

**CITY OF BERKLEY PUBLIC NOTICE  
REGULAR CITY COUNCIL MEETING  
Monday, February 6, 2023  
7:00 P.M. – City Hall  
248-658-3300**

**CALL 39<sup>th</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
MAYOR-LED MOMENT OF REFLECTION  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT  
ORDER OF BUSINESS**

**Consent Agenda**

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 39<sup>th</sup> Regular City Council meeting on Monday, January 9, 2023 and Special City Council meeting on January 23, 2023.
2. **WARRANT:** Matter of [approving Warrant](#) No. 1382.
3. **PROCLAMATION NO. P-02-23:** Matter of [proclaiming March 2023](#) as Women's History Month.
4. **PROCLAMATION NO. P-03-23:** Matter of [proclaiming March 2023](#) as Severe Weather Month.

**Regular Agenda**

1. **RECOGNITIONS/PRESENTATIONS:** Matter of any recognitions or presentations from the Consent Agenda.
2. **OATHS OF OFFICE:** Councilmember Gregory Patterson and Deputy Clerk Rachel Patterson to receive an Oath of Office from the City Clerk.
3. **PRESENTATION:** Matter of receiving a presentation from the Accounting Aid Society.
4. **MOTION NO. M-11-23:** Matter of [authorizing the City Manager](#) to approve the proposal from Quadrate Construction LLC to replace underground conduits and wiring connecting City Hall to Public Safety and install sub meter to accurately track City Hall electric usage at a cost not to exceed \$120,126. In addition, allocate \$12,000 for contingencies.
5. **MOTION NO. M-12-23:** Matter of [approving a proposal](#) from Hubbell, Roth and Clark for assistance with Water Service Line Material Verification, GIS Mapping, and Reporting with a not-to-exceed amount of \$50,741.51. Funding for this work was previously approved under account number 592-536-818-000 and would be eligible for reimbursement under the Oakland County Local Government Critical Infrastructure Grant that was recently awarded to the City of Berkley.
6. **MOTION NO. M-13-23:** Matter of [approving applicant for issuance](#) of an on-premise liquor license under Section 521a (1) (b) of 2006 PA 501 (MCL 436.1521a (1) (b)). Applicant: Little Lou's Hot Chicken, 2626 Coolidge Highway, Berkley, MI 48072.
7. **RESOLUTION NO. R-02-23:** Matter of [approving the Resolution](#) for updated Poverty Exemption Guidelines.
8. **MOTION NO. M-14-23:** Matter of [authorizing the City Manager](#) to approve the proposal from Carlisle Wortman Associates to provide professional services to update the Zoning Ordinance at a cost of \$88,000 to be extended over two fiscal years. Funds from this expenditure will come from account 101-801-818-000.
9. **ORDINANCE NO. O-01-23:** Matter of [considering the First Reading](#) of an Ordinance of the City Council of the City of Berkley, Michigan to Amend Section 2-39 of Article II, Officers and Employees, of Chapter 2 -

Administration, to Modify Provisions Relating to Insurance and Indemnification of City Officials, Employees, and Board and Commission Members.

10. **ORDINANCE NO. O-02-23**: Matter of [considering the First Reading](#) of an Ordinance to the City Code to amend Section 94-9, Portable signs, in Chapter 94, Signs, and Section 138-108 - Promotional events, in Chapter 138, Zoning of the City of Berkley Code of Ordinances to remove the requirements for annual permits for portable signs and clarify portable sign regulations in relation to temporary events.
11. **ORDINANCE NO. O-03-23**: Matter of [considering the First Reading](#) of an Ordinance to amend Section 138-32, Section 138-387, Section 138-394, Section 138-419, Section 138-427, Section 138-457, Section 138-487, and Section 138-529 of Chapter 138 - Zoning of the City of Berkley Code of Ordinances in order to regulate vape shops.
12. **ORDINANCE NO. O-04-23**: Matter of [considering the First Reading](#) of an Ordinance to amend Section 138-458 of Chapter 138 - Zoning in order to add nursery schools, day nurseries, and child centers to the Twelve Mile District as a special use.
13. **MOTION NO. M-15-23**: Matter of [authorizing the Non-Corporate](#) Resolution approving Accountant Laurie Fielder to conduct financial transactions on behalf of the City of Berkley with MultiBank Securities for investment purposes within the guidelines of Public Act 20 of the Michigan Public Acts.
14. **MOTION NO. M-16-23**: Matter of [authorizing the amendment](#) of the 2022-2023 Budget as presented.

## COMMUNICATIONS

## ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence for the meeting may send an email to [clerk@berkleymich.net](mailto:clerk@berkleymich.net) or call 248-658-3310 by 5 p.m. on the day of the meeting.

**THE REGULAR MEETING OF THE THIRTY-NINTH COUNCIL OF THE CITY OF BERKLEY,  
MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, JANUARY 9, 2023 BY  
MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker                      Councilmember Dennis Hennen  
                 Councilmember Mike Dooley                      Councilmember Jessica Vilani  
                 Mayor Pro Tem Ross Gavin  
                 Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Matthew Baumgarten  
City Clerk Victoria Mitchell  
City Attorney John Staran  
DPW Superintendent Shawn Young

**SWEARING-IN CEREMONY:**

City Clerk Mitchell provided the official Oaths of Office to:  
Mayor Bridget Dean  
Councilmember Michael Dooley

**APPROVAL OF AGENDA:**

Councilmember Baker moved to approve the Agenda  
Seconded by Councilmember Vilani  
Ayes: Dooley, Gavin, Hennen, Vilani, Baker, and Dean  
Nays: None  
Motion Approved.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:**

Mayor Dean stated there was no one present wishing to speak.

City Clerk Mitchell read the following email into the record:

“Joel Ulferts, Berkley, asked what is the projected revenue and budget surplus from a 3.4581 millage increase and is there a specific expense driving the change.”

**CONSENT AGENDA:**

Mayor Pro Tem Gavin moved to approve the following Consent Agenda  
Seconded by Councilmember Hennen:

**APPROVAL OF THE MINUTES:** Matter of approving the minutes of the 39<sup>th</sup> Regular City Council meeting on Monday, December 19, 2022.

**PROCLAMATION NO. P-01-23:** Matter of proclaiming February 2023 as Black History Month.

**MOTION NO. M-03-23:** Matter of authorizing the City Manager to sign the Application for Additional Service Credit Purchase for Matt Wells approving two years of additional service credit. This purchase is allowed by the City of Berkley MAPE Agreement and meets all of the requirements of the MERS Plan Document.

Ayes: Gavin, Hennen, Vilani, Baker, Dooley, and Dean

Nays: None

Motion Approved.

***REGULAR AGENDA:***

**RECOGNITIONS/PRESENTATIONS:** Matter of any recognitions or presentations from the Consent Agenda.

Mayor Pro Tem Gavin read Proclamation No. P-01-23 in its entirety.

**PRESENTATIONS:** Matter of receiving candidate presentations for the City Council vacancy.

City Manager Baumgarten stated that up to this point the position of the Council vacancy was advertised from December 22<sup>nd</sup> through January 5<sup>th</sup>. After that point the Sub Committee met on January 6<sup>th</sup> and scored the 13 applicants based on the criteria established by Council. He said the top candidates are here tonight. The next step after tonight will be the current Councilmembers meeting with each of them as no decision will be made tonight. The final step is that the swearing in will take place at the February 6<sup>th</sup> City Council Meeting.

Mayor Dean stated one applicant removed herself from consideration prior to the meeting.

The following candidates provided presentations and introductions to council:

- Clarence Black
- Gregory Patterson
- Andre Rogers
- Scott Rollette
- Josh Stapp
- Stacey Stevens

Mayor Dean thanked all of the applicants for choosing to volunteer and serve the City. She stated that Councilmembers will be reaching out to each of them to get to know them better and an appointment will be made at the Special January 23<sup>rd</sup> Council Meeting.

**MOTION NO. M-04-23:** Matter of approving marihuana adult use retailer business license #PMA20-0007 for Yellow Tail Ventures LLC #1 dba Moses Roses Provisioning Center, at 3120 Eleven Mile Road. The applicant was previously approved on October 17, 2022, for a medical marihuana provisioning center business license at the same location.

Councilmember Hennen moved to approve Motion No. M-04-23

Seconded by Councilmember Vilani  
Ayes: Hennen, Vilani, Dooley, and Dean  
Nays: Baker, Gavin  
Motion Approved.

**MOTION NO. M-05-23:** Matter of approving a local governmental approval form for an outdoor service area at 3087 12 Mile Rd, Berkley MI, 48072.

Mayor Pro Tem Gavin moved to approve Motion No. M-05-23  
Seconded by Councilmember Dooley

### **PUBLIC COMMENT FOR MOTION NO. M-05-23**

Evan Stephenson, Director of Operations from Berkley Commons, stated they do have plans in place to keep it clean and are currently talking with the State and he has three managers that have to do bar courses to be certified before they can be updated. He said there are plans for building enclosures around the cabanas but they are waiting on the State.

Mitch, a Berkley resident, says he wants to make sure that the city has a plan to perpetuate the use of the land as a public space for residents and is happy to see it is being rented out. He asked if there are any plans to formalize the creation of a park at the space to allow residents to utilize it.

City Manager Baumgarten stated they are looking at creating a seasonal hub within the area. The long term is to make it a Social District to give residents an incentive to come downtown. He said we do anticipate, after the duration of this resolution in April, to come back to Council to target seasonal items targeting outdoor seasonal operations between May – October. He said at this point, it would be re-opened during the winter months and maintained but looking at it year after year as seasonal closures to help the downtown.

Ayes: Vilani, Baker, Dooley, Gavin, Hennen, and Dean  
Nays: None  
Motion Approved.

**RESOLUTION NO. R-01-23:** Matter of adopting a resolution approving a Headlee Override millage proposal for submittal to the voters on the May 2, 2023, special election ballot.

Councilmember Hennen moved to approve Resolution No. R-01-23  
Seconded by Councilmember Dooley

### **PUBLIC COMMENT FOR RESOLUTION NO. R-01-23:**

Joshua Hunter, Berkley, thinks one difference with other proposals is that there was a citizens committee for each proposal even back in 2012 for the Headlee override. He thinks that this is important to communicate this to residents. He said this is a pretty sizeable tax increase. He estimates it will be about a \$400 tax increase for the average homeowner based on information on 2020. He said revenue has been growing since 2012. He said we need to have a plan on how this money will be used and this is important because if it doesn't pass, then what? He wants residents to be informed.

City Manager Baumgarten said he would like to see a Citizens Committee but the City cannot lead this, but would like for residents to step up to lead and advocate. He said the City has plans for how the money will be used and has a current budget, finalized audit, and working on this

year's budget. He said that Mr. Hunter is correct that it would be about \$400 based on information from Equalization and it would be a cup of coffee a day.

Councilmember Vilani thanked Mr. Baumgarten for the thoughtful layout as it was helpful. She said it would be helpful for residents to learn about taxable value and Zillow value. She said as a homeowner it is important to know the correct impact of this millage.

City Manager Baumgarten provided information on Headlee and Proposal A along with the history and impact these have on homeowners and municipal taxes.

Councilmember Hennen thanked Mr. Baumgarten for his prepared remarks as he hit on a lot of his questions. He said there is five months which is plenty of time. He said there is a lot to share and time will go quickly and there will be a lot more coming out to the community.

Councilmember Baker asked Mr. Baumgarten if it moved forward tonight what would the plans be and how would this be shared. He said he would rather maintain our services rather than degrade them. He thanked Mr. Baumgarten for the opening comments.

City Manager Baumgarten said the city would be utilizing mailers, social media, talking to groups, talking to anyone, and City Hall is always open for those that would like to talk about this. He reiterated he would love to see some citizen advocacy groups step up. He said the City has a consultant they are working with and there is a plan in hand.

Ayes: Baker, Dooley, Gavin, Hennen, Vilani, and Dean

Nays: None

Motion Approved

**MOTION NO. M-06-23:** Matter of approving the Macomb County Cooperative Bid Program pre-order purchase of one 2023 Ford F250 Pickup and one 2023 Ford F550 Chassis/Cab at a total cost of \$112,353 from Lunghammer Ford (formerly known as Signature Ford) of Owosso, Michigan.

Councilmember Vilani moved to approve Motion No. M-06-23

Seconded by Mayor Pro Tem Gavin

Ayes: Dooley, Gavin, Hennen, Vilani, Baker, and Dean

Nays: None

Motion Approved.

**MOTION NO. M-07-23:** Matter of approving the revised and updated drug and alcohol policy as prepared and required by the Suburban Mobility Authority for Regional Transportation (SMART).

Councilmember Baker moved to approve Motion No. M-07-23

Seconded by Councilmember Vilani

Ayes: Gavin, Hennen, Vilani, Baker, Dooley, and Dean

Nays: None

Motion Approved.

**MOTION NO. M-08-23:** Matter of approving the appointments of Treasurer Bryan Bemis and Finance Director Mark Pollock to the Public Safety Pension Board.

Mayor Pro Tem Gavin moved to approve Motion No. M-08-23

Seconded by Councilmember Dooley

Ayes: Hennen, Vilani, Baker, Dooley, Gavin, and Dean

Nays: None

Motion Approved.

## **COMMUNICATIONS:**

### **COUNCILMEMBER VILANI:**

- Extended her congrats to Mayor Dean, Mayor Pro Tem Gavin, and Councilmember Dooley. She thanked everyone else that applied and for leaning in to local government. She said she is excited to see so many people who have done this and looking forward to meeting everyone.
- TAC and CEAC next meeting will be Feb. 15th.
- Berkley Area Chamber will be meeting on January 17<sup>th</sup>. The Chamber is hiring a part-time events planner. Reach out to [darlene@berkleychamber.com](mailto:darlene@berkleychamber.com).
- Said MLK is not a day off, but a day of service. She reminded everyone that small acts count and encouraged everyone to get out there and make a difference. She said you can learn more by reaching out to Berkley School District.

### **MAYOR PRO TEM GAVIN:**

- Thanked all of the applicants who applied and came out tonight and said he appreciated their willingness to give of their time.
- Congratulated Mayor Dean for becoming Mayor. He said they have served together for five years or so and thanked her for her dedication and passion and thoughtfulness.
- Thanked Councilmember Dooley.
- The next EAC meeting will be 6:30 pm on January 19<sup>th</sup> on Second Floor of Public Safety
- The next Planning Commission meeting will be January 24<sup>th</sup> at 7 pm in Council Chambers.

### **COUNCILMEMBER BAKER:**

- Wished a Happy New Year to everyone and continued the appreciation train and gratitude to Mayor Dean, Mayor Pro Tem Gavin, and welcomed to Councilmember Dooley.
- Thanked all of the applicants and said this is largely a thankless job and you have to go through it to see how cool this is. He looks forward to continuing the conversations.
- Historical Committee next meets January 17<sup>th</sup> at 7 pm. Members are continuing their preparations for the 100-year anniversary as a Village later this spring. They say the approximate size and location of the time capsule will be determined at the next meeting. They have extended the invitation to Council to include things from 2023 to see what life was like. He said visitors are always welcome free of charge and the Museum is open Wednesdays 10 am-1 pm and Sundays 2-4 pm. For more information, check out [berkleyhistory.com](http://berkleyhistory.com).
- DDA next meets on January 11<sup>th</sup>. Topics from December 14th meeting included draft proposals for landscape architectural services for streetscape designs for Robina, crosswalks on Coolidge, Parking Study, Downtown Design Guidelines, art space at Coolidge and Catalpa, and MerriMonth events. The board is busy planning an entire calendar of events including a leprechaun scavenger hunt. Visit [downtownberkley.com](http://downtownberkley.com) for more information.
- Finished with a quote from U.S. Representative Ilhan Omar who once said, "Hope will be found by understanding diversity is the essence of the American dream and why we need each other to fulfill it." He said as noted by many applications tonight, and hopefully shared by Council. Berkley is an amazing community that has taken great strides to be more open and inclusive. He said the residents look to this Council to lead and set positive examples

and to be more diverse. He quoted Stephen Covey, "Strength lies in differences and not in similarities."

- Please stay safe and hug someone you love because they need it.

#### **COUNCILMEMBER HENNEN:**

- Offered his congratulations to Mayor Dean, Mayor Pro Tem Gavin, and Councilmember Dooley.
- Said it was great to see so many people interested in serving this City. There were 13 applications this time and while they can only name one, there are more volunteer opportunities. He encouraged those that are not accepted to volunteer and serve on other Boards.
- Tree Board next meets on January 23<sup>rd</sup> at 7 pm. He said they will be setting goals and agenda for 2023.
- There were no applications, so the Zoning Board of Appeals won't be meeting in January.
- On January 31<sup>st</sup>, the City and DDA will be holding a Parking Study Open House. He said they are looking for input and more information will be coming out. He said you don't have to stay the whole time but you can drop in from 5:30-7:30 pm at the High School Collaboration Center.

#### **COUNCILMEMBER DOOLEY:**

- Congratulated Mayor Dean and Mayor Pro Tem Gavin. He said it is an honor to work with them, and thanked everyone including Council, staff, and city attorney who were awesome to work with. He said there was a lot of information coming at once. He thanked all those that applied.
- Parks and Recreation Winterfest is coming up at the Community Center on February 4<sup>th</sup> from noon-2 pm. He said there will be a pancake walk, bouncers, curling, bonfire, smores, and ice sculptures.
- Parks and Recreation Vacation camp will take place Feb. 21-24. You can register online at [recreation.berkleymich.org](http://recreation.berkleymich.org).
- Said to continue to look at the website for other opportunities for recreation, seniors, etc.

#### **CITY MANAGER BAUMGARTEN:**

- Congratulated all the new leaders and said the only thing better than a Packers loss to the Lions is the new faces and serving this body.
- Said Berkley Schools is collaborating with Royal Oak Schools for MLK day. They will have a virtual keynote speaker and presentation on January 16<sup>th</sup> at 9:30 am. He said to check out their Facebook pages for more information. He said there will be keynote speeches from Cornelius Godfrey, Berkley Schools, and State Sen. Mallory McMorrow. He said there will be performances from Berkley Student choirs.
- Said the Freedom Walk will take place at about 9:30 am. The first 250 guests will get a commemorative button. Everyone is invited. He said the event will be capped off with a donation drive for non-perishable foods, clothing, etc.
- Said there is a lot going on in the community and all is included in the Berkley Buzz. He said it just went out and is also online. He said it provides great information happening in the winter.

#### **CITY ATTORNEY STARAN:**

- Thanked the new and older councilmembers and restructured council and commended all those that presented this evening aspiring to serve the community.



**MAYOR DEAN:**

- Thanked Mayor Terbrack for all his years of service and mentorship. She thanked him for all of his time, expertise, explaining things, having patience, and believing in her. She thanked Councilmembers for their support. She said serving in this capacity makes it so much nicer that people have her back. She said she is grateful to have them to her right and left. She thanked the community for their support. She welcomed Councilmember Dooley and thanked Mayor Pro Tem Gavin for saying yes.
- Said they have a lot to accomplish in 2023 and she looks forward to the challenges that lie ahead. She said they might not always agree on the details, but our hometown is number one. She is humbled by all of the messages she has received and Berkley residents absolutely love their city.
- Said it is the goal to preserve the services that make Berkley the special city it is and looks forward to serving as Mayor as they mark the 100-year milestone.

**ADJOURNMENT:**

Councilmember Vilani moved to adjourn the Regular Meeting at 8:35 p.m.

Seconded by Councilmember Hennen

Ayes: Baker, Dooley, Gavin, Hennen, Vilani, and Dean

Nays: None

Motion Approved.

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Bridget Dean, Mayor

**ATTEST:**

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Victoria Mitchell, City Clerk

**THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER  
AT 7 PM ON MONDAY, JANUARY 23, 2023 BY MAYOR DEAN**

***PRESENT:***

Councilmember Steve Baker  
Councilmember Mike Dooley  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Jessica Vilani  
Mayor Bridget Dean

***OTHER STAFF PRESENT:***

City Manager Matthew Baumgarten  
City Clerk Victoria Mitchell  
Public Safety Director Matt Koehn  
City Labor Attorney Brandon Fournier  
DDA Executive Director Michael McGuinness

***APPROVAL OF AGENDA:***

Mayor Pro Tem Gavin moved to approve the Agenda  
Seconded by Councilmember Hennen  
Ayes: Dooley, Gavin, Hennen, Vilani, Baker, and Dean  
Nays: None  
Motion Approved.

***PLEDGE OF ALLEGIANCE***

***PUBLIC COMMENT:***

None

***CONSENT AGENDA:***

Councilmember Hennen moved to approve the following Consent Agenda  
Seconded by Councilmember Vilani:

**APPROVAL OF THE MINUTES:** Matter of approving the minutes of the 39<sup>th</sup> Special City Council meeting on Tuesday, January 3, 2023 and the Special City Council Ad Hoc Committee meeting on Friday, January 6, 2023.

Ayes: Gavin, Hennen, Vilani, Baker, Dooley, and Dean  
Nays: None  
Motion Approved.

***REGULAR AGENDA:***

**MOTION NO. M-09-23:** Matter of appointing Gregory Patterson to fill the current vacancy on City Council.  
Councilmember Hennen moved to approve Motion No. M-9-23 as amended  
Seconded by Mayor Pro Tem Gavin  
Ayes: Hennen, Dooley, Gavin, and Dean  
Nays: Vilani and Baker  
Motion Approved.

**CLOSED SESSION:** Matter to consider whether to meet in closed session with the City's Labor Attorney to discuss confidential attorney/client privileged communications and personnel matters.

Councilmember Hennen moved to meet in Closed Session

Seconded by Councilmember Dooley

Ayes: Vilani, Baker, Dooley, Gavin, Hennen, and Dean

Nays: None

Motion Approved.

**A CLOSED SESSION OF THE THIRTY-NINTH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:12 P.M. ON MONDAY, JANUARY 23, 2023 BY MAYOR DEAN**

***PRESENT:***

Councilmember Steve Baker  
Councilmember Mike Dooley  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Jessica Vilani  
Mayor Bridget Dean

***OTHER STAFF PRESENT:***

City Manager Matthew Baumgarten  
City Clerk Victoria Mitchell  
Public Safety Director Matt Koehn  
City Labor Attorney Brandon Fournier

Mayor Pro Tem Gavin moved to adjourn the Closed Session at 7:34 p.m.

Seconded by Councilmember Vilani

Ayes: Dooley, Gavin, Hennen, Vilani, Baker, and Dean

Nays: None

Motion Approved.

**THE SPECIAL MEETING OF THE THIRTY-NINTH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED BACK TO ORDER AT 7:36 P.M. ON MONDAY, JANUARY 23, 2023 BY MAYOR DEAN**

***PRESENT:***

Councilmember Steve Baker  
Councilmember Mike Dooley  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**MOTION NO. M-10-23:** Matter of approving a separation agreement with Ron Gabriel.

Councilmember Hennen moved to approve Motion No. M-10-23

Seconded by Councilmember Dooley

Ayes: Dooley, Gavin, Hennen, Vilani, Baker, and Dean

Nays: None

Motion Approved.

**ADJOURNMENT:**

Councilmember Hennen moved to adjourn the Special Meeting at 7:38 p.m.  
Seconded by Councilmember Vilani  
Ayes: Gavin, Hennen, Vilani, Baker, Dooley, and Dean  
Nays: None  
Motion Approved.

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Bridget Dean, Mayor

**ATTEST:**

---

Victoria Mitchell, City Clerk



**CITY OF BERKLEY**  
**CHECK WARRANT**  
**#1382**  
**DECEMBER 2022**

<u>Check Date</u>	<u>Check</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided?</u>
12/06/2022	70827	STEVE ROSS	RETAINER FOR PRACTICAL POLITICAL CONSULT	2,000.00	
12/08/2022	70828	D G ENERGY COMPANY LLC	DEPOSIT FOR EV CHARGERS	9,028.00	
12/08/2022	70829	FIRST ADVANTAGE OCCUPATIONAL HEALTH	RANDOM DRUG TESTING FOR DAN MCMINN	321.62	
12/08/2022	70830	ICCA	FOR QUARTER ENDING 06/30/22	5,227.88	
			FOR QUARTER ENDING 03/31/22	4,449.35	
				<b>9,677.23</b>	
12/08/2022	70831	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #2	82.99	
12/08/2022	70832	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #25	5,157.09	
			EMP. DEDUCT. (ROTH) - PR #25	1,627.52	
				<b>6,784.61</b>	
12/08/2022	70833	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #25	662.31	
12/08/2022	70834	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #25	3,311.68	
			EMPLOYEE DEDUCT. - LOAN - PR #25	79.90	
				<b>3,391.58</b>	
12/08/2022	70835	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #25	140.00	
12/15/2022	70836	RACHEL PATTERSON	PRECINCT WORKER	1,064.00	
12/15/2022	70837	27799 WOODWARD LLC	1036 EATON RD..	1,000.00	
			1046 EATON RD.	1,000.00	
				<b>2,000.00</b>	
12/15/2022	70838	A & B ALARM SYSTEMS, INC.	1/1/23 - 3/31/23 DPW ALARM MONITORING	279.00	
12/15/2022	70839	A & M TOWING	K9 UNIT TOWED FROM OCC TO BPSD	75.00	
12/15/2022	70840	AB HOMES, LLC	3551 PHILLIPS	850.00	
12/15/2022	70841	ADN ADMINISTRATORS, INC.	ADMINISTRATIVE FEE FOR JANUARY 2023	1,006.25	
12/15/2022	70842	AIRGAS USA, LLC	CYLINDER RENTAL NOVEMBER 2022	31.98	
12/15/2022	70843	ALICE'S ALTERATIONS	4 PANTS HEMMED	80.00	
12/15/2022	70844	ALIMOFF BUILDING & DEVELOPMENT	2697 OAKSHIRE	850.00	
12/15/2022	70845	AMAZON CAPITAL SERVICES	INFLATABLE SNOWMAN FOR PARADE	6.38	
			ACO - 2 GRAB STICKS	214.49	
			SNOW ROLL SANTA'S HOUSE - DRIVE BY	49.94	
			POWER INVERTER ADAPTER	59.98	
			CABINET LIGHTS FOR NEW CUBICLES	65.97	
				<b>396.76</b>	
12/15/2022	70846	ANDREW HADFIELD	REIMBURSEMENT FOR TUITION - FALL 2022	486.10	
12/15/2022	70847	ANTHONY MARCUCCI	1209 CAMBRIDGE RD.	200.00	
			1573 CATALPA DR.	200.00	
			2040 CATALPA DR.	200.00	
			1327 EATON RD.	200.00	
				<b>800.00</b>	
12/15/2022	70848	APPLIED INNOVATION	COPIER CHARGES	3.26	
			DPW COPIER	1.31	
				<b>4.57</b>	
12/15/2022	70849	APWA, MICHIGAN CHAPTER - MPSI	MPSI YR 2 R. CHALMERS / A. WOZNIAK	1,450.00	
12/15/2022	70850	AT&T	FIBER INTERNET-ACCT. NO. 311160118	149.00	
12/15/2022	70851	BERKLEY HOLIDAY COMMITTEE	DDA PARADE SPONSORSHIP	500.00	
12/15/2022	70852	BERKLEY SCHOOL DISTRICT	CAMP CONTRACTUAL	517.22	
12/15/2022	70853	BILLY'S ROOFING LLC	2539 PHILLIPS AVE.	75.00	
12/15/2022	70854	BLUE CROSS BLUE SHIELD OF MICH	NOVEMBER 2022 CLAIMS	122,728.13	
12/15/2022	70855	BRANDON LOWELL-LOVATO MATHIAS	1198 WEST BLVD.	50.00	
12/15/2022	70856	BRENDEL'S SEPTIC TANK SERVICE, LLC	CONTRACTUAL SERVICES	18.57	

12/15/2022	70857	BRIAN ALIMOV	3551 PHILLIPS 2697 OAKSHIRE AVE. 2697 OAKSHIRE AVE.	765.00 800.00 <u>1,000.00</u>
				<b>2,565.00</b>
12/15/2022	70858	BRIAN GOTHARD	REIMBURSEMENT FOR BOOTS	<b>180.41</b>
12/15/2022	70859	BS & A SOFTWARE	SERVICE/SUPPORT FEES WORK ORDER MODULE WORK ORDER SETUP & TRAINING	13,113.00 1,650.00 <u>5,030.00</u>
				<b>19,793.00</b>
12/15/2022	70860	CAMELOT CLEANERS	PRIS. BLANKETS - NOVEMBER	<b>189.15</b>
12/15/2022	70861	CARDCONNECT	CONTRACTUAL SERVICES	<b>25.00</b>
12/15/2022	70862	CHET'S RENT-ALL	MANLIFT RENTAL	<b>456.55</b>
12/15/2022	70863	CINTAS	MONTHLY MAT SERVICE CITY HALL CONTRACTUAL SERVICES	203.33 <u>142.99</u>
				<b>346.32</b>
12/15/2022	70864	CLINTON RIVER WATERSHED COUNCIL	MEMBERSHIP	<b>1,000.00</b>
12/15/2022	70865	CMNTV	CABLE PRODUCTION OCTOBER 2022 CABLE PRODUCTION SEPTEMBER 2022	3,715.00 <u>1,265.00</u>
				<b>4,980.00</b>
12/15/2022	70866	CMV LANDSCAPE & EQUIPMENT COMPANY	3688 12 MILE WATER/CONCRETE RPR. 4223 WAKEFIELD WATER/CONCRETE RPR. 1912 BACON LEAD SERVICE/CONCRETE RPR. 2957 PHILLIPS LEAD SERVICE/CONCRETE RPR. 4223 GRIFFITH LEAD SERVICE/CONCRETE RPR. 3214 TYLER LEAD SERVICE/CONCRETE RPR.	10,038.00 1,080.00 2,088.00 600.00 544.00 <u>1,136.00</u>
				<b>15,486.00</b>
12/15/2022	70867	COMPETITIVE CONSTRUCTION	1960 THOMAS AVE.	<b>75.00</b>
12/15/2022	70868	CONTRACTORS CLOTHING CO.	UNIFORMS - J. BEACH UNIFORMS - K. OZANICH UNIFORMS - B. LAPINE	272.65 11.69 <u>90.85</u>
				<b>375.19</b>
12/15/2022	70869	CONTRACTORS CONNECTION	RAKES	<b>166.80</b>
12/15/2022	70870	CORBY ENERGY SERVICES, INC.	CONTRACTOR DID NOT DO WORK CONTRACTOR DID NOT DO WORK	40.50 <u>40.50</u>
				<b>81.00</b>
12/15/2022	70871	CVS GLASS & MIRROR, INC.	BALANCE DUE - NEW DOOR - CITY HALL	<b>1,587.49</b>
12/15/2022	70872	DELANEY MOLANDER	REIMBURSEMENT FOR PARENT TOT CLASS EXPEN	<b>20.96</b>
12/15/2022	70873	DEMCO	20 PKGS OF ALPHABET LABELS	<b>136.82</b>
12/15/2022	70874	DISCOUNT OFFICE EQUIPMENT	STANDING DESK FOR PLAN REVIEWS	<b>565.00</b>
12/15/2022	70875	DORIS SHEIKH	SENIOR CONTRACTUAL SERVICES	<b>240.10</b>
12/15/2022	70876	DURST LUMBER CO	MISC. ITEMS	<b>1,050.76</b>
12/15/2022	70877	EGRESS SOLUTIONS INC.	3800 KENMORE RD.	<b>50.00</b>
12/15/2022	70878	ERIC OSTROWSKI	CONTRACTUAL SERVICES	<b>550.00</b>
12/15/2022	70879	EVA MITCHELL	PRECINCT WORKER	<b>90.00</b>
12/15/2022	70880	EVERDRY WATERPROOFING	2138 BUCKINGHAM RD. 2656 COLUMBIA RD.	100.00 <u>100.00</u>
				<b>200.00</b>
12/15/2022	70881	FATHER & SON CONSTRUCTION	2664 GRIFFITH AVE.	<b>50.00</b>
12/15/2022	70882	FIRST SERVE	TENNIS CONTRACTUAL	<b>1,234.80</b>
12/15/2022	70883	FIVE STAR SIGNS INC.	2575 CATALPA	<b>5.00</b>
12/15/2022	70884	GABRIEL ROEDER SMITH & COMPANY	GASB 74 75 WORK FISCAL YEAR 2022	<b>18,500.00</b>
12/15/2022	70885	GDI SERVICES INC.	CUSTODIAL SERVICES	1,003.68

			JANITORIAL SERVICES - DECEMBER	1,703.19
			MONTHLY JANITORIAL CITY HALL	1,666.45
			DPW CUSTODIAL SERVICES DECEMBER 2022	522.70
				<b>4,896.02</b>
12/15/2022	70886	GORDON FOOD SERVICE INC.	SENIOR PROGRAM SUPPLIES	74.98
12/15/2022	70887	GREG SHERBURN	MEDITATION CLASSES	100.00
12/15/2022	70888	HADLEY CONSTRUCTION	4090 PHILLIPS AVE.	75.00
12/15/2022	70889	HAFELI, STARAN, & CHRIST, P.C.	CITY ATTORNEY NOVEMBER 2022	6,152.50
12/15/2022	70890	HEADTECH ELECTRONICS INC.	MIC CLAMP	28.00
12/15/2022	70891	HOME DEPOT CREDIT SERVICES	DPW GARAGE TAPE, STAPLE GUN	42.66
			HOLIDAY PARADE GRINCH FOR HOUSE	34.98
			LIGHTS FOR HOLIDAY PARADE	189.70
				<b>267.34</b>
12/15/2022	70892	HUBBELL, ROTH & CLARK	SIGN INVENT. PH. 2 - ENDING 10/29/22	910.47
			GIS SUPPORT	1,335.56
			KENMORE/CORNWALL WM PROJECT	27,453.54
			KENMORE/CORNWALL WM PROJECT CREW DAYS	21,000.00
			PAVEMENT MAINTENANCE PE SERVICES	1,225.58
			COOLIDGE SIDEWALK PE SERVICES	4,941.32
			WILTSHIRE RD WM/ROAD RECONSTRUCT PE SERV	13,273.77
			2022 SIDEWALK PROGRAM CE SERVICES	1,011.38
			2022 CONCRETE PATCHING PROGRAM	1,952.14
			DPW RENOVATION CONTRACT ADMIN.	1,249.90
				<b>74,353.66</b>
12/15/2022	70893	HUNT SIGN CO LTD	2191 TWELVE MILE RD.	50.00
12/15/2022	70894	HYDROCORP	NOVEMBER 2022 CROSS CONNECTION SERVICES	1,658.00
12/15/2022	70895	IAN KINDER LLC	CONTRACTUAL SERVICES	637.00
			CONTRACTUAL SERVICES	284.00
				<b>921.00</b>
12/15/2022	70896	ISCG	BALANCE DUE ON NEW CUBICLES - CITY HALL	7,487.96
12/15/2022	70897	J.H. HART URBAN FORESTRY	TREE TRIM & REMOVAL 11/21/22 - 11/25/22	3,829.07
			TREE TRIM & LOGGING 11/28/22 - 12/02/22	5,955.76
			TREE TRIM, LOG, STUMP, & REMOVAL 9/12/22	10,012.24
				<b>19,797.07</b>
12/15/2022	70898	JADE STRATEGIES, INC.	STRATEGIC PLANNING PROGRAM/JSI MENTORING	37,000.00
12/15/2022	70899	JNT HOME REPAIRS	27253 WOODWARD AVE.	500.00
12/15/2022	70900	JOHN BEACH	REIMBURSEMENT FOR WATER CERTIFICATION	70.00
12/15/2022	70901	KANOPY, INC.	DIGITAL CONTENT	273.70
12/15/2022	70902	KBJ GROUP LLC	3350 PHILLIPS AVE.	1,000.00
12/15/2022	70903	KC MASONRY & CONCRETE IMPRESSIONS	1878 CATALPA DR.	200.00
12/15/2022	70904	KJK BUILDERS LLC	3016 CUMBERLAND	5.00
12/15/2022	70905	KONICA MINOLTA BUSINESS SOLUTIONS	PDF OPTION	9.10
			COPIER CHARGES	19.96
			OFFICE EQUIPMENT RENTAL	108.90
			OFFICE EQUIPMENT RENTAL	7.08
			DPW COPIER NOVEMBER 2022	45.13
				<b>190.17</b>
12/15/2022	70906	LAKE POINTE CONSTRUCTION INC.	2268 HARVARD RD.	100.00
12/15/2022	70907	LARRY'S WELDING SUPPLY	NOVEMBER 2022 CYLINDER RENTAL	62.65
12/15/2022	70908	LIGHTING SUPPLY COMPANY	LIGHTING HARDWARE	18.60
12/15/2022	70909	LITHIA MOTORS SUPPORT SERVICES	#47 (PS) LGA97510	64.29
12/15/2022	70910	MAJIK GRAPHICS, INC.	REFLECT. DOTS FOR TRUCK	645.00
			SNOW REMOVAL DECALS	112.50
				<b>757.50</b>
12/15/2022	70911	MALONEY TRUCKING	HAUL IN FILL SAND & PEA GRAVEL	2,965.00
12/15/2022	70912	MCGRATH ELECTRIC, LLC	REMOVAL/REPLACEMENT CUBICLE WIRING - CIT	3,850.00

			INSTALL NEW PLUG FOR SHREDDER - CITY HAL	875.00
			HEATER INSTALL AT OXFORD PARK RESTROOMS	1,975.00
				<b>6,700.00</b>
12/15/2022	70913	MICH MUN. WORKERS COMP FUND	PAYROLL AUDIT	5,345.00
12/15/2022	70914	MICHIGAN GRAPHICS & AWARDS	DPW LOGO CUPS	510.00
12/15/2022	70915	MICHIGAN HOMES SOLUTIONS LLC	877 HARVARD RD.	75.00
12/15/2022	70916	MICHIGAN'S BEST DECK BUILDERS	1311 COLUMBIA RD.	75.00
12/15/2022	70917	MIDWEST TAPE	DIGITAL CONTENT	1,206.48
12/15/2022	70918	MIGOV MUNICIPAL SERVICES LLC	NOVEMBER CC MINUTES	100.00
12/15/2022	70919	MIKE SKIBA	BLOCK PARTY PERFORMANCE	200.00
12/15/2022	70920	MIKE SWANTEK	BLOCK PARTY PERFORMANCE	200.00
12/15/2022	70921	NAVSURFWARCENDIV CRANE	RENTAL OF NIGHT VISION EQUIPMENT	300.00
12/15/2022	70922	NC CEMENT CONTRACTORS LLC	3188 GREENFIELD RD.	75.00
12/15/2022	70923	NYE UNIFORM	BLANCHARD UNIFORMS	274.50
			LARSEN - 3 L/S SHIRTS	175.50
			ANDERSON - 2 CLASS B SHIRTS	176.00
			BROKAW - 3 SHIRTS	196.50
			LINING - 3 SHIRTS	217.50
				<b>1,040.00</b>
12/15/2022	70924	O'REILLY AUTOMOTIVE, INC.	DPW BLUE DEF	71.96
12/15/2022	70925	OAKLAND COUNTY	NOVEMBER 2022 SEWAGE TREATMENT	248,648.50
12/15/2022	70926	OAKLAND COUNTY PARKS AND RECREATION	SENIOR CONTRACTUAL	360.00
12/15/2022	70927	OVERDRIVE, INC.	DIGITAL CONTENT	1,649.79
12/15/2022	70928	PITNEY BOWES INC.	OCTOBER 2022 WATER POSTAGE FEE & PSX SOR	157.06
12/15/2022	70929	RAD HATTER MARKETING	SERVICES RENDERED	4,200.00
			SERVICES RENDERED	284.91
				<b>4,484.91</b>
12/15/2022	70930	RAM RESIDENTIAL SPECIALISTS INC.	2097 TYLER AVE.	75.00
12/15/2022	70931	RC TELCOM LLC	IT WIRING CITY HALL	7,391.81
12/15/2022	70932	REBECCA STOUT	REIMBURSEMENT FOR SUPPLIES FOR PROGRAM	86.99
12/15/2022	70933	RKA PETROLEUM COS, INC	#2 PREM. ULTRA LOW SULFUR DIESEL	1,680.36
			89 MIDGRADE FUEL	13,371.01
				<b>15,051.37</b>
12/15/2022	70934	ROAD COMMISSION OF OAKLAND CO	SIGNAL MAINTENANCE OCTOBER 2022	700.67
			MAST ARM INSPECTIONS	6,788.54
				<b>7,489.21</b>
12/15/2022	70935	ROCHESTER MIDLAND	SANOR SERVICE FOR CITY HALL	80.01
12/15/2022	70936	ROGUE	BASEMENT EQUIP.	833.93
			BASEMENT - EQUIP.	1,578.31
				<b>2,412.24</b>
12/15/2022	70937	ROOF ONE LLC	1370 HARVARD RD.	50.00
12/15/2022	70938	S/E OAK CO PUBLIC WORKS ASSO	MEMBERSHIP FOR S. YOUNG & R. CHALMERS	125.00
12/15/2022	70939	S/E OAK. CTY WATER AUTHORITY	NOVEMBER 2022 BULK WATER	65,487.40
12/15/2022	70940	S/E OAK.CTY RESOURCE REC. AUTH	TRASH, RECYCLE, PICKUPS / NOVEMBER 2022	53,058.00
			NOVEMBER 2022 CITY PICKUPS & SPECIALS	550.62
				<b>53,608.62</b>
12/15/2022	70941	SARMAD A. NAIMI	SIDWELL #04-25-17-459-026	2,586.27
12/15/2022	70942	SAS SERVICES	2360 HARVARD RD.	50.00
			865 CAMBRIDGE RD.	75.00
				<b>125.00</b>
12/15/2022	70943	SHIFMAN FOURNIER	LEGAL SERVICES LABOR - NOVEMBER 2022	623.50
12/15/2022	70944	SMOLYANOV HOME IMPROVEMENT	1920 CASS BLVD.	100.00
12/15/2022	70945	SOUTHERN MICH DOG OBEDIENCE TRAIN.	CONTRACTUAL SERVICES	2,376.00



12/15/2022	70946	STAPLES	OFFICE SUPPLIES	538.18
			NOV. SUPPLIES	120.94
			12 ROLLS BOOK TAPE	50.88
				<b>710.00</b>
12/15/2022	70947	STATE CRUSHING, INC.	CRUSHED CONCRETE	124.56
12/15/2022	70948	STATE OF MICH-DEPT OF TREASURY	NOVEMBER 2022 MI TAX WITHHOLDING FOR ACT	18,837.87
12/15/2022	70949	STATE OF MICH-DEPT OF TREASURY	NOVEMBER 2022 MI TAX WITHHOLDING FOR RET	3,764.05
12/15/2022	70950	STEVE'S CONCRETE	1812 EDGEWOOD BLVD.	200.00
12/15/2022	70951	STN SERVICES INC.	2761 GRIFFITH AVE.	50.00
12/15/2022	70952	STREET DUTY	EQUIP. FOR SARRIS & LARSEN	92.00
12/15/2022	70953	SWIFT SERVICES LLC	1272 ELEVEN MILE RD.	75.00
			2652 OXFORD RD.	100.00
				<b>175.00</b>
12/15/2022	70954	SYSTEMP CORPORATION	HEATING REPAIR - CITY HALL	537.50
			ROOFTOP UNIT #4 REPAIR - CITY HALL	1,225.00
				<b>1,762.50</b>
12/15/2022	70955	T-MOBILE	WIFI HOTSPOTS - ACCT. NO. 971364489	238.88
12/15/2022	70956	THE LIBRARY NETWORK	BOOKS, DVDS, BOOKS ON CD	1,255.31
			BOOKS	1,367.98
				<b>2,623.29</b>
12/15/2022	70957	THE PRINT STOP, INC	BUSINESS CARDS - ROBINSON	65.00
12/15/2022	70958	TRANSUNION RISK AND ALTERNATIVE	TLOXP INVEST. SERV. - NOV.	110.00
12/15/2022	70959	TRESNAK CONSTRUCTION	1542 OXFORD RD.	100.00
12/15/2022	70960	TRINITY TRANSPORTATION	CAMP CONTRACTUAL	656.25
12/15/2022	70961	TRUCK & TRAILER SPECIALTIES, INC.	OUTSIDE REPAIR #43	918.66
			NEW #41 BUILDOUT	132,580.00
				<b>133,498.66</b>
12/15/2022	70962	UNIQUE MANAGEMENT SERVICES, INC.	COLLECTION AGENCY	81.55
12/15/2022	70963	UNITED FACILITY SUPPLIES	TRASH BAGS & TOILET PAPER	119.00
			TOILET PAPER, PAPER TOWELS, TRASH LINERS	149.76
			MAINTENANCE SUPPLIES	56.44
			MAINTENANCE SUPPLIES	160.60
			JANITORIAL SUPPLIES - CITY HALL	103.24
			GARBAGE BAGS DPW	62.56
				<b>651.60</b>
12/15/2022	70964	VERIZON WIRELESS	FOR SERVICE 11/02/22 - 12/01/22	266.07
12/15/2022	70965	WANCO	FLEET MANAGER MESSAGE BOARD	120.00
12/15/2022	70966	WINDSTREAM	PHONE SERVICE	654.15
12/15/2022	70967	WOW! BUSINESS	OXFORD PARK INTERNET-ACCT. NO. 019716675	414.99
			CITY FIBER INTERNET-ACCT. NO. 012057808	406.52
				<b>821.51</b>
12/15/2022	70968	XEROX CORPORATION	10/25 - 11/21 XEROX USER FEES	231.11
12/15/2022	70969	YOURMEMBERSHIP.COM, INC.	DEP. CITY CLERK JOB AD	150.00
12/22/2022	70970	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #2	82.99
12/22/2022	70971	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #26	4,258.42
			EMPL. DEDUCT. (ROTH) - PR # 26	1,603.28
				<b>5,861.70</b>
12/22/2022	70972	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #26	662.31
12/22/2022	70973	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #26	3,233.08
			EMPLOYEE DEDUCT. - LOAN - PR #26	79.90
				<b>3,312.98</b>

12/22/2022	70974	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #26	140.00
12/30/2022	70975	RACHEL PATTERSON	PRECINCT WORKER	760.00
12/30/2022	70976	1-800-HANSONS LLC	3150 ROYAL AVE.	75.00
12/30/2022	70977	ALFRED & ANN HOLLAND, III	2469 TYLER AVE.	50.00
12/30/2022	70978	AMAZON CAPITAL SERVICES	IT WIRING SUPPLIES	4.48
12/30/2022	70979	AT-LESS DRAIN CLEANING	4065 KENMORE RD. 2045 SUNNYKNOLL AVE.	500.00 <u>5,000.00</u>
				<b>5,500.00</b>
12/30/2022	70980	AUDRIK, INC. DBA ROTO ROOTER	3647 CUMBERLAND RD.	500.00
12/30/2022	70981	AVANTE ENTERPRISES, LLC	TICKET PAPER	228.00
12/30/2022	70982	B & B POOL SERVICE & SUPPLY	2485 COOLIDGE HWY.	800.00
12/30/2022	70983	BASIC	ADMINSTRATION FEE FOR DECEMBER 2022	55.00
12/30/2022	70984	BEST CHOICE TOTAL HOME IMPROV	2798 BACON AVE.	75.00
12/30/2022	70985	BIG D LOCK CITY	EQUIPMENT SUPPLIES	15.05
12/30/2022	70986	BISON PLUMBING INC.	1608 ELEVEN MILE RD.	500.00
12/30/2022	70987	BLUE CROSS BLUE SHIELD OF MICHIGAN	JANUARY 2023 PREMIUM FOR SUFFIX 600 JANUARY 2023 PREMIUM FOR SUFFIX 601	3,854.84 <u>19,731.60</u>
				<b>23,586.44</b>
12/30/2022	70988	BLUE STAR INC.	3596 OAKSHIRE AVE.	1,000.00
12/30/2022	70989	BRANDON LAWRENCE SOUCIE	2045 SUNNYKNOLL AVE.	75.00
12/30/2022	70990	BRIAN & NANCY STUDER	SIDWELL #04-25-17-303-026	3,377.11
12/30/2022	70991	BRIAN ALIMOV	3551 PHILLIPS AVE.	1,500.00
12/30/2022	70992	BRICK REPAIRS MAINTENANCE	28913 WOODWARD AVE. 28933	100.00
12/30/2022	70993	CARLISLE / WORTMAN	PROFESSIONAL PLANNING SERVICES	1,417.50
12/30/2022	70994	CDW GOVERNMENT, INC.	IT WIRING SUPPLIES CITY HALL	202.64
12/30/2022	70995	CERTIFIED HOME IMPROVEMENT LLC	2366 FRANKLIN RD.	50.00
12/30/2022	70996	CHERENE REESE	2022 DECEMBER BOR	50.00
12/30/2022	70997	CHET'S RENT-ALL	PROPANE FOR HYDRANT	15.30
12/30/2022	70998	CINTAS	MONTHLY RUG EXCHANGE	203.33
12/30/2022	70999	CITY OF OAK PARK TREASURER	PRESSURE VALVE TEST (OUR PORTION)	994.42
12/30/2022	71000	CLOG-BUSTERS	2728 PHILLIPS AVE.	5,000.00
12/30/2022	71001	CONTRACTORS CLOTHING CO.	UNIFORMS - J. BEACH	21.59
12/30/2022	71002	CUMMINS SALES AND SERVICE	FILTERS DPW	124.50
12/30/2022	71003	D & S CONTRACTORS INC.	1850 ELEVEN MILE RD.	100.00
12/30/2022	71004	DAVID L. ROSS	SIDWELL #04-25-17-479-006	2,476.19
12/30/2022	71005	DEALER AUTO PARTS SALES	PS BRAKE PADS & ROTORS PUBLIC SAFETY WIPER HOSE PS ANIMAL CONTROL	833.80 31.54 <u>31.68</u>
				<b>897.02</b>
12/30/2022	71006	DELWOOD SUPPLY CO.	ADAPTERS & THREADED PLUGS	125.46
12/30/2022	71007	DENNIS D. CRONK	4146 CUMMINGS AVE.	800.00
12/30/2022	71008	DETROIT BUILD, INC.	2400 ELLWOOD AVE.	100.00
12/30/2022	71009	DETROIT SALT COMPANY	SALT SALT	8,516.82 <u>6,011.68</u>
				<b>14,528.50</b>
12/30/2022	71010	DEWITT BUILDING CO INC.	3235 TYLER AVE.	75.00
12/30/2022	71011	DORIS SHEIKH	SENIOR CONTRACTUAL SERVICES	88.20
12/30/2022	71012	EDWARD PETERS	SIDWELL #04-25-18-133-017	69.33
12/30/2022	71013	ELITE TRAUMA CLEAN-UP	DECON UNIT 46/47	700.00
12/30/2022	71014	EMERGENCY DRAIN AND PLUMBING	2279 ELLWOOD AVE.	500.00
12/30/2022	71015	EVERDRY WATERPROOFING	2744 ELLWOOD AVE.	100.00
12/30/2022	71016	FIRST ADVANTAGE OCCUPATIONAL HEALTH	RANDOM TESTING FOR JOHN BEACH	239.12
12/30/2022	71017	FOUR SEASONS GARDEN CENTER	1707 WILTSHIRE RD.	50.00
12/30/2022	71018	FRONT LINE SERVICES, INC.	TOWER 4 REPLACEMENT SWITCH (SEAT)	182.89
12/30/2022	71019	G & M GUTTER COMPANY INC.	3096 TWELVE MILE RD.	100.00
12/30/2022	71020	G C CARPENTRY	2154 EDGEWOOD BLVD.	100.00
12/30/2022	71021	GDI SERVICES INC.	MONTHLY JANITORIAL JANITORIAL SERVICES CITY HALL	1,957.17 <u>1,666.45</u>
				<b>3,623.62</b>
12/30/2022	71022	GEORGE'S SHOE REPAIR	REPAIR 46 EMS BAG	70.00
12/30/2022	71023	GREAT LAKES PEST CONTROL CO	PEST CONTROL - RATS	75.00

12/30/2022	71024	GREAT LAKES WATER AUTHORITY	IWC NOVEMBER 2022	<b>3,182.62</b>
12/30/2022	71025	HENRY FORD @ WORK	PRE-EMPLOYMENT EXAM - T. POEDER	<b>100.00</b>
12/30/2022	71026	HERSCH'S INC.	EQUIPMENT SUPPLIES	<b>420.00</b>
12/30/2022	71027	HOME DEPOT CREDIT SERVICES	BUCKETS FOR SALT BUCKETS	37.80
			MAGNETS	73.90
			MAGNETS	162.96
				<b>274.66</b>
12/30/2022	71028	HOME INSPECTION PLUS INC.	1642 PRINCETON RD.	<b>100.00</b>
12/30/2022	71029	HOME PRO EXTERIORS LLC	1849 LARKMOOR BLVD.	<b>75.00</b>
12/30/2022	71030	HUBBELL, ROTH & CLARK	GRADING ESCROW HRC ENGINEERING	650.00
			GRADING ESCROW HRC ENGINEERING	650.00
			GRADING ESCROW HRC ENGINEERING	650.00
			HRC ENGINEERING ESCROW	96.89
			HRC ENGINEERING ESCROW	549.07
			HRC ENGINEERING ESCROW	193.78
			ENGINEERING REVENUE	1,297.59
			PE SERVICES 3916 11 MILE - QUALITY ROOTS	1,826.62
				<b>5,913.95</b>
12/30/2022	71031	HUNTINGTON WOODS PUBLIC SAFETY	PAYING HALF THE COST OF INCINERATOR	<b>2,532.50</b>
12/30/2022	71032	IVAN P. & DIYANA G. SARAFOV	2938 KENMORE RD.	75.00
			2938 KENMORE RD.	50.00
				<b>125.00</b>
12/30/2022	71033	J.H. HART URBAN FORESTRY	TREE TRIM, SAW CRANE, STUMP 12/05/22 - 1	12,128.05
			TREE TRIM 12/12/22 - 12/16/22	5,756.65
				<b>17,884.70</b>
12/30/2022	71034	JEFF TONG	2022 DECEMBER BOR	<b>60.00</b>
12/30/2022	71035	KARYN CARRICO	13 WEEKS OF DETROIT NEWS & DETROIT FEE P	<b>338.00</b>
12/30/2022	71036	KENT COUNTY COURTHOUSE	JUSTIN EDDIE-MARQUEZ BROOKS / #1415063	<b>500.00</b>
12/30/2022	71037	KIESLER'S POLICE SUPPLY, INC.	6 - WEAPON LIGHTS	<b>710.94</b>
12/30/2022	71038	KONICA MINOLTA BUSINESS SOLUTIONS	CITY HALL COPIER	<b>434.14</b>
12/30/2022	71039	L & S HOME IMPROVEMENTS	934 HARVARD RD.	<b>75.00</b>
12/30/2022	71040	LAKE POINTE CONSTRUCTION INC.	1371 WEST BLVD.	<b>75.00</b>
12/30/2022	71041	LEVINE & SONS INC.	2014 PRINCETON RD.	<b>500.00</b>
12/30/2022	71042	LIGHTING SUPPLY COMPANY	LIGHTBULBS CITY HALL	<b>80.64</b>
12/30/2022	71043	LUIGI FERNINANDI & SON CEMENT	2021 SIDEWALK PROGAM PAY EST. #4	<b>7,685.05</b>
12/30/2022	71044	MCGRATH ELECTRIC, LLC	GYM WIRING LIGHTS	<b>1,850.00</b>
12/30/2022	71045	MCKENNA	NOVEMBER 2022 INSPECTIONS	<b>28,215.38</b>
12/30/2022	71046	METRO PIPE & DRAIN INC.	PERMIT CANCELLED	<b>40.50</b>
12/30/2022	71047	METRO PUMP SERVICE	DECEMBER 2022 FUEL ISLAND MAINTENANCE	<b>476.50</b>
12/30/2022	71048	MICHAEL & REBECCA SAWICKI	SIDWELL #04-25-17-454-020	<b>3,215.68</b>
12/30/2022	71049	MICHIGAN GRAPHICS & AWARDS	OFC OF THE YEAR PLAQUE	<b>150.00</b>
12/30/2022	71050	MICHIGAN LIBRARY ASSOC.	SPRING INSTITUTE CONFERENCE	<b>250.00</b>
12/30/2022	71051	MICHIGAN PETROLEUM	OIL MECHANICS-APPLY CM 24728	<b>870.00</b>
12/30/2022	71052	NELSON BROTHERS SEWER & PLUMBING	2815 CUMMINGS AVE.	<b>5,000.00</b>
12/30/2022	71053	NEW YORK TIMES	SUBSCRIPTION RENEWAL 12/3/22 - 12/1/23	<b>1,042.71</b>
12/30/2022	71054	NYE UNIFORM	LEAL - JOB SHIRT - APPLY CM 836390	<b>117.50</b>
12/30/2022	71055	OAKES ROOFING SIDING & WINDOWS INC.	4293 OAKSHIRE AVE.	<b>50.00</b>
12/30/2022	71056	OAKLAND SCHOOLS	2022 WINTER TAX BILLS	<b>2,544.69</b>
12/30/2022	71057	OLIVER CONSTRUCTION	2351 BEVERLY BLVD.	800.00
			2351 BEVERLY BLVD.	850.00
				<b>1,650.00</b>
12/30/2022	71058	OTIS ELEVATOR	ELEV. ANNUAL SERV. MAINT. FOR 2023	<b>7,886.04</b>
12/30/2022	71059	OVERDRIVE, INC.	OVERDRIVE CONTENT	492.79
			DIGITAL CONTENT	382.96
				<b>875.75</b>
12/30/2022	71060	P. A. MORRIS COMPANY	MEETING ATTENDANCE/MINUTES FOR 12/14/22	<b>150.00</b>
12/30/2022	71061	PRIEST CONSTRUCTION	3782 PHILLIPS AVE.	<b>75.00</b>
12/30/2022	71062	PRIME STARR CONSTRUCTION INC.	2957 OAKSHIRE AVE.	<b>75.00</b>
12/30/2022	71063	PSLZ PLLC	AUDIT WORK FOR JUNE 30, 2022	<b>30,000.00</b>

12/30/2022	71064	QUANTUM SERVICES GROUP, LLC	IT SERVICES	1,000.00
			CITY FIREWALL MAINTENANCE	1,294.62
			IT SERVICES	600.00
			SERVER/FIREWALL MONITORING	539.00
			SERVER BACKUP SYSTEM	400.00
				<u>3,833.62</u>
12/30/2022	71065	RKA PETROLEUM COS, INC	#2 PREM ULTRA LOW SULFUR DIESEL	1,873.89
12/30/2022	71066	ROAD COMMISSION OF OAKLAND CO	COLD PATCH	2,679.00
			BRINE	540.00
				<u>3,219.00</u>
12/30/2022	71067	ROBERT & BARBARA PRATT	SIDWELL #04-25-18-154-024	2,359.26
12/30/2022	71068	ROOF ONE LLC	3611 PRAIRIE AVE.	75.00
12/30/2022	71069	ROYAL OAK FORD	WIPERS FOR #411	29.22
12/30/2022	71070	S/E OAK. CTY WATER AUTHORITY	LSLR WORK 5/6/22 - 5/17/22	87,759.40
12/30/2022	71071	S/E OAK.CTY RESOURCE REC. AUTH	TRASH, RECYCLE, PICKUP DECEMBER 2022 MID	46,754.00
12/30/2022	71072	SETH FINKELSTEIN	3713 ROBINA AVE.	50.00
12/30/2022	71073	SHIRLEY NICOL	SIDWELL #04-25-17-458-040	1,445.97
12/30/2022	71074	SIGNAL RESTORATION SERVICES	2576 PHILLIPS AVE.	75.00
12/30/2022	71075	SMOLYANOV HOME IMPROVEMENT	2176 CAMBRIDGE RD.	100.00
12/30/2022	71076	SUPREME DECK INC.	2343 CUMMINGS AVE.	100.00
12/30/2022	71077	SUSAN R MCEWAN & CHRISTINE CANTRELL	SIDWELL #04-25-07-380-004	1,674.92
12/30/2022	71078	TARGETSOLUTIONS LEARNING LLC	ANNUAL TARGETSOLUTIONS MEMBERSHIP	5,217.80
12/30/2022	71079	THE PLUMBEROLOGIST LLC	1399 COLUMBIA RD.	500.00
12/30/2022	71080	THOMAS BYARS	2022 DECEMBER BOR	50.00
12/30/2022	71081	THORNTON & GROOMS INC.	3555 KIPLING	3,586.25
12/30/2022	71082	TRESNAK CONSTRUCTION	1317 WEST BLVD.	50.00
12/30/2022	71083	TRUCK & TRAILER SPECIALTIES, INC.	DPW GARAGE VALVE	268.84
			DPW BRACKETS	592.08
			DPW VALVE	192.48
				<u>1,053.40</u>
12/30/2022	71084	TYLER TECHNOLOGIES, INC.	FIRE INSP SOFTWARE	2,850.75
12/30/2022	71085	UNIVERSAL MICHIGAN, LLC	2338 COOLIDGE HWY., STE. 200	100.00
12/30/2022	71086	VERIZON WIRELESS	PHONE SERVICE FOR 11/21/22 - 12/20/22	1,963.49
12/30/2022	71087	VERONICA HALL	PRECINCT WORKER	185.00
12/30/2022	71088	VIGILANTE SECURITY, INC.	QUARTERLY ALARM MONITORING	312.00
12/30/2022	71089	WALL STREET JOURNAL	SUBSCRIPTION RENEWAL 2/8/23 - 2/7/24	659.88
12/30/2022	71090	WELLS FARGO R/E TAX SERVICE	SIDWELL #04-25-18-307-032	164.45
12/30/2022	71091	WENDELL'S ROOFING & REMODELING	4168 ROBINA AVE.	75.00
12/30/2022	71092	WOLVERINE FREIGHTLINER EASTSIDE	NEW TANDEM CHASSIS	104,777.00
			NEW TANDEM CHASSIS	6,700.00
				<u>111,477.00</u>
12/30/2022	71093	WOW! BUSINESS	DPW INTERNET - ACCT. NO. 012056039	64.92

Total of 293 Checks:	1,525,004.09
Less 0 Void Checks:	0.00
Total of 293 Disbursements:	<u>1,525,004.09</u>

**CITY OF BERKLEY  
ACH TRANSFERS**

**VENDOR**

12/1/2022	DTE ENERGY	\$	578.67
12/2/2022	INTERNAL REVENUE SERVICE	\$	16,176.76
12/2/2022	DTE ENERGY	\$	328.50
12/5/2022	DTE ENERGY	\$	6,693.68
12/6/2022	CONSUMERS ENERGY	\$	4,058.20
12/9/2022	INTERNAL REVENUE SERVICE	\$	49,959.76
12/9/2022	DPW UNION DUES	\$	270.00
12/9/2022	PS COMMAND UNION DUES	\$	400.00
12/9/2022	PSO UNION DUES	\$	720.00
12/12/2022	ALERUS	\$	8,984.57

12/13/2022 DTE ENERGY	\$	15,841.10
12/13/2022 ALERUS	\$	5,045.93
12/16/2022 DTE ENERGY	\$	676.21
12/20/2022 THE HARTFORD	\$	5,354.44
12/21/2022 MERS	\$	103,039.05
12/23/2022 ALERUS	\$	8,694.80
12/23/2022 INTERNAL REVENUE SERVICE	\$	48,805.21
12/23/2022 PS COMMAND UNION DUES	\$	400.00
12/23/2022 PSO UNION DUES	\$	720.00
12/30/2022 INTERNAL REVENUE SERVICE	\$	16,176.76
	<b>\$</b>	<b>292,923.64</b>

We hereby certify that the foregoing is a true and correct list of bills and that they have been approved by the City Council and this is the authority to issue checks in the amounts stated and charge them in the various accounts.

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*Bridget Dean, Mayor*

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*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Recognizing March 2023 as Women’s History Month in the City of Berkley**

- WHEREAS,** In 1987 the United States Congress passed Public Law 100-9, designating the month of March as “Women’s History Month.” In the years since 1995, the President of the United States has issued an annual proclamation designating the month of March as “Women’s History Month”.
- WHEREAS,** Women of every race, class and ethnic background have made historic contributions to the growth and strength of our nation, state, and local communities in countless recorded and unrecorded ways; and
- WHEREAS,** Women have played and continue to play critical economic, cultural, and social roles in every sphere of life by constituting a significant portion of the working labor force, and historically providing a majority of the volunteer labor force; and
- WHEREAS,** Women are leaders, not only in securing their own rights of suffrage and equal opportunity but also in every major civil rights movement in modern history; and
- WHEREAS,** Despite these contributions, the role of women in history has been consistently overlooked and undervalued, both in literature and in the history books; and
- WHEREAS,** Women’s History Month is a time to celebrate the collective power of women, uphold women’s achievements, recognize challenges, focus greater attention on women’s rights and gender equality, encourage and mobilize all people to do their part to bring about positive change.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That the month of March 2023 shall be recognized and celebrated as Women’s History Month in the City of Berkley.
- SECTION 2:** The City of Berkley urges the citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to recommit to increasing our support and recognition of the contributions made by all women of our community.
- SECTION 3:** The Council of the City of Berkley encourages the citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to choose to challenge gender stereotypes and bias, and to recommit to actively challenge all gender discrimination.

*Proclaimed this 6<sup>th</sup> day of February, 2023 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Proclaiming March 2023 as Severe Weather Month**

**WHEREAS,** Every year the state of Michigan experiences severe thunderstorms, heavy rainfall, and flooding which often result in disaster declarations due to widespread and severe damage; and

**WHEREAS,** Since 1950, 1,176 tornadoes have been reported in the state of Michigan, resulting in over \$1.1 Billion in property damage, over 3,000 direct injuries, and over 240 fatalities; and

**WHEREAS,** Severe weather, in the form of thunderstorms, windstorms, floods, and tornados, pose a significant threat to the health and safety of all Berkley residents; and

**WHEREAS,** Climate Change is increasing the frequency of severe weather incidences; and

**WHEREAS,** When residents know what to do before, during, and after severe weather events it saves countless lives.

**NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS**

**SECTION 1:** That March 2023 is hereby recognized as *Severe Weather Month* in the City of Berkley and urges all citizens, government agencies, public and private institutions, businesses, and schools to commit to learning and sharing proper safety and emergency procedures.

**SECTION 2:** That Severe Weather Awareness Week will be held March 19-25, 2023, with a Statewide Tornado Drill being conducted on March 22, 2023 at 2 p.m.

**SECTION 3:** That the City Council directs the City administration to actively share and communicate severe weather safety and preparedness materials provided by the Federal Emergency Management Agency through its social media and cable broadcasting channels.

*Proclaimed this 6<sup>th</sup> day of February, 2023 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the City Manager to approve the proposal from Quadrate Construction LLC to replace underground conduits and wiring connecting City Hall to Public Safety and install sub meter to accurately track City Hall electric usage at a cost not to exceed \$120,126. In addition, allocate \$12,000 for contingencies.

Ayes:

Nays:

Motion:



# Transmittal Memo

**To:** Matthew Baumgarten, City Manager (via email)

**cc:** Mark Pollock, Finance Director (via email)

**From:** Alex Brown, Facilities Manager

**Date:** January 31.2023

**Subject:** Approval of proposal from Quadrate Construction LLC to replace underground conduits between City Hall and Public Safety, and install submeter.

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The underground conduits that feed power from the Public Safety building to City Hall have been leaking and causing issues for 10+ years. With this proposal we will be installing completely new conduits between to two buildings and running all new wiring. This will ensure a safe and reliable connection for both buildings. Since all power for City Hall is sourced from Public Safety, we will also be installing a sub meter to accurately measure the amount of electricity each building is using. These projects are not only necessary for day to day operations but they will help us move closer to our goals of energy savings.

As always, do not hesitate to contact me with any questions regarding this matter.













January 23, 2023

Mr. Alex Brown  
City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 4807

Re: Public Safety Building Basement submeter City Hall power

Mr. Brown,

In conjunction with the City Hall Secondary Power replacement quotation dated 1/18/23, we offer the following proposal to add a submeter in the Public Safety Building to measure power that is being used by the City Hall Building.

The estimate to perform the above-described work is \$ 6,693.

This pricing is contingent upon Quadrante performing the City Hall Secondary Replacement.

Do not hesitate to contact me if you have any questions or comments.

Sincerely,

A handwritten signature in cursive script that reads 'Jeff Eliopoulos'.

Jeff Eliopoulos  
Estimator

Cc: Mike D'Agostini, File



January 18, 2023

Mr. Alex Brown  
City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 4807

Re: Public Safety Building Basement City Hall secondary replacement

Mr. Brown,

Per your request, the following is an estimate to replace the secondary that is supplying power to the City Hall Building from the Public Safety Building.

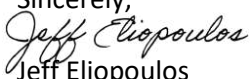
This proposal includes the following work.

1. Directionally bore two new secondary conduits from the Public Safety Building MDP panel to the City Hall Building gear.
2. 325 feet of 4" conduit
3. 8 sets of 350 mcm copper cable and 2 sets of 2/0 copper grounding.
4. Replacement of the junction box of the courtyard of the City Hall building.
5. Landscape restoration
6. A double linkseal will be installed at the penetration of the Public Safety bldg. wall by the pair of conduits to waterproof the penetrations.
7. The abandoned secondary run conduit will be capped inside the Public Safety Bldg. and filled with hydraulic cement to the outside wall. This was a cost-effective method that we believe will work but cannot guarantee. We can add an allowance of \$2,000 to this proposal to provide waterproofing to the existing penetrations that may be better solutions once the pipe is opened.

Please note that this work will require a shutdown of power at the City Hall to terminate old conductors and install new conductors. We have included a Saturday shutdown.

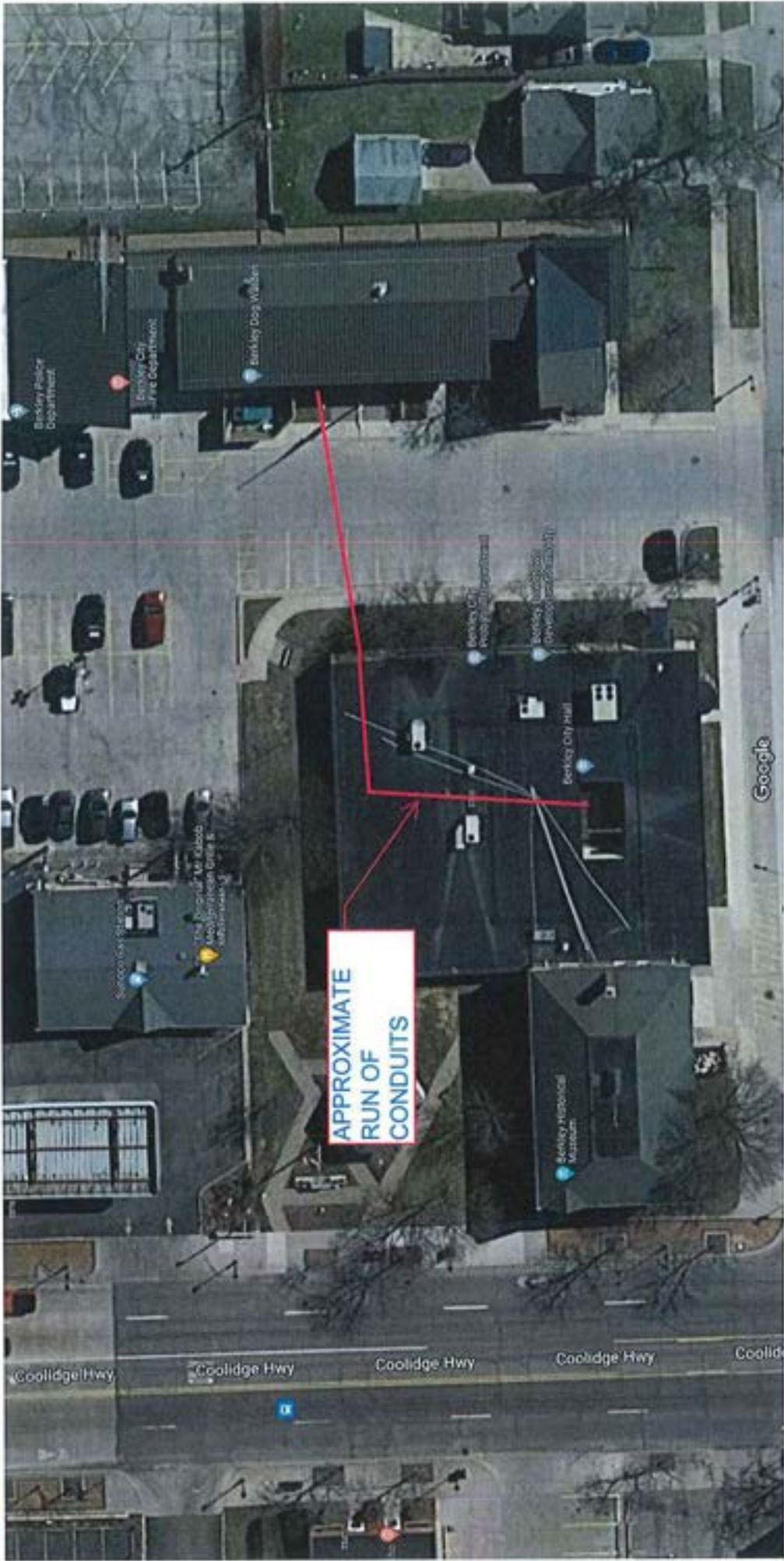
The estimate to perform the above-described work is \$ 113,433.

Do not hesitate to contact me if you have any questions or comments.

Sincerely,  
  
Jeff Eliopoulos  
Estimator

Cc: Mike D'Agostini, File





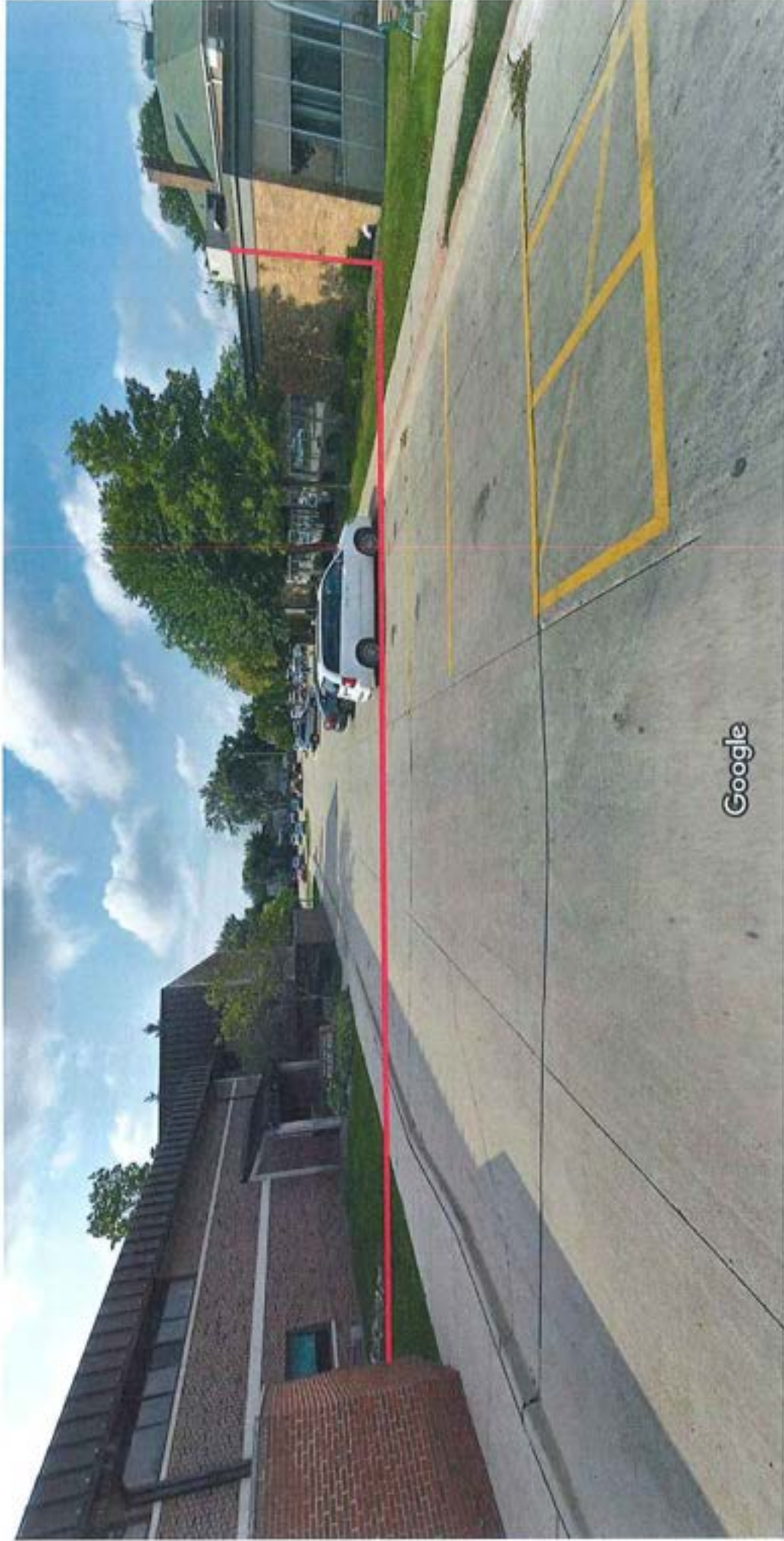


Image capture: Aug 2018 © 2022 Google

Google

Street View - Aug 2018

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve a proposal from Hubbell, Roth and Clark for assistance with Water Service Line Material Verification, GIS Mapping, and Reporting with a not-to-exceed amount of \$50,741.51. Funding for this work was previously approved under account number 592-536-818-000 and would be eligible for reimbursement under the Oakland County Local Government Critical Infrastructure Grant that was recently awarded to the City of Berkley.

Ayes:

Nays:

Motion:



**CITY OF BERKLEY**  
**DEPARTMENT OF PUBLIC WORKS**  
3238 BACON AVE, BERKLEY, MICHIGAN 48072

## Transmittal Memo

To: Matthew Baumgarten, City Manager  
Cc: Mark Pollock, Finance Director  
From: Shawn Young, DPW Director   
Date: January 26<sup>th</sup>, 2023  
Subject: Recommendation to Award - Complete Distribution Materials Inventory (CDSMI) Assistance

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As part of the FY 222/23 budget, funds were approved to begin working on a Complete Distribution Materials Inventory (CDSMI) of our water system. This work is required by the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) and has a completion due date of January 2025. We have recently been approved for an Oakland County Local Government Critical Infrastructure Grant that will help offset these costs.

Please find the attached proposal for assistance with this project. Professional services included with this proposal include assistance with several items such as Service Line Verifications, Database Integration into GIS/Mapping, EGLE required submittals, and WRC Grant Progress Reporting.

We recommend approval of the attached proposal in the amount not to exceed \$50,741.51. CDSMI funds have been allocated in the current fiscal year under account 592-536-818-000 (Contractual Services)

Feel free to contact our office with any questions or concerns.



**MAILING:** PO Box 824  
Bloomfield Hills, MI 48303-0824

**SHIPPING:** 555 Hulet Drive  
Bloomfield Hills, MI 48302-0360

**PHONE:** 248-454-6300  
**WEBSITE:** hrcengr.com

December 21, 2022

City of Berkley  
3238 Bacon Avenue  
Berkley, MI 48072-1100

Attn: Mr. Shawn Young, Director of Public Works

Re: Proposal for Professional Engineering Services  
Water System Complete Distribution Materials Inventory (CDSMI)  
Database Development and Verifications Administration

HRC Job No. 20220850

Dear Mr. Young:

Thank you for the opportunity to submit a proposal for professional engineering services to assist you with developing and administering the City’s Complete Distribution Materials Inventory (CDSMI).

As required by the amended lead and copper provisions of the Michigan Safe Drinking Water Act (MI-SDWA), a *Complete Distribution System Materials Inventory* (CDSMI) is required to be submitted to EGLE by **January 1, 2025**. As part of the CDSMI, water supplies must develop an inventory that “characterizes and documents water service line materials and provides demonstration through physical verifications that the inventory is accurate”. EGLE has recently provided documentation entitled “Minimum Service Line Material Verification Requirements” which sets forth parameters by which water supplies will need to define their WSL materials and the process for quantifying and identifying a “randomly selected sample” of WSLs that will require physical verification.

As you are aware, SOCWA enlisted the services of HRC to provide their member communities an opportunity to participate in a DSMI Database Development Program. Berkley, among others, engaged in this Program and HRC has provided the City with a CDSMI spreadsheet template for documenting and tracking WSL records, materials and verification status. Based on our discussions, we understand that the City would like HRC to provide a Proposal for the next steps in the CDSMI data gathering/Verifications process. As such, HRC has prepared this proposal identifying steps that would be necessary, within EGLE’s new guidelines, as the basis for the process.

**Task 1: Database – Integration with GIS/Mapping**

HRC proposes to integrate the DSMI spreadsheet database with the City’s existing GIS framework, as the functionality of the data is better suited to the GIS platform. GIS will allow for advanced database sorting, querying and mapping opportunities as well as added functionality for data gathering during the Verifications process.

Through the efforts of the SOCWA Program, HRC has the City’s necessary water account information. HRC will utilize the parcel number (and/or address) to ‘geolocate’ each WSL account to their geographic location in GIS. This process can be challenging if information does not directly match the underlying county parcel information used to join the data, thus anything that does not match will be manually located.

**Task 2: Database – Existing Information Population**

If Berkley has other relevant information - lead service line replacements (LSLR) data or inspection materials/dates, that shall be incorporated into the overall CDSMI Database. This information would need to be linked to the account information such that it can be mapped into the GIS database. This information will help to characterize any “known” WSL designations, thereby removing them from the pool of necessary verifications.

<b>Delhi Township</b> 2101 Aurelius Rd. Suite 2A Holt, MI 48842 517-694-7760	<b>Detroit</b> 535 Griswold St. Buhl Building, Ste 1650 Detroit, MI 48226 313-965-3330	<b>Grand Rapids</b> 1925 Breton Road SE Suite 100 Grand Rapids, MI 49506 616-454-4286	<b>Howell</b> 105 W. Grand River Howell, MI 48843 517-552-9199	<b>Jackson</b> 401 S. Mechanic St. Suite B Jackson, MI 49201 517-292-1295	<b>Kalamazoo</b> 834 King Highway Suite 107 Kalamazoo, MI 49001 269-665-2005	<b>Lansing</b> 215 S. Washington SQ Suite D Lansing, MI 48933 517-292-1488
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Once the “known” WSL designations are defined, the quantity of service lines left to physically verify can be determined based on EGLE’s Appendix A chart provided in the “Minimum Service Line Material Verification Requirements” document. HRC will determine the randomly selected WSLs by utilizing the methodology provided in EGLE’s Appendix B of the “Minimum Service Line Material Verification Requirements” document. These WSLs will be designated in the CDSMI database. According to the water account data that was provided by the City, there are 6,959 WSLs; thus, at **maximum** there could be 364 WSLs requiring verification.

*Services to be handled by the City:*

It is anticipated that the City will review the list of WSLs requiring verification to determine if there are potentially any issues with performing the verification (i.e. stop box is located next to a tree, etc). From these initial inspections the final verification list can be determined. This will make the verifications process (described below) go much smoother.

**Task 3- Assistance with Verification at WSL Point 1 (Inside the building)**

Physical verification of the randomly selected service lines includes verification at four (4) points according to EGLE’s “Minimum Service Line Material Verification Requirements” document. Point 1 is located on the interior resident portion of the service line up to the first shutoff valve or 18 inches inside the building, whichever is shorter.

HRC proposes to provide the City with language that HRC has used on notice letters on the random selection/material verification process that the City can utilize for mailers to residents. In addition, HRC will prepare a GIS ArcCollector map for the City’s use in collecting the material information at Point 1. HRC will update the City’s DSMI GIS database with the information collected throughout this process.

*Services to be handled by the City:*

The City plans to handle all Point 1 (interior) scheduling and inspections with their own staff.

**Task 4- Assistance with Verifications at WSL Points 2, 3, and 4 (outside)**

In this Task, WSL points 2 and 3 materials will be obtained from the physical external verification (point 4 can be inferred from the physical verification at point 3). HRC will prepare a GIS ArcCollector map for the City’s use in collecting the material information at Point 2 and 3 (with inferring Point 4). HRC will update the City’s DSMI GIS database with the information collected throughout this process.

*Services to be handled by the City:*

The City plans to utilize their own forces for doing these physical external verifications. HRC recommends for this external verification to commence following the internal verification obtained from Task 3, to ensure that the full WSL can be verified. City staff will handle the scheduling of all Point 2/3 inspections through their own staff.

**Task 5 - Assistance with Verification Submittal to EGLE**

Following completion of the aforementioned Tasks, the City will be ready to submit their Verifications to EGLE. HRC can assist with providing an export of the required 364 Verifications from the CDSMI database for submittal to EGLE and related correspondence. EGLE has not indicated what their review process will be, nor have they released guidance beyond this step for the requirements of extrapolating to the entire system. HRC can provide additional assistance with these efforts once EGLE releases their guidance (see below in the ‘next steps’).

**Task 6 - Assistance with WRC Grant Progress Reports**

HRC proposes to provide the City with quarterly status updates/expenses incurred on work that was completed by HRC, that can be utilized in quarterly WRC Grant Progress reports.

**NEXT STEPS (NOT INCLUDED IN BASE PROPOSAL FEE)**

**Additional Assistance with the CDSMI**

The intent of the random physical verifications is to assess the reliability of your existing records, demonstrate that the inventory is accurate and make predictions for materials at other locations. EGLE has indicated that they will provide additional guidance on this endeavor, however that guidance is not yet available. HRC can provide assistance with these future evaluation efforts; however, at this time, the scope of work is not yet defined. When such guidance becomes available, HRC can provide the City with a proposal if they wish for assistance on this step.

**PROJECT TIMING**

We are prepared to begin immediately upon your authorization to proceed. Assuming we can commence this project in January 2023, we would anticipate that Task 3 may progress into March or April 2023 as it depends on coordination and collaboration with the involved residents. Following which, Task 4 may progress into June/July 2023.

The goal would be to complete all the required verifications by the fall of 2023, to allow for ample time in the next steps in the process (as this relates to the 'Next Steps' portion of this proposal above). Such that any additional activities required by EGLE can be completed prior to the CDSMI final submittal due by January 1, 2025.

**BASE PROJECT FEE**

The total fee for undertaking the work as described in this proposal will be provided on a time and materials basis with a **not-to-exceed budget of \$50,741.51**. If this proposal is deemed acceptable to the City, please sign and return one copy to this office and retain one for your files. Thank you for the opportunity to serve the City on this important water project.

If you have any questions or require any additional information, please feel free to contact our office at (248) 454-6300.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland Alix, P.E.  
Vice President



Edward Zmich  
Manager

pc: HRC; N. Selais, File  
Attachment: HRC Fee/Manhour Table

Accepted By: **CITY OF BERKLEY**

Signature: \_\_\_\_\_

Written Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY OF BERKLEY  
PROFESSIONAL ENGINEERING SERVICES FOR  
PROGRAM MANAGEMENT SERVICES FOR SERVICE LINE MATERIALS INVESTIGATION**

**TABLE 1  
ESTIMATED HOURS AND FEES**

December 21, 2022

20220850

Task Description	Rate Classification & Estimated Hours			Total Hours
	Associate/ Managing Engineer	Senior Project Analyst	GIS Analyst	
	\$ 153.27	\$ 130.50	\$ 107.30	
1 Database Integration w/ GIS	3	50	65	118
2 Database Information Population	1	25	45	71
3 Assistance with Verification at Point 1	1	8	55	64
4 Assistance with Verification at Point 2/3 (&4)	1	30	55	86
5 Assistance with EGLE Submittal	3	30	30	63
6 Assistance with WRC Grant Progress Reports	4	25	-	29
<b>PROJECT TOTAL</b>	<b>13</b>	<b>168</b>	<b>250</b>	<b>431</b>

**ESTIMATED FEE SUMMARY**

PERSONNEL	HOURS	RATE	TOTAL
Associate/Managing Engineer	13	\$ 153.27	\$ 1,992.51
Senior Project Analyst	168	\$ 130.50	\$ 21,924.00
GIS Analyst	250	\$ 107.30	\$ 26,825.00
<b>TOTAL ESTIMATED FEE \$</b>			<b>50,741.51</b>





# Memorandum

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To: Mr. Matthew Baumgarten, City Manager, City of Berkley  
Mr. Derrick Schueller, Director of Public Works, City of Berkley

From: Edward Zmich, Manager

Date: March 31, 2022

Subject: Project Summary for City of Berkley Water Service Line Verification  
Oakland County Local Government Critical Infrastructure Grant

HRC Job No. 20220098

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## WATER SERVICE LINE VERIFICATIONS

The following is a summary of the proposed City of Berkley Water Service Line (WSL) Verifications, specifically related to developing a service line inventory through field verifications. This is provided as supplemental information for an application for funding through the Oakland County Local Government Critical Infrastructure Grant program. The proposed project also includes additional planning work for the City's combined sewer system, which is described in a separate document.

### Executive Summary:

The proposed scope of work to be performed with this grant funding includes the following:

1. Actions related to inventory the materials of water service lines.
2. By applying for this funding, it is anticipated that the City will be able to comply with the verification of service line materials regulatory requirement for a complete distribution system materials inventory (CDSMI) by January 1, 2025.

### Statement of Need:

This project will include the material verification of water service lines in order to comply with the State requirement under the revised Lead and Copper Rule. Each water system is required to verify materials at specific locations along a certain number of service lines (364 for the City of Berkley) in order to effectively evaluate the accuracy of service line records and predict service line materials throughout the water system to make strategic decisions regarding future lead service line replacements. By performing the water service line material verifications as required by EGLE, the City will be able to develop an inventory of the water system's service lines, strategically plan and budget for replacement of known lead service lines, and remove potential risks to public health. Because this is a mandated expense, the City receipt of grant money would lessen the burden on the rate payers.

### Methods and Strategies:

The proposed scope of work and proposed service providers for the WSL verification efforts are as follows:

- 1) The City and their contracted consulting engineers will perform the professional services work associated with this project. Professional services include:
  - a) Planning and coordinating the verification locations
  - b) Scheduling, tracking, and observing the work

**Delhi City**  
2101 Aurelius Rd.  
Suite 2A  
Holt, MI 48842  
517-694-7760

**Detroit**  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

**Grand Rapids**  
81925 Breton Road SE  
Suite 100  
Grand Rapids, MI 49506  
616-454-4286

**Howell**  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

**Jackson**  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

**Kalamazoo**  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

**Lansing**  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

- c) Internal service line verifications
  - d) Organizing the collected information
  - e) Finalizing restoration items
  - f) Administration of grant reporting and reimbursements
- 2) The City has a competitively bid contract already in place through the Southeastern Oakland County Water Authority's (SOCWA) Water Service Line Replacement Program, of which the City is a customer of, to complete any non-professional services associated with this project. Non-professional services include:
- a) Permit acquisition
  - b) Physical verification of service line materials (including via cost-effective technologies of hydroexcavation, air-knifing, machine learning, etc.)
  - c) Site restoration of service line work area.
- 3) A portion of this WSL verifications work is being requested for inclusion in this grant program. The City plans to have approximately 156 (of the 364 total) WSL field verifications performed in 2022 as part of this grant, at a total cost of \$156,000.

#### **Desired Outcomes:**

The proposed project addresses the following Oakland County Local Government Critical Infrastructure Planning Grant Program priorities:

#### **1) Protect Public Health.**

- Removal of Lead Services protect public health
- Inventory is first step in developing a Lead Service Line Replacement (LSLR) Program
- Inventory of service lines can accelerate and streamline development and implementation of LSLR Program

Exposure to lead is a paramount public health concern and the removal of lead water service lines minimizes the opportunity for lead particulate to leach into drinking water. Historically, water supplies were not required to document service line information on the "private" side of the service line (from the curb stop into the building/premises). In addition, the origin of the City's water distribution system dates back to the early 1920's with nearly all of the system developed by 1960, so record information of the "public" side of the service line (from the water main to the curb stop) can be incomplete and ambiguous. Developing a service line inventory through the field verification of service line materials will assist the City to identify and predict where lead service lines are located within their water system and streamline the development of a lead service line replacement program; ultimately removing lead service lines from the City water system and protecting public health.

#### **2) Preserve Natural Resources and a Healthy Environment.**

- Clean, fresh drinking water is essential for quality of life
- Removal of lead service lines improves water quality
- Service line verifications are required by regulatory order

Safe drinking water is of the utmost importance to the City and essential to the quality of life of its customers. Developing a systematic approach to remove all lead service lines from the distribution system, starting with developing an inventory through the verification of service line materials, is paramount to the health and safety of water customers. The verification of service line materials would allow the City to comply with the regulatory requirement for a complete distribution system materials inventory (CDSMI) by January 1, 2025.

### 3) **Maintain Reliable, High-Quality Service.**

- Inventory provides transparency and strengthens customer confidence
- Improved customer confidence supports the cost of service and fees for O&M and CIPs
- Accurate inventory supports long-term fiscal sustainability
- Methods of inventorying supports cost-effective technologies of hydroexcavation, air-knifing, machine learning, etc.

Completing and maintaining an inventory of water service line materials provides a platform to deliver information to customers. Water service line information will be disseminated per regulatory guidance and as requested by customers to provide transparent and reliable data on City municipal assets and help strengthen customer confidence in their leadership. Customers that are provided with the data used to make decisions on how their tax dollars and service fees are spent typically understand the circumstances in which municipal operations are faced, and therefore are more likely to support increased fees for the operation and maintenance and capital improvement planning for infrastructure systems. A complete, accurate, and well-maintained service line asset inventory supports long-term fiscal sustainability by providing reliable data to make calculated decisions for removal of lead service lines and future regulatory requirements regarding water systems. Lastly, the methods to physically verify water service lines for inventorying purposes and evaluating and/or predicting the accuracy of existing service line material information will utilize state-of-the-art, emerging technologies such as hydroexcavation, air-knifing, and potentially machine learning.

### 4) **Assure Value for Investment.**

- Material investigations provides information for the “current state of assets” which is one of the 5 core principles of asset management planning.
- Inventory provides information to make strategic and optimal decisions about LSLRs to ensure greater value for investments
- Promotes the use of decision support tools to project service line materials throughout water systems

Performing service line verifications for the purposes of developing an asset inventory is critical to the successful management of the City’s water service lines. Successfully managing this asset includes coordinating lead service line replacement efforts across different infrastructure projects, understanding how many lead services are in the system and where they are located to help make strategic and optimal decisions to ensure greater value for investments. Performing the physical verification of a statistically sound subset service line materials will promote the use of a decision support tool to extrapolate the data and minimize the number of service line verifications needed to complete the required complete distribution system materials inventory (CDSMI) thus reducing the investment needed in digging up water service lines and gaining the most value from the limited financial resources in the City.

### 5) **Contribute to Economic Prosperity.**

- Customers expect to receive high-quality, safe drinking water; a transparent inventory of water service line materials supports this expectation
- Planning for the removal of lead service lines supports meeting the current needs and expectations of customers
- Investment in the planning for lead service line removal enhances property values
- Inventory supports Project Plan development for LSLR projects

Drinking water is expected to be free from potentially harmful contaminants. Both the Environmental Protection Agency and the Centers for Disease Control and Prevention agree that there is no known safe level of lead for consumption. It is known that the water purchased from Great Lakes Water Authority (GLWA) through SOCWA and delivered through the City’s distribution system does not contain lead and that the predominant location of exposure to lead during water delivery is at the water service line. Therefore, inventorying water service lines, providing a platform for this information to be shared with customers, and subsequently planning a lead service line replacement program supports the

expectation that water will be delivered to a customers' tap free from harmful contaminants. Support of this inventory, data transparency, and promotion of the planning for lead service line removals encourages investment into the community and enhances property values and economic prosperity. Lastly, the creation of the service inventory will aide in the potential development of Drinking Water State Revolving Fund (DWSRF) Project Plans for Lead Service Line Replacements to take advantage of proposed Infrastructure Investment and Jobs Act which has proposed at this time to set aside over \$55 billion dollars in investments to eliminate lead service lines throughout the United States.

#### **Critical Infrastructure Planning Grant Priorities:**

The proposed project addresses the Oakland County Local Government Critical Infrastructure Planning Grant program's priorities:

- 1) **Serious risk to public health**— The project has a substantial impact on public health as described in the previous section.
- 2) **Compliance with Federal and State regulations**— This project will include the verification of water service lines in order to comply with the State requirement under the revised Lead and Copper Rule.
- 3) **Assistance for systems experiencing the greatest affordability needs**—Asset management based planning will assist the City in determining the appropriate projects to ensure customers are getting their desired level of service at the lowest costs.
- 4) **Meeting Customer expectations for Reliable, High-Quality Service** – Water system customers expect clean drinking water from their taps, and the development of this service line inventory will lead directly to a plan to remove these potential sources of lead contamination in City drinking water supplies.

#### **Budget:**

The proposed budget for this grant for the water service line material verifications is \$156,000. Each service line verification is estimated at \$1,000 each, which includes notifications, communications, scheduling, internal verifications, mobile application setup and GIS support, field physical verifications at the curb stop and the organization, documentation and reporting of the work.

#### **Project Estimates:**

The competitively bid field verifications contract is provided herewith. The City plans to only utilize the field verifications of WSL points 2 & 3 for this grant.

#### **Schedule:**

All proposed work shall be completed on or before September 30, 2023. Work is anticipated to begin in the next several months. The following is a basic preliminary schedule for the proposed work:

Resident Notifications – May 2022 – September 2022

Service Line Material Verifications – September 2022 - September 2023

#### **Contacts:**

City of Berkeley

Matthew Baumgarten (City Manager)

[mbaumgarten@berkeleymich.net](mailto:mbaumgarten@berkeleymich.net)

Hubbell, Roth & Clark, Inc.

Edward Zmich (Manager)

[ezmich@hrcengr.com](mailto:ezmich@hrcengr.com)

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve applicant for issuance of an on-premise liquor license under Section 521a (1) (b) of 2006 PA 501 (MCL 436.1521a (1) (b)). Applicant: Little Lou's Hot Chicken, 2626 Coolidge Highway, Berkley, MI 48072.

Ayes:

Nays:

Motion:

**City of Berkley  
Application for On-Premise Liquor License**

**Applicant:**

Name: Little Lou's Hot Chicken Phone: \_\_\_\_\_  
Complete Address: 2626 Coolidge Highway Berkley Michigan 48072

**Property Owner: (If different than above)**

Name: Michael Yono Phone: \_\_\_\_\_  
Complete Address: 2626 Coolidge Highway Berkley Michigan 48072

**Building Information:**

Address of proposed use: 2626 Coolidge Highway Berkley Michigan 48072  
Is this a new building or rehabilitation of an existing building? Rehabilitation  
Amount of investment per square foot: Roughly \$37.50  
Will meals be prepared and consumed on premises? Yes  
Hours of operation: Tuesday - Saturday 11am-8pm  
Seating capacity: (minimum 50 persons) 85  
Number of parking spaces provided: 28  
Type of Application:     Transfer     Quota     Development District     Amendment to Existing

Please include the following with your application:

- A resume from the applicant and any individual having ownership interest or management responsibilities. The resume shall outline educational background and employment history, including previous liquor licensed establishment experience
- Any criminal charges or convictions involving the applicant or any person having ownership interest or management responsibilities for the applicant;
- Any civil actions and/or judgments involving the applicant or any person having ownership interest or management responsibilities for the applicant;
- Credit history and any history of bankruptcy associated with the applicant and any person having ownership interest or management responsibilities for the applicant;
- The source of all funding, including verification through furnishing bank records;
- Detailed plans, including a site plan and interior layout showing bar and seating locations and an architectural elevation (12 folded copies required). In lieu of such plans, the application must include a narrative detailing future building renovation plans.
- The date any and all construction or other improvements will commence.
- The date any and all construction or improvements will be completed and business operations will commence.

 1-1-2023  
Signature of Applicant Date

**Office use only**

Date Application was received 1/4/2023 Fee \$300 Receipt Number 120630437  
Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Date \_\_\_\_\_

**Fee Schedule**

- Quota License: \$300
- Development District Licenses: \$300
- Annual Inspection: \$100
- Transfer Licenses: \$200
- Amendments to Existing License: \$100

Fee Paid: Yes Date Paid: 1/4/2023

Signature of Approval – City Clerk: Victoria Mitchell Date: 1/12/2023

Reasons for Denial:

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Signature of Approval – City Planner: JA Young Date: 1/12/23

Reasons for Denial:

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Signature of Approval – Public Safety Director: [Signature] Date: 1-12-2023

Reasons for Denial:

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**IMPORTANT**

Denial or Revocation may occur:

- A. for any misrepresentations or inaccuracies on the application;
- B. for failure to timely commence or complete construction or improvements to the establishment or failure to comply with the plans for establishment submitted with this application, unless plan changes have been expressly authorized and approved by the City Council as part of the application process; and
- C. if there is a conviction of a crime or the filing of any bankruptcy proceedings.



To Whom It May Concern:

Please see the following narrative/images to show the proposed renovation to the space at 2626 Coolidge Highway currently Little Lou's Hot Chicken.

The interior would have minimal upgrades to allow the service of alcohol. The plan is to still serve from our existing ordering station in a self-serve style. We will not be adding a bar rail or bar of any form. Currently there are 7 tables on the interior. We will need to add additional cold storage/dry storage for the product however this will not require any renovation to the inside of the building. The store will remain in operation while we renovate the exterior space.

We are currently working with a contractor to work out a proper quote showing the exact amount of investment to update the current outdoor seating area/patio located at 2626 Coolidge Highway. Our current estimates as well as the previous projects that have been completed to upgrade the existing building will bring us with in the \$75,000 minimum in order to acquire this license.

There is currently an existing patio/outdoor dining area at the proposed location. It is sized to be roughly 30x55' in size. It has a fenced enclosure with entry and exit points that would serve as the fence required for an outdoor dining space that the MLCC requires. It has currently 12 tables that seat 4-6 people. We could keep that same number of tables for the space.

Our proposed upgrade to the existing space would be to build a structure that covers the space and provides shade/shelter to make it a more enjoyable to dine in the outdoor area. This structure will also have lighting as well as heating. We are working up a solution to be able to semi-enclose the space for the colder months to allow usage into the colder months. This structure will be simple and not have any exterior walls, it will be open air and match the aesthetics of the current space. I have included on this narrative some photo examples of what our vision of the structure will be. Please let me know if you have any questions in regard to this building upgrade. We will be submitting all proper paperwork to the proper departments at the City of Berkley and get all proper approvals prior to starting the project. Our goal is to have the project completed by spring.

Thanks for your consideration.

Eric Hitchcock  
Owner/operator









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 Regular meeting of the City of Berkley council/board
called to order by on February 6, 2023 at 7 p.m.
the following resolution was offered:

Moved by and supported by

that the application from Little Lou's Hot Chicken
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Premise Liquor License
(list specific licenses requested)

to be located at: 2626 Coolidge Highway, Berkley, MI 48072

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
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
council/board at a Regular meeting held on February 6, 2023

Victoria Mitchell

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

**RESOLUTION**

**Of the Council of the City of Berkley, Michigan**  
**Establishing the Policy and Guidelines for**  
**Granting an Exemption from Payment of**  
**Property Taxes**

**WHEREAS:** Public Act 390 of 1994, as requires that the governing body of each city and township determine and make available to the public the policy and guidelines the Board of Review utilizes in granting reductions in property assessments due to limited income and assets, referred to as “Poverty Exemptions.”

**WHEREAS:** Public Act 253 of 2020 amended MCL 211.7u related to Poverty Exemptions in the State of Michigan was adopted into law on December 23, 2020.

**WHEREAS:** It is the intent of the City Council to adopt guidelines in compliance with both of the acts.

**NOW THEREFORE, THE BERKLEY CITY COUNCIL RESOLVES:**

**SECTION 1:** To be eligible for a poverty exemption, a person shall do all of the following on an annual basis:

1. Be an owner of, and occupy as a principal residence, the property for which an exemption is requested.
2. The subject property must be classified as a single-family residential parcel or residential condominium property with a valid homeowner’s Principal Residence Exemption (PRE) currently in effect.
3. File a completed application with the Board of Review on a form provided by the city. All supporting documentation must be included.
4. Submit the most recent year’s copies of the following:
  - a. Federal and State of Michigan Income Tax Returns for all individuals residing in the homestead.
  - b. Most recent Homestead Property Tax Form MI-1040CR-1 (attached to the most current State Income Tax Return).
  - c. Statement from Social Security Administration and/or the Michigan Social Services as to monies paid to applicant(s) during the previous calendar year along with a current Form 4988 Poverty Exemption Affidavit if this is the sole source of income.
5. Produce a copy of the applicant’s valid driver’s license or other form of identification such as a passport or State Identification Card.
6. Produce a copy of the deed, land contract or other evidence of parcel ownership of all real property owned by the applicant if requested by the Board of Review.

**SECTION 2:** The Board of Review can request any other additional information including additional tax returns, financial statements, land contracts, personal or family trust documents, vehicle titles and any other record or affidavits that the Board may deem necessary in order to make a poverty exemption determination, asset limit determination or income level determination.

**SECTION 3:** Poverty exemption applications must be filed after January 1<sup>st</sup> , but before the day prior to the last day of the Board of Review-

**SECTION 4:** The Board of Review shall follow the policy and guidelines set forth above when granting or denying poverty exemptions requests. The same standards shall apply to each taxpayer within the city claiming the poverty exemption for the assessment year.

**SECTION 5:** If all items requested are received, reviewed, and approved by the Board of Review and a determination is made that the poverty exemption application meets the established guidelines for household income level and household assets will result in a partial exemption for all approved applicants of 50% of taxable value.

**SECTION 6:** The applicant's total household income cannot exceed the most current Federal Poverty Guidelines from the prior tax year, set forth by the U.S. Department of Health and Human Services as established by the State Tax Commission-to be updated annually.

**SECTION 7:** A poverty exemption shall not be granted to any applicant whose assets exceed \$35,000. An applicant's homestead and principal vehicle shall be excluded from consideration as an asset. All other property, including property owned by all other persons residing in the household, shall be included as an asset. Property shall include, but is not limited to: cash, savings, stocks, mutual funds, insurance commodities, coin collections, art, motor vehicles, recreation vehicles, etc.

**SECTION 8:** Any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation.

**SECTION 9:** All Notices of Assessment Change and all advertisements of the Board of Review meetings are to include a statement that the resident taxpayer may protest the property assessment, in writing, to the Board of Review.

**SECTION 10:** To conform to the provisions of PA 253 of 2020, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

Introduced and Passed at a regular meeting of the Berkley City Council on February 6, 2023.

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Bridget Dean, Mayor

Attest:

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Victoria Mitchell, City Clerk

# City of Berkeley

## Treasury Department

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To: Matt Baumgarten, City Manager

From: Bryan Bemis, Treasury

Subject: Poverty Exemptions

Date: February 6, 2023

I have attached the updated Resolution for Council consideration and approval for the amended Poverty Exemptions. After a review of the approved resolution from March 2021, a paragraph regarding the requirement for a Notary Signature is to be removed from the Resolution as the state forms now used do not require it and it removes the added burden and cost from the applicants.

This has been reviewed by the City Attorney and was recommended by Sarah Beathard, our Real Property Assessor from OCE.

We are recommending this change and Council approval of this updated Resolution.



Bryan Bemis &lt;bbemis@berkleymich.net&gt;

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## 2023 Poverty Application Draft for Review

1 message

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**Beathard, Sarah** <beathards@oakgov.com>

Wed, Jan 4, 2023 at 2:58 PM

To: "bbemis@berkleymich.net" &lt;bbemis@berkleymich.net&gt;, Mark Pollock &lt;mpollock@berkleymich.net&gt;, "mbaumgarten@berkleymich.net" &lt;mbaumgarten@berkleymich.net&gt;

Good afternoon,

Please see the updated Poverty Application attached here. My office has updated the current Federal Poverty Guidelines, and we have removed the notary page. Since the implementation of the new state form the notary page no longer seems necessary. Please review and if you have any questions or concerns, please do not hesitate to reach out. If everything looks good, then we will just need to get it approved by the City Council.

Thank you,

---

**Sarah Beathard****Equalization Appraiser II Certified**

Oakland County Equalization Division

Department of Management and Budget

Oakland County, Michigan

***All ways, moving forward***

Phone: (248) 858-0980

Mobile: (248) 836-8372

Email: beathards@oakgov.com

Oakland Pointe Office Building

250 Elizabeth Lake Road, Suite 1000W  
Pontiac, MI 48341**[www.OakGov.com/Equal](http://www.OakGov.com/Equal)**

CONFIDENTIALITY: This email message (including attachments, if any) is confidential. If you are not the intended recipient, please notify the sender immediately and delete this message.

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the City Manager to approve the proposal from Carlisle Wortman Associates to provide professional services to update the Zoning Ordinance at a cost of \$88,000 to be extended over two fiscal years. Funds from this expenditure will come from account 101-801-818-000.

Ayes:

Nays:

Motion:





# CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

## MEMORANDUM

**To:** City Council

**From:** Kristen Kapelanski, Community Development Director

**Subject:** Zoning Ordinance Update – Carlisle Wortman

**Date:** January 31, 2023

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The Community Development Department has reviewed bids solicited for the completion of a comprehensive rewrite of the City's Zoning Ordinance. The comprehensive rewrite will result in a user-friendly Zoning Ordinance that is consistent with the 2021 Berkley Master Plan integrating MEDC Redevelopment Ready Communities best practices. Particular attention will be paid to organization, graphics and readability, definitions, code enforcement, environmental provisions and compliance with current zoning laws and case law.

The proposed work plan includes the following to be completed over a two-year period:

- A technical review of the existing Zoning Ordinance;
- Public outreach including a Zoning Education Workshop, regular communication through existing social media and print materials, workshops designed around four distinct focus areas and office hours for resident/business questions;
- Coordination with a designated Steering Committee, development boards and commissions and the City Council; and
- An updated Zoning Ordinance and Zoning Map.

The total cost of the project is \$88,000. The City has been approved for \$40,000 in technical assistance through the MEDC as part of their Redevelopment Ready Communities program. The remainder of the cost will be spread over two fiscal years.

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PROPOSAL FOR  
**CITY OF BERKLEY**  
ZONING ORDINANCE REWRITE  
JANUARY 19, 2023



Submitted by:



[www.cwaplan.com](http://www.cwaplan.com)

117 N. First Street, Suite 70, Ann Arbor, MI 48104  
734-662-2200  
Contact e-mail: [mmasson-minock@cwaplan.com](mailto:mmasson-minock@cwaplan.com)

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**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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January 19, 2023

Mr. Matthew Baumgarten  
City of Berkley  
3338 Coolidge Highway,  
Berkley, Michigan 48072

Re: Proposal for City of Berkley’s Zoning Ordinance Rewrite

Dear Mr. Baumgarten:

Carlisle/Wortman Associates (CWA) is pleased to submit a proposal of services to assist with the comprehensive rewrite of the City of Berkley’s Zoning Ordinance. We believe that CWA is uniquely qualified to facilitate the development of zoning regulations to implement the City’s vision as a 21st Century community, rooted in strong neighborhoods and a walkable design, supported by a caring community that helps every resident, business, and visitor flourish.

CWA has a long-standing working relationship with the City of Berkley. Our team facilitated the process that led to the City’s most recent Master Plan update. When the City had a gap in the Community Development Director position, our staff filled that role on an interim basis. Over the past year, CWA staff has provided technical assistance for zoning ordinance amendments to implement the Downtown Design Guidelines, regulate tobacco and vape shops, and allow outdoor seating on a wider basis for restaurants. We believe it’s been a successful partnership, and we are continually impressed by and have enjoyed working with your staff, elected and appointed officials.

CWA is a leader in innovative zoning to preserve and enhance walkable places. CWA has drafted Zoning Ordinances with a combination of use-based and form-based regulations to create engaging commercial corridors adjacent to existing neighborhoods. We continually draw on over thirty years of experience with dozens of client communities to tailor zoning to the needs of each individual community.

Thank you very much for the opportunity to submit this proposal. We know and care about the City of Berkley and welcome the opportunity to update the City’s Zoning Ordinance.

Sincerely,

  
DOUGLAS J. LEWAN, AICP  
Executive Vice President

  
MEGAN MASSON-MINOCK, AICP  
Senior Associate

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# CONSULTANT TEAM

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## PROFESSIONAL STAFF: A FULL-SERVICE CLIENT TEAM METHODOLOGY

We believe in a full-service client team approach. Each Client Team is represented by a Principal-in-Charge, and a project manager, and the team is assembled on the basis of client needs. We have designated a Client Team that includes experience, creativity, and solid professional credentials as well as familiarity with the City of Berkeley.

## PROJECT TEAM



**Megan Masson-Minock, AICP, Principal**, has over two decades of working experience as a professional planner for municipalities and non-profits. Megan has been CWA's lead professional in the City of Berkeley, managing the most recent Master Plan update and acted as Community Development Director for part of 2022. She is an expert in community engagement and holds certifications from the National Charrette Institute and the Form Based Code Institute.



**Richard K. Carlisle, FAICP, Past President**, has been practicing community planning for more than thirty-five years. Mr. Carlisle is a member of the College of Fellows of the American Institute of Certified Planners. He has been instrumental in guiding development of diverse communities throughout southeast Michigan, drafting planning and zoning enabling legislation, establishing state-wide community planning policy, and guiding education and growth in both state and national planning associations. Dick worked in Berkeley, assisting the City with the LaSalette conditional rezoning. He has also served as an expert witness in over one hundred zoning cases.



**Benjamin R. Carlisle, AICP, President**, has over twenty years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. Ben was the Principal-in-Charge for the Master Plan update and has assisted with Zoning Ordinance amendments to implement the Berkeley Downtown Design Guidelines. He has professional certifications from the LEED Accredited Professional Leadership in Energy & Environmental Design and the Form Based Code Institute.



**Chris Nordstrom, PLA, ASLA**, is a landscape architect with experience in both public and private sector projects. He was the lead for CWA's update of the City of Berkeley's 2020-2021 Recreation Master Plan. His experience includes recreation plans, park plans/designs, trail plans/designs, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies for both public and private sector clients.



**Michelle Marin** is community planning intern who has committed to join CWA full time in June 2023. She is a Master of Urban and Regional Planning student at the University of Michigan, graduating in spring 2023. Michelle received her Master of Education degree from the University of Nevada Las Vegas and her Bachelor of Science degree from the University of California Davis. She worked as a high school science teacher and environmental education specialist before transitioning to planning. Her graduate work and research have focused on housing affordability and local economic development.





**MEGAN MASSON-MINOCK, AICP, PRINCIPAL** has over two decades of working experience as a professional planner for municipalities and non-profits. Megan has extensive experience in zoning, land use, site plan review and comprehensive planning. She is also an expert in community engagement and food systems planning. Megan holds certifications from the Form-Based Code Institute and the National Charrette Institute.



**EDUCATION**

MS, Urban Planning | University of Michigan

BA, Political Science | Bates College

**EXPERIENCE**

Planner, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2017-Present

Planner & Principal, ENP & Associates  
Michigan, 2008-2018

Principal, M & M Planning  
Michigan, 2004-2007

Principal Planner, McKenna Associates  
Michigan, 2000-2004

Community Development Work Study Fellow, University of Michigan  
Michigan, 1998-2000

Volunteer Coordinator, Citizens Network for Foreign Affairs  
1996-1998

Program Assistant, National Democratic Institute  
1994-1996

**PROFESSIONAL AFFILIATIONS**

American Planning Association

Michigan Association of Planning

North American Food Systems Network

**PROFESSIONAL CERTIFICATIONS**

AICP Membership No. 137359

Form Based Code Institute

National Charrette Institute

**AWARDS**

Michigan Association of Planning 2019 Daniel Burnham Award for Ypsilanti Township 2040 Master Plan

Michigan Association of Planning 2014 Daniel Burnham Award for a Comprehensive Plan for City of Ypsilanti Master Plan

Emerging Leaders Program, NCEED, 2000

AICP Outstanding Student Award, University of Michigan, 2000



**RICHARD K. CARLISLE, FAICP, PRESIDENT** has been practicing community planning for more than forty years. Mr. Carlisle is a member of the College of Fellows of the American Institute of Certified Planners. He has been instrumental in guiding development of diverse communities throughout southeast Michigan, drafting planning and zoning enabling legislation, establishing state-wide community planning policy, and guiding education and growth in both state and national planning associations. His involvement demonstrates his commitment to the deliberate and sustainable growth of Michigan communities. He has also served as an expert witness in over one hundred zoning cases.



## EDUCATION

MS, School of Natural Resources | Ohio State University

Graduate Study, City and Regional Planning Program | Georgia Institute of Technology

BS, Social Studies | Miami University

## EXPERIENCE

President, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 1991-Present

President, Code Enforcement Services, Inc.  
Ann Arbor, MI, 1999-2008

Owner, Carlisle Associates, Inc.  
Ann Arbor, MI, 1988-1991

Independent Contractor, Richard K. Carlisle, PCP  
Ann Arbor, MI, 1985-1988

Vice President, Community Planning & Management, P.C.  
Ann Arbor, MI, 1982-1985

Associate, Ayres, Lewis, Norris & May, Inc.  
Ann Arbor, MI, 1977-1982

County Drain Commissioner, Washtenaw County  
Ann Arbor, MI, 1976-1977

Planner, Great Lakes Basin Commission  
Ann Arbor, MI, 1975-1976

Planner, Ohio Department of Natural Resources  
Columbus, OH, 1973-1974

## CREDENTIALS

Registered Professional Community Planner,  
State of Michigan | License No. 552

American Institute of Certified Planners |  
Member of the College of Fellows  
Membership No. 15344

## PROFESSIONAL ACTIVITIES

Michigan Municipal League,  
Municipal Official Trainer, 2007-present

Governor's Land Use Council,  
Resource Team Technical Advisor, 2003

Michigan Society of Planning,  
President, 2000-2001  
Board of Directors, 2000-2002

American Planning Association,  
Chapter President's Council, 2000-2001

## HONORS

Michigan Association of Planning, Presidents Award: 2011

Oakland County Heritage Partner Award, 2003

Michigan Society of Planning Officials, Honor Award: 1981,  
1988, 1995, 1998, 2000, 2009

American Society of Landscape Architects, Michigan  
Chapter Merit Award, 1988

\*FULL CV AVAILABLE UPON REQUEST

[www.cwaplan.com](http://www.cwaplan.com)



**BENJAMIN R. CARLISLE, AICP, PRINCIPAL**, has twenty years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. With Carlisle/Wortman Associates, Mr. Carlisle serves as principal-in-charge to the Cities of Troy, Berkley, and Huntington Woods, and the Townships of Pittsfield, Superior, and Ypsilanti. Mr. Carlisle previously served as the Interim Planning Manager for the City of Ann Arbor.

Mr. Carlisle also serves as a planning and zoning trainer for the Michigan Municipal League, and is the former Region IV representative to the American Institute of Certified Planners Board of Commissioners.

**EDUCATION**

BA, Urban Planning and Geography | Miami University

MUPP, Urban and Regional Planning | University of Illinois - Chicago

**EXPERIENCE**

Principal, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2011 - Present

Senior Planner, Teska Associates, Inc.  
Evanston, IL, 2007 - 2011

Planner II, City of Highland Park  
Highland Park, IL, 2003 - 2007

Economic Development Consultant, City of Chicago  
Chicago, IL, 2001-2003



**PROFESSIONAL CERTIFICATIONS**

American Institute of Certified Planners |  
Reg. # 136134

LEED Accredited Professional Leadership in Energy  
& Environmental Design

Form Based Code Institute Certified

**PROFESSIONAL AFFILIATIONS**

AICP Board of Commissioners, Region IV  
(2016-2020)

American Planning Association

U.S. Council on Green Building

American Planning Association-IL Chapter  
Executive Board, Treasurer 2006-2011

Chaddick Institute Development Control Awards  
Winner, Highland Park Pedestrian Shopping  
Overlay District.



**CHRIS NORDSTROM, PLA, ASLA**, is a landscape architect with experience in both public and private sector projects. His experience includes park plans and designs, trail and linear park plans and designs, feasibility studies, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies. In addition to recreation planning, Chris has successfully prepared grant applications for trail and recreation projects in several southeast Michigan communities. Chris' abilities span the areas of graphic communications, public engagement, report writing, and Geographic Information Systems.



**EDUCATION**

MLA, Landscape Architecture | University of Michigan

BGS, Bachelor of General Studies | University of Michigan

**EXPERIENCE**

Landscape Architect, Carlisle/Wortman Associates, Inc.  
Ann Arbor, MI, 2015-Present

Landscape Designer, Johnson Hill Land Ethics Studio  
Ann Arbor, MI, 2014 - 2015

Landscape Designer, Tegn\_3  
Trondheim, Norway, 2010 – 2013

**PROFESSIONAL AFFILIATIONS**

American Society of Landscape Architects

Practicing Landscape Architect,  
License No. 3901001632

Michigan Chapter, ASLA

**HONORS**

Landscape Architecture Faculty Award

Michigan Garden Clubs Fellowship

Frank Caleb & Margaret Thompson Gates  
Student Endowment

Honor Society of Sigma Lambda Alpha



**MICHELLE MARIN** is a community planning intern and Master of Urban and Regional Planning student at the University of Michigan, graduating in spring 2023. Michelle received her Master of Education degree from the University of Nevada Las Vegas and her Bachelor of Science degree from the University of California Davis. She worked as a high school science teacher and environmental education specialist before transitioning to planning. Michelle currently works as a graduate student instructor in the American Cultures department at UM, often integrating urban planning principles into the course content. Her graduate work and research have focused on housing affordability and local economic development. Michelle is also a student member of the Michigan Association of Planning and was a recipient of their memorial scholarship in 2022.



## EDUCATION

Master of Urban and Regional Planning / Real Estate Development Certificate Candidate,  
University of Michigan

Master of Education in Curriculum and Instruction / Secondary Science, University of Nevada  
Las Vegas

Bachelor of Science in Environmental Science and Management, University of California Davis

## EXPERIENCE

Intern, Carlisle | Wortman Associates, Inc.  
Ann Arbor, MI, July 2022 - Present

Graduate Student Instructor, UM College of Literature, Science, and the Arts  
Ann Arbor, MI, January 2022 - Present

Office Assistant, UM Taubman College of Architecture and Urban Planning  
Ann Arbor, MI, October 2021 - Present

Environmental Outreach & Education Specialist, GreenWaste  
Palo Alto, CA, July 2019 - August 2021

Chemistry and AP Environmental Science Teacher  
Las Vegas, NV & San Jose, CA, 2015 - 2018

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# PROJECT APPROACH & VISION

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## TAILORED APPROACH TO IMPLEMENT BERKLEY'S VISION

The City of Berkley last comprehensively updated its Zoning Ordinance decades ago. Since that time, the Zoning Ordinance has been amended numerous times and several Master Plan updates have been adopted. With the adoption of the revised Master Plan in 2021, the Planning Commission and City Council recognize the importance of updating the Zoning Ordinance.

We do not believe in a one-size-fits-all methodology for any project. Rather, we approach each project with a solution-oriented methodology, by utilizing our extensive experience in applying new and innovative zoning language. We will work closely with the Steering Committee, staff, the Planning Commission and City Council through the development of the ordinances. Regular interaction and communication via telephone, e-mail, and face-to-face meetings will help facilitate an updated zoning ordinance tailored to the City of Berkley. Our proposed process is designed to assess and then agree on needed changes in regulation, to present options for discussion and selection to officials with community input, and then to draft a user-friendly Zoning Ordinance that implements the City's 2021 Master Plan.

## ESSENTIAL ELEMENTS

Based on our experience in the City of Berkley and dozens of other municipalities, the following elements are essential for a rewritten Zoning Ordinance:

### Organization

The organization of a zoning ordinance is essential for implementation and ease of use. We will present organization best practices early on in the process, and work with City staff and officials to implement the organization approach that best fits the needs of the City.

### Graphics and Readability

Zoning ordinances should be easy to read for elected and appointed officials, as well as the general public. The rewritten Zoning Ordinance will include graphics and tables to convey information at a glance whenever possible.

### Definitions

Progressive and applicable definitions will be added. Extensive graphic representations will be included in this section.

### Code Enforcement

Experience gained from our Code Enforcement Services Division, as well as the City's Community Development staff, will be incorporated into the Zoning Ordinance. The updated Zoning Ordinance will be an easy and efficient tool for future code enforcement.

### Coordination with the Master Plan

The updated Master Plan provides goals, objectives, and policies needed to create detailed and unique zoning language. Changes to the Zoning Map are anticipated based upon the Future Land Use map in the Zoning Ordinance.

### Legal Defense

The rewritten Zoning Ordinance will meet or exceed Michigan Zoning Laws, as well as federal and state case law. We regularly provide expert witness testimony on land use litigation and will incorporate the latest and legally defensible zoning techniques into the updated Zoning Ordinance.

### Environmental Provisions

The City of Berkley prioritizes environmental sustainability. Environmental provisions will be incorporated into the rewritten Zoning Ordinance.



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# PROCESS & TIMELINE

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## FOUR TASKS IN TWO YEARS

The proposed process would last two years. The extended schedule is needed due to the number and complexity of options for revision of the articles and ordinances, particularly the commercial corridors.

### **Task 1: Ordinance Assessments (Months 1-3)**

#### **Technical Review**

CWA staff will perform a technical review of the Zoning Ordinance to determine what changes are needed to bring current zoning ordinance and other ordinances (such as the sign ordinance) into compliance with state and federal law, as well as case law, and to implement the recently adopted Master Plan.

Deliverable: Zoning Ordinance Technical Review Report

#### **Elected & Appointed Officials Joint Meeting**

Working with City staff, CWA will facilitate a joint meeting with City Council, Planning Commission, DDA, the Zoning Board of Appeals, and the Citizens Engagement Advisory Committee to review potential changes and gather input on expectations for the ordinance updates.

Deliverable: Summary memorandum on meeting

#### **Schedule and Deliverables for Outreach Materials**

CWA staff will work with the Community Development Director and Community Engagement Officer to develop a community outreach schedule with deliverables for the Zoning Ordinance Rewrite process. The deliverables would include materials for monthly newsletters, *the Berkley Buzz*, appearances or topics for *Inside Berkley*, City social media and website postings throughout the process. The schedule would then be reviewed by the Zoning Ordinance Update Steering Committee and the Citizens Engagement Advisory Committee.

Deliverable: Outreach Materials Schedule and Deliverables

#### **Zoning Ordinance Update Steering Committee Launch**

CWA will meet with the Zoning Ordinance Update Steering Committee to review the process, establish meeting norms, and decision-making protocols.

Deliverable: Meeting minutes with staff assistance

#### **Zoning Education Workshop**

CWA, with guidance from staff, will develop and facilitate a Zoning Education Workshop. The workshop, held in person and filmed for posting as an educational video, would give a Zoning Ordinance 101, an overview of the current Zoning Ordinance, the rewrite process schedule, and ways for the public to participate.

Deliverable: Summary memorandum on workshop.

### **Task 2 Schedule**

Working with staff, CWA will develop a schedule for the next year including monthly steering committee meetings, up to six (6) focused area workshops, other community interactions, and items from the Outreach Materials Schedule and Deliverables.

Deliverable: Task 2 Schedule



## **Task 2: Development of Draft Regulations (Months 4 – 15)**

### **Focused Area Workshops**

Working with staff, CWA would develop and facilitate up to four (4) focused area workshops. The workshops would be similar to the on-line workshops CWA facilitated during the Master Plan process, with a presentation followed by discussion. Topics could include form-based regulations on Twelve Mile, Coolidge, and Woodward; new zoning regulations for Greenfield and Eleven Mile; parking standards; sustainability measures; achievable housing designs for the low-density multiple-family zoning district; and site design regulations such as lighting, landscaping, screening, etc. The workshops will hybrid meetings, held in-person with an on-line opportunity to participate.

Deliverable: Presentations and summary reports for each workshop

### **Monthly Zoning Ordinance Update Steering Committee Meetings**

In monthly meetings with the Zoning Ordinance Update Steering Committee, sections of the Zoning Ordinance will be workshopped, drafted and provided for review by the Committee. CWA will provide packets for each meeting with background information, comments from community engagement, examples from other communities, and draft language.

Each meeting will follow the format below:

1. Check in: Question for Committee members to set the stage for the meeting and approval of the minutes (5 minutes).
2. Review of Previous Work: Review of drafts, based on previous meetings (30 minutes).
3. Topic: Deep dive into options, scenarios, best practices for the main subject of the meeting (1 hour).
4. Preview of Next Month: Overview of topic for the next month (10 minutes).
5. Check out: Next meeting date, next steps, direction from Committee (5 minutes).
6. Public comment

The final two meetings of the Steering Committee will be dedicated to finalizing the draft Zoning Ordinance and Zoning Map.

Deliverables: Meeting packets, draft sections, draft Zoning Ordinance and Zoning Map.

### **Mid-Year Check-in with Planning Commission and City Council**

In Month Nine (9) of the project, CWA will give a presentation on the Zoning Ordinance Rewrite with opportunities for questions at a regular meeting of the Planning Commission and of City Council.

Deliverable: Update memorandum on Zoning Ordinance Rewrite for Planning Commission and City Council.

## **Task 3: Full Draft for Review (Months 16-18)**

### **Planning Commission Review**

A full draft of the Zoning Ordinance and Zoning Map will be provided for review to the Planning Commission. The review of the full draft will occur over the course of two (2) meetings.

Deliverable: Memorandum on Major Changes for the Zoning Ordinance by section and for the Zoning Map by district.

### **City Council Review**

A full draft of the Zoning Ordinance and Zoning Map will be provided for review to the City Council for review at a single meeting or work session.

Deliverable: Memorandum on changes suggested by the Planning Commission.

### **Zoning Ordinance and Zoning Map Revision**

CWA will then revise the draft Zoning Ordinance and Zoning Map, based on input from the Planning Commission and City Council.

Deliverables: One revision of draft Zoning Ordinance and Zoning Map.

#### **Task 4: Adoption (Months 19-24)**

##### **On-Line Draft Zoning Ordinance and Zoning Map**

Working with staff, CWA will post the draft Zoning Ordinance on-line for public viewing and comment. In addition, CWA will create an interactive web-based draft Zoning Map, where individuals will be able to click on a parcel to see any proposed zoning changes for that individual property.

Deliverables: Database and map for interactive web-based Zoning Map. Web links to draft Zoning Ordinance and interactive web-based Zoning Map.

##### **Office Hours for Zoning Questions**

CWA staff time will dedicate up to eight (8) hours of staff time at City Hall for consultation with residents, property owners, and business owners to explain how proposed ordinance changes might affect their homes, property or business.

Deliverable: Summary memorandum on affirmations, concerns, and requests expressed by members of the public during office hours.

##### **Community Presentation**

CWA, with guidance from staff, will develop and facilitate a presentation of the draft Zoning Ordinance and Zoning Map. The session would conclude with an open question and answer session with the public.

Deliverable: Summary memorandum on public input shared at the Community Presentation.

##### **Planning Commission Public Hearing**

CWA, with support from staff, will give a presentation at the Planning Commission public hearing for the recommendation of the Zoning Ordinance and Zoning Map. The presentation will include any suggested changes based on input shared during office hours and the Community Presentation.

Deliverable: Presentation and summary memorandum on public input shared.

##### **Zoning Ordinance and Zoning Map Revision**

CWA will then revise the draft Zoning Ordinance and Zoning Map, based on the Planning Commission input.

Deliverables: One revision of draft Zoning Ordinance and Zoning Map.

##### **City Council Approval**

CWA, with support from staff, will attend up to two (2) City Council meetings where approval of the draft Zoning Ordinance and Zoning Map are on the agenda. If needed, CWA will revise the Zoning Ordinance and/or Zoning Map between readings.

Deliverables: Materials for City Council packets.

##### **Final Documents**

A print and digital copy of the approved Zoning Ordinance and Zoning Map will be provided to the City of Berkeley by CWA. Geographic Information System (GIS) files for the Zoning Map and the links and fonts for the InDesign Zoning Ordinance file will also be electronically transferred to the City of Berkeley.

Deliverables: A print and digital copy of the approved Zoning Ordinance and Zoning Map and GIS files.



# FIRM INFORMATION

## A PHILOSOPHY OF SERVICE AND COMMITMENT TO MICHIGAN

Since 1988, Carlisle/Wortman Associates Inc. has been providing public sector clients with professional planning services. Our highly experienced professionals are forward thinking and accomplished at finding sound and creative strategies to fit our clients' needs. Our core service is to act as an expert and extension of the City with the goal of building strong, attractive, and more livable communities. Our continuing success is a direct result of the philosophy to which we adhere: responsiveness, commitment, trust, and success.

We have been exclusively servicing Michigan for thirty years. **With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies.** We take pride in the fact that Carlisle/Wortman Associates does not represent private developers, as we believe this creates a conflict of interest. The firm currently serves 50 clients, the majority of which are centered on continuing planning services. Each client is personally represented by a principal of the firm.

Our clients, with assistance from CWA, have adopted over 50 complete zoning ordinances as well as several hundred zoning text amendments. Based on that experience, we have an understanding of issues and possible solutions for the zoning challenges facing the City of Berkley. In addition, our staff, including staff members tapped for this proposal, have taught zoning process and techniques for the Michigan Association of Planning, Michigan Municipal League, and the MSUE Citizen Planner program.

More importantly, we have extensive knowledge of the City of Berkley. Our firm were the consultants for both the recent Master Plan and Recreation Plan updates. We experienced the conversations that led to the vision and policies in those documents. We know the quality of community engagement expected by Berkley residents and officials. As the planning consultant for the City, we have experienced the flaws and few strengths of the City's current Zoning Ordinance. We would not need to be brought up to speed on the daily challenges inherent in the current regulations. Finally, we know how the City works on a day-to-day basis and have established relationships with staff, elected and appointed officials. When CWA provided interim management of the City's Community Development Department, our staff interacted with all departments in the City, problem solved zoning and code enforcement challenges, and established credibility with staff, elected and appointed officials.



### *Corporate Information:*

- a. CWA was founded in 1988.
- b. Office Location. Office work would be performed out of the Ann Arbor office.

#### Point of Contact

Megan A. Masson-Minock, AICP  
Principal-in-Charge

117 N. First Street, Suite 70  
Ann Arbor, Michigan 48104  
(734) 662-2200 phone  
(734) 662-1935 fax  
MMasson-Minock@cwaplan.com

- c. CWA Services include:
  - Continuing planning services
  - Zoning studies and ordinance preparation
  - Development Review
  - Master planning
  - Code enforcement
  - Building Department Services
  - Corridor studies
  - Community energy plans
  - Greenway and open space planning
  - Environmental/watershed planning
  - Park and recreation plans
  - Litigation assistance
  - Economic development plans and studies
  - Grant assistance



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# REFERENCES

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## RELEVANT EXPERIENCE WITH CLIENT COMMUNITIES:

Over the years, CWA has been a partner in planning with numerous Oakland, Washtenaw and Wayne County communities. The following people are some similar clients with whom we have worked with on Zoning Ordinance rewrites in southeast Michigan. We encourage you to call them to discuss our professional performance and skills.

### CITY OF TROY

Brent Savidant, Community Development Director  
500 W. Big Beaver Road  
Troy, MI 48084  
(248) 524-3364

### CITY OF DEXTER

Michelle Aniol, Community Development Manager  
8140 Main Street  
Dexter, MI 48130  
(734) 580-2233

### CHARTER TOWNSHIP OF YPSILANTI

Jason Iacoangeli, Planning Director  
7200 S. Huron River Drive  
Ypsilanti, MI 48197  
(734) 544-3667



# COST PROPOSAL

Based on the work program, we estimate a total cost of \$88,000. This includes all tasks noted in the work plan as well as meeting attendance as noted. This is a “not to exceed” cost, so assistance from City staff would lower the total cost.

	Total Hours	Total Costs
Task 1: Ordinance Assessments	110	\$ 12,320
Task 2: Development of Draft Regulations	506	\$ 52,800
Task 3: Full Draft for Review	58	\$ 5,970
Task 4: Adoption	182	\$ 16,910
Total \$88,000		

- MEETINGS: We plan for the meetings listed below. Additional meetings will be billed at hourly rates.
- One joint meeting of the City Council, Planning Commission, DDA, the Zoning Board of Appeals, and the Citizens Engagement Advisory Committee
  - 2 Community Meetings (Zoning Education Workshop and Community Presentation)
  - 13 Steering Committee meetings
  - 4 Focused Area Workshops
  - 4 Planning Commission meetings, including the public hearing
  - 4 City Council meetings

EXPENSES RATE: Supplies, Prints, Mailing cost + 20%

PRINTING: This proposal includes the cost of one (1) bound copy of the final zoning ordinance, but all draft copies will be directly billed to the City as an additional expense.

FINAL DELIVERABLES: A print and digital copy of the approved Zoning Ordinance and Zoning Map, links and fonts for the InDesign Zoning Ordinance file, and GIS files for the Zoning Map.



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# DISCLOSURES

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## CONFLICT OF INTEREST

To prevent a conflict of interest with any public client, Carlisle/Wortman Associates does not represent private entity. The Consultant Team does not perceive any conflict of interest in working with the City of Berkley and looks forward to continuing our existing relationship.

## INSURANCE

Carlisle/Wortman Associates, Inc. maintains General Liability, Automotive Liability, and Professional Liability insurance in the amount specified by the City's RFP. Workers Compensation Insurance and statutory coverage is also maintained. Evidence or proof of insurance shall be provided if requested by the community.

## FINANCIAL CAPABILITY

Carlisle/Wortman Associates, Inc. is a Michigan corporation established in May of 1991. Prior to May of 1991, Carlisle Associates was organized as a sole proprietorship. There exists no conflicting financial or professional interest in the community which would not allow us to perform services. A financial profile may be obtained through Dunn and Bradstreet.

We are a municipal consulting firm and, as a result, our business is financially stable. We invite you to consult our banking reference: Mary Hays, Bank of Ann Arbor, (734) 761-9828

## DISCLOSURE

All planners employed by Carlisle/Wortman Associates, Inc. follow and are bound by the Michigan Association of Planning and American Planning Association Code of Ethics that require full disclosure of any potential or real conflicts of interest.

## AN EQUAL OPPORTUNITY EMPLOYER

Carlisle/Wortman Associates, Inc. interviews interested applicants and maintains a file of resumes and applications for employment. Race, color, age, sex, sexual orientation, gender, creed, or national origin shall not be considered in evaluating any person for employment, merit increases, promotion, termination for cause, reduction in force, or any other such action affecting employees.

Our staff members are experienced in providing both comprehensive and innovative solutions to complex problems, regardless of the size of the community.

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# FORMS

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The following forms are attached:

- Conflict of Interest Disclosure Form
- Consultant/Vendor References
- Hold Harmless and Indemnity Form
- Iran Business Relationship Affidavit (Pursuant to P.A. 517 of 2012)
- Non-Collusive Affidavit
- Non-Discrimination Affidavit
- Authorized Representative Form
- Basis for Award



## CITY OF BERKLEY BID OPPORTUNITY CONFLICT OF INTEREST DISCLOSURE FORM

**BID OPPORTUNITY:** Comprehensive Zoning Ordinance Rewrite

<b>Name:</b>	Benjamin Carlisle	<b>Company:</b>	Carlisle Wortman Associates, Inc.
<b>Title:</b>	President	<b>Address:</b>	117 N. First Street, Suite 70, Ann Arbor, MI 48104

Please describe any relationships, transactions, positions you hold (as owner, director or volunteer of a for-profit or nonprofit organization) or other circumstances you believe could contribute to an actual or perceived conflict of interest between the City of Berkley and your personal interest. (Use additional paper if necessary.)

<input type="checkbox"/>	I have the following conflict of interest to report.

<input type="checkbox"/>	I have the following potential conflict of interest to report.

<input checked="" type="checkbox"/>	I have no circumstances that I believe could contribute to an actual or perceived conflict of interest.
-------------------------------------	---

Signature

1.19.23  
Date



<b>BID OPPORTUNITY:</b>	Comprehensive Rewrite of the City's Zoning Ordinance
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**REFERENCE 1:**

<b>COMPANY NAME</b>	City of Dexter
<b>ADDRESS</b>	8140 Main Street, Dexter, MI 48130
<b>TELEPHONE</b>	(734) 580-2233
<b>CONTACT PERSON</b>	Michelle Aniol, Community Development Manager
<b>CONTRACT DATES</b>	2002 - Present
<b>DESCRIPTION OF WORK</b>	CWA has been the planning consultant for the City of Dexter since 2002. Starting in 2020, CWA worked with a Steering Committee to draft form-based districts and update development regulations (signs, landscaping, environmental provisions, parking, loading, etc.) in the City's Zoning Ordinance and to update the Subdivisions Ordinance. Both ordinances were recommended to the City Council by the Planning Commission on October 3, 2022. Approval of the ordinances by City Council is anticipated in the first quarter of 2023.

**REFERENCE 2:**

<b>COMPANY NAME</b>	City of Troy
<b>ADDRESS</b>	500 West Big Beaver Rd., Troy, MI 48064
<b>TELEPHONE</b>	(248) 524-3364
<b>CONTACT PERSON</b>	Brent Savidant, Community Development Director
<b>CONTRACT DATES</b>	2001 - Present
<b>DESCRIPTION OF WORK</b>	CWA has been the planning consultant for the City of Troy since 2001. CWA assisted with the City's Zoning Ordinance comprehensive update in 2011, when form-based districts were added. Subsequently, CWA has assisted with multiple zoning ordinance amendments and a revision of the Zoning Ordinance in 2021.

**REFERENCE 3:**

<b>COMPANY NAME</b>	Charter Township of Ypsilanti
<b>ADDRESS</b>	7200 S Huron River Dr., Ypsilanti, MI 48197
<b>TELEPHONE</b>	(734) 544-3667
<b>CONTACT PERSON</b>	Jason Iscoangeli, Planning Director
<b>CONTRACT DATES</b>	2016 - Present
<b>DESCRIPTION OF WORK</b>	CWA has been the planning consultant for the Charter Township of Ypsilanti since 2016. As part of a contract that included a complete update to the Township's Master Plan, CWA helped with a comprehensive rewrite of the Township's Zoning Ordinance, which included the addition of form-based districts and a reorganization of the Ordinance. The Zoning Ordinance process began in 2019, was interrupted by the pandemic in 2020, and adopted in 2022.



**CITY OF BERKLEY BID OPPORTUNITY  
 HOLD HARMLESS & INDEMNITY FORM**

<b>BID OPPORTUNITY:</b>	Comprehensive Rewrite of the City's Zoning Ordinance
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**PURPOSE:**

To the fullest extent permitted by law, the CONTRACTOR expressly agrees to indemnify and hold harmless the City of Berkley (City), its elected and appointed officials, its employees and volunteers and others working on behalf of the City, from and against all loss, cost, expense, damage, liability or claims (whether groundless or not) arising out of bodily injury, sickness or disease (including death resulting at anytime there from) which may be sustained or claimed by any person or persons.

This includes damage or destruction of any property (including loss of use) based on any act or omission (negligent or otherwise) of the CONTRACTOR or anyone acting on its behalf in connection with or incident to this agreement.

The CONTRACTOR shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder. In the event of any suit, action or proceeding, the CONTRACTOR shall pay:

- Any and all judgments which may be recovered.
- Any and all expenses including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred.

The CONTRACTOR shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence.

*\* Subject to professional liability insurance  
 carrier approval. RKC*

**PLEASE PRINT:**

Carlisle Wortman Associates Inc  
 Contractor Name  
 117 N First St #70  
 Contractor Street Address  
 Ann Arbor, MI 48104  
 City, State, Zip Code  
 734-662-2200  
 Telephone

*RKC Carl*  
 Authorized Representative  
*Richard K Carlisle*  
 Signature  
 1.19.23  
 Date  
*Somya Sherzli*  
 Witness



**CITY OF BERKLEY BID OPPORTUNITY**  
**IRAN BUSINESS RELATIONSHIP AFFIDAVIT**

**BID OPPORTUNITY:** Comprehensive Rewrite of the City's Zoning Ordinance

**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN  
 COUNTY OF OAKLAND

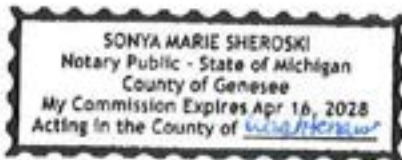
Richard K Carlisle, BEING DULY SWORN  
 deposes and says that:

1. Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, the respondent certifies, under civil penalty for false certification, that it is not an "Iran linked business," as that term is defined in the Act.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this  
19 day of January, 2023  
 a notary public in and for said County,

Sonya Marie Sheroski  
 Notary Public

My Commission expires: April 16, 2028



Richard K Carlisle

Authorized Signature

Richard K Carlisle

Printed Name of Signatory

Carlisle Wortman Associates Inc.

Company Name

117 N First St #70

Address

Ann Arbor, MI 48104

City, State, Zip Code

734-662-2200

Area Code & Phone Number



**CITY OF BERKLEY BID OPPORTUNITY**  
**NON-COLLUSIVE AFFIDAVIT**

<b>BID OPPORTUNITY:</b>	Comprehensive Rewrite of the City's Zoning Ordinance
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**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN  
 COUNTY OF OAKLAND

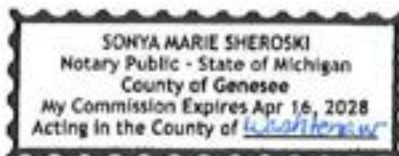
Richard K Carlisle, BEING DULY SWORN  
 deposes and says that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vender of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this  
19 day of January, 2023  
 a notary public in and for said County,

Sonya Marie Sherowski  
 Notary Public

My Commission expires: April 16, 2028



Richard K Carlisle

Authorized Signature

Richard K Carlisle

Printed Name of Signatory

Carlisle Wortman Associates Inc

Company Name

117 N First St #70

Address

Ann Arbor, MI 48104

City, State, Zip Code

734-662-2200

Area Code & Phone Number

**PLEASE NOTE: City of Berkley employees cannot notarize this document.**



**CITY OF BERKLEY BID OPPORTUNITY  
 NON-DISCRIMINATION AFFIDAVIT**

<b>BID OPPORTUNITY:</b>	Comprehensive Rewrite of the City's Zoning Ordinance
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**THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN**

STATE OF MICHIGAN  
 COUNTY OF OAKLAND

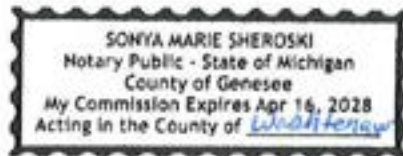
Richard K Carlisle, BEING DULY SWORN  
 deposes and says that:

1. In compliance with the City of Berkley Non-Discrimination Policy, the Contractor shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this  
19 day of January, 2023  
 a notary public in and for said County,

Sonya Marie Sheroski  
 Notary Public

My Commission expires: April 16, 2028



Richard K Carlisle

Authorized Signature

Richard K Carlisle

Printed Name of Signatory

Carlisle Wortman Associates Inc

Company Name

117 N First St #70

Address

Ann Arbor, MI 48104

City, State, Zip Code

734-662-2200

Area Code & Phone Number

**PLEASE NOTE: City of Berkley employees cannot notarize this document.**





**CITY OF BERKLEY MICHIGAN  
COMPREHENSIVE REWRITE OF THE CITY'S  
ZONING ORDINANCE**

***Authorized Representative***

The City is seeking a qualified consultant that is conscientious, has integrity, and can complete the work in a timely manner. Representatives of the selected firm must professionally conduct themselves while on City premises.

The Authorizing Representative shall be empowered to enter the bidding Consultant into binding professional service agreements and agrees that all information within the submitted bid documents is up-to-date and accurate to the best of their knowledge.

The City recognizes that authorizing representatives may delegate field supervision or account management to other employees. Please complete the Main Contact portion of performance and service offerings will be overseen by someone other than the Authorizing Representative.

A handwritten signature in blue ink, appearing to read "Ben Carlisle", is written over a horizontal line.

1.19.23

AUTHORIZED SIGNATURE

DATE

**AUTHORIZING REPRESENTATIVE:**

Representative Name:	Benjamin Carlisle
Representative Title:	President
Phone Number:	734-662-2200
Email Address:	bcarlisle@cwaplan.com
Company Name:	Carlisle/Wortman Associates Inc
Company Street Address:	117 N 1st St #70 Ann Arbor, MI 48104
Company Website:	www.cwaplan.com

**MAIN CONTACT: [If Different from Authorizing Representative]**

Contact Name:	Megan Masson-Minock
Contact Title:	Principal
Direct Phone Number:	734-662-2200
Direct Email Address:	mmasson-minock@cwaplan.com

**REFERENCES:**

Name and Contact:	Michelle Aniol, City of Dexter
Name and Contact:	Brent Savidant, City of Troy
Name and Contact:	Jason Iacoangeli, Charter Township of Ypsilanti



## CITY OF BERKLEY MICHIGAN COMPREHENSIVE REWRITE OF THE CITY'S ZONING ORDINANCE

### *Basis for Award*

The City is seeking a qualified consultant that is conscientious, has integrity, and can complete the work in a timely manner. Representatives and employees of the selected firm must professionally conduct themselves while on City premises.

This contract will be with the understanding that this price will not be exceeded unless the scope of the project significantly changes and both parties agree.

#### COMPANY EXPERIENCE:

Number of Years in Business:	35
Number of Years of Community Development Experience:	35
Number of Years of Zoning Ordinance Rewrite Experience:	35

#### PROMPTS:

Please include in your bid response to the following prompts:

- What is your company's approach and vision for this specific project?
- What is your implementation process and timeline?
- Please provide any additional information that would help us understand why our company and approach are the best options for us.

#### PRICING (FIXED):

Year One / Initial Setup:	\$ 51,920
Ongoing Costs and/or Subscriptions:	\$ 36,080
Potential Add-On options (if applicable):	\$



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TIN CAN AUCTION  
FRI APR 26  
EAST GYM 5-10PM

WHEATLEY  
Shop



Carlisle | Wortman  
ASSOCIATES, INC.

**AN ORDINANCE**

**of the City Council of the City of Berkley, Michigan to Amend Section 2-39 of Article II, Officers and Employees, of Chapter 2 - Administration, to Modify Provisions Relating to Insurance and Indemnification of City Officials, Employees, and Board and Commission Members.**

**THE CITY OF BERKLEY ORDAINS:**

**SECTION 1:** Section 2-39 of Article II of Chapter 2 of the City of Berkley Code of Ordinances shall be amended, as follows:

Sec. 2-39. Insurance and indemnification of city officials and employees.

- (a) Each elected and appointed official and employee of the city, and members of all boards, commissions, committees, authorities, or other similar public bodies for and established by the City, now or hereafter serving as such, shall be indemnified by the city against any and all claims and liabilities to which they become subject by reason of serving or having served as such official employee, or member, or by reason of any action alleged to have been taken, omitted or neglected by them as such official, employee, or member which occurred in the course of their employment or service and within the scope of their authority; and the city shall provide legal representation for or reimburse each such person for all legal expenses reasonably incurred by them in connection with any such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with any claim or liability arising out of their own willful misconduct or gross negligence.
- (b) The amount paid to any official, employee, or member by way of indemnification shall not exceed their actual, reasonable and necessary expenses incurred in connection with the matter involved, and such additional amount as may be fixed by the council, and any determination so made shall be prima facie evidence of the reasonableness of the amount fixed or binding on the indemnified official, employee, or member.
- (c) The right of indemnification hereinabove provided for shall not be exclusive of any rights to which any official, employee, or member may otherwise be entitled by law.

**SECTION 2:** Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

**SECTION 3:** Penalty

All violations of this ordinance shall be municipal civil infractions and upon a determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

**SECTION 4:** Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

**SECTION 5:** Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on February 6, 2023.

---

Bridget Dean  
Mayor

Attest:

---

Victoria Mitchell  
City Clerk

**AN**  
**ORDINANCE**  
**of the City Council of the City of Berkley, Michigan to Amend Section 94-9, Portable signs, in Chapter 94, Signs, and Section 138-108 – Promotional events, in Chapter 138, Zoning of the City of Berkley Code of Ordinances to remove the requirement for annual permits for portable signs and clarify portable sign regulations in relation to temporary events.**

**THE CITY OF  
 BERKLEY ORDAINS:**

**SECTION 1:** Section 94-9 of Chapter 94 of the Berkley City Code is amended, as follows:

**Sec. 94-9. Portable signs.**

~~An annual permit is required for portable signs that will be displayed more than four weeks annually. For signs to be displayed less than four weeks per year, see Chapter 138 Zoning, Article III General Provisions, Division 3 Temporary Use Permits. The sign shall be approved by the city to ensure that it maintains the standards as set forth in section 94 1.~~ Portable signs must meet the standards set forth below:

Districts Permitted	Maximum Sign Area	Number Permitted per Business	Maximum Height	Placement	Other Regulations
Twelve Mile, Eleven Mile, Coolidge, Local Business, Downtown, Industrial	6 square feet per sign face	1	3.5 feet	The sign shall be placed in a manner so it maintains five feet of pedestrian passage, does not cause a sight obstruction and does not hinder ingress or egress from buildings or parked cars. Signs shall be stored indoors when business is closed.	Signs may include the name of the business, the word "Open," hours of operation and one other line of text. Graphics including a business's logo shall be permitted but individual product logos shall be prohibited. No sign shall be connected to any power source. No sign shall be chained or otherwise secured to a building, bench or pole.

**SECTION 2:** Section 138-108 of Chapter 94 of the Berkley City Code shall be amended, as follows:

Red, strikethrough text is proposed to be deleted: ~~example~~  
 Blue underlined text is proposed to be inserted: example

**Sec. 138-108. Promotional events.**

Promotional events shall include the sale of promotion of merchandise or services in a location or manner that is otherwise prohibited by the city Code. Promotional events shall include, but not be limited to, sidewalk sales, outside displays or normally prohibited signage, such as banners, or balloons ~~or portable signs~~.

A promotional event permit shall be valid for no more than weeks from its date of issuance.

The business owner shall be required to apply for a promotional event permit. A current business license and site maintenance agreement shall be on file at the city prior to approval of a promotional event permit. Upon receipt of a complete application, an applicant shall be notified of a city's disposition.

**SECTION 3: Severability Clause**

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

**SECTION 4: Penalty**

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

**SECTION 5: Effective Date**

This Ordinance shall become effective 30 days following the date of adoption.

**SECTION 6: Publication**

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on February 6, 2023 .

Adopted on the Second Reading at the Regular City Council Meeting on \_\_\_\_\_ .

\_\_\_\_\_  
Bridget Dean, Mayor

Attest:

\_\_\_\_\_  
Victoria Mitchell, City Clerk

Red, strikethrough text is proposed to be deleted: ~~example~~  
Blue underlined text is proposed to be inserted: example



# CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

## MEMORANDUM

**To:** City Council

**From:** Kristen Kapelanski, Community Development Director

**Subject:** Proposed Amendments to Section 94-9 of the City Code: First Reading

**Date:** January 31, 2022

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Proposed are amendments to Section 94-9 of the Sign Ordinance of the City Code regulating portable signs. Prior to the COVID 19 pandemic, portable signs (such as sandwich board signs) were permitted subject to a number of standards provided an applicant applied for and received an annual permit. As part of the City's efforts to boost businesses during the pandemic, the need for a permit was suspended but the regulations remained in place. Over the past few years, the Community Development Department has found the regulations (which are proposed to remain) for portable signs can easily be enforced through code enforcement actions and a permit is an unnecessary additional step. The text of the amendment maintains all previous standards for the portable sign itself but removes the provisions requiring an annual permit.

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**AN**  
**ORDINANCE**

**of the City Council of the City of Berkley, Michigan to Amend Sec. 138-32, Section 138-387, Sec. 138-394, Sec. 138-419, Sec. 138-427, Sec. 138-457, Sec. 138-487, and Sec. 138-529 of Chapter 138 – Zoning in order to regulate vape shops.**

**THE CITY OF BERKLEY**  
**ORDAINS:**

**SECTION 1:** Section 138-32 of Chapter 138 of the Berkley City Code is amended, as follows:

*Tobacco and vape shop. ~~Any establishment having more than 30 percent of shelf space devoted to selling of tobacco, cigarette, cigars, or smoking paraphernalia.~~ Any establishment dedicated to the retail sale of tobacco, tobacco products, alternative nicotine products, nicotine products, vapor products, vapor devices or tobacco paraphernalia as its primary source of income, with the prohibition of onsite smoking and/or lounge. Any grocery store or similar retail use that sells cigars, cigarettes, vapor products or tobacco as an ancillary sale is not included in this definition. The following definitions are provided:*

- (1) *Alternative nicotine product:* A noncombustible product containing nicotine that is intended for human consumption whether chewed, absorbed, dissolved, inhaled or ingested by any other means.
- (2) *E-liquid:* A liquid that is converted into an aerosol by an e-cigarette or vapor device. It is typically a mixture of water, food grade flavoring, a range of nicotine levels, cannabis, propylene glycol (PG) or vegetable glycerin (VG)
- (3) *Nicotine product:* A product that does not contain tobacco, but delivers nicotine, including vapor products, and other nicotine delivery methods and devices.
- (4) *Tobacco paraphernalia:* Any equipment, device, or instrument that is primarily designed or manufactured for the smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body of tobacco, tobacco products, or other controlled substances as defined in Section 2 of the Tobacco Products Tax Act, 1993 PA 327, MCL 205.422. Items or devices classified as tobacco paraphernalia include, but are not limited to, the following: pipes, punctured metal bowls, bong, water bong, electric pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookahs, and devices for holding burning material. Lighters and matches are excluded from the definition of tobacco paraphernalia.
- (5) *Tobacco product:* A product that contains tobacco and is intended for human consumption including, but not limited to, cigarettes, cigars, non-cigarette smoking tobacco, chewing tobacco, tobacco snuff or smokeless tobacco as those terms are defined in Section 2 of the Tobacco Products Tax Act, 1993 PA 327, MCL 205.422.
- (6) *Vapor device:* A device that employs a heating element, power source, electronic circuit, or other electric, chemical, or mechanical means regardless of shape or size that can be used to

produce vapor from substances, including nicotine, cannabidiol and synthetic cannabinoids, in a solution or other form. Vapor devices include, but are not limited to a disposable electronic cigarette (E cigarette), an e-cigarette with a prefilled or refillable cartridge, a modifiable device allowing the user to customize the substances uses (mod), a prefilled or refillable pod cartridge with a modifiable system (pod-mod), an electronic pipe, an electronic hookah, a vaporizer, or similar product or device

- (7) Vapor product: A noncombustible product containing nicotine, cannabidiol and synthetic cannabinoids, in a solution or other form. Vapor products include, but are not limited to e-liquid, nicotine salt, a prefilled or refillable vapor cartridge, sub-ohm tanks, or other container of nicotine in a solution or other form that is intended to be used with or in a vapor device.
- (8) Vaporizer. An inhalation device used to release the active substances of organic or inorganic materials in the form of an aerosol through the application of non-combusting heat.

**SECTION 2:** Section 138-387 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-387. – Principal Uses permitted.**

Principal uses permitted in the LB district are as follows:

- (1) Any generally recognized retail business whose principal activity is the sale of commodities on the premises, in a completely enclosed building including, but not limited to, the sale of groceries, meats, dairy products, baked goods and other food items dispensed for consumption off the site, drugs, pharmaceutical, apothecary items, flowers, dry goods, furnishings, jewelry, clothing millinery, shoes, books and periodicals, stationery and office supplies and hardware.
- (2) Specialty shops such as, but not limited to, antique shops, craft shops and shops for the sale of gifts and notions.
- (3) Personal service establishments which perform services on the premises directly for the consumer such as, but not limited to, repair shops (shoes, watches, jewelry, radios, televisions, small appliances, vacuum and sewing machines, etc.), beauty salons, hair salons, barber shops, manicuring studios, tanning salons, massage facilities, spa service facilities, self-service laundries, reproduction/copy centers, printing, mailing/shipping centers, while prohibiting service facilities of package shipping providers, but which may require a retail adjunct.
- (4) Any service establishments including a showroom or workshop of an electrician, decorator, caterer, baker, painter, upholsterer, tailor, seamstress/dressmaker, photography studios and similar service establishments that require a retail adjunct.
- (5) Dry cleaning establishments of a retail nature. Strictly wholesale dry cleaning establishments must be prohibited.
- (6) Business establishments which perform services on the premises such as, but not limited to, banks, credit unions, savings and loan associations, loan companies, insurance offices, travel services, and real estate offices. Bank, savings and loan associations and credit

unions may include drive-up facilities only as an accessory use subject to the required provisions for stacking or waiting space, apart from required off street parking areas, at the rate of 4 car spaces for each service window or pedestal, in addition to providing a full car length space at the window or pedestal.

- (7) Offices for any of the following occupations: executive, administrative, manufacturer representatives, building/construction company or contract sales headquarters, professional, accounting, writing, clerical, stenographic, drafting and real estate sales, subject to the limitations contained in section 138-390.
- (8) Professional offices for medical (doctors, osteopaths, chiropractors, psychologists, and psychiatrists) dental and optical, including clinics (outpatient service only); and other similar or allied professions subject to the limitations contained in section 138-390.
- (9) Professional offices for lawyers, architects, landscape architects, urban planners, engineers and other similar or allied professions, subject to the limitations contained in section 138-390.
- (10) Theaters, assembly halls, concert halls or similar places of assembly when conducted completely within enclosed buildings.
- (11) Places of worship.
- (12) Commercial recreational uses such as bowling alleys, billiard halls, indoor archery ranges, indoor skating rinks, indoor tennis courts, athletic or health clubs, schools of dance, schools of martial arts, or similar forms of indoor commercial recreation.
- (13) Restaurants, bars, lounges or other places serving food or beverage within enclosed buildings, not including drive-in, drive-through or outdoor service-eating establishments.
- (14) Single-family, two-family and multiple-family dwellings when located on the second floor or above a first floor permitted or special use. Single-family detached dwellings and first floor dwelling units are prohibited.
- (15) Accessory structures and uses customarily incidental to the above permitted uses.
- (16) Marihuana retailers and medical marihuana provisioning centers.
- (17) [Tobacco and vape shops.](#)

**SECTION 3:** Section 138-394 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-394. – Principal uses permitted.**

Principal uses permitted in the Greenfield district are as follows:

- (1) Single family homes, townhouses, and apartments.
- (2) Professional offices for medical (doctors, osteopaths, chiropractors, psychologists, and psychiatrists) dental and optical, and other similar or allied professions.

- (3) Offices for any of the following occupations: executive, administrative, manufacturer representatives, building/construction company or contract sales headquarters, professional, accounting, insurance, travel services, drafting and real estate sales.
- (4) Professional offices for lawyers, architects, landscape architects, urban planners, engineers and other similar or allied professions.
- (5) Places of worship.
- (6) Assembly halls.
- (7) Senior housing facilities, including assisted living and nursing homes.
- (8) Day care centers.
- (9) Dwellings when located above a business or office use.
- (10) [Tobacco and vape shops.](#)

**SECTION 4:** Section 138-419 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-419. Prohibited uses.**

The following uses shall be prohibited within the downtown district:

- (1) Gas stations.
- (2) Auto repair shops.
- (3) Drive through uses.
- (4) Tattoo, body piercing studios.
- (5) Tobacco [and vape](#) shops.
- (6) Stores selling live animals.
- (7) Parking lots, as a principal use.
- (8) First floor residences.

**SECTION 5:** Section 138-427 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-427. Principal uses permitted.**

Principal uses permitted in the Gateway district are as follows:

- (1) Any generally recognized retail business whose principal activity is the sale of commodities on the premises, in a completely enclosed building including, but not limited to, the sale of groceries, meats, dairy products, baked goods and other food items dispensed for consumption off the site, drugs, pharmaceutical, apothecary items, flowers, dry goods, furnishings, jewelry, clothing millinery, shoes, books and periodicals, stationery and office supplies and hardware.

- (2) Specialty shops such as, but not limited to, antique shops, craft shops and shops for the sale of gifts and notions.
- (3) Personal service establishments which perform services on the premises directly for the consumer such as, but not limited to, repair shops (shoes, watches, jewelry, radios, televisions, small appliances, vacuum and sewing machines, etc.), beauty salons, hair salons, barber shops, manicuring studios, tanning salons, massage facilities, spa service facilities, self-service laundries, reproduction/copy centers, printing, mailing/shipping centers, while prohibiting service facilities of package shipping providers, but which may require a retail adjunct.
- (4) Any service establishments including a showroom or workshop of an electrician, decorator, caterer, baker, painter, upholsterer, tailor, seamstress/dressmaker, photography studios and similar service establishments that require a retail adjunct.
- (5) Dry cleaning establishments of a retail nature. Strictly wholesale dry cleaning establishments must be prohibited.
- (6) Business establishments which perform services on the premises such as, but not limited to, banks, credit unions, savings and loan associations, loan companies, insurance offices, travel services, and real estate offices. Bank, savings and loan associations and credit unions may include drive-up facilities only as an accessory use subject to the required provisions for stacking or waiting space, apart from required off street parking areas, at the rate of 4 car spaces for each service window or pedestal, in addition to providing a full car length space at the window or pedestal.
- (7) Offices for any of the following occupations: executive, administrative, manufacturer representatives, building/construction company or contract sales headquarters, professional, accounting, writing, clerical, stenographic, drafting and real estate sales, subject to the limitations contained in section 138-410.
- (8) Professional offices for medical (doctors, osteopaths, chiropractors, psychologists, and psychiatrists) dental and optical, including clinics (outpatient service only); and other similar or allied professions subject to the limitations contained in section 138-410.
- (9) Professional offices for lawyers, architects, landscape architects, urban planners, engineers and other similar or allied professions, subject to the limitations contained in section 138-410.
- (10) Theaters, assembly halls, concert halls or similar places of assembly when conducted completely within enclosed buildings.
- (11) Places of worship.
- (12) Commercial recreational uses such as bowling alleys, billiard halls, indoor archery ranges, indoor skating rinks, indoor tennis courts, athletic or health clubs, schools of dance, schools of martial arts, or similar forms of indoor commercial recreation.
- (13) Restaurants, bars, lounges or other places serving food or beverage within enclosed buildings, not including drive-in, drive-through or outdoor service-eating establishments.
- (14) Single-family, two-family and multiple-family dwellings when located on the second floor or above a first floor permitted or special use. Single-family detached dwellings and first floor dwelling units are prohibited.
- (15) Accessory structures and uses customarily incidental to the above permitted uses.

- (16) Marihuana retailers and medical marihuana provisioning centers.
- (17) [Tobacco and vape shops.](#)

**SECTION 6:** Section 138-457 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-457. Principal uses permitted.**

Principal uses permitted in the twelve mile district are as follows:

- (1) Any generally recognized retail business whose principal activity is the sale of commodities on the premises, in a completely enclosed building including, but not limited to, the sale of groceries, meats, dairy products, baked goods and other food items dispensed for consumption off the site, pharmaceuticals, apothecary items, flowers, dry goods, furnishings, jewelry, clothing, shoes, books and periodicals, stationery and office supplies and hardware.
- (2) Specialty shops such as, but not limited to, antique shops, craft shops and shops for the sale of gifts and notions.
- (3) Personal service establishments which perform services on the premises directly for the consumer such as, but not limited to, repair shops (shoes, watches, jewelry, small appliances, etc.), hair salons, barber shops, manicuring studios, spa service facilities, self-service laundries, reproduction/copy centers, printing, mailing/shipping centers, while prohibiting service facilities of package shipping providers, but which may require a retail adjunct.
- (4) Any service establishments including a showroom or workshop of an electrician, decorator, caterer, baker, painter, upholsterer, tailor, photography studios and similar service establishments that require a retail adjunct.
- (5) Dry cleaning establishments of a retail nature. Strictly wholesale dry cleaning establishments shall be prohibited.
- (6) Offices for any of the following occupations: executive, administrative, manufacturer representatives, building/construction company or contract sales headquarters, professional, accounting, writing, clerical, stenographic, drafting and real estate sales.
- (7) Professional offices for medical (doctors, osteopaths, chiropractors, psychologists, and psychiatrists) dental and optical, including clinics (outpatient service only); and other similar or allied professions.
- (8) Professional offices for lawyers, architects, landscape architects, urban planners, engineers and other similar or allied professions.
- (9) Theaters, assembly halls, concert halls or similar places of assembly when conducted completely within enclosed buildings.
- (10) Places of worship.
- (11) Commercial recreational uses such as bowling alleys, billiard halls, indoor archery ranges, indoor skating rinks, indoor tennis courts, athletic or health clubs, schools of dance, schools of martial arts, or similar forms of indoor commercial recreation.

- (12) Restaurants, bars, lounges or other places serving food or beverage within enclosed buildings, not including drive-in, drive-through or outdoor service eating establishments.
- (13) Apartments or townhouses,
- (14) Dwellings above a business use.
- (15) Accessory structures and uses customarily incidental to the above permitted uses.
- (16) Marihuana retailers and medical marihuana provisioning centers.
- (17) [Tobacco and vape shops.](#)

**SECTION 7:** Section 138-487 of Chapter 138 of the Berkley City Code is amended, as follows:

**Sec. 138-487. Principal uses permitted.**

Principal uses permitted in the eleven mile district are as follows:

- (1) Warehousing and wholesale establishments, and storage (other than accessory to a permitted retail use).
- (2) Communications and information businesses.
- (3) The design, manufacture, and testing of such technology as electronics, robotics, medical devices and instruments.
- (4) Establishments involved in chemistry, biotechnology and nanotechnology.
- (5) The design, manufacture, and testing of alternative energy and power generation.
- (6) The compounding, processing, packaging or treatment of such products as: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, hardware and cutlery; tool, die, gauge and machine shops from the following previously prepared materials: canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, leather, paper, plastics, precious or semiprecious metals or stones, shell, textiles, tobacco, wax, wire, wood and yarns.
- (7) Welding or metal fabrication.
- (8) The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas.
- (9) Manufacture of musical instruments, toys, novelties and metal or rubber stamps, or other small molded rubber products.
- (10) Manufacture or assembly of electrical appliances, electronic instruments and devices, radios and phonographs (excluding large stampings).
- (11) Laboratories, experimental, film or testing.
- (12) Manufacture and repair of electric or neon signs, light sheet metal products, including heating and ventilating equipment, cornices, eaves and the like.
- (13) Building material sales.

- (14) Warehouse, storage and transfer and electric and gas service buildings and yards, heating and electric power generating plants and all necessary uses, coal, coke and fuel yards, water supply and sewage disposal plants, water and gas tanks and holders.
- (15) Automobile service or repair establishments.
- (16) Carwashes.
- (17) Artist studios or florists, where retail sales are accessory to the primary use.
- (18) Reserved.
- (19) Professional offices for lawyers, architects, landscape architects, urban planners, engineers or other similar or allied professions.
- (20) Accessory uses.
- (21) Other uses of a similar and no more objectionable character.
- (22) Marihuana retailers and medical marihuana provisioning centers.
- (23) [Tobacco and vape shops.](#)

**SECTION 8:** Section 138-529 is added to Division 6 of Chapter 138 of the Berkley City Code, as follows:

**Sec. 138-529. - Tobacco and vape shop regulations.**

The City of Berkley finds it necessary to regulate tobacco and vape shops as a matter to preserve the public health, safety and welfare of the community. The City has enacted these regulations in order to limit the concentration of tobacco and vape shops resulting in undesirable impacts to the community. Among these impacts are increased potential for tobacco sales to minors, greater opportunity for the sale of illegal drug paraphernalia that is marketed as tobacco paraphernalia, and heightened risk of negative aesthetic impacts, blight, and loss of property values of residential neighborhoods and businesses in close proximity to such uses. These regulations are consistent with zoning and planning practices to address such negative impacts of tobacco and vape shops while providing a reasonable number of locations and zonings for such uses to locate within the City of Berkley.

All tobacco and vape shops must comply with the following regulations:

- (a) The property where a tobacco and vape shop will be located must not be within 1,000 feet of another tobacco and vape shop within the boundaries of the City of Berkley.

Introduced on the First Reading at the Regular City Council Meeting on February 6, 2023.

Adopted on the Second Reading at the Regular City Council Meeting on \_\_\_\_\_ .

\_\_\_\_\_  
Bridget Dean, Mayor



Attest:

---

Victoria Mitchell, City Clerk

DRAFT



**CITY OF BERKLEY**  
**COMMUNITY DEVELOPMENT**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

**MEMORANDUM**

**To:** City Council

**From:** Kristen Kapelanski, Community Development Director

**Subject:** Proposed Amendments to Various Sections of the Zoning Ordinance to Regulate Tobacco and Vape Shops

**Date:** January 31, 2023

---

Proposed are amendments to the Zoning Ordinance to provide regulations for the location of vape shops and update regulations for tobacco shops in an effort to limit the concentration of these shops, including limiting the proximity of tobacco and vape shops near schools.

The Planning Commission has been working on this text in earnest in conjunction with the City's planning consultant, Carlisle Wortman, off and on for the last six months.

The ordinance makes a number of updates including:

- an updated definition to include vape shops and better define tobacco shops and related products;
- clarification in the permitted uses of various districts to limit tobacco and vape shops in areas near schools and to allow tobacco and vape shops in areas where retail uses are permitted; and
- limiting the number of tobacco and vape shops permitted City-wide by including a provision that new tobacco and vape shops cannot be located within 1,000 feet of another tobacco and vape shop.

The Planning Commission held the required public hearing and has recommended approval.

Council is asked to approve the first reading of the ordinance amendments.

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**THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, January 24, 2023 AT BERKLEY CITY HALL BY CHAIR LISA KEMPNER.**

*The minutes from this meeting are in summary form capturing the actions taken on each agenda item. To view the meeting discussions in their entirety, this meeting is broadcasted on the city's government access channel, WBRK, every day at 9AM and 9PM. The video can also be seen, on-demand, on the city's YouTube channel: <https://www.youtube.com/user/cityofberkley>*

**PRESENT:** Michael Woods Greg Patterson  
Shiloh Dahlin Joe Bartus  
Lisa Kempner Matteo Passalacqua

**ABSENT:** Lisa Hamameh

**ALSO, PRESENT:** Kristen Kapelanski, Community Development Director  
Megan Masson-Minock, Carlisle Wortman & Associates

Motion by Commissioner Woods to excuse the absence of Commissioners Hamameh. Motion supported by Commissioner Patterson.

Voice Vote to approve the absences of Commissioner Hamameh.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**APPROVAL OF AGENDA**

Motion by Commissioner Patterson to approve the agenda and supported by Commissioner Dahlin.

Voice vote to approve the agenda

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**APPROVAL OF THE MINUTES**

Motion by Commissioner Woods to approve the minutes of regular Planning Commission meeting on December 20, 2023 and supported by Commissioner Patterson.

Voice vote to approve the meeting minutes of December 20, 2023.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**COMMUNICATIONS**

NONE  
\*\*\*\*\*

**CITIZEN COMMENTS**

NONE  
\*\*\*\*\*

**OLD BUSINESS**

1. **PUBLIC HEARING:** An ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-32, Section 138-387, Section 138-394, Section 138-419, Section 138-427, Section 138-457, Section 138-487 and Section 138-529 of Chapter 138 – Zoning in order to regulate vape shops.

Community Development Director Kapelanski noted no changes have been made to the ordinance since the Planning Commission last discussed the amendment. The Commission was asked to hold the public hearing and make a recommendation to the City Council.

Chair Kempner opened the public hearing at 7:02 PM and closed the public hearing at 7:03 PM, there being no members of the public present and no comments received.

Motion by Commissioner Patterson to recommend approval to the City Council of an ordinance to amend Section 138-32, Section 138-387, Section 138-394, Section 138-419, Section 138-427, Section 138-457, Section 138-487 and Section 138-529 of Chapter 138 – Zoning in order to regulate vape shops.

Motion supported by Commissioner Woods.

Roll call vote to recommend approval of the proposed amendment.

AYES: 6

NAYS: 0

ABSENT: Hamameh

MOTION CARRIED

\*\*\*\*\*

2. **PUBLIC HEARING:** An ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-458 of Chapter 138 – Zoning in order to add nursery schools, day nurseries and child care centers to the Twelve Mile District as a special use.

Community Director Kapelanski noted the Planning Commission considered this as a discussion item at their previous meeting and agreed it should proceed to a public hearing as a special land use with the provisions suggested by staff. The ordinance is now presented as for a public hearing and recommendation to City Council.

Chair Kempner opened the public hearing at 7:08 PM and closed the public hearing at 7:08 PM, there being no members of the public present and no comments received.

Commissioner Passalacqua stated he did not think day cares were a good fit for the downtown considering walkability and the vibrancy wanted for downtown areas. He confirmed the Planning Commission would retain the ability to determine whether day cares were a good fit for each site proposed under the special land use provisions.

Motion by Commissioner Patterson to recommend approval to the City Council of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-458 of Chapter 138 – Zoning in order to add nursery schools, day nurseries and child care centers to the Twelve Mile District as a special use.

Motion supported by Commissioner Bartus.

Roll call vote to recommend approval of the proposed amendment.

AYES: 6

NAYS: 0

ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**3. Outdoor Seating:** Discussion of ordinance language to regulate outdoor seating.

Planning Consultant Masson-Minock described updates to the Commission’s continued outdoor seating discussion. Staff from Carlisle Wortman measured the sidewalks of each block in the DDA District and along Eleven Mile Road to determine if sidewalks were wide enough to accommodate outdoor seating, which generally needs five feet of seating space place passing space. Passing space can be reduced to three feet in limited areas and still meet the standards of the Americans with Disabilities Act. The Commission was asked if they would like to identify a specific minimum area width of a sidewalk for outdoor seating, if there should be exceptions for outdoor furniture and if corner parcels should be treated differently.

The Planning Commission discussed the questions posed and concluded the ordinance should proceed with the following changes/additions:

- No minimum sidewalk width should be required.
- A five-foot passing lane should be required.
- A three-foot passing lane exception should be permitted to account for obstructions at the discretion of staff as long as the layout meets Americans with Disabilities Act regulations.
- No exceptions or additional regulations should be required for corner parcels.

**NEW BUSINESS**

**1. Planning Commission Bylaws and Rules of Procedure**

Chair Kempner asked that the text be changed to allow for more or less than three minutes of public comment time per person at the discretion of the chair.

The Planning Commission asked City Council to consider removing the need to excuse absences for absent Commissioners. Community Director Kapelanski stated she would pass on that request.

Motion by Commissioner Woods to approve the updated Planning Commission Bylaws and Rules of Procedure with the inclusion of Chair Kempner’s suggestion.  
Motion supported by Commissioner Passalacqua.

Voice vote to approve the Planning Commission Bylaws and Rules of Procedure.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**LIAISON REPORT**

Commissioner Passalacqua noted the DDA is starting to work on their budget, had continued conversations regarding proposed improvements at Robina and had a planned evaluation from Main Street Oakland County.

Chair Kempner introduced the newest Council member, Commissioner Patterson. Council also approved adding a Headlee Rollback to the May election cycle.

\*\*\*\*\*

**COMMISSIONER COMMENTS**

Commissioner Patterson thanked the Planning Commission and said he looked forward to taking all he has learned to his role on City Council.

\*\*\*\*\*

**STAFF COMMENTS**

The Chamber of Commerce is looking for a Planning Commission liaison. The Parking Study open house will be held on January 31 at the high school from 5:30-7:30. In place of the February Planning Commission regular meeting, staff will be holding a joint work session of Planning Commission and City Council to discuss parklets.

\*\*\*\*\*

**ADJOURNMENT**

Motion to adjourn by Commissioner Patterson supported by Commissioner Dahlin.

Voice vote for adjournment

AYES: 6

NAYS: 0

ABSENT: Hamameh

**With no further business, the meeting was adjourned at 8:06 at p.m.**

DRAFT

**AN**  
**ORDINANCE**

**of the City Council of the City of Berkley, Michigan to Amend Sec. 138-458 of Chapter 138 – Zoning in order to add nursery schools, day nurseries and child care centers to the Twelve Mile District as a special use.**

**THE CITY OF BERKLEY**  
**ORDAINS:**

**SECTION 1:** Section 138-458 of Chapter 138 of the Berkley City Code is amended, as follows:

The following special uses shall be permitted in the twelve mile district, subject to the regulations in article VI, division 6, special uses of this chapter:

- (1) Automobile service stations, subject to the requirements of section 138-409.
- (2) Drive-in and drive-through eating establishments.
- (3) Open air business uses when developed as uses accessory to primary uses and structures in the twelve mile district as follows:
  - a. Outdoor seating areas for restaurants or other food serving establishments.
  - b. Outdoor retail sales of fruits, vegetables and plant materials not grown on site and sales of lawn furniture, playground equipment, hardware supplies and other home garden supplies.
  - c. Businesses in the character of open store fronts.
- (4) Nursery schools, day nurseries and child care centers, provided:
  - a. Applicants are licensed through the Michigan Department of Licensing and Regulatory Affairs (LARA). Proof of licensing shall be provided to the city when submitting an application for a business license.
  - b. Facilities meet the minimum requirements established by the Michigan Department of Licensing and Regulatory Affairs (LARA) and meeting the minimum standards of section 138-461 Area and bulk requirements and section 138-462 Building design requirements.
  - c. Facilities meet screening requirements as deemed reasonable by the planning commission, including masonry walls up to six feet in height, decorative fencing or landscaping.
  - d. Applications, staff and facilities meet the minimum standards established by the Michigan Child Care Organizations, MCL 722.111 et. Seq., as amended.

**SECTION 2:** Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

**SECTION 3:** Penalty

Text proposed for insertion: [Example](#)

Text proposed for deletion: ~~Example~~

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

**SECTION 4:** Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

**SECTION 5:** Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on February 6, 2023.

Adopted on the Second Reading at the Regular City Council Meeting on \_\_\_\_\_.

\_\_\_\_\_  
Bridget Dean, Mayor

Attest:

\_\_\_\_\_  
Victoria Mitchell, City Clerk





# CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

## MEMORANDUM

**To:** City Council

**From:** Kristen Kapelanski, Community Development Director

**Subject:** Proposed Amendments to Section 138-458 of the City Code: First Reading

**Date:** January 20, 2023

---

City staff was recently approached by an area business owner who is interested in expanding their child care business to a location in the Twelve Mile District. Child care centers are not currently permitted in the Twelve Mile District, making this use a non-conforming use in the district.

The Planning Commission considered the proposed amendment and held the required public hearing, recommending approval of the amendment.

City Council is asked to approve the first reading.

---

**THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, January 24, 2023 AT BERKLEY CITY HALL BY CHAIR LISA KEMPNER.**

*The minutes from this meeting are in summary form capturing the actions taken on each agenda item. To view the meeting discussions in their entirety, this meeting is broadcasted on the city's government access channel, WBRK, every day at 9AM and 9PM. The video can also be seen, on-demand, on the city's YouTube channel: <https://www.youtube.com/user/cityofberkley>*

**PRESENT:** Michael Woods Greg Patterson  
Shiloh Dahlin Joe Bartus  
Lisa Kempner Matteo Passalacqua

**ABSENT:** Lisa Hamameh

**ALSO, PRESENT:** Kristen Kapelanski, Community Development Director  
Megan Masson-Minock, Carlisle Wortman & Associates

Motion by Commissioner Woods to excuse the absence of Commissioners Hamameh. Motion supported by Commissioner Patterson.

Voice Vote to approve the absences of Commissioner Hamameh.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**APPROVAL OF AGENDA**

Motion by Commissioner Patterson to approve the agenda and supported by Commissioner Dahlin.

Voice vote to approve the agenda

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**APPROVAL OF THE MINUTES**

Motion by Commissioner Woods to approve the minutes of regular Planning Commission meeting on December 20, 2023 and supported by Commissioner Patterson.

Voice vote to approve the meeting minutes of December 20, 2023.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**COMMUNICATIONS**

NONE  
\*\*\*\*\*

**CITIZEN COMMENTS**

NONE  
\*\*\*\*\*

**OLD BUSINESS**

1. **PUBLIC HEARING:** An ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-32, Section 138-387, Section 138-394, Section 138-419, Section 138-427, Section 138-457, Section 138-487 and Section 138-529 of Chapter 138 – Zoning in order to regulate vape shops.

Community Development Director Kapelanski noted no changes have been made to the ordinance since the Planning Commission last discussed the amendment. The Commission was asked to hold the public hearing and make a recommendation to the City Council.

Chair Kempner opened the public hearing at 7:02 PM and closed the public hearing at 7:03 PM, there being no members of the public present and no comments received.

Motion by Commissioner Patterson to recommend approval to the City Council of an ordinance to amend Section 138-32, Section 138-387, Section 138-394, Section 138-419, Section 138-427, Section 138-457, Section 138-487 and Section 138-529 of Chapter 138 – Zoning in order to regulate vape shops.

Motion supported by Commissioner Woods.

Roll call vote to recommend approval of the proposed amendment.

AYES: 6

NAYS: 0

ABSENT: Hamameh

MOTION CARRIED

\* \* \* \* \*

2. **PUBLIC HEARING:** An ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-458 of Chapter 138 – Zoning in order to add nursery schools, day nurseries and child care centers to the Twelve Mile District as a special use.

Community Director Kapelanski noted the Planning Commission considered this as a discussion item at their previous meeting and agreed it should proceed to a public hearing as a special land use with the provisions suggested by staff. The ordinance is now presented as for a public hearing and recommendation to City Council.

Chair Kempner opened the public hearing at 7:08 PM and closed the public hearing at 7:08 PM, there being no members of the public present and no comments received.

Commissioner Passalacqua stated he did not think day cares were a good fit for the downtown considering walkability and the vibrancy wanted for downtown areas. He confirmed the Planning Commission would retain the ability to determine whether day cares were a good fit for each site proposed under the special land use provisions.

Motion by Commissioner Patterson to recommend approval to the City Council of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 138-458 of Chapter 138 – Zoning in order to add nursery schools, day nurseries and child care centers to the Twelve Mile District as a special use.

Motion supported by Commissioner Bartus.

Roll call vote to recommend approval of the proposed amendment.

AYES: 6

NAYS: 0

ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**3. Outdoor Seating:** Discussion of ordinance language to regulate outdoor seating.

Planning Consultant Masson-Minock described updates to the Commission’s continued outdoor seating discussion. Staff from Carlisle Wortman measured the sidewalks of each block in the DDA District and along Eleven Mile Road to determine if sidewalks were wide enough to accommodate outdoor seating, which generally needs five feet of seating space place passing space. Passing space can be reduced to three feet in limited areas and still meet the standards of the Americans with Disabilities Act. The Commission was asked if they would like to identify a specific minimum area width of a sidewalk for outdoor seating, if there should be exceptions for outdoor furniture and if corner parcels should be treated differently.

The Planning Commission discussed the questions posed and concluded the ordinance should proceed with the following changes/additions:

- No minimum sidewalk width should be required.
- A five-foot passing lane should be required.
- A three-foot passing lane exception should be permitted to account for obstructions at the discretion of staff as long as the layout meets Americans with Disabilities Act regulations.
- No exceptions or additional regulations should be required for corner parcels.

**NEW BUSINESS**

**1. Planning Commission Bylaws and Rules of Procedure**

Chair Kempner asked that the text be changed to allow for more or less than three minutes of public comment time per person at the discretion of the chair.

The Planning Commission asked City Council to consider removing the need to excuse absences for absent Commissioners. Community Director Kapelanski stated she would pass on that request.

Motion by Commissioner Woods to approve the updated Planning Commission Bylaws and Rules of Procedure with the inclusion of Chair Kempner’s suggestion.  
Motion supported by Commissioner Passalacqua.

Voice vote to approve the Planning Commission Bylaws and Rules of Procedure.

AYES: 6  
NAYS: 0  
ABSENT: Hamameh

**MOTION CARRIED**

\*\*\*\*\*

**LIAISON REPORT**

Commissioner Passalacqua noted the DDA is starting to work on their budget, had continued conversations regarding proposed improvements at Robina and had a planned evaluation from Main Street Oakland County.

Chair Kempner introduced the newest Council member, Commissioner Patterson. Council also approved adding a Headlee Rollback to the May election cycle.

\*\*\*\*\*

**COMMISSIONER COMMENTS**

Commissioner Patterson thanked the Planning Commission and said he looked forward to taking all he has learned to his role on City Council.

\*\*\*\*\*

**STAFF COMMENTS**

The Chamber of Commerce is looking for a Planning Commission liaison. The Parking Study open house will be held on January 31 at the high school from 5:30-7:30. In place of the February Planning Commission regular meeting, staff will be holding a joint work session of Planning Commission and City Council to discuss parklets.

\*\*\*\*\*

**ADJOURNMENT**

Motion to adjourn by Commissioner Patterson supported by Commissioner Dahlin.

Voice vote for adjournment

AYES: 6

NAYS: 0

ABSENT: Hamameh

**With no further business, the meeting was adjourned at 8:06 at p.m.**

DRAFT

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the Non-Corporate Resolution approving Accountant Laurie Fielder to conduct financial transactions on behalf of the City of Berkley with MultiBank Securities for investment purposes within the guidelines of Public Act 20 of the Michigan Public Acts.

Ayes:

Nays:

Motion:



**I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY**

LEGAL NAME OF ORGANIZATION: City of Berkley

TYPE OF ORGANIZATION: Municipal Government

ACCOUNT NUMBER:

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

_____	_____
(Name of Authorized Person)	(Title)
<u>Laurie Fielder</u>	<u>Accountant</u>
(Name of Authorized Person)	(Title)
_____	_____
(Name of Authorized Person)	(Title)

**II. CERTIFICATION**

I, Victoria Mitchell, City Clerk of  
(Name and Title of Officer or Partner signing this Non-Corporate Resolution)

City of Berkley hereby certify that said organization is duly and legally  
(Name of Organization)

organized and existing and that a quorum of the Berkley City Council  
(Name of Governing Body of Organization)

of said Organization attended a meeting duly held on the 6th day of February, 2023

at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this date and do not conflict with the City Charter or Municipal Code of Ordinances of said organization.  
(Name of Governing Rules)

I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Berkley City Council of the Organization which took the action called for by the resolutions annexed hereto has the power to take such action.  
(Name of Governing Body of Organization)

\*SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: City Clerk

\*The signer should be someone other than one of the authorized person(s) named above. However, if signed by an authorized person named above, the Fed Wire Letter of Authorization and/or ACH Authorization Agreement must be signed by an authorized person other than the signer of this document.

### III. RESOLUTIONS

#### Certified Copy Of Certain Resolutions by the Governing Body of Said Organization Whereby the Establishment and Maintenance of Accounts Have Been Authorized.

RESOLVED –

**FIRST:** That the named Authorized Persons of this organization or City of Berkley or \_\_\_\_\_ be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization (herein called the "Organization"), to establish and maintain one or more accounts with Multi-Bank Securities, Inc. (herein called the "Brokers") and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with;

#### (a) THIS PARAGRAPH PERMITS CASH TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise;

#### (b) THIS PARAGRAPH PERMITS CASH AND MARGIN TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise; and margin transactions, including short sales;

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said Authorized Persons and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such Authorized Persons and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said accounts to deposit funds with the Brokers; to deliver securities and/or contracts to the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer record of any securities, or contracts, or titles, to any name selected by any of the said Authorized Persons or agents; to affix the Organization's seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities, to borrow money and securities, if applicable, and to secure repayment thereof with the property of the Organization; to appoint any other person or persons to do any and all things which any and all things which any of the said Authorized Persons and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such Authorized Persons and/or agents with respect thereto.



**SECOND:** That the Brokers may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Organization directly.

**THIRD:** That the person signing this Non-corporate Resolution on behalf of the Organization be and hereby is authorized, empowered and directed to certify to the Brokers:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by brokers, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to the Brokers) that the Organization is duly organized and existing, that its governing rules empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the governing rules of the Organization or otherwise.

**FOURTH:** That the Brokers may rely upon the certified copy of the resolutions, specimen signatures, and certificate, as continuing fully effective unless and until the Brokers shall receive due written notice of change or rescission, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision. nor shall the fact that any person hereby empowered ceases to be an Authorized Person of the Organization or becomes an Authorized Person under some title, in any way affect the powers hereby conferred, but the failure to supply any specimen signature shall not invalidate any transaction where the party authorizing the same has been actually empowered thereto by or in conformity with these resolutions.

**FIFTH:** That in the event of any change in the office of powers of persons hereby empowered, an Authorized Person shall certify such changes to the Brokers in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons therefore authorized, and to empower the persons thereby substituted.

**SIXTH:** That the Authorized Persons of the Organization be, and hereby is, authorized and empowered to countersign items as aforesaid.

**SEVENTH:** That the foregoing resolutions and the certificates actually furnished to the Brokers by the Authorized Person of pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

February 6, 2023 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the amendment of the 2022-2023 Budget as presented.

Ayes:

Nays:

Motion:

# City of Berkeley

## Finance Department

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To: Matt Baumgarten, City Manager

From: Mark Pollock, Finance Director

Subject: Budget Amendments

Date: January 26, 2023

Attached are the proposed Budget Amendments for the fiscal year ending 6/30/2023 for City Council approval. These half-year budget amendments, dated 12/31/2022, are necessary for multiple reasons. Some are due to personnel changes, some due to added benefit costs, some are due to project scope changes, and others are due to original expected delivery dates being changed due to supply chain issues. As an example, a DPW Hook truck vehicle delayed by supply chain issues from 2021 was delivered during this year and we were not expecting it to be delivered until next fiscal year. Many other capital equipment items are delayed as much as 18 months or longer from the date of order.

The attached Excel spreadsheet lists all of the funds impacted by budget amendments. The top section of this spreadsheet is our General Fund. I highlighted the budget amendments requested on the far right of the spreadsheet in yellow and listed a basic reason for the amendment being requested. This report is in the format of our revenue and expenditure report, so I listed the total recommended amendments and the budgeted impact on our fund balances. At the bottom of each fund I listed the estimated amended budgets and the total amended fund balance and the percentage of fund balance reserve. Below are estimated Reserve amounts with these budget amendments:

General Fund Reserve % is projected at 21.32%

Major Streets Fund Reserve % is projected at 240.53%

Local Streets Fund Reserve % is projected at 132.32%

Solid Waste Fund Reserve % is projected at 21.18%

Water & Sewer Working Capital Amount is projected at \$2,666,954

Recreation Revolving Fund is projected to be \$0.00 after the end of the fiscal year

DDA Fund Reserve % is projected to be at 48.91%

These amendments would leave all of our fund balances in our policy ranges. The Water and Sewer Enterprise Fund shows estimated working capital of \$2,666,954, which is within our range of \$2 million to \$3 million. The cash in Water and Sewer is very low due to the expansion and improvements at our

DPW buildings on Bacon. We paid cash for those improvements and did not have to borrow money for those improvements. On the positive side, we continue to have zero debt in our Governmental Funds.

As you and City Council are aware, we are facing a shortfall in our General Fund within the next two years, that we cannot ignore. The Headlee override proposal that will be on the May 2<sup>nd</sup> ballot will allow us to continue to operate without cuts to our services and to continue the momentum of capital improvements over the past three years. This year we cut numerous items and projects from our budget and will still face over a \$2.2 million deficit reducing our General Fund Reserve down to \$2,498,960, which is a fund balance reserve percentage of 21.32%.

Let me know if any questions arise. I will plan to attend the Council Meeting on February 6<sup>th</sup> in case there are any further questions.

I am recommending that City Council approve these budget amendments as presented.

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
 PERIOD ENDING 12/31/2022  
 % Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	Budget	Amended Budget	Amendment Reason
		06/30/2022	AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	USED	Amendments	Amount	
		NORM (ABNORM)		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)				
Fund 101 - GENERAL FUND										
Revenues										
Dept 001 - REVENUES										
101-001-401-000	PROPERTY TAXES	3,575,544.25	3,725,000.00	3,637,728.19	13,038.36	87,271.81	97.66			
101-001-401-010	PROPERTY TAXES OPER VOTED	1,696,367.54	1,770,000.00	1,729,404.82	6,198.52	40,595.18	97.71			
101-001-401-020	PROPERTY TAXES POLICE/FIRE	1,070,181.76	1,117,000.00	1,091,018.73	3,910.41	25,981.27	97.67			
101-001-401-101	PROPERTY TAXES COMMUNITY PROMOTION	48,830.22	48,960.00	47,751.59	171.12	1,208.41	97.53			
101-001-401-732	PROP TAXES PUBLIC SAFETY PA 345	1,748,869.03	1,872,000.00	1,829,612.18	6,549.79	42,387.82	97.74			
101-001-401-900	PROPERTY TAXES - CHARGEBACKS	(320.26)	(5,000.00)	(1,973.36)	0.00	(3,026.64)	39.47			
101-001-425-000	PRE DENIAL DISTRIBUTIONS	423.09	500.00	135.32	0.00	364.68	27.06			
101-001-445-000	INTEREST AND PENALTIES ON TAXES	74,832.31	82,000.00	19,678.05	3,407.31	62,321.95	24.00			
101-001-447-000	TAX ADMINISTRATION FEE	280,756.22	284,000.00	275,053.50	1,018.53	8,946.50	96.85			
101-001-476-000	VACANT PROPERTY INSPECTIONS	3,665.00	3,500.00	2,200.00	0.00	1,300.00	62.86			
101-001-477-000	LANDLORD LICENSES	100,565.00	105,000.00	55,130.00	11,490.00	49,870.00	52.50			
101-001-478-000	BUILDING PERMITS	360,130.25	290,000.00	226,302.25	64,823.00	63,697.75	78.04	85,000.00	375,000.00	Added Activity
101-001-479-000	ELECTRICAL PERMITS	83,345.90	90,000.00	25,889.00	2,485.00	64,111.00	28.77			
101-001-480-000	HEATING PERMITS	29,774.50	34,000.00	17,662.75	2,630.75	16,337.25	51.95			
101-001-481-000	PLUMBING PERMITS	91,564.72	75,000.00	53,641.75	2,955.00	21,358.25	71.52			
101-001-482-000	BUSINESS LICENSE INSPECTION	25,770.00	25,000.00	20,635.00	950.00	4,365.00	82.54			
101-001-485-000	MARIJUANA APPLICATION LICENSE	0.00	0.00	10,000.00	5,000.00	(10,000.00)	100.00	10,000.00	10,000.00	Added Activity
101-001-490-000	ANIMAL LICENSES	7,149.00	8,021.00	3,608.00	418.00	4,413.00	44.98			
101-001-499-000	SUNDRY LICENSES	13,511.00	15,960.00	7,949.00	955.00	8,011.00	49.81			
101-001-501-000	FEDERAL SOURCES/GRANTS	3,731.00	0.00	0.00	0.00	0.00	0.00			
101-001-528-000	OTHER FEDERAL GRANTS	0.00	5,000.00	0.00	0.00	5,000.00	0.00			
101-001-539-000	STATE GRANTS	13,155.00	0.00	0.00	0.00	0.00	0.00			
101-001-539-003	FEDERAL GRANT - VESTS	2,190.00	1,200.00	0.00	0.00	1,200.00	0.00			
101-001-539-738	STATE LIBRARY AID AND GRANTS	13,960.94	12,000.00	7,518.69	0.00	4,481.31	62.66			
101-001-543-000	STATE LIQUOR LICENSES	13,050.40	12,500.00	13,378.75	0.00	(878.75)	107.03			
101-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	45,108.55	0.00	43,361.01	0.00	(43,361.01)	100.00	43,500.00	43,500.00	Lost PP Taxes
101-001-574-000	STATE CONSTITUTIONAL SALES TAX	1,614,069.00	1,450,000.00	591,132.00	287,384.00	858,868.00	40.77			
101-001-574-001	STATE STATUTORY SALES TAX	195,707.00	212,000.00	69,148.00	34,574.00	142,852.00	32.62			
101-001-617-000	PLANNING/ENG REVIEWS	5,110.06	15,000.00	318.69	(1,297.59)	14,681.31	2.12			
101-001-627-000	OFFENDER REGISTRATION FEE	400.00	300.00	50.00	0.00	250.00	16.67			
101-001-628-000	ACCIDENT REPORT FEE	3,501.80	3,000.00	1,445.00	77.00	1,555.00	48.17			
101-001-628-001	PRELIMINARY BREATH TEST FEE	0.00	0.00	10.00	10.00	(10.00)	100.00			
101-001-628-002	AUDIO OR VIDEO DUPLICATION FEES	7,124.76	4,000.00	2,473.00	158.00	1,527.00	61.83			
101-001-628-003	OWI 2ND/3RD ARREST	260.74	200.00	0.00	0.00	200.00	0.00			
101-001-630-000	LIBRARY SERVICES	4,567.60	2,000.00	2,855.41	437.15	(855.41)	142.77			
101-001-630-001	LIBRARY-CREDIT CARD FEES	0.00	200.00	0.00	0.00	200.00	0.00			
101-001-633-000	ACCESS OAKLAND	1,664.49	1,700.00	495.29	0.00	1,204.71	29.13			
101-001-637-100	INTERNAL SERVICES - LABOR & ADMIN	540,000.00	650,000.00	325,000.00	162,500.00	325,000.00	50.00			
101-001-640-000	DISPATCH SERVICES	98,250.00	149,500.00	70,125.00	0.00	79,375.00	46.91			
101-001-641-000	ANIMAL CONTROL	46,161.28	51,873.00	30,132.98	4,322.75	21,740.02	58.09			
101-001-644-000	GRASS AND WEED CUTTING	1,728.00	1,500.00	(230.40)	0.00	1,730.40	(15.36)			
101-001-646-001	BERKLEY SCHOOL DISTRICT GAS SALES	543.42	475.00	0.00	0.00	475.00	0.00			
101-001-651-000	CABLE FRANCHISE FEES	261,666.20	270,000.00	10,302.36	0.00	259,697.64	3.82			
101-001-654-000	BUILDING BOND FORFEITS	0.00	0.00	15,858.75	14,598.75	(15,858.75)	100.00	50,000.00	50,000.00	Performance Bond Captures
101-001-657-000	OVERDUE LIBRARY BOOKS	4,988.15	2,000.00	1,615.22	99.98	384.78	80.76			
101-001-658-000	TRAFFIC FINES	166,137.80	150,000.00	51,291.49	10,038.99	98,708.51	34.19			
101-001-663-000	RESTITUTION	0.00	0.00	235.15	0.00	(235.15)	100.00			
101-001-664-000	INVESTMENT EARNINGS (LOSSES)	25,125.91	24,500.00	71,021.97	655.41	(46,521.97)	289.89	41,000.00	65,500.00	Better Return Rates
101-001-667-000	CELL TOWER	23,763.14	25,000.00	12,502.38	2,083.73	12,497.62	50.01			
101-001-667-003	ADVERTISING	900.00	1,000.00	1,000.00	0.00	0.00	100.00			
101-001-667-100	ANTENNA CO-LOCATION RECEIPTS	16,500.00	0.00	0.00	0.00	0.00	0.00			
101-001-669-000	EQUIPMENT RENTAL	198,332.72	224,395.00	82,251.59	0.00	142,143.41	36.65			
101-001-670-030	RETIREE HEALTH CARE REIMBURSEMENT	17,359.91	17,000.00	11,122.86	1,853.81	5,877.14	65.43			

101-001-670-040	ELECTION REIMBURSEMENT	13,860.17	0.00	0.00	0.00	0.00	0.00			
101-001-670-060	INSURANCE REIMBURSEMENTS	74,014.48	50,000.00	28,428.97	4,791.69	21,571.03	56.86			
101-001-670-080	INSURANCE DIVIDEND	28,584.68	25,000.00	3,671.68	0.00	21,328.32	14.69			
101-001-670-738	REIMBURSEMENT FOR LOST/DAMAGED BOOKS	726.90	700.00	503.19	54.95	196.81	71.88			
101-001-671-000	SUNDRY REVENUE	2,118.44	5,000.00	34,411.62	5,369.90	(29,411.62)	688.23	40,000.00	45,000.00	Added Activity
101-001-671-310	PUBLIC SAFETY SUNDRY REVENUE	9,444.23	6,000.00	7,956.78	(5,052.00)	(1,956.78)	132.61	4,000.00	10,000.00	Added Activity
101-001-673-000	SALE OF FIXED ASSETS	59,012.67	20,000.00	0.00	0.00	20,000.00	0.00			
101-001-673-310	PRISONER BOARD REIMB. FROM OTHER CITIES	2,505.00	1,000.00	1,500.00	0.00	(500.00)	150.00			
101-001-675-102	K9 PROGRAM DONATIONS	5,727.00	0.00	0.00	0.00	0.00	0.00			
101-001-675-103	PUBLIC SAFETY DONATIONS	300.00	0.00	200.00	100.00	(200.00)	100.00			
101-001-675-104	GOLF OUTING DONATIONS	26,697.25	17,000.00	13,846.75	0.00	3,153.25	81.45			
101-001-675-107	PUBLIC SAFETY TRAINING-PA 302	3,658.06	3,000.00	1,772.48	0.00	1,227.52	59.08			
101-001-675-108	DISPATCH TRAINING	3,875.00	6,000.00	5,497.00	0.00	503.00	91.62			
101-001-675-738	LIBRARY CONTRIBUTIONS	9,827.26	7,000.00	9,164.11	121.73	(2,164.11)	130.92	3,000.00	10,000.00	Added Activity
101-001-675-739	LIBRARY BOOK CONTRIBUTIONS	6,053.51	3,000.00	1,260.00	410.00	1,740.00	42.00			
101-001-675-740	LIBRARY CAPITAL CONTRIBUTIONS	5,951.00	5,600.00	3,080.50	3,080.50	2,519.50	55.01			
101-001-675-741	LIBRARY DONATIONS-BENCH/PLAQUE	(370.00)	0.00	450.00	0.00	(450.00)	100.00			
101-001-688-000	LIBRARY PENAL FINES - COUNTY	26,433.10	25,000.00	22,703.89	0.00	2,296.11	90.82			
101-001-699-266	TRANSFER IN FROM COURT FUND	38,000.00	300,000.00	0.00	0.00	300,000.00	0.00			
Total Dept 001 - REVENUES		12,852,436.15	13,301,584.00	10,600,288.93	652,373.54	2,701,295.07	79.69			

TOTAL REVENUES		12,852,436.15	13,301,584.00	10,600,288.93	652,373.54	2,701,295.07	79.69	\$ 276,500.00	\$ 609,000.00	
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\$ 13,910,584 Amended Total Revenues

Expenditures

Dept 101 - CITY COUNCIL

101-101-703-001	MAYOR	800.00	880.00	320.00	80.00	560.00	36.36			
101-101-703-002	COUNCIL	3,630.00	3,900.00	1,690.00	450.00	2,210.00	43.33			
101-101-715-000	FICA	338.89	300.00	153.78	40.55	146.22	51.26			
101-101-725-000	WORKERS COMPENSATION	20.00	20.00	0.00	0.00	20.00	0.00			
101-101-758-000	PROGRAM SUPPLIES	18.00	500.00	116.00	0.00	384.00	23.20			
101-101-817-000	CONSULTANT	0.00	0.00	18,000.00	18,000.00	(18,000.00)	100.00	18,000.00	18,000.00	Added Consulting
101-101-864-000	MEETINGS & CONFERENCES	7,157.55	13,400.00	6,105.22	3,895.22	7,294.78	45.56			
Total Dept 101 - CITY COUNCIL		11,964.44	19,000.00	26,385.00	22,465.77	(7,385.00)	138.87			

Dept 172 - CITY MANAGER

101-172-704-000	FULL TIME EMPLOYEES	236,266.17	275,280.00	138,472.35	19,012.32	136,807.65	50.30	(10,280.00)	265,000.00	Changes in Personnel
101-172-707-000	PART TIME EMPLOYEES	7,237.20	0.00	0.00	0.00	0.00	0.00			
101-172-709-000	OVERTIME	446.75	0.00	843.29	0.00	(843.29)	100.00	1,000.00	1,000.00	Changes in Personnel
101-172-715-000	FICA	17,934.16	21,059.00	10,551.07	1,439.91	10,507.93	50.10			
101-172-718-172	ICMA	9,539.92	9,731.00	5,321.63	851.54	4,409.37	54.69	1,269.00	11,000.00	Adjusted Wages
101-172-725-000	WORKERS COMPENSATION	670.00	683.00	0.00	0.00	683.00	0.00			
101-172-758-000	PROGRAM SUPPLIES	0.00	500.00	384.27	0.00	115.73	76.85			
101-172-803-000	MEMBERSHIPS AND DUES	1,108.00	2,200.00	425.00	0.00	1,775.00	19.32			
101-172-817-000	CONSULTANT	0.00	17,500.00	8,900.00	0.00	8,600.00	50.86			
101-172-835-000	MEDICAL EXPENSES	451.97	0.00	100.00	0.00	(100.00)	100.00			
101-172-853-000	TELEPHONE	1,430.70	1,200.00	655.94	131.02	544.06	54.66			
101-172-960-000	PROFESSIONAL DEVELOPMENT	7,270.36	4,950.00	4,837.35	3,469.35	112.65	97.72	5,050.00	10,000.00	Added Personnel
101-172-983-000	OFFICE EQUIPMENT	0.00	500.00	0.00	0.00	500.00	0.00			
Total Dept 172 - CITY MANAGER		282,355.23	333,603.00	170,490.90	24,904.14	163,112.10	51.11			

Dept 191 - ELECTIONS/CITY CLERK

101-191-704-000	FULL TIME EMPLOYEES	116,952.03	124,428.00	62,216.99	7,952.11	62,211.01	50.00			
101-191-707-000	PART TIME EMPLOYEES	799.50	6,676.00	120.00	100.00	6,556.00	1.80			
101-191-709-000	OVERTIME	6,037.06	8,394.00	6,505.47	0.00	1,888.53	77.50			
101-191-715-000	FICA	9,313.42	10,672.00	5,204.93	602.25	5,467.07	48.77			
101-191-725-000	WORKERS COMPENSATION	670.00	683.00	0.00	0.00	683.00	0.00			
101-191-729-000	STATIONARY	12,405.35	9,525.00	4,555.80	0.00	4,969.20	47.83			
101-191-730-000	POSTAGE-PRINTING-MAILING	4,407.73	9,500.00	1,509.90	9.90	7,990.10	15.89			
101-191-758-000	PROGRAM SUPPLIES	0.00	1,000.00	148.55	0.00	851.45	14.86			
101-191-803-000	MEMBERSHIPS AND DUES	40.00	760.00	0.00	0.00	760.00	0.00			
101-191-817-000	CONSULTANT	5,920.17	21,150.00	3,626.19	1,914.00	17,523.81	17.15			
101-191-818-000	CONTRACTUAL SERVICES	17,885.26	47,815.00	31,023.17	500.57	16,791.83	64.88			
101-191-853-000	TELEPHONE	526.19	510.00	343.34	80.68	166.66	67.32			
101-191-901-000	ADVERTISING	2,209.65	3,500.00	1,775.43	150.00	1,724.57	50.73			
101-191-934-000	OFFICE EQUIPMENT MAINTENANCE	0.00	3,618.00	0.00	0.00	3,618.00	0.00			

101-191-960-000	PROFESSIONAL DEVELOPMENT	1,007.86	7,000.00	3,330.00	0.00	3,670.00	47.57			
101-191-982-000	EQUIPMENT	148.95	5,088.00	883.14	0.00	4,204.86	17.36			
101-191-986-000	COMPUTER SOFTWARE	673.00	695.00	695.00	695.00	0.00	100.00			
Total Dept 191 - ELECTIONS/CITY CLERK		178,996.17	261,014.00	121,937.91	12,004.51	139,076.09	46.72			
Dept 201 - FINANCE/PERSONNEL										
101-201-703-000	BOARD OF REVIEW	1,260.00	1,800.00	420.00	160.00	1,380.00	23.33			
101-201-704-000	FULL TIME EMPLOYEES	225,550.25	232,057.00	115,754.65	17,850.55	116,302.35	49.88			
101-201-715-000	FICA	17,141.87	18,316.00	8,793.60	1,356.06	9,522.40	48.01			
101-201-725-000	WORKERS COMPENSATION	1,080.00	1,102.00	0.00	0.00	1,102.00	0.00			
101-201-729-000	STATIONARY	2,054.60	2,000.00	0.00	0.00	2,000.00	0.00			
101-201-801-000	BANK CHARGES	4,714.48	5,000.00	1,956.48	36.14	3,043.52	39.13			
101-201-803-000	MEMBERSHIPS AND DUES	410.00	410.00	410.00	120.00	0.00	100.00			
101-201-807-000	AUDIT SERVICES	18,650.00	22,500.00	15,200.00	13,500.00	7,300.00	67.56			
101-201-817-000	CONSULTANT	33,844.50	35,350.00	36,063.37	13,561.25	(713.37)	102.02	\$ 10,000.00	45,350.00	
101-201-818-000	OAKLAND COUNTY ASSESSORS	115,734.33	116,000.00	0.00	0.00	116,000.00	0.00			
101-201-853-000	TELEPHONE	591.19	550.00	226.98	45.34	323.02	41.27			
101-201-934-000	OFFICE EQUIPMENT MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0.00			
101-201-960-000	PROFESSIONAL DEVELOPMENT	(1,892.00)	2,000.00	0.00	0.00	2,000.00	0.00			
101-201-986-000	COMPUTER SOFTWARE	5,884.00	6,077.00	11,687.00	6,077.00	(5,610.00)	192.32			
Total Dept 201 - FINANCE/PERSONNEL		425,023.22	443,662.00	190,512.08	52,706.34	253,149.92	42.94			
Dept 210 - CITY ATTORNEY										
101-210-824-000	LEGAL SERVICES - LABOR	12,565.50	6,500.00	4,483.00	623.50	2,017.00	68.97			
101-210-825-000	CITY ATTORNEY	111,107.20	150,000.00	42,283.76	6,152.50	107,716.24	28.19			
101-210-826-000	LEGAL SERVICES - GENERAL LIABILITY	20,000.00	0.00	0.00	0.00	0.00	0.00			
Total Dept 210 - CITY ATTORNEY		143,672.70	156,500.00	46,766.76	6,776.00	109,733.24	29.88			
Dept 215 - TREASURY										
101-215-704-000	FULL TIME EMPLOYEES	61,812.20	62,876.00	33,616.58	7,062.71	29,259.42	53.46	32,000.00	94,876.00	
101-215-707-000	PART TIME EMPLOYEES	18,942.62	23,000.00	7,553.44	1,228.25	15,446.56	32.84	(1,000.00)	22,000.00	
101-215-709-000	OVERTIME	0.00	500.00	0.00	0.00	500.00	0.00			
101-215-715-000	FICA	6,130.16	1,459.00	3,123.82	628.87	(1,664.82)	214.11	7,541.00	9,000.00	
101-215-725-000	WORKERS COMPENSATION	420.00	428.00	0.00	0.00	428.00	0.00			
101-215-729-000	STATIONARY	0.00	1,400.00	129.79	0.00	1,270.21	9.27			
101-215-730-000	POSTAGE-PRINTING-MAILING	4,713.61	4,000.00	5,802.28	2,544.69	(1,802.28)	145.06	5,000.00	9,000.00	
101-215-803-000	MEMBERSHIPS	489.00	475.00	497.00	198.00	(22.00)	104.63	25.00	500.00	
101-215-934-000	OFFICE EQUIPMENT MAINTENANCE	(350.00)	0.00	804.33	0.00	(804.33)	100.00	1,000.00	1,000.00	
101-215-960-000	PROFESSIONAL DEVELOPMENT	70.00	750.00	0.00	0.00	750.00	0.00	250.00	1,000.00	
101-215-986-000	COMPUTER SOFTWARE	2,453.48	1,078.00	1,078.00	1,078.00	0.00	100.00			
Total Dept 215 - TREASURY		94,681.07	95,966.00	52,605.24	12,740.52	43,360.76	54.82			
Dept 265 - CITY HALL										
101-265-728-000	OFFICE SUPPLIES	9,077.55	13,000.00	9,761.37	1,031.35	3,238.63	75.09	2,000.00	15,000.00	
101-265-730-000	POSTAGE-PRINTING-MAILING	13,892.71	13,000.00	7,911.52	962.67	5,088.48	60.86	2,000.00	15,000.00	
101-265-758-000	PROGRAM SUPPLIES	(65.65)	0.00	0.00	0.00	0.00	0.00			
101-265-776-000	MAINTENANCE SUPPLIES	2,699.96	10,000.00	1,664.21	326.45	8,335.79	16.64			
101-265-803-000	MEMBERSHIPS	789.00	810.00	559.00	0.00	251.00	69.01			
101-265-811-000	CUSTODIAL SERVICES	19,416.11	20,000.00	9,998.70	3,332.90	10,001.30	49.99			
101-265-817-000	CONSULTANT	0.00	0.00	16,000.00	16,000.00	(16,000.00)	100.00	20,000.00	20,000.00	
101-265-818-000	CONTRACTUAL SERVICES	0.00	15,000.00	2,000.00	2,000.00	13,000.00	13.33			
101-265-853-000	TELEPHONE	7,544.82	8,000.00	3,162.00	495.92	4,838.00	39.53			
101-265-901-000	ADVERTISING	136.92	200.00	48.84	0.00	151.16	24.42			
101-265-914-000	LIABILITY INSURANCE	38,572.00	39,343.00	0.00	0.00	39,343.00	0.00			
101-265-915-000	LIABILITY INSURANCE CLAIMS/NET LOSS	21,092.66	10,000.00	0.00	0.00	10,000.00	0.00			
101-265-920-000	UTILITIES	37,405.61	40,500.00	12,957.62	2,687.05	27,542.38	31.99			
101-265-921-000	PROPERTY TAXES	0.00	0.00	4,096.89	0.00	(4,096.89)	100.00	4,200.00	4,200.00	
101-265-931-000	BUILDING MAINTENANCE	14,694.89	15,650.00	9,508.72	3,756.65	6,141.28	60.76			
101-265-931-500	BUILDING DEMOLITION	0.00	0.00	6,434.90	0.00	(6,434.90)	100.00	6,500.00	6,500.00	
101-265-939-000	VEHICLE MAINTENANCE	23.54	0.00	0.00	0.00	0.00	0.00			
101-265-946-000	OFFICE EQUIPMENT RENTAL	8,388.18	8,900.00	3,801.65	448.24	5,098.35	42.72			
101-265-960-000	PROFESSIONAL DEVELOPMENT	18,000.00	11,000.00	73.10	0.00	10,926.90	0.66			
101-265-974-000	LAND IMPROVEMENTS	0.00	100,000.00	9,028.00	9,028.00	90,972.00	9.03			
101-265-976-000	BUILDING IMPROVEMENTS	37,261.73	210,000.00	68,513.66	19,811.89	141,486.34	32.63			
101-265-981-000	FURNITURE	2,549.13	2,000.00	3,280.00	0.00	(1,280.00)	164.00	3,000.00	5,000.00	
Total Dept 265 - CITY HALL		231,479.16	517,403.00	168,800.18	59,881.12	348,602.82	32.62			

Dept 270 - CORONAVIRUS EXPENSE TRACKING										
101-270-785-000	CORONAVIRUS EXPENSES	15,657.41	0.00	6,926.23	2,655.41	(6,926.23)	100.00	10,000.00	10,000.00	Carry-Forward Costs
Total Dept 270 - CORONAVIRUS EXPENSE TRACKING		15,657.41	0.00	6,926.23	2,655.41	(6,926.23)	100.00			
Dept 284 - COMMUNITY PROMOTION										
101-284-803-000	MEMBERSHIPS	16,920.25	16,940.00	3,434.00	1,000.00	13,506.00	20.27			
101-284-818-000	CONTRACTUAL SERVICES	15,000.00	16,000.00	0.00	0.00	16,000.00	0.00			
101-284-901-000	ADVERTISING	267.71	6,000.00	0.00	0.00	6,000.00	0.00			
101-284-932-100	COMMUNITY EVENTS	2,696.50	2,120.00	525.00	0.00	1,595.00	24.76			
101-284-996-000	BERKLEY BUZZ	20,880.00	30,000.00	9,850.00	0.00	20,150.00	32.83			
Total Dept 284 - COMMUNITY PROMOTION		55,764.46	71,060.00	13,809.00	1,000.00	57,251.00	19.43			
Dept 302 - PUBLIC SAFETY ADMINISTRATION										
101-302-704-000	FULL TIME EMPLOYEES	143,273.24	146,666.00	76,220.74	11,979.86	70,445.26	51.97	8,334.00	155,000.00	Personnel Changes
101-302-707-000	PART TIME EMPLOYEES	6,122.51	10,000.00	3,899.63	357.77	6,100.37	39.00			
101-302-707-001	PART TIME-CODE ENFORCEMENT(FIRE)	34,946.27	0.00	0.00	0.00	0.00	0.00			
101-302-709-000	OVERTIME	0.00	200.00	0.00	0.00	200.00	0.00			
101-302-715-000	FICA	7,826.08	8,584.00	2,813.44	418.28	5,770.56	32.78			
101-302-725-000	WORKERS COMPENSATION	4,160.00	4,243.00	0.00	0.00	4,243.00	0.00			
101-302-744-000	UNIFORMS	2,179.42	2,000.00	47.00	0.00	1,953.00	2.35			
101-302-755-000	EMERGENCY MANagements EXPENSES	0.00	2,500.00	274.50	274.50	2,225.50	10.98			
101-302-803-000	MEMBERSHIPS	455.00	750.00	155.00	125.00	595.00	20.67			
101-302-901-000	ADVERTISING	0.00	1,000.00	0.00	0.00	1,000.00	0.00			
101-302-934-000	OFFICE EQUIPMENT MAINTENANCE	1,211.73	1,000.00	776.16	231.11	223.84	77.62			
101-302-960-000	PROFESSIONAL DEVELOPMENT	4,020.66	6,000.00	1,555.65	0.00	4,444.35	25.93			
101-302-981-000	FURNITURE	3,498.00	3,500.00	3,800.00	0.00	(300.00)	108.57	500.00	4,000.00	Added Costs
Total Dept 302 - PUBLIC SAFETY ADMINISTRATION		207,692.91	186,443.00	89,542.12	13,386.52	96,900.88	48.03			
Dept 306 - DISPATCHERS/SERVICE AIDES										
101-306-704-000	FULL TIME EMPLOYEES	374,903.04	392,771.00	173,717.68	30,077.76	219,053.32	44.23			
101-306-707-000	PART TIME EMPLOYEES	9,774.71	20,000.00	5,576.12	563.04	14,423.88	27.88			
101-306-709-000	OVERTIME	10,720.42	15,000.00	2,053.28	755.82	12,946.72	13.69			
101-306-715-000	FICA	30,903.49	35,452.00	13,779.51	2,384.95	21,672.49	38.87			
101-306-722-000	SICK LEAVE	0.00	3,308.00	0.00	0.00	3,308.00	0.00			
101-306-723-000	HOLIDAY / PERSONAL DAYS	10,625.20	10,784.00	0.00	0.00	10,784.00	0.00			
101-306-725-000	WORKERS COMPENSATION	11,670.00	11,903.00	0.00	0.00	11,903.00	0.00			
101-306-744-000	UNIFORMS-CLEANING AND PURCHASES	4,140.32	5,000.00	4,133.90	217.50	866.10	82.68			
101-306-758-000	PROGRAM SUPPLIES	883.91	1,000.00	510.72	0.00	489.28	51.07			
101-306-818-000	CONTRACTUAL SERVICES	92.00	100.00	0.00	0.00	100.00	0.00			
101-306-835-000	DISPATCH MEDICAL EXPENSES	1,642.00	1,000.00	750.00	0.00	250.00	75.00			
101-306-855-000	E-911 EQUIPMENT MAINTENANCE	9,386.52	0.00	0.00	0.00	0.00	0.00			
101-306-934-000	OFFICE EQUIPMENT MAINTENANCE	4,870.00	5,000.00	5,357.00	0.00	(357.00)	107.14	1,000.00	6,000.00	Added Costs
101-306-960-000	PROFESSIONAL DEVELOPMENT	2,340.00	6,000.00	1,773.00	0.00	4,227.00	29.55			
101-306-976-306	BUILDING IMPROVEMENTS-DISPATCH	2,300.00	19,000.00	36.80	0.00	18,963.20	0.19			
101-306-982-000	EQUIPMENT	0.00	65,000.00	0.00	0.00	65,000.00	0.00			
Total Dept 306 - DISPATCHERS/SERVICE AIDES		474,251.61	591,318.00	207,688.01	33,999.07	383,629.99	35.12			
Dept 307 - ANIMAL CONTROL										
101-307-704-000	FULL TIME EMPLOYEES	47,971.40	52,000.00	26,320.00	4,080.00	25,680.00	50.62			
101-307-707-000	PART TIME EMPLOYEES	0.00	5,000.00	0.00	0.00	5,000.00	0.00			
101-307-709-000	OVERTIME	3,243.00	3,000.00	1,147.51	210.38	1,852.49	38.25			
101-307-715-000	FICA	3,994.56	5,302.00	2,080.25	324.94	3,221.75	39.24			
101-307-723-000	HOLIDAY / PERSONAL DAYS	1,242.00	1,337.00	0.00	0.00	1,337.00	0.00			
101-307-725-000	WORKERS COMPENSATION	670.00	683.00	0.00	0.00	683.00	0.00			
101-307-731-000	BOOKS / PERIODICALS	93.56	0.00	0.00	0.00	0.00	0.00			
101-307-744-000	UNIFORMS-CLEANING & PURCHASES	1,653.50	2,000.00	178.50	0.00	1,821.50	8.93			
101-307-751-000	FUEL & OIL	2,779.77	2,000.00	1,356.71	0.00	643.29	67.84	1,000.00	3,000.00	Added Costs
101-307-758-000	PROGRAM SUPPLIES	404.74	3,500.00	214.49	214.49	3,285.51	6.13			
101-307-818-000	CONTRACTUAL SERVICES	100.00	1,500.00	23.00	0.00	1,477.00	1.53			
101-307-835-000	ANIMAL CONTROL MEDICAL EXPENSES	0.00	1,100.00	0.00	0.00	1,100.00	0.00			
101-307-853-000	TELEPHONE	526.54	535.00	201.98	40.34	333.02	37.75			
101-307-931-000	BUILDING MAINTENANCE-ANIMAL CONTROL	0.00	1,000.00	0.00	0.00	1,000.00	0.00			
101-307-939-000	VEHICLE MAINTENANCE	512.18	500.00	406.68	31.68	93.32	81.34			
101-307-960-000	PROFESSIONAL DEVELOPMENT	175.00	2,000.00	0.00	0.00	2,000.00	0.00			
Total Dept 307 - ANIMAL CONTROL		63,366.25	81,457.00	31,929.12	4,901.83	49,527.88	39.20			



Dept 310 - PUBLIC SAFETY OPERATIONS

101-310-704-000	FULL TIME EMPLOYEES	2,202,151.77	2,288,833.00	1,103,566.62	165,004.75	1,185,266.38	48.22			
101-310-707-000	CROSSING GUARDS	55,680.58	60,750.00	37,800.00	9,240.00	22,950.00	62.22			
101-310-709-000	OVERTIME	249,750.37	225,000.00	201,166.53	30,703.66	23,833.47	89.41			
101-310-709-003	DREAM CRUISE	26,345.90	30,000.00	0.00	0.00	30,000.00	0.00			
101-310-715-000	FICA	42,582.04	46,626.00	22,049.91	3,523.44	24,576.09	47.29			
101-310-722-000	SICK LEAVE	33,988.63	39,542.00	34,668.40	0.00	4,873.60	87.67			
101-310-723-000	HOLIDAY / PERSONAL DAYS	87,162.70	89,900.00	0.00	0.00	89,900.00	0.00			
101-310-725-000	WORKERS COMPENSATION	73,912.00	67,371.00	0.00	0.00	67,371.00	0.00			
101-310-725-100	WORKERS COMP-AUDIT ADDITIONAL EXP	0.00	0.00	5,345.00	5,345.00	(5,345.00)	100.00	5,400.00	5,400.00	Result of WC Audit
101-310-728-000	SUPPLIES	22,148.80	18,000.00	7,106.49	617.80	10,893.51	39.48			
101-310-731-000	BOOKS / PERIODICALS	100.00	250.00	0.00	0.00	250.00	0.00			
101-310-741-000	AMMUNITION	1,968.00	2,000.00	2,175.60	0.00	(175.60)	108.78	500.00	2,500.00	Added Costs
101-310-741-001	AMMUNITION - TRAINING	6,816.00	7,000.00	6,970.00	0.00	30.00	99.57			
101-310-741-002	RANGE/TRAINING SUPPLIES	0.00	16,000.00	1,175.46	728.89	14,824.54	7.35			
101-310-742-000	BIKE PATROL EXPENSE	423.96	2,000.00	50.00	0.00	1,950.00	2.50			
101-310-744-000	UNIFORMS-CLEANING & PURCHASES	53,697.53	58,000.00	22,689.56	925.91	35,310.44	39.12			
101-310-744-001	HONOR GUARD EXPENDITURES	772.54	1,500.00	0.00	0.00	1,500.00	0.00			
101-310-744-002	FIRE GEAR	11,359.19	19,500.00	11,581.82	0.00	7,918.18	59.39			
101-310-751-000	FUEL & OIL	60,077.49	55,000.00	30,867.85	25.00	24,132.15	56.12			
101-310-753-000	PRISONER BOARD	2,193.55	3,000.00	684.10	189.15	2,315.90	22.80			
101-310-754-000	FIRE PLAN REVIEW	2,715.00	3,000.00	0.00	0.00	3,000.00	0.00			
101-310-758-000	PROGRAM SUPPLIES	219.16	0.00	0.00	0.00	0.00	0.00			
101-310-758-003	LIDS FOR KIDS	3,673.40	2,500.00	372.00	0.00	2,128.00	14.88			
101-310-758-006	FIRE OPEN HOUSE	3,213.17	6,000.00	2,975.75	22.71	3,024.25	49.60			
101-310-758-008	ANNUAL PUBLIC SAFETY GOLF OUTING	37,478.18	25,000.00	14,945.88	0.00	10,054.12	59.78			
101-310-758-009	SUPPLIES - OWI 2ND/3RD FORFEITURE	0.00	5,000.00	0.00	0.00	5,000.00	0.00			
101-310-758-011	MEDICAL SUPPLIES	1,892.10	3,000.00	981.20	70.00	2,018.80	32.71			
101-310-758-012	BERKLEY CRUISE/EST EXPENSES	0.00	0.00	983.53	0.00	(983.53)	100.00			
101-310-758-202	K9 PROGRAM EXPENSES	3,237.04	5,000.00	642.77	83.72	4,357.23	12.86			
101-310-776-000	MAINTENANCE SUPPLIES	117.00	1,500.00	24.58	24.58	1,475.42	1.64			
101-310-779-000	MEDICAL EQUIPMENT	3,129.24	4,000.00	1,674.00	0.00	2,326.00	41.85			
101-310-780-000	VEHICLE EQUIPMENT	0.00	1,000.00	122.85	0.00	877.15	12.29			
101-310-781-000	VEHICLE SUPPLIES	218.80	250.00	0.00	0.00	250.00	0.00			
101-310-803-000	MEMBERSHIPS	6,135.75	14,525.00	4,552.00	210.00	9,973.00	31.34			
101-310-811-000	CUSTODIAL	23,662.68	20,600.00	10,219.14	1,703.19	10,380.86	49.61			
101-310-814-000	DATA PROCESSING	52,293.31	83,200.00	20,283.97	8,158.55	62,916.03	24.38			
101-310-818-000	CONTRACTUAL SERVICES	240.00	4,600.00	3,850.00	700.00	750.00	83.70			
101-310-818-012	BLOOD DRAWS	11,988.00	9,000.00	3,552.00	0.00	5,448.00	39.47			
101-310-825-000	CASCADE SYSTEM MAINTENANCE	0.00	500.00	994.42	994.42	(494.42)	198.88	500.00	1,000.00	Added Costs
101-310-835-000	PUBLIC SAFETY MEDICAL EXPENSES	10,881.00	16,050.00	4,190.41	0.00	11,859.59	26.11			
101-310-851-000	RADIO MAINTENANCE	3,896.43	5,000.00	0.00	0.00	5,000.00	0.00			
101-310-853-000	TELEPHONE	9,912.58	10,000.00	3,847.99	373.39	6,152.01	38.48			
101-310-913-000	VEHICLE INSURANCE	16,855.00	17,192.00	0.00	0.00	17,192.00	0.00			
101-310-914-000	LIABILITY INSURANCE	102,945.00	105,004.00	0.00	0.00	105,004.00	0.00			
101-310-920-000	UTILITIES	48,180.85	42,000.00	16,060.70	4,096.62	25,939.30	38.24			
101-310-931-000	BUILDING MAINTENANCE	74,352.66	84,000.00	24,745.68	12,428.62	59,254.32	29.46			
101-310-933-000	EQUIPMENT MAINTENANCE	647.25	9,300.00	0.00	0.00	9,300.00	0.00			
101-310-939-000	VEHICLE MAINTENANCE	12,294.87	20,000.00	6,139.64	629.80	13,860.36	30.70			
101-310-939-001	FIRE TRUCK MAINTENANCE	29,612.57	30,000.00	10,020.83	827.89	19,979.17	33.40			
101-310-939-002	VEHICLE MAINTENANCE - DPW	30,090.21	27,000.00	9,814.03	929.63	17,185.97	36.35			
101-310-960-000	PROFESSIONAL DEVELOPMENT	31,714.82	50,000.00	16,621.62	0.00	33,378.38	33.24			
101-310-960-001	REIMBURSABLE PROF DEVELOPMENT	7,500.00	50,000.00	486.10	486.10	49,513.90	0.97			
101-310-961-000	PUBLIC SAFETY 302 TRAINING FUNDS	3,658.06	5,000.00	1,772.48	0.00	3,227.52	35.45			
101-310-962-000	PUBLIC SAFETY FIRE/MEDICAL TRAINING	15,293.67	19,000.00	11,987.18	550.00	7,012.82	63.09			
101-310-963-000	HONOR GUARD TRAINING	0.00	1,000.00	0.00	0.00	1,000.00	0.00			
101-310-976-000	BUILDING IMPROVEMENTS	(33,448.82)	50,000.00	0.00	0.00	50,000.00	0.00			
101-310-979-000	FIRE EQUIPMENT	16,798.55	16,000.00	3,617.72	0.00	12,382.28	22.61			
101-310-981-000	FURNITURE	1,779.00	7,500.00	1,768.00	565.00	5,732.00	23.57			
101-310-982-000	EQUIPMENT	39,727.14	138,000.00	81,472.52	2,924.50	56,527.48	59.04			
101-310-984-000	RADIO EQUIPMENT	65,628.25	20,000.00	0.00	0.00	20,000.00	0.00			
101-310-984-001	SCBA GEAR	103,028.60	0.00	0.00	0.00	0.00	0.00			
101-310-985-000	VEHICLES	190,570.55	40,000.00	42,597.46	0.00	(2,597.46)	106.49	3,000.00	43,000.00	Added Costs
101-310-985-001	CAR COMPUTERS	1,704.46	20,000.00	272.24	30.36	19,727.76	1.36			
101-310-991-005	SCBA EQUIPMENT	2,946.35	3,000.00	158.12	0.00	2,841.88	5.27			

Total Dept 310 - PUBLIC SAFETY OPERATIONS		3,867,912.93	4,003,993.00	1,789,644.15	252,112.68	2,214,348.85	44.70		
Dept 371 - BUILDING DEPARTMENT									
101-371-704-000	FULL TIME EMPLOYEES	88,769.68	90,297.00	50,469.44	10,984.61	39,827.56	55.89		
101-371-709-000	OVERTIME	6,909.61	0.00	4,125.01	196.52	(4,125.01)	100.00	7,000.00	7,000.00 Personnel Changes
101-371-715-000	FICA	7,251.98	7,472.00	4,134.69	846.79	3,337.31	55.34		
101-371-725-000	WORKERS COMPENSATION	410.00	418.00	0.00	0.00	418.00	0.00		
101-371-731-000	BOOKS / PERIODICALS	382.08	500.00	0.00	0.00	500.00	0.00		
101-371-758-000	PROGRAM SUPPLIES	175.00	1,500.00	0.00	0.00	1,500.00	0.00		
101-371-818-000	CONTRACTUAL SERVICES	7,392.00	15,000.00	0.00	0.00	15,000.00	0.00		
101-371-822-001	INSPECTIONS - BUILDING	269,668.51	207,000.00	118,893.37	12,116.25	88,106.63	57.44		
101-371-822-002	HOUSE INSPECTIONS-RENTALS	57,798.75	65,000.00	25,462.50	6,806.25	39,537.50	39.17		
101-371-822-003	CONTRACTUAL INSPECTIONS	120,511.94	90,000.00	44,450.64	8,512.88	45,549.36	49.39		
101-371-822-004	NUISANCE CUTS	336.00	2,000.00	0.00	0.00	2,000.00	0.00		
101-371-822-006	BUSINESS LICENSE INSPECTION-ALL	15,412.50	15,000.00	11,692.50	780.00	3,307.50	77.95		
101-371-960-000	PROFESSIONAL DEVELOPMENT	55.00	1,000.00	535.00	0.00	465.00	53.50		
101-371-983-000	OFFICE EQUIPMENT	0.00	2,500.00	0.00	0.00	2,500.00	0.00		
101-371-986-000	COMPUTER SOFTWARE	1,422.00	14,500.00	1,469.00	1,469.00	13,031.00	10.13		
Total Dept 371 - BUILDING DEPARTMENT		576,495.05	512,187.00	261,232.15	41,712.30	250,954.85	51.00		
Dept 441 - PUBLIC WORKS									
101-441-704-000	FULL TIME EMPLOYEES	155,173.73	214,000.00	80,729.12	13,378.45	133,270.88	37.72		
101-441-707-000	PART TIME EMPLOYEES	0.00	6,000.00	3,750.00	1,792.50	2,250.00	62.50		
101-441-709-000	OVERTIME	13,791.08	25,000.00	295.59	132.46	24,704.41	1.18		
101-441-709-003	DREAM CRUISE	0.00	15,000.00	654.04	0.00	14,345.96	4.36		
101-441-715-000	FICA	13,251.63	20,267.00	6,854.83	1,170.60	13,412.17	33.82		
101-441-722-000	SICK LEAVE	5,820.24	4,924.00	4,184.77	0.00	739.23	84.99		
101-441-725-000	WORKERS COMPENSATION	13,330.00	13,597.00	0.00	0.00	13,597.00	0.00		
101-441-728-000	OFFICE SUPPLIES	345.38	1,000.00	447.52	0.00	552.48	44.75		
101-441-744-000	UNIFORMS	998.39	1,200.00	1,298.60	0.00	(98.60)	108.22	1,200.00	2,400.00 Personnel Changes
101-441-751-000	FUEL & OIL	49,978.39	33,516.00	23,969.79	1,418.46	9,546.21	71.52	16,484.00	50,000.00 Added Costs
101-441-758-000	PROGRAM SUPPLIES	1,897.33	3,000.00	313.25	62.65	2,686.75	10.44		
101-441-776-000	MAINTENANCE SUPPLIES	5,423.59	1,500.00	667.02	0.00	832.98	44.47		
101-441-787-000	TOOLS	134.91	1,100.00	74.47	0.00	1,025.53	6.77		
101-441-803-000	MEMBERSHIPS	1,165.00	1,700.00	1,060.00	125.00	640.00	62.35		
101-441-811-000	CUSTODIAL SERVICES	3,618.37	3,136.00	1,829.76	261.35	1,306.24	58.35		
101-441-818-000	CONTRACTUAL SERVICES	960.00	31,100.00	1,040.00	0.00	30,060.00	3.34		
101-441-835-000	MEDICAL EXPENSES	793.06	800.00	1,114.27	169.56	(314.27)	139.28	700.00	1,500.00 Personnel Changes
101-441-853-000	TELEPHONE	2,899.15	2,820.00	1,164.00	165.01	1,656.00	41.28		
101-441-913-000	VEHICLE INSURANCE	13,648.00	13,921.00	0.00	0.00	13,921.00	0.00		
101-441-914-000	LIABILITY INSURANCE	5,435.00	5,544.00	0.00	0.00	5,544.00	0.00		
101-441-914-001	LIABILITY INSURANCE-STORAGE TANK	4,727.30	5,600.00	5,666.20	0.00	(66.20)	101.18		
101-441-920-000	UTILITIES	12,208.68	10,100.00	2,745.03	822.18	7,354.97	27.18		
101-441-931-000	BUILDING MAINTENANCE	15,188.09	9,040.00	4,909.72	310.98	4,130.28	54.31		
101-441-931-500	BUILDING DEMOLITION	0.00	0.00	4,600.00	0.00	(4,600.00)	100.00	4,600.00	4,600.00 Demo of City_owned Property
101-441-940-000	EQUIPMENT RENTAL	0.00	500.00	0.00	0.00	500.00	0.00		
101-441-946-000	OFFICE EQUIPMENT RENTAL	546.74	480.00	186.21	23.22	293.79	38.79		
101-441-960-000	PROFESSIONAL DEVELOPMENT	357.00	2,800.00	4,473.60	1,078.60	(1,673.60)	159.77	2,000.00	4,800.00 Added Costs
101-441-976-000	BUILDING IMPROVEMENTS	9,073.16	20,000.00	50.96	0.00	19,949.04	0.25		
101-441-982-000	EQUIPMENT	23,450.41	0.00	500.00	0.00	(500.00)	100.00	500.00	500.00 Added Costs
101-441-984-000	RADIO EQUIPMENT	0.00	500.00	0.00	0.00	500.00	0.00		
101-441-985-000	VEHICLES	(30,874.61)	30,000.00	244,057.00	244,057.00	(214,057.00)	813.52	220,000.00	250,000.00 Carry Forward Truck Delivered
Total Dept 441 - PUBLIC WORKS		323,340.02	478,145.00	396,635.75	264,968.02	81,509.25	82.95		
Dept 442 - PUBLIC WORKS GARAGE									
101-442-704-000	FULL TIME EMPLOYEES	61,028.55	113,505.00	33,935.20	7,898.40	79,569.80	29.90		
101-442-709-000	OVERTIME	34,670.99	0.00	11,390.27	0.00	(11,390.27)	100.00	25,000.00	25,000.00 Personnel Changes
101-442-715-000	FICA	7,554.26	10,404.00	3,546.92	602.12	6,857.08	34.09		
101-442-722-000	SICK LEAVE	1,046.16	2,540.00	1,067.04	0.00	1,472.96	42.01		
101-442-725-000	WORKERS COMPENSATION	2,500.00	2,550.00	0.00	0.00	2,550.00	0.00		
101-442-744-000	UNIFORMS	1,877.78	2,200.00	2,200.00	0.00	0.00	100.00		
101-442-781-000	VEHICLE SUPPLIES	103,814.96	85,000.00	29,587.72	2,805.71	55,412.28	34.81		
101-442-787-000	TOOLS	1,312.46	5,000.00	99.24	0.00	4,900.76	1.98		
101-442-939-000	VEHICLE MAINTENANCE	4,102.78	30,000.00	7,838.98	1,151.16	22,161.02	26.13		
101-442-939-002	VEHICLE MAINTENANCE - PSO	0.00	0.00	0.00	0.00	0.00	0.00		
101-442-960-000	PROFESSIONAL DEVELOPMENT	263.50	500.00	214.49	0.00	285.51	42.90		

101-442-982-000	EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0.00		
Total Dept 442 - PUBLIC WORKS GARAGE		218,171.44	256,699.00	89,879.86	12,457.39	166,819.14	35.01		
Dept 446 - PUBLIC WORKS STREET PROGRAMS									
101-446-922-000	STREET LIGHTING	192,756.09	211,000.00	63,042.29	16,104.31	147,957.71	29.88		
Total Dept 446 - PUBLIC WORKS STREET PROGRAMS		192,756.09	211,000.00	63,042.29	16,104.31	147,957.71	29.88		
Dept 738 - LIBRARY									
101-738-704-000	FULL TIME EMPLOYEES	148,688.14	181,692.00	91,872.21	14,363.98	89,819.79	50.56		
101-738-707-000	PART TIME EMPLOYEES	238,306.07	258,775.00	122,705.74	19,554.17	136,069.26	47.42		
101-738-715-000	FICA	29,675.83	32,620.00	16,538.89	2,762.81	16,081.11	50.70		
101-738-720-000	LONGEVITY	2,259.88	2,305.00	2,305.08	2,305.08	(0.08)	100.00		
101-738-722-000	SICK LEAVE	0.00	1,995.00	0.00	0.00	1,995.00	0.00		
101-738-725-000	WORKERS COMPENSATION	1,160.00	1,183.00	0.00	0.00	1,183.00	0.00		
101-738-728-000	OFFICE SUPPLIES	5,378.68	5,500.00	1,872.94	221.68	3,627.06	34.05		
101-738-730-000	POSTAGE-PRINTING-MAILING	11.70	0.00	0.00	0.00	0.00	0.00		
101-738-731-000	BOOKS / PERIODICALS	4,275.11	8,900.00	7,448.72	2,040.59	1,451.28	83.69		
101-738-731-001	DOWNLOADABLE CONTENT	21,968.20	22,000.00	13,272.07	1,863.14	8,727.93	60.33		
101-738-758-000	PROGRAM SUPPLIES	2,277.75	2,500.00	1,238.98	396.02	1,261.02	49.56		
101-738-758-005	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	8,336.81	7,000.00	3,387.06	29.52	3,612.94	48.39		
101-738-776-000	MAINTENANCE SUPPLIES	1,896.72	2,000.00	1,307.87	174.95	692.13	65.39		
101-738-803-000	MEMBERSHIPS	774.97	950.00	974.72	0.00	(24.72)	102.60	50.00	1,000.00 Personnel Changes
101-738-811-000	CUSTODIAL SERVICES	23,299.30	24,000.00	12,018.02	1,957.17	11,981.98	50.08		
101-738-818-000	CONTRACTUAL SERVICES	402.61	600.00	471.20	81.55	128.80	78.53		
101-738-828-000	LIBRARY COOP	47,612.05	52,825.00	24,903.69	0.00	27,921.31	47.14		
101-738-853-000	TELEPHONE	1,812.46	1,900.00	743.33	78.03	1,156.67	39.12		
101-738-904-000	PRINTING	0.00	200.00	160.00	0.00	40.00	80.00		
101-738-914-000	LIABILITY INSURANCE	9,811.00	10,007.00	0.00	0.00	10,007.00	0.00		
101-738-920-000	UTILITIES	23,941.99	25,000.00	8,768.39	1,166.03	16,231.61	35.07		
101-738-931-000	BUILDING MAINTENANCE	18,416.09	14,000.00	3,361.71	312.00	10,638.29	24.01		
101-738-934-000	OFFICE EQUIPMENT MAINTENANCE	3,637.75	3,000.00	900.02	51.22	2,099.98	30.00		
101-738-960-000	PROFESSIONAL DEVELOPMENT	645.33	1,500.00	380.92	250.00	1,119.08	25.39		
101-738-976-000	BUILDING IMPROVEMENTS	0.00	16,000.00	0.00	0.00	16,000.00	0.00		
101-738-978-000	BOOKS	35,198.71	36,000.00	17,832.36	1,794.42	18,167.64	49.53		
101-738-978-001	RENTED MATERIALS	13,650.72	19,500.00	5,814.70	847.13	13,685.30	29.82		
101-738-978-002	BOOKS FROM DONATIONS	3,982.85	3,000.00	1,787.75	85.00	1,212.25	59.59		
Total Dept 738 - LIBRARY		647,420.72	734,952.00	340,066.37	50,334.49	394,885.63	46.27		
Dept 750 - COMMUNICATIONS									
101-750-704-000	FULL TIME EMPLOYEES	61,030.64	62,081.00	30,993.55	4,775.44	31,087.45	49.92		
101-750-709-000	OVERTIME	109.73	0.00	0.00	0.00	0.00	0.00		
101-750-715-000	FICA	4,630.00	4,749.00	2,347.30	361.67	2,401.70	49.43		
101-750-725-000	WORKERS COMPENSATION	250.00	255.00	0.00	0.00	255.00	0.00		
101-750-758-000	PROGRAM SUPPLIES	2,024.65	13,500.00	2,764.59	166.60	10,735.41	20.48		
101-750-761-000	HARDWARE SUBSCRIPTIONS	0.00	19,900.00	0.00	0.00	19,900.00	0.00		
101-750-803-000	MEMBERSHIPS	0.00	2,625.00	524.00	0.00	2,101.00	19.96		
101-750-814-000	WEBSITE MAINTENANCE	10,961.71	30,000.00	5,073.47	382.44	24,926.53	16.91		
101-750-815-000	CABLE PRODUCTION	18,995.00	30,000.00	7,510.00	4,980.00	22,490.00	25.03		
101-750-818-000	CONTRACTUAL SERVICES	15,966.46	31,060.00	15,788.63	87.00	15,271.37	50.83		
101-750-853-000	TELEPHONE	1,082.90	600.00	466.04	102.76	133.96	77.67		
101-750-923-000	CABLE FRANCHISE ADMIN FEE	17,356.16	29,547.00	14,873.89	9,677.23	14,673.11	50.34		
101-750-933-000	EQUIPMENT MAINTENANCE	62.58	500.00	157.49	0.00	342.51	31.50		
101-750-960-000	PROFESSIONAL DEVELOPMENT	2,993.87	1,110.00	521.02	0.00	588.98	46.94		
101-750-984-002	TELECOMMUNICATIONS EQUIPMENT	16,277.11	32,000.00	7,852.50	0.00	24,147.50	24.54		
Total Dept 750 - COMMUNICATIONS		151,740.81	257,927.00	88,872.48	20,533.14	169,054.52	34.46		
Dept 755 - INFORMATION TECHNOLOGY									
101-755-704-000	FULL TIME EMPLOYEES	71,294.35	72,521.00	36,205.71	5,578.52	36,315.29	49.92		
101-755-706-000	INFO TECH COORDINATOR	18,956.81	22,400.00	10,628.30	1,624.00	11,771.70	47.45		
101-755-709-000	OVERTIME	0.00	0.00	120.00	0.00	(120.00)	100.00		
101-755-715-000	FICA	6,863.95	7,261.00	3,564.28	546.73	3,696.72	49.09		
101-755-725-000	WORKERS COMPENSATION	250.00	255.00	0.00	0.00	255.00	0.00		
101-755-760-000	SOFTWARE MAINT AND SUBSCRIPTIONS	39,029.19	91,750.00	22,299.86	3,591.55	69,450.14	24.31		
101-755-761-000	HARDWARE SUBSCRIPTIONS	2,280.74	2,500.00	1,294.62	1,294.62	1,205.38	51.78		
101-755-778-000	EQUIPMENT SUPPLIES	6,459.02	5,500.00	2,889.68	86.98	2,610.32	52.54		
101-755-803-000	MEMBERSHIPS	1,025.00	200.00	0.00	0.00	200.00	0.00		

101-755-818-000	CONTRACTUAL SERVICES	27,555.86	98,900.00	20,183.94	3,174.43	78,716.06	20.41				
101-755-853-000	TELEPHONE	2,054.61	1,800.00	844.09	166.70	955.91	46.89				
101-755-960-000	PROFESSIONAL DEVELOPMENT	4,157.76	8,000.00	4,838.59	0.00	3,161.41	60.48				
101-755-983-000	OFFICE EQUIPMENT	38,616.27	34,500.00	6,810.11	0.00	27,689.89	19.74				
Total Dept 755 - INFORMATION TECHNOLOGY		218,543.56	345,587.00	109,679.18	16,063.53	235,907.82	31.74				
Dept 801 - PLANNING											
101-801-704-000	FULL TIME EMPLOYEES	34,895.10	135,000.00	43,846.07	7,307.68	91,153.93	32.48				
101-801-715-000	FICA	2,649.34	10,328.00	3,320.68	553.44	7,007.32	32.15				
101-801-725-000	WORKERS COMPENSATION	330.00	337.00	0.00	0.00	337.00	0.00				
101-801-731-000	BOOKS / PERIODICALS	180.00	700.00	0.00	0.00	700.00	0.00				
101-801-758-000	PROGRAM SUPPLIES	910.19	500.00	1,550.43	0.00	(1,050.43)	310.09	2,000.00	2,500.00	Added Costs	
101-801-803-000	MEMBERSHIPS	675.00	1,410.00	675.00	0.00	735.00	47.87				
101-801-817-000	CONSULTANT	27,530.00	24,000.00	7,372.50	1,417.50	16,627.50	30.72				
101-801-818-000	CONTRACTUAL SERVICES	44,643.82	32,000.00	0.00	0.00	32,000.00	0.00				
101-801-853-000	TELEPHONE	591.44	600.00	226.98	45.34	373.02	37.83				
101-801-901-000	ADVERTISING	6,343.22	6,500.00	1,107.52	0.00	5,392.48	17.04				
101-801-960-000	PROFESSIONAL DEVELOPMENT	4,993.50	7,800.00	1,569.00	285.00	6,231.00	20.12				
101-801-974-000	LAND IMPROVEMENTS	53,670.93	0.00	0.00	0.00	0.00	0.00				
101-801-981-000	FURNITURE	0.00	5,000.00	0.00	0.00	5,000.00	0.00				
101-801-983-000	OFFICE EQUIPMENT	0.00	2,500.00	0.00	0.00	2,500.00	0.00				
Total Dept 801 - PLANNING		177,412.54	226,675.00	59,668.18	9,608.96	167,006.82	26.32				
Dept 952 - ACTIVE EMPLOYEE BENEFITS											
101-952-712-000	IN LIEU	2,764.18	63,000.00	62,153.13	0.00	846.87	98.66				
101-952-715-000	FICA	2,373.38	4,300.00	3,892.78	0.00	407.22	90.53				
101-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	208,808.91	200,000.00	136,434.41	15,023.00	63,565.59	68.22	20,000.00	220,000.00	Added Costs	
101-952-716-500	HEALTH CARE COSTS - BC/BS	654,967.73	725,000.00	395,327.58	55,374.68	329,672.42	54.53	75,000.00	800,000.00	Added Costs	
101-952-718-000	RETIREMENT-DB MERS	127,934.14	135,000.00	64,203.24	10,700.54	70,796.76	47.56				
101-952-718-010	MERS DC RETIREMENT	2,043.24	28,000.00	6,121.92	0.00	21,878.08	21.86				
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		998,891.58	1,155,300.00	668,133.06	81,098.22	487,166.94	57.83				
Dept 954 - BENEFITS-MERS RETIREES											
101-954-712-000	IN LIEU	3,153.60	8,400.00	3,153.60	0.00	5,246.40	37.54				
101-954-716-000	DENTAL/VISION/LIFE-LTD/RHCS	50,877.08	64,000.00	16,375.83	151.05	47,624.17	25.59				
101-954-716-500	HEALTH CARE COSTS - BC/BS	156,651.83	188,000.00	110,118.07	18,632.78	77,881.93	58.57				
101-954-716-600	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	175,889.74	195,000.00	101,511.16	13,071.72	93,488.84	52.06				
101-954-718-001	PENSION EXPENSE - GENERAL GOVERNMENT	592,287.83	645,000.00	306,748.86	51,124.81	338,251.14	47.56				
101-954-718-003	PENSION EXPENSE - MERS RETIREMENT-DPW	77,708.18	88,000.00	41,851.02	6,975.17	46,148.98	47.56				
101-954-718-100	MERS-SERVICE CREDIT PURCHASE	241,526.00	30,000.00	7,433.00	0.00	22,567.00	24.78				
Total Dept 954 - BENEFITS-MERS RETIREES		1,298,094.26	1,218,400.00	587,191.54	89,955.53	631,208.46	48.19				
Dept 955 - PSO PENSION SYSTEM											
101-955-712-000	IN LIEU	1,261.44	3,200.00	1,261.44	0.00	1,938.56	39.42				
101-955-716-000	DENTAL/VISION/LIFE-LTD/RHCS	36,576.55	57,000.00	11,228.57	196.10	45,771.43	19.70				
101-955-716-500	HEALTH CARE COSTS - BC/BS	156,542.88	155,000.00	84,442.39	12,837.77	70,557.61	54.48				
101-955-716-600	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	140,857.18	155,000.00	81,608.32	10,514.72	73,391.68	52.65				
101-955-718-000	RETIREMENT-DB PSO PENSION	1,303,500.00	1,325,000.00	0.00	0.00	1,325,000.00	0.00				
Total Dept 955 - PSO PENSION SYSTEM		1,638,738.05	1,695,200.00	178,540.72	23,548.59	1,516,659.28	10.53				
Dept 966 - OTHER FINANCING USES											
101-966-999-470	TRANSFERS OUT TO SIDEWALKS	240,000.00	0.00	0.00	0.00	0.00	0.00				
101-966-999-614	TRANSFERS OUT TO REC REVOLVING	515,000.00	1,370,000.00	0.00	0.00	1,370,000.00	0.00				
101-966-999-690	TRANSFER OUT-FRINGE BENEFITS	0.00	0.00	40,382.46	0.00	(40,382.46)	100.00	50,000.00	50,000.00	Transfer to Pay Leave Buy-Out	
Total Dept 966 - OTHER FINANCING USES		755,000.00	1,370,000.00	40,382.46	0.00	1,329,617.54	2.95				
TOTAL EXPENDITURES		13,249,421.68	15,223,491.00	5,800,360.74	1,125,918.39	9,423,130.26	38.10	562,323.00	2,202,626.00	Total Budget Amendments	
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		12,852,436.15	13,301,584.00	10,600,288.93	652,373.54	2,701,295.07	79.69	13,301,584.00	15,223,491.00		
TOTAL EXPENDITURES		13,249,421.68	15,223,491.00	5,800,360.74	1,125,918.39	9,423,130.26	38.10	\$ 276,500.00	562,323.00		
NET OF REVENUES & EXPENDITURES		(396,985.53)	(1,921,907.00)	4,799,928.19	(473,544.85)	(6,721,835.19)	249.75	\$ 13,578,084	\$ 15,785,814		
BEG. FUND BALANCE		5,103,676.12	4,706,690.59	4,706,690.59							
END FUND BALANCE		4,706,690.59	2,784,783.59	9,506,618.78				4,706,690.59	Current Fund Balance		
								\$ (2,207,730)	Amended Deficit		
Fund 202 - MAJOR STREET								\$ 2,498,960.59	Projected Fund Balance		

							21.32% Fund Balance Reserve %	
Revenues								
Dept 001 - REVENUES								
202-001-546-000	ACT 51 STATE REVENUE	1,229,210.01	1,243,200.00	511,506.99	186,418.22	731,693.01	41.14	
202-001-548-000	METRO ACT	55,168.21	43,000.00	0.00	0.00	43,000.00	0.00	
202-001-556-000	OTHER STATE GRANTS	39,191.00	0.00	18,693.00	18,693.00	(18,693.00)	100.00	19,000.00 19,000.00 Tri-Party Grant Funds
202-001-640-000	SUMMER MAINTENANCE	0.00	1,680.00	0.00	0.00	1,680.00	0.00	
202-001-641-000	WINTER MAINTENANCE	13,073.46	11,393.00	7,547.63	5,867.63	3,845.37	66.25	
202-001-642-000	SALT	36,812.73	16,525.00	0.00	0.00	16,525.00	0.00	
202-001-664-000	INVESTMENT EARNINGS (LOSSES)	6,869.22	5,500.00	17,770.51	0.00	(12,270.51)	323.10	29,500.00 35,000.00 Added Return Rates
202-001-671-000	SUNDRY REVENUE	907.14	0.00	0.00	0.00	0.00	0.00	
Total Dept 001 - REVENUES		1,381,231.77	1,321,298.00	555,518.13	210,978.85	765,779.87	42.04	48,500.00
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TOTAL REVENUES		1,381,231.77	1,321,298.00	555,518.13	210,978.85	765,779.87	42.04	
Expenditures								
Dept 464 - STREET MAINT OPERATIONS								
202-464-706-000	LABORERS	109,163.36	110,260.00	70,971.20	9,848.00	39,288.80	64.37	11,740.00 122,000.00 Added Personnel
202-464-707-000	PART TIME EMPLOYEES	0.00	1,500.00	0.00	0.00	1,500.00	0.00	
202-464-709-000	OVERTIME	49,156.25	30,000.00	28,419.80	3,345.60	1,580.20	94.73	20,000.00 50,000.00 Changes to Personnel
202-464-715-000	FICA	12,224.56	10,999.00	7,715.82	1,004.62	3,283.18	70.15	4,501.00 15,500.00 Added Personnel
202-464-722-000	SICK LEAVE	2,554.02	2,016.00	2,015.52	0.00	0.48	99.98	
202-464-725-000	WORKERS COMPENSATION	9,761.00	5,947.00	0.00	0.00	5,947.00	0.00	
202-464-744-000	UNIFORMS	1,909.36	2,250.00	2,363.25	11.69	(113.25)	105.03	
202-464-758-000	PROGRAM SUPPLIES	7,231.22	8,000.00	116.76	116.76	7,883.24	1.46	
202-464-782-000	ROAD SUPPLIES	10,907.06	15,000.00	1,962.49	1,962.49	13,037.51	13.08	
202-464-818-000	CONTRACTUAL SERVICES	65,337.19	175,000.00	0.00	0.00	175,000.00	0.00	
202-464-821-010	ENGINEERING	0.00	65,000.00	8,993.60	5,308.99	56,006.40	13.84	
202-464-914-001	LIABILITY INSURANCE-STORAGE TANK	4,800.00	0.00	0.00	0.00	0.00	0.00	
202-464-940-000	EQUIPMENT RENTAL	6,425.61	7,920.00	4,072.20	0.00	3,847.80	51.42	
202-464-940-001	EQUIPMENT RENTAL - VENDOR	0.00	0.00	11,188.00	0.00	(11,188.00)	100.00	11,200.00 11,200.00 Equipment Rental Vendor
202-464-975-100	CONSTRUCTION - MAJOR STREETS	0.00	250,000.00	0.00	0.00	250,000.00	0.00	
Total Dept 464 - STREET MAINT OPERATIONS		279,469.63	683,892.00	137,818.64	21,598.15	546,073.36	20.15	
Dept 466 - STREET SWEEPING								
202-466-818-000	CONTRACTUAL SERVICES	51.65	2,000.00	0.00	0.00	2,000.00	0.00	
202-466-940-000	EQUIPMENT RENTAL	11,991.98	17,006.00	7,874.88	0.00	9,131.12	46.31	
202-466-985-000	VEHICLES	0.00	290,000.00	0.00	0.00	290,000.00	0.00	
Total Dept 466 - STREET SWEEPING		12,043.63	309,006.00	7,874.88	0.00	301,131.12	2.55	
Dept 468 - STREET TREES								
202-468-758-000	PROGRAM SUPPLIES	29,232.80	25,000.00	19,317.00	0.00	5,683.00	77.27	
202-468-818-000	CONTRACTUAL SERVICES	116,323.66	88,386.00	69,992.43	11,304.56	18,393.57	79.19	
202-468-940-000	EQUIPMENT RENTAL	1,992.98	2,244.00	392.66	0.00	1,851.34	17.50	
Total Dept 468 - STREET TREES		147,549.44	115,630.00	89,702.09	11,304.56	25,927.91	77.58	
Dept 469 - CATCH BASINS								
202-469-758-000	PROGRAM SUPPLIES	0.00	5,000.00	0.00	0.00	5,000.00	0.00	
202-469-818-000	CONTRACTUAL SERVICES	0.00	1,500.00	0.00	0.00	1,500.00	0.00	
202-469-940-000	EQUIPMENT RENTAL	2,265.81	2,550.00	465.75	0.00	2,084.25	18.26	
Total Dept 469 - CATCH BASINS		2,265.81	9,050.00	465.75	0.00	8,584.25	5.15	
Dept 471 - GRASS AND WEEDS								
202-471-709-000	OVERTIME	70.96	0.00	0.00	0.00	0.00	0.00	
202-471-715-000	FICA	5.37	0.00	0.00	0.00	0.00	0.00	
202-471-758-000	PROGRAM SUPPLIES	210.15	1,000.00	784.00	0.00	216.00	78.40	
202-471-818-000	CONTRACTUAL SERVICES	1,145.00	2,000.00	705.00	0.00	1,295.00	35.25	
202-471-940-000	EQUIPMENT RENTAL	1,197.64	1,530.00	491.31	0.00	1,038.69	32.11	
Total Dept 471 - GRASS AND WEEDS		2,629.12	4,530.00	1,980.31	0.00	2,549.69	43.72	
Dept 475 - STREET SIGNS								
202-475-758-000	PROGRAM SUPPLIES	9,193.34	5,000.00	4,734.24	0.00	265.76	94.68	
202-475-803-000	MEMBERSHIPS	2,535.75	2,700.00	0.00	0.00	2,700.00	0.00	
202-475-818-000	CONTRACTUAL SERVICES	9,975.59	34,000.00	0.00	0.00	34,000.00	0.00	
202-475-933-000	EQUIPMENT MAINTENANCE	23,242.69	33,000.00	8,930.53	6,740.29	24,069.47	27.06	

202-475-940-000	EQUIPMENT RENTAL	844.81	1,904.00	1,567.34	0.00	336.66	82.32			
Total Dept 475 - STREET SIGNS		45,792.18	76,604.00	15,232.11	6,740.29	61,371.89	19.88			
Dept 478 - WINTER MAINTENANCE										
202-478-709-000	OVERTIME	126.16	0.00	0.00	0.00	0.00	0.00			
202-478-715-000	FICA	9.54	0.00	0.00	0.00	0.00	0.00			
202-478-758-000	PROGRAM SUPPLIES	49,075.87	50,400.00	14,719.45	10,547.94	35,680.55	29.21			
202-478-940-000	EQUIPMENT RENTAL	20,003.47	16,524.00	491.72	0.00	16,032.28	2.98			
Total Dept 478 - WINTER MAINTENANCE		69,215.04	66,924.00	15,211.17	10,547.94	51,712.83	22.73			
Dept 483 - STREET ADMINISTRATION										
202-483-727-100	INTERNAL SRVC - LABOR & ADMIN	20,000.00	50,000.00	25,000.00	12,500.00	25,000.00	50.00			
202-483-807-000	AUDIT SERVICES	4,565.00	0.00	3,000.00	3,000.00	(3,000.00)	100.00	3,000.00	3,000.00	Was Not Budgeted
Total Dept 483 - STREET ADMINISTRATION		24,565.00	50,000.00	28,000.00	15,500.00	22,000.00	56.00			
Dept 952 - ACTIVE EMPLOYEE BENEFITS										
202-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	5,646.33	6,000.00	3,919.79	416.17	2,080.21	65.33	1,500.00	7,500.00	Added Personnel Cost
202-952-716-500	HEALTH CARE COSTS - BC/BS	24,986.23	30,000.00	22,586.79	3,100.98	7,413.21	75.29	10,000.00	40,000.00	Added Personnel Cost
202-952-718-000	RETIREMENT-DB MERS	17,057.92	16,000.00	7,609.26	1,268.21	8,390.74	47.56			
202-952-718-010	MERS DC RETIREMENT	0.00	0.00	1,132.88	0.00	(1,132.88)	100.00	4,000.00	4,000.00	New Personnel Retirement
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		47,690.48	52,000.00	35,248.72	4,785.36	16,751.28	67.79			
Dept 966 - OTHER FINANCING USES										
202-966-999-203	TRANSFERS OUT TO LOCAL STREET	180,000.00	200,000.00	100,000.00	100,000.00	100,000.00	50.00			
Total Dept 966 - OTHER FINANCING USES		180,000.00	200,000.00	100,000.00	100,000.00	100,000.00	50.00			
TOTAL EXPENDITURES		811,220.33	1,567,636.00	431,533.67	170,476.30	1,136,102.33	27.53	65,941.00	253,200.00	Total Budget Amendments
Fund 202 - MAJOR STREET:										
TOTAL REVENUES		1,381,231.77	1,321,298.00	555,518.13	210,978.85	765,779.87	42.04	48,500.00	1,369,798.00	3-Yr Average Exp
TOTAL EXPENDITURES		811,220.33	1,567,636.00	431,533.67	170,476.30	1,136,102.33	27.53	65,941.00	1,633,577.00	\$ 1,138,455.00
NET OF REVENUES & EXPENDITURES		570,011.44	(246,338.00)	123,984.46	40,502.55	(370,322.46)	50.33	(17,441.00)	(263,779.00)	
BEG. FUND BALANCE		2,432,039.65	3,002,051.09	3,002,051.09						
END FUND BALANCE		3,002,051.09	2,755,713.09	3,126,035.55				3,002,051.09	Current Fund Balance	
								\$ (263,779)	Amended Deficit	
								\$ 2,738,272.09	Projected Fund Balance	
Fund 203 - LOCAL STREETS										
Revenues								240.53%	Fund Bal % of Amended Budgeted Expenses	
Dept 001 - REVENUES										
203-001-546-000	ACT 51 STATE REVENUE	464,695.40	470,655.00	193,279.31	70,440.58	277,375.69	41.07			
203-001-556-000	OTHER STATE GRANTS	39,191.00	0.00	18,693.00	18,693.00	(18,693.00)	100.00	19,000.00	19,000.00	Tri-Party Grant Funds
203-001-557-000	OTHER GRANTS-COUNTY, ETC.	4,000.00	0.00	0.00	0.00	0.00	0.00			
203-001-645-000	TREE PROGRAM SALES	3,150.00	0.00	5,360.02	0.00	(5,360.02)	100.00	6,000.00	6,000.00	Tree Sales
203-001-654-000	BOND FORFEITS	0.00	0.00	1,516.30	1,516.30	(1,516.30)	100.00	2,500.00	2,500.00	Performance Bond Forfeitures
203-001-664-000	INVESTMENT EARNINGS (LOSSES)	2,228.39	2,500.00	5,217.41	0.00	(2,717.41)	208.70	7,500.00	10,000.00	Added Return Rates
203-001-671-000	SUNDRY REVENUE	56,960.25	60,000.00	0.00	0.00	60,000.00	0.00			
203-001-699-202	TRANSFERS IN FROM MAJOR STREETS	180,000.00	200,000.00	100,000.00	100,000.00	100,000.00	50.00			
Total Dept 001 - REVENUES		750,225.04	733,155.00	324,066.04	190,649.88	409,088.96	44.20			
TOTAL REVENUES		750,225.04	733,155.00	324,066.04	190,649.88	409,088.96	44.20	35,000.00	37,500.00	
Expenditures										
Dept 464 - STREET MAINT OPERATIONS										
203-464-706-000	LABORERS	93,697.09	94,029.00	31,577.60	3,737.60	62,451.40	33.58			
203-464-707-000	PART TIME EMPLOYEES	0.00	1,500.00	0.00	0.00	1,500.00	0.00			
203-464-709-000	OVERTIME	6,202.30	7,000.00	5,374.20	700.80	1,625.80	76.77			
203-464-715-000	FICA	7,600.33	7,843.00	2,804.23	336.15	5,038.77	35.75			
203-464-725-000	WORKERS COMPENSATION	5,830.00	5,947.00	0.00	0.00	5,947.00	0.00			
203-464-744-000	UNIFORMS	1,968.38	2,250.00	2,340.38	90.85	(90.38)	104.02			
203-464-758-000	PROGRAM SUPPLIES	3,216.21	3,000.00	50.04	50.04	2,949.96	1.67			
203-464-782-000	ROAD SUPPLIES	4,693.82	10,000.00	841.07	841.07	9,158.93	8.41			
203-464-818-000	CONTRACTUAL SERVICES	30,320.91	100,000.00	22,480.00	0.00	77,520.00	22.48			
203-464-821-010	ENGINEERING	0.00	15,000.00	7,652.61	857.91	7,347.39	51.02			
203-464-940-000	EQUIPMENT RENTAL	12,791.18	12,240.00	7,908.20	0.00	4,331.80	64.61			
203-464-940-001	EQUIPMENT RENTAL - VENDOR	0.00	0.00	9,462.00	0.00	(9,462.00)	100.00	10,000.00	10,000.00	Equipment Rental Vendor

Total Dept 464 - STREET MAINT OPERATIONS	166,320.22	258,809.00	90,490.33	6,614.42	168,318.67	34.96			
Dept 466 - STREET SWEEPING									
203-466-818-000 CONTRACTUAL SERVICES	51.65	4,000.00	0.00	0.00	4,000.00	0.00			
203-466-940-000 EQUIPMENT RENTAL	22,231.60	33,882.00	15,396.40	0.00	18,485.60	45.44			
Total Dept 466 - STREET SWEEPING	22,283.25	37,882.00	15,396.40	0.00	22,485.60	40.64			
Dept 468 - STREET TREES									
203-468-758-000 PROGRAM SUPPLIES	60,162.65	55,000.00	45,169.00	0.00	9,831.00	82.13			
203-468-818-000 CONTRACTUAL SERVICES	251,810.27	206,234.00	155,357.57	26,377.21	50,876.43	75.33			
203-468-940-000 EQUIPMENT RENTAL	3,792.96	4,080.00	765.29	0.00	3,314.71	18.76			
Total Dept 468 - STREET TREES	315,765.88	265,314.00	201,291.86	26,377.21	64,022.14	75.87			
Dept 469 - CATCH BASINS									
203-469-758-000 PROGRAM SUPPLIES	727.50	10,000.00	0.00	0.00	10,000.00	0.00			
203-469-818-000 CONTRACTUAL SERVICES	0.00	3,000.00	0.00	0.00	3,000.00	0.00			
203-469-940-000 EQUIPMENT RENTAL	5,569.55	5,610.00	906.34	0.00	4,703.66	16.16			
Total Dept 469 - CATCH BASINS	6,297.05	18,610.00	906.34	0.00	17,703.66	4.87			
Dept 471 - GRASS AND WEEDS									
203-471-709-000 OVERTIME	70.96	0.00	0.00	0.00	0.00	0.00			
203-471-715-000 FICA	5.35	0.00	0.00	0.00	0.00	0.00			
203-471-758-000 PROGRAM SUPPLIES	146.79	500.00	336.00	0.00	164.00	67.20			
203-471-940-000 EQUIPMENT RENTAL	2,429.19	3,366.00	975.72	0.00	2,390.28	28.99			
Total Dept 471 - GRASS AND WEEDS	2,652.29	3,866.00	1,311.72	0.00	2,554.28	33.93			
Dept 475 - STREET SIGNS									
203-475-758-000 PROGRAM SUPPLIES	14,432.01	9,000.00	7,910.53	0.00	1,089.47	87.89			
203-475-803-000 MEMBERSHIPS	2,535.75	2,700.00	0.00	0.00	2,700.00	0.00			
203-475-818-000 CONTRACTUAL SERVICES	31,763.61	42,000.00	2,894.36	910.47	39,105.64	6.89			
203-475-933-000 EQUIPMENT MAINTENANCE	2,696.72	4,200.00	992.29	748.92	3,207.71	23.63			
203-475-940-000 EQUIPMENT RENTAL	1,751.65	1,530.00	3,036.44	0.00	(1,506.44)	198.46	1,970.00	3,500.00	Added Equipment Rental
Total Dept 475 - STREET SIGNS	53,179.74	59,430.00	14,833.62	1,659.39	44,596.38	24.96			
Dept 478 - WINTER MAINTENANCE									
203-478-709-000 OVERTIME	126.16	0.00	0.00	0.00	0.00	0.00			
203-478-715-000 FICA	9.56	0.00	0.00	0.00	0.00	0.00			
203-478-758-000 PROGRAM SUPPLIES	25,767.36	21,600.00	6,308.35	4,520.56	15,291.65	29.21			
203-478-940-000 EQUIPMENT RENTAL	40,304.60	45,257.00	983.44	0.00	44,273.56	2.17			
Total Dept 478 - WINTER MAINTENANCE	66,207.68	66,857.00	7,291.79	4,520.56	59,565.21	10.91			
Dept 483 - STREET ADMINISTRATION									
203-483-727-100 INTERNAL SRVC - LABOR & ADMIN	10,000.00	35,000.00	17,500.00	8,750.00	17,500.00	50.00			
203-483-807-000 AUDIT SERVICES	4,565.00	0.00	3,000.00	3,000.00	3,000.00	100.00	3,000.00	3,000.00	Was Not Budgeted
Total Dept 483 - STREET ADMINISTRATION	14,565.00	35,000.00	20,500.00	11,750.00	14,500.00	58.57			
Dept 952 - ACTIVE EMPLOYEE BENEFITS									
203-952-716-000 DENTAL/VISION/LIFE-LTD/RHCS	4,790.75	5,400.00	1,793.65	232.91	3,606.35	33.22			
203-952-716-500 HEALTH CARE COSTS - BC/BS	24,986.23	28,000.00	19,360.11	2,657.98	8,639.89	69.14	10,000.00	38,000.00	Added Claims & Personnel
203-952-718-000 RETIREMENT-DB MERS	17,057.92	18,000.00	8,560.44	1,426.74	9,439.56	47.56			
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS	46,834.90	51,400.00	29,714.20	4,317.63	21,685.80	57.81			
TOTAL EXPENDITURES	694,106.01	797,168.00	381,736.26	55,239.21	415,431.74	47.89	24,970.00	54,500.00	Total Budget Amendments
Fund 203 - LOCAL STREETS:									
TOTAL REVENUES	750,225.04	733,155.00	324,066.04	190,649.88	409,088.96	44.20	35,000.00	768,155.00	3-Yr Average Expenditures
TOTAL EXPENDITURES	694,106.01	797,168.00	381,736.26	55,239.21	415,431.74	47.89	24,970.00	822,138.00	\$ 738,235.00
NET OF REVENUES & EXPENDITURES	56,119.03	(64,013.00)	(57,670.22)	135,410.67	(6,342.78)	90.09	10,030.00	(53,983.00)	
BEG. FUND BALANCE	974,667.99	1,030,787.02	1,030,787.02						
END FUND BALANCE	1,030,787.02	966,774.02	973,116.80				1,030,787.02	Current Fund Balance	
							\$ (53,983)	Amended Deficit	
Fund 226 - SOLID WASTE							\$ 976,804.02	Projected Fund Balance	
Revenues							132.32%	Fund Bal % of Amended Budgeted Expenses	
Dept 001 - REVENUES									
226-001-401-000 PROPERTY TAXES	1,070,181.76	1,117,000.00	1,091,018.73	3,910.41	25,981.27	97.67			

226-001-629-001	RESIDENTIAL TRASH	426,241.20	431,689.00	253,682.85	38,734.82	178,006.15	58.77		
226-001-629-002	COMMERCIAL TRASH	32,804.07	46,416.00	16,184.53	2,615.80	30,231.47	34.87		
226-001-629-003	SPECIAL TRASH	1,070.14	2,400.00	11,587.74	1,600.00	(9,187.74)	482.82		
226-001-664-000	INVESTMENT EARNINGS (LOSSES)	996.26	1,000.00	3,955.53	0.00	(2,955.53)	395.55	6,000.00	7,000.00
226-001-671-000	SUNDRY REVENUE	10,652.14	10,000.00	5,837.27	876.98	4,162.73	58.37		
Total Dept 001 - REVENUES		1,541,945.57	1,608,505.00	1,382,266.65	47,738.01	226,238.35	85.93		
TOTAL REVENUES		1,541,945.57	1,608,505.00	1,382,266.65	47,738.01	226,238.35	85.93	6,000.00	7,000.00
Expenditures									
Dept 528 - SOLID WASTE SERVICES									
226-528-706-000	LABORERS	56,204.10	58,386.00	29,148.81	4,491.20	29,237.19	49.92		
226-528-707-000	PART TIME EMPLOYEES	1,779.49	3,000.00	0.00	0.00	3,000.00	0.00		
226-528-709-000	OVERTIME	13,026.28	10,000.00	5,881.27	0.00	4,118.73	58.81		
226-528-715-000	FICA	5,517.97	5,641.00	2,791.02	343.57	2,849.98	49.48		
226-528-722-000	SICK LEAVE	1,431.04	2,358.00	1,459.64	0.00	898.36	61.90		
226-528-725-000	WORKERS COMPENSATION	2,500.00	2,550.00	0.00	0.00	2,550.00	0.00		
226-528-727-100	INTERNAL SRVC - LABOR & ADMIN	110,000.00	120,000.00	60,000.00	30,000.00	60,000.00	50.00		
226-528-744-000	UNIFORMS	1,025.00	1,200.00	902.87	0.00	297.13	75.24		
226-528-758-000	PROGRAM SUPPLIES	429.03	500.00	236.86	236.86	263.14	47.37		
226-528-807-000	AUDIT SERVICES	2,985.00	3,000.00	1,500.00	1,500.00	1,500.00	50.00		
226-528-818-000	CONTRACTUAL SERVICES	500.00	380.00	104.50	0.00	275.50	27.50		
226-528-818-001	RUBBISH COLLECTION	725,582.80	758,168.00	349,719.92	63,585.44	408,448.08	46.13		
226-528-818-003	TRASH DISPOSAL	437,128.08	451,583.00	200,049.82	36,777.18	251,533.18	44.30		
226-528-818-004	BRUSH DISPOSAL	0.00	2,000.00	0.00	0.00	2,000.00	0.00		
226-528-940-000	EQUIPMENT RENTAL	81,905.40	83,543.00	42,101.88	0.00	41,441.12	50.40		
Total Dept 528 - SOLID WASTE SERVICES		1,440,014.19	1,502,309.00	693,896.59	136,934.25	808,412.41	46.19		
Dept 952 - ACTIVE EMPLOYEE BENEFITS									
226-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	2,507.60	3,650.00	395.42	62.04	3,254.58	10.83		
226-952-716-500	HEALTH CARE COSTS - BC/BS	9,994.51	11,000.00	6,453.37	885.99	4,546.63	58.67	2,000.00	13,000.00
226-952-718-000	RETIREMENT-DB MERS	8,528.94	9,250.00	4,399.14	733.19	4,850.86	47.56		
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		21,031.05	23,900.00	11,247.93	1,681.22	12,652.07	47.06		
TOTAL EXPENDITURES		1,461,045.24	1,526,209.00	705,144.52	138,615.47	821,064.48	46.20	2,000.00	13,000.00
Fund 226 - SOLID WASTE:									
TOTAL REVENUES		1,541,945.57	1,608,505.00	1,382,266.65	47,738.01	226,238.35	85.93	6,000.00	1,614,505.00
TOTAL EXPENDITURES		1,461,045.24	1,526,209.00	705,144.52	138,615.47	821,064.48	46.20	2,000.00	1,528,209.00
NET OF REVENUES & EXPENDITURES		80,900.33	82,296.00	677,122.13	(90,877.46)	(594,826.13)	822.79	4,000.00	86,296.00
BEG. FUND BALANCE		156,436.30	237,336.63	237,336.63					
END FUND BALANCE		237,336.63	319,632.63	914,458.76					
								237,336.63	Current Fund Balance
								\$ 86,296	Amended Surplus
								\$ 323,632.63	Projected Fund Balance
								21.18%	Fund Bal % of Amended Budgeted Expenses

Fund 592 - WATER AND SEWER

Revenues

Dept 001 - REVENUES

592-001-539-000	STATE GRANTS	0.00	1,920.00	0.00	0.00	1,920.00	0.00		
592-001-642-000	WATER SALES	3,844,214.80	4,437,775.00	2,413,185.32	263,733.16	2,024,589.68	54.38		
592-001-642-001	NONRESIDENTIAL SURCHARGE	36,856.76	39,464.00	18,322.98	3.48	21,141.02	46.43		
592-001-642-002	FIXED WATER CHARGE	711,114.15	733,315.00	426,009.23	58,893.18	307,305.77	58.09		
592-001-642-003	STORM UTILITY CHARGE	2,506,667.90	2,618,742.00	1,485,071.98	175,712.83	1,133,670.02	56.71		
592-001-654-000	BUILDING BOND FORFEITS	0.00	0.00	(40.50)	(40.50)	40.50	100.00		
592-001-656-000	LATE FEES	167,596.64	170,000.00	95,294.29	12,508.02	74,705.71	56.06		
592-001-664-000	INVESTMENT EARNINGS (LOSSES)	6,580.51	7,000.00	3,836.80	280.89	3,163.20	54.81	2,000.00	9,000.00
592-001-668-000	EQUIPMENT RENTAL	19,189.50	14,791.00	9,142.20	0.00	5,648.80	61.81		
592-001-671-000	SUNDRY REVENUE	43,187.16	50,000.00	359.98	0.00	49,640.02	0.72		
592-001-673-000	SALE OF FIXED ASSETS	4,432.40	10,000.00	451.95	0.00	9,548.05	4.52		



Total Dept 001 - REVENUES	7,339,839.82	8,083,007.00	4,451,634.23	511,091.06	3,631,372.77	55.07				
TOTAL REVENUES	7,339,839.82	8,083,007.00	4,451,634.23	511,091.06	3,631,372.77	55.07	2,000.00	9,000.00		
Expenditures										
Dept 536 - WATER & SEWER SERVICE										
592-536-704-000	FULL TIME EMPLOYEES	45,766.36	45,791.00	38,649.32	11,467.20	7,141.68	84.40	69,209.00	115,000.00	Added Personnel
592-536-706-000	LABORERS	197,767.37	211,429.00	108,653.61	21,055.98	102,775.39	51.39			
592-536-707-000	PART TIME EMPLOYEES	20,572.71	38,250.00	10,037.97	0.00	28,212.03	26.24	(27,750.00)	10,500.00	Reduced Personnel
592-536-709-000	OVERTIME	33,249.81	35,000.00	18,072.25	3,065.98	16,927.75	51.64			
592-536-715-000	FICA	22,566.77	25,733.00	13,293.33	2,695.79	12,439.67	51.66	3,767.00	29,500.00	Added Personnel
592-536-718-005	RETIREMENT - NET PENSION LIABILITY	(151,533.00)	0.00	0.00	0.00	0.00	0.00			
592-536-721-000	ANNUAL LEAVE	6,794.61	0.00	0.00	0.00	0.00	0.00			
592-536-722-000	SICK LEAVE	13,365.38	0.00	0.00	0.00	0.00	0.00			
592-536-723-100	OPEB EXPENSE	(78,832.48)	0.00	0.00	0.00	0.00	0.00			
592-536-725-000	WORKERS COMP	37,331.00	34,068.00	0.00	0.00	34,068.00	0.00			
592-536-727-100	INTERNAL SRVC - LABOR & ADMIN	360,000.00	400,000.00	200,000.00	100,000.00	200,000.00	50.00			
592-536-728-000	OFFICE SUPPLIES	366.75	500.00	447.51	0.00	52.49	89.50			
592-536-729-000	STATIONARY	3,658.76	7,000.00	4,254.70	0.00	2,745.30	60.78			
592-536-730-000	POSTAGE-PRINTING-MAILING	14,002.64	17,524.00	7,255.76	1,352.01	10,268.24	41.40			
592-536-744-000	UNIFORMS	3,807.04	4,500.00	4,162.30	294.24	337.70	92.50			
592-536-751-000	FUEL & LUBE	23,665.59	28,100.00	9,746.42	0.00	18,353.58	34.68			
592-536-758-000	PROGRAM SUPPLIES	3,998.35	6,000.00	0.00	0.00	6,000.00	0.00			
592-536-787-000	TOOLS	200.85	4,000.00	47.58	0.00	3,952.42	1.19			
592-536-801-000	BANK CHARGES	118.01	130.00	59.39	9.76	70.61	45.68			
592-536-807-000	AUDIT SERVICES	11,440.00	12,000.00	6,000.00	6,000.00	6,000.00	50.00			
592-536-811-000	CUSTODIAL	3,618.38	3,136.00	1,829.76	261.35	1,306.24	58.35			
592-536-817-000	CONSULTANT	0.00	9,000.00	0.00	0.00	9,000.00	0.00			
592-536-818-000	CONTRACTUAL SERVICES	264,114.16	1,259,200.00	514,129.48	98,807.40	745,070.52	40.83			
592-536-821-000	ENGINEER	56,761.92	335,000.00	116,946.40	40,223.77	218,053.60	34.91			
592-536-822-000	CROSS CONNECTIONS	20,571.00	24,400.00	8,290.00	1,658.00	16,110.00	33.98			
592-536-830-000	DPW CONTRACTUAL	38,510.00	50,000.00	21,034.00	2,965.00	28,966.00	42.07			
592-536-835-000	MEDICAL EXPENSES	793.06	800.00	1,114.27	169.56	(314.27)	139.28	400.00	1,200.00	New Hire Expenses
592-536-851-000	RADIO MAINTENANCE	2,456.45	0.00	0.00	0.00	0.00	0.00			
592-536-853-000	TELEPHONE	1,171.95	1,560.00	758.71	201.25	801.29	48.64			
592-536-913-000	VEHICLE INSURANCE	6,421.00	6,550.00	0.00	0.00	6,550.00	0.00			
592-536-914-000	LIABILITY INSURANCE	11,236.00	5,443.00	0.00	0.00	5,443.00	0.00			
592-536-920-000	UTILITIES	11,357.82	10,100.00	2,430.20	822.17	7,669.80	24.06			
592-536-926-000	BULK WATER	866,675.96	881,966.00	379,392.04	65,487.40	502,573.96	43.02			
592-536-927-000	BULK SEWAGE	1,081,873.08	1,117,152.00	459,999.70	91,999.94	657,152.30	41.18			
592-536-928-000	NONRESIDENTIAL SURCHARGE	37,764.72	39,464.00	15,913.10	3,182.62	23,550.90	40.32			
592-536-939-000	VEHICLE MAINTENANCE	35,294.40	25,000.00	180.61	0.00	24,819.39	0.72			
592-536-940-001	EQUIPMENT RENTAL - VENDOR	625.00	2,000.00	623.72	456.55	1,376.28	31.19			
592-536-946-000	OFFICE EQUIPMENT RENTAL	4,245.57	4,220.00	2,035.61	23.22	2,184.39	48.24			
592-536-960-000	PROFESSIONAL DEVELOPMENT	3,974.20	6,900.00	10,280.60	1,148.60	(3,380.60)	148.99	7,100.00	14,000.00	Personnel Changes
592-536-968-000	DEPRECIATION	574,718.09	600,000.00	0.00	0.00	600,000.00	0.00			
592-536-975-000	CONSTRUCTION	0.00	1,550,000.00	871,567.81	0.00	678,432.19	56.23			
592-536-976-000	BUILDING IMPROVEMENTS	15,738.54	0.00	490,223.78	1,249.90	(490,223.78)	100.00	492,000.00	492,000.00	Carry Forward Building Upgrades
592-536-982-000	CONCRETE REPAIR	0.00	100,000.00	192,121.00	11,118.00	(92,121.00)	192.12	100,000.00	200,000.00	Carry Forward Projects Completed
592-536-982-592	EQUIPMENT	174,536.23	195,000.00	167,289.75	680.32	27,710.25	85.79			
592-536-984-000	RADIO EQUIPMENT	0.00	500.00	0.00	0.00	500.00	0.00			
592-536-985-000	VEHICLE	0.00	500,000.00	0.00	0.00	500,000.00	0.00			
592-536-986-000	COMPUTER SOFTWARE	8,760.00	17,300.00	5,651.64	3,794.00	11,648.36	32.67			
Total Dept 536 - WATER & SEWER SERVICE	3,789,524.05	7,614,716.00	3,682,492.32	470,190.01	3,932,223.68	48.36				
Dept 537 - STORM SEWER SYSTEM										
592-537-706-000	LABORERS	63,923.50	61,654.00	23,843.94	3,236.80	37,810.06	38.67			
592-537-709-000	OVERTIME	28,357.30	30,000.00	3,874.06	849.67	26,125.94	12.91			
592-537-715-000	FICA	7,246.40	7,202.00	2,341.72	309.48	4,860.28	32.51			
592-537-722-000	SICK LEAVE	3,109.61	0.00	3,109.61	0.00	(3,109.61)	100.00	6,200.00	6,200.00	Sick Leave Buy-back
592-537-725-000	WORKERS COMP	10,000.00	10,200.00	0.00	0.00	10,200.00	0.00			
592-537-744-000	UNIFORMS	1,100.00	1,200.00	914.83	0.00	285.17	76.24			
592-537-927-000	STORM FLOW	1,840,973.04	1,916,141.00	783,242.80	156,648.56	1,132,898.20	40.88			
592-537-927-100	DRAIN MAINTENANCE	40,360.00	0.00	0.00	0.00	0.00	0.00			
592-537-974-000	LAND IMPROVEMENTS	0.00	100,000.00	0.00	0.00	100,000.00	0.00			

592-537-992-000	INTEREST EXPENSE	35,709.38	23,800.00	11,916.39	0.00	11,883.61	50.07		
Total Dept 537 - STORM SEWER SYSTEM		2,030,779.23	2,150,197.00	829,243.35	161,044.51	1,320,953.65	38.57		
Dept 940 - PUBLIC IMPROVEMENT									
592-940-974-000	IMPROVEMENTS-SEWER	0.00	400,000.00	0.00	0.00	400,000.00	0.00		
Total Dept 940 - PUBLIC IMPROVEMENT		0.00	400,000.00	0.00	0.00	400,000.00	0.00		
Dept 952 - ACTIVE EMPLOYEE BENEFITS									
592-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	16,298.12	14,000.00	11,030.19	1,844.41	2,969.81	78.79		
592-952-716-500	HEALTH CARE COSTS - BC/BS	199,889.99	210,000.00	135,520.80	18,605.89	74,479.20	64.53		
592-952-716-718	HEALTH BENEFITS-MERS RHFV RETIREES	0.00	10,000.00	0.00	0.00	10,000.00	0.00		
592-952-718-000	RETIREMENT-DB MERS	28,619.35	31,700.00	15,075.90	2,512.65	16,624.10	47.56		
592-952-718-003	PENSION EXPENSE - MERS RETIREMENT-DPW	203,747.03	220,000.00	104,627.52	17,437.92	115,372.48	47.56		
592-952-718-010	MERS DC RETIREMENT	0.00	0.00	1,132.91	0.00	(1,132.91)	100.00	4,250.00	4,250.00
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		448,554.49	485,700.00	267,387.32	40,400.87	218,312.68	55.05		
TOTAL EXPENDITURES		6,268,857.77	10,650,613.00	4,779,122.99	671,635.39	5,871,490.01	44.87	655,176.00	872,650.00
Fund 592 - WATER AND SEWER:									
TOTAL REVENUES		7,339,839.82	8,083,007.00	4,451,634.23	511,091.06	3,631,372.77	55.07	2,000.00	8,085,007.00
TOTAL EXPENDITURES		6,268,857.77	10,650,613.00	4,779,122.99	671,635.39	5,871,490.01	44.87	655,176.00	11,305,789.00
NET OF REVENUES & EXPENDITURES		1,070,982.05	(2,567,606.00)	(327,488.76)	(160,544.33)	(2,240,117.24)	12.75	653,176.00	(3,220,782.00)
BEG. FUND BALANCE		19,134,432.94	20,205,414.99	20,205,414.99					
END FUND BALANCE		20,205,414.99	17,637,808.99	19,877,926.23				2,666,954	Amended Estimated Working Capital
Fund 614 - RECREATION REVOLVING									
								\$2M-\$3M	Target Working Capital
Revenues									
Dept 001 - REVENUES									
614-001-539-000	STATE GRANTS	230,000.00	0.00	0.00	0.00	0.00	0.00		
614-001-626-112	YOUTH CAMP	247,740.00	275,000.00	17,799.00	2,771.00	257,201.00	6.47		
614-001-626-316	YOUTH DANCE	0.00	1,500.00	0.00	0.00	1,500.00	0.00		
614-001-626-318	PILLO POLLO	2,150.00	2,200.00	950.00	10.00	1,250.00	43.18		
614-001-626-411	GIRLS B-BALL CLINIC	2,685.00	3,000.00	0.00	0.00	3,000.00	0.00		
614-001-626-412	GIRL'S VOLLEYBALL CAMP	3,570.00	2,000.00	420.00	0.00	1,580.00	21.00		
614-001-626-416	BOYS B-BALL CLINIC	15,811.00	10,000.00	745.00	0.00	9,255.00	7.45		
614-001-626-502	WOMENS SOFTBALL	5,030.00	6,000.00	2,400.00	0.00	3,600.00	40.00		
614-001-626-803	TENNIS CONTRACT	15,839.87	15,500.00	3,516.50	0.00	11,983.50	22.69		
614-001-626-901	COMMUNITY CENTER USE	9,770.00	15,000.00	5,795.00	1,080.00	9,205.00	38.63		
614-001-626-915	DREAM CRUISE	69,131.00	75,000.00	63,907.31	0.00	11,092.69	85.21		
614-001-626-925	SUMMER/WINTERFEST FEES	5,500.00	7,000.00	2,550.00	2,050.00	4,450.00	36.43		
614-001-626-950	MISCELLANEOUS PROGRAMS	71,926.50	70,000.00	36,129.00	5,485.00	33,871.00	51.61		
614-001-664-000	INVESTMENT EARNINGS (LOSSES)	15.73	500.00	0.00	0.00	500.00	0.00		
614-001-671-000	SUNDRY REVENUE	0.00	0.00	125.00	0.00	(125.00)	100.00		
614-001-675-002	MARQUEE	325.00	300.00	125.00	0.00	175.00	41.67		
614-001-675-003	PARK RENTALS	4,240.00	3,000.00	2,090.00	0.00	910.00	69.67		
614-001-675-005	CORPORATE DONATIONS	775.00	5,000.00	0.00	0.00	5,000.00	0.00		
614-001-675-500	PARK DONATIONS-PATRONICITY & DIRECT	59,321.78	0.00	0.00	0.00	0.00	0.00		
614-001-699-101	TRANSFER IN FROM GENERAL FUND	515,000.00	1,370,000.00	0.00	0.00	1,370,000.00	0.00		
Total Dept 001 - REVENUES		1,258,830.88	1,861,000.00	136,551.81	11,396.00	1,724,448.19	7.34		
TOTAL REVENUES		1,258,830.88	1,861,000.00	136,551.81	11,396.00	1,724,448.19	7.34		
Expenditures									
Dept 105 - PARKS AND REC ADMINISTRATION									
614-105-704-000	FULL TIME EMPLOYEES	267,051.82	319,756.00	158,896.19	25,356.42	160,859.81	49.69		
614-105-707-000	PART TIME EMPLOYEES	21,075.42	23,400.00	16,011.00	985.50	7,389.00	68.42		
614-105-709-000	OVERTIME	297.29	1,000.00	149.02	0.00	850.98	14.90		
614-105-715-000	FICA	22,608.76	26,513.00	13,291.43	1,999.03	13,221.57	50.13		
614-105-722-000	SICK LEAVE	0.00	2,419.00	0.00	0.00	2,419.00	0.00		
614-105-725-000	WORKERS COMPENSATION	5,387.00	5,495.00	0.00	0.00	5,495.00	0.00		
614-105-728-000	OFFICE SUPPLIES	918.79	1,000.00	756.97	0.00	243.03	75.70		
614-105-744-000	UNIFORMS	717.19	2,400.00	841.01	0.00	1,558.99	35.04		
614-105-750-000	PLAYGROUND/ATHLETIC	3,633.80	3,700.00	1,993.10	0.00	1,706.90	53.87		
614-105-751-000	FUEL & OIL	5,509.94	4,500.00	2,554.57	0.00	1,945.43	56.77		

614-105-758-000	PROGRAM SUPPLIES	3,719.69	4,000.00	2,677.18	373.59	1,322.82	66.93
614-105-776-000	MAINTENANCE SUPPLIES	2,435.33	3,000.00	693.69	217.04	2,306.31	23.12
614-105-778-000	EQUIPMENT SUPPLIES	4,050.94	6,500.00	3,124.90	799.98	3,375.10	48.08
614-105-783-000	SEED PLANT	0.00	500.00	0.00	0.00	500.00	0.00
614-105-787-000	TOOLS	0.00	400.00	0.00	0.00	400.00	0.00
614-105-803-000	MEMBERSHIPS AND DUES	1,433.29	1,675.00	830.00	0.00	845.00	49.55
614-105-811-000	CUSTODIAL SERVICES	20,220.07	15,000.00	7,018.56	1,003.68	7,981.44	46.79
614-105-818-000	CONTRACTUAL SERVICES	21,741.71	27,800.00	8,455.76	231.97	19,344.24	30.42
614-105-853-000	TELEPHONE	4,890.98	4,800.00	2,103.61	329.29	2,696.39	43.83
614-105-901-000	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
614-105-913-000	VEHICLE INSURANCE	2,566.00	2,617.00	0.00	0.00	2,617.00	0.00
614-105-914-000	LIABILITY INSURANCE	3,903.00	3,981.00	0.00	0.00	3,981.00	0.00
614-105-920-000	UTILITIES	32,113.70	32,000.00	11,854.23	2,250.20	20,145.77	37.04
614-105-920-001	PARK CONCESSION WATER	0.00	0.00	9.28	0.00	(9.28)	100.00
614-105-931-000	BUILDING MAINTENANCE	4,392.13	4,400.00	735.00	0.00	3,665.00	16.70
614-105-933-000	EQUIPMENT MAINTENANCE	13,311.17	14,000.00	10,061.46	0.00	3,938.54	71.87
614-105-939-000	VEHICLE MAINTENANCE	3,223.06	3,200.00	430.98	0.00	2,769.02	13.47
614-105-946-000	OFFICE EQUIPMENT RENTAL	1,649.40	3,000.00	874.36	115.98	2,125.64	29.15
614-105-960-000	PROFESSIONAL DEVELOPMENT	3,577.28	6,500.00	0.00	0.00	6,500.00	0.00
614-105-981-000	FURNITURE	140.99	15,000.00	156.60	0.00	14,843.40	1.04
614-105-986-000	COMPUTER SOFTWARE	11,250.00	9,000.00	7,000.00	0.00	2,000.00	77.78
Total Dept 105 - PARKS AND REC ADMINISTRATION		461,818.75	549,556.00	250,518.90	33,662.68	299,037.10	45.59
Dept 112 - YOUTH CAMP							
614-112-707-000	PART TIME EMPLOYEES	56,536.40	121,801.00	83,098.10	0.00	38,702.90	68.22
614-112-709-000	OVERTIME	736.15	0.00	1,069.46	0.00	(1,069.46)	100.00
614-112-715-000	FICA	4,381.34	9,318.00	6,438.79	0.00	2,879.21	69.10
614-112-758-000	PROGRAM SUPPLIES	2,865.56	7,500.00	3,305.56	0.00	4,194.44	44.07
614-112-818-000	CONTRACTUAL SERVICES	40,641.84	60,000.00	42,034.78	1,337.27	17,965.22	70.06
Total Dept 112 - YOUTH CAMP		105,161.29	198,619.00	135,946.69	1,337.27	62,672.31	68.45
Dept 316 - YOUTH DANCE							
614-316-818-000	CONTRACTUAL SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 316 - YOUTH DANCE		0.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 318 - PILLO POLLO							
614-318-707-000	PART TIME EMPLOYEES	806.00	1,000.00	0.00	0.00	1,000.00	0.00
614-318-715-000	FICA	61.65	77.00	0.00	0.00	77.00	0.00
614-318-758-000	PROGRAM SUPPLIES	459.46	550.00	0.00	0.00	550.00	0.00
Total Dept 318 - PILLO POLLO		1,327.11	1,627.00	0.00	0.00	1,627.00	0.00
Dept 411 - GIRL'S TEEN B BALL CLINIC							
614-411-758-000	PROGRAM SUPPLIES	0.00	600.00	312.00	0.00	288.00	52.00
614-411-818-000	CONTRACTUAL SERVICES	0.00	2,000.00	2,040.51	0.00	(40.51)	102.03
Total Dept 411 - GIRL'S TEEN B BALL CLINIC		0.00	2,600.00	2,352.51	0.00	247.49	90.48
Dept 412 - GIRL'S VOLLEYBALL CAMP							
614-412-758-000	PROGRAM SUPPLIES	0.00	400.00	961.00	0.00	(561.00)	240.25
614-412-818-000	CONTRACTUAL SERVICES	0.00	1,200.00	2,545.80	0.00	(1,345.80)	212.15
Total Dept 412 - GIRL'S VOLLEYBALL CAMP		0.00	1,600.00	3,506.80	0.00	(1,906.80)	219.18
Dept 416 - BOYS TEEN B BALL CLINIC							
614-416-758-000	PROGRAM SUPPLIES	1,285.75	1,500.00	160.00	0.00	1,340.00	10.67
614-416-818-000	CONTRACTUAL SERVICES	8,025.68	6,000.00	2,565.50	0.00	3,434.50	42.76
Total Dept 416 - BOYS TEEN B BALL CLINIC		9,311.43	7,500.00	2,725.50	0.00	4,774.50	36.34
Dept 502 - WOMEN'S SOFTBALL							
614-502-758-000	PROGRAM SUPPLIES	909.90	700.00	0.00	0.00	700.00	0.00
614-502-818-000	CONTRACTUAL SERVICES	1,120.00	2,300.00	1,818.00	0.00	482.00	79.04
Total Dept 502 - WOMEN'S SOFTBALL		2,029.90	3,000.00	1,818.00	0.00	1,182.00	60.60
Dept 803 - TENNIS CONTRACT							
614-803-818-000	CONTRACTUAL SERVICES	15,548.68	13,000.00	2,205.35	1,234.80	10,794.65	16.96
Total Dept 803 - TENNIS CONTRACT		15,548.68	13,000.00	2,205.35	1,234.80	10,794.65	16.96
Dept 901 - COMMUNITY CENTER USE							

614-901-707-000	PART TIME EMPLOYEES	17,209.30	24,000.00	8,611.49	1,721.59	15,388.51	35.88			
614-901-709-000	OVERTIME	96.86	0.00	84.00	0.00	(84.00)	100.00			
614-901-715-000	FICA	1,323.94	1,836.00	665.19	131.70	1,170.81	36.23			
Total Dept 901 - COMMUNITY CENTER USE		18,630.10	25,836.00	9,360.68	1,853.29	16,475.32	36.23			
Dept 915 - DREAM CRUISE										
614-915-758-000	PROGRAM SUPPLIES	6,938.45	7,700.00	8,126.40	0.00	(426.40)	105.54			
614-915-818-000	CONTRACTUAL SERVICES	51,769.03	52,000.00	50,163.83	0.00	1,836.17	96.47			
614-915-940-000	EQUIPMENT RENTAL	2,023.79	3,000.00	3,964.22	0.00	(964.22)	132.14			
Total Dept 915 - DREAM CRUISE		60,731.27	62,700.00	62,254.45	0.00	445.55	99.29			
Dept 925 - SUMMERFEST/WINTERFEST										
614-925-758-000	PROGRAM SUPPLIES	1,625.36	3,500.00	1,762.68	150.65	1,737.32	50.36			
614-925-818-000	CONTRACTUAL SERVICES	8,000.00	12,000.00	6,871.00	0.00	5,129.00	57.26			
Total Dept 925 - SUMMERFEST/WINTERFEST		9,625.36	15,500.00	8,633.68	150.65	6,866.32	55.70			
Dept 950 - MISCELLANEOUS PROGRAMS										
614-950-707-000	PART TIME EMPLOYEES	898.50	8,376.00	1,758.10	348.81	6,617.90	20.99			
614-950-715-000	FICA	68.72	641.00	134.51	26.69	506.49	20.98			
614-950-750-000	PLAYGROUND SUPPLY	2,551.10	6,000.00	5,550.00	0.00	450.00	92.50			
614-950-758-000	PROGRAM SUPPLIES	274.68	1,500.00	1,185.39	45.23	314.61	79.03			
614-950-801-000	BANK CHARGES	9,155.75	8,000.00	2,198.39	0.00	5,801.61	27.48			
614-950-807-000	AUDIT SERVICES	2,875.00	0.00	0.00	0.00	0.00	0.00			
614-950-818-000	CONTRACTUAL SERVICES	35,019.48	45,000.00	29,781.15	3,847.00	15,218.85	66.18			
614-950-821-000	ENGINEERING	22,482.41	45,000.00	12,175.80	0.00	32,824.20	27.06			
614-950-914-000	LIABILITY INSURANCE	599.00	611.00	0.00	0.00	611.00	0.00			
614-950-920-000	UTILITIES	29,938.43	30,000.00	29,906.50	0.00	93.50	99.69			
614-950-974-000	LAND IMPROVEMENTS	336,510.99	724,500.00	56,740.00	0.00	667,760.00	7.83			
614-950-982-000	EQUIPMENT	33,970.00	23,500.00	1,975.00	1,975.00	21,525.00	8.40			
Total Dept 950 - MISCELLANEOUS PROGRAMS		474,344.06	893,128.00	141,404.84	6,242.73	751,723.16	15.83			
Dept 952 - ACTIVE EMPLOYEE BENEFITS										
614-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	9,961.37	10,400.00	7,288.04	1,198.61	3,111.96	70.08	4,600.00	15,000.00	Added Benefit Costs
614-952-716-500	HEALTH CARE COSTS - BC/BS	69,961.50	75,000.00	51,626.99	7,087.98	23,373.01	68.84	25,000.00	100,000.00	Added Benefit Costs
614-952-718-000	RETIREMENT-DB MERS	17,958.15	19,450.00	9,250.02	1,541.67	10,199.98	47.56			
614-952-718-010	MERS DC RETIREMENT	0.00	0.00	846.15	0.00	(846.15)	100.00	2,000.00	2,000.00	New Hire Benefits
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		97,881.02	104,850.00	69,011.20	9,828.26	35,838.80	65.82			
TOTAL EXPENDITURES		1,256,408.97	1,880,516.00	689,738.60	54,309.68	1,190,777.40	36.68	31,600.00	117,000.00	
Fund 614 - RECREATION REVOLVING:										
TOTAL REVENUES		1,258,830.88	1,861,000.00	136,551.81	11,396.00	1,724,448.19	7.34	-		
TOTAL EXPENDITURES		1,256,408.97	1,880,516.00	689,738.60	54,309.68	1,190,777.40	36.68	31,600.00	1,912,116.00	
NET OF REVENUES & EXPENDITURES		2,421.91	(19,516.00)	(53,186.79)	(42,913.68)	533,670.79	2,834.53			
BEG. FUND BALANCE		15,154.61	17,576.52	17,576.52						
END FUND BALANCE		17,576.52	(1,939.48)	(535,610.27)				17,576.52	Current Fund Balance	
								(51,116.00)	Amended Deficit	
								33,539.48	Transfer from Gen Fund	
								-	Projected Fund Balance	
Fund 615 - SENIOR ACTIVITIES										
Revenues										
Dept 001 - REVENUES								N/A	Fund Bal % of Amended Budgeted Expenses	
615-001-540-000	SMART GRANT	14,676.42	22,880.00	13,015.86	5,291.00	9,864.14	56.89			
615-001-642-000	SENIOR NEWSLETTER	(3.00)	0.00	0.00	0.00	0.00	0.00			
615-001-651-000	SENIOR PROGRAMS	12,022.00	12,000.00	10,069.00	2,121.00	1,931.00	83.91			
615-001-664-000	INVESTMENT EARNINGS (LOSSES)	22.92	25.00	130.71	0.00	(105.71)	522.84			
615-001-671-000	SUNDRY REVENUE	0.00	0.00	319.00	319.00	(319.00)	100.00			
615-001-675-001	SENIOR BUS - MUNICIPAL CREDITS	11,029.50	14,706.00	3,676.50	0.00	11,029.50	25.00			
615-001-675-002	INDEPENDENCE FOR LIFE	23,362.25	29,000.00	9,329.75	374.00	19,670.25	32.17			
Total Dept 001 - REVENUES		61,110.09	78,611.00	36,540.82	8,105.00	42,070.18	46.48			
TOTAL REVENUES		61,110.09	78,611.00	36,540.82	8,105.00	42,070.18	46.48			
Expenditures										
Dept 110 - SENIOR CITIZEN PROGRAMS										
615-110-706-000	SENIOR COORDINATOR	9,406.00	9,877.00	0.00	0.00	9,877.00	0.00	No Amendments		

615-110-707-000	PART-TIME EMPLOYEES	1,206.34	4,743.00	636.50	0.00	4,106.50	13.42
615-110-715-000	FICA	92.29	1,118.00	48.68	0.00	1,069.32	4.35
615-110-758-000	PROGRAM SUPPLIES	984.63	1,500.00	508.29	243.13	991.71	33.89
615-110-781-000	VEHICLE SUPPLIES	28.90	1,000.00	21.96	0.00	978.04	2.20
615-110-807-000	AUDIT SERVICES	1,705.00	0.00	0.00	0.00	0.00	0.00
615-110-818-000	CONTRACTUAL SERVICES	8,816.24	10,000.00	7,132.46	1,058.42	2,867.54	71.32
615-110-913-000	VEH EQ INSURANCE	642.00	655.00	0.00	0.00	655.00	0.00
615-110-914-000	LIABILITY INSURANCE	647.00	660.00	0.00	0.00	660.00	0.00
615-110-939-000	VEHICLE MAINTENANCE	3,414.41	5,000.00	2,368.72	0.00	2,631.28	47.37
Total Dept 110 - SENIOR CITIZEN PROGRAMS		26,942.81	34,553.00	10,716.61	1,301.55	23,836.39	31.01

Dept 113 - VAN TRANSPORTATION PROGRAM							
615-113-707-000	PART-TIME EMPLOYEES	21,718.99	32,391.00	12,010.88	1,792.50	20,380.12	37.08
615-113-715-000	FICA	1,661.52	2,478.00	918.83	137.12	1,559.17	37.08
615-113-751-000	FUEL&LUBE	3,712.06	3,700.00	2,364.56	0.00	1,335.44	63.91
615-113-853-000	TELEPHONE	534.12	510.00	205.03	40.95	304.97	40.20
615-113-913-000	VEH EQ INSURANCE	3,019.00	2,835.00	240.00	0.00	2,595.00	8.47
615-113-939-000	VEHICLE MAINTENANCE	83.38	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 113 - VAN TRANSPORTATION PROGRAM		30,729.07	43,914.00	15,739.30	1,970.57	28,174.70	35.84

TOTAL EXPENDITURES		57,671.88	78,467.00	26,455.91	3,272.12	52,011.09	33.72
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Fund 615 - SENIOR ACTIVITIES:							
TOTAL REVENUES		61,110.09	78,611.00	36,540.82	8,105.00	42,070.18	46.48
TOTAL EXPENDITURES		57,671.88	78,467.00	26,455.91	3,272.12	52,011.09	33.72
NET OF REVENUES & EXPENDITURES		3,438.21	144.00	10,084.91	4,832.88	(9,940.91)	7,003.41
BEG. FUND BALANCE		9,863.89	13,302.10	13,302.10			
END FUND BALANCE		13,302.10	13,446.10	23,387.01			

Fund 814 - DDA

Revenues

Dept 001 - REVENUES							
814-001-401-000	PROPERTY TAXES	40,563.16	37,000.00	35,733.73	451.86	1,266.27	96.58
814-001-401-001	PROPERTY TAX CAPTURE - DDA	343,690.28	361,000.00	326,455.40	4,128.03	34,544.60	90.43
814-001-401-900	PROPERTY TAXES - CHARGEBACKS	(1,170.37)	0.00	0.00	0.00	0.00	0.00
814-001-445-000	INTEREST AND PENALTIES ON TAXES	186.58	0.00	0.00	0.00	0.00	0.00
814-001-539-000	STATE GRANTS	8,500.00	10,000.00	0.00	0.00	10,000.00	0.00
814-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	0.00	14,000.00	0.00	0.00	14,000.00	0.00
814-001-664-000	INVESTMENT EARNINGS (LOSSES)	1,143.48	3,000.00	2,909.31	0.00	90.69	96.98
814-001-674-005	MERCHANDISE REVENUE	4,795.00	500.00	1,728.49	0.00	(1,228.49)	345.70
814-001-675-005	CORPORATE DONATIONS	56,004.66	5,000.00	500.00	0.00	4,500.00	10.00
814-001-675-814	EVENT SPONSORSHIPS	3,880.00	2,500.00	5,696.25	0.00	(3,196.25)	227.85
Total Dept 001 - REVENUES		457,592.79	433,000.00	373,023.18	4,579.89	59,976.82	86.15
TOTAL REVENUES		457,592.79	433,000.00	373,023.18	4,579.89	59,976.82	86.15
						22,000.00	25,000.00
							Total Amended Revenue

Expenditures

Dept 175 - DDA ADMINISTRATION							
814-175-704-000	FULL TIME EMPLOYEES	67,753.22	77,250.00	38,538.40	5,942.30	38,711.60	49.89
814-175-715-000	FICA	5,146.28	5,909.00	2,918.69	450.04	2,990.31	49.39
814-175-725-000	WORKERS COMPENSATION	0.00	255.00	0.00	0.00	255.00	0.00
814-175-728-000	OFFICE SUPPLIES	2,815.03	500.00	0.00	0.00	500.00	0.00
814-175-817-008	BOARD TRAININGS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
814-175-960-000	PROFESSIONAL DEVELOPMENT	942.50	3,000.00	568.21	345.21	2,431.79	18.94
Total Dept 175 - DDA ADMINISTRATION		76,657.03	88,914.00	42,025.30	6,737.55	46,888.70	47.27

Dept 265 - CITY HALL							
814-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 265 - CITY HALL		0.00	2,000.00	0.00	0.00	2,000.00	0.00

Dept 822 - DDA OPERATIONS							
814-822-727-100	INTERNAL SRVC - LABOR & ADMIN	10,000.00	20,000.00	10,000.00	5,000.00	10,000.00	50.00

814-822-730-000	POSTAGE-PRINTING-MAILING	98.00	300.00	0.00	0.00	300.00	0.00			
814-822-803-000	MEMBERSHIPS AND DUES	350.00	1,100.00	250.00	0.00	850.00	22.73			
814-822-807-000	AUDIT SERVICES	1,710.00	1,800.00	900.00	900.00	900.00	50.00			
814-822-818-205	SECRETARIAL SERVICES	1,800.00	2,000.00	900.00	150.00	1,100.00	45.00			
814-822-824-000	LEGAL SERVICES	0.00	2,500.00	0.00	0.00	2,500.00	0.00			
814-822-853-000	TELEPHONE	526.19	600.00	201.98	40.34	398.02	33.66			
814-822-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	0.00	100.00	0.00	0.00	100.00	0.00			
814-822-866-000	SUBSCRIPTION SERVICES	0.00	300.00	0.00	0.00	300.00	0.00			
814-822-904-000	PRINTING	0.00	300.00	0.00	0.00	300.00	0.00			
Total Dept 822 - DDA OPERATIONS		14,484.19	29,000.00	12,251.98	6,090.34	16,748.02	42.25			
Dept 824 - SPECIAL EVENTS										
814-824-817-004	DDA - EVENTS	19,008.67	24,000.00	38,155.20	10,743.29	(14,155.20)	158.98	10,000.00	34,000.00	Added Events
814-824-817-015	HOLIDAY LIGHTS	32,723.03	40,000.00	0.00	0.00	40,000.00	0.00			
814-824-901-000	ADVERTISING	0.00	0.00	136.25	136.25	(136.25)	100.00			
Total Dept 824 - SPECIAL EVENTS		51,731.70	64,000.00	38,291.45	10,879.54	25,708.55	59.83			
Dept 826 - MARKETING AND ADVERTISING										
814-826-814-000	WEBSITE	312.00	500.00	0.00	0.00	500.00	0.00			
814-826-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	1,500.00	3,000.00	205.02	0.00	2,794.98	6.83			
814-826-818-000	CONTRACTUAL SERVICES	6,000.00	7,200.00	9,284.91	4,484.91	(2,084.91)	128.96	21,000.00	28,200.00	Added Contract Services
814-826-901-000	ADVERTISING/MARKETING	28,795.54	37,800.00	4,214.99	150.00	33,585.01	11.15			
814-826-901-001	MAP UPDATE & REPRINT	72.00	1,500.00	0.00	0.00	1,500.00	0.00	26,300.00	27,800.00	Added Project Scope
Total Dept 826 - MARKETING AND ADVERTISING		36,679.54	50,000.00	13,704.92	4,634.91	36,295.08	27.41			
Dept 829 - STREETScape & DESIGN										
814-829-818-000	CONTRACTUAL SERVICES	2,210.00	0.00	0.00	0.00	0.00	0.00			
814-829-818-200	FLOWER BASKET PROGRAM	30,014.19	28,000.00	10,336.68	0.00	17,663.32	36.92			
814-829-818-201	PUBLIC ART/PLACEMAKING	39,851.00	40,000.00	27,405.86	0.00	12,594.14	68.51	8,000.00	48,000.00	Added Project Scope
814-829-818-207	PEST CONTROL	360.00	500.00	200.00	0.00	300.00	40.00			
814-829-974-001	FACADE GRANT INCENTIVE PROGRAM	12,862.77	15,000.00	5,000.00	0.00	10,000.00	33.33			
Total Dept 829 - STREETScape & DESIGN		85,297.96	83,500.00	42,942.54	0.00	40,557.46	51.43			
Dept 940 - PUBLIC IMPROVEMENT										
814-940-974-002	STREETScape IMPROVEMENTS	41,050.87	60,000.00	17,754.91	181.07	42,245.09	29.59	16,000.00	76,000.00	Added Project Scope
814-940-974-003	SIDEWALK REPAIR	17,599.48	0.00	0.00	0.00	0.00	0.00			
814-940-974-005	WAYFINDING	57,943.59	7,000.00	0.00	0.00	7,000.00	0.00			
814-940-974-007	BERKLEY PLAZA PROJECT	126,703.07	5,500.00	600.00	0.00	4,900.00	10.91	3,000.00	8,500.00	Added Project Scope
Total Dept 940 - PUBLIC IMPROVEMENT		243,297.01	72,500.00	18,354.91	181.07	54,145.09	25.32			
Dept 952 - ACTIVE EMPLOYEE BENEFITS										
814-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	1,834.55	3,000.00	1,541.58	237.70	1,458.42	51.39			
814-952-716-500	HEALTH CARE COSTS - BC/BS	6,402.11	12,800.00	6,453.36	885.99	6,346.64	50.42			
814-952-718-000	RETIREMENT-DB MERS	12,848.32	27,000.00	12,840.60	2,140.10	14,159.40	47.56			
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		21,084.98	42,800.00	20,835.54	3,263.79	21,964.46	48.68			
TOTAL EXPENDITURES		529,232.41	432,714.00	188,406.64	31,787.20	244,307.36	43.54	84,300.00	222,500.00	Total Amended Expenditures
Fund 814 - DDA:										
TOTAL REVENUES		457,592.79	433,000.00	373,023.18	4,579.89	59,976.82	86.15	22,000.00	455,000.00	
TOTAL EXPENDITURES		529,232.41	432,714.00	188,406.64	31,787.20	244,307.36	43.54	84,300.00	517,014.00	
NET OF REVENUES & EXPENDITURES		(71,639.62)	286.00	184,616.54	(27,207.31)	(184,330.54)	64,551.24	62,300.00	(62,014.00)	
BEG. FUND BALANCE		386,500.75	314,861.13	314,861.13						
END FUND BALANCE		314,861.13	315,147.13	499,477.67						
								314,861.13	Current Fund Balance	
								\$ (62,014.00)	Amended Deficit	
								\$ 252,847.13	Projected Fund Balance	
								48.91%	Fund Bal % of Amended Budgeted Expenses	