



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Tuesday, January 19, 2016

7:00 PM

City Commission Chambers - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: **Pastor Strick Strickland, Second 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 "1-3" and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of the appointment of City Commissioners to various committees, boards, and commissions.
2. Approval of the following appointments and reappointments to boards and commissions:
 - the appointment of **Glenda Campbell** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the appointment of **H. Charles Kiplinger** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the appointment of **Michael Anderson** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the appointment of **William Gladstone** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the reappointment of **Terry Nelson** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the reappointment of **Linda Servis** to the Board of Review for Assessments for a term expiring on January 31, 2019;
 - the appointment of **Khalil Adams** to the Parks and Recreation Advisory Board for a term expiring on January 1, 2018.

3. Approval of the minutes from the City Commission meeting on January 4, 2016.

G. REGULAR AGENDA

1. Adoption of the Annual Appropriation RESOLUTION for the year 2016, which sets forth the number of mills to be levied, approves an interim appropriation for the year 2017, and establishes policies for the administration of the budget.

(Action: Motion to adopt the budget resolution, component unit budgets, and fee schedules)

- a. Approval of the FY2016 proposed budget for Metro Transit.
- b. Approval of the proposed FY2016 Downtown Development Authority Operating Budget, the existing two-mill DDA Tax Levy, and the 2016 Capital Improvement Program.
- c. Approval of the FY2016 proposed budget for the Economic Development Corporation.
- d. Approval of the FY2016 proposed budget for the Brownfield Redevelopment Authority.
- e. Approval of the FY2016 proposed budget for the Local Development Finance Authority.
- f. Approval of the schedule of fees to be charged by the Kalamazoo Municipal Golf Association in 2016.
- g. Adoption of a RESOLUTION approving the schedule of fees to be charged by the Community Planning & Development Department in 2016.
- h. Adoption of a RESOLUTION approving the schedule of fees to be charged by the Parks and Recreation Department in 2016.
- i. Adoption of a RESOLUTION approving the schedule of fees to be charged for special event applications, late fees, and service fees in 2016.
- j. Adoption of a RESOLUTION establishing the fees for obtaining a quadricycle operating permit in the City of Kalamazoo.

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS

N. CLOSED SESSION

1. Closed session to consider material exempt from discussion or disclosure by state or federal statute. **(Action: Motion to go into closed session)**

O. ADJOURNMENT

ADDITIONAL INFORMATION

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

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

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

The Kalamazoo City Commission 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). The meetings are rebroadcast on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m.



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 1/8/2016

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming board, commission, and committee meetings for the period January 20th through February 1st.

ATTACHMENTS:

	Type	Description
▣	Meeting Schedule	20160119 Calendar of Meetings



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

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

February 1st and February 15th

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

February 15th

Advisory Boards, Commissions and Committees (next two weeks)

The **Environmental Concerns Committee** will meet on Wednesday, January 20, 2016 at 4:30 p.m., in the Community Room at City Hall.

The **Building Board of Appeals** will meet on Thursday, January 21, 2016 at 2:00 p.m., in the Commission Chambers at City Hall.

The **Kalamazoo Municipal Golf Association** will meet on Thursday, January 21, 2016 at 5:30 p.m., in the clubhouse at Milham Park Golf Course, located at 4200 Lovers Lane.



Commission Agenda Report

City of Kalamazoo

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

FROM: Mayor Bobby J. Hopewell

PREPARED BY: Scott A. Borling, City Clerk

DATE: 1/15/2016

SUBJECT: The Appointment of City Commissioners as Liaisons to, and Members of, Committees, Boards, and Commissions

RECOMMENDATION

It is recommended that the City Commission approve the appointment of City Commissioners to various committees, boards, and commissions.

BACKGROUND

City Commission Rule No. 14 requires that the City Commission approve the appointment of Commissioners to standing committees at the beginning of the term of office and concur with the Mayor's appointments to other boards, committees and commissions.

The attached list includes recommended appointments to the three City Commission standing committees, (Administrative, Legislative, and Internal Audit), the *ad hoc* teams for Shared Prosperity Kalamazoo, and various City and community boards, committees, and commissions.

ATTACHMENTS:

Type	Description
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- | | |
|--------------------------|--|
| ☐ | Proposal List of Proposed City Commissioner Appointments to Boards, Committees and Commissions |
|--------------------------|--|

STANDING COMMITTEES

Administrative Committee

Bobby Hopewell
Don Cooney
David Anderson

Legislative Committee

David Anderson
Bobby Hopewell
Erin Knott

Internal Audit Committee

Matt Milcarek
Shannon Sykes
Jack Urban

SHARED PROSPERITY KALAMAZOO

Steering Team

Don Cooney
Bobby Hopewell

Jobs

Erin Knott
Jack Urban

Families

David Anderson
Matt Milcarek

Youth

Shannon Sykes

ADVISORY BOARD ASSIGNMENTS

City = Citizen Advisory Boards/Commissions established by the City of Kalamazoo

Community = Board/Commissions established by entities other than the City of Kalamazoo

v = voting member

Mayor Hopewell:

City: Downtown Development Authority (v); Economic Development Corporation/Brownfield
Redevelopment Authority (v); Parks and Recreation Advisory Board
Community: Kalamazoo County Central Dispatch Authority Board

Vice Mayor Cooney:

City: Parks and Recreation Advisory Board
Community: Community Action Tripartite Advisory Board (v); Public Media Network Board of
Directors (v)

Commissioner Anderson:

City: Investment Committee of the Retirement System/Perpetual Care Investment Committee
Community: Kalamazoo Area Transportation Study Policy Committee (v)

Commissioner Sykes:

City: Community Development Act Advisory Committee; Employee Retirement System Board
of Trustees (Pension Board – v)
Community: Kalamazoo County Council of Governments (v)

Commissioner Knott:

City: Environmental Concerns Committee
Community: Discover Kalamazoo Advisory Council (v)

Commissioner Urban:

City: Planning Commission; Transit Authority Board
Community: Kalamazoo Area Transportation Study Policy Committee (alt. - v)

Commissioner Milcarek:

City: Community Development Act Advisory Committee; Friends of Recreation Board
Community: None



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 1/7/2016

SUBJECT: Board and Commission Appointments

RECOMMENDATION

Approval of the following appointments and reappointments to board and commissions:

- the appointment of **Glenda Campbell** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the appointment of **H. Charles Kiplinger** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the appointment of **Michael Anderson** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the appointment of **William Gladstone** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the reappointment of **Terry Nelson** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the reappointment of **Linda Servis** to the Board of Review for Assessments for a term expiring on January 31, 2019;
- the appointment of **Khalil Adams** to the Parks and Recreation Advisory Board for a term expiring on January 1, 2018.

BACKGROUND

The City Commission must approve appointments to the Board of Review for Assessments (BOR) and the Parks and Recreation Advisory Board (PRAB). The City Clerk's Office receives applications for these boards and forwards them to the staff liaisons. It is then the responsibility of the City Assessor and PRAB to recommend appointments and reappointments to the City Commission. The attached Appointee Nomination Reports detail the nominees' qualifications.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact directly associated with these appointments.

ALTERNATIVES

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

ATTACHMENTS:

Type	Description
☐	Report BORNominationReport
☐	Report PRABNominationReport



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

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

- The appointment of **Ms. Glenda Campbell** for a three-year term expiring January 31, 2019. This will constitute Ms. Campbell's first full term.
- The appointment of **Mr. H. Charles Kiplinger** for a three-year term expiring January 31, 2019. This will constitute Mr. Kiplinger's first full term.
- The reappointment of **Mr. Michael Anderson** for a three-year term expiring January 31, 2019. This will constitute Mr. Anderson's second full term.
- The reappointment of **Mr. William Gladstone** for a three-year term expiring January 31, 2019. This will constitute Mr. Gladstone's third full term.
- The reappointment of **Mr. Terry Nelson** for a three year term expiring January 31, 2019. This will constitute Mr. Nelson's second full term.
- The reappointment of **Ms. Linda Servis** for a three-year term expiring January 31, 2019. This will constitute Ms. Servis' second 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 all applications on file.

Interview Process and Final Recommendation

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

board, the City Assessor typically recommends nominees for appointment to the Board of Review. City Assessor Powers and Deputy City Assessor Falkenberg have reviewed the new appointee applications and have conducted interviews with the applicants. The applicants show willingness to provide service to their community. City Assessor Powers is recommending the appointment of Ms. Campbell and Mr. Kiplinger. City Assessor Powers is recommending the reappointment of Mr. Anderson, Mr. Gladstone, Mr. Nelson and Ms. Servis.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Mr. Kiplinger is currently a member of the Building Board of Appeals.
Mrs. Servis is currently a member of the Building Board of Appeals.
All other applicants are not currently members of other city advisory boards.

Residency

The applicants reside in the city.

Term Limits

All applicants will serve until January 31, 2019. This will constitute Ms. Campbell's and Mr. Kiplinger's first full terms. This will constitute Mr. Anderson's, Mr. Nelson's and Ms. Servis's second full terms. This will constitute Mr. Gladstone's third full term.

Training, Experience, Education and Skills

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

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

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

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

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

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

Contribution to Diversity

Mr. Anderson is a black male who lives in the Northside Area.

Mrs. Cambell is a white female who lives in the South Westnedge Area.

Mr. Gladstone is a white male who lives in Bronson Area.

Mr. Kiplinger is a white male who lives in the Winchell Area.

Mr. Nelson is a white male who lives in the Westnedge Hill Area.

Mrs. Servis is a white female who lives in the South Westnedge Area.

NOMINATION RATIONALE

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

CITY CLERK'S CERTIFICATION

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

Scott A. Borling, City Clerk



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Parks and Recreation Advisory Board (PRAB) recommend that the City Commission approve the following appointment:

- The appointment of Khalil Adams to fill a vacant position on the PRAB Board. Mr. Adam's term would expire January 1, 2018.

SPECIAL REQUIREMENTS FOR THIS POSITION

The PRAB membership requires representatives be residents of the City of Kalamazoo.

SELECTION PROCESS

Applicants Considered

The City Clerk's Office has an application on file for PRAB. The Committee reviewed the application of Mr. Adams and he attended the April 6th, 2015 meeting.

Interview Process and Final Recommendation

PRAB conducted an interview with Mr. Adams at their regularly scheduled meeting on April 6th. Following the interview, the Board discussed the results of the interview and each of Mr. Adams' qualifications. The PRAB Board voted 5-0 to recommend Mr. Adams for appointment.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Currently, Mr. Adams is not serving on another City Advisory Board.

Residency

Mr. Adams resides in the city of Kalamazoo in the Edison neighborhood.

Term Limits

This would be a three year term and Mr. Adams would be eligible to serve one more consecutive full term after this term expires.

Training, Experience, Education and Skills

Mr. Adams is an active volunteer in the community and expressed an interest in becoming more familiar with the Parks and Recreation Department. Mr. Adams helped at the Milham Park clean-up in May and has volunteered and fundraised for several large events in the community.

Contribution To Diversity

Mr. Adam lives in the Edison neighborhood. There is currently no youth member on PRAB.

NOMINATION RATIONALE

Mr. Adams expressed a strong desire to get involved in the community and has an interest in City parks. PRAB is in need of the youth perspective and the Board believes that his insight and contributions will be very beneficial to the Board, the Parks and Recreation Department, and the City of Kalamazoo.

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



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

DATE: 1/8/2016

SUBJECT: Approval of City Commission Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meeting on January 4, 2016.

ATTACHMENTS:

Type	Description
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	Minutes January 4, 2015 Business Meeting Minutes
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Roll Call

A business meeting of the Kalamazoo City Commission was held on Monday, January 4, 2016 at 7:00 p.m. in the City Commission Chambers at City Hall, 241 W. South Street.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

None

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

Invocation/Pledge

The invocation, given by Reverend John McNaughton, was followed by the Pledge of Allegiance.

Presentation re: the
Blue Ribbon Revenue
Panel Final Report

Sheri Welsh, Chair of the Blue Ribbon Revenue Panel, delivered a PowerPoint presentation entitled *Blue Ribbon Revenue Panel Final Report*. A copy of the report and the slides from this presentation were included with the papers for this meeting.

Mayor Hopewell recognized the members of the Panel in attendance.

Commissioner Anderson remarked that Commissioners had received the full report, and he thanked the members of the Panel for their service. Commissioner Anderson observed there were no obvious solutions for the Panel to endorse, and there was no unanimity of thought during the Panel's discussions.

Vice Mayor Cooney thanked the Panel members and indicated the City Commission had a lot of work to do.

Commissioner Urban thanked Ms. Welsh for her work as Chair of the Panel and for the analytical process used to evaluate the revenue options. Commissioner Urban noted the Panel was not charged with the development of a vision for the City, and he stated it was the Commission's job to work with the community to develop that vision.

Ms. Welsh agreed it was not the Panel's job to develop a vision for the City, but she reported the Panel had evaluated the revenue options through two lenses: 1) a set of criteria for what constituted a "good tax"; and 2) the impact of each option on the City's already-established vision and priorities.

Commissioner Milcarek thanked the Panel members and stated the City Commission had a lot of data to work through. Commissioner Milcarek indicated the Commission had to consider both the revenue and expenditure sides of the ledger.

By unanimous consent the City Commission adopted its meeting agenda with the following changes:

Adoption of the Agenda

Vice Mayor Cooney requested that Item F-1, a change order to the contract between the City of Kalamazoo and Apple Bus Company for Sunday service, be moved to the Regular Agenda.

City Manager Ritsema announced there would be another budget work session on Monday, January 11th at 6:00 p.m. in the Community Room.

Communications

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

Consent Agenda

- adoption of a **RESOLUTION** recommending that the Michigan Liquor Control Commission approve a Redevelopment Liquor License for Maru Kalamazoo, LLC at 427 E. Michigan Avenue.
- approval of a one-year lease with Kalamazoo County for Bronson Park.
- approval of a purchase agreement with Burdick-Crosstown Square, LLC to purchase a portion of City-owned land located at the intersection of Crosstown and Burdick.
- authorization for the City Manager to grant a Unilateral Permit to 123.Net, Inc., pursuant to the Metropolitan Extension Telecommunications Right of Way Oversight Act.
- approval of the minutes from the City Commission meeting on December 14, 2015.

Resolution 16-01

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

Regular Agenda items were considered next.

Regular Agenda

Vice Mayor Cooney remarked on the significance of adding Sunday service for Metro County Connect customers.

Change Order to
Metro County
Connect Contract to
Add Sunday Service

Linda Teeter, Chair of the Kalamazoo County Transportation Authority (KCTA), stated the addition of Sunday service for Metro County Connect was the first step and first significant physical change associated with the transition to a countywide transportation system.

Change Order to
Metro County
Connect Contract to
Add Sunday Service
(cont'd)

In response to a question from Commissioner Urban, Ms. Teeter stated she was not aware of any fare changes or difference in fares for Sunday service.

In response to a question from Mayor Hopewell, Transportation Director Sean McBride indicated there would not be additional change orders associated with the transition of services to the KCTA.

When an opportunity was given for citizens to comment on a change order to the contract between the City of Kalamazoo and Apple Bus Company to provide Metro County Connect Sunday Service beginning on February 7, 2016, the following people addressed the City Commission:

Asha Kazhad, City resident, noted the community had been promised Sunday service if the transportation millage passed in August of 2015. Mr. Khazad stated he was not opposed to expanding services for Metro County Connect customers, but Sunday service for the line haul busses was a greater need.

Commissioner Knott, seconded by Urban, moved to approve a change order to the contract between the City of Kalamazoo and Apple Bus Company to provide Metro County Connect Sunday Service beginning on February 7, 2016

Prior to a vote on the motion, Mayor Hopewell clarified this was the first service enhancement to be made, not the last, as the service enhancements would happen in phases.

With a roll call vote this motion passed unanimously.

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

NAYS: None

City Manager's Report

Public Services Director Sue Founé distributed and reviewed a spreadsheet showing the results of a recent bid opening for curbside recycling and bulk trash removal services. Director Founé explained the bid award could be split so that different vendors provided different services in order to secure the lowest price for each service. A copy of the bid summary was filed with the papers for this meeting.

In response to a question from Commissioner Milcarek, Director Founé stated a switch from weekly to bi-weekly or monthly recycling would require the purchase of new containers, and she indicated the cost for the new containers was not included in the bid amount.

City Manager Ritsema indicated staff would review the bid results and have options ready for January 11th and the Commission's discussion of the Solid Waste Fund deficit.

City Clerk Borling presented the *Report of Determination* from the Local Officers Compensation Commission (LOCC). City Clerk Borling indicated the LOCC had increased the compensation of the Mayor, Vice Mayor, and Commissioners by 1.03%, which resulted in the following salaries:

	<u>New Salaries</u>	<u>Annual Increase</u>
Mayor	\$9,790	\$100
Vice Mayor	\$8,244	\$ 84
City Commissioners (each)	\$7,214	\$ 74

Total Annual Increase (all seven positions): \$554

City Clerk Borling noted the new salaries would take effect on January 16th. Creed Stegall, Chair of the LOCC, was present to answer questions, but no questions were asked.

Next, an opportunity was given for general citizen comments.

Mattie Jordan-Woods, City resident, invited Commissioners to the "Show Me the Money" event on Saturday, January 9th.

Asha Kazhad, City resident, stated it wasn't fair that fixed route bus service had not expanded to Sundays yet, even though the transportation millage passed in August.

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

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 19, 2016

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

City Clerk's Report

Citizen Comments

Adjournment



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: Adoption of the Budget Resolution for the FY2016 Budget

RECOMMENDATION

It is recommended that the City Commission adopt the Annual Appropriation for the year 2016, set forth the number of mills to be levied, approve an interim appropriation for the year 2017 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 2016, has made its final recommendations, and held the necessary public hearing.

The citywide Proposed FY 2016 Budget, issued by the Administration to the City Commission on December 1, 2015, initially totaling \$134,734,751, with total General Fund expenditures of \$55,662,114. Since December 1, 2015, changes have been required, resulting in a revised citywide FY 2016 Proposed Budget of **\$135,535,582**, with no change to the FY 2016 General Fund Budget of **\$55,662,114**. The changes were required due to the following circumstances:

Water Fund Capital Improvements: Final review of the Water capital improvement plan resulted in an increase of \$139,700 for FY 2016 projects. This is due to the proposed inclusion of a water main looping project to enhance water quality.

Kalamazoo Municipal Golf Association (KMGA), termination of sale agreement for Eastern Hills Golf Course (EHGC): the agreement to sell EHGC, which was approved by the City Commission on June 15, 2015, was terminated in mid-December 2015. The Proposed FY 2016 Budget was already published on December 1, 2015, and reflected no proposed revenue or expenditures in FY 2016 relative to EHGC. While EHGC is going to be offered for sale again in FY 2016, the revised Proposed FY 2016 Budget that is being presented for City Commission approval now includes estimated revenue from EHGC of more than \$900,000, and operating expenses for EHGC of roughly \$830,000.

Solid Waste Fund changes: based on feedback received from the City Commission in two Budget Work Sessions, the Proposed FY 2016 Budget now reflects an increase in the Solid Waste Millage of 0.25 mills (from 1.5500 to 1.8000). This is designed to offset major decreases

in property tax revenue experienced during the Great Recession. Additionally, expenditures in the Solid Waste Fund have been reduced by \$168,125 in FY 2016, from \$2,807,057 to \$2,638,932 to reflect quarterly rather than monthly bulk trash pickup in mid-year 2016.

Total positions proposed for allocation are 648 full time which is an increase of 14 positions, with 10 positions being added to transportation, and 30 permanent part time positions an increase of 1, for a net increase of 15 positions from the FY 2015 Adopted Budget.

The millage rate for General Operating is unchanged from the adopted 2015 rate, and an increase of 0.25 mills is proposed for Solid Waste. The increase to 1.8000 mills is the first change to the millage since 2007 (when the Solid Waste Millage was reduced from 1.7500 mills to the current 1.5500 mills).

The Metro Transit millage has been phased out as planned, due to voter approval in August 2015 of a new Central County Transportation Authority (CCTA) transit millage of 0.75. The CCTA millage will support all fixed-route bus service. The City's Metro Transit Department will be transferred to the Central County Transportation Authority (CCTA), along with all personnel and operational functions, beginning in October 2016.

Millage rates are proposed as follows:

General Operating	19.2705
Solid Waste	1.8000

Revenue changes in the form of rate or fee increases will be submitted for approval in separate resolutions.

COMMUNITY RESOURCES CONSULTED

The budget review sessions with the City Commission were open to the public and provided opportunity for public comment. A formal public hearing was held on December 21st, 2015.

FISCAL IMPACT

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

ALTERNATIVES

The City Commission may choose to revise the proposed budget as submitted. However, by City Charter, the FY 2016 Budget must be adopted on or before February 1st, 2016.

ATTACHMENTS:

Type	Description
□ Resolution	FY2016 Appropriation Resolution
□ Budget	FY2016 Budget Summary and Details by Fund
□ Proposed Allocations	FY2016 Position Allocations

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO MAKE THE ANNUAL APPROPRIATION FOR THE YEAR 2016, 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 2017, AND TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF THE BUDGET FOR THE YEAR 2016.

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, 2016, 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 2016;

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 2016; 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, that 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:	19.2705
Solid Waste:	1.8000

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby 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; and 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 this City Commission; and that such sums as may be needed for the above purpose are hereby appropriated.

BE IT FURTHER RESOLVED, that the following policies are hereby established to govern the City Administration of the budget for 2016:

I. **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.

II. **OPERATING BUDGET**

- A. 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.
- B. Budgeted expenditures will reflect the City's perceived needs and desires of the community based on current surveys and long-range planning. The budget will be based on generally accepted accounting principles.
- C. Five-year projections are included for the General Fund, the Major and Local Street Funds, and the Capital Projects Fund. The five-year projection for the Capital Improvement Program for the Water and Wastewater funds is also included.
- D. 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.

III. **LIMITATIONS ON EXPENDITURES**

- A. 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.
- B. 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.

- C. Legislative action by the City Commission to issue bonds, accept grants, and authorize special assessment projects shall be considered as authority to expend funds for those purposes, and no further appropriation authority will be necessary.

IV. TRANSFERS

A. 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. All transfers from the City Commission contingency account shall require City Commission approval regardless of the amount.

B. 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.

- C. 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.

- V. MONTHLY REPORT - The City Manager shall submit to the City Commission a brief executive summary of the City's financial activity on a monthly basis.

VI. CONTRIBUTIONS FROM THE GENERAL FUND TO THE CIP FUND

- A. General fund capital transfers to the CIP Fund and the Major and Local Street funds will be budgeted, to the extent possible, over and above operating and capital outlay budgets provided that the estimated ending unreserved General Fund balance will remain in a range of 13% - 15% of estimated revenues for fiscal year 2016.
- B. General fund balance, for the purpose of calculating the capital transfers to the CIP Fund, the Major and Local Street Funds and retainage mentioned in Paragraph A above, will be based on the accrual of all property taxes estimated to be collected by the annual property tax levy, regardless of whether the collections are received in the year levied or in subsequent years. This method of accrual of property taxes may be different than the method required by General Accepted Accounting Principles for preparation of the Comprehensive Annual Financial Report.

- VI. 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.

VII. ALLOCATION OF ADMINISTRATIVE COSTS

- A. 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.

- B. Utility operations will be allocated the full costs as provided in the plan. Metro Transit will be allocated actual 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.
- C. 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.

IX. 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.

X. REVENUES

A. 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.

B. 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.

C. 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.

D. Metro Transit System

The Transit Authority Board has the jurisdiction to levy the special assessment for mass transit, and the City Commission joint with the Transit Authority Board establishes the fare structure.

E. Enterprise Functions

The enterprise funds include the City Market, Metro Transit System, 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.

F. Payment In-Lieu of Taxes (PILOT)

PILOT is charged to the Water and Wastewater Divisions.

G. Interest Earnings

Interest earnings from the investment of temporarily idle funds are credited to the fund which generates the earnings.

XI. RESERVES

A. General Fund Undesignated Reserve

A balance will be maintained within a range of 13% to 15% of current projected revenues. For purposes of this calculation, all property taxes levied for the current fiscal year, except for a reserve for delinquent taxes, are accrued to the current year.

B. Capital Contingency Reserve

Funds will be designated in a capital reserve account within the General Fund equal to 0.5% - 1.0% of the General Fund operating budget. The funds will be used for emergency capital needs and may be transferred with City Manager approval. The Capital Contingency Reserve stipulates that purchases must meet capitalization criteria, and any expense that causes the balance to fall below the recommended level will be replaced within a three year period, in equal installments.

C. 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

- XII. 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.

XIII. CAPITAL IMPROVEMENTS PROGRAM

- A. 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.
- B. 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.

- C. 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.
- D. 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 Comprehensive Plan. 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.

XIV. DEBT POLICIES

- A. 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.
- B. 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.
- C. 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.

- D. 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.
 - E. The City has historically issued short-term tax anticipation notes for cash flow purposes because the fiscal year is January 1 to December 31 and operating taxes are levied on July 1 of each year. The City plans to continue issuing short-term tax anticipation notes for the foreseeable future.
 - F. 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.
 - G. 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.
- XV. INVESTMENT POLICY - 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.
- XVI. DISCRETIONARY FUNDS POLICY - The Kalamazoo City Commission may set aside discretionary funds for community programs and projects geared toward improving the quality of life for our residents. During the budget cycle, applications are accepted from organizations that sponsor programs and projects that perpetuate a positive influence on the lives of residents of all ages.

Funding awards range from \$3,000 to \$16,000. Organizations must meet the following criteria:

- The physical location of the organization must be within the Kalamazoo city limits;
 - the organization must be a 501(c)(3) organization under the Internal Revenue Code;
 - the organization must support programs and projects geared toward improving the quality of life of City residents throughout the year
- A. Organizations are required to submit completed grant applications with all supporting documentation. All organizations which have received previous funding are required to submit a final report outlining the scope of services provided as well as a financial report itemizing City fund usage with this application. Failure to submit the final report will disqualify an organization from future funding considerations.
 - B. Applications are reviewed by the Community Development Act Advisory Committee (CDAAC) and City Manager staff. Reviewers measure how well applicants answer the questions that correlate with the following eight categories of focus which include program objectives, benefits to residents, need in the community, other programs provided by the applying agency throughout the year, organizational resources, community partnerships, and the organizations overall budget.

XVII. THE COMMUNITY DEVELOPMENT ACT ADVISORY COMMITTEE (CDAAC)

- A. A thirteen-member citizen's advisory panel made up of seven members-at-large, and six representatives from Kalamazoo's core neighborhoods, will coordinate the review of applications, and submit funding recommendations to City Manager staff. CDAAC will base its recommendations on the quality, need, and impact each program/project has on the community's goal structure as it relates to the Blueprint for Action.
- B. Scoring in each category is based on 1 (lowest) to 5 (highest). The reviewer scores are tallied, and divided by the number of reviewers to obtain a committee average "score" for each project. City Manager staff prepares funding recommendations based on the feedback from CDAAC for City Commission approval. After City Commission approval, organizations are notified of funding decisions.

XVIII. USE OF PUBLIC FUNDS - Acceptable uses of City funds for food, awards, and appropriations to outside organizations are as follows:

- A. 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.
- B. The City may provide beverages to employees, volunteer workers, elected officials and business guests during regular working hours and events that require public participation.
- C. The City may provide meals to employees, volunteer workers and elected officials for work conducted during normal meal times.
- D. Awards or prizes may be given to employees or outside parties in association with fundraising efforts.
- E. The City may host Wellness Luncheons to provide education to employees in an effort to reduce the City's health care costs.
- F. The City may make financial payments to outside organizations where a written agreement between the City and such organization has been executed.

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 2016 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 . 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 Borling, City Clerk

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SUMMARY OF EXPENDITURES - ALL FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2015/2016 Variance	2017 Projected
GOVERNMENTAL							
GENERAL	51,271,166	52,117,781	52,624,465	52,032,252	55,662,114	6.80%	54,171,593
CAPITAL IMPROVEMENT	4,438,152	6,038,904	7,548,300	7,367,122	7,569,520	25.35%	9,082,654
SPECIAL REVENUE							
Major Streets	6,633,566	8,425,749	11,483,063	11,612,780	11,406,619	35.38%	10,208,543
Local Streets	3,334,270	3,516,912	4,827,848	4,960,635	3,578,445	1.75%	3,715,867
Cemeteries	349,277	511,807	648,521	511,237	511,811	0.00%	512,318
Solid Waste	2,528,412	2,523,296	3,910,493	4,081,721	2,638,932	4.58%	2,717,916
Blight Abatement	39,408	-	-	-	-	0.00%	-
Brownfield LSRR	331,336	975,300	975,300	343,375	2,250,375	130.74%	549,000
Economic Initiative	-	380,312	1,170,312	1,095,312	1,080,312	184.06%	175,000
Economic Opportunity	-	101,176	461,176	360,000	101,389	0.21%	-
Façade Improvement Program	156,361	-	40,413	40,413	-	0.00%	-
Small Business Loans	128,257	-	147,198	163,104	1,323	0.00%	-
Private Purpose Trust & Donations	158,920	156,893	191,635	226,419	162,707	3.71%	162,707
K-VET Drug Enforcement	1,053,512	358,030	358,030	380,244	363,334	1.48%	363,342
Public Safety Contracts	414,439	-	-	-	-	0.00%	-
Community Development Administration	796,437	937,285	937,285	941,825	964,884	2.94%	977,344
Community Development Entitlement	1,686,413	150,000	1,608,994	1,521,798	150,004	0.00%	150,000
Miscellaneous Grants	1,291,934	416,000	819,398	1,129,693	831,999	100.00%	416,000
TOTAL SPECIAL REVENUE	18,902,542	18,452,760	27,579,666	27,368,556	24,042,134	30.29%	19,948,037
TOTAL GOVERNMENTAL	74,611,860	76,609,445	87,752,431	86,767,930	87,273,768	13.92%	83,202,285
ENTERPRISE							
Kalamazoo Farmers Market	15,066	20,317	20,317	21,268	15,569	-23.37%	15,593
Wastewater Division	25,770,248	24,775,679	35,415,757	34,804,493	26,082,226	5.27%	25,990,028
Water Division	18,148,775	19,737,786	29,531,383	28,044,646	20,459,760	3.66%	20,758,696
Kalamazoo Municipal Golf Association	1,811,974	1,597,745	1,597,745	1,597,745	1,704,259	6.67%	875,000
TOTAL ENTERPRISE	45,746,063	46,131,527	66,565,202	64,468,152	48,261,814	4.62%	47,639,317
GRAND TOTAL ALL FUNDS	120,357,923	122,740,972	154,317,633	151,236,082	135,535,582	10.42%	130,841,601
<i>Informational Purposes Only</i>							
PENSION SYSTEM	30,107,673	30,908,070	30,908,070	30,236,710	30,937,924	0.10%	31,246,703
OPEB SYSTEM	27,439	-	-	10,201,254	11,106,500	0%	11,217,185
INTERNAL SERVICE FUNDS (ISF)							
Insurance	23,872,844	17,509,673	17,509,673	15,320,138	13,090,370	-25.24%	14,142,721

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

GENERAL FUND

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
REVENUES:							
Operating Taxes- Current Year	27,708,709	27,504,764	27,504,764	28,771,252	28,656,467	4.19%	29,351,685
Other Taxes / PILOT Payment	1,880,085	1,972,102	1,972,102	1,851,772	1,888,281	-4.25%	1,916,605
Licenses, Permits & Fees	2,183,405	2,084,899	2,084,899	2,183,287	2,220,640	6.51%	2,253,950
Intergovernmental Contributions	9,487,305	9,555,400	9,555,400	9,609,364	9,620,633	0.68%	9,716,839
Charges for Services	8,479,234	9,394,346	9,394,346	9,130,881	9,434,251	0.42%	9,622,936
Interest	149,828	185,500	185,500	141,375	182,108	-1.83%	183,929
Fines & Forfeitures	454,292	523,300	523,300	469,893	486,800	-6.97%	496,536
Other Revenue	758,200	587,619	616,438	801,116	468,452	-20.28%	577,821
TOTAL OPERATING REVENUE	51,101,058	51,807,930	51,836,749	52,958,940	52,957,632	2.22%	54,120,301
EXPENDITURES:							
CITY COMMISSION							
Personnel	58,609	56,516	56,516	56,519	56,519	0.01%	56,516
Operating	15,855	17,189	17,189	16,010	17,189	0.00%	17,189
TOTAL CITY COMMISSION	74,464	73,705	73,705	72,529	73,708	0.00%	73,705
CITY ADMINISTRATION							
Personnel	672,130	595,796	595,796	661,714	752,535	26.31%	753,379
Operating	86,372	125,738	125,738	103,996	107,912	-14.18%	107,912
TOTAL CITY ADMINISTRATION	758,502	721,534	721,534	765,710	860,447	19.25%	861,291
CITY ATTORNEY							
Personnel	641,510	544,350	544,350	559,556	558,355	2.57%	559,463
Operating	67,614	90,631	90,631	101,293	90,915	0.31%	90,915
TOTAL CITY ATTORNEY	709,124	634,981	634,981	660,849	649,270	2.25%	650,378
CITY CLERK:							
ADMINISTRATION							
Personnel	208,478	157,343	157,343	157,516	131,050	-16.71%	126,318
Operating	26,935	36,023	36,023	30,703	32,525	-9.71%	32,525
TOTAL ADMINISTRATION	235,413	193,366	193,366	188,219	163,575	-15.41%	158,843
ELECTIONS							
Personnel	160,541	110,570	136,851	140,029	233,917	111.56%	114,114
Operating	51,927	36,677	36,677	44,235	69,765	90.21%	44,235
TOTAL ELECTIONS	212,468	147,247	173,528	184,264	303,682	106.24%	158,349
RECORDS MANAGEMENT							
Personnel	70,399	70,879	70,879	38,355	85,104	20.07%	86,684
Operating	59,977	68,938	58,064	61,505	70,112	1.70%	70,112
Capital	-	-	10,874	10,899	-		-
TOTAL RECORDS MANAGEMENT	130,376	139,817	139,817	110,759	155,216	11.01%	156,796
TOTAL CITY CLERK	578,257	480,430	506,711	483,242	622,473	29.57%	473,988
INTERNAL AUDITOR							
Personnel	94,288	83,497	83,497	83,592	84,411	1.09%	84,647
Operating	1,005	1,546	1,546	1,430	1,546	0.00%	1,546
TOTAL INTERNAL AUDITOR	95,293	85,043	85,043	85,022	85,957	1.07%	86,193
HUMAN RESOURCES							
Personnel	684,782	594,333	594,333	500,052	607,018	2.13%	608,822
Operating	37,527	51,364	51,364	68,785	65,010	26.57%	65,010
TOTAL HUMAN RESOURCES	722,309	645,697	645,697	568,837	672,028	4.08%	673,832

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

GENERAL FUND

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
INFORMATION TECHNOLOGY							
Personnel	615,563	529,695	529,695	515,302	529,365	-0.06%	531,448
Operating	397,377	496,524	503,791	475,446	512,088	3.13%	517,721
Capital	210,174	138,000	156,573	159,500	143,000	3.62%	143,000
TOTAL INFORMATION TECHNOLOGY	1,223,114	1,164,219	1,190,059	1,150,248	1,184,453	1.74%	1,192,169
MANAGEMENT SERVICES							
ADMINISTRATION							
Personnel	796,580	934,316	934,316	934,983	180,986	0.00%	181,433
Operating	40,935	49,903	55,303	50,280	27,254	0.00%	27,254
Capital	342	-	4,750	6,500	-	0.00%	-
TOTAL ADMINISTRATION	837,857	984,219	994,369	991,763	208,240	-	208,687
BUDGET AND ACCOUNTING							
Personnel	-	-	-	-	424,653	0.00%	429,868
Operating	-	-	-	-	12,535	0.00%	12,535
TOTAL BUDGET AND ACCOUNTING	-	-	-	-	437,188		442,403
FINANCIAL SERVICES							
Personnel	-	-	-	-	416,646	0.00%	421,252
Operating	-	-	-	-	12,748	0.00%	12,748
TOTAL FINANCIAL SERVICES	-	-	-	-	429,394	-	434,000
ASSESSOR							
Personnel	83,464	40,939	40,939	40,985	41,410	1.15%	41,552
Operating	404,484	431,817	431,817	431,817	437,124	1.23%	437,124
Capital	-	-	-	-	-		-
TOTAL ASSESSOR	487,948	472,756	472,756	472,802	478,534	1.22%	478,676
TREASURY							
Personnel	370,577	724,789	741,439	740,978	772,986	6.65%	786,640
Operating	111,907	402,055	402,690	439,667	345,555	-14.05%	345,555
TOTAL TREASURER	482,484	1,126,844	1,146,725	1,180,645	1,121,041	-0.51%	1,134,695
PURCHASING							
Personnel	281,834	251,944	251,944	254,723	204,410	-18.87%	208,829
Operating	21,641	20,703	20,703	19,215	21,452	3.62%	21,452
TOTAL PURCHASING	303,475	272,647	272,647	273,938	225,862	-17.16%	230,281
TOTAL MANAGEMENT SERVICES	2,111,764	2,856,466	2,886,497	2,919,148	2,900,259	1.53%	2,928,741
PUBLIC SAFETY							
ADMINISTRATION							
Personnel	920,281	823,902	823,902	820,195	698,928	-15.17%	702,307
Operating	128,967	116,763	123,358	119,719	299,300	156.33%	299,300
TOTAL ADMINISTRATION	1,049,248	940,665	947,260	939,914	998,228	6.12%	1,001,607
PUBLIC SAFETY CONTRACTS							
Personnel	-	755,873	755,873	677,225	687,258	-9.08%	703,491
Operating	-	-	-	-	-		-
TOTAL PUBLIC SAFETY CONTRACTS	-	755,873	755,873	677,225	687,258	-9.08%	703,491
COPS - FORMERLY KVET							
Personnel	1,911,472	1,717,358	1,717,358	1,575,816	1,678,201	-2.28%	1,788,671
Operating	68	-	-	-	-		-
TOTAL COPS	1,911,540	1,717,358	1,717,358	1,575,816	1,678,201	-2.28%	1,788,671
OPERATIONS DIVISION							
Personnel	17,920,536	15,679,702	15,679,702	15,758,895	15,649,937	-0.19%	15,987,284
Operating	43,376	43,685	43,685	44,685	42,185	-3.43%	42,185
TOTAL OPERATIONS	17,963,912	15,723,387	15,723,387	15,803,580	15,692,122	-0.20%	16,029,469
CRIMINAL INVESTIGATIONS							
Personnel	3,512,305	2,953,686	2,953,686	2,937,763	2,974,476	0.70%	3,015,033
Operating	38,635	45,721	45,721	45,952	43,406	-5.06%	43,406
TOTAL CRIMINAL INVESTIGATIONS	3,550,940	2,999,407	2,999,407	2,983,715	3,017,882	0.62%	3,058,439

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

GENERAL FUND

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
SERVICE DIVISION							
Personnel	3,993,393	3,478,226	3,478,226	3,524,029	3,601,639	3.55%	3,641,712
Operating	2,000,650	2,426,840	2,426,840	2,449,167	2,445,027	0.75%	2,445,027
Capital	127,060	439,850	439,850	403,553	543,000	23.45%	543,000
TOTAL SERVICE	6,121,103	6,344,916	6,344,916	6,376,749	6,589,666	3.86%	6,629,739
TOTAL PUBLIC SAFETY	30,596,743	28,481,606	28,488,201	28,356,999	28,663,357	0.64%	29,211,414
PUBLIC SERVICES							
CITY MAINTENANCE							
Personnel	428,314	317,270	317,270	317,865	322,791	1.74%	325,846
Operating	393,008	372,945	372,945	398,735	437,529	17.32%	437,529
Capital	-	-	-	-	223,135	0.00%	162,322
TOTAL CITY WIDE MAINTENANCE	821,322	690,215	690,215	716,600	983,455	42.49%	925,697
ENGINEERING							
Personnel	1,037,570	976,929	976,929	1,002,020	1,051,450	7.63%	1,064,088
Operating	162,038	139,020	139,020	137,547	134,087	-3.55%	134,087
TOTAL ENGINEERING	1,199,608	1,115,949	1,115,949	1,139,567	1,185,537	6.24%	1,198,175
CITY EQUIPMENT							
Personnel	793,159	652,609	652,609	655,823	668,828	2.49%	673,936
Operating	1,717,385	1,687,059	1,687,059	1,525,810	1,637,187	-2.96%	1,637,187
Capital	75,113	-	-	-	78,500		78,500
TOTAL CITY EQUIPMENT	2,585,657	2,339,668	2,339,668	2,181,633	2,384,515	1.92%	2,389,623
PUBLIC WORKS							
FORESTRY							
Personnel	268,039	212,890	212,890	231,331	235,046	10.41%	236,838
Operating	21,924	37,186	37,186	37,916	37,265	0.21%	37,265
TOTAL FORESTRY	289,963	250,076	250,076	269,247	272,311	8.89%	274,103
DOWNTOWN MAINTENANCE							
Personnel	85,389	101,920	101,920	107,946	110,374	8.29%	111,620
Operating	332,361	245,893	245,893	256,273	266,628	8.43%	266,628
TOTAL DOWNTOWN MAINTENANCE	417,750	347,813	347,813	364,219	377,002	8.39%	378,248
ENVIRONMENTAL INSPECTIONS							
Personnel	82,686	2,831	2,831	2,847	2,891	2.12%	2,936
Operating	95,119	140,074	140,074	169,968	172,376	23.06%	172,376
Capital	-	-	-	-	-	0.00%	-
TOTAL ENVIRONMENTAL INSPECTIONS	177,805	142,905	142,905	172,815	175,267	22.65%	175,312
SIDEWALKS							
Personnel	80,267	300,753	300,753	112,831	116,720	-61.19%	118,070
Operating	19,564	19,978	19,978	20,072	19,386	-2.96%	19,386
TOTAL SIDEWALKS	99,831	320,731	320,731	132,903	136,106	-57.56%	137,456
TOTAL PUBLIC WORKS	985,349	1,061,525	1,061,525	939,184	960,686	-9.50%	965,119
TOTAL PUBLIC SERVICES	5,591,935	5,207,357	5,207,357	4,976,984	5,514,193	5.89%	5,478,615
COMMUNITY PLANNING AND DEVELOPMENT							
CODE ADMINISTRATION							
HOUSING							
Personnel	672,432	518,170	518,170	509,275	547,594	5.68%	557,883
Operating	78,328	96,721	96,721	78,428	82,410	-14.80%	82,410
Capital	-	4,288	4,288	17,279	18,475	330.85%	18,475
TOTAL HOUSING	750,760	619,179	619,179	604,982	648,479	4.73%	658,768
TRADES							
Personnel	384,850	484,319	484,319	351,606	458,753	-5.28%	469,804
Operating	124,412	72,474	72,474	184,711	80,934	11.67%	80,934
Capital	-	-	-	17,769	2,391		2,391
TOTAL TRADES	509,262	556,793	556,793	554,086	542,078	-2.64%	553,129
TOTAL CODE ADMINISTRATION	1,260,022	1,175,972	1,175,972	1,159,068	1,190,557	1.24%	1,211,897

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

GENERAL FUND

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
PLANNING							
Personnel	215,154	247,034	247,034	247,088	249,507	1.00%	250,248
Operating	32,774	61,763	61,763	60,633	66,148	7.10%	66,148
TOTAL PLANNING	247,928	308,797	308,797	307,721	315,655	2.22%	316,396
TOTAL COMMUNITY PLANNING AND DEVELOPMENT	1,507,950	1,484,769	1,484,769	1,466,789	1,506,212	1.44%	1,528,292
ECONOMIC DEVELOPMENT							
Personnel	146,605	9,429	9,429	9,439	75,666	702.48%	156,976
Operating	89,491	95,981	95,981	93,854	29,874	-68.88%	29,874
TOTAL ECONOMIC DEVELOPMENT	236,096	105,410	105,410	103,293	105,540	0.12%	186,850
PARKS AND RECREATION							
PARKS							
GENERAL PARKS							
Personnel	629,046	448,064	448,064	470,859	507,314	13.22%	512,104
Operating	221,668	247,314	247,314	252,275	242,890	-1.79%	242,890
Capital	-	-	8,230	8,230	-		-
TOTAL GENERAL PARKS	850,714	695,378	703,608	731,364	750,204	7.88%	754,994
BRONSON PARK MAINTENANCE							
Personnel	30,221	94,360	94,360	37,637	38,882	-58.79%	39,307
Operating	29,141	27,727	27,727	28,865	26,808	-3.31%	26,808
Capital	-	-	-	-	-		-
TOTAL BRONSON PARK	59,362	122,087	122,087	66,502	65,690	-46.19%	66,115
TOTAL PARKS	910,076	817,465	825,695	797,866	815,894	-0.19%	821,109
RECREATION							
GENERAL RECREATION							
Personnel	511,917	487,816	487,816	468,259	528,158	8.27%	546,603
Operating	187,967	209,136	209,136	242,518	256,468	22.63%	256,468
TOTAL GENERAL RECREATION	699,884	696,952	696,952	710,777	784,626	12.58%	803,071
RECREATION ADULT SPORTS							
Personnel	22,998	18,129	18,129	28,033	22,443	23.80%	22,561
Operating	59,296	64,349	64,349	59,564	24,780	-61.49%	24,780
Capital	-	-	-	-	-		-
TOTAL ADULT SPORTS	82,294	82,478	82,478	87,597	47,223	-42.74%	47,341
INTERGENERATIONAL AND INCLUSIVE SERVICE							
Personnel	3,767	5,690	5,690	4,691	5,816	2.21%	5,830
Operating	3,689	4,150	4,150	1,398	4,150	0.00%	4,150
TOTAL INTERGENERATIONAL AND INCLUSIVE SERVICE	7,456	9,840	9,840	6,089	9,966	1.28%	9,980
RECREATION / SPORTS COMPLEX							
Personnel	82,563	88,230	88,230	88,763	88,734	0.57%	89,219
Operating	101,327	83,814	83,814	82,420	77,674	-7.33%	77,674
Capital	-	-	20,589	20,589	-		-
TOTAL SPORTS COMPLEX	183,890	172,044	192,633	191,772	166,408	-3.28%	166,893
TOTAL RECREATION	973,524	961,314	981,903	996,235	1,008,223	4.88%	1,027,283
TOTAL PARKS & RECREATION	1,883,600	1,778,779	1,807,598	1,794,101	1,824,117	2.55%	1,848,392

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

GENERAL FUND

GENERAL :
NON-DEPARTMENTAL EXPENDITURES

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
TOTAL STREET LIGHTING	1,235,561	1,273,080	1,273,080	1,255,561	1,260,273	-1.01 %	1,260,273
MEMBERSHIP DUES							
County Chamber of Commerce	499	500	500	500	500	0.00%	500
Michigan Municipal League	15,377	15,747	15,747	15,747	15,747	0.00%	15,747
National League of Cities	5,952	5,952	5,952	5,952	5,952	0.00%	5,952
TOTAL MEMBERSHIP DUES	21,828	22,199	22,199	22,199	22,199	0.00 %	22,199
CONTRACTUAL							
Cable Franchise Fee - CAC	266,028	260,000	260,000	265,000	265,000	1.92%	265,000
Auto Park - Parking Enforcement	47,432	58,883	58,883	55,000	60,000	1.90%	60,000
District Court Subsidy	149,261	138,174	138,174	143,593	143,174	3.62%	143,174
General Insurance	31,428	33,863	33,863	33,863	33,863	0.00%	33,863
TOTAL CONTRACTUAL	494,149	490,920	490,920	497,456	502,037	2.26 %	502,037
OUTSIDE CONTRACTUAL							
External Auditor	52,850	54,200	54,200	54,200	58,000	7.01%	58,000
Financial Advisors	29,753	30,000	30,000	30,000	30,000	0.00%	30,000
Other	70,850	35,000	35,000	160,201	67,250	92.14%	67,250
TOTAL OUTSIDE CONTRACTUAL	153,453	119,200	119,200	244,401	155,250	30.24 %	155,250
GENERAL SERVICE							
Salary Reserve	-	-	-	-	130,000	0.00%	130,000
TANS/CIP Debt Issuance Expense	102,711	61,500	61,500	58,784	61,500	0.00%	61,500
OPEB Bond Debt Issuance Expense	-	-	391,019	347,856	-	0.00%	-
Stockbridge Rental Fee	124,716	107,702	107,702	107,702	109,331	1.51%	112,611
Other	787	1,670	1,670	271	285	-82.93%	-
TOTAL GENERAL SERVICE	228,214	170,872	561,891	514,613	301,116	76.22 %	304,111
TOTAL NON-DEPARTMENTAL	2,133,205	2,076,271	2,467,290	2,534,230	2,240,875	7.93 %	2,243,870
TOTAL OPERATING BUDGET	48,222,356	45,796,267	46,304,852	45,937,981	46,902,889	2.42 %	47,437,731
INITIATIVES							
Summer Youth Employment	90,000	90,000	90,000	90,000	90,000	0.00%	90,000
Neighborhood Association Funding	198,810	215,000	215,000	215,000	215,000	0.00%	215,000
City Commission Initiatives	-	-	-	4,658	5,000	-	-
Contribution to Housing Trust Fund	-	-	50,000	50,000	-	-	-
Contribution to Communities in Schools	25,000	25,000	25,000	25,000	25,000	0.00%	25,000
TOTAL INITIATIVES	313,810	330,000	380,000	384,658	335,000	1.52 %	330,000
TOTAL OPERATING & INITIATIVES	48,536,166	46,126,267	46,684,852	46,322,639	47,237,889	2.41 %	47,767,731
Expenditure Reductions	-	-	-	-	-		(1,850,000)
TRANSFERS OUT							
Contribution to CIP Fund	2,280,000	2,000,000	2,100,000	2,100,000	2,100,000	5.00%	2,100,000
Local Streets	455,000	380,000	230,000	-	-	-100.00%	-
TOTAL CIP CONTRIBUTION	2,735,000	2,380,000	2,330,000	2,100,000	2,100,000	-11.76 %	2,100,000

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CITY OF KALAMAZOO
2016 PROPOSED BUDGET
CAPITAL IMPROVEMENT FUND

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
RESOURCES							
Transfer From General Fund	2,280,000	2,000,000	2,100,000	2,100,000	2,100,000	5.0%	2,100,000
Interest	1,789	50,000	50,000	2,000	5,000	-90.0%	5,000
Reimbursements - Various Sources	572,218	550,000	550,000	550,000	550,000	0.0%	550,000
Federal Grants	14,500	-	4,500	4,500	-		-
State Grants	-	725,000	1,088,200	1,088,200	200,000	-72.4%	300,000
Bond Proceeds	1,155,000	1,946,700	2,100,000	2,100,000	1,950,250	0.2%	3,652,515
Private / Local Contributions	199,010	810,000	959,211	959,211	2,653,000	227.5%	2,191,500
TOTAL RESOURCES	4,222,517	6,081,700	6,851,911	6,803,911	7,458,250	22.6%	8,799,015
EXPENDITURES							
Debt Service	2,924,100	2,557,204	2,557,204	2,376,026	2,766,270	8.2%	2,938,640
Park Improvements	76,431	2,185,000	1,216,793	1,216,793	3,310,000	51.5%	2,685,000
Facilities	560,247	81,700	585,137	585,137	200,000	144.8%	2,454,765
Public Safety Equipment	383,571	500,000	577,518	577,518	378,000	-24.4%	124,000
Other Projects	493,802	715,000	2,611,648	2,611,648	915,250	28.0%	880,250
TOTAL CAPITAL IMPROVEMENT	4,438,152	6,038,904	7,548,300	7,367,122	7,569,520	25.3%	9,082,654
(Use of) Addition to Working Capital	(215,635)	42,796	(696,389)	(563,211)	(111,270)	-360.0%	(283,640)
BEGINNING FUND BALANCE	1,250,278	1,034,643	1,034,643	1,034,643	471,432	-54.44%	360,162
ENDING FUND BALANCE	1,034,643	1,077,439	338,254	471,432	360,162	-66.57%	76,522

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
MAJOR STREETS							
Operating							
RESOURCES							
Highway Maintenance	220,697	250,000	250,000	250,000	250,000	0.00%	250,000
Gas and Weight Tax	4,144,079	4,069,790	4,069,790	4,069,790	4,187,394	2.89%	5,235,800
Other State Revenue (Metro Act)	717,007	371,324	455,324	503,467	447,187	20.43%	450,000
Interest	3,882	5,000	5,000	5,000	5,000	0.00%	5,000
Other	2,009	5,000	1,223,797	1,226,428	10,000	100.00%	10,000
Transfer from Insurance Fund	-	-	-	-	-	-	-
Use of (Contribution to) Working Capital	(106,542)	514,635	407,435	533,894	501,872	-2.48%	(16,257)
TOTAL RESOURCES	4,981,132	5,215,749	6,411,346	6,588,579	5,401,453	3.56%	5,934,543
EXPENDITURES							
Personnel	856,868	663,433	663,433	843,314	862,303	29.98%	930,318
Operating	1,842,637	1,840,509	1,847,994	1,845,346	1,740,746	-5.42%	1,740,746
Debt Service	2,081,623	1,719,517	1,719,517	1,719,517	1,681,642	-2.20%	1,796,658
Debt Service - OPEB Bonding	-	92,290	69,089	69,089	73,362	0.00%	73,420
Contribution OPEB Trust	-	-	1,211,313	1,211,313	43,400	0.00%	43,400
Transfer to Local Streets	200,004	900,000	900,000	900,000	1,000,000	11.11%	1,350,000
TOTAL MAJOR STREETS OPERATING	4,981,132	5,215,749	6,411,346	6,588,579	5,401,453	3.56%	5,934,543
CAPITAL							
RESOURCES							
Federal Aid	-	1,381,000	1,381,000	1,381,000	2,774,000	100.87%	2,274,000
Local and Other Contributions	-	-	-	-	1,281,000	0.00%	-
Contribution from Bond Proceeds	2,000,000	1,829,000	1,703,500	1,829,000	2,000,000	9.35%	2,000,000
Use of (Contribution to) Working Capital	(347,566)	-	1,987,217	1,814,201	(49,834)	-	-
TOTAL RESOURCES	1,652,434	3,210,000	5,071,717	5,024,201	6,005,166	87.08%	4,274,000
STREET CONSTRUCTION							
Personnel	17,478	42,100	42,100	42,100	42,429	0.78%	42,100
Materials and Services	1,599,682	3,167,900	4,982,101	4,982,101	5,962,737	88.22%	4,231,900
Capital	35,274	-	47,516	-	-	-	-
TOTAL STREET CONSTRUCTION	1,652,434	3,210,000	5,071,717	5,024,201	6,005,166	87.08%	4,274,000
TOTAL MAJOR STREETS	6,633,566	8,425,749	11,483,063	11,612,780	11,406,619	35.38%	10,208,543
LOCAL STREETS							
Operating							
RESOURCES							
Gas and Weight Taxes	1,170,571	1,149,663	1,149,663	1,149,663	1,182,517	2.86%	1,478,586
Interest	1,571	2,000	2,000	2,000	2,000	0.00%	10,000
Bond Financing	-	-	-	-	-	0.00%	10,000
Other	314,435	248,591	1,428,433	1,300,945	192,151	-22.70%	5,000
Transfer from Major Streets	200,004	900,000	900,000	900,000	1,000,000	11.11%	1,350,000
Transfer from General Fund	455,000	380,000	230,000	-	-	-100.00%	-
Transfer from Insurance Fund	-	-	-	-	-	-	-
Use of (Contribution to) Working Capital	318,161	(163,342)	(92,667)	397,608	201,777	-223.53%	(137,720)
TOTAL RESOURCES	2,459,742	2,516,912	3,617,429	3,750,216	2,578,445	2.44%	2,715,867
EXPENDITURES							
Personnel	623,209	585,359	585,359	674,547	691,118	18.07%	703,666
Operating	991,760	1,141,610	1,148,536	1,192,135	1,098,770	-3.75%	1,098,770
Debt Service	844,773	698,684	698,684	698,684	680,419	-2.61%	805,292
Debt Service - OPEB Bonding	-	91,259	63,933	63,933	67,888	0.00%	67,888
Contribution OPEB Trust	-	-	1,120,917	1,120,917	40,250	0.00%	40,250
Transfer to Pension Fund (ERI payback)	-	-	-	-	-	0.00%	-
TOTAL LOCAL STREETS OPERATING	2,459,742	2,516,912	3,617,429	3,750,216	2,578,445	2.44%	2,715,867

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
LOCAL STREETS, continued							
CAPITAL							
RESOURCES							
Local and Other Contributions	-	-	-	-	-		-
Bond Proceeds	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1,000,000
Transfer from Other Funds	-	-	-	-	-		-
Use of (Contribution to) Working Capital	(125,472)	-	210,419	210,419	-		-
TOTAL RESOURCES	874,528	1,000,000	1,210,419	1,210,419	1,000,000	0.00%	1,000,000
STREET CONSTRUCTION							
Personnel	36,053	42,100	42,100	42,100	42,429	0.78%	45,000
Supplies and Services	838,475	957,900	1,168,319	1,168,319	957,571	-0.03%	955,000
TOTAL STREET CONSTRUCTION	874,528	1,000,000	1,210,419	1,210,419	1,000,000	0.00%	1,000,000
TOTAL LOCAL STREETS	3,334,270	3,516,912	4,827,848	4,960,635	3,578,445	1.75%	3,715,867
CEMETERIES							
RESOURCES							
Lot and Burial Sales	124,162	130,350	130,350	130,350	130,350	0.00%	130,350
Foundations	26,330	21,000	21,000	21,000	21,000	0.00%	21,000
Interest	304	-	-	-	-	0.00%	-
Transfer from Cemetery Trust / Capital	188,517	303,840	440,554	303,840	314,407	3.48%	314,407
Use of (Contribution to) Working Capital	9,964	56,617	56,617	56,047	46,054	-18.66%	46,561
TOTAL RESOURCES	349,277	511,807	648,521	511,237	511,811	0.00%	512,318
EXPENDITURES							
Personnel	32,267	28,272	28,272	28,442	28,853	2.06%	29,360
Operating	308,493	303,535	303,535	322,795	323,958	6.73%	323,958
Capital	8,517	180,000	316,714	160,000	159,000	-11.67%	159,000
Transfer to Pension Fund (ERI payback)	-	-	-	-	-	0.00%	-
TOTAL CEMETERIES	349,277	511,807	648,521	511,237	511,811	0.00%	512,318
SOLID WASTE							
RESOURCES							
Taxes - Current and Prior Years	2,237,692	2,210,378	2,210,378	2,276,682	2,721,150	23.11%	2,757,790
Interest	632	10,000	10,000	5,000	5,000	-50.00%	5,000
Other	-	-	1,355,230	1,355,230	41,300	0.00%	41,300
Use of (Contribution to) Working Capital	290,088	302,918	334,885	444,809	(128,518)	-142.43%	(86,174)
TOTAL RESOURCES	2,528,412	2,523,296	3,910,493	4,081,721	2,638,932	4.58%	2,717,916
EXPENDITURES							
Personnel	690,477	577,260	577,260	623,604	665,233	15.24%	716,104
Operating	1,837,935	1,901,180	1,909,503	2,034,387	1,843,825	-3.02%	1,871,938
Debt Service - OPEB Bonding	-	44,856	76,822	76,822	81,574	0.00%	81,574
Contribution OPEB Trust	-	-	1,346,908	1,346,908	48,300	0.00%	48,300
Transfer to Pension Fund (ERI payback)	-	-	-	-	-	0.00%	-
TOTAL SOLID WASTE	2,528,412	2,523,296	3,910,493	4,081,721	2,638,932	4.58%	2,717,916
BLIGHT ABATEMENT							
RESOURCES							
Charges for Services	18,586	-	-	-	-		-
Other	66	-	-	-	-		-
Transfer from General Fund	-	-	-	-	-		-
Use of (Contribution to) Working Capital	20,756	-	-	-	-		-
TOTAL RESOURCES	39,408	-	-	-	-		-
EXPENDITURES							
Operating	39,408	-	-	-	-		-
Capital	-	-	-	-	-		-
TOTAL BLIGHT ABATEMENT	39,408	-	-	-	-		-

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
BROWNFIELD LOCAL SITE REM REVOLVING							
RESOURCES							
Tax Capture	739,177	810,800	810,800	678,011	722,979	-10.83%	720,000
Interest on Investments	776	400	400	400	400	0.00%	10,000
Transfer from EOF	-	-	-	-	101,389	0.00%	-
Use of (Contribution to) Working Capital	(408,617)	164,100	164,100	(335,036)	1,425,607	768.74%	(181,000)
TOTAL RESOURCES	331,336	975,300	975,300	343,375	2,250,375	130.74%	549,000
EXPENDITURES							
Operating	331,336	975,300	975,300	343,375	969,375	-0.61%	549,000
Transfers to Other Funds	-	-	-	-	1,281,000		-
TOTAL LOCAL SITE REM REVOLVING	331,336	975,300	975,300	343,375	2,250,375	130.74%	549,000
ECONOMIC INITIATIVE							
RESOURCES							
Principal on Loans	-	300,000	300,000	161,672	165,000	-45.00%	110,000
Interest on Loans	40,713	40,156	40,156	40,156	40,200	0.11%	50,000
Interest on Investments	1,327	500	500	500	500	0.00%	10,000
Use of (Contribution to) Working Capital	(42,040)	39,656	829,656	892,984	874,612	2105.50%	5,000
TOTAL RESOURCES	-	380,312	1,170,312	1,095,312	1,080,312	184.06%	175,000
EXPENDITURES							
Operating	-	350,000	350,000	275,000	250,000	-28.57%	175,000
Transfers to Other Funds	-	30,312	820,312	820,312	830,312	0.00%	-
TOTAL ECONOMIC INITIATIVE	-	380,312	1,170,312	1,095,312	1,080,312	184.06%	175,000
ECONOMIC OPPORTUNITY							
RESOURCES							
Interest on Investments	96	300	300	300	300	0.00%	-
Use of (Contribution to) Working Capital	(96)	100,876	460,876	359,700	101,089	0.21%	-
TOTAL RESOURCES	-	101,176	461,176	360,000	101,389	0.21%	-
EXPENDITURES							
Operating	-	101,176	461,176	360,000	-	-100.00%	-
Transfers to Other Funds	-	-	-	-	101,389		-
TOTAL ECONOMIC OPPORTUNITY	-	101,176	461,176	360,000	101,389	0.21%	-
FAÇADE IMPROVEMENT PROGRAM							
RESOURCES							
Other	-	-	-	-	-		-
Transfer from Other Funds	-	-	-	39,509	-		-
Use of (Contribution to) Working Capital	156,361	-	40,413	904	-		-
TOTAL RESOURCES	156,361	-	40,413	40,413	-		-
EXPENDITURES							
Operating	156,361	-	40,413	40,413	-		-
TOTAL FAÇADE IMPROVEMENT PROGRAM	156,361	-	40,413	40,413	-		-

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
SMALL BUSINESS REVOLVING LOANS							
RESOURCES							
Principal on Loans	18,142	16,200	16,200	50,065	14,228	-12.17%	28,000
Interest from Loans	4,079	4,400	4,400	2,590	1,323	-69.93%	3,000
Use of (Contribution to) Working Capital	106,036	(20,600)	126,598	110,449	(14,228)	-30.93%	(31,000)
TOTAL RESOURCES	128,257	-	147,198	163,104	1,323		-
EXPENDITURES							
Operating	-	-	-	-	-		-
Transfer to other CDBG programs	128,257	-	147,198	163,104	1,323	0.00%	-
TOTAL SMALL BUSINESS REVOLVING LOANS	128,257	-	147,198	163,104	1,323		-
PRIVATE PURPOSE TRUST AND DONATIONS							
RESOURCES							
Donations & Contributions	192,134	157,300	170,510	232,348	98,082	-37.65%	98,082
Interest on Investments	1,832	2,593	2,593	2,069	1,963	-24.30%	1,963
Transfers from Other Funds	-	-	-	-	-		-
Use of (Contribution to) Working Capital	(35,046)	(3,000)	18,532	(7,998)	62,662	-2188.73%	62,662
TOTAL RESOURCES	158,920	156,893	191,635	226,419	162,707	3.71%	162,707
EXPENDITURES							
PUBLIC SAFETY-							
Operating	47,088	62,598	84,130	77,673	62,598	0.00%	62,598
Capital	24,861	-	-	5,083	-	0.00%	-
TOTAL PUBLIC SAFETY	71,949	62,598	84,130	82,756	62,598	-	62,598
PARKS AND RECREATION-							
Personnel	14,032	-	-	4,094	-		-
Operating	59,351	64	13,274	18,248	64	0.00%	64
Capital	-	14	14	-	-	-100.00%	-
TOTAL PARKS AND RECREATION	73,383	78	13,288	22,342	64	(0)	64
COMMUNITY PLANNING & DEVELOPMENT -							
Personnel	-	-	-	-	-	0.00%	-
Operating	13,588	94,217	94,217	121,321	100,045	6.19%	100,045
TOTAL COMMUNITY PLANNING & DEVELOPME	13,588	94,217	94,217	121,321	100,045		100,045
TOTAL PRIVATE PURPOSE TRUST & DONATION	158,920	156,893	191,635	226,419	162,707	3.71%	162,707

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
KVET DRUG ENFORCEMENT FORFEITURE							
RESOURCES							
KVET-Federal Forfeiture Justice Fund	345,333	23,000	23,000	20,000	20,000	-13.04%	20,000
Drug Forfeiture Revenue	155,952	210,000	210,000	210,000	210,000	0.00%	210,000
Drug Enforcement Task Force	30,899	20,000	20,000	20,000	20,000	0.00%	20,000
Clandestine Lab Program	9,994	-	-	1,545	1,600	0.00%	1,600
Interest on Investments	581	-	-	-	-	0.00%	-
Auction Sale and Sale of Assets	95,579	50,000	50,000	50,000	50,000	0.00%	50,000
Use of (Contribution to) Working Capital	415,174	55,030	55,030	78,699	61,734	12.18%	61,742
TOTAL RESOURCES	1,053,512	358,030	358,030	380,244	363,334	1.48%	363,342
EXPENDITURES							
Personnel	24,706	16,051	16,051	16,061	16,070	0.12%	16,078
Operating	805,416	292,479	292,479	288,861	274,764	-6.06%	274,764
Capital	223,390	49,500	49,500	75,322	72,500	46.46%	72,500
TOTAL KVET DRUG ENFORCEMENT	1,053,512	358,030	358,030	380,244	363,334	1.48%	363,342
PUBLIC SAFETY CONTRACTS							
RESOURCES							
Charges for Services	405,414	-	-	-	-	-	-
Use of (Contribution to) Working Capital	9,025	-	-	-	-	-	-
TOTAL RESOURCES	414,439	-	-	-	-	-	-
EXPENDITURES							
Personnel	414,439	-	-	-	-	-	-
TOTAL PUBLIC SAFETY CONTRACTS	414,439	-	-	-	-	-	-
COMMUNITY DEVELOPMENT GRANT ADMINISTRATION							
RESOURCES							
Federal Revenues	730,955	907,285	907,285	930,120	952,624	5.00%	947,344
Other	36,965	30,000	30,000	12,445	13,000	-56.67%	30,000
Transfer from Other Funds	28,517	-	-	-	-	-100.00%	-
Working Capital	-	-	-	(740)	(740)	0.00%	-
TOTAL RESOURCES	796,437	937,285	937,285	941,825	964,884	2.94%	977,344
EXPENDITURES							
Personnel	712,429	813,487	813,487	836,043	851,787	4.71%	867,344
Operating	84,008	123,798	123,798	105,782	113,097	-8.64%	110,000
Capital	-	-	-	-	-	0.00%	-
TOTAL COMMUNITY DEVELOPMENT GRANT ADMINISTRATION	796,437	937,285	937,285	941,825	964,884	2.94%	977,344
COMMUNITY DEVELOPMENT ENTITLEMENT GRANTS							
RESOURCES							
Federal Revenues	1,582,187	150,000	1,461,796	1,374,600	150,000	0.00%	150,000
Other	(93)	-	-	-	-	-	-
Transfer from Other Funds	99,740	-	147,198	147,198	-	-100.00%	-
Working Capital	4,579	-	-	-	4	0.00%	-
TOTAL RESOURCES	1,686,413	150,000	1,608,994	1,521,798	150,004	0.00%	150,000
EXPENDITURES							
Personnel	148,127	150,000	132,311	281,511	150,004	0.00%	150,000
Operating	1,538,286	-	1,476,683	1,240,287	-	-100.00%	-
Transfer to Other Funds	-	-	-	-	-	0.00%	-
TOTAL COMMUNITY DEVELOPMENT ENTITLEMENT GRANTS	1,686,413	150,000	1,608,994	1,521,798	150,004	0.00%	150,000

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

SPECIAL REVENUE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
MISCELLANEOUS GRANTS							
RESOURCES							
Federal and State Grants	1,062,261	416,000	587,168	936,364	832,002	100.00%	416,000
Local Contributions	133,052	-	142,231	142,231	-	0.00%	-
Internal Contributions	96,618	-	90,000	90,000	-	0.00%	-
Working Capital	3	-	(1)	(38,902)	(3)	0.00%	-
TOTAL RESOURCES	1,291,934	416,000	819,398	1,129,693	831,999	0.00%	416,000
EXPENDITURES							
PUBLIC SAFETY-							
Personnel	697,735	416,000	415,997	520,002	831,999	0.00%	416,000
Operating	51,203	-	123,615	175,405	-	0.00%	-
Capital	98,711	-	12,596	11,846	-	0.00%	-
TOTAL PUBLIC SAFETY	847,649	416,000	552,208	707,253	831,999	0.00%	416,000
PARKS AND RECREATION-							
Personnel	19,726	-	32,565	32,989	-	0.00%	-
Operating	167,077	-	232,125	231,701	-	0.00%	-
Capital	-	-	-	-	-	0.00%	-
TOTAL PARKS AND RECREATION	186,803	-	264,690	264,690	-	0.00%	-
COMMUNITY DEVELOPMENT-							
Personnel	4,056	-	-	-	-	0.00%	-
Operating	253,426	-	2,500	157,750	-	0.00%	-
Capital	-	-	-	-	-	0.00%	-
TOTAL COMMUNITY DEVELOPMENT	257,482	-	2,500	157,750	-	0.00%	-
TOTAL GENERAL GOVERNMENT	-	-	-	-	-		-
TOTAL MISCELLANEOUS GRANTS	1,291,934	416,000	819,398	1,129,693	831,999	0.00%	416,000
TOTAL SPECIAL REVENUES	18,902,542	18,452,760	27,579,666	27,368,556	24,042,134	30.29%	19,948,037

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

ENTERPRISE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
WASTEWATER							
RESOURCES							
Operational	20,758,448	22,479,096	22,479,096	22,480,613	22,480,313	0.01%	22,480,313
Interest	41,072	33,200	33,200	33,200	33,200	0.00%	33,200
Federal Subsidy - Interest on BAB	19,018	-	-	-	-		-
Other Income	(23,074)	3,000	9,998,955	9,998,992	3,000	0.00%	3,000
CIA - Capital	44,711	30,000	30,000	-	-	-100.00%	-
Transfer from Insurance Fund	-	-	-	-	-		-
Use of (Contribution to) Working Capital	4,930,073	2,230,383	2,874,506	2,291,688	3,565,713	59.87%	3,473,515
TOTAL RESOURCES	25,770,248	24,775,679	35,415,757	34,804,493	26,082,226	5.27%	25,990,028
EXPENDITURES							
Personnel	4,743,273	4,478,630	4,478,630	4,933,865	5,177,249	15.60%	5,164,993
Operating	15,483,850	15,941,097	16,002,479	14,946,955	15,787,615	-0.96%	15,787,615
Capital	3,144,000	1,865,000	3,452,647	3,441,672	3,176,542	70.32%	3,112,234
Debt Service	957,260	980,799	980,799	980,799	981,439	0.07%	965,330
Debt Service - OPEB Bonding	-	510,153	566,628	566,628	601,681	0.00%	602,155
Contribution OPEB Trust	1,000,000	1,000,000	9,934,574	9,934,574	357,700	0.00%	357,700
Transfer to Pension Fund (ERI payback)	441,865	-	-	-	-		-
TOTAL WASTEWATER	25,770,248	24,775,679	35,415,757	34,804,493	26,082,226	5.27%	25,990,028
WATER							
RESOURCES							
Operational	12,943,356	14,715,371	14,715,371	14,893,257	15,211,798	3.37%	15,211,798
Interest	15,160	5,000	5,000	5,000	5,000	0.00%	5,000
State Grants and Other State Revenue	31,759	-	-	-	-		-
Federal Subsidy - Interest on BAB	67,551	-	-	-	-		-
Other	33,001	-	9,191,669	9,169,417	10,248		10,248
Capital CIA	825,529	147,000	147,000	147,000	-	-100.00%	-
Transfer from Other Funds	-	50,000	50,000	-	-	-100.00%	-
Use of (Contribution to) Working Capital	4,232,419	4,820,415	5,422,343	3,829,972	5,232,714	8.55%	5,531,650
TOTAL RESOURCES	18,148,775	19,737,786	29,531,383	28,044,646	20,459,760	3.66%	20,758,696
EXPENDITURES							
Personnel	4,692,520	3,267,697	3,267,697	3,042,143	3,154,271	-3.47%	3,430,670
Operating	8,946,067	11,161,006	11,217,250	11,217,251	12,010,330	7.61%	12,010,330
Capital	1,809,818	2,171,900	2,941,261	1,680,077	2,731,400	25.76%	2,801,341
Debt Service	2,450,370	2,483,054	2,483,054	2,483,054	1,714,244	-30.96%	1,666,408
Debt Service - OPEB Bonding	-	404,129	519,195	519,195	551,315	0.00%	551,747
Contribution OPEB Trust	250,000	250,000	9,102,926	9,102,926	298,200	0.00%	298,200
Transfer to Pension Fund (ERI payback)	-	-	-	-	-		-
TOTAL WATER	18,148,775	19,737,786	29,531,383	28,044,646	20,459,760	3.66%	20,758,696

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

ENTERPRISE FUNDS

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
KALAMAZOO FARMERS MARKET							
RESOURCES							
Property Rental	17,000	17,000	17,000	17,000	15,000	-11.76%	15,000
Other	693	2,400	2,400	2,530	2,500	4.17%	2,500
Use of (Contribution to) Working Capital	(2,627)	917	917	1,738	(1,931)	-310.58%	(1,907)
TOTAL RESOURCES	15,066	20,317	20,317	21,268	15,569	-23.37%	15,593
EXPENDITURES							
Personnel	3,951	4,964	4,964	4,971	1,146	-76.91%	1,170
Operating	11,115	15,353	15,353	16,297	14,423	-6.06%	14,423
TOTAL FARMERS MARKET	15,066	20,317	20,317	21,268	15,569	-23.37%	15,593
KALAMAZOO MUNICIPAL GOLF ASSOCIATION							
RESOURCES							
Operational	1,085,111	1,117,862	1,117,862	1,117,862	1,117,862	0.00%	560,000
Other	485,578	483,044	483,044	483,044	483,044	0.00%	345,000
Use of (Contribution to) Working Capital	241,285	(3,161)	(3,161)	(3,161)	103,353	-3369.63%	(30,000)
TOTAL RESOURCES	1,811,974	1,597,745	1,597,745	1,597,745	1,704,259	6.67%	875,000
EXPENDITURES							
Operating	1,577,647	1,351,857	1,351,857	1,351,857	1,408,820	4.21%	875,000
Debt Service	234,327	245,888	245,888	245,888	295,439	20.15%	-
TOTAL GOLF ASSOCIATION	1,811,974	1,597,745	1,597,745	1,597,745	1,704,259	6.67%	875,000
TOTAL ENTERPRISE FUNDS	45,746,063	46,131,527	66,565,202	64,468,152	48,261,814	-8%	47,639,317

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

PENSION SYSTEM

	2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance	2017 Projected
PENSION SYSTEM							
RESOURCES							
Investment Income	43,137,654	43,809,666	43,809,666	(4,012,791)	44,541,415	1.67%	44,986,829
Employer & Employee Contributions	1,827,942	2,627,054	2,627,054	2,643,386	1,030,000	-60.79%	1,030,000
Miscellaneous Income	903	1,000	1,000	1,000	1,000	0.00%	1,000
Use of (Contribution to) Working Capital	(14,858,826)	(15,529,650)	(15,529,650)	31,605,115	(14,634,491)	-5.76%	(14,771,125)
TOTAL RESOURCES	30,107,673	30,908,070	30,908,070	30,236,710	30,937,924	0.10%	31,246,703
OPERATIONS							
Benefit Payments	27,775,093	28,500,000	28,500,000	27,811,684	28,500,000	0.00%	28,785,000
Participant Withdrawals	27,036	50,000	50,000	50,000	60,000	0.00%	60,000
Custodial & Actuarial Fees	255,348	316,800	316,800	323,600	281,600	-11.11%	284,416
Pension Management Fees	1,855,318	1,822,000	1,822,000	1,850,476	1,850,000	0.00%	1,868,500
City Administrative Fees	122,107	125,770	125,770	125,770	153,024	21.67%	154,554
Due Diligence/Conferences	3,821	20,000	20,000	5,000	20,000	0.00%	20,200
Investment Advisory Fees	65,000	67,500	67,500	65,480	67,000	-0.74%	67,670
Audit Fees	3,950	4,700	4,700	4,700	5,000	6.38%	5,050
Other Expenses	-	1,300	1,300	-	1,300	0.00%	1,313
TOTAL RETIREMENT OPERATIONS	30,107,673	30,908,070	30,908,070	30,236,710	30,937,924	0.10%	31,246,703

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

POSITION COMPARISON

	Adopted Budget 2014	Adopted Budget 2015	Proposed Changes	Proposed Budget 2016
PERMANENT FULL TIME AUTHORIZED POSITIONS				
CITY ADMINISTRATION	5.0	6.0	1.0	7.0
CITY ATTORNEY	6.0	6.0	-	6.0
CITY CLERK				
Administration	2.0	2.0	-	2.0
Elections	1.0	1.0	-	1.0
Records Management, Research and Archives	1.0	1.0	-	1.0
Total City Clerk	4.0	4.0	-	4.0
INTERNAL AUDITOR	1.0	1.0	-	1.0
HUMAN RESOURCES DEPARTMENT	7.0	7.0	-	7.0
INFORMATION TECHNOLOGY	6.0	6.0	-	6.0
MANAGEMENT SERVICES				
Management Services Administration	13.0	12.0	(10.0)	2.0
Budget and Accounting	-	-	5.0	5.0
Financial Services	-	-	6.0	6.0
Assessor	1.0	-	-	-
Treasury	12.0	12.0	1.0	13.0
Purchasing	4.0	4.0	(1.0)	3.0
Total Management Services	30.0	28.0	1.0	29.0
KALAMAZOO PUBLIC SAFETY				
Administration	6.0	6.0	-	6.0
COPS formerly KVET	21.0	22.0	(1.0)	21.0
Operations	153.0	154.0	1.0	155.0
Criminal Investigation	29.0	28.0	-	28.0
Support Service	43.0	44.0	-	44.0
Total Public Safety	252.0	254.0	-	254.0
PUBLIC SERVICES				
City Wide Maintenance	6.0	6.0	-	6.0
Engineering Services	13.0	13.0	3.0	16.0
Fleet Services	9.0	9.0	-	9.0
Public Works	32.0	34.0	(1.0)	33.0
Wastewater Division	67.0	68.0	(1.0)	67.0
Water Division	51.0	47.0	(1.0)	46.0
Total Public Services	178.0	177.0	-	177.0

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

POSITION COMPARISON

	Adopted Budget 2014	Adopted Budget 2015	Proposed Changes	Proposed Budget 2016
PERMANENT FULL TIME AUTHORIZED POSITIONS, continued				
COMMUNITY PLANNING AND DEVELOPMENT				
Code Administration	19.0	19.0	1.0	20.0
Planning	2.0	2.0	-	2.0
Community Development (HUD)	9.0	9.0	(1.0)	8.0
Total Community Planning and Development	30.0	30.0	-	30.0
ECONOMIC DEVELOPMENT	4.0	4.0	2.0	6.0
PARKS AND RECREATION				
Parks	4.0	4.0	-	4.0
Recreation	6.0	7.0	-	7.0
Total Parks and Recreation	10.0	11.0	-	11.0
TRANSPORTATION	102.0	100.0	10.0	110.0
TOTAL FULL TIME POSITIONS	635.0	634.0	14.0	648.0
PERMANENT PART TIME AUTHORIZED POSITIONS				
INFORMATION TECHNOLOGY	1.0	1.0	-	1.0
KALAMAZOO PUBLIC SAFETY				
Operations	3.0	3.0	-	3.0
Support Services	2.0	2.0	-	2.0
Total Public Safety	5.0	5.0	-	5.0
PARKS AND RECREATION				
Parks	1.0	1.0	-	1.0
Recreation	3.0	2.0	(1.0)	1.0
Total Parks and Recreation	4.0	3.0	(1.0)	2.0
TRANSPORTATION	20.0	20.0	2.0	22.0
TOTAL PART TIME POSITIONS	30.0	29.0	1.0	30.0
TOTAL CITY ALLOCATED POSITIONS	665.0	663.0	15.0	678.0



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: FY2016 Proposed Budget for Metro Transit

RECOMMENDATION

It is recommended that the City Commission approve the FY2016 proposed budget for Metro Transit.

BACKGROUND

The Transportation Authority Board annually approves a budget for the operation of Metro Transit for the upcoming fiscal year.

Total resources for the FY 2016 Metro Transit budget are \$20,172,025, and include Property Taxes pass through from CCTA of \$1,500,000, Federal Grants in the amount of \$4,715,452, State Grants of \$5,228,497, Subsidies of \$3,775,367, operating revenues including cash fares and bus passes of \$2,647,712, other revenue of \$209,500, and \$2,095,497 of working capital.

The FY 2016 Metro Transit budget provides funding for personnel, operating, capital, and debt service in the amount of \$20,172,025.

The City Commission along with the Transportation Authority Board (TAB), Central County Transportation Authority (CCTA) and Kalamazoo County Transportation Authority (KCTA) have unanimously approved the transfer of the Metro Transit Department from the City to the CCTA as of October 1, 2016. The Proposed FY 2016 Budget for Metro Transit represents a full year of operations. The CCTA will adopt its own budget later in FY 2016 relative to its own Fiscal Year, which will run from October 1, 2016 through September 30, 2017.

COMMUNITY RESOURCES CONSULTED

The Transportation Authority Board approved the FY 2016 Proposed Budget.

FISCAL IMPACT

This budget will allow the Metro Transit to implement related activities during FY 2016.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask Metro Transit to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
	Budget FY 2016 Proposed Budget

CITY OF KALAMAZOO

2016 PROPOSED BUDGET

METRO TRANSIT

2014 Actual	2015 Adopted	2015 Amended	2015 Projected	2016 Proposed	2016/2015 Variance
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TRANSPORTATION

RESOURCES

Current / Prior Year Taxes	870,593	872,912	872,912	893,212	-	-100.00%
Federal Grants	2,033,385	6,287,751	9,803,364	8,368,609	4,715,452	-25.01%
State Grants	4,996,306	5,521,367	6,392,990	6,006,043	5,228,497	-5.30%
Subsidies	3,760,517	3,781,733	3,781,733	3,781,733	5,275,367	39.50%
Operating	2,578,536	2,794,307	2,794,307	2,594,546	2,647,712	-5.25%
Other Revenue	200,864	198,112	4,618,525	4,622,273	209,500	5.75%
Capital Contributions	2,381,333	-	-	-	-	0.00%
Transfer from Insurance Fund	-	175,266	175,266	175,266	-	0.00%
Use of (Contribution to) Working Capital	2,592,781	2,076,683	2,394,342	1,438,050	2,095,497	0.91%

TOTAL RESOURCES

19,414,315	21,708,131	30,833,439	27,879,732	20,172,025	-7.08%
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EXPENDITURES

Personnel	6,979,177	7,107,698	11,123,467	11,095,862	7,244,949	1.93%
Operating	10,028,769	9,301,884	9,329,029	8,946,830	9,615,044	3.37%
Capital	2,406,369	4,721,630	9,955,102	7,411,199	2,825,106	-40.17%
Debt Service - OPEB Bonding	-	401,653	250,575	250,575	266,076	0.00%
Contribution OPEB Trust	-	-	-	-	220,850	0.00%
Transfer to Pension Fund (ERI payback)	-	175,266	175,266	175,266	-	0.00%

TOTAL METRO TRANSIT

19,414,315	21,708,131	30,833,439	27,879,732	20,172,025	-7.08%
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Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: FY2016 Proposed Budget for the Downtown Development Authority

RECOMMENDATION

It is recommended that the City Commission approve the proposed FY 2016 Downtown Development Authority (DDA) Operating Budget, the existing two-mill DDA Tax Levy, and the 2016 Capital Improvement Program as submitted by the DDA Board.

BACKGROUND

The City ordinance that 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 \$1,915,704.

2016 Revenues: The Downtown Development Authority Operating Budget is funded by the proposed DDA millage of 1.9638 (which is the original authorized 2 Mills reduced by the Headlee Amendment), Tax Increment Financing, charges for services, and other revenue totaling \$1,816,115.

2016 Expenses: Expenses include operating expenses of \$318,800 and Initiatives/Programs of \$477,326 Debt Service/Other Obligations totaling \$1,071,314 and a transfer to reserves in the amount of \$48,264. The total expenses for the DDA equal \$1,915,704.

COMMUNITY RESOURCES CONSULTED

The Downtown Development Authority Board has reviewed the budget request and is recommending City Commission approval of the FY 2016 Proposed Budget as well as requesting approval of the two-mill tax levy. A formal public hearing was held on November 16, 2015 where the FY 2016 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 2016.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask for the DDA to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
☐	Budget FY 2016 Proposed DDA Operating Budget
☐	Budget FY 2016 Capital Improvement Program

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

2016 PROPOSED BUDGET

OPERATING BUDGET

	2015 Adopted	2015 Projected	2016 Proposed
REVENUE			
Taxes			
Operating - Current Year (DDA Levy 1.9638 Mills)	259,896	287,896	269,181
Operating - Current Year (TIF)	1,416,757	1,435,285	1,381,889
Advance 2015 Disbursement	(150,000)	(150,000)	-
Bond Refinance Savings	-	27,000	71,377
Total Taxes	1,526,653	1,600,181	1,722,447
Fees & Charges for Services			
Festival Place Maintenance Fees	30,000	30,000	32,500
City of Kalamazoo Mall Maintenance	56,810	56,810	59,168
Total Fees & Charges for Services	86,810	86,810	91,668
Other			
Interest Income	700	825	500
PILOTS/Miscellaneous	1,500	1,463	1,500
Total Other Revenue	2,200	2,288	2,000
TOTAL REVENUE	1,615,663	1,689,279	1,816,115
EXPENSES			
Operating Expenses			
DKI Service Agreement	221,000	221,000	256,000
Insurance/Legal/Audit Services	27,300	37,242	42,300
Mall Assessment	10,000	15,000	15,000
Website	-	-	5,000
Miscellaneous	500	500	500
Total Operating Expenses	258,800	273,742	318,800
Initiatives/Programs			
Brand & Engagement	-	-	50,000
Business Recruitment and Retention	-	-	-
CIP:			
Maintenance	160,000	160,000	360,000
Building Revitalization Programs	20,000	10,000	10,000
Special Projects	-	-	10,000
TIF Capture-Miller Canfield	52,860	52,259	47,326
Program Allocation	-	-	-
Total Initiatives/Programs	232,860	222,259	477,326

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

2016 PROPOSED BUDGET

OPERATING BUDGET

	2015 Adopted	2015 Projected	2016 Proposed
DEBT SERVICE/OTHER OBLIGATIONS			
Arcadia Creek Bonds	457,300	457,300	463,950
Building Authority Bonds	217,850	217,850	228,438
TIF Capture Ramp3	45,027	45,027	36,414
Festival Place	128,473	128,473	128,473
Metropolitan Center	48,900	48,900	48,900
Rebated Taxes	220,000	220,000	45,000
Zoetix Tax Appeal	-	44,380	43,679
Kalamazoo County Loan	76,460	76,460	76,460
Total Debt Service/Other Obligations	1,194,010	1,238,390	1,071,314
12% Reserve	21,864	23,664	48,264
TOTAL EXPENSES	1,707,534	1,758,055	1,915,704
Revenue Over (Under) Expenses	(91,871)	(68,776)	(99,589)

Downtown Capital Improvement Program - 2015 CIP / 2016 CIP Comparison											
DRAFT											
Revision Dates: 6/27/89; 3/9/91; 11/5/93; 1/20/97; 3/15/99; 11/16/99; 12/15/00; 1/10/02; 2/28/03; 2/17/04; 12/7/04; 11/14/05; 11/20/06; 11/12/07; 11/11/08											
TIER I											
11/10/2009, 11/23/11, 12/17/12, 11/11/13, 11/13/2015											
PROJECT ID	PROJECT TITLE and DESCRIPTION	2015 CIP \$'s	2016 CIP \$'s	FUNDING SOURCE	COMPLETION	STATUS	RECOMMENDATION	NEW ID	COMMENTS		
A. TPM IMPROVEMENTS											
TL-CBD-A1	TIF contribution to parking debt service- Building Authority Bonds	\$217,850	\$228,438	TIF	2016	Ongoing Project	Remain				
FIVE-YEAR TPM PLAN -											
	1) Implement 5 year TPM Plan	\$10,000	\$15,000	System Revenue/TIF	2016	Ongoing Project	Remain		Consulting for design & bidding		
	2) Technology and equipment improvements	\$0	\$0	System Revenue/TIF	2016	Ongoing Project	Remain		To be determined based on 5 year TPM Plan		
	3) Access control equipment	\$0	\$85,000	System Revenue/TIF	2016	Ongoing Project	Remain		To be determined based on 5 year TPM Plan. Required purchase		
	4) Capital repairs to ramps & lots	\$8,000	\$100,000	System Revenues/Bonds/ TIF	2016	Ongoing Project	Remain		To be determined based on 5 year TPM Plan		
	5) Implement new customer service programs and marketing strategies	\$0	\$0	System Revenue/TIF		Ongoing Project	Remain		To be determined based on 5 year TPM Plan		
	6) Transportation & mobility initiatives	\$0	\$0	System Revenues/TIF		Ongoing Project	Remain		To be determined based on 5 year TPM Plan. Shuttle service		
Sub-Total											
\$235,850											
\$428,438											
B. STORM SYSTEM IMPROVEMENTS											
TL-CBD-B1	Storm System Maintenance - Annual maintenance of storm system from Wesnedge Ave. to Kalamazoo River.	\$30,000	\$30,000	TIF	Annually	Ongoing Project	Remain	-----	DDA obligation. Arcadia Creek for 2016		

PROJECT ID	PROJECT TITLE and DESCRIPTION	2015 CIP \$'s	2016 CIP \$'s	FUNDING SOURCE	COMPLETION	STATUS	RECOMMENDATION	NEW ID	COMMENTS
TI-CBD-B2	Continue Arcadia Creek sediment study- Work with Portage/Arcadia Creek319 Watershed participants to develop long range solution. Work with City to investigate alternative disposal sites.	\$50,000	\$50,000	TIF	2016/2017	Existing Project	Remain		-----
	Sub-Total	\$80,000	\$80,000						
	C. STREET IMPROVEMENTS								
TI-CBD-C1	"Gateway" and corridor improvements to Michigan Avenue	\$1,000,000	\$1,000,000	TIF/Private/Local	2016/2017	Existing Project	Remain	-----	Update cost and revise completion date to 2016/2017. Included in City/Downtown Master Plan update.
TI-CBD-C2	KVRT Downtown Trailway improvements	\$1,250,000	\$1,250,000	TIF/Private/Local	2016/2017	Existing Project	Remain	-----	Update cost and revise completion date to 2016/2017. Included in City/Downtown Master Plan update. New trailway connection from WMU/ K-College to downtown
TI-CBD-C3	CBD Two-Way Traffic Conversion /MDOT PLANS			TIF/Private/Local State/Federal	2016-2019	Existing Project	Remain		Determine funding, complete final design/construction
	Phase 1 - implement basic traffic improvements along Edwards/Lovell/South	\$2,200,000	\$2,200,000	MDOT	2016	New	Remain		documents and construct
	Implement plans for mobility, parking, and transportation improvements to Stadium Drive and Michigan Avenue.	\$0	\$1,000,000	MDOT	2017	New	Remain		Included in Comp Plan update
	Phase 2 - complete streetscape improvements for Phase 1. Study alternative traffic routes for Michigan and Kalamazoo	\$2,500,000	\$2,500,000		2016/2017				
	Phase 3 - implement traffic and streetscape improvements to Michigan and Kalamazoo	\$6,700,000	\$6,700,000		2017/2018				
TI-CBD-C4	Support streetscape and snowmelt improvements Projects include:								
	Miller Cantfield	\$52,259	\$47,326		Annually	Existing Project	Remain		
	Metropolitan Center	\$23,000	\$23,000	TIF/Private/Local/ City BRA contribution	Annually	Existing Project	Remain		\$23,000 annually for 20 years for Metro Center.
	Peregrine Plaza Building.	\$0	\$30,000	TIF/Private/Local/ City BRA contribution	Annually	Existing Project	Remain		Estimated TIF contribution \$30,000 annually NTE 10 years
	The Exchange Building	\$0	\$100,000	TIF/Private/Local/ City BRA contribution	Annually	Existing Project	Remain		Estimated TIF contribution \$100,000 annually NTE 10 years
	Plazacorp Depot Building	\$0	\$2,800	TIF/Private/Local/ City BRA contribution	Annually	New Project	Remain		TIF contribution of 50% not to exceed 10 years

PROJECT ID	PROJECT TITLE and DESCRIPTION	2015 CIP \$'s	2016 CIP \$'s	FUNDING SOURCE	COMPLETION	STATUS	RECOMMENDATION	NEW ID	COMMENTS
TI-CBD-C5	Capital Improvement Program: Special Projects - Infrastructure repairs, streetscape projects, trailways...	\$0	\$10,000	TIF/Private/Local/ City/DKI	Annually	Existing Project New Project	Remain		
	Maintenance - Kalmazoo Mall, Arcadia Creek Festival Place, Arcadia Creek West End and General maintenance.	\$130,000	\$230,000						
TI-CBD-C6	Public Safety Site Redevelopment at Rose and Lovell. Land acquisition, Streetscape, Snowmelt and Parking Lot improvements.	\$1,500,000	\$1,500,000	TIF/Private/Local/ City BRA contribution	2015/2016	Existing Project	Remain		
TI-CBD-C6	Arcadia Commons West	\$0	\$25,000	TIF/Private/Local/ City BRA contribution	2016/2017	New Project			
	Sub-Total	\$15,355,259	\$16,618,126						
	D. PUBLIC INFRASTRUCTURE IMPROVEMENTS								
TI-CBD-D1	Bio-Medical District - Streetscape Improvements including Lovell, John, Henrietta and Walnut Sts.	\$1,000,000	\$1,000,000	TIF/Private/Local	2016/2017	Existing Project	Remain		Support the proposed Bio-med / Research / Hospital/ Medical School/ Healthy Living Projects
TI-CBD-D2	Arcadia Creek Festival Place	\$128,473	\$128,473	Private/TIF	Annually	Ongoing	Remain	TI-CBD-D2	Annual payment for 6 years
	Sub-Total	\$1,128,473	\$1,128,473						
	E. PUBLIC FACILITIES								
TI-CBD-E1	Construct Public Restrooms	\$250,000	\$250,000	TIF/Private/Local	2016	Existing Project	Remain		
TI-CBD-E2	Planning - Implement various components of the 2009 Comp Plan related to public facilities	\$250,000	\$250,000	TIF/Private/Local	2016	Existing Project	Remain		Sustainability, City for Children programming...
	Sub-Total	\$500,000	\$500,000						

[illegible]

PROJECT ID	PROJECT TITLE and DESCRIPTION	2015 CIP \$'s	2016 CIP \$'s	FUNDING SOURCE	COMPLETION	STATUS	RECOMMENDATION	NEW ID	COMMENTS
	General Programs / Administration:								
TI-CBD-G5	TIF Administration - Administrative fee which includes audit, legal, development plan update, rebated taxes, and program administration. Safety	\$468,300	\$348,300	TIF	2016	Existing	Remain		Increased Tax Rebates
TI-CBD-G6	Operational Reserve - Personnel, Programs, Overhead.	\$0	\$0	TIF	2016	Remain	Remain		TIF not contributing to DKI service agreement in 2015
	2014 TIF Capture	\$150,000	\$0	City/TIF	2015	Remain	Remain	TI-CBD-G8	Repay City in 2015
TI-CBD-G7	Master Plan update: Design, engineering, capital improvements, feasibility studies for transformative projects	\$2,500,000	\$2,500,000	TIF/Private/Local State/Federal	2016/2017	Existing	addition to CIP		Comp Plan Transformative Projects including Arcadia Commons West
	Sub-Total	\$3,210,663	\$2,964,200						
	H. LAND ACQUISITION & REDEVELOPMENT								
TI-CBD-H1	Acquisition of land and buildings at key development sites located in the Downtown Development Area to support 2009 Downtown Comprehensive Plan and 2016 Master Plan update	\$2,000,000	\$2,000,000	TIF/Private	2016/2017	Existing Project	Remain		
	Sub-Total	\$2,000,000	\$2,000,000						
	TOTAL TIER I	\$22,710,245	\$23,919,237						



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: FY2016 Proposed Budget for the Economic Development Corporation

RECOMMENDATION

It is recommended that the City Commission approve the FY2016 proposed budget for the Economic Development Corporation (EDC) 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 2016 EDC budget amounts to \$382,449. The revenue includes a transfer from the Local Development Finance Authority (LDFA) of \$276,737, a transfer from the Economic Initiative Fund of \$105,312, and investment income of \$400. There is no transfer proposed from the General Fund. It should also be noted that the LDFA will expire at the end of 2016. Any remaining fund balance in the LDFA as of 12/31/16 will be transferred to the EDC Fund. The LDFA Proposed FY 2016 Budget contains an estimated \$31,706 of remaining fund balance as of 12/31/16.

The FY 2016 EDC budget provides funding for personnel, operating expenses, and transfers in the amount of \$244,595. The estimated ending fund balance is \$637,939.

COMMUNITY RESOURCES CONSULTED

The Executive Committee of the EDC reviewed the FY 2016 Proposed Budget.

FISCAL IMPACT

This will allow the EDC to implement the budget and related activities during FY 2016. Personnel and operating costs supported by the EDC would otherwise be an expense of the City's General Fund.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask the EDC to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
------	-------------

- | | |
|---|---------------------------------|
|  | Budget 2016 EDC Proposed Budget |
|---|---------------------------------|

ECONOMIC DEVELOPMENT AUTHORITY (EDC)

2016 PROPOSED BUDGET

	2014 Actual	2015 Adopted Budget	2015 Projected Budget	2016 Proposed Budget
Revenues				
Interest on Investments	69	400	400	400
Miscellaneous	-	-	-	-
EIF Transfer In	-	-	790,000	-
EIF Service Fee & Transfer		30,312	30,312	105,312
Transfer from LDFA / TIF	81,024	81,025	265,024	276,737
Total Resources	81,093	111,737	1,085,736	382,449
Expenditures				
Contracting for Services 1)	117,436	115,513	117,000	137,548
Administrative Fee	2,856	5,749	2,850	3,399
Other Costs 2)	490	9,750	9,750	11,548
EIF Transfer Out (SMIC Loan) 3)	-	-	890,000	-
ED Incentive/Strategy Review	-	-	-	75,000
ED Relocation	-	-	-	15,000
Audit Fees	1,850	3,000	3,000	2,100
Total Expenditures	122,632	131,113	1,022,600	244,595
Revenue over (under) expenditures	(41,539)	(19,376)	63,136	137,854
Beginning Fund Balance	497,864	456,325	436,949	500,085
Ending Fund Balance	456,325	436,949	500,085	637,939

1) The proposed 2016 budget reflects the cost of services

80% Executive Director

17% Executive Assistant

20% Business Specialist Position

2) Cost of supplies, services and legal fees

3) SMIC loan required \$100K in additional funds to cover balance



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: FY2016 Proposed Budget for the Brownfield Redevelopment Authority

RECOMMENDATION

It is recommended that the City Commission approve the FY2016 proposed budget for the Brownfield Redevelopment Authority (BRA) as submitted by the BRA Board.

BACKGROUND

The BRA Board annually prepares and approves a budget for the operation of the Authority for the upcoming fiscal year. The City Commission is not required by law to adopt the annual appropriation for the BRA; however the City Administration has chosen to request City Commission approval.

Total resources for the FY 2016 BRA budget are \$1,052,234, and include BRA tax increment financing in the amount of \$443,439, land sales proceeds of \$500,000, State grant revenue from the MDEQ of \$22,695, interest and rents of \$11,100 and a transfer from the Economic Initiative Fund of \$75,000 to offset the cost of a strategic review.

The FY 2016 BRA budget provides funding for personnel, special projects and initiatives in amount of \$1,007,031. The projected fund balance is \$882,382.

COMMUNITY RESOURCES CONSULTED

The Brownfield Redevelopment Authority approved the FY 2016 Proposed Budget.

FISCAL IMPACT

This budget will allow the BRA to implement related activities during FY 2016. Projects and initiatives supported by the BRA would otherwise be an expense of the City's General Fund.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask the BRA to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
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▣	Budget FY 2016 BRA Proposed Budget
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BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

2016 PROPOSED BUDGET

	2014 Actual	2015 Adopted Budget	2015 Projected Year End	2016 Proposed Budget
Revenues				
TIF Capture - Developer	-	-	206,600	188,100
TIF Capture - Building Authority (Ramp)	-	-	173,544	173,544
TIF Capture - BRA	253,905	408,224	83,190	81,795
Land Sales Proceeds	10,000	250,000	276,000	500,000
Loan Interest Revenue	(20)	1,100	1,100	1,100
Investment Interest	259	1,400	-	-
General Fund Contribution	-	-	-	-
Miscellaneous Revenues (Rent / Reimbursements)	(20,037)	23,000	30,000	10,000
MEDQ Grant (KVCC)	882,932	670,000	850,000	22,695
Transfer In (EIF)	-	-	-	75,000
Total Resources	1,127,038	1,353,724	1,620,434	1,052,234
Expenditures				
Personnel	206,730	202,695	205,477	276,184
Projects:				
Riverfront / River West Redevelopment / River's Edge	53	30,000	7,000	25,000
Davis Creek Business Park (Lakeside Refinery)	275	20,000	-	30,000
Former Public Safety Site	7,791	30,000	6,300	15,000
JA Richards	-	-	15,000	-
Tax Reverted Property Acquisitions/Land Bank	330	20,000	-	20,000
TIF Reimbursements to Developers	339,143	142,064	206,600	188,100
TIF Transfer to Building Authority/Mall Parking Structure	148,697	173,544	173,544	173,544
Site/Building Maintenance	10,900	16,000	20,000	20,000
Special Projects Environmental	9,500	20,000	10,000	15,000
East Bank Site Infrastructure		2,500	-	2,500
Performance Paper	2,012	25,000	7,500	10,000
Site Preparation/Infrastructure		100,000	-	50,000
Targeted Acquisitions	92,249	25,000	26,000	25,000
Administrative/IT Fees	48,684	48,684	48,684	13,708
BRA Operating Expenses/Relocation	776	2,000	4,500	25,000
MEDQ Grant (KVCC)	56,773	670,000	850,000	22,695
ED Incentive/Strategy Review	-	-	-	75,000
Contract Retainage	5,295	-	-	-
Bank Fees	-	300	300	300
Total Expenditures	929,810	1,542,787	1,615,905	1,007,031
Revenue over (under) expenditures	197,228	(189,063)	4,529	45,203
Beginning Fund Balance	635,422	635,422	832,650	837,179
Ending Fund Balance	832,650	446,359	837,179	882,382



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: FY2016 Proposed Budget for the Local Development Finance Authority

RECOMMENDATION

It is recommended that the City Commission approve the FY2016 proposed budget for the Local Development Finance Authority (LDFA) as submitted by the LDFA Board.

BACKGROUND

The City ordinance that established the Local Development Finance Authority requires that the LDFA annually submit its recommended budget to the City Commission and that the LDFA Board cannot finally adopt a budget for the fiscal year until the City Commission has approved the budget.

Revenue available for the FY 2016 LDFA budget amounts to \$644,294 in tax increment financing capture. The FY 2016 LDFA budget includes contributions for City administrative support in the amount of \$2,892, and contributions to the Economic Development Authority (EDC) of \$276,737.

The LDFA has operated in an accounting deficit position since its inception by plan. This deficit is projected to be eliminated by the end of FY 2015 per the plan. State Treasury guidelines do not require the LDFA to file a deficit elimination plan. The FY 2016 budget includes an small amount of positive fund balance, per the LDFA's long standing plans. The LDFA will expire after 2016, and any remaining LDFA fund balance will be transferred to the EDC.

COMMUNITY RESOURCES CONSULTED

The Local Development Finance Authority is recommending City Commission approval of the FY 2016 Proposed Budget.

FISCAL IMPACT

Approval of this budget will provide the LDFA with authority to adopt and implement the budget and related activities during FY 2016. The proposed budget contains City administrative expense to be paid to EDC to eliminate the LDFA.

ALTERNATIVES

The City Commission may approve the budget as submitted or ask the LDFA to revise the budget and resubmit.

ATTACHMENTS:

Type	Description
	Budget FY 2016 LDFA Proposed Budget

LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)

2016 PROPOSED BUDGET

	2014 Actual	2015 Budget	2015 YTD	2015 Projected Year End	2016 Proposed Budget
Revenue					
Projected TIF Revenue	590,793	594,631	256,978	633,515	644,294
Miscellaneous Revenue	0	0	0	0	0
Total Resources Available	590,793	594,631	256,978	633,515	644,294
Expenditures					
BTR Park Marketing	0	0	0	3,000	0
Operating Expenses: Southwest Michigan Innovation Center					
Marketing	0	5,464	0	0	0
Legal and Accounting	0	10,927	0	0	0
Business Support	131,456	91,980	0	333,371	333,371
Administrative Fees	2,892	2,808	2,106	2,892	2,892
City Administrative Support (via EDC Fund)	81,024	81,025	60,768	265,024	276,737
Total Projected Expenses	215,372	192,204	62,874	604,287	613,000

LDFA Overall Fund Balance					
Beginning Fund Balance	(404,237)	(28,816)	(28,816)	(28,816)	412
Surplus(Deficit)	375,421	402,427	194,104	29,228	31,294
Ending Fund Balance	(28,816)	373,611	165,288	412	31,706

LDFA Infrastructure Maintenance Sinking Fund (a segment of Overall Fund Balance)					
Beginning Balance	52,127	52,127	52,127	52,127	0
Contributions to (from)		0	0	0	0
Ending Balance	52,127	52,127	52,127	52,127	0

Balance Sheet Liabilities: Payment Schedule (to be paid from excess Overall Fund Balance generated above)

	BTR Park Infrastructure			
	Costs	1/1/2011 Balance	2011 Repayments	12/31/2011 Balance
Drake Road Improvements	413,265	40,025	40,025	-
Parkview Avenue Improvements	1,367,103	1,025,229	91,339	933,890
Sanitary Sewer Reimbursement	116,716	69,287	30,000	39,287
Water and Sewer Connections	154,226	99,638	20,000	79,638
Ending Balance	2,085,880	1,234,179	181,364	1,052,815
Budgetary Surplus Available for Liability Payment:			197,934	
	1/1/2012			
	Balance	2012 Repayments	2012 Repayments	12/31/2012 Balance
Parkview Avenue Improvements	933,890	47,000	47,000	886,890
Sanitary Sewer Reimbursement	39,287	39,287	39,287	-
Water and Sewer Connections	79,638	20,000	20,000	59,638
Ending Balance	1,052,815	106,287	106,287	946,528
Budgetary Surplus Available for Liability Payment:			375,421	
	1/1/2013			
	Balance	2013 Repayments	2013 Repayments	12/31/2013 Balance
Parkview Avenue Improvements	886,890	222,359	222,359	664,531
Water and Sewer Connections	59,638	59,638	59,638	-
Ending Balance	946,528	281,997	281,997	664,531
Budgetary Surplus Available for Liability Payment:			0	
	1/1/2014			
	Balance	2014 Repayments	2014 Repayments	12/31/2014 Balance
Drake Road Improvements	-	-	-	-
Parkview Avenue Improvements	664,531	328,619	328,619	335,912
Budgetary Surplus Available for Liability Payment:			0	
	1/1/2015			
	Balance	2015 Repayments	2015 Repayments	12/31/2015 Balance
Parkview Avenue Improvements	335,912	335,912	335,912	-
Ending Balance	335,912	335,912	335,912	-
Budgetary Surplus Available for Liability Payment:			31,294	



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: Kalamazoo Municipal Golf Association Rates

RECOMMENDATION

It is recommended that the City Commission approve the attached fee schedule for the Kalamazoo Municipal Golf Association (KMGA) for 2016.

BACKGROUND

The KMGA bylaws require that the KMGA fee structure be submitted to the City Commission for approval.

COMMUNITY RESOURCES CONSULTED

The KMGA Board has approved the fee schedule and recommends City Commission approval.

FISCAL IMPACT

The KMGA generates approximately \$1.1 annually in fees collected. Adoption of this fee schedule by the City Commission will provide the KMGA with authority to implement the fees for related activities during the fiscal year.

ALTERNATIVES

The City Commission may revise the fee schedule as presented.

ATTACHMENTS:

- | | Type | Description |
|---|--------------|--------------------------|
| ▣ | Fee Schedule | FY 2016 KMGA Daily Rates |
| ▣ | Fee Schedule | FY 2016 Membership Rates |

2016 KMGGA Regular Daily Rates

9 Holes

	Milham Park	Eastern Hills	Red Arrow
Adult (Weekdays)	\$13.00	\$13.00	\$5.00
Adult (Weekends/Holidays)	\$14.00	\$14.00	\$5.00
Senior (60+)	\$11.00*	\$11.00*	\$4.00
Student / Military (w/ID)	\$11.00*	\$11.00*	\$4.00
Junior (17-)	\$9.00	\$9.00	\$3.00
1/2 Golf Car	\$8.00	\$8.00	NA
1/2 Golf Car (member)	\$7.00	\$7.00	NA

18 Holes

	Milham Park	Eastern Hills	Red Arrow
Adult (Weekdays)	\$22.00	\$22.00	\$9.00
Adult (Weekends/Holidays)	\$24.00	\$24.00	\$9.00
Senior (60+)	\$20.00*	\$20.00*	\$7.00
Student / Military (w/ID)	\$20.00*	\$20.00*	\$7.00
Junior (17-)	\$15.00	\$15.00	\$5.00
1/2 Golf Car	\$15.00	\$15.00	NA
1/2 Golf Car (member)	\$13.00	\$13.00	NA

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

Other

Range Token (~35 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

2016 Regular 3-Course Membership Rates

	Full	Weekday*
Adult	\$850.00	\$750.00
Senior (60+)	\$750.00	\$650.00
Junior (17-)	\$250.00	\$200.00
Couple	\$1,100.00	\$1,000.00
Senior Couple	\$1,000.00	\$900.00
Family	\$1,200.00	\$1,100.00
Add Golf Cart (Per Person)	\$600.00	\$600.00

**Weekday memberships valid Mon-Fri, excluding holidays*

2016 Driving Range Memberships

	Full	Weekday*
Non-Member	\$350.00	NA
Member	\$250.00	NA
Limited token-a-day	\$150.00	NA
Each Additional Family Member	\$100.00	NA
Short Game Practice Area (Non-Mem)	\$50.00	NA

2016 Membership Specials

	Full	Weekday*
Unlimited Golf with Cart (Single)	\$1,200.00	\$1,000.00
Unlimited Golf with Cart (Couple)	\$1,800.00	\$1,500.00

****Golf with Cart Special must be purchased before 12/31/15****

Unlimited One Day Walking (specific day)	\$300.00	NA
Unlimited One Day Riding (specific day)	\$500.00	NA
Add a related Junior to any membership:		
Ages 11-17	\$100.00	\$100.00
Age 10 & under	FREE	FREE

CURRENT MEMBERS:

Purchase before 12/31/15 and take \$50.00 off Regular membership rates!

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

(current members as of 7/1/15)

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 2013, 2014, or 2015. See staff for further details)

ADDITIONAL BONUS 1:

Purchase before 12/31/15 and receive a punch card valued at \$81!

(Punch card includes 3 - 9 hole rounds, 3 - 9 hole cart rentals, and 3 - range tokens. No substitutions or discounts)

ADDITIONAL BONUS 2:

Pay with cash or check before 12/31/15 and 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.)



Commission Agenda Report

City of Kalamazoo

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

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

REVIEWED BY: Thomas C. Skrobola, Management Services Director / CFO

PREPARED BY: Stephanie McGowan, Budget & Accounting Specialist

DATE: 1/8/2016

SUBJECT: Fee Schedule for the Community Planning & Development Department

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION updating the 2016 fees for various permits, hearings, etc. within the Community Planning & Development Department.

BACKGROUND

The revised 2016 fee schedule for the Community Planning and Development Department is attached.

Beginning in 2014, the department proposed an estimated 10% increase in all fees which would be phased in over three years. Most fees charged by the Community Planning & Development Department had not been raised for many years and the total amount charged did not cover staff and overhead expenses, particularly in the Code Administration Division. This phased approach was consistent with the Department's goal of moving toward 100% cost recovery for its inspection and permitting activities.

A departmental review of fees for FY 2016 resulted in eliminating the increase for two fees, water heater and furnace installations. The permit fee and inspection fee for these items currently total \$120 and were scheduled to increase by \$10 each to \$140. The department determined the cost incurred is covered at the current rate, and no increase is necessary.

COMMUNITY RESOURCES CONSULTED

None.

FISCAL IMPACT

This change is not anticipated to have an impact on general fund revenues.

ALTERNATIVES

The City Commission may elect to not implement the proposed fee schedule. In that event, the current fee schedule will stay in effect. This is not recommended.

ATTACHMENTS:

	Type	Description
▢	Resolution	CP&D Fee Resolution
▢	Fee Schedule	CP&D Fee Schedule

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

**A RESOLUTION TO ESTABLISH FEES FOR VARIOUS ACTIVITIES WITHIN THE
COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT INCLUDING: CODE
ADMINISTRATION, RENTAL HOUSING INSPECTIONS, ABANDONED
RESIDENTIAL STRUCTURES, BUILDING & TRADES, SOIL EROSION,
SEDIMENTATION & EARTH CHANGE CONTROL; PLANNING, ZONING,**

WHEREAS, the Code of Ordinances for the City of Kalamazoo allows the Kalamazoo City Commission to set fees by resolution for various activities, requests, hearings and permits, and such fees may be amended from time to time; and

WHEREAS, the fees are a reasonable reflection of City of Kalamazoo costs incurred for these activities.

NOW, THEREFORE, BE IT RESOLVED that the attached list of fees and charges shall be levied, commencing on January 1, 2016.

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

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

CERTIFICATE

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

Scott Borling, City Clerk

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Fees Applicable to all Types of Projects				
Work commenced prior to approval/permit issuance	2x original fee	2x original fee	2x original fee	2x original fee
Copying costs (1 st page + additional pages)	\$1 + .20	\$1.05 + .20	\$1.05 + .20	\$1.10 + .20
Code Enforcement Letter (may be issued every 7 days)	\$70	\$75	\$75	\$75
City Attorney case review referral	\$150	\$155	\$160	\$165
No show for inspection appointment	\$50	\$55	\$60	\$70
Inspection outside of regular work hours	Permit fee + \$45/hr	Permit fee + \$70/hr	Permit fee + \$75/hr	Permit fee + \$80/hr

Electrical Permits				
Application Fee (Non-refundable)	\$50	\$50	\$60	\$70
Service through 200 Amp.	\$10	\$10	\$10	\$10
Service over 200 Amp. through 600 Amp.	\$15	\$15	\$15	\$15
Service over 600 Amp. through 800 Amp.	\$20	\$20	\$20	\$20
Service over 800 Amp. through 1200 Amp.	\$25	\$25	\$25	\$25
Service over 1200 Amp. (GFI only)	\$50	\$50	\$50	\$50
Each Circuit	\$5	\$5	\$5	\$5
Fixtures/Smoke Detectors – per 25	\$6	\$6	\$6	\$6
Dishwasher	\$5	\$5	\$5	\$5
Furnace/Unit Heater	\$5	\$5	\$5	\$5
Electrical Heating Units (baseboard)	\$4	\$4	\$4	\$4
Power Outlets (ranges, dryers, etc.)	\$7	\$7	\$7	\$7
Signs: Unit	\$10	\$10	\$10	\$10
Signs: Letter	\$15	\$15	\$15	\$15
Signs: Neon – each 25'	\$20	\$20	\$20	\$20
Feeders-Bus Ducts, etc. – per 50'	\$6	\$6	\$6	\$6
Mobile Home Park Site	\$6	\$6	\$6	\$6
Recreational Vehicle Park Site	\$4	\$4	\$4	\$4
KVA or HP: Units up to 20	\$6	\$6	\$6	\$6
KVA or HP: Units 21-50	\$10	\$10	\$10	\$10
KVA or HP: Units 51 and over	\$12	\$12	\$12	\$12
Fire Alarm Systems: up to 10 devices	\$50	\$50	\$50	\$50
Fire Alarms: 11-20 devices	\$100	\$100	\$100	\$100
Fire Alarms: over 20 devices (each)	\$5	\$5	\$5	\$5
Data/Telecommunications Outlets: over 300 devices	\$300	\$300	\$300	\$300
Data/Telecommunications Outlets: 20-300	\$100	\$100	\$100	\$100
Data/Telecommunications Outlets: 1-19 devices	\$5	\$5	\$5	\$5
Energy Retrofit – Temp. Control	\$45	\$45	\$45	\$45
Conduit only or grounding only	\$45	\$45	\$45	\$45
Special/Safety Inspections (includes certification fee)	\$50	\$50	\$60	\$70
Additional Inspection EACH	\$50	\$50	\$60	\$70
Final Inspection REQUIRED	\$50	\$50	\$60	\$70
Certification Fee	\$20	\$25	\$25	\$30
Technical Code Inspection	\$70	\$70	\$75	\$75

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Mechanical Permits				
Application Fee (Non-Refundable)	\$50	\$50	\$60	\$70
Application Fee-Water Heater/Furnace (Non-	\$50	\$50	\$60	\$60
New Heating System (includes duct & pipe)	\$50	\$50	\$50	\$50
Gas/Oil Burning Equipment (Furnace) – new and/or conversion units	\$30	\$30	\$30	\$30
Residential Boiler	\$30	\$30	\$30	\$30
Water Heater	\$5	\$5	\$5	\$5
Flue/Liner	\$5	\$5	\$5	\$5
Solid Fuel Equipment (includes chimney)	\$30	\$30	\$30	\$30
Chimney, factory built (installed separately)	\$25	\$25	\$25	\$25
Solar; set of 3 panels (including piping)	\$20	\$20	\$20	\$20
Gas Piping; each opening – new installation (residential)	\$5	\$5	\$5	\$6
Air Conditioning	\$30	\$30	\$30	\$33
Heat Pumps (complete residential)	\$30	\$30	\$30	\$33
Bath & Kitchen Exhaust	\$5	\$5	\$5	\$5
Tanks – Aboveground	\$20	\$20	\$20	\$20
Tanks – Aboveground Connection	\$20	\$20	\$20	\$20
Tanks - Underground	\$20	\$20	\$20	\$20
Tanks - Underground	\$25	\$25	\$25	\$25
Humidifiers	\$10	\$10	\$10	\$10
Piping Systems: Piping (per foot, minimum \$25)	\$0.05	\$0.05	\$0.05	\$0.05
Piping Systems: Process Piping (per foot, minimum \$25)	\$0.05	\$0.05	\$0.05	\$0.05
Duct (per foot, minimum \$25)	\$0.10	\$0.10	\$0.10	\$0.10
Heat Pumps (commercial, pipe not included)	\$20	\$20	\$20	\$20
Air Handlers/Heat Wheels Up To 10,000 CFM	\$20	\$20	\$20	\$20
Air Handlers/Heat Wheels Over 10,000 CFM (RTU)	\$60	\$60	\$60	\$60
Commercial Hoods (includes puff test) Type I	\$60	\$60	\$60	\$60
Commercial Hoods (includes puff test) Type II	\$60	\$60	\$60	\$60
Heat Recover Units	\$10	\$10	\$10	\$10
VAV Boxes	\$10	\$10	\$10	\$10
Unit Ventilators	\$10	\$10	\$10	\$10
Unit Heaters	\$15	\$15	\$15	\$15
Fire Suppression/Protection	\$20 + \$.75/head + engineering (if applicable)	\$50 + \$.75/head + engineering (if applicable)	\$60 + \$.75/head + engineering (if applicable)	\$70 + \$.75/head + engineering (if applicable)
Evaporator Coils	\$30	\$30	\$30	\$30
Refrigeration (Split System)	\$30	\$30	\$30	\$30
Chiller/Compressor	\$30	\$30	\$30	\$30
Cooling Towers	\$30	\$30	\$30	\$30
Air Compressor	\$30	\$30	\$30	\$30
Special/Safety Inspection	\$50	\$50	\$60	\$70
Additional Inspection	\$50	\$50	\$60	\$70
Final Inspection REQUIRED	\$50	\$50	\$60	\$70
Final Inspection Fee-Water Heater/Furnace	\$50	\$50	\$60	\$60
Certification Fee	\$20	\$20	\$20	\$20
Gas Burning Fireplace	\$30	\$30	\$30	\$30
Technical Code Inspection	\$70	\$70	\$75	\$75

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Plumbing Permits				
Application Fee	\$50	\$50	\$60	\$70
Application Fee-Water Heater (Non-Refundable)	\$50	\$50	\$60	\$60
Mobile home park site (each)	\$5	\$5	\$5	\$5
Fixtures, floor drains, special drains, water connected -Appliances (each)	\$5	\$5	\$5	\$5
Stacks – soil, waste, vent and conductor (each)	\$3	\$3	\$3	\$3
Sewage ejectors, pumps (each)	\$5	\$5	\$5	\$5
Sub-soil drains (each)	\$5	\$5	\$5	\$5
Water service less than 2"	\$5	\$5	\$5	\$5
Water service 2" – 6"	\$25	\$25	\$25	\$25
Water service over 6"	\$50	\$50	\$50	\$50
Connection (building drain, building sewer)	\$5	\$5	\$5	\$5
Sewers less than 6"	\$5	\$5	\$5	\$5
Sewers 6" and over	\$25	\$25	\$25	\$25
Manholes, catch basins (each)	\$5	\$5	\$5	\$5
¾" water distribution pipe	\$5	\$5	\$5	\$5
1" water distribution pipe	\$10	\$10	\$10	\$10
1 ¼" water distribution pipe	\$15	\$15	\$15	\$15
1 ½" water distribution pipe	\$20	\$20	\$20	\$20
2" water distribution	\$25	\$25	\$25	\$25
Over 2" water distribution pipe	\$30	\$30	\$30	\$30
Reduced pressure zone back-flow preventer	\$5	\$5	\$5	\$5
Special/safety inspection (includes certification	\$50	\$50	\$60	\$70
Additional inspection	\$50	\$50	\$60	\$70
Final inspection REQUIRED	\$50	\$50	\$60	\$70
Final inspection-Water Heater REQUIRED	\$50	\$50	\$60	\$60
Certification fee	\$20	\$20	\$25	\$30
Domestic water treatment and filtering equipment	\$5	\$5	\$5	\$5
Medical gas system	\$45	\$45	\$45	\$45
Technical Code Inspection	\$70	\$70	\$75	\$75

Annual Licenses & Permits				
Building wrecker license	\$55	\$55	\$55	\$60
Builder mover license	\$35	\$35	\$35	\$40
Sign erector license	\$40	\$40	\$40	\$45
Annual fee for signs projecting over public property	\$40	\$40	\$40	\$45
Annual electrical permit	\$75	\$75	\$80	\$85

Construction Plan Review (New for 2014)				
Plan Review - Construction Drawings - Residential - projects over 3500 sq ft (fee is non-refundable if review has occurred)	\$0	\$50 + 6% of permit fee	\$50 + 6% of permit fee	\$55 + 6% of permit fee
Plan Review - Construction Drawings - Commercial (fee is non-refundable if review has taken place)	\$0	\$50 + 10% of permit fee	\$50 + 10% of permit fee	\$55 + 10% of permit fee

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
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.	\$75	\$80	\$85	\$90
\$1,000 to \$10,000	\$75 + \$10 per \$1,000 over \$1,000	\$75 + \$10 per \$1,000 over \$1,000	\$75 + \$10 per \$1,000 over \$1,000	\$75 + \$10 per \$1,000 over \$1,000
\$10,001 to \$100,000	\$165 + \$3 per \$1,000 over \$10,000	\$165 + \$3 per \$1,000 over \$10,000	\$165 + \$3 per \$1,000 over \$10,000	\$165 + \$3 per \$1,000 over \$10,000
\$100,000 to \$500,000	\$435 + \$2 per \$1,000 over \$100,000	\$435 + \$2 per \$1,000 over \$100,000	\$435 + \$2 per \$1,000 over \$100,000	\$435 + \$2 per \$1,000 over \$100,000
\$500,000 +	\$1,235 + \$3 per \$1,000 over \$500,000	\$1,235 + \$3 per \$1,000 over \$500,000	\$1,235 + \$3 per \$1,000 over \$500,001	\$1,235 + \$3 per \$1,000 over \$500,002
All work not involving a square foot computation: Plan review and administration fee	\$75 + \$50 for each inspection	\$80 + \$60 for each inspection	\$85 + \$65 for each inspection	\$90 + \$70 for each inspection
Additional inspections per hour or fraction thereof	\$50	\$50	\$60	\$70
Special inspection (pertaining to sale of building)	\$100	\$100	\$100	\$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	\$45	\$45	\$45
\$2,001 to \$25,000				
For the first \$2,000	\$69.25	\$69.25	\$69.25	\$69.25
For each additional \$1,000 or fraction thereof up to and including \$25,000	\$14.00	\$14.00	\$14.00	\$14.00
\$25,001 to \$50,000				
For the first \$25,000	\$391.75	\$391.75	\$391.75	\$391.75
For each additional \$1,000 or fraction thereof to and including \$50,000	\$10.10	\$10.10	\$10.10	\$10.10
\$50,000 to \$100,000				
For the first \$50,000	\$643.75	\$643.75	\$643.75	\$643.75
For each additional \$1,000 or fraction thereof up to and including \$100,000	\$7.00	\$7.00	\$7.00	\$7.00
\$100,001 to \$500,000				
For the first \$100,000	\$993.75	\$993.75	\$993.75	\$993.75
For each additional \$1,000 or fraction thereof up to and including \$500,000	\$5.40	\$5.40	\$5.40	\$5.40
\$500,001 to \$1,000,000				
For the first \$500,000	\$3,233.75	\$3,233.75	\$3,233.75	\$3,233.75
For each additional \$1,000 or fraction thereof up to and including \$1,000,000	\$4.75	\$4.75	\$4.75	\$4.75

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Over \$1,000,000				
For the first \$1,000,000	\$5,608.75	\$5,608.75	\$5,608.75	\$5,608.75
For each additional \$1,000 or fraction thereof	\$3.65	\$3.65	\$3.65	\$3.65

Miscellaneous Structures & Work				
Foundation permit	\$100	\$100	\$100	\$100
Swimming pool (including fencing)	\$40	\$40	\$40	\$40
Fences over 6' high	\$40	\$40	\$40	\$40
Re-roofing	\$40	\$45	\$45	\$50
Re-siding	\$40	\$45	\$45	\$50
Demo Permit	\$75 + \$.05/sq. ft.	\$75 + \$.07/sq. ft.	\$80 + \$.07/sq. ft.	\$85 + \$.07/sq. ft.

Soil Erosion, Sedimentation, & Earth Change				
Single Family	\$125	\$125	\$125	\$125
Land development project: first acre	\$250	\$250	\$250	\$250
Land development project: each additional acre	\$35	\$35	\$35	\$35
Trenched utility installation: first mile	\$250	\$250	\$250	\$250
Trenched utility installation mile	\$35	\$35	\$35	\$35
Excavating utility installation: first acre	\$250	\$250	\$250	\$250
Excavated utility installation: each additional acre	\$35	\$35	\$35	\$35
Sea wall	\$125	\$125	\$125	\$125
Pond	\$125	\$125	\$125	\$125
Inspection/reinspection	\$50	\$50	\$60	\$70
Permit waiver	\$25	\$25	\$25	\$25
Technical Code Inspection, residential	\$70	\$70	\$75	\$80
Other charges/review by outside entities	Actual expenses	Actual expenses	Actual expenses	Actual expenses

Tent Permit				
First three tents	\$100	\$125	\$125	\$125
Each additional tent	\$25	\$25	\$25	\$25
Additional inspection	\$75	\$75	\$80	\$90

Sign Permits				
Special Event signs, festoons, banners, etc. (per week – 4 weeks max)	\$35	\$35	\$40	\$45
Grand Opening signs, festoons, banners, etc. (2 weeks)	\$50	\$53	\$54	\$55
Awning (fixed or moveable)	\$50	\$53	\$54	\$55
Sign Repair	\$50	\$53	\$54	\$55
Permanent (0-50 sq.ft.)	\$65	\$68	\$70	\$72
Permanent (51-100 sq. ft.)	\$75	\$79	\$81	\$83
Permanent (100+ sq. ft.)	\$85	\$89	\$91	\$94
Barber pole, clock, other ornamental specialty	\$50	\$53	\$54	\$55

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Paving Permits				
Drive for New Single Family Home (w/ building permit)	\$50	\$53	\$54	\$55
Residential (new and expansion, 1 & 2 units)	\$50	\$53	\$54	\$55
Residential (new and expansion, 3+ units)	\$60 + \$5 per 1,000 sq. ft.	\$63 + \$5 per 1000 sq ft	\$64 + \$6 per 1000 sq ft	\$66 + \$6 per 1000 sq ft
Non-residential (new and expansion)	\$70 + \$5 per 1,000 sq. ft.	\$74 + \$5.25 per 1000 sq ft	\$75 + \$6 per 1000 sq ft	\$77 + \$6 per 1000 sq ft

Housing				
Housing Code - On Line	Free	Free	Free	Free
Housing code - hard copy	\$7	\$7	\$8	\$8
Rental Registration Violation	\$70	\$74	\$75	\$77
Unregistered Rental Violation	\$200	\$210	\$215	\$220
Housing Board of Appeals	\$75	\$79	\$81	\$83
Rental inspection prior to cert expiration (per unit, per inspection and reinspection)	\$50	\$53	\$54	\$55
Rental inspection after cert expiration (per unit, per inspection and reinspection)	\$70	\$74	\$75	\$77
Hotel/Motel, Bed/Breakfast, Fraternity/Sorority, Rooming House inspection (per building inspected + per room inspected)	\$100 + \$10	\$105 + \$11	\$108 + \$11	\$110 + \$11
Conditional Certificate Clearance				\$25
Residential pre-sale inspection (per dwelling unit)	\$70	\$74	\$75	\$77
Housing complaint inspection resulting in a violation notice (per dwelling unit)	\$70	\$74	\$75	\$77
Annual Rental Registration fee (per property + per unit)	\$100 + \$1/unit	\$105 + \$1/unit	\$108 + \$1/unit	\$110 + \$1/unit

Historic Preservation				
Administrative Review without Building Permit	\$0	\$0	\$0	\$0
Administrative Review with Building Permit	Building Permit fee + \$30	Building Permit fee + \$35	Building Permit fee + \$35	Building Permit fee + \$35
Historic District Commission Review	\$75	\$79	\$81	\$83

Nuisance Violations				
Owner occupied notice (per occurrence)				
Initial Notice	\$0	\$0	\$0	\$0
No response notice	\$70	\$74	\$75	\$77
Weed notice (per occurrence)	\$70	\$74	\$75	\$77
Weed Mowing (per occurrence)	\$70 + contractor charges	\$74 + contractor charges	\$75 + contractor charges	\$77 + contractor charges
Curb lawn	\$50 + contractor charges	\$53 + contractor charges	\$54 + contractor charges	\$55 + contractor charges
Private Property Notice (trash, brush, porch, graffiti) (per occurrence)	\$70	\$74	\$75	\$77
Private property clean-ups (trash, brush, porch)	\$70 + contractor charges	\$74 + contractor charges	\$75 + contractor charges	\$77 + contractor charges

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Graffiti: Initial Notice	\$0	\$0	\$0	\$0
Graffiti: No Response Notice	70	\$74	\$75	\$77
Graffiti: Abatement	\$70 + contractor charges	\$74 + contractor charges	\$75 + contractor charges	\$77 + contractor charges
Condemnation	\$125	\$131	\$134	\$138
Condemnation reposting	\$25	\$26	\$27	\$28
Notice to vacate	\$70	\$74	\$75	\$77
Repair or vacate notice	\$70	\$74	\$75	\$77
Open to casual entry	\$70	\$74	\$75	\$77
Commercial/Industrial Complaint Inspection Resulting in a Violation Notice	\$70	\$75	\$75	\$80
Abandoned Residential Structures, Inspection Fees (per inspection)	\$70	\$75	\$75	\$80

Abandoned Residential Structures Registration Fees				
0-30 days	\$0	\$0	\$0	\$0
31-90 days (per month)	\$25	\$26	\$27	\$28
91 and over (per month)	\$50	\$53	\$54	\$55

Dangerous Buildings Board				
Dangerous Buildings Board referral	\$150	\$158	\$161	\$165
Initial Hearing	\$150	\$158	\$161	\$165
Re-hearing	\$100	\$105	\$108	\$110
Title Search and Review	\$250	\$263	\$269	\$275
Title Search Update	\$100	\$105	\$108	\$110

Planning Documents				
Comprehensive Plan Document	\$25	\$30	\$30	\$30
Future Land Use Map	\$5	\$10	\$10	\$10
Zoning Ordinance - On Line	Free	Free	Free	Free
Zoning Ordinance Document	\$20	\$25	\$25	\$25
Riverfront Overlay Document	\$10	\$15	\$15	\$15
Downtown Design Guidelines Document	\$15	\$20	\$20	\$20
Rezoning				
Rezoning – first acre	\$500	\$525	\$538	\$550
Rezoning – each additional acre or part thereof	\$50	\$53	\$54	\$55
Zoning Ordinance Text Amendment	\$300	\$315	\$323	\$330
Special Use Permits				
Special Use Permits	\$275	\$289	\$296	\$303
Child Care	\$50	\$53	\$54	\$55
New Sign for a Special Use	\$100 + sign permit	\$105 + sign permit	\$108 + sign permit	\$110 + sign permit
Planned Unit Development				
Preliminary Plan	No Fee	No Fee	No Fee	No Fee
Final Plan	No Fee	\$500	\$500	\$500
Combined Approval	No Fee	\$500	\$500	\$500
Rezoning and Plan	\$500 + site plan	\$525 + site plan	\$538 + site plan	\$550 + site plan

PROPOSED CPD FEE SCHEDULE 2014-2016

	2013	2014	2015	2016
Subdivision				
Tentative Preliminary Plat Approval	\$250 + \$5 per lot	\$263 + \$5 per lot	\$269 + \$5 per lot	\$275 + \$5 per lot
Final Preliminary Plat Approval	\$350 + \$5 per lot	\$368 + \$5 per lot	\$376 + \$6 per lot	\$385 + \$6 per lot
Final Plat Approval	\$300 + \$5 per lot	\$315 + \$5 per lot	\$323 + \$6 per lot	\$330 + \$6 per lot
Planning: Other				
Comprehensive Plan Amendment	\$500	\$700	\$700	\$700
Street/Alley Vacation	\$300 + fair market value of land	\$315 + fair market value of land	\$323 + fair market value of land	\$330 + fair market value of land

Zoning Board of Appeals				
Use Variance	\$450	\$473	\$484	\$495
Dimensional Variance	\$250	\$263	\$269	\$275
Ordinance Interpretation	\$250	\$263	\$269	\$275
Appeal of Administrative Decision	\$250	\$263	\$269	\$275
Temporary Use (30 days or more)	\$250	\$263	\$269	\$275
Temporary Use (less than 30 days - administrative review)	\$150	\$158	\$161	\$165

Zoning Inspections & Enforcement				
Zoning Compliance Letter – single family & duplex	\$50	\$53	\$54	\$55
Zoning Compliance Letter – all other development	\$125	\$131	\$134	\$138
Compliant Inspection Resulting in a Violation Notice	\$70	\$74	\$75	\$77

Site Plan Review				
Full Site Plan (multiple family residential)	\$300 + \$5 per unit	\$315 + \$5 per unit	\$323 + \$6 per unit	\$330 + \$6 per unit
Full Site Plan (non-residential)	\$300 + \$5 per each 500 square feet of gross floor area exclusive of basement	\$315 + \$5 per each 500 square feet of gross floor area exclusive of basement	\$323 + \$6 per each 500 square feet of gross floor area exclusive of basement	\$330 + \$6 per each 500 square feet of gross floor area exclusive of basement
Major Amendment to Approved Plan	Half of original Plan fee	Half of original Plan fee	Half of original Plan fee	Half of original Plan fee
Sketch site plan fee (excluding change in use)	\$175	\$184	\$188	\$193
Site reinspection fee (each)	\$100	\$105	\$108	\$110
Telecommunication Antennas Co-location	\$350	\$368	\$376	\$385



Commission Agenda Report

City of Kalamazoo

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

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

PREPARED BY: Sean Fletcher, CPRP, Parks & Recreation Director

DATE: 1/5/2016

SUBJECT: 2016 Fee Schedule for the Parks and Recreation Department

RECOMMENDATION

It is recommended that the City Commission approve a resolution to establish the Department of Parks and Recreation fees and charges for 2016.

BACKGROUND

The Recreation division provides a variety of programs and activities for which fees are charged, including gymnastics, youth soccer, volleyball clinics, summer camps, learn to swim, and adult sports. These programs and activities generate revenue based on fees charged to cover the direct expenses associated with the programs.

Some programs may only generate nominal amounts of revenue for services provided. The nominal fees paid cover various program expenses for youth development, inclusive recreation programs, and family programs. 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 (Friends of Recreation Scholarships).

In addition, since 2003, fees have been 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. In 2004, additional park fees were added as well as specific user fees, which more accurately assess the cost of sports field usage.

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 2015 fees to the 2016 Proposed Fees. Most fees have increased approximately 5% across the board to cover new registration software, which assesses a per transaction fee.

Kik pool and summer camp participants are eligible for up to 50% in scholarship funds

The proposed basic facility fees and additional amenity fees are in line with industry standards in the State of Michigan and across the United States.

COMMUNITY RESOURCES CONSULTED

The Parks and Recreation Advisory Board supported the proposed 2016 Parks and Recreation fees and charges at their January 5, 2016 meeting.

FISCAL IMPACT

If the increased fees were not in place, there would be negative impact to the General Fund of approximately \$32,000.

ALTERNATIVES

Ongoing efforts are made to generate revenue through donations, grants, and program sponsorship to enhance service to the community and reduce the dollars requested from the General Fund. Staff is not aware of any other funding source that will cover ongoing program expenses.

ATTACHMENTS:

Type	Description
▣ Resolution	Parks and Recreation Fee Resolution
▣ Fee Schedule	Parks and Recreation Fee Schedule

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION GOVERNING PARKS AND RECREATION FEES

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

PRESENT, Commissioners:

ABSENT, Commissioners:

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 2015

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 January 1, 2016.

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 19, 2016. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling, City Clerk

City of Kalamazoo Department of Parks and Recreation -- Proposed Fees and Charges for 2016

2015			2016		
Resident	Non-Resident	Both	Resident	Non-Resident	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			\$6 - \$330		
Trips Programs (cost of each program calculated at slightly higher than expenses)			\$7 - \$350		
Family Aquatic Center -- Nicholas Kik Pool					
18 years & older		\$ 6.00			\$ 7.00
17 years & under		\$ 3.00			\$ 4.00
Family Pass	\$ 74.00	\$ 111.00	\$ 80.00	\$ 120.00	
Individual Pass	\$ 63.00	\$ 95.00	\$ 70.00	\$ 105.00	
Swim Lessons	\$ 38.00	\$ 57.00	\$30 - \$60	\$45 - \$90	
Playgrounds/Mini-Camps					
Mini-Camps	\$70/week	\$105/week	\$75 - \$125/week	\$113 - \$188/week	
Refund Processing Fee (per Program)			\$ 10.00		
ADULT RECREATION/LEISURE PROGRAMS					
Adult Programming			\$34 - \$110 \$51 - \$165		
Team/League Fees			n/a n/a \$36 - \$650		
*Summer Slow-Pitch Softball	\$ 575.00	**	n/a***		
*Summer Doubleheader Slow-Pitch Softball	\$ 965.00	**	n/a		
Volleyball	\$ 465.00	**	n/a***		
*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					
Team Registration Fees					
Discount if paid 10 business days before the deadline		\$ 25.00			n/a
Late Fee if paid after the deadline		\$ 50.00		\$	50.00
Refund Processing Fee			\$ 25.00		
FACILITY RENTALS/PUBLIC EVENTS					
Rental fees include entire park & amenities. City of Kalamazoo Parks are open May 1-October 31; restrooms in parks are open Memorial Day Weekend through Labor Day Weekend.					
(Beginning in 2011, anyone reserving a park or park facility with restrooms for dates in which restrooms are not open, will receive a 10% discount from the normal rental rates)					
Bronson Park (only available for public events) Homer Stryker Field & Soisson/Rapacz/Clason Football/Soccer Field					
Full Day (more than 4 hours, including set-up)		\$ 570.00		\$	600.00
Spring Valley Park, Milham Park , & Upjohn Park					
Full Day (more than 4 hours, including set-up)		\$ 440.00		\$	465.00
Farrell Park & LaCrone Park (LaCrone is a new rental option beginning in 2014)					
Full Day (more than 4 hours, including set-up)		\$ 440.00		\$	465.00
All other City Parks & Farmers' Market (includes entire park & athletic amenities if applicable)					
Full Day (more than 4 hours, including set-up)		\$ 260.00		\$	275.00
Extra Fees					
Large Event Fee/per day (over 2,000 people)		\$ 155.00		\$	165.00
Music Licensing Fee		\$ 10.00		\$	10.00
Versluis Dickinson Exclusive Use (Baseball/Softball Tournaments)		\$ 260.00			n/a
Refund Processing Fee			\$ 25.00		
FACILITY RENTALS/PRIVATE EVENTS					
City of Kalamazoo Parks are open May 1-October 31; 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)					
(Beginning in 2011, anyone reserving a park or park facility with restrooms for dates in which restrooms are not open, will receive a 10% discount from the normal rental rates)					
Weddings -- Crane Park			\$125/4 hours		
Approximately 50 person capacity			\$135/4 hours		
Picnic Shelters					
Milham Park Shelter					
capacity 144 & 10 ADA; with electric		\$110/4 hours			\$120/4 hours
Milham Park Shelter					
capacity 30-40; without electric; located on north side of park		\$55/4 hours			\$60/4 hours
Mayors' Riverfront Park					
capacity 30/40; no electric		\$55/4 hours			\$60/4 hours
Farrell Park					
capacity 60; no electric		\$110/4 hours			\$60/4 hours
Spring Valley Park					
capacity 20-30; with electric		\$110/4 hours			\$120/4 hours
Upjohn Park					
capacity 30-40; without electric		\$55/4 hours			\$60/4 hours
LaCrone Park					
capacity 30-40; with electric		\$55/4 hours			\$120/4 hours
Extra Fees					
Music Licensing Fee		\$ 10.00		\$	10.00
Refund Processing Fee			\$ 25.00		
Short Notice Fee (request made less than 10 days prior to event) Rental must be preapproved by Parks Manager			\$ 15.00		

City of Kalamazoo Department of Parks and Recreation -- Proposed Fees and Charges for 2016

	2015 Resident	2015 Non-Resident	2015 Both	2016 Resident	2016 Non-Resident	2016 Both
SPORTS FACILITY RENTALS						
City of Kalamazoo Parks are open May 1-October 31; restrooms in parks are open Memorial Day Weekend through Labor Day Weekend.						
(Beginning in 2011, anyone reserving a park or park facility with restrooms for dates in which restrooms are not open, will receive a 10% discount from the normal rental rates)						
VerSluis/Dickinson Park						
Softball field reservations/tournaments (per field)						
Daily rental (includes initial lining & dragging, supplies and a staff present at event)			\$ 130.00 (per field/per day)			\$ 135.00 (per field/per day)
Ultimate Frisbee (6 fields available) *Reflect use of two fields for eah one field						n/a
Daily rental (includes supplies and a staff present at event)			\$ 130.00 (per field/per day)			(per field/per day)
Multi-Use Field (lacrosse, soccer, rugby, ultimate frisbee, etc.)						\$ 90.00 (per field/per day)
Extra Fees (Pre-arranged 2 weeks prior to event)						
Lining and dragging			\$44/field (per occurrence)			\$50/field (per occurrence)
Lights on Dickinson 1, 2, 3 (per field)			\$44/field (per occurrence)			\$50/field (per occurrence)
Field modification (move pitch, rubbers, bases)			\$66/field (per occurrence)			\$70/field (per occurrence)
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 (includes initial lining & dragging, supplies and a staff present at event)			\$425/per day			\$450/per day
Professional			per contract			per contract
Extra Fees (Pre-arranged)						
Lights (night games)			\$66/per game			\$70/per game
Team Locker Room			\$ 88.00		n/a	
Umpire/Referee Locker Room			\$ 34.00		n/a	
Pressbox and sound system			\$ 66.00		\$	70.00
Music Licensing Fee			\$10/per contract			\$10/per contract
Scoreboard Controller			\$500 Deposit			\$500 Deposit
(The City reserves the right to invoice all costs if the unit is damaged, up to replacement of the controller)						
Soisson/Rapacz/Clason Football/Soccer Field (fees are per game unless otherwise noted)						
Soccer/Football						
Daily Rental (Cost will be the same regardless of level of play - Fees include initial field prep, supplies and a staff present at event)			\$275 (5 hours or less) \$150 each add'l hr			\$290 (5 hours or less) \$160 each add'l hr
Extra Fees						
Lights (night games)			\$44/per game			\$50/per game
Pressbox and sound system			\$34/per game			\$40/per game
Music Licensing Fee			\$10/per contract			\$10/per contract
Scoreboard Controller			\$500 Deposit			\$500 Deposit
(The City reserves the right to invoice all costs if the unit is damaged, up to replacement of the controller)						
Basketball						
LaCrone Park (2 courts)			\$220/per day			\$235/per day
Upjohn Park & Mayors Riverfront Park (1 court)			\$110/per day			\$120/per day
Other Sports						
Soccer, rugby, football, softball, tennis, disc golf, skatepark, etc. More than 4 hours			\$ 84.00			\$ 90.00
Extra Fees						
Music Licensing Fee			\$10/per contract			\$10/per contract
Refund Processing Fee						
			10% of total rental or \$25.00 (whichever is greater)			10% of total rental or \$25.00 (whichever is greater)
OTHER RENTALS						
Kik Pool						
Private Rental (includes 2 lifeguards for up to 50 people)			\$130/per hour			\$140/per hour
Swim Teams (minimum 3 lanes)			\$11/lane per hr			\$12/lane per hr
Additional Lifeguards (as needed for each additional 25 people)			\$13/ per hr (per lifeguard)			\$14/ per hr (per lifeguard)
Mayors' Riverfront Park Community Room						
Monday-Friday 8 am - 5 pm			\$39/per hour			\$40/per hour
Multiple bookings			\$29/hour plus direct costs			\$30/hour plus direct costs
Youth Development Center (multipurpose room or classroom)						
Monday-Friday 8 am - 5 pm			\$34/ per hour			\$40/ per hour
Fairmount Dog Park	\$66	\$99		\$70	\$105	
During the winter months, the parking lot will not be open. Users must park on the street & access the park via the sidewalk						
Key FOB Replacement			\$10			\$10

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 events will also require a certificate of insurance naming the City as additional insured. Additional charges will be assessed if damage occurs. A 1.0% monthly interest charge will be added to fees not paid by due date.

All public event rentals and festivals are initially reserved through the City Clerk's Office and require City Manager approval. All private field, shelter, and wedding rentals are reserved through the Department of Parks and Recreation.



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 1/4/2016

SUBJECT: Special Event Fee Schedule for 2016

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION establishing the fees to be charged in 2016 for special event applications, late fees and service fees.

BACKGROUND

In 1996, the City Commission adopted a Special Events Policy, which defined the responsibilities of special event organizers and established city policies and procedures for processing special event requests and assisting with special event activities. The policy requires the City Commission to approve a fee schedule at the beginning of each year for city services/assistance, application fees, and late application fees for special events.

The fees proposed for 2016 include a change in the approach to the recovery of costs for Public Safety services. Prior to 2016, when an event has required dedicated Public Safety Officers, the event organizer has been charged the hourly rate of the individual Officers who actually work the event. The proposed fee for 2016 is a flat hourly rate that includes an additional amount over and above wages and fringe benefits in order to cover equipment and fuel costs. The benefit for the City is that Public Safety will now be recovering a cost (equipment and fuel) that it has been absorbing up to this point. The benefit for event organizers is that the cost estimates they receive will be much closer to the amounts they are billed, and Public Safety costs will be much more stable, which will make planning easier on a year-to-year basis for recurring events.

COMMUNITY RESOURCES CONSULTED

No community resources were consulted.

FISCAL IMPACT

Special event fees are designed to balance the need to recover the cost of providing City services with the need to make events affordable for the non-profit organizations that sponsor events. The special event fees recommended for 2016 will enable the city to continue to recover a portion of the costs associated with processing special event requests and providing services. City staff will continue to evaluate the cost of providing services related to special events and will recommend fee changes as appropriate.

ALTERNATIVES

The City Commission could increase or decrease the fees or eliminate the fee schedule altogether. However, this is not recommended. Elimination of the fee schedule would not be consistent with the City Commission's Special Events Policy; a decrease would result in a negative impact on the City's General Fund; and an increase in fees might have an adverse effect on the number of special events that take place in 2016.

ATTACHMENTS:

Type	Description
□	Resolution Special Events Fee Resolution

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. 16-

A RESOLUTION GOVERNING SPECIAL EVENT FEES

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

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, on November 18, 1996, the City Commission adopted an amended Special Events Policy which recognized special events as valuable to the community as they provide entertainment as well as cultural, recreational and educational opportunities for our citizens; and

WHEREAS, the support and regulation of special events constitutes an integral component of the city's overall support service obligation; and

WHEREAS, the City Commission Special Events Policy requires the City to charge fees in such a way as to pass through to festival and special event organizers the real costs to the City for services/assistance to special event organizers, as well as an application fee, and a late application fee;

NOW THEREFORE, BE IT RESOLVED, that the following special event application fees, late application fees, and service fees are approved.

I. APPLICATION FEES/LATE APPLICATION FEES

Use of City Sidewalks (1 hour or less)	\$25
--	------

Special Events	
1 st Time Event	\$75
Repeat Event	\$25

Special Event Late Fees (in addition to application fee for special event applications received less than 60 days prior to the event)

1 st Time Event	\$75
Repeat Event	\$25

Block Party Late Fee (in addition to the barricade fee for block party applications received less than 30 days prior to the event)	\$25
--	------

II. SERVICE FEES

a. Hanging of Banners (excluding South Westnedge Pedestrian Overpass)

\$10.00 per set, per month. Organizers contract with an outside service for installation and removal of the banners.

b. Barricades

Block Parties: **\$100.00** barricade rental for two barricades (extra charge for additional barricades).

Parades and Foot Races: overtime costs for public service crews plus an administrative/fringe benefits fee; truck rental (**\$8.90/hr.** for pickup truck, **\$17.70/hr.** for sign truck); and barricade fees as determined by use and quantity of rentals needed.

c. Public Safety

On-duty personnel: no charge.

Overtime personnel: **\$70 per hour, per officer**

d. Park Fees

Park Reservation/Use Fees: **fee amount ranges from \$275 - \$600.** These fees are detailed in a separate resolution establishing all fees for the Parks and Recreation Department.

e. Staff Assistance (Parks and Recreation, Public Services)

On-duty personnel: no charge for field staff

Overtime personnel: **Actual overtime costs based upon the individual personnel who work the event, plus a percentage covering fringe benefit costs** (approximately \$33.00 – \$42.00 per hour, per employee).

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 19, 2016. Public notice was given and the meeting was conducted in full accordance with the Michigan Open Meetings Act (P.A. 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 1/6/2016

SUBJECT: Quadricycle Operating Permit Fees

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION establishing the fees for obtaining a quadricycle operating permit in the City of Kalamazoo.

BACKGROUND

On December 21, 2015 the City Commission adopted an ordinance that regulates the operation of commercial quadricycles on the streets of the City of Kalamazoo. Section 37-123 requires the City Clerk to charge a non-refundable fee to the applicants, to recover the costs of issuing the permit. The fee must be set by a resolution, adopted by the City Commission.

COMMUNITY RESOURCES CONSULTED

No community resources were consulted.

FISCAL IMPACT

The recommended permit fees are designed to recover the cost of activities associated with the administration, regulation, and issuance of decals and operating permits for commercial quadricycles. City staff will continue to evaluate the cost of providing services related to quadricycle permits and will recommend fee changes as needed.

ALTERNATIVES

The City Commission could increase or decrease the proposed fees, or not approve the fee resolution altogether. If a fee resolution is not adopted, the City Clerk will not be able to issue quadricycle operating permits, since the ordinance requires that a fee be assessed and collected at the time application is made.

ATTACHMENTS:

Type	Description
------	-------------

- | | |
|--------------------------|--|
| ☐ | Resolution Quadricycle Permit Fee Resolution |
|--------------------------|--|

CITY OF KALAMAZOO

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING FEES TO BE CHARGED FOR A
QUADRICYCLE OPERATING PERMIT**

Minutes of a regular meeting of the City Commission of the City held on January 19, 2016, at 7:00 o'clock p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the Kalamazoo City Commission adopted an Ordinance to Regulate Commercial Quadricycles on December 21, 2015, and at least two operators of proposed quadricycles have approached the City about operating vehicles on the streets of downtown Kalamazoo; and

WHEREAS, Section 37-123 of the Kalamazoo City Code provides that the City Commission shall establish by resolution fees for quadricycle operating permits and decals in such amount as to defray the reasonable costs of administration, regulation, and issuance of operating permits and decals of commercial quadricycles within the City of Kalamazoo;

NOW, THEREFORE, BE IT RESOLVED, that the fees to be charged for a commercial quadricycle permit shall be \$250 annually, plus \$15 for each background check necessary to satisfy the requirements of the ordinance.

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

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED

CERTIFICATE

he 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 19, 2016. Public notice was given and the meeting was conducted in full accordance with the Michigan Open Meetings Act (P.A. 267, 1976). Minutes of the meeting will be available as required by said Act.

Scott A. Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

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

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

DATE: 1/15/2016

SUBJECT: City Manager's Report for January 19, 2016

INFORMATIONAL ITEMS

Attached is the City Manager's Report for Tuesday, January 19, 2016.

ATTACHMENTS:

Type	Description
□ Report	Departmental Reports and Project Updates
□ Publication	Inside the City Newsletter, January 2016
□ Report	December 2015 Purchases

City Manager's Report

JANUARY 19, 2016

Grants Applied for and Received

There was no activity for this month.

Community Planning & Development (CP&D)

➤ Planning

At the December 3 Planning Commission meeting, the Commission

- voted to recommend to the City Commission the approval of the 2016 Capital Improvement Plan
- staff provided an update on the Strategic/Master Plan project

Staff processed the following site plan projects:

1. Add equipment to the cell tower at 2500 E. Cork by Verizon Wireless
2. Construct a new storage building for A & L Janitorial at 903 Jackson
3. New duplex and commercial garden for Northside Association for Community Development (NACD) at 302 W. North
4. Add equipment to the cell tower at 3417 S. Burdick by AT&T
5. Construct a building addition and change the use of the building at 4702 W. Main for Billy's Party Store
6. Add equipment to the water tank at 7837 Gull Road by Verizon Wireless (courtesy review)
7. Add a used car sales use on the site at 341 S. Pitcher for Robison Auto

Staff submitted a quarterly report to the MEDC on the progress of the city's Redevelopment Ready Communities process. Two of the five conditions to receive certification have been met, two of the other conditions are actively being worked on, and work on the fifth condition is being planned. The Planning Division is preparing to incorporate site plan review, Planning Commission, and ZBA processes into a new BS&A software module that will enhance the tracking of projects and reduce the reliance on paperwork.

➤ Zoning

At the December 10 Zoning Board of Appeals meeting, the Board granted the following uses:

1. A use variance request for NACD. The use variance will allow the construction of a residential duplex for low income seniors on the commercially zoned property at 302 W. North Street.
2. A dimensional variance to the Meyer C. Weiner Company for the replacement of the freestanding sign at the Oakwood Plaza at 3013 Oakland Drive. The first dimensional variance was to allow a 237 square foot freestanding sign, where the maximum size for

the CC District is 150 square feet. The second dimensional variance was to allow the sign to be 33 feet in height, where the maximum sign height for the CC District is 25 feet.

➤ Code Compliance / Anti-Blight

The Code Compliance Team issued enforcement on over 260 code and blight cases this month, including four condemnations and over 60 clean-ups.

➤ Building & Trades

In December, there were 227 permits issued, representing \$7,630,734 in construction valuation. These figures brought year-to-date permits to 3,906, representing year-to-date construction valuation of \$64,867,580.

➤ Community Development

Staff met with the CDAAC Affordable Housing Subcommittee to score applications for PY2016. Recommendations will be made at the January CDAAC meeting.

The NSP2 Program Income Grant was completed. A total of 17 blighted structures were demolished in CDBG eligible neighborhoods.

Economic Development (ED)

Staff completed final steps for Brownfield Plan Amendment #27 on December 7. The Brownfield Redevelopment Authority (BRA) approved two new mixed use projects for 216/220 W. Michigan Avenue and 162 E. Michigan Avenue for mixed use developments. BRA also approved and Amended Brownfield Plan Development Agreement for 108 E. Michigan Avenue.

Human Resources (HR)

The first session of the Weight Watchers at Work Program coordinated by Human Resources, concluded on December 17. Due to the great success and continued interest in the program by employees, a second 12-week session has been established and will begin on January 7.

➤ HR Advisors

Public Safety Officer current recruitment: PSO prep session held, 84 attended; 123 local identified candidates received online practice test code, 40 utilized the code prior to the test; PSO written test conducted/assisted, proctored alternative test, total of 302 tested; 254 candidates sent passing notice and instructions/attachment to complete background application.

Staff processed Veterans Administration paperwork for 3 vets returning to KDPS in-house training.

➤ **Benefits**

The IRS announced a delay in the required reporting of Minimum Essential Coverage for employees and retirees under the Affordable Care Act. Originally, employers had to send out notices to covered individuals by February 1 and that has now been delayed until May 31. Electronic filing to the IRS has also been delayed from March 31 to June 30. The City is working with Cornerstone Municipal to pull our data from Blue Cross and Blue Shield and format what we need to remit to our covered members. This delay will give us a little more time to make sure we have everything in order to handle the required reporting.

Information Technology (I.T)

I.T. staff handled 566 unique trouble tickets in the month of December. These trouble tickets were handled by I.T. staff that originated with a phone call, email, or in-person visit to the I.T. Helpdesk.

Kalamazoo Department of Public Safety (KDPS)

In the month of December, the CID investigated an incident where an officer witnessed the suspect shooting a handgun at a vehicle in the area of Ada and Simpson Streets. The suspect was arrested after a short foot pursuit and the weapon was located.

The CID also investigated a shooting incident where the victim was shot in the chest but survived his injuries. He was shot while standing outside his vehicle in the 800 block of Woodbury Street.

The CID is also investigating the Christmas Day shooting where the victim was shot in the stomach and leg while standing inside his apartment on Westbrook Avenue. Multiple guns and suspects were involved.

KVET continued the battle against drug trafficking in and about the city of Kalamazoo. KVET made 29 drug cases and seized 3 firearms in December.

KVET investigated 65 meth labs for 2015.

Management Services

➤ **Assessor**

Work continues on the neighborhood reviews. Field work related to the review has been completed. Permit work is mostly done.

The personal property canvas was completed and accounts were updated by early December. 2016 Personal property statements were mailed out to the businesses having personal property in the City of Kalamazoo. Additionally, the mailings included the exemption affidavit for personal property accounts having less than \$80,000 in true cash value. Personal Property Statements are due February 23. Personal Property Exemption Affidavits are due back to the City by February 10. There is no extension of the deadline.

Eligible Manufacturing Personal Property (re: new State of Michigan exemption applications) letters were sent out to all industrial personal property accounts notifying them of new State of Michigan forms. All these accounts received the regular personal property statement that has a bold section describing the new form for those that qualify.

Renaissance Zones are expiring as of December 30. The pharmaceutical renaissance zone for MPI was terminated voluntarily in the fall of 2015.

Items reviewed during the December Board of Review included Principal Residence Exemptions claims for 2012 to 2015, Poverty Exemptions claims for 2015, Veteran's Exemptions claims for 2015, Qualified errors (as defined in MCL 211.53b(8)), clerical errors relating to transfers of ownership, and any other business that may properly be brought before the Board. Letters to the owners/petitioners were sent out the week of December 21. Corrected bills or refunds are being processed by the City Treasurer and the County Treasurer. The abstract of the proceedings (minutes and actions) will be filed with the City Clerk in accordance with STC guidelines.

The number of new full Michigan Tax Tribunal (MTT) cases for 2015 was 13 (2014 had 26). The MTT spreadsheet has been updated to reflect the new cases, estimated values in contention and anticipated refunds.

Small Claims MTT Cases filed for 2015 are at 40. Cases that were filed earlier this year are already scheduled for hearings. Only a few cases are still to be heard in January and February.

➤ Budget and Accounting

Staff prepared year end documents for KCTA annual audit performed the first week of December.

Staff continued to work on the 2016 Proposed Budget document verifying all numbers and tracking changes until the budget adoption on January 19.

Budget staff held the first group meeting on December 15th with Metro Transit staff to review the project timeline and assist with the transition to CCTA in October 2016.

➤ Purchasing

Working collaboratively with City Departments bid documents were prepared and distributed through the City's website for three purchasing projects.

Reviewed and set up 100 purchase orders and processed 36 change orders.

Purchasing staff are administering prevailing wages for nine construction contracts.

➤ Treasury

Parcel number updates continue to be added to utility billing accounts as time allows.

Staff continue to add paperless billing option per customer requests.

Utility Billing – Utility Bills issued in December:

15,727 Original Bills
564 Original Bills sent via email
2,382 Reminder Notices
1,727 Final (shut off) Notices

Public Services

➤ Accounting

Staff received several damage claims during December and met with the new claims contractor.

Staff completed monthly quality quantity billing for minor/major industrial users, contract industrial users and contract municipalities within the required timeframes as well as invoicing for Kalamazoo County shared Traffic Engineer and Traffic Signal Technician.

Staff met with each division within Public Services to review their yearend budgeting and projected 2016 budgets.

➤ Administration

Staff met to finalize the MDEQ required Water System Capital five year and twenty year capital improvement projects due January 1 after the December 29 meeting held with the Townships and City of Portage.

➤ City Wide Maintenance

Staff ensured that the downtown snowmelt system was in standby mode until needed for snow removal.

Staff worked with outside contractors to ensure that custodial services were being met on a continuous basis and that contractors were finalizing their structural maintenance activities prior to the end of the year.

➤ Customer Service

In 2015, staff scheduled 91 burials, 52 cremated remains, 1 disinterment, sold 59 final resting sites and processed 89 foundation orders.

Several work practices and standard procedures were revised and created to share information and data in a proactive manner between various Divisions and Departments.

➤ Engineering

Staff worked with the contractor to finalize the completion of the Local and Major Streets projects for 2015 - Majors (Rose Street, Riverview, Mills, Portage from Crosstown to Egleston, Pitcher from Water to North, Alamo from Douglas to City Limits, Manchester from Kilgore to Covington); Locals- (Audubon from Rambling to West End, Manchester from Covington to North end, Robin Lane from Parker to West End, William street from

Cobb to Westnedge, White Oak from Lakeside to Bronson, Stone Street, and Princeton).

Staff continued to work with property owners along the downtown trail way to secure easements or property for portions of the downtown trail way through Kalamazoo, the Willard Phase #1 from Harrison to Walbridge was completed.

Staff met to discuss possible mapping of historical, current and future Sanitary Sewer Overflows for inclusion in the NPDES Wastewater Asset Management Plan.

➤ Environmental Services

Staff reviewed several site plans to evaluate the need for environmental controls, completed 272 water system cross-connection inspections in 2015, collected and analyzed the state required 120 monthly water distribution bacti and chlorine residual samples for December, conducted volatile organic samples at Central and Station 11, analyzed five contract samples, collected and analyzed seven main break samples, four well construction samples, two water tank bacti samples, four contract samples, and completed all required unit process control and NPDES permit required Wastewater sampling for December including an extra WET test event for the outfall as requested by the MDEQ.

➤ Field Services

Staff completed eight replaced one lead service lines, repaired several water main breaks, repaired leaks in eight service and service line valves, repaired one curb box, replaced eight meters, repaired several hydrants, and restored several lawns, drives, roads, and sidewalks damaged during water related utility work. Crews also continued efforts to ensure a smooth roadway by filling several hundred potholes and repairing utility cuts on major and local streets and alleys.

Staff removed several cubic yards of leaves throughout the City and swept the streets after removing the leaves, removed several hazardous City trees within the City right of way, and trimmed several trees and bushes in the right of way.

Concrete crews completed the demolition of concrete at Portage and Cork Streets so that the contractor could lay new asphalt down at the intersection. Staff also completed several tasks to ensure that the streets were clean and free of safety hazards for the various special events in December.

Sanitary sewer overflow investigations and remediation that occurred in November/December has created heightened preventative maintenance tasks and schedules for off road sewer lines and manholes. Staff also cleaned several thousand feet of the sanitary collection system and received permits from Kalamazoo County Road Commission during the last week of December in order for Field Services staff to complete collection system repairs for Oshtemo on Crystal Lane sanitary line and a lateral line along Stadium.

➤ Fleet Services

Fleet closed 258 vehicle work orders in December. Two hundred and five were repair work orders; the repair work orders included 48 from Public Works, 80 from Public Safety, six from Wastewater, 51 from Water, seven from CP&D, five from City Hall; two

from pump stations; one from KPS and three rented packer leaf trucks. Fifty-three of the orders were preventative maintenance and included five from Public Works, 27 from Public Safety, two from Wastewater, 18 from Water, and one from CP&D.

➤ Solid Waste

Public Services staff met with the budgeting team and the Commission during the Budget Work session to discuss the solid waste millage and ongoing increases in expenses.

One hundred fifty-nine tons of debris was removed from the City's right of way as part of code enforcement during the month of December. In 2015, there were a total of 1,652 tons of recycling, 2,510 tons of bulk trash and 266 tons of brush removed from the curb lawns.

➤ Wastewater

Staff worked on various capital improvement and maintenance projects as well as monitored and implemented on-going treatment enhance efforts.

Staff received the plant's bug health report which indicated that the plant was nutrient deficient in soluble phosphorous therefore they have changed operating parameters and started comingling sludge to increase the soluble phosphorus in the system.

Staff continued to gather system infrastructure information for inclusion into the Wastewater Systems Strategic and Asset Management Plans for capital improvement project planning for the treatment plant and collection system at a projected cost of four to five million annually over the next ten years.

➤ Water

Staff worked to ensure the 446,831,685 gallons or an average of 14.42 MGD of safe drinking water was pumped into the Water System in December of 2015.

Staff dealt with 33 customer water quality concerns within various locations throughout the system, continued to troubleshoot, replace and repair water supply and distribution equipment, and continued their ongoing efforts to document standard operating procedures required for the Water Systems Environmental Protection Agencies required Risk Management Program and Emergency Response Plan.

Members from all areas of Public Services prioritized the list of necessary upgrades to the City's Water System for inclusion in the Water Systems Capital Improvement Program Budget and Strategic Plan for the next five and twenty years at an estimated cost of five to six million annually, the proposed regulatory required capital improvement plans for the water system was submitted to the MDEQ on December 30.

Transportation

➤ Ridership

There were 251,412 passenger trips provided system-wide in the month of November 2015, and a total of 2,755,719 passenger trips provided system-wide year-to-date through November.

Year-to-date through November 2015, the number of rides provided on Metro County Connect service is up 8.75% over the same time in 2014. The Community Service Van program also had an increase of 52.32% over previous year through November. The number of rides on the Metro Transit fixed-route bus service has dropped 8.34% through November, 2015, which is reflective of new identification badges issued in October 2014 by Western Michigan University that no longer allow for use as bus fare by previously graduated students.

➤ December Activities

Metro Transit held a passenger survey to help determine service need for upcoming route enhancements. More than 1,200 people responded to the surveys.

Two Stuff the Bus events took place. Each event generated thousands of toys to benefit children in the US Marines Toys for Tots Program and the local Big Brothers/Big Sisters organization. Metro Transit buses were used in both events.

New bus pass will be available for sale beginning January 1. The new pass is a 31-day unlimited ride pass for \$60.00. The new pass will enable the pass-holder to ride an unlimited amount of times for a consecutive 31 days.

An announcement was made that the Metro County Connect service will begin operating on Sundays, starting February 7.

INSIDE*the*CITY

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



From the City Manager:

January 2016 Edition

Imagine Kalamazoo 2025 Ramps up with 'Meetings on the Go' Series

After a brief orientation period in late 2015, the City's Community Planning & Development Department is getting ready to begin the strategic vision and master plan update process in earnest later this month.

Imagine Kalamazoo 2025 will be a year-long endeavor with six phases:

Imagine It! (January-March)

Plan It! (April-June)

Design It! (July-September)

Discuss It! (October-November)

Draft It! (December-January 2017)

Since the goal of this process is to update our Master Plan and Strategic Vision to reflect the broad goals of our community, public input will be an essential component. To help ensure all residents have an opportunity to participate, we are trying to make it as convenient as possible to get involved.

Throughout the process, we will be encouraging residents to host "Meetings on the Go" with their friends, colleagues, and social networks. Any interested resident can get a meeting guide from the City and lead a discussion about their visions for the future, all at a time and location of their choosing. The guide provides instructions, ideas, and questions for participants. After the meeting,

the materials can either be dropped off, mailed back, or even picked up if necessary. This can be a fun way to brainstorm what you would love to see in Kalamazoo and have your voice heard, all in a comfortable and convenient setting. The first Meeting on the Go series (Imagine It!) will take place from January 29 - March 31. The Plan It! series will begin on April 8.

A new and improved version of the Imagine Kalamazoo website will be introduced as well, serving as an online home for discussion. This will give residents another convenient way to be heard from the comfort of their home or office. We expect to be up and running with this new tool and hosting exciting conversations in February.

The City's strategic vision and master plan set a course for the next ten years, and policies, ordinances, and zoning regulations are ultimately all products of this process. We hope you will make your voice is heard, and help encourage others to do the same so we can all work together towards making Kalamazoo the best city possible.

Deadlines, Public Safety, Staff Changes	2
Metro, 2016 Budget	3
Public Services, Parks & Rec	4
I.T. - Locked Print Jobs	5
I.T. - Copier Scans, M:/, MLK Landscape Love	6
BCBS Prescription Info	7
AP & Requisition Training	8

Year End Deadlines

It's that time of year again! Please be mindful of the following deadlines and help our Management Services Division put a bow on 2015:

1/20

- All p-card invoices for the statement period of 12/16/15 - 1/15/16 must be entered, approved, and received in Financial Services by noon.
- Last Accounts Payable Run that will include 2015 payments

1/21

- Run Open PO Report for carry-forward and close requests and submit to Purchasing as soon as possible

1/22

- Accounts Payable check run for 12/16-1/15 p-card statement period

1/25

- Carry-forward and close requests due to Purchasing

If you have any concerns, please contact Melissa Fuller at x8050.

Staff Changes

New Hires

Lorin Padgurskis
Environmental Services Technician

Promotions

Tanya Echols, Municipal Worker I
James Henry, Municipal Worker I
Lorenzo Hoskin, Municipal Worker II
Ramon Lopez, Municipal Worker II
Terrell Ayers, Municipal Worker II
Larry Beem, Municipal Worker I
Robert Rickstad, Municipal Worker II

KDPS Officers Participate in U.S. DOJ Training

On January 11th, 40 sworn supervisors from the Kalamazoo Department of Public Safety gathered for an eight-hour U.S. Department of Justice Office of Community Oriented Policing Services (USDOJ COPS Office) training on procedural justice: Procedural Justice for Law Enforcement Agencies: Organizational Change through Decision Making and Policy. This training was sponsored in partnership with the Center for Public Safety and Justice (CPSJ) at the University of Illinois at Chicago.

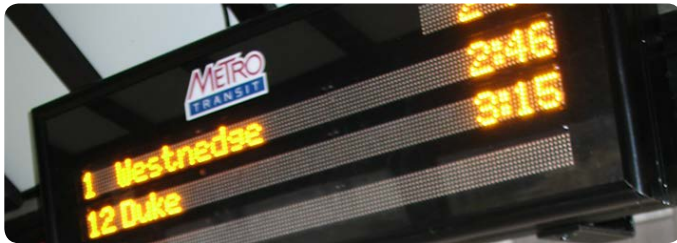
The goal of the training, which was developed by CPSJ and key law enforcement executives, was to promote positive organizational change, uphold police legitimacy in the community, and enhance officer safety. The course emphasized four key pillars of procedural justice: fairness in processes, transparency in actions, opportunity for voice, and impartiality in decision making, and provided practical steps for application throughout the department.

Recently endorsed by the President's Task Force on 21st Century Policing, and long-embraced by the COPS Office, the philosophy of procedural justice aims at the core of a law enforcement organization's culture and provides a structure for positive organizational transformation. Research indicates that efforts to ensure a procedurally just environment within an organization helps officers embrace these same principles as they interact with the public.

KDPS remains committed to identifying and implementing best practices in law enforcement and continuing to strengthen trust between Public Safety Officers and the community served.

New LED Signs Coming to Metro Transit Stops

Starting next week, look for new LED signs at all Metro Transit bus stops! The signs, which will display bus arrival times for each route that services a stop, will be installed throughout the service area beginning on Monday, January 18. And don't forget you can also download the Metro Transit app from the [iTunes App Store](#) and [Google Play](#) for maps, schedules, and to track buses in real time!



Follow-Up Budget Work Session Focuses Departments

City staff presented a more detailed view of their departments to the 51st City Commission at a follow-up budget work session on January 11. Of the topics discussed, two of the most notable were changes to the solid waste program, and the future of the Kik Pool. Public Services Director Sue Founé recommended changing bulk trash pickup to bi-monthly with an increase of the solid waste millage to 1.8 mills to balance the \$2.6M fund. Parks & Recreation Director Sean Fletcher provided some budget figures from the Kik Pool, and began a discussion about its future that will be ongoing throughout the year and surely bring many community members and groups to the table.

The City Commission is expected to adopt the Proposed FY2016 budget, including the Solid Waste program changes, during their January 19 meeting.

Metro County Connect Sunday Service Starts February 7

Residents of Kalamazoo County can take advantage of the recently approved expansion of public transit starting Sunday, February 7, when Metro County Connect begins offering Sunday service.

This expansion by Metro County Connect, which provides residents with origin-to-destination service, is just the beginning of increased public transit service coming to the Kalamazoo area. Metro Transit is currently reviewing passenger surveys and obtaining input from drivers to plan for later evening hours and Sunday service that take effect this fall. Once a draft plan has been completed, a public meeting will be scheduled to obtain feedback and further refine schedules and routes to best meet the needs of our community, so stay tuned.

These increases to public transit service are possible as a result of the Central County Transportation Authority (CCTA) millage request of .75 mills which was approved by voters last August. For more information, contact Metro Transit at (269) 337-8222.



Holiday Tree Drop Off Through January 31



When the time comes to take down your holiday decorations, please take a moment to bring any real holiday trees to the Bank Street Market parking lot (near Bank and Lake Streets). Real trees are biodegradable, easily recyclable, and may be dropped off at any time through January 31. Please be sure to remove all ornaments and other decorations.

Thank You!

Public Services would like to thank the following staff for their hard work and dedication during a difficult transition period. With many new hires and recent changes to procedures, they still managed to perform outstanding work. This diverse group made it possible to complete asphalt work in addition to concrete work, and as a result our concrete crew was able to correct a long-time problem at Mountain Home Cemetery (a project which was ultimately named a Project of the Year by the American Public Works Association).

Bob Polmateer
Lorenzo Hoskin
Zeb Jayne
Seth Lawrence
Terrell Ayers
Charles Blades
Daymeon Little
Tim McPherson
James Leversee

Shawn Jung
Mike Allen
Mike Ankey
Tayna Echols
Jon Klesko
Tom Buszka
Jason Emig
Laura Heskett
Joe Dyson

Winter Jamboree

Parks & Recreation is hosting a Winter Jamboree at Milham Park Golf Course on February 6 from 9:00 a.m. to 1:00 p.m. The Jamboree is open to everyone in the Kalamazoo area and offers the opportunity for some outdoor fun in the snow. Attendees can try a variety of winter sports such as skiing, sledding, and even ice bowling, or leisurely build a snow man or igloo if they prefer. There will also be a team of sled dogs at the event, and a cardboard sled racing competition in which participants re-purpose old cardboard boxes into the fastest sled they can. More event details are available at www.kzooparks.org or by calling the Parks & Recreation Office at (269) 337-8191.

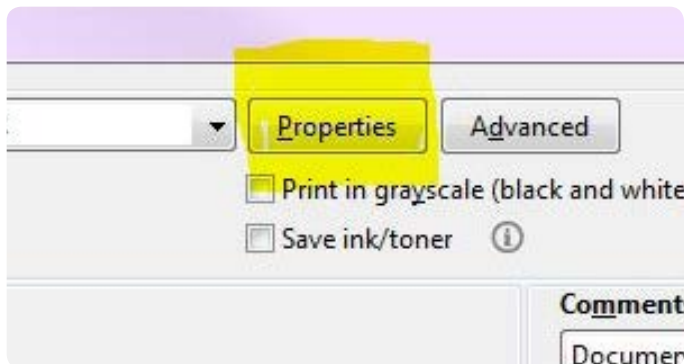


Using Locked Print Jobs

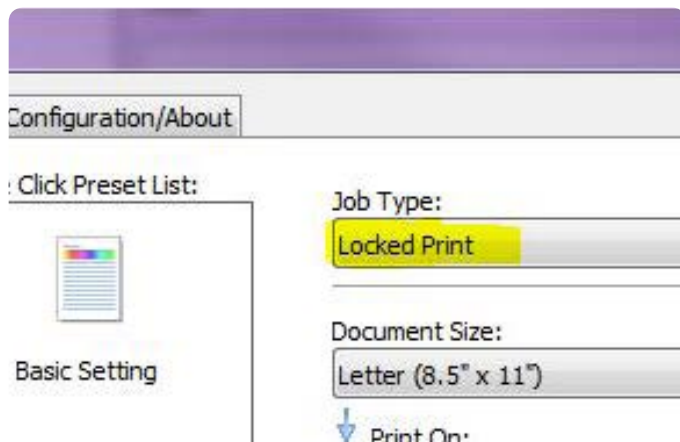
Do you regularly find yourself printing documents that are so incredible you're worried if another employee saw them it might blow their mind? We've all been there. Luckily the fine people of Ricoh have us covered. If you need to print something private and don't want to risk someone accidentally grabbing it or seeing something they shouldn't, it's quite simple to use a "locked print job" and feel good about printing on a multi-function device in a common area:

On your computer:

1. When the print dialog box appears, click properties



2. Select 'locked print' under print job



3. Click details and select a user name and numeric password

A screenshot of a 'Type Details' form. It contains a 'User ID:' dropdown menu with 'Create Own ID' selected. To the right, there is a text input field for 'Enter User ID: (Up to 8 alphanumeric)' with the value 'conwayn' entered. Below this is a 'Password: (4 to 8 digit numbers)' field with four asterisks '****' visible.

4. Select print. The document will not print until the password is entered at the copy machine.

At the copy machine

1. Select the printer function
2. Select the print jobs tab
3. Select the user id you chose while setting up the print job.
4. Enter your numeric password.
5. Keep up the good work.



Copier Scans Folder

Although our multi-function devices can scan documents directly to your email, electing to have them sent to the Copier Scans folder on the K:/ drive is often a better choice. Scanning to the K:/ drive removes the size limitations that are imposed by emailing, which could save you from have to scan a large document in several smaller sections that must be combined. It also can greatly reduce the volume and size of files that are handled by our exchange (email) server and need to be backed up.

To scan a document to the Copier Scans folder on the K:/ drive, simply select the folder tab on the copy machine and then choose Copier Scans. The document can then be retrieve from K:/Copier Scans/[department].



Organization-Wide M:/

This week, City staff should begin to see a new drive letter on their computers: **M**. This drive will be accessible by anyone in the city, so documents can now be shared much more easily between City Hall, Public Services, and Public Safety (it will replace K:/public, which was only accessible in City Hall). If you do not see the new drive, you may need to restart your computer. **Think of the M:/ drive as a shortcut to K:/Public that everyone can access.**

Please be aware of the following limitations:

1. Files stored in the M drive can be viewed or modified by ANYONE. DO NOT store sensitive data in this location!
2. Files will be automatically deleted in one year. If you need an exception, please contact IT personnel.
3. Deletions can only be restored from the last 4 business days.
4. We recommend that individuals only store copies of documents in this area. Keep the original somewhere else!

MLK Park Landscape Love

Community members have been stepping forward to care for the beautiful Martin Luther King Jr. park in downtown Kalamazoo and they are now looking for help. They don't need money- they just need labor and smiles!

The group meets at the park with gloves, brooms, and rakes to pick up trash and give the park the dignity it deserves. They park, work, and depart together, sometimes grabbing a beverage afterward to chat and get to know each other.

The next two meetings are January 24 at 1:30 and February 8 at 1:30. For more information or to volunteer, contact Karen Chadwick at [MLKPark.kzoo.LandscapeLove@gmail.com](mailto:kzoo.LandscapeLove@gmail.com).





Did you know you may be able to save more at the pharmacy?

Many pharmacies have programs that offer many generics for free or at a flat cost of \$4 for a 30-day supply, including drugs to treat chronic diseases. While this may be a good value for people who don't have prescription drug coverage, people with Blue Cross Blue Shield of Michigan prescription drug coverage who pay cash for these drugs may be paying more than they should.

The next time you visit your pharmacy, present your Blue Cross Blue Shield of Michigan (BCBSM) ID card and ask the pharmacist to file a claim for your prescription. Filing a claim for these drugs may help you save more; as well as help make sure you're getting the most from your medications.

There are advantages to using your BCBSM insurance card, even for low-cost drugs:

You may pay less

- As a Blue Cross Blue Shield of Michigan member, you get discounted prices on covered drugs.
- For many generic drugs, the BCBSM cost is less than the \$4 your pharmacy charges.
- Transactions apply towards your deductible and out-of-pocket maximum.

Better quality of care

- A complete list of all the medications you use helps us improve your overall quality of care.
- Our claim system automatically reviews each claim to make sure the drug prescribed is right for your age, gender and overall health and a complete list of your drugs helps us improve your overall care and identify possible gaps in your medication care.
- This information helps us work with your doctor to improve your care.

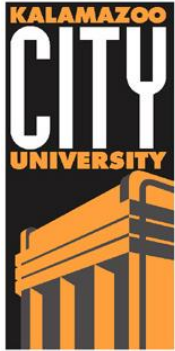
Greater safety

- Each drug claim is reviewed for several safety factors, including possible drug interactions, inappropriate dosages and duplicate medications.
- When you pay cash instead of using your BCBSM benefit for your drugs or when you use multiple pharmacies for your prescriptions, we don't have a complete record of your medications.
- By asking your pharmacy to file a claim for your prescription drugs, it helps ensure you receive the right medications.

Avoiding fraud

If you use your insurance card when you buy prescriptions, BCBSM can quickly spot unusual activity. This effort not only saves everyone money, but also helps protect your health care record.





AP & Requisition Training

Thursday, January 21, 2016

9:00 am – 12:00 noon

Wastewater (Harrison)

415 Harrison - Conference Room A

or

Thursday, January 28, 2016

8:30 am – 11:30 am

City Hall Community Room

241 W South Street

With the recent elimination of the Limited Expense Purchase Order (LEPO) and other changes that have happened in Accounts Payable & Purchasing over the past few years refresher training is being offered on AP processes and Requisition entry. AP & Requisition Training will provide information and tips about the City's Eden system and serve as a forum for asking questions to assist in better utilizing it. Whether you are a veteran or rookie using the City's accounts payable and/or requisition processes, this training will prove helpful.

Who should attend?

- It is **HIGHLY** recommended that any person who enters or approves invoices and/or requisitions attend this training

What are the objectives for this training?

This class will include:

- Discuss the elimination of the LEPO (why it was done and what you can do)
- Training for using the requisition module
- Saving and attaching documents on the City's S:Drive
- Deadlines
- Invoice entry review
- Vouchers

Why are we offering this training?

If you are new to your position this is an opportunity to receive formal requisition entry and accounts payable training. If you have been entering requisitions or invoices for a while but some of it doesn't make sense this is a good time to review the process and ask questions.

Who is doing the training?

Teresa Johnson, Purchasing Manager and Melissa Fuller, Financial Services Manager will conduct this training.

How do you register?

To register, respond to this email or call Human Resources at 337-8052. Class size is limited.

Be prepared to take notes at this training.



INTEROFFICE MEMO

To: James K. Ritsema, ICMA-City Manager
From: Teresa T. Johnson, CPPB, Purchasing Manager
Date: January 4, 2016
Subject: December 2015 Purchases

I am forwarding for the City Commission, and your information, a summary of the purchases and change orders between \$50,000 and \$100,000 administratively approved during December 2015.

c: Thomas Skrobola, Director of Management Services, CFO

December 2015
PURCHASES ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

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

December 2015
CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

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