\$77
Unregistered Rental Violation	\$220
Housing Board of Appeals	\$83
Cancellation of scheduled rental inspection with less than 3 days' notice	\$35
No show for Rental Inspection Appointment	\$55
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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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	
Review of Building Permit in Historic District	\$35+Building Permit fee
Historic District Commission Review	\$85
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

PROPOSED CPED FEE SCHEDULE 2020

	2020
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
Initial Hearing	\$165
Re-hearing	\$110
Title Search and Review	\$275
Title Search Update	\$110
Planning	
Documents	
Any Planning Document-Printed	\$25
Plot of Any Map-Printed	\$15
Zoning Ordinance or other documents-On Line	Free
Rezoning	
Rezoning	\$550
Zoning Ordinance Text Amendment	\$550
Special Use Permits	
Special Use Permits	\$375
Planned Unit Development	
Preliminary Plan	\$300
Final Plan	\$550
Subdivision	
Tentative Preliminary Plat Approval	\$550
Final Preliminary Plat Approval	\$550
Final Plat Approval	\$550
Planning: Other	
Master Plan Amendment	\$750
Right-of-Way Vacation	\$450 + fair market value of land
Downtown Design Review Committee	
Tier 1 (Administrative Review)	\$25
Tier 2 (DDRC Meeting)	\$70
Sign Requiring DDRC Review	\$15 + Sign Permit Fee
Natural Features Protection	
NFP Board Project Review	\$110
Sign Permits	
New Sign	\$75

PROPOSED CPED FEE SCHEDULE 2020

	2020
Special Event/Grand Opening Sign	\$50
Repair/Alteration of Existing Sign	\$50
Zoning Board of Appeals	
Use Variance	\$375
Dimensional Variance	\$300
Ordinance Interpretation	\$275
Appeal of Administrative Decision	\$300
Temporary Use	\$150
Zoning Inspections & Enforcement	
Zoning Compliance Letter – up to 4 Dwelling Units	\$55
Zoning Compliance Letter – all other development	\$150
Zoning Inspection Resulting in Violation Notice	\$77
Site Plan Review	
Site Plan for Change of Use only (with no building)	\$250
Site Plans	\$500
Amendment that Requires Site Plan Committee Review action	\$350
Telecommunication Antennas Co-location	\$250
Business Development Fund	
Façade Improvement Program Application Fee	1% of grant/loan request
Small Business Program Application Fee	1% of grant/loan request
Brownfield Redevelopment Authority	
Brownfield Plan Application Fee	0.2% of the total anticipated investment, not to exceed \$10,000



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.2.g.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Prepared by: Steve Vicenzi, CFO/Director of Management Services

DATE: January 21, 2020

SUBJECT: Department of Parks and Recreation Fees and Charges for 2020

RECOMMENDATION:

It is recommended that the City Commission adopt a RESOLUTION to establish the Department of Parks and Recreation fees and charges for 2020.

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 2019 Fees to the 2020 Proposed Fees. Most fees have increased approximately 3-5% 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.

STRATEGIC VISION ALIGNMENT:

This program/project has a high degree of impact on the following Strategic Goal(s):

This proposal demonstrates that fees and charges are reviewed and adjusted appropriately.



Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement

Inform (one-way conversation) – no feasible alternatives available due to legal/regulatory restrictions, standards and best practices, or resource limitations; the community will be made aware of the project.

FISCAL IMPACT:

The proposed fee increase will have a positive impact on general fund revenues.

City of Kalamazoo Department of Parks and Recreation -- Adopted Fees and Charges for 2020

	2019 Resident	2019 Non-Resident	2019 Both	2020 Resident	2020 Non-Resident	2020 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			\$10 - \$410.00			\$15 - \$430.00
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	\$85.00	\$125.00		\$90.00	\$130.00	
Individual Pass	\$75.00	\$110.00		\$75.00	\$115.00	
Swim Lessons	\$31 - \$65	\$47 - \$95		\$32 - \$67	\$49 - \$100.00	
Playgrounds/Mini-Camps						
Mini-Camps	\$90-\$140/week	\$125-\$200/week		\$95-\$147/week	\$130-\$210/week	
Refund Processing Fee (per Program)			\$10.00			\$10.00
ADULT RECREATION/LEISURE PROGRAMS						
Adult Programming	n/a	n/a	\$45 - \$745	n/a	n/a	\$47 - \$780
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						
Kalamazoo Parks are open May 1-October 1st ; restrooms in parks are open Memorial Day Weekend						
Bronson Park (only available for public events)						
Homer Stryker Field & Soisson/Rapacz/Clason Football/Soccer Field						
			\$680.00			\$710.00
Spring Valley Park, Milham Park , & Upjohn Park						
			\$540.00			\$565.00
Farrell Park & LaCrone Park (LaCrone is a new rental option beginning in 2014)						
			\$540.00			\$565.00
All other City Parks & Farmers' Market (includes entire park & athletic amenities if applicable)						
			\$320.00			\$335.00
Extra Fees						
Large Event Fee/per day (over 2,000 people)			\$195.00			\$200.00
Special Event Modification Fees			\$100.00			\$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						
Approximately 50 person capacity			\$155/4 hours			\$160/4 hours
Picnic Shelters						
Milham Park Shelter						
capacity 144 & 10 ADA; with electric			\$140/4 hours			\$145/4 hours
Milham Park Shelter						
capacity 30-40; without electric; located on north side of park			\$75/4 hours			\$80/4 hours
Mayors' Riverfront Park						
capacity 30/40; no electric			\$75/ hours			\$80/ hours
Farrell Park						
capacity 60; no electric			\$75/4 hours			\$80/4 hours
Spring Valley Park						
capacity 20-30; with electric			\$140/4 hours			\$145/4 hours
Upjohn Park						
capacity 30-40; without electric			\$75/4 hours			\$80/4 hours
LaCrone Park						
capacity 30-40; with electric			\$140/4 hours			\$145/4 hours
Woods Lake Shelter						
capacity 30-40; with electric			\$140/4 hours			\$145/4 hours
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

City of Kalamazoo Department of Parks and Recreation -- Adopted Fees and Charges for 2020

	2019 Resident	2019 Non-Resident	2019 Both	2020 Resident	2020 Non-Resident	2020 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)						
Monday-Saturday			\$150.00			\$155.00
present at event)						
Sunday(must be off the field by 2pm)						\$77.50
Dickinson 1,2,3 Monday - Saturday			\$170.00			\$175.00
Sunday Dickinson 1,2,3 (must be off the field by 2pm)						\$87.50
Multi-Use Field (lacrosse, soccer, rugby, ultimate frisbee, etc.)			\$105.00			\$110.00
Extra Fees (Pre-arranged 2 weeks prior to event)						
Lining and dragging (cost per field/per occurrence)			\$63.00			\$65.00
Field modification (move pitch, rubbers, bases) (cost per field per occurrence)			\$85.00			\$90.00
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			\$510.00			\$535.00
(includes initial lining & dragging, supplies and a staff present at event)						
Extra Fees (Pre-arranged)						
Lights (night games)			\$85/per game			\$90/per game
Press box and sound system			\$80.00			\$85.00
Soisson/Rapacz/Clason Football/Soccer Field (fees are per game unless otherwise noted)						
Soccer/Football (5 hours or less)			\$335.00			\$350.00
(Cost will be the same regardless of level of play - Fees include initial field prep, supplies and a staff present at event)			\$175 each add'l hr			\$180 each add'l hr
Extra Fees						
Lights (night games, cost per game)			\$65.00			\$70.00
Press box and sound system (cost per game)			\$55.00			\$60.00
Music Licensing Fee (cost per contract)			\$10.00			\$12.00
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			\$265.00			\$275.00
(2 courts)						
Upjohn Park & Mayors Riverfront Park			\$135.00			\$140.00
(1 court)						
Other Sports						
Soccer, rugby, football, softball, tennis, disc golf, skate park, etc.			\$105.00			\$110.00
Extra Fees						
Music Licensing Fee (cost per contract)			\$10.00			\$10.50
Modification Fee (change to approved permit) (per occurrence)			\$25.00			\$30.00
Refund Processing Fee			\$25.00			\$30.00
OTHER RENTALS						
Kik Pool (cost per hour)						
Private Rental			\$160.00			\$165.00
(includes 2 lifeguards for up to 50 people)						
Swim Teams (minimum 3 lanes, cost per lane/per hour)			\$15.00			\$16.00
Additional Lifeguards (cost per hour as needed for each additional 25 people)			\$17.00			\$18.00
			(per lifeguard)			(per lifeguard)
Mayors' Riverfront Park Community Room (cost per hour)						
Monday-Friday 8 am - 5 pm			\$55.00			\$60.00
Multiple bookings			\$55/hour plus direct costs			\$60/hour plus direct costs
Fire Station (multipurpose room or classroom)						
Monday-Friday 8 am - 5 pm			\$55/ per hour			\$60/ per hour
Youth Development Center (multipurpose room or classroom)						
Monday-Friday 8 am - 5 pm			\$55/ per hour			\$60/ per hour

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 2019; 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, 2020.

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 21, 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



City Commission Agenda Report

City of Kalamazoo

Date: **1/21/2020**

Item: **G.3.**

TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: James K. Ritsema, City Manager
Reviewed by: Rebekah Kik, Director of Community Planning & Econ. Dev.
Prepared by: Pete Eldridge, Assistant City Planner

DATE: January 21, 2020

SUBJECT: Amendments to Chapter 25, Article IV Regarding Mobile Food Vehicle Vendors

RECOMMENDATION:

It is recommended that the City Commission adopt an ORDINANCE amending Article IV, Mobile Food Vehicle Vendors, which includes renaming this section Mobile Food Businesses; and adoption of a RESOLUTION setting the areas of operation and the fee for mobile food vehicles.

BACKGROUND:

The City Commission adopted the first Mobile Food Vendor Ordinance in 2012 to allow food trucks to operate on the public streets in commercial and manufacturing zoned areas of the City. This ordinance limited the number of annual licenses available to ten and listed many safeguards that were thought to be necessary at the time. Since 2012, there have been changes in the industry with the addition of fire suppression systems, on-board generators, and the outfitting of food trailers in addition to food trucks.

The ten food truck licenses only sold out the first couple years. In 2018, only three food truck licenses were acquired. We had also received feedback that other communities were charging less than \$500 for the annual licenses and allowing mobile food trailers. In the spring of 2019, the Fire Marshall announced that safety inspections were going to be required. The requests to update the ordinance now and the new safety inspection requirement prompted staff to research other community ordinances and set-up feedback meetings. In April of this year, a meeting was held with the Kalamazoo Food Truck Association. In September, a feedback meeting was held with the Downtown Kalamazoo Restaurant and Retailers Association.

The proposed amendments to the Mobile Food Vendor Ordinance include: removing the limit on annual licenses, adjusting the license fee to make it comparable to other communities our

size, allowing food trailers to apply for licenses, requiring fire safety inspections, and allowing sandwich board signs for menu items next to vehicles on the sidewalk if there is a sufficient pedestrian pathway. Additionally, clarifying language is suggested for the requirements to operate a food truck or trailer on private property.

STRATEGIC VISION ALIGNMENT:

Relevant Priority Based Budgeting Program:

<u>Program Name</u>	<u>Program Description</u>
Economic Vitality	Attract and Grow New Businesses in Downtown

This program/project has a high degree of impact on the following Strategic Goal(s):
This food truck industry is part of the vibrant fabric of a healthy urban core. The proposed ordinance amendments will retain existing local food truck operators and recruit new vendors to our community.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement
Collaborate

Collaboration was carried out by scheduling feedback sessions to facilitate a two-way dialogue with those in the food truck industry and with brick-and-mortar business owners downtown.

Engagement/Communication Tools:
April 2019 - meeting with Kalamazoo Food Truck Association.
September 2019 - meeting with Downtown Kalamazoo Restaurant and Retailers Association.

FISCAL IMPACT:

The application fee will be lowered from \$500 to \$300, but because the cap of ten food trucks is being lifted, food trailers will now be able to apply, and the application fees is now comparable to similar communities, the number of application fees received may increase. No significant change to the application fee revenue is anticipated.

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 25, ARTICLE IV OF THE CITY OF KALAMAZOO
CODE OF ORDINANCES**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Chapter 25, Article IV of the Kalamazoo Code of Ordinances is amended to read as follows:

"§ 25-63. Short title.

This article may be referred to as the "City of Kalamazoo Mobile Food Business Ordinance."

§ 25-64. Definitions.

As used in this article, the following terms shall have the meanings indicated:

MOBILE FOOD BUSINESS

Any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground that is designed and equipped to serve food and /or beverages.

MOBILE FOOD BUSINESS VENDOR

The registered owner of a mobile food business or the owner's agent or employee; and referred to in this article as "vendor."

§ 25-65. Applicability.

The provisions of this article apply to mobile food businesses engaged in the business of cooking, preparing and distributing food or beverage with or without charge on public or private property. This article does not apply to vehicles which dispense food by moving-from place to place and are stationary for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts.

§ 25-66. License required.

A. It is unlawful for any person, including any religious, charitable or nonprofit organization, to operate within the City a mobile food business without having obtained from the City Clerk a license for that purpose.

B. A person desiring to operate a mobile food vehicle shall make written application for such license to the City Clerk. The application for a license shall be on forms provided by the City Clerk and shall include the following:

(1) Name, signature, phone number, e-mail contact and business address of the applicant.

(2) Date of food truck inspection by the City of Kalamazoo Fire Marshal or a reciprocal agency (Attach copy of approval certificate.)

(3) Information on each vehicle, trailer, or other device to include year, make model, vehicle identification number of the vehicle, vehicle or trailer registration plate number, and its dimensions, used by the mobile food business.

(4) Information setting forth the proposed plans for power access, water supply and wastewater disposal.

(5) Copies of all necessary licenses or permits issued by the Kalamazoo County Health Department.

(6) Insurance coverage:

(a) Proof of a general comprehensive liability policy with limits of no less than \$1,000,000 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.

(b) Proof of a public liability and property damage motor vehicle policy with limits of no less than \$1,000,000 issued by an insurer licensed to do business in this state.

C. An annual fee as set from time to time by the City Commission is required with the application.

D. A mobile food business license is required annually. Licenses are valid January 1 to December 31 of each year.

E. A license issued under this article shall not be transferable from person to person.

F. A license is valid for one business only and shall not be transferred between businesses.

§ 25-67. Regulations.

A. Permitted Areas of Operation. No operator of a mobile food business shall park, stand or move a vehicle or trailer and conduct business within areas of the City where the vendor has not been authorized to operate. The City Commission shall, by resolution, identify those streets and public areas where parking by a mobile food business is permitted.

B. Mobile Food Business Vehicle Size. Vehicle or trailer shall not exceed 36 feet in length and 9 feet in width. Trailers are required to be detached from tow vehicle.

C. Service Window Location. Food and beverage service shall be conducted from the side of the truck that faces a curb, lawn or sidewalk when parked. No food service shall be provided on the driving-lane side of the truck. No food shall be actively prepared, sold, or displayed outside of a mobile food business.

D. Dining Area. No mobile food business vendor shall provide or allow any dining area within 10 feet of the mobile food business including but not limited to tables and chairs, booths, stools, benches or stand-up counters or within the public right of way, including but not limited to sidewalks.

E. Waste Management. All mobile food business vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating

from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

F. Noise. The operation of all mobile food businesses shall meet the City Noise Ordinance, including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

G. Signage. Signage is allowed on the mobile food business. Additionally, one auxiliary sandwich board sign not more than six square feet in area and up to three feet in height is permitted. The auxiliary sign shall not be placed in vehicle travel lanes and must be located to allow at least five feet of clear pedestrian pathway.

H. Lighting. No flashing or blinking lights, or strobe lights are allowed on mobile food business or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque, hood shields to direct the illumination downward.

I. Unattended Business. No mobile food business shall be left unattended and unsecured at any time food is in the vehicle. Any mobile food business found to be unattended shall be considered a public safety hazard and may be ticketed and or towed at the owner's expense.

J. Distance Requirements from Special Event. A vendor shall not operate a mobile food business within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor.

K. Parking. The issuance of a mobile food business license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder. When parked on public streets, a mobile food business shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.

L. Private Property. A mobile food business may operate on private property only with owner consent and in compliance with the City Zoning Code.

M. Awning/Signage Clearance. When extended, awnings for mobile food vehicles shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.

N. Utilities. Any power required for the operation of a mobile food business located on a public way shall be self-contained, and a mobile food business shall not use utilities drawn from the public right-of-way. A mobile food business on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. Otherwise, all power sources must be self-contained. No power cable or other equipment may be extended at or across any City street, alley or sidewalk.

O. Separation Distance from Restaurants: Mobile food businesses shall not be parked within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.

§ 25-68. Enforcement.

A. Violation; Fines. Any license holder operating a mobile food business in violation of any provision of this article or any rules and regulations promulgated by the City is responsible for a municipal civil infraction and is subject to a civil fine of \$250 per day. Each day of violation shall constitute a separate and distinct offense.

B. License is Revocable. Once a license has been issued, it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this article and any rules or regulations promulgated by the City.”

Section 2. Repealer. 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 and enforceability of the remaining portions of this ordinance.

Section 4. Effective Date. Pursuant to section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

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, M.C.L. § 15.261 et. seq). 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.

David F. Anderson, Mayor

Scott Borling, City Clerk

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION No. ____

A RESOLUTION SETTING AREAS OF OPERATION FOR MOBILE FOOD BUSINESSES
AND FEE FOR MOBILE FOOD BUSINESS LICENSE

Minutes of a regular meeting of the City Commission of the City held on _____, 2020, at
7:00 o'clock p.m., local time at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the Kalamazoo City Commission adopted the Mobile Food Business Ordinance on _____, 2020, and affirms that mobile food businesses can contribute to the liveliness and excitement of food culture within the City, and should be allowed to operate within the public rights-of-way. The City of Kalamazoo is also interested in protecting existing restaurants from undue secondary effects which may be associated with mobile food businesses. The Mobile Food Business License states that, by resolution, the City Commission shall set license fees and areas of operation for mobile food vendors;

NOW, THEREFORE, BE IT RESOLVED THAT the Mobile Food Businesses are allowed to operate in any legal parking space within the City of Kalamazoo that is in a Commercial or Manufacturing Zone District except MDOT (Michigan Department of Transportation) Rights-of-way.

BE IT FURTHER RESOLVED THAT the license fee for an annual Mobile Food Business Vendor License shall be set at \$300.

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

AYES, Commissioners:

NAYS, Commissioners:

RESOLUTION DECLARED ADOPTED.

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 25, ARTICLE IV OF THE CITY OF
KALAMAZOO CODE OF ORDINANCES

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Chapter 25, Article IV of the Kalamazoo Code of Ordinances is amended to read as follows:

§ 25-63. Short title.

This article may be referred to as the "City of Kalamazoo Mobile Food Vehicle **Business** Ordinance."

§ 25-64. Definitions.

As used in this article, the following terms shall have the meanings indicated:

MOBILE FOOD VEHICLE **BUSINESS**

~~A motorized vehicle which, upon issuance of a license by the City Clerk and conformance with the regulations established by this article, may temporarily park upon a public street and engage in the service, sale or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle.~~

Any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground that is designed and equipped to serve food and /or beverages. A readily movable, wheeled vehicle or trailer properly licensed for use on the public street, designed and equipped to service food and/or beverages.

MOBILE FOOD VEHICLE **BUSINESS VENDOR**

The registered owner of a mobile food **business** vehicle or the owner's agent or employee; and referred to in this article as "vendor."

§ 25-65. **ScopeApplicability.**

The provisions of this article apply to mobile food vehicles **businesses** engaged in the business of cooking, preparing and distributing food or beverage with or without charge **on** public **or** private restricted spaces **property**. This article does not apply to vehicles which dispense food and that **by** moving from place to place **and are**, being and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts. ~~and stands located on sidewalks.~~

§ 25-66. License required.

A. It ~~shall be~~is unlawful for any person, including any religious, charitable or nonprofit organization, to operate within the City a mobile food vehicle **business** without having obtained from the City Clerk a license for that purpose.

B. ~~A person desiring to operate a mobile food vehicle shall make written application for such license to the City Clerk. The application for a license shall be on forms provided by the City Clerk and shall include the following:~~

~~(1) Name, signature, phone number, e-mail contact and business address of the applicant.~~ **Date of food truck inspection by the City of Kalamazoo Fire Marshal or a reciprocal agency (attach Attach copy of approval certificate.)**

~~(2) A description of the preparation methods and food product offered for sale, including the intended menu.~~

~~(3) Information on the each mobile food vehicle, or vehicle and trailer, or other device to include year, make and model, vehicle identification number of the vehicle, vehicle or trailer registration plate number, and its dimensions, used by the mobile food business which shall not exceed 36 feet in length or 9 feet in width.~~

~~(4) Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.~~

~~(5) Copies of all necessary licenses or permits issued by the Kalamazoo County Health Department.~~

~~(6) Insurance coverage:~~

~~(a) Proof of a general comprehensive liability policy with limits of no less than \$1,000,000 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.~~

~~(b) Proof of a public liability and property damage motor vehicle policy with limits of no less than \$1,000,000 issued by an insurer licensed to do business in this state.~~

C. ~~All vendors receiving a license under this article shall pay the annual fee as set from time to time by the City Commission~~ **An annual fee as set from time to time by the City Commission is required with the application.**

D. ~~The City Clerk shall issue no more than 10 active mobile food vehicle licenses for any calendar year. Each~~ **A mobile food vehicle-business license is required annually. Licenses shall expire on are valid January 1 to December 31 of each year.**

E. A license issued under this article shall not be transferable from person to person.

F. A license is valid for one ~~vehicle-business~~ only and shall not be transferred between ~~vehicles~~**businesses**.

§ 25-67. Regulations.

A. No operator of a mobile food vehicle **business** shall park, stand or move a vehicle **or trailer** and conduct business within areas of the City where the **license holder**~~vendor~~ has not been authorized to operate. The City Commission shall, by resolution, identify those streets and public areas where parking by **a** mobile food vehicles **business** is permitted.

B. Mobile Food Business Vehicle Size. Vehicle or trailer shall not exceed 36 feet in length and 9 feet in width. Trailers are required to be detached from tow vehicle.

~~B~~ **C. Service Window Location.** ~~The customer service area for mobile food vehicles shall be on the~~ **Food shall be served** ~~service shall be conducted from the~~ side of the truck that faces a curb, lawn or sidewalk when parked. ~~No food service shall be provided on the driving lane side of the truck.~~ **No food service shall be provided on the driving lane side of the truck.** No food shall be prepared, sold, or displayed outside of a mobile food vehicles. **business.**

~~C~~ **D. Dining Area.** No mobile food vehicle **business** vendor shall provide or allow any dining area within 10 feet of the mobile food vehicle **business** including but not limited to tables and chairs, booths, stools, benches or stand-up counters.

~~D~~ **E. Waste Management.** ~~Customers shall be provided with single service articles, such as plastic utensils and paper plates, and a waste container for their disposal. All mobile food vehicle~~ **business** vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

~~E~~ **F. Noise.** ~~No mobile food vehicle business shall make or cause to be made any unreasonable or excessive noise.~~ The operation of all mobile food vehicles ~~businesses~~ shall meet the City Noise Ordinance, ~~[1]~~ including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

~~[1] Editor's Note: See Ch. 21, Noise.~~

~~F~~ **G. Signage.** Signage is only allowed when placed on ~~the~~ mobile food vehicles **business.** ~~No separate~~ **Additionally, one sandwich board sign not more than six square feet in area and up to three feet in height is permitted. This sign shall not be placed in vehicle travel lanes and shall must be located to allow at least five feet of clear pedestrian pathway.** ~~freestanding signs are permitted.~~

~~G~~ **H. Lighting.** No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles **business** or related signage **when the vehicle is parked and engaged in serving customers.** All exterior lights with over 60 watts shall contain opaque, hood shields to direct the illumination downward.

I. No mobile food **business** shall **be** left unattended and unsecured at any time food is in the vehicle. Any mobile food business found to be unattended shall be considered a public safety hazard and may be ticketed and **or towed at the owner's expense.**

J. Distance Requirements from Special Event. A vendor shall not operate a mobile food vehicle **business** within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor.

K. Parking. The issuance of a mobile food vehicle ~~business~~ license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder. ~~When parked on public streets, a mobile food business shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.~~

L. Private Property. A ~~vendor~~ mobile food business shall not operate on private property without owner ~~consent and a temporary use permit. This excludes private events.~~

M. ~~No mobile food vehicle shall use external signage, bollards, seating or other equipment not contained within the vehicle.~~ Awning/Signage Clearance. When extended, awnings for mobile food vehicles shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.

N. Utilities. Any power required for the operation of a mobile food vehicle ~~business~~ located on a public way shall be self-contained, and a mobile food vehicle ~~business~~ shall not use utilities drawn from the public right-of-way. ~~A Mobile-mobile food vehicles business~~ on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or other equipment ~~shall may~~ be extended at or across any City street, alley or sidewalk.

O. Separation Distance from Restaurants: Mobile food vehicles ~~businesses~~ shall not be parked within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.

§ 25-68. Enforcement.

A. Violation; Fines. Any license holder operating a mobile food vehicle ~~business~~ in violation of any provision of this article or any rules and regulations promulgated by the City ~~is responsible for a municipal civil infraction and shall be~~ is subject to a civil fine of \$250 per day. Each day of violation shall constitute a separate and distinct offense.

B. License is Revocable. Once a license has been issued, it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this article and any rules or regulations promulgated by the City.

Section 2. Repealer. 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 and enforceability of the remaining portions of this ordinance.

Section 4. Effective Date. Pursuant to section 13(a) of the City Charter, this ordinance

shall take effect from and after 10 days from the date of its passage.

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, M.C.L. § 15.261 et. seq). 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 Hopewell, Mayor

Scott Borling, City Clerk

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION No. ____

A RESOLUTION SETTING AREAS OF OPERATION FOR MOBILE FOOD ~~BUSINESSES~~
~~VENDORS~~ AND FEE FOR MOBILE FOOD ~~BUSINESS~~ ~~VENDOR~~-LICENSE

Minutes of a regular meeting of the City Commission of the City held on _____, ~~2020~~ 2012-,
at 7:00 o'clock p.m., local time at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the Kalamazoo City Commission adopted the Mobile Food ~~Business~~
~~Vendor~~-Ordinance on _____, ~~2020~~ 2012, and affirms that mobile food ~~businesses~~ ~~vendors~~
can contribute to the liveliness and excitement of food culture within the City, and should be
allowed to operate within the public rights-of-way. The City of Kalamazoo is also interested in
protecting existing restaurants from undue secondary effects which may be associated with
mobile food ~~businesses~~ ~~vendors~~. The Mobile Food ~~Business~~ ~~Vendor~~-License states that, by
resolution, the City Commission shall set license fees and areas of operation for mobile food
vendors;

NOW, THEREFORE, BE IT RESOLVED THAT the Mobile Food ~~Businesses~~ ~~Vendors~~
are allowed to operate in any legal parking space within the City of Kalamazoo that is in a
Commercial or Manufacturing Zone District (~~CN-1, CN-2, CMU, CC, CCB, MI and M2~~),
except MDOT (Michigan Department of Transportation) Rights-of-way.

BE IT FURTHER RESOLVED THAT the license fee for an annual Mobile Food
Business Vendor License shall be set at ~~\$300~~ \$500.

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

AYES, Commissioners:

NAYS, Commissioners:

RESOLUTION DECLARED ADOPTED.