



CITY MANAGER
D. Wayne O'Neal
CITY CLERK
Kelly Ann Dolland

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnagie
MAYOR PRO-TEM
Kathy Blanke
COUNCIL
Yvette Foster
Suzanne Kalka
Michael Lesich
Patrice M. Schornak
David Winowiecki

FRASER CITY COUNCIL – REGULAR MEETING THURSDAY – AUGUST 9TH, 2018 @ 7:00PM AGENDA

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PRESENTATION**
 - a. Macomb County Economic Development
 - b. Proclamation – Fraser Villa
5. **CITIZEN PARTICIPATION ON AGENDA ITEMS**
6. **CONSENT AGENDA**
 - a. Approval of Minutes of the Regular Council Meeting of July 12th, 2018
 - b. Approval of Bills for the month of July 2018 in the amount of \$2,387,874.59
7. **REQUESTS FOR COUNCIL ACTION**
 - a. Approval of Professional Municipal Assessing Services Agreement
 - b. Approval of Building Department Services Agreement
 - c. Approval of Senior Center Exterior Painting Bid – C.D.B.G. Project
 - d. Receive and File - Five-Year General Fund Budget Plan
 - e. Approval of 2018-2019 Fee Schedule Amendment – Finger Printing
 - f. Ordinance Amendment Section 20-17 of Article II of Chapter 20 of Fraser Code to Reduce the Planning Commission Membership from Nine Members to Seven Members
 - g. Ordinance Amendment Division 3 of Article II of Chapter 12 of Fraser Code – Regulations relative to Minors Use of and Possession of Vaping Products
8. **PENDING ITEMS OF UNFINISHED BUSINESS / REPORT OF THE CITY ADMINISTRATION**
9. **REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS**

10. CITIZEN PARTICIPATION

11. ADJOURNMENT

(Posted Friday, August 3rd, 2018 @ 4:30pm)

THE CITY OF FRASER WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FOUR DAYS NOTICE TO: RANDY WARUNEK, BUILDING DEPARTMENT (586) 293-3100 EXT 154 ~ IT IS THE POLICY OF THE CITY OF FRASER THAT NO PERSON, ON THE BASIS OF RACE, CREED, COLOR, RELIGION, NATIONAL ORIGIN, OR ANCESTRY, AGE, SEX, MARITAL STATUS, OR DISABILITY SHALL BE DISCRIMINATED AGAINST, EXCLUDED FROM PARTICIPATION, DENIED THE BENEFITS OF, OR OTHERWISE SUBJECTED TO DISCRIMINATION.

Honorable Mayor and Council
Municipal Building
Fraser, MI 48226

August 9, 2018

Re: Manager's Report

Dear sirs and Misdames,

8. REQUEST FOR COUNCIL ACTION:

A. APPROVAL OF PROFESSIONAL MUNICIPAL ASSESSING SERVICES AGREEMENT

Administration was requested to ask for Request for Proposals for contracting of Assessing Services. We sent out two requests to known companies who provide this service and one proposal was received from our current contractor, Assessment Administration services, L.L.C. in the amount of \$101,875.00. After reviewing the RFP, we are recommending approval. They have provided these services to the city of Fraser for the past five years and we are very satisfied with their work.

Proposed motion: to approve the Professional Municipal Assessing Services Agreement with Assessment Administration Services, L.L.C.

B. APPROVAL OF BUILDING DEPARTMENT SERVICES AGREEMENT

Administration was requested to ask for Request for Proposals for contracting of Building Department Services, specifically, Building Official and Department Management. Three requests were sent to known companies that provide this service. We received two proposals, one from McKenna in the amount of \$5,200.00 per month and one from SAFEbuilt Michigan, LLC in the amount of \$6,208.00 per month. After reviewing the RFP's, we are recommending approval of McKenna in the amount of \$5,200.00 per month. They have provided these services to the city of Fraser for the past few months and we are very satisfied with their work.

It should be noted that SAFEbuilt provided a detailed proposal for providing a complete building department staff. This was not part of the RFP and is not something that I feel should be undertaken at this time. We are satisfied with our current staff and removing them from our employment is not necessary. The total cost of this department is paid for from fees charged for services and not tax dollars.

In addition to these services, McKenna will be providing assistance with the Planning Commission, Zoning Board of Appeals, developers and the general public as it relates to working with the city in obtaining the necessary approvals for construction and site plan approvals. They will be assisting with the electronic filing of departmental records. They are in the process of updating the City's Master Plan and Zoning Ordinance and will be obtaining the Redevelopment Ready Certification from Michigan Economic Development Corporation (MEDC). The majority of these costs will be paid for from application and permit fees and not tax dollars.

Proposed motion: to approve the Building Department Services Agreement with McKenna.

C. APPROVAL OF SENIOR CENTER EXTERIOR PAINTING BID – C.D.B.G. PROJECT

We received four bids for the painting of the Senior Center Exterior project which is funded through the Community Development Block Grant Program which is a federal grant. We are recommending awarding the bid to US Companies in the amount of \$23,477.00 which is the lowest responsible bid.

Proposed motion: to approve awarding the bid for the Senior Center Exterior Painting to US Companies in the amount of \$23,477.00.

D. RECEIVE AND FILE - FIVE-YEAR GENERAL FUND BUDGET PLAN

Finance Director/Treasurer Tim Sadowski has developed a Five-year Plan for the General Fund which is enclosed for your perusal. The plan is not required and is merely a prediction of what our General Fund will look like with the alternate funding amounts from ad valorem taxes and additional taxes from PA 33. These estimates were developed using an incremental approach based on current expenditures and revenues. Mr. Sadowski will be making this presentation and will answer your questions.

Proposed motion: to receive and file this report.

E. APPROVAL OF 2018 – 2019 FEE SCHEDULE AMENDMENT – FINGER PRINTING

We are amending the 2018-2019 Fee schedule to add a fee for Finger Printing in our Public Safety Department. The fee schedule for this service is: Livescan Fingerprints \$75.00 between 8:00 am and 3:00 pm, and \$100.00 for non-business hours between 3:00 and 9:00 PM. Manual Fingerprints \$25.00 between 3:00 and 9:00 PM and \$50.00 for non-business hours. This service will be performed by the new Public Service Aide after 3:00 PM.

Proposed motion: to approve the amendment to the 2018-2019 Fee Schedule for Finger Printing Services.

F. ORDINANCE AMENDMENT SECTION 20-17 OF ARTICLE II OF CHAPTER 20 OF FRASER CODE TO REDUCE THE PLANNING COMMISSION MEMBERSHIP FROM NINE MEMBERS TO SEVEN MEMBERS

City Attorney Don DeNault at the direction of City Council, has drafted this Ordinance Amendment reducing the membership of the Planning Commission from the current Nine members to Seven members. The Planning Commission had requested this ordinance revision of city council.

The ordinance does not need to be reviewed by the Planning Commission, because the amendment will be to the City's regulatory ordinances, not the Zoning Ordinance. No public hearing is required, and the ordinance may be enacted at the first meeting when it is introduced

Proposed motion: to approve Ordinance # ____ establishing a Seven-Member Planning Commission.

**G. ORDINANCE AMENDMENT DIVISION 3 ARTICLE II OF CHAPTER 12 OF FRASER CODE –
REGULATIONS RELATIVE TO MINORS USE AND POSSESSION OF VAPING PRODUCTS**

City Attorney Don DeNault at the suggestion of Councilman Lesich and the direction of administration, has drafted this Ordinance Amendment adding the use and possession of Vaping Products. City Administration believes such an ordinance will have significant enforcement and educational value both for the schools, their students, parents, and the Public Safety Officers who often deal with young persons who possess or use vaping devices.

Currently there is no prohibition of vaping devices for children under eighteen years of age. The schools have requested assistance with a vaping ordinance so that they can have an enforcement tool for individuals that have these devices in the schools. Also, we do not have any type of enforcement of these devices when asked to assist the schools.

Proposed motion: to approve the Ordinance #_____ Regulating Minors use and Possession of Vaping Products.

4. a

Macomb County, Michigan



Mark A. Hackel
County Executive

CAMILLE A. SILDA, CBSP

Project Coordinator

Department of Planning
& Economic Development
1 South Main, 7th Floor
Mount Clemens, Michigan 48043
www.MacombBusiness.com

Phone: (586) 469-6487

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Email: Camille.Silda@macombgov.org



Proclamation – Fraser Villa



Draft minutes

Minutes
Fraser City Council
July 12th, 2018 @ 7:00pm

A Regular meeting of the Fraser City Council was conducted on the above date at the City Municipal Building, located at 33000 Garfield Road, Fraser, County of Macomb, Michigan.

Present: Mayor Carnagie, Council Members Blanke, Foster, Kalka, Lesich, Schornak and Winowiecki

Absent:

Also Present: D. Wayne O'Neal, City Manager

Kelly Dolland, City Clerk

Donald DeNault, City Attorney

1. **Call Meeting to Order / Pledge of Allegiance** - Mayor Carnagie called the regular meeting to order at 7:05pm

2. **Roll Call –**

Blanke – absent, Carnagie – present, Foster – present, Kalka – present, Lesich – present, Schornak – present, Winowiecki – present

3. **Approval of Agenda**

Member Carnagie motions to add 2018-2019 Fee Schedule Amendment as 8.g on the agenda.

Member WINOWICKI moved, second by Member SCHORNAK, TO APPROVE THE AGENDA AS AMENDED.

Motion carried 6-0

4. **Citizen Participation on Agenda Items - none**

5. **Presentations**

a. Proclamation for George Rouhib – Retired Public Safety Director – City of Fraser

Member Carnagie proudly presented a city of Fraser Proclamation honoring Mr. George Rouhib, city of Fraser retired Public Safety Director.

6. **Public Hearing**

a. Proposed Water and Sewer Rates Effective July 2018

Public Hearing open: 7:07pm

Public to be heard: none

Public Hearing closed: 7:08pm

7. **Consent Agenda**

a. Approval of Minutes of the Regular Council Meeting of MAY 8TH, 2018

b. Approval of Bills for the month of MAY 2018 in the amount of \$ 863,529.99

c. Receive and File Finance Budget to Actual Report ending April 2018

d. Receive and File Finance Budget to Actual Report ending May 2018

e. Receive and File Minutes of 03-05-2018 Historical Commission meeting

f. Receive and File Minutes of 04-02-2018 Historical Commission meeting

Minutes
Fraser City Council
July 12th, 2018 @ 7:00pm
Page 2

- g. Receive and File Minutes of 04-03-2018 Park & Recreation Commission Meeting
- h. Receive and File Minutes of 05-01-2018 Park & Recreation Commission Meeting
- i. Receive and File Minutes of 04-04-2018 Planning Commission Meeting

Member WINOWIECKI moved, second by Member SCHORNAK, TO APPROVE CONSENT AGENDA AS PRESENTED.

Motion carried 6-0

8. Requests for Council Action

- a. Request Council Approval of Water and Sewer Rates Effective July 2018 – Rate Structure No. 1

Mr. O’Neal provided the background of the Plante Moran Water Rate Structure #1 adopted at the October 12th, 2017 Council meeting.

Member Schornak spoke on topic.

Member Foster spoke on topic.

Conversation ensued

Public to be heard:

Resident Roger Biesiada spoke on topic.

Member WINOWIECKI moved, second by Member KALKA, TO APPROVE THE REQUEST OF COUNCIL TO APPROVE THE WATER AND SEWER RATES EFFECTIVE JULY 2018 – RATE STRUCTURE NO. 1.

Motion carried 5-1
Foster apposed

- b. Request Council Adopt Resolution Establishing a Water and Sewer Payment Plan to Avoid Shut Offs

Mr. O’Neal stated Mr. Tim Sadowski, Finance Director suggested this plan was a way for residents to avoid water shut off, it allows its residents to enter a payment plan to pay delinquent water bills before it is added to their tax bill.

Mr. Sadowski spoke of the request.

Public to be heard: none

Conversation ensued

Mr. Sadowski stated there is currently \$600,000 to \$700,000 in delinquent water and sewer bills, the city of Fraser is one of five cities that does not shut off water.

Member SCHORNAK moved, second by Member FOSTER, TO APPROVE THE REQUEST OF COUNCIL TO ADOPT A RESOLUTION ESTABLISHING A WATER AND SEWER PAYMENT PLAN TO AVIOD SHUT OFFS.

Motion carried 7-0

- c. Council Approval of Part-time Public Service Aide Position

Director Pettys spoke of the need for a part-time Public Service Aid scheduled to work, 3pm – 9pm.

Conversation ensued regarding the need, cost savings, cost benefit, job duties, description and possible temporary position.

Mr. O’Neal stated this is a position that is needed. Mr. Rouhib had expressed the need of the position if Dispatch were to be eliminated.

Minutes
Fraser City Council
July 12th, 2018 @ 7:00pm
Page 3

Public to be Heard:
Resident Bill Parrott
Resident Frank Farina
Resident Gary Laine
Resident Nancy Berube

Member WINOWICKI moved, second by Member BLANKE, TO APPROVE THE REQUEST OF COUNCIL TO APPROVE A PART-TIME PUBLIC SERVICE AIDE POSITION

Motion carried 6-1
Foster apposed

d. MML Workers Compensation Fund Board of Trustees 2018 Ballot

Mr. O'Neal spoke on topic.

Member LESICH moved, second by Member WINOWIECKI, TO APPROVE THE REQUEST FOR COUNCIL TO VOTE FOR MICHIGAN MUNICIPAL LEAGUE WORKERS COMPENSATION FUND BOARD OF TRUSTEES 2018 BALLOT

Motion carried 7-0

e. Request from Planning Commission – Reduce Membership from Nine Members to Seven Members

Mr. O'Neal mentioned the difficulty to obtain a quorum of nine, and maybe easier with a membership of seven.

Member BLANKE moved, second by Member CARNAGIE, TO APPROVE THE REQUEST FROM THE PLANNING COMMISSION TO REDUCE MEMBERSHIP FROM NINE MEMBERS TO SEVEN MEMBERS.

Mr. DeNault spoke of the need of an ordinance amendment.

Motion carried 7-0

f. Request Council Approve the Re-appointment of Harry Hodgson to the Historical Commission term ending June 30th, 2021

Public to be heard: none

Member SCHORNAK moved, second by Member BLANKE, TO APPROVE THE REQUEST OF COUNCIL TO APPROVE THE RE-APPOINTMENT OF HARRY HODGSON TO THE HISTORICAL COMMISSION TERM ENDING JUNE 30TH, 2021.

Motion carried 7-0

g. Request Council Approval of the 2018-2019 Fee Schedule Amendment

Mr. O'Neal pointed out a typo in the 2018-2019 Fee Schedule include the Non-Owner Occupied Housing Inspection fee of \$200 not \$150.

Public to be heard: none

Minutes
Fraser City Council
July 12th, 2018 @ 7:00pm
Page 4

Member SCHORNAK moved, second by Member FOSTER, TO APPROVE THE REQUEST OF COUNCIL THAT THE TYPO BE FIXED TO \$200 FOR RENTAL INSPECTIONS IN THE 2018-2019 FEE SCHEDULE.

Motion carried 7-0

9. Pending Items of Unfinished Business / Report of the City Administration

Mr. O'Neal spoke of the Fraser Building Official position, Building Department and temporary sign ordinance change. Spoke of the MME Workshop he will be attending, Healthmark Industries, City Insurance, Department Head reviews and at the August 2018 Council meeting he will be absent.
Member Foster asked about a five-year plan and cost saving plan.

10. Report of Mayor and City Council / New Business

Member Blanke - Spoke of Mayor Boris, complemented Don DeNault, SERESA, Farmer's Market and Nancy Berube
Member Carnagie - Spoke of SERESA, requested code enforcement reports and mentioned Anna Cameron
Member Foster - Spoke of Lion's Club and Farmer's Market
Member Kalka - Primary Election in August
Member Lesich - Spoke of Resolution to establish water and sewer payment plan, Vaping – State Law, Fraser First Booster Club \$28,000 Grant for swings, MML Community Excellence Award
Member Schornak – Department heads did not get a 3% raise, Member Schornak daughter was chosen as an All American Collegiate Diver
Member Winowiecki – Spoke of Primary Election

11. Citizen Participation

Resident Roger Biesiadaspoke on topic
Resident Mr. Parrot spoke on topic
Resident April Shaw spoke on topic
Resident Ron Carlson spoke on topic
Resident Rita Carlson spoke on topic
Resident Elizabeth Victor spoke on topic
Resident Nancy Berube spoke on topic
Resident Laura Lesich spoke on topic

12. Adjournment

Member LESICH moved, second by Member SCHORNAK, TO ADJOURN THE REGULAR COUNCIL MEETING OF JULY 12TH, 2018 MEETING @ 9:47PM.

The motion carried unanimously,

Respectfully submitted,

Kelly Dolland, City Clerk

Michael Carnagie, Mayor



City of Fraser

Check Disbursement Report

August 9, 2018

EXPENDITURES FOR APPROVAL

101 GENERAL FUND	\$	1,137,308.16
202 MAJOR STREET FUND	\$	5,543.49
203 LOCAL STREET FUND	\$	2,717.80
210 AMBULANCE FUND	\$	1,227.09
226 GARBAGE AND RUBBISH COLLECTION	\$	60,044.97
238 LIBRARY	\$	28,260.15
270 SENIOR HOUSING	\$	56,693.57
402 2015 STREET BONDS CONSTRUCTION	\$	255.68
592 WATER & SEWER FUND	\$	412,978.30
645 MEDICAL SELF INSURANCE FUND	\$	62,324.08
661 MOTOR POOL	\$	110,235.19
701 TRUST AND AGENCY	\$	31,714.90
703 SUMMER TAX COLLECTION FUND	\$	478,571.21
VENDOR EXPENDITURES	\$	2,387,874.59

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Page 1/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/03/2018	PNC	129022#	0711402-IN	AMERICA'S FINEST	PRINTING AND PUBLISHING			'' VOIDED ''
			41883		SUPPLIES			'' VOIDED ''
			41898		PROFESSIONAL SERVICES			'' VOIDED ''
			41957		PROFESSIONAL SERVICES			'' VOIDED ''
			41879		OPERATING SUPPLIES (MATERIALS&SUPPL			'' VOIDED ''
07/03/2018	PNC	129023	1085	AMERICAN BUILDERS SUPPLY	UNIFORMS	741.000	441	224.55
07/03/2018	PNC	129025	6618	ASSESSMENT ADMINISTRATION SER	PROFESSIONAL SERVICES (ASSESSOR)	801.500	209	8,000.00
			712018		PROFESSIONAL SERVICES (ASSESSOR)	801.500	209	8,000.00
				CHECK PNC 129025 TOTAL FOR FU				16,000.00
07/03/2018	PNC	129026	566296048906	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PH)	850.000	265	1,826.01
07/03/2018	PNC	129028	FRA626	BURKE'S SPORT HAVEN, INC	MATERIALS & SUPPLIES	742.000	691	2,100.50
07/03/2018	PNC	129029	0710942-IN	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	101	180.00
07/03/2018	PNC	129033	17-FR01318/RYRD	CICCHELLI LAW OFFICES, PLLC	PROFESSIONAL DEVELOPMENT	910.000	136	75.00
07/03/2018	PNC	129034#	354614280	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	281.21
			354614282		MATERIALS & SUPPLIES	742.000	268	59.08
				CHECK PNC 129034 TOTAL FOR FU				340.29
07/03/2018	PNC	129036#	52381	DALE'S LANDSCAPING SUPPLY, INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	33.75
			52379		MATERIALS & SUPPLIES	742.000	266	295.50
			52378		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	441	692.50
				CHECK PNC 129036 TOTAL FOR FU				1,021.75
07/03/2018	PNC	129038	1121444	DES MOINES STAMP	SUPPLIES	752.000	371	32.40
07/03/2018	PNC	129040#	6-20-18	DTE ENERGY COMPANY	ELECTRIC	920.000	265	6,036.54
			6-20-18		ELECTRIC	920.000	266	1,749.51
			6-20-18		ELECTRIC	920.000	267	140.35
			6-20-18		ELECTRIC	920.000	268	1,431.23
			6-20-18		ELECTRIC	920.000	269	1,219.72
			6-20-18		ELECTRIC	920.000	448	74.26
				CHECK PNC 129040 TOTAL FOR FU				10,651.61

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 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 2/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Left	Amount
Fund: 101 GENERAL FUND								
07/03/2018	PNC	129041	857901	FIRST CHOICE SERVICES	MATERIALS & SUPPLIES	742.000	269	58.45
07/03/2018	PNC	129042	18-FR01492/CICALA 17-FR03621/DAVIS	KATHLEEN G. GALEN	INDIGENT COURT APPOINTED ATTORNEY F810.000 INDIGENT COURT APPOINTED ATTORNEY F810.000	126 126	126	175.00 225.00
				CHECK PNC 129042 TOTAL FOR FU				400.00
07/03/2018	PNC	129044	0172032/2018	GOVERNMENT FINANCE OFFICERS AMENBERSHIPS		915.000	260	190.00
07/03/2018	PNC	129045*	44534 44535 44533	GREAT LAKES PEST CONTROL CO.	OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE	934.000 934.000 934.000	266 268 269	50.00 50.00 50.00
				CHECK PNC 129045 TOTAL FOR FU				150.00
07/03/2018	PNC	129047	18-FR00879/PATRICK	HAKIM & MEHANNA PLLC	INDIGENT COURT APPOINTED ATTORNEY F810.000		176	175.00
07/03/2018	PNC	129048	15536	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES (LEGAL)	801.800	270	1,961.00
07/03/2018	PNC	129051	48464-060718 48464-050718	HENRY FORD HEALTH SYSTEM	MEDICAL PROVIDER SERVICES MEDICAL PROVIDER SERVICES	843.000 843.000	171 171	784.00 116.00
				CHECK PNC 129051 TOTAL FOR FU				900.00
07/03/2018	PNC	129052	600569723 600569722	HEWLETT-PACKARD FINANCIAL SERLEASED ASSETS	LEASED ASSETS	983.000 983.000	258 258	336.54 900.14
				CHECK PNC 129052 TOTAL FOR FU				1,236.68
07/03/2018	PNC	129054	44314/1	JOHN'S LUMBER	COMMUNITY PROMOTION	680.000	101	238.74
07/03/2018	PNC	129056	MEL070218	MELISSA M. KING, P.C.	PROFESSIONAL SERVICES	801.700	136	1,200.00
07/03/2018	PNC	129058	062020189FRASER	METRO SOFTBALL UNPIRES ASSOC.	PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	2,640.00
07/03/2018	PNC	129059	MBL006/62018	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT COMPENSATION	708.000	260	207.58
07/03/2018	PNC	129062*	18134	NICKEL & SAPH, INC	PROPERTY LIABILITY INSURANCE	935.000	951	240,895.00
07/03/2018	PNC	129063	CLM009527	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	948.000	301	6,448.25
07/03/2018	PNC	129066*	RPS062618	CITY OF ROSEVILLE	RENTALS	940.000	126	63,776.25
07/03/2018	PNC	129068*	R125008019 R125008019	SHRED-IT USA	SUPPLIES SUPPLIES	752.000 752.000	171 209	16.65 14.69

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Page 3/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			8125000019		SUPPLIES	752.000	260	18.69
			8125000019		SUPPLIES	752.000	271	18.59
			CHECK PNC 129068 TOTAL FOR FU					36.60
07/03/2018	PNC	129069	070118	SOUTHEAST MI COUNCIL OF GOVERNMENTERSHIPS (SEMCOG)		918.300	101	1,589.00
07/03/2018	PNC	129072	250764-00	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	266	79.58
07/12/2018	PNC	129074	27591	COVERT TRACK GROUP, INC.	OPERATING SUPPLIES	746.000	201	80.00
07/12/2018	PNC	129077	983842	123.NET, INC.	COMMUNICATIONS (TELEPHONE, CELL, PH)50.000	256		424.51
07/12/2018	PNC	129079*	6788	A-1 PARKING LOT MAINTENANCE,	OTHER REPAIRS AND MAINTENANCE	934.000	266	1,462.00
			6789		OTHER REPAIRS AND MAINTENANCE	934.000	267	1,025.00
			6778		OTHER REPAIRS AND MAINTENANCE	934.000	268	1,485.00
			CHECK PNC 129079 TOTAL FOR FU					4,972.00
07/12/2018	PNC	129080	144047	ABEL ELECTRONICS	OTHER REPAIRS AND MAINTENANCE	934.000	265	137.96
			143531		OTHER REPAIRS AND MAINTENANCE	934.000	265	21.99
			CHECK PNC 129080 TOTAL FOR FU					159.95
07/12/2018	PNC	129081*	0118198	AEW	ENGINEERING SERVICES	946.000	441	1,639.50
07/12/2018	PNC	129083	062618	ALPHA PSYCHOLOGICAL SERVICES	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	201	1,100.00
07/13/2018	PNC	129084*	41883A	AMERICA'S FINEST	SUPPLIES	752.000	171	127.00
			41898A		PROFESSIONAL SERVICES	801.800	215	623.87
			41857A		PROFESSIONAL SERVICES	801.800	118	350.86
			41879A		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	280	228.00
			41968		OPERATING SUPPLIES	746.000	201	535.00
			41829		SUPPLIES	752.000	101	17.50
			42024		SUPPLIES	752.000	691	92.00
			CHECK PNC 129084 TOTAL FOR FU					1,974.23
07/12/2018	PNC	129086	9500290775	ARROW INTERNATIONAL, INC	OPERATING SUPPLIES	746.000	201	857.00
07/12/2018	PNC	129087#	586296848905	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PH)50.000	256		558.49
			810801747107/18		COMMUNICATIONS (TELEPHONE, CELL, PH)50.000	256		100.51
			CHECK PNC 129087 TOTAL FOR FU					658.99
07/12/2018	PNC	129088	11-120066	BANK'S VACUUM - SHELBY TWP	MATERIALS & SUPPLIES	742.000	265	89.99

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 CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 4/24

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/12/2018	PNC	129090	82907518	BOUND TREE MEDICAL	OPERATING SUPPLIES	746.000	301	16.86
			82908103		OPERATING SUPPLIES	746.000	301	495.43
			82908104		OPERATING SUPPLIES	746.000	301	63.25
			CHECK PNC 129090 TOTAL FOR FU					575.60
07/12/2018	PNC	129091	0711402-IN	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	101	54.00
07/12/2018	PNC	129092	CA1071018	CAITLYN FOXE	PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	315.00
07/12/2018	PNC	129095	254614283	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	269	578.35
07/12/2018	PNC	129096	174179	CIVICPLUS	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	4,375.00
07/12/2018	PNC	129098	088994	COLMAN-WOLF SUPPLY CO.	MATERIALS & SUPPLIES	742.000	265	535.69
07/12/2018	PNC	129101	2000909#3473	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.100	448	16,140.50
07/12/2018	PNC	129102	EASPO1	EAST POINTE PRINTING	SUPPLIES	752.000	371	45.00
07/12/2018	PNC	129103	18-FR00291B/HOLLI	ERIC D. SHEPARD	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	175.00
			17-FR042788/COVIN		INDIGENT COURT APPOINTED ATTORNEY F810.000		136	50.00
			14-FR016258/MOORE		INDIGENT COURT APPOINTED ATTORNEY F810.000		136	50.00
			CHECK PNC 129103 TOTAL FOR FU					275.00
07/12/2018	PNC	129104	58957	FIRE EXTINGUISHER SALES & SER	OPERATING SUPPLIES	746.000	301	3.40
07/12/2018	PNC	129105	559407	FIRST CHOICE SERVICES	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	750	184.70
07/12/2018	PNC	129106	18-FR00692/FURVIS	FRANK FRONTCEAK	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	175.00
07/12/2018	PNC	129107	18-FR00576/DAVIS	MARK J. FUGOLO	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	125.00
			17-FR01077/DAVIS		INDIGENT COURT APPOINTED ATTORNEY F810.000		136	75.00
			CHECK PNC 129107 TOTAL FOR FU					200.00
07/12/2018	PNC	129110	18-FR00224/LITTLEJOHAKIM & MEHANNA PLLC		INDIGENT COURT APPOINTED ATTORNEY F810.000		136	75.00
07/12/2018	PNC	129112	600566623	HEWLETT-PACKARD FINANCIAL SER	LEASED ASSETS	983.000	258	336.54
			600566622		LEASED ASSETS	983.000	258	900.14
			CHECK PNC 129112 TOTAL FOR FU					1,236.68
07/12/2018	PNC	129113-M	0426283	MP, INC.	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	171	276.42
			0426285		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	209	107.40

07/30/2018 07:57 AM
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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 5/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	215	48.36
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	258	(230.30)
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	260	225.50
			0426283		OPERATING SUPPLIES	746.000	301	1,072.03
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	371	248.91
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	441	104.26
			0426283		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	750	87.40
			CHECK PNC 129113 TOTAL FOR FU					1,979.98
07/12/2018	PNC	129114	5386	INACOMP	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	1,100.00
07/12/2018	PNC	129115	16-FR04424	JERRELL S. PRIDE	DISTRICT COURT - FINES/COSTS-DIST	C655.000	000	66.00
07/12/2018	PNC	129116	30682426	JOHNSON CONTRALS	OTHER REPAIRS AND MAINTENANCE	934.000	266	1,196.77
			30682427		OTHER REPAIRS AND MAINTENANCE	934.000	266	348.73
			30682429		OTHER REPAIRS AND MAINTENANCE	934.000	268	478.90
			30682428		OTHER REPAIRS AND MAINTENANCE	934.000	269	305.93
			CHECK PNC 129116 TOTAL FOR FU					2,231.33
07/12/2018	PNC	129117	00-822	JOHNSON THERMOL TEMP INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,900.00
			L2.5-822		OTHER REPAIRS AND MAINTENANCE	934.000	265	262.50
			L2.5-61818		OTHER REPAIRS AND MAINTENANCE	934.000	265	712.50
			L3-61218		OTHER REPAIRS AND MAINTENANCE	934.000	265	225.00
			CHECK PNC 129117 TOTAL FOR FU					4,700.00
07/12/2018	PNC	129118	KAT071018	KATRINA ROSINSKI	PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	315.00
07/12/2018	PNC	129119	16-FR03327/LEVOS	MICHEAL B. KILPATRICK	INDIGENT COURT APPOINTED ATTORNEY	F810.000	136	175.00
07/12/2018	PNC	129120	JULY 30, 2018	KS STATE BANK	LEASED ASSETS	983.000	448	6,783.17
07/12/2018	PNC	129121	17-FR02918/WALTERS	LAW OFFICES OF JANADIA & JANA	INDIGENT COURT APPOINTED ATTORNEY	F810.000	136	175.00
07/12/2018	PNC	129122	F40478	LEBRO PRODUCTS, LLC	MATERIALS & SUPPLIES	742.000	690	537.45
07/12/2018	PNC	129123	18-FR00994/MACHARTI	ANDREW LEONE	INDIGENT COURT APPOINTED ATTORNEY	F810.000	136	75.00
07/12/2018	PNC	129124	18-FR00993/SMITH	MICHAEL F. MACHERZAK	INDIGENT COURT APPOINTED ATTORNEY	F810.000	136	75.00
07/12/2018	PNC	129126	143726	MAIL PLUS	MAIL OR POSTAGE	851.000	260	86.30
07/12/2018	PNC	129128	2156	MUNETRIX LLC	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	260	3,131.10

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 6/29

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/12/2018	PNC	129129*	7363	PHILLIPS SECURITY	SOFTWARE MAINTENANCE AGREEMENTS	933.000	255	4,894.40
07/12/2018	PNC	129130	83674168 83620439	9YU-PRAXAIR DISTRIBUTION INC	OPERATING SUPPLIES	746.000	301	148.77
					OPERATING SUPPLIES	746.000	301	197.79
				CHECK PNC 129130 TOTAL FOR FU				346.56
07/12/2018	PNC	129132	4666008-00	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	265	981.02
07/12/2018	PNC	129133	18-FR00376/MANES	ANTHONY SCOTTA	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	75.00
07/12/2018	PNC	129134	JUNE 2018 JULY 2018	SERESA	PROFESSIONAL AND CONTRACTUAL SERVICE801.000		325	3,072.00
					PROFESSIONAL AND CONTRACTUAL SERVICE801.000		325	61,208.00
				CHECK PNC 129134 TOTAL FOR FU				64,280.00
07/12/2018	PNC	129137	18-FR00153/SHOWERS	G. DENO SKURAS	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	325.00
07/12/2018	PNC	129138*	24915 24923	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	266	157.00
					OTHER REPAIRS AND MAINTENANCE	934.000	266	196.43
				CHECK PNC 129138 TOTAL FOR FU				353.43
07/12/2018	PNC	129141*	250978-00	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	265	12.44
07/12/2018	PNC	129142	4111	TAG TINTZ & GRAPHX LLC	HARDWARE	985.000	256	100.00
07/12/2018	PNC	129143	82758	TELEPHONE SUPPORT SYSTEMS, IN	SOFTWARE MAINTENANCE AGREEMENTS	933.000	254	473.00
07/12/2018	PNC	129145	1153	TRI-COUNTY AQUATICS, INC	POND MAINTENANCE	930.000	680	565.00
07/12/2018	PNC	129150	PAYMENT NO. 3	WCI CONTRACTORS, INC	MCKINLEY PARK	975.001	691	11,949.00
07/12/2018	PNC	129151	00033544	weathergard windows	Invoice for overpayment creation	277.000	000	152.00
07/12/2018	PNC	3681E1		MERS	DEFINED BENEFIT PENSION PLAN (MERS) 717.000		861	175,000.00
					DEFINED BENEFIT PENSION PLAN (MERS) 717.000		861	221,000.00
				CHECK PNC 3681E1 TOTAL FOR FU				400,000.00
07/13/2018	PNC	3691E1		MERS	DEFINED BENEFIT PENSION PLAN (MERS) 717.000		861	200,000.00
07/19/2018	PNC	129153	6794	A-1 PARKING LOT MAINTENANCE,	OTHER REPAIRS AND MAINTENANCE	934.000	266	600.00
07/19/2018	PNC	129155*	0118188 0118187	ARM	ENGINEERING SERVICES	946.000	265	4,600.00
					ENGINEERING SERVICES	946.000	265	407.50

07/30/2018 07:57 AM
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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 7/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
				CHECK PNC 129155 TOTAL FOR FU				5,007.50
07/19/2018	PNC	129157	11-120908	BANK'S VACUUM - SHELBY TWP	MATERIALS & SUPPLIES	742.000	264	92.94
07/19/2018	PNC	129158	DAV071018	DAVID BISBY	SUPPLIES	752.000	301	28.52
07/19/2018	PNC	129159	2660	BLAKEMAN PRINTING CO. INC	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	748	70.00
07/19/2018	PNC	129160	14-FR01640/ROBINSON	BOROJA BERNIER & ASSOCIATES	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00
07/19/2018	PNC	129161	17-FR04532/BALLANS	TANYA R. BOWERS	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00
07/19/2018	PNC	129165	17-FR01982/LOTONA	RANDALL J. CHIOINI	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00
07/19/2018	PNC	129167-8	354619870	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	281.23
			354619869		MATERIALS & SUPPLIES	742.000	266	75.58
			354619872		MATERIALS & SUPPLIES	742.000	268	59.08
			354619873		MATERIALS & SUPPLIES	742.000	269	503.79
				CHECK PNC 129167 TOTAL FOR FU				920.62
07/19/2018	PNC	129168	7122203	CONTRACTORS CONNECTION	SUPPLIES	752.000	441	370.00
07/19/2018	PNC	129170	2018-632	JASMIN CROMWELL	PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	430.50
			2018-633		PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	284.25
				CHECK PNC 129170 TOTAL FOR FU				714.75
07/19/2018	PNC	129173	59008	FIRE EXTINGUISHER SALES & SEROPERATING SUPPLIES		744.000	391	26.60
07/19/2018	PNC	129175-8	6-18-18	CITY OF FRASER	WATER	918.000	265	26.28
			6-18-18		WATER	918.000	265	346.40
			6-18-18		WATER	918.000	266	224.53
			6-18-18		WATER	918.000	267	59.26
			6-18-18		WATER	918.000	268	152.03
			6-18-18		WATER	918.000	269	182.26
				CHECK PNC 129175 TOTAL FOR FU				934.74
07/19/2018	PNC	129178	18-FR00989/TIME	JUDITH L. HANSEN	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00
07/19/2018	PNC	129180	16-FR01838/SIMPSON	JEFFREY R. DAVIS, PC	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00
07/19/2018	PNC	129181	13FR024768	JOHN C. PAYNE	DISTRICT COURT - FINES/COSTS-DIST C655.000		800	255.00
07/19/2018	PNC	129182	L1831-6	JOHNSON THERMOPL TEMP INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	3,910.00
07/19/2018	PNC	129183	17-FR01784/POSTON	KIMBERLY M. LOBINSKI	INDIGENT COURT APPOINTED ATTORNEY F810.000		116	175.00

07/30/2018 07:57 AM
 User: CAROLYNN
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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 8/26

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/19/2018	PNC	129184	85242	KIRK, RUTH, LANGE & BADALAM	CITY ATTORNEY	801.800	210	1,759.55
07/19/2018	PNC	129185	8523911	LEAF	LEASED ASSETS	983.000	258	1,115.58
07/19/2018	PNC	129187	MTTJUNE 30, 2018	MACOMB COUNTY TREASURER	TAXES - ALLOWANCE FOR CHARGEBACKS	415.000	000	292.62
07/19/2018	PNC	129188	21832-1	MCKENNA ASSOCIATES	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	371	1,200.00
07/19/2018	PNC	129189	17-FR08958/SATKOWSKI	CHARLES M. MERLO	INDIGENT COURT APPOINTED ATTORNEY	810.000	136	75.00
07/19/2018	PNC	129190	1124	MICHIGAN POLICE TRAINING	TRAINING 302 FUNDS	910.302	301	250.00
07/19/2018	PNC	129193	158425047001	OFFICE DEPOT	SUPPLIES	752.000	136	196.34
			162926118001		SUPPLIES	752.000	136	113.67
			CHECK PNC 129193 TOTAL FOR FU					
07/19/2018	PNC	129195	07-07-18	ON THE LEVEL CONCRETE BASING, OTHER REPAIRS AND MAINTENANCE		934.000	266	4,725.00
07/19/2018	PNC	129197	MIC071718	MICHAEL FETTYES	OPERATING SUPPLIES	746.000	301	21.19
07/19/2018	PNC	129198	8000/9090/0804/2068	EASYPERMIT POSTAGE	POSTAGE CLERK	851.000	215	462.21
07/19/2018	PNC	129199**	PA-BRESE7-3-18	PITNEY BOWES RESERVE ACCOUNT	MAIL OR POSTAGE	851.000	171	0.94
			PB-BRESE7-3-18		MAIL OR POSTAGE	851.000	209	50.04
			PR-BRESE7-3-18		MAIL OR POSTAGE	851.000	215	116.45
			PB-BRESE7-3-18		MAIL OR POSTAGE	851.000	260	708.33
			PR-BRESE7-3-18		MAIL OR POSTAGE	851.000	301	187.59
			PB-BRESE7-3-18		MAIL OR POSTAGE	851.000	371	356.63
			PR-BRESE7-3-18		MAIL OR POSTAGE	851.000	941	230.51
			PB-BRESE7-3-18		MAIL OR POSTAGE	851.000	691	83.40
			PR-BRESE7-3-18		MAIL OR POSTAGE	851.000	750	10.34
			CHECK PNC 129199 TOTAL FOR FU					
07/19/2018	PNC	129201	810070518	RICHARD YORK	OTHER REPAIRS AND MAINTENANCE	934.000	266	300.00
07/19/2018	PNC	129203	SAR071218	SARAH DAVID	CHARGES FOR SERVICES - PARK RENTALS	649.100	000	60.00
07/19/2018	PNC	129205	JAM071218	JAMES SHIMKO	PLUMBING IMSP.	703.200	371	217.00
07/19/2018	PNC	129206	4074343	SUREDCORP	OPERATING SUPPLIES	746.000	301	53.00
07/19/2018	PNC	129207	SOM071318	SOMERSET SWIM CLUB	PROFESSIONAL AND CONTRACTUAL SERVICE	801.950	691	1,190.00
07/19/2018	PNC	129208**	24970	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	702.26
			23653		OTHER REPAIRS AND MAINTENANCE	934.000	265	375.00

07/30/2018 07:57 AM
 User: CAROLYNN
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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 9/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			24720		OTHER REPAIRS AND MAINTENANCE	934.000	690	250.00
			24179		OTHER REPAIRS AND MAINTENANCE	934.000	690	800.00
			CHECK PNC 129208 TOTAL FOR FU					2,127.26
07/19/2018	PNC	129212	458986	STERLING HEIGHTS NATIONALS	CHARGES FOR SERVICES - PARK RENTALS	649.100	000	25.00
07/19/2018	PNC	129213	FR0069/ALEXANDER	SARAH STESLICKI	INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	75.00
07/19/2018	PNC	129217	251098-00	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	265	55.25
07/19/2018	PNC	129220	20181608	WINDER POLICE EQUIPMENT	OPERATING SUPPLIES	746.000	301	74.69
			20181947		OPERATING SUPPLIES	746.000	301	110.98
			CHECK PNC 129222 TOTAL FOR FU					185.67
07/26/2018	PNC	129224	3AC071218	ALPHA PSYCHOLOGICAL SERVICES	MEDICAL PROVIDER SERVICES	643.000	301	550.00
07/26/2018	PNC	129226	47157	ANDERSON OVERHEAD DOOR CO	OTHER REPAIRS AND MAINTENANCE	934.000	269	473.00
07/26/2018	PNC	129227	11-120664	BANK'S VACUUM - SHELBY TWP	MATERIALS & SUPPLIES	742.000	265	49.98
07/26/2018	PNC	129228	17-FR04272/DUDAZ	ELAINE BEZAS	INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	50.00
			11-FR01942/HENRY		INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	175.00
			CHECK PNC 129228 TOTAL FOR FU					225.00
07/26/2018	PNC	129230	A-151901	BOBS SANITATION SERVICE, INC	OTHER REPAIRS AND MAINTENANCE	934.000	690	320.00
07/26/2018	PNC	129231	17-FR01762/CATERINA	BOMMARITO LAW PLLC	INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	75.00
07/26/2018	PNC	129232	82925684	BOUND TREE MEDICAL	OPERATING SUPPLIES	746.000	301	303.70
			82925685		OPERATING SUPPLIES	746.000	301	359.56
			CHECK PNC 129232 TOTAL FOR FU					663.26
07/26/2018	PNC	129233	BRI0717	BRIAN KRAUSE	SALARIES	703.000	209	46.00
07/26/2018	PNC	129234	0713136-IN	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	101	216.00
07/26/2018	PNC	129235	17-FR03855/BCATWRI6	CHRISTOPHER METRY	INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	175.00
			17-FR03845/HOGSON		INDIGENT COURT APPOINTED ATTORNEY F	810.000	136	175.00
			CHECK PNC 129235 TOTAL FOR FU					350.00
07/26/2018	PNC	129236	45771	CLANCY EXCAVATING CO.	SUPPLIES	752.000	441	818.00
07/26/2018	PNC	129237	7122575	CONTRACTORS CONVECTION	MATERIALS & SUPPLIES	742.000	690	530.75

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 10/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/26/2018	PNC	129238	6061767	CONTRACTORS PIPE & SUPPLY CORP	SUPPLIES	752.000	441	153.34
07/26/2018	PNC	129242	59049	FIRE EXTINGUISHER SALES & SER	OPERATING SUPPLIES	746.000	301	33.20
07/26/2018	PNC	129244	17-085865/CANNON	GARTON & VOGT PC	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	75.00
07/26/2018	PNC	129245	106391	GENPOWER PRODUCTS INC	OTHER REPAIRS AND MAINTENANCE	934.000	266	1,408.00
07/26/2018	PNC	129246	18-FR00506/HALL	JOHN GERLACH	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	400.00
07/26/2018	PNC	129247	18-FR00745/LITTLEJOHN	HAKIM & MEHARNA PLLC	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	125.00
			18-FR00224/C-LITTLE		INDIGENT COURT APPOINTED ATTORNEY F810.000		136	250.00
			CHECK PNC 129247 TOTAL FOR FU					375.00
07/26/2018	PNC	129248	18-FR01372/VAUGHN	DENISE A. HIRSCHMANN	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	175.00
07/26/2018	PNC	129251	745169	JACK GOLDEN ASSOCIATES, INC.	MATERIALS & SUPPLIES	742.000	690	200.60
			745173		MATERIALS & SUPPLIES	742.000	690	852.00
			CHECK PNC 129251 TOTAL FOR FU					1,052.60
07/26/2018	PNC	129252	18-FR00503/GLASS	JEFFREY R. DAVIS, PC	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	225.00
07/26/2018	PNC	129253	KEN071718	KENNETH PERRY	SALARIES	703.000	209	45.00
07/26/2018	PNC	129254	17-FR04471/WILSON	THOMAS KRALL	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	150.00
07/26/2018	PNC	129256	AR180533	MACOMBE COUNTY FINANCE DEPART	COMMUNICATIONS (VEHICLES)	850.500	301	1,324.74
07/26/2018	PNC	129258	551-519437	MICHIGAN STATE POLICE	FEE (SEX OFFENDER REGISTRATION)	816.000	301	150.00
07/26/2018	PNC	129260	62898	MICHIGAN DOOR	OTHER REPAIRS AND MAINTENANCE	934.000	266	1,863.00
07/26/2018	PNC	129262	73240	NORKAN	MATERIALS & SUPPLIES	742.000	269	101.97
07/26/2018	PNC	129263	182773306001	OFFICE DEPOT	SUPPLIES	752.000	371	47.90
07/26/2018	PNC	129265	17-429807/TALOU	JANET PETERS	INDIGENT COURT APPOINTED ATTORNEY F810.000		136	300.00
07/26/2018	PNC	129267	4667546-00	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	269	47.60
07/26/2018	PNC	129269	0000232015	ROYAL OAK NAME PLATE CO.	OPERATING SUPPLIES	746.000	301	11.25
07/26/2018	PNC	129270	SAN071718	SANDRA DECKER	SALARIES	703.000	209	45.00
07/26/2018	PNC	129271	4076114	SHREDCORP	OPERATING SUPPLIES	746.000	301	143.00
07/26/2018	PNC	129272	0355957-IN	SIRCHIE FINGER PRINT LABORATO	OPERATING SUPPLIES	746.000	301	362.65
07/26/2018	PNC	129273	25009	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	690	150.00

07/30/2018 07:57 AM
User: CAROLYNN
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 11/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/26/2018	PNC	129274	622#70-00	SUBURBAN BOLT	MATERIALS & SUPPLIES	742.000	269	27.69
07/26/2018	PNC	129275	147643	SUNSHINE MEDICAL SUPPLY, INC	OPERATING SUPPLIES	746.000	301	267.45
07/26/2018	PNC	129276	251295-00	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	266	277.31
			251235-00		MATERIALS & SUPPLIES	742.000	268	45.45
				CHECK PNC 129276 TOTAL FOR FU				322.76
07/26/2018	PNC	129277	6155	TAG TINTZ & GRAPHX LLC	OTHER REPAIRS AND MAINTENANCE	934.000	265	50.00
07/26/2018	PNC	129279	28-3460/2018	UNITED STATES POSTAL SERVICE	MAIL OR POSTAGE	851.000	215	600.00
07/26/2018	PNC	129280	425400	WARREN PIPE & SUPPLY CO.	MATERIALS & SUPPLIES	742.000	265	110.89
07/26/2018	PNC	129282	143807	WINDER POLICE EQUIPMENT	OPERATING SUPPLIES	746.000	301	96.05
				Total for fund 101 GENERAL FUND				2,137,308.16

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 12/29

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 200 MAJOR STREET FUND									
07/03/2018	PNC	1000000	010000	CADILLAC ASPHALT, LLC	PRESERVATION - STREETS	570.000	463	314.70	
07/12/2018	PNC	1000000	010000	CLANCY EXCAVATING CO.	PRESERVATION - STREETS	570.000	463	61.95	
07/19/2018	PNC	1000000	010000	ACI	TRAFFIC SERVICES - STREETS	571.000	463	216.57	
					ENGINEERING SERVICES	946.000	463	2,917.10	
				CHECK PNC 100155 TOTAL FOR FUND					3,144.07
07/26/2018	PNC	1000000	010000	MACOMB COUNTY DEPARTMENT OF TRAFFIC SERVICES - STREETS		571.000	463	2,020.77	
				Total for fund 200 MAJOR STREET FUND					5,543.49

Page 13/24

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND								
07/03/2016	PNC	1140516	071641	CADILLAC ASPHALT, LLC	PRESERVATION - STREETS	870.000	463	1,355.40
07/12/2016	PNC	1200901	087317	CLANCY EXCAVATING CO.	PRESERVATION - STREETS	870.000	463	423.53
07/12/2016	PNC	1141616	07163009	SUPPLY DEN	OPERATING SUPPLIES (MATERIALS)	8752.100	463	33.41
07/19/2016	PNC	1141656	08112005	ARM	TRAFFIC SERVICES - STREETS	371.000	463	907.46
Total for Fund 203 LOCAL STREET FUND								2,717.80

07/30/2018 07:57 AM
User: CAROLYNN
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 14/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND								
07/03/2018	BNC	125423	1-536	ACCUMED BILLING, INC	PROFESSIONAL SERVICES - ACCUMED	801.100	301	1,227.09
Total for fund 210 AMBULANCE FUND								1,227.09

Pag 25/29

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND								
07/19/2016	PNC	129176	7701154	GFL ENVIRONMENTAL USA	WASTE AND RUBBISH DISPOSAL	519.000	528	42,594.10
			7701154		LANDFILL RECYCLING	519.000	528	7,424.20
			7701154		COMPOSTING	526.000	528	9,527.67
CHECK PNC 129176 TOTAL FOR PU								60,544.97
Total for Fund 226 GARBAGE AND RUBBISH COLLECTI								60,544.97

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 16/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 238 LIBRARY								
07/03/2018	PNC	129021	456396449375	GECCB/AMAZON	BOOKS & MATERIALS	744.000	738	452.45
			456396449375		SUPPLIES	752.000	738	217.22
				CHECK PNC 129021 TOTAL FOR FU				669.67
07/03/2018	PNC	129031	CAL31127431	CAVENDISH SQUARE	BOOKS & MATERIALS	744.000	738	736.75
07/03/2018	PNC	129037	6396243	DEMCO, INC.	LIBRARY PROCESSING SUPPLIES	754.000	738	112.53
07/03/2018	PNC	129043	GSL2034581	GARETH STEVENS PUBLISHING	BOOKS & MATERIALS	744.000	738	740.05
07/03/2018	PNC	129046	GRC5001951	GREENHAVEN PUBLISHING	BOOKS & MATERIALS	744.000	738	482.44
07/03/2018	PNC	129053	35079243	INGRAM LIBRARY SERVICES	BOOKS & MATERIALS	744.000	738	195.75
			35079244		BOOKS & MATERIALS	744.000	738	14.84
			351002063		BOOKS & MATERIALS	744.000	738	937.45
			35147703		BOOKS & MATERIALS	744.000	738	110.44
				CHECK PNC 129053 TOTAL FOR FU				1,137.60
07/03/2018	PNC	129065	RSL1245451	ROSEN PUBLISHING	BOOKS & MATERIALS	744.000	738	1,026.00
07/03/2018	PNC	129067	17267165	SCHOLASTIC LIBRARY PUBLISHING	BOOKS & MATERIALS	744.000	738	166.50
			17271607		BOOKS & MATERIALS	744.000	738	45.00
				CHECK PNC 129067 TOTAL FOR FU				211.50
07/03/2018	PNC	129071	202377	SLC PROPRIETARY FUND	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	738	10,294.00
			113633		MEMBERSHIPS	915.000	738	2,635.24
				CHECK PNC 129071 TOTAL FOR FU				12,929.24
07/12/2018	PNC	129113*	0426283	HE, INC.	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	738	34.63
07/12/2018	PNC	129126*	143780	MAIL PLUS	MAIL OR POSTAGE	851.000	738	19.05
07/12/2018	PNC	129147	464513	UNIQUE MANAGEMENT SERVICES, I	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	738	8.98
			464514		PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	738	5.90
				CHECK PNC 129147 TOTAL FOR FU				14.88
07/19/2018	PNC	129154	56916086	ABSOPURE WATER COMPANY	SUPPLIES	752.000	738	2.00

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 17/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 238 LIBRARY								
07/19/2018	PNC	129163	L1B071018 L1B071018	CASH	SUPPLIES PROGRAMMING	752.000 881.000	738 738	32.17 24.17
				CHECK PNC 129163 TOTAL FOR FU				56.34
07/19/2018	PNC	129164	1604070	CENTER POINT LARGE PRINT	BOOKS & MATERIALS	744.000	738	1,668.24
07/19/2018	PNC	129177	8525220	FINANCIAL SERVICING, LLC	COMMUNICATIONS (TZLEPHONE, CELL, PH#50,000		738	129.70
07/19/2018	PNC	129179	35338798 35338799	INGRAM LIBRARY SERVICES	BOOKS & MATERIALS BOOKS & MATERIALS	744.000 744.000	738 738	112.23 6.04
				CHECK PNC 129179 TOTAL FOR FU				121.27
07/19/2018	PNC	129191	96249308 96258782	MIDWEST TAPE	BOOKS & MATERIALS BOOKS & MATERIALS	744.000 744.000	738 738	19.12 17.91
				CHECK PNC 129191 TOTAL FOR FU				33.13
07/19/2018	PNC	129198-#	FR-BPESR7-3-18	PITNEY BOWES RESERVE ACCOUNT	MAIL OR POSTAGE	951.000	738	19.74
07/19/2018	PNC	129200	191835 191835	PRINT MASTERS INC.	LIBRARY DONATIONS PROGRAMMING	214.200 881.000	000 738	1,450.00 90.00
				CHECK PNC 129200 TOTAL FOR FU				1,540.00
07/19/2018	PNC	129202	060866	KOURKE EDUCATIONAL MEDIA	BOOKS & MATERIALS	744.000	738	103.70
07/19/2018	PNC	129204	17267165 17271607 15515816ADJ	SCHOLASTIC INC.	BOOKS & MATERIALS BOOKS & MATERIALS BOOKS & MATERIALS	744.000 744.000 744.000	738 738 738	144.50 89.00 (4.52)
				CHECK PNC 129204 TOTAL FOR FU				204.98
07/19/2018	PNC	129216	202417	SLC PROPRIETARY FUND	HARDWARE	985.000	738	2,871.52
07/19/2018	PNC	129219	11857879	TAPEO EDITIONS, INC.	BOOKS & MATERIALS	744.000	738	1,474.00
07/19/2018	PNC	129220	3747888/18/19	USA TODAY	BOOKS & MATERIALS	744.000	738	339.24
07/19/2018	PNC	129221	5004935335 5004935336	WELLS FARGO FINANCIAL LEASING/RENTALS	OFFICE EQUIPMENT AND FURNITURE	940.000 980.000	738 738	81.36 92.36
				CHECK PNC 129221 TOTAL FOR FU				173.72
07/26/2018	PNC	129223	86770767	ABSOPURE WATER COMPANY	SUPPLIES	752.000	738	34.80

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 18/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 238 LIBRARY								
07/26/2018	PNC	129225	458343879545	GECCB/AMAZON	BOOKS & MATERIALS	744.000	738	567.22
			458343879545		PROGRAMMING	881.000	738	104.02
				CHECK PNC 129225 TOTAL FOR FU				671.24
07/26/2018	PNC	129249	35442235	INGRAM LIBRARY SERVICES	BOOKS & MATERIALS	744.000	738	54.76
			35275553		BOOKS & MATERIALS	744.000	738	18.59
			35196254		BOOKS & MATERIALS	744.000	738	165.15
			34084648		BOOKS & MATERIALS	744.000	738	512.93
			35462183		BOOKS & MATERIALS	744.000	738	(43.41)
				CHECK PNC 129249 TOTAL FOR FU				708.02
				Total for fund 238 LIBRARY				28,260.15

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 19/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING								
07/03/2018	PNC	129034*	354614279 354614281	CINTAS CORPORATION #354	MATERIALS & SUPPLIES MATERIALS & SUPPLIES	742.000 742.000	265 265	76.58 59.94
				CHECK PNC 129034 TOTAL FOR FU				136.52
07/03/2018	PNC	129040*	6-20-18	DTE ENERGY COMPANY	ELECTRIC	920.000	265	944.88
07/03/2018	PNC	129045*	44542 44536	GREAT LAKES PEST CONTROL CO.	OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE	934.000 934.000	265 265	120.00 75.00
				CHECK PNC 129045 TOTAL FOR FU				195.00
07/03/2018	PNC	129062*	19142	NICKEL & SAPH, INC	PROPERTY LIABILITY INSURANCE	935.000	265	43,701.51
07/03/2018	PNC	129064	4666496-00	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	265	120.32
07/12/2018	PNC	129079*	6786	A-1 PARKING LOT MAINTENANCE,	OTHER REPAIRS AND MAINTENANCE	934.000	265	801.00
07/12/2018	PNC	129089	8529101130093033/51	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	201.22
07/12/2018	PNC	129111	9164103163	MD SUPPLY FACILITIES MAINTENANCE	OTHER REPAIRS AND MAINTENANCE	934.000	265	62.45
07/12/2018	PNC	129113*	0426283	BP, INC.	MATERIALS & SUPPLIES	742.000	265	103.55
07/12/2018	PNC	129117*	33.5-618 J1-61818	JOHNSON THERMOL TEMP INC.	OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE	934.000 934.000	265 265	302.50 150.00
				CHECK PNC 129117 TOTAL FOR FU				452.50
07/12/2018	PNC	129138*	24263	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	99.00
07/12/2018	PNC	129146	UL051672 UL051671 UL051669 UL051670	ULTRA FLOORS	OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE OTHER REPAIRS AND MAINTENANCE	934.000 934.000 934.000 934.000	265 265 265 265	1,018.78 1,264.54 864.86 864.86
				CHECK PNC 129146 TOTAL FOR FU				4,013.04
07/19/2018	PNC	129167*	354619871	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	59.94

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 20/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING								
07/19/2018	PNC	129171**	52486	DALE'S LANDSCAPING SUPPLY, INMATERIALS & SUPPLIES		742.000	265	271.00
07/19/2018	PNC	129175**	6-18-18	CITY OF FRASER	WATER	918.000	265	3,158.83
07/19/2018	PNC	129208**	24891	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	160.00
			24961		OTHER REPAIRS AND MAINTENANCE	934.000	265	160.00
			24886		OTHER REPAIRS AND MAINTENANCE	934.000	265	1,247.85
			24962		OTHER REPAIRS AND MAINTENANCE	934.000	265	160.00
				CHECK PNC 129208 TOTAL FOR FU				1,727.85
07/26/2018	PNC	129250	508000	INGRAM WHOLESALE SIDING	MATERIALS & SUPPLIES	742.000	265	7.95
07/26/2018	PNC	129257	34314	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	583.00
07/26/2018	PNC	129266	43607	PRIMA WELDING & EXPERIMENTAL, OTHER REPAIRS AND MAINTENANCE		934.000	265	54.00
				Total for fund 270 SENIOR HOUSING				56,693.57

07/30/2018 07:57 AM
User: CAROLYNN
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 21/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 402 2015 STREET BONDS CONSTRUCTION FUND								
07/12/2018	ENC	113241	0119101	AZW	ENGINEERING SERVICES	946.000	463	217.40
07/26/2018	ENC	113257	0119101	MACOMB COUNTY DEPARTMENT OF STREET REHABILITATION	STREET REHABILITATION	999.900	463	32.78
						999.900	463	5.90
					CHECK ENC 113255 TOTAL FOR FU			38.68
					Total for fund 402 2015 STREET BONDS CONSTRUCT			253.66

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 22/28

Check Date	Bank	Check #	Invoice	Payee	Description	Amount	Dept	Amount	
Fund: 592 WATER AND SEWER FUND									
07/03/2018	PNC	129027	371943A	AUDIO SENTRY CORPORATION	OTHER REPAIRS AND MAINTENANCE (LIFT)	934.500	527	190.00	
07/03/2018	PNC	129032	12601	CHRISTIAN CONCRETE CUTTING	INPROFESSIONAL AND CONTRACTUAL SERVICE	801.000	526	315.35	
07/03/2018	PNC	129035	35650	CLANCY EXCAVATING CO.	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	471.80	
07/03/2018	PNC	129039	05-30-18	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	918.500	526	108,322.15	
07/03/2018	PNC	129040*	6-20-18	DTE ENERGY COMPANY	ELECTRIC	820.000	527	95.21	
07/03/2018	PNC	129057	7086-2018	MACOMB COUNTY PUBLIC WORKS	COSEWAGE	917.000	527	64.87	
07/03/2018	PNC	129060	2018-2019	MICHIGAN RURAL WATER ASSOCIAT	MEMBERSHIPS	915.000	526	785.00	
07/12/2018	PNC	129078	20477	OLIVER SOD FARM	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	222.50	
07/12/2018	PNC	129081*	0118200	AEW	SEWER SYSTEM	154.000	000	570.80	
			0118202		CIP - 2017 WATER MAIN REPLACEMENT	158.300	000	440.50	
			0118193		ENGINEERING SERVICES (SAW GRANT)	946.900	527	17,892.00	
				CHECK PNC 129081 TOTAL FOR FU					18,903.30
07/12/2018	PNC	129093	701923	CALIFORNIA CONTRACTORS SUPPLI	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	549.90	
07/12/2018	PNC	129094	13604	CHRISTIAN CONCRETE CUTTING	INPROFESSIONAL AND CONTRACTUAL SERVICE	801.000	526	352.45	
07/12/2018	PNC	129100	92400	DALE'S LANDSCAPING SUPPLY, INC	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	527	182.50	
07/12/2018	PNC	129109	88500	GUNNERS METERS & PARTS, INC	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	2,950.00	
			88646		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	2,735.00	
				CHECK PNC 129109 TOTAL FOR FU					5,685.00
07/12/2018	PNC	129113*	0426283	HP, INC.	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	120.70	
07/12/2018	PNC	129125	7081-2018	MACOMB COUNTY PUBLIC WORKS	COSEWAGE	917.000	527	218,432.60	
07/12/2018	PNC	129127	JULY6, 2018	MODERN LAWN IRRIGATION	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	526	1,900.00	
07/12/2018	PNC	129148	421469	WARREN PIPE & SUPPLY CO.	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	46.63	
			421493		OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	123.82	
				CHECK PNC 129148 TOTAL FOR FU					17.81
07/12/2018	PNC	129149	1-1234771	WASHINGTON ELEVATOR CO., INC	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	82.50	

07/30/2018 07:57 AM
 User: CAROLYNN
 DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 23/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND								
07/19/2018	PNC	129155**	0118208	AEW	ENGINEERING SERVICES	946.000	527	16,657.50
07/19/2018	PNC	129166	12619 12609	CHRISTIAN CONCRETE CUTTING IN	PROFESSIONAL AND CONTRACTUAL SERVICE#01.000	801.000	526	400.00
					PROFESSIONAL AND CONTRACTUAL SERVICE#01.000	801.000	526	300.00
				CHECK PNC 129166 TOTAL FOR FU				700.00
07/19/2018	PNC	129169	J091131	CORE & MAIN LP	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	4,974.24
07/19/2018	PNC	129171**	52485	DALE'S LANDSCAPING SUPPLY, IN	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	600.00
07/19/2018	PNC	129172	0050523	FERGUSON WATERWORKS	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	281.50
07/19/2018	PNC	129175**	6-18-18	CITY OF FRASER	WATER	918.000	526	80.26
07/19/2018	PNC	129192	278233 277909 279096 279095 279097	MINI MIX, INC	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	799.50
					OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	1,202.50
					OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	1,430.00
					OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	1,430.00
					OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	1,148.00
				CHECK PNC 129192 TOTAL FOR FU				6,006.00
07/19/2018	PNC	129194	40780	OLIVER SOD FARM	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	200.00
07/26/2018	PNC	129239	52546 52555	DALE'S LANDSCAPING SUPPLY, IN	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	800.00
					OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	800.00
				CHECK PNC 129239 TOTAL FOR FU				1,600.00
07/26/2018	PNC	129240	06/30/18	GREAT LAKES WATER AUTHORITY	SEWAGE	917.000	527	7,923.60
07/26/2018	PNC	129241	0051723	FERGUSON WATERWORKS	OPERATING SUPPLIES (MATERIALS&SUPPL	752.100	526	865.13
07/26/2018	PNC	129278	PAY EST. NO 9	TAPLIN GROUP, LLC	OTHER REPAIRS & MAINTENANCE (SAW GR	934.900	527	31,171.43
				Total for fund 592 WATER AND SEWER FUND				422,978.30

07/30/2018 07:57 AM
User: CAROLYNN
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 07/01/2018 - 07/31/2018

Page 24/26

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 645 MEDICAL SELF INSURANCE FUND								
07/03/2018	PNC	448 24	FRASER MEDICAL	UNITED STATES TREASURY	HEALTH INSURANCE CLAIMS	837.000	999	742.85
07/03/2018	PNC	448 25		BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE CLAIMS	837.000	999	5,570.60
07/10/2018	PNC	448 26		BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE CLAIMS	837.000	999	5,978.25
07/17/2018	PNC	448 27		BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE CLAIMS	837.000	999	4,163.59
07/24/2018	PNC	448 28		BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE CLAIMS	837.000	999	43,504.28
Total for fund 645 MEDICAL SELF INSURANCE FUND								62,324.08

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
 CHECK DATE FROM 07/01/2018 - 07/31/2018

Pag 25/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL								
07/03/2018	PNC	129024	50985	APOLLO FIRE APPARATUS REPAIR	OTHER REPAIRS AND MAINTENANCE	934.000	249	914.10
07/03/2018	PNC	129049	20077977	MALT FIRE	EQUIPMENT REPAIRS	931.000	249	1,321.62
07/03/2018	PNC	129062*	19114	NICKEL & SAFH, INC	VEHICLE LIABILITY INSURANCE	936.000	249	79,993.00
07/03/2018	PNC	129070	581654	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	1,243.07
			581657		GASOLINE	759.000	249	4,357.95
				CHECK PNC 129070 TOTAL FOR FU				5,601.02
07/03/2018	PNC	129075	10380198-00	WEINGARTZ	EQUIPMENT REPAIRS	931.000	249	255.84
07/12/2018	PNC	129131	06281849054	DON FYKE	SUPPLIES	782.000	249	90.53
07/12/2018	PNC	129136	31666336	SILVER LINING TIRE RECYCLING	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	100.00
07/12/2018	PNC	129139	619023-00	SUBURBAN BOLT	EQUIPMENT REPAIRS	931.000	249	229.88
07/12/2018	PNC	129140	1655105FNG	SUBURBAN FORD OF STERLING HTS	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	36.40
07/12/2018	PNC	129144	1401F1056EC	TRACTION-GENUINE PARTS CO	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	36.68
07/12/2018	PNC	129152	10383930-00	WEINGARTZ	EQUIPMENT REPAIRS	931.000	249	36.65
07/17/2018	PNC	375(B)		ENTERPRISE FM TRUST	ENTERPRISE FLEET MANAGEMENT	805.000	249	10,957.74
07/19/2018	PNC	129156	9954084087	AIRGAS USA, LLC	EQUIPMENT REPAIRS	931.000	249	82.30
			9954084086		EQUIPMENT REPAIRS	931.000	249	55.20
			9954311393		EQUIPMENT REPAIRS	931.000	249	47.17
				CHECK PNC 129156 TOTAL FOR FU				184.67
07/19/2018	PNC	129162	CTC8974676	BUFF WHELAN CHEVROLET INC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	170.45
07/19/2018	PNC	129174	262-253722	FISHER AUTO PARTS, INC	EQUIPMENT REPAIRS	931.000	249	99.99
07/19/2018	PNC	129186	2097546	LESLIE TIRE SERVICE, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	395.00
07/19/2018	PNC	129196	SRVC000000644207	OSCAR W. LARSON CO.	PROFESSIONAL AND CONTRACTUAL SERVICE	801.000	249	250.00
07/19/2018	PNC	129210	562556	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	2,009.62
			562558		GASOLINE	759.000	249	3,898.21
				CHECK PNC 129210 TOTAL FOR FU				5,907.83
07/19/2018	PNC	129211	900559774	STATE INDUSTRIAL PRODUCTS	EQUIPMENT REPAIRS	931.000	249	860.36
07/19/2018	PNC	129215	1657625FNG	SUBURBAN FORD OF STERLING HTS	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	139.40

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
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Pag 26/38

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL								
07/19/2018	PNC	129218	6145	TAG TINT2 & GRAPHX LLC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	339.42
07/26/2018	PNC	129243	DDCS435129	GALEANA'S VAN DYKE DODGE	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	601.00
07/26/2018	PNC	129259	PD886670	MICHIGAN CAT	EQUIPMENT REPAIRS	931.000	249	85.26
07/26/2018	PNC	129261	47337	NATIONAL HOSE TESTING SPECIAL	EQUIPMENT REPAIRS	931.000	249	950.00
07/26/2018	PNC	129264	SRVCE000000645436	OSCAR W. LARSON CO.	PROFESSIONAL AND CONTRACTUAL SERVICE	901.000	249	500.00
07/26/2018	PNC	129268	694163/1	ROY O'BRIEN, INC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	46.50
07/26/2018	PNC	129277*	5547	TAG TINT2 & GRAPHX LLC	EQUIPMENT REPAIRS	931.000	249	78.00
07/26/2018	PNC	129281	10382515-00	WEINGARTZ	EQUIPMENT REPAIRS	931.000	249	(108.88)
			10389850-00		OTHER REPAIRS AND MAINTENANCE	934.000	249	163.72
				CHECK PNC 129281 TOTAL FOR FU				54.84
				Total for fund #61 MOTOR POOL				110,235.19

Pag 27/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 701 TRUST & AGENCY FUND									
07/02/2018	39DC2	10522		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	750.00	
07/02/2018	39DC2	10523		CIRCUIT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	6,179.00	
07/03/2018	39DC2	10524		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	1,294.00	
07/03/2018	PNC	129050	BON062618	BONNIE HARRIS	DC - SECURITY FEE - CI COSTS IC	228.500	000	405.00	
07/03/2018	PNC	129055	JUD063018	JUDICIAL MANAGEMENT SYSTEMS	IDC - TECHNOLOGY FUND - DIST CT* T1	228.600	000	275.00	
07/03/2018	PNC	129061	BB180091	MOLD RITE	BUILDING BONDS	283.100	000	100.00	
07/03/2018	PNC	129066*	RPS062618	CITY OF ROSEVILLE	SECURITY FEE 5%	228.500	000	5,762.50	
			RPS062618		DC - TECHNOLOGY FUND - DIST CT* T1	228.600	000	6,250.00	
				CHECK PNC 129066 TOTAL FOR FU					12,012.50
07/03/2018	PNC	129073	838358149	THOMSON REUTERS - WEST	DC - TECHNOLOGY FUND - DIST CT* T1	228.600	000	212.34	
07/06/2018	39DC2	10525		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	200.00	
07/06/2018	39DC2	10526		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	200.00	
07/10/2018	39DC2	10527		MARTEZ LAMON BROWN	ACCTS PAYABLE-DIST CT BOND	202.100	000	121.00	
07/10/2018	39DC2	10528		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	3,428.00	
07/12/2018	PNC	129082	BB180023	AFFORDABLE FIRE PROTECTION	BUILDING BONDS	283.100	000	100.00	
07/12/2018	PNC	129084*	41979	AMERICA'S FINEST	PUBLIC SAFETY - COP PROGRAM	214.400	000	435.00	
07/12/2018	PNC	129089	01934	BOUNCE ABOUT RENTALS	REC PROGRAM REVOLVING	243.000	000	300.00	
07/12/2018	PNC	129108	FM001397	FUSION MARKETING	REC PROGRAM REVOLVING	243.000	000	380.80	
07/12/2018	PNC	129129*	7163	PHILLIPS SECURITY	PS TECHNOLOGY FUNDS	216.200	000	2,500.00	
07/17/2018	39DC2	10530		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	290.99	
07/17/2018	39DC2	10531		39TH DISTRICT COURT	ACCTS PAYABLE-DIST CT BOND	202.100	000	5,200.00	
07/19/2018	PNC	129114	180716-001	STU & HIS CREW	REC PROGRAM REVOLVING	243.000	000	250.00	
07/26/2018	PNC	129228	DAV072318	DAVID BISBY	PUBLIC SAFETY DONATIONS	284.400	000	120.66	
				Total for fund 701 TRUST & AGENCY FUND					31,714.90

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Pag 28/28

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 SUMMER TAX COLLECTION FUND								
07/13/2016	PNC	119516	11-167-03-4000-100	SILK ABSTRACT COMPANY	ALL UNDISTRIBUTED TAXES	274.000	000	546.72
07/15/2016	PNC	121051		FRASER PUBLIC SCHOOLS	DISB # 1	274.000	000	213,258.84
07/15/2016	PNC	121052		MACOMB INTERMEDIATE SCHOOL	DISB # 1	274.000	000	51,581.59
07/15/2016	PNC	121053		MACOMB COMMUNITY COLLEGE	DISB # 1	274.000	000	26,082.57
07/15/2016	PNC	121054		MACOMB COUNTY STATE EDUCATION	DISB # 1	274.000	000	106,735.68
07/15/2016	PNC	121055		MACOMB COUNTY	DISB # 1	274.000	000	80,059.61
TOTAL - ALL FUNDS					Total for fund 703 SUMMER TAX COLLECTION FUND			478,571.31
								2,387,874.59

'*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Assessment Administration Services, L.L.C.

July 12, 2018

Mr. Wayne Oneal
City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Dear Mr. Oneal:

Assessment Administration Services has been providing cost effective solutions for municipalities throughout southeastern Michigan since 2009. We have an experienced staff that currently provides assessing functions to 18 Michigan municipalities in Macomb, St. Clair and Washtenaw, Oakland, Lapeer, Wayne and Lenawee Counties.

We are excited to offer a proposal for our services to the City of Fraser and hope to continue our relationship we established in 2015. Our goal is to reach complete satisfaction from our clients. We strongly recommend that you contact them to get their first hand experiences with Assessment Administration Services.

Assessment Administration staff has an overwhelming history of experience. We currently have a staff of 20 highly certified professionals along with support staff of seven trained individuals in field work and office procedures. Of the 20 certified individuals, 4 are Michigan Master Assessing Officers (Level 4); 7 are Michigan Advanced Assessing Officers (Level 3); 8 are Michigan Certified Assessing Officers (Level 2); and 1 Michigan Certified Assessing Technician (Level 1). In all there is well over 200 years of combined Assessing experience.

Assessment Administration Services currently has all of the insurance requirements equal to or in excess of the amounts required in the request for proposal (see attached).

Attached is a proposal for Assessing Services as well as a complete list of our clients both new and old. Please do not hesitate to contact me if you have any questions regarding the information supplied.

We appreciate being able to offer you a proposal for our services and look forward to hearing from you soon.

Sincerely,



Lisa Griffin, MAAO, PPE
President
Assessment Administration Services, L.L.C.

Assessment Administration Services, L.L.C.

July 12, 2018

City of Fraser
Wayne Oneal, City Manager
33000 Garfield Road
Fraser, MI 48026

RE: Proposal for Assessing Services

Dear Mr. Oneal:

It has been a pleasure for Assessment Administration Services to serve as the Assessor of Record and provide Assessing personnel for the City of Fraser since 2015. We have prepared an updated quote for your review. We are proposing a three year contract which begins May 1, 2018 and ends April 30, 2021 and a contractual sum of \$101,875 for the first year with a 2% increase each year for the remainder of the 3 year contract. The contract duration would be August 1, 2018 through July 31, 2021. Assessment Administration Services, L.L.C. agrees to provide the following:

- Provide a MAAO (Level III) or higher Assessor to certify the roll.
- Supervise and maintain the assessment roll as outlined by State Tax Commission rules and regulations.
- Develop land value and economic condition factor analysis.
- Review all sales and property transfers.
- Prepare, defend and counsel regarding all Michigan Tax Tribunal cases and testify when necessary.
- Conduct March, July and December Boards of Review.
- Supervise and review July and December Board of Review changes.
- Normal record card maintenance as recommended by the State Tax Commission.
- Provide office hours and availability of Assessing Staff and Assessor 2 days per week except for vacations and holidays.
- Attend necessary work sessions and City Council Meetings.
- AMAR Compliance (Audit of Minimum Assessing Requirements).
- Provide knowledgeable customer service to the constituents of Fraser.
- All preformed duties required of the Assessor of record.

In addition, Assessment Administration Services, has 4 Certified Michigan Master Assessing Officer's on staff that will provide assistance with tax tribunals and other consultation as needed. If you have any questions regarding this proposal or would like to meet in person, please do not hesitate to contact me.

Sincerely,



Lisa Griffin, MAAO, PPE
President

Assessment Administration Services, L.L.C.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance & Risk Management 45600 Village Blvd. Shelby Twp MI 48315		CONTACT NAME: PHONE (A/C, No, Ext): 586-799-6000 FAX (A/C, No): E-MAIL: certificates@ciainsurance.com ADDRESS: certificates@ciainsurance.com	
INSURED Assessment Administration Services, LLC 61060 Winterberry Dr Washington MI 48094		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Companies INSURER B: Arch Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
ASSES-1		NAIC # 22357	

COVERAGES

CERTIFICATE NUMBER: 719110183

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			35SBAIK6496	3/7/2018	3/7/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employment Practices \$ 10,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			35SBAIK6496	3/7/2018	3/7/2019	COMBINED SINGLE LIMIT (Ea. accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below ☐ Y ☒ N N/A			35WECAB2U6S	3/7/2018	3/7/2019	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 600,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability Retention \$2,500.00			AMP0000865-00	3/7/2018	3/7/2019	Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Assessment Administration Services
61060 Winterberry Dr.
Washington MI 48094

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**List of Client Community References,
Contact Information and Services Provided
For Assessment Administration Services, L.L.C.**

LAPEER COUNTY

June 2018

Contact: Greg Hill, Equalization Director
(810) 667-0228
County Equalization Study-Industrial

LENAWEE COUNTY

Franklin Township:

2017-Present

Contact: Bob Platt, Supervisor
(517) 431-2644
Assessor of Record
Assessing Staff
Reappraisal
14 Point Review Compliance

Rollin Township:

May 2018

Contact: Irma Davis, Supervisor
(517) 547-7786
Assessor of Record
Assessing Staff

Woodstock Township:

2017-Present

Contact: Matt SeGraves, Supervisor
(517) 260-6668
Assessor of Record
Assessing Staff
Reappraisal
14 Point Review Compliance

MACOMB COUNTY

City of Mt. Clemens:

2018

Contact: Linda Kunath, Finance Director
(586) 469-6838
Services: Assessor of Record
Assessing Staff
Field Inspection

City of Eastpointe:

2015-Present

Contact: Randall Blum, Finance Director
(586) 445-3661
Services: Assessor of Record
Assessing Staff
Field Inspection

City of Fraser:		2015-Present
Contact:	Wayne O'Neal, City Manager (586) 293-3100 x 3	
Services:	Assessor of Record Assessing Staff Field Inspection	
City of Roseville:		2014-2017
Contact:	Scott Adkins, City Manager (586) 445-5410	
Services:	Assessor of Record	
City of Center Line:		2013-Present
Contact:	Dennis Champine, City Manager (586) 757-6800	
Services:	Assessor of Record Apex Sketch Project Assessing Staff	
Township of Harrison:		2016-Present
Contact:	Kenneth Verkest, Supervisor (586) 466-1445	
Services:	Assessor of Record	
Township of Lenox:		2012-Present
Contact:	Ron Trombly, Supervisor (586) 727-2085 x 117 or 118	
Services:	Assessor of Record Assessing Staff Field Inspection	
Township of Richmond:		2012-Present
Contact:	Cindi Greenia, Supervisor (586) 405-5192	
Services:	Assessor of Record Assessing Staff	
Township of Bruce:		2009-Present
Contact:	Richard Cory, Supervisor (586) 752-4585	
Services:	Assessor of Record Reappraisal Administered 14 Point Review Compliance	

WAYNE COUNTY/OAKLAND COUNTY

City of Northville:

2017-Present

Contact: Sandi Wiktorowski, Finance Director
(248) 349-1300
Services: Assessor of Record
Assessing Staff

WAYNE COUNTY

City of Westland:

2012

Contact: James Elrod, Former Assessor
(734) 812-7157
Services: Assessing Staff

WASHTENAW COUNTY

Township of Northfield:

2014-Present

Contact: Marlene Chockley, Township Supervisor
(734) 449-2880
Services: Assessor of Record
Assessing Staff
Field Inspection

MCKENNA

Building Department Services

CITY OF FRASER, MICHIGAN



July 2018

Communities for real life.



MCKENNA

July 24, 2018

Mr. Wayne O'Neal
City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Subject: Building Official and Administrative Services Proposal

Dear Mr. O'Neal:

We are glad to be able to step in and assist the City with the management of the Building Department during the search for a long-term solution for the department. Based on our relationship and recent experience with the City of Fraser, we can help the City in creative ways to provide a highly functioning, customer oriented building department for a reasonable cost. We also understand that the City is looking for a Building Official that will function as support for the City's administrative team and as a professional leader. I believe the following proposal spells out how we can achieve these objectives and more for the City of Fraser.

ORGANIZATIONAL IMPROVEMENTS – NO CHARGE

We understand that there is a desire to organize and improve the City's current record retention system. Based on our success with other communities faced with similar challenges, we will assist the City in reconstituting its record retention procedures and organize existing project files to ensure nothing falls through the cracks. We will provide this service at no charge as part of our continued transition into the Building Department.

PROFESSIONAL LEADERSHIP

Sarah Traxler, AICP, Vice President, will continue to be responsible for the City's overall satisfaction with all aspects of McKenna service. We propose Jim Wright to be the project director for the City of Fraser building department services as technical support. The City's administrative team will have direct access to Jim's decades of success as Building Department manager. George Weaver will function as the City's Building Official/Inspector. George has nearly 20 years of success in providing fair, consistent, and helpful building code reviews and inspections.

COMMUNITY PARTNERS

McKenna has been and looks forward to being an active community partner with the City of Fraser. Whether it's sponsoring or participating in local events we will be there. As representatives of the City and one of the highest profile departments in the City, it is critical that Building Department personnel maintain a positive relationship with the residents and investors within the City.

SHARED SERVICES

In effect, by using our firm's talent for selected services, a "shared services" efficiency is established, because we provide "as needed" services to multiple communities – so the costs for overtime or inefficiencies of someone not being productive in slow times are avoided.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

BUSINESS/CITIZEN FRIENDLY

Communities that rise above the normal create a competitive advantage for investment in their town because a timely and complete inspection process is part of the higher level which increases investment attraction. McKenna's business/citizen friendly approach which includes frequent satisfaction surveys insure the highest possible service standard.

SUCCESS

We value and respect the Fraser/McKenna partnership and look forward to expanding this to include assisting the City with Building Department services. In 2009, another municipality cautiously selected McKenna to manage its Building Department. Since then, the City has found its building department quality significantly upgraded and its long-time administrative problems have disappeared in terms of: citizen complaints, unexpected medical leave, "Monday/Friday sick days", grievances, etc. Results include increased service quality with negligible problems. Although each community is different, we can confidently propose virtually trouble-free service.

Respectfully submitted,

McKENNA



John R. Jackson, AICP
President

Cc: Sarah Traxler, AICP, Vice President
James K. Wright, LEED-AP, Building Official
Ralph Welton, Director of Building Department Services





Building Department Services

CITY OF FRASER, MICHIGAN

PREPARED 24 JULY 2018 BY

MCKENNA
235 East Main St.
Suite 105
Northville, Michigan 48167

PREPARED BY: John R. Jackson, AICP, President
Sarah E. Traxler, AICP, Vice President
O 248.596.0920
C 313.690.1966
F 248.596.0930

MCKENNA

Communities for real life.

Table of Contents

Executive Summary	1
Project Approach	2
Work Plan	3
Payment for Services.....	10
Professional Qualifications	11
Past Involvement with Similar Projects.....	15
<i>Team Resumes</i>	

Executive Summary



The City of Fraser is committed to providing quality service to residents and businesses.

Proposed Services

McKenna will provide the following services:

- Building Department Management
- Building Code Plan Review
- Building Code Inspections
- Business License Program
- Reoccupancy Program
- Vacant Building Program
- Zoning Administration

Professional Fees

We are proposing to provide these Building Department services for a monthly retainer of \$5,200 for on-site 8-hour days, two days per week. For additional information, see the below section entitled "Payment for Services."

We will assist the City updating its record retention and storage procedures and practices at no cost as part of our transition into the community.

McKenna Advantages

- Mature Community Specialists
- Local
- Responsiveness
- Experienced Strategists
- Effective, Organized, and Accountable

Building Professionals

Community Manager/City Planner

Sarah Traxler, AICP, NCI

Project Director/Building Official

Jim Wright

Building Inspector/Plan Reviewer

George Weaver



Project Approach

We understand that the City of Fraser wishes to increase the effectiveness of service currently being provided in the Building Department. We believe that we can provide the City with high quality, results-oriented, and customer friendly Building Department Management services for a fee that results in the best value for the City of Fraser.

Project Director/Building Official

Our proposed Building Officials are not only fully certified, but also have decades of experience in department management. They have proven success in running highly effective building departments and working closely with elected and appointed officials to achieve results in some of the most desirable communities in Michigan, including Fraser. Our Building Officials will function as an extension of the City's administrative team participating in department head meetings, City Council strategic sessions, and as part of the City's development team side by side with Code Enforcement, Planning, and Economic Development. Most importantly, McKenna's Building Official will be a highly visible member of the community participating in community events to ensure that the Building Department's functions are well understood and their personnel highly accessible to the public.

Each Project Manager has more than 10 years' success and tailors the program for each project individually, to ensure the standard of quality established by each client is achieved. The program is flexible and can be adapted to meet the needs of large or small projects, across discipline lines.

Accountability

Communication is the most effective element in running a successful department. McKenna's Building Official will provide regular reports on each of the service areas of the department. These reports will be based on clearly defined targets and will provide timely achievement results, as well as suggestions for areas of constant service delivery improvements.

Targets

McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

Effectiveness

The effectiveness of our overall Quality Management Program demands that all personnel are aware of the professional, technical and ethical requirement of each project. Responsibility for implementation of the program is team-wide under the direction of the Building Official. The Building Official addresses the short- and long-term issues underlying the project. Building Officials also develop technical standards for the program, and procedures for implementing quality management, including a plan for timely completion of program tasks, while maintaining professional performance levels.

Client Satisfaction

Client satisfaction is measured as a quality control measure. The level of performance is graded and McKenna makes adjustments as necessary.

Work Plan

McKenna is committed to providing Fraser's citizens and the business community with the highest level of service in a highly efficient and professional manner. McKenna's service is flexible and responsive, and allows the City to staff up or down as needed, providing next day scheduled inspections as-needed and same day service if-needed. We partner in utilizing and improving the City's systems. To that end, McKenna can provide the following scope of work:

“When do you want to open and what are your deadlines?”

McKenna Building Official

Department Management Services

We provide the following careful oversight, considerations, and value in administering building departments across the state of Michigan.

PROFESSIONAL LEADERSHIP

McKenna's Building Official will provide recommendations in the development and implementation of goals, objectives, fee schedules, ordinances, budgets, policies and priorities in conjunction with the administrative team.

OPEN FOR BUSINESS

McKenna's team will work closely with the entire administrative team to develop a service culture that says "Fraser is Open for Business." As part of this culture, McKenna's Building Official may make recommendations relative to:

- Internet accessibility.
- Proactive project tracking.
- Clear & efficient permitting processes.
- Others, to meet Fraser's specific needs.

BUSINESS/COMMUNITY INPUT

McKenna's Building Official will work with the administration team to put processes in place to gather input from Fraser businesses and other stakeholders to identify potential problems and gather suggestions. We will ensure a close relationship with organizations that represent the business community.

Together with our graphic design professionals, we will ensure that compelling methods are in place to obtain business input (such as Business Roundtable, real estate forum, etc.):

- Through monthly, quarterly, or semi-annual meetings.
- Surveys
- Online comments.
- Newsletters.
- Email blasts

INTERFACE WITH APPLICABLE AGENCIES INTERNAL AND EXTERNAL

McKenna's team will use or develop protocol for both internal and external agency interfacing. Routing forms and procedures will be used for internal coordination between Building, Fire, Engineering, Planning, Public Works, and other appropriate entities. Transmittal forms and tracking will be used to ensure consistent interfacing with external agencies.

RESOURCES TO PROVIDE HIGH QUALITY SERVICES

Constant feedback is required to ensure that the services being provided are meeting the expectations of the City, Building Industry, and the citizens of Fraser. To facilitate this, McKenna will issue regular satisfaction surveys to these groups. The surveys will be used to correct and improve the services provided.

ABILITY TO WORK WITH CITY STAFF

Since 1978, McKenna has provided municipal services to over 300 communities. We have interfaced with numerous City staffs across the full realm of municipal service including close quarters and day-to-day on-site collaboration. Our reputation for integrity and excellent service is unequalled in the field.

Our approach is to work as an extension of the City's staff to achieve the same objectives in the most effective way possible.

EMERGENCY SERVICES

McKenna will dedicate an on-call inspector after hours, on weekends and holidays. The designated inspector will be on-call by cell phone and the number provided to the appropriate public safety personnel. This allows for emergency situations to be addressed by trained personnel in a timely manner. McKenna will also provide our Community Manager and Building Official's cell phone numbers to City emergency personnel.

VACANT BUILDING MANAGEMENT

McKenna professionals will work closely with the City to ensure vacant buildings are registered, inspected and maintained in accordance with City ordinances and codes.

BUSINESS LICENSE PROGRAM MANAGEMENT

McKenna professionals will work closely with the City to ensure businesses are registered, inspected and maintained in accordance with City ordinances and codes.

REOCCUPANCY PROGRAM MANAGEMENT

McKenna professionals will work closely with the City to ensure that buildings are inspected and maintained following transfers in accordance with City ordinances and codes.

PROJECT CLEARANCE AND MONITORING

McKenna has assisted communities in the CDBG program. We are familiar with numerous complex labor and environmental laws with which Fraser is required to comply. McKenna has extensive experience preparing environmental review documentation, as well as monitoring Davis-Bacon requirements for projects that trigger the special labor provisions. These services are available on request, if needed through your sub-recipient program with Macomb County.

Plan Review Services

TURN-AROUND SERVICES

All reviews will be completed within the recommended target established by the City of Fraser. Written reviews will be provided identifying any deficiencies along with helpful suggestions on how to resolve any outstanding code issues. Progress will be tracked using the City's current software systems.

REVIEW	1 ST CYCLE	2 ND CYCLE	3 RD CYCLE
New Commercial Construction	10 Days	5 Days	Same Day
Major Commercial Alterations	10 Days	5 Days	Same Day
New Multifamily Construction	10 Days	5 Days	Same Day
All Other Reviews (2 hours or less)	Same Day	Same Day	Same Day

Permit Ready – McKenna can expand the list of projects that can be issued permits immediately.

Counter Reviews – McKenna will provide sufficient staff to ensure that a full range of projects will be eligible to receive permits following a brief counter review, working with Fraser's building administrative staff.

DISCIPLINES TO BE REVIEWED

McKenna's team of professionals is experienced and certified in the full range of residential, industrial and commercial building codes including the most recent versions of:

- Michigan Residential Code (MRC)
- International Swimming Pool and Spa Code
- National Electrical Code (NEC) with Chapter 8 Amendments
- Michigan Mechanical Code
- Michigan Building Code (MBC)
- Michigan Plumbing Code
- Michigan Uniform Energy Code
- International Fire Code (IFC)
- Michigan rehab code or existing buildings
- International Property Maintenance Code

For the purpose of this proposal our professionals will focus on building related codes and not the trades.

REVIEW FORMAT

We will use the city's existing forms and continue to help develop new forms to assist in streamlining the review, permitting and inspection process.

DETAILS OF PLAN REVIEW PROCESS

The McKenna team knows Fraser's existing plan review system and will look for opportunities to streamline the process. The process at a minimum will include:

- The Act 407 registered plan reviewer shall be contacted to pick up permit requests and plans.
- Submittal of permit applications with three copies of the plans including one electronic version.
- All documents shall be reviewed for zoning compliance, ordinance compliance and Michigan Building Code compliance. Utilizing the plan review checklists, but not limiting the review to these lists, the submitted plans will be reviewed to verify compliance with the Michigan code in which the applicant has made the request. If a specified Building Code is not listed or the Code requested does not apply, plans will be reviewed under the more stringent code as determined by the Building Official.
- The plan reviewer shall verify that the Use, Occupancy and Construction Type is noted on the plan and verify compliance with all applicable codes, ordinance and zoning requirements
- Any required plan corrections are noted by the reviewer and revised plans requested. The plan reviewer uses the plan review revision request form noting the code, zoning or ordinance deficiency with a written explanation of what the deficiency is and what is required to gain compliance
- Three copies of the plans including one electronic version is requested for the City indicating the request revisions. These revisions are clouded on the plan. These plans are date stamped received and plan reviewer(s) notified of receipt of revised plans
- A second review is then performed by the Plan Reviewer(s) and NFPA plan reviewer if needed, verifying compliance. (Note: if a third revision is required an additional plan review fee will be identified).
- Once the project has gained approval verifying compliance with applicable codes, ordinance and zoning by required plan reviewers the plans are stamped approved and signed by plan reviewers that reviewed the plans.
- Approved plans will include the signature of the Building Official and stamped "Reviewed for Code Compliance."

After Review

- After review, we will check for signatures on first page of plans – all copies. Written review by Inspector is attached to the first page of plans. A copy of reviewed plans goes to the applicant.
- Enter into computer software.
- Notify applicant on status – indicate the fees due or additional information needed to process.
- VERIFICATION OF ALL REVIEW AND APPROVALS IS CHECKED BEFORE PERMIT IS ISSUED.
- Place application and paperwork by street name for pickup.
- One copy of the approved plans and plan reviews are entered in permanent file.

TRACKING AND REPORTING DETAILS

All project status, details, and comments will be closely tracked via the City's BS&A system McKenna will work closely to ensure that all stages of the process from intake through certificate of occupancy and all follow up will be tracked through a secure on-line system.

DETAILS ON RESOURCES/TOOLS AVAILABLE TO PLAN REVIEW STAFF TO HELP ENSURE THAT TIME FRAMES AND QUALITY METRICS ARE BEING MET

Online digital forms can be developed to ensure that the process operates at maximum accuracy, currency, and efficiency. The online system using the City's software system will keep all contractors connected to the project and the applicant continuously ensuring a fast, accurate, and efficient system (if desired by the City).

A major factor in expediting plan review process is the experience level of the plan reviewer. Experienced personnel know what items most often lack compliance with the building code (and applicable City Ordinances pertaining to construction standards). The rapidness, and more importantly the quality, of

plan reviews rests on the skill and experience of the reviewer. Checklists are used and are helpful in documenting issues, but experienced individuals are the biggest asset to performing a code review

Inspection Services

TIME FRAME FOR INSPECTIONS

McKenna will work with the City of Fraser to schedule inspections in a logical and orderly manner. We will identify specific days of the week for various types of inspections with the goal of completing all inspections within 48 business hours

TYPES OF INSPECTIONS PERFORMED

McKenna's team of professionals are prepared to provide building inspections for residential, commercial, and industrial projects.

DETAIL ON INSPECTION REQUEST PROCESS

McKenna will work with the City to develop an automated inspection request process reducing the personnel demands for intake and issuing inspection results. All inspection requests will be coordinated at the City offices in the morning and the results will be assembled throughout the day

APPLICATION NOTIFICATION PROCESS

The McKenna team will work closely with the City of Fraser to maximize the use of the City's software system and develop a method of providing inspection results to our customers online if desired.

SAFETY INSPECTIONS

Evaluate existing structures for safety and health issues, necessity of permits for work performed, hazardous or unsafe conditions, or other violations, including declarations of emergencies and emergency demolition orders. We can also enforce the City's Dangerous Building and Vacant Building ordinances (if applicable), coordinate hearings, and prepare required reports for presentation before the hearing officer.

CROSS-CONNECTIONS

McKenna can oversee the cross-connection tests and any necessary repairs, and required paperwork to submit to MDEQ.

LIQUOR LICENSE INSPECTIONS

Provide and perform inspections relative to the transfer of property or businesses involving Michigan Liquor Control licensing, as requested.

CONDEMNATION/DEMOLITION INSPECTION

Perform and document dangerous building inspections, presenting the City's case to the Hearing Officer. We can also follow through on any demolition activity and plans, if desired.

Record Retention and Organization

McKenna has extensive success in assisting building departments develop logical, efficient, and orderly workflow procedures. We will assist the building department to establish consistent procedures for project intake, processing, and retention. As part of that process we will organize existing projects and project files to ensure items can be accurately located and tracked.

Other Services

ATTENDANCE AT PRE-CONSTRUCTION AND OTHER INTERNAL COORDINATION MEETINGS

Appropriate McKenna staff can be available for meetings with applicants. Requirements for attendance at staff and other scheduled internal meetings will be finalized following selection. It is recommended that additional costs of attendance be passed through to the applicant either directly or as mandated through an updated fee structure.

AVAILABILITY FOR ENFORCEMENT HEARING, COURT TESTIMONY, ETC.

The Project Manager assures the correct professionals attend meetings to represent the City. McKenna can serve as a liaison between the Hearing Officer and City Administration. McKenna's Project Manager provides professional assistance as needed. McKenna professionals are trained and skilled facilitators and communicators, and each McKenna planner, building professional, and designer are adept at preparing presentations and performing under pressure in large public meetings and in private one-on-one meetings. We will participate in enforcement hearings, activities, court testimony, etc. Our professionals are available for enforcement hearings and to provide court testimony. We have successfully defended community enforcement actions and provided court testimony for 40 years.

PROFESSIONAL SERVICES TO VARIOUS BOARDS AND COMMISSIONS AS REQUIRED

McKenna provides professional planning, zoning, landscape architecture and transportation planning, support to boards, commissions, authorities, and committees for numerous municipalities. Our professionals are familiar with Open Meeting Act requirements, agenda preparation, minutes generation and follow-up. The Project Manager will be responsible for staffing requirements, based on the needs expressed by the City. Our role as City Planner will benefit coordination and effectiveness of our building services to the City of Fraser.

COMPLAINT RESOLUTION

Complaints require successful communication between the parties including a fair, ethical and substantiated response. The complainant will be contacted by the Project Manager. Secrecy will be assured and provided. The owner will be requested to detail the issues in writing. If satisfaction cannot be reached, and depending on the seriousness of the complaint, the City liaison will be contacted and an investigation may be started. All facts will be documented. Because McKenna provides a team of inspectors, complaints may be forwarded to another inspector for resolution.

Miscellaneous Qualifications

TEAM APPROACH

McKenna professionals are an extension of the City. This partnership requires constant interaction and communication between all levels of the team and constant reporting to the City of Fraser City Manager. Our objective is to make the department run smoothly and efficiently with no surprises. Clearly established procedures, forms, and protocol will be utilized to ensure that the Fraser Building Department functions as a single efficient unit.

UNIQUE CHALLENGES OF FRASER

Our team of experienced professionals is prepared to tackle the most sensitive additions to aging structures to the most complex mixed-use campus. This requires working closely with all of the departments within the City. McKenna's professionals are equally comfortable working in the field or working around the conference table to find workable solutions for people who are investing in the future of Fraser.

COMMUNICATION

McKenna's Team of professionals are well respected for their technical capabilities as well as their ability to identify solutions and communicate them to everyone from elected officials, to developers, trades people, and citizens. They possess the ability to take the most technical concepts and communicate them in appropriate terms. Our client satisfaction survey process will attest to that fact.

AN AGENT OF THE CITY

McKenna's team of professionals will function as an agent and arm of the City of Fraser. As an agent of the City, we will project the core values of Fraser in creating a business friendly/citizen-oriented environment. Our professionals are well equipped to oversee and facilitate plan review services, inspections, enforcement of appropriate building codes, respond to citizen complaints and communicate effectively to maintain the delicate balance between non-residential development and the quality residential neighborhoods of the City.

COOPERATIVE WORK ENVIRONMENT

Since 1978, McKenna has provided staff resources to communities in Michigan and Ohio. Our staff of professionals is used to immersing themselves in the culture of the community. That requires the ability to communicate the goals of the City to developers, contractors, and citizens to ensure that the result is consistent high caliber of project that meets or exceeds the expectations of the City.

Staffing Schedule

Based on the current amount of activity McKenna will provide a licensed/certified Building Official/Inspector/Plan Reviewer on-site in Fraser for 8 hour days, two days per week. This schedule can be modified to ensure timely response and customer service. Fraser's Building Department team will be available via phone and email above and beyond the on-site schedule.

Payment for Services

Fee As A Monthly Retainer

For inspection and on-site work McKenna will charge the City a monthly retainer of \$5,200. This will ensure that McKenna's Building Official/Inspectors are available on site for 8-hour days, two days per week.

DAILY RATE

McKenna's Building Department professionals are available for additional days at a daily rate of \$600 per day to allow the City the flexibility to respond to increases in activity.

For services outside of office hours, including off-site plan reviews, McKenna will charge an hourly rate of \$75.00.

RECORD RETENTION AND ORGANIZATION

As part of our transition into the building department, we will assist the City with organizing its projects and developing workflow standards at no cost to the City

Professional Qualifications



Our inspiring and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, sustainable design

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, and Kalamazoo, Michigan.

235 East Main Street, Suite 105
Northville, MI 48167
Ph (248) 596-0920
Fax (248) 596-0930
Email: info@mcka.com

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
Ph (269) 382-4443
Fax (248) 596-0930

28 W. Adams Street
Suite 1000
Detroit, MI 48226
Ph (313) 888-9882
Fax (248) 596-0930

At McKenna, we help make communities for real life. From street festivals, traffic jams, roundabouts, downpours, downspouts, and storefronts, to parking spots, coffee shops, and farmers markets, we want you to thrive. No matter the obstacles, no matter the scope, we get down in the weeds with you to plan, design, and build your municipality into a perfectly livable community.

Areas of Service

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

COMMUNITY PLANNING

- Master Plans (cities, villages, townships, counties and regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

On-Site Management Services

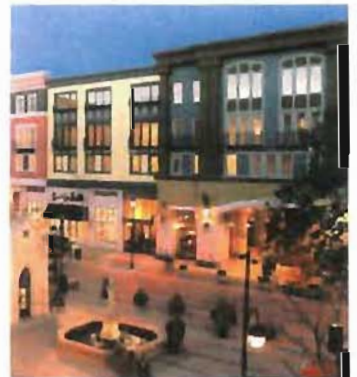
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management- Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations - Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps & Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education & Training
- Transportation and Parking Plans
- Access Management
- Parking Studies



Public Participation (IAP2 and NCI Certified)

- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes NCI

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Landscape Architecture

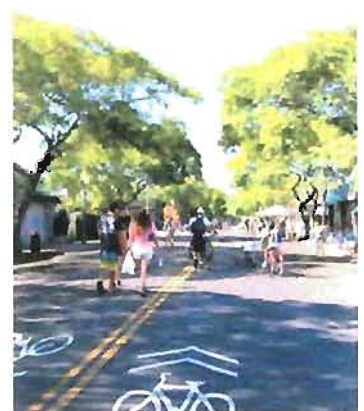
- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design
 - Greenways, Bikeways Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

Sustainability Plans

- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors



Unique Qualifications

We believe that McKenna is uniquely qualified to provide the requested services for the following reasons:

1. McKenna offers LEED certified inspectors.
2. McKenna has provided municipal department management services in Michigan communities for forty years.
3. McKenna's team of professionals have reviewed and inspected some of the most complex residential and mixed-use buildings constructed in Southeast Michigan.
4. Many of McKenna's building professionals are certified to provide certification maintenance training on a number of topics including communication.
5. Several of McKenna's certified Building Officials have managed building departments in communities similar in size and character.

Professionals

McKenna has a deep roster of certified inspectors, plan reviewers, and permit technicians/support services. Following is our proposed team. In addition to these talented individuals, we have professionals in each area to provide back up in the event of illness or vacation.

In many instances we have been asked to meet with and work with existing contractors that are currently providing service to a community. We are willing to meet with any contractors that are currently providing service if those relationships are beneficial.

Past Involvement with Similar Projects

Examples of Recent Plan Reviews/Inspections

McKenna's professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including over 100 reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden City Hospital
- Hampton Inn
- White Castle Corporation
- BP – Gas Stations
- Surgical Facilities
- St. Peter and Paul Church (Westland)
- International Extrusions
- Raleigh Movie Studios (Pontiac)
- Crestwood Dodge
- Beaumont Medical Office Building
- Michigan First Credit Union
- Renaissance Festival

The Pearl

85,350 SF

5 story mixed use \$15.5M

The Sheridan

4 story senior complex

\$15.076M

Forefront

3 Story mixed use

\$6.9M

Brookside

5 story residential

Forest Elm

5 story mixed use

50,849 SF

\$5.6M

The Woodward

3 Story restoration

Palladium

5 story renovation

\$6.8M



ABOVE

Recently completed
Beaumont MOB

Grosse Pointe

BELOW

Michigan First
Credit Union
Lathrup Village



Comparable Projects

Current Building Inspection Department Administration, Plan Review and Code Enforcement:
McKenna currently provides a variety of Building Department services and Code Enforcement to:

COMMUNITY	SERVICES PROVIDED					
	Building Official	Building Inspection	Trade Inspection	Plan Review	Clerical	Code Enforcement
Birmingham (pop. 20,103)		■	■	■		■
Village of Oxford (pop. 3,436)	■	■	■	■		
City of Lake Angelus (pop. 290)	■	■	■	■	■	■
City of Lincoln Park (pop. 38,144)		■	■	■	■	
Canton Charter Township, Wayne Co. (pop. 90,173)		■	■			
Holly Township, Oakland Co. (pop. 11,362)		■		■		
Lathrup Village (pop. 4,075)	■	■	■	■		■
Webberville (pop. 1,272)	■	■	■	■		■
Union Charter Township, Isabella Co. (pop 7,615)	■	■		■		
Van Buren Charter Township, Wayne Co. (pop. 28,821)				■		
Walled Lake (pop. 7,127)	■	■	■	■		■
Fraser (pop. 14,480)	■	■		■		
Grosse Pointe Woods (pop. 15,639)			■			
Village of Grosse Pointe Shores (pop. 2,918)			■			

Michigan Based

McKenna is incorporated in Michigan since 1978. The McKenna project team is well staffed; in other words, we have "the horses in the stable" so that we provide prompt service, response, and action. Further, our team is local and is held accountable to the citizens of the communities in which we work

Municipal Department Management and Staff Augmentation Services

McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

Municipal Administration Services

McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

- Garden City, Michigan
- Buena Vista Charter Twp., Saginaw Co., Michigan
- Clawson, Michigan
- Grand Blanc Charter Twp., Genesee Co., Michigan
- Williamston, Michigan
- Williamstown Twp., Ingham Co., Michigan
- London Twp., Monroe Co., Michigan
- Rochester, Michigan
- Richmond, Michigan
- Rochester Hills, Michigan
- Royalton Twp., Berrien Co., Michigan
- South Lebanon, Ohio
- Van Buren Charter Twp., Wayne Co., Michigan
- Walled Lake, Michigan
- Fenton, Michigan
- Dearborn Heights, Michigan
- Saybrook Twp., Ashtabula Co., Ohio
- Delhi Charter Twp., Ingham Co., Michigan
- Medina, Ohio
- Oxford, Michigan
- Hudson, Ohio
- Hazel Park, Michigan
- Hartland Twp., Livingston Co., Michigan
- Kalamazoo Charter Twp., Kalamazoo Co., Michigan
- Lake Orion, Michigan
- Lincoln Park, Michigan
- Lyon Charter Twp., Oakland Co., Michigan
- Plymouth Charter Twp., Wayne Co., Michigan
- Oshtemo Charter Twp., Kalamazoo Co., Michigan
- Webberville, Michigan
- Westland, Michigan
- Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement

- Brighton Charter Township, Livingston Co., Michigan
- Kalamazoo Charter Township, Kalamazoo Co., Michigan
- Ecorse, Michigan
- Royal Oak Charter Township, Oakland Co., Michigan

Shared Services Analysis

- Van Buren County, Michigan

References

Hon. Pat McNew
Mayor
City of Lake Angelus
45 Gallogly Road
Lake Angelus, MI 48326
(248) 332-3916

Hon. Frank Brock
Mayor
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600

Mr. Matt Baumgarten
Former City Administrator
City of Lathrup Village
City of Berkley
City Manager
3338 Coolidge Highway
Berkley, MI 48072
(248) 658-3350

Ms. Rachel Piner
Treasurer
City of Williamston
161 E. Grand River
Williamston, MI 48895
(517) 655-2774

Mr. Mark Stuhldreher
Former City Manager Inkster, MI
Manager, Union Township
2010 S. Lincoln
Mt. Pleasant, MI 48858
(989) 772-4600

Hon. William Wild
Mayor
City of Westland
36601 Ford Road
Westland, MI 48185-2298
(734) 467-3200

Mr. James Albus
Building Official
City of Clawson
425 N. Main Street
Clawson, MI 48017
(248) 435-4500

Hon. Kevin McNamara
Supervisor
Charter Township of Van Buren
46425 Tyler Road
Belleville, Michigan 48111
(734) 699-8910

Mr. Joe Young
Manager
Village of Lake Orion
37 E. Flint Street
Lake Orion, MI 48362
(248) 693-8391 ext. 101

Mr. Bruce Johnson
Building Official
City of Birmingham
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
(248) 530-1842

Mr. Tom Walsh
Building Official
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375
(248) 347-0415

Mr. Matthew W. Coppler
City Manager
City of Lincoln Park
1355 Southfield Road
Lincoln Park, MI 48146
(313) 386-1800 Ext. 1230



Sarah Traxler, AICP, NCI

VICE PRESIDENT

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts (with honors)
Sociology
University of California at Santa Cruz

HONORS

Excellence Award for Implementation of the "Downtown Marketing and Strategic Plan"
Buena Vista Charter Township, Michigan Association of Planning

Outstanding Student Project Award for "New Directions for Vehicle City: a Framework for Brownfield Reuse"
Michigan Association of Planning

Rouel K. Wallenberg Scholarship Recipient
University of Michigan, Taubman College of Architecture and Urban Planning

PROFESSIONAL EXPERIENCE

Comprehensive and Master Planning

Managed numerous master and comprehensive planning efforts for diverse Midwestern communities, including thoughtful public engagement, sustainable future land use analyses, corridor re-imagining, and housing typologies and planning, all with a focus on effective and easy-to-administer implementation strategies. Managed and prepared parks and recreation plans for diverse communities, focusing on the future of play, inclusive / universal design, and equity planning for the provision of parks and recreation in a contextualized manner.

Redevelopment Planning and Management

Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling. Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields, crafted reuse goals, developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals, and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

Zoning

Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character. Provided on-site administration of zoning and other land use and building regulations for a community of 25,000.

Real Estate Development

Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.



PROFESSIONAL EXPERIENCE

Neighborhood Planning

Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

Community Development

Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with \$1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

International Council of Shopping Centers

CERTIFICATIONS

Mplace Partnership Initiative Placemaking Curriculum Trainer Certification

Module 1: People, Places and Placemaking
Module 3: Neighborhoods, Streets and Connections
Module 5: Collaborative Involvement
Module 6: Applied Placemaking

National Charrette Institute

Charrette Systems and Management and Facilitation

ACTIVITIES & PUBLIC SERVICE

Past board member, Michigan Community Development Association

Past board member, Northville, MI Planning Commission

Past board member, Northville, MI Zoning Board of Appeals



SELECT PRESENTATIONS

"Neighborhood Planning for Michigan's Sustainable Communities"

Michigan Municipal League Annual Conference, Detroit, Michigan

"Ethics for Community Planners"

Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

"Analysis of Impediments to Fair Housing Choice Panel"

Michigan Community Development Association Annual Conference, Kalamazoo, Michigan

"How to Foster Entrepreneurship and Employ Tactical Urbanism"

Michigan Association of Planning Annual Conference, Traverse City, Michigan

"Making Sense of the Census"

Michigan Association of Planning Annual Conference, Grand Rapids, Michigan

"Take Back Your Neighborhoods - Turning Foreclosures Around"

Michigan Townships Association, Grand Rapids, Michigan

"Using Eminent Domain to Spur Redevelopment"

Michigan Townships Association, Grand Rapids, Michigan

"NSP Collaborative Service Delivery"

Michigan Community Development Association, Lansing, Michigan

"Road Map to Redevelopment"

Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

"Give and Take: The Eminent Domain Debate"

Brownfields 2008, Detroit, Michigan

"Eminent Domain and Blight Rehabilitation"

Michigan Association of Planning Annual Conference, Traverse City, Michigan

"Eminent Domain in Michigan"

Michigan Association of Planning Annual Conference, Detroit, Michigan

"Conditional Rezoning: Is Your Community Ready?"

Lapeer County (MI) Planning Conference, Lapeer, Michigan



James K. Wright, LEED AP

SENIOR BUILDING ADMINISTRATOR /
DIRECTOR OF FIELD OPERATIONS

EDUCATION AND CERTIFICATIONS

Oakland Community College
Business

Act 54 registration as Michigan Building Official/
Building Inspector and Plan Reviewer - 2004

Certified Zoning Administrator
Michigan State University - 2013

LEED AP designation - 2010

Exceptional Customer Service Certificate
Park University Enterprises, Inc. - 2013

Builders License Training and Licensure for
Michigan - 1999

Sworn Ordinance Officer, Bloomfield Township,
Oakland County, Michigan - 2009

PROFESSIONAL AFFILIATIONS

International Code Council
Code Official Council of Michigan
Southeast Michigan Board of Inspectors

Leadership in Energy and Design
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Building and Zoning Code Administrator

Provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software, provides applicant guidance and public education, implements Building Code Month public awareness programs in multiple municipalities.

Coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy; reviewed majority of community's proposed plans for building code and zoning ordinance compliance.

Building Department Project Manager

For more than 7 years, provided municipal Building Official or Building Inspector services with leadership, problem solving, planning, and organization. Conducted building inspections with an emphasis on customer service using communication and leadership skills. Performed building inspections for new construction, renovations and alterations, as suburban township Building Official and employed the following skills:

- Team leadership with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Analytical thinking, decision making and problem solving with strong building trades experience
- Professional communication, Effective Listening
- Project management: influencing, leading, negotiating and delegating
- Conflict resolution
- Adaptability and tolerance in stressed situations
- Creative thinking and organizational skills
- Determination and diplomacy



PROFESSIONAL EXPERIENCE

- Capability in Microsoft Office
- Capability in BS&A software and Cornerstone computer inspection programs

Code Enforcement Official

Responded to ordinance complaints and issued citations for building code and other code or project violations and drainage issues. Developed and implemented a plan which eliminated all expired permits, more than 3,000. Through ordinance enforcement and issuance of citations, reduced number of projects done without permits.

Builder-Partner/Foreman

For 13 years, directed carpentry crews of more than 90 carpenters. Handled property owner, subcontractor and general contractor concerns and problems. Builder of luxury homes from 2,000 to 30,000 square feet. Completed 500 lot single-family detached subdivision in Oakland County township. Identified and developed working relationships with subcontractors.

Journeyman Carpenter

Worked for largest union carpentry contractor in nation. Built single family residential homes and apartments.



George Weaver

Building Inspector / Plan Reviewer

LICENSES

Building Inspector-Plan Reviewer State of Michigan Registration No 004593

EXPERIENCE

Professional Experience

Mr. Weaver has more than 16 years of experience as a building inspector and plan reviewer, inspecting many residential, commercial and industrial facilities for the City of Farmington Hills and other communities. He is currently working with the City of Birmingham as code enforcement and the City of Ecorse as Building Inspector and plan reviewer.

George has been a residential builder since 1986 and is also certified lead risk assessor with the Michigan Department of Health and a Housing Rehabilitation Specialist working with many HUD Block grant Rehabilitation projects. Mr. Weaver is well versed in the new national codes including all phases of the building industry.

Training

He also has computer skills which assist him in his many tasks; BSA municipal building dept. software, Microsoft Office and CAD PDGS Designer.

ORIGINAL



Comprehensive Building Department Services

Fraser, MI | July 24, 2018

Steve Nero

Regional Business Development Lead
312.339.0436
snero@safebuilt.com

Paul Featherston

Regional Operations Manager
248.798.9186
pfeatherston@safebuilt.com

SAFEbuilt Michigan, LLC

SAFEbuilt.
www.SAFEbuilt.com

A. COVER LETTER

A. Cover Letter

July 20, 2018

Wayne O'Neal, City Manager
Office of the City Clerk
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Re: Request for Proposals for Comprehensive Building Department Services
Due: July 24, 2018 at 10:00 AM EDT

Dear Mr. O'Neal,

SAFEbuilt Michigan, LLC (SAFEbuilt) is pleased to submit our response to the City of Fraser's (the City) *Request for Proposals for Comprehensive Building Department Services*. We are prepared to support the Building Department with commercial and residential building inspection, plan review, Chief Building Official, and permit technician services.

During our time in business, we have built and maintained a solid and reliable reputation throughout the Building and Safety community, giving our partners—like the City—confidence in our ability to successfully deliver services.

Our approach to the *Scope of Services* includes a proposed team of experienced professionals backed by a company with decades of experience. SAFEbuilt's established work plans, schedules, and quality control measures have provided communities with outstanding customer service throughout Michigan. We are committed to meet or exceed the duties and tasks required in the *Request for Qualifications and Proposal*.

Throughout our response, we differentiate ourselves as the only company that will provide the highest quality services and most enhanced value to the City—not only through our experience, but also through dedication to client satisfaction and establishing partnerships with the communities we serve.

As Chief Financial Officer, I am an authorized signatory for the company and able to commit SAFEbuilt to a contractual arrangement with the City.

If you have any questions about our proposal, please contact Steve Nero, Regional Business Development Lead, at 312.339.0436 or snero@safebuilt.com.

Best Regards,



Tom Wilkas | Chief Financial Officer
SAFEbuilt

Point of Contact for Regular Communication with the City

Paul Featherston
248.524.3348
pfeatherston@safebuilt.com

Mr. Featherston will attend meetings as required.

Table of Contents

A. Cover Letter.....	1
B. Organizational Background.....	7
Office Location for Associated Work	8
Michigan Office Locations	8
SAFEbuilt Range of Services	9
C. Experience and References.....	13
D. Staffing.....	19
Personnel.....	19
E. Payment for Services	25
F. Ownership of Records	29

B. ORGANIZATIONAL BACKGROUND



B. Organizational Background

SAFEbuilt was founded in 1992 for the sole purpose of providing exceptional Building Department services to local governments. Today, SAFEbuilt is a national leader in providing value-added professional, technical and consulting services, partnering with over 700 communities of all sizes for the efficient delivery of contracted solutions. Our expertise includes, but is not limited to:

- ✓ Supplemental Building Department Services
 - » Residential, Commercial and Industrial Building Inspections
 - » Residential, Commercial and Industrial Plan Reviews
 - » Large Project Plan Reviews and Inspections – Project Support
- ✓ Full-Service Building Department Administration
 - » Building Official and Administrator
 - » Counter Service and Permitting
 - » Plan Review and Inspections
 - » Streamlined Web and Mobile Solutions
 - » Performance Measurements
- ✓ Housing Authority
- ✓ Fire Prevention Services
- ✓ Arborist
- ✓ Planning & Zoning
- ✓ Automation Software
- ✓ Electronic Plan Review
- ✓ Vacant Building Registration and Inspection

SAFEbuilt has been supplementing Municipal Building Department services for 26 years. Our team currently manages municipal contracts with more than 1,100 full-time employees and contracts in 16 states, helping municipalities develop building ordinances, fee schedules, permit issuances/forms, inspections, and tracking/reporting processes.

We understand that every public agency has a unique culture and specific service requirements for their community. Our staff quality and training, combined with our robust business systems and core commitment to your City's satisfaction, ensure that you receive the highest levels of service responsibility, expertise, and responsiveness in the industry.

With our personalized approach to service delivery, we provide not only best practices, technical expertise, and innovative technology, but we are also confident that our team meets the needs of the Neighborhood Services Department's aim to identify and register vacant residential buildings and reduce the undesirable effects the buildings pose upon the City.



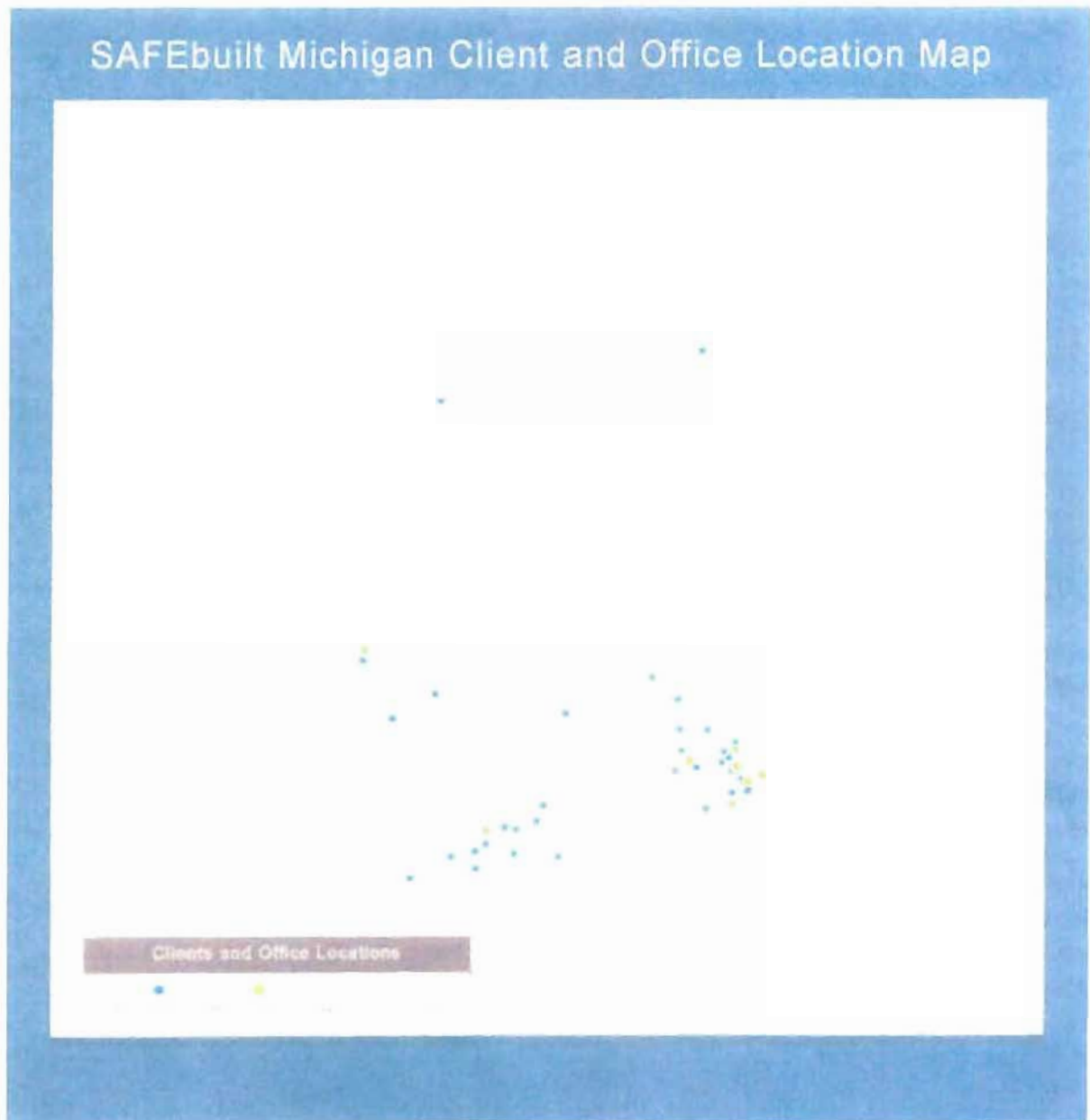
OFFICE LOCATION FOR ASSOCIATED WORK

We will conduct work from our office in Troy, Michigan, located at:

500 W. Big Beaver Road
Troy, MI 48084

MICHIGAN OFFICE LOCATIONS

Our presence in Michigan includes 42 clients and nearly 90 employees in the areas shown in the map below



Michigan office locations, include:

Athens, MI	Madison Heights, MI	South Lyon, MI
Beverly Hills, MI	Muskegon, MI	Troy, MI
Hamtramck, MI	Royal Oak, MI	Wixom, MI
Harper Woods, MI		

SAFEbuilt RANGE OF SERVICES

SAFEbuilt's services in Michigan include:

- ✓ Residential, Commercial and Industrial Inspections
- ✓ Residential and Commercial Plan Review
- ✓ Building Official and Administration Services
- ✓ Fire Inspections/Plan Review
- ✓ Permit Technician
- ✓ Software, including use of BS&A software
- ✓ Housing Authority
- ✓ Code Enforcement
- ✓ Planning and Zoning
- ✓ Rental Inspections

C. EXPERIENCE AND REFERENCES



C. Experience and References

SAFEbuilt's experience with similar projects in Michigan consists of the same work required by the City. As described above, we deliver industry-leading tools and techniques to meet the City's requirements. Our proven approaches increase productivity through established work management, scheduling, and technical expertise. Further, we leverage a continuous process improvement philosophy to enhance service delivery throughout contract performance.

Below are examples from recent and directly relevant projects within the last five years, highlighting our experience with similar program in Michigan.

FULL-SERVICE BUILDING DEPARTMENT ADMINISTRATION

CITY OF TROY, MICHIGAN

In 2010, the City privatized its Building Department with SAFEbuilt, saving taxpayers \$1 million in the first year alone.

By privatizing the entire department, except for the certified Building Official, the City realized more than financial benefits. Our partnership took the City's reputation to a new level with faster and more consistent plan review turnaround times, more efficient processes and enhanced communication.

Importantly, we "right-sized" the City's department from 15 full-time employees to eight—doing more with less and resulting in significant cost savings.



We provide full-service administration of the building department and perform building/construction plan review, inspections for residential and commercial buildings, structures and projects, as well as permitting for the City.

Relevance to this Project

By making efficient use of resources, we save the City of Troy both time and money. Plan review turnaround times decreased, and we provide efficient inspections and permitting.

Contact

Mark Miller, Acting City Manager
248.524.3330

BUILDING DEPARTMENT SERVICES

CITY OF WIXOM, MICHIGAN

SAFEbuilt has provided full-service Building Department Services for the City of Wixom since 2013. Our Building Official performs typical duties and provides input to the City Manager to help simplify building permit fee schedules, serves as part of the Economic Development Team, and serves as a resource for the Planning Commission and the Zoning Board of Appeals.

We also provide residential and commercial building and trade plan review and inspections, inputting information into the City of Wixom's software.

Additional services include code enforcement, rental program services, fire code plan review, and emergency response to determine structure safety.



Relevance to this Project

Work for the City of Wixom includes the similar services requested in this RFP—Building Official, residential and commercial plan review and inspection, and investigation of violations.

Contact

Steven Brown, City Manager
248.624.0894 ext. 124

PLAN REVIEW AND BUILDING INSPECTIONS

UNIVERSITY OF MICHIGAN

For the University of Michigan-Dearborn, SAFEbuilt performs plan review and building inspections for the new engineering lab building. The designer's rendering at right depicts the lab at construction end in 2020.

In support of the University's expansion activities, we provide the following:

- ✓ Lead Building Inspector
- ✓ Plumbing Inspector
- ✓ Mechanical Inspector
- ✓ Electrical Inspector
- ✓ Permit Technician – responsible for receiving and scheduling all required inspections



SAFEbuilt project management is also included.

Relevance to this Project

Work for the University of Michigan-Dearborn includes similar services—commercial building inspection and permit technician.

Contact

Brian Zybur, Senior Project Manager
734.764.6187

BUILDING DEPARTMENT SERVICES

FLUSHING TOWNSHIP, MICHIGAN

We provide full Building Department services for Flushing Township in Genesee County. A charter township with a population of more than 10,000 people, the community is known for its small town appeal, safety, and nature trails.

In support of Flushing Township's goals of livability and safety, SAFEbuilt provides:

- ✓ Chief Building Official Services
- ✓ Building, Plumbing, Mechanical and Electrical Inspection Services
- ✓ Plan Review Services
- ✓ Permit Technician/Administrative Services

Relevance to this Project

Work for Flushing Township includes similar services requested in this RFP—Chief Building Official, commercial and residential building inspection, plan review, and permit technician.



Contact

Fred Thorsby, Township Supervisor
810.659.0800

BUILDING DEPARTMENT SERVICES

CITY OF FERNDALE, MICHIGAN

SAFEbuilt provides Chief Building Official, plan review, and inspection services for the City of Ferndale. In addition, we provide as-requested code enforcement, rental housing/property maintenance, and permit technician services, as well as emergency response services.



Relevance to this Project

Work for the City of Ferndale includes similar services requested in this RFP—Chief Building Official, commercial and residential building inspection, plan review, and permit technician.

Contact

Jared Twardy, Community and Economic Development Director
248.546.2363

D. STAFFING

D. Staffing

A partnership with SAFEbuilt allows the City to gain instant access to a deep pool of registered, experienced, and customer-focused plans examiners, inspectors and building officials. Our staff consists of a team of tried and true industry professionals who provide communities with consistent and responsive customer service every day. They approach their work with pride and professionalism, seeking to get the job done the right way, day in and day out.

PERSONNEL

We are committed to providing excellent personnel to work closely and efficiently with the City. Our success is due to our ability to attract, develop, and retain a quality workforce readily available to serve our clients.

Paul Featherston, Eastern Michigan Operations Manager

For more than 30 years, Mr. Featherston has dedicated his career to building services. In addition to SAFEbuilt, his work in Michigan includes the cities of Birmingham, Madison Heights, and Westland. He will provide operations oversight for work with the City.

Randy McClure, Chief Building Official

Mr. McClure has more than three decades of experience in the building industry, performing as a Building Official for municipalities in Michigan for 16 of those years. He will serve as Project Manager and oversee all work.

Scott Glowinski, Plumbing/Mechanical Inspector

With more than 25 years of residential, commercial and industrial plumbing and mechanical work and inspection experience, Mr. Glowinski has master-level knowledge of concrete and foundations, heavy equipment operating and earth work, machinery moving, framing and structural build out, electrical and control wiring, all types of roofing and fire suppression systems.

Joe Orlando, Electrical Inspector

Mr. Orlando is an Act 54 Registered Electrical Inspector. He has 13 years of experience as an electrician, six of which were as a Master Electrician. He maintains his certification with continuing education.

Gerald Rice, Permit Technician

Working with SAFEbuilt for the past eight years, Mr. Rice is a skilled permit technician focused on customer service. He also manages monthly billing, activity and building reports, and schedules inspections.

Staff Positions

Service	Position Titles and Duties	Number of Positions	Full-Time or Part-Time
Commercial and Residential Building Inspections*	- Building Inspector - Combination Inspectors (2) ▪ One Plumbing/Mechanical ▪ One Electrical		
Commercial Code	Duties: ✓ Identifies and records code violations, deficiencies and discrepancies in design or installation		
Residential Presale	✓ Tracks inspections by permit application issued by Permit Technician in BS&A software		
Rental Code Inspections	✓ Conducts inspections during normal business hours, Monday-Friday, 8:00 AM-5:00 PM. ✓ Holds and maintains all required licenses and certifications ✓ Coordinates activities with other City departments and assists with matters related to building, fire, zoning, and life safety codes. ✓ For Rental Code Inspections – in addition to the compliance issues above, identifies and records maintenance or existing conditions at time of inspection by rental license number in reporting software. Inspectors also ensure regulatory compliance. ✓ Rental Code Inspections – Document and notify the City when rental property owners refuse or fail to schedule inspections or to comply with codes/regulations ✓ Rental Code Inspections – Document and notify the City of canceled and no show inspections	3	3 Part-Time
Chief Building Official	Chief Building Official Duties: ✓ Reports directly to designated City staff ✓ Works closely with other City departments to coordinate efforts ✓ Manages and helps with administration of building department ✓ Provides training for SAFEbuilt instructors on City adopted codes and local amendments ✓ Makes recommendations on local amendments, as needed ✓ Attends City staff and council meetings as required and agreed upon ✓ Responsible for reporting – frequency and content to be mutually agreed upon ✓ Client and applicant satisfaction ✓ Attends pre-submittal meetings, as needed	1	Part-Time

Other Support
Services

- ✓ Works with City staff to establish and/or refine building department and rental housing processes
- ✓ Provides Building Code interpretations for final approval, as needed

Permit Technician

Duties:

- ✓ Facilitates the permitting process from initial intake to final issuance of permit
- ✓ Answers questions at the counter/over the phone
- ✓ Determines and collects fees, if desired by the City
- ✓ Provides inspection scheduling
- ✓ Uses BS&A software

1

Full-Time

Plans
Examination*

Plans Examiner

Duties:

- ✓ Screens and logs each plan
- ✓ Reviews submittals for compliance with local, state and federal regulations, and codes and ordinances adopted at time of review
- ✓ Provides preliminary consultations for applicants, upon request
- ✓ Attends pre-submittal meetings, as needed
- ✓ Verifies information shown on each permit application
- ✓ Provides a set of clear corrections identified based on compliance with specified codes and regulations
- ✓ Uses BS&A software

*

*

*** These individuals will also perform the following services:**

- ✓ Plans Examination

E. PAYMENT FOR SERVICES

E. Payment for Services

SAFEbuilt's pricing is tailored to each municipal contract. We work with each individual community to establish quality rates for the services we provide. Our fee is all-inclusive of overhead, transportation of materials, and supplies such as laptops, code manuals, iPads, mobile phones, and vehicles.

Below we provide two payment options for the City.

The first is percentage of fee. We propose to collect 95 percent of the fees charged for the service performed, while the City collects the other 5 percent.

Hourly rates are included in the following table.

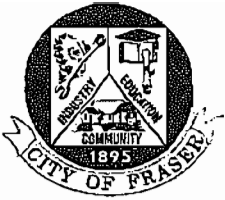
Schedule of Rates for Services

Service	Rate
Commercial and Residential Building Inspections*	\$84.00 per hour (Estimated 16 hours per week)
- Building Inspector	
- Combination Inspectors	\$90.00 per hour (Estimated 16 hours per week EACH of 2 positions)
▪ One Plumbing/Mechanical	
▪ One Electrical	
Chief Building Official (minimum of two 8-hour days per week)	\$97.00 per hour (16 hours per week)
Other Support Services	\$48.00 per hour (Estimated 40 hours per week)
- Permit Technician	
* These individuals will also perform the following services:	
✓ Plans Examination	
✓ Rental Code Inspections	
✓ Commercial Code	
✓ Residential Presale	

F. OWNERSHIP OF RECORDS

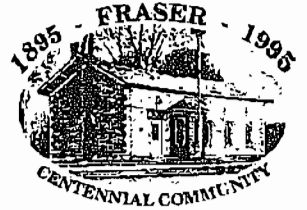
F. Ownership of Records

SAFEbuilt agrees to the City's ownership of files and records utilized by the Building Department during the contractual relationship and that the City is entitled to ownership and possession of all such documents and works created for the City.



City of Fraser

31250 KENDALL • FRASER, MICHIGAN 48026



From the Office of
BERNARD J. VAN FLETEREN
PUBLIC WORKS SUPERINTENDENT
WATER & SEWER

MEMORANDUM

TO: Wayne O'Neal, City Manager
FROM: Bernard J. Van Fleteren *BJV*
DATE: August 1st, 2018
RE: **BID RECOMMENDATION FOR THE PAINTING OF SENIOR HOUSING**

On July 31st, 2018 four (4) bid recommendations were received for the painting of the Senior Housing. AEW recommends and I agree with their recommendation that the City goes with the second lowest bid from US Companies in the amount of \$23,477.00. This will be paid by the CDBG monies from Macomb County. The DPW along with the County will oversee the project.



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 Schoenherr Road 536.726.1234
Shelby Township, MI 48315 www.aewinc.com

July 31, 2018

BJ VanFleteren, Superintendent
City of Fraser DPW
31250 Kendall
Fraser, Michigan 48026

Reference: City of Fraser Senior Center Exterior Painting
 AEW Project No. 0190-0386

Dear Mr. VanFleteren:

Following public advertising and bid solicitation, on Tuesday July 31, 2018, four (4) bids were read aloud at City Hall. Our office reviewed the bids and a summary is attached for your use.

The low bidder Du-All Cleaning did not include the required construction contingency and therefore submitted an incomplete bid. Also, Du-All Cleaning's unit price for tuck pointing the masonry wall joints was \$150.00 per lineal foot which is ten times that of the second low bidder.

The second low bidder was U&S Companies with a base bid including the required construction contingency of \$23,477.00. Their unit price for tuck pointing the masonry walls was \$15.00 per lineal foot. U&S Companies did not acknowledge addendum no.1 on their submitted bid form but has since acknowledge it, an email stating this is also attached. The City of Troy was contacted as a reference for U&S Companies and their response was positive. The City's representative stated that they would hire them again and were pleased.

Based on our experience, availability of funds, bids submitted we would recommend the contract for the **City of Fraser Senior Center Exterior Painting** be awarded based on available funding to **U&S Companies, 51192 Milano Drive, Macomb, MI 48042 for the amount of \$23,477.00.**

If you have any questions or need additional information, please advise.

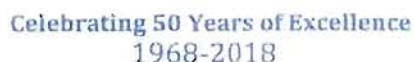
Sincerely,



Jason R. Arlow, AIA

Enclosure: Bid Summary
cc: Scott Lockwood, AEW
 Michael Vigneron, AEW

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586.726.1234
www.aewinc.com

AEW Project No. 0190-0386

CITY OF FRASER

[illegible]

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**BID RESULTS WILL BE AVAILABLE ON OUR WEBSITE: AEWINC.COM
UNDER BID LIST; PROJECT NAME**

Engineering Strong Communities Since 1968

CITY OF FRASER
SENIOR CENTER EXTERIOR PAINTING
AEW #0190-0386

UTS Companies
Name of Bidder

00410

BID FORM

BID FORM:

Name of Bidder (Firm) UTS Companies
Legal Address 51192 Milano Drive
Macomb, MI
Zip Code 48042
Telephone Number 248-588-0675
Email Address Kathleen@utscorps.com

BID TO: City of Fraser
33000 Garfield Road
Fraser, Michigan 48026
City Manager, Richard Haberman

PROJECT: City of Fraser
Senior Center Exterior Painting
AEW Project No. 0190-0386

We, the undersigned Bidder, hereby declare that this bid is made in good faith without fraud or collusion with any persons bidding, in compliance with your Advertisement for Bids for the Project described above, having examined the plans, specifications and having made the site inspection as required, is fully informed as to the nature of the work and the conditions relating to its performance, hereby propose to furnish all labor, materials and supplies and to construct the Project in accordance with the Contract Documents; at the Base Bid Price, Alternate Prices, Unit Prices and Completion Time stated below:

- A. **Lump Sum Bid** : for the complete general construction and all related trades (including labor, material, bond costs, and owner directed contingency of \$4,000.00) for the sum of:
Twenty three thousand four hundred and seventy-seven
\$23,477) Dollars

CITY OF FRASER
SENIOR CENTER EXTERIOR PAINTING
AEW #0190-0386

GENERAL PAINTING COMPANY LLC
Name of Bidder

00410

BID FORM

BID FORM:

Name of Bidder (Firm) GENERAL PAINTING COMPANY LLC
Legal Address 2754 YORK RD
ROCHESTER HILLS MI
Zip Code 48309
Telephone Number 586-405-6758
Email Address JPCPA7@GMAIL.COM

BID TO: City of Fraser
33000 Garfield Road
Fraser, Michigan 48026
City Manager, Richard Haberman

PROJECT: City of Fraser
Senior Center Exterior Painting
AEW Project No. 0190-0386

We, the undersigned Bidder, hereby declare that this bid is made in good faith without fraud or collusion with any persons bidding, in compliance with your Advertisement for Bids for the Project described above, having examined the plans, specifications and having made the site inspection as required, is fully informed as to the nature of the work and the conditions relating to its performance, hereby propose to furnish all labor, materials and supplies and to construct the Project in accordance with the Contract Documents; at the Base Bid Price, Alternate Prices, Unit Prices and Completion Time stated below:

- A. **Lump Sum Bid** : for the complete general construction and all related trades (including labor, material, bond costs, and owner directed contingency of \$4,000.00) for the sum of:

Twenty Six Thousand Eight Hundred Dollars \$26,800 Dollars

U
CITY OF FRASER
SENIOR CENTER EXTERIOR PAINTING
AEW #0190-0386

Daryl Stahl

Name of Bidder

00410

BID FORM

BID FORM:

Name of Bidder (Firm) Genoa Contracting LLC

Legal Address 24019 Lakewood St.Clair Shores MI

Zip Code 48082

Telephone Number 586-354-5693

Email Address genoacontracting@gmail.com

BID TO: **City of Fraser**
 33000 Garfield Road
 Fraser, Michigan 48026
 City Manager, Richard Haberman

PROJECT: **City of Fraser**
 Senior Center Exterior Painting
 AEW Project No. 0190-0386

We, the undersigned Bidder, hereby declare that this bid is made in good faith without fraud or collusion with any persons bidding, in compliance with your Advertisement for Bids for the Project described above, having examined the plans, specifications and having made the site inspection as required, is fully informed as to the nature of the work and the conditions relating to its performance, hereby propose to furnish all labor, materials and supplies and to construct the Project in accordance with the Contract Documents; at the Base Bid Price, Alternate Prices, Unit Prices and Completion Time stated below:

- A. **Lump Sum Bid** : for the complete general construction and all related trades (including labor, material, bond costs, and owner directed contingency of \$4,000.00) for the sum of:

THIRTY TWO THOUSAND DOLLARS \$ 32,000) Dollars

FIVE YEAR FORECAST

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GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
101-000-645	CHARGES FOR SERVICES - PUBLIC SAFETY	126,900	126,900	126,900	126,900	126,900	126,900	126,900
101-000-646	CHARGES FOR SERVICES - PUBLIC WORKS	9,850	9,850	9,850	9,850	9,850	9,850	9,850
101-000-647	CHARGES FOR SERVICES - CITY CLERK	20,000	20,000	20,000	20,000	20,000	20,000	20,000
101-000-648	CHARGES FOR SERVICES - FINANCE	1,020	1,020	1,020	1,020	1,020	1,020	1,020
101-000-649	CHARGES FOR SERVICES - RECREATION	135,660	135,660	135,660	135,660	135,660	135,660	135,660
101-000-650	TRANSACTION FEES (PAWN SHOP)	7,293	7,293	7,293	7,293	7,293	7,293	7,293
101-000-655	DISTRICT COURT - FINES/COSTS-DIST CT.	421,400	421,400	421,400	421,400	421,400	421,400	421,400
101-000-658	DISTRICT COURT - CLEARANCE FEES-D.C.	15,000	15,000	15,000	15,000	15,000	15,000	15,000
101-000-659	DISTRICT COURT - PROBATION FEES	6,600	6,600	6,600	6,600	6,600	6,600	6,600
101-000-661	DISTRICT COURT - 10% BOND FEE-D.C.	1,250	1,250	1,250	1,250	1,250	1,250	1,250
101-000-663	DISTRICT COURT - DIST CT NO PROOF INS	13,000	13,000	13,000	13,000	13,000	13,000	13,000
101-000-664	INTEREST INCOME AND RENT CONTROL	24,000	24,000	24,000	24,000	24,000	24,000	24,000
101-000-671	OTHER REVENUE	25,000	25,000	25,000	25,000	25,000	25,000	25,000
101-000-676	REIMBURSEMENTS	416,412	416,412	416,412	416,412	416,412	416,412	416,412
101-000-679	DISTRICT COURT - STATE REIMBURSEMENT	27,250	27,250	27,250	27,250	27,250	27,250	27,250
101-000-682	OTHER REVENUE - RETIREE HEALTH CARE	23,000	23,000	23,000	23,000	23,000	23,000	23,000
101-000-688	OTHER REVENUE - SMART PROGRAM	34,545	34,545	34,545	34,545	34,545	34,545	34,545
101-000-689	OTHER REVENUE - CASH OVER OR SHORT	60,000	60,000	60,000	60,000	60,000	60,000	60,000
101-000-697	DISTRICT COURT - BOND FORFEIT	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Totals for dept 000 -		16,397,039	16,397,039	12,922,933	13,088,892	13,258,170	13,430,834	13,606,951
TOTAL ESTIMATED REVENUES		16,397,039	16,397,039	12,922,933	13,088,892	13,258,170	13,430,834	13,606,951

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GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 136 - DISTRICT COURT								
101-136-702	WAGES - FULL TIME EMPLOYEES	118,493	118,493	122,048	125,709	129,480	133,364	137,365
101-136-703	SALARIES	28,840	28,840	29,705	30,596	31,514	32,459	33,433
101-136-704	WAGES - PART TIME EMPLOYEES	14,345	14,345	14,775	15,218	15,675	16,145	16,629
101-136-705	VACATION PAY	6,929	6,929	7,137	7,351	7,572	7,799	8,033
101-136-706	HOLIDAY PAY	9,485	9,485	9,770	10,063	10,365	10,676	10,996
101-136-709	FICA	9,332	9,332	9,612	9,900	10,197	10,503	10,818
101-136-711	MEDICARE	2,183	2,183	2,248	2,315	2,384	2,456	2,530
101-136-714	LONGEVITY PAY	1,260	1,260	1,298	1,337	1,377	1,418	1,461
101-136-717	DEFINED BENEFIT PENSION PLAN (MERS)	15,600	15,600	16,380	18,018	20,000	20,800	21,216
101-136-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	43,933	43,933	45,251	46,609	48,007	49,447	50,930
101-136-732	WORKERS COMPENSATION INSURANCE EXPENSE	677	677	697	718	740	762	785
101-136-733	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,750	3,750	3,863	3,979	4,098	4,221	4,348
101-136-752	SUPPLIES	6,180	6,180	6,365	6,556	6,753	6,956	7,165
101-136-801	PROFESSIONAL AND CONTRACTUAL SERVICES	17,026	17,026	17,537	18,064	18,606	19,164	19,739
101-136-810	INDIGENT COURT APPOINTED ATTORNEY FEES	77,250	77,250	79,568	81,955	84,414	86,946	89,554
101-136-811	JUROR FEES	515	515	530	546	562	579	596
101-136-823	INTERPRETER FEES	515	515	530	546	562	579	596
101-136-851	MAIL OR POSTAGE	5,459	5,459	5,623	5,792	5,966	6,145	6,329
101-136-860	TRANSPORTATION	309	309	318	328	338	348	358
101-136-911	CONFERENCES	515	515	530	546	562	579	596
101-136-940	RENTALS	251,105	251,105	258,638	266,397	274,389	282,621	291,100
101-136-955	MISCELLANEOUS	7,725	7,725	7,957	8,196	8,442	8,695	8,956
Totals for dept 136 - DISTRICT COURT		621,426	621,426	640,380	660,739	682,003	702,662	723,533

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 171 - CITY MANAGER								
101-171-703	SALARIES	133,900	133,900	137,917	142,055	146,317	150,707	155,228
101-171-705	VACATION PAY	14,420	14,420	14,853	15,299	15,758	16,231	16,718
101-171-706	HOLIDAY PAY	4,864	4,864	5,010	5,160	5,315	5,474	5,638
101-171-709	FICA	10,062	10,062	10,364	10,675	10,995	11,325	11,665
101-171-711	MEDICARE	4,282	4,282	4,410	4,542	4,678	4,818	4,963
101-171-716	DEFINED CONTRIBUTION PENSION (401A-457B)	8,652	8,652	8,912	9,179	9,454	9,738	10,030
101-171-717	DEFINED BENEFIT PENSION PLAN (MERS)	53,674						
101-171-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	33,784	33,784	34,798	35,842	36,917	38,025	39,166
101-171-732	WORKERS COMPENSATION INSURANCE EXPENSE	1,298	1,298	1,337	1,377	1,418	1,461	1,505
101-171-752	SUPPLIES	3,399	3,399	3,501	3,606	3,715	3,827	3,942
101-171-791	SUBSCRIPTIONS AND PUBLICATIONS	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-171-801	PROFESSIONAL SERVICES (CORNERSTONE)	14,420	14,420	14,853	15,299	15,758	16,231	16,718
101-171-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	618	618	637	656	676	696	717
101-171-851	MAIL OR POSTAGE	515	515	530	546	562	579	596
101-171-860	TRANSPORTATION	5,562	5,562	5,729	5,901	6,078	6,260	6,448
101-171-911	CONFERENCES	2,575	2,575	2,652	2,732	2,814	2,898	2,985
101-171-915	MEMBERSHIPS	2,060	2,060	2,122	2,186	2,252	2,320	2,390
101-171-955	MISCELLANEOUS	515	515	530	546	562	579	596
Totals for dept 171 - CITY MANAGER		295,630	241,956	249,216	256,694	264,395	272,329	280,500

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 209 - ASSESSING								
101-209-703	SALARIES	1,545	1,545					
101-209-709	FICA	155	155					
101-209-711	MEDICARE	23	23					
101-209-752	SUPPLIES	4,841	4,841	5,000	5,150	5,304	5,463	5,627
101-209-801	PROFESSIONAL SERVICES (ASSESSOR)	98,880	102,000	105,060	108,211	111,458	114,801	118,245
101-209-851	MAIL OR POSTAGE	3,296	3,296	4,000	4,000	4,000	4,000	4,000
101-209-910	PROFESSIONAL DEVELOPMENT	103	103					
Totals for dept 209 - ASSESSING		108,843	111,963	114,060	117,361	120,762	124,264	127,872
Dept 210 - LEGAL								
101-210-801	PROFESSIONAL SERVICES (LEGAL)	109,180	109,180	112,455	115,829	119,303	122,883	126,569
Totals for dept 210 - LEGAL		109,180	109,180	112,455	115,829	119,303	122,883	126,569

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 215 - CLERK								
101-215-703	SALARIES	28,957	28,957	29,826	30,721	31,643	32,592	33,570
101-215-704	WAGES - PART TIME EMPLOYEES	21,675	21,675	22,325	22,995	23,685	24,396	25,128
101-215-705	VACATION PAY	6,287	6,287	6,476	6,670	6,870	7,076	7,288
101-215-706	HOLIDAY PAY	4,674	4,674	4,814	4,958	5,107	5,260	5,418
101-215-707	TEMPORARY EMPLOYEES	31,415	31,415	32,357	33,328	34,328	35,358	36,419
101-215-709	FICA	5,767	5,767	5,940	6,118	6,302	6,491	6,686
101-215-711	MEDICARE	1,855	1,855	1,911	1,968	2,027	2,088	2,151
101-215-713	OVERTIME	10,300	10,300	10,609	10,927	11,255	11,593	11,941
101-215-717	DEFINED BENEFIT PENSION PLAN (MERS)	68,575	120,000	438,228	482,051	535,077	556,480	567,610
101-215-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	14,832	14,832	15,277	15,735	16,207	16,693	17,194
101-215-732	WORKERS COMPENSATION INSURANCE EXPENSE	412	412	424	437	450	464	478
101-215-733	RETIREE HEALTH SAVINGS PLAN (ICMA)	52	52	54	56	58	60	62
101-215-752	SUPPLIES	17,884	17,884	18,421	18,974	19,543	20,130	20,733
101-215-791	SUBSCRIPTIONS AND PUBLICATIONS (CODE)	5,459	5,459	5,623	5,792	5,966	6,145	6,329
101-215-801	PROFESSIONAL SERVICES	2,884	2,884	2,971	3,060	3,152	3,247	3,344
101-215-851	MAIL OR POSTAGE	5,665	5,665	5,835	6,010	6,190	6,376	6,567
101-215-911	CONFERENCES	3,605	3,605	3,713	3,824	3,939	4,057	4,179
101-215-915	MEMBERSHIPS	618	618	637	656	676	696	717
Totals for dept 215 - CLERK		230,916	282,341	605,441	654,280	712,475	739,202	755,814

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 258 - INFORMATION TECHNOLOGY								
101-258-703	SALARIES	70,175	70,175	72,280	74,448	76,681	78,981	81,350
101-258-705	VACATION PAY	7,210	7,210	7,426	7,649	7,878	8,114	8,357
101-258-706	HOLIDAY PAY	2,575	2,575	2,652	2,732	2,814	2,898	2,985
101-258-709	FICA	4,535	4,535	4,671	4,811	4,955	5,104	5,257
101-258-711	MEDICARE	1,707	1,707	1,758	1,811	1,865	1,921	1,979
101-258-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,399	3,399	3,501	3,606	3,714	3,825	3,940
101-258-716	DEFINED CONTRIBUTION PENSION (401A-457B)	3,362	3,362	3,463	3,567	3,674	3,784	3,898
101-258-732	WORKERS COMPENSATION INSURANCE EXPENSE	350	350	361	372	383	394	406
101-258-752	SUPPLIES	9,725	9,725	10,017	10,318	10,628	10,947	11,275
101-258-801	PROFESSIONAL SERVICES	30,000	30,000	30,900	31,827	32,782	33,765	34,778
101-258-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	28,000	27,200	28,016	28,856	29,722	30,614	31,532
101-258-851	MAIL OR POSTAGE	3,263	3,263	3,361	3,462	3,566	3,673	3,783
101-258-852	OTHER MISC COMMUNICATIONS (INTERNET)	49,000	48,200	49,646	51,135	52,669	54,249	55,876
101-258-910	PROFESSIONAL DEVELOPMENT	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-258-933	SOFTWARE MAINTENANCE AGREEMENTS	163,000	83,000	85,490	88,055	90,697	93,418	96,221
101-258-983	LEASED ASSETS	29,000	29,000	29,870	30,766	31,689	32,640	33,619
101-258-985	HARDWARE	195,000	45,000	46,350	47,741	49,173	50,648	52,167
Totals for dept 258 - INFORMATION TECHNOLOGY		601,331	369,731	380,823	392,249	404,016	416,135	428,618

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 260 - FINANCE								
101-260-702	WAGES - FULL TIME EMPLOYEES	110,000	110,000	113,900	116,699	120,200	123,806	127,520
101-260-703	SALARIES	80,255	80,255	82,663	85,143	87,697	90,328	93,038
101-260-704	WAGES - PART TIME EMPLOYEES	19,055	19,055	19,627	20,216	20,822	21,447	22,090
101-260-705	VACATION PAY	11,488	11,488	11,833	12,188	12,554	12,931	13,319
101-260-706	HOLIDAY PAY	11,488	11,488	11,833	12,188	12,554	12,931	13,319
101-260-708	UNEMPLOYMENT COMPENSATION	26,719	26,719	27,521	28,347	29,197	30,073	30,975
101-260-709	FICA	18,758	18,758	19,321	19,901	20,498	21,113	21,746
101-260-711	MEDICARE	5,300	5,300	5,459	5,623	5,792	5,966	6,145
101-260-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,399	3,399	3,501	3,606	3,714	3,825	3,940
101-260-713	OVERTIME	2,060	2,060	2,122	2,186	2,252	2,320	2,390
101-260-716	DEFINED CONTRIBUTION PENSION (401A-457B)	7,004	7,004	7,214	7,430	7,653	7,883	8,119
101-260-717	DEFINED BENEFIT PENSION PLAN (MERS)	12,760	12,760	13,398	14,738	16,359	17,013	17,353
101-260-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	52,510	52,510	54,085	55,708	57,379	59,100	60,873
101-260-732	WORKERS COMPENSATION INSURANCE EXPENSE	1,171	1,171	1,206	1,242	1,279	1,317	1,357
101-260-733	RETIREE HEALTH SAVINGS PLAN (ICMA)	5,000	5,000	5,150	5,305	5,464	5,628	5,797
101-260-752	SUPPLIES	10,372	10,372	10,684	11,004	11,334	11,674	12,024
101-260-801	PROFESSIONAL AND CONTRACTUAL SERVICES	86,950	86,950	89,559	92,246	95,014	97,865	100,801
101-260-825	LATE FEES	3,605	3,605	3,713	3,824	3,939	4,057	4,179
101-260-851	MAIL OR POSTAGE	17,459	17,459	17,983	18,522	19,078	19,650	20,240
101-260-910	PROFESSIONAL DEVELOPMENT	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-260-911	CONFERENCES	1,545	1,545	1,591	1,639	1,688	1,739	1,791
101-260-915	MEMBERSHIPS	618	618	637	656	676	696	717
Totals for dept 260 - FINANCE		488,546	488,546	503,461	519,504	536,269	552,522	568,928

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 265 - CITY HALL								
101-265-704	WAGES - PART TIME EMPLOYEES	30,900	30,900	31,827	32,782	33,765	34,778	35,821
101-265-707	TEMPORARY EMPLOYEES	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-265-709	FICA	1,916	1,916	1,973	2,032	2,093	2,156	2,221
101-265-711	MEDICARE	453	453	467	481	495	510	525
101-265-742	MATERIALS & SUPPLIES	20,600	20,600	21,218	21,855	22,511	23,186	23,882
101-265-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	5,278	5,278	5,436	5,599	5,767	5,940	6,118
101-265-852	OTHER MISC COMMUNICATIONS (INTERNET)	556	556	573	590	608	626	645
101-265-918	WATER	15,862	15,862	16,338	16,828	17,333	17,853	18,389
101-265-920	ELECTRIC	68,959	68,959	71,028	73,159	75,354	77,615	79,943
101-265-921	NATURAL GAS	23,896	23,896	24,613	25,351	26,112	26,895	27,702
101-265-934	OTHER REPAIRS AND MAINTENANCE	68,959	68,959	71,028	73,159	75,354	77,615	79,943
101-265-975	BUILDING, BUILDING ADDITIONS AND IMPROV	175,000	175,000					
Totals for dept 265 - CITY HALL		413,409	413,409	245,562	252,929	260,518	268,334	276,384
Dept 266 - ACTIVITY CENTER								
101-266-704	WAGES - PART TIME EMPLOYEES	10,300	10,300	10,609	10,927	11,255	11,593	11,941
101-266-709	FICA	639	639	658	678	698	719	741
101-266-711	MEDICARE	155	155	160	165	170	175	180
101-266-742	MATERIALS & SUPPLIES	9,064	9,064	9,336	9,616	9,904	10,201	10,507
101-266-918	WATER	7,004	7,004	7,214	7,430	7,653	7,883	8,119
101-266-920	ELECTRIC	23,896	23,896	24,613	25,351	26,112	26,895	27,702
101-266-921	NATURAL GAS	10,609	10,609	10,927	11,255	11,593	11,941	12,299
101-266-934	OTHER REPAIRS AND MAINTENANCE	31,415	31,415	32,357	33,328	34,328	35,358	36,419
Totals for dept 266 - ACTIVITY CENTER		93,082	93,082	95,874	98,750	101,713	104,765	107,908

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 267 - BAUMGARTNER HOUSE								
101-267-742	MATERIALS & SUPPLIES	3,605	3,605	3,713	3,824	3,939	4,057	4,179
101-267-852	OTHER MISC COMMUNICATIONS (INTERNET)	412	412	424	437	450	464	478
101-267-918	WATER	2,122	2,122	2,186	2,252	2,320	2,390	2,462
101-267-920	ELECTRIC	3,708	3,708	3,819	3,934	4,052	4,174	4,299
101-267-921	NATURAL GAS	2,987	2,987	3,077	3,169	3,264	3,362	3,463
101-267-934	OTHER REPAIRS AND MAINTENANCE	4,120	4,120	4,244	4,371	4,502	4,637	4,776
Totals for dept 267 - BAUMGARTNER HOUSE		16,954	16,954	17,463	17,987	18,527	19,084	19,657
Dept 268 - LIBRARY BUILDING								
101-268-704	WAGES - PART TIME EMPLOYEES	8,930	8,930	9,198	9,474	9,758	10,051	10,353
101-268-707	TEMPORARY EMPLOYEES	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-268-709	FICA	554	554	571	588	606	624	643
101-268-711	MEDICARE	167	167	172	177	182	187	193
101-268-742	MATERIALS & SUPPLIES	6,180	6,180	6,365	6,556	6,753	6,956	7,165
101-268-918	WATER	5,253	5,253	5,411	5,573	5,740	5,912	6,089
101-268-920	ELECTRIC	17,510	17,510	18,035	18,576	19,133	19,707	20,298
101-268-921	NATURAL GAS	6,386	6,386	6,578	6,775	6,978	7,187	7,403
101-268-934	OTHER REPAIRS AND MAINTENANCE	15,450	15,450	15,914	16,391	16,883	17,389	17,911
Totals for dept 268 - LIBRARY BUILDING		61,460	61,460	63,305	65,203	67,159	69,173	71,250

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 269 - DPW BUILDING								
101-269-704	WAGES - PART TIME EMPLOYEES	7,210	7,210	7,426	7,649	7,878	8,114	8,357
101-269-707	TEMPORARY EMPLOYEES	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-269-709	FICA	447	447	460	474	488	503	518
101-269-711	MEDICARE	109	109	112	115	118	122	126
101-269-742	MATERIALS & SUPPLIES	18,025	18,025	18,566	19,123	19,697	20,288	20,897
101-269-918	WATER	1,957	1,957	2,016	2,076	2,138	2,202	2,268
101-269-920	ELECTRIC	12,875	12,875	13,261	13,659	14,069	14,491	14,926
101-269-921	NATURAL GAS	16,480	16,480	16,974	17,483	18,007	18,547	19,103
101-269-934	OTHER REPAIRS AND MAINTENANCE	18,540	18,540	19,096	19,669	20,259	20,867	21,493
101-269-975	BUILDING, BUILDING ADDITIONS AND IMPROV	257,000	257,000					
Totals for dept 269 - DPW BUILDING		333,673	333,673	78,972	81,341	83,780	86,294	88,883

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 301 - PUBLIC SAFETY								
101-301-702	WAGES - FULL TIME EMPLOYEES	2,824,260	2,577,506	2,654,831	2,734,476	2,816,510	2,901,005	2,988,035
101-301-703	SALARIES	93,268	93,268	96,066	98,948	101,916	104,973	108,122
101-301-704	WAGES - PART TIME EMPLOYEES	63,443	42,253	43,521	44,827	46,171	47,556	48,982
101-301-705	VACATION PAY	417,150	401,566	413,613	426,021	438,802	451,966	465,525
101-301-706	HOLIDAY PAY	141,454	134,892	138,939	143,107	147,400	151,822	156,377
101-301-709	FICA	202,910	182,673	188,153	193,798	199,612	205,600	211,768
101-301-711	MEDICARE	53,560	48,828	50,293	51,802	53,356	54,957	56,606
101-301-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	26,400	26,400	27,192	28,008	28,848	29,713	30,604
101-301-713	OVERTIME	357,000	329,940	339,838	350,033	360,534	371,350	382,491
101-301-714	LONGEVITY PAY	68,392	62,892	64,779	66,722	68,724	70,786	72,910
101-301-717	DEFINED BENEFIT PENSION PLAN (MERS)	2,218,144	2,179,269	2,288,232	2,517,055	2,793,931	2,905,688	2,963,802
101-301-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	590,406	536,011	552,091	568,654	585,714	603,285	621,384
101-301-721	CLOTHING ALLOWANCE	56,702	52,952	54,541	56,177	57,862	59,598	61,386
101-301-731	EDUCATION ALLOWANCE	28,620	28,620	29,479	30,363	31,274	32,212	33,178
101-301-732	WORKERS COMPENSATION INSURANCE EXPENSE	122,784	122,784	126,468	130,262	134,170	138,195	142,341
101-301-733	RETIREE HEALTH SAVINGS PLAN (ICMA)	44,353	39,361	40,542	41,758	43,011	44,301	45,630
101-301-746	OPERATING SUPPLIES	41,900	41,900	43,157	44,452	45,786	47,160	48,575
101-301-752	SUPPLIES	12,953	12,953	13,342	13,742	14,154	14,579	15,016
101-301-791	SUBSCRIPTIONS AND PUBLICATIONS	100	100	103	106	109	112	115
101-301-801	PROFESSIONAL AND CONTRACTUAL SERVICES	30,950	30,950	31,879	32,835	33,820	34,835	35,880
101-301-816	FEE (SEX OFFENDER REGISTRATION)	850	850	876	902	929	957	986
101-301-843	MEDICAL PROVIDER SERVICES	5,800	5,800	5,974	6,153	6,338	6,528	6,724
101-301-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,700	1,700	1,751	1,804	1,858	1,914	1,971
101-301-851	MAIL OR POSTAGE	1,200	1,200	1,236	1,273	1,311	1,350	1,391
101-301-910	PROFESSIONAL DEVELOPMENT	38,800	38,800	39,964	41,163	42,399	43,671	44,980
101-301-915	MEMBERSHIPS	975	975	1,004	1,034	1,065	1,097	1,130
101-301-932	VEHICLE REPAIRS AND MAINTENANCE	290,034	290,034	298,735	307,697	316,928	326,436	336,229
101-301-948	COMPUTER SERVICES (CLEMIS)	37,050	37,050	38,162	39,307	40,486	41,701	42,952
101-301-956	BAD DEBT EXPENSE	20,600	20,600	21,218	21,855	22,511	23,186	23,882
Totals for dept 301 - PUBLIC SAFETY		7,791,758	7,342,127	7,605,979	7,994,334	8,435,529	8,716,533	8,948,972

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 325 - COMMUNICATIONS/DISPATCH								
101-325-801	PROFESSIONAL AND CONTRACTUAL SERVICES		244,833	250,516	260,630	273,661	287,344	301,711
Totals for dept 325 - COMMUNICATIONS/DISPATCH			244,833	250,516	260,630	273,661	287,344	301,711
Dept 371 - BUILDING DEPARTMENT								
101-371-702	WAGES - FULL TIME EMPLOYEES	103,000	103,000	106,090	109,273	112,551	115,928	119,406
101-371-703	SALARIES	44,805	44,805	46,150	47,535	48,961	50,430	51,943
101-371-704	WAGES - PART TIME EMPLOYEES	109,611	109,611	112,899	116,286	119,775	123,368	127,069
101-371-705	VACATION PAY	14,420	14,420	14,853	15,299	15,758	16,231	16,718
101-371-706	HOLIDAY PAY	9,991	9,991	10,291	10,600	10,918	11,246	11,583
101-371-709	FICA	16,853	16,853	17,359	17,880	18,416	18,968	19,537
101-371-711	MEDICARE	3,953	3,953	4,072	4,194	4,320	4,450	4,584
101-371-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	2,700	2,700	2,781	2,864	2,950	3,039	3,130
101-371-713	OVERTIME	515	515	530	546	562	579	596
101-371-717	DEFINED BENEFIT PENSION PLAN (MERS)	42,430	42,430	44,552	49,007	54,398	56,574	57,705
101-371-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	13,390	13,390	13,792	14,206	14,632	15,071	15,523
101-371-732	WORKERS COMPENSATION INSURANCE EXPENSE	6,283	6,283	6,471	6,665	6,865	7,071	7,283
101-371-733	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,575	2,575	2,652	2,732	2,814	2,898	2,985
101-371-752	SUPPLIES	13,545	13,545	13,951	14,369	14,800	15,244	15,701
101-371-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	5,562	5,562	5,729	5,901	6,078	6,260	6,448
101-371-851	MAIL OR POSTAGE	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-371-910	PROFESSIONAL DEVELOPMENT	773	773	796	820	845	870	896
101-371-911	CONFERENCES	2,060	2,060	2,122	2,186	2,252	2,320	2,390
101-371-915	MEMBERSHIPS	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-371-932	VEHICLE REPAIRS AND MAINTENANCE	47,258	47,258	48,676	50,136	51,640	53,189	54,785
Totals for dept 371 - BUILDING DEPARTMENT			441,784	441,784	455,888	472,685	490,787	520,672

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 410 - ZONING BOARD OF APPEALS								
101-410-703	SALARIES	1,854	1,854	1,910	1,967	2,026	2,087	2,150
101-410-709	FICA	115	115	118	122	126	130	134
101-410-711	MEDICARE	27	27	28	29	30	31	32
101-410-713	OVERTIME	309	309	318	328	338	348	358
101-410-717	DEFINED BENEFIT PENSION PLAN (MERS)	220	220	231	254	282	293	299
101-410-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	206	206					
101-410-900	PRINTING AND PUBLISHING	927	927	955	984	1,014	1,044	1,075
Totals for dept 410 - ZONING BOARD OF APPEALS		3,658	3,658	3,560	3,684	3,816	3,933	4,048
Dept 441 - DEPARTMENT OF PUBLIC WORKS								
101-441-702	WAGES - FULL TIME EMPLOYEES	61,800	61,800	63,654	65,564	67,531	69,557	71,644
101-441-703	SALARIES	76,220	76,220	78,507	80,862	83,288	85,787	88,361
101-441-704	WAGES - PART TIME EMPLOYEES	24,720	24,720	25,462	26,226	27,013	27,823	28,658
101-441-705	VACATION PAY	27,810	27,810	28,644	29,503	30,388	31,300	32,239
101-441-706	HOLIDAY PAY	8,858	8,858	9,124	9,398	9,680	9,970	10,269
101-441-709	FICA	10,345	10,345	10,655	10,975	11,304	11,643	11,992
101-441-711	MEDICARE	2,427	2,427	2,500	2,575	2,652	2,732	2,814
101-441-713	OVERTIME	12,360	12,360	12,731	13,113	13,506	13,911	14,328
101-441-717	DEFINED BENEFIT PENSION PLAN (MERS)	44,960	44,960	47,208	51,929	57,641	59,947	61,146
101-441-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	38,110	38,110	39,253	40,431	41,644	42,893	44,180
101-441-732	WORKERS COMPENSATION INSURANCE EXPENSE	4,738	4,738	4,880	5,026	5,177	5,332	5,492
101-441-741	UNIFORMS	18,952	18,952	19,521	20,107	20,710	21,331	21,971
101-441-752	SUPPLIES	9,579	9,579	9,866	10,162	10,467	10,781	11,104
101-441-801	PROFESSIONAL SERVICES (PLANNING)	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-441-843	MEDICAL PROVIDER SERVICES	1,854	1,854	1,910	1,967	2,026	2,087	2,150
101-441-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	4,635	4,635	4,774	4,917	5,065	5,217	5,374
101-441-851	MAIL OR POSTAGE	618	618	637	656	676	696	717
101-441-910	PROFESSIONAL DEVELOPMENT	515	515	530	546	562	579	596
101-441-911	CONFERENCES	515	515	530	546	562	579	596
101-441-915	MEMBERSHIPS	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-441-932	VEHICLE REPAIRS AND MAINTENANCE	14,209	14,209	14,635	15,074	15,526	15,992	16,472
101-441-974	CAP IMPROV - TREE FARM	2,575	2,575	2,652	2,732	2,814	2,898	2,985
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		367,860	367,860	379,795	394,495	410,484	423,375	435,478

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 448 - STREET LIGHTING								
101-448-920	ELECTRIC	194,575	194,575	200,412	206,424	212,616	218,995	225,565
101-448-983	LEASED ASSETS	81,400	81,400	67,840				
Totals for dept 448 - STREET LIGHTING		275,975	275,975	268,252	206,424	212,616	218,995	225,565
Dept 690 - PARK MAINTENANCE								
101-690-707	TEMPORARY EMPLOYEES	40,170	40,170	41,375	42,516	43,894	45,211	46,567
101-690-709	FICA	2,503	2,503	2,578	2,655	2,735	2,817	2,902
101-690-711	MEDICARE	587	587	605	623	642	661	681
101-690-732	WORKERS COMPENSATION INSURANCE EXPENSE	1,339	1,339	1,379	1,420	1,463	1,507	1,552
101-690-742	MATERIALS & SUPPLIES	31,930	31,930	32,888	33,875	34,891	35,938	37,016
101-690-918	WATER	412	412	424	437	450	464	478
101-690-930	POND MAINTENANCE	3,090	3,090	3,183	3,278	3,376	3,477	3,581
101-690-932	VEHICLE REPAIRS AND MAINTENANCE	3,553	3,553	3,660	3,770	3,883	3,999	4,119
101-690-934	OTHER REPAIRS AND MAINTENANCE	8,240	8,240	8,487	8,742	9,004	9,274	9,552
101-690-946	ENGINEERING SERVICES	386	386	398	410	422	435	448
Totals for dept 690 - PARK MAINTENANCE		92,210	92,210	94,977	97,826	100,760	103,783	106,896

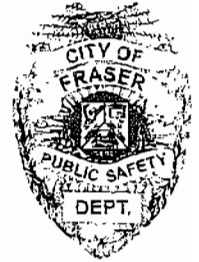
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 691 - RECREATION								
101-691-702	WAGES - FULL TIME EMPLOYEES	31,846	31,846	32,801	33,785	34,799	35,843	36,918
101-691-703	SALARIES	29,751	29,751	30,644	31,564	32,511	33,486	34,490
101-691-705	VACATION PAY	6,820	6,820	7,025	7,236	7,453	7,677	7,907
101-691-706	HOLIDAY PAY	3,176	3,176	3,271	3,369	3,470	3,574	3,681
101-691-707	TEMPORARY EMPLOYEES	70,280	70,280	72,388	74,560	76,797	79,101	81,474
101-691-709	FICA	8,921	8,921	9,189	9,465	9,749	10,041	10,342
101-691-711	MEDICARE	2,087	2,087	2,150	2,215	2,281	2,349	2,419
101-691-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,300	3,300	3,399	3,501	3,606	3,714	3,825
101-691-713	OVERTIME	2,000	2,000	2,060	2,122	2,186	2,252	2,320
101-691-714	LONGEVITY PAY	1,125	1,125	1,159	1,194	1,230	1,267	1,305
101-691-716	DEFINED CONTRIBUTION PENSION (401A-457B)	4,635	4,635	4,774	4,917	5,065	5,217	5,374
101-691-717	DEFINED BENEFIT PENSION PLAN (MERS)	3,807	3,807	3,997	4,397	4,881	5,076	5,178
101-691-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	23,690	23,690	24,401	25,133	25,887	26,664	27,464
101-691-732	WORKERS COMPENSATION INSURANCE EXPENSE	3,399	3,399	3,501	3,606	3,714	3,825	3,940
101-691-752	SUPPLIES	2,060	2,060	2,122	2,186	2,252	2,320	2,390
101-691-801	PROFESSIONAL SERVICES (PLANNING)	21,630	21,630	22,279	22,947	23,635	24,344	25,074
101-691-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,545	1,545	1,591	1,639	1,688	1,739	1,791
101-691-851	MAIL OR POSTAGE	309	309	318	328	338	348	358
101-691-881	PROGRAMMING	25,750	25,750	26,523	27,319	28,139	28,983	29,852
101-691-911	CONFERENCES	1,030	1,030	1,061	1,093	1,126	1,160	1,195
101-691-915	MEMBERSHIPS	412	412	424	437	450	464	478
101-691-932	VEHICLE REPAIRS AND MAINTENANCE	19,042	19,042	19,613	20,201	20,807	21,431	22,074
Totals for dept 691 - RECREATION		266,615	266,615	274,690	283,214	292,064	300,875	309,849
Dept 746 - HISTORICAL COMMISSION								
101-746-752	SUPPLIES	1,500	1,500	250	250	250	250	250
101-746-934	OTHER REPAIRS AND MAINTENANCE	600	600	2,000	2,000	2,000	2,000	2,000
Totals for dept 746 - HISTORICAL COMMISSION		2,100	2,100	2,250	2,250	2,250	2,250	2,250

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 750 - SENIOR ACTIVITY CENTER								
101-750-702	WAGES - FULL TIME EMPLOYEES	10,616	10,616	10,934	11,262	11,600	11,948	12,306
101-750-703	SALARIES	28,501	28,501	29,356	30,237	31,144	32,078	33,040
101-750-704	WAGES - PART TIME EMPLOYEES	63,963	63,963	65,882	67,859	69,894	71,991	74,150
101-750-705	VACATION PAY	5,188	5,188	5,344	5,504	5,669	5,839	6,014
101-750-706	HOLIDAY PAY	3,848	3,848	3,963	4,082	4,204	4,330	4,460
101-750-709	FICA	6,952	6,952	7,161	7,376	7,597	7,825	8,060
101-750-711	MEDICARE	1,626	1,626	1,675	1,725	1,777	1,830	1,885
101-750-714	LONGEVITY PAY	375	375	386	398	410	422	435
101-750-716	DEFINED CONTRIBUTION PENSION (401A-457B)	4,635	4,635	4,774	4,917	5,065	5,217	5,374
101-750-717	DEFINED BENEFIT PENSION PLAN (MERS)	2,824	2,824	2,965	3,262	3,621	3,766	3,841
101-750-718	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	3,399	3,399	3,501	3,606	3,714	3,825	3,940
101-750-732	WORKERS COMPENSATION INSURANCE EXPENSE	1,034	1,034	1,065	1,097	1,130	1,164	1,199
101-750-752	SUPPLIES	2,060	2,060	2,122	2,186	2,252	2,320	2,390
101-750-801	PROFESSIONAL SERVICES (PLANNING)	5,150	5,150	5,305	5,464	5,628	5,797	5,971
101-750-850	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	979	979	1,008	1,038	1,069	1,101	1,134
101-750-851	MAIL OR POSTAGE	258	258	266	274	282	290	299
101-750-881	PROGRAMMING	18,952	18,952	19,521	20,107	20,710	21,331	21,971
101-750-932	VEHICLE REPAIRS AND MAINTENANCE	19,763	19,763	20,356	20,967	21,596	22,244	22,911
Totals for dept 750 - SENIOR ACTIVITY CENTER		180,123	180,123	185,584	191,361	197,362	203,318	209,380

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
Dept 801 - PLANNING COMMISSION								
101-801-703	SALARIES	2,575	2,575	2,652	2,732	2,814	2,898	2,985
101-801-709	FICA	167	167	172	177	182	187	193
101-801-711	MEDICARE	39	39	40	41	42	43	44
101-801-713	OVERTIME	412	412	424	437	450	464	478
101-801-717	DEFINED BENEFIT PENSION PLAN (MERS)	220	220	231	254	282	293	299
101-801-801	PROFESSIONAL SERVICES (LEGAL)	10,506	10,506	10,821	11,146	11,480	11,824	12,179
101-801-900	PRINTING AND PUBLISHING	1,545	1,545	1,591	1,639	1,688	1,739	1,791
101-801-946	ENGINEERING SERVICES	12,360	12,360	12,731	13,113	13,506	13,911	14,328
Totals for dept 801 - PLANNING COMMISSION		27,824	27,824	28,662	29,539	30,444	31,359	32,297
Dept 861 - RETIREE HEALTHCARE								
101-861-712	CASH IN LIEU OF BENEFITS (INS OPT OUT)	13,500	13,500	13,905	14,322	14,752	15,195	15,651
101-861-717	DEFINED BENEFIT PENSION PLAN (MERS)	600,000	600,000					
101-861-723	RETIREE HEALTH CARE - OPEB	1,890,732	1,890,732	1,947,454	2,005,878	2,066,054	2,128,036	2,191,877
101-861-840	INSURANCE PREMIUM (LIFE)	2,136	2,136	2,200	2,266	2,334	2,404	2,476
Totals for dept 861 - RETIREE HEALTHCARE		2,506,368	2,506,368	1,963,559	2,022,466	2,083,140	2,145,635	2,210,004
Dept 951 - INSURANCE								
101-951-935	PROPERTY LIABILITY INSURANCE	249,863	249,863	257,359	265,080	273,032	281,223	289,660
Totals for dept 951 - INSURANCE		249,863	249,863	257,359	265,080	273,032	281,223	289,660

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018-2019 FORECAST	2019-2020 FORECAST	2020-2021 FORECAST	2021-2022 FORECAST	2022-2023 FORECAST	2023-2024 FORECAST
TOTAL ESTIMATED REVENUES		16,397,039	16,397,039	12,922,933	13,088,892	13,258,170	13,430,834	13,606,951
TOTAL APPROPRIATIONS		15,679,061	15,243,534	14,976,556	15,555,327	16,275,338	16,800,799	17,271,171
NET INCOME/LOSS		717,978	1,153,505	(2,053,623)	(2,466,435)	(3,017,168)	(3,369,965)	(3,664,220)
PA 33 OF 1951	PUBLIC SAFETY SPECIAL ASSESSMENT MILLAGE	9		3,709,656	3,783,849	3,859,526	3,936,717	4,015,451
	ADJUSTED NET INCOME/LOSS			1,656,033	1,317,414	842,358	566,752	351,231
PA 33 OF 1951	PUBLIC SAFETY SPECIAL ASSESSMENT MILLAGE	8		3,297,472	3,363,422	3,430,690	3,499,304	3,569,290
	ADJUSTED NET INCOME/LOSS			1,243,849	896,987	413,522	129,339	(94,930)
PA 33 OF 1951	PUBLIC SAFETY SPECIAL ASSESSMENT MILLAGE	7		2,885,288	2,942,994	3,001,854	3,061,891	3,123,129
	ADJUSTED NET INCOME/LOSS			831,665	476,559	(15,314)	(308,074)	(541,091)
PA 33 OF 1951	PUBLIC SAFETY SPECIAL ASSESSMENT MILLAGE	6		2,473,104	2,522,566	2,573,018	2,624,478	2,676,968
	ADJUSTED NET INCOME/LOSS			419,481	56,131	(444,150)	(745,487)	(987,252)
PA 33 OF 1951	PUBLIC SAFETY SPECIAL ASSESSMENT MILLAGE	5		2,060,920	2,102,139	2,144,181	2,187,065	2,230,806
	ADJUSTED NET INCOME/LOSS			7,297	(364,296)	(872,987)	(1,182,900)	(1,433,414)

FRASER DEPARTMENT OF PUBLIC SAFETY



MEMO

To: City Manager Wayne O'Neil
From: Interim Director Mike Pettyes
Date: July 20th 2017
Re: 2018-2019 Fee Schedule Amendment

With the creation of the Public Service Aid position, the public safety department will now be able to provide a fingerprinting service to the community. With this additional service I would like these fees added to the City of Fraser fee schedule as follows:

Livescan fingerprints (business hours) \$75.00
Livescan fingerprints (non business hours) \$100.00
Manual fingerprints (business hours) \$25.00
Manual fingerprints (non business hours) \$50.00

*Business hours will be from 8am until 3pm M-F



City of Fraser Fee Schedule 2018-2019

PUBLIC SAFETY
2018

Records Bureau

Accident Reports		\$18
Incident Reports	Billed in 15 minute increments. Starting at \$9.00 for the first quarter hour.	

False Alarm

1 st & 2 nd		\$40
3 rd		\$80
4 th		\$95

Miscellaneous

DVDs		\$50
Thumb Drives		\$50
Photographs (CD)		\$35
Purchase Permit		\$15
Records Check		\$25
Drug Kit Single		\$10
Drug Kit Multi Panel		\$25
Miscellaneous Charges		\$10

Fingerprinting

Livescan Fingerprints	*Business Hours	\$75
Livescan Fingerprints	**Non-business Hours	\$100
Manual Fingerprints	*Business Hours	\$25
Manual Fingerprints	**Non-business Hours	\$50

*Business Hours: 8am until 3pm, Mon. – Fri.

**Non-business Hours: 3pm until 9pm, Mon – Fri.

Criminal Investigations Division

Liquor Control Related Fees Ordinance No. Sec 3-5 (b) (7)

Class C, Tavern or Club	\$1,200
SDM/SDD	\$1,200
Entertainment Permit	\$800
Dance Permit	\$550
Drop/Add Space	\$400
Temporary Liquor License Application	\$30
Pawnbroker License	\$500
Second Hand Dealer	\$500
Junk Dealer License	\$500
Precious Metals License	\$50

MEMORANDUM

TO: Mayor and City Council

FROM: Donald P. DeNault, Jr., City Attorney

RE: Planning Commission Membership Ordinance

DATE: July 27, 2018

In accordance with the direction approved by the City Council at its July meeting, we have prepared an ordinance amendment for Council's consideration.

The proposed ordinance achieves the following:

- Reduction in the membership of the Planning Commission from its current 9 members to 7. Because 2 vacancies currently exist, the ordinance amendment can be implemented immediately after the required 10 days (7 days after publication) has elapsed. The amendment will not impact any current Commissioner's term of office. This reduction in membership is authorized by the Michigan Planning Enabling Act ("PEA") adopted by the Michigan Legislature in 2008 (applicable to all municipalities).
- Updating of the qualifications for membership on the Planning Commission to match those set forth in the PEA.
- Provision of an option to the City Council to appoint 1 member from another municipality. The PEA includes a provision authorizing a municipality to appoint 1 Planning Commission member from another municipality, and it seemed sensible to include that as an option given the difficulty Council is having filling some board and commission vacancies. City Council will always have the discretion, of course, whether to actually appoint someone who lives elsewhere, but nevertheless we felt it prudent to include the option so the ordinance mirrors the PEA.

The ordinance does not need to be reviewed by the Planning Commission, because the amendment will be to the City's regulatory ordinances, not the Zoning Ordinance. No public hearing is required, and the ordinance may be enacted at the first meeting when it is introduced.

Should any questions arise relating to the proposed amendment, I am happy to answer them in advance of, or during, the August meeting of the City Council.

Suggested Action:

I move to enact an ordinance to amend Section 20-17 of Article II of Chapter 20 of the Fraser City Code to reduce the membership of the Fraser Planning Commission from 9 members to 7 members and to update the qualifications for appointment to the Planning Commission to reflect the qualifications set forth in the Michigan Planning Enabling Act.

CITY OF FRASER
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 381

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AN ORDINANCE TO AMEND SEC. 20-17 OF ARTICLE II OF CHAPTER 20 OF THE FRASER CITY CODE TO REDUCE THE MEMBERSHIP OF THE PLANNING COMMISSION FROM NINE (9) MEMBERS TO SEVEN (7) MEMBERS AND TO UPDATE THE QUALIFICATIONS FOR APPOINTMENT TO THE PLANNING COMMISSION TO REFLECT THE QUALIFICATIONS SET FORTH IN THE MICHIGAN PLANNING ENABLING ACT

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THE CITY OF FRASER ORDAINS:

Section 1. Sec. 20-17 of Article II of Chapter 20 of the Fraser City Code shall be amended to read as follows:

Sec. 20-17. – Composition.

The planning commission shall be composed of ~~nine~~ seven (97) members, whose members shall be representative of the entire City, to the extent practicable, and of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce insofar as it is possible different professions or occupations. Members must be qualified electors of the City, except that one (1) member of the planning commission may be a qualified elector of another local unit of government.

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~~State law reference–~~ Composition and qualifications, MCL 125.3815.

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Section 2. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

Section 3. This ordinance shall take effect seven (7) days after publication of a notice of adoption of the ordinance.

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This ordinance was introduced at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018, and was duly adopted at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018.

MICHAEL CARNAGIE, Mayor

KELLY DOLLAND, City Clerk

CERTIFICATION

I, Kelly Dolland, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its _____ meeting on Thursday, _____, 2018.

KELLY DOLLAND, CITY CLERK

PUBLICATION DATE:

Monday, _____, 2018

C & G Newspapers

CITY OF FRASER

ORDINANCE NO: _____

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that amends Sec. 20-17 of Article II of Chapter 20 of the Fraser City Code of Ordinances to reduce the membership of the Planning Commission from nine (9) members to seven (7) members, and to update the qualifications for appointment to the Planning Commission to reflect the qualifications set forth in the Michigan Planning Enabling Act. The ordinance shall be effective seven (7) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.

CITY OF FRASER
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 381

AN ORDINANCE TO AMEND SEC. 20-17 OF ARTICLE II OF CHAPTER 20 OF THE FRASER CITY CODE TO REDUCE THE MEMBERSHIP OF THE PLANNING COMMISSION FROM NINE (9) MEMBERS TO SEVEN (7) MEMBERS AND TO UPDATE THE QUALIFICATIONS FOR APPOINTMENT TO THE PLANNING COMMISSION TO REFLECT THE QUALIFICATIONS SET FORTH IN THE MICHIGAN PLANNING ENABLING ACT

THE CITY OF FRASER ORDAINS:

Section 1. Sec. 20-17 of Article II of Chapter 20 of the Fraser City Code shall be amended to read as follows:

Sec. 20-17. – Composition.

The planning commission shall be composed of seven (7) members, whose members shall be representative of the entire City, to the extent practicable, and of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. Members must be qualified electors of the City, except that one (1) member of the planning commission may be a qualified elector of another local unit of government.

State law reference– Composition and qualifications, MCL 125.3815.

Section 2. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

Section 3. This ordinance shall take effect seven (7) days after publication of a notice of adoption of the ordinance.

This ordinance was introduced at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018, and was duly adopted at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018.

MICHAEL CARNAGIE, Mayor

KELLY DOLLAND, City Clerk

CERTIFICATION

I, Kelly Dolland, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its _____ meeting on Thursday, _____, 2018.

KELLY DOLLAND, CITY CLERK

PUBLICATION DATE:

Monday, _____, 2018

C & G Newspapers

CITY OF FRASER

ORDINANCE NO: _____

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that amends Sec. 20-17 of Article II of Chapter 20 of the Fraser City Code of Ordinances to reduce the membership of the Planning Commission from nine (9) members to seven (7) members, and to update the qualifications for appointment to the Planning Commission to reflect the qualifications set forth in the Michigan Planning Enabling Act. The ordinance shall be effective seven (7) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.

MEMORANDUM

TO: Mayor and City Council

FROM: Donald P. DeNault, Jr., City Attorney

RE: Youth Tobacco and Vaping Ordinance

DATE: July 27, 2018

Background

At the City Council meeting in July, Councilman Lesich suggested that the City should consider updating its ordinances to address youth vaping, in part to assist the schools with the proliferation of youth vaping activities that are increasing every year. Thereafter, I discussed the concept with City Manager Wayne O'Neal and Interim Public Safety Director Mike Pettyes, and both agreed that we should move forward with such an ordinance. City Administration believes such an ordinance will have significant enforcement and educational value both for the schools, their students, parents, and the Public Safety Officers who often deal with young persons who possess or use vaping devices.

In addition to Councilman Lesich's inquiry, the Magistrate for the 39th District Court also recently inquired whether the City has a vaping ordinance. According to Interim Public Safety Director Mike Pettyes, the Department has been attempting to address vaping under the City's tobacco ordinances, which have not been updated since 1999 (before electronic vape devices became commercially available in the mid-2000s). Attempting to fit vaping into the City's current tobacco regulations can create evidentiary issues for enforcement of citations that are issued, particularly if "tobacco" is not noticeably involved.

Therefore, we have prepared a proposed ordinance that would update the City's "youth tobacco" regulations and include "vapor products" within those regulations. A more thorough summary of the proposed ordinance follows.

Introduction

Not only does the proposed ordinance update the City's tobacco regulations, but it also addresses modern smoking technology known as "e-cigarettes." E-cigarettes, and similar devices, are a relatively new nicotine delivery system. While devices vary in their appearance and specific method of operation, they have a few basic elements in common. A solution of water, dissolved nicotine, and other ingredients (usually flavoring) is heated with a heating element (usually battery-powered). This vaporizes the nicotine solution, which passes into a mouthpiece and is inhaled in a manner similar to cigarette smoking. Often, glycerol or propylene glycol is added to the solution to give the appearance of smoke when the solution is vaporized. The concentration of nicotine contained in the solution can be customized by the retailer to the buyer's specifications, and many manufacturers make nicotine-free solutions. Little is known about the

health impact of vapor products, as few studies have been done to determine the effectiveness of e-cigarettes as nicotine delivery devices, or their impact on public health. However, the effects of nicotine on the human body are well documented. In concentrations found in cigarettes, nicotine is a pharmacological agent that has a marked effect on brain and cardiovascular function. Even small doses of nicotine can be highly toxic and potentially fatal.

Other concerns deal with the operation of the devices themselves. Users and manufacturers of e-cigarettes have claimed that e-cigarettes may be a healthy alternative to smoking tobacco; however, much remains unknown about e-cigarette use. For instance, very little research has been done to determine the long-term effects of inhaling the vapor-causing components of the liquid (e.g., propylene glycol). Another issue is determining the actual concentration of nicotine delivered in the course of the product's use.

Additionally, surveys by the Centers for Disease Control and Prevention show that e-cigarette use among students in middle and high school is increasing. In 2011, the National Youth Tobacco Survey indicated that 4.7% of school students reported trying an e-cigarette in the preceding year. By 2012, that percentage had increased to 10%. In 2016, more than 2 million U.S. middle and high school students used e-cigarettes in the 30 days preceding the study, including 4.3% of middle school students and 11.3% of high school students. The upward trend is concerning because the effects of nicotine, and e-cigarette, use on adolescent development are not well understood and could have lasting implications for youths who use these products. Adult use of the products also is increasing and may continue to increase if minors continue to have access to these products and are able to develop an addiction to them when they are young.

Governmental Regulation of Electronic Cigarettes

In 2016, the FDA promulgated federal rules regulating access to e-cigarettes by minors. The regulations restrict youth access to electronic nicotine delivery systems (e-cigarettes) by not allowing such products to be sold to anyone under 18 (age verification via photo ID is required) and not allowing tobacco products to be sold in vending machines (unless in an adult-only facility).

State regulation of e-cigarettes is varied. A majority of states have enacted legislation banning the sale of e-cigarettes to minors, or are in the process of enacting such legislation. Some jurisdictions (e.g., New York City, New Jersey) have chosen to regulate these and other “vapor products” in the same ways as their tobacco product counterparts. In Michigan, there are no laws or regulations banning the possession and use of e-cigarettes or similar devices by minors, or the sale of these devices to minors. However, Senate Bills 667 and 668 were introduced in late 2013 and were approved by both the House and Senate in June of 2014.

Although Governor Snyder vetoed those bills, apparently because they did not go “far enough” toward regulating e-cigarettes in the same manner as tobacco products, they remain a good model for local regulation, and therefore the proposed ordinance includes the terminology used in the bills, including usage of the term “vapor products” rather than “e-cigarettes.”

Very few Michigan municipalities have enacted ordinances to regulate vapor products or e-cigarettes. Birmingham may have been the first when it approved its new ordinance in June of

2014. Oakland County Executive L. Brooks Patterson signed an executive order in July of 2014 banning e-cigarettes in county buildings. The City of Hastings has banned e-cigarettes in all city buildings and parks. On September 22, 2014, Rochester Hills approved a very basic ordinance to prohibit e-cigarette sales to, and possession by, minors. However, Rochester Hills decriminalized the penalties for violations, meaning that each ticket will simply require payment of \$50.00 with no other penalties and no obligation for the offender to go to court. On October 22, 2014, Macomb Township enacted an ordinance banning minors from possessing, using, or purchasing vapor products, as well as prohibiting anyone from selling or furnishing vapor products to a minor. Sterling Heights enacted a similar ordinance in February of 2015.

Proposed Ordinance

The enclosed draft addresses the following:

- **The Youth Tobacco Act.** The State of Michigan's Youth Tobacco Act was updated in 2006, which was 7 years after the most recent update to the City's ordinance. The proposed draft updates the City Code regulations prohibiting a minor's purchase, possession, or use of tobacco products to conform to state law. This objective is accomplished by incorporating all of the current provisions found in the Youth Tobacco Act (Public Act 31 of 1915) into the City Code.
- **Purpose and Findings.** The ordinance sets forth very detailed facts and findings relative to electronic smoking devices. The information therein comes from a variety of research sources, most of which are cited in the draft. In short, too little is known about the long-term effects of vaping, but scientific authorities agree that the lack of regulation has led to the inclusion of a variety of dangerous chemicals and substances in many vaping products. In addition, nicotine itself is known to be harmful to brain development, which continues in young persons until their mid-20s. Moreover, the FDA enacted new regulations in 2016 that restrict youth access to electronic nicotine delivery systems by not allowing such products to be sold to anyone under 18 and not allowing tobacco products to be sold in vending machines (unless in an adult-only facility). Therefore, even though the state has not yet acted in this area, the City of Fraser has strong justifications for enacting regulations to protect youth and others from the currently-known dangers associated with vaping devices.
- **Furnishing to Minors.** The ordinance updates the City's existing provisions to include "vapor products" within the scope of smoking products that may not be furnished to minors. It also maintains the current state law "affirmative defense" provisions for tobacco sales to minors, and it retains the state law penalty, which sets the offense as a misdemeanor punishable by a fine up to \$50.00. The City is limited to that fine for tobacco products (due to state law preemption), but could establish a higher maximum fine for vapor products if preferred.
- **Required Signage.** The ordinance updates the current sign requirements that sellers must honor to include vapor products. The sign language is currently part of the state law for purposes of tobacco sales and minors.

- **Prohibited Conduct.** The ordinance updates the conduct that is prohibited for minors to include vapor products. The penalty for minors who possess or use tobacco or vapor products is proposed to be a municipal civil infraction with a fine of \$500, but the fine would be reduced to \$50.00 if the minor takes an educational class approved by the Public Safety Department. This financial incentive will further the goal of encouraging education, rather than punishment, for minors who become involved with tobacco and vaping. The penalty is not proposed as a misdemeanor because City ordinances can only be prosecuted in Juvenile Court in rare instances, and anyone under the age of 17 cannot be prosecuted for a misdemeanor in the local district court. However, for minors age 17 who commit a second violation, the ordinance would set the penalty as a misdemeanor in order to engage the district court in potentially ordering education and intervention programs. For all repeat offenders, community service in a setting where some people may be suffering the effects of tobacco use will also be required in order to earn the reduced fine.
- **Parental Responsibility.** The ordinance includes a parental responsibility violation, which would be established as a municipal civil infraction with the same fine. However, the same reduction to \$50.00 would be honored if the parent takes the approved educational class, thereby furthering the goal of involving parents in their child's tobacco and vaping education.
- **Individual Cigarettes.** The ordinance includes the state law provisions relating to the sale of individual cigarettes. These provisions have never been added to the City Code, despite having been enacted by the state in 1992.
- **Definitions.** The ordinance includes definitions for many of the terms used throughout.
- **Title.** The title of Article II of Chapter 12 would be updated to include vapor products, which is the term utilized in various House and Senate Bills that have been introduced in the Michigan Legislature on various occasions over the past several years.
- **Penalties.** The penalty provisions in Chapter 1 of the City Code would be updated to include the new municipal civil infraction provisions, and to increase the first-offense fine for all municipal civil infractions in the City Code from \$100.00 to \$150.00.

Should any questions arise relating to the proposed amendments, I am happy to answer them in advance of, or during, the August meeting of the City Council.

Suggested Action:

I move to enact an ordinance to amend Division 3 of Article II of Chapter 12 of the City Code to update the City's regulations governing possession and use of tobacco by minors and add new regulations governing the purchase, possession, and use of vapor products by minors.

CITY OF FRASER
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 382

AN ORDINANCE TO AMEND DIVISION 3 OF ARTICLE II OF CHAPTER 12 OF THE FRASER CITY CODE TO UPDATE THE CITY'S REGULATIONS GOVERNING POSSESSION AND USE OF TOBACCO BY MINORS AND ADD NEW REGULATIONS GOVERNING THE PURCHASE, POSSESSION, AND USE OF VAPOR PRODUCTS BY MINORS.

THE CITY OF FRASER ORDAINS:

Section 1. Division 3 of Article II of Chapter 12 of the Fraser City Code shall be amended to read as follows:

DIVISION 3. – REGULATIONS RELATIVE TO MINORS

Sec. 12-40. – Purpose and findings.

The purpose of this division is to protect the public health, safety, and welfare of the property and persons in the city by prohibiting persons under eighteen (18) years of age from possessing and using tobacco products and vapor products and prohibiting the sale of tobacco products and vapor products to persons under eighteen (18) years of age.

The City Council finds that persons under age eighteen (18) are prohibited by law from purchasing or possessing cigarettes and other tobacco products, and retailers are prohibited from selling them to minors. However, tobacco-less products - commonly referred to as "electronic cigarettes," "e-cigarettes," "e-cigars," "e-cigarillos," "e-pipes," "e-hookahs," "mods," "Juuls," "e-pens," or "electronic nicotine delivery systems" - allow the user to simulate cigarette smoking and ingest nicotine. These products may be purchased by minors and are being marketed without age restrictions or health warnings and come in different flavors that appeal to young people.

Studies by the FDA have determined that e-cigarettes can increase nicotine addiction among young people and contain chemical ingredients known to be harmful, which may expose users and the public to potential health risks. The use of e-cigarettes and similar devices has increased significantly in recent years, as evidenced by the fact that:

- In 2014, 8.7% of 8th graders, 16.2% of 10th graders, and 17.1% of 12th graders reported using electronic cigarettes within 30 days of a survey conducted by the National Institute on Drug Abuse;

- Among 12th graders, the use of a vaping device increased from 13% to 17% from 2016 to 2017; for 10th graders, the increase was from 11% to 13%; and for 8th graders, the increase was from 6% to 7% in the 2017 survey conducted by Monitoring the Future, released in January of 2018 by the University of Michigan Institute for Social Research;
- The 2017 survey conducted by Monitoring the Future revealed marijuana vaping levels of 3%, 8%, and 10% in grades 8, 10, and 12, respectively; nicotine vaping levels of 8%, 16%, and 19%; and vaping "just flavoring" levels of 12%, 19%, and 21%.

Existing studies on electronic smoking devices' vapor emissions and cartridge contents have found a number of dangerous substances including:

- Chemicals known to cause cancer such as formaldehyde, acetaldehyde, lead, nickel, benzene, and chromium, as well as ultrafine particles that reach deep into the lungs;
- PM_{2.5}, acrolein, tin, toluene, and aluminum, which are associated with a range of negative health effects such as skin, eye, and respiratory irritation, neurological effects, damage to reproductive systems, and even premature death from heart attacks and stroke;
- Inconsistent labeling of nicotine levels in electronic smoking device products; and
- In one instance, diethylene glycol, an ingredient used in antifreeze and toxic to humans.
- Flavoring such as diacetyl, a chemical linked to a serious lung disease.
- As a result, the CDC has concluded that e-cigarettes are not safe for anyone who does not currently use tobacco products.

Some cartridges used by electronic smoking devices can be re-filled with liquid nicotine solution, creating the potential for exposure to dangerous concentrations of nicotine, and as a result:

- In one instance, diethylene glycol, an ingredient used in antifreeze and toxic to humans.
- Poisonings from electronic smoking devices increased dramatically in during a three and a half year period, from "one [a month] in September 2010 to 215 a month in February 2014."
- Analysis of reports of poisonings from electronic smoking devices finds that calls reporting exposure to electronic smoking devices are much more likely to involve

adverse health effects when compared to calls reporting exposure to conventional cigarettes.

Clinical studies about the safety and efficacy of these products have not been submitted to the FDA for the over 400 brands of electronic smoking devices that are on the market and for this reason, consumers currently have no way of knowing:

- Whether electronic smoking devices are safe;
- What types or concentrations of potentially harmful chemicals the products contain; and
- What dose of nicotine the products deliver.

The World Health Organization has strongly advised consumers against the use of electronic smoking devices until they are "deemed safe and effective and of acceptable quality by a competent national regulatory body."

The World Medical Association has determined that electronic smoking devices "are not comparable to scientifically-proven methods of smoking cessation" and that "neither their value as therapeutic aids for smoking cessation nor their safety as cigarette replacements is established."

The CDC notes that some e-cigarettes marketed as containing zero percent nicotine have been found to contain nicotine, which can harm adolescent brain development, which continues into the early to mid-20s.

In September of 2013, 40 state attorneys general (including Michigan's) signed a letter to the Commissioner of the United States Food and Drug Administration, outlining their concerns with e-cigarettes and requesting the implementation of regulations that would address the advertising, ingredients, and sale to minors of e-cigarettes at the federal level.

In 2016, the Surgeon General declared e-cigarette use a "significant public health concern." The Surgeon General's report calls for action to reduce the risk of vaping, including the incorporation of e-cigarettes into smoke-free policies, preventing access to e-cigarettes by youth, price and tax policies, retail licensure, regulation of e-cigarette marketing likely to attract youth, and educational initiatives targeting youth and young adults."

It is the intent of the City Council, in enacting this ordinance, to provide for the public health, safety, and welfare by facilitating uniform and consistent enforcement of smoke-free air laws; by reducing the potential for re-normalizing smoking in public places and places of employment; by reducing the potential for children to associate the use of electronic smoking devices with a normative or healthy lifestyle; by prohibiting the sale or distribution of electronic smoking devices to minors; and by encouraging

education about the potential dangers and risks inherent in the use of vapor products.

Therefore, the City Council determines that prohibiting the sale, giving, or furnishing of e-cigarettes to minors and prohibiting the purchase, possession, or use of e-cigarettes by minors is in the City's best interests and will promote the public health, safety, and welfare. For purposes of this Ordinance, the City is adopting the term "Vapor Product" to address e-cigarettes and all similar devices, because this term has been defined by the Michigan House and Senate in Senate Bills 667 and 668, enrolled in June of 2014, as part of proposed amendments to the Youth Tobacco Act, being Public Act 31 of 1915, and was utilized again in Senate Bill 37 of 2017 and House Bill 6069 of 2018.

Sec. 12-410. - ~~Sale of tobacco products to~~Furnishing to minors prohibited.

(a) No person shall sell, give, or furnish any cigarette, cigar, chewing tobacco, tobacco, snuff, or a tobacco product or vapor product to a minor, including, but not limited to, through the use by a minor of a vending machine in any other form to a person under eighteen (18) years of age. A person who violates this subsection or subsection (e) is guilty of a misdemeanor punishable by a fine of not more than \$50.00 for each violation.

(b) A person who violates this section shall be guilty of a misdemeanor, punishable by a fine of not more than fifty dollars (\$50.00) for each offense. It is an affirmative defense to a charge under subsection (a) that the defendant had in force at the time of arrest and continues to have in force a written policy to prevent the sale of tobacco products and vapor products to persons under 18 years of age and that the defendant enforced and continues to enforce the policy. A defendant who proposes to offer evidence of the affirmative defense described in this subsection shall file and serve notice of the defense, in writing, with the court and serve a copy of the notice on the city attorney. The defendant shall serve the notice not less than 14 days before the date set for trial.

(c) If the city attorney proposes to offer testimony to rebut the affirmative defense described in subsection (b), the city attorney shall file a notice of rebuttal, in writing, with the court and serve a copy of the notice on the defendant. The city attorney shall serve the notice not less than 7 days before the date set for trial and shall include in the notice the name and address of each rebuttal witness.

(d) Subsection (a) does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of the minor's employment.

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(e) Before selling, offering for sale, giving, or furnishing a vapor product to an individual, a person shall verify that the individual is at least 18 years of age by doing 1 of the following:

(1) If the individual appears to be under 27 years of age, examining a government-issued photographic identification that establishes that the individual is at least 18 years of age.

(2) For sales made by the internet or other remote sales method, performing an age verification through an independent, third-party age verification service that compares information available from a commercially available database, or aggregate of databases, that are regularly used by government agencies and businesses for the purpose of age and identity verification to the personal information entered by the individual during the ordering process that establishes that the individual is 18 years of age or older.

State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.641.

Sec. 12-4~~24~~. - Sign required concerning sales to minors.

(a) A person who sells tobacco products or vapor products at retail shall post, in a place close to the point of sale and conspicuous to both employees and customers, a sign ~~produced by the department of public health~~ that includes the following statement:

The purchase of a tobacco products or vapor product by a minor under ~~eighteen~~ (18) years of age and the provision of a tobacco products or vapor product to a minor are prohibited by law. A minor who unlawfully purchases or uses a tobacco products or vapor product is subject to criminal penalties.

(b) If ~~the~~ sign required under subsection (a) is more than ~~six~~ (6) feet from the point of sale, it shall be ~~five and one-half~~ (5½) inches by ~~eight and one-half~~ (8½) inches and the statement required in subsection (a) shall be printed in ~~thirty-six~~ 36-point boldface type. If the sign required under subsection (a) is ~~six~~ (6) feet or less from the point of sale, it shall be ~~two~~ (2) inches by ~~four~~ (4) inches and the statement required under subsection (a) shall be printed in ~~twenty~~ 20-point boldface type.

(c) The signs required by subsection (a) may be procured from the department of community health pursuant to state law. The seller may add the "vapor product" language to the sign if the department of community health does not or will not include it.

- (ed) A person who violates this section shall be guilty of a misdemeanor, punishable by a fine of not more than fifty dollars (\$50.00) for each offense.

State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.641.

Sec. 12-432. - ~~Use of tobacco products by minors~~ Prohibited conduct; penalty for violation.

- (a) ~~A person under eighteen (18) years of age shall not possess or smoke cigarettes or cigars, or possess or chew, suck or inhale chewing tobacco or tobacco snuff; or possess or use tobacco in any other form, on a public highway, street, alley, park or other land used for public purposes or in a public place of business or amusement. Subject to subsection (c), a minor shall not do any of the following:~~

- ~~(1) Purchase or attempt to purchase a tobacco product or vapor product. *~~
- ~~(2) Possess or attempt to possess a tobacco product or vapor product. *~~
- ~~(3) Use a tobacco product or vapor product in a public place or on school property.~~
- ~~(4) Present or offer to an individual a purported proof of age that is false, *~~
~~fraudulent, or not actually his or her own proof of age for the purpose~~
~~of purchasing, attempting to purchase, possessing, or attempting to~~
~~possess a tobacco product or vapor product.~~

- ~~(b) A violation of this section constitutes a misdemeanor, punishable by a fine of not more than fifty dollars (\$50.00) for each offense. A violation of subsection (a) is punishable as follows:~~

- ~~(1) The first violation is a municipal civil infraction, punishable by a fine of \$500.00 for each violation, except that the fine will be \$50.00 for each violation cited on a single municipal civil infraction citation if the individual completes a health promotion and risk reduction program approved by the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.~~
- ~~(2) For minors under the age of 17, a second violation or subsequent violation is a municipal civil infraction, punishable by a fine of \$500.00 for each violation, except that the fine will be \$50.00 for each violation cited on a single municipal civil infraction citation if the individual performs not less than 20 hours of community service in a hospice, nursing home, or long-term care facility, as verified in a form~~

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satisfactory to the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.

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(3) For minors age 17, a second violation or subsequent violation is a misdemeanor, punishable by a fine up to \$500.00. The court may order the individual to complete a health promotion and risk reduction program and perform not more than 40 hours of community service in a hospice, nursing home, or long-term care facility.

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(c) Subsection (a) does not apply to a minor participating in any of the following:

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(1) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the minor's employer and with the prior approval of the local prosecutor's office as part of an employer-sponsored internal enforcement action.

(2) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the state police or a local police agency as part of an enforcement action, unless the initial or contemporaneous purchase or receipt of the tobacco product or vapor product by the minor was not under the direction of the state police or the local police agency and was not part of the undercover operation.

(3) Compliance checks in which the minor attempts to purchase tobacco products for the purpose of satisfying federal substance abuse block grant youth tobacco access requirements, if the compliance checks are conducted under the direction of a substance abuse coordinating agency as defined in the Public Health Code, 1978 PA 368, MCL 333.6103, and with the prior approval of the state police or a local police agency.

(d) Subsection (a) does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of that minor's employment.

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(e) This section does not prohibit an individual from being charged with, convicted of, or sentenced for any other violation of law that arises out of the violation of subsection (a).

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State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.642.

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Sec. 12-44. -- Parental responsibility.

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A primary caretaker having custody or control of a minor who violates section 12-43, shall be responsible for a municipal civil infraction and a fine of \$500.00 for knowingly allowing or, through lack of supervision, allowing the minor to violate section 12-43. The fine will be \$50.00 if the primary caretaker completes a health promotion and risk reduction program approved by the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.

Sec. 12-45. – Sales of individual cigarettes.

(a) Except as otherwise provided in subsection (b), a person who sells tobacco products at retail shall not sell a cigarette separately from its package.

(b) Subsection (a) does not apply to a person who sells tobacco products at retail in a tobacco specialty retail store or other retail store that deals exclusively in the sale of tobacco products and smoking paraphernalia.

(c) A person who violates subsection (a) is guilty of a misdemeanor, punishable by a fine of not more than \$500.00 for each offense.

State Law reference--- MCL 722.642a.

Sec. 12-47. – Definitions.

For the purpose of construction and application of this division, the following definitions shall apply:

Minor means an individual who is less than 18 years of age.

Person who sells vapor products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of vapor products.

Person who sells tobacco products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of tobacco products subject to state sales tax.

Possess a tobacco product or vapor product shall mean either actual physical control of the tobacco product or vapor product without necessarily owning that product, or the right to control the product, regardless of whether it is in a different room or place than where the person is physically located.

Public place means a public street, sidewalk, or park or any area open to the general public in a publicly owned or operated building or premises, or in a public place of business.

Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to cigarettes, non-cigarette smoking tobacco, or smokeless tobacco, as those terms are defined in Section 2 of the Tobacco Products Tax Act, cigars, chewing tobacco, and flavored tobacco (shisha). Tobacco product does not include a vapor product or a product regulated as a drug or device by the United States Food and Drug Administration.

Use a tobacco product or vapor product means to smoke, chew, suck, inhale, or otherwise consume a tobacco product or vapor product.

Vapor product means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Vapor product does not include a product regulated as a drug or device by the United States Food and Drug Administration.

Section 2. The title of Article II of Chapter 12 of the Fraser City Code shall be amended to read as follows:

ARTICLE II. - TOBACCO AND TOBACCO PRODUCTS; VAPOR PRODUCTS^[3]

Section 3. Sec. 1-10 of the Fraser City Code shall be amended to read as follows:

Sec. 1-10. - General penalty for violation of Code; continuing violations.

- (a) It shall be unlawful and constitute a misdemeanor for any person to violate or fail to comply with any of the provisions of this Code, unless such violation or failure is, by state statute, declared to be a felony, or civil infraction, or unless another penalty is expressly provided by this Code for any particular provision or section. Every person convicted of a misdemeanor for a violation of or failure to comply with any provision of this Code shall, unless otherwise prescribed in this Code, be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment for not more than ninety (90) days, or by both such fine and imprisonment. However, unless otherwise provided by law, and notwithstanding any charter provisions to the contrary, every person convicted of a misdemeanor for a violation of or failure to comply with a provision of this Code which substantially corresponds to a violation of state law that is a misdemeanor for which the maximum period of imprisonment is ninety-three (93) days, unless otherwise prescribed in this Code, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment for a period of time not to exceed

ninety-three (93) days, or by both such fine and imprisonment. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.

- (b) In addition to the penalties provided in subsection (a), the city may enjoin or abate any violation of this Code by appropriate action.
- (c) Municipal civil infraction. It is unlawful and constitutes a municipal civil infraction for any person to violate or fail to comply with the following provisions of this Code:

CHAPTER	TITLE	SECTION
6	Article III	All sections of the Property Maintenance Code except the following: 108.1.1, 108.1.2, 108.1.3, 108.1.4, 108.2, 108.4, 108.5, and 109.1
<u>10</u>	<u>Article I</u>	<u>All sections of the International Fire Code except the following: 109.3, 111.4, and 503.6.2</u>
<u>12</u>	<u>Article II, Division 3</u>	<u>Sec. 10-24(c),(e); Sec. 10-26(a),(c); Sec. 12-43(a) (all offenses under age 17, first offense age 17); Sec. 12-44</u>

- (d) The sanction for a municipal civil infraction citation shall be a civil fine in the amount provided by this Code, plus any costs, damages, expenses, and other sanctions, as authorized under Chapter 87 of the Act No. 236 of the Public Acts of 1961, as amended, and other applicable laws.

(1) Unless otherwise specifically provided by this Code, the fine for each first offense violation shall be one hundred fifty dollars (~~\$105~~0.00).

(2) An increased fine shall be imposed for each repeat offense in accordance with the following schedule:

- a. The fine for any offense that is a first repeat offense shall be not less than two hundred fifty dollars (\$250.00).
- b. The fine for any second repeat offense shall be five hundred dollars (\$500.00).
- c. The fine for any third repeat offense or any subsequent repeat offense shall be one thousand dollars (\$1,000.00).

(3) If a defendant is ordered to pay a civil fine under subsection (2), the judge or district court magistrate shall summarily tax and determine the costs of the action, which are not limited to the costs taxable in

ordinary civil actions and may include all expenses, direct and indirect, to which the plaintiff has been put in connection with the municipal civil infraction, up to the entry of judgment. Costs of not less than nine dollars (\$9.00) or more than five hundred dollars (\$500.00) shall be ordered. Except as otherwise provided by law, costs shall be payable to the general fund of the plaintiff.

- (e) Pursuant to the provisions of this general penalty section and elsewhere where any criminal penalty is provided by the Code of Ordinances or pursuant to any section which is adopting a code by reference in addition to penalties provided for fine, imprisonment or both, the court as a sanction, may collect reasonable costs of prosecution and court costs including in whole or in part the actual court costs or costs of prosecution, in addition to any other sanction or penalty provided.

Charter reference— Limitation on penalties, [§ 7.5](#).

State Law reference— Authority, MCL 117.3k, MCL 117.4i, MSA 5.2082.

Section 4. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

Section 5. This ordinance shall take effect seven (7) days after publication of a notice of adoption of the ordinance.

This ordinance was introduced at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018, and was duly adopted at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018.

MICHAEL CARNAGIE, Mayor

KELLY DOLLAND, City Clerk

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CERTIFICATION

I, Kelly Dolland, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its _____ meeting on Thursday, _____, 2018.

KELLY DOLLAND, CITY CLERK

PUBLICATION DATE:

Monday, _____, 2018

C & G Newspapers

CITY OF FRASER

ORDINANCE NO: _____

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that amends Division 3 of Article II of Chapter 12 of the Fraser City Code of Ordinances to update the City's regulations governing possession and use of tobacco by minors and add new regulations governing the purchase, possession, and use of vapor products by minors. The ordinance shall be effective seven (7) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.

CITY OF FRASER
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 382

AN ORDINANCE TO AMEND DIVISION 3 OF ARTICLE II OF CHAPTER 12 OF THE FRASER CITY CODE TO UPDATE THE CITY'S REGULATIONS GOVERNING POSSESSION AND USE OF TOBACCO BY MINORS AND ADD NEW REGULATIONS GOVERNING THE PURCHASE, POSSESSION, AND USE OF VAPOR PRODUCTS BY MINORS

THE CITY OF FRASER ORDAINS:

Section 1. Division 3 of Article II of Chapter 12 of the Fraser City Code shall be amended to read as follows: .

DIVISION 3. – REGULATIONS RELATIVE TO MINORS

Sec. 12-40. – Purpose and findings.

The purpose of this division is to protect the public health, safety, and welfare of the property and persons in the city by prohibiting persons under eighteen (18) years of age from possessing and using tobacco products and vapor products and prohibiting the sale of tobacco products and vapor products to persons under eighteen (18) years of age.

The City Council finds that persons under age eighteen (18) are prohibited by law from purchasing or possessing cigarettes and other tobacco products, and retailers are prohibited from selling them to minors. However, tobacco-less products - commonly referred to as "electronic cigarettes," "e-cigarettes," "e-cigars," "e-cigarillos," "e-pipes," "e-hookahs," "mods," "Juuls," "e-pens," or "electronic nicotine delivery systems" - allow the user to simulate cigarette smoking and ingest nicotine. These products may be purchased by minors and are being marketed without age restrictions or health warnings and come in different flavors that appeal to young people.

Studies by the FDA have determined that e-cigarettes can increase nicotine addiction among young people and contain chemical ingredients known to be harmful, which may expose users and the public to potential health risks. The use of e-cigarettes and similar devices has increased significantly in recent years, as evidenced by the fact that:

- In 2014, 8.7% of 8th graders, 16.2% of 10th graders, and 17.1% of 12th graders reported using electronic cigarettes within 30 days of a survey conducted by the National Institute on Drug Abuse;

- Among 12th graders, the use of a vaping device increased from 13% to 17% from 2016 to 2017; for 10th graders, the increase was from 11% to 13%; and for 8th graders, the increase was from 6% to 7% in the 2017 survey conducted by Monitoring the Future, released in January of 2018 by the University of Michigan Institute for Social Research;
- The 2017 survey conducted by Monitoring the Future revealed marijuana vaping levels of 3%, 8%, and 10% in grades 8, 10, and 12, respectively; nicotine vaping levels of 8%, 16%, and 19%; and vaping “just flavoring” levels of 12%, 19%, and 21%.

Existing studies on electronic smoking devices’ vapor emissions and cartridge contents have found a number of dangerous substances including:

- Chemicals known to cause cancer such as formaldehyde, acetaldehyde, lead, nickel, benzene, and chromium, as well as ultrafine particles that reach deep into the lungs;
- PM_{2.5}, acrolein, tin, toluene, and aluminum, which are associated with a range of negative health effects such as skin, eye, and respiratory irritation, neurological effects, damage to reproductive systems, and even premature death from heart attacks and stroke;
- Inconsistent labeling of nicotine levels in electronic smoking device products; and
- In one instance, diethylene glycol, an ingredient used in antifreeze and toxic to humans.
- Flavoring such as diacetyl, a chemical linked to a serious lung disease.
- As a result, the CDC has concluded that e-cigarettes are not safe for anyone who does not currently use tobacco products.

Some cartridges used by electronic smoking devices can be re-filled with liquid nicotine solution, creating the potential for exposure to dangerous concentrations of nicotine, and as a result:

- In one instance, diethylene glycol, an ingredient used in antifreeze and toxic to humans.
- Poisonings from electronic smoking devices increased dramatically in during a three and a half year period, from “one [a month] in September 2010 to 215 a month in February 2014.”
- Analysis of reports of poisonings from electronic smoking devices finds that calls reporting exposure to electronic smoking devices are much more likely to involve

adverse health effects when compared to calls reporting exposure to conventional cigarettes.

Clinical studies about the safety and efficacy of these products have not been submitted to the FDA for the over 400 brands of electronic smoking devices that are on the market and for this reason, consumers currently have no way of knowing:

- Whether electronic smoking devices are safe;
- What types or concentrations of potentially harmful chemicals the products contain; and
- What dose of nicotine the products deliver.

The World Health Organization has strongly advised consumers against the use of electronic smoking devices until they are “deemed safe and effective and of acceptable quality by a competent national regulatory body.”

The World Medical Association has determined that electronic smoking devices “are not comparable to scientifically-proven methods of smoking cessation” and that “neither their value as therapeutic aids for smoking cessation nor their safety as cigarette replacements is established.”

The CDC notes that some e-cigarettes marketed as containing zero percent nicotine have been found to contain nicotine, which can harm adolescent brain development, which continues into the early to mid-20s.

In September of 2013, 40 state attorneys general (including Michigan’s) signed a letter to the Commissioner of the United States Food and Drug Administration, outlining their concerns with e-cigarettes and requesting the implementation of regulations that would address the advertising, ingredients, and sale to minors of e-cigarettes at the federal level.

In 2016, the Surgeon General declared e-cigarette use a “significant public health concern.” The Surgeon General’s report calls for action to reduce the risk of vaping, including the incorporation of e-cigarettes into smoke-free policies, preventing access to e-cigarettes by youth, price and tax policies, retail licensure, regulation of e-cigarette marketing likely to attract youth, and educational initiatives targeting youth and young adults.”

It is the intent of the City Council, in enacting this ordinance, to provide for the public health, safety, and welfare by facilitating uniform and consistent enforcement of smoke-free air laws; by reducing the potential for re-normalizing smoking in public places and places of employment; by reducing the potential for children to associate the use of electronic smoking devices with a normative or healthy lifestyle; by prohibiting the sale or distribution of electronic smoking devices to minors; and by encouraging

education about the potential dangers and risks inherent in the use of vapor products.

Therefore, the City Council determines that prohibiting the sale, giving, or furnishing of e-cigarettes to minors and prohibiting the purchase, possession, or use of e-cigarettes by minors is in the City's best interests and will promote the public health, safety, and welfare. For purposes of this Ordinance, the City is adopting the term "Vapor Product" to address e-cigarettes and all similar devices, because this term has been defined by the Michigan House and Senate in Senate Bills 667 and 668, enrolled in June of 2014, as part of proposed amendments to the Youth Tobacco Act, being Public Act 31 of 1915, and was utilized again in Senate Bill 37 of 2017 and House Bill 6069 of 2018.

Sec. 12-41. - Furnishing to minors prohibited.

- (a) No person shall sell, give, or furnish a tobacco product or vapor product to a minor, including, but not limited to, through the use by a minor of a vending machine. A person who violates this subsection or subsection (e) is guilty of a misdemeanor punishable by a fine of not more than \$50.00 for each violation.
- (b) It is an affirmative defense to a charge under subsection (a) that the defendant had in force at the time of arrest and continues to have in force a written policy to prevent the sale of tobacco products and vapor products to persons under 18 years of age and that the defendant enforced and continues to enforce the policy. A defendant who proposes to offer evidence of the affirmative defense described in this subsection shall file and serve notice of the defense, in writing, with the court and serve a copy of the notice on the city attorney. The defendant shall serve the notice not less than 14 days before the date set for trial.
- (c) If the city attorney proposes to offer testimony to rebut the affirmative defense described in subsection (b), the city attorney shall file a notice of rebuttal, in writing, with the court and serve a copy of the notice on the defendant. The city attorney shall serve the notice not less than 7 days before the date set for trial and shall include in the notice the name and address of each rebuttal witness.
- (d) Subsection (a) does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of the minor's employment.
- (e) Before selling, offering for sale, giving, or furnishing a vapor product to an individual, a person shall verify that the individual is at least 18 years of age by doing 1 of the following:

- (1) If the individual appears to be under 27 years of age, examining a government-issued photographic identification that establishes that the individual is at least 18 years of age.
- (2) For sales made by the internet or other remote sales method, performing an age verification through an independent, third-party age verification service that compares information available from a commercially available database, or aggregate of databases, that are regularly used by government agencies and businesses for the purpose of age and identity verification to the personal information entered by the individual during the ordering process that establishes that the individual is 18 years of age or older.

State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.641.

Sec. 12-42. - Sign required concerning sales to minors.

- (a) A person who sells tobacco products or vapor products at retail shall post, in a place close to the point of sale and conspicuous to both employees and customers, a sign that includes the following statement:

The purchase of a tobacco product or vapor product by a minor under 18 years of age and the provision of a tobacco product or vapor product to a minor are prohibited by law. A minor who unlawfully purchases or uses a tobacco product or vapor product is subject to criminal penalties.

- (b) If the sign required under subsection (a) is more than 6 feet from the point of sale, it shall be 5½ inches by 8½ inches and the statement required in subsection (a) shall be printed in 36-point boldface type. If the sign required under subsection (a) is 6 feet or less from the point of sale, it shall be 2 inches by 4 inches and the statement required under subsection (a) shall be printed in 20-point boldface type.
- (c) The signs required by subsection (a) may be procured from the department of community health pursuant to state law. The seller may add the "vapor product" language to the sign if the department of community health does not or will not include it.
- (d) A person who violates this section shall be guilty of a misdemeanor, punishable by a fine of not more than fifty dollars (\$50.00) for each offense.

State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.641.

Sec. 12-43. - Prohibited conduct; penalty for violation.

- (a) Subject to subsection (c), a minor shall not do any of the following:
 - (1) Purchase or attempt to purchase a tobacco product or vapor product.
 - (2) Possess or attempt to possess a tobacco product or vapor product.
 - (3) Use a tobacco product or vapor product in a public place or on school property.
 - (4) Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a tobacco product or vapor product.
- (b) A violation of subsection (a) is punishable as follows:
 - (1) The first violation is a municipal civil infraction, punishable by a fine of \$500.00 for each violation, except that the fine will be \$50.00 for each violation cited on a single municipal civil infraction citation if the individual completes a health promotion and risk reduction program approved by the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.
 - (2) For minors under the age of 17, a second violation or subsequent violation is a municipal civil infraction punishable by a fine of \$500.00 for each violation, except that the fine will be \$50.00 for each violation cited on a single municipal civil infraction citation if the individual performs not less than 20 hours of community service in a hospice, nursing home, or long-term care facility, as verified in a form satisfactory to the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.
 - (3) For minors age 17, a second violation or subsequent violation is a misdemeanor, punishable by a fine up to \$500.00. The court may order the individual to complete a health promotion and risk reduction program and perform not more than 40 hours of community service in a hospice, nursing home, or long-term care facility.
- (c) Subsection (a) does not apply to a minor participating in any of the following:

- (1) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the minor's employer and with the prior approval of the local prosecutor's office as part of an employer-sponsored internal enforcement action.
 - (2) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the state police or a local police agency as part of an enforcement action, unless the initial or contemporaneous purchase or receipt of the tobacco product or vapor product by the minor was not under the direction of the state police or the local police agency and was not part of the undercover operation.
 - (3) Compliance checks in which the minor attempts to purchase tobacco products for the purpose of satisfying federal substance abuse block grant youth tobacco access requirements, if the compliance checks are conducted under the direction of a substance abuse coordinating agency as defined in the Public Health Code, 1978 PA 368, MCL 333.6103, and with the prior approval of the state police or a local police agency.
- (d) Subsection (a) does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of that minor's employment.
- (e) This section does not prohibit an individual from being charged with, convicted of, or sentenced for any other violation of law that arises out of the violation of subsection (a).

State Law reference--- Tobacco, see the Youth Tobacco Act, MCL 722.642.

Sec. 12-44. – Parental responsibility.

A primary caretaker having custody or control of a minor who violates section 12-43 shall be responsible for a municipal civil infraction and a fine of \$500.00 for knowingly allowing or, through lack of supervision, allowing the minor to violate section 12-43. The fine will be \$50.00 if the primary caretaker completes a health promotion and risk reduction program approved by the public safety department, either within 30 days of receiving the citation or prior to entering a plea of responsibility at the district court.

Sec. 12-45. – Sales of individual cigarettes.

- (a) Except as otherwise provided in subsection (b), a person who sells tobacco products at retail shall not sell a cigarette separately from its package.

(b) Subsection (a) does not apply to a person who sells tobacco products at retail in a tobacco specialty retail store or other retail store that deals exclusively in the sale of tobacco products and smoking paraphernalia.

(c) A person who violates subsection (a) is guilty of a misdemeanor, punishable by a fine of not more than \$500.00 for each offense.

State Law reference--- MCL 722.642a.

Sec. 12-47. -- Definitions.

For the purpose of construction and application of this division, the following definitions shall apply:

Minor means an individual who is less than 18 years of age.

Person who sells vapor products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of vapor products.

Person who sells tobacco products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of tobacco products subject to state sales tax.

Possess a tobacco product or vapor product shall mean either actual physical control of the tobacco product or vapor product without necessarily owning that product, or the right to control the product, regardless of whether it is in a different room or place than where the person is physically located.

Public place means a public street, sidewalk, or park or any area open to the general public in a publicly owned or operated building or premises, or in a public place of business.

Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to cigarettes, non-cigarette smoking tobacco, or smokeless tobacco, as those terms are defined in Section 2 of the Tobacco Products Tax Act, cigars, chewing tobacco, and flavored tobacco (shisha). Tobacco product does not include a vapor product or a product regulated as a drug or device by the United States Food and Drug Administration.

Use a tobacco product or vapor product means to smoke, chew, suck, inhale, or otherwise consume a tobacco product or vapor product.

Vapor product means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a

vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Vapor product does not include a product regulated as a drug or device by the United States Food and Drug Administration.

Section 2. The title of Article II of Chapter 12 of the Fraser City Code shall be amended to read as follows:

ARTICLE II. - TOBACCO AND TOBACCO PRODUCTS; VAPOR PRODUCTS^[3]

Section 3. Sec. 1-10 of the Fraser City Code shall be amended to read as follows:

Sec. 1-10. - General penalty for violation of Code; continuing violations.

- (a) It shall be unlawful and constitute a misdemeanor for any person to violate or fail to comply with any of the provisions of this Code, unless such violation or failure is, by state statute, declared to be a felony, or civil infraction, or unless another penalty is expressly provided by this Code for any particular provision or section. Every person convicted of a misdemeanor for a violation of or failure to comply with any provision of this Code shall, unless otherwise prescribed in this Code, be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment for not more than ninety (90) days, or by both such fine and imprisonment. However, unless otherwise provided by law, and notwithstanding any charter provisions to the contrary, every person convicted of a misdemeanor for a violation of or failure to comply with a provision of this Code which substantially corresponds to a violation of state law that is a misdemeanor for which the maximum period of imprisonment is ninety-three (93) days, unless otherwise prescribed in this Code, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment for a period of time not to exceed ninety-three (93) days, or by both such fine and imprisonment. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.
- (b) In addition to the penalties provided in subsection (a), the city may enjoin or abate any violation of this Code by appropriate action.
- (c) Municipal civil infraction. It is unlawful and constitutes a municipal civil infraction for any person to violate or fail to comply with the following provisions of this Code:

CHAPTER	TITLE	SECTION
6	Article III	All sections of the Property Maintenance Code except the

		following: 108.1.1, 108.1.2, 108.1.3, 108.1.4, 108.2, 108.4, 108.5, and 109.1
10	Article I	All sections of the International Fire Code except the following: 109.3, 111.4, and 503.6.2
12	Article II, Division 3	Sec. 10-24(c),(e); Sec. 10-26(a),(c); Sec. 12-43(a) (all offenses under age 17, first offense age 17); Sec. 12-44

- (d) The sanction for a municipal civil infraction citation shall be a civil fine in the amount provided by this Code, plus any costs, damages, expenses, and other sanctions, as authorized under Chapter 87 of the Act No. 236 of the Public Acts of 1961, as amended, and other applicable laws.
- (1) Unless otherwise specifically provided by this Code, the fine for each first offense violation shall be one hundred fifty dollars (\$150.00).
 - (2) An increased fine shall be imposed for each repeat offense in accordance with the following schedule:
 - a. The fine for any offense that is a first repeat offense shall be not less than two hundred fifty dollars (\$250.00).
 - b. The fine for any second repeat offense shall be five hundred dollars (\$500.00).
 - c. The fine for any third repeat offense or any subsequent repeat offense shall be one thousand dollars (\$1,000.00).
 - (3) If a defendant is ordered to pay a civil fine under subsection (2), the judge or district court magistrate shall summarily tax and determine the costs of the action, which are not limited to the costs taxable in ordinary civil actions and may include all expenses, direct and indirect, to which the plaintiff has been put in connection with the municipal civil infraction, up to the entry of judgment. Costs of not less than nine dollars (\$9.00) or more than five hundred dollars (\$500.00) shall be ordered. Except as otherwise provided by law, costs shall be payable to the general fund of the plaintiff.
- (e) Pursuant to the provisions of this general penalty section and elsewhere where any criminal penalty is provided by the Code of Ordinances or pursuant to any section which is adopting a code by reference in addition to penalties provided for fine, imprisonment or both, the court as a sanction, may collect reasonable costs of prosecution and court costs including in whole or in part the actual court costs or costs of prosecution, in addition to any other sanction or penalty provided.

Charter reference— Limitation on penalties, § 7.5.

State Law reference— Authority, MCL 117.3k, MCL 117.4i, MSA 5.2082.

Section 4. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

Section 5. This ordinance shall take effect seven (7) days after publication of a notice of adoption of the ordinance.

This ordinance was introduced at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018, and was duly adopted at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2018.

MICHAEL CARNAGIE, Mayor

KELLY DOLLAND, City Clerk

CERTIFICATION

I, Kelly Dolland, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its _____ meeting on Thursday, _____, 2018.

KELLY DOLLAND, CITY CLERK

PUBLICATION DATE:

Monday, _____, 2018

C & G Newspapers

CITY OF FRASER

ORDINANCE NO: _____

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that amends Division 3 of Article II of Chapter 12 of the Fraser City Code of Ordinances to update the City's regulations governing possession and use of tobacco by minors and add new regulations governing the purchase, possession, and use of vapor products by minors. The ordinance shall be effective seven (7) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.