

5:15 p.m. Board and Commission Interview Session.

7:30 p.m. Call to Order.

Invocation: Pastor Craig Glass of Portage Free Methodist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Days of Remembrance
2. Young Men's Christian Association 150th Anniversary

A. Approval of City Council Meeting Minutes.

1. Approval of the Committee of the Whole and Regular Meeting Minutes of April 26, the Budget Meeting Minutes of May 3, and the Pre-Council Meeting of May 9, 2016.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of May 10, 2016 as presented.

D. Public Hearings:

1. Communication from the City Manager recommending that City Council hold a Public Hearing on the Fiscal Year 2016-2017 proposed Budget and the tax rate of 10.9256 mills required to support the proposed budget.
2. Communication from the City Manager recommending that City Council, subsequent to the public hearing, accept a temporary moratorium ordinance pertaining to Medical Marihuana.

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

- * 1. Communication from the City Manager recommending that the City Council approve the Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and FY 2016-2017 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development.
- * 2. Communication from the City Manager recommending that City Council award a sole-source contract for the Milham #1 pump replacement and motor rehabilitation to Peerless-Midwest, Incorporated, in an amount not to exceed \$25,436.78 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council accept for first reading the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection, and consider final adoption no later than May 24, 2016.
- * 4. Communication from the City Manager recommending that City Council approve the purchase, professional installation and training services of the SAFARI Montage digital learning platform through the local authorized SAFARI Montage dealer, Secant Technologies at a cost of \$28,317 and authorize the City Manager to execute all documents related to this action on behalf of the city.

G. Communications:

1. Communication from Harry Haasch, Executive Director of Public Media Network.

H. Unfinished Business:

- * 1. Communication from the City Manager regarding right-of-way encroachments for private parking.
- * I. Minutes of Boards and Commissions Meetings:
 - a. Portage Public Schools Board of Education Regular of March 28, 2016.
 - b. Portage Human Services Board of April 7, 2016.
 - c. Portage Planning Commission of April 21, 2016.
- J. Council Committee Reports:
- K. New Business:
- L. Bid Tabulations:
 - * 1. Communication from the City Manager recommending that City Council approve the bid from Too Clean Incorporated, for cleaning maintenance of park facilities in the amount of \$30,160 with the option of four one year renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.
- * M. Other City Matters:
 - 1. Statements of Citizens.
 - 2. From City Council and City Manager.
 - 3. Reminder of Meetings:
 - a. Wednesday, May 11, 7:00 p.m., Environmental Board, City Hall Room No. 1.
 - b. Wednesday, May 18, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - c. Thursday, May 19, 7:00 p.m., District Library Board, Portage District Library.
 - d. Thursday, May 19, 7:00 p.m., Planning Commission, Council Chambers.
- * N. Materials Transmitted.
 - 1. Materials Transmitted of April 22, 2016.
 - 2. Materials Transmitted of April 26, 2016.

Adjournment.



City of Portage *Proclamation*

DAYS OF REMEMBRANCE

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945. Jews were the primary victims; Gypsies, the handicapped, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons. Millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, we the people of the City of Portage should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, we the people of the City of Portage should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS, the Days of Remembrance have been set aside for the people of the City of Portage to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

WHEREAS, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980) the United States Holocaust Memorial Council designates the Days of Remembrance of the victims of the Holocaust to be Sunday, May 1 through Sunday, May 8, 2016, including the international Day of Remembrance known as *Yom Hashoah*, May 5;

NOW THEREFORE, I, Peter J. Strazdas, Mayor of the City of Portage, Michigan do hereby proclaim the week of Sunday, May 1, through Sunday, May 8, 2016, as Days of Remembrance in memory of the victims of the Holocaust, and in honor of the survivors, as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Portage, should strive to overcome intolerance and indifference through learning and remembrance.



Signed this 10th day of May, 2016

Peter J. Strazdas, Mayor

PROCLAMATION

YOUNG MEN'S CHRISTIAN ASSOCIATION 150TH ANNIVERSARY

WHEREAS, the mission of the Young Men's Christian Association (YMCA) of Greater Kalamazoo is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all; and

WHEREAS, the YMCA started in 1866, serving as a Christian reading room for young men has a long, rich 150-year history that has benefited the region, physically, culturally, socially and economically; and

WHEREAS, in 1892, the 270 members of the YMCA moved into the organization's first building, where it stayed until a fire destroyed it in 1911; and

WHEREAS, the community succeeded in spectacular fashion in constructing a newer, better building and over 50,000 people were on hand less than nine months later as President William Howard Taft laid the cornerstone of the new YMCA at the corner of West Michigan and Park Street where the YMCA served the community for the next 59 years; and

WHEREAS, the community grew and changed, so the YMCA moved to a larger facility on Maple Street in 1970 with additional program areas such as tennis courts, a warm water pool and in 1985, three sites that included school-age childcare; and

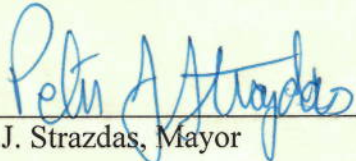
WHEREAS, the YMCA grew and moved into the Portage facility in 1991 extending services to the Portage community and added the aquatics facility there in 1993 as well as the YMCA Program Center at Lincoln Elementary on North Burdick Street in 1992, bringing services closer to families in the North Side neighborhood; and

WHEREAS, the YMCA services 22,000 members annually, with another 8,000 individuals participating in classes and programs with a key focus on youth development, healthy living and social responsibility.

NOW THEREFORE, I, Peter J. Strazdas, Mayor of the City of Portage, do hereby congratulate and thank the Young Men's Christian Association - the "Y" - of Greater Kalamazoo for providing before and after school programs; offering classes and programs that foster family engagement and communication; encouraging healthy living through sports and recreational activities; helping individuals achieve their wellness goals through a balanced approach of chronic disease prevention or management; collaborating with community leaders and private and public organizations to increase our collective impact; and advancing diversity and inclusion to ensure that all who need it have access to YMCA programs and facilities.



Signed this 10th day of May, 2016


Peter J. Strazdas, Mayor

CITY COUNCIL MEETING SUMMARY

April 26, 2016

PROCLAMATIONS

- ◆ Mayor Strazdas issued a National Children's Mental Health Awareness Day Proclamation and a National Arbor Day proclamation.

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Accounts Payable Register of April 26, 2016, as presented.

PUBLIC HEARINGS

- ◆ Adopted the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water; the recommendation that the water commodity rate remain at \$3.19 per 1,000 gallons of metered water; the recommendation that adjustments be made to both the sewer and water base quarterly charges as noted in the 2016 Utility Rate Financial Study; the recommendation that the new rates become effective on October 1, 2016; and the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2016 Utility Rate Financial Study.

REPORTS FROM THE ADMINISTRATION

- ◆ Adopted the Resolution setting a public hearing on May 10, 2016, at 7:30 p.m. or as soon thereafter as may be heard, for the Fiscal Year 2016-2017 proposed city budget and the proposed 2016 tax levy.
- ◆ Adopted the Bond Resolution for Bonds Not To Exceed \$3,250,000, City of Portage Capital Improvement Bonds, Series 2016 (New Improvements and Refunding Project), and adopted the Resolution Approving the Undertaking to Provide Continuing Disclosure by the City of Portage for the Capital Improvement Bonds, Series 2016 (New Improvements and Refunding Project).
- ◆ After Mayor Strazdas recused himself, Council set a public hearing on May 10, 2016, at 7:30 p.m. or as soon thereafter as may be heard, on the proposed amendment to add Article 9. Temporary Moratorium on the Use of Property and Structures for Dispensing and Cultivating Marihuana, of Chapter 2, Administration, of the Code of Ordinances of the City of Portage. Tabled a motion to consider directing Mr. Shaffer to temporarily refrain from issuing citations or enforcing any currently issued citation(s) for a business operation on April 26, 2016.
- ◆ Awarded a three-year sole source contract, with the option for one three-year extension, to Emergency Vehicle Products for maintenance of all fire emergency apparatus and authorized the City Manager to execute all documents related this action on behalf of the city.
- ◆ Approved the Development Agreement concerning the construction of a traffic signal and related right-of-way improvements at the intersection of Cooley Drive and West Centre Avenue.
- ◆ Awarded a one-year contract to Professional Health Services, Inc., for administering firefighter physicals at a cost not to exceed \$28,703 and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Received the communication from the City Manager regarding the March 2016 Environmental Report as information only.

COMMUNICATIONS

- ◆ Received the Annual Update of the Park Board from Kathleen Hoyle, Chairperson of the Park Board.
- ◆ Received a communication from Judy Anderson, 6737 Bratcher Street, regarding Right-of-Way encroachments in the Ringdale Plat and directed the City Manager to engage with petitioners and have a report for City Council for the May 10, 2016 Regular City Council Meeting. Barbara Scott, 6749 Bratcher Street, spoke in support of Ms. Anderson's position and asked if the paved parking spot could be grandfathered in and City Attorney Brown indicated that a private citizen cannot claim an interest in a public right-of-way an grandfathering is not an appropriate concept in this case as there is no lease or license interest in that property, and City Council would have to take that action. Discussion followed. When Ms. Anderson asked if cars could be parked on the lawn, Mayor Strazdas directed Mr. Shaffer to include a response in his report. Vincent Heller, 6846 Cornell Street, concurred with Ms. Judy Anderson. Discussion followed.

UNFINISHED BUSINESS

- ◆ Approved Rezoning Application #15/16-2 as follows: 480 Admiral Avenue: rezone from I-1, light industrial, and RM-1, multiple family residential, to R-1A, one family residential, except that the north 125 feet of 480 Admiral Avenue be rezoned to R-1T, attached residential; 514, 520, 526, 532, 606, 612 and 618 Dorset Street: rezone from R-1T, attached residential, to R-1A, one family residential; 6843, 422 and 426 Dorset Street (rear portions): rezone from I-1, light industrial, to R-1A, one family residential; and 6979 South Westledge Avenue: rezone from I-1, light industrial and RM-1, multiple family residential, to R-1A, one family residential (except the western portion which is to remain zoned B-2, community business).

COUNCIL COMMITTEE REPORTS

- ◆ Received the oral report from Councilmember Ford regarding the Kalamazoo County Environmental Health Advisory Council Meeting.

BID TABULATIONS

- ◆ Awarded a contract for the purchase of traffic signal poles, mast arms and assemblies to Maico Industries, Inc., in an amount not to exceed \$153,873 for: a traffic safety project on South Westnedge Avenue and Romence Road, a traffic signal upgrade on South Westnedge Avenue and Kilgore Road, new traffic signal installation on West Centre Avenue and Old Centre Avenue and additional inventory stock, and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Awarded an independent audit service contract to Yeo & Yeo PC of Portage, Michigan, for a three-year cost not to exceed \$71,400, with an option for three one-year renewals, and authorized the City Manager to execute all documents related to this contract on behalf of the city.

STATEMENTS OF CITIZENS

- ◆ Travis Copenhaver, Cannabis Attorneys of Michigan, Howell, stated that his Dispensary Clients are attempting to engage in the MMMA and wish for the opportunity to work together; one of the ways of being able to work together is not to argue against one another in Circuit Court; his clients will do what they have to do in order to engage in the rights that they think they have, and Council has every right to disagree; it is just something we would like to avoid.
- ◆ Blake Thinns (sp), 1307 Wayside Road, Kalamazoo Township, a Medical Marihuana Caregiver, said he picked to live in Michigan because of opportunity and education; and, if these facilities are shut down, there is no place for research to occur regarding how it is going to affect the community, whether it is positive or negative. City Attorney Randy Brown acknowledged that the vote requirement of Item F.3, Medical Marihuana, would be 4 to 2 with Mayor Strazdas recusing himself. He suggested setting up an oversight committee for medical marihuana dispensaries and admitted that the dispensary owners are challenging the law (ordinance) written in 2011 and spoke in general support for change, Medical Marihuana and recreational use, and asked that the City work together with the dispensary owners regarding this matter.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmember Reid mentioned the interest exhibited by Portage residents in moving toward a greener city, and her appreciation for efforts of the Parks personnel and the Youth Advisory Committee (YAC), at the Greenathon on Saturday at Celery Flats. She said the attendees were so moved by the event that they did not want to move along after the Greenathon ended at 2 p.m. She also cited the move by the Public Media Network (PMN) to provide live streaming of governmental programming on all windows-based platforms. She congratulated PMN Member Frank Jamison, who received the Star Volunteer Award.
- ◆ Councilmember Randall concurred with Councilmember Reid and noted that the Greenathon is growing every year and has moved into the category of one of the most attended events every year. She also mentioned the move by Chris Barnes to have an open house at the Water Treatment Facility in conjunction with the Greenathon. She took this opportunity to ask for applications for the Youth Advisory Committee (YAC), who will meet, Tuesday, May 10, 2016, at 5:15 p.m. for interviews in City Hall Conference Room #1. She talked about the 26th Tree Planting Ceremony earlier at 5:45 p.m. and the tree that was donated and moved on site by Romence Gardens. Mayor Strazdas expressed his appreciation to Bob Romence and noted how well he works with us.
- ◆ City Manager Larry Shaffer acknowledged the efforts of Chris Barnes and his team for their move to sponsor the two open houses at the Water Treatment Facility, the last one in conjunction with the Greenathon.
- ◆ Mayor Pro Tem concurred with Mr. Shafer regarding the two open houses at the Water Treatment Facility, and congratulated Ms. Diane Schrock, who will be receiving the much deserved Community Service Award from the Portage Rotary, tomorrow, April 27, 2016.
- ◆ Mayor Strazdas thanked Deputy City Clerk Adam Herringa for his efforts with the YAC and the Greenathon and complimented City Council and their move years ago to create the Youth Advisory Committee to get Portage youth involved in local government. He mentioned that he was selected to be on the Judge Committee to help choose the recipient of the Star Volunteer Award, which proved to be a great opportunity to thank all of the volunteers in Southwest Michigan, who put in hundreds of thousands of volunteer hours. He said many of them were from Portage or volunteer in Portage. He indicated he was chosen to speak at the Rotary Dinner at the Air Zoo on Friday night which had a great turnout and thanked all of the Rotarians for their service.
- ◆ City Clerk James Hudson reminded everyone to vote at the Special Election on Tuesday, May 3, 2016, the Public Safety Millage Renewal and the millage for the Kalamazoo County Transit Authority.

MATERIALS TRANSMITTED

- ◆ Received the Department Monthly Reports.
- ◆ Received the Materials Transmitted of April 12, 2016.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF APRIL 26, 2016**

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also present were Heather Baker of Southwest Michigan First, City Manager Larry Shaffer, Deputy City Manager Rob Boulis, Director of Technology Services Devin Mackinder, Community Development Director Vicki Georgeau, City Attorney Randy Brown and City Clerk James Hudson.

Mayor Strazdas introduced the topic “Branding” and deferred to Larry Shaffer, who outlined the agenda for City Council. He turned it over to Devin Mackinder, who reviewed the history of branding in Portage, including the catch phrases and logo revisions since the 1960’s. He focused on the planning process involved with “A Natural Place to Move,” a phrase that was developed concurrent with the 50th Anniversary of the City.

Vicki Georgeau discussed the details involved in the implementation of “A Natural Place to Move” which focused on funding, resources and events that encouraged a variety of Portage citizen movement. She listed some of the marketing and promotional efforts, infrastructure and strategies used during the Vision 2025 Renewal Event.

Heather Baker indicated that Branding has to do with people, people who identify with other like people, either for protection or because they just want to be with other people, so Portage needs to consider this when deciding who to target with their Branding. She asked some questions for consideration, “Is it education; is it everyone; is it people from specific places? Does the Branding represent the past of Portage, or the future of Portage? She discussed the things not to do when considering a Brand and referred to segments of her Southwest Michigan First handout, *Branding a Community: What’s the importance of the “mark?”* She reviewed why Brands matter and why our Brand is important. Discussion followed.

Ms. Baker defined Brand Rebuild, Brand Refresh and Brand Retool and the estimated time and cost associated with each. She cited Raleigh, North Carolina, Dayton, Ohio and Columbus, Indiana as examples of places that are doing Branding well. Discussion followed.

There were no statements of citizens.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:07 p.m.

James Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM APRIL 26, 2016

The Regular Meeting was called to order by Mayor Strazdas at 7:30 p.m.

At the request of Mayor Strazdas, Elder John Medema of the First Reformed Church provided an invocation. The City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers, Richard Ford, Jim Pearson, Patricia Randall, Claudette Reid, Terry Urban and Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATIONS: Mayor Strazdas issued a National Children's Mental Health Awareness Day Proclamation and a National Arbor Day Proclamation. Discussion followed.

Representative Brand Iden provided a Proclamation signed by Governor Snyder honoring Mayor Strazdas for receiving the North Star Award, one of the first in Michigan. This is a tribute to Mayor Strazdas from the State Legislature for his efforts over the years with the Boy Scouts and the Girl Scouts of America. Discussion followed.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Randall, to approve Regular Meeting Minutes of April 12, 2016, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Ford, seconded by Randall, to approve the Budget Meeting Minutes of April 19, 2016, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Randall, to approve the Pre-Council Meeting Minutes of April 25, 2016, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmembers Urban, Ansari and Ford abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Mindy Tai, 1620 Romence Road, asked that Item F.3, Medical Marihuana, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 26, 2016:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of April 26, 2016, as presented. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

2016 UTILITY RATE FINANCIAL STUDY: At the request of Mayor Strazdas, City Manager Larry Shaffer provided some introductory remarks, prior to the review of the 2016 Utility Rate Financial Study by Transportation & Utilities Director Chris Barnes.

Mr. Barnes began with an Overview of the Annual Rate Analysis:

- Prior to 1986 utility rates were reviewed on an as needed basis which lead to unpredictable charges.
- In 2008 the City received notice from the State of Michigan requiring a plan to eliminate the deficit in the utility funds.
- Annual review of expenses and rates is an excellent means of review of utility costs and keeps the rate changes consistent and predictable.
- 2016 proposed rate increase is 0.75% or \$0.47 per month for the average residential customer.

DRAFT

Mr. Barnes provided a linear Rate Adjustment Graph for the typical Residential Customer and indicated that the rate increase percentages are trending down. He reviewed a Water Production bar graph showing gallons of water supplied each year since 2005 showing a decrease in consumption owing to efficiencies and irrigation increases. He noted three key issues raised as a part of the Utility Rate Committee Meeting and two Water Facility Open Houses: water quality and public health, planning and forecasting for the future, and value of water/cost of service.

Mr. Barnes noted a concern for the water quality by Portage residents with over 200 people attending the Open House in conjunction with the Greenathon. He indicated that there are no lead water service pipes in Portage; however, homes built before 1995 may have some lead in the solder used on the copper pipes installed at that time, presented a graph depicting the 2016 water sample test results for lead in Portage and explained. He provided a Water Use slide shaped like a drop of water that segmented how and why water is deployed and used in Portage.

Next, Mr. Barnes reviewed the presence of iron in Portage water and indicated Portage water is naturally hard and high in iron. He said that the most effective means for the customer to remove hardness and iron is with water softener or iron filter at the point of use, and revealed that the cost to remove iron from the water system is approximately \$65 to \$130 million and would triple the current water rates. Discussion followed.

He cited some of the elements of future planning and forecasting, including: systematic replacement of 1 to 2 miles per year of older cast iron water mains; water rehabilitation and replacement; well construction and rehabilitation; water reliability study every five years; testing of water supply for unregulated contaminants; and wellhead and groundwater protection.

Mr. Barnes continued by discussing the components of the Water Fund, including: operation and maintenance performed by Suez Water Environmental Services, equipment and building rental, city administration and oversight, debt service for water capital improvements, and cash reserves for emergencies or project financing. He also mentioned that there are additional costs related to groundwater protection, such as: landfill testing at South Westnedge Avenue Park, Retention Basin monitoring, mowing and maintenance, street sweeping, as well as storm sewer and catch basin maintenance and replacement. He pointed out that the City of Portage performs these services while still positioning itself the third from the bottom in annual city taxes and fees of cities of comparable size in the State.

He finished up by showing the comparison that bottled water costs \$6.34 per gallon, filtered store brand water costs \$0.89 per gallon and Portage tap water costs only 0.3 cents per gallon! He reviewed the rate recommendations as outlined in the 2016 Utility Rate Financial Study.

In answer to Mayor Pro Tem Ansari, Mr. Barnes indicated that Mr. Shaffer has established \$4.3 million as a cash reserve in the Water and Sewer Fund with a significant portion of that amount being retained for the construction of a water tower at Haverhill Park area in order to avoid a debt of about \$7.5 million since only about half of the cost of the water tower would be funded with issuance of a bond. Mayor Pro Tem Ansari read the percent rate change listing on page 2 of the 2016 Utility Rate Financial Study and expressed a desire to pass excess funds on to Portage citizens as his conscience cannot justify any rate increases. Using the Consumers Price Index, Mr. Barnes said the 0.47% increase is well under the typical cost increase and the increases were because of building some very significant projects and explained that the utilities fund is an enterprise fund which has to pay for infrastructure.

City Manager Shaffer concurred with Mr. Barnes and explained that over the years, the dramatic fluctuations of the fund was in direct response to putting on an extreme amount of debt on the water users, and not adjusting the rate periodically to adjust for increases in expenses. He concurred with Mayor Pro Tem Ansari that all rate increases are to be avoided, but the City philosophy is “Let’s go slow, and let’s go low” in order to get reasonable stability and predictability, so as to avoid periodic rate shock increases. He summed up by saying, over the long term, the rate is going to be modest and predictable and the plan is to apply cash reserves for future infrastructure needs, rather than bonding for those needs.

DRAFT

Mayor Strazdas opened the public hearing to the audience. There being no comment, motion by Reid, second by Ford, to close the public hearing. Upon a roll call vote, motion carried 7 to 0.

Motion by Ford, seconded by Reid, to adopt the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water; the recommendation that the water commodity rate remain at \$3.19 per 1,000 gallons of metered water; the recommendation that adjustments be made to both the sewer and water base quarterly charges as noted in the 2016 Utility Rate Financial Study; the recommendation that the new rates become effective on October 1, 2016; and the recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2016 Utility Rate Financial Study. Discussion followed. Mayor Strazdas recognized the work of Councilmembers Reid and Ford for their work on the Utility Rate Committee and thanked them. Discussion followed. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall, Reid, Urban and Mayor Peter Strazdas. No: Mayor Pro Tem Nasim Ansari.

REPORTS FROM THE ADMINISTRATION:

* **PUBLIC HEARING ON FISCAL YEAR 2016-2017 BUDGET:** Motion by Urban, seconded by Reid, to adopt the Resolution setting a public hearing on May 10, 2016, at 7:30 p.m. or as soon thereafter as may be heard, for the Fiscal Year 2016-2017 proposed city budget and the proposed 2016 tax levy. Upon a roll call vote, motion carried 7 to 0.

* **ADOPTION OF BOND RESOLUTIONS:** Motion by Urban, seconded by Reid, to adopt the Bond Resolution for Bonds Not To Exceed \$3,250,000, City of Portage Capital Improvement Bonds, Series 2016 (New Improvements and Refunding Project), and adopt the Resolution Approving the Undertaking to Provide Continuing Disclosure by the City of Portage for the Capital Improvement Bonds, Series 2016 (New Improvements and Refunding Project). Upon a roll call vote, motion carried 7 to 0.

MEDICAL MARIHUANA: After a discussion with City Attorney Randy Brown, Mayor Strazdas recused himself as he has a relative associated with one of the businesses that are the subject of this item and left Council Chambers. Mayor Pro Tem Ansari deferred to City Manager Shaffer, who suggested offering podium to Mindy Tai, 1620 Romence Road, who asked that Item F.3, Medical Marihuana, be removed from the Consent Agenda. Ms. Tai asked that the City Council refrain from adopting a moratorium on the enforcement of the City of Portage Ordinance 42-129. She stated that she has nothing against the Medical Marihuana Law, but does have a problem with people who break the law. She expressed her impression that the two shop owners disregarded the City of Portage Ordinance and continued to do business after the Zoning Board rejected their appeal of a Cease and Desist Order. She said there is no hardship since they can move to a municipality that allows for a store front. She summed up and restated her request that the City Council refrain from adopting a moratorium on the enforcement of the City of Portage Ordinance 42-129.

Mr. Shaffer explained that the moratorium does not in and of itself stay the enforcement of the Ordinance without City Council approval of a stay upon the two entities in question. He also explained that the moratorium only grants a specific amount of time for the City of Portage to review the construction of the Ordinance and provide the opportunity to revise the Ordinance to the improvement of our community. Mayor Pro Tem Ansari indicated that the proposed action before City Council contemplates this discussion at the Regular City Council Meeting of May 10, 2016. City Attorney Brown interjected that the moratorium actually prohibits the establishment expansion of businesses that are presently in existence against whom the enforcement action is being brought; also, the suggested action before City Council is to schedule a public hearing on the ordinance on May 10, 2016, while the City reviews this Ordinance and explores possibilities.

DRAFT

Councilmember Randall asked whether it is appropriate for Council to direct the Administration and Public Safety regarding how to act during this period of reflection and review as support and to stay enforcement during this period. Mr. Brown indicated that the offering of the motion is certainly in order and it is up to City Council whether it passes or not. In answer to Councilmember Reid, Mr. Brown referenced the moratorium and the stay of enforcement as two different issues and whether Council passes the moratorium or not, the enforcement continues and explained. Discussion followed.

Motion by Urban, seconded by Reid to accept a temporary moratorium ordinance pertaining to Medical Marihuana for first reading and consider ordinance adoption on May 10, 2016. In answer to Councilmember Pearson, City Attorney Brown indicated that the passage of this motion does not preclude the motion suggested by Councilmember Randall at the last meeting to stay the enforcement of the Ordinance. Discussion followed. After a point of order, motion by Urban, seconded by Reid to accept a temporary moratorium ordinance pertaining to Medical Marihuana for first reading and schedule a public hearing on May 10, 2016, at 7:30 p.m. or as soon thereafter as may be heard, and after the public hearing, consider adoption of the ordinance. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

Motion by Randall, seconded by Pearson to direct the City Manager to temporarily refrain from issuing citations or enforcing any currently issued citation(s) for a business operation on April 26, 2016, which is engaged in registered qualifying patient/registered caregiver exchanges or dispensing of medical marihuana to registered qualifying patients until such time as a Moratorium Ordinance has expired or an ordinance is adopted by Council addressing issues concerning the medical use of marihuana under the Michigan Medical Marihuana Act, whichever occurs first. This applies only to a business which has exhausted its administrative remedies under the Portage Zoning Ordinance through the Zoning Board of Appeals. This does not apply to building, plumbing, electrical, or non-zoning code violations, nor does it give any rights as a non-conforming use of otherwise. If an ordinance is adopted as described above, such businesses shall conform to the ordinance or cease its operations. Discussion followed.

Councilmember Pearson spoke in favor of passing this motion now because waiting two weeks only allows two weeks for a business to establish itself in time to be covered under the stay of enforcement.

Councilmember Urban spoke in opposition to the ordinance because it was admitted in front of us that at least one of these two businesses knew that our interpretation of our ordinance prohibited their business, and they decided on their own the Ordinance was either illegal or ineffective and opened their business. He indicated that this is for the Court to decide before the fact, not after the fact. He stated that he is not sympathetic to people who choose to break the law, make us enforce our laws and force us to shut them down after the fact, and make money in the meantime. He viewed it as “scofflaw” which he has never favored, and used developers as an example who have tried to do this in the past, among others.

Councilmember Pearson indicated he watched the Zoning Board of Appeals meeting which lasted four hours where this matter was addressed, and the recurring theme was that the Zoning Board of Appeals members needed guidance because it is not clear what to do. He also indicated that the dispensary owners have not had the chance to go to Circuit Court and exhaust all of their remedies and explained giving examples.

In answer to Councilmember Reid, City Attorney Brown indicated that the motion would stay enforcement for any operation that is operating as of today that went to the Zoning Board of Appeals. Mayor Pro Tem Ansari expressed his desire to have this motion considered at the public hearing to allow the public time for review. Councilmember Randall reminded him that the Council has had this motion for two weeks and the City Manager (and the Police Department) needs guidance from City Council on this matter and explained. Councilmember Ford cited pending legislation in the State, the ZBA proceedings and indicated that the motion addresses an administrative matter and enforcement is up to the City Manager, and not City Council, and City Attorney Brown responded he is correct and that

is why the motion is written that the City Manager has “requested to temporarily refrain” in order to have some type of direction from City Council. Mr. Brown concurred with Councilmember Ford that the City Manager could follow whatever direction he may decide on his own initiative.

Councilmember Reid indicated that she wants to give very clear direction to the City Manager that she feels he should be enforcing our current ordinances. She indicated that businesses came in, recognized the ordinances, what was going on in the City, and chose to open businesses that were not in alignment with that. She said that it is a separate issue of whether we should be making any changes in how we handle medical marihuana, and that has to do with the moratorium which will be discussed on May 10, 2016. She reminded everyone that we have people who have knowingly broken the law and, for us to say we are not going to do anything and allow them to continue to do business during the time that we are figuring it out, sends a very wrong message; therefore, she restated her wish to give very clear direction to the City Manager that he should be enforcing our current ordinances. Discussion followed.

Mr. Brown reminded Council that a two thirds vote is necessary for the motion, or a 4 to 2 vote; if it is a 3 to 3 vote, the motion fails. Councilmember Randall spoke in favor of the motion and directed her comments to Mayor Pro Tem Ansari. Motion by Urban to call the question. City Attorney Brown indicated a second is necessary, and Councilmember Reid seconded. Mr. Brown indicated that if there is no opposition to calling the question, then it can proceed with the vote, but if there opposition then the calling of the question has to have a vote on its own which would require four votes or two thirds of the majority of those present. Discussion followed.

Upon a roll call vote, motion to call the question failed 3 to 3. Yeas: Councilmembers Reid and Urban and Mayor Pro Tem Nasim Ansari. No: Councilmembers Ford, Pearson and Randall. Discussion followed. City Manager Shaffer stated his position and explained that he would be reluctant to take any action over the next two weeks. Discussion followed.

Councilmember Randall withdrew her motion, and Councilmember Pearson agreed, and asked for the assurances of the City Attorney and the City Manager and anyone else to provide Mayor Pro Tem Ansari the plethora of information that he needs to understand the issue for the next City Council Meeting and take a vote at that time.

Motion by Randall, seconded by Pearson, to table this motion until the May 10, 2016 Regular City Council Meeting. Upon a roll call vote, motion carried 5 to 1. Yeas: Councilmembers Ford, Pearson, Randall and Reid and Mayor Pro Tem Nasim Ansari. No: Councilmember Urban.

* **EMERGENCY VEHICLE APPARATUS MAINTENANCE CONTRACT:** Motion by Urban, seconded by Reid, to award a three-year sole source contract, with the option for one three-year extension, to Emergency Vehicle Products for maintenance of all fire emergency apparatus and authorize the City Manager to execute all documents related this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **COOLEY DRIVE AND WEST CENTRE AVENUE TRAFFIC SIGNAL AND RELATED RIGHT-OF-WAY IMPROVEMENTS:** Motion by Urban, seconded by Reid, to approve the Development Agreement concerning the construction of a traffic signal and related right-of-way improvements at the intersection of Cooley Drive and West Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

* **FIREFIGHTER PHYSICALS:** Motion by Urban, seconded by Reid, to award a one-year contract to Professional Health Services, Inc., for administering firefighter physicals at a cost not to exceed \$28,703 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **MARCH 2016 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Reid, to receive the communication from the City Manager regarding the March 2016 Environmental Report as information only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

ANNUAL UPDATE OF THE PARK BOARD: At the request of Mayor Strazdas, Park Board Chairperson Kathleen Hoyle reviewed her communication to City Council dated March 22, 2016, and contained in City Council Agenda Packet of April 26, 2016. Discussion followed.

Motion by Ford, seconded by Reid, to receive the Annual Update of the Park Board from Park Board Chairperson Kathleen Hoyle. Upon a voice vote, motion carried 7 to 0.

JUDY ANDERSON, 6737 BRATCHER STREET: Judy Anderson, 6737 Bratcher Street, objected to the plan to remove the driveway on the terrace space between the sidewalk and the curb which the City does each time a roadway is reconstructed.

Barbara Scott, 6749 Bratcher Street, spoke in support of Ms. Anderson's position and asked if the paved parking spot could be grandfathered in and City Attorney Randy Brown indicated that a private citizen cannot claim an interest in a public right-of-way and grandfathering is not an appropriate concept in this case as there is no lease or license interest in that property, and City Council would have to take that action. Discussion followed.

Vincent Heller, 6846 Cornell Street, concurred with Ms. Judy Anderson. Discussion followed.

Motion by Reid, seconded by Urban, to receive the communication from Judy Anderson regarding Right-of-Way encroachments in the Ringdale Plat and direct the City Manager to engage with petitioners and have a report for City Council for the May 10, 2016 Regular City Council Meeting. When Ms. Anderson asked if cars could be parked on the lawn, Mayor Strazdas directed Mr. Shaffer to include a response in his report. Upon a roll call vote, motion carried 6 to 0 with Councilmember Ford abstaining.

UNFINISHED BUSINESS:

REZONING APPLICATION #15/16-2 (ADMIRAL AVENUE/DORSET STREET): At the request of Mayor Strazdas, Mr. Shaffer indicated that he walked the site, conference-called three property owners, met with one property owner and spoke with Chad Scott twice. He also talked with Community Development Director and came up with a compromise of all things considered. He mentioned three options: to do nothing and leave the zoning as is, to approve the recommended approach provided by the Planning Commission, or to make all of the recommendations provided by the Planning Commission except for one compromise, a notion that allows truncate the area to the north of Admiral and Cameo to allow for the maximum of two duplexes. With that, he deferred to Community Development Director Vicki Georgeau outlined the proposed zoning recommendation using a map which is the same as the Planning Commission recommendation except that the north 125 feet of 480 Admiral Avenue be rezoned to R-1T. She described the subject property and its topography.

When Mayor Strazdas asked for assurances that she could give to the neighbors, or how much is swamp or high ground, Ms. Georgeau concurred that the determination of topography and wetland areas is not reviewed during the rezoning process, and the applicant would be required to submit documentation that the Department of Environmental Quality reviewed the land. However, based upon the site inspections, she said the land is buildable on the north end, but whether or not the builder could get more than one building on the north end would have to be determined by the property owner during the development process. She concurred with Mayor Strazdas that this will be determined by expert opinions. Discussion followed and Ms. Georgeau provided maps with a couple of options. Discussion followed.

Bryan Cederberg, 612 Dorset Street, reviewed his e-mail to City Council dated April 26, 2016, and spoke in favor of approval of Rezoning Application #15/16-2 as recommended by Vicki Georgeau, Director of Community Development, at the March 22, 2016 Regular City Council Meeting.

Monica Whipple, 618 Dorset, objected to any building on the land in question because it is wetland and commented that it would hinder the wildlife living there.

Alisha Cederberg, 612 Dorset Street, spoke in favor of leaving the property zoned as is and pointed out that the duplex would have a single family home on either side of the proposed structure and the end of Dorset and Cameo. Discussion followed.

Mayor Pro Tem Ansari asked about the original Planning Commission recommendation, and asked Ms. Georgeau, "What changed?" Ms. Georgeau indicated that once the Planning Commission reviewed the application submitted by Chad Scott to rezone 480 Admiral Avenue, the Planning Commission wanted a better understanding of the irregular zoning pattern of this neighborhood and how it compared to the existing land use. She said that the Planning Commission decided to expand the zoning of the existing properties in December 2015 along Dorset, as well as the city-owned property along Romence and the Railroad tracks that is designated as a part of the Bicentennial Trail, and an area of the duplex property that is zoned I-1, light industrial, which did not really make sense, so the Planning Commission decided to initiate the rezoning and the R-1T, attached residential, properties are all developed as R-1A, one family residential. She referred Mayor Pro Tem Ansari to the City Council Agenda Packet for further history of the item. She disclosed that five of the seven property owners on Dorset actually submitted a petition to change their zoning from R-1T, attached residential, to R-1A, one family residential, which showed they were not in favor of having duplexes in the interior of this neighborhood. She explained that her review of other cities with attached residential next to one family residential homes does not necessarily result in a negative impact. She concluded that the R-1A, one family residential, is the most consistent with this neighborhood, and the R-1T, attached residential, is consistent, just not as consistent, and not completely incompatible. Discussion followed.

Mr. Shaffer summed up that there was no motion at the last meeting on the recommendation before City Council, so the Administration reconsidered the matter, and the R-1T, attached residential, was determined to be a reasonable option for consideration. Discussion followed.

In answer to Councilmember Randall, Ms. Georgeau indicated that Chad Scott said he would cut down all of the trees on this (wet land) property if he did not get his rezoning request. Discussion followed. When Ms. Georgeau broached the subject of the need for a permit from the Department of Environmental Quality (DEQ) to cut his trees, Councilmember Urban interjected that Chad Scott does not need a permit from the DEQ to cut his trees; he would need one only if he plans to remove the stumps. Councilmember Randall cited a failed rezoning request on M-43 of 45 acres where the owner did cut all of the trees and removed the stumps without getting a permit from the DEQ.

When Councilmember Reid asked whether the owner could bring in fill in order to make the property buildable and assist with the development, Ms. Georgeau noted that evidence from the DEQ would be necessary to determine that a permit is not required, or showed that they have obtained a permit that complies with the wetland regulations of the State before a building permit would be issued.

Councilmember Reid asked if this compromise was approved, how would a shared drive work on this plan and Ms. Georgeau responded that there is not a limit on the number of dwelling units an owner can have on a property when it is zoned other than one family residential and explained the builder would have an option to design one or two drives with this plan.

Mayor Strazdas asked whether anything can be built on this site; what can be done with a multiple or a single unit; and isn't the threshold question, "Is the land buildable?" Further, Mayor Strazdas asked Mr. Brown whether the question can be asked as a part of the rezoning process or not. Mr. Brown indicated that the issue of whether the property is buildable or not is not totally irrelevant, but what is more important is whether the zoning is in conformance with the Comprehensive Plan, the future land use elements of that Plan, and the other standards we have reviewed in the past with regard to zoning principles.

Councilmember Ford asked how two structures could be positioned on the land, and Ms. Georgeau responded staff has had limited conversations with the applicant who originally submitted a fourplex which fit, but would require access to a major thoroughfare; and, since a duplex only requires

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12 feet of separation, she said that it is believable that there is enough area for two duplexes and explained. Discussion followed. Mayor Strazdas summed up.

In answer to Councilmember Urban, Ms. Georgeau indicated that the builder could build a driveway across the R-1A, one family residential, or I-1, light industrial, on the southern portion of his property for access since the only limitation is that a driveway cannot be built across a residential zoned property to access a parking lot.

Motion by Pearson, seconded by Ansari, to approve Rezoning Application #15/16-2 as follows: 480 Admiral Avenue: rezone from I-1, light industrial, and RM-1, multiple family residential, to R-1A, one family residential, except that the north 125 feet of 480 Admiral Avenue be rezoned to R-1T, attached residential; 514, 520, 526, 532, 606, 612 and 618 Dorset Street: rezone from R-1T, attached residential, to R-1A, one family residential; 6843, 422 and 426 Dorset Street (rear portions): rezone from I-1, light industrial, to R-1A, one family residential; and 6979 South Westnedge Avenue: rezone from I-1, light industrial and RM-1, multiple family residential, to R-1A, one family residential (except the western portion which is to remain zoned B-2, community business). Councilmember Reid spoke in opposition to the motion. Discussion followed. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Urban, Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Reid. Discussion followed. Mr. Shaffer indicated that as a result of a tour of the neighborhood with Mr. Cederberg, the City plans to find the funds next year to resurface the streets in the neighborhood, and take care of the drainage issue that surfaced.

* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the following Boards and Commissions:

Portage Public Schools District Advisory Council of February 18, 2016.

Portage Youth Advisory Committee of March 14, 2016.

Portage Planning Commission of April 7, 2016.

COUNCIL COMMITTEE REPORTS: Councilmember Ford provided a report regarding permit requirements for irrigation wells discussion at the Kalamazoo County Environmental Health Advisory Council Meeting, but no action was taken. In answer to Councilmember Urban, Councilmember Ford indicated a commercial well has to obtain a permit, but the County was interested in having the residents obtain a permit for private wells. Motion by Reid, seconded by Ford, to receive the oral report from Councilmember Ford regarding the Kalamazoo County Environmental Health Advisory Council Meeting. Upon a voice vote, motion carried 7 to 0.

BID TABULATIONS:

* **TRAFFIC SIGNAL EQUIPMENT AND MATERIAL PURCHASE – BID**

TABULATION: Motion by Urban, seconded by Reid, to award a contract for the purchase of traffic signal poles, mast arms and assemblies to Maico Industries, Inc., in an amount not to exceed \$153,873 for: a traffic safety project on South Westnedge Avenue and Romence Road, a traffic signal upgrade on South Westnedge Avenue and Kilgore Road, new traffic signal installation on West Centre Avenue and Old Centre Avenue and additional inventory stock and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **INDEPENDENT AUDIT SERVICE – BID TABULATION:** Motion by Urban, seconded by Reid, to award an independent audit service contract to Yeo & Yeo PC of Portage, Michigan, for a three-year cost not to exceed \$71,400, with an option for three one-year renewals, and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

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OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid mentioned the interest exhibited by Portage residents in moving toward a greener city, and her appreciation for efforts of the Parks personnel and the Youth Advisory Committee (YAC), at the Greenathon on Saturday at Celery Flats. She said the attendees were so moved by the event that they did not want to move along after the Greenathon ended at 2 p.m. She also cited the move by the Public Media Network (PMN) to provide live streaming of governmental programming on all windows-based platforms. She congratulated PMN Member Frank Jamison, who received the Star Volunteer Award.

Councilmember Randall concurred with Councilmember Reid and noted that the Greenathon is growing every year and has moved into the category of one of the most attended events every year. She also mentioned the move by Chris Barnes to have an open house at the Water Treatment Facility in conjunction with the Greenathon. She took this opportunity to ask for applications for the Youth Advisory Committee (YAC), who will meet, Tuesday, May 10, 2016, at 5:15 p.m. for interviews in City Hall Conference Room #1. She talked about the 26th Tree Planting Ceremony earlier at 5:45 p.m. and the tree that was donated and moved on site by Romence Gardens. Mayor Strazdas expressed his appreciation to Bob Romence and noted how well he works with us.

City Manager Larry Shaffer acknowledged the efforts of Chis Barnes and his team for their move to sponsor the two open houses at the Water Treatment Facility, the last one in conjunction with the Greenathon.

Mayor Pro Tem concurred with Mr. Shaffer regarding the two open houses at the Water Treatment Facility, and congratulated Ms. Diane Schrock, who will be receiving the much deserved Community Service Award from the Portage Rotary, tomorrow, April 27, 2016.

Mayor Strazdas thanked Deputy City Clerk Adam Herringa for his efforts with the YAC and the Greenathon and complimented City Council and their move years ago to create the Youth Advisory Committee to get Portage youth involved in local government. He mentioned that he was selected to be on the Judge Committee to help choose the recipient of the Star Volunteer Award, which proved to be a great opportunity to thank all of the volunteers in Southwest Michigan, who put in hundreds of thousands of volunteer hours. He said many of them were from Portage or volunteer in Portage. He indicated he was chosen to speak at the Rotary Dinner at the Air Zoo on Friday night which had a great turn-out and thanked all of the Rotarians for their service.

City Clerk James Hudson reminded everyone to vote at the Special Election on Tuesday, May 3, 2016, the Public Safety Millage Renewal and the millage for the Kalamazoo County Transit Authority.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Urban, seconded by Reid, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 7 to 0.

* **MATERIALS TRANSMITTED OF APRIL 12, 2016:** Motion by Urban, seconded by Reid, to receive the Materials Transmitted of Friday, April 12, 2016. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 10:54 p.m.

James R. Hudson City Clerk

*Indicates items included on the Consent Agenda.

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MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL May 3, 2016

Meeting was called to order by Mayor Pro Tem Ansari at 4:35 p.m. The following members of Council were present: Councilmembers Richard Ford, Patricia Randall and Claudette Reid and Mayor Pro Tem Nasim Ansari. Mayor Peter Strazdas arrived at 4:40 p.m. Councilmembers Jim Pearson and Terry Urban arrived at 4:43 p.m. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Finance Director Bill Furry, Deputy Director of Benefits & Compensation Tracy Schmitt, Payroll - Accounting Specialist II Shelly Stanley and City Clerk James Hudson. Mayor Pro Tem Ansari asked that the page number in the Budget document be disclosed before discussion, and recused himself for any comment or discussion of the Legislative and Human Service Funding owing to his position as a member of the Portage Community Center Board.

At the request of Mayor Strazdas, City Manager Larry Shaffer introduced Community Development Director Vicki Georgeau and described what she would be presenting to Council. Ms. Georgeau directed City Council to the Human Services Fund outlined in the 2016-2017 Budget Document and indicated some of the grant applicants were present and introduced Amanda Woodin, Chair of the Human Services Board. She directed Council to the information found in sections 1, 2 and 3 of the Supplemental Budget.

Ms. Georgeau stated that the total funds available for fiscal year 2016-2017 is \$173,869 with \$131,941 derived from the 0.55% from the anticipated General Fund Revenues and \$41,928 allocated from CDBG Funds which is the maximum 15% permitted. She discussed the method of selection of applicants, some of the applicant requests in detail, the funds available for disbursement and a review of the recommendations.

Ms. Georgeau briefly described the process utilized by the Human Services Board (HSB). She referred City Council to the Human/Public Service Funding Applications. Using the Supplemental Budget, she then outlined the Fiscal Year 2016-17 General Fund and Community Development Block Grant (CDBG) funds available for human/public services. She discussed the method of selection of applicants in more detail, listed some of the applicants and explained their requests and reviewed and explained the suggested funding for the applicants as listed on page 3 from the Supplemental Budget. Discussion followed.

In response to Councilmember Randall, Ms. Georgeau asked about how the applicants are ranked, especially as it relates to Lending Hands since they serve the second most people of all of the applicants. Ms. Georgeau indicated that because of the criteria, applicants involved in providing food, shelter, clothing receive the highest score and explained. Discussion followed. She suggested collecting better socioeconomic data, the ability of the agency to leverage grant funds and the ability of the agency to not duplicate services helps the application. Discussion followed.

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Mayor Strazdas recognized Human Services Board Chair Amanda Woodin, and discussion followed regarding the application review strategy, possible changes, review of the evaluation process and a summary of conflicts with agency requests with Board guidelines.

Ms. Georgeau explained how the increases were made possible under the formula requirements of the CDGB funding model, the City Council General Fund allocation and increased program income. Discussion followed.

In answer to Mayor Strazdas, Linda Snyder of Goodwill Industries summarized funding options utilized by Goodwill Industries, indicated that they look to receive \$25,000 from the Internal Revenue Service and have applied for United Way funding for the next two years. She indicated that the application for funding from the City of Portage is for the sites here in Portage. She highlighted recent research on the Earned Income Tax Credit as an anti-poverty tool and how it helps families and explained. She also mentioned some of the Goodwill Industries participation in countywide agencies and groups.

In answer to Mayor Strazdas, John Hilliard of Lending Hands indicated that 74% of their money comes from individuals, nothing from foundations, and the rest from corporations, corporate groups, and community groups. He noted that Lending Hands recently got help with some community relations material from Portage Rotary. In answer to Mayor Strazdas, Mr. Hilliard indicated that their attempts to work with other funding options has not worked because they are one of a kind and explained. Discussion followed.

In answer to Councilmember Ford, Ms. Georgeau acknowledged that City Council awarded funding for Kalamazoo Anti-Human Trafficking Coalition (KAHTC), but they were not able to meet the insurance requirements of the contract, so they did not accept the grant award and explained. Discussion followed.

Ms. Georgeau reviewed the Community Development budget, both the Operating portion in the General Fund and the Community Development Block Grant (CDBG) Program as it relates to Human Services. She indicated that the Department has oversight responsibility for all private development and planning for community growth and redevelopment and maintaining quality of life with special emphasis on neighborhoods.

She indicated that the Department serves as liaison to various Boards and Commissions and is involved in neighborhood protection efforts and administering housing assistance programs for low income residents. Discussion followed.

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Ms. Georgeau predicted an increase in revenue from permits, highlighted some of the positive trends in the residential, office, commercial and industrial areas, quantified the projections, and listed and reviewed some of the specific projects for the future.

In answer to Councilmember Pearson, Ms. Georgeau mentioned that and commercial developments in Oshtemo Township and residential developments in Oshtemo, Texas and Antwerp Townships pose competition for Portage in the County. Discussion followed.

She explained that the additional Zoning Code Administrator allows us to maintain what we have, monitor debris in the neighborhood, commercial uses adjacent to neighborhoods, partnering with associations and non-profits to help the homeowner. She mentioned that staff has been able to provide better response and better monitoring and most of the focus of late has been in Colonial Acres in Northwest Portage with debris, parking in the yard, housing maintenance, collaboration with police officers and neighborhood associations, etc. Discussion followed.

She compared and contrasted Portage neighborhood efforts with that of Kalamazoo for Mayor Pro Tem Ansari and addressed Councilmember Ford and his concerns with the parking issue on Bratcher Street that arose at the April 26, 2016 Regular City Council Meeting. Discussion followed. Ms. Georgeau also responded to Councilmember Pearson with the process utilized to assist with parking at group homes. Discussion followed and City Manager Shaffer reflected on the extra efforts and large amount of time dedicated to Colonial Acres. Discussion followed and Mayor Strazdas summed up.

Councilmember Reid restated her ongoing concern regarding the percentage of PILOT properties versus the total number of properties in the City of Portage, and Ms. Georgeau explained and indicated that there is still a plan to develop a policy for PILOTs and discussion followed.

Ms. Georgeau advised City Council that they would be asked on May 10, 2016, to approve the Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and authorize the Administration to submit the 2016-2020 Consolidated Plan and the FY 2016-2017 One-Year Action Plan to the Department of Housing and Urban Development on May 15, 2016. Ms. Georgeau explained the process and referred City Council to Sections 2 and 3 of the Supplemental Budget Book of 2016-2017 and outlined the services that are provided in the FY 2016-2017 One-Year Action Plan, and detailed the program funding breakdowns outlined in Section 2. Discussion followed regarding home buying programs and housing assistance programs.

City Clerk Jim Hudson cited some of the services provided by the City Clerk staff in the areas of elections, Freedom of Information Act Requests, City Attorney and Department service requests, Youth Advisory Committee, the Portage Public Schools District Advisory

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Council, Boards and Commissions recruiting and processing, website updates, liquor license application processing, research, legal notices, record keeping, cemeteries, Portage Ordinance Codification and matters before City Council. Discussion followed.

Information Technology Services (IT) Director Devin Mackinder indicated that the proposed budget provides for the continued operation using PC Mall (PCM) since 1999, which increased costs savings and takes advantage of many other services and relationships. He indicated that with PCM, the City gets competitive pricing for hardware and software purchases, consulting services, computer expertise and a new offsite hosting data center services option in Ohio for offsite processing or future disaster recovery if necessary. He mentioned that he reviewed the contract and updated it and was able to obtain a service worth \$22,000 for network assessment and security health checks that surfaced which helps with attacks on the City network that has increased over the last five years and explained the importance of this. Mr. Mackinder summed up and listed some of the projects completed in 2016-2017. Mr. Mackinder assured Councilmember Pearson that no money has been lost due to the attempts to hack the City's network. Discussion followed.

He indicated that expenditures for infrastructure is critical to replace eight to nine year old equipment that is still in service and needs replacing owing to some major failures. Councilmember Urban asked that the e-mail service be reviewed since it is inconsistent. He cited the example that it takes 2 ½ minutes to open an e-mail on the City web access, but opens in less than a second on Hotmail. There was a consensus that this should be the subject of a breakout session. Discussion followed. Councilmember Pearson suggested wider usage for Portage Alert; Mr. Mackinder explained how it is being done, and discussion followed.

Mr. Mackinder reviewed more of the updated features of the technology currently being utilized and some of the future upgrades and improvements moving forward. Discussion followed regarding the future of phones, cell phones and voice mail through the computer. Discussion followed.

In answer to Mayor Strazdas, Mr. Shaffer responded that Portage and Kalamazoo will still pursue the contract for a fiber connection to be installed between Portage and Kalamazoo that will also be an option for low cost disaster recovery if necessary for either city; however, Kalamazoo is not ready to combine services any further because their technology is not the same as Portage at this time. Discussion followed.

In reviewing the Cable Television Fund, Mr. Mackinder indicated that the City has a nonexclusive franchise agreement with Charter and AT&T and discussed Cable activities, cable-related activity and infrastructure. He noted that the budget reflects a continuation of 40% of the franchise fees received from Charter and AT&T go to Public

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Media Network (PMN) for cable services where 60% of the fees go to the city to maintain the technology and infrastructure projects, and 100% of the public service fees go to PMN, specifically for equipment upgrades. He said that revenues are projected to increase slightly. Discussion followed.

RECESS: 6:20 p.m.

RECONVENE: 6:40 p.m.

Mr. Furry reviewed the Finance division of the operation, including: accounts payable, the new ADP system, on-line banking, new reporting requirements for the Affordable Care Act, benefits, compensation, strategic planning, and cost analysis. Deputy City Manager Boulis explained Workers Compensation and how it fits into the Finance Department now. Tracy Schmitt provided projections of Workers Compensation cases. Discussion followed.

Mr. Furry reviewed the annual operating budget, the Finance and Budget division which provides assistance in preparing the annual Capital Improvement Program (CIP) budget, the Utility Rate Study and assistance with the annual audit.

Mr. Furry said that the Treasury Division accounts for the costs associated with billing, collection and accounts receivable for 36,000 tax bills, over 15,000 quarterly utility bill accounts, and various other receivables, including property taxes. He also explained the credit card service and electronic pay options that are now being offered by the City. Discussion followed regarding the internal audit and the external audit procedures.

He discussed information and services available online and reviewed the Debt Service Funds which have been reduced over the years since 2008 as evidenced by the Chart on pages 178 and 179 Budget. Discussion followed. In answer to Councilmember Pearson, Mr. Furry indicated that the principle would be reduced by 75% over the next eight years. Discussion followed. Discussion followed regarding the CIP debt practices and broad scope items handled by Finance such as the water tower at Haverhill Park.

Mr. Furry also reviewed the City Attorney budget and indicated that the City Attorney provides general legal services to the City Council and all departments regarding municipal matters. He pointed out that specialized areas of labor counsel and bond counsel are budgeted in the specific departments or programs for which the services are provided. Discussion followed.

Mr. Furry indicated that the City Council Budget primarily represents the stipends for the Mayor and City Councilmembers, Michigan Municipal League membership fees, and costs associated with training, various meetings and seminars. He noted that the majority of the fund increase is to cover the cost of support for Southwest Michigan first and the rest is to cover an allowance for electronic Communications cost. Discussion followed.

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Mr. Furry reviewed the City Manager Department responsibilities, including: costs to cover cultural events, increase in personnel, oversight responsibility for all phases of city operations, the implementation of City Council policy directives, general supervision and oversight of all departmental operations and oversight of economic initiatives, promotion of city interests, development of administrative procedures intended to improve organizational effectiveness, and administrative responsibility for all city goals and objectives. Discussion followed.

Finally, Mr. Furry indicated that on May 10, 2016, a budget hearing will take place to fulfill *City Charter* state law requirements, all written comments will be accepted from the public and questions proposed will be addressed. He also indicated that on May 24, 2016, City Council will be asked to adopt the General Appropriations Act Resolution to adopt the FY 2016-2017 Budget Resolution, inclusive of all of the components, such as the Capital Improvement Program, along with the Salary and Wage Resolution. Discussion followed regarding Cultural Affairs/Special Events and placing it in the City Manager Budget instead of the Parks Department Budget and the potential employee to be added to the Department. Discussion followed and Mr. Shaffer summed up.

Rebekah Bock, 1614 Metsa Court, accompanied by her two daughters spoke in support of a sidewalk on Portage Road from Osterhout Avenue to Mandigo Avenue. Ms. Georgeau responded that the Capital Improvement Plan (CIP) includes reconstruction of Portage Road from Osterhout Avenue to Mandigo Avenue and, once the reconstruction is complete, the sidewalk be addressed. She mentioned that the Road Diet Study of Portage Road is underway, and a reconfiguration may take place which would accommodate bikes on a bikeway, though not a sidewalk, all the way to Lakeview Park and explained this bikeway may be a couple of years away because of the need for input from the community. Discussion followed.

Mr. Shaffer indicated that the Capital Improvement Program (CIP) Budget has increased by about \$835,000 over the previous fiscal year with an emphasis on local roads and neighborhoods and deferred to Ms. Georgeau, who explained the revised process used to develop the Capital Improvement Program (CIP) Budget which encourages more citizen involvement. She explained that the 10-year plan is up \$7 million over the previous CIP and still reduces the debt pretty much as planned owing to an increase in revenues through Act 151.

Councilmember Ansari left at 7:20 p.m.

Ms. Georgeau explained that the CIP provides essential services such as streets combined with sidewalks & bikeways, rolled curbs, street trees; and, continued investment in water and sewer, public safety vehicles and structures, public facilities, and the local streets. Discussion followed.

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In answer to Councilmember Pearson, Ms. Georgeau explained that no new projects were presented to the Planning Commission. In answer to Mayor Strazdas, Mr. Shaffer explained the successes of the road maintenance process. Discussion followed.

Councilmember Ansari returned at 7:35 p.m.

Mr. Shaffer deferred to Councilmembers Reid and Urban and their service on the KATS Technical Committee where Portage is due to receive 46% of the funds and thanked Chris Barnes for his efforts. Councilmember Reid explained there were multiple factors considered, and Portage came out very high, so they reviewed these factors again and Portage came out even higher; she also explained that part of the reason Portage did get the funds is because Portage did have matching funds. Discussion followed.

Ms. Georgeau referred Council to the maps and the listing for the proposed major and local streets, sidewalk & bikeway, water and sanitary sewer reconstruction that will be addressed by the CIP. Discussion followed. She also listed proposed Police, Fire and public Facilities acquisitions that will be addressed by the CIP. Discussion followed regarding the plan and the unknowns involved in getting 911 on board. Councilmember Pearson asked about the Fire Department vehicles being replaced every three years, and Mr. Shaffer indicated he would get back with an answer for him. In answer to Mayor Pro Tem Ansari, Mr. Shaffer indicated that the conversation is taking place regarding the use of the Courtroom above the Police Station for Countywide 911 Dispatch.

In answer to Councilmember Ford, and the use of recording intersections with the existing cameras, Mr. Shaffer indicated that all of these technologies will converge, and there is a keen interest in video coverage in the Parks, but Councilmember Pearson cited a discussion he had with Traffic Engineer Muhammad Arif, who said recording would become a nightmare because the video would have to be provided for everyone with an inquiry under the Freedom of Information Act, and the cost of recording would be astronomical. Discussion followed.

Ms. Georgeau proceeded with listing projects in the CIP, including the proposed construction of a new Fire Station No. 2, and replacement of the 2001 Sutphen Aerial Tower Truck with a 100 foot single axel Quint aerial apparatus.

Ms. Georgeau discussed improvements and additions to Public Facilities and Parks & Recreation and debt service. Discussion followed on the Heating and Air Conditioning system in City Hall.

Mr. Shaffer offered to review the suggestion by Councilmember Reid for a second "Spring Clean-up" in the Fall and recycling.

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Mayor Strazdas asked for Council to check their calendars for the summer for possible Special Meeting options. Discussion followed.

Councilmember Reid explained that the 911 Finance Committee is considering placing a proposal before the citizens on November 8, 2016, in order to get 911 on line by the latter part of 2017. She mentioned that a temporary initial location at the Portage Court is a possibility. She noted that the Kalamazoo County Commission is interested in getting \$2.15 per phone per month, which includes the \$0.42 that is currently being levied. Discussion followed.

Councilmember Ford thanked Mr. Shaffer for saving \$133,000 from the General Fund Budget while hiring six new Public Safety Police Officers. He also thanked all of the Directors for their efforts in this regard.

Councilmember Randall expressed her appreciation for a great budget process and thanked Bill Furry for raising the process to a higher professional level.

Councilmember Pearson indicated that he mentioned Branding of Portage all together to the Portage Public Schools Superintendent Mark Bielang and Library Director Christy Klien. Both indicated it is a good idea for City/School/Library Committee discussion.

Councilmember Urban provided further explanation of KATS and Federal Funding, for major roads only (and most of Portage roads are not Federally Funded) mentioned earlier. He indicated that the Technical/Policy Committee put together a ranking system four years ago with the Kalamazoo County Road Commission having the top two projects because they get points for going through poverty areas and making sure the lower economic areas are not adversely affected by the decisions made. He pointed out that the system is based mainly on traffic counts and the Federal Agency liked that. Discussion followed.

City Manager Shaffer thanked Mayor Strazdas and City Council for the process.

Mayor Pro Tem Ansari indicated that the budget process is open and transparent thanks to Mr. Shaffer.

Mayor Strazdas thanked City Council for collegiality, for hard work, for doing the right thing for the City, for professional dialogue, for supporting the Administration, for taking their ideas, and for working together for the common good.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:20 p.m.

James R. Hudson, City Clerk

**MINUTES OF THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 9, 2016**

Mayor Peter Strazdas called the meeting to order at 9:00 a.m. The following were present: Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. At 9:08 a.m. Councilmember Claudette Reid joined Councilmembers Patricia M. Randall and Jim Pearson, who were present via the conference phone line. Those not present were: Councilmembers Richard Ford and Terry Urban. Also in attendance were City Manager Larry Shaffer and City Clerk James Hudson.

Mayor Strazdas asked if there were any questions for the Administration regarding items on the Agenda.

1. Councilmember Pearson asked for a correction of Item F.3, Medical Marihuana, of the April 26, 2016 Minutes to read that the vote “Upon a roll call vote, motion to call the question failed 3 to 3. Yeas: Councilmembers Reid and Urban and Mayor Pro Tem Nasim Ansari. No: Councilmembers Ford, Pearson and Randall.” He also asked that the comments at the end of the May 3, 2016 Budget Session read, “Councilmember Pearson indicated that he mentioned Branding of Portage all together to the Portage Public Schools Superintendent Mark Bielang and Library Director Christy Klien. Both indicated it is a good idea for City/School/Library Committee discussion.”
2. Councilmember Randall asked what the limit is for membership on the Youth Advisory Council (YAC). City Clerk Hudson indicated that the limit is 30, but Council has exceeded that number by a vote, and the optimum number is 26 for discussion and collaboration purposes, but usually 20 or so show up for the meeting, so it has not been an issue, and the Mayor recalled that the last time this came up, Council basically said whoever is here, whoever wants to participate, we will adjust the number by Council vote.
3. Councilmember Reid asked if the proposed Budget is on line – Yes, it has been there since City Council received theirs.
4. Councilmember Reid asked whether it would be necessary to have a millage increase to cover the cost of expanding the Spring Clean-up with a Fall Clean-up, making it two Clean-ups per year, asked what would the increase be, and asked for a bid let again and some competition to shave costs. City Manager Shaffer answered that he is working with Bill Furry on this and will have that answer before tomorrow night. She asked whether Council can act on that as a part of the budget or as a separate issue, and Mr. Shaffer indicated that Council can act on it as a separate issue. Mr. Shafer indicated that the Administration would like to bid the contract again, although care has to be given not to disrupt what is in place, and the Administration continues to have the conversation regarding this. She advocated going out for a bid to allow for competition and, with two clean-ups there would be less material so, in theory, less expensive. Mayor Pro Tem Ansari reflected that there would still be the cost of the trucks

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traversing the City and the cost of the drivers. Mr. Shaffer offered that the reason the City wants to go to bid is because the price given at the Budget Session was a “back of the envelope” and is as high as it is going to be to make sure there is enough funds to do the job. Mayor Strazdas expressed his preference to work within the budget and not go through the long process of *Truth in Taxation* in order to adjust the millage rate. Mr. Shaffer indicated that the Council could make the decision at the Regular City Council Meeting, on Tuesday, May 10, 2016, if they have the information, and offered to provide options in order for Council to pick a course of action that is best suited for our situation. Mayor Pro Tem Ansari concurred.

5. Councilmember Randall asked if the \$40,000 savings from the Recycling Millage could be allocated to the cost? Mr. Shaffer indicated that you could, but it is a matter of being comfortable with where the number should be. He indicated Council could approve the program and look at ways to fund it afterwards, especially since we do not know what the cost is for this service.
6. Mayor Pro Tem Ansari asked whether the tax rate would be reduced and wasn't Council talking about reducing the tax rate? Mayor Strazdas referred to the three million dollar carryover which Council decided to use for debt reduction and suggested that this arguably goes back to the citizens by lowering the payments on bond debt; how to handle the potential windfall in the budget with the implementation of 911 Dispatch is to be decided at a later time. Mr. Shaffer also mentioned the Act 51 money that will be given to the City in 2017 in the neighborhood of \$834,000 and ranges up to \$2.5 million, and the talk there was to use these funds to reduce the street millage for the citizens.
7. Mayor Strazdas recused himself from discussion of Item D.2, Medical Marihuana, and Councilmember Reid asked that Section 2-231(b)(2) which states that the moratorium would not be applicable to “a building or structure (as defined by the zoning ordinance) other than a dwelling unit where no more than one qualifying patient is cultivating up to the maximum number of marihuana plants as permitted by the MMMA for personal use or possesses up to the maximum amount of marihuana permitted by the MMMA for personal use” be distinguished with the current Portage Ordinance which reads a person cannot use an outbuilding under Section 42-129. Home occupations. Subsection C (5). Mr. Shaffer indicated that he preferred responding to this question in writing to allow the City Attorney a chance to review it.
8. Under F.2, Milham #1 Pump Replacement and Motor Rehabilitation, Councilmember Reid asked about the indication that Suez had gone through a bid process, then was referred to as a sole source provider, and how can that happen? She asked for more information on the process.
9. Under F.3, Amendment to the Code of Ordinances, Chapter 34, Councilmember Pearson asked whether the inspection system online saves time and cost, and for

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whom? What is the cost to implement an inspection online for the average business person and what is the cost to the City of Portage? Councilmember Reid asked who is inputting the data into the system because there would be an additional cost beyond the \$10 filing fee; also, in reference to the groups listed on page 221, are these groups who are certified, or are they the groups who were invited to the meeting? And, do we have local listed providers and who are they? Councilmember Pearson asked, are all businesses notified; or, only businesses tied to the UL Process? Mayor Strazdas indicated that because this is a first reading, there would be an opportunity to address this on May 24, 2016, also. Councilmember Pearson asked if all businesses are notified of this option, and Mr. Shaffer responded that only businesses that are tied to the UL Process are notified.

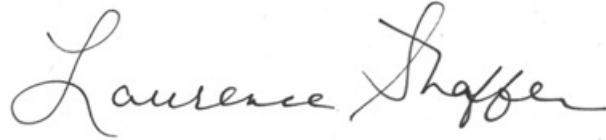
10. Under F.4, SAFARI Montage Purchase, Councilmember Reid asked is there is a way to be more transparent concerning the decision-making process or bid process, or a more comprehensive explanation of the selection process?
11. Councilmember Reid asked could G.1, Communication from PMN Executive Director Harry S. Haasch, be placed on Consent? Mr. Hudson indicated that in the past, communications from Boards and/or Commissions are never placed on Consent. Mayor Strazdas suggested staying with past practice on this.
12. Under L.1, Councilmember Reid asked why was Mike's Cleaning Service not able to fulfill the terms of the contract? Mr. Shaffer indicated that the Administration was very happy with Mike, who did a nice job, very inexpensive, but he got sick this year, could not do the work and had to turn down the offer.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:30 a.m.

James Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of May 10, 2016 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period April 10, 2016 through April 24, 2016 and notes \$380,128.15 in automated clearing house payments, \$343,660.54 in paper checks and \$46,840.06 in auto-pay payments for a grand total of \$770,628.75.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 4/10/2016 To: 4/24/2016

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Check Date	Check	Vendor Name	Amount
04/22/16	5022(A)	A-1 SIGNS	170.00
04/22/16	5023(A)	ABONMARCHE CONSULTANTS, INC	1,891.25
04/22/16	5024(A)	ADVANTAGE ROOFING, INC.	1,000.00
04/22/16	5025(A)	AIRGAS GREAT LAKES	682.15
04/22/16	5026(A)	ANIMAL REMOVAL SERVICE, LLC	990.00
04/22/16	5027(A)	ARGUS-HAZCO	264.00
04/22/16	5028(A)	ARGUS-HAZCO	55.00
04/22/16	5029(A)	BCHS-HELPNET	1,279.17
04/22/16	5030(A)	BLUE CARE NETWORK-GREAT LAKES	78,005.42
04/22/16	5031(A)	BRENNER OIL CO.	10,838.12
04/22/16	5032(A)	BYHOLT INC.	682.76
04/22/16	5033(A)	CHUCK'S ELECTRICAL SERVICE INC.	2,850.00
04/22/16	5034(A)	CONSUMERS CONCRETE CORP.	127.70
04/22/16	5036(A)	DATA CONSTRUCTS LLC	97.95
04/22/16	5037(A)	DELTA DENTAL PLAN OF MICHIGAN	17,433.94
04/22/16	5038(A)	DUST & CAMPBELL, P.C.	1,012.09
04/22/16	5039(A)	EG WORKFORCE SOLUTIONS	1,129.60
04/22/16	5040(A)	ELECTION SYSTEMS & SOFTWARE, INC.	2,477.20
04/22/16	5041(A)	ENGINEERED PROTECTION SYSTEMS, INC.	385.92
04/22/16	5042(A)	ETNA SUPPLY, INC.	3,883.62
04/22/16	5043(A)	FARM N GARDEN	1,840.00
04/22/16	5044(A)	FURRY, WILLIAM	247.00
04/22/16	5045(A)	GRIFFIN PEST SOLUTIONS, INC.	143.00
04/22/16	5046(A)	HARTFORD LIFE INSURANCE COMPANY	8,357.96
04/22/16	5047(A)	HURST MECHANICAL, INC.	10,613.66
04/22/16	5048(A)	JAROTH, INC	303.00
04/22/16	5049(A)	JONS TO GO PORTABLE RESTROOM	662.50
04/22/16	5050(A)	KUSHNER & COMPANY, INC.	384.85
04/22/16	5051(A)	LACOSTA FACILITY SUPPORT SERVICES	3,465.79
04/22/16	5052(A)	LAND & RESOURCE ENGINEERING, INC	884.45
04/22/16	5053(A)	LAWSON PRODUCTS, INC	580.53
04/22/16	5054(A)	MATERIALS RESOURCES	372.35
04/22/16	5055(A)	MAURER'S TEXTILE RENTAL SERVICES	326.50
04/22/16	5056(A)	MEEKHOF TIRE SALES & SERVICE INC.	2,193.23
04/22/16	5057(A)	MEJEUR ELECTRIC LLC	3,325.00
04/22/16	5058(A)	MICROSYSTEMS, INC.	552.00
04/22/16	5059(A)	MONIFA A. JUMANNE, PH.D.	900.00
04/22/16	5060(A)	ONE WAY PRODUCTS	446.49
04/22/16	5061(A)	PARADIGM DESIGN, INC.	793.75
04/22/16	5062(A)	PCM SALES, INC.	42,702.00
04/22/16	5063(A)	R P M MACHINERY, LLC	541.79
04/22/16	5064(A)	ROAD EQUIPMENT PARTS CENTER	458.78
04/22/16	5065(A)	SAFETY SERVICES, INC.	28.00
04/22/16	5066(A)	SIMMONS FORD	29.59

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Check Date	Check	Vendor Name	Amount
04/22/16	5067(A)	SUEZ WATER ENVIRONMENTAL SERVICES	167,775.40
04/22/16	5068(A)	VERPLANK TRUCKING CO.	3,062.22
04/22/16	5069(A)	VISION SERVICE PLAN (OH)	2,128.49
04/22/16	5070(A)	WEST MICHIGAN STAMP & SEAL,INC	18.20
04/22/16	5071(A)	WINGFOOT COMMERCIAL TIRE	1,735.73
	SUBTOTAL:	49 CHECKS	380,128.15
04/15/16	297273	NORMAN/PORTAGE, LLC	2,002.00
04/15/16	297274	SYNERGISTIC ONLINE SOLUTIONS	1,865.00
04/22/16	297275	56-B DISTRICT COURT	150.00
04/22/16	297276	A NEW LEAF	85.00
04/22/16	297277	A T & T	4,416.17
04/22/16	297278	ADP, INC.	14,734.60
04/22/16	297279	ALLDATA, LLC	1,500.00
04/22/16	297280	ALLEGRA PRINT & IMAGING	1,956.00
04/22/16	297281	ALLIED MECHANICAL SERVICE	990.00
04/22/16	297282	AMERICAN VILLAGE BUILDERS INC	540.00
04/22/16	297283	APPLIED INDUSTRIAL TECHNOLOGIE	306.62
04/22/16	297284	ARIF, MUHAMMAD	325.00
04/22/16	297285	ARROWHEAD SCIENTIFIC, INC.	343.65
04/22/16	297286	ATTORNEY'S TITLE OF SW MICHIGAN	156.32
04/22/16	297287	AUTISM SOCIETY OF KALAMAZOO/BC	100.00
04/22/16	297288	B S & A SOFTWARE	1,000.00
04/22/16	297289	B S N	179.35
04/22/16	297290	BEAUDOIN, LOIS	122.00
04/22/16	297291	BESCO WATER TREATMENT, INC.	33.75
04/22/16	297292	BILL'S LOCK SHOP, INC.	217.00
04/22/16	297293	BLUE CROSS/BLUE SHIELD OF MICH	127,285.04
04/22/16	297294	BORGESS CORPFIT	250.00
04/22/16	297295	BORGESS HEALTH ALLIANCE	260.00
04/22/16	297296	BRINK'S, INC	294.13
04/22/16	297297	BRONSON HEALTHCARE GROUP	600.00
04/22/16	297298	BUDENIEKS, SHARON	71.00
04/22/16	297299	BURKE, GREG	140.00
04/22/16	297300	C. STODDARD & SONS INC.	55.00
04/22/16	297301	CAMPBELL AUTO SUPPLY	6.99
04/22/16	297302	CAPSTONE HOME IMPROVEMENT	325.00
04/22/16	297303	CARTRIDGE WORLD	1,021.18
04/22/16	297304	CATO, RAYMOND JR & CAROL	200.00
04/22/16	297305	CEREAL CITY WINDOW CLEANING	170.00
04/22/16	297306	CHARTER COMMUNICATIONS	100.65
04/22/16	297307	CHICAGO TITLE OF MICHIGAN, INC.	547.25
04/22/16	297308	CITY OF KALAMAZOO (PUBLIC SAF)	750.00
04/22/16	297309	CLEAR CHANNEL AIRPORTS	1,155.00

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Check Date	Check	Vendor Name	Amount
04/22/16	297310	CLIFFORD, EDWARD A & HELEN J	500.00
04/22/16	297311	COBRA RESOURCES	97.00
04/22/16	297312	COLT MANUFACTURING CO.	450.00
04/22/16	297313	CONSUMERS ENERGY	33,795.38
04/22/16	297314	CONSUMERS ENERGY	7,350.00
04/22/16	297315	CORLIN, MARCELL	150.00
04/22/16	297316	CROSSROADS CAR WASH	301.50
04/22/16	297317	D L GALLIVAN INC.	114.86
04/22/16	297318	DAVE'S CONCRETE PRODUCTS, INC.	5,974.00
04/22/16	297319	DEGRAAF, JOAN	150.00
04/22/16	297320	DEHAAN ELECTRIC	142.00
04/22/16	297321	DYLHOFF, RANDY	75.00
04/22/16	297322	ED & TED'S EXCELLENT ADVENTURES	12,152.00
04/22/16	297323	EMERGENCY VEHICLE PRODUCTS	166.00
04/22/16	297324	ENGINEERING SUPPLY & IMAGING	3,495.00
04/22/16	297325	FAMILY RELOCATION	1,225.00
04/22/16	297326	FIRE DEPARTMENT TRAINING NETWORK	240.00
04/22/16	297327	FLETCHER ENTERPRISES	2,947.00
04/22/16	297328	FN AMERICA, LLC	250.00
04/22/16	297329	FRED PRYOR SEMINARS/CAREERTRACK	249.00
04/22/16	297330	GIPSON, TERESA	100.00
04/22/16	297331	GIVE 'EM A BRAKE SAFETY INC.	1,257.68
04/22/16	297332	GORDON WATER SYSTEMS	249.25
04/22/16	297333	GRAY, CAROL	100.00
04/22/16	297334	HOME DEPOT	1,517.57
04/22/16	297336	JACK DOHENY SUPPLIES INC.	123.35
04/22/16	297337	KAL CO MEDICAL CONTROL AUTH	910.60
04/22/16	297338	KAL HUMAN RESOURCE MGT ASSOC	149.00
04/22/16	297339	KALAMAZOO AREA TRANSPORTATION STUDY	1,112.00
04/22/16	297340	KALAMAZOO COUNTY HEALTH & COMMUNITY	290.00
04/22/16	297341	KALAMAZOO COUNTY TREASURER	510.00
04/22/16	297342	KALAMAZOO COUNTY TREASURER	13.08
04/22/16	297343	KALAMAZOO COUNTY TREASURER	181.25
04/22/16	297344	KALAMAZOO GAZETTE	295.21
04/22/16	297345	KALAMAZOO LANDSCAPE SUPPLIES	412.05
04/22/16	297346	KAR LABORATORIES	60.00
04/22/16	297347	KEALA, TRICIA	79.62
04/22/16	297348	KEELER, RUSS & MARY	190.00
04/22/16	297349	KENDALL AUTO REPAIR, INC.	71.48
04/22/16	297350	KENDALL ELECTRIC, INC.	33.92
04/22/16	297351	LAKE MICHIGAN MAILERS, INC.	159.62
04/22/16	297352	LANDSCAPE FORMS	920.00
04/22/16	297353	MARSHALL HISTORICAL SOCIETY	170.00
04/22/16	297354	MARSHALL POSTAL MUSEUM	60.00

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Check Date	Check	Vendor Name	Amount
04/22/16	297355	MED EXPRESS URGENT CARE, PC MICH	95.00
04/22/16	297356	MEDILODGE OF PORTAGE	182.00
04/22/16	297357	MEDILODGE OF PORTAGE	35.00
04/22/16	297358	MENARD'S (WEST MAIN)	2,526.05
04/22/16	297359	MENARDS, INC	11,940.62
04/22/16	297360	MICH AMATEUR SOFTBALL ASSOC	62.95
04/22/16	297361	MICH ASSOC OF CHIEFS OF POLICE	100.00
04/22/16	297362	MICH MUNICIPAL POLICE & FIRE REPAIR	903.85
04/22/16	297363	MICHIGAN ASSESSOR'S ASSOC.	150.00
04/22/16	297364	MICHIGAN ASSOC. OF PLANNING	114.00
04/22/16	297365	MICHIGAN ELECTION RESOURCES, LLC	854.36
04/22/16	297366	MICHIGAN FIRE INSPECTOR'S SOCIETY	180.00
04/22/16	297367	MIDWEST CIVIL ENGINEERS	1,931.00
04/22/16	297368	MLIVE MEDIA GROUP	1,063.99
04/22/16	297369	MMAAO	100.00
04/22/16	297370	MML UNEMPLOYMENT FUND	824.23
04/22/16	297371	MOORE, LARRY	371.00
04/22/16	297372	NATIONAL COUNCIL ON THE AGING	145.00
04/22/16	297373	NYE UNIFORMS	266.50
04/22/16	297374	O'REILLY AUTO PARTS	644.26
04/22/16	297375	OFFICE DEPOT, INC.	1,149.23
04/22/16	297377	ONSTAFF USA INC	7,404.73
04/22/16	297378	PARIS CLEANERS	1,286.95
04/22/16	297379	PETTY CASH-SENIOR CENTER	607.36
04/22/16	297380	PFIZER, INC.	500.00
04/22/16	297381	PRINTING SERVICES INC	406.13
04/22/16	297382	RANDALL L BROWN & ASSOC. PLC	900.00
04/22/16	297383	RANDALL L BROWN & ASSOC. PLC	175.00
04/22/16	297384	RED GERANIUM RESTAURANT	150.00
04/22/16	297385	RED THE UNIFORM TAILOR	53.00
04/22/16	297386	RENEWED EARTH, INC.	7,916.66
04/22/16	297387	REPUBLIC SERVICES OF WEST MICHIGAN	731.00
04/22/16	297388	REYNOUT, BRENT	194.00
04/22/16	297389	REYNOUT, BRENT	485.00
04/22/16	297390	RIDGE AUTO NAPA	78.70
04/22/16	297391	RIVER LAKE INN	585.00
04/22/16	297392	ROSE, VICTORIA	100.00
04/22/16	297393	ROWLEY BROTHERS, INC.	1,056.54
04/22/16	297394	RYSKAMP, HENRY S & LUTZ, CHERI	160.00
04/22/16	297395	S A MORMAN & CO.	160.00
04/22/16	297396	SEVERANCE ELECTRIC COMPANY, INC	4,680.00
04/22/16	297397	SHERMAN TOOL / CORNWELL TOOLS	452.77
04/22/16	297398	SMITH, JESSICA	588.70
04/22/16	297399	STATE OF MICHIGAN	1,200.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 4/10/2016 To: 4/24/2016

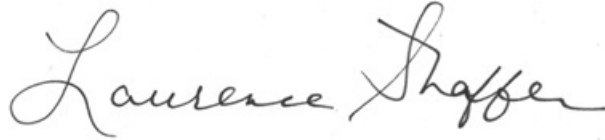
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Check Date	Check	Vendor Name	Amount
04/22/16	297400	STATE OF MICHIGAN	1,000.00
04/22/16	297401	STATE OF MICHIGAN (BOILER DIV)	300.00
04/22/16	297402	STATE OF MICHIGAN (MDEQ)	4,000.00
04/22/16	297403	STATE SYSTEMS RADIO, INC	467.50
04/22/16	297404	STEENSMA LAWN & POWER EQUIPMENT	3,297.92
04/22/16	297405	T A SCOTT CONSTRUCTION	255.00
04/22/16	297406	T D S METROCOM, LLC	1,208.57
04/22/16	297407	TAFEE, BRYAN	500.00
04/22/16	297408	THE BATTERY STATION LLC	231.65
04/22/16	297409	TIGER DIRECT, INC.	195.00
04/22/16	297410	TODD ARBANAS ENTERPRISES INC.	6,575.00
04/22/16	297411	TRACTOR SUPPLY CORP.	167.89
04/22/16	297412	TRUGREEN PROCESSING	1,200.00
04/22/16	297413	TYLER TECHNOLOGIES, INC.	21,842.71
04/22/16	297414	UNITED PARCEL SERVICE	15.94
04/22/16	297415	USA EARTHWORKS	100.00
04/22/16	297416	USA TODAY	75.00
04/22/16	297417	VANDENBERG, NANCY	44.00
04/22/16	297418	VERIZON WIRELESS SERVICES, LLC	2,744.82
04/22/16	297419	WATER STREET COFFEE JOINT, INC.	159.00
04/22/16	297420	XEROX CORPORATION	1,726.84
04/22/16	297421	CUSTOMIZED CLEANING SERVICES, INC.	1,000.00
	SUBTOTAL:	147 CHECKS	343,660.54
04/18/16	3050	AUTO-PAY PAYMENT	46,840.06
	SUBTOTAL:	1 CHECKS	46,840.06
	GRAND TOTAL:	197 CHECKS	770,628.75

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Hearing on Fiscal Year 2016-2017 Budget

SUPPORTING PERSONNEL: William Furry, Finance Director

ACTION RECOMMENDED: That City Council hold a Public Hearing on the Fiscal Year 2016-2017 proposed Budget and the tax rate of 10.9256 mills required to support the proposed budget.

On April 12, 2016, City Council was presented with the proposed 2016-2017 Fiscal Year budget in accordance with Section 7.2 of the City Charter. City Council held two budget work sessions on April 19 and May 3, 2016. The next step is the conduct of a public hearing. The proposed budget was developed in conformity with the Goals and Objectives adopted by the City Council. Highlights of the proposed budget include:

- Maintenance of the overall city tax rate (millage) at 10.9256 mills;
- Increased reimbursements from the state which offset tax revenue reductions due to changes in the personal property tax base;
- Reinstatement of three police officer and three firefighter positions eliminated since 2006, in response to increases in calls for public safety services;
- Continues technological improvements to streamline city services and gain efficiencies;
- Holds water and sewer rates to the smallest increase in over ten years;
- Maintain the City Council prescribed fund balance for the General Fund at 24 percent of General Fund expenditures;
- Preserves the City of Portage position in the lower 25 percent of all Michigan cities with populations greater than 20,000 in terms of millage level.

The City Charter and state law requires that notice of public hearing be published and a public hearing be held prior to adoption of the proposed budget. The Notice of Public Hearing appeared in the April 28, 2016 edition of the Kalamazoo Gazette. Given that the proposed tax rate of 10.9256 mills for the 2016-2017 budget does not exceed the 2015 base tax rate, a Truth in Taxation Hearing and Resolution for 2016 is not required. The tax levy for 2016 is the same as for 2015.

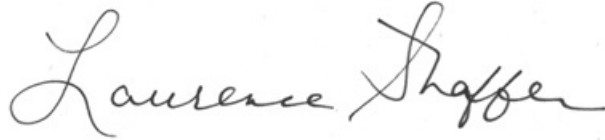
Final adoption of the Fiscal Year 2016-2017 proposed budget will be considered by City Council at the regular Council meeting of May 24, 2016.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Medical Marihuana

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council, subsequent to the public hearing, accept a temporary moratorium ordinance pertaining to Medical Marihuana.

In November 2008, the Michigan Medical Marihuana Act (MMMA) was approved by voters. The MMMA enables certain persons to legally obtain, possess, cultivate, use and distribute marihuana. After the passage of the MMMA, the Michigan Department of Public Health established rules governing the act, which became effective in April 2009. Subsequently, in January 2011 the city adopted a temporary six-month moratorium to consider community issues, impacts and approaches to effectively address medical marihuana activities enabled by the statute.

At that time, the MMMA provided no guidance with regard to the regulation of medical marihuana in Michigan communities, and being a new law, there were very few court decisions interpreting the MMMA, and no municipal precedent with its regulation and administration. Then, as now, the MMMA essentially addresses the acquisition of marihuana by a qualifying patient for medical purposes in terms of a cottage industry where either the qualifying patient grows his/her own marihuana, or selects a caregiver to do it for him/her. The MMMA simply does not address whether a qualifying patient may acquire marihuana for medical use through a commercial business, how such a business should be structured and operated, and by whom. In light of these factors, as well as an exhibited increase in crime in connection with dispensaries in other states around 2011, an ordinance only permitting the growing and dispensing of medical marihuana consistent with the provisions of the MMMA as a "home occupation" was enacted by the city.

Since the enactment of the city's medical marihuana home occupation ordinance, the medical marihuana landscape has changed substantially, leading city staff to revisit the issue of dispensing and cultivating medical marihuana. With continued growth in the number of qualifying patients, Michigan is seeing an apparent trend in the medical marihuana industry toward commercialization as evidenced by the opening of a substantial number of businesses engaged in the provision of medical marihuana in communities across the state, including Portage. In addition, there appears to be continued concern with regard to potential adverse impacts of medical marijuana home occupations, from both the perspective of neighborhood and housing impacts, as well as qualified patient services.

There is also a series of bills pending before the state legislature that would provide for the establishment and regulation of businesses engaged in the growing, processing, distribution and transportation of medical marihuana. It is unknown at this time if, when or in what form such

legislation will be enacted. In addition, it is understood that a ballot initiative will be included in Michigan's November 2016 election to legalize marihuana use and possession for recreational purposes.

Based on the aforementioned, the need to revisit the regulation of this growing industry to insure the health and safety of Portage citizens, registered qualifying patients and registered caregivers is clear. Therefore, it is recommended that City Council, subsequent to the public hearing, accept the temporary moratorium.

FUNDING: Not Applicable

Attachments:

1. Temporary Moratorium on the Use of Properties and Structures for Dispensing Medical Marihuana
2. Medical Marihuana Information

**FIRST READING AND NOTICE OF HEARING
CITY OF PORTAGE, MICHIGAN
NOTICE**

**TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND
ALL OTHER INTERESTED PERSONS.**

NOTICE IS HEREBY GIVEN, that an Ordinance to add Article 9, Temporary Moratorium on the Use of Property and Structures for Dispensing and Cultivating Marihuana, of Chapter 2, Administration, of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2016, and that the Council will hold a public hearing on the proposed amendments at the Portage City Hall in said City on _____, 2016, at 7:30 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed ordinance amendment reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Chapter 2 shall be amended to add the following:

ARTICLE 9. Temporary Moratorium on the Use of Property and Structures for Dispensing and Cultivating Marihuana.

Sec. 2-320. - Findings.

- (a) On November 4, 2008, Michigan voters approved a statewide legislative initiative to create the Michigan Medical Marihuana Act (MMMA) which has been codified at MCL 333.26421 et seq., and allows the possession, use and cultivation of marihuana for the treatment of certain illnesses or conditions under certain circumstances and pursuant to certain regulations and restrictions ("medical marihuana").
- (b) The MMMA also does not contain any provision as to where and under what conditions a medical marihuana related land use can be located or if such a use can be prohibited or regulated in any particular way.
- (c) Portage Code Section 42-129(c) permits, as a Medical Marihuana Home Occupation, no more than one primary caregiver to possess up to the maximum amount of marihuana and marihuana plants to assist no more than the maximum number of qualified patients permitted under the MMMA who is connected with the primary caregiver through the State's registration process.
- (d) Neither the Portage Zoning Ordinance nor the Business License Ordinance specifically provide for properties or structures to be used as facilities for "dispensing" marihuana or cultivating marihuana plants for medical or any other purposes other than in accordance with Section 42-129(c), Medical Marihuana Home Occupation.
- (e) The City of Portage land use element of the Comprehensive Plan adopted on June 19, 2014 and the city's general prohibition on uses not expressly permitted by the city's zoning ordinance must be considered in addressing whether to allow facilities for dispensing marihuana and/or cultivating marihuana plants other than in accordance with

Section 42-129(c), Medical Marihuana Home Occupation, and if allowed, where to locate such uses in the city.

- (f) The MMMA permits registered qualifying patients and registered primary caregivers to possess specific amounts of marihuana under certain circumstances and to cultivate a specific number of plants, but the MMMA does not specifically address the zoning of these activities.
- (g) The MMMA does not address that federal law at 21 USC, Section 841 makes it a crime to manufacture, cultivate or distribute marihuana. However, the Michigan Supreme Court has ruled that the Michigan Medical Marihuana Act is not preempted by such federal law.
- (h) The city council desires to ascertain the best path to comply with the MMMA and protect the public health, safety, and welfare.
- (i) It may be necessary to amend the City Code to address these issues and further research, investigation and study by city administration is needed before specific recommendations can be made.
- (j) Considering and acting upon rezoning, special land use, site plan, change of use, certificate of occupancy or other proposals relating to medical marihuana land uses during the process of considering whether and how to amend the City's Code of Ordinances to address such new uses in the community would be counter-productive and undermine the city's efforts to accomplish community wide planning and zoning objectives and to provide for the health, safety and welfare of the city and its residents.
- (k) The city council also deems it prudent and desirable to temporarily defer any consideration or action taken by any city official and/or agent regarding rezoning, special land use, site plan, change of use, certificate of occupancy and other proposals, submissions and applications pertaining to medical marihuana land uses.

Sec. 2-321. - Prohibition of use of property and structures for medical marihuana.

- (a) Based on the findings set forth above and for the protection of the public health, safety and welfare, the city council hereby prohibits for a period of 180 days from the effective date of this ordinance, the establishment or expansion of the use of all property, buildings and structures in the city as facilities for the acquisition, possession, cultivation, manufacture, use, internal possession, delivery, transfer or transportation of marihuana or paraphernalia relating to the administration of marihuana or the cultivation of marihuana plants for medical and any other purpose and that the issuance of any city permits, licenses and approvals, including but not limited to, building permits, land use permits and certificates of occupancy for such uses.
- (b) That this moratorium and prohibitions imposed hereunder shall not be applicable to the following:
 - (1) A dwelling unit (as defined by the zoning ordinance) where a qualifying patient resides and is cultivating up to the maximum number marihuana plants as permitted by the MMMA for personal use or possesses up to the maximum amount of marihuana permitted by the MMMA for personal use.
 - (2) A building or structure (as defined by the zoning ordinance) other than a dwelling unit where no more than one qualifying patient is cultivating up to the maximum number of marihuana plants as permitted by the MMMA for personal use or

possesses up to the maximum amount of marihuana permitted by the MMMA for personal use.

- (3) A dwelling unit where no more than one primary caregiver is cultivating up to the maximum number marihuana plants as permitted by the MMMA for assisting qualified patient(s) or possesses up to the maximum amount of marihuana permitted by the MMMA for assisting a qualifying patient(s) who are connected to the primary caregiver through the State's registration process, as regulated by the MMMA and complies with Section 42-129(c) of the Portage Code of Ordinances before the effective date of this moratorium ordinance.
- (c) That city council directs the city administration to continue its research, investigation and study and make specific recommendations regarding the potential regulation of marihuana for medical use which may include, but not be limited to, the dispensing of medical marihuana and cultivation of marihuana plants.
- (d) Nothing herein shall restrict a licensed physician from prescribing medical marihuana to be used for medical purposes compliant with state law.
- (e) That during the period of this moratorium, any entity, or individual alleging that the deferred review resulting from the moratorium will result in the denial of any viable economic use of property or would otherwise result in a violation of applicable federal or state law shall be entitled to an expedited hearing before the city council. At the conclusion of this hearing, the city council shall make findings and conclusions with respect to whether or not the petitioner has demonstrated that all viable economic use of the property has been denied by the deferred review, and/or whether or not the moratorium as applied to the petitioner violates applicable law. If it is demonstrated by credible evidence and found that the deferral has the effect of denying all viable economic use of the property or that the deferral violates applicable law, the city council shall grant relief from the moratorium for the petitioner to the extent necessary to cure the violation.
- (f) If any section, clause or provision of this moratorium ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void, illegal or ineffective shall thereby cease to be a part of this moratorium ordinance but the remainder of this ordinance shall stand and be in full force and effect.
- (g) For the purpose of this moratorium ordinance, all words and phrases contained herein shall have the meaning ascribed to them by the MMMA codified at MCLA 333.26421 et seq.

Sec. 2-322. - Expiration.

The moratorium imposed by this ordinance shall expire the earlier of 180 days from its effective date or upon adoption by city council of an ordinance amendment(s) regarding the issues concerning the regulation of medical marihuana and marihuana plants.

Sec. 2-323. - Penalty.

- (a) Any person, firm, association, partnership, corporation or entity that violates any of the provisions of this article shall be deemed responsible for a municipal civil infraction which shall be punishable by a civil fine as provided for section 1-7(e) of this Code. The director of public safety and the director of the department of community development and other persons who are employed by the city in these departments and duly

authorized by the director/chief are authorized to issue municipal civil infraction citations for violation of this article.

- (b) Additionally, the violator shall pay costs which may include all expenses direct and indirect to which the city has been put in connection with the municipal infraction.
- (c) Notwithstanding any other remedy, the city shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this article.
- (d) Each day that a violation of this article continues to exist shall constitute a separate violation of this article.

Dated: _____

James R. Hudson, City Clerk

Z:\Jody\PORTAGE\ORDINONZONE\1st Reading Medical Marihuana Moratorium.041916.doc

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY ADDING ARTICLE 9, TEMPORARY MORATORIUM ON THE USE OF PROPERTY AND
STRUCTURES FOR DISPENSING AND CULTIVATING MARIHUANA
OF CHAPTER 2, ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 2 shall be amended to add the following:

ARTICLE 9. Temporary Moratorium on the Use of Property and Structures for Dispensing and Cultivating Marihuana.

Sec. 2-320. - Findings.

- (a) On November 4, 2008, Michigan voters approved a statewide legislative initiative to create the Michigan Medical Marihuana Act (MMMA) which has been codified at MCL 333.26421 et seq., and allows the possession, use and cultivation of marihuana for the treatment of certain illnesses or conditions under certain circumstances and pursuant to certain regulations and restrictions ("medical marihuana").
- (b) The MMMA also does not contain any provision as to where and under what conditions a medical marihuana related land use can be located or if such a use can be prohibited or regulated in any particular way.
- (c) Portage Code Section 42-129(c) permits, as a Medical Marihuana Home Occupation, no more than one primary caregiver to possess up to the maximum amount of marihuana and marihuana plants to assist no more than the maximum number of qualified patients permitted under the MMMA who is connected with the primary caregiver through the State's registration process.
- (d) Neither the Portage Zoning Ordinance nor the Business License Ordinance specifically provide for properties or structures to be used as facilities for "dispensing" marihuana or cultivating marihuana plants for medical or any other purposes other than in accordance with Section 42-129(c), Medical Marihuana Home Occupation.
- (e) The City of Portage land use element of the Comprehensive Plan adopted on June 19, 2014 and the city's general prohibition on uses not expressly permitted by the city's zoning ordinance must be considered in addressing whether to allow facilities for dispensing marihuana and/or cultivating marihuana plants other than in accordance with Section 42-129(c), Medical Marihuana Home Occupation, and if allowed, where to locate such uses in the city.
- (f) The MMMA permits registered qualifying patients and registered primary caregivers to possess specific amounts of marihuana under certain circumstances and to cultivate a specific number of plants, but the MMMA does not specifically address the zoning of these activities.

- (g) The MMMA does not address that federal law at 21 USC, Section 841 makes it a crime to manufacture, cultivate or distribute marihuana. However, the Michigan Supreme Court has ruled that the Michigan Medical Marihuana Act is not preempted by such federal law.
- (h) The city council desires to ascertain the best path to comply with the MMMA and protect the public health, safety, and welfare.
- (i) It may be necessary to amend the City Code to address these issues and further research, investigation and study by city administration is needed before specific recommendations can be made.
- (j) Considering and acting upon rezoning, special land use, site plan, change of use, certificate of occupancy or other proposals relating to medical marihuana land uses during the process of considering whether and how to amend the City's Code of Ordinances to address such new uses in the community would be counter-productive and undermine the city's efforts to accomplish community wide planning and zoning objectives and to provide for the health, safety and welfare of the city and its residents.
- (k) The city council also deems it prudent and desirable to temporarily defer any consideration or action taken by any city official and/or agent regarding rezoning, special land use, site plan, change of use, certificate of occupancy and other proposals, submissions and applications pertaining to medical marihuana land uses.

Sec. 2-321. - Prohibition of use of property and structures for medical marihuana.

- (a) Based on the findings set forth above and for the protection of the public health, safety and welfare, the city council hereby prohibits for a period of 180 days from the effective date of this ordinance, the establishment or expansion of the use of all property, buildings and structures in the city as facilities for the acquisition, possession, cultivation, manufacture, use, internal possession, delivery, transfer or transportation of marihuana or paraphernalia relating to the administration of marihuana or the cultivation of marihuana plants for medical and any other purpose and that the issuance of any city permits, licenses and approvals, including but not limited to, building permits, land use permits and certificates of occupancy for such uses.
- (b) That this moratorium and prohibitions imposed hereunder shall not be applicable to the following:
 - (1) A dwelling unit (as defined by the zoning ordinance) where a qualifying patient resides and is cultivating up to the maximum number marihuana plants as permitted by the MMMA for personal use or possesses up to the maximum amount of marihuana permitted by the MMMA for personal use.
 - (2) A building or structure (as defined by the zoning ordinance) other than a dwelling unit where no more than one qualifying patient is cultivating up to the maximum number of marihuana plants as permitted by the MMMA for personal use or possesses up to the maximum amount of marihuana permitted by the MMMA for personal use.
 - (3) A dwelling unit where no more than one primary caregiver is cultivating up to the maximum number marihuana plants as permitted by the MMMA for assisting qualified patient(s) or possesses up to the maximum amount of marihuana

permitted by the MMMA for assisting a qualifying patient(s) who are connected to the primary caregiver through the State's registration process, as regulated by the MMMA and complies with Section 42-129(c) of the Portage Code of Ordinances before the effective date of this moratorium ordinance.

- (c) That city council directs the city administration to continue its research, investigation and study and make specific recommendations regarding the potential regulation of marihuana for medical use which may include, but not be limited to, the dispensing of medical marihuana and cultivation of marihuana plants.
- (d) Nothing herein shall restrict a licensed physician from prescribing medical marihuana to be used for medical purposes compliant with state law.
- (e) That during the period of this moratorium, any entity, or individual alleging that the deferred review resulting from the moratorium will result in the denial of any viable economic use of property or would otherwise result in a violation of applicable federal or state law shall be entitled to an expedited hearing before the city council. At the conclusion of this hearing, the city council shall make findings and conclusions with respect to whether or not the petitioner has demonstrated that all viable economic use of the property has been denied by the deferred review, and/or whether or not the moratorium as applied to the petitioner violates applicable law. If it is demonstrated by credible evidence and found that the deferral has the effect of denying all viable economic use of the property or that the deferral violates applicable law, the city council shall grant relief from the moratorium for the petitioner to the extent necessary to cure the violation.
- (f) If any section, clause or provision of this moratorium ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void, illegal or ineffective shall thereby cease to be a part of this moratorium ordinance but the remainder of this ordinance shall stand and be in full force and effect.
- (g) For the purpose of this moratorium ordinance, all words and phrases contained herein shall have the meaning ascribed to them by the MMMA codified at MCLA 333.26421 et seq.

Sec. 2-322. - Expiration.

The moratorium imposed by this ordinance shall expire the earlier of 180 days from its effective date or upon adoption by city council of an ordinance amendment(s) regarding the issues concerning the regulation of medical marihuana and marihuana plants.

Sec. 2-323. - Penalty.

- (a) Any person, firm, association, partnership, corporation or entity that violates any of the provisions of this article shall be deemed responsible for a municipal civil infraction which shall be punishable by a civil fine as provided for section 1-7(e) of this Code. The director of public safety and the director of the department of community development and other persons who are employed by the city in these departments and duly authorized by the director/chief are authorized to issue municipal civil infraction citations for violation of this article.

- (b) Additionally, the violator shall pay costs which may include all expenses direct and indirect to which the city has been put in connection with the municipal infraction.
- (c) Notwithstanding any other remedy, the city shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this article.
- (d) Each day that a violation of this article continues to exist shall constitute a separate violation of this article.

Dated: _____

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2016.

James R. Hudson, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 4/19/2016

City Attorney

\\JODY-PC\ZDRIVE\JODY\PORTAGE\ORD\NONZONE\MEDICAL MARIJUANA MORATORIUM ORD.041216.DOCX

MEDICAL MARIHUANA

Summary of Regulations for Primary Caregiver Home Occupations

The State Law – Michigan Medical Marihuana Act. On November 4, 2008, voters in Michigan approved a statewide ballot initiative to create the Michigan Medical Marihuana Act (MMMA). The Act did not authorize the broad legalization of the cultivation, distribution or use of marihuana. Rather, the MMMA allows qualifying patients with a serious debilitating medical condition to obtain, possess, cultivate/grow and use marihuana for medicinal purposes. The MMMA also allows a primary caregiver to assist a qualifying patient with the medical use of marihuana, in accordance with state law.

The Local Ordinance – Medical Marihuana Home Occupation. State of Michigan registered primary caregivers who desire to possess, cultivate/grow and distribute medical marihuana in the city on behalf of a registered qualifying patient(s) consistent with the MMMA, must conduct the activity only as a home occupation, as provided in the City of Portage Zoning Code (attached). A home occupation is an activity or service conducted by the resident(s) of the dwelling. A home occupation use must be subordinate and accessory to the principal residential use of the property. The local ordinance does not apply to qualifying patients who possess, cultivate/grow and use medical marihuana for personal use.

The requirements to operate a Medical Marihuana Home Occupation. A primary caregiver may operate a medical marihuana home occupation in the City of Portage subject to the following conditions:

1. The home occupation must be operated only in a dwelling unit.
2. Only one primary caregiver is allowed per dwelling unit.
3. The primary caregiver shall:
 - Assist no more than five qualifying patients who are connected with the primary caregiver through the Michigan Department of Community Health registration process.
 - Cultivate no more than 12 marihuana plants for each qualifying patient.
 - Possess no more than 2.5 ounces of marihuana per qualifying patient.
4. The home occupation must not be located within:
 - 500 feet of a public or private elementary, vocational or secondary school, public or private college, junior college or university; playground, or housing facility owned by a public housing authority, or
 - 100 feet of a public or private youth center, public swimming pool, or video arcade facility.
 - If the primary caregiver's qualifying patient(s) are permanent residents of the primary caregiver's household, the distance provisions do not apply.
 - The attached map illustrates the distance locations within the City of Portage.
5. All medical marihuana plants must be located in the residential dwelling unit in an enclosed, locked facility, accessible only by the primary caregiver or qualifying patient. Use of an attached or detached accessory building is not permitted.
6. The home occupation must comply with all applicable City Code requirements, including:
 - Building, Electrical, Plumbing, Mechanical and Fire codes;
 - Noise ordinance requirements;
 - Safety, Sanitation and Health code; and
 - Housing/Property Maintenance code.
7. Lighting used in the grow operation that is visible to adjacent property owners and exceeds normal residential use must be shielded between the hours of 11:00 p.m. and 6:00 a.m.
8. Qualifying patients may only visit the site for purposes permitted under the MMMA and local ordinance between the hours of 8:00 a.m. and 8:00 p.m.

9. All vehicles must park on an improved surface normally required for the residential use.
10. No signs of any kind may be displayed identifying the home occupation.

The permits needed.

- A zoning permit from the City of Portage to operate a medical marihuana home occupation is not required. However, the primary caregiver must know and adhere to all conditions and requirements of the MMMA and local ordinance.
- Building or related permits may be required for the home occupation as a result of the medical marihuana grow operation. The following checklist will help you. If you answer yes, or do not know the answer to any of the questions below, a permit from the City of Portage may be required.

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Is the electrical system adequate for the use of all equipment used, such as grow lights, humidifiers, and other devices? Changes to the electrical system such as new circuits and/or service panel upgrades require a permit. In addition, is all equipment installed and operated in accordance with manufacturer specifications, and approved for indoor residential use? |
| ☐ | ☐ | 2. Is the heating, cooling and ventilation system adequate to ensure proper temperatures, humidity levels and air quality are maintained? Modifications to the heating, cooling and ventilation systems require a permit. In addition, is all equipment installed and operated in accordance with manufacturer specifications, and approved for indoor residential use? |
| ☐ | ☐ | 3. Is the plumbing system adequate for the use of all equipment such as hydroponics or other devices? Modifications to the plumbing system require a permit. In addition, is all equipment installed and operated in accordance with manufacturer specifications, and approved for indoor residential use? |
| ☐ | ☐ | 4. Are you planning to alter any to walls, ceilings or floors? Such modifications require a permit. |
| ☐ | ☐ | 5. Are carbon dioxide tanks and/or generators used in connection with the grow operation? The use of such equipment may require a permit. In addition, is all equipment installed and operated in accordance with manufacturer specifications, and approved for indoor residential use? |
| ☐ | ☐ | 6. Are chemicals such as fertilizers, pesticides and other substances used in connection with the grow operation? While no specific permits are required, are all chemicals used in accordance with manufacturer specifications (including safe storage and proper disposal) and approved for indoor residential use? |

If one or more boxes have been checked, please contact the
Department of Community Development for further assistance.

You are encouraged to contact the Department of Community Development at 269-329-4477 if you have any questions or require additional assistance to ensure compliance with City code.

Thank you for your cooperation.

Drug Free School Zone Spacing Requirements
(1000 feet from schools, playgrounds, 100 feet from arcades)¹



Proposed Medical Marihuana
Primary Caregiver
Distance Provisions

NAME	ADDRESS	TYPE	DISTANCE
ALL PORTAGE PUBLIC SCHOOLS		SCHOOL	1000
PORTAGE PARKS		PARK	1000
EMPIRE BEAUTY SCHOOL	609 CONSTITUTION	SCHOOL	1000
HACKETT CATHOLIC CENTRAL H.S.	1000 W KILGORE RD	SCHOOL	1000
KALAMAZOO ACADEMY, INC	4221 E MILHAM AV	SCHOOL	1000
LAZAR LAND	8302 PORTAGE RD	ARCADE	100
LLOY NORRIS H.S.	E KILGORE	SCHOOL	1000
OAKLAND ACADEMY	OAKLAND DR	SCHOOL	1000
PITTERS FAMILY FUN CENTER	7206 S WESTNEDGE AV	ARCADE	100
ROSS MEDICAL	6235 S WESTNEDGE AV	SCHOOL	1000
ST MICHAEL LUTHERAN CHURCH SCHOOL	7211 OAKLAND DR	SCHOOL	1000
ST MONICA SCHOOL	530 W KILGORE RD	SCHOOL	1000
UNIVERSITY OF PHOENIX	950 TRADE CENTRE WA	HIGHER ED	1000
WOODSEDGE LEARNING CENTER (KRESA)	1501 E MILHAM AV	SCHOOL	1000
WRIGHT BEAUTY ACADEMY	6666 LOVERS LN	SCHOOL	1000

Excluded Areas for Primary Caregiver

Schools, Playgrounds etc.

City Boundary

State Game Area



1 in = 0.67 miles

Date: 2/15/2016

34% of total dwelling units excluded.¹

[ORDINANCE FOR ADOPTION]
 ORDINANCE TO AMEND THE CODE OF ORDINANCES
 OF THE CITY OF PORTAGE, MICHIGAN
 BY AMENDING SECTION 42-129 OF CHAPTER 42,
 LAND DEVELOPMENT REGULATIONS

THE CITY OF PORTAGE ORDAINS:

That Section 42-129 of Chapter 42, Land Development Regulations, is hereby amended to add Section 42-129(C) as follows:

Section 42-129. Home occupations.

- A. No change.
- B. No change.

C. Medical Marihuana Home Occupation. A primary caregiver acting in compliance with the General Rules of the Michigan Department of Community Health ("General Rules"), the Michigan Medical Marihuana Act, P.A.2008, Initiated Law, MCL 333.26421, et. seq., (the "Act") and the requirements of this section, shall only be allowed as a home occupation. The conditions and requirements contained in Section 42-129(A) and (B) (Passive and Active Home Occupations) shall not be applicable to medical marihuana home occupations under this section and no permit under the Portage Zoning Code is required for a medical marihuana home occupation. The Act was passed by Michigan Voters through the initiative process. Both the summary of the Act appearing on the ballot and the Act as a whole reflect an intent to create a private and confidential patient/caregiver relationship to facilitate the lawful cultivation, distribution and use of marihuana strictly for medical purposes. The Act does not authorize the broad legalization of the cultivation, distribution or use of marihuana and a reading that permits such broad legalization is inconsistent with the fundamental intent of the Act read as a whole in context with generally applicable Michigan law. A primary caregiver may assist only a qualifying patient to whom he or she is connected through the Department of Community Health's ("Department") registration process for the medical use of marihuana. The following requirements for a primary caregiver as a home occupation shall apply:

1. A primary caregiver shall comply at all times and in all circumstances with the Act and the General Rules of the Department as they may be amended from time to time.
2. The home occupation shall only be conducted in a dwelling unit (as defined by the Zoning Code) where no more than one primary caregiver:
 - a. Cultivates up to the maximum number of marihuana plants permitted by the Act (12 for each qualifying patient)
 - b. Possesses up to the maximum amount of marihuana permitted by the Act (2.5 ounces for each qualifying patient), including any incidental amounts of seed, stalks and unusable roots; and

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- c. Assists no more than the maximum number of qualifying patients permitted by the Act (maximum of 5) who have been issued and possess a registry identification card and who are connected with the primary caregiver through the Department's registration process for the medical use of marihuana. Assistance to a qualifying patient by someone other than his or her designated primary caregiver is prohibited.

3. The following shall apply to a primary caregiver conducting a home occupation under this section:

- a. Considering the federal "Drug Free School Zone" requirements, the home occupation shall not be located:
 - i. Within five hundred (500) feet from the real property comprising a public or private elementary, vocational or secondary school or a public or private college, junior college or university, or a playground, or housing facility owned by a public housing authority; or
 - ii. Within one hundred (100) feet of a public or private youth center, public swimming pool, or video arcade facility.
 - b. Measurements for purposes of Section 3(a)(i) and (ii) above shall be made from the property boundary of the zoning lot occupied by the home occupation to the nearest point of the property occupied by any of the uses listed above, using a straight line without regard to intervening structures or objects. "Zoning lot" is defined by Article 42, Section 42-112, Definitions, of the Portage Code of Ordinances, as amended. A map showing the uses and facilities listed in Section 3(a) above, as well as the protected areas, is available for review in the Department of Community Development at the Portage City Hall and on the City's website under the Department of Community Development.
 - c. The distance provisions of this subsection do not apply to a primary caregiver whose qualifying patient(s) (up to the maximum permitted under the Act) are permanent residents of the primary caregiver's household and whose residence is shared with the primary caregiver.
4. If the primary caregiver is not an owner of the premises, nothing contained in this section shall limit an owner of the premises from prohibiting the home occupation on the premises occupied by the primary caregiver nor limit an owner's right to pursue any private right of action allowed by law.
5. All medical marihuana plants shall be contained within the main residential structure in an enclosed, locked facility inaccessible on all sides and equipped with locks or other security devices that permit access only by the primary caregiver or qualifying patient. The home occupation shall not be conducted in an attached or detached accessory building or structure.

6. The home occupation shall be conducted consistent with the Portage Code of Ordinances including but not limited to securing all building, electrical, plumbing and mechanical permits for any portion of the residential structure in which electrical wiring, lighting, and/or watering devices are located, installed or modified that support the cultivation, growing or harvesting of marihuana, compliance with Article 4, Chapter 24 Noise, Article 5, Chapter 24 Safety, Sanitation and Health as well as Article 14, Chapter 42 Housing/Property Maintenance Code.
7. If a room with windows is utilized as a marihuana growing location, any lighting methods that exceed usual residential use between the hours of 11 p.m. and 6 a.m. shall employ shielding methods, without alteration to the exterior of the residence, to prevent ambient light spillage that causes or creates a distraction or nuisance to adjacent residential properties.
8. Qualifying patients may visit the site for the purposes permitted under the Act only during the hours of 8:00 a.m. to 8:00 p.m. No more than 5 qualifying patients may visit the site at any one time.
9. Off street parking provided for the home occupation shall be provided on an improved driveway that fulfills the requirements of Article 5, Section 24-111, Definitions, of the Portage Code of Ordinances, as amended. There shall be no other vehicular parking other than the off street parking facilities normally required for the residential use.
10. There shall be no sign of any nature identifying the home occupation and the use of window displays are not permitted.
11. Nothing in this section, or in any companion regulatory provision adopted in any other provision of this Code is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for, growing, sale, consumption, use, distribution, or possession of marihuana not in strict compliance with the Act and the General Rules and this section. To this end, the sale, distribution, cultivation, manufacture, possession, delivery or transfer of marihuana to treat a qualifying patient shall only be conducted as a home occupation, and shall not be permitted in any other zoning classification of this Zoning Code. Also, since federal law is not affected by the Act or the General Rules, nothing in this section, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution under federal law. Neither this ordinance nor the Michigan Medical Marihuana Act protects users, caregivers or the owners of properties on which the medical use of marihuana is occurring from federal prosecution, or from having their property seized by federal authorities under the Federal Controlled Substances Act.
12. Definitions. As used in this section:

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a. MARIHUANA

This term shall have the meaning given to it in Section 7601 of the Michigan Public Health Code, 1978 PA 368, MCL 333.7106, as is referred to in Section 3(d) of the Michigan Medical Marihuana Act, PA 2008, Initiated Law, MCL 333.26423(d).

b. PRIMARY CAREGIVER

A person who is at least 21 years old who has agreed to assist with a patient's medical use of marihuana, who has never been convicted of a felony involving illegal drugs and who has been issued and possesses a registry identification card.

c. QUALIFYING PATIENT

A person who has been diagnosed by a physician as having a debilitating medical condition.

d. REGISTRY IDENTIFICATION CARD

A document issued by the Department that identifies a person as a registered qualifying patient or a registered primary caregiver or a document or its equivalent that is issued under the laws of another state, district, territory, commonwealth, or insular possession of the United States that allows the medical use of marihuana by a visiting qualifying patient, or to allow a person to assist with a visiting qualifying patient's medical use of marihuana.

FIRST READING: June 14, 2011
SECOND READING: July 12, 2011
EFFECTIVE DATE: July 26, 2011
ORDINANCE NUMBER: 11-11



Peter J. Strazdas, Mayor

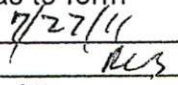
CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing Ordinance was adopted by the City of Portage on the 26th day of July, 2011.


James R. Hudson, City Clerk

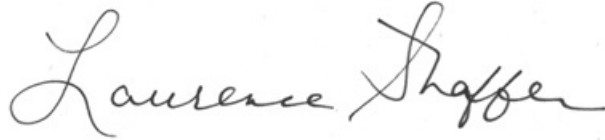
PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to form
Date: 7/27/11

City Attorney

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Community Development Block Grant Program

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That the City Council approve the Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and FY 2016-2017 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development on behalf of the city.

The City of Portage, as a Community Development Block Grant (CDBG) entitlement grantee of the U.S. Department of Housing and Urban Development (HUD), is required to prepare a Consolidated Plan every five years. The Consolidated Plan requirements are designed to help the city assess affordable housing and community development needs, as well as market conditions, and to make data-driven investment decisions in regards to the use of CDBG entitlement grant funds and other resources available within the community.

The Housing Needs Assessment and Market Analysis sections of the Consolidated Plan provide an overview of the city's needs related to affordable housing, special needs housing, homelessness and general information about the housing market including topics such as lead-based paint hazards, public and assisted housing, facilities and services for homeless persons, and special needs housing and supportive services. The Strategic Plan element sets goals and objectives to address identified priority needs over the five-year planning period based on anticipated resources, while the Annual Action Plan element outlines how entitlement grant funds and other resources will be utilized over the next program year to implement the goals and objectives of the Strategic Plan.

The fiscal year 2016-2017 CDBG Program budget has been developed based on the annual entitlement, estimated program income and available unexpended funds/program income, which together provide a total CDBG Program budget of \$379,877. In addition, the 2016-2017 Annual Action Plan identifies activities and programs that fulfill identified priority needs as outlined in the 2016-2020 Consolidated Plan. The Consolidated Plan and Annual Action Plan are required in order to apply for certain federal funds, such as the CDBG entitlement program.

The 2016-2017 Annual Action Plan addresses:

- Owner-occupied housing assistance programs, including housing rehabilitation loans and grants, and a first time homebuyer down payment assistance program;

- Neighborhood improvement activities including code enforcement and sidewalk enhancements to aid in the prevention and elimination of blight and to promote the quality of low and moderate income neighborhoods throughout the city;
- Human/public service agency activities to assist Portage residents in need;
- Fair housing activities, including support for the enforcement and education programs of the Fair Housing Center of Southwest Michigan; and
- Grant planning activities including preparation of annual performance reports, environmental review, labor standards reporting, and preparation of the 2017-2018 Annual Action Plan.

FY 2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BUDGET

The proposed FY 2016-2017 CDBG Program budget has been prepared by the City Administration based on funding levels, demonstrated community needs and compliance with federal goals and objectives. As shown in the attached Five-Year Comparative Analysis, the CDBG entitlement grant increased slightly in FY 2016-2017 compared to the prior year funding level. The entitlement grant, anticipated program income for FY 2016-2017, together with available unexpended funds/program income are as follows:

FY 2016-2017 Revenue

FY 2016-2017 Annual Entitlement	\$229,877
FY 2016-2017 Estimated Program Income to be Received During Program Year	\$ 50,000
Available Unexpended Funds and/or Program Income Received in Prior Program Years that Exceeded Estimated Program Income	\$100,000
TOTAL FUNDS AVAILABLE	\$379,877

The four key components of the FY 2016-2017 CDBG Program budget are highlighted below. The recommended activities are consistent with the Consolidated Plan and complement General Fund activities:

Housing Programs (\$213,282): Upgrade of housing stock in the city is recommended as a high priority activity to be continued as the cornerstone of the block grant program. During the life of the program, approximately 550 owner-occupied houses have been rehabilitated. Owner-occupied housing upgrades for FY 2016-2017 are accomplished through the following:

- Housing Rehabilitation Program (\$203,282): Zero or low-interest deferred loans for housing rehabilitation, façade improvements, water/sewer hook-ups, accessibility improvements, and Emergency Repair Grants for repairs that are a threat to the health and safety of occupants.
- Homebuyer Down Payment Assistance Program (\$10,000): Zero-interest deferred loans for down payment assistance to first time homebuyers in targeted neighborhoods.

Neighborhood Improvement (\$102,253): The ongoing effort to maintain and improve low-moderate income neighborhoods is recommended as a high priority activity and remains a vital component of the recommended comprehensive community development strategy. This budget will fund the two

following activities:

- **Code Enforcement (\$52,253):** Activities include efforts that aid in the prevention and elimination of blight and deterioration. Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code in low-moderate income neighborhoods will be ongoing throughout the program year.
- **Sidewalk Enhancements (\$50,000):** This activity involves the repair of existing sidewalks in the Westfield neighborhood.

Human/Public Services (\$41,928): Portage Community Center (PCC) is recommended to receive funding to provide human services identified as a high priority activity in the Consolidated Plan. Per HUD, the maximum amount of human/public service funding is 15 percent of the annual entitlement grant plus program income received in the prior program year. For many years the City of Portage has allocated 15 percent of the annual CDBG Program budget toward human/public services to ensure consistency with the intent of the federal regulations that funding be provided for core programs such as housing and neighborhood improvement activities.

Administration (\$22,414): The maximum administration expenditure is limited to 20 percent of the FY 2016-2017 entitlement grant plus anticipated FY 2016-2017 program income. The funds will be utilized for program planning, administration, reporting and program expenses. In addition, a portion of the budget includes \$2,000 for fair housing services, educational programs and complaint referrals to the Fair Housing Center of Southwest Michigan.

The City of Portage held two public hearings on January 21 and April 7, 2016, along with a 30-day comment period per federal regulations to ensure ample opportunities are provided for public comment. It is recommended that City Council approve the CDBG Program 2016-2020 Consolidated Plan and FY 2016-2017 Annual Action Plan element and authorize the City Manager to submit the application to HUD to continue successful community development programs.

FUNDING: FY 2016-2017 CDBG Program budget of \$379,877, including a CDBG entitlement grant of \$229,877, \$50,000 anticipated program income and \$100,000 unexpended/reprogrammed prior year funds.

Attachments:

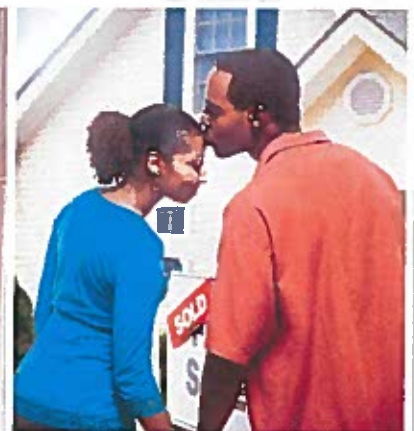
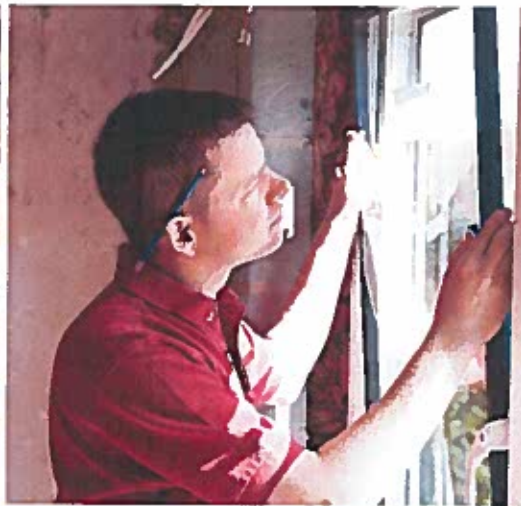
1. Five-Year Comparative Analysis of CDBG Program
2. 2016-2020 Consolidated Plan and 2016-2017 Annual Action Plan

**CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2012-13 THROUGH 2016-17**

	2012-13	2013-14	2014-15	2015-16	2016-17
ENTITLEMENT AMOUNT	\$214,178	\$218,364	\$218,672	\$221,442	\$229,877
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	\$30,000	\$25,000	\$25,000	\$35,000	\$50,000
SUB-TOTAL	\$244,178	\$243,364	\$243,672	\$256,442	\$279,877
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	\$40,000	\$35,000	\$35,000	\$100,000	\$100,000
TOTAL	\$284,178	\$278,364	\$278,672	\$356,442	\$379,877
HOUSING (Percent of Total Budget)	61%	61%	59%	45%	56%
Housing Rehabilitation Loan Program	\$165,839	\$161,610	\$157,225	\$149,097	\$201,282
Emergency Repair Grant	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Homebuyer Downpayment Assistance	\$6,000	\$6,000	\$6,000	\$10,000	\$10,000
TOTAL HOUSING	\$173,839	\$169,610	\$165,225	\$161,097	\$213,282
HUMAN/PUBLIC SERVICES ¹	15%	15%	15%	15%	15%
Human/Public Services	\$36,000	\$34,844	\$37,972	\$42,510	\$41,928
TOTAL HUMAN/PUBLIC SERVICES	\$36,000	\$34,844	\$37,972	\$42,510	\$41,928
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	19%	19%	19%	31%	27%
Code Enforcement	\$52,993	\$52,563	\$53,661	\$51,487	\$52,253
Sidewalk Enhancements	\$0	\$0	\$0	\$50,000	\$50,000
Unsafe Structure Demolition	\$0	\$0	\$0	\$10,000	\$0
TOTAL NEIGHBORHOOD IMPROVEMENT	\$52,993	\$52,563	\$53,661	\$111,487	\$102,253
ADMINISTRATION ²	8%	10%	9%	16%	8%
General Administration	\$19,346	\$19,347	\$19,814	\$39,348	\$20,414
Fair Housing Services	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL ADMINISTRATION	\$21,346	\$21,347	\$21,814	\$41,348	\$22,414
TOTAL	\$284,178	\$278,364	\$278,672	\$356,442	\$379,877
¹ Funding for human/public services must not exceed 15% of the FY 2016-17 CDBG entitlement grant and program income received in FY 2015-16 through December 31, 2015.					
² Funding for administration and fair housing must not exceed 20% of the FY 2016-17 CDBG entitlement grant and estimated FY 2016-17 program income.					

DRAFT

2016-2020 Consolidated Plan City of Portage CDBG Program



**2016 - 2020 Consolidated Plan
City of Portage CDBG Program**

Executive Summary

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Executive Summary

Introduction

In September 2015, the City of Portage began the planning process to update its five-year Consolidated Plan for the Community Development Block Grant (CDBG) Program. The City of Portage CDBG Program is funded by an annual entitlement grant awarded to the community by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is designed to help local jurisdictions assess affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions in regards to the use of CDBG entitlement grant funds and other resources available within the community.

The consolidated planning process must be completed every five years and is implemented through Annual Action Plans. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The 2016-2020 Consolidated Plan begins by providing an overview of *The Process* followed to develop the plan, including citizen participation and consultation with local public service and housing agencies, other local units of government, and other community stakeholders. The *Needs Assessment* and *Market Analysis* sections of the plan provide detailed and extensive data on low-moderate income residents and neighborhoods within the community. The housing and non-housing needs of low-moderate income residents are evaluated, and the needs of homeless and non-homeless special needs residents are also reviewed. The Market Analysis provides data on the cost and condition of housing, as well as the availability of affordable housing, housing for homeless persons and persons with special needs. Based on the findings of the Needs Assessment and Market Analysis, the *Strategic Plan* identifies priority needs and goals to address identified community needs, as well as anticipated financial resources available to the community. Finally, the *Annual Action Plan* provides specific goals and CDBG Program project activities for FY 2016-2017.

Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The following is a summary of the data analysis in the Needs Assessment and Market Analysis, which provide the basis for identified priority needs, goals and strategies of the plan:

- **Population and Households:** There was a 3% increase in population and a 5% increase in the number of households over the past decade. Based on data used to prepare the Consolidated Plan, Portage had a population of approximately 46,135 and 18,987 households.
- **Race and Ethnicity:** The city continues to become more diverse, with a minority population comprising 13.1% of the total population.

- Median Household Income: Median household income increased 14% over the past decade. In 2015, median household income for Kalamazoo County for a family of four was \$60,200. CDBG Program funds must provide a direct benefit to low-income households or an area-wide benefit to low-moderate income neighborhoods. Listed below are the 2015 Kalamazoo County area median income (AMI) categories:
 - 30% of AMI: \$25,250 (Extremely Low Income)
 - 50% of AMI: \$30,100 (Very Low Income)
 - 80% of AMI: \$48,150 (Low Income)
 - 100% of AMI: \$60,200 (Moderate Income)
- Low Income Households and Poverty: There are 7,750 low-moderate income households in Portage. Of these households, 5,995 (31.6% of total households) are low-income, earning less than 80% of AMI. In addition, 1,400 households (7.4%) are extremely low income, earning less than 30% of the AMI. These households are earning incomes at or below poverty.
- Cost of Housing: The median value of owner-occupied housing in 2014 was \$147,300, a 6.4% decrease since 2009. The median rent in 2014 was \$631 per month, an increase of 6% since 2009. Affordability of both owner and renter occupied housing continues to be a challenge for low-income households in the community. In particular, 4,185 low-moderate income households (2,450 renters and 1,735 owners) have a housing cost burden and are paying more than 30% of their household income on housing expenses. Furthermore, 1,620 low-moderate income households have a severe housing cost burden (1,055 renters and 565 owners) and are paying more than 50% of their income on housing expenses.
- Condition of Housing: It is estimated that 169 housing units occupied by low-moderate income households were considered substandard, meaning the units are overcrowded or lack adequate kitchen and/or plumbing facilities. In comparison to housing costs, condition of housing is not as significant of a concern. However, as the housing stock in the community continues to age, resources for housing maintenance and rehabilitation will be needed.
- Homelessness: In 2014, 6,484 persons were homeless, up 16% from the prior five-year average. Of these persons, 286 indicated their last permanent residence was in Portage. In addition, among homeless persons in 2014, 1,598 were families (1,717 adults and 1,828 children), 142 were unaccompanied youth, 217 were veterans and 513 were experiencing chronic homelessness (i.e. repeated incidence of homelessness). The need for emergency housing, homelessness prevention and rapid rehousing remains significant.
- Housing Needs by Race/Ethnicity: When examining housing problems by race and ethnicity, the data indicates several minority and ethnic groups have a high percentage of housing problems, which is disproportionate to the overall low-income population.
- Special Needs Housing: Twelve percent of the Portage population has a physical, developmental or mental disability. It is estimated that 2,515 low-income households have

a disability and a housing problem (1,606 renters and 909 owners), which relates to housing affordability and/or accessibility challenges.

- **Affordable Housing:** While affordable housing continues to be the most significant issue for low-income households, the Comprehensive Plan and Zoning Ordinance provide for a range of affordable housing options. In addition, city tax policies, including low taxes and adoption of tax abatements for affordable housing developments help foster, and remove potential barriers to, affordable housing. Finally, approximately 779 units of affordable rental housing (17% of subsidized housing in Kalamazoo County) are available within the City of Portage, which is proportionate to the housing units in the city as a percentage of the county overall.
- **Community Development Needs:** As the city has a dedicated Capital Improvement Program, non-housing community development needs identified were limited to: 1) neighborhood improvement efforts such as the Neighborhood Support Program, which aids in the prevention and elimination of blight; 2) small-scale neighborhood capital improvement projects; and 3) human/public service activities that assist with addressing homelessness and anti-poverty needs of the community.

Evaluation of past performance

As noted above, the Consolidated Plan includes an Annual Action Plan element and a Consolidated Annual Performance and Evaluation Report (CAPER). The City of Portage has consistently received favorable reviews from HUD in regard to past performance, and has demonstrated that it has the capacity to implement programs in a timely and efficient manner consistent with HUD-approved Consolidated Plans and Annual Action Plans.

Summary of citizen participation process and consultation process

Department staff reached out to a wide network of community service and housing providers, government officials, business leaders, neighborhood representatives and residents. Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Consolidated Plan and requested their assistance and input. The City of Portage encouraged participation utilizing several methods including notification via personal letters/e-mails, advertising public meetings and public hearings via publication in the local newspaper, on the city web site, and through the monthly municipal newsletter, the PORTAGER. The goals of the Consolidated Plan were formulated, in part, from the information collected from this coordinated effort, as well as from public comment and public hearing opportunities.

Summary of public comments

The Citizen Participation Plan and summary of public comments are provided in the appendix.

Summary of comments or views not accepted and the reasons for not accepting them

No public comments were received that were not accepted or considered.

Summary

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. The following tables summarize and describe the goals of the Strategic Plan over the next five years, as well as the 2016-2017 Annual Action Plan.

Strategic Plan Goals Summary

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Rental Housing	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: \$25,000	Rental units rehabilitated: 5 Household Housing Unit
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$1,000,000	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 60 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$150,000	Public service activities other than Low/Moderate Income Housing Benefit: 20,000 Persons Assisted
Non-Housing Community Development	Non-Housing Community Development	City-wide	Non-Housing Community Development	CDBG: \$50,000	Other: 1 Other

Strategic Plan Goal Descriptions

1	Goal Name	Affordable Rental Housing
	Goal Description	<u>Affordable Rental Housing:</u> • Partner with non-profit housing developers with the pre-development or rehabilitation of housing to increase the supply of decent, affordable rental housing. • Partner with housing developers by providing tax abatements (Payments In Lieu of Taxes) in conjunction with federal and state financing to increase or preserve the supply of affordable rental housing. Funding provided, as resources permit, through the City of Portage General Fund.
2	Goal Name	Affordable Owner Housing
	Goal Description	<u>Affordable Owner Housing:</u> • Provide emergency repair grants to low-income home owners. • Provide housing rehabilitation loans to low-income home owners. • Assist low-income households with home buyer assistance to purchase homes in specified Portage neighborhoods, funded by the CDBG Program, and state resources as available. • Partner with non-profit developers to provide pre-development or rehabilitation assistance to provide affordable owner-occupied housing.
3	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement includes code administration and enforcement efforts within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
4	Goal Name	Public Services
	Goal Description	Public Services to low-income households provided through local public services providers, funded through the CDBG Program and the City of Portage General Fund on an annual basis: • Homelessness prevention and rapid rehousing (including emergency shelter); • Emergency financial and food assistance; • Supportive services for special needs populations; and • Non-housing anti-poverty services/programs.
5	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development activities to include small-scale capital improvement projects such as sidewalk repair and/or neighborhood park improvements within low-moderate income neighborhoods. Non-Housing Community Development activities provide an area-wide benefit, compared to a direct person or housing unit benefit.

2016-2017 Annual Action Plan Goals and Objectives

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Owner Housing	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: \$213,282	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$52,253	Housing Code Enforcement/Fore-closed Property Care: 350 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$41,928	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted
Non-Housing Community Development	Non-Housing Community Development	Low-moderate income neighborhood	Non-Housing Community Development-Infrastructure	CDBG: \$50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 194 Households Assisted

Annual Action Plan Goal Descriptions

1	Goal Name	Affordable Owner Housing
	Goal Description	Affordable Owner Housing efforts will include: • <u>Owner-occupied Housing Rehabilitation Program</u>: CDBG Program funds will be provided to assist low-income home owners with emergency repairs and housing rehabilitation improvements on a city-wide basis through grants, and zero or low-interest deferred loans. • <u>Home Buyer Assistance Program</u>: CDBG Program funds will be provided to assist low-income households with purchasing homes in eligible neighborhoods. No interest deferred loans will be provided to home buyers to cover up to 50% of the required down payment and closing costs. Up to \$3,000 per household will be generally provided, while up to \$5,000 per household will be provided for purchases of bank-owned foreclosed homes or previously renter-occupied homes.
2	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement efforts to include code administration and enforcement within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
3	Goal Name	Public Services
	Goal Description	Public services will be provided to low-income households through a local public service agency, the Portage Community Center. Funding to be provided from the CDBG Program will assist low-income Portage residents with emergency assistance (food and financial assistance), transportation assistance and youth recreation scholarships. In addition to CDBG Program assistance, an additional \$131,941 in General Fund monies will be awarded to six other local public service agencies that provide: homelessness prevention and rapid re-housing assistance; emergency shelter and transitional housing to families, unaccompanied youth and victims of domestic violence and/or sexual assault; a 24-hour public services information/referral service; tax counseling and preparation services; and a medical equipment loan program for persons with disabilities.
4	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development - Sidewalk Enhancements: This activity involves improvements to the existing sidewalk infrastructure within Westfield neighborhood (Census Tract Block Group 20.03-2).

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The Process

Lead & Responsible Agencies

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	City of Portage	Department of Community Development
CDBG Administrator	City of Portage	Department of Community Development

The lead agency for the administration of CDBG program is the City of Portage Department of Community Development. As the lead agency, the City is responsible for overseeing the development and implementation of the 2016-2020 Consolidated Plan, Annual Action Plans and Consolidated Annual Performance Evaluation Reports. Department of Community Development staff provides administrative and planning support for the use of the federal funds and acts as the primary staff support to the Human Services Board (HSB). The HSB is a nine member board and one Youth Advisory Committee liaison that advise the City Council on matters regarding human services, public transportation, and the CDBG program. Board activities involving the CDBG program include review and recommendation of annual program budgets - specifically human/public services, appeals of Housing Assistance Programs Guidelines, and review of planning and reporting documents required by HUD. The Board also ensures citizen participation in all phases of the federal grant planning and allocation process.

Table 2 – Consolidated Plan Public Contact Information

Name	Address	Contact Information
Vicki Georgeau, AICP Director of the Department of Community Development	7900 South Westnedge Avenue Portage, Michigan 49002	Telephone: 269-329-4477 Email: georgeav@portagemi.gov Website: www.portagemi.gov

Consultation

1. Introduction

As the lead agency, the City of Portage Department of Community Development coordinated the consultation required to complete the 2016-2020 Consolidated Plan and Annual Action Plan. Department staff reached out to a wide network of community service and housing providers, government officials, business leaders, neighborhood representatives and residents. Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Consolidated Plan and requested their assistance and input. The City of Portage encouraged participation utilizing several methods including notification via personal letters/e-mails, advertising public meetings and public hearings via publication in the local newspaper, on the city web site, and through the monthly municipal newsletter, the PORTAGER. The goals of the Consolidated Plan were formulated, in part, from the information collected from this coordinated effort, as well as from public comment and public hearing opportunities.

Activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Many of the local housing providers, health and mental health agencies, and homeless service providers are members of the HUD-required Kalamazoo County Continuum of Care, which is facilitated by the Kalamazoo LISC Affordable Housing Partnership. Coordination between these agencies and the city occurs primarily through interaction of Continuum of Care Teams: Allocations and Accountability Team, HMIS Data Users Group and the Systems of Care Team.

The City of Portage also specifically consulted with various public service and housing providers to collect and analyze data in the Needs Assessment and Market Analysis sections of the Consolidated Plan.

Coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City of Portage participates on the Kalamazoo LISC Affordable Housing Partnership (AHP) by serving on the Continuum of Care Allocations and Accountability Team. The AHP is the facilitator of the Kalamazoo County Continuum of Care (CoC), which addresses issues relating to homelessness and the planning for and provision of services ranging from emergency shelter to permanent supportive housing. The AHP is comprised of numerous public and private entities including: local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups. In addition to AHP involvement, the city is represented on the Advisory Board of the Fair Housing Center of Southwest Michigan in support of fair housing services, including education, complaint investigation and enforcement. Such participation is intended to enhance institutional structures not only for the implementation of the City of Portage Consolidated Plan, but the planning efforts of other local units of governments and service providers.

Consultation with the Continuum(s) of Care in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Although the City of Portage is not an Emergency Solutions Grant (ESG) recipient, the CoC was consulted during the development of the Consolidated Plan. Priorities, strategies and objectives from the Ten-Year Plan to End Homelessness were considered in the development of the Consolidated Plan.

As noted above, the City of Portage is a member of the CoC's Allocation and Accountability Team that also works with the Data Team and Systems of Care Team. The city's participation on this team allows the city to communicate with other community organizations that work to end homelessness and to have direct input in the development of strategies and goals of the CoC.

Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

The following agencies, public service organizations and units of government were consulted and/or invited to participate in the Consolidated Plan update process in order to prepare the most complete and coordinated plan possible:

Table 3 – Agencies, groups, organizations who participated

American Red Cross Greater Kalamazoo Area	Housing Resources, Inc.
Boys & Girls Club of Greater Kalamazoo	Interfaith Strategy for Advocacy and Action in the Community
Bronson Healthcare Group	Interact of Michigan, Inc.
Catholic Charities	Jim Gilmore Jr. Community Healing Center
City of Kalamazoo Planning & Development Department	Kalamazoo County Public Housing Commission
Community AIDS Resource and Education Services	Kalamazoo Literacy Council
Community Healing Centers	Kalamazoo Community Foundation
Community Homeworks	Kalamazoo Community Mental Health & Substance Abuse Services
Family Health Center	Kalamazoo County Community Action Agency
Fair Housing Center of Southwest Michigan	Kalamazoo County Department of Resource Development
Family and Children Services	Kalamazoo County Emergency Management Office
Gateway Outpatient Services	Kalamazoo County Head Start Program
Girl Scouts Heart of Michigan	Kalamazoo County Health & Community Services - Older Adult Services and Veterans Trust Fund
Goodwill Industries of Southwestern Michigan	Kalamazoo Deacon's Conference
Greater Kalamazoo Association of Realtors	Kalamazoo Gospel Mission
Greater Kalamazoo United Way	Kalamazoo LISC Affordable Housing Partnership
Gryphon Place	Kalamazoo Neighborhood Housing Services, Inc.
Guardian Finance and Advocacy Services	Kalamazoo Regional Education Services Agency
Healthcare for the Homeless	Kalamazoo Regional Psychiatric Hospital
Hispanic American Council	Kalamazoo Valley Habitat for Humanity
Home Builders Association of Greater Kalamazoo	Kalamazoo Neighborhood Housing Services, Inc.
Homeless Relief Campaign Initiative	Kalamazoo Probation Enhancement Program
Hope Network	Kalamazoo County Area Agency on Aging
Hospice Care of Southwest Michigan	Legal Aid of Southwest Michigan
Loaves and Fishes	Portage Human Services Board
Local Initiatives Support Corporation	Portage Planning Commission
Metropolitan Branch NAACP	Portage Public Schools
Michigan Coalition Against Homelessness	Portage Senior Center
Michigan Commission for the Blind	Open Doors of Kalamazoo
Michigan Department of Community Health	Residential Opportunities Inc.
Michigan Human Services Department of Kalamazoo County	Salvation Army
Michigan League for Human Services	Senior Services Inc.
Michigan State Housing Development Authority	Social Security Administration
Michigan Organizing Project	Southwest Michigan Council Boy Scouts of America
Michigan Works - Michigan Prisoner Reentry Initiative	Volunteer Center of Greater Kalamazoo
Ministry With Community	WMU Center for Disability Services
National Alliance on Mental Illness of Kalamazoo	Workforce Development W.E. Upjohn Institute
Portage Community Center	YMCA of Greater Kalamazoo
Portage District Library	YWCA of Kalamazoo

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Portage did not exclude an agency from the consultation process that would have otherwise been able to provide input on development of the Consolidated Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 4 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Portage Comprehensive Plan	City of Portage	The goals concerning housing and human/public service needs are similar.
Ten Year Plan to End Homelessness	Kalamazoo County Continuum of Care	The goal is to end homelessness by providing permanent/supportive housing.

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan

Several state and local public entities, including the City of Kalamazoo, Kalamazoo County, the Michigan Department of Human Services and Michigan State Housing and Development Authority were invited to participate in the development of the Consolidated Plan. Furthermore, several of these entities were contacted directly for information important in the development of the Plan's goals and recommendations.

Citizen Participation

Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen Participation is a key component of the update of the 2016-2020 Consolidated Plan and 2016-2017 Annual Action Plan whereby residents, property owners and agencies located in the City of Portage and/or serving Portage residents are provided the opportunity to actively participate in the preparation of the plans. The City of Portage encourages active citizen participation in conjunction with the Consolidated Plan and the Community Development Block Grant Program.

At the start of the Consolidated Plan update process, a Citizen Participation Plan was prepared and distributed. The Citizen Participation Plan includes a work plan to complete the Consolidated Plan, including several milestones throughout the update process; outreach efforts to engage the public; a list of several locations where information and copies of the Consolidated Plan can be obtained; technical assistance, if needed; and process to submit complaints or grievances. A copy of the Citizen Participation Plan is included as an appendix.

Public participation is encouraged through timely public notices, public hearings and publication of information relating to the Consolidated Plan and proposed Community Development Block Grant activities. Timely notices and agendas are published and/or posted at least seven days before the date of all public meetings, as well as direct mailings to agencies and interested groups. All meetings are held at City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

A minimum of two public hearings were held prior to the submission of the Consolidated Plan and Annual Action Plan to allow for comment on community development needs and housing priorities within the City of Portage. The first public hearing was held on January 21, 2016 and reconvened on February 4, 2016 at Portage City Hall, 7900 South Westnedge Avenue at 6:30 p.m. and provided an opportunity for citizens, community groups and/or agencies to comment on a draft of the Housing Needs Assessment and Market Analysis within the City of Portage. Following the public hearing on the Housing Needs Assessment and Market Analysis, a draft of the Consolidated Plan and 2016-2017 Annual Action Plan were prepared. The 30-day public comment period began on March 8, 2016 and will conclude on April 7, 2016 when the Human Services Board will conduct the second public hearing on the draft Consolidated Plan and 2016-2017 Annual Action Plan at Portage City Hall, 7900 South Westnedge Avenue. Citizens are/were allowed to comment on the draft plans during the public hearings or submit their comments in writing before or during the public hearings.

Table 5 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Internet Outreach	Non-targeted/broad community	A webpage was established on the City of Portage website to inform citizens of the process to update the Consolidated Plan and Annual Action Plan. The webpage includes information on how and where to submit comments plus an update schedule. The website also includes draft chapters of the Consolidated Plan for public comment. If paper copies of the Plan for review are desired, the website indicates copies are available at several convenient locations.	No comments have been received.	No comments were not accepted.	http://www.portagemi.gov/Departments/Community-DevelopmentandPlanningDevelopmentandNeighborhoodServices/CDBGProgramConsolidatedPlan.aspx
2	Public Meeting	Non-targeted/broad community	On September 3, 2015 the Human Services Board was provided information and discussed the Consolidated Plan update process and important dates.	No public comments were received.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Meeting	Non-targeted/broad community	During the November 5, 2015 meeting, the Human Services Board was presented the Consolidated Plan Citizen Participation Plan for discussion.	No citizen comments were received.	No comments were not accepted.	
4	Direct mailing	Non-targeted/broad community	In early November 2015, over 90 letters were mailed directly to community stakeholders requesting input and assistance in developing the 2016-2020 Consolidated Plan Update process.	Several of the service providers have responded by supplying important information needed to help develop the Plan's goals and recommendations.	No comments were not accepted.	
5	Portager Newsletter Article	Non-targeted/broad community	In January 2016, an article was published in the Portager newsletter. The article advised citizens of the Consolidated Plan update process and requested citizen participation. The newsletter is mailed to every active mailbox in the city.	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/FilesCustom/Portager/2016%2001%20January%20Portager.pdf

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Newspaper Ad	Non-targeted/broad community	A public notice appeared in the Kalamazoo Gazette advising citizens of a public hearing held on January 21, 2016 concerning a draft of the Needs Assessment and Market Analysis. This notice was also posted to the city website under Legal Notices.	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx
7	Public Hearing	Non-targeted/broad community	The Human Services Board conducted a public hearing on the Needs Assessment and Market Analysis on January 21, 2016. Two citizens were in attendance.	A board member noted the CHAS Data was from the 2007-2011 ACS. Another Board member inquired what data is used to determine the CDBG entitlement grant. A citizen asked when the Market Analysis data would be available.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8	Public Hearing	Non-targeted/broad community	The Human Services Board reconvened the public hearing on the Needs Assessment and Market Analysis on February 4, 2016. One citizen was in attendance.	A board member asked for clarification concerning the use of Section 8 Housing Vouchers. Another board member asked about the number of beds located in the Gospel Mission. Board members also asked about nursing homes and assisted living facilities and if the facilities being constructed in Portage accept Medicaid and are accessible to low income special needs residents. One citizen was asked how he heard about the public meeting, and he indicated the Portager newsletter.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
9	Portager Newsletter Article	Non-targeted/broad community	An article was published in the March 2016 issue of the Portager advising citizens of the Consolidated Plan 30 day comment period and public hearing scheduled for April 7, 2016.	No comments have been received.	No comments were not accepted.	http://www.portagermi.gov/FilesCustom/Portager/2016%2003%20March%20Portager.pdf
10	Newspaper Ad	Non-targeted/broad community	A public notice appeared in the March 8, 2016 issue of the Kalamazoo Gazette advising citizens of the 30 day Consolidated Plan public comment period and public hearing scheduled for April 7, 2016. This notice was also posted to the city website under Legal Notices.	No comments were received in advance of the April 7, 2016 public hearing date	No comments were not accepted.	http://www.portagermi.gov/Departments/City-Clerk/LegalNotices.aspx

Needs Assessment

Needs Assessment Overview

The Needs Assessment element of the Consolidated Plan is a comprehensive evaluation of the housing, homeless and non-homeless special needs in the City of Portage. The primary source of the data in the tables was prepared and included by HUD in the Integrated Disbursement and Information System (IDIS) template for the City of Portage. The source of the data utilized by HUD includes the 2000 and 2010 Decennial Census, 2007-2011 American Community Survey and Comprehensive Housing Affordability Strategy (CHAS) data. Note: some inconsistencies in the data produced by HUD exist. Data not provided by HUD was obtained from other local, state or national sources and other City of Portage documents. An evaluation of the data was completed to assist in identifying housing, homeless and non-homeless special needs during the next five year period.

The Consolidated Plan requires an examination housing and community development needs for various income levels of the population, with an emphasis on low and moderate income persons, households and areas of the community. CDBG Program funds must primarily be used to assist households at or below 80% of the Area Median Income (AMI). The following income levels are defined by HUD for the purpose of this plan and use of program funds:

- Extremely Low Income (0-30 percent AMI)
- Very Low Income (30-50 percent AMI)
- Low Income (50-80 percent AMI)
- Moderate Income (80-100 percent AMI)

HUD annually establishes the AMI for families within the Kalamazoo-Portage metropolitan statistical area (MSA), which is used for the purposes of determining level of need and eligibility for participation and use of CDBG Program funds. In 2015, the HUD-established AMI was as follows:

Table 6: 2015 Area Median Income

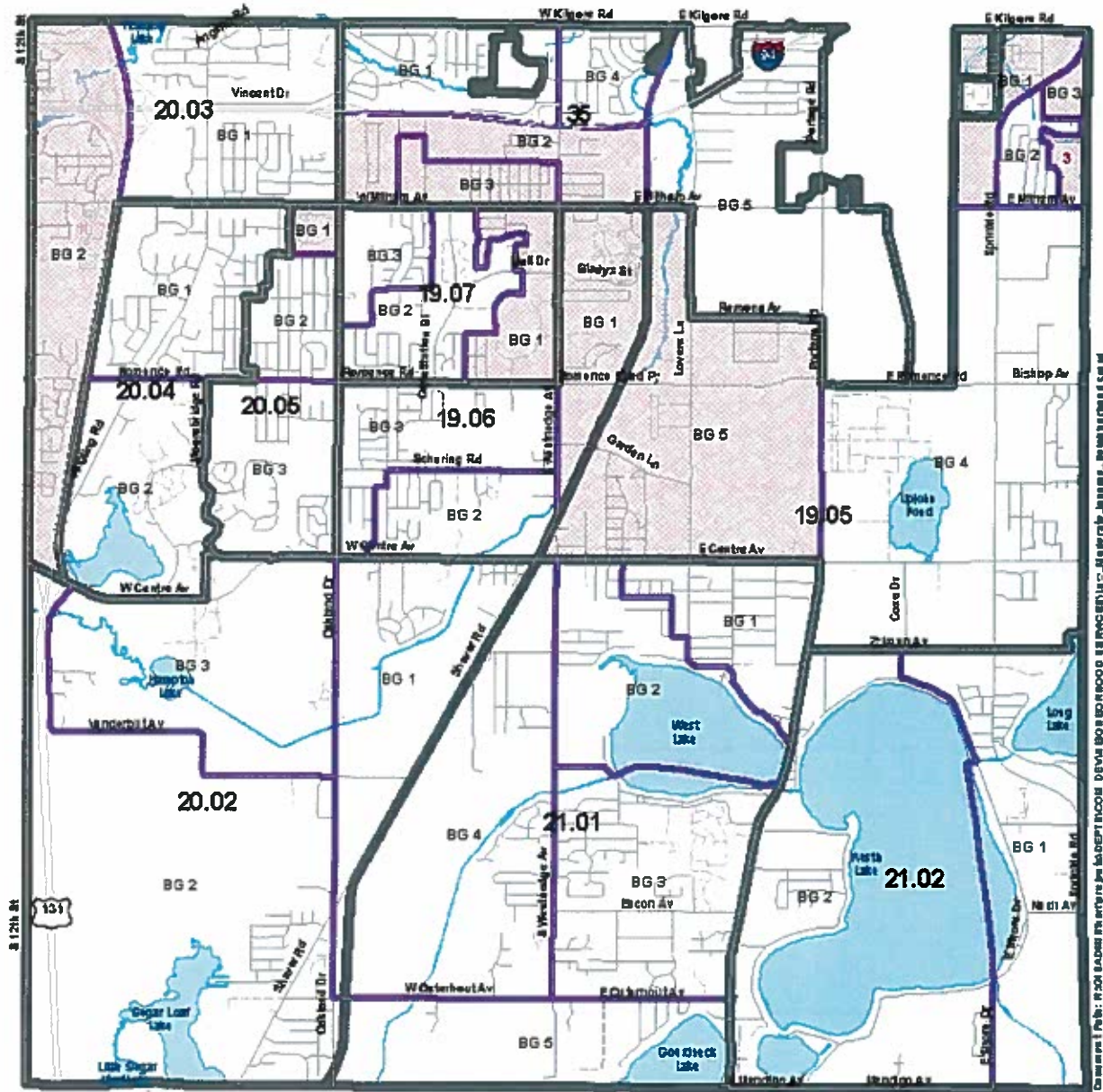
Income Limits	Persons Per Household							
	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	\$12,650	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$39,750
Very Low (50% AMI)	\$21,100	24,100	27,100	30,100	32,550	34,950	37,350	39,750
Low (80% AMI)	\$33,750	38,550	43,350	48,150	52,050	55,900	59,750	63,600

Data Source: HUD, Annual AMI limits effective May 2015

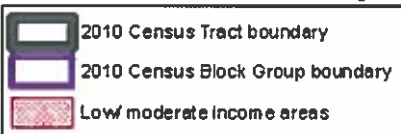
In addition to direct low-income household benefit, CDBG funds may be utilized within neighborhoods that have a higher percentage of low and moderate income households. HUD designates the low-moderate income neighborhoods by evaluating data at the census tract, block group level. CDBG Program funds can typically be expended to benefit neighborhoods with at least 51% low-moderate income households. Alternatively, for communities with lower levels of low-moderate income households, such as the City of Portage, communities may designate “upper quartile” neighborhoods as low-moderate income for the purpose of utilizing CDBG funding for area benefit purposes. Under this scenario, census tract block group data regarding the percentage of low-moderate income households is sorted from highest to lowest, and the “upper quartile” (i.e. upper 25%) areas are designated as low-moderate income neighborhoods within the community. Map 1 on the proceeding page shows these areas based on 2006-2010 American Community Survey (ACS) census data, as provided by HUD.

Low/Moderate Income Neighborhoods

Census Tract / Block Group Map *



*At least 43.6% of households are low to moderate income in shaded areas, based on 2006-2010 American Community Survey Data.



0 2,000 4,000 8,000
Feet

Housing Needs Assessment

Summary of Housing Needs

As shown in Table 7, the population, number of households and median income all increased in the City of Portage between 2000 and 2011. Population and number of households increase modestly from 3% and 5%, respectively, while median household income increased from \$49,410 to \$56,330 or 14%.

Table 7: Housing Needs Assessment Demographics

Demographics	Base Year: 2000	Most Recent Year: 2011	% Change
Population	44,897	46,135	3%
Households	18,094	18,987	5%
Median Household Income	\$49,410	\$56,330	14%

Data Source: 2000 Census (Base Year), 2007-2011 ACS

Table 8 below provides information on the type and number of households in the City of Portage based on area median family income (AMFI) categories as defined by HUD. The data indicates that 7,750 households are low-moderate income (40.8%) and 5,995 of all households (31.6%) within the city are low income (at or below 80% of AMFI). Over half (53.6%) of the households with one member 75 years or older are low income, and nearly half (47.8%) of households with one or more children 6 years old or younger are low-income. The data indicates that small family households with 2-4 persons have a higher percent (31.9%) of low-income households in comparison to large family households (22.2%) with greater than 5 persons.

Table 8: Number of Households

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	1,400	1,705	2,890	1,755	11,235
Small Family Households *	370	510	1,025	655	5,970
Large Family Households *	25	90	125	100	1,080
Household contains at least one person 62-74 years of age	199	275	440	300	1,835
Household contains at least one person age 75 or older	125	390	610	260	715
Households with one or more children 6 years old or younger *	285	305	460	230	915

* the highest income category for these family types is >80% HAMFI

Data Source: 2007-2011 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

Table 9 includes information on substandard housing, overcrowding and housing cost burden amongst low-moderate income households. Each type of housing problem is defined below:

- Substandard housing. A housing unit that lacks complete plumbing or kitchen facilities.
- HUD identifies the following two types of overcrowding (not including bathrooms, porches, foyers, halls, or half-rooms):
 - Overcrowding: 1.01- 1.5 persons per room; and
 - Severe overcrowding: greater than 1.5 persons per room
- Housing cost burden. Housing cost burden is defined as a certain percentage of total household income spent on housing costs. There are two categories of housing cost burden:
 - Housing cost burden: Greater than 30 percent of the household income is allocated to housing expenses; and
 - Severe housing cost burden: Greater than 50 percent of the household income is allocated to housing expenses

The data in Table 9 indicates that among the 7,750 low-moderate income households in the city, 10 rental units and 45 owner-occupied households lack complete plumbing and kitchen facilities.

With regard to overcrowding, 59 total rental households were identified with an overcrowded condition and 55 owner households experienced overcrowding.

Of the 7,750 low-moderate income households (renter and owner), 4,185 (54%) experienced a housing cost burden greater than 30%: 2,450 of these households were renters and 1,735 of these households were owners. Compared to owners, renters experienced a larger problem with housing cost burden: 1,055 (43%) of low-moderate income renters had a severe housing cost burden (paying more than 50% of the household income on housing), while 565 (32.6%) of owners experienced a severe housing cost burden.

Table 9 -- Housing Problems Table

Housing Problem	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
	Number of Households									
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	10	0	0	10	0	15	20	10	45
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	20	0	20	0	0	0	0	0
Overcrowded - With 1.01- 1.5 people per room (and none of the above problems)	0	35	4	0	39	0	0	25	30	55
Housing cost burden greater than 50% of income (and none of the above problems)	690	330	35	0	1,055	210	130	190	35	565
Housing cost burden greater than 30% of income (and none of the above problems)	80	645	610	60	1,395	40	200	535	395	1,170
Zero/negative Income (and none of the above problems)	90	0	0	0	90	125	0	0	0	125
Data Source: 2007-2011 CHAS										

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

Table 10 below includes information concerning the number of households with one or more housing problems. As indicated, renters have almost twice the number of households (1,130) with one or more housing problems than owners (665). The 0-30% and >30-50 % AMI categories have the largest number of renters that experience one or more housing problems at 690 and 375 households, respectively. Of the 1,795 households (renter and owner combined) that have one or more housing problems, 900 or 50% are in the extremely low income category (0-30%). The number of low-moderate income renter and owner households that have no housing problems is approximately the same.

Table 10 – Housing Problems 2

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	690	375	65	0	1,130	210	145	235	75	665
Having none of four housing problems	235	795	1,305	590	2,925	55	390	1,290	1,090	2,825
Household has negative income, but none of the other housing problems	90	0	0	0	90	125	0	0	0	125

Data Source: 2007-2011 CHAS

3. Cost Burden >30%

The number and types of households with housing cost burdens more than 30% of income and more than 50% of income are shown in Tables 11 and 12. Four household categories are included:

- Small related – Households with 2-4 related members
- Large related – Households with 5 or more related members
- Elderly – Households whose head, spouse, or sole member is a person at least 62 years of age
- Other – All other households

Table 11 indicates there are 3,754 low-income households with a housing cost burden greater than 30% of household income. The number of renter households with a cost burden (2,420) is nearly double that of owners (1,334), with the “Other” group having the greatest number of households (950) followed by “Small Related” (875) and “Elderly” (540) households. With regard to owner households, the “Elderly” group had the highest number of households with a housing cost burden at 620 households followed by the “Small Related” group with 385.

Table 11 – Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	215	355	305	875	30	60	295	385
Large Related	10	35	10	55	0	0	50	50
Elderly	150	240	150	540	135	230	255	620
Other	385	380	185	950	84	55	140	279
Total need by income	760	1,010	650	2,420	249	345	740	1,334

Data Source: 2007-2011 CHAS

4. Cost Burden > 50%

The Table 12 shows the number of households with severe housing cost burdens, expending more than 50% of household income on housing expenses. There are twice the number renter households (1,040) than owner households (525) with a severe housing cost burden. The renter group that had the greatest number of households with a severe cost burden was the “Other” (450) category, followed by the “Small Related” (335) and “Elderly” (245) household groups.

With regard to owner households, the “Elderly” group had the highest number of households with a severe housing cost burden (230) followed by the “Other” (150) and “Small Related” (135) groups.

Table 12 – Cost Burden Greater than 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	190	145	0	335	30	35	70	135
Large Related	10	0	0	10	0	0	10	10
Elderly	110	100	35	245	100	55	75	230
Other	370	80	0	450	80	35	35	150
Total need by income	680	325	35	1,040	210	125	190	525

Data Source: 2007-2011 CHAS

5. Crowding (More than one person per room)

Table 13 shows the number of households that are overcrowded by the following types of households:

- Single-family: households containing one family;
- Multiple, Unrelated family: households with multiple, unrelated families in a single unit;
- Other, Non-family: households that are not families (e.g. person living alone or with non-relatives)

The total number of overcrowded households for both renters (59) and owners (55) is nearly the same. For renters, the group with the greatest number of overcrowded households are single family households (39). For owners, multiple family, unrelated households (30) had the highest number of overcrowded households.

Table 13 – Crowding Information

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	35	4	0	39	0	0	15	10	25
Multiple, unrelated family households	0	0	0	0	0	0	0	10	20	30
Other, non-family households	0	0	20	0	20	0	0	0	0	0
Total need by income	0	35	24	0	59	0	0	25	30	55

Data Source: 2007-2011 CHAS

HUD suggests that data for households with crowding and children present also be evaluated by renter and owner occupied units and by income level. This data is not available via HUD CHAS data, and is also not readily available via Census and/or local data.

Table 14 – Crowding Information

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

However, based on the 2007-2011 ACS data, 6,531 (34.4% of the total) households in the City of Portage have one or more persons under the age of 18. It is estimated that renters account for 1,946 (29.8%) households and owners account for 4,585 (70.2%) households. Based on the overall crowding information shown in Table 13, it is estimated that there are 21 renter households and 19 owner households that are overcrowded with children present.

Describe the number and type of single person households in need of housing assistance.

CHAS data for single or one-person households is not available via HUD, and is also not readily available via Census and/or other local data. Based on the 2007-2011 ACS data, there were 5,506 (29%) one-person households within the City of Portage. It can be estimated that 2,246 of one-person households (40.8%) are low-moderate income and of these households, 1,740 are low-income (31.6%) households. Based on the housing cost burden data above, it can also be estimated that 1,213 households have a housing cost burden.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

The needs of disabled households and victims of domestic violence and/or sexual assault are addressed in the Non-Homeless Special Needs Assessment.

What are the most common housing problems?

As shown by the data above, substandard and/or overcrowded housing is not a significant problem within the community. The most common housing problem within the City of Portage is housing cost burden. Of the 7,750 low-moderate income households, 4,185 or 54% of the total experienced a housing cost burden. Of the 4,185 burdened households, 2,450 (59%) of these households were renters and 1,735 (41%) were owners. There were 1,395 renter households and 1,170 owner households paying more than 30% of the household income on housing. With regard to a severe housing cost burden (paying more than 50% of the household income on housing), there were 1,055 renters and 565 of owners that experienced a severe housing cost burden.

Are any populations/household types more affected than others by these problems?

In addition to renters that experience a greater housing cost burden, elderly households who own a home and small-related households that both rent and own had the greatest number of housing cost burden households. The elderly population is the fastest growing age cohort in the city, which also is likely to be a one-person or small-related household. The elderly are typically on a lower, fixed income as a result of retirement, disability, or death of a spouse.

Describe the characteristics and needs of low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

As indicated in Table 9, 65% of renters (690 households) that had a severe housing cost burden were extremely low income. In addition, 37% of owners (210 households) that had a severe housing cost burden were also extremely low income. As noted above, housing cost burden is the most significant housing problem amongst low-moderate income households within the City of Portage and these households are at the most risk of losing stable housing and becoming homeless. The needs of homeless families and individuals is addressed in the Homeless Needs Assessment.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

As noted above, extremely low income households with a severe housing cost burden may be considered to be most at risk of losing their housing, and there are 900 households (690 renters and 210 owners) within the community in this situation. It is noted, however, the number of

persons who are at risk of becoming homeless is difficult to determine since at any one point in time the number of people who are threatened with eviction, unemployment, foreclosure or utility shut-off is unknown. An individual or family is most often at risk when they are living paycheck-to-paycheck without any savings for sudden emergencies: The loss of a paycheck, a rent increase, a health problem, or a temporary layoff from work, for example, can lead to an individual or family losing their home.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

There are several housing characteristics that can be linked to housing instability and an increase risk of homelessness and include, but are not limited to:

Those at most risk of becoming homeless include:

- **Age of dwelling unit and lack of maintenance.** As a dwelling unit ages, substantial maintenance becomes necessary. If the owner neglects maintenance activities due to lack of income, older housing units typically become substandard. The age threshold used to signal a potential deficiency is 50 years or more. According to the 2007-2011 ACS data, 57% of the owner-occupied units (7,571) and 54% (3,046) of the renter-occupied housing units were built between 1950 and 1979.
- **Overcrowding.** Under-housed individuals or families that are housing cost burdened may “double-up” with family or relatives, which results in crowded conditions.
- **Housing cost burden.** As noted above, paying more than 30% of household income on housing expenses is a significant housing problem, and paying more than 50% of household income on housing expenses is a severe housing cost burden. Low income households, especially those with severe cost burdens and extremely low income are at risk of homelessness, a risk applies to renters on a greater level in comparison to owners.

Discussion

The data above indicates that amongst housing problems experienced by low-moderate income households, housing cost burden remains the most significant. Small family households and elderly households experience a higher incidence of housing cost burden.

Disproportionately Greater Need: Housing Problems

Introduction

HUD requires communities to identify disproportionate housing needs when the percentage of any racial or ethnic group has a disproportionately greater need in comparison to the needs of that category as a whole. A disproportionate housing need exists when the percentage of persons of a particular race or ethnic group in a category of need is at least 10% higher than the category as a whole.

Based on 2010 Census data, the race and ethnic composition of the City of Portage is as follows:

White - 86.9%;	Black/African American - 4.9%;
Asian - 3.8%;	American Indian, Alaska Native – less than 1%;
Pacific Islander – less than 1%	Hispanic ethnicity – 3.1%

The following four tables evaluate data for housing problems by income, race, and ethnicity.

0%-30% of Area Median Income

Table 15 provides housing problems data by race and ethnicity in the 0-30% AMI range. As shown, White households have the highest number of one or more housing problems with 755, followed by Black/African Americans with 210 households. At 0-30% AMI, the threshold for disproportionately greater need is 83% (10% higher than the jurisdiction as a whole of 73%) or more of a particular racial or ethnic group. In this income group, Asian households are experiencing disproportionately greater need with 100% of the total households (20) having one or more housing problems.

Table 15 - Disproportionately Greater Need 0 - 30% AMI

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,015	73%	170	12%	215	15%	1,400
White	755	72	120	12	175	16	1,050
Black / African American	210	82	30	12	15	6	255
Asian	20	100	0	0	0	0	20
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	25	33.3	25	33.3	25	33.3	75

Data Source: 2007-2011 CHAS

30%-50% of Area Median Income

Table 16 provides housing problems data by race and ethnicity in the 30-50% AMI range. As shown, White households have the highest number of households with one or more housing

problems (1,155), followed by Black/African American households (130 households). At 30-50% AMI, the threshold for disproportionately greater need is 90% (10% higher than the jurisdiction as a whole of 80%). In this income category, there are no race or ethnic groups that have a disproportionately greater housing need in comparison to the jurisdiction as a whole.

Table 16 - Disproportionally Greater Need 30 - 50% AMI

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,370	80%	335	20%	0	0%	1,705
White	1,155	82	260	18	0	0	1,415
Black / African American	130	84	25	16	0	0	155
Asian	0	0	0	0	0	0	0
American Indian, Alaska Native	0	0	25	100	0	0	25
Pacific Islander	0	0	0	0	0	0	0
Hispanic	40	62	25	38	0	0	65

Data Source: 2007-2011 CHAS

50%-80% of Area Median Income

Table 17 provides housing problems data by race and ethnicity in the 50-80% AMI range. White households have 1,275 households and Black/African American households follow with 125 households with one or more housing problems. At 50-80% AMI, the threshold for disproportionately greater need is 60% (10% higher than the jurisdiction as a whole of 50%). In this income category, Black/African American households are experiencing a disproportionately greater need with 60% of the households having one or more of the four housing problems.

Table 17 - Disproportionally Greater Need 50 - 80% AMI

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,440	50%	1,445	50	0	0	2,885
White	1,275	50	1,300	50	0	0	2,575
Black / African American	125	60	85	40	0	0	210
Asian	0	0	15	100	0	0	15
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	35	54	30	46	0	0	65

Data Source: 2007-2011 CHAS

80%-100% of Area Median Income

Table 18 provides housing problems data by race and ethnicity in the 80-100% Area Median

Income (AMI) range. White households have the highest number (470), followed by Black/African American households (35) of one or more housing problems. At 80-100% AMI, the threshold for disproportionately greater need is 40% (10% higher than the jurisdiction as a whole of 30%). In this income category, 41% of Black/African American households, and 100% of Hispanic households are experiencing a disproportionately greater need, having one or more housing problems.

Table 18 - Disproportionally Greater Need 80 - 100% AMI

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	525	30%	1,230	70%	0	0%	1,755
White	470	29	1,150	71	0	0	1,620
Black / African American	35	41	50	59	0	0	85
Asian	15	33	30	67	0	0	45
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	4	100	0	0	0	0	4

Data Source: 2007-2011 CHAS

Disproportionately Greater Need: Severe Housing Problems

Introduction

As explained in the previous section, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular race or ethnic group is at least 10 percentage points higher than the percentage of persons in category as a whole. In addition to the lack of complete kitchen and plumbing facilities, the difference between a housing problem as shown in the previous section and a severe housing problem is an increase in overcrowding (1.5 persons per room compared to 1.0 persons per room) and/or a greater housing cost burden (more than 50% of the household income spent on housing costs compared to 30%).

0%-30% of Area Median Income

Table 19 provides severe housing problems data by race and ethnicity in the 0-30% AMI range. As shown, White households have the highest number (665) of severe housing problems, followed by Black/African American (185) households. At 0-30% AMI, the threshold for disproportionately greater need is 74% (10% higher than the jurisdiction as a whole of 64%). In this income category, 100% of Asian households (20) are experiencing a disproportionately greater need with severe housing problems.

Table 19 – Severe Housing Problems 0 - 30% AMI

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	895	64%	290	21%	215	15%	1,400
White	665	64	210	20	175	16	1,050
Black / African American	185	72	55	22	15	6	255
Asian	20	100	0	0	0	0	20
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	25	33.3	25	33.3	25	33.3	75

Data Source: 2007-2011 CHAS

30%-50% of Area Median Income

Table 20 provides severe housing problems data by race and ethnicity in the 30-50% AMI range. White households have the highest number of severe housing problems (425), followed by Black/African American (85) households. At 30-50% AMI, the threshold for disproportionately greater need is 40% (10% higher than the jurisdiction as a whole of 30%). In this income category, Black/African Americans are experiencing a disproportionately greater need with 55% of households having severe housing problems.

Table 20 – Severe Housing Problems 30 - 50% AMI

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	520	30%	1,185	70%	0	0%	1,705
White	425	30	990	70	0	0	1,415
Black / African American	85	55	70	45	0	0	155
Asian	0	0	0	0	0	0	0
American Indian, Alaska Native	0	0	25	100	0	0	25
Pacific Islander	0	0	0	0	0	0	0
Hispanic	10	14	60	86	0	0	70

Data Source: 2007-2011 CHAS

Table 21 provides severe housing problems data by race and ethnicity in the 50-80% AMI range. White households have the highest number of severe housing problems (270), followed by Black/African American households (30). At 50-80% AMI, the threshold for disproportionately greater need is 20% (10% higher than the jurisdiction as a whole of 10%). In this income category, no racial or ethnic are experiencing a disproportionately greater severe housing needs.

Table 21 – Severe Housing Problems 50 - 80% AMI

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	295	10%	2,590	90%	0	0%	2,885
White	270	10	2,305	90	0	0	2,575
Black / African American	30	14	185	86	0	0	215
Asian	0	0	15	100	0	0	15
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	0	0	60	100	0	0	60

Data Source: 2007-2011 CHAS

80%-100% of Area Median Income

Table 22 provides severe housing problems data by race and ethnicity in the 80-100% AMI range. White households (75) have severe housing problems and no racial or ethnic groups have a disproportionate need in comparison to the jurisdiction as a whole.

Table 22 – Severe Housing Problems 80 - 100% AMI

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	75	4%	1,680	96%	0	0%	1755
White	75	5	1,545	95	0	0	1620
Black / African American	0	0	85	100	0	0	85
Asian	0	0	45	100	0	0	45
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	0	0	4	100	0	0	4

Data Source: 2007-2011 CHAS

Discussion

In summary, households within the 0-30 percent area median income category have the highest number of households with severe housing problems (895 households). This finding is not unusual at this income bracket since housing costs account for a larger share of a person's monthly income. Within all income brackets, Blacks have a higher disproportionate need in the 0-30% and 30-50% AMI categories while the Asians have a higher disproportionate need in the 0-30% AMI.

Disproportionately Greater Need: Housing Cost Burdens

In this section of the Consolidated Plan, a disproportionate greater need of housing cost burden is reviewed among racial and/or ethnic groups. As noted above, a disproportionately greater need exists when the percentage of persons in a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole. A household is considered cost burdened if they pay over 30% of their income on housing costs. A household has a severe cost burden if they pay over 50% of their income on housing costs.

Table 23 – Greater Need: Housing Cost Burdens AMI

Race	No Cost Burden ≤30%		Cost Burden 30-50%		Severe cost Burden >50%		No / negative income		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	12,830	70	3,540	19	1,720	9	185	1	18,275
White	11,910	71	3,185	20	1,405	8	170	1	16,670
Black / African American	480	45	290	27	280	26	15	2	1,065
Asian	395	80	65	13	35	7	0	0	495
American Indian, Alaska Native	45	100	0	0	0	0	0	0	45
Pacific Islander	0	0	0	0	0	0	0	0	0
Hispanic	265	62	100	24	35	8	25	6	425

Data Source: 2007-2011 CHAS

As shown in Table 23, White households had the highest cost burden in the 30-50% income category, with 3,185 households, followed by Black/African Americans households (290) and Asian households (65). The threshold for disproportionately greater need amongst cost burdened households is 29% (10% higher than the jurisdiction as a whole of 19%). No racial or ethnic groups had a disproportionate need with regard to housing cost burden.

With regard to severe housing cost burden, White households had the highest incidence of severe housing cost burden, with 1,405 households, followed by Black/African Americans households (280) and Asian households (35). The threshold for disproportionately greater need amongst severely cost burdened households is 19% (10% higher than the jurisdiction as a whole of 9%). Black/African American households had a disproportionate need with regard to severe housing cost burden with 26% of households.

Disproportionately Greater Need: Discussion

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Asian households had a disproportionate need in the 0-30% AMI Housing Problems and Severe Housing Problems categories. Black/African American households had a disproportionate need in the 50-80% AMI and the 80-100% AMI Housing Problems category. Hispanic households also had a disproportionate need in the 80-100% AMI Housing Problems category. With regard to Severe Housing Problems, Black/African American households had a disproportionate need, and also had an overall disproportionate need with regard to severe housing cost burden.

If they have needs not identified above, what are those needs?

As indicated previously, housing cost burden is the most significant housing need within the city of Portage. Extremely low-income households with a severe housing cost burden are most at risk of becoming homeless. In the extremely low income category (0-30% AMI), Asian households have disproportionate needs, and with regard to severe housing cost burden, Black/African American households have a disproportionate need.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Table 24 below displays information regarding race by Census Tract. The information indicates that the different racial or ethnic groups are generally distributed throughout the community. The following census tracts have a higher percentage of Black/African residents in comparison to the community overall: 19.05, 19.06, 19.07, 20.03, 20.05, and 35.00. In addition, the following census tracts have a higher percentage of Asian residents in comparison to the community overall: 19.06, 20.03, and 20.04.

Table 24: 2007-2011 Race by Census Tract

Census Tract:	19.05	19.06	19.07	20.02	20.03	20.04	20.05	21.01	21.02	35.00
Total:	5,394	4,614	4,140	3,419	5,497	3,965	3,972	7,703	2,727	4,704
White	4,322	3,889	3,406	3,081	4,406	3,537	3,240	6,794	2,600	4,127
Black/African American	621	273	381	84	485	88	424	370	34	478
American Indian/ Alaska Native	25	53	0	13	12	0	0	107	0	8
Asian	176	259	155	95	495	200	190	124	45	35
Native Hawaiian/ Pacific Islander	0	0	0	0	0	0	0	0	0	0
Some other race	0	24	72	29	23	86	20	117	0	16
Two or more races:	250	116	126	117	76	54	98	191	48	40

Source: 2007-2011 ACS

Public Housing

Introduction

The City of Portage does not have a Public Housing Authority and has no public housing units. Furthermore, Kalamazoo County does not have a Public Housing Authority (PHA) and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002 however, Kalamazoo County did establish a Public Housing Commission (PHC), and subsequently established a locally-funded Local Housing Assistance Fund (LHAF) that provided: 1) rental housing subsidies for extremely low-income households; 2) homelessness prevention assistance; 3) created an endowment to provide future funding for the LHAF; and 4) leveraged state and federal funding to provide housing for chronically homeless persons, homeless households and women in recovery. In 2008, the City of Portage awarded the PHC a \$100,000 grant from its General Fund to assist with the provision of affordable rental housing. While local funding for the LHAF had been nearly depleted, in November 2015, a six-year county-wide Local Housing Assistance Fund Millage was passed that will provide an estimated \$800,000 annually to provide temporary financial housing assistance to county residents, including those residing in the City of Portage. Kalamazoo County voters passed the millage by a 56% margin, while City of Portage voters passed the millage by a 58% margin.

In addition to the programs administered by the Kalamazoo County PHC noted above, MSHDA administers rental subsidies and Housing Voucher programs (previously referred to as Section 8) within Kalamazoo County. The following text provides a brief description of the types of public housing and vouchers typically available through a PHA:

- **Certificate:** The Section 8 Rental Certificate Program (now known as Housing Choice) provides affordable housing for very low-income households choosing to live in privately owned rental housing. The PHA pays the landlord the difference between 30% of the household's adjusted income and the unit's rent.
- **Mod-Rehab:** The moderate rehabilitation program provides project-based rental assistance for low-income families and assistance is limited to properties previously rehabilitated pursuant to a housing assistance payment (HAP) contract between an owner and a PHA.
- **Public Housing:** Public Housing are those properties owned and operated by a PHA.
- **Vouchers:** Most vouchers are tenant-based "portable" housing subsidies that permit recipients to seek qualified housing anywhere within the county. Vouchers can also be project-based, meaning they are assigned to a specified affordable housing development. In addition to tenant-based and project-based vouchers, the following additional voucher programs are administered by PHAs:
 - **Veteran Affairs Supportive Housing:** These vouchers combine rental assistance with case management and clinical services by the U.S. Department of Veteran Affairs.
 - **Family Unification Program:** These vouchers are allocated through a competitive process and are focused on assisting low-income families.
 - **Disabled:** These vouchers are for non-elderly disabled, nursing home transition, and mainstream 1-year and 5-year households.

As indicated above, there are a number of different public housing options and voucher programs available through PHAs. In Kalamazoo County, because there is no PHA, there are no public housing units. Instead, public housing assistance is provided solely through vouchers that are allocated based on household income with eligibility derived from a waiting list, while others are allocated specifically to homeless persons/households and veterans, and others are tied to specific developments (i.e., project-based). As of December 2015, there were 1,057 vouchers utilized in Kalamazoo County: 955

Housing Choice Vouchers and 102 Project Based Vouchers. Of these vouchers, 78 were leased within Portage at scattered sites: 55 within apartments, 12 within townhouses and 11 within single-family homes. There are no project-based vouchers within the City of Portage.

HUD requires an evaluation of detailed data on the characteristics of public housing residents. As noted above, MSHDA is the PHA for Kalamazoo County. However, MSHDA data is only readily available for public housing residents on a state-wide basis. Therefore, the following tables provide data regarding public housing and vouchers administered by MSHDA on a state-wide basis, which can be helpful in estimating the needs of public housing residents within Kalamazoo County.

Table 25 indicates that the vast majority of public housing is provided via voucher programs in comparison to public housing owned and operated by a PHA.

Table 25: Public Housing by Program Type - Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	344	0	23,858	898	22,453	318	0	113

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

As shown in Table 26, the average household income of public housing residents ranges from \$8,236 to \$10,907. The average household size ranges from 1-2 persons and the household incomes for public housing residents are within the extremely low income category. The average length of stay for public housing residents ranges from 1-6 years, with tenant-based voucher holders having the longest length of stay. Of public housing residents who were homeless at admission, the largest group of such residents have vouchers administered by the Veterans Administration. The data also indicates there were 8,327 disabled families, which is approximately 35% of all families utilizing public housing.

Table 26: Characteristics of Public Housing Residents by Program Type

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	\$8,236	0	\$10,907	\$8,600	\$10,983	\$9,522	0
Average length of stay	0	3	0	6	1	6	0	0
Average Household size	0	1	0	2	1	2	1	0
# Homeless at admission	0	0	0	104	30	21	53	0
# of Elderly Program Participants (>62)	0	52	0	3,469	168	3,229	29	0
# of Disabled Families	0	209	0	8,327	317	7,816	85	0
# of Families requesting accessibility features	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of Domestic Violence victims	0	0	0	0	0	0	0	0

Data Source: PIC (PIH Information Center)

Race of Residents

Table 27 provides data regarding the race of public housing residents. As shown, approximately 49% of public housing resident are White and 49% are Black/African American. American Indian/Alaska Natives comprise just over 1% of public housing residents, and a combination Asian and Pacific Islanders make of the balance of public housing residents.

Table 27: Race of Public Housing Residents by Program Type

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project based	Tenant based	Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
White	0	182	0	11,658	444	10,987	91	0	85
Black/African American	0	159	0	11,802	420	11,105	226	0	28
Asian	0	0	0	101	4	97	0	0	0
American Indian/Alaska Native	0	3	0	262	25	234	1	0	0
Pacific Islander	0	0	0	35	5	30	0	0	0
Other	0	0	0	0	0	0	0	0	0

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

As shown in Table 28, approximately 3% of public housing residents are Hispanic, whereas the vast majority of public housing residents do not have a Hispanic ethnicity.

Table 28: Ethnicity of Public Housing Residents by Program Type

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	0	18	0	692	37	643	6	0	0
Not Hispanic	0	326	0	23,166	861	21,810	312	0	113

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity that receives financial assistance from, or is conducted by, any federal agency including HUD. Under Section 504, program accessibility means that a program, when viewed in its entirety, is readily accessible to and usable by persons with disabilities. Under the concept of program accessibility, not every single building must be accessible, or every single dwelling unit, but there must be sufficient accessibility so that persons with disabilities have an equal opportunity to participate in, and benefit from, the program and have the same range of choices and amenities as those offered to others.

As noted above, 35% of public housing residents (8,327 voucher holders) are disabled families. While the City of Portage does not own and operate public housing units, there are several affordable rental housing units that provide housing to seniors and persons with disabilities. A description of these housing options is provided in the Market Analysis. In addition, based on local data pertaining to rental housing developments with 5 or more units within the community, there are approximately 5,400 units provided within 42 apartment complexes. Of these rental units, approximately 68 units are fully accessible for persons with disabilities. In addition, it is estimated that over 500 units are wheelchair accessible.

Needs of public housing tenants:

As shown in the data above, household incomes and availability of accessible housing units is a pressing need for public housing tenants. Collaborative community efforts to address poverty and increase household income should assist with addressing these needs. In addition, increasing the supply of affordable and accessible rental housing will help address the needs of households with disabilities.

Waiting list:

There are two waiting lists for public housing vouchers. The waiting list for homeless household vouchers has 184 names, and MSHDA staff are currently assisting persons that applied in August 2015. The Housing Choice Voucher list has 1,026 names, and was last opened on May 17, 2006. The number of persons on these waiting lists exceeds the number of vouchers (1,057) currently available in the county.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

As indicated above, raising household income and increasing the supply of affordable housing, especially accessible units and special needs housing for persons with disabilities is a significant need.

How do these needs compare to the housing needs of the population at large

Residents of public housing and Housing Choice voucher holders have a lower household income and corresponding higher cost burden in comparison to the larger community. In addition, there is a disproportionate need amongst Black/African American residents who comprise 49% of public housing units. Finally, families with disabilities have a higher need than the larger population for housing assistance since their ability to derive income from employment is more limited. In addition, residents with disabilities are in need of additional accessible and special needs housing within the community that is also affordable.

Discussion

As indicated above, raising household income and increasing the supply of affordable housing, especially for accessible units and special needs housing for persons with disabilities is a significant need. It is anticipated that additional rental assistance now available through the Kalamazoo County Public Housing Commission will help alleviate these needs.

Homeless Needs Assessment

Introduction:

The Kalamazoo County Continuum of Care (CoC) was created, as required by HUD, to develop “a comprehensive and integrated approach to end homelessness and insure permanent housing for low-income people.” The Kalamazoo LISC (Local Initiatives Support Corporation) Affordable Housing Partnership facilitates the Continuum of Care for Kalamazoo County. The following data on homelessness in Kalamazoo County was collected by the CoC from various data sources, including the Homeless Management Information Systems (HMIS), annual Point-in-time homeless counts, and other local data.

Homeless Needs Assessment

Table 29 below provides data on the number of persons experiencing homelessness on a given night (per the January 2015 Point-in-time count), and over the past year per the annual HMIS Report for January – December 2014. Based on the most recent Point-in-time (PIT) count, there were 351 homeless persons in Kalamazoo County: 228 were children under 18, 29 were young adults between 18-24 years, and 86 were adults over 24. Eight persons were unsheltered homeless, 6 adults and 2 unaccompanied youth. Age, race and ethnicity data for unsheltered individuals is not available. With regard to chronically homeless, there were 10 individuals and 3 families based on the 2015 PIT.

Based on the 2014 HMIS report, over the past year, 6,484 persons experienced homeless during 2014. This figure is 19% higher than the number of persons experiencing homelessness in 2013, and 16% higher than the five-year average (2010-2014) of 5,251 homeless persons. Of homeless persons that provided information regarding their last permanent residence, 286 persons indicated they last resided within the City of Portage.

Table 29 - Homeless Needs Assessment

Population ¹	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	351	0	3,545	0	0	0
Persons in Households with Only Children	12	0	142	0	0	0
Persons in Households with Only Adults	191	6	2,797	0	0	0
Chronically Homeless Individuals	10	0	513	--	--	--

Table 29 - Homeless Needs Assessment

Population ¹	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Chronically Homeless Families	3	0	0	--	--	--
Veterans	10	0	160	--	--	--
Unaccompanied Child	10	2	--	--	--	--
Persons with HIV	1	0	--	--	--	--

¹ Portage does not have a rural homeless population.

Data Source Comments: Kalamazoo CoC January 2015 Point in Time survey; Kalamazoo Annual HMIS Report, January – December 2014

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Chronically homeless individuals and families

A person is considered chronically homeless if they have been homeless four or more times in the past three years, or homeless for one year continually and diagnosed with a disability. As noted above, 513 individuals were chronically homeless in 2014, which increased 20% compared to data for 2013. The 2014 HMIS report indicates the increase is more likely due to increased focus on data collection and accuracy in data for Kalamazoo County. Over half (53%) of chronically homeless individuals are men, the average age is 42 years of age. With regard to education, 41% had either a high school diploma or GED, and nearly 26% had some college education or technical training.

Families with children

The 2014 HMIS report indicates there were 1,598 homeless families consisting of 1,717 adults and 1,828 children. The vast majority (78%) of homeless families are single parent, with 71% being a single female headed household. Nearly 61% of homeless adults in families identified being homeless multiple times, while 39% reported being "first time homeless". With regard to education, 37% report having a high school diploma or GED and 32% have at least some college.

Veterans

The 2014 HMIS report indicates 217 veterans were homeless in Kalamazoo County: 160 homeless and 57 at imminent risk of homelessness. This figure represents a 13% decrease in homeless veterans from 2013. Homeless veterans are predominantly male (83%) with the average age of 52 years (and 37 years old for female homeless veterans). Over half (56%) of veterans seeking services were unemployed.

Unaccompanied Youth

HUD defines an “unaccompanied youth” as someone under the age of 18 who is not under the care of a parent or guardian. The 2014 HMIS report indicates 142 unaccompanied youth were homeless in Kalamazoo County. This figure represents an 8.4% increase over 2013 homeless youth, and is 42% increase over the five-year average of 100 from 2010-2014.

Nature and Extent of Homelessness:

Table 30 provides the race and ethnicity of homeless persons based on the 2015 PIT.

Table 30 - Race and Ethnicity of Homeless Persons

Race:	Sheltered:	Unsheltered
White	64	0
Black or African American	256	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Multiple Races	31	0
Ethnicity:		
Hispanic	26	0
Not Hispanic	325	0

Data Source: Point-in-Time Count, January 2015

Comments: No race and ethnicity data available for Unsheltered Homeless

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The Federal Strategic Plan to End Homeless has placed an emphasis on addressing homelessness among families. As noted above, over the past year 6,484 persons experienced homelessness during 2014, and 1,598 of these persons were homeless families comprised of 1,717 adults and 1,828 children. While the 2014 HMIS report does not address families of veterans, the 2015 PIT count indicates that amongst homeless veterans, 1 of 6 households were family households, which indicates most homeless veterans are single adult households.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

As shown in Table 30 above, 73% of homeless were Black/African American (256), and the balance of homeless persons identified in the 2015 PIT count were either White or of multiple-races. With regard to ethnicity, 26 homeless persons were Hispanic. Data on race and ethnicity is not available for the 8 unsheltered homeless persons identified.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

As noted above, the 2015 PIT count identified 351 homeless persons in Kalamazoo County: 228 were children under 18, 29 were young adults between 18-24 years, and 86 were adults over 24. Most homeless persons counted were residing in an emergency shelter (170) or in transitional housing (181). However, 8 persons were unsheltered homeless, 6 adults and 2 unaccompanied youth.

Discussion:

Based on 2014 HMIS report, the incidence of homelessness has increased over the past few years, even as economic conditions have improved following the onset of the Great Recession in 2008. The increase in chronic homeless persons is presumed to be related to improved data collection instead of an actual increase in the number of chronic homelessness. However, there is a reported increase in unaccompanied youth homelessness within the community. Overall, the data from both the 2015 PIT and 2014 HMIS reports indicate a continual demand for services for homeless individuals and families and the need for permanent supportive housing that is affordable to homeless individuals, families and special needs populations, such as veterans, unaccompanied youth and chronically homeless persons, who may also have a disability.

Non-Homeless Special Needs Assessment

Introduction:

This following includes a review of housing needs for the elderly, frail elderly, and persons with disabilities including mental illness, developmentally disabled, physically disabled, substance abusers, persons with HIV/AIDS, and victims of domestic violence.

Describe the characteristics of special needs populations in your community:

Based on 2010-2014 ACS data, 12% of the population in Portage (5,665) had a disability, which may include one or more of the following: hearing, vision, cognitive, ambulatory, self-care or independent living difficulty. For children under the age of 17, 7% or 571 persons had a disability, and for adults ages 18-64, 10.1% or 2,928 persons had a disability. With regard to elderly residents, a much higher occurrence, 34.2% of persons over the age of 65, had a disability.

Physical, Developmental and Mental Disability:

Physically disabled persons are those having an illness or impairment that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying. Based on 2005-2007 ACS data, 6.8% of the total population of Portage had a physical disability. Amongst persons with a disability, 52% were in the 21-64 year old age group, 43% were in the 65 years and older age groups.

A developmental disability is a mental and/or physical impairment that occurs before the age of 22 from a birth defect or an accident. The Census Bureau does not specifically provide data for persons with developmental disabilities. However, according to the Michigan Developmental Disabilities Council (Five Year State Plan 2012-2016), it is estimated that 1.8 percent of the state population has a developmental disability. Based on 2010-2014 ACS data, the total population of the City of Portage was 47,024, and it can be estimated that 846 persons had a developmental disability in Portage.

A mental disability includes various mental illnesses or disorders generally characterized by dysregulation of mood, thought, and/or behavior. Based on 2005-2007 ACS data, 3.9% of the total population of Portage were identified as having a mental disability. Amongst persons with a disability, 52% of the 21-64 year old age group had a mental disability, and 28% of the 65 years and older age groups had a mental disability.

As additional information, between October 2014 and September 2015, Kalamazoo Community Mental Health Services provided assistance to 530 Portage residents with a mental illness (377 adults and 153 children), and 172 Portage residents with a developmental disability (145 adults and 27 children)

While current HUD CHAS data is not readily available on the number of households with disabilities and also a housing problem, data in the 2011-2015 Consolidated Plan indicates 62% of all low-income households with a disability also had a housing problem (63% of renters and 61% of owners). Assuming current trends are similar, it can be estimated that of 2,459 low income renters with a housing problem, 1,606 also had a disability. In addition, it can be estimated that of 1,490 low-income owners with a housing problem, 909 also had a disability.

Elderly and Frail Elderly:

Based on 2010-2014 ACS Census data, there are 6,332 persons over the age of 65 years or 13.5% of the total population. The term “frail elderly” refers to persons over the age of 65 who for various reasons are unable to adequately care for themselves. Specifically, if a person has one or more limitations to Activities of Daily Living (e.g. difficulty eating, bathing, toileting by oneself) or Instrumental Activities to Daily Living (e.g. difficulty using the telephone, getting outside, shopping, doing light housework) and needs assistance to perform routine activities of daily living, the individual may be classified as “frail elderly”. Census data specifically identifying the “frail elderly” is not available. However, persons over the age of 75 (i.e., extra elderly) are often frail elderly or at risk of becoming frail elderly. As noted above, 12% of the population in Portage (5,665) had a disability. Of elderly residents 65-74 years, 21.6% (791 persons) had a disability, and 51.3% of frail elderly residents over 75 years (1,375 persons) had a disability. Of all elderly persons over 65 years, 34.2% had a disability.

Tables 11 and 12 of the Needs Assessment provides data on the needs of elderly households and specifically assesses such households with a housing cost burden greater than 30% and 50% of household income. As indicated, there are 785 elderly renter households with a housing cost burden (540 and 245 households with cost burdens over 30% and 50% of household income respectively). Furthermore, there are 850 elderly owner households with a housing cost burden (620 and 230 households with cost burdens over 30% and 50% of household income respectively). Based on the above information, it can be estimated that of these 1,635 cost burdened elderly households, 559 households are both frail elderly and cost burdened (268 renters and 291 owners).

Substance Abuse:

Alcohol/other drug abuse is defined as an excessive and impairing use of alcohol or other drugs, including addiction. The Census Bureau does not define persons with a substance abuse disability. However, Southwest Michigan Behavioural Health (SWMBH), a Medicaid funded service, provides substance abuse services within Kalamazoo County and served a total of 1,494 persons in 2015, 177 of whom were Portage residents. It is noted that substance abuse services are also provided by non-Medicaid funded service providers to community residents, and the above data is reflective of low-income households with a substance abuse problem.

Victims of Domestic Violence:

The YWCA provides emergency shelter, transitional and permanent supportive housing, along with counseling services to victims of domestic violence within Kalamazoo County. According to statistics provided by the YWCA, Kalamazoo County law enforcement responded to 3,205 incidents of domestic violence in 2014, 3,270 in 2013 and 2,863 in 2012. For 2014 and 2015, an average of 338 shelter clients have been provided emergency shelter and counseling services for domestic assault, and 14 shelter clients received YWCA services for sexual assault. With regard to Portage in particular, over the past two years, an average of 18 shelter clients from Portage received YWCA emergency shelter services and counseling for domestic assault and 1 shelter client from Portage received shelter and counseling services for sexual assault. YWCA staff indicates the shelter is at full capacity and has a waiting list and individuals are served based on a combination of physical danger and

availability of housing. The YWCA currently provides 21 units of transitional housing, and 4 units are located within the City of Portage. Based on the average number of Portage residents served, there is a need for approximately 15 additional housing units to meet the community need.

What are the housing and supportive service needs of these populations and how are these needs determined?

Twelve percent (12%) of the Portage population has a disability and 62% of all low income households with a disability are estimated to have a housing problem. From this data, it can be estimated that 719 (12%) low income households had a disability, and 446 of these households have a housing problem.

With regard to the supportive housing needs of persons with disabilities, and also including persons with substance abuse and victims of domestic violence and/or sexual assault, a variety of supportive services are needed, including but not limited to: home-based caregiver and/or home-health care services, accessible housing, assisted living facilities, skilled nursing facilities, transportation assistance, counseling, health services, job placement services, housing placement and affordability assistance.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the Kalamazoo County Health and Community Services Department January 2013 Biannual HIV Surveillance Analysis, it is estimated there are 420 Kalamazoo County residents with a prevalence of HIV. "HIV prevalence estimates include all persons...with a diagnosis of HIV Infection (any stage) and incorporates an approximation of those not reported or not yet diagnosed". Based on more current estimates, there are 35 persons from the City of Portage had a prevalence of HIV. The Center for Disease Control estimates that one-third to one-half of persons with AIDS are either homeless or in danger of losing their housing. Using the more conservative estimate, this would equate to 15 persons with AIDS in Portage in need of housing.

Discussion:

Households with special needs, especially those who are low-income have a high likelihood to have a housing problem, most often related to housing cost burden. Special needs households are also more likely to be unemployed or underemployed due to their special needs, and are more likely to be extremely low income.

Non-Housing Community Development Needs

Describe the jurisdiction's need for Public Facilities:

The City of Portage has community development needs that are not directly related to housing. The needs for public facilities relate to public buildings such as City Hall, the Portage Senior Center, the Department of Public Services, Police and Fire Stations and various park buildings. The need for public facilities also includes information technologies. Other public facility and/or public improvement needs include: police and fire vehicles and apparatus, public services vehicles and equipment, public park facilities, bikeways, and multi-use trails. Finally, public improvement needs relate to significant public infrastructure that supports development within the community and public health and safety, which includes major and local street infrastructure, public water, sanitary sewer and storm water infrastructure.

How were these needs determined?

Public facility and improvement needs are determined by a variety of planning and analysis efforts, including:

- the Comprehensive Plan, which is a 10-20 year plan that evaluates Transportation/Major Streets, Complete Streets, Recreation and Open Space, Natural/Cultural Resources, Economy/Market Place, Utility Infrastructure and Community Facilities;
- Strategic plan studies such as the Storm Water Master Plan, the Wellhead Protection Program, Water Utility Infrastructure Analysis Program, Walkway/Bikeway Plan;
- Periodic public facility audits (and other preventative maintenance reports) which are performed for various municipal facilities;
- Annual reports and studies such as utility operation and maintenance reports, annual traffic counting and signal studies, park and recreation and cultural reports, citizen surveys, among other departmental studies which are routinely accomplished, and
- Special studies or special initiatives introduced by the City Administration

Describe the jurisdiction's need for Public Improvements:

The City of Portage annually prepares a 10-year Capital Improvement Program (CIP) that specifies the needs for capital investments in 8 categories: Streets (local and major); Sidewalk and Bikeways; Water; Sewer; Police; Fire; Public Facilities; and Parks and Recreation (including multi-use trails). Projects proposed in the CIP include a description of the project and budgeted expenditures for each year of the 10-year CIP. The 2015-2025 CIP includes a planned expenditure of \$130.6 million on 112 capital projects: 31% of these expenditures are planned for streets, 20% for water and sewer infrastructure; 8% for public safety (police and fire); 3% for parks and recreation, 2% for public facilities and 1% for sidewalks and bikeways. The balance of 10-year CIP expenditures is projected to be allocated to debt service for prior capital investments by the city.

Over the past several years, the city has been challenged with carrying out the amount of needed capital investment projects due to reduced property values which impacts available revenues. Property values have been stabilizing more recently and there has been some improvement in the local economy. However, additional resources are particularly needed for major and local streets and non-motorized street elements such as shared shoulder bikeways and sidewalks, especially in light of the city's recent adoption of a Complete Streets policy.

The City of Portage has a dedicated 2.0 mills that generates approximately \$2 million annually, and a dedicated municipal street fund millage of up to 1.0 mill. Additional funding for capital investments comes from the city water and sewer fund, and federal and state funding. Because the number of capital improvement projects and the dollars needed to address the total need is very high, and the actual CDBG funding received by the city on an annual basis is low (averaging approximately \$220,000 annually), the city generally does not address public facility/improvement needs through the CDBG program. On occasion, CDBG funds may be used for small scale capital improvements projects such as sidewalk installation and/or repairs and park improvements within upper quartile low-moderate income neighborhoods.

How were these needs determined?

As noted above, public facility and improvement needs and capital improvement projects are determined from a variety of planning and analysis efforts by the city.

Describe the jurisdiction's need for Public Services:

Based on the data presented above, there is a need for a variety of public services in the community to support low-income household and neighborhood needs. Homelessness prevention and rapid re-housing assistance is key, in addition to increasing the supply of affordable and accessible rental housing, and rental housing subsidies (e.g. project-based or housing choice vouchers). Anti-poverty programs to assist low-income households in general with increasing their income and employment opportunities are also needed. Finally, supportive services to assist special needs households, including victims of violence, is an ongoing public service need. Ongoing neighborhood improvement efforts to aid in the elimination and prevention of blight are also considered a priority need in the community.

How were these needs determined?

Based on data in the Needs Assessment above, 31.6% of Portage households are low-income (who are predominantly elderly or households with children), 12% of Portage residents have a disability, and extremely low-income households, especially renters, are at risk of becoming homeless. There is growing number of homeless persons within Kalamazoo County, especially in the areas of chronic homelessness and unaccompanied youth and the availability of rental housing subsidies is limited in comparison to the demand. Low-income homeowners are also at risk of being challenged with housing maintenance and maintaining affordable housing, and upper quartile low-moderate income neighborhoods have consistently experienced a higher percentage of housing and property maintenance cases in comparison to other areas of the community.

Housing Market Analysis

Housing Market Analysis Overview:

The Housing Market Analysis covers topics including general characteristics of the housing market, lead based paint hazards, public and assisted housing, facilities and services for homeless persons, special needs facilities and services, and barriers to affordable housing.

Number of Housing Units

Introduction

Between 2000 and 2011, the number of housing units increased from 18,885 to 20,221, which represents a 7.1% increase. The majority of this growth, however, occurred before the start of the Great Recession in 2008. As shown in Table 31, the city housing growth rate slowed considerably in comparison to the previous decade (between 1990-2000), and was lower in comparison to the larger context of Kalamazoo County.

Table 31: Housing units, Kalamazoo County and Portage –2000 and 2011

Jurisdiction	Housing Units			Percent Change (1990-2000)	Percent Change (2000-2011)
	1990	2000	2011		
Kalamazoo County	88,955	99,250	109,715	11.6%	10.5%
Portage	16,133	18,885	20,221	17.1%	7.1%

Source: 2000 Census, 2007-2011 American Community Survey, Census Bureau

All residential properties by number of units

As shown in Table 32 below, the City of Portage had a total of 20,221 housing units, of which 13,841 units or 68% were 1-unit detached structures. Multi-family units (2-20 or more attached units) accounted for an additional 4,919 units or 25% of the total. The remaining 7% of the housing units were 1-unit attached structures, mobile homes or other non-permanent housing.

Table 32 – Residential Properties by Unit Number

Property Type	Number of Units	Percent of total
1-unit detached structure	13,841	68%
1-unit, attached structure	988	5%
2-4 units	783	4%
5-19 units	3,015	15%
20 or more units	1,121	6%
Mobile Home, boat, RV, van, etc.	473	2%
Total	20,221	100%

Data Source: 2007-2011 ACS

Unit Size by Tenure

Table 33 below provides owner-occupied and renter-occupied housing information based on unit

size. According to the 2007-2011 ACS estimates, 13,327 of households are owner-occupied (70%) and 5,660 households (30%) are renter occupied. The most common size for owner-occupied housing is three or more bedrooms (88%) and for renter-occupied housing, the most common unit size is two bedroom representing 47% of the units, followed by one bedroom units (31%).

Table 33 – Unit Size by Tenure

	Owner-occupied		Renter-occupied	
	Number	%	Number	%
No bedroom	0	0%	114	2%
1 bedroom	73	1%	1,761	31%
2 bedrooms	1,522	11%	2,665	47%
3 or more bedrooms	11,732	88%	1,120	20%
Total	13,327	100%	5,660	100%

Data Source: 2007-2011 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

In addition to public housing rental assistance provided through the Kalamazoo County Public Housing Commission and MSHDA, there are several other affordable rental housing developments located within the City of Portage:

- The Hearthside I & II Apartments is an independent living senior housing development built in two phases in 1990 and 1992 under the MSHDA Tax Credit Program. The City of Portage provided a tax abatement and Payment in Lieu of Taxes (PILOT) in return for maintaining the units as affordable. The complex contains 160 units, rented only to senior citizens at or below 60% of median county income. As part of a 2010 refinance and comprehensive rehabilitation project, the city granted a new PILOT in exchange for the continued rental of 128 units at affordable rates for seniors that extends to 2031.
- Milham Meadows is a multi-family development with 300 units built under the HUD Section 236 program in the early 1970's. All units are subsidized to a certain degree, however, 20-40% of the units receive additional rent subsidies for individuals or families at or below 80% of median area income. This complex was sold and rehabilitated in 2014 and financed with a new mortgage and Use Restrictions through the HUD Section 221(d)(4) and tax-exempt short-term bonds through MSHDA. The city also approved a PILOT to help facilitate the project. The use restriction with regard to providing rent-reduced units extends to 2049.
- Residential Opportunities, Incorporated (ROI) owns the following two developments that are rented at affordable rates to low-income persons, with some units occupied by persons with special needs:
 - Schuring Road: Two, four-unit apartment buildings, which are rented to low-income households at fair market rents with a monthly utility cost credit.
 - Barrington Woods: 32-unit apartment development on Garden Lane. ROI acquired and rehabilitated Barrington Woods in 2006 and financing was provided via a MSHDA mortgage and Low-Income Housing Tax Credit. The City of Portage granted a PILOT to facilitate the project. ROI will provide affordable rental housing to households with incomes at or below 50% of the Area Median Income, and 12-units will be rented to persons with special needs. The use restriction with regard to providing rent-reduced units extends to 2052.

- Spring Manor was constructed in 1996 and provides 102 units of affordable housing for seniors 55 years old and older whose income does not exceed 60% of the area median income. Spring Manor received a PILOT from the City of Portage and was financed through the MSHDA. In 2013, the units were rehabilitated and financed with a new mortgage through HUD Section 223(f). The city also granted a new PILOT in exchange for the continued rental of 102 units at affordable rates for seniors that extends to 2048.
- The 65-unit Centre Street Village was financed through MSHDA and received a PILOT from the city in 1994 for providing 20 units of affordable housing for persons or families of lower income. In 2013, the units were rehabilitated and financed with a new mortgage through MSHDA and low income housing tax credits through MSHDA as well. The number of affordable units was increased from 20 to 28. The city also granted a new PILOT in exchange for the continued rental of 28 units at affordable rates that extends to 2048.
- Anna's Vineyard was constructed in 1995 and provides 144 units of affordable family rental housing. The development was privately funded utilizing the Federal Low Income Housing Tax Credit Program. The use restriction with regard to providing rent-reduced units extends to 2024.
- Portage Pines provides 27 affordable one-bedroom units for senior citizens or disabled persons needing assisted living. The use restriction with regard to providing rent-reduced units extends to 2026.
- Gladys Street Apartment provides 10 units of affordable rental housing to persons with disabilities. The development was constructed in 2009 with funding through the HUD Section 811 program. In addition, city CDBG funds were provided to assist with connection to public utilities. The use restriction for this development extends to 2049.

The above housing in Portage provides 779 units of affordable and special needs housing, and represents approximately 17% of affordable housing units within Kalamazoo County. As noted above, within the last six years, the city has assisted with the preservation of 558 affordable housing units within four developments (Hearthside, Spring Manor, Milham Meadows and Centre Street Village) by granting of new tax abatements and PILOTS. Financing programs through the MSHDA and HUD exist to acquire and/or rehabilitate housing developments in exchange for affordability use restrictions. Utilization of such programs will be encouraged as use restrictions for existing subsidized developments approach expiration, and/or as existing housing developments without affordability use restrictions are in need of upgrades.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

The affordability periods for the above listed developments is anticipated to last into the next 10-30 years. As noted above, the Hearthside, Spring Manor Apartments, Centre Street Village Apartments and Milham Meadows completed a refinance and/or acquisition and rehabilitation within the past six years. When each of these developments were refinanced, the affordability use restrictions were extended and the City of Portage assisted with the preservation of these affordable developments by granting a Payment in Lieu of Taxes (PILOT).

Does the availability of housing units meet the needs of the population?

As noted above, there are 779 affordable rental housing units within the City of Portage, and an additional 78 public housing vouchers being utilized in the city as of December 2015, which combined provide a total of 857 rental housing units specifically set aside for low-income and special needs households. As indicated in the Needs Assessment, there are 5,995 low income households in Portage and 2,390 renters have a housing cost burden. Based on this data, there remain 1,533 low income renters that need assistance with affordable housing.

Describe the need for specific types of housing:

As also indicated in the Needs Assessment, low-income renters in the extremely low income category are at the highest risk of becoming homeless. Furthermore, elderly households and households with children have a higher incidence of housing problems. In addition, as indicated in the Needs Assessment, there is a significant need for fully accessible housing units and special needs housing with supportive services provided on site, or with access to supportive services and mainstream resources.

Discussion

Over the past 10 years, the community has experienced a modest growth in housing units. In the mid-2000's, as a result of the Great Recession and associated housing crisis, the value of single-family housing in the community decreased, while median household incomes remained relatively flat. During this same time, the cost of rental housing increased 8% as many homeowners who lost their home to foreclosure sought alternative (rental) housing. There has been a recent recovery in the housing market and local economy and incomes and housing values are anticipated to grow. However, a continued focus on affordable housing, and in particular rental housing will be needed to assist low-income households, especially extremely low income households and those with special needs.

Housing Market Analysis: Cost of Housing

Introduction

This section provides an overall picture of owner and renter-occupied housing costs within the City of Portage. The information includes housing cost trends, rent trends, fair market rents, and the overall affordability of the local housing market.

Cost of Housing

Trends in the cost of housing in the City of Portage are shown in Table 34. In 2000, the median home value was \$118,700. By 2009, the median value of a home in Portage increased to \$157,400, which represents a 32% increase. According to the latest American Community Survey (2010-2014), the median home value in Portage in 2014 was \$147,300, a 6% decrease from 2009. This decrease in home value is consistent with the national trend following the 2008 Great Recession and housing market crisis. However, compared to the year 2000, the value of a home in 2014 is 24% higher which impacts housing affordability for people below the area median income level.

With regard to contract rents, an increase of 19% (\$500 to \$596) occurred between 2000 and 2009. From 2009 to 2014 (most recent year), contract rents continued to increase (\$596 to \$631) but at a slower rate (6%) compared to the 2000-2009 time period. Overall, contract rents increased 26% between 2000 and 2014. Unlike the median home value that saw a decline between 2009 and 2014, contract rents continued to increase even during the recessionary period, but at a modest rate.

Table 34 – Cost of Housing

Housing Cost	Base Year: 2000	2009	% Change (2000-2009)	Most Recent Year: 2014	% Change (2009- 2014)
Median Home Value	\$118,700	\$157,400	32%	\$147,300	-6.4%
Median Contract Rent	\$500	\$596	19%	\$631	6%

Data Source: 2000 Census (Base Year), 2005-2009 ACS and 2010-2014 ACS (Most Recent Year)

The range of monthly rents paid in the City of Portage is shown in Table 35. Of the 5,660 renter households in the city, 68.3% (3,867 units) have a rent that ranges between \$500 and \$999. The second highest category is Less than \$500/month, which account for 1,487 units or 26.3% of the total. With 26.3% or 1,487 units available at rents less than \$500/month, opportunities for affordable housing are available. Only 5.4% of the units have rents greater than \$1,000/month.

Table 35 - Rent Paid

Rent Paid	Number of Units	% of Total
Less than \$500	1,487	26.3%
\$500-999	3,867	68.3%
\$1,000-1,499	293	5.2%
\$1,500-1,999	13	0.2%
\$2,000 or more	0	0.0%
Total	5,660	100.0%

Data Source: 2007-2011 ACS

Housing Affordability

Housing affordability for renter and owner-occupied housing units, based on HUD-adjusted Area Median Family Income (HAMFI) categories, is shown in Table 36. HUD considers a housing unit affordable if gross rent, including utilities, is no more than 30% of the household income. Of the 5,540 rental units in the city considered to be affordable, only 260 rental units, or 4.6%, are considered affordable to those individuals whose annual income is at or below 30% HAMFI. As expected, there are more affordable rental units available to individuals whose annual income is between 50 and 80% of the HAMFI. At 50% HAMFI, 1,350 units or 24.3% of the rental units are available, and at 80% HAMFI, 3,930 or 71% of the units are available. Of the 5,300 owner units available, only 310 units or 6% are considered affordable to individuals earning 50% or less of the HAMFI and 1,750 units or 33% to individuals earning 80% or less of the HAMFI.

Table 36 – Housing Affordability

Household Income	Renter Units	Owner Units
30% HAMFI	260	No Data
50% HAMFI	1,350	310
80% HAMFI	3,930	1,750
100% HAMFI	No Data	3,240
Total	5,540	5,300

Data Source: 2007-2011 CHAS

Monthly Rent

The 2015 HUD Fair Market Rents (FMRs) and HUD HOME Rents within the Kalamazoo-Portage Metropolitan Statistical Area are shown in Table 37. FMRs are gross rent estimates that include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service for metropolitan areas as the basis of determining rent payments for Housing Choice voucher and other HUD rent subsidy programs. Fair Market Rents are set to the dollar amount at which 40 percent of the standard quality rental housing units are rented, excluding non-market rental housing (e.g. public housing). High HOME rents do not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the median income for the area with adjustments for number of bedrooms in the unit. Low HOME rents do not exceed 30 percent of the annual income of a family whose income equals 50 percent of the median income for the area with adjustments for smaller and larger families.

Table 37 – Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$472	\$573	\$728	\$958	\$1,166
High HOME Rent	\$472	\$573	\$728	\$958	\$1,135
Low HOME Rent	\$472	\$573	\$711	\$821	\$917

Data Source: HUD FMR and HOME Rents

Is there sufficient housing for households at all income levels?

A comparison of the total number of households that are below the area median income to the total number of affordable housing units will indicate whether or not there is sufficient housing available at the various income levels. Table 35 below shows the total number of households at the various income levels, number of available units and gap between availability and need:

Table 38 Affordability Gaps

Household Income	Number of households	Households with cost Burden (>30% & >50%)		Affordable units		Gap
		Rental	Owner	Rental	Owner	
30% HAMFI	1,400	770	250	260	No Data	-1,140
50% HAMFI	1,705	975	330	1,350	310	-45
80% HAMFI	2,890	645	725	3,930	1,750	+2,790
100% HAMFI	1,755	60	430	No Data	3,240	+1,485
Total	7,750	2,450	1,735	5,540	5,300	

Data Source: 2007-2011 CHAS

As shown in the Table 38 above, there are 7,750 low-moderate income households in the City of Portage. Included in this total are 2,450 rental households and 1,735 owner households that have a housing cost burden. The table above indicates there are 5,540 affordable rental units and 5,300 affordable owner units. However, there are gaps at some income levels as explained below:

- There are 1,400 households in the city earning 0-30% of the area median income. Of the 1,400 households, 770 rental and 250 owner households (1,020 total) have a housing cost burden but only 260 affordable rental units and an undetermined number of owner units are available resulting in a shortage (gap) of 1,140 affordable units in this income range.
- There are 1,705 households in the city earning between 30-50% of the area median income, of which 975 rental and 330 owner households (1,305 total) have a housing cost burden. The gap between the number of households in this income range and availability of affordable housing units is much less. There is an adequate number of affordable units to meet the demand of those households with a housing cost burden but overall, there is a shortage (gap) of 45 units.
- At the 50-80% AMI level, there are 2,890 households, of which 645 rental and 725 owner households (1,370 total) have a housing cost burden. There are, however, a sufficient number of affordable units at this income level (surplus of 2,790 units) to meet the need.
- At the 80-100% AMI level, there are 1,755 households, of which 60 rental and 430 owner households (490 total) have a housing cost burden. There is an undetermined number of affordable rental units and 3,240 affordable owner units resulting in a sufficient supply (1,485 surplus) of affordable housing units.

While current HUD CHAS data is not available to determine household incomes of the occupants of affordable rental and owner housing units, based on data in the 2011-2015 Consolidated Plan, even though there is a sufficient supply of affordable housing, the affordable rental and owner housing units are often occupied by households with higher income levels. Based on 2005-2007

HUD CHAS data, 72% of affordable rental units were occupied by low-income households, and only 28% of affordable owner units were occupied by low-income households.

How is affordability of housing likely to change considering changes to home values and/or rents?

Between 2009 and 2014, the median household income has remained flat increasing only slightly from \$54,760 in 2009 to 55,050 in 2014 (0.5%). During this same five year period, the median home value decreased from \$157,400 to \$147,300, or 6.4%. This decrease can be attributed to the onset of the Great Recession and associated housing crisis. With regard to fair market rents, a two-bedroom unit increased from \$674/month in 2009 to \$728/month in 2015, representing an 8% increase. Although median household income has remained flat, the median home value has decreased making home ownership more affordable, at least in the short term. Over time, the median home values are expected to increase. With an 8% increase in fair market rents during the six year period between 2009 and 2015, and flat household income trends, rental housing has generally become less affordable.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The 2015 HUD Fair Market Rents (FMRs) and HUD HOME Rents within the Kalamazoo-Portage Metropolitan Statistical Area indicate a two bedroom unit should rent for \$728/month. The Low HOME rent is \$711/month. The 2010-2014 ACS data indicates the area median rent for the City of Portage is \$725/month so the FMRs, HOME rents and area median rents for a two bedroom unit are comparable. Since the FMRs, HOME Rents and Area Median Rent are consistent with one another, it is important that the City of Portage continue to implement policies and practices that the city has control over, to increase the availability of affordable housing to meet resident needs, particularly those residents within the extremely low income category (0-30% AMI).

Discussion

Many of the issues that impact the availability of affordable housing in the City of Portage cannot be specifically controlled by the City Administration. The City is, however, an active and supportive partner with area non-profit housing developers and other organizations involved in the creation of affordable housing opportunities. In addition, the city encourages affordable housing options by removing barriers such as allowing small lot sizes, maintaining low development fees, offering property tax exemptions to households at or below poverty, and approval of PILOT programs to encourage development of affordable, multi-family residential developments. Through the use of CDBG program funds, the city offers programs designed to encourage affordable homeownership, rehabilitation of deteriorated homes, accessibility improvements to existing homes, and emergency repair grants.

Housing Market Analysis: Condition of Housing

Introduction

This section provides an overview of the condition of housing in the City of Portage including condition of the housing units, the year the housing units were constructed, an assessment of the lead-based hazards and number of vacant housing units.

Definitions

The definition of *Standard Condition* and *Substandard Condition, but Suitable for Rehabilitation* used by the city are as follows:

- *Standard condition* – A housing unit that meets HUD Housing Quality Standards (HQS) and all applicable state and local codes.
- *Substandard condition but suitable for rehabilitation* – A housing unit that lacks complete plumbing facilities, kitchen facilities.

Condition of Units

Table 39 below shows the condition of owner-occupied and renter-occupied housing units in the City of Portage. As defined by HUD, a housing condition includes the following:

- Lacks complete plumbing facilities;
- Lacks complete kitchen facilities;
- Has more than one person per room; and
- Has a cost burden greater than 30 percent of the occupant's household income

Table 39 - Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,991	22%	2,573	45%
With two selected Conditions	24	0%	36	1%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	10,312	77%	3,051	54%
Total	13,327	99%	5,660	100%

Data Source: 2007-2011 ACS

Based on the 2007-2011 ACS data, 77% (10,312) of owner-occupied housing units have no housing conditions. Of the remaining 23 percent of owner occupied housing units, 22% (2,991) had one housing condition and less than 1% (24) had two housing conditions. No owner-occupied units had three or four housing conditions. Fifty-four percent (54%) of the renter occupied units (3,051) had no selected conditions. However, 45% of the rental units (2,573) had one selected condition and 1% (36) had two selected housing conditions. No renter occupied units have three or four selected housing conditions.

Year Unit Built

Table 40 provides information concerning the age of housing units in the city. With regard to owner-occupied housing units, 8,647 units (65%) were built before 1980 with only 1,076 units (8%) built before 1950. A similar situation exists for renter-occupied units: Of the 5,660 rental units, 3,257 (58%) were built before 1980 with only 211 units (4%) built before 1950. The majority of owner-occupied (80%) and renter-occupied housing units (92%) were built between 1950 and 1999.

Table 40 – Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	Percent	Number	Percent
2000 or later	1,632	12%	219	4%
1980-1999	3,048	23%	2,184	38%
1950-1979	7,571	57%	3,046	54%
Before 1950	1,076	8%	211	4%
Total	13,327	100%	5,660	100%

Data Source: 2007-2011 CHAS

Risk of Lead-Based Paint Hazard

Lead poisoning, especially of young children, can cause permanent damage to the brain and many other organs and can result in reduced intelligence and behavioral problems. Lead can also harm a developing fetus. According to the Centers for Disease Control, there are at least 4 million households where children are being exposed to high levels of lead (>5 micrograms). The first laws affecting lead-based paint went into effect between 1973 and 1978. By 1978, lead-based paint was prohibited from use in residential construction. Table 41 below provides data regarding the age of housing and the number of housing units occupied by households with children under the age of six.

Table 41 – Risk of Lead-Based Paint

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	8,647	65%	3,257	58%
Housing Units built before 1980 with children present	790	6%	285	5%

Data Source: 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

Based on the data in the above table, there are 8,647 owner-occupied and 3,257 renter-occupied housing units with a potential lead hazard as these housing units were constructed before 1980. Six percent (790 units) of the owner-occupied housing units and 5% (285 units) of the renter-occupied housing had children present, and these units pose the greatest risk with regard to lead-based paint exposure. The total number of such housing units is 1,075 or 5.7% of the total units in the city. As additional information, data from the Kalamazoo County Department of Health and Community Services indicates that in 2013, 563 Portage children under the age of six (living in pre-1950's houses) were tested, and nine children had elevated blood lead levels.

Vacant Units

Based on the 2007-2011 ACS data, there were a total of 20,221 housing units within the city, of which 1,234 units or 6.1% of the total were vacant. The vacancy rate for owner-occupied units was 1.1% and 8.5% for rental units. Table 42 below includes data on vacant and “abandoned” units. Note: the Neighborhood Stabilization Program (NSP) definition of “abandoned” is:

- 90 days delinquent on the mortgage, tribal leasehold, or tax payments.
- A code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies.
- The property is subject to a court-ordered receivership or nuisance abatement related pursuant to state or local law of otherwise meets a state definition of an abandoned home or residential property.

Table 42 - Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	1,223	11	1,234
Abandoned Vacant Units	3	7	10
REO Properties	128	3	131
Abandoned REO Properties	0	0	0

Source: 2007-11 ACS & City of Portage

The total number of vacant units in the City of Portage (6.1%) is not considered significant and a problem for the city. Many of the “abandoned” units were older, manufactured homes located in a designated manufactured home park. With regard to abandoned/foreclosed properties, the City of Portage regularly tracks residential foreclosures. In 2011, there were 131 residential foreclosures, which, according to the NSP definition, are considered to be vacant/abandoned. These Real Estate Owned (REO) properties are a result of mortgage and/or tax delinquencies. In 2011, all foreclosed properties had been sold. In 2012 the number of residential foreclosures increased to 150 and since that time, decreased every consecutive year to a low of 37 in 2015.

Need for Owner and Rental Rehabilitation

As noted above, 92% of the owner-occupied housing units and 96% of the renter-occupied units were built after 1950. As a result, the housing stock in the city is considered relatively young and, if not well maintained, can likely be rehabilitated rather than razed. Given the age of the city housing stock, 22% (2,991) of the units had one reported condition and only 24 units had two reported conditions. The percentage of renter-occupied housing units that were reported to have one housing condition is more than double that of the owner-occupied units: 45% (2,573) of the units has one reported condition. However, the percentage of units that were reported to have two housing conditions was very low at only 1% (36) of the units. Similar to data in the Needs Assessment, a housing condition also includes overcrowding and housing cost burden, and as the data indicated, the predominant housing problem existing in the City of Portage is housing cost burden, compared to substandard housing. Based on the information above, there is a moderate need for the city to facilitate housing rehabilitation activities involving both owner and rental-occupied units.

Public and Assisted Housing

Introduction

As indicated in the Needs Assessment, the City of Portage does not have a Public Housing Authority and has no public housing units. Furthermore, Kalamazoo County does not have a Public Housing Authority (PHA) and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, Kalamazoo County did establish a Public Housing Commission (PHC), and subsequently established a locally-funded Local Housing Assistance Fund (LHAF). In November 2015, a six-year county-wide Local Housing Assistance Fund Millage was passed that will provide an estimated \$800,000 annually to provide temporary financial housing assistance to county residents, including those residing in the City of Portage. In addition to the programs administered by the Kalamazoo County PHC noted above, MSHDA administers rental subsidies and Housing Voucher programs (previously referred to as Section 8) within Kalamazoo County. As of December 2015, there were 1,057 vouchers utilized in Kalamazoo County: 955 Housing Choice Vouchers and 102 Project Based Vouchers. Of these vouchers, 78 were leased within Portage at scattered sites: 55 within apartments, 12 within townhouses and 11 within single-family homes. There are no project-based vouchers within Kalamazoo County. HUD requires an evaluation of detailed data on the characteristics of public housing residents. As noted above, MSHDA is the PHA for Kalamazoo County. However, data is only readily available for public housing residents on a state-wide basis. Table 43 provides data regarding public housing and vouchers administered by MSHDA on a state-wide basis, which can be helpful in estimating the needs of public housing residents within Kalamazoo County. This data is similar to information provided in the Needs Assessment.

Table 43 – Total Number of Units by Program Type

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers available	0	333	0	24,609	843	23,766	2,313	0	1,064
# of accessible units	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Homeless Facilities and Services

Introduction

The Kalamazoo County Continuum of Care (CoC) is the coordinating entity for homelessness in Kalamazoo County, and the City of Portage is an active participant of the CoC. The following inventory of facilities available to assist homeless persons in the county was obtained from the CoC. There are three types of housing available to homeless persons within Kalamazoo County:

- **Emergency Shelter:** Any facility, the primary purpose of which is to provide temporary shelter.
- **Transitional Housing:** housing and appropriate supportive services to homeless persons, which facilitates a transition to independent living, generally in a time frame up to 24 months.
- **Permanent Supportive Housing:** Permanent housing for homeless persons in which supportive services are provided to assist homeless persons to live independently.

Table 44 - Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher/ Seasonal/ Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	172	N/A	184	352	N/A
Households with Only Adults	202	N/A	48	194	N/A
Chronically Homeless Households	0	N/A	0	0	N/A
Veterans	0	N/A	0	0	N/A
Unaccompanied Youth	13	N/A	0	0	N/A

Source: 2015 Housing Inventory Chart Total Summary for MI-507, Kalamazoo County CoC

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.

The Kalamazoo County CoC is a “collaboration of nonprofit, business, governmental, education, health, human service, advocacy entities, and constituent groups creating a comprehensive and integrated approach to end homelessness...”. The Kalamazoo County CoC and the Kalamazoo County Multi-Purpose Collaborative Body (established to coordinate the provision of human services) work cooperatively to ensure access to main stream resources. In addition, within the CoC structure there is a Systems of Care (SOC) Committee that specifically focuses on ensuring homeless persons are connected to health care, mental health, counseling, employment, financial assistance and other supportive services.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.

The following lists facilities in Kalamazoo County that provide housing and supportive services to homeless persons.

EMERGENCY SHELTER – 387 beds (518 with “Overflow” beds)

- **CATHOLIC FAMILY SERVICES:**
THE ARK – Shelter and counseling services for homeless youth 13 beds
- **HOUSING RESOURCES INC**
FAMILY SHELTER – Shelter and support services for families with children 24 beds
- **KALAMAZOO GOSPEL MISSION**
MENS DIVISION – Shelter and support services for adult men. 184 beds
WOMENS DIVISION – Shelter and support services for families and children 207 beds
- **KALAMAZOO COMMUNITY MENTAL HEALTH SUBSTANCE ABUSE SERVICES (KCMHSAS)**
OAKLAND HOUSE – Shelter and support services for single adults 16 beds
- **OPEN DOOR NEXT DOOR SHELTERS**
NEXT DOOR SHELTER – Shelter and support services for single adult women 6 beds
OPEN DOOR SHELTER – Shelter and support services for adult single adult men 6 beds
- **YWCA**
DOMESTIC ASSAULT PROGRAM – Shelter and support services for families and children
(victims of domestic violence or sexual assault) 62 beds

TRANSITIONAL HOUSING – 232 units/beds

- **CATHOLIC FAMILY SERVICES** 35 units/beds
Transitional housing with supportive services for young adults (ages 18-24) provided through a combination project and tenant based rental assistance
- **HOUSING RESOURCES INC** 126 units/beds
Transitional housing with support services for single adults and families with children provided through a combination of project and tenant based rental assistance
- **KALAMAZOO PUBLIC HOUSING COMMISSION** 11 units/beds
Transitional housing with supportive services for single adults and families with children provided through tenant based rental assistance
- **KCMHSAS: NEW BEGINNINGS** 22 units/beds
Transitional housing and supportive services for single adults and alcohol/drug addiction
- **YWCA** 38 units/beds
Transitional housing and supportive services for domestic violence and sexual assault victims

PERMANENT SUPPORTIVE HOUSING – 546 units

- **CATHOLIC FAMILY SERVICES** 10 units
ARK COTTAGES: Permanent supportive housing for young adults
- **CARES** 95 units
HOPWA: Housing for Persons with AIDS
- **HOUSING RESOURCES INC** 176 units
Permanent support housing for single adults and families with children

- KALAMAZOO PUBLIC HOUSING COMMISSION 9 units
Permanent support housing for single adults and families with children
- KCMHSAS 243 units
Permanent support housing for single adults and families with children
- YWCA 13 units
Permanent support housing for victims of domestic violence or sexual assault

In addition to the above, Ministry with Community is a drop-in center for people who need assistance, particularly the homeless. This is not an overnight shelter, but provides services to persons needing support in their recovery from homelessness or poverty. The drop-in shelter offers laundry services, showers, haircuts, a place for mail pick up, meals, support for addiction recovery, help searching for birth records and access to social workers.

Special Needs Facilities and Services

Introduction

The following text describes the availability of housing to meet the needs of persons or households with special needs and corresponds to the information provided in the Non-Homeless Special Needs section of the Needs Assessment.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs.

As noted in the Needs Assessment, persons with disabilities and other special needs also are in need of affordable housing, which often needs to also be accessible, with supportive services on-site or with access to supportive services such as health care, counseling, amongst others. The following housing facilities within the City of Portage offer housing options for persons with special needs.

- The Hearthside I & II Apartments is an independent living senior housing development with 160 units: 128 units are rented only to senior citizens at or below 60% of median county income.
- Residential Opportunities, Incorporated (ROI) owns two developments within the city that are rented at affordable rates to low-income persons, with some units occupied by persons with special needs.
 - The first development is comprised of two, four-unit apartment buildings on Schuring Road, which are rented to low-income households at fair market rents with a monthly utility cost credit.
 - The second development is Barrington Woods, a 32-unit apartment development located near Garden Lane and Kingston Street. 12-units rented to persons with disabilities.
- Spring Manor provides 102 units of affordable housing for seniors 55 years old and older whose income does not exceed 60% of the area median income.
- Portage Pines provides 27 subsidized one-bedroom units for senior citizens or disabled persons needing assisted living.
- Gladys Street Apartment provides 10 units of affordable rental housing to persons with disabilities. The City of Portage provided a CDBG Program grant to assist with the predevelopment costs (connection to public water and sewer) related to this complex.
- Adult foster care homes are residential settings that provide 24-hour personal care and supervision for individuals with physical or developmental disabilities, mentally ill, or aged who cannot live alone but do not need continuous nursing care. As of December 2015 there were 16 licensed adult foster care homes in the City of Portage with a total capacity to serve 145 persons with disabilities.
- In addition to adult foster care homes, there were three additional homes for the aged, Brookdale and Bickford Cottage that provide an additional 165 beds for assisted senior living, 93 of which are for memory impairments such as Alzheimer's and dementia. MediLodge is a skilled nursing care facility with a capacity for 120 persons. Brookdale and Bickford Cottage are private pay only facilities, whereas MediLodge accepts Medicaid.

In addition to the above facilities for seniors and persons with disabilities, the following organizations provide housing and/or support services within Kalamazoo County:

Persons with Alcohol/Drug Addictions

The following organizations within Kalamazoo County provide supportive housing for persons with alcohol/drug addictions.

- James Gilmore Jr. Community Healing Center: provides emergency and transitional housing for adult substance abusers.
- Open Door: provides transitional housing for male recovering substance abusers.
- Kalamazoo Gospel Mission: the Family Hope Recovery Program provides mothers with substance abuse transitional housing.

Persons with HIV/AIDS

Community AIDS Resource & Education Services (CARES) of Southwest Michigan operates an office in Kalamazoo and provides transitional and permanent housing to persons with HIV/AIDS through a Housing Opportunities for People with AIDS (HOPWA) grant awarded by HUD. CARES offers rental assistance funds to assist clients with maintaining stable housing. In 2015, CARES assisted four Portage households with rental assistance.

Domestic Violence/Sexual Assault

As noted in the Needs Assessment, the YWCA provides emergency shelter and transitional housing to victims of domestic violence and sexual assault. Over the past two years, an average of 18 shelter clients from Portage received YWCA emergency shelter services and counseling for domestic assault and 1 shelter client from Portage received shelter and counseling services for sexual assault. The YWCA currently provides 38 units of transitional housing, and 4 units are located within the City of Portage.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

Stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. The following summarizes the various discharge policies established in the community.

Mental Health Care. Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has the responsibility for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. As the CoC's provider of public mental health and substance abuse services in Kalamazoo County, as required by state statute, KCMHSAS has a comprehensive discharge and planning policy. An individual written discharge plan is prepared for each client in order to provide continuity of services. One component of the Comprehensive Individualized Discharge Plan is related to housing and shelter. KCMHSAS also operates a Homeless/Housing Resource Center. The local options for housing range from market rate units, subsidized project-based, subsidized specialized supportive housing, single-room

occupancy residences, room and board homes, adult foster care, specialized residential, crisis residential, transitional and emergency shelter.

Health Care. The two regional hospitals serving the CoC have multi-disciplinary teams with comprehensive protocols that consider the need for housing with an individualized discharge plan. KCMHSAS Emergency Mental Health outreach workers also provide on call emergency mental health evaluation and program placement. The CoC provides a single coordinated assessment and referral point of entry for all housing related emergencies in partnership with 2-1-1 to ensure appropriate housing and other community resources eligibility is assessed. Services may include access to emergency, transitional and permanent housing options, case management, landlord liaisons, and emergency financial assistance.

Corrections. The Kalamazoo County Jail (Sheriff's Department), has discharge planning responsibility for those who are at risk of becoming homeless. The Sheriff's Department implemented a discharge policy in 2008 and assistance on housing and other supports to sustain housing is made available at or near discharge, if requested by the inmate. The Chaplin's office works with individuals to identify and coordinate community resources to meet the unique needs of each inmate. Information about housing assistance and other community based services are posted on boards internally within the jail. Inmates are encouraged to take advantage of the information, but the Sheriff cannot force persons to take or use information about housing or other related services.

Foster Care. Providers of CoC funded youth services (Catholic Charities) adhere to the formal foster care policy of the Michigan Department of Human Services which directs the treatment of youth in foster care including discharge. Person centered planning is completed early in the assessment process to assist youth in learning life skills, financial literacy, employment, educational, housing maintenance, health and relationship and other skills that will lead to self-sufficiency. Permanency is central to these plans, including assisting the youth to build a long term relationship with one person who will stay involved with the youth and coordinate individualized support. Youth who are permanent wards may stay in foster care up to age 19 and possibly beyond if the youth is not stable. Youth are discharged to their own apartment, to live with friends or relatives, to live with permanent foster parents, to college dorms and other housing arrangements, as called for in their plan.

In 2012, the CoC developed and adopted a formal CoC Discharge Planning policy statement, and in 2013 the CoC's Systems of Care Team "Discharge Workgroup," including a representatives from Bronson Healthcare, and the Michigan Department of Health & Human Services (foster care discharges) studied local discharge policies. They work to identify issues, gaps, and barriers to a systematic approach to discharge. Additionally, providers of youth services work closely with the resources of the Coordinated Assessment and Referral Agency (Housing Resources Inc.). The CoC assessment/discharge planning process identifies and coordinates individualized supports and services needed to live successfully in the community for any Kalamazoo County citizen with a disability, condition, or problem related to any life transition.

A weekly community housing hour held at the Goodwill Human Services campus provides walk in assistance from multiple providers of housing assistance across the community. The CoC also works with faith-based organizations that reach out to those with a history of criminal sexual conduct,

and with the County Sheriff who is on the Frequent Users Systems Engagement (FUSE) pilot program committee. Individuals frequently note they will stay with family or friends upon discharge; housing options may include placement with family, enrollment in transitional housing programs funded by faith based providers, subsidized housing, project based housing, and room and board facilities.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Portage has provided consistent funding to human service agencies within Kalamazoo County which provide supportive housing and/or supportive services to persons with special needs. For over 20 years, the city has allocated the maximum 15% of the CDBG Program budget to human services, and allocates 0.55% of the city's General Fund revenues to provide grant to human service agencies that provide specialized services to Portage residents in need. In addition, the CDBG Program has periodically provided grants to assist with the predevelopment costs and/or rehabilitation costs of special needs housing. Finally, as noted above, the city has granted several tax abatements/PILOT to assist with the development and redevelopment of special needs, affordable rental housing.

Barriers to Affordable Housing

Each Grantee is asked to describe any negative effects of public policies on affordable housing such as tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits and other policies that affect the return on residential development. The following is a summary of the efforts by the City of Portage to encourage affordable housing options and remove barriers that may impede its development.

Land Use

The City's Comprehensive Plan, which was last updated in 2014 and serves as a policy guide for future development, is not an impediment to affordable housing. The Plan designates 11,599 acres for single family and multi-family residential use and recommends a variety of housing strategies for residential development and redevelopment, including a range of house and lot sizes, creative development options (such as cluster, open space and average lot size developments) for properties with unique features, and mixed use developments. In addition, the Comprehensive Plan acknowledges the importance of neighborhood preservation and providing for affordable housing options.

The Zoning Ordinance permits small minimum lot sizes (7,800 square feet) given the development patterns of the city, and minimum dwelling sizes of 1,040 square feet for single-family dwellings. These minimum lot sizes and minimum dwelling area requirements are not excessive in comparison to surrounding communities and do not preclude the development of affordable housing. In addition, one-family attached, two-family, multiple-family, and mixed-use development options are provided in the Zoning Ordinance, consistent with the Comprehensive Plan, to provide for a range of housing options.

Building Code and Fees

The City of Portage administers the 2015 Michigan Residential Code, which is the building code required for all municipalities in the State of Michigan. Permit fees for construction activities are generated from the estimated valuation of the projects. The permit fee schedule is reviewed annually to ensure the rates are based on the actual cost of review and necessary inspections. The annual review also includes a survey of other Kalamazoo County communities as well as similar-sized Michigan communities. The survey indicates that building fees charged by Portage are in many instances lower.

There are no development or impact fees assessed for construction projects. However, depending on the lot there may be a special assessment fee for sewer and water or other capital improvements that were previously installed and paid for by the city at large. These special assessment fees are intended to recoup the cost incurred by the city to install these public improvements that benefit adjacent property owners.

Property Tax Policies

Residential property is uniformly appraised according to the Michigan State Tax Commission Assessor's Manual. In an effort to provide more housing choices for persons of low and moderate

income in the City, the Portage City Council has offered a tax exemption and Payment in Lieu of Taxes (PILOT) for multiple-family residential apartment developments, which provide affordable rental housing units. Several PILOT's have been granted over the years and continue to be offered. In addition, a 2015 Municipal Tax Rate Survey of 50 selected cities with a population over 20,000, Portage had the 6th lowest millage rate (10.9 mills). This lower municipal millage rate allows overall housing costs to be lower for a similarly valued house in many other municipalities. Finally, the City of Portage offers annual tax exemptions for households living below the poverty level.

Growth Limits

The City of Portage does not have growth limit policies in place. Growth is encouraged in all areas of the city through the availability of public streets, water, sanitary sewer and public transit in selected areas.

Return on Residential Investment

As noted above, the city of Portage encourages a variety of housing types. All properties are provided public street access and more than 90% of the city is serviced by public utilities. The availability of public infrastructure improvements, in conjunction with low municipal millage rates and low development fees, helps to ensure an acceptable rate of return on investment.

Non-Housing Community Development Assets

Introduction

This section of the Consolidated Plan provides an overview of the economic conditions in the City of Portage and the ability of the local work force to satisfy the needs of local businesses. A discussion of the information presented in the tables below follows at the end of this section.

Economic Development Market Analysis

Table 45 - Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	200	382	1	2	0
Arts, Entertainment, Accommodations	1,654	2,527	11	11	0
Construction	555	593	4	3	-1
Education and Health Care Services	2,562	1,881	17	8	-9
Finance, Insurance, and Real Estate	1,154	1,816	8	8	0
Information	175	64	1	0	-1
Manufacturing	3,089	6,923	21	29	9
Other Services	586	702	4	3	-1
Professional, Scientific, Management Services	1,042	1,179	7	5	-2
Public Administration	0	0	0	0	0
Retail Trade	1,656	4,201	11	18	7
Transportation and Warehousing	313	283	2	1	-1
Wholesale Trade	911	1,480	6	6	0
Total	13,897	22,031	--	--	--

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

Table 46- Labor Force

Total Population in the Civilian Labor Force	25,039
Civilian Employed Population 16 years and over	22,535
Unemployment Rate	10.00
Unemployment Rate for Ages 16-24	36.40
Unemployment Rate for Ages 25-65	6.93

Data Source: 2007-2011 ACS

Table 47– Occupations by Sector

Occupations	Number of People
Management, business and financial	6,264
Farming, fisheries and forestry occupations	768
Service	1,718
Sales and office	6,237
Construction, extraction, maintenance and repair	1,368
Production, transportation and material moving	1,320

Data Source: 2007-2011 ACS

Table 48- Travel Time

Travel Time	Number	Percentage
< 30 Minutes	17,671	82%
30-59 Minutes	3,000	14%
60 or More Minutes	775	4%
Total	21,446	100%

Data Source: 2007-2011 ACS

Education:**Table 49- Educational Attainment by Employment Status (Population 16 and Older)**

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	362	186	225
High school graduate (includes equivalency)	3,080	522	1,159
Some college or Associate's degree	6,644	646	1,385
Bachelor's degree or higher	8,375	328	1,308

Data Source: 2007-2011 ACS

Table 50- Educational Attainment by Age

	Age				
	18–24 yrs.	25–34 yrs.	35–44 yrs.	45–65 yrs.	65+ yrs.
Less than 9th grade	18	38	15	52	171
9th to 12th grade, no diploma	351	176	197	295	462
High school graduate, GED, or alternative	1,101	1,050	1,145	2,566	2,251
Some college, no degree	1,724	1,527	1,604	2,904	1,329
Associate's degree	295	764	552	1,346	200
Bachelor's degree	612	1,993	1,857	2,741	1,054
Graduate or professional degree	51	594	998	1,850	817

Data Source: 2007-2011 ACS

Table 51– Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,092
High school graduate (includes equivalency)	26,873
Some college or Associate's degree	34,075
Bachelor's degree	47,861
Graduate or professional degree	71,482

Data Source: 2007-2011 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The top five business sector categories include Manufacturing (6,923); Retail Trade (4,201); Arts, Entertainment, Accommodations (2,527); Education and Health Care Services (1,881) and Finance, Insurance and Real Estate (1,816).

Describe the workforce and infrastructure needs of the business community:

As shown in Table 45, the total number of jobs available in the City of Portage based on the business sector categories provided is 22,031, while there were 13,987 Portage residents to staff these jobs. As a result, the City of Portage is a net importer of jobs, meaning that people outside the city commute into Portage to work.

Table 46 indicates there were 25,039 residents in the civilian labor force and 22,535 residents 16 years of age and older that were employed based on the 2007-2011 ACS data. Although the unemployment rate listed in Table 46 indicates 10%, the 2014 annual unemployment rate for the City of Portage was 5.1% as reported by the Michigan Department of Technology, Management and Budget. Table 47 shows the top six occupation categories for Portage's civilian labor force. The top two categories are: 1) Management, Business and Financial, and 2) Sales and Office. These professional jobs correlate to the high number of college educated residents (nearly 40% of the total population) who live in the city as shown in Tables 49 and 50 and higher median earnings as shown in Table 51.

Table 48 shows the workforce travel time. As indicated, 82% of the workforce had a commute time of less than 30 minutes, which suggests people are living closer to where they work. The mean travel time was 19.1 minutes as also reported in the 2007-2011 ACS.

The local government provides important infrastructure improvements that are critical for business success such as well-maintained public roads, water for domestic and fire protection needs, sanitary sewer service, public safety (police and fire response) and quality of life amenities such as recreational and cultural opportunities for business owners and employees. The City of Portage annually reviews/adopts a 10-year Capital Improvement Program that identifies important community infrastructure needs as well as the financing necessary to implement these improvements.

Low municipal tax rate and utility rates (water and sanitary sewer) are also important for business investment. The City of Portage tax rate has maintained stable (10-11 mills) for over 30 years. The city also continues to maintain low utility rates. Low tax and utility rates can help offset increasing costs of doing business and promote job growth in the community.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The Portage economy remains confident and continues to show signs of positive growth. In Fiscal Year (FY) 2009-2010, immediately following a period of significant economic decline, only \$18.1 million in new construction value occurred in the City of Portage. In comparison, FY 2010-2011 through the first part of FY 2015-16 have demonstrated a significant increase and affirmative growth in development activity. New construction value peaked in FY 2014-15 with a value of \$80.5 million, and for the first half of FY 2015-16, new construction value has already been recorded at \$43.4 million. Residential, commercial and industrial development have all increased since 2009 and continued growth is expected during the next five year period. Ongoing and anticipated projects planned within the local industrial sector are anticipated to spur further growth and likely result in an increase in local administrative and manufacturing jobs over the next five-year period. Planning for the construction of a third, 105,000 square foot, five-story, class A office building within the Trade Center development project is underway. Residential projects that are underway or in the planning stage include Copperleaf, Oakland Hills, Whisper Rock and Pinefield. No workforce development is needed to support these projects and public infrastructure is already in place that ensure “shovel ready” development sites.

Although not located in the City of Portage, other new area development projects can impact the local economy over the next five year period such as Western Michigan University’s new Home Stryker M.D. School of Medicine and Kalamazoo Valley Community College’s \$42 million dollar Healthy Living Campus both located in downtown Kalamazoo.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

As shown in Table 47, the top two occupation categories for the Portage civilian labor force are Management, Business and Financial, and Sales and Office. These professional jobs correlate to the high number of college educated residents (nearly 40% of the total population) who live in the city. Also, over 95% of the Portage population is a high school graduate or higher level of education resulting in a highly skilled workforce to help meet the demands of the local businesses.

The W.E. Upjohn Institute for Employment Research reported in the 4th quarter of 2015 that the majority of job postings from employers during the past 12 month period required at least a bachelor’s degree. Jobs requiring a high school education numbered just over one-half as many jobs as those requiring a bachelor’s degree. This trend bodes well for Portage’s highly educated workforce.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

There are several workforce training opportunities within Kalamazoo County and sponsored by different organizations and/or entities. These include:

- Career Academies and Certificate Programs offered at the Kalamazoo Valley Community College.
- Education for Employment programs that offer career and technical education through the regional educational service agencies to 10th-12th grade students.
- Local Intermediate School District that partners and assists a local school district in providing programs and services.
- Michigan Works! that connects people who need jobs with companies who need to fill jobs.

Also, and related to the Michigan Works! program, the Employment Management Services Division of the Upjohn Institute manages employment and training services for several southwestern Michigan counties including Kalamazoo. Government-funded programs include:

- Welfare-to-Work
- School-to-Work
- Public Employment Service
- Workforce Investment Act
- Michigan Prisoner Re-entry Initiative

The programs listed above are intended to assist unemployed, under-employed or disadvantaged workers meaningful financially sustainable employment that will reduce homelessness and/or housing cost burdens.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

A Comprehensive Economic Development Strategy Plan was last completed in September 2014 and included a five county area, including Kalamazoo County.

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Five goals and corresponding objectives were identified in the Southcentral CEDS based on qualitative and quantitative analysis. The five goals include 1) developing a skilled workforce; 2) Making downtowns an attractive place to live, work and play; 3) consolidate/streamline/share government services; 4) improve infrastructure in the region; and 5) Promote brownfield redevelopment. Although the CEDS plan does not include any specific projects located in the City

of Portage, the city will collaborate with other economic development organizations and local units regarding workforce development, consolidating/sharing government services and improving infrastructure in the region. The City of Portage does have an active Brownfield Redevelopment program and has collaborated in the past with the Kalamazoo County Brownfield Redevelopment Authority.

Additionally, the City of Portage updated the Comprehensive Plan for the community in 2014, which includes an economic development section that promotes growth and development. A strong economic base is viewed as vital to the continued ability of the City of Portage to meet future growth and development challenges. Although the state, regional and local economies are still rebounding from the 2008 economic downturn, the City of Portage has made significant progress to balance and diversify the local economy through continued infrastructure improvements, maintaining low tax and utility rates, offering incentives to eligible businesses, among others. A balanced and diverse economy is essential to maintain community stability and provides the economic foundation from which essential public services can be financed that are necessary existing and future businesses

Discussion

Through the continued investment in public infrastructure improvements, public services and quality of life amenities such as recreational and cultural opportunities, and collaboration with other local governmental units and area economic development agencies, the city of Portage has maintained a very strong and balanced local economy. A strong economy helps support (re)investment by the business sector which then creates job opportunities. As the data shows, the city has a large and diversified employment base and an educated workforce to support business development.

Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Although the location of substandard housing units in the city was not included in the HUD CHAS data, the 2010-2014 ACS data provides locational information by census tract on housing units that lack complete plumbing or kitchen facilities, cost burden and overcrowding by census tract (refer to Map 1 for census tract locations). Unlike the data presented in the Housing Needs Assessment that included only low-moderate income households, the data below includes all housing units regardless of income level. Similar to disproportionate need defined in the Needs Assessment, "concentration" is defined as housing units within a census tract that are more than 10 percentage points higher than the total housing units in the city overall.

A review of data reveals there are a limited number housing units in the city that lack complete plumbing or kitchen facilities. For all of the housing units in the city, only 0.7% lacks complete kitchen facilities and no housing units lacked complete plumbing facilities. When evaluated by census tract, there are only four census tracts with housing units that lack complete plumbing facilities (no housing units lacked complete kitchen facilities): 19.05 (0.3%), 20.03 (2.4%), 20.05 (2.1%) and 21.02 (2.4%). Based on the total number units in each census tract compared to the number of units that lack complete plumbing facilities, there is not a concentration of this type of housing problem.

With regard to overcrowding, city-wide data indicate that 1.4% of rental units are overcrowded and 0.7% of owner units are overcrowded. As shown in Table 52 below, there are six census tracts that have a minor amount of overcrowding and one census tract, census tract 35.00, which has a more concentrated amount of overcrowding at 11.5% of the total.

Table 52: Overcrowding

Census Tract	Occupied Rental Units		Owner-Occupied Units	
	Total Units	% Overcrowded	Total Units	% Overcrowded
19.05	1,052	0%	1,214	0%
19.06	1,327	0%	823	1.8%
19.07	829	1.2%	1,011	0%
20.02	631	3.6%	972	0.6%
20.03	807	0%	1,447	0%
20.04	276	6.2%	1,355	2.6%
20.05	488	0%	1,086	0%
21.01	390	0%	2,708	0%
21.02	111	0%	1,026	1.6%
35.00	303	11.5%	1,437	0%

Source: 2011-2014 ACS

With regard to cost burden (30% or more of income spent on housing costs), for all housing units, 50.9% of renters and 22.4% of owners have a housing cost burden. Table 53 below shows the

total number of occupied housing units paying rent per census tract and the percentage of units that are cost burdened. Consistent with the previous discussion on cost burdened households, renters have a higher cost burden than owners. The percentage of renters that are cost burdened ranges from 39.3% (census tract 20.03) to 73.8% (census tract 21.02) with five census tracts having a concentration (10 percentage points higher) of cost burden housing unit: 19.05, 19.07, 21.02 and 35.00.

Table 53: Cost Burdened Housing Units

Census Tract	Occupied Rental Units		Owner-Occupied Units	
	Total Units	% Cost Burdened	Total Units	% Cost Burdened
19.05	974	65%	1,159	18.9%
19.06	1,299	41.2%	823	14.6%
19.07	811	61.1%	1,011	22.5%
20.02	623	53.1%	955	17.6%
20.03	793	39.3%	1,447	22%
20.04	267	42%	1,355	22.2%
20.05	464	49.7%	1,086	10.3%
21.01	320	39.7%	2,650	26%
21.02	84	73.8%	1,018	30.5%
35.00	272	62.5%	1,421	30.4%

Source: 2011-2014 ACS

The percentage of owners per census tract that are cost burdened ranges from 14.6% (census tract 19.06) to 30.5% (census tract 21.02), significantly less than renters. Two of the three census tracts with the highest percentage of cost burdened owners (21.01 and 21.02) are located in the southeast section of the city and the third census tract, 35.00, is located in the northcentral area. Overall, there is not a significant problem with substandard housing. In comparison to the city at large, census tract 35.00 had a concentration of overcrowding and cost burden. For renters, census tracts 19.05, 19.07, 21.02 also had a concentration of housing cost burden.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

As shown in Table 24, racial or ethnic groups are generally distributed throughout the community. The following census tracts have a higher percentage of Black/African residents in comparison to the community overall: 19.05, 19.06, 19.07, 20.03, 20.05, and 35.00. In addition, the following census tracts have a higher percentage of Asian residents in comparison to the community overall: 19.06, 20.03, and 20.04.

The census tracts/block groups with lower-income households are shown on Map 1. These areas are the "upper quartile" neighborhoods and are primarily located in the northcentral area of the city with two smaller areas located near the northeast and northwest boundary of the city. Comparing the area racial and income distribution, there is generally a higher concentration of lower income households and Black/African American and Asians in census tracts 19.05, 19.06, 20.03 and 35.00.

What are the characteristics of the market in these areas/neighborhoods?

Residential uses within census tract 19.05 account for only a small portion of this area. This census tract is predominately industrial with large campuses for the Pfizer and Stryker Corporations, in addition to many smaller industrial facilities. There are supportive commercial uses/services within this census tract. Census tracts 19.06 and 35.00 consist of a mixture of residential and supportive commercial uses with a lesser amount of industrial uses. Finally, census tract 20.03 is predominately residential with a limited amount of supportive commercial uses.

Are there any community assets in these areas/neighborhoods?

Community assets in all of these areas include recreational parks, schools, access to public transit, access to employment opportunities and supportive commercial uses.

Are there other strategic opportunities in any of these areas?

Given the limited annual grant amount, the Consolidated Plan places primary emphasis on improving the condition of housing stock, increasing homeownership and revitalizing low and moderate income neighborhoods through blight elimination. As funding may become available, capital improvements such as installation of sidewalks or neighborhood park improvements will be programmed. Consideration of targeted CDBG Program funds, Capital Improvement Program projects and other funds within areas with greater needs may be appropriate.

Strategic Plan

Overview

Strategic Plan Overview

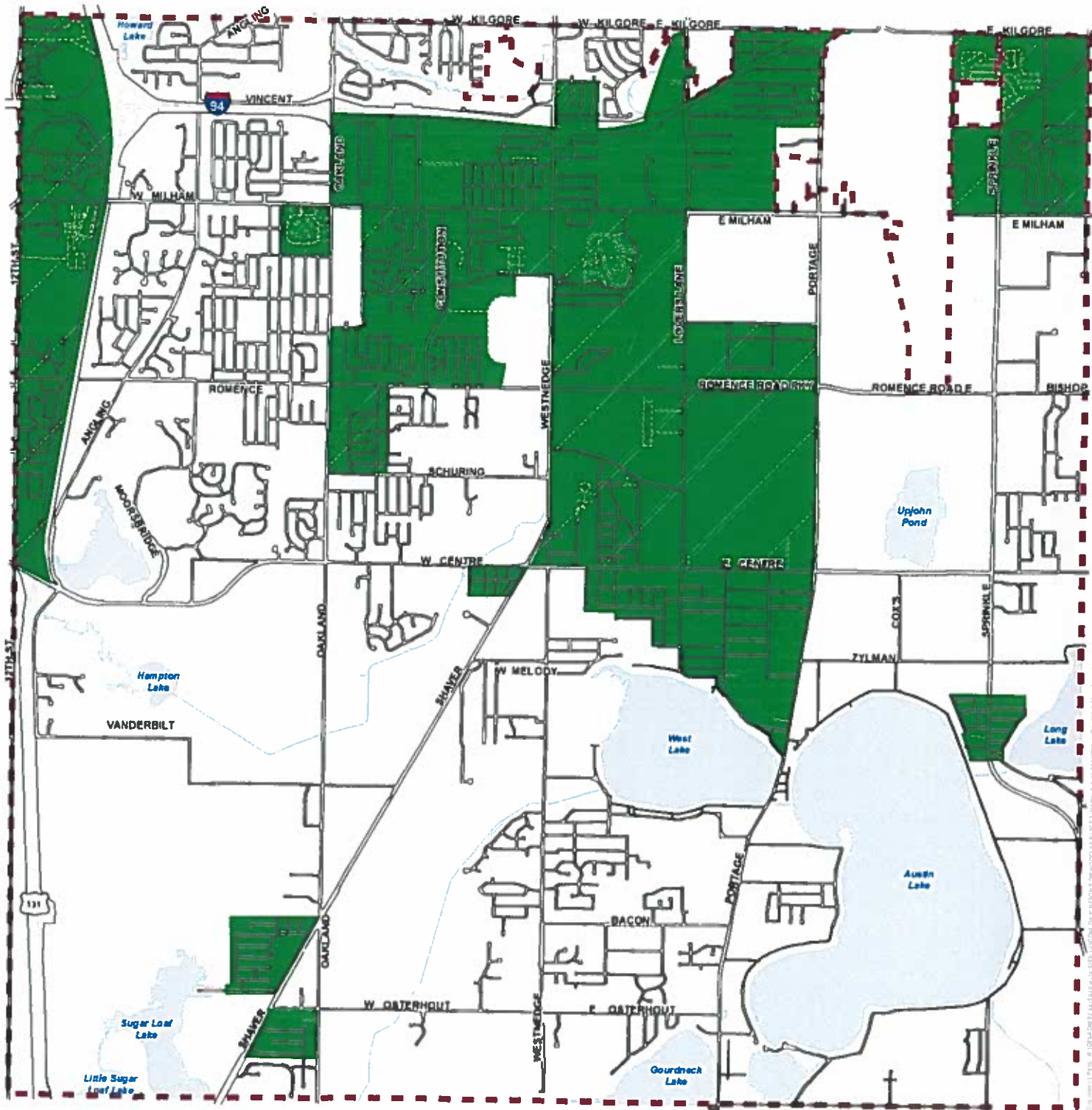
The strategic five year plan identifies priority needs, goals and strategies to address identified needs, and resources anticipated to be available to the community over the next five year period. Importantly, the Strategic Plan will ensure the city meets the national objectives of the CDBG Program, which is to principally benefit the needs of low income residents by: 1) providing decent housing, 2) creating suitable living environments, and 3) expanding economic opportunities.

Geographic Area, General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction

The City of Portage does not have specified "Neighborhood Strategy Areas" for the use of CDBG Program funds. However, the city does target certain funding and coordinates efforts to improve neighborhoods that have a higher percentage of low-moderate income households. These Low-Moderate Income Neighborhoods are identified on Map #1 (page 13) provided in the Needs Assessment chapter of the plan. In addition, for home buyer assistance offered through the city's CDBG Program, specified neighborhoods have been selected to encourage increased home ownership and offer a broader range of choice to homebuyers. These neighborhoods include current and prior "upper quartile" low-moderate income neighborhoods as well as additional neighborhoods within south Portage that offer affordable housing options for program participants. These neighborhoods are shown on Map #2, Home Buyer Assistance Program Eligible Neighborhoods.

Home Buyer Assistance Program Eligible Neighborhoods



Homes located in shaded areas are eligible for the Downpayment Assistance Program.



Homes located within Portage City limits are eligible for all other CDBG Housing Programs. Manufactured homes located in Manufactured Home Communities eligible for Emergency Repair Grant Program only.



0 2 000 4 000 8 000 Feet

Priority Needs -

Table 54 – Priority Needs Summary

1	Priority Need Name	Affordable Rental Housing
	Priority Level	High
	Population	Extremely Low, Low Income Large Families Families with Children Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	Affordable Rental Housing
	Description	Affordable Rental Housing has been identified as a priority need of low-moderate income households within the City of Portage. The following efforts to assist with increasing the availability of affordable and decent renter-occupied housing for low-income and special needs populations are appropriate. • <u>Increase the availability of affordable rental housing:</u> As General Fund resources permit, partner with developers by providing tax abatements/Payment In Lieu of Taxes (PILOTs) concurrent with federal and state financing to facilitate the availability and/or preservation of affordable rental housing developments. • <u>Increase the availability of affordable rental housing:</u> As CDBG Program resources permit, partner with non-profit housing developers to provide funds to assist with the provision of affordable rental housing. • <u>Increase the availability of affordable rental housing:</u> As General Fund and/or CDBG Program resources permit, provide funding to support public service agencies that provide Tenant Based Rental Assistance to low-income and special needs households within the City of Portage. • <u>Improve the condition of affordable rental housing:</u> As resources permit, provide General Fund resources via PILOTs and/or CDBG Program funding to facilitate the rehabilitation of affordable rental housing.
	Basis for Relative Priority	As noted in the Needs Assessment and Market Analysis, there are 2,450 renter households with a housing cost burden and 1,055 renter households with a severe housing cost burden that need rental housing assistance and/or an increased supply of affordable rental housing. Affordable rental housing is identified as a high priority need based on the findings of the data analysis and because funding will be allocated by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.

2	Priority Need Name	Affordable Owner Housing
	Priority Level	High
	Population	Extremely Low, Low Income Large Families Families with Children Elderly
	Geographic Areas Affected	City-wide
	Associated Goals	Affordable Owner Housing
	Description	Affordable Owner Housing has been identified as a priority need of low-moderate income households within the City of Portage. The following efforts to assist with increasing the availability of affordable and decent owner-occupied housing for low-income populations are appropriate. • <u>Increase the availability of affordable owner-occupied housing:</u> Provide home buyer assistance programs funded via the CDBG Program to low-income households within specified Portage neighborhoods to increase home ownership rates and the availability of affordable housing. • <u>Improve the condition of affordable owner-occupied housing:</u> Provide housing rehabilitation and emergency repair programs for homeowners throughout the community funded via the CDBG Program.
	Basis for Relative Priority	As noted in the Needs Assessment and Market Analysis, there are 1,735 owner households with a housing cost burden and 565 owner households with a severe housing cost burden that need affordable housing. In addition, as the housing stock within the community continues to age, investments in housing maintenance will be necessary and low-income home owners will need assistance in maintaining housing in accordance with housing quality standards. Affordable owner housing is identified as a high priority need based on the findings of the data analysis and because funding will be provided by the city via federal funds during the five-year Strategic Plan period.
3	Priority Need Name	Neighborhood Improvement
	Priority Level	High
	Population	Extremely Low, Low Income Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development
	Geographic Areas Affected	Low-Moderate Income Neighborhoods
	Associated Goals	Neighborhood Improvement
	Description	Neighborhood Improvement is a priority need within the community to ensure a suitable living environment. Efforts to improve the quality of life within neighborhoods, such as preventing blight and/or eliminating blight, especially within low-moderate income neighborhoods supplements efforts to increase the availability of affordable and decent renter and owner occupied housing.

	Basis for Relative Priority	Historially, code administration and enforcement efforts to aid in the prevention and elimination of blight have occurred within low-moderate income neighborhoods at a higher occurrence in comparison to the city overall. Neighborhood Improvement efforts in low-moderate income neighborhoods is an ongoing need within the community to ensure the housing stock and quality of life is maintained. Neighborhood Improvement is identified as a high priority need based on the findings of the data analysis and because the need will be funded by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.
4	Priority Need Name	Public Services
	Priority Level	High
	Population	Extremely Low, Low Income Large Families Families with Children Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	Public Services
	Description	Public services that provide support to low-moderate income households is a priority need within the community. In particular, public services that focus on homelessness prevention and rapid re-housing, anti-poverty programs and assistance to persons with special needs are appropriate.

	Basis for Relative Priority	As indicated in the Needs Assessment, there has been an increase in the incidence of homelessness and many extremely low-income households are at risk of becoming homeless. Anti-poverty programs that increase education and employment opportunities amongst low-income households will assist with stabilizing those at risk of becoming homeless. In addition, public services to support persons with special needs and disabilities are necessary for those who may have limited employment options. Public services are identified as a high priority need based on the findings of the data analysis and because the need will be funded by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.
5	Priority Need Name	Non-Housing Community Development
	Priority Level	Low
	Population	Extremely Low, Low Income Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development
	Geographic Areas Affected	Low-moderate Income Neighborhoods
	Associated Goals	Non-Housing Community Development
	Description	Non-housing Community Development activities include small scale capital improvement projects within low-moderate income neighborhoods. Such activities may include sidewalk improvements, neighborhood park improvements and other capital projects intended to supplement CDBG Program funded housing and neighborhood improvement efforts.
	Basis for Relative Priority	Non-housing Community Development activities have been identified as a low priority need due to the limited amount of funding available through the CDBG Program to fund capital improvement projects. However, in the event that a small-scale capital project can be implemented to supplement other efforts within a certain geographic area, CDBG Program funds may be used for such activities, as determined appropriate.

Influence of Market Conditions –

Table 55 – Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	As indicated in the Needs Assessment and Market Analysis, low income renter households have a significant cost burden which is a priority need within the community. Due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, while rental assistance is a priority need, CDBG Program funds will not be utilized, except to the extent that they may support a public service agency that administers a TBRA program.
TBRA for Non-Homeless Special Needs	As indicated in the Needs Assessment and Market Analysis, low-income special needs renter households have a significant cost burden which is a priority need within the community. As noted above, due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funds will not be utilized for rental assistance, except to the extent that they may support a public service agency that administers a TBRA program for special needs households.
New Unit Production	As indicated in the Needs Assessment and Market Analysis, low income households have a significant cost burden which is a priority need within the community. In addition, there is a gap in the supply of affordable housing available. However, due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funds will not be utilized for new unit production.
Rehabilitation	As indicated in the Needs Assessment and Market Analysis, efforts to assist with increasing the availability of affordable and decent housing for low-income populations are appropriate. As the community's housing stock ages, the need for ensuring reinvestment in rental and owner occupied housing is evident. CDBG Program funds will be provided for rehabilitation of owner-occupied housing, and to the extent that resources are available, federal and local funding will be provided to facilitate the rehabilitation of affordable rental housing.
Acquisition, including preservation	As indicated in the Needs Assessment and Market Analysis, low income households have a significant cost burden which is a priority need within the community. In addition, there is a gap in the supply of affordable housing available. However, due to the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funding will not be utilized for the acquisition of land and/or housing developments, including preservation.

Anticipated Resources -

Introduction

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan.

Table 56 - Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$229,877	\$50,000	\$100,000	\$379,877	\$1,080,000	CDBG Program funds will be used to address priority needs identified in the Strategic Plan.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG Program funds directly available to the City of Portage, additional funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately \$1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately \$275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents. As of November 2015, the Kalamazoo County Public Housing Commission will also generate an additional \$800,000 annually for temporary housing assistance, funding for which was garnered through a six-year county-wide millage.

Finally, direct recipients and subrecipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community.

While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Portage generally does not intend to use publically owned land to address priority needs identified in the plan. As noted above, Non-Housing Community Development needs are primarily addressed through the city's Capital Improvement Program. However, there may be some limited use of CDBG Program funds for small-scale capital improvement projects such as sidewalk repairs and/or neighborhood park improvements within low-moderate income neighborhoods. In such cases, city owned public street right-of-way and parkland may be utilized concurrent with a CDBG Program funded activity.

Discussion

The anticipated resources noted above and efforts to leverage other private and public funding are estimated. The success of the Strategic Plan and annual action plan accomplishments are largely dependent on actual funding received and available to the community.

Institutional Delivery Structure –

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Table 57 - Institutional Delivery Structure

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Portage	Government	Homelessness Non-homeless special needs Ownership Planning Rental Neighborhood improvements Public services	Jurisdiction
Kalamazoo LISC Affordable Housing Partnership	Regional organization	Homelessness Planning	Region
Michigan State Housing Development Authority	PHA	Public Housing	Jurisdiction

Assess of Strengths and Gaps in the Institutional Delivery System

The City of Portage Department of Community Development is the lead agency in planning for the use of CDBG Program funds and implementing programs funded by the CDBG Program. The Department of Community Development directly carries out housing assistance programs including owner-occupied housing rehabilitation and emergency repair, down payment assistance, and neighborhood improvement programs including code administration and enforcement and small-scale capital improvements within low-moderate income neighborhoods. In addition, Community Development oversees the provision of public services and fair housing education and enforcement via local subrecipients (i.e. community based non-profit agencies). In this regard, city staff serves on the advisory board of the Fair Housing Center of Southwest Michigan, and routinely communicates with public service subrecipients funded through both the CDBG Program and General Fund. The Department of Community Development also actively participates in the Kalamazoo County Continuum of Care and assists in the regional planning efforts (including funding allocation recommendations) to address homelessness and permanent supportive housing needs within the community.

As a small CDBG entitlement grantee, the ability to plan and deliver services through a single city department provides efficiencies and benefits. However, the administration and planning requirements of the CDBG Program are significant and city staff resources to comprehensively and routinely coordinate with other units of governments, regional planning organizations and local non-profit agencies can be challenging. The City of Portage will continue to work closely via the Kalamazoo County Continuum of Care and local non-profit agencies that serve as primary access points or portals to housing and non-housing program assistance within the community.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Table 58 - Homeless Prevention Services Summary

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	X
Mortgage Assistance	X		
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	X
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	
Transportation	X	X	
Other			

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

As noted in the Needs Assessment, homelessness has increased in recent years, there is a prevalence HIV within the City of Portage and Kalamazoo County, and connecting persons experiencing these life challenges with housing, health care and employment services is a priority need.

The Kalamazoo LISC Affordable Housing Partnership serves as the HUD-required Kalamazoo County Continuum of Care (CoC), which has developed a comprehensive and integrated approach to end homelessness and insure permanent housing for low-income people.

The CoC structure is comprised of three teams or committees:

- Allocations and Accountability Team (A Team)
- HMIS Data User Group (Data Team)
- Systems of Care (SOC) Committee

The SOC serves as the CoC interagency team to identify and eradicate barriers that prevent or limit access to housing and services in the community, and:

- Identifies interagency collaboration, individualized strength-based case management, cultural competence, community-based services, child, youth, and family involvement, and accountability as guiding principles of Systems of Care.
- Establishes a culture that values mutual respect and meaningful partnerships between professionals and households served.
- SOC members serve as "Navigators" and first point of contact for their respective agencies for resolving systems induced barriers between service providers.
- Assures a comprehensive community wide service and housing system through active participation in the community's Coordinated Assessment and Referral process through the Housing Assessment and Resource Agency (HARA).
- Establishes workgroups as needed to address the systems of care needs/barriers of homeless individuals and households.
- Promotes the adoption of evidence-based and promising program practices in support of a Housing First philosophy of care.
- Reviews and updates the CoC Navigator Memorandum of Understanding (MOU) annually.
- Prioritizes Continuous Quality Improvement (CQI) in service delivery.
- Educates and informs the SOC membership on national and community best practice, current research, and changes in state and national policy.
- Works in partnership with the HMIS Data User Group, and the Allocations & Accountability Committees as needed and required to accomplish CoC wide planning process.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The City of Portage formally endorsed the Kalamazoo County Ten Year Plan to End Homelessness, and actively participates in the CoC's plan implementation efforts. The goal of the plan is to reduce dependence on a shelter-based strategy in favor of an approach that will prevent homelessness through a broad based community-wide system that supports the promotion and establishment of safe, affordable and permanent housing. The strategies of this plan include:

- **Prevention** - Taking a proactive approach to keeping people housed; educating the community; advocating on related issues;
- **Rapid Re-Housing** - Getting homeless people into permanent housing as quickly as possible; creating new, affordable housing options;
- **System Change** - Ensuring people have access to supportive services to maintain housing stability; improving system effectiveness;
- **Building Community Capacity** - Coordinating local, state, and national resources in the community; improving agency capacity to serve; and tracking progress.

The creation of the Coordinated Assessment and Referral process through the Housing Assessment and Resource Agency (HARA) has strengthened the service delivery system. The CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. In particular, housing referrals are accepted directly from shelters, street outreach, drop-in centers, and other parts of crisis response system. Individuals and families may be referred for assessment via any emergency shelter facility, Community Housing Hour, 2-1-1 contacts, courts, hospitals, outreach locations and by directly contacting a provider agency. Assessments are completed for anyone homelessness or at risk of homelessness to determine the best housing and services intervention for individuals and families. Assessment includes the identification, evaluation, and scoring of individual client needs using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and SPDAT to determine service needs and refer to appropriate support services. A list of clients/scores is generated weekly to review of status and referred to housing services and supports. No one is denied services and remain on the prioritization list until their housing crisis is resolved.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

As noted above, the CoC structure supports a partnership between the Systems of Care Committee, the HMIS Data User Group, and the Allocations & Accountability Team to improve data collection, performance measurement and implementation strategies. The CoC also supports a culture of continuous quality improvement to identify gaps and strengthen the institutional structure and delivery of services to the community.

Goals Summary –

Goals Summary Information

Table 59 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Rental Housing	2016	2020	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: \$25,000	Rental units rehabilitated: 5 Household Housing Unit
2	Affordable Owner Housing	2016	2020	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$1,000,000	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 60 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
3	Neighborhood Improvement	2016	2020	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit
4	Public Services	2016	2020	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$150,000	Public service activities other than Low/Moderate Income Housing Benefit: 20,000 Persons Assisted
5	Non-Housing Community Development	2016	2020	Non-Housing Community Development	City-wide	Non-Housing Community Development	CDBG: \$50,000	Other: 1 Other

Table 60 - Goal Descriptions

1	Goal Name	Affordable Rental Housing
	Goal Description	<u>Affordable Rental Housing:</u> • Partner with non-profit housing developers with the pre-development or rehabilitation housing to increase the supply of decent, affordable rental housing. • Partner with housing developers by providing tax abatements (Payments In Lieu of Taxes) in conjunction with federal and state financing to increase or preserve the supply of affordable rental housing. Funding provided, as resources permit, through the City of Portage General Fund.
2	Goal Name	Affordable Owner Housing
	Goal Description	<u>Affordable Owner Housing:</u> • Provide emergency repair grants to low-income home owners. • Provide housing rehabilitation loans to low-income home owners. • Assist low-income households with home buyer assistance to purchase homes in specified Portage neighborhoods, funded by the CDBG Program, and state resources as available. • Partner with non-profit developers to provide pre-development or rehabilitation assistance to provide affordable owner-occupied housing.
3	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement includes code administration and enforcement efforts within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
4	Goal Name	Public Services
	Goal Description	Public Services to low-income households provided through local public services providers, funded through the CDBG Program and the City of Portage General Fund on an annual basis: • Homelessness prevention and rapid rehousing (including emergency shelter); • Emergency financial and food assistance; • Supportive services for special needs populations; and • Non-housing anti-poverty services/programs.
5	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development activities to include small-scale capital improvement projects such as sidewalk repair and/or neighborhood park improvements within low-moderate income neighborhoods. Non-Housing Community Development activities provide an area-wide benefit, compared to a direct person or housing unit benefit.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

It is estimated that 85 low-income households will be assisted with affordable housing during the five year plan period.

Public Housing Accessibility and Involvement –

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

As indicated in the Needs Assessment, the City of Portage does not have a Public Housing Authority (PHA) and has no public housing units. Furthermore, Kalamazoo County does not have a PHA and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, however, Kalamazoo County did create a Public Housing Commission (PHC) that provides tenant based rental assistance within Kalamazoo County, which is in addition to rental assistance provided within Kalamazoo County via MSHDA.

Based on data provided in the Needs Assessment, there are approximately 1,057 project-based and housing choice vouchers utilized in Kalamazoo County, and as of December 2015, 78 vouchers were utilized in Portage. Furthermore, it is estimated that 35% of public housing residents have a disability and are in need of accessible housing units. Of the approximate 5,400 rental housing units in larger apartment complexes, 68 units are fully accessible (and about 500 units are wheelchair accessible). Based on this data, while there may be an adequate supply of accessible units for public housing residents within the City of Portage, the Non-Homeless Special Needs Assessment indicates a growing need for accessible housing for persons with disabilities, whether they are public housing residents or not.

Activities to Increase Resident Involvements

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. Notices of public hearings relevant to the CDBG Program will also be routinely provided to these entities, as well as the Kalamazoo LISC Affordable Housing Partnership.

Is the public housing agency designated as troubled under 24 CFR part 902?

Not applicable.

Plan to remove the ‘troubled’ designation

MSHDA is the PHA for the City of Portage and Kalamazoo County and does not have a troubled PHA designation.

Barriers to affordable housing –

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The following strategies will be undertaken during the plan period to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Homelessness Strategy –

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As noted previously, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community. Portage Police Officers and Park Rangers also assist the CoC with the annual Point-in-Time Survey, documenting unsheltered persons within the City of Portage. The city also works closely with other public service agencies that serve as portals to services, such as the Gryphon Place and the 2-1-1 service, the Portage Community Center and Housing Resources, Inc. which serves as the community's HARA. In addition, the City of Portage has developed and distributes educational information and referral tools for service providers or community members that come into contact with homeless and/or special needs persons. Finally, the city developed a "Quick Reference Help Guide" that is provided directly to homeless persons encountered within the community.

Addressing the emergency and transitional housing needs of homeless persons

The City of Portage has endorsed the CoC Ten Year Plan to End Homelessness, and the key strategies of this plan, which are:

- **Prevention** - Taking a proactive approach to keeping people housed; educating the community; advocating on related issues;
- **Rapid Re-Housing** - Getting homeless people into permanent housing as quickly as possible; creating new, affordable housing options;
- **System Change** - Ensuring people have access to supportive services to maintain housing stability; improving system effectiveness;
- **Building Community Capacity** - Coordinating local, state, and national resources in the community; improving agency capacity to serve; and tracking progress.

As noted above, prevention and rapid re-housing will be the focus in addressing the needs of homelessness, and these strategies should be prioritized in comparison to expanding the emergency shelter system and transitional housing services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The CoC has developed strategies to improve the outcomes of assistance provided to homeless persons and in addition to homelessness prevention, focuses on efforts to rapidly re-house

homeless individuals and families. Based on data included in the 2015 HUD Supportive Housing Grant application, the CoC's length of stay for Emergency Shelters has been reduced to 28 days and to 89 days for all housing types (including transitional housing). The Housing Choice Voucher (HCV) system includes a homeless preference list and the CoC works with the local shelters to insure that the homeless are entered on the list. The CoC works closely with MSHDA HCV agents to know when/where turnover is occurring and help to locate persons and identify housing options. In addition to the HMIS system, the Vulnerability-Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT) identifies households with the longest lengths of time homeless. The coordinated assessment agency (Housing Resources, Inc.) is implementing a Community Housing Matching & Planning process (January 2016) to match households with available resources. This process, which is available to Portage residents assigns individuals and families to a case manager, prioritizes those households that are most vulnerable, and matches them to available housing and subsidies and provides them with case management services that match their level of need.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

As noted above, and in the Needs Assessment, the CoC has prioritized homelessness prevention efforts over building capacity for emergency shelter. In addition, the CoC has developed a Discharge Planning policy and relies on programs to incorporate federal, state and locally mandated policies and protocols that ensure persons are not routinely discharged into homelessness from institutions or systems of care. The coordinated access and assessment process identifies and coordinates individualized support needed for individuals and families with challenges related to any life transition. Risk factors for experiencing first time homeless are identified primarily through Housing Resources, Inc. (coordinated assessment agency) programs such as Eviction Diversion and Family Stabilization for Educational Success. CoC prevention programs identifies a primary predictor of first time homelessness as low and very low income/poverty and secondary predictors as unemployment, history of job loss, lack of work experience/skills, undiagnosed or untreated mental illness, chronic health issues, intimate partner violence and a lack of social or familial support.

Lead based paint Hazards –

Actions to address LBP hazards and increase access to housing without LBP hazards

As indicated in the Market Analysis, there are 790 owner housing units and 285 renter housing units built before 1980 with children present that pose the greatest risk for lead-based paint hazards. Fortunately, these housing units represent only 5.7% of the total housing units in the city.

Nevertheless, public education on the risks of lead-based paint hazards is achieved via the PORTAGER municipal newsletter and the city web site. In addition, each household that receives CDBG Program housing assistance is provided information regarding lead-based paint hazards prior to the start of any housing improvement project. Finally, all CDBG Program housing improvement projects ensure that lead-based paint safe work practices are followed by the contractor, in accordance with HUD regulations.

How are the actions listed above related to the extent of lead poisoning and hazards?

The actions listed above increase the awareness of lead-based paint hazards and ensure that housing improvement projects are carried out in a manner that reduces the exposure to lead-based paint, especially among young children.

How are the actions listed above integrated into housing policies and procedures?

The City of Portage has developed detailed Housing Assistance Program guidelines that include procedures for notifying program participants of lead-based paint hazards, assessing lead-based paint prior to and after a housing improvement project, and ensuring that contractors are properly licensed in lead-based paint safe work practices and follow such practices in carrying out their housing improvement work activities.

Anti-Poverty Strategy –

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

As indicated in the Needs Assessment and Market Analysis, 31.6% of Portage households are low-income, earning less than 80% of the AMI for Kalamazoo County. In addition, 1,755 households are extremely low income (9.2% of total households), earning less than 30% of the AMI, an income level that is generally at or below the poverty level. As also indicated in the Needs Assessment and Market Analysis, extremely low income households are also most at risk of becoming homeless.

While the city does not provide programs directly aimed at reducing the number of poverty-level families within the community, it does provide funding through both the CDBG Program and the city General Fund to assist persons experiencing poverty. Examples include:

- Annual allocation of funding from the CDBG Program and General Fund to provide public services to low-income Portage residents. Public services that provide basic human needs to vulnerable and at-risk households are prioritized for funding.
- The CDBG Program will provide ongoing emergency repair grants and housing rehabilitation program assistance to low-income households. Extremely low and very low-income households receive no-interest deferred loans for housing rehabilitation assistance.
- Tax abatements/PILOTs for affordable rental housing developments.
- Poverty tax exemptions for homeowners struggling to pay property taxes.
- As noted above, the city will continue to participate in the planning and implementation efforts of the Kalamazoo LISC Affordable Housing Partnership (and CoC) to address affordable housing, with a focus on homelessness prevention and rapid re-housing.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?

The efforts to reduce poverty noted above are incorporated into this Strategic Plan, and will be considered during the preparation of each Annual Action Plan and Consolidated Annual Performance Evaluation Reports (CAPERs), consistent with the CDBG Program.

Monitoring –

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Portage regularly constructs with sub-recipients for public services and fair housing services and periodically subcontracts with non-profit housing developers on rehabilitation of affordable owner-occupied and renter-occupied housing. The Department of Community Development receives reports from public service and fair housing agencies on a biannual or quarterly basis and makes periodic monitoring visits. Housing contractors are monitored regularly while a project is underway and thereafter to ensure compliance with HUD regulations. Any new programs developed as a result of the Consolidated Plan or individual Annual Action Plan that will utilize sub-recipients will also be monitored in a similar manner.

With regard to self-evaluation and monitoring, review of expenditures and program income receipt (including timeliness of expenditures), program activities accomplishments and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual reports to HUD regarding labor standards for any projects to prevailing wage (Davis Bacon requirements), annual reports on contractors and subcontractors, including outreach to women and minority owned contractor outreach, annual and project specific Environmental Review, and Consolidated Annual Performance Evaluation Reports.

2016-2017 Annual Action Plan

Expected Resources

Introduction

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. In FY 2016-2017, the city will receive a \$229,877 entitlement grant from HUD, will utilize \$100,000 in unexpended funds from prior years, and anticipates receipt of \$50,000 in program income.

Table 61-Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$229,877	\$50,000	\$100,000	\$379,877	\$1,080,000	CDBG Program funds will be used to address priority needs identified in the Strategic Plan.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG Program funds directly available to the City of Portage, additional funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately \$1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately \$275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents. As of November 2015, the Kalamazoo County Public Housing Commission will also generate an additional \$800,000 annually for temporary housing assistance, funding for which was garnered through a six-year county-wide millage.

Finally, direct recipients and sub recipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community.

While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Portage generally does not intend to use publically owned land to address priority needs identified in the plan. As noted above, Non-Housing Community Development needs are generally addressed through the city's Capital Improvement Program. However, there may be some limited use of CDBG Program funds for small-scale capital improvement projects such as sidewalk repairs and/or neighborhood park improvements within low-moderated income neighborhoods. In such cases, city owned public street right-of-way and parkland may be utilized concurrent with a CDBG funded activity.

Discussion

The anticipated resources noted above and efforts to leverage other private and public funding are estimated. The success of the strategic plan and annual action plan accomplishments are dependent on actual funding received and available to the community.

Annual Goals and Objectives

Table 62-Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Owner Housing	2016	2017	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: \$213,282	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
2	Neighborhood Improvement	2016	2017	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$52,253	Housing Code Enforcement/Foreclosed Property Care: 350 Household Housing Unit
3	Public Services	2016	2017	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$41,928	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted
4	Non-Housing Community Development	2016	2017	Non-Housing Community Development	Low-moderate income neighborhood	Non-Housing Community Development-Infrastructure	CDBG: \$50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 194 Households Assisted

Table 63-Goal Descriptions

1	Goal Name	Affordable Owner Housing
	Goal Description	Affordable Owner Housing efforts will include: • <u>Owner-occupied Housing Rehabilitation Program</u>: CDBG Program funds will be provided to assist low-income home owners with emergency repairs and housing rehabilitation improvements on a city-wide basis through grants, and zero or low-interest deferred loans. • <u>Home Buyer Assistance Program</u>: CDBG Program funds will be provided to assist low-income households with purchasing homes in eligible neighborhoods. No interest deferred loans will be provided to home buyers to cover up to 50% of the required down payment and closing costs. Up to \$3,000 per household will be generally provided, while up to \$5,000 per household will be provided for purchases of bank-owned foreclosed homes or previously renter-occupied homes.
2	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement efforts to include code administration and enforcement within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
3	Goal Name	Public Services
	Goal Description	Public services will be provided to low-income households through a local public service agency, the Portage Community Center. Funding to be provided from the CDBG Program will assist low-income Portage residents with emergency assistance (food and financial assistance), transportation assistance and youth recreation scholarships. In addition to CDBG Program assistance, an additional \$131,941 in General Fund monies will be awarded to six other local public service agencies that provide: homelessness prevention and rapid re-housing assistance; emergency shelter and transitional housing to families, unaccompanied youth and victims of domestic violence and/or sexual assault; a 24-hour public services information/referral service; tax counseling and preparation services; and a medical equipment loan program for persons with disabilities.
4	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development - Sidewalk Enhancements: This activities involves improvements to the existing sidewalk infrastructure within Westfield neighborhood (Census Tract Block Group 20.03-2).

Projects

Projects

The following specific CDBG Program projects are proposed for FY 2016-2017.

Table 64-Project Information

#	Project Name
1	OWNER OCCUPIED HOUSING REHABILITATION
2	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
3	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
4	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
5	PLANNING/ADMINISTRATION
6	NEIGHBORHOOD IMPROVEMENT – SIDEWALK ENHANCEMENTS

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects proposed are consistent with the priority needs and goals identified in the Strategic Plan.

Project Summary

Table 65-Project Summary Information

1	Project Name	OWNER OCCUPIED HOUSING REHABILITATION
	Target Area	City-wide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$203,282
	Description	Scattered site owner-occupied rehabilitation (deferred loans) and emergency repair (grants) activities within the City of Portage.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 12 low-income households will benefit from the Owner Occupied Housing Rehabilitation Program during FY 2016-2017.
	Location Description	The Owner-Occupied Housing Rehabilitation Program will be offered on a city-wide basis to eligible low-income households. The location of specific projects will be dependent on the applications received from eligible low-income households throughout the program year.

	Planned Activities	Activities will include emergency repair grants to address housing conditions that pose an immediate threat to the health and safety of the occupants, whereas housing rehabilitation activities will be accomplished via no interest and low-interest deferred loans. Housing rehabilitation activities will include improvements to the exterior and interior of homes including roofing, doors, windows, siding, weatherization, plumbing, electrical and mechanical improvements, accessibility improvements and other repairs to address code deficiencies within owner-occupied housing units.
2	Project Name	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
	Target Area	Home Buyer Assistance Eligible Neighborhoods
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$10,000
	Description	First-time home buyer assistance (deferred loans) for purchase of owner-occupied housing in target Portage neighborhoods.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately three low-income home buyers will be assisted with the purchase of homes within eligible Portage neighborhoods.
	Location Description	Home buyer assistance will be allocated to designated low-moderate income neighborhoods and other neighborhoods as provided on the Home Buyer Assistance Program Eligible Neighborhoods map.
	Planned Activities	Low-income home buyers will be assisted with up to 50% of a required down payment and closing costs to purchase a home in an eligible Portage neighborhood. Up to \$3,000 will be provided per housing unit, whereas additional assistance of up to \$5,000 will be provided to home buyers purchasing a bank-owned foreclosed home or a previously renter-occupied home.
3	Project Name	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
	Target Area	City-wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$41,928
	Description	Human/public services including provision of emergency assistance, transportation assistance and youth recreation scholarships to low-income Portage households. Services provided by sub recipient Portage Community Center.

	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,000 low-income Portage households will be assisted with CDBG Program funding public services provided by the Portage Community Center during FY 2016-2017.
	Location Description	Services will be provided primarily at the Portage Community Center, which is located at 325 East Centre Avenue, Portage, Michigan.
	Planned Activities	The Portage Community Center will provide Emergency Assistance (comprised of food, financial assistance and clothing), transportation assistance and youth recreation scholarships to low-income Portage households who are at risk and vulnerable.
4	Project Name	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
	Target Area	Low-moderate income neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: \$52,253
	Description	Neighborhood Improvement - Code Administration and Enforcement within targeted low-moderate income Portage neighborhoods.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 350 code administration and/or enforcement efforts will be accomplished within low-moderate income neighborhoods during FY 2016-2017, which are intended to aid in the prevention and elimination of blight, which benefits all residents of the low-moderate income neighborhood (estimated at 5,695 housing units).
	Location Description	Neighborhood Improvement - Code Administration and Enforcement activities will occur within designated low-moderate income neighborhoods, providing an area-wide benefit to such areas of the community.
	Planned Activities	Neighborhood Improvement - Code Administration and Enforcement activities include efforts to aid in the prevention and elimination of blight. Activities include responses to citizen complaints and proactive neighborhood monitoring to protect and improve neighborhood quality of life, including code compliance efforts relating to the Community Quality and Housing/Property Maintenance codes of the City of Portage.
5	Project Name	PLANNING/ADMINISTRATION
	Target Area	Not Applicable
	Goals Supported	Not Applicable
	Needs Addressed	Not Applicable

	Funding	CDBG: \$22,414
	Description	CDBG Program Planning and Administration: FY 2017-18 Annual Action Plan, implementation of Impediments to Fair Housing, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on Kalamazoo County Continuum of Care, and Fair Housing activities.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	Not applicable.
	Planned Activities	Planning and grant administration activities to include the preparation of the 2017-2018 Annual Action Plan, implementation of Impediments to Fair Housing, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on Kalamazoo County Continuum of Care, and Fair Housing activities.
6	Project Name	NEIGHBORHOOD IMPROVEMENT - Sidewalk Enhancements
	Target Area	Westfield neighborhood, Low-moderate income neighborhood
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$50,000
	Description	Improvements to the existing sidewalk infrastructure within Westfield neighborhood. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Westfield neighborhood (CT 20.03-2).
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The sidewalk enhancements project will provide a non-housing area-wide benefit to the Westfield neighborhood. The area where sidewalks will be improved has 194 housing units.
	Location Description	As noted above, this project will be carried out within the Westfield neighborhood, which is a low-moderate income area within census tract block group 20.03-2.
	Planned Activities	Improvements to the existing sidewalk infrastructure within Westfield neighborhood. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Westfield neighborhood (CT 20.03-2).

Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Home Buyer Assistance Program will be directed to low-moderate income neighborhoods, previously designated low-moderate income ("upper quartile") neighborhoods and select south Portage neighborhoods where affordable housing options are available for low-income household participants and where increased home ownership rates are encouraged.

Neighborhood Improvement efforts including code administration and enforcement will be directed within low-moderate income neighborhoods, whereas sidewalk enhancements will be implemented in the Westfield neighborhood within census tract block group 20.03-3, also a designated low-moderate income neighborhood.

Owner-occupied housing improvement programs will be offered on a city-wide basis to eligible low-income households.

Rationale for the priorities for allocating investments geographically

Neighborhood improvement activities that have an area-wide benefit must be allocated to designated low-moderate income neighborhoods. Such efforts supplement and enhance housing assistance programs also offered through the CDBG Program. In an effort to increase home ownership rates and stabilize low-moderate income neighborhoods, home buyer assistance programs are also directed towards select Portage neighborhoods.

Discussion

Efforts to target resources to achieve greater results through program implementation will be considered during the development of each Annual Action Plan over the five-year plan period.

Affordable Housing

Affordable Housing

Introduction

As noted in the Strategic Plan, the following strategies will be utilized to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Table 66 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	15
Special-Needs	0
Total	15

Table 67 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	3
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	15

Discussion

In addition to the housing assistance programs funded through the CDBG Program, public service funding will be provided through both the CDBG Program and city General Fund to provide assistance to public service agencies that provide homelessness prevention, rapid re-housing and tenant based rental assistance.

Public Housing

Introduction

As noted in the Strategic Plan, the City of Portage does not have a Public Housing Authority (PHA) and has no public housing units. Furthermore, Kalamazoo County does not have a PHA and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, however, Kalamazoo County did create a Public Housing Commission (PHC) that provides tenant based rental assistance within Kalamazoo County, which is in addition to rental assistance provided within Kalamazoo County via MSHDA.

Actions planned during the next year to address the needs to public housing

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. In addition, the City of Portage will continue to actively participate on the Kalamazoo LISC Affordable Housing Partnership (AHP), which also facilitates the Kalamazoo County CoC.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

As noted above, city staff actively participate on the AHP, and efforts to promote awareness of the City of Portage Home Buyer Assistance program will be ongoing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

The City of Portage will seek opportunities with work with public housing residents, MSHDA and the Kalamazoo County Public Housing Commission to enhance affordable rental housing opportunities within the city.

Homeless and Other Special Needs Activities

Introduction

As noted in the Strategic Plan, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community and the following actions are proposed to address homelessness in during FY 2016-2017.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As noted in the Strategic Plan, the City of Portage has endorsed the CoC Ten Year Plan to End Homelessness, and the key strategies of this plan. In this regard, CDBG Program and General Fund monies will be allocated towards homeless services, including emergency shelter, homelessness prevention and rapid re-housing for families, unaccompanied youth and victims of domestic violence and/or sexual assault. In addition to direct services to homeless persons, funding will also be provided to the Gryphon Place which is a portal to specialized support services related to homelessness prevention (such as the Eviction Diversion Program) and other services to assist persons in need.

City of Portage staff will assist the CoC in the annual Point-in-time homeless count and will provide data regarding unsheltered homeless persons documented within the community. In addition, as noted in the Strategic Plan, city staff will continue to directly engage with homeless persons and provide information and referral through distribution of the Quick Reference Help Guide and other assistance in connecting people in need with emergency resources such as medical assistance, emergency shelter, and other assistance as determined appropriate.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Portage will address emergency shelter and transitional housing needs as noted in the section above.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which engages in planning and implementation efforts to improve the outcomes of services provided to homeless persons in the community.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which has developed policies and procedures intended to improve the outcome of persons discharged from various institutions and prevent further homelessness.

Discussion

Homelessness is a continuing priority need and the City of Portage will continue to allocate CDBG Program and General Fund resources towards addressing this issue and improving outcomes.

Barriers to affordable housing –

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The following strategies will be undertaken during the plan period to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Discussion:

As noted in the Strategic Plan, affordable housing for low-income renters and owners within the city is a priority need and efforts to reduce barriers and increase access to affordable housing is an ongoing priority of the community.

Other Actions

Actions planned to address obstacles to meeting underserved needs

The specific projects planned within the Annual Action Plan are intended to assist unserved needs within the community. In addition, the city will continue to serve on the Kalamazoo County CoC to improve the access to and delivery of services to persons in need.

Actions planned to foster and maintain affordable housing

As noted above, the city will assist low-income homeowners with housing maintenance and emergency repairs and offer home buyer assistance program within the community. In addition, partnerships with housing developers will be pursued on an annual basis to increase the supply and improve the condition of affordable rental housing.

Actions planned to reduce lead-based paint hazards

The city will continue educational efforts to inform residents of lead-based paint hazards in general. In particular, all CDBG Program housing assistance program participants will receive specific notice regarding lead-based paint hazards and all contractors will be required to adhere to lead-based paint safe work practices before, during and after all home improvement projects.

Actions planned to reduce the number of poverty-level families

As noted above, the city will allocate resources from the CDBG Program and General Fund to address the needs of residents and families living at or below poverty. Housing assistance programs, public services and tax exemptions and household tax relief are examples of actions to be taken by the City of Portage.

Actions planned to develop institutional structure

The City of Portage Department of Community Development will continue as the long-established lead agency with regard to planning and implementation of programs and activities noted in the Strategic Plan and Annual Action Plan. Efforts to strengthen gaps will be pursued as identified.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Portage will continue to actively serve on the Kalamazoo County CoC, work closely with public service and housing assistance agencies, as well as the Kalamazoo County Public Housing Commission and MSHDA.

Program Specific Requirements

Program Specific Requirements

Community Development Block Grant Program (CDBG)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's Strategic Plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$100,000
5. The amount of income from float-funded activities	0
Total Program Income:	\$150,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	94.00%

Discussion:

In addition to the CDBG Program entitlement grant amount of \$229,877, it is anticipated that \$50,000 in program income will be received during FY 2016-2017. Furthermore, \$100,000 in unexpended funds available at the end of FY 2014-2015 will also be allocated for expenditure on CDBG Program project during FY 2016-17 for a total budget of \$379,877.

APPENDICES

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

38-6006266

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Portage

* b. Employer/Taxpayer Identification Number (EIN/TIN):

38-6006266

* c. Organizational DUNS:

0959434110000

d. Address:

* Street1:

7900 South Westnedge Avenue

Street2:

* City:

Portage

County/Parish:

* State:

MI: Michigan

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

49002

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Vicki

Middle Name:

L

* Last Name:

Georgeau

Suffix:

AICP

Title: Director

Organizational Affiliation:

* Telephone Number: 269-329-1280

Fax Number: 269-329-4506

* Email: georgeav@portagemi.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant Program

* 12. Funding Opportunity Number:

* Title:

Community Development Block Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Owner-occupied housing rehabilitation; Down Payment Assistance; Human Services; Code Administration and Enforcement; Grant Program Administration/Fair Housing; Sidewalks

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	229,877.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	100,000.00
* f. Program Income	50,000.00
* g. TOTAL	379,877.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

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Citizen Participation Plan

A. Introduction

Citizen Participation is a critical component during the update of the Consolidated Plan and 2016-17 Annual Action Plan whereby residents, property owners and public/private agencies located in the City of Portage and/or serving Portage residents, are provided the opportunity to actively participate in the preparation of the Plan. The City of Portage encourages active citizen participation in conjunction with the Consolidated Plan and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information relating to the Consolidated Plan and proposed Community Development Block Grant activities.

B. Work Plan

A work plan has been developed that engages the public at key stage in the process. A citizen participation plan includes a public awareness campaign that informs the public they are welcome to participate in the Plan Update process. A publicized timeline and clearly established milestones help ensure transparency (refer to Table 1). All public meetings are held at Portage City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

Consolidated Plan Update Schedule

Event	Month											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	
Citizen participation plan												
Data collection and community consultation												
Complete draft of community needs assessment & market analysis												
Public notice & Portager article regarding January public hearing												
Public hearing on community needs assessment & market analysis (January 21, & February 4, 2016)												
Complete draft of Consolidated Plan and 2016-17 Annual Action Plan												
Publish summary of draft Consolidated Plan and 2016-17 Annual Action Plan												
Provide final draft of Plan to Human Services Board												
30 day public comment period and public hearing (April 7, 2016)												
City Council approval of Consolidated and Annual Action Plans (May 10, 2016)												
Submit Consolidated and Annual Action Plans to HUD (May 11, 2016)												
Begin new grant year July 1, 2016												

C. Citizen/Agency Engagement Efforts

The following summarizes the efforts undertaken to encourage public participation in order to ensure the most complete and coordinated plan update possible:

1. A minimum of two public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan to HUD:
 - The first public hearing will held on January 21, 2016 at Portage City Hall and allow for comment on community development needs and housing priorities within the City of Portage.
 - The second public hearing will be held on April 7, 2016 at Portage City Hall following a 30-day public comment period began.
2. Articles will be published in the Portager, a monthly newsletter published by the City of Portage, which is distributed to every active residential and business address in the City of Portage, prior to the each public hearing.
3. Public notices will placed in the Kalamazoo Gazette prior to the public hearings.
4. Press releases will be issued and information will be posted on the Public Media Network channel prior to the scheduled public hearings.
5. Organized neighborhood watch groups will be notified.
6. Local public/private human service agencies located in Portage or that serve Portage residents will be notified and/or consulted during the Plan update process. Information concerning the City of Portage Consolidated Plan/Annual Action Plan Update can then be disseminated to the people serviced by these agencies.
7. Local units of government will be notified and/or consulted, as needed and appropriate.
8. A webpage will added to the city's website dedicated to the consolidated plan/Annual Action plan update process.
9. Opportunities to comment on the Consolidated Plan/Annual Action Plan Update at a public meeting will be provided monthly during the Human Services Board meeting.

HUD requires that each community broaden public participation by reaching out to low-moderate income persons; low and moderate income neighborhoods where CDBG funds are proposed for use; minorities; non-English speaking persons; persons with disabilities; public housing residents and local/regional institutions. The efforts summarized above achieve the HUD objective.

D. Access to Information and Records, Availability to Public

Notice of availability of the draft Consolidated and Annual Action Plans will be published utilizing several methods listed in paragraph C above and distributed in various locations throughout the city including the Community Development Department, Portage Senior Center, Portage Community Center, Portage District Library, and posted to the city website. Citizens are encouraged to obtain and read the proposed Plans and submit comments on the Plans to the Community Development Department of the City of Portage. Copies of the plan will also be available in electronic format, if requested. Technical assistance will be provided to any group

requesting assistance in submitting information, or a proposal for consideration from the CDBG Program, if the proposal will meet the National Objective criteria of benefiting low/moderate income persons within the City of Portage and is an eligible use of funds. Public hearings include a brief presentation of the purpose of the hearing, amount of projected funds available, proposed use of funds (if applicable), a review of accomplishments of the CDBG Program and response to any questions that arise. All citizen comments will be recorded, and if an answer is necessary, a timely response to all requests (within 15 days) will be sent to the inquiring individual, group or agency.

E. Public Comments

All comments made in person or in writing relating to the Consolidated Plan or Community Development Block Grant program, which are received prior to the deadline for submission to the Department of Housing and Urban Development, will be officially incorporated into such documents and a formal response will be given to the comment within the text of the plan or report.

F. Technical Assistance

Technical assistance will be provided to any group that requests it in order to develop proposals for funding consideration during development of the Consolidated Plan or Annual Action Plan, or to any group requesting information on the Consolidated Plan and/or Consolidated Plan development process.

G. Complaints or Grievances

The Community Development Director or his/her designee will provide a timely written answer to written complaints or grievances within 15 working days.

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SUMMARY OF CITIZEN COMMENTS

January 21, 2016 and February 4, 2016 Public Hearing on Needs Assessment and Market Analysis

1. **January 21, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment.** Wooden opened the public hearing and staff presented an overview of part 1 of the Needs Assessment for the 2016-2020 Consolidated Plan. Summary information provided included the purpose and requirements of the Consolidated Plan, the Annual Action Plan and Fair Housing Assessment components, the development process, and data used in the plan, such as American Community Survey (ACS) data generated by the Census Bureau and Comprehensive Affordability Housing Strategy (CHAS) data, which is special data tabulated by the Census Bureau for the U.S. Department of Housing and Urban Development (HUD) for Comprehensive Planning purposes. Staff noted the CHAS data utilized for the plan is generally 2007-2011 estimated data and is the most current available and required by HUD for the analysis. Detailed information was then provided regarding demographics, with specific information provided on low-moderate income households and neighborhoods, housing problems, housing cost burden and disproportionate needs for specified race and ethnic groups. Staff explained the next steps in the plan process and recommended that the public hearing be adjourned so that part 2 of the Needs Assessment and the Market Analysis could be finalized (which has been delayed due to data problems with the HUD-required E Con Planning Suite software). Mirza requested clarification on the CHAS data and indicated 2007-2011 is old data and represents a time frame when there was a significant economic downturn. Staff agreed with Mirza's comment but noted that data that breaks down housing needs by income and type of households is not available through standard Census data and the HUD CHAS data is specifically required for the Consolidated Plan. Staff will attempt to use more current ACS data for comparison purposes to the older CHAS data where appropriate and available. Woodin asked which data is used to determine the city's CDBG entitlement grant. Staff indicated HUD uses population, poverty rates and age of housing data to determine the entitlement grant and for FY 2016-17, the data used will be 2009-2013 ACS data. Thom Phillips, of Michigan Habitat for Humanity and Portage resident, inquired as to when the Market Analysis would be available for public review and comment. Staff clarified that part 2 of the Needs Assessment and the Market Analysis will be included in the next Board agenda and presented at the February 4, 2016 meeting. Durian made a motion to adjourn it to the February 4, 2016 meeting, Mirza supported. Motion passed 8-0.
2. **February 4, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment and Market Analysis.** Spalvieri moved and Maye seconded to open the public hearing for the Needs Assessment and Market Analysis. Motion passed 8-0. Staff began the presentation by handing out updated copies and explained that new data, including homeless data, had been received since Part I was presented and the current agenda prepared. Continuation of the presentation commenced and summary information was provided on public housing, homeless needs, special needs populations and non-housing

community development needs. With regard to the Market Analysis, data on the cost, condition and availability of affordable housing was presented. In addition, potential barriers to affordable housing, availability of facilities to assist homelessness and special needs housing was discussed. Morgan asked if vouchers were similar to Section 8 housing. Both staff and Maye responded that vouchers were essentially the same and that recipients had housing choice options, and that participating landlords are required to make accessibility accommodations for tenants when needed. While there was no public housing in the county, staff indicated that the Michigan State Housing and Development Authority acts as the public housing authority. Spalvieri inquired how many beds the Gospel Mission had and staff responded. Staff further explained that there is research that indicates it is more expensive to maintain homeless shelters than to rapidly re-house homeless individuals. Staff clarified that the homelessness data included in the plan are based on a point-in-time, one-day county-wide count, and annual data from 2014. With regard to non-housing community development needs, CDBG funds are not typically used for capital improvements, with the exception of small-scale playground and sidewalk improvements within low-moderate income neighborhoods. Board members had questions regarding nursing homes, those that accept Medicaid, new senior assisted living facilities being constructed in Portage, and how accessible these housing developments would be low-income special needs residents. The presentation was concluded by indicating if anyone had any questions on the information provided to please contact city staff, that the plan would be completed in early March 2016, and the 30-day public comment period would conclude with the April 7th Human Services Board meeting. Thom Phillips of Michigan Habitat for Humanity was asked how he heard about the public hearing and he indicated he had read about it in the *Portager*. There being no further comments, Spalvieri moved and Maye supported closing the public hearing. Motion passed 9-0.

30-day Public comment Period: March 8, 2016 to April 7, 2016 Public Hearing on draft 2016-2020 Consolidated Plan and FY2016-2017 Annual Action Plan.

--To be Completed--

STATE OF MICHIGAN)
County of Kalamazoo

ss. Shawn Sattory

Being duly sworn deposes and say he/she is Principal Clerk of



THE KALAMAZOO GAZETTE DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) _____

January 6 A.D. 20 16

Sworn to and subscribed before me this 6th day of January 20 16

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016



NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 21, 2016 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westedge Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, needs assessment and housing market analysis within the City of Portage, prior to preparing the five-year Consolidated Plan and FY 2016-17 Annual Action Plan. The city anticipates receiving approximately \$210,000 in Federal CDBG grant funding and an estimated \$30,000 of program income in fiscal year 2016-17.

A draft of the needs assessment and housing market analysis portion of the Consolidated Plan will be available for review and comment at the following locations:

- Portage City Hall, Department of Community Development, 7900 S. Westedge Avenue, Portage, MI 49002;
- Portage District Library, 300 Library Lane, Portage, MI 49002;
- Portage Senior Center, 320 Library Lane, Portage, MI 49002;
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage website home page: www.portagemi.gov

Interested persons are encouraged to attend the public hearing. Comments can be submitted in writing on or before January 21, 2016 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477.

Department of Community Development
Vicki Georgeau, Director

January 6, 2016

**Notice of Availability of the draft
2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan
and Notice of Public Hearing**

The draft Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft 2016-2020 Consolidated Plan provides an analysis of housing and community development needs and strategic goals to address such needs with anticipated resources, and the FY 2016-17 Annual Action Plan outlines proposed projects that will be undertaken with the \$379,877 in CDBG funding expected to be available to the City of Portage for FY 2016-17 from HUD, including anticipated program income. For FY 2016-17, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	\$203,282
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration and Enforcement	\$52,253
Neighborhood Improvement-Sidewalk Enhancements	\$50,000
Human/Public Services	\$41,928
Grant Administration and Fair Housing Activities	\$22,414
TOTAL	\$379,877

The draft document is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Senior Center, 320 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site: www.portagemi.gov > Home > Departments > Community Development > Planning, Development and Neighborhood Services > CDBG Program Consolidated Plan

Comments can be submitted in writing on or before noon on Thursday, April 7, 2016 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, April 7, 2016 at Portage City Hall at 6:30 p.m. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.

Vicki Georgeau, Director
Department of Community Development

March 8, 2016

7142677-01

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____, _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

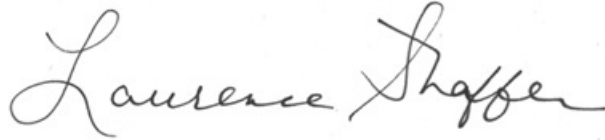
INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Milham #1 Pump Replacement and Motor Rehabilitation

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a sole-source contract for the Milham #1 pump replacement and motor rehabilitation to Peerless-Midwest, Incorporated, in an amount not to exceed \$25,436.78 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The City of Portage has a contract with Suez Environmental, formerly Earth Tech and United Water, for management and operation of the City of Portage water and wastewater utility systems. As part of the contract there is a rehabilitation versus replacement stipulation. After routine cleaning and inspection of a production well, Suez is responsible for obtaining quotes for the required repair and/or replacement of well pumps and motors. If the cost to rehabilitate a pump and motor is greater than 70 percent of the replacement cost and the pump and motor have been in service for more than 20 years, the city is responsible for the cost of the maintenance or replacement of the pump and motor.

As part of the regular Suez maintenance schedule the Suez specialized contractor, Peerless-Midwest, inspected the pump and motor at Milham #1 well field on April 28, 2016. Upon evaluation and inspection, the pump was in such a condition that it could not be rehabilitated and must be replaced. Subsequently Peerless-Midwest submitted a quote in the amount of \$25,436.78 to replace the pump and overhaul the motor. As referenced, the cost for this replacement is borne by the city.

Due to the security and public health nature of the water system, precautions must be taken when allowing access and maintenance to the water system. Peerless-Midwest has the expertise and appropriate safety protocols for this project, including a long-running familiarity working on the city's water system. As such, Peerless-Midwest is the sole-source vendor for this project. Peerless-Midwest has all the required material in stock to install the new pump and overhaul the motor promptly and the price quoted is reasonable for the material and work required. Sufficient funds are available to finance this project in the water operating budget.

Therefore, it is recommended that City Council award a sole-source contract for the Milham #1 Pump Replacement project to Peerless-Midwest, Incorporated, in the not-to-exceed amount of \$25,436.78 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The cost of \$25,436.78 will be funded through the Fiscal Year 2015 - 2016 Water Operating Fund.

Attachments: 1. Peerless Midwest Quote



May 2, 2016

City of Portage
Transportation & Utilities Department
7719 South Westnedge Avenue
Portage, Mi 49002

Attn.: Ms. Judy Graham

RE: Milham #1

Dear Judy:

Pursuant to our meeting of this date, we can report that the pump that we pulled from Milham # 1 last week is for the most part beyond repair. A new bowl assembly will need to be furnished, as well as replacement of all of the column pipe.

The list of materials will be as follows:

- National model J11LC-6 stage bowl assembly, rated for 800 GPM @ 287' TDH
- 1 1/4" x 37" stainless steel head shaft
- 1 1/4" stuffing box bearing
- Stuffing box gasket
- Packing gland hardware
- (16) 1 1/4" stainless steel shaft couplings
- (12) 1 1/4" neoprene lineshaft bearings
- (7) 1 1/4" bearing retainers
- (6) 8" x 10' column pipe sections
- 8" x 5' bottom column pipe section
- 8" x 5' top column pipe section
- Airline complete with gauge and fittings
- Set of packing
- Discharge pressure gauge, petcock, and fittings
- Water slinger
- Set of discharge flange bolts, nuts, and gasket
- Complete overhaul for the 100 HP motor

Our total cost for the project will be \$25,436.78. We have the material in stock and could complete the project within 2 weeks.

City of Portage
Ms. Judy Graham

May 2, 2016
Page 2

We appreciate this opportunity. Please let us know if you should have any questions, or if we can be of assistance to you in any way.

Very truly yours,

PEERLESS-MIDWEST, INC.

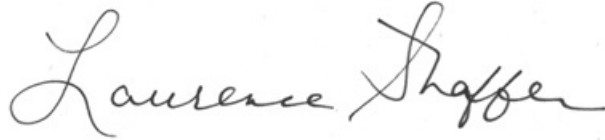
A handwritten signature in dark ink, appearing to read "m. j. williams", written in a cursive style.

Michael J. Williams

MJW/nmw

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Amendment to the Code of Ordinances

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: That City Council accept for first reading the proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection, and consider final adoption no later than May 24, 2016.

Proposed amendments to the City of Portage Code of Ordinances, Chapter 34, Fire Prevention and Protection, are recommended as noted below. A January 6, 2016 report from the Fire Marshal is attached with additional background on the proposed amendments.

1. The 2012 International Fire Code (IFC) currently requires fire protection contractors, who install fire suppression and alarm systems, fire extinguishers and other fire-related systems for commercial entities, to submit inspection, testing and maintenance records to the local fire code official upon request. The process used to collect these records is inefficient and consumes a significant amount of staff time. The attached proposed ordinance amendment allows for a central depository for these records, which would increase efficiency and greatly reduce staff time involved. The proposed amendment also removes the "upon request" condition of the code, making fire protection contractor submittals mandatory.
2. Fire alarm systems are an important life safety component in the built environment. A proposed amendment would require new fire alarm systems in commercial occupancies to be monitored by a central station and be installed by a contractor listed by a recognized listing agency. Replacing fire alarm panels, significant modification to a fire alarm system, or a system that is significantly non-compliant would also trigger this requirement. Both of these requirements for fire alarm systems ensure the system is maintained and functions appropriately at all times.

In order to assess the impact that this requested change would have on our community, the Portage Department of Public Safety held an informational meeting on February 17, 2016 to discuss the proposed amendments. Invitations were mailed to over 30 fire alarm service providers and installers, with seven attending. The fire marshals from the City of Kalamazoo and townships of Kalamazoo, Oshtemo, Comstock and Texas also attended. In addition, two representatives from the Underwriters Laboratory (UL) were present and gave a brief presentation on the Fire Code requirements in question. Based on the feedback received, it was the consensus of most who attended that the proposed ordinance changes would be beneficial and should be considered for adoption.

Therefore, it is recommended that City Council accept for first reading the amendments to the City of Portage Code of Ordinances of Chapter 34, Fire Prevention and Protection, to reflect changes in the 2012 edition of the International Fire Code and consider final adoption no later than May 24, 2016.

FUNDING: N/A

Attachments:

1. Ordinance Amendments
2. January 6, 2016 Communication from the Fire Marshal
3. February 16, 2016 Summary of Fire Alarm Service Provider Meeting

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 34-62 OF CHAPTER 34
AMENDMENTS TO INTERNATIONAL FIRE CODE**

THE CITY OF PORTAGE ORDAINS:

That Section 34-62 of Chapter 34 which sets forth amendments to the International Fire Code as adopted by 34-61 of Chapter 34, shall be amended to add the following:

Section 901.6.2 Records, shall be amended as follows:

Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official using a system as specified by the Fire Code official.

907.6.5 Monitoring, shall be amended as follows:

Fire alarm systems required by this chapter or by the International Building Code shall be monitored by a listed central station as defined in NFPA 72. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the City of Portage Department of Community Development on or after June 1, 2016. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to noncompliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirements as a newly installed system. Central station service in full compliance with the 2010 Edition of NFPA 72, Chapter 26, shall be maintained at the protected property, so long as the requirement for the fire alarm system exists.

Dated: _____

Peter J. Strazdas, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 20____.

James R. Hudson, City Clerk

PREPARED BY:
Charles R. Bear (P34107)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 5-5-16
CRB
City Attorney

**ADOPTION OF ORDINANCE
CITY OF PORTAGE, MICHIGAN
NOTICE**

**TO ALL RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND
ALL OTHER INTERESTED PERSONS:**

NOTICE IS HEREBY GIVEN that an Ordinance to amend Section 34-62 of Chapter 34, Fire Code, was adopted by the City Council at a regular meeting held on the _____ day of _____, 20____, and will become effective _____, 20____.

NOTICE IS FURTHER GIVEN that the amendment reads as follows:

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Dated: _____

Peter J. Strazdas, Mayor

PREPARED BY:
Charles R. Bear (P34107)
Randall L. Brown & Associates, PLC
1662 East Centre Avenue
Portage, MI 49002

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CITY OF PORTAGE, MICHIGAN
NOTICE**

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Dated: _____

Peter J. Strazdas, Mayor

PREPARED BY:
Charles R. Bear (P34107)
Randall L. Brown & Associates, PLC
1662 East Centre Avenue
Portage, MI 49002

TO: Richard White, Director of Public Safety**DATE:** January 6, 2016**FROM:** Derek Henson, Fire Marshal**SUBJECT:** Amendment to the Code of Ordinances

Between January 1, 2015 and November 1, 2015 the Fire Division has responded to 311 false fire alarms. Reasons for these calls are malfunctioning devices, ranging from smoke alarms to water flow switches. Ordinance 26-35 currently allows for fees to be levied for repeated false fire alarms, in accordance with the City of Portage fee structure. The goal is not to levy fees on business owners, however, the goal is to increase compliance and ensure fire suppression and alarm systems are fully functioning at all times. The Public Safety Fire Prevention Division is requesting the addition of the following amendments to Ordinance 34-62, Amendments to International Fire Code.

Section 901.6.2

This section outlines the requirements for service companies to supply copies of service records to the fire code official upon request. These records cover inspection, testing, and maintenance of fire sprinkler systems, kitchen hood systems, fire alarm systems, and clean agent alternative fire suppression systems. These systems are imperative to the fire and life safety of a building.

Currently this section reads as follows:

901.6.2 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official upon request.

The Fire Prevention Division is requesting this section be amended as follows:

901.6.2 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official **using the Inspection Reports Online or IROL system (located at inspectionreportsonline.net).**

The purpose of this amendment is twofold. First, it requires a single depository for required reports and secondly it maintains and grows intergovernmental cooperation. Currently reports are received as .pdf, .xml, or .doc files and still in some cases are received as a paper copy. Reports are then scanned, converted to .pdf files and hyperlinked into the departments records management software for the correct occupancy. This process is cumbersome and time consuming. Second, as the current code section states that the fire code official has to request these documents, the level of compliance from service providers is insufficient. Previous requests for these documents have been through email and certified letter to the service providers. This requires an enormous amount of staff time and energy. Requiring this submission through ordinance eliminates the fire code official

request requirement and makes submission automatic. This will result in a high compliance rate and significantly reduce staff time. A meeting will be scheduled between the Fire Marshal, IROL, and service providers once the ordinance is amended to assist with setup and answer any questions.

In order to maintain and grow intergovernmental cooperation, the City of Kalamazoo, and Townships of Kalamazoo, Oshtemo, Comstock, and Texas are all working to enact similar requirements using the same reporting system (IROL). This simplifies the requirements for service providers. With the proposed amendment, a service provider no longer needs to know six different reporting methods, and instead uses a singular method throughout Portage/Kalamazoo area.

The cost for this amendment is expected to be \$10 per inspection report. This cost is paid by the service provider to Inspection Reports Online.

Section 907.6.5

This section covers the monitoring requirement for required fire alarms. Required fire alarms must transmit alarm signals to a third party company who in turn calls Portage Dispatch to report the fire alarm.

Currently this section reads as follows:

907.6.5 Monitoring. Fire alarm systems required by this chapter or by the International Building Code shall be monitored by an approved supervising station in accordance with NFPA 72.

The Fire Prevention Division is requesting this section be amended as follows (please note, the exceptions for this section will not be modified):

907.6.5 Monitoring. All fire alarm and detection systems shall be monitored by a listed central station as defined in NFPA 72. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the City of Portage Department of Community Development on or after March 1, 2016. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to non-compliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirement as a newly installed system. Central station service in full compliance with the 2010 Edition of NFPA 72, Chapter 26, shall be maintained at the protected property, so long as the requirement for the fire alarm system exists.

The purpose of this amendment is to ensure the highest level of safety in occupancies protected by fire detection and alarm systems. Fire alarms serve to notify occupants of a fire in the building and that a need to evacuate exists. Like smoke alarms in houses, early notification of an emergency is vital in protecting the people in a building. The earlier a person is aware of an issue, the more time they have to safely evacuate the premises. These important life saving devices must

work properly. This amendment guarantees new fire alarms will be maintained at the highest possible level.

There are specific requirements that a central station service provider is required to meet under this proposed amendment. The central station, upon receipt of a fire alarm, shall immediately (within 90 seconds, by code definition) retransmit the alarm to the appropriate fire dispatch center. This ensures the lowest possible notification time for the Fire Division. The central station shall also dispatch a runner or technician to the premises if equipment is required to be manually reset. This person shall be capable of resetting the system to a normal operating condition. Having an alarm in a normally operating condition decreases any life safety risk present in an occupancy by providing early notification of an issue. The central station must also contact the premises or its representative to notify them of the fire alarm. For supervisory alarms, typically a closed valve on a sprinkler system, the central station must call the premises and dispatch a runner if the system cannot be reset by someone onsite. In the event of a trouble signal, typically a malfunctioning smoke detector, the central station must call the premises and service must be initiated within four hours, if needed.

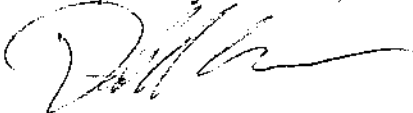
There are other benefits to the Fire Prevention Division through this program. A document indicating compliance shall be posted near the main alarm panel. This provides for a quick reference for the inspector to ensure the system is in compliance. The central station is also required to notify the fire code official when a fire alarm system will be out of service for longer than eight hours. Through the International Fire Code, a fire watch can be required for these instances. A fire watch provides a lesser degree of fire protection than a fire alarm, however ensures some protection is available until the fire alarm is fully operational again.

This amendment would serve to reduce the amount of false alarms the Fire Division currently responds to. Requiring central station service sets strict guidelines for repair schedules. A trouble signal that is not able to be cleared within four hours is required to have service scheduled. Devices that are causing trouble signals to be sent will lead to fire alarms as the device continues to deteriorate further out of its normal operating range.

For a local service company to become Underwriters Laboratory (UL) listed, the initial cost is \$3,720 plus travel and living for the inspector during the inspection. Initial inspections for service companies typically take up to one and a half days to complete. Up to one day is spent inspecting installation jobs the company has done while the other half of a day is ensuring the company's documentation is adequate. The annual fee then is \$3,300 to retain the listing. There are currently 22 UL listed fire alarm companies across the State of Michigan. There is also an approximately \$100 cost for a certificate to be issued by a contractor for a fire alarm system. This one time cost would most likely be transferred to the business owner. A benefit to business owners is a possible insurance discount. The Reilly Company in the Kansas City area gives an automatic 10% credit towards a policy for a certified fire alarm system.

In order to maintain intergovernmental cooperation, the City of Kalamazoo, and Townships of Kalamazoo, Oshtemo, Comstock, and Texas are all working to enact similar requirements for central station service. This simplifies requirements for fire alarm service providers throughout the Portage/Kalamazoo area.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'D. Miller', written over a horizontal line.

CITY OF PORTAGE

COMMUNICATION

TO: Richard J. White, Public Safety Director – Police/Fire Chief **DATE:** February 18, 2016

FROM: Derek Henson, Fire Marshal *DH*

SUBJECT: Fire Alarm Service Provider Meeting

A meeting was held on February 17, 2016 with fire alarm service providers that perform work in the greater Kalamazoo area to discuss proposed ordinances to require central station service for new fire alarm systems. Over 30 fire alarm service providers and installers were invited to the meeting, with seven in attendance. Also in attendance were other area Fire Marshals representing the townships of Comstock, Kalamazoo, Oshtemo, and Texas, cities of Kalamazoo and Portage, and two representatives from Underwriters Laboratory (UL).

A brief overview of the reason for the proposed ordinance was given by Fire Marshal Henson from Portage. He explained to the service providers that fire alarm systems were not being fixed when component failures were experienced. He also explained the need to reduce false alarms from these systems.

Next, Mr. Presnak from UL gave a slideshow presentation on the code based requirements of central station service. These requirements come directly from the adopted version of NFPA 72, the National Fire Alarm and Signaling Code. He discussed requirements for service providers becoming listed by a recognized listing agency, of which there are currently three; UL, Intertek ETL, and Factory Mutual. Of these three, UL is the largest listing agency for fire alarm service providers. For an agency to become listed, there is an application process, paperwork review, onsite review, and review of fire alarm systems installed by the agency seeking listing. Mr. Presnak answered questions from those in attendance regarding becoming listed, group rates for listing, and certifying fire alarm systems.

A discussion was opened between the area Fire Marshals and the service providers. The consensus was that this was a beneficial program. The service providers expressed similar concerns regarding the state of fire alarm systems and that their customers were hesitant to fix the systems. The service providers felt this requirement would provide support from the Fire Marshals in making these systems code compliant. The service providers were relieved to learn that a wide area of jurisdictions were considering adopting this requirement. The larger area will help spread the cost across a greater area and provide consistency for both alarm installers and end users.

Finally, questions were answered about certifying existing systems. A discussion was held on when a requirement to certificate an existing system would be made and how that would take place. An existing system would need a certificate if major components were replaced, such as

the fire alarm panel, or if the system was reworked for any reason. This system would then be certificated to the edition of NFPA 72 that was in place at the time the system was installed. The alarm providers and Fire Marshals agreed that adding a certificating requirement for existing systems will eliminate problem systems and force compliance.

DH:dh

Attachments: Letters of Support
Attendance Roster
Fire Marshal Agreement
UL Presentation
Vendors



Department of Public Safety

February 19, 2016

Larry Johnson
Rodney French
Macks Fire Protection
8364 West B Ave.
Otsego, MI 49078

RE: Support for Central Station Service Requirement

First, I wanted to express my appreciation for attending the recent meeting to discuss a central station service requirement in the Cities of Kalamazoo and Portage, and Townships of Comstock, Kalamazoo, Oshtemo, and Texas.

In order to move forward with the implementation of this code amendment, support from the fire alarm service providers is key. I am asking you to sign this letter and return it to me via email to indicate your support of this initiative.

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Derek Henson
Fire Marshal
hensond@portagemi.gov

Please Sign Here

Portage Fire Division

7830 Shaver Road ♦ Portage, Michigan 49024 ♦ (269) 329-4487 ♦ Fax (269) 329-4489
www.portagemi.gov



Department of Public Safety

February 19, 2016

John Lewandowski
Approved Protection Systems
2513 N. Burdick St.
Kalamazoo, MI 49007

RE: Support for Central Station Service Requirement

First, I wanted to express my appreciation for attending the recent meeting to discuss a central station service requirement in the Cities of Kalamazoo and Portage, and Townships of Comstock, Kalamazoo, Oshtemo, and Texas.

In order to move forward with the implementation of this code amendment, support from the fire alarm service providers is key. I am asking you to sign this letter and return it to me via email to indicate your support of this initiative.

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Derek Henson
Fire Marshal
hensond@portagemi.gov

President, Approved Protection Systems

Please Sign Here

Portage Fire Division

7830 Shaver Road ♦ Portage, Michigan 49024 ♦ (269) 329-4487 ♦ Fax (269) 329-4489
www.portagemi.gov



Department of Public Safety

February 19, 2016

Operations Manager
Tyco SimplexGrinnell
2970 Walkent Dr NW
Grand Rapids, MI 49544

RE: Support for Central Station Service Requirement

The Cities of Kalamazoo and Portage, and Townships of Comstock, Kalamazoo, Oshtemo, and Texas are all exploring the adoption of an ordinance requiring central station service and listed service providers. Any new system in these jurisdictions would be required to be installed by a service provider listed by UL, FM, or Intertek ETL.

In order to move forward with the implementation of this code amendment, support from the fire alarm service providers is key. I am asking you to sign this letter and return it to me via email to indicate your support of this initiative.

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Derek Henson
Fire Marshal
hensond@portagemi.gov

Please Sign Here

KEN TOCKSTEIN. TYCO SIMPLEX GRINNELL

Portage Fire Division

7830 Shaver Road • Portage, Michigan 49024 • (269) 329-4487 • Fax (269) 329-4489
www.portagemi.gov



Meeting Attendance Roster

Date 2-17-16
Topic Central Station Service
Location Station 1 Training Room

Name

Agency

<u>Derek Henson</u>	<u>PFD</u>
<u>Tom Presnak</u>	<u>UL</u>
<u>James Graff</u>	<u>UL</u>
<u>KEVIN DEBUTH</u>	<u>RESURSSIDE INTEGRATED</u>
<u>Clay Harwood</u>	<u>ECHO FIRE</u>
<u>Dave Torres</u>	<u>Echo Fire & Security</u>
<u>DAVID FENING</u>	<u>DAVE'S SECURITY</u>
<u>Jim Williams</u>	<u>Kalamazoo DPS # Texas Top</u>
<u>Tom Wiley</u>	<u>AShtemo</u>
<u>MIKE KESSLER</u>	<u>Camstock</u>
<u>Bin Andersson</u>	<u>Approved Fire</u>
<u>Kevin Zeller</u>	<u>Approved fire</u>
<u>Brent Austin</u>	<u>Approved Fire</u>
<u>Chad Miller</u>	<u>Echo Fire & Security</u>
<u>John Lemkowski</u>	<u>Approved Protection Systems</u>
<u>Brian E McCall</u>	<u>EPS</u>
<u>BR E McCall</u>	
<u>LARRY Johnson</u>	<u>MACYS FIRE Protection</u>
<u>Stephan Salziger</u>	<u>EPS</u>

Name

Agency

Glenn Furst

EPS Security Operations Manager.

Rodney French

Macks Fire Protection

KEN KELLEY

FIRE PROS, INC

February 19, 2016

RE: Central Station Service and Third Party Reporting

It is hereby agreed upon that the area Fire Marshals will pursue ordinance amendments pertaining to requiring central station service for fire alarms, requiring listed fire alarm service providers, and requiring third party reporting of all inspection, testing, and maintenance of fire protection systems through a method approved by the local authority having jurisdiction.


Comstock


Kalamazoo (City)


Kalamazoo (Township)


Oshtemo


Portage


Texas



What is UL's Alarm Certificate Services?

An assessment and auditing program designed to provide confidence that alarm systems meet nationally recognized codes and standards.

- Installation
- Maintenance
- Inspection/testing
- Monitoring
- Runner Service – where required



How does the program work?

Initial Assessment

Property-specific
Compliance
Signal monitoring
Retransmission
Runner service
Record keeping
Summary of findings and
Corrective Action Plan

Follow-up Audits

- Selected sampling
- Conducted annually
- Processes and procedures
- Summary of findings and Corrective Action Plan

In order to be eligible to issue a Certificate, an alarm contractor must utilize only UL listed alarm equipment that is installed and maintained per applicable codes and standards



NFPA 72®



Why should I care about Certificate Services?

Reliability

- Product/ system
- Installation
- Maintenance/ testing
- Inspection

Verification of Compliance

- NEC
- NFPA
- UL
- State/ local codes

Reduced Cost

- Fewer false alarms
- Ease of assessment
- Lower premiums

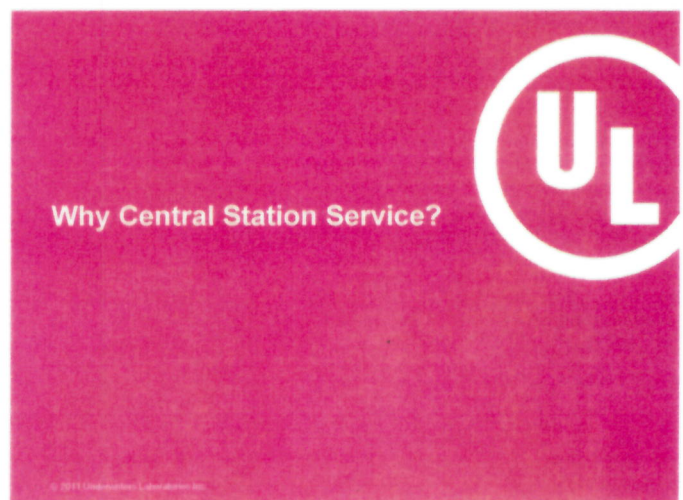
Fewer Issues with AHJs

- Recognized level of compliance

Market Differentiator

- Alarm service company
- Building owner
- Level Playing Field

Building owners, AHJs, insurers and risk managers can all realize benefits.



Types of Fire Alarm Systems

- **Local**- No off-premise signal transmission
- **Auxiliary**- Public Emergency Alarm Reporting Systems
- **Supervising Station** - Off-premise transmission of signals
- **Remote Station** - Signals report to 911 center or location approved by the AHJ. *No code based facility requirements (except NFPA1221)*
- **Proprietary Station** - Property owner monitoring their own facilities with their own staff at an NFPA 72 compliant facility. *Facility requirements follow NFPA 72*
- **Central Station Service** - Signals supervised in a Listed facility with a prime contractor responsible for *Facility requirements follow UL 827*

Central Station Service requires these items are required to be under contract: Installation, Signal monitoring, Retransmission of signals and associated record-keeping, Testing, Maintenance, Runner service
Documentation of compliance (UL Protected Property Certificate)



7

Comparing Central Station Service to Remote Station

Central Station Service

- Elements under contract
- Runner Service
- Facility complies with UL 827
- Defined Signal disposition
- Defined repair timeframes
- AHJ notification
- Document indicating compliance- required

Remote Station

- ITM Affidavit
- Facility Approval from AHJ
- Fire Alarm-Dispatch FD
- Supervisory and trouble signals-notify owner
- Document indicating compliance- optional



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NFPA Central Station Service Requirements

NFPA 72 2010 26.3.3 Contract Requirements

1. Listed Central Station providing all elements of Central Station Service
2. Listed Central Station providing as minimum, monitoring, record keeping and retransmission with own facilities and personnel, shall be permitted to subcontract installation, testing, maintenance, and runner service.
3. A listed local service company provides installation, testing, maintenance, and runner service with own facilities and personnel and contracts monitoring, record keeping and retransmission to listed central station.
4. A listed central station that provides installation, testing, maintenance and runner service with own personnel may contract monitoring, record keeping and reporting to another listed central station.



Elements of Central Station Service

NFPA 72 2013 26.3.2 Service scope

1. Installation
2. Alarm, guard, supervisory, trouble signal monitoring
3. Retransmission
4. Record Keeping and reporting
5. Testing & Maintenance
6. Runner Service.



10

Central Station Service Signal Disposition

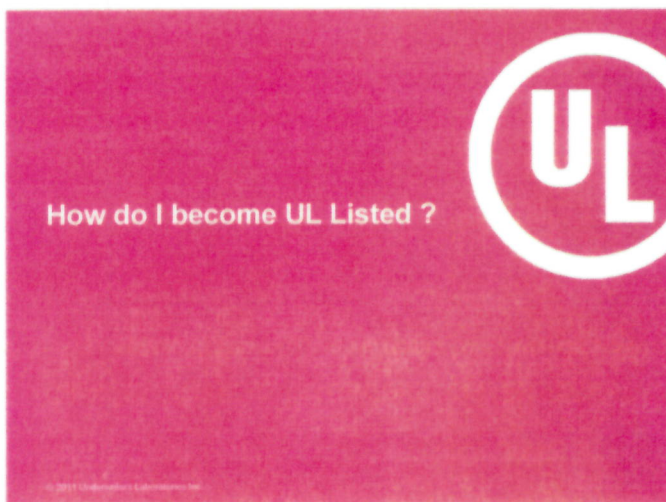
NFPA 72 2010 26.3.7

- Alarm Signals- 90sec to dispatch FD, runner dispatch and arrival within 2 hrs where system cannot be reset by someone on site.
- Supervisory Signals- 4 minutes to call the premise, runner arrival within 2 hrs when system cannot be reset by someone on site.
- Trouble Signals- 4 minutes to call premise, initiate service within 4 hrs.
- Notify AHJ where system or any part of system will be out of service greater than 8 hours.

Note: Tupelo Fire Department will require 1 hour response for Alarm and Supervisory Signals



11



Initial Evaluation

- Apply at ul.com
- 2-4 systems which comply with NFPA 72
- Receive and approve quote
- Submit Listing Fees(Preliminary deposit)
- Submit Datasheets(samples)
- Assigned to UL Staff for scheduling
- Audit day
- UL report
- UL Processes listing



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UL Fire Alarm Contractor Listings

UUJS- Local, Auxiliary, Remote Station and Proprietary systems.

UUFX- Central Station Service-

- Full Service- provides all elements of Central Station Service with their own staff
- Monitoring Only (cannot issue certificates)
- Local Service Provider- Provides install, ITM and runner service & documentation with own staff; monitoring is subcontracted to UL Listed Central Station

UUKA- Proprietary Fire Monitoring



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UL Fire Alarm Contractor Listing Costs

UUFX- Central Station Service-

Full Service

Initial Evaluation = \$500.00 + travel & living

Annual Fee = \$3,995.00 + no additional T&L's

Monitoring Only (cannot issue certificates)

Initial Evaluation = \$400.00 + travel & living

Annual Fee = \$3,095.00 + no additional T&L's

Local Service Company

Initial Evaluation = \$375.00 + travel & living

Annual Fee = \$3,795.00 + no additional T&L's

Certificate Fees for Fire Alarms are \$97.00 per system per year



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UL Fire Alarm Contractor Listing Costs

UUJS- Local, Auxiliary, Remote Station and Proprietary systems

Initial Evaluation = \$2950.00 + travel & living

Annual Fee = \$2,250.00 + no additional T&L's

UUKA- Proprietary Fire Monitoring

Initial Evaluation = \$2,995.00 + travel & living

Annual Fee = \$1,750.00 + no additional T&L's

Certificate Fees for Fire Alarms are \$97.00 per system per year



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Service Territories- Certificate Issuance

Service Territory - A geographic territory in which the service may be provided. Code or standard based response declarations must still be met.



UL Audit Focus

The UL audit confirms that an Alarm Service Company (ASC) has processes & controls in place that assure Code compliance for properties covered by an active UL Certificate. After the initial evaluation, each listed company is visited once per year to confirm ongoing compliance for certificated systems

- UL's preferred method of operation – Allow ASC to demonstrate compliance
 - Each listed alarm company is audited on an annual basis to confirm ongoing compliance, and proper usage of the UL Mark.
- Using the applicable edition of NFPA 72 (declared on the certificate) UL staff will audit the ASC in three areas:
 - System Documentation
 - Signal Processing
 - Field review of selected systems



18

Audit Focus- Central Station Service Signal Disposition

- Alarm Signals- 90sec to dispatch FD, runner dispatch and arrival within 2 hrs where system cannot be reset by someone on site.
- Supervisory Signals- 4 minutes to call the premise, runner arrival within 2 hrs when system cannot be reset by someone on site.
- Trouble Signals- 4 minutes to call premise, initiate service within 4 hrs.
- Notify AHJ where system or any part of system will be out of service greater than 8 hours.

UL Staff verifies compliance with these requirements by running fire service tests with AHJ cooperation.



19

Audit Focus-System Documentation

- Record Drawings
- Battery Calculations
- Initial Acceptance Tests
- Reacceptance Tests
- Record of Completion
- Periodic Test Records-frequency based on the applicable NFPA edition or state or local AHJ requirements
- Sensitivity Testing
- Contracts
- Service Records
- Owners Manuals
- Codes and standards



20

Field Audit of System

- Installed systems audited to:
 - Declarations on the certificate
 - Applicable NFPA 72 requirements
 - Any local AHJ requirements
- System placed on test with the supervising station:
 - UL will ask ASC rep to selectively test devices such as:
 - Control panel function
 - Communicator operation
 - Secondary power capacity and operation
 - Operation of waterflow
 - Automatic detection devices
 - Pull stations
 - Supervisory devices
 - Notification appliances
- The system record drawings will be reviewed for accuracy as the audit is conducted.



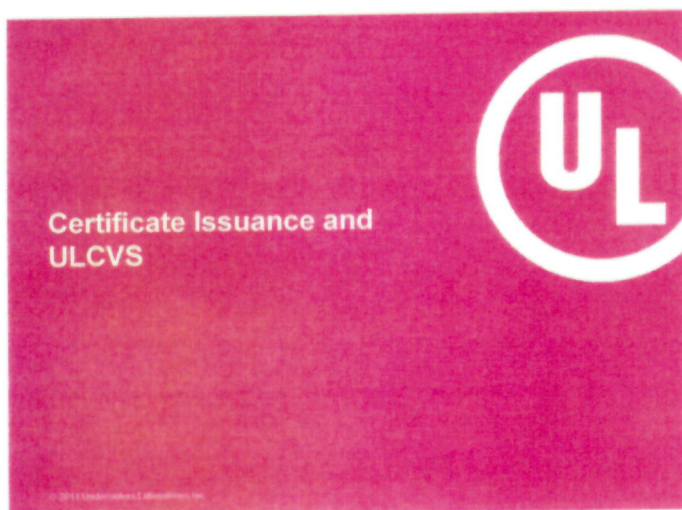
21

Annual Audit

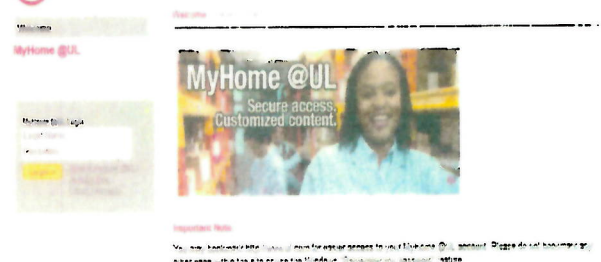
- Audit Schedule
- UL Staff Contact
- Selected Audit of Certificates Issued
- Fire Service Tests



22



Myhome Login = my.home.ul.com or ul.com



24



Quick Links

Quick Links
[Review for Course \(PDF\)](#)

Revised for Circle (FPA)
2000 FPA

260 Family of Managers

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MyHome @UL

The tools to manage your compliance process.

- UL as your central address to the leading Canadian PLS companies
[Click here for more information](#)
- Remember that you MUST log into MyHome at least once per year to keep your account active

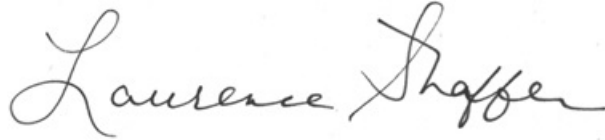


Questions

Name	Address	Address 2	City	Stat	ZIP
ADT	5116 S. Sprinkle Road		Portage	MI	49002
Esper Electric	7775 N. 6th St		Kalamazoo	MI	49009
Moore Electric	7528 Ravine Rd.		Kalamazoo	MI	49009
Securalarm	112 54th St SW		Grand Rapids	MI	49548
Approved Fire Protection	2513 N. Burdick		Kalamazoo	MI	49007
Boynton Fire Safety	1031 Northcrest Rd.		Lansing	MI	48906
Comtronics	1 Comtronics Place		Jackson	MI	49203
Dave's Security	8135 Coks Drive		Portage	MI	49002
E. P. S.	4785 Campus Dr.		Kalamazoo	MI	49008
EBC Security	193 W. Lakewood Blvd		Holland	MI	49424
Fire Pros	2710 Northridge Drive		Grand Rapids	MI	49544
Guardian	410 Business Center Drive		Lansing	MI	48917
Knight Watch	5070 Wynn Road		Kalamazoo	MI	49048
Midstate Alarm	5975 Crossroads Commerce Parkway, S.W.		Wyoming	MI	49519
Riverside Integrated syst	2225 Oak Industrial Drive NE		Grand Rapids	MI	49505
Simplex	3600 McGill St	Ste 300	South Bend	IN	46628
Tyco	2970 Walkent Drive NW		Grand Rapids	MI	49544
Vanguard	2101 Martindale Ave. SW		Grand Rapids	MI	49509
Circuit Electric	3443 Gembrit Circle		Kalamazoo	MI	49001
CT Electric	2535 Saidla Rd.		Kalamazoo	MI	49001
Edison Electric	31158 56th Ave		Paw Paw	MI	49079
Hi-Tech Electric	839 Lenox		Portage	MI	49024
Pylman Power	1132 Electric Ave.		Wayland	MI	49348
Tec Systems	5072 S. 29th St.		Kalamazoo	MI	49048
Buist Electric	3201 Lake St.		Kalamazoo	MI	49048
Macks Fire Protection	8364 West B Ave		Otsego	MI	49078
Echo Fire and Security	2390 Shadowlane Dr NE		Grand Rapids	MI	49505
Confessco Fire and Security	3801 Alvan Rd.		Kalamazoo	MI	49001
Flame Tamer Fire Protection	58611 Peters Dr.		Paw Paw	MI	49079
Fields Fire Protection	3901 3 Mile Rd. NW		Grand Rapids	MI	49534

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: SAFARI Montage Purchase

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services
Richard White, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: That City Council approve the purchase, professional installation and training services of the SAFARI Montage digital learning platform through the local authorized SAFARI Montage dealer, Secant Technologies at a cost of \$28,317 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage requires employees to regularly attend training, certification and orientation programs in an effort to improve, sustain or enhance employee performance. This is especially the case for Public Safety personnel who are required to remain current with city, state and federal policies and certifications. In 2013, the Technology Services Department formed an administrative review team to find a replacement to the outdated and limited Public Safety video training server with a modern digital learning platform that can consolidate systems, provide reliability, accommodate future growth, meet the needs of the current workforce, enhance training management efficiency and extend usage to all city departments. After reviewing several modern digital learning platforms, the review team identified the proprietary SAFARI Montage digital learning platform as meeting all the necessary requirements.

Primarily, the SAFARI Montage learning platform can support over 50 file types of training media that city administrators can use to develop specialized training programs and tests that can be graded and tracked for progress. The training media can be deployed onsite and remotely through a secure network authentication process, minimizing the need for certain personnel groups, such as on-call firefighters, to make a special trip to a city training facility. The system works with a variety of computing devices and the 12 terabyte custom server allows expanded use of the learning platform to all city departments. The SAFARI Montage learning platform also offers an add-on live broadcasting feature which can receive, transmit and record live training sessions should the city determine a need for this type of capability.

The total cost of the SAFARI Montage system is \$28,317 and includes \$4,444 for 250 proprietary software licenses, \$12,998 for one SAFARI Montage RM 128x server and solid state OS drive, \$3,990 for professional installation and setup services, as well as up to \$6,885 for ongoing training services. The annual licensing costs are \$1,500. Funds have been set aside for this expenditure in the Cable Access Capital Outlay fund.

Therefore, it is recommended that City Council approve the purchase, professional installation and training services of the SAFARI Montage digital learning platform through the local authorized SAFARI Montage dealer, Secant Technologies in the amount of \$28,317 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are budgeted and available in the Fiscal Year 2015-16 Cable Access Capital Outlay Fund.

Attachments: 1. SAFARI Montage Quote

City of Portage – Public Safety
SAFARI Montage Learning Management System
Proposed Scope of Work

Overview

The City of Portage – Department of Public Safety, is evaluating the technical and functional capacities to develop and deliver instructional methods that satisfy the professional and human resource requirements for staff development in the Police and Fire divisions of the Public Safety department.

The system proposed is required to meet the departmental needs of an Instructional Delivery System. Key success factors identified in preliminary analysis include:

- Digital delivery of occupational and professional learning for all members of Public Safety
- Ability to develop procedural instruction of, and evaluation of, various regulatory and departmental conformance
- Ability to develop instruction on Human Resource procedures
- Augment classroom instruction with demand-based training for remote or “off-duty” employees
- Development of certification or policy-based tracks of professional learning
- Capture and catalog experiential examples of field study to augment learning through the use of video and audio recording devices

Utilizing video capture and professional instructional presentation technologies, the solution needs to provide the capabilities outlined below:

- Methods and tools to create consumable playlists for consumption and distribution to all employees for a variety of on-premise or remote participation
- Measurement tools to ascertain consumption and evaluation, to include certification tracks required by regulation or departmental policy
- Access to instructional materials, regardless of locality or presence
- Support for a variety of computing devices – laptops, desktop or lab computers, tablets, smartphones, without requiring operating system-specific client software to be loaded
- Provide for storage and cataloging of a variety of file media types without impact on the current or future Storage Area Network. Storage should be forecasted with sufficient capacity to support gradual growth of instructional media over at least 3 years.

Recommendation

Secant Technologies, Inc. recommends the SAFARI Montage Digital Learning Platform (hereafter referred to as “DLP”) as the solution to meet the current and future needs of the City of Portage. The SAFARI Montage DLP proposed is comprised of the following functional elements:

- Learning Object Repository – server-based catalog supporting over 50 media file types, with federated search capabilities to locate various files and file types indexed by an extensive metadata catalog feature
- Automatic conversion of uploaded content into several capacity bit rates, to support the various types of user devices and optimal network transmission rates. The uploaded content may be stored and cataloged in multiple bitrate sizes to support external and internal network access – internet and internal wireless networks as well as wired Ethernet connectivity for optimum throughput. Created content may be uploaded by any user, or restricted by policies to users given permission to create, upload and catalog various media file types.
- Managed Home Access – secure remote access to the DLP server by users not on City premises, through network authentication that is consistent with the directory services provided by the City of Portage Public Safety network
- Proxy Service – ability to identify and tag internet URL references to content housed on external video services such as YouTube. The Proxy service insures an explicit reference to a given external video and removes advertisements or “link through” references to external video content which is deemed to be non-conducive to learning.
- Instructional Content and Course Construction – provides for a range of instructional development ranging from basic playlist construction and sequencing to full course construction of units of learning. The DLP provides support for both instructional sequencing in a class instruction setting, and independent consumption of training or procedural instruction without regard to pacing, where desired.

Hardware

The SAFARI Montage Learning Management System proposed is comprised of a single Intel-based server. The function of this server is outlined below, with major hardware characteristics noted where applicable. A technical data sheet for the server is provided as an attachment to this document.

SAFARI Montage Server – the main control and library server.

- Sized to meet the storage and use capacity for a potential user base of up to 250 users. Current user count is estimated at 250 users across the two divisions of Public Safety and the Human Resource staff who support Public Safety, including full and part time staffs, auxiliary, and management. Specifications for the server hardware are attached to this proposal.
- Intel Xeon 8-core processor
- Solid state Operating System drive
- Disk storage is self-contained to this server for all related media files. A quantity of three 4-terabyte drives are included to meet current and near term capacity requirements (**assuming RAID 5 parity across the three drives, usable capacity will be 8 terabytes**). The server supports up to 8 additional hot-swappable 4 terabyte drives for future expansion, as needs develop.
- 2 rack unit, rack mountable server chassis

Licensing

With the exception of the Learning Object Repository and Digital Curriculum Producer/Presenter modules of the DLP, all software license fees for the server and applications are one-time and perpetual for the useful life of the platform. This licensing includes all software revisions, feature upgrades, and major software upgrades. The Learning Object Repository and Digital Curriculum Producer/Presenter licensing is annual, and is based

Professional Development/Training

The overall functionality of the DLP, and its components, have various administrative, course construction, and usage features that develop over time. Secant Technologies, in concert with SAFARI Montage, provide guided instruction and use training for the various groups involved in building and delivering the various elements of a digital delivery platform. The plan for overall adoption range from simple navigation, feature use, course construction and delivery, and administration. Secant Technologies, in concert with SAFARI Montage, present a progressive plan for gradual competency building and administration that begins with the basics and targets a self-sufficient model of usage.

The Administration training element provides two facets: initial setup administration and ongoing support. Administration training is provided at the initial implementation by SAFARI Montage, who also provides a no-cost course in Systems Administration to any licensed client. The Systems Administration training is conducted at the Research & Development office of SAFARI Montage in Oshtemo, Michigan. This 4-day course is for the technical and administration staffs who will be responsible for the Tier 1 support duties, which include overall systems management and reporting on usage and capacity. Should the City of Portage elect to subscribe to a 3rd party administration provider, Secant Technologies will provide Managed Services under contract (terms and conditions and Service Level Agreements to be determined).

The Use training element provides the competency building of various staff members, and is focused on construction of the elements that result in consumable instruction, whether self-paced or programmed for classroom delivery. Professional Development is managed from two perspectives – awareness and skill building, and instructional unit planning. Secant Technologies and SAFARI Montage team to create the awareness of digital instruction concepts, construction of fundamental learning elements, and unit design to insure staffs responsible for preparing instructional materials build competency over time for instruction that meets the departmental staff development needs. The attached End User Acceptance Training Outline provides information on the competency-based professional development model successfully used for typical clientele.

Financial

Initial procurement for listed elements, including Professional Development Services **\$28,317.00**

SAFARI MONTAGE END USER ACCEPTANCE TRAINING PROGRAM

The following proposed training outline, elements, and potential milestones are suggested delivery engagements intended to meet the staff learning objectives of organizations implementing the Safari Montage system as a component of their overall Digital Learning Platform strategy. The outline provides sequence and targeted outcomes to aid in accelerating adoption and effective use of the Montage platform.

The Safari Montage platform is capable of servicing gradual adoption and use of key features, as well as full adoption of the platform to support digital curriculum delivery in concert with a full digital learning platform initiative.

End user acceptance training is targeted at the primary users of the Montage system – instructional and administration staffs responsible for instructional development, assessment and delivery. The training phases outlined will aid in building competency over time.

Each phase outlines the recommended subject area topics, the general objective of the training, and what a given group can measure as a skill assessment and expected outcome for the intended audience. Where noted, a suggested timeline for introduction and an opportunity for applied use are indicated between the suggested training intervals.

Initial Adoption

Timeframe: Two weeks after hardware systems installation

Duration: One full day, onsite

Topic: Montage System – Basic Usage, introduction to Learning Object Repository

Objective: Train core group of staff on the basics of the system, navigation, options available to the user community, and an introduction to the Learning Object Repository (LOR)

Required skills/outcomes:

- Login – roles/rights/panel layouts based on privileges
- Search (quick and advanced)
- Sorting search results
- Play/view content
- Creating and Sharing Playlists
- Bookmarking content
- Attaching supplemental materials
- Using video tutorials

The LOR and Content Creation

Timeframe: Four to eight weeks after Phase I Introduction

Duration: One full day, onsite

Topic: Learning Object Repository- Advanced

Objective: Train core group of staff on advanced features of the Learning Object Repository

Required skills/outcomes:

- Uploading content via CreationStation
- Assigning metadata to new or existing digital content

- Engaging learners with the LOR –lockers, My Locker
- Managed Home Access – roles, rights, uploading for staff and content creators
- Mobile device integration

Lesson and Unit Construction

Timeframe: four to eight weeks following Phase 2 completion

Duration: Three days, onsite; remote review

Topic: Digital Lessons and Unit Planning- Introduction, Pt. 1

Objective: Train core group of staff on basics of building learning lessons/units

Required skills/outcomes:

- Foundations for Course/Unit/Lesson development
- Building lessons
- Converting Playlists to lessons/units
- Adding resources to a lesson
- Presenting lessons

TIMELINE FROM INITIAL IMPLEMENTATION (“T”)

Initial Adoption – T + 2 weeks

LOR and Content Creation– T + 12 weeks

Lesson and Unit Construction – T + 20 weeks

Note that this training timeline is based on a conservative timeline of adoption by any given organization. Acceleration must be evaluated by individual organizations (demand time/scheduling), and Duration estimates assume full days of Professional Development availability of selected staff members.



April 22, 2016

C: Council
IT
CM

James Hudson
City Clerk, City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002



Dear Mr. Hudson:

The Public Media Network (PMN) Board of Directors has requested that we provide regular information to each of our municipal partners about the various activities and projects PMN undertakes. The enclosed report covers PMN's FY 15/16 3rd Quarter (January 1, 2016 – March 31, 2016) and includes information regarding meeting attendance by your appointed representative(s).

Please include this letter and report in your next regular meeting packet. If there are questions about this report, or any of the information contained in it, please contact me at PMN (343-2211). Of course, you can also contact your representative serving on the PMN Board.

Thank you for your support and interest in Public Media Network!

Sincerely,


Harry S. Haasch
Executive Director, PMN

Public Media Network

Quarterly Report: 3rd Quarter – FY 15/16

January 1, 2016 – March 31, 2016

Administrative Activity:

- “Futures Committee”: The PMN Board of Director’s “Futures Committee” continued to develop large scale projects that advance the organization mission and reflect priorities of the 2013 Strategic Plan. With the Municipal Video Production Systems installed and multi-platform streaming completed, the next project underway is the new mobile production van with “live from anywhere” capability.
- PMN Executive Committee Reviewing By-Laws: The Executive Committee and PMN staff continued a process of updating our current By-Laws and examining options for restructuring the Board size and quorum requirement. In addition, staff has worked with legal counsel to clarify the organization’s status as an inter-governmental agency. It is expected that a revised set of By-Laws and an associated amendment to the Urban Cooperation Act Agreement will be drafted and presented to each municipality sometime late in our FY 15/16 4th Quarter.

Technical Developments:

- Epic Center Interactive Video Wall: PMN continues to create and program content on the Epic Center Video Wall, and will be learning how to use the full interactive capabilities of the system software in the next months.
- Streaming PMN Channels: PMN channels have previously been activated in a “streaming” format (Windows Media), and now all five (5) channels are streamed in formats suitable for portable devices. To accomplish this, PMN contracted with SECANT Technologies to coordinate hardware and software acquisition, installation and testing.

Programming Activity:

- “CONNECT” Municipal News Program: PMN’s Government Production Services Unit (GPSU) has continued to produce content related to municipal news and activities in addition to our regular meeting coverage.
- “K-12 360” Education News Program: PMN has continued production of this monthly “news magazine” program featuring interviews and news about local school districts.
- PMN Program Production: PMN production staff and interns were very active in the community, completing many media projects, highlighted by:

See next page...

H.S. Girls and Boys Basketball Game Coverage
Black Arts & Cultural Center – “In Search of Giants”
Kalamazoo Symphony Orchestra – Youth Concert Series
KIA-KPL-PMN “Teen Filmmaker Festival”
Kalamazoo County Administrator Interviews

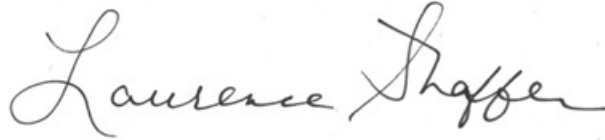
PMN made a commitment for yet another extremely complicated project in collaboration with the Borgess Health System: “live” coverage of the 2016 Borgess Run/ Kalamazoo Marathon, to be held May 8, 2016. Again working with Secant Technologies, we hope this very ambitious project is technically and programmatically successful, and becomes a regular part of our community media project plan.

City of Kalamazoo	7/23/15	8/27/15	9/24/15	10/22/15	11/26/15	12/3/15	1/28/16	2/25/16	3/24/16	4/28/16	5/26/15	6/23/16	Attend	Miss
Cooney, Don	No	Yes	Yes	Yes	NO			No	No				2	4
Jamison, Frank	Yes	Yes	Yes	Yes				Yes	Yes				6	0
Sid Ellis	No	No	No	Yes				Yes	Yes				3	3
Vancy													6	0
City of Parchment														
Dennis Durham	No	No	No	No				No	No				0	6
Comstock Township														
Brett Padgett	Yes	Yes	Yes	Yes				Yes	Yes				6	0
Kalamazoo Township													5	1
Brown, Jerry	Yes	Yes	Yes	No				Yes	Yes				6	0
Martin, Don	Yes	Yes	Yes	No				Yes	Yes				3	1
Pamela Brown Goodacre									Late				1	1
Oshtemo Township														
Dave Bushouse	Yes	Yes	Yes	Yes				No	Yes				5	1
Grant Taylor	Yes	Yes	Yes	Yes				Yes	No					
City of Portage														
Claudette Reid	Yes	Yes	Yes	Yes				Yes	Yes				6	0
Don Romlow	No	Yes	Yes	Yes				Yes	Yes				6	0
Ed Sackley	Yes	Yes	Yes	Yes				Yes	Yes				6	0
Nasim H. Ansari	No	No	No	No				No	Yes				4	1
At-Large														
Thinnes, Tom	No	Yes	Yes	Yes				Yes	Yes				5	1
Godfrey, Lisa	Yes	Yes	Yes	Yes				No	Yes				5	1
Haas, John	No	Yes	Yes	Yes				Yes	No				4	2
Ron Coleman	No	No	No	No				Yes	No				2	4
Vacancy														
Ex-Officio														
Haasch, Harry	Yes	Yes	Yes	Yes				Yes	Yes				6	0
Staff														
Mark Monk	Yes	Yes	Yes	Yes				Yes	No					
Brian Zipp	No	Yes	Yes	Yes										
Ashely Berens								Yes	Yes					
Nick Eppinga								Yes	Yes					

29 members

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Right-of-Way Encroachment for Private Parking

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

As requested at the April 26, 2016 City Council meeting, the City Administration has prepared the attached report detailing the background history and impacts of paving right-of-way encroachments.

FUNDING: N/A

Attachments: 1. May 3, 2016 Communication from Transportation & Utilities Director Barnes

CITY OF PORTAGE

COMMUNICATION

TO: Larry Shaffer, City Manager

DATE: May 3, 2016

FROM: W. Christopher Barnes, Director of Transportation & Utilities 

SUBJECT: Public Right-of-Way Encroachment for Private Parking

In response to the questions and concerns from residents whom have received letters of public right-of-way encroachments to be removed as part of this fiscal year's Local Street Reconstruction program, we have put together background on the history of this issue and the importance of removing these encroachments as part of CIP projects. Below are the events that led to the establishment of the 2000 ordinance prohibiting right-of-way encroachments.

- A citizen complaint of an unauthorized right-of-way encroachment in mid-October of 1999 at 6737 Bratcher Street (Ms. Judy Anderson's residence prompted an inspection by city staff).
- Several other similar right-of-way encroachment issues identified in the Ringdale Plat neighborhood (Arrow Avenue, Bratcher Street, Rainbow Court, Cornell Street – see attached correspondence dated November 1, 1999).
- City staff surveyed 39 other neighborhoods and determined similar right-of-way encroachments were not uncommon (see attached correspondence dated December 8, 1999).
- City Administration developed a \$50,000 annual Right-of-Way Restoration Program to begin in the 2000/2001 CIP to remove right-of-way encroachments starting with the Ringdale Plat.
- City Administration proposed an ordinance amendment prohibiting right-of-way encroachments in August of 2000, which was adopted by City Council in September of 2000.
- The Community Development department was tasked with implementing the Right-of-Way Restoration Program in the fall of 2000 and completed a comprehensive survey of all public streets and proposed methods to implement removal of right-of-way encroachments. After further review, the Right-of-Way Restoration Program was "shelved" due to the extensive nature of unauthorized right-of-way encroachments.
- It was determined that right-of-way encroachments would be removed with concurrent CIP projects. In regard to ordinance enforcement, Community Development department staff would subsequently focus efforts towards newly installed right-of-way encroachments, rather than remove those in existence prior to the ordinance adoption in 2000 (see attached correspondence dated January 23, 2001).

Due to the large number of right-of-way encroachments the established procedure was address each areas as the street was scheduled for reconstruction. More recently, similar types of parking

area encroachments on Oakland Drive and West Milham Avenue were removed as part of the street reconstruction. The areas vary from an extra wide gravel shoulder to asphalt paving areas complete with concrete curbing.

The purpose of eliminating these encroachments from the public right-of-way include:

- Parking areas outside of the paved public street can create vision obstructions and safety concerns for motorists and pedestrians. Speeding is more also prevalent on wider paved streets and streets without parking.
- Blight concerns in residential neighborhoods create a decline in property values and quality of neighborhoods. Gravel and asphalt parking areas are often poorly maintained and can negatively impact the appearance of neighborhoods.
- Inconsistencies with enforcing other similar city ordinances such as not allowing business signs within the public right-of-way and requiring vision obstructions within the public right-of-way to be removed.
- Hard impervious surface areas such as asphalt and concrete increase the amount of storm water to be drained from an area. By allowing hard surfaces to remain that were not factored in the design of the street, there is a greater possibility of having storm drainage issues and complaints from residents in such neighborhoods. Non-curb streets generally have sub-standard storm drainage systems and rely on grass swale areas to absorb storm water. This is a serious issue in the spring when snow melts and the runoff has no place to drain.
- Concrete curb and railroad timbers installed on non-curb streets are obstructions to snow plows in the winter which can cause damage to the city's snow maintenance equipment.
- These areas are uncontrolled and there is no safeguard to enforce them. By allowing them to remain, more are likely to be installed by other residents wanting additional parking, who may be unaware they are encroaching public right-of-way.
- Paved areas, beyond permitted driveway approaches, can impede access to public and private utilities within the public right-of-way. Since these parking areas were built adjacent to property, the ownership, use and responsibility of these areas are unclear. For example can someone else park in their "neighbor's areas".

One of the City Council's goals for the 2015-2016 fiscal year is to promote the quality of life in Portage, which also concurs with the Council's Mission Statement to promote the highest level of quality of life in all aspects for all residents. The current 2015-2025 CIP and the proposed 2016-2026 CIP expands upon Complete Street improvements with major and local street projects. Annually one of the top concerns of the citizen satisfaction survey is the condition of local neighborhoods. The local street enhancements discussed in both of these documents were intended to improve neighborhoods along with streets and address quality of life issues such as improved drainage, street lights, street trees, sidewalk and crosswalk enhancements (where applicable) and right-of-way restoration. The removal of unauthorized right-of-way encroachments is consistent with city ordinance and the local street enhancement efforts articulated in recent CIP documents.

It is regrettable that these property owners did not realize that encroachments in the public right-of-way was not allowed. However, it is a fundamental aspect of public property that private encroachment is not permitted.

If you should have any questions, please let me know.

Attachments

c: Rob Boulis, Deputy City Manager
Vicki Georgeau, Director of Community Development
Jamie Harmon, Assistant City Engineer

Elam
6737 Bratcher

CITY OF PORTAGE

COMMUNICATION

TO: Michael L. Stampfler, City Manager

DATE: November 1, 1999

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: Code Enforcement Update - Bratcher Street

This communication is provided to update you on the status of code enforcement action regarding paving and parking of vehicles in the right-of-way in the "Ring Dale Plat" neighborhood.

On October 15, 1999, Bruce Callen, Plan Review Engineer, performed a drainage inspection and responded to a complaint regarding soil erosion and construction materials near the intersection of Bratcher Street and Rainbow Avenue. There is no storm sewer system in this neighborhood and drainage problems have been reported periodically (three or four times over the past year) to the Departments of Streets and Equipment, Transportation and Utilities and Community Development. During the inspection, Mr. Callen noticed that the resident at 6737 Bratcher Street had installed a new curb (Bratcher has no curb/gutter) and paved the right-of-way up to the new curb. (Photos of the property and right-of-way improvement are attached.)

On October 19, 1999, Zoning and Codes Administrator Elam performed an inspection and verified the construction of concrete curb and the expansion of paving. A violation notice was sent informing the owner of the property that they had performed work in the city right-of-way without a permit and were also parking within the front yard. The property owner, upon receipt of the violation notice, visited Mr. Elam in the Department and scheduled a meeting with the asphalt contractor (Heystek) and Mr. Elam on site to review the situation. On October 22, 1999 the meeting was held on site. The property owner pointed to several neighbors who had similar situations with either pavement or gravel. The contractor indicated that he did not receive a permit, as he did not think one was necessary. Mr. Elam indicated he would review the situation and provide a letter regarding any corrective actions that would be necessary.

Mr. Elam returned to the neighborhood on both October 25, 1999 and October 29, 1999. Absent a property survey, measurements were taken in the field which indicated that the curb was installed in the right-of-way approximately four feet from the property line and that asphalt had been extended from paved portion of the public street to the back of this curb. (The street "pavement" is now 29 feet wide from the centerline of the public street to the curb and approximately 41 feet total pavement width.) Upon further inspection of the neighborhood, it was also verified that there were no other properties that exhibited expanded asphalt with concrete curb; two properties with asphalt and landscape timber curbing; two with asphalt only; and a total of eleven with improved gravel parking areas, half of which have landscape timbers and one of which has a concrete curb. These 16 properties which were identified represent 22 percent of the neighborhood not including properties on Keystone which have curb. (Seven additional properties exhibited clear indications that parking was regularly occurring in the right-

of-way area.) Upon consultation with Chris Barnes, City Engineer, it was determined that the type of improvement to the right-of-way did not require a permit because there was technically no "excavation". However, Engineer Barnes also concurred that the additional pavement should not have been added to the public right-of-way without prior approval from the city.

In order to protect neighborhoods and property values, and to prevent "blight" situations from occurring, this type of expansion of pavement in the right-of-way is problematic. Several ordinances and city standards, in part, address this issue, including:

- Pursuant to the Chapter 670, Safety, Sanitation and Health ordinance, vehicles cannot be parked in the front yard within 10 feet of the property line to ensure visibility and to enhance motorist safety. Front yard within this ordinance is defined to exclude 20 feet from the paved portion of the right-of-way to the front property line. Although vehicles would not be parking in the "front yard", as defined, other properties in the neighborhood may be in violation of this provision.
- Pursuant to Section 670.01(c)(9), of the Safety, Sanitation and Health ordinance, a driveway on private property cannot exceed 24 feet from paving edge to paving edge. Other properties in the neighborhood, upon more detailed inspection, may also be in violation of this provision.
- Pursuant to Section 670.01(b)(3), the improved driveway (asphalt, concrete or gravel) may not occupy in excess of 50 percent of the front yard. There may be several properties, upon detailed inspection, which violate this provision.
- Pursuant to 410.04, Section 8.14(2), Uniform Traffic Code, it is unlawful for any person to park any motor vehicle on or within five feet of the main traveled portion of the street between the hours of 2:00 a.m. and 6:00 a.m. from October 15 to April 15 of each year. The paving of city right-of-way is a rather blatant attempt to park vehicles and avoid this regulation. Typically, people would not park on the lawn areas in the front of the property. Dependant on how vehicles are parked, several properties likely violate this provision.
- Perhaps, most importantly, the right-of-way is under jurisdiction of the city. Liability issues with this right-of-way use would also appear to be potentially significant should any variety of incidents occur in the right-of-way as a result of the off-street parking and vehicle storage.
- Pursuant to the Standard Detail #118 of the City of Portage Contract Conditions and Specifications, driveway aprons on streets with no curb/gutter are limited to 20 feet maximum width at the property line and must be between 24 and 34 feet at the edge of the street pavement: 6737 Bratcher does not conform to this provision.
- Ironically there are no specific provisions prohibiting vehicles from being parked on the shoulder of a public street (excepting for the provision noted above between October and April) when the public street is not improved with curb and gutter; however, properties on

streets with curb and gutter are specifically prohibited from using the right-of-way between the curb and property line for vehicle parking.

Two alternatives are available with regard pursuing enforcement:

1. Take no enforcement action. There has been no complaint filed by a resident of this neighborhood (or any other) regarding this issue. However, doing nothing may be problematic as more and more property owners elect to install similar improvements which then may negatively impact property values in the neighborhood, create blight concerns and increase storm water drainage problems.
2. Require conformance to Chapter 670, Safety, Sanitation and Health, regarding parking in the front yard, the Uniform Traffic Code (October to April provision) and with Standard Detail #118 regarding expansion of asphalt pavement (or other improvement) in the right-of-way. This effort will ensure that citizens are not expanding pavement within the public right-of-way area that is under the jurisdiction of the city. However, based on the ordinance, parking in the shoulder of the road would not be prohibited when in compliance with the Uniform Traffic Code.

Attachments: Digital Pictures

6737 Bratcher (3)
6731 Bratcher (1)
6749 Bratcher (1)
Near 6846 Cornell (1)
6846 Cornell (1)
724 Arrow (1)
Bratcher Streetscape (1)
Cornell Streetscape (1)
Rainbow/Bratcher Intersection (1)

c: Brian J. Bowling, Deputy City Manager
Debra H. Miller, Deputy Director of Neighborhood Services
Peter S. Elam, Zoning and Codes Administrator

F:\DATA\COMMDEV\Code Enforcement\bratcher paving in row to mls 10-99.doc

CITY OF PORTAGE

COPY COMMUNICATION

TO: Brian J. Bowling, Deputy City Manager

DATE: December 8, 1999

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: Survey Results - Right-of-Way Infringement

Pursuant to your request dated November 3, 1999, the Department of Community Development has undertaken a survey of 39 neighborhood/plat areas throughout the city to determine the extent of the right-of-way infringement problem. The survey was completed in mid-November. As indicated in an earlier communication, some residents in the Ring-Dale plat have improved parts of the street right-of-way for vehicle parking purposes. The following paragraphs summarize the results of this survey and include a recommendation.

The methodology used to undertake the survey was as follows. The major neighborhood areas without curb and gutter were identified. Lake front neighborhoods were not included in the survey as these areas represent a different residential situation: Yards adjacent to public streets are used similarly to rear yards, streets are often very narrow, lots are small and development is higher density. Once the neighborhood areas were identified, a "windshield survey" was accomplished to gather data. Each neighborhood was evaluated as to: 1) whether it appeared that parking on the shoulder (in the right-of-way) was a significant concern; and 2) whether there were any obvious improvements (gravel, asphalt or concrete) which had been made to the right-of-way area for the purpose of vehicular parking. The number of observations was noted on the attached table (a map of the city showing the plats by name is also attached). City Strip Paving Program information was also analyzed and is noted in the table.

As outlined in the November 1, 1999 communication (attached), the Bratcher Street area of the Ring-Dale plat exhibited five properties that had expanded pavement in the right-of-way (one concrete and four asphalt). Aside from this neighborhood, the most significant problem appears to be in the West Lake Acres plat area, including Pleasant, Prosperity and Apple Streets. The survey identified nine properties in this neighborhood area that exhibited expanded pavement in the right-of-way; three concrete and six asphalt. Only 10 other neighborhoods surveyed exhibited expansions of asphalt/concrete in the right-of-way (one each in eight of the neighborhoods and two each in two of the neighborhoods). However, gravel expansion is more prevalent, and is evident in 22 of the 39 neighborhood areas surveyed, for a total of 95 properties. Even so, the 95 noted expansions of gravel within the 39 neighborhoods represents a minor problem when considering that there are over 12,000 single family residential dwellings in the city (0.8%). As indicated in the table, areas where the shoulder of the road and adjacent grass area has been excessively worn at the shoulder of the road by vehicle parking is also apparent in
etc survey of the

community, including lake area neighborhoods, would show three to four times the number of unauthorized right-of-way improvements (or encroachments) identified in the initial survey.

As discussed with you and the City Manager over the past several days, unauthorized improvements in the right-of-way, particularly the installation of curb-type devices, expanding parking areas with gravel or other hard surface improvement materials, could have serious negative impacts on neighborhoods if not addressed. The rationale to take appropriate action to prevent the unauthorized improvement of (and use of) public right-of-way can be summarized in the following listing:

1. Improvements which result in the use of right-of-way can create safety problems for motorists. With the typical 24-30 foot wide non-curb street pavement width, unauthorized improvements such as adding gravel, asphalt and curb-type devices (timbers, curb stops and concrete curbs) which effectively widen the pavement, could result in either continuous or sporadic areas with 60 to 66 feet of improved (gravel or asphalt) street surface width. Defining the traveled portion of the street would be problematic and vehicle and pedestrian safety would also be compromised.
2. Improvements that result in atypical use of neighborhood street rights-of-way can create additional blighting factors in residential neighborhoods. Such improved right-of-way areas can become locations for parked vehicles and other types of items (trailers, commercial vehicles and the like) as well as for storage of miscellaneous materials. Further, the use of gravel, asphalt and other surface materials can have a negative impact on the appearance of residential neighborhoods and create concerns associated with yard maintenance, for example. This concern can be characterized as a "broken window" in a neighborhood whereby if such a negative element/characteristic is left to remain uncorrected, additional neighborhood properties can also be affected in a negative way. As the city matures, the condition of residential properties will be very important to the decline/appreciation of property values and the quality and livability of neighborhoods.
3. Improvements which result in the use of right-of-way can create ordinance application inconsistencies. Citizens are now required to remove vision obstructions in the public right-of-way to ensure health, safety and welfare principles. Businesses may not utilize public right-of-way for advertising sign purposes: Signs must be situated on private property to reduce vision concerns, improve aesthetics and reduce street clutter. The application of the ordinances furthers public safety objectives and other community purposes. Prohibiting the improvement of public right-of-way for parking purposes in residential areas would, then, establish important consistency in the application of city ordinances.

Two enforcement alternatives were provided in the communication dated November 1, 1999 communication, as follows:

1. *Take no enforcement action. There has been no complaint filed by a resident of this neighborhood (or any other) regarding this issue. However, doing nothing may be problematic as more and more property owners elect to install similar improvements which*

then may negatively impact property values in the neighborhood, create blight concerns and increase storm water drainage problems.

2. *Utilize several ordinance sections to require conformance such as, Chapter 670, Safety, Sanitation and Health, regarding parking in the front yard, the Uniform Traffic Code (October to April provision) and Standard Detail #118 regarding expansion of asphalt pavement (or other improvement) for driveway purposes in the right-of-way. This effort will ensure that citizens are not expanding pavement within the public right-of-way area that is under the jurisdiction of the city. However, per the ordinance, parking in the shoulder of the road would not be prohibited except where otherwise indicated in the Uniform Traffic Code.*

Based on a review and evaluation of the survey, the Codified Ordinances and our several discussions, a third alternative appears available:

3. *Clarify the applicable city ordinances to ensure that future unauthorized improvements/encroachments are prohibited. This action will establish clear authority to protect the integrity of the public right-of-way and preserve neighborhood areas. With regard to existing improvements in the right-of-way, it is advised that funds be earmarked to remove these unauthorized improvements from public property. The specific components of this recommendation include:*
 - *It is recommended that the Codified Ordinances be amended to prohibit these types of improvements to the city right-of-way. (It is suggested that Chapter 1020.02 Encroachments be amended and Chapter 670 Safety, Sanitation and Health also be changed.) All unauthorized right-of-way improvements (whether gravel, asphalt or concrete) would be allowed to remain for a temporary period of time. These unauthorized right-of-way improvements would be more specifically identified by an additional survey and with the new aerial photos, which will be accomplished in April 2000. The proposed ordinances would be introduced in the March/April 2000 time period to ensure that the necessary regulations would be in place for the upcoming construction season. Once the ordinances are changed, and the survey completed, a letter would be sent to applicable property owners advising them of the unauthorized use of the right-of-way and the intention of the city to remove the existing unauthorized improvements.*
 - *It is also recommended that funds be budgeted to remove the unauthorized right-of-way improvements. A specific fund would be created to remove unauthorized right-of-way improvements. The Capital Improvement Program will be modified to include a Right-of-Way Restoration Program and funds budgeted in FY00-01 and FY01-02 for this purpose. Additionally, where it can be accomplished, removal of the unauthorized improvements would be funded and coordinated as part of a public improvement project (i.e. water, sanitary sewer and storm sewer) or with strip paving in the neighborhood. (City Engineer Barnes has indicated that coordination of this type often must occur in conjunction with the design and engineering phase of a project. For example, many property owners along Shaver Road had, over the course of time, paved, installed parking and/or erected signage*

in the public right-of-way. These situations had to be addressed and corrected during the design and construction phases of the project.)

- From an organizational perspective, it is further recommended that the Department of Community Development be charged with the administration of this program effort and coordinate removal of the unauthorized improvements and monitor rights-of-way throughout the city so that future unauthorized improvements can be prevented. This proposed effort would be carefully coordinated with the Departments of Transportation and Utilities and Streets and Equipment to ensure compatibility and timing of this effort with the ongoing vision obstruction program, pavement management activities and strip paving efforts. An additional full-time staff position will be budgeted in the upcoming fiscal year.

This third alternative represents an equitable and systematic approach to ensure that the construction of parking facilities or other unauthorized improvements in the public right-of-way, which represent safety hazards and blighting factors, are removed where in existence and are prohibited in the future.

If you have any questions, or would like to discuss this survey, please let me know.

Attachments: Plat Right-of-Way Survey
Neighborhood Area Map
Communication dated November 1, 1999 regarding Bratcher Street Code Enforcement
Ten Year Local Street Strip Paving Program schedule 1996-2002

S:\Zoning\plat row survey memo120899.doc

CITY OF PORTAGE

COMMUNICATION

TO: Michael L. Stampfler, City Manager

DATE: January 23, 2001

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: Right-of-Way Restoration Program

I am writing to follow-up with the meeting we had last week regarding the Right-of-Way Restoration Program. My understanding of your recommendation regarding the implementation of this program is as follows:

- Right-of-Way restoration projects are to be coordinated with C.I.P. projects *only* (excluding strip paving).
- A demonstration project and subsequent neighborhood focus areas are *not* to be included.
- The focus of the program should be proactive code enforcement and educational efforts to prevent, and address, future installation of unauthorized right-of-way (ROW) improvements.

Prior to revising the Right-of-Way Restoration Program proposal, I offer the following comments/concerns, and alternative options for additional consideration.

- The windshield survey identified over 1,000 unauthorized ROW improvements. Based on our draft 5-year action plan, it would take approximately 15 years to address the existing unauthorized ROW improvements. In comparison, the proposal to coordinate ROW improvements with C.I.P. projects only would take several decades to complete. For example, in the draft 5-year action plan, only 50 unauthorized ROW improvements would be addressed during congruent C.I.P. projects.
- If proactive code enforcement is to focus on future unauthorized ROW improvements, it must also address existing unauthorized improvements. That is, the recent amendments (effective 9-29-00) to Chapters 610 and 1020 of the Code did not provide nonconforming status ("grandfathered") to existing unauthorized improvements. These amendments, which explicitly prohibit permanent ROW improvements (other than shrubs and trees), were to allow for consistent enforcement of code regulations.

Instead of providing nonconforming status to existing unauthorized ROW improvements, the C.I.P. Program was approved to provide funding (\$50,000/yr.) to address existing unauthorized ROW improvements, and the City Council approved a new staff (Neighborhood Programs Specialist) person to implement the program.

FY 2002-2003		
Congruent CIP Projects	Sewer 7 (South Shore Dr.) Streets 11 (Oakland Dr.)	3 projects 2 project Survey not complete
Citizen Service Reports	Miscellaneous complaints	Estimate 5-10 projects
Public Education	Cable Access presentation, articles, brochures, targeted mailings	Ongoing
Proactive Code Enforcement	Targeted enforcement Scheduled monitoring	Ongoing
Neighborhood Area/State Streets	Summer 2002	40 projects
FY 2003-2004		
Congruent CIP Projects	Sewer 11 (W. Osterhout) Streets 15 (Oakland Dr.)	1 project 7 project Survey not complete
Citizen Service Reports	Miscellaneous complaints	Estimate 5-10 projects
Public Education	Cable Access presentation, articles, brochures, targeted mailings	Ongoing
Proactive Code Enforcement	Targeted enforcement Scheduled monitoring	Ongoing
Neighborhood Area/Tiffin Street	Spring 2003	20 projects
FY 2004-2005		
Congruent CIP Projects	Sewer 13 (Bacon Ave.) Streets 17 (Bacon Ave.) Streets 18 (Osterhout Av) Streets 19 (Oakland Dr)	2 projects 9 projects 8 projects 3 projects
Citizen Service Reports	Miscellaneous complaints	Estimate 5-10 projects
Public Education	Cable Access presentation, articles, brochures, targeted mailings	Ongoing
Proactive Code Enforcement	Targeted enforcement Scheduled monitoring	Ongoing
Neighborhood Area/Timberbrook- Stonehenge Plats	Spring 2003	30 projects

I look forward to your response to the above suggestions. Feel free to call me with comments or questions.

Cc: Vicki Georgeau, Deputy Director of Neighborhood Services
Elizabeth Money, Neighborhood Program Specialist

F:\DATA\COMMDEV\ROW\Program\ROW\alternative.doc



95 West Main Street
Benton Harbor, MI 49022
T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

PREPARED FOR:
ANDERSON LIVING TRUST
6737 BRATCHER ST.

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Benton Harbor, MI 49022
T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

PREPARED FOR:
SCOTT, BARBARA E
6749 BRATCHER ST.

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95 West Main Street
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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

PREPARED FOR:

LAJOICE, MICHAEL A & E S
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95 West Main Street
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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

PREPARED FOR:
MYNHIER, ROBIN L
2009 PLEASANT DR.

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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

PREPARED FOR:

HELLER, VINCENT J & S A
6846 CORNELL ST.

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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
Development Services

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T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

Engineering
Architecture
Land Surveying
Marina/Waterfront
Community Planning
Landscape Architecture
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PREPARED FOR:

**PIERCE, LARRY E & DORTHA
724 ARROW AVE.**

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SHEET **2** OF **2**

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES**

March 28, 2016

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, March 28, 2016, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 35 people; all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder (via phone at 6:38 p.m.), Randy Van Antwerp and Joanne Willson (via phone)

Board Members Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang recognized President Van Antwerp for achieving the Michigan Association of School Boards Advocacy Skills Specialty. The Superintendent shared news that Portage Public Schools received the 2016 Marcia Jackson Advocacy Award on behalf of Kalamazoo Loaves & Fishes. This award was in recognition of time and dedication to feed District children through the Summer Feeding Service Program. Superintendent Bielang recognized the District Food Services Manager, Ms. Susan Livingston, for her instrumental role in this Program. Ms. Sarah Nott, Northern High School Art Teacher, has shared news of several art students gaining State and National recognition and an exclusive exhibition that is open to the public at the Richmond Center for Visual Arts on Western Michigan University's campus from May 12-15. Superintendent Bielang informed the audience that State Superintendent Mr. Brian Whiston and representatives from the Michigan Department of Education will be visiting the District on Friday, April 22.

Blended Learning Report. Mr. Dan Vomastek, Director of Information and Technology Systems, introduced Technology Integration Specialists Mrs. Jessica Winstanley and Mr. Paul Murray. Mrs. Winstanley and Mr. Murray presented background information and a video on the integration of Blended Learning in the District. Central Middle School Teachers: Ms. Katelin Lopez, Mr. Collin Nuismer, Mrs. Malena Schrauben and Mr. Kris Winkle, shared perspectives on how Blended Learning has helped in their respective classrooms.

Bond Implementation Update. Mr. Ron Herron, Assistant Superintendent of Operations, welcomed and introduced Mr. Bob McGraw, Principal In Charge, c2ae and Stantec. Mr. McGraw provided an update on the design and project activities, the athletic event facilities, shared refined campus development plans and next steps. Mr. McGraw responded to Trustee questions regarding athletic fields and facilities. Mr. Herron and Mr. Doug Phillips, Preconstruction Director, Walbridge, shared a 2015 Bond program sequence and timeline, next steps including buses and technology, and planning for a community forum. Mr. Herron and Mr. Phillips responded to Trustee questions regarding the start date for projects and the middle school building designs.

Human Growth and Development Update. Mr. Michael Huber, Director of Curriculum, updated the Board on the status of the Human Growth and Development proposal. Parental feedback was reviewed with the Human Growth and Development Advisory Committee in March and adjustments were made to the recommendation. The revised recommendation has been shared for additional comments and Mr. Huber looks forward to bringing a proposal for Board approval at the April meeting.

Financial Report. Mrs. Karla Colestock, Director of Finance, shared the financial report for the eight month period ending February 29, 2016.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Van Antwerp opened the floor for Trustee comments.

Dr. Shelton-Harris acknowledged attending *The Lion King, Jr.* at North Middle School. She offered kudos to all involved: Mr. Robert Jordan, Choir Director, students, staff and parents for the “Broadway worthy” production.

Mrs. Novaria echoed Dr. Shelton-Harris’ comments noting over 100 students were involved in the program.

Mr. Rathburn also echoed comments on *The Lion King, Jr.* Hats off to Mr. Jordan for putting together this amazing performance and positive experience for the students.

Mrs. Willson also echoed comments on *The Lion King, Jr.* She acknowledged Mr. Jordan’s efforts to bring in the professional artists to work with students to create this production. She also noted it was a shining week for the arts programs in the District and offered congratulatory remarks to the student artists that received State and National recognitions.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the February 22, 2016, Regular Business Meeting; February 29, 2016, Special Meeting; and March 14, 2016, Committee of the Whole Work Session; and Revision to Policy 2.5.11, Financial Condition and Activities (Approval of the proposed change is noted in bold print: Make any adjustment to the salary or length of any administrator contact, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.).

There being no objections, motion carried unanimously.

ACTION ITEMS

Motion offered by Mr. Rathburn, seconded by Mrs. Novaria, that the Board of Education adopt the Resolution Amendment #1 to the General Appropriations Act (General Fund) for the 2015/2016 year, as presented.

Upon a roll call vote, all Trustees voted in favor of the motion.

Motion offered by Mr. Rathburn, seconded by Dr. Shelton-Harris, that the Board of Education adopt the Resolution Amendment #1 to the Building and Site Sinking Fund Appropriations Act for the 2015/2016 year, as presented.

Upon a roll call vote, all Trustees voted in favor of the motion.

DISCUSSION ITEMS

Recommendation for Network Infrastructure Upgrades. Mr. Dan Vomastek, Director of Information and Technology Systems, provided background information on the recommended purchase of network infrastructure upgrades from NETech (Caledonia, Michigan) in an amount not to exceed \$699,887.42, proceeds coming from the 2015 Bond Construction Fund #1.

Recommendation for Storage Area Network (SAN) Upgrades. Mr. Vomastek shared details regarding the recommended purchase of the hardware and software required to update the District's Storage Area Network from Red Level Networks (Novi, Michigan) in an amount not to exceed \$240,340.01, proceeds coming from the 2015 Bond Construction Fund #1.

Recommendation for Phone Services Contract. Mr. Vomastek provided background on the recommendation to authorize the administration to enter into a five year contract with CTS Telecom, Inc. (Galesburg, Michigan) for phone services for the District. The estimated five year value of this contract is \$110,000 and these costs will be paid from the General Fund.

There being no further business to come before the Board, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

RESOLUTION

Minutes of a regular meeting of the Board of Education (the "Board") of the Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District"), held on March 28, 2016 at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,
Bo Snyder (via phone at 6:38 p.m.), Randy Van Antwerp and Joanne Willson (via phone)

ABSENT: Members None

The following preamble and resolution were offered by Member: Mr. Rathburn and supported by Member: Mrs. Novaria :

A RESOLUTION by the Portage Public Schools Board of Education to appoint the Director of Finance to serve as the Treasurer for the District:

WHEREAS: The Board's Governance Structure does not require the Board to operate with a Treasurer, nor do Board Governance Policies speak to this position. However, certain legal documents, such as School Code and the Resolution Authorizing Issuance of Bonds, reference a Treasurer of the School District/Board; and

NOW, THEREFORE BE IT RESOLVED that the Director of Finance for the District is hereby appointed to serve as Treasurer for the District, and who shall perform all the duties assigned to a school district Treasurer under state law and such other responsibilities as may be assigned to the Treasurer by the Board of Education.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

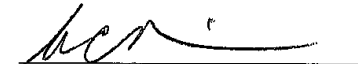
AYES: Member: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,
Bo Snyder (via phone at 6:38 p.m.), Randy Van Antwerp and Joanne Willson (via phone)

NAYS: Member: None

RESOLUTION DECLARED ADOPTED.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Kalamazoo County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on March 28, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

RESOLUTION AUTHORIZING 2016 SCHOOL BUILDING AND SITE AND
REFUNDING BONDS (UNLIMITED TAX GENERAL OBLIGATION)
COMPRISED OF NOT TO EXCEED \$86,400,000 2016 SCHOOL
BUILDING AND SITE BONDS (UNLIMITED TAX GENERAL
OBLIGATION) AND NOT TO EXCEED \$90,000,000 2016 REFUNDING
BONDS (UNLIMITED TAX GENERAL OBLIGATION).

Minutes of a regular meeting of the Board of Education (the "Board of Education") of the
Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District") held at
the Administration Building in the School District on the 28th day of March, 2016 at 6:30 p.m.,
prevailing Eastern Time.

PRESENT: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,
Bo Snyder (via phone at 6:38 p.m.), Randy Van Antwerp and Joanne Willson (via phone)

ABSENT: Members None

The following preamble and resolution were offered by Member Mr. Rathburn and
supported by Member Dr. Shelton-Harris.

WHEREAS, at an election held in the School District on November 3, 2015 (the "2015
Election"), the qualified electors of the School District voted in favor of the following bond
proposal ("Proposal 1"):

Proposal 1
Middle Schools and District-Wide Improvements

Shall the Portage Public Schools, County of Kalamazoo, Michigan, borrow the
principal sum of not to exceed One Hundred Twenty-Eight Million Dollars
(\$128,000,000) and issue its general obligation unlimited tax bonds for the
purpose of defraying the cost of:

- Constructing replacements for Central and North Middle School buildings and/or additions to and remodeling of existing School District buildings, including West Middle School;
- Improving and developing sites, including traffic flow and other safety improvements, and relocating athletic fields and structures at the high school campuses in the School District;
- Constructing a replacement pool as a new building or addition on each of the high school campuses;
- Furnishing, refurbishing, equipping and reequipping School District buildings, and acquiring school buses; and
- Acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing School District buildings?

YES ☐

NO ☐

The estimated millage increase over the 2015 debt levy for proposal 1 is 1.23 mills and for proposals 1 and 2 combined is 1.55 mills. The debt millage levy required to retire all bonds of the School District currently outstanding and proposed by this ballot proposal is estimated to be at or below 6.53 mills. The estimated millage to be levied in 2016 to service this issue of bonds is 2.16 mills (\$2.16 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds of this issue is 3.05 mills (\$3.05 per \$1,000 of taxable value). The bonds may be issued in one or more series, payable in the case of each series in not to exceed 25 years from the date of issue of such series.

(Under State law, bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.); and

WHEREAS, at the 2015 Election the qualified electors of the School District voted in favor of the following bond proposal ("Proposal 2"):

Proposal 2

Multipurpose Outdoor Athletic and Performance Facilities

Shall the Portage Public Schools, County of Kalamazoo, Michigan, borrow the principal sum of not to exceed Sixteen Million Dollars (\$16,000,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of acquiring, improving, developing and equipping sites, including multipurpose outdoor athletic and performance facilities and structures at the Central and Northern High School campuses, in the School District?

YES ☐

NO ☐

The debt millage levy required to retire all bonds of the School District currently outstanding and proposed by this ballot proposal is estimated to remain at 5.30 mills. The estimated millage to be levied in 2016 to service this issue of bonds is 0.9 mills (\$.90 per \$1,000 of taxable value). The estimated millage increase over the 2015 debt levy for proposals 1 and 2 combined is 1.55 mills. The estimated simple average annual millage rate required to retire the bonds of this issue is .33 mills (\$.33 per \$1,000 of taxable value). The bonds may be issued in one or more series, payable in the case of each series in not to exceed 25 years from the date of issue of such series.

(Under State law, bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.); and

WHEREAS, under the provisions of Section 16, Article IX of the Michigan Constitution of 1963, the tax levies for said bonds authorized pursuant to the 2015 Election shall be without limitation as to rate or amount; and

WHEREAS, the Board of Education now desires to authorize the issuance of the first series of bonds authorized pursuant to Proposal 1 in the aggregate principal amount of not to exceed Seventy-Eight Million Dollars (\$78,000,000) to pay the cost of the improvements described in Proposal 1 and the costs associated with the issuance of the bonds (the "Proposal 1 Capital Projects"); and

WHEREAS, the Board of Education now desires to authorize the issuance of the first series of bonds authorized pursuant to Proposal 2 in the aggregate principal amount of not to exceed Sixteen Million Dollars (\$16,000,000) to pay the cost of the improvements described in Proposal 2 and the costs associated with the issuance of the bonds (the "Proposal 2 Capital Projects," and together with the Proposal 1 Capital Projects, the "2016 Capital Projects"), provided however that the aggregate amount of bonds issued for the 2016 Capital Projects pursuant to this Resolution shall not exceed Eighty-Six Million Four Hundred Thousand Dollars

(\$86,400,000); and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended, the Revised Municipal Finance Act (the “Act”), permits the Board of Education to refund or advance refund all or part of the funded indebtedness of the School District; and

WHEREAS, the School District has previously issued its 2008 School Building and Site Bonds (Unlimited Tax General Obligation), dated February 13, 2008 (the “Prior Bonds”), a summary of the outstanding portion of which is provided in Exhibit A attached hereto; and

WHEREAS, the Board of Education determines that it is in the best interest of the School District to refund all or a portion of the Prior Bonds maturing May 1, 2019 to May 1, 2031, inclusive (the “Refunded Bonds”); and

WHEREAS, the Board of Education now desires to authorize the issuance of refunding bonds in the aggregate principal amount of not to exceed Ninety Million Dollars (\$90,000,000) to pay the cost of refunding in advance of maturity the Refunded Bonds and the costs associated with the issuance of the bonds; and

WHEREAS, because the source of payment will be the same, and to reduce the cost of issuance and administration, the Board of Education determines that it makes practical and economic sense to combine the above referenced bond issues into a single series, to be issued in an aggregate principal amount of not to exceed One Hundred Seventy-Six Million Four Hundred Thousand Dollars (\$176,400,000), while maintaining separate capital projects funds which will prevent the commingling of bond proceeds between the Proposal 1 Capital Projects and the Proposal 2 Capital Projects; and

WHEREAS, if market interest rates rise so that a refunding of the Prior Bonds becomes noneconomic or inefficient, the Board of Education intends to maintain the option of authorizing

only the issuance of bonds in the aggregate principal amount of not to exceed Eighty-Six Million Four Hundred Thousand Dollars (\$86,400,000), for the purpose of paying the costs of the 2016 Capital Projects and to pay the costs of issuance of such bonds; and

WHEREAS, the Board adopted a Resolution Making Declaration of Intent to Reimburse at a regular meeting held on January 11, 2016, declaring the intent to reimburse certain capital expenditures from the proceeds of the bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Bonds of the School District designated 2016 School Building and Site and Refunding Bonds (Unlimited Tax General Obligation) (the "Bonds"), be issued in one or more series, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued, in the aggregate principal amount of not to exceed One Hundred Seventy-Six Million Four Hundred Thousand Dollars (\$176,400,000) comprised of (i) a maximum principal amount of Ninety Million Dollars (\$90,000,000) attributed to pay the cost of refunding in advance of maturity the Refunded Bonds and to pay the costs of issuance thereof, and (ii) a maximum principal amount of Eighty-Six Million Four Hundred Thousand Dollars (\$86,400,000) of which a maximum amount of Seventy-Eight Million Dollars (\$78,000,000) shall be attributed to the amount of bonds authorized pursuant to Proposal 1 and a maximum amount of Sixteen Million Dollars (\$16,000,000) shall be attributed to the amount of bonds authorized pursuant to Proposal 2, for the purpose of paying the costs of the 2016 Capital Projects and to pay the costs of issuance thereof, or such lesser amounts as shall be determined by the Superintendent, the Director of Finance or the Assistant Superintendent of Operations (each, an "Authorized Officer"), upon sale of the Bonds. Said issue shall consist of Bonds registered as to principal and interest of the denomination of \$5,000, or multiples of \$5,000, be

dated as determined by an Authorized Officer at the time of sale, and numbered as determined by the Transfer Agent (defined below). The Bonds will mature on May 1 and November 1 in the years and in the principal amounts as determined at the time of sale of the Bonds, provided that the portion of the Bonds allocable to the 2016 Capital Projects shall have a final maturity no later than twenty-five (25) years from the date of issue.

If the delivery of any series of the Bonds is delayed beyond the year 2016 due to market or other conditions, the dated date of the series of Bonds, the designation of the series of Bonds and first year of the tax levy with respect to the series of Bonds may be adjusted accordingly by an Authorized Officer to reflect the year of issue.

The Bonds shall bear interest at a rate or rates to be determined on negotiated sale thereof, but in any event not exceeding a true interest cost of five and a half percent (5.5%) per annum, payable semi-annually on May 1st and November 1st of each year commencing November 1, 2016 (or such later date as shall be determined at the time of sale), by check drawn on the Transfer Agent, mailed to the registered owner at the registered address, as shown on the registration books of the School District maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the School District to conform to market practice in the future. The principal of the Bonds shall be payable at a bank or trust company selected by an Authorized Officer, as registrar and transfer agent for the Bonds (the "Transfer Agent") upon presentation and surrender of the appropriate Bond.

The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York.

The Bonds of any series may be issued as serial or term bonds or both, and shall be subject to redemption prior to maturity at the times, in the manner, in the amounts and at the prices determined by an Authorized Officer upon sale of the Bonds and in the manner provided in the form of bond set forth in paragraph 5 of this Resolution.

Unless waived by any registered owner of Bonds of this series to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the School District. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

The portion of the Bonds issued for purposes of financing the 2016 Capital Projects and associated costs of issuance shall not exceed Eighty-Six Million Four Hundred Thousand Dollars (\$86,400,000), and the balance of the proceeds of the Bonds shall be used to refund the Prior Bonds. In the event that the School District, based on the advice of its financial advisor, determines that the net present value savings associated with the refinancing of the Prior Bonds to be refunded is not at least two and a half percent (2.50%) of the principal of the Prior Bonds to

be refunded, the School District may issue Bonds in the principal amount of not to exceed Eighty-Six Million Four Hundred Thousand Dollars (\$86,400,000) for the purpose of paying the cost of the 2016 Capital Projects and associated costs of issuance only. In addition, if the Bonds are issued solely to pay the costs of the 2016 Capital Projects and associated costs of issuance, (i) each series of Bonds shall be designated "2016 School Building and Site Bonds", with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued; and (ii) appropriate changes shall be made to the form of bond set forth in paragraph 5, the continuing disclosure undertaking referred to in paragraph 13, the name and purpose of the Debt Retirement Fund and the application of Bond proceeds.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board of Education. No bond of this series shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Treasurer of the School District upon payment of the purchase price for the Bonds in accordance with the bid therefor when accepted. Executed blank Bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

2. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of Bonds of like character of the School District, the Treasurer shall open a special depository account with a bank to be designated 2016 School Building and Site and Refunding Bonds Debt Retirement Fund (the "Debt Retirement Fund"). All proceeds from taxes levied for the payment of the principal of, interest on and redemption price for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund,

if one is established. Once a Debt Retirement Fund is established, the moneys deposited in the fund shall be used solely for the purpose of paying the principal of, interest on and redemption price for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest and premium, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with state and federal law and may be used to pay capitalized interest on the Bonds associated with the 2016 Capital Projects or reduce the principal amount of Bonds attributable to the 2016 Capital Projects.

3. There shall be deposited in separate special depository accounts to be established by the Treasurer designated as the 2016 School Building and Site Bonds Proposal 1 Capital Projects Fund (the "2016 Proposal 1 Capital Projects Fund") and 2016 School Building and Site Bonds Proposal 2 Capital Projects Fund (the "2016 Proposal 2 Capital Projects Fund," and together with the 2016 Proposal 1 Capital Projects Fund, the "2016 Capital Projects Funds") moneys from the proceeds of sale of the Bonds and from any net original issue premium specified at the time of sale to pay for the 2016 Proposal 1 Capital Projects and the Proposal 2 Capital Projects, respectively. Except for investment pending disbursement and as hereinafter provided, the moneys in the Proposal 1 Capital Projects Fund shall be used solely and only to pay the costs of the Proposal 1 Capital Projects, and the moneys in the Proposal 2 Capital Projects Fund shall be used solely and only to pay the costs of the Proposal 2 Capital Projects, as such costs become due and payable and, as may be necessary, to rebate arbitrage earnings, if any,

to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended. Costs of issuance for the Bonds shall be deposited in a separate costs of issuance account established by the Treasurer designated 2016 School Building and Site and Refunding Bonds Cost of Issuance Fund (the "Cost of Issuance Fund"). Moneys remaining in the Cost of Issuance Fund after payment of all costs of issuance shall be allocated between the 2016 Capital Projects Funds and the Debt Retirement Fund for the Bonds in accordance with the advice of bond counsel. Moneys remaining in the Proposal 1 Capital Projects Fund and the Proposal 2 Capital Projects Funds after completion of the Proposal 1 Capital Projects and the Proposal 2 Capital Projects, respectively, may be used first for any purpose permitted by Proposal 1 and Proposal 2, respectively, and second for any other purpose permitted by law.

4. The balance of the proceeds of the Bonds together with any moneys transferred by the School District at the time of sale of the Bonds from the debt retirement fund for the Prior Bonds and any other available funds of the School District designated therefor, shall be held in cash or invested in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the "Escrow Funds") and used to pay principal of and interest on the Refunded Bonds. The Escrow Funds shall be held by a bank or trust company, as trustee (the "Trustee") in trust pursuant to an Escrow Agreement (the "Escrow") which shall irrevocably direct the Trustee to take all necessary steps to call the Refunded Bonds specified by the School District upon sale of the Bonds for redemption, including publication and mailing of redemption notices, on any date specified by the School District that the Refunded Bonds may be called for redemption. The investment held in the Escrow Funds shall be such that the principal and interest payments received thereon will be

sufficient, without reinvestment, to pay the principal of and interest on the Refunded Bonds as they become due pursuant to maturity or the call for redemption required by this paragraph, and either Authorized Officer is hereby authorized to select and retain on behalf of the School District a Trustee to serve under the Escrow Agreement.

5. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

PORTAGE PUBLIC SCHOOLS
2016 SCHOOL BUILDING AND SITE AND REFUNDING BOND
(UNLIMITED TAX GENERAL OBLIGATION)

No. _____

Interest Rate:

Date of Maturity:

Date of Original Issue:

CUSIP No.

_____, 1, 2016

Registered Owner: _____

Principal Amount: _____ Dollars

Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District"), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, computed on the basis of a 360-day year consisting of twelve 30-day months, first payable on _____ 1, ____ and semiannually thereafter. Principal of this bond is payable at the _____ office of _____, _____, Michigan, or such other transfer agent as the School District may hereafter designate by notice mailed to the registered owner hereof not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who is as of the 15th day of the month preceding each interest payment date, the registered owner, at the registered address.

This bond is one of a series of Bonds aggregating the principal sum of \$ _____, issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution of the Board of Education adopted on _____, 2016. A portion of the bonds in the principal amount of \$ _____ is issued for school building and site purposes as the first series of bonds authorized under two separate proposals by the qualified electors of the School District at an election held on November 3, 2015. A portion of the bonds in the principal amount of \$ _____ is issued for the purpose of refunding a portion of a certain outstanding bond issue of the School District.

The full faith, credit and resources of the School District are pledged for the payment hereof, and the School District is obligated to levy annually sufficient taxes to provide for the payments of the principal of and interest on the bonds of this issue as they mature, without limitation as to rate or amount.

Bonds of this issue maturing in the years 20__ to 20__, inclusive, shall not be subject to redemption prior to maturity.

Bonds of this issue or \$5,000 portions thereof maturing in the years 20__ and thereafter, shall be subject to redemption prior to maturity, at the option of the School District, in any order of maturity and by lot within a single maturity, on any date on or after May 1, 20__ at the redemption price of par plus accrued interest to the date fixed for redemption.

[Insert Term Bond provisions, if necessary.]

Notice of redemption of any bond shall be given at least thirty (30) days and no more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner or owners at the registered addresses shown on the registration books kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by \$5,000, and such bonds may be redeemed in part. The notice of redemption for bonds redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bond surrendered shall be issued to the registered holder thereof. No further interest shall accrue on the bonds or portions of bonds called for redemption after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the same.

Any bond may be transferred by the registered owner, in person or by the registered owner's authorized attorney or legal representative, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the registered owner requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not be required to (i) issue, register the transfer of or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing, or (ii) register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

It is hereby certified and recited that all acts, conditions and things required to be done, exist and happen, precedent to and in the issuance of said series of bonds of which this is one, in order to make them valid and binding obligations of said School District have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of said School District, including the series of bonds of which this is one, does not exceed any constitutional or statutory limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the Portage Public Schools, County of Kalamazoo, State of Michigan, by its Board of Education has caused this bond to be signed in the name of said School District by the facsimile signatures of the President and the Secretary of the Board of Education, all as of the Date of Original Issue.

PORTAGE PUBLIC SCHOOLS
County of Kalamazoo
State of Michigan

By: _____ [Facsimile] _____
President

By: _____ [Facsimile] _____
Secretary

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the Bonds described above.

Transfer Agent

By: _____
Authorized Signature

Date of Authentication: _____

6. Commencing with the fiscal year beginning July 1, 2016, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds prior to the time of the next year's tax levy, which tax levies shall not be subject to limitation as to rate or amount.

7. If market interest rates rise so that a refunding of the Prior Bonds to be refunded becomes noneconomic or inefficient, or in the event the School District, based on the advice of its financial advisor, determines that the net present value savings associated with the refinancing of the Prior Bonds to be refunded is not at least two and a half percent (2.50%) of the principal amount of the Prior Bonds to be refunded, then the Authorized Officers shall have the discretion, based upon the advice of the financial advisor, to offer for sale only the bonds of the School District which are for the purpose of paying the cost of the 2016 Capital Projects and associated costs of issuance only, as described in the preamble to this resolution.

8. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, Public Acts of Michigan, 2001, as amended, and based on the advice of the School District's financial advisor, determines that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

9. The Authorized Officers are each individually authorized to negotiate the sale of the Bonds with Stifel, Nicolaus & Company, Incorporated, which is hereby appointed to act as senior managing underwriter for the Bonds (the "Underwriter"), pursuant to a Bond Purchase

Agreement. Such sale shall be subject to the following conditions:

- (a) The true interest cost on the Bonds shall not exceed five and a half percent (5.5%);
- (b) The Underwriter's discount associated with the sale of the Bonds to the Underwriter shall not exceed one percent (1.00%) of the aggregate principal amount of bonds issued; and
- (c) The savings associated with refunding the Refunded Bonds shall not be less than the two and a half percent (2.50%) described in paragraph 7 above.

The School District reserves the right to name additional co-managers and/or to develop a selling group. By adoption of this Resolution the School District assumes no obligations or liability to the Underwriter for any loss or damage that may result to the Underwriter from the adoption of this Resolution, and all costs and expenses incurred by the Underwriter in preparing for sale of the Bonds shall be paid from the proceeds of the Bonds, if the Bonds are issued, except as may be otherwise provided in the Bond Purchase Agreement.

10. The determination as to whether the Bonds will be issued solely to finance the 2016 Capital Projects or will be issued in part to refund a portion of the Prior Bonds shall be determined by an Authorized Officer at the time of sale, based on the advice of the School District's financial advisor.

11. An Authorized Officer shall cause preliminary and final official statements describing the Bonds to be prepared and circulated to prospective purchasers of the Bonds, apply for bond ratings from such municipal bond rating agencies as is deemed appropriate, and apply for and purchase a policy of municipal bond insurance, if deemed appropriate by the financial advisor and bond counsel.

12. The President of the Board of Education and the Authorized Officers are each individually authorized to approve any preliminary and final official statements relating the Bonds. The President of the Board of Education and the Authorized Officers are each individually authorized to execute and deliver the final Official Statement relating to the Bonds on behalf of the School District. The President of the Board of Education and the Authorized Officers are each individually authorized to approve, execute and deliver any amendments and supplements to the Official Statement necessary to assure that the statements therein are, and as of the time the Bonds are delivered to the Underwriter will be true, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading.

13. The School District hereby covenants, in accordance with the provisions of Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission (the "SEC"), to provide or cause to be provided the information set forth in Exhibit B attached hereto as such Exhibit may be revised by an Authorized Officer as required by Rule 15c2-12 prior to delivery of the Bonds.

14. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for federal income purposes under the Internal Revenue Code of 1986, as amended (the "Code") including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of bond proceeds and moneys deemed to be bond proceeds.

15. The Authorized Officers are each hereby authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing are each authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of the Act, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution. Either Authorized Officer may, without further direction from the Board of Education, execute a sale order awarding the sale of the Bonds to the Underwriter and make any of the determinations, covenants and elections authorized by this Resolution pursuant to an order approving the sale of the Bonds, provided that the final terms of the Bonds shall be within the parameters set forth in this Resolution.

16. The representation of the School District by Miller, Canfield, Paddock and Stone, P.L.C. as bond counsel is hereby confirmed, notwithstanding Miller, Canfield's periodic representation in unrelated matters of Stifel, Nicolaus & Company, Incorporated and other potential parties to the 2016 School Building and Site and Refunding Bonds transaction.

17. The School District hereby appoints H.J. Umbaugh & Associates, Certified Public Accountants, LLP to act as financial advisor with respect to the Bonds.

18. The officers, agents and employees of the School District are authorized to take all other actions necessary and convenient to facilitate sale of the Bonds, including filing a Security Report with the Michigan Department of Treasury pursuant to the Act.

19. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,
Bo Snyder (via phone at 6:38 p.m.), Randy Van Antwerp and Joanne Willson (via phone)

NAYS: Members: None

RESOLUTION DECLARED ADOPTED.


Secretary

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on March 28, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

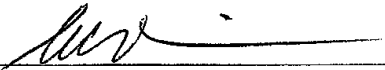

Secretary

EXHIBIT A

SUMMARY OF THE PRIOR BONDS

2008 SCHOOL BUILDING AND SITE BONDS
(UNLIMITED TAX GENERAL OBLIGATION)
(The "2008 Bonds ")

Principal Maturity Due		
<u>May 1</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$5,260,000	5.000%
2017	5,500,000	4.500
2018	5,960,000	5.250
2019	6,160,000	5.000
2020	6,300,000	5.000
2021	6,300,000	5.000
2022	6,300,000	5.000
2023	6,300,000	5.000
2024	6,300,000	4.500
2025	6,300,000	4.000
2026	6,300,000	4.500
2027	6,300,000	4.125
2029	12,600,000	5.000
2031	12,600,000	5.000

The 2008 Bonds maturing in the year 2019 and thereafter, are subject to redemption prior to maturity on any date on or after May 1, 2018 at par plus accrued interest to the date fixed for redemption. Interest on the 2008 Bonds is payable on each May 1 and November 1.

EXHIBIT B

FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (the “Undertaking”) is executed and delivered by the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), in connection with the issuance of its 2016 School Building and Site and Refunding Bonds (Unlimited Tax General Obligation) (the “Bonds”). The School District covenants and agrees for the benefit of the Bondholders, as hereinafter defined, as follows:

(a) *Definitions.* The following terms used herein shall have the following meanings:

“Audited Financial Statements” means the annual audited financial statement pertaining to the School District prepared by an individual or firm of independent certified public accountants as required by Act 2, Public Acts of Michigan, 1968, as amended, which presently requires preparation in accordance with generally accepted accounting principles.

“Bondholders” shall mean the registered owner of any Bond or any person (a) with the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bond (including any person holding a Bond through a nominee, depository or other intermediary) or (b) treated as the owner of any Bond for federal income tax purposes.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access District, or such other District, Internet Web site, or repository hereafter prescribed by the MSRB for the submission of electronic filings pursuant to the Rule.

“MSRB” means the Municipal Securities Rulemaking Board.

“Rule” means Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended.

“SEC” means the United States Securities and Exchange Commission.

(b) *Continuing Disclosure.* The School District hereby agrees, in accordance with the provisions of the Rule, to provide or cause to be provided to the MSRB through EMMA, on or before the last day of the 6th month after the end of the fiscal year of the School District, the following annual financial information and operating data, commencing with the fiscal year ending June 30, 2016, in an electronic format as prescribed by the MSRB:

(1) Updates of the numerical financial information and operating data included in the official statement of the School District relating to the Bonds (the “Official Statement”) appearing in the Tables in the Official Statement as described below:

[REVISE HEADINGS TO CONFORM WITH THOSE ACTUALLY USED]

- a. Enrollment History - Update for Current Year;
- b. Labor Relations;
- c. Retirement Plan;

- d. History of Valuations – State Equalized Valuation and Taxable Valuation – Update for Current Year;
- e. Tax Levies and Collections – Update for Current Year;
- f. State Aid Payments - Update for Current Year;
- g. School District Tax Rates (Per \$1,000 of Valuation) – Update for Current Year;
- h. Largest Taxpayers;
- i. Direct Debt;
- j. Legal Debt Margin; and

(2) The Audited Financial Statements. provided, however, that if the Audited Financial Statements are not available by the date specified above, they shall be provided when available and unaudited financial statements will be filed by such date and the Audited Financial Statements will be filed as soon as available.

Such annual financial information and operating data described above are expected to be provided directly by the School District or by specific reference to documents available to the public through EMMA or filed with the SEC.

If the fiscal year of the School District is changed, the School District shall send a notice of such change to the MSRB through EMMA, prior to the earlier of the ending date of the fiscal year prior to such change or the ending date of the fiscal year as changed.

(c) *Notice of Failure to Disclose.* The School District agrees to provide or cause to be provided, in a timely manner, to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, notice of a failure by the School District to provide the annual financial information with respect to the School District described in subsection (b) above on or prior to the dates set forth in subsection (b) above.

(d) *Occurrence of Events.* The School District agrees to provide or cause to be provided to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events listed in (b)(5)(i)(C) of the Rule with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to rights of holders of the Bonds, if material;
- (8) bond calls, if material, and tender offers;

- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the Issuer, which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Issuer in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Issuer, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Issuer;
- (13) the consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; or
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material.

(e) *Materiality Determined Under Federal Securities Laws.* The School District agrees that its determination of whether any event listed in subsection (d) is material shall be made in accordance with federal securities laws.

(f) *Identifying Information.* All documents provided to the MSRB through EMMA shall be accompanied by the identifying information prescribed by the MSRB.

(g) *Termination of Reporting Obligation.* The obligation of the School District to provide annual financial information and notices of material events, as set forth above, shall be terminated if and when the School District no longer remains an “obligated person” with respect to the Bonds within the meaning of the Rule, including upon legal defeasance of all Bonds.

(h) *Benefit of Bondholders.* The School District agrees that its undertaking pursuant to the Rule set forth in this Undertaking is intended to be for the benefit of the Bondholders and shall be enforceable by any Bondholder; provided that, the right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the School District’s obligations hereunder and any failure by the School District to comply with the provisions of this Undertaking shall not constitute a default or an event of default with respect to the Bonds.

(i) *Amendments to the Undertaking.* Amendments may be made in the specific types of information provided or the format of the presentation of such information to the extent deemed necessary or appropriate in the judgment of the School District, provided that the School District agrees that any such amendment will be adopted procedurally and substantively in a manner consistent with the Rule, including any interpretations thereof by the SEC, which, to the

extent applicable, are incorporated herein by reference. Such interpretations currently include the requirements that (a) the amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the School District or the type of activities conducted thereby, (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, and (c) the amendment does not materially impair the interests of Bondholders, as determined by parties unaffiliated with the School District (such as independent legal counsel), but such interpretations may be changed in the future. If the accounting principles to be followed by the School District in the preparing of the Audited Financial Statements are modified, the annual financial information for the year in which the change is made shall present a comparison between the financial statements as prepared on the prior basis and the statements as prepared on the new basis, and otherwise shall comply with the requirements of the Rule, in order to provide information to investors to enable them to evaluate the ability of the School District to meet its obligations. A notice of the change in accounting principles shall be sent to the MSRB through EMMA.

(j) *Municipal Advisory Council of the State of Michigan.* The School District shall also file by electronic or other means any information or notice required to be filed with the MSRB through EMMA pursuant to this Undertaking in a timely manner with the Municipal Advisory Council of the State of Michigan.

IN WITNESS WHEREOF, the School District has caused this Undertaking to be executed by its authorized officer.

PORTAGE PUBLIC SCHOOLS
County of Kalamazoo
State of Michigan

By _____

Its _____

26122168.8\071466-00037

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting April 7, 2016

CALL TO ORDER: 6:33 p.m.

ROLL CALL: Staff member Elizabeth Money called roll: Diane Durian (aye), Effie Kokkinos (aye), Ray LaPoint (aye), Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (no), Sandra Sheppard (aye), Fiorella Spalvieri (aye), Amanda Woodin (aye), and Lindy Nebiolo, Youth Representative, (no). A motion was made by Durian and supported by Spalvieri to excuse Edward Morgan and Lindy Nebiolo, Youth Representative. Motion passed 8-0.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist; Vicki Georgeau, Director Community Development; Laurence Shaffer, City Manager; Randy Brown, City Attorney and Bryan Beach, Assistant City Attorney

CITIZENS PRESENT: Terry Urban, Portage City Council, Bob Ells, Fair Housing Center of Southwest Michigan, Nate Triplett, Equality Michigan, and Megan Bauer, The Resource Center.

APPROVAL OF MINUTES: Maye moved and Mirza supported approval of the minutes with the addition of Sandra Sheppard's name to roll call. Motion passed 8-0.

OLD BUSINESS

1. Draft Non-discrimination Ordinance: Georgeau opened the discussion by reviewing the memo and providing an overview of how the draft ordinance was developed. City Attorney Brown then lead the discussion on the ordinance, reviewed the three core protections, enforcement, briefly summarized the various sections, and introduced persons in attendance who had assisted with the development of the ordinance including Laurence Shaffer, City Manager, Terry Urban, Portage City Council, Nate Triplett from Equality Michigan, and Megan Bauer from The Resource Center. The Board asked for clarification on several aspects of the draft ordinance. A discussion was held regarding the relation of the draft ordinance and the Fair Housing Act and that the draft ordinance does not eliminate any state or federal laws, but supplements them by including sexual orientation and gender identity to the protected classes. It was noted that any ordinance Portage enacted would have to be evaluated if laws are amended at the state or federal level. Questions were raised over the penalties and the \$500 fine, and it was explained that there were other options besides ticketing a person in violation of the ordinance. In extreme exceptional circumstances, a ticket could be issued each day the person was in violation. Fines go to the Court and not to the city. Maye highlighted that there is no compensation for the complainant under the draft ordinance and that offers little protection or incentive to come forward. Brown indicated that while the ordinance didn't specify monetary compensation, such provision could be included in a conciliation agreement. Bob Ells, Executive Director of the Fair Housing Center of Southwest Michigan (FHCSWM), added that the FHCSWM doesn't negotiate monetary settlements, but refers some cases to other organizations (e.g. Michigan Department of Civil Rights) and a monetary settlement is sometimes received. Ells also iterated that there is more discrimination occurring than complaints filed, and one reason is because people don't feel like they will be properly compensated or receive a benefit. Clarification was then given on the "Exemptions" section and the definition of religious organization. Urban and Shaffer both contributed to the history and discussion on the development of the draft ordinance and thanked the Board for their efforts to assist with the adoption of this ordinance. Brown then reviewed some changes that the Board will receive in the next agenda packet and recommended the Board set a public hearing for May 26, 2016 in Council Chambers. Maye moved and Mirza supported a motion to set a public hearing on the draft ordinance amendment on May 26, 2016. Motion passed 8-0.

PUBLIC HEARING

1. Draft 2016-2020 Consolidated Plan: Maye moved and Spalvieri supported a motion to open the public hearing. Motion passed 8-0. Georgeau provided an overview of the completed draft, how it was compiled, and the time frame to complete the plan process, including approval from City Council and subsequent submittal to HUD by May 15th. A summary of the following chapters of the draft plan was provided: the Executive Summary, The Process, Needs Assessment, Market Analysis, Strategic Plan, and 2016-17 Annual Action Plan. Board members asked for clarification on several items. Georgeau clarified that the cost of housing includes rent and utilities and, for home owners, mortgage, taxes and insurance is included. Discussion on the definition of overcrowding, including input from ELLs, and the standard of 1-1.5 person per room as set forth in the document. An explanation of code enforcement expenditures and activities was requested. Georgeau indicated that code enforcement staff activities include addressing and correcting building and property maintenance violations, illegal land uses and other nuisances within low-moderate income neighborhoods. Code enforcement activities prevent and eliminate blight and supplement the housing assistance programs also provided through the CDBG Program. In response to an inquiry regarding what activities are included in administration, Georgeau clarified this includes fair housing activities and general grant administration, such as: budget preparation and oversight of expenditures and program income, annual action plans, annual performance reports, Section 3 reporting, Labor Standards reporting, annual environmental review, public hearings, program outreach, amongst others. Georgeau added that administrative costs were capped at 20% of the entitlement grant plus anticipated program income, and the city has historically kept administrative costs lower than permitted since anticipated program income fluctuates. In addition, by keeping administrative costs low, more program funds can be directed to households and neighborhood improvement activities. In response to an inquiry regarding fair housing expenditures, Georgeau indicated that such activities are included under grant administration and are also limited to the 20% spending cap. Georgeau further explained that the city will need to prepare an Assessment on Fair Housing (AFH) in 2017 and additional expenditures to prepare this report will likely be included in the FY 2017-18 Annual Action Plan so the city can hire a consultant to assist with the planning process. Georgeau concluded the presentation by reiterating the next steps and asking if there were any further questions. There being no further questions, Spalvieri moved and Kokkinos supported a motion to close the public hearing. Motion passed 8-0. Spalvieri then moved and Mirza supported a motion to recommend the draft 2016-2020 Consolidated Plan as presented to City Council for approval. Motion passed 8-0.

NEW BUSINESS:

1. Fair Housing Center of Southwest Michigan Update – Bob ELLs: Bob ELLs opened the discussion by providing a handout to the Board and indicating that activity was lower over the past year due to reduced staffing levels but that they had still met all their goals including: hosting three fair housing presentations, providing an annual Fair Housing conference (in April 2016), presenting an overview/update of fair housing activities to the Board, and provide information, referrals, education, outreach, and enforcement services to Portage residents. Georgeau inquired how many Portage tests had the FHCSWM conducted over the past year and ELLs responded that they had done five tests within Portage with no findings that warranted additional action. Information was provided that many landlords think the rule “two hear-beats” per bedroom is a law. ELLs indicated that it was not, occupancy is determined by floor area, and use of this rule could count as discrimination. ELLs thanked the Board for their work and offered the assistance of his organization with regards to the Non-Discrimination Ordinance. There being no further questions, Woodin thanked ELLs for his time and efforts.
2. Proposed FY 2016-17 Goals and Objectives: Woodin opened the discussion by asking if there were any questions. There being none, Maye moved and Mirza supported a motion approving the FY 2016-17 Goals and Objectives. Motion passed 7-0 (Durian left at 8:10).

3. Kalamazoo Transit Authority LAC update - Maye: Maye indicated that ridership continues to increase, new bus stops are being installed (and referenced the one on South Westnedge Avenue by Belle Tire), and that the new Sunday service did have riders in Portage and they were hoping ridership would increase as the public became more aware of the new schedule, and that she had asked for numbers on the grocery bag assistance program (drivers assist customers with bags) for the next meeting.

STATEMENT OF CITIZENS: None

ADJOURNMENT: Maye moved and Kokkinos supported adjournment at 9:33. Motion passed 7-0.

Respectfully Submitted,



Elizabeth Money,
Neighborhood Program Specialist

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PLANNING COMMISSION

April 21, 2016

The City of Portage Planning Commission meeting of April 21, 2016 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; and Michael West, Senior City Planner.

ROLL CALL:

Mr. Forth called the roll: Patterson (yes), Bosch (yes); Stoffer (not present), Welch (yes), Dargitz (yes), Somers (not present) and Richmond (yes). A motion was offered by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the roll excusing Commissioner Felicijan and Schimmel. The motion was unanimously approved 5-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the April 7, 2016 meeting minutes contained in the agenda packet. Commissioner Patterson stated he would like to have the minutes amended to identify Commissioner Bosch as excused (email received from Commissioner Bosch prior to the April 7th meeting indicating he would not be in attendance). Commissioner Dargitz indicated that she would like to have the minutes amended (bottom of page 1, under Specific Plan for Wal-Mart) to include a statement from Mr. Forth that the city administration could also conduct annual inspections of the storm water system. Mr. Forth confirmed that he did indicate the city administration could also conduct an annual inspection. A motion was then made by Commissioner Patterson, seconded by Commissioner Dargitz, to approve the minutes as amended. The motion was unanimously approved 5-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None.

7:05 p.m. - The Commission took a short recess. 7:10 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

- Commissioner Stoffer arrived at 7:12 p.m.

OLD BUSINESS:

1. Recommended FY 2016-2017 Planning Commission Goals and Objectives. Chairman Welch referred the Commission to the Planning Commission goals and objectives that were recommended to City Council for FY 2015-2016 and asked if there were any suggested changes for the proposed FY 2016-2017 goals and objective. After a brief discussion, the Commission concurred to recommend the same goals and objectives for upcoming FY 2016-2017. A motion was made by Commissioner Patterson, seconded by Commissioner Bosch, to recommend to City Council the FY2016-2017 Planning Commission Goals and Objectives as outlined in the draft communication. The motion was unanimously approved 6-0.

2. Community Impact Projects Grant Fund – additional discussion. Chairman Welch indicated that a draft memo from Commissioner Felicijan has not yet been received and asked if Commissioners had any additional thoughts regarding this topic. Commissioner Dargitz circulated and briefly discussed an article related to community and neighborhood improvement grant programs that have been implemented in other communities. Mr. Forth provided another article regarding projects for public places. Commissioner Dargitz asked if staff could scan and email these articles to the entire Commission for review and discussion at a future meeting. Mr. Forth indicated that he would scan and email the article to the entire Commission.

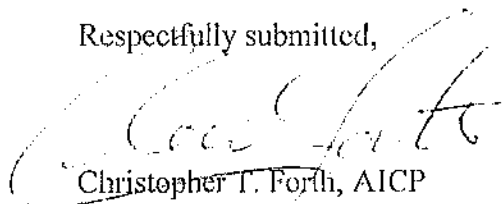
Mr. West briefly suggested a possible alternative for Commission consideration that could hopefully accomplish the same goals that Commissioner Dargitz is envisioning for a community impact projects grant fund without development and administration of a new program/process. Mr. West stated that specific neighborhood groups and community organizations could be contacted in the summer/early fall to submit project ideas and proposals that could be discussed and considered through the existing CIP process. Commissioner Patterson asked how a new grant fund program would be designed and implemented and stated expanding community outreach and participation within the existing CIP process may be a simpler approach. Commissioner Dargitz stated there were different approaches on how to set up and administer grant application programs and she did not believe it had to be overly complicated. Mr. Forth discussed the competitive grant process that is utilized by the Human Services Board when reviewing human/public services applications submitted by various service organizations. Mr. Forth stated the evaluation process takes several months and involves a thorough review and recommendation by the Human Services Board and City Administration, and final decision by City Council. Mr. Forth indicated the process typically begins in December and concludes when the City Council approves the annual budget for the upcoming fiscal year.

After additional discussion, the Commission concurred to continue discussion of this topic at the May 19, 2016 Planning Commission meeting.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

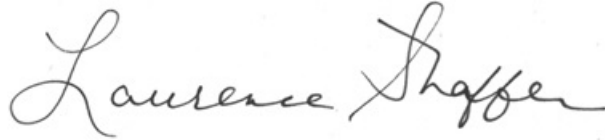
A handwritten signature in black ink, appearing to read "Chris Forth", written over a horizontal line.

Christopher T. Forth, AICP

Deputy Director of Planning, Development and Neighborhood Services

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Cleaning Maintenance Contract for Park Facilities - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve the bid from Too Clean Incorporated, for cleaning maintenance of park facilities in the amount of \$30,160 with the option of four one year renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Department of Public Services utilizes a contractor for the cleaning maintenance of city park restrooms, picnic shelters, South Westnedge Ball Park softball offices and public rental properties (Schrier Park pavilion, Stuart Manor, Grain Elevator, and Hayloft Theatre) to ensure that these facilities are in proper condition each day.

In October 2015, 42 firms were invited to submit bids for the cleaning services. Bids were received from two area vendors, which is a typical response for this specialized service contract. By the authority of the City Manager, the contract was awarded to the low bidder, Mike's Cleaning Services, in the amount of \$16,242.50.

In April 2016, the owner of Mike's Cleaning Services contacted the city and stated that he would not be able to fulfill the terms of the contract. With this information, the city contacted the next bidder, Too Clean, Inc. Too Clean, Inc. has agreed to hold its bid price for the cleaning of city park facilities in the annual amount of \$30,160. Too Clean, Inc. is a reputable company that has previously provided this service to the city over several years and understands the priority to provide quality restroom facilities. Too Clean, Inc. was awarded the previous four-year contract back in 2011, and maintained firm pricing through 2015. The bid from Too Clean, Inc. reflects a four percent (4%) increase over the 2011-2015 contract.

Therefore, it is recommended that City Council approve the bid submitted by Too Clean, Incorporated for city park facility cleaning maintenance for a cost of \$30,160, with the option of four additional one-year contract renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2015-2016 and will be planned for the Fiscal Year 2016-2017 Budgets for this service.

Attachments: 1. Park Facility Cleaning Bid Tabulation

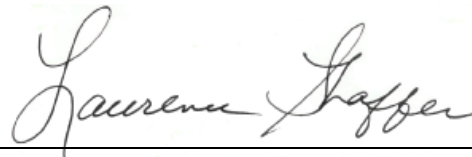
BID TABULATION
CLEANING MAINTENANCE OF PARK BUILDINGS

<u>Item</u>	<u>Unit of Measure</u>	<u>Est. Qty</u>	(Terminated Contract) Mike's Cleaning Services 3300 Woodstone Dr., Apt. #115 Kalamazoo, MI 49008		Too Clean, Inc. 616 Cherokee, Ste. #5 Kalamazoo, MI 49006	
			<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>
Pre-Season Cleaning	Lump Sum	1	\$500.00	\$500.00	\$1,700.00	\$1,700.00
Weekly Cleaning of Picnic Shelters	Month	6	\$200.00	\$1,200.00	\$435.00	\$2,610.00
Daily Cleaning of Restrooms	Month	6	\$2,180.00	\$13,080.00	\$3,375.00	\$20,250.00
Pre & Post Use Cleaning						
Schrier Park	Each	42	\$12.50	\$525.00	\$50.00	\$2,100.00
Stuart Manor	Each	20	\$12.50	\$250.00	\$50.00	\$1,000.00
Grain Elevator	Each	25	\$12.50	\$312.50	\$40.00	\$1,000.00
Hayloft Theatre	Each	30	\$12.50	<u>\$375.00</u>	\$50.00	<u>\$1,500.00</u>
Total Pre-Post Use Cleaning				\$1,462.50		\$5,600.00
Annual Cleaning Total				\$16,242.50		\$30,160.00
Extra services						
Clean & Restack Hayloft Theatre Chairs	Each		\$12.50		\$75.00	
Clean Amphitheater Chairs	Each		\$12.50		\$50.00	

MATERIALS TRANSMITTED

Friday, April 22, 2016

1. Communication from the City Manager regarding April 19th Budget Meeting Questions – Information Only.
2. Communication from the City Manager regarding the Branding and Economic Development Committee of the Whole Meeting – Information Only.
3. Communication from the City Manager regarding the annual Arbor Day tree-planting ceremony scheduled at 5:45 p.m. on April 26 – Information Only.

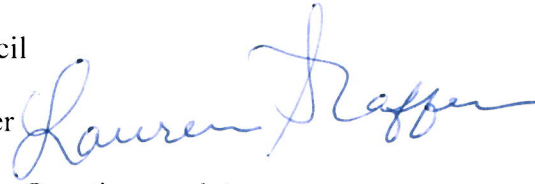


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Budget Review Session #1 – Questions and Answers

The following questions were presented by the Council during the Budget Review Session #1 on Tuesday, April 19. The responses to each question are noted below.

Purchasing

- *Bids appear to be decreasing - what is the number of bid responses?*

Response: In general, we do not believe that the number of bid responses for projects is decreasing significantly. We did notice that during the recession that some smaller asphalt and landscaping businesses did go out of business, which may be reflected in fewer bids for contracts such as parking lot repairs and asphalt trail repairs. Some of our bids / RFP's require unique requirements, which may make it appear that we do not receive numerous bids. Purchasing maintains a list of potential bidders (currently listing over 2,600 vendors for a variety of services/commodities). All sealed bids / RFP's are advertised in the Kalamazoo Gazette and placed on the city's web page. In addition, all contracts for construction type services are provided to eight different plan houses. A summary of recent bids with comparison to previous year or previous contract is offered:

Type of Work/Contract	2015/16 Bids	Previous Contract or Year if Multi-Year Agreement
Asphalt Trail Repair	2	5
Civil Engineering*	4 to 7	3 to 8
Compactor Truck Rental	1	1
Document Imaging	3	4
Fire Pumper**	1	7
Natural Gas	4	2
Park Janitorial Service	2	2
Parking Lot Repairs	3	4
Printer Maintenance	6	5
Sanitary Sewer Call-In Repairs	2	3
Sanitary Sewer Installation	3	4
Senior Center Bus Transportation	1 (3 non-responsive)	3
Sidewalk Repairs	1	1
Street Paving	2	2
Tax Bill Printing	4	6
Tennis Court Installation	4	5
Water Main Installation	5	4

*Varies based on specialty services

**Tighter specification

- *What is the extra insurance percentage the city is requiring on bids?*
Response: We have not required “extra” insurance – our requirements have remained steady over the last decade. At a minimum, we require bidders provide Workers Compensation, Auto Liability and General Liability (Auto & General Liability minimum is \$1,000,000). Depending on the risks involved, we may require a higher minimum - \$2,000,000 and/or the requirement for \$1-2,000,000 in Umbrella Coverage. Some contracts will also require \$1-2,000,000 for Professional Liability Coverage – i.e., civil engineering, architectural services.

Human Resources

- *What is the proposed full-time and part-time FTE count as compared to current 2015/2016 approved FTE count?*
Response: This information is provided in Appendix D (pg. 208-210) in the FY 2016-2017 Proposed Budget
- *What is the HMP Participation percentage?*
Response: 92%.

Transportation & Utilities

- *Why are the expenditures for Signals & Crossings (Account# 202-4226, pg. 140) doubling?*
Response: Grand Elk Railroad controls the ten railroad grade crossings in Portage, typically protected with a flashing signal and in some locations, gates and invoices the city for a share of the grade crossing signal maintenance. Recently, the Michigan Legislature amended the law (P.A. 421 of 2012) to set new standard rates for railroad signal maintenance. The new rates are substantially higher than the older rates.

Public Services

- *What is the single stream recycling rejection percentage due to contamination?*
Response: The City of Portage residential recycling material is combined with all of the single stream recycling material collected by Best Way Disposal, including that from commercial establishments, prior to being transported to the recycling facility, so there is no specific data for Portage residential single stream recycling. The single stream recycling rejection rate for all of the material collected by Best Way Disposal is 17%. It is impossible to tell the contamination rate for just the materials collected through the City of Portage residential program. The industry average for single stream for residential only is in the 10-12% range.
- *Provide summary of budget changes due to reorganization of Parks and Public Services department.*
Response: Parks accounting divisions and current departmental assignments:
 2865 – Parks Maintenance (DPS)
 2876 – Cemeteries (DPS)
 2877 – Parks & Rec (Parks)
 2878 – Kalamazoo in Bloom (DPS)
 2879 – Parks Board Activities (Parks)
 2880 – Parks Admin (Parks)

2882 – Team Sports (Parks)
 2885 – Programs (Parks)
 2886 – Ramona Park (Parks)
 2887 – Special Events (Parks)
 2888 – Ice Rink (Parks)

Moved approximately \$1,022,600 in costs associated with personnel, operations and maintenance, and administrative charges from 2877 Parks to 2865 Parks

Maintenance:

- Personnel, reallocated 3.2 FTEs - \$450,200
- Supplies - \$65,700
- Other Services & Charges - \$161,300
- Temporary employment services - \$165,000
- Equipment & Building repair - \$54,700
- Rentals, inter-fund & other - \$125,700

Moved revenue budgets to divisions with related expenditures within Parks divisions:

- Team sports fees - \$100,000 from 2880 to 2882
- Ramona Park admission - \$70,000 from 2880 to 2886
- Beach rentals - \$9,500 from 2885 to 2886
- Concessions sales - \$5,000 from 2880 to 2886

Parks, Recreation & Senior Citizen Services

- *Provide revenue and participation for the Ice Rink at Millennium Park for the last five winters.*

Response:

Year	Revenue	Skaters
2011-12	\$57,972.25	7,011
2012-13	\$60,687.90	7,158
2013-14	\$46,773.35	5,088
2014-15	\$51,673.98	7,388
2015-16	\$46,845.25	7,034

Public Safety

- *Provide explanation for increase in Administration and Staff (Account 101-3005, pg. 104), Operations & Maintenance.*

Response: The majority of this increase came from additions to these budget codes (101-3005-731.7140 thru 8554) pertaining to accreditation costs for public safety communications, guardian tracking software (this is a program which automates internal affairs and recognition programs and early warning intervention), scheduling software maintenance and furniture for the Standards Compliance Lieutenant's office.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Branding and Economic Development Committee of the Whole Meeting –
Information Only

The City Council established a Committee of the Whole (COW) meeting for Tuesday, April 26, 2016 at 6:00 p.m. to discuss branding and economic development. I'd like to offer a brief history of the rebranding process that occurred in 2012 and corresponding branding and "placemaking" initiatives that have been accomplished since that time.

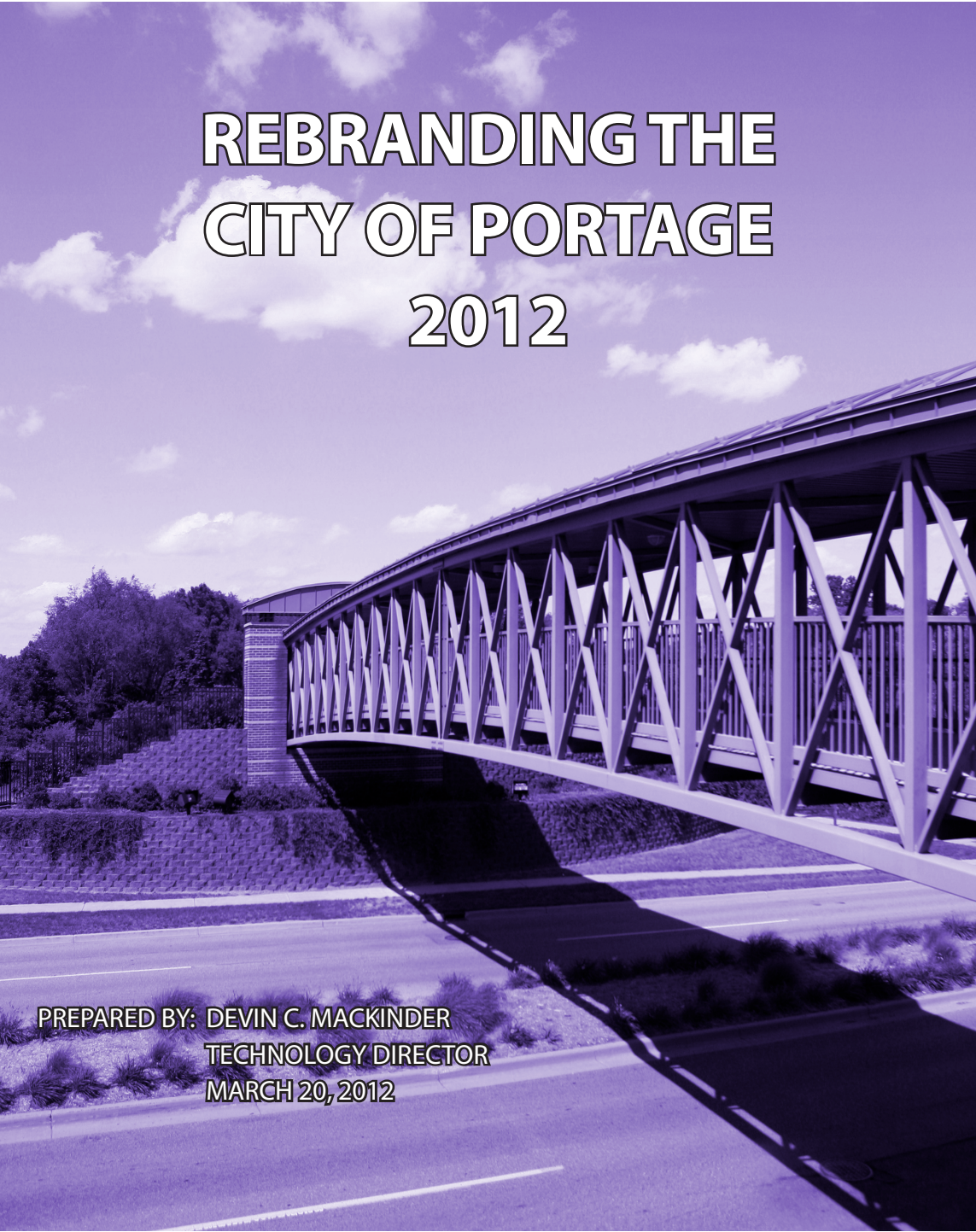
In the spring of 2012, the City Administration undertook a six-month rebranding initiative to correspond with the 50th Anniversary of the city. The new brand concept, "*A Natural Place to Move*" originated from input provided by Portage 2025 participants, city staff and marketing professionals retained by the city for this effort and was subsequently approved by City Council. This input identified the most defining, unique, distinctive and functional assets of the city of Portage as being its natural resources, parks and recreational opportunities, great schools, professional and outstanding municipal resources and business opportunities. Input further distinguished Portage from a high-growth community to a community with more moderate growth; the need to sustain attributes presently in place was emphasized. The supporting attachments reflect the rebranding plan as well as the several initiatives that have been undertaken to support this new shift. Our collective challenge at this point is to begin the difficult but exciting and rewarding work required to further support our new brand and placemaking efforts so vital to sustainability.

City staff, to include Mary Beth block, Devin Mackinder, Rob Boulis and Vicki Georgeau, met with Heather Smith Baker, Chief Operating Officer of Southwest Michigan First (SMF) to discuss branding. Ms. Baker leads the branding effort for SMF. She will be in attendance at the City COW meeting.

I encourage you to read through the attachments provided and look forward to future discussions and forthcoming actions to further capitalize on the *Natural Place to Move* vision. By working together and utilizing outside resources such as our partners at Southwest Michigan First and perhaps marketing professionals, we can ensure the continued vitality of our great city!

Attachments:

1. City of Portage Rebranding document dated March 20, 2012
2. Communication from former City Manager Evans regarding City of Portage 50th Anniversary Events dated September 4, 2012
3. Pages from the Portage 2025 Visioning Renewal Event Final Report



REBRANDING THE CITY OF PORTAGE 2012

PREPARED BY: DEVIN C. MACKINDER
TECHNOLOGY DIRECTOR
MARCH 20, 2012

Rebranding the City of Portage – 2012

Situation

The City of Portage, MI was incorporated in 1963. Working under the workhorse tagline “A Place for Opportunities to Grow,” Portage has experienced exceptional growth and prosperity unmatched in the region. Coming up on the 50th Anniversary, Portage now faces a host of new challenges endemic of a mature city such as slowed growth, aging infrastructure, declining property values, brownfields and pollution, stagnate revenues and increased expenditures to name a few.

The unavoidable truth is that as a city matures new challenges emerge necessitating the engagement of a new way of doing business. In short – *shift happens* – and in order for the City of Portage to remain a viable and attractive city in which to live and work, the shift from a story of growth to one of sustainability is necessary.

Solution

The deliverable of this engagement is to identify the new and unique City of Portage brand that will drive city policies, budgets and strategic planning initiatives for years to come and prompt people and businesses to choose Portage as a destination and a home. The new brand was carefully crafted from a realistic view of what can be supported long-term and is a natural selling point. The most important aspect of the new brand is that it is truthful and believable. After all, the brand is more than just an enticement – it is a promise.

Concept – “Naturally Active”

Malcolm Allen of *placebrands* makes the point, “Competing on tax breaks, tax credits, free land, soft loans and other financial incentives to attract investors and to shore up local industries is clearly a race to the bottom and one that is impossible to sustain. What is needed is a frank rethink about what the city offers of value and will offer in the future. City branding is about being distinctive and deliberately creating, developing and demonstrating that value through appropriate on-brand actions.”

It is true that Portage is home to great schools, outstanding library services, well-kept infrastructure, proximity to main transportation systems, job opportunities, diverse housing stock, etc. These attributes are all very important and should be maintained. But in today’s hyper-competitive environment, these attributes are simply the price of entry. Our survival depends on our ability to attract and retain citizens for the unique attributes that speak to their hearts and that no other location in southwest Michigan can offer.

The new brand concept is therefore based on the most unique, defining, distinctive and functional assets the City of Portage has to offer – its natural resources, parks and recreational opportunities and active lifestyle. The City of Portage is unrivaled in its natural gifts and through the decades, Portage has converted these natural gifts into community assets. Nearly one thousand acres of land, including some fragile and irreplaceable ecosystems have been protected for the public to enjoy. An amazing number of activities are offered on city-owned property or private facilities throughout the year here in Portage.

In fact, no other city in southwest Michigan comes close to the myriad of activities available here. Add to all of this the fine cultural programs and facilities located in Portage and you begin to understand how the new brand fits perfectly with what the city already does best.

These assets truly set Portage apart from other cities and are continuously lauded as one of our most important features in the community surveys. Even the 2025 Visioning Project Final Report points to the importance of protecting and investing in our natural resources as well as growing our cultural and leisure activities and promoting healthy and productive lifestyles. Additionally, preserving the natural beauty alongside city development has been part of the City Administration DNA for decades. In the City of Portage, investing in the environment has been good for both stewardship and economics by bonding the citizens with their community, enticing businesses to move here and providing reasons for people to spend money and time here.

This brand, therefore, is really nothing new – it's basically stating the obvious and making the most out of what Portage has to offer. It isn't a drastic or risky shift; it won't be confusing to the citizens; it isn't an unbelievable claim that could never be lived up to; it doesn't require a significant financial burden to create or sustain and it is one of the few community assets city government can fully control. And most important, this brand allows the city to make good on a primary direction identified by the community in the significant 2025 Visioning Project. In fact, this brand is an extension of a recurring theme of almost each 2025 workgroup.

This new brand is a perfect shift for several reasons

- ◆ The “Naturally Active” concept is already part of our community culture
- ◆ It is a path we already know the community desires to pursue
- ◆ It is sustainable long-term
- ◆ It works well with the “City Centre” concept
- ◆ It is an aspect of our future that we can control
- ◆ It is something we can afford to grow

- ◆ It has broad applicability to city initiatives beyond nature and active lifestyle
- ◆ It promotes the enhancement of our city aesthetics – no one wants to live in an ugly city
- ◆ It promotes the enhancement of a green city
- ◆ We own the natural assets – they are unique to us
- ◆ It reinforces community through active engagement with each other and nature
- ◆ It entices day tourism and additional revenue – a semi-tapped additional resource

“Naturally Active” has always been part of our DNA

- ◆ 17 parks with numerous recreational facilities
- ◆ 900+ acres of protected land for public use
- ◆ Several lakes with park space and fishing piers
- ◆ Portage Creek – a rare urban cold water trout habitat
- ◆ Canoe/Surrey Livery
- ◆ Two nature preserve parks
- ◆ Outdoor ice rink
- ◆ 55 miles of bikeways
- ◆ Miles of multi-use, hiking and nature trails
- ◆ Golf courses
- ◆ Summer and fall adult softball leagues
- ◆ Annual Summer Entertainment Series
- ◆ Seasonal recreational programs
- ◆ Historic museum
- ◆ Rental facilities for a variety of events including weddings, banquets, graduations...
- ◆ Senior Citizen Services programs
- ◆ Privately owned activity centers (indoor golf, basketball, soccer, baseball, etc.)

Awards and Recognition

- ◆ American Society of Landscape Architects Michigan Chapter – Bicentennial Park
- ◆ Arbor Day Foundation – tree City USA (since 1993)
- ◆ Michigan Recreation and Park Association Facility Design Award – Celery Flats
- ◆ Great Lakes Training Institute Award for Celery Flats Historical Area and Interpretive Center
- ◆ Michigan Recreation and Park Association Award for Excellence
- ◆ Housing and Urban Development Blue Ribbon for Best Practices
- ◆ National Conference of States on Building Codes and Standards
- ◆ Michigan Recreation and Park Association Maintenance Leadership Award
- ◆ Parks and Grounds Management Award of Merit
- ◆ Michigan Recreation and Park Association Landscape Design Award – Bishop's Bog
- ◆ American Society of Landscape Architects Centennial Medallion Award – Bicentennial Park
- ◆ MPRA Innovative Resources Award – Parks PDA Program
- ◆ Platinum Aquatic Safety Award
- ◆ APWA Southwest Michigan Project of the Year – East Milham Avenue Reconstruction
- ◆ Bicycle Friendly Community Designation – Bronze
- ◆ Outstanding Planning Project Award – Wedel Block – Michigan Society of Planning
- ◆ Michigan Municipal League First Place Superior Innovation – STEP Project
- ◆ Michigan State Chapter – America Society of Civil Engineers – STEP Project
- ◆ Michigan State Chapter – America Society of Civil Engineers – Quality of Life Award
- ◆ Expansion Magazine – 5-Star Quality of Life Metros Listing
- ◆ Southwest Michigan Chapter American Public Works Project of the Year – Romence
- ◆ Keep Michigan Beautiful Award – South Centreal Greenway – President's Plaque
- ◆ League of American Bicyclists – Bicycle Friendly Community Award
- ◆ Top Ten Right of Way Project of the Year – International Right of Way Association – Milham
- ◆ Project of the Year – Southwest Region American Public Works Association – Lovers Lane
- ◆ Kalamazoo Bicycle Club's Annual "Friend of Bicycling" Award

There is no question on this point. The City of Portage has painstakingly built a reputation of connecting citizens to its natural surroundings and promoting a “Naturally Active” lifestyle and infrastructure. It is now time to begin branding this exceptionally unique and marketable fact to the world.

Our New Mission: The City of Portage wants to be known, in addition to all the other outstanding attributes we enjoy, as ***the destination for nature, parks and recreation and endless variety of activities.***

Our New Mantra: Green, Sustainable, Active.

Managing the New Brand

A place brand strategy is only as good as its implementation. It is when people actually experience the brand that they begin to form positive attitudes and behaviors about the place. Implementation involves devising actions that are in line with the brand strategy in everything we do. This will include creating the right communications to reach, inform and engage our audiences, developing the supporting policies (building codes, etc.), dedicating the appropriate budgets to ensure success and training staff on whose enthusiasm and dedication the final outcomes will depend.

If all that the new brand entails is a smart logo and nifty tagline, then it is sure to fail. Leaders of the new brand need to decide the vision for the future of the city and be prepared to make the necessary infrastructure and policy changes required to reinforce the brand. The aim is to determine the experience we want key audiences to have of the city so as to influence their perceptions of and ultimately their behavior towards the city (e.g. invest, visit, move, remain, spend, recommend).

An important and often overlooked aspect of a city brand strategy is the impact on spatial and economic planning. If the brand is to come alive, the city must operate in a manner that is in line with the agreed strategy, i.e. be “on brand.” This has implications for the way the city deals with its master planning; its plans for making places; its existing and new architecture; its public transportation systems; its management of public spaces; the way it tries to encourage, retain and attract specific businesses and institutions and the way it seeks to attract and retain specific kinds of residents. Leadership ultimately demonstrates, through these actions, what the city is about, the way in which it operates and the way in which it seeks to develop economically, socially and culturally.

So what does this look like in the “Naturally Active” City of Portage? As stated earlier, the new brand is already part of the city DNA and community culture. Therefore, a drastic shift in the way we do business is not required. We simply need to enhance those aspects of what we already do that foster our new brand. If our new mantra is green, sustainable and active, then our focus shifts to support those goals. This is not only something we already do well but is also in line with the 2025 Visioning Project outcomes. Ultimately, we need to become experts in being “Naturally Active.”

Brand Equity

Over time, a successful brand adds to its value and reputation by consistently satisfying its customers. This value is referred to as brand equity, and is its accumulated loyalty, awareness and financial values. In today's hyper-competitive and uncertain environment, it is difficult to determine the appropriate shelf-life of the "Naturally Active" brand. However, in order for it to truly be successful, it will take the commitment of the City Administration and the buy-in of City Council for a sustained period of time. One of the important features of this new brand is that it positions Portage as a supporter of green and sustainable living. This is important considering that Pfizer, Inc. could at any time leave the city with a massive brownfield situation. This is one of the Threats identified in the SWOT analysis. What would be the result of Pfizer leaving Portage? To be strong and resilient, a brand must have sufficient equity on deposit for when bad things happen. If Portage is to survive "AP" (after Pfizer), it will need to be prepared with the necessary strategy in place and a strong brand.

Finally, debate and procrastination about launching this brand is not an option. It is time to begin the hard work that remains in order to prepare for the challenges ahead. Let's get started!

Next Steps

The next steps then are to finalize the logo, tagline and graphic design treatments and provide mock-ups of how this new brand begins to look, feel and sound in our communications materials. But the most important step is for the City Administration to collectively begin the hard work of bringing the strategic planning, economic development policies, etc. in line with the new brand in order to make it successful. In addition, ideas need to be generated that support the new brand.

As stated earlier, unless a brand is adopted, supported and given "life" by stakeholders and partners at each critical point of contact with customers, it will amount to nothing more than a logo or tagline on a piece of paper. Worse yet, the brand will become unbelievable. This is why it is time to mothball the current brand and fully embrace the new brand in everything we do. From planning and zoning to the types of vehicles the city chooses to buy. "Naturally Active" and all that the brand implies must become the new way of doing business.

1. Finalize logo, tagline and graphic design treatments.
2. Develop the various promotional campaigns and visual identity tactics.
3. Begin the creation of landmarks for the city or the invention of new ways to integrate existing landmarks in the promotion of the city.
4. Finalize the staging of various types of events in the city.
5. Engage!

Possible Shifts

- ◆ Parks and Recreation Programs and facilities on steroids – expand, enhance, grow
- ◆ Aggressive brownfield redevelopment
- ◆ Use of green fleet vehicles where appropriate
- ◆ Incorporating green space and aesthetics into planning and zoning policies
- ◆ Hire a full-time events and activities director (see “365 Days of Activity!” concept below)
- ◆ Pursue private partnerships in bringing additional activities and facilities to Portage
- ◆ Designing new green city buildings and facilities
- ◆ Supporting the health of an incredible asset – Portage Creek
- ◆ Sponsoring as many events, tournaments and activities as possible
- ◆ Using our parks space far more than we do currently
- ◆ Develop walkable areas and make the City Centre a destination point (See idea below)

Specific ideas and actions need to be formulated by the City Administration and should begin immediately for budget consideration. It would be ideal if two or three ideas could be unveiled as part of the 50th anniversary celebration along with the public launch of the new brand. Following are a few possible ideas to get the process going.

Concept #1: 365 Days of Activity!

Anyone who has worked in a manufacturing shop is familiar with those safety signs indicating the number of accident-free days of operation. This concept applies that idea to promoting activities in Portage. One tactic of this concept is to hire a full-time events coordinator responsible for identifying, planning and executing activities for every day of the year. The program would be called “365 Days of Activity!” and would be promoted heavily within and outside Portage. Not all of the activities need to be generated by the city. There are many activities happening in Portage every day that no one even knows about. One of the responsibilities of the coordinator would be to identify and promote those activities. One idea would be to add a section to the city website that would include a calendar. Portage organizations and businesses like Kingdom Indoor Complex, the Courthouse and others could sign up with the city and gain access to the calendar to post events. In time, this calendar would become a central point of information related to activities located in Portage and a visual representation of the aggressive 365 Days of Activity! concept.

Concept #2: Merchant Square

Located in the City Centre would be a walkable square similar to the concept of Balboa Park Spanish Village located in San Diego, CA. This small open square of small shops would be ideal to day tourism and would be a revenue generator for the city. It would be relatively inexpensive to implement and would utilize the City Centre concept identified in the 2025 Visioning Project. Local and non-local merchants would be able to sell their wares every day by purchasing daily, weekly, monthly permits. Spanish Village is a great example of how such a square could be laid out in circular fashion so as to promote active engagement of shoppers.

Concept #3: Utilizing Celery Flats Open Space

The south end of Celery Flats Park has an open greens space that is seldom utilized. It is tailor-made for various activities such as chess tournaments or dog shows or other off-beat activities and events that would be inexpensive and engaging.

Concept #4: Sponsor Tournaments

Each year, hundreds of future professional tennis players descend on Kalamazoo for the USTA tennis tournament. While Portage doesn't have the facilities or the name recognition to sponsor this type of event, there are other off-beat tournaments that could be hosted in Portage. For instance, while pickle ball will never be on ESPN, it is certainly an incredibly popular sport with the senior population. Portage could be the home of the pickle ball state championships.

Concept #5: Dog Park

Dog parks are gaining in popularity and can provide the city with additional revenue. Portage is an ideal location to provide this type of activity and it is relatively inexpensive.

Concept #6: Electric Car Plug-In Stations

While not an activity, this idea promotes the green and sustainable theme and therefore is "on-brand." These stations are easy to install on city property and could generate revenue for the city. Celebration Cinema near Crossroads Mall is one location that offers this service.

These few concepts hopefully generate ideas that relate to the "Naturally Active" brand. Activities don't necessarily have to be related to physical excursion such as biking, walking, running, etc. They can also be associated with shopping, cultural events, etc. The beauty of the new brand and many of the ideas and concepts listed above is that they don't require massive amounts of financing to engage, nor do they require a long-term commitment – although several do speak to the development of a sustainable, healthy environment. The focus is really about taking the time and energy to engage in "disciplined dreaming" and really energize our city with the promotion and development of activities, green policies and enhanced parks and recreation amenities.

Research Sources:

City Documents:

- ◆ 2025 Visioning Report
- ◆ Citizen Surveys
- ◆ SWOT Analysis
- ◆ 2008 Community/Economic Development Trend/Peer City Information Report
- ◆ Annual City Budgets
- ◆ Annual Capital Improvement Plans

Other:

- ◆ U.S. Census Data
- ◆ The Branding of Cities, Julia Winfield-Pfefferkorn, Syracuse University
- ◆ Disciplined Dreaming, Josh Linkner
- ◆ Placebrands.net
- ◆ Destination Branding for Small Cities

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: September 4, 2012

FROM: Maurice S. Evans, City Manager



SUBJECT: City of Portage 50th Anniversary Events

ACTION RECOMMENDED: That City Council:

- a. accept as presented the activities, events and actions to commemorate the 50th Anniversary of the City of Portage;
- b. appoint a City Council Ad Hoc Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents; and
- c. request that the Ad Hoc Committee present the additional suggested activities and events to the City Council no later than October 23, 2012.

With 2013 marking the 50th Anniversary of Portage incorporating as a city, it is appropriate that the time period be commemorated by activities and events to reflect upon the history of the city. Equally important, the 50th Anniversary presents an opportune time to consider the future of the community in light of the work of past community leaders to forge the character of the city. Two distinct but linked actions are presented in this regard:

1. To celebrate Portage history, the following series of activities and events are presented in recognition of the golden anniversary of the city:
 - A commemorative edition of the *Portager* will be developed and distributed in February 2013 highlighting major community milestones over the past 50 years. *Portager* editions throughout 2013 will be utilized to publicize 50th Anniversary activities and events.
 - Proclamations will be requested from state representatives and the Governor to recognize City of Portage incorporation during a February 2013 City Council meeting.
 - A display of historical photographs, documents and memorabilia will be established within City Hall and maintained for the duration of the 2013 calendar year.
 - An historical video “collage” will be developed and aired as the City Council meeting introduction for the 2013 calendar year and at other times on cable access channels.
 - Major community events being planned to celebrate the 50th anniversary during 2013 include:
 - In cooperation with the Kalamazoo Area Runners Club, a winter half marathon will be held in February 2013.
 - A fundraising effort will be launched to support an expanded 2013 Summer Entertainment Series, including a “50th Anniversary Concert.”
 - Plans for development of the Eliason Nature Reserve are underway, with a “50th Anniversary Groundbreaking” event planned for Phase I for July 2013.

2. It is equally important at the mid-century mark of the city's incorporation to initiate actions to refresh the commitment of Portage city government to, and connection with the community. Visioning exercises undertaken by residents with *Portage 2025* reflect the desire of residents to promote a healthy, active lifestyle through use of city natural resources and development of sustainable, well-maintained recreational amenities. In concert with these desires, a series of actions are appropriate to establish the framework for ensuring a quality community environment in the years ahead.

To capitalize on the numerous attributes that have formed the community as *A Place for Opportunities to Grow* over the past 50 years, attention will be redirected to focus on Portage as a community supportive of active lifestyles and strong neighborhoods. Reflective of this focus, the community logo will be recast as *A Natural Place to Move* (see attached). Supplemental actions are also planned to renew the commitment of the city to supporting an activity-based infrastructure and quality neighborhoods including:

- Utilizing unbudgeted revenue encumbered from the fiscal year 2011-12 budget to support additional street, bikeway and trailway reconstruction during 2012 and 2013 (additional local street reconstruction for 2012 was approved by City Council on July 10, 2012).
- Evaluating the need for future phases of the South Westnedge Enhancement Program projects (SWEPS) and, if found appropriate, recommending the reprogramming of funding committed to SWEPS through a fiscal year 2013-14 Capital Improvement Program initiative to support "complete streets," additional local and major street improvements and bikeway and trailway maintenance and expansion.
- A commitment of funding to maintain paved trailways during winter months, allowing for year-round use.
- A commitment of funding for development of additional marketing materials designed to feature and enhance the use of the city's natural resources and recreational amenities.
- Addition of the Eliason Nature Reserve to the city park infrastructure through Phase I development completion in 2013.

Recommitting to the appropriate maintenance and improvement of past city investments in open space preservation, park and trailway development and street infrastructure will position the city for continued growth. As a community rich with natural resources and a well developed infrastructure to support active lifestyles, the City of Portage is *A Natural Place to Move*.

It is recommended that City Council accept these activities, events and actions to commemorate the 50th Anniversary of the City of Portage. It is further recommended that City Council appoint an Ad Hoc Committee to consider additional suggested activities and events from Advisory Boards and Commissions and Portage residents, which have been requested and are to be submitted to the City Administration by September 28, 2012. Subsequently, the Ad Hoc Committee can present the additional suggested activities and events to the City Council no later than October 23, 2012.

Attachment

Economic Development

Environment & Natural Resources

Culture & Leisure

Portage will be recognized for sustainable planning based on ethical environmental standards and incentives.

Portage will be a dynamic, attractive, entrepreneurial and opportunity-rich community that provides outstanding quality of life and proactively and adaptively supports responsible economic development.

Portage— a leader in cultural and leisure activities that promote creativity, inclusivity and healthy living.

Human Services

Portage will embrace innovative strategies and partnerships to ensure her diverse population the tools needed to lead a healthy and productive lifestyle.

The City of Portage will be a world class community where the needs of its diverse population will be met through coordinated efforts of city, county and regional services.

Transportation

Portage will have a safe, efficient, multi-modal, optimally accessible and environmentally-friendly state-of-the-art transportation system that connects with the region.

Portage will provide best practices for municipal services that ensure the highest quality of living and outstanding economic opportunities for the benefit of all citizens in the community.

Portage will offer desirable and diverse neighborhoods through progressive planning and active citizen involvement.

Neighborhoods

Municipal Services

Top Two Goals At a Glance

Culture & Leisure

1. Facilitate partnerships that support venues for cultural, sports and recreational activities.
2. Expand and improve the park system with four-season activities for all ages.

Economic Development

1. Foster development that encourages a mix of uses that will become community gathering areas.
Live! Work! Play!
2. Retain, grow and attract diverse businesses and talent.

Environment & Natural Resources

1. Pursue regional cooperation:
 - Multiple opportunities for recycling for the entire community (industrial, commercial, residential).
 - Sustainable groundwater vision to protect drinking water quality / quantity.
2. Avoid overbuilding and loss of natural habitat and open spaces through reuse of residential and commercial sites and open space development.

Human Services

1. As a leader in regional cooperation, Portage will maximize resources by creatively sharing funding, facilities and services with community partners: municipalities, businesses, the library, schools, the Portage Senior Center and the Portage Community Center.
2. A full-service intergenerational community system that meets the social, emotional and intellectual needs of all citizens.

Municipal Services

1. Develop and maintain infrastructure for the growth of jobs, population and tax base.
2. Continue to be a leader in local and regional government cooperation to deliver the best services to our community.

Neighborhoods

1. Portage neighborhoods are safe at all times.
2. Protecting neighborhoods by balancing development and neighborhood character.

Transportation

1. A reliable public transportation system for all providing accessibility throughout the region to points of public interest and use.
2. Portage citizens have full access to the city on well-maintained pedestrian sidewalks and multi-use trails, which connect regional trail facilities.

Portage – a leader in cultural and leisure activities that promote creativity, inclusivity and healthy living.

Top Goal #1

Facilitate partnerships that support venues for cultural, sports and recreational activities.

- Assess needs
- Establish priorities
- Explore location(s)
- Identify funding

Top Goal #2

Expand and improve the park system with four-season activities for all ages.

- Solicit community input
- Assess needs
- Establish priorities
- Explore location(s)
- Identify funding

Other Goals

1. Acquire green space for parks while continuing to protect, maintain and enhance the current park system.
2. Create enhanced, lighted, safe, accessible non-motorized trails, integrated with other trail systems and with separation for pedestrians and cyclists and four-season amenities.
3. Continue serving as a viable destination for community activities.
4. Publicize the importance of a quality, accessible park and trail system.
5. Promote culture and recreation as planning and funding priorities.

Portage will be a dynamic, attractive, entrepreneurial and opportunity-rich community that provides outstanding quality of life, and proactively and adaptively supports responsible economic development.

Top Goal #1

Foster development that encourages a mix of uses that will become community gathering areas. Live! Work! Play!

- Ensure that land-use plan, zoning and parcel availability are supported.
- Focus on what we are known for – entertainment, shopping, eating, leisure, recreation and education.
- Foster a vibrant City Centre, Lake Center district and other mixed use node opportunities – disseminate market study data where available and court developers for redevelopment.
- Facilitate easy access, traffic flow and parking through Complete Streets – access for all users: cars, bicyclists and pedestrians.
- Excellent cooperation and facilitation by City Hall.
- Facilitate the creation of mixed use nodes to achieve this goal.

Top Goal #2

Retain, grow and attract diverse businesses and talent.

- Enhanced use of technology and social media to promote economic development in the community.
- Develop “big data” for site selectors to attract and expand businesses (workforce, educational attainment, population, infrastructure and land availability, etc.).
- Marketing, marketing, marketing: promote city as a “Natural Place to Move” and to capitalize on natural aesthetics, exploit strategic location (US131/I-94), guide visitors in with way-finding signs, promote life-science and information technology sectors, emphasize can-do of Portage, market Portage outside Portage and explain what we are.
- Partner with Southwest Michigan First and other stakeholders.
- Attract and keep young and knowledge-based talent in Portage.
- Offer support services and facilities for non-traditional businesses and entrepreneurs (e.g. Makers Space, incubators, speculative buildings).

Other Goals

1. Fully employ a diverse workforce through a dynamic economy.
2. Pursue economic development strategies that respect the environment and set priority on use of existing physical resources.
3. Nurture a small-town feel and sense of community while facilitating access to cultural and recreational amenities.
4. Advance ubiquitous, high-tech infrastructure.
5. Be a leader and partner in intergovernmental cooperation to promote positive economic development.

Portage will be recognized for sustainable planning based on ethical environmental standards and incentives.

Top Goal #1

Pursue regional cooperation:

- **Multiple opportunities for recycling for the entire community (industrial, commercial, residential).**
- **Sustainable groundwater vision to protect drinking water quality / quantity.**
 - Work with business and apartments to develop in-house recycling effort.
 - Recognize entities that promote sustainable practices.
 - Redirect untreated storm water run-off to retention area.
 - Community education promoting ground-water protection and recycling.

Top Goal #2

Avoid overbuilding and loss of natural habitat and open spaces through reuse of residential and commercial sites and open space development.

- City policies that encourage re-use of existing properties.
- Seek funding to pursue state property if it becomes available.
- Encourage more use of open space development concepts.
- Seek alternatives to preserve open space.

Other Goals

1. Protect the environment including flora, fauna, water and especially Portage Creek and Bishop's Bog.
2. Provide measures and incentives for man-made pollution control in cooperation with the entire community.
3. Provide accessible walkable/bike-able community for all including increased pedestrian crossing creation and maintenance on roads and trails in parks.
4. Develop the Westnedge area parking lots as the site of an urban village served by a fixed-route trolley and walkable hub design.

Portage will embrace innovative strategies and partnerships to ensure her diverse population has the tools needed to lead a healthy and productive lifestyle.

Top Goal #1

As a leader in regional cooperation, Portage will maximize resources by creatively sharing funding, facilities and services with community partners: municipalities, businesses, the library, schools, the Portage Senior Center and the Portage Community Center.

- Gather information and evaluate existing programs/services to determine and identify potential city partnerships.
- Identify existing and potential financial resources, including private entity investment.
- Explore sharing of facilities, finances and in-kind resources.
- Establish committee of 2025 participants, Human Services Board, Senior Citizens Advisory Board, Youth Advisory Committee, Portage Community Center, etc., to study above with the support of city staff.

Top Goal #2

A full-service intergenerational community system that meets the social, emotional and intellectual needs of all citizens.

- Build support for the concept to develop facilities and programs to serve an intergenerational audience.
- Support and facilitate engagement of citizens of all ages in civic activities resulting in high-voting rates, active neighborhood associations and watches and increased volunteerism.
- Facilitate the support of caregivers in all types of families.
- Develop broadly-utilized resources, service information and referral systems.

Other Goals

1. Portage encourages and promotes an environment in which her diverse citizens are integrated, included and welcomed within the community.
2. Existing and new housing is fully integrated, inclusive, mixed-income and accessible.
3. Support and partner with other community entities to increase awareness of and deter substance abuse for all citizens.

Portage will provide best practices for municipal services that ensure the highest quality of living and outstanding economic opportunities for the benefit of all citizens in the community.

Top Goal #1

Develop and maintain infrastructure for the growth of jobs, population and tax base.

- Strong infrastructure to support development.
- Development friendly.
- Comprehensive communication/marketing system.
- Actively seek business and investment.
- Incentives – Tax Abatements – Culture/School/Parks.
- Relocation Services – Promote civic pride.
- Community Ambassador Program.

Top Goal #2

Continue to be a leader in local and regional government cooperation to deliver the best services to our community.

- Market Portage to Southwest Michigan First, et.al.
- Provide leadership in shared services – analyze and recommend.
- Increase joint bids/purchases.
- Investigate human resources services and how they can help meet Portage needs.
- Explore a county-wide 2025.

Other Goals

1. Convert all existing above-ground utilities to underground utilities.
2. Encourage innovative stormwater treatments that are environmentally friendly and aesthetically pleasing, such as rain gardens.
3. Continuously enhance excellent delivery of police, fire and EMS services as the city grows. This includes traffic enforcement.
4. Promote excellence in image by creating streetscapes and encouraging the development of additional green space around commercial areas and neighborhoods.
5. Create a friendly walkable downtown area with ample lighting, pathways and benches, incorporating landscaping and rain gardens that integrate with the existing commercial/retail district along South Westnedge Avenue.

Portage will offer desirable and diverse neighborhoods through progressive planning and active citizen involvement.

Top Goal #1

Portage neighborhoods are safe at all times.

- Enhance accessibility for residents to access neighborhood crime information on the web, including a picture and information about the district officer.
- Encourage and maintain a sense of neighborhood ownership including neighbor engagement, crime prevention and elimination of blight.
- Increase police officer presence in neighborhoods through walking/biking as well as periodic neighborhood meetings.
- Police Department to partner with neighborhoods to develop crime-prevention strategies.
- Expand points of citizen contact as technology evolves.

Top Goal #2

Protecting neighborhoods by balancing development and neighborhood character.

- Review existing zoning regulations and revise when applicable to preserve residential character with an emphasis within the transitional area between residential and non-residential uses.
- Review zoning code regulations to allow non-invasive commercial development in neighborhoods.
- Review zoning code regulations surrounded by houses.
- Review zoning code regulations to allow low-intensive commercial uses and residential uses in the same building.
- Solicit neighborhood input regarding desired neighborhood commercial uses and establish a distribution list for use by the development community.

Other Goals

1. Strong neighborhoods promote cohesiveness through communication, concern and involvement.
2. Housing stock is renewed and maintained.
3. Cost-effective future city services meet neighborhood needs while maintaining a low tax rate.
4. Neighborhoods have a variety of housing types with low-impact, nonresidential uses.
5. Condition and availability of entry-level housing meets demand.
6. Portage neighborhoods celebrate and contribute to a readily recognized identity.
7. Intra-neighborhood transportation system.

Portage will have a safe, efficient, multi-modal optimally-accessible, environmentally-friendly state-of-the-art transportation system that coordinates with the region.

Top Goal #1

A reliable public transportation system for all providing accessibility throughout the region to points of public interest and use.

- Expanded coverage of routes to include all quadrants of the city/county.
- Expanded frequency and number of stops.
- Accessible, well-lit and sheltered stops.
- Pursue integration of community vans with existing routes.
- Continually expand community education, including the school system, regarding public transportation.

Top Goal #2

Portage citizens have full access to the city on well-maintained pedestrian sidewalks and multi-use trails, which connect regional trail facilities.

- Expand trailways.
- Neighborhood and regional connectivity.
- Major thoroughfare pedestrian walkways or sidewalks.
- Enforce snow removal ordinances and seek creative solutions to permanent snow removal.
- Every signalized intersection has state-of-the-art technology for pedestrians to ensure safe mobility in high-traffic areas.

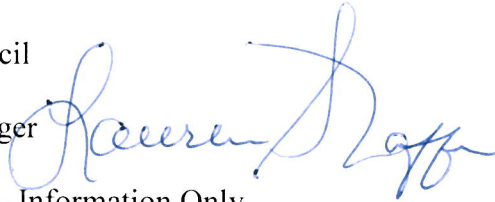
Other Goals

1. Create a multi-use Portage Transit Center as an attended facility for awaiting buses and taxis; an hourly express van provides shuttle service to the airport and Kalamazoo Transportation Center; free parking ensures easy access to inter- and intra-city buses, trains and airplanes, facilitating increased usage of public transportation with reduced traffic congestion and auto emissions.
 - Environmentally-friendly and user-friendly transportation system.
 - Parking remains free throughout Portage.
2. Portage has a walkable civic center that connects entertainment, restaurants and retail venues and is connected to trailways and transportation.
3. Portage has a well-maintained street network that provides:
 - smooth flowing traffic
 - easy-to-read signage including block numbers
 - safe street design to protect pedestrians and bicycle traffic
 - cross-access on South Westnedge Avenue
4. New technologies will be evaluated and adopted as they are shown to be affordable and feasible.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Tree Planting Ceremony – Information Only



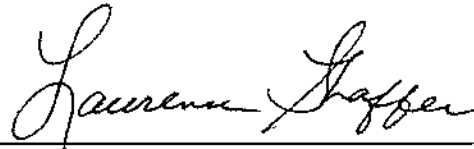
The annual Arbor Day tree-planting ceremony will be held at 5:45 p.m. prior to the April 26 Committee of the Whole meeting and City Council meeting on the City Hall property north of the building.

Attachments: N/A

MATERIALS TRANSMITTED

Tuesday, April 26, 2016

1. Communication from the City Manager regarding responses to the Pre-Council Meeting Questions of April 25, 2016

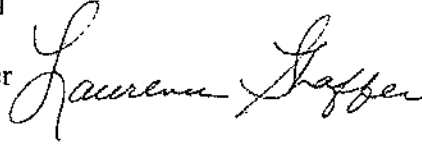


Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Pre-Council Questions

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

At the Pre-Council meeting of April 25, 2016, Councilmembers asked questions on a number of agenda items. The questions and answers are outlined below.

1. Materials for the COW meeting on Branding have not been received by all Councilmembers. Can they be resent? **Materials for the COW meeting on Branding have been resent.**
2. Larry to send out a reminder for the 5:45 p.m. Arbor Day. **A reminder has been sent.**
3. Council minutes. Two corrections. Jim Pearson – reference to DCM was – DCA and one of the dates was May not April. **The minutes have been corrected.**
4. F5 & L1 both reference traffic signals. Why are they handled in separate ways?

F5 seeks authorization from City Council to enter into a development agreement with the Lakewood Management Company while L.1 seeks authorization to purchase a number of traffic light poles, mast arms and assemblies.

5. F5 - Traffic signal on Cooley. A few years ago Council was told by the Traffic Department that a traffic signal at Centre and Cooley would be too close to the next signal and would impede traffic. What has changed? Is closeness of traffic lights no longer a concern?

The distance from Cooley Avenue to the closest signal at Moorsbridge is 1,500 feet. Our Access management guidelines for traffic signal spacing indicate that for a traffic signal cycle length of 60 seconds, the optimal spacing of signal would be 1980 feet. Therefore the spacing is less than optimal, but the limited sight distance and higher traveling speeds along West Centre Ave are also important safety considerations for the traffic signal warrants. The recently completed traffic signal warrant study met 3 of the 8 warrants.

The advent of the Congestion Mitigation Air Quality (CMAQ) project in 2013 provides the means to interconnect all of the signals from Angling Road to Portage Road along

Centre Avenue. Having the signals interconnected means that the timing along the corridor can be in our Traffic Control Center to allow the signals to work in conjunction with each other.

6. **F4 - Purchase of Fire Division Vehicle Maintenance.** It was noted that there was only one bid and that two quotes for hourly rates were verbal over the telephone. Why was only one bid received and why were the vendors contacted over the telephone not given the opportunity to submit a bid.

Emergency Vehicle Products (EVP) is a sole source vendor for the repair of fire apparatus. EVP is the only local vendor with the credentials necessary to service these vehicles. While there are other certified vendors located in Michigan, (Grand Rapids and the Metro Detroit area), the distance and cost involved with transporting the apparatus to either of these locations as well as the additional out of service time for the vehicles would not be in the best interest of the city. The price information obtained over the telephone was a check to ensure that the hourly rate quoted by EVP was reasonable. Sutphen is located in Columbus, Ohio, and Halt Fire is located in Wixom, Michigan.

7. **F6 – Purchase of Firefighter Physicals.** In the memo from the City Manager there is mention of one other quote, but the information was not listed in a separate bid document – why? Why were the two local hospitals not invited to submit a proposal? Why weren't there multiple bids? How many days will the testing involve? Was on-site testing a bid requirement? What did it take to qualify to bid?

Firefighter physicals include a number of items not normally included in routine physical examinations. Included are Chest X-Rays, Pulmonary Function profile, Audiometric Examination, Visual Acuity, Cardiogram, Sub-maximal Treadmill Test with EKG, Muscular Endurance, Flexibility Evaluation and a number of Lab Analysis such as a Thyroid Panel, Hepatitis B, Heavy Metal and a Tuberculosis Skit Test. Both Bronson and Borgess Hospitals were contacted and asked to provide a quote. Borgess Hospital provided a quote of \$1,250 per employee (\$53,750 total) and Bronson Hospital did not quote. Although not the deciding factor, if Borgess had been selected, each employee would have had to go to two different locations. The city is aware of one other "mobile" vendor located within the State of Michigan. The city has utilized this vendor in the past for Hazardous Materials Physicals and was not pleased with the performance of the vendor and therefore did not seek quotes from the vendor. The physicals provided by Professional Health Services are expected to occur on site for two days. Reports and other information will be assembled off site. While on site testing was preferred, it was not a bid requirement. There were no special bid requirements, other than having the means and ability to complete the work in a timely and satisfactory manner.

8. F4 & F6. Did not have a separate bid listing document. Why? Efforts need to be made to get more bids and if only one bid is received to explain the reasons to City Councilmembers.

The vendor for F4 was a sole source vendor and a bid tabulation sheet for a sole source vendor has not typically been provided in the past. Cost information was included in the communication from the City Manager. Regarding F6, although the cost information was included in the communication from the City Manager, providing a bid sheet or quote summary with additional information may have been helpful to City Council and will be done in the future. Additional efforts will be made going forward to provide City Council more details related to the purchasing process.

9. H1 - Rezoning. Why is the City Manager recommending the rezoning (different from what was put forth by the Zoning Board)?

The recommendation from the City Manager provides a reasonable compromise between the Planning Commission single family recommendation and the existing light industrial zoning.

How long has the Scott Family owned the property?

The Scott family (Thomas Scott) purchased the property in 1995 for \$8,500. In 2014, Thomas Scott conveyed the property to Chad Scott via a Quit Claim Deed.

How much have the Scott family paid in property taxes?

The annual taxes for the property are approximately \$170.

In relation to #1 and #2 above, attached is a Parcel Report and Tax Information report in regard to the size, estimated value and tax information/history on 480 Admiral.

What kind of business will the current light industrial zoning allow?

The following is a list of I-1, Light Industrial principal permitted uses per the Zoning Code (special land uses would not likely be able to meet the locational criteria and are not listed below, but are included in the attachment):

- **Manufacturing, compounding processing, packaging of goods**
- **Tool, die, gauge and machine shops**
- **Central dry cleaning plants or laundries (without retail)**
- **Warehouse, storage and transfer buildings**
- **Railroad and truck terminals**
- **Offices for building, plumbing, electrical, mechanical contractors**
- **Storage facilities for building materials, sand, gravel, stone lumber**
- **Trade or industrial schools**
- **Veterinary clinics**

10. F3 - Marijuana Moratorium:

Can the current vendors continue to do business during the moratorium period?

The two businesses operating at 8314 Portage Road and 5090 (5092) Sprinkle Road are illegal, nonconforming and do not comply with the City Zoning Code. The temporary moratorium ordinance does not provide any protection or stay of enforcement for these businesses.

Why would illegal business be allowed to continue to operate?

Enforcement action is pending, and no stay of enforcement has yet been provided to these two illegal businesses.

Did the current dispensaries go through a building permit process?

The business at 8314 Portage Road started work on improving the north side of the lower level of the building without a permit and the city issued a stop work order. Subsequently, the business attempted to get a building permit, but the city could not issue the permit as the use was not permitted by the Zoning Code. The business at 5092 Sprinkle Road has not made any known building improvements that would require a building permit or Certificate of Occupancy.

How would City Council authorize a stay in enforcement action against the current dispensaries operating within the city?

The City Attorney provided the City Council with a draft motion that could be considered if the City Council wanted to stay enforcement during the period that the temporary moratorium is in effect (assuming it is adopted).

11. L2 - City Auditor.

The number of hours estimated in the Yeo & Yeo bid was several hours less than the Rehmann bid. If additional hours are required by Yeo & Yeo, will that impact the cost and if so, will they continue to be the low bidder?

The number of hours are an estimate from each bidder for the purpose of auditing a city with the number of funds and programs found at the City of Portage, based on their analysis of our CAFR. With exactly that question in mind, City staff met with 2 representatives from Yeo & Yeo, and they admitted that estimating hours is a guess, but they consider cost overruns to be on them. To quote their proposal, "we consider the services to be provided to the City of Portage as a fixed fee engagement. As such, we consider cost overruns to be our responsibility ... if we incur additional time to gain a better understanding ... our philosophy is that there should be no additional costs to the client." Addressing additional fees, "if overruns are a result of our determination that not all information has been provided, the inability of staff to provide us with the necessary information to conduct the audit, delays in the process on your part... we would discuss these issues with you to consider the need for additional billings." Staff strives to provide

everything requested in a timely manner, so that If additional hours are needed to complete the audit, there will not be an increase in the fee.

On the bid comparison document the Rehmann information includes \$3750 for Accounting Assistance. What is this for? Without the Accounting Assistance the quotes become very close?

Implementation of GASB 67 was required in fiscal year 2015. The pronouncement is more complex than many others, requiring special analysis and accounting for proper presentation. On occasion, new GASB pronouncements have required additional assistance. Upcoming pronouncements affecting the City are known, and none are expected to require additional help. The Bid Comparison document is a comparison of Yeo & Yeo's proposal to the most recent three year contract with Rehmann. It was presented to demonstrate that the auditing services for the next three years are less projected to be than the previous three years. The quote provided by Yeo & Yeo is \$15,600 less than the second lowest bidder, Rehmann. As information, Yeo & Yeo's corporate office is located in Saginaw, but they have had an office on E. Milham Avenue many years. Rehmann is located in Jackson Michigan.

Why did a former auditor, BDO (fka Seidman & Seidman) bid?

They were contacted and did not think they would or could be the low bidder and therefore chose not to prepare a bid.

Thank you for the questions. If there are any additional questions, please don't hesitate to contact me.