City of Fraser

CENTENNIAL COMMUNITY

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

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

FRASER CITY COUNCIL – REGULAR MEETING
THURSDAY – MARCH 12TH, 2020 @ 7:00 PM
AGENDA

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PRESENTATION – FRED MILLER – COUNTY CLERK – UPDATE ON STATE OF THE COUNTY
MANQUEN/VANCE – INTERLOCAL AGREEMENT FOR USE OF STERLING HEIGHTS WELLNESS CENTER
INTERIM DIRECTOR PETTYES – 12/24 HOUR SHIFT ASSESSMENTS

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

6. CONSENT AGENDA

a. Approval of Minutes of the Regular Council Meeting of February 13th, 2020
b. Approval of Bills for the month of February - 2020 in the amount of $ $1,387,884.45
c. Receive and File Finance Budget to Actual Report ending January, 2020
d. Receive and File Fund Balance Memo for Capital Improvements based on 6-30-2019 Fund Balance
e. Receive and File General Fund Balance Memo for Capital Improvements based on Projected 6-30-2020 Fund Balance
f. Receive and File Minutes of the Historical Commission Meeting of February 3rd, 2020
g. Receive and File Minutes of the Recreation Commission Meeting of December 3rd, 2019
h. Receive and File Minutes of the Recreation Commission Meeting of January 7th, 2020
i. Receive and File Minutes of the Recreation Commission Meeting of February 4th, 2020

7. REQUESTS FOR COUNCIL ACTION

a. Approve the Re-appointment of Sandy Decker to the Assessing Board of Review for a Term of Office to Expire December 31, 2022.
b. Consideration of Approval of Interlocal Agreement for Use of Sterling Heights Wellness Center
c. Consideration of Approval of a Resolution Granting an On Premises Tavern Liquor License to Free Play Pinball Arcade LLC
d. Tabled Item –Discussion of Recommendation for – Annual Lease Agreement Enterprise Fleet Management
e. Consideration of Property Management Services Contract for Hidden Pines Senior Living Apartments
f. Consideration of Amount to be Assigned in the General Fund for Future Capital Expenditures
g. Annual City Manager Evaluation and Performance Expectations

8. PENDING ITEMS OF UNFINISHED BUSINESS / REPORT OF THE CITY ADMINISTRATION

a. Update on City Council Bylaws and Procedures – City Attorney Final Draft
b. Discussion of Procedure for Interviews for Finance Director and DPW Superintendent
c. Discussion of Car Logs and Vehicle Use

9. REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS

10. CITIZEN PARTICIPATION

11. CLOSED SESSION - UPDATE AND LEGAL STRATEGY – MACOMB COUNTY CIRCUIT COURT CASE NO. 2019-002843-CD
- STRATEGY AND NEGOIATION SESSION REGARDING POLICE OFFICERS ASSOCIATION OF MICHIGAN COLLECTIVE BARGAINING AGREEMENT UNDER SECTION 8 (C) OF THE OPEN MEETINGS ACT

12. ADJOURNMENT

(Posted Thursday, March 5th, 2020 @ 4pm)

THE CITY OF FRASER WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FOUR DAYS NOTICE TO: KELLY ANN DOLLAND, CITY CLERK, (586-293-3100 EXT. 110) ~ 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 March 5, 2020
Municipal Building
Fraser, MI 48226

Re: Manager's Report

Dear sirs and Mesdames,

4. PRESENTATION – FRED MILLER – UPDATE STATE OF THE COUNTY

Fred Miller, County Clerk asked to make an update on the state of the county.

MANQUEN/VANCE – INTERLOCAL AGREEMENT FOR USE OF STERLING HEIGHTS WELLNESS CENTER

Mark Manquen from Manquen/Vance our consultant for Medical Insurance Services will make the presentation. As you are aware, we have been in conversations with Sterling Heights for the possibility of joining their Wellness Center. This center is for employees and dependents only and is set up as a way to control medical costs for both the employer and employee. Their presentation will highlight the details of this Wellness Center and the corresponding benefits of participation. They have finalized the Interlocal Agreement and will be requesting our approval of this agreement and our participation in this center.

INTERIM DIRECTOR PETTYES – 12/24 HOUR SHIFT ASSESSMENTS

Interim director Pettyes was asked to prepare a presentation/report outlining 12 and 24 hour shifts for the Public Safety Department.

7. REQUEST FOR COUNCIL ACTION:

A. CONSIDERATION OF APPROVAL OF INTERLOCAL AGREEMENT FOR USE OF STERLING HEIGHTS WELLNESS CENTER

We are requesting approval of the enclosed Interlocal Agreement with the City of Sterling Heights for our participation in their Wellness Center. Our participation in this Wellness Center is designed to reduce our medical costs for our employees as well as reduce the costs for our employees. This is an innovative way of approaching the ever increasing costs for medical insurance and has proven to be a win win for the city and the employee.

Proposed motion: to approve the Interlocal Agreement for the Use of the Sterling Heights Wellness Center and authorize the City Manager and City Clerk to sign the required documents.

B. CONSIDERATION OF APPROVAL OF A RESOLUTION GRANTNG AN ON PREMISES TAVERN LIQUOR LICENSE TO FREE PLAY PINBALL ARCADE LLC

Free Play Pinball Arcade LLC is requesting approval of the enclosed resolution granting them the last quota Liquor License available to the city. Enclosed is the backup information on this request. As

indicated in Interim Director Pettyes' memo, this is our last quota license and previously, city council has been holding this license for possible use in attracting a new community development project.

Proposed motion: to approve/deny the resolution approving the granting of this Liquor License to Free Play Pinball Arcade LLC 34830 Utica Road, Fraser, MI 48026.

C. TABLED ITEM – DISCUSSION OF RECOMMENDATION FOR - ANNUAL LEASE AGREEMENT ENTERPRISE FLEET MANAGEMENT

Mayor Pro-Tem Winoweicki inquired as to the status of this item and City Attorney DeNault thought that this should be added to the agenda as a tabled item for possible action by the council.

Nick Schaefer, Interim DPW Superintendent, will present the Annul Lease Agreement with Enterprise Fleet Management for the current year. This agreement with Enterprise is in its Eighth year and has proven to be cost effective.

If the city council wishes to reduce the fleet by eliminating certain vehicles, this can be done by separate motion. Keep in mind that there is a cost to remove a vehicle as we are responsible for any buyout costs/principal.

This will not have an effect on the motion to approve the Annual Lease as currently proposed as these numbers change as we change the fleet throughout the year.

Proposed motion: to Approve the Annual Lease Agreement with Enterprise Fleet Management in the amount of $184,121.88.

D. CONSIDERATION OF PROPERTY MANAGEMENT SERVICES CONTRACT FOR HIDDEN PINES SENIOR LIVING APARTMENTS

Mayor and Council directed the City Manager to seek RFP's for a Property Management Services Company to manage our Senior Living Apartments. We received 3 bids for this RFP and the information is contained in your packet.

Staff and I reviewed the RFP's and interviewed the principals from each company. Based on the RFP's and the interviews, if city council wishes to move forward with a management company, we would recommend uses the services of JMZ Management for a fee of five percent of rents or $27,876.00 which would be the lowest cost.

The net effect of this change would be an increase of approximately $6,000.00 based on our current costs.

Proposed motion: to award a management contract to JMZ Management Company in the amount of five percent of monthly rents. Or to keep everything the same.

E. CONSIDERATION OF AMOUNT TO BE ASSIGNED IN THE GENERAL FUND FOR FUTURE CAPITAL EXPENDITURES

City Council asked that administration review the General Fund unassigned balance to determine an amount that could be Assigned for Future Capital Expenditures. The following figures were developed by me and confirmed by our John Walters.

General Fund Balance

Audited Figures from 2018-2019 Fiscal Year

6,997,787	Total fund balance
148,128	non spendable portion
294,351	Currently Assigned amount
-442,479	total assigned/non spendable
6,555,308	Currently unassigned
-3,761,568	25% of 15,046,273 audited expenditures
2,793,740	amount over 25% target that could be assigned/used

Council could assign up to an additional $2,793,740 for future capital projects.

John Walters also reviewed the current 2019-2020 budget to determine if additional funds could be assigned. He predicts that we could have an additional $732,670 that could be assigned for future capital expenditures. This would be a total of $3,526,410 assigned for future capital expenditures.

Proposed motion: to approve the assigning of $_____ of the General Fund for future capital expenditures.

F. ANNUAL CITY MANAGER EVALUATION AND PERFORMANCE EXPECTATIONS

City Attorney Don DeNault was directed to prepare these materials from information supplied from input from Mayor and Council. Don has prepared the form that was used and compiled the rating from the Mayor and Council.

Proposed motion: to _____.

10. PENDING ITEMS OF UNFINISHED BUSINESS

UPDATE ON CITY COUNCIL BYLAWS AND PROCEEDURES – CITY ATTORNEY FINAL DRAFT

City Attorney DeNault will update city council on his final draft of the changes to city council's bylaws and procedures.

DISCUSSION OF PROCEEDURE FOR INTERVIEWS FOR FINANCE DIRECTOR AND DPW SUPERINTENDANT

City council may want to discuss how you plan to proceed with the interview process and select dates for these interviews. At this time, we have not completely vetted all of the applicants and are not sure how many interviews will be needed. Either way, dates can be determined and blocks of time can be allotted or each interview. We should be able to complete all of the interviews in one day or maybe two evening.

DISCUSSION OF CAR LOGS AND VEHICLE USE

I was asked to add this item to the agenda.

11. CLOSED SESSION - UPDATE AND LEGAL STRATEGY – MACOMB COUNTY CIRCUIT COURT CASE NO. 2019-002843-CD

Greg Meihn, Attorney will discuss this with you.

- STRATEGY AND NEGOIATION SESSION REGARDING POLICE OFFICERS ASSOCIATION OF MICHIGAN COLLECTIVE BARGAINING AGREEMENT UNDER SECTION 8 (C) OF THE OPEN MEETINGS ACT

Ryan Fantuzzi, Attorney will discuss this with you.

INTERLOCAL AGREEMENT FOR USE OF

STERLING HEIGHTS WELLNESS CENTER

This interlocal agreement ("Agreement") is entered into by and between the City of Sterling Heights, a Michigan municipal corporation, whose address is 40555 Utica Road, Sterling Heights, Michigan 48313 ("Sterling Heights"); the City of Fraser, a Michigan municipal corporation, whose address is 33000 Garfield Rd. Fraser, Michigan 48026 ("Fraser"); and CareHere Management, PLLC, a Tennessee professional limited liability company, whose address is 5141 Virginia Way, Suite 350, Brentwood, TN 37027 ("CareHere"), for the use of onsite medical and wellness facilities at the City of Sterling Heights Wellness Center ("Wellness Center") by City of Fraser employees and their dependents. Sterling Heights, Fraser, and CareHere are collectively referred to as the "Parties."

WHEREAS, the Michigan Constitution of 1963, Article 7, §28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501, et. seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivisions share in common which each might exercise separately; and

WHEREAS, the City of Sterling Heights currently manages health care plans for its employees and their dependents, and as part of its efforts to reduce healthcare costs, has constructed a Wellness Center located at 40555 Utica Road, Sterling Heights, Michigan 48313 for its employees and their dependents, and has contracted with CareHere to arrange for physicians or physician extenders (nurse practitioners or physician assistants), nurses, and medical assistants to perform certain medical services for the City's Wellness Center; and,

WHEREAS, the City of Fraser currently manages health care plans for its employees and their dependents, and as part of its efforts to reduce healthcare costs, desires to enter into a contract with CareHere to arrange for physicians and physician extenders (nurse practitioners or physician assistants), nurses, and medical assistants to perform certain medical services for Fraser; and,

WHEREAS, the Parties desire to enter into this Agreement to allow Fraser the use of the Wellness Center and to allow CareHere to provide the above-mentioned medical services to Fraser employees and their dependents on the terms and conditions agreed upon by the Parties.

NOW THEREFORE, this Agreement is made and entered into this _____ day of _____, 2020, and in consideration of the mutual covenants, obligations, and benefits hereunder, the Parties do hereby agree as follows:

I. STATEMENT OF RESPONSIBILITIES.

1. Payment to City of Sterling Heights. Upon execution of of the separate agreement between CareHere and Fraser contemplated in subsection 2, Fraser agrees to make a onetime, non-refundable payment of $20,000.00 to Sterling Heights for the use of the Wellness Center.

2. Contract with CareHere. Prior to utilization of the Wellness Center, Fraser shall enter into a separate agreement with CareHere and bear the financial responsibilities as set forth in that agreement for the services, medical supplies, and pharmaceuticals provided to its employees, and their dependents, by CareHere staff.

3. Payment of Operational Costs. CareHere shall invoice Fraser and Sterling Heights pursuant to their respective agreement with CareHere and in accordance with this Agreement. Fraser and Sterling Heights have agreed that Fraser shall be responsible for its proportionate share of the Wellness Center's ongoing operational costs based upon the proportionate percentage of actual utilization by Fraser employees, and their dependents, as determined by CareHere on a monthly basis. Ongoing operational costs are those costs as stated in the respective agreement between CareHere and Fraser and the agreement between CareHere and Sterling Heights, including but not limited to, provider time, equipment maintenance and replacement, supplies, and internet fees. The proportionate share of ongoing operational expenses shall be based on Fraser's utilization of used appointments. Sterling Heights agrees to cover the costs for all unused appointments. Accordingly, any unused appointments shall be attributed to Sterling Heights for the purpose of calculating the proportionate share. For example, if the Wellness Center had 1000 total available appointments and Sterling Heights used 600 of those appointments, Fraser used 200 of those appointments, and there were 200 unused appointments, CareHere would apply the 200 unused appointments to Sterling Heights. Therefore, Sterling Heights would be attributed 800 of the total appointments and Fraser would be attributed 200. CareHere would then take the total attributed appointments for each Sterling Heights and Fraser and divide each by the total number of appointments to get the proportionate share. In this case, Sterling Heights would be invoiced for 80% (800 / 1000 = 80%) of the total ongoing operational expenses for the month and Fraser would be invoiced for 20% (200 / 1000 = 20%).

   Further, Fraser will be directly billed by CareHere, in accordance with the fee schedule being utilized by CareHere at the time of service, for costs associated with lab work performed and medications distributed that Fraser employees or their dependents actually utilize. Sterling Heights agrees to fund the stocking of the medications and for each medication used by Fraser, CareHere shall invoice Fraser for the cost of such medication and provide Sterling Heights with a credit on its invoice for such medication.

   For purposes of this Agreement, the term "used appointment" means any appointment that was reserved by a patient, regardless of whether the patient actually appeared for the appointment, unless the patient canceled the appointment in advance in accordance with CareHere policy; and the term "ongoing operational costs" will have the meaning set forth in the separate medical services agreement between CareHere and Fraser.

4. Future (Fraser) Wellness Center. Notwithstanding hereinafter Section II, the obligations set forth in this Section shall cease if Fraser were to construct its own wellness center and all amounts owing for prior operating costs, services, medical supplies and pharmaceuticals to the date of cancellation of this Agreement are paid by Fraser in full.

II. DURATION AND TERMINATION.

1. Duration. The Parties agree that the duration of this Agreement coincides with the existing term of the agreement between CareHere and Sterling Heights which commenced on or about January 1, 2018 and continues unless otherwise terminated by CareHere or Sterling Heights by providing at least ninety (90) calendar days notice.

Commented [ND1]: 1.In Paragraph I-3, the term "unused appointments" is important. If an employee cancels (or completely forgets about and misses) an appointment, is that an "unused" appointment, or is it attributable to Fraser? Clarity on this point will help us avoid apportionment disputes in the future.

Commented [ND2R1]: I checked with our reporting team and unused appointments are any appointment in which no one has signed up for or otherwise taken that spot. For example, if we have a patient that signed up for an appointment but then did not make it to the center for whatever reason, CareHere providers would mark that person as a "no show appointment" which, for the purposes of reporting, count as a used appointment. Further, if a patient signs up for an appointment but then realizes that they had another commitment at that time and the patient subsequently cancels the appointment, then that appointment is a unused appointment. The cancellation effectively opened up the slot for someone else to utilize if needed.

Commented [ND3]: 2.Also in Paragraph I-3, how will the "ongoing operational expenses" be defined? Will that be articulated in the separate agreement with CareHere? In other words, how can we predict Fraser's monthly cost for budgeting purposes? Similarly, what is the fee schedule for lab work and medications? Will that also be in the separate agreement?

Commented [ND4R3]: Ongoing operational expenses will be defined in the medical services agreement between CareHere and Fraser as they are in the medical services agreement between CareHere and Sterling Heights. As for lab work and medications, those schedules move and we work with the clients to ensure that anything we are utilizing in the health center is cheaper to the plan/client that if purchased in the market place.

2. Termination. Sterling Heights or Fraser shall be entitled to terminate this Agreement if: (1) a court of competent jurisdiction enters an Order negating the validity, enforceability, or legality of any part of this Agreement, or (2) upon any Party providing the other with 90 days written notice of termination for any reason, or no reason at all. In the event of such termination, and other than payment of all amounts outstanding for past services, each Party shall be released from any and all further obligations under this Agreement.

III. INDEMNITY: NO WAIVER OF IMMUNITY.

To the extent authorized by the Constitution and/or the laws of the State of Michigan, Fraser agrees to be liable for, defend, pay on behalf of, indemnify, and hold harmless Sterling Heights, its elected and appointed officials, employees, and others working for Sterling Heights from any third party claims, demands, suits, or loss of any nature, including, but not limited to, bodily injury or death and/or property damage, which arises out of or is in any way connected with the use of the Wellness Center pursuant to this Agreement. This duty to indemnify, defend, and hold harmless shall include all costs of litigation or defense of claims. It is expressly understood and agreed that under this Agreement that neither party waives, nor shall be deemed to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

IV. CONTROLLING LAW.

This Agreement shall be subject to, interpreted, and enforced according to the laws of the State of Michigan.

V. MUTUAL AGREEMENTS.

1. Entire Agreement. This agreement sets forth the entire agreement between the Parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers, and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. No modification of, or waiver of, any right under this Agreement will be effective unless it is evidenced in writing executed by an authorized representative of each party to this Agreement.

2. Relationship to other Agreements. This agreement enhances the Parties' respective health care services for its employees and those qualified for health care coverage and does not supersede or negate any other agreements heretofore entered into between the Parties.

3. Severability. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph, or section of this Agreement should be declared invalid by the final decree or judgment of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Agreement.

4. Notice. Any notice required to be given hereunder shall be in writing and delivered to the addresses and titles set forth below by certified mail (return receipt requested), a recorded delivery service, or by other means of delivery requiring a signed receipt. All notices shall

be effective upon receipt. The addresses provided herein may be changed at any time on prior written notice.

IN WITNESS WHEREOF, this Agreement has been signed on behalf of the Parties on the date indicated and pursuant to authorization of their respective bodies.

City of Sterling Heights

By: _____ Date: _____

Its:

City of Fraser

By: _____ Date: _____

Its:

CareHere Management, PLLC

By: _____ Date: _____

Its:

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FRASER DEPARTMENT OF PUBLIC SAFETY

12/24 SHIFT ASSESSMENT

An examination of the potential for the department to switch to 12/24-hour scheduling for road personnel and the advantages versus disadvantages of undertaking the switch.

Director Michael J. Pettyes

Current Issues

- Finances
    - Reduced Funding
    - Long Term Unfunded Liabilities
    - Layoffs
    - History of no pay raises
    - Uncertainty of PA33 availability due to 2020 census

- Lack of Quality Applicants for PSO
    - Law enforcement is losing the benefits that have traditionally drawn people to the field.
    - Heavy scrutiny from the media and public discourages people from pursuing careers in public service.
    - Larger departments with more opportunities are hiring all around the county, depleting our candidate pool.
    - New history of instability.
        - During recruitment, candidates have asked about the financial stability of the city, which raises doubt related to the department's sustainability
- Retention
    - Financial instability
    - Officers considering leaving due to lack of opportunity
    - Officers not able to get desired shift or desired pass days
    - Past layoffs has created employee lack of future employment certainty
    - Higher pay rates and more lucrative defined benefit pensions available at surrounding agencies.

Historical Staffing and Reductions

- The department has decreased in staffing levels over the past decade from 51 sworn personnel
- The number of personnel is at 29 public safety officers and 5 firefighter medic
- Senior officers who hold an EMT license may be forced to off shifts and have mentioned letting their licensure lapse so they may go back to more desirable shifts.
- Dispatch was eliminated, creating a void of in-station personnel available to monitor prisoners and maintain a presence in the lobby for walk-in customers.

Manning Considerations

Patrol Operations (Alexander Weiss Consulting, 2015)

In the face of increasing costs and shrinking revenues, many communities are asking how many police officers are required to ensure public safety. Put another way, what number of officers would help an agency most cost-effectively meet the demands placed on it? This is a fundamentally different question than how many officers does a community want or can a community support. Yet answering the need question effectively frames a discussion about *want and affordability*.

Unfortunately, there are few resources to determining the number of officers organizations need. To be sure, there are multiple approaches to answering this question, ranging from the simple to the complex each with a range of advantages, disadvantages, and assumptions.

The sections that follow highlights common staffing approaches and demonstrates how agencies may determine their staffing levels. The four listed methods are the four most commonly used methods. Each individual department must decide what approach works best for them. Often a combination of methods may be used in determining what is best for your department.

Traditionally, there have been four basic approaches to determining workforce levels: per capita, minimum staffing, authorized level, and workload-based. Each differs in its assumptions, ease of calculation, usefulness, validity, and efficiency. Each is reviewed below to provide context for developing an evidence-based approach to police staffing.

The Per Capita Approach

Many police agencies have used their resident population to estimate the number of officers a community needs. The *per capita* method compares the number of officers with the population of a jurisdiction. To determine an optimum number of officers per population—that is, an optimum officer rate—an agency may compare its rate to that of other regional jurisdictions or to peer agencies of a similar size. Although it is difficult to determine the historical origin of, or justification for, the per capita method, it is clear that substantial variations exist among police departments.

On face value this method seems logical due to its methodological simplicity and ease of interpretation. The population data required to calculate this metric, such as census figures and estimates, are readily available and regularly updated. Per capita methods that control for factors such as crime rates can permit communities to compare themselves with peer organizations. The disadvantage of this method is

that it addresses only the relative quantity of police officers per population and not how officers spend their time; the quality of their efforts; community conditions, or services provided. Similarly, the per capita approach cannot guide agencies on how to deploy their officers.

According to the FBI's Unified Crime Reporting statistics*, the nationwide rate of sworn police officers was 2.4 per 1,000 inhabitants*. If Fraser DPS used the national average, we would have 35 police officers.

The Minimum Staffing Approach

Another very popular approach to staffing is one based upon predetermined minimum-manning levels. Generally determined by past practice, policy, supervisory judgment, or a combination of the three, personnel staffing is set at a certain level. Typically, this approach is also used to determine the number of officers required to work each shift. Departments establish a minimum, wherein hard minimums cannot be breached without calling other officers in to work on overtime. However, departments often memorialize these staffing levels in collective bargaining agreements and the staffing becomes part of the labor-management context and thus difficult to modify.

This approached is the bases of staffing for the City of Fraser. As noted below, minimum staffing is dictated by the services we provide. Being a fire department, belonging to a mutual aid agreement in Macomb County, requires us to provide supplemental fire protection throughout the county. We must send three to four officers on fire mutual aid requests. Further, Macomb County Medical Control protocols requires a minimum of one paramedic and one EMT on every medical call for service; that number can only increase, and is dictated by the nature of the call. Police runs by the nature of policing in today's society requires a minimum of two public safety officers on all police runs.

The ability to handle two simultaneous emergency calls is a priority for this department. Residents of Fraser have come to expect that when they call for emergency services that we will respond immediately.

The Authorized/Budgeted Level Approach

The authorized/budgeted approach to staffing is a variant of the minimum-manning model. In this approach, the city predetermines a specific level of staffing that fits within the budget of the community. Essentially, this is a "What can I afford?" model as opposed to one that is based on actual community needs. Again, this is a fairly common approach to police staffing, and it places the determination of personnel levels on the community's budgeting process. It is also a fairly simple approach wherein the previous year's budget is examined in context with the current financial situation and staffing decisions are made. The danger

here is that staffing decisions can become politicized or predicated on an artificial figure. The ability of a community to pay for services in previous years, or a change in political administrations, is not necessarily a sound foundation on which to make police staffing decisions.

This approach would come to the forefront when and if the city of Fraser were unable to utilize PA 33. If the public safety department is forced to reduce our staff levels again due to a lack of funding, tough decisions regarding the level of services provided to our citizens would have to be implemented. Since the public safety department is already operating at maximum efficiency, there are no extra personnel in bureaus or assigned to patrol shifts to absorb any further reduction while maintaining the current service standard. Future reductions would have to come from the patrol division and it is the administration's position that any further reduction has the potential to jeopardize the safety of both the citizens and the department's employees.

The Workload-based Approach

Lastly, and least common, are staffing decisions made on actual workload. This approach relies on actual levels of demand for police services and matches that demand with the supply of police resources. Typically, this approach relies on an examination of calls for service received by a department, and these calls are modeled to understand demand and supply. This approach also has shortcomings in that it relies almost exclusively on demand through 911 calls or calls for service and ignores other elements of community demands placed on a department, such as directed patrols and ignores the times with low calls for service but when the community is most vulnerable (midnight shift). It does not take into account on how frequently streets should be patrolled—and do not uniformly account for discretionary activities, such as time for community policing and other officer-initiated activities.

What dictates the Fraser Department of Public Safety's current staffing levels?

- **MABAS (Mutual Aid Box Alarm System)**
  - Fraser DPS operates under an agreement with all municipalities in Macomb County that assures assistance from local fire departments when requested by a participating fire agency. Fraser DPS must send our apparatus with 3 to 4 personnel on all requests. In return, we will receive assistance for incidents that go beyond our own resources.

- **Macomb County Medical Control Protocols/Rules**
  - *Minimum staffing for an ALS unit in Macomb County is one Paramedic and one EMT*

- **Collective Bargaining Agreements**
    - *A reasonable number of PSO's and paramedics shall be on duty at all times to insure the safety of the PSO's.* (11.4-POAM Collect Bargaining Agreement)
    - *A reasonable number of command/supervisory personnel shall be on duty at all times to ensure the safety of the employees.* (11.7-POLC Fraser Command Officers Collective Bargaining Agreement)

- **NFPA Rules (National Fire Protection Associations)**
    - NFPA 1710; Minimum staffing requirements for career fire departments dictates that minimum staffing or crew size shall be a minimum of 4 on duty firefighters (one being an officer). Initial alarm deployment on a low hazard fire (single-family residence) must provide a minimum of 15 firefighters.
    - NFPS 1500; Two-in, two-out, refers to the "*United States Occupational Safety and Health Administration (OSHA) policy 29 CFR 1910.134(g)(4)(i) that mandates that firefighters never go into a dangerous situation in a* fire *or rescue incident alone, and that there be two firefighters outside the hazard area…*"

- **National Policing Standards**
    - According to the FBI's Unified Crime Reporting statistics*, the nationwide rate of sworn police officers was 2.4 per 1,000 inhabitants*. Again, if Fraser DPS utilized the national average, we would have 35 police officers. The national average per inhabitant for fire fighters is 1.6 or 24 firefighters. Fraser DPS currently has 29 public safety officer, 5 firefighter medics, supplemented with 10 paid on call firefighters.

All of these issues are factors in determining the number of personnel on duty at all times. Any number below five personnel, which must include a paramedic, an EMT, and a supervisor are essential for the proper and safe function of this department. ***This is the minimum standard that must be maintained at all times to assure the minimum safety standards for our citizens and our employees.***

12-Hour Shifts

During the past couple of months, Lt. Bisby and I had the opportunity to visit several public safety department within the tri-county area. The purpose of our visits was to examine how these departments functioned using the 12-hour shift model and determine a best practice analysis for our department. Below are the findings of our examination, which include our interview with each department's administration.

The departments analyzed were Centerline Public Safety, Farmington Department of Public Safety, Grosse Pointe Woods Department of Public Safety, Grosse Pointe Shores Department of Public Safety and Oak Park Department of Public Safety. These public safety departments operate using the 12-hour shift model and each made the switch from an 8-hour shift model to a 12-hour shift model through the collective bargaining process.

A common factor with these 12-hour shift model public safety departments was that they do all of their training for their personnel on the employees pass days (days off). They are forced to do all training on pass days due to not having the flexibility to maneuver the schedule or the staffing level in any way. Each department compensate their employees differently but all compensate their employees with either overtime or comp time. All departments noted this a strong negative of the 12-hour shift model.

A unique difference with Fraser DPS and the departments that participated in this study is the Fraser-POAM collective bargaining agreement mandates we must provide 96 hours of fire training per year to each employee. None of the departments that participated in the study had this as a contractual obligation. This has been in the collective bargaining agreement for at least 20 years and it is there for a very specific reason. Firefighting is inheritably dangerous and requires its employees to be proficient at a vast variety of skills.

On March 4, 2000, the department and the city learned the dangers of firefighting first hand, with the line of duty death of firefighter David Sutton. As required by state and federal laws, Michigan Occupational Safety and Health Administration (MIOSHA) examined the line of duty death and recognized a glaring deficiency related to the department's fire training. MIOSHA mandated that the Fraser DPS fire training include both full-time and paid-on-call firefighters. Firefighters, including command staff, were required to participate in training exercises together, based upon the team concept of structural firefighting. One would think that common sense dictates that fire departments should train this way but unfortunately, this did this not happen until this tragic event. Additionally, training went from almost no-hands on (videos and tabletop) to almost all hands on practical skills.

In the United States Supreme Court case of *Canton v. Harris (1989)*, the court ruled that, "A municipality may, in certain circumstances, be held liable under 1983 for constitutional violations resulting from its failure to train its employees. The inadequacy of police training may serve as the basis for 1983 liability only where the failure to train in a relevant respect amounts to deliberate indifference to the constitutional rights of persons with whom the police come into contact. In contrast to the Court of Appeals' overly broad rule, this "deliberate indifference" standard is most consistent with the rule of Monell v. New York City Dept. of Social Services, 436 U.S. 658, 694 , that a city is not liable under 1983 unless a municipal "policy" or "custom" is the moving force behind the constitutional violation. Only where a failure to train reflects a "deliberate" or "conscious" choice by the municipality can the failure be properly thought of as an actionable city "policy." Monell will not be satisfied by a mere allegation that a training program represents a policy for which the city is responsible. Rather, the focus must be on whether the program is adequate to the tasks the particular employees must perform, and if it is not, on whether such inadequate training can justifiably be said to represent "city policy." Moreover, the identified deficiency in the training program must be closely related to the ultimate injury. Thus, respondent must still prove that the deficiency in training actually caused the police officers' indifference to her medical needs. To adopt lesser standards of fault and causation would open municipalities to unprecedented liability under 1983; would result in de facto respondeat superior liability, a result rejected in Monell; would engage federal courts in an endless exercise of second-guessing municipal employee-training programs, a task that they are ill suited to undertake; and would implicate serious questions of federalism."

Five personnel being on duty at all times is the historical Fraser DPS minimum standard that we must continue to maintain to assure the safe operation of the public safety department in the City of Fraser. Five personnel assures that we can comply with our mutual aid agreements, minimum staffing protocols for advanced life support unit, NFPA firefighting rules and regulations, and most importantly, provide for the general safety of our citizens by having the proper number of public safety officers needed for a city our size and the demand for police services.

Eighty percent (80%) of our staff is dedicated to patrol operations; 60% is the modern standard level for evaluating staffing allocation and deployment of officers (ICMA Police Staffing Data Analysis). As of the second week of March 2020, our shifts will be staffed with five public safety officers assigned to each. Our minimum staffing level is three public safety officers. **When a department's minimum staffing levels are always at or near the minimum(s), it does not matter what shift model is in**

place, overtime will always be overinflated due to the requirements to maintain the minimum levels. (This can be related to factors, including but not limited to, training requirements, duty disability, employee retirement(s) or separation, and employee use of contractual benefit time off).

As you can see by the statistics collected in this study, the demand for police services in our community are quite high. We make more arrests than departments much larger than ours. This is due to the proactive policing style that our officers employ on a daily basis and the high volume of calls for service that our agency receives.

Appendix-A Shows how the 12-hour shift model. All participating departments run their 12-hour shifts in the same fashion. (All personnel having a consistent and fixed schedule)

Lastly, you will see in the below chart our overtime numbers are disproportional high when compared to other departments. This is due to the budget period from June 2018 through June 2019 being run with 25 sworn, fully trained public safety employees when we were budgeted for 29 public safety officers. This staffing issue was caused by the layoffs in early 2018 and then the departure of several other members leaving for other departments due to the economic uncertainty. **This caused an unusually high amount of overtime. We did not hit full staffing levels again until November 15, 2019. We will need a full budget year moving forward to get a more accurate indication of overtime costs, and with projected retirements coming in 2020, this will not be possible until 2021. Operating with less than 29 officers will cause an inordinate amount of overtime under any shift model. (While the department numbers may indicate 29 or more, some of these officers are in training and have yet to meet the full requirements for being able to work "solo" and count as manning).**

Centerline Department of Public Safety, Director Paul Myszenski

	Fraser	Center Line
Total Sworn	29	21
PSO/Command Ratio	19/10	13/8
Minimum Manning	5	3
Calls for Service	15,000	14,000
Medical Runs	1680	1480
Arrests	1166	550
Overtime Budget	$366,000*	$171,000
Private EMS	No	Yes
Square Miles	4.2	1.74
Population	14,608	8,273
Household Income	$58,337	$36,710
Average Home Price	$168,722	$129,349

City-Data.com (2017) used for population, home value and income*

Discussion: Employee (unions/employee) wanted the change from 8-hours to 12-hours shifts due to more time off for the employee. After numerous requests by the union, the change was implemented by the prior Director, just before his retirement in 2012. Director Myszenki stated he would not have supported 12-hour shifts mostly due to the fatigue factor and that he has to pay overtime to his officers whenever they train. He added it was highly unlikely the department would be unable to go back to 8-hours shifts because the officers would never allow it. The officers enjoy having more days off working the 12-hour shift.

The filling of overtime is an issue for Centerline DPS. Much of the overtime is filled by holding over an employee for 6 hours and then calling in an employee in 6 hours early. This creates two employees working an 18-hour shift, and then having to return to work for another 12-hour shift, 6 hours later. At best, that employee will get 4 hours of sleep between an 18-hour shift and a 12-hour shift. According to Director Myszenski most of his overtime is filled this way, which causes fatigue issue along with a productivity decrease.

Initially, Centerline PS saw a slight decrease in overtime costs, but rather quickly those savings have went away and now are higher than before the switch. Director Myszenski now believes he could reduce costs by returning to an 8-hour shift model, but he realizes that is not possible. His officers like the 12-hour shifts and would not be willing to return to 8-hour shifts. He noted the reason for the officers wanting the

12-hour shifts is more days off throughout the year, having a long weekend off every other weekend and less days that officers have to commute to and from work.

Director Myszenski believes an 8-hour shift model would be more beneficial and would reduce overtime costs. The inability to train employees without paying overtime, fatigued or unproductive officers due to long shifts were Director Myszenski's biggest issues with 12-hour shifts.

Director Myszenski has a minimum staffing of three and has a "one-way" automatic aid with TACOM on all fire runs. Meaning TACOM will respond to all fires with an engine and five firefighters on all fire calls and Centerline does not have reciprocate the aid.

Farmington Department of Public Safety, Director Frank Demers

	Fraser	Farmington
Total Sworn	29	23
PSO/Command Ratio	19/10	13/10
Minimum Manning	5	3
Calls for Service	15,000	6700
Medical Runs	1680	900
Arrests	1166	600
Overtime Budget	$366,000	$185,000
Private EMS	No	Yes
Square Miles	4.2	2.7
Population	14,608	10,500
Household Income	$58,337	$67,000
Average Home Price	$168,722	$225,000

City-Data.com (2017) used for population, home value and income*

Discussion: According to Director Demers, the department switched from 8-hour to 12-hour shifts in 2014 by a push from the public safety unions. This change was negotiated during collective bargaining. The current administration is against 12-hour shifts mostly due to training issues (costs). Most public safety officer like the 12-hour shift model. It is the administration's position that 12 hours is too long of a shift for public safety job duties. Director Demers noted the 104 hours of "Kelly Time" ("Kelly Time" is mandatory compensation required to compensate officers for

working an extra 104 hours a year due to the 12-hour work model. Kelly Time requires personal to take additional time off) creates shifts that are constantly running at minimums as an issues as well. He also noted no interaction with other members other than your shift as a negative of 12-hour shifts. Filling of overtime with personnel that just worked a 12-hour shift reduces productivity and has safety concerns for having public safety officers routinely working 18-hour shifts.

Director Demers echoed Director Myszenski's comments that most officers prefer the 12-hour shifts due to more days off throughout the year and having a long weekend off every other week.

Oak Park Department of Public Safety, Lt. Shawn Tetler

	Fraser	Oak Park
Total Sworn	29	51
PSO/Command Ratio	19/10	35/16
Minimum Manning	5	6
Calls for Service	15,000	13,600
Medical Runs	1680	2650
Arrests	1166	899
Overtime Budget	$366,000	428,000*
Private EMS	No	Yes
Square Miles	4.2	6
Population	14,608	29,654
Household Income	$58,337	$60,943
Average Home Price**	$168,722	$160,336

*This number does not represent comp time paid out
City-Data.com (2017) used for population, home value and income*

Discussion: I spoke with Administrative Lieutenant Shawn Tetler about their organization. Lt. Tetler explained that they switched from 8- hour shifts to 12-hour shifts in about 2000 when the city reduced the staffing from over 70 sworn personnel to 51. Both the union and the city agreed to the switch through the collective bargaining process. Lt. Tetler added that both officers and administration are happy with the 12-hour shift model.

All training (police and fire) is done on the officers pass days and the officers are compensated by either comp time or overtime. This creates an increase in pay for all members but the city budgets for this increase and has accepted that all training has to be funded with overtime.

The minimum staffing for the department is six members. According to Lt. Tetler, this is for the sole purpose of fire protection. They will pay overtime to assure they maintain six personnel at all times. They will compensate at double time by ordering in personnel if no one accepts the overtime. The six personnel is to assure that on all fires there will be at least 4 firefighters, (to fulfill the two in two out rule) an engineer and a command officer for fire protection.

Grosse Pointe Woods Department of Public Safety, Director John Kosanke

	Fraser	G.P. Woods
Total Sworn	29	30
PSO/Command Ratio	19/10	20/10
Minimum Manning	5	5
Calls for Service	15,000	9,800
Medical Runs	1680	1470
Arrests	1166	130
Overtime Budget	$366,000	188,518*
Private EMS	No	Yes
Square Miles	4.2	3.2
Population	14,608	15,560
Household Income	$58,337	$86,956
Average Home Price	$168,722	$275, 654

*All training is compensated in "Kelly Days" that are used as time off and does not reflect this number.
City-Data.com (2017) used for population, home value and income*

Discussion: According to Lt. LeFueagry, public safety officers received 12-hour shifts through collective bargaining in 2006 and the Sergeants and Lieutenants followed through collective bargaining in 2014. Lt. LeFueagry added there are only a few employees who do not like 12-hour shifts, but the vast majority prefer the 12-hour shift due to increased days off per year.

Director Kosanke stated that the city and union agreed to move to 12-hour shifts due to complaints that newer officer could not have weekends off and they were losing officers to other departments. The 12-hour shifts gives employees more time off, a structured schedule, and includes a long weekend every other week.

Director Kosanke stated he sees a definite decrease in productivity in the last 4 hours of a shift but believes 12-hour shifts work well for his department. He recognizes that training is lacking but due to his current budget and the implementation of 12-hour shifts but they do as much training as fiscally possible. Director Kosanke stated that both 8-hour shifts and 12-hour shifts create similar overtime numbers. He noted that the disadvantage of 12-hour shifts is that he is limited in how much he can train because all of his training requires overtime.

Director Kosanke stated predicted that it would ruin morale if he attempted to revert back to 8-hour shifts and that he would most likely be unable to negotiate the switch via collective bargaining.

Grosse Pointe Shores Department of Public Safety, Sgt. Tony Spina

	Fraser	G.P. Shores
Total Sworn	29	17
PSO/Command Ratio	19/10	11/8
Minimum Manning	5	3
Calls for Service	15,000	2,400
Medical Runs	1680	160
Arrests	1166	164
Overtime Budget	$366,000	$75,000
Private EMS	No	No
Square Miles	4.2	1.1
Population	14,608	2,456
Household Income	$58,337	$126, 056
Average Home Price	$168,722	$711, 135

City-Data.com (2017) used for population, home value and income*

Discussion: According to Sgt. Spina, the department switched from 8-hour shifts to 12-hours shifts in 1998. The administration and officers like working the 12-hour shifts.

Sgt. Spina explained that the training is mostly on-line training, which requires the officer to watch videos and then answer questions.

They do department wide training once a year, but nothing is mandatory. Due to staffing issues, this does not always happen but they try to every summer.

Grosse Pointe Shores services an all-residential community that is surrounded by other Grosse Pointe departments. It has extremely low run volume and receives mutual aid support from other the Grosse Pointe communities.

Fraser DPS Assessment of Costs/Savings

The following 17 categories are the categories that overtime is broken down into for tracking purposes. Each category was analyzed to determine if cost would increase, decrease or stay the same if we converted to a 12-hour shift from an 8-hour shift.

- Call-In: Call-in is utilized when the on-duty sergeant is overwhelmed with calls and needs additional personnel to handle an abnormal amount of calls or a long term event. Due to the same amount of personnel being on the shift no anticipated change in call-in overtime would occur.
- Court: A slight reduction due to eleven personnel being assigned to "day shift" rather than seven. This would only effect traffic court, where we could schedule the officer's court date on his workday. Criminal court and all other court would not be effected.
- Criminal Investigations: No anticipated change
- Reports: Slight decrease in overtime due to their only being two shift changes per day rather than three.
- Personal Leave: No anticipated change.
- Duty Disability: No anticipated change
- Sick Leave: No anticipated change
- Fire Call-in: No anticipated change
- Misc./Special Events: Slight increase due to no flexibility in the work schedule
- ALS hold over: Slight decrease due to two shifts changes rather than three
- Admin: No anticipated changes
- Training: Large increase. All training would have to be run on overtime. If all personnel were compensated for there required 98 hours of fire training that would expend over half of our current overtime budget.
- FTO: Possible decrease do to longer shifts and less days of actual training (not hours)
- Stand-up pay: Decrease of approximately 30% due to the reduction of days worked
- Meetings: No anticipated change
- Scheduled overtime: No difference from 8-hour shifts **due to full staffing levels being too close to minimum staffing levels.**

- This is the main issue with any shift schedule-Full staffing level being too close to your minimum staffing level.
- This is from a 2014 study I did on 12-hour shifts. This is an interview from then Roseville Police Chief James Berlin-"*Berlin explained that he changed his work schedule in anticipation of saving money (to 12-hour shifts from 8-hour shifts). Chief Berlin stated that the switch did not save his department any money but rather he incurred additional overtime costs.* ***Chief Berlin explained that the 12-hour shift works well when minimum staffing is not an issue but it is dramatically minimized when you have minimum staffing levels coupled with low staffing levels.*** *Chief Berlin explained that his full staffing level was too close to his minimum staffing levels. He explained that his full staffing was 9 officers per shift and that his minimum staffing level was 7officers, which meant if more than two people took the day off (2 are allowed per contract) that he would have to fill the shift with overtime if any other staff took the day off….he concluded that when this happens they are paying 12 hours of overtime rather than 8*".

Changing of shift models (Hours worked, start and leave time etc.) is a mandatory subject of collective bargaining. Every aspect of the change would have to be agreed upon during collective bargaining. Costs would have to be analyzed during the negotiation process.

24-Hours Shifts

Much of the data collected for the 24-hour portion of this study was taken from a prior study completed in 2017. The POAM (PSO Union) approached the administration to express their willingness to "try" 24-hour shifts in an attempt to decrease public safety costs.

We had visited two public safety departments that use the 24-hour shift schedule model in an attempt to determine if this model would be a more efficient model for our department.

The most glaring difference in both of these departments was the large difference in call volume and arrest numbers. If your priority is providing adequate fire protection and not having the need for police services or patrol than this model is advantageous.

The appendixes attached show the different models (Bloomfield Hills Appendix-A with full break down of operation/Appendix B is Huntington Woods). They are depicted at full staffing levels (29 sworn officer and 5 medics). It does not account for any relief time (vacation, sick, training days, etc.). You will see *that the patrol numbers (the number of units on the street) decrease dramatically.* Under the 24-hour shift model, PSO's would convert from 40-hour workweek, to 56-hour

workweek. This would increase hours worked from 2,088 to 2,912 hours per year. The scheduling of shifts would be run the same as we currently run in the fire division but would have to modified to address road patrol coverage. (See Appendix C-G for different shift variations). The result of this switch would be an increase in fire protection and having personnel on standby for large-scale events or occurrences of high run volume.

Due to the increase in hours worked, generally, there would be an increase in pay. The number is unknown due to this being a mandatory subject of collective bargaining and would have to be negotiated with the unions prior to implementation.

The two public safety departments running 24-hour shift schedule that we examined were Hunting Woods Department of Public Safety and Bloomfield Hills Department of Public Safety.

Bloomfield Hills Department of Public Safety, Administrative Lt. Jeff Gromley

	Fraser	Bloomfield Hills
Total Sworn	29	27
PSO/Command Ratio	19/10	16/8
Minimum Manning	5	4-5
Calls for Service	15,000	7000
Medical Runs	1680	1300
Arrests	1166	90
Overtime Budget	$360,000	$180,000
Private EMS	No	Yes
Square Miles	4.2	5.5
Population	14,608	3,990
Household Income	$58,337	$200,000+
Average Home Price	$168,722	$1,000,000+

City-Data.com (2017) used for population, home value and income*

Discussion: Bloomfield Hills Public Safety has been running the 24-hour shift schedule since the 1970's. Lt. Gromley stated they could run a 24-hour shift schedule due to its relatively low calls for service request and low crime rate. According to Lt. Gromley, the department had SEMCOG complete a work-study on 24's and it found that 24's was the most efficient work schedule for their public safety department.

We discussed our demographics and calls for police service and he agreed that it would probably not be a good solution for our department. He noted that some of

the neighborhoods in his city have private security companies on patrol and many of the homes have high tech alarm systems that placed a smaller demand for police service on the department. The residents place a larger emphasis on fire protection and EMS services than on a highly visible police department.

Although Bloomfield Hills has approximately the same number of sworn officers the number of officers on patrol is about half of the City of Fraser. This is due to having to account for officer "down time" from working 24-hours shifts.

Lt. Gromley noted the shift schedule is the number one reason they receive so many applicants when they open hire. He stated that 24-hour shifts is a huge draw and that they hire many fully trained public safety officers from other departments due to their shift schedule. Apppendix-B shows the Bloomfield Hills model along with an explanation of how the shift schedule works.

Huntington Woods Department of Public Safety, Admin. Lt. Bill Cudney

	Fraser	Huntington Woods
Total Sworn	29	18
PSO/Command Ratio	19/10	9/8
Minimum Manning	5	3
Calls for Service	15,000	2000
Medical Runs	1680	340
Arrests	1166	130
Overtime Budget	$240,000	Unknown
Private EMS	No	Yes
Square Miles	4.2	1.47
Population	14,608	6,317
Household Income	$58,337	$108,986
Average Home Price	$168,722	$346,622

City-Data.com (2017) used for population, home value and income*

Discussion: Huntington Woods operates with the public safety officers on 8-hour shift and command officers on 24-hour shifts. The department switched its command officers over to 24-hour shifts in January 2018. According to Lt. Cudney, they would have had to hire three more public safety officers to run them on 24-hours shifts so the command runs on 24-hour shift model and the officers run on 8-hour shifts. This was done after the city hired Plant Moran to complete an analysis

on the department. They concluded that switching to 24-hour shifts would save the city money in overtime costs and structural costs.

Huntington Woods conducts most of their training on duty due them being able to because they are not very busy. Lt. Cudney stated, "We can go Friday, Saturday and Sunday without having one call for service". This allows them to conduct in-house training without interruption.

Huntington Woods is in a mutual aid agreements with Berkley, Beverly Hills and Oak Park that supplements their fire department response. Appendix-C shows the Huntington Wood s Model.

24 Hour Shift Study Information:

The following was taken from a study conducted by the Ontario Municipal Human Resources Association that was published in 2006.

- Researchers have also determined that the length of shifts and the length of rest between shifts act as possible risk determinants for industrial accidents. In other words, longer shifts increase the probability of an accident.
- In addition, another driving-related research study found that sleep deprivation of 24 hours was equivalent to a blood alcohol level of 0.10%.
- The age of the worker on extended shifts is also a factor. Studies in other areas show that as age increases low performance levels are reached sooner when operating under 24-hour sleep deprivation.
- Studies suggest that morale can be positively or negatively affected by schedule changes depending on employee perceptions of initial schedules. The impact on morale, mental health, and well-being from changing shifts appears to be temporary. After approximately one year, morale levels appear to return to the levels that they were at prior to the change.
- Two US court cases, in which drivers were held liable for driving while fatigued also raise the specter of civil liability for employers who do not vigilantly manage the risks associated with working employees for long hours.
    - ***Faverty v. McDonald's***

      This case is an example of an employer being held liable for working an employee to the point at which he became so tired that he was a hazard to himself and others.

Matt Theurer was juggling work, school, and extracurricular activities. He had worked the preceding Sunday, attended school on Monday, and then worked at the McDonald's restaurant on Monday evening from 3:30 to 7:30 p.m. At the end of his scheduled shift, he volunteered to come back to work for a special clean-up shift beginning at midnight. Theurer drove home from work at 8:21 am on Tuesday, he fell asleep at the wheel and was in a head-on-collision with Faverty. Theurer died instantly and Faverty was injured.

Faverty alleged that McDonald's was negligent in scheduling Theurer to work too many hours. A jury in Multnomah County, Oregon agreed and awarded Faverty $400,000 in damages.

McDonald's appealed, arguing that it had broken no labor laws. Theurer had worked his regular 4-hour shift, had 4.5 hours off, and then volunteered to return to work another eight hours. The accident occurred after Theurer had left work. McDonald's argued that it had no duty or ability to control Matt Theurer after he left work, and should not be held liable for Faverty's injuries. The Oregon Court of Appeals disagreed and affirmed the verdict. The court held that the defendant corporation knew or should have known that its employee was a hazard to himself and others when he drove home from the work place after working numerous hours.

Notably, McDonald's was made liable even though some of Theurer's fatigue may have resulted from his activities before reporting to work.

- ***Robertson v. LeMaster***

  In this West Virginia negligence case, the Supreme Court of West Virginia ruled that the employer had breached a duty of care to a motorist by causing an employee to work unreasonably long hours and sending him onto the highway where there was a foreseeable risk of harm to other motorists.

  The 19-year old employee was on a work crew at the site of a train derailment. He had repeatedly told his employer that he was exhausted and wanted to go home, and after 27 hours of work, the employer gave him permission to quit. A co-worker drove him from the work site to his car. The employee began the 50 mile trip to his house, but on the way he fell asleep at the wheel and had an accident with another motorist, who successfully sued the employer for negligence.

A follow-up study was conducted by the same group and author in 2011, which concluded the following:

- There are now articles appearing in Fire Chief and Fire Engineering magazines that are suggesting that fire departments in the United States

should be moving to a 10-14-hour shift pattern for health and safety reasons. In 2007, there was enough general concern about the impact of the lack of sleep on firefighters that the International Association of Fire Chiefs released a report on "The Effects of Sleep Deprivation on Firefighters and EMS Responders".

- A shift schedule that includes night work… *"is recognized to be a serious risk factor for workers health and interferes with at least the following four main spheres of human life: basic biological functions, work ability, social relations and psycho-physical health conditions"*.
- A 24-hour shift with no sleep will create a sleep debt that may require two days of regular sleep to recover.
- A 24-hour shift with interrupted sleep may create the same sleep debt.
- A 14-hour night with no sleep provides an opportunity for uninterrupted sleep in the following 10 hours off duty period. The shorter time on duty, with a closer opportunity to engage in restorative sleep, will minimize the sleep debt.
- Fatigue goes beyond being tired as it can also affect a person's ability to perform. It can be revealed in both physical and mental ways. Physical fatigue is usually experienced by diminishing strength or muscle weariness, whereas mental fatigue can be experienced as lowered ability to solve problems and perform tasks.
    - The effects most commonly associated with fatigue are:
        - Lack of concentration
        - Poor judgment
        - Reduced vigilance
        - Slower reaction times
        - Reduced capacity for effective interpersonal communication
        - Reduced hand-eye coordination
        - Reduced visual perception
        - Impaired recollection of timing and events
        - Irritability
    - There are 4 physiological factors which determine the amount of fatigue:
        - 1. The time of day (or circadian rhythm in sleepiness)
        - 2. The number of hours awake (acute sleep deprivation)
        - 3. Sleep deficit (chronic sleep deficiency)
        - 4. Sleep inertia („grogginess" upon waking)
- There tends to be a decrease in performance during night shifts and during longer shifts for workers over 40 years of age.

Conclusion:

At our current staffing of 29 sworn personnel, coupled with the amount of calls for service this department receives each day, switching to a 24-hour shift model would create a significant reduction of services to the citizens we serve. Our patrol numbers (the amount of cars we have out on the street) would be cut by half, surely to impact our proactive patrol style of enforcment. The only true advantage of switching to this model would be having more personnel on stand-by for times of increased calls for service and infrequent large-scale events (structural fire).

There is plenty of research that has been done on this subject and I included much of the information from the 2017 report into this analysis. I did not look very far into the structural change because it became glaring obvious that switching to a 24-hour shift model would not be advantageous for the Fraser Department of Public Safety at this time.

With regards to 12-hour shifts, all departments that participated in this study moved from an 8-hour shift to a 12-hour shift due to employees requesting the change during the collective bargaining process. During negotiations, it was sold as a cost savings measure but none of the departments made the change in an attempt to solve their budget issues, or offset declining revenues. Most departments saved little to no money by changing shift models.

Also common with these 12-hour public safety departments was that they all did their training for their staff on overtime (includes both police and fire training). The inflexibility of the schedule has hampered efforts by administrations to reduce overtime costs, therefore, they have learned to budget for this and recognize this as an enormous negative issue with a 12-hour shift model. None of the departments (12 or 24-hour) have contractual obligations as it pertains to mandatory training requirements for firefighting.

As you can see in the statistics collected in this study, Fraser DPS is unique when compared to other public safety departments. Our demands for police services in the community are quite high, and our proactive style of policing, coupled with higher call volumes, results in more arrests than departments larger than Fraser DPS. The added demand of operating our own advanced life support unit sets apart from all but Grosse Pointe Shores (who have significantly lower statistical data points).

As stated before, with the current budget allotted by city council, it is this administrations opinion that the historical minimum standard of 5 personnel on duty should be maintained in order to assure the safe operation of the public safety

department in the City of Fraser. Five personnel assures that we can comply with our mutual aid agreements, minimum staffing protocols for advanced life support unit, NFPA firefighting rules and regulations, and most importantly, provide for the general safety of our citizens by having the proper number of public safety officers needed for a city our size and the demand for police/fire services.

With the above stated in mind, it is the administrations conclusion that the most advantageous work schedule for the sworn members of the public safety department is the 8-hour schedule. The flexibility of the schedule allows for the administration to make adjustments in an effort to meet patrol/fire obligations, while curbing excess overtime costs to the city.

Appendix-A (12-Hour Shift Model)

27-Day Work Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D
Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C
Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D
Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C	Platoon-B Platoon-D	Platoon-B Platoon-D	Platoon-A Platoon-C	Platoon-A Platoon-C

Platoon-A: 1 Sergeant, 4 PSO's and 1-Medic
Platoon-B: 1 Sergeant, 4 PSO's and 1-Medic
Platoon-C: 1 Sergeant, 4 PSO's and 1-Medic
Platoon-D: 1 Sergeant, 4 PSO's and 1-Medic
** 2 Sergeants would be swing sergeants, covering earned time off.
Only one PSO would be allowed off per shift.

Appendix-B (24-hour Shift Model)

27-Day Work Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Platoon A	2nd Platoon B	3rd Platoon C	4th Platoon B	5th Platoon C	6th Platoon A	7th Platoon C
8th Platoon A	9th Platoon B	10th Platoon A	11th Platoon B	12th Platoon C	13th Platoon B	14th Platoon C
15th Platoon A	16th Platoon C	17th Platoon A	18th Platoon B	19th Platoon A	20th Platoon B	21st Platoon C
22nd Platoon B	23rd Platoon C	24th Platoon A	25th Platoon C	26th Platoon A	27th Platoon B	

- The platoons will be broken up into two squads each. The squads will rotate between Fire Department (FD) and Police Department (PD) duties.
    - Possible Squad Rotations:
        - <u>6-hours FD – 6-hours PD – 6-hours FD – 6-hours PD</u> rotation for each squad.
            - The squads would rotate between which starts in the FD or PD.
        - <u>12 hours FD – 12 hours PD</u> rotation for each squad.
            - The squads would rotate between which starts in the FD or PD.
        - <u>Huntington Woods Modified Model</u>
            - First Squad – 6 Hours FD – 12 Hours PD – 6 Hours FD
            - Second Squad – 6 Hours PD – 12 Hours FD – 6 Hours PD
        - <u>Bloomfield Hills Model</u>
            - First Squad – 8 Hours PD – 8 Hours FD – 8 Hours Standby
            - Second Squad – 8 Hours FD – 8 Hours PD – 8 Hours Standby
            - Dedicated midnight shift on 8 Hour shift

Appendix-C

Platoon Coverage Example – 6-Hour Rotations

Command Personnel	1st 6-Hours	2nd 6-Hours	3rd 6-Hours	4th 6-Hours
(1) Sergeant	PD	FD	PD	FD
(2) Sergeant	FD	PD	FD	PD
Line Personnel	**1st 6-Hours**	**2nd 6-Hours**	**3rd 6-Hours**	**4th 6-Hours**
(1) 24-Hour PSO	PD	FD	PD	FD
(2) 24-Hour PSO	FD	PD	FD	PD
(3) 24-Hour PSO	PD	FD	PD	FD
(4) 24-Hour PSO	FD	PD	FD	PD
(5) 24-Hour PSO	PD	FD	PD	FD
(1) Medic	FD	FD	FD	FD
Police Road Coverage:	4	3	4	3
Total/Fire Coverage:	8	8	8	8

***The above numbers are without any relief factors accounted for into the schedule and without the swing shift covering any shifts. For every personnel off, reduce each coverage number by that number**

Appendix-D

Platoon Coverage Example – 12-Hour Rotations

Command Personnel	1st 12-Hours	2nd 12-Hours
(1) Sergeant	PD	FD
(2) Sergeant	FD	PD
Line Personnel	**1st 12-Hours**	**2nd 12-Hours**
(1) 24-Hour PSO	PD	FD
(2) 24-Hour PSO	FD	PD
(3) 24-Hour PSO	PD	FD
(4) 24-Hour PSO	FD	PD
(5) 24-Hour PSO	FD	PD
(1) Medic	FD	FD
Police Road Coverage:	**3**	**4**
Total/Fire Coverage:	**8**	**8**

***The above numbers are without any relief factors accounted for into the schedule and without the swing shift covering any shifts. For every personnel off, reduce each coverage number by that number**

Appendix-E

Huntington Woods Modified Model

Command Personnel	0800-1400	1400-0200	0200-0800
(1) Sergeant	PD	FD	PD
(2) Sergeant	FD	PD	FD
Line Personnel	**0800-1400**	**1400-0200**	**0200-0800**
(1) 24-Hour PSO	PD	FD	PD
(2) 24-Hour PSO	FD	PD	FD
(3) 24-Hour PSO	PD	FD	PD
(4) 24-Hour PSO	FD	PD	FD
(5) 24-Hour PSO	FD	PD	FD
(1) Medic	FD	FD	FD
Police Road Coverage:	**3**	**4**	**3**
Total/Fire Coverage:	**8**	**8**	**8**

***The above numbers are without any relief factors accounted for into the schedule and without the swing shift covering any shifts. For every personnel off, reduce each coverage number by that number**

Appendix-F

Bloomfield Hills Model

Command Personnel	0800-1600	1600-0000	0000-0800
(1) Sergeant	PD	FD	SB
(2) Sergeant	FD	PD	SB
Line Personnel	**0800-1600**	**1600-0000**	**0000-0800**
(1) 24-Hour PSO	PD	FD	SB
(2) 24-Hour PSO	FD	PD	SB
(3) 24-Hour PSO	PD	FD	SB
(4) 24-Hour PSO	FD	PD	SB
(5) 24-Hour PSO	-	-	MIDS
(1) Medic	-	-	-
Police Road Coverage:	**3**	**3**	**2-3**
Total/Fire Coverage:	**6**	**6**	**6-9**

***The above numbers are without any relief factors accounted for into the schedule and without the swing shift covering any shifts. For every personnel off, reduce each coverage number by that number.**

Appendix-G

Proposed Fraser 24-Hour Structure

Command Personnel	0700-1500	1500-2300	2300-0700
(1) Sergeant	PD	FD	SB
(2) Sergeant	FD	PD	SB
Line Personnel	**0800-1600**	**1600-0000**	**0000-0800**
(1) 24-Hour PSO	PD	FD	SB
(2) 24-Hour PSO	FD	PD	SB
(3) 24-Hour PSO	PD	FD	SB
(4) 24-Hour PSO	FD	PD	SB
(5) 24-Hour PSO	-	-	MIDS
(1) Medic	FD	FD	FD
Police Road Coverage:	**3**	**3**	**2-3**
Total/Fire Coverage:	**7**	**7**	**8-11**

***The above numbers are without any relief factors accounted for into the schedule and without the swing shift covering any shifts. For every personnel off, reduce each coverage number by that number**

SB= Stand By (available for police and fire emergencies, and EMS calls)

Works Cited

Alexander Weiss Consulting. (2015). *Louisville Metro Police Department Staffing Study.* Louisville, KY: Alexander Weiss Consulting.

Association, O. A. (2006). *DISCUSSION PAPER: 24-HOUR SHIFTS.* Ontario, Canada: Ontario Municipal Human Resources Association.

Chiefs, O. A. (2011). *DISCUSSION PAPER:THE HEALTH AND SAFETY IMPACTS OF 24 HOUR SHIFTS IN FIRE DEPARTMENTS.* Ontario, Canada: Ontario Municipal Human Resources Association.

FBI Unified Crime Report. (2017)

Analysis of Police Department Staffing. Professor James McCabe, Ph.D. Senior Associate at ICMA-Center for Public Safety Management (2014)

Draft Minutes

Minutes
Fraser City Council
February 13th, 2020

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, and County of Macomb, Michigan.

Present: Mayor Carnagie, Council Members; Baranski, Blanke, 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 / Roll Call –Mayor Carnagie called the regular meeting to order at 7:10pm.
Members: Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak and Winowiecki - Present.

2. Pledge of Allegiance to the Flag of the United States-

3. Approval of Agenda

Member BLANKE moved, second by Member SCHORNAK, TO APPROVE THE FEBRUARY 13, 2020 CITY COUNCIL MEETING AS PRESENTED.

Motion carried 7-0

4. Citizen Participation on Agenda Items - None

5. Consent Agenda

a. Approval of Minutes of the Regular Council Meeting of January 9, 2020
b. Approval of Minutes of the Special Council Meeting of January 27, 2020
c. Approval of Bills for the month of January - 2020 in the amount of $785,663.90
d. Receive and File Finance Budget to Actual Report ending December, 2019
e. Receive and File Minutes of the Historical Commission Meeting of December 2, 2019

Member Kalka referenced the approval of minutes of the regular January 9th, 2020 meeting public to be heard h. bottom reference to Member Kalka comment; offered her unfavorable view regarding City of Fraser Department Heads; Recreation Director, I.T. Director and City Clerk's many achievements', Member Kalka made a motion to have that removed as it is not an accurate reflection of the information that was presented at that meeting by myself.

Member WINOWIECKI moved, second by Member KALKA, TO APPROVE THE CONSENT AGENDA AS AMENDED.

Motion carried 7-0

6. Requests for Council Action

a. Approve the Appointment of Dana Sutherland to the Recreation Commission for a Term of Office to Expire December 31, 2023

Member WINOWIECKI moved, second by Member KALKA, TO APPROVE THE APPOINTMENT OF DANA SUTHERLAND TO THE RECREATION COMMISSION FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2023.

Motion carried 7-0

b. Approve the Re-Appointment of Kathy Czarnecki to the Planning Commission for a term of Office to Expire December 31, 2022

Member KALKA moved, second by Member LESICH, TO APPROVE THE RE-APPOINTMENT OF KATHY CZARNECKI TO THE PLANNING COMMISSION FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

c. Approve the Re-Appointment of Frank Farina to the Zoning Board of Appeals for a term of Office to Expire December 31, 2022

Member SCHORNAK moved, second by Member BLANKE, TO APPROVE THE RE-APPOINTMENT OF FRANK FARINA TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

d. Approve the Re-Appointment of Mark Stimac to the Zoning Board of Appeals for a term of Office to Expire December 31, 2022

Member SCHORNAK moved, second by Member BARANSKI, TO APPROVE THE RE-APPOINTMENT OF MARK STIMAC TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

e. Approve the Re-Appointment of Mark Burley to the Zoning Board of Appeals for a term of Office to Expire December 31st, 2022

Member KALKA moved, second by Member SCHORNAK, TO APPROVE THE RE-APPOINTMENT OF MARK BURLEY TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

f. Approval of the Appointment of Marie Cilluffo to the Historical Commission for a term of Office to Expire June 30th, 2024

Member SCHORNAK moved, second by Member BLANKE, TO APPROVE THE APPOINTMENT OF MARIE CILLUFFO TO THE HISTORICAL COMMISSION FOR A TERM OF OFFICE TO EXPIRE JUNE 30TH, 2024

Public to be heard:

Marie Cilluffo thanked Council.

Motion carried 7-0

g. Consideration of Approval of the City of Fraser 2020 poverty Exemption Policy Guidelines

Member WINOWIECKI moved, second by Member BARANSKI, TO APPROVE THE CITY OF Fraser 2020 POVERTY EXEMPTION POLICY GUIDELINES

Public to be heard - none

Motion carried 7-0

h. Request Council adopt a Resolution to Appoint Michael Lesich as the Primary SEMCOG Delegate and Mike Carnagie as the SEMCOG Alternate Delegate

Member SCHORNAK moved, second by Member WINOWIECKI, APPROVE THE REQUEST OF COUNCIL TO ADOPT A RESOLUTION TO APPOINT MICHAEL LESICH AS THE PRIMARY SEMCOG DELEGATE AND MIKE CARNAGIE AS THE SEMCOG ALTERNATE DELEGATE

Public to be heard - none

Motion carried 7-0

i. Consideration of the City Manager Annual Evaluation Form Presented by City Attorney, Performance Expectations and/or Changes to Job Description for use at the March 12, 2020 City Council Meeting

City Attorney Don DeNault offered direction and examples of the City Manager Wayne O'Neal evaluation form
Member Baranski favored the Covington 2009 form
Member Winowiecki requested goals and expectations
Member Blanke stated to keep it simple, direct and clear
Member Schornak stated to add goals and expectations as an addendum to the form
City Manager Wayne O'Neal stated when the evaluation is brought back to the March 2020 meeting, he would like to see it and respond to the comments. He requested the information be available to him a week before the March 2020 meeting.
City Attorney Don DeNault have available to City Manager Wayne O'Neal March 2 or 3, 2020.

Member Carnagie requested City Attorney Don DeNault change the City Manager's job description – have a template at the April 2020 meeting.

j. Consideration of Approval of the Revisions to the Council Rules of Procedure

Member WINOWIECKI moved, second by Member KALKA, To APPROVE THE REVISIONS TO THE COUNCIL RULES OF PROCEDURE.

Member Baranski requested to change Order of Business, 4.3 Additional material to 72 hours from 24 hours.
Member Carnagie suggested presentations to Council be brought to Council ten days before meeting.
Baranski requested to amend motion 4.3 to 72 hours and 4.1 ten days.

Member WINOWIECKI moves to amend the motion to approve the Revision to the Council Rules and Procedures, amending Rule 4.1 from eight days to ten days, and 4.3 from 24 hours to 72 hours.

Mr. DeNault stated 4.1 is a deadline for Council to submit items for the agenda, suggested changed change 4.2 to request circulate to you on the Monday verse Thursday before the meeting. Mr. DeNault suggested a draft agenda.
Member Lesich suggested 4.2 change to ten days for draft agenda to Council.
Mr. DeNault took notice to holidays and city hall close dates, allow nine days.

Member WINOWIECKI moved, second by Member BARANSKI, TO PROPOSE APPROVAL REVISIONS TO THE COUNCIL RULES AND PROCEDURES AMENDING RULE 4.2 TO STATE A DRAFT AGENDA WOULD BE SUBMITTED TEN DAYS PRIOR, 4.3 COUNCIL RECEIVE ADDITIONAL SUPPORTING MATERIALS 72 HOURS VERSE 24 HOURS.

Approval date at the March 2020 meeting

Public to be Heard: None

Motion carried 7-0

k. Consideration of Uses for General Fund Fund Balance

Member Baranski spoke of December 2019 Finance Director budget presentation. Suggested to maintain a 25% fund balance and discuss various ways to allocation funds in access of the 25% fund balance.
Previous Finance Director suggested either pay down debt or spend on capital improvement.
Member Carnagie spoke of infrastructure, roads and sidewalks.
Member Kalka spoke of the general fund balance and MERS.
Member Winowiecki spoke of MERS, parks, a five-year plan for parks.
Member Lesich spoke of parks and to an expect a $600,000 overpayment of person property tax refund to the city.
Member SCHORNAK spoke of the parks.
Member Carnagie promoted a community build for the parks.
Member Baranski requested Administration prepare a 25% fund balance and a dollar amount over that; bring to Council at the March 2020 meeting.
Member Carnagie stated residents can contact Council or City Manager regarding questions concerning PA-33.
Mr. O'Neal stated this is normally addressed during the budget cycle.
Member Blanke suggested a town hall meeting.
Member Kalka suggested all excess of 25% in to a fund balance.

Member KALKA moved, second by Member BARANSKI, TO PUT ALL ACCESS MONEY OVER THE 25% FUND BALANCE INTO CAPITAL IMPROVEMENT PROGRAM.

Member Carnagie stated would like to include a dollar value in motion.
Member Kalka requested discussion in March about allocating a percentage of funds.
Member Kalka removed the motion.

Member Carnagie requested the March agenda to include the Recreation plan and Mr. Schaefer present the Enterprise plan at the March meeting. The Enterprise car lease plan was tabled at January 2020 meeting.

l. Consideration of Amendments to the Commercial and Industrial Parking Standards Ordinance

Member WINOWICKI moved, second by Member KALKA, TO APPROVE THE CONSIDERATION TO THE COMMERCIAL AND INDUSTRIAL PARKING STANDARDS ORDINANCE

Public to be heard - none

Motion carried 7-0

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

Mr. O'Neal spoke:

- DPW Superintendent and Finance Director positions
- RFP Fraser Senior Apartments
- Mediation two Public Safety Union groups
- Budget process, April meeting, incremental approach
- Capital programs in Public Safety
- Sewer collapse on 15 Mile Rd
- Will be in Florida from February 20th – March 1st, 2020
- Mayor to sign DWF bonds March 2nd, 2020
- March meeting Manquen Vance wellness center presentation
- Spoke of the City Manager review, hope this will be a two-way review, as a team we work together
- DPW and Finance director applications who
- Member Lesich requested an update Drug and Forfeiture #.
- Sewer collapse behind Fraser Hockey land

10. Report of Mayor and City Council / New Business

Member Baranski	Congratulated Cara Barnan, Fraser High School Moonlight Madness, Fraser Good Fellows.
Member Blanke	Thanked Marie Cilluffo.
Member Carnagie	Wants a department head plan. Public Safety Honor Guard, thanked Public Safety Officer Scott Evoldi.
Member Kalka	Budget presentations scheduled for March meeting and not to schedule them all at one meeting, Happy Valentine's Day.
Member Lesich	Blue Jean Ball, great success, 220 guests, thanked all commission members.
Member Schornak	Historical Commission March 1st, 2020. Requested city car mileage logs. Requested finance director provide an overtime-monthly report. Spoke of resident who called city hall and no one answered the phone.
Member Winowiecki	Spoke of the port-a-potty, thanked commission members and wished Happy Valentine's Day.

11. Citizen Participation

Resident Dana Sutherland spoke on topic.

12. Closed Session:

No Action

13. Adjournment

Member KALKA moved, second by Member SCHORNAK, TO ADJOURN THE REGULAR COUNCIL MEETING OF FEBRUARY 9TH, 2020 MEETING @ 9:31PM

The motion carried unanimously,
Respectfully submitted,

_____
Kelly Doll and, City Clerk

_____
Michael Carnagie, Mayor

City of Fraser

Check Disbursement Report

March 12 , 2020

EXPENDITURES FOR APPROVAL

101	GENERAL FUND	$	200,907.51
202	MAJOR STREET FUND	$	37,272.07
203	LOCAL STREET FUND	$	31,929.49
210	AMBULANCE FUND	$	2,537.40
226	GARBAGE AND RUBBISH COLLECTION	$	58,602.61
265	DRUG FORFEITURE	$	1,634.50
270	SENIOR HOUSING	$	26,645.56
592	WATER & SEWER FUND	$	1,009,114.25
661	MOTOR POOL	$	19,241.06
	VENDOR EXPENDITURES	**$**	**1,387,884.45**

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
BUDGET TO ACTUAL REPORT - JANUARY 2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	7,621,000.00	7,785,180.00	7,392,335.27	392,844.73	94.95
101-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	709,000.00	618,113.00	584,585.23	33,527.77	94.58
101-000-411.000	TAXES - DELINQUENT REAL PROPERTY TAXES	0.00	1,143.00	1,142.36	0.64	99.94
101-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	9,000.00	9,000.00	9,343.07	(343.07)	103.81
101-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(1,000.00)	(1,000.00)	(494.25)	(505.75)	49.43
101-000-427.000	TAXES - COMMUNITY-WIDE SPECIAL ASSESSMEN	0.00	3,804,217.00	2,739,503.02	1,064,713.98	72.01
101-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	39,117.00	39,117.00	21,085.33	18,031.67	53.90
101-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	157,502.00	138,537.00	135,880.29	2,656.71	98.08
101-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	10,000.00	10,000.00	8,147.28	1,852.72	81.47
101-000-447.000	TAXES - PROPERTY TAX ADMINISTRATION FEE	248,842.00	248,842.00	234,656.95	14,185.05	94.30
101-000-476.200	BUSINESS LICENSES - PAWNBROKER DEALER	500.00	500.00	0.00	500.00	0.00
101-000-476.300	BUSINESS LICENSES - SECOND HAND DEALER	1,000.00	1,000.00	0.00	1,000.00	0.00
101-000-476.400	BUSINESS LICENSES - PRECIOUS METAL DEAL	200.00	200.00	0.00	200.00	0.00
101-000-477.000	LICENSES AND PERMITS - CABLE TV (WOW)	94,600.00	94,600.00	72,548.53	22,051.47	76.69
101-000-477.100	LICENSES AND PERMITS - CABLE TV (COMCAST	156,000.00	156,000.00	76,328.02	79,671.98	48.93
101-000-478.000	LICENSES AND PERMITS - VIDEO FRANCHISE	43,600.00	43,600.00	17,435.27	26,164.73	39.99
101-000-479.000	LICENSES AND PERMITS - CELLULAR TOWER	14,535.00	14,965.00	14,964.62	0.38	100.00
101-000-522.000	FEDERAL GRANTS - CDBG	0.00	5,381.00	5,380.36	0.64	99.99
101-000-543.302	STATE GRANTS - TRAINING FUNDS PA 302	5,000.00	10,000.00	0.00	10,000.00	0.00
101-000-543.500	STATE GRANTS - LIQUOR LICENSE FEE	9,500.00	10,946.00	10,945.55	0.45	100.00
101-000-547.000	STATE GRANT - COURT EQUITY	27,250.00	27,250.00	9,731.96	17,518.04	35.71
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	609,370.00	698,960.00	698,959.26	0.74	100.00
101-000-574.000	STATE GRANTS - STATE REVENUE SHARING	1,384,000.00	1,384,000.00	524,843.00	859,157.00	37.92
101-000-611.000	ATTORNEY FEE REIMBURSEMENT	36,000.00	11,368.00	11,367.55	0.45	100.00
101-000-621.000	PROBATION OVERSIGHT FEE	15,000.00	15,000.00	4,367.84	10,632.16	29.12
101-000-627.000	BUILDING INSPECTION AND PERMIT FEES	375,000.00	375,000.00	161,061.63	213,938.37	42.95
101-000-628.000	PLANNING COMMISSION FEES	5,000.00	5,664.00	4,413.25	1,250.75	77.92
101-000-629.000	ZONING BOARD OF APPEALS FEES	2,500.00	2,500.00	4,250.00	(1,750.00)	170.00
101-000-645.000	CHARGES FOR SERVICES - PUBLIC SAFETY	200,000.00	200,000.00	170,409.68	29,590.32	85.20
101-000-646.000	CHARGES FOR SERVICES - PUBLIC WORKS	30,000.00	30,000.00	18,985.45	11,014.55	63.28
101-000-647.000	CHARGES FOR SERVICES - CITY CLERK	2,500.00	2,500.00	1,777.18	722.82	71.09
101-000-648.000	CHARGES FOR SERVICES - FINANCE	1,000.00	1,000.00	504.74	495.26	50.47
101-000-649.000	CHARGES FOR SERVICES - RECREATION	71,400.00	71,400.00	32,565.18	38,834.82	45.61
101-000-649.100	CHARGES FOR SERVICES - PARK RENTALS	11,220.00	11,220.00	3,961.31	7,258.69	35.31
101-000-649.150	CHARGES FOR SERVICES - CENTER RENTAL	8,000.00	8,000.00	2,894.00	5,106.00	36.18
101-000-649.200	CHARGES FOR SERVICES - FIREWORKS	9,078.00	12,000.00	12,000.00	0.00	100.00
101-000-649.500	CHARGES FOR SERVICES - SENIOR CENTER	25,500.00	25,500.00	25,615.25	(115.25)	100.45
101-000-650.000	TRANSACTION FEES (PAWN SHOP)	5,000.00	5,000.00	3,948.00	1,052.00	78.96

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
BUDGET TO ACTUAL REPORT - JANUARY 2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
101-000-655.000	DISTRICT COURT - FINES/COSTS-DIST CT.	370,000.00	430,750.00	240,362.75	190,387.25	55.80
101-000-655.100	DISTRICT COURT - CRIME VICTIM FEE	4,000.00	0.00	0.00	0.00	0.00
101-000-655.200	DISTRICT COURT - 20% PENALTY - D.C.	35,500.00	0.00	0.00	0.00	0.00
101-000-658.000	DISTRICT COURT - CLEARANCE FEES-D.C.	11,000.00	0.00	0.00	0.00	0.00
101-000-659.000	DISTRICT COURT - NO PROOF INS	9,000.00	0.00	0.00	0.00	0.00
101-000-661.000	DISTRICT COURT - 10% BOND FEE-D.C.	1,250.00	0.00	0.00	0.00	0.00
101-000-664.000	INTEREST INCOME AND RENT CONTROL	156,000.00	156,000.00	70,545.50	85,454.50	45.22
101-000-671.000	OTHER REVENUE	0.00	0.00	470.03	(470.03)	100.00
101-000-673.000	GAIN OR LOSS ON SALE OF ASSETS	0.00	0.00	28,750.00	(28,750.00)	100.00
101-000-674.100	DONATION - COP PROGRAM	0.00	10,427.00	0.00	10,427.00	0.00
101-000-674.200	DONATION - OWI ENFORCEMENT	0.00	50.00	0.00	50.00	0.00
101-000-674.300	DONATION - PUBLIC SAFETY DONATIONS	0.00	1,000.00	0.00	1,000.00	0.00
101-000-674.600	DONATION - RECREATION PROGRAMMING	0.00	3,945.00	0.00	3,945.00	0.00
101-000-674.800	DONATION - FARMERS MARKET	0.00	1,135.00	0.00	1,135.00	0.00
101-000-674.900	DONATION - PARK DONATIONS	0.00	652.00	0.00	652.00	0.00
101-000-676.000	REIMBURSEMENTS	0.00	34,499.00	34,498.20	0.80	100.00
101-000-676.001	OTHER REVENUE - REIMBURSEMENTS (WCF)	0.00	6,637.00	13,171.67	(6,534.67)	198.46
101-000-676.202	ADMIN SERVICES - MAJOR STREETS	24,574.00	24,574.00	12,286.98	12,287.02	50.00
101-000-676.203	ADMIN SERVICES - LOCAL STREETS	17,246.00	17,246.00	8,622.96	8,623.04	50.00
101-000-676.210	ADMIN SERVICES - AMBULANCE	56,770.00	56,770.00	28,384.98	28,385.02	50.00
101-000-676.526	ADMIN SERVICES - WATER	192,991.00	192,991.00	96,495.48	96,495.52	50.00
101-000-676.527	ADMIN SERVICES - SEWER	124,831.00	124,831.00	62,415.48	62,415.52	50.00
101-000-682.000	OTHER REVENUE - RETIREE HEALTH CARE	36,000.00	36,000.00	29,229.92	6,770.08	81.19
101-000-686.000	INSURANCE RECOVERIES	0.00	1,773.00	1,772.16	0.84	99.95
101-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	1,000.00	1,000.00	702.08	297.92	70.21
101-000-688.000	OTHER REVENUE - SMART PROGRAM	34,545.00	34,545.00	19,074.50	15,470.50	55.22
101-000-689.000	OTHER REVENUE - CASH OVER OR SHORT	0.00	0.00	(124.55)	124.55	100.00
Total Dept 000		13,010,921.00	17,011,528.00	13,662,100.32	3,349,427.68	80.31
TOTAL REVENUES		13,010,921.00	17,011,528.00	13,662,100.32	3,349,427.68	80.31

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Expenditures						
Dept 101 - CITY COUNCIL						
101-101-703.000	SALARIES	48,600.00	48,600.00	21,543.42	27,056.58	44.33
101-101-709.000	FICA	3,106.00	3,106.00	1,310.99	1,795.01	42.21
101-101-711.000	MEDICARE	694.00	694.00	306.59	387.41	44.18
101-101-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	130.00	130.00	56.24	73.76	43.26
101-101-752.000	SUPPLIES	1,000.00	1,000.00	80.20	919.80	8.02
101-101-900.000	PRINTING AND PUBLISHING	15,000.00	15,000.00	9,318.79	5,681.21	62.13
101-101-911.000	CONFERENCES	2,500.00	2,500.00	0.00	2,500.00	0.00
101-101-915.000	MEMBERSHIPS	500.00	1,500.00	1,799.00	(299.00)	119.93
101-101-915.200	MEMBERSHIPS (MML)	6,216.00	6,366.00	6,366.00	0.00	100.00
101-101-915.300	MEMBERSHIPS (SEMCOG)	1,599.00	1,631.00	1,631.00	0.00	100.00
Total Dept 101 - CITY COUNCIL		79,345.00	80,527.00	42,412.23	38,114.77	52.67
Dept 136 - DISTRICT COURT						
101-136-702.000	WAGES - FULL TIME EMPLOYEES	121,836.00	127,271.00	69,540.13	57,730.87	54.64
101-136-703.000	SALARIES	28,840.00	28,840.00	10,668.98	18,171.02	36.99
101-136-704.000	WAGES - PART TIME EMPLOYEES	16,559.00	16,234.00	6,531.10	9,702.90	40.23
101-136-705.000	VACATION PAY	8,138.00	8,462.00	5,170.53	3,291.47	61.10
101-136-706.000	HOLIDAY PAY	7,221.00	7,516.00	5,565.34	1,950.66	74.05
101-136-709.000	FICA	9,624.00	9,979.00	5,733.86	4,245.14	57.46
101-136-711.000	MEDICARE	2,251.00	2,334.00	1,341.00	993.00	57.46
101-136-714.000	LONGEVITY PAY	1,470.00	1,470.00	1,470.00	0.00	100.00
101-136-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	10,680.00	3,876.00	2,259.20	1,616.80	58.29
101-136-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	52,034.00	52,034.00	31,956.66	20,077.34	61.41
101-136-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	699.00	699.00	55.15	643.85	7.89
101-136-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,750.00	3,750.00	769.28	2,980.72	20.51
101-136-752.000	SUPPLIES	6,180.00	6,180.00	4,759.37	1,420.63	77.01
101-136-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	52,000.00	51,809.00	10,997.17	40,811.83	21.23
101-136-801.700	PROFESSIONAL AND CONTRACTUAL SERVICES	16,068.00	0.00	0.00	0.00	0.00
101-136-817.000	TRIAL COURT APPOINTED ATTORNEY FEES	77,250.00	20,000.00	18,637.55	1,362.45	93.19
101-136-823.000	INTERPRETER FEES	1,000.00	1,000.00	1,402.00	(402.00)	140.20
101-136-851.000	MAIL OR POSTAGE	2,500.00	2,500.00	2,655.25	(155.25)	106.21
101-136-860.000	TRANSPORTATION	500.00	500.00	169.52	330.48	33.90
101-136-910.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	667.91	(167.91)	133.58
101-136-933.000	SOFTWARE MAINTENANCE AGREEMENTS	0.00	2,500.00	0.00	2,500.00	0.00
101-136-940.000	RENTALS	251,105.00	300,000.00	149,577.50	150,422.50	49.86
Total Dept 136 - DISTRICT COURT		670,205.00	647,454.00	329,927.50	317,526.50	50.96

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 171 - CITY MANAGER						
101-171-703.000	SALARIES	105,000.00	105,000.00	58,052.84	46,947.16	55.29
101-171-705.000	VACATION PAY	14,420.00	14,420.00	4,038.46	10,381.54	28.01
101-171-706.000	HOLIDAY PAY	8,000.00	8,000.00	4,543.29	3,456.71	56.79
101-171-709.000	FICA	10,062.00	10,062.00	4,386.73	5,675.27	43.60
101-171-711.000	MEDICARE	1,800.00	1,800.00	1,025.93	774.07	57.00
101-171-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	10,200.00	10,200.00	5,653.90	4,546.10	55.43
101-171-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	19,000.00	19,000.00	9,945.35	9,054.65	52.34
101-171-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	955.00	955.00	646.89	308.11	67.74
101-171-752.000	SUPPLIES	1,000.00	1,000.00	583.36	416.64	58.34
101-171-791.000	SUBSCRIPTIONS AND PUBLICATIONS	1,000.00	1,000.00	0.00	1,000.00	0.00
101-171-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	5,000.00	5,900.00	(900.00)	118.00
101-171-801.300	PROFESSIONAL SERVICES (CORNERSTONE)	14,420.00	14,420.00	0.00	14,420.00	0.00
101-171-843.000	MEDICAL PROVIDER SERVICES	3,500.00	3,500.00	3,003.16	496.84	85.80
101-171-860.000	TRANSPORTATION	4,200.00	4,200.00	2,100.00	2,100.00	50.00
101-171-910.000	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	1,000.00	0.00
101-171-911.000	CONFERENCES	1,000.00	1,000.00	959.87	40.13	95.99
101-171-915.000	MEMBERSHIPS	2,000.00	2,000.00	1,204.00	796.00	60.20
Total Dept 171 - CITY MANAGER		202,557.00	202,557.00	102,043.78	100,513.22	50.38
Dept 209 - ASSESSING						
101-209-703.000	SALARIES	1,545.00	1,545.00	285.00	1,260.00	18.45
101-209-709.000	FICA	155.00	155.00	11.62	143.38	7.50
101-209-711.000	MEDICARE	23.00	23.00	2.71	20.29	11.78
101-209-752.000	SUPPLIES	5,000.00	5,000.00	1,087.17	3,912.83	21.74
101-209-801.500	PROFESSIONAL SERVICES (ASSESSOR)	104,091.00	104,091.00	59,427.06	44,663.94	57.09
101-209-851.000	MAIL OR POSTAGE	4,000.00	4,000.00	2,254.52	1,745.48	56.36
Total Dept 209 - ASSESSING		114,814.00	114,814.00	63,068.08	51,745.92	54.93
Dept 210 - LEGAL						
101-210-801.800	PROFESSIONAL SERVICES (LEGAL)	115,000.00	115,000.00	92,965.81	22,034.19	80.84
Total Dept 210 - LEGAL		115,000.00	115,000.00	92,965.81	22,034.19	80.84

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 215 - CLERK						
101-215-703.000	SALARIES	65,000.00	65,000.00	32,641.73	32,358.27	50.22
101-215-704.000	WAGES - PART TIME EMPLOYEES	21,675.00	21,675.00	10,520.11	11,154.89	48.54
101-215-705.000	VACATION PAY	6,287.00	6,287.00	2,628.37	3,658.63	41.81
101-215-706.000	HOLIDAY PAY	4,674.00	4,674.00	3,437.42	1,236.58	73.54
101-215-707.000	TEMPORARY EMPLOYEES	31,415.00	31,415.00	12,145.53	19,269.47	38.66
101-215-709.000	FICA	7,300.00	7,300.00	3,241.43	4,058.57	44.40
101-215-711.000	MEDICARE	1,900.00	1,900.00	758.08	1,141.92	39.90
101-215-713.000	OVERTIME	2,500.00	2,500.00	216.72	2,283.28	8.67
101-215-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	29,616.00	29,616.00	12,543.50	17,072.50	42.35
101-215-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	304.00	304.00	199.63	104.37	65.67
101-215-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	50.00	50.00	4.46	45.54	8.92
101-215-752.000	SUPPLIES	5,000.00	5,000.00	4,650.07	349.93	93.00
101-215-791.500	SUBSCRIPTIONS AND PUBLICATIONS (CODE)	3,000.00	3,000.00	1,765.90	1,234.10	58.86
101-215-801.800	PROFESSIONAL SERVICES	4,500.00	4,500.00	1,600.00	2,900.00	35.56
101-215-851.000	MAIL OR POSTAGE	4,000.00	4,000.00	3,331.46	668.54	83.29
101-215-910.000	PROFESSIONAL DEVELOPMENT	800.00	800.00	20.00	780.00	2.50
101-215-911.000	CONFERENCES	3,000.00	3,000.00	11.60	2,988.40	0.39
101-215-915.000	MEMBERSHIPS	0.00	0.00	110.00	(110.00)	100.00
Total Dept 215 - CLERK		191,021.00	191,021.00	89,826.01	101,194.99	47.02
Dept 258 - INFORMATION TECHNOLOGY						
101-258-703.000	SALARIES	75,000.00	75,000.00	39,961.46	35,038.54	53.28
101-258-705.000	VACATION PAY	7,210.00	7,210.00	2,008.89	5,201.11	27.86
101-258-706.000	HOLIDAY PAY	4,000.00	10,000.00	4,326.84	5,673.16	43.27
101-258-709.000	FICA	5,900.00	5,900.00	2,648.97	3,251.03	44.90
101-258-711.000	MEDICARE	1,707.00	1,707.00	619.52	1,087.48	36.29
101-258-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	3,362.00	3,362.00	2,967.45	394.55	88.26
101-258-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	16,000.00	16,000.00	12,543.50	3,456.50	78.40
101-258-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	258.00	258.00	169.65	88.35	65.76
101-258-752.000	SUPPLIES	10,000.00	10,000.00	3,836.79	6,163.21	38.37
101-258-801.100	PROFESSIONAL SERVICES	30,000.00	30,000.00	1,400.00	28,600.00	4.67
101-258-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	25,000.00	25,000.00	22,977.50	2,022.50	91.91
101-258-851.000	MAIL OR POSTAGE	2,500.00	2,500.00	2,197.87	302.13	87.91
101-258-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	45,000.00	45,000.00	33,727.41	11,272.59	74.95
101-258-910.000	PROFESSIONAL DEVELOPMENT	1,500.00	1,500.00	0.00	1,500.00	0.00
101-258-933.000	SOFTWARE MAINTENANCE AGREEMENTS	120,000.00	120,000.00	82,736.74	37,263.26	68.95
101-258-983.000	LEASED ASSETS	29,000.00	29,000.00	16,404.76	12,595.24	56.57
101-258-985.000	HARDWARE	45,000.00	45,000.00	39,631.44	5,368.56	88.07
Total Dept 258 - INFORMATION TECHNOLOGY		421,437.00	427,437.00	268,158.79	159,278.21	62.74

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Dept 260 - FINANCE						
101-260-702.000	WAGES - FULL TIME EMPLOYEES	110,000.00	110,000.00	28,022.93	81,977.07	25.48
101-260-703.000	SALARIES	80,255.00	80,255.00	36,084.14	44,170.86	44.96
101-260-704.000	WAGES - PART TIME EMPLOYEES	19,055.00	19,055.00	9,990.99	9,064.01	52.43
101-260-705.000	VACATION PAY	11,488.00	11,488.00	7,941.16	3,546.84	69.13
101-260-706.000	HOLIDAY PAY	11,488.00	11,488.00	5,051.64	6,436.36	43.97
101-260-708.000	UNEMPLOYMENT COMPENSATION	26,719.00	26,719.00	381.82	26,337.18	1.43
101-260-709.000	FICA	18,758.00	18,758.00	6,086.04	12,671.96	32.45
101-260-711.000	MEDICARE	5,300.00	5,300.00	1,423.35	3,876.65	26.86
101-260-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,399.00	3,399.00	3,150.00	249.00	92.67
101-260-713.000	OVERTIME	2,060.00	2,060.00	1,314.16	745.84	63.79
101-260-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	7,004.00	7,004.00	3,138.48	3,865.52	44.81
101-260-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	12,760.00	12,760.00	0.00	12,760.00	0.00
101-260-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	52,510.00	52,510.00	9,400.07	43,109.93	17.90
101-260-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	862.00	862.00	566.42	295.58	65.71
101-260-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	5,000.00	5,000.00	1,394.32	3,605.68	27.89
101-260-752.000	SUPPLIES	2,853.00	2,853.00	2,724.37	128.63	95.49
101-260-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	7,519.00	7,519.00	2,230.71	5,288.29	29.67
101-260-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	64,328.00	64,328.00	51,249.24	13,078.76	79.67
101-260-801.050	BANK SERVICE CHARGES	40,000.00	40,000.00	19,281.78	20,718.22	48.20
101-260-851.000	MAIL OR POSTAGE	7,500.00	7,500.00	6,057.34	1,442.66	80.76
101-260-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	0.00	2,500.00	0.00
101-260-915.000	MEMBERSHIPS	0.00	190.00	190.00	0.00	100.00
Total Dept 260 - FINANCE		491,358.00	491,548.00	195,678.96	295,869.04	39.81
Dept 265 - CITY HALL						
101-265-704.000	WAGES - PART TIME EMPLOYEES	30,900.00	30,900.00	14,498.75	16,401.25	46.92
101-265-707.000	TEMPORARY EMPLOYEES	1,030.00	1,030.00	0.00	1,030.00	0.00
101-265-709.000	FICA	1,916.00	1,916.00	968.65	947.35	50.56
101-265-711.000	MEDICARE	453.00	453.00	226.54	226.46	50.01
101-265-742.000	MATERIALS & SUPPLIES	20,600.00	20,600.00	14,412.10	6,187.90	69.96
101-265-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	250.00	53.00	197.00	21.20
101-265-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	5,278.00	5,278.00	1,970.85	3,307.15	37.34
101-265-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	556.00	556.00	0.00	556.00	0.00
101-265-918.000	WATER	15,862.00	15,862.00	6,724.32	9,137.68	42.39
101-265-920.000	ELECTRIC	68,959.00	68,959.00	31,762.21	37,196.79	46.06
101-265-921.000	NATURAL GAS	23,896.00	23,896.00	5,937.18	17,958.82	24.85
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	68,959.00	68,959.00	41,203.24	27,755.76	59.75
101-265-946.000	ENGINEERING SERVICES	2,760.00	2,760.00	0.00	2,760.00	0.00
101-265-974.000	LAND IMPROVEMENTS	60,000.00	60,000.00	1,545.00	58,455.00	2.58
101-265-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	54,000.00	176,984.00	142,598.29	34,385.71	80.57
Total Dept 265 - CITY HALL		355,169.00	478,403.00	261,900.13	216,502.87	54.74

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Dept 266 - ACTIVITY CENTER						
101-266-704.000	WAGES - PART TIME EMPLOYEES	10,300.00	10,300.00	7,860.00	2,440.00	76.31
101-266-709.000	FICA	639.00	639.00	514.11	124.89	80.46
101-266-711.000	MEDICARE	155.00	155.00	120.24	34.76	77.57
101-266-742.000	MATERIALS & SUPPLIES	9,064.00	9,064.00	2,412.50	6,651.50	26.62
101-266-918.000	WATER	7,004.00	7,004.00	1,823.63	5,180.37	26.04
101-266-920.000	ELECTRIC	23,896.00	23,896.00	11,212.96	12,683.04	46.92
101-266-921.000	NATURAL GAS	10,609.00	10,609.00	2,676.14	7,932.86	25.23
101-266-934.000	OTHER REPAIRS AND MAINTENANCE	31,415.00	31,415.00	8,679.18	22,735.82	27.63
101-266-946.000	ENGINEERING SERVICES	3,500.00	3,500.00	0.00	3,500.00	0.00
101-266-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	16,100.00	16,100.00	17,360.01	(1,260.01)	107.83
Total Dept 266 - ACTIVITY CENTER		112,682.00	112,682.00	52,658.77	60,023.23	46.73
Dept 267 - BAUMGARTNER HOUSE						
101-267-742.000	MATERIALS & SUPPLIES	3,605.00	3,605.00	69.28	3,535.72	1.92
101-267-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	412.00	412.00	0.00	412.00	0.00
101-267-918.000	WATER	2,122.00	2,122.00	445.97	1,676.03	21.02
101-267-920.000	ELECTRIC	3,708.00	3,708.00	839.26	2,868.74	22.63
101-267-921.000	NATURAL GAS	2,987.00	2,987.00	715.77	2,271.23	23.96
101-267-934.000	OTHER REPAIRS AND MAINTENANCE	4,120.00	4,120.00	450.90	3,669.10	10.94
101-267-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	1,400.00	1,400.00	1,258.04	141.96	89.86
Total Dept 267 - BAUMGARTNER HOUSE		18,354.00	18,354.00	3,779.22	14,574.78	20.59
Dept 268 - LIBRARY BUILDING						
101-268-704.000	WAGES - PART TIME EMPLOYEES	8,930.00	0.00	0.00	0.00	0.00
101-268-707.000	TEMPORARY EMPLOYEES	1,030.00	0.00	0.00	0.00	0.00
101-268-709.000	FICA	554.00	0.00	0.00	0.00	0.00
101-268-711.000	MEDICARE	167.00	0.00	0.00	0.00	0.00
101-268-742.000	MATERIALS & SUPPLIES	6,180.00	0.00	0.00	0.00	0.00
101-268-918.000	WATER	5,253.00	0.00	0.00	0.00	0.00
101-268-920.000	ELECTRIC	17,510.00	0.00	0.00	0.00	0.00
101-268-921.000	NATURAL GAS	6,386.00	0.00	0.00	0.00	0.00
101-268-934.000	OTHER REPAIRS AND MAINTENANCE	15,450.00	0.00	357.20	(357.20)	100.00
101-268-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	9,800.00	0.00	600.00	(600.00)	100.00
Total Dept 268 - LIBRARY BUILDING		71,260.00	0.00	957.20	(957.20)	100.00
Dept 269 - DPW BUILDING						
101-269-704.000	WAGES - PART TIME EMPLOYEES	7,210.00	7,210.00	1,533.50	5,676.50	21.27
101-269-707.000	TEMPORARY EMPLOYEES	1,030.00	1,030.00	0.00	1,030.00	0.00
101-269-709.000	FICA	447.00	447.00	105.55	341.45	23.61
101-269-711.000	MEDICARE	109.00	109.00	24.70	84.30	22.66
101-269-742.000	MATERIALS & SUPPLIES	20,631.00	20,631.00	14,548.89	6,082.11	70.52
101-269-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	1,000.00	380.06	619.94	38.01
101-269-918.000	WATER	1,957.00	1,957.00	1,100.37	856.63	56.23
101-269-920.000	ELECTRIC	12,875.00	12,875.00	6,406.05	6,468.95	49.76
101-269-921.000	NATURAL GAS	16,480.00	16,480.00	4,347.16	12,132.84	26.38
101-269-934.000	OTHER REPAIRS AND MAINTENANCE	18,540.00	18,540.00	9,418.78	9,121.22	50.80
101-269-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	33,000.00	158,600.00	137,401.98	21,198.02	86.63
Total Dept 269 - DPW BUILDING		112,279.00	238,879.00	175,267.04	63,611.96	73.37

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 301 - PUBLIC SAFETY						
101-301-702.000	WAGES - FULL TIME EMPLOYEES	2,400,000.00	2,400,000.00	1,180,825.81	1,219,174.19	49.20
101-301-703.000	SALARIES	95,000.00	95,000.00	0.00	95,000.00	0.00
101-301-704.000	WAGES - PART TIME EMPLOYEES	55,000.00	55,000.00	37,116.99	17,883.01	67.49
101-301-705.000	VACATION PAY	417,150.00	417,150.00	146,202.69	270,947.31	35.05
101-301-706.000	HOLIDAY PAY	141,454.00	141,454.00	42,612.90	98,841.10	30.12
101-301-709.000	FICA	202,910.00	202,910.00	105,316.48	97,593.52	51.90
101-301-711.000	MEDICARE	53,560.00	53,560.00	24,638.94	28,921.06	46.00
101-301-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	26,400.00	26,400.00	22,075.00	4,325.00	83.62
101-301-713.000	OVERTIME	357,000.00	357,000.00	175,092.09	181,907.91	49.05
101-301-714.000	LONGEVITY PAY	68,392.00	68,392.00	20,685.00	47,707.00	30.24
101-301-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	40,000.00	40,000.00	19,928.28	20,071.72	49.82
101-301-717.020	MERS DIVISION 20 POLC	1,030,044.00	1,030,044.00	600,859.00	429,185.00	58.33
101-301-717.021	MERS DIVISION 21 POAM	723,564.00	723,564.00	422,079.00	301,485.00	58.33
101-301-717.022	MERS DIVISION 21 POAM - VOLUNTARY	0.00	800,000.00	800,000.00	0.00	100.00
101-301-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	490,000.00	490,000.00	242,617.00	247,383.00	49.51
101-301-721.000	CLOTHING ALLOWANCE	56,702.00	56,702.00	(1,237.50)	57,939.50	(2.18)
101-301-731.000	EDUCATION ALLOWANCE	28,620.00	28,620.00	16,482.75	12,137.25	57.59
101-301-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	80,576.00	80,576.00	64,266.99	16,309.01	79.76
101-301-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	10,000.00	10,000.00	6,870.31	3,129.69	68.70
101-301-746.000	OPERATING SUPPLIES	41,900.00	41,900.00	23,835.81	18,064.19	56.89
101-301-752.000	SUPPLIES	12,953.00	12,953.00	3,997.02	8,955.98	30.86
101-301-791.000	SUBSCRIPTIONS AND PUBLICATIONS	100.00	100.00	0.00	100.00	0.00
101-301-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	30,950.00	30,950.00	24,262.85	6,687.15	78.39
101-301-816.000	FEE (SEX OFFENDER REGISTRATION)	850.00	850.00	180.00	670.00	21.18
101-301-843.000	MEDICAL PROVIDER SERVICES	5,800.00	5,800.00	0.00	5,800.00	0.00
101-301-850.500	COMMUNICIATIONS (VEHICLES)	20,000.00	20,000.00	7,014.60	12,985.40	35.07
101-301-851.000	MAIL OR POSTAGE	1,200.00	1,200.00	158.99	1,041.01	13.25
101-301-885.000	PROGRAMMING - COP PROGRAM	0.00	10,427.00	13,885.41	(3,458.41)	133.17
101-301-886.000	PROGRAMMING - OWI ENFORCEMENT	0.00	50.00	50.00	0.00	100.00
101-301-889.000	PROGRAMMING - PUBLIC SAFETY DONATIONS	0.00	1,000.00	620.00	380.00	62.00
101-301-910.000	PROFESSIONAL DEVELOPMENT	20,000.00	20,000.00	5,149.00	14,851.00	25.75
101-301-910.302	PROFESSIONAL DEVELOPMENT (PA 302)	5,000.00	10,000.00	7,965.00	2,035.00	79.65
101-301-915.000	MEMBERSHIPS	975.00	975.00	695.00	280.00	71.28
101-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	290,034.00	290,034.00	145,017.00	145,017.00	50.00
101-301-948.000	COMPUTER SERVICES (CLEMIS)	38,200.00	38,200.00	23,304.59	14,895.41	61.01
101-301-956.000	BAD DEBT EXPENSE	20,000.00	20,000.00	0.00	20,000.00	0.00
Total Dept 301 - PUBLIC SAFETY		6,764,334.00	7,580,811.00	4,182,567.00	3,398,244.00	55.17
Dept 325 - COMMUNICATIONS/DISPATCH						
101-325-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	40,020.00	40,020.00	23,345.00	16,675.00	58.33
101-325-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	250,516.00	250,516.00	125,258.00	125,258.00	50.00
Total Dept 325 - COMMUNICATIONS/DISPATCH		290,536.00	290,536.00	148,603.00	141,933.00	51.15

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Dept 371 - BUILDING DEPARTMENT						
101-371-702.000	WAGES - FULL TIME EMPLOYEES	103,000.00	103,000.00	36,000.52	66,999.48	34.95
101-371-703.000	SALARIES	21,000.00	21,000.00	7,821.00	13,179.00	37.24
101-371-703.100	MECHANICAL INSP.	32,000.00	32,000.00	6,555.00	25,445.00	20.48
101-371-703.200	PLUMBING INSP.	5,000.00	5,000.00	3,498.00	1,502.00	69.96
101-371-704.000	WAGES - PART TIME EMPLOYEES	109,611.00	109,611.00	55,785.00	53,826.00	50.89
101-371-705.000	VACATION PAY	14,420.00	14,420.00	3,799.18	10,620.82	26.35
101-371-706.000	HOLIDAY PAY	9,991.00	9,991.00	2,750.53	7,240.47	27.53
101-371-709.000	FICA	16,853.00	16,853.00	6,791.44	10,061.56	40.30
101-371-711.000	MEDICARE	3,953.00	3,953.00	1,588.29	2,364.71	40.18
101-371-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	2,700.00	2,700.00	2,250.00	450.00	83.33
101-371-713.000	OVERTIME	1,500.00	5,000.00	2,174.14	2,825.86	43.48
101-371-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	13,000.00	13,000.00	0.00	13,000.00	0.00
101-371-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	32,000.00	32,000.00	13,574.80	18,425.20	42.42
101-371-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	2,660.00	2,660.00	1,748.51	911.49	65.73
101-371-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,575.00	2,575.00	480.80	2,094.20	18.67
101-371-752.000	SUPPLIES	3,863.00	3,863.00	998.47	2,864.53	25.85
101-371-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	9,682.00	9,682.00	368.00	9,314.00	3.80
101-371-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	62,500.00	62,500.00	23,875.00	38,625.00	38.20
101-371-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	2,500.00	2,500.00	1,627.76	872.24	65.11
101-371-851.000	MAIL OR POSTAGE	1,030.00	1,030.00	335.15	694.85	32.54
101-371-910.000	PROFESSIONAL DEVELOPMENT	773.00	773.00	285.00	488.00	36.87
101-371-911.000	CONFERENCES	2,060.00	2,060.00	40.00	2,020.00	1.94
101-371-915.000	MEMBERSHIPS	1,030.00	1,030.00	0.00	1,030.00	0.00
101-371-932.000	VEHICLE REPAIRS AND MAINTENANCE	47,258.00	47,258.00	23,628.96	23,629.04	50.00
101-371-946.000	ENGINEERING SERVICES	0.00	15,000.00	6,774.40	8,225.60	45.16
Total Dept 371 - BUILDING DEPARTMENT		500,959.00	519,459.00	202,749.95	316,709.05	39.03
Dept 410 - ZONING BOARD OF APPEALS						
101-410-703.000	SALARIES	1,854.00	1,854.00	1,025.00	829.00	55.29
101-410-709.000	FICA	115.00	115.00	71.31	43.69	62.01
101-410-711.000	MEDICARE	27.00	27.00	16.70	10.30	61.85
101-410-713.000	OVERTIME	309.00	309.00	125.14	183.86	40.50
101-410-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	220.00	220.00	0.00	220.00	0.00
101-410-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	206.00	79.24	126.76	38.47
101-410-718.050	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	206.00	0.00	0.00	0.00	0.00
101-410-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	10.00	10.00	0.00	10.00	0.00
101-410-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	0.00	0.00	29.20	(29.20)	100.00
101-410-900.000	PRINTING AND PUBLISHING	1,500.00	1,500.00	1,087.56	412.44	72.50
Total Dept 410 - ZONING BOARD OF APPEALS		4,241.00	4,241.00	2,434.15	1,806.85	57.40

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Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.000	WAGES - FULL TIME EMPLOYEES	300,000.00	300,000.00	206,751.50	93,248.50	68.92
101-441-703.000	SALARIES	80,000.00	80,000.00	44,163.45	35,836.55	55.20
101-441-704.000	WAGES - PART TIME EMPLOYEES	24,000.00	24,000.00	14,485.20	9,514.80	60.36
101-441-705.000	VACATION PAY	60,000.00	60,000.00	22,444.41	37,555.59	37.41
101-441-706.000	HOLIDAY PAY	20,000.00	20,000.00	14,610.81	5,389.19	73.05
101-441-707.000	TEMPORARY EMPLOYEES	36,000.00	36,000.00	0.00	36,000.00	0.00
101-441-709.000	FICA	34,000.00	34,000.00	20,051.02	13,948.98	58.97
101-441-711.000	MEDICARE	7,200.00	7,200.00	4,689.36	2,510.64	65.13
101-441-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	3,300.00	8,000.00	5,950.00	2,050.00	74.38
101-441-713.000	OVERTIME	12,360.00	12,360.00	9,852.91	2,507.09	79.72
101-441-714.000	LONGEVITY PAY	3,700.00	3,700.00	2,400.00	1,300.00	64.86
101-441-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	6,000.00	6,000.00	4,074.39	1,925.61	67.91
101-441-717.023	MERS DIVISION 23 DPW	263,424.00	263,424.00	153,664.00	109,760.00	58.33
101-441-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	100,000.00	100,000.00	53,219.68	46,780.32	53.22
101-441-721.000	CLOTHING ALLOWANCE	3,900.00	8,400.00	8,400.00	0.00	100.00
101-441-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	31,000.00	31,000.00	3,976.18	27,023.82	12.83
101-441-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	4,800.00	4,800.00	2,872.47	1,927.53	59.84
101-441-741.000	UNIFORMS	0.00	1,000.00	3,560.63	(2,560.63)	356.06
101-441-752.000	SUPPLIES	20,000.00	20,000.00	14,924.60	5,075.40	74.62
101-441-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	10,000.00	10,000.00	8,050.00	1,950.00	80.50
101-441-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	4,635.00	4,635.00	2,984.18	1,650.82	64.38
101-441-851.000	MAIL OR POSTAGE	618.00	618.00	19.00	599.00	3.07
101-441-910.000	PROFESSIONAL DEVELOPMENT	515.00	1,890.00	1,890.00	0.00	100.00
101-441-911.000	CONFERENCES	515.00	515.00	0.00	515.00	0.00
101-441-915.000	MEMBERSHIPS	1,030.00	1,030.00	130.00	900.00	12.62
101-441-916.000	STORM DRAINS	0.00	50,000.00	29,453.47	20,546.53	58.91
101-441-932.000	VEHICLE REPAIRS AND MAINTENANCE	14,209.00	14,209.00	7,104.48	7,104.52	50.00
101-441-934.000	OTHER REPAIRS AND MAINTENANCE	0.00	10,000.00	3,860.00	6,140.00	38.60
101-441-946.000	ENGINEERING SERVICES	40,000.00	40,000.00	10,222.40	29,777.60	25.56
101-441-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS	2,575.00	0.00	0.00	0.00	0.00
101-441-989.000	STREET REHABILITATION	0.00	1,150,000.00	9,240.00	1,140,760.00	0.80
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		1,083,781.00	2,302,781.00	663,044.14	1,639,736.86	28.79
Dept 448 - STREET LIGHTING						
101-448-920.000	ELECTRIC	2,575.00	2,575.00	1,081.36	1,493.64	41.99
101-448-920.100	ELECTRIC (STREET LIGHTING)	196,800.00	196,800.00	127,047.71	69,752.29	64.56
101-448-983.000	LEASED ASSETS	67,840.00	67,840.00	47,482.19	20,357.81	69.99
Total Dept 448 - STREET LIGHTING		267,215.00	267,215.00	175,611.26	91,603.74	65.72

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Dept 690 - PARK MAINTENANCE						
101-690-704.000	WAGES - PART TIME EMPLOYEES	0.00	25,000.00	16,283.75	8,716.25	65.14
101-690-707.000	TEMPORARY EMPLOYEES	80,000.00	55,000.00	39,412.00	15,588.00	71.66
101-690-709.000	FICA	7,960.00	7,960.00	3,743.05	4,216.95	47.02
101-690-711.000	MEDICARE	1,160.00	1,160.00	875.30	284.70	75.46
101-690-713.000	OVERTIME	0.00	500.00	76.50	423.50	15.30
101-690-742.000	MATERIALS & SUPPLIES	31,930.00	31,930.00	17,656.14	14,273.86	55.30
101-690-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	2,500.00	0.00
101-690-918.000	WATER	412.00	412.00	0.00	412.00	0.00
101-690-930.000	POND MAINTENANCE	3,090.00	3,090.00	1,695.00	1,395.00	54.85
101-690-932.000	VEHICLE REPAIRS AND MAINTENANCE	3,553.00	3,553.00	1,776.48	1,776.52	50.00
101-690-934.000	OTHER REPAIRS AND MAINTENANCE	16,000.00	50,000.00	36,512.63	13,487.37	73.03
101-690-934.100	PARK DONATIONS - OTHER REPAIRS AND MAINT	0.00	652.00	651.35	0.65	99.90
101-690-940.000	RENTALS	0.00	922.00	921.60	0.40	99.96
101-690-946.000	ENGINEERING SERVICES	954.00	954.00	0.00	954.00	0.00
101-690-974.000	LAND IMPROVEMENTS	40,000.00	40,000.00	30,790.00	9,210.00	76.98
101-690-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	64,500.00	64,500.00	60,087.37	4,412.63	93.16
Total Dept 690 - PARK MAINTENANCE		252,059.00	288,133.00	210,481.17	77,651.83	73.05
Dept 691 - RECREATION						
101-691-702.000	WAGES - FULL TIME EMPLOYEES	37,411.00	37,411.00	15,378.49	22,032.51	41.11
101-691-703.000	SALARIES	34,001.00	34,001.00	16,583.20	17,417.80	48.77
101-691-703.700	SALARIES (RECREATION COMMISSION)	1,250.00	1,250.00	450.00	800.00	36.00
101-691-704.000	WAGES - PART TIME EMPLOYEES	0.00	10,000.00	5,547.00	4,453.00	55.47
101-691-705.000	VACATION PAY	5,903.00	5,903.00	4,205.96	1,697.04	71.25
101-691-706.000	HOLIDAY PAY	4,231.00	4,231.00	3,495.01	735.99	82.60
101-691-707.000	TEMPORARY EMPLOYEES	70,280.00	60,280.00	47,469.73	12,810.27	78.75
101-691-709.000	FICA	10,410.00	10,410.00	6,533.25	3,876.75	62.76
101-691-711.000	MEDICARE	2,990.00	2,990.00	1,527.98	1,462.02	51.10
101-691-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	0.00	0.00	450.00	(450.00)	100.00
101-691-713.000	OVERTIME	2,000.00	2,000.00	908.59	1,091.41	45.43
101-691-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	4,750.00	4,750.00	2,740.50	2,009.50	57.69
101-691-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	4,877.00	4,877.00	0.00	4,877.00	0.00
101-691-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	30,489.00	30,489.00	10,692.85	19,796.15	35.07
101-691-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	2,838.00	2,838.00	2,659.71	178.29	93.72
101-691-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,875.00	1,875.00	631.29	1,243.71	33.67
101-691-752.000	SUPPLIES	2,060.00	2,060.00	1,267.61	792.39	61.53
101-691-801.950	PROFESSIONAL AND CONTRACTUAL SERVICES	21,630.00	21,630.00	7,276.00	14,354.00	33.64
101-691-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,545.00	1,545.00	750.76	794.24	48.59
101-691-851.000	MAIL OR POSTAGE	309.00	309.00	125.00	184.00	40.45
101-691-880.000	COMMUNITY PROMOTION	9,078.00	13,216.00	13,215.24	0.76	99.99
101-691-881.000	PROGRAMMING	25,750.00	25,750.00	5,576.45	20,173.55	21.66
101-691-882.000	PROGRAMMING - FARMERS MARKET	0.00	1,135.00	1,790.57	(655.57)	157.76
101-691-888.000	PROGRAMMING - RECREATION REVOLVING FUNDS	0.00	3,945.00	6,199.22	(2,254.22)	157.14
101-691-911.000	CONFERENCES	1,030.00	1,030.00	0.00	1,030.00	0.00
101-691-915.000	MEMBERSHIPS	1,765.00	1,765.00	0.00	1,765.00	0.00
101-691-932.000	VEHICLE REPAIRS AND MAINTENANCE	19,042.00	19,042.00	9,520.98	9,521.02	50.00
Total Dept 691 - RECREATION		295,514.00	304,732.00	164,995.39	139,736.61	54.14

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 746 - HISTORICAL COMMISSION						
101-746-709.000	FICA	0.00	56.00	13.47	42.53	24.05
101-746-711.000	MEDICARE	0.00	16.00	3.15	12.85	19.69
101-746-713.000	OVERTIME	0.00	1,000.00	217.44	782.56	21.74
101-746-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	20.00	4.33	15.67	21.65
101-746-752.000	SUPPLIES	500.00	500.00	0.00	500.00	0.00
101-746-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	0.00	0.00	30.00	(30.00)	100.00
101-746-934.000	OTHER REPAIRS AND MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
Total Dept 746 - HISTORICAL COMMISSION		2,500.00	3,592.00	268.39	3,323.61	7.47
Dept 750 - SENIOR ACTIVITY CENTER						
101-750-702.000	WAGES - FULL TIME EMPLOYEES	37,411.00	37,411.00	10,221.33	27,189.67	27.32
101-750-703.000	SALARIES	34,001.00	34,001.00	9,891.42	24,109.58	29.09
101-750-704.000	WAGES - PART TIME EMPLOYEES	43,963.00	43,963.00	38,588.06	5,374.94	87.77
101-750-705.000	VACATION PAY	1,380.00	1,380.00	802.43	577.57	58.15
101-750-706.000	HOLIDAY PAY	1,781.00	1,781.00	2,155.02	(374.02)	121.00
101-750-709.000	FICA	7,350.00	7,350.00	4,567.33	2,782.67	62.14
101-750-711.000	MEDICARE	1,719.00	1,719.00	1,068.17	650.83	62.14
101-750-713.000	OVERTIME	0.00	2,000.00	1,315.10	684.90	65.76
101-750-716.000	DEFINED CONTRIBUTION PENSION (401A-457B)	4,750.00	4,750.00	6,178.50	(1,428.50)	130.07
101-750-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	1,887.00	1,887.00	0.00	1,887.00	0.00
101-750-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	30,489.00	30,489.00	5,317.73	25,171.27	17.44
101-750-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	966.00	966.00	747.92	218.08	77.42
101-750-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,875.00	1,875.00	137.99	1,737.01	7.36
101-750-752.000	SUPPLIES	4,500.00	4,500.00	852.69	3,647.31	18.95
101-750-801.950	PROFESSIONAL AND CONTRACTUAL SERVICES	5,150.00	5,150.00	6,627.50	(1,477.50)	128.69
101-750-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	979.00	979.00	673.84	305.16	68.83
101-750-851.000	MAIL OR POSTAGE	258.00	258.00	9.50	248.50	3.68
101-750-881.000	PROGRAMMING	18,952.00	18,952.00	9,575.22	9,376.78	50.52
101-750-932.000	VEHICLE REPAIRS AND MAINTENANCE	19,763.00	19,763.00	9,881.52	9,881.48	50.00
Total Dept 750 - SENIOR ACTIVITY CENTER		217,174.00	219,174.00	108,611.27	110,562.73	49.55
Dept 801 - PLANNING COMMISSION						
101-801-703.000	SALARIES	2,575.00	2,575.00	1,140.00	1,435.00	44.27
101-801-709.000	FICA	167.00	167.00	78.99	88.01	47.30
101-801-711.000	MEDICARE	39.00	39.00	18.47	20.53	47.36
101-801-713.000	OVERTIME	412.00	412.00	134.08	277.92	32.54
101-801-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	220.00	220.00	0.00	220.00	0.00
101-801-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	10.00	200.00	84.89	115.11	42.45
101-801-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	20.00	20.00	0.00	20.00	0.00
101-801-801.900	PROFESSIONAL SERVICES (PLANNING)	25,000.00	75,000.00	25,650.86	49,349.14	34.20
101-801-900.000	PRINTING AND PUBLISHING	1,545.00	1,545.00	686.88	858.12	44.46
101-801-946.000	ENGINEERING SERVICES	12,360.00	12,360.00	1,560.00	10,800.00	12.62
Total Dept 801 - PLANNING COMMISSION		42,348.00	92,538.00	29,354.17	63,183.83	31.72

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 861 - RETIREE						
101-861-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	10,800.00	16,800.00	11,900.00	4,900.00	70.83
101-861-717.010	MERS DIVISION 10 SUPERVISOR	438,228.00	438,228.00	255,633.00	182,595.00	58.33
101-861-717.011	MERS DIVISION 11 CLERICAL	56,388.00	56,388.00	32,893.00	23,495.00	58.33
101-861-723.000	RETIREE HEALTH CARE - OPEB	1,913,823.00	1,913,823.00	972,385.38	941,437.62	50.81
101-861-840.000	INSURANCE PREMIUM (LIFE)	2,136.00	2,136.00	1,188.60	947.40	55.65
Total Dept 861 - RETIREE		2,421,375.00	2,427,375.00	1,273,999.98	1,153,375.02	52.48
Dept 951 - INSURANCE						
101-951-935.000	PROPERTY LIABILITY INSURANCE	250,000.00	250,000.00	249,576.00	424.00	99.83
Total Dept 951 - INSURANCE		250,000.00	250,000.00	249,576.00	424.00	99.83
TOTAL EXPENDITURES		15,347,517.00	17,669,263.00	9,090,939.39	8,578,323.61	51.45
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		13,010,921.00	17,011,528.00	13,662,100.32	3,349,427.68	80.31
TOTAL EXPENDITURES		15,347,517.00	17,669,263.00	9,090,939.39	8,578,323.61	51.45
NET OF REVENUES & EXPENDITURES		(2,336,596.00)	(657,735.00)	4,571,160.93	(5,228,895.93)	694.99

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	747,670.00	747,670.00	379,185.70	368,484.30	50.72
202-000-548.000	STATE GRANTS - METRO ACT	7,752.00	7,752.00	0.00	7,752.00	0.00
202-000-664.000	INTEREST INCOME AND RENT CONTROL	7,000.00	7,000.00	6,723.21	276.79	96.05
Total Dept 000		762,422.00	762,422.00	385,908.91	376,513.09	50.62
TOTAL REVENUES		762,422.00	762,422.00	385,908.91	376,513.09	50.62
Expenditures						
Dept 463 - STREET ACTIVITIES						
202-463-702.000	WAGES - FULL TIME EMPLOYEES	75,000.00	75,000.00	4,367.47	70,632.53	5.82
202-463-705.000	VACATION PAY	5,000.00	5,000.00	943.47	4,056.53	18.87
202-463-706.000	HOLIDAY PAY	5,000.00	5,000.00	209.66	4,790.34	4.19
202-463-709.000	FICA	5,800.00	5,800.00	1,247.93	4,552.07	21.52
202-463-711.000	MEDICARE	1,250.00	1,250.00	291.86	958.14	23.35
202-463-713.000	OVERTIME	20,600.00	20,600.00	11,527.67	9,072.33	55.96
202-463-714.000	LONGEVITY PAY	1,900.00	1,900.00	0.00	1,900.00	0.00
202-463-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	25,000.00	25,000.00	277.36	24,722.64	1.11
202-463-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	24,000.00	24,000.00	1,957.06	22,042.94	8.15
202-463-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	0.00	1,200.00	0.00
202-463-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	5,874.00	5,874.00	5,155.38	718.62	87.77
202-463-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	500.00	500.00	159.22	340.78	31.84
202-463-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	25,311.00	25,311.00	12,286.98	13,024.02	48.54
202-463-870.000	PRESERVATION - STREETS	66,950.00	66,950.00	79,975.98	(13,025.98)	119.46
202-463-871.000	TRAFFIC SERVICES - STREETS	20,000.00	20,000.00	19,433.29	566.71	97.17
202-463-872.000	WINTER MAINTENANCE - STREETS	41,200.00	41,200.00	7,225.39	33,974.61	17.54
202-463-932.000	VEHICLE REPAIRS AND MAINTENANCE	80,935.00	80,935.00	40,467.48	40,467.52	50.00
202-463-946.000	ENGINEERING SERVICES	135,050.00	135,050.00	111,615.80	23,434.20	82.65
202-463-989.000	STREET REHABILITATION	188,523.00	188,523.00	130,583.79	57,939.21	69.27
Total Dept 463 - STREET ACTIVITIES		729,093.00	729,093.00	427,725.79	301,367.21	58.67
TOTAL EXPENDITURES		729,093.00	729,093.00	427,725.79	301,367.21	58.67
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		762,422.00	762,422.00	385,908.91	376,513.09	50.62
TOTAL EXPENDITURES		729,093.00	729,093.00	427,725.79	301,367.21	58.67
NET OF REVENUES & EXPENDITURES		33,329.00	33,329.00	(41,816.88)	75,145.88	125.47

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	STATE GRANTS - HIGHWAY AND STREETS	322,374.00	322,374.00	163,585.04	158,788.96	50.74
203-000-548.000	STATE GRANTS - METRO ACT	33,048.00	33,048.00	0.00	33,048.00	0.00
203-000-664.000	INTEREST INCOME AND RENT CONTROL	7,000.00	7,000.00	5,754.40	1,245.60	82.21
Total Dept 000		362,422.00	362,422.00	169,339.44	193,082.56	46.72
TOTAL REVENUES		362,422.00	362,422.00	169,339.44	193,082.56	46.72
Expenditures						
Dept 463 - STREET ACTIVITIES						
203-463-702.000	WAGES - FULL TIME EMPLOYEES	52,000.00	52,000.00	26,069.47	25,930.53	50.13
203-463-705.000	VACATION PAY	2,200.00	2,200.00	3,226.92	(1,026.92)	146.68
203-463-706.000	HOLIDAY PAY	2,200.00	2,200.00	2,151.30	48.70	97.79
203-463-709.000	FICA	4,500.00	4,500.00	2,576.76	1,923.24	57.26
203-463-711.000	MEDICARE	1,100.00	1,100.00	602.63	497.37	54.78
203-463-713.000	OVERTIME	20,000.00	20,000.00	4,661.57	15,338.43	23.31
203-463-714.000	LONGEVITY PAY	2,000.00	2,000.00	2,100.00	(100.00)	105.00
203-463-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	25,000.00	25,000.00	49.21	24,950.79	0.20
203-463-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	24,720.00	24,720.00	9,620.63	15,099.37	38.92
203-463-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	1,200.00	0.00	100.00
203-463-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	5,874.00	5,874.00	5,155.38	718.62	87.77
203-463-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	0.00	26.41	(26.41)	100.00
203-463-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	17,763.00	17,763.00	8,622.96	9,140.04	48.54
203-463-870.000	PRESERVATION - STREETS	61,800.00	61,800.00	28,308.85	33,491.15	45.81
203-463-871.000	TRAFFIC SERVICES - STREETS	5,150.00	5,150.00	0.00	5,150.00	0.00
203-463-872.000	WINTER MAINTENANCE - STREETS	56,650.00	56,650.00	31,059.73	25,590.27	54.83
203-463-932.000	VEHICLE REPAIRS AND MAINTENANCE	46,780.00	46,780.00	23,389.98	23,390.02	50.00
Total Dept 463 - STREET ACTIVITIES		328,937.00	328,937.00	148,821.80	180,115.20	45.24
TOTAL EXPENDITURES		328,937.00	328,937.00	148,821.80	180,115.20	45.24
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		362,422.00	362,422.00	169,339.44	193,082.56	46.72
TOTAL EXPENDITURES		328,937.00	328,937.00	148,821.80	180,115.20	45.24
NET OF REVENUES & EXPENDITURES		33,485.00	33,485.00	20,517.64	12,967.36	61.27

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 210 - AMBULANCE FUND						
Revenues						
Dept 000						
210-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	406,000.00	414,975.00	392,955.53	22,019.47	94.69
210-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	37,000.00	32,948.00	31,075.77	1,872.23	94.32
210-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	500.00	500.00	497.59	2.41	99.52
210-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	901.00	901.00	0.00	901.00	0.00
210-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	8,395.00	7,384.00	7,222.88	161.12	97.82
210-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,098.00	1,098.00	314.28	783.72	28.62
210-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	33,211.00	37,559.00	37,558.93	0.07	100.00
210-000-638.000	AMBULANCE TRANSPORT FEES	308,756.00	308,756.00	198,598.38	110,157.62	64.32
210-000-664.000	INTEREST INCOME AND RENT CONTROL	14,000.00	14,000.00	7,963.92	6,036.08	56.89
Total Dept 000		809,861.00	818,121.00	676,187.28	141,933.72	82.65
TOTAL REVENUES		809,861.00	818,121.00	676,187.28	141,933.72	82.65
Expenditures						
Dept 301 - PUBLIC SAFETY						
210-301-702.000	WAGES - FULL TIME EMPLOYEES	285,922.00	285,922.00	150,002.98	135,919.02	52.46
210-301-704.000	WAGES - PART TIME EMPLOYEES	0.00	0.00	1,667.25	(1,667.25)	100.00
210-301-705.000	VACATION PAY	31,170.00	31,170.00	6,861.64	24,308.36	22.01
210-301-706.000	HOLIDAY PAY	15,875.00	15,875.00	4,678.28	11,196.72	29.47
210-301-709.000	FICA	23,656.00	23,656.00	11,487.84	12,168.16	48.56
210-301-711.000	MEDICARE	5,540.00	5,540.00	2,686.69	2,853.31	48.50
210-301-713.000	OVERTIME	30,900.00	30,900.00	10,420.25	20,479.75	33.72
210-301-714.000	LONGEVITY PAY	2,271.00	2,271.00	2,940.00	(669.00)	129.46
210-301-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	20,000.00	20,000.00	6,479.58	13,520.42	32.40
210-301-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	109,610.00	109,610.00	28,942.22	80,667.78	26.40
210-301-721.000	CLOTHING ALLOWANCE	7,750.00	7,750.00	0.00	7,750.00	0.00
210-301-722.000	FOOD ALLOWANCE	5,500.00	5,500.00	5,000.00	500.00	90.91
210-301-731.000	EDUCATION ALLOWANCE	2,060.00	2,060.00	0.00	2,060.00	0.00
210-301-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	7,562.00	7,562.00	6,596.92	965.08	87.24
210-301-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	12,300.00	12,300.00	3,082.25	9,217.75	25.06
210-301-746.000	OPERATING SUPPLIES	19,150.00	19,150.00	10,774.52	8,375.48	56.26
210-301-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,000.00	1,000.00	1,619.03	(619.03)	161.90
210-301-801.200	PROFESSIONAL SERVICES (ACCUMED)	21,000.00	21,000.00	6,137.29	14,862.71	29.23
210-301-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	56,770.00	56,770.00	28,384.98	28,385.02	50.00
210-301-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	275.00	275.00	0.00	275.00	0.00
210-301-910.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	3,465.00	(2,965.00)	693.00
210-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	69,261.00	69,261.00	34,630.50	34,630.50	50.00
210-301-956.000	BAD DEBT EXPENSE	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Dept 301 - PUBLIC SAFETY		729,072.00	729,072.00	325,857.22	403,214.78	44.69
TOTAL EXPENDITURES		729,072.00	729,072.00	325,857.22	403,214.78	44.69
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		809,861.00	818,121.00	676,187.28	141,933.72	82.65
TOTAL EXPENDITURES		729,072.00	729,072.00	325,857.22	403,214.78	44.69
NET OF REVENUES & EXPENDITURES		80,789.00	89,049.00	350,330.06	(261,281.06)	393.41

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Fund 211 - DISTRICT COURT OPERATIONS FUND						
Revenues						
Dept 000						
211-000-664.000	INTEREST INCOME AND RENT CONTROL	0.00	0.00	3,196.20	(3,196.20)	100.00
Total Dept 000		0.00	0.00	3,196.20	(3,196.20)	100.00
TOTAL REVENUES		0.00	0.00	3,196.20	(3,196.20)	100.00
Fund 211 - DISTRICT COURT OPERATIONS FUND:						
TOTAL REVENUES		0.00	0.00	3,196.20	(3,196.20)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,196.20	(3,196.20)	100.00

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND						
Revenues						
Dept 000						
226-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	579,285.00	591,749.00	564,663.89	27,085.11	95.42
226-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	53,914.00	46,984.00	44,655.34	2,328.66	95.04
226-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	0.00	0.00	665.56	(665.56)	100.00
226-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,265.00	1,265.00	0.00	1,265.00	0.00
226-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	11,972.00	10,530.00	10,379.64	150.36	98.57
226-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,541.00	1,541.00	451.55	1,089.45	29.30
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	44,623.00	52,720.00	52,719.37	0.63	100.00
226-000-637.000	RECYCLING FEES	106,800.00	106,800.00	50,758.97	56,041.03	47.53
226-000-664.000	INTEREST INCOME AND RENT CONTROL	7,200.00	7,200.00	3,957.95	3,242.05	54.97
Total Dept 000		806,600.00	818,789.00	728,252.27	90,536.73	88.94
TOTAL REVENUES		806,600.00	818,789.00	728,252.27	90,536.73	88.94
Expenditures						
Dept 528 - REFUSE COLLECTION/ DISPOSAL						
226-528-919.000	WASTE AND RUBBISH DISPOSAL	562,000.00	562,000.00	355,155.82	206,844.18	63.19
226-528-925.000	RECYCLING	97,000.00	97,000.00	54,680.64	42,319.36	56.37
226-528-926.000	COMPOSTING	105,000.00	105,000.00	59,370.68	45,629.32	56.54
226-528-940.000	RENTALS	0.00	0.00	144,950.26	(144,950.26)	100.00
226-528-956.000	BAD DEBT EXPENSE	250.00	250.00	55.11	194.89	22.04
Total Dept 528 - REFUSE COLLECTION/ DISPOSAL		764,250.00	764,250.00	614,212.51	150,037.49	80.37
TOTAL EXPENDITURES		764,250.00	764,250.00	614,212.51	150,037.49	80.37
Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND:						
TOTAL REVENUES		806,600.00	818,789.00	728,252.27	90,536.73	88.94
TOTAL EXPENDITURES		764,250.00	764,250.00	614,212.51	150,037.49	80.37
NET OF REVENUES & EXPENDITURES		42,350.00	54,539.00	114,039.76	(59,500.76)	209.10

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 265 - DRUG FORFEITURE						
Revenues						
Dept 000						
265-000-655.950	FINES AND FORFEITURES (DRUG)	10,000.00	10,000.00	5,657.37	4,342.63	56.57
265-000-656.050	GAMBLING FORFEITURE - NON ADJUDICATED	0.00	0.00	12,128.00	(12,128.00)	100.00
265-000-664.000	INTEREST INCOME AND RENT CONTROL	2,800.00	2,800.00	3,800.51	(1,000.51)	135.73
Total Dept 000		12,800.00	12,800.00	21,585.88	(8,785.88)	168.64
TOTAL REVENUES		12,800.00	12,800.00	21,585.88	(8,785.88)	168.64
Expenditures						
Dept 310 - DRUG FORFEITURE						
265-310-746.000	OPERATING SUPPLIES	16,000.00	16,000.00	2,480.88	13,519.12	15.51
265-310-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	14,000.00	14,000.00	0.00	14,000.00	0.00
265-310-983.000	LEASED ASSETS	15,864.00	15,864.00	9,259.60	6,604.40	58.37
Total Dept 310 - DRUG FORFEITURE		45,864.00	45,864.00	11,740.48	34,123.52	25.60
TOTAL EXPENDITURES		45,864.00	45,864.00	11,740.48	34,123.52	25.60
Fund 265 - DRUG FORFEITURE:						
TOTAL REVENUES		12,800.00	12,800.00	21,585.88	(8,785.88)	168.64
TOTAL EXPENDITURES		45,864.00	45,864.00	11,740.48	34,123.52	25.60
NET OF REVENUES & EXPENDITURES		(33,064.00)	(33,064.00)	9,845.40	(42,909.40)	29.78

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 267 - GAMBLING FORFEITURE						
Revenues						
Dept 000						
267-000-664.000	INTEREST INCOME AND RENT CONTROL	19,000.00	19,000.00	6,746.75	12,253.25	35.51
Total Dept 000		19,000.00	19,000.00	6,746.75	12,253.25	35.51
TOTAL REVENUES		19,000.00	19,000.00	6,746.75	12,253.25	35.51
Fund 267 - GAMBLING FORFEITURE:						
TOTAL REVENUES		19,000.00	19,000.00	6,746.75	12,253.25	35.51
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		19,000.00	19,000.00	6,746.75	12,253.25	35.51

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 270 - SENIOR HOUSING						
Revenues						
Dept 000						
270-000-600.000	RENT	548,000.00	548,000.00	316,370.96	231,629.04	57.73
270-000-657.000	ORDINANCE FINES AND COSTS	0.00	0.00	203.00	(203.00)	100.00
270-000-664.000	INTEREST INCOME AND RENT CONTROL	2,080.00	2,080.00	2,036.52	43.48	97.91
Total Dept 000		550,080.00	550,080.00	318,610.48	231,469.52	57.92
TOTAL REVENUES		550,080.00	550,080.00	318,610.48	231,469.52	57.92
Expenditures						
Dept 265 - CITY HALL						
270-265-702.000	WAGES - FULL TIME EMPLOYEES	10,000.00	10,000.00	3,184.99	6,815.01	31.85
270-265-704.000	WAGES - PART TIME EMPLOYEES	41,200.00	41,200.00	27,895.25	13,304.75	67.71
270-265-709.000	FICA	3,500.00	3,500.00	2,075.92	1,424.08	59.31
270-265-711.000	MEDICARE	750.00	750.00	485.59	264.41	64.75
270-265-713.000	OVERTIME	2,500.00	2,500.00	422.75	2,077.25	16.91
270-265-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	2,500.00	2,500.00	18.20	2,481.80	0.73
270-265-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	800.00	800.00	626.81	173.19	78.35
270-265-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	100.00	100.00	10.55	89.45	10.55
270-265-742.000	MATERIALS & SUPPLIES	15,000.00	15,000.00	11,698.58	3,301.42	77.99
270-265-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	0.00	0.00	38.00	(38.00)	100.00
270-265-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	0.00	599.16	(599.16)	100.00
270-265-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	2,700.00	2,700.00	0.00	2,700.00	0.00
270-265-852.000	OTHER MISC COMMUNICATIONS (INTERNET)	1,000.00	1,000.00	819.64	180.36	81.96
270-265-918.000	WATER	40,000.00	40,000.00	22,444.94	17,555.06	56.11
270-265-920.000	ELECTRIC	11,000.00	11,000.00	6,973.15	4,026.85	63.39
270-265-921.000	NATURAL GAS	1,500.00	1,500.00	2,329.61	(829.61)	155.31
270-265-934.000	OTHER REPAIRS AND MAINTENANCE	281,849.00	281,849.00	102,127.36	179,721.64	36.23
270-265-935.000	PROPERTY LIABILITY INSURANCE	43,702.00	43,702.00	32,981.80	10,720.20	75.47
270-265-968.000	DEPRECIATION AND DEPLETION	91,979.00	91,979.00	0.00	91,979.00	0.00
270-265-975.000	BUILDING, BUILDING ADDITIONS AND IMPROV	0.00	0.00	12,620.44	(12,620.44)	100.00
Total Dept 265 - CITY HALL		550,080.00	550,080.00	227,352.74	322,727.26	41.33
TOTAL EXPENDITURES		550,080.00	550,080.00	227,352.74	322,727.26	41.33
Fund 270 - SENIOR HOUSING:						
TOTAL REVENUES		550,080.00	550,080.00	318,610.48	231,469.52	57.92
TOTAL EXPENDITURES		550,080.00	550,080.00	227,352.74	322,727.26	41.33
NET OF REVENUES & EXPENDITURES		0.00	0.00	91,257.74	(91,257.74)	100.00

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 301 - GENERAL DEBT SERVICE (CITY HALL)						
Revenues						
Dept 000						
301-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	91,500.00	105,648.00	100,812.38	4,835.62	95.42
301-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	8,500.00	8,389.00	7,973.60	415.40	95.05
301-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	0.00	0.00	666.13	(666.13)	100.00
301-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	2,000.00	1,534.00	1,853.39	(319.39)	120.82
301-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	0.00	0.00	82.09	(82.09)	100.00
301-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	44,069.00	51,041.00	51,040.07	0.93	100.00
301-000-664.000	INTEREST INCOME AND RENT CONTROL	1,200.00	1,200.00	2,324.52	(1,124.52)	193.71
Total Dept 000		147,269.00	167,812.00	164,752.18	3,059.82	98.18
TOTAL REVENUES		147,269.00	167,812.00	164,752.18	3,059.82	98.18
Expenditures						
Dept 945 - DEBT						
301-945-991.000	PRINCIPAL	530,000.00	530,000.00	530,000.00	0.00	100.00
301-945-992.000	INTEREST EXPENSE	8,282.00	8,282.00	8,281.25	0.75	99.99
301-945-993.000	PAYING AGENT FEES	125.00	125.00	0.00	125.00	0.00
Total Dept 945 - DEBT		538,407.00	538,407.00	538,281.25	125.75	99.98
TOTAL EXPENDITURES		538,407.00	538,407.00	538,281.25	125.75	99.98
Fund 301 - GENERAL DEBT SERVICE (CITY HALL):						
TOTAL REVENUES		147,269.00	167,812.00	164,752.18	3,059.82	98.18
TOTAL EXPENDITURES		538,407.00	538,407.00	538,281.25	125.75	99.98
NET OF REVENUES & EXPENDITURES		(391,138.00)	(370,595.00)	(373,529.07)	2,934.07	100.79

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 307 - DEBT SERVICE (2015 STREET BOND)						
Revenues						
Dept 000						
307-000-402.000	TAXES - CURRENT REAL PROPERTY TAXES	748,000.00	760,827.00	726,002.74	34,824.26	95.42
307-000-410.000	TAXES - CURRENT PERSONAL PROPERTY TAXES	69,000.00	60,408.00	57,414.02	2,993.98	95.04
307-000-412.000	TAXES - DELINQUENT PERSONAL PROPERTY	500.00	500.00	1,076.86	(576.86)	215.37
307-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	1,600.00	1,600.00	0.00	1,600.00	0.00
307-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	16,000.00	11,046.00	13,345.26	(2,299.26)	120.82
307-000-445.000	TAXES - PENALTIES AND INTEREST ON TAXES	1,000.00	1,000.00	581.24	418.76	58.12
307-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	75,452.00	87,384.00	87,383.72	0.28	100.00
307-000-664.000	INTEREST INCOME AND RENT CONTROL	3,600.00	3,600.00	3,081.59	518.41	85.60
Total Dept 000		915,152.00	926,365.00	888,885.43	37,479.57	95.95
TOTAL REVENUES		915,152.00	926,365.00	888,885.43	37,479.57	95.95
Expenditures						
Dept 945 - DEBT						
307-945-991.000	PRINCIPAL	880,000.00	880,000.00	880,000.00	0.00	100.00
307-945-992.000	INTEREST	31,775.00	31,775.00	20,837.50	10,937.50	65.58
307-945-993.000	PAYING AGENT FEES	125.00	125.00	0.00	125.00	0.00
Total Dept 945 - DEBT		911,900.00	911,900.00	900,837.50	11,062.50	98.79
TOTAL EXPENDITURES		911,900.00	911,900.00	900,837.50	11,062.50	98.79
Fund 307 - DEBT SERVICE (2015 STREET BOND):						
TOTAL REVENUES		915,152.00	926,365.00	888,885.43	37,479.57	95.95
TOTAL EXPENDITURES		911,900.00	911,900.00	900,837.50	11,062.50	98.79
NET OF REVENUES & EXPENDITURES		3,252.00	14,465.00	(11,952.07)	26,417.07	82.63

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 592 - WATER AND SEWER FUND						
Revenues						
Dept 000						
592-000-642.100	SALES - WATER COMMODITY	2,709,000.00	2,709,000.00	1,201,747.43	1,507,252.57	44.36
592-000-642.200	SALES - WATER RTS	1,154,000.00	1,154,000.00	551,314.54	602,685.46	47.77
592-000-642.300	SALES - SEWER COMMODITY	4,745,000.00	4,745,000.00	2,170,774.67	2,574,225.33	45.75
592-000-642.400	SALES - SEWER RTS	751,000.00	751,000.00	358,879.74	392,120.26	47.79
592-000-642.500	SALES - METER REPLACEMENT FEE	63,600.00	63,600.00	30,261.00	33,339.00	47.58
592-000-642.600	SALES - WATER TAP FEES	3,600.00	3,600.00	12,500.00	(8,900.00)	347.22
592-000-642.700	SALES - SEWER TAP FEES	3,000.00	3,000.00	7,171.20	(4,171.20)	239.04
592-000-655.700	PENALTIES	81,600.00	81,600.00	57,741.01	23,858.99	70.76
592-000-664.000	INTEREST INCOME AND RENT CONTROL	54,000.00	54,000.00	39,418.11	14,581.89	73.00
592-000-678.000	MISCELLANEOUS	0.00	0.00	(4,347.00)	4,347.00	100.00
Total Dept 000		9,564,800.00	9,564,800.00	4,425,460.70	5,139,339.30	46.27
TOTAL REVENUES		9,564,800.00	9,564,800.00	4,425,460.70	5,139,339.30	46.27
Expenditures						
Dept 526 - WATER						
592-526-702.000	WAGES - FULL TIME EMPLOYEES	278,100.00	278,100.00	82,561.97	195,538.03	29.69
592-526-704.000	WAGES - PART TIME EMPLOYEES	40,000.00	40,000.00	7,332.00	32,668.00	18.33
592-526-705.000	VACATION PAY	30,000.00	30,000.00	25,294.31	4,705.69	84.31
592-526-706.000	HOLIDAY PAY	20,000.00	20,000.00	6,605.03	13,394.97	33.03
592-526-707.000	TEMPORARY EMPLOYEES	25,000.00	25,000.00	0.00	25,000.00	0.00
592-526-709.000	FICA	26,780.00	26,780.00	10,303.31	16,476.69	38.47
592-526-711.000	MEDICARE	6,180.00	6,180.00	2,409.69	3,770.31	38.99
592-526-713.000	OVERTIME	55,620.00	55,620.00	31,780.36	23,839.64	57.14
592-526-714.000	LONGEVITY PAY	4,800.00	4,800.00	3,400.00	1,400.00	70.83
592-526-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	704,000.00	704,000.00	715.76	703,284.24	0.10
592-526-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	111,240.00	111,240.00	35,254.76	75,985.24	31.69
592-526-721.000	CLOTHING ALLOWANCE	3,600.00	3,600.00	3,600.00	0.00	100.00
592-526-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	7,934.00	7,934.00	7,249.59	684.41	91.37
592-526-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	102,000.00	102,000.00	400.38	101,599.62	0.39
592-526-752.000	SUPPLIES	15,450.00	15,450.00	8,040.54	7,409.46	52.04
592-526-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	128,750.00	128,750.00	30,698.86	98,051.14	23.84
592-526-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	6,000.00	6,000.00	11,046.57	(5,046.57)	184.11
592-526-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	192,991.00	192,991.00	96,495.48	96,495.52	50.00
592-526-834.000	FEES AND PERMITS	0.00	0.00	150.00	(150.00)	100.00
592-526-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,545.00	1,545.00	572.78	972.22	37.07
592-526-851.000	MAIL OR POSTAGE	15,000.00	15,000.00	6,181.35	8,818.65	41.21
592-526-883.000	PERMITS	5,854.00	5,854.00	5,859.31	(5.31)	100.09
592-526-910.000	PROFESSIONAL DEVELOPMENT	0.00	0.00	300.00	(300.00)	100.00
592-526-915.000	MEMBERSHIPS	785.00	785.00	810.00	(25.00)	103.18
592-526-918.000	WATER	824.00	824.00	408.97	415.03	49.63
592-526-918.500	WATER (GREAT LAKES WATER AUTHORITY)	1,339,000.00	1,339,000.00	622,500.43	716,499.57	46.49
592-526-932.000	VEHICLE REPAIRS AND MAINTENANCE	81,103.00	81,103.00	40,551.48	40,551.52	50.00
592-526-934.000	OTHER REPAIRS AND MAINTENANCE	41,200.00	41,200.00	21,501.81	19,698.19	52.19
592-526-946.000	ENGINEERING SERVICES	25,000.00	25,000.00	12,389.40	12,610.60	49.56
592-526-956.000	BAD DEBT EXPENSE	15,000.00	15,000.00	2,185.22	12,814.78	14.57
592-526-968.000	DEPRECIATION AND DEPLETION	185,000.00	185,000.00	0.00	185,000.00	0.00
592-526-972.000	CAPITAL OUTLAY (WATER SYSTEM)	1.00	1.00	0.00	1.00	0.00
592-526-991.000	PRINCIPAL	1.00	1.00	0.00	1.00	0.00
592-526-992.000	INTEREST EXPENSE	19,938.00	19,938.00	0.00	19,938.00	0.00
Total Dept 526 - WATER		3,488,696.00	3,488,696.00	1,076,599.36	2,412,096.64	30.86

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Dept 527 - SEWER						
592-527-702.000	WAGES - FULL TIME EMPLOYEES	204,970.00	204,970.00	31,904.84	173,065.16	15.57
592-527-705.000	VACATION PAY	36,000.00	36,000.00	1,094.74	34,905.26	3.04
592-527-706.000	HOLIDAY PAY	6,000.00	6,000.00	218.95	5,781.05	3.65
592-527-709.000	FICA	15,450.00	15,450.00	2,765.64	12,684.36	17.90
592-527-711.000	MEDICARE	4,120.00	4,120.00	646.78	3,473.22	15.70
592-527-713.000	OVERTIME	25,750.00	25,750.00	8,978.90	16,771.10	34.87
592-527-714.000	LONGEVITY PAY	2,750.00	2,750.00	0.00	2,750.00	0.00
592-527-717.000	DEFINED BENEFIT PENSION PLAN (MERS)	527,000.00	527,000.00	735.72	526,264.28	0.14
592-527-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	72,100.00	72,100.00	5,569.64	66,530.36	7.72
592-527-721.000	CLOTHING ALLOWANCE	3,500.00	3,500.00	1,200.00	2,300.00	34.29
592-527-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	3,248.00	3,248.00	2,995.46	252.54	92.22
592-527-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	77,000.00	77,000.00	382.61	76,617.39	0.50
592-527-752.000	SUPPLIES	0.00	0.00	79.00	(79.00)	100.00
592-527-752.100	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	12,360.00	12,360.00	59.61	12,300.39	0.48
592-527-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	300,000.00	300,000.00	74,999.95	225,000.05	25.00
592-527-803.101	ADMINISTRATIVE SERVICES (GENERAL FUND)	124,831.00	124,831.00	62,415.48	62,415.52	50.00
592-527-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	876.00	876.00	572.78	303.22	65.39
592-527-851.000	MAIL OR POSTAGE	9,000.00	9,000.00	6,105.19	2,894.81	67.84
592-527-910.000	PROFESSIONAL DEVELOPMENT	2,360.00	2,360.00	0.00	2,360.00	0.00
592-527-917.000	SEWAGE	2,781,000.00	2,781,000.00	1,597,872.36	1,183,127.64	57.46
592-527-920.000	ELECTRIC	2,472.00	2,472.00	1,898.09	573.91	76.78
592-527-932.000	VEHICLE REPAIRS AND MAINTENANCE	196,640.00	196,640.00	99,294.44	97,345.56	50.50
592-527-934.500	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	100,000.00	100,000.00	12,133.41	87,866.59	12.13
592-527-946.000	ENGINEERING SERVICES	25,000.00	25,000.00	25,887.00	(887.00)	103.55
592-527-956.000	BAD DEBT EXPENSE	10,300.00	10,300.00	4,174.64	6,125.36	40.53
592-527-968.000	DEPRECIATION AND DEPLETION	1,240,000.00	1,240,000.00	0.00	1,240,000.00	0.00
592-527-991.000	PRINCIPAL	1.00	1.00	0.00	1.00	0.00
592-527-992.000	INTEREST EXPENSE	656,000.00	656,000.00	286,416.11	369,583.89	43.66
592-527-993.000	PAYING AGENT FEES	1,000.00	1,000.00	49.29	950.71	4.93
Total Dept 527 - SEWER		6,439,728.00	6,439,728.00	2,228,450.63	4,211,277.37	34.60
TOTAL EXPENDITURES		9,928,424.00	9,928,424.00	3,305,049.99	6,623,374.01	33.29
Fund 592 - WATER AND SEWER FUND:						
TOTAL REVENUES		9,564,800.00	9,564,800.00	4,425,460.70	5,139,339.30	46.27
TOTAL EXPENDITURES		9,928,424.00	9,928,424.00	3,305,049.99	6,623,374.01	33.29
NET OF REVENUES & EXPENDITURES		(363,624.00)	(363,624.00)	1,120,410.71	(1,484,034.71)	308.12

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
BUDGET TO ACTUAL REPORT - JANUARY 2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 645 - MEDICAL SELF INSURANCE FUND						
Revenues						
Dept 000						
645-000-664.000	INTEREST INCOME AND RENT CONTROL	5,400.00	5,400.00	3,043.67	2,356.33	56.36
645-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	0.00	0.00	36,914.25	(36,914.25)	100.00
645-000-700.000	HCARE ISF CHARGES FOR SERVICES	590,000.00	590,000.00	310,151.48	279,848.52	52.57
Total Dept 000		595,400.00	595,400.00	350,109.40	245,290.60	58.80
TOTAL REVENUES		595,400.00	595,400.00	350,109.40	245,290.60	58.80
Expenditures						
Dept 999 - SELF INSURANCE						
645-999-837.000	HEALTH INSURANCE CLAIMS	595,400.00	595,400.00	475,988.77	119,411.23	79.94
Total Dept 999 - SELF INSURANCE		595,400.00	595,400.00	475,988.77	119,411.23	79.94
TOTAL EXPENDITURES		595,400.00	595,400.00	475,988.77	119,411.23	79.94
Fund 645 - MEDICAL SELF INSURANCE FUND:						
TOTAL REVENUES		595,400.00	595,400.00	350,109.40	245,290.60	58.80
TOTAL EXPENDITURES		595,400.00	595,400.00	475,988.77	119,411.23	79.94
NET OF REVENUES & EXPENDITURES		0.00	0.00	(125,879.37)	125,879.37	100.00

CITY OF FRASER, MACOMB COUNTY, MI (MUNICODE: 502030)
BUDGET TO ACTUAL REPORT - JANUARY 2020

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	01/31/2020 YTD BALANCE	01/31/2020 DIFFERENCE	01/31/2020 % BDGT
Fund 661 - MOTOR POOL						
Revenues						
Dept 000						
661-000-643.000	EQUIPMENT RENTAL	868,578.00	868,578.00	434,288.88	434,289.12	50.00
661-000-664.000	INTEREST INCOME AND RENT CONTROL	6,400.00	6,400.00	3,900.12	2,499.88	60.94
661-000-686.000	INSURANCE RECOVERIES	0.00	0.00	7,683.09	(7,683.09)	100.00
Total Dept 000		874,978.00	874,978.00	445,872.09	429,105.91	50.96
TOTAL REVENUES		874,978.00	874,978.00	445,872.09	429,105.91	50.96
Expenditures						
Dept 249 - MOTOR POOL						
661-249-702.000	WAGES - FULL TIME EMPLOYEES	59,300.00	59,300.00	7,975.18	51,324.82	13.45
661-249-705.000	VACATION PAY	4,500.00	4,500.00	1,434.52	3,065.48	31.88
661-249-706.000	HOLIDAY PAY	2,761.00	2,761.00	2,320.18	440.82	84.03
661-249-709.000	FICA	4,172.00	4,172.00	953.25	3,218.75	22.85
661-249-711.000	MEDICARE	979.00	979.00	222.92	756.08	22.77
661-249-713.000	OVERTIME	7,000.00	7,000.00	1,531.39	5,468.61	21.88
661-249-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	9,373.00	9,373.00	1,370.53	8,002.47	14.62
661-249-721.000	CLOTHING ALLOWANCE	1,200.00	1,200.00	0.00	1,200.00	0.00
661-249-732.000	WORKERS COMPENSATION INSURANCE EXPENSE	1,834.00	1,834.00	1,486.98	347.02	81.08
661-249-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,000.00	1,000.00	278.78	721.22	27.88
661-249-752.000	SUPPLIES	0.00	0.00	1,066.59	(1,066.59)	100.00
661-249-758.000	DIESEL FUEL	36,000.00	36,000.00	18,818.85	17,181.15	52.27
661-249-759.000	GASOLINE	80,000.00	80,000.00	38,206.46	41,793.54	47.76
661-249-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,500.00	2,500.00	1,000.00	1,500.00	40.00
661-249-805.000	ENTERPRISE FLEET MANAGEMENT	210,000.00	210,000.00	91,894.65	118,105.35	43.76
661-249-850.000	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	1,000.00	1,000.00	0.00	1,000.00	0.00
661-249-931.000	EQUIPMENT REPAIRS	50,000.00	50,000.00	56,621.02	(6,621.02)	113.24
661-249-932.000	VEHICLE REPAIRS AND MAINTENANCE	155,000.00	155,000.00	81,642.07	73,357.93	52.67
661-249-934.000	OTHER REPAIRS AND MAINTENANCE	20,000.00	20,000.00	13,952.09	6,047.91	69.76
661-249-936.000	VEHICLE LIABILITY INSURANCE	79,993.00	79,993.00	73,930.00	6,063.00	92.42
661-249-940.000	RENTALS	0.00	0.00	5,206.50	(5,206.50)	100.00
661-249-968.000	DEPRECIATION AND DEPLETION	120,000.00	120,000.00	0.00	120,000.00	0.00
661-249-991.000	PRINCIPAL	1.00	1.00	0.00	1.00	0.00
661-249-992.000	INTEREST EXPENSE	17,000.00	17,000.00	2,927.01	14,072.99	17.22
Total Dept 249 - MOTOR POOL		863,613.00	863,613.00	402,838.97	460,774.03	46.65
TOTAL EXPENDITURES		863,613.00	863,613.00	402,838.97	460,774.03	46.65
Fund 661 - MOTOR POOL:						
TOTAL REVENUES		874,978.00	874,978.00	445,872.09	429,105.91	50.96
TOTAL EXPENDITURES		863,613.00	863,613.00	402,838.97	460,774.03	46.65
NET OF REVENUES & EXPENDITURES		11,365.00	11,365.00	43,033.12	(31,668.12)	378.65

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/06/2020	PNC	133717	123.NET,INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	427.11
02/06/2020	PNC	133718	AEW	Escrow Fee	283.100	000	469.00
02/06/2020	PNC	133719	AEW	Escrow Fee	283.100	000	250.00
02/06/2020	PNC	133720	AEW	Escrow Fee	283.100	000	535.00
02/06/2020	PNC	133723*#	AEW	ENGINEERING SERVICES	946.000	371	1,340.50
02/06/2020	PNC	133726	AEW	ENGINEERING SERVICES	946.000	441	750.00
02/06/2020	PNC	133727	AEW	ENGINEERING SERVICES	946.000	441	200.00
02/06/2020	PNC	133732	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	615.90
02/06/2020	PNC	133733	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	1,850.00
02/06/2020	PNC	133735	BROADCO PROPERTY RESTORATION	BB180207 - PB18-207	283.100	000	100.00
02/06/2020	PNC	133738	DESERT IN ALASKA GROUP	DESERT IN ALASKA GROUP	283.100	000	40.00
02/06/2020	PNC	133739*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	3,347.01
				ELECTRIC	920.000	266	1,389.14
				ELECTRIC	920.000	267	123.05
				ELECTRIC	920.000	269	692.62
				ELECTRIC	920.000	448	104.50
				CHECK PNC 133739 TOTAL			5,656.32
02/06/2020	PNC	133740	FIRE SAVVY CONSULTANTS, LLC	BOND	283.100	000	350.00
02/06/2020	PNC	133741	FIRE SAVVY CONSULTANTS, LLC	Escrow Fee	283.100	000	400.00
02/06/2020	PNC	133744	GSA GRUPPO LLC	BB170022 - PB17-022	283.100	000	10,000.00
02/06/2020	PNC	133745	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES (LEGAL)	801.800	210	1,948.95
02/06/2020	PNC	133746	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	336.54
02/06/2020	PNC	133747	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	900.14

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/06/2020	PNC	133748	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	336.54
02/06/2020	PNC	133749	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	900.14
02/06/2020	PNC	133750	HOLTYN. MATTHEW & REGINA	BB180137 - PB18-137	283.100	000	250.00
02/06/2020	PNC	133751	HUTCHISON MECHANICAL	A/c Residential	283.100	000	30.00
02/06/2020	PNC	133752	INACOMP	HARDWARE	985.000	258	21,934.50
02/06/2020	PNC	133753	INACOMP	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	150.00
02/06/2020	PNC	133754	KERR ALBERT OFFICE SUPPLY	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	31.04
02/06/2020	PNC	133755	DENNIS KOENDERS	MECHANICAL INSP.	703.100	371	717.00
02/06/2020	PNC	133756	KS STATE BANK	LEASED ASSETS	983.000	448	6,783.17
02/06/2020	PNC	133757	LAKEVIEW HEATING	Escrow Fee	283.100	000	1,000.00
02/06/2020	PNC	133758	LEAF	LEASED ASSETS	983.000	258	400.50
02/06/2020	PNC	133759	MACOMB COUNTY CHAMBER	MEMBERSHIPS	915.000	101	299.00
02/06/2020	PNC	133760	MACOMB COUNTY HERITAGE ALLIANCE	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	746	30.00
02/06/2020	PNC	133761	MARCO TECHNOLOGIES, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	136	1,154.14
02/06/2020	PNC	133762	MICHIGAN DOOR	OTHER REPAIRS AND MAINTENANCE	934.000	269	235.00
02/06/2020	PNC	133763	MICHIGAN DOOR	OTHER REPAIRS AND MAINTENANCE	934.000	265	187.50
02/06/2020	PNC	133764	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	948.000	301	1,286.78
02/06/2020	PNC	133765	OFFICE DEPOT	SUPPLIES	752.000	371	49.99
02/06/2020	PNC	133766	OFFICE DEPOT	SUPPLIES	752.000	371	7.11
02/06/2020	PNC	133767	PITNEY BOWES GLOBAL FIN SRV, LLC	LEASED ASSETS	983.000	258	824.25
02/06/2020	PNC	133769	NICHOLAS SCHAEFER	SALARIES	703.000	371	612.00
02/06/2020	PNC	133770	SOUTHEAST MI COURT ADMIN. ASSOC.	PROFESSIONAL DEVELOPMENT	910.000	136	75.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/06/2020	PNC	133771	JAMES SHIMKO	PLUMBING INSP.	703.200	371	348.00
02/06/2020	PNC	133772#	SHRED-IT USA	SUPPLIES	752.000	171	35.57
				SUPPLIES	752.000	209	35.57
				SUPPLIES	752.000	260	35.57
				SUPPLIES	752.000	371	35.57
				CHECK PNC 133772 TOTAL			142.28
02/06/2020	PNC	133773	SHREDCORP	OPERATING SUPPLIES	746.000	301	53.00
02/06/2020	PNC	133774	St. John Lutheran Church and	BB181817 - PB18-176	283.100	000	890.00
02/06/2020	PNC	133775	STATE OF MICHIGAN	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	43.25
02/06/2020	PNC	133776	UNITED STATES POSTAL SERVICE	MAIL OR POSTAGE			** VOIDED **
02/06/2020	PNC	133777	UNITED STATES POSTAL SERVICE	MAIL OR POSTAGE	851.000	215	300.00
02/06/2020	PNC	133778	WOW INTERNET-CABLE-PHONE	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	4,691.24
02/06/2020	PNC	133779*#	AMERICAN EXPRESS	SUPPLIES	752.000	171	10.00
				SUPPLIES	752.000	215	75.62
				SUPPLIES	752.000	215	66.00
				SUPPLIES	752.000	258	39.46
				SUPPLIES	752.000	258	4.44
				SUPPLIES	752.000	258	4.17
				SUPPLIES	752.000	258	94.83
				SUPPLIES	752.000	258	109.99
				SUPPLIES	752.000	258	89.00
				SUPPLIES	752.000	258	39.99
				SUPPLIES	752.000	258	129.99
				SUPPLIES	752.000	258	126.79
				SUPPLIES	752.000	258	37.97
				SUPPLIES	752.000	258	113.20
				SUPPLIES	752.000	258	12.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				SUPPLIES	752.000	258	23.98
				SUPPLIES	752.000	258	(63.55)
				SUPPLIES	752.000	258	(38.99)
				SUPPLIES	752.000	258	(32.80)
				SUPPLIES	752.000	258	(25.99)
				SUPPLIES	752.000	258	213.91
				SUPPLIES	752.000	258	9.81
				SUPPLIES	752.000	258	26.97
				SUPPLIES	752.000	258	122.07
				SUPPLIES	752.000	258	168.89
				SUPPLIES	752.000	258	12.99
				SUPPLIES	752.000	258	36.98
				SUPPLIES	752.000	258	3.98
				SUPPLIES	752.000	258	36.02
				SUPPLIES	752.000	258	104.99
				SUPPLIES	752.000	258	295.00
				SUPPLIES	752.000	258	9.51
				SUPPLIES	752.000	258	7.99
				SUPPLIES	752.000	258	100.00
				SUPPLIES	752.000	258	(38.99)
				SUPPLIES	752.000	258	47.66
				SUPPLIES	752.000	258	44.91
				SUPPLIES	752.000	258	63.31
				SUPPLIES	752.000	258	202.54
				SUPPLIES	752.000	258	(158.99)
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	564.00
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	191.44
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	45.55
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	28.37
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	15.85
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	(19.73)
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	217.98
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	104.93
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	109.06
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	32.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	38.86
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	1.38
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	768.98
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	(25.98)
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	(2.52)
				MAIL OR POSTAGE	851.000	258	(20.85)
				MAIL OR POSTAGE	851.000	258	(475.18)
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	7.00
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	10.59
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	71.78
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	9.99
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	100.91
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	418.65
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	515.00
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	512.37
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	48.75
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	747.38
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	8.97
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	143.48
				OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	24.99
				SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	1,464.84
				SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	149.94
				SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	129.51
				SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	987.00
				SUPPLIES	752.000	260	164.59
				SUPPLIES	752.000	260	159.98
				OPERATING SUPPLIES	746.000	301	137.91
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	371	100.00
				PROFESSIONAL DEVELOPMENT	910.000	371	60.00
				PROFESSIONAL DEVELOPMENT	910.000	371	60.00
				PROFESSIONAL DEVELOPMENT	910.000	371	60.00
				PROGRAMMING	881.000	691	77.76
				PROGRAMMING	881.000	691	49.99
				PROGRAMMING	881.000	691	9.25
				PROGRAMMING	881.000	691	52.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				PROGRAMMING	881.000	691	160.88
				PROGRAMMING	881.000	691	487.21
				PROGRAMMING	881.000	691	294.00
				PROGRAMMING	881.000	691	825.83
				SUPPLIES	752.000	750	128.00
				PROGRAMMING	881.000	750	153.89
				CHECK PNC 133779 TOTAL			12,033.32
02/13/2020	PNC	133782#	AMERICA'S FINEST	SUPPLIES	752.000	215	54.00
				SUPPLIES	752.000	301	138.00
				SUPPLIES	752.000	371	54.00
				CHECK PNC 133782 TOTAL			246.00
02/13/2020	PNC	133783	AMERIGAS-STERLING HEIGHTS	SUPPLIES	752.000	441	1,294.19
02/13/2020	PNC	133784*#	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	344.29
02/13/2020	PNC	133785	ASSESSMENT	PROFESSIONAL SERVICES (ASSESSOR)	801.500	209	8,489.58
02/13/2020	PNC	133786	BEAN BROS. TROPHY & AWARD	OPERATING SUPPLIES	746.000	301	55.50
02/13/2020	PNC	133787	BS&A SOFTWARE	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	5,173.00
02/13/2020	PNC	133788#	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	101	400.68
				PRINTING AND PUBLISHING	900.000	209	152.64
				CHECK PNC 133788 TOTAL			553.32
02/13/2020	PNC	133789*#	CHRISTIAN CONCRETE CUTTING INC.	OTHER REPAIRS AND MAINTENANCE	934.000	269	300.00
02/13/2020	PNC	133790*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	205.15
				OTHER REPAIRS AND MAINTENANCE	934.000	265	205.15
				OTHER REPAIRS AND MAINTENANCE	934.000	265	705.53
				OTHER REPAIRS AND MAINTENANCE	934.000	266	75.42
				OTHER REPAIRS AND MAINTENANCE	934.000	266	75.42

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				OTHER REPAIRS AND MAINTENANCE	934.000	266	126.74
				OTHER REPAIRS AND MAINTENANCE	934.000	266	204.98
				MATERIALS & SUPPLIES	742.000	269	86.13
				SUPPLIES	752.000	441	672.19
				SUPPLIES	752.000	441	718.27
				SUPPLIES	752.000	441	551.76
				CHECK PNC 133790 TOTAL			3,626.74
02/13/2020	PNC	133794	JASMIN CROMWELL	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	750	1,040.25
02/13/2020	PNC	133796	DEWOLF AND ASSOCIATES	PROFESSIONAL DEVELOPMENT (PA 302)	910.302	301	745.00
02/13/2020	PNC	133797*#	CITY OF FRASER	Escrow Fee			** VOIDED **
				WATER			** VOIDED **
				WATER			** VOIDED **
				WATER			** VOIDED **
				WATER			** VOIDED **
				WATER			** VOIDED **
02/13/2020	PNC	133798	GMT POWER, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	326.73
02/13/2020	PNC	133799*#	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	266	75.00
				OTHER REPAIRS AND MAINTENANCE	934.000	269	50.00
				CHECK PNC 133799 TOTAL			125.00
02/13/2020	PNC	133800	GREAT LAKES SECURITY HARDWARE	MATERIALS & SUPPLIES	742.000	265	74.11
02/13/2020	PNC	133801	HENRY FORD HEALTH SYSTEM	MEDICAL PROVIDER SERVICES	843.000	171	152.00
02/13/2020	PNC	133802*#	JOHNSON THERMOL TEMP INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	225.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	843.75
				OTHER REPAIRS AND MAINTENANCE	934.000	265	1,994.50
				OTHER REPAIRS AND MAINTENANCE	934.000	266	307.00
				OTHER REPAIRS AND MAINTENANCE	934.000	268	357.20

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK PNC 133802 TOTAL			3,727.45
02/13/2020	PNC	133803	MELISSA M. KING, P.C.	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	136	1,200.00
02/13/2020	PNC	133805	STATE OF MICHIGAN	OTHER REPAIRS AND MAINTENANCE	934.000	268	180.00
02/13/2020	PNC	133809	21ST CENTURY MEDIA - MICHIGAN	PRINTING AND PUBLISHING	900.000	101	787.00
02/13/2020	PNC	133810	STATE OF MICHIGAN	OTHER REPAIRS AND MAINTENANCE	934.000	265	230.00
02/13/2020	PNC	133811	MICHIGAN DOOR	BUILDING, BUILDING ADDITIONS AND IMPROV	975.000	269	2,826.97
				BUILDING, BUILDING ADDITIONS AND IMPROV	975.000	269	2,728.69
				CHECK PNC 133811 TOTAL			5,555.66
02/13/2020	PNC	133813	O'REILLY RANCILIO PC	PROFESSIONAL SERVICES (LEGAL)	801.800	210	9,556.36
02/13/2020	PNC	133814	PALCO CAMPER	MATERIALS & SUPPLIES	742.000	269	52.48
02/13/2020	PNC	133815	PHILLIPS SECURITY	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	4,966.02
02/13/2020	PNC	133817	PUBLIC AGENCY TRAINING COUNCIL	PROFESSIONAL DEVELOPMENT (PA 302)	910.302	301	325.00
02/13/2020	PNC	133819	ROSEDALE SOLUTIONS, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	2,050.00
02/13/2020	PNC	133820	ROYAL OAK NAME PLATE CO.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	410	29.20
02/13/2020	PNC	133821	ROYAL ROOFING COMPANY, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	269	418.00
02/13/2020	PNC	133824	STATE INDUSTRIAL PRODUCTS	MATERIALS & SUPPLIES	742.000	265	369.22
02/13/2020	PNC	133825	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	269	25.68
02/13/2020	PNC	133826	THOMSON REUTERS - WEST	OPERATING SUPPLIES	746.000	301	278.25
02/13/2020	PNC	133830	ULTRA STITCH EMBROIDERY, INC.	PROGRAMMING - COP PROGRAM	885.000	301	90.00
02/20/2020	PNC	133833	ABC ENTERTAINMENT, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	691	150.00
02/20/2020	PNC	133835#	AMERICA'S FINEST	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	650.00
				SUPPLIES	752.000	746	93.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK PNC 133835 TOTAL			743.00
02/20/2020	PNC	133836	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	818.64
02/20/2020	PNC	133837	BANK'S VACUUM - SHELBY TWP	MATERIALS & SUPPLIES	742.000	265	119.96
				MATERIALS & SUPPLIES	742.000	265	44.97
				CHECK PNC 133837 TOTAL			164.93
02/20/2020	PNC	133839	DAVID BISBY	OPERATING SUPPLIES	746.000	301	291.83
02/20/2020	PNC	133840	BOBS SANITATION SERVICE, INC	MATERIALS & SUPPLIES	742.000	690	320.00
				MATERIALS & SUPPLIES	742.000	690	75.00
				CHECK PNC 133840 TOTAL			395.00
02/20/2020	PNC	133841	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	209	152.64
02/20/2020	PNC	133843*#	CONTRACTORS CONNECTION	MATERIALS & SUPPLIES	742.000	269	425.50
02/20/2020	PNC	133844	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.100	448	17,980.53
02/20/2020	PNC	133849	CITY OF FRASER	Escrow Fee	283.100	000	280.00
02/20/2020	PNC	133850*#	CITY OF FRASER	WATER	918.000	265	26.26
				WATER	918.000	265	454.48
				WATER	918.000	266	163.07
				WATER	918.000	267	41.27
				WATER	918.000	269	196.09
				CHECK PNC 133850 TOTAL			881.17
02/20/2020	PNC	133852	JOHN FRANCIS MARCHEWITZ	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	750	615.75
02/20/2020	PNC	133853	KIRK, HUTH, LANGE & BADALAMENTI	CITY ATTORNEY	801.800	210	2,928.60
02/20/2020	PNC	133855	LOX TECH LAB LLC.	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	691	288.00
02/20/2020	PNC	133856	MACOMB CO. ASSOC. CHIEFS OF POLICE	MEMBERSHIPS	915.000	301	40.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/20/2020	PNC	133858	STATE OF MICHIGAN-DEQ	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	441	3,000.00
02/20/2020	PNC	133859	RANDY MOGGIO	OPERATING SUPPLIES	746.000	301	6.87
02/20/2020	PNC	133860	NATIONWIDE ILLUMINATION LLC	OTHER REPAIRS AND MAINTENANCE	934.000	267	300.00
02/20/2020	PNC	133864	EASYPERMIT POSTAGE	POSTAGE CLERK	851.000	215	830.87
02/20/2020	PNC	133866	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	304.57
02/27/2020	PNC	133870	123.NET,INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	427.55
02/27/2020	PNC	133872	AMERICA'S FINEST	MATERIALS & SUPPLIES	742.000	269	48.00
02/27/2020	PNC	133873	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	312.85
02/27/2020	PNC	133875#	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	209	152.64
				PROGRAMMING	881.000	691	371.12
				PROGRAMMING	881.000	750	185.56
				CHECK PNC 133875 TOTAL			709.32
02/27/2020	PNC	133878	CARE WORKLIFE SOLUTIONS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	171	4,900.00
02/27/2020	PNC	133879	CHARLES A. SEETS, JR.	PROFESSIONAL SERVICES	801.800	215	1,525.00
02/27/2020	PNC	133880*#	CHRISTIAN CONCRETE CUTTING INC.	OTHER REPAIRS AND MAINTENANCE	934.000	269	300.00
				OTHER REPAIRS AND MAINTENANCE	934.000	269	343.75
				CHECK PNC 133880 TOTAL			643.75
02/27/2020	PNC	133881*	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	705.53
				OTHER REPAIRS AND MAINTENANCE	934.000	265	97.62
				CHECK PNC 133881 TOTAL			803.15
02/27/2020	PNC	133882	CINTAS CORPORATION #354	SUPPLIES	752.000	441	872.86
02/27/2020	PNC	133883	CITY OF FRASER	Escrow Fee	283.100	000	68.75

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/27/2020	PNC	133885*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	1,527.30
				NATURAL GAS	921.000	266	951.96
				NATURAL GAS	921.000	267	230.08
				NATURAL GAS	921.000	269	1,517.33
				CHECK PNC 133885 TOTAL			4,226.67
02/27/2020	PNC	133886	CONTRACTORS CONNECTION	MATERIALS & SUPPLIES	742.000	269	122.10
02/27/2020	PNC	133889	DDKASSAB, LLC	OPERATING SUPPLIES	746.000	301	505.00
02/27/2020	PNC	133890	DEAF C.A.N.	INTERPRETER FEES	823.000	136	156.00
02/27/2020	PNC	133893	FIRST CHOICE SERVICES	PROGRAMMING	881.000	750	112.90
02/27/2020	PNC	133894*#	GFL ENVIRONMENTAL USA	DUE FROM LIBRARIES	073.000	000	90.20
02/27/2020	PNC	133895	JOHN GILLIES	PROFESSIONAL DEVELOPMENT	910.000	301	80.00
02/27/2020	PNC	133898	JENNIFER ERNE	TRANSPORTATION	860.000	136	18.52
				PROFESSIONAL DEVELOPMENT	910.000	136	25.00
				CHECK PNC 133898 TOTAL			43.52
02/27/2020	PNC	133900	JJAM GROUP LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	691	360.00
02/27/2020	PNC	133901	JOHNSON THERMOL TEMP INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	190.50
				OTHER REPAIRS AND MAINTENANCE	934.000	265	2,345.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	520.00
				CHECK PNC 133901 TOTAL			3,055.50
02/27/2020	PNC	133902	JUDICIAL MANAGEMENT SYSTEMS INC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	136	7,811.00
02/27/2020	PNC	133903	KIESLER POLICE SUPPLY, INC.	PROFESSIONAL DEVELOPMENT	910.000	301	2,407.77
02/27/2020	PNC	133904	LAMAR NAJOR	BOND	283.100	000	1,000.00
02/27/2020	PNC	133905	MACOMB COMMUNITY COLLEGE	PROFESSIONAL DEVELOPMENT	910.000	301	240.00
02/27/2020	PNC	133908	MICHIGAN STATE POLICE	FEE (SEX OFFENDER REGISTRATION)	816.000	301	120.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/27/2020	PNC	133909	MICHIGAN DOOR	OTHER REPAIRS AND MAINTENANCE	934.000	265	125.00
02/27/2020	PNC	133910	MICHIGAN MUNICIPAL LEAGUE	PRINTING AND PUBLISHING	900.000	101	98.64
				PRINTING AND PUBLISHING	900.000	101	243.12
				CHECK PNC 133910 TOTAL			341.76
02/27/2020	PNC	133914	OFFICE DEPOT	SUPPLIES	752.000	136	314.09
				SUPPLIES	752.000	136	82.60
				SUPPLIES	752.000	136	14.77
				SUPPLIES	752.000	136	258.55
				CHECK PNC 133914 TOTAL			670.01
02/27/2020	PNC	133915	LISA PETTYES	PROGRAMMING - COP PROGRAM	885.000	301	94.93
02/27/2020	PNC	133916	PNC	BANK SERVICE CHARGES	801.050	260	150.00
02/27/2020	PNC	133918	CITY OF ROSEVILLE	MAIL OR POSTAGE	851.000	136	535.00
02/27/2020	PNC	133919	ROYAL OAK NAME PLATE CO.	OPERATING SUPPLIES	746.000	301	10.00
02/27/2020	PNC	133920	S & J PLUMBING	Escrow Fee	283.100	000	1,000.00
02/27/2020	PNC	133922	SHREDCORP	SUPPLIES	752.000	301	53.00
02/27/2020	PNC	133923	JACQUES SIMON	PROFESSIONAL DEVELOPMENT	910.000	301	400.00
02/27/2020	PNC	133925#	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	265	13.30
				MATERIALS & SUPPLIES	742.000	265	4.32
				MATERIALS & SUPPLIES	742.000	265	77.54
				SUPPLIES	752.000	301	42.62
				CHECK PNC 133925 TOTAL			137.78
02/27/2020	PNC	133929	VINTAGE HOUSE	PROGRAMMING	881.000	691	1,800.00
				Total for fund 101 GENERAL FUND			200,907.51

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
02/06/2020	PNC	133725	AEW	ENGINEERING SERVICES	946.000	463	6,390.00
02/06/2020	PNC	133728	AEW	ENGINEERING SERVICES	946.000	463	9,900.00
02/06/2020	PNC	133730	AEW	ENGINEERING SERVICES	946.000	463	14,122.20
02/13/2020	PNC	133795*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	502.95
				WINTER MAINTENANCE - STREETS	872.000	463	971.65
				WINTER MAINTENANCE - STREETS	872.000	463	481.82
				CHECK PNC 133795 TOTAL			1,956.42
02/20/2020	PNC	133845*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	1,948.04
				WINTER MAINTENANCE - STREETS	872.000	463	1,005.52
				CHECK PNC 133845 TOTAL			2,953.56
02/20/2020	PNC	133867	STATE OF MICHIGAN	TRAFFIC SERVICES - STREETS	871.000	463	27.38
02/27/2020	PNC	133891*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	1,005.52
02/27/2020	PNC	133906	MACOMB COUNTY DEPARTMENT OF ROADS	TRAFFIC SERVICES - STREETS	871.000	463	916.99
				Total for fund 202 MAJOR STREET FUND			37,272.07

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
02/13/2020	PNC	133792	CONTRACTORS CONNECTION	PRESERVATION - STREETS	870.000	463	4,734.90
02/13/2020	PNC	133795*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	2,152.55
				WINTER MAINTENANCE - STREETS	872.000	463	4,158.52
				WINTER MAINTENANCE - STREETS	872.000	463	2,062.12
				CHECK PNC 133795 TOTAL			8,373.19
02/20/2020	PNC	133845*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	8,337.27
				WINTER MAINTENANCE - STREETS	872.000	463	4,303.44
				CHECK PNC 133845 TOTAL			12,640.71
02/27/2020	PNC	133876	CADILLAC ASPHALT, LLC	PRESERVATION - STREETS	870.000	463	1,397.25
02/27/2020	PNC	133891*	DETROIT SALT COMPANY	WINTER MAINTENANCE - STREETS	872.000	463	4,303.44
02/27/2020	PNC	133899	HUNT SIGN COMPANY	TRAFFIC SERVICES - STREETS	871.000	463	480.00
				Total for fund 203 LOCAL STREET FUND			31,929.49

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
02/06/2020	PNC	133737	DC DENTAL, INC.	OPERATING SUPPLIES	746.000	301	270.45
02/06/2020	PNC	133768	PRAXAIR DISTRIBUTION INC	OPERATING SUPPLIES	746.000	301	221.89
02/20/2020	PNC	133854	JASON LONG	OPERATING SUPPLIES	746.000	301	6.36
02/27/2020	PNC	133874	ATCO INTERNATIONAL	OPERATING SUPPLIES	746.000	301	224.00
02/27/2020	PNC	133888	DC DENTAL, INC.	OPERATING SUPPLIES	746.000	301	314.70
02/27/2020	PNC	133913	OAKLAND COMMUNITY COLLEGE	PROFESSIONAL DEVELOPMENT	910.000	301	1,500.00
				Total for fund 210 AMBULANCE FUND			2,537.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND							
02/27/2020	PNC	133894*#	GFL ENVIRONMENTAL USA	WASTE AND RUBBISH DISPOSAL	919.000	528	50,719.93
				CURBSIDE RECYCLING	925.000	528	7,882.68
				CHECK PNC 133894 TOTAL			58,602.61
				Total for fund 226 GARBAGE AND RUBBISH COLLECTION			58,602.61

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 265 DRUG FORFEITURE							
02/27/2020	PNC	133917	NICOLE REINHARDT	OPERATING SUPPLIES	746.000	310	40.58
02/27/2020	PNC	133928	VERIZON	OPERATING SUPPLIES	746.000	310	1,593.92
				Total for fund 265 DRUG FORFEITURE			1,634.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
02/06/2020	PNC	133736	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	223.68
02/06/2020	PNC	133739*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	1,278.66
02/06/2020	PNC	133779*#	AMERICAN EXPRESS	MATERIALS & SUPPLIES	742.000	265	445.00
				MATERIALS & SUPPLIES	742.000	265	440.54
				MATERIALS & SUPPLIES	742.000	265	112.51
				MATERIALS & SUPPLIES	742.000	265	107.85
				MATERIALS & SUPPLIES	742.000	265	106.69
				MATERIALS & SUPPLIES	742.000	265	310.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	547.00
				CHECK PNC 133779 TOTAL			2,069.59
02/13/2020	PNC	133780	ABC WAREHOUSE	MATERIALS & SUPPLIES	742.000	265	543.00
02/13/2020	PNC	133790*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	25.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	25.00
				CHECK PNC 133790 TOTAL			50.00
02/13/2020	PNC	133797*#	CITY OF FRASER	WATER			** VOIDED **
02/13/2020	PNC	133799*#	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	70.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	50.00
				CHECK PNC 133799 TOTAL			120.00
02/13/2020	PNC	133802*#	JOHNSON THERMOL TEMP INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	510.56
02/13/2020	PNC	133812	MILLWORK	OTHER REPAIRS AND MAINTENANCE	934.000	265	585.50
02/13/2020	PNC	133818	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	265	195.23
02/13/2020	PNC	133829	ULTRA FLOORS	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,944.27

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
				OTHER REPAIRS AND MAINTENANCE	934.000	265	2,389.81
				CHECK PNC 133829 TOTAL			4,334.08
02/20/2020	PNC	133846	DONN NEWHOUSE	OTHER REPAIRS AND MAINTENANCE	934.000	265	108.00
02/20/2020	PNC	133850*#	CITY OF FRASER	WATER	918.000	265	3,291.37
02/20/2020	PNC	133857	MARY KARLEWSKI	ESCROW - SECURITY DEPOSITS	291.000	000	510.00
02/20/2020	PNC	133862	OTIS ELEVATOR COMPANY	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,369.26
02/20/2020	PNC	133865	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	265	478.79
				MATERIALS & SUPPLIES	742.000	265	20.22
				CHECK PNC 133865 TOTAL			499.01
02/27/2020	PNC	133881*	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	126.74
02/27/2020	PNC	133885*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	759.42
02/27/2020	PNC	133887	CORE & MAIN LP	MATERIALS & SUPPLIES	742.000	265	5,976.99
02/27/2020	PNC	133911	MILLWORK	OTHER REPAIRS AND MAINTENANCE	934.000	265	495.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	590.50
				CHECK PNC 133911 TOTAL			1,085.50
02/27/2020	PNC	133921	KEN SHEPARD	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,495.00
02/27/2020	PNC	133927	ULTRA FLOORS	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,306.80
02/27/2020	PNC	133930*#	WARREN PIPE & SUPPLY CO.	OTHER REPAIRS AND MAINTENANCE	934.000	265	192.26
				OTHER REPAIRS AND MAINTENANCE	934.000	265	14.91
				CHECK PNC 133930 TOTAL			207.17
				Total for fund 270 SENIOR HOUSING			26,645.56

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/06/2020	PNC	133721	AEW	CIP - 2020 DWRF 14 MILE WM & PRVS	158.600	000	31,900.00
02/06/2020	PNC	133722	AEW	CIP - 2020 DWRF 14 MILE WM & PRVS	158.600	000	20,900.00
02/06/2020	PNC	133723*#	AEW	ENGINEERING SERVICES	946.000	527	1,925.00
02/06/2020	PNC	133724	AEW	ENGINEERING SERVICES	946.000	526	1,273.00
02/06/2020	PNC	133729	AEW	ENGINEERING SERVICES	946.000	526	1,608.00
02/06/2020	PNC	133731	AEW	ENGINEERING SERVICES	946.000	527	12,724.80
02/06/2020	PNC	133734	AUDIO SENTRY CORPORATION	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	47.50
02/06/2020	PNC	133739*#	DTE ENERGY COMPANY	ELECTRIC	920.000	527	431.28
02/06/2020	PNC	133742	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	918.500	526	98,544.96
02/06/2020	PNC	133743	GREAT LAKES WATER AUTHORITY	SEWAGE	917.000	527	4,715.10
02/06/2020	PNC	133779*#	AMERICAN EXPRESS	SUPPLIES	752.000	526	487.21
				VEHICLE REPAIRS AND MAINTENANCE	932.000	527	974.42
				CHECK PNC 133779 TOTAL			1,461.63
02/13/2020	PNC	133789*#	CHRISTIAN CONCRETE CUTTING INC.	OTHER REPAIRS AND MAINTENANCE	934.000	526	300.00
02/13/2020	PNC	133791	CLANCY EXCAVATING CO.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	2,752.02
02/13/2020	PNC	133793	CORE & MAIN LP	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	1,338.00
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	207.00
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	792.48
				CHECK PNC 133793 TOTAL			2,337.48
02/13/2020	PNC	133797*#	CITY OF FRASER	WATER			** VOIDED **

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/13/2020	PNC	133806#	MACOMB COUNTY PUBLIC WORKS	2010 NORTH GRATIOT DRAINAGE DISTRICT	303.200	000	1,259.77
				2010 LTO OMID	303.300	000	28,932.56
				2010B OMID BONDS	304.000	000	7,204.09
				CLINTONDALE PUMP STATION DEBT	305.100	000	63,175.00
				OMID 2015A	305.250	000	19,712.26
				NORTH GRATIOT REFUNDING	305.400	000	16,632.72
				2017A MID DRAINAGE DISTRICT REFUNDING	305.550	000	101,822.50
				2017A MID DRAINAGE DISTRICT SINKHOLE	305.600	000	59,540.37
				SEWAGE	917.000	527	223,542.49
				SEWAGE	917.000	527	8.54
				INTEREST EXPENSE	992.000	527	1,272.42
				INTEREST EXPENSE	992.000	527	5,626.08
				INTEREST EXPENSE	992.000	527	6,965.04
				INTEREST EXPENSE	992.000	527	1,579.38
				INTEREST EXPENSE	992.000	527	58,122.34
				INTEREST EXPENSE	992.000	527	58,005.34
				INTEREST EXPENSE	992.000	527	775.59
				INTEREST EXPENSE	992.000	527	(328.42)
				INTEREST EXPENSE	992.000	527	2,907.90
				INTEREST EXPENSE	992.000	527	(1,227.42)
				INTEREST EXPENSE	992.000	527	2,527.12
				INTEREST EXPENSE	992.000	527	6,828.05
				INTEREST EXPENSE	992.000	527	12,491.13
				INTEREST EXPENSE	992.000	527	5,112.87
				INTEREST EXPENSE	992.000	527	4,990.58
				PAYING AGENT FEES	993.000	527	0.78
				PAYING AGENT FEES	993.000	527	9.85
				PAYING AGENT FEES	993.000	527	10.52
				PAYING AGENT FEES	993.000	527	5.64
				PAYING AGENT FEES	993.000	527	5.64
				PAYING AGENT FEES	993.000	527	8.57
				PAYING AGENT FEES	993.000	527	8.03
				PAYING AGENT FEES	993.000	527	3.49
				CHECK PNC 133806 TOTAL			687,530.82

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/13/2020	PNC	133807	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	673.50
02/13/2020	PNC	133808	MANDARINO CONSTRUCTION, LLC	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	10,000.00
02/13/2020	PNC	133816	PIPETEK INFRASTRUCTURE SERVICES	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	60,267.46
02/13/2020	PNC	133822	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	699.91
02/13/2020	PNC	133827#	TRENDSET COMMUNICATIONS GROUP,	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	540.00
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	540.00
				CHECK PNC 133827 TOTAL			1,080.00
02/13/2020	PNC	133828#	TRENDSET COMMUNICATIONS GROUP,	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	838.09
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	838.10
				CHECK PNC 133828 TOTAL			1,676.19
02/20/2020	PNC	133838	BIG STATE INDUSTRIAL SUPPLY, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	526	261.60
02/20/2020	PNC	133842	CLANCY EXCAVATING CO.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	1,800.12
02/20/2020	PNC	133843*#	CONTRACTORS CONNECTION	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	2,140.80
02/20/2020	PNC	133847	FERGUSON WATERWORKS	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	360.27
02/20/2020	PNC	133848	FONTANA CONSTRUCTION, INC	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	43,500.00
02/20/2020	PNC	133850*#	CITY OF FRASER	WATER	918.000	526	26.26
02/20/2020	PNC	133863	PACE ANALYTICAL SERVICES, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	526	954.00
02/20/2020	PNC	133869#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	412.51
				MAIL OR POSTAGE	851.000	526	1,030.95
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	412.52
				MAIL OR POSTAGE	851.000	527	1,030.95
				CHECK PNC 133869 TOTAL			2,886.93

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/27/2020	PNC	133877	CAPITAL ONE PUBLIC FUNDING, LLC	INTEREST EXPENSE	992.000	527	4,218.02
02/27/2020	PNC	133880*#	CHRISTIAN CONCRETE CUTTING INC.	OTHER REPAIRS AND MAINTENANCE	934.000	526	300.00
02/27/2020	PNC	133896	GREAT LAKES WATER AUTHORITY	SEWAGE	917.000	527	4,715.10
02/27/2020	PNC	133897	GUNNERS METERS & PARTS, INC	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	1,250.00
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	2,925.00
				CHECK PNC 133897 TOTAL			4,175.00
02/27/2020	PNC	133907	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE	934.000	526	927.50
				Total for fund 592 WATER AND SEWER FUND			1,009,114.25

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
02/06/2020	PNC	133779*#	AMERICAN EXPRESS	OTHER REPAIRS AND MAINTENANCE	934.000	249	168.40
				OTHER REPAIRS AND MAINTENANCE	934.000	249	149.18
				OTHER REPAIRS AND MAINTENANCE	934.000	249	92.24
				CHECK PNC 133779 TOTAL			409.82
02/13/2020	PNC	133781	AIRGAS USA, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	249	56.83
				OTHER REPAIRS AND MAINTENANCE	934.000	249	94.21
				OTHER REPAIRS AND MAINTENANCE	934.000	249	59.18
				CHECK PNC 133781 TOTAL			210.22
02/13/2020	PNC	133784*#	APOLLO FIRE EQUIPMENT	OTHER REPAIRS AND MAINTENANCE	934.000	249	240.05
02/13/2020	PNC	133804	LESLIE TIRE SERVICE, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	393.00
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	108.40
				CHECK PNC 133804 TOTAL			501.40
02/13/2020	PNC	133823	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	2,069.24
				GASOLINE	759.000	249	5,059.36
				CHECK PNC 133823 TOTAL			7,128.60
02/13/2020	PNC	133831	UNITED AUTO PARTS	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	143.57
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	101.19
				CHECK PNC 133831 TOTAL			244.76
02/13/2020	PNC	133832	WEINGARTZ	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	134.35
02/20/2020	PNC	133834	AIRGAS USA, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	249	59.18
				OTHER REPAIRS AND MAINTENANCE	934.000	249	94.21
				OTHER REPAIRS AND MAINTENANCE	934.000	249	56.83
				CHECK PNC 133834 TOTAL			210.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
02/20/2020	PNC	133851	HALT FIRE	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	211.50
02/20/2020	PNC	133861	NBC TRUCK EQUIPMENT	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	1,163.77
02/20/2020	PNC	133868	WEINGARTZ	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	172.75
02/27/2020	PNC	133871	INTERSTATE BILLING SERVICES INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	366.13
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	997.80
				CHECK PNC 133871 TOTAL			1,363.93
02/27/2020	PNC	133884	COLMAN-WOLF SUPPLY CO.	OTHER REPAIRS AND MAINTENANCE	934.000	249	71.21
02/27/2020	PNC	133892	EXPERT CAR CARE, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	636.33
02/27/2020	PNC	133912	NBC TRUCK EQUIPMENT	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	469.50
02/27/2020	PNC	133924	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	1,881.53
				GASOLINE	759.000	249	3,035.61
				CHECK PNC 133924 TOTAL			4,917.14
02/27/2020	PNC	133926	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	829.72
02/27/2020	PNC	133930*#	WARREN PIPE & SUPPLY CO.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	8.99
02/27/2020	PNC	133931	WEINGARTZ	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	149.37
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	69.43
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	98.00
				CHECK PNC 133931 TOTAL			316.80
				Total for fund 661 MOTOR POOL			19,241.06
			TOTAL - ALL FUNDS				1,387,884.45

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

City of Fraser

CENTENNIAL COMMUNITY

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

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

March 3, 2020

City Council
33000 Garfield Rd
Fraser, MI 48026

Re: Budget to Actual Report through January 2020

Dear City Council,

I have prepared the Budget to Actual Report through the month end January 2020. General fund revenues are at 80% and expenditures are at 51% of the annual budget for the fiscal year ending June 30, 2020. City operating real property tax collection is at 95% of the annual budget, however the community-wide special assessment property tax collection is at just 72%. Legal professional services are at 81% due to ongoing union negotiations and will require a budget amendment. Information Technology is 63% which is slightly high for the YTD average. DPW Building is at 73% due to budgeted building improvements being made. Park Maintenance is at 73% which is high due to Fort Fraser rehabilitation. Property and liability insurance is at 99% and will likely exceed the budget due to deductibles. The city made a retroactive payment to GFL in the amount of $144,950 for rental of garbage cans pursuant to the City's contract with GFL. A billing error resulted in the City not being charged rental fees since the delivery of the new cans. This payment was not budgeted in the current year and will require a budget amendment.

Very truly yours,

John Walters

John Walters
Finance Consultant
(586) 925-0871
financedir@micityoffraser.com

General Fund Balance

Audited figures from 2018-2019 fiscal year:

148,128	Nonspendable prepaid assets
294,351	Currently assigned
6,555,308	Currently unassigned
6,997,787	Total fund balance

Proposed assignment of fund balance for capital improvements:

15,046,273	Fiscal 2018-2019 expenditures
25%	
3,761,568	Target unassigned fund balance
148,128	Nonspendable prepaid assets
294,351	Currently assigned
2,793,740	***Proposed assigned for capital improvements***
3,761,568	***Proposed unassigned***
6,997,787	Total fund balance

General Fund Balance

Audited figures from 2018-2019 fiscal year:

148,128	Nonspendable prepaid assets
294,351	Currently assigned
6,555,308	Currently unassigned
6,997,787	Total fund balance at 6/30/19

Information from GL Activity through January 2020:

1,080,000	Projected revenue over expenditures for fiscal 2019-2020
8,077,787	Projected total funs balance at 6/30/20

Proposed assignment of fund balance for capital improvements:

16,435,592.73	Projected total expenditures for fiscal 2019-2020
25%	
4,108,898	Target unassigned fund balance
148,128	Nonspendable prepaid assets
294,351	Currently assigned
3,526,410	***Proposed assigned for capital improvements***
4,108,898	***Proposed unassigned***
8,077,787	Total fund balance

Fraser Historical Commission

Minutes - Monday, February 3, 2020

Present: Marilynn Wright, Jim Chamberlin, Karen Hodges, Harry Hodgson, Nancy Ehrke, Denise Wojciechowski, Members at Large - Kathy Pirtle, Curtis Rice & Dori Guoin, Liaison - Rose McKinney, Visitors - Marie Cilluffo, Tom Tesnow, Jim Shannon
Excused Absence: Betty Slominski, Debra Szpulak

1) **Call to order at** 7:02 pm by Marilynn
2) **Pledge to the Flag**
3) **Guests:** Marilynn introduced Tom Tesnow, Jim Shannon & Marie Cilluffo
4) **Approve Agenda:** On a motion by Denise, seconded by Nancy; Motion carried;
5) **Approve Minutes:** On a motion by Nancy, seconded by Jim; Motion carried;
6) **Liaison Report:** Rose passed out December & January budget reports; No new expenses; Rose asked commission if we would be in favor of changing lock/key on doors to a keypad with codes. Rose explained this could be a long term option and this option would be less costly for the city, since each key costs $50. The Commission agreed, this is a viable option for us and Rose agreed to get more details. Marilynn asked Rose to check on updating our Website; DPW issue resolved: Nick from DPW hired someone to fix electrical issue in basement.
7) **Unfinished Business:**
   a) **Christmas Decorations:** Karen and Denise will coordinate a day, and they will take down the Christmas Tree and Decorations in the Museum.
   b) **January Luncheon:** Marilynn thanked everyone for their help in setting up and cleaning after the luncheon. We had 25 people attend.
8) **New Business:**
   a) **Tom Tesnow:** He is Publisher, Editor and Consultant for the History of Our Community booklets. He brought an example of the new Madison Heights booklet for the Commissioners to review and explained his thoughts and ideas for this years Fraser edition. Marie, Denise and Dori volunteered to help with our booklet.
   a-1) **Jim Shannon:** He is a history enthusiast who uses a metal detector to collect artifacts from historical sites. He would like to check the property around the Museum for artifacts and donate a display of anything he finds. The Commissioners agreed this is a great project, and Marilynn suggested he come starting in May on Wednesdays when the gardeners are working.
   b) **Leak in Basement:** Jim noticed water at the bottom of the stairs in the basement. Marilynn stated we had SAS come several years ago to fix the leaks in the basement and warranted their work. Marilynn will find the warranty and Karen will call SAS to see if they will come and repair the leak under the warranty.
   c) **Ram's Horn Fundraiser:** Marilynn suggested another Misfit Raffle Basket to be raffled at the fundraiser. Commissioners agreed they would like to do that again, and Karen will coordinate putting the basket together and printing out flyers. Nancy will call Ram's Horn to set up a date in April (after Easter) for this event.
   d) **Interview Marie Cilluffo:** Rose distributed Marie's commissioner application and Marie talked to the Commissioners about why she would like to join the Commission. Marie left the meeting, the Commissioners discussed and voted on a motion by Nancy, 2nded by Denise and all voted in favor of Marie Cilluffo joining the Commission. Rose will bring this decision to the City Counsel for a final vote.

9) Commissioner Reports:

***Marilynn -** Received a phone call from Debra. She has been in the hospital and due to her current health issues she is resigning from the Commission. However, if she is able, she will continue to help at the Hot Dog Stand during the flea market.

***Jim -** Nothing to add;

***Karen -** Nothing to add;

***Harry -** Fixed the depot porch light. Reminded Rose the flag light is still not working.

***Nancy -** Asked the Easter totes be brought down from the loft prior to our next Open House. She reminded everyone the FHS Craft show is March 14th.

***Denise -** Mentioned we can advertise events with AARP for free.

***Kathy -** Nothing to add;

***Curtis -** Nothing to add;

***Dori -** Will donate a $25.00 Ram's Horn gift card for the Misfit Raffle; Dori let Nancy know she will purchase the chairs that were donated. Dori would like to work with Marie and her husband to revisit the idea of historic home plaques for old houses in Fraser.

***Rose -** Will get a quote to Marilynn for new Commission letterhead and envelopes. Rose asked Karen to email over any photos she has of the Museum in case they are needed by the printer.

10) Adjourned at 8:42 pm on a motion by Karen, seconded by Nancy; Motion Carried

****Reminders****

Next Open House: Sunday, March 1st - includes Easter Pre-Sale
Next Meeting - Monday, March 2nd @ 7pm

Respectfully Submitted, Karen Hodges, Recording Secretary

Fraser Parks & Recreation Commission
Minutes of the Regular Meeting
December 3rd, 2019, 7 PM
Fraser Municipal Building

A regular meeting of the Fraser Parks and Recreation Commission was conducted on the above date at the Fraser Municipal Building, located at 33000 Garfield Road, Fraser, and County of Macomb, Michigan.

Present: Chairperson Laura Lesich, Vice Chairperson Cheryl LaCasse; Secretary Renee Paoletti, Commissioners Nancy Berube and David Bogdan

Also Present: Christina Woods, Recreation Director, Parks and Rec staff member Jennifer Mellar.

Absent: Commissioner Sherry Stein

1. **Call Meeting to Order**
   Chairperson Laura Lesich called meeting to order at 7:00 pm.

2. **Pledge of Allegiance**

3. **Approval of Agenda for December 3, 2019**
   Commissioner Lesich requested agenda item 12a be moved to the January meeting, when we have a full council. Motion made by Commissioner Paoletti, seconded by Commissioner LaCasse, motion carried. Approval of amended agenda motion made by Commissioner Lesich, seconded by Commissioner LaCasse. Motion carries.

4. **Approval of Minutes from November 12, 2019**
   Motion made to approve minutes made by Commissioner LaCasse, seconded by Commissioner Paoletti, motion carried.

5. **Fraser Parks and Recreation and Senior Center Gratitudes**
   Director Woods wishes to thank Tim Hortons for coming through daily and donating their day old baked goods for our seniors. Oakmont and a new assisted living facility, Pomeroy, for working with our seniors, Rachel Augusti for continuing her work with the Junk Drawer Science class, and Kim, on of our seniors, for donating to the no-bake cookie class.

6. **Volunteer Group Reports**
   A. **Updates on McKinley Barrier Free Park**
   We are still waiting on news from the outstanding grant applications. The raffle for the gift cards for Amazon and Meijers is coming to an end, and the drawing will be December 12th at 8:00 pm at Rams Horn. The path was dug for the Sensory Garden and the cement will be poured soon. Giving Tuesday is today, and we are pushing the Global Giving campaign. Thank you to Hanover Grove Co-op for the large donation. Tickets are available for the Blue Jean ball, February 8th, and sponsorship opportunities are still available. Donations are being accepted for raffle baskets and silent auction as well. There is no meeting in December, the next meeting will be January.

   B. **Updates on Fraser Fresh Farmers Market**

There are no updates at this time. The next meeting is December 9th, but it may be cancelled.

C. Updates on #FixtheFort Group

There are no updates at this time. I know they are working on an interactive feature for the Fort for pictures.

7. Overview Report from Parks and Recreation Director

We have a new full time Senior Coordinator, Julie Torres. She will be taking over while Christina is on maternity leave. All the city buildings changed over to LED lights. The baseball diamonds were changed to LED as well. Big Bounce America will be returning for two weekends in June, the 10th thru the 29th. Summer programs are planned, and they are working on other programs as well. We will conduct interviews for the remaining partial term on the commission in January. So far, there are two applicants. The Library has a new marketing person, and there have been talks of collaborating more with the library.

8. Report on Senior Business

The Senior Christmas Party is coming up, so far we have 106 seniors so far, a record. We have to limit it to 120, due to space. Julie will be starting up a new sport, called Two Ball, which is like a pickle ball version of basketball, as well as a new exercise class, involving resistance bands.

9. Report on Recreation Business

Basketball is starting this month. We do need two volunteer coaches. We have 5 teams, and we are running with Roseville/Eastpointe. We are also going to work with the Recreation Authority of Roseville and Eastpointe for a new program, called the Bizarre Sports Mash-up, which will feature Flag Rugby, LaCrosse, Frisbee Golf and Ultimate Frisbee. We are also going to have a new session of family yoga. The Daddy Daughter Dance theme will be "Once Upon a Time".

10. Report on Special Events

A. Upcoming Christmas in Fraser

This Saturday will be Christmas in Fraser, caroling starts at 5:30. The ceremony will begin at 6. We have lots planned, a reindeer, a fake snowball fight, smores, Santa, etc. We received a lot of donations, and we'd like to thank Schotts Market, Nickle and Saff (sp), Sharp Animal Hospital, El Charro, Lee Beauty & General, Middleton Auto Parts, Higher Dimension Church, Councilwoman Suzanne Kalka, Anderson Exend Westrick (AEW) (sp), Freers Freers & Freers, Fraser VFW post 6691, Oakmont Parkway, Fraser First Booster Club, Dairy Maid, Nova Industries, and Christian Financial Credit Union. The lights are up. Nick is putting together a proposal to have the lights done in full next year. The Fraser Historical Commission and Dominic Miller will be doing the countdown and welcoming Santa.

11. Report on Parks

A. Progress on Parks plan

Christina and Nick Schaeffer will be presenting the Park Plan to council at the next meeting.

12. Other Business

A. Chairperson nominations

Moved to January meeting

B Amending 2020 Recreation Commission Dates Calendar

The election schedule for March will not affect the commission meeting Date, so it will be back to the first Tuesday, March 3rd. Motion made by Commissioner Paoletti to update the calendar, seconded by Commissioner Berube, motion carries.

13. Citizen Participation

Vania Apps wants to thank Tim Hortons and Hanover Grove.

14. Commission members with concerns

Commissioner Bogdan has no concerns and would like to wish everyone a Merry Christmas and Happy New Year and will see everyone Saturday. Commissioner Berube would like to wish everyone a Merry Christmas and she is concerned with the vandalism at the McKinley Park little library and damage to a picnic table. Thanks Vania for getting her brick taken care of. Commissioner Paoletti is looking forward to Christmas in Fraser Saturday, and wishes everyone a Merry Christmas. Commissioner LaCasse wishes everyone Merry Christmas, Happy Hanukkah, and Happy New Year. She is looking forward to Christmas in Fraser, the weather looks good. She would like to thank Mallory for cleaning up the little library, and Vania Apps and her brother for making the needed repairs. Commissioner LaCasse would also like to thank Commissioner Lesich for her time on the commission. Commissioner Lesich really enjoyed being on the commission, and is real proud of the work they are doing. She would like to wish everyone Merry Christmas, Christina luck on her upcoming maternity leave, welcome Jennifer.

15. Adjournment

Commisioner Paoletti moved to adjourn, seconded by Commissioner Bogdan. Motion carried. Meeting adjourned at 7:31 PM.

Respectfully Submitted,

Chairperson
Parks & Recreation Commission

Cheryl LaCasse
Vice Chair
Parks & Recreation Commission

Renee Paoletti

Secretary
Parks & Recreation Commission

_____
Christina Woods
Director Parks & Recreation

Fraser Parks & Recreation Commission
Minutes of the Regular Meeting
January 7th, 2020, 7 PM
Fraser Municipal Building

A regular meeting of the Fraser Parks and Recreation Commission was conducted on the above date at the Fraser Municipal Building, located at 33000 Garfield Road, Fraser, and County of Macomb, Michigan.

Present: Vice Chairperson Cheryl LaCasse; Secretary Renee Paoletti, Commissioners Nancy Berube, Dave Bogdan, Sarah Kelley and Sherry Stein

Also Present: Parks and Rec staff member Jennifer Mellar, DPW Superintendent Nick Schaeffer

Absent: None

1. **Call Meeting to Order**
   Vice Chairperson Cheryl LaCasse called meeting to order at 7:00 pm.

2. **Pledge of Allegiance**

3. **Approval of Agenda for January 7th, 2020.**
   Commissioner Bogdan requested to remove item 7, as it is a duplicate of 6B. Motion to approve ammended agenda made by Commissioner Bogdan, seconded by Commissioner Berube, motion carries.

4. **Approval of Minutes from December 3rd, 2019**
   Motion made to approve minutes made by Commissioner Paoletti, seconded by Commissioner Stein, motion carries.

5. **Fraser Parks and Recreation and Senior Center Gratitudes**
   Parks and Rec would like to thank everyone involved in the Christmas in Fraser event, including the Commission, honorees Dominic Miller and the Fraser Historical Commission, The POC firefighters for volunteering and donating the hot dogs, Fraser Honor Guard and Boy Scout Pack 1904, Pack 1402, and Girl Scout Troop 75689 for helping us honor the men and women in service, Fraser DPW for their work for this event as well as all other events year round, Fraser Goodfellows for helping with the Santa photo area, to Nancy Berube for donating the tree, thanks for the performances by the Fraser High School Band, Christchurch, and Encore Dance, thanks to the Fraser First Booster Club and the artists who created the snowmen around City Hall, all of our doners – premier Doners Christian Financial, Fraser VFW post 6691, Lee Beauty & General, and Nova Industries, Gold Doners Councilwoman Suzanne Kalka, Fraser First Booster Club, Silver Doners AEW, Dairy Maid, El Charro, Freers Freers & Freers Attorneys, Higher Dimension Church, Middleton Auto Parts, Nickel and Saff, Oakmont Parkway, Schotts Market and Sharp Animal Hospital. We'd also like to thank Fraser City Council and the City offices for their work year round, the volunteers that came out to help, Piper Morrison, Ariel Bailey, Sarah Maleski, Gizelle Ziernig, David Oliver, Jack Turrey, Ella Calabrese, Alexander Nichol, Jonah Woods, and Brandon DiFranco. Thank you for the Senior Christmas Party, it was a huge success. Thank you to our sponsors and volunteers

– Tim Hortons, Oakmont Parkway, Pomeroy Living Rehabilitation, Carrie Roman, Pomeroy Assisted Living, Vania Apps, Dana Freers, Laura Lesich, Rose Claus, the Naughty Knitters, Cathy Madzaluski, Dianna Hemming, Final Touch Housekeeping, Karen Silverthorn for her beautiful centerpieces, Santa Joe and Karen Rapp.

6. Volunteer Group Reports

A. Updates on McKinley Barrier Free Park

This is a busy time for FFBC, we are preparing for our annual Blue Jean Ball, which is February 8th at Vintage house at 7:00 pm. Tickets are available now at Fraserfirst.com, $45.00 each, which includes dinner, open bar, basket raffles, silent auction, etc. Sponsorships are available, contact Sherry Stein or Cheryl LaCasse. We'd like to give a shout out to some of our sponsors, Platinum Sponsor Sweet Insurance Agency, Gold Sponsors Goodman Venegas Insurance Agency, Ruffin It Pet Resort, Silver Sponsors Naughty Knitters, Councilman David Winowicki and Debby Winowicki, Fraser Rams Horn, Womens Life Chapter 911, Freers Freers and Freers, Roseville Eastpointe Chamber of Commerce, and Free Play Arcade, Bronze Sponsors Viks Diner, Fraser Star Lanes, Jazzercise Fraser, Macomb County Commissioner Harold Haugh, Starlight Motel, Sunny Days, and Complete Plumbing Repair. Our next FFBC meeting is January 21st, at 6:30 at the Hanover Grover Community Center. The cement is poured for the sensory garden, so in the spring we will finish the sensory garden. We are looking to get a couple climbers, and we are fundraising to get funds for them.

B. Updates on Fraser Fresh Farmers Market

The next meeting is January 13th at 6:30 in the dispatch meeting room. There are applications on the website now. There will be a sponsorship form as well. The website is fraserfreshfarmersmarket.com. We are continuing to look for new vendors,volunteers, and entertainment. We are continuing to explore a dog park, looking at areas and possible getting grants.

C. Updates on #FixtheFort Group

There are no updates at this time.

8. Overview Report from Parks and Recreation Director

Christina is not here tonight, but we'd like to congratulate her on her Baby Girl!! Arla Marie was born January 2nd.

9. Report on Senior Business

The Intro to Pickleball class starts tonight. They had a new Healthy Living Seminar, will have an ABCs of CBD seminar coming up, a stretch class, 2-ball basketball class starting up as well.

10. Report on Recreation Business

Basketball is in progress now with Roseville Eastpointe. Computer science club class starts this Friday, Junk Drawer science class is Tuesday, January 14th. Kid and Parent Gym sports may get canceled due to lack of participants. Crazy Fit Kids only has 5 signed up as well.

11. Report on Special Events

a. Christmas in Fraser

Thanks to all who came out to volunteer. Thanks to DPW for the lights.

b. Senior Christmas Party

Thanks to Moveable Feast for the meal for the senior Christmas Party. They loved it. Thanks to the donors who donated, the raffle table was a huge success.

12. Report on Parks

We did approval from Council for the tennis courts for Steffens and Pompo Park, as well as the locks for the bathrooms. We also discussed the parks plan, we were told to focus on Pompo and Somerset Park. There are more quotes to get, so we are doing the work as requested. We discussed scaling back, community build. There was quite a bit of discussion as to where we go from here, competitive quotes, priorities and the like. Bottom line, we will have more info next month.

13. Other Business

A. Interviews and discussion for open recreation commission seat, term ending December 31,2021.

Conducted interview with Dana Sutherland. We discussed recommending her for the open seat.

B. Motion and recommendation for open recreation commission seat, term ending December 31, 2021.

Motion made by Commissioner Paoletti to recommend Dana Sutherland for open recreation commission seat, term ending December 21st, 2021, seconded by Commissioner Berube. Motion carries.

C. Nomination for recreation chairperson seat, position ending June 30,2020.

Commissioner Bogdan nominated Commissioner LaCasse. Commissioner Kelley nominated Commissioner Stein. Commissioner Stein does not want the position.

D. Motion for recreation chairperson seat, position ending June 30,2020.

Motion made by Commissioner Paoletti to appoint Commissioner LaCasse, seconded by Commissioner Kelley, motion carries. Motion to amend agenda to include 12E to nominate a vice chair, and 12F to motion to appoint vice chair. Motion made by Commissioner PAoletti, seconded by Commissioner Bogdan, Motion carries.

E. Nomination for vice chairperson seat, position ending June 30,2020.

Commissioner LaCasse nominates Commissioner Stein, seconded by Commissioner Bogdan.

F. **Motion to appoint vice chairperson seat, position ending June 30,2020.** Motion made by Commissioner Lacasse, seconded by Commissioner Paoletti. Motion carries.

14. Citizen Participation

None

15.Commission members with concerns

Commissioner Kelley is glad to be back. She would be interested in doing a fall safety seminar for the seniors. Commissioner Bogdan is looking forward to the coming year. Commissioner Stein welcomed Commissioner Kelley back, congratulations Christina on her new baby, congrats Commissioner LaCasse on becoming chairperson. Commissioner Berube mentioned the VFW Spaghetti dinner. There is some question as to the cost. Commissioner Paoletti wanted to thank DPW Director Schaffer for his work on the park plan, and is looking forward to the coming year. Commissioner Lacasse welcomed Jennifer, congratulated Christina on her baby, congratulated Dana on her recommendation. She is looking forward to working with her in the future.

16.Adjournment

Commisioner Stein moved to adjourn, seconded by Commissioner Berube. Motion carried. Meeting adjourned at 7:56 PM.

Respectfully Submitted,

_____
Cheryl LaCasse
Chairperson
Parks & Recreation Commission

_____
Sherry Stein
Vice Chair
Parks & Recreation Commission

_____
Renee Paoletti
Secretary
Parks & Recreation Commission

_____
Christina Woods
Director Parks & Recreation

Fraser Parks & Recreation Commission
Minutes of the Regular Meeting
February 4th, 2020, 7 PM
Fraser Municipal Building

A regular meeting of the Fraser Parks and Recreation Commission was conducted on the above date at the Fraser Municipal Building, located at 33000 Garfield Road, Fraser, and County of Macomb, Michigan.

Present: Chairperson Cheryl LaCasse, Secretary Renee Paoletti, Commissioners Nancy Berube, Dave Bogdan, and Sarah Kelley.

Also Present: Parks/Rec staff member Jennifer Mellar, DPW director Nick Schaeffer

Absent: Vice Chairperson Sherry Stein

1. **Call Meeting to Order**
   Chairperson Cheryl LaCasse called meeting to order at 7:00 pm.

2. **Pledge of Allegiance**

3. **Approval of Agenda for February 4th, 2020.**
   Commissioner Berube motioned to approve the agenda, seconded by Commissioner Bogdan. Motion carried.

4. **Approval of Minutes from January 7th, 2020.**
   Commissioner Paoletti motioned to approve minutes, seconded by Commissioner Bogdan. Motion carried..

5. **Fraser Parks and Recreation and Senior Center Gratitudes**
   Thanks to Oakmont Parkway, Tim Hortons, and Pomeroy Assisted Living.

6. **Report on Parks**
   A. **Discussion and recommended action plan for updating parks.**
   Nick Schaeffer stated that he is still obtaining quotes for the updates.

7. **Volunteer Group Reports**
   A. **Updates on McKinley Barrier Free Park**
   The Blue Jean Ball is this Saturday. We'd like to give a shout out to all the Sponsors. The next meeting is February 18th at 6:30 at the Hanover Grove Community building.
   B. **Updates on Fraser Fresh Farmers Market**
   The next meeting is February 10th at the Dispatch room. The website for 2020 has all the forms needed for vendors and crafters. We are still looking to fill spots. Thanks Dana Sutherland for the birthday fundraiser to go towards the dog park.
   C. **Updates on #FixTheFort group**
   No updates at this time.

8. **Overview Report from Parks and Recreation Director**
   The Senior two-ball league is on hold, as there isn't enough signed up for it.

9. **Report on Senior Business**

We are looking for tech help for Samsung and iPhones. Contact Julie Torres.

10. Report on Recreation Business

Family yoga starts soon, as well as the Computer Sience Club, Hip Hop Dance Class, Floor Hockey K-6 @ Edison. Junk Drawer Science continues to do well. The Kid/Parent Gym Sports program had to be cancelled.

11. Report on Special Events

A. Upcoming Daddy Daughter Dance
Thursday, February 20th. Tickets are still available.

B. Upcoming Easter Egg Hunt
April 4th at the Fire Bay. There will be 3 time slots this year.

C. Upcoming Teen Flashlight Hunt
Tuesday, April 14th @ Richards, from 6-9 p.m.

12. Other Business

A. Letters sent out to returning coaches January 27th.
B. Job posting to be February 10th for coaches and staff.

13. Citizen Participation

None

14. Commission members with concerns

Commissioner Bogdan has no concerns, is looking to take advantage of some of the Senior programs. Chairperson LaCasse is looking forward to the Blue Jean Ball.

15. Adjournment

Motion made by Commissioner Paoletti, seconded by Commissioner Berube. Motion carried. Meeting adjourned at 7:26

Respectfully Submitted,

Cheryl LaCasse
Chairperson
Parks & Recreation Commission

Sherry Stein
Vice Chairperson
Parks & Recreation Commission

Renee Paoletti
Secretary
Parks & Recreation Commission

Christina Woods
Director Parks & Recreation

MEMORANDUM

Date: March 3, 2020

To: City Council Members
City of Fraser

From: Assessing Department
City of Fraser

Re: Board of Review Member Appointment Renewal

We recommend the renewal of Sandra J Decker to the Assessing Board of Review for a two-year term beginning January 1, 2020 through December 31, 2022.

Assessing Board of Review!

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW

City of Fraser
33000 Garfield Road
Fraser, Michigan

LAST NAME	FIRST NAME	MIDDLE INITIAL
DECKER	SANDRA	J

ADDRESS (number & street): 34231 Sycamore Dr.

CITY	STATE	ZIP CODE	HOME PHONE	CELL PHONE
FRASER	MI	48026		N/A

NAME OF BOARD/COMMISSION APPLYING FOR: BOARD of REVIEW

REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications):
Lifelong resident of city of Fraser / Enjoy history of city / BARN now located @ Baumgartner House WAS on property where I was born + raised / Election inspector within city / work history inc. copywriting + editing, / Layout + design + volunteered for some on Fraser History Book by Arcadia Press. Genealogical research

EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.):
GRAD Fraser H.S. / GRAD MACOMB C.C. Graphic Arts Program. completed MANAGEMENT program of Employees. Attend seminars detailing MI bylaws governing condo Assoc.

CURRENT EMPLOYMENT

COMPANY NAME	YOUR TITLE/POSITION
N/A	RETIRED

COMPANY ADDRESS (number & street):

CITY	STATE	ZIP CODE	OFFICE PHONE	PAGER

PLEASE LIST YOUR RESPONSIBILITIES:

RECEIVED BY

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

Rev 7-2015 Received by _____ Date_____

INTERLOCAL AGREEMENT FOR USE OF

STERLING HEIGHTS WELLNESS CENTER

This interlocal agreement ("Agreement") is entered into by and between the City of Sterling Heights, a Michigan municipal corporation, whose address is 40555 Utica Road, Sterling Heights, Michigan 48313 ("Sterling Heights"); the City of Fraser, a Michigan municipal corporation, whose address is 33000 Garfield Rd. Fraser, Michigan 48026 ("Fraser"); and CareHere Management, PLLC, a Tennessee professional limited liability company, whose address is 5141 Virginia Way, Suite 350, Brentwood, TN 37027 ("CareHere"), for the use of onsite medical and wellness facilities at the City of Sterling Heights Wellness Center ("Wellness Center") by City of Fraser employees and their dependents. Sterling Heights, Fraser, and CareHere are collectively referred to as the "Parties."

WHEREAS, the Michigan Constitution of 1963, Article 7, §28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501, et. seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivisions share in common which each might exercise separately; and

WHEREAS, the City of Sterling Heights currently manages health care plans for its employees and their dependents, and as part of its efforts to reduce healthcare costs, has constructed a Wellness Center located at 40555 Utica Road, Sterling Heights, Michigan 48313 for its employees and their dependents, and has contracted with CareHere to arrange for physicians or physician extenders (nurse practitioners or physician assistants), nurses, and medical assistants to perform certain medical services for the City's Wellness Center; and,

WHEREAS, the City of Fraser currently manages health care plans for its employees and their dependents, and as part of its efforts to reduce healthcare costs, desires to enter into a contract with CareHere to arrange for physicians and physician extenders (nurse practitioners or physician assistants), nurses, and medical assistants to perform certain medical services for Fraser; and,

WHEREAS, the Parties desire to enter into this Agreement to allow Fraser the use of the Wellness Center and to allow CareHere to provide the above-mentioned medical services to Fraser employees and their dependents on the terms and conditions agreed upon by the Parties.

NOW THEREFORE, this Agreement is made and entered into this _____ day of _____, 2020, and in consideration of the mutual covenants, obligations, and benefits hereunder, the Parties do hereby agree as follows:

I. STATEMENT OF RESPONSIBILITIES.

1. Payment to City of Sterling Heights. Upon execution of of the separate agreement between CareHere and Fraser contemplated in subsection 2, Fraser agrees to make a onetime, non-refundable payment of $20,000.00 to Sterling Heights for the use of the Wellness Center.

2. Contract with CareHere. Prior to utilization of the Wellness Center, Fraser shall enter into a separate agreement with CareHere and bear the financial responsibilities as set forth in that agreement for the services, medical supplies, and pharmaceuticals provided to its employees, and their dependents, by CareHere staff.

3. Payment of Operational Costs. CareHere shall invoice Fraser and Sterling Heights pursuant to their respective agreement with CareHere and in accordance with this Agreement. Fraser and Sterling Heights have agreed that Fraser shall be responsible for its proportionate share of the Wellness Center's ongoing operational costs based upon the proportionate percentage of actual utilization by Fraser employees, and their dependents, as determined by CareHere on a monthly basis. Ongoing operational costs are those costs as stated in the respective agreement between CareHere and Fraser and the agreement between CareHere and Sterling Heights, including but not limited to, provider time, equipment maintenance and replacement, supplies, and internet fees. The proportionate share of ongoing operational expenses shall be based on Fraser's utilization of used appointments. Sterling Heights agrees to cover the costs for all unused appointments. Accordingly, any unused appointments shall be attributed to Sterling Heights for the purpose of calculating the proportionate share. For example, if the Wellness Center had 1000 total available appointments and Sterling Heights used 600 of those appointments, Fraser used 200 of those appointments, and there were 200 unused appointments, CareHere would apply the 200 unused appointments to Sterling Heights. Therefore, Sterling Heights would be attributed 800 of the total appointments and Fraser would be attributed 200. CareHere would then take the total attributed appointments for each Sterling Heights and Fraser and divide each by the total number of appointments to get the proportionate share. In this case, Sterling Heights would be invoiced for 80% (800 / 1000 = 80%) of the total ongoing operational expenses for the month and Fraser would be invoiced for 20% (200 / 1000 = 20%).

   Further, Fraser will be directly billed by CareHere, in accordance with the fee schedule being utilized by CareHere at the time of service, for costs associated with lab work performed and medications distributed that Fraser employees or their dependents actually utilize. Sterling Heights agrees to fund the stocking of the medications and for each medication used by Fraser, CareHere shall invoice Fraser for the cost of such medication and provide Sterling Heights with a credit on its invoice for such medication.

   For purposes of this Agreement, the term "used appointment" means any appointment that was reserved by a patient, regardless of whether the patient actually appeared for the appointment, unless the patient canceled the appointment in advance in accordance with CareHere policy; and the term "ongoing operational costs" will have the meaning set forth in the separate medical services agreement between CareHere and Fraser.

4. Future (Fraser) Wellness Center. Notwithstanding hereinafter Section II, the obligations set forth in this Section shall cease if Fraser were to construct its own wellness center and all amounts owing for prior operating costs, services, medical supplies and pharmaceuticals to the date of cancellation of this Agreement are paid by Fraser in full.

II. DURATION AND TERMINATION.

1. Duration. The Parties agree that the duration of this Agreement coincides with the existing term of the agreement between CareHere and Sterling Heights which commenced on or about January 1, 2018 and continues unless otherwise terminated by CareHere or Sterling Heights by providing at least ninety (90) calendar days notice.

Commented [ND1]: 1.In Paragraph I-3, the term "unused appointments" is important. If an employee cancels (or completely forgets about and misses) an appointment, is that an "unused" appointment, or is it attributable to Fraser? Clarity on this point will help us avoid apportionment disputes in the future.

Commented [ND2R1]: I checked with our reporting team and unused appointments are any appointment in which no one has signed up for or otherwise taken that spot. For example, if we have a patient that signed up for an appointment but then did not make it to the center for whatever reason, CareHere providers would mark that person as a "no show appointment" which, for the purposes of reporting, count as a used appointment. Further, if a patient signs up for an appointment but then realizes that they had another commitment at that time and the patient subsequently cancels the appointment, then that appointment is a unused appointment. The cancellation effectively opened up the slot for someone else to utilize if needed.

Commented [ND3]: 2.Also in Paragraph I-3, how will the "ongoing operational expenses" be defined? Will that be articulated in the separate agreement with CareHere? In other words, how can we predict Fraser's monthly cost for budgeting purposes? Similarly, what is the fee schedule for lab work and medications? Will that also be in the separate agreement?

Commented [ND4R3]: Ongoing operational expenses will be defined in the medical services agreement between CareHere and Fraser as they are in the medical services agreement between CareHere and Sterling Heights. As for lab work and medications, those schedules move and we work with the clients to ensure that anything we are utilizing in the health center is cheaper to the plan/client that if purchased in the market place.

2. Termination. Sterling Heights or Fraser shall be entitled to terminate this Agreement if: (1) a court of competent jurisdiction enters an Order negating the validity, enforceability, or legality of any part of this Agreement, or (2) upon any Party providing the other with 90 days written notice of termination for any reason, or no reason at all. In the event of such termination, and other than payment of all amounts outstanding for past services, each Party shall be released from any and all further obligations under this Agreement.

III. INDEMNITY: NO WAIVER OF IMMUNITY.

To the extent authorized by the Constitution and/or the laws of the State of Michigan, Fraser agrees to be liable for, defend, pay on behalf of, indemnify, and hold harmless Sterling Heights, its elected and appointed officials, employees, and others working for Sterling Heights from any third party claims, demands, suits, or loss of any nature, including, but not limited to, bodily injury or death and/or property damage, which arises out of or is in any way connected with the use of the Wellness Center pursuant to this Agreement. This duty to indemnify, defend, and hold harmless shall include all costs of litigation or defense of claims. It is expressly understood and agreed that under this Agreement that neither party waives, nor shall be deemed to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

IV. CONTROLLING LAW.

This Agreement shall be subject to, interpreted, and enforced according to the laws of the State of Michigan.

V. MUTUAL AGREEMENTS.

1. Entire Agreement. This agreement sets forth the entire agreement between the Parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers, and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. No modification of, or waiver of, any right under this Agreement will be effective unless it is evidenced in writing executed by an authorized representative of each party to this Agreement.

2. Relationship to other Agreements. This agreement enhances the Parties' respective health care services for its employees and those qualified for health care coverage and does not supersede or negate any other agreements heretofore entered into between the Parties.

3. Severability. The phrases, clauses, sentences, paragraphs or sections of this Agreement are severable and, if any phrase, clause, sentence, paragraph, or section of this Agreement should be declared invalid by the final decree or judgment of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Agreement.

4. Notice. Any notice required to be given hereunder shall be in writing and delivered to the addresses and titles set forth below by certified mail (return receipt requested), a recorded delivery service, or by other means of delivery requiring a signed receipt. All notices shall

be effective upon receipt. The addresses provided herein may be changed at any time on prior written notice.

IN WITNESS WHEREOF, this Agreement has been signed on behalf of the Parties on the date indicated and pursuant to authorization of their respective bodies.

City of Sterling Heights

By: _____ Date: _____

Its:

City of Fraser

By: _____ Date: _____

Its:

CareHere Management, PLLC

By: _____ Date: _____

Its:

FRASER DEPARTMENT OF PUBLIC SAFETY

MEMO

To: City Manager, Wayne O'Neil
From: Interim Director Mike Pettyes
Date: February 10, 2020
Re: Liquor License Request

I received a request from Joseph Koliba, the owner/manager of Free Play Pinball Arcade for the last remaining quota license. The process for obtaining this license is the approval by city council to *recommend* to the Liquor Control Commission that they approve this quota license. Form LCC-106, or the Local Government Approval form would be used if the council approved this license. The form would have to be signed by our City Clerk and then submitted to the Commission.

The Liquor Control Commission does their own background investigation on applicants and make a decision to approve or deny based on that background. Doing our own background is unnecessary due to the Liquor Control Commission no longer requesting local government background approval for license requests. I would recommend only moving forward on a background investigation if the city council requests this information if this is a concern for approval or denial.

We have had numerous requests for this license in the past and I do not believe the decision to approve or deny was ever based on concerns of the applicants background. Please let me know if you need anything further.

Dear City of Fraser and the various Government Officials,

I want to thank you for the opportunity to conduct business in Fraser, Michigan. Over the last year, I have been able to find a home for my business, meet all city requirements and approvals and host a grand opening attended by 243 people. Since opening our doors on November 22nd, 2019, we have had the opportunity to provide over 2,100 patrons with entertainment, relaxation and friendly competition at Free Play Pinball Arcade, located at 34830 Utica Rd., Suite 100, Fraser, MI 48026.

The vision for Free Play Pinball Arcade was to create a safe, clean, unique and upscale atmosphere for our pristine pinball and gaming machines for everyone to enjoy. (Family Night, Date Night, Girls Night, Guys Night, Birthday Parties, Corporate Functions, and other group events...)

Already, we have established a footprint within the community by partnering with and supporting many local groups with their charitable causes and fundraising efforts such as:

- Feb. 8th, 2020 — Fraser First Booster Blue Jean Ball – Silver Sponsor
- Feb. 15th, 2020 — Fundraiser for the Fraser Athletic Booster Club
- Feb. 25th, 2020 — FPPA Spring/Summer Pinball League – starts Feb. 25th
- Feb. 28th – Mar 1st — Partner with 101 WRIF Radio at Autorama Detroit 2020
- Apr. 18th , 2020 — Fundraiser for the National Kidney Foundation of Michigan
- Jun. 20th, 2020 — Fundraiser for Neighbors United (Macomb County)
- 2020 Date TBD — Ford Motor Company Global Fundraising for Juvenile Diabetes
- 2020 Dates TBD — Working with Schools for Autism towards special play days
- 2020 Dates TBD — Pinball and Bubble Hockey Tournaments sponsored by 101 WRIF Radio
- 2020 Date TBD — Enjoy the day with some Detroit Red Wing Alumni

In addition, we were selected by the International Flipper Pinball Association (IFPA) to host their sanctioned tournaments in Michigan. The objective of the IFPA is to serve as the governing body for pinball as a competitive sport, through the sanctioning and organizing of events at the Local, State, National and International levels. Our very first IFPA sanctioned tournament will be held March 1st of this year.

We have built this amazing venue and are now in discussions with the landlord to purchase the building so we can ensure Free Play Pinball Arcade is a permanent fixture in the Fraser community for generations to come.

The one piece of feedback we have repeatedly received is the desire to have alcoholic beverages (beer and wine) for patrons of age to consume when they are enjoying our establishment. In many instances, this pushes some to go elsewhere and some to not come as often as they would like. Especially with group parties and corporate events. Therefore we have begun the process to apply for a tavern license with the City of Fraser and the State of Michigan.

Enclosed please find the necessary documentation for the application for approval of the City of Fraser. Once approved, we will submit your approval to the MLCC as a part of our application for the Tavern license.

Sincerely,

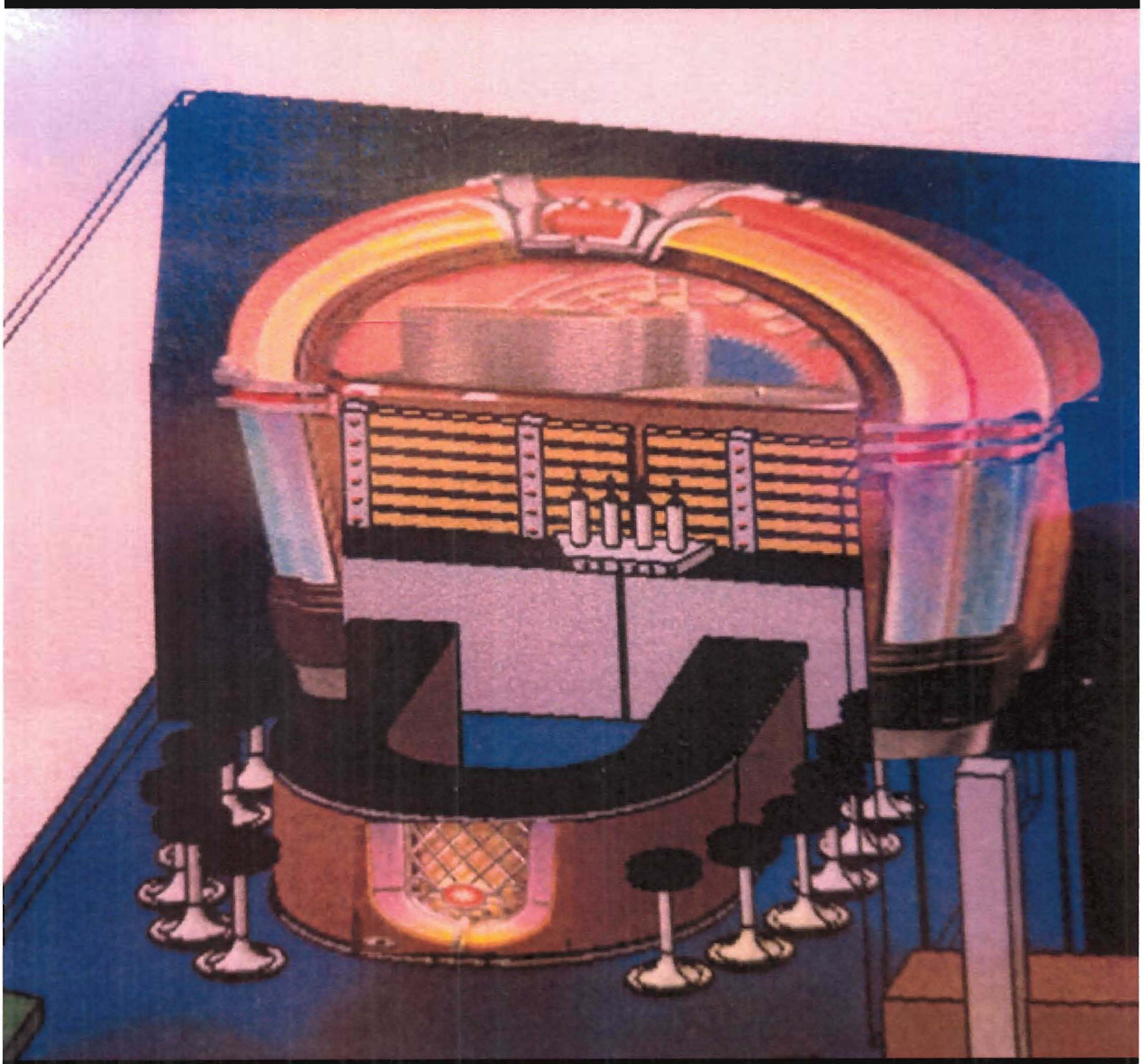
Joseph Koliba
Owner/Manager

FREE PLAY

PINBALL ARCADE

FRASER, MI

PROPOSED



JUKEBOX BAR

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): _____
(list specific licenses requested)

to be located at: _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ (township, city, village)

council/board at a _____ meeting held on _____
(regular or special) (date)

_____ _____ _____
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Retailer License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website by clicking this link.

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): FREE PLAY PINBALL ARCADE LLC	
Address to be licensed: 46830 Jans Dr	
City: Chesterfield	Zip Code: 48047
City/township/village where license will be issued: Fraser	County: Macomb
Federal Employer Identification Number (FEIN): 84-2564131	

Leave Blank - MLCC Use Only

1. Are you requesting a new license? (●) Yes ( ) No
2. Are you applying ONLY for a new permit or permission? ( ) Yes (●) No
3. Are you buying an existing license? ( ) Yes (●) No
4. Are you transferring the classification of an existing on premises license? ( ) Yes (●) No
5. Are you modifying the size of the licensed premises? ( ) Yes (●) No
   If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
6. Are you transferring the location of an existing license? ( ) Yes (●) No
7. Is this license being transferred as the result of a default or court action? ( ) Yes (●) No
8. Do you intend to use this license actively? (●) Yes ( ) No

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

Part 3 - Licenses, Permits, and Permissions

Off Premises Licenses - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

On Premises Licenses - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to **State of Michigan**

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of $70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	$70.00	License & Permit Fees:	$250.00	**TOTAL FEES:**	$320.00

Schedule A - Licenses, Permits, & Permissions

Applicant name: FREE PLAY PINBALL ARCADE LLC

Off Premises License Type: New Transfer		Base Fee:	Fee Code MLCC Use Only
☐ ☐	SDM License	$100.00	
☐ ☐	SDD License	$150.00	
☐ ☐	Resort SDD License	Upon Licensure/$150.00	

Resort SDD Licenses may only be issued in governmental units having a population of 50,000 or less

Off Premises Permits:		Base Fee:
☐	Sunday Sales Permit (AM)*	$160.00
☐	Sunday Sales Permit (PM)** *(Held with SDD License)*	$22.50
☐	Catering Permit	$100.00
☐	Secondary Location Permit - Complete Form LCC-201	
☐	Beer and Wine Tasting Permit	No charge
☐	Living Quarters Permit	No charge

On/Off Premises Permission Type:		Base Fee:
☐	Off-Premises Storage	No charge
☐	Direct Connection(s)	No charge
☐	Motor Vehicle Fuel Pumps	No charge

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 1 x $70.00 Inspection Fee

Total Inspection Fee(s): Fee Code: 4036 $70.00

Total License Fee(s): $250.00

Total Permit Fee(s): _____

TOTAL FEES DUE: $320.00

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On Premises License Type: New Transfer		Base Fee:	Fee Code MLCC Use Only
☐ ☐	B-Hotel License	$600.00	
	Number of guest rooms: _____		
☐ ☐	A-Hotel License	$250.00	
	Number of guest rooms: _____		
☐ ☐	Class C License	$600.00	
☐ ☒	Tavern License	$250.00	4034
☐ ☐	Resort License	Upon Licensure	
☐ ☐	DDA/Redevelopment License	Upon Licensure	
☐ ☐	Brewpub License	$100.00	
☐ ☐	G-1 License	$1,000.00	
☐ ☐	G-2 License	$500.00	
☐ ☐	Aircraft License	$600.00	
☐ ☐	Watercraft License	$100.00	
☐ ☐	Train License	$100.00	
☐ ☐	Continuing Care Retirement Center License	$600.00	
	☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)		
	B-Hotel or Class C Licenses Only:		
☐ ☐	Additional Bar(s)		
	Number of Additional Bars: _____		

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A $350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

On Premises Permits:		Base Fee:	
☐	Sunday Sales Permit (AM)*	$160.00	
☒	Sunday Sales Permit (PM)**	15%**	4032
☐	Catering Permit	$100.00	
☐	Banquet Facility Permit - Complete Form LCC-200		

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

☐	Outdoor Service	No charge
☐	Dance Permit	No charge
☐	Entertainment Permit	No charge
☐	Extended Hours Permit:	No charge
	◯ Dance ◯ Entertainment Days/Hours: _____	
☐	Specific Purpose Permit:	No charge
	Activity requested: _____	
	Days/Hours requested: _____	
☐	Living Quarters Permit	No charge
☐	Topless Activity Permit	No charge

To: Mayor and Council September 3, 2019
From: Nick Schaefer
Re: Annual Lease Agreement - Enterprise Fleet 2019

Enclosed is the information on the proposed fleet agreement for the City of Fraser Motor Pool through Enterprise Fleet Management. This is the eighth year that we have been using Enterprise and it has proven to be an excellent investment. It should be noted that we have reduced the number of vehicles in our fleet from 52 in 2017 to 44 in 2018, a 15% reduction. While some reductions were caused by the elimination of some personnel in public safety, other reductions were in response to city council concerns for additional reductions. We reduced vehicles in the DPW being used for our mowing crews by eliminating three mid-size cars and replacing them with two pick-up trucks so that they can go to a job site in one vehicle.

Some highlights for this year as compared to last year are:

We are replacing three heavy duty light pickup trucks used for plowing snow with three F450's that will give us increased efficiency when loaded with salt and plowing snow at the same time. We are also look at the entire city fleet annually to see what works and how it works. When it comes down to the pricing we don't go with just one model. We've had good luck with all our trucks. So when it comes down to selecting a vehicle, we go with the best incentives and pricing.

The cost for our Fleet Management Agreement for 2019 is $184,121.88 compared to $152,532.24 for 2018. This amount covers all repairs and maintenance as well as the cost of the vehicles that are under this agreement. We have other vehicles that are not part of this program such as our lawn mowers, back hoes and other unique equipment.

It should be noted that when a vehicle is "turned" in and replaced by a new vehicle, the equity from this "turned" in vehicle is returned to the city. Often times because we purchase our vehicles with municipal credits and other incentives not given to the general public, there is more equity returned to us.

enterprise®

FLEET MANAGEMENT

City of Fraser

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INSPECTORS VAN

2008
Chevrolet
Express Van
$ 0
Monthly Payment
maintenance covered
by motor pool

2020
Chevrolet
Express Van
$ 314.47
Monthly Payment
maintenance included

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3 YARD DUMP TRUCK

2006
Chevy 3500 HD Dump

$ 0
Monthly Payment
maintenance covered
by motor pool

2020
Ford F 450 Dump with
plow/salt equipment
$ 1244.55
Monthly Payment
maintenance included

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3 YARD DUMP TRUCK

3 YARD DUMP TRUCK

- 2019 $3500.00 (SUSPENSION,BRAKE LINES, COOLANT ISSUE)
- 2018 $700.00 (FRONT & REAR TIRES)
- 2017 $3200.00 (TUNE-UP, TURBO, GLOW PLUGS, FUEL TANK)
- 2016 $2300.00 (ECM, ABS BRAKE)
- 2015 $2700.00 (EGR VALVE, MASS AIR FLOW SENSOR)

TOTAL $12,400.00

TRUCK #4

LAST 5 YRS

MAINTENANCE COSTS

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3 YARD DUMP TRUCK

2012 Chevy
3500 HD Dump
$ 0

2020 Ford
F 450 Dump with
plow/salt equipment
$ 1244.55
Monthly Payment
maintenance included

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© 2016 Enterprise Fleet Management, Inc.

3 YARD DUMP TRUCK

2015
Chevy 3500 HD Dump

$ 1241.87
Monthly Payment
maintenance included

2020
Ford F 450 Dump with plow/salt equipment
$ 1244.55
Monthly Payment
maintenance included

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2014 FORD F 150

2014 Ford
F 150 XLT
$ 490.98
Monthly Payment
maintenance included

2020 Ford
F 150 XLT
$ 482.66
Monthly Payment
maintenance included

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2020 Ford F 250 Snow Plow Truck

2014
Ford F 150 XLT

$ 468.63
Monthly Payment
(maintenance included)

2020
Ford F 250 XLT
Snow plow equipment
$ 484.68
Monthly Payment
(maintenance included)

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2020 Ford F 250 Snow Plow Truck

2014
Ford Focus
$ 323.18
Monthly Payment
maintenance included

2017
Ford Focus
$ 119.26
Monthly Payment
maintenance included

2020
Ford F 250 XLT
$ 337.63
Monthly Payment
maintenance included

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Current Fleet

Public Works	27
5-10 yard large dump trucks	5
3 yard small dump trucks	4
Pick up trucks	6
Inspector Van	1
Water Department Vehicles	2
Sewer Vactor Truck	1
Street Sweeper	1
Hi-Ranger Ariel Truck	1
Flat Bed Lift Truck	1
Small Passenger Vehicle	3
Supervisor Vehicles	2

Current Employees	
Full-Time	10
Supervisors	2
Regular Part-Time	8
Seasonal	8

Building	3
Pickup Trucks	2
Passenger Vehicle	1
Current Employees	4

IT	1
Passenger Vehicle	1

Recreation	1
Passenger Vehicle	1
Current Employees	6

Public Safety	20
Patrol Vehicles	8
Patrol Motorcycles	2
Detective Vehicles	3
C.O.P. Truck	1
Administration Vehicles	2
Ambulance	1
Fire Truck	2
Utility Truck	1

Current Employees	
Full-Time	31
Paramedics	5

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Current Fleet City Owned & Leased

DPW Vehicles Total 27

Leased		City Owned	
5-10 yard large dump trucks	0	5-10 yard large dump trucks	5
3 yard small dump trucks	3	3 yard small dump trucks	1
Pick up trucks	2	Pick up Trucks	0
Inspector Van	0	Inspector Van	1
Water Department Vehicles	2	Water Department Vehicles	0
Sewer Vactor Truck	0	Sewer Vactor Truck	1
Street Sweeper	0	Street Sweeper	1
Hi Ranger Ariel Truck	0	Hi Ranger Ariel Truck	1
Flat Bed Lift Truck	1	Flat Bed Lift Truck	0
Passenger Vehicles	3	Passenger Vehicles	0
Total	17	**Total**	10

DPS Vehicles Total 20

Leased		City Owned	
Patrol Vehicles	4	Patrol Vehicles	4
Patrol Motorcycles	0	Patrol Motorcycles	2
Detective Vehicles	2	Detective Vehicles	1
Pickup Truck (C.O.P.)	0	Pickup Truck (C.O.P.)	1
Administrative Vehicles	0	Administrative Vehicles	2
Ambulance	0	Ambulance	1
Fire Truck	0	Fire Truck	2
Utility Truck (Pickup)	0	Utility Truck (Pickup)	1
Total	6	**Total**	14

Building Vehicles Total 3

Leased		City Owned	
Pick up Trucks	2	Pick Up Trucks	0
Passenger Vehicle	1	Passenger Vehicle	0
Total	3	**Total**	0

Recreaction & Seniors Department Vehicle Total 1

Leased		City Owned	
Passenger Vehicle	1	Passenger Vehicle	0
Total	1	**Total**	0

IT Department Vehicle Total 1

Leased		City Owned	
Small Passenger Vehicle	1	Small Passenger Vehicle	0
Total	1	**Total**	0

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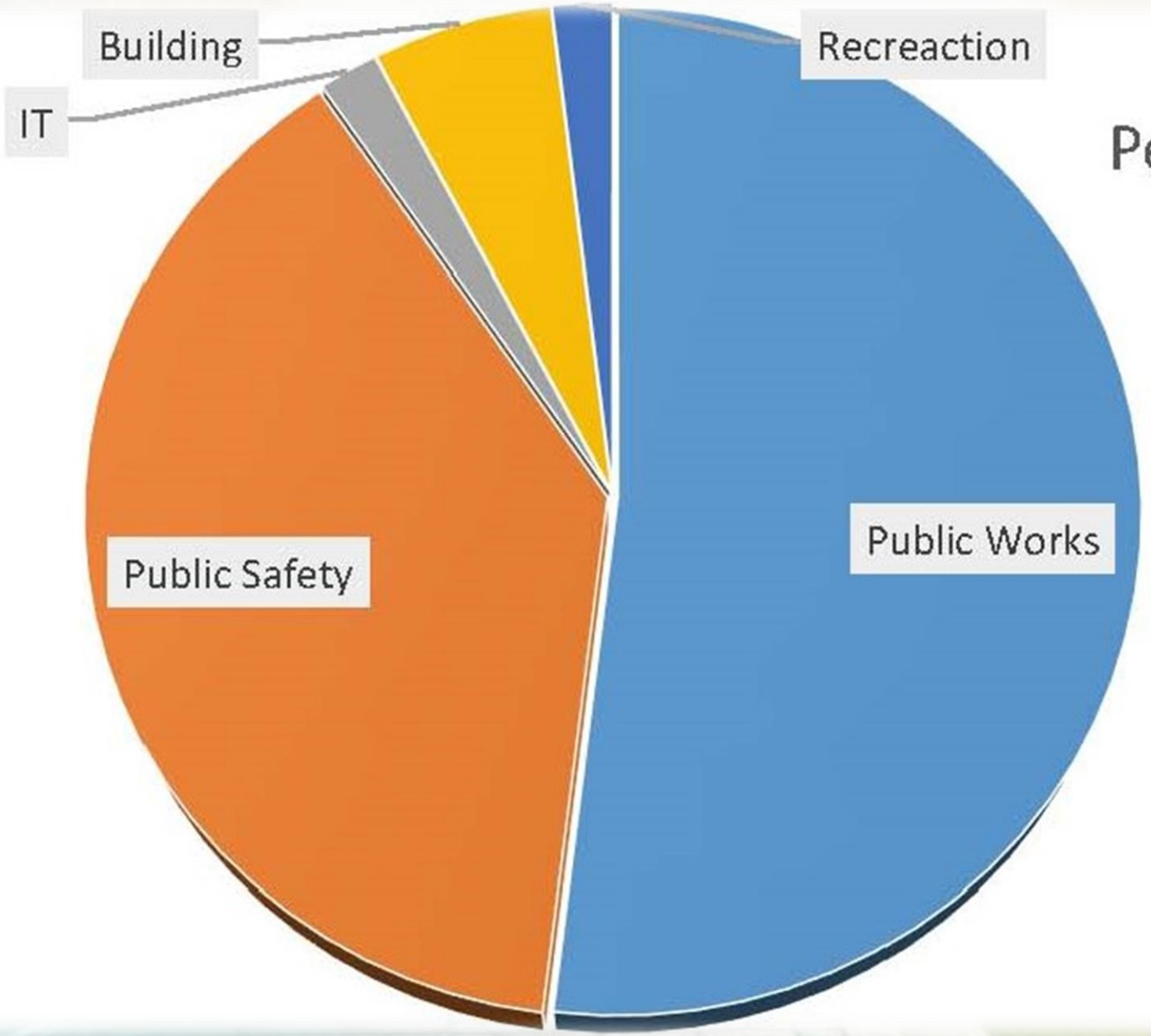
Vehicles Per Department



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Estimated Resale on Units

Year	Model	Driver Name	Est Miles July 2019	Outstanding Balance In July	Est Greg Value July 2019	Estimated Equity in July
2008	Express	3	84,964	$0.00	$4,000.00	$4,000.00
2006	Silverado 3500	4	61,725	$0.00	$8,500.00	$8,500.00
2015	o 3500HD Chassis	08	14,073	$3,407.00	$30,500.00	$27,093.00
2012	o 3500HD Chassis	17	25,564	$350.00	$20,500.00	$20,150.00
2014	F-150	23	78,618	$6,408.00	$16,000.00	$9,592.00
2014	F-150	55	24,300	$7,178.00	$15,000.00	$7,822.00
2014	Focus	MP4	16,413	$3,728.00	$5,000.00	$1,272.00
2017	Focus	MP5	4,743	$3,666.00	$8,000.00	$4,334.00
				$24,737.00	$107,500.00	$82,763.00

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Total Annual Fleet Budget Difference

	2018-2019			2019-2020		
	Full Maintenance	Current montly payment - vehicle only	Total Monthly Payment **NOW** with Maintenance	Full Maintenance	New Payment - Vehicle only	Monthly Payments **AFTER** replacements with Maintenance
Monthly	$821.87	$11,889.15	$12,711.02	$949.03	$14,392.31	$15,343.49
Annual	$9,862.44	$142,669.80	$152,532.24	$11,388.36	$172,707.72	$184,121.88

Annual Budget Difference for all Fraser vehicles

$31,589.64

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sales@jmzmanagement.com * 248-600-5415 * 40020 W 12 Mile Rd., Novi, MI 48377

City of Fraser
c/o D. Wayne O'Neal, City Manager
wayneo@micityoffraser.com

Re: Request for Proposals, 75 Unit Senior Housing Project

Dear Mr. O'Neal:

It was a pleasure meeting with you on February 4th prior to the commencement of the tour of the property. We are confident that JMZ Management can meet all of the city's needs with regard to managing these 75 units, while exceeding your expectations for customer service to you and the tenants.

Enclosed is a brief background of JMZ Management, summaries of the services we provide that are to be included should JMZ Management be chosen to manage this property, as well as information about our team, our fees, etc.

What sets JMZ Management apart from the competition is our extensive real estate roots in the Detroit Metro Area, our dedication to customer service, and our knowledge of the property management business, regulations and laws. With a full-time staff of 8, an in-house legal department and our own maintenance and repair company, JMZ Management is the full package when it comes to meeting your property management needs.

We thank you for your time and consideration in this matter and we look forward to hearing from you.

Should you have any questions please contact Kylee Boyle, Chief Operating Officer, at 248-600-5415 or via email to sales@jmzmanagement.com.

PROPOSAL SUMMARY

Qualifications, Experience and Project Approach:

Our mission and vision is to build the most renowned and effective management team by focusing on trustworthy customer service, as well as innovative and proactive marketing that will produce lucrative and time-efficient results for our clients. Our dedication to our mission will generate significant financial returns, allowing us to give back to our team and our community.

As one of the most well-established management firms in Michigan, JMZ MANAGEMENT has been managing in Metro Detroit for over 15 years and we understand the daily requirements of running a multi-family community. JMZ MANAGEMENT provides management services to over 200 property owners across Oakland, Macomb, Wayne, Washtenaw, and Livingston Counties. We oversee 25+ multi-family properties including 7 communities. Our management services include:

- **Marketing**: Prior to listing a vacancy for lease, we conduct updated rental analysis to ensure the rental rate we advertise is accurate and competitive. We have experience in creating effective marketing and sales strategies to grow and maintain occupancy in all levels of care. JMZ Property Management uses the nationally recognized MARK Z. Real Estate Experts to market the properties we list for lease in Metro Detroit. Our on-going marketing campaigns generate over 200 tenant leads a day. We provide more than excellent customer service; we also offer an unlimited marketing budget. As an added value we use virtual tours on every home we market so prospective tenants spend more time viewing your property.

- **Tenant Screening:** Tenants are required to submit an application so that we can run a detailed and thorough background check. JMZ Management has standard screening qualifications (credit score threshold, previous criminal or civil litigation, income qualifications); however, we look to the City of Fraser for any further directives regarding requirements for tenant screening and can implement those as well.
- **Leasing:** We offer prospective tenants the option to review and sign their lease online or in person. We are happy to use a standard lease provided by the City of Fraser; however, we do have a standard comprehensive lease that has been drafted and reviewed by our legal department to ensure compliance with all Federal and State Housing laws and regulations.
- **Maintenance:** All tenants will have access to our online work order submission system, and will have a direct line and email to the maintenance department so they can report any issues during normal business hours. All tenants will also have access to our 24-hour maintenance hotline so they can report maintenance issues after office hours, or get immediate attention for emergency maintenance. We have an extensive network of in house and local contractors and vendors to assist us in meeting the maintenance needs of our clients and their tenants. We are happy to keep the maintenance staff currently employed so as to provide continuity for the tenants during the management transition.
- **Inspections:** Over the years, our team has developed a preventative maintenance inspection routine that has saved our clients thousands of dollars. JMZ Management contractors are licensed, insured and inspect our properties with trained eyes to identify any potential maintenance issues so we can address them before they become a problem.
- **Collections:** Here at JMZ Management we understand that life happens so we always begin the collection process by reaching out to the tenant directly via a telephone call, as well as text and email if possible, to try and resolve the issue of their delinquent rent as soon as possible. Every month our team works tirelessly to ensure all rental payments are received on time and, in the event the tenant is delinquent, we are proactive and send the proper legal notices required to initiate the eviction process. This means that our clients save time and can begin the eviction process as early as 7 days following the end of the grace period if they choose.
- **Accounting and Reporting:** JMZ MANAGEMENT clients receive their monthly disbursements in the same month in which the funds are received. Accordingly, when January rent is paid, the funds are processed and disbursed to the owner before the end of January. Customarily, so long as rent is received on time, our clients receive their disbursements between the 9th and 15th of the month. Our team keeps detailed records of all transactions for a unit and all maintenance

conducted on the property. Furthermore, our use of the latest technological software allows us to provide our clients with real-time updates regarding their properties. The JMZ Management accounting team provides monthly and annual accounting statements that detail, by the unit, each transaction made and every maintenance order conducted. Our entire team is available Monday through Friday from 9 a.m. to 5 p.m. to assist and answer any questions our clients or tenants have.

MEET OUR TEAM

MARK Z., CEO & Founder: MARK Z has sold more than 4,500 homes since 2003, totaling nearly $1 Billion in real estate sales. About 15 years ago he realized his need for a trustworthy property management company to oversee his growing real estate portfolio. Thus, JMZ MANAGEMENT was born. MARK Z structured the JMZ MANAGEMENT team and established operating procedures with a landlord's perspective in mind to ensure top-notch customer service and management that sets JMZ MANAGEMENT apart from the competition.

KYLEE K. BOYLE,
Chief Operating Officer:
Kylee's diverse professional background gives her the experience she draws on daily to lead and manage the JMZ MANAGEMENT team and to provide our clients and tenants with attentive, friendly customer service. Holding a B.S. in Paralegal studies, Kylee spent over 10 years working in the legal field before finding her passion for sales and obtaining a Real Estate License, and joining the JMZ MANAGEMENT team as Director of Sales in 2017. Now, as Chief Operating Officer, Kylee is focused on growing JMZ MANAGEMET's service areas and improving the overall property management experience for our clients and tenants.

Kim Fredericks, Chief Financial Officer:
Kim's extensive background in accounting has made her an asset to the JMZ Management team for over 5 years. Her knowledge of the Property Management business and customer service skills allow her to provide JMZ MANAGEMENT clients with updated, detailed information regarding the financial aspects of their real estate portfolios under our management. Should you have any questions regarding JMZ MANAGEMENT's financial standing, please contact Kim Fredericks via email at accounting@jmzmanagement.com, or by phone at 248-850-2492.

You can learn more about our team by visiting www.jmzmanagement.com

References:

1. **Regency Capital Holdings of Novi / Edna Zaid**
   248-730-6748 ednazaid@yahoo.com

2. **Commerce Real Estate Holdings, LLC / Adel Fakhouri**
   248-361-0012 adelz81@gmail.com

3. **BJZ Management, LLC / Brian Zaid, Esq.**
   248-535-7020 brianzaid@gmail.com

Vendor Information:

Mario Brothers Home Improvements (Mario Brothers) is our maintenance company and all maintenance work is contracted through Mario Brothers. By using our own company we are able to provide our clients with reduced maintenance pricing. This also means that we are able to bill by the job, rather than having a standard pricing list. For example, if our contractor completes a job in 15 minutes that the pricing sheet calls for 30, our clients are paying for the 15-minute job rather than being charged the standard rate for a 30-minute job. Maintenance costs can be deducted from a maintenance escrow account or can be passed through to the City of Fraser for payment upon receipt of the work order.

Click here to learn more about Mario Brothers Home Improvements

Pricing:

Monthly Management Fee: 5% gross rental receipts.
This fee covers the cost of rent collection and following up on delinquent payments, coordinating maintenance and repairs, monthly and annual reporting to the City of Fraser, routine customer service to tenants, routine inspections of units and the entire property.

Miscellaneous Costs:

- **Marketing/ Tenant Placement: 1 month of rent.**
  This fee will not apply if a tenant is placed from the waiting list currently established.

- **Mailing 7 Day Notice for Delinquent Rent: $12 per notice.**
  This covers the cost to our legal department for preparing the Notices and mailing the notices to the tenants.

- **Possession Only Eviction (optional): $750 per unit.**
  This covers the cost to our legal department to litigate a possession only eviction, including attorney time. This fee is only incurred if the City of Fraser chooses to use JMZ MANAGEMENT's legal department to litigate evictions as necessary. We also offer an Eviction Protection Plan click here to read more.

Revenue and Business Metrics:

2019 Gross Revenue: $466,316.87

Percentage of gross revenue
generated by management services: 63%

A full-time staff of 8, with support from several part-time administrative staff.

Office located at 40020 W. 12 Mile Rd., Novi, MI 48377.

Acceptance of Terms and Conditions

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception (s), reason(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP please indicate so.

By: _____

CEO

Title Date

For: JMZ Management, LLC

Senior Apartments Property Management Comparison

Current Senior Apartment Operations Costs (Status Quo 2018-19)

Free Cash Flow	**$221,459**		
Fixed Costs (remain)	**Costs**	**Total**	
Utilities	**$49,765**		
Misc. Insurance costs	**$43,702**		
Admin Charge/Audit	**$3,721**		
Depreciation	**$83,953**		
Fixed Costs		**$181,141**	**(Doesn't change)**
Variable Property Maintenance (Current)			
Salaries/Fringes (day-to-day operations)	**$48,770**		
DPW Site Maintenance charged to salaries *	**-$4,300**		
Net Salaries/Fringes for day-to-day operations		**$44,470**	**(People/Labor)**
Material/Supplies	**$23,981**		
DPW Site Maintenance charged to salaries	**$4,300**		
Maintenance and Contracted Repairs	**$91,175**	**$119,456**	
Variable Property Maintenance Costs (Current)		**$163,926**	Baseline for comparison
Total Current In-House Operational Costs			**$345,067**

City of Fraser or Property Manager Comparison

Cost Comparisons	**COF**	**JMZ ***	**Nelson**	**Grosse Pointe Apartments**
Total In-House Variable Costs	**$163,926**	**$163,926**	**$163,926**	**$163,926**
Labor vs Management Fees				
Management Fee	**$0**	**$28,000**	**$81,000**	**$86,000**
Salary & Fringe Benefits (Kelly/Marty)	**$44,470**	**$22,235**	**$0**	**$0**
Total Cost for management services	**$44,470**	**$50,235**	**$81,000**	**$86,000**
City of Fraser vs Property Manager Baseline	**$0**	**$5,765**	**$36,530**	**$41,530**
% Additional Cost for Property Manager		**13% Higher**	**82% Higher**	**93% Higher**
Available for Maintenance/Repair	**$119,456**	**$113,691**	**$82,926**	**$77,926**
Maintenance Repair Budget Deficit/Surplus		**-$5,765**	**-$36,530**	**-$41,530**
Cashflow for CIP 2018-2019	***$221,459***	***$221,459***	***$221,459***	***$221,459***
Additional $ required for maintenance budget	***$0***	***-$5,765***	***-$36,530***	***-$41,530***
Net Available for Capital Improvements	***$221,459***	***$215,694***	***$184,929***	***$179,929***
Reduction in Capital Improvement Funds	***0%***	**-3%**	**-16%**	**-19%**

*** JMZ proposal assumes continued employment of apartment manager by City of Fraser**

Summary of Summaries	***Mgmt or Labor***	***Maint Repairs***	***1 $ Reqd for Maint***	***Reduction in CIP***
City of Fraser	***$44,470***	***$119,456***	***$0***	***$0***
JMZ	***$50,235***	***$113,691***	***$5,765***	***-$5,765***
Nelson	***$81,000***	***$82,926***	***$36,530***	***-$36,530***
Grosse Pointe Apartments	***$86,000***	***$77,926***	***$41,530***	***-$41,530***

JMZ is a hybrid approach and estimated cost for management is about $6,000 more annually than in-house management. Nelson and Grosse Pointe Apartments are outsourced management solutions only, are significantly higher, and would reduce available funds for capital improvements by 16% and 19% respectively in order to maintain current maintenance budget levels

Request for Proposal

75 Unit Senior Housing Project

34950 Hidden Pine Drive

Fraser, MI 48026

Grosse Pointe Apartments and Property Management

17728 Mack Ave

Grosse Pointe, MI 48230

313-505-0456

GrossePointeApartments.com

Michigan Real Estate Broker License# 6505356869

Michigan Builder License#2101134568

2/14/20

City of Fraser

Attn: D. Wayne O'Neal

75 Unit Senior Housing Project

33000 Garfield Road Fraser, MI 48026

Mr. O'Neal,

First off, please let me tell you how impressed I was during my tour of the building. It has been properly managed for years and that is the goal of what I am about to propose to you, buildings managed properly and effectively. A good staff is hard to find and I believe the key to this housing complex is your current on staff handyman Marty and also, Kelly in the office. I know that Marty knows the mechanicals of the building inside and out and someone like that is invaluable. I would like as little change for your tenants as possible and if there would be change, it could come slowly. For the transition and possibly beyond, I would love to keep the two of them on staff with Grosse Pointe Apartments. I do not believe when I am of advanced age that change would sit very well with me, I would like my future tenants happy.

My staff and I are excited for the chance to work with your city and its rental properties. Grosse Pointe Apartments would love to show how flawlessly an undertaking such as this can be handled. Our team focuses on providing owners with timely communication, easy to understand financial statements as well as world class management.

Grosse Pointe Apartments is a qualified, licensed, female owned and operated, professional property management firm located in Grosse Pointe with properties successfully managed all across South East Michigan.

We have been serving the needs of both property owners and our tenants since 2006; we look forward to serving the city of Fraser.

Thank you in advance,

Anna Bartolotta

PROPOSAL SUMMARY

PREMISES

34950 Hidden Pine Drive, Fraser MI 48026

COMMENCEMENT DATE

April, 1st, 2020

TERM

24 month term with option for one additional year.

MANAGEMENT FEE

$86,000, this includes management for the building, basic labor for maintenance and all administrative activities, including financial.

TERMINATION

Either party shall have the option to terminate the contract with 160 days (4 months) written notice to the respective party.

ADDITIONAL CHARGES

All Expenses billed directly to the city of Fraser monthly.

CONFIDENTIALITY

All parties acknowledge that the financial terms of this proposal and the contents hereof are strictly confidential and covenant not to disclose or allow disclosure of the same to any third party.

This proposal is valid for one year, expiring 2/13/21.

Your team at Grosse Pointe Apartments has been providing property management service in Michigan for more than 14 years.

Our team has experience in management ranging from one single family home to large multi-family apartment buildings, some property owners we manage have close to 100 homes, all successfully managed by us, while providing a wide range of accounting and financial services to each and every property owner we service. Our processes are in place to manage hundreds of potential new homes or units; our proper process allows tasks to flow freely without disruptions or the issues of having 'too many units'. We are currently employed by 53 individual owners with each having either one single unit or are playing 'Monopoly" with homes and purchasing everything that they can get their hands on. At each new purchase we simply add to their portfolio and move forward. The property owners who employ Grosse Pointe Apartments are happy, period.

Grosse Pointe Apartments is staffed with licensed real estate agents who know and understand the law and who follow the strict guidelines set forth by the state of Michigan. Our Broker at Grosse Pointe Apartments operates in-house and opened this company in 2006 when she saw the need for proper management in Michigan. Our broker, Anna Bartolotta, noticed a problem and set forth on fixing that problem. Most of the new management we obtain is from unsatisfied property owners looking for a better way to do business.

After 14 years of experience we have the marketing know-how for advertising our vacant properties and successfully leasing to potential tenants

is our goal. A successful lease is job one. Our experience shows that if you do the hard work up-front with properly screening a potential tenant then the management aspect becomes less of a task. Screening, credit checks, state and federal background reports, civil filings from other management companies, it's all part of our process. We will know everything about a person before a potential tenant is allowed to move into a property.

Project Approach

Our first rule is 'answer the phone, there is a person on the other end'; that philosophy is vital to our successful communication. Our tenants being pleased is always a priority, having tenants of advanced age we believe, it is even more important. Our office is open daily from 9am-5pm and during that time phones are answered and emails are returned. If, by chance, a call does go to voicemail it is promptly returned that same day. We have personally experienced calling other management companies and leaving several messages with never being contacted back. A company cannot operate successfully that way. Grosse Pointe Apartments has a 24 hour emergency line because emergencies tend to happen after hours, we can dispatch emergency repairs at anytime of the day. Owners and tenants always have the option to email, which we find most efficient, communication is always open. Our tenants have access to on online portal where they can submit rental repair requests and check the status of repairs. The city of Fraser would have complete access to our company and would even be provided cell phone numbers for instant access, if warranted. The city of Fraser will be appointed a specific point person for all of their day to day activities; this will ensure nothing is lost while progress is happening. We respect our tenants and promise them non-emergency repairs completed within 48 hours.

Anna Bartolotta, Broker/Owner

REAL ESTATE BROKER, PROPERTY MANAGER, RESIDENTIAL BUILDER, REAL ESTATE INVESTOR, MOTHER OF TWINS.

Anna has worked in property management for more than 14 years. In 2006 Anna purchased her first four-family apartment building and has been non-stop ever since, Grosse Pointe Apartments and her children were born shortly afterwards.

Anna is a licensed real estate broker with the state of Michigan and has managed a wide variety of properties including her own. Her way of thinking is easy, a lease is a contract and all parties must be happy with the outcome of that contract. Anna makes it a point to have happy tenants; in turn she believes the tenants will make her happy. It has definitely worked out so far.

Membership and Associations

- Michigan Multiple Listing Service, Goldman Sachs 10,000 small business program graduate 2014, Michigan licensed broker, Michigan licensed builder
- Grosse Pointe Board of Realtors, Grosse Pointe Chamber of Commerce

• ***Pricing Methodology***

Grosse Pointe Apartments has a standard 10% of the gross monthly rent for a management fee but to be as cost effective as possible we are offering a flat rate to the city of Fraser. This price includes taking on the hourly wage of both current part time employees. The city has a diamond with the current maintenance man and the current on site office employee will be only be temporary until the complete transition is complete. The office help would only be employed at this location, after the transition, if deemed necessary.

Maintenance We celebrate loyalty and believe if something isn't broke then why attempt to rebuild the wheel, we would gladly keep all relationships with contractors that the city holds if they made sense to the bottom line and effectiveness of the contractor. In-house day to day repairs would continue to be handled by the current in-house maintenance and any other basic repairs are charged at $30.00 an hour plus materials and comprehensive repair details are included in the "Owner Monthly Statement" or OMS. We utilize outside lawn cutting and snow removal or a city contractor could be utilized. We work with outside contractors for HVAC or plumbing issues that arise that are out of the scope of work of general handymen.

New tenant move in/out is the actual cost of repairs and materials. Again, if cost effective we would use the contractors and labor that the city has always used for the work and materials. These tasks include painting, carpet cleaning, general cleaning, floor installation materials and repairs. We ensure a tenant moves into a unit that is in good working condition. It is the goal to keep the building at the high standard that the current tenants have come accustomed.

Cities, such as Fraser, require a certificate of occupancy for a unit to be in good standing with the city and the actual cost of the registration would be an expense to the city of Fraser.

Please see the FEE SCHEDULE and enclosed management agreement for more information on charges and/or fees associated with Grosse Pointe Apartments.

References

Grosse Pointe Apartments can offer references of owners large and small. Please ask if you require more. There are only slight differences between managing a single family vs. a multi-unit complex, it mostly about the people, the mechanics vary and can always be handled properly.

Ten Pointe Properties, llc, Contact Eric Isrow, Michigan based, currently 56 properties.
586-855-3670, ericisrow@aol.com
Janet Hobbins, out of state owner, currently two single family homes.
347-351-6548, hobbinsj@hotmail.com
Charles Hu, out of state owner, multiple large multi-unit buildings.
(661) 236-4472, chrome588@gmail.com

Matt Castle, new to the family with ten doors. He boasts that Grosse Pointe Apartments has turned his rentals around to profitable once again.
(919) 336-2880 mattcastle12@gmail.com

-----If awarded this project, it is understood and agreed to that Grosse Pointe Apartments will obtain a **City of Fraser business license** and will operate in accordance to the rules and regulations of Fraser.

-----Current held security deposits in escrow to be transferred to Grosse Pointe Apartments escrow fund. **Security deposit transfer letters to be mailed to tenants within 30 days of receipt**.

Administrative duties

- The securing of tenants to lease vacant units, we are aware of the current waiting list.
- Proper screening of potential tenants including, but not limited to, state and federal background checks, credit reporting, personal and professional references, prior landlord contact, income verification, and personal interviews.
- Prepare an estimate for fair market rental value, for the season, on vacant units.
- Monitor a 24hour emergency line for after hour issues.
- Schedule repairs and maintenance as required by the city of Fraser or as needed.
- Administration, communication and correspondence with tenants and the city of Fraser.
- Hiring and supervising subcontractors, trades and outside employees
- Yearly site inspections, reporting and follow-up with management plans or maintenance needs. The site inspections will include the interior and exterior of each building and/or unit.
- Monthly owner statement submitted to the city of Fraser.
- Prepare lease agreements, approved by the city of Fraser.
- Preparing property for rental and new tenant.
- General repair and maintenance

    - Negotiate with and engage the services of contractors.
    - Evaluate and recommend purchases of equipment, material and supplies required for regular maintenance
    - Provide an emergency service telephone number and immediate response to emergencies
    - Assess and supervise any required repairs
    - Maintain an up-to-date list of all tenants
    - Provide statistical information required by Government and applicable Acts
    - Sending out notices to tenants
    - Management of lawn and ground maintenance team including: snow removal, garbage removal, landscaping, painting, and all repairs to the common elements
- Preparing reports of tenants upon exit of the property and a commencement inventory checklist of the new tenant placed.
- Suggest to tenants that renter's insurance is recommended, but not required.
- Re-Key the new vacant units, as part of maintenance, when needed.
- Monitor utility transfers between past, vacant and current tenants.
- Collect and secure a new tenant's security deposit and adhere to the rules of such. Grosse Pointe Apartments fully complies with the Michigan landlord/tenant act and will continue to do so.

Financial Duties

- Collection rent.
- Payment of all monthly bills due on the property.
- Collection of late fees.
- Supervising the mailing of "Demand for Payments" and all court required documents through our landlord/tenant attorney.
- Management of accounts receivable and accounts payable
- Preparation of end of year statements to be delivered to the city of Fraser along with a gross rent 1099, for tax purposes, from Grosse Pointe Apartments.
- Monthly accounting statements, OMS. Owner's monthly statement.
- Budget of repairs submitted to the city of Fraser before work can commence on a unit. Each project must be approved by the city.
- Deposit of funds monthly into the bank account provided by the city of Fraser..
    - Collect all fees and disburse all debts, providing a detailed account of all transactions
    - Assist in annual audit by providing access to and explanation of all accounts
    - Provide administration and accounting for Security Deposits as required by Government regulation
    - Render any final accounting required
    - Financial Statements: Monthly and Yearly.

Fee Schedule

$86,000 yearly which includes management, administrative and both the current salaries of part time employees in maintenance and on site office duties. Grosse Pointe Apartments would take on and take care of the current two employees at a part-time basis. Grosse Pointe Apartments does reserve the right to change their employment status at any point and at any time for any reason. This fee does not include outside labor, monthly bills including water/sewage or any expense associated with the property or building. This yearly amount is charged monthly on the city of Fraser's OMS.

$0.00 rent for the marketing and successful lease of a vacant unit. This includes a credit report(s) and state and federal background check(s).

0% fee for administrative unit prep at move out.

$30.00/hour General labor, unit repairs or general maintenance (interior and exterior)

$1,200 One bedroom paint and $1,500 two bedroom paint, post carpet removal. Carpet remaining during the painting process will increase the price by 10%. The above prices are labor only. We are open to using any outside painting contractor if affordable and reliable. Actual budget approved by city, Labor and materials. Apartment prep is actual labor and material cost.

Snow removal and lawn maintenance:

$150.00 for up to 5 inches to plow the parking lot and clear all walkways including the city sidewalks.

5-10 inches $200.00.

$10 per inch or snow over 10 inches.

$100 to salt parking lot and walkways.

Lawn cutting. $300 weekly

0% fee for building certification/approval with the city. The actual application costs, if any, are billed to the city of Fraser. These fees are set by the city. Labor and material are billed separately.

Appliances are at cost with our local contract vendor and can be delivered next day to the specific unit. We purchase in large volume and our savings are now the city of Fraser's savings.

Materials at cost for in-house handyman, general labor, unit repairs or general maintenance (interior and exterior)

Outside contractor is fair market pricing, we have worked with contractors for years so ensure a better rate. We are always open to current contracts and would honor them if that made sense to the bottom line. Outside contractor includes garbage and cleaning per occurrence.

$200 Attorney per unit, per court appearance, for tenant and non-payment of rent situations, if applicable. Summons, complaint plus court officer service are actual expense of court costs charged to the city of Fraser until/if awarded by a Fraser judge.

-------- All receipts provided monthly--------

The following has been included for informational purposes.

General OMS statement, example of our Owner's monthly statement

The management agreement of Grosse Pointe Apartments

General lease/Grosse Pointe Apartments. Can be reviewed and edited to suit the needs of the complex.

Tenant welcome letter, sent to all new residents of Grosse Pointe Apartments.

GROSSE POINTE APARTMENTS

OWNERS MONTHLY STATEMENT FOR FEBRUARY 2020

	Rents Received	Potential	Status	Tenant	Past Due	Notes
1	1098 Beaconsfield 1N	$900.00	occupied	$900.00	$0.00	
2	1098 Beaconsfield 1S	$800.00	occupied	$800.00	$0.00	
3	1098 Beaconsfield 2N	$825.00	occupied	$825.00	$0.00	
4	1098 Beaconsfield 2S	$850.00	occupied	$850.00	$0.00	
5	15579 Glander	$980.00	occupied	$981.00	$95.55	
6	5275 Gateshead	$1,000.00	occupied	$1,000.00	$0.00	
7	5279 Gateshead	$700.00	occupied	$700.00	$0.00	
8						
9						
10						
11						
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16						
17						
18						
19						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
	TOTALS:	**$6,055.00**		**$6,056.00**	**$95.55**	

$6,056.00 ***RECEIVED BY GROSSE POINTE APARTMENTS***

GROSSE POINTE APARTMENTS

OWNERS MONTHLY STATEMENT FOR FEBRUARY 2020

Expenses Paid			**Notes**
Utilities			
	Grosse Pointe Park	$504.82	1098 Beaconsfield water
	TOTAL	$504.82	
Legal			
	TOTAL	$0.00	
Office			
	New insurance	$725.00	15579 Glander, expecting state farm refund
	L/C Gateshead interest on loan	$49.44	Payment 39 of 48 Balance $6,696.10
	L/C Glander interest on loan	$96.78	Payment 45 of 60 Balance $15,598.20
	TOTAL	$871.22	
Maintenance			
	Cleaning	$25.00	1098 Beaconsfield common area
	Materials	$74.49	1098 Beaconsfield sink
	Roulous	$120.00	1098 Beaconsfield furnace
	Accurate Bathtub	$400.00	15579 Glander C of O
	Maintenance	$934.34	15579 Glander C of O
	TOTAL	$1,553.83	
	TOTAL EXPENSES	***$2,929.87***	

Credits & Debits

TOTAL CREDITS & DEBITS $0.00

Security Deposit Returns

TOTAL SECURITY DEPOSIT RETURNS $0.00

GROSSE POINTE APARTMENTS

OWNERS MONTHLY STATEMENT FOR FEBRUARY 2020

Grosse Pointe Apartments Property Management

Property Management	10.0%	$605.50

TOTAL PROPERTY MANAGEMENT	***$605.50***

Statement Summary

RENTS RECEIVED	$6,056.00
EXPENSES PAID	($2,929.87)
CREDIT & DEBITS	$0.00
SECURITY DEPOSIT RETURNS	$0.00
PROPERTY MANAGEMENT	($605.50)
PREVIOUS MONTH ROLLOVER BALANCE (IF ANY)	***$0.00***
PAID TO OWNER (ACH DEPOSIT) FEBRUARY 10, 2020	***$2,520.63***
BALANCE ROLLOVER TO NEXT MONTH	***$0.00***

Grosse Pointe Apartments Suggestions / Comments

High expense month.

GROSSE POINTE APARTMENTS

PROPERTY MANAGEMENT AGREEMENT

This Agreement is made and entered into this ___ day of _____, 20__ between _____ (Owner) and Grosse Pointe Apartments, LLC (Manager).

Owner employs the services of Manager to manage, operate, control, rent and lease the following described property:
_____.

Responsibilities of Manager. Owner hereby appoints Manager as his lawful agent and attorney-in-fact with full authority to do any and all lawful things necessary for the fulfillment of this Agreement, including the following:

A. Collection and Disbursement. Manager agrees to collect all rents as they become due; to render to Owner a monthly accounting of rents received and expenses paid; and to remit to Owner all income, less any sums paid out. Manager agrees to collect the rents from the tenant and to disburse funds by ordinary mail or as instructed by the Owner on or before the 10th day of the current month, provided, however, that the rent has been received from the tenant.

B. Maintenance and Labor. Manager agrees to decorate, to maintain, and to repair the property and to hire and to supervise all employees and other needed labor.

C. ***Advertisement and Legal Proceedings*****.** Manager agrees to advertise for tenants, screen tenants and select tenants of suitable credit worthiness. Manager will set rents that in the opinion of the Manager at the time of the rent negotiations with the tenant, reflect the market conditions of that time and approximate rents of comparable rental properties, unless expressly instructed in writing by the Owner to the Manager to the contrary, as to the amount of the initial rent and any subsequent increases as may from time to time be appropriate. Manager agrees to rent and to lease the property; to sign, renew and to cancel rental agreements and leases for the property or any part thereof; to sue and recover for rent and for loss or damage to any part of the property and/or furnishings thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits.

Liability of Manager. Owner hereby agrees to hold Manager harmless from, and to defend Manager against, any and all claims, charges, debts, demands and lawsuits. Owner agrees to pay Manager's attorney's fees related to Manager's management of the herein-described property and any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property. Owner agrees to maintain sufficient and prudent all risks property insurance and that the Manager shall be an additionally named insured. Owner shall provide a copy of such insurance policy to the Manager for the Manager's records.

Compensation of Manager. Owner agrees to compensate Manager as follows. Owner agrees to pay the Manager an amount equal to one hundred (100%) percent of the first full month's rent as a fee for acquiring, screening, and renting the premises at either a six or twelve month term;

and further agrees to ten (10%) percent of all rents collected or uncollected, (minimum $50.00 per month), as a fee for managing the property; which fees, plus any repair expenses, may be deducted by the Manager from rents, and further agrees to abide by the conditions set forth by the Manager to the tenant on the Owner's behalf. **Certificate of Occupancy and Apartment Prep.** Owner agrees to compensate Manager as follows. Owner agrees to pay the Manager an amount equal to eleven (11%) percent of the total repair bill plus permits and materials for the act of move out apartment prep and also for securing a certificate of occupancy with the city the property resides. Manager will attempt to secure estimates for the various building trades required and Owner has the ability to choose estimates based on their preferences, if provided. **Lease Renewals**. Owner agrees to compensate manager a $100 lease renewal fee in lieu of an additional first month rent change for all lease renewals on the property(s). **Late Fees**, if any**,** associated with the occupying tenant are deemed earned by the manager. **Yearly interior/exterior inspections** to the properties performed by Grosse Pointe Apartments are deemed separate from required city inspections and are billed to the owner of record at the following schedule amounts, prices subject to change. **Single family $125/Condo $100/Four family $175/Two family $150/Buildings $30 unit.**

Term of Agreement*.* This Agreement shall be effective as of the __ day of _____, 20__ and shall expire on the _____ day of _____ , 20__. Upon expiration of the above initial term, this Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party by providing written notice 30 days prior to the date for such renewal. This Agreement may also be terminated by mutual agreement of the parties at any time. Upon termination Owner shall pay to Manager any fees, commissions and expenses due Manager under terms of this Agreement, which are owing to Manager. In the event of the premises not renting within a 90-day period of entering into this agreement, or of a vacancy continuing for a period of longer than 90 days, Owner reserves the right to declare this agreement void.

Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Manager and the heirs, administrators, successors, and assigns of the Owner. Notwithstanding the preceding sentence, Manager shall not assign its interest under this Agreement except in connection with the sale of all or substantially all of the assets of its business. In the event of such sale, Manger shall be released from all liability under this Agreement upon the express assumption of such liability by its assignee.

General Provisions

Ownership: Owner warrants that he/she is the sole owner of the property, or has unconditional authority to execute this Property management Agreement on behalf of any Co-Owner and that the property is not subject to current legal action or foreclosure and current on mortgage payments.

Attorney's Fees*:* If either party brings a legal action pertaining to this agreement against the other party, the prevailing party shall be entitled to reasonable attorney's fees to be paid by the losing party.

Assignment: This agreement shall be for the benefit of and binding upon the heirs, successors and assignees of either party.

Compliance: This agreement shall be governed by the laws of the State of Michigan.

Independent Contractor Status: This agreement shall not in any manner be construed to be a partnership agreement and both parties expressly agree that this agreement establishes an independent contractor relationship.

Required Insurance and Negligence and Waiver of Subrogation Rights: Neither party shall be liable to the other for losses arising out of damage to Property or the contents of the Property included in or insured against by a standard form of fire insurance and general liability insurance policy. All such claims for loss are waived by this agreement. The absence of liability shall exist whether or not the damage is caused by the negligence of either manager or owner or by any of their respective agents, servants or employees. It is the intention of this agreement that the owner shall look to his insurance carrier for reimbursement of any such losses and that the insurance carrier shall not be entitled to subrogation under any circumstances against manager.

Hold Harmless: Owner agrees to indemnify and hold manager and the assets of manager free and harmless from any and all claims, liabilities, losses, damages or expenses resulting from or in any manner arising out of the performance of manager's duties and obligations hereunder or the exercise by manager of any of the powers or authority herein granted to manager by owner. owner shall reimburse manager on demand for any money manager is required to payout whatsoever for items covered under this paragraph. The foregoing provisions of this paragraph shall survive the termination of this property management agreement.

Risk of Loss*:* Owner bears all risk of loss or damage to the Property and bears all the cost of any insurance covering the loss or damage to the Property.

Arbitration: Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration in the city the property is located and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Address of Record: Any notice required or permitted to be delivered by this property management agreement shall be deemed to be delivered when deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed to the following address:_____

Upon expiration of the above initial term, this Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party by providing written notice 7 (seven) days prior to the date for such renewal. This Agreement may also be terminated by mutual agreement of the parties at any time. Upon termination Owner shall pay to Manager any fees, commissions and expenses due Manager under terms of this Agreement, which are owing to Manager. This document represents the entire Agreement between the parties hereto. IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above written.

_____ _____

Owner: Manager, Grosse Pointe Apartments, LLC

It is hereby agreed that Grosse Pointe Apartments, llc, hereafter-called Lessor or Landlord, does hereby let and lease _____ hereafter called Leasee or Tenant, the following premises:

_____, Michigan

JOINT AND SEVERAL TENANCY: If more than one person signs this lease as a Tenant, their obligations are joint and several. **This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other tenants**. This includes paying rent and performing all other terms of this lease. A judgment entered against one or more Tenant(s) does not bar an action against Each Tenant must initial this paragraph. (1)_____, (2)_____, (3)_____.

For a term beginning _____, _____ and ending _____, _____ said premises to be used exclusively for private residential purposes only and to be occupied by _____ people whose name appear herein unless otherwise agreed upon in writing by the Landlord, _____

LEASEE AGREES AS FOLLOWS:

1 Tenant must pay Landlord, as rent for the entire term, a total of $ 0.00, being $ _____ per month in advance and without demand on February 1, 1900 and the same amount on the 1st day of each succeeding month during the terms of the lease.
Rent shall be payable to the Lessor at: Gr Grosse Pointe Apartments, llc
17728 Mack Avenue, Grosse Pointe, MI 48230 313-505-0456

2 The prorated rental from the date of the move-in to the 1st day of the following month is $ 0.00 ($ 0.00 per day X 0 days.)

3 If the rent is not paid or postdated by the 3rd day of the month Leasee agrees to pay a delinquency charge per the following schedule:

Paid between the 4th and the 7th	$50.00
Paid between the 8th and 10th	$65.00
Paid between the 11th and 22nd	$85.00
Paid between the 23rd - next period	$100.00

There will be a discount of $0.00 on any payment received on or before the due date.

There will be a discount of $0.00 on any payment received electronically on a mutually agreed upon due date set up by the Lessor and lessee.

Rent is due on the first of the month. A three day grace period is applicable. If a pattern of lateness appears it is the option of the landlord to apply an additional late fee to the rent as stipulated under PA348 of 1972 which is equal to the late fee due on the mortgage. If the Tenant fails to pay rent when due, Property Owner may serve a seven-(7) day notice to pay rent or vacate as provided by Michigan State law.

If tenant shall fail to make payment of the rent by the 3rd day of the month when the same is due, or if Tenant shall default in the performance of any other covenants or conditions contained in this lease, then Landlord may terminate this lease and repossess the premises, whereby the entire remaining unpaid balance of the rent shall be immediately due and payable. The parties acknowledged that under Michigan law, Tenant may not be liable for the accelerated amount because of landlord's obligation to minimize damages, and either party may have a court determine the actual amount owed, if any. If the tenant shall fail or refuse to vacate the premises upon such default, then the landlord may at anytime thereafter resume possession by any lawful means to remove the Tenant or other occupants and their effects, by ejection proceedings or otherwise.

The aforesaid delinquency charge shall be payable with regular monthly payment as additional rent failure to do so will be considered as non-payment of rent. In the event it becomes necessary for the Lessor to institute legal proceedings against Leasee for non-payment of rent all reasonable legal expenses and court costs incurred in instituting legal proceedings as provided by law.

If it is deemed necessary to file suit with the Tenant/Landlord Court in _____, Michigan, Lessee is immediately responsible for cost of same. If lease payment is not received after 8 days, a "Demand for Payment" is issued a $35.00 fee must be imposed to Lessee and additional court costs will be assessed as case progresses. When Lessee receives Notice from the court, it is known that the Lessor has alredy paid the initial costs, for which Lessee is responsible.

If any check issued by Leasee to Lessor for payments due hereunder is returned without payment for any reason whatsoever, except Lessor's fault, Leasee shall pay Lessor, as provided by law, a fee of $35.00 for each time said check is returned, which sum shall be considered as additional rent hereunder, and shall be paid by Tenant to Landlord immediately upon demand. This is in addition to the standard late fees. All monies are to be paid by check or money order.

IT IS MUTUALLY AGREED AS FOLLOWS:

1 OCCUPANCY: Only the persons who sign this lease may reside at the premises. If more than _____ persons occupy the premises, the lessor shall have the right to terminate this tenancy or assess additional rent of $ _____ each month for each additional person. **Occupancy must not exceed the number mandated by local ordinance. This premises is licensed for** __n/a__ **persons**. Tenant may accommodate guests for reasonable periods (up to 2 weeks); other arrangements require Landlord's consent.

2 SLEEPING ROOMS: Basements, attics, and other rooms must not be used as sleeping rooms if they do not comply with the local ordinance for windows, minimum square forage, exits, and ventilation. This is meant to protect Tenant's health and safety.

3 NONREFUNDABLE CLEANING FEE: Tenant is responsible for a $75.00 nonrefundable cleaning fee. A nonrefundable cleaning fee of $75 will be charged and taken out of the security deposit when vacated. If the security deposit is insufficient to cover the charges Tenant will be charged the amount for each instance in which an item must be cleaned or repaired. $250 withheld for smoking.

4 Only Tenant may use the mailing address of the premises. Allowing someone else to use the mailing address will increase the monthly rent $200.00.

5 Tenant agrees to contact Grosse Pointe Apartments, llc at 313-505-0456 with regards to any questions or any repairs he/she may have. If it is deemed that a repair could have been substantially less by Lessee reporting it in a timely manner a 10% fee of total repair will be assessed to the Lessee, which sum shall be considered as additional rent hereunder. This fee shall not exceed $50.00. Any verbal work order shall be followed by one in writing to the above address.

6 Tenant is solely responsible for maintaining the premises, however, Tenant shall only be responsible for the first $ 50.00 for each repair and/or service call. Should a repair be necessitated by the negligence or intention misconduct of the Tenant, Tenant shall be responsible for the entire cost thereof. Repair/service costs are required in full with the next monthly payment.

7 Tenant will not sublet any portion of the premises, nor assign this Lease without Landlord's prior written consent. If Tenant finds it necessary to leave prior to expiration of this Lease, the tenant may recommend a new tenant for the premises, and, provided the recommended tenant does the following:

a. Fills out an application which is approved by the Landlord
b. Signs a new lease for a minimum of the remaining rental period
c. Pays the security deposit; and
d. Takes immediate occupance of the leased premises.

8 The landlord will agree to refund the leaving Tenant's Security Deposit, depending upon conditions and if no charges have occurred.

9 That the premises have been examined and have been received in good condition and further agree to maintain the premises in the same condition as when received and will not allow any waste, misuse or neglect or should waste, misuse or neglect occur on the leased premises that the responsibility therefore shall be that of the lessee unless damage occurs through fault of the lessor.

10 Property Owner shall maintain the dwelling, dwelling units and premises there of in a decent, safe and sanitary condition in compliance with all federal, state, and local laws, regulations and ordinances. In the event that repairs are needed, the Tenant should notify Property Owner or his/her agent and should allow reasonable time for compliance. Although not required by this section, requests for repairs should be in writing. If repairs are not substantially completed within a reasonable time of notification, Tenant may terminate this lease upon reasonable written notice: Preferably through certified mail for the Tenant's own protection. This remedy shall not exclude any other remedy provided by law to Tenant for Property Owner's violation of this agreement. Tenant is responsible for all insects and mice in a single family home.

11 Landlord or Landlord's agent, may enter the dwelling unit during reasonable hours only, with 24 hours notice to the Tenant for the following purposes: to inspect to see if the Tenant is complying with this agreement, to examine, protect, to make repairs or alterations, and to exhibit the unit to prospective purchasers, mortgagees and tenants. Such entries shall not be so frequent as to seriously disturb Tenant's peaceful enjoyment of the premises. Such entries shall take place only with the prior consent of Tenant, which consent shall not be unreasonably withheld. If, however, Landlord or his/her agent reasonably believes that an emergency exists, such as fire, water leak, etc., which requires an immediate entry, such entry may be made without Tenant's consent. If such emergency entry occurs, Property Owner shall, within two (2) days thereafter, notify Tenant of the date, time, and purpose of entry.

If Tenant(s) is unduly hard and destructive to property, so that Landlord could show cause for eviction in the professional opinion of Landlord and/or Agent and the Real Estate Agent, lease will be cancelled and Tenant will be required to vacate within thirty (30) days of written notification and costs to be borne by the Tenant(s).

12 If there is damage to the rental unit, which is a direct result of conduct by the Tenant, not reasonably expected in the normal course of habitation, Tenant may repair such damage at his/her own expense. Upon Tenant's failure to make such repairs, after reasonable written notice by the Property Owner, Property Owner may cause such repairs to be made and Tenant shall be liable for any reasonable expense thereby incurred by Property Owner.

13 No alteration, addition, or improvement, that would not reasonably be expected in the normal course of habitation of the rental unit and which should cause the Property Owner to incur costs to restore the unit to original condition prior to this tenancy, shall be made by Tenant in or to the dwelling unit without the prior written consent of Property Owner. Such consent shall not be unreasonably withheld. Under no circumstances may any natural woodwork (stained or varnished ect) ever be painted.

14 Landlord shall retain a passkey to the premises. Tenant will not alter any lock or install a new lock or knocker on any door of the premises.

15 Upon termination of this Agreement, Tenant shall vacate the premises, remove all personal property belonging to him/her, return all keys and leave the premises as clean as he/she found them; wear and tear that are reasonably expected in the normal course of habitation are expected.

16 That if the premises are vacated or abandoned and any personal property is left in or near the premises, then such property shall be deemed abandoned by the lessee.

17 That the premises will be kept in a clean and healthy manner and no junk or garbage will accumulate on or near the premises or the front entry way. Tenant is solely responsible for keeping the premise in a clean, orderly and sanitary condition.

18 That no laws, statutes or ordinances of a jurisdictional governmental unit will be violated on the premises by tenant, guests or family members.

19 That the premises will not be used in such a manner as to generate noise or unlawful activity and/or behavior that threatens or causes the loss of quiet enjoyment which disturbs other tenants or neighbors nor will other tenants or neighbors be harassed or bothered in any manner. Tenant shall not play loud music as to offend the other tenants. Property Owner agrees to prevent other persons in the building or common areas from similarly disturbing Tenant's peace and quiet. If it is necessary, one written warning will be issued followed by one verbal.

20 That ingress and egress route will be kept clear of any items at all times.

21 No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by tenant on any part of the inside or outside premises or building.

22 No radio or television aerials or wires shall be erected in or about any part of the premises at any time.

23 No automobile may be left to sit anywhere near the property for any extended length of time. No autos may be 'worked on' anywhere near the building.

24 That should lessor incur any expenses in enforcing the terms of this lease, Lessee shall reimburse lessor for such expenses.

25 Pouring of grease or disposing of garbage in sinks or toilets is forbidden. All grease and garbage must be disposed of with garbage, in proper receptacles.

26 Toilets and other equipment must be used on for the purpose intended.

27 Garbage may be taken out daily, Please use the large green garbage bins provided and keep them free from the alley.

28 Storage of kerosene, gasoline, oil or any flammable or explosive material is strictly prohibited.

29 Smoking of any kind, including marijuana, is not permitted.

30 Shower and/or bathtub must be used in a manner that will guarantee that no water is splashed or leaked onto floor or walls of bathroom.

31 Tenant shall duplicate building keys. Tenant will receive_____ keys from landlord. On or before the termination of this lease, tenant must return all keys or tenant will be charged $100 for changing each lock set. If keys are lost or you find yourself locked out please contact Grosse Pointe Apartments, llc at 313-505-0456 during business hours for a $25 key pick up charge or contact a locksmith. Please do not attempt to break in or damage doors as you will be charged for the actual damage.

32 Upon 30 days written notice to vacate the premises given by tenant to Landlord, tenant gives Landlord permission to enter unit for the sole purpose of showing the apartment to prospective tenants. Landlord shall give reasonable notice of such showings to tenant.

33 Should tenant wish to have his/her personal property insured, Tenant understands it is his/her obligation to do so and it is not the Landlords responsibility. In any event, either insured party will release the other from any liability for fire or casualty to the extent of any recovery under an insurance policy, assuming the policy permits the insured to waive liability and subrogation rights. **Tenant is aware there is NO insurance to cover loss of contents. Tenants are advised to obtain insurance to protect their personal property items.**

34 Any holding over after the lease termination date will only be with the prior written consent of Landlord and will, in any case, be construed as a month-to-month tenancy, subject to all other conditions of this Lease, and with the monthly rent to be an additional 10% minimum of the current rental rate.

Should Tenant fail to pay the rent or otherwise fail to carry out the lease provisions, Tenant authorizes Landlord to evict Tenant and repossess the premises in the manner by law and to recover the costs of doing so, plus all other damages, to the extent permitted by law.

35 Tenant shall give Landlord 30 day's written notice of any intent to vacate the premises at the end of this lease or at any time thereafter. **Thirty days written notice is required. Tenant shall not use the security deposit for the last month's rent.** Your written 30 day notice is required to be given or postmarked on the first 2 days of the month to be accepted. Example: You give your 30 day notice on May 18th, it will be effective June 1st and you would be expected to vacate at the end of June.

36 That upon timely payment of the rents due by lessee and lessee's performance of his obligation under this lease, lessee shall have peaceful and quiet use of the premises during the terms of the lease.

37 In the event of the happening, which makes the above-described premises untenable, the lessor shall have the option to declare this lease void and of no further force or effect; or lessor may repair the premises and the obligation of the lease shall continue to be binding upon the lessee from the date of completion or rehabilitation.

38 _____ parking ____is____ available. Please observe street signs and do not park or block other tenants in the driveway.

39 Pets _____ allowed. Additional Details: _____

40 Smoke detectors are furnished and installed by the property owner. It is the responsibility of the tenant to maintain said smoke detector(s), check regularly for proper operation and replace batteries as necessary.

41 Interior and exterior light bulb replacement is the full responsibility of the tenant.

42 _____ shall be responsible for any electrical and gas utility expenses of the leased premises. Tenant agrees to transfer electricity and gas to his/her name within two days of taking possession. If the Edison is not switched within the allotted time the lessee agrees to add another $150.00 to the second months rent. It is also agreed upon that an additional $150.00 will follow for every seven days not switched over.

43 _____ shall be responsible for water and/or sewage expense of the leased premises.

44 _____ shall be responsible for maintenance of the lawn surrounding the leased premises.

45 _____ shall be responsible for snow removal.

46 _____ shall be responsible for garbage services.

47 The Property Owner shall not shut off or cause to be discontinued any utility furnished by him for the Tenant, except for such temporary interruption as may be necessary while actual repairs or alterations are in process. Tenant shall not shut off or cause to be discontinued any utility during the term of this lease or any extension of said lease without the written approval of the property owner.

48 Lessor acknowledges receipt of $ _____ as a security deposit for the performance by lessee of the terms of the lease. <u>This security deposit is no more than 1 ½ months rent</u>. Lessor may use, apply or retain the whole or any part of this security deposit to the extent required for payment of the rent and additional rent or any other

sum as to which the lessee is in default or for any sum which the lessor may expend or may be required to expend by reason of lessee's default in respect to any of the terms of this lease, including, but not limited to, any damage beyond ordinary wear and tear, to the premises or its fixtures or appliances, and lessor may apply as much of said security deposit as necessary for the repair, replacement, cleaning or painting of the premises or its fixtures or appliances if such damage or unclean condition was caused by lessee. Lessee shall have no right to demand that lessor use any part of this security deposit with respect to any particular violation or default of lessee, and the use and application thereof of lessor shall at all times be discretionary. The appropriation of all or part of this security deposit shall not be exclusive remedy for lessor, but shall be cumulative, and, in addition to any other remedy to which lessor is entitles hereunder. In the event that lessee shall comply with all the terms of this lease, and surrenders the premises promptly, in the condition required by this lease, at the expiration of the term hereof, the security deposit shall be returned to lessee within 30 days after the premises have been vacated and inspected by lessor. No interest shall accrue to lessee on any such deposit, and lessor may commingle the security deposit with the security of its other lessees. Your security

deposit is held by Grosse Pointe Apartments, llc at Chase Bank .
The security deposit shall not, under any circumstances, be applied by lessee for payment of the final month's rent or any other rent or obligation of lessee under this lease. In the event of a sale or lease of the premises, lessor shall have the right to transfer the security deposit to the vendee or lessee requiring such party to assume the responsibility for the return of the security, and lessor shall thereupon be released from any liability for the return of same. Lessee shall look solely to the new landlord for the return of said security deposit. Lessee shall not assign or encumber the money deposit as security hereunder. The required security deposit shall be held and administered by the landlord pursuant to Michigan Public Act 348 of 1972.

Property Owner shall give Tenant two blank copies of a rental inventory list that shall include all items in the unit owned by the Property Owner. Said list must be completed by the tenant within seven (7) days after moving in. Tenant must keep a copy and send a copy to Property Owner.

"YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL BE RECEIVING MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE."

Failure of notification does not prejudice Tenant's claim for the security deposit. The Property Owner shall send the Tenant a list of damages, the cost of repair of each item, and a check to cover the balance within 30 days after the Tenant has moved out. If this is not done, Property Owner automatically agrees that the Tenant is entitled to his/ her full deposit.

Tenant must notify the Property Owner within seven (7) days after he/she receives the list of damages whether he/ she agrees with the damages listed or not. Failure to respond constitutes agreement by the Tenant to the damages listed. If agreement cannot be reached, Property Owner must sue Tenant for damages within 45 days after Tenant has moved.

Tenant may sue Property Owner for double the security deposit held if the Property Owner has violated the provisions set forth by Public Act 348 of 1972.

49 It is understood and agreed that both parties have read, understood, and agreed to all of the foregoing and that they agree that any infraction of the above provisions shall constitute a breach of this agreement and provide grounds for immediate institution of eviction procedures.

50 Furnishings, appliances, appurtenances, and any other items provided with the apartment are not to be removed from the premises or loaned at any time. Landlord will provide the following items:

_____, _____, _____,
_____, _____, n/a.

51 The lessor does NOT reserve the right during the lease to increase the rental rate in such amounts as shall represent increased costs and affects of inflation with notice in advance of such increases being equal to the normal rental period.

52 A nonrefundable cleaning fee of $75 will be charged and taken out of the security deposit when vacated. It is the sole discretion of the Lessor whether this cleaning fee will be imposed. If the security deposit is insufficient to cover the charges Tenant will be charged the amount for each instance in which an item must be cleaned or repaired.

53 Except as may be provided by law, the Tenant(s) covenants not to hold the Landlord responsible in any manner for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any trespassers.

54 WAIVER OF SUBROGATION: Each party releases the other party from the liability arising from loss, damage or injury caused by fire or other casualty for which insurance is carried by the other party, under a policy that permits waiver of liability and waives the insurer's rights of subrogation, to the extent of any recovery by the insured party under the policy.

55 The Tenant(s) expressly agrees that any misrepresentation of any facts or information supplied to the Landlord or Landlord's agent by Tenant(s) upon entering the lease or during its duration shall constitute a breach of the Lease and shall terminate the lease at the election of the Landlord.

56 The Tenant(s) agrees that drugs, including marijuana, or intoxicating liquors will not be sold, manufactured or grown on the premises. The use of illegal drugs is prohibited.

57 Michigan law provides that a tenant who has occupied a rental unit for more than thirteen (13) months may terminate a lease by a sixty (60) day written notice to the landlord if one of the following occurs: (a) the Tenant becomes eligible during the lease term to take possession of a subsidized rental unit in Senior Citizen Housing and provides Landlord with written proof of that eligibility; or (b) the Tenant becomes incapable during the Lease term of living independently, as certified by a physician in a notarized statement.

58 Tenant agrees to install and monitor a laundry sock on the expel hose to ensure a free and clear drain.

59 If tenant plans to be away from the premises for any length of time, **the heat must be left on during the cold season and the windows closed** to avoid broken pipes and water damage.

60 "A tenant who has a reasonable apprehension of present danger to him or her or his or her child from domestic violence, sexual assault, or stalking may have special statutory rights to seek a release of rental obligation under MCL 554.601b."

61 In the event tenant(s) is declared a bankrupt or the estate of Tenant(s) passes to a receiver appointed by the court, the Lease shall, at option of landlord, terminate upon thirty (30) days written notice.

62 Tenant acknowledges the receipt of two copies of the inventory checklist and one vacate checklist.

63 Landlord agrees to pay Broker a commission of $ _____ for Lease. Further, in the event this property is offered for sale, Tenant(s) has first right to refusal to purchase it at a price to be determined at that time and the Landlord/Seller will pay a commission of six percent. This Lease is a contract negotiated cooperatively by and through: Grosse Pointe Apartments, Licensed Brokers.

64 If repairs are now needed, Property Owner specifically agrees to complete the following repairs by the following dates:

REPAIR	DATE
n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

Any other agreements are as follows:

No Changes, additions, or subtractions from conditions of this agreement shall take effect unless mutually agreed upon in writing.

LEASE AGREEMENT

NOTICE: Michigan law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from a lawyer or other qualified person.

This agreement and lease made this day _____

In the presence of:

_____ _____

Landlord: Grosse Pointe Apartments, llc

_____ _____

Tenant Phone Number: _____

Tenant Email Address: _____

Landlord Phone Number: 313-505-0456

Landlord Email Address: gpaschedule@gmail.com

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards Lead Warning Statement for the property located at:

_____, _____, Michigan

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)._____
(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):
(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
_____
(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.
(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home.*

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Leasing Agent: *Anna Bartolotta* **Date:**

Tenant: **Date:**

Owner: **Date:**

GROSSE POINTE APARTMENTS, LLC

CLOSING STATEMENT FOR LEASE AT

_____, _____, Michigan

Tenants must have cashiers checks made payable to owner

Protated	n/a	: ($	0.00	per day X	0 days	$ 0.00
First Month's Rent:			January 0, 1900			$ 0.00
Security Deposit						$ 0.00
Total Move In…….						$ 0.00
Comission Received By			Grosse Pointe Apartments			$ 0.00
Due at Lease signing			January 0, 1900			$ 0.00

Lease Agreement Between:

_____

_____

Landlord: Grosse Pointe Apartments, llc

It is agreed and understood that this agreement confirms a commission has been paid by the landlord or agent of landlord to Grosse Pointe Apartments, LLC and authorizes the disbursement of funds as identified above. The commission has been paid for brokerage services and/or transaction coordination services in procuring the tenant for this lease.

17728 Mack Avenue, Grosse Pointe, MI 48230 **313-505-0456**

Commencement Inventory Checklist

Notice to Tenant: Return this completed form to the Landlord within 7 days after obtaining possession of the rental unit.

The undersigned hereby submits the following information as checklist, noting the condition of the rental property for the following described property commonly known as:
_____, _____, Michigan

Notice to Landlord: Please retain this blank copy for your records; it is your responsibility to fill out and compare to the tenant's original when the tenant vacates the property.

Commencement Date: _____ Must be returned by: _____

KITCHEN:

Sink/Faucet _____
Ceiling _____
Walls _____
Floor _____
Windows _____
Electrical _____
Stove _____
Refridgerator _____
Cabinets _____
Paint _____
Other _____

UTILITY ROOM:

Sink/Faucet _____
Ceiling _____
Walls _____
Floor _____
Windows _____
Electrical _____
Cabinets _____
Furnace _____
Water Heater _____
Air Cond. _____
Water Soft. _____

LIVING ROOM:

Celiing _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Draperies _____

DINING ROOM:

Celiing _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BATHROOM #1

Sink/Faucet _____
Toilet _____
Tub/Shower _____
Floor _____
Windows _____

BATHROOM #2

Sink/Faucet _____
Toilet _____
Tub/Shower _____
Floor _____
Windows _____

Ceiling _____
Walls _____
Floor _____
Cabinets _____
Other _____

Ceiling _____
Walls _____
Floor _____
Cabinets _____
Other _____

BEDROOM #1
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BEDROOM #2
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BEDROOM #3
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

OTHER-NAME:
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

GENERAL
Drains _____
Exterior _____
Garage _____
Other _____
Other _____
Other _____
Other _____

PERSONAL PROPERTY
Washer _____
Dryer _____
Dishwasher _____
Furniture _____
Run _____
Other _____
Other _____

OTHER REMARKS:

_____

_____

_____

Date: _____ Signed: _____

Vacate Inventory Checklist

Notice to Landlord: Please retain this blank copy for your records; it is your responsibility to fill out and compare to the tenant's original when the tenant vacates the property.

Address:

_____, _____, Michigan

KITCHEN:

Sink/Faucet _____
Ceiling _____
Walls _____
Floor _____
Windows _____
Electrical _____
Stove _____
Refridgerator _____
Cabinets _____
Paint _____
Other _____

UTILITY ROOM:

Sink/Faucet _____
Ceiling _____
Walls _____
Floor _____
Windows _____
Electrical _____
Cabinets _____
Furnace _____
Water Heater _____
Air Cond. _____
Water Soft. _____

LIVING ROOM:

Celiing _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Draperies _____

DINING ROOM:

Celiing _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BATHROOM #1

Sink/Faucet _____
Toilet _____
Tub/Shower _____
Floor _____
Windows _____
Ceiling _____
Walls _____

BATHROOM #2

Sink/Faucet _____
Toilet _____
Tub/Shower _____
Floor _____
Windows _____
Ceiling _____
Walls _____

Floor _____
Cabinets _____
Other _____

Floor _____
Cabinets _____
Other _____

BEDROOM #1
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BEDROOM #2
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

BEDROOM #3
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

OTHER-NAME:
Ceiling _____
Walls _____
Floor/Carpet _____
Windows _____
Electrical _____
Paint _____
Other _____

GENERAL
Drains _____
Exterior _____
Garage _____
Other _____
Other _____
Other _____
Other _____

PERSONAL PROPERTY
Washer _____
Dryer _____
Dishwasher _____
Furniture _____
Run _____
Other _____
Other _____

OTHER REMARKS:

_____

_____

_____

Date: _____ Signed: _____

SECURITY DEPOSIT INFORMATION LETTER TO TENANT
(2 copies)

RE: Property: _____ Michigan

Date Sent or Given to Tenant: _____

Dear: _____

In accordance with Sections 3 and 4 of the Security Depost Law, Act No. 348 of the Public Acts of 1972, your security deposit has been placed in the following regulated financial institution:

Chase Bank

If your security deposit is removed from there, it will be secured by:
Cash bond deposited with the Secretary of State
Surety bond written by a surety company whose name and address will be furnished to you at a later day.

The Legislature also provided in Section 3 of the act the following:

"YOU MUST NOTIFY YOUR LANDLORD IN WRITING, WITHIN 4 DAYS AFTER YOU MOVE, OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE."

To assist you in complying with this provision of the law and of giving you proper notice when you intend to leave us, please send both your notice to vacate and forwarding mailing address, and any other correspondence, to the address which follows:

Grosse Pointe Apartments, llc
17728 Mack Avenue, Grosse Pointe, MI 48230
313-505-0456

Acknowedgement of Receipt of Copy of Above: _____

Very truly yours,

_____

Grosse Pointe Apartments, llc

_____

Date Received by Tenant: January 0, 1900

(Original to be retained by Tenant: copy to be signed by Tenant and retained by Manager.)

GROSSE POINTE APARTMENTS

In an effort to make your new lease a little more convenient, we are accepting ACH electronic payments. We offer ACH electronic withdrawals which will automatically withdraw your monthly rent on the first of each month. Please fill out and return the form on the following page, as well as completing the other requirements.

THIS IS NOT A MANDATORY SERVICE, ALTHOUGH IT IS RECOMMENDED.

If you are interested in this ACH Electronic Payments program, please fill out the form below and return via fax, email, or mail along with the other requirements no later than **2 days** prior to the first month to ensure proper set up:

Fax: 313-450-1002
E-mail: gpapartments@gmail.com
Mail: Attn: Anna Bartolotta - 17728 Mack Ave, Grosse Pointe, MI 48230

This will allow rent to be automatically withdrawn on the 1st business day of each month effective immediately.

Tenant Name: _____

Tenant Address: _____ 0 _____ Michigan _____

Tenant Email: _____ Tenant Phone: _____

Please fill out the following:

Routing Number: _____ Account Number: _____

Account Type: _____

Checking/Savings Business or Personal? _____

I agree to allow Grosse Pointe Apartments to make direct withdrawals from my account on the 1st business day of each month unil my lease ends or I provide a written request to terminate the ACH program.

Tenant Printed Name: _____

Tenant Signature: _____ Date: January 0, 1900

Tenant Printed Name: _____

Tenant Signature: _____ Date: January 0, 1900

Tenant Printed Name: _____

Tenant Signature: _____ Date: January 0, 1900

*** PLEASE PROVIDE A COPY OF A VOIDED CHECK IF YOU WILL BE HAVING YOUR CHECKING ACCOUNT DEBITED ***

If you have any questions or concerns, please feel free to call: 313-505-0456

RECEIVE A $20 CREDIT

Grosse Pointe Apartments is giving you a $20.00
Rent credit simply for reviewing our services.

Simply visit your favorite place to leave online reviews…
and review us!

Please bring in a copy of your review with your rent and your account
will be credited $20.00

WE LOVE GOOD REVIEWS!

If for some reason you believe you cannot offer us a good review, please
let us know and we will attempt to fix it.

(One $20 credit allowed per tenant)

WE KNOW YOU ARE RENTING NOW…BUT WHAT ABOUT THE FUTURE?

Homeownership is a big step and who better to help you with then the people and company that you already have an established good relationship with?

Grosse Pointe Apartments is a licensed Michigan Real Estate company and ready, willing and able to help you find your new home.

Grosse Pointe Apartments will present you with a $**100 gift card** from Lowes at the closing of your new home as a thank you for allowing us to work even harder for you!

Thank you !
Anna Bartolotta
Grosse Pointe Apartments, llc

_/__/__

Dear tenant,

Please be advised that the management of the building you currently live has changed hands effective _/__/__ and any and all rent, late fees, questions, building problems and correspondence should be directed to the following address:

Grosse Pointe Apartments

17728 Mack Ave

Grosse Pointe, MI 48230

313-505-0456 office hours

313-408-1806 after hours emergency repair only

****************Effective __/__/__ your monthly lease payment is required to be mailed to the address above.**

Please **email Grosse Pointe Apartments as soon as possible** with the best contact info for you including name, email, cell and home phone. gpaschedule@gmail.com

Also, Grosse Pointe Apartments is able to collect monthly rent electronically and would like all tenants to sign up for the service. All we need to proceed is your account number, routing number and name it is under, we debit on the 3rd of the month. If you need to skip an electronic month we just need to be informed by the 20th of the previous month. Chase "QuickPay" is also an option if you are a member of Chase, ID: GpApartments@gmail.com

_____ has approved this management change and we are excited to introduce ourselves to you, please call or visit us with any questions, concerns or just to say hello!

Thank you in advance,

Anna Bartolotta

Grosse Pointe Apartments

313-505-0456

services associated with this RFP.

Acceptance of Terms and Conditions

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception (s), reason(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP please indicate so.

By: _____

Broker/Owner
Title Date

For: Grosse Pointe Apartments, llc.

General Information

1. Name of parent company
2. Length of time in business
3. Length of time in business of providing proposed services
4. Gross revenue for the prior fiscal year (in US dollars)
5. Percentage of gross revenue generated by proposed services
6. Total number of clients
7. Total number of clients in the proposed service area
8. Number of public sector clients
9. Number of full-time personnel
10. Where is your headquarters located, do you have any field offices, if so where
11. Which office would service this account?
12. Please provide a list of references that can verify the financial standing of your company.

City of Fraser

Request for Proposal
Property Management Services for City of Fraser Rental Properties

Issue Date: January 27, 2020
Due Date: February 19, 2020 – 3:00 p.m. (Local Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Fraser, Michigan, for:
Property Management Services for City of Fraser Rental Properties

File with City Manager, 33000 Garfield Road, Fraser MI,48026

Proposals received later than **3:00 p.m. February 19, 2020 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at http://www.micityoffraser.com

The City of Fraser reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Fraser assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Fraser further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 27th Day of January, 2020.

Background Information

The City of Fraser, Michigan is located in Macomb County and is approximately 6 miles north of Detroit. It has a population of approximately 14,680 and is four square miles.

Scope of Work

The City of Fraser is seeking proposals from qualified, professional property management firms to provide property management services for the City of Fraser's rental properties which currently include a 75 Unit Senior Housing Project.

Project Description

The purpose of this RFP is to solicit proposals from vendors to act as the exclusive leasing broker and agent for a 75 Unit Senior Housing Project, with the responsibilities and upon the terms and conditions set forth herein. The ideal vendor(s) will have experience marketing, leasing and maintaining single family, multi-unit properties.

Response Requirements

- Qualifications and Experience – summarize your firm's qualifications, experience and special expertise in providing the type of services identified in the project description, include resumes of key personnel.

- Project Approach – provide a brief overview of your property management philosophy, methods and practices and how they would meet the needs identified in the requested services section. Describe how communication and reporting would occur between your firm, the tenants and the City.

- Pricing Methodology – provide base property management fees expressed as a fixed monthly fee for property management services. Any additional fees (above the fixed fee) should be itemized as a separate line item and priced as a cost reimbursement plus administrative markup with the markup clearly identified.

- References – include a list of references (including contact names, telephone numbers and email addresses) of at least two (2) recent or current properties managed by your firm within the last four years of the same size and nature. The City reserves the right to contact references without prior notification.

- Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and MUST BE SIGNED by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.

- A statement to the effect that respondent understands and agrees to obtain a City of Fraser business license as a requirement for performing these services.

- A statement indicating the number of calendar days the proposal shall be valid. (The City's minimum number of days is 60.)

Requested Services

Currently the City of Fraser owns 75 apartment units. We are seeking a property management firm to rent, lease and manage this property.

The services we are requesting include:

- Prepare market analysis of each property establishing fair market rental value during each rental period. The City of Fraser shall make the decision on what the rental rates will be.

- Providing tenants with 24-hour emergency telephone contact numbers for emergency repairs

- Ordering repairs, services and maintenance on the various buildings, appurtenances and grounds as requested by the City of Fraser

- Yearly inspection of properties, including management plans and recommendation for maintenance needed

- Advertise properties for lease, screen and select tenants using the following tools:

- Credit application, personal and business reference checks and personal interviews

- Prepare and execute lease agreements using only lease forms approved by the City of Fraser

- Conduct a minimum of two exterior and interior inspections per year of the properties, providing a written report of major deficiencies with photos to the City of Fraser

- Determine and verify insurance requirements for tenants when appropriate

- Re-key locks for new tenants when appropriate

- Change electrical, gas, garbage, sewer & water billing as required between property occupancies

- Acknowledge and comply with the provisions of the landlord/Tenant Act of Michigan State particularly concerning deposits. Vendor will collect a deposit from every tenant, additional deposits required for properties allowing animals

- Collect rent and late charges as needed

- Inspect the properties, in the company of the renter, prior to move in and complete a detailed inspection report that shall be provided to the City of Fraser

- Conduct a final inspection when the property is vacated, with a move out inspection report

- Provide a monthly report/statement for each individual property clearly indicating the income received, income withheld for services, what those services are, vacancies, turn-over schedule and budget for unit/property turn over. The City reserves the right to request further information from the chosen property management professional.

Length of Contract

The length of the contract is expected to be a two-year term with a City option to extend for one additional year.

Official Contact

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: D. Wayne O'Neal, City Manager or his designee. Address: 33000 Garfield Road, Fraser, MI, 48026 E-mail: wayneo@micityoffraser.com

Proposal Submittal Instructions

Proposals must be received by no later than **3:00 pm on February 19, 2020.**

We prefer that proposals be submitted by email. Emailed proposals should include "Request for Proposals, 75 Unit Senior Housing Project" in the subject line and be addressed to: wayneo@micityoffraser.com.

As an alternate to email, proposals can be mailed or delivered to:

City of Fraser
Attn: D. Wayne O'Neal
75 Unit Senior Housing Project
33000 Garfield Road
Fraser, MI 48026

If submitting a paper proposal, the original plus two (2) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope "75 Unit Senior Housing Project RFP". The supplier's name and address must be clearly indicated on the envelope.

A mandatory informational meeting will be held on February 4, 2020 at 10 a.m. in the Senior Housing Project, 34950 Hidden Pine Drive, Fraser, MI 48026.

Submittal Deadlines
January 27: Release RFP
February 4: Questions Due
February 4: Mandatory informational meeting
February 6: Answers to questions Posted
February 19: Proposals due

March 2: Interviews
March 11: RFP Award
March: Contract preparation/processing
April 1: Anticipated start work date

Evaluation Procedures

City staff will evaluate the submitted proposals and make a recommendation to the City Council who will formally award the bid.

The evaluators will consider how well the vendor's proposal meets the needs of the City as described in the Project description of this RFP. It is important the responses be clear and complete so the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the City select the vendor with the best combination of attributes, including price and demonstrated experience providing comprehensive property management services for multi-unit properties. The City reserves the right to require a subset of finalist vendors make a presentation to a selection team.

Following selection, the City of Fraser and the selected firm will negotiate the services to be provided. Any agreement resulting from acceptance of a proposal by the City shall be in the form supplied by the City. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications in the RFP and which is not approved by the City Attorney's office.

The City reserves the right to renew the agreement for a one (1) year period. Should renewal of this agreement occur, the City would consider a request for price increase not to exceed the local Consumer Price Index (CPI) for the most recent completed year.

Required Information

The proposal must include the following:
1. Cover Letter
2. Proposal Summary
3. Acceptance of Terms and conditions
4. General Vendor Information
5. Customer Reference
6. Fee Schedule

Pricing Request

Pricing must be complete and list any available discounts. Pricing information supplied with the response must be valid for at least 180 days. All one-time and recurring costs must be fully provided. Provide estimates of total hours and hourly rates associated to each requested

services associated with this RFP.

Acceptance of Terms and Conditions

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception (s), reason(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP please indicate so.

By: _____

PRESIDENT 2-18-20

Title Date

For: NELSON PROPERTY MANAGEMENT

General Information

1. Name of parent company
2. Length of time in business
3. Length of time in business of providing proposed services
4. Gross revenue for the prior fiscal year (in US dollars)
5. Percentage of gross revenue generated by proposed services
6. Total number of clients
7. Total number of clients in the proposed service area
8. Number of public sector clients
9. Number of full-time personnel
10. Where is your headquarters located, do you have any field offices, if so where
11. Which office would service this account?
12. Please provide a list of references that can verify the financial standing of your company.

NELSON
PROPERTY MANAGEMENT

Proposal to Provide

Property Management Services

For

City of Fraser

Rental Properties

Dated February 2020

32631 UTICA ROAD FRASER MICHIGAN 48026
Ph 586.294.6800 Fax 586.294.3003
NelsonPM.com

NELSON
PROPERTY MANAGEMENT

Request for Proposal

- Our response to this RFP meets all conditions of the RFP
- We have read, noted and complied with all the conditions and requirements of the first page

Background Information

Noted.

Scope of Work

Noted.

Nelson Property Management has the experience and capacity to provide these services.

Project Description

Noted.

Nelson Property Management has extensive experience in marketing, leasing and maintaining single family, multi-unit properties.

Nelson Property Management has a well developed and tested software systems. It has a portal for the owner (the City of Fraser) to inquire on the status of any property and the tenant. It also has a portal for the Tenant to do 3 things - communicate, request maintenance and pay rent.

Nelson Property Management will set up two bank accounts specifically for this project;

1. An operating account that Tenants pay rent into and expenses are paid out of
2. A security deposit escrow account for security deposits collected as per State of Michigan tenant/landlord statute

Both these accounts can be audited by the City of Fraser.

Response Requirements

Qualifications and Experience

- The founder of Nelson Property Management, Daniel A. Nelson and principal broker has been involved in local real estate for the past 36 years. His son Ben, Associate Broker has joined as partner in July of 2019.
- After the market adjustment in 2008 NPM established in 2012 and now manages approximately 325 single family and small multi family units.

NELSON
PROPERTY MANAGEMENT

- We have two licensed brokers, two licensed salespeople and three support personnel. Our office has 100% (all 7 staff) membership with NARPM (National Association of Residential Property Managers). We follow and adhere to the NARPM Code of Ethics – Copy attached.
- We are the only office that has 100% participation in this market area. We service clients from all over the world with portfolios of only a few units to our largest portfolio of 40 single family residential and multi-family residential.
- We are automated with software gives us and our clients the highest level of communication and efficiencies.
- We are the highest google reviewed management company in the market by not only how many reviews, but we are also rated 4.7 out of a possible 5 star.
- We are in good standing with the State of Michigan and keep current on all of our continuing education requirements for licensure.
- Portfolio that we manage (325 units) is just over $30mil in real estate assets. We collect approximately $250k per month in rents on behalf of all clients.

Project Approach

We see the opportunity to be an efficient addition to the senior housing complex due to its close location to our office (1 mile) and bringing our systematic approach to management with the most up to date tools available.

Pricing Methodology

Our pricing model is very simple. We have broken down our services into two main categories, Management and Leasing. For Management we charge 10% on all collected rents. This includes all management functions such as bookkeeping, monthly statements, payables/receivables, on site services and collaboration with the rental inspection division of the city. Leasing is on a commission basis, for a successful selection and placement of a tenant the charge will be first month's rent, and any release from a current tenant will be a flat fee of $330 annually. These charges will include all marketing, software, showings by leasing agents, tenant placement, pre lease inspections, tenant liaison services. lease documents (provided by the city), renewal inspections and finally background and criminal checks with verbal confirmation on employment and rental history.

Please see the pricing request paragraph for a detailed breakdown.

PS if the City of Fraser would prefer a set amount for a management fee we would be happy to work out a proper calculation that would comply with the City's request.

References

Richard J. Sharp, attorney that represents our largest portfolio his direct line is 586-899-8208 and his email is rick@sharpfirmlaw.com and is our day to day contact as the client is from Syria.

NELSON
PROPERTY MANAGEMENT

There are customer references on our website at nelsonpropertymanagement.com/about/

Signature

- Nelson & Company Realtors LLC is the official name of our organization and we trade as Nelson Property Management
- Our official address is 32631 Utica Rd, Fraser, MI 48026
- Our Registered Office is 32631 Utica Rd, Fraser, MI 48026
- Our CEO is Daniel Nelson and Daniel is authorised to legally bind the company.
- Nelson Property Management was incorporated in August of 2012 in the State of Michigan

Nelson Property Management already has a City of Fraser business license.

The Nelson Property Management proposal will stand for 60 days but could almost certainly be extended if requested by the City of Fraser.

Requested Services

We note that the City of Fraser owns 75 apartment units. We are proposing to rent, lease and manage this property. We have the capacity to extend our services if the City of Fraser purchases more units.

The services that Nelson Property Management will provide will include all the services requested including:

A. Prepare market analysis of each property establishing fair market rental value during each rental period. We note that the City of Fraser shall make the decision on what the rental rates will be.
B. Providing tenants with 24-hour emergency telephone contact numbers for emergency repairs
C. Ordering repairs, services and maintenance on the various buildings, appurtenances and grounds as requested by the City of Fraser
D. Yearly inspection of properties, including management plans and recommendation for maintenance needed
E. Advertise properties for lease, screen and select tenants using the following tools:
    1. Credit application, personal and business reference checks and personal interviews
    2. Prepare and execute lease agreements using only lease forms approved by the City of Fraser
    3. Conduct a minimum of two exterior and interior inspections per year of the properties, providing a written report of major deficiencies with photos to the City of Fraser
    4. Determine and verify insurance requirements for tenants when appropriate
    5. Re-key locks for new tenants when appropriate
    6. Change electrical, gas, garbage, sewer & water billing as required between property occupancies

7. Acknowledge and comply with the provisions of the landlord/Tenant Act of Michigan State particularly concerning deposits. Vendor will collect a deposit from every tenant, additional deposits required for properties allowing animals
8. Collect rent and late charges as needed
9. Inspect the properties, in the company of the renter, prior to move in and complete a detailed inspection report that shall be provided to the City of Fraser
10. Conduct a final inspection when the property is vacated, with a move out inspection report. We use our software to do an extensive report on the property. The information is available to the City through the Owner's Portal. We would like to demonstrate our software to you as part of our presentation.

F. Provide a monthly report/statement for each individual property clearly indicating the income received, income withheld for services, what those services are, vacancies, turn-over schedule and budget for unit/property turn over. We note that the City reserves the right to request further information from the chosen property management professional.

Length of Contract

Nelson Property Management will sign a contract for a two year term and agrees that the City of Fraser might extend this by one year. Further extensions are possible by mutual consent.

Official Contact

Noted and Nelson Property Management will comply.

Proposal Submitted Instructions

Noted and complied with.

Informational Meeting

Noted.

Nelson Property Management attended this meeting

Evaluation Procedures

1. Noted and Nelson Property Management will comply and agree.
2. We will make our proposal as clear and detailed as we can. If any aspect needs further explanation, please ask us and we will respond as soon as possible.
3. We are able and prepared to make a submission to the selection team.
4. Our proposal conforms to the specifications in the RFP in all respects.

5. We note that the City of Fraser may request a renewal of the agreement for one year. We would welcome such an extension. We note that we will have the right to request a price increase which would not exceed the local Consumer Price Index (CPI) for the most recent completed year.

Required Information

1 There is a Cover Letter

2 The proposal summary is:

- Nelson Property Management will manage all the rental property mentioned in this RFP for the City of Fraser.
- Nelson Property Management has the capacity and experience to manage all the property.
- The Nelson Property Management proposal complies with, meets or exceeds all the requirements of this RFP.

3 Nelson Property Management unreservedly acknowledges and accepts all the conditions in this RFP and will accept any contract containing those conditions.

4 Nelson Property Management has supplied vendor information as part of this response. Further information is available on the website at nelsonpropertymanagement.com

5 Our proposal includes links to customer references

6 The Pricing Request includes all fees and costs related to the delivery of these services.

Pricing Request

Here is the full pricing schedule:

1. Nelson Property Management charges the first month's rent for a new tenant
2. Nelson Property Management collects all due rent on a monthly basis and pays the City all the rent that it is collected and due to the City on or before the 15th of the next month
3. For leased properties, where the tenant requests an extension of the lease, Nelson Property Management charges $330
4. For required maintenance, Nelson Property Management arranges and pays the maintenance. If the maintenance is normal wear and tear, Nelson Property Management charges the City. If the maintenance is because of actions or negligence by the Tenant, Nelson Property Management charges the Tenant. Nelson Property Management charges the City or the Tenant for the maintenance as incurred and does not add any surcharge. Note that re-keying locks for a new tenant is treated as a normal wear and tear maintenance charge and is billed to the City.

5. For charges collected because the rent is late, Nelson Property Management collects the late charge and shares it equally with the City and pays them when they pay for the rent.
6. These charges are valid now and there is no current plan to change them within 180 days or even for longer periods.
7. For any project request outside of the scope listed in the final management agreement, there is a charge of $75 per hour
8. There are no charges related to hours and so no rate is quoted.

Nelson Property Management has a well established process for Tenants who are not paying their rent or who should be evicted. The actual process and the costs associated should be discussed in detail with the City as part of the acceptance process.

These are the total charges made by Nelson Property Management

Acceptance of Terms and Conditions

Nelson Property Management makes no exceptions to the terms and conditions listed in the RFP. In fact Nelson Property Management specifically accepts all the terms and conditions without reservation.

General Information

1. Nelson Property Management is the name of our business

2. 36 years in business

3. 8 years in business providing proposed services

4. $680,000.00 gross revenue

5. 10% of our gross revenue will be generated by the proposed service

6. 140 clients

7.140 clients – that is all our clients are in the proposed area

8. No public sector clients

9. 7 full time personnel

10. Our headquarters are at 32361 Utica Rd, Fraser MI 48026 (1 mile from the senior housing and 1/4 mile from city hall)

11. We will service this account from 32361 Utica Rd, Fraser MI 48026

12. Reference of financial standing is Gerald Filipek gfilipek@filirekandcompany.com direct 248-506-4667 this is our contract CPA that comes in quarterly to audit and check tax liability.

State Of Michigan
Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
P.O. Box 30670
Lansing, Michigan 48909

M 651029 1322

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING

REAL ESTATE BROKER LICENSE

NELSON & COMPANY INCORPORATED
DBA: NELSON PROPERTY MANAGEMENT I
32631 UTICA RD
FRASER, MI 48026

LICENSE NUMBER	EXPIRATION DATE	AUDIT NO.
6505380230	10/31/2021	328628

Please tell us about your licensing experience by completing our anonymous customer survey at:
www.michigan.gov/larasurvey

NELSON & COMPANY INCORPORATED
DBA: NELSON PROPERTY MANAGEMENT I
32631 UTICA RD
FRASER, MI 48026

Complaint Information

The issuance of this license or permit should not be construed as a waiver or dismissal of any complaints or violations pending against the licensee, its agents, employees or qualifying officer.

Inquiries Regarding this License
Please provide your license number on all correspondence, and when contacting the Department.

www.michigan.gov/bpl

REAL ESTATE BROKERS AND SALESPERSONS
517-373-8068

RICK SNYDER
GOVERNOR

N570515

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING

REAL ESTATE BROKER LICENSE

NELSON & COMPANY INCORPORATED
DBA: NELSON PROPERTY MANAGEMENT I
32631 UTICA RD
FRASER, MI 48026

LICENSE NUMBER	EXPIRATION DATE	AUDIT NO.
6505380230	10/31/2021	328628

THIS DOCUMENTIS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the CERTIFICATE OF ASSUMED NAME

for

NELSON & COMPANY, INCORPORATED

ID NUMBER: 05201R

to transact business under the assumed name of

NELSON PROPERTY MANAGEMENT I

received by facsimile transmission on May 5, 2017 is hereby endorsed.

Filed on May 12, 2017 by the Administrator.

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Expiration Date December 31, 2022

Sent by Facsimile Transmission

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 12th day of May, 2017.

Julia Dale

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

CSCL/CD-541 (Rev. 06/15)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received	(FOR BUREAU USE ONLY)
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name
Sharp Legal Group

Address
48377 Van Dyke Ave.

City: Shelby Twp., MI 48317 State: ZIP Code:

EXPIRATION DATE:
DECEMBER 31,

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

CERTIFICATE OF ASSUMED NAME

For use by Corporations, Limited Partnerships and Limited Liability Companies
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972 (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), Act 212, Public Acts of 1982 (limited partnerships), or Act 23, Public Acts of 1993 (limited liability companies), the undersigned execute the following Certificate:

1. The name of the corporation, limited partnership, or limited liability company is:
   Nelson & Company, Incorporated

2. The identification number assigned by the Bureau is: 05201R

3. The assumed name under which business is to be transacted is:
   Nelson Property Management I

4. This document is hereby signed as required by the Act.

COMPLETE ITEM 5 ON PAGE 3 IF THIS NAME IS ASSUMED BY MORE THAN ONE ENTITY.

Signed this 23rd day of March, 2017

By _____ (Signature)

Richard Sharp Attorney
(Type or Print Name) (Type or Print Title or Capacity)

(Limited Partnerships Only - Indicate Name of General Partner. If the General Partner is a corporation or other entity)

NAVIGATORS INSURANCE COMPANY

THIS IS A CLAIMS MADE INSURANCE POLICY.

THIS POLICY APPLIES ONLY TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD. ALL CLAIMS MUST BE REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD OR WITHIN 60 DAYS AFTER THE END OF THE POLICY PERIOD.

PLEASE READ THIS POLICY CAREFULLY.

REAL ESTATE PROFESSIONAL ERRORS AND OMISSIONS INSURANCE POLICY DECLARATIONS

POLICY NUMBER: PH19RELR12717IV **RENEWAL OF:** PH18RELR12717IV

1. **NAMED INSURED:** Nelson & Company, Inc. DBA Nelson Property Management

2. **ADDRESS:** 34620 Utica Rd
FRASER, MI 48026

3. **POLICY PERIOD: FROM:** 10/19/2019 **TO:** 10/19/2020
12:01 A.M. Standard Time at the address of the **Named Insured** as stated in Number 2 above.

4. **LIMITS OF LIABILITY: A. $1,000,000 Limit of Liability - Each Claim**
B. $1,000,000 Limit of Liability - Policy Aggregate

5. **DEDUCTIBLE:** $2,500

6. **PREMIUM:** $ 2,478.00

7. **RETROACTIVE DATE:** FULL PRIOR ACTS

8. **FORMS ATTACHED:**
RiskMgmt, RiskMgmtHotline, NAV ML-002, MI Notice, NAV REL DEC, NAV REL NIC PF, NAV REL 010, NAV REL 016, NAV REL 018, NAV REL 025 , NAV REL 041, NAV REL 047, NAV REL 300 MI

PROGRAM ADMINISTRATOR: RealCare Insurance Marketing, Inc.

CompWest

PO BOX 40790
LANSING, MI 48901-7990

Workers Compensation and Employers Liability Insurance Policy

Policy Number	Policy Period From	To
WCV 6199792	11/14/2019	11/14/2020

12:01 A.M. Standard Time at the described location

Transaction

INFORMATION PAGE
NEW BUSINESS

Named Insured and Address	Agent
NELSON & COMPANY, INCORPORATED 32631 UTICA RD FRASER MI 48026	ACTION INSURANCE SERVICES INC. 45445 MOUND RD STE 100 SHELBY TOWNSHIP MI 48317 Telephone: 586-739-9080 9003571

Other Workplaces Not Shown Above: See schedule attached
Extended Named Insured: Absence of an entry means no exception

Interstate ID:
Insured Is: CORPORATION
Bureau/Risk ID:
Unemployment Id Number:

Intrastate ID:
FEIN # 462755808
NCCI #: 12985

ITEM 2. **POLICY PERIOD** is from 12:01 A.M., 11/14/2019 to 12:01 A.M., 11/14/2020 Standard Time at the insured's mailing address.

ITEM 3. **COVERAGE**

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MI

B. Employers Liability Insurance: Part TWO of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part TWO are:

Bodily Injury by Accident	$	500,000	each accident
Bodily Injury by Disease	$	500,000	policy limit
Bodily Injury by Disease	$	500,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: Not Applicable

D. This policy includes these endorsements and schedules:

CW-NTI21	(2/15)	DISCLOSR	(2/15)	PN99NSF	(1/18)	WC000000C	(1/15)
WC000403	(4/84)	WC000419	(1/01)	WC000421D	(1/15)	WC000422B	(1/15)
WC000424	(1/17)	WC000425	(5/17)	WC210303A	(6/97)	WC210304	(4/84)

ITEM 4. **PREMIUM**

The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

C L A S S I F I C A T I O N S

SEE SCHEDULE OF CLASSIFICATIONS ON FOLLOWING PAGE(S)

Minimum Premium	Deposit Premium	Total Estimated Annual Premium	Premium Adjustment Period:
$288	$730	$730	Annual - Reporting

Citizens Insurance
A company of The Hanover Insurance Group

BUSINESSOWNERS DECLARATION

BUSINESSOWNERS RENEWAL DECLARATIONS

3H

RENEWAL OF ODB D616415

Policy Number	Policy Period From	Policy Period To	Coverage is Provided in the	Agency Code
ODB-D616415-01	06/21/2019	06/21/2020	MASSACHUSETTS BAY INSURANCE COMPANY	020086200

Named Insured and Address
NELSON & COMPANY INC.
32631 UTICA RD
FRASER, MI 48026

Agent
586-739-9080
ACTION INSURANCE SRV INC
45445 MOUND RD SUITE 100
SHELBY TOWNSHIP, MI 48317

Policy Period: Beginning and Ending at 12:01 a.m. Standard Time at the Location of the Described Premises.
Business Type: CORPORATION (SINGLE).
Mortgagee/Loss Payable:

Business of the Named Insured:
OFFICE.

In consideration of the premium, insurance is provided the Named Insured with respect to those premises described in the Schedule below and with respect to those coverages and kinds of property for which a specific Limit of Insurance is shown, subject to all of the terms of this policy including forms and endorsements made a part hereof:

LOCATION SCHEDULE

Described Premises:
NO. 001 001 32631 UTICA RD, FRASER, MI 48026

SECTION I - PROPERTY	LIMITS OF INSURANCE					
	Loc No 001	Bldg No 001	Loc No	Bldg No	Loc No	Bldg No
Deductible Amount	$ 1,000		$		$	
Building Amount Valuation	$ 210,000 RC					
Business Personal Property Valuation	$ 52,500 RC					
Business Income	ACTUAL BUSINESS LOSS SUSTAINED NOT EXCEEDING 12 CONSECUTIVE MONTHS					
Business Income Waiting Period	**Excluded / None / 24 hours / 48 hours / 72 hours** 24 HOURS					

SECTION II - LIABILITY	LIMITS OF INSURANCE			
Liability and Medical Expenses Limits of Insurance: Except for Damage to Premises Rented to You, each paid claim for the following coverages reduce the Amount of Insurance we provide during the applicable annual period. Please refer to **SECTION II - LIABILITY, D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE,** paragraph.**4.** of the Businessowners Coverage Form.				
Liability and Medical Expenses Limit	$ 1,000,000	Per Occurrence	$ 2,000,000	Aggregate
Medical Expenses	$ 5,000	Each Person		
Damage to Premises Rented to You	$ 300,000	All Perils		

Date Issued: 04/17/2019 ORIGINAL/INSURED Payment Type: DIRECT BILL

Citizens Insurance
A company of The Hanover Insurance Group

BUSINESSOWNERS DECLARATION

BUSINESSOWNERS RENEWAL DECLARATIONS

3H

RENEWAL OF ODB D616415

Policy Number	Policy Period From	Policy Period To	Coverage is Provided in the	Agency Code
ODB-D616415-01	06/21/2019	06/21/2020	MASSACHUSETTS BAY INSURANCE COMPANY	020086200

Named Insured and Address

NELSON & COMPANY INC.
32631 UTICA RD
FRASER, MI 48026

Agent

586-739-9080
ACTION INSURANCE SRV INC
45445 MOUND RD SUITE 100
SHELBY TOWNSHIP, MI 48317

Additional Property Coverages and Extensions:
See attached Schedule for Additional Coverages provided for under this Policy.

Audit Frequency: Annual

Additional Liability Coverages: General Liability Broadening Endorsement
General Liability Class: 47050
Description: REAL ESTATE AGENTS & BROKERS OFFICE
Liability Exposure: $315,000 PAYROLL

Policy Forms, Endorsements and Optional Coverages Attached:
See Forms and Endorsements Schedule

TOTAL BOP COVERAGE PREMIUM:	$1,589.00
BOP TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)	$ 30.00
OTHER THAN FIRE FOLLOWING	$ 30.00
FIRE FOLLOWING	$000.00
TOTAL UMBRELLA COVERAGE PREMIUM:	NOT COVERED
UMB TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)	NOT COVERED
DEPOSIT PREMIUM:	$1,589
TOTAL POLICY PREMIUM IS:	$1,589.00

Countersigned this ____ **Day of** _____

_____
Authorized Representative

This Declarations Page with the Policy Contract, Forms and Endorsements, if any, Complete the Policy.

Date Issued: 04/17/2019 ORIGINAL/INSURED Payment Type: DIRECT BILL

MEMORANDUM

TO: City Council

FROM: Donald P. DeNault, Jr.

RE: Rules of Procedure Updates

DATE: March 5, 2020

Pursuant to City Council's direction at its February meeting, the revisions to the Rules of Procedure presented that evening are ready for Council's consideration at its next regular meeting on March 12th. Any initial revisions that were not changed by Council are no longer redlined. However, the modifications that resulted from the February meeting have been made and are identified with redlining as follows:

Section 4.1

No new changes. Logistically, requiring Council members to submit agenda items by the 8th day preceding the next Council meeting should still work, despite the new changes to Section 4.2.

Section 4.2

This section has been modified to require the City Manager to circulate a "draft agenda" to Council by the 10th day preceding the next Council meeting (or the 9th day if the 10th day is a City Hall closure). In practice, Council will receive a draft agenda on the second Monday (or Tuesday) preceding the upcoming meeting, and Council members will have until second Wednesday preceding the meeting (the 8th day) to submit additional agenda items for inclusion on the agenda. On the Thursday (7th day) preceding the meeting, the "final" version of the agenda will be distributed, and on the Friday preceding the meeting (the 6th day) it will be posted for the public.

Even after these timelines have passed, Section 4.1 would still allow a Council member to withdraw an agenda item that she or he added. The agenda would then be updated, re-posted for the public, and recirculated to Council prior to (or at) the meeting, depending on the timing of the withdrawal.

Section 4.3

Supporting materials must be circulated by the City Manager a minimum of 72 hours in advance (formerly 24 hours), if practical.

The revisions are identified in red on the next page. If the Council wishes to enact these, or similar, amendments, a motion to approve the amendments to the City Council's Rules and Procedures as submitted (or as submitted and modified by Council) would be in order.

As always, I am happy to assist with verbiage and wordsmithing at the meeting on March 12th.

IV. ORDER OF BUSINESS

4.1 **Agenda.** The City Manager, or his/her designee, shall prepare an agenda of business to be considered at each regular Council meeting. Any Council member, in writing, via email communication, or by telephone conversation with the City Manager, may add any agenda item. Items of business requested by a Council member must be submitted by the close of business on the eighth day prior to the date of the Council meeting to which the agenda pertains (or the ninth day if the eighth day is a holiday or City Hall is closed). The agenda at any Council meeting may be amended by a majority of the quorum, and any item submitted by a Council member may be withdrawn by that Council member at any time. (Amended October 13, 2016, April 13, 2017, and ~~February~~ March 1~~3~~2, 2020)

4.2 **Distribution.** A draft agenda and supporting materials shall be prepared for the Mayor, City Council, City Attorney, and affected departments of the City and be distributed in draft form on the tenth day preceding the regular Council meeting to which the agenda pertains (or the ninth day if the tenth day is a holiday or City Hall is closed). The final agenda and supporting materials shall be prepared for the Mayor and City Council, City Attorney, press, and public and be distributed to Council members on the seventh day preceding the regular Council meeting to which the agenda pertains. The agenda shall then be posted the Friday preceding the regular Council meeting by no later than 4:30 p.m. The Council shall have the option of deleting any item from the agenda or postponing an item on the agenda to a subsequent Council meeting. Should an item be tabled but not to a certain date, it shall not appear until it is requested to be removed from the table by Council. (Amended January 9, 2014 and March 12, 2020)

4.3 **Additional Materials.** Additional supporting materials relating to any agenda item shall be furnished by the City Manager to the City Council at least ~~24~~72 hours prior to the City Council meeting, if practical. (Amended March 12, 2020)

City of Fraser

City Council Rules and Procedures

Adopted March 8, 2001

(Revised April 13, 2017)

(Revised March 12, 2020)

Adopted March 8, 2001
(Revised April 13, 2017)
(Revised March 12, 2020)

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I. AUTHORITY

1.1. Adoption of Rules and Procedures. These rules and procedures are adopted by the Council pursuant to Section 6.7 of the City Charter.

1.2. City Council. Section 4.1 of the City Charter provides:

"There shall be a City Council of seven (7) members consisting of the elected Councilmen and the Mayor, who shall be deemed a member of the Council for all purposes. The Council shall constitute the legislative and governing body of the City and shall have power and authority, except as otherwise provided in this charter or by statute, to exercise all powers conferred upon or possessed by the City, and shall have the power and authority to enact and adopt such laws, ordinances, and resolutions as it shall deem proper in the exercise thereof. In all cases where the word "Council" is used in this charter, the same shall be synonymous with the word "Commission," or any other term used in any statute or federal law referring to municipal legislative or governing bodies."

1.3. Council Authority. Section 6.7 of the City Charter provides:

The Council shall determine its own rules and order of business subject to the following provisions:

a) A journal of the proceedings of each meeting in the English language shall be kept by the Clerk and shall be signed by the presiding officer and clerk of the meeting.

b) A vote upon all ordinances and resolutions shall be taken the "Yes" and "No" vote and entered upon the records, except that where the vote is unanimous it shall only necessary to so state.

c) No Council member shall vote on any question in which he or she has a financial interest, other than the common public interest, or on any question concerning his or her own conduct, but on all other questions each member who is present shall vote when his or her name is called unless excused by unanimous consent of the remaining members present. Any member refusing to vote except when not so required by this paragraph shall be guilty of misconduct in office.

d) In all roll call votes the names of the members of the Council shall be called in alphabetical order.

e) Any standing committee of the Council shall be composed of at least two members.

II. GENERAL RULES

2.1 **Rules of Parliamentary Procedure.** The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these Rules, City Code, Charter, or other applicable laws.

a) **Discussion.** A Council member may speak when no motion is pending upon recognition by the Presiding Officer as provided in these Rules. The Council member's comments should be limited to the next pending item of business on the Agenda, but need not result in a motion relating to that business.

b) **Precedence of Motions**. When any main motion is upon the floor and the question is under debate, no motions shall be received but the following and they shall have precedence in the following order:

Not Debatable

- Questions of privilege (general/personal)
- Recess
- Adjourn
- To lay on the table
- To call for the previous question
- To limit debate

Debatable

- To postpone (limited to same or next meeting)
- To commit or refer the question
- To amend

Incidental Motions (Not debatable unless noted)

- Point of Order
- Appeal (Requires a second; debate limited)
- Point of Information
- Parliamentary Inquiry
- Division (Requests verification of a vote)
- Division of a Question (Requires a second)
- Object to Consideration (Requires 2/3 vote)
- Permission to Withdraw

Restoratory Motions (Least precedence)

- Rescind (Requires a second) (Requires five (5) affirmative votes) (Debatable)

- Reconsider (Requires a second) (Requires five (5) affirmative votes) (Can be made only by member of prevailing side) (Debatable) (Same day only) (The making takes precedence over all; consideration has precedence over none)

c) **Division of the Question**. A motion for a division of any question may be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision.

d) **Withdrawal of a Motion or Support**. A member may withdraw his or her motion or support at any time before it is put to a vote.

e) **Varying Order of Procedure**. The Mayor may, at any time, by a majority vote of the members of the Council present permit a member to introduce an item of business out of the regular order of business.

f) **Points of Order**.

1) The Presiding Officer shall be addressed as "Mr. Mayor/Madam Mayor" or "Mr. Chairman/Madam Chairwoman." The Mayor Pro Tempore, when acting for the Mayor, shall be addressed as "Mayor Pro Tern (surname)." Members of the Council shall be addressed as "Council member (surname)."

2) A motion may be made by saying, "Mr. Mayor/Madam Mayor, I move that, etc." or "Mr. Chairman/Madam Chairwoman, I move that, etc."

3) A speaker is out of order when speaking of matters foreign to the issue.

4) Rule violations must receive immediate attention from the Presiding Officer.

5) It is the privilege of any member to request a roll call vote. No vote on the request is required.

6) On questions that are debatable, the minority has the undeniable right to deliberate.

2.2 **City Manager.** The City Manager/Clerk shall attend all meetings of the Council, and is entitled to attend all meetings of the City Committees, Boards, or Commissions. The City Manager/Clerk shall have the right to

take part in all discussions and make recommendations to the Mayor and Council. (Charter § 4.7, 6.7; City Code § 2-18)

2.3 **City Attorney.** The City Attorney shall attend all regular meetings of the Council and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Council's parliamentarian and shall rule on questions of order. (Charter § 4.10)

2.4 **Recorder.** The City Manager/Clerk shall attend all meetings of the Council and shall keep a permanent journal (minutes). The City Manager/Clerk shall perform such other recording duties as may be requested by the Council. (Charter § 4.7, 6.7; City Code § 2-18)

2.5 **Department Heads and Employees.** Administrative personnel of the City shall attend Council meetings upon request of the Council or the City Manager/Clerk.

2.6 **Quorum/Attendance.**

a) A majority of the members of the Council in office shall be a quorum for the transaction of business at all meeting of the Council, but in the absence of a quorum a lesser number may adjourn any meeting to a later date, and in the absence of all members the Clerk may adjourn any meeting to a date not later than one week hence. (Charter § 6.5)

b) Any three or more members of the Council may by vote either request or compel the attendance of its members and other officers of the City at any meeting. Any member of the Council or other officer who when notified of such request for his or her attendances fails to attend such meeting for reasons other than confining illness or absence from the County of Macomb shall be deemed guilty of misconduct in office unless excused by the Council. (Charter § 6.6)

c) No member of the Council may absent himself or herself without first having informed the Mayor or City Manager/Clerk of the impending absence and the reasons therefore. A member's office shall be declared vacant by the Council if such member shall miss four consecutive regular meetings of the Council, or twenty-five percent of such meetings in any fiscal year of the City, unless such absences shall be excused by the Council and the reason therefore entered in the proceedings of the Council at the time of each absence. (Charter § 5.2)

2.7 **Meetings.** The Council shall provide by resolution for the time and place of its regular meetings and shall hold at least one regular meeting each month.

The dates, times, and places of such regular Council meetings shall be posted within ten (10) days of the Council's first meeting in a calendar year. Any deviation to changing a regularly scheduled Council meeting shall be voted upon by Council by a majority vote. A public notice stating the new dates, times, and places of the Council's regular meetings shall be posted within three (3) days after the meeting at which the change is made. All regularly scheduled Council meetings shall be televised and all other Council meetings involving the majority of members of Council shall be televised, unless Council shall expressly decide by a simple majority vote at a televised Council meeting that a future meeting shall not be televised. (Charter § 6.1; MCL 15.265) (Amended February 14, 2002)

2.8 **Minutes of Regular Meetings.** Each regular meeting shall be recorded by the Recorder. The Clerk shall keep a permanent journal (minutes) of the proceedings of each regular meeting. The minutes shall be signed by the presiding officer and Clerk of the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the public body. (Charter § 4.7, 6.7; MCL 15.269).

2.9 **Records of Meetings.** The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the actions of the Council with respect to motions. The minutes shall show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting, and shall include the names of the mover and supporter for each motion and the vote of the Council. The minutes shall also state whether the vote was by voice or by roll call. For votes upon all ordinances and resolutions, the "Yes" and "No" votes of each member (or abstention) shall be included in the minutes, except that where the vote is unanimous it shall only be necessary to so state. (Charter § 6.7; MCL 15.269)

2.10 **Requests for Remarks to be Included.** Any member of the Council may request to have his or her comments printed as part of the record. If there are no objections by any member of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included as part of the official record shall be provided in writing by the member at the meeting in question or, if the comments are oral and transcription is requested after

the meeting in question, transcribed exactly by the Recorder from the electronic recording. Any dispute regarding the accuracy of the comments shall be resolved by the electronic recording of the meeting.

III. MEETING PROCEDURES

3.1 Presiding Officer.

a) The Mayor shall be the presiding officer of the Council. In the absence or disability of the Mayor, the Mayor Pro Tern shall perform the duties of Mayor. In the event of absence or disability of both, the Council may designate another of its members to serve as Acting Mayor during such absence or disability and the Acting Mayor shall perform the duties of Presiding Officer. (Charger § 4.4, 4.5)

b) The Presiding Officer shall enforce orderly conduct at meetings and shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion. Any police officer designated by the Presiding Officer of the meeting shall serve as the Sergeant-at-arms of the Council in the enforcement of the provisions of this subsection. (Charter § 6.6)

3.2 Special Meetings. Special meetings shall be called by the Clerk on the written request of the Mayor or any three members of the Council on at least twenty-four (24) hours written notice to each member of the Council served personally or left at his or her usual place residence, but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing. A public notice stating the date, time, and place of the special meeting shall be posted at least eighteen (18) hours before the meeting. No business shall be transacted at any special meeting of the Council unless the same is stated in the notice of such meeting. However, any business which might lawfully come before a regular meeting may be transacted at such special meeting if all the members present consent thereto and all the members absent file their written consent. (Charter § 6.2, 6.3; MCL 15.265)

3.3 Place of Meetings. All regular and special meetings of the Council shall be open to the public and citizens shall have a reasonable opportunity to be heard. Regularly scheduled meetings shall be held in the Council Chambers at City Hall. Whenever the regular meeting place of the Council shall appear to be inadequate for members of the public to attend, the Mayor may change the meeting to a larger facility located in the City of Fraser. A notice of such change shall be prominently posted on the door of the regular meeting place, and advertised on the City cable channel if available. (Charter § 6.1, 6.4)

3.4 **Time of Meetings.** Regular meetings shall begin at 7:00 P.M. in the evening unless the Council shall by majority vote in session set a different stating time. (Amended March 12, 2009)

3.5 **Study/Work Sessions.** The Council may meet informally in Study/Work Sessions (open to the public) at the call of the Mayor or majority of the Council, to review forthcoming programs of the City, receive progress reports on currents programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. Study/Work Sessions shall be conducted in accordance with the City Charter and state law requirements governing special meetings.

3.6 **Recessed Meetings.** Any meeting of the Council may be recessed to a later date and time, provided that no adjournment shall be for a longer period than until the next scheduled meeting. Meetings adjourned by the Clerk for lack of all members shall be rescheduled for a date not more than one week later. Meetings recessed for more than thirty-six (36) hours shall be reconvened only after a public notice stating the date, time, and place of the meeting has been posted at least eighteen (18) hours before the meeting. (Charter § 6.5; MCL 15.265)

3.7 **Meeting to be Public.** All meetings shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided by state law, and all persons shall have a reasonable opportunity to be heard. The right of a person to attend a meeting includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings at a public meeting. The exercise of this right shall not be dependent upon the prior approval of the City Council. Reasonable rules and regulations adopted by the Council may be utilized to minimize the possibility of disrupting the meeting. All decisions of the Council shall be made at a meeting open to the public. All deliberations of the Council constituting a quorum of its members shall take place at a meeting open to the public, except as otherwise provided by law. (Charter § 6.4; MCL 15.263)

3.8 **Closed Sessions.** The City Council <u>may only</u> meet in closed session for purposes allowed in the Open Meetings Act as follows:

a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

b) For strategy and negotiation sessions with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

c) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session for this purpose.

d) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session for this purpose.

e) To review and consider the contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential. All interviews for employment or appointment to a public office shall be held in an open meeting pursuant to the Open Meetings Act. A 2/3 roll call vote of members elected or appointed and serving is require to call a closed session for this purpose.

f) To consider material exempt from discussion or disclosure by state or federal statute. A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session for this purpose. (MCL 15.267, 15.268)

3.9 **Minutes of Closed Sessions.** The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the open meeting at which the vote is taken. A separate set of minutes shall be taken by the Clerk or designee at the closed session. These minutes shall be retained by the Clerk, are not available to the public, and shall only be disclosed if required by a civil action filed under the Open Meetings Act. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved. (MCL 15.267)

3.10 **Confidentiality of Closed Session Information.** City Council members and individuals in attendance at closed sessions shall not divulge confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate, discussions, and preliminary action taken in executive session. Premature and/or unauthorized disclosure may subject the Council member to civil and

criminal penalties as set forth in the Open Meetings Act. (Penalties, MCL 15.272, 15.273)

IV. ORDER OF BUSINESS

4.1 **Agenda.** The City Manager, or his/her designee, shall prepare an agenda of business to be considered at each regular Council meeting. Any Council member, in writing, via email communication, or by telephone conversation with the City Manager, may add any agenda item. Items of business requested by a Council member must be submitted by the close of business on the eighth day prior to the date of the Council meeting to which the agenda pertains (or the ninth day if the eighth day is a holiday or City Hall is closed). The agenda at any Council meeting may be amended by a majority of the quorum, and any item submitted by a Council member may be withdrawn by that Council member at any time. (Amended October 13, 2016, April 13, 2017, and ~~February~~ March 1~~3~~2, 2020)

4.2 **Distribution.** A draft agenda and supporting materials shall be prepared for the Mayor, City Council, City Attorney, and affected departments of the City and be distributed in draft form on the tenth day preceding the regular Council meeting to which the agenda pertains (or the ninth day if the tenth day is a holiday or City Hall is closed). The final agenda and supporting materials shall be prepared for the Mayor and City Council, City Attorney, press, and public and be distributed to Council members on the seventh day preceding the regular Council meeting to which the agenda pertains. The agenda shall then be posted the Friday preceding the regular Council meeting by no later than 4:30 p.m. The Council shall have the option of deleting any item from the agenda or postponing an item on the agenda to a subsequent Council meeting. Should an item be tabled but not to a certain date, it shall not appear until it is requested to be removed from the table by Council. (Amended January 9, 2014 and March 12, 2020)

4.3 **Additional Materials.** Additional supporting materials relating to any agenda item shall be furnished by the City Manager to the City Council at least ~~24~~72 hours prior to the City Council meeting, if practical. (Amended March 12, 2020)

4.4 **Format.** The agenda of a Regular Meeting of the City Council shall be prepared in accordance with the following format:

- Call Meeting to Order
- Pledge of Allegiance
- Roll Call of Council Members
- Approval of Agenda
- Citizen Participation on Agenda Items
- Consent Agenda

- Request for Council Action
- Report of City Administration
- Standing Items/Unfinished Business/Project Status Updates
- Report of Mayor/City Council/New Business
- Citizen Participation
- Closed Session (If required and approved)
- Adjournment

4.5 Call to Order. The meetings of the Council shall be called to order by the Presiding Officer. In the absence of both the Mayor and the Mayor Pro Tern, the meeting shall be called to order by the City Manager/Clerk for the election of an Acting Mayor during such absence. (Charter § 4.4, 4.5)

4.6 Public Hearings.

a) The Presiding Officer opens and closes the Public Hearing. All persons who wish to be heard shall be heard. However, the Presiding Officer may change the order of speakers so that testimony is heard in the most logical grouping (e.g. Petitioners, Proponents, Opponents, Adjacent Owners, Vested Interests, etc.) If a member of the public is addressing the Council at a scheduled public hearing, he or she shall stand or signal to obtain recognition by the Presiding Officer at the opening of the hearing, or at the conclusion of the remarks of the previous speaker.

b) The Presiding Officer introduces the agenda item, opens the public hearing, and may announce the following rules of order:

1) "All comments by proponents, opponents, or the public shall be made from the speaker's table and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."

2) "It is not necessary to be a proponent or opponent in order to speak."

3) "No comments shall be made from any other location, and anyone making 'out of order' comments may be subject to removal from the meeting."

4) "There will be no demonstrations during or at the conclusion of anyone's remarks or presentations."

5) "These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to

be heard, and to ensure that no individual is embarrassed by exercising his or her right of free speech."

4.7 Consent Agenda.

a) The consent agenda is defined as those items on the Council agenda which are considered routine by the City Manager. Special consideration items such as waivers of bid requirements require action as a consideration and are not to be a part of the consent agenda. The suggested action should be printed as part of the agenda, and, unless a member of the Council specifically requests action taken separately on said item, the consent agenda shall be considered without debate by motion and vote of the Council. Those items approved under the heading "Consent Agenda" shall appear in the Council Minutes in the adopted form. The Consent agenda shall include the following items:

- Approval of Minutes
- Approval of Payment of Bills
- Award of Bids
- Setting Dates for Public Hearings
- Proclamation
- Approval of annual recurring expenditures and/or contract to the lowest bidder meeting specifications and approved by Council in the Annual Budget
- Additional Routine Items

V. PUBLIC PARTICIPATION AND COMMENTS

5.1 Procedure for Addressing Council. Each person addressing the Council shall approach the microphone and give his/her name and address in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body, and not to any individual member thereof. No person, other members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked by the Council Members, except through the Mayor. (Authority to establish rules, MCL 15.263).

5.2 Time Limits. Citizen participation for up to five (5) minutes on any agenda item at the beginning, no participation on agenda items during the meeting, and at the end of the meeting, up to five (5) minutes on City business. **Part B:** Citizen participation for those who have not spoken previously on citizen participation at the beginning, will have up to five (5) minutes on each agenda item during the meeting and up to an additional five (5)

minutes on any City business at the end of the meeting. (Charter § 6.4) (Amended July 27, 2006)

5.3 Profanity, Topicality, and Personal Remarks.

a) Persons addressing the Council shall make responsible comments relating to matters before the Council, City business or policy, or issues of community concern or interest. Such persons shall refrain from making defamatory or profane remarks, or remarks constituting a personal attack upon a Councilperson or City official or employee which is totally unrelated to the manner in which the Councilperson, official, or employee performs his or her public duties. While commenting upon the actions, inactions, or performance of the Council or any of the City's commissions, boards, employees, or consultants, profane, vulgar, or abusive language will not be tolerated. (Personal attacks, OAG, 1977-1978, No 5332, p536 (July 13, 1978))

b) The Mayor shall call to order any person who is being disorderly or disruptively boisterous by speaking when not recognized by the Mayor or otherwise disrupting the proceedings by failing to be germane, or by making personal attacks or vulgar or defamatory remarks. Such persons shall thereupon be seated until the Mayor shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If a person shall continue to be disorderly and disrupt the meeting, the Mayor may order the Sergeant-at-arms or the Department of Public Safety to remove the person from the meeting.

5.4 Response to Public Comment. Council members shall not respond to general audience participation, unless permitted to do so by the Mayor. Matters raised by the public may also be referred to the City Manager, the appropriate department head, or to the City Attorney by the Mayor.

5.5 Council Position on Citizen Participation. The Mayor and Council encourage citizen participation so that the views of each citizen may be heard and expressed in an amicable, professional manner. Council members and citizens should refrain from disparaging remarks, confining their comments to the matter at hand and not personalizing any issue so as to arouse, demean, or defame any Council member, employee or citizen.

VI. CERTIFICATES

6.1 Certificates of Appreciation, Thanks or Goodwill. The City Council may issue plaques, awards, and certificates to express appreciation, thanks or goodwill. The following certificates may be issued on behalf of the City by the City Manager/Clerk without prior vote or approval of the Council:

a) Certificates of appreciation for work done on a strictly voluntary basis by any person or group.

b) Awards for merit in areas of academics, service to the City, or service to the community at large.

c) Certificates of appreciation for retiring employees.

d) Certificates of appreciation from the City Council may be awarded by the Mayor (or in his/her absence, the Mayor Pro Tern) whenever delaying the award for the next scheduled meeting would be detrimental to the City's image or timeliness of the award. These instances include, but are not limited to, death or injury of an employee while serving in the line of duty, or death or injury of a former or retired employee.

VII. COUNCIL DECORUM

7.1 Conduct. Each Council member shall conduct himself or herself in a manner consistent with the dignity and decorum of the office and shall act in a manner which accords respect to the public, staff members, the Mayor, and fellow Councilmembers.

7.2 Time Limits/Order. There shall be no formal time limit for Council members to discuss a topic, except when Council agrees to set a temporary limit on discussion for a particular topic, by means of a vote of the majority of Council.

7.3 Seating Assignments – The Mayor has the discretionary authority at the beginning of each elective term of office, or when a vacancy occurs or is filled, to decide seating arrangements for members of Council. In case of disability, long hospitalization, or death of the Mayor, those decisions will remain in effect until a new Mayor is elected.

7.4 Requests by Council. If a request to the City Attorney, City Manager or a Department would involve any substantial costs to the City, such requests shall first be submitted to the City Manager who will decide if the request is warranted. If the City Manager finds that the request would involve any

substantial costs to the City, such request shall be submitted to Council for discussion and vote. (Amended January 12, 2012)

7.5 Voting and Discussion.

a) Roll call votes shall be taken when required by policy/law, at the request of any member of Council, or when the Presiding Officer cannot determine the results of a voice vote. In all roll call votes, the names of the members of the Council shall be called in alphabetical order. (Charter § 6.7)

b) The following actions require the affirmative vote of five members of the Council:

- Creation or abolition of an office
- Imposition of a tax or assessment
- Vacation or abolishment of a street, lane, alley, or other public place
- Sale or disposition of real estate or any interest therein
- Condemnation of private property for public use
- Appropriation of money; authorization to incur obligations and to expend public funds for a stated purpose.
- Reconsideration or rescission of any vote of the Council (Charter § 7.7)

7.6 Duty to Vote. Whenever a question is put before the Presiding Officer, every member who is present shall vote, provided that no member shall be required to vote if:

- That member has a financial interest in the question before the Council;
- The question concerns the member's own conduct; or
- The member is excused from voting by unanimous consent of the remaining members present. (Charter § 6.7)

7.7 Conduct of Discussion. During Council discussion and debate, no member shall speak until recognized by the Presiding Officer. After such recognition, the member shall confine discussion to the question at hand. Personal comments about other individuals should be avoided. When addressing other members of the Council they should be addressed by title an/or last name but not by first name. No member shall be permitted to speak a second time on a motion as long as another is requesting recognition to speak for a first time.

7.8 **Interruptions.** A member of Council once recognized, shall not be interrupted when speaking, unless the Mayor calls the meeting or the member to order. If a member, while speaking, is called to order, the member shall cease speaking until the question(s) of order are determined and if in order, shall be permitted to proceed.

7.9 **Liaison Appointments.** The Mayor may appoint, upon concurrence of Council, a member of Council to serve as an official liaison between Council and any City commission, board, or committee.

7.10 **Public Comment.** A Council member is free to give his/her opinion, free to say which way he/she plans to vote, and free to speculate on which way he/she thinks the Council will vote, but shall not speak as if the vote has already taken place.

7.11 **Standing Committees.** Any standing committee of the Council shall be composed of at least three (3) members. (Charter § 6.7)

7.12 **Vacancies in Office/Removal from Office.**

a) Any elective City office shall be declared vacant by the Council upon the occurrence of any of the following events before the expiration of the term of such office:

- For any reason specified by statute or by the City Charter as creating a vacancy in office;
- If no person is elected to, or qualifies for, the office at the election at which such office is to be filled;
- If the officer shall be found guilty by a competent tribunal of any act constituting misconduct in officer under the provisions of the Charter;
- If the officer shall absent himself/herself continuously from the City for more than thirty consecutive days in any one year without the permission of the Council; or
- If a Council member shall miss four consecutive regular meetings of the Council, or twenty-five percent of such meetings in any fiscal year of the City, unless such absences shall be excused in the proceedings of the Council at the time of each absence. (Charter § 5.2)

b) The office of any member of any board or commission created by, or pursuant to, the Charter shall be declared vacant by the Council:

1) For any reason specified by statute or by the City Charter as creating a vacancy in office;

2) If the officer shall be found guilty by a competent tribunal of any act constituting misconduct in office under the provisions of the Charter;

3) If such officer shall miss four consecutive regular meetings of such board or commission, or twenty-five percent of such meetings in any fiscal year of the City, unless such absences shall be excused by such board or commission and the reason therefore entered in the proceedings of the Council at the time of each absence. (Charter § 5.2)

c) Removals of officers by the Council shall be made for either of the following reasons:

1) For any reason specified by statute for removal of City officers by the governor; or

2) For misconduct in office under the provisions of the Charter.

d) Such removals by the Council shall be made only after hearing of which such officer has been given notice by the Clerk at least ten (10) days in advance, either personally or by delivering the same at his/her last known place of residence. Such notice shall include a copy of the charges against such officer. The hearing shall afford an opportunity to the officer, in person or by attorney, to be heard in his/her defense, to cross-examine witnesses, and to present testimony. If such officer shall neglect to appear at such hearing and answer such charges, his/her failure to do so may be deemed cause for his/her removal. A majority vote of the members of the Council in office at the time, exclusive of any member whose removal is being considered, shall be required for any such removal. (Charter § 5.2)

e) Resignations of elective officers shall be made in writing and filed with the Clerk and shall be acted upon by the Council at its next regular meeting following receipt thereof by the Clerk. Resignations of appointive officers shall be made in writing to the appointing officer or body and shall be acted upon immediately. (Charter § 5.3)

f) Vacancies in elective offices shall be filled by appointment of the Council of a person possessing the qualifications for the office. Any

person appointed to a vacancy in any such elective offices shall hold office until such vacancy is filled at the next regular City election. The process for this appointment will be to contact the next highest vote getter from the previous election to see if he/she is interested in filling the vacancy. If so, that person shall fill the vacancy. If not, the same process will be followed for the next highest vote getter and so on. If all persons are not interested in filling the vacancy, Council may appoint any person possessing the qualifications for office. (Amended January 14, 2016)

If three (3) or more vacancies exist simultaneously in the positions of Mayor and Council members, the Clerk shall within ten (10) days call a special election to be held within sixty (6) days to fill such vacancies for the unexpired terms of the officers whose offices have become vacant. This section shall not apply to the filling of vacancies resulting from recall. Vacancies in appointive offices shall be filled in the manner provided for making the original appointment. (Charter § 5.4)

7.13 Electronic and Telephone Communication During Session. While Council is in session, Council persons shall not send or review electronic communications relating to City business from other Council members, staff or public at large. While Council is in session, Council members are permitted to receive, review and respond to electronic communications involving matters other than City business and are emergency in nature.

VIII. SUSPENDING RULES OF CONDUCT

8.1 Suspension of Rules. Any provision of these rules not governed by the City Charter of City Code may be temporarily suspended by a roll call vote of a majority of Council.