

Roll Call	<p>A work session of the Kalamazoo City Commission was held on Monday, December 12, 2016 at 6:00 p.m. in the Community Room at City Hall. The purpose of the meeting was to review the Proposed FY2017 Budget.</p>
	<p>COMMISSIONERS PRESENT: Mayor Bobby Hopewell Vice Mayor Don Cooney David Anderson Erin Knott Matt Milcarek Shannon Sykes Jack Urban</p>
	<p>COMMISSIONERS ABSENT: None</p>
	<p>Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.</p>
Adoption of the Agenda	<p>By unanimous consent the City Commission adopted its meeting agenda as presented.</p>
Communications	<p>An opportunity was offered for general communications, but none were offered.</p>
Discussion Items	<p>Discussion items were considered next.</p>
Department Budget Presentations – Introduction and Public Safety	<p>City Manager Ritsema provided introductory remarks for a PowerPoint presentation entitled <i>The City of Kalamazoo FY2017 Proposed Budget, December 12, 2016</i>. A copy of this presentation was filed with the papers for this meeting.</p>
	<p>Public Safety Chief Jeff Hadley reviewed the 2016 accomplishments, 2017 projects and goals, 2017 department needs, and a summary of position requested in FY2017 for the Kalamazoo Department of Public Safety (KDPS).</p>
	<p>In response to a question from Commissioner Anderson, Chief Hadley indicated it would be a challenge for KDPS to accelerate its hiring process because the department was competing with other law enforcement agencies for a limited pool of candidates. Chief Hadley stated KDPS had its hiring process mapped out through 2018.</p>
	<p>As the request of City Manager Ritsema, Chief Hadley explained the current Fire Marshal was not able to keep up with the work, which included investigating fires, reviewing building plans and liquor license applications; and performing safety inspections.</p>
	<p>In response to a question from Mayor Hopewell, Assistant Public Safety Chief Ryan Tibbetts explained there was a countywide Fire Marshal group that met regularly and helped each other, but the work was overwhelming.</p>
	<p>In response to questions from Commissioner Sykes, Chief Hadley reported ISAAC, the Northside Ministerial Alliance, the US Attorney’s Office, and Kalamazoo Public Safety all had representation on the Group</p>

Violence Intervention Program Executive Board, and Goodwill Industries and the Urban Alliance were partners in the program. Regarding officer fatigue, Chief Hadley stated the department offered opportunities for officers to take care of themselves, like exercise facilities, wellness seminars, financial counseling, and family support groups.

In response to questions from Mayor Hopewell, Chief Hadley reported the department had spent approximately \$1.5 million on overtime, which was \$600,000 over budget. Regarding the COPS grant, Chief Hadley stated the 2013 grant would be dropping off, the 2015 grant would start and continue through 2018, and the department had applied for another COPS grant in 2016.

City Manager Ritsema explained the 2017 proposed budget assumed the City would continue to receive COPS grant funding, and if the grant was not secured the proposed new positions would not be filled.

Mayor Hopewell questioned why KDPS was making decisions like reinstating Community Police Officers (CPO's) when the Imagine Kalamazoo 2025 (IK2025) process was not complete, and he asked whether an existing officer could become the Public Information Officer (PIO).

In response to Mayor Hopewell, Chief Hadley stated the reinstatement of CPO's was based on officers' understanding of the community and the neighborhoods' response to the removal of CPO's in 2012. Chief Hadley indicated he would be looking at options for PIO position.

Public Services Director James Baker reviewed the 2016 accomplishments, 2017 projects and goals, 2017 department needs (including proposed staffing increases), and potential long term projects for the Public Services Department.

In response to questions from Commissioner Anderson, Director Baker stated having engineers on staff and using their services to cover the local match required for Kalamazoo Area Transportation Study projects had worked out well for the City. With regard to the City's practice of borrowing money for local street projects, Director Baker explained the goal was to first define all of the capital improvement needs and then have a conversation about funding options. Regarding the removal of snow from sidewalks adjacent to City owned property, Director Baker noted some recent street projects had included agreements where the City assumed responsibility for keeping sidewalks clear.

In response to a question from Commissioner Milcarek, Director Baker stated the new storm water system inspection requirements would reveal new needs. Director Baker Review indicated a review of the entire system would take an estimated 10 years, and when issues were found the City would align those repairs with planned street improvements.

In response to a question from Commissioner Urban, Director Baker stated the City could modify the industrial pretreatment requirements and discharge permits for industrial users to help meet the new discharge requirements.

Department Budget
Presentations –
Introduction and
Public Safety (cont'd)

Department Budget
Presentations –
Public Services

Department Budget Presentations – Community Planning and Development

Community Planning and Development Director Laura Lam reviewed the 2016 accomplishments, 2017 projects and goals (including proposed staffing increases), and 2017 department needs for the Community Planning and Development Department. Director Lam also provided an update on the Imagine Kalamazoo 2025 process.

In response to a question from Commissioner Sykes, Director Lam indicated only one Neighborhood Activator position was being proposed for 2017 so that staff could develop the position and see how this one person would be able to leverage the ideas and energy in the community.

Department Budget Presentations – Parks and Recreation

Parks and Recreation Director Sean Fletcher reviewed the 2016 accomplishments, 2017 projects and goals (including proposed staffing increases), 2017 department needs, and potential long term projects for the Parks and Recreation Department.

Commissioner Urban questioned whether there was a way to subsidize existing fee-based programs to boost participation in those programs before creating new programs.

Director Fletcher indicated the Friends of Recreation provided approximately \$20,000 each year for recreation program scholarships, and he stated staff were continually asking “why” with regard to both existing programs and ideas for new programs.

Department Budget Presentations – Information Technology

Chief Information Officer Tim Clark reviewed the 2016 accomplishments, 2017 projects and goals (including proposed staffing increases), and 2017 department needs for the Information Technology (IT) Department.

In response to questions from Commissioner Anderson, CIO Clark stated the City used Charter for most of its fiber optic services. CIO Clark explained there were challenges with moving the City’s information to cloud-based systems, but these solutions were considered by staff where appropriate.

In response to questions from Commissioners Urban and Cooney, CIO Clark explained the benefits of having uniform equipment from a maintenance and administration standpoint, and he stated he was exploring options for providing citywide internet access.

Department Budget Presentations – City Administration and Commission Appointees

Deputy City Manager Patsy Moore reviewed proposed staffing increases for administrative departments.

In response to a question from Mayor Hopewell, City Attorney Robinson stated he needed an attorney and not a paralegal because he needed someone who could appear in court. City Attorney Robinson indicated he anticipated an increase in the number of cases his office would handle as a result of the increased number of PSO’s.

Chief Hadley provided clarification and indicated the additional PSO’s would augment the existing platoons to reduce the need for call-ins and overtime. Chief Hadley indicated the full implementation of body cameras would create additional work for the City Attorney.

In response to a question from Mayor Hopewell, City Clerk Borling stated the addition of a Records Manager position would restore lost capacity in the Records Management Division and help the City Clerk’s Office support City departments and their initiatives.

City Manager Ritsema indicated the new administrative positions were being proposed to build capacity in the organization for the work that would come out of IK2025 and the Foundation for Excellence (FFE).

Management Services Director Tom Skrobola reviewed the Proposed FY2017 Budget.

In response to a question from Commissioner Anderson, Director Skrobola reported the budget and fiscal plan assumed the City would receive administrative services fee revenue from the Central County Transportation Authority for three years. Director Skrobola stated he anticipated a portion of this revenue would not go away at all because the City would continue to provide some services, such as retirement system management.

City Manager Ritsema described the vision for the community moving forward, including Imagine Kalamazoo 2025 (IK2025), the Foundation for Excellence (FFE), and providing exceptional core services. City Manager Ritsema reviewed the tentative schedule for the FFE and Budget adoption processes.

In response to a question from Commissioner Urban, City Manager Ritsema reviewed the timeline for creation of the FFE.

Commissioner Urban questioned whether the FFE would have non-profit status in place by August.

In response to Commissioner Urban, City Attorney Robinson reported there had been meetings between the donors, the donors’ attorney, and City staff. City Attorney Robinson reported the FFE structure would be presented to the City Commission for approval, after which the foundation would need to file for incorporation with the state and obtain tax-exempt status from the Internal Revenue Service (IRS). City Attorney Robinson estimated it would take one or two weeks to complete the incorporation process and 4-6 months to receive a decision from the IRS about the foundation’s tax exempt status. City Attorney Robinson noted that the foundation’s tax exempt status would retroactive to the date of incorporation, regardless of when the IRS issued its determination.

Commissioner Urban suggested it would be good for the donors to meet with Commissioners in small groups for question and answer sessions.

In response to a question from Mayor Hopewell, Human Resources Director Karianne Thomas stated she would not be able to fill a position in her office soon enough to help with the hiring surge in 2017. Director Thomas indicated she would evaluate her staffing needs for 2018.

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

Department Budget Presentations – City Administration and Commission Appointees (cont'd)

Overview of the Proposed FY2017 Budget and Next Steps

Citizen Comments

Commissioner
Comments

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

In response to a question from Commissioner Urban, discussion took place about cancelling the work session scheduled for Monday, December 26th.

Mayor Hopewell stated this question should be an item on the agenda for the December 19th regular business meeting.

Mayor Hopewell indicated his aggressive questioning was not a reflection on City staff but an attempt to continually seek creativity and innovation. Mayor Hopewell stated he recognized City departments had capacity issues.

Adjournment

The meeting adjourned at 9:19 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on January 17, 2017

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: January 17, 2017

*This page was left
blank intentionally.*