

Public Phone Line: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.)

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

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Gun Violence Awareness Month

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Budget Session #2 of May 11, 2021.
 - b. Regular Meeting of May 11, 2021.
 - c. Pre-Council Meeting of May 24, 2021.
2. Approval of the Accounts Payable Register of May 25, 2021 as presented.
3. Adopt the Resolution to Sell the Excess City Property in the amount of \$250,000 located along the south side of Gladys Street, east of 6405 South Westnedge Ave, place the resolution on file with the Office of City Clerk for 28 days, and take final action on June 22, 2021.
4. Award a 5-year contract to Severance Electric Company, Incorporated, for the maintenance of the city traffic signal system from July 1, 2021 to June 30, 2026 in the base amount not-to-exceed \$340,200 with hourly rates as bid for call-in work and additional intersections as necessary, and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Approve the Community Development Block Grant (CDBG) Program 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the Department of Housing and Urban Development on behalf of the city.
6. Minutes of Boards & Commissions:
 - a. Zoning Board of Appeals of April 12, 2021.
 - b. Environmental Board of March 10, 2021
 - c. Environmental Board of April 14, 2021.
7. Materials Transmitted of May 7 and May 12, 2021.

8. Calendar of Meetings:

- Historic District Commission, June 2, 2021 at 8:15 a.m. - Virtual.
- Park Commission, June 2, 2021 at 6:30 p.m. - Virtual.
- Human Services Board, June 3, 2021 at 6:30 p.m. - Virtual.
- Planning Commission, June 3, 2021 at 7:00 p.m. - Virtual.
- *NOTE: All above meetings are subject to cancellation or inclusion/transition of a "virtual" aspect due to the on-going health crisis. Please monitor the City of Portage website at www.portagemi.gov for additional information. The public phone line to comment during most public meetings is: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.) Major meetings may be viewed live on Charter channel 995 and AT&T channel 99 or live streaming at portagemi.gov/205.*

B. Petitions and Statements of Citizens:

C. Communications:

1. Presentation from Portage Public Schools Superintendent Mark Bielang.

D. Public Hearings:

1. Subsequent to the public hearing, adopt the Resolution for the dissolution of the Austin Lake Governmental Lake Board.

E. Regular Business Agenda:

1. Approve the Fiscal Year 2021-2022 Proposed Budget and adopt the General Appropriations Act and Salary and Wage Resolutions.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

1. Appoint individuals to the Youth Advisory Committee, Planning Commission, Construction Board of Appeals, Park Board, Zoning Board of Appeals, Local Officers Compensation Commission and Historic District Commission.

I. Statements of Citizens.

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

NATIONAL GUN VIOLENCE AWARENESS DAY

- WHEREAS,** every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000 gun homicides every year; and
- WHEREAS,** Michigan has 1212 gun deaths every year, with a rate of 12.1 deaths per 100,000 people. Michigan has the 31st highest rate of gun deaths in the US; and
- WHEREAS,** in 2020, there were more than 70 non-fatal shootings and at least 14 gun homicides in Kalamazoo County; and
- WHEREAS,** the pandemic facing America has drastically impacted communities and individuals sheltering in place which may result in situations where access to firearms results in increased risk in intimate partner violence gun deaths, suicide by gun and unintentional shootings; and
- WHEREAS,** support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and
- WHEREAS,** in January 2013, Hadiya Pendleton, a teenager who marched in the presidential inaugural parade and was tragically shot and killed just weeks later; and
- WHEREAS,** the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and
- WHEREAS,** by wearing orange on June 4, 2021, Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and
- WHEREAS,** we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, declare the first Friday in June, June 4, 2021, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

Signed this 25th day of May, 2021.

Patricia M. Randall, Mayor

**MINUTES OF THE BUDGET WORK SESSION #2
OF THE PORTAGE CITY COUNCIL
MAY 11, 2021**

Mayor Patricia Randall called the City Council Budget Session #2 to order at 04:00 PM. The meeting was held virtually as permitted by PA 228, in accordance with December 2020 Kalamazoo County Emergency Declaration. Mayor Patricia Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. All members participated virtually from Portage, Michigan, except Councilmember Ledbetter, who attended from Kalamazoo. Also in attendance were City Manager Joe La Margo, Deputy City Manager Mike Carroll, Finance Director Lauren VanderVeen, and Deputy City Manager Adam Herringa, also functioning in the role of City Clerk for the meeting.

Mayor Randall introduced the Human Services budget. Finance Director Lauren VanderVeen reviewed the Human Services budget, noting no significant changes this year. Director VanderVeen highlighted the Human Services Board's role in selecting service funding applications and provided the list with the dollar amounts of the Fiscal Year 2021-2022 awarded organizations. Councilmember Burns asked Human Services Board (HSB) Chair Fiorella (Fi) Spalvieri to explain some of the HSB's allocation choices and processes. Ms. Spalvieri responded that the Human Services Board used the same process as it has previously used including preset selection criteria and calculated weighing of needs, especially homelessness. Ms. Spalvieri also noted some organizations had applied for multi-part funding for both services and infrastructure, which required the Human Services Board to more closely review the applications in light of the preset criterion. Mayor Pro Tem Pearson asked Ms. Spalvieri if the Human Services Board calculates its rankings in relation to the amount of food given out to Portage citizens. Ms. Spalvieri was unsure but stated the Human Services Board does monitor whether Portage citizens are served. Mayor Pro Tem Pearson then requested a report from the City Administration regarding the actual number and percentage of Portage citizens receiving food from the Twelve Baskets organization, as well as the Portage Community Center. Community Development Deputy Director Chris Forth offered the number of Portage residents each organization serves. Mayor Pro Tem Pearson replied that he had only been inquiring about the number of Portage residents who received food from each organization. Councilmember Reid expressed understanding with Mayor Pro Tem Pearson's question but also noted the difficulty for organizations to track such user data. She then inquired whether there were any changes in the Community Development Block Grant incoming amounts. Deputy Director Forth relayed there had been two Community Development Block Grants recently received from the Department of Housing and Urban Development (HUD) for COVID-related matters, which may affect funding amounts or alter the city's approach on certain funds to better help residents in need. Councilmember Burns asked for assurance from staff that they had identified the possibilities for outside funding. Deputy Director Forth confirmed, noting any revisions to the Substantial Plan Amendment will come to City Council for final approval. Mayor Randall asked whether the city had the option to apply for unspent HUD funding from other communities. Deputy Director Forth confirmed that other communities have not spent or allocated their HUD funding but he would have to confirm with the HUD representative on the possibility to apply for unused dollars.

Finance Director VanderVeen then reviewed the Capital Improvement Program budget including bonding and anticipated revenues. She noted the Planning Commission had already reviewed and unanimously recommended the FY 2021 2022 Capital Improvement Program to City Council. Councilmember Reid asked whether the Capital Improvement Program had aggregated projects related to the Lake Center District area. City Manager La Margo explained that the Lake Center District projects will encompass several years beyond the current fiscal year presented for

Council's review. Councilmember Reid then asked for related multi-year projects and the associated funding sources to be illustrated for City Council in the Capital Improvement Program document going forward. City Manager La Margo confirmed staff would work to update the document accordingly. Mayor Randall suggested color-coding related projects, noting there were no prior examples of similar multi-stage projects for Portage.

Councilmember Burns asked about the Lakeview Avenue water main replacement project in the Water Fund. Transportation and Utilities Director Kendra Gwin responded that Lakeview Avenue was previously part of the Fiscal Year 2019-2020 Capital Improvement Program under Road projects and due to issues with funding in that category the project had been moved into the Water Fund for the proposed fiscal year. Councilmember Reid asked for clarification regarding Director Gwin's comment on reconstructing the road as part of the water main replacement. Director Gwin confirmed the road would be reconstructed when the water main is replaced. Councilmember Reid asked for the project description in the Capital Improvement Program to be updated to accurately reflect the City Administration's plans. Councilmember Burns asked for the number of lift stations in Portage. Director Gwin relayed there are 56 total stations with one per year being replaced. Mayor Randall asked whether there are any other ice-melting sidewalks in the city noting the Public Facilities improvement project proposal for City Hall. City Manager La Margo responded there were no others.

Finance Director VanderVeen next summarized the Capital Improvement Program debt levels, noting that the total city debt at the end of Fiscal Year 2021 will be 3.7 percent higher than the end of Fiscal Year 2020 and asserted that the City Administration will continue efforts to lower debt levels. City Manager La Margo stated the city recently had its debt level reaffirmed to be AA by Standard and Poor. Councilmember Reid inquired about the process for unexpected mid-year projects. City Manager La Margo responded that a budget amendment would be presented to City Council should that happen and reminded that the city also has a fund balance available, as well as the pending federal COVID-19 relief dollars in the amount of \$5.6 million. Councilmember Reid asked whether the city staff knew the federal parameters for the COVID relief funds and how that might impact the city's current budget processes. Director VanderVeen responded that the federal guidelines had just been released highlighting provisions for addressing revenue loss, as well as infrastructure as encouraging points, and promised to keep City Council apprised of any updates on that funding. Mayor Randall asked whether the infrastructure option for water and sewer could be used to assist citizens financially in light of the recent rate increases from the City of Kalamazoo. Director VanderVeen stated she didn't believe that was allowed but stated she would research and review. Seeing no other comments, Mayor Randall reviewed the outstanding City Council inquiries.

Councilmember Knapp then responded to Mayor Pro Tem Pearson's earlier inquiry regarding the Portage Community Center food pantry in light of her position as the Portage Community Center Board of Directors liaison. She noted that the Portage Community Center food pantry is part of the Kalamazoo Loaves and Fishes organization and, therefore, cannot restrict its offerings solely to Portage residents. She relayed that, before the pandemic, the breakdown food pantry serviced 40 percent Portage residents and 60 percent remaining Kalamazoo County residents. Mayor Pro Tem Pearson thanked her for the response and asked whether the Portage Community Center received more funding or food offerings as part of the Kalamazoo Loaves and Fishes organization. Councilmember Knapp responded that she was unsure. Councilmember Burns suggested that the only additional offering was food and not dollars as part of the county-wide network.

ADJOURNMENT: There being no further comments, Mayor Randall adjourned the meeting at 04:58 PM.

Adam Herringa, Deputy City Manager
(p.p. Erica Eklov, City Clerk)

CITY COUNCIL MEETING MINUTES FROM MAY 11, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:03 PM. The regular meeting was held virtually as permitted by PA 228, in accordance with December 2020 Kalamazoo County Emergency Declaration. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. All members participated virtually from Portage, Michigan. Also in attendance were City Manager Joe La Margo, City Attorney Catherine Kaufman, Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the gratitude for emergency medical services, including the Portage Public Safety Department - Fire Division, as they are vital to the life and safety of Portage. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: Mayor Pro Tem Pearson read the National Scleroderma Month 2021 proclamation. Councilmember Knapp read the National EMS Week 2021 proclamation. Councilmember Reid read the National Mental Health Awareness Month proclamation.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Urban removed Item A.5. Motion by Reid, seconded by Burns, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Reid, seconded by Burns, to approve the minutes of the Regular Meeting of April 27, 2021; Committee of the Whole Meeting of April 27, 2021, and Pre-Council Meeting of May 11, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Reid, seconded by Burns, to approve the Accounts Payable Register of May 11, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Adoption of Bond Resolution: Motion by Reid, seconded by Burns, to adopt the Bond Resolution authorizing the sale of Capital Improvement Bonds, Series 2021, in an amount up to \$15,000,000. Upon a roll call vote, motion carried 7 to 0.

Lakeview Drive Reconstruction Project - Bid Tabulation: Motion by Reid, seconded by Burns, to award a contract to perform engineering services for the reconstruction of Lakeview Drive from South Shore Drive to Lakeview Court to Abonmarche Consultants, Incorporated, of Portage, Michigan, in an amount not exceeding \$224,700 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.

Genesis PharmOptima (6710 Quality Way) Tax Abatement Application: Motion by Reid, seconded by Burns, to accept the application for an industrial tax abatement from Genesis PharmOptima for property located at 6710 Quality Way, and adopt Resolution No. 1-20 establishing a public hearing to expand Industrial Development District No. 78, and set a hearing on the Industrial Facilities Exemption Certificate at 6710 Quality Way for June 8, 2021. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Reid, seconded by Burns, to accept the minutes of the Human Services Board of April 1, 2021, and the Planning Commission of April 15, 2021. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Reid, seconded by Burns, to accept the Materials Transmitted of April 27, 2021. Upon a roll call vote, motion carried 7 to 0.

Calendar of Meetings: Motion by Reid, seconded by Burns, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

Proposed Fiscal Year 2021-2022 Budget: Mayor Randall opened the public hearing and Finance Director Lauren VanderVeen summarized the Fiscal Year 2021-22 Proposed Budget. Director VanderVeen thanked department staff for their efforts in the creation and assembly of the Budget. There being no further comments, motion by Pearson, seconded by Reid, to close the public hearing. Upon roll call vote, motion carried 7 to 0.

Following the close of the public hearing, motion by Pearson, seconded by Burns, to consider adoption of the proposed Fiscal Year 2021-2022 Budget and tax rate at the Regular City Council Meeting on May 25, 2021. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Preliminary Plat of The Oaks (Phase 2), 4800 Bishop Avenue: Councilmember Urban noted the earlier plat of The Oaks Phase 1 on which he voted no citing groundwater concerns at the time and stated he still maintains those same concerns with Phase 2. Mr. Urban expressed hesitancy to support the proposed development because the area still has issues with standing water and expressed his desire to avoid a repeat of the previous issues in the Sprinkle Woods and Black Forest Drive area with water table management and the funds needed to alleviate the issues. He further described concerns with The Oaks Phase 2 design of the storm sewer and infiltration basin system.

Deputy Director Chris Forth explained the background regarding the city engineer's review and approval of the design for Phase 2. Mr. Forth stated the city continually monitors the water table and wells within the subject area and relayed recent efforts by the Kalamazoo County Drain Commission to manage water levels in the area. Mr. Forth also noted the developer's offer to existing residents on Jamaica Lane to connect into the private storm sewer system if needed to allow standing water to flow to the new storm basin to the north and new Kalamazoo County culvert under Bishop Road. Mr. Forth stated the city will be getting soil borings with each lot and relayed the developer's plans to install ground drainage around each foundation, as well as make each foundation waterproof. Transportation and Utilities Director Kendra Gwin provided further background on the recent County Drain Commission efforts to address standing water levels in the area. Councilmember Urban then asked for clarification regarding the responsible party for the maintenance of the private storm drain. Deputy Director Forth responded that the homeowners association will be responsible and the city has previously used private basins in the Osterhout area.

Site Engineer Pat Flanagan provided a summary regarding the engineering efforts with groundwater management in the area and highlighted his firm's prior efforts to remediate the groundwater in the Sprinkle Woods neighborhood following the monumental rainfall in 2008. Councilmember Urban inquired about basement levels in Phase 2 of The Oaks, as well as the scope for the study of the area's water levels. Mr. Flanagan responded with the basement level measurements and stated his firm had reviewed the past eleven years of water levels. Councilmember Urban expressed concern that the water levels are not an annual cycle but instead a decade cycle.

Councilmember Reid inquired about the existing storm pipe in the area and the height of the roads in Phase 1 and Phase 2 of The Oaks as compared to the existing neighborhood. Mr. Flanagan responded that it is a solid, watertight pipe. He further stated that Phase 1 had fill dirt brought in to

provide adequate basement levels and believes the construction of The Oaks development has a positive impact on the Jamaica Lane neighborhood, assisting with standing water management and flow to the north. There was additional debate regarding responsible parties should flooding occur in the future. Councilmember Urban closed by stating his desire that the city utilizes longer time spans to review water level trends in future developments.

Motion by Pearson, seconded by Ledbetter, to approve the Preliminary Plat of The Oaks (Phase 2), 4800 Bishop Avenue, subject to the conditions outlined in the April 9, 2021 Department of Community Development staff report. Upon a roll call vote, motion carried 5 to 2 with Councilmembers Reid and Urban voting no.

COUNCIL COMMITTEE REPORTS:

Councilmember Knapp provided an update regarding the Portage Community Center Board of Directors. She noted the Community Center was in good financial shape, having already received 50 percent of its expected year-end contributions and building renovations completed \$30,000 under budget. She also noted the Center had been able to support the first round of water shut-offs in a year by supporting eight households with the assistance of the city's Treasury Office. Councilmember Knapp closed with an update of a recent successful golf tournament held to support the Center.

Councilmember Burns provided an update regarding the Central County Transportation Authority (CCTA) Board. He stated the CCTA Board had recently approved service contracts with the local colleges, highlighting Western Michigan University's move to exclusively utilize Kalamazoo Metro for transportation. He closed by noting the CCTA would be starting its update for the Comprehensive Operational Analysis in August, including public input opportunities, with a completion date of April 2022.

Mayor Pro Tem Pearson supplemented Councilmember Burns' CCTA update and encouraged the Community Development Department to gather current workforce data regarding the Portage Road and Sprinkle Road corridors as support for bolstering additional routes in Portage for the CCTA's Comprehensive Operational Analysis.

Mayor Randall provided an update for the City Council Neighborhood and Housing Sub-Committee. She noted the approved 2020 Kalamazoo County Housing millage of \$7.1 million would begin collecting funds in October and encouraged the city to assemble an affordable housing plan funding option in Portage for presentation to the Kalamazoo County Housing Department and Board of Commissioners.

STATEMENTS OF CITIZENS:

Michael Cartier (1127 Lakeview Avenue) noted he was a resident of Portage for the past 22 years and expressed concerns with the Lake Center District Feasibility Study and Steering Committee. He expressed additional concerns with conflict of interest with Mayor Pro Tem Pearson and Councilmember Knapp serving on the Steering Committee and requested the two Councilmembers recuse themselves when the Study comes to a vote before the City Council. Mr. Cartier also noted the Steering Committee Vice-Chair, Danielle Mason-Anderson, has a conflict of interest with the city funding a potential reroute of her driveway for \$100,000. He stated there are other conflicts of interest with the other Steering Committee members in real estate, as well as the owner of The Cove restaurant benefitting from the recommended actions in the Feasibility Study. Mr. Cartier expressed concerns that private homeowners and taxpayers had not been included in the Feasibility Study or Steering Committee. He closed by stressing resolution of the conflicts of interest before the City Council vote on the Lake Center District. Mayor Randall thanked him for his comments and invited Mr. Cartier to the Open House for the Lake Center District on May 15, 2021 at Lakeview Park.

Amy Moon (715 Lakeview Avenue) asked City Council to delay the vote on the Lake Center District proposal until such a meeting can be held in person and expressed a desire for public input before the discussion of the Council. She stated there were 238 Lake Center District "Notify Me" website subscribers that had not received ample notification of the April 27 Committee of the Whole meeting. She stated there had been no other citizen interaction regarding the Lake Center District area since February 2020 at which time discussion did not include widening of the channel or drain, as well as boardwalk modifications. Mayor Randall thanked Ms. Moon for her comments and invited her to the May 15 Open House as well.

Adam Bucher (2611 Woodbine) expressed his support for the city efforts to slow down traffic in the Lake Center District area, as well as strides towards Complete Street designs and the effort to address blight. However, Mr. Bucher stated he does not support the widening of the drain between the lakes and is concerned with the traffic that will be created in the surrounding area. He also expressed concern with the wetlands in the area and wishes that the wetland near Stanley and Woodbine streets be preserved. He also opposed any forceful takings of property and strongly opposed any changes to Lakeview Park.

Mary Beth Henry (2621 Bach) thanked the City Manager and his team, including Community Outreach Coordinator Bobby Boyd, on the Hate Condemnation Resolution and wanted to relay that May is Asian American Pacific Islander month and provided history on the development of that recognition.

Adam Edlefsen (912 Forest Drive) clarified Mr. Bucher's location on the lakes for the City Council and noted conversations with city representatives from the Lake Center Committee of the whole has created confusing talking points, notably with the drain. He also expressed concerns about the costs for future generations. He stated he believes the road safety improvements will be surpassed by boat traffic safety issues and expressed disappointment answers from staff and City Council thus far. Mr. Edlefsen stated he felt the community members had been left out of discussions to date. He further inquired why the Steering Committee appears to be presenting the Lake Center District Feasibility Study as an all-or-nothing proposal like the decision has already been made.

Pat Cavalier (7146 Oakland Drive) highlighted three prior workshops hosted by ISAAC (Interfaith Strategy for Advocacy & Action in the Community) on the topic of the Latinx community and thanked Public Safety Chief Arnold for his attendance at those events. She then invited City Council members to attend a subsequent upcoming workshop regarding the Latinx community matters.

Julie Cartier (1127 Lakeview Avenue) stated she wanted to clarify to Mayor Randall that the Lake Center District matter is not an emotional issue for lake residents but a taxpayer issue for the entire community. Ms. Cartier echoed the earlier concerns regarding the "Notify Me" contacts and expressed additional concerns with the members of the Lake Center District Steering Committee. She relayed recent difficulty in her efforts to get feedback from staff and asked why the public comment period on the Study has a deadline of May 17, only two days after the May 15 Open House. She closed by requesting City Council extend the deadline on public comment.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER.

Councilmember Burns began by congratulating the City Clerk's Office on a successful May election. He then echoed the frustrations of those citizens calling to comment regarding the notifications of city meetings and expressed a desire to improve that feature with the city. He closed by stating the Lake Center District Feasibility Study was an exciting proposal that needs better public collaboration and he hopes to improve citizen input.

Councilmember Reid thanked Finance Director VanderVeen for her work on the proposed budget in light of the second City Council Budget Session having been completed earlier that

night. Ms. Reid highlighted the evening's comments regarding fair housing and public transit encouraging collaboration with the city's Human Services Board for those matters. She then highlighted the Governor's recent announcement regarding the 55 percent state COVID-19 vaccination rate, while expressing concern with the remaining 45 percent. Councilmember Reid stressed continued caution regarding COVID-19.

Councilmember Knapp thanked the Lake Center District citizens and issued a reminder regarding the May 15th Lake Center District Open House at Lakeview Park.

Councilmember Urban assured citizens with Lake Center District concerns that the steps in the Feasibility Study are not an "all or none" endeavor and will be decided on piece-by-piece including issues such as Portage Road safety. He stated that the City Council also needed to address how to make the Lake Center District business more viable and vibrant, similar to the South Westnedge Avenue corridor but with its own Lake Center area style. Councilmember Urban then relayed that his concerns with The Oaks development due to concerns that building on every area in the city as it ages is not a viable option and there are additional issues to address.

Mayor Pro Tem Pearson echoed Councilmember Knapp's comments regarding the Lake Center District and highlighted Councilmember Urban's comment regarding the 20-year Lake Center District plan that will occur in phases over several years and that the city is simply at the feasibility stage with future City Council's deciding the next steps.

Mayor Randall began by highlighting Governor Whitmer's May 11th visit to Portage. She then complimented the Parks Department for its Friday at the Flats events and invited everyone to the Mayors' Bike Ride the morning of May 15 as part of Kalamazoo Bike Week. Mayor Randall also thanked the City Council for their efforts with the recent long meetings and closed by discussing the citizen comments regarding Lake Center District.

ADJOURNMENT.

Mayor Randall adjourned the meeting at 09:03 PM.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 24, 2021**

Mayor Patricia Randall called the virtual meeting to order at 8:02 a.m. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, and Claudette Reid also joined virtually. In compliance with Michigan Public Act 228, the Mayor and Councilmembers disclosed their virtual participation from Portage, Michigan. Councilmember Terry Urban and Mayor Pro Tem Jim Pearson were absent with excuse. Also in attendance were City Manager La Margo, and City Clerk Erica Eklov.

Mayor Randall began by highlighting the Proclamations, noting Councilmember Burns would read the National Gun Violence Awareness Month acknowledgment.

With regard to Item A.3, Sale of Excess City Property (S. Westnedge and Gladys), Councilmember Reid inquired regarding the City Administration's options for guiding future tenant choices for the space, noting previous property stipulations with tenant stipulations, as well as brownfield development. City Manager La Margo responded that the city still has the zoning code to regulate potential tenant types for the property. He further noted the applicant continues to collaborate with the City Administration regarding desired uses of the parcel. Councilmember Reid then noted the prior traffic back-ups on South Westnedge with the additions of the Chic-Fil-A and Panda Express restaurants and inquired whether the City Administration expected a similar use and issue for the subject parcel. She further asked whether the city had tools to address such traffic disruptions. City Manager La Margo responded that the city now requires traffic studies to mitigate such issues and he believed the property had enough land to avoid a similar issue. Discussion followed regarding the subject parcel's driveway location. City Manager La Margo stated he would research and respond. Councilmember Burns inquired regarding the appropriateness of staff performing the land appraisal. City Manager La Margo relayed that a third-party appraisal had been done previously, as well as the applicant contracting an appraisal, which confirmed the city's amount. Mayor Randall stated that COVID-19 had largely disrupted the earlier plans and proposals for the subject parcel.

With regard to Item A.4, Traffic Signal Maintenance Contract, Councilmember Reid asked for the amount of the prior contract with Severance Electric Company, including the annual overage amounts, for comparison to the current proposal. City Manager La Margo stated he would review and respond.

With regard to Item A.5, Community Development Block Grant (CDBG) Consolidated Plan, Councilmember Reid inquired if submittal of the Plan could be delayed to allow for additional review in light of the reactivated Neighborhoods and Housing Committee. She stated the goals of both the CDBG Plan and Committee were very similar and the approach may need re-evaluation. City Manager La Margo stated he would further research and respond.

With regard to Item C.1, Presentation by Portage Public Schools Superintendent, Mayor Randall inquired about the costs of the August Special Election. City Clerk Eklov confirmed the majority of costs would be reimbursed with the exception of the regular staff salaries.

With regard to Item D.1, Austin Lake Governmental Lake Board Dissolution, Councilmember Reid inquired whether the City Council could direct the Lake Board to address new projects before dissolution. City Manager La Margo stated he would confer with the City Attorney and respond. Councilmember Knapp noted the Lake Board's current funds could not

be re-purposed to pay for a feasibility study for a new project. Mayor Randall inquired whether a new weed treatment program could be expedited to occur during the 2021 summer season. City Manager La Margo confirmed he would research and respond.

With regard to Item H.1, Board and Commission Appointments, Mayor Randall asked about the start time of the Interview Session and format. City Clerk Eklov responded that the interviews started at 5:15 p.m. and would be virtual.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:29 a.m.

Erica L. Eklov, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of May 25, 2021 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments, electronic payments, and credit card payments. The attached Accounts Payable Register covers the period May 2, 2021 through May 15, 2021 and notes \$332,374.68 in automated clearing house payments, \$388,529.82 in paper checks, \$87,291.77 in autopay payments, \$134,953.67 in electronic and \$5,862.37 in credit card payments (April) for a grand total of \$949,012.31.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of May 25, 2021

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/02/2021 to 5/15/2021

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
05/07/2021	15005(A)	KUSHNER & COMPANY, INC.	KUSHNER & CO FSA & COBRA ADMIN	290.72
05/14/2021	15006(A)	A I S CONSTRUCTION EQUIP. CO.	DIP STICK FOR DURAPATCHER	41.92
05/14/2021	15007(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	3,602.47
05/14/2021	15008(A)	ADP, INC.	MONTHLY ETIME	4,437.95
05/14/2021	15009(A)	AIRGAS USA LLC	WELDING SUPPLIES	333.83
05/14/2021	15010(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,555.34
05/14/2021	15011(A)	ALL-TRONICS, INC.	GLTC FIRE ALARM MONITORING	81.00
05/14/2021	15012(A)	ALLEN, LEVI	INTERDICTION TECHNIQUES & CONCEALMENT	196.00
05/14/2021	15013(A)	ALRO STEEL CORPORATION	REPAIR AND MAINTENANCE SUPPLIES	271.02
05/14/2021	15014(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS	3,391.72
05/14/2021	15015(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	326.74
05/14/2021	15016(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	600.00
05/14/2021	15017(A)	AUMACK, MICHAEL	UMP PAYROLL 2021	75.00
05/14/2021	15018(A)	BATTERIES PLUS	MISC BATTERIES	261.90
05/14/2021	15019(A)	BEEBE, RONALD E.	UMP PAYROLL 2021	150.00
05/14/2021	15020(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE	165,253.41
05/14/2021	15021(A)	BUDAY, KATHLEEN M.	CLASS INSTRUCTOR PAYMENT	400.00
05/14/2021	15022(A)	BYHOLT INC.	PROJECT SUPPLIES	470.59
05/14/2021	15023(A)	C C I SOUTH, INC.	NETWORK DROP INSTALL FOR CONFERENCE RM	468.70
05/14/2021	15024(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,583.51
05/14/2021	15025(A)	CARLETON EQUIPMENT CO.	REPAIR AND MAINTENANCE	490.86
05/14/2021	15026(A)	CARSTAR PORTAGE	POLICE VEHICLE REPAIR AND MAINTENANCE	848.08
05/14/2021	15027(A)	CIVICPLUS	CIVIC CLERK CUSTOM TEMPLATE-COMM DEV	420.00
05/14/2021	15028(A)	CLEANIT CORP	CAR WASHES	84.00
05/14/2021	15029(A)	CONSOLIDATED ELECTRICAL DIST INC	CITY SIGN REPLACEMENT LIGHTS	768.50
05/14/2021	15030(A)	CPS HR CONSULTING	DETECTIVE TESTING SUPPLIES	839.30
05/14/2021	15031(A)	D. WOOD PLUMBING LLC	PARKS RESTROOM PLUMBING REPAIRS	1,590.54
05/14/2021	15032(A)	DEER CONTRACTING & LANDSCAPE	BICENTENNIAL PARK OVERLOOK POST REPAIRS	3,230.00
05/14/2021	15033(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	18,945.29
05/14/2021	15034(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	56.03
05/14/2021	15035(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	DURAPATCHER AXLES	3,262.82
05/14/2021	15036(A)	ESPER ELECTRIC, LTD	MAST/ANTENNA WORK-NEW FIRE ST 2	950.00

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Check Date	Check	Vendor Name	Description	Amount
05/14/2021	15037(A)	EXTREME POWER EQUIPMENT, INC.	ANNUAL WEED WHIP/AUGER MAINT	291.88
05/14/2021	15038(A)	FARR ASSOCIATES AND URBAN DESIGN PC	URBAN PLANNING & DESIGN SVCS-PORTAGE RD	14,500.00
05/14/2021	15039(A)	FERRELLGAS, LP	PROPANE TANK RENTALS	360.00
05/14/2021	15040(A)	FOREMOST SALES COMPANY LLC	PARKS CLEANING SERVICES	3,710.00
05/14/2021	15041(A)	FORSHEE, MARK	UMP PAYROLL 2021	150.00
05/14/2021	15042(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,000.00
05/14/2021	15043(A)	GIPSON, TERESA	LERM CONFERENCE	1,522.22
05/14/2021	15044(A)	GLEESING, KEVIN	POLICE SCHOOL OF STAFF & COMMAND WK 3	897.25
05/14/2021	15045(A)	GLOBAL EQUIPMENT CO., INC.	MISC BUILDING SUPPLIES	604.20
05/14/2021	15046(A)	GORDON WATER SYSTEMS	WATER SERVICE	304.85
05/14/2021	15047(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL AT CITY HALL	111.00
05/14/2021	15048(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,936.04
05/14/2021	15049(A)	HARTMAN, CHARLES	UMP PAYROLL 2021	96.00
05/14/2021	15050(A)	INDUSCO SUPPLY CO., INC.	MISC PAPER & CLEANING SUPPLIES	1,233.99
05/14/2021	15051(A)	INSIGHT PUBLIC SECTOR, INC.	ADOBE 70 PERPETUAL LICENSES UPGRADE	27,266.40
05/14/2021	15052(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANDSCAPE BED MAINT	11,967.10
05/14/2021	15053(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS PARKS	111.00
05/14/2021	15054(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY HALL	53.72
05/14/2021	15055(A)	KLINE, MICHAEL	DIGITAL PHOTOGRAPHY	252.00
05/14/2021	15056(A)	LAWSON PRODUCTS, INC	FLEET REPAIR/MAINTENANCE	1,780.86
05/14/2021	15057(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT	74.95
05/14/2021	15058(A)	MANEY II, JOHN RAYMOND	ADVANCED VEH CONTRABAND CONCEALMENT -TR	111.50
05/14/2021	15059(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION START UP @ CITY HALL	862.00
05/14/2021	15060(A)	MAYHEW, BRYAN	POLICE SCHOOL OF STAFF & COMMAND WK 4	335.50
05/14/2021	15061(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	291.30
05/14/2021	15062(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRES AND SERVICES	257.00
05/14/2021	15063(A)	MEJEUR ELECTRIC LLC	REPAIR/CHECK BAND SHELL LIGHTING	736.00
05/14/2021	15064(A)	MILONAS, GEORGE	LAND CONTRACT 2005 W MILHAM PAY#5	854.00
05/14/2021	15065(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP DIRT- CEMETERIES	482.50
05/14/2021	15066(A)	NYE UNIFORMS	MISC UNIFORMS	2,896.52
05/14/2021	15067(A)	O'BOYLE-COLWELL-BLALOCK & AS.	RAMONA PARK ENTRY LANDSCAPE DESIGN	277.50
05/14/2021	15068(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES DPW	1,336.50
05/14/2021	15069(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	2,173.50

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Check Date	Check	Vendor Name	Description	Amount
05/14/2021	15070(A)	PERCEPTIVE CONTROLS, INC.	SCADA PROG REPORTS FOR LIFT STATION	2,320.00
05/14/2021	15071(A)	PETERS CONSTRUCTION CO.	SEWER LEAD REPAIR	3,980.00
05/14/2021	15072(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	471.98
05/14/2021	15073(A)	PRINTING SERVICES INC	WATER QUALITY REPORTS-PRINTING & INSERTING	3,786.22
05/14/2021	15074(A)	R W LAPINE INC.	FIRE ST 3/HUMIDIFIER SYSON FURNACES	2,878.09
05/14/2021	15075(A)	RHODES, KEVIN	UMP PAYROLL 2021	175.00
05/14/2021	15076(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	672.37
05/14/2021	15077(A)	RYAN, JOHNATHAN	UMP PAYROLL 2021	70.50
05/14/2021	15078(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	306.00
05/14/2021	15079(A)	SMITH DAWSON & ANDREWS, INC.	FED ADVOCACY SERVICES-MAR/APRIL 2021	10,000.00
05/14/2021	15080(A)	USA SOFTBALL OF MICHIGAN	OFFICIAL SOFTBALL ORDER FOR ADULT LEAGUE	2,600.00
Total ACH				332,374.68

Check Type: Paper

05/07/2021	316573	CITY OF PORTAGE	CITY OF PORTAGE GROUP UT BILLING-APRIL	257.71
05/07/2021	316574	FERGUSON, JOSEPH E. JR.	FRIDAY AT THE FLATS MUSIC GROUP 2	200.00
05/07/2021	316575	KALAMAZOO COUNTY TREASURER	OAKBROOK APRIL 2021 MOBILE HOME TAXES	322.50
05/07/2021	316576	KALAMAZOO COUNTY TREASURER	PARTIAL PAYMENT FROM TITLE COMPANY	21.21
05/07/2021	316577	MCCOLLUM, BOBBY	2020 CITY TOURNAMENT DEPOSIT REFUND	100.00
05/07/2021	316578	MI ASSOC. OF CHIEFS OF POLICE	MACP 2021 SUMMER CONFERENCE	780.00
05/07/2021	316579	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	955.10
05/07/2021	316580	PRI MANAGEMENT GROUP	REDACTING RECORDS (VIRTUAL)-TRAINING	149.00
05/07/2021	316581	VERIZON WIRELESS	CELLULAR TELEPHONES	2,822.67
05/10/2021	316582	AGGRESSIVE INDUSTRIES	BISHOPS BOG BOARD WALK-DOWN PMT	50,000.00
05/12/2021	316583	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	462.25
05/14/2021	316584	ADVANCE II LLC	MAY SPECIAL ELECTION TEMP ASSISTANCE	612.34
05/14/2021	316585	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	995.50
05/14/2021	316586	ALTA EQUIPMENT CO.	DURAPATCHER REPAIR/MAINT SUPPLIES	494.66
05/14/2021	316587	AMERICAN HOIST AIR & LUBE EQUIP INC	SHOP LIFT REMOVALS	1,466.50
05/14/2021	316588	AT&T	ELECTRONIC COMMUNICATIONS	6,582.67
05/14/2021	316589	BAREITHER, CHAD	STRATEGIC PLANNING CONSULTING SERVICES	1,250.00
05/14/2021	316590	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	288.00
05/14/2021	316591	BELSON OUTDOORS, LLC	BIKE RACKS	3,845.11

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05/14/2021	316592	BETTEN, GEORGE & LISA	OVERPAYMENT FINAL WATER BILL 221 DAWNLEE	55.24
05/14/2021	316593	BLAIN SUPPLY, INC.	OPERATING SUPPLIES	109.98
05/14/2021	316594	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	22,552.19
05/14/2021	316595	BRESA DEL RIO RANCH	YOUTH ADVISORY COMM GREEN-A-THON EVENT	18.00
05/14/2021	316596	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	200.00
05/14/2021	316597	BYCE & ASSOCIATES, INC.	COMMUNITY SENIOR CENTER A&E DESIGN	4,000.00
05/14/2021	316598	BYHOLT INC.	HYDRANT METER DEPOSIT REFUND METER 1710	100.00
05/14/2021	316599	CAIRO'S KITCHEN	YOUTH ADVISORY COMM GREEN-A-THON EVENT	56.00
05/14/2021	316600	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	53.27
05/14/2021	316601	CATT, LIBBY	TRIP REFUND 210612 CAPE COD	50.00
05/14/2021	316602	CC CONSULTING LLC	CONSULTING SVC/RETAIL MARKETING ANALYSIS	1,500.00
05/14/2021	316603	CIMCO REFRIGERATION	TESTING OF BRINE PH LEVELS	185.00
05/14/2021	316604	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	183,476.07
05/14/2021	316605	CONKLIN, ALEXIS	REIMB/PLANTS FOR FRIDAY AT THE FLATS	227.52
05/14/2021	316606	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE	367.23
05/14/2021	316607	DAVE'S CONCRETE PRODUCTS, INC.	RED STAMPING MILHAM INTERSECTION	534.00
05/14/2021	316608	DAVE'S GLASS SERVICE, INC.	FIRE APPARATUS MAINT	300.00
05/14/2021	316609	DELEON, JOCELYN	RAMONA PARK PAVILION REFUND	110.00
05/14/2021	316610	DENNISON, STEVE	CDBG PITCHFORD-MONTICELLO PLUMBING	373.00
05/14/2021	316611	DEWOLF & ASSOCIATES, LLC	LEADERSHIP SKILLS-TRAINING	465.00
05/14/2021	316612	DIGITAL IMPACT DESIGN, INC.	MEMORIAL PLAQUES	108.22
05/14/2021	316613	DRIESEN & ASSOCIATES INC	MATERIALS TESTING SVCS-COMMUNITY SR CENTER	7,010.00
05/14/2021	316614	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIR/MAINTENANCE	1,281.86
05/14/2021	316615	ENGINEERING SUPPLY & IMAGING	PRINthead FOR T2500 PLOTTER	313.15
05/14/2021	316616	FACE, GEORGE	REIMB FIRE TRAINING/CRASH COURSE VILLAGE	274.24
05/14/2021	316617	FADER EQUIPMENT, INC.	PROJECT SUPPLIES	167.20
05/14/2021	316618	FIRST AMERICAN TITLE CO.	INFORMATION TITLE FOR MLK PARK	500.00
05/14/2021	316619	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING SERVICES-MICRO SURFACING PROJ	6,712.55
05/14/2021	316620	FLETCHER ENTERPRISES	PORTAGE PARKS-PAINTING	9,670.00
05/14/2021	316621	FOUNDATION BUILDING MATERIALS LLC	MISC BLDG SUPPLIES	109.44
05/14/2021	316622	GORDON, JOHN SCOTT	RAMONA PADDLEBOARDS	3,000.00
05/14/2021	316623	GROVE, MATT	2020 CITY TOURNAMENT DEPOSIT REFUND	50.00
05/14/2021	316624	GUTH ILLUSTRATION & DESIGN	ARBOR DAY PANEL DESIGN	920.00

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05/14/2021	316625	HARRIS, MONICA A	WELLNESS PRESENTATION STIPEND	150.00
05/14/2021	316626	HIGGS, SUE	TRIP REFUND 210922 VIRGINIA BEACH NEPTUN	100.00
05/14/2021	316627	HOME DEPOT	EAGLE SCOUT PROJECT	2,533.14
05/14/2021	316628	HONEYWELL ANALYTICS INC.	FIRE SCBA MAINT	772.00
05/14/2021	316629	HOYT, CHRIS	TUITION REIMBURSEMENT	176.25
05/14/2021	316630	J & B PROFESSIONAL TREE SERVIC	TREE REMOVAL AT RETENTION BASIN	3,000.00
05/14/2021	316631	JOHNSON, HUGH & SHERRY	TRIP REFUND CAPE COD 210612	80.00
05/14/2021	316632	KALAMAZOO BATTLE CREEK INTL AIRPORT	PROFESSIONAL SERVICES	190.00
05/14/2021	316633	KALAMAZOO CONSERVATION SERVICE	TREE SAPLINGS FOR YAC EVENT GREEN-A-THON	580.00
05/14/2021	316634	KALAMAZOO COUNTY TREASURER	2020 DBOR TAXABLE VALUE CHANGE REFUND	38.74
05/14/2021	316635	KALAMAZOO FIRST ASSEMBLY OF GOD	PRECINCT RENTAL	100.00
05/14/2021	316636	LIBERTY SPORT INC	14 PAIRS PPE GLASSES	1,356.95
05/14/2021	316637	LINDERS, JUDITH	TRIP REFUND 210612 CAPE COD	100.00
05/14/2021	316638	LORD OF LIFE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
05/14/2021	316639	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINT	4,243.12
05/14/2021	316640	MICHIGAN ASSOCIATION OF MAYORS, INC	2021 MEMBERSHIP RENEWAL	85.00
05/14/2021	316641	MICHIGAN MUNICIPAL LEAGUE	MML ADS	493.32
05/14/2021	316642	MICHIGAN RECREATION & PARK ASSOC.	MPARKS MEMBERSHIP RENEWAL	820.00
05/14/2021	316643	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	1,033.00
05/14/2021	316644	MLIVE MEDIA GROUP	LEGAL NOTICES	647.53
05/14/2021	316645	O'REILLY AUTO PARTS	REPAIR AND MAINT SUPPLIES	42.94
05/14/2021	316646	OAKLAND COMMUNITY COLLEGE/CREST	DIGITAL PHOTOGRAPHY IN LAW ENFORCEMENT-TR	550.00
05/14/2021	316647	OFFICE DEPOT, INC.	OFFICE SUPPLIES	772.77
05/14/2021	316648	PATHFINDER CHURCH	PRECINCT RENTAL	100.00
05/14/2021	316649	PATROIT POWER WASHING	HYDRANT METER DEPOSIT REFUND	100.00
05/14/2021	316650	PAW PAW VETERINARY CLINIC, P.C.	CANINE PET CARE	121.49
05/14/2021	316651	PEDAL BICYCLES	RANGER BIKE STORAGE BAG	109.95
05/14/2021	316652	PENCHURA, LLC	CELERY FLATS FURNITURE	12,647.00
05/14/2021	316653	PETTY CASH-AMANDA JANSSEN	REPLENISHMENT CHECK	522.80
05/14/2021	316654	PETTY CASH-MEGAN HUBER	TEMPORARY INCREASE PETTY CASH	500.00
05/14/2021	316655	PLUMMER'S ENVIRONMENTAL SERVICES	CULVERT INSPECTION - S. WESTNEDGE @ GARDEN	750.00
05/14/2021	316656	PORTAGE BUDGET STORAGE, LLC	STORAGE UNIT 6233	588.00
05/14/2021	316657	PORTAGE CHAPEL HILL UMC	PRECINCT RENTAL	100.00

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05/14/2021	316658	POST, JOSEPH	2020 CITY TOURNAMENT DEPOSIT REFUND	50.00
05/14/2021	316659	PRINCE OF PEACE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
05/14/2021	316660	QUADMED, INC.	FIRE EMS SUPPLIES	1,857.00
05/14/2021	316661	R W L SIGN COMPANY, LLC	OBSOLETE SIGNAGE REMOVAL	360.00
05/14/2021	316662	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	3,526.85
05/14/2021	316663	ROOFING TECHNOLOGY ASSOCIATES, LTD.	DPW ROOFING CONSULTING	1,844.70
05/14/2021	316664	ROOTEAD ENRICHMENT CENTER	ARBOR DAY - LIVE DRUM & DANCE PERFORMANCE	1,500.00
05/14/2021	316665	SCOTT, ROD	CDBG-STRATFORD DOORS	1,475.00
05/14/2021	316666	SEELYE FORD, INC.	VEHICLE MAINTENANCE	3.76
05/14/2021	316667	SEHI COMPUTER PRODUCTS	MULTI FUNCTION PRINTER	5,186.04
05/14/2021	316668	SIGN SHOP OF WESTERN MICHIGAN	SIGNICADE SIGNS-FRI AT THE FLATS/FARMERS MKT	600.00
05/14/2021	316669	SIRCHIE FINGER PRINT LABORATORIES	MISC INFO CENTER SUPPLIES-POLICE	236.76
05/14/2021	316670	SPERLING CONSTRUCTION	BD BOND REFUND	1,164.00
05/14/2021	316671	ST. CATHERINE OF SIENA CHURCH	PRECINCT RENTAL	100.00
05/14/2021	316672	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHING FLUID	1,074.08
05/14/2021	316673	STATE OF MICHIGAN	SOR REGISTRATIONS	240.00
05/14/2021	316674	STATE OF MICHIGAN (MGT & BUDGE	RADIO ACTIVATION	250.00
05/14/2021	316675	STATE SYSTEMS RADIO, INC	EQUIPMENT RADIO SERVICES	3,100.67
05/14/2021	316676	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	1,697.52
05/14/2021	316677	STONEGATE MANAGEMENT, INC.	PRECINCT RENTAL	100.00
05/14/2021	316678	THE BRIDGE	PRECINCT RENTAL	100.00
05/14/2021	316679	THORSON, JOYCE	TRIP REFUND 210612 CAPE COD	50.00
05/14/2021	316680	TITLE RESOURCE AGENCY	OVERPAYMENT FINAL BILL 6632 WESTCHESTER	33.52
05/14/2021	316681	TRACKER SOFTWARE CORP	ANNUAL SOFTWARE SUPPORT	5,007.00
05/14/2021	316682	TRUGREEN PROCESSING	HERBICIDE APPLICATIONS	4,604.00
05/14/2021	316683	ULINE, INC.	N95 MASKS	226.39
05/14/2021	316684	UNITED PARCEL SERVICE	UPS WEEKLY	22.29
05/14/2021	316685	VARIDesk LLC	VARI DESK CUBE CORNER	445.50
05/14/2021	316686	VERIZON WIRELESS	WIRELESS SERVICE	48.34
05/14/2021	316687	W MICH CRIMINAL JUSTICE TRAINING CO	SPRING DISTRIBUTION FOR TRAINING/MCOLES	1,108.02
05/14/2021	316688	WESTMINSTER PRESBYTERIAN CHURCH	PRECINCT RENTAL	100.00
05/14/2021	316689	WIDMAN, JIM	SCHRIER PARK RENTAL REFUND	460.00
05/14/2021	316690	WILLIAMS, ROBIN	TRIP REFUND 210612 CAPE COD	50.00

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05/14/2021	316691	WNUK, JACQUELINE	TRIP REFUND 210612 CAPE COD	50.00
05/14/2021	316692	ZOLL DATA SYSTEMS, INC.	FIRE APPARATUS MAINT	1,800.00
Total Paper Check				388,529.82

Check Type: Auto-Pay Payments

05/05/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	10,765.94
05/06/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	48,854.71
05/07/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	1,280.63
05/10/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	7,788.89
05/11/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	16,466.54
05/12/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	1,076.02
05/13/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	1,059.04
Total Auto-Pay Payments				87,291.77

Check Type: Electronic Payment

04/30/2021		BUDAY	SENIOR CENTER VIRTUAL INSTRUCTION	585.00
04/30/2021		MULTIPLE	DPP TAX DISBURSEMENT	1,483.61
05/07/2021		ICMA	PENSION WITHHOLDINGS	41,479.65
05/14/2021		HUNTINGTON NATIONAL BANK	DEBT SERVICE FEES	2,000.00
05/14/2021		MULTIPLE	IAFF, PPCOA, PPOA PENSION PMTS	70,595.41
05/17/2021		ATTORNEY	LEGAL & ARBITRATION	18,810.00
Total Electronic Payments				134,953.67

Check Type: Credit Card Transactions

04/01/2021		INIA.ORG	POLICE TRAINING	850.00
04/01/2021		ALLIANZ TRAVEL INS	TRAVEL INSURANCE-POLICE TRAINING	76.46
04/02/2021		AMERICAN AIR0012165476008	POLICE TRAINING	498.41
04/02/2021		AMERICAN AIR0012165476009	POLICE TRAINING	498.41
04/05/2021		MMTA	REFUND-CLASS TRANSFERRED TO VIRTUAL	(100.00)
04/07/2021		HOMEDPOT.COM	FARMERS MARKET SUPPLIES	402.29
04/08/2021		BIRANDO	SUPPLIES FOR LANTERNS ON THE LAKE EVENT	299.50
04/12/2021		ICMA ONLINE	VIRTUAL CONFERENCE	129.00
04/12/2021		ICMA ONLINE	VIRTUAL CONFERENCE	258.00

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04/14/2021		AMZN MKTP US H858M3QP3	YAC GREEN-A-THON SUPPLIES	40.22
04/23/2021		FBI NATIONAL ACADEMY ASSO	POLICE MEMBERSHIP	110.00
04/26/2021		BEST WESTERN OKEMOS/EA	POLICE TRAINING	454.75
04/26/2021		HAMPTON INN COMMERCE TOW	POLICE TRAINING	256.24
04/26/2021		HAMPTON INN CAROL STREAM	POLICE TRAINING	187.60
04/26/2021		HAMPTON INN CAROL STREAM	POLICE TRAINING	177.60
04/27/2021		LEAGUE OF AMERICAN WHEEL	BOOKS FOR PARK'S SMART CYCLING PROG	120.00
04/28/2021		PORTAGE BUDGET STORAGE	STORAGE UNIT FOR RECORDS	214.00
04/28/2021		POLICE TECHNICAL	POLICE VIRTUAL TRAINING	375.00
04/29/2021		NATIONAL INSITUTE OF GOVE	PURCHASING MEMBERSHIP	190.00
04/29/2021		CALIBRE PRESS	POLICE TRAINING	199.00
04/29/2021		CALIBRE PRESS	POLICE TRAINING	219.00
04/29/2021		LAKESHORE LEARNING MATER	PARKS GEO MYSTERY TOUR EVENT	406.89
			Total Credit Card Payments	5,862.37
			Grand Total	949,012.31

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Sale of Excess City Property - South Westnedge Avenue and Gladys Street

SUPPORTING PERSONNEL: Kelly Peterson, Director of Development Services

ACTION RECOMMENDED: Adopt the Resolution to Sell the Excess City Property in the amount of \$250,000 located along the south side of Gladys Street, east of 6405 South Westnedge Ave, place the resolution on file with the Office of City Clerk for 28 days, and take final action on June 22, 2021.

History

The City Administration and Plazacorp have been discussing the sale of excess city right-of-way on Gladys Street (.67 acres) east of 6405 South Westnedge Avenue to Plazacorp. Plazacorp previously purchased the former Mercantile Bank property at 6405 South Westnedge Avenue, which has been vacant since the spring of 2018. 6405 SW, LLC (Plazacorp) is proposing to redevelop the corner of South Westnedge Avenue and Gladys Street and wishes to purchase the city-owned Gladys Street excess right-of-way to combine it with the corner lot for a larger, more viable development project.

The city property was purchased to facilitate the Gladys Street/Mall Drive realignment project completed in 1993. Before the realignment, Gladys Street extended to South Westnedge Avenue between Burger King (6415 South Westnedge Avenue) along the south side and the former Mercantile Bank property to the north. As shown on the attached vicinity map, a portion of the former Gladys Street was retained to provide access to both of these businesses via a new Gladys Street service drive, whereas the main thoroughfare of Gladys Street was relocated to align with the Mall Drive/South Westnedge Avenue intersection.

On October 1, 2019, a purchase agreement was first introduced to Council. It was approved 7-0 on the consent agenda and was placed on file in the Office of City Clerk for 28 days for public comment. Subsequently, no public input or comment was received in regards to this matter. Final action was taken on November 5, 2019, to approve the sale of the excess right property for a purchase price of \$314,500 with the following closing conditions. (Details on the appraisals and negotiated purchase price are outlined below.)

The purchase and sale agreement was signed on November 14, 2019, by the City Manager with

conditions that closing on the excess property was not to occur until the City of Portage Brownfield Redevelopment Plan was amended to include the development site. The Brownfield Redevelopment Plan was conditioned on the city's approval of specific tenants on-site to achieve the associated types of jobs and wages to fulfill the plan requirements. Representatives from Plazacorp and the city worked to advance these efforts throughout late 2019 and 2020. However, Plazacorp was not able to secure tenants due to weak economic conditions, which were further exacerbated by the COVID-19 pandemic. The city granted a 120-day due diligence extension request in April 2020 (requested by Plazacorp after the expiration date had lapsed) to accommodate the buyer and economic conditions.

This extension of the inspection period is noted in the First Amendment to the Purchase and Sale Agreement and expired August 25, 2020. Ongoing communication continued with Plazacorp throughout this period. An additional 45-day extension was requested by Plazacorp on August 25, 2020, but through regular conversations, it became clear that the purchaser was still not prepared to meet the conditions of the closing.

Discussions between the city and Plazacorp continued regarding how the agreement might be revised to advance the redevelopment in late 2020 and early 2021. These resulted in the 2nd Amendment revisions to the purchase agreement, comprising the removal of a Brownfield Redevelopment Plan amendment, a revised purchase price, and a revised concept plan that the City Administration is confident will facilitate a successful redevelopment.

In conjunction with the sale and development of the subject property to 6405 SW, LLC in 2019, the city also vacated the former Gladys Street public right-of-way (west approximate 416 feet) located along the east side of South Westnedge Avenue, and the service drive that extends north/south from the former Gladys Street to the realigned Gladys Street (refer to the attached map). On March 10, 2020, City Council approved a resolution vacating these areas subject to retention of a permanent easement for the existing public utilities located in the proposed vacated areas. Furthermore, the vacation and discontinuance of property would not take effect until the property subject to the purchase and sale agreement between the city and 6405 SW, LLC is transferred by an executed deed.

Appraisals

Three appraisals of the subject property have been completed, two in 2018 conducted by the buyer and the City Assessor respectively, and one in 2021 by the City Assessor.

- 2018 - The first appraisal was completed by Plazacorp in October 2018, and the value of the property was evaluated as a stand-alone development parcel with frontage on Gladys Street. The second appraisal was completed for the city in December 2018, with the property value based on the property as an assemblage parcel with the former Mercantile Bank property, which has frontage on both South Westnedge Avenue and Gladys Street. The Plazacorp appraisal estimated the value at \$220,000 whereas the 2018 appraisal conducted for the city estimated the value (as a South Westnedge Avenue facing assemblage) at \$409,000. In consideration of an appraisal for the city, and with potential tax incentives offered at the time, the sale price was negotiated at \$314,500 in the original purchase agreement with an understanding that the city would process a Brownfield Redevelopment Plan amendment to finance eligible activities.
- 2021 – With the applicant ready to move forward, a subsequent appraisal was completed in 2021 by the City Assessor, with a determination that the Gladys Street right-of-way has a value range of \$250,000-\$290,000. Since 2018, these potential listings continue to sit on the market and have

decreased in value over the past two years. Whereas certain aspects of the real estate market are increasing in value, extended periods of vacancy will begin to hurt property values in this area of South Westnedge Avenue.

Per the Assessor, the property's value range of \$250,000-290,000 is unlikely to increase until either more development occurs or the surrounding area is reconfigured to allow additional assemblage options. The City Assessor determined that the highest and best use of the property would be to assemble the land with that which abuts South Westnedge Avenue. The current status and location, however, limit potential buyers to that of the owner of the adjacent parcel to the west. As a separate parcel, the irregular shape also limits development potential. It is the opinion of the City Assessor that any offer from the adjacent owner that is within the valued range of \$250,000-\$290,000 should be considered valid and reasonable.

Recommendation

Following continued discussions with Plazacorp representatives throughout 2020 and 2021, and considering the importance of facilitating redevelopment of this vacant building located at an important corner within the South Westnedge Avenue retail corridor, the City Administration recommends approval of the \$250,000 sale price for this excess property. As part of the discussion with the purchaser, a Brownfield Redevelopment Plan amendment will not be processed, and therefore taxing jurisdictions will not forego any revenue once this development is constructed. Plazacorp will provide public utility and sidewalk easements to the city as appropriate within the redevelopment project, which will be documented before the final sale of the property.

The City Administration has reviewed the offer and the conceptual plans submitted by Plazacorp and recommends approval of the attached and revised Real Estate Purchase Agreement. It is recommended that City Council adopt the resolution to sell the excess city property in the amount of \$250,000 located along the south side of Gladys Street, east of 6405 South Westnedge Avenue, place the resolution on file with the Office of City Clerk for 28 days, and take final action on June 22, 2021.

FUNDING: Proceeds from the sale of the Gladys Street property to Plazacorp will be deposited into the General Fund.

Attachments:

1. Purchase Sale Agreement and Amendment One and Two
2. Gladys Street Excess Right-Of-Way Vicinity Map
3. Resolution

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("**Agreement**") is made and entered into as of November 12, 2019 ("**Execution Date**") by and between CITY OF PORTAGE, a Michigan municipal corporation, whose address is 7719 South Westnedge Avenue, Portage, Michigan 49002 (the "**City**") and 6405 SW, LLC, a Michigan limited liability company, whose address is 200 West Michigan Avenue, Suite 201, Kalamazoo, Michigan 49007 (the "**Developer**"). Notwithstanding the Execution Date, the Effective Date of this Agreement shall be determined in accordance with Section 14(K), below.

RECITALS

A. Developer owns the real property in City of Portage, Michigan commonly known as 6405 S. Westnedge Avenue, Portage, Michigan ("**Developer's Premises**").

B. City owns the real property in City of Portage, Michigan, located adjacent to the East of Developer's Premises, and approximately shown on **Exhibit A** (the "**Property**").

C. Developer desires to purchase the Property from City, and to redevelop Developer's Premises and the Property (collectively, the "**Development Site**") for commercial and/or retail use, pursuant to plans which are generally consistent with the concept drawings attached as **Exhibit B**.

NOW THEREFORE, in consideration of the mutual representations and covenants of the parties hereinafter expressed, it is hereby agreed as follows:

1. **Purchase and Sale.** City agrees to sell to Developer, and Developer agrees to purchase from City, the Property for the sum of Three Hundred Fourteen Thousand Five Hundred Dollars (\$314,500) (the "**Purchase Price**"), subject to adjustments and prorations set forth herein. Within five (5) days after the Effective Date, Developer shall deposit the sum of Five Thousand Dollars (\$5,000) (the "**Earnest Money**") with Devon Title Agency (the "**Title Company**"), 3250 Centre Ave., Suite 2, Portage, Michigan, which shall be held by the Title Company pursuant to this Agreement, and which shall be applicable to the Purchase Price.

2. **Property Information.** Within five (5) days after the Effective Date, City shall provide to Developer with copies of the following with respect to the Property, if existing and within City's possession or control: (i) any title insurance policies, surveys, and environmental reports with respect to the Property; and (ii) all documents, agreements, and pleadings, relating to City's acquisition of the Property by eminent domain and/or the relocation, abandonment and/or vacation of Gladys Street (collectively, the "**Eminent Domain Documents**"). Further, during this Agreement City will cooperate with and assist Developer in obtaining copies of any Eminent Domain Documents that are not within City's immediate possession (e.g., documents which are in possession of any outside counsel).

3. Evidence of Title.

(A) During the Inspection Period (defined below), Developer, at its expense, may obtain a staked survey of the Property. Such survey shall be prepared in accordance with the ALTA minimum survey standards and contain the certification and other matters required by such standards and the legal description prepared by the surveyor may be used, at Developer's option, in the deed delivered to Developer at Closing (defined below).

(B) During the Inspection Period (defined below), Developer, at its expense, will order from Title Company, a commitment for an ALTA owner's policy of title insurance for the Property with standard exceptions deleted (the "**Title Commitment**"). Developer shall have until the expiration of the Inspection Period (defined below) to notify City in writing of any objections to title and survey ("**Title Objections**") otherwise Developer shall be deemed to have accepted the title as shown by Title Commitment

and the survey. If City, at its option, does not remove any such Title Objections within ten (10) days from the date of such notice, then Developer, at its option, may terminate this Agreement (and be refunded the Earnest Money) by written notice to City within five (5) days after the end of the ten (10) days. If Developer does not provide such written termination notice, Developer shall be deemed to have waived such Title Objections. All defects approved by Developer, or Title Objections subsequently waived, shall be the "Permitted Exceptions."

(C) At Closing, City shall furnish Developer with an owner's policy of title insurance (or a marked-up Title Commitment, binding the Title Company to issue its owner's policy of title insurance) (the "Title Policy") consistent with the Title Commitment as approved by the Developer by the delivery of its Notice to Proceed (or as otherwise modified by Title Company and approved by Developer before the Closing Date). City shall provide the Title Company with an owner's affidavit reasonably acceptable to the City and the Title Company which shall be sufficient for the Title Company to issue its Title Policy without the standard exceptions which can be removed by receipt of an owner's affidavit.

4. Due Diligence Investigation.

(A) Developer shall have until one hundred twenty (120) days after the Effective Date (the "Inspection Period") to complete all inspections (including without limitation, economic feasibility studies, title, survey, physical, and environmental) as it deems necessary. Developer shall have the right to extend the Inspection Period for an additional forty-five (45) days, by written notice to City before the expiration of the Inspection Period. Developer's access to, and inspections of, the Property shall be at Developer's sole risk and expense and City shall have no responsibility therefor. Developer shall repair any loss or damage to the Property caused by the acts or omissions of Developer in connection with its inspections. During such periods of time as Developer is allowed to enter the Property pursuant to the terms of this Agreement, Developer shall make commercially reasonable efforts to protect the Property from damage caused by the acts or omissions of Developer, and Developer shall promptly restore or cause to be restored that portion of the Property so damaged by Developer to the condition existing prior to such damage. Developer shall not permit a construction, mechanic's, material or other lien to be filed against any of the Property as a result of any work, labor, service or materials performed or furnished by, for, or to Developer, its employees, agents and/or contractors. If any such lien shall at any time be filed against the Property, Developer shall, without expense to City cause the lien to be discharged within 30 days of the filing thereof.

(B) During the Inspection Period, Developer, at its expense, may obtain a Phase I Environmental Assessment, and if recommended by Developer's environmental consultant, a Phase II Environmental Assessment. Developer will not file a Baseline Environmental Assessment before Closing without City's express prior written consent.

(C) During the Inspection Period, Developer may provide to City written notice that Developer is prepared to proceed to close (the "Notice to Proceed"). Before the expiration of the Inspection Period, Developer may terminate this Agreement for any reason by delivery of written notice to City (the "Termination Notice"). If Developer (in its discretion) delivers a Termination Notice or fails to give a Notice to Proceed before the expiration of the Inspection Period, the Earnest Money shall be immediately returned to Developer, this Agreement shall terminate, and neither party shall have any further obligation to the other. If Developer delivers a Notice to Proceed, the Earnest Money shall become non-refundable to Developer except in the event of a material change in the condition of the Property or as otherwise expressly provided herein.

5. Instruments of Conveyance. At Closing:

(A) City shall execute and deliver to Developer a good and sufficient Warranty Deed in recordable form, conveying marketable fee simple title to the Property to Developer, subject only to any Permitted Exceptions.

(B) City shall provide whatever documentation which may be reasonably required by the title insurer to warrant that there are no unpaid claims which have created or could lead to the creation of liens

on the Property, including evidence that all contractors, subcontractors, and supplies have been paid in full and released all liens.

(C) Each party shall execute a closing statement to evidence the transaction.

(D) The parties shall furnish to each other such other documents as are necessary and appropriate for the consummation of this transaction (provided that such documents do not have the effect of amending this Agreement or modifying the parties' obligations under this Agreement), and shall indicate that the parties executing the documents have the authority to enter into this Agreement, consummate the sale contemplated hereby, and execute and perform all documents hereunder.

6. **Prorations.** It is contemplated that the Property is currently not subject to *ad valorem* property taxes. If any *ad valorem* property taxes are levied against the Property before the Closing Date, such taxes shall be paid by City; Developer shall pay all *ad valorem* property taxes levied after the Closing Date. All assessments, if any, on the Property due before the Closing Date shall be paid at or before the Closing Date by City and assessments, if any, due on and after the Closing Date shall be the responsibility of Developer.

7. **Property "As Is".** Developer agrees that it has inspected and will continue to inspect and assess the Property and that Developer will rely solely upon such inspection and assessment in electing whether or not to purchase the Property. **IT IS UNDERSTOOD AND AGREED BY CITY AND DEVELOPER THAT DEVELOPER IS PURCHASING THE PROPERTY "AS IS" AND "WHERE IS", AND WITH ALL FAULTS AND DEFECTS, LATENT OR OTHERWISE, AND, EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT AND IN THE DOCUMENTS TO BE DELIVERED AT CLOSING, CITY IS MAKING NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, WITH RESPECT TO THE QUALITY, PHYSICAL CONDITION OR VALUE OF THE PROPERTY, THE PRESENCE OR ABSENCE OF HAZARDOUS MATERIALS IN, ON, UNDER OR ABOUT THE PROPERTY, THE ZONING CLASSIFICATION OF THE PROPERTY OR THE COMPLIANCE OF THE PROPERTY WITH APPLICABLE LAW. IN ADDITION TO AND NOT IN LIMITATION OF THE FOREGOING, IT IS UNDERSTOOD AND AGREED BY CITY AND DEVELOPER THAT CITY MAKES NO WARRANTY OF HABITABILITY, SUITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR FITNESS FOR ANY PURPOSE WITH REGARD TO THE PROPERTY.** Developer agrees that the provisions of this paragraph are a material inducement to City in connection with the execution of this Agreement and the consummation of the transaction contemplated hereby and that, but for the provisions of this paragraph, City would not have executed this Agreement or agree to sell the Property on the terms and conditions contained herein.

8. **Closing.**

(A) Closing for this transaction (the "**Closing**") shall occur at the office of the title company at 9:00 AM on the date (the "**Closing Date**") that is thirty (30) days after the delivery of Developer's Notice to Proceed or such earlier mutually agreeable time, date or location. At or before the Closing, City shall pay all applicable real estate transfer taxes, and one-half of the closing fee charged by Title Company. At or before the Closing, Developer shall pay the premium for the Title Policy, the cost to record the deed, and one-half of the closing fee charged by Title Company.

(B) Developer and City shall each pay their own costs incurred incident to the preparation, execution and delivery of this Agreement and the performance of their obligations hereunder including without limitation the fees of counsel, accountants and consultants, real estates, brokers and finders whether or not the transactions contemplated by this Agreement shall be consummated.

9. **Default.** If Developer defaults under this Agreement and such default continues for seven (7) days after written notice from City (except that no notice shall be required if Developer's default is a failure to close), then City may terminate this Agreement in which case the Developer shall promptly reimburse City for

its actual third-party costs incurred in good-faith in connection with the transaction contemplated by this Agreement, and retain the Earnest Money as liquidated damages and as its sole and exclusive remedy, the parties agreeing that actual damages to City would be difficult, if not impossible, to ascertain. If City defaults under this Agreement and such default continues for seven (7) days after written notice from Developer (except that no notice shall be required if City's default is a failure to close), the Earnest Money shall be returned to Developer, and as its exclusive remedies, Developer shall have the right to (i) terminate this Agreement in which case City shall promptly reimburse Developer for its actual third-party costs incurred in good-faith in connection with the transaction contemplated by this Agreement, or (ii) seek specific performance of this Agreement. Title Company is directed to accept a certification from Developer or City (with a copy provide to the other) certifying that this Agreement has been terminated, in which case Title Company will disburse the Earnest Money pursuant to the certification not less than five (5) days and not more than ten (10) days after receipt of the same, without further consent or approval the other party.

10. Brokerage Commissions. Developer and City represent and warrant to each other that neither party has been in contact with any realtor or broker concerning the purchase of the Property and that no person is entitled to a fee or commission as a result of the transaction contemplated in this Agreement. Each party shall defend and indemnify the other against and hold the other harmless from commissions claimed through such party.

11. Notices. Any notice required by this Agreement shall be in writing and either delivered personally or by certified mail, postage prepaid, return receipt requested, or by an overnight commercial carrier and delivered or mailed to the parties at their addresses specified on the first page. Notice shall be deemed to have been given on the earlier of (a) the date when received, or (b) one (1) day after deposit with an overnight commercial carrier, or (c) two (2) days after deposit in the United States mail in accordance with this paragraph. A copy of any notice given to Developer shall also be given to Aaron M. Smith, McShane & Bowie, P.L.C., 99 Monroe Avenue, NW, Suite 1100, Grand Rapids, Michigan 49503.

12. Conditions to Closing. Developer's obligations under this Agreement are contingent on Developer's satisfaction of the following conditions, any of which may be waived by Developer in its sole discretion:

(A) The Title Company shall be ready, willing and able to issue the Title Policy (and, at Developer's election, provide Developer at Closing a pro forma Title Policy) in form and substance approved by Developer in accordance with Section 3(B) on the Closing Date.

(B) An Amendment to the City of Portage Brownfield Redevelopment Plan (the "Plan") to add the Development Site (as generally shown on **Exhibit B**) to the Plan so as to allow for the capture of tax increment revenues to fund and/or reimburse Developer for the cost of eligible activities. City agrees to support an amendment to the Plan to include the Development Site (reserving the right to negotiate in good faith any new or amended Development and Reimbursement Agreement or any other plan document with the Developer) and to work, within legal and policy constraints, with Developer in obtaining any other financing or development incentives for which either Developer or the Development Site is eligible. Notwithstanding anything herein to the contrary, City does not represent or warrant that the Development Site will be added to the Plan or that Developer will obtain any other financing or development incentives.

(C) The City shall cause the abandonment of that portion of former Gladys Street and the street running through the Property all as approximately shown on **Exhibit A**, and that potion of platted Gladys Street located adjacent to the South of the Developer's Premises shall be vacated by a final non-appealable court order.

13. **Utility Easement.** At Closing, the Developer shall grant the City an easement, with terms and provisions reasonably acceptable to Developer and City (and subject to City Attorney's approval), for public utilities over the routes approximately shown on **Exhibit C** or such other location/routes mutually agreeable between the parties, which easement shall provide for the relocation of such utilities in connection with the Development Site.

14. **Miscellaneous.**

(A) **Assignment.** Except as expressly permitted under this paragraph, Developer shall not assign this Agreement without City's prior written consent, which consent will not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Developer may, without City's consent, assign this Agreement to any entity owned or controlled by Jeffrey A. Nicholson. This Agreement shall inure to the benefit of and bind the parties hereto and their successors, heirs, and assigns.

(B) **Severability.** In the event any of the provisions of this Agreement are deemed to be invalid or unenforceable, those provisions shall be deemed severable from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder of this Agreement. If any provision of this Agreement shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

(C) **Waiver, Modification or Cancellation.** Any alteration or modification of any of the provisions of this Agreement, or cancellation (except as expressly permitted hereunder) or replacement of this Agreement, shall not be valid unless in writing and executed by the parties with the same formality as this Agreement. Any waiver of any of the provisions of this Agreement shall not be valid unless in writing and executed by the party benefitting from the provision waived. The failure of any party to insist in any one or more instances upon the strict performance of any of the terms or provisions of this Agreement by another party shall not be construed as a waiver or relinquishment for the future of any such term or provision, and the same shall continue in full force and effect.

(D) **Relationship of Parties.** Nothing contained in this Agreement nor any act of the parties shall be deemed or construed by any party or by any third party to create the relationship of principal and agent, of partnership, of joint venture, of joint enterprise, or of any association between the parties hereto, nor shall anything contained in this Agreement or any act of the parties be construed to render any party liable for the debts or obligations of any other party.

(E) **Cumulative Remedies.** All rights, remedies and resources available within this Agreement are separate and cumulative and may be pursued separately, successively or concurrently, and are nonexclusive, and the exercise of any one of them shall in no way limit the exercise of any other which any party may be entitled under the express terms of this Agreement. The prevailing party in any dispute under this Agreement shall be entitled to recover its reasonable attorneys' fees.

(F) **Further Assurances.** Each of the parties shall execute and deliver to the other parties any documents as may be necessary or desirable for the purpose of giving full force and effect to the provisions of this Agreement, and shall do all other things necessary to this end, all without charge therefor; provided, however, that such documents or things do not have the effect of amending this Agreement or modifying the parties' obligations under this Agreement. If any party shall fail to comply with the provisions of this section, this Agreement shall constitute an actual grant, assignment and conveyance of property and rights in such manner, and with such force and effect, as shall be necessary to effectuate the terms of this Agreement.

(G) **Duplicate Originals, Counterparts.** This Agreement and any originals of exhibits referred to herein may be executed by electronic media and in any number of duplicate originals or counterparts, each of which shall be an original but all of which shall constitute one and the same instrument.

(H) **Disclosure.** This Agreement is subject to the Michigan Freedom of Information Act.

(I) **Fax/Electronic Delivery.** The parties agree that the offer, any counteroffer and/or acceptance of any offer or counteroffer may be delivered by use of a fax or PDF transmitted by email and the signatures, initials and modifications shall be deemed to be valid and binding upon the parties as if the original signatures, initials and modifications were present on the documents in the handwriting of each party. Neither party shall assert the Statute of Frauds or non-enforceability or invalidity of the Agreement because of fax or PDF copies being used, and both parties specifically waive and relinquish any such defense. Each party agrees to provide an original signed document to the other upon request.

(J) **Time of the Essence.** Time is of the essence for all terms and conditions of this Agreement. Should a date for performance hereunder fall on a Saturday, Sunday or holiday, the date for performance shall be extended to the next business day. "**Business day(s)**" shall mean the days Monday through Friday, excluding bank holidays.

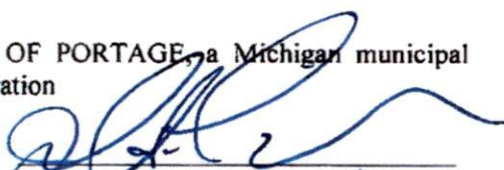
(K) **Contingency.** Developer acknowledges that this Agreement shall be contingent upon final approval from Portage City Council (the "**Council**") and the date of such approval shall be deemed the "**Effective Date**" of this Agreement. Developer agrees that City has made no representations or warranties with regard to the Council's final decision. If the Council decides not to approve this Agreement within sixty (60) days after the Execution Date, this Agreement shall automatically terminate and Developer shall have return of the Earnest Money deposit and each party shall assume the responsibility for all costs expended with regard to this Agreement without further liability to each other and neither party will have any obligation of liability under this Agreement.

(L) **No-Shop.** Notwithstanding anything herein to the contrary, from Execution Date and continuing so long as this Agreement is in effect, City shall terminate all negotiations with any other parties concerning the sale or lease of the Property, and shall not negotiate or enter into any contracts, leases or agreements to sell, lease or otherwise convey possession of the Property, or any portion thereof or interest therein, to any other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY:

CITY OF PORTAGE, a Michigan municipal corporation

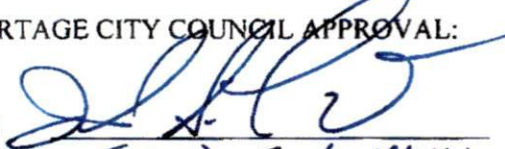
By: 
Name: Joseph S. LaMargo
Title: City Manager
Date: 11/14/19, 2019

DEVELOPER:

6405 SW, LLC, a Michigan limited liability company

By: 
Name: Andrew Wenzel
Title: Authorized Agent
Date: 9/26/19, 2019

PORTAGE CITY COUNCIL APPROVAL:

By: 
Name: Joseph S. LaMargo
Title: City Manager
Effective Date: 11/14, 2019

APPROVED AS TO FORM

DATE 9/25/2019

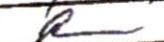
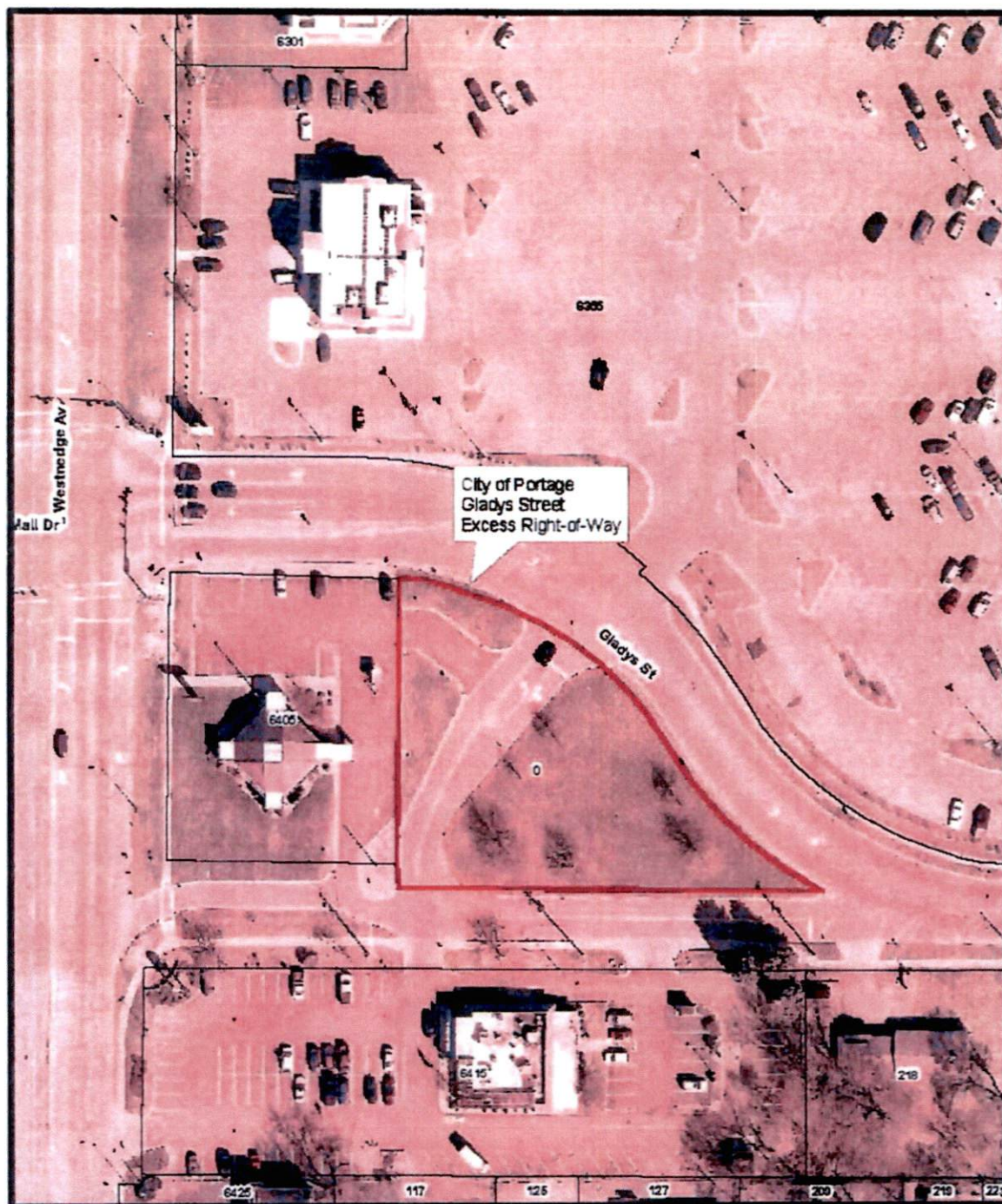

CITY ATTORNEY

EXHIBIT A

Legal Description and Vicinity Map

LAND SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MI,
DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LOCATED IN THE NORTHWEST 1/4 OF SECTION 10, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 10; THENCE SOUTH ON THE WEST LINE OF SAID SECTION 10 A DISTANCE OF 1994.90 FEET; THENCE EAST 60.00 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING EAST, 141.00 FEET; THENCE SOUTH, 176.50 FEET TO THE NORTH LINE OF GLADYS STREET; THENCE EAST ON SAID NORTH LINE, 356.73 FEET; THENCE NORTHWESTERLY, 188.71 FEET ON A 214.50 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 55°12'11" WEST 182.68 FEET; THENCE NORTHWESTERLY, 95.65 FEET ON A 274.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 39°59'16" WEST 95.17 FEET; THENCE NORTH 40°01'46" EAST 5.00 FEET; THENCE NORTHWESTERLY 195.27 FEET ON A 279.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 69°59'06" WEST, 191.32 FEET; THENCE WEST, 110.01 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE; THENCE SOUTH ON SAID EAST RIGHT OF WAY LINE, 70.00 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT GLADYS STREET.



 Gladys Excess ROW

Gladys Street Excess Right-of-Way

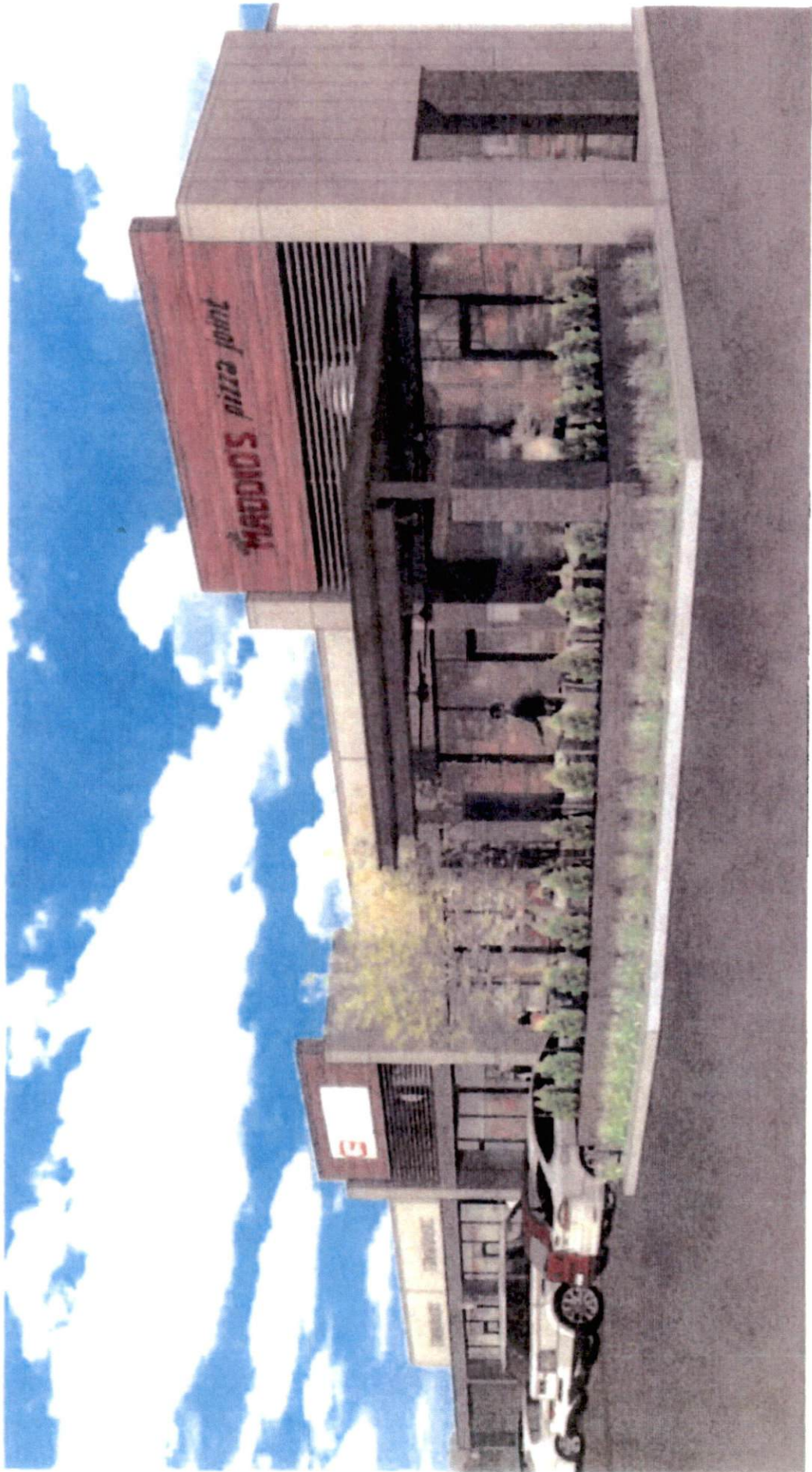


1 inch = 75 feet

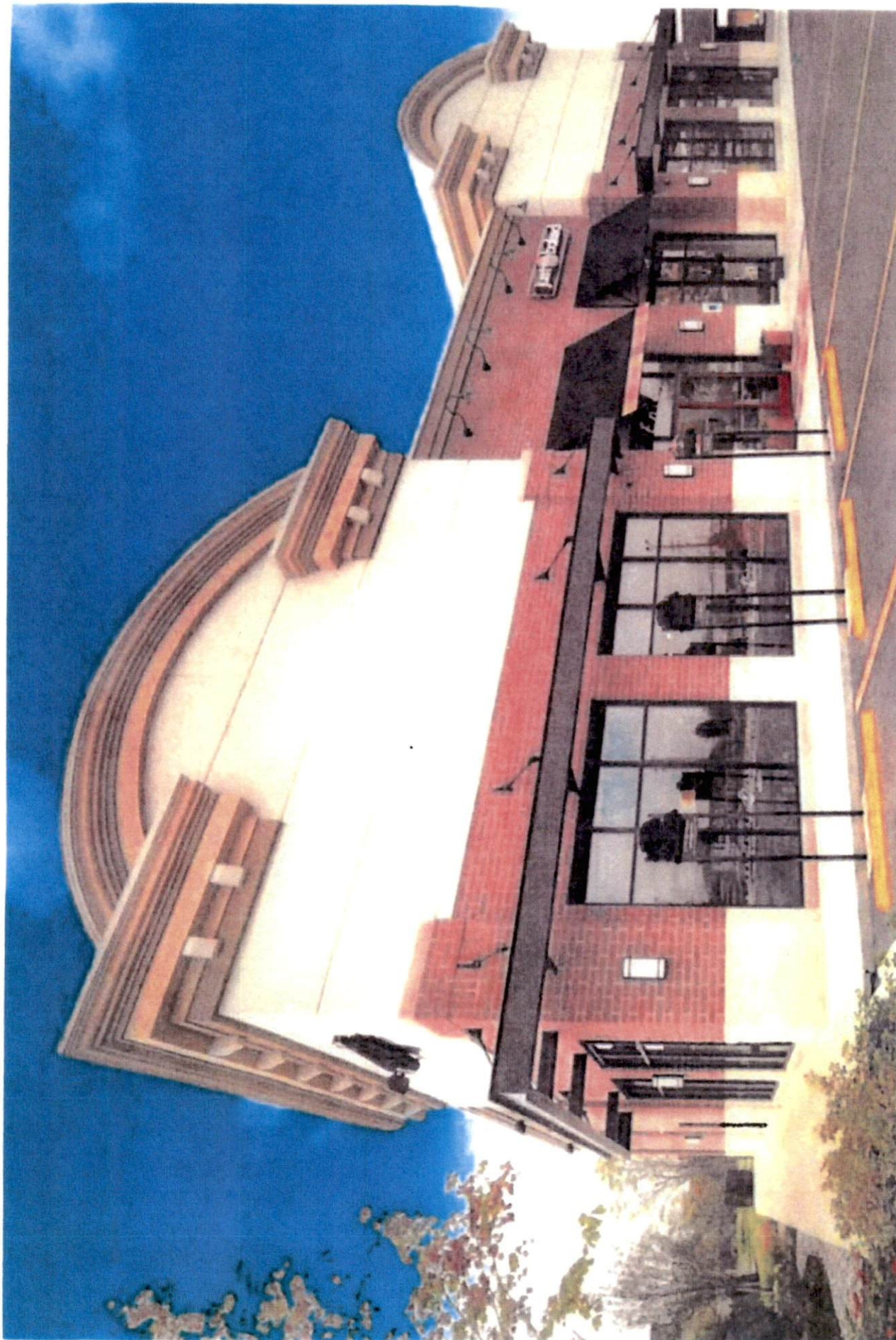
EXHIBIT B

[See five (5) pages attached]

The attached concept drawings are for illustrative purposes only, the number, size and configuration of tenant suites are subject to change. The attached concept drawings are not a representation as to any specific tenants or occupants of the Development Site.

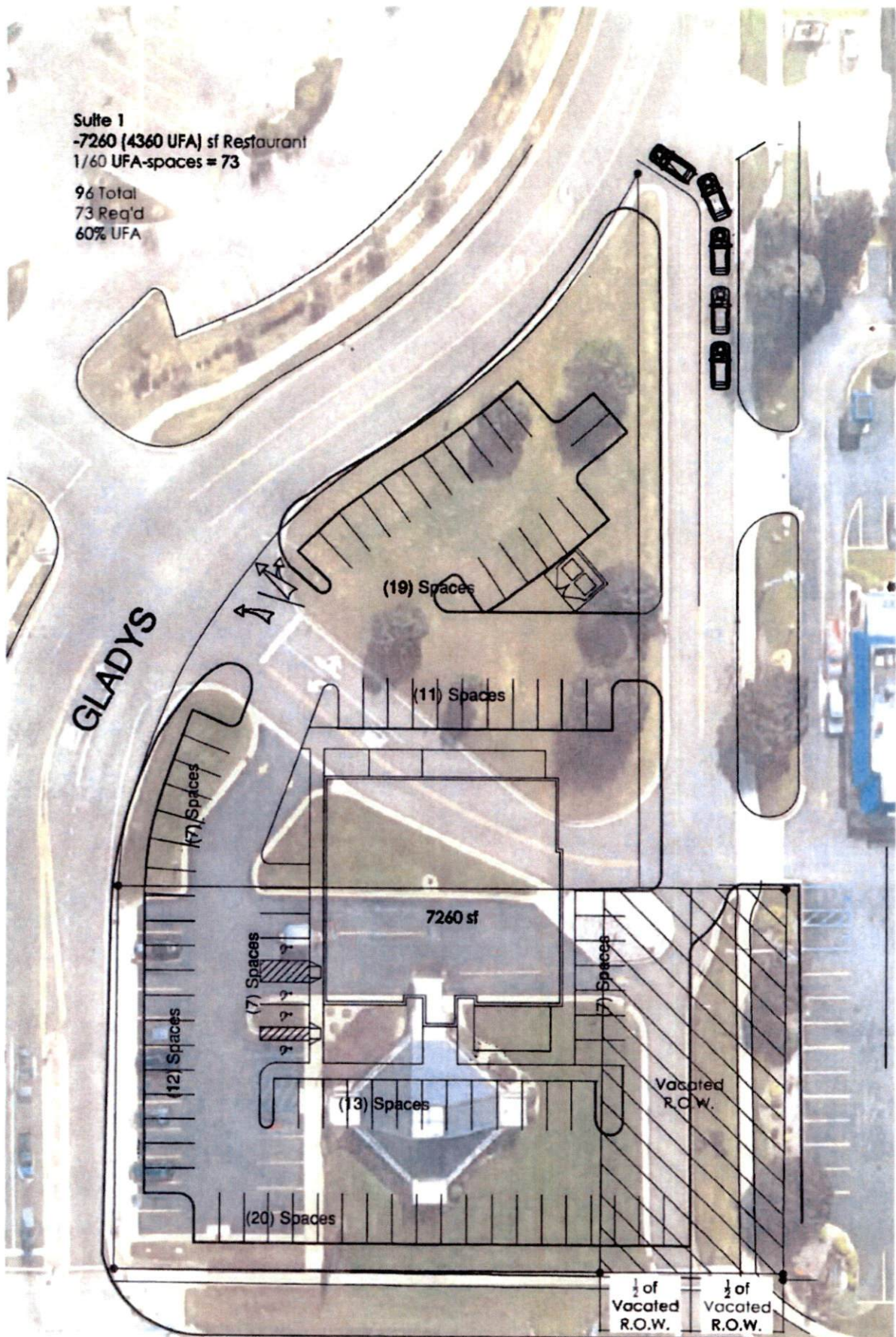






Suite 1
 -7260 (4360 UFA) sf Restaurant
 1/60 UFA-spaces = 73

96 Total
 73 Req'd
 60% UFA



A2

WESTNEDGE
 6405 WESTNEDGE
 SITE LAYOUT

PLAZACORP
1111 N. WESTERN AVENUE, SUITE 100
 ST. LOUIS, MISSOURI 63102
 314.533.8870

2000 Suite 1
 -2000 (1300 UFA) sf Restaurant w/
 Drive-through 1/40 sf+3 stacking between
 drive-through spaces = 33

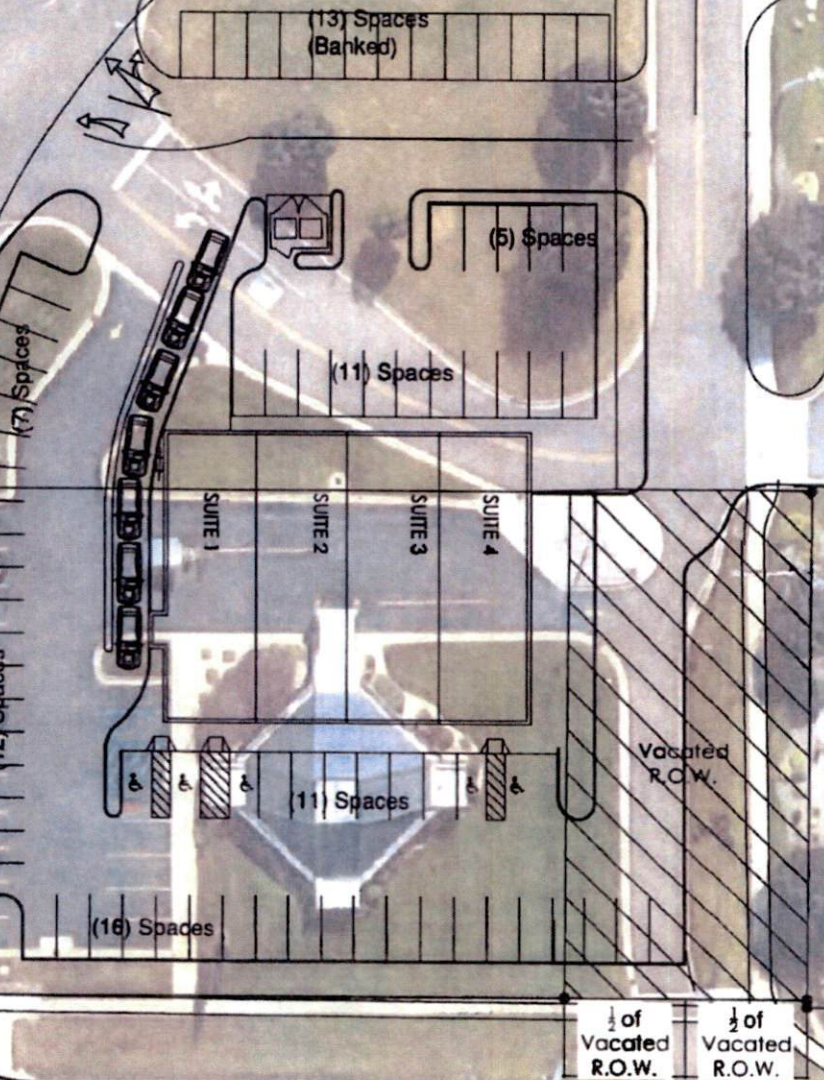
Suite 2
 -2000 (1300 UFA) sf Retail
 1/200 sf= 7

Suite 3
 -2000 (1300 UFA) sf Retail
 1/200 sf= 7

Suite 4
 -2000 (1300 UFA) sf Restaurant
 1/60 UFA-spaces = 22

75 Total
 69 Req'd
 65% UFA

GLADYS



WESTNEDGE

6405 WESTNEDGE

SITE LAYOUT

A2

PLAZACORP

111 E. WASHINGTON STREET
 KALAMAZOO, MI 49001
 (269) 335-1111

EXHIBIT C



566629_8

6405 SW, LLC
200 W. Michigan, Suite 201
Kalamazoo, MI 49007

March 12, 2020

RECEIVED

MAR 16 2020

CITY MANAGER'S OFFICE
PORTAGE, MI

VIA OVERNIGHT MAIL

Mr. Joseph S. La Margo, City Manager
City of Portage
7719 South Westnedge Avenue
Portage, MI 49002

**Re: Purchase and Sale Agreement dated November 12, 2019 (the "Agreement"),
between City of Portage ("Seller") and 6405 SW, LLC ("Buyer")**

Dear Mr. La Margo:

Pursuant to Paragraph 4(a) of the Agreement, Buyer hereby exercise its option to extend the Inspection Period. The Inspection Period is extended to April 27, 2020.

Very truly yours,

6405 SW, LLC

By: _____

Name: _____

Its: _____

Andrew Wenzel
Andrew Wenzel
Authorized Agent

cc: Aaron M. Smith

613877.docx

FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT ("Amendment") is made effective as of April 8, 2020, by and between CITY OF PORTAGE, a Michigan municipal corporation (the "Seller"), and 6405 SW, LLC, a Michigan limited liability company (the "Buyer").

BACKGROUND

A. Buyer and Seller are parties to a Purchase and Sale Agreement dated November 12, 2019 (the "Agreement"), relative to excess property owned by Seller located east of 6405 S. Westnedge, Portage, Michigan. Defined terms in the Agreement shall have their same meaning herein.

B. Buyer and Seller desire to amend the Agreement as set forth in this Amendment.

NOW THEREFORE, THE PARTIES AMEND THE AGREEMENT AS FOLLOWS:

1. **Inspection Period.** The Inspection Period shall expire at 5:00 p.m. on August 25, 2020.
2. **Re-Affirmation.** Except as amended by this Amendment, all other terms and provisions of the Agreement shall remain in full force and effect.
3. **Counterparts.** This Amendment may be executed electronically and in counterparts and delivered electronically or by facsimile and all such executed counterparts, taken together, shall constitute one instrument and each executed counterpart shall be deemed an original Amendment

The parties have executed this Amendment effective as of the date first written above.

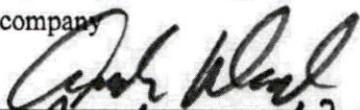
BUYER:

6405 SW, LLC, a Michigan limited liability company

By:

Name:

Its:


Andrew Wenzel
Agent

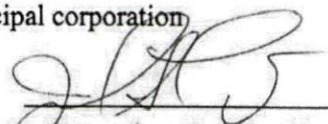
SELLER:

CITY OF PORTAGE, a Michigan municipal corporation

By:

Name:

Title:


Joseph S. LaMorg
City Manager

6405 SW, LLC
200 West Michigan Street, Suite 201
Kalamazoo, Michigan 49007

August 25, 2020

VIA HAND DELIVERY

Mr. Joseph S. La Margo, City Manager
City of Portage
7719 South Westnedge Avenue
Portage, MI 49002

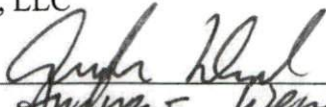
Re: Purchase and Sale Agreement dated November 12, 2019 (the "Purchase Agreement"), between City of Portage ("Seller") and 6405 SW, LLC ("Buyer")

Dear Mr. La Margo:

Pursuant to Paragraph 4C of the Purchase Agreement, Buyer hereby gives its Notice to Proceed. This Notice to Proceed is given subject to the satisfaction of the conditions set forth in Paragraph 12 of the Purchase Agreement.

As you know, the parties are working to finalize an amendment to the Purchase Agreement to extend the Inspection Period. In the event that the amendment is executed, then this Notice to Proceed shall be deemed void.

6405 SW, LLC

By: 

Name: Andrew Wenzel

Its: Authorized Agent

cc: Chris Forth
Aaron M. Smith

632620_2

SECOND AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS SECOND AMENDMENT TO PURCHASE AND SALE AGREEMENT ("**Amendment**") is made effective as of _____, 2021, by and between CITY OF PORTAGE, a Michigan municipal corporation (the "**City**"), and 6405 SW, LLC, a Michigan limited liability company (the "**Developer**").

BACKGROUND

A. Developer and City are parties to a Purchase and Sale Agreement dated November 12, 2019, and amended by First Amendment to Purchase and Sale Agreement dated April 8, 2020 (collectively, the "**Agreement**"), relative to excess property owned by City located east of 6405 S. Westnedge, Portage, Michigan. Defined terms in the Agreement shall have their same meaning herein.

B. Developer and City desire to amend the Agreement as set forth in this Amendment.

NOW THEREFORE, THE PARTIES AMEND THE AGREEMENT AS FOLLOWS:

1. **Purchase Price.** Section 1 of the Agreement is amended to provide that the Purchase Price is Two Hundred Fifty Thousand Dollars (\$250,000).

2. **Closing.** Section 8(A) of the Agreement is amended to provide that unless the parties otherwise agree in writing, the Closing Date shall be the date that is the later of (i) thirty (30) days after the date that this Amendment has been fully executed by the parties and approved by the City Council and approved as to form by the City Attorney, and (ii) sixty (60) days after the date that Developer delivers to the City written notice of Developer's satisfaction or waiver of the Land Use Approvals condition described in paragraph 4, below.

3. **Conditions to Closing (Brownfield Redevelopment Plan).** Section 12 (B) of the Agreement is deleted in its entirety.

4. **Land Use Approvals.** Developer's obligation to close the transaction contemplated by this Agreement shall be conditioned upon Developer obtaining site plan approval and all other zoning and land use approvals required for its development of the Development Site as generally depicted on **Exhibit 1 ("Land Use Approvals")**. The City agrees to reasonably work, within legal and policy constraints, with Developer in obtaining its Land Use Approvals. Notwithstanding the foregoing, Developer shall have the right to waive its Land Use Approvals condition by written notice to City.

5. **Replacement of Exhibit B.** Exhibit B to the Agreement is hereby replaced and superceded by **Exhibit 1** to this Amendment.

6. **Re-Affirmation.** Except as amended by this Amendment, all other terms and provisions of the Agreement shall remain in full force and effect.

7. **Counterparts.** This Amendment may be executed electronically and in counterparts and delivered electronically or by facsimile and all such executed counterparts, taken together, shall constitute one instrument and each executed counterpart shall be deemed an original Amendment.

[Remainder of Page Intentionally Blank]

The parties have executed this Amendment effective as of the date first written above.

6405 SW, LLC, a Michigan limited liability
company

By: _____
Name: _____
Its: _____
Date: _____

CITY OF PORTAGE, a Michigan municipal
corporation

By: _____
Name: _____
Title: _____
Date: _____

PORTAGE CITY COUNCIL APPROVAL:

By: _____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM

By: _____
City Attorney
Date: _____

662324_4

EXHIBIT 1

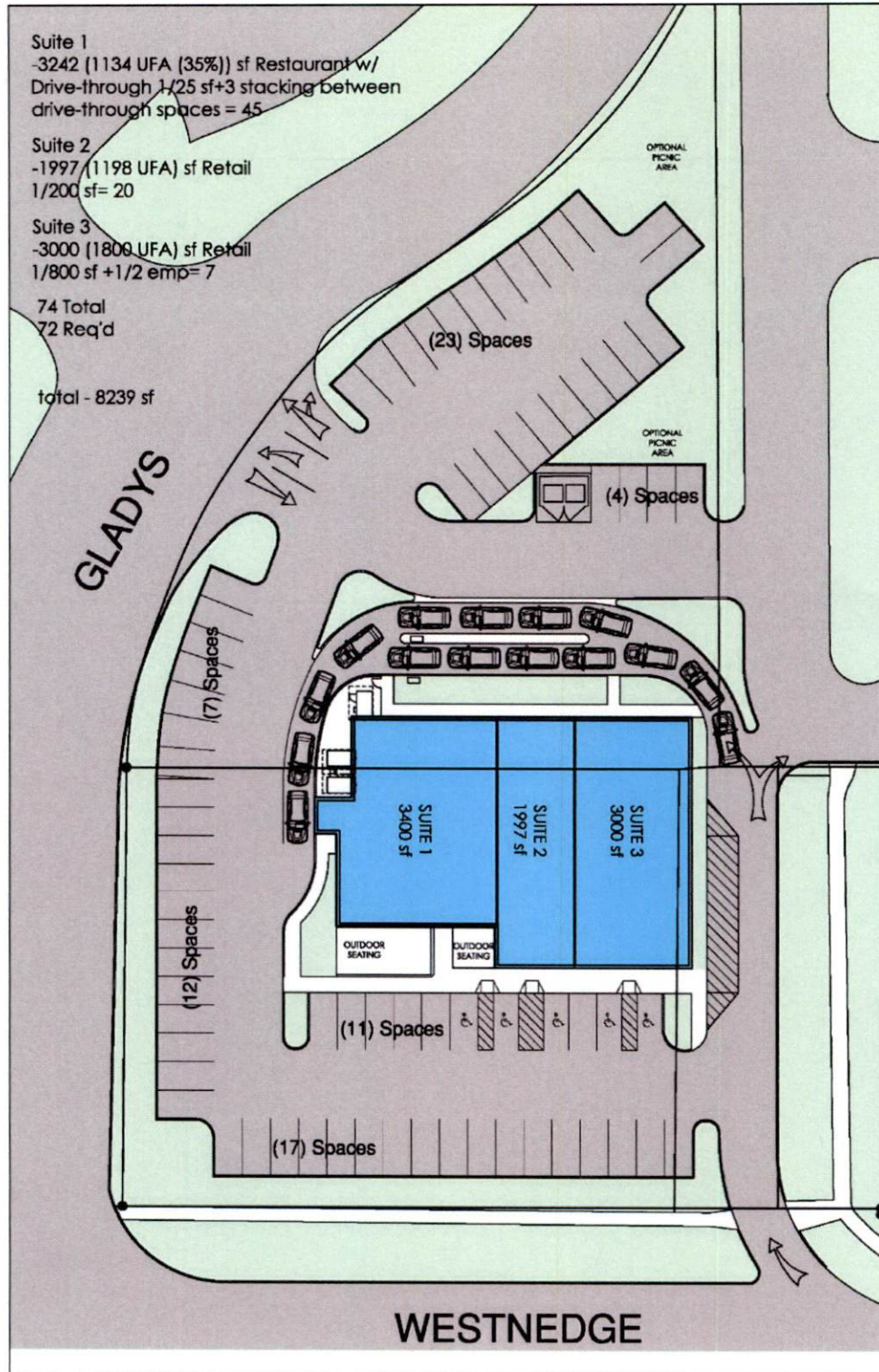


EXHIBIT 1
(CONTINUED)

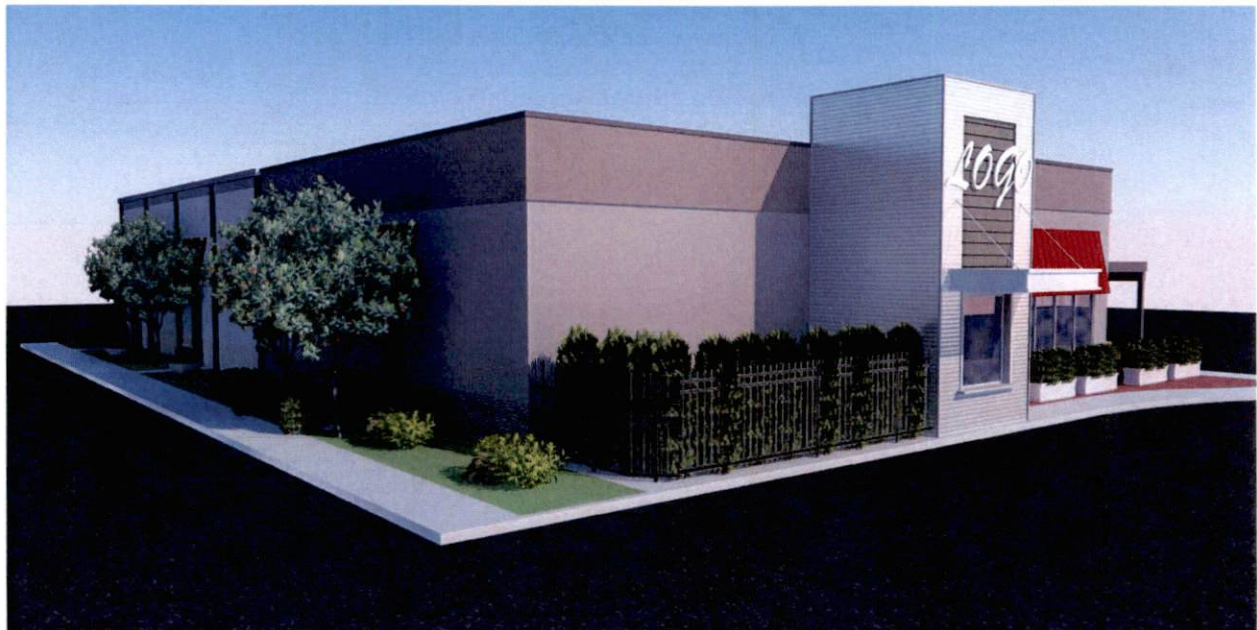


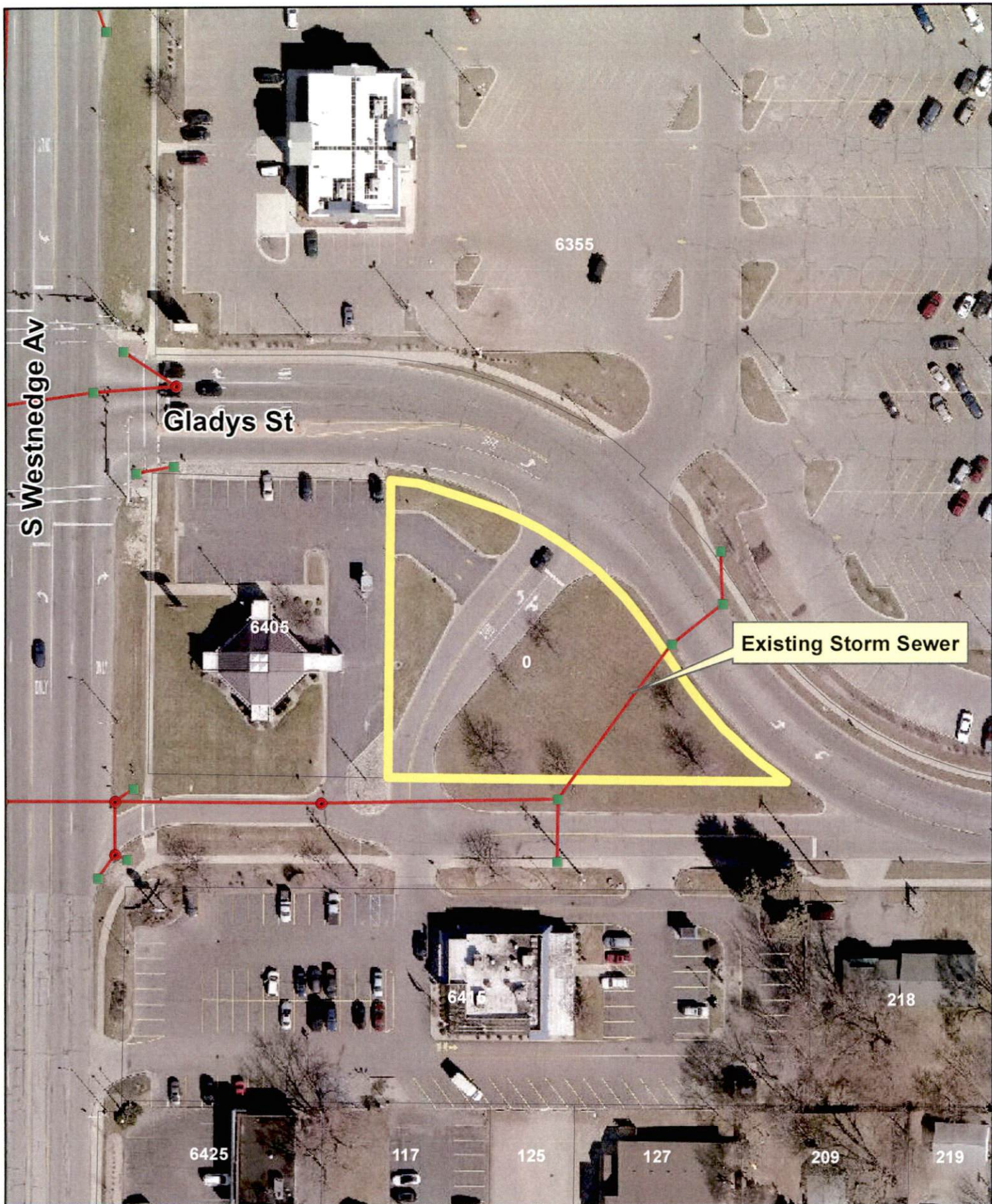
EXHIBIT 1
(CONTINUED)



Legal Description and Vicinity Map

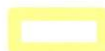
LAND SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MI,
DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LOCATED IN THE NORTHWEST 1/4 OF SECTION 10, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 10; THENCE SOUTH ON THE WEST LINE OF SAID SECTION 10 A DISTANCE OF 1994.90 FEET; THENCE EAST 60.00 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING EAST, 141.00 FEET; THENCE SOUTH, 176.50 FEET TO THE NORTH LINE OF GLADYS STREET; THENCE EAST ON SAID NORTH LINE, 356.73 FEET; THENCE NORTHWESTERLY, 188.71 FEET ON A 214.50 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 55°12'11" WEST 182.68 FEET; THENCE NORTHWESTERLY, 95.65 FEET ON A 274.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 39°59'16" WEST 95.17 FEET; THENCE NORTH 40°01'46" EAST 5.00 FEET; THENCE NORTHWESTERLY 195.27 FEET ON A 279.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 69°59'06" WEST, 191.32 FEET; THENCE WEST, 110.01 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE; THENCE SOUTH ON SAID EAST RIGHT OF WAY LINE, 70.00 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT GLADYS STREET.



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Legend

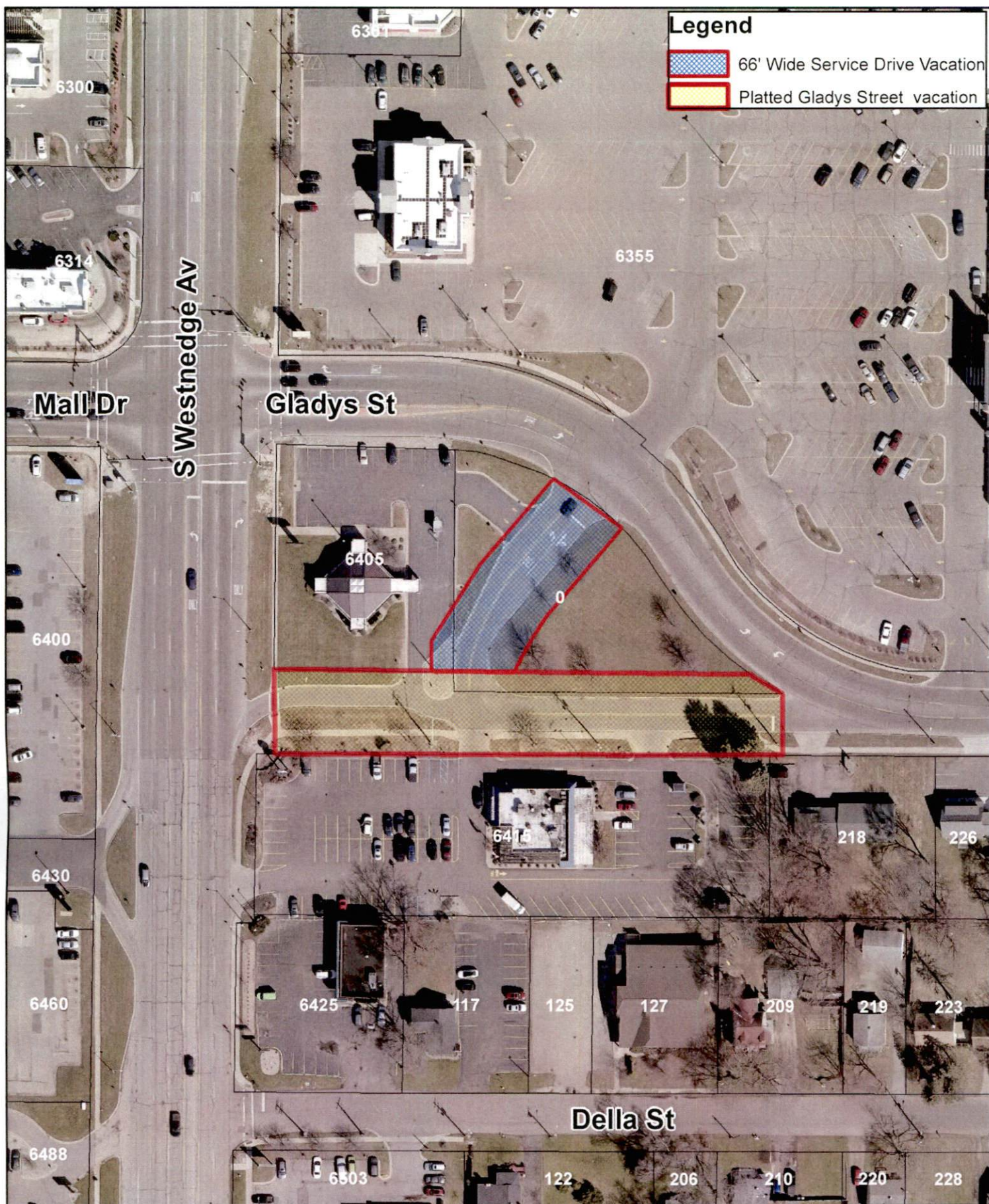
 Subject Property

Gladys Street Excess Right Of Way Map

Date: 9/24/2019



1 inch = 75 feet
(49)



Document Path: R:\GISADMIN\karl\projects\CITY COUNCIL\Gladys St street vacation_CC.mxd

Proposed Street Vacation Map

Date: 12/13/2019



1 inch = 100 feet
(50)

**CITY OF PORTAGE, MICHIGAN
RESOLUTION OF INTENT TO SELL REAL ESTATE
21-**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 20__ at 7:00 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____

WHEREAS, the City of Portage ("City") owns real estate on Gladys Street which metes and bounds is described below ("Property"); and

WHEREAS, the Property was acquired by the City in 1993 when Gladys Street was moved north to align with Mall Drive; and

WHEREAS, the Property is not needed for future right-of-way; and

WHEREAS, the Property is vacant. However, there are public utilities located thereon which are to be reserved and remain in their present location unless relocated by written easements; and

WHEREAS, 6405 SW, LLC, a Michigan Limited Liability Company, ("Purchaser") the owner of the adjacent property at 6405 South Westnedge Avenue, Portage, Michigan, desires to purchase the Property; and

NOW THEREFORE BE IT RESOLVED that the City of Portage sell the following described Property to Purchaser for the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS

(\$250,000.00): All that certain parcel of real estate situated in the City of Portage, County of Kalamazoo and State of Michigan, to-wit:

SEE EXHIBIT A

BE IT FURTHER RESOLVED that the Purchase and Sale Agreement reserve all public utilities on the property in their present location unless relocated with written easements to the City approved by the City Attorney and recorded with the Kalamazoo County Register of Deeds.

BE IT FURTHER RESOLVED that notice, in substantially the form attached as Exhibit B, be published in a newspaper of general circulation within the City not less than 20 days before final action of the City Council.

CERTIFICATION

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2021.

Erica Eklov, City Clerk

Prepared by:
Catherine P. Kaufman
City Attorney
470 W. Centre Ave, Suite A
Portage, Michigan 49024
Phone: (269) 382-4500

Approved as to form

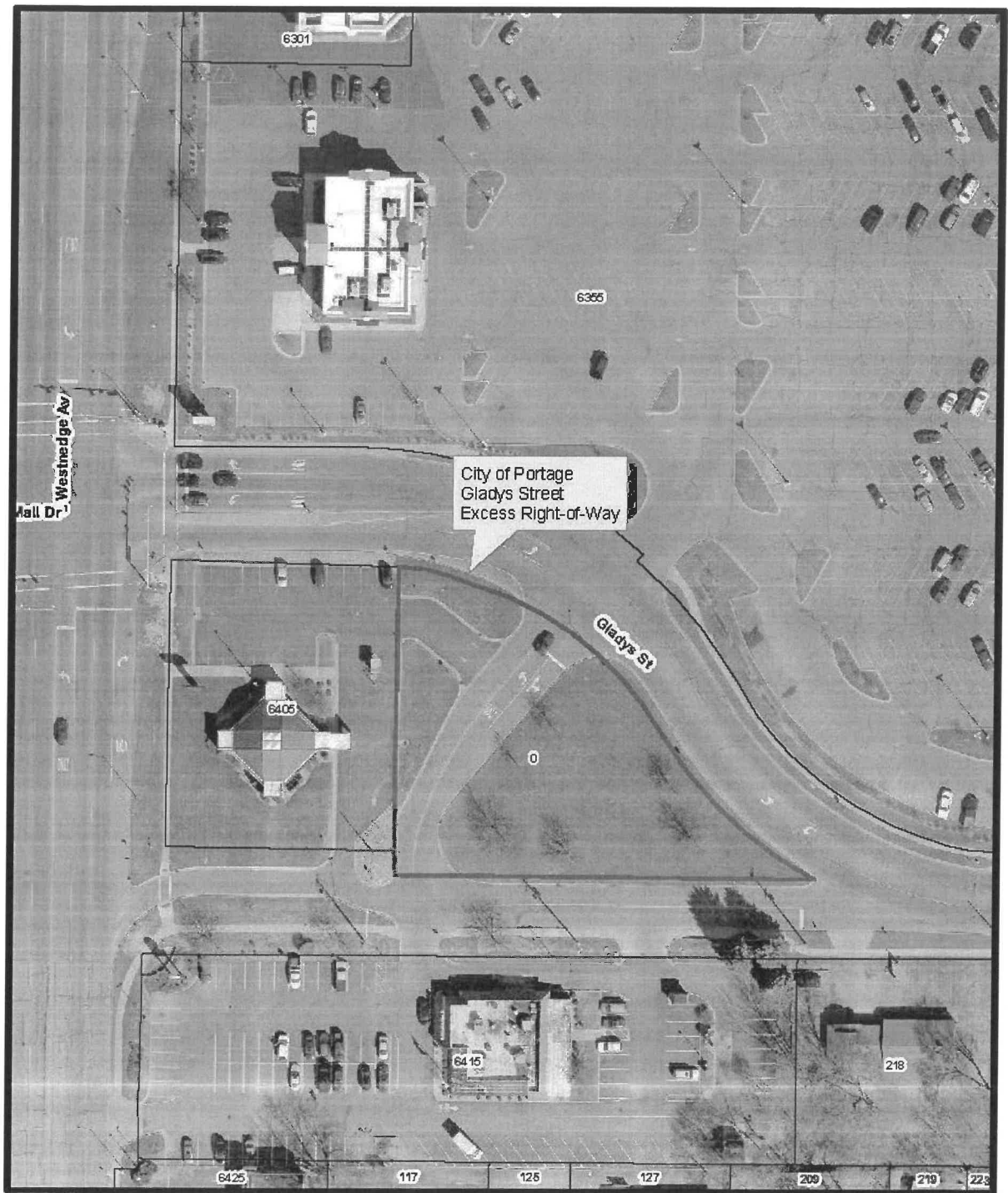
Date: 5/20/2021
Catherine Kaufman
City Attorney

EXHIBIT A

Legal Description and Vicinity Map

LAND SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MI, DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LOCATED IN THE NORTHWEST 1/4 OF SECTION 10, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 10; THENCE SOUTH ON THE WEST LINE OF SAID SECTION 10 A DISTANCE OF 1994.90 FEET; THENCE EAST 60.00 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING EAST, 141.00 FEET; THENCE SOUTH, 176.50 FEET TO THE NORTH LINE OF GLADYS STREET; THENCE EAST ON SAID NORTH LINE, 356.73 FEET; THENCE NORTHWESTERLY, 188.71 FEET ON A 214.50 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 55°12'11" WEST 182.68 FEET; THENCE NORTHWESTERLY, 95.65 FEET ON A 274.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 39°59'16" WEST 95.17 FEET; THENCE NORTH 40°01'46" EAST 5.00 FEET; THENCE NORTHWESTERLY 195.27 FEET ON A 279.50 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 69°59'06" WEST, 191.32 FEET; THENCE WEST, 110.01 FEET TO THE EAST RIGHT OF WAY LINE OF WESTNEDGE AVENUE; THENCE SOUTH ON SAID EAST RIGHT OF WAY LINE, 70.00 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT GLADYS STREET.



 Gladys Excess ROW

Gladys Street Excess Right-of-Way


1 inch = 75 feet

EXHIBIT B

CITY OF PORTAGE, MICHIGAN
NOTICE OF INTENTION TO SELL REAL ESTATE
IN THE CITY OF PORTAGE, MICHIGAN

PLEASE TAKE NOTICE, that on the ____ day of _____, 2021, the City Council of the City of Portage adopted a Resolution of Intent to Sell Real Estate stating the City's intent to sell certain real estate to 6405 SW, LLC, a Michigan Limited Liability Company for the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00).

PLEASE TAKE FURTHER NOTICE that the resolution authorizing this action and the Purchase and Sale Agreement to be executed are on file with the City Clerk and open for public inspection. Said documents will be so held by the City Clerk for twenty-eight (28) days from the above date and may be inspected at the Clerk's office during regular working hours. Any person(s) objecting to this sale should make their objection known to the City Council within twenty-eight (28) days of the publication of this notice. After said twenty-eight (28) day period, the Council may take final action and sell said Property.

Dated: _____, 2021

Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Traffic Signal Maintenance Contract - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a 5-year contract to Severance Electric Company, Incorporated, for the maintenance of the city traffic signal system from July 1, 2021 to June 30, 2026 in the base amount not-to-exceed \$340,200 with hourly rates as bid for call-in work and additional intersections as necessary, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The city traffic signal system consists of 54 traffic signals, 26 school/pedestrian flashing beacons and 5 speed feedback signs. Maintenance of the systems includes traffic control signals of all types, poles, mast arms, light emitting diode signal heads, overhead street name signs, pedestrian push-button pedestals and signals, underground loop detectors for signal actuation, overhead video detection, fiber optic cable, permanent traffic count stations and battery back-up power systems. Historically, maintenance of the city traffic signal system has been performed by a private contractor.

Traffic signal maintenance, including emergency repairs, is a highly specialized field with few local contractors qualified to perform the work. The current contract for the maintenance of the city's traffic signal system was awarded to Severance Electric Company, Incorporated in August 2015 and expires on June 30, 2021. On May 13, 2021, bid proposals were received for maintenance of the city traffic signal system for the period of July 1, 2021 to June 30, 2026. The bid opportunity was advertised on the city's website, and websites for the Kalamazoo Builders Exchange, Builders Exchange of Lansing, Construction Journal and North America Procurement Council, Inc. The lone bid in the amount of \$340,200 was submitted by Severance Electric Company, Incorporated. The proposal also provides hourly rates for emergency call-in work during regular hours and after hours, as well as new signal additions to the city system. Severance Electric Company, Incorporated has performed this service satisfactorily for the city for more than 20 years.

It is recommended that City Council award a 5-year contract to Severance Electric Company, Incorporated for the maintenance of the city traffic signal system from July 1, 2021 to June 30, 2026 in the base amount not-to-exceed \$340,200 with hourly rates as bid for call-in work and additional

intersection as necessary and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding for the first year of the proposed contract is programmed in the FY 2021-2022 Street Operating Fund. Funding for subsequent contract years will be similarly budgeted.

Attachments: 1. Traffic Signal Maintenance - Bid Tabulation

TABULATION OF PROPOSALS
2021 RFP Traffic Signal Maintenance

FIRM

BID AMOUNT

Severance Electric Co., Inc.
4140 Rollridge Avenue
Kalamazoo, MI 49004

\$340,200.00

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: CDBG Program 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan

SUPPORTING PERSONNEL: Kelly Peterson, Director of Development Services

ACTION RECOMMENDED: Approve the Community Development Block Grant (CDBG) Program 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the 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 and market conditions, and to make data-driven investment decisions for the use of CDBG entitlement grant funds and other resources available within the community.

On May 14, 2021, the City of Portage was notified by HUD of an error in the formula calculations for the FY2021-22 Community Development Block Grant (CDBG) program entitlement grant. Previously, the City of Portage had been awarded \$218,239 for FY2021-22. The error that was discovered and subsequent correction has resulted in the grant amount increasing to \$221,456. The FY2021-2025 Consolidated Plan and FY2021-22 Annual Action Plan have been revised to reflect this slight increase. As a result of the FY2021-22 grant increase, an additional \$482 has been allocated to the Portage Community Center increasing the total amount from \$37,793 to \$38,275. In accordance with HUD regulations (15% of the grant amount plus the program income received through December 31st can be allocated to public service agencies). The remaining \$2,735 has been allocated to Housing Rehabilitation Assistance Program to further assist low income households with needed home improvements, increasing the total from \$207,558 to \$210,293.

2021-2025 Consolidated Plan:

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 and homelessness. General information about the housing market including topics such as lead-based paint hazards, public and assisted housing, facilities and services for the homeless persons, and special needs housing and supportive services is also provided. The Strategic Plan chapter sets goals and objectives to address identified priority needs over the five-year planning period based on anticipated resources. Five primary goals, along with corresponding objectives and strategies, to address the City of Portage's housing and community development needs have been identified and include:

1. **Affordable Owner Housing** – Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the city through the provision of emergency repair grants, housing rehabilitation, homebuyer assistance programs, and partnerships with non-profit developers.
2. **Affordable Rental Housing** – Increase the supply of decent, affordable renter-occupied housing opportunities for low- and moderate-income residents throughout the city.
3. **Neighborhood Improvement** – Ensure code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight.
4. **Public Services** – Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs.
5. **Non-housing Community Development** – Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods.

FY 2021-2022 Annual Action Plan:

The FY 2021-2022 Annual Action Plan 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 2021-2022 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 \$396,456. In addition, the FY 2021-2022 Annual Action Plan identifies activities and programs that fulfill identified priority needs as outlined in the 2021-2025 Consolidated Plan. The Consolidated Plan and Annual Action Plan element are required in order to apply for certain federal funds, such as the CDBG entitlement program.

The FY 2021-2022 Annual Action Plan addresses the following:

1. Owner-occupied housing assistance programs, including housing rehabilitation loans and grants, and a first-time homebuyer down payment assistance program;
2. 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;
3. Human/public service agency activities to assist Portage residents in need;
4. Fair housing activities, including support for the enforcement and education programs of the Fair Housing Center of Southwest Michigan; and
5. Grant planning activities including preparation of annual performance reports, environmental review, labor standards reporting, and preparation of the 2022-2023 Annual Action Plan.

The proposed FY 2021-2022 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 decreased slightly in FY 2021-2022 (-\$338) compared to the prior year funding level. The entitlement grant, anticipated program income for FY 2021-2022, together with available unexpended funds/program income is as follows:

FY 2021-2022 Revenue

FY 2021-2022 CDBG Entitlement Grant	\$221,456
FY 2021-2022 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	\$125,000
TOTAL FUNDS AVAILABLE	\$396,456

The four key components of the FY 2021-2022 CDBG Program Budget are highlighted below. The recommended

activities are consistent with the Consolidated Plan and complement General Fund activities:

1. **Housing Programs (\$220,293):** 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 600 owner-occupied houses have been rehabilitated. Owner-occupied housing upgrades for FY 2021-2022 are accomplished through the:

Housing Rehabilitation Program (\$210,293) - Zero interest deferred loans for housing rehabilitation, façade improvements, water/sewer hook-up, 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 homebuyers in targeted neighborhoods.

2. **Neighborhood Improvement (\$105,978):** 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. The budget will fund the following activities:

Code Enforcement (\$55,978) - 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.

Lexington Green Playground Equipment (\$50,000) - This activity involves the replacement of the Lexington Green playground equipment.

3. **Human/Public Services (\$38,275):** 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.
4. **Administration (\$31,910):** The maximum administration expenditure is limited to 20 percent of the FY 2021-2022 entitlement grant plus anticipated FY 2021-2022 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 Human Services Board held two public hearings (February 4, 2021 and April 1, 2021) and a 30-day comment period prior to the April 1, 2021 public hearing per federal regulations to ensure opportunities are provided for public comment. The Board also discussed the Consolidated Plan and Annual Action Plan during the March 4, 2021 meeting. The Human Services Board and City Administration recommend City Council approve the CDBG Program 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan element and authorize the City Manager to submit the application to HUD to continue successful community development programs.

FUNDING: FY 2021-2022 CDBG Program budget of \$396,456 including a CDBG entitlement grant of \$221,456, \$50,000 of anticipated program income and \$125,000 of unexpended/reprogrammed prior year funds.

Attachments: 1. Human Services Board transmittal dated April 2, 2021

2. February 4, 2021, March 4, 2021 and April 1, 2021 Human Services Board Minutes
3. Five-Year Comparative Analysis of CDBG Program
4. FINAL Portage Consolidated Plan_05202021 W-SF-424 & Certs



TO: City Council

FROM: Human Services Board

DATE: April 2, 2021

SUBJECT: Proposed FY 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan

In accordance with federal regulations, the Human Services Board held two public hearings with regard to the FY 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan. The first public hearing was held on February 4, 2021 and included an overview of the draft Needs Assessment and Market Analysis chapters of the proposed 2021-2025 Consolidated Plan. No public comments were received before or during this meeting. Following the February 4th discussion, the remaining chapters of the Consolidated Plan and FY 2021-2022 Annual Action Plan were prepared and provided to Board members in advance of the March 4, 2021 meeting. During this meeting, staff provide an overview of the draft Plan and indicated the 30-day public comment period, per the Department of Housing and Urban Development (HUD) requirements, had been noticed in advance of the April 1, 2021 public hearing.

The Human Services Board convened the second public hearing during the April 1, 2021 meeting. Staff provide an overview of the proposed 2021-25 Consolidated Plan and 2021-22 Annual Action Plan. No public comments were received before or during this meeting. There being no further discussion, a motion was made by Board Member Kokkinos, seconded by Board Member Henson, to recommend to City Council that the FY 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan element be approved. Upon roll call vote, Mwanda (yes), Spalvieri (yes), Kokkinos (yes), Henson (yes), Sagara (yes), Kolodzieczyk (yes). The motion was approved 6-0.

Sincerely,

A handwritten signature in blue ink that reads 'Fi Spalvieri' with a stylized 'F' and 'S'.

Fi Spalvieri, Chairperson
Human Services Board

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – February 4, 2021

CALL TO ORDER:

The City of Portage Human Services Board meeting of February 4, 2021 was called to order by Vice Chairperson Upshaw at 6:05 p.m. Pursuant to the "Remote Attendance Rules for Meetings," this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT:

Alice Mwanda (Portage), Effie Kokkinos (Portage), Tim Henson (Portage), Brooke Kolodzieczyk (Portage), Barbara Sagara (Portage), Nadeem Mirza (Portage), Stephanie Upshaw (Portage), Fayyaz Razi (Youth Advisory Board Representative – Portage).

MEMBERS EXCUSED: Fi Spalvieri

MEMBERS ABSENT: Cristy Cate

STAFF PRESENT:

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

NEW BUSINESS:

Public Hearing for FY2021-2025 CDBG Consolidated Plan – Needs Assessment and Market Analysis: Vice Chairperson Upshaw read aloud the announcement of the Public Hearing and invited any interested parties to enter the meeting via call in and if desired, enter the cue for an opportunity to comment.

Mr. Forth provided an overview of the draft Needs Assessment and Market Analysis that represent two chapters of the proposed 2021-2025 City of Portage Consolidated Plan. Topics covered included updated demographics; housing problems including substandard housing, overcrowding and cost burden; disproportionate needs among a particular race or ethnic group; public housing needs; homelessness needs and facilities; housing affordability; condition of housing; and barriers to affordable housing.

Vice Chairperson Upshaw opened the public hearing. No comments or questions were received from the public. Vice Chairperson Upshaw requested a motion to close the public hearing. Kolodzieczyk moved and Mirza supported a motion to close the public hearing. Motion passed 7-0

OLD BUSINESS:

Review of HPS Grant Applications: Upshaw inquired of staff about the status of compilation of scores from individual Board members. Mr. McCoy stated that the scores had been compiled and averaged, resulting in a rating of each agency from 1-10. Mr. Forth asked if the spreadsheet could be conveyed to the Board via email during the meeting. Mr. McCoy forwarded the scores.

The Board discussed funding recommendation alternatives for each of the ten agencies who have applied, considering that the total funding requested exceeds the amount of funds available by approximately \$57,700. The Board discussed and subsequently agreed that the application for \$50,000 in funding from United Way for a pilot security deposit program was not one that the Board would recommend for funding this year. However, the Board would be interested in reviewing performance and participation data from the program if the United Way wishes to apply for funding in subsequent years. Henson suggested and the Board agreed that the remainder of the \$7,700 shortfall could potentially be addressed by recommending an allocation of \$12,300 to Twelve Baskets, which, while less than the full \$20,000 requested, is an increase of \$4,000 over their current fiscal year award of \$8,300. Staff agreed to prepare a draft funding recommendation memo for the Board to review at the February 18, 2021 special meeting.

STATEMENTS OF CITIZENS:

No statements received.

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Kolodzieczyk and supported by Mirza to adjourn the meeting at 7:30 p.m. Motion was approved 7-0.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tom McCoy". To the right of the signature is a small, stylized mark that appears to be "MS".

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – March 4, 2021

CALL TO ORDER:

The City of Portage Human Services Board virtual meeting of March 4, 2021 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings,” this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT:

Alice Mwanda (Portage, MI), Fi Spalvieri (Portage, MI), Effie Kokkinos (Portage, MI), Tim Henson (Portage, MI), Nadeem Mirza (Portage, MI), Barbara Sagara (Portage, MI), Stephanie Upshaw (Portage, MI), Fayyaz Razi (Youth Advisory Board Representative – Portage, MI).

MEMBERS EXCUSED: Brooke Kolodzieczyk

MEMBERS ABSENT: Cristy Cate

STAFF PRESENT:

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

APPROVAL OF MINUTES:

Upshaw moved and Mirza supported a motion to approve the February 18, 2021 minutes. Motion passed 7-0.

OLD BUSINESS: Review of HPS Funding Recommendation: McCoy reported that the city had received notification from HUD of the FY 21-22 CDBG entitlement amount of \$218,239, which is \$3,555 less than the amount estimated in previous calculations resulting in \$427 less dollars available for allocation to the Portage Community Center. In order to address this \$427 reduction in CDBG funds to PCC, staff recommended a \$427 reduction be made to the proposed General Fund allocation to Twelve Baskets and re-allocated to Portage Community Center in order to provide the previously recommended total of \$120,000 in combined CDBG and General Fund. Spalvieri asked the Board if there were any questions or objections to the re-allocation. There being no objections, McCoy stated the recommendation will be adjusted accordingly and subsequently forwarded to City Council for consideration.

FY 2021-25 CONSOLIDATED PLAN AND FY 2021-22 ANNUAL ACTION PLAN REVIEW:

Deputy Director Forth presented a summary of these two required documents detailing elements of the Community Development Block Grant Programs. Mr. Forth stated “notices of availability” have been published and the public comment period will end on April 1, 2021. The Board was asked to review and provide comments if desired prior to March 19, 2021 in order to be included in the April 1, 2021 Human Services Board agenda.

NEW BUSINESS: Fair Housing Month Resolution: Staff provided a draft proclamation to be forwarded to City Council declaring April 2021 Fair Housing Month and asked if representative(s) from the Board would be able to attend the March 23rd City Council meeting at which the proclamation would be presented. Mirza moved and Sagara supported a motion to forward the proclamation as presented to City Council. Motion passed 7-0. Spalvieri stated that she would check and advise whether she would be able to represent the Board at the City Council meeting.

STATEMENTS OF CITIZENS: Portage Community Center Executive Director Chris Buckley provided an update on activities transpiring at the Center and stated that interior and exterior renovations were nearing completion

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Henson and supported by Upshaw to adjourn the meeting at 6:30p.m. Motion was approved 7-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tom McCoy", written over a horizontal line.

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – April 1, 2021

CALL TO ORDER:

The City of Portage Human Services Board virtual meeting of April 1, 2021 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings,” this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT:

Alice Mwanda (Portage, MI), Fi Spalvieri (Portage, MI), Effie Kokkinos (Portage, MI), Tim Henson (Portage, MI), Barbara Sagara (Portage, MI), Brooke Kolodzieczyk (Portage, MI), Fayyaz Razi (Youth Advisory Board Representative – Portage, MI).

MEMBERS EXCUSED:

Stephanie Upshaw, Nadeem Mirza

MEMBERS ABSENT:

Cristy Cate

STAFF PRESENT:

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

APPROVAL OF MINUTES:

Henson moved and Kolodzieczyk supported a motion to approve the March 4, 2021 minutes. Motion passed 7-0.

NEW BUSINESS:

1. Public Hearing: FY 2021-25 Consolidated Plan and FY 2021-22 Annual Action Plan. Deputy Director Forth provided an overview of the proposed 2021-25 Consolidated Plan and 2021-22 Annual Action Plan. Chairperson Spalvieri opened the public hearing. There being no public comments, a motion was made by Board Member Kolodzieczyk, seconded by Board Member Sagara, to close the public hearing. Upon roll call vote, Mwanda (yes), Spalvieri (yes), Kokkinos (yes), Henson (yes), Sagara (yes), Kolodzieczyk (yes). The motion was approved 6-0.

Chairperson Spalvieri asked the board members if they have any further questions or comments related to either the FY 2021-25 Consolidated Plan or FY 2021-22 Annual Action Plan. There being no further discussion, a motion was made by Board Member Kokkinos, seconded by Board Member Henson, to recommend to City Council that the FY 2021-2025 Consolidated Plan and FY 2021-2022 Annual Action Plan element be approved. Upon roll call vote, Mwanda (yes), Spalvieri (yes), Kokkinos (yes), Henson (yes), Sagara (yes), Kolodzieczyk (yes). The motion was approved 6-0.

OLD BUSINESS:

None

STATEMENTS OF CITIZENS:

Spalvieri reported that the Fair Housing month resolution had been executed at the March 23, 2021 City Council meeting and Kolodzieczyk asked that a review of proposed revisions to the HPS Grant Funding application be placed on the May 6, 2021 HSB agenda. Forth added that a review of the 0% interest Housing Rehabilitation loan trial period could also be a topic of discussion and staff agreed to provide background information in the May 6th agenda.

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Sagara and supported by Mwanda to adjourn the meeting at 6:45 p.m. Motion was approved 6-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

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**CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2017-18 THROUGH 2021-2022**

	2017-18	2018-19	2019-20	2020-21	2021-22
ENTITLEMENT AMOUNT	\$216,112	\$237,119	\$223,110	\$221,794	\$221,456
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
SUB-TOTAL	\$266,112	\$287,119	\$273,110	\$271,794	\$271,456
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	\$60,000	\$75,000	\$75,000	\$75,000	\$125,000
TOTAL	\$326,112	\$362,119	\$348,110	\$346,794	\$396,456
HOUSING (Percent of Total Budget)	64%	70%	66%	55%	55%
Housing Rehabilitation Loan Program	\$196,003	\$241,629	\$219,160	\$180,896	\$208,293
Emergency Repair Grant	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Homebuyer Downpayment Assistance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL HOUSING	\$208,003	\$253,629	\$231,160	\$192,896	\$220,293
HUMAN/PUBLIC SERVICES ¹	15%	13%	15%	13%	10%
Human/Public Services	\$38,963	\$34,935	\$42,045	\$44,618	\$38,275
TOTAL HUMAN/PUBLIC SERVICES	\$38,963	\$34,935	\$42,045	\$44,618	\$38,275
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	17%	15%	16%	18%	27%
Code Enforcement	\$54,515	\$54,388	\$55,474	\$64,366	\$55,978
Lexington Green Playground Equipment					\$50,000
TOTAL NEIGHBORHOOD IMPROVEMENT	\$54,515	\$54,388	\$55,474	\$64,366	\$105,978
ADMINISTRATION ²	9%	7%	7%	13%	8%
General Administration	\$17,631	\$17,167	\$17,431	\$24,230	\$29,910
Fair Housing Services	\$7,000	\$2,000	\$2,000	\$2,000	\$2,000
Consolidated Plan Update				\$18,684	\$0
TOTAL ADMINISTRATION	\$24,631	\$19,167	\$19,431	\$44,914	\$31,910
TOTAL	\$326,112	\$362,119	\$348,110	\$346,794	\$396,456.00
¹ Funding for human/public services must not exceed 15% of the FY 2021-22 CDBG entitlement grant and program income received in FY 2020-21 through December 31, 2020.					
² Funding for administration and fair housing must not exceed 20% of the FY 2021-22 CDBG entitlement grant and estimated FY 2021-22 program income.					

2021 - 2025 Consolidated Plan City of Portage CDBG Program



Portage, Michigan

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SF 424 & SF 424D

Certifications

Citizen Participation Plan

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Executive Summary



ES-05 Executive Summary

INTRODUCTION

The City of Portage, Michigan has completed the planning process for the 2021 – 2025 Five-Year Consolidated Plan (Consolidated Plan) as required by the U.S. Department of Housing and Urban Development (HUD). The purpose of the Consolidated Plan is to identify goals, objectives, and strategies for addressing housing and community development needs, including those of the homeless and other special needs populations. The Consolidated Plan guides the use of City resources to address these needs over a five-year period. This amount is estimated to be an average of approximately \$222,000 per year over the upcoming five-years or a total of \$1,360,000 (including program income). For the 2021-2022 program year, the City received an annual allocation of \$221,456 in Community Development Block Grant (CDBG) funds.

The Consolidated Plan is developed in a manner specified by HUD, and the City has followed the prescribed format in completing the plan. The Consolidated Plan was developed using HUD and U.S. Census data for demographics and housing, input from public meetings, City Council meetings, Human Services Board meetings, and past program performance. The purpose of this process was to receive input from citizens and relevant stakeholders on the current housing and community development needs of the City.

There are four major areas of focus in the Consolidated Plan: Housing, Homelessness, Non-Housing Community Development and Non- Homeless Special Needs. The Consolidated Plan process requires the City to identify priority needs for each area and prepare an Annual Action Plan to address the priorities. For every priority, there are goals, objectives and strategies established to measure progress. The citizen input was critical in developing the goals, objectives, and strategies of this Consolidated Plan. This Consolidated Plan not only presents goals to address the priority needs of the City, but also to address the statutory goals established by Federal law:

Decent Housing:

- Assist homeless persons to obtain affordable housing
- Assist persons at risk of becoming homeless
- Retain affordable housing stock
- Increase the availability of affordable housing in standard condition to low- and moderate-income families, particularly to economically disadvantaged persons (and without discrimination on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, disability, gender identity or sexual orientation)
- Increase the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
- Provide affordable housing that is accessible to job opportunities.

A Suitable Living Environment:

- Improve the safety and livability of neighborhoods Increase access to quality public and private facilities and services.

Expanded Economic Opportunities:

- Job creation and retention for low-income persons
- Availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory lending practices
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing.

SUMMARY OF THE OBJECTIVES AND OUTCOMES IDENTIFIED IN THE PLAN NEEDS ASSESSMENT OVERVIEW

The Five-Year Consolidated Plan identifies six goals, along with corresponding objectives and strategies, to address the City of Portage's housing and community development needs. These goals are summarized as follows:

GOAL 1: AFFORDABLE OWNER HOUSING

Description: *Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the City through the provision of emergency repair grants, housing rehabilitation, homebuyer assistance programs, and partnerships with non-profit developers.*

GOAL 2: AFFORDABLE RENTAL HOUSING

Description: *Increase the supply of decent, affordable renter-occupied housing opportunities for low- and moderate-income residents throughout the City.*

GOAL 3: NEIGHBORHOOD IMPROVEMENT

Description: *Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight.*

GOAL 4: PUBLIC SERVICES

Description: *Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs.*

GOAL 5: NON-HOUSING COMMUNITY DEVELOPMENT

Description: *Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods.*

GOAL 6: ADMINISTRATION/PLANNING

Description: *Administration of the CDBG program and funding.*

EVALUATION OF PAST PERFORMANCE

The previous five years have shown significant progress in the City of Portage's efforts to implement HUD entitlement programs. The City complies with HUD regulations and continues to deliver community development services in an efficient manner.

In the past, the City has successfully met previous goals and increased the supply of affordable housing for low- and moderate-income households through the provision of emergency and minor home repairs,

direct financial assistance, code compliance, and public facilities improvements in qualifying neighborhoods. The City will use CDBG funds to make these programs successful and to meet the goals and objectives identified in the Consolidated Plan.

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan's goals, objectives, and strategies. The Consolidated Plan is a collaborative process that involves reaching out to stakeholders, and meetings with the public/CDBG steering committee to determine areas of need. As part of this process, the City sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, stakeholder consultation, and public meetings, and past program performance.

Due to the COVID-19 Pandemic the City utilized virtual meetings and online outreach to complete the citizen participation process.

SUMMARY OF PUBLIC COMMENTS

Based on input and data received through the citizen participation process and internal department meetings, there is a common interest in improving the affordability of decent housing within the City.

Potential needs include:

- Minor homeowner housing rehabilitation
- Emergency homeowner housing rehabilitation
- Code enforcement
- Small-scale grants for housing rehabilitation
- Improved neighborhood infrastructure (sidewalks, park equipment, etc.)
- Supportive resources for homeless populations

SUMMARY OF COMMENTS OR VIEWS NOT ACCEPTED AND THE REASONS FOR NOT ACCEPTING THEM

All comments received by the City of Portage were considered and are, generally or specifically, addressed by the Strategic Plan and/or Annual Action Plan.

SUMMARY

The Five-Year Consolidated Plan for years 2021 – 2025 identifies goals, objectives, and strategies to address the City of Portage’s housing and community development needs. These needs were identified through an extensive citizen participation process that involved neighborhood residents, service providers and other community partners. The Consolidated Plan guides the City's use of CDBG resources through five goals. These goals are summarized as Affordable Owner Housing, Neighborhood Improvements, Public Services, Non-Housing Community Development, and Administration/Planning. Over the next five years, the City of Portage will continue to deliver housing and community development services.

PR-05 Lead & Responsible Agencies

AGENCY/ENTITY RESPONSIBLE FOR PREPARING/ADMINISTERING THE CONSOLIDATED PLAN

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

Table 1 - Responsible Agencies

NARRATIVE

The City of Portage, MI is the lead agency responsible for overseeing the development of the Five-Year Consolidated Plan and Annual Action Plan. The Department of Community Development is the internal department that is responsible for the day-to-day administration of CDBG funding.

The development of the Consolidated Plan and Annual Action Plan was based on the previous Consolidated Plan. The Department of Community Development works closely with other pertinent City Departments to develop and carry-out priorities identified in the plan.

To maximize citizen participation, the City conducted outreach through a series of public notices, hearings, and meetings. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Consolidated Plan and Annual Action Plan. The City also used results from these meetings, as well as internal meetings, and previous plan needs to determine the goals, objectives, and activities for the 2021-2025 Consolidated Plan. The COVID-19 pandemic makes community outreach more difficult than in previous years; as a result, all public meetings were held virtually.

CONSOLIDATED PLAN PUBLIC CONTACT INFORMATION

Inquiries, comments, or complaints concerning the Consolidated Plan, any amendments, or performance reports, can be conveyed by contacting City staff at:

Christopher Forth, Deputy Director of Planning and Development Services

Department of Community Development

City of Portage

7900 South Westnedge Avenue

Portage, Michigan 49002

Telephone: (269) 329-4474

forthc@portagemi.gov

Business hours: 8:00 a.m. – 5:00 p.m., Monday through Friday

Inquiries, comments, or complaints on the programs may also be offered at the public hearings. Written responses to all written complaints may also be made to the Michigan – Detroit Field Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

U.S. Department of Housing and Urban Development

Detroit Field Office

McNamara Federal Building

477 Michigan Avenue

Detroit, Michigan 48226

Phone: (313) 226-7900

Fax: (313) 226-5611

MI_Webmanager@hud.gov

PR-10 Consultation

SUMMARY OF THE JURISDICTION'S ACTIVITIES TO ENHANCE COORDINATION BETWEEN PUBLIC AND ASSISTED HOUSING PROVIDERS AND PRIVATE AND GOVERNMENTAL HEALTH, MENTAL HEALTH AND SERVICE AGENCIES

Institutional coordination of the Consolidated Plan establishes a unified vision for community development. The City uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

The City will execute this Consolidated Plan in harmony with public, private and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and community housing development organizations. Private sector partners may include, but are not limited to, local financial institutions, developers, and local businesses. The City works closely with the other internal departments, and quasi-private organizations such as the Fair Housing Center of Southwest Michigan, Housing Resources, Inc., and the Michigan State Housing Development Authority to design programs that address identified needs.

Table 2 outlines the types of agencies and organizations consulted throughout the program year and during the development of the City of Portage Consolidated Plan and Annual Action Plan.

DESCRIBE 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 United Way of the Battle Creek and Kalamazoo Regions 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 United Way works with 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 to collect data and provide supportive services. The City is also 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.

DESCRIBE CONSULTATION WITH THE CONTINUUM(S) OF CARE THAT SERVES THE JURISDICTION'S AREA IN DETERMINING HOW TO ALLOCATE ESG FUNDS, DEVELOP PERFORMANCE STANDARDS AND EVALUATE OUTCOMES, AND DEVELOP FUNDING, POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF HMIS.

As noted above, the City does not fund any activities through the Continuum of Care with CDBG funds. Additionally, the City does not receive or allocate ESG funds.

IDENTIFY ANY AGENCY TYPES NOT CONSULTED AND PROVIDE RATIONALE FOR NOT CONSULTING

The City follows HUD rules and regulations for Citizen Participation, and therefore offers a number of participation and comment venues. In addition to informing the general public through the City's monthly newsletter, the City has made a concerted effort to contact known agencies and organizations involved in activities that are relevant to CDBG activities and programs. Although this effort does not ensure that all agencies are involved, it provides all local and relevant agencies with the opportunity to collaborate throughout the development of this Plan. Citizens are provided information via notices published in the local newspaper, on the City website, and other online postings.

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 (91.215(L))

As noted above, the City will coordinate with a range of public entities in the development and execution of a range of programs and activities. In an attempt to do so, the City coordinated a mass direct mailing to many local organizations in the area to solicit input for the development of the Consolidated Plan (listed in **Table 2**).

A wide range of stakeholders were consulted to determine the level of infrastructure, housing, and social service needs. These included housing and social service agencies in addition to public agencies and private nonprofit organizations whose missions included the provision of affordable housing and human services to low- and moderate- income households and persons.

Table 2 indicates the wide range of entities consulted during the planning process through meetings, surveys, e-mails, comment periods, and agency plan research and coordination.

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
City of Portage	Local Government – Grantee	Goals, Priority Needs, Needs Assessment, Market Analysis, Strategic Plan, and Action Plan	Department Head Meetings/Discussions with Pertinent Staff
American Red Cross Greater Kalamazoo Area	Services – Health, Services – Education, Other: Disaster Relief	Needs Assessment, Market Analysis	Mass mailers
The ARC Community Advocates	Services – Persons with Disabilities, Services - Health	Needs Assessment, Market Analysis	Mass mailers
Big Brothers Big Sisters	Services – Children	Needs Assessment, Market Analysis	Mass mailers
Boys & Girls Club of Greater Kalamazoo	Services – Children, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Bronson Healthcare Group	Services – Health	Needs Assessment, Market Analysis	Mass mailers
CARES	Services – Persons with HIV/AIDS, Services – Health, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Catholic Diocese of Kalamazoo	Other: Religious institution	Needs Assessment, Market Analysis	Mass mailers
Catholic Family Services	Services – Children, Services – Elderly Persons, Services – Education	Needs Assessment, Market Analysis	Mass mailers
City of Kalamazoo Planning & Development Department	Local Government	Needs Assessment, Market Analysis	Mass mailers
Community Healing Centers	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Community Homeworks	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Comstock Community Center	Services – Education, Services - Children	Needs Assessment, Market Analysis	Mass mailers
Disability Network Southwest Michigan	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Fair Housing Center of Southwest Michigan	Services – Fair Housing	Needs Assessment, Market Analysis	Mass mailers
Family and Children Services	Child Welfare Agency, Services - Children	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Family Health Center	Services - Health	Needs Assessment, Market Analysis	Mass mailers
First Day Shoe Fund	Other: Nonprofit aid organization	Needs Assessment, Market Analysis	Mass mailers
Food Bank of South Central Michigan	Services – Health, Other: Nonprofit food bank	Needs Assessment, Market Analysis	Mass mailers
Gateway Outpatient Services	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Girl Scouts Heart of Michigan	Other: Nonprofit children’s group	Needs Assessment, Market Analysis	Mass mailers
Goodwill Industries of Southwestern Michigan	Services – Education, Services – Employment, Other: Nonprofit	Needs Assessment, Market Analysis	Mass mailers
Greater Kalamazoo Association of Realtors	Business Leaders	Needs Assessment, Market Analysis	Mass mailers
Gryphon Place	Other: Nonprofit crisis intervention	Needs Assessment, Market Analysis	Mass mailers
Guardian Finance and Advocacy Services	Other: Nonprofit financial services	Needs Assessment, Market Analysis	Mass mailers
The Guidance Clinic	Services – Children, Other: Counseling Services	Needs Assessment, Market Analysis	Mass mailers
Healthcare for the Homeless	Services – Homelessness, Services – Health	Needs Assessment, Market Analysis	Mass mailers
Hispanic American Council	Civic Leaders, Neighborhood Organization	Needs Assessment, Market Analysis	Mass mailers
Home Builders Association of Greater Kalamazoo	Business Leaders	Needs Assessment, Market Analysis	Mass mailers
Homeless Relief Campaign Initiative	Services – Homelessness, Other: Nonprofit	Needs Assessment, Market Analysis	Mass mailers
Hope Network	Services – Health, Services – Persons with Disabilities, Services - Employment	Needs Assessment, Market Analysis	Mass mailers
Hospice Care of Southwest Michigan	Services – Elderly Persons, Services - Health	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Housing Resources, Inc.	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Interact of Michigan, Inc.	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Interfaith Strategy for Advocacy and Action in the Community c/o St. Luke's Episcopal Church	Other: Community Advocacy Organization	Needs Assessment, Market Analysis	Mass mailers
Jim Gilmore Jr. Community Healing Center	Foundation, Services – Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Community Foundation	Foundation	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Community Mental Health & Substance Abuse Services	Services – Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Community Action Agency	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Area Agency on Aging	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Department of Resource Development	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Emergency Management Office	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Head Start Program	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Health & Community Services - Older Adult Services	County Government	Needs Assessment, Strategic Plan	Website, Mass Mailer
Kalamazoo County Health & Community Services Veterans Trust Fund	County Government	Needs Assessment, Strategic Plan	Website, Mass Mailer
Kalamazoo County Public Housing Commission	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo County Treasurer's Department	County Government	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Deacon's Conference	Services – Homelessness, Other: Nonprofit (resource donation/ dissemination)	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Kalamazoo Gospel Mission	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo LISC Affordable Housing Partnership	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Literacy Council	Services – Children, Services – Education	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Neighborhood Housing Services, Inc.	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Regional Education Services Agency	Services – Education, Services - Employment	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Regional Psychiatric Hospital	Services - Health	Needs Assessment, Market Analysis	Mass mailers
Kalamazoo Valley Habitat for Humanity	Services - Housing	Needs Assessment, Market Analysis	Mass mailers
KPEP	Other: Community-based alternative to incarceration	Needs Assessment, Market Analysis	Mass mailers
Lending Hands of Michigan, Inc.	Services - Health	Needs Assessment, Market Analysis	Mass mailers
Loaves and Fishes	Other: Nonprofit food bank	Needs Assessment, Market Analysis	Mass mailers
Metropolitan Branch NAACP	Civic Leaders	Needs Assessment, Market Analysis	Mass mailers
Michigan Coalition Against Homelessness	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Michigan Commission for the Blind	State Government	Needs Assessment, Market Analysis	Mass mailers
Michigan Department of Community Health	State Government	Needs Assessment, Market Analysis	Mass mailers
Michigan League for Human Services	Other: Advocacy organization	Needs Assessment, Market Analysis	Mass mailers
Michigan Organizing Project	Other: Advocacy Organization	Needs Assessment, Market Analysis	Mass mailers
Michigan State Housing Development Authority	Public Housing Authority	Goals, Priority Needs, Needs Assessment, Market Analysis, Strategic Plan, and Action Plan	Website reference, Mass mailers
Michigan Works - Michigan Prisoner Reentry Initiative	Other: Community Reentry Programs	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Ministry with Community	Services – Homelessness, Other: Supportive Services	Needs Assessment, Market Analysis	Mass mailers
NAMI of Kalamazoo	Services – Health	Needs Assessment, Market Analysis	Mass mailers, open doors
Oakland House	Services – Homelessness	Needs Assessment, Market Analysis	Mass mailers
Open Doors of Kalamazoo	Services – Housing	Needs Assessment, Market Analysis	Mass mailers
Portage Community Center	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage District Library	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Human Services Board	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Planning Commission	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Public Schools	Local Government	Needs Assessment, Market Analysis	Mass mailers
Portage Senior Center	Local Government	Needs Assessment, Market Analysis	Mass mailers
Poverty Reduction Initiative	Services – Education, Services – Employment	Needs Assessment, Market Analysis	Mass mailers
Region IIIA Area Agency on Aging - Kalamazoo County	County Government, Services – Elderly Persons	Needs Assessment, Market Analysis	Mass mailers
Residential Opportunities Inc.	Services – Housing, Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
St. Barnabas Episcopal Church	Other: Religious institution	Needs Assessment, Market Analysis	Mass mailers
The Salvation Army	Other: Nonprofit supportive services	Needs Assessment, Market Analysis	Mass mailers
Senior Services Inc.	Services – Elderly Persons	Needs Assessment, Market Analysis	Mass mailers
Shalom Inc.	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Social Security Administration	Federal Government	Needs Assessment, Market Analysis	Mass mailers
South County Community Services	Other: Nonprofit Supportive Services	Needs Assessment, Market Analysis	Mass mailers

TABLE 2: AGENCIES, GROUPS, AND ORGANIZATIONS THAT PARTICIPATED

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
State of Michigan: Human Services Department of Kalamazoo County	State Government	Needs Assessment, Market Analysis	Mass mailers
Twelve Baskets	Other: Nonprofit Food Bank	Needs Assessment, Market Analysis	Mass mailers
The United Way of the Battle Creek and Kalamazoo Region	Services – homeless, Regional organization, Continuum of Care	Needs Assessment, Strategic Plan	Email correspondence
VFW Post #5855	Other: Veterans Organization	Needs Assessment, Market Analysis	Mass mailers
Volunteer Center of Greater Kalamazoo	Other: Community Advocacy	Needs Assessment, Market Analysis	Mass mailers
WMU Center for Disability Services	Services – Persons with Disabilities	Needs Assessment, Market Analysis	Mass mailers
Workforce Development W.E. Upjohn Institute	Services – Employment	Needs Assessment, Market Analysis	Mass mailers
Young Men’s Christian Association of Kalamazoo	Services – Victims of Domestic Violence, Services – Victims, Non-Profit	Needs Assessment, Strategic Plan	Email correspondence, Mass mailers
Young Women’s Christian Association of Greater Kalamazoo	Services – Victims of Domestic Violence, Services – Victims, Non-Profit	Needs Assessment, Strategic Plan	Email correspondence, Mass mailers

Table 2 - Agencies, Groups, & Organizations that Participated

At a minimum, the City’s commitment to providing coordinated community, housing and supportive services to its low-income residents is implicit in these goals. These services are provided through partnerships with government and quasi-government agencies, as well as respective planning efforts shown in **Table 3**. The City of Portage will continue to encourage building partnerships between governments and advocates for low-income persons.

Many of the programs and activities that will be carried out by the City during the next five (5) years will involve coordination with a number of agencies and organizations.

TABLE 3: OTHER CONSULTATIONS & COORDINATION

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	The United Way of the Battle Creek and Kalamazoo Region	N/A

Table 3 - Other Consultations & Coordination

PR-15 Citizen Participation

SUMMARY OF CITIZEN PARTICIPATION PROCESS/EFFORTS MADE TO BROADEN CITIZEN PARTICIPATION

The development of the Consolidated Plan requires extensive citizen participation. For the 2021-2025 Consolidated Plan, the City of Portage, MI underwent a citizen participation process as it pertains to HUD requirements. HUD requires local jurisdictions to provide for citizen participation which encourages the development of the Consolidated Plan in cooperation with residents from every walk of life. In particular, HUD believes it is important to obtain the views of residents who live in low- and moderate-income areas, as well as service providers who deliver services to low-income and special needs residents.

The following section describes the public participation process that was completed for the City of Portage, MI 2021 – 2025 Consolidated Plan. A summary of the public participation process is shown in **Table 4**.

TABLE 4: CITIZEN PARTICIPATION OUTREACH

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
Human Services Board Public Hearing #1	Non-Targeted/Broad Community	February 4, 2021, Virtual Meeting	No comments received.	All comments addressed by Strategic Plan
Human Services Board Public Hearing #2	Non-Targeted/Broad Community	March 4, 2021, Virtual Meeting	No comments received.	All comments addressed by Strategic Plan
30- Day Public Comment Period	Non-Targeted/Broad Community	March 1, 2021 – March 30, 2021	No comments received.	All comments addressed by Strategic Plan
Human Services Public Hearing #3	Non-Targeted/Broad Community	April 1, 2021, Virtual Meeting	No comments received.	All comments addressed by Strategic Plan
Public Meeting at Final Adoption	Non-Targeted/Broad Community	May 25, 2021 Virtual Meeting	TBD	All comments addressed by Strategic Plan

Table 4 - Citizen Participation Outreach**SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING**

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan's goals, objectives, and strategies. The Consolidated Plan is a collaborative process that involves stakeholders and meetings with the public to determine areas of need. The public was also notified of this planning process through the City's monthly newsletter. As part of this process, the City sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, non-profit agency participation, and past program performance. In addition, the City consulted with various City Departments to identify priority needs and develop corresponding strategies.

Needs Assessment



NA-05 Overview

NEEDS ASSESSMENT OVERVIEW

The Needs Assessment section of the Five-Year Consolidated Plan identifies the City of Portage's communitywide housing and community development needs. Data from the Comprehensive Housing Affordability Strategy (CHAS) database and the U.S. Census Bureau's American Community Survey (ACS) database are referenced in this section. Additionally, this section is supported with data from the local Public Housing Authority and other documentation from the City of Portage and its partners.

The Needs Assessment section evaluates the demand for housing and community development assistance by the following income groups based on Area Median Income (AMI):

- Extremely Low Income (60% of the Section 8 Very Low-Income Limits)
- Very Low Income (30%-50% AMI)
- Low Income (50%-80% AMI)

AMI is based on the 2021 HUD Income Limits Documentation System, which is outlined in **Table 5**.

TABLE 5: 2021 HUD INCOME LIMITS

FY 2021 Income Limit Area	Median Income	FY 2021 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Kalamazoo- Portage, MI MSA	\$77,400	Extremely Low (30%) Income Limits	16,250	18,600	21,960	26,500	31,040	35,580	40,120	44,660
		Very Low (50%) Income Limits	27,100	31,000	34,850	38,700	41,800	44,900	48,000	51,100
		Low (80%) Income Limits	43,350	49,550	55,750	61,900	66,900	71,850	76,800	81,750

2021 HUD Income Limits Documentation System (2021); *Calculated as 30/50ths (60 %) of the Section 8 very low-income limits
Effective April 1, 2021. Accessed January 2021.

Table 5 - 2021 HUD Income Limits

Map 1 (below) shows the 2010 Census Block Groups where 46.94% or more of the population is within the low- or moderate- income limit categories.

Low and Moderate Income Areas by Block Group

CDBG Low & Moderate Income Areas by Block Group

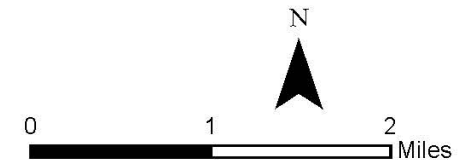
- CDBG Eligible Block Groups
- Ineligible Areas

Eligible areas require 46.94% or more of the Block Group population to be low- or moderate-income. Census Tract and Block Group boundaries are based on the 2010 US Census boundaries.

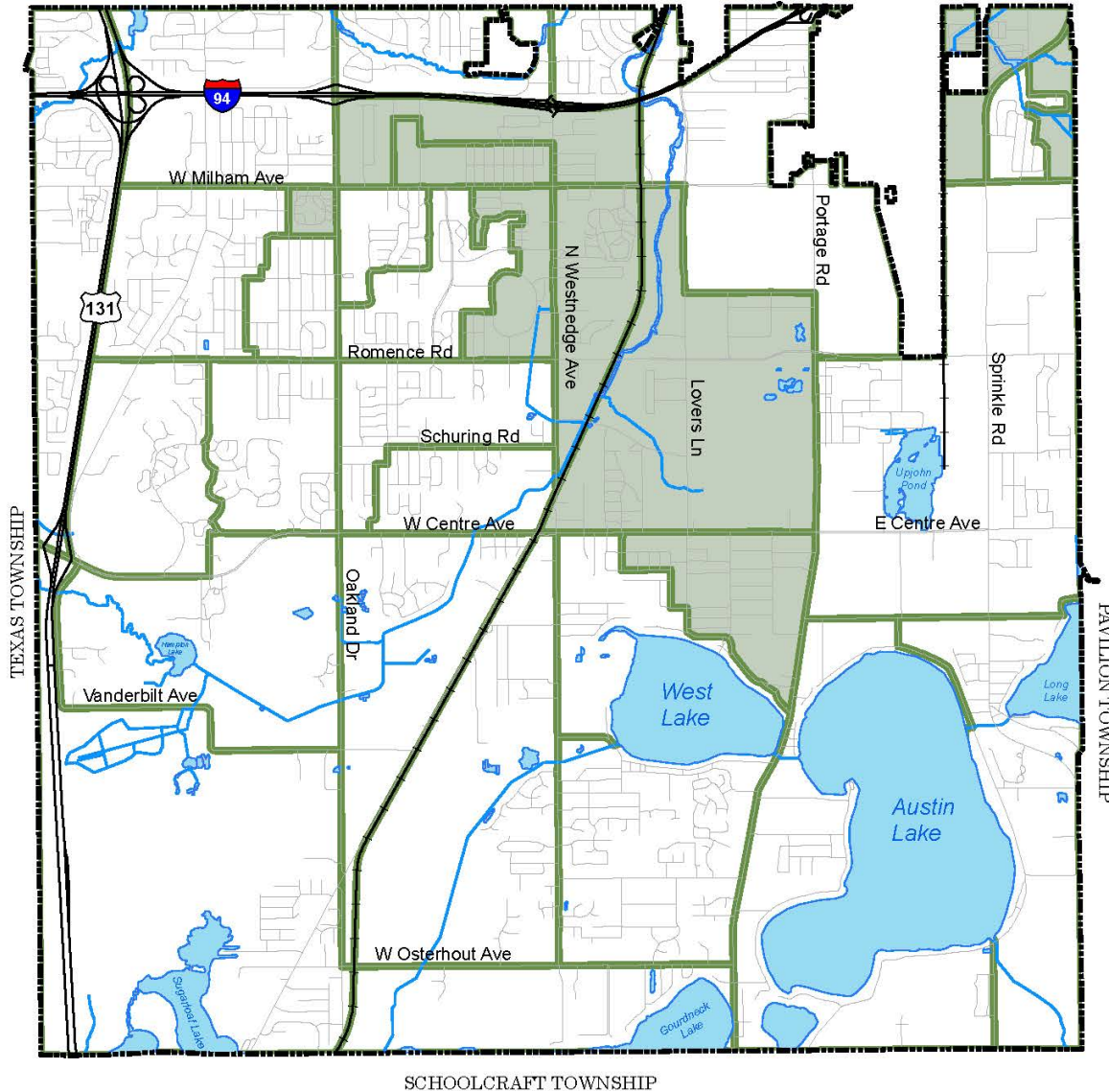
- City of Portage
- State Roads
- Railroad
- Local Roads
- Streams
- Water Bodies

Source: HUD Exchange FY 2020 American Community Survey 2011-2015 5-Year Low and Moderate Income Summary Data. 2019 TIGER/Line Shapefiles.

January 2021



City of Portage
KALAMAZOO COUNTY, MICHIGAN



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NA-10 Housing Needs Assessment

SUMMARY OF HOUSING NEEDS

The data in the Housing Needs Assessment subsection provides the estimated number and type of households in need of housing assistance by income level, tenure type (owner or renter), household type, and housing problem (cost burdened, severely cost burdened, substandard housing, overcrowding, or geographic concentration of racial/ethnic groups). This section also integrates the needs identified during consultation and public outreach.

The Housing Needs Assessment includes the following sections:

1. Summary of Housing Needs
2. Demographics
3. Number of Households
4. Housing Problems 1
5. Housing Problems 2
6. Cost Burden > 30%
7. Cost Burden > 50%
8. Crowding Table (More than One Person Per Room)
9. Additional Housing Needs Narrative

This subsection also describes the characteristics of the City of Portage's households and housing stock.

Demographics

Table 6 displays the population, number of households, and median income for the base year and most recent year, and the percentage of change over time. This data shows an overall population growth from 45,916 in the 2006-2010 ACS to 48,774 at the time of the 2015-2019 ACS, approximately a 6.2% increase in population over the past decade.

Moreover, the number of households increased by just over 1,000 households from 18,911 households in the 2006-2010 ACS to 19,984 households at the time of the 2015-2019 ACS. This represents a less than 5.6% increase in the number of households over the 10-year time period.

Table 6 also identifies an estimated 12.5% increase in the median income, from \$55,936 to \$62,941. Overall, the population and number of households have seen modest gains, while the median income has grown.

TABLE 6: HOUSING NEEDS ASSESSMENT DEMOGRAPHICS

	Base Year	Interim Year	Most Recent Years	Percent Change
	2010	2015	2019	2009-2019
Population	45,916	47,495	48,774	6.2%
Households	18,911	19,490	19,984*	5.6%
Median Income	\$55,936	\$54,040	\$62,941	12.5%

Source: 2006-2010 ACS (Base Year), 2011-2015 ACS (Interim Year); 2015-2019 ACS (Most Recent Year)

**Number of households, referenced throughout this document, may vary by data source.*

Table 6 - Housing Needs Assessment Demographics

NUMBER OF HOUSEHOLDS AND TYPES

Table 7 shows the number and type of households by HUD Adjusted Median Family Income (HAMFI). The default data source is the 2011-2015 CHAS database, developed by HUD and accessed through the IDIS online system.

The largest number of households is in the greater than 100% HAMFI group with 10,725 households. The second largest group is the >50-80% HAMFI group (2,760). This means that over 21% of all households in the City of Portage are below 50% of HAMFI.

Small family households are households that have a family with two to four members. The largest number of small family households is within the >100% HAMFI group (5,775). The second-largest number of small family households is within the >50-80% HAMFI group (980). Each of the remaining income groups have fewer than 800 small family households.

Large family households are households that have a family of five or more members. The largest number of large family households is within the greater than 100% HAMFI group (835). The second-largest number of small family households is within the >50-80% HAMFI group (125). The remaining income groups all have fewer than 100 large family households.

Table 7 also provides data on households that contain at least one person considered to be elderly. The data suggest that among income groups, the largest numbers of households with a person 62-74 years of age are within the >100% HAMFI at 2,290 households. The middle three income groups (>30-50%, >50-80%, and >80-100%) have a similar number of households at 415, 465, and 415, respectively. The 0-30% HAMFI income group has the lowest number of households with an elderly person aged 62-74 years at 270 households. The table also provides data on households that contain at least one-person age 75 or older. What is most important to note from the data is that the lowest income group (0-30% HAMFI) also has the lowest number of households with a person aged 75 or older.

Finally, data provided **Table 7** shows the number of households with one or more children 6 years old or younger. Among the household income groups identified, the largest number of households with children 6 years or younger is within the >100% HAMFI income category at 950 households. The smallest number of households with children 6 years old or younger is within the >80-100% HAMFI income group at 200 households. This suggests that there is no trend that relates income to the presence of young children.

TABLE 7: TOTAL HOUSEHOLDS TABLE

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,820	2,345	2,760	1,835	10,725
Small Family Households	515	785	980	555	5,775
Large Family Households	35	45	125	70	835
Household contains at least one person 62-74 years of age	270	415	465	415	2,290
Household contains at least one-person age 75 or older	220	555	650	325	625
Households with one or more children 6 years old or younger	360	550	425	200	950

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 7 - Total Households Table

HOUSING NEEDS SUMMARY TABLES FOR SEVERAL TYPES OF HOUSING PROBLEMS

Housing Problems 1

Table 8 displays the number of households with housing problems by tenure and HUD Adjusted Median Family Income (HAMFI) according to the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD and accessed through the IDIS online system.

As defined by HUD, housing problems include:

- Substandard housing lacking complete plumbing facilities
- Substandard housing lacking complete kitchen facilities
- Overcrowded households with 1.01 to 1.5 people per room, excluding bathrooms, porches, foyers, halls, or half-rooms
- Households with housing cost burden greater than 30% of income

As shown in **Table 8**, among the “housing problem” categories, households within Portage are most commonly impacted by housing cost burden (greater than 30% of income) and severe housing cost burden (greater than 50% of income).

The first housing problem, substandard housing, is defined as a household without hot and cold piped water, a flush toilet and a bathtub or shower, and kitchen facilities that lack a sink with piped water, a range or stove, or a refrigerator. **Table 8** identifies 135 renter households and 35 owner households that live in substandard housing.

The second housing problem identified is households living in overcrowded conditions. There are two forms of overcrowding defined by HUD and identified in **Table 8**:

1. Severely overcrowded is defined as a household having complete kitchens and bathrooms but housing more than 1.51 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms.
2. Overcrowded is defined as a household having complete kitchens and bathrooms but housing more than 1.01 to 1.5 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms

As shown in **Table 8**, 64 renter households are experiencing some form of overcrowding while 19 owner occupied households are experiencing some form of overcrowding.

The final housing problem identified is cost burden. Cost burden is a fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities. Cost burden is broken into two categories based on severity:

- Severe housing cost burden greater than 50% of income
- Housing cost burden greater than 30% of income

As shown in **Table 8**, renter households within the 0%-30% AMI group are experiencing higher rates of severe cost burden than those households with higher incomes. In the 0-30% AMI income group, 735 renters are experiencing a cost burden greater than 50% of income, while only 945 renters are burdened greater than 30% of income at the 30-50% AMI group. Owner households in the 0-30% AMI group (360) and >50-80% AMI group (615) experience the most overall cost burden at the 50% and 30% of income, respectively.

Overall, 2,930 households in the City of Portage are experiencing a cost burden greater than 30% of income and 1,940 households are experiencing a cost burden greater than 50% of income. Renters appear to be more greatly affected by the cost of housing within the City of Portage. Of the 4,870 households experiencing a cost burden of some kind, 2,745 are renters.

TABLE 8: HOUSING PROBLEMS TABLE (HOUSEHOLDS WITH ONE OF THE LISTED NEEDS)

	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
Substandard Housing - Lacking complete plumbing or kitchen facilities	10	15	100	10	135	0	10	0	25	35
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	20	0	10	0	30	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	20	4	10	0	34	0	0	15	4	19
Housing cost burden greater than 50% of income (and none of the above problems)	735	415	40	0	1,190	360	210	140	40	750
Housing cost burden greater than 30% of income (and none of the above problems)	85	945	445	80	1,555	90	395	615	275	1,375
Zero/negative Income (and none of the above problems)	130	0	0	0	130	185	0	0	0	185

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 8 - Housing Problems Table

Housing Problems 2

Table 9 displays the number of households with no housing problems, one or more housing problems, and negative income by tenure and HUD Area Median Income (AMI). The Default Data

Source is the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD accessed through the IDIS online system.

As the data reveals in **Table 9**, renters, and owners in the 0%-30% AMI group experience the highest rate of one or more of housing problems identified. A total of 1,145 households below 30% AMI experience some form of housing problem. There is a total of 2,195 households (both renter and owner) that have one or more of four housing problems. Additionally, a total of 315 households within the 0-30% AMI groups have negative income but none of the other four identified housing problems.

TABLE 9: HOUSING PROBLEMS 2 (HOUSEHOLDS WITH ONE OR MORE SEVERE HOUSING PROBLEMS: LACKS KITCHEN OR COMPLETE PLUMBING, SEVERE OVERCROWDING, SEVERE COST BURDEN)

	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
Having 1 or more of four housing problems	785	435	160	10	1,390	360	220	155	70	805
Having none of four housing problems	250	1,120	1,070	695	3,135	115	575	1,380	1,065	3,135
Household has negative income, but none of the other housing problems	130	0	0	0	130	185	0	0	0	185

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 9 - Housing Problems 2

Cost Burden > 30% and > 50%

Tables 10 and 11 display the number of households with housing cost burdens greater than 30% of income and greater than 50% of income, respectively, by household type, tenure, and household income (expressed as a percentage of Area Median Income (AMI)). The Default Data Source is the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

Households are broken into four categories:

1. Small related – Family households with two to four related members
2. Large related – Family households with five or more related members
3. Elderly – A household whose head, spouse, or sole member is a person who is at least 62 years of age
4. Other – All other households

As shown in **Table 10**, “Small Related” households are experiencing the highest degree of housing cost burden greater than 30% of income. Approximately 1,575 “Small Related” households have a cost burden greater than 30% of income. Most of these are renters (920). Additionally, 1,509 “Elderly” households and 1,374 “Other” households have a cost burden greater than 30% of income. Comparatively, “Large Related” households have the lowest degree of cost burden (100 households total).

For renter households, the >30-50% AMI Income group has the most households (1,365) with a cost burden greater than 30% of income. Among owner households, the >50-80% AMI group has the most households (750) with a cost burden greater than 30% of income.

TABLE 10: 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
Small Related	200	585	135	920	100	150	405	655
Large Related	0	25	15	40	15	0	45	60
Elderly	125	325	185	635	260	399	215	874
Other	520	430	204	1,154	75	60	85	220
Total need by income	845	1,365	539	2,749	450	609	750	1,809

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 10 - Cost Burden >30%

As shown in **Table 11**, when compared to other types of households, more “Other” households are experiencing severe cost burden greater than 50% of income. Approximately 769 “Other” households experience a cost burden greater than 50% of income. Most of these are renters (629). Additionally, 594 “Elderly” households and 525 “Small Related” households have a cost burden greater than 50% of income. Comparatively, “Large Related” households have the lowest degree of cost burden (25). For renter and owner households, the 0-30% AMI income group has the most households (765 and 360, respectively) with a cost burden greater than 50% of income.

TABLE 11: COST BURDEN > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Small Related	160	110	30	300	100	80	45	225
Large Related	0	10	0	10	15	0	0	15
Elderly	105	165	0	270	170	79	75	324
Other	500	125	4	629	75	45	20	140
Total need by income	765	410	34	1,209	360	204	140	704

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 11 - Cost Burden >50%

Crowding

Table 12 displays the number of households that are overcrowded, defined as households with more than one person per room, excluding bathrooms, porches, foyers, halls, or half-rooms. The data is displayed by household type, tenure, and household income (expressed as a percentage of Area Median Income (AMI)). The Default Data Source is 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD accessed through the IDIS online system.

As shown in **Table 12**, overcrowding is only prevalent in single-family households. Approximately 64 single-family renter households and 19 owner-occupied single-family homes experience overcrowding.

When accounting for income, extremely low-income renter households experience the highest number of crowded households with households. Among owner-occupied households, most households with crowding issues have income between >50-80% AMI.

TABLE 12: CROWDING INFORMATION (MORE THAN ONE PERSON PER ROOM)

	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
Single family households	40	4	20	0	64	0	0	15	4	19
Multiple, unrelated family households	0	0	0	0	0	0	0	0	0	0
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	40	4	20	0	64	0	0	15	4	19

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

Table 12 - Crowding Information

DESCRIBE THE NUMBER AND TYPE OF SINGLE PERSON HOUSEHOLDS IN NEED OF HOUSING ASSISTANCE.

A significant housing cost burden is associated with an increased risk of homelessness. Non-homeless small-related and other households have a significant cost burden (both >30% and >50% of income) when compared to all household types. According to the most recent homeless census, or annual point-in-time (PIT) survey conducted on January 28, 2020 by the Portage, Kalamazoo City and County Continuum of Care, there are 496 homeless persons in households without children that need housing assistance.

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.

According to the 2015-2019 ACS 5-Year Estimates, approximately 5,592, or approximately 11.5% of, people in City of Portage reported having a disability. While the majority of disabled persons (2,672 people) are between 18 and 64 years of age, a high percentage (43%) of persons 65 years and over are disabled. These elderly populations are also likely to live on reduced income and experience housing cost burden.

According to the Michigan State Police Uniform Crime Report, there were 5,926 calls for domestic violence and 678 calls for sexual assault between 2017-2019 in Kalamazoo County. For 2018-2020, the YWCA has provided emergency shelter and counseling services for an annual average of 546 domestic violence victims county-wide, and an average of 294 victims of sexual assault county-wide. It is estimated that 39 of these domestic violence victims and 24 of these sexual assault victims are from the City of Portage.

The YWCA Kalamazoo Domestic Assault Shelter has 66 beds, and is currently sheltering 19 adults and 26 children. The YWCA has 13 transitional units throughout the county, of which six are located within the City of Portage. The Shelter estimates that there is an additional need of 10 housing units that would benefit domestic violence and sexual assault victims.

According to the 2019 Michigan Incident Crime Report on Domestic Violence, over 69% of victims were women. In general, many victims of these abuses may need both short- and long-term shelter, as well as health care services, employment services, and other mental health or financial support, like those provided by the YWCA.

WHAT ARE THE MOST COMMON HOUSING PROBLEMS?

The most common housing problem in the City of Portage is cost burden >30% and severe cost burden >50% of income, for both renter and owner households. Of all households in the City of Portage, approximately 6,741 experience some form of cost burden. This represents approximately one third of all the households in the City of Portage.

Substandard (lacking complete plumbing or kitchen facilities) and overcrowded housing (1.01-1.5 people per room) are housing problems experienced by only small number of households in the City; these problems tend to affect more renters than owners. Severely overcrowded housing (more than 1.5 people per room) is a problem for very few households, and is not very significant when compared to the prevalence of other housing problems. In comparison to cost burden at >30% and >50%, these problems are not substantial; yet, they still are among the common housing problems experienced by some residents of the City.

ARE ANY POPULATIONS/HOUSEHOLD TYPES MORE AFFECTED THAN OTHERS BY THESE PROBLEMS?

Households earning less than 80% AMI are experiencing higher rates of cost burden, crowding, and other housing problems than those households with higher incomes. In most cases, renters are experiencing cost burden more than owners, especially those earning less than 50% AMI. Comparisons of cost burden by type of household show that while large-related renter and owner households are less affected by cost burden, small related, elderly and other household types are more affected.

Substandard and overcrowded housing is more common among renters and owners earning less than 50% AMI. Single family households are the only household type in the City of Portage that are affected by crowding. Households with multiple, unrelated members or other non-family households are not

presumed to be affected by crowding in Portage. Single family renter-occupied households are more affected by crowding than single family owner-occupied households.

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 11, 63% of renters (765 households) that had a severe housing cost burden were extremely low income. In addition, 51% of owners (360 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.

Furthermore, the COVID-19 Pandemic has created additional challenges for households as unemployment and medical challenges can create additional problems for all households, especially lower income households.

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.

Not applicable.

SPECIFY PARTICULAR HOUSING CHARACTERISTICS THAT HAVE BEEN LINKED WITH INSTABILITY AND AN INCREASED RISK OF HOMELESSNESS.

The recent homeless census, or annual point-in-time (PIT) survey, was conducted on January 28, 2020. The total number of homeless people counted during the annual PIT survey for the Portage, Kalamazoo City and County Continuum of Care (CoC) was 496. Of the 496 sheltered homeless persons counted, 69 households had adults with children (229 individuals) and 262 households (262 individuals) were persons in with only adults. There were 4 households that had only children (less than 18 years of age). There were 17 chronically homeless households with adults with children reported. More recently,

those who have experiences joblessness or economic hardship due to the COVID-19 pandemic are also at higher risk of becoming homeless.

Because of the transient nature of homelessness, it is often difficult to locate homeless persons or to follow-up with much needed services and support. There are a number of housing characteristics that are linked with an increased risk of homelessness, including substandard housing and housing in disrepair, unaffordable housing, and lack of housing diversity (among others). There are also social characteristics that may be linked to housing instability, such as job loss, low education levels, domestic violence, disability status, addiction, or health issues.

DISCUSSION

The population and number of households living in Portage has increased slightly over the last decade, as has the median income, though by a much larger percentage than population and households. Of the households reported in the 2011-2015 CHAS database, over half (55%) of the City's households earns less than greater than 100% HAMFI and nearly 10% of the City's households earns less than 30% HAMFI. Low- and moderate- income populations continue to experience higher rates of housing problems, such as housing cost burden and overcrowding. As a result, these populations have an increased risk of homelessness. Although data is not readily available, it is assumed that a higher rate of homelessness may occur as a result of the COVID-19 pandemic.

NA-15 Disproportionately Greater Need: Housing Problems

INTRODUCTION

A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problem at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem. If 70% of low-income Hispanic households have a housing problem then, in this case, low-income Hispanic households have a disproportionately greater need.

Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified. Although the purpose of these tables is to analyze the relative level of need for each race and ethnic category, the data also provide information for the jurisdiction as a whole that can be useful in describing overall need.

Again, as defined by HUD, housing problems include:

- Substandard housing lacking complete plumbing facilities
- Substandard housing lacking complete kitchen facilities
- Overcrowded households with 1.01 to 1.5 people per room, excluding bathrooms, porches, foyers, halls, or half-rooms
- Households with housing cost burden greater than 30% of income

The Disproportionately Greater Needs: Housing Problems section covers the following:

1. Introduction
2. Disproportionately Greater Need—Housing Problems 0-30% Area Median Income (AMI)
3. Disproportionately Greater Need—Housing Problems 30-50% AMI
4. Disproportionately Greater Need—Housing Problems 50-80% AMI
5. Disproportionately Greater Need—Housing Problems 80-100% AMI
6. Discussion

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). The default data source is the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD accessed through the IDIS online system.

0% - 30% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 0%-30% AMI category have the third highest number of households with one or more of four housing problems. Just over 72% of households in this income category have housing problems.

As shown in **Table 13**, when considering race and this income category, White households have the highest number of households (940) with housing problems (over 74% of all White households earning 0%-30% AMI), and Black/African American households have the second-highest number of households (230) with housing problems (approximately 69% of all Black/African American households earning 0%-30% AMI). When considering ethnicity and this income category, 55 Hispanic households have housing problems (53% of all Hispanic households earning 0%-30% AMI). Asian households experience a disproportionately greater need than the jurisdiction as a whole, as 100% of Asian households experience one or more of four housing problems.

TABLE 13: 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	%	Total	%	Total	%	
Jurisdiction as a whole	1,320	72.33%	190	10.41%	315	17.26%	1,825
White	940	74.31%	70	5.53%	255	20.16%	1,265
Black / African American	230	68.86%	100	29.94%	4	1.20%	334
Asian	50	100.00%	0	0.00%	0	0.00%	50
American Indian, Alaska Native	0	0.00%	10	100.00%	0	0.00%	10
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	55	52.88%	4	3.85%	45	43.27%	104

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**The four housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%*

Table 13 - Disproportionately Greater Need 0-30% AMI

30% - 50% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 30%-50% AMI category have the highest number of households with one or more of four housing problems. Approximately 85% of households in this income category have housing problems.

As shown in **Table 14**, when considering race and this income category, White households have the highest number of households (1,745) with housing problems (nearly 86% of all White households earning 30%-50% AMI) and Black/African American households have the second-highest number of households (130) with housing problems (nearly 84% of all Black/African households earning 30%-50% AMI). In terms of ethnicity, only 36% of Hispanic households have one or more of four housing problems. American Indian/Alaska Native households display a disproportionately greater need than the jurisdiction as a whole at 100% of households having one or more of four housing problems.

TABLE 14: DISPROPORTIONATELY 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	%	Total	%	Total	%	
Jurisdiction as a whole	1,990	84.86%	355	15.14%	0	0.00%	2,345
White	1,745	85.96%	285	14.04%	0	0.00%	2,030
Black / African American	130	83.87%	25	16.13%	0	0.00%	155
Asian	40	80.00%	10	20.00%	0	0.00%	50
American Indian, Alaska Native	10	100.00%	0	0.00%	0	0.00%	10
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	20	36.36%	35	63.64%	0	0.00%	55

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**The four housing problems are:*

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Table 14 - Disproportionately Greater Need 30 - 50% AMI

50% - 80% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 50%-80% AMI category have the second-highest number of households with one or more of four housing problems; however, this represents approximately 49% of households in this income category.

As shown in **Table 15**, when considering race and this income category, White households have the highest number of households (1,285) with housing problems (51.4% of all White households earning 50%-80% AMI) and Black/African American households have the second-highest number of households (60) with housing problems (41.4% of all Black/African households earning 50%-80% AMI). When considering ethnicity and this income category, there are not any Hispanic households earning 50%-80% AMI that have housing problems. There is also no evidence of any racial group displaying a disproportionately greater need when compared to other racial/ethnic group at this income level.

TABLE 15: DISPROPORTIONATELY 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	%	Total	%	Total	%	
Jurisdiction as a whole	1,375	49.73%	1,390	50.27%	0	0.00%	2,765
White	1,285	51.40%	1,215	48.60%	0	0.00%	2,500
Black / African American	60	41.38%	85	58.62%	0	0.00%	145
Asian	20	25.00%	60	75.00%	0	0.00%	80
American Indian, Alaska Native	0	0.00%	0	0.00%	0	0.00%	0
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	0	0.00%	0	0.00%	0	0.00%	0

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**The four housing problems are:*

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Table 15 - Disproportionately Greater Need 50 - 80% AMI

80% - 100% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 80%-100% AMI category have the lowest number of households with one or more of four housing problems. Approximately 24% of households in this income category have housing problems.

As shown in **Table 16**, when considering race and this income category, White households have the highest number of households (365) with housing problems (just over 21% of all White households earning 80%-100% AMI) and Asian households have the second-highest number of households (15) with housing problems (approximately 76% of all Asian households earning 80%-100% AMI), showing that this racial group has a disproportionately greater need than the jurisdiction as a whole at this income level. When considering ethnicity and this income category, there are 44 Hispanic households have housing problems (81% of all Hispanic households earning 80%-100% AMI), which also shows that this ethnic group has a disproportionately greater need than the jurisdiction as a whole at this income level.

TABLE 16: DISPROPORTIONATELY 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	%	Total	%	Total	%	
Jurisdiction as a whole	440	23.91%	1,400	76.09%	0	0.00%	1,840
White	365	21.22%	1,355	78.78%	0	0.00%	1,720
Black / African American	10	33.33%	20	66.67%	0	0.00%	30
Asian	15	78.95%	4	21.05%	0	0.00%	19
American Indian, Alaska Native	0	0.00%	0	0.00%	0	0.00%	0
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	44	81.48%	10	18.51%	0	0.00%	54

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Table 16 - Disproportionately Greater Need 80 - 100% AMI

DISCUSSION

Of all households in the 0%-30% AMI category, 72.33% have one or more of four housing problems. In terms of disproportionate need, Asian households have a percentage of housing problems that is more than 10 percentage points higher than the income level (100%). However, the majority of all

households, except for American Indian/Alaska Native and Pacific Islander households, in this income category have housing problems.

Of all households in the 30%-50% AMI category, 84.86% have one or more of four housing problems. In terms of disproportionate need, American Indian/Alaska Native households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole (100%).

Of all households in the 50%-80% AMI category, 49.73% have one or more of four housing problems. In terms of disproportionate need, there are not any racial or ethnic groups whose households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole.

Of all households in the 80%-100% AMI category, 23.91% have one or more of four housing problems. In terms of disproportionate need, Asian households (78.95%) and Hispanic households (81.8%) have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole.

NA-20 Disproportionately Greater Need: Severe Housing Problems

INTRODUCTION

As noted in the previous section, a disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problem at a greater rate (10 percentage points or more) than the income level as a whole. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

Severe housing problems include:

- Severely overcrowded households with more than 1.5 persons per room, not including bathrooms, porches, foyers, halls, or half-rooms
- Households with severe cost burden of more than 50 percent of income

This section includes:

1. Introduction
2. Disproportionately Greater Need—Severe Housing Problems 0-30% AMI
3. Disproportionately Greater Need—Severe Housing Problems 30-50% AMI
4. Disproportionately Greater Need—Severe Housing Problems 50-80% AMI
5. Disproportionately Greater Need—Severe Housing Problems 80-100% AMI
6. Discussion

This section has four tables that capture the number of severe housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). The Default Data Source is the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

0% - 30% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 0%-30% AMI category have the highest number of households with one or more severe housing problems. Approximately 62.74% of households in this income category have severe housing problems.

As shown in **Table 17**, when considering race and this income category, White households have the highest number of households (845) with severe housing problems (over 66% of all White households earning 0%-30% AMI) and Black/African American households have the second-highest number of households (165) with severe housing problems (approximately 49% of all Black/African households earning 0%-30% AMI).

When considering ethnicity and this income category, 39 Hispanic households have severe housing problems (38% of all Hispanic households earning 0%-30% AMI). In terms of disproportionate need, Asian (100%) households have a disproportionately greater need than the jurisdiction as a whole.

TABLE 17: SEVERE HOUSING PROBLEMS 0 - 30% AMI

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	1,145	62.74%	365	20.00%	315	17.26%	1,825
White	845	66.27%	175	13.73%	255	20.00%	1,275
Black / African American	165	49.40%	165	49.40%	4	1.20%	334
Asian	50	100.00%	0	0.00%	0	0.00%	50
American Indian, Alaska Native	0	0.00%	10	0.00%	0	0.00%	10
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	39	37.86%	19	18.44%	45	43.68%	103

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%*

Table 17 - Severe Housing Problems 0-30% AMI

30% - 50% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 30%-50% AMI category have the second-highest number of households with one or more severe housing problems. Approximately 28% of households in this income category have severe housing problems.

As shown in **Table 18**, when considering race and this income category, White households have the highest number of households (555) with severe housing problems (over 27% of all White households earning 30%-50% AMI), and Asian households have the second-highest number of households (34) with severe housing problems (approximately 71% of all Asian households earning 30%-50% AMI).

When considering ethnicity and this income category, 20 Hispanic households have severe housing problems (36% of all Hispanic households earning 30%-50% AMI). Only Asian households at this income level have a disproportionately greater need when compared to the entire jurisdiction (70.83% versus 27.87%).

TABLE 18: SEVERE HOUSING PROBLEMS 30 - 50% AMI

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	655	27.87%	1,695	72.13%	0	0.00%	2,350
White	555	27.34%	1,475	72.66%	0	0.00%	2,030
Black / African American	10	6.67%	140	93.33%	0	0.00%	150
Asian	34	70.83%	14	29.17%	0	0.00%	48
American Indian, Alaska Native	0	0.00%	10	100.00%	0	0.00%	10
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	20	36.36%	35	63.63%	0	0.00%	55

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%*

Table 18 - Severe Housing Problems 30-50% AMI

50% - 80% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 50%-80% AMI category have the third-highest number of households with one or more severe housing problems. Approximately 11% of households in this income category have severe housing problems.

As shown in **Table 19**, when considering race and this income category, White households have the highest number of households (285) with severe housing problems (approximately 11.42% of all White households earning 50%-80% AMI), and Black/African American households have the second-highest number of households (25) with severe housing problems (approximately 17% of all Black/African American households earning 50%-80% AMI). No other racial group in this income have any households experiencing one or more of four severe housing problems.

When considering ethnicity and this income category, there are not any Hispanic households that have severe housing problems. There are not racial or ethnic groups experiencing a disproportionately greater need, as it relates to severe housing problems when compared to the jurisdiction as a whole, at this income level.

TABLE 19: SEVERE HOUSING PROBLEMS 50 - 80% AMI

Housing Problems	Has one or more of four severe housing problems		Has none of the four severe housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	315	11.39%	2,450	88.61%	0	0.00%	2,765
White	285	11.42%	2,210	88.58%	0	0.00%	2,495
Black / African American	25	17.24%	120	82.76%	0	0.00%	145
Asian	0	0.00%	75	100.00%	0	0.00%	75
American Indian, Alaska Native	0	0.00%	0	0.00%	0	0.00%	0
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	0	0.00%	0	0.00%	0	0.00%	0

Source: HUD IDIS Output, January 2021, 2011-2015 CHAS

**The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%*

Table 19 - Severe Housing Problems 50 - 80% AMI

80% - 100% OF AREA MEDIAN INCOME

Of all the income levels within the City of Portage, households within the 80%-100% AMI category have the lowest number of households with one or more severe housing problems. Approximately 4% of households in this income category have severe housing problems.

As shown in **Table 20**, when considering race and this income category, White households have the highest number of households (70) with severe housing problems (4.06% of all White households earning 80%-100% AMI) and Black/African American households have the second-highest number of households (10) with severe housing problems (approximately 33% of all Black/African American households earning 80%-100% AMI).

When considering ethnicity and this income category, no Hispanic households have severe housing problems. Based on the data presented, Black/African American households at this income level have a disproportionately greater need when compared to the jurisdiction as a whole (33.33% versus 4.35%).

TABLE 20: SEVERE HOUSING PROBLEMS 80 - 100% AMI

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	80	4.35%	1,760	95.65%	0	0.00%	1,840
White	70	4.06%	1,655	95.94%	0	0.00%	1,725
Black / African American	10	33.33%	20	66.67%	0	0.00%	30
Asian	0	0.00%	20	100.00%	0	0.00%	20
American Indian, Alaska Native	0	0.00%	0	0.00%	0	0.00%	0
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	0	0.00%	54	100.00%	0	0.00%	54

Source: HUD IDIS Output, May 2020: 2011-2015 CHAS

**The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%*

Table 20 - Severe Housing Problems 80 - 100% AMI

DISCUSSION

Of all households in the 0%-30% AMI category, 62.74% have one or more severe housing problems. In terms of disproportionate need, Asian households (100%) have a percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole. However, many of the racial groups, except for American Indian/Alaska Native and Pacific Islander households, have severe housing problems.

Of all households in the 30%-50% AMI category, 27.87% have one or more severe housing problems. In terms of disproportionate need, Asian households (70.83%) have a percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole.

Of all households in the 50%-80% AMI category, 11.39% have one or more severe housing problems. In terms of disproportionate need, there are not any racial or ethnic groups that have a percentage of

severe housing problems that is more than 10 percentage points higher than the income level as a whole.

Of all households in the 80%-100% AMI category, only 4.35% have one or more severe housing problems. In terms of disproportionate need, Black/African American households (33.33%) a percentage of severe housing problems that is more than 10 percentage points higher than the income level. All racial and ethnic groups, except for Black/African American and White, have no households experiencing severe housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens

Again, a disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problem at a greater rate (10 percentage points or more) than the income level as a whole. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

This section includes:

1. Introduction
2. Disproportionately Greater Need—Housing Cost Burden
3. Discussion

Table 21 displays cost burden information for the City of Portage and each racial and ethnic group, including no cost burden (less than 30%), cost burden (30-50%), severe cost burden (more than 50%), and no/negative income. The default data source for this data is the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

As the data in **Table 21** suggests, approximately 5,615 households are cost burdened at some level within their current housing situation. This is almost one third of the households in the entire City. White households have the highest number of cost burdened households (4,830). Black/African American households have the second-highest number of cost burdened households (395), and Hispanic households have the third-highest number of cost burdened households (70). A small number of Asian and American Indian/Alaska Native households are also cost burdened. Of the households that are cost burdened (5,615), over half (3,635) are cost burdened between 30-50%. There are 1,980 households that are severely cost burdened within the City of Portage.

TABLE 21: GREATER NEED: HOUSING COST BURDENS AMI

Housing Cost Burden	No Cost Burden (<=30%)		Cost Burden (30-50%)		Severe Cost Burden (>50%)		No / Negative Income		Total Households
	Total	%	Total	%	Total	%	Total	%	
Jurisdiction as a whole	13,555	69.58%	3,635	18.66%	1,980	10.16%	310	1.59%	19,480*
White	12,190	70.56%	3,230	18.70%	1,600	9.26%	255	1.48%	17,275
Black / African American	590	59.66%	215	21.74%	180	18.20%	4	0.40%	989
Asian	330	69.47%	65	13.68%	80	16.84%	0	0.00%	475
American Indian, Alaska Native	45	81.82%	10	18.18%	0	0.00%	0	0.00%	55
Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Hispanic	235	58.90%	70	17.54%	49	12.28%	45	11.28%	399

Source: HUD IDIS Output, January 2021: 2011-2015 CHAS

**Number of households, referenced throughout the document, may vary depending on data source.*

Table 21 - Greater Need: Housing Cost Burdens AMI

DISCUSSION

Within the City of Portage, over 69% of households do not presently experience cost burden, while over 18% experience cost burden, and over 10% experience severe cost burden. Less than 2% have no/negative income.

Overall, nearly 29% of households are either cost burdened or severely cost burdened. No racial or ethnic group experiences a cost burden or a severe a disproportionate percentage (greater than 10%) when compared to the jurisdiction as a whole.

Of all households within the City of Portage, less than 2% of households have no/negative income. No racial or ethnic groups in Portage experience no/negative income in a disproportionate percentage (greater than 10%) to the income level (Hispanic households are very close, at just 9.69% greater than the jurisdiction as a whole).

NA-30 Disproportionately Greater Need: Discussion

INCOME CATEGORIES IN WHICH A RACIAL OR ETHNIC GROUP HAS DISPROPORTIONATELY GREATER NEED

As indicated in the previous sections, several racial or ethnic groups were identified as having a disproportionately greater housing need in comparison to the income level as a whole. As detailed below, these include the Black/African American, Asian, American Indian/Alaska Native, and Hispanic racial or ethnic groups.

The Black/African American group experiences a disproportionately greater need in terms of the following:

- Severe housing problems in the 80%-100% AMI category (33.33% vs 4.35% as a whole)

The Asian group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 0%-30% AMI category (100% versus 72.33% as a whole)
- Housing problems in the 80%-100% AMI category (78.95% versus 23.91% as a whole)
- Severe housing problems in the 0%-30% AMI category (100% versus 62.74% as a whole)
- Severe housing problems in the 30%-50% AMI category (70.83% versus 27.87% as a whole)

The American Indian/Alaska Native group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 30%-50% AMI category (100% versus 84.86% as a whole)

The Hispanic group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 80%-100% AMI category (81.48% versus 23.91% as a whole)

Overall, there are 5,125 households with one or more of the four identified housing problems. Of these households 3,235 or 63% are White households, 430 or approximately 8% are Black/African American households, and 125 or approximately 2% are Asian households. White, Black/African American, and Asian households account for the majority of households experiencing one or more of the four identified housing problems.

There are 2,195 households experiencing one or more severe housing problems. Of these households, 1,675 or 76% are White households, 210 or 9.5% are Black/African American households, and 84 or nearly 4% are Asian households. White, Black/African American, and Asian households account for most households experiencing one or more severe housing problems.

There are 3,635 households with cost burden (30%-50% of income). Of these households, 3,230 or 88.8% are White households, 215 or 6% are Black/African American households, and 70 or 2% are Hispanic households. White, Black/African American, and Hispanic households account for the majority of households with cost burden.

When considering households with severe cost burden (>50% of income), a total of 1,980 households in Portage are severely costs burdened. Of that total, 1,600 or 81% are White households, 84 or 9% are Black/African American households, and 80 or 4% are Asian households. White, Black/African American, and Asian households account for the majority of households with severe cost burden.

NEEDS NOT PREVIOUSLY IDENTIFIED

Based on input and data received through an extensive citizen participation process, the greatest housing needs are:

- As the COVID-19 Pandemic continues additional needs may be associated with activities that prevent, prepare, and respond to COVID-19.

ARE ANY OF THOSE RACIAL OR ETHNIC GROUPS LOCATED IN SPECIFIC AREAS OR NEIGHBORHOODS IN YOUR COMMUNITY?

There are 7 of the City's 33 Block Groups that have a low- and moderate-income percentage of 51% or greater, signifying that just over 20% of the City's neighborhoods meet the HUD definition for low- and moderate-income area. Most of these Block Groups are concentrated in the northern and western parts of the City.

As a whole, the City of Portage has a total racial minority population of approximately 18.32%. A disproportionately greater (10 percentage points more or higher) concentration of racial minority population exists within the following Block Group:

- Census Tract 20.05, Block Group 1: 60.46% Black/African American

Source: 2015-2019 ACS Data

As a whole, the City of Portage has an ethnic minority population of approximately 4.67%. A disproportionately greater (10 percentage points more or higher) concentration of ethnic minority population exists within the following Block Groups:

- Census Tract 19.05, Block Group 1: 38.24% Hispanic or Latino

Source: 2015-2019 ACS Data

Some areas identified as having high concentrations of minority populations also have a high percentage of low- and moderate-income households. The data seem to indicate a correlation between concentrations of low income and minority race or ethnicity. As indicated in the previous sections, a person's race, income, and disability status are strong indicators for needing housing assistance through various public housing program types.

NA-35 Public Housing

INTRODUCTION

The Consolidated Plan must provide a concise summary of the needs of public housing residents. Information is collected through consultations with the public housing agency or agencies located within the City's boundaries. The Public Housing portion of this report contains the following sections:

- Introduction
- Totals in Use
- Characteristics of Residents
- Race of Residents
- Ethnicity of Residents
- Additional Narrative

There is no public housing authority within the City of Portage. As such, the Michigan State Housing Development Authority (MSHDA) is responsible for administering housing programs for low-income persons within the City of Portage. In general, the mission of MSHDA is to provide decent, safe, and affordable housing free from discrimination to qualifying individuals.

It is important to note that in 2002, Kalamazoo County established 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, Portage awarded the PHC \$100,000 to assist with affordable rental housing. In November 2015, a six-year county-wide Local Housing Assistance Fund Millage was passed that provides an estimated \$800,000 annually for temporary financial housing assistance to county residents, including those residing in the Portage. In 2020, a new, 8-year 0.75-mill property tax was passed by voters. This new millage will generate \$6.3 million in the first year and will provide rent subsidies for individuals and families as well as expanding affordable housing options in the county.

In addition to the programs administered by the Kalamazoo County PHC, MSHDA administers rental subsidies and Housing Voucher programs within Kalamazoo County.

The following definitions are provided in this chapter to cover several program types and types of vouchers that may be in use; at this time, the MSHDA administers Section 8 certificates, mod-rehab, public housing, and a variety of vouchers. Definitions are provided below:

- Certificate: The total number of Section 8 certificates administered by the Public Housing Authority (PHA).
- Mod-Rehab: The total number of units in developments that were funded under the moderate rehabilitation program administered locally by PHAs.
- Public Housing: The total number of units in developments operated by the PHAs within the jurisdiction.
- Total: The total number of Section 8 vouchers administered by the PHA (project based plus tenant based)
- Project Based: The total number of project-based Section 8 vouchers administered by the PHA
- Tenant Based: The total number of tenant-based Section 8 vouchers administered by the PHA.
- Special Purpose Veterans Affairs Supportive Housing: The HUD–Veterans Affairs Supportive Housing program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA).

Special Purpose Family Unification Program: Family Unification Program funding is allocated through a competitive process; therefore, not all PHAs administer the program.

Special Purpose Disabled: In this context, disabled includes non-elderly disabled, mainstream 1-year, mainstream 5-year, and nursing home transition.

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. The data in the following tables report information about the local housing authority, MSHDA, and includes both the City of Portage Jurisdiction as well as the County and City of Kalamazoo (the area covered by the Continuum of Care).

TOTALS IN USE

Table 22 displays the number of vouchers and units by public housing program type. According to the PIH Information Center (PIC), there are a total of 344 Mod-Rehab units in use, and approximately 23,858 vouchers in use.

TABLE 22: PUBLIC HOUSING BY PROGRAM TYPE

	Program Type								
	Certificate	Mod-Rehab	Public Housing	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*

Source: HUD IDIS Output, January 2021: Public Information Center (PIC)

Table 22 - Public Housing by Program Type

CHARACTERISTICS OF RESIDENTS

Table 23 displays the characteristics of public housing residents by public housing program type. When looking at Average Annual Income, persons living in public housing units have an average annual income of \$8,236. The average annual income for a voucher holder is slightly higher at \$10,907 annually. In some cases, there is no data provided where data is not available. As expected, the average income for all programs is very low. The average household size is also very low (at most, two persons per household), and *all* of the units/vouchers in use are currently requesting accessibility features.

Of the 344 Mod-Rehab units in use, 52 are occupied by Elderly program participants, comprising over 15% of all Mod-Rehab-assisted residents. Additionally, there is a large number of assisted families that are disabled. Approximately 209 families report being disabled, totaling more than 60% of all those assisted. Of the 344 Mod-Rehab units in use, 344 families are requesting accessibility features. Evidently, the number of families requesting accessibility features is equivalent to the total number of units and vouchers in use, which show that most families in need of housing assistance/vouchers are also disabled or in need of housing accessibility features. No HIV/AIDS participants or victims of domestic violence were counted.

TABLE 23: CHARACTERISTICS OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE

	Program Type								
	Certificate	Mod-Rehab	Public Housing						
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Average Annual Income	0	8,236	0	10,907	8,600	10,983	9,522	0	0
Average length of stay	0	3	0	6	1	6	0	0	0
Average Household size	0	1	0	2	1	2	1	0	0
# Homeless at admission	0	0	0	104	30	21	53	0	0
# of Elderly Program Participants (>62)	0	52	0	3,469	168	3,229	29	0	0
# of Disabled Families	0	209	0	8,327	317	7,816	85	0	0
# of Families requesting accessibility features	0	344	0	23,858	898	22,453	318	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0	0

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

Source: HUD IDIS Output, January 2021: Public Information Center (PIC)

Table 23 - Characteristics of Public Housing Residents by Program Type

RACE OF RESIDENTS

Table 24 displays the racial composition of residents for each public housing program. The data in **Table 24** show that a high number of public housing units and tenant-based vouchers are utilized by Black/African Americans (11,961 or 49.4%) and White (11,840 or 48.9%) residents. Less than 2% of the available assistance is utilized by Asian residents, American Indian/Alaska Native residents, and Pacific Islander Residents.

TABLE 24: RACE OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							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*

Source: HUD IDIS Output, January 2021: Public Information Center (PIC)

Table 24 - Race of Public Housing Residents by Program Type

ETHNICITY OF RESIDENTS

Table 25 displays the ethnic composition of residents for each assisted housing program. The ethnic groups defined as “Not Hispanic” utilize the majority (97%) of units or vouchers available. Residents reporting as “Hispanic” utilize less than 3% of the public housing unit vouchers available.

TABLE 25: ETHNICITY OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				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*

Source: HUD IDIS Output, January 2021: Public Information Center (PIC)

Table 25 - Ethnicity of Public Housing Residents by Program Type

Section 504 Needs Assessment

NEEDS OF PUBLIC HOUSING TENANTS AND APPLICANTS ON THE WAITING LIST FOR ACCESSIBLE UNITS

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 requires 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.

MOST IMMEDIATE NEEDS OF RESIDENTS OF PUBLIC HOUSING AND HOUSING CHOICE VOUCHER HOLDERS

Pine Grove Housing Services, the housing agent for Kalamazoo County, reports that the most highly requested need is more housing. There are currently more people that need public housing and vouchers than are available. There is also an identified need for more one-bedroom units. Additionally, there are 950 people on countywide waiting lists for vouchers.

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. 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 need 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.

NA-40 Homeless Needs Assessment

INTRODUCTION

Meeting homelessness challenges in the City of Portage is a collaborative effort comprising numerous individuals, agencies, and organizations. There are a number of local agencies for collecting homeless data, conducting homeless needs assessments, and developing community supported homelessness strategies for residents of the City of Portage and Kalamazoo County. The Kalamazoo County Continuum of Care (CoC), which is led by the United Way of the Battle Creek and Kalamazoo Region, is the primary agency for coordinating efforts to alleviate homelessness in Kalamazoo County. This agency supports both Kalamazoo County and the City of Portage. Most of the data utilized in this section of the Plan was provided by the HUD Point-in-Time Counts, and the Kalamazoo County Shelter, in addition to Point-In-Time Count reports from HUD.

There are four federally defined categories under which individuals and families may qualify as homeless:

1. Literally homeless.
2. Imminent risk of homelessness.
3. Homeless under other Federal statutes; and
4. Fleeing/attempting to flee domestic violence.

As a part of the Consolidated Plan process, the City consulted with HUD and with the CoC to obtain data related to the homeless population in City of Portage. The most recent available Point-In-Time count report from HUD is dated January 28, 2020, and consists of a homeless census where volunteers reach out to identify the homeless. It should be noted that any homeless census is an undercount because it is impossible to count locate every homeless person within geography as broad as the City of Portage and Kalamazoo County.

HOMELESS NEEDS ASSESSMENT

The most recent homeless census available, or annual point-in-time (PIT) survey, was conducted on January 28, 2020. The results of this survey are summarized in **Table 26**. The methodology used included actual counts of homeless persons living on the streets and in shelters. The total number of

sheltered homeless people counted during the survey was 496. There were also 143 unsheltered homeless individuals counted during the survey.

Of the 496 sheltered homeless persons counted, 69 households had adults with children (229 individuals) and 262 households (262 individuals) were persons in with only adults. There were 4 households that had only children (less than 18 years of age). There were 17 chronically homeless households with adults with children reported. Because of the transient nature of homelessness, it is often difficult to locate homeless persons or to follow-up with much needed services and support.

TABLE 26: HOMELESS NEEDS ASSESSMENT

Population	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)	229	38	1,342	N/A	N/A	N/A
Persons in Households with Only Children	5	0	59	N/A	N/A	N/A
Persons in Households with Only Adults	262	105	1,497	N/A	N/A	N/A
Chronically Homeless Individuals	118	42	381	N/A	N/A	N/A
Chronically Homeless Families	14	3	61	N/A	N/A	N/A
Veterans	15	4	86	N/A	N/A	N/A
Unaccompanied Child	5	0	59	N/A	N/A	N/A
Persons with HIV	3	0	N/A	N/A	N/A	N/A

Source: 2020 Point in Time Report & 2019 Annual HMIS Report – Portage, Kalamazoo City and County CoC, January 28, 2020; N/A – No data available.

Table 26 - Homeless Needs Assessment

HOMELESS POPULATION TYPES INCLUDING CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH)

Chronically homeless

HUD defines a person as chronically homeless if they have been homeless for one year or longer or have had four or more episodes of homelessness within the past three years and have a disabling condition. National studies have found that when all costs are factored in, chronically homeless persons account for approximately 50 percent of the total expenditures for homeless services. This percent of

expenditure is based on a national average of just fewer than 16% of all homeless persons being considered as chronically homeless. In Kalamazoo County, the percentage of chronically homeless persons is higher at 25% of the total homeless population. Of the sheltered persons counted during the 2020 PIT, 118 individuals in the City of Portage met the HUD definition of chronically homeless.

Families

Persons in households with children comprised a large segment of the overall homeless population counted on January 28, 2020. Of the homeless counted, 229 sheltered of the total 639 individuals counted persons were in households with adults and children (approximately 36%).

Veterans

The survey counted 19 homeless veterans in the CoC, 15 of which were sheltered and 4 were unsheltered at the time of the count.

Unaccompanied Youth

The survey counted 35 unaccompanied youth (ages 0-24), with only 5 of these youth under the age of 18. In total, unaccompanied youth represents less than 6% of the total homeless population counted.

FAMILIES IN NEED OF HOUSING ASSISTANCE

Persons in households comprised a large segment of the overall homeless population counted on January 28, 2020. Of the homeless population counted, 267 were persons in households with adults and children (80 households). There were also 367 individuals counted representing 366 households with only adults.

NATURE AND EXTENT OF HOMELESSNESS BY RACIAL AND ETHNIC GROUP

Homelessness is not unique to a particular gender, race, or ethnicity. **Table 27** provides demographic data regarding the homeless population in the Portage, Kalamazoo City and County CoC. The majority of those interviewed were women (326 or 51%). Approximately 49% of those interviewed were men. No one counted was reported as transgender or gender non-conforming.

The most commonly reported races were Black or African American at approximately 58% of the homeless interviewed, and White at 38% of the homeless interviewed. Approximately 2% reported as American Indian or Alaska Native races. In terms of ethnicity, the majority (97%) of the homeless interviewed were not Hispanic. Approximately 3% reported as Hispanic. Of all the individuals interviewed, over 77% were sheltered, and over 22% were unsheltered. It is important to note that the data reflected may not be entirely representative of the homeless population due to the transient nature of homelessness and the inability to count every individual.

TABLE 27: HOMELESSNESS BY RACIAL AND ETHNIC GROUP

Race	Sheltered	Unsheltered
White	178	67
Black or African American	298	71
Asian	2	4
American Indian or Alaska Native	10	1
Pacific Islander	0	0
Multi-Racial	8	0
Ethnicity	Sheltered	Unsheltered
Hispanic	13	5
Not Hispanic	483	138

Source: 2020 Point-in-Time Count: Portage, Kalamazoo City and County CoC, January 28, 2020.

Table 27 - Homelessness by Racial and Ethnic Group

NATURE AND EXTENT OF UNSHELTERED AND SHELTERED HOMELESSNESS

The total number of homeless people counted during the annual PIT survey was 639. There were approximately 496 sheltered homeless persons counted, 229 were persons in households with adults and children and 262 were persons in households with only adults. There were 4 households comprised of only children (less than 18 years of age). There were 14 chronically homeless families, comprising 49 chronically homeless individuals. In total, there were 118 sheltered chronically homeless individuals. There were also 86 homeless veterans and 5 unaccompanied children reported (under 18). No data was reported on homeless individuals living with HIV/AIDS.

DISCUSSION

Based on the January 28, 2020 survey, the homeless population of the CoC is approximately 639 individuals. A number of organizations in Kalamazoo County provide temporary, transitional, and permanent supportive housing for Portage area families in need of assistance.

NA-45 Non-Homeless Special Needs Assessment

INTRODUCTION

A broad category that applies to any population that is presumed to be low to moderate income and in need of public services, non-homeless special needs include those of the mentally ill, developmentally disabled, at-risk youth, elderly, and other groups such as persons with HIV/AIDS. These special needs are often addressed by non-profit agencies, usually in coordination with the City of Portage or Kalamazoo County.

CHARACTERISTICS OF SPECIAL NEEDS POPULATIONS

Understanding the characteristics of its special needs populations will help the City of Portage to better evaluate public facilities and services directed toward such needs.

Elderly & Frail Elderly

According to HUD's Comprehensive Housing Affordability Strategy (CHAS), HUD defines "elderly" as individuals over the age of 62, and "frail elderly" as individuals over the age of 75. According to the 2015-2019 ACS 5-Year Estimates, there are 3,419 individuals over the age of 75, and 9,349 individuals over the age of 62 living in the City of Portage. Due to age, the frail elderly may be unable to care for themselves adequately and may have one or more disabilities or need assistance to perform the routine activities of daily life. According to 2015-2019 ACS 5-Year Estimates, there are 965 individuals between 65 and 74 years of age with disabilities and 1,446 frail elderly individuals over the age of 75 with disabilities.

Youth and Young Adults

Approximately 11,148 children under the age of 18 live in the City of Portage According to the 2015-2019 ACS 5-Year Estimates, 22.8% of the City of Portage's population is less than 18 years of age. Of the population less than 18 years of age, nearly 10.9%, or 1,215 children, are living in poverty.

Approximately 45.9% of families within the City are families with children. According to the 2015-2019 ACS 5-Year Estimates, female-headed families with children comprise 9.8% of family households living within the City and approximately 34.8% of these female-headed households are below poverty level.

Physically & Developmentally Disabled

Disabilities are categorized into six types: hearing difficulty, vision difficulty, cognitive ability, ambulatory difficulty, self-care difficulty, and independent living difficulty. According to the 2015-2019 ACS 5-Year Estimates, approximately 5,592 or 11.5% of people in City of Portage reported having a disability. It should be noted that individuals who reported having more than one disability were counted for all disability types that they recorded. As such, the total number of persons with a disability may be lower than the data suggest. While the majority of disabled persons (2,672 people or nearly 48%) are between 18 and 64 years of age, a relatively high percentage (43%) of persons 65 years and over are disabled.

Mental Illness & Substance Abuse

The Department of Housing and Urban Development, in the Comprehensive Housing Affordability Strategy (CHAS) manual, defines severe mental illness as a persistent mental or emotional impairment that significantly limits a person's ability to live independently. According to the national statistics, approximately one percent of the adult population meets the definition of severely mentally ill. According to the 2015-2019 American Community Survey, City of Portage has an estimated adult population (over 18 years of age) of 37,626 persons. One percent of this population is 376 persons. According to the Substance Abuse and Mental Health Services Administration (SAMHSA) 2011 National Survey of Substance Abuse Treatment Services, 473 persons per 100,000 population of adult age are in treatment for either an alcohol or drug abuse problem. Since City of Portage is estimated to have an adult population of 37,626 persons, an estimated 178 individuals in City of Portage may have a substance abuse problem.

Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

At this time, the City of Portage does not provide accurate statistics on the number of families or individuals who are currently experiencing or who are victims of domestic violence, dating violence,

sexual assault, or stalking; however, the YWCA of Kalamazoo provides data related to domestic violence and sexual assault. According to the Michigan State Police Uniform Crime Report, there were 5,926 calls for domestic violence and 678 calls for sexual assault between 2017-2019 in Kalamazoo County. For 2018-2020, the YWCA has provided emergency shelter and counseling services for an annual average of 546 domestic violence victims county-wide, and an average of 294 victims of sexual assault county-wide. It is estimated that 39 of these domestic violence victims and 24 of these sexual assault victims are from the City of Portage.

The YWCA Kalamazoo Domestic Assault Shelter has 66 beds, and is currently sheltering 19 adults and 26 children. The YWCA has 13 transitional units throughout the county, of which six are located within the City of Portage. The Shelter estimates that there is an additional need of 10 housing units that would benefit domestic violence and sexual assault victims.

According to the 2019 Michigan Incident Crime Report on Domestic Violence, over 69% of victims were women. In general, many victims of these abuses may need both short- and long-term shelter, as well as health care services, employment services, and other mental health or financial support, like those provided by the YWCA.

HOUSING AND SUPPORTIVE SERVICE NEEDS AND DETERMINATION

Elderly & Frail Elderly

According to the 2015-2019 ACS, 16% of the population is aged 65 and older. As such, it is expected that a small, but certain percentage of the Portage population qualifies as elderly and frail elderly and may need assistance with housing rehabilitation and home maintenance. The elderly are also susceptible to financial difficulties as well as to health problems, including those caused by poor nutrition.

Organizations such as the Portage Senior Center and the Senior Citizens Advisory Board are critical in determining and meeting elderly and frail elderly service needs.

Youth and Young Adults

Educational programming and job skill training for youth and young adults is generally a priority need with many communities. The City acknowledges that there may be a number of young people in need of

these services within the community. Currently, the City of Portage hosts a Youth Advisory Committee, and other youth events to solicit youth opinions, address issues of drug abuse and underage drinking, and encourage environmental awareness. Additionally, the Library hosts a number of youth and teen services. At the time of this Plan, the country is still suffering from the effects of the Coronavirus pandemic. As such, many events have been moved to a virtual format or cancelled.

Physically and Developmentally Disabled

Accessibility improvements and other supportive services, such as employment assistance, are typical needs of this population. Currently, the Department of Community Development can address some level of accessibility improvements through the Home Rehabilitation Loan program; however, most other supportive services (such as home-based caregiving, 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) are determined by non-City providers in the region.

Mental Illness & Substance Abuse

Healthcare and mental health counseling are typical needs of this population. Currently there are several agencies in the community that offer services to the mentally ill and substance abusers, such as the Kalamazoo Community Mental Health & Substance Abuse Services. Supportive service needs for the mentally ill and substance abusers are determined by such providers.

Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Family safety and advocacy for both adults and children are typical needs of this population. Currently there are several organizations in the community that offer services to victims of domestic violence, dating violence, sexual assault and stalking, such as the YWCA. Supportive service needs for victims of domestic violence are determined by such providers.

PUBLIC SIZE AND CHARACTERISTICS OF POPULATION WITH HIV / AIDS

The U.S. Center for Disease Control and Prevention (CDC) estimates that over one million adults and adolescents are living with HIV in the U.S., including those not yet diagnosed and those who have already progressed to AIDS.

Persons who are HIV positive do not, simply by virtue of having the HIV antibody, require special housing. The State of Michigan Housing Opportunities for Persons with AIDS (HOPWA) offers services to people with HIV/AIDS through the Northeast Sherman-Portage service area.

According to a database prepared in July 2019 by the Michigan Department of Health and Human Services, Kalamazoo County had 144.2 persons living with HIV/AIDS per 100,000 residents at the end of 2018. There is no data available at the City level, and data at the County level for reported HIV/AIDS cases is limited.

Through HUD's Housing Opportunities for Persons with AIDS (HOPWA), a number of housing programs are accessible to persons living with HIV/AIDS in the state of Michigan. The State of Michigan also provides resources for individuals living with HIV/AIDS through the Department of Health and Human Services.

DISCUSSION

Non-Homeless Special Needs is a broad category that applies to any population that is presumed to be low to moderate income and in need of public services. The category covers a large population, including the mentally ill, developmentally disabled, elderly, and other groups.

Based on input and the data received through the citizen participation process, the highest priorities identified by the public are:

- Homeless prevention will continue to be a need as the COVID-19 Pandemic continues.

Services to address these needs are often provided by non-profit agencies, usually in coordination with the City of Portage or Kalamazoo County; however, many of these agencies are overburdened and continue to need funding assistance for service delivery.

NA-50 Non-Housing Community Development Needs

PUBLIC FACILITIES NEEDS

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, and sanitary sewer and storm water infrastructure.

PUBLIC FACILITIES NEED DETERMINATION

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

PUBLIC IMPROVEMENTS NEEDS

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 2020-2030 CIP includes a planned expenditure of \$195 million on 156 capital projects: 33% of these expenditures are planned for public facilities, 21% for streets, 15% for water and sewer infrastructure, 8% for parks and recreation, 5% for public safety (police and fire); and 2% 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.

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 \$222,000 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.

As a result of the Coronavirus Pandemic, the city will be challenged with carrying out the amount of needed capital investment projects due to the loss of state revenue sharing. However, additional resources will need to be leveraged for major and local streets, non-motorized street elements such as shared shoulder bikeways and sidewalks and quality of life improvements such as park and recreation amenities.

PUBLIC IMPROVEMENTS NEED DETERMINATION

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.

PUBLIC SERVICES NEEDS

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.

PUBLIC SERVICES NEED DETERMINATION

Based on data in the Needs Assessment above, 34.6% of Portage households are low-income, 11.5% of Portage residents have a disability, and extremely low-income households, especially renters, are at risk of becoming homeless. The number of homeless persons within Kalamazoo County remains a concern, 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.

Market Analysis



MA-05 Overview

MARKET ANALYSIS OVERVIEW

The purpose of the Market Analysis is to provide a clear picture of the environment in which Portage must administer its programs over the course of the Consolidated Plan. In conjunction with the Needs Assessment, the Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered. Most of the data tables in this section are populated with a default data set based on the most recent data available. Additional data has been obtained from various sources, including the 2015-2019 American Community Survey (ACS) 5-year estimates and local data sources such as the City of Portage and Kalamazoo County. This section covers the following broad topics:

- *General Characteristics of the Housing Market:* The general characteristics of the City's housing market, including supply, demand, and condition and cost of housing, are described in the following sections: Number of Housing Units (MA-10); Cost of Housing (MA-15); and, Condition of Housing (MA-20).
- *Lead-based Paint Hazards:* The Condition of Housing (MA-10) section provides an estimate of the number of housing units within Portage that are occupied by low-income families or moderate-income families that contain lead-based paint hazards.
- *Public and Assisted Housing:* A description and identification of the public housing developments and public housing units in Portage is provided in the Public and Assisted Housing (MA-25) section. This narrative details the physical condition of such units, the restoration and revitalization needs, Section 504 needs, and the public housing agency's strategy for improving the management and operation of public housing and the living conditions of low- and moderate-income families in public housing.
- *Assisted Housing:* The information collected in the Number of Housing Units (MA-10) section describes the number and targeting (income level and type of family served) of units currently assisted by local, state, or Federally funded programs and an assessment of

whether any such units are expected to be lost from the assisted housing inventory for any reason, such as expiration of Section 8 contracts.

- *Facilities, Housing, and Services for Homeless Persons:* A brief inventory of facilities, housing, and services that meet the needs of homeless persons within the City is provided in the Homeless Facilities and Services (MA-30) section. A particular emphasis is given to chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory includes services directly targeted to homeless persons, as well as mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.
- *Special Need Facilities and Services:* The Special Needs Facilities and Services (MA-35) section describes the housing stock available to serve persons with disabilities and other low-income persons with special needs, including persons with HIV/AIDS and their families. The section further describes the facilities and services that assist persons who are not homeless, but who require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
- *Barriers to Affordable Housing:* This section (MA-40) provides an assessment of the regulatory barriers to affordable housing that exist within Portage. These regulatory barriers may include tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

MA-10 Number of Housing Units – 91.210(a) & (b) (2)

INTRODUCTION

The total number of housing units in Portage has increased over the past decade. The City had a total of 20,104 housing units at the time of the 2010 U.S Census. According to data provided by the 2015-2019 ACS, there are currently an estimated total of 21,221 housing units within Portage. Between 2010 and 2019, the total number of housing units in the City grew by 5.5%.

TABLE 28: ALL RESIDENTIAL PROPERTIES BY NUMBER OF UNITS

Property Type	Number	%
1-unit detached structure	14,243	67.1%
1-unit, attached structure	1,316	6.2%
2-4 units	765	3.6%
5-19 units	2,807	13.2%
20 or more units	1,804	8.5%
Mobile Home, boat, RV, van, etc.	286	1.3%
Total	21,221	99.9%*

Source: 2015-2019 ACS

**Percentage may not equal 100% due to rounding*

Table 28 - Residential Properties by Unit Number

As shown in **Table 28**, the majority of residential properties are single unit (a total of 15,559) or approximately 73%). Single-unit properties are either detached structures (14,243 or about 67%) or attached structures (1,316 or about 6%). Residential properties are further categorized into properties within 2-4-unit structures (765 or 3.6%), properties within 5-19-unit structures (2,807 or 13.2%), and properties within 20 or more-unit structures (1,804 or 8.5%). These categories comprise just under 99% of the City's housing stock. The remainder of residential properties in the City is classified as mobile home, boat, RV, van, etc. (286 or approximately 1.3%).

TABLE 29: UNIT SIZE BY TENURE

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0.0%	304	4.6%
1 bedroom	121	0.9%	2,386	36.0%
2 or 3 bedrooms	8,067	60.4%	3,597	54.3%
4 or more bedrooms	5,174	38.7%	335	5.1%
Total	13,362	100%	6,622	100%

Source: 2015-2019 ACS

Table 29 - Unit Size by Tenure

As shown in **Table 29**, there are an estimated 19,984 occupied housing units within the City. Of this total, 13,362 or 66.8% are owner-occupied and 6,622 or 33.1% are renter-occupied.

Of all owner-occupied units, most units contain 2- or 3- bedrooms (8,067 or nearly 61%). There are not any owner-occupied units that have no bedroom, and only a small number that have one bedroom (121 or 0.9%).

Of all renter-occupied units, most contain 2- or 3- bedrooms (3,597 or approximately 54%). In contrast to owner-occupied units, a larger percentage of renter-occupied units have 1 bedroom (2,386 or over 36%). A small percentage of renter-occupied units have no bedroom (304 or nearly 5%), or 4 or more bedrooms (335 or approximately 5%).

DESCRIBE THE NUMBER AND TARGETING (INCOME LEVEL/TYPE OF FAMILY SERVED) OF UNITS ASSISTED WITH FEDERAL, STATE, AND LOCAL PROGRAMS.

There are several affordable rental housing developments located within the City of Portage:

- *The Hearthside I & II Apartments* - Offers 160 units built under the MSHDA Tax Credit Program. This development rents only to senior citizens at or below 60% of median county income. The City of Portage provided a Payment in Lieu of Taxes in return for maintaining the units as affordable. In 2010, the city granted a new PILOT in exchange for the continued rental of 128 units at affordable rates for seniors.
- *Milham Meadows* - Consists of 300 units built under the HUD Section 236 program. 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 AMI. 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.

- *Schuring Road* - Consists of two, four-unit apartment buildings, which are rented to low-income households at fair market rents with a monthly utility cost credit.
- *Barrington Woods* - This 32-unit apartment development was rehabilitated in 2006, financed by MSHDA and Low-Income Housing Tax Credit. The City of Portage granted a PILOT to facilitate the project. Affordable rental units to households with incomes at or below 50% of the AMI is provided. 12-units are rented to persons with special needs.
- *Spring Manor* – Development with 102 units of affordable housing for seniors whose income does not exceed 60% of the AMI. Spring Manor received a PILOT from 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.
- *Centre Street Village* – Development with 65 units that 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, Low-Income Housing Tax Credits, and PILOT from Portage. The number of affordable units was increased from 20 to 28.
- *Anna's Vineyard* - Provides 144 units of affordable family rental housing. The development was privately funded utilizing the Federal Low-Income Housing Tax Credit Program.
- *Portage Pines* - Provides 27 affordable 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 development was funded through the HUD Section 811 program. In addition, city CDBG funds were provided to assist with connection to public utilities.
- *Selinon Park Apartments* – Provides 74 units of affordable rental housing. Several units incorporate design standards that are visitable and adaptable for persons with disabilities. The

development was funded using a MSHDA Low-Income Housing Tax Credit Program. The City of Portage also assisted by approving a PILOT.

In total, there are 853 affordable and special needs housing units within the City of Portage. Over time, the City has assisted with the preservation of 632 affordable units within four developments by granting of new tax abatements and PILOTS. Financing programs through 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.

According to the Office of Public and Indian Housing (PIH) Public Information Center (PIC), there are no public housing units available within Portage; however, the following information indicates the number and type of vouchers that may be available to Portage residents in need (see also **Table 38**):

- Certificates: 0
- Mod-Rehab: 333
- Project-Based Vouchers: 843
- Tenant-Based Vouchers: 23,766
- Special Purpose Vouchers: 3,377

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 5-25 years. The refinancing and rehabilitation of a number of developments encouraged the City to extend affordability use restrictions through Payment in Lieu of Taxes (PILOT) in an attempt to preserve the large number of affordable developments.

DOES THE AVAILABILITY OF HOUSING UNITS MEET THE NEEDS OF THE POPULATION?

A shortage of affordable housing may exist for extremely low-income families, and moderate-income households earning less than 80% HAMFI. This affordable housing deficiency is more fully documented in the next section (MA-15).

As indicated in the Needs Assessment, low-income renters in the extremely low-income category are at the highest risk of becoming homeless. Additionally, 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.

DESCRIBE THE NEED FOR SPECIFIC TYPES OF HOUSING:

Generally, there is a small variety of different housing types found within the City. The majority of housing units in the City are units within single-unit structures (approximately 73%), while over 2% are within multiple-unit structures. This distribution does not provide for an extremely diverse selection of housing for low- and moderate-income residents. In terms of housing unit size, a small variety of unit sizes are available within the City. Most units have between 2 and 4 bedrooms, comprising over 98% of owner-occupied housing stock and nearly 60% of renter-occupied housing stock (see **Table 28** and **Table 29**). It is important to note that in Portage, according to the 2015-2019 ACS, renters occupy 1-bedroom and efficiency units more commonly than owners. These trends may indicate a lack of smaller units for sale and or a lack of affordable large (4 or more bedroom) units for rent.

DISCUSSION

Since 2010, the number of housing units in the City has only increased from 20,104 to 21,221 units. Many of the City's housing units are single-unit structures and many of these units are owner-occupied. The City does, however, have a number of affordable units that have remained affordable due to City programming. Still, a shortage of affordable housing may exist for very low-income households earning less than 30% HAMFI, given that there are primarily large single-family dwelling units within the City.

MA-15 Housing Market Analysis: Cost of Housing – 91.210(a)

INTRODUCTION

This section provides an overall understanding of housing costs within Portage. Specifically, this section describes housing cost trends, rent trends, fair market rents, and affordability.

TABLE 30: COST OF HOUSING

	Base Year: 2010	Most Recent Year: 2019	% Change
Median Home Value	\$156,600	\$164,300	4.9%
Median Contract Rent	\$610	\$734	20.3%

Source: 2006-2010 ACS (Base Year), 2015-2019 ACS (Most Recent Year)

Table 30 - Cost of Housing

TABLE 31: RENT PAID

Rent Paid	Number	%
Less than \$500	590	8.9%
\$500-999	4,711	71.1%
\$1,000-1,499	920	13.9%
\$1,500 or more	260	3.9%
Total	6,481	97.8%*

Source: 2015-2019 ACS (Most Recent Year)

**Refers to total of all rental units (6,622). Totals do not equal 100% or 6,622 because of some individuals reported as "no cash rent"*

Table 31 - Rent Paid

Housing cost trends for Portage are displayed in **Table 30**. According to the 2015-2019 ACS, the current median home value for Portage is estimated to be \$164,300. This figure represents a 4.9% increase from the 2006-2010 ACS median home value of \$156,600. Between the 2006-2010 ACS and the 2015-2019 ACS, the median contract rent within the City increased by over 20%, from \$610 to \$734 per month.

The distribution of estimated rents paid within Portage is detailed in **Table 31**, according to 2015-2019 ACS data. Of the 6,481 rental units that pay rent within the City, the majority (4,711 or 71.1%) have a rent between \$500 and \$999. A small percentage of rental units have a rent less than \$500 (590 or 8.9%) or have a rent between \$1,000 - \$1,499 (920 or 13.9%). Only 3.9% of renters pay \$1,500 or more in rent monthly.

TABLE 32: HOUSING AFFORDABILITY

% Units affordable to Households	Renter	Owner
30% HAMFI	390	No Data
50% HAMFI	1,465	675
80% HAMFI	3,865	2,569
100% HAMFI	No Data	3,784
Total	5,720	7,028

Source: 2011-2015 CHAS

Table 32 - Housing Affordability

The overall housing affordability within Portage is detailed in **Table 32**. According to HUD, a unit is considered affordable if gross rent, including utilities, is no more than 30% of the household income. The table, based on 2011-2015 CHAS data, first divides households into four income ranges: less than or equal to 30% HUD Adjusted Median Family Income (HAMFI), less than or equal to 50% HAMFI, less than or equal to 80% HAMFI, and less than or equal to 100% HAMFI. The table also separates housing units into either rental units or owner units.

For households with incomes less than or equal to 30% HAMFI, a total of 390 available rental units are considered affordable, while no data is available for owner units. For households with incomes less than or equal to 50% HAMFI, a total of 1,465 affordable rental units are available, while only 675 affordable owner units are available. For households with incomes less than or equal to 80% HAMFI, a total of 3,865 affordable rental units are available, while 2,569 affordable owner units are available. Finally, for households with incomes less than or equal to 100% HAMFI, a total of 3,784 affordable owner units are available, while no data is provided for affordable rental units.

As noted previously in **Table 29**, an estimated 6,622 renter-occupied housing units are located within Portage (2015-2019 ACS). Of this total, less than 6% of renter-occupied housing units are affordable to the lowest income households (less or equal to 30% AMFI) and 22.1% are affordable to households earning less than or equal to 50% AMFI. A much larger percentage (58.3%) of renter-occupied housing units are affordable to households earning less than or equal to 80% AMFI.

An estimated 13,362 owner-occupied housing units are located within Portage (see **Table 29**). Of this total, about 5% are affordable to households earning less than or equal to 50% HAMFI, 19.2% are affordable to households earning less than or equal to 80% HAMFI, and 28.3% are affordable to households earning less than or equal to 100% HAMFI.

TABLE 33: MONTHLY RENT

Monthly Rent (\$)	Efficiency (no	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$617	\$705	\$881	\$1,169	\$1,259
High HOME Rent	\$579	\$678	\$839	\$1,137	\$1,214
Low HOME Rent	\$579	\$678	\$839	\$1,027	\$1,146

Source: HUD FY2021 FMR and FY2020 HOME Rents for Kalamazoo-Portage, MI MSA. Accessed January 2021.

Table 33 - Monthly Rent

Table 33 shows HUD Fair Market Rents and HUD HOME Rents within the Kalamazoo-Portage Metropolitan Statistical Area (MSA). Fair Market Rents (FMRs) are gross rent estimates that include rent plus the cost of all tenant-paid utilities. FMRs are set to the dollar amount at which 40% of the standard-quality rental housing units are rented, excluding non-market rental housing (e.g., public housing). High HOME Rents are equal to the FMR or 30% of the adjusted income of a family whose income equals 65% AMI, whichever is lower. Low HOME Rents are equal to 30% of the adjusted income of a family whose income equals 50% AMI.

IS THERE SUFFICIENT HOUSING FOR HOUSEHOLDS AT ALL INCOME LEVELS?

A comparison of the total number of households at the various income levels (see **Table 7**) and the total number of affordable housing units available for the various income levels (see **Table 32**) can reveal surpluses or shortages of affordable housing.

There are 1,820 very low-income households earning 0-30% HAMFI in Portage. Because only 390 affordable rental units are identified in the CHAS database, and an undetermined number of owner units are available, a significant shortage of affordable units likely exists within the City for very low-income households. There is insufficient housing for low-income households. A total of 2,345 households in the City earn less than or equal to 50% HAMFI. According to the CHAS database, there are

1,465 rental-units and 675 owner-units (2,140 units total) are available and affordable to this income group. There is sufficient housing for moderate income households. A total of 2,760 households in the City earn less than or equal to 80% HAMFI, while there are approximately 3,865 affordable rental units and 2,569 affordable owner-units available, according to the CHAS database.

HOW IS AFFORDABILITY OF HOUSING LIKELY TO CHANGE CONSIDERING CHANGES TO HOME VALUES AND/OR RENTS?

According to the 2015-2019 ACS, the current median home value for Portage is estimated to be \$164,300. This figure represents a 4.9% increase from the 2006-2010 ACS median home value of \$156,600. Between the 2006-2010 ACS and the 2015-2019 ACS, the median contract rent within the City increased by over 20%, from \$610 to \$734 per month.

The City's median household income has increased by 12.5% between the 2006-2010 ACS and the 2015-2019 ACS from \$55,936 to \$62,941. If past trends continue, where the median housing values increase at a slower rate than median household incomes, it can be anticipated that housing within the City will generally become more affordable to households.

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 City's current median contract rent is estimated to be \$734 (according to the 2015-2019 ACS). This median contract rent is lower than the 2021 Fair Market Rents for 2-bedroom, 3 bedroom and 4-bedroom units, but is higher than the 2021 Fair Market Rents for efficiency and 1-bedroom units. This is the same trend that is reflected for the 2020 High HOME rents. Since the FMRs, HOME Rents and Area Median Rent are generally 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 low to extremely low-income categories.

DISCUSSION:

Within Portage, there is a potential shortage of units affordable to very low- and low-income households. However, the cost of housing has increased over the past decade and household incomes have increased. As housing costs continue rise at a rate slower than household incomes, housing may become more affordable to low- and moderate-income households.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

INTRODUCTION

This section describes the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing. Additionally, it provides a summary of the housing stock available to serve persons with disabilities and persons with HIV/AIDS and their families.

DEFINITIONS

The following definitions pertain to this section:

- “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 contains one or more housing condition (defined below), contains a lead-based paint hazard, and/or is condemned as unfit for human habitation but is both structurally and financially feasible to rehabilitate.
- “Substandard condition not suitable for rehabilitation” – A housing unit that contains one or more housing condition (defined below), contains a lead-based paint hazard, and/or is condemned as unfit for human habitation and is not structurally or financially feasible to rehabilitate.

Additionally, the term “abandoned vacant unit” is defined by HUD as:

- A housing unit that has been foreclosed upon and vacant for at least 90 days.
- A housing unit where no mortgage or tax payments have been made by the property owner for at least 90 days.

- A housing unit where a code enforcement inspection has determined that the property is not habitable, and the owner has taken no corrective actions within 90 days of the notification of the deficiencies.

TABLE 34: CONDITION OF UNITS

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,234	16.7%	2,595	39.2%
With two selected Conditions	0	0%	54	< 1%
With three selected Conditions	28	< 1%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	11,100	83.1%	3,973	59.9%
Total	13,362	100%	6,622	100%

Source: 2015-2019 ACS

*Percentage totals may not equal 100.00% due to rounding

Table 34 - Condition of Units

Table 34 shows the condition of occupied housing units within Portage, with a breakdown of owner-occupied units and renter-occupied units. As defined by HUD, a housing “condition” includes the following:

- A housing unit that lacks complete plumbing facilities
- A housing unit that lacks complete kitchen facilities
- A housing unit with more than one person per room
- A housing unit with a cost burden greater than 30% of the occupant’s household income

According to 2015-2019 ACS data, the majority (11,100 or over 83%) of owner-occupied housing units have no housing conditions. Of the remaining owner-occupied housing units, nearly 17% feature one housing condition (2,234), and only 28 owner-occupied units have three housing conditions, less than 1%. No owner-occupied housing units have two or four housing conditions.

Of the estimated 6,622 renter-occupied housing units in the City, just under 40% of the units (2,595 or 39.2%) have one housing condition. Over half (3,973 or 59.9%) of renter-occupied units have no housing

conditions. Less than 1% of renter-occupied units have two housing conditions, and there are not any renter-occupied units that have three or four of the identified housing conditions.

TABLE 35: YEAR UNIT BUILT

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	1,889	14.1%	977	14.7%
1980-1999	3,121	23.4%	2,444	36.9%
1950-1979	7,286	54.5%	2,904	43.9%
Before 1950	1,066	7.9%	297	4.5%
Total	13,362	99.9%	6,622	100%

Source: 2015-2019 ACS

**Percentages may not equal 100% due to rounding.*

Table 35 - Year Unit Built

The age of housing within Portage is detailed in **Table 35**. Of the 13,362 owner-occupied housing units, 7,286 or 54.5% were built between 1950 and 1979, approximately 23% were built between 1980 and 1999, and about 14% were built in the year 2000 or later. A small number (1,066 or nearly 8%) of owner-occupied housing units were built before 1950.

Of the 6,622 renter-occupied housing units, 2,904 or 44% were built between 1950 and 1979. More than a third (2,444 or almost 37%) were built between 1980 and 1999. Combined, units built after 2000 or before 1950 comprise less than 20% of all units totaling 977 and 297, respectively.

TABLE 36: RISK OF LEAD-BASED PAINT HAZARD

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	8,352	62.5%	3,201	48.3%
Housing Units built before 1980 with children present	1,450	10.8%	895	13.5%

Source: 2015-2019 ACS (Total Units); 2011-2015 CHAS (Units with Children present)

Table 36 - Risk of Lead-Based Paint

The risk of lead-based paint hazards within Portage is estimated in **Table 36**. Because the actual number of housing units in the City with lead-based paint is not available, an assumption must be made. For the purposes of this plan, a housing unit built before 1980 is presumed to have a higher risk of lead-based

paint. Therefore, the table shows the total number of owner-occupied and renter-occupied units that were built before 1980, as well as those built before 1980 with children present. The data for this table is from the 2015-2019 ACS and 2011-2015 CHAS.

As shown in **Table 36**, 8,352 or 62.5% of owner-occupied housing units in the City were built prior to 1980, while 1,450, or approximately 11% of the total occupied units, were built before 1980 and have children present. For renter-occupied housing units, 3,201 or 48.3% were built prior to 1980, while 895, or 13.5% of the total occupied units, were built prior to 1980 and have children present.

TABLE 37: VACANT UNITS

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	N/A	N/A	1,237
Abandoned Vacant Units	N/A	N/A	N/A
REO Properties	N/A	N/A	N/A
Abandoned REO Properties	N/A	N/A	N/A

Source: 2015-2019 American Community Survey. N/A – Data not available

Table 37 - Vacant Units

According to 2015-2019 ACS data, there are a total of 21,221 housing units within Portage. Of these, 1,237 or nearly 6% are vacant. As defined in the American Community Survey a housing unit is vacant if no one is living in it at the time of interview. Units occupied at the time of interview entirely by persons who are staying two months or less and who have a more permanent residence elsewhere are considered to be temporarily occupied and are classified as “vacant.”

New units not yet occupied are classified as vacant housing units if construction has reached a point where all exterior windows and doors are installed, and final usable floors are in place. Vacant units are excluded from the housing inventory if they are open to the elements, that is, the roof, walls, windows, and/or doors no longer protect the interior from the elements. Also, excluded are vacant units with a sign that they are condemned, or they are to be demolished. The total number of vacant units in the City of Portage (6%) is not considered significant and is not a problem for the City.

NEED FOR OWNER AND RENTAL REHABILITATION

In terms of housing quality, 16.7% of owner-occupied housing units in the City have at least one housing condition, while 39.2% of renter-occupied housing units have at least one housing condition (see **Table 34**). Relative to the age of housing, 62.5% of the City's owner-occupied units were built prior to 1980, while 48.3% of renter-occupied units were built prior to 1980 (see **Table 35**). Although the exact number of homes with lead-based paint is not known, it is assumed that housing units in the City built prior to 1980 have a higher risk of lead-based paint hazards. Over 54% of all housing units were built prior to 1980. Generally, these statistics point toward the need for Portage to facilitate both owner-unit and rental-unit rehabilitations within its jurisdiction.

ESTIMATED NUMBER OF HOUSING UNITS OCCUPIED BY LOW- OR MODERATE-INCOME FAMILIES WITH LBP HAZARDS

Table 36 notes that, in Portage, 8,352 owner-occupied housing units were built prior to 1980, and 3,201 renter-occupied housing units were built prior to 1980. These units are assumed to have a higher risk of lead-based paint hazards.

As of the 2015-2019 ACS, there are an estimated 19,984 occupied housing units within Portage. Approximately 11,733 (nearly 59%) of these housing units are assumed to have a higher risk of lead-based paint hazards. According to HUD CDBG low- and moderate-income summary data for FY 2020, 15,000 low- or moderate-income individuals (earning less than or equal to 80% HAMFI) reside in Portage (approximately 31.7% of the population). The average household size of owner-occupied houses is 2.66 individuals, while the average household size of renter-occupied houses is 1.98 individuals. This data estimates that there are approximately 35,542 individuals in owner-occupied houses, and about 13,111 individuals in renter-occupied houses. Therefore, one can estimate that there are approximately 11,267 low- and moderate-income individuals living in owner-occupied houses, and approximately 4,156 low- and moderate-income individuals living in renter-occupied houses. This correlates to 4,236 households and 2,099 households, respectively. Based on these values, it can be estimated that there are approximately 2,647 low- and moderate-income owner-occupied households and 1,014 low- and moderate-income renter-occupied households that may have a higher risk of lead-based paint hazards.

DISCUSSION

When compared to owner-occupied units, a higher percentage of renter-occupied units have one or two of the specified housing conditions. The majority of the City's housing units were built prior to 1980. Due to the combination of housing conditions and unit age, there is a need for Portage to facilitate both owner-unit and rental-unit rehabilitations. It is estimated that approximately 3,661 low- and moderate-income households are occupying housing units that may have a higher risk of lead-based paint hazards.

MA-25 Public and Assisted Housing – 91.210(b)

INTRODUCTION:

As was noted earlier in Section NA-35, there is no Public Housing Authority for the City of Portage. As such, the Michigan State Housing Development Authority (MSHDA) has been charged with the responsibility of the administration of housing programs for low-income persons in the City.

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 provided an estimated \$800,000 annually to provide temporary financial housing assistance to county residents, including those residing in the City of Portage. In 2020, a new, 8-year 0.75-mill property tax was passed by voters. This new millage will generate \$6.3 million in the first year and will provide rent subsidies for individuals and families as well as expanding affordable housing options in the county. 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 March 2021, there were 1,043 vouchers utilized in Kalamazoo County, with a total of 1,112 vouchers allocated. There are 964 Housing Choice Vouchers and 135 Project Based Vouchers countywide. Of these vouchers, 84 are leased within Portage at scattered sites.

TABLE 38: TOTALS NUMBER OF UNITS

	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	-	24,609	843	23,766	2,313	0	1.064
# of accessible units	-	-	-	-	-	-	-	-	-

Source: PIC (PIH Information Center); IDIS Output, January 2021.

Table 38 - Total Number of Units by Program Type**DESCRIBE THE SUPPLY OF PUBLIC HOUSING DEVELOPMENTS:**

At this time, there are no public housing units administered by MSDHA in the Portage/Kalamazoo region.

DESCRIBE THE NUMBER AND PHYSICAL CONDITION OF PUBLIC HOUSING UNITS IN THE JURISDICTION, INCLUDING THOSE THAT ARE PARTICIPATING IN AN APPROVED PUBLIC HOUSING AGENCY PLAN:

Not Applicable. **Table 38** shows that there are not any public housing units under the administration of MSDHA.

TABLE 39: PUBLIC HOUSING CONDITION

Public Housing Development	Inspection Score (2020)
N/A	N/A

Source: IDIS Output, Accessed January 2021.

Table 39 - Public Housing Condition

DESCRIBE THE RESTORATION AND REVITALIZATION NEEDS OF PUBLIC HOUSING UNITS IN THE JURISDICTION:

Not Applicable.

DESCRIBE THE PUBLIC HOUSING AGENCY'S STRATEGY FOR IMPROVING THE LIVING ENVIRONMENT OF LOW- AND MODERATE-INCOME FAMILIES RESIDING IN PUBLIC HOUSING:

Not Applicable.

DISCUSSION:

The Michigan State Housing Development Authority does not administer Public Housing to the City of Portage, Kalamazoo City and County CoC.

MA-30 Homeless Facilities and Services – 91.210(c)

INTRODUCTION

Critical to the success of homeless services is the capacity to coordinate systems of care beyond sheltering, healthcare, mental health counseling, employment, etc. and the ability to follow a case through a myriad of providers to ensure that individual or family is transitioned out of homelessness.

The Kalamazoo County Continuum of Care (CoC), of which the City of Portage is an active participant, coordinates services for homeless persons. There is no Portage-specific Continuum of Care agency.

TABLE 40: 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)	230	0	44	271	N/A
Households with Only Adults	375	0	16	168	N/A
Chronically Homeless Households	N/A	0	N/A	170	N/A
Veterans	0	0	0	0	N/A
Unaccompanied Youth	13	0	28	0	N/A

Source: 2019 Housing Inventory Count for Portage, Kalamazoo City & County CoC; Accessed January 2021.

Table 40 - Facilities and Housing Targeted to Homeless Households

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 mainstream 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. IF THE SERVICES AND FACILITIES ARE LISTED ON SCREEN SP-40 INSTITUTIONAL DELIVERY STRUCTURE OR SCREEN MA-35 SPECIAL NEEDS FACILITIES AND SERVICES, DESCRIBE HOW THESE FACILITIES AND SERVICES SPECIFICALLY ADDRESS THE NEEDS OF THESE POPULATIONS.

Several non-profit providers and faith-based organizations offer services to the homeless population, which include emergency shelter, transitional housing, and permanent supportive housing. These providers include, but are not limited to, the following organizations:

The Ark Shelter – shelter and counseling services for homeless youth. Ark Cottages are also available for as permanent supportive housing for young adults.

Housing Resources, Inc. – homeless assistance and prevention services for families. Hosts a shelter and works on rapid rehousing for those experiencing homelessness, as well as transitional housing with support services for single adults and families with children provided through a combination of project and tenant based rental assistance. Permanent supportive housing for single adults and families with children is also available.

Kalamazoo Gospel Mission – shelter and support services for men, women, families, and children.

Kalamazoo Community Mental Health Substance Abuse Services (KCMHSAS) – shelter and support services for single adults, as well as transitional housing and supportive services for single adults with alcohol/drug addiction. Permanent supportive housing for single adults and families with children is also available.

Open Door/Next Door Shelters – shelter and support services for adult men and women.

YWCA Domestic Assault Program – shelter and support services for families and children who are victims of domestic violence or sexual assault. Permanent supportive housing for single adults and families with children is also available for victims.

Catholic Family Services – transitional housing and supportive services for young adults (18-24 years).

Kalamazoo Public Housing Commission – Transitional housing with supportive services for single adults and families with children, as well as permanent supportive housing for single adults, and families with children.

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.

MA-35 Special Needs Facilities and Services – 91.210(d)

INTRODUCTION

This section describes facilities and services that assist persons who are not homeless but require supportive housing and programs. These populations may include elderly and frail elderly, persons with disabilities, persons with alcohol or drug addictions, persons with HIV/AIDS, or other groups. Such facilities and services include units that are barrier-free and physically accessible, units with on-site supportive services such as case management, counseling and healthcare, and units that are affordable to persons on a fixed or limited income.

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.

Elderly & Frail Elderly

The elderly, and particularly the frail elderly, require supportive housing, including units that are barrier-free and accessible to the disabled, units with on-site supportive services, and units that are affordable to persons on a fixed-income. The elderly population with housing needs continue to be an area of focus in Portage. CDBG funds are used to aid with rehabilitation so that the elderly can remain in their homes for as long as possible. Those with fixed incomes, such as the elderly and disabled, are not likely to be able to afford to fix their homes as things fall into disrepair or as accessibility needs change.

There are a number of housing facilities that may be an option for elderly individuals:

- The Hearthside I & II - Independent senior housing with 160 units: 128 units rented only to senior citizens at or below 60% AMI.
- Spring Manor - 102 units of affordable housing for 55 years old and older whose income does not exceed 60% AMI.
- Portage Pines - 27 subsidized one-bedroom units for senior citizens or disabled persons needing assisted living.
- Brookdale and Bickford Cottage that provide 165 beds for assisted senior living and 93 are for memory impairments. Brookdale/Bickford Cottage are private pay only facilities.
- MediLodge is a skilled nursing facility with a 120-person capacity. MediLodge accepts Medicaid.

- Fountain View Retirement – 20 units for senior citizens needing assisted living or memory care. Rent is based on income.
- StoryPoint – 122 independent living units and 36 assisted living/memory care units.
- Beacon Point Memory Care – assisted living and care faculties with 42 units.

Persons with Disabilities (Mental, Physical, Developmental)

Disabled persons require barrier-free housing that is also affordable. Accessibility retrofits tend to be expensive and homes with such features tend to be higher in value. In contrast, income levels for the disabled (mentally, physically or developmentally) tend to be lower than median area income, resulting in affordability concerns. While new multi-family units are required to have accessibility for such populations, older units tend to be lacking such features. Moreover, persons with mental or developmental disabilities often require supportive housing that includes on-site services.

There are a number of housing facilities that may be an option for persons with disabilities:

- Residential Opportunities owns two developments that are rented at affordable rates to low-income persons, with some units occupied by special needs persons.
- Barrington Woods has 32-units, with 12-units that are rented to persons with disabilities.
- Gladys Street - 10 units of affordable rental housing to persons with disabilities. The city provided a CDBG grant to assist with the predevelopment costs related to this complex.
- Selinon Park – 74 affordable units with several designed to accommodate persons with disabilities.
- Adult foster care homes - Residential settings that provide 24-hour 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 2020, there were 24 licensed adult foster care homes with a capacity to serve 164 persons in close proximity to Portage.

Persons with Alcohol or Drug Addictions

Persons with addictions may require temporary housing and treatment. This type of housing can include beds for extended stay and counseling rooms for on-site services. The following organizations within Kalamazoo County provide supportive housing for persons with alcohol/drug additions:

- James Gilmore Jr. Community Healing Center: emergency and transitional housing for adult substance abusers.

- Open Door: transitional housing for male recovering substance abusers.
- Kalamazoo Gospel Mission: The Family Hope Recovery Program: mothers with substance abuse transitional housing.

Persons with HIV/AIDS

Persons living with HIV/AIDS face particular challenges with regard to supportive housing. Many are experiencing physical disability, loss of employment, and lack of income resulting in a need for more stable housing. Currently, 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 HOPWA grant awarded by HUD. CARES offers rental assistance to assist clients with maintaining stable housing.

Other Groups

Persons leaving a violent domestic situation are often homeless at first. The availability of emergency and transitional housing is critical to prevent their return to such a situation. Most of the needs for this group are related to shelter and counseling. Runaway youth require similar housing and counseling services.

DESCRIBE PROGRAMS FOR ENSURING THAT PERSONS RETURNING FROM MENTAL AND PHYSICAL HEALTH INSTITUTIONS RECEIVE APPROPRIATE SUPPORTIVE HOUSING

Households with individuals living with mental or physical health issues face barriers to safe, decent, and affordable housing. Often, persons with mental or physical issues are discharged from institutions but are then unable to find independent housing that they can afford or reasonably maintain.

Portage will continue to work with homeless service providers to implement a cohesive, community-wide policy that can be successfully implemented to ensure that persons being discharged from publicly funded agencies and institutions do not become homeless upon release. The existing regional programs are listed as follows:

1. *Mental Health Care:* Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS) is responsible for ensuring persons being discharged from a system of care are not discharged into homelessness. As the CoC's provider of public mental health and substance abuse services, KCMHSAS has a comprehensive discharge/planning policy

- including a Discharge Plan related to housing/shelter. KCMHSAS also operates a Homeless/Housing Resource Center. Options for housing range from market rate units, subsidized project-based, subsidized specialized supportive housing, single-room occupancy residences, room/board homes, adult foster care, specialized residential, crisis residential, transitional and emergency shelter.
2. *Health Care:* Two area hospitals serving the CoC have multi-disciplinary teams with comprehensive protocols that consider the need for housing with an individualized discharge plan. KCMHSAS also provides 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.
 3. *Corrections:* The Kalamazoo County Jail is responsible for planning the discharge protocol 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. The Chaplin's office works with individuals to identify and coordinate community resources to meet the unique needs of each inmate.
 4. *Foster Care:* Providers of CoC funded youth services adhere to the policy of the Michigan Department of Human Services which directs the treatment of youth in foster care including discharge. Permanency is central to these plans, including assisting the youth to build a long-term relationship with one person who will stay involved and coordinate individualized support.

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 25 years, the city has allocated the maximum 15% of the CDBG Program budget to human services, and allocates 0.65% of the city's General Fund revenues (increased from .55% to .65% in 2018) 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, several programs exist in the City of Portage

to assist low-income households with their housing maintenance and acquisition needs. These programs include:

- The *Housing Rehabilitation Loan Program* provides no-interest loans up to \$20,000 for qualified homeowners to make interior and exterior home improvements, addressing safety and accessibility.
- The *Emergency Repair Grant Program* offers up to \$1,000 in grant funding to complete household repairs that pose an immediate threat to the health, safety, and welfare of the residents.
- The *Homebuyer Assistance Program* will aid with up to 50% of the down payment and closing costs for eligible home buyers within the City of Portage.
- The *Payment in Lieu of Taxes Program (PILOT)* is a tax abatement program that allows for certain property and development owners, with City approval, to have reduced or eliminated property taxes and encourages development of special needs housing and affordable rental housing.

FOR ENTITLEMENT/CONSORTIA GRANTEES: 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. (91.220(2))

See response, above (previous question and response).

MA-40 Barriers to Affordable Housing – 91.210(e)

DESCRIBE ANY NEGATIVE EFFECTS OF PUBLIC POLICIES ON AFFORDABLE HOUSING AND RESIDENTIAL INVESTMENT.

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment. Portage has several strategies that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing.

City policies have been set up to encourage affordable housing options and remove barriers that may impede its development. The City of Portage acknowledges that there may have previously been barriers to affordable and safe housing. The following activities facilitated by the City ameliorate potential barriers to affordable housing:

1. *Land Use*

- *Barrier* – The lack of a variety or flexibility of land use types can impede diversity and affordability in housing style and reduce housing choice for low- and moderate-income individuals in the City.
- *Strategy* – The City uses their 2014 Comprehensive Plan as a policy guide for future development, which recommends a variety of housing strategies for residential development and redevelopment. The Plan also acknowledges the importance of neighborhood preservation and providing for affordable housing options.

2. *Zoning Ordinance*

- *Barrier* – Zoning ordinances that do not allow for a variety of housing types in a variety of neighborhoods are categorically excluding low- and moderate-income persons from living in the City.
- *Strategy* – The City's current zoning ordinance permits various lot sizes and various home sizes and types throughout many areas of the City. As a result, there is no preclusion of the development of affordable housing. There are also one-family attached, two-family, multiple-family, and mixed-use development options within the zoning ordinance. These land use types are consistent with the most recent Comprehensive Plan's goals.

3. Building Code and Fees

- *Barrier* – Unnecessarily strict building codes, or the enforcement of stringent fees, is a barrier to affordable housing because it both simultaneously makes housing more expensive to develop and also discourages developers from building new and diverse housing types due to the intensity and cost of the requirements.
- *Strategy* – The City administers the 2015 Michigan Residential Code. Permit fees for construction activities are generated from the estimated project valuation. 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 local communities and 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, 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.

4. Property Tax Policy

- *Barrier* – The cost of property taxes is often a burden for low- and moderate-income homeowners, and renters alike. The cost may prohibit LMI persons from living in particular neighborhoods or in sufficient housing.
- *Strategy* – In an effort to provide more housing choices for persons of low- and moderate-income, 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. In addition, a 2020 Municipal Tax Rate Survey of 50 selected cities with a population over 20,000, Portage had the 5th lowest millage rate. This lower municipal millage rate allows overall housing costs to be lower for a similarly valued house in many other municipalities. Finally, Portage offers annual tax exemptions for households living below the poverty level.

5. Growth Limits

- *Barrier* – The existence of a growth boundary, thus limiting the land available for development, and increasing the cost of existing housing.

- *Strategy* – 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.

The City of Portage is proud of the available return on residential investment; as such, the City continues to encourage a variety of housing types. All properties are provided public street access, while 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 residential investments.

The City will continue to monitor potential barriers to affordable housing and participate in efforts to ameliorate them. This will occur primarily through the housing rehabilitation program, the emergency repair grant program, and the homebuyer assistance program, which all assist low-income households.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

INTRODUCTION

The Consolidated Plan provides a concise summary of the City's priority non-housing community development needs that are eligible for assistance. The following section describes the economic development needs of Portage.

This section also provides data regarding the local economic condition of the jurisdiction and compares the ability of the local work force to satisfy the needs of local businesses. Much of this data can be used to describe the level of housing demand in the local market.

This section discusses the following topics:

- Business by Sector
- Labor Force
- Occupations by Sector
- Travel Time to Work
- Educational Attainment
- Median Earnings in the Past 12 Months
- Additional Narrative

TABLE 41: 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	144	218	<1%	<1%	0%
Arts, Entertainment, Accommodations	2,321	3,392	9%	14%	5%
Construction	745	1,460	3%	6%	3%
Education and Health Care Services	6,598	3,718	26%	15%	-11%
Finance, Insurance, and Real Estate	1,753	2,360	7%	10%	3%
Information	407	268	2%	1%	-1%
Manufacturing	4,507	5,176	18%	21%	3%
Other Services	1,358	741	5%	3%	-2%
Professional, Scientific, Management	2,503	1,320	10%	5%	-4%
Public Administration	606	246	2%	1%	-1%
Retail Trade	3,046	4,082	12%	17%	5%
Transportation and Warehousing	695	308	3%	1%	-1%
Wholesale Trade	630	1,193	2%	5%	2%
Total	25,313	24,482	100%	100%	--

Source: 2015-2019 ACS (Workers), 2018 Longitudinal Employer-Household Dynamics (Jobs)

Table 41 - Business Activity

Information provided in **Table 41** identifies workers and jobs within Portage by sector. This information is divided into 13 sectors by number of workers, number of jobs and then calculations of the ratio of workers to jobs by business sector. According to 2015-2019 ACS, there are 25,313 workers within all business sectors identified in Portage. The number of jobs within all sectors is estimated to be 24,482 according to 2018 Longitudinal Employer-Household Dynamics data published by the U.S. Census Bureau.

The largest percentages of workers are within the Education and Health Care Services sector (26%) and Manufacturing sector (18%). Workers in Retail Trade sector comprise 12% and workers in the Professional, Scientific, and Management sector comprise 10%. Workers in the Agriculture, Mining, Oil and Gas Extraction sector as well as the Information sectors comprise the smallest percentage or workers (approximately 1%). There are also very few workers in the Public Administration, Information, and Wholesale Trade sectors at 2% each.

With regard to the share of jobs, the largest share of jobs is within the Manufacturing Sector (21%) and Retail Trade Sector (17%). Jobs in Education and Health Care Services (15%), and Arts, Entertainment,

and Accommodations sectors (14%) are also well-represented. The Agriculture, Mining, Oil and Gas Extraction, Information, Public Administration, and Transportation and Warehousing account for the smallest percentages of jobs (less than 1%, 1%, 1%, and 1%, respectively).

By comparing the share of workers to share of jobs, it can be determined within which sectors there are deficiencies to address. The information described below identifies the “jobs less workers.” This is determined by the percentage of jobs less the percentage of workers. A negative number reflects an oversupply of labor for the sector. As **Table 41** shows, within Portage there are fewer jobs than workers within six business sectors: Education and Health Care Services; Other Services; Information; Professional, Scientific, and Management; Public Administration; and Transportation and Warehousing. This means that workers in these business sectors may have more difficulty finding a job that matches their skillset within the City. In contrast, there may be more jobs than workers in six business sectors: Arts, Entertainment, and Accommodations; Construction; Finance, Insurance, and Real Estate; Manufacturing; Retail Trade; and Wholesale Trade. This means that workers from outside Portage may be meeting the needs of the local job market.

TABLE 42: LABOR FORCE

	Number
Total Population in the Civilian Labor Force*	26,888
Civilian Employed Population 16 years and over	25,313
Unemployment Rate	3.9%
Unemployment Rate for Ages 16-24 (average)	14.2%
Unemployment Rate for Ages 25-64	4.0%

Source: 2015-2019 ACS
**Universe: population 16 years and over*

Table 42 - Labor Force

Table 42 portrays the labor force within Portage. According to the 2015-2019 ACS the total population within the City that is currently in the civilian labor force is 26,888. This number includes the number of civilian workers plus those actively seeking employment and does not include those who are not actively seeking employment.

The number of people in the civilian population 16 years and over who are employed totals 25,313. According to 2015-2019 ACS estimates, the City’s unemployment rate is 3.9%. The average

unemployment rate for ages 16-24 is higher than for the City as a whole at 14.2%. The unemployment rate for those aged 25-64 is approximately 4%.

TABLE 43: OCCUPATIONS BY SECTOR

Occupations by Sector	Number of People*	Median Earnings
Management, business, science, and arts	11,820	\$56,613
Service	3,837	\$14,822
Sales and office	5,150	\$31,576
Natural resources, construction, and maintenance	1,328	\$44,583
Production, transportation, and material moving	3,178	\$28,441

Source: 2015-2019 ACS

**Universe: Civilian employed population 16 years and over with earnings (past 12 months)*

Table 43 - Occupations by Sector

Table 43 displays occupations by Sector within Portage according to the 2015-2019 ACS. The Management, business, science, and arts sector accounts for the highest median earnings (at \$56,613). The Natural Resources, Construction, and Maintenance sector has the second highest median earnings (\$44,583). The Sales and Office sector has the third highest median earnings at \$31,576 annually. The Production, Transportation, and Material Moving sector has median earnings of \$28,441 annually. Finally, the Service sectors has the lowest median earnings of \$14,822.

TABLE 44: TRAVEL TIME

Travel Time	Number*	Percentage
< 30 Minutes	19,779	81.4%
30-59 Minutes	3,639	14.9%
60 or More Minutes	866	3.5%
Total	24,284	100%

Source: 2015-2019 ACS

*Universe: population not working at home

Table 44 - Travel Time

As shown in **Table 44**, the vast majority of Portage residents commute less than 30 minutes to work (81.4%). A modest percentage travel 30-59 minutes (14.9%) with a small percentage commuting more than one hour (3.5%). Over 90% percent of Portage workers drive to work alone and nearly 7% carpool. According to 2015-2019 ACS estimates, for those who commute to work the average travel time is just under 20 minutes one-way.

TABLE 45: EDUCATIONAL ATTAINMENT BY EMPLOYMENT STATUS (POPULATION 16 AND OLDER)

Educational Attainment*	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	298	122	405
High school graduate (includes equivalency)	3,277	277	848
Some college or Associate's degree	5,808	224	1,528
Bachelor's degree or higher	10,186	200	1,306

Source: 2015-2019 ACS

*Universe: population 25 to 64 years (Civilian)

Table 45 - Educational Attainment by Employment Status

Table 45 displays Educational Attainment by Employment Status. Within Portage, the highest numbers of employed are those with a bachelor's degree or higher (10,186). A significant number of people employed also have some college or an associate degree (5,808). Just over 1% of the civilian employed population never graduated from high school.

The highest numbers of unemployed are those with a high school degree (or equivalent) (277) and those with some college or Associate's degree (224). Individuals with less than a high school degree have the lowest number of unemployed people; however, they also have the lowest number of people in the labor force. Individuals with a bachelor's degree have the lowest numbers of unemployed at 200.

When looking at the civilian labor force ages 25-64 years, 19,569 are employed, 823 are unemployed, and 4,087 are not in the labor force and are not actively seeking employment.

TABLE 46: EDUCATIONAL ATTAINMENT BY AGE

	Age*				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	42	64	1	72	74
9th to 12th grade, no diploma	462	136	83	469	373
High school graduate, GED, or alternative	1,945	1,051	981	2,394	2,056
Some college, no degree	1,865	1,658	1,027	2,511	1,720
Associate's degree	177	471	501	1,422	550
Bachelor's degree	762	2,191	1,993	3,100	1,554
Graduate or professional degree	27	957	1,417	2,034	1,486

Source: 2015-2019 ACS

**Universe: population age 18 years and over*

Table 46 - Educational Attainment by Age

Table 46 shows Educational Attainment by Age. A small percentage of the population over the age of 18 (about 4.7% or 1,776 individuals) in Portage did not graduate from high school. A significant number of adults (20,329) graduated from high school or have some college education but no four-year college degree, which accounts for over 54% of the population over the age of 18 in Portage. There is also a large percentage of the population over 18 years of age that have earned a bachelor's degree, graduate or professional degree, or higher, totaling 15,521 people or approximately 41%.

TABLE 47: EDUCATIONAL ATTAINMENT – MEDIAN EARNINGS

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	\$20,000
High school graduate (includes equivalency)	\$29,786
Some college or Associate's degree	\$35,164
Bachelor's degree	\$52,535
Graduate or professional degree	\$71,943

Source: 2015-2019 ACS

**Universe = population 25 years and over w/earnings*

Table 47 - Median Earnings

Table 47 identifies income as it relates to educational attainment in Portage. The data shown is based on 2015-2019 ACS estimates. Greater educational attainment strongly correlates with increased income. In Portage, persons having a graduate or professional degree have an estimated median income of \$71,943 and persons having a bachelor's degree have a median income of \$52,535. In contrast, persons with some college or an associate degree have a median income of \$35,164. Similarly, those with a high school diploma or equivalency have a median income of \$29,786 and those without a high school diploma or equivalency have a median income of \$20,000.

BASED ON THE BUSINESS ACTIVITY TABLES ABOVE, WHAT ARE THE MAJOR EMPLOYMENT SECTORS WITHIN YOUR JURISDICTION?

Portage is just south of Kalamazoo, Michigan, a city that is home to a college campus, numerous healthcare-related industries, and even a booming beer industry. Due to proximity, Portage residents access business activity in both cities. Based on the data presented in the tables above, and what is known about activity in the region, the major employment sectors in Portage are within Education and Healthcare Services, Manufacturing, and Retail Trade. These employment sectors are sustained by regional employers such as Western Michigan University, Kalamazoo College, Stryker Corporation (medical technologies development & manufacturing), Pfizer Corporation, Kellogg Company, Whirlpool Corporation, and other multi-national and local social/consumer-oriented businesses. Combined, these employment sectors represent at 56% of all workers and 53% of all jobs in Portage.

DESCRIBE THE WORKFORCE AND INFRASTRUCTURE NEEDS OF THE BUSINESS COMMUNITY:

As of the 2015-2019 American Community Survey, three sectors dominated employment in the City of Portage: Education and Healthcare Services, Manufacturing, and Retail Trade.

A large percentage of Portage's workforce is highly educated, with over 41% of the population over 18 years of age having earned a bachelor's degree or higher; however, there is also a large percentage of the workforce that has not earned higher than an associate's degree, suggesting that there may be a demand for adult basic education, workforce training and other education opportunities to better match the needs of the business community with skilled employees. There are a number of private and public educational institutions available in the region to address workforce training initiatives in Portage. Among those entities are Michigan Works! Southwest, Western Michigan University, Kalamazoo College,

as well as a number of vocational institutions and local business organizations that have the ability to collaborate to provide employment related services to the community.

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 35 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.

Even with the current adverse and difficult Covid-19 pandemic, Portage and the surrounding community continue to push forward. With ongoing industrial, commercial, and residential development, Portage has positioned itself as a location destination for individuals and families looking for a natural place to move. Building construction activity associated with new and expanding residential and commercial growth is not only a sign of a strong economy, but also that of a strong community. Construction has continued to show confident trends since FY 2013-14. Between FY 2013-14 and FY 2019-20, construction value averaged over \$90 million for Portage. In 2017-18, the \$157.6 million construction valuation recorded was a record for Portage. Through the first six months of FY 2020-21, over \$51 million of new community investment has occurred. Residential, commercial and industrial development have all increased since 2014 and continued growth is expected during the next five-year period. Ongoing and anticipated projects planned within the local industrial sector, anchored by Stryker Corporation and Pfizer Corporation projects, are anticipated to spur further growth, and likely result in an increase in local administrative and manufacturing jobs over the next five-year period. Construction

of a third, 100,000 square foot, hotel within the Trade Center development project is underway. Residential projects that are underway or in the planning stage include Pennridge Trail, the Oaks, Greenspire Apartments, Woodbridge Hills Apartments, and Redwood Apartments. No workforce development is needed to support these projects and public infrastructure is already in place that ensure “shovel ready” development sites.

As the country moves forward, job training, unemployment benefits, and business assistance will be important to support economic development.

HOW DO THE SKILLS AND EDUCATION OF THE CURRENT WORKFORCE CORRESPOND TO EMPLOYMENT OPPORTUNITIES IN THE JURISDICTION?

Within Portage there are fewer jobs than workers within six business sectors: Education and Health Care Services; Other Services; Information; Professional, Scientific, and Management; Public Administration; and Transportation and Warehousing. This means that workers in these business sectors may have more difficulty finding a job that matches their skillset within the City.

In contrast, there may be more jobs than workers in six business sectors: Arts, Entertainment, and Accommodations; Construction; Finance, Insurance, and Real Estate; Manufacturing; Retail Trade; and Wholesale Trade. This means that workers from outside Portage may be meeting the needs of the local job market.

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.

The following workforce training initiatives are available to residents of Portage:

- 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.
- Kalamazoo Regional Education Service Agency (RESA) offers professional learning opportunities, and career readiness initiatives. KRESA also acts as a collaborative agency between public and intermediate school districts in the region to meet a variety of educational needs.

- Michigan Works! that connects people who need jobs with companies who need to fill jobs.

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)?

The City of Portage most recently participated in a Comprehensive Economic Development Strategy Plan that was completed in September of 2014. This plan was developed for a five-county region, including Kalamazoo County. In February 2020, the Southcentral Michigan Planning Council received funding to update the plan; as of January of 2021, the update process is ongoing.

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.

The 2014 CEDS plan, developed by the Southcentral Michigan Planning Council, outlined five goals with corresponding objectives. The five goals are:

- Develop a skilled workforce
- Make downtowns an attractive place to live, work, and play
- Consolidate/streamline/share government services
- Improve infrastructure in the region
- Promote brownfield redevelopment

At this time, the CEDS does not include any projects that are located in Portage; however, the City will collaborate with other economic development organizations and local units regarding workforce development, the sharing/consolidating of government services, and improving infrastructure in the region. The City of Portage does not have an active Brownfield Redevelopment program but will continue to collaborate 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 vital to the continued ability of the City of Portage to meet future growth and development challenges. An update to the 2014 Comprehensive Plan will be completed 2022.

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, which should continue to be a positive influence as local, state, and federal governments recover from the economic ramifications of the COVID-19 pandemic. A balanced and diverse economy is essential to maintain community stability and provides the economic foundation from which essential public services can be financed and supported.

DISCUSSION

According to the 2015-2019 ACS, the Portage labor force is comprised of approximately 26,888 people, of which approximately 96% are employed and 4% are unemployed. The largest employment sectors in Portage are education and healthcare services, manufacturing, and retail trade. Like in most cities, higher median earnings generally correlate with higher education. The highest median earnings in Portage are in occupations such as management, business, science, and the arts, while the lowest median earnings are in service occupations. Approximately 22% of Portage's population has only a high school diploma or equivalent, but over 41% of the City's population has a Bachelor's, graduate, or professional degree. While there may be a need for workforce training, there are also several workforce training initiatives in the community to meet this need.

Over 81% of Portage's population drives less than 30 minutes to get to work, and approximately 96% of Portage's population drives less than one hour to get to work. This means that most employees live locally or within the Portage region. In order to stimulate more local investment, the City's seeks to aid

in the regional CEDS effort through a local Downtown Development Authority, and through an updated Comprehensive Plan, which promotes economic growth and development within the City.

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.

MA-50 Needs and Market Analysis Discussion

ARE THERE AREAS WHERE HOUSEHOLDS WITH MULTIPLE HOUSING PROBLEMS ARE CONCENTRATED? (INCLUDE A DEFINITION OF "CONCENTRATION")

From 2016-2020, the City focused CDBG-funded housing rehabilitation loans, emergency repair grants, and homebuyer assistance program activities in eligible block groups that had a low- and moderate-income population of 46.94% or greater (i.e., areas of low- and moderate-income concentration). Generally, these same areas are also disproportionately affected by housing problems, such as overcrowding, substandard conditions, or significant cost burden.

According to the HUD CPD Maps tool, the following Census Tracts have concentrations of housing problems (i.e., more than half of extremely low income, low income, or moderate-income households residing therein have some type of housing problem):

TABLE 48: CONCENTRATIONS OF HOUSEHOLDS WITH HOUSING PROBLEMS

% of Households w/Housing Problems	Extremely Low-Income Households	Low Income Households	Moderate Income Households
50-75%	19.05	20.02, 20.03, 20.04, 35.00	20.03
>75%	19.06, 20.02, 20.03, 20.04, 35.00	None	None

Source: HUD CPD Maps, Accessed January 2021

Table 48 - Concentrations of Households with Housing Problems

Housing problems are distributed throughout the City's limits, this could be due, in part, to the age of the housing stock. Geographically, housing problems affecting extremely low-income households are the most widespread, affecting the northern and western halves of the City. The majority of extremely low-income households have some type of housing problem, regardless of their location. Housing problems affecting low-income households are also widespread throughout the western half of the City. Housing problems affecting moderate income households are concentrated more than 50% in only one census tract.

ARE THERE ANY AREAS IN THE JURISDICTION WHERE RACIAL OR ETHNIC MINORITIES OR LOW-INCOME FAMILIES ARE CONCENTRATED? (INCLUDE A DEFINITION OF "CONCENTRATION")

In general, the lowest income areas of Portage are most affected by housing problems and in need of community investment. Low- and moderate-income populations are spread across the City in 5 different census tracts, but in only 7 of the City's 33 block groups (approximately 21%) have a low- and moderate-income population of 51% or greater. The following block groups have populations where racial or ethnic minorities comprise 10% or more of the population:

Hispanic/Latino:

- Census Tract 19.05, Block Group 1; 38.24% Hispanic or Latino
- Census Tract 19.05, Block Group 3; 10.08% Hispanic or Latino
- Census Tract 20.04, Block Group 1; 12.81% Hispanic or Latino
- Census Tract 21.02, Block Group 1; 13.97% Hispanic or Latino
- Census Tract 35.00, Block Group 1; 13.85% Hispanic or Latino

[Source: 2015-2019 ACS Data, U.S. Census Bureau TIGER/Line GIS Data]

Black/African American:

- Census Tract 19.05, Block Group 3; 18.82% Black or African American
- Census Tract 19.06, Block Group 1; 12.84% Black or African American
- Census Tract 19.07, Block Group 2; 10.60% Black or African American
- Census Tract 20.05, Block Group 1; 60.46% Black or African American
- Census Tract 21.02, Block Group 1; 17.86% Black or African American
- Census Tract 35.00, Block Group 5; 17.45% Black or African American

[Source: 2015-2019 ACS Data, U.S. Census Bureau TIGER/Line GIS Data]

Three of these block groups are also areas of low- and moderate-income concentration. For example, some of the greatest concentrations of racial or ethnic minorities in Portage are in Census Tract 19.05, Block Group 1 (38.24% Hispanic or Latino), and Census Tract 20.05, Block Group 1 (60.46% Black or African American). Census Tract 19.05, Block Group 1 has a low- and moderate- income population of 95.87%, and Census Tract 20.05, Block Group 1 has a low- and moderate-income population of 90.16%. Although these concentrations exist, the data provided in the Market Analysis show that all racial and

ethnic groups living in the City have significant housing needs, particularly for housing repairs and rehabilitation.

WHAT ARE THE CHARACTERISTICS OF THE MARKET IN THESE AREAS/NEIGHBORHOODS?

Residential uses are limited within census tract 19.05 and 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. In contrast, census tract 20.05 is almost entirely residential in nature.

ARE THERE ANY COMMUNITY ASSETS IN THESE AREAS/NEIGHBORHOODS?

There are a number of community assets in the tracts with minority concentrations, including 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.

MA-60 Broadband Needs of Housing

DESCRIBE THE NEED FOR BROADBAND WIRING AND CONNECTIONS FOR HOUSEHOLDS, INCLUDING LOW- AND MODERATE-INCOME HOUSEHOLDS AND NEIGHBORHOODS

According to the Federal Communications Commission (FCC) Fixed Broadband Deployment Map accessed in January of 2021, the City of Portage has at least four, but likely between six and twelve, fixed residential broadband providers throughout the City. One impediment to broadband access within low- and moderate-income households is the ability to afford monthly fees along with purchasing of equipment (computers, smartphones, tablets, and routers).

DESCRIBE THE NEED FOR INCREASED COMPETITION BY HAVING MORE THAN ONE BROADBAND INTERNET SERVICE PROVIDER SERVE THE JURISDICTION

As stated above, according to the Federal Communications Commission (FCC) Fixed Broadband Deployment Map accessed in January of 2021, the City of Portage has at least 4 or more fixed residential broadband providers throughout the City.

MA-65 Hazard Mitigation

DESCRIBE THE JURISDICTION'S INCREASED NATURAL HAZARD RISKS ASSOCIATED WITH CLIMATE CHANGE

According to the Climate Science Special Report Fourth National Climate Assessment, Midwest communities will see an increase in average temperature in both the winter months and summer months. Increased heat wave intensity and frequency, increased humidity, degraded air quality, and reduced water quality will increase public health risks.

Increases in precipitation are also likely. Given that the City of Portage is located in Southwest Michigan, and is less than 40 miles from Lake Michigan, Portage may experience greater snow events due to lake-effect precipitation. Parts of the City may be at a higher risk of flooding due to the high amounts of impervious surface, and their proximity to inland bodies of water. Extreme rainfall events and flooding have increased during the last century, and these trends are expected to continue, causing erosion, declining water quality, and negative impacts on transportation, agriculture, human health, and infrastructure.

DESCRIBE THE VULNERABILITY TO THESE RISKS OF HOUSING OCCUPIED BY LOW- AND MODERATE-INCOME HOUSEHOLDS BASED ON AN ANALYSIS OF DATA, FINDINGS, AND METHODS

As mentioned above, as climate change progresses Midwest communities may see an increase in temperatures, increase in precipitation, and more extreme storm events. This poses a threat to all housing within Midwest communities. Housing located in proximity to waterways and floodplain area could be at risk of flood damage, especially in areas with high amounts of impervious surfaces. Major storms and high winds may pose a threat to housing as well.

Strategic Plan



SP-05 Overview

STRATEGIC PLAN OVERVIEW

The Consolidated Plan process requires the City to identify priority needs and a Strategic Plan to meet those needs over the next five years. For every priority, there are goals and objectives established to measure progress, as well as strategies to address them. There are essentially four major topics of focus in the Consolidated Plan:

- Housing
- Homelessness
- Non-Housing Community Development
- Non-Homeless Special Needs

The City of Portage does not establish specific target areas, but will target certain funding and activities to improve neighborhoods that have a higher percentage of low-moderate income households as they tend to have higher levels of poverty, and an increased need for improved housing, public services, and infrastructure and/or facilities.

The highest priority needs for City's low- and moderate-income population are affordable housing for renters and owners. The program goals, as described in detail below, address the objectives of providing decent affordable housing, creating a suitable living environment, and creating economic opportunity.

Housing Needs

The City has identified housing rehabilitation, as well as affordable housing, as a priority need of the community.

Based on input and the data received through the citizen participation process, the housing needs and priorities identified are:

- Affordable owner housing
- Affordable rental housing

- Minor housing repairs
- Emergency housing repairs
- Homeowner housing rehabilitation
- Mortgage and rental assistance
- Homeowner down-payment assistance

Considering the priorities above, the following goals related to housing is presented:

GOAL: AFFORDABLE OWNER HOUSING

Description: Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the City through the provision of emergency repair grants, housing rehabilitation, homebuyer assistance programs, and partnerships with non-profit developers.

GOAL: AFFORDABLE RENTAL HOUSING

Description: Increase the supply of decent, affordable renter-occupied housing opportunities for low- and moderate-income residents throughout the City.

Homeless Needs and Non-Homeless Special Needs

Meeting homelessness challenges is a collaborative effort comprising numerous individuals, agencies and organizations. Due to limited funding, the City will not focus its financial efforts on alleviating homelessness at this time. Instead, the City will continue to support local homeless prevention organizations with their homelessness strategy in any way they can.

Non-Homeless Special Needs is a broad category that applies to any population that is presumed to be low- and moderate-income and in need of public services. The category covers a large population, including the mentally ill, developmentally disabled, elderly, and other groups.

Based on input and the data received through the citizen participation process, identified by the City's homeless and special needs populations are:

- Homeless prevention services
- Food services

- Public services for special needs populations

Considering these priorities, the following goals related to public services are presented:

GOAL: PUBLIC SERVICES

Description: Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs.

Non-Housing Community Development Needs

Non-Housing Community Development is a broad category of spending that covers many types of public facilities and improvements such as roads, sewer improvements, water improvements, wastewater improvements, lighting, drainage, community centers, parks, and virtually any other public project that benefits low- and moderate-income neighborhoods.

Based input and the data received through the citizen participation process, the priorities identified for community development are:

- Prevent and eliminate slum and blight
- Public facility improvements
- Public infrastructure improvements

Considering these priorities, the following goals related to community development are presented:

GOAL: NEIGHBORHOOD IMPROVEMENT

Description: Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight.

GOAL: NON-HOUSING COMMUNITY DEVELOPMENT

Description: Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods.

SP-10 Geographic Priorities

GENERAL ALLOCATION PRIORITIES

Describe the basis for allocating investments geographically within the City.

The City of Portage does not establish specific Target Areas, as all low- and moderate-income areas citywide have high levels of poverty and the need for improved housing, public services, and infrastructure or facilities. The City will allocate investments geographically to the City's low- and moderate-income areas and to individuals citywide based on income eligibility or special needs status.

The City of Portage will use CDBG funds throughout the jurisdiction to serve low- and moderate-income persons. The City's basis for allocating CDBG funding geographically will be to areas with the highest percentage of low- and moderate-income persons. The City is designated as an exception grantee by HUD. For a Census Block Group to qualify as low- and moderate-income, a Block Group in the City must contain 46.94% or more low- and moderate-income persons. All low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities. These areas have been areas of concern in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.

TABLE 49: GEOGRAPHIC AREA

1. Area Name: Citywide
Area Type: Other, Other Target Area Description: Benefit low/mod population and all residents
Identify the neighborhood boundaries for this target area. Individuals citywide based on income eligibility or special needs status
Include specific housing and commercial characteristics of this target area. All low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities.
How did your consultation and citizen participation process help you to identify this neighborhood as a target area? These populations have been populations of need in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.
Identify the needs in this target area. The highest priority needs for City's low- and moderate-income and special needs populations citywide are affordable housing, housing rehabilitation, and public service programs.
What are the opportunities for improvement in this target area? There may also a need for public infrastructure improvements, elimination of slum and blight, and public facilities improvements.
Are there barriers to improvement in this target area? Lack of funding and resources is the largest barrier to improvement.
2. Area Name: Low/Mod Neighborhoods
Area Type: Low- and moderate-income neighborhoods
Identify the neighborhood boundaries for this target area. Block Groups having 46.94% or more low/mod population.
Include specific housing and commercial characteristics of this target area. All low- and moderate-income areas citywide struggle with poverty and the needs for improved housing, public services, and infrastructure or facilities.
How did your consultation and citizen participation process help you to identify this neighborhood as a target area? These areas have been areas of need in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.
Identify the needs in this target area. The highest priority needs for City's low- and moderate-income and special needs populations citywide are affordable housing, housing rehabilitation, and public service programs.
What are the opportunities for improvement in this target area? There may also a need for public infrastructure improvements, elimination of slum and blight, and public facilities improvements.
Are there barriers to improvement in this target area? Lack of funding and resources is the largest barrier to improvement.

Table 49 - Geographic Priority Areas

SP-25 Priority Needs

The Five-Year Consolidated Plan must indicate the general priorities for allocating investment of available resources among different needs. Priority needs are those that will be addressed by the goals outlined in the Strategic Plan. For each priority, the City of Portage has indicated one or more populations to be served, as well as an assigned priority level indicating relative importance among the needs listed (see **Table 50**).

TABLE 50: PRIORITY NEEDS

Priority Need Name	Priority Level	Population	Geographic Areas	Goals Addressing
Affordable Owner Housing	High	Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI), Large Families, Families with Children, Elderly	Citywide	Affordable Owner Housing
Affordable Rental Housing	High	Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI), Large Families, Families with Children, Elderly	Citywide	Affordable Rental Housing
Neighborhood Improvement	High	Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI), Large Families, Families with Children, Elderly, Public Housing Residents, Non-housing Community Development	Low/Moderate Income Areas	Neighborhood Improvement
Public Services	High	Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI), Large Families, Families with Children, Elderly, Public Housing Residents, Chronic Homelessness, 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	Citywide	Public Services
Non-Housing community development	High	Low Income (50% AMI), Extremely Low Income (30% AMI), Large Families, Families with Children, Elderly, Public Housing Residents, Non-housing Community Development	Low/Moderate Income Areas	Non-Housing Community Development

Table 50 - Priority Needs Summary

DISCUSSION (OPTIONAL)

The needs throughout the City are numerous and varied. The principal needs are affordable renter and owner housing, and public services. The City may also address various infrastructure needs.

The City believes that affordable owner housing is a high priority need because as the housing stock within the community continues to age, investments in housing maintenance will be necessary and low-income homeowners will need assistance in maintaining housing in accordance with housing quality standards. The City seeks to improve both availability and condition of owner-occupied housing.

It should also be noted that the City acknowledges that affordable rental housing is also an important need throughout the City for many of the same reasons that owner-housing is a priority; however, at this time, limited funds will be directly allocated to ameliorate this problem.

Neighborhood Improvement projects received a High priority as these projects ensure a suitable living environment for residents throughout the City. Historically, code administration and enforcement efforts to aid in the prevention and elimination of blight have occurred within low-moderate income neighborhoods at a slightly 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 either federal funds, either alone or in conjunction with the investment of other public funding during the five-year strategic plan period.

Public services were also among the high priority needs identified as priorities within the City. 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.

SP-30 Influence of Market Conditions

TABLE 51: 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)	According to the Needs Assessment and Housing Market Analysis, low-income renter households have a significant cost burden which is a priority need within the community. Additionally, many of the households in the lowest income categories are severely cost burdened. Due to limited funding, the City will not provide Tenant Based Rental Assistance, but will be offering services to ameliorate housing problems and may use CDBG funds to support existing agencies that provide this type of aid.
TBRA for Non-Homeless Special Needs	Due to limited funding, the City will not provide Tenant Based Rental Assistance.
New Unit Production	The City does not currently envision supporting new unit production because of the limited resources available.
Rehabilitation	Rehabilitation of both owner and renter units in the City's low-income areas is a high priority and is an integral component of the effort to improve and maintain housing affordability.
Acquisition, including preservation	Because of the limited funds available, the City will not emphasize the acquisition and rehabilitation of rental units.

Table 51 - Influence of Market Conditions

SP-35 Anticipated Resources

INTRODUCTION

The Five-Year Consolidated Plan must identify the federal, state, local and private resources expected to be available to the City to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **SP-35** and **Table 52**.

The City is faced with the difficult task of meeting increasing needs with limited resources. The figures shown below in the table are estimates. First year figures are based upon the known HUD allocation. The figure for “Expected Amount Available Remainder of Consolidated Plan” subtracts this year’s allocation from the 5-year estimated allocation figure of \$1,360,000 (based on average yearly allocations for the past five years and expected program income).

Allocations for each CDBG grantee are determined annually by HUD following the adoption of the federal budget by Congress. HUD grants these funds to the communities to carry out a wide range of community development activities directed towards revitalizing neighborhoods, increasing economic development, and improving community facilities and services. Grantees must give maximum priority to activities that benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight and meet urgent community development needs that pose a serious threat to health or welfare of the community. Grantees have wide flexibility to develop their own programs, activities, and funding priorities so long as they meet one of these national objectives. The City of Portage adopts the allocations for the use of CDBG funding based on the priorities set forth in the Consolidated Plan.

The City of Portage anticipates a total allocation of \$221,456 in CDBG funding for the 2021 program year. Some program income for CDBG is expected. CDBG funds will be used primarily for housing rehabilitation, code enforcement, and infrastructure improvements. Small portions of the funding may go to public services for low- and moderate-income youth and the homeless, and administration of the City’s CDBG program. Anticipated resources are also summarized in **Table 56**.

The Annual Action Plan must summarize the City’s priorities and the specific goals it intends to initiate and/or complete within the first year of the Strategic Plan. These goals must be described in quantitative terms. The City of Portage has selected goal outcome indicators and quantities based on

the anticipated performance measured of the 2021-2022 Annual Action Plan. See **Table 57** and **Table 58**.

TABLE 52: ANTICIPATED RESOURCES

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	\$221,456	\$50,000	\$125,000	\$396,456	\$966,761	Additional resources for leveraging may include other State and Federal grants, City Departments, public or social service providers or other sources; however, the City does not foresee using funding other than the CDBG allocation for housing repairs.

Table 52 - Anticipated Resources

EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED.

The CDBG allocation will be the primary source of funding for emergency and minor rehabilitation housing projects for low- and moderate-income households. 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 (through 2021). In 2020, a new, 8-year 0.75-mill property tax was passed by voters. This new millage will generate \$6.3 million in the first year and will provide rent subsidies for individuals and families as well as expanding affordable housing options in the county.

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 PUBLICLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN.

The City of Portage does not intend to use publicly owned land to address priority needs identified in the plan. 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

No further discussion. Please see preceding responses.

SP-40 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 53: INSTITUTIONAL DELIVERY STRUCTURE

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Portage Department of Community Development	Government	Planning/ Community Development	Jurisdiction
The United Way of the Battle Creek and Kalamazoo Region	Regional Organization	Homelessness Planning	Region
Michigan State Housing Development Authority	PHA	Public Housing	Jurisdiction

Table 53 - Institutional Delivery Structure

ASSESS THE STRENGTHS AND GAPS OF THE INSTITUTIONAL DELIVERY STRUCTURE

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 through the CDBG program. As such, 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 enforcement, and small-scale capital improvements within low- and moderate-income neighborhoods. In addition, the Department oversees the provision of public services and fair housing education, as well as enforcement via local sub-recipients. As a participant in the state CDBG program, the City has developed relationships and contacts with a number of service providers, not-for-profit organizations, housing developers and lenders, and agencies at the state, regional and local levels. For a city its size, Portage has an excellent network of local service and housing providers. While some gaps occur in the ability of providers to ensure that those in need can access services, the overall system is not lacking in number or variety of services offered. City staff serve 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 City does not have the capacity to oversee and administer programs that address every need in the community, which is why the City is reliant on the ability to coordinate with other units of governments, regional planning organizations and local non-profit agencies. 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.

TABLE 54: AVAILABILITY OF SERVICES TARGETED TO HOMELESS PERSONS AND PERSONS WITH HIV AND MAINSTREAM SERVICES

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			

Table 54 - Homeless Prevention Services Summary

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)

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

The United Way of the Battle Creek and Kalamazoo Region 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.

At present the City is does not financially support or directly coordinate the local homeless program delivery system. However, the City does maintain a relationship with a variety of partners to first prevent low-income persons from becoming homeless and, second, to support homeless persons and families in obtaining safe, affordable, and sustainable housing. Limited grant funding limits the City's ability to directly provide services for the above constituents.

Among the local agencies that support these populations are the local hospitals, which aid those persons with HIV to include counseling, outreach services, and medical care. Homeless individuals that seek assistance are served by the Kalamazoo County Continuum of Care. The Kalamazoo Community Mental Health & Substance Abuse Services provides outreach services for addiction, and drug/alcohol use for the homeless. There are also a number of entities that provide job and employment training to assist those in need, including the homeless, to develop skills and financial independence.

Many of these prevention and outreach services are available within the City of Portage; however, the most significant concern is that many of the supportive services require the persons or families to travel some distance to receive them. While there are several bus routes throughout the City, there is still likely to be a lack of sufficient and affordable transportation for homeless families, suggesting that there is a significant gap in the ability to provide these services as needed.

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.

In general, the institutional delivery system is large and functions well. The City of Portage actively participates in the CoC's homelessness reduction efforts. The goal of this 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 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 TO ADDRESS PRIORITY NEEDS.

The City will seek to continue and enhance the relationship with existing partners in City departments and social service agencies to coordinate the delivery of programs and services. The strategy for overcoming gaps in the institutional structure and service delivery system is a primary focus for local service providers and a secondary focus for the City. Like the City, the local service providers are highly dependent on budgetary restrictions, and the City will leverage time and funding for these providers when available. The City identifies the continued cooperation with these agencies as a high priority for the jurisdiction.

SP-45 Goals Summary

TABLE 55: FIVE-YEAR GOALS SUMMARY INFORMATION

Goal Name	Description	Category	Start Year	End Year	Outcome	Objective	Geographic Area	Priority Needs Addressed	Funding Allocated (Five-Year Total)	Goal Outcome Indicator	Quantity (Five-Year Total)	Unit of Measure (UoM)
Goal 1: Affordable Owner Housing	Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the City.	Affordable Housing	2021	2025	Affordability	Provide Decent Affordable Housing	Citywide	Affordable Owner Housing	\$ 700,000	Homeowner Housing Added	5	Household Housing Units
										Homeowner Housing Rehabilitated	60	Household Housing Units
										Direct Financial Assistance to Homebuyers	15	Households Assisted
Goal 2: Affordable Renter Housing	Increase the supply of decent, affordable renter-occupied housing opportunities for low- and moderate-income residents throughout the City.	Affordable Housing	2021	2025	Affordability	Provide Decent Affordable Housing	Citywide	Affordable Rental Housing	\$ 25,000	Renter Housing Rehabilitated	5	Household Housing Units
Goal 3: Neighborhood Improvement	Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight.	Non-Housing Community Development	2021	2025	Sustainability	Create Suitable Living Environments	Citywide	Neighborhood Improvement	\$ 280,000	Housing Code Enforcement/Foreclosed Property care	1,750	Household Housing Units
Goal 4: Public Services	Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs.	Homeless; Non-Homeless Special Needs	2021	2025	Sustainability	Create Economic Opportunities	Citywide	Public Services	\$ 165,000	Public Service Activities Other than Low/Moderate Income Housing Benefit	20,000	Persons Assisted
Goal 5: Non-Housing Community Development	Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods.	Non-Housing Community Development	2021	2025	Sustainability	Create Suitable Living Environments	Citywide	Non-Housing Community Development	\$ 50,000	Other	1	Other
Goal 6: Administration/Planning	Administration of the CDBG program and funding.	Other: Program Administration	2021	2025	Availability/ Accessibility	Create Suitable Living Environments	Citywide	CDBG Administration	\$ 140,000	Other	N/A	Other

Note: Estimated Planning/ Administration comprises approximately 10% of the total CDBG Entitlement Grant

Table 55 - Goals Summary

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)

The Five-Year Consolidated Plan must summarize the City's priorities and the specific goals it intends to initiate and/or complete within the five-year term of the Strategic Plan. These goals are described in quantitative terms in this section (SP-45). For this program period, the City plans to aid 80 low- and moderate-income households through the rehabilitation, down payment assistance, and construction of affordable housing. The City also anticipates rehabilitating 5 rental units, supporting 1,750 houses in code compliance, and neighborhood improvement efforts, thus reducing blight and maintaining affordability.

SP-50 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.

Currently, the figures in the Needs Assessment section of this Plan indicate a need for an increased number of accessible Housing Choice Voucher (HCV) units; however, the city does not administer HCV units, and it is beyond the City's capability to increase this number. Additionally, 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 Continuum of Care.

IS THE PUBLIC HOUSING AGENCY DESIGNATED AS TROUBLED UNDER 24 CFR PART 902?

Not applicable.

IF APPLICABLE, PLAN TO REMOVE THE 'TROUBLED' DESIGNATION

Not Applicable.

SP-55 Barriers to Affordable Housing

BARRIERS TO AFFORDABLE HOUSING

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment.

Through vehicles such as comprehensive plan land use goals, zoning ordinances, building codes and fees, property tax policies, and lack of growth limits, the City has attempted to ensure the health, safety, and quality of life of its residents while minimizing the barriers that may impede the development of affordable housing.

The most important impediment to affordable and safe housing is the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor. The City has used, and is willing to make available, a range of incentives and assistance to developers wishing to build affordable housing.

STRATEGY TO REMOVE OR AMELIORATE THE BARRIERS TO AFFORDABLE HOUSING

The most important impediment to affordable and safe housing revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor. The City has used, and is willing to make available, a range of incentives and assistance to developers wishing to build affordable housing.

The primary means to address this issue in Portage are through the emergency repair grant program, the housing rehabilitation program, and the down-payment assistance program to encourage residents to remain in affordable and safe homes.

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

- Continue to participate with the CoC 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.

SP-60 Homelessness Strategy

REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

At this time, limited funding does not permit the City to financially support programs to assist the homeless. The City itself has not directly aided services for the homeless but recognizes that it may be a high priority need. The City will continue to work with the local agencies to monitor and address these needs as they are determined.

As the CDBG program develops the City will assess how it can use the limited available CDBG funds to address the needs of the homeless. At present, it appears that the use of CDBG funds to prevent

homelessness (housing rehabilitation, emergency repair assistance, and down-payment assistance) may be the most judicious approach to this complex issue.

ADDRESSING THE EMERGENCY AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

As noted above, the City does not currently have programs in place to assist the homeless. The City will continue to support those agencies that serve homeless populations.

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 needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

The City's strategy to prevent homelessness for individuals and families with children who are at imminent risk of becoming homeless is limited due to limited funding resources available to the City. The City can use housing/emergency rehabilitation funds to complete housing repairs that may cause homelessness; however, if the City is made aware of other issues causing homelessness, then those individuals will be referred to other agencies that are better equipped to resolving homelessness, such as the Michigan State Housing Development Authority or the Kalamazoo County Continuum of Care.

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

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services. By assisting individuals with housing rehabilitation projects, the City will help ensure that those low-income individuals and families remain in their homes and prevent homelessness.

SP-65 Lead Based Paint Hazards

ACTIONS TO ADDRESS LBP HAZARDS AND INCREASE ACCESS TO HOUSING WITHOUT LBP HAZARDS

Lead was used as a pigment and drying agent in “alkyd” oil-based paint in most homes built before 1978. Lead may be present on any interior or exterior surface, particularly on woodwork, doors, and windows. In 1978, the U.S. Consumer Product Safety Commission lowered the legal maximum lead content in most kinds of paint to 0.06% (a trace amount). According to the Commission, about two-thirds of homes built before 1940, one-half of the homes built from 1940 to 1960, and a large number of homes built after 1960 contain heavily leaded paint. According to the Market Analysis, approximately 62.5% of owner-occupied homes and 48.3% of renter-occupied homes were built before 1980 and may contain lead-based paint. Based on the 2011-2015 CHAS data, there are approximately 1,450 owner-occupied homes, and 895 renter-occupied homes with children present that may also have lead-based paint hazards.

Federal regulations effective September 2000 implemented lead-based paint requirements for all housing activities undertaken by recipients of HUD funds. These regulations require multiple approaches to evaluate, control and/or abate lead-based paint. 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 City's home repair projects are required to comply with HUD's Guidelines under CFR 24 Part 35 concerning Lead-Based Paint 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.

SP-70 Anti-Poverty Strategy

JURISDICTION GOALS, PROGRAMS AND POLICIES FOR REDUCING THE NUMBER OF POVERTY-LEVEL FAMILIES

According to the 2015-2019 American Community Survey (ACS) estimates, at least 8.4% of people living in the City of Portage are at poverty level or below. The City of Portage recognizes that the core of many social and housing problems relates to poverty. The objective of poverty reduction requires programming for broad areas including increased accessibility of resources, job training and placement, public services, education, and basic skills development. The City recognizes that it is only through comprehensive, coordinated strategies that nurture skills and provide opportunities to gain and retain employment and thus improve the quality of life that people can improve their situation.

However, at this time, grant funding is limited, and the City feels it can indirectly address this problem more effectively by focusing its financial efforts on housing repairs. In doing so, these repairs seek to ameliorate poor living conditions for many extremely low, low, and moderate-income families.

HOW ARE THE JURISDICTION POVERTY REDUCING GOALS, PROGRAMS, AND POLICIES COORDINATED WITH THIS AFFORDABLE HOUSING PLAN

Because the nature of poverty is complex and multi-faceted, and because the City has limited funding through the CDBG program, the City has chosen to assist in reducing the number of impoverished families by allowing the family to use housing/emergency rehabilitation funds for a variety of expenses, including housing repairs. In the future, the City may attempt to fund programs that provide additional services for working families.

CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs. The City's efforts to preserve and improve existing affordable housing complements a general anti-poverty strategy by providing additional stability to low-income households.

SP-80 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

Monitoring is an integral management control technique to ensure the effective and proper use of Federal dollars. In addition, it is an ongoing process that assesses the quality of a program participant's performance over a period of time. This program performance relates to external and internal clients, as well as City staff who will be managing the programs. Monitoring provides information about program participants that is critical for making informed judgments about program effectiveness and management efficiency. It also helps in identifying instances of fraud, waste and abuse.

The City of Portage regularly contracts 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.

Annual Action Plan



AP-15 Expected Resources

INTRODUCTION

The Five-Year Consolidated Plan must identify the federal, state, local and private resources expected to be available to the City to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **SP-35** and **Table 52**.

The City is faced with the difficult task of meeting increasing needs with limited resources. The figures shown below in the table are estimates. First year figures are based upon the known HUD allocation. The figure for “Expected Amount Available Remainder of Consolidated Plan” was calculated by averaging the allocation for the past five years, multiplying it by 5 years and subtracting this year’s allocation from that figure to arrive at an estimate for the remainder of the Consolidated Plan.

Allocations for each CDBG entitlement grantee are determined annually by HUD following the adoption of the federal budget by Congress. HUD grants these funds to the communities to carry out a wide range of community development activities directed towards revitalizing neighborhoods, increasing economic development, and improving community facilities and services. Grantees must give maximum priority to activities that benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight and meet urgent community development needs that pose a serious threat to health or welfare of the community. Grantees have wide flexibility to develop their own programs, activities, and funding priorities so long as they meet one of these national objectives. The City of Portage adopts the allocations for the use of CDBG funding based on the priorities set forth in the Consolidated Plan.

The City of Portage anticipates a total allocation of \$221,456 in CDBG funding for the 2021 program year. Some program income is expected. CDBG funds will be used primarily for housing rehabilitation, down payment assistance, and emergency repairs. Portions of the funding will also go toward supporting code enforcement efforts and administration of the City’s CDBG program. Anticipated resources are also summarized in **Table 56**.

TABLE 56: ANTICIPATED RESOURCES

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	\$221,456*	\$50,000	\$125,000	\$396,456	\$966,761	Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.

*HUD 2021 Formula Allocation

Table 56 – Anticipated Resources

The Annual Action Plan must summarize the City’s priorities and the specific goals it intends to initiate and/or complete within the first year of the Strategic Plan. These goals must be described in quantitative terms. The City of Portage has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2021/2022 Annual Action Plan. See **Table 57** and **Table 58**.

EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED

The CDBG allocation will be the primary source of funding for emergency repair and housing rehabilitation projects for low- and moderate-income households. All other funding sources, from federal and state funds, are distributed to local agencies that serve Portage residents. 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 (through 2021).

In 2002, Kalamazoo County established 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, Portage awarded the PHC \$100,000 to assist with affordable rental housing. In November 2015, a six-year county-wide Local Housing Assistance Fund Millage was passed that provides an estimated \$800,000 annually for temporary financial housing assistance to county residents, including those residing in the Portage. In 2020, a new, 8-year 0.75-mill property tax was passed by voters. This new millage will generate \$6.3 million in the first year and will provide rent subsidies for individuals and families as well as expanding affordable housing options in the county.

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 publicly 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

No further discussion. Please see preceding responses.

AP-20 Annual Goals and Objectives

TABLE 57: GOALS SUMMARY INFORMATION

Sort Order	Goal Name	Category	Start Year	End Year	Outcome	Objective	Geographic Area	Needs Addressed	Funding Year 1	Goal Outcome Indicator	Quantity	Unit of Measure (UoM)
1	Affordable Owner Housing	Affordable Housing	2021	2022	Affordability	Provide Decent Affordable Housing	Citywide	Affordable Owner Housing	\$ 220,293	Homeowner Housing Rehabilitated	12	Housing Units Household
										Direct Financial Assistance to Homebuyers	3	Housing Units Households Assisted
2	Neighborhood Improvement	Non-Housing Community Development	2021	2022	Sustainability	Create Suitable Living Environments	Citywide	Neighborhood Improvement	\$ 55,978	Housing Code Enforcement/Foreclosed Property care	350	Household Housing Units
3	Public Services	Public Services	2021	2022	Sustainability	Create Economic Opportunities	Citywide	Public Services	\$ 38,275	Public Service Activities Other than Low/Moderate Income Housing Benefit	4,000	Persons Assisted
4	Non-Housing Community Development	Non-Housing Community Development	2021	2022	Sustainability	Create Suitable Living Environments	Citywide	Non-Housing Community Development	\$ 50,000	Other	1	Other
4	Administration/Planning	Other: Program Administration	2021	2022	Availability/ Accessibility	Create Suitable Living Environments	Citywide	Administration/Planning	\$ 31,910	Other	1	Year of Administration

Table 57 - Yearly Goals Summary Information

TABLE 58: GOAL DESCRIPTIONS

1	Goal Name	Affordable Owner Housing
	Goal Description	Increase the supply of decent, affordable owner-occupied housing opportunities for low- and moderate-income residents throughout the City. CDBG - \$220,293
2	Goal Name	Neighborhood Improvement
	Goal Description	Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods to aid in the prevention and elimination of blight. CDBG - \$55,978
3	Goal Name	Public Services
	Goal Description	Support low- to moderate-income households and homelessness prevention through rapid-rehousing, emergency financial and food assistance, as well as supportive services for special needs populations and non-housing anti-poverty programs. CDBG - \$38,275
4	Goal Name	Non-Housing Community Development
	Goal Description	Small-scale capital improvement projects like sidewalk repair and neighborhood park improvements within low- and moderate-income neighborhoods. CDBG - \$50,000
5	Goal Name	Administration/Planning
	Goal Description	Administer the CDBG program. CDBG - \$31,910

Table 58 - Goal Descriptions

AP-35 Projects

INTRODUCTION

The first year of the five-year program will focus on emergency repairs, housing rehabilitation, affordable rental housing, and down payment assistance. The City will also allocate funding to infrastructure projects in the Lexington Green neighborhoods, and to code enforcement. The City anticipates rehabilitating approximately 12 owner-occupied housing units. A total of six (6) projects including project administration) will be funded in FY 2021. See Project Information table below.

TABLE 59: PROJECT INFORMATION

#	Project Name
1	Housing Rehabilitation Assistance Program
2	Down Payment Assistance Program
3	Code Administration and Enforcement
4	Lexington Green Playground Equipment
5	Public Services
6	CDBG Administration/Planning

Table 59 - Project Information

DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS

In the Consolidated Plan, the principal needs identified are: 1) Affordable Owner Housing 2) Public Services 3) Neighborhood Improvement 4) Non-Housing Community Development, and 5) CDBG Administration. The needs of the previous plan, the virtual public hearings, and meetings with internal City staff with were instrumental in identifying these principal needs for our community. These needs remain high priority throughout the City; as such, the City will continue to prioritize activities to address these needs.

The development of the Annual Action Plan involved consultation with those agencies involved in delivering housing, housing services, and community improvements. Meetings and discussions were held between the staff of the City's Department of Planning and Development Services and other City Departments, as well as maintaining relationships with appropriate housing and social service agencies. Public input was also solicited through public hearings. All projects selected to receive funding meet objectives and goals set by the City to address the needs of low- and moderate-income persons and

special needs populations.

The City's primary obstacle to meeting underserved needs is a lack of funding. In recent years, reduced revenues have plagued all levels of government (federal, state, and local). These reduced revenues have hindered the City's ability to meet all needs of low-income residents. Another obstacle to meeting underserved needs is the generally increasing demand for public services that is placing an additional burden on public service agencies within the City.

AP-38 Project Summary

TABLE 60: PROJECT SUMMARY INFORMATION

1	Project Name	Housing Rehabilitation Assistance Program
	Target Area	Low/Mod Neighborhoods and Citywide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$ 210,293
	Description	Provide assistance and emergency repair to low- and moderate-income households for plumbing, electrical, roof, heat, and foundation rehabilitation. Financial assistance is provided through no or low interest loans
	Target Date	6/30/2022
	Estimated Benefit	12 Households Housing Units
	Location	Citywide
	Planned Activities	Housing Rehabilitation - Replacement of roof, plumbing, wiring, heating, and providing level/support work.
2	Project Name	Down Payment Assistance Program
	Target Area	Low/Mod Neighborhoods and Citywide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$ 10,000
	Description	No interest down payment assistance loans to assist with up to 50% of the down payment cost.
	Target Date	6/30/2022
	Estimated Benefit	3 Households Assisted
	Location	Citywide
	Planned Activities	Down payment assistance
3	Project Name	Code Administration and Enforcement
	Target Area	Low/Mod Neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: \$ 55,978
	Description	Support code compliance and minimum property standards to support safe, affordable housing in eligible neighborhoods.
	Target Date	6/30/2022
	Estimated Benefit	350 Household Housing Units
	Location	Low/Mod Neighborhoods
	Planned Activities	Amelioration of slum and blight, and promotion of safe, affordable housing in eligible neighborhoods.
4	Project Name	Lexington Green Playground Equipment
	Target Area	Low/Mod Neighborhoods
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$ 50,000

	Description	Improve playground equipment in the Lexington-Green Neighborhood in the City.
	Target Date	6/30/2022
	Estimated Benefit	1 Other
	Location	Low/Mod Neighborhoods
	Planned Activities	Public park improvements in a low- and moderate-income neighborhood.
5	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$ 38,275
	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 \$178,750 in General Fund monies will be awarded to nine 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; food assistance; literary education; counseling from the trauma of abuse, addiction, mental health and behavior disorders; and a medical equipment loan program for persons with disabilities.
	Target Date	6/30/2022
	Estimated Benefit	4,000 Persons Assisted
	Location	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.
6	Project Name	CDBG Program Administration
	Target Area	Citywide
	Goals Supported	Administration/Planning
	Needs Addressed	Administration/Planning
	Funding	CDBG: \$ 31,910
	Description	One Year of CDBG Program Administration
	Target Date	6/30/2022
	Estimated Benefit	Not applicable; administration of overall CDBG program for one (1) year
	Location	Not applicable
	Planned Activities	Annual action planning, project development, coordination and compliance oversight, and administrative activities

Table 60 - Project Summary Information

AP-50 Geographic Distribution

DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED

Low- and moderate-income areas in the City will be those areas and locations which have the greatest need for housing repairs, public infrastructure/facility improvements, and code enforcement. As such, the geographic distribution of projects will prioritize those low- and moderate-income neighborhoods.

TABLE 61: GEOGRAPHIC DISTRIBUTION

Target Area	Percentage of Funds
Citywide	45.2%
Low/Mod Neighborhoods	54.8%

**Percentages shown do not include administration budget.*

Table 61 - Geographic Distribution

RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY

The City has worked closely with the public to ascertain the priority needs within the targeted areas. Meetings with agency providers and City departments guided the prioritization of needs. These priority needs include emergency repairs and housing rehabilitation, code enforcement, and public facility improvements. These efforts will occur primarily in low- and moderate-income neighborhoods throughout the City of Portage.

DISCUSSION

The City of Portage has identified six (6) projects to implement five goals of the Strategic Plan during the first year of the 2021-2025 Consolidated Plan. These projects benefit low- and moderate-income persons Citywide and within the City's low- and moderate- income areas.

AP-55 Affordable Housing

INTRODUCTION

As stated previously, the City places a high priority on providing safe, affordable, and decent housing in Portage. This goal shall be addressed, in part, by local developers that construct new, modestly priced, affordable houses. Additionally, through the emergency repair program, the housing rehabilitation program, and the down payment assistance program, the City will work to repair existing houses in low- and moderate- income neighborhoods, and for low- and moderate-income individuals.

TABLE 62: 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 62 - One Year Goals for Affordable Housing by Support Requirement

TABLE 63: 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	0
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	0

Table 63 - One Year Goals for Affordable Housing by Support Type

DISCUSSION

The City is prepared to engage in affordable housing activities in the first program year through programs like the emergency repairs and the housing rehabilitation program. The City will rely on

various partners in assisting its residents in obtaining affordable housing.

AP-60 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 United Way of the Battle Creek and Kalamazoo Region (AHP) which operates the local 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

Not Applicable.

AP-65 Homeless and Other Special Needs Activities

INTRODUCTION

This section of the Annual Action Plan describes the City of Portage's one-year goal and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

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 during the 2021/2022 fiscal year.

DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

In the future, the City will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. However, for this fiscal year, the City does not to financially assist organizations providing these types of services. The City does not plan to undertake any non-homeless special needs/homeless needs projects this program year, but will maintain relationships with agencies that continue this work.

REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS

The City government cannot directly assist persons experiencing homelessness; rather it relies on the Kalamazoo County Continuum of Care, and other service-oriented agencies to assist those persons. The 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, 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.

The City will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. At this time, the Public Services goal/activity may

ensure that the City is able to financially contribute to assist organizations providing these types of services.

ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS

If available, the City will allocate CDBG Program and General Fund monies 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 through the public services activity.

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 may provide services through its CDBG Program for homelessness, and also provides 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 in 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 directly provides services through its CDBG Program for homelessness, and also provides 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 in 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; however, due to limited funding, the City is not able to financially support the amelioration of homelessness for this fiscal year. The City will consider funding homelessness activities in the future and continue to work closely with the United Way of the Battle Creek and Kalamazoo Region which is the Continuum of Care.

AP-75 Barriers to affordable housing

INTRODUCTION

This section of the Annual Action Plan summarizes actions the City of Portage will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction.

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 City has several strategies that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing. In general, the City of Portage will continue to work with non-profit and for-profit housing developers and providers to increase the amount of affordable housing.

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

- Continue to participate on the United Way of the Battle Creek and Kalamazoo Region (CoC) 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

Public policies can have a direct impact on barriers to affordable housing. Portage has recognized this fact and is committed to exposing any barriers or obstacles to developing affordable and fair housing as they become evident. 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.

AP-85 Other Actions

INTRODUCTION

This section of the Annual Action Plan describes the City of Portage planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing,
- Rehabilitate housing for existing homeowners, and
- Reduce slum and blight through code enforcement.

ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS

The greatest challenge to meeting underserved needs in the coming year will be meeting the increased need for program activities with a limited amount of funding. To overcome this significant challenge, the City will work more efficiently, seek a greater level of collaboration with other agencies and organizations, and aggressively seek opportunities to leverage funds.

The City, through the Consolidated Plan, shall seek to target federal funds, and other available resources, to residents that have traditionally not been served, or are underserved by previous programs. A strong emphasis will be placed on programmatic restructure that is not only compliant with changing rules and regulations, but make sense for today's economic climate, and ever-changing community structure. 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

Because the nature of poverty is complex and multi-faceted, the City will attempt to allocate CDBG funds for services to very low-income households. CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs. Each activity in the 2021/2022 Action Plan will have an impact on households living in poverty. The rehabilitation projects will assist with repairs to the home, allowing the homeowner to save money and dedicate it to other needs.

According to the 2015-2019 American Community Survey (ACS) estimates, 8.4% of people living in the City of Portage are below poverty level. 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 has in place a strong institutional structure necessary to carry out its housing, community, and economic development strategies. The City's Department of Community Development will administer the CDBG Program.

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 maintains a close relationship with state, regional, and county organizations that provide

assistance to low- and moderate-income persons as well as the homeless.

The City will work closely with local non-profit organizations to actively encourage housing programs for low- and moderate-income persons. Private builders and lending institutions will continue, with the assistance of the City, to develop affordable housing in Portage. 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.

This collaborative approach will assist in the creation and delivery of effective service delivery programs and affordable housing projects.

DISCUSSION

The City's actions planned to address obstacles to meeting underserved needs include activities in support of special needs assistance. Additionally, the City's actions to foster and maintain affordable housing include continued funding of programs and agencies that further the affordable housing goals of the City.

AP-90 Program Specific Requirements

INTRODUCTION

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.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) REFERENCE 24 CFR 91.220. (I)(1)

TABLE 64: AVAILABLE PROGRAM INCOME

Available Program Income	Amount
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	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$50,000

Table 64 - Available Program Income

TABLE 65: OTHER CDBG REQUIREMENTS

Available Program Income	Amount
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.	100%

Table 65 - Other CDBG Requirements

DISCUSSION

The City estimates 100 percent of CDBG funding will be spent on low- and moderate-income activities.

Appendix



- 1. Maps**
- 2. Public Participation**
- 3. SF 424 and SF 424D**
- 4. Certifications**
- 5. Citizen Participation Plan**

Maps



Low and Moderate Income Areas by Block Group

CDBG Low & Moderate Income Areas by Block Group

- CDBG Eligible Block Groups
- Ineligible Areas

Eligible areas require 46.94% or more of the Block Group population to be low- or moderate- income. Census Tract and Block Group boundaries are based on the 2010 US Census boundaries.

- City of Portage
- State Roads
- Railroad
- Local Roads
- Streams
- Water Bodies

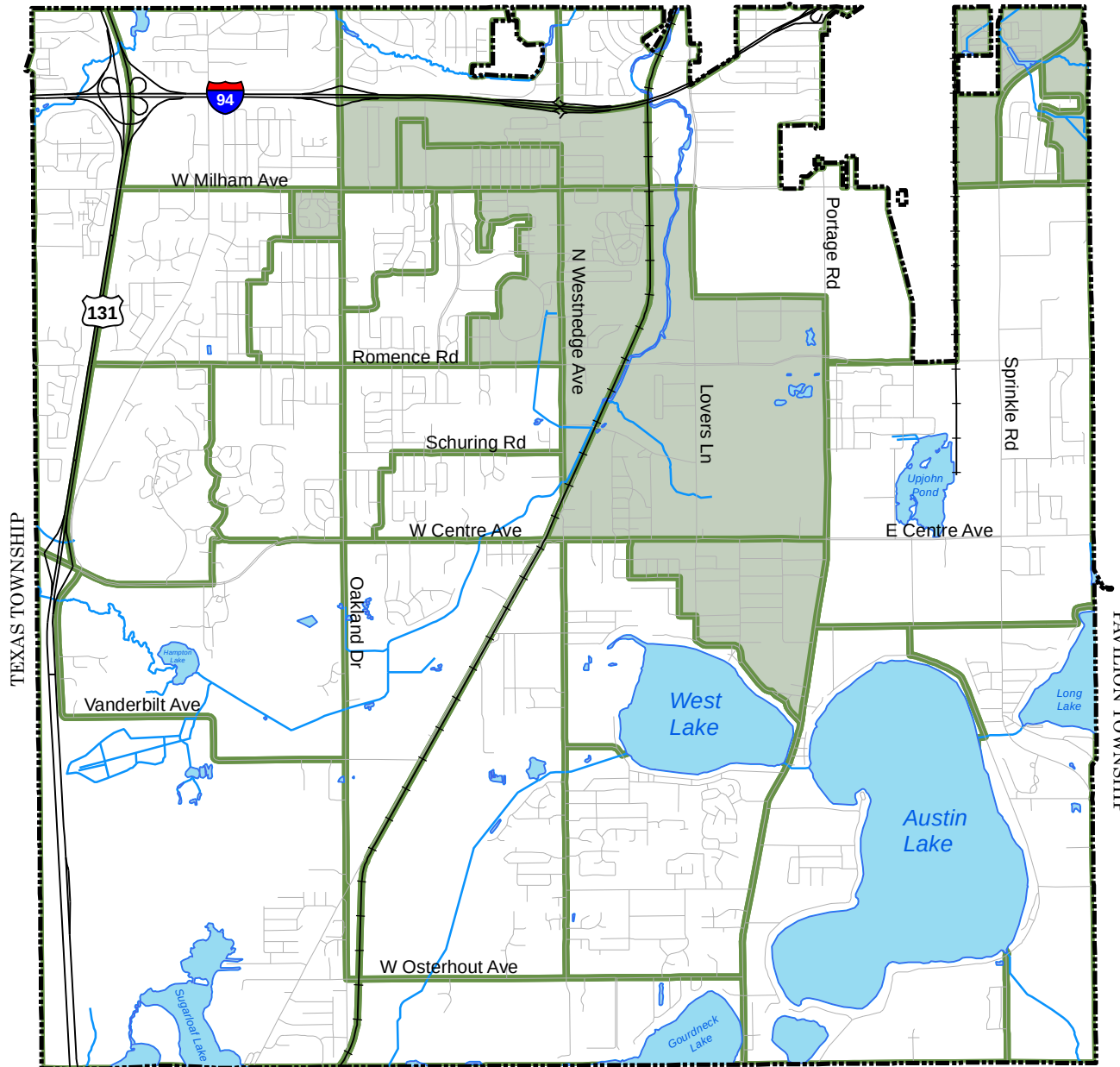
Source: HUD Exchange FY 2020 American Community Survey 2011-2015 5-Year Low and Moderate Income Summary Data. 2019 TIGER/Line Shapefiles.

January 2021



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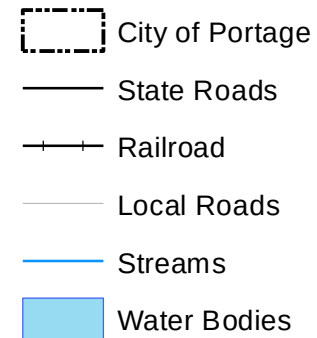
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Black & African American Concentrations by Block Group

Black & African American Concentrations by Block Group

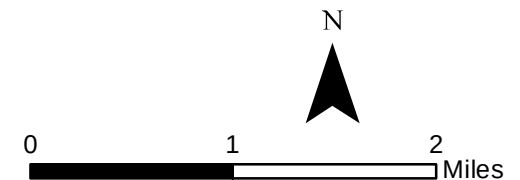


*No data for Census Tract 35.00, Block Group 3

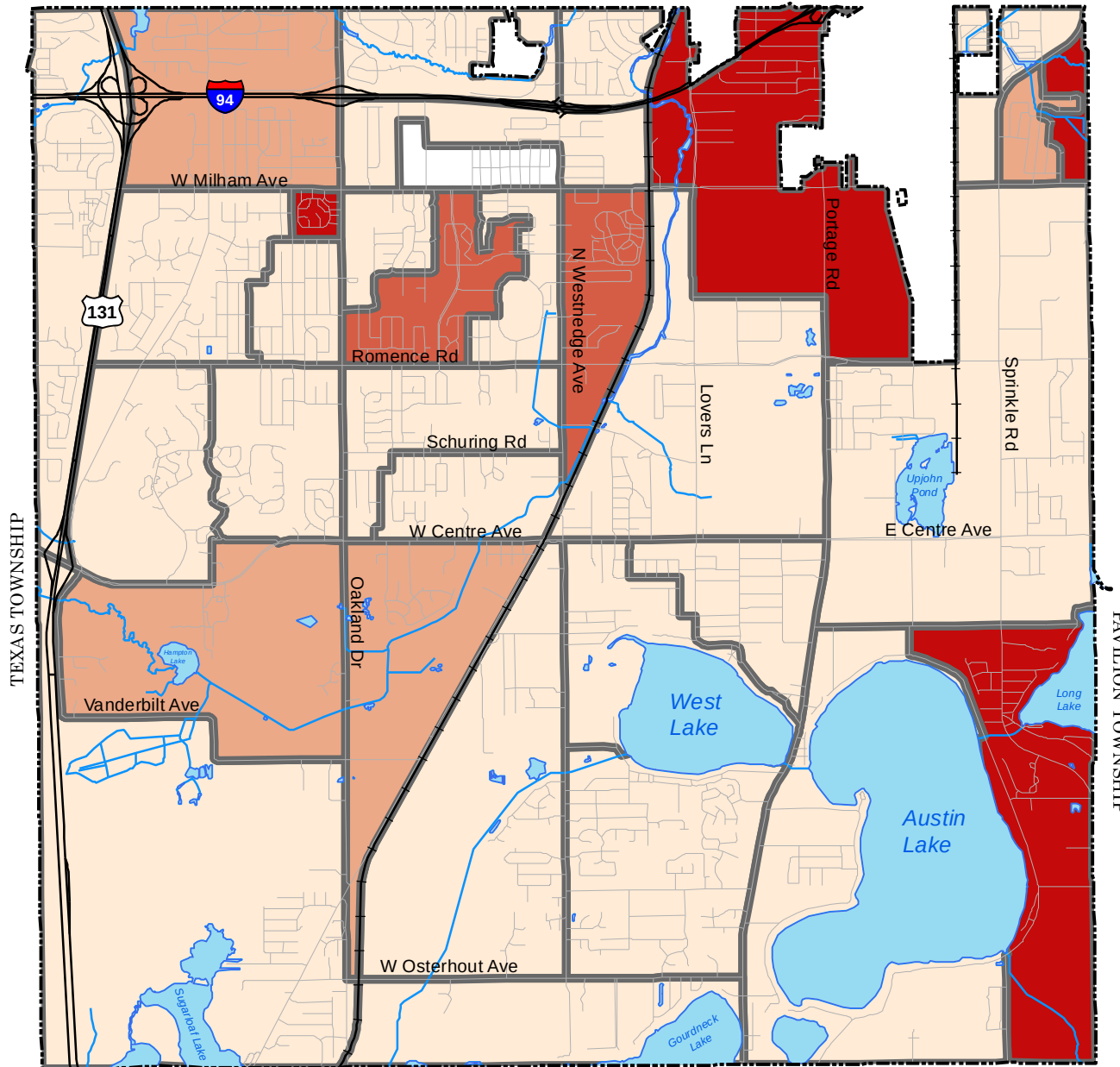


Source: 2015-2019 American Community Survey 5-Year Estimates
2019 TIGER/Line Shapefiles.

January 2021



City of Portage
KALAMAZOO COUNTY, MICHIGAN



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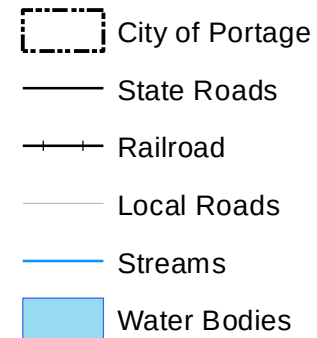
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Hispanic or Latino Concentrations by Block Group

Hispanic or Latino Concentrations by Block Group

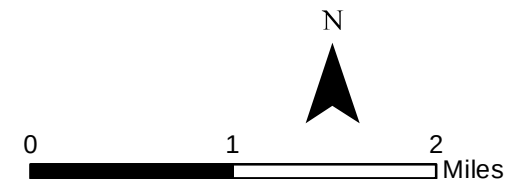


*No data for Census Tract 35.00, Block Group 3

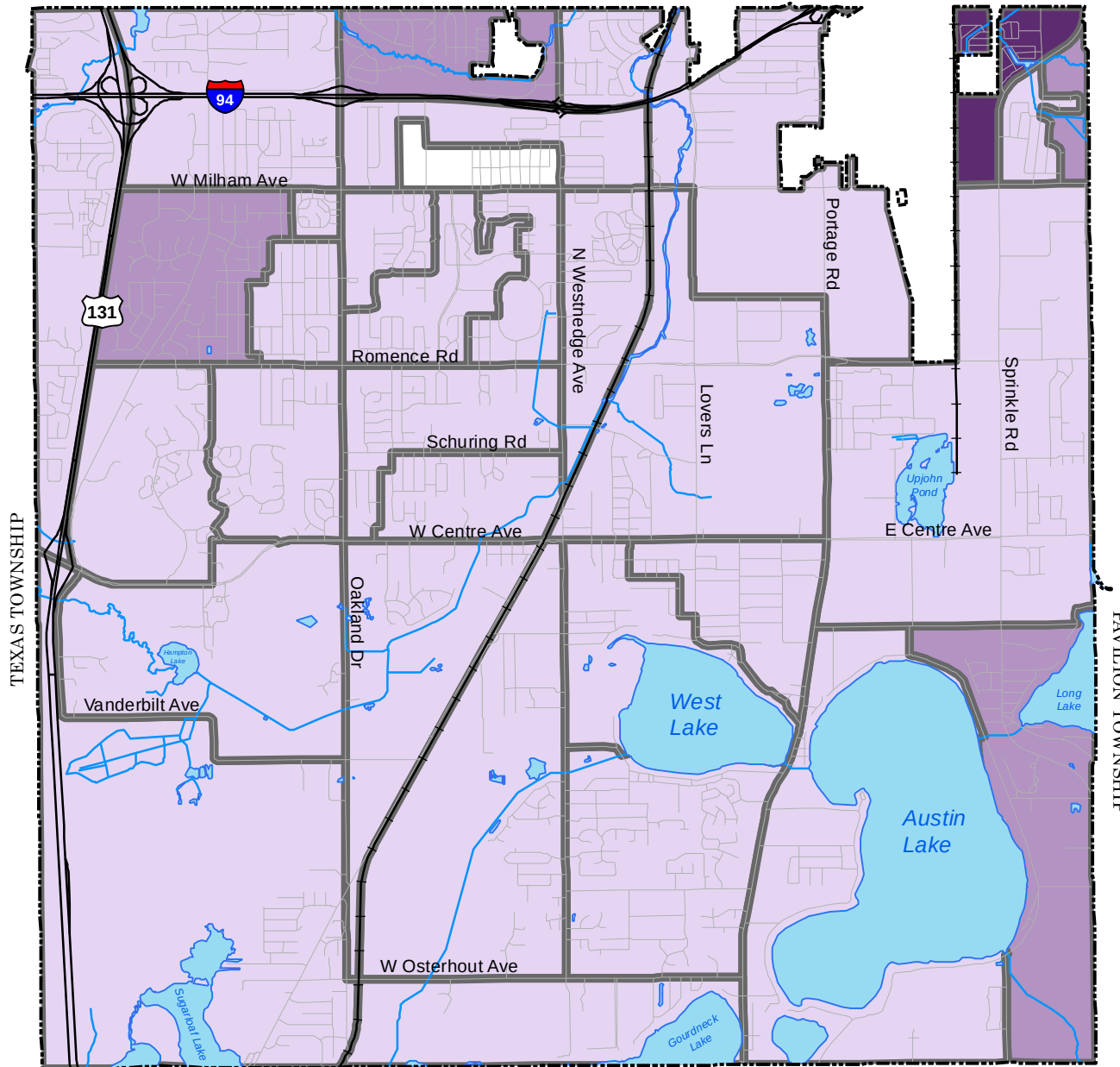


Source: 2015-2019 American Community Survey 5-Year Estimates
2019 TIGER/Line Shapefiles.

January 2021



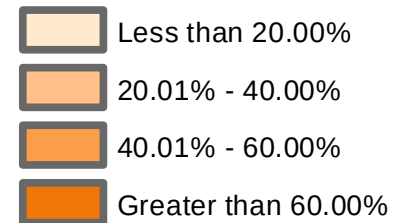
City of Portage
KALAMAZOO COUNTY, MICHIGAN



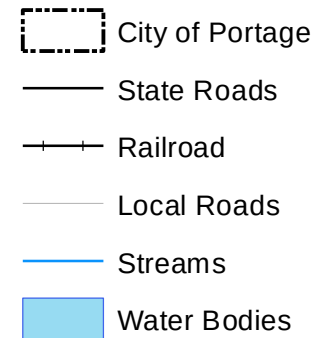
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Low Income Concentrations by Block Group

Low Income Population Concentrations by Block Group

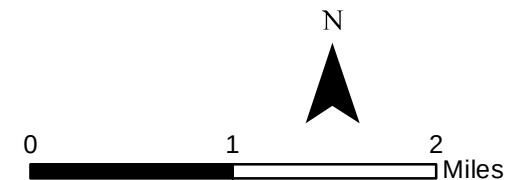


* No data for Census Tract 35.00, Block Group 3

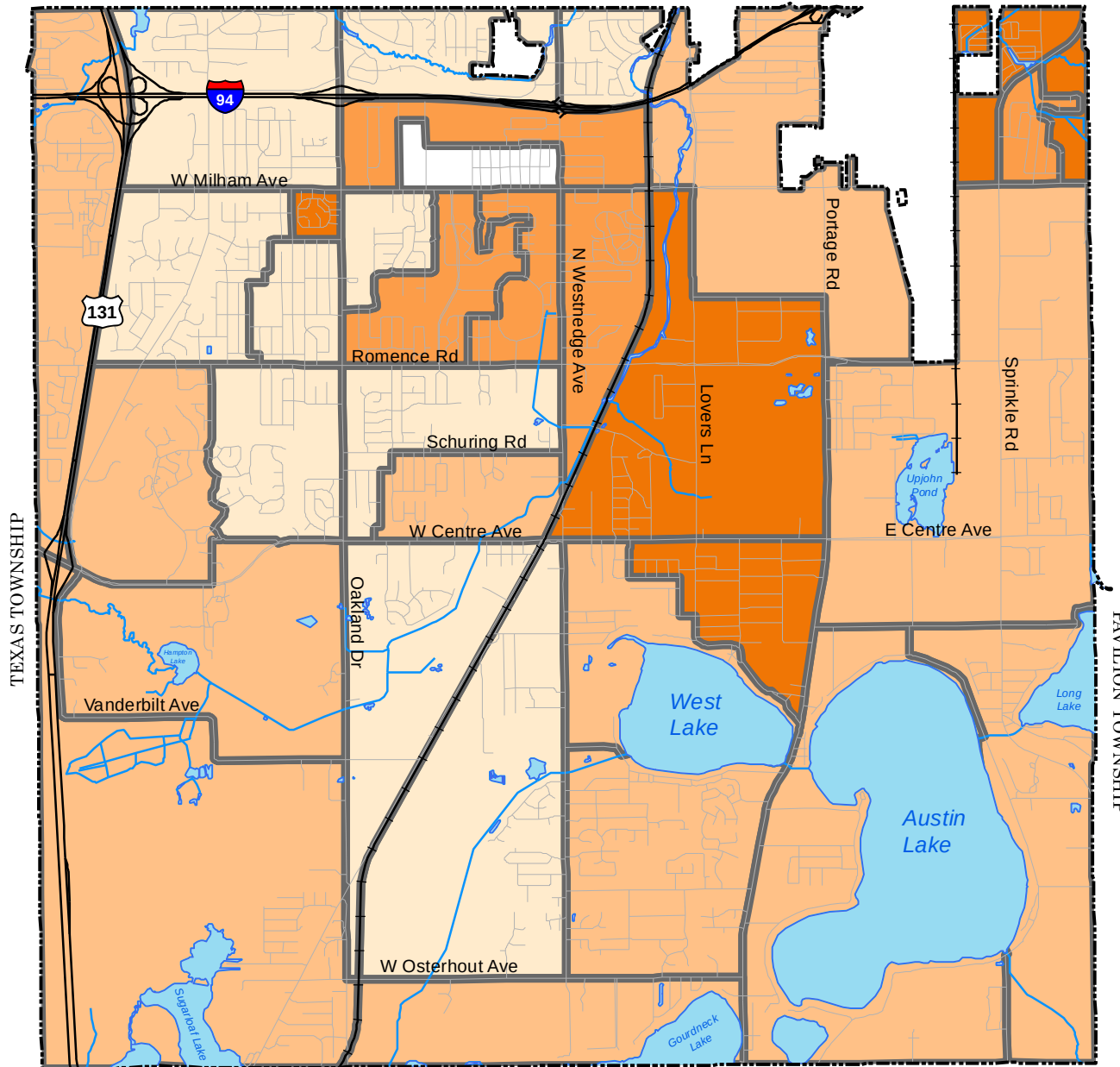


Source: 2015-2019 American Community Survey 5-Year Estimates
2019 TIGER/Line Shapefiles.

January 2021



City of Portage
KALAMAZOO COUNTY, MICHIGAN



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Public Participation



SF 424 & SF 424D



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: 05/28/2021		4. Applicant Identifier: B-21-MC-26-0023			
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): 38-606266			* c. Organizational DUNS: 0959434110000		
d. Address:					
* Street1: 7900 South Westnedge Avenue					
Street2:					
* City: Portage					
County/Parish: Kalamazoo					
* State: MI: Michigan					
Province:					
* Country: USA: UNITED STATES					
* Zip / Postal Code: 49002-5117					
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: Mr.		* First Name: Christopher			
Middle Name:					
* Last Name: Forth					
Suffix:					
Title: Interim Director					
Organizational Affiliation: 					
* Telephone Number: 269-329-4474			Fax Number:		
* Email: forthc@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:

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant/Entitlement Grants - CDBG

* 12. Funding Opportunity Number:

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

CP2021_EligibleAreas_Updated.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

CDBG Entitlement 2021-2025 Consolidated Plan and 2021/2022 Annual Action Plan - Activity Submission (for the City of Portage, Kalamazoo County, MI).

Attach supporting documents as specified in agency instructions.

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.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	221,456.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	125,000.00
* f. Program Income	50,000.00
* g. TOTAL	396,456.00

* 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

Add Attachment

Delete Attachment

View Attachment

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:

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Portage	DATE SUBMITTED 

SF-424D (Rev. 7-97) Back

Certifications



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.

Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant 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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

Title

Specific Community Development Block Grant 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 plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021 [a period specified by the grantee 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.

In addition, 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 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 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 of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

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.

Citizen Participation Plan



Citizen Participation Plan

A. Introduction

Citizen Participation is a critical component during the update of the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report (collectively referred to as the Plans) 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 preparation of the Plans and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information related to the Plans and proposed Community Development Block Grant activities.

B. Work Plan

A work plan has been developed that engages the public at key stages during the 5-year Consolidated Plan and Annual Action Plan update process. Preparation of the Consolidated Annual Performance Evaluation Report (CAPER) is completed within 90 days following the end of each program year (which ends on June 30th). 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). As a result of the COVID-19 Pandemic all public meetings are held virtually until further notice. The public can participate remotely. If special accommodations are necessary for participation of a physically disabled (when meetings resume at Portage City Hall) or non-English speaking person in the planning process, the city will provide the appropriate accommodations.

Table 1

2021-2025 Consolidated Plan and Annual Action Plan Update Schedule										
Event	Month									
	Sept '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	July '21
Citizen participation plan										
Data collection										
Draft of community needs assessment										
Public notice & PORTAGER article regarding public hearing										
Public hearing on community needs assessment (2/4/21)										
Draft of Consolidated Plan/Annual Action Plan										
Provide draft of Plans to Human Services Board										
30-day public comment period and public hearing (4/1/21)										
City Council approval of Consolidated Plan/Annual Action Plan (5/11/21)										
Submit Consolidated Plan/Annual Action Plans to HUD										
Begin new grant year										

C. Citizen/Agency Engagement Efforts

The following summarizes efforts 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 virtual public hearing will be held in February and allow for comment on community development needs and housing priorities and market analysis within the City of Portage.
 - The second virtual public hearing will be held in April on the draft Consolidated Plan and/or Annual Action Plan following a 30-day public comment period.
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. A webpage dedicated to the Consolidated Plan and Annual Action Plan update will be added to the city's website.
5. Press releases will be issued and information will be posted on the City of Portage webpage.
6. Organized neighborhood watch groups will be notified.
7. 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 and Annual Action Plan can then also be disseminated to the people served by these agencies.
8. Local units of government will be notified and/or consulted, as needed and appropriate.
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 and will be utilized, as appropriate, during the public hearing process involving the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Evaluation Report.

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. 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 response will be given to the comment within the text of the plan or report.

F. Amendments to Consolidated Plan

Prior to the submission of any substantial change in the proposed use of funds, citizens will be given notice of and an opportunity to comment on a proposed amendment to the Annual Action Plan. A substantial change involves new activities not contained in an approved plan or a change in expenditures that exceed 10% of the overall program year budget. A 30 day comment period, concluding with a public hearing will be provided to accept comments. The availability of the draft plan amendment will be noticed in the newspaper at least 30 days prior to the hearing. Subsequent to the hearing, the amended Annual Action Plan is submitted to HUD.

G. Anti-Displacement

Persons are not expected to be permanently displaced as part of the CDBG Program. Further, preference will be given to project where no permanent or temporary tenant relocation or involuntary homeowner relocation will be necessary. Any project where temporary relocation may become necessary will be at the expense of the property owner.

H. 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.

I. 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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Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – April 12, 2021

The City of Portage Zoning Board of Appeals virtual meeting was called to order by Chair Finch at 7:00 p.m.

MEMBERS PRESENT: Linda Finch, Linda Fry, Lena Jomaa, Alexander Philipp, Lynn Haddow

MEMBERS EXCUSED: Jay Eichstaedt

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Catherine Kaufman, City Attorney.

APPROVAL OF THE MINUTES: Fry moved and Jomaa seconded a motion to approve the March 8, 2021 minutes as submitted. Upon roll call vote, the motion was approved 5-0.

NEW BUSINESS:

ZBA #20-13; 4811 Deep Point Drive: Mais summarized the requests for a) a variance to allow a land division to create a substandard 70-foot by 58-foot lot; b) a use variance to allow construction of a 990 square-foot accessory building on a parcel with no principal (residential) use, that is c) located 21 feet from the front (south) property line where a minimum 30-foot front setback is required. David Osborn stated his neighbor was the only property in the area that did not have a garage, and since everyone else in the vicinity had a garage across the street from their lake home, he has agreed to sell the west half of 4811 Deep Point Drive to his neighbor at 4808 Deep Point Drive. Mr. Osborn stated the property was too small to build a house on but was big enough for a garage. Fry inquired if the parcels could be combined on opposite sides of the street. Mais stated the Assessors office probably would not do that but believed it is possible to record a restriction in the deed with a provision that the newly created parcel and 4808 Deep Point can not be conveyed separately. Attorney Kaufman stated it could be done and the Board could place that condition. Haddow inquired if the neighbor at 4808 Deep Point Drive agreed with that condition. Mr. Osborn replied he thought so.

A public hearing was opened. The owner of 4808 Deep Point Drive called in and stated she did not object to the condition not to convey the properties separately. The public hearing was closed.

After additional discussion, a motion was made by Finch, seconded by Haddow, to grant: a) a variance to allow a land division to create a substandard 70-foot by 58-foot lot; b) a use variance to allow construction of a 990 square-foot accessory building on a parcel with no principal (residential) use, that is c) located 21 feet from the front (south) property line where a minimum 30-foot front setback is required, conditioned upon the accessory building only be used for storage of personal items, and that the newly created parcel cannot be sold or conveyed separately from 4808 Deep Point Drive, for the following reasons: the other houses on Deep Point Drive all have garages across the street from their homes; the land cannot reasonably be used in a manner consistent with uses allowed in the zoning district due to the shallowness and size of the lot; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood, and; the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Finch-Yes, Jomaa-Yes, Fry-Yes, Philipp-Yes, Haddow-Yes. Motion passed 5-0.

ZBA #20-15; 3623 Woodhams Avenue: Haddow stated she had a potential conflict of interest and would abstain from participating or voting on this item. Mais summarized the requests for variances to: a) a construct a 12-foot by 26-foot three-season porch 36 feet from the (north) rear property line where a minimum 40-foot setback is required; and b) a variance to increase the height/roof pitch of a nonconforming detached garage to add additional storage space in the attic. Matt Hybels stated they bought the property in August 2020, and are in the process of renovating the house which is currently in very poor repair, and is requesting the variances in connection with general improvements they are making to this older home.

Philipp inquired if the applicant was agreeable to staff's recommendation for a lesser variance allowing a 10-foot by 26-foot three-season porch. Mr. Hybels responded he was open to the idea. Philipp inquired when the garage was constructed. Mais stated sometime during the 1960's. Finch inquired what is currently behind the house. Mr. Hybels stated a deck which will be removed to make room for the three-season porch. Fry inquired if the applicant intended to use this as their primary residence. Mr. Hybels said not for several years.

A public hearing was opened. Dan Bitzer, 3611 Woodhams called in and inquired if the Board had read his letter objecting to the garage request. Mais responded the letter was included in the agenda packet. Mr. Bitzer stated there were a row of arborvitae screening the applicant's property, however the screening is not completely solid and light can get through the vegetation in gaps. The public hearing was closed.

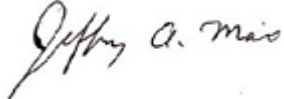
After additional discussion, a motion was made by Philipp, seconded by Jomaa, to grant variances to: a) construct a 10-foot by 26-foot three-season porch 38 feet from the (north) rear property line where a minimum 40-foot setback is required; and b) a variance to increase the height/roof pitch of a nonconforming detached garage to add additional storage space in the attic for the following reasons: there are exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the location of the nonconforming structure on the lot, elevation differences from adjacent properties, limited storage space and the presence of mature screening vegetation; the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district, the right to improve one's property; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood, and; the variance will not materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Finch-Yes, Jomaa-Yes, Philipp-Yes, Fry-Yes. Motion passed 4-0.

OTHER BUSINESS: None.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: The meeting was adjourned at 8:12 p.m.

Respectfully submitted,



Jeff Mais
Zoning & Codes Administrator

Environmental Board Meeting Minutes

3.10.21 Meeting

Join by phone

1-415-655-0002 US Toll

Enter Meeting Number: 180 926 1275

Join from an internet connection

www.webex.com

Click "Join A Meeting"

Enter the Meeting Number: 180 926 1275

Fill in the required user information

Enter Event Password: Portage21

Click "Join Now"

Call to Order:

--Meeting called to order at 7:00pm.

--Due to COVID 19, all members participated remotely.

--Members Present: Thomas Shaffer, Deirdre Courtney, Chelsea Huber, Joe Chamberlin, Andy Keeler, Grace Freed (Youth Advisory), Assistant City Engineer Jamie Harmon (ex officio)

--Prior meeting minutes approved.

Welcome/Guests:

--Grace Freed briefly discussed Green-A-Thon preparations by the Youth Advisory Council

-Will have an introduction to this year's Farmer's Market.

-Event is 4/25 from 11:00-3:00

Joint Mosquito Meeting/MSU Scientists Update:

--Andy stated he reached out to MSU but has not heard back yet.

--Issue will be tabled for now.

Proper Mementos of Thanks/Fundraising:

--Chair sent around a gift idea for Council members regarding the Climate Change Resolution.

--Member opinions differed on what was appropriate as a thank-you.

--Issue wasn't fully resolved as to how the Board, as a whole, would proceed.

--Jaime to check on fundraising options and past practices of other boards.

Green-A-Thon:

- Board discussed preparing for this event at length including acquiring sponsorships.
- April 25 from 11-3:
 - Early set-up and morning shift: Thomas, Andy, Deirdre
 - Afternoon shift: Joe and Chelsea
- Considered a working meeting next month depending on how much we get done with getting the two display boards ready.
- Have to fill sixteen (16) 11"x17" rectangular areas to cover both boards, but without making it look too crowded. Assigned the below topics to the designated members:
 - 1 – Climate Resolution: **Jaime** to resend to **Joe**
 - 2 – Garlic Mustard Recipes: **Thomas**
 - 3 – Invasive Species: **Chelsea**, and coordinate with **Jerry**
 - 4 – Mosquito Prevention: **Lauren** (Jamie will send you the mosquito article that was previously in the Portager to use for information)
 - 5 – Pollinators: **Joe**
 - 6 – Recycling: **Loren** (Joe will send you recycling information to use)
- Also will have the recycle examples that Jerry normally brings.
- Jaime to print and have ready:
 - Garlic Mustard Pull dates
 - Notify me info
 - Sign-up sheets (have clean pen vs dirty pen cups)
- Discussed soliciting raffle items – each member should call local businesses prior to next meeting.
 - Joe: Earthfare, Freshtime
 - Thomas: Blain's, Hardings, Meijer
- Board members also discussed meeting one week prior to the April meeting to make sure boards are done timely.

TO-DO for next meeting and before:

- Get submissions in to Joe for each member's Green-A-Thon topic above.
- Call businesses for raffle items.
- Jamie to print and provide garlic mustard pull dates, notify me info, sign-up sheets.

Motion to adjourn; approved:

- Meeting ended at 9:05 p.m.

/s/ Portage Environmental Board

Environmental Board Meeting Minutes

4.14.21 Meeting

Join by phone

1-415-655-0002 US Toll
Enter Meeting Number: 180 926 1275

Join from an internet connection

www.webex.com
Click "Join A Meeting"
Enter the Meeting Number: 180 926 1275
Fill in the required user information
Enter Event Password: Portage21
Click "Join Now"

Call to Order:

--Meeting called to order at 7:00pm.

--Due to COVID 19, all members participated remotely.

--Members Present: Thomas Shaffer, Deirdre Courtney, Chelsea Huber, Joe Chamberlin, Roger Lonoza, Jerry Krohn, Grace Freed (Youth Advisory), Assistant City Engineer Jamie Harmon (ex officio)

--Prior meeting minutes approved.

Welcome/Guests:

--Dr. Dinh from Michigan Department of Health and Human Services (Infectious Disease) re: mosquito traps and testing.

- Issues arose due to the pandemic

- Reagents ran out

- Transporting mosquitoes to the lab was problematic

- 3-5 testing sites will be used in Kzoo County

- They will test 3,000 mosquito pools this season, logistics still being worked out

- DHHS partners with Department of Natural Resources and the Department of Agriculture

- Agencies report to DHHS anytime a disease shows up in animals.

- EEE found in Bishop's Bog previously – the virus and how it gets to humans is very complex.

Green-A-Thon:

--Board discussed final preparations of this event including schedule, board construction, and logistics.

Fundraising:

- Joe spoke to Freshtime: \$50 gift cards per month donation.
- Board also discussed getting t-shirts made:
 - Provide at Garlic Mustard Pull or other events.

Garlic Mustard Pulls:

- Board discussed the mask-wearing policy. Jamie to check on what the rules are with Parks Department.
- QR Scan code – hands-free way to sign up for updates.
- Final preparations discussed for the pulls including the table, tent, sheets, and the last three sheets to prepare and format to be added to the boards.
- Thomas to check with Gordon Water re: donating for the pulls.

Motion to adjourn; approved:

- Meeting ended at 9:00 p.m.

/s/ Portage Environmental Board

MATERIALS TRANSMITTED

Friday, May 7, 2021

1. Communication from the City Manager regarding the FY 2021-2022 Budget Session #1 Questions & Answers – Information Only.



Joseph S. La Margo, City Manager

cc Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager

Budget Session No. 1
Questions and Answers

Please provide bios on new staff members that are in positions of leadership.

Victoria Barboza, Purchasing Manager - Ms. Barboza holds a Bachelor's degree in Economics with a minor in French. She worked for the County of San Diego from 2016 until accepting our position. She started at the County as an Assistant Procurement Specialist from February 2016- April 2017, was promoted to a Procurement Specialist in April of 2017 and held that position until August 2019. In August of 2019 to February of 2020, she held the position of Administrative Analyst II in the Parks and Recreation Department with the County. She moved back to the Purchasing and Contracting Department in February of 2020 in a Procurement Contracting Specialist position. She is fluent in Spanish and English. She is working remotely from San Diego currently and will be relocating to the Portage area in early July.



Bobby Boyd, Community and Diversity Outreach Coordinator - Mr. Boyd holds a Bachelor's degree in Public Relations/Organizational Communication. He worked at Comcast Cable as a Commercial Development Account Executive from May 2011 to February 2018. He was a Business Acquisitions Executive for Sprint from January of 2018 to February of 2019. He was most recently a Project Manager for Lowes/UHS/Apex from June of 2019 until accepting our position.



Aaron Coeur, Deputy Director of Accounting and Budget – Mr. Coeur started with us on May 3, 2021. He holds a Bachelor's degree in Global and International Studies and a Master's degree in Business Administration with an Accounting focus. He has been a Sr. Accountant with the City of Kalamazoo since 2017. Prior to working at the City of Kalamazoo, he worked for Calhoun County for three years as a Fiscal Specialist. He spent two years prior to that at Post Community Credit Union as a Member Service Representative.



Please provide additional information related to the proposed internship.

City Administration has decided to explore a CMO-based intern, similar to programs in other city departments. We began searching for qualified individuals a few months ago, but held off on taking any action due to COVID restraints. As we planned for what the internship program might look like, we settled on a summer intern that would be more seasonal in nature – most likely changing each summer. That person would be mainly given exposure to all city departments, and be available to assist each as needed. We also envisioned a school year CMO intern that would be with us long enough to get a deeper, more well-rounded experience. Our primary focus would be students focusing their studies on Public Administration or other areas involved in municipal planning and governance.

A school year intern was identified in early spring, but was unable to start her internship due to a combination of COVID and personal scheduling factors. She is anticipated to start with us in the fall. A summer intern has been identified and will begin work at City Hall on May 10, 2021.

Please provide some history and background related to a local preference for purchasing and whether other nearby jurisdictions utilize a local preference.

Please see the attached response document.

Please provide additional information as to the results of the Salary Study.

Further review of the preliminary market analysis review indicates that, at the time of the study, salaries were below market rate by an average 10.5% (for those salaries that are under market). The current and proposed balanced budgets provide funding to reach market rates. The adjustments are “baked into” each department’s personnel budgets.

According to the ongoing study by Rose Street, approximately 60% of non-union employees were under market rate. Some employees were under market rate by a minimal level (1 to 2%) and others were under market rate at a more substantial level (10 to 15%). For those positions under market, the low was a mere .57% under market to a maximum of 29.15% under market. It should be noted that the 29.15% is an outlier.

Funding is available to make all adjustments over the course of the existing and upcoming one to two fiscal years. Given the value of quality staff to an organization, the desire to retain high quality and experienced employees, and the extremely tight labor market, City Administration has prioritized making the recommended adjustments.

No member of the current city staff can recall when the last salary study was accomplished. According to the Department of Human Resources, best practice indicates that a salary study be completed every three to five years. Regarding the current study, Rose Street completed the salary analysis and is now working to classify each position and establish salary ranges accordingly.

What COVID protocols are being followed for Parks and Recreation programming?

We follow the CDC guidelines as interpreted by the Michigan Department of Health & Human Services and Kalamazoo County Health Department. We monitor social distancing requirements for each type of event, program and activity implemented by the city. This includes signage at all the parks, including hand washing signs in all restrooms, and how to social distance in buildings, and proper usage of courts and fields including one person may only pass through the entrance/exit gates at a time, and seating limits in dugouts. Hand sanitizer is available at all events, programs, and facilities. A 6 foot distance is maintained at all registration tables and concessions windows by use of roped off areas or adding a table to increase counter widths. Other protocols include creating separate entrance and exit areas, sanitizing life jackets and other equipment after each use, and requiring masks in any gatherings including 6 foot distancing for those outside of a family group. For movies, we use a Bluetooth system tuned to radios so attendees remain in their cars, and movies are in a tailgate format with cars parking in a checkerboard pattern to keep distance between cars. If some programs are unable to keep social distance, they are run as a virtual program. In some instances, participants had curb-side pick-up for kits and conducted the activity at their home on a Zoom session. Implementing a program outside is always considered and outdoor heating laps have been utilized during colder days. Some events have been converted to drive-through programs, and vendor booths are all a minimum of six feet apart or more, with glove wearing mandatory. Before each program is implemented, the format is evaluated or adjusted based on the requirements in effect at the time.

What expenses and factors would be involved in adding a second cleanup program?

DPW recently examined the cost of a spring *and* fall cleanup. Unfortunately, no discounts were offered. Waste Management indicated that the cost would remain fixed per cleanup. In other words, if the cost is \$180,000 in the spring, we would again pay \$180,000 in the fall. A millage increase would be necessary to cover the cost of a second cleanup program. Initial analysis indicates a millage level of .4750 mills (0.075 over the max) would be necessary to adequately fund a second pickup. Another factor is that there will have to be a company willing to bid.

What is the time left on the Waste Management contract and what are the projections for when the contract expires? Will the current millage be sufficient?

The contract with Waste Management is in its final year, expiring on 9-30-21. The last time the contract was bid, there were two bidders. DPW staff are concerned as to how many bids will be received especially given that Waste Management has struggled with staffing the last two years. At a minimum, contract costs are expected to increase but this is accounted for in the proposed FY 21-22 budget. DPW will put the contract out to bid later this summer. It is anticipated that the .3730 millage levied now may need to be increased closer to the .4 maximum in the next few years (depending on growth of the tax

base v. program costs). However, the .4 maximum millage should be sufficient at least through the year 2030.

What is the time left on the BestWay Recycling contract and what are the projections for when the contract expires? Will the current millage be sufficient?

The recycling contract with BestWay expires on June 30, 2025. The last time the contract was bid there were two bidders. DPW and Finance anticipate a minimum of a 10% cost increase in the first year of the new contract versus the final year of the current contract. Additionally, annual contractual increases are anticipated thereafter. If this holds true, the maximum levy of the Recycling Millage (.5 mills) may not be sufficient in the year 2030 to cover program costs (depending on growth of tax base and program costs). In FY 26/27, millage increases are anticipated to be necessary (but not above the .5 mill maximum).

What options are available to alter our current CDBG funding model?

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Eligibility for participation as an entitlement community is based on population data provided by the U.S. Census Bureau and metropolitan area delineations published by the Office of Management and Budget. HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas.

Please provide additional information regarding the planned "final beam" ceremony for the Charles & Lynn Zhang Portage Community Senior Center.

Date: Thursday, June 3 (Friday, June 4 Rain Date)

Time: 2 PM – Beam Signing @ Construction Site (VIPs Only)

3 PM – Beam Raising Ceremony @ Church Parking Lot (VIPs plus other invited guests)

VIPS: Charles & Lynn Zhang, Legislators, City Council, Campaign Cabinet, Select Staff (54 Total)

Other Invited Guests: Donors & PSC Members

2 PM Beam Signing

- Beginning at 2 p.m., VIP Guests can visit the site, sign the final beam and have the opportunity for photos and quick site tour.
- This activity may be conducted as one large group visit or in smaller individual groups as allowed by construction safety protocols / AVB.

- This activity will not include other donors or PSC members due to construction site safety protocols.
- VIPs can then return to the Church Parking Lot for the Topping Off Ceremony.

3 PM Topping Off Ceremony

- Welcome and Remarks by Mayor / City Manager / Campaign Co-Chairs / Zhang Family
- Beam will be lifted into place
- Refreshments will be served
- Guests receive an I-Beam Keychain as a gift.

Is there a date for a public reception at the new Fire Station No. 2?

The Department of Public Safety is excited to open up Fire Station No. 2 to the public at an open house. At this point a date has not been established. However, we are hopeful that an open house will be able to occur later this summer or early fall once COVID infection rates are lower (and remain lower) and restrictions are eased further.

Questions Received Following Budget Review Session:

Please provide additional information regarding the two lobbyist contracts including cost and work performed.

The City of Portage currently has two contracts for lobbying assistance. One contract is with Capitol Strategies and focuses primarily on the State of Michigan level. The other contract is with the firm Smith Dawson & Andrews focuses on the federal level. The current costs are \$6,000/month for Capitol Strategies and \$3,000/month for Smith Dawson (initial contract costs were \$5000/month as they assisted in grant writing efforts).

Over the past year, Brett Garson and Kristian Chin of Smith Dawson & Andrews have been in weekly and sometimes daily contact with Deputy City Manager Herringa, keeping him abreast of federal grant opportunities, COVID updates, upcoming legislation, etc. Regarding specific projects, Mr. Garson and Mr. Chin assisted in authoring grants for CARES Act funding for the Portage Community Senior Center. They lobbied Congress on our behalf to support the American Rescue Plan Act and were our advocates on the importance of local funding for pandemic assistance. Additionally, they have assisted City staff in identifying potential projects for federal earmark consideration, assisted in completing the applications, and submitted applications for consideration on our behalf. Most recently, Mr. Garson and Mr. Chin guided City staff by creating and finalizing a "Federal Agenda" that they will then share with Congressional staff, elected officials, and federal agency staff in support of various legislation and funding opportunities.



Finally, the reason Mayor Randall and City Manager La Margo were invited to meet President Biden when he visited Pfizer is due to Mr. Garson coordinating with the White House and advocating for the presence of local leaders.

Regarding the Capitol Strategies contract, Chuck Perricone is the principal contact. Over the past year, Mr. Perricone introduced City Manager La Margo to our State Delegation and assisted Mr. La Margo in furthering his understanding of state government and key officials therein. Additionally, Mr. Perricone introduced City Manager La Margo to the Director of the Michigan Municipal League (MML). As a result, City Manager La Margo now sits on the MML Legislative Finance Committee. Mr. Perricone assisted the city with getting \$1M for the new Portage Community Senior Center on a recent State Legislature Appropriation Bill. Unfortunately, the Governor vetoed that line item in December of 2019. Most recently, Mr. Perricone has set up and participated in quarterly meetings between City Manager La Margo and Mayor Randall with our State Delegation to discuss our municipal priorities and goals.

Attachment: Purchasing Local Preference Report

PLEASE PROVIDE SOME HISTORY AND BACKGROUND RELATED TO A LOCAL PREFERENCE FOR PURCHASING AND WHETHER OTHER NEARBY JURISDICTIONS UTILIZE A LOCAL PREFERENCE.

The City of Portage follows the guidelines of the **National Institute of Public Procurement (NIGP)** regarding local preference. The NIGP has concluded that local preference policies are in conflict with the fundamental public procurement principles of impartiality and full and open competition and does not support the use of local preference policies as an appropriate tool for improving local economies.

Purchases made in fiscal year 2019/2020-2020/2021 were divided into two categories:

Total Spend FY 2019/2020.	\$46,063,929.67
Total Spend FY 2020/2021.	\$23,244,294.66
Combined Total Spend.	\$69,308,224.33
1. Local Vendors (defined as Kalamazoo County)	\$22,774,482.25
• Portage.	\$12,318,368.31
2. Non-Local Vendors	\$46,533,742.13

Comparing local purchases to non-local purchase, **33%** of purchases in this time period were made from local businesses.

NIGP STANCE:

Local preference takes several forms; the most prevalent form is the percentage preference.

Eleven states still have local-preference laws. Percentage preferences of 1.5% to 10% are given to those eleven states in bid-price competition with out-of-state firms. But what if they were required to give percentage preferences to minority firms? To union shops? To small businesses? To other special-interest groups? The effect is the same: When a percentage preference is given to local businesses, it is given at the added expense of all taxpayers. The advantages of having local-preference policies are limited and are far outweighed by the disadvantages. Vendors like to say that a local-preference policy will attract many new businesses into a community and thereby will increase the tax base. This idea is a fallacy. Here are a few of the disadvantages of having local-preference policies:

1. The cost of goods or services are (sic) increased for all taxpayers when a percentage differential is allowed. This practice discourages outside firms that would normally compete and keep the local fellows "honest."
2. Local-preference laws and policies are a barrier to interstate commerce. When these laws have been tested in courts of Illinois, California, New York, and Georgia, they have been held to be unconstitutional.
3. Local-preference laws invite reciprocity. In at least one state, the purchasing authority is prohibited from doing business with any firm located in a state that has local-preference laws or policies.

Those business people who wish to push for local-preference laws should be made aware that they could face the possibility of retribution from other jurisdictions.

Also, preferences given to local businesses by purchasers could easily be looked upon as a subsidy to a firm that is too weak in its own operations to compete on an even, equitable basis.

COMPILATION OF ADVANTAGES AND DISADVANTAGES ACCORDING TO THE FOLLOWING WEBSITES:

[Local Preference Policy Discussion](#) | [NIGP: Understanding Local Preference](#) | [Local Preference in Public Procurement](#)

Advantages to having a Local Preference Policy:

- May eliminate out of state bidders who do not have local area knowledge and subcontractor contracts.
- The city may save money if local bidders were only granted the bid if they agreed to match the low bid price.
- Help keep dollars circulating within their community. One way to keep money from leaving the City is to support local businesses that distribute their profits back into people and businesses that are within their community. Local businesses employ local workers, providing a general economic boost to the community.
- There is potential to drive prices down because out-of-town bidders would know local bidders would be getting the preference.
- It may encourage business owners to bid aggressively, thereby lowering overall project/purchase costs.
- There may be a savings on future repair costs because vendors are local. There would be a reduction of money spent on shipping costs or travel time.

Disadvantages to having a Local Preference Policy:

- A non-local firm often has a positive impact on the local economy and can offer expanded job opportunities for workers in the local community.
- Giving a local preference may discourage competition and reduce the pool of competitors if bidders that do not qualify for the local preference do not bid because of the preference given to local bidders.
- It is difficult to fairly define local (city, county, 4 surrounding townships, state).
- Too much complexity or too many tiers could cause confusion to bidders and increase the possibility of lawsuits because the policy has more grey areas.
- Could increase cost of local projects/purchases if preference is given to local bidders rather than low bidders without requiring local vendor to match the low bid.
- It encourages the enactment of exclusions and ordinances across neighboring communities which harms vendors locally.
- It is subject to legal challenge.
- Local vendors already have inherent cost advantages in delivering products and services. A preference policy unfairly exaggerates that advantage.

NEIGHBORING MUNICIPAL POLICIES

CITY OF KALAMAZOO

❖ Local Preference Eligibility

- To qualify as a Kalamazoo County bidder, the bidder must meet both the following criteria:
 1. Have a physical presence in Kalamazoo County by maintaining a permanent office, factory or other facility in Kalamazoo County with employees working in Kalamazoo County.
 2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a nonprofit entity need not meet this requirement.

❖ Local Preference Program

- The lowest responsive Kalamazoo County bidder whose bid is not low but falls within 2% of the lowest responsive bid is afforded the opportunity to become the successful bidder if it agrees to reduce its bid to match the lowest responsive bid.
- If the lowest Kalamazoo County bidder chooses not to match the lowest bid, the next lowest responsive Kalamazoo County bidder whose bid falls within 2% of the lowest bid, is given the opportunity to match the lowest responsive bid.
- This local preference policy applies only to purchases for materials, supplies, capital outlay, and services for maintenance, repair or operation of City facilities that are over \$25,000.
- If more than 50% of the contract is subcontracted to firms located outside of Kalamazoo County that bid does not qualify for the local preference policy outlined.

COUNTY OF KALAMAZOO

❖ Local Preference Eligibility

- Local ties to the community, including a physical presence and employment of county/regional residents, is one criterion on which companies will be evaluated in determining their suitability to perform a job in the competitive bidding process.

❖ Local Preference Program

- Utilize local lists and advertising from local organizations such as the Chamber of Commerce, Southwest Michigan First, minority and women- owned, and other businesses and labor associations.
- Periodically conduct informational sessions to ensure
- In the event of tie bids where specifications are met by both bidders, the award may be made to the local bidder, by drawing lots publicly or to a minority vendor, if such was one of the tie bids.

CITY OF BATTLE CREEK

The City of Battle Creek does not have a local preference ordinance, but they do encourage supporting local businesses on a regular basis, and in their purchasing documents. A recent amendment to the state constitution limits, and in some cases prohibits, local municipalities from passing local preference ordinances.

Where funding source, covenants, and law necessitate, the city follows prevailing wage requirements. City incomes taxes collected are dollars that stay in their local economy for a variety of municipal services, including those that support economic development.

CITY OF ANN ARBOR

While the City of Ann Arbor has no official local-preference policy, when aspects of bids and/or proposals are equal or nearly equal, preference may be given to a local vendor.

CITY OF LANSING

❖ **Local Preference Eligibility**

- Lansing-based business means the physical and economic relationship to Lansing determined evidenced by a building or office physically located in the City and the payment of
 - (1) City income taxes on the contractors net profits, and
 - (2) City property taxes on a plant or office and equipment such as is ordinarily required for the performance of the contract bid.

Any business physically located in Lansing which operates under a City-authorized tax abatement or forgiveness program, or any other City-authorized tax credit program, is still considered a Lansing-based business for purposes of this Section.

❖ **Local Preference Program**

- Purchases greater than \$1,000 must have one Lansing-based business quote whenever available.
- Purchases greater than \$15,000 will allow the Lansing-based business within 5% of the low bid, all other things equal, a chance to match the low bid and receive the contract.
- Construction contracts greater than \$500,000 are exempt from the Local Preference Ordinance.

CITY OF GRAND RAPIDS

❖ **Local Preference Eligibility**

- Local ties to the community, including a physical presence and employment of county/regional residents, is one criterion on which companies will be evaluated in determining their suitability to perform a job in the competitive bidding process.

Business enterprises that desire to participate under the City of Grand Rapids Equal Business Opportunity Policies as certified MLBEs may qualify as such by submitting a completed certification application to the Office of Equity and Engagement, along with proof of the following:

1. Business Age: Verification that the business has been in operation for a minimum of one full year (12 months).

Exceptions may be granted for businesses who have not been in operation for at least one year (12 months) if the following are present:

- a. Business Owner has proven success creating and sustaining business that has supplied

- the City of Grand Rapids, private sector, or other public or not-for-profit entity.
 - b. Business seeking registration has at least three references to support business capacity and credibility.
 - c. Business seeking registration is looking to provide private sector with contracting or supply needs based upon City initiatives.
2. Registration: Verification of registration with the City of Grand Rapids Purchasing Department.
 3. Location: Verification that the principal place of business has been in operation for at least six (6) months from a fixed or home office located in Kent County, Michigan. The local office must operate in accordance with the following criteria:
 - a. The local office functions on a daily or regular basis, and provides all services to operate the business for which certification is sought;
 - b. The local office contains all fixtures, equipment and/or space necessary to operate, including but not limited to, as appropriate: computer(s), software, copy machine(s), furniture, vehicle(s), tools, appliances and/or machinery necessary to operate the business for which certification is sought;
 - c. The local office must be the main office for assigned personnel who conduct the business' activities necessary to operate the local business for which certification is sought;
 4. Business Size: Verification that the latest three-year average business revenue or number of permanent employees is 25% or less than the Small Business Administration's (SBA) NAICS industry small business standards.

If the business is applying for a "Business Age Exemption" as identified in Section 1, a copy of the Business Age Exemption form must be submitted with the application.

Personal Net Worth: Verification that the controlling owner (ownership totaling 51% or more) has an individual personal net worth, as determined for SBA (8a) status (13CFR124.104.c(2), of \$305,500 (Year 2019) or less at the time of initial application. For continued Micro-LBE eligibility after admission to the program, net worth shall not exceed \$916,501 (Year 2019).

❖ **Local Preference Program: Micro Local Business Enterprise Policy**

The City of Grand Rapids Office of Equity and Engagement (OEE) will certify Micro-Local Business Enterprises (MLBEs) that desire to participate as such under the City of Grand Rapids Equal Business Opportunity Certification Policy.

- Free Certification
- Priority Vendor Status with City and Partners
- Grand Rapids Public Schools and Grand Rapids Community College honors MLBE Certification for Purchasing
- 3% Bid Discount for Goods and Services and Professional Services suppliers
- Construction Contractors provide up to 5% Bid Discount with Primes

CITY OF JACKSON

❖ Local Preference Program

- If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the City, in which case such taxpayer or resident shall be awarded the contract.
-

COUNTY OF JACKSON

❖ Local Preference Program

- If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the City, in which case such taxpayer or resident shall be awarded the contract.

CITY OF MT. PLEASANT

❖ Local Preference Eligibility

- Procurement of goods and non-professional services shall be solicited from local vendors who avail themselves to the terms and conditions of the vendor partnership program.
- Local preference shall be given to those vendors who enter into a partnership agreement with the Town. To be eligible to execute the partnership agreement, the vendor must:
 1. Have a principal place of business, owned or rented real property, located within the corporate limits of the Town, and register in official documents filed with the Secretary of State, the Internal Revenue Service, or state Tax Commission.
 2. Have a current Town business license and be in compliance with other local ordinance requirements. A principal place of business must be either owned or rented real property used for business purposes.

❖ Local Preference Program

Once the vendor has executed and has filed the partnership agreement with the Town, the Town and its designated representatives shall solicit bids or proposals for products or non-professional services which shall be evaluated on a percentage-reduction basis. In evaluating the price of eligible local vendor's bids or proposals, the bids or proposals shall be evaluated as though the prices proposed by local bidders were either 5%, 2% or 1% lower than actually proposed in accordance with the following schedule:

1. 1. If the local bidder submits bids or proposals for products or non-professional services costing less than \$10,000, the business or individual shall be evaluated on a 5% reduction basis;
2. 2. For products or services costing between \$10,000 and \$50,000, the evaluation shall be based on a 2% reduction basis;
3. 3. For products or services costing \$50,000 or more, the evaluation shall be based on a 1% reduction basis, but will not exceed a total reduction of more than \$2,000.

In the event of a tie bid, ties between one local vendor and one or more non-local vendors meeting specifications, shall be broken in favor of the local vendor. Ties between two or more local vendors meeting specifications, will be broken through a coin toss method until the winner remains. However, the

local preference stated herein shall not apply if all vendors, bidders, or proposers are local, eligible, partnership vendors.

MATERIALS TRANSMITTED

Wednesday, May 12, 2021

1. Communication from the City Manager regarding the Bi-Monthly Financial Report – Information Only.



Joseph S. La Margo, City Manager

cc Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Bi-Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through the most recently completed bi-weekly period.

Attachments: May 5, 2021 Financial Report

05/04/2021

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/04/2021

Calculations as of 05/04/2021		2020-21	2020-21	2020-21	84%
FUND	DESCRIPTION	ORIGINAL	AMENDED	ACTIVITY	Percent of
		BUDGET	BUDGET		Amended
					Collected/Used
REVENUES					
	Totals for dept 0000 -	24,708,791	24,801,791	24,601,210	99%
	Totals for dept 1720 - City Manager	500	500	0	0%
	Totals for dept 2053 - Finance Treasury	1,500	1,500	1,326	88%
	Totals for dept 2110 - Technology Services	0	0	2,583	0%
	Totals for dept 2133 - Public Information	215,000	215,000	0	0%
	Totals for dept 2415 - City Clerk	197,050	197,050	158,436	80%
	Totals for dept 2491 - City Clerk Elections	25,000	46,507	80,744	174%
	Totals for dept 2865 - Parks Maintenance	2,000	2,000	1,691	85%
	Totals for dept 2876 - Cemeteries	68,000	68,000	50,279	74%
	Totals for dept 2877 - Parks & Rec - Parks	65,500	65,500	28,453	43%
	Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom	0	0	0	0%
	Totals for dept 2881 - Parks & Rec - Farmers Market	9,100	9,100	4,128	45%
	Totals for dept 2882 - Parks & Rec - Team Sports	120,000	120,000	30,196	25%
	Totals for dept 2885 - Parks & Rec - Programs	7,050	7,050	15,506	220%
	Totals for dept 2886 - Parks & Rec - Ramona Park	59,600	59,600	37,360	63%
	Totals for dept 2887 - Parks & Rec - Special Events	17,000	17,000	22,464	132%
	Totals for dept 2888 - Parks & Rec - Millennium Park	47,800	47,800	0	0%
	Totals for dept 3005 - Police Administration	152,700	152,700	91,315	60%
	Totals for dept 3010 - Police Patrol	1,500	1,500	3,580	239%
	Totals for dept 3021 - Police Training-Grant Funded	9,000	9,000	6,188	69%
	Totals for dept 3030 - Police Public Safety Dispatch/ts	9,800	9,800	19,853	203%
	Totals for dept 3050 - Police Drug Law Enforcement	1,000	1,000	0	0%
	Totals for dept 3065 - Police Facility Management	70,000	70,000	52,500	75%
	Totals for dept 3310 - Fire Admin	100	100	0	0%
	Totals for dept 3340 - Fire Prevention	1,000	1,000	1,010	101%
	Totals for dept 3710 - Comm Dev Building Services	700,000	700,000	585,793	84%
	Totals for dept 3720 - Comm Dev Planning & Development	60,000	60,000	35,202	59%
	Totals for dept 3730 - Comm Dev Neighborhood Services	189,500	189,500	92,151	49%
	Totals for dept 6720 - Senior Center	199,576	199,576	52,624	26%
	Totals for dept 6721 - Senior Center Trips	394,000	394,000	0	0%
	Totals for dept 6722 - Senior Center Activities	15,000	15,000	0	0%
	Totals for dept 6725 - Aging Mastery Program	1,000	6,000	5,000	83%
TOTAL REVENUES - GENERAL FUND		27,348,067	27,467,574	25,979,592	95%

05/04/2021

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/04/2021

		2020-21	2020-21	2020-21	84%
		ORIGINAL	AMENDED	ACTIVITY	Percent of
FUND	DESCRIPTION	BUDGET	BUDGET		Amended
EXPENDITURES					Collected/Used
	Totals for dept 1001 - City Council	92,955	92,955	58,282	63%
	Totals for dept 1085 - City Council-Human Services	174,234	174,234	87,117	50%
	Totals for dept 1720 - City Manager	794,795	838,252	652,607	78%
	Totals for dept 2001 - Finance Accounting	321,078	321,078	253,791	79%
	Totals for dept 2002 - Finance & Budget	364,261	364,261	193,797	53%
	Totals for dept 2053 - Finance Treasury	211,778	211,778	143,580	68%
	Totals for dept 2110 - Technology Services	818,635	818,635	678,321	83%
	Totals for dept 2133 - Public Information	465,499	468,499	363,701	78%
	Totals for dept 2209 - Assessor	520,464	520,464	402,749	77%
	Totals for dept 2247 - Assessor Board Of Review	37,163	37,163	21,618	58%
	Totals for dept 2310 - Attorney	250,937	250,937	188,443	75%
	Totals for dept 2415 - City Clerk	163,857	163,857	135,179	82%
	Totals for dept 2416 - City Clerk Records Management	66,297	66,297	55,576	84%
	Totals for dept 2491 - City Clerk Elections	264,368	285,875	252,301	88%
	Totals for dept 2610 - Human Resources	657,960	657,960	484,342	74%
	Totals for dept 2733 - Purchasing	85,800	85,800	57,886	67%
	Totals for dept 2734 - Purchasing Risk Management	25,429	25,429	14,093	55%
	Totals for dept 2865 - Parks Maintenance	1,344,835	1,344,835	803,539	60%
	Totals for dept 2876 - Cemeteries	70,201	70,201	43,647	62%
	Totals for dept 2877 - Parks & Rec - Parks	689,738	689,738	517,499	75%
	Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom	15,000	15,000	15,000	100%
	Totals for dept 2880 - Parks & Rec - Rec Admin	212,462	212,462	147,185	69%
	Totals for dept 2881 - Parks & Rec - Farmers Market	22,635	22,635	15,329	68%
	Totals for dept 2882 - Parks & Rec - Team Sports	68,957	68,957	21,185	31%
	Totals for dept 2885 - Parks & Rec - Programs	42,295	42,295	23,032	54%
	Totals for dept 2886 - Parks & Rec - Ramona Park	158,726	158,726	65,364	41%
	Totals for dept 2887 - Parks & Rec - Special Events	129,103	129,103	69,084	54%
	Totals for dept 2888 - Parks & Rec - Millennium Park	91,655	91,655	21,307	23%
	Totals for dept 3005 - Police Administration	1,226,781	1,230,414	605,467	49%
	Totals for dept 3006 - Police Youth Services	525,441	529,191	390,794	74%
	Totals for dept 3007 - Police Investigation	710,632	716,382	575,810	80%
	Totals for dept 3010 - Police Patrol	6,108,429	6,149,579	4,646,775	76%
	Totals for dept 3020 - Police Training	328,778	333,982	149,820	45%
	Totals for dept 3021 - Police Training-Grant Funded	9,000	9,000	2,545	28%
	Totals for dept 3030 - Police Public Safety Dispatch/ts	69,619	69,619	51,065	73%
	Totals for dept 3031 - Police Emergency Sirens	23,676	23,676	6,375	27%
	Totals for dept 3040 - Police Records & PST	675,952	675,952	546,038	81%

05/04/2021

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/04/2021

		2020-21	2020-21	2020-21	84%
		ORIGINAL	AMENDED	ACTIVITY	Percent of
FUND	DESCRIPTION	BUDGET	BUDGET		Amended Collected/Used
	Totals for dept 3050 - Police Drug Law Enforcement	341,060	344,060	262,982	76%
	Totals for dept 3065 - Police Facility Management	270,993	270,993	138,503	51%
	Totals for dept 3090 - Police KCCDA support	756,793	756,793	378,397	50%
	Totals for dept 3310 - Fire Admin	728,028	782,885	571,041	73%
	Totals for dept 3320 - Fire Operations	4,033,702	4,080,546	3,180,133	78%
	Totals for dept 3330 - Fire On Call Firefighters	95,308	100,308	46,145	46%
	Totals for dept 3331 - Fire Emergency Operations	4,950	4,950	2,078	42%
	Totals for dept 3340 - Fire Prevention	140,913	140,913	91,231	65%
	Totals for dept 3350 - Fire Training	216,263	239,007	141,703	59%
	Totals for dept 3365 - Fire Facility Management	443,781	443,781	274,468	62%
	Totals for dept 3710 - Comm Dev Building Services	595,810	595,810	505,566	85%
	Totals for dept 3720 - Comm Dev Planning & Development	392,760	392,760	207,862	53%
	Totals for dept 3730 - Comm Dev Neighborhood Services	404,006	404,006	216,469	54%
	Totals for dept 3765 - Comm Dev Building Maintenance	238,004	238,004	171,224	72%
	Totals for dept 4210 - City-wide Services	712,689	730,689	568,905	78%
	Totals for dept 6050 - Contagious Diseases	0	4,489	57,373	0%
	Totals for dept 6720 - Senior Center	411,215	415,215	276,498	67%
	Totals for dept 6721 - Senior Center Trips	406,396	406,396	26,144	6%
	Totals for dept 6725 - Aging Mastery Program	1,200	2,200	960	44%
	Totals for dept 9610 - Transfers Out	617,000	617,000	617,000	100%
TOTAL APPROPRIATIONS - GENERAL FUND		28,650,296	28,937,681	20,494,925	71%
202	Major Street Fund - Revenues	5,120,098	5,120,098	3,282,633	64%
	Major Street Fund - Expenditures	5,090,545	5,279,460	3,391,106	64%
203	Local Streets Fund - Revenues	1,850,283	1,850,283	1,053,959	57%
	Local Streets Fund - Expenditures	1,821,280	1,873,715	1,022,652	55%
204	Municipal Streets Fund - Revenues	1,551,700	1,551,700	1,515,790	98%
	Municipal Streets Fund - Expenditures	1,608,000	1,608,000	1,608,000	100%
223	Curbside Recycling - Revenues	626,500	626,500	581,400	93%
	Curbside Recycling - Expenditures	742,758	742,758	525,591	71%
226	Leaf Pickup/Spring Cleanup - Revenues	643,000	643,000	591,195	92%
	Leaf Pickup/Spring Cleanup - Expenditures	850,632	859,138	386,370	45%

05/04/2021

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/04/2021

		2020-21	2020-21	2020-21	84%
		ORIGINAL	AMENDED	ACTIVITY	Percent of
FUND	DESCRIPTION	BUDGET	BUDGET		Amended
					Collected/Used
230	CDBG Program Income Fund - Revenues	125,000	125,000	83,730	67%
	CDBG Program Income Fund - Expenditures	125,000	125,000	123,349	99%
252	West Lake Weed Mgmt - Revenues	36,050	36,050	106	0%
	West Lake Weed Mgmt - Expenditures	32,500	32,500	8,000	25%
296	Community Development Block Grant - Rev	221,794	456,535	124,805	27%
	Community Development Block Grant - Exp	221,794	456,535	149,602	33%
298	Cable Television Fund - Revenues	767,215	767,215	413,317	54%
	Cable Television Fund - Expenditures	766,663	878,463	366,456	42%
400	Capital Improvement General - Revenues*	26,543,000	21,090,752	9,050,317	43%
	Capital Improvement General - Expenditures*	26,543,000	43,346,192	14,568,465	34%
490	Capital Improvement Sewer - Revenues*	1,510,000	5,515,000	0	0%
	Capital Improvement Sewer - Expenditures*	1,510,000	2,820,121	150,045	5%
491	Capital Improvement Water - Revenues*	3,365,000	9,601,974	0	0%
	Capital Improvement Water - Expenditures*	3,365,000	9,123,522	2,208,893	24%
590	Sewer Fund - Revenues	9,234,691	9,234,691	7,618,375	82%
	Sewer Fund - Expenditures	8,500,093	8,552,206	6,350,403	74%
591	Water Fund - Revenues	6,811,397	6,811,397	6,464,755	95%
	Water Fund - Expenditures	5,907,131	6,007,605	4,994,902	83%
TOTAL REVENUES - ALL FUNDS **		85,753,795	90,897,769	56,759,974	62%
TOTAL EXPENDITURE - ALL FUNDS **		85,734,692	110,642,896	56,348,759	51%

* The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes budgets of prior year projects continued.

** Debt Service and Internal Service Funds not included.

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Dissolution of the Austin Lake Governmental Lake Board

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Subsequent to the public hearing, adopt the Resolution for the dissolution of the Austin Lake Governmental Lake Board.

Subsequent to receipt of a request from the Austin Lake Governmental Lake Board to dissolve the Lake Board, the Council directed the City Attorney to prepare a resolution for the dissolution of the Austin Lake Governmental Lake Board. The Lake Board has determined that the Lake Board is no longer necessary for the improvement of Austin Lake, because the reasons for its establishment no longer exists.

- On February 24, 2021, the Lake Board approved a resolution to order the dissolution of the Lake Board and initiate the process of requesting the City of Portage to approve dissolution of the Lake Board.
- On March 20, 2021, the Lake Board submitted confirmation of payment of all of its debts.
- On April 27, 2021, Council directed the City Attorney to prepare a resolution for the dissolution of the Lake Board and established a public hearing on May 25, 2021.

It is recommended that City Council, subsequent to the public hearing, adopt the Resolution for the dissolution of Austin Lake Governmental Lake Board in accordance with Public Act 451 of 1994.

FUNDING: N/A

Attachments: 1. Resolution for the Dissolution of Austin Lake Governmental Lake Board

CITY OF PORTAGE, MICHIGAN
RESOLUTION TO DISSOLVE AUSTIN LAKE
GOVERNMENTAL LAKE BOARD

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the 25th day of May, 2021, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by: _____

WHEREAS, Austin Lake is a public inland lake as defined by the Inland Lake Improvement Act as amended, MCL 324.30901, *et seq.*, (hereinafter "Act").

WHEREAS, the City Council, on its own Motion, pursuant to a request made by the Austin Lake Riparian Board established an Austin Lake "Governmental" Board ("Lake Board") by Resolution on April 23, 1996;

WHEREAS, the City Council, pursuant to the Act, published notice on the proposed dissolution of said Lake Board and has held a public hearing with regard to dissolution of said Lake Board on May 25, 2021;

NOW, BE IT RESOLVED that the City Council makes the following findings:

1. The Lake Board is no longer necessary for the improvement of the lake because the reasons for the establishment of the Lake Board no longer exist.
2. Austin Lake is completely within the jurisdiction of the City of Portage.
3. All outstanding indebtedness and expenses of the Lake Board have been paid in full.
4. The Lake Board has adopted an order approving of its dissolution.

BE IT FURTHER RESOLVED that pursuant to Section 29 of the Act, the Lake Board is hereby dissolved.

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: _____

NAYS: _____

ABSENT: _____

Erica Eklov, City Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

APPROVED AS TO FORM

DATE 5/13/2021

Christopher Kaufner
CITY ATTORNEY

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 25th day of May, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2021.

Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Fiscal Year 2021-2022 Budget Approval and Resolutions Adoption

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Fiscal Year 2021-2022 Proposed Budget and adopt the General Appropriations Act and Salary and Wage Resolutions.

Following City Council budget review sessions on April 20 and May 11, as well as a public hearing on May 11, 2021, the adoption of the General Appropriations Act and Salary and Wage Resolutions will complete the Fiscal Year 2021-2022 Budget adoption and authorize implementation beginning July 1, 2021.

The Fiscal Year 2021-2022 Budget is a conservative financial plan that maintains a high level of excellence in service. Effective financial controls and planning efforts remain in place to minimize the effects of future budget challenges.

The FY 2021-2022 Budget is a sound financial plan for the community that:

- Maintains the overall city tax rate (millage) at 10.6400 mills;
- Maintains the City Council prescribed fund balance for the General Fund at twenty four percent (24%) of General Fund expenditures;
- Preserves the City of Portage position in the lower twenty percent (20%) of all Michigan cities with populations between 30,000 and 80,000 in terms of millage level.

The General Appropriations Act Resolution, which is attached, has been prepared to conform to all requirements of the City Charter and state statutes. The Salary and Wage Resolution, necessary to establish salary and wage schedules, is also attached. In accordance with the timeline prescribed by the City Charter, City Council adoption of these two resolutions is recommended.

FUNDING: N/A

Attachments: 1. General Appropriations Act Resolution 2021-2022

2. Salary and Wage Resolution 2021-2022
3. Millage Reallocation

GENERAL APPROPRIATIONS ACT
RESOLUTION TO ADOPT THE BUDGET
OF THE CITY OF PORTAGE FOR THE FISCAL YEAR
JULY 1, 2021 TO JUNE 30, 2022
AND TO MAKE APPROPRIATIONS THEREFORE

Motion by
Supported by

WHEREAS, Chapter 7 of the City Charter requires: That the City Manager submit a budget proposal with his recommendation to the City Council; that a public hearing be held on said budget proposal; that the City Council by resolution adopt a budget for the ensuing fiscal year, make an appropriation of the money needed therefore, and designate the sum to be raised by taxation; and

WHEREAS, the Manager has submitted said budget and recommendations and a public hearing has been held thereon;

NOW, THEREFORE, BE IT RESOLVED as provided in Chapter 7 of the City Charter, and in conformity with Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, that the budgets attached hereto and made a part hereof by reference are hereby considered and adopted, to be administered on an activity level, with the exception of the Capital Improvement Fund, which will be administered on a program/project level, as the budgets of the City of Portage to cover the operations and expenditures thereof for the fiscal year July 1, 2021 to June 30, 2022.

BE IT FURTHER RESOLVED that the sum of \$23,113,736 be raised by taxation by the levy of 10.6400 mills for operations on the taxable value of all real and personal property in the City as follows:

General Operating Fund	7.3560 mills	\$16,090,045
Capital Improvement Fund	2.0000 mills	4,215,154
Curbside Recycling Fund	0.3275 mills	716,352
Leaf Pickup/Spring Cleanup Fund	0.3730 mills	815,875
Municipal Street Fund	<u>0.5835 mills</u>	<u>1,276,310</u>
	<u>10.6400 mills</u>	<u>\$23,113,736</u>

BE IT FURTHER RESOLVED that the City Manager be authorized to transfer necessary amounts between activities/departments within a fund and make any adjustments within or between funds which do not change ending fund balance. The Capital Improvement Funds shall be considered one fund for the purposes of this provision.

BE IT FURTHER RESOLVED that for the General Fund, the fund balance shall be at least 24% of the 2021-2022 appropriations, including transfers.

BE IT FURTHER RESOLVED that a copy of this budget resolution be furnished to the City Assessor, who together with the Finance Director shall then proceed to assess and collect the taxes in accordance with the City Charter and State Statutes.

YES:
NO:
ABSENT:

Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 25th day of May, 2021 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 25th day of May, 2021

Erica Eklov, City Clerk

SALARY AND WAGE RESOLUTION
RESOLUTION TO ADOPT THE SALARY AND WAGE SCHEDULES FOR
THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022

Motion by
Supported by

WHEREAS, Section 6.18(a) of the City Charter and Section 248.06 of the City Code require that upon recommendation of the City Manager, the City Council shall establish uniform salary and wage scales for all officers and employees of the City;

NOW, THEREFORE, BE IT RESOLVED that for the period beginning July 1, 2021 and until otherwise directed, salaries and wages shall be established and adjusted as follows:

- (1) Personnel of the following bargaining unit(s) shall receive compensation in accordance with bargaining agreement being negotiated to replace the labor agreement expiring June 30, 2021:

Portage Police Command Officers Association (PPCOA)

- (2) Personnel of the following bargaining unit(s) shall receive compensation effective July 1, 2021 in accordance with applicable collective bargaining agreements:

Portage Police Officers Association (PPOA) – effective 7/1/19-6/30/22

United Auto Workers (UAW) – Department of Public Works – effective 2/10/21-6/30/24

International Association of Firefighters (IAFF) – effective 7/1/20-6/30/24

- (3) Department Head and full time non-union employees receive salary adjustments as provided for in the Non-Union Employee Compensation and Classification Plan, as recommended by the City Manager and adopted with the budget on May 25, 2021. The 2021/2022 recommended budget provides for one-time merit bonus or adjustments for Department Head and full-time non-union employees and for organizational restructuring and certain attainment adjustments authorized by the City Manager during the fiscal year. Total adjustments for Department Head and regular full-time non-union employees shall not exceed \$165,402. Part-time and seasonal employees receive wage increases as approved by the City Manager. Compensation for the City Manager shall be determined by the City Council.

YES:
NO:
ABSENT:

Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 25th day of May, 2021 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 26th day of May, 2020.

Erica Eklov, City Clerk

Millage Reallocation

Millage	2020/21 Rates	2021/22 Recommended Rates	Change From 2020/21 Rates
General Fund	7.5000	7.3560	-0.1440
Capital Improvement	2.0000	2.0000	0.0000
Curbside Recycling	0.2450	0.3275	0.0825
Leaf Pickup/Spring Cleanup	0.2450	0.3730	0.1280
Municipal Streets Fund	0.6500	0.5835	-0.0665
	10.6400	10.6400	0.0000

No change in overall millage is proposed.

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Appointments to Boards and Commissions

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Youth Advisory Committee, Planning Commission, Construction Board of Appeals, Park Board, Zoning Board of Appeals, Local Officers Compensation Commission and Historic District Commission.

This evening (May 25) the Portage City Council interviewed applicants for the Youth Advisory Committee, Planning Commission, Construction Board of Appeals, Park Board, Zoning Board of Appeals, Local Officers Compensation Commission and Historic District Commission. Based on the results of the interview session it is recommended that City Council make appointments to fill vacancies on the identified Boards and Commissions as follows:

Appoint all applicants and participants as noted on the attached summary with terms ending June 30, 2022, to the **Youth Advisory Committee**.

Reappoint Danny Corradini and Paul Pezzoli, as well as appoint _____ to terms ending May 31, 2024, to the **Planning Commission**.

Appoint _____ to an unfulfilled term ending December 31, 2022 to the **Historic District Commission**.

Appoint _____ to an unfulfilled term ending October 1, 2021, and appoint _____ to an unfulfilled term ending October 1, 2022, to the **Park Board**.

Appoint _____ to the unfulfilled term ending February 28, 2023, and _____ as alternate with a term ending February 28, 2023, and _____ as alternate with a term ending February 28, 2024, to the **Zoning Board of Appeals**.

Appoint _____ as an alternate with terms ending October 1, 2022 on the **Senior Citizen's Advisory Board**.

Reappoint Gary Roberts with a term ending October 1, 2028, and appoint _____ with a term ending October 1, 2027, to the **Local Officers Compensation Commission**.

Reappoint Todd Gasaway (Master Electrician) and Gary Gilchrist (Building Contractor) to terms ending June 1, 2024, to the **Construction Board of Appeals**.

FUNDING: N/A

Attachments: 1. YAC Vacancy Summary

YOUTH ADVISORY COMMITTEE VACANCY SUMMARY
FOR MAY 25, 2021 SPECIAL MEETING

5:15 P.M.

Residents

First Name	Last Name	Status
Clarice	Bryant	Member
Tavishi	Budagavi	Member
Grace	Decker	Member
Laura	Durant	Member
Alex	Durian	Member
Grace	Freed	Member
Amiti	Goel	Member
Aaron	Henry	Member
Madeline	Herringa	Member
Genevieve	Kim	Member
Janelle	Little	Member
Rahib	Malik	Member
Una	Metzger	Member
Jacob	Misejka	Member
Anna	Rachowicz	Member
Jaime	Sackett	Member
Anna	Sonday	Member
Hannah	Strackangast	Member
Conor	Sullivan	Member
Riley	Thomas	Applicant
Natalia	Verdin	Applicant
Joseph	Zou	Applicant

Non Residents

First Name	Last Name	Status
James	Asher	Member
Deshana	Betala	Member
Ashlyn	Haigh	Member
Drew	Lawler	Member
Eliza	Phares	Member
Fayyaz	Razi	Member
Mason	Teachman	Member
Noura	Warsi	Member