



AGENDA

COMMITTEE OF THE WHOLE WORKSESSION

TUESDAY, JUNE 4, 2024

5:30 PM

CITY HALL LARGE CONFERENCE ROOM #119

1. Finance Department:
 - a. Recommend resolution to approve the [Water and Sewer Funds budgets](#) and set water and sewer rates for FY 2024-2025.
2. Fire Department:
 - a. Recommend purchase of [platform ladder truck](#).
3. Mayor's Office:
 - a. [Short-Term Rental Ordinance](#) Update.
4. Closed Session:
 - a. Motion to enter closed session for negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under Section 8(c) of PA 267 Michigan Open Meetings Act of 1976. (roll call vote)
 - b. Reconvene from closed session.

PUBLIC COMMENT.

The City of Kentwood does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Human Resources Director, 4900 Breton Ave., SE has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.



TO: Committee of the Whole
FROM: Jim Kirkwood, PE — Director of Engineering and Inspections
Keyla Garcia — Finance Director
DATE: June 4, 2024
SUBJECT: Kentwood System Water and Sewer Rates for 2024–2025

Action Requested:

It is requested that the Committee of the Whole recommend to the City Commission to adopt the attached Resolution to approve the Water and Sewer Budgets and to set the rates for Water and Sewer services in the City of Kentwood (Wyoming District) for the fiscal year 2024–2025.

Background:

Annually, the City Commission adopts new Water and Sewer rates to keep pace with the wholesale charges set by the City of Wyoming and internal costs. At the last Committee of the Whole, held on May 21, 2024, we presented three scenarios of potential rate increases. Based on feedback, we have reduced the scenarios to only two and consolidated them onto one spreadsheet for easy comparisons.

The new spreadsheet consists of the following:

1. Existing Rates- Provides the FY 2024 — Projected Budget
2. First scenario- An increase of 24.6% to water rates and an increase of 26.4% to sewer rates (net increase of 23.6%) in order to have a zero impact on the water & sewer fund balances.
3. Second scenario- An increase of 12.5% to water rates and an increase of 0% to sewer rates (net increase of 7.8%). This option uses \$267,968 of the water fund cash balance and \$780,000 of the sewer fund cash balance.

We are recommending the second scenario, which will provide a **total increase of 7.8%** to the typical residential water & sewer bill, based on 27 units of water, 19 units of sewer, and a combined ready-to-serve charge of \$11.65. This scenario leaves the ready-to-serve charges unchanged.

If approved, the following rates would be effective July 1, 2024:

Water System - Recommended rate increase of **12.5% to \$3.35/unit.**

Wastewater System - Recommended rate **unchanged at \$3.64/unit.**

CITY OF KENTWOOD
RESOLUTION __ - 24

A RESOLUTION TO APPROVE THE WATER AND SEWER BUDGETS AND TO
SET THE RATES FOR WATER AND SEWER IN THE WYOMING DISTRICT
FOR FISCAL YEAR 2024-2025

WHEREAS, the City Commission has reviewed the budgets for water and sewer;

THEREFORE, BE IT RESOLVED, that the Water Fund and Sewer Fund operating and capital expenditure budgets for the fiscal year beginning July 1, 2024 and ending June 30, 2025 are approved; and,

BE IT FURTHER RESOLVED, that, effective July 1, 2024, the water and sewer rates for the Wyoming District are set, as follows:

Water	Commodity	\$3.35 per Hundred Cubic Feet (HCF)
	Readiness-to-serve	\$6.25 per Quarter (3/4 inch meter)
Sewer	Commodity	\$3.64 per HCF
	Readiness-to-serve	\$5.40 per Quarter (3/4 inch water meter)

The foregoing Resolution was offered by Commissioner _____ supported by Commissioner _____, the vote was as follows:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED _____.

Dan Kasunic
City Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted at a regular meeting of the Kentwood City Commission held on June 4, 2024.

Dan Kasunic
City Clerk

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	2024-25 MAYOR RECOMMENDED BUDGET
Dept 000						
590-000-453.000	TRUNKAGE FEES COLLECTED	1,872	1,455	2,000	10,700	2,000
590-000-634.230	SEWER SRVC CHRGS-LANDFIL	26,566	32,399	30,000	30,000	30,000
590-000-640.000 *	READINESS-TO-SERVE CHRGS	270,198	271,644	272,500	272,500	273,000
590-000-643.000 *	SEWER COMMODITY CHARGES	2,931,215	2,567,955	2,951,300	2,951,300	2,966,400
590-000-658.590	PENALTIES	40,822	43,387	42,000	42,000	45,000
590-000-665.000	INTEREST INCOME	67,654	272,044	130,000	130,000	100,000
590-000-665.001	INVEST MRKT VALUE ADJ	(288,178)	(157,472)	0	0	0
NET OF REVENUES/APPROPRIATIONS - 000 -		3,050,149	3,031,412	3,427,800	3,436,500	3,416,400
Dept 536 - WATER & SEWER SYSTEM						
590-536-727.000	OFFICE SUPPLIES	1,760	0	0	0	0
590-536-740.000 *	SUPPLIES	6,090	10,522	10,500	10,000	10,500
590-536-745.000 *	EQUIPMENT RENTAL	0	0	0	1,500	2,000
590-536-778.000	MAINTENANCE	11,631	3,141	4,000	6,500	5,000
590-536-778.447	SIDEWALK REPAIR	0	0	0	200	1,000
590-536-781.001 *	MAINT LIFT STATION	41	4,755	1,000	3,500	3,000
590-536-783.000 *	MAINTENANCE PUMP EQUIP	0	0	1,000	0	1,000
590-536-784.002 *	MAINT & REPAIR SANITARY	1,497	4,734	8,000	10,500	10,000
590-536-801.000 *	CONTRACTUAL SERVICES	3,536	1,412	80,000	210,000	619,000
590-536-805.000	INSURANCE AND BONDS	146	139	3,200	100	100
590-536-807.000 *	MEMBERSHIP DUES	0	110	600	100	20,600
590-536-810.000 *	ENGINEERING SERVICES	0	0	20,000	80,000	25,000
590-536-830.000 *	SOFTWARE MAIT/SUBSCRIPTIONS/LICESF	0	0	0	0	22,000
590-536-831.000 *	MAITENANCE AGREEMENTS	1,596	3,226	3,000	3,000	3,000
590-536-850.000	TELEPHONE	10,732	5,555	5,800	0	0
590-536-864.000 *	VEHICLE MILEAGE	63,683	52,051	86,500	150,000	96,500
590-536-920.000	ELECTRIC	2,114	2,349	3,000	2,500	3,000
590-536-923.000	INTERNET	0	0	0	3,000	3,000
590-536-934.000 *	REPAIR	18,116	63,049	15,000	70,000	15,000
590-536-945.101	USE OF FACILITIES	37,000	37,000	37,000	37,000	37,000
590-536-950.000	INTERNAL CHARGES- SCHED C	230,289	250,903	220,000	270,000	300,000
590-536-956.000 *	EDUCATION & TRAINING	262	3,105	6,600	3,500	6,600
590-536-961.000 *	SEWER SERVICES PURCHASED	2,349,588	2,380,016	2,757,600	2,600,000	2,713,900
590-536-963.000 *	OTHER EXPENSES	37,110	41,560	40,000	50,000	55,000
590-536-965.000	CLAIMS	0	5,890	0	3,000	5,000
590-536-968.000	DEPRECIATION EXPENSE	95,537	95,537	100,000	0	0
590-536-975.000 *	CAPITAL OUTLAY	0	4,068	25,000	327,300	243,200
NET OF REVENUES/APPROPRIATIONS - 536 - WATER & SEWER		(2,870,728)	(2,969,122)	(3,427,800)	(3,841,700)	(4,200,400)
ESTIMATED REVENUES - FUND 590		3,050,149	3,031,412	3,427,800	3,436,500	3,416,400
APPROPRIATIONS - FUND 590		2,870,728	2,969,122	3,427,800	3,841,700	4,200,400
NET OF REVENUES/APPROPRIATIONS - FUND 590		179,421	62,290	0	(405,200)	(784,000)
BEGINNING FUND BALANCE		12,050,802	12,316,642	12,378,932	12,378,932	11,973,732
FUND BALANCE ADJUSTMENTS		86,420	0	0	0	0
ENDING FUND BALANCE		12,316,643	12,378,932	12,378,932	11,973,732	11,189,732
DEPARTMENT 000						
640.000	READINESS-TO-SERVE CHRGS					
RTS					0	273,000
643.000	SEWER COMMODITY CHARGES					
ADJUSTED ANNUALLY BASED ON WYOMING RATE CHANGES, USAGE, ETC.					0	2,966,400
ADJUSTMENT FOR RATE CHANGE						

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	MAYOR RECOMMENDED	2024-25 RECOMMENDED BUDGET
				DEPT. '000' TOTAL		3,239,400	
DEPARTMENT 536 WATER & SEWER SYSTEM							
740.000	SUPPLIES						
	OFFICE SUPPLIES, DISINFECTION WIPES, HAND CLEANERS, MARKING PAINT, SMALL HAND TOOLS, MISC. PARTS				0		10,500
745.000	EQUIPMENT RENTAL						
	LARGE EMERGENCY EQUIPMENT (SITE GENERATORS, EXCAVATORS, LOADERS, ETC.)				0		2,000
781.001	MAINT LIFT STATION						
	SUMP PUMPS, DEHUMIDIFIER, FLOAT BALLS, PAINT, ETC				0		3,000
783.000	MAINTENANCE PUMP EQUIP						
	PUMP PARTS, CONTROL RELAYS, MISC. EQUIPMENT				0		1,000
784.002	MAINT & REPAIR SANITARY						
	MANHOLE CASTINGS, PIPE, PAVEMENT REPAIR				0		10,000
801.000	CONTRACTUAL SERVICES						
	MISC. LATERAL LINING				210,000		95,000
	MAINLINE SEWER LINING (BRETON, KELLOGG WOODS, 52ND & MISC.) (½ FOR FY24)				0		250,000
	MAINLINE SEWER LINING & MH REHABILITATION- LEISURE S CONDOS (½ FOR FY24)				0		250,000
	WATER/SEWER RATE STUDY (60%)				0		24,000
				ACCOUNT '801.000' TOTAL		210,000 619,000	
807.000	MEMBERSHIP DUES						
	MICHIGAN WATER ENVIRONMENT ASSOCIATION MEMBERSHIP (MWEA)				0		600
	GRAND VALLEY METRO COUNCIL - REGIS DUES (20% OF \$100,000)				0		20,000
				ACCOUNT '807.000' TOTAL		0 20,600	
810.000	ENGINEERING SERVICES						
	MISC ENGINEERING				0		25,000
830.000	SOFTWARE MAIT/SUBSCRIPTIONS/LICESES						
	WORK ORDER/ASSET MANAGEMENT PROGRAM - 1ST YEAR IMPLEMENTATION AND ANNUAL FEE				0		22,000
831.000	MAITENANCE AGREEMENTS						
	ESRI, PIPETECH, SENSUS				0		3,000
864.000	VEHICLE MILEAGE						
	VEHICLE MILAGE - SCHEDULE C				0		95,000
	VEHICLE MILAGE - STAFF				0		1,500
				ACCOUNT '864.000' TOTAL		0 96,500	
934.000	REPAIR						

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	MAYOR RECOMMENDED	2024-25 RECOMMENDED BUDGET
	ONE TIME CONTRACTS, CORE BORING, ROTO-ROOTER, MISC. REPAIRS, ETC				0		15,000
956.000	EDUCATION & TRAINING						
	PACP				0		3,600
	MPSI				0		1,000
	CONFINED SPACE ENTRY				0		1,000
	MISC TRAINING TO MAINTAIN CERTIFICATIONS				0		1,000
				ACCOUNT '956.000' TOTAL			6,600
961.000	SEWER SERVICES PURCHASED						
	EST 4.38% INCREASE				0		2,713,900
963.000	OTHER EXPENSES						
	DPW COSTS & SCHEDULE C				0		55,000
975.000	CAPITAL OUTLAY						
	PROJECT EXPENSES NOT CAPITALIZED				0		25,000
	JULIVAN & RIDGEWOOD RECONSTRUCTION (60% FOR FY24, 40% FOR FY25)				327,300		218,200
				ACCOUNT '975.000' TOTAL	327,300		243,200
				DEPT. '536' TOTAL	537,300		3,846,300

User: garciak

Fund: 591 WATER FUND

DB: Kentwood

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	2024-25 MAYOR RECOMMENDED BUDGET
Dept 000						
591-000-453.000	TRUNKAGE FEES COLLECTED	6,545	90	6,000	500	500
591-000-486.000	PERMITS	1,230	660	1,200	600	1,000
591-000-633.001	HYDRANT RENTAL INCOME	0	682	500	6,000	1,000
591-000-633.002	WATER METERS	0	0	0	0	2,000
591-000-635.000	TRUNKAGE COLLECTIONS	3,780	1,980	4,000	2,000	2,000
591-000-640.000 *	READINESS-TO-SERVE CHRGS	227,065	227,448	232,700	228,000	233,800
591-000-642.000 *	WATER COMMODITY CHARGES	3,234,017	3,262,435	3,127,800	3,280,000	3,657,700
591-000-658.591	PENALTIES	39,873	46,939	40,000	42,000	45,000
591-000-665.000	INTEREST INCOME	29,981	114,589	65,000	65,000	65,000
591-000-665.001	INVEST MRKT VALUE ADJ	(127,708)	(66,329)	0	0	0
591-000-673.000	SALE OF FIXED ASSESTS	6,775	0	0	3,500	0
591-000-677.000	OTHER REVENUE	21,970	20,325	15,000	20,000	20,000
NET OF REVENUES/APPROPRIATIONS - 000 -		3,443,528	3,608,819	3,492,200	3,647,600	4,028,000
Dept 536 - WATER & SEWER SYSTEM						
591-536-727.000	OFFICE SUPPLIES	1,760	0	0	0	0
591-536-728.000 *	POSTAGE	20,742	22,677	24,000	24,000	28,000
591-536-740.000 *	SUPPLIES	24,451	31,229	60,500	40,000	60,500
591-536-745.000 *	EQUIPMENT RENTAL	0	6,896	0	2,500	5,000
591-536-778.000 *	MAINTENANCE	2,647	2,515	6,000	4,500	6,000
591-536-778.447	SIDEWALK REPAIR	1,000	0	0	2,000	2,000
591-536-781.000 *	MAINTENANCE HYDRANT-WATER	434	8,671	20,000	15,000	20,000
591-536-782.000	MAINTENANCE METERS WATER	23,285	60,058	60,000	60,000	80,000
591-536-783.000	MAINTENANCE PUMP EQUIP	31,683	4,955	2,000	4,500	5,000
591-536-784.000 *	MAINT & REPAIR OTHER	139,205	91,906	90,000	90,000	100,000
591-536-784.001 *	MAINT & REPAIR OTHER HP	31,569	17,974	20,000	15,000	20,000
591-536-801.000 *	CONTRACTUAL SERVICES	39,322	27,344	40,000	140,000	316,000
591-536-803.001	AUDIT FEES	1,000	1,000	1,000	1,000	1,000
591-536-805.000	INSURANCE AND BONDS	8,452	8,527	15,000	8,700	9,100
591-536-807.000 *	MEMBERSHIP DUES	217	110	1,000	100	21,000
591-536-810.000 *	ENGINEERING SERVICES	1,922	16,500	15,000	58,000	25,000
591-536-830.000 *	SOFTWARE MAIT/SUBSCRIPTIONS/LICESF	0	0	0	3,500	36,500
591-536-831.000 *	MAITENANCE AGREEMENTS	7,576	7,906	20,000	8,000	10,000
591-536-850.000	TELEPHONE	1,606	1,600	2,500	1,500	2,700
591-536-864.000 *	VEHICLE MILEAGE	103,873	92,596	120,000	150,000	150,000
591-536-920.000	ELECTRIC	102,102	110,738	100,000	110,000	115,000
591-536-920.001	ELECTRIC-HP	11,860	11,839	12,000	12,000	12,000
591-536-921.000	HEAT	2,078	1,995	1,500	2,500	2,500
591-536-921.001	HEAT-HP	1,264	1,460	1,500	1,500	1,500
591-536-922.000	WATER & SEWER EXPENSE	78	76	200	100	200
591-536-923.000 *	INTERNET	0	0	0	4,100	9,900
591-536-934.000 *	REPAIR	5,391	6,840	30,000	7,500	30,000
591-536-945.101	USE OF FACILITIES	40,000	40,000	40,000	40,000	40,000
591-536-950.000	INTERNAL CHARGES- SCHED C	446,229	447,913	450,000	450,000	500,000
591-536-956.000 *	EDUCATION & TRAINING	2,277	11,238	8,000	9,000	10,000
591-536-958.000	ADMINISTRATION	25,000	25,000	25,000	25,000	25,000
591-536-960.000 *	WATER PURCHASES	1,007,315	1,242,263	966,000	1,175,000	1,225,000
591-536-960.001 *	WATER PURCHASES-HP	177,714	139,544	218,400	175,000	200,000
591-536-963.000 *	OTHER EXPENSES	130,469	127,912	135,500	130,000	135,500
591-536-968.000	DEPRECIATION EXPENSE	577,178	581,617	580,000	580,000	0
591-536-975.000 *	CAPITAL OUTLAY	(42,723)	1,470	75,000	75,000	740,000
591-536-991.000 *	CONTRIBUTION OTHER FUNDS	0	0	280,000	280,000	285,000
591-536-994.000 *	INTEREST EXPENSE	81,723	76,248	72,100	72,100	66,500
NET OF REVENUES/APPROPRIATIONS - 536 - WATER & SEWER		(3,008,699)	(3,228,617)	(3,492,200)	(3,777,100)	(4,295,900)
ESTIMATED REVENUES - FUND 591		3,443,528	3,608,819	3,492,200	3,647,600	4,028,000

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	MAYOR RECOMMENDED 2024-25 BUDGET
APPROPRIATIONS - FUND 591		3,008,699	3,228,617	3,492,200	3,777,100	4,295,900
NET OF REVENUES/APPROPRIATIONS - FUND 591		434,829	380,202	0	(129,500)	(267,900)
BEGINNING FUND BALANCE		14,050,972	14,485,802	14,866,005	14,866,005	14,736,505
ENDING FUND BALANCE		14,485,801	14,866,004	14,866,005	14,736,505	14,468,605
DEPARTMENT 000						
640.000	READINESS-TO-SERVE CHRGS					
RTS					0	233,800
642.000	WATER COMMODITY CHARGES					
ADJUSTED ANNUALLY BASED ON WYOMING RATE CHANGES, WATER USAGE, ETC.					0	3,155,800
ADJUSTMENT FOR RATE CHANGE					0	501,900
				ACCOUNT '642.000' TOTAL		3,657,700
				DEPT. '000' TOTAL		3,891,500
DEPARTMENT 536 WATER & SEWER SYSTEM						
728.000	POSTAGE					
UTILITY BILLING					0	23,000
CROSS CONNECTION COMPLIANCE MAILING					0	3,000
OTHER MISC BASED ON PAST EXPERIENCE					0	2,000
				ACCOUNT '728.000' TOTAL		28,000
740.000	SUPPLIES					
PAINT, TOOLS, CLEANERS, ETC					0	18,000
OFFICE SUPPLIES (FROM 727.000)					0	7,500
SUPPLIES FOR CONSUMER CONFIDENCE REPORT					0	5,000
SUPPLIES FOR RESIDENTIAL CROSS CONNECTION PROGRAM					0	5,000
GPS HANDHELD UNIT AND LOCATING DEVICES					0	25,000
				ACCOUNT '740.000' TOTAL		60,500
745.000	EQUIPMENT RENTAL					
LARGE EMERGENCY EQUIPMENT (SITE GENERATORS, EXCAVATORS, LOADERS, ETC.)					0	5,000
778.000	MAINTENANCE					
MISC CONTRACTED REPAIRS AND SERVICES					0	6,000
781.000	MAINTENANCE HYDRANT-WATER					
HYDRANTS, PARTS AND REPAIRS					0	20,000
784.000	MAINT & REPAIR OTHER					
VALVES, PAVEMENT REPAIR, UPGRADES, BLDG REPAIRS, STOP BOXES					0	100,000
784.001	MAINT & REPAIR OTHER HP					
PAVEMENT REPAIRS, UPGRADES, BLDG REPAIRS, STOP BOXES					0	20,000
801.000	CONTRACTUAL SERVICES					

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 PROJECTED ACTIVITY	MAYOR RECOMMENDED	2024-25 RECOMMENDED BUDGET
	LONG TERM CONTRACTS, METER READING				25,000		25,000
	UCMR SAMPLING AND ANALYSIS				10,000		15,000
	WATER/SEWER RATE STUDY (40%)				0		16,000
	CDSMI - EAGLE REQ TESTING				105,000		260,000
				ACCOUNT '801.000' TOTAL	140,000		316,000
807.000	MEMBERSHIP DUES						
	AMERICAN WATER WORKS ASSOCIATION MEMBERSHIPS (AWWA)				0		1,000
	GRAND VALLEY METRO COUNCIL - REGIS DUES (20% OF \$100,000)				0		20,000
				ACCOUNT '807.000' TOTAL			21,000
810.000	ENGINEERING SERVICES						
	ENGINEERING EXP NOT CAPITALIZED				0		15,000
	CDSMI - EAGLE REQ TESTING- ENGINEERING SERVICES				58,000		10,000
				ACCOUNT '810.000' TOTAL	58,000		25,000
830.000	SOFTWARE MAIT/SUBSCRIPTIONS/LICENSES						
	PREVIOUS BASED ON PAST EXPERIENCE				0		4,500
	WORK ORDER/ASSET MANAGEMENT PROGRAM - 1ST YEAR IMPLEMENTATION AND ANNUAL FEE				0		22,000
	EREGIS/GIS MAPPING SERVICES FOR GPS LOCATING				0		10,000
				ACCOUNT '830.000' TOTAL			36,500
831.000	MAITENANCE AGREEMENTS						
	BS&A, COPIER, SENSUS				0		10,000
864.000	VEHICLE MILEAGE						
	DPW SCHEDULE C				0		145,500
	VEHICLE MILAGE - STAFF				0		4,500
				ACCOUNT '864.000' TOTAL			150,000
923.000	INTERNET						
	AT&T FIBER LINE CIRCUIT FOR POTTER PUMPING STATION (\$820 X 12 MONTHS)				4,100		9,840
	ROUNDING				0		60
				ACCOUNT '923.000' TOTAL	4,100		9,900
934.000	REPAIR						
	MISC CONTRACTED SMALL REPAIRS				0		12,000
	LEAK DETECTION SURVEY				0		18,000
				ACCOUNT '934.000' TOTAL			30,000
956.000	EDUCATION & TRAINING						
	MPSI, CONFINED SPACE ENTRY, TRENCHING & SHORING, MISC. WATER DISTRIBUTION RELATED CLASSES				0		10,000
960.000	WATER PURCHASES						
	LOW PRESSURE DISTRICT- EST 9.18% INCREASE				0		1,225,000
960.001	WATER PURCHASES-HP						
	HIGH PRESSURE DISTRICT- EST 13% INCREASE				0		200,000

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963.000	OTHER EXPENSES						
	DEQ ANNUAL PERMIT				0		10,500
	MISC.- SCHEDULE C				0		125,000
							ACCOUNT '963.000' TOTAL 135,500
975.000	CAPITAL OUTLAY						
	PROJECT EXPENSES NOT CAPITALIZED				75,000		75,000
	JULIVAN & RIDGEWOOD RECONSTRUCTION (60% FOR FY24, 40% FOR FY25)				0		300,000
	POTTER PUMPING STATION - PARKING LOT RESURFACING (50% FOR FY25, 50% FOR FY26)				0		25,000
	MISC WTR INFRASTRUCTURE REPAIRS AS NEEDED				0		115,000
	COMPLETE DISTRIB SYSTEM MAT INVENTORY (CDSMI)				0		225,000
							ACCOUNT '975.000' TOTAL 740,000
991.000	CONTRIBUTION OTHER FUNDS						
	2013 DWRP BOND PRINCIPAL - FOR DEPT REQUEST ONLY				0		285,000
994.000	INTEREST EXPENSE						
	2013 DWRP BONDS FOR WATER IMPROVEMENTS				0		66,500
							DEPT. '536' TOTAL 3,499,900
	ESTIMATED REVENUES - ALL FUNDS	6,493,677	6,640,231	6,920,000	7,084,100		7,444,400
	APPROPRIATIONS - ALL FUNDS	5,879,427	6,197,739	6,920,000	7,618,800		8,496,300
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	614,250	442,492	0	(534,700)		(1,051,900)
	BEGINNING FUND BALANCE - ALL FUNDS	26,101,773	26,802,444	27,244,937	27,244,937		26,710,237
	FUND BALANCE ADJUSTMENTS - ALL FUNDS	86,420	0	0	0		0
	ENDING FUND BALANCE - ALL FUNDS	26,802,443	27,244,936	27,244,937	26,710,237		25,658,337

City of Kentwood Water & Sewer User Fee Rates FY 2025

Potential Rate Scenarios for the City Commission

Existing (FY 2024 — Projected)				First Scenario				Second Scenario				
	Water Rates	Sewer Rates	Total	Estimated Cash	Water 24.6% Increase	Sewer 26.4% Increase	Total 23.6% Increase	Estimated Cash	Water 12.46% Increase	Sewer 0.00% Increase	Total 7.8% Increase	Estimated Cash
Revenue required	\$3,492,200	\$3,427,800			\$4,296,000	\$4,200,000			\$4,296,000	\$4,200,000		
Less: revenues before adjustment	-\$3,530,300	-\$3,224,800			-\$3,526,000	-\$3,416,000			-\$3,526,000	-\$3,416,000		
Additional revenue required	-\$38,100	\$203,000			\$770,000	\$784,000			\$770,000	\$784,000		
Adjustment	\$0	\$0			\$0	\$0			-\$267,968	-\$784,000		
Estimated Additional Revenue	-\$38,100	\$203,000			\$770,000	\$784,000			\$502,032	\$0		
Divided by												
Water usage — 5-year average in HCF = 100 cubic feet	1,080,509	810,701			1,091,961	814,903			1,091,961	814,903		
Commodity rate increase (decrease)												
Rate increase (decrease)	-\$0.04	\$0.25			\$0.71	\$0.96			\$0.46	\$0.00		
Current rate	\$2.93	\$3.39			\$2.89	\$3.64			\$2.89	\$3.64		
New rate	\$2.89	\$3.64			\$3.60	\$4.60			\$3.35	\$3.64		
Typical residential quarterly bill	\$84.28	\$74.56	\$158.84		\$103.45	\$92.80	\$196.25		\$96.70	\$74.56	\$171.26	
Net total increase							\$37.41				\$12.42	
Water fund reserves				\$2,003,700				\$2,003,700				\$1,735,800
Sewer fund reserves				\$7,290,000				\$7,290,000				\$6,506,300



MEMORANDUM

CITY OF KENTWOOD



TO: Committee of the Whole

FROM: Brent Looman, Fire Chief
Keyla Garcia, Finance Director
Cori Derengowski, Buyer

DATE: June 4, 2024

TOPIC: Purchase of Replacement Fire Platform Ladder Truck

ACTION REQUESTED: It is requested that the Committee of the Whole recommend to the City Commission that it authorize the purchase of a 2024 Spartan 100' Aerial Platform ladder truck (truck) from CSI Emergency Apparatus, LLC (CSI) at a total cost not to exceed \$2,045,546, including a \$93,740 discount for prepayment and \$25,000 contingency for auxiliary items, with funds from the FY25 Fire Equipment Fund.

BACKGROUND: The Kentwood Fire Department (KFD) is scheduled to replace the 1999 Stuphan Aerial Platform ladder truck.

The replacement of the current platform truck was forecasted at \$1,800,000 for FY28/29. Adjustments to the Schedule of Capital Improvements plan will be managed between KFD and Finance to ensure adequate funding is available. Adjustments may include, but are not limited to, deferring specific FY25-FY27 equipment purchases. Any budget amendments needed will be determined at year-end.

Spartan has a stock truck that meets KFD specifications in production. The truck has been made available to KFD for purchase if secured by June 5, 2024. The market continues to experience increases of approximately 15% annually, 50% since 2021, and Federal Emission Standards that take effect with 2027 model years have been estimated to increase costs up to an additional \$80,000. City staff estimates the overall savings for moving the schedule of this purchase up by four (4) years to be estimated at \$1,500,000.

An 80% prepayment deposit of \$1,691,428 provides a savings of \$93,740 which will be applied towards the balance due at delivery of the truck and is included in the total cost requested. Additionally, KFD intends to sell the late model 1999 truck for an estimated \$200,000 (this resell price is not included in the total amount being requested).

While most equipment will be transferred from the older platform, a few auxiliary items will be needed to outfit the truck prior to placing it into service, such as an in-vehicle headset/communication system. Contingency purchases will follow City policies.

CSI is the regional sole distributor for the new Spartan truck. For all the reasons shared, a competitive bid process was not undertaken, and the request is made under Special Circumstances ¹. To meet the required timing, this topic is requested to be added to the consent agenda at tonight's City Commission meeting.

If you have any questions, please contact Chief Looman (616) 554-0801.

Thank you for your consideration of this request.

¹ "a. Special Circumstances. The City Commission, acting upon the advice of the Mayor, may by a 2/3 vote of the members present at a City Commission meeting, waive the purchasing rules where special circumstances dictate that the interests of the City and the public good are best served by such action. The basis for such special circumstances shall be defined in the record of the action of the City Commission."

**CITY OF KENTWOOD
KENT COUNTY, MICHIGAN
(Ordinance No. _____)**

At a regular meeting of the City Commission for the City of Kentwood held at City Hall on _____, 2024, the following Ordinance was offered for adoption by Commissioner _____ and was seconded by Commissioner _____:

**AN ORDINANCE TO AMEND CHAPTER 1, SECTION 1-7 ENTITLED
“GENERAL PENALTY; CONTINUING VIOLATIONS”; TO AMEND
CHAPTER 74, ARTICLE 3, SECTION 74-77 ENTITLED “PENALTIES”;
AND TO AMEND APPENDIX A, CHAPTER 22, SECTION 22.07
ENTITLED “VIOLATIONS AND PENALTIES” OF THE CODE OF
ORDINANCES FOR THE CITY OF KENTWOOD**

THE CITY OF KENTWOOD (the “City”) ORDAINS:

Section 1. Amendment of Chapter 1, Section 1-7. Chapter 1, Section 1-7 of the Code of Ordinances, City of Kentwood, Michigan, is hereby amended to read as follows:

Sec. 1-7 – General penalty; continuing violations.

- (a) In this section, the term "violation of this Code" shall mean any of the following:
 - (1) Doing an act that is prohibited or made or declared unlawful, an offense, a violation, a misdemeanor or a municipal civil infraction by ordinance or by rule or regulation.
 - (2) Failure to perform an act that is required to be performed by ordinance or by rule or regulation.
 - (3) Failure to perform an act, if the failure is prohibited or is made or declared unlawful, an offense, a violation, a misdemeanor or a municipal civil infraction by ordinance or by rule or regulation.

- (b) In this section, the term "violation of this Code" includes:
 - (1) Causing, securing, aiding, abetting, concealing, counseling, procuring, facilitating, commanding, assisting in or soliciting a violation of this Code as defined in subsection (a) of this section.
 - (2) Attempting to commit a violation of this Code as defined in subsection (a) of this section.
 - (3) Conspiring with one or more persons to commit a violation of this Code as defined in subsection (a) of this section.

- (c) In this section, the term "violation of this Code" does not include the failure of a city officer or city employee to perform an official duty, unless it is specifically provided that the failure to perform the duty is to be punished as provided in this section.
- (d) Except as otherwise provided by law, a person convicted of a violation of this Code shall be guilty of a misdemeanor and punished by a fine not to exceed \$500.00, imprisonment for a period of not more than 90 days, or both; however, unless otherwise provided by law, a person convicted of a violation of any provision of this Code that substantially corresponds to a violation of state law that is a misdemeanor for which the maximum period of imprisonment is 93 days shall be punished by a fine of not more than \$500.00, imprisonment for a term of not more than 93 days, or both. A person convicted of a violation of this Code shall be responsible for costs. This subsection does not apply to any municipal civil infraction.
- (e) The following provisions apply to municipal civil infractions:
 - (1) Violations of this Code that are municipal civil infractions shall only be those declared to be municipal civil infractions.
 - (2) The sanction for a violation that is a municipal civil infraction shall be a civil fine in an amount as set forth in this Code or any ordinance, plus any costs, damages, expenses and other sanctions as authorized by law.
 - (3) Unless otherwise specifically provided for with respect to a particular municipal civil infraction violation by this Code or any ordinance, the civil fine for a:
 - a. First violation shall be \$65.00, plus costs and other sanctions.
 - b. Second violation shall be \$130.00, plus costs and other sanctions.
 - c. Third or subsequent violation shall be \$250.00, plus costs and other sanctions.
 - (4) The fines for other specific violations are as follows:

Ordinance	Fine for First Violation	Fine for Second Violation	Fine for Third or Subsequent Violation
Soil erosion (article 2 of chapter 78)	\$2,500.00	\$2,500.00	\$2,500.00
Stormwater management (article 3 of chapter 78)	\$2,500.00	\$2,500.00	\$2,500.00

Installation of key box (section 22-104 (506))	\$500.00	\$500.00	\$500.00
Licensing (chapter 26, article 2)	\$200.00	\$500.00	\$1,000.00
Short-Term Rental (chapter 74, article 3, section 74-77 and appendix A, chapter 3, section 3.32)	\$500.00	\$2,500.00	\$5,000.00

(5) In addition to the provisions of subsections (e)(3) and (4) of this section, any person determined responsible or responsible with explanation for a municipal civil infraction shall be liable for the payment of the costs of prosecution in an amount of not less than \$9.00 and not more than \$500.00.

(f) Except as otherwise provided by law or ordinance with respect to:

(1) Violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense.

(2) Other violations, each violation constitutes a separate offense.

(g) The imposition of a penalty does not prevent suspension or revocation of a license, permit or franchise, or other administrative sanctions.

(h) Violations of this Code that are continuous with respect to time are a public nuisance and may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent injunctive relief, or civil or quasi-judicial enforcement.

Section 2. Amendment to Chapter 74, Article 3, Section 74-77. Chapter 74, Article 3, Section 74-77 of the Code of Ordinances of Kentwood is hereby amended to read as follows:

Sec. 74-77. – Penalties

(a) Any violation of this article shall be a municipal civil infraction.

(b) In addition to any penalties imposed by law, upon a finding of responsibility by the court for a violation of this article the city shall be entitled to immediately revoke an existing certificate of compliance and shall entitle the city to seek the issuance of a court order compelling the eviction of all persons and property upon the premises until a certificate of compliance is issued by the city.

(c) Any person who violations Section 74-80 is responsible for a municipal civil infraction and shall be fined \$500.00 for a first violation, \$2,500.00 for a second violation, and \$5,000.00 for a third or subsequent violation, as well as such other costs, damages, expenses, and sanctions as provided by Section 1-7.

Section 3. Amendment to Appendix A, Chapter 22, Section 22.07. Appendix A, Chapter 22, Section 22.07 of the Code of Ordinances of Kentwood is hereby amended to read as follows:

Sec. 22.07. – Violations and penalties.

- A. Unless a section of this ordinance specifically provides otherwise, any person, firm, corporation, trust, partnership or other legal entity which violates any provision of the zoning ordinance or violates any provision or condition imposed by the planning commission, city commission, or zoning board of appeals in pursuance of any ordinance provision or assigned condition, shall be responsible for a municipal civil infraction and shall be subject to fines, costs and orders as provided by law.
- B. Each day a violation occurs or continues shall constitute a separate offense, and shall make the violator liable for the imposition of a fine and other penalties for each day of violation.
- C. The owner and co-owner of any building, structure or premises which is in violation of this ordinance shall be responsible for a municipal civil infraction and shall be subject to the fines, costs and orders as provided by law.
- D. Any building or structure which is erected, altered or converted, or any use of any premises or land which is begun or changed subsequent to the effective date of this ordinance that is in violation of any of this ordinance is declared to be a public nuisance per se, and may be abated by order of a court of competent jurisdiction.
- E. Any person who violates any provision of Section 15.04.I. or 16.05.D. is responsible for a civil infraction and shall be fined not less than \$2,500.00 for each violation. Any person who, after having been determined to be responsible for a violation of this article or the act, commits and is found responsible for a subsequent violation within a two-year period, shall be fined double the amount assessed for the immediate preceding violation.
- F. The rights and remedies provided are cumulative and are in addition to any other remedies provided by law.
- G. Nothing herein shall be interpreted to limit the authority of the city to revoke an approval previously granted for a violation of this ordinance, which right is expressly reserved.
- H. Any person who violates Section 3.32(a) is responsible for a municipal civil infraction and shall be fined \$500.00 for a first violation, \$2,500.00 for a second violation, and \$5,000.00 for a third or subsequent violation, as well as such other costs, damages, expenses, and sanctions as provided by Section 1-7.

Section 4. Conflict.

- A. Nothing in this Ordinance is to be construed to conflict with existing City ordinances except as otherwise stated herein.
- B. Nothing in this Ordinance is to be construed to conflict with any other law of the State of Michigan.

Section 5. Repealer. All ordinances or parts of ordinances in conflict with this Ordinance are repealed.

Section 6. Savings Clause. The provisions of this Ordinance are severable. If any part of this Ordinance is declared void or inoperable for any reason, such declaration does not void any or render inoperable other part or portion of this Ordinance.

Section 7. Effective Date. This Ordinance is effective ten (10) days following its publication in the manner required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE NO. _____ ADOPTED.

Dan Kasunic
City Clerk, City of Kentwood

CERTIFICATION

It is hereby certified that the foregoing Ordinance was adopted by the City Commission for the City of Kentwood, Kent County, Michigan, at a meeting of the City Commission duly called and held on _____.

By:

Dan Kasunic
City Clerk, City of Kentwood