

**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, September 20, 2021
7:00 P.M. – City Hall
248-658-3300**

**CALL 38th COUNCIL TO ORDER
APPROVAL OF AGENDA
INVOCATION – PASTOR ADAM GROH
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT
ORDER OF BUSINESS**

Consent Agenda

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 38th Regular City Council Meeting on Monday, August 9, 2021.
2. **WARRANT:** Matter of [approving Warrant No. 1366](#).
3. **PROCLAMATION NO. P-24-21:** Matter of [proclaiming September 2021](#) as National Suicide Prevention Month.
4. **PROCLAMATION NO. P-25-21:** Matter of [proclaiming September 2021](#) as National Recovery Month.
5. **PROCLAMATION NO. P-26-21:** Matter of [proclaiming September 2021](#) as Childhood Cancer Awareness Month.
6. **PROCLAMATION NO. P-27-21:** Matter of [proclaiming September 2021](#) as National Preparedness Month.
7. **PROCLAMATION NO. P-28-21:** Matter of proclaiming September 15-October 15, 2021, as Hispanic Heritage Month.
8. **PROCLAMATION NO. P-29-21:** Matter of [proclaiming October 2021](#) as Berkley Area Chamber of Commerce Month.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of any recognitions or presentations from the Consent Agenda.
2. **PRESENTATION:** Matter of receiving a presentation from Senator Mallory McMorrow's office.
3. **MOTION NO. M-50-21:** Matter of [authorizing the City Manager](#) to enter into a Professional Services Agreement with Hadrout LLC of Ferndale, Michigan to perform branding and website development services not to exceed \$25,000 for year one and \$4,340 annually for maintenance for subsequent years. This expenditure will be charged to account number 101-750-814-000.
4. **RESOLUTION NO. R-29-21:** Matter of [approving an application](#) for transfer of an on-premise Class C liquor license for The Wedding Shoppe, Inc., 2186 Coolidge Highway, Berkley, MI.
5. **MOTION NO. M-51-21:** Matter of [approving a Downtown Development Authority](#) (DDA) event "Boo!kley Monster Mash" on Dorothea between Coolidge Highway and the alley on Saturday, October 30, 2021 from 2 PM to 6 PM. Approval is conditional upon the submission of required items and documents prior to event dates.
6. **RESOLUTION NO. R-30-21:** Matter of [considering a resolution for participation](#) in the 2021 Oakland County Street Tree Enhancement Match Grant Program (OAKSTEM).

7. **MOTION NO. M-52-21**: Matter of [approving the purchase of a 2022 Tandem Axle Dump Truck](#) with Bodies at a total cost of \$255,142 from Wolverine Freightliner and Truck & Trailer Specialties, Inc. utilizing the MITN Cooperative Bid Contract.
8. **RESOLUTION NO. R-31-21**: Matter of [considering a resolution to approve](#) the Commercial Rehabilitation Exemption Certificate, in accordance with PA 210 of 2005, as amended, to include Parcels #25-18-431-030, 25-18-431-031, and 25-18-431-032, for the purpose of redevelopment of La Salette and development of new buildings for multi-family housing.
9. **ORDINANCE NO. O-07-21**: Matter of [considering a First Reading of an Ordinance](#) to amend Section 138-192 Projections, in order to provide clarity on permitted projections into setback area on residential properties.
10. **ORDINANCE NO. O-08-21**: Matter of [considering a First Reading of an Ordinance](#) to amend Section 138-32, Definitions, and Section 138-417, Principal Permitted Uses, in relation to expanding the permitted uses to permit Entertainment Establishments in the Downtown District and adding a definition of Entertainment Establishments.
11. **MOTION NO. M-53-21**: Matter of [authorizing the City Manager to sign](#) the Application for Corrective Action Plan (CAP) for the City of Berkley General Employees Defined Benefit Pension Plan. The signed CAP will be forwarded to the Michigan Department of Treasury Municipal Stability Board for review and decision on approval.
12. **MOTION NO. M-54-21**: Matter of [authorizing the amendment of the 2021-2022 Budget](#) as presented.

COMMUNICATIONS

ADJOURN

**HYBRID MEETING OPTION AVAILABLE: TO JOIN THE ELECTRONIC MEETING, VISIT
[HTTPS://berkleymich.ZOOM.US/J/94929846645](https://berkleymich.zoom.us/j/94929846645) OR CALL 1-312-626-6799. THE MEETING ID IS 949
2984 6645.**

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 or call 248-658-3310 by 5 p.m. on the day of the meeting.

THE REGULAR MEETING OF THE THIRTY-EIGHTH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, AUGUST 9, 2021 BY MAYOR TERBRACK

PRESENT: Steve Baker Jack Blanchard
 Bridget Dean Ross Gavin
 Dennis Hennen Natalie Price
 Daniel Terbrack

APPROVAL OF AGENDA

Councilmember Baker moved to approve the Agenda

Seconded by Councilmember Blanchard

Ayes: Blanchard, Dean, Gavin, Hennen, Price, Baker, and Terbrack

Nays: None

Motion Approved.

INVOCATION: Pastor Zack Dunlap

PUBLIC COMMENT

A resident of Berkley stated his support for Resolution No. R-27-21 to extend R-20-20 for temporary outdoor dining/seating and outdoor sales and service areas and to allow temporary enclosures in the outdoor areas in response to COVID-19 closures and restrictions.

Steve Allen, Berkley, stated his concerns about the City Council settlement agreement regarding overturning the Zoning Boards of Appeals denial of an applicant. He also stated his concerns regarding the City Council communication to the Zoning Board of Appeals regarding why and how they came to its decision.

Chef Tim, restaurant owner in Berkley, commented his support for Resolution No. R-27-21 to extend R-20-20 for temporary outdoor dining/seating and outdoor sales and service areas and to allow temporary enclosures in the outdoor areas in response to COVID-19 closures and restrictions.

Cinda Coon, Berkley, commented that Olympic silver medalist and Berkley native Kate Nye would be one of the grand marshals for the Berkley Cruise Fest Parade as well as first responders and public safety officers in the City.

Consent Agenda

Councilmember Gavin moved to approve the following Consent Agenda, seconded by Councilmember Price.

APPROVAL OF THE MINUTES: Matter of approving the minutes of the 38th Regular City Council Meeting on Monday, July 19, 2021.

WARRANT: Matter of approving Warrant No. 1365.

MOTION NO. M-44-21: Matter of approving to cast Berkley's official vote for the following to serve as a Trustee on the Board of Trustees for the MML Workers' Compensation Fund, directing the City Clerk to send in the marked ballot. (Vote for three incumbent Trustees and two first-time Trustees – for a four-year term beginning October 1, 2021).

Ayes: Dean, Gavin, Hennen, Price, Baker, Blanchard, and Terbrack
Nays: None
Motion Approved.

Regular Agenda

MOTION NO. M-45-21: Matter of authorizing the Berkley Orchestra Association 2325 Catalpa Drive, Berkley, Michigan, to conduct “Berkley Tag Days 2021” in the City of Berkley on Friday, October 8th from 4PM – 9PM, Saturday October 9th from 9:00 AM – 5:00 PM, and Sunday, October 10th from 9:00 AM to 5:00 PM.

Councilmember Hennen moved to approve Motion No. M-45-21

Seconded by Councilmember Blanchard

Ayes: Gavin, Hennen, Price, Baker, Blanchard, Dean, and Terbrack

Nays: None

Motion Approved.

MOTION NO. M-46-21: Matter of authorizing the Mayor to execute a contract between SMART and the City of Berkley for Fiscal Year 2022 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2021 to June 30, 2022.

Councilmember Baker moved to approve Motion No. M-46-21

Seconded by Mayor Pro Tem Dean

Ayes: Hennen, Price, Baker, Blanchard, Dean, Gavin, and Terbrack

Nays: None

Motion Approved.

MOTION NO. M-47-21: Matter of authorizing Hubbell, Roth & Clark (HRC) for professional design and engineering services related to the Kenmore/Cornwall Road Reconstruction and Water Main Replacement Project at a cost not to exceed \$149,303.70. Funding has been allocated in the Road Millage and Water Service accounts (313-938-821-000 & 592-536-821-000).

Councilmember Blanchard moved to approve Motion No. M-47-21

Seconded by Councilmember Baker

Ayes: Price, Baker, Blanchard, Dean, Gavin, Hennen, and Terbrack

Nays: None

Motion Approved.

MOTION NO. M-48-21: Matter of approving the appointments to the Zoning Board of Appeals.

Councilmember Hennen moved to approve Motion No. M-48-21

Seconded by Councilmember Blanchard

Ayes: Baker, Blanchard, Dean, Gavin, Hennen, Price, and Terbrack

Nays: None

Motion Approved.

RESOLUTION NO. R-27-21: Matter of extending R-20-20 for temporary outdoor dining/seating and outdoor sales and service areas and to allow temporary enclosures in the outdoor areas in response to COVID-19 closures and restrictions.

Mayor Pro Tem Dean moved to approve Resolution No. R-27-21

Seconded by Councilmember Blanchard

Ayes: Blanchard, Dean, Gavin, Hennen, Price, Baker, and Terbrack

Nays: None

Motion Approved.

RESOLUTION NO. R-28-21: Matter of extending R-21-20 for temporary signage in response to COVID-19 restrictions.

Councilmember Baker moved to approve Resolution No. R-28-21
Seconded by Mayor Pro Tem Dean
Ayes: Dean, Gavin, Hennen, Price, Baker, Blanchard and Terbrack
Nays: None
Motion Approved.

MOTION NO. M-49-21: Matter of authorizing the City Manager to sign the Application for Additional Service Credit Purchase for Gina Harold approving two years of additional service credit. This service credit purchase is allowed by the City of Berkley MERIT System of Human Resource Management Section 1001.08 and meets all of the requirements of the MERS Plan Document.
Councilmember Price moved to approve Motion No. M-49-21
Seconded by Councilmember Gavin
Ayes: Gavin, Hennen, Price, Baker, Blanchard, Dean and Terbrack
Nays: None
Motion Approved.

COMMUNICATIONS

COUNCILMEMBER GAVIN: stated when the Planning Commission met the main topics of discussion were proposed ordinances and elections for chair, vice-chair, and various liaison appointments. The next meeting will be Tuesday, August 24th at 7:00 pm. He stated that the Environmental Advisory Committee (EAC) would not be meeting for the month of August. He said however, he wanted to remind everyone about the bike corral for the Berkley Art Bash on September 11th and the need for volunteers to oversee it. He said anyone that is interested in volunteering can contact him at rgavin@berkleymich.net. He mentioned the next meeting for the EAC would be Thursday, September 16th at 6:30 pm.

COUNCILMEMBER HENNEN: welcomed the new Zoning Board of Appeals (ZBA) members that were appointed during tonight's meeting. He stated the next meeting would be on Tuesday, August 10th at 7:00 pm. The ZBA will have a continuation of a case regarding a home addition during that meeting. He stated the Tree Board hasn't met since the last meeting but the next meeting is Monday, September 13th. He said the City has been awarded a \$4,000 matching grant from the Michigan Department of Natural Resources. He said the grant would allow for 25 additional trees to be planted this year in addition to the roughly 200 trees that were already scheduled. He thanked the members of the Berkley Gardeners who put together the Inaugural Garden Walk this past Saturday. He said it was a great event, he learned a great deal, and he discovered beautiful gardens throughout Berkley.

MAYOR PRO TEM DEAN: stated the Summer Fest for the Parks and Recreation Department continues with the Outdoor Movie in the Park event that will be held on Tuesday, August 10th at 7:00 pm at Oxford Park. She stated Cruise Fest and Woodward Dream Cruise would be taking place on Friday, August 20th and Saturday, August 21st. She said the Berkley Cruise Fest Parade will begin at 6:30 pm on August 20th. She said the parade will take place between Woodward Avenue and Greenfield Road along 12 Mile Road. After the parade there will be various forms of entertainment and food offered along 12 Mile Road. She said the Parks and Recreation Department will also offer an outdoor movie in front of the Neighbor's Shoppe. The movie will take place somewhere between 7:30–8:00 pm. She said they will be showing the movie, "Grease." She mentioned the Parks and Recreation Department will host an ice cream social at Community Park on Tuesday, August 25th at 5:30 pm and no pre-registration is required.

COUNCILMEMBER BAKER: stated that the Downtown Development Authority (DDA) Board will meet next on Wednesday, August 11th. He congratulated everyone that came out and helped with the Berkley Street Art Fest this past Saturday, August 7th. He mentioned to visit downtownBerkley.org to receive more information about the City and to find upcoming events. He stated the Historical Committee meets tomorrow August 10th and members want to thank all residents that have come to visit the museum since it reopened. He said the museum is hoping to take credit card transactions at some point in the future. He

stated the Technology Advisory Committee meets next Wednesday, August 18th and he mentioned that even though the City's website is considered unsecure, any financial transactions that take place are done through a third-party website that is secure. He quoted David Cottrell, "Doing the right thing isn't always easy, in fact it is always real hard. But just remember that doing that the right thing is the right thing." He thanked everyone that has done the right thing by getting the COVID-19 vaccine and Berkley is one of the leading cities in the state that has a high rate of vaccinated individuals.

COUNCILMEMBER PRICE: thanked the Berkley Chamber of Commerce and all the volunteers that participated in the Berkley Street Art Fest this past Saturday. She stated that with COVID-19 cases on the rise and kids soon heading back to school, she encourages individuals that have yet to be vaccinated to do so to help with protecting not only yourself, but your family and the whole community too.

COUNCILMEMBER BLANCHARD: stated that the Daily Tribune newspaper had a "Best of the Best" award where there were a number of Berkley businesses that were selected that included:

Best Coney Island: Berkley A&W

Best Family Restaurant: #1 Alex's of Berkley

Best Ice Cream: #2 Clark's Ice Cream

Best Lunch Place: #3 The Lunch Café

Best Middle Eastern/Lebanese Restaurant: #1 Mr. Kabob's

Best Collision Shop: #2 Berkley Collision

Best Dentist: Dr. Sara Ruddy

Best Dry Cleaners: #2 Janet Davis Dry Cleaners

Best Eye Doctor: Berkley Eyewear and Local Sunglasses Company

Best Tattoo Parlor: #3 American Pride Tattoo

Best Veterinary Clinic: #3 Berkley Animal Clinic

Best Bike Store: #3 D&D Bike Store

Best Bridal Store: #1 The Wedding Shoppe and #2 Jenna in White

Best Candy Store: Sydney Bogg's Sweet Essentials

Best Gift and Boutique: #2 Catching Fireflies and #3 Yellow Door Art Market

Best Jeweler: #3 Matt Gross Jeweler Studio

Best Resale Shop: #3 Some Girl Boutique

Best Unique Store: #3 The Twisted Shamrock

He also stated that this past Saturday was the grand opening of a new arts and crafts store, Pinspiration. He thanked the Berkley Chamber of Commerce for its efforts with the Berkley Street Art Fest as well as the Berkley American Legion for honoring Brian Gothard as Berkley Police Officer of the Year. He quoted Leo Bosner, "Successful emergency management relies on experience and expertise."

CITY MANAGER BAUMGARTEN: reminded everyone that the City's newsletter comes out every month. He highlighted a couple of items in the most recent newsletter including that absent voter applications for residents on the permanent absent voter list would be mailed out this week. He said this is for the November 2, 2021 election. He highlighted that the Community Development Department has boxes at City buildings looking for feedback on the draft Master Plan. He requested to have the feedback returned by September 23rd. He said that the final page of the newsletter has a list of all the boards and commissions meetings for the month of August.

ATTORNEY STARAN: stated he had nothing to report for this evening.

MAYOR TERBRACK: congratulated Brian Gothard as Public Safety Officer of the Year and also thanked the Berkley American Legion for putting that event together. He congratulated the Berkley Chamber of Commerce for putting on a successful Berkley Art Fest as well as the ribbon cutting ceremony at the new local business, Pinspiration. He stated Vibe Credit Union had a ribbon cutting ceremony on July 21st for its newly renovated branch and will also have an event for the credit union members on Wednesday, August 11th. He stated other city events coming up are the Berkley Cruise Fest, Berkley Art Bash, and the Public Safety Golf Outing. He stated the latest recommendations from the Center for Disease Control (CDC) are to wear masks indoors where large gatherings are taking place as well as in schools

regardless of vaccination status. He mentioned that the Berkley School Board had made the decision to have everyone in school buildings wear masks regardless of vaccination status. He said he fully supports this decision. He hopes for a more normal school year for the students as well as the faculty and recognized all the obstacles and challenges that were endured during the last school year.

ADJOURNMENT

Councilmember Baker moved to adjourn the Regular Meeting at 9:18 p.m.

Seconded by Councilmember Hennen

Ayes: Price, Baker, Blanchard, Dean, Gavin, Hennen and Terbrack

Nays: None

Motion Approved.



CITY OF BERKLEY
CHECK WARRANT
#1366
AUGUST 2021

Check Date	Check	Vendor Name	Description	Amount	Voided?
08/05/2021	61244	BS & A SOFTWARE	TRAINING FOR G/L, CASH RECEIPTING, FIXED	500.00	
08/05/2021	61245	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #1	82.99	
			CHILD SUPPORT CASE NO. 913286400 - PR #1	128.05	
			CHILD SUPPORT CASE NO. 913488854 - PR #1	64.14	
				275.18	
08/05/2021	61246	NATHAN BERNARD HOMES	4114 ELLWOOD	860.88	
08/05/2021	61247	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #16	4,981.68	
			EMPL. DEDUCT. (ROTH) - PR #16	1,247.15	
				6,228.83	
08/05/2021	61248	THE HARTFORD	AUGUST 2021 PREMIUM FOR RETIREES	290.40	
			AUGUST 2021 PREMIUM FOR ACTIVES	2,007.44	
				2,297.84	
08/05/2021	61249	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #16	570.77	
08/05/2021	61250	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #16	2,332.23	
			EMPLOYEE DEDUCT. - LOAN - PR #16	123.40	
				2,455.63	
08/05/2021	61251	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #16	105.00	
08/05/2021	61252	VERIZON WIRELESS	FOR SERVICE 06/21/21 - 07/20/21	2,247.92	
08/16/2021	61253	ADKISON, NEED, ALLEN & RENTROP PLLC	MBL APPEAL HEARING OFFICER	120.00	
08/16/2021	61254	ADVANCE AUTO PARTS	#10 DPW CALIPER PINS	65.85	
			#69 GARBAGE HEADLIGHT - DPW	39.16	
				105.01	
08/16/2021	61255	AIRGAS USA, LLC	CYLINDER RENTAL JULY 2021	30.62	
08/16/2021	61256	AMAZON CAPITAL SERVICES	CHARGING CABLES	43.98	
			CAR CHG CONVERT / RECHG PEN	127.94	
			RIFLE SLING STRAP	19.99	
			SUPPLIES-TOOL HOLSTER, MAG. HOOKS, FASTE	27.71	
				219.62	
08/16/2021	61257	ARMADILLO	BOYS BBALL SUPPLIES	358.75	
08/16/2021	61258	ASHLEY MERZ	WORK IN THE CLERK'S OFFICE	120.00	
			WORK IN THE CLERK'S OFFICE	75.00	
				195.00	
08/16/2021	61259	AT&T	ACCT. NO. 24854624000218 - 07/25/21 - 08	781.85	
08/16/2021	61260	AUDRIK, INC. DBA ROTO ROOTER	2189 PRINCETON	1,106.10	
08/16/2021	61261	BASIC	ADMINISTRATION FEE FOR AUGUST 2021	50.00	
			ONE TIME ARPA ADMIN. FEE	150.00	
				200.00	
08/16/2021	61262	BERKLEY SCHOOL DISTRICT	CAMP CONTRACTUAL	3,825.00	
08/16/2021	61263	BIG D LOCK CITY	KEYS	56.25	
			EQUIPMENT SUPPLIES	75.00	
				131.25	

08/16/2021	61264	BILLINGS LAWN EQUIPMENT	VEHICLE MAINTENANCE	379.99
			DPW LAWN MOWER PARTS - LINE HEADS	157.40
			CHAIN SAW FOR TREES	378.62
			DPW/P&R PARTS (LAWN EQUIP.)	134.18
				1,050.19
08/16/2021	61265	BLACKSTONE PUBLISHING	1 REPLACEMENT CD DISC	7.95
08/16/2021	61266	BLUE CROSS BLUE SHIELD OF MICH	JULY 2021 CLAIMS	155,757.78
08/16/2021	61267	CAMELOT CLEANERS	PRISONER BLANKETS	55.68
08/16/2021	61268	CAPITAL PLUMBING	3701 PHILLIPS AVE.	500.00
08/16/2021	61269	CDW GOVERNMENT, INC.	FIREWALL MAINTENANCE	88.12
			CREDIT CARD SWIPERS	142.14
				230.26
08/16/2021	61270	CHICAGO TITLE OF MICHIGAN INC.	SIDWELL #04-25-18-427-034	40.00
08/16/2021	61271	CINTAS	CONTRACTUAL SERVICES	80.15
			CITY HALL MATS - JULY 2021	176.20
			MED BOX REFILL	91.22
				347.57
08/16/2021	61272	CONTRACTORS CONNECTION	CHAIN FOR CHAIN SAW	207.60
			PAINT	367.20
				574.80
08/16/2021	61273	CREGGER PLUMBING	1876 CAMBRIDGE RD.	500.00
			1877 KIJLING AVE.	500.00
				1,000.00
08/16/2021	61274	CUMMINS BRIDGEWAY, LLC	#69 PARTS/GARGAGE SENSORS	1,147.46
08/16/2021	61275	DANA STEVENS ARBORIST, INC.	1800 GRIFFITH / 2968 ELLWOOD - TREE INSP	75.00
08/16/2021	61276	DARRON MOORE	DREAM CRUISE CONTRACTUAL	1,872.00
08/16/2021	61277	DEALER AUTO PARTS SALES	PS OIL FILTERS	25.03
08/16/2021	61278	DU-ALL CLEANING INC.	MONTHLY JANITORIAL	1,826.00
			CUSTODIAL SERVICES	620.00
			CUSTODIAL SERVICES	1,870.00
			DPW - JULY 2021 CUSTODIAL SERVICES	700.00
			CUSTODIAL SERVICES	2,000.00
			JANITORIAL SERVICES	1,521.00
				8,537.00
08/16/2021	61279	EGANIX	AUGUST 2021 GREASE CONTROL/SEWERS	480.00
08/16/2021	61280	EJ USA, INC.	BALL CORPS	852.30
08/16/2021	61281	ETHNIC ARTWORK	DREAM CRUISE CONTRACTUAL	859.50
			DREAM CRUISE CONTRACTUAL	22,591.25
				23,450.75
08/16/2021	61282	FEDERAL PIPE & SUPPLY CO	GARAGE - STEEL	50.10
08/16/2021	61283	FEDEX OFFICE	FOIA COPIES	63.54
08/16/2021	61284	FERGUSON WATERWORKS #3386	WATER METER READER	996.60
08/16/2021	61285	FIRST SERVE	CONTRACTUAL SERVICES	6,888.70
08/16/2021	61286	GORDON FOOD SERVICE INC.	SUMMERFEST SUPPLIES	168.39
08/16/2021	61287	GRAINGER	HINGE FOR NEW TREASURY DROP BOX	25.75
08/16/2021	61288	GREAT LAKES PEST CONTROL CO	DPW PEST CONTROL JULY 2021	40.00
08/16/2021	61289	GREAT WESTERN STATES SUPPLY LLC	COLORING BOOKS	487.04
08/16/2021	61290	GUNNERS METERS & PARTS INC.	CURB BOX CAPS	198.60
			REPAIR CLAMP	210.00
				408.60
08/16/2021	61291	HAFELI, STARAN, & CHRIST, P.C.	CITY ATTORNEY JULY FEES	8,744.57
08/16/2021	61292	HOME DEPOT CREDIT SERVICES	SHOP PARTS FOR PAINT	27.25

08/16/2021	61293	HOWARD L. SHIFMAN P.C.	LABOR LEGAL SERVICES	1,805.50
08/16/2021	61294	HUBBELL, ROTH & CLARK	SIGN INVENT. PHASE 2 - PROF. SERV.	6,301.30
			PS ENTRY RENO - PROF. SERV.	5,419.20
			SIGN INVENT - PHASE 2 - PROF. SERV.	4,658.58
			PS ENTRY RENO - PROF. SERV.	1,824.77
			SIGN INVENT - PHASE 2 - PROF. SERV.	5,333.38
			ENGINEERING	7,162.19
			ENGINEERING	2,334.90
			ENGINEERING	2,888.68
			LOBBY RENO	7,798.08
				43,721.08
08/16/2021	61295	HYDROCORP	JULY 2021 CROSS CONNECTION SERVICES	1,658.00
08/16/2021	61296	IAN KINDER LLC	CONTRACTUAL SERVICES	525.00
08/16/2021	61297	IMAGE PRINTING	OFFICE SUPPLIES	120.00
08/16/2021	61298	INFLATABLE PLAYSPACES	DREAM CRUISE CONTRACTUAL	725.00
08/16/2021	61299	J.H. HART URBAN FORESTRY	TREE TRIM, GRAPPLE REMOVAL 7/26/21 - 7/3	11,412.00
			TREE TRIM, STUMP REMOVAL 8/2/21 - 8/6/21	13,001.50
			TREE TRIM, STUMP REMOVAL 7/19/21 - 7/24/	13,009.00
				37,422.50
08/16/2021	61300	JACK DEMMER FORD, INC.	#10 DPW BRACKET, CALIPERS, ROTORS	1,192.10
			PS PARTS SWITCH	51.48
				1,243.58
08/16/2021	61301	JAY'S SEPTIC TANK SERVICE	CONTRACTUAL SERVICES	135.00
			CONTRACTUAL SERVICES	135.00
				270.00
08/16/2021	61302	JEFF TONG	2021 JBOR	60.00
08/16/2021	61303	JESSICA & SAMUEL SEPPO	4154 TYLER AVE.	50.00
08/16/2021	61304	KANOPY, INC.	KANOPY DIGITAL CONTENT	143.00
08/16/2021	61305	KAREN SMITH	2021 JBOR	50.00
08/16/2021	61306	KONICA MINOLTA BUSINESS SOLUTIONS	PDF OPTION	9.10
			COPIER CHARGES	18.61
			DPW COPIER JULY 2021	91.36
			OFFICE EQUIPMENT RENTAL	99.00
				218.07
08/16/2021	61307	LARRY'S WELDING SUPPLY	EQUIPMENT SUPPLIES	214.80
			CYLINDER RENTAL JULY 2021	62.65
				277.45
08/16/2021	61308	LAWSON PRODUCTS, INC.	PARTS FOR CRIMPING MACHINE	788.01
			TOOLS - BITS FOR GARAGE	332.37
			FOOD GRADE SEIZE FOR HYDRANTS	114.55
			PARTS FOR PS, P&R, DPW - WASHERS & SCREW	1,006.97
				2,241.90
08/16/2021	61309	LEISURE UNLIMITED, LLC	CONTRACTUAL SERVICES	637.00
08/16/2021	61310	LERATA LLC	VARIOUS PARCELS	15,911.90
08/16/2021	61311	LEVINE & SONS INC.	959 COLUMBIA	592.86
08/16/2021	61312	MAIN DRAIN SEWER & REPAIR LLC	3186 OAKSHIRE	195.18
			3186 OAKSHIRE AVE.	1,000.00
			2913 PHILLIPS AVE.	500.00
			2913 PHILLIPS AVE.	500.00
			4205 BUCKINGHAM RD.	500.00
				2,695.18
08/16/2021	61313	MALONEY TRUCKING	HAUL IN C2 FILL SAND	535.00
			HAUL IN/OUT	3,685.00

				4,220.00
08/16/2021	61314	MERS OF MICHIGAN	SERVICE CREDIT PURCHASE FOR GINA HAROLD	8,741.00
08/16/2021	61315	MICHIGAN AMMO CO., INC.	TRAINING AMMO	4,560.00
08/16/2021	61316	MIDWEST TAPE	HOOPLA DIGITAL CONTENT	1,052.32
08/16/2021	61317	MNC & ANC PROFESSIONAL SERVICES	EQUIPMENT MAINTENANCE	2,900.00
08/16/2021	61318	NELSON BROTHERS SEWER & PLUMBING	BUILDING MAINTENANCE	180.00
08/16/2021	61319	NYE UNIFORM	BOOTS - KWIZ	225.00
			PINS X 11	148.50
			BOOTS, 3 L/S. 1 S/S - ONESKO	368.46
				741.96
08/16/2021	61320	O'REILLY AUTOMOTIVE, INC.	ANTIFREEZE	39.95
08/16/2021	61321	OAKLAND COUNTY	JULY 2021 SEWAGE TREATMENT	243,570.51
			INTEREST FOR GEORGE W KUHN DRAIN	16,456.57
			INTEREST FOR GEORGE W KUHN DRAIN	1,398.12
			CLEMIS/MDC/LIVESCAN/MUGSHOT	6,168.00
				267,593.20
08/16/2021	61322	OAKLAND COUNTY TACTICAL TRAINING	TACT. FIRE CO TRAIN THE TRAINER	1,200.00
08/16/2021	61323	OAKLAND SCHOOLS	2021 SUMMER TAX BILLS	1,943.00
08/16/2021	61324	OFFICE FURNITURE WAREHOUSE LLC	DB FILE CABINETS	1,323.00
08/16/2021	61325	PITNEY BOWES INC.	MAIL MACHINE SUPPLIES	185.71
			JUNE 2021 WATER POSTAGE FEE	74.46
			PSX JUNE 2021 PROGRAM FEE	5.00
				265.17
08/16/2021	61326	PRECISION DATA PRODUCTS	HP TONER	323.00
08/16/2021	61327	QUANTUM SERVICES GROUP, LLC	SERVER / FIREWALL MONITORING	536.00
			SERVER BACKUP SYSTEM	400.00
				936.00
08/16/2021	61328	RAL LAWN & SHRUB CARE	CITY HALL LAWN SERVICE	126.00
08/16/2021	61329	READY DIG EXCAVATION	1412 PRINCETON	85.60
08/16/2021	61330	RICARDO ANTONIO RODRIGUEZ	2168 MORTENSON BLVD.	100.00
			BUILDING PERMIT WAS CANCELLED	364.50
				464.50
08/16/2021	61331	RKA PETROLEUM COS, INC	#2 ULTRA LOW SULFUR DIESEL	1,663.45
08/16/2021	61332	ROAD COMMISSION OF OAKLAND CO	COLD PATCH	1,229.80
			COLD PATCH	1,220.20
				2,450.00
08/16/2021	61333	ROCHESTER MIDLAND	SANOR SERVICE FOR CITY HALL	71.47
08/16/2021	61334	S/E OAK. CTY WATER AUTHORITY	JULY 2021 BULK WATER	71,651.97
08/16/2021	61335	S/E OAK.CTY RESOURCE REC. AUTH	TRASH, RECYCLE, PICKUPS 7/1/21 - 7/31/21	51,044.00
			JULY 2021 CITY PICKUPS & SPECIALS	1,150.17
				52,194.17
08/16/2021	61336	SABISTON BUILDERS SUPPLY	MORTAR	410.60
08/16/2021	61337	SHOWCASES	100 - SIX DVD CASES	466.56
			100 - 4D SLIM CASES	172.80
				639.36
08/16/2021	61338	STAPLES	OFFICE SUPPLIES - JULY	326.23
			OFFICE SUPPLIES & FURNITURE	229.26

				555.49
08/16/2021	61339	STATE OF MICH-DEPT OF TREASURY	JULY 2021 MI TAX WITHHOLDING FOR ACTIVES	21,902.28
08/16/2021	61340	STATE OF MICH-DEPT OF TREASURY	JULY 2021 MI TAX WITHHOLDING FOR RETIREE	3,670.97
08/16/2021	61341	STATE OF MICHIGAN	SOR FEE - ZATEZALO	30.00
08/16/2021	61342	SUZANNE THIEDE	2021 JBOR	50.00
08/16/2021	61343	SYSTEMP CORPORATION	EQUIPMENT MAINTENANCE	2,145.00
			HVAC REPAIR FOR CITY HALL	337.50
				2,482.50
08/16/2021	61344	T-MOBILE	HOTSPOTS (MONTHLY SERVICE)	149.30
08/16/2021	61345	THE LIBRARY NETWORK	TLN BARCODES	112.00
08/16/2021	61346	THE PRINT STOP, INC	DEPT. ENVELOPES & 2-6 PERMITS	255.00
08/16/2021	61347	THOMAS BYARS	2021 JBOR	50.00
08/16/2021	61348	TRANSUNION RISK AND ALTERNATIVE	TLOXP INVEST. SERVICES - JULY	110.00
08/16/2021	61349	TREDROC TIRE SERVICES LLC	P&R TIRES	50.00
08/16/2021	61350	TRUCK & TRAILER SPECIALTIES, INC.	FREIGHT FOR LIGHTS FOR DPW TRUCKS	10.00
08/16/2021	61351	ULINE	DOLLY	449.72
08/16/2021	61352	USA SOFTBALL OF METRO DETROIT	SOFTBALL SUPPLIES	258.00
08/16/2021	61353	VERIZON WIRELESS	IPAD SERVICE FOR 07/02/21 - 08/01/21	266.07
08/16/2021	61354	VESCO OIL CORPORATION	PARTS CLEANER	93.25
08/16/2021	61355	WATER WORK LLC	1295 EATON	391.71
08/16/2021	61356	WINDER POLICE EQUIPMENT	411	2,179.00
			44	2,383.26
				4,562.26
08/16/2021	61357	WOODWARD AVE ACTION ASSOC.	WA3 ANNUAL DUES	3,125.00
08/16/2021	61358	WOW! BUSINESS	UTILITIES (2100 BACON)	472.98
08/16/2021	61359	XEROX CORPORATION	XEROX USER FEES 6/21 - 7/21/21	75.64
08/19/2021	61360	AMAZON CAPITAL SERVICES	TRAILER HITCHES - REMAINING BALANCE	19.27
08/19/2021	61361	DURST LUMBER CO	MISC. ITEMS	400.90
08/19/2021	61362	JOSEPH SERMO	BASKETBALL CONTRACTUAL	1,356.08
08/19/2021	61363	MISDU	CHILD SUPPORT CASE NO. 913340822 - PR #1	82.99
08/19/2021	61364	MISDU	CHILD SUPPORT CASE NO.913286400 - PR #17	128.05
08/19/2021	61365	MISDU	CHILD SUPPORT CASE NO. 913488854 - PR #1	64.14
08/19/2021	61366	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (NATIONWIDE 457) - PR #17	5,269.83
08/19/2021	61367	NATIONWIDE RETIREMENT SOLUTIONS	EMPL. DEDUCT. (ROTH) - PR #17	1,251.94
08/19/2021	61368	VANTAGEPOINT TRNSFR AGENTS-107930	EE/ER CONTRIB. (401) - PR #17	570.77
08/19/2021	61369	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. (ICMA 457) - PR #17	2,346.12
08/19/2021	61370	VANTAGEPOINT TRNSFR AGENTS-303792	EMPLOYEE DEDUCT. - LOAN - PR #17	123.40
08/19/2021	61371	VANTAGEPOINT TRNSFR AGENTS-706259	EMPLOYEE DEDUCT. (ICMA ROTH) - PR #17	105.00
08/31/2021	61372	21ST CENTURY MEDIA - MICHIGAN	SYNOPSIS OF ORDINANCE	113.76
08/31/2021	61373	21ST CENTURY MEDIA - MICHIGAN	BUDGET NOTICES	199.52
08/31/2021	61374	21ST CENTURY MEDIA - MICHIGAN	ORDINANCES - PH NOTICES	199.52
08/31/2021	61375	21ST CENTURY MEDIA - MICHIGAN	ORDINANCES - PH NOTICES	199.52
08/31/2021	61376	814 BERKLEY LLC	1695 TWELVE MILE RD.	100.00
08/31/2021	61377	AAA ICE CREAM CARTS	SUMMERFEST CONTRACTUAL	363.00
08/31/2021	61378	ADN ADMINISTRATORS, INC.	ADMINISTRATIVE FEE FOR SEPTEMBER 2021	937.25
08/31/2021	61379	ADT COMMERCIAL LLC	8/27/21 - 9/26/21 DPW ALARM MONITORING	81.63
08/31/2021	61380	ALAYNA SCHRAFFENBERGER	LADIES NIGHT OUT BALLOONS AND MAPS	51.08
08/31/2021	61381	ALLIANCE MOBILE HEALTH	BLOOD DRAWS	2,273.00 V
08/31/2021	61382	ALLIANCE MOBILE HEALTH	BLOOD DRAWS	1,036.00
08/31/2021	61383	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	30.93
08/31/2021	61384	AMAZON CAPITAL SERVICES	DISPATCH - SURGE PROTECTORS	69.98
08/31/2021	61385	AMAZON CAPITAL SERVICES	SHIRTS/HOLSTER	109.97
08/31/2021	61386	AMAZON CAPITAL SERVICES	CHARGING PADFOLIO FOLDER	85.99
08/31/2021	61387	AMAZON CAPITAL SERVICES	BAGS X 3	51.27
08/31/2021	61388	AMAZON CAPITAL SERVICES	IMPACT. PROT. WORK GLOVES	20.22
08/31/2021	61389	ARIEL GRABER & REID MAJEWSKI	1174 HARVARD RD.	50.00
08/31/2021	61390	ARMADILLO	DREAM CRUISE CONTRACTUAL	1,575.00
08/31/2021	61391	ART BY ASH	COST OF LABOR AND SUPPLIES OF MURAL	2,500.00
08/31/2021	61392	ASHERKELLY	PROF. SERVICES 07/01/21 - 07/31/21	300.00
08/31/2021	61393	ASHLEY MERZ	WORK IN THE CLERK'S OFFICE	97.50
08/31/2021	61394	AT&T	AT&T FIBER INTERNET	149.00
08/31/2021	61395	B-LINE INVESTMENTS INC.	3336 TWELVE MILE RD. 3342	100.00
08/31/2021	61396	BARBARA J. BLANCHARD	REIMBURSEMENT FOR WDC SUPPLIES	30.00
08/31/2021	61397	BELL EQUIPMENT COMPANY	#22 SWEEPER TIMER & CABLE PRESSURE & PUM	612.91
08/31/2021	61398	BELL EQUIPMENT COMPANY	REAR LOAD REFUSE BODY	91,487.52
08/31/2021	61399	BERKLEY AREA CHAMBER OF COMMERCE	BERKLEY STREET ART FEST SPONSORSHIP	1,000.00

08/31/2021	61400	BIG D LOCK CITY	EQUIPMENT SUPPLIES	23.50
08/31/2021	61401	BIG D LOCK CITY	2 KEYS & BATTERY FOR #41 - FOB	12.00
08/31/2021	61402	BILLINGS LAWN EQUIPMENT	DPW LAWN BLADES ENGINE OIL	386.42
08/31/2021	61403	BILLINGS LAWN EQUIPMENT	DPW LAWNS - WEED WHIPPING STRING	109.98
08/31/2021	61404	BLACKSTONE PUBLISHING	REPLACEMENT BOOK ON CD DISC	7.95
08/31/2021	61405	BLUE CROSS BLUE SHIELD OF MICHIGAN	SEPTEMBER 2021 PAYMENT FOR SUFFIX 601	22,075.20
08/31/2021	61406	BLUE CROSS BLUE SHIELD OF MICHIGAN	SEPTEMBER 2021 PAYMENT FOR SUFFIX 600	4,637.28
08/31/2021	61407	BRIAN GOTHARD	REIMBURSEMENT FOR BOOTS	106.00
08/31/2021	61408	BRUCE KATZ	2140 PRINCETON RD.	75.00
08/31/2021	61409	BRUTTELL ROOFING COMPANY INC.	878 CAMBRIDGE RD.	75.00
08/31/2021	61410	CADILLAC ASPHALT, LLC	PATCH / ROADS	116.25
08/31/2021	61411	CADILLAC ASPHALT, LLC	PATCH / ROADS	154.50
08/31/2021	61412	CADILLAC ASPHALT, LLC	PATCH / ROADS	303.75
08/31/2021	61413	CDW GOVERNMENT, INC.	40 VEH - CAR MOUNT FOR LAPTOP	266.01
08/31/2021	61414	CDW GOVERNMENT, INC.	CLERK TV	355.14
08/31/2021	61415	CDW GOVERNMENT, INC.	PC STAND	60.93
08/31/2021	61416	CDW GOVERNMENT, INC.	ADOBE SOFTWARE LICENSING	4,571.75
08/31/2021	61417	CDW GOVERNMENT, INC.	OXFORD PARK FIREWALL	352.51
08/31/2021	61418	CHET'S RENT-ALL	EQUIPMENT SUPPLIES	73.32
08/31/2021	61419	CHURCH OF THE KING	3688 TWELVE MILE RD.	100.00
08/31/2021	61420	CINTAS	DPW - FIRST AID SUPPLIES	148.19
08/31/2021	61421	CITY OF OAK PARK TREASURER	ELEVATOR CLASS	325.00
08/31/2021	61422	CITY OF ROCHESTER HILLS	CAMP CONTRACTUAL	20.00
08/31/2021	61423	CMP DISTRIBUTORS, INC.	4 X .45 GRAIN, 1000 ROUNDS CASES (223)	2,256.00
08/31/2021	61424	CMV LANDSCAPE & EQUIPMENT COMPANY	2660 ELLWOOD - PUBLIC SEWER RPR	3,366.00
08/31/2021	61425	CMV LANDSCAPE & EQUIPMENT COMPANY	2650 ELLWOOD PUBLIC SEWER REPAIR	3,510.00
08/31/2021	61426	CMV LANDSCAPE & EQUIPMENT COMPANY	3734 ELLWOOD WATER SERV. REPAIR / CONCRE	2,250.00
08/31/2021	61427	CMV LANDSCAPE & EQUIPMENT COMPANY	2485 COOLIDGE PUBLIC SEWER REPAIR	1,170.00
08/31/2021	61428	CMV LANDSCAPE & EQUIPMENT COMPANY	3238 BACON CONCRETE WORK	57,327.50
08/31/2021	61429	CONTRACTORS CLOTHING CO.	UNIFORMS - K. OZANICH	65.28
08/31/2021	61430	CONTRACTORS CLOTHING CO.	UNIFORMS - R. RZECZKOWSKI	210.60
08/31/2021	61431	CONTRACTORS CONNECTION	SOLAR ARROWBOARDS FOR DREAM CRUISE	750.00
08/31/2021	61432	CONTRACTORS CONNECTION	POWER OUTAGE - EMERGENCY (GENERATOR)	745.00
08/31/2021	61433	CONTRACTORS CONNECTION	SAFETY GLASSES	417.60
08/31/2021	61434	CONTRACTORS CONNECTION	TRAFFIC CONES	1,850.00
08/31/2021	61435	CONTRACTORS CONNECTION	BARRICADES	3,975.00
08/31/2021	61436	CORELOGIC	MULTIPLE SIDWELLS	88,486.27
08/31/2021	61437	CRAIG MARTIN SPORTS AND EVENT	27659 WOODWARD AVE.	100.00
08/31/2021	61438	CRISPELLI'S BAKERY & PIZZERIA	28939 WOODWARD AVE.	100.00
08/31/2021	61439	CUMMINS BRIDGEWAY, LLC	DPW GARAGE - FILTERS	363.74
08/31/2021	61440	CUMMINS BRIDGEWAY, LLC	DPW GARAGE FILTERS	293.37
08/31/2021	61441	DAVID CUSTER	REFUND FOR GOLF OUTING	600.00
08/31/2021	61442	DAVID KINDERVATER	4105 CUMBERLAND RD.	100.00
08/31/2021	61443	DEALER AUTO PARTS SALES	DPW GARAGE - ROTORS / PADS	504.69
08/31/2021	61444	DEALER AUTO PARTS SALES	DPW GARAGE BRAKE PADS - ROTORS	258.07
08/31/2021	61445	DEALER AUTO PARTS SALES	#2 DPW BACKUP CAMERA	69.56
08/31/2021	61446	DEALER AUTO PARTS SALES	BRAKE CLEANER	51.60
08/31/2021	61447	DEERE & COMPANY	NEW GATOR #51	37,262.65
08/31/2021	61448	DEMCO SOFTWARE	EVANCED CALENDAR (ANNUAL)	348.91
08/31/2021	61449	DETROIT BUILD, INC.	2056 HARVARD RD.	1,000.00
08/31/2021	61450	DETROIT CONSTRUCTION SOLUTIONS LLC	2959 TWELVE MILE RD.	100.00
08/31/2021	61451	DEVAN SHAMO	SIDWELL # 04-25-07-356-011	4,832.42
08/31/2021	61452	DISCOUNT OFFICE EQUIPMENT	OFFICE FURNITURE - FACILITIES MGR.	691.00
08/31/2021	61453	ELIZABETH PRIMEAU	1272 COLUMBIA RD.	200.00
08/31/2021	61454	ERIC STAJDA	2050 EDGEWOOD BLVD.	100.00
08/31/2021	61455	ERIN M. GABOR	2967 ELLWOOD AVE.	50.00
08/31/2021	61456	ESKO ROOFING & SHEET METAL	2371 KIELING AVE.	75.00
08/31/2021	61457	ETHNIC ARTWORK	DREAM CRUISE CONTRACTUAL	565.00
08/31/2021	61458	ETHNIC ARTWORK	DREAM CRUISE CONTRACTUAL	873.00
08/31/2021	61459	ETHNIC ARTWORK	DREAM CRUISE CONTRACTUAL	1,381.50
08/31/2021	61460	FERGUSON WATERWORKS #3386	WATER METER READER & POCKET PRO READER	3,390.86
08/31/2021	61461	FERGUSON WATERWORKS #3386	LIFTING CHAIN	375.29
08/31/2021	61462	FRANK SVINCEK	REFUND FOR GOLF OUTING	600.00
08/31/2021	61463	FRANKS LANDSCAPING & SUPPLIES LLC.	WEEKLY CLEAN UP / FLOWER POT WATERING	7,752.51
08/31/2021	61464	FRONT LINE SERVICES, INC.	REPLACEMENT FIRE HELMETS (11)	3,786.97
08/31/2021	61465	FRONT LINE SERVICES, INC.	REPLACEMENT 24' LADDER	650.00
08/31/2021	61466	GARDNER SIGNS INC.	3082 COOLIDGE HWY.	50.00
08/31/2021	61467	GARY SHEA	REFUND FOR GOLF OUTING	300.00
08/31/2021	61468	GREAT LAKES PEST CONTROL CO	DDA PEST CONTROL	40.00
08/31/2021	61469	GREAT LAKES PEST CONTROL CO	CITY HALL PEST CONTROL	60.00
08/31/2021	61470	GREAT LAKES PEST CONTROL CO	MONTHLY PEST CONTROL - RATS	75.00
08/31/2021	61471	GREAT LAKES PEST CONTROL CO	DPW PEST CONTROL AUGUST 2021	40.00
08/31/2021	61472	GREAT LAKES WATER AUTHORITY	IWC - JULY 2021	3,147.06
08/31/2021	61473	HOME DEPOT CREDIT SERVICES	DREAM CRUISE SIGNS	110.80

08/31/2021	61474	HOME INSPECTION PLUS INC.	2033 CASS BLVD.	100.00
08/31/2021	61475	HUBBELL, ROTH & CLARK	WM AMP - CIP ASSIST.	1,209.03
08/31/2021	61476	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS - INSPECT. ESCROW	1,521.56
08/31/2021	61477	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS - INSPECT. ESCROW	487.58
08/31/2021	61478	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS - INSPECT. ESCROW	606.20
08/31/2021	61479	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS - INSPECT. ESCROW	130.91
08/31/2021	61480	HUBBELL, ROTH & CLARK	OXFORD & PHILLIPS - INSPECT. ESCROW	184.47
08/31/2021	61481	HUBBELL, ROTH & CLARK	STANFORD WM - INSPECT. ESCROW	606.36
08/31/2021	61482	HUBBELL, ROTH & CLARK	STANFORD WM - INSPECT. ESCROW	1,425.78
08/31/2021	61483	HUBBELL, ROTH & CLARK	STANFORD WM - INSPECT. ESCROW	4,734.54
08/31/2021	61484	HUBBELL, ROTH & CLARK	2021 SIDEWALK PROGRAM - CE SERVICES	5,395.48
08/31/2021	61485	HUBBELL, ROTH & CLARK	2021 SIDEWALK PROGRAM - CE SERVICES	36,786.05
08/31/2021	61486	HUBBELL, ROTH & CLARK	DESIGN - DPW OFFICE RENOVATIONS	388.40
08/31/2021	61487	HUBBELL, ROTH & CLARK	GIS SUPPORT - SEWER CLEANING APP.	1,603.89
08/31/2021	61488	HUBBELL, ROTH & CLARK	GIS SUPPORT - SEWER LINING MAPS	3,765.41
08/31/2021	61489	HUBBELL, ROTH & CLARK	WM AMP - CIP ASSIST.	718.91
08/31/2021	61490	HUBBELL, ROTH & CLARK	WATER SYSTEM ERP - EPA	710.79
08/31/2021	61491	HUBBELL, ROTH & CLARK	REMAINING BALANCE - ENGINEERING	6,273.17
08/31/2021	61492	HUBBELL, ROTH & CLARK	LA SALETTE	168.00
08/31/2021	61493	HUNT SIGN CO LTD	3369 ROBINA AVE.	50.00
08/31/2021	61494	HUNT SIGN CO LTD	DREAM CRUISE SIGNS	1,569.75
08/31/2021	61495	IMAGE PRINTING	COMM DEV. PRINT ITEMS	130.00
08/31/2021	61496	INTERSTATE BILLING SERVICE	#22 SWEEPER COMPRESSOR	624.70
08/31/2021	61497	INTERSTATE BILLING SERVICE	TRANS OIL	24.87
08/31/2021	61498	INTERSTATE BILLING SERVICE	2020-21 SOFTWARE PROGRAM FOR MULTIPLE TR	5,589.96
08/31/2021	61499	ISCG	TACKBOARD REPLACEMENT	929.08
08/31/2021	61500	J.H. HART URBAN FORESTRY	TREES - TRIM REMOVAL/GRAPPLE 8/9/21 - 8/	17,728.25
08/31/2021	61501	J.H. HART URBAN FORESTRY	TREE TRIM. REMOVAL, GRAPPLE 8/16/21 - 8/	13,164.75
08/31/2021	61502	JAMES SWIFT CONSTRUCTION	1354 PRINCETON RD.	75.00
08/31/2021	61503	JAMIE GERARD FOUST	3855 ROYAL AVE.	75.00
08/31/2021	61504	JAY'S SEPTIC TANK SERVICE	CONTRACTUAL SERVICES (LAZENBY)	135.00
08/31/2021	61505	JAY'S SEPTIC TANK SERVICE	CONTRACTUAL SERVICE (TENNIS COURTS)	270.00
08/31/2021	61506	JCR SUPPLY INC.	SOAP DISPENSER - DB BATHROOM	42.49
08/31/2021	61507	JEANNE CLEARY	3692 GREENFIELD RD.	50.00
08/31/2021	61508	JENNA HANCE	PARTIAL CAMP REFUND	111.00
08/31/2021	61509	JOHN C. BLANCHARD	REIMBURSEMENT FOR 2 COMBO PLATTERS	48.00
08/31/2021	61510	JOSH & LEAH BUSCH	SIDWELL # 04-25-17-403-024	3,062.24
08/31/2021	61511	JUSTIN LAWRENCE POLI	3060 KIJLING AVE.	100.00
08/31/2021	61512	LEENA PLATER	SOCCER CAMP REFUND	65.00
08/31/2021	61513	LIGHTING SUPPLY COMPANY	SQ4 REAR SPOT LIGHT BULBS	39.22
08/31/2021	61514	LUNAR GARAGE & MODERNIZATION	1919 CATALPA DR.	100.00
08/31/2021	61515	MCCHESEY ELECTRIC, INC.	LIGHTING - CITY HALL ROSEMONT PARKING LO	303.75
08/31/2021	61516	MCKENNA	INSPECTIONS FOR JULY 2021	27,914.25
08/31/2021	61517	MEGAN SIMSA	SIDWELL # 04-25-18-106-036	1,852.36
08/31/2021	61518	METRO DETROIT SIGNS	1695 TWELVE MILE RD.	50.00
08/31/2021	61519	MICHIGAN GRAPHICS & AWARDS	8 WALL PLATES	160.00
08/31/2021	61520	MICHIGAN MUNICIPAL LEAGUE	FACILITIES MANAGER JOB POSTING	76.56
08/31/2021	61521	MICHIGAN URBAN SEARCH AND RESCUE	TECH RESCUE SCHEWE/MILLER	3,250.00
08/31/2021	61522	MR. KABOB	FOOD X 3	150.00
08/31/2021	61523	MR. KABOB	ICE X 8	40.00
08/31/2021	61524	NATIONAL HOSE TESTING SPECIALITIES	2021 LADDER TESTING	1,144.00
08/31/2021	61525	NATIONAL HOSE TESTING SPECIALITIES	2021 HOSE TESTING	2,707.50
08/31/2021	61526	NEW MOON VISIONS, INC.	BRAND REFRESH & STYLE GUIDE / VIDEO TEMP	1,966.68
08/31/2021	61527	NYE UNIFORM	ARNEY - BOOTS	200.00
08/31/2021	61528	NYE UNIFORM	BOOTS - BROKAW	79.50
08/31/2021	61529	NYE UNIFORM	BLANCHARD - JACKET	120.00
08/31/2021	61530	NYE UNIFORM	NAME BAR - MILLER	14.20
08/31/2021	61531	NYE UNIFORM	NAME BAR - KOEHN	14.20
08/31/2021	61532	NYE UNIFORM	NAME BAR - KOBERNICK	14.20
08/31/2021	61533	NYE UNIFORM	NAME BAR - HADFIELD	14.20
08/31/2021	61534	OAKLAND COUNTY TACTICAL TRAINING	2021 OAKTAC TRNG. CONSORTIUM	250.00
08/31/2021	61535	OLIVER CONSTRUCTION	SIDWELL # 04-25-17-258-031	1,157.61
08/31/2021	61536	ON DUTY GEAR	PATCH FOR ANDERSON VEST	23.95
08/31/2021	61537	P. A. MORRIS COMPANY	MEETING ATTENDANCE / PRODUCTION OF MINUT	150.00
08/31/2021	61538	PITNEY BOWES GLOBAL FINANCIAL SERV.	DPW FOLDER 6/30/21 - 9/29/21	924.72
08/31/2021	61539	PLANNING & ZONING NEWS	PLANNING & ZONING NEWS	180.00
08/31/2021	61540	PLANTE & MORAN, PLLC	PROGRESS BILLING FOR AUDIT JUNE 30, 2021	8,700.00
08/31/2021	61541	POBLETE CEMENT CONTRACTING	2380 EDGEWOOD	15.00
08/31/2021	61542	POSTMASTER	BULK MAILING	1,000.00
08/31/2021	61543	REBECCA STOUT	MILEAGE REIMBURSEMENT	35.28
08/31/2021	61544	RKA PETROLEUM COS, INC	#2 ULTRA LOW SULFUR DIESEL	1,345.97
08/31/2021	61545	RKA PETROLEUM COS, INC	89 MIDGRADE GAS	15,084.91
08/31/2021	61546	ROBERT NITTA	REFUND FOR GOLF OUTING	575.00
08/31/2021	61547	ROGER BLAKE	REFUND FOR GOLF OUTING	600.00

08/31/2021	61548	RONNISCH CONSTRUCTION GROUP	3082 COOLIDGE HWY.	50.00
08/31/2021	61549	RONNISCH CONSTRUCTION GROUP	3082 COOLIDGE HWY.	50.00
08/31/2021	61550	RONNISCH CONSTRUCTION GROUP	3082 COOLIDGE HWY.	800.00
08/31/2021	61551	S/E OAK.CTY RESOURCE REC. AUTH	TRASH, RECYCLE, PICKUPS / AUGUST 2021 MI	44,740.00
08/31/2021	61552	SAMANTHA GOBIE	REFUND FOR GOLF OUTING	600.00
08/31/2021	61553	SCHEANA ROOFING & SHEET METAL	P.S. ROOF REPAIRS - LEAKS	540.00
08/31/2021	61554	SEHI COMPUTER PRODUCTS	VMWARE SUPPORT	1,125.00
08/31/2021	61555	SHOWCASES	DVD & BLU-RAY CASES	459.82
08/31/2021	61556	SILK TITLE COMPANY	SIDWELL # 04-25-18-279-007	352.47
08/31/2021	61557	SILK TITLE COMPANY	SIDWELL # 04-25-17-477-026	311.08
08/31/2021	61558	SKYHAWKS SPORTS ACADEMY, INC.	CONTRACTUAL SERVICES	2,740.50
08/31/2021	61559	SKYHAWKS SPORTS ACADEMY, INC.	CONTRACTUAL SERVICES	2,131.50
08/31/2021	61560	SMOLYANOV HOME IMPROVEMENT	4205 BUCKINGHAM RD.	50.00
08/31/2021	61561	STAPLES	RUBBERBANDS, SHARPIES, PAPER, REMOVABLE	47.39
08/31/2021	61562	STAPLES	OFFICE SUPPLIES & TECH SUPPLIES	188.81
08/31/2021	61563	STATE OF MICHIGAN	2021 ANNUAL REPORT	20.00
08/31/2021	61564	STREET DUTY	WDC BARRICADE TAPE	600.00
08/31/2021	61565	SWANK MOTION PICTURES, INC.	DREAM CRUISE CONTRACTUAL	435.00
08/31/2021	61566	SYSTEMP CORPORATION	CITY HALL HVAC QUARTERLY SERVICE	625.00
08/31/2021	61567	SYSTEMP CORPORATION	QUARTERLY MAINTENANCE	350.00
08/31/2021	61568	SYSTEMP CORPORATION	P.S. AC REPAIRS 6/21/21	2,323.90
08/31/2021	61569	SYSTEMP CORPORATION	DPW BLDG. MNT. HVAC	350.00
08/31/2021	61570	SYSTEMP CORPORATION	HVAC INSP.	750.00
08/31/2021	61571	THE HARTFORD	SEPTEMBER 2021 PREMIUM FOR ACTIVES	2,007.44
08/31/2021	61572	THE HARTFORD	SEPTEMBER 2021 PREMIUM FOR RETIREES	268.40
08/31/2021	61573	THE LIBRARY NETWORK	OVERDRIVE ANNUAL COST	5,402.18
08/31/2021	61574	THE LIBRARY NETWORK	BOOKS, CD'S, DVD'S, & BOOKS ON CD	3,940.60
08/31/2021	61575	THE PRINT STOP, INC	LADIES NIGHT OUT MAPS	75.00
08/31/2021	61576	THE RAPID GROUP, LLC	SHREDDING SERVICES	30.00
08/31/2021	61577	THOMAS JOSEPH BERTA	1838 WILTSHIRE RD.	800.00
08/31/2021	61578	THOMAS JOSEPH BERTA	1838 WILTSHIRE RD.	1,000.00
08/31/2021	61579	THOMAS JOSEPH BERTA	1838 WILTSHIRE	850.00
08/31/2021	61580	TITTLE BROTHERS CONSTRUCTION LLC	1870 EDGEWOOD BLVD.	100.00
08/31/2021	61581	TRINITY TRANSPORTATION	CAMP CONTRACTUAL	350.00
08/31/2021	61582	TRINITY TRANSPORTATION	CAMP CONTRACTUAL	350.00
08/31/2021	61583	TRINITY TRANSPORTATION	CAMP CONTRACTUAL	350.00
08/31/2021	61584	TRINITY TRANSPORTATION	CAMP CONTRACTUAL-APPLY 61103 CM	250.00
08/31/2021	61585	UNCLE ANDY'S PIZZA	PIZZAS	60.00
08/31/2021	61586	VERIZON WIRELESS	FOR SERVICE 07/21/21 - 08/20/21	1,707.00
08/31/2021	61587	WESTBORN CONSTRUCTION	837 PRINCETON RD.	50.00
08/31/2021	61588	WILLIAM D. ISENHOUR	2079 TWELVE MILE RD.	100.00
08/31/2021	61589	WILLIAM ELLIS COMPANY	1560 HARVARD RD.	100.00
08/31/2021	61590	WINDSTREAM	PHONE SERVICE	617.78
08/31/2021	61591	WOW! BUSINESS	WOW CABLE & FIBER INTERNET	477.46
08/31/2021	61592	WOW! BUSINESS	WOW INTERNET SERVICE	224.99

Total of 371 Checks:	1,489,338.14
Less 1 Void Checks:	2,273.00
Total of 370 Disbursements:	1,487,065.14

CITY OF BERKLEY
ACH TRANSFERS

VENDOR

8/3/2021 INTERNAL REVENUE SERVICE	\$	15,660.36
8/6/2021 PSO UNION DUES	\$	800.00
8/6/2021 PS COMMAND UNION DUES	\$	360.00
8/6/2021 DPW UNION DUES	\$	308.00
8/6/2021 INTERNAL REVENUE SERVICE	\$	43,471.19
8/10/2021 ALERUS FINANCIAL	\$	4,390.00
8/10/2021 DTE ENERGY	\$	14.95
8/19/2021 CONSUMERS ENERGY	\$	325.07
8/19/2021 DTE ENERGY	\$	26,579.66
8/20/2021 INTERNAL REVENUE SERVICE	\$	45,104.81
8/20/2021 PSO UNION DUES	\$	800.00
8/20/2021 PS COMMAND UNION DUES	\$	360.00
8/23/2021 MERS	\$	92,974.64
8/27/2021 PITNEY BOWES	\$	4,000.00
	\$	235,148.68

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.

Daniel J. Terbrack, Mayor

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming September 2021 as National Suicide Prevention Month

P-24-21

- WHEREAS,** September is known as National Suicide Prevention Month and is intended to help raise awareness surrounding suicide prevention resources available in the community; and
- WHEREAS,** World Suicide Prevention Day is observed each year on September 10; and
- WHEREAS,** Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and
- WHEREAS,** According to the U.S. Centers for Disease Control and Prevention (CDC), each year more than 48,000 people die by suicide; and
- WHEREAS,** In May 2020, during the COVID-19 pandemic, emergency department visit for suspected suicide attempts began to increase among adolescents aged 12-17 years, especially girls; and
- WHEREAS,** Organizations like the National Alliance on Mental Illness (NAMI) and National Suicide Prevention Lifeline, 800-273-TALK (8255) work to help individuals in crisis and provide resources to shed light on this highly stigmatized topic; and
- WHEREAS,** Every year thousands of individuals die by suicide, leaving behind friends and family members to navigate the tragedy of loss. Often feelings of shame and stigma prevent them from talking openly; and
- WHEREAS,** Oakland Community Health Network (OCHN) is committed to being a Zero Suicide organization and cultivate a network of providers who are engaged in the Zero Suicide philosophy.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

- SECTION 1:** That the month of September 2021 is hereby proclaimed as *National Suicide Prevention Month* in the City of Berkley.
- SECTION 2:** The City of Berkley calls upon all citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of suicide prevention, and the need for appropriate and accessible services to assist individuals in crisis.

Proclaimed this 20th day of September, 2021 at a Regular Meeting of the Berkley City Council.

Attest:

Daniel J. Terbrack, Mayor

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming September 2021 as National Recovery Month

P-25-21

- WHEREAS,** Substance use recovery is important for individual well-being and vitality, as well as for families, friends, communities and businesses; and
- WHEREAS,** According to the Substance Abuse and Mental Health Services Administration (SAMHSA), in 2019, 9.5 million people 18 or older had both a substance use disorder and a mental illness; and
- WHEREAS,** We will continue to educate and raise awareness of the risks and potential harm associated with prescription drug misuse; and
- WHEREAS,** We believe everyone facing substance use disorders is capable of living a life in recovery; and
- WHEREAS,** Stigma and stereotypes associated with substance use disorders often keep people from seeking treatment that could improve their quality of life; and
- WHEREAS,** Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically or functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home; and
- WHEREAS,** Substance use disorder recovery is a journey of healing and transformation, enabling people to live in a community of their choice while striving to achieve their full potential; and
- WHEREAS,** Substance use disorder recovery benefits individuals living with these disorders by focusing on their abilities to live, work, learn, and fully participate and contribute to our society, and also enriches the culture of our community.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

- SECTION 1:** That the month of September 2021 is hereby proclaimed as *National Recovery Month* in the City of Berkley.
- SECTION 2:** The City of Berkley calls upon all citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of substance use, and the need for appropriate and accessible services to promote recovery.

Proclaimed this 20th day of September, 2021 at a Regular Meeting of the Berkley City Council.

Daniel J. Terbrack, Mayor

Attest:

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming September 2021 as Childhood Cancer Awareness Month

P-26-21

- WHEREAS,** 43 children in the United States will be diagnosed with cancer each day at an average age of six-years-old, and of those diagnosed, one out of five children will not survive the disease; and
- WHEREAS,** Pediatric cancer is not just one disease but is made up of a dozen types and subtypes of cancer, these types of cancers are most often very different from those that affect adults; and
- WHEREAS,** Pediatric cancers can be diagnosed in children regardless of their gender, race, orientation, income level, religion, or background; and
- WHEREAS,** Pediatric cancer is the leading cause of death by disease in US children under 15 years of age, surpassing that of AIDS, asthma, cystic fibrosis, diabetes, and muscular dystrophy combined; and
- WHEREAS,** The causes of most pediatric cancers are largely unknown and not strongly linked to lifestyle, unlike adult cancers; and
- WHEREAS,** Two-thirds of pediatric cancer patients will develop long-lasting chronic conditions resulting from treatment; and
- WHEREAS,** The pediatric cancer rates have been rising for the past decades, and approximately 15,590 adolescents in the US under the age of 19 will be diagnosed with cancer in 2021; and
- WHEREAS,** In the last 25 years, only 3 drugs have been specifically developed for children's cancer; and
- WHEREAS,** Less than 5% of the federal government's total funding for cancer research is dedicated to childhood cancers, only about 4% of funds raised for the National Cancer Institute go directly to pediatric cancer research, and funding for pediatric cancer research has continued to steadily decrease since 2003; and
- WHEREAS,** Despite major advances in treatment, it is still critically important to conduct research and increase awareness regarding pediatric cancer.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: That the month of September 2021 is hereby proclaimed as *Childhood Cancer Awareness Month* in the City of Berkley.

Proclaimed this 20th day of September, 2021 at a Regular Meeting of the Berkley City Council.

Attest:

Daniel J. Terbrack, Mayor

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming September 2021 as National Preparedness Month

P-27-21

- WHEREAS,** Each year Michigan experiences a variety of emergencies and natural disasters that pose significant dangers to our communities and affect the lives of many Michiganders. Whether facing the pandemic, damaging floods or drought, or winter weather, it is vital that we remain prepared for any disaster; and
- WHEREAS,** Across Michigan, we have seen communities' band together to support their fellow neighbors in the face of disaster. Our individual and collective preparedness is vital to handle any threats and reduce the loss of life and property. It is imperative that we all work together to develop preparedness plans which can help minimize the impact of disaster for ourselves, our families, and our communities. Individuals and families are encouraged to develop and practice emergency plans to protect their household and property by taking time to create a communication strategy, decide on an emergency meeting location, build a three-day disaster preparedness kit, and sign up for emergency alerts; and
- WHEREAS,** Additional preparedness considerations should be taken with regards to young children, residents who are older, individuals with access and functional needs, those with medical devices, and family pets. Preparedness plans should also include financial preparedness. Saving money is the best defense against disasters. Individuals, families, and business owners should ensure they have access to financial, insurance, and medical records; and
- WHEREAS,** By staying prepared, we can mitigate the lasting and damaging effects of disasters. Each September, we all participate in National Preparedness Month and renew our commitment to promoting emergency preparedness in homes, businesses, and communities across the state.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

- SECTION 1:** That September 2021 is hereby proclaimed as Preparedness Month in the City of Berkley.
- SECTION 2:** The City of Berkley calls upon the residents and business owners, to commit to reviewing and updating their Family and Business Preparedness plans.

Proclaimed this 20th day of September, 2021 at a Regular Meeting of the Berkley City Council.

Attest:

Daniel J. Terbrack, Mayor

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming October 2021 as Berkley Area Chamber of Commerce Month

P-29-21

- WHEREAS,** The Berkley Area Chamber of Commerce works with the Berkley Area business community to advance the civic, economic, personal, social, and cultural systems of our area; and
- WHEREAS,** The Berkley Area Chamber of Commerce has contributed to the protection of commerce and the Berkley business climate for over 35 years since its incorporation; and
- WHEREAS,** The Berkley Area Chamber of Commerce, under the guidance of their Board of Directors, works to promote the region's business community through education, information and the many networking and training opportunities that are developed by the Chamber; and
- WHEREAS,** The Berkley Area Chamber of Commerce and its members provide citizens with a strong business environment that increases employment, the retail trade and commerce, and business growth in order to make the City of Berkley a better place to live; and
- WHEREAS,** In the wake of COVID-19, the Berkley Area Chamber of Commerce has remained adaptable and resilient in planning Art Bash and Street Art Fest, two momentous events that help our local economy flourish; and
- WHEREAS,** The Berkley Area Chamber of Commerce supports the municipalities by hosting the State of the Cities event which provides updates from the City of Berkley, the City of Huntington woods, the Berkley School District, the Downtown Development Authority and the Chamber itself to the citizens; and
- WHEREAS,** The Berkley Area Chamber of Commerce encourages the growth of existing services and commercial firms, and encourages new firms and individuals to locate in the City of Berkley; and
- WHEREAS,** The Berkley Area Chamber of Commerce is supported by the financial and volunteer resources of over 150 small and medium-sized businesses located and operating in the Berkley and Huntington Woods area.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: That the month of October 2021 is hereby proclaimed as *Berkley Area Chamber of Commerce Month* in the City of Berkley.

Proclaimed this 20th day of September, 2021 at a Regular Meeting of the Berkley City Council.

Attest:

Daniel J. Terbrack, Mayor

Victoria Mitchell, City Clerk

September 20, 2021 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to authorize the City Manager to enter into a Professional Services Agreement with Hadrout LLC of Ferndale, Michigan to perform branding and website development services not to exceed \$25,000 for year one and \$4,340 annually for maintenance for subsequent years. This expenditure will be charged to account number 101-750-814-000.

Ayes:

Nays:

Motion:



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072
(248) 658-3300 - WWW.BERKLEYMICH.NET

To: Matthew Baumgarten, City Manager

From: Torri Mathes, Community Engagement Officer

Date: September 15, 2021

Subject: Proposal for Branding & Website Development

We have solicited bid proposals from various vendors to provide professional services to update the City of Berkley's brand and subsequently its website using a content management system (CMS).

This project was established based on a marketing and communications assessment done by the Community Engagement Officer (CEO) and the appeal made by staff, residents, and community stakeholders. This project will include:

- A community branding initiative with stakeholder discussions and research
- Creation and development of a cohesive and distinctive brand
- Design and development of a website utilizing a custom CMS

The specifications and bid details were assembled in 2020 during the CEO's assessment period. An advertisement was posted publicly both on the City website and on MITN/BidNet with an electronic bid opening held on September 1, 2021. A total of six bids were received (see attached summary table and bid pricing form). Packages from each bidder, as well as, the bid tabulation sheet were prepared by the City Clerk. As you can see from the bid tabulation sheet, we received bids from the interested parties all with their own strengths and weaknesses.

The Communication and Technology Department's reviewed each bid in its entirety considering each vendor's approach to the branding and website objectives, use of CMS platforms and features, security, deliverables, years of experience within the municipal/non-profit industry, budget, and timeline.

Of the finalist, we conducted reference checks to hear first-hand accounts of work performed, the client's experience working with, as well as, how they felt about the approach and process taken by the vendor.

Upon final review, the vendor we recommend for this project is Hadrout LLC., a local (*based out of Ferndale*) women-owned advertising agency and web design company.

Hadrout was chosen as the priority vendor for this project because their bid provided:

- A detailed community engagement approach to market research for brand ideation and discovery
- Detailed creation of branding materials which include traditional and digital media

- Development of a secure and fully customized CMS with the ability to create tailored pages for each Department
- Full integration of an ADA compliance design utilizing AccessiBe, an Industry-Leading Web Accessibility Technology
- Creation of site beta version, and will conduct in-person CMS training with staff members chosen as website content administrators.

Funding has been allocated in the Fiscal 2021-2022 budget under account number 101-750-814-000 (Website Maintenance - \$29,340).

Feel free to contact me with any questions or concerns.

Thank you,

A handwritten signature in blue ink that reads "Torri Mathes". The signature is fluid and cursive, with the first name "Torri" and last name "Mathes" clearly distinguishable.

Torri Mathes
Community Engagement Officer



CITY OF BERKLEY MICHIGAN BRANDING & WEBSITE DEVELOPMENT REQUEST FOR PROPOSAL

The City of Berkley is soliciting proposals from qualified contractors to provide professional services in order to update the City of Berkley's brand and subsequently its website using a content management system.

Sealed bids will be accepted until 10:00 AM on September 14, 2021. Bid packages should be one (1) compiled PDF document and should be cover paged as follows:

Company Name
Address
"Branding & Website Development"

Detailed information and specifications are available on the City's website: www.berkleymich.org or from the City Manager's Office, 3338 Coolidge Highway, Berkley, Michigan 48072 during the hours of 8:30 AM to 5:00 PM (*closed for lunch from 1 PM - 2 PM daily*).

A virtual pre-bid meeting will occur on September 7, 2021 at 10:00 AM. Attendance at this meeting is required in order to submit a bid. Failure to attend the meeting will result in a bid being disqualified from consideration.

The City of Berkley does not discriminate in its employment or any other programs or activities based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, unless a federal or state law mandates contrary action.

We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City reserves the right to accept or reject any or all bids and to waive any immaterial informalities, defects or irregularities in the bids, when deemed by the City to be in its best interest of the City. The City also reserves the right to accept a bid higher than the low bid, when in the opinion of the City Council, the public interest will be better served.

Matthew Baumgarten
City Manager
Berkley, Michigan 48072



CITY OF BERKLEY MICHIGAN BRANDING & WEBSITE DEVELOPMENT REQUEST FOR PROPOSAL

PURPOSE

The purpose of this request for proposal (RFP) is to seek a qualified vendor to update the City of Berkley's brand and subsequently its website using a content management system.

Our goal is to modernize the City of Berkley's brand to reflect the extensive updates made through our recent Master Plan, as well as our digital government service space for our residents. Master Plan details can be found here: www.berkleymich.org/masterplandocument

The results from the web design and layout must be user-friendly, mobile-friendly, and the content must effectively communicate department services, goals, along with other information related to city initiatives, projects, and events. The content management system must allow for website administrators and editors to be able to make changes to the site, without difficulty, and visitors must be able to navigate and search through the site with ease. Respondents can view the City's website at: www.berkleymich.org.

NOTE: This section of the RFP has ability to be broken up into a phased approach per the City's requested Website Platform Standards and Feature Requirements per the participating vendors best practices and recommendation on what they think is the best solution knowing our current services, goals, standards, budget, and timeline.

OVERVIEW

About Our Community:

- Location: 3338 Coolidge Hwy. Berkley MI, 48072
- Population: Approximately 15,000
- About Berkley:
 - The City of Berkley is a spirited community nestled within 2.62 square miles in Southeast Michigan. Berkley's resounding effort for inclusivity has made the City home to more than 15,000 residents, and it embodies an undeniable urban vibe with beautiful tree-lined neighborhoods. It is one of metro Detroit's most sought-after locations, even attaining the designation as Michigan's #1 Suburb by GoBankingRates in 2019.
 - Berkley offers the full-service amenities of a metropolitan city, while also providing the charm of a small tight-knit community with a notable hometown warmth. Residents enjoy living close to beautiful park spaces, attending a variety of city-wide events, exploring the revitalized downtown district, and the walkability of an affordable suburban city.

Key Audience and Stakeholders:

The City of Berkley would like to target the following audience sectors with the development of the brand and website. These sectors include but are not limited to:

- Berkley residents and City Council
- Berkley employees and prospective employees
- Berkley Boards and Commissions
- Local businesses
- Visitors
- Media/Press
- Berkley Community Organizations

SCOPE OF SERVICES | BRANDING

The chosen agency shall provide the City of Berkley with a market research study to determine the view of the City in neighboring communities. The agency must create an image for Berkley that can be easily and effectively utilized across multiple graphic identity applications and communicative mediums such as signs, letterheads, signage, print pieces, social media marketing materials, and websites.

Branding Objectives

The City of Berkley would like a proposal that exemplifies the primary goals and objectives to be achieved by the branding initiative and process:

- Uniformity – The brand should convey a common message and image to audiences both within and outside of the City of Berkley.
- Community Identity/Pride – Identify and promote what makes the City of Berkley distinct and appealing in a regionally competitive environment for investors, businesses retailers, visitors, and residents.
- Community and Economic Development Promotion – promote a healthy economy; attract private investment, new residents, and young professionals; and retain key businesses. A defined message that will market the City of Berkley locally, statewide, nationally, and internationally as a great place to live, work, play and do business; the perfect mix for a business-friendly community.
- Flexibility – The brand must be flexible and adaptable in order to meet the needs of a variety of departments and municipal functions within the City of Berkley as well as groups and businesses within the overall brand. It must also be flexible enough to grow and evolve along with any changes in the market.
- Endorsement – The brand must be authentic and resonate with citizens, businesses, employees, and community groups within the City of Berkley and throughout the region in order to gain the broadest possible support for the initiatives. It must be relevant to the City of Berkley, but also reflect the desire to move forward.

Branding Outcomes

In partnership with the Communications Department, the consultant will lead all aspects of the City of Berkley community branding initiative, including the following:

- Stakeholder discussions – Consultant will prepare facilitator discussions during the research process and/or testing of the new brand.
 - Include descriptions of community engagement efforts that will take place during this process. The City of Berkley is a very involved and engaged community. The consultant will be expected to employ creative and convenient means of public engagement to ensure that all segments of the community are aware and able to be involved in the project.
- Research – This will be the basis for the development of a brand concept, creative elements, and the overall brand initiative. The consultant will review previous studies conducted by the City of Berkley to help implement strategies for the brand image and marketing campaign. In addition:
 - Identifying the key elements of the City of Berkley.
 - Analysis of current efforts and existing creative elements such as logos, tag lines, print materials, and creative designs.
 - Analysis of competitor marketing strategies.
 - Recommend a phased implementation approach of the brand.
 - Measures that will be used to determine if the branding effort is successful.
- Creative/Development of Brand – The consultant will develop initial creative elements that may include logos, tagline, color palette, design concepts, personas, and other products to support the overall brand initiative. A minimum of three distinct creative options must be presented, based on the results of the research. The selected logo design will be delivered with a style manual and guidelines for use and the capability of use in the following:
 - Print and electronic advertising
 - Internal documents (e.g. Business Cards, Memos, etc.)
 - Website design (including distinctive iconography, typography, and page format breakdown)
 - Media placement
 - Public Relations
 - Interior wayfinding and outdoor signage and brand recognition

SCOPE OF SERVICES | WEBSITE

In partnership with the Communications and Technology Department's, the consultant will lead all aspects of the City of Berkley community website initiative, including the following:

Website Objectives:

We want to:

- Efficiently and effectively launch new website.

- Empower staff with training to maintain their respective department services within the website.
- Increase transparency and access to public records / information.
- Increase community engagement.
- Streamline document center for governing boards, advising boards and commissions, permits, applications, and other online documentation.
- Help move operational culture towards embracing digital solutions and online forms.
- Establish long term partnership with vendor.

We want digital government solutions that are:

- Sustainable: Digital services that will grow and constantly improve.
- Scalable: Digital services that expand and can easily connect to other services.
- Open: Digital services that inspire transparency, engagement, and collaboration.
- Iterative: Digital services continuously responsive to user feedback.
- Empowered: Digital services that give government full control designing the community experience.

Government Website Platform Standards and Feature Requirements:

We want a digital government platform that meets these standards:

NOTE: This section of the RFP has ability to be broken up into a phased approach per the City's requested Website Platform Standards and Feature Requirements per the participating vendors best practices and recommendation on what they think is the best solution knowing our current services, goals, standards, budget, and timeline.

- Current features that exists and must be maintained
 - Platform-based software-as-a-service
 - Continuous feedback loop
 - Ubiquitous platform updates
 - Recurring release schedule
 - Secure web and cloud-hosting
 - Secure website backup
 - Service level agreement
 - HTTPS/Secure Lock Certificate (SSL)
 - 100% mobile responsive
 - API-enabled
 - Video and Photo Integration
 - Social Media Integration
 - Third Party Payment/Registration Portal Integration
 - Contact Directory
 - Frequently Asked Questions (FAQ) page/module
 - Calendar with filtering capabilities
- New features

- Language Translator (e.g. Google Translate)
- Americans with Disabilities Act (ADA) web compliance
 - Examples include; Contrast adjuster, Text size adjuster
- Predictive search that prioritizes website content prior to Google
- Customizable Content Management System
 - Content editor with the capability to have a “development or beta space” in order to work on content or changes prior to making them visual to the public
 - Customized page builder
 - E.g. Have the ability to create sub-landing pages for Departments hierarchy of services (parent & child templates)
 - Widget tool box/Quick Links
 - Secure embedding (media/iframe)
 - Google Analytics integration
 - User roles and permissions
 - Revisioning ability
 - Drag and drop menu controls/Adaptive Navigation
 - SEO management
 - Interactive Call-to-Actions (CTA)
- News Section
 - This will allow for the Communications Department to have a centralized space for the latest city updates, media section, social media, etc. – e.g. <https://www.ahn.org/newsroom.html>
- A streamlined or centralized document repository for minutes, agendas, permits, applications, etc.
 - Website currently has two separate types document repositories (see example pages below):
 - https://www.berkleymich.org/city_council/council_agendasandminutes.php
 - https://www.berkleymich.org/departments/city_clerk/documents.php

Additional Website Requirements:

- Ability for website administrators to grant appropriate staff members access to the site in order to make limited changes
- Training/Re-training opportunities for website administrators
- On-going technical support for website administrators
- Data and Content migration
- Print-friendly pages

Current Website Status:

- Current Status
 - Host: Revize
 - Maintained by: Revize and the Berkley Communications Department

- Content management system: Revize
- Third party vendors we're currently using:
 - Parks & Recreation utilizes online registration portal for programs: <https://recreation.berkleymich.org/> (transitioned as of September 1)
 - City Ordinances are contained within Municode: https://library.municode.com/mi/berkeley/codes/code_of_ordinances
 - Finance digital budget and transparency portal: <https://cleargov.com/>
 - Public Works, Building/Community Development, and Treasury utilize BS&A for their respective services and issue tracking: <https://bsaonline.com/?uid=1644>
 - Treasury utilized Point&Pay for online payments: <https://www.pointandpay.com/>
 - Berkley Public Safety must be included as a city department in the design in order to potentially eliminate the separate website: <http://berkeleypublicsafety.org/>
 - The City of Berkley utilizes the Google Workspace Platform for communication and email.

Current Website Challenges:

- Limited content management system
- Restrictive design templates
- Overly reliant on vendor support
- Operational culture is not digital
- Berkley Public Safety must be included as a city department within the design in order to eliminate the separate website: <http://berkeleypublicsafety.org/>

SCOPE OF SERVICES | DELIVERABLES

Brand:

- Community Engagement/Focus Group Discussions that outline the feedback, actions, and results from stakeholders.
- Recommended positioning of logo and brand guidelines.
- Presentation of the proposed brand identity including the elements listed above.
- Recommended implementation approach of the brand identity.
- Final written report outlining the elements listed above.

Website:

- Design Creation
 - Utilizing the Branding Identity Deliverables, provide design concepts that outline navigation, key pages, and visual style.
 - Wireframes for the new website to be reviewed, iterated, and agreed.

- Full designs for the new website to be reviewed, iterated, and agreed.
- Website Creation and Build
 - Utilizing the approved design concepts during Design Creation, development of website utilizing CMS platform recommended by the vendor.
 - Sitemap review, iterated, and implemented.
 - Data and content migration with opportunity to edit content prior to launch.
 - Opportunity to BETA test with key internal and external stakeholders prior to official launch.
 - Ensures interoperability with current third-party vendors and tools.
- Website Launch and Training
 - Training includes induction training for the key staff who will manage the website, the CMS, and independently-run the website.
 - Vendor will also provide a CMS Training Manual for the website.

PROJECT BUDGET:

The selected contractor should anticipate the following budgetary allocations within our current Operating budget:

- Year One: \$26,000
- Annual Maintenance: \$4,000

NOTE: This section of the RFP has ability to be broken up into a phased approach per the City's requested Standards and Feature Requirements per the participating vendors best practices and recommendation on what they think is the best solution knowing our current services, goals, standards, budget, and timeline.

PROPOSED PROJECT TIMELINE

- Release RFP: September 1, 2021
- Pre-Bid Meeting: September 7, 2021 at 10 AM (Virtual)
- Proposals due: September 14, 2021 by 10 AM
- City Council Vote for Contract Approval: September 20, 2021
- Project Kick-off/Start: Week of September 20, 2021
 - Branding Ideation and stakeholder discussion: September 2021 to November 2021
 - Soft launch of new Brand rollout (e.g., visuals, print materials, etc.): December 2021 – February 2022
 - Web Design and Development: December 2021 – March 2022
 - Testing and training
- BETA launch: April 2022 or 60 DAYS FROM START
- Official launch: June 2022 or 30 DAYS FROM BETA

SELECTION CRITERIA

Only those bidders that provide all the information requested and have completed the virtual pre-bid meeting will be considered.

CONTRACTUAL REQUIREMENTS

The selected bidder will be required to enter into a formal written contract with the City of Berkley.

CONTRACT TERM

The term on the contract shall commence upon approval of the City Council.

TERMINATION

Either party, with 30 days notice, may terminate the contract. At termination, all materials and other items provided by the City must be returned. All activities undertaken by the Contractor on behalf of the City of Berkley up to the date of termination will be paid for by the City of Berkley in accordance with the agreement.

The City of Berkley reserves the right to terminate the contract immediately, should the Contractor fail to provide or correct services to the satisfaction of the City as outlined in this request for proposal.

CONTRACTOR RESPONSIBILITIES

1. All work shall be performed in a professional, courteous manner using quality equipment and materials, all of which must be maintained and operated with the highest standards as well as meeting all OSHA and MIOSHA safety standards.
2. The CONTRACTOR guarantees the reimbursement, or repair of, any area damaged by careless or accidental use of equipment.
3. The CONTRACTOR shall not sublet, assign, delegate, or transfer the contract or any portion or any payment due thereunder, without the written consent of the City.
4. The CONTRACTOR'S employees shall maintain a neat and clean appearance at all times. Employees shall adhere to the following dress code: closed-toe shoes, long pants, and a shirt at all times.
5. The CONTRACTOR'S employees must pass a criminal background check and must be legally able to work in the United States.
6. All invoices must be received within 30 days of the date of services received.

CONTRACTOR QUALIFICATIONS:

1. EXPERIENCE

No award will be made to a bidder who is in violation of any State laws or local ordinances. Bids will be accepted from bidders that have been in the brand marketing and website development industry for a minimum of two years. Please indicate the years of experience in this work in the space provided on the page entitled Basis of Award.

2. EQUIPMENT

The successful bidder must have equipment and supplies acceptable to perform the work.

3. LICENSE TO DO BUSINESS IN MICHIGAN

At the time of awarding the contract, successful contractor must provide proof to the City of Berkley that the Contractor is licensed to do business within the State of Michigan.

For questions regarding this RFP please contact:
Torri Mathes, Community Engagement Officer
Communications Department
(248) 658-3333
tmathes@berkleymich.net

ALL QUESTIONS MUST BE RECEIVED BY SEPTEMBER 10, 2021 AT 5:00 PM EST.

PROPOSAL CONTENT REQUIREMENTS:

Proposals must include the following information as indicated on the six required forms found at www.berkleymich.net/bids:

1. Conflict of Interest Disclosure Form
2. Contractor/Vendor References
3. Hold Harmless and Indemnity Form
4. Iran Business Relationship Affidavit (Pursuant to P.A. 517 of 2012)
5. Non-Collusive Affidavit
6. Non-Discrimination Affidavit

Attached to this document please also ensure the completion of these bid specific items:

1. Authorized Representative Form
2. Basis for Award

Bid documents must also feature the following:

1. Cover Page:
 - a. Company Name
 - b. Company Email
 - c. Company Website
 - d. Company Phone
2. Table of Contents with Page Numbers
3. Profile of the intended staff team to be assigned to project

Attendance at the virtual pre-bid meeting is required:

1. September 7, 2021 at 10:00 AM at:
Topic: City of Berkley Brand & Website RFP Pre-Bid Meeting
Join Zoom Meeting: <https://berkleymich.zoom.us/j/88221072393>
Meeting ID: 882 2107 2393
Dial by your location:
 - +1 301 715 8592 US (Washington DC)
 - +1 312 626 6799 US (Chicago)
 - +1 646 558 8656 US (New York)
 - +1 253 215 8782 US (Tacoma)
 - +1 346 248 7799 US (Houston)
 - +1 720 707 2699 US (Denver)

OTHER REQUIREMENTS:

Submit one (1) digital copy via BidNet or via email to Clerk@berkleymich.net by the prescribed deadline. Each copy must contain all information and attachments as requested. Incomplete proposals will not be considered. **Bids must be submitted as one (1) compiled PDF document, other formats or inclusion of multiple document files shall be rejected.**

Proposal documents must be submitted on or before September 14, 2021, by 10:00 AM. Proposals received after the specified time and date will not be considered. Faxed and emailed responses will not be accepted.

Bids will be valid for at least ninety (90) days after the open date.

The proposal may be withdrawn by bidders in writing only; signed by the individual or authorized party of the bidding firm.

The City of Berkley reserves the right to reject any and all proposals received as a result of this request for proposal. The City reserves the right to re-bid this service if deemed necessary. The right is further reserved to accept a bid higher than the low bid, when in the opinion of the City, the public interest will be better served.

The City of Berkley reserves the right to request any additional information, which might be deemed necessary after the proposal has been received. The City may interview firms/individuals as part of the selection process.

Freedom of Information: Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened. The proposal will be available for review after staff has evaluated it or fifteen (15) business days after the opening date, whichever comes first.



CITY OF BERKLEY MICHIGAN
BRANDING & WEBSITE DEVELOPMENT
Authorized Representative

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

The Authorizing Representative shall be empowered to enter the bidding Contractor 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 in the event that performance and service offerings will be overseen by someone other than the Authorizing Representative.

AUTHORIZED SIGNATURE

DATE

AUTHORIZING REPRESENTATIVE:

Representative Name:	
Representative Title:	
Phone Number:	
Email Address:	
Company Name:	
Company Street Address:	
Company Website:	

MAIN CONTACT:

[If Different from Authorizing Representative]

Contact Name:	
Contact Title:	
Direct Phone Number:	
Direct Email Address:	



CITY OF BERKLEY MICHIGAN **BRANDING & WEBSITE DEVELOPMENT** *Basis for Award*

The City is seeking a qualified contractor that is conscientious, has integrity and is able to complete the work in a timely manner. Representatives and employees of the selected firm must conduct themselves in a professional manner 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:	
Number of Years of Branding Experience:	
Number of Years of Website Development Experience:	

PROMPTS:

Please include in your bid a 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 comprehensive details on your technology solution and how it aligns with our principles, goals, and standards. If it doesn't, how does your approach best serve our needs? What does your ongoing support and maintenance plan look like for your clients?
- Please provide any additional information that would help us understand why our company and approach is the best option for us.

PRICING (FIXED):

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

CITY OF BERKLEY
“Branding and Website Development”
For the Office of the City Manager
Bid Opening: Tuesday, September 14, 2021 @ 10 AM

<u>Business Name</u>	<u>Address</u>	<u>Bid (Basis for Award)</u>	<u>References/ Non-Collusive Affidavit/Non-Discrimination</u>	<u>Conflict of Interest/ Hold Harmless/ Authorized Representative/ Iran Business Relationship</u>
HADROUT design for business	3345 Hilton Road Ferndale, MI 48220	\$25,000(Year One)/\$3,850(Ongoing costs and/or subscriptions)/\$490 (Potential annual add-on options)	Y/Y/Y	Y/Y/Y/Y
Revize Government Websites	150 Kirts Blvd. Troy, MI 48084	\$24,500(Year One)/\$3,900(Ongoing costs and/or subscriptions)/N/A (Potential annual add-on options)	Y/N/N	N/N/N/N
Courtland Consulting	1500 Watertower Place STE 200 East Lansing, MI 48823	\$27,375(Year One)/\$1,750(Ongoing costs and/or subscriptions)/N/A (Potential annual add-on options)	Y/Y(Not notarized)/Y(Not notarized)	Y/Y/Y/Y(Not notarized)
NWA, Inc.	PO Box 438, Grand Blanc, MI 48480	\$23,000(Year One)/\$3,600(Ongoing costs and/or subscriptions)/N/A (Potential annual add-on options)	Y/Y/Y	Y/Y/Y/Y
Zion Cloud Solutions LLC	2640 Patriot Blvd Suite 130 Glenview IL 60026	\$24,500(Year One)/\$3,750(Ongoing costs and/or subscriptions)\$100 (Potential annual add-on options)	Y/Y/Y	Y/Y/N/Y

JesseJames Creative	131 West 24th Street New York, NY 10011	\$26,000(Year One)/\$3,900(Ongoing costs and/or subscriptions)/N/A (Potential annual add-on options)	Y/Y/Y	Y/Y/Y/Y
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PROPOSAL



for

Branding & Website Development
CITY OF BERKLEY MICHIGAN

3345 Hilton Rd, Ferndale, MI 48220 | 313.444.9323 | main@hadrout.com

WWW.HADROUT.COM

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Why us?

We are the right choice - fair pricing, dynamic, award-winning, contemporary creative graphic design, web design and programming, 15+ years of professional experience and unrivaled levels of dedication.

Why We're Different?

Our company's culture is based on the belief that every dollar you invest is to grow *your* organization's marketing and / or web presence should be spent as effectively as possible for YOU.

The belief that our customers work hard to grow their organizations, and that marketing and web design is not necessarily their forte. Our goal is to become your ally and *guide* your organization in the best possible direction.

Elevator pitch, anyone?

From logos to billboards; from annual reports to websites to phone apps; from product packaging to 100-foot building wraps – we design it all! Our success is based on truly listening to our clients and engineering a custom solution based on solid knowledge of target audiences, deep understanding of consumer psychology, award-winning graphic design, today's advertising and marketing climate, and goal analysis to present you with the ultimate best.

We understand and know first-hand what it takes to design pieces that represent an organization's true message – past, present and future. We know that, like people, all organizations are different. Having created tangible working marketing solutions for such organizations as Campus Martius Park (Detroit 300 Conservancy), Music Hall Center for the Performing Arts, Global Ties Detroit, Michigan Council of Women in Technology, Michigan State Fair, Michigan State University Tollgate Farm, Central City Integrated Health, HealthChoice of Michigan (to name a few), we are the technological and design hands behind the driving forces that help our clients succeed within their communities.

We take pride in knowing our clients, their messages and missions. We are looking forward to getting to know the City of Berkley while creating a long-lasting, working, thriving brand and website that cohesively represents the City's mission, people, message and philosophy.

Hadrout in Facts

Hadrout is an award-winning boutique advertising agency and web design company.

Founded in 2004 in Ann Arbor, Mich. and operating under our current name since 2008. Currently located in Ferndale, Mich., Hadrout has seven full-time employees, as well as contracted employees at this location.



Woman-owned
business



Nearly 200 clients
around the world



We are proud to boast
99% client retention



Recipient of 5 Addy® awards
{ web design, packaging design, advertising campaign,
out-of-home campaign, and political advertising }



250+ websites designed
{ programmed, launched and hosted }



All staff members hold
a Bachelor's degree or higher



We don't use templates
or pre-canned solutions



Our smallest client is
a one-person publishing company



Our largest client is
the United States Government

What We Do Well

branding and re-branding

logo and company identity design | brand contemporization | brand guides

web design and programming

no templates | custom design and programming | content management system | staff training | graphic design by an award-winning team | responsive design

google seo

Black & White Hat SEO strategies | Google SEO | Analytics | Google WebMaster Tools

interior & exterior graphics

wall graphics | window graphics | in-store posters and banners | logo decals o

outdoor advertising

5-time Addy award winner in out-of-home create category | media buying and placement on behalf of a client | billboard and digital billboard design | 3-D billboard, extensions

social media

integration of company identity design | social media plan derived | branded social media graphics | social media promotions campaigns

marketing and pr

media buying placement on a budget | TV, radio, print campaigns | Public Relations campaign

KEY STAFF

WHO WE ARE

Founder & Creative Director

Maria Petrenko

MASTER OF ARTS, ADVERTISING, MICHIGAN STATE UNIVERSITY
BACHELOR OF ARTS, COMPUTER SCIENCE, TAGANROG STATE UNIVERSITY

Award-winning art director with creative outlook on business and life. Recipient of numerous Addy awards in web-design, packaging design, advertising campaign, out-of-home campaign, and political advertising. Her degrees in Computer Science and Marketing/Advertising allow her to combine knowledge of consumer behavior psychology and programming technology into web-design solutions that are both appealing and functional. A native of Taganrog, Russia, Maria has been living in the United States for 20+ years, bringing a unique, refreshing “European” creativity to the work we do.



Director of Operations

Nicole Luploff

BACHELOR OF ARTS, ENGLISH/JOURNALISM, MICHIGAN STATE UNIVERSITY

In charge of what-needs-to-be-done-by-when, Nicole knows the power of making lists -- and sticking to them. She is also Hadrout's content manager extraordinaire, responsible for much Client website content, data transfer and all around maintaining an environment of customer satisfaction through extreme attention to detail, including billing, contracts/proposals and client management. A self-proclaimed Wheel of Fortune-loving “word nerd,” Nicole has nearly ten years’ experience across writing/editing, communications, project management, events, public relations and administrative fields. She holds a Bachelor of Arts in English and Journalism from Michigan State University, as well as graduating from the College of Education.

Creative Consultant / Sales Manager

Tim Edwards

BACHELOR OF BUSINESS ADMINISTRATION, WALSH COLLEGE

Tim consults with clients to plan a marketing strategy that will increase the success of their business. When the art, design and programming created by Hadrout aligns with a direct and purposeful strategy, Tim knows results are achieved and knows how to help. Tim holds a firm belief that our clients’ success is the key to our own success.





Graphic Designer

Hunter Green

BACHELOR OF FINE ARTS, GRAPHIC DESIGN

Hunter brings design skills to compliment our programmers' code with style and color. His focus is on using his talents in composition, typography and creativity to make our clients and their branding stand out from the crowd with elegance and flair, taking ideas from creative vision to completed packages. With a Bachelor of Fine Arts from Albion College and a background in design, Hunter has cut his teeth on a wide variety of printed products ever since he started making copyright-safe logos for props on advertising shoots. He views each new design as an experience he's excited to share in.

Chief Technology Officer / Programmer / SEO Expert

Nikita Goldberg

MASTERS OF SCIENCE, COMPUTER SCIENCE/PROGRAMMING

Nikita holds a Master of Science in Computer Science, majoring in Programming. With 170+ websites behind his belt, this programming genius is responsible for all technical aspects of website coding, programming support, and search engine optimization.



Networks Management / Systems Engineer

Edward Verkhoturov

BACHELOR OF ARTS, COMPUTER SCIENCE/NETWORK ENGINEERING

We call him the “www.” before each website. Responsible for server file set up, network engineering, hosting services, and systems management, Edward holds a Bachelor of Arts in Computer Science with focus on Network Engineering and Support. His constant focus is systems improvement with technological advancements. Among other duties, Edward monitors the speed and traffic, manages domains and is responsible for email set-ups and performance.

PROJECT PROPOSAL OVERVIEW

City of Berkley Branding + Website Development

From the Hadrout's President to The City of Berkley Staff:

We know and love Berkley! Hadrout is located in neighboring Ferndale, which has some similarities in demographics, psychographic, and general life-predisposition of their residents. However, Berkley has its own specific flair, which is hard to explain unless you actually live or play in Berkley. That is why we believe it is important that a home-grown firm like Hadrout takes the wheel in both re-branding and website redesign efforts. We are ready to step in and create a new contemporary, vision-reflective, stakeholder-friendly brand for the City of Berkley -- but we understand that treading lightly in respect to existing brand history is important. Thus, we are ready to work on the equation of many different variables, multiplied by our creativity to bring the City of Berkley the most optimal re-branding result.

One of the main goals of Hadrout's design process would be to re-imagine current content, and to cohesively reorganize the vast scope of data: information, maps, links, PDFs, services, and resources. Achieving this will require creating a unique User Interface experience for public education that is easily accessible and comprehended. In addition, Hadrout has great ideas on how to highlight the major program areas, including, economic development, community planning, the masterplan, events and departments.

With 18+ years in web design experience, Hadrout can provide not only functional, one-of-a-kind design that fits Berkley's needs, but also do so by using state-of-the-art-technology, vast knowledge of user experience flow, consumer psychology, marketing and branding. For this project, we are proposing the use of the PimCore CMS system that is acclaimed by analysts from Gartner and Forrester. The PimCore Platform is the digital powerhouse for 100,000+ companies in 56 countries, including AUDI, Burger King and T-Mobile and Ikea, Lego and Unicef.

Of course, when we throw out large brand names like the above, one may imagine a website structure that is bulky, complex, and hard to maintain and/or update. Worry not! The PimCore is light, intuitive and clever with a simple learning curve and an easy "point-click-change" page editor. That is why we feel it would be the best option for a small organization and its "3 ½ people" Communications Department.

Once again, thank you for the opportunity to possibly work with the City of Berkley.

We are looking forward to bringing your brand into "today" in order to make it shine in the future.

Kindest,



Maria Petrenko,
Founder and Creative Director
Hadrout Design for Business

TECHNICAL PROPOSAL CITY OF BERKLEY

CORE SCOPE OF WORK:

1. Branding & Logo Design

Market Research Engaging Primary Stakeholders

In partnership with the City of Berkley Communications Department, Hadrout will help to facilitate a market research study to determine the view of the city brand from primary stakeholders and in neighboring communities. In addition, our focus will be on discussions of possible incorporation of current branding elements into new branding items as current branding is something so deeply rooted in to Berkley community.

1. Hadrout proposes organizing several stakeholder focus groups and developing a Branding Questionnaire for a guided discussion for such groups as Berkley residents, City Council, Berkley employees, and local businesses
2. Using the guided discussion Branding Questionnaire in virtual focus groups discussions with stakeholders, we will gather qualitative data on current brand/identity including such data points as: longevity of the brand, relevance, attractiveness, and their view of how accurately it represents Berkley of today and Berkley of the future.
3. The questions will be designed to create a knowledge base summarizing how these stakeholders would like to see the The Berkley brand evolve by asking stakeholders to share their comments/suggestions/vision.
4. The data collected from focus groups' knowledge base will be used as guiding principles for development of multiple logo / branding / color scheme ideas and then presented back to stakeholders who participated in focus groups for their feedback and logo / branding / color scheme selection.
5. Simultaneously, Hadrout will create an online survey link that will be sent to other stakeholders who were not originally involved in focus groups (such as local chambers of commerce members, a small number of active Berkley residents, businesses in neighboring communities and other groups suggested by Communications Department) to quantitatively survey their logo preference.
6. Based on quantitative results of stakeholder preferences, the final logo / branding / color scheme will be chosen.

Logo / Color Scheme Development

Based on the feedback from stakeholder focus groups, branding meeting with Communications Department, questionnaire knowledge base, business' branding design needs assessment, collection of ideas, wishes, or previous branding elements that will be deemed "MUST USE," Hadrout will provide the following:

- a) Design of seven to ten (10) possible diverse concepts and delivery to stakeholders for consideration.

- b) Creation of online feedback tool (survey) that allows stakeholders to “vote on the logo” and leave comments, narrowing down to 2 logos-finalists.
- c) In collaboration with Communications Department, Hadrout will conduct the analysis of suggestions and conduct possible revisions to 2 logos-finalists. Final logo will be chosen.
- d) Delivery of the final logo to Communications Department in all most used graphics design formats for different applications.

Branding Application & Style Manual

- a) Tagline development: once the logo design is finalized Hadrout will work with Communication Department to develop, propose and finalize a tagline
- b) A Style Manual will be created and delivered to Communication Department outlining such elements as
 - Tone of voice
 - Primary and secondary colors
 - Typography
 - Outdoor and indoor signage guidelines
 - Examples of brand usage in Print and electronic advertising
 - Internal documents
 - Social Media Post Examples
 - Suggested photography Treatments
- c) Business Card design based on chosen final logo (two card design variations offered). Business card design will be delivered as a print-ready file but does not include printing.
Hadrout offers printing services for an additional quote.

2. Website Design & Programming

Hadrout will provide not only functional, one-of-a-kind web-design that fits City of Berkley needs.

We are ready to re-imagine and implement user design flow to cohesively reorganize vast scope of data, information, links, PDFs, services, and resources in order to create a unique UI experience that is easily accessible and comprehended.

Phase 2.1: User Experience, Technical Assignment and Stylistics Design

Stylistics and Functionally: User Experience Design Phase

1. Series of consulting-style creative meetings and charting out the City of Berkley’s concerns and needs. Providing constructive structural and design recommendations. Suggestions are made about site architecture and usability considering primary target audiences.
2. Creating the technical assignment and approval by the City of Berkley.

Technical elements to be included into technical are, but not limited to:

User experience:

- Video and Photo Integration
- Social media integration
- Integration of all required Third Party Payment/Registration Platforms
- Calendar of Event function with filtering capability
- Text Size adjuster and contrast compliance accommodating users with disabilities (ADA compliance)
- Comprehensive “Search Our Website” function
- Assisting with finding a suitable “Translate this website” software outside of discontinued Google Translate Widget. Software installation and testing
- Creation of unique “pods” & “widget” such as quick links, feedback, and Call-to-Actions.
- Ability for website administrators to grant appropriate staff members access to the site to make limited changes
- Continuous feedback loop
- Ability to schedule a page’s release date
- Berkley Public Safety will be included in website as a city department
- Streamlined document A streamlined or centralized document repository for minutes, agendas, permits, applications, etc.

Software updates & security

- Timely CMS Platform Updates (See platform and CMS specifications below)
 - HTTPS/Secure Lock Certificate (SSL)
 - Secure website backup
 - Flexible and User-Friendly Content Management System (PimCore)
 - Print-friendly pages
 - Design website standard responsive design framework that feature fluid grid layout.
3. Hadrout will offer City of Berkley three (3) unique and client-specific web design style layouts for consideration in accordance with technical assignment for Client’s review, comments, changes and revisions.
 4. Once revisions are completed, a Style Guide for the future website derived, including approval of such “fixed” elements as backgrounds, fonts, button styles, logo positioning, header and footer design.
 5. Website Style Guide approval by City of Berkley, followed by Hadrout’s design of all the pages and sub-pages of the future website.
 6. Realistic (not just wire frames) Website Phototype will be delivered to Client prior to programming - for approval and sign off.
 7. Once Website Phototype is approved by the City of Berkley, the programming phase will begin.

Phase 2.2: Responsive Website Programming

Coding and CMS

1. Custom coding/programming to facilitate highest visitor usability, easy navigation for all pages/subpages.

2. Programming of the website using “lean” practices making the website fast and easy to load, interactive, up to date, with integration of City of Berkley social media outlets/tools.
 - Custom programming includes following features: mobile commutability testing and cross-browser testing to ensure full mobile responsiveness, Google-certified compatibility (all mobile/tablet), including compatibility with all current versions of all major web browsers
 - Attractive, user-friendly placing of changeable text/photos/videos/graphics mix, including sliding photos (‘sliders’)
 - Integration of video, audio and social media (visible/accessible at all times)
 - Programming of all desired / needed forms
 - Ability to share content through social media

CMS System: PimCore (Best in class)

The PimCore Content Management System (pimcore.com): CMS is a content management system, a system used by the Client to manage the editorial content of the website. The web-based publishing feature allows the Client to publish new or modified content in real time online.

Easy-to-use PimCore CMS is chosen by us for the following reasons:

- The PimCore platform is the only Enterprise-class open-source software for managing any digital data and customer experiences for any channel and device that is fast, reliable, flexible, easy to update
- Acclaimed by analysts from Gartner and Forrester, the PimCore Platform is the digital powerhouse for 100,000+ companies in 56 countries, including AUDI, Burger King and T-Mobile and Ikea, Lego and Unicef
- The PimCore allows for dynamic, non-template, client-specific web-design unlike WordPress
- No bulky updates (or plug-ins) to download unlike WordPress or Drupal
- Approximately one (1) hour learning curve for website administrator (with little-to-average computer skills)
- No knowledge of HTML or any other programming language required
- Easy to navigate and use – update your site from any computer or mobile device
- Modern layered architecture allows for dynamic integration and expansion of the site as needed / wanted
- Ability to see revision history, work on the pages in “unpublished” mode before releasing to public, ability to preview pages before they are published
- Best-in-Class Scalability
- Ability to create custom pages
- Ability to drag and drop articles
- Ability to manage most aspects of page design on-screen in real time (similar to Microsoft Word)
- Ability to manager versions, users, releases dates, access level and much more

SEO (search engine optimization) fundamentals

The website’s CMS system will allow Client to manage meta-tags and meta descriptions for each page for proper Google indexing. Access given to Client to enter meta tags, key words, through CMS system.

Correct structure of the website affects its position in the search engine results.

It's no secret that sites with the correct structure are much better indexed by Google, and in general, search engines are more loyal to high-quality sites.

As part of this proposal Hadrout will:

- Optimize the website structure
- Make all navigation links will available in HTML
- Create a dynamic Sitemap.xml
- Enable HTTPS certificate
- 301 redirect from all HTTP pages to HTTPS
- The size of the html code will not exceeded 100-200 kilobytes
- Page loading speed will not exceeded 3-5 seconds
- here will be no extra “garbage” in the html-code of the web pages
- All images will be optimized (ImageMagick + Gzip)
- Configured cache for all static data
- Data compression (GZip, Deflate)
- We will aim to achieve 90 to 100 points in Google's PageSpeed Insights test
- Your website will be registered in the panel for webmasters

Google Analytics and SEO tools

- Setup and installation of Google Tag Manager
- Setup and installation of Google Analytics
- Setup and installation of Google Search Console

Phase 2.3: Accommodating our friends with Disabilities

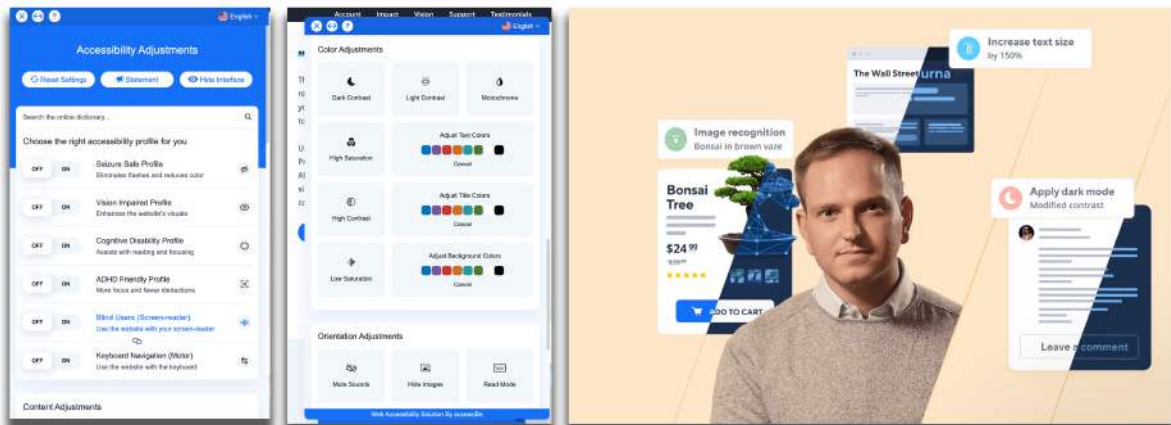
ADA Compliance

As digitalization becomes more essential, more and more accessibility legislations start incorporating websites.

Our goal is to make the City of Berkley website accessible by everyone, with or without disabilities.

Every person can and should enjoy what you have to offer. Therefore, ADA compliance should not be an added service, not for checking a legal box – accessibly is what our web design and your website should stand for, no exceptions.

Therefore, we offer to utilize the Industry-Leading Web Accessibility Technology called AccessiBe, which is a game-changer in web accessibility, making the entire process to compliance automatic and immediate using machine- learning and computer vision technologies.



Phase 3: Beta - Client Training and Content Population

Hadrout will provide a comprehensive staff training on how to “use” the website, which includes general PimCore training, changing/adding/updating the content and deletion of outdated content.

- Hadrout will deliver programmed website to Client in a beta format (not a “live” website) for content population
- Upon site beta version delivery, Hadrout will conduct in-person CMS training with staff members chosen as website content administrators. Additional CMS trainings and re-trainings are provided within the scope of “Ongoing Service Agreement”
- Hadrout will provide migration / content population assistance service
- All meeting time, travel time, tools and technical equipment utilized in the process are included
- This Contract DOES NOT INCLUDE copywriting services

Phase 4: Hadrout Web Hosting Services

Hadrout will host the new City of Berkley website on the shared AWS cloud infrastructure.

Our hosting is a scalable, highly reliable platform with key security features that include:

- Secure access
- Built-in firewalls,
- multi-factor authentication (MFA)
- Perfect Forward Secrecy
- Enhanced security and back up service.
- Ongoing updates of most advanced spam & virus protection utilities and software

WEBSITE PROJECT TIMELINE FOR City Of Berkley

Hadrout is available to start projects immediately.

We are located in Ferndale, Michigan (just a few minutes away) and available for meetings at our offices, your offices and/or always on Skype, Zoom, or WebEx and/or phone.

Based on our previous experience, a project of the scope will take 110-120 days to complete. Please find proposed timeline below:

Day 1		Project kick-off meeting, needs charted, site map created/presented/reviewed
Days 21-31		Several designs offered for consideration, design chosen, style created
Days 35-50		All the pages designs present in prototype format for approval, pre-programming
Days 50-100		Programming Phase: Cutting and Coding
Days 100-105		Beta version of the site delivered internally to client and content creators, staff training
Days 105-120		Working with City of Berkley's staff on content population, migration and testing
Days 120-130		LAUNCH!

Ongoing Service Agreement

Hadrout proposes the following ongoing Service Agreement

Annually, Hadrout will provide the following scope of work on an annual basis starting with the date the website launched:

- Hosting and all ongoing hosting and security support (see Hosting section above)
- All Server and CMS Security maintenance including timely software updates for both
- All Security Certificate-related maintenance and renewals
- All **AccessiBe** (accessibility software maintenance and annual fees)
- Staff on-call support for troubleshooting, “forgot how-tos”, trainings and re-trainings

APPENDIX A:

COST BREAKDOWN

The costs below include all the tools, travel times, meeting time, and phone conference times necessary to finish each core services items.

Scope of Work Costs per Item	
COST FOR CORE BRANDING SERVICES	\$7,000
COST FOR PROGRAMMING SERVICES	\$18,000
TOTAL COST OF THIS CONTRACT	\$25,000

Ongoing Annual Services & Fees	
Cost of ongoing service agreement	\$3,850/year
AccessiBe (accessibility software maintenance and annual fees)	\$490/year

APPENDIX B:

PAYMENT PROCEDURES for core services

In consideration for the Services, Client will pay Hadrout in accordance with the payment schedule and terms set as follows:

City of Berkley will be invoiced by Hadrout at the agreed upon rate of \$25,000 for core services.

Deposit: of \$ 5,000 is due on the date the Contract is signed.

Phase 1:

‘Design Phase’ will be deemed complete and payment of \$10,000 is due upon Client’s sign-off on the approved designs of ALL of the website’s after the prototype is delivered to approved by client, before Programming Phase begins.

Phase 2:

‘Programming Phase’ will be considered completed and remainder of the payment, \$10,000 is due on the date when Clients approves to programmed site, the staff training is conducted, and the launch date is scheduled.

Ongoing Service Maintenance:

First year Ongoing Service Maintenance of **\$3,850/year** as well any annual third-party service renewals (such as AccessiBe **\$490/year**) are due on date when the website is launched.

Thereafter, an ongoing Service Maintenance Fee as well any annual third-party service renewals (such as AccessiBe) are due annually on the day when the website was originally launched.

APPENDIX C:

TERMS AND CONIDTIONS

After that, all other add-ons, further design changes, enhancements, and re-works are subject to a new contract or “a la carte” design fees.

CANCELLATION AND “MIND-CHANGES”

This agreement shall remain in effect until either party wishes to terminate with a 14-day written notice. Prior to any termination of this Contract, Hadrout will package all of the web html files and provide to Client in a format chosen by Client. Hadrout shall also provide Client with clear commercially reasonable notice/time to locate and transfer to a new web hosting service. Upon termination, Hadrout shall not forfeit any fees that have been received from Client. A payment for a Phase (1, 2 or 3) signifies completion of the phase and therefore Client satisfaction. If a certain phase of this Contract (Phase 1, 2, or 3) has been initiated with Client’s written permission, all funds for that phase will be due in full if Client terminates due to no fault of Hadrout.

COPY FOR THE WEBSITE, PROOFING & PRINTING

This Contract does NOT include copywriting services.

Copywriting services can be contracted from Hadrout at an addition rate of \$95/hr. Hadrout is not responsible for creating, modifying, proofing and/or entering ANY of Client’s website content post launch. All the content provided/created by Client will be entered by Client himself/herself (or third sub-contracted party) via Hadrout eZ CMS system included in the contract.

It is the FULL RESPONSIBILITY of the Client to confirm that all imagery, photography, music and video supplied by Client that is used on the website is, in fact, obtained legally and credit is given to artists and/or writers who created this content.

Hadrout shall be responsible for legally obtaining all imagery, photography, music and video that is used in the performance of its services other than those supplied by the Client and shall indemnify and defend Client from any claims that it has violated any copyright for the material that it provides in its design to Client. Once the website is launched and content is added by Client, Hadrout shall have no liability for any content added beyond its services.

Client is responsible for ALL final proofing. Hadrout will not be responsible for any costs associated with this project due to proofing errors. Please note outside illustration, photography and printing are provided by Client or is subject to an additional contract.

WHO OWNS FINAL WORK

Concepts and copy are intellectual properties, which are protected by U.S. copyright laws. As such, concepts or copy developed by Hadrout which are not deemed as final and are

not paid for by the Client remain the property of Hadrout and may not be used without Hadrout's permission. Completed concepts and final copy approved and paid for by the Client become property of this Client and may be used and reused as he/she wishes without Hadrout's permissions.

POST LAUNCH MAINTENANCE, RE-WORKS AND ADDITIONS

On the day Client's website goes "live," it becomes his/her property and responsibility. Hadrout is not responsible for any content or parts of the CMS that are lost, damaged or modified by Client. This especially applies to situations when Client chooses to give out login and password to the CMS system to parties that have not passed Hadrout's official CMS training or not named in this Contract. In this case, all procedures and time related recovery of deleted, damaged, modified content are subject to new contract and fees. Hadrout takes no responsibility for any content Client uses on their individual web pages.

All fixes necessary due to Client's negligence, revisions and/or additional functions that are not included in the scope of work, are SUBJECT TO A NEW CONTRACT.

TIMELINE CLAUSE

Hadrout agrees to deliver samples of design on dates as agreed upon in the Timeline Proposal.

Hadrout will make every effort to meet agreed upon due dates. The Client should be aware that failure to submit required information or materials may cause subsequent delays in the production. Client delays could result in significant delays in delivery of finished work or even termination of contract.

Client shall have 40 days from the date of delivery of the website program and CMS system in final form to inspect, test and evaluate to determine whether the website satisfies the acceptance criteria in accordance with procedures set forth in the technical assignment. If the website does not satisfy the acceptance criteria, Client shall give Hadrout written notice stating why the site is unacceptable. Hadrout shall have 30 days from the receipt of such notice to correct the deficiencies as long as they are specified and agreed upon in the original technical assignment.

If Client Phase 1, (Graphic Design) approval exceeds 60 days from the date of signed Contract, 50% of this contract's entire total will be due.

If website launch exceeds four (4) months from the date the Contract was signed due to Client negligence, lack of focus, lack of response, or lack of cooperation - the entire payment of Contract/Agreement is due.

If project is not completed within six (6) months from the date the Contract was signed due to Client lack of communication and/or cooperation, Hadrout reserves the right to abandon service and all payments of services completed are due.

TERMINATION ON DEFAULT

If a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment or perform satisfactory services when due), the other party may terminate this Agreement by providing written notice to the defaulting party. The notice shall describe with sufficient detail the nature of the default. The party in default shall have seven (7) business days from the effective date of such notice to cure the default(s). Unless waived by the party providing the notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract/Agreement. Service may be accomplished by sending notice via email so long as such notice is received by the other party.

GOVERNING LAW / FORUM

Governing Law / Forum. This Agreement shall be construed in accordance with the internal laws of the Oakland County, State of Michigan, without regard to conflict of laws rules. Venue shall be in a court of competent jurisdiction in the Oakland County, State of Michigan, and both parties expressly consent to jurisdiction in such courts.

LIMITATION OF LIABILITY

Under no circumstances shall either party be liable to the other party or any third party for indirect, incidental, consequential, special or exemplary damages (even if that party has been advised of the possibility of such damages), arising from any provision of this agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery, or liabilities to third parties arising from any source.

SELECT MUNICIPAL AND NON-PROFIT REFERENCES

Marian Reich

Executive Director

Global Ties Detroit

(formerly International Visitors Council of Detroit)

marian@globaltiesdetroit.org

P: 313.638.1626

www.globaltiesdetroit.org

440 Burroughs St.

Detroit, MI 48202

Christopher Johnson

Executive Director

HealthChoice of Michigan

cjohnso3@waynecounty.com

P: 313.833.2142

www.healthchoiceofmichigan.com

500 Griswold, 15th Floor South

Detroit, MI 48226

Pam Dahlmann, RN, BSN

Board of Directors, Co-founder

Michigan Ovarian Cancer Alliance

pamdahlmann@mioca.org

P: 734.800.6144

www.mioca.org

315 E. Eisenhower Parkway, Suite 9

Ann Arbor, MI 48108

Carey Pachla

Board President

Michigan Council of Women in Technology

cpachla@fastswitch.com

P: 734.744.9373

www.mcwt.org

One Towne Square, 6th Floor, Ste. 690

Southfield, MI 48076

Vince Paul

President and Artistic Director

Music Hall Center for the Performing Arts

vincep@musichall.org

P: 313.887.8500

www.musichall.org

350 Madison Ave.

Detroit, MI 48226

Nicole Pinskey

Innovation, Technology, and Collections Coordinator

St. Clair County Library System

npinskey@sccl.lib.mi.us

P: 734.800.6144

www.stclaircountylibrary.org

210 McMorran Blvd.

Port Huron, MI 48060

Paula Stanifer

Operations Coordinator

Monroe Downtown Development Authority

paula.stanifer@monroemi.gov

P: 734.384.9172

www.downtownmonroemi.com

120 E. First St.

Monroe, MI 48161

Eddie Fakhoury

Director of Administration

Wayne County Michigan Department of Health, Human & Veteran Services

efakhoury@waynecounty.com

P: 313.224.4893

www.waynecounty.com

500 Griswold, 10th Floor

Detroit, MI 48226



CITY OF BERKLEY MICHIGAN
BRANDING & WEBSITE DEVELOPMENT
Authorized Representative

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

The Authorizing Representative shall be empowered to enter the bidding Contractor 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 in the event that performance and service offerings will be overseen by someone other than the Authorizing Representative.



AUTHORIZED SIGNATURE

09/12/2021

DATE

AUTHORIZING REPRESENTATIVE:

Representative Name:	Maria A Petrenko
Representative Title:	President / Owner
Phone Number:	734-476-9199 / cell
Email Address:	Maria@hadrout.com
Company Name:	Hadrout Inc.
Company Street Address:	3345 Hilton Rd, Ferndale, MI 48220
Company Website:	www. Hadrout.com

MAIN CONTACT:

[If Different from Authorizing Representative]

Contact Name:	Maria Petrenko
Contact Title:	President Owner
Direct Phone Number:	734-476-9199
Direct Email Address:	maria@hadrout.com



CITY OF BERKLEY MICHIGAN **BRANDING & WEBSITE DEVELOPMENT** *Basis for Award*

The City is seeking a qualified contractor that is conscientious, has integrity and is able to complete the work in a timely manner. Representatives and employees of the selected firm must conduct themselves in a professional manner 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:	18
Number of Years of Branding Experience:	20
Number of Years of Website Development Experience:	18

PROMPTS:

Please include in your bid a 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 comprehensive details on your technology solution and how it aligns with our principles, goals, and standards. If it doesn't, how does your approach best serve our needs? What does your ongoing support and maintenance plan look like for your clients?
- Please provide any additional information that would help us understand why our company and approach is the best option for us.

PRICING (FIXED):

Year One / Initial Setup:	\$ 25,000
Ongoing Costs and/or Subscriptions:	\$ 3,850
Potential Add-On options (if applicable):	\$ 490/year

AccessiBe (accessibility software maintenance and annual fees, if chosen)



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

BID OPPORTUNITY:	Branding & Website Development
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Name:	Maria Petrenko	Company:	Hadrou Design for Business
Title:	CEO + Creative Director	Address:	3345 Hilton Rd., Ferndale, MI 48220

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
September 10,
2021

Date



CITY OF BERKLEY BID OPPORTUNITY CONTRACTOR REFERENCES

BID OPPORTUNITY:	Branding & Website Development
-------------------------	--------------------------------

REFERENCE 1:

COMPANY NAME	Music Hall Center for the Performing Arts
ADDRESS	350 Madison St, Detroit, MI 48226
TELEPHONE	313.887.8500
CONTACT PERSON	Vince Paul, President & Artistic Director
CONTRACT DATES	2008 - Present
DESCRIPTION OF WORK	Over the past 13 years, Hadrout did not just become the agency of Record for Music Hall and the Jazz Café, but became an integral part of their overall brand revival. With a third Hadrout website published a couple years ago, we have launched three successful event-driven websites, redesigned their logo, created all the promotional materials and programs for every Music Hall show, designed a marketing and media plan for traditional as well as social media, and helped launch the Jazz Café business. Music Hall is a returning, satisfied, and involved client; a longstanding business relationship becoming even stronger as the years go on.

REFERENCE 2:

COMPANY NAME	August Law, PLLC / B2BNoFee.com
ADDRESS	300 South Old Woodward Ave, Birmingham, MI 48009
TELEPHONE	248.833.6225
CONTACT PERSON	Gary August, PLLC, JD
CONTRACT DATES	2020 - Present
DESCRIPTION OF WORK	Gary August of August Law is one of the most successful Michigan attorneys who successfully represent airports, airlines, Big 3 Automotive companies and several class-action lawsuits. He approached Hadrout to create and implement a branding and marketing strategy, followed by a web representation of his (conceptually new for Michigan) contingency litigation 'business to business' concept called B2B NOFEE. A website had to become both a client acquisition tool and an informational portal. Launched in September of 2021, B2B NOFEE has become one of Hadrout most involved and in-depth media and web marketing efforts to date. Utilizing state-of-the-art web technology in conjunction with SEO and traditional media efforts, B2BNOFEE.com is a great example of all-encompassing marketing and web experience Hadrout can provide.

REFERENCE 3:

COMPANY NAME	HealthChoice of Michigan
ADDRESS	500 Griswold Street, 15th Floor South, Detroit, MI 48226
TELEPHONE	313.833.2142
CONTACT PERSON	Christopher Johnson, Executive Director
CONTRACT DATES	2019 - Present
DESCRIPTION OF WORK	In 2018, Hadrout was invited to bid on the RFP for HealthChoice of Michigan, a Wayne County Government's healthcare coverage program that provides benefits through an extensive network of Wayne and Oakland counties' respected physicians and hospitals. After winning a Branding and Website Design bid, Hadrout got to work, block-by-block, rebuilding the program's reputation, awareness, and marketing strategy, including print, billboard, social media, video efforts and PR. After a successful two-year run, the HC Board of Directors requested that Hadrout continued its successful streak, and offered Hadrout another two-year commitment. Now in its fourth year of relationship with Hadrout, HealthChoice of Michigan is an evolved and successful program with its highest number of subscribers ever. The website has elevated from a basic informational page to a comprehensive marketing and client acquisition tool allowing potential subscribers to contact all aspects of application and payment directly online. In September of 2021, the Board of Directors approached Hadrout to potentially review marketing contracts for the third time.



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY HOLD HARMLESS & INDEMNITY FORM

BID OPPORTUNITY: Branding & Website Development

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.

PLEASE PRINT:

Hadrout Design for Business

Contractor Name
3345 Hilton Rd.


Contractor Street Address
Ferndale, MI 48220

City, State, Zip Code
313.444.9323

Telephone

Maria Petrenko, CEO

Authorized Representative


Signature
September 10, 2021

Date


Witness



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY
IRAN BUSINESS RELATIONSHIP AFFIDAVIT

BID OPPORTUNITY: City of BERKLEY Branding & website

**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

MARIA PETRENKO, 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
10 day of September, 2021
a notary public in and for said County,

Melissa Kutz
Notary Public

My Commission expires: June 24th, 2026



[Signature]
Authorized Signature

MARIA PETRENKO
Printed Name of Signatory

HADROUT INC
Company Name

3345 HILTON Rd
Address

FERNDale, MI 48220
City, State, Zip Code

313444 9323
Area Code & Phone Number

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



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

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

BID OPPORTUNITY:

CITY of BERKLEY Branding & website

**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

MARIA PETRENKO 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
10 day of September, 2021
 a notary public in and for said County,

Melissa Kuitzen
 Notary Public

My Commission expires: June 24th, 2026

Authorized Signature

MARIA PETRENKO
 Printed Name of Signatory

HADROLIT INC
 Company Name

3345 HILTON Rd
 Address

Ferndale, MI 48220
 City, State, Zip Code

313-444-9323
 Area Code & Phone Number

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



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY
NON-COLLUSIVE AFFIDAVIT

BID OPPORTUNITY: City of Berkley Branding & website

**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

MARIA PETRENKO, 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
10 day of September, 2021
 a notary public in and for said County,

Melissa Kuitzen
 Notary Public

My Commission expires: June 24th, 2026

[Signature]
 Authorized Signature

MARIA PETRENKO
 Printed Name of Signatory

HADROUT INC.
 Company Name

3345 HILTON Rd
 Address

FERNDale, MI 48220
 City, State, Zip Code

313-444-9323
 Area Code & Phone Number

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

A RESOLUTION

of the Council of the City of Berkley, Michigan
approving an application for transfer of an on-premise Class C liquor license for The Wedding
Shoppe, Inc., 2186 Coolidge Highway, Berkley, MI

WHEREAS, The Wedding Shoppe, Inc., a Berkley business, has applied for the transfer of an on-premise Class C liquor license; and

WHEREAS, the business has satisfied the application requirements and received director approval.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1: That the Council of the City of Berkley, approves the application for transfer of an on-premise Class C liquor license for The Wedding Shoppe, Inc., 2186 Coolidge Highway, Berkley, MI.

Introduced and Passed at a Regular City Council Meeting on Monday, September 20, 2021.

Daniel J. Terbrack, Mayor

Attest:

Victoria Mitchell, City Clerk

City of Berkley
Application for On-Premise Liquor License

RECEIVED
CITY OF BERKLEY, MI

Applicant:

Name: The Wedding Shoppe, Inc. Phone: 248-259-2631 2021 JUL 30 A 10:15
Complete Address: 2186 Coolidge Hwy, Berkley, MI 48072

Phone: _____

Building Information:

Address of proposed use: 2186 Coolidge Hwy
Is this a new building or rehabilitation of an existing building? NA
Amount of investment per square foot: NA
Will meals be prepared and consumed on premises? NO
Hours of operation: M 11-6 Tues 11-8 Wed 11-8 Thurs 11-8 Fri 11-6 Sat 10-6 Sun 11-3
Seating capacity: (minimum 50 persons) 60
Number of parking spaces provided: 23
Type of Application: ☒ Transfer ☐ Quota ☐ Development District ☐ Amendment to Existing

Please include the following with your application: SEE ATTACHED

- ☒ 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.

Signature of Applicant

Date

Office use only

Date Application was received

Fee

Receipt Number

Approved _____

Not approved _____

Date _____

Fee Schedule

☐ Quota License: \$300

☒ Transfer Licenses: \$200

☐ Development District Licenses: \$300

☐ Amendments to Existing License: \$100

☐ Annual Inspection: \$100

Fee Paid: \$200 Date Paid: 7/30/2021

Signature of Approval – City Clerk: Victoria Mitchell Date: 9/8/2021

Reasons for Denial:

Signature of Approval – City Planner: [Signature] Date: 9-16-2021

Reasons for Denial:

Signature of Approval – Public Safety Director: See Attached Date: 9/8/2021

Reasons for Denial:

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.



Victoria Mitchell <vmitchell@berkleymich.net>

Liquor License for Approval

Matthew Koehn <mkoehn@berkleypublicsafety.net>

Wed, Sep 8, 2021 at 9:39 AM

To: Victoria Mitchell <vmitchell@berkleymich.net>

Cc: Erin Schlutow <eschlutow@berkleymich.net>, Matthew Baumgarten <mbaumgarten@berkleymich.net>

I did conduct a background check and found now issues with the applicant or business. DPS is good with approving this request. Thanks.

On Fri, Sep 3, 2021 at 10:31 Victoria Mitchell <vmitchell@berkleymich.net> wrote:

[Quoted text hidden]

[Quoted text hidden]

THE WEDDING SHOPPE, INC.

2186 COOLIDGE HIGHWAY, BERKLEY MI 48072

ATTACHMENT TO CITY OF BERKLEY APPLICATION FOR
ON-PREMISE LIQUOR LICENSE

The Wedding Shoppe, Inc. is solely owned by Michelle McFarland, who has owned and operated the business since 1999. It has proudly operated at its current location in Berkley since 2017.

The Wedding Shoppe has helped over 9,000 brides find their dream dress and thousands of brides find accessories for their wedding day. The Wedding Shoppe employs over 20 people who, among other things, provide professional bridal stylist consultation for the future bride and her party.

Mrs. McFarland has no criminal charges, convictions, nor any civil action or judgements against her or her entity. Mrs. McFarland is also the President of the Better Bridal Group, a 501c3 nonprofit dedicated to mentoring and training bridal store owners around the world on providing the best experience for their brides. She is also a founder and president of the National Bridal Retailers Association, which is a 501c6 nonprofit focused on consolidating the voices of the independent bridal store owners to affect change in the industry.

The business plan for utilization of the Class C liquor license is to provide the future bride, her party and other customers with an enhanced shopping experience, by allowing the Wedding Shoppe to offer its customers the option of purchasing champagne, wine or signature cocktails during their celebration.

There will be no built-in bar. The hours of operation will remain the same as they have for the last several years.

The source of all funding for the liquor license purchase shall be directly from the bank account of the applicant entity. There are no plans for remodeling, change in the architecture, construction, or other improvements.

September 20, 2021 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve a Downtown Development Authority (DDA) event “Boo!kley Monster Mash” on Dorothea between Coolidge Highway and the alley on Saturday, October 30, 2021 from 2 PM to 6 PM. Approval is conditional upon the submission of required items and documents prior to event dates.

Ayes:

Nays:

Motion:



City Clerk's Office
3338 Coolidge Hwy.
Berkley, MI 48072
248-658-3300
Fax: 248-658-3301
www.berkleymich.org

Print Form

CITY OF BERKLEY, MICHIGAN COMMUNITY SPECIAL EVENT APPLICATION

Name of Event: BOO!KLEY MONSTER MASH

Organization / Contact:

Name of Organization: BERKLEY DDA Contact's Name: MICHAEL MCGUINNESS
Address: 3338 COOLIDGE HIGHWAY City: BERKLEY State/zip: MICHIGAN 48072
Telephone: (248) 658-3353 24 Hour Emergency Contact: _____

If event will be on private property owned by someone else, then a letter of permission from the property owner must be submitted with the application.

Event Location:

If the event involves city streets or sidewalks, include a map showing the location.
A petition from affected businesses may be required.

Dates and Hours of Event: SATURDAY, OCTOBER 30, 2021

How many employees or volunteers? 1 EMPLOYEE, 18 VOLUNTEERS

How will site be secured during off-hours? NO SETUP OR MATERIALS WILL REMAIN BEYOND THE EVENT'S SAME DAY

What type of merchandise will be sold? DOWNTOWN BERKLEY TOTE BAGS, POSSIBLY

If you are selling food, include a copy of your receipt from Oakland County Health Department.

Will there be any electricity outside the building (e.g., extension cords, heaters, lights)? NO
If yes, an electrical inspection by the City will be required after set up and before opening.

Include a Site Plan showing where merchandise will be sold, how pedestrian and vehicular traffic will circulate on the site.

What are your plans for set up and removal?

Tax Exempt Status (as defined by the US Internal Revenue Service):

Non-Profit ☐ 501.C3 ☐ Other (specify) ☒ PUBLIC AUTHORITY, ALTHOUGH THERE IS ALSO A 501(c)3 NON-PROFIT

Include the following documents:

- ☐ Internal Revenue Service tax exempt documentation for the organization.
- ☐ Organization's financial report for the preceding fiscal year.
- ☐ Proof of Commercial Liability Coverage on an "occurrence basis", naming the City of Berkley as additional insured, with no less than \$1,000,000 per occurrence and/or combined single limit, Personal Injury, Bodily Injury, and Property Damage. (CITY OF BERKLEY COVERAGE)
- ☐ Liquor Liability, \$500,000 per occurrence and \$500,000 aggregate. (if applicable) (NOT APPLICABLE)
- ☒ Special Event Hold Harmless Agreement signed by an authorized representative

By Ordinance, each Community Special Event is limited to a maximum of 7 days.





Applications must be received at least 45 days prior to the event. Events involving the public right of way will require City Council approval. I understand that a representative of the organization will need to attend the City Council meeting. The City will notify me of the meeting date and time.

An application will be denied or an event shut down if complete and accurate information is not provided.

Michael McGuinness
Signature of Applicant

SEPT. 2, 2021
Date


APPROVALS

DEPARTMENT	Approve (YES/NO)	Signature	Date
Planning/Building	yes		9-16-21
Comments:			
Public Safety	yes	 304	9-8-21
Comments:			
Notify SMART, ambulance, and waste collection of any road closures. DM #204			
Public Works:	yes		9-16-21
Comments:			
Parks/Recreation	yes		9/8/21
Comments:			
City Clerk	yes	Victoria Mitchell	9/8/21
Comments:			
City Manager	yes	See below	9/8/21
Comments:			

For City Use Only:

Date Application Received

Receipt Number

Received	Receipt Number	Date Received
Application Fee (\$200.00) <input type="checkbox"/>		
Clean up Bond (\$100.00) <input type="checkbox"/>		
Fee Waived <input checked="" type="checkbox"/>	City Manager's approval required	

City Manager's Signature: 

Date: 9/8/21

IF APPLICABLE:

Motion Number:

Conditions (if any):

Is fee to be reimbursed?



**CITY OF BERKLEY
COMMUNITY SPECIAL EVENT
PERMIT APPLICATION DISPOSITION CHECKLIST**

Event Name: BOO! KLEY MONSTER MASH

Event Date(s) 10-30-2021 Location(s) DOROTHEA ROAD (BETWEEN COOLIDGE AND PEAR ALLEY) Event Hours 2:00-6:00 PM

ORGANIZATION:

Organization Name: BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
Headquarters Street Address: 3338 COOLIDGE HIGHWAY
City: BERKLEY State: MICH. Zip Code: 48072 Phone: (248) 658-3353
Website: WWW.DOWNTOWNBERKLEY.COM

Tax Exempt Status (as defined by the US Internal Revenue Service):

Non-Profit ☐ 501(c)(3) ☐ N/A ☐ Other (specify) PUBLIC AUTHORITY

The following documents have been submitted:

Completed application	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Valid IRS tax exempt verification	<input type="checkbox"/> YES <input type="checkbox"/> NO
Financial report for the preceding fiscal year	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Proof of Commercial Liability Coverage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Estimated cost to execute the solicitation / event	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Charitable Solicitation / Special Event Hold Harmless Agreement	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Application reviewed by: Public Safety [Signature] Public Works [Signature]
Planning Official [Signature]

Comments:

Presented to City Council:

Date: _____ Approved: _____ YES ☐ NO ☐ Organization Notified _____ YES ☐ NO ☐ Date _____

CITY OF BERKLEY MICHIGAN

TEMPORARY TRAFFIC CONTROL ORDER

(TCO NUMBER)




In accordance with the duly adopted Uniform Traffic Code for Cities, Townships, and Villages, the Traffic Engineer hereby issues the following Temporary Traffic Control Order.

Film Permit Applicant: Please provide the information requested in the shaded area. Submit this page with your application.

PROJECT NAME:	BOO!KLEY MONSTER MASH
Location	DOROTHEA ROAD, BETWEEN COOLIDGE AND ALLEY
DATE/S/TIMES:	SATURDAY, OCTOBER 30, 2021
	9:00 AM TO 2:00 PM SETUP
	2:00 PM TO 6:00 PM EVENT TIME
	6:00 PM TO 8:00 PM CLEANUP
RESPONSIBLE PARTY:	BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
Name:	MICHAEL MCGUINNESS
Street Address:	3338 COOLIDGE HIGHWAY
City/State/ZIP:	BERKLEY, MICHIGAN 48072
Contact Phone:	(248) 658-3353
Email address:	MMCGUINNESS@BERKLEYMICH.NET

For Official Use Only:

Action required by City :	
<i>(Attach additional pages if needed)</i>	

Approved by: (Print name and title below)	Signature:	Date:
Public Safety		9-8-21
Public Works		9-16-21
Planning Official		9-16-2021

****Original – Traffic Control File**

Return copy of completed form to City Clerk's Office



CITY OF BERKLEY COMMUNITY SPECIAL EVENT HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between BERKLEY DDA, (the Organization) and the City of Berkley, Michigan, (City) for the date(s) specified below.

Organization Name BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Address 3338 COOLIDGE HIGHWAY

City BERKLEY State MI Zip 48072 Phone (248) 658-3353

Event Name BOO! KLEY MONSTER MASH

Event Location(s) DOROTHEA ROAD, Event Date(s) SATURDAY, OCTOBER 30,
BETWEEN COOLIDGE HIGHWAY 2021
AND REAR ALLEYWAY

To the fullest extent permitted by law, the Organization expressly agrees to indemnify and hold harmless the City of Berkley, 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 any time there from) which may be sustained or claimed by any person or persons participating in the above named event.

This includes damage or destruction of any property (including loss of use) based on any act or omission (negligent or otherwise) of the Organization or anyone acting on its behalf in connection with or incidental to this agreement. The Organization 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 Organization 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 Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence.

Authorized
Representative MICHAEL MCGUINNESS
(Please print)

Title INTERIM EXECUTIVE
DIRECTOR

Signature 

Date SEPT. 2, 2021

Monster Mash - October 30th, 2021 - 2pm to 6pm

Target Location: Dorothea Road at Coolidge, pending municipal approval

1. DJ- set up in tent at rear - will have equipment to handle announcements, can play music. Targeted DJ has been used for past Parks and Recreation events -\$250 Cost
2. Presentation of Prizes-
 - a. Trophy for winning businesses- \$30-45
 - i. Best decorated business
 - ii. Spookiest decorated business
 - b. Prizes for scavenger hunt, etc.- included in scavenger hunt budget.
3. Street event- Tent cover, tables, and chairs will be provided by some of the participating businesses and community organizations. The DDA has a number of tents that'll be used as well. No direct expense will be incurred.

Activities intended: Event will feature Halloween cookie decorating, Halloween crafts, Face painting, Spin wheel for prize, Pumpkin painting, various photo opportunity stations, Monster yoga and fairy yoga, and other Halloween-themed family-friendly activities.

Activities shall be free of charge, sponsored by the businesses.

TOTAL TARGET COST OF EVENT: \$450

Note: Trick or Treat Stroll, a BOO!KLEY activity that complements the Monster Mash, is preceding this celebration on the same day. That is intentional. A brief summary of the Trick or Treat Stroll is also included.

*Traffic
Barricades*

DJ
MUSIC

TENT

TENT

*Traffic
Barricades*

ALLEY

TENT

TENT

TENT

DOROTHEA

TENT

TENT

TENT

**BOO!KLEY
MONSTER
MASH**

Traffic Barricades

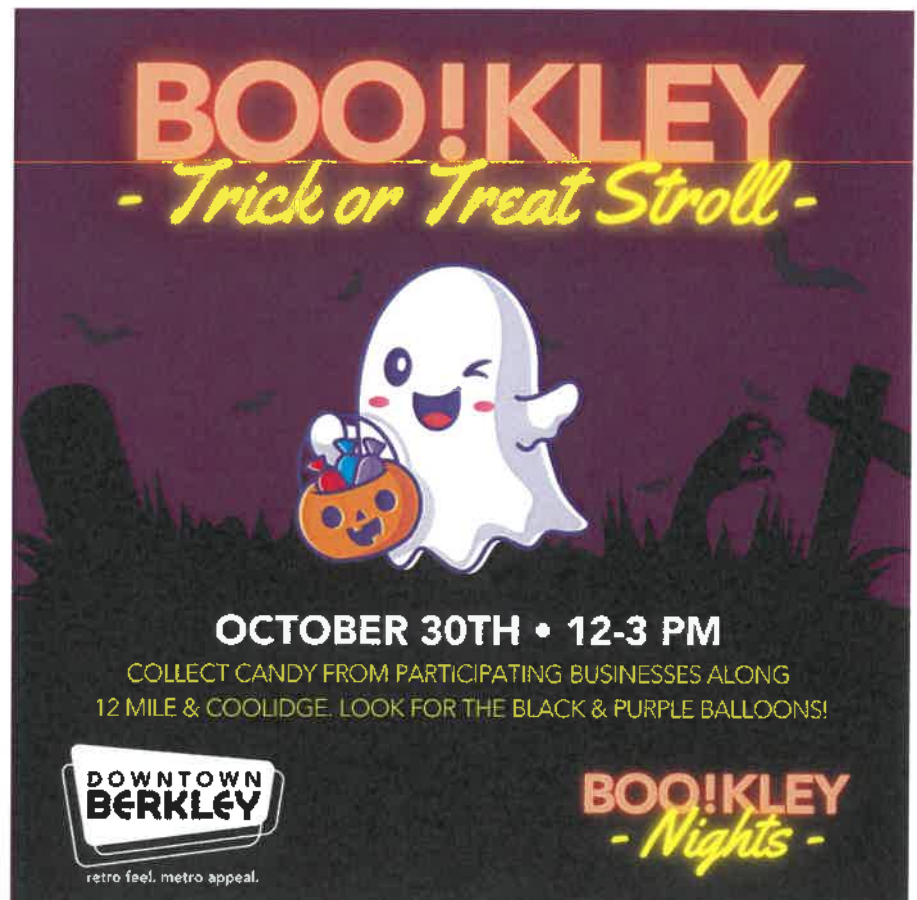
COOLIDGE

Trick Or Treat Stroll 10/30/2021 12pm-3pm

Objective: Give residential kids the opportunity to get dressed up and trick or treat Berkley businesses. Residents get to see several businesses, and pending weather, it may be the better day to trick or treat! The stroll will be followed/coincide [by/with] a Monster Mash (targeted for Dorothea at Coolidge, pending municipal approval).

1. Notify Berkley businesses of date and time of the stroll
 - a. Require a sign up date of September 27th to be involved
 - b. Create a google form for businesses to sign up through
 - c. Have google form available on DDA website
2. Map
 - a. Create a printable & pdf map of participating stores
3. Advertisement
 - a. Print maps to pass out to participating stores
 - b. Post map in various facebook groups and NextDoor
 - c. Post map on Scavenger Hunt App
 - d. Orange & black balloons to advertise which businesses are participating
4. Execution
 - a. Purchase balloons & candy
 - b. Delivery balloons and candy BY 11am to ALL registered businesses

Estimated Budget: \$900
(based on 40 participating businesses)





**DOWNTOWN
BERKLEY**

retro feel. metro appeal.

BOO!KLEY

- Nights -

SCAVENGER HUNT ~ ALL MONTH
RESTAURANT WEEKEND 10/1-10/2
NIGHT MARKET 10/2
LADIES NIGHT OUT 10/14
TRICK OR TREAT STROLL 10/30
MONSTER MASH 10/30



DOWNTOWNBERKLEY.COM/BOOKLEY

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 05/31/2021
 % Fiscal Year Completed: 91.78
 DDA REV AND EXP REPORT 5-31-2021

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 814 - DDA							
Revenues							
Dept 001 - REVENUES							
814-001-401-000	PROPERTY TAXES	38,649.73	38,000.00	0.00	37,284.54	715.46	98.12
814-001-401-001	PROPERTY TAX CAPTURE - DDA	279,543.12	282,000.00	0.00	281,628.15	371.85	99.87
814-001-401-850	PPT - CURRENT YR DEL	0.00	(2,500.00)	0.00	0.00	(2,500.00)	0.00
814-001-401-900	PROPERTY TAXES - CHARGEBACKS	(61.31)	0.00	0.00	0.00	0.00	0.00
814-001-445-001	INTEREST ON TAXES-FINAL SETTLEMENT	21.06	0.00	0.00	0.00	0.00	0.00
814-001-539-000	STATE GRANTS	0.00	20,700.00	(14,917.08)	5,775.62	14,924.38	27.90
814-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	12,353.42	14,000.00	0.00	14,569.46	(569.46)	104.07
814-001-664-000	INVESTMENT EARNINGS	2,836.76	3,366.00	0.00	856.47	2,509.53	25.44
814-001-674-005	MERCHANDISE REVENUE	250.00	300.00	0.00	0.00	300.00	0.00
814-001-675-117	COOPERATIVE ADVERTISING INCOME	0.00	15,000.00	0.00	0.00	15,000.00	0.00
814-001-675-814	EVENT SPONSORSHIPS	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 001 - REVENUES		333,592.78	373,366.00	(14,917.08)	340,114.24	33,251.76	91.09
TOTAL REVENUES		333,592.78	373,366.00	(14,917.08)	340,114.24	33,251.76	91.09
Expenditures							
Dept 175 - DDA ADMINISTRATION							
814-175-704-000	FULL TIME EMPLOYEES	12,143.21	68,000.00	3,269.24	50,100.91	17,899.09	73.68
814-175-709-000	OVERTIME	0.00	500.00	0.00	0.00	500.00	0.00
814-175-715-000	FICA	920.07	5,240.00	246.27	3,794.47	1,445.53	72.41
814-175-728-000	OFFICE SUPPLIES	1,070.64	1,500.00	0.00	199.33	1,300.67	13.29
814-175-814-001	WEBSITE	528.68	500.00	0.00	225.77	274.23	45.15
814-175-817-008	BOARD TRAININGS	0.00	3,000.00	0.00	0.00	3,000.00	0.00
814-175-818-000	CONTRACTUAL	9,625.00	0.00	0.00	0.00	0.00	0.00
814-175-946-001	OFFICE SPACE RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
814-175-960-000	PROFESSIONAL DEVELOPMENT	0.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 175 - DDA ADMINISTRATION		29,287.60	87,740.00	3,515.51	54,320.48	33,419.52	61.91
Dept 265 - CITY HALL							
814-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 265 - CITY HALL		0.00	2,500.00	0.00	0.00	2,500.00	0.00
Dept 822 - DDA OPERATIONS							
814-822-727-100	INTERNAL SRVC - LABOR & ADMIN	10,000.00	10,000.00	0.00	7,500.00	2,500.00	75.00
814-822-803-000	MEMBERSHIPS AND DUES	700.00	1,030.00	375.00	937.00	93.00	90.97
814-822-807-000	AUDIT SERVICES	1,532.12	1,500.00	0.00	1,470.00	30.00	98.00
814-822-817-000	CONSULTANT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
814-822-818-205	SECRETARIAL SERVICES	2,100.00	2,000.00	150.00	1,675.00	325.00	83.75
814-822-824-000	LEGAL SERVICES	610.00	2,000.00	0.00	0.00	2,000.00	0.00
814-822-853-000	TELEPHONE	215.06	600.00	0.00	407.03	192.97	67.84
814-822-864-000	MEETINGS & CONFERENCES	56.90	0.00	0.00	0.00	0.00	0.00
814-822-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	367.00	1,500.00	0.00	25.00	1,475.00	1.67
814-822-866-000	SUBSCRIPTION SERVICES	198.88	300.00	0.00	0.00	300.00	0.00
Total Dept 822 - DDA OPERATIONS		15,779.96	33,930.00	525.00	12,014.03	21,915.97	35.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

Page: 2/3

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Fund 814 - DDA							
Expenditures							
Dept 824 - SPECIAL EVENTS							
814-824-817-004	DDA - EVENTS	0.00	14,700.00	200.00	517.08	14,182.92	3.52
814-824-817-009	MERRIMONTH	4,019.05	0.00	0.00	0.00	0.00	0.00
814-824-817-010	LADIES NIGHT OUT	3,869.86	0.00	0.00	0.00	0.00	0.00
814-824-817-011	DOWNTOWN SUMMER CONCERTS	1,000.00	0.00	0.00	0.00	0.00	0.00
814-824-817-012	ART BASH	33.64	0.00	0.00	0.00	0.00	0.00
814-824-817-013	STREET ART FEST	1,008.47	0.00	0.00	0.00	0.00	0.00
814-824-817-014	OAKLAND COUNTY IRISH FEST	75.45	0.00	0.00	0.00	0.00	0.00
814-824-817-015	HOLIDAY LIGHTS	25,550.96	25,100.00	0.00	25,001.44	98.56	99.61
814-824-817-017	HOLIDAY LIGHTS PARADE	500.00	0.00	0.00	0.00	0.00	0.00
Total Dept 824 - SPECIAL EVENTS		36,057.43	39,800.00	200.00	25,518.52	14,281.48	64.12
Dept 826 - MARKETING AND ADVERTISING							
814-826-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	0.00	1,500.00	0.00	0.00	1,500.00	0.00
814-826-901-000	ADVERTISING/MARKETING	19,038.87	50,000.00	6,176.13	35,577.95	14,422.05	71.16
814-826-901-001	MAP UPDATE & REPRINT	2,720.00	1,400.00	0.00	1,390.00	10.00	99.29
Total Dept 826 - MARKETING AND ADVERTISING		21,758.87	52,900.00	6,176.13	36,967.95	15,932.05	69.88
Dept 829 - STREETScape & DESIGN							
814-829-818-000	CONTRACTUAL SERVICES	11,337.26	0.00	0.00	80.00	(80.00)	100.00
814-829-818-200	FLOWER BASKET PROGRAM	29,521.67	32,000.00	14,274.17	32,410.85	(410.85)	101.28
814-829-818-201	PUBLIC ART/PLACEMAKING	8,000.00	25,500.00	0.00	11,416.67	14,083.33	44.77
814-829-818-206	DOWNTOWN PLAN	966.56	0.00	0.00	0.00	0.00	0.00
814-829-818-207	PEST CONTROL	420.00	500.00	40.00	360.00	140.00	72.00
814-829-974-001	FACADE GRANT INCENTIVE PROGRAM	6,033.00	25,000.00	2,500.00	12,408.00	12,592.00	49.63
Total Dept 829 - STREETScape & DESIGN		56,278.49	83,000.00	16,814.17	56,675.52	26,324.48	68.28
Dept 830 - BUSINESS DEVELOPMENT							
814-830-960-100	BUSINESS SUPPORT/TRAINING	120.00	0.00	0.00	0.00	0.00	0.00
Total Dept 830 - BUSINESS DEVELOPMENT		120.00	0.00	0.00	0.00	0.00	0.00
Dept 940 - PUBLIC IMPROVEMENT							
814-940-974-002	STREETScape IMPROVEMENTS	5,900.00	30,000.00	0.00	1,615.00	28,385.00	5.38
814-940-974-005	WAYFINDING	661.25	155,000.00	0.00	71,202.75	83,797.25	45.94
814-940-974-300	COMPLETE STREETS	1,700.00	0.00	0.00	0.00	0.00	0.00
Total Dept 940 - PUBLIC IMPROVEMENT		8,261.25	185,000.00	0.00	72,817.75	112,182.25	39.36
Dept 952 - ACTIVE EMPLOYEE BENEFITS							
814-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	200.00	1,000.00	100.00	1,000.00	0.00	100.00
814-952-716-500	HEALTH CARE COSTS - BC/BS	0.00	10,000.00	0.00	8,878.75	1,121.25	88.79
814-952-718-000	RETIREMENT-DB MERS	0.00	26,000.00	0.00	21,791.66	4,208.34	83.81
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		200.00	37,000.00	100.00	31,670.41	5,329.59	85.60

06/04/2021 10:30 AM
User: mpollock
DB: City Of Berkley

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

Page: 3/3

PERIOD ENDING 05/31/2021
% Fiscal Year Completed: 91.78
DDA REV AND EXP REPORT 5-31-2021

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 814 - DDA Expenditures							
TOTAL EXPENDITURES		167,743.60	521,870.00	27,330.81	289,984.66	231,885.34	55.57
Fund 814 - DDA:							
TOTAL REVENUES		333,592.78	373,366.00	(14,917.08)	340,114.24	33,251.76	91.09
TOTAL EXPENDITURES		167,743.60	521,870.00	27,330.81	289,984.66	231,885.34	55.57
NET OF REVENUES & EXPENDITURES		165,849.18	(148,504.00)	(42,247.89)	50,129.58	(198,633.58)	33.76
BEG. FUND BALANCE		159,541.33	325,390.51		325,390.51		
END FUND BALANCE		325,390.51	176,886.51		375,520.09		



Victoria Mitchell <vmitchell@berkleymich.net>

Special Event Application

Victoria Mitchell <vmitchell@berkleymich.net>
To: Victoria Mitchell <vmitchell@berkleymich.net>

Thu, Sep 16, 2021 at 4:04 PM

----- Forwarded message -----

From: **Derrick Schueller** <dschueller@berkleymich.net>
Date: Thu, Sep 16, 2021 at 3:37 PM
Subject: Re: Special Event Application
To: Victoria Mitchell <vmitchell@berkleymich.net>
Cc: Shawn Young <syoun@berkleymich.net>

Hi Victoria-

Public Works has reviewed the application for the proposed Bookley Monster Mash event and offers the following comments for your use and distribution to the applicant. This is the first year for the event and it is slated to occur on Saturday, October 30 on Dorothea just east of Coolidge from 9 AM to 8 PM.

1. Public Safety will need to produce a Traffic Control Order (TCO) for the road closure. Upon receipt of the TCO, DPW will program the event and traffic control tasks into the work calendar.
2. Insurance coverage is required and may need to specifically note the event name and date in the policy.
3. Volunteers should be stationed at the closure locations to maintain barricade placements (especially during the set-up and at the end of the event).
4. We recommend prior written notification be provided to all the businesses and residents in the immediate area.
5. Please note the cost to the City for DPW labor is estimated at \$400 for this event.

Thank you.

A RESOLUTION

of the Council of the City of Berkley, Michigan **Authorizing Participation in the 2021 OAKSTEM Tree Grant Program**

- WHEREAS,** Oakland County has established the OAKSTEM 2021 Oakland County Street Tree Enhancement Match Pilot Program (the "Program") for communities that are wholly or partly within the George W. Kuhn (GWK) Drainage District; and
- WHEREAS,** the Program seeks to assist GWK Communities by providing limited matching funds for street tree planting projects on public road rights of way (ROW) that are under their jurisdiction or on public road ROW directly adjacent to land publicly owned by the GWK Communities; and
- WHEREAS,** the City of Berkley, wishes to submit a 2021 OAKSTEM Program Application seeking matching reimbursement funds from the Program, in an estimated amount of \$13,155.00 on a 1/1 matching basis for reimbursement of new ROW tree purchase costs on various City streets which is located in the GWK Drainage District; and

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

That the Mayor and City Council hereby approves (i) the completion and submission of the 2021 OAKSTEM Application to seek funding through the Program; (ii) if the Application is approved by Oakland County, the Community's participation in the Program; and (iii) the appropriation and expenditure of funds necessary or appropriate to fund its obligations under the Program as set forth in the Application and the Cost Participation Agreement, and hereby authorizes Derrick Schueller, Director of Public Works, to sign the Application and all Agreements and take any other action necessary or appropriate on the Community's behalf to participate in the Program and certifies that the Community will comply with the Program's requirements, including submittal of a final report and other documentation as required by the County, as a condition to receiving reimbursement in accordance with the Program.

Introduced and Passed at a Regular City Council Meeting on Monday, September 20, 2021.

Daniel J. Terbrack, Mayor

Attest:

Victoria Mitchell, City Clerk

I, Victoria Mitchell, being duly appointed City Clerk of the City of Berkley, hereby certify that this is a true and correct copy of Resolution **No. R-30-21**, which was approved by the Berkley City Council at its regular meeting held on Monday, September 20, 2021.

Victoria Mitchell, City Clerk

Transmittal Memo

To: Matthew Baumgarten, City Manager (via email)

From: Derrick Schueller, DPW Director 

Date: September 13, 2021

Subject: 2021 Oakland County Street Tree Enhancement Match Grant Program (OAKSTEM)
Resolution for September 20, 2021 City Council Meeting

In 2021 Oakland County created the Street Tree Enhancement Match Pilot Program (OAKSTEM) to encourage communities that make up the George W. Kuhn (GWK) Drainage District to either begin, continue or expand their public street tree planting program. The purpose of the program is to increase the tree canopy within the district. Trees help soak up storm water and slow the rate of water moving across the ground surface which ultimately improves water quality and increases green infrastructure.

Berkley is slated to receive a matching grant of \$13,155 based on road miles and impervious surface. These matching funds will be utilized in the Fall Tree Planting Program which has been expanded in 2021.

As part of our participation in the 2021 OAKSTEM Program, we are required to provide the attached resolution to the County. Among other things, this resolution authorizes DPW staff to sign associated agreements and submit required documentation.

Feel free to call with any questions or concerns. Thank you.

Attachment
DLS

J:\Oakland County\OAKSTEM\2021\Council\Cover Memo 2021 OAKSTEM Resolution 9-13-21.doc

September 20, 2021 City Council Meeting


Moved by Councilmember _____ and seconded by Councilmember _____ to approve the purchase of a 2022 Tandem Axle Dump Truck with Bodies at a total cost of \$255,142 from Wolverine Freightliner and Truck & Trailer Specialties, Inc. utilizing the MITN Cooperative Bid Contract.

Ayes:

Nays:

Motion:

Transmittal Memo

To: Matthew Baumgarten, City Manager
Cc: Mark Pollock, Finance Director
From: Derrick Schueller, DPW Director 
Date: September 15, 2021
Subject: Recommendation for Award-2022 Tandem Axle Dump Truck & Hooklift
MITN-Wolverine Freightliner/Truck & Trailer Specialties, Inc.



As part of the FY 2021-2022 budget process, funds were allocated for the purchase of a new tandem axle dump truck and hooklift. This vehicle will be utilized for winter maintenance activities (salting/plowing) as well as transporting bulk materials. The new unit will replace a 2000 Chevrolet dump truck (#39).

We propose to utilize the existing MITN cooperative bid for this purchase. A few years ago, eight communities joined forces to develop a comprehensive request for proposals (RFP), via MITN, for dump trucks and related snow equipment. Submittals were reviewed by the eight communities with the City of Rochester Hills acting as the lead agency. The focus was to select vendors that offered the best value with consideration for quality, workmanship, costs, training and capacity to meet demand. Ultimately, Wolverine Freightliner (Mt. Clemens, Michigan) was selected for the chassis and Truck & Trailer Specialties (Howell, Michigan) for the dump bodies and snow-fighting equipment. To date over 200 trucks have been purchased by more than 35 road agencies in southeast Michigan using this multi-year cooperative bid.

DPW staff has reviewed the multiple options available via MITN and selected a Freightliner tandem axle chassis, SwapLoader hooklift hoist, Monroe underbody scraper and wing plow and Monroe anti-ice tank (please see attached for details).

The dump truck comes with a minimum one year warranty for parts and labor (no deductible). In addition, the Cummins engine has a five year/100,000 miles extended factory warranty and the Allison transmission has a 5 year/unlimited miles extended factory warranty.

We recommend moving forward with the 2022 dump truck and hooklift purchase from Wolverine Freightliner and Truck & Trailer Specialties, Inc. in an amount not to exceed \$255,142 utilizing the MITN Cooperative Bid Contract.

The unit was programmed in the 2021-2022 Capital Equipment Replacement Plan. Funds are allocated in the 2021-2022 Fiscal Budget under account number 101-441-985-000 (Vehicles-\$350,000).

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

Attachments DLS

J:\Vehicles and Equipment\Dump Trucks, Plows, Tanks, & Spreaders\2021\Tandem Dump Hook\Council\Recommendation for Award 2022 SwapLoader Dump 9-15-21.doc



107 S. Groesbeck • Mt Clemens, MI 48043 • (586) 783-2444 FAX (586) 469-8054

9/07/2021

City of Berkley
RE: RH Co-Op Chassis Pricing

Attn: Mr. Shawn Young

The following is Freightliner chassis pricing information per your request. Pricing and conditions are per the Rochester Hills Co-op RFP-RH-20-023 contract.

Tandem Axle 62,000 GVW

Chassis Model: 108SD

Base Chassis Price:	\$97,183
2022 Model Year.....	900 add
2023 Model Year	1,000 add
370 HP Cummins Upgrade	2,869 add
Block Heater.....	45 add
¼" inner frame reinforcement	600 add
Spare front and rear tire & wheel	1,382 add
Fender extenders	50 add
Safety Package	187 add
Power Windows/doors	219 add
Driver's seat 3 chamber upgrade	134 add
6 pack of switches:	208 add

TOTAL: **\$104,777.each**

Alexander Lenane
Sales Representative
Wolverine Truck Group

Prepared for:
Shawn Young
ROCH HILLS COOP BERKLEY
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3338 Coolidge Hwy
Berkley, MI 48072
Phone: 248-658-3490

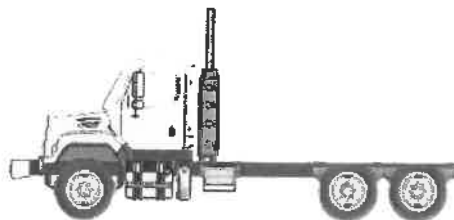
Prepared by:
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A proposal for
CITY OF BERKLEY

Prepared by
WOLVERINE FREIGHTLINER EASTSIDE INC
ALEX LENANE

Sep 08, 2021

Freightliner 108SD



Components shown may not reflect all spec'd options and are not to scale

Prepared for:
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S P E C I F I C A T I O N P R O P O S A L

Data Code	Description
Price Level	
PRL-26D	SD PRL-26D (EFF:7/26/21)
Data Version	
DRL-014	SPECPRO21 DATA RELEASE VER 014
Interior Convenience/Driver Retention Package	
055-002	INTERIOR CONVENIENCE PACKAGE
Vehicle Configuration	
001-176	108SD CONVENTIONAL CHASSIS
004-223	2023 MODEL YEAR SPECIFIED
002-004	SET BACK AXLE - TRUCK
019-002	STRAIGHT TRUCK PROVISION
003-001	LH PRIMARY STEERING LOCATION
General Service	
AA1-002	TRUCK CONFIGURATION
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)
A85-001	REFUSE SERVICE
A84-1GM	GOVERNMENT BUSINESS SEGMENT
AA4-010	DIRT/SAND/ROCK COMMODITY
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS
AB1-008	MAXIMUM 8% EXPECTED GRADE
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE
995-1A0	FREIGHTLINER SD VOCATIONAL WARRANTY
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 18000.0 lbs
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 44000.0 lbs



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Data Code	Description
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 62000.0 lbs
Truck Service	
AA3-010	ROLL OFF/ROLL ON BODY
A89-99D	BRAKING-EXPECTED CAB TO BODY CLEARANCE : 23.0 in
AF3-2A8	TRUCK AND TRAILER SPECIALTIES INC.
Engine	
101-3BU	CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM
Electronic Parameters	
79A-070	70 MPH ROAD SPEED LIMIT
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT
79K-007	PTO MODE ENGINE RPM LIMIT - 1100 RPM
79P-002	PTO RPM WITH CRUISE SET SWITCH - 700 RPM
79Q-003	PTO RPM WITH CRUISE RESUME SWITCH - 800 RPM
79S-001	PTO MODE CANCEL VEHICLE SPEED - 5 MPH
79U-007	PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND
80G-002	PTO MINIMUM RPM - 700
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH
Engine Equipment	
99C-021	2016 ONBOARD DIAGNOSTICS/2010 EPA/CARB/GHG21 CONFIGURATION
99D-010	NO 2008 CARB EMISSION CERTIFICATION
13E-001	STANDARD OIL PAN
105-015	OIL FILL AND DIPSTICK LOCATED FOR ENHANCED SERVICEABILITY
014-099	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE
292-206	(3) DTNA GENUINE, FLOODED STARTING, MIN 2850CCA, 525RC, THREADED STUD BATTERIES
290-017	BATTERY BOX FRAME MOUNTED
281-001	STANDARD BATTERY JUMPERS

Prepared for:
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Data Code	Description
282-003	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE BACK OF CAB
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN MAX ALLOWABLE BATTERY CABLE
289-011	NON-POLISHED BATTERY BOX COVER WITH 3/16 INCH TETHER ON FORWARD SIDE OF COVER/BOX
87P-001	CAB AUXILIARY POWER CABLE
293-058	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT
295-029	POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM
128-998	NO RETARDER/ENGINE BRAKE
016-1C0	RH OUTBOARD FRAME MOUNTED VERTICAL AFTERTREATMENT SYSTEM ASSEMBLY WITH TOPSTACK
28F-002	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH
239-020	10 FOOT 00 INCH (120 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT
237-1CU	RH CURVED TOPSTACK
23U-001	6 GALLON DIESEL EXHAUST FLUID TANK
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL
23Y-002	DIESEL EXHAUST FLUID PUMP MOUNTED AFT OF DIESEL EXHAUST FLUID TANK
43X-003	LH FORWARD FACE OF DIESEL EXHAUST FLUID TANK 24 TO 28 INCHES BACK OF CAB
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP
242-001	STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD
273-018	HORTON DRIVEMASTER ADVANTAGE ON/OFF FAN DRIVE
276-002	AUTOMATIC FAN CONTROL WITH DASH SWITCH AND INDICATOR LIGHT, NON ENGINE MOUNTED

Prepared for:
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Data Code	Description
110-003	CUMMINS SPIN ON FUEL FILTER
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER
120-009	FLEETGUARD PLAIN COOLANT FILTER
266-104	1115 SQUARE INCH ALUMINUM RADIATOR
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES
270-016	RADIATOR DRAIN VALVE
360-016	1310 ADAPTER FLANGE FOR FRONT PTO PROVISION
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER
140-053	BLACK PLASTIC ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR
132-004	ELECTRIC GRID AIR INTAKE WARMER
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH

Transmission

342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION
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Transmission Equipment

343-312	ALLISON VOCATIONAL PACKAGE 142 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODEL RDS
84B-012	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE



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Data Code	Description
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES
353-067	VEHICLE INTERFACE WIRING CONNECTOR WITH PDM AND BLUNT CUTS, AT BACK OF CAB
34C-010	ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR, BLUNT CUT, MOUNTED BETWEEN DRIVER AND PASSENGER SEATS
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN
345-003	PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)

Front Axle and Equipment

400-1AB	MFS-18-133A 18,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE
402-030	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES
403-002	NON-ASBESTOS FRONT BRAKE LINING
419-023	CONMET CAST IRON FRONT BRAKE DRUMS
427-001	FRONT BRAKE DUST SHIELDS
409-006	FRONT OIL SEALS
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES
405-003	HALDEX AUTOMATIC FRONT SLACK ADJUSTERS
406-001	STANDARD KING PIN BUSHINGS
536-012	TRW TAS-85 POWER STEERING
539-003	POWER STEERING PUMP

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Data Code	Description
534-015	2 QUART SEE THROUGH POWER STEERING RESERVOIR
533-001	OIL/AIR POWER STEERING COOLER
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE

Front Suspension

620-005	18,000# FLAT LEAF FRONT SUSPENSION
619-004	GRAPHITE BRONZE BUSHINGS WITH SEALS - FRONT SUSPENSION
62G-998	NO FRONT SUSPENSION OPTIONS
410-001	FRONT SHOCK ABSORBERS

Rear Axle and Equipment

420-111	RT-46-160P 46,000# R-SERIES TANDEM REAR AXLE
421-563	5.63 REAR AXLE RATIO
424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING
386-074	MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES
388-073	MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES
452-006	DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES
878-023	(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE
87A-001	BLINKING LAMP WITH EACH INTERAXLE LOCK SWITCH, INTERAXLE UNLOCK DEFAULT WITH IGNITION OFF
87B-004	BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <5 MPH
423-020	MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES
433-002	NON-ASBESTOS REAR BRAKE LINING
434-003	STANDARD BRAKE CHAMBER LOCATION
451-023	CONMET CAST IRON REAR BRAKE DRUMS
426-002	REAR BRAKE DUST SHIELDS
440-006	REAR OIL SEALS
426-1B3	BENDIX EVERSURE LONGSTROKE 2-DRIVE AXLES SPRING PARKING CHAMBERS

Prepared for:
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Data Code	Description
428-003	HALDEX AUTOMATIC REAR SLACK ADJUSTERS
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE
42T-001	STANDARD REAR AXLE BREATHER(S)
Rear Suspension	
622-1H2	HENDRICKSON PRIMAAX EX 46,000# REAR AIR SUSPENSION
621-125	HENDRICKSON PRIMAAX 10.00" RIDE HEIGHT
431-003	AXLE CLAMPING GROUP
624-011	52 INCH AXLE SPACING
910-004	DUAL AIR REAR SUSPENSION LEVELING VALVES
623-002	TRANSVERSE CONTROL RODS
439-005	REAR SHOCK ABSORBERS - TWO AXLES (TANDEM) (AIR RIDE SUSPENSION)
Brake System	
490-100	WABCO 4S/4M ABS
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES
904-001	FIBER BRAID PARKING BRAKE HOSE
412-001	STANDARD BRAKE SYSTEM VALVES
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM
413-002	STD U.S. FRONT BRAKE VALVE
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE
480-088	WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER
479-015	AIR DRYER FRAME MOUNTED
460-1AE	STEEL AIR TANKS MOUNTED FOR MAX GROUND CLEARANCE, (BELLY PLOW - AA3-073)
477-004	PULL CABLES ON ALL AIR RESERVOIR(S)
Trailer Connections	
298-027	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR COMBINATION STOP/TURN, CENTER PIN POWERED THROUGH IGNITION WITH STOP SIGNAL PREWIRE PACKAGE
297-001	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME
335-004	UPGRADED CHASSIS MULTIPLEXING UNIT

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Data Code	Description
Wheelbase & Frame	
545-517	5175MM (204 INCH) WHEELBASE
546-102	7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
547-001	1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT
548-803	BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW FLOW
552-030	1600MM (63 INCH) REAR FRAME OVERHANG
55W-006	FRAME OVERHANG RANGE: 61 INCH TO 70 INCH
549-002	24 INCH INTEGRAL FRONT FRAME EXTENSION
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 138.19 in
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 115.19 in
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 331.89 in
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 53.18 in
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 203.74 in
AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE : 156.45 in
553-001	SQUARE END OF FRAME
587-003	REAR TOW HOOKS
550-001	FRONT CLOSING CROSSMEMBER
559-003	LIGHTWEIGHT HEAVY DUTY ALUMINUM ENGINE CROSSMEMBER
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)
572-001	STANDARD REARMOST CROSSMEMBER
565-002	HEAVY DUTY SUSPENSION CROSSMEMBER
Chassis Equipment	
556-997	OMIT FRONT BUMPER, CUSTOMER INSTALLED SPECIAL BUMPER, DOES NOT COMPLY WITH FMCSR 393.203
558-001	FRONT TOW HOOKS - FRAME MOUNTED
551-002	HUCK-SPIN ROUND COLLAR CHASSIS FASTENERS
Fuel Tanks	

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Data Code	Description
204-192	50 GALLON/189 LITER RECTANGULAR ALUMINUM FUEL TANK - LH
218-005	RECTANGULAR FUEL TANK(S)
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS
212-007	FUEL TANK(S) FORWARD
664-001	PLAIN STEP FINISH
205-001	FUEL TANK CAP(S)
122-1J1	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR, HAND PRIMER AND 12 VOLT PREHEATER*
216-020	EQUIFLO INBOARD FUEL SYSTEM
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE
Tires	
093-1RJ	MICHELIN X WORKS Z 315/80R22.5 20 PLY RADIAL FRONT TIRES
084-1UY	MICHELIN X MULTI D 11R22.5 16 PLY RADIAL REAR TIRES
510-1RJ	MICHELIN X WORKS Z 315/80R22.5 20 PLY RADIAL SPARE TIRE
508-1UY	MICHELIN X MULTI D 11R22.5 16 PLY RADIAL ADDITIONAL SPARE TIRE
Hubs	
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS
Wheels	
502-579	MAXION WHEELS 10041 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS
505-545	MAXION WHEELS 90260 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS
511-579	MAXION WHEELS 10041 22.5X9.00 10-HUB PILOT 5-HAND STEEL DISC SPARE WHEEL
51A-545	MAXION WHEELS 90541 22.5X8.25 10-HUB PILOT 6.20 INSET 2-HAND STEEL DISC ADDITIONAL SPARE WHEEL
496-011	FRONT WHEEL MOUNTING NUTS
497-011	REAR WHEEL MOUNTING NUTS

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Data Code	Description
495-998	NO PUSHER/TAG WHEEL MOUNTING NUTS
Cab Exterior	
829-1A5	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
650-008	AIR CAB MOUNTING
648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE
667-004	FRONT FENDERS SET-BACK AXLE
754-017	BOLT-ON MOLDED FLEXIBLE FENDER EXTENSIONS
678-001	LH AND RH GRAB HANDLES
645-002	BRIGHT FINISH RADIATOR SHELL/HOOD BEZEL
646-042	STATIONARY BLACK GRILLE WITH BRIGHT ACCENTS
65X-003	CHROME HOOD MOUNTED AIR INTAKE GRILLE
644-006	FIBERGLASS HOOD WITH ACCESS HATCHES
690-002	TUNNEL/FIREWALL LINER
727-066	DUAL 26 INCH RECTANGULAR POLISHED ALUMINUM AIR HORNS ROOF MOUNTED
726-001	SINGLE ELECTRIC HORN
728-002	DUAL HORN SHIELDS
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME
78G-004	KEY QUANTITY OF 4
575-001	REAR LICENSE PLATE MOUNT END OF FRAME
312-067	HALOGEN COMPOSITE HEADLAMPS WITH BRIGHT BEZELS
302-074	SMALL LED AERODYNAMIC MARKER LIGHTS WITH OUTER (2) WIRED TO BATTERY DISCONNECT SWITCH
294-1AY	INTEGRAL LED STOP/TAIL/BACKUP LIGHTS
300-015	STANDARD FRONT TURN SIGNAL LAMPS
744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE
797-001	DOOR MOUNTED MIRRORS
796-001	102 INCH EQUIPMENT WIDTH
743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS
729-001	STANDARD SIDE/REAR REFLECTORS

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Data Code	Description
768-043	63X14 INCH TINTED REAR WINDOW
661-004	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS
654-027	RH AND LH ELECTRIC POWERED WINDOWS, PASSENGER SWITCHES ON DOOR(S)
663-029	1-PIECE BONDED HEATED WIPER PARK SOLAR GREEN GLASS WINDSHIELD
659-007	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR

Cab Interior

707-1AK	OPAL GRAY VINYL INTERIOR
706-026	MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR
708-026	MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR
772-006	BLACK MATS WITH SINGLE INSULATION
785-004	DASH MOUNTED ASH TRAY(S) WITHOUT LIGHTER
691-014	FORWARD ROOF MOUNTED CONSOLE WITH UPPER STORAGE COMPARTMENTS AND ADDITIONAL CENTER COMPARTMENT WITHOUT NETTING
696-012	CENTER STORAGE CONSOLE MOUNTED ON BACKWALL
742-007	(2) CUP HOLDERS LH AND RH DASH
680-007	GRAY/CHARCOAL WING DASH
860-004	SMART SWITCH EXPANSION MODULE
700-002	HEATER, DEFROSTER AND AIR CONDITIONER
701-001	STANDARD HVAC DUCTING
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH
170-019	STANDARD HEATER PLUMBING WITH BALL SHUTOFF VALVES
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR
702-002	BINARY CONTROL, R-134A
739-034	PREMIUM INSULATION
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES

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Data Code	Description
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM
324-011	DOMED DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF
655-005	LH AND RH ELECTRIC DOOR LOCKS
284-101	(1) 12V POWER SUPPLY (1) DUAL 2.1 AMP USB CHARGER IN DASH
756-339	PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK
760-1DC	BASIC HIGH BACK NON SUSPENSION PASSENGER SEAT
759-007	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS
758-014	BLACK CORDURA PLUS CLOTH DRIVER SEAT COVER
761-014	BLACK CORDURA PLUS CLOTH PASSENGER SEAT COVER
763-102	HIGH VISIBILITY ORANGE SEAT BELTS
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN
540-015	4-SPOKE 18 INCH (450MM) STEERING WHEEL
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS

Instruments & Controls

732-003	WOODGRAIN DRIVER INSTRUMENT PANEL
734-003	WOODGRAIN CENTER INSTRUMENT PANEL
87L-001	ENGINE REMOTE INTERFACE WITH PARK BRAKE INTERLOCK
870-001	BLACK GAUGE BEZELS
488-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM
840-002	2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS
149-017	ELECTRONIC CRUISE CONTROL WITH SWITCHES ON AUXILIARY GAUGE PANEL (B DASH PANEL)
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY



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Data Code	Description
811-042	ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH
844-001	2 INCH ELECTRIC FUEL GAUGE
148-072	ENGINE REMOTE INTERFACE WITH MULTIPLE SET SPEEDS
163-001	ENGINE REMOTE INTERFACE CONNECTOR AT BACK OF CAB
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE
864-005	TRANSMISSION OIL TEMPERATURE INDICATOR LIGHT
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE
679-998	NO OVERHEAD INSTRUMENT PANEL
746-137	AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH, USB AND AUXILIARY INPUTS, J1939
747-001	DASH MOUNTED RADIO
750-002	(2) RADIO SPEAKERS IN CAB
753-001	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER
817-008	STANDARD VEHICLE SPEED SENSOR WITH ADDITIONAL SIGNAL FOR CUSTOMER USE LOCATED BETWEEN DRIVER AND PASSENGER SEATS
812-001	ELECTRONIC 3000 RPM TACHOMETER
6TS-003	(2) TMC RP 1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND DASH B PANEL AND (1) LOCATED PASSENGER SIDE OF DASH
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP
329-091	(6) IGN CONTROLLED EXTRA SWITCHES WITH IND LIGHTS WIRED TO POWER DIST BOX WITH RELAYS PROVIDING 20 AMPS PER CIRCUIT TO JUNCTION BLOCK AND 1 CIRCUIT AT 30 AMPS
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY

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Data Code	Description
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY
304-039	MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH AND DUAL CONNECTORS AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LIGHTS, LOW BEAMS OFF WITH HIGH BEAMS
882-018	ONE VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR
299-013	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE
298-039	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS
Design	
065-000	PAINT: ONE SOLID COLOR
Color	
980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
96F-972	POWDER WHITE (N0006EA) SPARE WHEEL/RIM (PKWHT21, TKWHT21, W, TW)
963-003	STANDARD E COAT/UNDERCOATING
Certification / Compliance	
996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS
Raw Performance Data	
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 115.19 in
AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE : 156.45 in

Extended Warranty

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WAI-47H	CUM 2017 L9: HD1 MD DTY 5 YEARS / 100,000 MILES / 161,000 KM EXTENDED WARRANTY. FEX APPLIES
WAX-101	CUM 2017 L9: AT3 MD DTY 5 YEARS / 100,000 MILES / 161,000 KM AFTERTREATMENT. FEX APPLIES
WAK-251	ALLISON 3000 RDS SERIES TRANSMISSION EXTEND WARRANTY, 5 YEARS/UNLIMITED MILES FEX
WAG-011	TOWING: 2 YEARS/UNLIMITED MILES/KM EXTENDED TOWING COVERAGE \$550 CAP FEX APPLIES

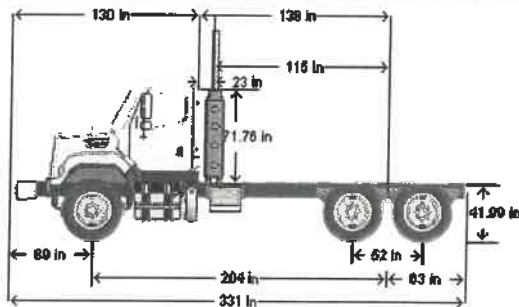
(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.



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DIMENSIONS



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS

Wheelbase (545)	5175MM (204 INCH) WHEELBASE
Rear Frame Overhang (552)	1600MM (63 INCH) REAR FRAME OVERHANG
Fifth Wheel (578)	NO FIFTH WHEEL
Mounting Location (577)	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in)	0
Maximum Rearward Position (in)	0
Amount of Slide Travel (in)	0
Slide Increment (in)	0
Desired Slide Position (in)	0.0
Cab Size (829)	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Sleeper (682)	NO SLEEPER BOX/SLEEPER CAB
Exhaust System (016)	RH OUTBOARD FRAME MOUNTED VERTICAL AFTERTREATMENT SYSTEM ASSEMBLY WITH TOPSTACK

TABLE SUMMARY - DIMENSIONS

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Dimensions	Inches
Bumper to Back of Cab (BBC)	130.1
Bumper to Centerline of Front Axle (BA)	88.6
Min. Cab to Body Clearance (CB)	23.0
Back of Cab to Centerline of Rear Axle(s) (CA)	138.2
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	115.2
Back of Cab Protrusions (Exhaust/Intake) (CP)	24.4
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	23.0
Back of Cab to End of Frame	201.2
Cab Height (CH)	71.8
Wheelbase (WB)	203.7
Frame Overhang (OH)	63.0
Overall Frame Length	331.9
Overall Length (OAL)	331.3
Rear Axle Spacing	52.0
Unladen Frame Height at Centerline of Rear Axle	42.0

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

TRUCK & TRAILER Specialties, Inc.

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September 2, 2021

City of Berkley
3238 Bacon Avenue, Berkley, MI 48072
Attn: Shawn Young, phone: (248) 658-3490
HQ0002727

Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

Install SwapLoader Hooklift hoist model #SL-412 including the following:
40,000 lbs. dumping & lifting capacity, gross weight evenly distributed in/on container/body
Hooklift shall be able to handle skid-mounted containers/bodies with lengths of 12-15'
Hooklift shall have a minimum of 60 degree dump angle
Skid-mounted containers/bodies shall be supported with a pair of 6 1/4" minimum diameter outside flanged rollers at the rear of the hoist, and be adjustable to accommodate bodies/containers with outside subframe rail widths of 40-1/2" or 41-5/8"
Hooklift operation:
The lift shall adjust weight distribution of the container/body horizontally on the chassis while remaining in the body locks and without lifting the container/body rails off the hoist frame
Hooklift has a dual rear pivot section incorporated into the hoist design to allow for both a true dump truck operation, with the container/body secured to the hooklift via body locks during the entire dump cycle, and increased mounting leverage at the beginning of the container lift cycle
Hooklift jib to reach rearward to the A-frame lifting bar by means of double articulating hinge points (dual rear pivot) incorporated into the hoist mechanism
All lift sections shall lock into a common rigid full-length frame to support the body/container when in a dump mode. This must be accomplished by mechanical operated latches, which lock the mast
It has a jib lockout valve to prevent jib operation while in dump mode
Hydraulic cylinders:
Dump/lift cylinders are double acting, twin cylinders, sized for the unit capacity with dual integral counterbalance valves. Dump/lift cylinders are 6" bore, 3" rod diameter and 56" stroke
Telescopic jib cylinder shall be double acting, single cylinder, sized for unit capacity with a single counterbalance valve. Jib cylinder to be a 4" bore, 2 1/2" rod diameter and 30" stroke
Hydraulic operating pressure will not to exceed 3600 PSI
Mainframe design:
The mainframe of the hoist is constructed of a "Z" rail configuration
The "Z" rail mainframe is a maximum of 10 1/2" in height and constructed of 1/4" thick A572 50 KSI steel
Hoist "Z" frame rails to include 6 (or 3 per side) 11-3/4" x 2-3/4" x 1/2" Nylatron wear pads for container/body support
Nylatron pad allows containers/bodies to slide back & forth horizontally on "Z" rail of the hoist with ease
Jib hook design:
Vertical Jib is constructed of a 9" x 9" x 1/2" wall square tube of A500 50 KSI steel
Jib hook height is adjustable to either 53-7/8" or 61-1/4" from the bottom of the container/body subframe rails to the bottom of the A-frame lift bar
Hooklift warranty:

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The complete mechanism, including hydraulics, will be factory warranted free of defects in material and workmanship for a period of forty-eight (48) months on parts, and twelve (12) months on labor from the date of installation

Install Central Hydraulic System with Air-Controlled Pneu-Logic Joystick including the following:

Rexroth front-mounted load-sensing piston pump = A10V100DFR/52L-PKC62N00

Pump is 100cc displacement

Front crossmember for pump mounting

Spicer 1310 driveline with companion flange for easy removal

Low-oil shutdown valve and override circuit

Install Rexroth 11m4-12 Load-Sense Hydraulic Valve including the following sections:

Air section for scraper up/down with load-sense limit

Air section for scraper swing

Air section for front plow

Air section for front plow angle

Air section for hoist up/down with load-sense limit

Air section for jib in/out

Air section for wing in/out

4 Way EPC section for dual augers and Garbage packer 15/24GPM

3 Way EPC section for spinner

3 Way EPC section for directional spinner

4 Way EPC asymmetrical section for pre-wet/anti-ice

Stainless steel pipe for spreader circuits plumbed to the rear of the chassis

All necessary hoses and fittings

Stainless steel hydraulic couplers for spreader circuit disconnect and plow reverse circuit

All plumbing components, electrical components and mounting brackets needed for garbage compactor to match up to last you we built. Truck to be programmed at the dealer for Ground actuated idle up(1200rpm)

Will need packer onsite so test fitting and electrical at the time of build

Install Rexroth CS550 Electric Spreader Controller including the following:

Touch screen monitor

Closed-loop operation for spreader, spinner, pre-wet and anti-ice operations

Programmable blast and pause wired to Pneu-Logic button controls

Data download and programming is with a thumb drive

WiFi & GPS antennas and necessary attachments to integrate with CS550 controller

Training is included

Install RoadWatch Temperature Sensor with all necessary wiring to integrate into the CS550 controller and including a mirror mounting bracket, driver's side

Install Truck & Trailer Specialties Pneu-Logic single air joystick controller including the following:

Single air-operated 8-button joystick controller for:

Scraper, Front Plow, Wing Plow, Hoist/Jib, Pause, Blast, Spinner Left & Spinner Right

Pause & Blast buttons on joystick wired into the CS550 controller

Armrest console with base mount

Function switches located in the armrest console

Color-coded air lines to valve

Heads-up Display on dash to display function buttons, body up, tailgate open, low oil & pump shutdown

Safety lockout programmed to disable hoist/jib when v-box is mounted

Install Monroe Combination Hydraulic Oil/Valve Enclosure including the following:

Type 201 stainless steel construction

40 gallon oil capacity

Mounted behind cab above frame with ship and car channel mounting brackets

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Tank mounted Zinga-type return filter
Suction strainer mounted in the tank
Ball valve shut-off on hydraulic tank for case drain and suction ports
Low oil sensor mounted inside the tank
Tank is full of AW32 hydraulic oil
Solid-state float switch
Stainless steel step installed on the end of the tank

Install Monroe QCP Loop Plow-Portion Front Hitch including the following:

Channel front bumper with steps and tapered ends
Stirrup steps on both sides will be stainless steel gripstrut-type
Stainless steel open grating in area between bumper and hood on curbside-only
Stainless steel open grating over the pump area
Stainless steel chain box on driver's side between bumper and hood
Relocate front tow hooks, mounting on kicker legs
4" DA lift cylinder with Socatri rod
All necessary supports and braces

Install Monroe model MS4510 Underbody Scraper with 1' bolt-on extension including the following:

1" thick x 20" high moldboard
½" thick hanger board with grease manifold brackets installed
2-1/2" O.D. hinge shaft
Two heavy-duty shock absorbers
Bolt in trunnion caps for canisters; Outer arm remains bolt-on style
Two 3-1/2" x 10" actuating cylinders; Socatri rods
Cushion valve
1" solid circle with 5" center pin
Center pin is piloted into hanger board
Two 4" x 12" reversing cylinders; Socatri rods
Three hinge anchor points
Hydraulic pipes
20.5" x 7" poly hold-down blocks
Mounting hardware
Parts-installation manual
Hose kit and j-50 type relief valve
¾" solid hanger plates
Grease line kit with manifolds
Install protective stainless steel guards, both sides
Install 10' scraper with 1' bolt-on extension
Install serrated grating step on driver-side of scraper
Two (2) wrap-around customer-specified carbide curbguards, bolting to the 3rd hole:
Kennametal model number: KCWB-0592
Install Kennametal single insert carbide cutting edges for 11' scraper (2-4' & 1-3' sections)
Paint Orange bands at each end of moldboard

Install Monroe 7' Para-Glide Junior Wing for mounting on tandem axle chassis including the following:
Moldboard inboard shall be 27", outboard height to be 28"
Both inboard and outboard measurements include 8" cutting edge installed
Moldboard shall be 3/16" A36 steel
Moldboard includes a 4" x 4" x ¼" bottom angle
Top of moldboard shall be formed into a 2-3/4" x 1" channel for additional strength
Para-Glide style wing post mounted behind the scraper

TRUCK & TRAILER *Specialties, Inc.*

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Wing post shall be of a trailing link style with 12" of lift and designed to allow the moldboard to float up a minimum of 8-12" when in the plowing position

Junior wing includes a heel cylinder that lifts off the banjo plate

Single cushioned rear pusharm

Wing to have captive design, bolt-in updates with grease zerks for ease of maintenance

Moldboard is powder coated Orange

D-type rubber bumper stops

Safety chain at rear

5" x 7" rear cross tube for rear wing support

Sequencing valve with hoses and stainless steel couplers

Install a stainless steel light box on the wing moldboard, mounted vertically, with a SoundOff LED nForce (mo. ENFSLSRV12) amber/green flasher light pointed rearward and an LED marker light pointed forward

Install 5/8" x 8" x 84" reverse-curve steel cutting edge

Install two (2) cast iron, reverse-curved TTWS wing shoes

Install one (1) curved carbide curbguard (TTS part# 4191060)

Install LaserLine model GL3000PMC Wing Plow Guidance Laser including the following:

Green "ultra-bright" laser assembly enclosed in weatherproof housing

Heated front window lens to reduce or eliminate icing

Pneumatic air blast mechanism for lens, blasting every 5 seconds

Control switch installed in-cab for laser on/off and air blast on/off

Laser assembly installed on roof of cab

Install Custom Lighting & Electrical including the following:

Front plow lights with aluminum brackets mounted corresponding to new Monroe plow

OEM switches will be utilized for:

Front flashers, rear flashers, wing flashers, cab work lights, scraper lights & spreader lights

Pneu-Logic console switches (L-R) for:

Low oil override/pump shutdown, tarp, camera air, vibrator & air tailgate with safety cap

Solenoid controlled fuse box for accessory circuits

Two (2) SoundOff LED mPower (mo. EMPC2SMS4) amber/green flashers in chassis grille, separate switch

One (1) SoundOff Pinnacle (mo. EPL7PDPC) amber/green LED mini lightbar on cab roof riser with WP

Two (2) Maxxima 4" LED work lights mounted on top of stainless steel lightbars

Two (2) Maxxima 4" LED work lights mounted above the scraper

Two (2) Maxxima 4" LED work lights mounted on each side at stack & driver-side for area illumination

LED marker light kit

Ground wire for lights routed to firewall and connect to a protected independent ground point

Proximity switch for dump body-up light

Betts junction box mounted at the rear of the dump body

Backup alarm included

Couplers for attachments shall be located behind the cab

Electrical plug for attachment lighting located behind cab at the rear of chassis for attachment hook up

Granular feedback as well as pre-wet shall be included in a disconnect mounted behind cab

Air controls for air trip tailgate shall be located at the rear of the chassis just behind fenders

Tarp system controls wired to rear of chassis just behind fenders including a two-terminal electrical plug

Air-operated high-lift tailgate in-cab control for up/down

Install Frame-mounted (3) hole 6" oval stainless steel light bars at chassis rear including the following:

LED STT lights, LED back-up lights & SoundOff LED nForce (mo. ENFSLSRV12) amber/green flashers

Two (2) side-facing SoundOff LED mPower (mo. EMPC2SMS4) amber/green flashers, one on each side

Mounted aft of rear tires/fender both sides of chassis

Install Recordable Camera & Wash System by M. S. Foster & Associates Inc. including the following:

VOM719WP 7" LCD color monitor, built-in speaker and single/split or quadview modes

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Three (3) VCMS20B color cameras, one at rear for salt spread, one viewing driver-side, one viewing wing
One (1) VCMS12FRWD camera front-facing
CEC15L1, CEC25L1, CEC34L1 & CEC50L1 cables for monitor
VOSH6MNT LCD double-knuckle monitor mount
Three (3) MSF5000 stainless steel camera boxes with U pivot bracket mount
NEMA enclosure and washer fluid tubing
MSF1128-15.50A camera wash with banjo remote fill
MSF847003800030A additional nozzle kit
DVR41RX3CAM recordable DVR system featuring 8hr loop & 32GB card
1126810 RCA adapter harness
31000024 "Y" adapter
6' audio video cable
USB-type 3G and WiFi modem connector

Install Stainless Toolbox including the following:

One (1) Bawer (mo. TU822008), 24" wide x 18" deep x 18" high, frame-mounted on streetside
Polished stainless construction toolbox
Patented lockable T-handle and gas-shock door openers
Rubber gasket seal

Install ¾" Rear Hitch Plate including the following:

PH20 Pintle hook – 20-ton rated
D-rings for safety chains
No chassis OEM lights in plate
7-way RV flat-pin plug
Paint hitch as necessary

Install Electric Brake Controller

Install Driver's side 3-step egress to cab painted Black

Install Minimizer (mo. FKFR128) floor mat kit for Freightliner

Install ProTech Stainless Steel Fenders for tandem axle chassis including the following:

Fenders shall be constructed of polished stainless steel
Stainless steel mounting brackets at the front and at the rear
The fender kit shall include a mounting bracket between the drives that joins two single radius ¾ fenders so that when assembled the fenders are a double radius fender covering both front and rear drive tires
Flaps mounted at the rear of the fenders on rear axles

Install Conspicuity Tape at rear and available sides of attachments as necessary

Paint Front & Rear Hitch, Hoist and attaching hardware painted Black

Above chassis-installed equipment, non-stainless steel painted pricing: **\$132,580.00 ea.**

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

HJO001704

Base Attachment #1

Install Monroe Anti-Ice 525 gal. Tank System including the following:

525 gallon polyethylene leg style tank with tank hold-down hardware

30 three ring baffle balls

Three-lane, closed-loop, non-tiered plumbing kit

100 GPM centrifugal pump with hydraulic motor

Raven flow meter

Three-lane electric boom valves

Three-lane stainless steel wet boom with streamer nozzles; telescoping mount with winch

Plumb hydraulic circuit from the rear to the left front corner of the skid for hookup and disconnect just behind the cab

Wire boom valve circuit, flow meter circuit and lighting circuit from rear of skid to left front corner of the skid for hook up just behind the cab

Install Betts Dri-seal junction box for wire termination and pigtail outlets

Install Reelcraft Stainless Steel Hose Reel (mo. D83000 OLS-S, S601026-75 & 3-HS1005) with 75' x 1/2" hose including the following:

Additional 4-way bang-bang coil to valve stack so pump can operate independently from spreader system

Additional solenoid- and boom valve for hose reel

Install double-check in pump circuit

Install weatherproof switch at the rear near the hose reel so the unit can be turned on outside at the rear (This control circuit will allow the hose reel to be operated without the use of the controller. The system could be used for summer watering or could also be used for application of liquid de-icing materials to sidewalks in winter operations. Because it operates independently of the controller.)

Install Stainless Steel Light Boxes at the rear of the body including the following:

Install two-hole 6" oval stainless steel lightboxes, one each side for SoundOff LED nForce (mo. ENFSLSRV12) amber/green flashers & SoundOff STT lights

LED marker lights

Lights wired to a junction box with wiring extended to the left front corner for hook up with a plug

Install SwapLoader skid assembly

Front A-frame and longsills for body mounting, A-frame lift bar

Skid with rear heavy-duty roller drums, hot-dip galvanized steel construction

Base Attachment #1 installed pricing: \$17,785.00 ea.

Chassis requirements to be confirmed at time of order:

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900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

CT: 138"

Scraper ground clearance package

Vertical DPF and SCR behind the cab

Front of engine PTO

Front frame extension

Trailing wiring for electric brake controller

Stationary grille

6 analog dash switches

Plow light/headlight switch

Minimum full 1-year warranty on parts and labor on all equipment.

FOB: City of Berkley

Delivery: 360 days ARO

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

2219 Coolidge LLC

September 7, 2021

Berkley City Council
3338 Coolidge Highway
Berkley, MI. 48072

RE: Request for the Establishment of a Commercial Rehabilitation Certificate Located at 2219 Coolidge Highway, Berkley, Oakland County, Michigan for 2219 Coolidge LLC

Honorable City Council:

Please accept this letter to request a Commercial Rehabilitation Certificate (CRC) under Public Act 210 for the property located at 2219 Coolidge Highway, Berkley, Oakland County, Michigan (the "Property"), further described in Attachment A.

Company and Project Synopsis

2219 Coolidge LLC (the "Developer") is managed by Mr. Fred Blechman and Mr. Steve Friedman. With over 40 years of experience, they have established a proven management track record of successfully acquiring, redeveloping, and managing properties throughout Michigan. Collectively, they have successfully completed over 20 multi-family and mixed-use developments with the Detroit metropolitan region, and currently own and operate 24 residential developments, including Urbane Apartments Complex in the City of Berkley.

The requested CRC includes three (3) legal parcels totaling approximately 3.24 acres with a street address of 2219 Coolidge Highway, Berkley, Oakland County, Michigan. These parcels are located at 2219 Coolidge Highway on the western side of the Coolidge Highway corridor, bounded by Oxford Avenue to the north, residential to the west, and the Our Lady of La Sallette Church to the south. The property is occupied by a vacant 3-story school building of approximately 40,000 square feet.

Phase I of the proposed redevelopment includes the renovation of the three-story school building to accommodate 54 apartment units, offering seven (7) studio, forty (40) one-bedroom, and seven (7) two-bedroom layouts. The development also includes the construction of an underground stormwater detention system and parking accommodation for 109 spaces.

Phase II involves the construction of two, three-story buildings of 10,600 square feet each. Each building will feature a total of 12 apartments, 9 single bedroom units, and 3 two-bedroom units. In total, Phase II of the development will provide an additional 24 apartment units.

Acquisition Timeline

The Property was acquired by 2219 Coolidge LLC in August 2020.

Necessity for Tax Relief

Substantial investment is necessary to rehabilitate the existing building into a viable, long-term development. The rehabilitation project would not be possible without the receipt of a Commercial Rehabilitation Tax Abatement.

In order to secure financing and future tenants for the development, the operating costs of the proposed project must be kept as low as possible (including property taxes).

Job Creation and Investment

On a short-term basis, 200 temporary construction jobs will be created during the rehabilitation activities. On a long-term basis, the proposed redevelopment associated with the project will create approximately 12 full time equivalent (FTE) jobs directly by the developer. Total hard cost investment is estimated to be \$9,875,000 and total capital investment is estimated to be \$14,185,000

PA 210 Request

This application documents the request for a Commercial Rehabilitation Certificate. A 10-year abatement is being requested.

The proposed project is considered a "Qualified Facility" as defined by Public Act 210, as amended because it consists of a building that is considered commercial property that is 15 years old or older and vacant property which, within the immediately preceding 15 years, was commercial property as defined in Section 2, subdivision (a).

Economic Advantages of the Rehabilitation

The approval of the Certificate will not result in any fewer taxes to the City in the short-term or long-term. The project will fill a need for additional apartment spaces within the City of Berkley. The proposed redevelopment will attract new Berkley residents to an area that is a short distance from an established downtown area. As a result, it is anticipated that the rehabilitation of this property will increase day and nighttime foot traffic, which will support local merchants, restaurants, and small business.

On a long-term basis, following expiration of the abatement the building will deliver a significant increase in tax revenue. After the PA 210 tax abatement has expired, the project will have a significant impact on the generation of new property taxes.

All taxes associated with the property are current as of the submission of this request.

A Brownfield Plan under Public Act 381 with an estimated value of \$718,623 was also approved in January 2021.

Closing

2219 Coolidge LLC strives to create interesting, unique properties that attract tenants that enjoy living in cities that have created vibrant dining and shopping areas in their downtown. 2219 Coolidge LLC is looking forward to pursuing this redevelopment and continue investing in the City of Berkley.

Respectfully submitted,



Fred Blechman
2219 Coolidge LLC

***Request for Establishment of a Commercial Rehabilitation Certificate at
2219 Coolidge Highway, Berkley, Michigan 48072***

(248) 668-9446
fred.blechman@outlook.com

Submitted with Assistance from:
Ryan Higuchi
PM Environmental, Inc.
(248) 414-1432
higuchi@pmenv.com

Attachments:

Attachment A: Detailed Project Description
Attachment B: Parcel Map

cc: E. Schlutow, City of Berkley
M. Baumgarten, City of Berkley

Attachment A



General Description

The requested Commercial Rehabilitation Certificate (CRC) includes the property located at 2219 Coolidge Highway, on the western side of the Coolidge Highway corridor and is bounded by Oxford Avenue to the north, residential to the west, and the Our Lady of La Sallette Church to the south. The requested CRC includes three (3) legal parcels totaling approximately 3.24 acres with a street address of 2219 Coolidge Highway, Berkley, Oakland County, Michigan. The property is occupied by a vacant 3-story school building of approximately 40,000 square feet, and the building's associated parking lot. A portion of the current school building was originally constructed between 1940 and 1949 and was later expanded between 1952 and 1956. The property was historically occupied by an elementary school until closing in 2013. The building has been vacant since and has started to deteriorate due to the lack of maintenance.

The redesign of the building incorporates essential considerations specific to modern urban living. Particular attention will be given to the preservation of the historic nature of the property when economically feasible by ensuring that any damaged decorative details will be replaced with material consistent with the current profile, finish and color. The project will attract new Berkley residents to an area that is a short distance from an established downtown area. As a result, it is anticipated that the rehabilitation of this property will increase day and nighttime foot traffic, which will support local merchants, restaurants, and small business.



Description of Proposed Use

Phase I of the proposed redevelopment includes the renovation of a three-story school building to accommodate 54 apartment units, offering studio (7), one-bedroom (40), and two-bedroom (7) layouts. The redesign of the building incorporates essential considerations specific to modern urban living. Particular attention will be given to the preservation of the historic nature of the property when economically feasible by ensuring that any damaged decorative details will be replaced with material consistent with the current profile, finish and color. The development also includes the construction of an underground stormwater detention system and parking accommodation for 109 spaces.

Phase II involves the construction of two, three-story buildings of 10,600 square feet each. Each building will feature a total of 12 apartments, 9 single bedroom units, and 3 two-bedroom units. In total, Phase II of the development will provide an additional 24 apartment units.

Nature and Extent of the Rehabilitation

2219 Coolidge LLC is requesting a Commercial Rehabilitation Exemption Certificate for a 10-year period under the provisions of a Public Act 210 Commercial Rehabilitation tax abatement. Funding for the complete rehabilitation is sourced from owner equity and permanent financing, with an estimated hard cost estimate of \$9,875,000 and an estimated total project investment of \$14,815,000

Demolition of the outdated interior layout will occur along with electrical, plumbing and mechanical/HVAC upgrades, new energy efficient windows and doors, kitchen and bathroom cabinetry, appliances, and fixtures, and also includes the exterior repair or replacement of the deteriorated and/or damaged plaster, masonry, brick and stone and streetscape improvements.

Descriptive List of the Fixed Building Equipment

Renovations, new fixed building equipment and materials for the project include:

- Masonry; restoration activities associated with the existing building
- Carpentry; including framing, kitchen cabinetry, vanities, trim work
- Thermal and Moisture Protection; roofing system, caulking and sealing, waterproofing
- Doors and Windows; curtain wall and exterior doors, interior doors/frames/hardware
- Mechanical; plumbing and HVAC
- Electrical; electrical work, security system, and communications
- Fire alarm/suppression system
- Finishes; drywall and steel studs/insulation, hard tile, hardwood/LVT flooring, painting
- Specialties; fire extinguishers, toilet accessories, and appliances.

Time Schedule

Activities commenced for Phase I of the project in July 2021. Phase II of the project is estimated to begin in May 2022. Both phases of the project are anticipated to be completed by summer of 2023.

Statement of Economic Advantages

The proposed development will fill a need for additional apartment spaces within the City of Berkley. The proposed redevelopment will attract new Berkley residents to an area that is a short distance from an established downtown area. As a result, it is anticipated that the rehabilitation of this property will increase day and nighttime foot traffic, which will support local merchants, restaurants, and small business.

According to Apartments.com, there are six apartment complexes located within a mile of the project location, with three located in the City of Berkley and three located in the neighboring City of Royal Oak. At present, none of these apartment complexes have availability for new residents. Furthermore, discussions between the development team and Beaumont Hospital of Royal Oak (located approximately one and half miles north of the project location) have indicated a need for additional apartment housing options. Several medical professionals that are in the process of completing their residencies have expressed a desire to relocate to apartments that are closer to the hospital to reduce commute times, as well as being located near a downtown area.

The granting of the tax abatement will not result in any fewer taxes to the City in the short-term or long-term. All City taxes are current as of the date of this submittal. Upon successful redevelopment, the project will generate increased property and income taxes.

On a short-term basis approximately 200 full-time equivalent (FTE) construction jobs will be created. On a long-term basis, the proposed development will create approximately 12 FTE jobs related to janitorial, building and grounds maintenance, and lease management.

Following expiration of the abatement the project will deliver a significant increase in tax revenue. After the PA 210 tax abatement has expired, the project will have a significant impact on the generation of new property taxes. Over time, the successful redevelopment and cultural growth will have a catalyst effect within this neighborhood.

Legal Descriptions

Parcel ID: 25-18-431-030

T1N, R11E, SEC 18 DENLER ACRES PART OF LOTS 53 & 54 DESC AS BEG AT PT DIST S 89-43-00 W 311.79 FT FROM PT OF INTERSECTION OF N LINE OF SD LOT 15 & W ROW LINE OF COOLIDGE HWY, TH S 01-29-20 E 265.71 FT, TH S 88-36-50 W 147.10 FT, TH N 01-25-00 W 268.53 FT, TH N 89-43-00 E 146. FT TO BEG 5-13-20-FR 015, 016 & 021

Parcel ID: 25-18-431-031

T1N, R11E, SEC 18 DENLER ACRES LOT52 ALSO PART OF LOTS 53, 64 & 65 ALL SEC AS BEG AT PT DIST S 89-43-00 W 190.96 FT FROM PT OF INTERSECTION OF N LINE OF SD LOT 15 & W ROW LINE OF COOLIDGE HWY, THE S 01-25-00 E 276.62 FT, TH S 89-49-43 W 83.52 FT, TH N 01-28-06 W 11.47 FT, TH S 88-36-50 W 36.96 FT, TH N 01-29-20 W 265.71 FT, TH N 89-43-00 E 120.83 FT TO BEG 5-13-20 FR 016, 017 & 021

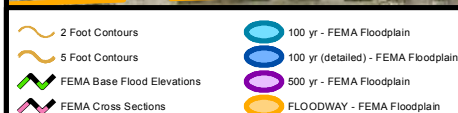
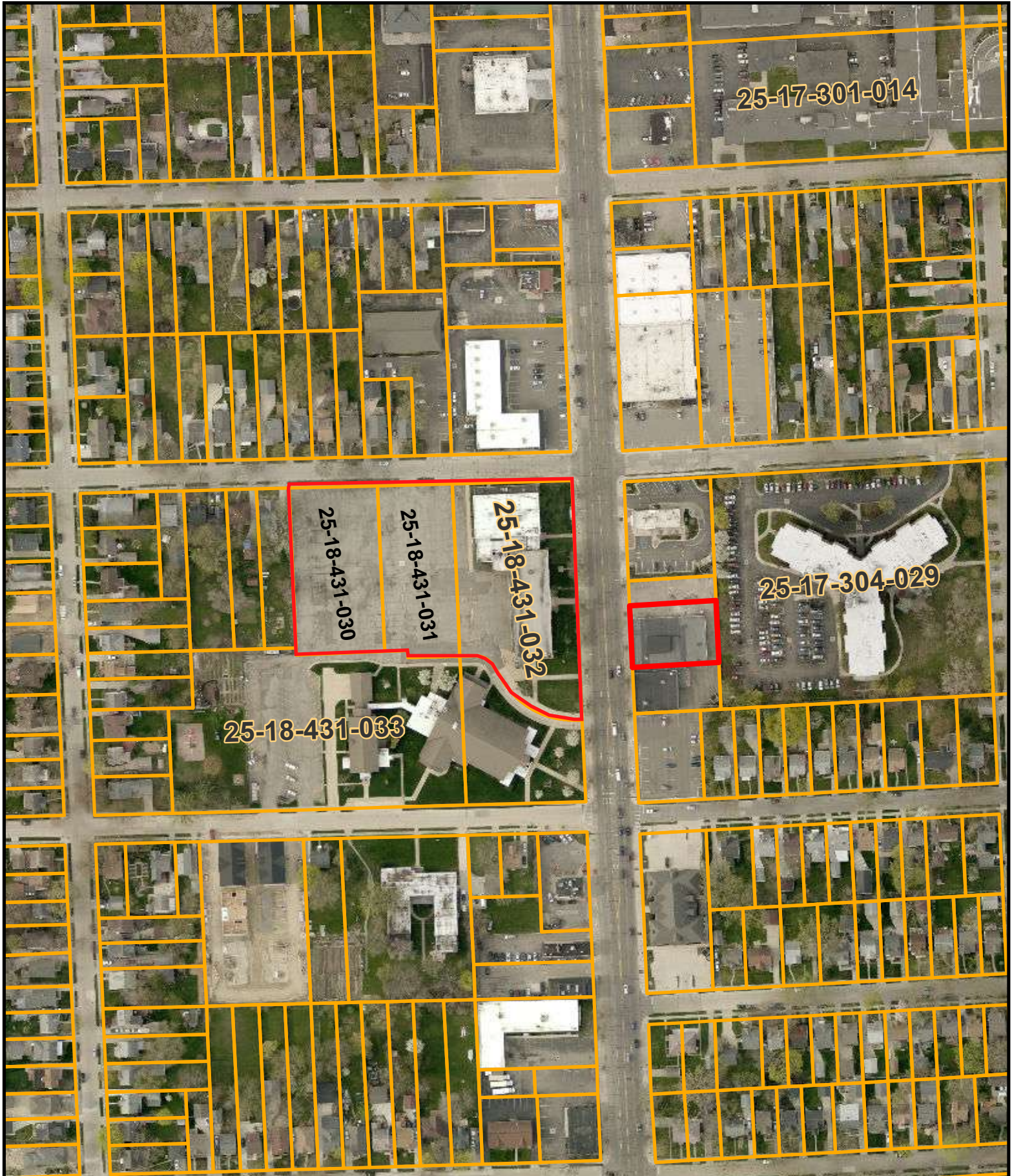
Parcel ID: 25-18-431-032

T5N, R11E, SEC 18 DENLER ACRES PART OF LOTS 12 & 13, ALSO ALL OF LOTS 14 & 15 ALL DESC AS BEG AT PT OF INTERSECTION OF N LINE OF SD LOT 15 & N ROW LINE OF COOLIDGE HWY, TH S 01-21-56 E 206.32 FT, TH N 89-43-00 E 0.01 FT, TH S 01-21-56 E 106.16 FT, TH N 89-43-00 E 0.01 FT, TH S 01-21-56-E 75.06 FT, TH N 87-07-01 W 21.13 FT, TH ALG CURVE TO RIGHT, RAD 133.07 FT, CHORD BEARS N 57-33-02 W 127.06 FT, DIST OF 132.46 FT, TH N 31-30-35 W 25.22 FT, TH ALG CURVE TO LEFT, RAD 37 FT, CHORD BEARS N 62-02-16 W 34.70 FT, DIST OF 36.11 FT, TH S 89-49-43 W 21.15 FT, TH N 01-25-00 W 276.62 FT, TH N 89-43-00 E 190.96 FT TO BEG 5-13-20 FR 022

Attachment B



The Berkley



Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



David Coulter
Oakland County Executive

Date Created: 9/22/2020



STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file one original application form (with required attachments) and one additional copy with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name (applicant must be the owner of the facility) 2219 Coolidge LLC		NAICS or SIC Code 6513	
Facility's Street Address 2219 Coolidge Highway	City Berkley	State MI	ZIP Code 48072
Name of City, Township or Village (taxing authority) Berkley	County Oakland	School District Where Facility is Located Berkley	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 07/26/2021	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 06/30/2023		
Estimated Cost of Rehabilitation \$9,875,000	Number of Years Exemption Requested (1-10) 10		
Expected Project Outcomes (check all that apply)			
<input checked="" type="checkbox"/> Increase Commercial Activity <input type="checkbox"/> Retain Employment <input checked="" type="checkbox"/> Revitalize Urban Areas			
<input checked="" type="checkbox"/> Create Employment <input type="checkbox"/> Prevent Loss of Employment <input checked="" type="checkbox"/> Increase Number of Residents in Facility's Community			
No. of jobs to be created due to facility's rehabilitation 12	No. of jobs to be retained due to facility's rehabilitation 0	No. of construction jobs to be created during rehabilitation 200	
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
<input checked="" type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)		<input checked="" type="checkbox"/> Statement of the economic advantages expected from the exemption	
<input checked="" type="checkbox"/> Description of the qualified facility's proposed use		<input checked="" type="checkbox"/> Legal description	
<input checked="" type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken		<input type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)	
<input checked="" type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility		<input type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)	
<input checked="" type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Fred Blechman		Telephone Number (248) 668-9446	
Fax Number		E-mail Address fred.blechman@outlook.com	
Street Address 4426 Fernlee Avenue		City Royal Oak	State MI
		ZIP Code 48073	
<i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.</i>			
<i>I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.</i>			
Signature of Authorized Company Officer (no authorized agents) 		Title Partner	Date 09/7/2021

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)

Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Land		
Building(s)		

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.

☐

By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.

Name of Local Government Body

Name of Assessor (first and last name)

Telephone Number

Fax Number

E-mail Address

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature

Date

PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)

Action Taken By LGU (attach a certified copy of the resolution):

☐

Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)

☐

Exemption Denied

Date District Established (attach resolution for district)

Local Unit Classification Identification (LUCI) Code

School Code

PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)

Clerk's Name (first and last)

Telephone Number

Fax Number

E-mail Address

Mailing Address

City

State

ZIP Code

LGU Contact Person for Additional Information

LGU Contact Person Telephone Number

Fax Number

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.

Clerk's Signature

Date

The clerk must retain the original application at the local unit and mail one copy of the completed application with attachments to:

State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Instructions for Completing Form 4507

Application for Commercial Rehabilitation Exemption Certificate

The Commercial Rehabilitation Exemption Certificate was created by Public Act 210 of 2005, as amended. The application is initially filed, reviewed, and approved by the LGU and then reviewed and approved by the State Tax Commission. According to Section 3 of Public Act 210 of 2005, as amended, the LGU must establish a Commercial Rehabilitation District. **Rehabilitation may commence after establishment of the Commercial Rehabilitation District.**

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of application
 2. Prepare and attach all documents required under Part 2 of the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage)
 - b. Description of the qualified facility's proposed use
 - c. Description of the general nature and extent of the rehabilitation to be undertaken
 - d. Descriptive list of the fixed building equipment that will be a part of the qualified facility
 - e. Time schedule for undertaking and completing the facility's rehabilitation
 - f. Statement of the economic advantages expected from the exemption
 - g. Legal description of the facility
 - h. Description of the "underserved area" (Qualified Retail Food Establishments only)
 3. Qualified Retail Food Establishments:
 - a. Complete Part 1 of the *Commercial Rehabilitation Exemption Certification for Qualified Retail Food Establishments* (Form 4753). Submit to LGU clerk along with application.
 - b. Describe the "underserved area" and provide supporting documentation to show how the project area meets one or more of the following requirements:
 - i. An area that contains a low to moderate income census tract(s) which, based on per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars) and a below average supermarket density
 - ii. An area that has a supermarket customer base with more than 50% living in a low income census tract(s) which based on the per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars)
 - iii. An area that has demonstrated significant access limitations due to travel distance and has no Qualified Retail Food Establishments within two miles of the geo-center for an urban area or has no Qualified Retail Food Establishments within nine miles of the geo-center for a rural area.
- For assistance in determining the project area's eligibility, visit www.michigan.gov/propertytaxexemptions and click on Commercial Rehabilitation Act.
4. Submit the application and all attachments to the clerk of the LGU where the property is located.

LGU Assessor Instructions

Complete and sign Part 4 of the application.

LGU Clerk Instructions

1. After LGU action, complete Part 5 of the application.
2. After reviewing the application for complete and accurate information, complete Part 6 and sign the application to certify the application meets the requirements as outlined by Public Act 210 of 2005, as amended.
3. Assemble the following for a complete application:
 - a. Completed *Application for Commercial Rehabilitation Exemption Certificate* (Form 4507)
 - b. All required attachments listed under Part 2
 - c. A copy of the resolution by the LGU establishing the district
 - d. A certified copy of the resolution by the LGU approving the application
 - e. Complete Form 4753 (Qualified Retail Food Establishments only)
4. Submit the completed application to: State Tax Commission, P.O. Box 30471, Lansing, MI 48909

Application Deadline

The State Tax Commission must receive complete applications on or before October 31 to ensure processing and certificate issuance for the following tax year. Applications received after October 31 may not be processed in time for certificate issuance for the following tax year.

For guaranteed receipt by the State Tax Commission, send applications and attachments via certified mail.

If you have questions or need additional information or sample documents, visit www.michigan.gov/propertytaxexemptions or call 517-335-7491

The Berkley Brownfield and PA 210 Summary

The Berkley Project (Phase I)

Rehabilitation of former LaSalette School Building is currently underway. The project involves the conversion of the building into apartments consisting of 54 total units, 7 studio apartments, 40 one-bedroom apartments, and 7 two-bedroom apartments. In support of the project, the City of Berkley approved a Brownfield Plan that will allow Tax Increment Revenues (TIR) to be used to offset the costs of abating asbestos, internal demolition, and site demolition. The renovations are estimated to be completed by summer of 2023. The following bullets are a summary of the brownfield plan that was approved in 2020.

- Brownfield Eligible Costs: \$718,623
- Plan Duration: 12 years
- City Council Approval: November 16, 2020
- Oakland County Approval: December 3, 2020

The Berkley Project (Phase II)

Plans to develop the second phase of the project have since been accelerated. Phase II involves the development of the adjacent parcel (25-18-431-030) to accommodate two, three-story buildings of 10,600 square feet each. Each building will feature a total of 12 apartments, 9 single bedroom units, and 3 two-bedroom units. In total, Phase II of the development will provide an additional 24 apartment units. Completion of Phase II is estimated to coincide with the completion of Phase I.

Effects of Phase II on the Brownfield Plan

The addition of Phase II of the project will accelerate the brownfield plan, allowing the developer to be reimbursed for eligible brownfield activities within 8 years, as opposed to 12 years. However, the Oakland County Brownfield Redevelopment Authority (OCBRA), will continue to capture TIF revenues for an additional 2 years that will generate an additional \$70,000 to supplement their local brownfield revolving loan fund (LBRF). Therefore, the total duration of the plan will be shortened from 12 years to 11 years.

Although both phases will not be completed until summer 2023, reimbursement for eligible activities that have been completed (i.e., asbestos abatement, internal demolition, etc.) can be requested in 2022. After both phases have been completed, The Oakland County Equalization Division (OCED) has estimated that the taxable value of parcels will increase to approximately \$3,609,660, which will increase property taxes, thus accelerating the developer reimbursement. The following table summarizes the effect the addition of Phase II to the project has on the brownfield plan.

Year	Estimated Developer Reimbursement	Estimated Capture for Oakland County LBRF
2022	\$42,108	\$0
2023	\$42,108	\$0
2024	\$97,998	\$0
2025	\$98,557	\$0
2026	\$99,122	\$0
2027	\$99,692	\$0
2028	\$100,268	\$0
2029	\$100,849	\$0
2030	\$37,919	\$13,898
2031	\$0	\$22,196
2032	\$0	\$33,906
Total	\$718,623	\$70,000

PA 210 Commercial Rehabilitation Act Tax Abatement Process

The PA 210 abatement freezes the taxable value of the property at the predevelopment values for a period of 10 years. State taxes, land and personal property are not affected by the abatement. The PA 210 abatement is separate from the brownfield plan and focuses on the rehabilitation of property for commercial use. The enactment of a PA 210 abatement is done locally, via a two-step process. The first step involves the establishment of a PA 210 district that encompasses the project parcels, which was approved by City Council on November 16, 2020, by resolution. The second step of the process involves the submission of a PA 210 Certificate of Exemption application for City Council approval. If approved, the City Clerk will complete the exemption certificate and submit it to the State Tax Commission, before October 31. Once complete, the 10-year abatement period begins the following year. Parcels that are eligible for the abatement must have a prior commercial use within the past 15 years. The use of the former La Sallette school property qualifies as a commercial use. The two adjacent parcels also qualified because they were used as a parking lot in support of the commercial use.

Effect of the PA 210 Commercial Rehabilitation Act Tax Abatement

The developer is requesting the approval of the PA 210 Exemption Certificate application from City Council this year because the statute requires submittal of the application within 6 months of the issuance of building permits. Therefore, the 10-year PA 210 abatement will be in effect by 2022. The request includes all the parcels in the district, which encompasses both Phase I and Phase II of the project. However, since both phases of the project will not be completed until the summer of 2023, the benefit of the abatement will not be realized until 2024, the first full year the project is completed. Therefore, the benefit of the abatement for the project will be reduced to 8 years (2024 thru 2031). Below is a summary of the estimated value of the PA 210 abatement over the course of the project.

Year	Total Abated Taxes
2022	\$0
2023	\$0
2024	\$93,467
2025	\$94,401
2026	\$95,345
2027	\$96,299
2028	\$97,262
2029	\$98,234
2030	\$99,217
2031	\$100,209
Total	\$774,433

AN ORDINANCE

Of the Council of the City of Berkley, Michigan
Amending Section 138-192 of Chapter 138, Zoning,
Of the City of Berkley Code of Ordinances
To Amend Regulations for Projections into Setbacks
And Provide Penalties for Violations

THE CITY OF BERKLEY ORDAINS:

SECTION 1: Section 138-192 of Chapter 138 of the Berkley Code of Ordinances shall be amended, as follows:

Sec. 138-192. - Projections.

Projections may extend into a required side yard setback not more than two inches for each one foot of width of such setback; and may extend or project into a required front or rear yard setback not more than three feet. The total of all projections into a required setback yard shall not exceed 30 percent of that wall's surface area.

Projections may have a foundation, such as brick or masonry fireplaces, or may be without a foundation, such as box fireplaces, bay windows, and other types of cantilevers, including second story cantilevers.

Projections without a foundation shall be above grade at least 12 inches.

In nonresidential districts, where no front yard setback is required, the Planning Commission may permit a projection to extend into the right of way three feet provided that it is at least 11 feet above the sidewalk if the Planning Commission determines the public health, safety, and welfare will not be adversely affected. The total of all projections into a given right of way shall not exceed 30 percent of that wall's surface area.

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: Effective Date

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

SECTION 4: 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 Meeting on Monday, September 20, 2021

Daniel J. Terbrack
Mayor

Attest:

Victoria Mitchell, City Clerk



CITY OF BERKLEY

COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Berkley City Council

From: Berkley Planning Commission
Erin Schlutow, Community Development Director

Subject: **O-07-21; Projections Ordinance Amendment**

Date: September 12, 2021

The Planning Commission has reviewed the Projections ordinance again, after additional questions were brought to the building department during plan reviews.

As you recall, the City Council adopted an ordinance amendment related to Projections in early 2021, to clarify the types of projections that would be permitted to encroach into a setback. This was brought to the Planning Commission and City Council when it was found that a former Building Official had made an interpretation related to projections that was not codified and was being questioned by the public.

During that discussion and ordinance amendment process, we did not amend the section related to the total projections along any given wall.

Later, it was questioned whether the projections, identified as cantilevers, fireplaces, etc. could extend more than 30 percent of a wall's surface, so long as it was within the buildable area. Specifically, that there was no limitation to a projection as long as the structure meets all setback requirements.

The Planning Commission reviewed and determined that the limitations on all projections, specifically related to the 30 percent of that wall's surface, was related to projections into a given setback. If the projection was to be within the building envelope and adhere to all setback distances, then it shall not be limited to percentage of a given wall's surface.

Included in the packet is updated language to provide clarity for projections into a given setback.

We look forward to discussing with you at the September 20, 2021 City Council meeting.

Sec. 138-192. Projections.

Projections may extend into a required side yard setback not more than two inches for each one foot of width of such setback. And may extend or project into a front or rear yard setback not more than three feet. The total of all projections into a ~~given yard~~ required setback shall not exceed 30 percent of that wall's surface area.

Projections may have a foundation, such as brick or masonry fireplaces, or may be without foundation, such as box fireplaces, bay windows, and other types of cantilevers, including second story cantilevers.

Projections without a foundation shall be above grade at least 12 inches.

In nonresidential districts, where no front yard setback is required, the Planning Commission may permit a projection to extend into the right of way three feet, provided that it is at least 11 feet above the sidewalk if the Planning Commission determines the public health, safety, and welfare will not be adversely affected. The total of all projections into a given right of way shall not exceed 30 percent of that wall's surface.

AN ORDINANCE

Of the Council of the City of Berkley, Michigan
Amend Section 138-32 and Section 138-417 of Chapter 138, Zoning,
Of the City of Berkley Code of Ordinances
To Add Definition for Entertainment Establishments,
Add Entertainment Establishments to the Principal Permitted Uses in Downtown District,
And Provide Penalties for Violations

THE CITY OF BERKLEY ORDAINS:

SECTION 1: Section 138-32 of Chapter 138 of Berkley Code of Ordinances shall be amended to add the definition for Entertainment Establishments as follows:

Sec. 138-32. – Definitions

Entertainment Establishments: any indoor establishment where entertainment is provided as an experience of enjoyment of the patrons. Such uses may include, but not limited to, art, photography, music, craft, ceramic, glass, or cooking studios for the purposes of hosting classes, providing live-action entertainment, or conducting group or independent activities. Such uses may be in conjunction with another use, if deemed compatible by the Zoning Officer.

SECTION 2: Section 138-417 of Chapter 138 of Berkley Code of Ordinances shall be amended, as follows:

Sec. 138-417. – Principal permitted uses.

Principal uses permitted in the downtown district are as follows:

1. Restaurants, carryout or standard, except drive through uses
2. Bars, cocktail lounges, or taverns
3. Retail uses, dealing with the sale or new merchandise, such as, but not limited to the following:
 - a. Gift shops
 - b. Clothing stores, including shoes, hats and accessories
 - c. Jewelry store
 - d. Kitchenware, small appliance stores
 - e. Furniture stores
 - f. Toy stores
4. Retail uses, dealing with the sale of previously owned merchandise, such as, but not limited to the following:
 - a. Antique shops
 - b. Art galleries
5. Personal service uses, including the following:
 - a. Hair salons
 - b. Nail salons
 - c. Tanning salons
6. Dance studios and health clubs

7. Food uses, not including convenience stores, such as, but not limited to the following:
 - a. Produce markets
 - b. Specialty food stores
 - c. Wine shops
 - d. Butcher shops
 - e. Bakeries
8. Movie theaters, stage theaters, and comedy clubs
9. Residences, when located above the first floor
10. Offices or agencies, when located above the first floor
11. Marihuana retailers and medical marihuana provisioning centers
12. Entertainment Establishments, not including outdoor sales or service or activity areas

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 or 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 1992, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Meeting on Monday, September 20, 2021.

Daniel J. Terbrack
Mayor

Attest:

Victoria Mitchell
City Clerk



CITY OF BERKLEY

COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

MEMORANDUM

To: Berkley City Council

From: Berkley Planning Commission
Erin Schlutow, Community Development Director

Subject: **O-08-21; Uses in Downtown District**

Date: September 15, 2021

Over the course of several months, the Planning Commission reviewed the types of permitted and special land uses in the Downtown District. We have seen a lot of interest in some of the vacant properties over the past year, but there have been some excellent business ideas that have not fit into the permitted uses or special land use categories in the Downtown District.

To encourage a plethora of businesses into our community, we have proposed to create a new classification of businesses in our community, that have not fit neatly into any of the existing categories: Entertainment Establishments.

Such uses would include those that can be done by individuals, but are encouraged as group activities, such as art, cooking classes, photography activities, and more that we have not thought of yet.

We expect these types of businesses to draw people to the community as a day or evening out activity. The use can be supported by the thriving restaurants in the Downtown District and keep people walking around and enjoying our beautiful downtown.

The Planning Commission reviewed how comparable communities regulate such businesses in terms of use and location. They have integrated well into downtown or busy commercial areas. We also reviewed the parking standards that may be required for such businesses, however, we did not include language to modify the parking at this time.

We did this specifically because the properties located in the Downtown District are all within 500 ft of municipal parking, and we did not want to segment our review and analysis of the Parking Ordinance in a piecemeal fashion. We will be completing a review of the entire Parking Ordinance at a later date and will include a review of all permitted and special land uses in the City.

Included in the packet is the updated language to permit Entertainment Establishments as a permitted use in the Downtown District, as well as prescribing a definition for such uses.

We look forward to discussing with you at the September 20, 2021 City Council meeting.

Sec. 138-32. Definitions.

Entertainment Establishments: any indoor establishment where entertainment is provided as an experience of enjoyment of the patrons. Such uses may include, but not limited to, art, photography, music, craft, ceramic, glass, or cooking studios for the purposes of hosting classes, providing live-action entertainment, or conducting group or independent activities. Such uses may be in conjunction with another use, if deemed compatible by the Zoning Officer.

Sec. 138-417. – Principal permitted uses.

Principal uses permitted in the downtown district are as follows:

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 - a. Gift shops
 - b. Clothing stores, including shoes, hats and accessories
 - c. Jewelry store
 - d. Kitchenware, small appliance stores
 - e. Furniture stores
 - f. Toy stores
4. Retail uses, dealing with the sale of previously owned merchandise, such as, but not limited to the following:
 - a. Antique shops
 - b. Art galleries
5. Personal service uses, including the following:
 - a. Hair salons
 - b. Nail salons
 - c. Tanning salons
6. Dance studios and health clubs
7. Food uses, not including convenience stores, such as, but not limited to the following:
 - a. Produce markets
 - b. Specialty food stores
 - c. Wine shops
 - d. Butcher shops
 - e. Bakeries
8. Movie theaters, stage theaters, and comedy clubs
9. Residences, when located above the first floor
10. Offices or agencies, when located above the first floor
11. Marihuana retailers and medical marihuana provisioning centers
12. Entertainment Establishments, not including outdoor sales or service or activity areas

September 20, 2021 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to authorize the City Manager to sign the Application for Corrective Action Plan (CAP) for the City of Berkley General Employees Defined Benefit Pension Plan. The signed CAP will be forwarded to the Michigan Department of Treasury Municipal Stability Board for review and decision on approval.

Ayes:

Nays:

Motion:

City of Berkley

Finance Department

To: Matt Baumgarten, City Manager

From: Mark Pollock, Finance Director

Subject: Corrective Action Plan-MERS Pension Plan

Date: September 14, 2021

I have attached a copy of the Corrective Action Plan (CAP) required by the Michigan Department of Treasury for Council consideration and approval. This CAP is for our General Employees Defined Benefit Pension Plan administered by MERS of Michigan. We fell below the funding threshold as defined by PA 202 of 2017. In filing Form 5572, the determination of underfunded status was triggered requiring this CAP be filed with the Michigan State Treasurer. The Michigan Stability Board (MSB) will review the plan and approve or deny the plan based upon their acceptance criteria.

Utilizing best practices and strategies, this plan should move us toward 60% funding by 2028. The MERS Actuarial Annual Report is attached to this memo and will be sent with this CAP. With our supplemental funding each year, we should meet the required funding percentage of 60% by the year 2028 or sooner. We are also moving our newly hired MERIT and MAPE Union employees to a Defined Contribution + (DC+) MERS plan beginning later this year. This move to a DC plan for newly hired employees will allow us to pursue issuing bonds to fully fund our Unfunded Actuarial Accrued Liability (UAAL) utilizing Public Act 34. We will investigate this option to see if it would be financially beneficial and would be back before City Council to pursue this option should it prove to be a cost saving proposal.

In the meantime, this CAP will present a plan to continue to move our plan toward full funding and should satisfy the requirements of the Municipal Stability Board. I recommend that Council approve this CAP and authorize you to sign it and submit it to the MSB for their review and response.



Municipal Employees' Retirement System of Michigan

Annual Actuarial Valuation Report
December 31, 2020 - Berkley, City of (6304)





Spring, 2021

Berkley, City of

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Berkley, City of (6304) as of December 31, 2020. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. Berkley, City of is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2020,
- Establish contribution requirements for the fiscal year beginning July 1, 2022,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with state reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2020. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.

The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are checked regularly through a comprehensive study, called an Experience Study. Studies were completed in 2018 and 2020, and are the basis of the economic and demographic assumptions and methods currently in place. Updated economic assumptions were adopted by the MERS Retirement Board at the February 28, 2019 board meeting and were effective with the December 31, 2019 annual actuarial valuation. **At the February 27, 2020 board meeting, the MERS Retirement Board adopted demographic assumptions effective with the December 31, 2020 annual actuarial valuation, which will impact contributions beginning in 2022.**

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202 reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of all the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:

<http://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2020AnnualActuarialValuation-Appendix.pdf>

The actuarial assumptions used for this valuation, including the assumed rate of investment return, are reasonable for purposes of the measurement.

This report reflects the impact of COVID-19 experience through December 31, 2020. It does not reflect the ongoing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short-term. We will continue to monitor these developments and their impact on the MERS Defined Benefit and Hybrid plans. Actual future experience will be reflected in each subsequent annual valuation, as experience emerges.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of Berkley, City of as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

David T. Kausch, Rebecca L. Stouffer, and Mark Buis are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.

The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).



This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting or investment advice.

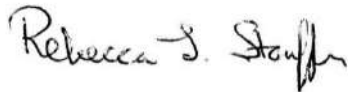
This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).


Sincerely,



David T. Kausch, FSA, FCA, EA, MAAA



Rebecca L. Stouffer, ASA, FCA, MAAA



Mark Buis, FSA, FCA, EA, MAAA



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Executive Summary

Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While funding ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2020	12/31/2019
Funded Ratio*	51%	52%

* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Required Employer Contributions

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions.

Effective for the December 31, 2020 valuation, the MERS Retirement Board has adopted updated demographic assumptions. Changes to these assumptions are effective for contributions beginning in 2022. Effective with the 2019 valuation, the MERS Retirement Board adopted updated economic assumptions. The combined impact of these assumption changes may be phased in. This valuation reflects the second year of phase-in for the economic assumption update and the first year of phase-in for the demographic assumption update. The remaining combined phase-in period is four years for all assumption changes.

By default, MERS will invoice you based on the amount in the “No Phase-in” columns. This amount will be considered the minimum required contribution unless you request to be billed the “Phase-in” rates. If you wish to be billed using the phased-in rates, please contact MERS, at which point the alternate minimum required contribution will be the amount in the “Phase-in” columns.

	Percentage of Payroll				Monthly \$ Based on Projected Payroll			
	Phase-in 12/31/2020	No Phase-in 12/31/2020	Phase-in 12/31/2019	No Phase-in 12/31/2019	Phase-in 12/31/2020	No Phase-in 12/31/2020	Phase-in 12/31/2019	No Phase-in 12/31/2019
Valuation Date:	July 1, 2022	July 1, 2022	July 1, 2021	July 1, 2021	July 1, 2022	July 1, 2022	July 1, 2021	July 1, 2021
Fiscal Year Beginning:								
Division								
01 - Gnl/Merit Sys	-	-	-	-	\$ 63,263	\$ 69,104	\$ 57,920	\$ 61,337
10 - General DPW	-	-	-	-	19,817	20,993	20,145	21,057
11 - DPW after 7/1/04	0.00%	0.00%	0.00%	0.00%	0	0	0	0
12 - GMS hired on or after 7/1/08	3.65%	4.21%	2.64%	2.65%	4,993	5,764	2,998	3,013
Total Municipality - Estimated Monthly Contribution					\$ 88,073	\$ 95,861	\$ 81,063	\$ 85,407
Total Municipality - Estimated Annual Contribution					\$ 1,056,876	\$ 1,150,332	\$ 972,756	\$ 1,024,884

Employee contribution rates:

Valuation Date:	Employee Contribution Rate	
	12/31/2020	12/31/2019
Division		
01 - Gnl/Merit Sys	4.00%	4.00%
10 - General DPW	0.00%	0.00%
11 - DPW after 7/1/04	4.00%	4.00%
12 - GMS hired on or after 7/1/08	4.00%	4.00%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more of what MERS calls “Surplus” divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. An election to set up Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division could be transferred to an unfunded division in the future to reduce the unfunded liability in future years, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality’s total assets, unfunded accrued liability and funded status, however, these assets are not used in calculating the minimum required contribution.

MERS strongly encourages employers to contribute more than the minimum contribution shown above.



Assuming that experience of the plan meets actuarial assumptions:

- To accelerate to a 100% funding ratio in 10 years, estimated monthly employer contributions for the fiscal year beginning in 2022 for the entire employer would be \$143,361, instead of \$95,861.

How and Why Do These Numbers Change?

In a defined benefit plan, contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2),
- Changes in actuarial assumptions and methods (see the Appendix), and
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

These impacts are reflected in various tables in the report. For more information, please contact your Regional Manager.

Comments on Investment Rate of Return Assumption

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **7.35%** per year. This, along with all of our other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the “what if” projection scenarios later in this report.

Assumption Change in 2020

A 5-year experience study analyzing historical experience from 2013 through 2018 was completed in February 2020. In addition to changes to the economic assumptions which took effect with the fiscal year 2021 contribution rates, the experience study recommended updated demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, disability, and termination rates. Changes to the demographic assumptions resulting from the experience study have been approved by the MERS Retirement Board and are effective beginning with the December 31, 2020 actuarial valuation, first impacting 2022 contributions. A complete description of the assumptions may be found in the Appendix to the valuation.

Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year’s investment gains or losses over the prior year and the following four years. This smoothing method is used to determine your



actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. **The (smoothed) actuarial rate of return for 2020 was 8.17%, while the actual market rate of return was 12.70%.** To see historical details of the market rate of return, compared to the smoothed actuarial rate of return, refer to this report's Appendix, or view the "[How Smoothing Works](#)" video on the [Defined Benefit resource page](#) of the MERS website.

As of December 31, 2020, the actuarial value of assets is 97% of market value due to asset smoothing. This means that the rate of return on the actuarial value of assets should exceed the actuarial assumption in the next few years provided that the annual market returns exceed the 7.35% investment return assumption. When all assumptions are met, contribution rates are expected to stay approximately level as a percent of payroll (dollar amounts are expected to increase with wage inflation of 3.0% each year).

If the December 31, 2020 valuation results were based on market value instead of actuarial value:

- The funded percent of your entire municipality would be 53% (instead of 51%); and
- Your total employer contribution requirement for the fiscal year starting July 1, 2022 would be \$1,124,436 (instead of \$1,150,332).

Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore, the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption. Lower investment returns would result in higher required employer contributions, and vice-versa. The three economic scenarios below provide a quantitative risk assessment for the impact of investment returns on the plan's future financial condition for funding purposes.

The relative impact of the economic scenarios below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2020 valuation, and are for the municipality in total, not by division. These results do not reflect a phase-in of the impact of the new actuarial assumptions.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.



12/31/2020 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	5.35%	6.35%	7.35%
Accrued Liability	\$ 28,149,700	\$ 25,361,599	\$ 23,016,049
Valuation Assets ¹	\$ 11,824,844	\$ 11,824,844	\$ 11,824,844
Unfunded Accrued Liability	\$ 16,324,856	\$ 13,536,755	\$ 11,191,205
Funded Ratio	42%	47%	51%
Monthly Normal Cost	\$ 33,589	\$ 25,106	\$ 18,630
Monthly Amortization Payment	\$ 96,814	\$ 85,263	\$ 75,755
Total Employer Contribution²	\$ 130,403	\$ 110,369	\$ 95,861

¹ The Valuation Assets include assets from Surplus divisions, if any.

² If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

Projection Scenarios

The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic assumption scenarios. All three projections take into account the past investment experience that will continue to affect the actuarial rate of return in the short term.

The 7.35% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 7.35% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively, and make contributions in addition to the minimum requirements. The 6.35% and 5.35% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long-term.

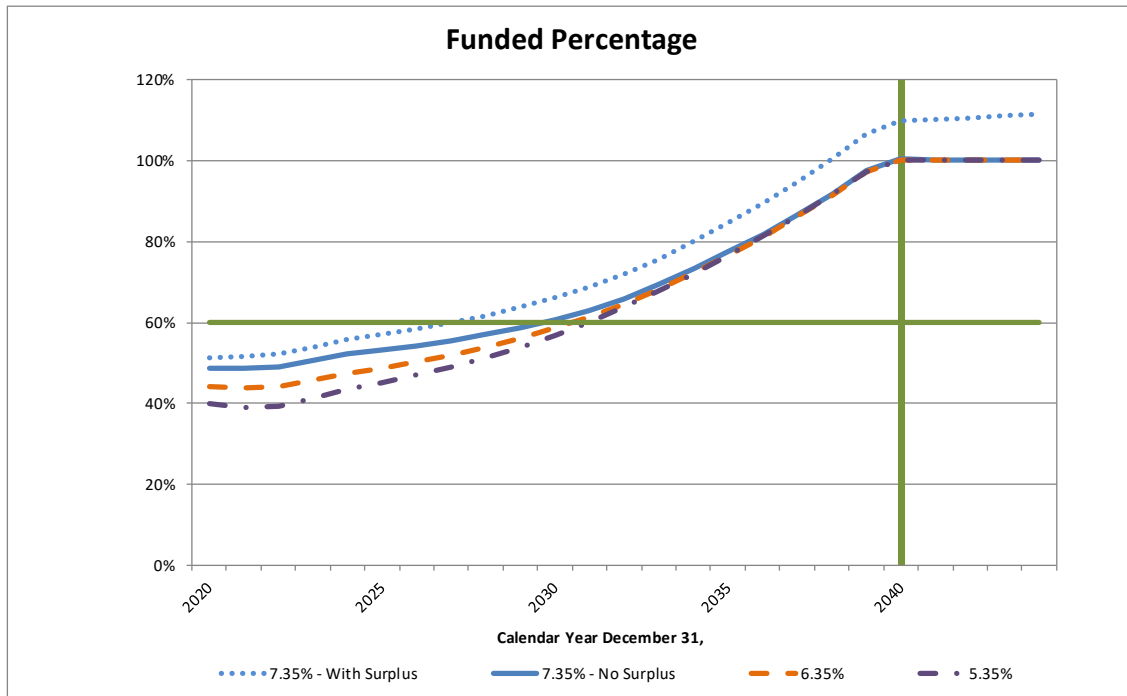
Your municipality includes one or more Surplus divisions. The assets in a Surplus division may be used to reduce future employer contributions or to accelerate the date by which the municipality becomes 100% funded. The timing and use of these Surplus assets is discretionary.

The Funded Percentage graph shows projections of funded status under the 7.35% investment return assumption, both including the Surplus assets (contributed as of the valuation date), and without the Surplus assets. The graph including the Surplus assets assumes these Surplus assets grow with interest and are not used to lower future employer contributions. We modeled the projections including the Surplus assets in this fashion because the use of these assets is discretionary by the employer and we do not know when and how the employer will use them. Once the employer uses these Surplus assets, any future employer contributions are expected to be lower than those shown in the projections.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets ²	Funded Percentage	Estimated Annual Employer Contribution
7.35%¹ - NO PHASE-IN					
2020	2022	\$ 23,016,049	\$ 11,209,463	49%	\$ 1,150,332
2021	2023	\$ 23,100,000	\$ 11,300,000	49%	\$ 1,180,000
2022	2024	\$ 23,300,000	\$ 11,400,000	49%	\$ 1,210,000
2023	2025	\$ 23,400,000	\$ 11,900,000	51%	\$ 1,220,000
2024	2026	\$ 23,500,000	\$ 12,300,000	52%	\$ 1,250,000
2025	2027	\$ 23,600,000	\$ 12,600,000	53%	\$ 1,280,000
6.35%¹ - NO PHASE-IN					
2020	2022	\$ 25,361,599	\$ 11,209,463	44%	\$ 1,324,428
2021	2023	\$ 25,500,000	\$ 11,100,000	44%	\$ 1,370,000
2022	2024	\$ 25,600,000	\$ 11,300,000	44%	\$ 1,440,000
2023	2025	\$ 25,800,000	\$ 11,800,000	46%	\$ 1,460,000
2024	2026	\$ 25,900,000	\$ 12,300,000	47%	\$ 1,490,000
2025	2027	\$ 26,000,000	\$ 12,700,000	49%	\$ 1,530,000
5.35%¹ - NO PHASE-IN					
2020	2022	\$ 28,149,700	\$ 11,209,463	40%	\$ 1,564,836
2021	2023	\$ 28,200,000	\$ 11,000,000	39%	\$ 1,620,000
2022	2024	\$ 28,400,000	\$ 11,200,000	39%	\$ 1,680,000
2023	2025	\$ 28,600,000	\$ 11,800,000	41%	\$ 1,710,000
2024	2026	\$ 28,700,000	\$ 12,400,000	43%	\$ 1,740,000
2025	2027	\$ 28,800,000	\$ 13,000,000	45%	\$ 1,790,000

¹ Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

² Valuation Assets do not include assets from Surplus divisions, if any.

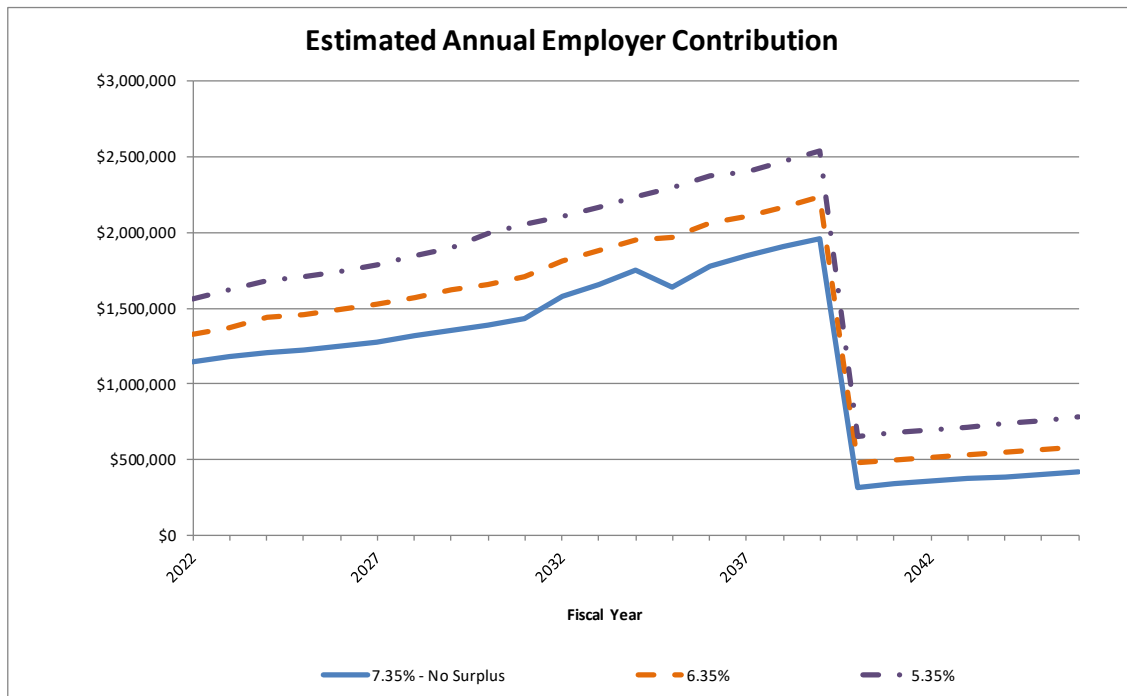


Notes:

All projected funded percentages are shown with no phase-in.

Assumes assets from Surplus divisions will not be used to lower employer contributions during the projection period.

The green indicator lines have been added at 60% funded and 20 years following the valuation date for PA 202 purposes.



Notes:

All projected contributions are shown with no phase-in.

Projected employer contributions do not reflect the use of any assets from the Surplus divisions.

Table 1: Employer Contribution Details for the Fiscal Year Beginning July 1, 2022

	Total Normal Cost	Employee Contribut. Rate	Employer Contributions ¹			Computed Employer Contribut. With Phase-In	Blended ER Rate No Phase-In ⁵	Blended ER Rate With Phase-In ⁵	Employee Contribut. Conversion Factor ²
			Employer Normal Cost ⁶	Payment of the Unfunded Accrued Liability ⁴	Computed Employer Contribut. No Phase-In				
Division									
Percentage of Payroll									
01 - Gnl/Merit Sys	14.34%	4.00%	-	-	-	-	44.92%	40.96%	
10 - General DPW	11.11%	0.00%	-	-	-	-	41.91%	39.39%	
11 - DPW after 7/1/04	13.15%	4.00%	9.15%	-13.14%	0.00%	0.00%	41.91%	39.39%	0.83%
12 - GMS hired on or after 7/1/08	12.11%	4.00%	8.11%	-3.90%	4.21%	3.65%	44.92%	40.96%	0.86%
Estimated Monthly Contribution ³									
01 - Gnl/Merit Sys			\$ 3,083	\$ 66,021	\$ 69,104	\$ 63,263			
10 - General DPW			1,064	19,929	20,993	19,817			
11 - DPW after 7/1/04			3,385	(4,861)	0	0			
12 - GMS hired on or after 7/1/08			11,098	(5,334)	5,764	4,993			
Total Municipality			\$ 18,630	\$ 75,755	\$ 95,861	\$ 88,073			
Estimated Annual Contribution ³			\$ 223,560	\$ 909,060	\$ 1,150,332	\$ 1,056,876			

¹ The above employer contribution requirements are in addition to the employee contributions, if any.

² If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1%, because employee contributions may be refunded at termination of employment, and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

³ For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.

⁴ Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.

⁵ For linked divisions, the employer will be invoiced the Computed Employer Contribution No Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-MERS (6377).

⁶ For divisions with a negative employer normal cost, employee contributions cover the normal cost and a portion of the payment of any unfunded accrued liability.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.



Table 2: Benefit Provisions

01 - Gnl/Merit Sys: Closed to new hires, linked to Division 12

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	6 years	6 years
Early Retirement (Unreduced):	55/15 25 & Out	55/15 25 & Out
Early Retirement (Reduced):	-	-
Final Average Compensation:	3 years	3 years
Employee Contributions:	4.00%	4.00%
Act 88:	Yes (Adopted 3/27/1968)	Yes (Adopted 3/27/1968)

10 - General DPW: Closed to new hires, linked to Division 11

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/15 25 & Out	55/15 25 & Out
Early Retirement (Reduced):	-	-
Final Average Compensation:	3 years	3 years
Employee Contributions:	0.00%	0.00%
Act 88:	Yes (Adopted 3/27/1968)	Yes (Adopted 3/27/1968)

11 - DPW after 7/1/04: Open Division, linked to Division 10

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/15 25 & Out	55/15 25 & Out
Early Retirement (Reduced):	-	-
Final Average Compensation:	3 years	3 years
Employee Contributions:	4.00%	4.00%
Act 88:	Yes (Adopted 3/27/1968)	Yes (Adopted 3/27/1968)

12 - GMS hired on or after 7/1/08: Open Division, linked to Division 01

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/25	55/25
Early Retirement (Reduced):	50/25	50/25
	55/15	55/15
Final Average Compensation:	3 years	3 years
Employee Contributions:	4.00%	4.00%
Act 88:	Yes (Adopted 3/27/1968)	Yes (Adopted 3/27/1968)

Table 3: Participant Summary

Division	2020 Valuation		2019 Valuation		2020 Valuation		
	Number	Annual Payroll ¹	Number	Annual Payroll ¹	Average Age	Average Benefit Service ²	Average Eligibility Service ²
01 - Gnl/Merit Sys							
Active Employees	9	\$ 455,684	9	\$ 446,213	55.9	20.1	21.6
Vested Former Employees	7	103,916	8	112,155	50.1	12.6	12.6
Retirees and Beneficiaries	64	1,446,751	63	1,439,616	71.3		
Pending Refunds	13		13				
10 - General DPW							
Active Employees	3	\$ 155,557	3	\$ 153,202	50.4	23.6	23.6
Vested Former Employees	1	3,468	1	3,468	42.9	4.0	23.8
Retirees and Beneficiaries	11	270,573	12	304,799	72.4		
Pending Refunds	0		0				
11 - DPW after 7/1/04							
Active Employees	8	\$ 363,401	8	\$ 346,367	44.3	9.2	9.2
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	0	0	0	0	0.0		
Pending Refunds	0		0				
12 - GMS hired on or after 7/1/08							
Active Employees	25	\$ 1,401,485	21	\$ 1,155,549	40.9	4.7	5.9
Vested Former Employees	3	27,799	3	27,799	50.9	6.4	18.6
Retirees and Beneficiaries	1	12,245	1	12,245	67.5		
Pending Refunds	19		18				
Total Municipality							
Active Employees	45	\$ 2,376,127	41	\$ 2,101,331	45.1	9.8	10.8
Vested Former Employees	11	135,183	12	143,422	49.7	10.1	15.3
Retirees and Beneficiaries	76	1,729,569	76	1,756,661	71.4		
Pending Refunds	<u>32</u>		<u>31</u>				
Total Participants	164		160				

¹ Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

² Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

Table 4: Reported Assets (Market Value)

Division	2020 Valuation		2019 Valuation	
	Employer and Retiree ¹	Employee ²	Employer and Retiree ¹	Employee ²
01 - Gnl/Merit Sys	\$ 6,817,670	\$ 507,563	\$ 6,914,887	\$ 505,050
10 - General DPW	734,594	47,352	703,223	47,305
11 - DPW after 7/1/04	1,159,578	127,239	982,990	112,590
12 - GMS hired on or after 7/1/08	1,769,323	364,815	1,381,673	310,883
S1 - Surplus Assoc. div 01	632,875	0	420,357	0
Municipality Total³	\$ 11,114,040	\$ 1,046,970	\$ 10,403,130	\$ 975,828
Combined Assets³	\$12,161,011		\$11,378,958	

¹ Reserve for Employer Contributions and Benefit Payments.

² Reserve for Employee Contributions.

³ Totals may not add due to rounding.

The December 31, 2020 valuation assets (actuarial value of assets) are equal to 0.972357 times the reported market value of assets (compared to 1.013179 as of December 31, 2019). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Assets in the Surplus division(s) are employer assets that have been reserved separately and may be used within the plan at the employer's discretion at some point in the future. These assets are not used in calculating the employer contribution for the fiscal year beginning July 1, 2022.

Table 5: Flow of Valuation Assets

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income (Valuation Assets)	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2010	\$ 413,595		\$ 86,333	\$ 645,653	\$ (1,338,571)	\$ (354)	\$ 0	\$ 14,601,510
2011	461,453	\$ 0	80,637	615,729	(1,460,120)	(14,044)	0	14,285,165
2012	503,296	0	82,371	535,542	(1,514,936)	(15,029)	0	13,876,409
2013	520,581	0	84,503	738,102	(1,558,875)	0	0	13,660,720
2014	574,413	0	90,641	723,691	(1,671,392)	(7,029)	0	13,371,044
2015	546,145	0	80,038	574,177	(1,702,295)	(5,691)	0	12,863,418
2016	528,386	0	72,550	553,094	(1,722,575)	0	0	12,294,873
2017	603,899	303,837	75,200	705,516	(1,743,690)	0	41,658	12,281,293
2018	424,931	12,688	74,879	405,780	(1,747,223)	(23,938)	0	11,428,410
2019	770,070	409,549	78,638	522,188	(1,745,419)	(5,070)	70,555	11,528,921
2020	943,859	146,146	86,385	873,681	(1,754,148)	0	0	11,824,844

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

Additional employer contributions, if any, are shown separately starting in 2011. Prior to 2011, additional contributions are combined with the required employer contributions.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

**Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2020**

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - Gnl/Merit Sys	\$ 2,151,681	\$ 885,424	\$ 13,878,944	\$ 37,605	\$ 16,953,654	\$ 7,122,742	42.0%	\$ 9,830,912
10 - General DPW	1,067,073	17,553	2,679,798	0	3,764,424	760,331	20.2%	3,004,093
11 - DPW after 7/1/04	743,494	0	0	0	743,494	1,251,246	168.3%	(507,752)
12 - GMS hired on or after 7/1/08	1,200,653	155,790	135,466	62,568	1,554,477	2,075,144	133.5%	(520,667)
S1 - Surplus Assoc. div 01	0	0	0	0	0	615,381		(615,381)
Total	\$ 5,162,901	\$ 1,058,767	\$ 16,694,208	\$ 100,173	\$ 23,016,049	\$ 11,824,844	51.4%	\$ 11,191,205

The following results show the combined accrued liabilities and assets for each set of linked divisions. These results are already shown in the table on the prior page(s).

Table 6 (continued)

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
Linked Divisions 11, 10	\$ 1,810,567	\$ 17,553	\$ 2,679,798	\$ 0	\$ 4,507,918	\$ 2,011,577	44.6%	\$ 2,496,341
Linked Divisions 12, 01	3,352,334	1,041,214	14,014,410	100,173	18,508,131	9,197,886	49.7%	9,310,245

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

The December 31, 2020 valuation assets (actuarial value of assets) are equal to 0.972357 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 7: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 18,077,314	\$ 14,937,657	83%	\$ 3,139,657
2007	18,443,014	15,431,980	84%	3,011,034
2008	18,963,204	15,211,513	80%	3,751,691
2009	19,113,973	14,794,854	77%	4,319,119
2010	19,040,900	14,601,510	77%	4,439,390
2011	19,680,073	14,285,165	73%	5,394,908
2012	19,621,345	13,876,409	71%	5,744,936
2013	20,019,135	13,660,720	68%	6,358,415
2014	20,606,205	13,371,044	65%	7,235,161
2015	21,188,269	12,863,418	61%	8,324,851
2016	21,384,079	12,294,873	57%	9,089,206
2017	21,526,662	12,281,293	57%	9,245,369
2018	21,211,645	11,428,410	54%	9,783,235
2019	22,136,699	11,528,921	52%	10,607,778
2020	23,016,049	11,824,844	51%	11,191,205

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Tables 8 and 9: Division-Based Comparative Schedules

Division 01 - Gnl/Merit Sys

Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 14,932,969	\$ 12,090,062	81%	\$ 2,842,907
2011	15,507,798	11,786,746	76%	3,721,052
2012	15,483,521	11,286,846	73%	4,196,675
2013	15,704,341	10,896,423	69%	4,807,918
2014	15,891,577	10,388,753	65%	5,502,824
2015	16,489,169	9,707,108	59%	6,782,061
2016	16,524,124	8,883,812	54%	7,640,312
2017	16,432,516	8,302,501	51%	8,130,015
2018	16,000,106	8,426,914	53%	7,573,192
2019	16,463,970	7,517,724	46%	8,946,246
2020	16,953,654	7,122,742	42%	9,830,912

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-01: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	32	\$ 1,467,593	\$ 24,189	4.00%
2011	28	1,247,442	\$ 27,462	4.00%
2012	27	1,211,266	\$ 29,970	4.00%
2013	22	969,053	\$ 32,363	4.00%
2014	22	1,039,162	\$ 37,498	4.00%
2015	17	740,200	\$ 44,576	4.00%
2016	15	631,942	\$ 49,311	4.00%
2017	11	494,033	\$ 52,223	4.00%
2018	9	426,603	\$ 48,814	4.00%
2019	9	446,213	\$ 61,337	4.00%
2020	9	455,684	\$ 69,104	4.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Division 10 - General DPW

Table 8-10: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 3,915,038	\$ 2,245,048	57%	\$ 1,669,990
2011	3,882,160	2,027,548	52%	1,854,612
2012	3,744,422	1,824,376	49%	1,920,046
2013	3,756,977	1,649,317	44%	2,107,660
2014	3,923,207	1,442,180	37%	2,481,027
2015	3,844,215	1,180,320	31%	2,663,895
2016	3,743,219	926,057	25%	2,817,162
2017	3,753,130	737,786	20%	3,015,344
2018	3,716,372	960,196	26%	2,756,176
2019	3,827,197	760,419	20%	3,066,778
2020	3,764,424	760,331	20%	3,004,093

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-10: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	5	\$ 256,188	\$ 10,323	0.00%
2011	4	218,569	\$ 11,102	0.00%
2012	4	209,795	\$ 11,568	0.00%
2013	4	222,070	\$ 12,999	0.00%
2014	3	194,586	\$ 15,355	0.00%
2015	3	140,404	\$ 16,641	0.00%
2016	3	145,051	\$ 17,923	0.00%
2017	3	146,882	\$ 25,872	0.00%
2018	3	149,488	\$ 17,763	0.00%
2019	3	153,202	\$ 21,057	0.00%
2020	3	155,557	\$ 20,993	0.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Table 8-11: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 137,944	\$ 148,615	108%	\$ (10,671)
2011	179,526	244,789	136%	(65,263)
2012	227,486	365,240	161%	(137,754)
2013	292,314	492,187	168%	(199,873)
2014	415,702	644,835	155%	(229,133)
2015	439,403	800,257	182%	(360,854)
2016	521,560	976,843	187%	(455,283)
2017	594,715	1,177,448	198%	(582,733)
2018	550,914	879,179	160%	(328,265)
2019	646,073	1,110,020	172%	(463,947)
2020	743,494	1,251,246	168%	(507,752)

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-11: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	5	\$ 199,473	9.26%	4.00%
2011	6	239,486	6.53%	4.00%
2012	6	247,247	2.89%	4.00%
2013	6	257,136	0.75%	4.00%
2014	7	327,640	2.35%	4.00%
2015	7	283,592	0.00%	4.00%
2016	7	292,908	0.00%	4.00%
2017	7	291,458	0.00%	4.00%
2018	7	295,774	0.00%	4.00%
2019	8	346,367	0.00%	4.00%
2020	8	363,401	0.00%	4.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Division 12 - GMS hired on or after 7/1/08

Table 8-12: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 54,949	\$ 117,785	214%	\$ (62,836)
2011	110,589	226,082	204%	(115,493)
2012	165,916	399,947	241%	(234,031)
2013	265,503	622,793	235%	(357,290)
2014	375,719	895,276	238%	(519,557)
2015	415,482	1,175,733	283%	(760,251)
2016	595,176	1,508,161	253%	(912,985)
2017	746,301	1,777,100	238%	(1,030,799)
2018	944,253	1,162,121	123%	(217,868)
2019	1,199,459	1,714,861	143%	(515,402)
2020	1,554,477	2,075,144	133%	(520,667)

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-12: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	7	\$ 271,650	4.22%	4.00%
2011	12	520,147	4.78%	4.00%
2012	13	584,858	2.81%	4.00%
2013	18	774,047	3.01%	4.00%
2014	19	896,732	1.19%	4.00%
2015	14	658,747	0.00%	4.00%
2016	18	945,005	0.00%	4.00%
2017	19	912,044	0.00%	4.00%
2018	20	1,046,965	5.48%	4.00%
2019	21	1,155,549	2.65%	4.00%
2020	25	1,401,485	4.21%	4.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Division S1 - Surplus Assoc. div 01

Table 8-S1: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 0	\$ 0		\$ 0
2011	0	0		0
2012	0	0		0
2013	0	0		0
2014	0	0		0
2015	0	0		0
2016	0	0		0
2017	0	286,458		(286,458)
2018	0	0		0
2019	0	425,897		(425,897)
2020	0	615,381		(615,381)

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Years where historical information is not available will be displayed with zero values.

Table 10: Division-Based Layered Amortization Schedule

Division 01 - Gnl/Merit Sys

Table 10-01: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
Initial	12/31/2015	\$ 6,782,061	23	\$ 7,139,919	18	\$ 570,792
(Gain)/Loss	12/31/2016	682,367	22	768,475	18	61,440
(Gain)/Loss	12/31/2017	340,406	21	380,809	18	30,444
(Gain)/Loss	12/31/2018	(673,401)	20	(749,940)	18	(59,952)
(Gain)/Loss	12/31/2019	882,467	19	975,222	18	77,964
Assumption	12/31/2019	488,534	19	490,125	18	39,180
Experience	12/31/2020	814,044	18	905,422	18	72,384
Total				\$ 9,910,032		\$ 792,252

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

Table 10-10: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
Initial	12/31/2015	\$ 2,663,895	23	\$ 2,698,205	18	\$ 215,700
(Gain)/Loss	12/31/2016	104,470	22	117,651	18	9,408
(Gain)/Loss	12/31/2017	159,765	21	178,722	18	14,292
(Gain)/Loss	12/31/2018	(299,323)	20	(333,349)	18	(26,652)
(Gain)/Loss	12/31/2019	228,117	19	252,089	18	20,148
Assumption	12/31/2019	122,189	19	117,935	18	9,432
Experience	12/31/2020	(35,715)	18	(39,724)	18	(3,180)
Total				\$ 2,991,529		\$ 239,148

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

Table 10-11: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
Initial	12/31/2015	\$ (360,854)	10	\$ (293,702)	10	\$ (36,396)
(Gain)/Loss	12/31/2016	(92,020)	15	(93,204)	11	(10,704)
(Gain)/Loss	12/31/2017	(120,072)	15	(125,643)	12	(13,476)
(Gain)/Loss	12/31/2018	256,372	15	275,286	13	27,780
(Gain)/Loss	12/31/2019	(205,649)	15	(224,019)	14	(21,396)
Assumption	12/31/2019	13,773	15	17,778	14	1,704
Experience	12/31/2020	(57,913)	15	(64,414)	15	(5,844)
Total				\$ (507,918)		\$ (58,332)

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

Division 12 - GMS hired on or after 7/1/08

Table 10-12: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
Initial	12/31/2015	\$ (760,251)	10	\$ (620,749)	10	\$ (76,920)
(Gain)/Loss	12/31/2016	(131,253)	15	(132,948)	11	(15,264)
(Gain)/Loss	12/31/2017	(118,883)	15	(124,400)	12	(13,344)
(Gain)/Loss	12/31/2018	802,207	15	861,412	13	86,928
(Gain)/Loss	12/31/2019	(432,470)	15	(471,104)	14	(44,988)
Assumption	12/31/2019	21,939	15	26,893	14	2,568
Experience	12/31/2020	(29,607)	15	(32,930)	15	(2,988)
Total				\$ (493,826)		\$ (64,008)

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

GASB Statement No. 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at <http://www.mersofmich.com/>.

Actuarial Valuation Date:	12/31/2020
Measurement Date of the Total Pension Liability (TPL):	12/31/2020
At 12/31/2020, the following employees were covered by the benefit terms:	
Inactive employees or beneficiaries currently receiving benefits:	76
Inactive employees entitled to but not yet receiving benefits (including refunds):	43
Active employees:	<u>45</u>
	164
Total Pension Liability as of 12/31/2019 measurement date:	\$ 21,651,732
Total Pension Liability as of 12/31/2020 measurement date:	\$ 22,487,966
Service Cost for the year ending on the 12/31/2020 measurement date:	\$ 279,974
Change in the Total Pension Liability due to:	
- Benefit changes ¹ :	\$ 0
- Differences between expected and actual experience ² :	\$ (2,393)
- Changes in assumptions ² :	\$ 723,288
Average expected remaining service lives of all employees (active and inactive):	2

¹ A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

² Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll (Needed for Required Supplementary Information):	\$ 2,376,127
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Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease (6.60%)	Current Discount Rate (7.60%)	1% Increase (8.60%)
Change in Net Pension Liability as of 12/31/2020:	\$ 2,249,587	\$ 0	\$ (1,913,462)

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.



Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

01 - Gnl/Merit Sys

12/1/2016	Service Credit Purchase Estimates - Yes
7/1/2001	25 Years & Out
12/6/1999	Blanket Resolution (All Service)
1/1/1997	Flexible E 1% COLA Adopted (01/01/1997)
1/1/1992	6 Year Vesting
1/1/1992	Benefit B-4 (80% max)
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1989	Flexible E 2% COLA Adopted (01/01/1989)
1/1/1988	Flexible E 2% COLA Adopted (01/01/1988)
3/1/1987	Benefit FAC-3 (3 Year Final Average Compensation)
3/1/1987	Benefit B-3 (80% max)
3/1/1987	Benefit F50 (With 25 Years of Service)
1/1/1987	Flexible E 2% COLA Adopted (01/01/1987)
7/1/1985	Benefit B-1
1/1/1983	Flexible E 2% COLA Adopted (01/01/1983)
7/1/1982	Member Contribution Rate 4.00%
7/1/1977	Benefit C-1 (Old)
7/1/1977	Benefit F55 (With 15 Years of Service)
1/20/1975	Exclude Temporary Employees
3/27/1968	Covered by Act 88
7/1/1947	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1947	10 Year Vesting
7/1/1947	Benefit C (Old)
7/1/1947	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%
7/1/1947	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

10 - General DPW

12/1/2016	Service Credit Purchase Estimates - Yes
10/1/2014	Non Standard Compensation Definition
12/6/1999	Blanket Resolution (All Service)
7/1/1997	25 Years & Out
1/1/1997	Flexible E 1% COLA Adopted (01/01/1997)
7/1/1992	Benefit B-4 (80% max)
1/1/1991	Flexible E 2% COLA Adopted (01/01/1991)
7/1/1989	Day of work defined as 7 Hours a Day for All employees.
7/1/1989	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/1989	Benefit B-3 (80% max)
7/1/1989	Benefit F50 (With 25 Years of Service)
1/1/1989	Flexible E 2% COLA Adopted (01/01/1989)
1/1/1988	Flexible E 2% COLA Adopted (01/01/1988)



10 - General DPW

1/1/1987	Flexible E 2% COLA Adopted (01/01/1987)
6/1/1986	Benefit B-1
7/1/1985	Member Contribution Rate 0.00%
1/1/1983	Flexible E 2% COLA Adopted (01/01/1983)
7/1/1982	Member Contribution Rate 4.00%
7/1/1977	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1977	10 Year Vesting
7/1/1977	Benefit C-1 (Old)
7/1/1977	Benefit F55 (With 15 Years of Service)
7/1/1977	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%
1/20/1975	Exclude Temporary Employees
3/27/1968	Covered by Act 88
7/1/1947	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

11 - DPW after 7/1/04

12/1/2016	Service Credit Purchase Estimates - Yes
10/1/2014	Non Standard Compensation Definition
7/1/2006	Blanket Resolution (All Service)
7/1/2006	25 Years & Out
7/1/2006	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/2006	Exclude Temporary Employees
7/1/2006	10 Year Vesting
7/1/2006	Benefit B-4 (80% max)
7/1/2006	Benefit F55 (With 15 Years of Service)
7/1/2006	Member Contribution Rate 4.00%
3/27/1968	Covered by Act 88
7/1/1947	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

12 - GMS hired on or after 7/1/08

12/1/2016	Service Credit Purchase Estimates - Yes
7/1/2008	Blanket Resolution (All Service)
7/1/2008	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/2008	Exclude Temporary Employees
7/1/2008	10 Year Vesting
7/1/2008	Benefit B-3 (80% max)
7/1/2008	Benefit F55 (With 25 Years of Service)
7/1/2008	Member Contribution Rate 4.00%
3/27/1968	Covered by Act 88
7/1/1947	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

S1 - Surplus Assoc. div 01

7/1/1947	Fiscal Month - July
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Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	3.00%

Miscellaneous and Technical Assumptions

Loads – None.

Amortization Policy for Closed Not Linked Divisions: The default funding policy for closed not linked divisions, including open divisions with zero active members, is to follow a non-accelerated amortization, where each closed period decreases by one-year each year until the period is exhausted. In select instances, closed not linked division(s) may follow an accelerated amortization policy.

Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

PLAN MATURITY MEASURES

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>
1. Ratio of the market value of assets to total payroll	5.1	5.4	5.4
2. Ratio of actuarial accrued liability to payroll	9.7	10.5	11.1
3. Ratio of actives to retirees and beneficiaries	0.6	0.5	0.5
4. Ratio of market value of assets to benefit payments	6.9	6.5	5.9
5. Ratio of net cash flow to market value of assets (boy)	-5.1%	-4.0%	-10.4%

RATIO OF MARKET VALUE OF ASSETS TO TOTAL PAYROLL

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

RATIO OF ACTUARIAL ACCRUED LIABILITY TO PAYROLL

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

RATIO OF ACTIVES TO RETIREES AND BENEFICIARIES

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

RATIO OF MARKET VALUE OF ASSETS TO BENEFIT PAYMENTS

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

RATIO OF NET CASH FLOW TO MARKET VALUE OF ASSETS

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

State Reporting

The following information has been prepared to provide some of the information necessary to complete the Public Act 202 pension reporting requirements for the State of Michigan's Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at www.mersofmich.com and on the State [website](#).

Form 5572		
Line Reference	Description	Result
10	Membership as of December 31, 2020	
11	Indicate number of active members	45
12	Indicate number of inactive members (excluding pending refunds)	11
13	Indicate number of retirees and beneficiaries	76
14	Investment Performance for Calendar Year Ending December 31, 2020¹	
15	Enter actual rate of return - prior 1-year period	13.59%
16	Enter actual rate of return - prior 5-year period	9.35%
17	Enter actual rate of return - prior 10-year period	7.91%
18	Actuarial Assumptions	
19	Actuarial assumed rate of investment return ²	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any ³	18
22	Is each division within the system closed to new employees? ⁴	No
23	Uniform Assumptions	
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	\$11,742,162
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions ⁵	\$23,792,664
27	Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending June 30, 2021	\$1,186,284

- ¹. The Municipal Employees' Retirement System's investment performance has been provided to GRS from MERS Investment Staff and is included here for reporting purposes. The investment performance figures reported are net of investment expenses on a rolling calendar-year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.
- ². Net of administrative and investment expenses.
- ³. Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.
- ⁴. If all divisions within the employer are closed, "yes." If at least one division is open (including shadow divisions) indicate "no."
- ⁵. Line 25 actuarial accrued liability is determined under PA 202 uniform assumptions which differ from the valuation assumptions. In particular, the assumed rate of return for PA 202 purposes is 7.00%.

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017 (The Act).

1. LOCAL GOVERNMENT INFORMATION

Local Government Name: City of Berkley Six-Digit Muni Code: _____
Defined Benefit Pension System Name: General Employees' Defined Benefit Pension Plan
Contact Name (Administrative Officer): Matt Baumgardner
Title if not Administrative Officer: City Manager Telephone: (248) 658-3350
Email (Communication will be sent here): mbaumgardner@berkeleymi.net
Fiscal Year System was Determined to be Underfunded: 2020

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local government shall develop and submit for approval a corrective action plan for the local government. The local government shall determine the components of the corrective action plan. This corrective action plan shall be submitted by any local government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the defined benefit pension retirement systems of the local government is greater than 10% of the local government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of PA 202 of 2017 (the Act), this corrective action plan must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this corrective action plan and attach the documentation as a separate PDF document.** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the corrective action plan.

The submitted plan must demonstrate through distinct supporting documentation how and when the local government will reach the 60% funded ratio. Or, if the local government is a city, village, township, or county, the submitted plan may demonstrate how and when the ADC for all defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ADC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local government must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to**

complete separate plans and send a separate email for each underfunded system. Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-20XX, Local Government Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Board shall review and vote on the approval of a corrective action plan submitted by a local government. If a corrective action plan is approved, the Board will monitor the corrective action plan and report on the local government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will receive the corrective action plan submission at the Board's next scheduled meeting. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local government may also include in its corrective action plan a review of the local government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Closing the current defined benefit plan;
- (ii) Implementing a multiplier limit;
- (iii) Reducing or eliminating new accrued benefits;
- (iv) Implementing final average compensation standards.

Implementation: The local government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local government's compliance with this Act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local government is in substantial compliance with the Act. If the Board determines that an underfunded local government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local government detailing the reasons for the determination of noncompliance with the corrective action plan. The local government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and which attachment(s) supports your actions).

- Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- ☒ **System Design Changes** - System design changes may include the following: lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System** on **January 1, 2019**. On **page 8** of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2022**.

The system was changed for new hires from 2.5% multiplier to 2.25% multiplier in 2004 and 2008. New hires are also required to contribute 4% to the system from 0% starting on 7/1/2004 and 7/1/2008 for union and non-union employees respectively. Overtime was also eliminated in 2004 for FAC Calculations for union employees. The projected funded ratio is expected to exceed 60% in 2028.

- ☒ **Additional Funding** - Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: The local government provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System** on **January 1, 2019**. This lump sum payment was in addition to the ADC of the system. The additional contribution will increase the retirement system's funded ratio to **61%** by **2027**. Please see **page 10** of the attached enacted budget, which highlights this contribution of **\$1 million**.

City of Berkeley is committed to make additional funding contributions on an annual basis over and above the ADC of the system. The City contributed excess contributions in 2017, 2019, 2020, and 2021. The balance in the surplus division was \$632,875 on 12/31/2020. Additional contributions were also made in 6/2021, which are not reflected in the balance yet.

- ☒ **Other Considerations** - Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: The information provided on the Form 5572 from the audit used actuarial data from **2017**. Attached is an updated actuarial valuation from **2019** that shows our funded ratio has improved to **62%** as indicated on **page 13**.

Additional Contributions for the past two fiscal years should show a slight increase in our funded ratio in 2021.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funding status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local government do to improve its underfunded status, and which attachment(s) supports your actions).

Category of Prospective Actions:

- ☒ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: Beginning with **summer 2019** contract negotiations, the local government will seek to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be **60% funded by fiscal year 2021** if these changes were adopted and implemented by **fiscal year 2020**.

The City also plans to close the defined benefit plan in 2022 to new hires and provide the DC plus plan for new hires to eliminate the legacy costs in the future. With additional funding annually, the plan should be over 60% funded by 2028 and fully funded by 2040.

- ☒ **Additional Funding** - Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: Beginning in **fiscal year 2020**, the local government will provide a lump sum payment of **\$1 million** to the **General Employees' Retirement System**. This lump sum payment will be in addition to the ADC of the system. The additional contribution will increase the retirement system's funded ratio to **61% by 2026**. Please see page 10 of the attached enacted budget, which highlights this contribution of **\$1 million**. Please see page 12 of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.

The City will contribute a minimum of \$150,000 in 2021-2022 and will continue to contribute extra funds above the ADC in the following five years at a minimum of \$150,000 annually. The plan should exceed 60% on or before the year 2028. The City will also consider issuing bonds to fund the UAL after the plan is closed to new hires.

- ☐ **Other Considerations** - Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: Beginning in **fiscal year 2020**, the local government will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a funded status of **62% by 2023** as shown in the attached actuarial analysis on page 13.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for your local government to make, at a minimum, the ADC payment for the defined benefit pension system according to your long-term budget forecast?

☒ Yes

☐ No, Explain:

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a PDF to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming Convention: When attaching documents, please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention:

☒ Attachment – 1

☒ Attachment – 1a

☒ Attachment – 2a

☒ Attachment – 3a

☒ Attachment – 4a

☐ Attachment – 5a

☐ Attachment – 6a

Type of Document:

This corrective action plan form (required);

Documentation from the governing body approving this corrective action plan (required);

An actuarial projection, an actuarial valuation, or an internally developed analysis (in accordance with GASB and/or actuarial standards of practice), which illustrates how and when the local government will reach the 60% funded ratio. Or, if the local government is a city, village, township, or county, how and when the ADC will be less than 10% of governmental fund revenues, as defined by the Act (required);

Documentation of additional payments in past years that are not reflected in your audited financial statements (e.g. enacted budget, system provided information);

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance);

A separate corrective action plan that the local government has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio;

Other documentation not categorized above.

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the three corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria:

Description:

☒ Underfunded Status

Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local government is a city, village, township, or county, how and when the ADC of all pension systems will be less than 10% of governmental fund revenues? Do the corrective actions address the underfunded status in a reasonable timeframe?

☒ Legality

Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included?

☒ Affordability

Do the corrective action(s) listed allow the local government to make the ADC payment for the pension system now and into the future without additional changes to this corrective action plan?

8. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Matt Baumgarten, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) **(insert title)** City Manager approve this corrective action plan and will implement the prospective actions contained in this corrective action plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The General Employee's Defined Benefit Pension Plan **(insert retirement pension system name)** will achieve a funded status of at least 60% by fiscal year 2028 as demonstrated by required supporting documentation listed in Section 6.

OR, if the local government is a city, village, township, or county:

☐ The ADC for all the defined benefit pension retirement systems of the local government will be less than 10% of the local government's annual governmental fund revenues by fiscal year _____ as demonstrated by required supporting documentation listed in Section 6.

Signature: 

Date: 9/2/21

September 20, 2021 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember
_____ to authorize the amendment of the 2021-2022 Budget as presented.

Ayes:

Nays:

Motion:

City of Berkley

Finance Department

To: Matt Baumgarten, City Manager

From: Mark Pollock, Finance Director

Subject: Budget Amendments

Date: September 14, 2021

Attached are the proposed Budget Amendments for the fiscal year ending 6/30/2022 for City Council approval. This initial round of budget amendments are mostly due to carried forward capital items from the fiscal year ended June 30, 2021. COVID-19 continued to delay some of these projects and therefore we are moving them into the current fiscal year. Each Fund listed shows the impact of the proposed new amendments on the final estimated fund balance.

I am adding the additional amount of ARP Grant money that we have been allotted in the first of two installments from the State of Michigan Treasurer via the Federal Treasury. That money will help to offset some of the current year budget deficit, but these additional capital items will increase the overall budget deficit.

As Laurie and I continue working on the fiscal year-end audit entries, we anticipate that the General Fund fund balance will decrease to about \$5,200,000 on 6/30/2021.

These amendments would increase the annual general fund deficit from (\$996,194) to (\$1,736,594). That would leave \$3,463,406 in the General Fund fund balance as of 6/30/2022. Our remaining fund balance expressed as a percentage of average annual expenditures would be 25.65%. This would place us over our minimum fund balance of 20% and just above the target fund balance of 25%-35% based on the recently adopted Fund Balance Policy.

Each Fund has the summary of fund balance impact on the bottom of each fund's proposed budget amendments. I recommend that City Council approve all of these budget amendments.

Budget Amendments September 2021

2021-2022 Budget Amendments Sep-21						
FUND 101-GENERAL FUND		Sep-21	2021-2022		(Increase)/Decrease	2021-2022
Department	Account Name	Original Budget	Reason For Amendment	Amendment Amt	Amended Budget	
Revenues						
101-001-528-000	OTHER FEDERAL GRANTS	\$ 750,000	Additional Federal Grants Adjusted ARP Funds	\$ (50,000)	\$ 800,000	
101-001-688-000	LIBRARY PENAL FINES - COUNTY	\$ 20,000	Additional /County Library Penal Fines	\$ (6,400)	\$ 26,400	
Net Revenue Increased Budget				\$ (56,400)		
Department	Account Name	2021-2022	Reason For Amendment	Increase/(Decrease)	2021-2022	
		Original Budget		Amendment Amt	Amended Budget	
Dept 172 - CITY MANAGER						
101-172-704-000	FULL TIME EMPLOYEES	\$ 224,000	Move Office Generalist to FT Wages	\$ 40,000	\$ 268,000	
101-172-707-000	PART-TIME EMPLOYEES	\$ 49,200	Additional FT Wages not Budgeted	\$ (33,600)	\$ 15,600	
101-172-715-000	FICA	\$ 20,900	Additional Due to FT Increase	\$ 500	\$ 21,400	
Dept 191 - ELECTIONS/CITY CLERK						
101-191-982-000	EQUIPMENT	\$ -	Election Equipment Carryforward	\$ 4,000	\$ 4,000	
Dept 265 - CITY HALL						
101-265-976-000	BUILDING IMPROVEMENTS	\$ 450	Workstation Carryforward	\$ 26,000	\$ 26,450	
Dept 302 - PUBLIC SAFETY ADMINISTRATION						
101-302-981-000	FURNITURE	\$ 1,000	Workstation Carryforward	\$ 2,500	\$ 3,500	
Dept 310 - PUBLIC SAFETY OPERATIONS						
101-310-976-000	BUILDING IMPROVEMENTS	\$ 315,000	Lobby Restructuring Carryforward	\$ 213,000	\$ 528,000	
Dept 441 - PUBLIC WORKS						
101-441-976-000	BUILDING IMPROVEMENTS	\$ 47,000	DPW Building Improv Carryforward	\$ 69,000	\$ 116,000	
Dept 442 - PUBLIC WORKS GARAGE						
101-442-982-000	EQUIPMENT	\$ -	Compressor/Equipment Carryforward	\$ 23,000	\$ 23,000	
Dept 755 - INFORMATION TECHNOLOGY						
101-755-760-000	SOFTWARE MAINT AND SUBSCRIPTIONS	\$ 42,750	Delayed Items to Carryforward	\$ 33,000	\$ 75,750	
101-755-778-000	EQUIPMENT SUPPLIES	\$ 5,000	Delayed Items to Carryforward	\$ 3,000	\$ 8,000	
101-755-818-000	CONTRACTUAL SERVICES	\$ 49,200	Delayed Items to Carryforward	\$ 3,400	\$ 52,600	
101-755-983-000	OFFICE EQUIPMENT	\$ 35,500	Delayed Items to Carryforward	\$ 18,000	\$ 53,500	
Dept 801 - PLANNING						
101-801-818-000	CONTRACTUAL SERVICES	\$ 27,500	Master Plan Items to Carryforward	\$ 25,000	\$ 52,500	
Dept 966 - OTHER FINANCING USES						
101-966-999-614	TRANSFERS OUT TO REC REVOLVING	\$ 450,000	Additional Transfer to Recreation Revolving	\$ 370,000	\$ 820,000	
General Fund Totals		\$ 1,267,500		\$ 796,800	\$ 2,068,300	
Estim Beginning GF Fund Bal 7/1/2021	\$ 5,200,000		Original Estimated Budget Deficit 6/30/2022	\$ (996,194)		
Estimated Amended Budget Deficit	\$ (1,736,594)		Amended Net Budget Revenues	\$ 56,400		
Estimated Ending GF FB 6/30/2022	\$ 3,463,406		Amended Net Budget Expenditures	\$ (796,800)		
			Amended Net Increase in Budget Deficit	\$ (740,400)		
Fund Balance as a % of Annual Expenditures	25.65%		Amended Budget Deficit 6/30/2022	\$ (1,736,594)		
Fund 592 - WATER AND SEWER						
Department	Account Name	2021-2022	Description	Increase/(Decrease)	2021-2022	
Expenditures		Original Budget		Amendment Amt	Amended Budget	
Dept 536 - WATER & SEWER SERVICE						
592-536-976-000	BUILDING IMPROVEMENTS	\$ 850,000	DPW Improvements Postponed due to Bids	\$ 27,000	\$ 877,000	
592-536-982-592	EQUIPMENT	\$ 280,000	Additional Road Repair	\$ 130,000	\$ 410,000	
592-536-985-000	VEHICLE	\$ 215,000	Additional Road Repair	\$ 240,000	\$ 455,000	
Water & Sewer Total		\$ 1,345,000	Water & Sewer Total	\$ 397,000	\$ 1,742,000	
Estimated Water & Sewer FB 7/1/2021	\$ 16,600,000		Original Estimated Budget Deficit 6/30/2022	\$ (2,920,636)		
Estimated Amended Budget Deficit	\$ (3,317,636)		Amended Net Budget Revenues	\$ -		
Estimated Ending SW FB 6/30/2022	\$ 13,282,364		Amended Net Budget Expenditures	\$ (397,000)		
			Amended Net Decrease in Budget Deficit	\$ (397,000)		
Retained Earn as a % of Annual Expenditures	156.26%		Amended Budget Deficit 6/30/2022	\$ (3,317,636)		
Fund 614 - RECREATION REVOLVING						
Department	Account Name	2021-2022	Description	Increase/(Decrease)	2021-2022	
Revenues		Original Budget		Amendment Amt	Amended Budget	
614-001-539-000	STATE GRANTS	\$ -	Grant Will Be Received in 2021-2022	\$ 180,000	\$ 180,000	
614-001-699-101	TRANSFER IN FROM GENERAL FUND	\$ 450,000	Additional Transfers Due to Park Projects	\$ 370,000	\$ 820,000	
Net Increase in Budgeted Revenue				\$ 550,000		
Department	Account Name	2020-2021	Description	Increase/(Decrease)	2020-2021	
Expenditures		Original Budget		Amendment Amt	Amended Budget	
No Carryforward Expenses						
Recreation Revolving Total		\$ -	Recreation Revolving Total	\$ -	\$ -	

Budget Amendments September 2021

<u>Department</u>	<u>Account Name</u>	<u>2021-2022 Original Budget</u>	<u>Reason For Amendment</u>	<u>Increase/(Decrease) Amendment Amt</u>	<u>2021-2022 Amended Budget</u>
Recreation Revolving FB 7/1/2021	\$	8,500	Original Estimated Budget Deficit 6/30/2021	\$ (556,307)	
Estimated Amended Budget Deficit	\$	(6,307)	Amended Net Budget Revenues	\$ 550,000	
Estimated Ending Rec Rev FB 6/30/2022	\$	2,193	Amended Net Budget Expenditures	\$ -	
			Amended Net Decrease in Budget Deficit	\$ 550,000	
			Amended Budget Deficit 6/30/2021	\$ (6,307)	