



Agenda: Battle Creek City Commission

Meeting Type: Workshop

Meeting Date: April 27, 2017

Chair: David A. Walters, Mayor

Prepared By: DPW - 150 S Kendall Street, Multipurpose Room - Joint City Commission and Planning Commission - 6 pm

City Commission

ATTENDANCE

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CITY COMMISSION

Mayor Dave Walters
Vice Mayor Susan Baldwin
Commissioner Kaytee Faris
Commissioner Kate Flores
Commissioner Lynn Ward Gray
Commissioner Andy Helmboldt
Commissioner Deb Owens

PLANNING COMMISSION

Commissioner Dan Busher
Commissioner John Stetler
Commissioner John Godfrey III
Commissioner Jim Hopkins

ABSENT:

Commissioner Mark Behnke
Commissioner Mike Sherzer
Commissioner Jeremy Andrews
Commissioner Patrick Barnett
Commissioner Joe Sobieralski

STAFF

Rebecca Fleury, City Manager
Jill Steele, City Attorney
Ted Dearing, Assistant City Manager
Victoria Houser, City Clerk
Linda Morrison, Finance Director
Christine Zuzga, Planning Supervisor
Dave Schmaltz, Fire Chief
Larry Bowron, Transportation Director
Austin Simons, Police Major
Chris Dopp, DPW Director
Carl Fedders, City Engineer
Brad Waite, Assistant Budget Officer
Alicia Sackett, Deputy City Clerk

PUBLIC COMMENT - limited to three minutes per individual

There were no public comments.

Discussion on Capital Improvement Program for FY 2018-2023

Rebecca Fleury, City Manager, introduced the workshop, stating the Capital Improvement Program (CIP) formalizes all capital needs for the next 6 years. Ms. Fleury noted this is the second year City staff used the Priority Based Budgeting (PBB) model to prioritize the capital improvement projects, noting other municipalities are exploring PBB for their CIP. Ms. Fleury expressed her appreciation to City staff, especially the Finance Department, for their time and dedication to the project. Ms. Fleury, noting they have heard the CIP called a "Wish List," stated the CIP considers the capital needs of the City, while planning for the future, when creating the document.

Christine Zuzga, Planning Supervisor, noting the CIP is updated yearly, reminded everyone that the items in the CIP are not added to the budget unless approved by the Commission. Ms. Zuzga noted that while the CIP is required by state law, it is a good practice for municipalities to ensure proper maintenance and upkeep of all assets. Ms. Zuzga further stated departments not only need to know when items are purchased, but also the expected life of the equipment or facility, and the maintenance and replacement costs of assets for future planning, allowing the City to be proactive, not reactive. Ms. Zuzga also discussed the importance of the document during the coordination of projects among multiple departments. Ms. Zuzga noted the Michigan Planning Enabling Act is an important tool for moving forward on the City's Master Plan from a budget perspective, for future growth and advancement, stating the current Master Plan does not anticipate any projects, but from a planning perspective, the City needs to make sure the projects are not contrary to the Master Plan.

Linda Morrison, Finance Director, stated staff continues to make improvements to the CIP document, while ensuring the CIP meets the City Master Plan. Ms. Morrison expressed her appreciation to Brad Waite, Assistant Budget Officer, for bringing the project together. Ms. Morrison stated every project has been scored, whether funded or not, making the priorities more meaningful, stating Finance has reached out to more departments to help make this a better document.

Ms. Fleury reviewed the items in the CIP binder, noting the community results and scoring criteria from PBB were included this year. Ms. Fleury noted the second tab includes all capital projects listed by priority, by year, with the funding source, and a notation identifying if the project meets the Master Plan. Ms. Fleury noted the 3rd tab included projects with the funding source, but may not necessarily be included in the budget, stating the last tab included projects that were still part of the CIP, but the funding source has not yet been identified. Ms. Fleury noted projects that were budgeted would be included in the budget binder. Ms. Fleury also noted there is a notation whether the project is new this year.

Comm. Owen asked why some projects say "No" next to Master Plan.

Ms. Zuzga provided an example, one project requested by BCU for utilities on Watkins Road, stating the urban services boundary, according to the Master Plan, indicates no infrastructure should go beyond this boundary until determined a need to expand, therefore it is not currently in the Master Plan.

Commission members discussed prior year projects that may have been completed, in progress or deleted, requesting something be provided indicating the status of past projects.

Ms. Fleury stated the CIP is an all encompassing document, stating people may not think of painting Commission Chambers as a Capital Improvement Project, but at a cost of \$35,000, it meets the definition of a capital improvement need, demonstrating good fiscal responsibility to identify all City assets and their maintenance needs.

Comm. Gray requested additional information related to routine bridge maintenance.

Chris Dopp, Director of Public Works, stated staff has personally inspected all City bridges, rating and identifying maintenance needs for each, such as the replacement of expansion joints, painting of stringers and riprap around piers. Mr. Dopp noted the continuous inspection of bridges allows staff to determine which bridges require maintenance, allowing the City to apply 5 years in advance for critical bridge funds, noting a 5% City

match to 15% state and 80% federal funding. Mr. Dopp noted the City has just submitted for the 2020 critical bridge match.

Carl Fedders, City Engineer, noted the State requires municipalities conduct bi-annual bridge inspections.

Vice Mayor Baldwin, noting specific items the State requires municipalities to inspect and measure for roads, asked if the same is applicable for bridges, noting the critical importance of maintenance, as bridges are very expensive to replace.

Mr. Dopp stated there is a checklist for bridge inspection, noting someone physically inspects each bridge. As an example, Mr. Dopp stated it costs about \$3-4 million to replace a bridge, while the cost for maintenance is much less, explaining the need to replace expansion joints as they can rot due to road salt.

Vice Mayor Baldwin questioned whether the City had an inspection checklist for all City buildings.

Ms. Fleury stated that although there is not an inspection checklist for all buildings, there is someone at each building who performs routine inspections, stating staff needed to do a better job of formally inspecting each building. Ms. Fleury stated there is a list of all City-owned facilities for property and liability insurance, but it is not broke down for maintenance.

Comm. Helmboldt asked if facility management included a category for energy star ratings, noting this was an interest of the Sustainable BC Committee, requesting the City start engaging in that planning work.

Ms. Fleury stated inspections would include a component of energy audits.

Comm. Buscher complimented the work of all City staff, and the Planning and City Commissions for their work.

Comm. Godfey requested a list of all City facilities, an inventory of assets, be added to the CIP in the future.

Comm. Gray, noting page 84, in the unfunded tab, regarding the Sojourner Truth Amphitheater, asked if there was a routine maintenance plan for all of the City's historical landmarks.

Ms. Fleury stated Todd Gerber, Field Services Superintendent, does a great job of staying up on maintenance of City assets, agreeing to discuss the maintenance needs of all City statutes and monuments with Mr. Gerber.

Comm. Helmboldt requested staff provide a summary chart of all City assets and facilities, divided into categories, such as buildings, parks, streets, bridges, monuments, etc. Comm. Helmboldt complimented the CIP document, stating it is very readable, noting the continued improvements every year.

Ms. Morrison agreed to look into creating a chart of all City assets and facilities, by category.

Ms. Flores noted there were \$226,900,000 projects last year, with \$194,423,862 this year.

Ms. Fleury also agreed to include information relative to prior year projects with notations as to whether the project had been completed or deleted.

Mayor Walters encouraged everyone to think of funding for future needs associated with projects, such as an endowment fund, for maintenance and retention of City assets, not just for adding or expanding assets.

Comm. Owens inquired as to the number of projects funded the prior fiscal year.

Ms. Morrison stated she would review last year's CIP, and let the Commission know. Ms. Morrison noted that some projects that were funded, and approved by the Commission, have not been completed yet.

ADJOURNMENT

Mayor Walters adjourned the meeting at 6:43 pm.

Citizens who wish to address a specific issue on the floor may do so after being recognized by the Mayor or presiding Commissioner. At the time for general public comments, after being properly recognized, citizens may address the commission on any subject within the control and jurisdiction of the City of Battle Creek. Citizens will be subject to the following summarized limitations, which are set out fully in ordinance 212.02, Art XVII:

1. Citizen comments on any Resolution before the Commission may be made either before or after the Commissioners have had an opportunity to discuss the Resolution, at the discretion of the Chair;
2. Citizens wishing to speak to a particular Resolution should raise their hands and wait to be recognized before speaking;
3. Before speaking, an individual who has not filled out a comment card disclosing this information, shall identify themselves by name and address and, if appropriate, group affiliation for the record.
4. Citizens will confine their remarks to matters currently pending on the floor, and be brief and concise in making their remarks;
5. If a citizen becomes repetitive or, in the opinion of the Chair, takes an inordinate amount of time in making comments, that citizen will be ruled out of order and the Commission will continue with its business;
6. Citizens should address all remarks to the Commission as a whole, and not to individual Commissioners.

These Rules will apply to comments by citizens during the Public Comment section of the Agenda.

The City of Battle Creek will provide necessary, reasonable, auxiliary aids and services, such as signers for the hearing impaired, and audiotapes of printed materials being considered in the meeting, upon seven days' notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aids or services, should contact the City of Battle Creek by writing or calling the following:

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